



## DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO

NAVSEAINST 1601.7  
Ser 09NR/190  
4 APR 95

### NAVSEA INSTRUCTION 1601.7

From: Commander, Naval Sea Systems Command

Subj: NAVSEA CRISIS MANAGEMENT ORGANIZATION

Ref: (a) NAVSEAINST 1601.1E, NAVSEA Watch  
(b) NAVSEAINST 3060.1B, NAVSEA Command Center

Encl: (1) Crisis Organization Chart  
(2) Crisis Response Team

1. Purpose. To document the Naval Sea Systems Command (NAVSEA) crisis management organization and procedures during the transition from routine operations to crisis response and/or mobilization, as portrayed by enclosure (1).

#### 2. Background

a. During normal duty hours, the NAVSEA Corporate Structure, i.e. Directorates, Program Executive Officers (PEOs), Direct Reporting Program Manager (DRPM), Naval Surface Warfare Center (NAVSURFWARCEN), Naval Undersea Warfare Center (NAVUNSEAWARCEN) and Naval Ordnance Center (NAVORDCEN) handle routine actions under their cognizance.

b. The NAVSEA Watch provides a single point of contact for NAVSEA outside of normal duty hours. An Officer of the Watch (OOW) and an Assistant Officer of the Watch (AOOW) perform this routine duty.

c. In case of a natural disaster, short term crisis or emergency, (i.e., a hurricane hitting a Naval facility, a ship accident, a facility incident, a fire or docking accident, an urgent request for support) the Watch Officer notifies the appropriate office in the NAVSEA corporate structure. This office assesses the crisis and provides timely information and recommendations to Commander, Naval Sea Systems Command (COMNAVSEA).

d. Additionally, some NAVSEA Directorates have designated Crisis Response Teams to monitor special interest items/events and handle emergency requests. These teams are activated as the situation requires.

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e. In time of a national emergency, i.e., mobilization, or a crisis of extended duration, COMNAVSEA, or his Deputy may elect to activate the NAVSEA Command Center.

### 3. Policy

a. NAVSEA Watch. Reference (a) provides specific information and establishes the procedures for the operation of the Watch. When developing situations require more attention than can be managed effectively by the regular Watch, the OOW will advise the Senior Watch Officer (the Executive Assistant to the Commander (SEA 00A)). SEA 00A can augment the watch with standby/additional AOWs provided from the Watch Bill.

b. Recall Response. In the event that an emergency or crisis external to the Command requires specific NAVSEA expertise; or to track Chief of Naval Operations (CNO) special interest items, COMNAVSEA may appoint a Primary Point of Contact (POC) and direct that all or selected offices within the NAVSEA corporate structure establish a response capability. The response capability requires that knowledgeable personnel be available during duty and non-duty hours to work on the emergency/crisis. The Primary POC is responsible for coordinating NAVSEA response actions under the guidance of COMNAVSEA. When the emergency/crisis has the potential to escalate or requires 24 hour a day management, the Primary POC may request COMNAVSEA authorize the establishment of a Crisis Response Team.

(1) Crisis Response Team (CRT). When a crisis/casualty situation is limited, such as a ship accident/incident, or when COMNAVSEA directs, a response team made up of personnel from the appropriate Directorates, PEOs, DRPM, NAVSURFWARCEN, NAVUNSEAWARCEN, and NAVORDCEN will be established. This team will monitor the crisis, make recommendations, provide consultant assistance or compose a "fly-away" team. Enclosure (2) provides additional information on setting up a CRT.

(2) Standing CRT. Standing CRTs have been designated for submarine and nuclear powered surface ship incidents.

(3) Nuclear reactor and radiological accidents. The actions and communications links established by SEA 08 and field activities in response to nuclear reactor and radiological accidents are covered by other instructions. NAVSEA 08 will maintain liaison and coordination with the Watch/Command Center as necessary.

c. Command Center. In the event of a declaration of National Emergency, COMNAVSEA may direct establishment of the NAVSEA Command Center to be manned continuously to coordinate recall/mobilization/crisis response. The Command Center will function as the NAVSEA Response Cell as part of the overall Navy crisis management structure.

(1) NAVSEA Command Center. Reference (b) establishes the procedures for activating and operating the Command Center.

(2) Corporate Office Watches. Each office of the corporate structure may establish a phone watch or an office watch to monitor special interest items.

