



**DEPARTMENT OF THE NAVY**

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

IN REPLY TO

NAVSEAINST 5450.36B  
Ser 10/040

10 Aug 11

NAVSEA INSTRUCTION 5450.36B

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF THE SUPERVISORS OF  
SHIPBUILDING, CONVERSION AND REPAIR, USN

Ref: (a) NAVSEAINST 5450.36A  
(b) NAVSEAINST 5450.28F  
(c) NAVSEANOTE 5450 Ser 10/090 of 9 Aug 05  
(d) NAVSEANOTE 5450 Ser 10/091 of 9 Aug 05

Encl: (1) Mission, Functions and Tasks of the Supervisors of  
Shipbuilding, Conversion and Repair, USN  
(2) Administrative Information

1. Purpose. Reference (a) published the mission, functions and tasks of the Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPS). This revision updates reference (a) and documents changes in SUPSHIP organizations per reference (b).

2. Background. Following the FY11 award of long-term contracts for ship construction at SUPSHIP on-site Offices in Marinette, WI, and Mobile, AL, both locations will experience growth in personnel elevating them to the status of a Category 2 detachment. In addition, effective 1 October 2011, SUPSHIP Bath will become the parent organization of the on-site Office in Marinette, WI, and SUPSHIP Gulf Coast will become the parent organization of the on-site Office in Mobile, AL.

3. Cancellation. NAVSEAINST 5450.36A, NAVSEAINST 5450.122, and NAVSEAINST 5450.126.

4. Mission. The mission of the SUPSHIPS is to administer, and manage the execution of DoD contracts awarded to assigned commercial entities in the shipbuilding and ship repair industry.

5. Status and Command Relationship. SUPSHIPS are shore activities in an active operating status under a Commanding Officer, and under the command of Naval Sea Systems Command.

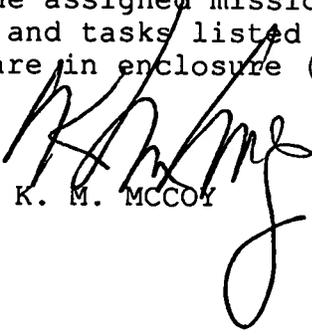
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a. Echelons of Command:

- (1) 1 Chief of Naval Operations
- (2) 2 Commander, Naval Sea Systems Command
- (3) 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Bath, ME
- (4) 4 SUPSHIP Bath Detachment, San Diego, CA
- (5) 4 SUPSHIP Bath Detachment, Marinette, WI
- (6) 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Groton, CT
- (7) 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Newport News, VA
- (8) 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Gulf Coast, Pascagoula, MS
- (9) 4 SUPSHIP Gulf Coast Detachment, Mobile, AL

6. Action. In accomplishing the assigned mission, SUPSHIP will ensure performance of functions and tasks listed in enclosure (1). Plain language addresses are in enclosure (2).

  
K. M. MCCOY

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MISSION, FUNCTIONS AND TASKS OF THE SUPERVISORS OF  
SHIPBUILDING, CONVERSION AND REPAIR, USN

SUPSHIP, Conversion and Repair, USN, Bath, ME

SUPSHIP, Conversion and Repair, USN, Groton, CT

SUPSHIP, Conversion and Repair, USN, Newport News, VA

SUPSHIP, Conversion and Repair, USN, Gulf Coast, Pascagoula, MS

Mission. The mission of SUPSHIPS is to administer, and manage execution of DoD contracts awarded to assigned commercial entities in the shipbuilding and ship repair industry.

Functions and Tasks. SUPSHIPS are responsible for performing the following functions and tasks in executing their mission:

a. Serve as DoD's designated Contract Administration Office (CAO) responsible for performing Contract Administration Services (CAS) for all DoD contracts awarded to assigned contractors.

b. Enforce contract requirements, ensuring contractors, and the government satisfy their contractual obligations.

c. Work with contractors and government activities to facilitate greater quality and economy in the products and services being procured.

d. Manage the complexities, and unique demands of ship construction and nuclear ship repair projects by performing the following non-CAS functions for Navy Program Executive Officers, the Fleet, and NAVSEA headquarters:

(1) Project management: Coordinate response to non-contractual emergent problems; coordinate activities of Pre-Commissioning Crews, Ship's Force, and other government activities; communicate with customers, and higher authority regarding matters that may impact project execution.

(2) Technical Authority: Serve as NAVSEA's waterfront Technical Authority responsible for providing government direction and coordination in the resolution of technical issues.

