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

IN REPLY REFER TO

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Subj: MISSION AND FUNCTIONS OF THE NAVAL SEA LOGISTICS CENTER, MECHANICSBURG, PA

Ref: (a) OPNAVNOTE 5450 Ser 09B22/OU510187 of 20 Jul 1990

Encl: (1) Functions of the Naval Sea Logistics Center, Mechanicsburg, PA

1. Purpose. To publish the mission, functions and tasks to be performed by the Naval Sea Logistics Center (NAVSEALOGCEN).

2. Cancellation. NAVSEAINST 5450.47 of 26 Sep 83.

3. Status and Command Relationships. NAVSEALOGCEN is an official Navy shore activity in an active operating status under a Commanding Officer, reporting to the Commander, Naval Sea Systems Command (NAVSEA) through the Deputy Commander for Fleet Logistics Support (SEA 04). NAVSEALOGCEN is subject to the area coordination authority of the Commander in Chief, U. S. Atlantic Fleet.

4. Mission. The mission of the NAVSEALOGCEN, per reference (a), is to serve as the NAVSEA Technical Agent for developing, maintaining and assessing life cycle logistics support policies, procedures and data systems and perform other technical support functions as assigned.

5. Scope. The functions outlined in enclosure (1) shall be performed in support of NAVSEA ship and ship related weapons systems. Support will also be provided, as necessary, for weapons systems under the cognizance of other Systems Commands and Agencies (e.g., SPAWAR and NAVAIR) per written agreements executed between NAVSEA and the cognizant command.

P. M. HEKMAN, JR.

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FUNCTIONS OF NAVAL SEA LOGISTICS CENTER MECHANICSBURG, PA

1. Acquisition Logistics. Provide early and continuous assessment of Command logistics support policies, their planned application and execution throughout the ship and weapon systems acquisition process and act as a repository for lessons learned and as a consultant for problem solving. This includes:

a. Developing and maintaining general and detailed specifications, standards, contract data requirements lists, and statements of work. This is required for the acquisition of the full range of logistics data and services needed for life-cycle support of new ships, weapons systems and equipment. These documents shall prescribe requirements for data and services in the following typical areas:

(1) Integrated Logistics Systems (ILS) policies and procedures including ILS plans and assessment requirements.

(2) Configuration management, including configuration status accounting systems.

(3) Fleet technical services.

(4) Technical Data, including technical manuals, engineering drawings, planned maintenance system requirements and data management policy and procedures.

(5) Manpower, personnel and training, including training plans, technical training equipment management.

(6) Supply Support, including provisioning and allowance policy, standardization, parts control and support program budgeting.

(7) Support and Test Equipment, including life-cycle equipment management, measurement systems, calibration policy.

b. Assist with the establishment of requirements in individual ILS and Logistics Support Analysis (LSA) plans, contract statements of work, specifications and other documents. This is to assure that the requisite logistic data will be provided in a timely manner and be properly used in planning and executing support for new ships, weapons systems and equipment.

c. Develop, maintain and present training courses to explain and illustrate the logistic support process, its techniques and points of contact to foster understanding and use throughout the support community.

d. Evaluate, on a continuing basis, individual ship and equipment acquisitions to identify and suggest corrective actions for situations and problems which threaten the successful achievement of logistics support objectives and milestones.

e. Assist in establishing readiness objectives and sparing techniques to be used for spares support of individual shipboard equipment. Also assist in communicating these goals to activities responsible for provisioning and logistic support analysis. Finally, assess the retail and wholesale material support provided for equipment to assure readiness goals will be achieved at minimum cost.

f. Participate in logistic assessment reviews for newly designed ACAT I-IV systems and equipment, with particular emphasis on the above listed ILS elements.

g. Ensure, as the Technical Support Activity for designated equipment and systems, the completeness, accuracy and technical integrity of their supply support, and the achievement of prescribed readiness objectives through integrated and optimized organizational, intermediate and wholesale inventories of spares and repair parts.

