DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
072/253
16 Jan 1998

NAVSEAINST 5450.14A CHANGE TRANSMITTAL 2

From: Commander, Naval Sea Systems Command

Subj: CHANGE TO STANDARD NAVAL SHIYARD ORGANIZATION MANUAL (SNSOM)

Ref: (a) NAVSEA ltr 11260 Ser 07Q/97-164 of 11 Dec 97

Encl: (1) Revised Naval Shipyard Department/Office Organization Chart
(2) New Lifting and Handling Department Organization Chart and New Department Responsibilities
(3) Revised Production Resources Department Organization Charts and Revised Department Responsibilities
(4) Revised Operations Department Organization Chart and Revised Department Responsibilities
(5) Record of Changes

1. Purpose: This change transmittal issues changes to the Standard Naval Shipyard Organization Manual as required by reference (a) to establish the new Lifting and Handling Department (Code 700).

2. Action: Effective immediately, each naval shipyard will:

a. Remove existing Naval Shipyard Department/Office Organization Chart; and replace with enclosure (1). Insert enclosure (2), the New Lifting & Handling Organization Chart & New Department responsibilities after page 120. The new pages include page numbers. Remove existing page 66 and insert page labeled "This page left intentionally left blank". Insert enclosure (3), the revised Production Resources Department Chart, Facilities And Maintenance Department Chart and revised Page 65. Remove existing pages 72, 73 and 81. Insert pages labeled "This page intentionally left blank". Insert enclosure (4), the revised Operations Department Organization Chart (Note 1 only). Insert revised pages 42, 45 and 46. Insert enclosure (5) after title page; record change two.

b. Review current organizational operations and implement any changes to local practices required by these revised organizational functions and responsibilities.

c. Update the local organization manual implementing the changes in this instruction and submit two copies of required changes to SEA 072.

3. Appendix A will be revised at a later date to clarify the working relationships of the Lifting and Handling Director and Nuclear Production Manager.

4. Cancellation. Cancel this transmittal when above action has been completed.

B.P. CLARK
Executive Director
Naval Shipyard & SUPSHIP
Management & Field Activity
Support Directorate

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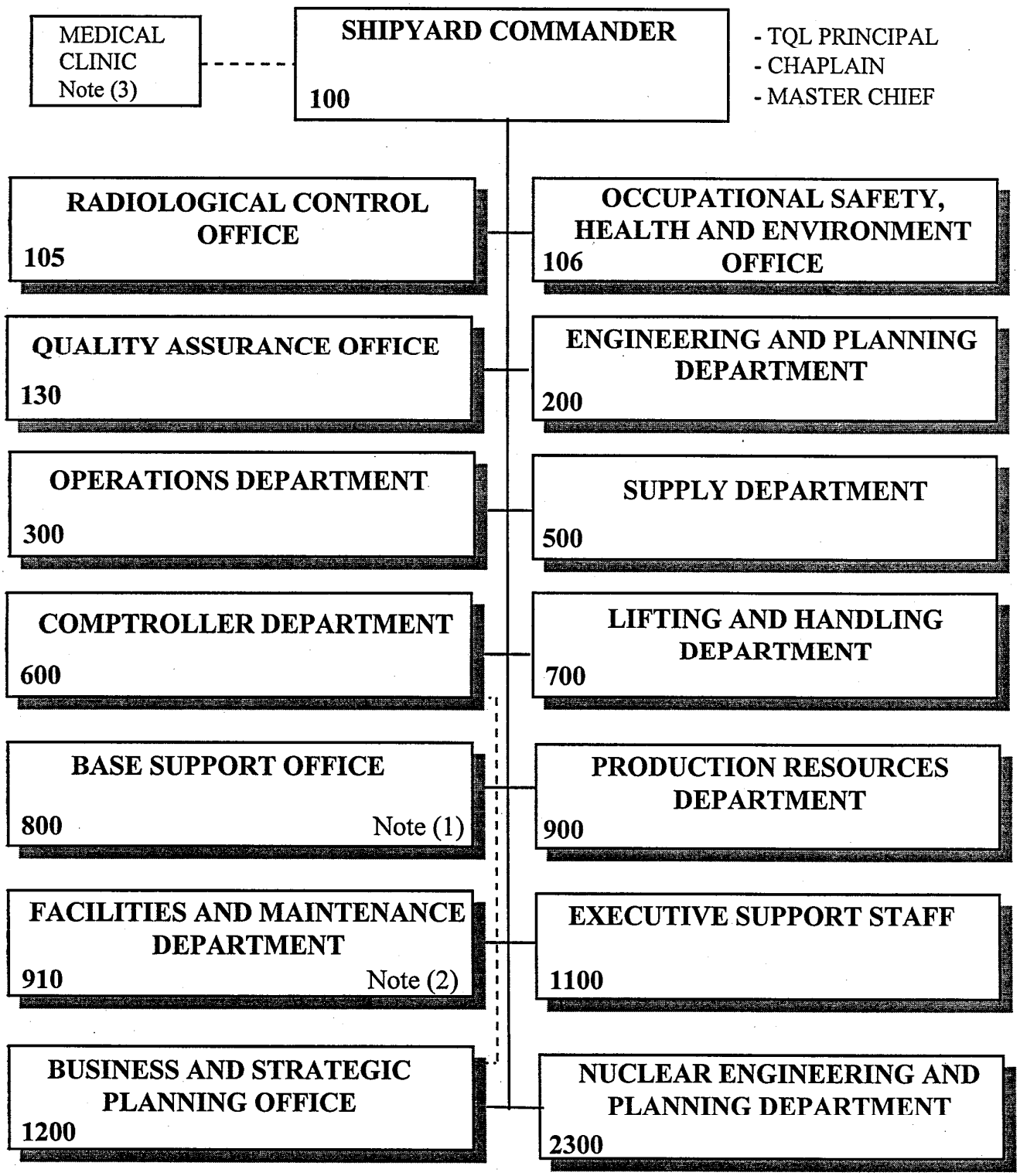
ENCLOSURE (1)

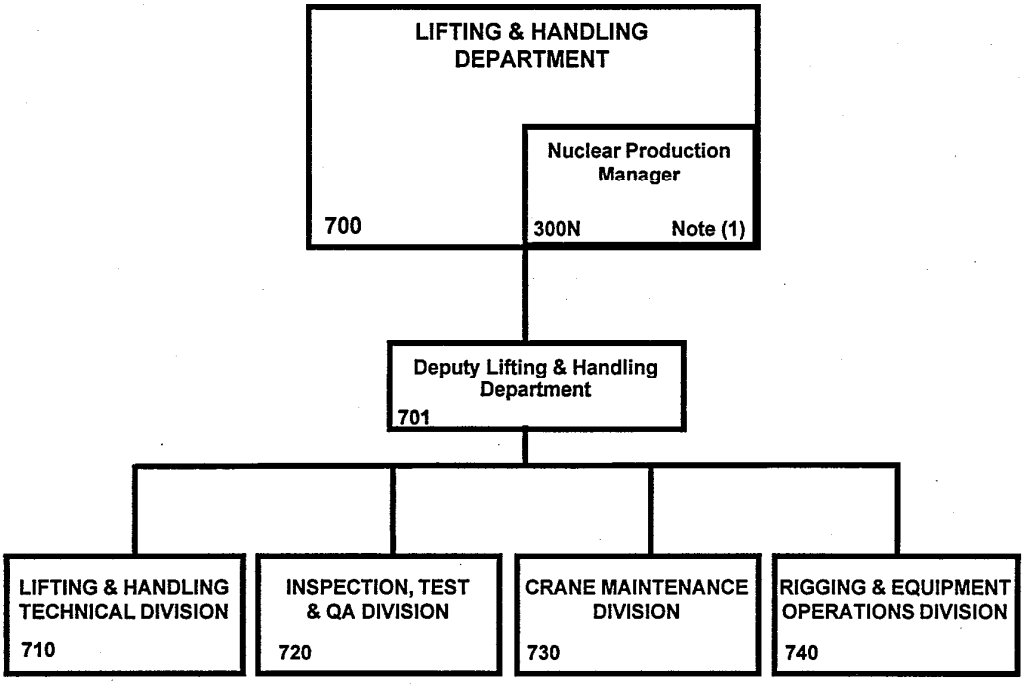
Revised Naval Shipyard Department/Office Organization Chart



Note (1) - Base Support Office is optional for those shipyards without a Naval Station.
Note (2) - For shipyards maintaining a Facilities and Maintenance Department
Note (3) - The Clinic Commanding Officer has additional duty to the Shipyard Commander.

ENCLOSURE (2)

New Lifting & Handling Organization Chart & New Department Responsibilities



Note (1) Also assigned as the Nuclear Production Manager in the Operations and Production Resources Departments. The Nuclear Production Manager functions as the Department Head for nuclear matters and reports directly to the Shipyard Commander. The Lifting and Handling Director and the Nuclear Production Manager will coordinate action on matters of mutual interest.

LIFTING AND HANDLING DEPARTMENT

Responsible for:

1. Managing all aspects of the Shipyard's Lifting and Handling Program and Rigging.

2. Establishing and executing a budget to support assigned mission.

3. Technical and administrative control over all aspects of the program, including personnel as necessary even though there may not be direct supervisory control.

4. Developing a department overview assessment program and required corrective actions, focusing on safety, quality, performance and strategic planning.

5. Certifying and maintaining all Lifting and Handling Equipment, including authority to remove equipment from service for required maintenance.

6. Promoting effective lifting and handling accident prevention program throughout the activity.

7. Ensuring lifting and handling program personnel are properly trained and qualified/licensed.

NUCLEAR PRODUCTION MANAGER

Note: See functional responsibilities for Nuclear Production Manager as shown in the Operations Department.

DEPUTY, LIFTING HAND HANDLING DEPARTMENT

Responsible for:

1. Performing duties and functions of Lifting and Handling Director in the Director's absence.

2. Day-to-day work execution, and allocation of resources in the department in order to meet established priorities.

3. Directly supervising the Department Administration group.

4. Oversight and coordination of lifting and handling SPS work.

5. Ensuring audits and surveillances are aligned with management identified priorities.

LIFTING AND HANDLING TECHNICAL DIVISION

Responsible for:

1. Advising Lifting and Handling Director on all technical lifting and handling equipment issues.

2. Supervising and overseeing responsibilities of the Lifting and Handling Technical Branches.

3. Reviewing and approving crane certification packages prior to presentation to Certifying Official.

4. May be designated Certifying Officer for CAT 2 & 3 GPS cranes.

5. Developing metrics to be utilized by lifting and handling Quality Assurance which assess the department performance.

6. Providing and approving technical specifications, processes and procedures for work to be accomplished on shipyard lifting and handling equipment.

7. Developing alterations for all shipyard cranes.

8. Providing a configuration control system such as that all alterations to Load Bearing/Load Controlling/Safety Devices (LB/LC/SD) and other mandatory configuration alteration are documented and reflected on crane drawings.

9. Providing technical evaluations including corrective actions of crane accidents involving LB/LC/SD and material damage of personnel injury.

10. Developing/approving test attributes; and provide resolution of identified problems which occur during testing.

11. Developing and maintaining a strategic plan for lifting and handling equipment, including CPP Program.

12. Resolving deficiencies identified during the course of shipyard crane work and operation.

13. Preparing and maintaining crane technical support documentation (e.g. crane drawings and index).

INSPECTION, TEST & QA DIVISON

Responsible for:

1. Performing periodic, scheduled inspections of shipyard lifting and handling equipment, as well as post-maintenance/repair inspections.

2. Developing, administering, and implementing a shipyard surveillance program which includes all aspects of Lifting and Handling Program to identify and correct program weaknesses.

3. Analysis of metrics data for the Lifting and Handling Program.

4. Independent auditing of the entire Lifting and Handling Program.

5. Independently inspecting work performed to assure conformance to engineering approved specifications, including in-process inspection which inspection is not practical after assembly.

6. Conducting operational or load testing on shipyard lifting and handing equipment.

7. Preparation of certification packages.

8. Maintaining equipment history files.

CRANE MAINTENANCE DIVISION

Responsible for:

1. Maintaining and repairing all lifting and handling equipment in accordance with required specifications.

2. Developing, maintaining and continuously improving shop and trade processes.

3. Performing work to written instructions, and referring items not meeting specification to the lifting and Handling Technical Division for resolution.

4. Scheduling all lifting and handling equipment maintenance work and assuring adherence to schedule. Maintenance schedules shall be integrated with shipyard workload.

5. Identifying and reporting details of failures and deficiencies of shipyard cranes to crane engineering and/or inspection divisions to allow for proper evaluation of follow-on action.

RIGGING & EQUIPMENT OPERATIONS DIVISION

Responsible for:

1. Shipyard Lifting & Handling Safety Program.

2. Managing the integrated Crane Team Riggers and Crane Operations under the Crane Operations Section.

3. Providing leadership & oversight to Crane Accident Prevention Program including accident investigation.

4. Maintaining a trained & qualified workforce to perform Lifting & Handling Operations.

5. Manufacturing, providing, testing and controlling rigging gear used throughout the shipyard.

6. Developing, maintaining and continuously improving shop and trade processes.

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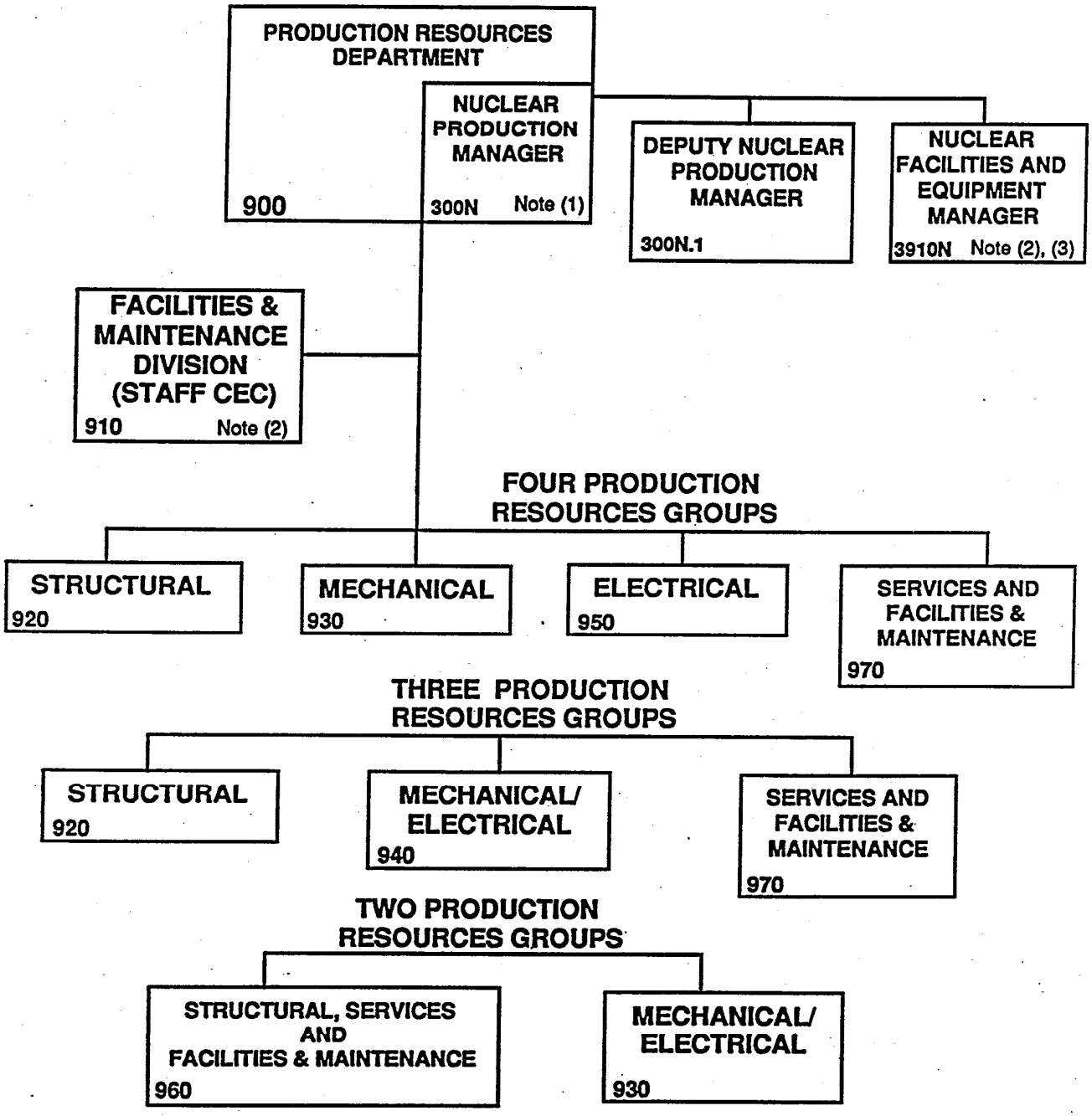
ENCLOSURE (3)

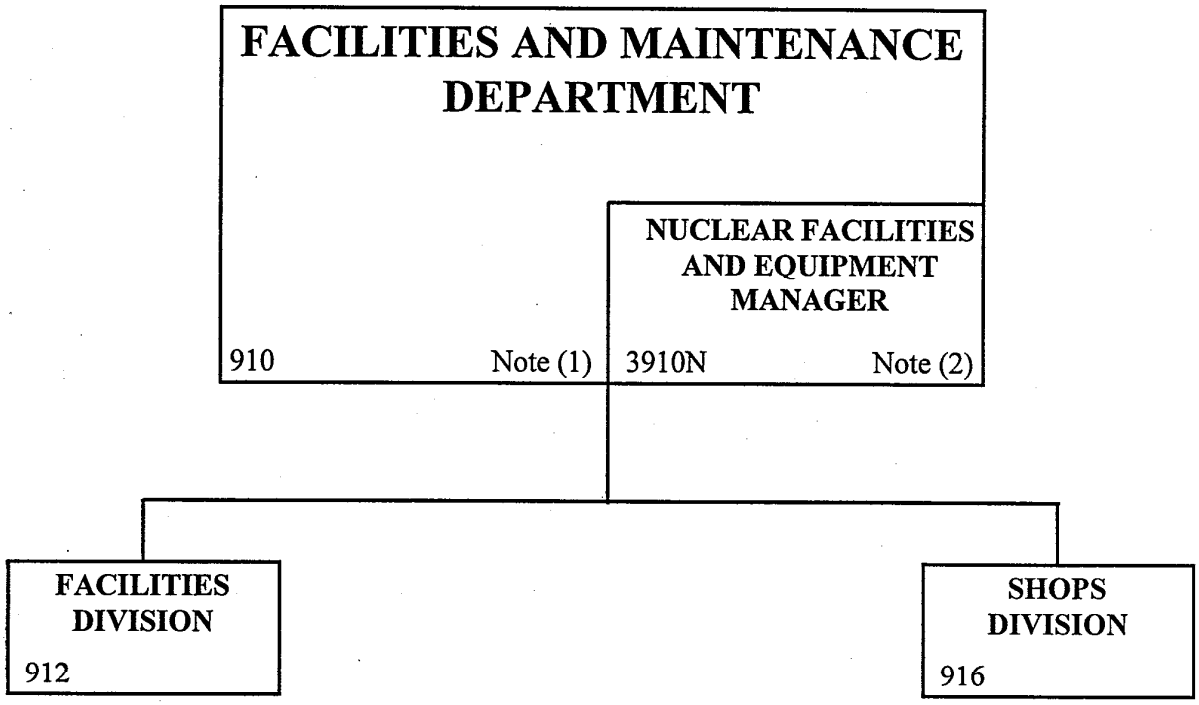
Revised Production Resources Charts & Revised Department Responsibilities



Note (1): Also assigned as the Nuclear Production Manager in the Operations and Lifting and Handling Departments. The Nuclear Production Manager has direct access to the Shipyard Commander on nuclear production matters.

Note (2): Where the shipyard retains a Facilities and Maintenance Department, these functions are also assigned under a Facilities and Maintenance Officer.

Note (3): The Nuclear Facilities and Equipment Manager has direct access to the Shipyard Commander for nuclear matters.



Note (1): For shipyards maintaining a Facilities and Maintenance Department.

Note (2): The Nuclear Facilities and Equipment Manager has direct access to the Shipyard for nuclear matters and reports to 300N in the Production Resources Department.

10. Providing emergency response and after action clean-up for oil and hazardous substance release.

11. Providing administrative support such as disciplinary actions, rebadging, schedule of physicals, training, court leave, etc.

12. Managing and administration of service craft.

13. Providing C/SCS data and analysis of results for shop work as needed.

14. Implementing and continuously improving program methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

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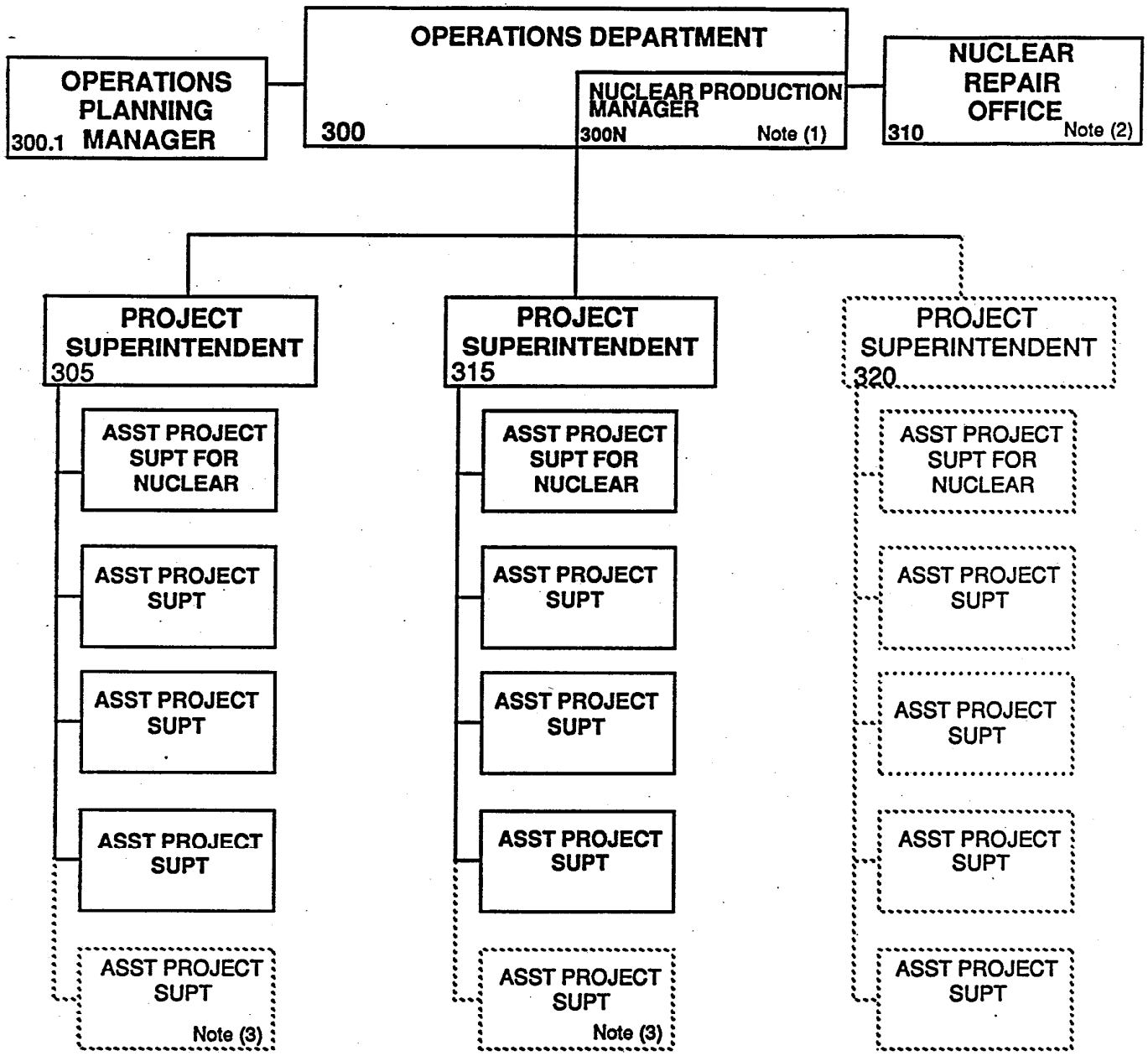
ENCLOSURE (4)

Revised Operations Department Organization Chart and Revised Responsibilities



Note (1): Also assigned as the Nuclear Production Manager in the Production Resources and Lifting and Handling Departments. The Nuclear Production Manager functions as the department head for nuclear matters and reports directly to the Shipyard Commander. The Operations Officer and the Nuclear Production Manager will coordinate action on matters of mutual interest.

Note (2): Deleted.

Note (3): The number of Project Superintendents and Assistant Project Superintendents (and other project personnel) assigned to a project management team will vary depending on the size, complexity and stage of the project.

OPERATIONS DEPARTMENT

Responsible for:

1. Coordinating/managing planning and executing work on specified projects within specified budget and schedule. The organization will include a specified number of project superintendents. The Nuclear Production Manager which will be a single person, triple billeted in the Operations, Production Resources and Lifting and Handling Departments, is responsible for nuclear matters.

2. Performing all ship work for ships and craft assigned to the shipyard for repair, overhaul, or conversion and for special projects as assigned. Establishing and maintaining necessary officers and management resources for accomplishing off-yard projects.

3. Ensuring that work is performed in accordance with applicable safety directives and safe working practices. Qualifying and assigning Ship Safety Officers and Ship Safety Superintendents for assigned submarines in accordance with the requirements of NAVSEA 6010 manual.

4. Managing work performed on projects in accordance with technical requirements, workmanship, cost, schedule, general customer relations and ensuring that appropriate corrective action is initiated when required.

5. Focusing management (e.g., Engineering and Planning or other affected department heads) attention on problems concerning project work.

6. Approving schedules (e.g., engineering and planning, procurement, production) for projects and appraising progress against these schedules.

7. Complying with and coordinating the technical direction, advice and guidance received from and through shipyard technical organizations.

8. Executing approved work within the time allowed and in accordance with applicable instructions and sound engineering practice; accomplishing this work within the funds made available to the department for each ship or project.

9. Directing the execution of all docking and undocking operations.

NUCLEAR PRODUCTION MANAGER

Note: The Nuclear Production Manager may have a small staff to carry out these responsibilities. These assistants may include a Deputy Nuclear Production Manager to assist in carrying out responsibilities in the Production Resources and Lifting and Handling Departments, a Nuclear Operations Manager to assist in carrying out responsibilities in the Operations Department, a Nuclear Facilities and Equipment Manager, and one or more Production Resources Department Refueling Managers, as required by NAVSEA 0989-018-1000 (Manual for Control of Refueling). The Deputy Nuclear Production Manager may have a Quality Control Branch Head, a Radiological Control Branch Head, and a Training and Budget Branch Head to assist in carrying out responsibilities in the Production Resources and Lifting and Handling Departments.

Responsible for:

1. Ensuring that naval nuclear production work is accomplished on time, at reasonable cost, with a minimum radiation exposure to personnel and in accordance with specified technical requirements including quality and radiological controls and good workmanship standards.

2. Assuring that adequate planning and schedules are provided for naval nuclear work.

3. Assuring that adequate manpower resources and equipment are provided to prepare for and perform naval nuclear plant work.

4. Directing nuclear production work through the applicable Project Superintendents in the Operations Department and applicable functional Superintendents in the Production Resources and Lifting and Handling Departments.

5. Assuring that lists of Production Resources and Lifting and Handling Departments personnel qualified for nuclear work are maintained and concurring in such lists.

6. Advising the Production Resources and Lifting and Handling Departments on functions such as training, merit promotions, leave, and other such administrative matters concerning department personnel assigned to naval nuclear work.

7. Advising the Operations Officer, Production Resources Officer and Lifting and Handling Manager, and Shipyard Commander if, at any time, supporting effort from other departments is not adequate, and of the action being taken to resolve the matter.

8. Management of the shipyard's program for minimizing personnel radiation exposure.

NUCLEAR OPERATIONS DEPARTMENT

Note: Deleted

Responsible for:

1. Coordinating the accomplishment of naval nuclear work on projects assigned to the Operations Department, primarily through direct contact with Assistant Project Superintendent for nuclear work.

2. Developing a training plan for qualifying Assistant Project Superintendents for nuclear in necessary requirements to ensure consistent conduct of naval nuclear work among projects.

3. Coordinating assignment of properly trained and qualified nuclear mechanics among various projects assigned to the Operations Department and applicable functional areas of the Production Resources and Lifting and Handling Departments.

4. Working concurrently with the Integrated Planning Group and Project Superintendents during the project planning process.

5. Assessing schedule and cost performance of nuclear work among various projects assigned to the Operations Department and applicable functional areas of the Production Resources and Lifting and Handling Departments.

6. Resolving schedule and execution problems for nuclear work with the applicable Project Superintendents in the Operations Department and the applicable functional Superintendents in the Production Resources and Lifting and Handling Departments.