#### 4. Command Relationships

a. The NAVSEA Command Center, CRTs and the Recall Response will be devoted to crisis response and will not become involved in day-to-day problems.

b. The NAVSEA Watch and the NAVSEA Command Center (when activated) are the direct representative of COMNAVSEA; they come under the cognizance of SEA 00A who will manage the efforts of any CRTs and Recall Response (when activated).

c. The NAVSEA Command Center (when activated) allows the OOW to continue the daily watch responsibilities. The OOW and the Command Center will keep each other apprised of the developments regarding the crisis/emergency. The NAVSEA Command Center will maintain liaison and coordinate with the Navy Command Center and CNO's (N-4) Logistic Planning and Execution Center (LPEC), both located at the Pentagon.

d. CRTs and Recall Response are not specifically part of the NAVSEA watch/Command Center, but will keep the OOW/NAVSEA Command Center apprised of the developments and response/assistance being provided to their crisis/casualty.

e. Augmentation staff for the CRTs and Recall Response may be available from NAVSEA Naval Reserve Detachments. Each Directorate has a Reserve Coordinator who will work with SEA 09NR to determine availability of Reservists.

#### 5. Responsibilities. Responsibilities for maintaining NAVSEA's crisis response capability are listed below:

a. Senior Watch Officer. SEA 00A is the Senior Watch Officer and is responsible for management and supervision of the NAVSEA Watch and Command Center.

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b. NAVSEA Watch. SEA 00A establishes the Watch and maintains the Watch Bill.

c. Augmentation Watch. SEA 00A will designate additional Watch Officers from the Watch Bill, as the situation requires.

d. When directed by COMNAVSEA to establish a Recall Response or a CRT, the appropriate directorate will designate a Principal POC. This individual will determine the staffing and operation of the Recall Response or a CRT based on the situation.

(1) Primary POCs. The Primary POC for fleet support will be designated by the Platform Directorates, i.e., SEA 91 and 92, PMS 350 and PMS 400; for industrial facilities, SEA 07; and for ordnance, NAVORDCEN.

(2) SEA 01, 02, 03, 04, along with NAVSURFWARCEN and NAVUNSEAWARCEN, will support the Primary POCs as required.

e. Command Center. Upon declaration of a National Emergency (mobilization) or upon decision by COMNAVSEA, the NAVSEA Command Center will be activated in NC3 room 4W26. The Primary Point of Contact is SEA 09NR.

f. Directorate Reserve Coordinators. Maintain liaison with assigned Reserve Detachments and SEA 09NR to be able to provide reserve augmentation for Recall Responses or CRTs when requested.



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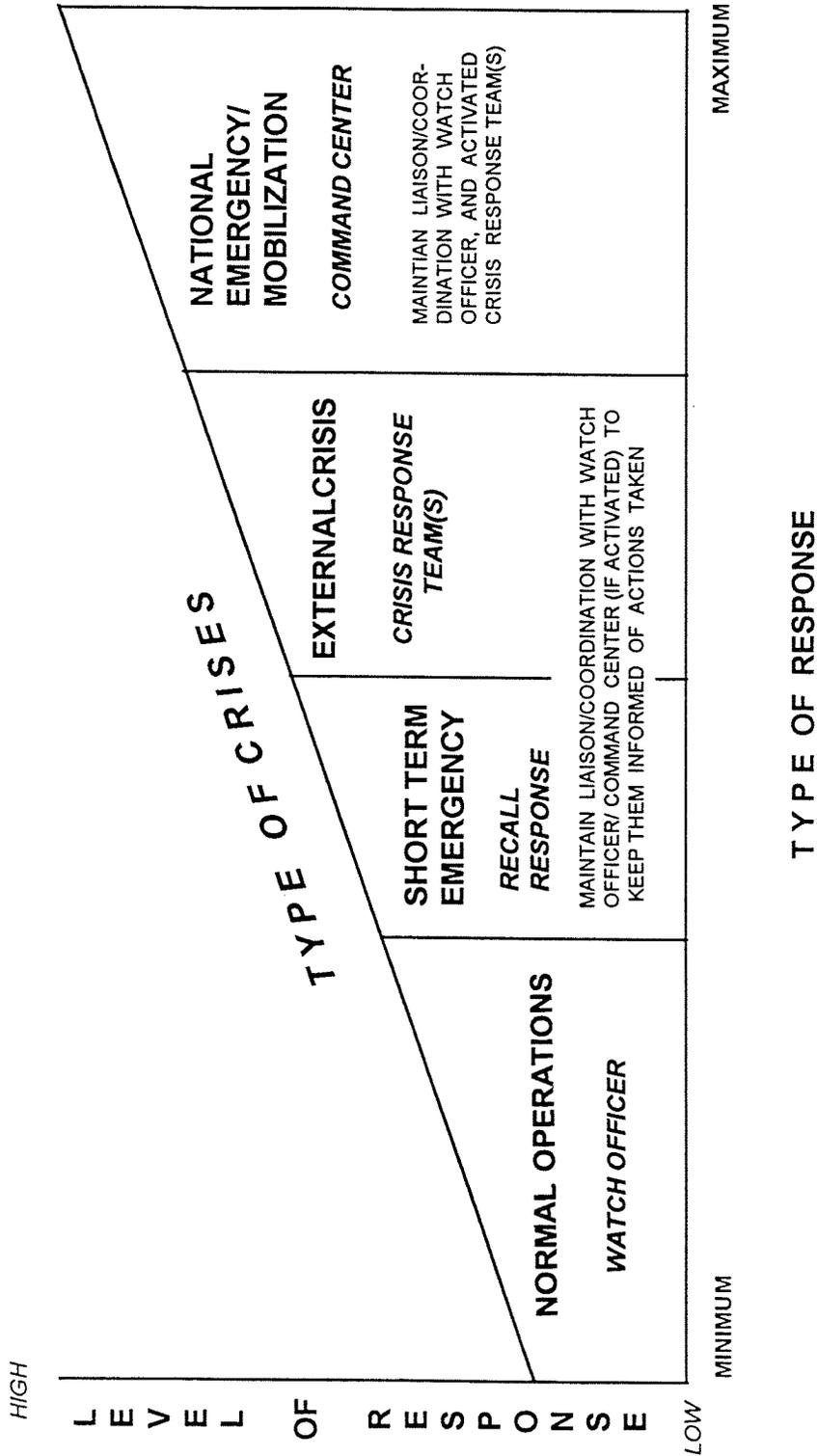
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# NAVSEA CRISIS MANAGEMENT



