



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5450.117

Ser 53/087

8 Dec 00

NAVSEA INSTRUCTION 5450.117

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF THE NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY (NAVORDSAFSECACT), INDIAN HEAD, MD

Ref: (a) OPNAVNOTE 5450 Ser 09B22/9U507634 of 23 Sep 99
(b) NAVSEAINST 5450.28F

Encl: (1) Functions and Tasks of the Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT)
(2) NAVORDSAFSECACT Organization
(3) Administrative and Management Information

1. Purpose. To issue the mission, functions, tasks and organizational information for the Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT). NAVORDSAFSECACT was established coincident with the disestablishment of the Naval Ordnance Center (reference (a)) in order to provide a continuing Navy focus and technical authority on safety and security for ordnance and explosives. This instruction is in accordance with the requirements of reference (b).

2. Cancellation. NAVSEA Instruction 5450.72A of 10 June 1996.

3. Mission Statement. To promulgate and enforce Department of the Navy (DON) explosives safety, ammunition and explosives physical security policy, directives and standards; to act as the DON technical authority for explosives safety and the principal authority on all matters related to naval ordnance transportation safety and security policy worldwide; to develop and implement the DON explosives safety program; to develop and implement the DON Insensitive Munitions (IM) Program; to provide Navy ordnance environmental program support; to provide management of the Naval Sea Systems Command Ordnance Quality Evaluation Program, and to perform all other functions and tasks as may be assigned by higher authority.

4. Status and Command Relationships. The Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT) is a Naval Sea Systems Command shore activity in an active operating status under a Commanding Officer.



* 0 6 9 3 - L D - 1 0 0 - 1 6 7 3 *

NAVSEAINST 5450.117

8 DEC 2000

a. Command:

Echelon

- 1 Chief of Naval Operations, Washington, DC
- 2 Commander, Naval Sea Systems Command,
Washington, DC
- 3 Commanding Officer, Naval Ordnance Safety
and Security Activity, Indian Head, MD

b. Area/Regional Coordinator: Commandant, Naval District,
Washington, DC

5. Functions and Tasks. The functions and tasks of the NAVORDSAFSECACT are contained in enclosure (1). Enclosure (2) shows the organizational structure and the basic reporting relationships within the NAVORDSAFSECACT. Enclosure (3) provides pertinent administrative and management information.

6. Action. In accomplishing the assigned mission, NAVORDSAFSECACT will ensure performance of the functions and tasks listed in enclosure (1). Recommended changes should be sent to Commander, Naval Sea Systems Command (SEA 53).


G. P. NANOS, JR.

Distribution: (2 copies unless otherwise indicated)

SNDL C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM Shore Activities (less FKP6B & FKP24)

NAVSEA Special List Y2 (1 copy)

Copy to: (See next page)

8 DEC 2000

Copy to:

SNDL A1J ASN (RDA)
A1J10 DIRSSP
A3 CNO (N09B2)
A6 HQ Marine Corps
21A Fleet Commanders in Chief
24A Naval Air Force Commanders
24D Surface Force Commanders
24G Submarine Force Commanders
B2A DoD Explosives Safety Board and DIRUSADACS only
B5 HQ U.S. Coast Guard
FKA1 Systems Commands (less FKA1G)
FA27 Weapons Stations Atlantic
FB14 Weapons Stations Pacific
FF1 NAVDIST Washington DC
FF5 NAVSAFECEN
FJA10 NAVMAC
FKM18 NAVTRANSSUPPCEN
FKR6A NAVAIRWARCENACDIV
FT1 CNET
FT2 CNATRA
FT88 EDOSCOL
V28 Marine Corps Systems Command

DAPSDO-WNY

Building 21, Suite 100
645 Rickover Street
Washington, DC 20374-5030

SEA 09A11 (5 copies)

Stocked: (25 copies)
Defense Distribution Depot Susquehanna
Bldg 05
5450 Carlisle Pike
Mechanicsburg, PA 17055-5003

NAVSEAINST 5450.117

- 8 DEC 2000

THIS PAGE LEFT

INTENTIONALLY BLANK

8 DEC 2000

FUNCTIONS AND TASKS OF THE
NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY
(NAVORDSAFSECACT)

