DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
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IN REPLY REFER TO
NAVSEAINST 5450.83
Ser 09B/043
12 Mar 98

NAVSEA INSTRUCTION 5450.83

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF THE NAVAL TECHNICAL REPRESENTATIVE OFFICE, LAUREL, MD, UIC 62907

Ref: (a) OPNAVNOTE 5450 Ser 09B22/7U509708 of 28 Oct 1997
(b) NAVSEAINST 5450.28F

Encl: (1) Functions and Tasks of NAVTECHREP
(2) Administrative and Management Information

1. Purpose. To announce the transfer of the Naval Technical Representative Office (NAVTECHREP) from Commander, Space and Naval Warfare Systems Command (COMSPAWAR) to Commander, Naval Sea Systems Command (COMNAVSEASYSCOM); and to publish the mission, functions and tasks to be performed by the NAVTECHREP as required by references (a) and (b).

2. Mission. To provide government representation at the Johns Hopkins University Applied Physics Laboratory (JHU/APL) for Department of the Navy contracts; to provide program management, technical liaison and direction on behalf of COMNAVSEASYSCOM and other sponsors of research, development, test and evaluation efforts at JHU/APL; to represent and provide support to COMNAVSEASYSCOM and Program Sponsors in executing their roles as Primary Sponsor and tasking activities at University Affiliated Research Centers, and to perform such other functions and tasks as may be directed by higher authority.

3. Status and Command Relationships. NAVTECHREP is a shore activity in an active (fully operational) status. The chain of command and other organizational relationships are as follows:

a. Command:

Echelon
1 Chief of Naval Operations
2 Commander, Naval Sea Systems Command (SEA 00U)
3 Commanding Officer, Naval Technical Representative Office, Laurel, MD

b. Area Coordination: COMNAVDIST Washington DC

c. Regional Area Coordination: N/A

0693-LD-014-8810

4. Functions and Tasks. The functions and tasks of NAVTECHREP are contained in enclosure (1). Enclosure (2) contains basic administrative and management information.

5. Action. In accomplishing the assigned mission, the Commanding Officer, NAVTECHREP will ensure performance of the functions and tasks in enclosure (1). Send recommended changes via the chain of command to Commander, Naval Sea Systems Command.

G. R. STERNER

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FUNCTIONS AND TASKS OF NAVAL TECHNICAL REPRESENTATIVE OFFICE, LAUREL, MD

1. Provides program management, technical liaison and program direction specifically delegated by Navy sponsors of Research, Development, Test and Evaluation (RDT&E) efforts at JHU/APL. This may include:

   a. Exercising final technical authority, including decisions affecting design, reliability and trade-off in design because of cost, performance or schedule considerations.

   b. Approval of specifications and modifications to test plans.

   c. Technical guidance in source selection of subcontractors.

   d. Technical approval of changes involving design, cost, and supplemental agreements.

   e. Periodic assessments of JHU/APL program and/or project status.

2. Supports Commander, Naval Sea Systems Command and other DOD organizations in executing their roles as contract sponsors and tasking activities, respectively, at JHU/APL.

3. Provides Government technical representation at JHU/APL for Department of the Navy contracts. If specifically authorized in writing, NAVTECHREP, Laurel will execute the assigned duties and responsibilities of Contracting Officer's Representative (COR).

4. Provides technical support and Navy liaison to the Defense Contract Management Command [DCMC], Baltimore.

5. Provides administrative support for DOD visitors to JHU/APL.

6. Assesses and determines technical necessity for document requests submitted by JHU/APL.

7. Conducts surveillance of the on-site Naval Communications and Technical Publications library.

8. Administers the Navy Technical and Government Identification card program for JHU/APL personnel, including conducting security training/briefs and issuing cards.

9. Certifies "need to know" for technical data and authorizes release of classified and technical information.

10. Represents the Director, University Laboratory Business Office (SEA OOU) on-site at JHU/APL and at other University Affiliated Research Center sites, as directed.

ADMINISTRATIVE AND MANAGEMENT INFORMATION

1. Plain Language Address (PLA)/Abbreviated Name of Activity:

   NAVTECHREP OFFICE LAUREL MD

2. Mailing Address:

   Commanding Officer
   Naval Technical Representative Office
   Johns Hopkins Road
   Laurel, MD. 20723-6090

3. Title of Head of Center:

   Commanding Officer

4. Chain of Command:

   a. Echelon
      1 Chief of Naval Operations
      2 Commander, Naval Sea Systems Command (SEA 00U)
      3 Commanding Officer, Naval Technical Representative Office, Laurel, MD

   b. Area Coordinator: COMNAVDIST Washington DC

   c. Regional Coordinator: N/A

5. Unit Identification Code (UIC): 62907

6. Standard Navy Distribution List (SNDL): FKP6A

7. Phone Numbers: Commercial: (301) 953-5230
   DSN: None
   FAX: (301) 953-6370

8. Comments: None