DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5300.1D
Ser 071/360
21 December 1995

NAVSEA INSTRUCTION 5300.1D

From: Commander, Naval Sea Systems Command

Subj: PROCEDURES FOR SUBMITTING INFORMATION FOR SUPERVISOR OF SHIPBUILDING ORGANIZATION AND KEY PERSONNEL INDEX

Ref: (a) SECNAVINST 5211.5D of 17 July 1983, Department of the Navy Privacy Act (PA) Program

Encl: (1) Key Personnel Locator Data, Form NAVSEA 5300/3
(2) Organization & Key Personnel Index Report, Form NAVSEA 5300/1

1. Purpose. To describe procedures for submission and maintenance of information for the Supervisor of Shipbuilding, Conversion and Repair, USN, Activities Organization and Key Personnel Index (SUPSHIP Index).

2. Cancellation. NAVSEAINST 5300.1C of 9 May 1985.

3. Information

a. Information provided in response to this instruction will be compiled and issued as the SUPSHIP Index. It will assist Navy personnel in their day-to-day operations; eliminate the need for each SUPSHIP to provide similar information to other SUPSHIPs; provide the Naval Sea Systems Command Headquarters offices with a ready reference of all SUPSHIP key personnel and organizational components; and, provide the NAVSEA Watch Office with a complete locator listing.

b. The Index will be published annually on 1 October each year and will be available to DOD components on a need-to-know basis only. Special editions of the Index will be made available as-needed. The SUPSHIP Index is a Distribution Statement "E" document.

4. Action

a. Form NAVSEA 5300/1 must be received by the Commander, Naval Sea Systems Command (SEA 071S) by 1 August each year. SUPSHIPs may use computer generated forms which replicate form NAVSEA 5300/1.

*0693-LD-827-3700*

b. Only home telephone numbers for the Supervisor and Deputy Supervisor are required to be reported for use in the SUPSHIP Index. Home phone numbers for Department Heads and other key personnel are encouraged but not required. Information will be obtained using NAVSEA 5300/1 and will be transferred to form NAVSEA 5300/1. The Key Personnel Data form, NAVSEA 5300/3, will be maintained at each activity in accordance with the procedures set forth in reference (a).

c. The remarks section of the NAVSEA 5300/1 form should include facsimile machine phone numbers as well as Duty Officer phone numbers or procedures to be used to get in contact with the Duty Officer outside of normal working hours.

d. The SUPSHIP Index must be marked **"FOR OFFICIAL USE ONLY"** and contain the following caveat:

> **Distribution Statement "E": Distribution limited to DOD Components Only. Contains personal information exempt from mandatory release under 5 USC 552(b)(6) . Requests for this document must be referred to NAVSEASYSCOM (SEA 071).**

5. Request for SUPSHIP INDEX. The Index will be distributed by bulk mailing to Navy activities on a need-to-know basis. Refer all other requests for copies to the Commander, Naval Sea Systems Command (SEA 071).

6. Report and Forms. Report symbol NAVSEA 5300-1 is assigned to the SUPSHIP Index. This report is approved for a period of three years from the date of this instruction.

W. H. Ryzewic

W. H. RYZEWIC
Executive Director,
Naval Shipyard and SUPSHIP
Management and Field
Activity Support

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# KEY PERSONNEL LOCATOR DATA

*(For information concerning use of this form, see NAVSEAINST 5300.1C)*

**HOME TELEPHONE NUMBERS ARE REQUIRED FROM THE COMMANDING OFFICER AND ALL KEY PERSONNEL**

***PRIVACY ACT STATEMENT***

*Section 301 of Title 5 to the U.S. Code authorizes collection of this information. This information will be used to compile a centralized index of SUPSHIP and SEA 074 key personnel with their home and office telephone numbers to assist Navy personnel who may need to reach individual key personnel in their day-to-day operations. Information will be compiled and published in the "Supervisor of Shipbuilding, Conversion and Repair, USN, Activities Organizational and Key Personnel Index (SUPSHIP Index)." The index will be available to U.S. Government employees ONLY ON A NEED-TO-KNOW BASIS. Your participation in providing your home telephone number for this index is voluntary but failure to provide your home telephone number may result in your not being contacted in an emergency.*

| Billet Title | Code | Name | Rank/Grade |
|---|---|---|---|
| DEPUTY DIRECTOR, SUPSHIPS MANAGEMENT GROUP | SEA 071 | JANE DOE | GM-XX |

| OFFICE TELEPHONE | | | HOME TELEPHONE | |
|---|---|---|---|---|
| AUTOVON | AREA CODE | COMMERCIAL | AREA CODE | COMMERCIAL |
| 332-XXXX | 703 | 602-XXXX | 703 | XXX-XXXX |

| Signature of Employee Submitting Information | Date Signed |
|---|---|
| Jane Doe | 1 Feb 95 |

NAVSEA 5300/3 (12-84) (INFORMATION WILL BE TRANSFERRED TO NAVSEA 5300/1)

CANCELLED

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# ORGANIZATION AND KEY PERSONNEL INDEX REPORT

*(See NAVINST 5300.1C concerning use of this form)*

**Report Control**
***NAVSEA 5300***

*Prepare this form from the information collected on form NAVSEA 5300/3. Do not include the home telephone number of any employee who has not signed the form NAVSEA 5300/3 waiver. Forward annually by 1 Aug to NAVSEA (SEA 071).*

**** SUPSHIP*** ***** LIST NEXT THREE BILLETS IN ORDER OF SENIORITY*** ****** ADD SECURITY OFFICER OR SECURITY MANAGER IF NOT LISTED ABOVE***

| NAME & MAILING ADDRESS OF SUPSHIP ACTIVITY | OVERNIGHT EXPRESS DELIVERY ADDRESS | DUTY HOURS CWS | DATE PREPARED |
|---|---|---|---|
| | | DSN | COMMERCIAL NO. |

| BILLET TITLE | OFFICE CODE | NAME | RANK OR GRADE | TELEPHONE OFFICE DSN | TELEPHONE OFFICE COMMERCIAL | TELEPHONE HOME | INTERNET ADDRESS name@ CC:MAIL |
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**REMARKS**

| *SIGNATURE* | DATE SIGNED | PAGE |
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| | | 1 OF 1 |

NAVSEA 5300/1 (REV 9-95) (Previous edition obsolete, destroy stock)

UNAPPLIED

ENCLOSURE (2)

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