ENCLOSURE (5)

Record Of Changes

RECORD OF CHANGES

CHANGE NO.	DATE OF CHANGE	ENTERED BY	DATE RECORDED

DEPARTMENT OF THE NAV

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-5101

IN REPLY REFER TO

NAVSEAINST 5450.14A CH-1
OPR 072C
Ser 07/03

MAR 0 5 1993

NAVSEAINST 5450.14A CHANGE TRANSMITTAL 1

From: Commander, Naval Sea Systems Command

Subj: CHANGE TO STANDARD NAVAL SHIPYARD ORGANIZATION MANUAL (SNSOM)

Encl: (1) Revised pages 30, 31, 42, 45-49, 99, and 110
(2) Revised Organizational Charts for the Operations Department and Production Resources Department
(3) Appendix Tabs and Appendices A and B
(4) Record of Changes
(5) Summary of Change One to SNSOM

1. Purpose. This change transmittal issues changes to the Standard Naval Shipyard Organization Manual as required by the actions of the Board of Directors meeting of 4-6 November 1992.

2. Action. Effective immediately, each naval shipyard will:

a. Remove existing pages 30, 31, 42, 45-49, 99, and 110; and replace with enclosure (1). Remove the organization charts for the Operations Department and Production Resources Department; replace with enclosure (2). Insert enclosure (3) after page 120. Insert enclosure (4) after title page; record change one.

b. Review current organizational operations and implement any changes to local practices required by these revised organizational functions and responsibilities listed in enclosure (5).

c. Update the local organization manual implementing the changes in this instruction and submit two copies of required changes to SEA 072.

3. Cancellation. Cancel this transmittal when above action has been completed.

J. S. CLAMAN
Deputy Commander for Industrial and Facility Management

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ENCLOSURE (1)

Pages 30, 31, 42, 45-49, 99, and 110

24. Material, Equipment, Logistics Support Center

    a. Determining the material requirements for all job orders. Preparing material lists covering the long leadtime and short leadtime material requirements for each job order and the initiation of procurement action for such material.
    b. Preparing "farm-out" specifications for work which is beyond the industrial capacity or capability of the shipyard to accomplish.
    c. Determining interchangeable or substitute items when appropriate.
    d. Tracking and expediting material delivery in conjunction with the Supply Department to ensure timely delivery in support of the Operations and Production Resources Department's requirements.
    e. Reviewing excess materials upon close-out of the job orders and customer orders and designating disposition action and financial accountability.

25. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

26. Assisting the Operations Department in coordinating project planning efforts, including participating in project planning meetings.

INTEGRATED PLANNING DIVISION

Responsible for:

1. Developing strategies for executing industrial availabilities. Work in conjunction with the Nuclear Integrated Planning Group, Operations Department, Production Resources Department and others as appropriate in strategy development.

2. Establishing key events, systems and work requirements in support of these events.

3. Establishing milestones and test sequences to support the key events and associated system and work requirements; issuing a formal availability strategy instruction in conjunction with the Operations Planning Manager for each availability.

4. Developing, in conjunction with the applicable test and technical codes, standard system test boundaries for each ship class.

5. Analyzing authorized alterations and requested repairs and organizing work into packages which can be most effectively planned, scheduled and accomplished by production shops.

6. Deleted.

7. Preparing, issuing and maintaining nuclear and non-nuclear schedules in conjunction with the Operations Planning Manager.

8. Reviewing overall ship schedule adherence on a continuing basis and making recommendations to correct causes of departures from schedules.

9. Establishing schedules for preparation of manday and cost estimates for work packages in order to support the Project Superintendent in the preparation of work booklets and similar documentation for pre-arrival and similar work conferences with customers.

10. Providing on-site scheduling support to other departments.

11. Providing Automated Scheduling Systems and supporting scheduling application software including operations, maintenance, training and development.

OPERATIONS DEPARTMENT

Responsible for:

1. Coordinating/managing planning and executing work on specified projects within specified budget and schedule. The organization will include a specified number of project superintendents. The Nuclear Production Manager which will be a single person, double billeted in the Operations and Production Resources Departments, is responsible for nuclear matters.

2. Performing all ship work for ships and craft assigned to the shipyard for repair, overhaul, or conversion and for special projects as assigned. Establishing and maintaining necessary officers and management resources for accomplishing off-yard projects.

3. Ensuring that work is performed in accordance with applicable safety directives and safe working practices. Qualifying and assigning Ship Safety Officers and Ship Safety Superintendents for assigned submarines in accordance with the requirements of NAVSEA 6010 manual.

4. Managing work performed on projects in accordance with technical requirements, workmanship, cost, schedule, general customer relations and ensuring that appropriate corrective action is initiated when required.

5. Focusing management (e.g., Engineering and Planning or other affected department heads) attention on problems concerning project work.

6. Approving schedules (e.g., engineering and planning, procurement, production) for projects and appraising progress against these schedules.

7. Complying with and coordinating the technical direction, advice and guidance received from and through shipyard technical organizations.

8. Executing approved work within the time allowed and in accordance with applicable instructions and sound engineering practice; accomplishing this work within the funds made available to the department for each ship or project.

9. Directing the execution of all docking and undocking operations.

NUCLEAR PRODUCTION MANAGER

Note: The Nuclear Production Manager may have a small staff to carry out these responsibilities. These assistants may include a Deputy Nuclear Production Manager to assist in carrying out responsibilities in the Production Resources Department, a Nuclear Operations Manager to assist in carrying out responsibilities in the Operations Department, a Nuclear Facilities and Equipment Manager, and one or more Production Resources Department Refueling Managers, as required by NAVSEA 0989-018-1000 (Manual for Control of Refueling). The Deputy Nuclear Production Manager may have a Quality Control Branch Head, a Radiological Control Branch Head, and a Training and Budget Branch Head to assist in carrying out responsibilities in the Production Resources Department.

Responsible for:

1. Ensuring that naval nuclear production work is accomplished on time, at reasonable cost, with a minimum radiation exposure to personnel and in accordance with specified technical requirements including quality and radiological controls and good workmanship standards.

2. Assuring that adequate planning and schedules are provided for naval nuclear work.

3. Assuring that adequate manpower resources and equipment are provided to prepare for and perform naval nuclear plant work.

4. Directing nuclear production work through the applicable Project Superintendents in the Operations Department and applicable functional Superintendents in the Production Resources Department.

5. Assuring that lists of Production Resources Department personnel qualified for nuclear work are maintained and concurring in such lists.

6. Advising the Production Resources Department on functions such as training, merit promotions, leave, and other such administrative matters concerning department personnel assigned to naval nuclear work.

7. Advising the Operations Officer, Production Resources Officer, and Shipyard Commander if, at any time, supporting effort from other departments is not adequate, and of the action being taken to resolve the matter.

8. Management of the shipyard's program for minimizing personnel radiation exposure.

NUCLEAR OPERATIONS MANAGER

Note: Deleted.

Responsible for:

1. Coordinating the accomplishment of naval nuclear work on projects assigned to the Operations Department, primarily through direct contact with Assistant Project Superintendent for nuclear work.

2. Developing a training plan for qualifying Assistant Project Superintendents for nuclear in necessary requirements to ensure consistent conduct of naval nuclear work among projects.

3. Coordinating assignment of properly trained and qualified nuclear mechanics among various projects assigned to the Operations Department and applicable functional areas of the Production Resources Department.

4. Working concurrently with the Integrated Planning Group and Project Superintendents during the project planning process.

5. Assessing schedule and cost performance of nuclear work among various projects assigned to the Operations Department and applicable functional areas of the Production Resources Department.

6. Resolving schedule and execution problems for nuclear work with the applicable Project Superintendents in the Operations Department and the applicable functional Superintendents in the Production Resources Department.

OPERATIONS PLANNING MANAGER

Responsible for:

1. Upon transfer of planning responsibility from the Business Operations Division and until assignment of Project Superintendent: Managing and coordinating the project planning process to ensure planning is properly executed to support each availability. This includes finalizing the overall project execution strategy and chairing project planning meetings.

2. Providing cost projections to build project budgets working with nuclear and non-nuclear Integrated Planning Group (IPG). Department budgets will be built based on project budgets.

3. Incorporating lessons learned into future availabilities and managing long-term nuclear and non-nuclear Integrated Planning Group functions prior to the assignment of the Project Superintendent. This improves the ability to "roll out" lessons learned and provide leadership to the IPG for long-term project planning.

4. Maintaining and utilizing Project lessons learned files in developing project nuclear and non-nuclear work execution strategies.

5. Providing nuclear and non-nuclear Project Management training to Project Superintendents and Assistant Project Superintendents.

6. Providing guidance and leadership on Project Management skills and techniques to incoming Project Superintendents.

7. Working with the Project Superintendent (when assigned) during the project planning process to monitor progress of the Integrated Planning Group against established schedules; assuring all nuclear and non-nuclear planning aspects are completed for assigned availabilities.

8. Providing cost projections to the Business and Strategic Planning Office for use in fixed price preparations.

9. Monitoring, coordinating and directing pre-arrival test and inspection, for nuclear and non-nuclear work.

10. Coordinating issuance of nuclear and non-nuclear schedules.

PROJECT SUPERINTENDENT

The duties of the Project Superintendent are:

Note: Personnel from the Nuclear Engineering and Planning Department, the Radiological Control Office, the Nuclear Quality Control Office, the Engineering and Planning Department, and the Quality Assurance Office will be assigned to the project team. They will respond to directions from the Project Superintendent which prioritize project work assignments. However, the parent technical organizations of these personnel retain their various responsibilities for technical aspects of work execution, and the Project Superintendent has no authority to modify or supplant the authority, directions or responsibilities of the parent technical organizations.

1. Executing work on specified projects within specified budget and schedule.

2. Establishing priorities on projects and developing the Project Superintendent's staff, providing direct supervision and performing evaluation of project staff members.

3. Managing and coordinating the project planning process to ensure planning is properly executed to support each availability. This includes finalizing the overall project execution strategy, and chairing project planning meetings.

4. Providing assistance for the development of work packages.

5. Developing project production work schedules.

6. Providing assistance for the development of the budget for the project and participating in the development of the fixed price.

7. Developing project test plans.

8. Negotiating the level of the work force based on project workload requirements.
   a. Selecting and providing direct supervision of Assistant Project Superintendents.
   b. Providing direct or delegated supervision of Project Foremen and project work force.
   c. Providing direct supervision of assigned "direct" work force, when, how much and how many - oversight of how and how good, and providing input to performance evaluations of the work force.

d. Managing shipwork skills at the foreman level.
e. Negotiating on job basis: "periodic" shipwork, services and special projects.
f. Developing, negotiating and overseeing project budgets for shop work, services and special projects.

9. Approving all schedules associated with the project.

10. Assisting with the development of manning plans.

11. Communicating with the ships force on issues involving the project.

12. Coordinating contractor work to ensure all work is completed in a timely manner to support the availability.

13. Is fully trained, or has a fully trained Ships Safety Officer assigned to the project.

14. Developing and managing the project overtime budget.

15. Minimizing radiation exposure on the projects.

16. Minimizing radioactive and hazardous waste generated on the project.

17. Controlling project budget for all assigned project direct labor.

18. Reviewing and recommending, accepting or rejecting new work requests and providing impact on cost, work-in-progress and schedule.

19. Maintaining a safety program that focuses on identifying and correcting unsafe work site and work practice conditions. Maintaining a high level of safety awareness and visibility among work force.

20. Effectively executing the Hazardous Waste Control and Minimization Programs developed by the OSHE Office as related to shipwork, including training of personnel to requirements established by the OSHE office.

21. Assisting with the development of post overhaul reports, conducting completion conferences and overseeing the project during the guarantee phase.

11. Recommending acceptance of work based on evaluation of the shipyard's capacity and capability to perform it.

12. Receiving cost estimates from the Engineering and Planning Department and applying pricing factors to them, in accordance with appropriate pricing guidelines; completing work booklets for pre-arrival and similar work conferences with customers.

13. Long-range ship availability planning for all shipwork assignments. Managing and coordinating all strategic planning actions. Transferring the formal responsibility for project planning to the Operations Department as soon as practicable after receipt of both planning funds and the initial work package.

14. Establishing planning key events for regular overhauls, new construction and conversion projects, selected restricted availabilities and other projects as directed. Overviewing overall shipyard project planning by all departments and offices on assigned ships and projects to ensure proper planning and accomplishment of this work.

15. Authorizing work and administering all funds for work, advising the customers of fund status, approval of work specifications and material procurement for customer-authorized work and establishment of fixed prices, all within funding limitations.

16. Coordinating the development of specifications for "farm-out" and "farm-in" contracts and providing material support to contractors; initiating requests for services.

17. Negotiating with customers on assigned work.

18. Establishing Type Desk level estimates including 45-day estimates and fixed price offers.

19. Compiling manpower and material cost estimate summaries for use in work acceptance and funding negotiations.

20. Preparing bids for customer solicitations that meet shipyard capabilities and capacities.

21. Recommending acceptance of new work outside the reserves for the project based on evaluation of the shipyard's current capacity and capability to perform it.

22. Providing policy, development, implementation, review, monitoring and training of the shipyard's C/SCS.

10. Exercising technical control, initiating or concurring in the requirements for, and providing or approving the specifications, design and operating instructions for special tools, equipment, facilities, and training necessitated by reactor plant work.

11. Nuclear material requirements determination, technical ordering data preparation and approval, receipt inspection requirements development and maintenance and technical discrepancy resolution.

12. Providing technical guidance and assistance in the development and implementation of a training program to meet the needs of the shipyard for nuclear reactor plants. Managing the training programs needed for the training and qualification of personnel in the Nuclear Engineering and Planning Department.

13. Job and project planning for naval nuclear work.

14. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

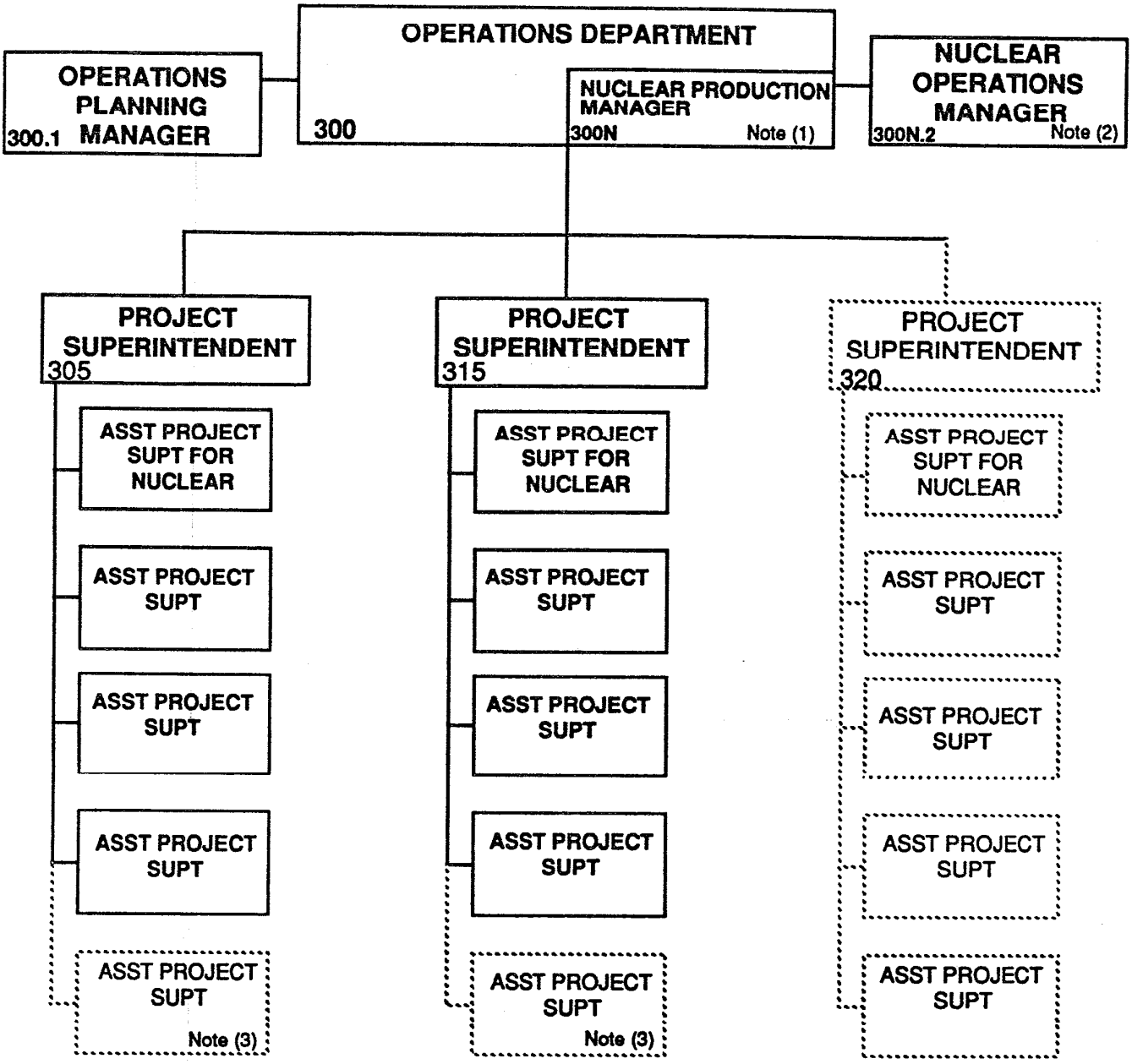
15. Assisting the Operations Department to coordinate project planning efforts, including participation in project planning meetings.

Note: Nothing in the foregoing responsibilities will be construed as detracting from the responsibilities of other shipyard officials for the proper and timely performance of naval nuclear work.

ENCLOSURE (2)

Organizational Chart for Operations Department (Code 300)

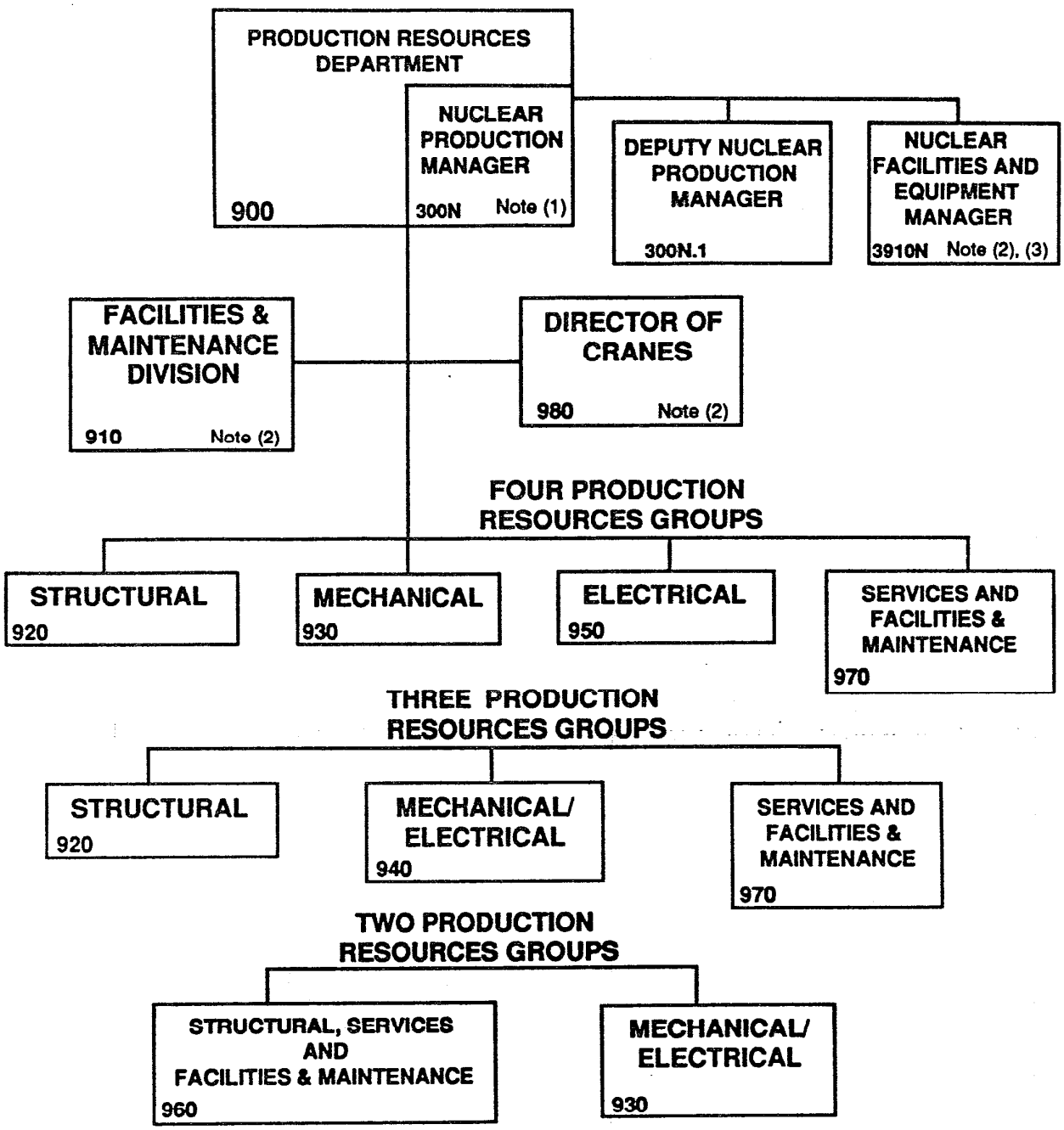
Organizational Chart for Production Resources Department (Code 900)



Note (1): Also assigned as the Nuclear Production Manager in the Production Resources Department. The Nuclear Production Manager functions as the department head for nuclear matters and reports directly to the Shipyard Commander. The Operations Officer and the Nuclear Production Manager will coordinate action on matters of mutual interest.

Note (2): Deleted.

Note (3): The number of Project Superintendents and Assistant Project Superintendents (and other project personnel) assigned to a project management team will vary depending on the size, complexity and stage of the project.



Note (1): Also assigned as the Nuclear Production Manager in the Operations Department. The Nuclear Production Manager functions as the department head for nuclear matters and reports directly to the Shipyard Commander. The Production Resources Officer and the Nuclear Production Manager will coordinate action on matters of mutual interest.

Note (2): Where the shipyard retains a Facilities and Maintenance Department, these functions are also assigned under a Facilities and Maintenance Officer.

Note (3): The Nuclear Facilities and Equipment Manager has direct access to the Shipyard Commander for nuclear matters.

C. TRAINING:

The Nuclear Production Manager is responsible for ensuring the proper training of nuclear production personnel. The Nuclear Production Manager shall concur in all training provided by the Operations Department and Production Resources Department's groups and shops to nuclear workers. Training courses provided to nuclear workers shall not be eliminated or temporarily suspended without the prior concurrence of the Nuclear Production Manager. The concurrence of the Nuclear Production Manager is required prior to eliminating any courses taught to qualified nuclear workers, not just courses established by NAVSEA or higher directive requirements. Any changes in the budget which affects the Operations Department or Production Resources Department's groups' and shops' ability to train nuclear production workers shall be concurred in by the Nuclear Production Manager. Any proposed changes to nuclear training which will result in an increase in the Operations Department or Production Resources Department indirect budget shall be concurred in by the Operations Officer or the Production Resources Officer respectively.

D. SELECTION OF PERSONNEL:

The Nuclear Production Manager shall concur in the selection of all Group Superintendents, Shop Superintendents, Project Superintendents, Assistant Project Superintendents Nuclear, and the Operations Planning Manager.

The Nuclear Production Manager shall be informed, prior to final selection, of all Production Resources Department and Operations Department senior personnel (GM-13/WS-14 and above) who are responsible for directing nuclear work.

E. ASSIGNMENT OF PERSONNEL TO NON-TRADITIONAL DUTIES:

Senior personnel such as Group Superintendents, Shop Superintendents, Project Superintendents, Assistant Project Superintendents Nuclear, and the Operations Planning Manager shall not be assigned to non-traditional duties without the Nuclear Production Manager and either the Production Resources Officer or the Operations Officer jointly concurring in the assignment. Non-traditional duties include any assignment which prevents the incumbent from performing normal duties full time for more than one week.

F. REMOVAL OF SENIOR OPERATIONS DEPARTMENT AND PRODUCTION RESOURCES DEPARTMENT PERSONNEL:

The Nuclear Production Manager shall concur in the removal of or reassignment of senior Operations and Production Resources Department personnel such as Group Superintendents, Shop Superintendents, Project Superintendents, Assistant Project Superintendents Nuclear, and the Operations Planning Manager. The Nuclear Production Manager shall not unilaterally direct removal or reassignment of senior Production Resources or Operations Department personnel. Unresolved conflicts between the Nuclear Production Manager and either the Production Resources Officer or the Operations Officer regarding removal or reassignment of senior personnel shall be brought to the attention of the Shipyard Commander for resolution.

G. MERIT PAY RATINGS:

The Nuclear Production Manager shall concur in merit pay ratings for Group Superintendents, Shop Superintendents, Project Superintendents (for projects which include nuclear work), Assistant Project Superintendents Nuclear, and the Operations Planning Manager.

H. LEAVE:

The Production Resources Officer and the Operations Officer shall be responsible for approving leave for senior personnel in these departments. The Nuclear Production Manager shall be informed in advance of extended periods of leave greater than two weeks in duration for Group Superintendents, Shop Superintendents, Project Superintendents (for projects which include nuclear work), Assistant Project Superintendents Nuclear, and the Operations Planning Manager.

I. CHANGES IN ORGANIZATIONAL STRUCTURE AND FUNCTIONS:

Changes to the Production Resources and Operations Departments' organizational structure and functions which affect nuclear work shall not be made without prior concurrence from the Nuclear Production Manager. Existing functions supporting nuclear work shall not be deleted or transferred to another organization without prior concurrence of the Nuclear Production Manager, nor shall nuclear support functions be added to the Production Resources or Operations Departments without the Nuclear Production Manager's concurrence. Organizational responsibilities for managers within the Production Resources or Operations Departments shall not be changed without the

concurrence of the Nuclear Production Manager if the manager affected is solely devoted to supporting nuclear work (for example, the Nuclear Production Manager's immediate staff or an Assistant Project Superintendent Nuclear).

J. PROVIDING DIRECTION TO PERSONNEL ACCOMPLISHING BOTH NUCLEAR AND NON-NUCLEAR WORK:

The Nuclear Production Manager may direct reactor plant work through the Group Superintendents, Shop Superintendents, Project Superintendents, Operations Planning Managers, Assistant Project Superintendents Nuclear, and other appropriate managers. The Nuclear Production Manager, Production Resources Officer, and the Operations Officer will coordinate action on matters of mutual interest.

K. OFF-STATION CORRESPONDENCE:

Production Resources and Operations Departments correspondence directed to NAVSEA or other off-station agencies discussing nuclear matters, providing the status of nuclear work, or proposing changes to requirements or organizational functions affecting nuclear work shall be concurred in by the Nuclear Production Manager.

L. PROJECT SCHEDULES AND PROJECT BUDGETS:

The execution strategy and the key event schedule for projects that include both nuclear and non-nuclear work shall be concurred in by both the Nuclear Production Manager and the Operations Officer. Changes to key event dates and the project completion date shall not be made without the concurrence of the Nuclear Production Manager. In addition, the project budget shall also be concurred in by both the Operations Officer and the Nuclear Production Manager. Any information provided to NAVSEA or the Type Commander regarding project schedules or cost for projects which include nuclear work shall be concurred in by the Nuclear Production Manager.

M. FACILITIES AND EQUIPMENT:

The Production Resources Officer is responsible for ensuring adequate facilities and equipment exist in the Production Resources and Operations Departments to accomplish both nuclear and non-nuclear work. The Nuclear Production Manager is responsible for advising the Production Resources Officer of specific nuclear facility and equipment needs. The Nuclear Production Manager shall concur in all decisions to allocate

funds for construction, maintenance, or purchase of facilities necessary for supporting nuclear work.

N. UNION ISSUES:

The Production Resources Officer is responsible for negotiating contracts and resolving issues involving the applicable Shipyard labor organizations. The Nuclear Production Manager shall be informed of any labor relations issues which affect nuclear work practices and policies.

O. ADMINISTRATIVE AND PERSONNEL ISSUES INVOLVING THE NUCLEAR PRODUCTION MANAGER:

The Shipyard Commander shall be the single approving official for all personnel and administrative issues involving the Nuclear Production Manager. Specifically, the Shipyard Commander: (1) shall be the sole approving official for travel and leave for the Nuclear Production Manager, (2) shall be the selecting official for the Nuclear Production Manager position, and (3) shall establish merit pay objectives and accomplish merit pay evaluations for the Nuclear Production Manager.

P. ABSENCE OF THE PRODUCTION RESOURCES OFFICER, OPERATIONS OFFICER, AND NUCLEAR PRODUCTION MANAGER:

Whenever one of the incumbents in the Production Resources Officer, Operations Officer or Nuclear Production Manager positions is absent from the shipyard due to leave or travel, or unable to fulfill his normal duties due to special assignment from the Shipyard Commander, neither of the incumbents in the other two positions shall be required to perform the duties of the absent manager. For example, if the Production Resources Officer is on leave, the Nuclear Production Manager shall not be assigned as the acting Production Resources Officer.

