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

IN REPLY REFER TO
NAVSEAINST 5450.117
Ser 53/087
8 Dec 00

NAVSEA INSTRUCTION 5450.117

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF THE NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY (NAVORDSAFSECACT), INDIAN HEAD, MD

Ref: (a) OPNAVNOTE 5450 Ser 09B22/9U507634 of 23 Sep 99
(b) NAVSEAINST 5450.28F

Encl: (1) Functions and Tasks of the Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT)
(2) NAVORDSAFSECACT Organization
(3) Administrative and Management Information

1. Purpose. To issue the mission, functions, tasks and organizational information for the Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT). NAVORDSAFSECACT was established coincident with the disestablishment of the Naval Ordnance Center (reference (a)) in order to provide a continuing Navy focus and technical authority on safety and security for ordnance and explosives. This instruction is in accordance with the requirements of reference (b).

2. Cancellation. NAVSEA Instruction 5450.72A of 10 June 1996.

3. Mission Statement. To promulgate and enforce Department of the Navy (DON) explosives safety, ammunition and explosives physical security policy, directives and standards; to act as the DON technical authority for explosives safety and the principal authority on all matters related to naval ordnance transportation safety and security policy worldwide; to develop and implement the DON explosives safety program; to develop and implement the DON Insensitive Munitions (IM) Program; to provide Navy ordnance environmental program support; to provide management of the Naval Sea Systems Command Ordnance Quality Evaluation Program, and to perform all other functions and tasks as may be assigned by higher authority.

4. Status and Command Relationships. The Naval Ordnance Safety and Security Activity (NAVORDSAFSECACT) is a Naval Sea Systems Command shore activity in an active operating status under a Commanding Officer.

0693-LD-100-1673

a. Command:

Echelon

1	Chief of Naval Operations, Washington, DC
2	Commander, Naval Sea Systems Command, Washington, DC
3	Commanding Officer, Naval Ordnance Safety and Security Activity, Indian Head, MD

b. Area/Regional Coordinator: Commandant, Naval District, Washington, DC

5. Functions and Tasks. The functions and tasks of the NAVORDSAFSECACT are contained in enclosure (1). Enclosure (2) shows the organizational structure and the basic reporting relationships within the NAVORDSAFSECACT. Enclosure (3) provides pertinent administrative and management information.

6. Action. In accomplishing the assigned mission, NAVORDSAFSECACT will ensure performance of the functions and tasks listed in enclosure (1). Recommended changes should be sent to Commander, Naval Sea Systems Command (SEA 53).

G. P. NANOS, JR.

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FUNCTIONS AND TASKS OF THE NAVAL ORDNANCE SAFETY AND SECURITY ACTIVITY (NAVORDSAFSECACT)

1. Manages the Department of the Navy Weapons and Explosives Safety, Security and Ordnance Transportation Safety Programs.

2. Provides weapons system safety review for all conventional expendable ordnance employed by naval forces.

3. Exercises management and technical control of the Explosives Safety Support Offices Atlantic and Pacific.

4. Provides the Chair and the secretariat for the CNO-mandated Weapons Systems Explosives Safety Review Board (WSESRB).

5. Provides the Chair and a technical representative for the CNO-mandated Ammunition and Hazardous Materials (AMHAZ) Handling Review Board.

6. Acts as the Navy technical authority for Hazards of Electromagnetic Radiation to Ordnance (HERO) safety issues, and for lightning and electrostatic safety, by providing technical support in determining the requirements for, and certifying the electrostatic and electromagnetic safety of, weapons systems ashore and afloat.

7. Provides technical review for the CNO for all Navy facility site plans (worldwide) at or adjacent to activities where explosives are stored, handled, or maintained, prior to forwarding of such site plans to DOD Explosives Safety Board for approval.

8. Investigates and analyzes accidents related to explosives safety, safety equipment malfunctions, and program deficiencies to determine circumstances and causes; formulates remedial measures, develops and implements NAVSEA accident prevention campaigns, when appropriate.

9. Conducts Explosives Safety inspections of all shore activities, and ordnance readiness reviews of all ships, where ordnance is handled or stored to ensure compliance with appropriate directives.

10. Provides coordinated direction and support for the collection of Explosives Safety inspection discrepancy information to support program analysis.

11. Provides appropriate communication and information sources to ensure explosives safety awareness at all echelons.

12. Provides explosives safety technical assistance ashore and afloat.

13. Provides coordinated direction and support to the Defense Ammunition Center (DAC) to ensure that centralized formal safety and ordnance transportation training is provided to Navy personnel in the area of explosive safety.

14. Establishes and implements technical standards, regulations, instructions, and publications for Navy Explosives Safety Programs and Ordnance Transportation.

15. Reviews all requests originating within DON for exemptions and waivers from established explosives safety criteria and advises CNO as to the technical validity of such requests.

16. Provides program management, technical, and administrative support for the Navy Ordnance Environmental Support Office.

17. Supports the establishment of ordnance environmental directives, and instructions. Serves as the NAVSEA single point of contact for ordnance environmental matters.

18. Participates in NAVSEA Echelon II Environmental Compliance Evaluations (ECE) by providing ordnance environmental expertise.

