Chapter 1 – SUPSHIP Mission and Organization

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References

(a) NAVSEAINST 5450.36C, Mission, Functions, and Tasks of the Supervisors of shipbuilding, Conversion, and Repair, USN

(b) NAVSEAINST 5400.95G, Waterfront Engineering and Technical Authority

(c) OPNAVINST 5400.44A, Navy Organizational Change Manual

(d) U.S. Navy Regulations

(e) Federal Acquisition Regulation (FAR), Part 42 – Contract Administration and Audit Services

(f) NAVSEAINST 5400.117A, COMNAVSEASYSCOM Inspector General Roles and Responsibilities Enterprise Organizational Structure

(g) DoD Directive 5000.01, Defense Acquisition System

(h) DoD Instruction 5000.02, Operation of the Adaptive Acquisition Framework

(i) SECNAVINST 5400.15C, Department of the Navy Research and Development, Acquisition, Associated Life Cycle Management, and Logistics Responsibilities and Accountability

(j) OPNAVINST 5420.117A, Resources and Requirements Review Board and the Naval Capabilities Board

(k) Joint Fleet Maintenance Manual (JFMM)

(l) OPNAVINST 4700.8L (Chg 1), Trials, Acceptance, Commissioning, Fitting Out, Shakedown, and Post Shakedown Availability of U.S. Naval Ships Undergoing Construction or Conversion

(m) NAVSEAINST 5730.1E, Legislative and Congressional Matters

(n) NAVSEAINST 7500.1C, Audits of NAVSEA by External Audit Organizations (EAOS)

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Chapter 1 – SUPSHIP Mission and Organization

1.1 SUPSHIP Mission, Functions, and Organizational Relationships

1.1.1 Introduction

Shipbuilding is a team activity. It involves numerous Government activities, hundreds of contractors and vendors, and thousands of people involved in the planning, design, contracting, material procurement, logistics, construction, testing, and acceptance of even the smallest Navy combatant ship. And while millions of manhours and many millions of dollars are expended before a construction contract is even awarded, the ultimate focus is on the waterfront, with the entire team supporting its principal member, the shipbuilder.

The Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPs) are the Navy's team member on the waterfront. Co-located with major U.S. shipbuilders, the SUPSHIPs play a vital role in the Navy's shipbuilding programs, overseeing all ship construction at the contractors' facilities, exercising waterfront contracting and technical authority, and authorizing contractor progress payments in excess of $14 billion annually.

1.1.2 SUPSHIP Mission

Per NAVSEAINST 5450.36C, reference (a), the SUPSHIP mission is to independently administer and manage the execution of Department of Defense (DoD) contracts awarded to assigned commercial entities at the contractors' facilities in the shipbuilding and ship repair industry. In addition to fulfilling mission requirements at their locations in private shipyards, SUPSHIPs are permitted to accept and perform non-mission tasks related to shipbuilding or ship repair on a reimbursable basis.

1.1.2.1 Command Involvement in Contract Administration

It is important to recognize that contract administration is the foundation for virtually every aspect of the SUPSHIP mission. All SUPSHIP departments have a role in contract administration, and it is the responsibility of the Supervisor, with the advice and counsel of the Chief of the Contracting Office (CCO) and other department heads, to establish a command policy for administering contracts under SUPSHIP purview. This policy may be codified in a single document or in a variety of local instructions and departmental directives. In general, the command's contract administration policy should:

- Recognize the importance of contract administration in accomplishing the command mission.
- Provide the means for ensuring command personnel are adequately trained and qualified.
- Focus command actions on identifying and resolving problems at the earliest opportunity.

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- Implement actions to prevent or mitigate contractor claims and constructive changes.
- Emphasize the importance of effective communications and cooperative engagement with shipbuilders and other stakeholders, with a focus on resolving problems, improving processes and avoiding adversarial relationships.
- Hold the command and stakeholders accountable for their contractual obligations.
- Identify departmental responsibilities in support of contract administration and ensure local instructions provide appropriate guidance and direction.
- Provide for monitoring, analysis, and documentation of shipbuilder deficiencies, and identify negative trends that may call for closer scrutiny.
- Maintain forward-looking attention on contract performance and promptly advise stakeholders of conditions that may adversely affect contract cost, schedule, quality or other significant contract requirements.