**AUG 10 2011**

(3) Contract Planning and Procurement: Participate in acquisition planning and assessment of contractor qualifications.

AUG 10 2011

ADMINISTRATIVE INFORMATION1. Activity Titles:

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Bath, ME

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Groton, CT

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Gulf Coast, Pascagoula, MS

2. Plain Language Addresses (PLA):

(a) SUPSHIP BATH ME

(b) SUPSHIP GROTON CT

(c) SUPSHIP NEWPORT NEWS VA

(d) SUPSHIP GULF COAST MS

3. Mailing Addresses:

Supervisor of Shipbuilding, Conversion and Repair, USN,  
574 Washington Street  
Bath, ME 04530-1905

Supervisor of Shipbuilding, Conversion and Repair, USN,  
73 Eastern Point Road  
Groton, CT 06340-4990

Supervisor of Shipbuilding, Conversion and Repair, USN,  
4101 Washington Ave, Building 2  
Newport News, VA 23607-2787

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Gulf Coast  
P.O. Box 7003  
Pascagoula, MS 39568-7003

Billing Addresses:

Supervisor of Shipbuilding, Conversion and Repair, USN,  
574 Washington Street  
Bath, ME 04530-1905

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Supervisor of Shipbuilding, Conversion and Repair, USN,  
73 Eastern Point Road  
Groton, CT 06340-4990

Supervisor of Shipbuilding, Conversion and Repair, USN,  
4101 Washington Ave Building 2  
Newport News, VA 23607-2787

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Gulf Coast  
P.O. Box 7003  
Pascagoula, MS 39568-7003

Shipping Addresses:

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Supervisor of Shipbuilding, Conversion and Repair, USN,  
73 Eastern Point Road  
Groton, CT 06340-4990

Supervisor of Shipbuilding, Conversion and Repair, USN,  
4101 Washington Ave Building 2  
Newport News, VA 23607-2787

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Gulf Coast  
1000 Jerry St Pe Highway; Admin Bldg #4  
Pascagoula, MS 39568-7003

4. Title of Head of Activity: Supervisor

5. Chain of Command:

a. Echelon:

(1) 1 Chief of Naval Operations

(2) 2 Commander, Naval Sea Systems Command (SEA 04)

(3) 3 Supervisor of Shipbuilding, Conversion and  
Repair, USN, Bath, ME

(4) 4 SUPSHIP Bath Detachment, San Diego, CA

**AUG 10 2011**

- (5) 4 SUPSHIP Bath Detachment, Marinette, WI
- (6) 3 Supervisor of Shipbuilding, Conversion and Repair, USN, Groton, CT
- (7) 3 Supervisor of Shipbuilding, Conversion and Repair, USN, Newport News, VA
- (8) 3 Supervisor of Shipbuilding, Conversion and Repair, USN, Gulf Coast, Pascagoula, MS
- (9) 4 SUPSHIP Gulf Coast Detachment, Mobile, AL

b. Area Coordination:

- (1) SUPSHIP Bath - Navy Region Mid-Atlantic
- (2) SUPSHIP Groton - Navy Region Mid-Atlantic
- (3) SUPSHIP Newport News - Navy Region Mid-Atlantic
- (4) SUPSHIP Gulf Coast - Navy Region Southeast

6. Unit Identification Code (UIC):

- a. SUPSHIP Bath, ME: 62786
  - (1) SUPSHIP Bath ME Det San Diego CA: 69435 (military only)
  - (2) SUPSHIP Bath ME Det Marinette WI: 40516 (military only)
- b. SUPSHIP Groton, CT: 62789
- c. SUPSHIP Newport News, VA: 62793
- d. SUPSHIP Gulf Coast, Pascagoula, MS: 69316
  - (1) SUPSHIP Gulf Coast Det Mobile AL: 40518 (military only)

7. Standard Navy Distribution (SNDL Code):

- a. SUPSHIP Bath - SNDL Code FKP8
  - (1) SUPSHIP Bath ME Det San Diego CA - SNDL Code C85H

**AUG 10 2011**

- b. SUPSHIP Groton - SNDL Code FKP8
- c. SUPSHIP Newport News - SNDL Code FKP8
- d. SUPSHIP Gulf Coast - SNDL Code FKP8

8. Telephone Numbers:

- a. SUPSHIP Bath, ME: (207) 442-2773
- b. SUPSHIP Groton, CT: (860) 433-2459
- c. SUPSHIP Newport News, VA: (757) 380-4221
- d. SUPSHIP Gulf Coast, Pascagoula, MS: (228) 769-4247