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

IN REPLY REFER TO
NAVSEAINST 5450.45A
Ser 0712/020
9 Mar 95

NAVSEA INSTRUCTION 5450.45A

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF NORFOLK NAVAL SHIPYARD DETACHMENT, NAVSEA SHIPBUILDING SUPPORT OFFICE PHILADELPHIA, PA

Ref: (a) OPNAV ltr Ser 09B22/4U511929 of 15 November 1994
(b) NAVSEAINST 5450.28F

Encl: (1) Functions and Tasks of the Norfolk Naval Shipyard Detachment, NAVSEA Shipbuilding Support Office, Philadelphia, PA
(2) Administrative and Management Information

1. Purpose. To announce and document the establishment of the Norfolk Naval Shipyard Detachment (NNSY DET), NAVSEA Shipbuilding Support Office (NAVSHIPSO), Philadelphia, PA, and to publish its mission, functions and tasks in accordance with references (a) and (b).

2. Cancellation. NAVSEAINST 5450.45 of 31 August 1981.

3. Mission

a. As set forth in reference (a), the mission of the detachment is "To support the Naval Sea Systems Command (NAVSEASYSCOM) and other customers in the execution of shipbuilding and major weapons acquisition programs through manufacturing, engineering and industrial planning, and to perform such other functions as may be directed by higher authority."

b. Since the issuance of reference (a), COMNAVSEA has exercised his authority and expanded the mission of the detachment to include the following responsibilities:

(1) To provide a single facility within the Naval Establishment for marketing, designing, engineering, manufacturing and repairing propellers for all types of surface and subsurface craft of the U.S. Navy and its customers.

(2) To accomplish the post-closure residual functions of the Philadelphia Naval Shipyard (PNSY) as directed by the Norfolk Naval Shipyard (NNSY).

(3) To serve as on-site government representative for Defense conversion in accordance with the lease between the United States of America and the Philadelphia Authority for Industrial Development.

4. Status and Command Relationships. NNSY DET, NAVSHIPSO, Philadelphia PA, is a detachment in a fully operational status reporting to the Commander, Norfolk Naval Shipyard, Portsmouth, VA. The Industrial Base functions of this organization were previously assigned to the NAVSEA Shipbuilding Support Office (NAVSHIPSO), which was part of the Philadelphia Naval Shipyard Philadelphia, PA. They were performed under the functional control of NAVSEA 0712. This work will continue to be performed by the new detachment and matters relating to the industrial base will still be under the control of SEA 0712. Administrative matters will be reported directly to the Commander, Norfolk Naval Shipyard or the Commander's designee.

The Propeller Manufacturing Center was physically located at and was under the operational control of PNSY. It supported the U.S. Navy Surface and Subsurface communities' requirements as well as other customers. The center will continue to be physically located in Philadelphia but will be under the operational control of the Commander, Norfolk Naval Shipyard.

The post-closure residual functions are those tasks (e.g. records disposition) solely related to PNSY closure which cannot be completed at the time of the Yard's actual closure. These tasks are under the operational control of the Commander, Norfolk Naval Shipyard.

The functions relating to the on-site government representative for Defense conversion are under the operational control of the Commander, Norfolk Naval Shipyard.

a. Command:

Echelon:
1 Chief of Naval Operations
2 Commander, Naval Sea Systems Command
3 Commander, Norfolk Naval Shipyard, Portsmouth, VA,
4 Director, Norfolk Naval Shipyard Detachment (NNSY DET), NAVSEA Shipbuilding Support Office (NAVSHIPSO), Philadelphia, PA

b. Area Coordination: Commander in Chief, U.S. Atlantic Fleet

c. Local Area Coordination: COMNAVBASE Philadelphia, Philadelphia, PA

5. The functions of NNSY DET, NAVSHIPSO, Philadelphia, PA, are shown in enclosure (1). Enclosure (2) contains basic administrative and management information for the organization.

6. Action

a. NNSY DET, (NAVSHIPSO) is established.

b. In accomplishing the assigned mission, the Director of NNSY DET, NAVSHIPSO, Philadelphia, PA, will ensure performance the functions and tasks listed in enclosure (1). Send recommended changes to NAVSEA (SEA 07) for consideration and action.

G. R. STERNER

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**FUNCTIONS AND TASKS OF THE
NAVAL SHIPYARD NORFOLK DETACHMENT
NAVSEA SHIPBUILDING SUPPORT OFFICE, PHILADELPHIA, PA.**

1. Industrial Base Functions

a. Provide the centralized technical support to NAVSEA and its shore activities in the acquisition and management of industrial base assessments of the shipbuilding industry and its supporting government depots and private contractor base.

b. Support all phases of shipbuilding industry acquisition including contract surveillance, plant construction monitoring, shipbuilding technology and industrial base assessment including foreign dependency.

c. Determine manufacturing lead times for new and existing equipment and systems used in new construction and overhauls.

d. Perform annual surveys of Navy industrial shipyards and systems/equipment manufacturers for use in the Annual Report to Congress on the Shipbuilding Industrial Base.

e. Develop updated information and publish the Congressionally mandated Naval Vessel Register listing the status of all Navy ships.

f. Perform analysis of the public and private shipbuilding industry and the supporting manufacturers in support of the annual Global, Logistic, Ordnance and Joint Service Wargames.