Additionally, although contract procurement functions may lie outside the SUPSHIP's mission, it is usually in a SUPSHIP's best interest to provide pre-award support to the Procuring Contracting Officer (PCO), when tasked, with supporting functions such as specification review, proposal evaluation, and pre-award surveys. SUPSHIP's waterfront expertise and firsthand knowledge of shipbuilder strengths, weaknesses, and capabilities is a valuable resource to the PCO in preparing for contract award. Performing these functions also gives a SUPSHIP the opportunity to identify errors or voice concerns with contracts that they may ultimately be administering.

See Chapter 3, Contracting and Contract Administration, for more information on contract administration. Other SOM chapters identify the role of other SUPSHIP departments and divisions in providing contract administration support for their functional areas.

1.1.3 SUPSHIP Functions and Tasks

SUPSHIPs perform the following functions and tasks in support of assigned shipbuilding and ship repair contracts:

a. Serve as DoD's designated Contract Administration Office (CAO) responsible for performing Contract Administration Services (CAS) for all DoD contracts awarded to assigned contractors at the contractors' facilities.

b. Enforce contract requirements, ensuring contractors and the Government satisfy their contractual obligations.

c. Work with contractors and Government activities to facilitate greater quality and economy in the products and services being procured.

d. Manage the complexities and unique demands of ship construction and ship repair projects by performing the following non-CAS functions for Navy Program Executive Offices (PEOs), the Fleet, and NAVSEA headquarters:

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(1) Project Oversight: Coordinate response to non-contractual emergent problems; coordinate activities of pre-commissioning crews, Ship's Force and other Government activities; communicate with customers and higher authority regarding matters that may impact project execution.

(2) Technical Authority: Execute the technical authority responsibilities of Waterfront Chief Engineer (CHENG) per NAVSEAINST 5400.95G**, reference (b). Serve as NAVSEA's waterfront technical authority responsible for providing Government direction and coordination in the resolution of technical issues.

(3) Contract Planning and Procurement: Participate in acquisition planning and pre-award activities, including assessment of contractor qualifications.

1.1.4 Standard SUPSHIP Organization

As field activities of NAVSEA, SUPSHIPs are echelon 3 commands operating under the direction of the Deputy Commander, Industrial Operations (NAVSEA 04). Policy, guidance, and resourcing is provided by Director, SUPSHIP Management (NAVSEA 04Z).

Figure 1-1 illustrates the standard SUPSHIP organization. Deviations in the organizational structure above the division level must be submitted to NAVSEA 04Z for approval; changes below the department level do not require NAVSEA 04Z approval. SUPSHIPs must maintain a current copy of the local organization manual and provide subsequent changes to NAVSEA 04Z that include an organization chart for each department down to the division level.