19. Provides the Program Manager for NAVSEA ordnance environmental funding.

20. Provides technical input to CNO and implements Navy guidance for ordnance transportation safety and security policy.

21. Manages the Arms, Ammunition, and Explosives Physical Security Program for the Navy.

22. Reviews and approves all ordnance physical security waivers as a delegated echelon II responsibility.

23. Serves as the Navy single point of contact for ordnance transportation safety and security matters.

24. Develops policy on transportation accident prevention and emergency response procedures involving conventional DOD munitions and explosives.

25. Assigns and ensures correct usage of Security Risk Codes (SRC) and other ordnance transportation data.

26. Develops policy and procedures for the shipment of DOD and commercial explosives utilizing US Navy ports. Grants port clearances for US and foreign flag commercial and military ships.

27. Coordinates renewal of DOT exemptions, Competent Authority Approvals (CAAs), Certificates of Equivalencies (COEs), and waivers used for the movement of highly complex explosives and hazardous materials on behalf of all Navy activities.

28. Acts as the 24-hour emergency response point of contact for all Navy and Marine Corps ordnance transportation issues.

29. Provides program technical and administrative support to the NAVSEA flag officer membership to the Navy Insensitive Munitions Council (IMC).

30. Provides program technical and administrative support to the Chair of the Navy Insensitive Munitions Coordination Group.

31. Reviews all applications for certification or waiver to Insensitive Munitions requirements.

32. Provides management support for the Insensitive Munitions Office, its programs, documentation, and developmental programs.

33. Provides program management for the NAVSEA ordnance quality evaluation program.

34. Maintains a trained cadre of senior officers able to act as on-scene Explosives Safety Observers/Advisors for unified CINCs, commanding officers of ammunition loading facilities/bases and forward area commanders establishing new ammunition handling facilities.

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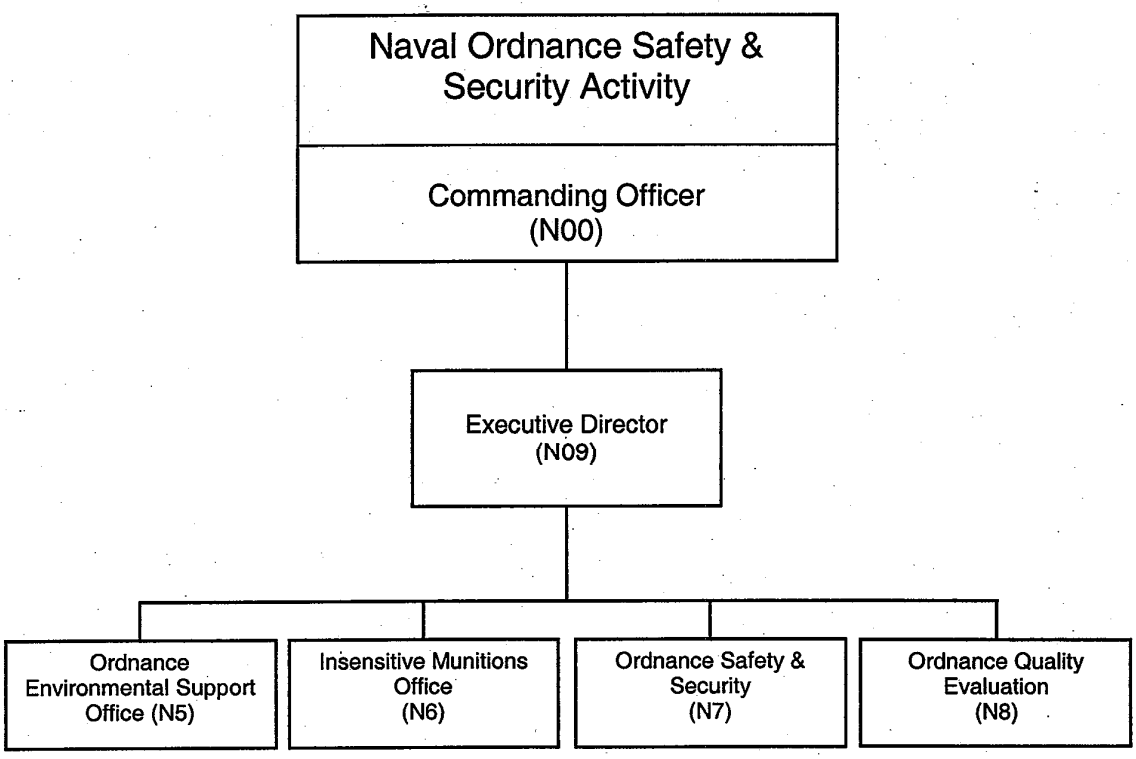
NAVORDSAFSECACT Organization



ADMINISTRATIVE AND MANAGEMENT INFORMATION

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

NAVORDSAFSECACT INDIAN HEAD MD

2. Mailing Address:

Commanding Officer
Naval Ordnance Safety and Security Activity
Farragut Hall, Bldg D323
23 Strauss Avenue
Indian Head, MD 20640-5555

3. Title of Military Head:

Commanding Officer

4. Chain of Command:

a. Echelon:

1 Chief of Naval Operations, Washington, DC
2 Commander, Naval Sea Systems Command, Washington, DC
3 Commanding Officer, Naval Ordnance Safety and Security Activity, Indian Head, MD

b. Area/Regional Coordinator: Commandant, Naval District, Washington, DC

5. Unit Identification Code (UIC):

68963

6. Standard Navy Distribution List (SNDL):

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7. Phone Numbers:

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