

Preface

P-1 Purpose

The SUPSHIP Operation Manual (SOM) describes the mission, functions, responsibilities, organizational structure, and common business operations of the Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPS). It also describes the relationship between SUPSHIPS and the other activities that interact with the SUPSHIPS. It is primarily intended for use as an online, quick-reference desk guide, and to the maximum extent possible, hyperlinks have been created to enable the user to open referenced documents or other websites that provide supplemental information. Any administrative and program management policies or directions that need to be addressed should be submitted to the Director, SUPSHIP Management (NAVSEA 04Z).

P-2 Scope

The SOM describes the activities of NAVSEA and other Government agencies involved in the placement and administration of vessel acquisition contracts. The manual discusses required planning and scheduling functions prior to procurement action, emphasizes the procurement process from the initiation of requirements through and during contract award, and discusses the CAS functions and responsibilities of the SUPSHIPS in providing oversight of the contractor performance.

SUPSHIP organizations may establish local directives and practices to meet conditions and situations unique to a particular geographical locale or to individual contract requirements. Only deviations from departmental structure require NAVSEA 04Z's approval.

The command and departmental functions specified in the Standard Supervisor of Shipbuilding, Conversion and Repair Organization Manual (NAVSEA 0900-LP-098-0010 of April, 1978) have been incorporated into Chapter 1 of this manual. For this reason, the Standard SUPSHIP Organization Manual is hereby canceled.

P-3 Writing Guidelines and Conventions

This manual has been written following the standards, style and writing guidelines established by:

- Navy Directives Issuance System ([OPNAVINST 5215.17](#))
- [Government Printing Office Style Manual](#)
- Navy Correspondence Manual ([SECNAV M-5216.5 \(June 2015\)](#))
- [Chicago Manual of Style](#)

Conventions

1. References.

- a. References are cited by their alphabetic listing, i.e., reference (a), only on their first appearance in a chapter. Subsequent citations are made by the reference's title (e.g., Federal Acquisition Regulations), common abbreviated title (FAR), or by instruction number (NAVSEA 5450.36B).
- b. Reference citations are made to the specific revision identifier or date of the reference rather than to the reference "series." This is done to correlate the content of the SOM with specific source documents and facilitate updating the SOM as newer versions of source documents are released.

2. Hyperlinks

- a. Wherever possible, hyperlinks (identified by blue underlined text) have been created to enable the reader to readily link to internet-available source documents or to other sections of the SOM.
- b. Hyperlinks to commercial documents (e.g., ANSI/EIA, ISO) will take the reader to the commercial sources for ordering those documents.

3. Terminology

- a. The term "Supervisor," when capitalized, refers to the individual in command of a Supervisor of Shipbuilding, Conversion and Repair.
- b. The term "Headquarters," when capitalized, refers to Naval Sea Systems Command headquarters.

P-4 Limitations

- a. Commanding Officer Authority: In accordance with U.S. Navy Regulations, the Supervisor, as the SUPSHIP commanding officer, retains full responsibility for the safe, effective and efficient execution of the SUPSHIP mission. The content of this manual should not be construed to abrogate those responsibilities in any way.
- b. Acquisition Policy: The SOM does not establish acquisition policy. It does provide a description of basic procedures, practices, and techniques to be used in conjunction with the Federal Acquisition Regulation (FAR), the Department of Defense FAR Supplement (DFARS), the Navy and Marine Corp Acquisition Regulation Supplement (NMCARS), the NAVSEA Contracts Handbook (NCH), and implementing instructions and memoranda.
- c. Field Administration: Unless specifically addressed otherwise, the SUPSHIP requirements addressed in this manual are considered to fall within the scope of the SUPSHIP mission as defined in Chapter 1.

P-5 Access to the SOM

The SOM is available as an online document at the SOM home page (<http://www.navsea.navy.mil/Home/SUPSHIP/SUPSHIPOperationsManual.aspx>). This website also permits downloading the entire SOM and individual SOM chapter files in PDF format for offline use

P-6 Recommended Changes to the SOM

The SUPSHIP Management Group (NAVSEA 04Z) is the point of contact for all proposed changes to the SOM and retains final editing authority for updating SOM content. The preferred method for submitting comments and proposed changes is by e-mail to the SOM Manager, Dan Herzer, at Daniel.herzer@navy.mil.

P-7 Administration and Maintenance of the SOM

The SOM Maintenance Addendum has been developed to maintain the SOM as a “living” document; a manual that is current with the latest directives and one that users can rely upon for accurate information. This plan provides for:

- maintenance of both the SOM document and the SOM webpage
- establishment of a semi-annual review and revision cycle
- a detailed process for reviewing, approving and incorporating changes
- classification of changes as Minor, Intermediate and Major, with the approval authority determined by the classification of the change
- scheduled reviews of SOM references and hyperlinks

The SOM Maintenance Addendum is available for viewing on the SOM webpage.

Appendix P-1: User Activity Comment Sheet

Users are encouraged to recommend changes to the SOM, whether those changes are to correct typographical errors, revise the text or graphics, or to suggest additional or expanded coverage of a particular topic. In all cases, suggested changes should provide sufficient information to enable NAVSEA 04Z to implement the change, including:

Location of change:

SOM page number:

Paragraph/figure/appendix number:

Nature of Change: (Background information regarding the reason for the proposed change, including a list of sections of the SOM that will be affected by the change.)

Source, reference, or authority for change:

Recommended wording for change:

Contact information for individual submitting change:

Name:

Activity/code:

Phone number:

E-mail address:

Preface Acronyms

ANSI/EIA	American National Standards Institute/Electronic Industries Alliance
CAS	Contract Administration Services
DFARS	Department of Defense Acquisition Regulations Supplement
FAR	Federal Acquisition Regulations
ISO	International Standards Organization
NAVSEA	Naval Sea Systems Command
NCH	NAVSEA Contracts Handbook
NMCARS	Navy and Marine Corps Acquisition Regulations Supplement
OPNAVINST	Chief of Naval Operations Instruction
SECNAVINST	Secretary of Navy Instruction
SOM	SUPSHIP Operations Manual
SUPSHIPs	Supervisors of Shipbuilding, Conversion and Repair, USN