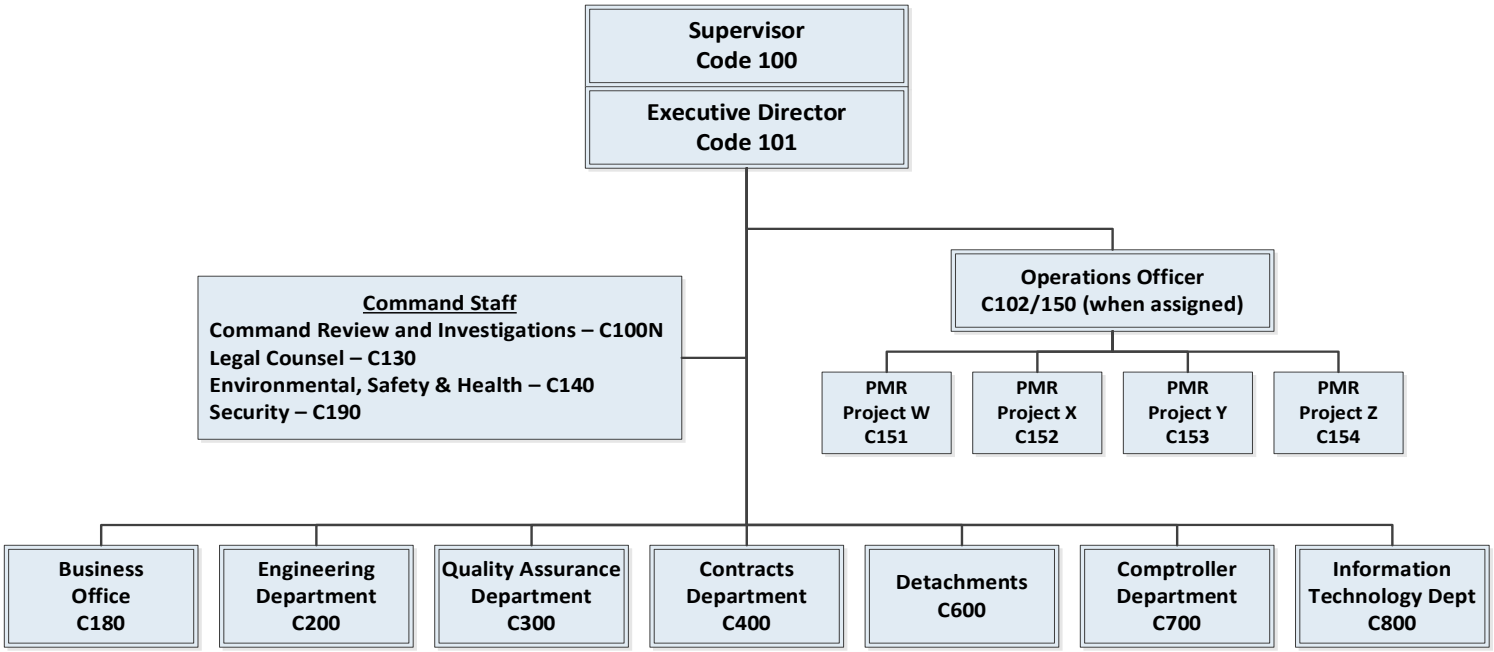

Figure 1-1. Standard SUPSHIP Organization

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1.1.5 SUPSHIP Detachments

Detachments are established to carry out SUPSHIP responsibilities at contractor locations that are geographically separated from a SUPSHIP. Larger detachments are headed by an office-in-charge (OIC) and are structured similar to a SUPSHIP. They are organized to perform those functions that can be performed more effectively and efficiently at the detachment location. When authorized in writing by the Supervisor, a detachment may correspond directly with contractors and NAVSEA on matters related to assigned responsibilities. Smaller detachments, also known as onsite offices, are more limited in their authority and the scope of SUPSHIP functions they perform.

SUPSHIPs seeking to establish or disestablish a detachment should provide appropriate justification and obtain preliminary approval from SUPSHIP Management (SEA 04Z) and the Deputy Commander for Industrial Operations (SEA 04). NAVSEA 10T, the Manpower/Total Force division of Corporate Operations (SEA 10), will assist in determining if the organizational change can be approved by COMNAVSEA or if OPNAV (DNS-33) approval is required in accordance with reference (c), OPNAVINST 5400.44A, the Navy Organizational Change Manual.

1.1.6 NAVSEA/PEO SUPSHIP Council

The NAVSEA/PEO SUPSHIP Council was chartered by NAVSEA to forge a partnership between PEOs and NAVSEA 04, to foster an open exchange of ideas and concerns relative to SUPSHIPs, and to provide a forum where the PEOs can provide advice and advocacy in support of the SUPSHIPs. It has evolved to include all primary NAVSEA stakeholders in order to provide an opportunity to address overall SUPSHIP business matters involving the NAVSEA enterprise. NAVSEA 04 chairs the council meetings with support provided by NAVSEA 04Z. Membership includes representatives from PEO Ships, PEO Attack Submarines, PEO Strategic Submarines, PEO Carriers, PEO Unmanned and Small Combatants (USC), and NAVSEA 01, 02, 03, 05, 07, 08, 10, and 00L.

1.1.7 SUPSHIP Board of Directors (BOD)

The SUPSHIP Board of Directors is comprised of the Supervisors and executive directors from each SUPSHIP, NAVSEA 04Z, and is chaired by NAVSEA 04/04B. The purpose of BOD meetings is to address topics of common interest to the SUPSHIP enterprise and to support strategic planning initiatives. Subject matter experts and other NAVSEA or SUPSHIP representatives may be invited on an ad hoc basis to address topics of interest as called out in the pre-meeting agenda.

