



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 5450.123

Ser 00/004

4 May 05

NAVSEA INSTRUCTION 5450.123

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS, AND TASKS OF THE NAVAL SEA LOGISTICS
CENTER DETACHMENT, NORFOLK, VA

Ref: (a) NAVSEAINST 5450.28F
(b) CFFC ltr 4790 Ser N43/021 of 3 May 2004

Encl: (1) Functions and Tasks of the Naval Sea Logistics Center
Detachment, Norfolk, VA

1. Purpose

a. To announce and document the establishment of the Naval Sea Logistics Center Detachment, Norfolk, VA (NAVSEALOGCEN Detachment, Norfolk, VA), in accordance with reference (a).

b. To authorize the realignment of select functions and associated resources from the Fleet Technical Support Center, Atlantic (FTSCLANT), U.S. Fleet Forces Command (FFC) to the Naval Sea Logistics Center (NAVSEALOGCEN), an echelon-three field activity of the Naval Sea Systems Command (NAVSEA), in accordance with reference (b).

c. To authorize the realignment of select functions and associated resources from the Supervisor of Shipbuilding, Conversion and Repair, U.S. Navy, Portsmouth, VA (SUPSHIP Portsmouth), FFC to NAVSEALOGCEN, in accordance with reference (b).

d. To publish the detachment's mission, functions, and tasks.

2. Background. Realignment of ship maintenance activities is part of the Chief of Naval Operations' Regional Maintenance plan to streamline Navy ship maintenance organization and operations. As stated in reference (b), the Fleets have commenced integration of waterfront maintenance activities to improve maintenance operations. As part of this integration, the Fleet evaluated

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Fleet Technical Support Center (FTSC) work to identify work that falls within the Regional Maintenance Center Fleet (RMC) claimancy. The results of that evaluation have demonstrated that Planned Maintenance System (PMS) Coordinating Activity, Integrated Class Maintenance Plan (ICMP), and Maintenance Resource System (MRS) work is not within the intended mission of the RMC. Therefore, NAVSEA is transferring the reimbursable funded PMS, ICMP, and MRS functions to NAVSEALOGCEN.

3. Mission. Keep America's Navy #1 in the world by providing superior, cost effective, and innovative Logistics, Engineering, Information Technology, and Quality Assurance solutions that meet the life-cycle requirements of the current and future Navy.

4. Status and Command Relationships. NAVSEALOGCEN Detachment, Norfolk, VA, is a fully operational category 2 detachment, as defined in reference (a), reporting to the Commanding Officer, Naval Sea Logistics Center, Mechanicsburg, PA. The detachment will operate as a tenant activity hosted by the Norfolk Naval Shipyard under an Inter/Intra-Service Support Agreement. Additional organizational information is provided below:

a. Echelons of Command:

- 1 Chief of Naval Operations
- 2 Commander, Naval Sea Systems Command
- 3 Commanding Officer, Naval Sea Logistics Center
- 4 Site Manager, Naval Sea Logistics Center
Detachment, Norfolk, VA

b. Area Coordination: Commander, U.S. Fleet Forces Command

c. Regional Coordination: Commander, Navy Region Mid-Atlantic

5. Functions. The functions and tasks of NAVSEALOGCEN Detachment, Norfolk, VA, are contained in enclosure (1).

6. Action. In accomplishing the assigned mission, the Site Manager, NAVSEALOGCEN Detachment, Norfolk, VA, will ensure performance of the functions and tasks listed in enclosure (1). The administrative and management information will remain in effect until changed by Naval Sea Systems Command notice or

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other appropriate documentation. Recommended changes should be sent to the Assistant Deputy Commander, Fleet Logistics Support, Naval Sea Systems Command (SEA 04L).