## CRISIS RESPONSE TEAM

1. Purpose. To provide guidance to the NAVSEA Watch concerning Crisis Response Team (CRT) in the event of a major crisis/emergency. Major crisis/emergency include, but are not limited to:

- SUNK/MISS/DAM messages
- Fires
- Flooding
- Grounding
- Collisions
- Docking Incident
- Facility Incident
- Storm damage
- Weapons Casualties
- Loss of Propulsion (Nuclear/Non-Nuclear)

2. Primary Point of Contact. The cognizant NAVSEA Office for the ship/system involved in the crisis/emergency is responsible for assigning a Primary POC for the crisis/emergency. This POC is responsible for: determining the makeup of a CRT, (if required); mustering program personnel and supporting directorate personnel to respond to the crisis. The POC will keep the Watch Officer informed of actions being taken and follow-on support required (if any) from the Watch.

3. CRT. A CRT provides management and technical support for the duration of the crisis. Composition of the Team will be dictated by the crisis and determined by the POC. CRTs are normally established after a crisis/casualty occurs but certain standing CRTs are established to track special interest events. The CRT will be headed by the POC, or other appointed person.

#### 4. Procedures.

a. Upon determination that the crisis/emergency is outside the purview of the NAVSEA Watch, the Watch Officer will immediately contact the Director, Deputy, or the applicable program manager, who will designate a POC.

b. The POC will either muster appropriate personnel to NAVSEA office spaces or establish telephone links with them. The POC will notify the Watch if a CRT will be established; provide a list of the CRT members; and identify further action or support required of the Watch. (see next page)

Enclosure (2)

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MEMORANDUM

From: NAV(SEA/PEO/DRPM/etc.)  
To: NAVSEA Senior Watch Officer (SEA 00A)

Subj: CRISIS RESPONSE TEAM FOR (NAME OF CRISIS)

1. This memo provides the location, telephone numbers and a list of the members of the (name of crisis) Crisis Response Team.
2. The team will be located in \_\_\_\_\_. The telephone number(s) is/are \_\_\_\_\_.
3. The team is composed of the following members:

<u>GRADE</u>	<u>NAME</u>	<u>WORK PHONE</u>	<u>HOME PHONE</u>	<u>AREA OF EXPERTISE</u>
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4. The team leader and Point of Contact is \_\_\_\_\_

5. The following action /support is required of the Watch/Command Center.

a. List if message with/without recommendations has to be prepared/released prior to the next normal work day.

b. List if travel orders and arrangements (tickets/accommodations) must be prepared prior to the next normal work day.

c. List if security/visitor clearances must be sent prior to the next normal work day.

d. Any other information that the Watch Officer may need to know.

(Signed)

Copy to:

Enclosure (2)