NAVSEA 04Z conducts a monthly telephone call with SEA 04, 04B, and the SUPSHIP commanding officers and executive directors to provide “quick look” updates and make operational decisions.

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1.1.8 Standard SUPSHIP Organization - Functional Descriptions by Department

This section presents a generic SUPSHIP organization and addresses those functions that typically comprise SUPSHIP staffing. Organizational structure may vary, however, and as identified in sections 1.1.4, 1.1.5 and Chapter 4, Supervisors have some discretion in utilizing authorized end strength and Full Time Equivalent (FTE) employee manning controls to structure an organization that best supports the mission of the command and its assigned workload.

1.1.8.1 Command Staff

1.1.8.1.1 Supervisor of Shipbuilding, Conversion and Repair (Code 100)

U.S. Navy Regulations, reference (d), imposes responsibilities and grants authorities to commanding officers. A SUPSHIP commanding officer (referred to as the "Supervisor" in this manual), is accountable for executing these responsibilities in addition to ensuring the proper execution of the SUPSHIP mission. Typical duties include:

a. Administering Department of the Navy (DON) and other DoD shipbuilding, design, conversion, and facility contracts at assigned private shipyards.

b. When authorized by NAVSEA 02, procuring and administering modernizations, refits, major repairs, activations, and inactivations performed on naval vessels at assigned private shipyards.

c. Performing contract administration services for all DoD contracts awarded to contractors when assigned by Defense Contract Management Agency (DCMA) in accordance with the Contract Administration Services Directory (CASD). Note that SUPSHIPs may request secondary delegation of CAS functions in accordance with Federal Acquisition Regulation (FAR), reference (e), Part 42.202(e).

d. Carrying out prescribed mobilization logistic planning functions.

e. Providing technical guidance in the above matters, as requested, to all naval activities in the naval region, to the area coordinator, and to the Military Sealift Command (MSC).

f. Assuring communication flow with SEA 04Z regarding high interest items, such as VIP visits, major occurrences, or events that may create news media inquiries.

1.1.8.1.2 Executive Director (Code 101)

The executive director is responsible to the Supervisor for overall coordination and direction of the business operations of the office. Typical duties include:

a. Representing the Supervisor in dealing with contractors, Ship's Force, Type Commanders (TYCOMs), area coordinators, NAVSEA, and other organizations.

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b. Participating in strategic planning for the command and SUPSHIP enterprise.

c. Coordinating and directing, as appropriate, the activities of SUPSHIP departments and staff offices in order to ensure consistent decision-making, methods of operations, and distribution of effort within the organization.

d. Acting as the Supervisor in the absence of the Supervisor.

1.1.8.1.3 Operations Officer

The operations officer (Code 102/150, when assigned) is the senior manager responsible to the Supervisor for the day-to-day operations of the SUPSHIP project offices. The position is responsible for cross-program coordination and project issue resolution, and extends across all ship construction and repair projects under the purview of the SUPSHIP. See Chapter 5 for additional information.

1.1.8.1.4 Project Offices

The primary function of a project office is the overall coordination of SUPSHIP activity with respect to an assigned project. Project offices are normally established for each major new construction program, nuclear refueling overhauls and may be established for major CNO scheduled repair, modernization, refit, or conversion projects. The project office is staffed by personnel assigned by the Supervisor, and will typically include personnel from business review, engineering, quality assurance, contracts, and a representative from the Naval Supply System (NAVSUP) who provides material support. Military assistants may also be assigned. The project office should ideally be located at the contractor's worksite. To the maximum extent possible, personnel assigned to the project should be physically located within the project office.

The project officer is administratively assigned to the SUPSHIP and reports directly to the Supervisor, or the operations officer when assigned. The project officer, through a matrix organizational relationship, tasks the functional organization through the functional managers by identifying requirements and setting priorities. The functional organization retains responsibility for the technical adequacy and timeliness of the work. The project officer may be double-billeted as the Program Manager Representative (PMR) reporting directly to the Program Manager (PM) in addition to the Supervisor.

A detailed discussion of the project management organization is contained in Chapter 5.