APPENDIX B

The purpose of this appendix is to clarify the responsibilites of the Nuclear Business Managers and their interface with other shipyard managers on nuclear matters.

A. GENERAL:

The Nuclear Business Manager functions as the Business and Strategic Planning Office Department Head for nuclear matters. Therefore, the Nuclear Business Manager may provide direction to the Business and Strategic Planning Office Line Managers on issues concerning nuclear work. The Nuclear Business Manager and the Business and Strategic Planning Officer will coordinate matters of mutual interest.

B. MANNING LEVELS (BUSINESS AND STRATEGIC PLANNING OFFICE AND SHIPYARD):

1. The Business and Strategic Planning Officer is responsible for assuring adequate resources exist in the Business and Strategic Planning Office to support both nuclear and non-nuclear work. The Nuclear Business Manager shall concur with manning levels for personnel supporting nuclear work in the Business and Strategic Planning Office. The Nuclear Business Manager shall concur in any reduction of the number of personnel supporting nuclear work in the Business and Strategic Planning Office.

2. The Business and Strategic Planning Officer is responsible for assuring that the Shipyard's systems and procedures for forecasting workload provide accurate information and distinctly show nuclear workload for the Shipyard to permit accurate prediction of nuclear workforce. The Nuclear Business Manager shall work with other nuclear managers to ensure accuracy of the nuclear workload/workforce projections and advise them of workload changes and an overall assessment of impact to current and future staffing requirements based on direct workload fluctuation. The Nuclear Business Manager will concur in workload/workforce reports for nuclear resources.

C. BUDGET MANAGEMENT:

1. The Business and Strategic Planning Officer is responsible for developing and controlling the budget for the Business and Strategic Planning Office. The Business and Strategic Planning Officer, with the Nuclear Business Manager's concurrence, shall ensure that an adequate direct and indirect

budget exists for programs and positions which accomplish or support nuclear work. The Nuclear Business Manager shall concur in budgets and budget changes which affect positions or programs accomplishing nuclear work in the Business and Strategic Planning Office.

2. The Nuclear Business Manager is responsible for developing and controlling the budget of the Nuclear Business Manager's immediate staff and the Nuclear Business Operations Division. The Business and Strategic Planning Officer shall concur in these budgets as part of the overall office budget.

D. TRAINING:

The Nuclear Business Manager is responsible for ensuring proper training of Nuclear Business Office (the Nuclear Business Operations Division and the immediate staff of the Nuclear Business Manager) personnel. Training courses provided shall not be eliminated or temporarily suspended without the prior concurrence of the Nuclear Business Manager.

E. SELECTION/REMOVAL OF PERSONNEL:

1. The Nuclear Business Manager is responsible for selection/removal of personnel in the Nuclear Business Office. The Business and Strategic Planning Officer shall be informed prior to selection/removal of supervisory personnel.

2. The Nuclear Business Manager shall concur in the selection/removal of all Business and Strategic Planning Office Division and Branch Heads who support nuclear work.

F. ASSIGNMENT OF PERSONNEL TO NON-TRADITIONAL DUTIES:

1. Business and Strategic Planning Office Division Heads who support nuclear work and the Nuclear Business Operations Division Head shall not be assigned to non-traditional duties without the Nuclear Business Manager and the Business and Strategic Planning Officer jointly concurring in the assignment. Non-traditional duties include any assignment which prevents the incumbent from performing normal duties full time for more than one week.

2. Whenever the Business and Strategic Planning Officer is absent from the Shipyard due to leave or travel, or unable to fulfill normal duties due to special assignment from the Shipyard Commander, the Nuclear Business Manager shall not normally be assigned as the acting Business and Strategic Planning Officer.

G. PERFORMANCE RATINGS:

1. The Nuclear Business Manager is responsible for determining the performance ratings for the Nuclear Business Operations Division Head and Nuclear Business Manager's immediate staff. The Business and Strategic Planning Officer shall concur in these ratings.

2. The Nuclear Business Manager shall provide input to the Business and Strategic Planning Officer and concur in performance ratings for Business and Strategic Planning Division Heads and other supervisors supporting nuclear work.

H. LEAVE:

The Business and Strategic Planning Officer shall be responsible for approving leave for senior personnel within the office. The Nuclear Business Manager shall be informed in advance of extended periods of leave (greater than two weeks in duration) for Business and Strategic Planning Office Division Heads who support nuclear work.

I. CHANGES IN ORGANIZATIONAL STRUCTURE AND FUNCTIONS:

Changes to the Business and Strategic Planning Office organizational structure and functions which affect nuclear work shall not be made without prior concurrence from the Nuclear Business Manager. Existing functions supporting nuclear work shall not be deleted or transferred to another organization without prior concurrence of the Nuclear Business Manager, nor shall nuclear support functions be added to the Business and Strategic Planning Office without the Nuclear Business Manager's concurrence.

J. OFF-STATION CORRESPONDENCE:

Business and Strategic Planning Office discussions with and correspondence directed to NAVSEA or other off-station agencies discussing nuclear matters shall be concurred in by the Nuclear Business Manager.

K. UNION ISSUES:

The Business and Strategic Planning Officer is responsible for negotiating contracts and resolving issues involving Shipyard labor organizations with that department. The Nuclear Business Manager shall be promptly informed of any labor relations issues which affect nuclear work practices and policies within the Business and Strategic Planning Office.

L. ADMINISTRATIVE AND PERSONNEL ISSUES INVOLVING THE NUCLEAR BUSINESS MANAGER:

1. The Business and Strategic Planning Officer is responsible for personnel and administrative issues involving the Nuclear Business Manager such as:

a. Approving travel and leave.

b. Establishing performance objectives and accomplishing performance evaluations.

2. The Shipyard Commander is the overall approving official for personnel and administrative issues involving the Nuclear Business Manager and will:

a. Be the selecting official for the position.

b. Review/approve performance objectives and evaluations.

M. SUPPORT OF THE PROJECT SUPERINTENDENT IN THE CONDUCT OF NUCLEAR WORK:

1. The Project Superintendent is responsible for executing the availability within the approved internal control price. The Cost and Budget Manager on the Project Superintendent's staff is responsible to perform a detailed review and analysis of cost versus budget (for all codes) on a day-to-day basis and obtain input from project team members/make recommendations on required actions to correct/prevent cost overruns. These functions are separate from the funds administration functions addressed in paragraph M.4 below. Therefore, these functions will be performed by different people, one on the Project Superintendent's staff and one on the Nuclear Business Operations staff.

2. The Nuclear Business Manager is responsible for traditional funds administration functions and for providing an independent fiscal overview and control mechanism over the Project Management Team. Using detailed estimates from the Nuclear Engineering and Planning Department and past history, the Nuclear Business Manager is responsible for negotiating an internal control price for each project with the cognizant Project Superintendent and the Nuclear Managers. This internal control price will contain defined project reserves which will be managed by the Project Superintendent. The Nuclear Business Manager is responsible for overseeing the execution of the project budget and for raising issues concerning this execution

with the Project Superintendent and/or the Nuclear Production Manager.

3. The Nuclear Business Manager is responsible for developing a sales estimate and negotiating the cost with the customer. This sales estimate should contain business management reserves which will be managed by the Nuclear Business Manager. The Nuclear Business Manager will maintain an overview of overall expenditures to ensure the Project Management Team is managing costs within the internal control price.

4. The Nuclear Business Manager will assign a Nuclear Business Operations Assistant from the Nuclear Business Operations staff to each availability (full or part-time) to perform the funds administration functions and to support the Project Superintendent. The Nuclear Business Operations Assistant will respond to the needs of the Project Superintendent and Project Management Team by attending meetings (such as the Production Plan of the Day and scoping/schedule impact meetings), and by initiating timely contact with the customer on new work and schedule impact issues. The Project Superintendent will provide input to the Nuclear Business Manager on performance of the Nuclear Business Operations Assistant regarding these functions.

N. NUCLEAR INFORMATION AND AIS MATTERS:

1. Nuclear Information Manager (in the Nuclear Engineering and Planning Department) is responsible for coordinating efforts associated with information system issues as defined in the Standard Naval Shipyard Organizational Manual.

2. The Nuclear Business Manager shall assist the Nuclear Information Manager with any unresolved conflicts with the Business and Strategic Planning Office.

O. NUCLEAR FACILITIES/EQUIPMENT:

1. The Nuclear Facilities and Equipment Manager is responsible for long-range planning and coordination of development, improvement, consolidation and modernization of nuclear industrial facilities as defined in Standard Naval Shipyard Organization Manual.

2. The Nuclear Business Manager is responsible to provide an overview of these functions and ensure that nuclear facilities/equipment planning and budgets meet the overall goals and strategic requirements of the Shipyard. The Nuclear Business Manager shall concur in all long range or strategic facility

budgets that involve nuclear work. The Nuclear Business Manager will assist the Nuclear Facilities and Equipment Manager with any unresolved conflicts or budget issues.

RECORD OF CHANGES

CHANGE NO.	DATE OF CHANGE	ENTERED BY	DATE RECORDED

SUMMARY OF CHANGE ONE TO SNSOM

1. A new page titled "Record of Changes" added after the title page to document the incorporation of this and subsequent changes.

2. Page 30, added function 26.

3. Page 31, deleted function 6.

4. Operations Department organization chart: revised Nuclear Repair Office, Code 310, to be Nuclear Operations Manager, Code 300N.2. Revised Note (1), and deleted Note (2).

5. Page 42, revised function 1.

6. Page 45, revised Note and function 7.

7. Page 46, revised Nuclear Repair Office to be Nuclear Operations Manager. Deleted Note. Revised functions 2 and 4. Added functions 5 and 6.

8. Page 47, revised functions 1, 2, 3, 4, 5, 7, 9, 10.

9. Page 48, revised function 3.

10. Page 49, reissued because page 48 is now longer; there were no changes to the functions 9-21 on former page 49.

11. Production Resources Department organization chart: revised Note (1).

12. Page 99, revised functions 13 and 14.

13. Page 110, added function 15.

14. After page 120, added Appendix A and Appendix B and tabs for each.

NAVSEA INST. 5450.14 A

STANDARD NAVAL SHIPYARD ORGANIZATION MANUAL

DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C.

DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-5101

IN REPLY REFER TO
NAVSEAINST 5450.14A
OPR 072C
Ser 07/286

MAY 01 1992

NAVSEAINST 5450.14A

From: Commander, Naval Sea Systems Command

Subj: STANDARD NAVAL SHIPYARD ORGANIZATION MANUAL

Encl: (1) Standard Naval Shipyard Organization Manual

1. Purpose. To issue the revised Standard Naval Shipyard Organization Manual (SNSOM).

2. Cancellation. NAVSEAINST 5450.14 of 2 March 1977.

3. Discussion. This instruction contains new organization charts with all revisions incorporated and establishes significant improvements to the SNSOM that require implementation.

4. Policy. This manual sets forth the general requirements for the structure of the naval shipyard organizations. These requirements are mandatory unless specific exemption has been authorized by the Naval Sea Systems Command (NAVSEA), SEA 07. However, they are not to be construed as a modification to or annulment of directives or regulations emanating from higher authority. Any conflict should be brought to the attention of SEA 07 for resolution.

5. Application.

a. Each naval shipyard is to be organized to the division level in accordance with the organization charts contained in this instruction.

b. General Guidelines.

(1) For the purposes of this instruction, a deviation is defined as any addition, deletion or change to the organization depicted here.

(2) Organization elements below the SNSOM division level are established at the discretion of the Shipyard Commander. These subordinate elements will be organized in accordance with NAVSEA and Office of Civilian Personnel Management guidance for sound position management and classification.

(3) Divisions within a non-nuclear department and office may be combined without requesting a deviation.

(4) All nuclear engineering, radiological control, nuclear support, nuclear production, and key department nuclear manager organizations will remain as depicted here, unless modified by SEA 07.

(5) Naval shipyards will submit any requests for deviations to the SNSOM to SEA 07. Each request will describe the proposed deviation in detail and will:

(a) Give thorough justification for the deviation.

(b) Provide referrals and documented discussions with other shipyards.

(c) Demonstrate benefits to be realized by implementation of the deviation.

(d) Demonstrate any adverse impacts to the successful accomplishment of the shipyard's mission if the deviation is not approved.

Organization charts are to be included with the request and marked and annotated to show the locations and effects of the proposed changes. A staffing plan will also be submitted showing the current and projected staffing structures of the organization. Requests for new high grade positions and/or abolishment and combination of high grade positions will be highlighted and identified in the staffing plan.

(6) SEA 07 will review and make a decision to either approve or disapprove the request. If it is approved, it will be evaluated for possible applicability to all naval shipyards.

(7) Upon final approval of a revision to the SNSOM, a signed Change Transmittal to this instruction will be forwarded to Norfolk Naval Shipyard (NAVSHIPYD NORVA) with instructions for modification of the affected SNSOM charts. NAVSHIPYD NORVA is responsible for drafting, printing and distribution of all changes to the SNSOM.

(8) All naval shipyards will adhere to the standard organizational code numbers depicted on the charts. Local organizational elements and organizational deviations generally are numbered according to the following system:

(a) Code numbers for Departments will be designated with whole numbers that are multiples of 100.

(b) Code numbers for Divisions will be designated with whole numbers that are multiples of 10.

(c) Code numbers for Branches will be designated with whole numbers that are units of 1.

(d) Code numbers for Sections will be designated with a decimal point and a number of successive numbers to designate the next lower level of the Branch to which it reports.

EXAMPLE	NUMBER
--Department	Code 1200
----Division	Code 1210
------Branches	Code 1211, 1212, etc.
--------Sections	Code 1211.1, 1211.2, etc.
----------Units	Code 1211.11, 1211.12, etc.

(9) Local organization deviations may make it necessary for some charts to be entirely re-drafted. However, when a chart must be re-drafted locally, the local chart will conform in format, terminology, arrangement and wording with the standard chart to the maximum extent possible. Authority for depicted deviations from the standard organization (i.e., approving letter) will be noted.

6. Responsibilities.

a. NAVSHIPYD NORVA is assigned the responsibility for maintaining the SNSOM and will ensure distribution. Local distribution within a shipyard, to neighboring activities and local employee associations are the responsibility of each naval shipyard.

b. Each naval shipyard will update its shipyard organization manual in accordance with the established format and content of the SNSOM. Each shipyard is responsible for making distribution of its local organization manual to all other naval shipyards.

c. There will be cases when directives from higher authority will impact the shipyard organization. In these circumstances, the standard shipyard organization will be changed. However, when such directives mandate temporary assignment of a function or temporary establishment of an organization, each shipyard will make the following changes to local charts:

(1) Substitute the local issue date for the issue date of the standard chart.

(2) Insert the signature, name, and title of the local approving official.

(3) All other charts will be approved and signed by either the Shipyard Commander or the cognizant department head.

7. Continuous Improvement Responsibility. Every organization and employee in the shipyard have inherent functional responsibility to continuously improve shipyard work practices and processes, organizational systems, and product quality for both internal and external customers. This includes applying principles and tools of Total Quality Leadership in daily work and taking action consistent with achieving the goals and objectives of the Naval Shipyard Corporate Operations Strategy and Plan. The establishment of cross-functional matrix organizations, such as Executive Steering Groups or Process Action Teams which focus on continuous quality and process improvement in the shipyard, is not considered a deviation to the SNSOM.

8. Naval Nuclear Work. The following general requirements apply to the conduct of naval nuclear work:

a. The Nuclear Engineering and Planning Manager is responsible to the Shipyard Commander for all nuclear reactor plant technical matters.

b. Each shipyard official will continue to exercise his/her full responsibilities for shipyard operations including his/her department's functions in matters concerning nuclear reactor plants. These responsibilities include ensuring that his/her personnel are properly trained for naval nuclear work.

c. All personnel who perform work associated with naval nuclear work have the responsibility for following radiological control requirements. Department and office heads and other supervisors are responsible for ensuring that their personnel who perform this work receive the appropriate radiological control training and for ensuring these personnel follow radiological control requirements.

d. There is assigned at this shipyard (and at every other naval shipyard that has been assigned to perform naval nuclear work) a representative of the Department of Energy entitled "Naval Reactors Representative". The Naval Reactors Representative reports to the Director, Naval Nuclear Propulsion Program. The Naval Reactors Representative provides the Shipyard Commander with an independent review and surveillance of all

shipyard work relating to naval nuclear propulsion matters and has free access to all elements of the shipyard which deal directly or indirectly with naval nuclear propulsion. The Naval Reactors Representative's review and surveillance do not detract from, change or diminish the existing responsibility of the Nuclear Engineering and Planning Manager or any other shipyard official. The Naval Reactors Representative is provided suitable and sufficient office space in the shipyard and other administrative support to carry out assigned functions.

Note: Paragraph above, applies only to those naval shipyards that have been directed by NAVSEA to establish a capability for naval nuclear work. All other naval shipyards will delete this paragraph, and all other references in this manual to nuclear reactor plant matters, from their local organization manuals. Such exclusion includes deletion of organizational entities such as codes 105, 1300, 500N, and 2300. Such deletions will not be considered deviations from the SNSOM.

9. Action. Effective immediately, each naval shipyard will:

a. Implement the provisions of this instruction, and

b. Update their local organizational manual implementing the changes in this instruction, and, thereafter, with respect to all changes, submit two copies to SEA 072.

J. S. CLAMAN
Deputy Commander for Industrial
and Facility Management

Distribution:
SNDL FKP7 All Naval Shipyards (25 copies each)
FT88 EDOSCOL
CINCLANTFLT
CINCPACFLT
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SRF Yokosuka

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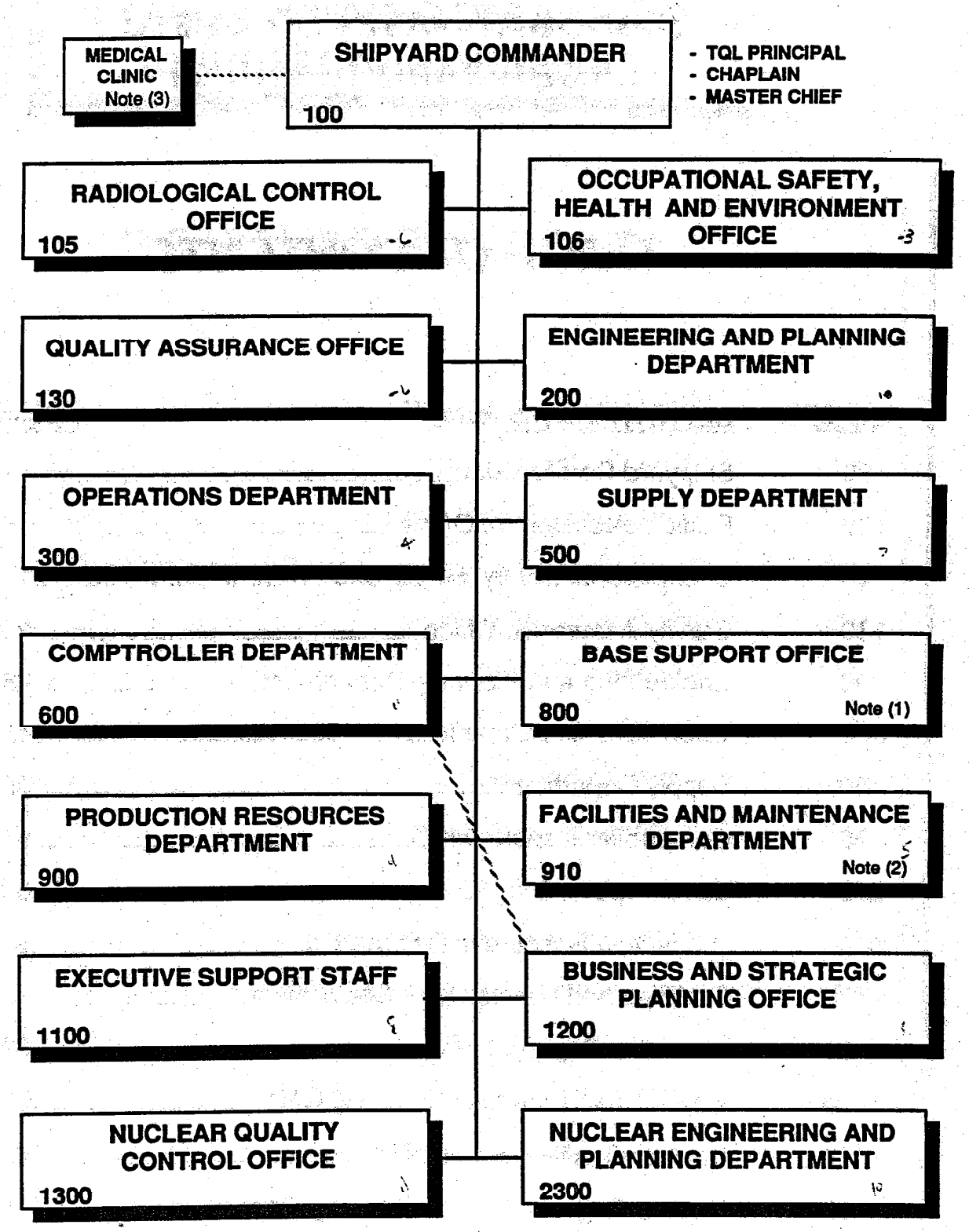
0724
0725
072C
072M
07AD
07F
07I&E
07Q

Standard Naval Shipyard Organization Manual

TABLE OF CONTENTS

CODE	DEPARTMENT/OFFICE	PAGE
100	Shipyard Commander	1
105	Radiological Control Office	5
106	Occupational Safety, Health and Environment Office	12
130	Quality Assurance Office	20
200	Engineering and Planning Department	28
300	Operations Department	42
500	Supply Department	50
600	Comptroller Department	57
800	Base Support Office	63
900	Production Resources Department	64
910	Facilities and Maintenance Department	77
1100	Executive Support Staff	82
1200	Business and Strategic Planning Office	93
1300	Nuclear Quality Control Office	105
2300	Nuclear Engineering and Planning Department	109



Note (1) - Base Support Office is optional for those shipyards without a Naval Station.
Note (2) - For shipyards maintaining a Facilities and Maintenance Department. (Portsmouth, Puget Sound, Philadelphia, Long Beach)
Note (3) - The Clinic Commanding Officer has additional duty to the Shipyard Commander.

SHIPYARD COMMANDER

1. The Commander, _____ Naval Shipyard (hereinafter referred to as the Shipyard Commander) is responsible to the Commander, Naval Sea Systems Command (COMNAVSEA) for providing logistic support for assigned ships and service craft; for performing authorized work in connection with construction, conversion, overhaul, repair, alteration, drydocking, and outfitting of ships and craft, as assigned; and for providing services and material support to other activities and units, as directed by competent authority.

2. Responsible as Chief Executive Officer for operation of the shipyard to meet cost, schedule, quality, safety and environmental compliance goals. As the Equal Employment Opportunity (EEO) Officer, ensures the execution of policies as directed by law.

3. Ensuring the safe execution of all work performed by shipyard personnel to the end that casualties to personnel, ships, and equipment are prevented.

4. Performing drydocking and authorized shipwork in connection with the construction, conversion, overhaul, repair, alteration, activation, inactivation, and outfitting of naval ships and crafts.

5. Performing repairables work in connection with repair, restoration, refit, refurbishment, and overhaul of repairable systems, equipments, components and modules.

6. Providing logistic support to activities and units of the Operating Forces of the U.S. Navy and naval shore activities, as assigned by competent authority.

7. Performing work for other U.S. Government departments and agencies, private parties, and foreign governments as directed and authorized by competent authority.

8. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

SPECIAL ASSISTANTS

TOTAL QUALITY LEADERSHIP (TQL) PRINCIPAL

Responsible for:

1. Providing the innovative leadership necessary to facilitate the changes required to implement TQL in the shipyards.

2. Coordinating and focusing the shipyard's effort in assimilating the principles of TQL.

3. Developing, assisting, and providing internal consulting services in the implementation of TQL policies, processes, and training.

4. Researching new management technologies for shipyard application.

5. Assisting shipyard leaders in using analytical techniques to identify trends and improvement opportunities and recommending development of programs and projects for the Shipyard Commander.

6. Establishing networks and a TQL Matrix within and among shipyards. Conducting liaison with shipyards, SEA 07 staff, Federal Quality Institute, local area Total Quality users, and other Total Quality practitioners and educators.

CHAPLAIN

Responsible for:

1. Performing functions as Chaplain of the shipyard.

2. Providing religious services and spiritual counsel to shipyard personnel.

3. Preparing reports describing religious activity.

MASTER CHIEF

Responsible for:

1. Assisting the Shipyard Commander, in an advisory capacity, in all matters pertaining to the welfare, job satisfaction, morale, utilization and training of all enlisted personnel.

2. Advising the Shipyard Commander in regard to formulation of policy pertaining to enlisted personnel.

3. Assisting in preparation for, and participation in ceremonies concerning enlisted personnel, as appropriate.

MEDICAL CLINIC

Responsible for:

1. Providing occupational health support to the shipyard. This support is further defined by intra-service support agreements and Memoranda of Understanding.

2. Providing physical examination (except dental) for the civilian force in the shipyard, in accordance with regulations. Providing first-aid and medical care for employees who are injured or become ill while on duty, as provided for by law or departmental direction.

3. Keeping the Shipyard Commander fully and currently informed on all matters concerned with radiation associated with naval nuclear propulsion plants; consulting and coordination with the Shipyard Commander before procedures relating to radiation are changed.

4. Keeping the Shipyard Commander fully informed of any entry in records or forms concerning potential or actual radiation injury of shipyard personnel, including actions related to medical qualifications and disqualifications for radiation work; this includes any claims against the government.

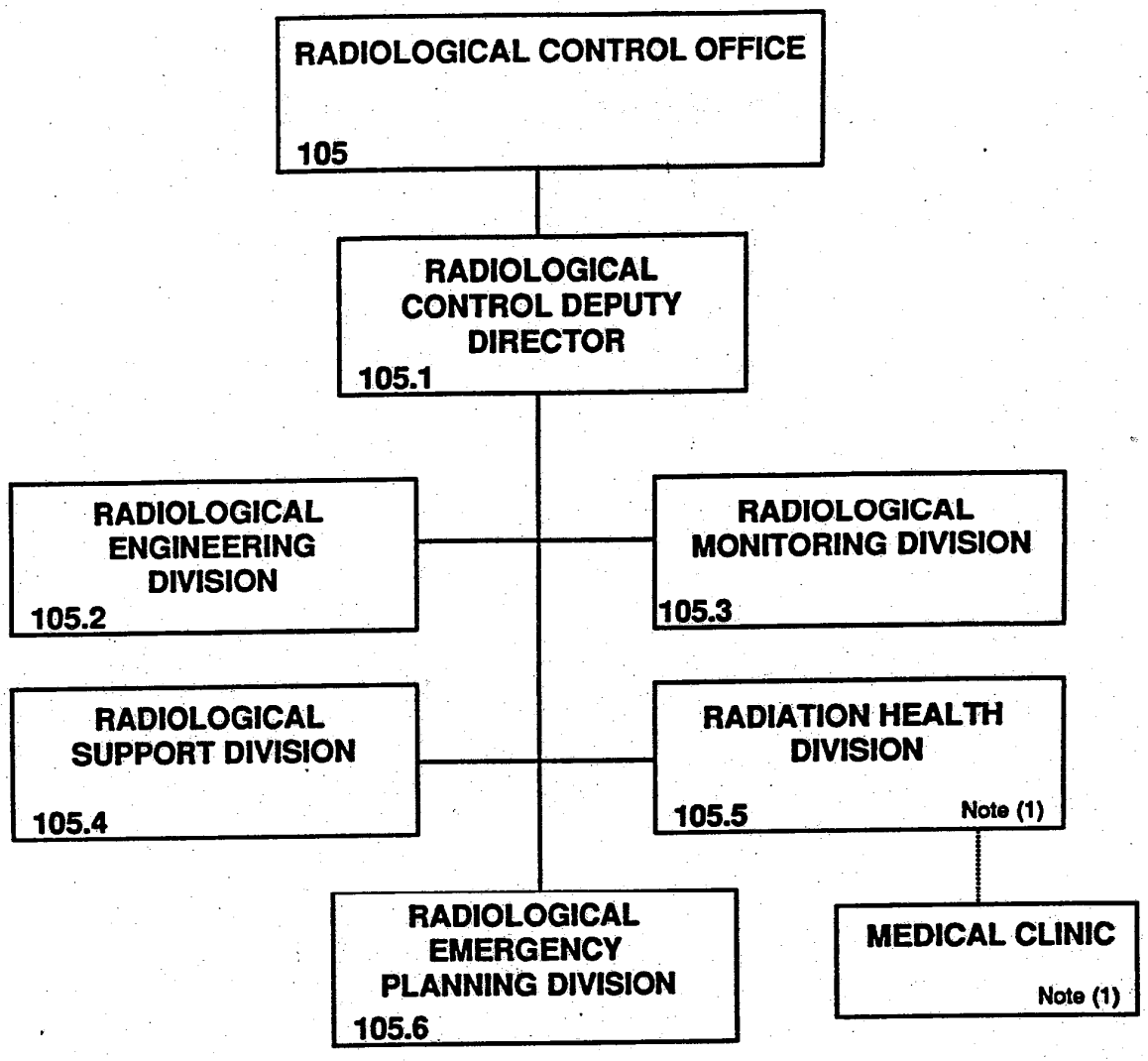
5. Developing and establishing medical preventive measures for safeguarding the health of persons engaged in work requiring exposure to ionizing radiation and chemicals.

