DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 3060.1B
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NAVSEA INSTRUCTION 3060.1B

From: Commander, Naval Sea Systems Command

Subj: NAVSEA COMMAND CENTER

Ref: (a) NAVSEAINST 1601.7, NAVSEA Crisis Management Organization

1. Purpose. To revise procedures relating to the operation of the Naval Sea Systems (NAVSEA) Command Center. This is a major rewrite and should be read in its entirety.

2. Cancellation. NAVSEAINST 3060.1A of 13 April 1987.

3. Background. 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) (during normal working hours) and the NAVSEA Watch Officer (during non working hours) are responsible for monitoring certain day-to-day fleet support items and selected special interest events. In times of crisis or emergency, additional requirements may be levied on NAVSEA which necessitate augmentation of this structure. Reference (a) documents the NAVSEA crisis management organization during the transition from routine operations to crisis response and/or mobilization. The Command Center may be activated in time of a national emergency, i.e., mobilization, or a crisis of extended duration.

4. Concept of Operations

a. The NAVSEA Command Center consists of a dedicated team of highly skilled individuals specifically selected to monitor and respond to crisis or emergency situations. Though maintained in an inactive status, the Command Center is capable of immediate activation. When activated, the Command Center will coordinate actions of any pre-existing Crisis Response Teams (CRT). A CRT is a small group expressly dedicated to respond to a specific, i.e., submarine or surface ship emergency, see reference (a). During its period of activation, the Command Center will augment the NAVSEA Watch Officer System and will be dedicated solely to the current crisis situation.

b. The Command Center would normally be activated for any one of the following conditions:

(1) An actual or imminent real-world crisis situation of sufficiently general concern as to warrant high level dedicated attention.

(2) Selected Command Post Exercises to periodically test the response capability of the Command Center.

(3) A relocation situation (as provided for in the NAVSEA COOPLAN) to provide a Headquarters response cell for the crisis situation prior to the establishment of NAVSEA at the Navy Emergency Relocation Site (NERS) and to facilitate transition of command to the NERS in the event that it becomes necessary.

5. Responsibilities

a. NAVSEA Command Center. Monitor and coordinate response to a specific crisis situation as follows:

(1) Act as the single NAVSEA point-of-contact on specific crisis situations and interface directly with the other Systems Commands and higher authority.

(2) Receive all inquiries and requests for NAVSEA action regarding the specific crisis situation.

(3) Determine which NAVSEA Component is responsible for each action item and coordinate resolution of action items within NAVSEA.

(4) Follow up on outstanding actions and keep Commander, Naval Sea Systems Command (COMNAVSEA) apprised of status.

(5) Coordinate and track the activation of Selected Reserve Units and/or individuals in support of NAVSEA crisis functions.

(6) Liaison with Command Watch Officer.

b. Mobilization Planning Office (SEA 09NR2)

(1) Implement this instruction and activate the Command Center, upon direction by COMNAVSEA.

(2) Review this instruction at least annually and incorporate changes as necessary to ensure currency.

(3) Coordinate biannual tests of this instruction.

(4) Advise and assist COMNAVSEA and the Command Center team, as required, regarding aspects of crisis management, continuity of operations, mobilization and exercise planning.

c. Naval Reserve Unit NAVSEA Detachment 1606

(1) Provide Watch Captains, Action Officers, Liaison Officers and enlisted support personnel for the Command Center.

(2) Develop and maintain, via annual reviews, the NAVSEA Command Center Standard Operating Procedures.

(3) Maintain reserve unit personnel proficiency through direct participation in Command Post Exercises, or their equivalent, at least biannually, or as directed.

(4) Maintain proficiency in NAVSEA Selected Reserve data bases, such as the Navy Manpower Mobilization System, the Total Force Manpower Management System as well as call-up procedures.

6. Staffing

a. The Command Center will be staffed by personnel from Naval Reserve Unit NAVSEA Detachment 1606. Depending on the nature of the situation, it may be necessary to activate for limited hours. A worst-case situation will require 24 hour a day coverage. The following staffing criteria is pertinent:

(1) The designated staff must have extensive knowledge of the organization and functions of NAVSEA.

(2) The staff must be capable of rapidly conceiving of and evaluating alternative courses of action consistent with a rapidly changing crisis environment.

(3) The lowest Watch Captain rank will be Commander, unless waived by NAVSEA 09NR.

b. Composition of the Command Center staff:

BILLET	RANK	NUMBER ON EACH TEAM	TOTAL
Watch Captain	CAPT/CDR	1	4
Action Officers	CDR/LCDR	2	8
Liaison Officers	CDR/LCDR	5	20
Messenger/Clerical		1	4
Total		9	36

7. Facilities. Upon activation, the NAVSEA Command Center will be located in NC3, Room 4W26.

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