1. Manages the Department of the Navy Weapons and Explosives Safety, Security and Ordnance Transportation Safety Programs.
2. Provides weapons system safety review for all conventional expendable ordnance employed by naval forces.
3. Exercises management and technical control of the Explosives Safety Support Offices Atlantic and Pacific.
4. Provides the Chair and the secretariat for the CNO-mandated Weapons Systems Explosives Safety Review Board (WSESRB).
5. Provides the Chair and a technical representative for the CNO-mandated Ammunition and Hazardous Materials (AMHAZ) Handling Review Board.
6. Acts as the Navy technical authority for Hazards of Electromagnetic Radiation to Ordnance (HERO) safety issues, and for lightning and electrostatic safety, by providing technical support in determining the requirements for, and certifying the electrostatic and electromagnetic safety of, weapons systems ashore and afloat.
7. Provides technical review for the CNO for all Navy facility site plans (worldwide) at or adjacent to activities where explosives are stored, handled, or maintained, prior to forwarding of such site plans to DOD Explosives Safety Board for approval.
8. Investigates and analyzes accidents related to explosives safety, safety equipment malfunctions, and program deficiencies to determine circumstances and causes; formulates remedial measures, develops and implements NAVSEA accident prevention campaigns, when appropriate.
9. Conducts Explosives Safety inspections of all shore activities, and ordnance readiness reviews of all ships, where ordnance is handled or stored to ensure compliance with appropriate directives.

- 8 DEC 2000

10. Provides coordinated direction and support for the collection of Explosives Safety inspection discrepancy information to support program analysis.
11. Provides appropriate communication and information sources to ensure explosives safety awareness at all echelons.
12. Provides explosives safety technical assistance ashore and afloat.
13. Provides coordinated direction and support to the Defense Ammunition Center (DAC) to ensure that centralized formal safety and ordnance transportation training is provided to Navy personnel in the area of explosive safety.
14. Establishes and implements technical standards, regulations, instructions, and publications for Navy Explosives Safety Programs and Ordnance Transportation.
15. Reviews all requests originating within DON for exemptions and waivers from established explosives safety criteria and advises CNO as to the technical validity of such requests.
16. Provides program management, technical, and administrative support for the Navy Ordnance Environmental Support Office.
17. Supports the establishment of ordnance environmental directives, and instructions. Serves as the NAVSEA single point of contact for ordnance environmental matters.
18. Participates in NAVSEA Echelon II Environmental Compliance Evaluations (ECE) by providing ordnance environmental expertise.
19. Provides the Program Manager for NAVSEA ordnance environmental funding.
20. Provides technical input to CNO and implements Navy guidance for ordnance transportation safety and security policy.
21. Manages the Arms, Ammunition, and Explosives Physical Security Program for the Navy.
22. Reviews and approves all ordnance physical security waivers as a delegated echelon II responsibility.

8 DEC 2000

23. Serves as the Navy single point of contact for ordnance transportation safety and security matters.
24. Develops policy on transportation accident prevention and emergency response procedures involving conventional DOD munitions and explosives.
25. Assigns and ensures correct usage of Security Risk Codes (SRC) and other ordnance transportation data.
26. Develops policy and procedures for the shipment of DOD and commercial explosives utilizing US Navy ports. Grants port clearances for US and foreign flag commercial and military ships.
27. Coordinates renewal of DOT exemptions, Competent Authority Approvals (CAAs), Certificates of Equivalencies (COEs), and waivers used for the movement of highly complex explosives and hazardous materials on behalf of all Navy activities.
28. Acts as the 24-hour emergency response point of contact for all Navy and Marine Corps ordnance transportation issues.
29. Provides program technical and administrative support to the NAVSEA flag officer membership to the Navy Insensitive Munitions Council (IMC).
30. Provides program technical and administrative support to the Chair of the Navy Insensitive Munitions Coordination Group.
31. Reviews all applications for certification or waiver to Insensitive Munitions requirements.
32. Provides management support for the Insensitive Munitions Office, its programs, documentation, and developmental programs.
33. Provides program management for the NAVSEA ordnance quality evaluation program.
34. Maintains a trained cadre of senior officers able to act as on-scene Explosives Safety Observers/Advisors for unified CINCs, commanding officers of ammunition loading facilities/bases and forward area commanders establishing new ammunition handling facilities.