6. Providing medical care and physical examinations (except dental) for personnel of the Navy and Marine Corps on duty in the shipyard, and on ships and craft at the shipyard not having medical officers, and for their dependents, in accordance with Navy regulations and such other directives as may be issued by proper authority.

7. Providing for emergency medical care and ambulance services to shipyard personnel.

8. Providing for referral of authorized beneficiaries to tertiary care facilities (i.e. hospitals) when indicated.

Note: These functions will be provided by the Medical Clinic and/or other Medical Treatment Facilities available to the shipyard.



Note (1): The Director of Radiation Health has additional duty to the Clinic Director and direct access to the Shipyard Commander. The Clinic Commanding Officer has additional duty to the Shipyard Commander.

RADIOLOGICAL CONTROL OFFICE

The Radiological Control Director is responsible for:

1. Executing an effective radiological control program in connection with naval nuclear work including training and supervision of radiological control monitoring personnel assigned or detailed to the Radiological Control Office.

2. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

RADIOLOGICAL CONTROL DEPUTY DIRECTOR

Responsible for:

1. Assisting the Director in executing an effective Radiological Control Program in connection with naval nuclear work including training and supervision of radiological control monitoring personnel assigned or detailed to the Radiological Control Office.

RADIOLOGICAL ENGINEERING DIVISION

Responsible for:

1. Conducting radiological engineering and preparing procedures to reduce personnel radiation exposure, contain radioactive contamination, decontaminate material, and process and handle both liquid and solid waste associated with naval nuclear work.

2. Preparing necessary shipyard radiological control procedures to implement standard radiological control requirements issued by NAVSEA.

3. Assuring that specifications, design, operating instructions, and work procedures for naval nuclear work contain adequate radiological control considerations involving such aspects as containment of contamination, temporary shielding, and waste disposal.

4. Providing shift radiological engineering support of naval nuclear work involving radioactive materials including interface as appropriate with applicable Project Management Teams in the Operations Department.

RADIOLOGICAL MONITORING DIVISION

Responsible for:

1. Providing control of personnel exposure to ionizing radiation, protection against radioactive contamination and protection of the general public against exposure to ionizing radiation associated with naval nuclear work.

2. Assuring the proper control of radioactive material associated with naval nuclear work.

3. Conducting continuing surveillance of work involving radioactive materials and radiological controls associated with naval nuclear work.

4. Providing radiological control technician coverage as appropriate to the Project Management Teams in the Operations Department.

RADIOLOGICAL SUPPORT DIVISION

Responsible for:

1. Assuring that all shipyard personnel have the appropriate radiological control training and/or qualification.

2. Assuring that radioactive or contaminated materials including radioactive liquid and solid waste within the shipyard are properly accounted for.

3. Assuring that radiological control (RADIAC) equipment is properly maintained and necessary calibrations are performed.

RADIATION HEALTH DIVISION

Responsible for:

1. The Director of Radiation Health is responsible to the Director of Radiological Control for the radiation health aspects of the shipyard's overall radiological control program. In this capacity, he/she has additional duty to the Clinic Commanding Officer. He/she has access to and deals with other departments/office heads and nuclear managers and supervises the operation of the Radiation Health Division.

2. Planning, organizing and accomplishing a radiation health program commensurate with the needs of the Command. Responsibilities of the Radiation Health Division include:

   a. Conducting the personnel dosimetry program and advising other departments as to the radiation exposure status of individuals concerned.
   b. Assisting the Medical Clinic in the accomplishment of periodic medical examinations of personnel who are routinely assigned to duties involving occupational exposure to ionizing radiation. Such examinations will be of the period and scope required by the Bureau of Medicine and Surgery.
   c. Conducting required radiological environmental surveys of the shipyard area.
   d. Conducting internal monitoring of personnel for radioactivity.
   e. Training and supervision of radiation health protection personnel assigned or detailed to the Radiation Health Division, in matters relating to the division's responsibilities for radiation health.
   f. Assisting the Medical Clinic in personnel decontamination and training for response to radiological casualties.
   g. Performing other duties as may be assigned.

3. For radioactivity not associated with naval nuclear propulsion plants, the Director of Radiation Health is responsible to the Shipyard Commander. Responsibilities include:
   a. Serving as the Radiological Safety Officer.
   b. Administering/controlling Nuclear Regulatory Commission permits.
   c. Assisting and advising other Departments in determining the adequacy of radiological control measures.

RADIOLOGICAL EMERGENCY PLANNING DIVISION

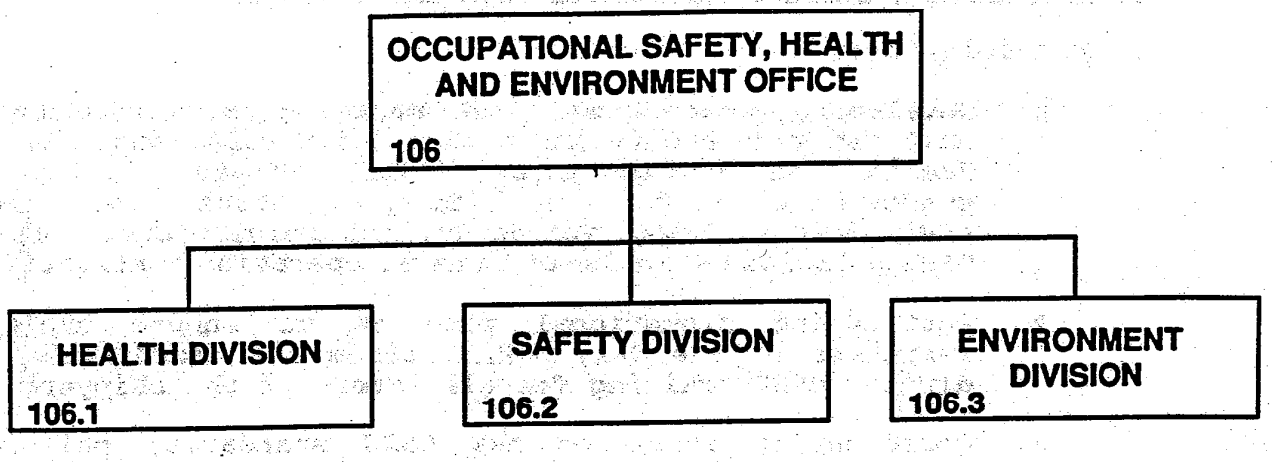
Responsible for:

1. Preparing radiological emergency plans to assure protection of shipyard workers and the general public, including plans for emergencies within the shipyard such as reactor accidents and radiological emergencies involving radioactive materials during fires and natural disasters and for off-yard transportation accidents involving shipyard radioactive material.

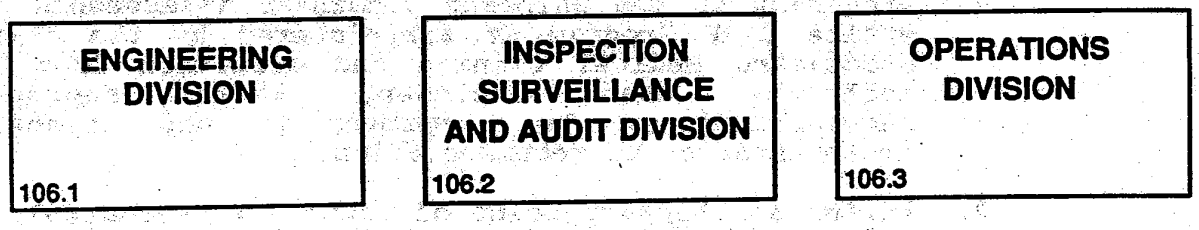
2. Conducting frequent training and testing exercises to assess and ensure the shipyard radiological emergency control organizations' ability to effectively implement the above plan.

3. Coordinating the shipyard's radiological emergency plans, training, and testing exercises with headquarters, state and local officials and associated off-yard support activities such as regional military installations and various medical service organizations.

4. Assuring adequacy of radiation and radioactivity detection evaluation and warning instruments and other radiological logistic support facilities and equipment and emergency operations.



PORTSMOUTH - PROPOSED



OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT OFFICE

Responsible for:

1. Developing, executing, and managing a comprehensive shipyard wide and tenant activities Occupational Safety, Health and Environmental (OSHE) Program to ensure conformance with all Federal, state and local environmental laws, standards, and regulations, and the OSHE policies established in naval operating instructions.

2. Instituting promotional programs to ensure employee awareness of the Navy OSHE Program and coordinates and directs OSHE training for all levels of the shipyard.

3. Coordinating input to new OSHE standards, policies, regulatory requirements and their implementation.

4. Direction, oversight, control and accomplishment of monitoring, industrial hygiene and other tasks required to monitor, evaluate, control, and reduce exposure of personnel to the practical minimum for hazard control responsibilities assigned to the shipyard.

5. Maintaining liaison with the Medical Clinic in all appropriate matters to assure that the Shipyard Commander is aware of the status of all Medical Clinic activities that impact on the shipyard.

6. Directing the internal OSHE audit program to assure that required audits are performed and effective.

7. Providing to the Shipyard Commander assessments of the entire OSHE Program as administered by the shipyard, associated Medical Clinics and direction from higher authority that includes, where appropriate, recommendations for improvement and plans for implementation of recommendations.

8. Acting as shipyard point of contact with Federal, state and local regulatory authorities in all OSHE matters. Pursuing resolution of OSHE policy, regulatory, operational and legal issues with the various authorities and special interest groups.

9. Preparing shipyard environmental permits and negotiating with Federal, state and local authorities on the permits' final content.

10. Maintaining OSHE expertise and working with shipyard line management on technical and operational matters pertaining to the OSHE Program. Advising the Shipyard Commander, and other appropriate managers, of OSHE control problems including the selection of effective and efficient engineering and management solutions for environmental operations, industrial process modifications and improvements that minimize the risks to personnel and property, and the use and generation of hazardous and toxic materials.

11. Preparing, administering, managing, and defending shipyard environmental financial resources and managing any associated contract support efforts. Pursuing all funding sources, military construction projects, and environmental staffing to ensure compliance with present and future OSHE laws, rules, regulations, standards, and policy.

12. Providing technical support to and overall coordination of the shipyard's Hazardous Material Control and Management Program including Hazardous Waste and Hazardous Minimization (HW/HM) reduction, minimization and clean up plans.

13. Developing, coordinating, and maintaining record keeping systems as required for OSHE regulatory compliance and effective program management.

14. Providing technical and staff support to NAVSEA as required.

HEALTH DIVISION

Responsible for:

1. Monitoring hazardous worksites and conditions to control personnel exposure to occupational health and environmental hazards in accordance with OSHE requirements.

2. Assuring proper control of asbestos, mercury, toxic and combustible gases and particulate, and other assigned health hazards.

3. Conducting continuing surveillance of work involving hazardous materials and conditions associated with shipyard work and general cleanliness. Coordinating with other OSHE office representatives when safety and health hazards or questionable conditions are observed during workplace surveys. Recording the results of these surveys, and within the scope of the written procedures, taking the appropriate actions to have situations corrected when found to not meet these standards.

4. Directing temporary additional occupational health protection of workers (not required by higher authority directives) based on local emergent conditions, with advice from the Medical Clinic.

Note: Shipyards have the latitude to consolidate the above functions for workplace monitoring in either the Safety or Health Division.

5. Issuing procedures, instructions, and other guidance as required for the control of occupational health hazards in the shipyard.

6. Reviewing work processes and facility plans to ensure adequate safety and health controls have been fully considered and incorporated where appropriate. Coordinating with Naval Facilities Engineering Command (NAVFAC) and others to assure adequate safety and health controls are designated in construction and repair authorization.

7. Providing the technical, industrial hygiene, engineering oversight and/or direction of the shipyard's hazard abatement program and other OSHE related activities.

8. Maintaining an effective Hearing Conservation Program.

9. Providing, in coordination with the Human Resources office, review of claims filed against the government to assure that the governmental offices involved have factual complete medical and other data with which to work.

10. Coordinating, evaluating or conducting all OSHE training or education of managers, supervisors, employees, and employee representatives of their rights, responsibilities, and requirements as necessary to maintain safe and healthful working conditions.

11. Assuring that the tools, equipment, facilities, and measuring devices are available to monitor hazards.

12. Providing direction, oversight, technical support, and control of the shipyard's Hazardous Material Control and Management (HMC&M) Program.

13. Implementing, through the Gas Free Engineer, the shipyard Gas Free Engineering Program in accordance with applicable Navy and OSH requirements. This includes providing technical direction to Gas Free Engineering technicians, supervisors, and employees of other departments to ensure that work is performed in accordance with gas free requirements.

14. Developing and maintaining record keeping systems for health regulatory compliance and medical examination scheduling.

SAFETY DIVISION

Responsible for:

1. Providing planning, staffing, coordination, and overall management of a comprehensive safety program designed to prevent injuries, accidents, or loss to all personnel or property within the shipyard confines; for military personnel and equipment on vessels assigned to the shipyard; for designated tenant activities and for other assigned activities (cross-serviced), wherever located. Inherent in this authority is the ability, when required, to protect life, limb, and property and to suspend, restrict or terminate unsafe operations.

2. Planning, coordinating and conducting safety and health inspections to identify and initiate action to correct non-radiological industrial hazards throughout all areas under the jurisdiction of the shipyard, including nuclear spaces, with concerted emphasis on the identification and initiation of action to correct hazards aboard ships and in shops.

3. Investigating and initiating or taking corrective action on employee complaints of unsafe working conditions. Maintaining an employee safety and health complaint system as required by NAVSEA policy. Instituting procedures to ensure required investigations are conducted and appropriate corrective actions are taken. Preparing documentation sufficient to support actions effected and for potential use in connection with employee follow-up inquiries to the OSHE Director, the Shipyard Commander, or higher authority.

4. Coordinating and maintaining a mishap prevention program that includes mishap prevention planning, investigation and reporting of mishaps, development of mishap and injury statistics, evaluation of trends, determination of causative factors, and recommending corrective and improvement actions as appropriate.

5. Instituting promotional programs designed to achieve and maintain a high level of employee interest and cooperation in accident prevention.

6. Conducting annual inspections of workplaces of the shipyard and safety services as necessary for other activities in accordance with Navy policy and agreements.

7. Establishing and maintaining a coordinated OSHE abatement program that includes prioritizing and coordinating abatement efforts, preparing the budget submissions and justifications for the abatement of OSHE deficiencies and monitoring the implementing actions for proper performance.

8. Reviewing new work processes and facility and equipment plans to ensure adequate safety and health controls have been fully considered and incorporated where appropriate.

9. Developing and executing the Respiratory Protection Program and Back Injury Reduction (Ergonomics) Program.

Note: In performing the above, the Safety Division shall be responsive to the mandates of Executive Order 11807 on Occupational Safety Programs for Federal employees in accordance with Department of Defense (DOD) and Department of the Navy (DON) implementing directives.

Note: In shipyards performing naval nuclear work, responsibility for radiological control and reactor plant safety are assigned to other departments or offices. Non-radiological OSHE deficiencies, as may be perceived in nuclear spaces, will be jointly reviewed by the Safety Division and the other cognizant organizations and corrective action taken to satisfy all requirements. In non-nuclear shipyards, this Division is responsible for the Radiological Protection Officer function regarding ionizing radiation.

ENVIRONMENT DIVISION

Responsible for:

1. Developing, executing, and managing a comprehensive Shipyard Environmental Program to ensure conformance with all Federal, state and local environmental laws and regulations and the environmental policies established in naval operating instructions.

2. Developing, promulgating and evaluating emergency plans for recovery actions to be taken in the event of inadvertent releases of hazardous material.

3. Acting as shipyard point of contact with Federal, state and local regulatory authorities in all environmental matters. Pursuing resolution of environmental policy, regulatory, operational and legal issues with various authorities and special interest groups.

4. Preparing shipyard environmental permits and negotiating with Federal, state and local authorities on the permits' final content.

5. Developing and executing a shipyard management and planning strategy that effectively and efficiently responds to regulatory agency enforcement action.

6. Maintaining environmental expertise and working with shipyard line management on technical and operations matters pertaining to the Environmental Program. Advising the Shipyard Commander, and other appropriate managers, of environmental control problems including the selection of effective and efficient engineering and management solutions for environmental operations, industrial process modifications and improvements that minimize the use of hazardous and toxic materials and minimize the generation of hazardous and toxic materials.

7. Preparing, administering, managing, and defending shipyard environmental financial resources and managing any associated contract support efforts. Pursuing all funding sources, military construction projects, and environmental staffing to ensure compliance with present and future environmental laws, rules, regulations, and policy.

8. Establishing and maintaining a coordinated environmental abatement program that includes prioritizing and coordinating abatement efforts, assisting in preparation of budget submissions, and justifications for the abatement of environmental deficiencies.

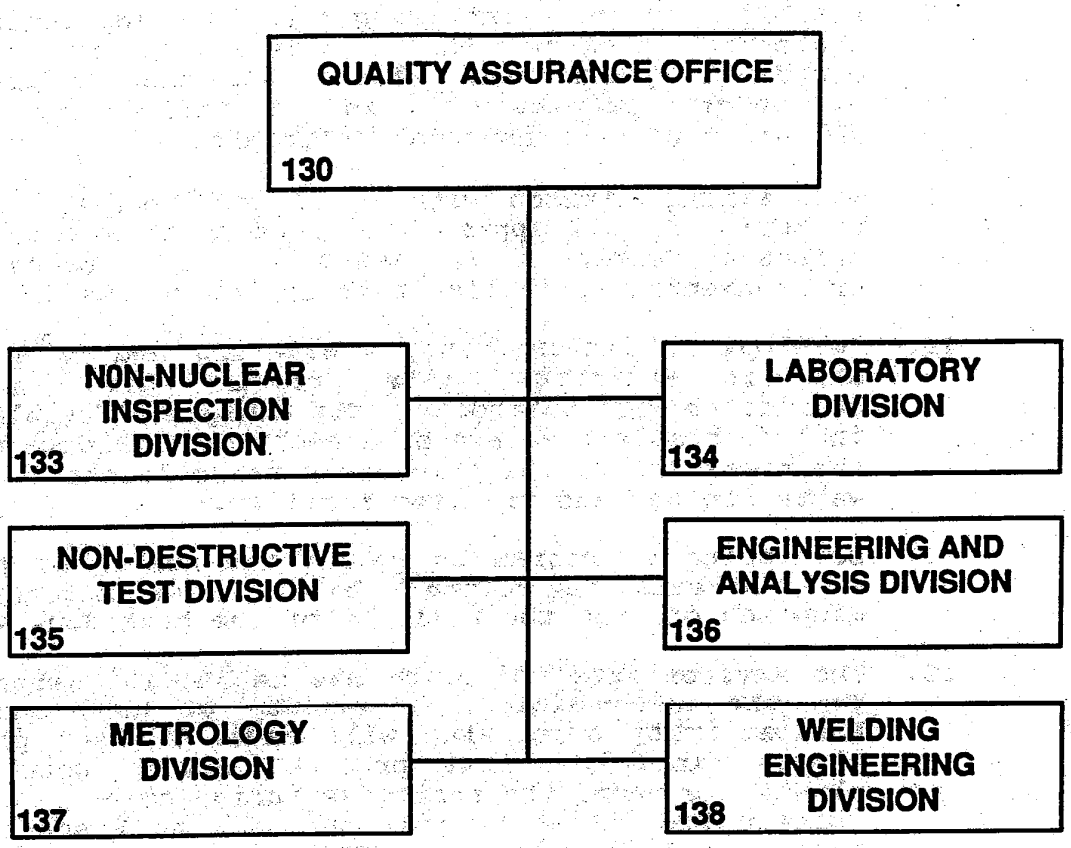
9. Maintaining liaison with state and Federal regulatory authority in all appropriate matters to assure that the Shipyard Commander is aware of the status of all environmental activities that impact on the shipyard.

10. Developing, implementing, monitoring and maintaining a Shipyard Hazardous Waste Program which facilitates compliance with hazardous waste management regulations to include cradle-to-grave management of hazardous waste and the operation of the shipyard's state licensed hazardous waste storage and transfer facility.

11. Developing a program to reduce the number of hazardous waste streams, the volume of hazardous waste generated and disposed of, and the toxicity of the hazardous waste.

12. The Environmental Division has technical responsibility for the non-radiological aspects of hazardous waste. Radioactivity associated with naval nuclear propulsion plants, including that produced during work on such plants, is under the exclusive jurisdiction of the Naval Nuclear Propulsion Program pursuant to Executive Order 12344 and Federal Law (42 USC 7158). Accordingly, the Radiological Control Office is responsible for all shipyard radiological environmental matters.

13. Developing an integrated waste management plan that follows a new hierarchy of waste management options with emphasis on reducing, recycling and reusing solid waste with disposal as the last option.


QUALITY ASSURANCE OFFICE
130
NON-NUCLEAR INSPECTION DIVISION
133
LABORATORY DIVISION
134
NON-DESTRUCTIVE TEST DIVISION
135
ENGINEERING AND ANALYSIS DIVISION
136
METROLOGY DIVISION
137
WELDING ENGINEERING DIVISION
138

QUALITY ASSURANCE OFFICE

Responsible for:

1. Planning, executing and monitoring a quality assurance program for the shipyard in accordance with applicable quality assurance criteria and with due consideration to the safety of ships, equipment and personnel.

2. Planning and managing a quality cost measurement program for the shipyard (prevention, appraisal and failure cost).

3. Providing guidance, integration, and evaluation of the efforts of the shipyard toward the prevention of product quality degradation.

4. Directing the investigation and evaluation of quality problems to determine the fundamental cause, the cost, the scope and the significance of the problems.

5. Directing a shipyard program to ensure calibration of measuring and testing equipment, maintaining standards of measurement and performing calibration.

6. Developing a quality assurance training program for the shipyard.

7. Performing quality assurance functions such as inspection, physical and chemical testing, qualification testing, non-destructive testing, witnessing formal operational tests as assigned, and performing audits of the procedures, conduct, and records of inspections and tests of weight-handling equipment.

8. Making failure mode analyses and process capability studies.

9. Developing procedures and establishing technical requirements for metal fabrication and thermal joining processes.

10. Managing the shipyard non-nuclear quality assurance audit program and performing internal audits to determine shipyard compliance with quality requirements.

11. Executing research, development, test and evaluation programs.

12. Providing support to the Nuclear Quality Control Office for naval nuclear work performed by Quality Assurance Office personnel.

13. Providing team members to Project Superintendents to provide information, coordination and liaison both to and from Quality Assurance Office with respect to all elements of quality assurance.

14. Receipt inspections required by NAVSEA or as assigned by appropriate technical authority for non-nuclear material.

15. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

Note: In shipyards where a Nuclear Engineering and Planning Department has been established, certain of the foregoing functions related to naval nuclear work are the responsibility of the Nuclear Engineering and Planning Manager.

NON-NUCLEAR INSPECTION DIVISION

Responsible for:

1. Conducting assigned inspections, witnessing tests as specified in shipyard documents and other selected inspections as determined by the Quality Assurance Office.

2. Identifying those areas where acceptance criteria are not definitive and initiating action to obtain clear criteria.

3. Ensuring that applicable criteria for acceptance or rejection of inspected items are made available to inspectors.

4. Assisting in developing and implementing specific methods and procedures for inspection data collection, tabulation, analysis, and dissemination in order to facilitate identification of quality problems and indicate quality levels.

5. Responding to the Nuclear Quality Control Manager for nuclear work performed in the division.

6. Ensuring that in the performance of the preceding functions due consideration is given to the safety of ships, equipment and personnel.

7. Receipt inspections required by NAVSEA or as assigned by appropriate technical authority for non-nuclear material including initiation of actions to accomplish non-destructive testing and laboratory tests, as required, and certifying results.

LABORATORY DIVISION

Responsible for:

1. Providing scientific and technological service and guidance to the shipyard and other naval activities, as directed, in the fields of chemistry, metallurgy and materials engineering.

2. Performing those quality assurance tests and actions which require laboratory or scientific services.

3. Conducting failure mode analyses, assigned research, development, test, training, and evaluation programs, as directed; preparing and reviewing standards and specifications, as requested.

4. Responding to the Nuclear Quality Control Manager for nuclear work performed in the division.

5. Ensuring that in the performance of the preceding functions due consideration is given to the safety of ships, equipment, environment and personnel.

NON-DESTRUCTIVE TEST DIVISION

Responsible for:

1. Developing and preparing non-destructive test techniques, procedures and methods, ensuring proper operation and use of nuclear by-product material (radiography source) as authorized by the Radiological Affairs Support Office.

2. Conducting non-destructive testing including radiography, magnetic particle, liquid penetrant, ultrasonic, eddy current, visual and other related non-destructive inspections and tests involved in shipyard work.

3. Evaluation and interpretation of non-destructive test results.

4. Compilation of non-destructive test reports and maintenance of associated records.

5. Responding to the Nuclear Quality Control Manager for nuclear work performed in the division.

6. Ensuring that in the performance of the preceding functions due consideration is given to the safety of ships, equipment and personnel.

7. Non-destructive testing related to the receipt inspection of non-nuclear Level I and nuclear non-level material including initiation of actions to accomplish non-destructive testing certifying results.

ENGINEERING AND ANALYSIS DIVISION

Responsible for:

1. Planning, coordinating, executing and monitoring a systematic, comprehensive, safe and economical quality assurance program for the shipyard.

2. Planning/managing a quality-cost measurement program for the shipyard (prevention, appraisal and failure costs).

3. Investigating quality problems to ascertain their significance, and recommending corrective action, or assigning development of corrective action to the appropriate shipyard organization.

4. Developing an integrated plan for a shipyard program for the prevention of quality defects.

5. Auditing and assuring proper development and administration of shipyard qualification and certification of those quality-related tasks which require prescribed standards.

6. Ensuring conformance with prescribed standards through audits of certifiable work by personnel performing quality control tasks requiring formal qualification.

7. Developing a quality assurance indoctrination and training program for the shipyard.

8. Keeping informed on current quality assessment developments, applications, technologies and initiating their use where applicable.

9. Performing internal audits, surveillances and special investigations of shipyard departments' quality and in-process control practices to determine compliance with NAVSEA and shipyard requirements.

10. Ensuring that material procured from a vendor meets the requisite quality requirements and ensuring the effective use of data generated by the NAVSEA Unified Vendor Evaluation Program to influence the contract award cycle, regulate the level of government inspection and ensuring that deficient materials are reported as required.

11. Conducting or causing to be conducted, assigned technical inspections and directing or witnessing tests, including non-destructive and laboratory tests as required for incoming non-nuclear controlled material received from vendors or other supply activities.

METROLOGY DIVISION

Responsible for:

1. Planning, developing and directing the Calibration Program.

2. Maintaining Primary and Secondary Standards calibrated by, or compared to, National Institute of Standards and Technology, or a Type 1 naval shipyard.

3. Calibrating and certifying Standards of other Laboratories and Activities.

4. Providing scientific and engineering services and guidance in calibration techniques.

5. Providing periodic calibration of test and measuring equipment.*

6. Assigning and providing certification of calibration.*

7. Performing research and development leading to calibration techniques as directed by NAVSEA and/or the Metrology Engineering Center.

8. Performing those Quality Assurance tests and actions which require Laboratory or scientific services.

9. Responding to the Nuclear Quality Control Manager for nuclear work performed in the Division.

10. Ensuring that in the performance of the preceding functions, due consideration is given to the safety of ships, equipment, and personnel.

* Note: May be assigned to Production Resources if more cost effective.

WELDING ENGINEERING DIVISION

Responsible for:

1. Developing procedures and technical requirements for processes involving the fabrication or joining of metals, such as welding, silver brazing, forming and heat treatment.

2. Implementing qualification and certification requirements for mechanics and equipment in the metal joining process and administering associated tests.