1.1.8.1.5 Nuclear Support and Management Staff

Because of their responsibilities for the oversight of nuclear ship and submarine construction, SUPSHIP Groton and SUPSHIP Newport News have specific codes responsible and accountable for nuclear support and management. Examples of the primary duties include:

a. Managing the command's special nuclear material security, transfer and accountability program

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b. Managing the command's radiological controls training and radiation health program

c. Supporting the various project offices with implementing security-related requirements, such as special protection of nuclear materials

d. Supporting the Supervisor as the radiological emergency response area coordinator

1.1.8.1.6 Counsel

The primary function of the counsel is to provide legal advice and services to the Supervisor. A full-time counsel is assigned to each SUPSHIP by the NAVSEA Office of Counsel (NAVSEA 00L) and is under the management control of that office. Typical duties are:

a. Providing legal review and advice to all activity personnel on procurement matters

b. Reviewing, drafting, and interpreting legal documents

c. Participating in the investigation and settlement of claims

d. Coordinating the standards of conduct program

e. Acting as the Supervisor's counsel before all boards, commissions, and courts at hearings inquiring into his/her official duties and actions

1.1.8.1.7 Environmental, Safety, and Health (ESH)

This function manages environmental, safety, and health programs within the SUPSHIP organization and oversees shipbuilder compliance with these programs in accordance with applicable contracts. Chapter 12 addresses the SUPSHIP ESH duties and responsibilities in more detail.

1.1.8.1.8 Security

The security division manages internal SUPSHIP security, including physical security, personnel security, operations security (OPSEC), and the control of classified materials and information. It does not include cybersecurity which falls under the Information Systems function. The Security function also oversees contractor compliance with all contractually invoked security requirements for assigned contracts. Security responsibilities are addressed in greater detail in Chapter 13.

1.1.8.1.9 Information Systems

Information Systems are critical to virtually every aspect of the SUPSHIP mission and the administrative functions of a naval command. IS personnel are responsible for ensuring that these systems are both operational and fully compliant with stringent cybersecurity requirements. Chapter 16, Cybersecurity Management, provides detailed information on IS functions and responsibilities.

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1.1.8.1.10 Command Review and Investigations (CRI)

Per reference (f), NAVSEAINST 5400.117A**, the command's Director of Command Review and Investigations (DCRI) reports directly to the Supervisor. The DCRI is responsible for prioritizing and conducting investigations, including DoD Hotline investigations, military whistleblower reprisal investigations, investigations in response to Congressional inquiries, and other investigations directed by the NAVSEAIG (NAVSEA Inspector General) or the Supervisor. Duties will not be assigned to the CRI office that are inconsistent with the office's independence and objectivity.

1.1.8.1.11 Business Office (Code 180)

The business office is responsible for command administrative matters including areas such as manpower execution, information resource management, position management, transportation support services, facilities planning, telecommunications, and mailroom operations. The office oversees the hiring and training efforts, awards program, and overall command support programs.

1.1.8.2 Engineering Department (Code 200)

The primary function of the Engineering Department is to provide engineering, technical and design services. The chief engineer is a Technical Warrant Holder (TWH) and is accountable to NAVSEA 05 for the resolution of technical issues. Refer to Chapter 8 for a more detailed discussion. The Engineering Department interfaces directly with naval architects and engineers in the contractor's design and building programs. In SUPSHIPs, where several very large new construction contracts and a significant workload are administered, a waterfront project engineering organization may also be established.

1.1.8.3 Quality Assurance (QA) Department (Code 300)

The function of the Quality Assurance Department is to implement the Contract Administration Quality Assurance Program (CAQAP) set forth in Chapter 9. The CAQAP provides assurance that the contractor is complying with the contract technical requirements, specifications, drawings, and military standards, and that SUPSHIP departments are complying with mandatory quality related directives.

Typical divisions within the QA Department may include: process control/surveillance, assurance engineering, procurement QA, Non-Destructive Testing (NDT), nuclear QA and audit and assessment. The actual makeup of each QA Department is based on local conditions at each shipbuilder and the unique requirements of individual shipbuilding contracts.

1.1.8.4 Contracts Department (Code 400)

The Contracts Department provides assurance that the contractor is complying with contract requirements in accordance with the Federal Acquisition Regulation (FAR) Part 42 and as noted in Chapter 3 of this manual. Typical divisions of the Contracts Department include

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policy administration, contract administration, business compliance, and business/rates analysis.