2. In-Service Logistics. Where tasked, provide a technically oriented, structured and integrated management approach, with appropriate oversight exercised in close coordination with the appropriate Life Cycle Managers and In-Service Engineering activities. The objective of this management is effective and economical support of systems and equipment during their in-service life.

a. Develop, recommend, implement and oversee compliance with standard policies related to technical, logistics, quality assurance and standardization matters.

b. Support the reprocurement of parts and components through a logistical, quality and technical review of all available data. This review is to include but not be limited to: alternative offer evaluation, acquisition method determination, quality assurance determinations, equipment standardization efforts, procurement specification and purchase description preparation, evaluation of Quality Deficiency Reports and other user feedback, and evaluation of waiver or deviation requests.

c. Where tasked, serve as the technical review, monitoring and approval agent for Level 3 drawings obtained by the HSCs for procurement of spares by the Ships Parts Control Center (SPCC)

or the Defense Logistics Agency (DLA). Act as the central agent for monitoring and coordinating the ordering and delivery of these drawings for competitive spares procurement.

d. Serve as the technical approval agent for technical data packages or procurement specifications used by SPCC/DLA to procure spares parts; develop competitive procurement specifications guidance on spare part procurement or repair initiatives and policy changes when requested.

e. Serve as the Engineering Support Activity for designated Hull, Mechanical and Electrical (HM&E) and electronics equipment.

f. Provide technical and quality assurance support for Level I/SUBSAFE Stock Program material and act as NAVSEA's principal agent in this program.

g. Serve as the life-cycle manager for non-electronic navigation aids.

3. Logistics Evaluation. Monitor and evaluate active Fleet systems logistics data to identify and report on logistic problem areas. As part of this oversight effort, NAVSEALOGCEN will:

a. Evaluate and assess data in 3-M, CASREP, CONAR and other feedback systems to identify equipment specific, ship or systemic logistic deficiencies affecting operational performance. Analyze such data, conferring as necessary with fleet staffs, life-cycle program managers, their technical agents and functional logistic element managers to determine probable causes, referring problems identified, with recommended actions, to the responsible agent for further investigation and formulation of corrective measures.

b. Monitor wholesale supply systems spare and repair part stock position for equipment in service for which increasing fleet populations are occurring, to assure appropriate stocks are being procured to sustain the increased demand resulting from increased populations.

c. Act as the overall NAVSEA Outfitting Program Manager to ensure new construction and active fleet units are properly outfitted with repair parts and equipage items. Develop and implement methodologies to integrate interim supported systems with Navy supply supported systems to achieve systems uniformity at the fleet level. Administer the NAVSEA Logistics Readiness Improvement Program (LRIP), Allowance Change Request and Fleet

COSAL Feedback Report Programs, to identify and implement needed changes in logistics support. As a clearing house for all programs, screen all reports, augmenting them with other available information, and provide recommended resolution to responsible activities. Monitor response to referred problems and implementation of actions resulting from feedback analysis.

d. Administer the High Value Review Program for NAVSEA COSAL Outfitting Account items. Monitor material aspects of equipment acquisitions and installations to ensure that outfitting sites have required information concerning push material, (nonrequisitioned), configuration changes, asset applicability, excess material availability so that proper utilization of the NAVSEA Outfitting Account is made. Provide inputs to the formulation of the Active Ship Outfitting Account and Interim Support budgets. In areas affecting the outfitting account, oversee policy formulation, recommend changes to existing policy, provide guidance and training in areas where there is not adequate adherence to policy.

e. Administer the Logistics Evaluation Tracking System which identifies and hastens the resolution of Fleet logistics systemic problems.

4. Logistics Information and Modeling. Provide support in the design, development and maintenance of logistics-related computer programs, data bases and models as well as the collection and dissemination of the data itself.

a. Develop, plan, maintain and provide oversight for information systems in support of various life-cycle logistics functions. Investigate the need and feasibility for such systems, models and programs; develop prototypes which can be transitioned or resystemized and then exported Command or Navy-wide.

b. Serve as the data administrator for both the ships and aviation 3-M programs and other logistics data systems, as directed, ensuring the technical and system integrity of all associated data bases. Act as the principal point of contact and coordinator for all ship and systems logistics monitoring data and statistics. Perform information resources management planning.

c. Assist in development and implementation of the Command Computer Aided Acquisition and Logistics Support (CALS) initiatives.

d. Act as functional custodian for approved allowance, assessment, and other logistics models. Serve as focal point

for the use, execution or special adaptation of logistics models such as Level of Repair Analysis (LORA) and Availability Centered Inventory Model (ACIM). Represent NAVSEA to other activities employing logistics models.

5. Through its detachment, function as the principal agent for planning, installation and life-cycle support of the shore based technical training equipment under the cognizance of NAVSEA.