3. Developing or improving fabrication methods and welding methods, materials, processes, practices and equipment.

4. Prescribing preventive requirements to minimize quality defects in the joining of metals.

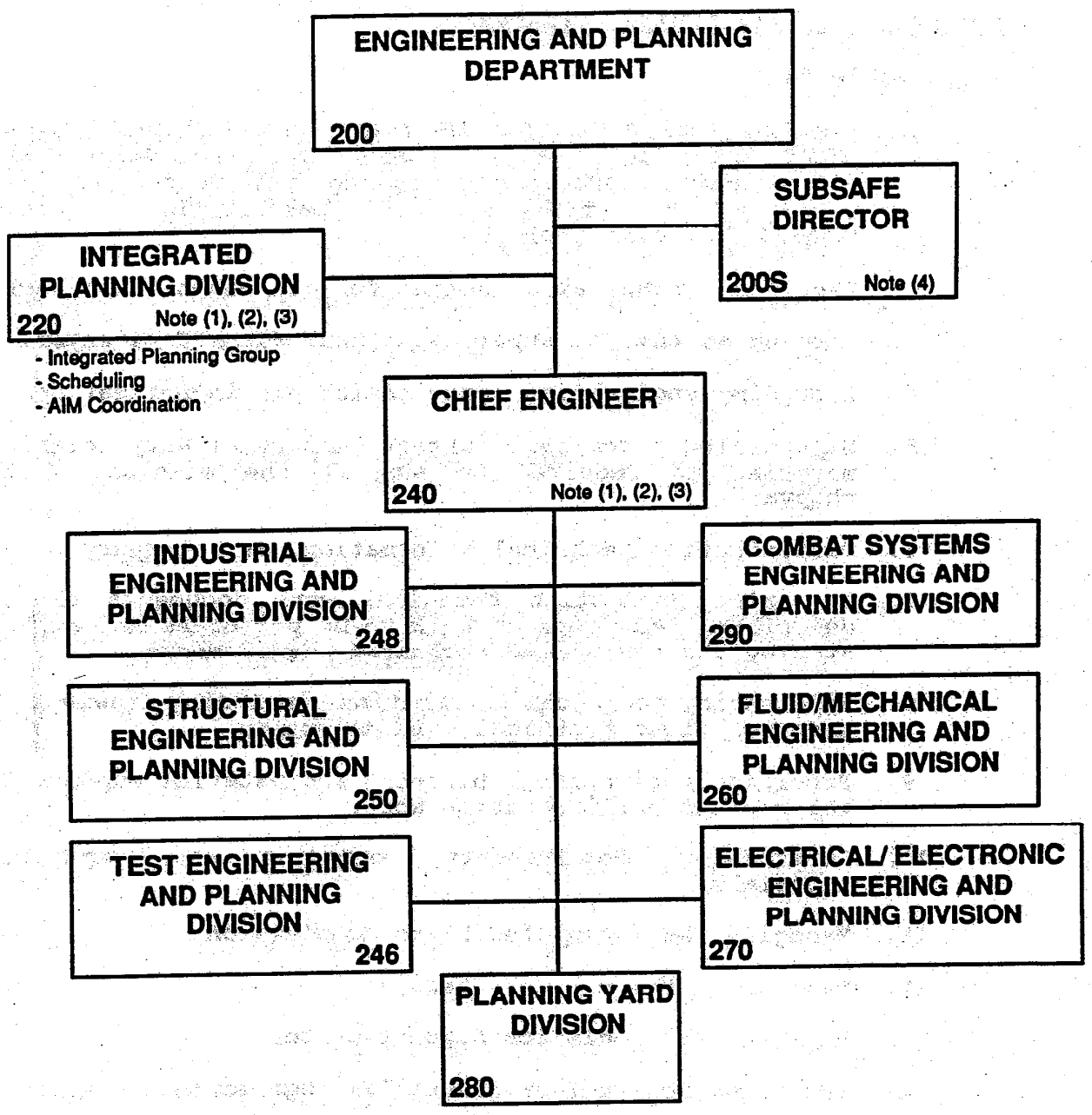
5. Assisting in evaluation of contractors' quality assurance systems as they pertain to metal fabrication and joining processes, when appropriate.

6. Responding to the Nuclear Quality Control Manager for nuclear work performed in the division.

7. Preparing specifications for procurement of welding equipment for which there are no military specifications.

8. Ensuring that in the performance of the preceding functions due consideration is given to the safety of ships, equipment and personnel.

9. Evaluating welding and brazing defects and specifying appropriate corrective action.



Note (1): The functions of Job Planning and Logistics Support Center (LSC) are to be integrated within the branches of the Engineering Division. However, as an interim step, Job Planning and LSC can be located in the Integrated Planning Division.

Note (2): To optimize communication and coordination, emphasis is to be placed on co-locating engineering and planning personnel by function and product line (e.g. structural engineers with structural planners). Installation of local area networks for information and data exchange between engineers and planners is an acceptable interim step in the transition.

Note (3): Provide scheduling and Industrial Planning Group (IPG) services to the Business and Strategic Planning Office, the Operations Department, the Production Resources Department, the Engineering and Planning Department, the Nuclear Engineering and Planning Department and the Radiological Control Office.

Note (4): SUBSAFE Director has direct access to the Shipyard Commander as required.

ENGINEERING AND PLANNING DEPARTMENT

Responsible for:

1. The Engineering and Planning Manager is responsible to the Shipyard Commander for all non-nuclear technical matters; all technical problems involving non-nuclear work are referred to him/her for resolution. These responsibilities include:

2. Providing technical direction for all non-nuclear work.

3. Serving as the (or supervising the) SUBSAFE Director.

4. Providing engineering consultation and investigation.

5. Maintaining a complete current library of Navy technical material as required to support the mission of the shipyard.

6. Disseminating technical information, as necessary.

7. Preparing production technical work documents clearly describing the scope of work to be performed and clearly stating the associated technical requirements.

8. Integrating technical information, including drawings and sketches, into technical work documents.

9. Providing engineering, planning and material support for all non-nuclear production work.

10. Determining requirements, ordering and expediting materials.

11. Managing the Integrated Planning Division.

12. Developing the master schedule.

13. Managing the Logistics Support Center.

14. Providing non-nuclear industrial engineering services.

15. Providing Planning Yard services as assigned.

16. Serving as shipyard representative and Point of Contact (POC) for the Naval Shipyard Advanced Industrial Management (AIM) Program.

17. Providing oversight and coordination for development and shipyard implementation of non-nuclear initiatives in support of the non-nuclear AIM Program.

18. Operating a weight control and reporting program dealing with design, construction and conversion of naval ships.

19. Developing and revising allowance lists.

20. Providing specifications for installing, maintaining and removing temporary preventative equipment on ship's systems.

21. Coordinating with the Project Superintendent or Type Desk Officer, when work cannot be undertaken within the time frame or funds authorized and recommending remedial action, when appropriate.

22. Providing technical direction as necessary for the procurement, testing, maintenance and repair and disposal of General Purpose Service (GPS) lifting and handling equipment.

23. Job Planning

    a. Compiling manpower and material cost estimate summaries for use by the Type Desk Officers or Project Superintendents in completing work booklets and for use in work acceptance and funding negotiations.
    b. Developing work breakdown structure consistent and compatible with Cost and Schedule Control (C/SCS) guidelines.
    c. Administering the performance of cost engineering and evaluation functions.
    d. Developing, documenting and maintaining Type A local estimated labor standards.
    e. Preparing job orders, describing operations to be performed in work step sequence of sufficient detail to serve as shop work instructions.
    f. Estimating direct labor and material requirements for each job order by shop work center, for each work step (or phase), utilizing standards and other estimating guides.
    g. Establishing schedules for work specification issuance.

24. Material, Equipment, Logistics Support Center

a. Determining the material requirements for all job orders. Preparing material lists covering the long leadtime and short leadtime material requirements for each job order and the initiation of procurement action for such material.
b. Preparing "farm-out" specifications for work which is beyond the industrial capacity or capability of the shipyard to accomplish.
c. Determining interchangeable or substitute items when appropriate.
d. Tracking and expediting material delivery in conjunction with the Supply Department to ensure timely delivery in support of the Operations and Production Resources Department's requirements.
e. Reviewing excess materials upon close-out of the job orders and customer orders and designating disposition action and financial accountability.

25. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

INTEGRATED PLANNING DIVISION

Responsible for:

1. Developing strategies for executing industrial availabilities. Work in conjunction with the Nuclear Integrated Planning Group, Operations Department, Production Resources Department and others as appropriate in strategy development.

2. Establishing key events, systems and work requirements in support of these events.

3. Establishing milestones and test sequences to support the key events and associated system and work requirements; issuing a formal availability strategy instruction in conjunction with the Operations Planning Manager for each availability.

4. Developing, in conjunction with the applicable test and technical codes, standard system test boundaries for each ship class.

5. Analyzing authorized alterations and requested repairs and organizing work into packages which can be most effectively planned, scheduled and accomplished by production shops.

6. Transferring the formal responsibility for availability strategy and execution to the Operations Planning Manager at conclusion of Work Definition Conference (WDC) or no later than A-180 days.

7. Preparing, issuing and maintaining nuclear and non-nuclear schedules in conjunction with the Operations Planning Manager.

8. Reviewing overall ship schedule adherence on a continuing basis and making recommendations to correct causes of departures from schedules.

9. Establishing schedules for preparation of manday and cost estimates for work packages in order to support the Project Superintendent in the preparation of work booklets and similar documentation for pre-arrival and similar work conferences with customers.

10. Providing on-site scheduling support to other Departments.

11. Providing Automated Scheduling Systems and supporting scheduling application software including operations, maintenance, training and development.

SUBSAFE DIRECTOR

Responsible for:

1. Certifying to the Shipyard Commander that the system used for certifying shipyard work, including off-yard work, complies with the Submarine Safety (SUBSAFE) Program and supports fast cruise, sea trials, ship completion or other submarine related key events.

2. Organizing, planning, and directing the shipyard SUBSAFE Program as it relates to non-reactor plant submarine work.

3. Acting as the central contact point for the shipyard in all matters concerning the SUBSAFE Program and serving as liaison for NAVSEA in all SUBSAFE matters related to sea trial certification and audits; providing direct liaison with all shipyard representatives to ensure a single unified approach to SUBSAFE and establishing liaison with personnel at NAVSEA 92Q and other shipyards and activities to obtain or present information relative to SUBSAFE.

4. Ensuring the SUBSAFE Program is supported by adequate auditor training, providing course materials as required and monitoring and coordinating training.

5. Ensuring traceability and auditability of records and materials needed to support SUBSAFE requirements and to demonstrate to a NAVSEA audit team that the shipyard has complied with all requirements needed to support certification.

6. Ensuring accuracy, adequacy, and completeness of internal SUBSAFE Certification AUDITS (SSCA) and forwarding reports of these internal audits to NAVSEA on time to support NAVSEA SSCAs. Maintaining a file of activity SUBSAFE problems and resolutions and SUBSAFE functional audits.

7. Reviewing the status of ships in major depot availabilities and determining schedule dates for the NAVSEA SSCA or other types of audits. Also, reviewing SUBSAFE work in progress and exercising authority to stop work not in compliance with SUBSAFE requirements.

8. Other duties as assigned by the Submarine Material Certification Requirements Manual, NAVSEA 0924-062-0010.

CHIEF ENGINEER

Responsible for:

1. Technical authority and responsibility for all non-nuclear work in connection with overhaul, repair, conversion, construction, inactivation, recycling ships and other projects as assigned.

2. Providing technical direction as stated above which includes engineering services, drafting, consultation, conducting investigations and all engineering document preparation.

3. Determining specifications to be utilized in performance of non-nuclear ship work.

4. Specifying quality control requirements for inspection and verification, test requirements, specifications and reports (for all ship work except that under the cognizance of the Nuclear Engineering and Planning Department).

5. Furnishing all design and test engineering services and material procurement specifications (except nuclear work).

6. Determining requirements, developing specifications, and verifying proper installation of temporary shipboard and pierside support systems.

7. Developing, preparing and issuing pier and drydocking arrangement plans.

8. Providing liaison with higher authority on ship technical matters.

9. Preparing and submitting to NAVSEA all non-nuclear requests for major deviations and waivers; serving as the shipyard's approval authority for all local (minor) waivers and deviations.

10. Providing technical guidance and assistance in development and implementation of training programs as required to accomplish non-nuclear work.

11. Providing technical guidance and assistance in the training of shipyard and ship's force personnel for all non-nuclear equipment including installation, checkouts and maintenance.

12. Maintaining liaison with the Production Resources Department and Operations Department regarding on-going projects and the solutions of associated problems.

13. Ensuring proper, timely and expeditious accomplishment of the non-nuclear field engineering functions of the shipyard.

14. Providing a Project Engineer and supporting engineering staff as appropriate to applicable project management teams in the Operations Department.

15. Providing direction and administration of the personnel of the Engineering and Planning Divisions and other Department personnel as assigned by the Engineering and Planning Department Officer.

16. Providing Ship Silencing Engineering Services in support of all authorized Ship Silencing and Noise Reduction tests and evaluations.

INDUSTRIAL ENGINEERING AND PLANNING DIVISION

Responsible for:

1. Providing industrial engineering services and engineered processes to all departments.

2. Developing and improving industrial processes, methods, and practices.

3. Assisting the Production Resources and Operations Departments with industrial engineering services for the identification of requirements and improvement of plant equipment and facilities including Military Construction (MILCON).

4. Providing industrial engineering support for the reduction and elimination of hazardous waste streams.

5. Leading the application of new industrial technologies.

6. Determining requirements and developing specifications for assigned support systems.

7. Providing industrial engineering support for shipyard work measurement systems including engineered labor standards by developing, preparing, issuing and maintaining standards.

8. Other duties and responsibilities as assigned by the Chief Engineer.

Note: Work involving or affecting Nuclear Facilities or support systems will be performed by the Nuclear Engineering and Planning Department.

COMBAT SYSTEMS ENGINEERING AND PLANNING DIVISION

Responsible for:

1. Carrying out all Master Ordnance Repair responsibilities assigned to the Engineering and Planning Department.

2. Providing technical direction and coordination of all shipyard combat systems, installations and repairs.

3. Maintaining technical control of all weapons material located in the shipyard, including that which is in storage.

4. Developing procedures and sequences as required for the testing of combat weapons systems.

5. Certifying that test results meet required specifications.

6. Providing Combat System Chief Test Engineers and Shift Test Engineers as appropriate to support applicable Project Management teams in the Operations Department.

7. Coordinating the efforts of contract field engineering and technical service representatives in the planning, installation, check-out and testing of combat weapons systems.

8. Coordinating and directing the accomplishment of all pre-availability, dockside and sea trial combat systems testing.

9. Other duties and responsibilities as assigned by the Chief Engineer.

STRUCTURAL ENGINEERING AND PLANNING DIVISION

Responsible for:

1. Providing technical direction for naval architecture requirements and ships structures for all non-nuclear work in connection with overhaul, repair, conversion, construction, inactivation, recycling of ships and other projects as assigned.

2. Providing technical direction as stated above includes: determination of test and material specifications and quality control requirements for inspection and verification, engineering services and investigations, drafting and preparation of engineering documents.

3. Determining specifications to be utilized in the performance of non-nuclear work on ship structures and structural components.

4. Providing technical guidance and assistance in the development and implementation of shipyard training programs as required to support accomplishment of cognizant non-nuclear work on ship structures and structural components.

5. Ensuring proper liaison with the Production Resources and Operations Departments; providing rapid response to problem resolution on ship structures and structural components.

6. Other duties and responsibilities as assigned by the Chief Engineer.

FLUID/MECHANICAL ENGINEERING AND PLANNING DIVISION

Responsible for:

1. Providing technical direction on fluid and mechanical systems for all non-nuclear work in connection with overhaul, repair, conversion, construction, inactivation, recycling of ships and other projects as assigned.

2. Providing technical direction as stated above includes determination of test and material specifications and quality control requirements for inspection and verification, engineering services and investigations; and drafting and preparation of engineering documents.

3. Determining specifications to be utilized in the performance of non-nuclear work on fluid and mechanical systems.

4. Providing technical guidance and assistance in the development and implementation of shipyard training programs as required to support accomplishment of cognizant non-nuclear work on fluid and mechanical systems.

5. Ensuring proper liaison with the Production Resources and Operations Departments; providing rapid response to problem resolution for fluid and mechanical systems.

6. Other duties and responsibilities as assigned by the Chief Engineer.

TEST ENGINEERING AND PLANNING DIVISION

Responsible for:

1. All Hull, Mechanical and Electrical (HM&E) and other non-nuclear, non-weapons system and component testing.

2. Developing operational sequences and procedures as required for tests and checkouts of systems and components in accordance with test specifications. Providing coordination and ensuring the proper direction and accomplishment of all non-nuclear, non-weapons tests within the Operations Department.

3. Certifying HM&E test results and assuring results meet required specification.

4. Coordinating all HM&E test operations with requirements and schedules of the shipyard and ship's force.

5. Providing work and test control services for the shipyard.

6. Conducting pre-availability and sea trial HM&E testing.

7. Providing HM&E Chief Test Engineers, Shift Test Engineers and supporting test control staff as appropriate to applicable Project Management Teams in the Operations Department.

8. Other duties and responsibilities as assigned by the Chief Engineer.

ELECTRICAL/ELECTRONIC ENGINEERING AND PLANNING DIVISION

Responsible for:

1. Providing technical direction on electrical and electronic systems for all non-nuclear work in connection with overhaul, repair, conversion, construction, inactivation, recycling of ships and other projects as assigned.

2. Providing technical direction as stated above includes determination of test and material specifications and quality control requirements for inspection and verification, engineering services and investigations; and drafting and preparation of engineering documents.

3. Determining specifications to be utilized in the performance of non-nuclear work on electrical and electronic systems.

4. Providing technical guidance and assistance in the development and implementation of shipyard training programs as required to support accomplishment of cognizant non-nuclear work on electrical and electronic systems.

5. Ensuring proper liaison with the Production Resources and Operations Departments; providing rapid response to problem resolution for electrical and electronic systems.

6. Other duties and responsibilities as assigned by the Chief Engineer.

PLANNING YARD DIVISION

Responsible for:

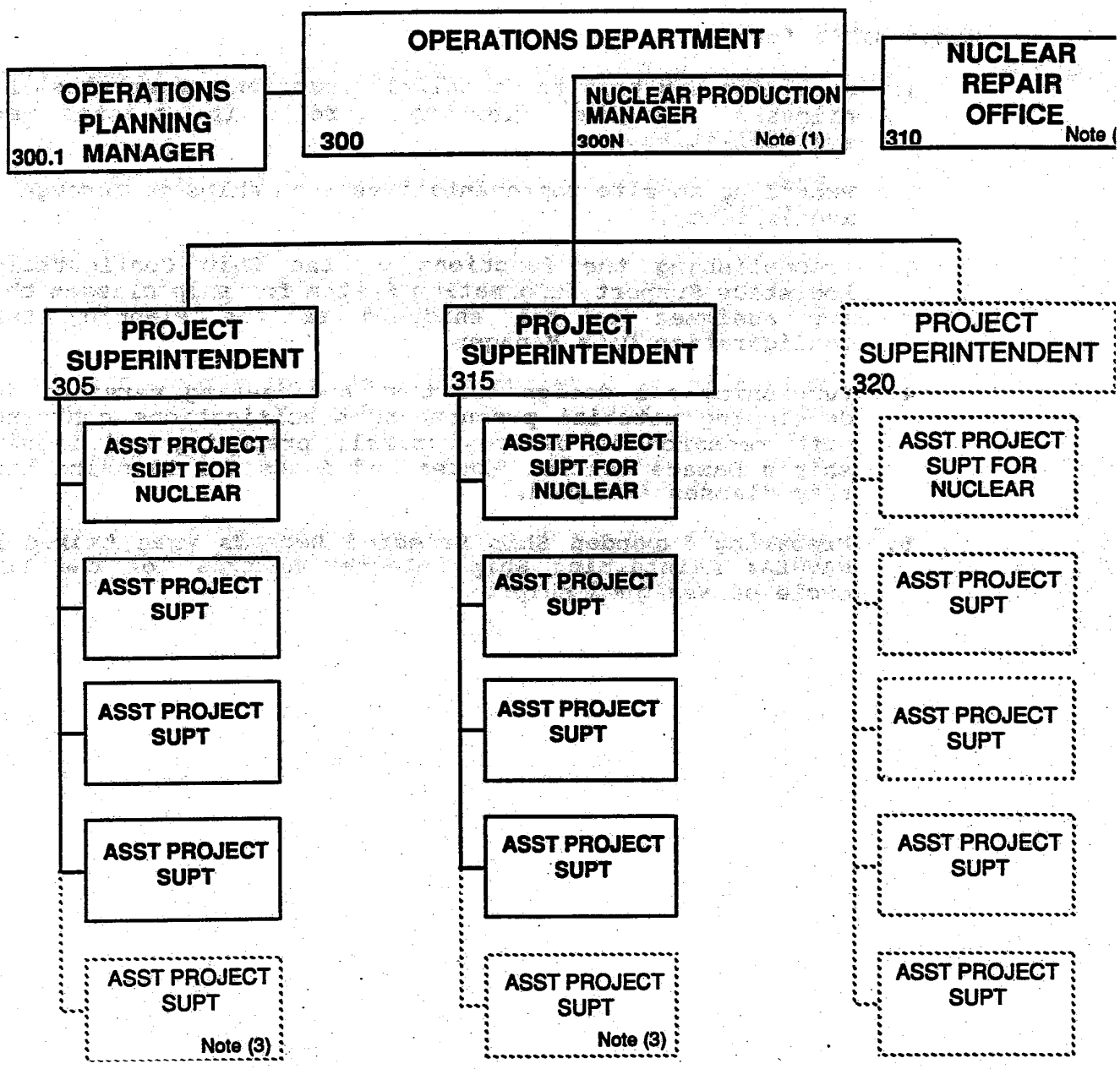
1. Providing engineering technical direction and services for shipyard assigned Planning Yard ship classes and availabilities.

2. Providing on-site representatives when ships go through an availability.

3. Accomplishing the functions of the Ship Configuration Logistics Support Information System for ship classes that are assigned to the shipyard as the Planning Yard Configuration Data Manager.

4. Furnishing all design and test engineering services and developing material procurement specifications concerned with research in damage control; preparing and issuing ship's Damage Control Plates and Books for Planning Yard ship classes assigned.

5. Preparing Expanded Ship Selected Records when tasked by NAVSEA; maintaining Ship Selected Records for the life cycle of assigned ships.



Note (1): Also assigned as the Nuclear Production Manager in the Production Resources Department. The Nuclear Production Manager has direct access to the Shipyard Commander for nuclear operations matters.

Note (2): The Nuclear Repair Officer also reports to the cognizant Ship Safety Officer for matters involving the protection of ships against the hazards of fire, inadvertent flooding, and other such ship hazards; this does not include matters of reactor safety.

Note (3): The number of Project Superintendents and Assistant Project Superintendents (and other project personnel) assigned to a project management team will vary depending on the size, complexity and stage of the project.

OPERATIONS DEPARTMENT

Responsible for:

1. Executing work on specified projects within specified budget and schedule, under the direction of a single senior manager. The organization will include a specified number of project superintendents and a Nuclear Production Manager which will be a single person, double billeted in the Operations and Production Resources Departments.

2. Performing all ship work for ships and craft assigned to the shipyard for repair, overhaul, or conversion and for special projects as assigned. Establishing and maintaining necessary officers and management resources for accomplishing off-yard projects.

3. Ensuring that work is performed in accordance with applicable safety directives and safe working practices. Qualifying and assigning Ship Safety Officers and Ship Safety Superintendents for assigned submarines in accordance with the requirements of NAVSEA 6010 manual.

4. Managing work performed on projects in accordance with technical requirements, workmanship, cost, schedule, general customer relations and ensuring that appropriate corrective action is initiated when required.

5. Focusing management (e.g., Engineering and Planning or other affected department heads) attention on problems concerning project work.

6. Approving schedules (e.g., engineering and planning, procurement, production) for projects and appraising progress against these schedules.

7. Complying with and coordinating the technical direction, advice and guidance received from and through shipyard technical organizations.

8. Executing approved work within the time allowed and in accordance with applicable instructions and sound engineering practice; accomplishing this work within the funds made available to the department for each ship or project.

9. Directing the execution of all docking and undocking operations.

10. Applying adequate safety appliances on plant equipment and safe practices in the performance of all work by the Operations Department, including all measures necessary to prevent casualties to ships and ships' systems and equipment in Operations Department custody.

11. Assigning berthing space and scheduling ship movements in collaboration with the Base Support Office.

12. Ensuring that only authorized work is undertaken.

13. Ensuring prompt connecting and disconnecting of services when the ship arrives or is shifted on the waterfront; supervising those preparations for departure for which the Operations Department is responsible; and assisting in the timely completion of the ship's preparations for sea.

14. Completing in a timely and efficient manner all assigned repairables projects.

15. Coordinating work between departments as necessary for assigned repairables projects.

16. Salvage and diving operations which includes refloating and delivering to safe waters or repair yards, beached, stranded, or sunken vessels; combating all oil spills emanating from within the shipyard and when requested, providing labor, material, craft or technical assistance in the event of a major oil spill in the area.

17. The Diving Officer will be responsible, under the Commanding Officer, for the safe conduct of all diving operations within the command. The Diving Officer is charged with the responsibility for verifying the qualifications and safe diving practices of all divers assigned. The Diving Officer will be a commissioned officer who has qualified as a diving officer and has been designated by the Additional Qualification Designation (AQD) of 9311, 9312, 9313, 9314, 9315, or 9375. The Diving Officer will be assigned in writing by the Commanding Officer. It is the responsibility of the Diving Officer to become thoroughly familiar with basic diving techniques and have a detailed knowledge of all applicable regulations. The Diving Officer must ensure that equipment is properly configured, in good repair and maintained in

accordance with reference (a). The Diving Officer will ensure all diving systems are certified in accordance with reference (b).

- Reference (a) U.S. Diving Manual NAVSEA 0994-LP001-9010.
- Reference (b) U.S. Diving and Manned Hyperbaric Systems Safety Certification Manual SS521-AA-MAN-010.

18. Installing, maintaining, and removing temporary preventative maintenance equipment on ships' systems.

19. Administering technical requirements for shipyard contracts processed through the Production Resources Department and inspecting contract work.

20. Providing Cost and Schedule Control System data and analysis of results as required.

21. Ensuring Docking Officers are trained and qualified in accordance with NAVSEA Instruction 9997 Series, "Docking Officer Minimum Qualification Requirements."

22. Coordinating assignment of properly trained and qualified mechanics among various projects.

23. Implementing and continuously improving programs, methodologies and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

Note: Personnel from the Nuclear Engineering and Planning Department, the Radiological Control Office, the Nuclear Quality Control Office, the Engineering and Planning Department, and the Quality Assurance Office will be assigned to the project team. They will respond to directions from the Project Superintendent which prioritize project work assignments. However, the parent technical organizations of these personnel retain their various responsibilities for technical aspects of work execution, and the Project Superintendent has no authority to modify or supplant the authority, directions or responsibilities of the parent technical organizations.

NUCLEAR PRODUCTION MANAGER

Note: The Nuclear Production Manager may have a small staff to carry out these responsibilities. These assistants may include one or more Production Resources Department Refueling Managers, as required by the Manual for the Control of Refueling, NAVSEA 0989-018-1000; an assistant for Nuclear Production Quality Control; an assistant for Reactor Plant Trade Skills Training; an assistant for Production Support of Reactor plant Testing; an assistant for Production Radiological Control matters; and a Nuclear Repair Officer.

Responsible for:

1. Ensuring that naval nuclear production work is accomplished on time, at reasonable cost, with a minimum radiation exposure to personnel and in accordance with specified technical requirements including quality and radiological controls and good workmanship standards.

2. Assuring that adequate planning and schedules are provided for naval nuclear work.

3. Assuring that adequate manpower resources and equipment are provided to prepare for and perform naval nuclear plant work.

4. Directing nuclear production work through the applicable Project Superintendents in the Operations Department and applicable functional Superintendents in the Production Resources Department.

5. Assuring that lists of Production Resources Department personnel qualified for nuclear work are maintained and concurring in such lists.

6. Advising the Production Resources Department on functions such as training, merit promotions, leave, and other such administrative matters concerning department personnel assigned to naval nuclear work.

7. Advising the Operations Manager, Production Resources Manager, and Shipyard Commander if, at any time, supporting effort from other departments is not adequate and of the action being taken to resolve the matter.

8. Management of the shipyard's program for minimizing personnel radiation exposure.

NUCLEAR REPAIR OFFICE

Note: The Nuclear Repair Officer also reports to the cognizant Ship Safety Officer for matters involving the protection of ships against the hazards of fire, inadvertent flooding, and other ship hazards; this does not include matters of reactor safety.

Responsible for:

1. Coordinating the accomplishment of naval nuclear work on projects assigned to the Operations Department, primarily through direct contact with Assistant Project Superintendent for nuclear work.

2. Training and qualifying Assistant Project Superintendents for nuclear in necessary requirements to ensure consistent conduct of naval nuclear work among projects.

3. Coordinating assignment of properly trained and qualified nuclear mechanics among various projects assigned to the Operations Department and applicable functional areas of the Production Resources Department.

4. Working concurrently with the Nuclear Integrated Planning Group and Project Superintendents during the advance planning process.

OPERATIONS PLANNING MANAGER

Responsible for:

1. Familiarizing the Project Management Team for each availability on the strategy; working concurrently with the Integrated Planning Group (IPG) and Project Superintendent during the advance planning process.

2. Providing cost projections to develop project budgets working with nuclear and non-nuclear IPG. Department budgets will be developed based on project budgets.

