

SUBJECT: APPLICATION FOR MASTER SHIP REPAIR AGREEMENT (MSRA)

An MSRA contractor must be a company engaged in ship repair. It must possess an organization capable of the full scope of planning, engineering, quality control, shipboard/off ship production, and component/systems testing and trials. MSRA contractors must be capable of performing 55% of a complex repair and alteration work package.

Issuance and control of MSRAs 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 that your firm meets the requirements of enclosure (1).

To apply for an MSRA you must submit completed copies of enclosures (2) to:

CNRMC, Attn: Code 400

9170 Second St., Norfolk, VA 23511

Companies will need to provide proof of Financial Capability audit of your firm to determine whether you are capable of performing Government contracts. If your company is in favorable financial condition, an on-site survey of your facility will be scheduled. Prior to performing this survey, the following information must be submitted to CNRMC, in duplicate:

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, 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, and equipment, and material handling equipment (fill out enclosure (2)).

i. Evidence of ownership or committed access to a pier in the immediate homeport area.

j. List of previous commercial or Government jobs which are similar to work you desire. Indicate the agency and contract number on Government work. State type of work involved and magnitude of 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.

Enclosures: 1. NAVSEA Instruction 4280.1 of 2 July 15  
2. Standard Form 17