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

IN REPLY REFER TO
NAVSEAINST 5450.74
SER 09B/109
19 Jul 94

NAVSEA INSTRUCTION 5450.74

From: Commander, Naval Sea Systems Command

Subj: MISSION AND FUNCTIONS OF THE NAVAL UNDERSEA WARFARE CENTER DETACHMENT, ARLINGTON, VA

Ref: (a) NAVSEAINST 5450.28F

Encl: (1) Functions of the Naval Undersea Warfare Center Detachment, Arlington, VA
(2) Administrative and Management Information

1. Purpose. To announce and document the establishment of the Naval Undersea Warfare Center Detachment, Arlington, VA and to publish its missions and functions in accordance with reference (a).

2. Mission. To support the Naval Undersea Warfare Center (NAVUNSEAWARCEN) by providing guidance and policy in the programming, budgeting and execution of financial and manpower resources and by serving as the representative of the Warfare Center with the Naval Sea Systems Command (NAVSEA), Navy Comptroller, Chief of Naval Operations, the Secretary of the Navy and, as appropriate, with other organizations and officials in the Washington metropolitan area. The detachment will also support the Commander and the NAVUNSEAWARCEN Management Team in strategic planning initiatives originated by NAVSEA. Thirdly, it will provide a point for military personnel liaison with NAVSEA and other national capital region activities in support of the Warfare Center's military personnel management program. Finally, it will execute other responsibilities as assigned by the Commander, NAVUNSEAWARCEN.

3. Status and Command Relationships. The Naval Undersea Warfare Center Detachment, Arlington, VA is a NAVSEA Category 2 detachment in an active status reporting to the Commander, Naval Undersea Warfare Center. The detachment's chain of command and other organizational relationships are as follows:

a. Chain of Command:

Echelon	
1	Chief of Naval Operations
2	Commander, Naval Sea Systems Command
3	Commander, Naval Undersea Warfare Center
4	Director, Naval Undersea Warfare Center Detachment, Arlington, VA

b. Area Coordination: Commandant, Naval District Washington

4. Tenant and Support Relationships. The detachment is a tenant of, and receives a wide variety of support from, NAVSEA Headquarters.

5. Functions and Tasks. The functions and tasks of the Naval Undersea Warfare Center Detachment, Arlington, VA are contained in enclosure (1).

6. Action. In accomplishing the assigned mission, the Director, Naval Undersea Warfare Center Detachment, Arlington, VA will ensure performance of the functions and tasks listed in enclosure (1). The administrative information shown in enclosure (2) will be in effect until changed by a NAVSEA notice or other appropriate documentation. Send recommended changes via the chain of command to Commander, Naval Undersea Warfare Center.

G. R. STERNER

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FUNCTIONS OF THE NAVAL UNDERSEA WARFARE CENTER DETACHMENT, ARLINGTON, VA

1. Provide guidance and policy interpretation to Naval Undersea Warfare Center (NAVUNSEAWARCEN) Divisions in regard to the programming, budgeting and execution of financial and manpower resources.

2. Provide advice and counsel to the Commander and Technical Director of NAVUNSEAWARCEN in the business and resources management aspects of Center operations.

3. Serve as NAVUNSEAWARCEN advocate for resources with NAVSEA, the Navy Comptroller (NAVCOMPT), Chief of Naval Operations (OPNAV), Office of the Secretary of the Navy and higher echelons; represent Center interests and requirements.

4. Participate in calls for POM and budget submissions; review, analyze, and defend submissions. Coordinate and prepare reclamas and represent the Center at reviews and hearings.

5. Maintain a database of Center resources; perform analyses on status, requirements, etc.; keep the Commander and Technical Director abreast of status and issues; prepare reports and presentations as required.

6. Monitor execution of resources; take/coordinate actions to balance resources with requirements and directed controls. Coordinate and defend mid-year review and other current-year requirement submissions.

7. Participate in the resource aspects of Base Realignment and Closure (BRAC) deliberations and submissions. Monitor status of resources, and support the Divisions in the execution requirements.

8. Coordinate and review financial and manpower reports; analyze and present recommendations to NAVUNSEAWARCEN management.

9. Oversee actions required to meet resource constraints, including hiring freezes, Reduction In Force (RIF) approvals, unique financial restrictions, etc.

10. Develop improved and innovative concepts in business and resource management for NAVUNSEAWARCEN.

11. Maintain liaison via the chain of command with the Assistant Secretary of the Navy for Research, Development and

Acquisition staff, NAVCOMPT, OPNAV, Program Executive Officers and Direct Reporting Program Managers, SEA 09B, 09M , 01, etc. on a regular basis to advocate NAVUNSEAWARCEN matters and keep abreast of issues, plans and actions which may affect the Center.

12. Keep abreast of the resource aspects of functional transfers within and outside the Center.

13. Act as COMNAVUNSEAWARCEN liaison on Naval Undersea Museum matters providing direct support to OPNAV. Coordinate and execute assignments with Command executives and senior policy and program officials within the Department of the Navy. Maintain liaison and coordination with the Naval Undersea Museum Foundation.

14. Perform in-depth research and investigative follow-up action on matters of interest to COMNAVUNSEAWARCEN.

15. Provide direct administrative and program management support to the NAVUNSEAWARCEN Commander, Chief of Staff, and Division Managers.

16. Represent Center Management at meetings, briefings, etc., as appropriate.

17. Provide current and future mission advice and counsel to the NAVUNSEAWARCEN Commander and Technical Director.

18. Develop NAVUNSEAWARCEN Baseline, including the identification of core technical capabilities, business base, support infrastructure and talent base.

19. Support the NAVUNSEAWARCEN Management Team in strategic planning initiatives.

20. Assist in the development of a framework for strategic downsizing.

21. Serve as the corporate strategist and principal point of contact for the Base Realignment and Closure processes.

22. Serve as the bridge between the Surface and Undersea Warfare Centers and develop strategies of mutual interest and benefit.

23. Ensure the Center's corporate strategy is consistent with the Defense Management Report Decision process, Navy vision, goals, etc.

ADMINISTRATIVE AND MANAGEMENT INFORMATION

1. Abbreviated Name of Activity/Plain Language Address:

   NAVUNSEAWARCEN DET WASHINGTON DC

2. Mailing Address:

   Director
   Naval Undersea Warfare Center Detachment
   2531 Jefferson Davis Highway
   Arlington, VA 22242-5160

3. Title of Military or Civilian Head of the Activity:

   Director, Naval Undersea Warfare Center Detachment

4. Chain of Command:

   a. Echelon
      1 Chief of Naval Operations
      2 Commander, Naval Sea Systems Command
      3 Commander, Naval Undersea Warfare Center
      4 Director, Naval Undersea Warfare Center Detachment, Arlington, VA

   b. Area and local coordination:

      Commandant, Naval District Washington

5. Unit Identification Code:

   68965

6. Telephone Numbers:

   Commercial 703-602-8466
   DSN: 332-8466