3. Incorporating lessons learned into future availabilities and managing long-term Integrated Planning Group functions prior to the assignment of the Project Superintendent. This improves the ability to "roll out" lessons learned and provide leadership to the IPG for long-term advance planning.

4. Maintaining and utilizing project lessons learned files in developing project work execution strategies.

5. Providing Project Management training to Project Superintendents and Assistant Project Managers.

6. Providing guidance and leadership on Project Management skills and techniques to incoming Project Superintendents.

7. Monitoring progress of the IPG against established schedules; assuring all non-nuclear planning aspects are completed for assigned availabilities.

8. Providing cost projections to the Business and Strategic Planning Office for use in fixed price preparations.

9. Monitoring, coordinating and directing pre-arrival test and inspection.

10. Coordinating issuance of schedules.

PROJECT SUPERINTENDENT

The duties of the Project Superintendent are:

Note: Personnel from the Nuclear Engineering and Planning Department, the Radiological Control Office, the Nuclear Quality Control Office, the Engineering and Planning Department, and the Quality Assurance Office will be assigned to the project team. They will respond to directions from the Project Superintendent which prioritize project work assignments. However, the parent technical organizations of these personnel retain their various responsibilities for technical aspects of work execution, and the Project Superintendent has no authority to modify or supplant the authority, directions or responsibilities of the parent technical organizations.

1. Executing work on specified projects within specified budget and schedule.

2. Establishing priorities on projects and developing the Project Superintendent's staff, providing direct supervision and performing evaluation of project staff members.

3. Developing the overall project execution strategy.

4. Providing assistance for the development of work packages.

5. Developing project production work schedules.

6. Providing assistance for the development of the budget for the project and participating in the development of the fixed price.

7. Developing project test plans.

8. Negotiating the level of the work force based on project workload requirements.
   a. Selecting and providing direct supervision of Assistant Project Superintendents.
   b. Providing direct or delegated supervision of Project Foremen and project work force.
   c. Providing direct supervision of assigned "direct" work force, when, how much and how many - oversight of how and how good, and providing input to performance evaluations of the work force.
   d. Managing shipwork skills at the foreman level.
   e. Negotiating on job basis: "periodic" shipwork, services and special projects.
   f. Developing, negotiating and overseeing project budgets for shop work, services and special projects.

9. Approving all schedules associated with the project.

10. Assisting with the development of manning plans.

11. Communicating with the ships force on issues involving the project.

12. Coordinating contractor work to ensure all work is completed in a timely manner to support the availability.

13. Is fully trained, or has a fully trained Ships Safety Officer assigned to the project.

14. Developing and managing the project overtime budget.

15. Minimizing radiation exposure on the projects.

16. Minimizing radioactive and hazardous waste generated on the project.

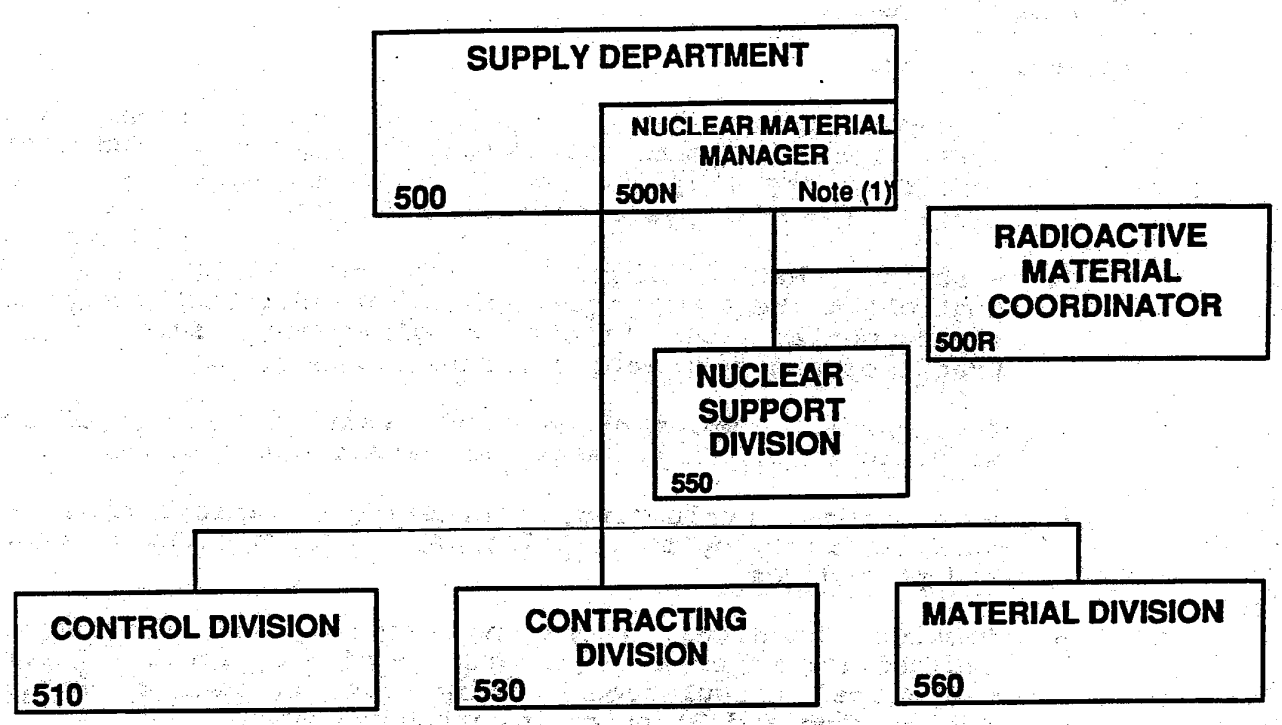
17. Controlling project budget for all assigned project direct labor.

18. Reviewing and recommending, accepting or rejecting new work requests and providing impact on cost, work-in-progress and schedule.

19. Maintaining a safety program that focuses on identifying and correcting unsafe work site and work practice conditions. Maintaining a high level of safety awareness and visibility among work force.

20. Effectively executing the Hazardous Waste Control and Minimization Programs developed by the OSHE Office as related to shipwork, including training of personnel to requirements established by the OSHE office.

21. Assisting with the development of post overhaul reports, conducting completion conferences and overseeing the project during the guarantee phase.



Note (1): The Nuclear Material Manager has direct access to the Shipyard Commander for nuclear material management matters.

SUPPLY DEPARTMENT

Responsible for:

1. Procurement, receipt, control, custody, storage, issue, delivery and disposal of material to support the industrial effort of the shipyard and to support special programs, including non-shipyard logistics support, as assigned.

2. Ensuring that material is ordered, shipped, stored, controlled and transported in conformance with applicable environmental and safety requirements, safe working practices and cognizant technical authority.

3. Developing, implementing and maintaining logistics-specific Information Resources Management systems.

4. Developing, evaluating, reviewing, implementing and administering logistics policies, plans, programs, methods and procedures.

5. Receipt, handling, packaging, storage and shipment of radioactive material in accordance with applicable Federal and local regulations (shipyards having a Nuclear Engineering and Planning Department only).

6. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

NUCLEAR MATERIAL MANAGER

Responsible for:

1. Managing of material procurement, storage, inventory control, expediting, staging and disposal in support of naval nuclear propulsion programs.

2. Shipyard nuclear material program, including the service-wide supply support responsibilities for nuclear material prescribed by NAVSEA.

3. All nuclear material inventories, radioactive material storage, and NAVSEA mandated projects (e.g., long term refueling equipment storage, special maintenance of reusable support equipment etc.).

4. Maintaining effective liaison with and responsiveness to the needs of other shipyard departments involved in nuclear work. Also responsible for ensuring that cognizant department head(s) and the Shipyard Commander are informed of work in other departments that is not adequate and which impacts on material support of nuclear work. As a deputy to the Supply Officer, the Nuclear Material Manager exercises line authority within the Supply Department to assure that all supply functions (procurement, receiving, inspection, packaging, storage, control, issue, disposal, shipping and on-yard delivery) supporting naval nuclear work are accomplished effectively. The Nuclear Material Manager has direct access to the Shipyard Commander on matters related to material support of the Naval Nuclear Propulsion Program.

RADIOACTIVE MATERIAL COORDINATOR

Responsible for:

1. Ensuring that all radioactive materials are received, packaged, handled, stored and shipped in accordance with NAVSEA, Federal regulations and Department of Transportation requirements.

2. Managing radiation exposure reduction program and oversight of radiological worker training for the Supply Department.

3. Serving as the Shipyard Commander's designated representative for radioactive material shipments made by the shipyard.

NUCLEAR SUPPORT DIVISION

Responsible for:

1. Coordinating nuclear material requirements determination, procurement, receipt, repair, manufacture, inspection, certification, storage and staging.

2. Monitoring nuclear material need dates and procurement status and expediting material procurement as necessary to ensure timely material availability for scheduled work.

3. Advising concerned departments of current material status.

4. Administering Navy Supply System nuclear material procurement, certification and stocking programs as assigned by NAVSEA.

5. Administering Nuclear Direct Material, Shop Stores and Government Furnished Material inventories.

6. Ensuring proper storage and maintenance of reactor plant components in storage.

7. Training Supply Department personnel in nuclear unique requirements.

CONTROL DIVISION

Responsible for:

1. Exercising inventory management responsibility for procurement, issue, receipt, funding and maintenance of all locally managed items, including material expediting as applicable.*

2. Exercising receipt, issue and stock control responsibility for items controlled by cognizant Systems Commands, inventory control points and Defense Supply Centers.*

3. Serving as liaison between the Supply Department and supported activities and shops in the vicinity.

4. Initiating action to dispose of material.

5. Administering and coordinating matters pertaining to the Navy Supply System and the Defense Materials System.

6. Coordinating, analyzing and reconciling physical inventory programs for all locally stocked material as required by technical authority.

7. Providing functional support and training for all automated logistics applications.

* Note: These functions may be assigned to and performed by the Material Division when it is anticipated that economy, improved performance or improved quality will result.

CONTRACTING DIVISION

Responsible for:

1. Monitoring and administering all contracting and purchasing of materials and services to ensure total compliance with directives and regulations from technical authority.

2. Maintaining proper records and ensuring reports are generated and submitted as required by current directives and regulations.

3. Reviewing purchase requests and determining methods of purchase.

4. Preparing and issuing all invitations for bids and requests for quotations and proposals.

5. Receiving and publicly opening all bids.

6. Administering matters arising under the contract following award and execution.

7. Issuing all change orders and amendments.

8. Issuing termination notices when appropriate.

MATERIAL DIVISION

Responsible for:

1. Receiving, checking and inspecting incoming material and arranging for timely delivery to proper destination.*

2. Storing, maintaining proper care, and issuing Shop Stores, Direct Material Inventory (DMI) and other special material, as required.*

3. Administering and operating the Material Control Centers and Shop Stores.

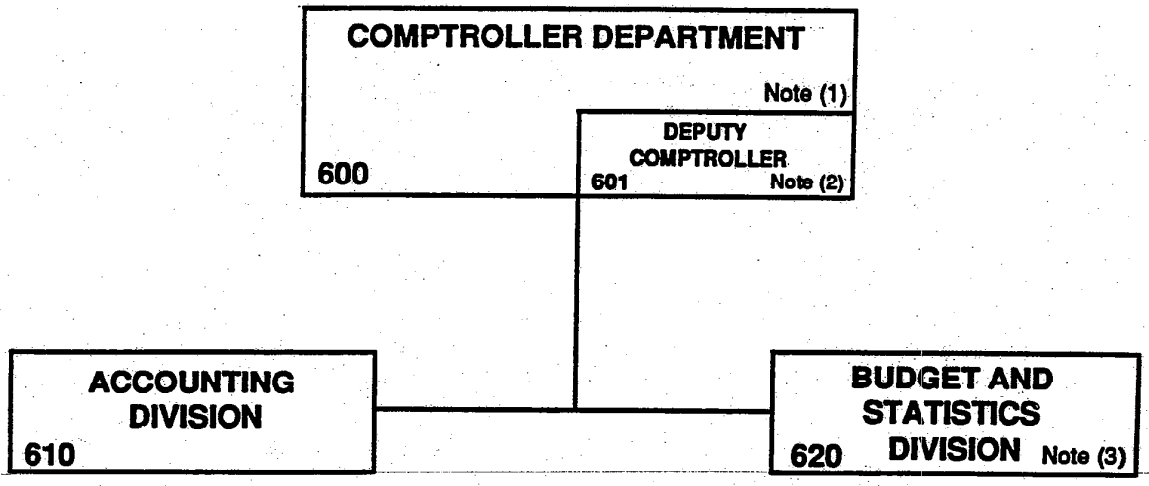
4. Packaging and packing, as necessary, outgoing material to prevent loss and breakage.

5. Assignment and control of material handling equipment (if applicable).

6. Performing receiving, screening, processing, and redistribution or disposal of excess, obsolete, inactive, or deteriorated stock.*

7. Providing Ripout (unshipped) Material Control for shipwork assets removed during an availability.*

* Note: These functions may be assigned to and performed by the Control Division when it is anticipated that economy, improved performance or improved quality will result.



Note (1): The Nuclear Business Manager in the Business and Strategic Planning Office (BSPO) has responsibilities for approving budgets and evaluating cost performance for naval nuclear work.

Note (2): Double hatted as the Deputy Comptroller and Deputy BSPO.

Note (3): Double hatted as budget analysts in C/620 and C/1240.

Note (4): A Disbursing Division is authorized for Portsmouth and Puget Sound Naval Shipyards.

COMPTROLLER DEPARTMENT

Responsible for:

1. Interpreting, implementing and administering the law, policies, regulations and directives pertaining to the financial systems and operations of the shipyard, including budgeting, accounting, disbursing (where authorized), financial statistical analysis, variance analysis and progress reporting, and the procedures relating to such responsibilities.

2. Negotiating current host-tenant agreements, i.e., Inter and Intraservice Support Agreements (ISSA) when applicable. Assuring current and accurate ISSAs so that all services provided are appropriately reimbursed.

3. Acting as advisor and consultant to the Shipyard Commander on financial policy matters and related areas of financial administration.

4. Administering accounting and disbursing (where authorized) operations for other naval activities as designated by proper authority.

5. Directing the preparation of the shipyard's operating budget and Annual Financial Management Budget (AFMB), providing applicable policies and strategic plan objectives.

6. Administering budgetary control programs; developing methods and techniques for use in presenting budgetary information; analyzing and evaluating budget estimates; coordinating budget presentations to the Shipyard Commander and recommending action concerning budget revisions.

7. Establishing overhead and other rates subject to approval of the Shipyard Commander.

8. Establishing stabilized manday and other billing rates subject to approval of the Shipyard Commander and higher authority. Assisting in developing the business strategy and constructing manday rates for work competed under Public and Private Competition.

9. Performing actions necessary to final bill customer orders including oversight responsibility for excess material disposition.

10. Collecting, analyzing and presenting statistical operating data to be used for budgetary control; developing, compiling and analyzing financial data, and preparing presentations of such data.

11. Implementing and ensuring the financial management and control of funds for the shipyard result in obtaining reimbursement for cost incurred.

12. Carrying out comprehensive budgeting and accounting of the Comptroller Department.

13. Maintaining liaison and providing advice, assistance and guidance to shipyard managers on policies and programs relating to financial management.

14. Providing financial corporate memory and continuity to span changing tenures of Shipyard Commanders and other senior military personnel.

15. Reviewing and recommending affordable investment levels consistent with known and anticipated workload and product lines.

16. Performing independent real-time evaluation of direct labor performance as reported by C/SCS, and direct material utilization to focus management's attention on direct cost performance.

17. Evaluating the integrity and adequacy of the Automated Information System (AIS) used to manage and report the shipyard's financial performance.

18. Developing and recommending financial objectives and methods of appraising financial position.

19. Assisting NAVSEA in developing new and innovative policies that will improve the competitive and overall financial position of the activity group.

20. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

DEPUTY COMPTROLLER

Responsible for:

Note: See functional responsibilities for Comptroller Department as shown above.

ACCOUNTING DIVISION

Responsible for:

1. Making recommendations to the Comptroller concerning accounting matters.

2. Preparing directives to assure compliance with accounting policies promulgated by proper authority.

3. Maintaining general ledger, subsidiary ledgers, cash receipt and disbursing registers, accrual ledgers and other required accounting records, including records of obligations and expenditures against allotments.

4. Preparing annual, quarterly, monthly and interim financial status and operational reports for field and departmental usage.

5. Performing cost accounting operations such as, accounting controls of work in progress; reviewing labor and material distribution by job orders; establishing accrual rates for maintenance, rental and utility expenses.

6. Developing and recommending classification of overhead expenses and cost centers.

7. Performing payroll operations to include maintaining civilian pay and leave records and preparing payrolls and public vouchers.

8. Maintaining plant account records and stores material ledgers and records, and rendering all property returns.

9. Performs process shop accounting and maintaining accounting control for manufacturing of shipyard Direct Material Inventory (DMI) and Shop Stores (SS).

10. Maintaining accounting control and reporting of retirement deductions.

11. Maintaining accounts payable and obligation records.

12. Issuing U.S. Savings Bonds through the supervision exercised over the officer designated as Issuing Agent and Certifying Officer for U.S. Savings Bonds.

13. Providing disbursing services for civilian payroll, material, accounts payable and other miscellaneous payments.

14. Performing shipyard travel operations to include preparation of orders; processing travel advances, liaison between Personnel Support Detachment (PSD) and Schedule Airlines Ticket Office (SATO) and settlement of travel claims.

15. Performing Navy Stock Fund allotment accounting and reconciliations.

16. Maintaining financial control of accruals.

BUDGET AND STATISTICS DIVISION

Responsible for:

1. Determining and recommending overhead and other applied rates and compiling the shipyard budgets.

2. Preparing directives to assure compliance with policies promulgated by proper authority and developing and prescribing the method of collecting and presenting budget data.

3. Reviewing and analyzing budget estimates and justification submitted by department heads.

4. Comparing budget versus actual execution, analyzing variances, and recommending remedial action for controllable deviations.

5. Receiving authority to set up customer accounts, assigning customer order numbers, notifying departments concerned and maintaining records authorizing expenditure of funds.

6. Providing guidance and instructions to department and office heads for development of the Shipyard's Annual Budget Execution Plan.

7. Receiving and accepting funding documents.

BASE
SUPPORT OFFICE

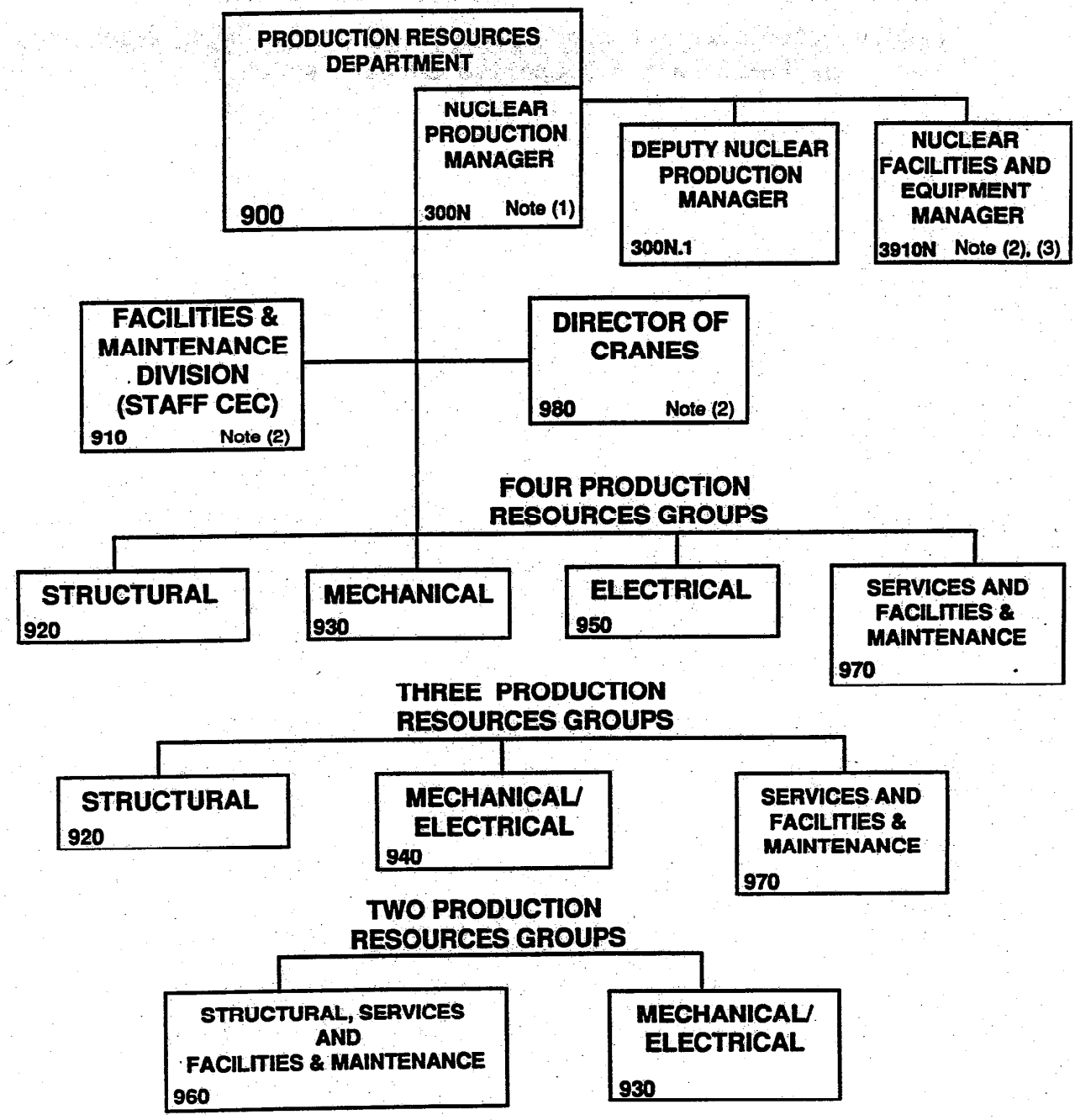
800 Note (3)

Note (3): Establishment of a Base Support Office is optional for those shipyards without a Naval Station.

BASE SUPPORT OFFICE

Responsible for performing these functions:
(when not assigned to the Executive Support Staff)

Note: See functional responsibilities for the Base Support Office as shown in the Executive Support Staff.



Note (1): Also assigned as the Nuclear Production Manager in the Operations Department. The Nuclear Production Manager has direct access to the Shipyard Commander on nuclear production matters.

Note (2): Where the shipyard retains a Facilities and Maintenance Department, these functions are also assigned under a Facilities and Maintenance Officer.

Note (3): The Nuclear Facilities and Equipment Manager has direct access to the Shipyard Commander for nuclear matters.

PRODUCTION RESOURCES DEPARTMENT

Responsible for:

1. Providing trade skill expertise by maintaining a qualified work force of proper trade skill mix to match work load; providing responsive, effective personnel resource support to the Operations Department Project Management teams; providing trade expertise support to Project Superintendents.

2. Developing, maintaining and continuously improving all cognizant trade processes; providing oversight of trade processes on the various projects, including the resolution of any trade process problems.

3. Establishing and executing a budget to support assigned mission.

4. Ensuring that all shop work, including depot repairables, is completed on or ahead of schedule and within budgeted cost parameters established in conjunction with the Operations Department and other customers. Managers will ensure that a well trained work force is available at all times to ensure first time quality of end products.

5. Developing and improving production processes, methods, and practices.

6. Requesting and overseeing shop layout studies and work-flow studies in connection with methods improvements and recommending improvements.

7. Requesting and overseeing work sampling studies in connection with methods improvement and establishment of shop's productive rates.

8. Coordinating and approving all studies of shop layouts, consolidations and modernizations; participating in shipyard facilities improvement programs.

9. Sequencing, scheduling, dispatching, and progressing of work and the concurrent procurement, progressing and dispatching of necessary information, material and services in support of shop work forces.

10. Providing emergency response and after action clean-up for oil and hazardous substance release.

11. Managing and certifying all weight handling equipment and crane and rail trackage.

12. Providing administrative support such as disciplinary actions, rebadging, schedule of physicals, training, court leave, etc.

13. Managing and administration of service craft.

14. Providing C/SCS data and analysis of results for shop work as needed.

15. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

NUCLEAR PRODUCTION MANAGER

Note: See functional responsibilities for Nuclear Production Manager as shown in the Operations Department.

DEPUTY NUCLEAR PRODUCTION RESOURCES MANAGER

Responsible for:

1. Assisting the Nuclear Production Manager in carrying out responsibilities for all aspects of the Production Resources Department in conducting naval nuclear work.

NUCLEAR FACILITIES AND EQUIPMENT MANAGER

Responsible for:

1. Coordinating studies related to the development, improvement, consolidation and modernization of nuclear industrial facilities.

2. Coordinating the development of estimates for acquisition, development, installation and disposition of plant equipment.

3. Conducting long range planning and coordination for the execution of major plant equipment maintenance and military construction in support of naval nuclear work.

4. Assuring the initiation, development and engineering of all facilities and plant equipment for nuclear production work meet applicable specifications and standards.

5. Ensuring facilities and equipment projects proposed to NAVSEA are fully justified and costs properly determined and that approved facilities and equipment are provided on time, at reasonable cost and in accordance with applicable plans and procedures.

6. Exercising line authority in the Production Resources Department as an assistant to the Nuclear Production Manager for the facilities and plant equipment which support naval nuclear work.

7. Coordinating the development and implementation of facilities and plant equipment which support naval nuclear work with other shipyard departments. These departments include the Business and Strategic Planning Office, the Engineering and Planning Department and the Nuclear Engineering and Planning Department.

8. Assuring work performed on nuclear facilities and plant equipment is accomplished by personnel qualified to perform the work assigned.

9. Maintenance and reliability of nuclear facilities.

10. Assuring adequate planning, scheduling and manpower resources are provided for construction, manufacture, preparation, maintenance, repair and installation of facilities and plant equipment required to support nuclear work. Assuring that the Nuclear Production Manager, Production Resources Manager and Shipyard Commander are informed if, at any time, supporting effort from other departments is not adequate.

11. Assuring the crane program provides weight handling equipment meeting all NAVSEA and NAVFAC requirements for reliable service in support of naval nuclear work. Providing technical oversight as necessary.

FACILITIES AND MAINTENANCE DIVISION

Responsible for:

1. Planning, design, development and disposal of Class I and Class II property.

2. Performing the maintenance, repair, minor construction, alteration and demolition of property.

3. Operating and maintaining utilities systems with the exception of those specifically assigned to other Departments.

4. Operating, maintaining, and performing fleet management for assigned vehicles.

5. Managing Family Housing.

6. Performing as the Officer in Charge (OIC) of NAVFAC contracts.

7. Recommending, within established shipyard policy, which shipyard funded projects should be accomplished by contract and processing same in conjunction with AOIC of NAVFAC contracts.

8. Initiating actions to meet applicable local, state and Federal OSHE regulations for facilities, equipment, and utility systems.

9. Coordinating energy conservation programs and providing guidance on all matters relating to the shipyard's energy management program.

10. Operating public works with the exception of those specifically assigned to other departments.

11. Preparing and administering short and long-range maintenance programs for the shipyard and outlying areas.

12. Performing field engineering, including hydrographic and subsurface surveys.

13. Providing necessary engineering input consisting of railway design and surveys as required to support NAVFACINST 11230.1.

14. Providing technical and management support for all dry docks. The office is responsible for ensuring that each dock meets the minimum prescribed certification criteria.

15. Providing in-service engineering for all dry docks.

16. Providing and maintaining waterfront support facilities for the Operations Department, including field offices and other mobile structures, special equipment and material storage areas on piers and dry docks, and other waterfront support facilities not provided by the Engineering and Planning Department.

17. Identifying facility maintenance, repair, alteration, construction and disposal requirements. Developing and executing annual and long range planning to implement these requirements to include MILCON, Special Projects, Capital Investment Plans (CIP), Facility Master Plans, etc. to be coordinated by Business and Strategic Planning Office.

18. Providing design, engineering and work documents to execute plans.

19. Ensuring all facility work is completed through contract, Facilities and Maintenance shops and other shipyard codes and shops.

20. Receiving all customer requests for work; identifying methods and plans for achieving results.

21. Developing policy regarding shipyard real estate matters. Working with NAVFAC and utility companies to establish utility rates. Implementing energy conservation, safety and environmental projects.

22. Managing Architectural and Engineering contracts.

23. Controlling the assignment of shipyard space, including study of space utilization.

DIRECTOR OF CRANES

Note: The Crane Program Director is the senior manager responsible for the shipyard's crane program. The certifying official will designate assigned duties in writing. Individual is the primary contact for all matters concerning the crane quality program.

Responsible for:

1. Managing the crane program for the shipyard; developing long range planning to support changing mission requirements; maintaining program integrity.

2. Ensuring all equipment is available to meet waterfront operational needs through engineering processes; scheduled maintenance and condition inspections; and controlled repairs and maintenance.

3. Recommending certification of equipment through documented test procedures.

4. Developing and maintaining a continuing quality assurance program of all procedures to include operation, maintenance, inspection, testing, and engineering.

