

SUBJ: APPLICATION for Master Ship Repair Agreement (MSRA)

ENCL: (1) NAVSEA Instruction 4280.1A of 17 Feb 2021

(2) Standard Form 17

To qualify for an MSRA, a contractor must be primarily engaged in ship repair work.

Issuance and control of MSRA's are centralized in Headquarters, Naval Sea Systems Command (NAVSEA). The eligibility requirements for obtaining an MSRA are included in enclosure (1).

Prospective MSRA contractors must provide sufficient documentation to the COMMANDER, NAVY REGIONAL MAINTENANCE CENTER (CNRMC) to demonstrate their firm meets the requirements of enclosure (1); forward application with completed copies of enclosure (2) to:

CNRMC, Attention: Code 400

9170 Second St., Suite 245, Bldg. CEP-200

Norfolk, VA 23511

Companies will need to provide a copy of a recent Financial Audit of your firm to determine whether you are in good standing to perform Government contracts. If your company is in favorable financial condition, a review of your firm's application will be performed. If all applicable requirements have been submitted, an on-site survey of your facility will be scheduled. If anything is missing from your application, CNRMC will reach out for that information in order to perform the site visit and to fully determine all requirements can be met. Then the assigned RMC Contracting Officer will request a Financial Capability Evaluation from the local DCMA to complete the review and recommendation. Prior to performing this survey, the following information must also be submitted to CNRMC, 1 hard copy and 1 electronic file via CD-ROM.

a. List of company officers and principal stockholders, partners or owners of the firm (fill out enclosure (2)).

b. Name and personal resumes of all management, engineering, production and technical personnel including:

- (1) Education
- (2) Ship repair experience
- (3) Dates of employment with your firm and previous employers
- (4) Special training or qualifications

c. Organizational chart – The chart is to show each management, technical, engineering and production position from the highest company level to the lowest supervisory level. Also, include descriptions of each position listed, fully describing the duties, responsibilities, authority and names of the individuals filling the positions.

d. List of current production personnel employed with indications of trade knowledge and skill level (skilled, semi-skilled and unskilled). If increases are anticipated, indicate which trades will be affected.

- e. Statement of types of work your firm proposes to perform.
- f. Description of how the firm will coordinate, control, interface and progress work (including that of subcontractors). If increases are anticipated, indicate which trades will be affected.
- g. Current plot of facility.
- h. List of all plant equipment (type, size and capacity) including major machine tools, equipment and material handling equipment (fill out enclosure (2)).
- i. Proof of ownership or a lease agreement of committed access to a pier in the immediate homeport area, IAW the current CNRMCINST 4280.1
- j. List of previous commercial of Government jobs/contracts. Indicate the agency and contract numbers for Government work. State type of work involved and magnitude of the job.
- k. Description of a property control system for receiving, handling and disposing of purchased materials. Include a description of facilities available for storage and safekeeping of material.
- l. Description of the firm's Inspection and Quality Assurance organization and written inspection procedures to control, monitor and implement the system.
- m. Description of your purchasing staff and procedures. Include a plan for maintaining status of outstanding material.
- n. Evidence of ability to obtain General Liability insurance in accordance with contract requirements for any awarded contract and Worker's Compensation insurance
- o. Fire protection plan.
- p. Heavy weather plan.
- q. Procedures and facilities to meet the legal requirements for removal, storage, and disposal of hazardous material/waste and an appropriate state/federal agency issued hazardous waste generator number.

If it is determined that you possess the necessary qualifications, an MSRA may be awarded.