1.1.8.5 Budget and Finance Department (Code 700)

The Budget and Finance Department is headed by the comptroller who is directly accountable to the Supervisor for all budget and financial management matters, including audit, budget formulation, budget execution, managerial accounting, contract vendor payments, program analysis, and performance measurement. Refer to Chapter 4 for a more detailed description of SUPSHIP financial management.

1.1.9 SUPSHIP Employee Development and Training

Successful execution of the SUPSHIP mission requires a talented, qualified and knowledgeable workforce, a workforce that possesses:

- Basic understanding of the SUPSHIP mission, departmental responsibilities, and interactions with external organizations
- Foundational knowledge of contracts and contracting administration
- Leadership, management, and communications skills that enhance organizational performance
- Job-specific knowledge and experience that keeps pace with changing requirements and technological advances
- Necessary certifications and qualifications for job performance (e.g., Defense Acquisition Workforce Improvement Act (DAWIA), NDT, etc.)
- Understanding of common DoD/Navy/NAVSEA programs and requirements (e.g., cybersecurity, standards of conduct, security, records management, etc.)

To help grow and maintain their workforce, SUPSHIP supervisors are encouraged to assist employees with their individual development plans (IDP). The IDP should provide a path for achieving personal career goals by identifying and cultivating the necessary skills, knowledge, and qualifications through formal training and practical experience. Training objectives identified in the IDPs should be incorporated as necessary in departmental training plans.

1.1.9.1 SUPSHIP Operations Manual (SOM) Training

SOM training, in its various forms, has been conducted for more than 60 years. It is conducted by subject matter expert instructors with extensive experience in SUPSHIP operations. It serves a unique and vital role in developing a professional workforce with a basic understanding of contracting, project oversight, engineering, quality assurance, financial management, and associated disciplines concomitant with the SUPSHIP mission. It is more than an orientation class; it is a broad review of the functions and responsibilities of all SUPSHIP departments and their interactions with outside commands. This training provides a unique opportunity for students to engage and learn from personnel from other

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codes, helping new employees understand their role in contributing to the SUPSHIP mission and serving as a refresher for tenured employees, enabling them to share their own knowledge and experience. The SOM course also provides fundamental training in contracts and contract administration, something that may not otherwise be provided to all employees, and helps ensure that they understand the principles under which SUPSHIPs operate and the limits of their own authority.

SUPSHIPs are strongly encouraged to send all employees to the SOM field training course, with priority for those who have been at the command for at least 6 months.

1.2 General

The following sections discuss some of the Navy organizations involved in the acquisition and conversion of ships, submarines, boats and craft.

1.2.1 Secretary of the Navy

The Secretary of the Navy is responsible for the oversight of the construction, outfitting, and repair of naval ships, equipment, and facilities. The authority for construction and outfitting of naval vessels and life cycle management is exercised through the Assistant Secretary of the Navy (Research, Development and Acquisition). Appendix 1-A provides a simplified organization chart for the Secretary of the Navy.

1.2.2 Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA))

The Navy Acquisition Executive responsibilities assigned to ASN(RDA) are contained in:

- DoDD 5000.01, the Defense Acquisition System, reference (g)
- DoDI 5000.02, Operation of the Adaptive Acquisition Framework, reference (h)
- SECNAVINST 5400.15C Chg-1, Department of the Navy Research and Development, Acquisition, Associated Life Cycle Management, and Logistics Responsibilities and Accountability, reference (i)

ASN(RDA) delegates much of this authority to the Systems Commanders, including Commander, Naval Sea System Command (COMNAVSEASYSCOM) and PEOs relative to RDA matters. The ASN(RDA) organization is largely contained in Appendix 1-A, and can be seen in greater detail at ASN(RDA) Overall Structure.