5. The activity's crane engineering group reviews discrepancies, Alterations (ALT) and Modifications (MOD), testing and inspection data, and any other Weight Handling Equipment (WHE) related materials needing engineering guidance. Functions include:
   (a) Providing technical specifications for all work to be accomplished on shipyard cranes.
   (b) Providing and approving technical work processes and procedures affecting shipyard cranes.
   (c) Resolving all nonconformances identified during the course of shipyard crane work.
   (d) Determining resolution where circumstances require substitution of either material or design configuration.
   (e) Reviewing repair orders that affect maintenance and repair of load bearing and/or load controlling equipment.
   (f) Providing engineering services, where applicable and as needed, for all fixed and mobile lifting equipment used for Special Purpose Services (SPS) or refueling operations.
   (g) Developing and maintaining a personnel qualification program.
   (h) Providing engineering consultation and investigation on crane matters as assigned by the Director of Cranes.

(i) Planning, coordinating and directing the operation of plan files and the technical library for the Director of Cranes.
(j) Preparing detailed specifications for cranes.
(k) Developing, conducting and maintaining training to ensure qualified technical personnel are available to support the crane program.

6. Documenting all inspection and testing actions and maintaining appropriate equipment history record files for each piece of weight-handling equipment. Such records are to include contract specifications, acceptance test, deficiency reports, alteration and modification approvals, accident reports, wire rope certifications, non-destructive test records, certification of material substitution or component reconfiguration and others as required by prescribed procedures.

7. Developing and training inspectors and maintenance personnel to ensure that only fully trained, qualified and technically competent personnel are utilized to perform inspections and maintenance on weight-handling equipment; and recommending improvements necessary for the development of fully trained personnel for the operation, maintenance and repair of weight-handling equipment.

8. Performing the duties of Test Director for weight-handling equipment as set forth in prescribed procedures.

9. Responsible for managing the crane maintenance and repair shop functions.

10. Responsible for managing the crane operators.

11. Licensing all crane operators.

12. Assuring all operators receive proper training in the operation of respective WHE.

PRODUCTION RESOURCES GROUPS

Responsible for:

1. Developing, training, and maintaining a skilled and competent work force of proper trade skill mix to match workload. Training responsibilities will include Trade Skills, Nuclear Worker, mock-up, OSHE training and maintaining Trainee Programs.

2. Providing responsive, effective personnel resource support to Operations Department Project Management teams.

3. Organizing and administering shops within the groups.

4. Accomplishing all work assignments in accordance with established plans and specifications, ensuring that all production work is accomplished on time, at reasonable cost, and in accordance with specified technical and safety requirements and good workmanship standards.

5. Administering a sound labor relations program within the group, maintaining good working relations between supervisors and employees and the administration and application of personnel policies and procedures of the department and shipyard.

6. Assuring employees and supervisors are aware of and comply with requirements for equitable treatment of employees in areas of hiring, discipline, training and work assignments. Maintain affirmative employment practices with the objective of achieving balance in the work force with ethnic and female representation in the local community. Aggressively investigate complaints and take corrective actions.

7. Managing and controlling of overhead operating costs for shops of the group and development, coordination and submission of operating budgets.

8. Establishing and executing a group and shop budget to support assigned mission in conjunction with the Project Superintendents.

9. Developing, maintaining and continuously improving all cognizant trade processes. Providing oversight of trade processes on the various projects, including the resolution of any trade process problems.

10. Assigning personnel and supervision to specific availabilities and job requirements based on their trade skill qualifications.

11. Providing leadership for planning and execution of first time work assigned to project or inside shops. Developing a plan which identifies tooling, manpower, skills, training, material and estimates on cost and schedule to allow successful accomplishment of work packages by the Project Management Team or inside shops.

12. Managing inside shop work, being accountable for overseeing cost, schedule and quality concerns. Determining resources required such as tooling, manpower, skills, training, etc. Arranging for employee needs such as transportation, quarters, etc.

13. Providing and maintaining tools, equipment and facilities to support assigned work. Modernize plant with state of the art equipment and facilities encompassing improved processes, advanced technology and the needs of internal and external customers.

14. Maintaining a safety program that focuses on identifying and correcting unsafe work site and work practice conditions. Maintaining a high level of safety awareness and visibility throughout the work force. Maintaining an effective light duty program and taking actions to return injured employees to work as soon as their health permits. Maintaining communications with the Federal Employment Compensation Act (FECA) Injury Compensation Office.

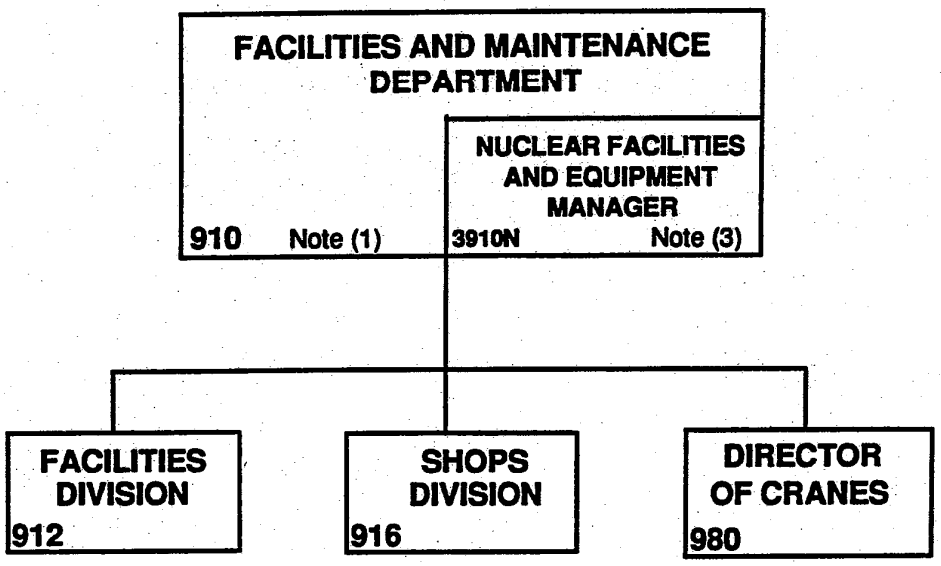
15. Effectively executing the Hazardous Waste Control and Minimization Programs developed by the OSHE office as related to inside shop and shipwork.

16. Overseeing work sampling studies in connection with methods improvement and establishment of shop productive rate.

17. Providing research and coordinating all requirements for equipment, software, training and systems incident to the procurement and utilization of numerical control machine tools.

18. Workload leveling shop is responsible for:
    (a) Managing the excess labor to support the Production Resources and Operations Departments.
    (b) Ensuring utilization of Workload Leveling Shop personnel as appropriate.

19. The Facilities and Maintenance shops are responsible for:
    (a) Organizing and administering the Maintenance and Utilities Shop and the Transportation Shop.
    (b) Developing, training and maintaining a skilled and competent work force. Providing overhead cost and budget input; monitor and control expenditures.
    (c) Accomplishing all facility, utility, and transportation work assignments as identified in established plans; ensuring production work is accomplished on time; establishing good workmanship standards and safety practices.
    (d) Administering a sound labor relations program.
    (e) Maintaining records of certification programs to include dry docks, power plant, pure water, high pressure air, etc.



Note (1): For shipyards maintaining a Facilities and Maintenance Department. (Portsmouth, Puget Sound, Philadelphia, Long Beach)

Note (3): The Nuclear Facilities and Equipment Manager has direct access to the Shipyard Commander for nuclear matters and reports to 300N in the Production Resources Department.

FACILITIES AND MAINTENANCE DEPARTMENT

Responsible for the following:
(when not assigned to the Production Resources Department)

Note: See functional responsibilities for the Facilities and Maintenance Division as shown in the Production Resources Department.

NUCLEAR FACILITIES AND EQUIPMENT MANAGER

Note: See functional responsibilities for Nuclear Facilities and Equipment Manager as shown in the Production Resources Department.

FACILITIES DIVISION

Responsible for:

1. Identifying facility maintenance, repair, alteration, construction, and disposal requirements. Developing and executing annual and long range planning to implement these requirements to include MILCON, Special Projects, CIPs, Facility Master Plans, etc.

2. Providing design, engineering, and work documents to execute plans.

3. Ensuring all facility work is completed through contract, Facilities and Maintenance shops, and other shipyard codes and shops.

4. Receiving all customer requests for work; identifying methods and plans for achieving results.

5. Developing policy regarding shipyard real estate matters. Working with NAVFAC and utility companies to establish utility rates. Implementing energy conservation, safety and environmental projects.

6. Managing Architectural and Engineering contracts.

SHOPS DIVISION

Responsible for:

1. Organizing and administering the Maintenance and Utilities Shop (03/07) and the Transportation Shop (02).

2. Developing, training, and maintaining a skilled and competent work force. Providing overhead cost and budget input; monitor and control expenditures.

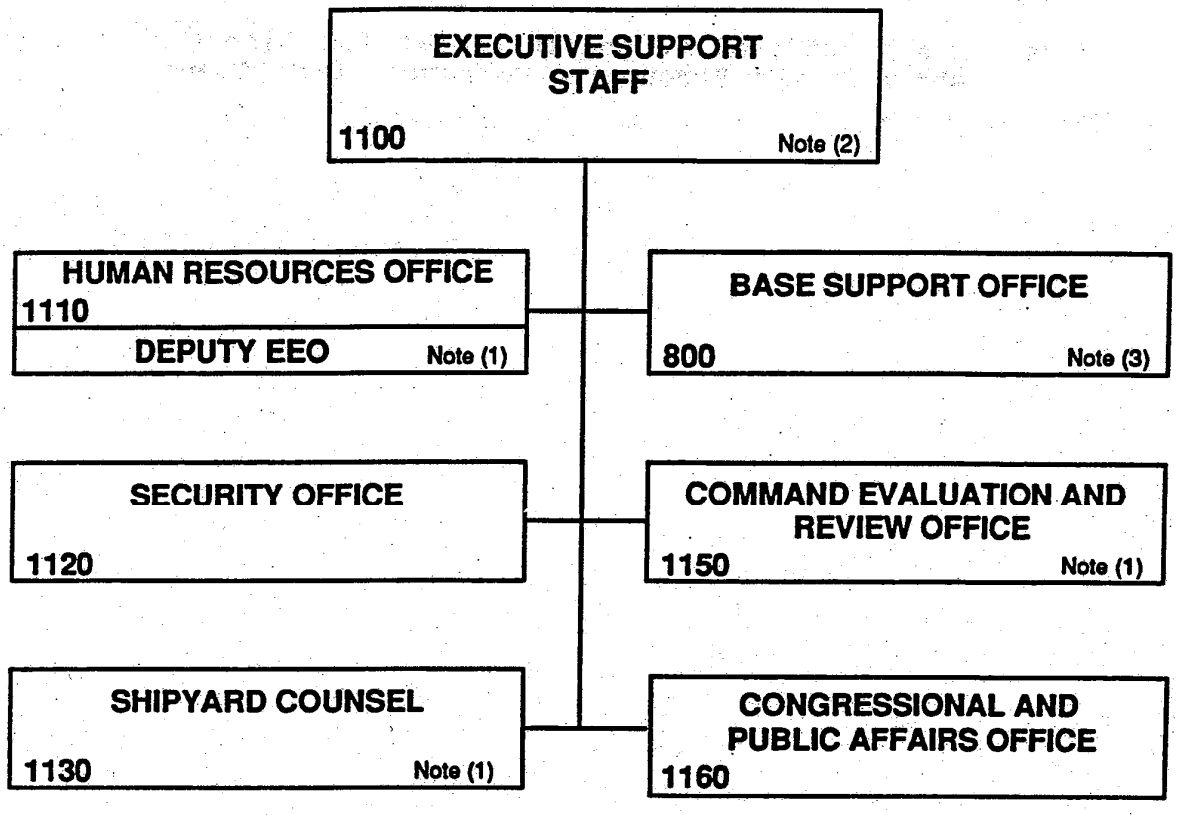
3. Accomplishing all facility, utility, and transportation work assignments as identified in established plans; ensuring production work is accomplished on time; establishing good workmanship standards and safety practices.

4. Administering a sound labor relations program.

5. Maintaining records of certification programs to include dry docks, power plant, pure water, high pressure air, etc.

DIRECTOR OF CRANES

Note: See functional responsibilities for Director of Cranes as shown in the Production Resources Department.



Note (1): Direct access to Shipyard Commander as required; may not be further subordinated or combined.

Note (2): The Director, Executive Support Staff has no line authority other than as specifically shown in the organization chart. Does not act for the Shipyard Commander in his absence.

Note (3): Establishment of a Base Support Office is optional for those shipyards without a Naval Station.

EXECUTIVE SUPPORT STAFF

Responsible for:

1. Providing senior command level direction to staff organization managers below that level.

2. Coordinating and resolving significant management and administrative issues among departments and offices, improving coordination between staff functions which routinely work together (e.g., personnel, security, legal, public affairs).

3. Providing improved understanding of the Shipyard Commander's policies and ensuring complete staff action on issues prior to presentation to the Shipyard Commander.

4. Coordinating civilian and military administrative functions, when appropriate.

5. Improving guidance and support to the Deputy EEO Officer through immediate access to the senior civilian and military of the shipyard.

6. Facilitating single point-of-contact integrated direction for many out-of-shipyard organizations, e.g., community, Congress, regulatory, audit, media, general public, etc.

7. Coordinating and administrating programs mandated by higher authority which are not assignable to a line organization.

8. Providing consultation and support to departments and offices for identification and solution of management problems, operational problems and use of management systems concepts and products.

9. Planning, coordinating and performing management studies, reviews and investigations as requested by department and office heads or directed by the Shipyard Commander.

10. Providing organizational, corporate memory and continuity to span changing Shipyard Commanders and senior military personnel in administrative, management and community matters.

11. Providing effective leadership by representing the Shipyard Commander during "ceremonial" duties such as some command briefings, tour and visit hosting, meeting and ceremony attendance, personal complaint hearings, etc. which can be performed "in lieu of" the Shipyard Commander.

12. Performing Industrial Mobilization Planning.

13. Providing staff support to the Shipyard Commander, TQL Principal, Chaplain, and Master Chief, when requested.

14. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

HUMAN RESOURCES OFFICE

Responsible for:

1. Implementing and administering the laws, policies, regulations and directives pertaining to the full range of shipyard human resource management programs.

2. Representing the Shipyard Commander in civilian personnel matters; consulting with the Shipyard Commander on personnel policy matters; developing, implementing, and reviewing the shipyard's personnel programs and participating in all personnel management activities.

3. Providing advice and assistance to the Shipyard Commander and other shipyard officials in administering a human resources program in keeping with sound management practices.

4. Providing advice, assistance, and guidance, including regulatory interpretation, to shipyard employees and their representatives on policies and procedures relating to human resource management programs and related areas of personnel administration.

5. Analyzing the effectiveness of human resources policies and programs and initiating changes, where indicated, to improve the effectiveness of shipyard operations.

6. Developing, implementing, and administering a proactive labor and employee relations program.

7. Developing, implementing, and administering a proactive staffing and classification program.

8. Developing, implementing, and administering a proactive employee development program.

9. Developing, implementing, and administering a proactive employment program.

10. Developing, implementing, and administering a proactive position information resources program.

11. Maintaining liaison with outside organizations and community groups in human resources matters and representing the Shipyard Commander in these matters as required.

12. Providing leadership to and developing programs for administering, training, assisting and advising shipyard officials and employees on Injury Compensation (FECA) matters, including case management, claim processing and placement of injured employees.

13. Coordinating the EEO Program and affirmative employment initiatives to ensure successful achievement of Navy EEO program goals in the shipyard.

14. Providing advice and assistance to the Shipyard Commander and other shipyard officials on EEO matters.

DEPUTY EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER

Responsible for:

1. Developing Shipyard policy and instructions on all aspects of EEO ensuring compliance with Navy policy and guidance with responsibility for administration of the local program.

2. Developing annual Shipyard Affirmative Action Plans, monitoring and evaluating measurable improvement in the representation of women, minorities and handicapped individuals in occupations and grade levels which are imbalanced or underrepresented.

3. Processing and resolving informal and formal discrimination complaints.

4. Providing advisory services to management, providing EEO Counseling services for employees and monitoring and conducting EEO Training.

BASE SUPPORT OFFICE

Responsible For:

1. Administering matters concerning naval personnel attached to the shipyard.

2. Assigning ship berthing and effecting ship movements in collaboration with the Operations Department. Providing for the instruction of tugmasters and recommending tugmaster qualifications.

3. Administering military judicial matters.

4. Operating clubs and messes. Organizing and providing recreational facilities and programs for military personnel.

5. Maintaining liaison with Navy Exchange and Commissary.

6. Operating bachelor officer and enlisted quarters.

7. Managing all communications services for shipyard and tenant activities.

8. Observing and reporting to the Director, Executive Support Staff on the effectiveness of administrative policies, procedures, and regulations of the command.

9. Performing paperwork management functions, including directives, forms, records, reports and office equipment management.

10. Providing central and secret files, correspondence procedures, mail and mail metering services for the entire shipyard.

11. Operating a Family Service Center.

12. Maintaining Hometown News Release file for all active duty military attached to shipyard.

13. Responding to requirements of the Disaster Preparedness Officer for disaster preparedness and domestic emergency planning.

Note: The Base Support Officer is the shipyard "Administrative Officer" as that term is used in JAGMAN 0120b(5).

SECURITY OFFICE

Responsible for:

1. Developing, implementing, and directing effective shipyard security plans and programs including law enforcement and physical, information, industrial, AIS and personnel security.

Note: Shipyards have the option of dual billeting another shipyard code as the AIS Security Officer. In any case, the AIS Security Officer will report directly to the Shipyard Commander for all AIS security matters.

2. Serving as the Shipyard Commander's direct representative and advisor for all shipyard security matters.

3. Developing, implementing, and directing an effective Loss Prevention Program, including a Missing, Lost, Stolen, and Recovered (MLSR) Property Program and developing loss trend analyses.

4. Developing, implementing, and directing a Crisis Management Program to deal with demonstrations, internal incidents, clandestine operations and terrorism.

5. Conducting investigations of security and criminal violations. Coordinating investigative efforts and maintaining liaison with other Federal and local law enforcement agencies. Also performs fraud investigations including FECA, that Naval Investigative Service (NIS) declines.

6. Evaluating the quality of security plans and programs by conducting periodic security audits and directing corrective actions.

7. Supervising the handling, control and accountability of all material associated with the Communications Security Material System.

8. Administering the Automated Access Control System.

9. Maintaining liaison and coordination with local military, Federal, state, and municipal law enforcement and fire protection activities, agencies, and offices for matters of mutual concern and interest.

10. Directing the development and implementation of security training programs for all security personnel and an indoctrination and information, education and training program for all shipyard and tenant activity personnel, ship's forces, dependent and other personnel on shipyard property.

11. Coordinating Marine Corps Security Forces, where established, with the Shipyard's Physical Security Program.

12. Developing and administering an Information Security Program and serving as Top Secret Control Officer for the shipyard.

13. Developing, implementing and directing effective shipyard fire prevention and protection plans and programs.

14. Developing, coordinating, implementing, and directing security, law enforcement, fire prevention, fire protection requirements and services to be provided to tenant activities, ships present, dependent areas and dependent personnel, and other activities or personnel within the shipyard property. Ensuring requirements and services are set forth in written host-tenant, inter-service, intra-service, and other formal agreements.

15. Providing fire prevention, hazardous material (first response) emergency de-watering and emergency medical services.

COMMAND EVALUATION AND REVIEW OFFICE

Responsible for:

1. Preparing an annual evaluation and review plan for approval by the Shipyard Commander and updating the plan as required.

2. Conducting special studies, reviews, analyses, evaluations and investigations of activity operations as directed by the Shipyard Commander or approved in the annual plan and recommending management actions for performance improvement.

3. Serving as the focal point and liaison for actions related to audits, surveys, inspections and reviews conducted by external audit agencies.

4. Overseeing and coordinating the Management Control Program for the activity.

5. Following up on audit recommendations of internal and external organizations to ensure and document that actions taken have corrected the deficiencies.

6. Administering the local fraud, waste, and abuse hotline. Conducting investigations, maintaining case files, preparing reports and verifying that corrective actions are taken.

7. Developing and supervising programs and procedures for verifying labor and material cost distribution.

8. Reviewing, as directed by the Shipyard Commander, programs supporting Morale, Welfare, and Recreation Programs.

9. Reviewing and evaluating AIS to ensure adequacy of internal controls.

SHIPYARD COUNSEL

Responsible for:

1. The Office of Counsel, under the direction of the General Counsel of the Navy and Counsel NAVSEA, provides services for which the Office of the General Counsel is assigned responsibility in accordance with SECNAVINST 5430 series, including advice in the area of civilian personnel law, environmental law, Standards of Conduct and Ethics, Freedom of Information Act, Privacy Act and Title VII (Employment Discrimination).

2. Advising and aiding the Shipyard Commander and department and office heads on all official legal matters within the shipyard, including those which require dealing with civilian and military authorities.

3. Representing the DON and the shipyard before various third party tribunals including, the Department of Justice, State and Federal Courts.

CONGRESSIONAL AND PUBLIC AFFAIRS OFFICE

Responsible for:

1. Advising the Shipyard Commander on Navy information and public matters and policies, including choice of information for dissemination, timing and methods.

2. Processing and coordinating congressional inquiries concerning the shipyard and its personnel, and providing liaison with members of Congress and their staffs as directed and required.

3. Planning and coordinating shipyard efforts for VIP military, civilian and congressional visits.

4. Developing programs to disseminate information on Navy and shipyard public interest items and to promote favorable relations with the public, the public news media and technical and professional groups.

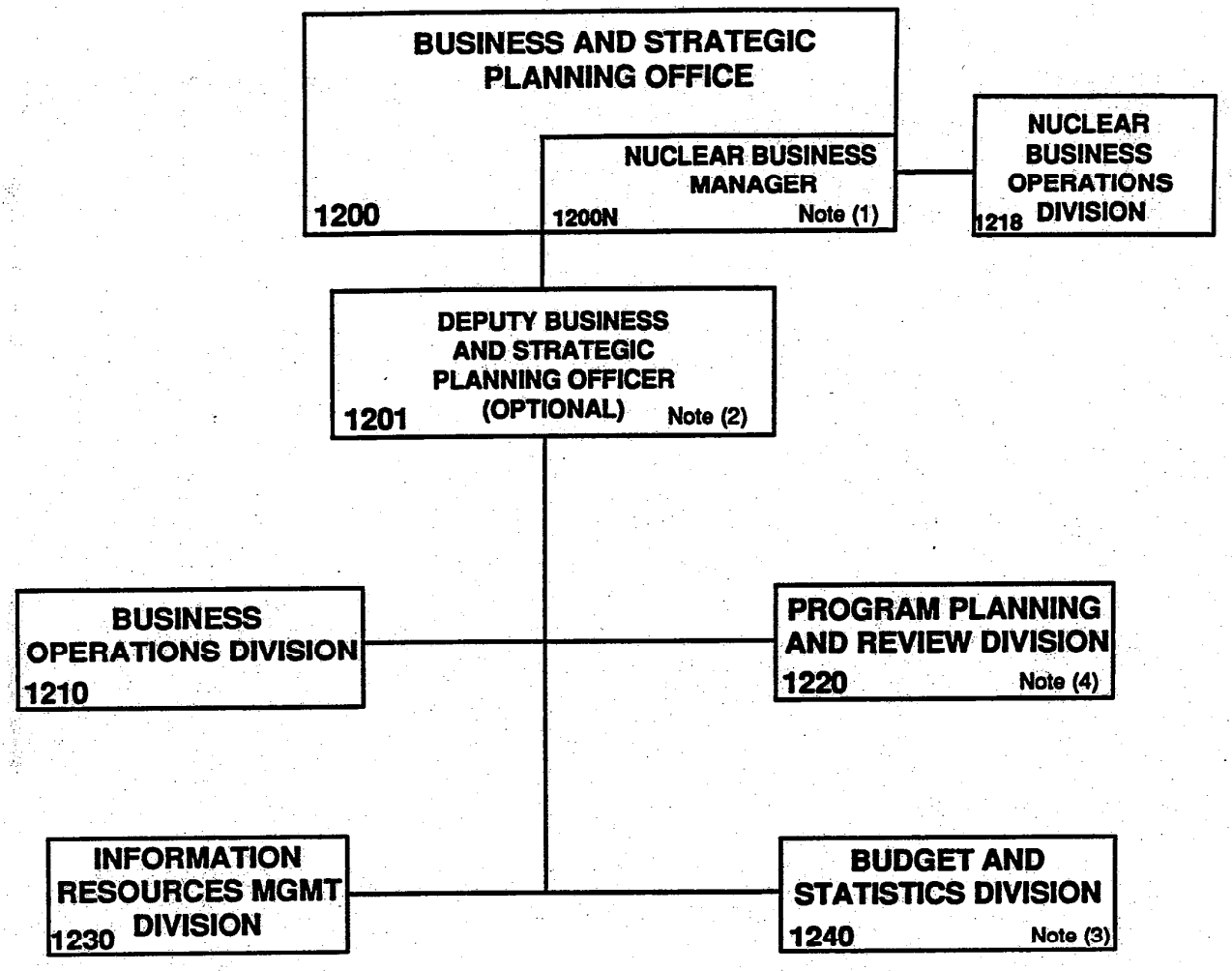
5. Assembling information and preparing material for Navy news media and for public media releases, public statements, speeches, articles and briefings.

6. Supervising publication of the shipyard newspaper, change of command brochures and similar productions.

7. Planning and conducting routine tours, e.g., community or school tours, and arranging exhibits and demonstrations.

8. Collecting, evaluating and compiling information for and maintaining the Command History.

9. Maintaining a Speakers Bureau, ensuring it is kept up-to-date with current available speakers for community relations events.



Note (1): The Nuclear Business Manager has direct access to the Shipyard Commander for nuclear matters.

Note (2): Double hatted as the Deputy Comptroller and Deputy BSPO.

Note (3): Double hatted as budget analysts in C/620 and C/1240.

Note (4): The Program Planning and Review Division is responsible for determining requirements in conjunction with other appropriate departments and offices, not execution of the function.

BUSINESS AND STRATEGIC PLANNING OFFICE

Responsible for:

1. Acting as advisor and consultant to the Shipyard Commander on business policy matters.

2. Workload forecasting and long range scheduling.

3. In conjunction with the comptroller, approving direct workload budgets for departments and offices and evaluating their cost performance.

4. Administering, evaluating, and marketing of repairables and all other DOD related work consistent with shipyard capabilities and capacities.

5. Administering the shipyard's interface with its shipwork customers and providing coordinated responses for the shipyard to its shipwork customers.

6. Accepting shipwork for the shipyard, based on the shipyard's capacity and capability to perform it; long-range ship availability planning; and monitoring all other work acceptance.

7. Ensuring no work is issued which has not been authorized by the customer and no work is issued which will require more time to complete than is available.

8. Coordinating mid-range and long-range actions for improvement of shipyard management and operations, including modification and tracking of the Corporate Operations Strategy and Plan.

9. Determining overall strategic requirements for facilities, shipyard modernization planning and plant equipment among shipyard departments and offices to ensure interdepartmental coordination and adequate attention to long-range facilities and equipment requirements. Oversight of shipyard facility budgets for improvements and repairs. Matters involving or affecting nuclear facilities or support systems will be coordinated with the Nuclear Facilities and Equipment Manager.

10. Providing overview and coordination of the Capital Purchases Program Plan.

11. Recommending mid-range and long-range plans for the improvement of shipyard management and operations. Performing organization planning in light of the shipyard's assigned mission; reviewing organizational structure, administrative and functional relationships and the allocation of authority and responsibility to improve shipyard operations and administration.

12. Providing management guidance and assistance to implement organizational, operational and procedural changes, programs and projects to improve shipyard performance.

13. Developing, implementing, and monitoring a program for appraising the effectiveness and efficiency of shipyard functions, operations and financial management.

14. Providing AIS planning, design, analysis, programming and operations services for the shipyard and higher authority.

15. Authorizing work and administering funds for work on assigned ships, direct work and repairables; developing and maintaining uniform procedures and documentation for use by the Business Operations Division.

16. Developing an integrated Gainsharing Program.

17. Assuring that adequate planning and schedules are provided for naval non-nuclear work.

18. Assuring that adequate manpower resources and equipment are provided to prepare for and perform naval non-nuclear work.

19. Serving as Position Management Officer for the shipyard.

20. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

NUCLEAR BUSINESS MANAGER

Responsible for:

1. Exercising line authority within the Business and Strategic Planning Office for the nuclear aspects of ship availability work packages, manday and costs estimates, funds administration and other type desk functions. Directing and supervising the efforts of the Nuclear Type Desk.

2. In conjunction with the comptroller:

   a. Approving budgets for nuclear departments and offices and the nuclear portions of other departments.

   b. Evaluating cost performance for naval nuclear work.

3. While not having line authority over other nuclear departments, works closely with the nuclear managers, keeping them informed of issues, overviewing budgets, noting deficiencies and making recommendations for improvements in cost and strategic planning.

