



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO
NAVSEAINST 3030.3
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NAVSEA INSTRUCTION 3030.3

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND HEADQUARTERS RECONSTITUTION
PLAN

Ref: (a) OPNAVINST 3030.5C
(b) NAVSEAINST 3030.1A
(c) Federal Continuity Directive -1 of 17 Jan 2017
(d) OPNAVINST 5450.340A
(e) CNICINST 5450.7
(f) OPNAVINST 5450.348A

Encl: (1) Reconstitution Procedures

1. Purpose. To provide guidance and direction for resuming normal operations at Naval Sea Systems Command (NAVSEA) Headquarters (HQ) primary operating facility (POF), a temporary operating facility, or a permanent replacement operating facility following the execution of continuity operations, per references (a) and (b). For the purpose of this instruction POF is defined as buildings 176, 197, 201, and 218 onboard the Washington Navy Yard. This instruction includes guidance to ensure the effective transition and phase-down of continuity operations at alternate operating facilities (AOF) or approved telework sites and the corresponding transfer of essential functions, personnel, and equipment back to the primary operating facility.

2. Background

a. Reference (c) defines reconstitution as the fourth and final phase of COOP, and is the process by which surviving and/or replacement personnel resume normal operations. Reconstitution has four sub phases: 1) Pre-Event Preparedness; 2) Deliberate Planning; 3) Reconstitution Operations; and 4) End of Reconstitution. Enclosure (1) identifies procedures ensuring an efficient return to normal operations.

b. There are four distinctive reconstitution planning levels: 1) Normal- NAVSEA's POF has suffered no damage or has been minimally damaged; 2) Repair- NAVSEA's POF has been moderately damaged; 3) Replace- NAVSEA's POF has been destroyed or damaged beyond repair; and 4) Relocate - The geographically area of NAVSEA's POF has been made uninhabitable.

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3. Discussion. NAVSEA has the ability to reconstitute without external assistance during planning level normal, only. External assistance and support would be required for repairing, replacing or relocating NAVSEA's POF.

a. Per reference (d) Commander, Naval Installations Command (CNIC) is the Area Coordinator, and Commandant, Naval District Washington (NDW) is the Regional Coordinator.

b. Per reference (e) NDW oversees all matters of facility sustainment, restoration and modernization; investment and military construction; real estate; facility Service issues.

c. Per reference (f) Naval Facilities Engineering Command (NAVFACENGCOM) provides disaster recovery for all natural and man-made disasters, including initial damage assessments, cost estimates, and contract support for CNIC installations.

4. Applicability. This instruction applies to NAVSEA HQ Directorates and affiliated Program Executive Offices (PEO), and NAVSEA Warfare Center Headquarters (WCHQ). This instruction does not apply to Nuclear Propulsion (SEA 08).

5. Responsibilities

a. Commander, Naval Sea Systems Command (SEA 00) or successor will approve and, when necessary, activates the NAVSEA HQ Reconstitution Plan.

b. NAVSEA Chief of Staff is designated the Reconstitution Manager for NAVSEA HQ and will:

(1) Establish and document a priority-based, phase approach to reconstitution.

(2) Manage the development and maintenance of NAVSEA HQ Reconstitution Plan and related documentation.

(3) Establish training requirements for Reconstitution Team members.

(4) Coordinate NAVSEA HQ's reconstitution requirements with CNIC, NDW, and NAVFACENGCOM leadership.

c. NAVSEA Continuity Planning Officer will:

(1) Coordinate the integration of reconstitution plans with other continuity of operations plans.

(2) Serve as NAVSEA HQ subject matter expert in continuity and reconstitution practices, and provide administrative support to the Reconstitution Manager.

(3) Identify appropriate courses and training materials to assist the Reconstitution Manager in training the Reconstitution Team.

(4) Incorporate reconstitution objectives into continuity exercises.

(5) Design and conduct training and exercises for reconstitution personnel.

d. NAVSEA HQ Deputy Commanders, affiliated PEOs, and WCHQ will designate at a minimum two members of their staff to serve as a Reconstitution Manager and a Reconstitution Planner for their Directorate/PEO and submit name and contact information to the NAVSEA Reconstitution Manager.

e. Directorate, PEO, and WCHQ Reconstitution Managers and Planners will:

(1) Develop and maintain a Directorate/PEO Reconstitution Plan.

