DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, DC 20362-5101

IN REPLY REFER TO

NAVSEAINST 5400.60A
OPR 905/057
10 June 1988

NAVSEA INSTRUCTION 5400.60A

From: Commander, Naval Sea Systems Command

Subj: ON-SITE PROGRAM MANAGER REPRESENTATIVES (PMR)

Ref: (a) SECNAVINST 5000.1B

Encl: (1) Program Manager Representatives' Responsibilities, Duties, and Organizational Relationships with SUPSHIPs/NAVPROs and Program Management Offices

1. Purpose. To implement NAVSEA Program Manager Representative policy.

2. Cancellation. NAVSEA Instruction 5400.60 of 7 February 1980.

3. Policy

a. All designated major weapons systems programs will have a PMR assigned. For the purposes of this instruction, major weapon systems programs will be equated with major system acquisition programs (ACAT I or II) as defined in reference (a).

b. Enclosure (1) sets forth the responsibilities, duties, organizational relationships and limitations of the PMR with regard to the SUPSHIPs/NAVPROs and Program Management Offices.

4. Assignment of PMRs. The PMRs will be permanently assigned for duty to a SUPSHIP or NAVPRO with additional duty to COMNAVSEA.

5. Reports. Officers assigned PMR duties will receive a regular fitness report from the cognizant Supervisor of Shipbuilding, Conversion and Repair or Naval Plant Representative and will receive a concurrent fitness report from COMNAVSEASYSCOM or the Program Manager, if delegated fitness report authority.

6. Action. The Military Personnel Office (SEA OOP) will take action to revise billet structures as necessary.

H. L. Young
H. L. YOUNG
Vice Commander

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Distribution:
NAVSEA Special List Y2

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Program Manager Representatives' Responsibilities, Duties, and Organization Relationships with the SUPSHIPs/NAVPROs and Program Management Offices

1. Purpose. To identify responsibilities, tasks and reporting relationships of Program Manager Representatives (PMR) located on-site at a SUPSHIP/NAVPRO Office.

2. Responsibilities. The PMR is the direct representative, on-site, of the Acquisition Program Manager and the point of contact for him with the Administrative Contracting Officer (ACO). As such, he is authorized to act on behalf of the Acquisition Program Manager where direction or guidance to the ACO is required, or to the Contractor via the ACO.

3. Duties. The PMR is an extension of the Headquarters Program Management Office, and as such, is an integral part of the acquisition effort for assigned programs.

4. Organizational Relationships. The PMR will be assigned duty to the SUPSHIP/NAVPRO where it is physically located.

5. Limitations

a. While the PMR is assigned primary duty to the SUPSHIP/NAVPRO, he will function as a dedicated resource of the PMS he represents.

b. The PMR has no line authority over personnel not directly assigned to his Program Management Office.

c. The dedicated PMR billet will revert to NAVSEA upon cessation of the need for on-site PMR representation.

6. Administration

a. The SUPSHIP/NAVPRO will provide administrative and support services to the PMR.

b. The PMR correspondence with the Acquisition Program Manager and associated Navy facilities will be direct, with simultaneous information copies to the SUPSHIP/NAVPRO.

c. Leave and training for the PMR will be administered by the SUPSHIP/NAVPRO.