4. Establishing and maintaining effective communication among other segments of the shipyard on nuclear work issues. Ensuring coordination of nuclear and non-nuclear interface matters within the office.

5. Keeping the Business and Strategic Planning Manager and the Shipyard Commander informed on major issues under his cognizance. In this capacity, participates in key conferences such as Fleet Scheduling Conferences, NAVSEA Budget Hearings and similar meetings.

6. Coordinating strategic planning and workload and workforce forecasting for naval nuclear work. Overviewing overall shipyard integrated planning of all departments and offices for nuclear work on assigned ships and projects to ensure proper planning and accomplishment of this work.

NUCLEAR BUSINESS OPERATIONS DIVISION

Responsible for:

1. Acting as primary point of contact for all external activities regarding naval nuclear work.

2. Performing those functions for naval nuclear work assigned to the Business Operations Division.

DEPUTY BUSINESS AND STRATEGIC PLANNING OFFICER (OPTIONAL)

Responsible for:

1. Assisting the Business and Strategic Planning Officer in executing the functional responsibilities of the office.

BUSINESS OPERATIONS DIVISION

Responsible for:

1. Developing, improving and maintaining the customer funds administration processes.

2. Accumulating planning information on shipwork assignments and providing such information to shipyard departments for their use in performing their long-range planning functions.

3. Coordinating the compilation of planning information on potential shipwork assignments for use by shipyard departments in performing their long-range planning functions and for use in representing the shipyard in long-range workload planning.

4. Reviewing the annual Fleet Maintenance Program (FMP) to ascertain alterations planned for accomplishment on ships scheduled for overhaul in the shipyard, to develop estimate data required by the FMP, and to initiate action to assure timely receipt of required advance funding and engineering material status, and other necessary data by the date of issuance of the SHIPALT Authorization letter.

5. Providing direct workload, work force and scheduling data required to support the management of all departments and for inter-departmental information and coordination.

6. Assessing overall physical progress of productive work (includes support systems and preparatory work).

7. Performing customer interface functions for shipyard assigned availabilities and projects including accept and reject of new work; and the development of bid preparations for competed work.

8. Performing strategic planning for long-range assessment of resource needs.

9. Performing workload forecasting and long-range scheduling.

10. Making initial contacts and maintaining relations with customers.

11. Recommending acceptance of work based on evaluation of the shipyard's capacity and capability to perform it.

12. Receiving cost estimates from the Engineering and Planning Department and applying pricing factors to them, in accordance with appropriate pricing guidelines; completing work booklets for pre-arrival and similar work conferences with customers.

13. Long-range ship availability planning for all shipwork assignments and managing and coordinating advance planning actions.

14. Establishing advance planning key events for regular overhauls, new construction and conversion projects, selected restricted availabilities and other projects as directed. Monitoring adherence to these key events and advising shipyard departments of any advance planning actions that have failed to meet established schedules or appear in jeopardy.

15. Authorizing work and administering all funds for work, advising the customers of fund status, approval of work specifications and material procurement for customer-authorized work and establishment of fixed prices, all within funding limitations.

16. Coordinating the development of specifications for "farm-out" and "farm-in" contracts and providing material support to contractors; initiating requests for services.

17. Negotiating with customers on assigned work.

18. Establishing Type Desk level estimates including 45-day estimates and fixed price offers.

19. Compiling manpower and material cost estimate summaries for use in work acceptance and funding negotiations.

20. Preparing bids for customer solicitations that meet shipyard capabilities and capacities.

21. Recommending acceptance of new work outside the reserves for the project based on evaluation of the shipyard's current capacity and capability to perform it.

22. Providing policy, development, implementation, review, monitoring and training of the shipyard's C/SCS.

PROGRAM PLANNING AND REVIEW DIVISION

Responsible for:

1. Developing shipyard performance measurement tools.

2. Evaluating and analyzing actions and decisions of higher authority for potential impact on shipyard operations or management.

3. Performing organizational planning in light of the shipyard's assigned mission; reviewing organizational structure, including overview of position management, and administrative and functional relationships.

4. Coordinating mid-range and long-range plans and actions for the improvement of shipyard management and operations, including modification and tracking of the Corporate Operations Strategy and Plan (COSP).

5. Providing strategic guidance and assistance to implement organizational, operational and procedural changes, programs and projects to improve shipyard performance.

6. Performing offices and departments' long-range manpower studies for the purpose of determining requirements including training, facilities, and distribution of manpower to meet increases and decreases in future workloads.

7. Analyzing projected and long-range workload and work force, and proposing changes required to achieve balance through marketing efforts.

8. Performing marketing functions ranging from representing the shipyard at fleet scheduling conferences to solicitation of work both ship and non-ship.

9. Keeping abreast of new ship technology in order to take advantage of new design, engineering, manufacturing and repair market opportunities.

10. Coordinating and monitoring resource requirements plans to include MILCON major maintenance and minor construction of facilities and acquisition of plant equipment. Ensure budgets and execution plans are consistent with strategic plan objectives.

11. Performing and coordinating long-range space planning to ensure that space assignments are in accordance with the Corporate Operations Strategy and Plan, the Shipyard Master Plan and the Capital Improvement Plan.

12. Developing and implementing a Benchmarking process to search for industry best practices that will lead to improved shipyard performance.

INFORMATION RESOURCES MANAGEMENT DIVISION

Responsible for:

1. Providing strategic planning for Information Resources Management (IRM) requirements.

2. Directing and supervising the operations of the shipyard AIS equipment and the automated processing of management information and other business data.

3. Serving as principal technical advisor to the Shipyard Commander and to shipyard department and office heads on AIS operations.

4. Supervising the installation of new AIS equipment and applications in the shipyard; reviewing installed computer and computer applications to determine whether they are operated as planned.

5. Providing AIS systems design, analysis and programming services for the shipyard and higher authority, as required.

6. Performing technical studies in the area of computer based systems and reports.

7. Compiling, coordinating, and maintaining control of the shipyard AIS 5-year plan and budget including all commercial and Government contracts for AIS support.

8. Studying, planning for and implementing an effective and integrated network of heterogeneous AIS and communications equipment throughout the shipyard, including developing and invoking appropriate network guidelines and standards for use by departments and offices throughout the shipyard.

9. Providing the primary technical interface for assuring that NAVSEA headquarters support, guidelines, and standards are effectively utilized.

10. Performing technical development and experimental work to enhance shipyard information processing capabilities or to further information processing improvements.

11. Reviewing proposed local modifications to standard shipyard management information systems for impact and necessity and recommending appropriate action.

12. Performing special studies of shipyard management information systems requirements and of the effect of higher authority actions and decisions.

13. Coordinating the design, user requirements, technical support, procurement and implementation of the Local Area Network (LAN).

14. Providing data administration functions necessary to maintain an organization information architecture and educating personnel in its use.

15. Providing strategic planning and technical support for telecommunications and DOD communications networks.

16. Functioning as Central Design Agency in developing standard software applications and systems for shipyard use, as directed by NAVSEA or higher authority.

17. Developing, maintaining and coordinating contingency plans for disaster recovery in automated data processing.

18. Maintaining the user help desk to provide immediate support and guidance for shipyard end-users in matters pertaining to automated data processing.

19. Managing and coordinating AIS Security. The AIS Security Manager has direct access to the Shipyard Commander on AIS Security matters, when designated.

Note: Shipyards have the option of dual billeting another shipyard code as the AIS Security Officer. In any case, the AIS Security Officer will report directly to the Shipyard Commander for all AIS security matters.

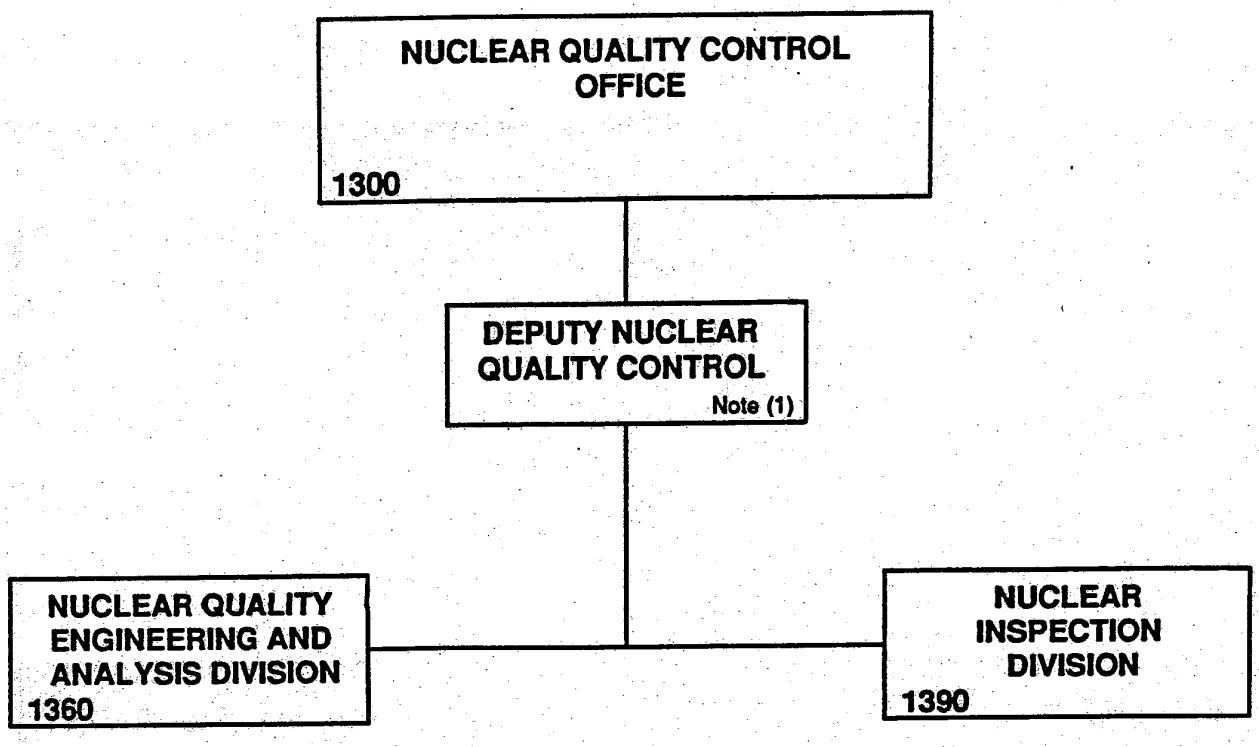
20. Coordinating with the Nuclear Information Manager in the Nuclear Engineering and Planning Department actions affecting the nuclear information management system.

21. Managing the development of the shipyard data base and managing all core files of the shipyard information resources network.

22. Systems Managers for AISs that cross departmental lines will be located in this division.

BUDGET AND STATISTICS DIVISION

NOTE: See functional responsibilities for Budget and Statistics Division in the Comptroller Department



Note (1): The Deputy Nuclear Quality Control Manager will normally fill the 1390 Division Head position, but may fill the 1360 Division Head position.

NUCLEAR QUALITY CONTROL OFFICE

Responsible for:

1. The Nuclear Quality Control Manager is responsible to the Shipyard Commander for ensuring the quality of shipyard naval nuclear work and exercises line authority for the quality control of such work. These responsibilities include:

2. Planning, executing and monitoring an effective Nuclear Quality Control Program in accordance with required specifications for shipyard naval nuclear work and with due consideration to the safety of ships, equipment and personnel, including training and supervision of Nuclear Quality Control Office personnel and other personnel assigned to perform nuclear quality control functions in the shipyard.

3. Keeping the Shipyard Commander, the Nuclear Engineering and Planning Manager, and the appropriate shipyard managers informed of current shipyard nuclear quality control problems including coordinating problem resolution among the Nuclear Quality Control Office, the Quality Assurance Office, the Nuclear Engineering and Planning Department and the Operations and Trade Skills Resource Departments.

4. Functioning as the shipyard's expert on all aspects of nuclear quality control.

5. Confirming that nuclear work is performed to specifications and procedures when required; recording data to document that naval nuclear work is performed correctly.

6. Administering the Nuclear Material Procurement Quality Assurance Program.

7. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

DEPUTY NUCLEAR QUALITY CONTROL MANAGER

Responsible for:

1. The Deputy Nuclear Quality Control Manager shares all management responsibilities in support of the shipyard's Nuclear Quality Control Program, with the Nuclear Quality Control Manager. In addition, responsibilities include:

2. Acting for the Nuclear Quality Control Manager in the Manager's absence.

3. Performing the duties of the Head, Nuclear Inspection Division or, in special cases, the Head, Nuclear Quality Engineering and Analysis Division.

4. Supervising Nuclear Quality Control Office personnel not assigned to a specific division.

5. Coordinating Quality Assurance Office Support of the Nuclear Quality Control Program.

6. Performing other responsibilities as may be assigned.

NUCLEAR QUALITY ENGINEERING AND ANALYSIS DIVISION

Responsible for:

1. In conjunction with the Nuclear Engineering and Planning Department and other shipyard engineering organizations (e.g., Welding Engineering), developing the optimum methods for inspection, process control and related quality control measures.

2. Functioning as the shipyard's expert on the engineering aspects of nuclear quality control.

3. Overseeing the shipyard's nuclear quality control training programs.

4. Functioning as the shipyard's primary auditor for nuclear quality control.

5. Maintaining a nuclear procurement quality assurance program.

6. Analyzing the performance of shipyard naval nuclear work.

7. Ensuring investigation for underlying causes and corrective and preventative actions is performed for the above as appropriate.

8. Supervising the Non-destructive Test Examiners.

9. Performing trend analysis and follow-up for the above as appropriate.

10. Performing other responsibilities as may be assigned.

NUCLEAR INSPECTION DIVISION

Responsible for:

1. Conducting assigned in-process, product and system acceptance and test inspections and whenever the opportunity arises, observing and checking other naval nuclear work when in work spaces.

2. Initiating rejections of workmanship, components, materials and procedures that do not meet specifications when such rejections have not been initiated by others.

3. Conducting and certifying the results of assigned technical receipt inspections of nuclear controlled material and directing or witnessing associated tests, including nondestructive and laboratory tests.

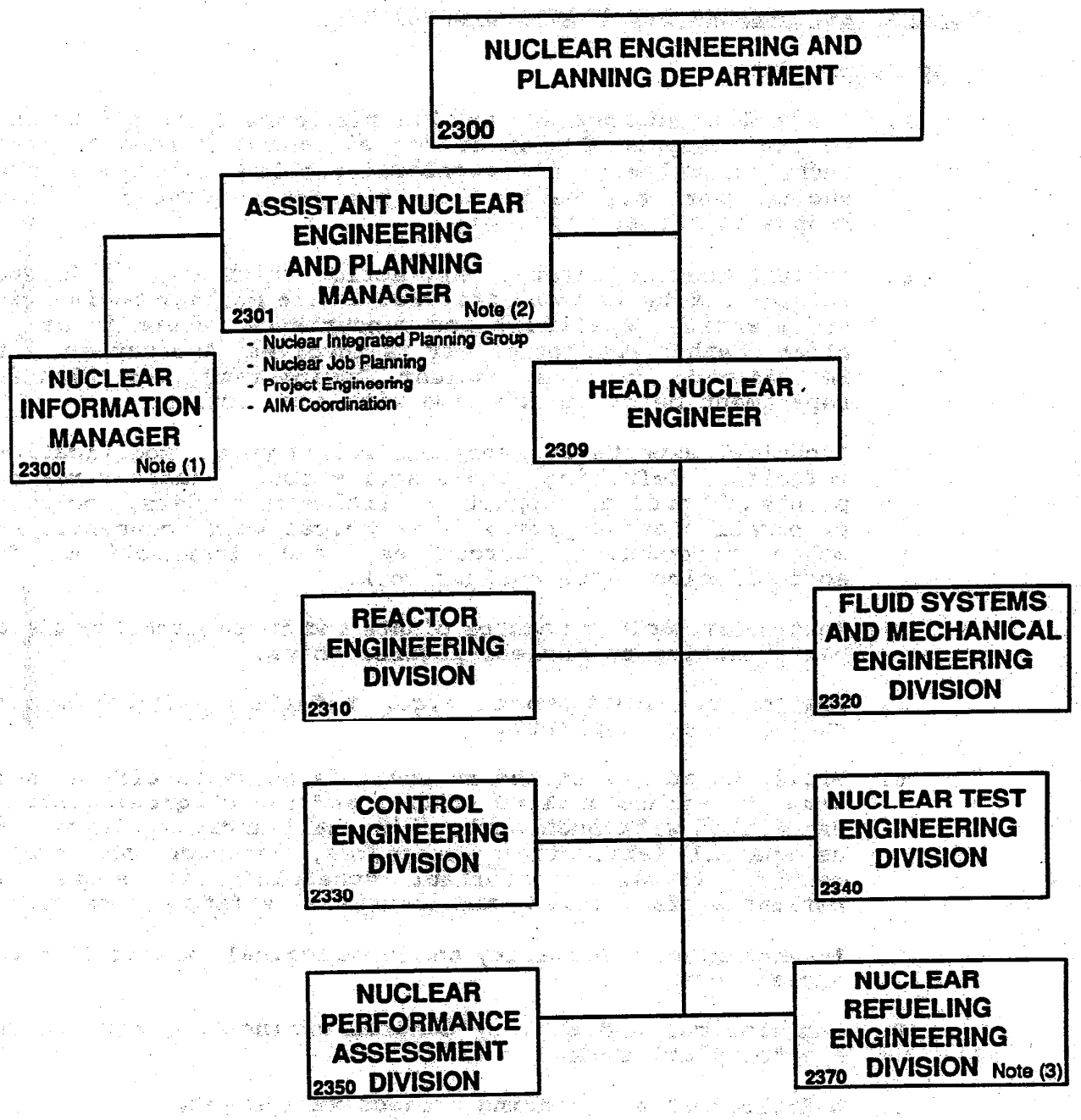
4. Ensuring equipment, facilities, records required in connection with the foregoing responsibilities are adequate.

5. Ensuring personnel assigned to performance of shipyard naval nuclear work are listed as being properly qualified.

6. Certifies, when required, the acceptability of load tests of weight-handling equipment used for lifts in accordance with NAVSEA 0989-030-7000, Lifting Standard. Inspecting lifts requiring rigging sketches for proper configuration.

7. Providing nuclear inspector coverage as appropriate to the Project Management Team in the Operations Department.

8. Providing other responsibilities as may be assigned.



Note (1): The Nuclear Information Manager has direct access to the nuclear Engineering Manager and other department and office heads involved in naval nuclear work on nuclear information systems matters.

Note (2): To optimize communication and coordination, emphasis is to be placed on co-locating engineering and planning personnel by function and product line. Installation of local area networks for information and data exchange between engineers and planners is an acceptable interim step in the transition.

Note (3): Established where approved by NAVSEA.

NUCLEAR ENGINEERING AND PLANNING DEPARTMENT

Responsible for:

1. The Nuclear Engineering and Planning Manager is responsible to the Shipyard Commander for all nuclear reactor plant technical matters; all technical problems involving naval nuclear work are referred to him for resolution. These responsibilities include:

2. Nuclear reactor safety: Any action which might influence reactor safety is to be referred to the Nuclear Engineering and Planning Department for concurrence; where it is not clear whether reactor safety is involved, the matter is to be referred to the Nuclear Engineering and Planning Department before proceeding with such action.

3. Technical aspects of overhaul, maintenance, modification, refueling, defueling, and deactivation of nuclear reactor plants and nuclear support facilities on tenders, including preparation and approval of technical work documents, and other procedures, directives, and instructions for accomplishing naval nuclear work.

4. Testing of nuclear reactor plants and integrated propulsion plant testing on nuclear-powered ships.

5. Reactor servicing work (e.g., refueling, defueling) on nuclear reactor plants.

6. Providing advice to the responsible shipyard officials in order to assure quality control and radiological controls associated with such work; this shall include advice such as special fabrication procedures, instructions, proper manning levels, overhaul schedules and sequences, estimates, facilities, and industrial safety and security.

7. Assessment of the quality and radiological aspects of naval nuclear work.

8. Radiological and quality control engineering for nuclear reactor plant work.

9. Radiological engineering project management.

10. Exercising technical control, initiating or concurring in the requirements for, and providing or approving the specifications, design and operating instructions for special tools, equipment, facilities, and training necessitated by reactor plant work.

11. Nuclear material requirements determination, technical ordering data preparation and approval, receipt inspection requirements development and maintenance and technical discrepancy resolution.

12. Providing technical guidance and assistance in the development and implementation of a training program to meet the needs of the shipyard for nuclear reactor plants. Managing the training programs needed for the training and qualification of personnel in the Nuclear Engineering and Planning Department.

13. Job and project planning for naval nuclear work.

14. Implementing and continuously improving programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

Note: Nothing in the foregoing responsibilities will be construed as detracting from the responsibilities of other shipyard officials for the proper and timely performance of naval nuclear work.

ASSISTANT NUCLEAR ENGINEERING AND PLANNING MANAGER

Responsible for:

1. Such duties as the Nuclear Engineering and Planning Manager may assign.

2. Coordinating assigned project work among the individual divisions and between the Nuclear Engineering and Planning Department and other shipyard departments and divisions.

3. Project engineering functions including reviewing work progress and performance for assigned projects.

4. Assuring the proper preparation of schedules for assigned projects for items such as plan and procedure schedules, material requirements, and key event preparation.

5. Representing the Nuclear Engineering and Planning Department on the Integrated Planning Group in the Engineering and Planning Department and on applicable Project Management Teams in the Operations Department.

6. Performing nuclear job planning including preparing work scopes and manday and material cost estimates for items of naval nuclear work and preparing job orders for work to be performed.

7. Estimating direct labor and material requirements for each job order by shop work center, for each work step or phase.

8. Maintaining liaison with the Production Resources Department and Operations Department regarding on-going projects and the solutions of problems in connection with issued material lists and job orders.

9. Maintaining liaison with the Nuclear Business Manager on nuclear planning and estimating functions.

10. Coordinating with the Project Superintendent or type desk officer, when work cannot be undertaken within the time frame or funds authorized and recommending remedial action, when appropriate.

11. Administering the performance of cost engineering and evaluation functions to improve the cost estimating process and the accuracy of cost predictions to the customer, and to improve cost control in selected applications, ensuring that work authorizations issued are in conformance to the extent possible with engineered and other standards.

12. Maintaining a cost engineering data bank and taking or monitoring action to ensure utilization of the data.

13. Performing special cost engineering studies and investigations, as assigned by the Nuclear Engineering and Planning Manager.

14. Developing, documenting and maintaining Type A local estimated labor standards.

15. Assigning job order serial numbers.

16. Ensuring that job order issue schedules are met.

17. Providing notification to the appropriate authority when job orders would, if issued, exceed funding authorizations.

18. AIM coordination.

19. Supervising radiological engineering projects (when not assigned to the Head Nuclear Engineer).

NUCLEAR INFORMATION MANAGER

Responsible for:

1. Ensuring shipyard-wide nuclear information systems are administered and used in strict compliance with guidelines, security controls and requirements as set forth by NAVSEA or higher authority.

2. Ensuring Life Cycle Management is performed in accordance with prescribed regulations.

3. Coordinating administrative efforts associated with nuclear information systems with other shipyard codes to assure consistent policies are followed to minimize and eliminate duplication of effort, to simplify resource and service acquisitions and to ensure users needs are being met.

4. The Nuclear Information Manager has access to the Nuclear Engineering and Planning Manager and other Department and Office heads involved in naval nuclear work when necessary in the performance of his/her duties.

Note: The Nuclear Information Manager will work with the shipyard Information Resources Manager, the shipyard Automated Information Systems Security Manager and the Naval Nuclear Propulsion Information Control Officer in executing position responsibilities

HEAD NUCLEAR ENGINEER

Responsible for:

1. Providing technical direction on all shipyard nuclear power programs at the management level.

2. Providing engineering work and all technical control connected with shipyard preparation for, and work on, nuclear reactor plants.

3. Providing technical direction and administration of the engineering personnel of the Nuclear Engineering and Planning Department.

4. Supervising radiological engineering projects (unless assigned to the Assistant Nuclear Engineering Manager).

5. Performing other responsibilities as assigned by the Nuclear Engineering and Planning Manager.

REACTOR ENGINEERING DIVISION

Responsible for:

1. Performing, when assigned, those responsibilities listed under the Refueling Engineering Division.

2. Providing shipyard support of reactor physics, radiochemistry, water chemistry, purification and metallurgy.

3. Conducting and evaluating radiation shield surveys.

4. Special shipyard tools, equipment, systems and facilities required for the performance of naval nuclear work. This includes special facilities and support systems for reactor servicing work and for reactor plant testing.

5. Conducting, when not assigned to the Fluid Systems and Mechanical Engineering Division, specific operations on reactor plant components such as steam generator primary-side inspections, steam generator secondary-side inspections and modifications, steam generator chemical cleaning, pressurizer heater well replacement, etc.

6. Performing engineering surveillance and coordination of all shipyard work in the above areas, including specification of nuclear quality and radiological control requirements.

7. Performing other responsibilities as may be assigned.

FLUID SYSTEMS AND MECHANICAL ENGINEERING DIVISION

Responsible for:

1. Nuclear reactor plant fluid systems and components.

2. Shield construction plans and preparation of installation methods.

3. Nuclear reactor plant arrangements.

4. Providing engineering and oversight for steam-generating systems and components including safety devices, level indicators, blows, vents; applicable portions or secondary-plant fluid systems.

5. Developing material and manufacturing requirements of nuclear reactor fluid and shielding systems.

6. Providing engineering surveillance and coordination of all shipyard work in the above areas, including specification of nuclear quality and radiological control requirements.

7. Coordinating Nuclear Engineering and Planning Department material requirements determination, technical ordering data preparation and approval, Government Source Inspection and Receipt inspection requirements development and maintenance, sourcing of material in the supply system and in local inventories, disposition of excess material, identification of material for stocking in the nuclear shop stores and resolution of material technical discrepancies.

8. Performing other responsibilities as may be assigned.

CONTROL ENGINEERING DIVISION

Responsible for:

1. Nuclear reactor plant instrumentation, control systems and their associated components.

2. Steam-generator water-level control.

3. Applicable portions of ship's electrical systems.

4. Material and manufacturing requirements of nuclear reactor plant instrumentation and control system.

5. Conducting engineering surveillance and coordination of all shipyard work in the above areas including specification of nuclear quality and radiological control requirements.

6. Performing other responsibilities as may be assigned.

NUCLEAR TEST ENGINEERING DIVISION

Responsible for:

1. Preparing reactor plant test programs including test index, test sequence, test specifications, operating procedures, test procedures and technical requirements for test equipment and services, including nuclear quality and radiological control requirements.

2. Providing nuclear reactor plant test-operating engineering, including coordination of all activities concerned, technical supervision of operations, and all integrated nuclear propulsion-plant tests that affect the reactor plant.

3. Providing Chief Test Engineers, Assistant Chief Test Engineers, Shift Test Supervisors, Senior Shift Test Engineers and Shift Test Engineers as appropriate to applicable Project Management Teams in the Operations Department.

4. Conducting analysis and evaluation of test results.

5. Initiating proposed changes to nuclear reactor plant systems or operational procedures, as a result of tests.

6. Performing other responsibilities as assigned.

NUCLEAR PERFORMANCE ASSESSMENT DIVISION

Responsible for:

1. Assessing the effectiveness of the shipyard's nuclear organizations and operations for the Shipyard Commander and the Nuclear Engineering and Planning Manager. Ensuring actions taken to correct problems identified by these assessments are effective.

2. Evaluating the adequacy of nuclear technical work performed by the Nuclear Engineering and Planning Department and other cognizant shipyard organizations.

3. Evaluating the performance of selected shipyard activities in conducting naval nuclear work by reviewing indicators, auditing performance, recommending actions to improve that performance or correct deficiencies and ensuring actions taken are effective. This includes evaluations of the Nuclear Quality Control Program and the Radiological Controls Program.

4. Conducting periodic unannounced reviews of the radiological control and quality control aspects of naval nuclear work.

5. Planning and directing a comprehensive program of in-depth audits and surveillance of the Shipyard's Radiological Control Program.

6. Based on the above evaluations, reviews and assessments, recommending to the Nuclear Engineering and Planning Manager and the Shipyard Commander major changes to the shipyard nuclear programs when appropriate.

7. Providing administrative supervision of the Government Inspector for naval nuclear work as defined in applicable NAVSEA standards.

NUCLEAR REFUELING ENGINEERING DIVISION

Responsible for:

1. Reactor servicing operations and associated special equipment for such operations as core installations, refueling, defueling and control rod drive mechanism servicing. Providing technical requirements for special reactor servicing facilities.

2. Providing Chief Refueling Engineers, Assistant Chief Refueling Engineers, Senior Shift Refueling Engineers, and Shift Refueling Engineers as appropriate to applicable Project Management Teams in the Operations Department.

3. Special nuclear material handling and controls.

4. Conducting engineering surveillance and coordination of all shipyard work in the above areas, including specification of nuclear quality and radiological control requirements.

5. Performing other responsibilities as may be assigned.