(2) Document and maintain Directorate/PEO space requirements utilizing GSA SF 2050 Reconstitution Questionnaire and submitting completed documents to the Reconstitution Manager.

(3) Develop and maintain a contact list for key personnel internal and external to their organization.

(4) Develop procedures for an orderly move to the original or replacement POF.

(5) Establish and document a process for assessing the readiness of the original or replacement workspaces.

(6) Develop procedures to verify all organizational systems, communications, and required capabilities are available and operational

(7) Develop procedures for resuming normal operations at the original or replacement operating facility.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of

the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/ Approved %20Record %20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17 A, SEA OEM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10 year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. GSA SF 2050 (Rev 05/2014) Reconstitution Questionnaire can be accessed from the General Services Administration (GSA) Web site at <https://www.gsa.gov/reference/forms#>.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only, via the NAVSEA Public Website located at <https://www.navsea.navy.mil/Resources/Instructions/>

RECONSTITUTION PROCEDURES

1. Concept of Operations. NAVSEA HQ concept for reconstituting following a continuity event divides activities into four phases: 1) Pre-Event Preparedness; 2) Deliberate Planning; 3) Reconstitution Operations; and 4) End of Reconstitution.

2. Phase One Pre-Event Planning Phase actions:

- a. Identify and appoint a NAVSEA HQ Reconstitution Manager.
- b. Identify HQ Directorate and PEO Reconstitution Managers to assist the HQ Reconstitution Manager in developing, maintaining, and executing the Reconstitution Plan.
- c. Identify HQ Directorate and PEO Reconstitution Planners to assist their respective Reconstitution Manager in planning efforts.
- d. Train the NAVSEA HQ Reconstitution Team in reconstitution principles and requirements.
- e. Identify organizational space requirements, communication requirements, and other required capabilities.
- f. Develop equipment recovery and salvage checklists.
- g. Develop an approach to inform personnel regarding the resumption of normal operations.
- h. Develop a process for assessing the readiness of the original or replacement operating facility.
- i. Exercise reconstitution at least biennial as part of the overall Continuity Test, Training, and Exercise Program.
- j. Develop guidance for conducting after action reviews, developing the after action report and improvement plan.
- k. Develop and implement Reconstitution Team operating procedures.

3. Phase Two Deliberate Planning Actions:

- a. Activate AOF per continuity plans.

- b. Execute Continuity Plans.
 - c. Activate the Emergency Relocation Staffs.
 - d. Assemble Reconstitution Staff at a safe location, in close proximity to the event.
 - e. Coordinate with CNIC, NDW, and NAVFACENGCOM to perform a damage assessment of the POF.
 - f. Identify the Reconstitution Planning Level:
 - (1) Normal
 - (2) Repair
 - (3) Replace
 - (4) Relocate
4. Phase Three Reconstitution Operations:
- a. Coordinate with CNIC, NDW, and/or NAVFACENGCOM to salvage and recover equipment.
 - b. If applicable coordinate with CNIC, NDW, and/or NAVFACENGCOM to schedule/complete repairs and/or suitable temporary operating facilities.
 - c. In coordination with CNIC, NDW, and/or NAVFACENGCOM conduct a safety and health assessment of the POF.
 - d. Reoccupy POF, move to a temporary facility, or new operating facility.
 - e. Phase down operations at alternate facilities, develop return plan based upon the incident and facility.
 - f. Cease continuity operations at AOF and transfer essential functions.
 - g. Identify records affected by the incident and transition or recover essential records and databases.

h. Implement alternate operating facility shut down plan.

5. Phase Four End of Reconstitution:

- a. Conduct normal operations.
- b. Conduct hot wash.
- c. Conduct After Action Review Meeting.
- d. Develop after action report.
- e. Develop improvement plan.
- f. Review and update Reconstitution Plan.
- g. Review and update checklists.
- h. Return to Phase One.