NAVSEAINST 5450.117

8 DEC 2000

THIS PAGE LEFT

INTENTIONALLY BLANK

NAVSEAINST 5450.117

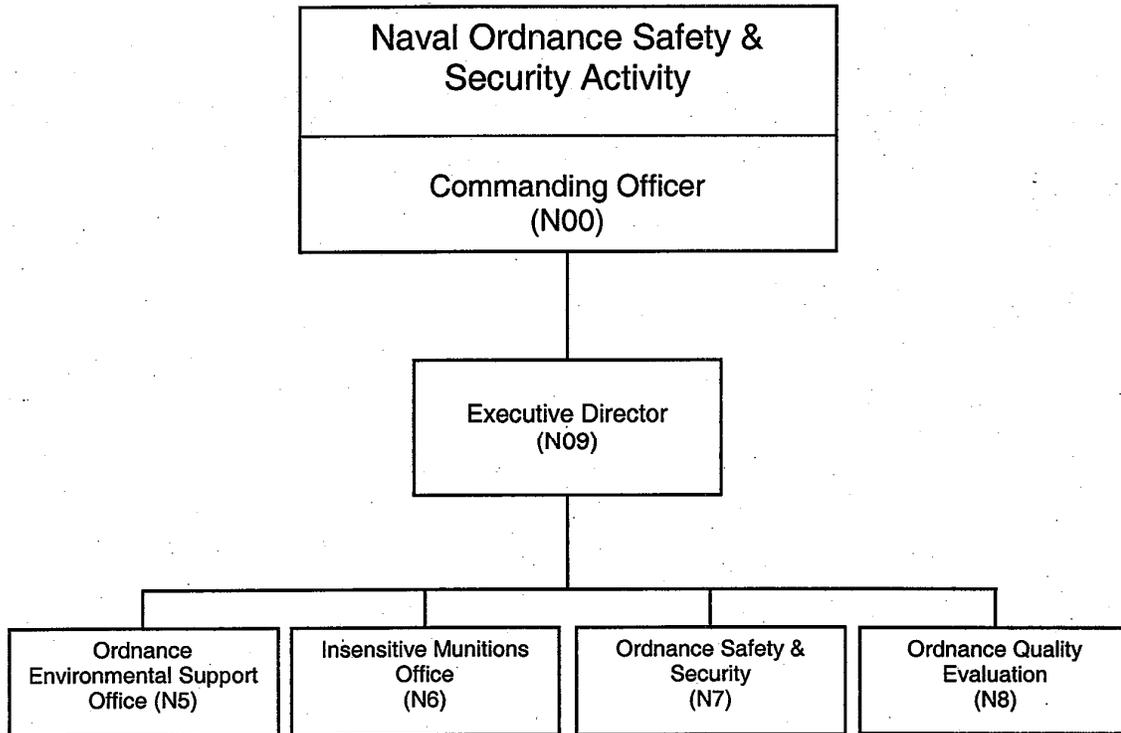
8 DEC 2000

THIS PAGE LEFT

INTENTIONALLY BLANK

8 DEC 2000

NAVORDSAFSECACT Organization



8 DEC 2000

ADMINISTRATIVE AND MANAGEMENT INFORMATION

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

NAVORDSAFSECACT INDIAN HEAD MD

2. Mailing Address:

Commanding Officer
Naval Ordnance Safety and Security Activity
Farragut Hall, Bldg D323
23 Strauss Avenue
Indian Head, MD 20640-5555

3. Title of Military Head:

Commanding Officer

4. Chain of Command:

a. Echelon:

- 1 Chief of Naval Operations, Washington, DC
- 2 Commander, Naval Sea Systems Command, Washington, DC
- 3 Commanding Officer, Naval Ordnance Safety and Security Activity, Indian Head, MD

b. Area/Regional Coordinator: Commandant, Naval District,
Washington, DC

5. Unit Identification Code (UIC):

68963

6. Standard Navy Distribution List (SNDL):

FKP1H

7. Phone Numbers:

Commercial: (301) 744-6003
FAX: (301) 744-6005
DSN Prefix: 354