P. M. BALISLE

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Functions and Tasks

Naval Sea Logistics Center Detachment, Norfolk, VA

Planned Maintenance System Coordinating Activity Functions

1. Develop, revise, and maintain PMS documentation in accordance with Reliability Centered Maintenance (RCM) for assigned systems and equipment installed in new construction, active fleet ships and craft, shore stations, Coast Guard craft and Foreign Military Sales Navies. Maintenance requirements include Scheduled, Unscheduled, and Inactive Equipment Maintenance (IEM).
2. Monitor and approve PMS/RCM documentation developed by equipment manufacturers, shipbuilders and contractors working for the Government or the shipbuilder. Maintain and certify the accountability of Maintenance Index Pages (MIPs) and Maintenance Requirement Cards (MRCs) to applicable systems and equipment. Maintain RCM corporate history data for organizational level PMS. Review Maintenance Engineering Analysis (MEAS) reports, Productive Engineering (PE) reports, RCM analysis packages and plans for systems and equipment.
3. Print, assemble and distribute PMS documentation, to include initial installation packages, Force Revision (SFR) and CD-ROM. Provide PMS documentation to ships and shore activities, and reference customers such as naval schools, Reserve commands, ISEAs, industrial activities and contractors. Provide and maintain automated PMS List of Effective Pages (LOEP) to comprise a current index of documentation applicable to each ship by department and work center. Arrange, schedule and deliver PMS packages for SCN construction/conversion ships and OPN boats/crafts. Obligate funds for PMS documentation, development/revision, computer composition, printing, hardware procurement and system installation.
4. Receive, process, and resolve PMS Technical Feedback Reports (TFBRs) and required PMS revisions. Screen and forward selected TFBRs to cognizant technical activities. Resolve remaining TFBRs, investigate and research reported deficiencies and recommendations, responding directly to the originator. Maintain automated accountability of TFBRs using the PMS Management Information System (MIS). Conduct shipboard and shore activity visits in response to TFBRs or phone calls. Act as ISEA when no ISEA commands are available, e.g., Explosives Ordnance Safety Inspection PMS.

Enclosure (1)

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5. Develop statement of work and procurement specifications for product and service requirements. Coordinate and interface with Fleet Industrial Supply Center. Schedule, coordinate and accept contractor deliverables such as SFR print tapes, SFR CD-ROM, new and revised PMS documentation, and programming efforts for emergent requirements and special reports. Perform COR duties and liaison between NAVSEALOGCEN Detachment Norfolk and contractor.
6. Provide AIS support to include planning, acquisition, testing and installation of AIS and telecommunications hardware and software. Monitor the operation of PMS AIS programs and respond to problems by diagnosing and correcting problems. Maintain NAVSEALOGCEN Detachment Norfolk software inventory. Serve as POC for the entire Navy community for access to PMS on-line data base; interface with contractor to provide access; issue passwords; and provide assistance to the users.
7. Participate in the development of the PMS MIS, to include defining requirements, system testing and on-site analysis of system modules.
8. Plan and develop or participate in the development of specifications for COMNAVSEASYS COM PMS improvement programs, e.g., CD-ROM and automated PMS Scheduler.
9. Develop planning and fiscal management processes for NAVSEALOGCEN Detachment programs. Provide support in the fiscal management of assigned tasks, e.g., cost estimate preparation, job order establishment/maintenance, program surveys and project audits. Perform annual and multi-year fiscal planning and analysis for major NAVSEA sponsored programs. Provide budget/financial planning and command data base preparation for execution of annual and multi-year plans. Coordinate, track and monitor receipt, allocation and expenditure of 150 funding segments from various sources.
10. Maintain plant property, minor property, and sponsor property inventories.

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Integrated Class Maintenance Plan/Maintenance Resource System
Functions

1. Develop and maintain Integrated Class Maintenance Plan (ICMP) Task Data Elements for Surface Ship Classes.
2. Develop Surface Ship Classes ICMP tasks for programmed ship alterations (SHIPALTs).
3. Revise Surface Ship Classes ICMP tasks affected by ERM and CWP programs. Analyze maintenance history data for Surface Ship Classes to identify new ICMP tasks and/or Task Revision Requirements.
4. Analyze Availability Cost Data to refine Surface Ship Classes ICMP Task man-day and material costs. Analyze and respond to ICMP Maintenance Change Requests for Surface Ship Classes.
5. Establish and maintain the Surface Ship Classes ICMP database relationship to CDM-OA. Provide program support for SEA 04RM for Surface Ship Classes.
6. Provide support for the Maintenance Resource System (MRS) for Surface Ship Classes. As required, conduct technical and logistics analyses and data reviews for Surface Ship Classes.