



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HIGHWAY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 5450.78  
Ser 09B/012  
9 Feb 95

### NAVSEA INSTRUCTION 5450.78

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF SUPERVISOR OF  
SHIPBUILDING, CONVERSION AND REPAIR, PUGET SOUND, WA

Ref: (a) NAVSEAINST 5450.28F  
(b) OPNAVNOTE 5450 of 8 Aug 94  
(c) NAVSEAINST 5450.36

Encl: (1) Functions and Tasks for Supervisor of Shipbuilding,  
Conversion and Repair, Puget Sound, WA  
(2) Administrative and Management Information

1. Purpose. To effect a change in the name and mailing address of SUPSHIP Seattle and to document its mission in accordance with reference (a).

2. Background. Reference (b) announced the relocation of subject organization effective 8 August 1994.

3. Discussion. Relocation was necessary for continuous support of the newly-homeported Battle Group at Naval Station Everett.

4. Action. Effective immediately, the mailing address of subject organization will be changed to:

Supervisor of Shipbuilding,  
Conversion and Repair, USN  
2802 Wetmore Avenue  
Everett WA 98201-3518

5. Mission. The mission of Supervisor of Shipbuilding, Conversion and Repair, USN, which was in reference (c), is as follows:

To administer Navy Department and other Department of Defense shipbuilding, design, conversion, and facility contracts at assigned private shipyards; to procure and administer overhauls, repairs, alterations, activations and inactivations performed on naval ships at private yards under Master Contract for Repair and Alteration of Vessels or other suitable contract type; to allocate unscheduled overhauls between government and private ship repair yards, and to perform such other functions as may be directed by higher authority.

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6. Status and Command Relationships: SUPSHIP Puget Sound is a shore activity in active, fully operational status under a Supervisor of Shipbuilding, Conversion and Repair.

a. Command:

Echelon

- 1 Chief of Naval Operations
- 2 Commander, Naval Sea Systems Command
- 3 Commanding Officer, Supervisor of Shipbuilding, Puget Sound

b. Area Coordination: CINCPACFLT

c. Local Coordination: COMNAVBASE SEATTLE

7. Functions. The functions and tasks of SUPSHIP Puget Sound, WA are contained in enclosure (1). Enclosure (2) contains basic administrative management information.



E. S. MCGINLEY, II  
Commander  
Acting

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FUNCTIONS AND TASKS FOR  
SUPERVISOR OF SHIPBUILDING, CONVERSION AND REPAIR  
PUGET SOUND, WA

A. Administer Department of the Navy and other Department of Defense shipbuilding, design, conversion, and facility contracts at assigned private shipyards.

B. Procure and administer overhauls, repairs, alterations, activations and inactivations performed on naval ships at private yards under Master Ship Repair Agreement and Agreement for Boat Repair or other suitable contract type.

C. Perform contract administration services for all Department of Defense contracts awarded to plants assigned in accordance with the plant cognizance program.

D. Conduct engineering, technical, and design oversight, evaluation, and surveillance to the extent necessary to evaluate contractor performance in the areas of design development and production during construction on contracts assigned Administrative Contracting Officer responsibility.

E. Budget, administer, and account for funds required for planned direct operations and projects assigned and accepted. Obtain, administer, and account for funds required for customer-funded operations and projects assigned and accepted.

F. Monitor and evaluate integrated logistics support, including supply support, technical documentation, training and Fleet introduction interface, procurement of Government Furnished Material (GFM), and the outfitting of ships.



FEB 09 1995

ADMINISTRATIVE MANAGEMENT INFORMATION

1. Plain Language Address (PLAD/Abbreviated Name of Activity)  
SUPSHIP PUGET SOUND WA
2. Mailing Address:  
Supervisor of Shipbuilding  
Conversion and Repair, USN  
2802 Wetmore Avenue  
Everett WA 98201-3518
3. Title of Military Head of Center:  
Supervisor of Shipbuilding
4. Chain of Command:
  - a. Echelon
    - 1 Chief of Naval Operations
    - 2 Commander, Naval Sea Systems Command
    - 3 Supervisor of Shipbuilding,  
Conversion and Repair
  - b. Area Coordinator: CINCPACFLT
  - c. Local Coordinator: COMNAVBASE SEATTLE
5. Unit Identification Code (UIC): 62799
6. Standard Navy Distribution List (SNDL): FKP8
7. Phone Numbers: Commercial: (206) 304-5829  
A/V or DSN: 727+ Suffix