g. Provide planning support for NAVSEA dominant and contributory Advance Base Functional Components (ABFC) and other mobilization planning functions as directed.

h. Develop and maintain the Navy Industrial Base Analysis (IBA) relational database for the shipbuilding industrial base with supporting contractors.

i. Determine the scheduling requirements for the deliveries of the new construction programs and provide status information quarterly for publication of the NAVSEA White Book.

j. Continue the development and implementation of the Navy Industrial Base relational database for use of NAVSEA and higher authority officials.

k. Prepare shipbuilding acquisition special studies for new systems and equipment entering the Fleet in support of NAVSEA program offices and higher authorities.

l. Continue the development and implementation of the Navy Industrial Base relational database for use by NAVSEA and higher authority officials.

m. Prepare shipbuilding acquisition special studies for new systems and equipment entering the Fleet in support of NAVSEA program offices and higher authority.

n. Provide program management, analysis and special studies to NAVSEA and Fleet Commands in support of ship maintenance and repair programs.

2. Propeller Manufacturing Center Functions

a. Plan, coordinate, direct and approve all efforts related to the management, marketing, engineering and manufacturing of propellers.

b. Act as the point of contact for all aspects of propeller manufacture.

c. Initiate contacts and maintain relations with new customers, and ensure all customer requirements are satisfied.

d. Develop and execute a business plan to market the capacities and capabilities of the Propeller Center.

e. Implement and continuously improve programs, methodologies, and work products to ensure environmental and occupational safety and health responsibility and awareness among personnel.

f. Provide total engineering support in the production of all types of propellers (including all design, drafting, specifications, procedures and related documentation.)

g. Develop, from broad engineering/design/operational requirements and parameters, detailed work specifications and guidance to facilitate propeller manufacture in areas such as casting, metallurgical technology, tool and gage design, high precision machinery, numerical control fabrication technology and related functions.

h. Investigate and implement advanced concepts of manufacture and inspection in order to reduce costs, make process improvements and improve product quality.

i. Prescribe both in-process and final inspection procedures, and assure the quality and reliability of all products manufactured by the Propeller Center.

j. Provide computer programming/systems support to improve the productive process and further the state-of-the-art as related to the application of advanced technology to propeller manufacturing.

k. Prepare and manufacture wood and metal patterns, molds and castings including propeller castings in all sizes.

l. Accomplish all work assignments in accordance with established plans and specifications, ensuring that all production work is accomplished on time, at reasonable cost and in accordance with specified technical and safety requirements and good workmanship standards.

m. Conduct studies related to the development, improvement, consolidation and modernization of industrial facilities including arrangements. space utilization, equipment, utilities, and tools; propose acquisitions and improvements and implement approved proposals.

3. Post-Closure Residual Functions

a. Provide financial support (i.e. accounting, payroll, budget, vendor payments, funds administration, etc.) associated with PNSY obligations.

b. Serve as financial advisor on BRAC issues to the Shipyard community.

c. Finalize contracts' administration and termination.

d. Effect final disposition and maintain inventory for all records, material and personal property.

e. Provide for personnel support services such as transition counselling, Priority Placement Program (PPP) coordination, educational entitlements, employee relations and FECA administration.

f. Resolve legal issues such as FOIA, EEO, personnel, contractual and environmental matters.

g. Resolve environmental requirements relating to closure and preservation of the shipyard.

h. Dispose and archive automated files as applicable.

4. Defense Conversion Functions

a. Serve as Program Manager and local representative of the Government for all community reuse issues with the Navy, the Congress, local government officials and private sector corporations.

b. Represent the Navy at various meetings with the municipal government and representatives of the community reuse organization to discuss, through planning strategies, the feasibility of various redevelopment efforts, i.e. lease available property for economic development and/or acquire property for future redevelopment.

c. Meet with interested private sector representatives to show the available property, discuss capabilities for usage and determine viability of leasees' planned usage.

d. Oversee the continuous preservation of the facilities.

ADMINISTRATIVE AND MANAGEMENT INFORMATION

1. Plain Language Address (PLAD)/Abbreviated Name of the Activity:

NAVSHIPYD, NORFOLK DET NAVSHIPSO PHILADELPHIA, PA.

2. Mailing Address:

Director
Naval Shipyard Norfolk Detachment,
NAVSEA Shipbuilding Support Office
Philadelphia Naval Base
Philadelphia, PA 19112-5087

3. Title of Head of Detachment:

Director

4. Chain of Command:

a. Echelon
   1 Chief of Naval Operations
   2 Commander, Naval Sea Systems Command (NAVSEA 07)
   3 Commander, Norfolk Naval Shipyard, Portsmouth, VA
   4 Director, Norfolk Naval Shipyard Detachment (NNSY DET), NAVSEA Shipbuilding Support Office (NAVSHIPO), Philadelphia, PA

b. Area Coordination: Commander in Chief, U.S. Atlantic Fleet

c. Local Area Coordination: COMNAVBASE Philadelphia, Philadelphia, PA

5. Unit Identification Code (UIC): 39702

6. Standard Naval Distribution List (SNDL): C84E

7. Phone Numbers:

Commercial: (215) 897-5926
DSN: 443-5926

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