1.2.3 Chief of Naval Operations (CNO)

The Chief of Naval Operations is responsible to the Secretary of the Navy (SECNAV) for the readiness, use, and logistics support of all U.S. Naval Forces (sea, air, and land) in both peace and war. As the military chief of the Navy, the CNO is the principal adviser to SECNAV and the executive branch of the Government on naval military matters. The CNO

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formulates detailed strategic plans to carry out the missions assigned to the Navy. These plans generate broad requirements for ships, weapons systems, and associated equipment. Per reference (j), OPNAVINST 5420.117A, the Resources and Requirements Review Board (R3B) and the Naval Capabilities Board (NCB) support the CNO in this effort by validating warfare requirements and approving materiel solutions to fill those requirements. These materiel solutions are resourced through the Planning, Programming, Budgeting, and Execution (PPBE) and Program Objective Memorandum (POM) processes. Ultimately, these “materiel solutions” are assigned to the appropriate SYSCOM for acquisition, such as the acquisition of ships and ship systems by NAVSEASYSCOM. Note that after assignment to NAVSEA, proposed changes to ship operational requirements (military characteristics) must be approved by the CNO.

For ship maintenance and modernization, the OPNAV staff consolidates budget submissions from the Fleet and assists in the overall development and administration of the Navy's maintenance and modernization budget for ship types, or "platforms," including the associated logistics support.

The OPNAV staff also sponsors the SUPSHIP community by providing the resources necessary to execute the SUPSHIP mission. NAVSEA 04Z works with the Director of Warfare Integration (OPNAV N8F) under the Deputy CNO (DCNO) for Integration of Capabilities and Resources (OPNAV N8) to obtain the funding and civilian manpower for SUPSHIP operations. This is the same CNO staff code with primary responsibility for funding new construction programs.

1.2.4 Systems Commands (SYSCOMs)

The Navy has seven SYSCOMs with specific responsibilities to support acquisition, modernization and readiness of the operational Fleet.

- Naval Sea Systems Command (NAVSEA)
- Naval Air Systems Command (NAVAIR)
- Naval Information Warfare Systems Command (NAVWAR)
- Naval Supply Systems Command (NAVSUP)
- Naval Facilities Engineering Command (NAVFAC)
- Office of Naval Research (ONR)
- Marine Corps Systems Command (MARCOR)

NAVSEA is the SYSCOM that is accountable for the operations of the SUPSHIPs.

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1.2.5 Naval Sea Systems Command (NAVSEA)

NAVSEA is the coordinator of shipbuilding for the Department of the Navy and acts as the coordinator for shipbuilding, conversion and repair for other DoD agencies. Appendix 1-B outlines the structure of the NAVSEA corporate leadership.

NAVSEA has two distinct roles, each with a different direct reporting responsibility:

1. NAVSEA, under ASN(RDA), is the Navy Department's central activity for designing, engineering, integrating, building, and procuring U.S. Naval ships, submarines, and other sea platforms including shipboard weapons and combat systems. As the technical authority and operational and safety assurance certification authorities for ships and ship systems, COMNAVSEA, through the NAVSEA Chief Engineer (NAVSEA 05, NAVSEA CHENG), supports programmatic authorities (PEOs, NAVSEA 07, NAVSEA 21, and the TYCOMs) in their role of providing for life cycle management of Navy ships, submarines, craft, and boats. NAVSEA's engineering and technical authority accountability is discussed in more detail in Chapter 8.

   COMNAVSEASYSCOM is the Head of Contracting Activity (HCA) with delegated authority in FAR to enter into and administer contracts for materials and services under the responsibility of NAVSEA. COMNAVSEASYSCOM has delegated this contractual authority to the Deputy Commander for Contracts (NAVSEA 02). FAR specifically states that only those individuals who have been qualified in accordance with DAWIA and who have been authorized by NAVSEA 02 and remain within the limits of their written delegated authority can legally commit the Government to any contractual action. This accountability is discussed in detail in Chapter 3. NAVSEA is responsible for the research, design, development of contractual and detailed design, logistics planning, technical evaluation, acquisition, contracting, production, construction, manufacture, inspection, testing, fitting out, supply, inventory management, and basic outfitting of naval material.

2. Under CNO, NAVSEA's mission includes the provision of material support to the Navy and Marine Corps for ships and craft, shipboard weapons systems and components, ammunition, guided missiles, mines, torpedoes, and all other surface and underwater ordnance expendables. Material support encompasses the complete life cycle from research and design through test and evaluation to technical responsibility for modernization, maintenance strategies, and Fleet support for Commander, United States Fleet Forces Command (USFF), Regional Maintenance Centers (RMCs) for each geographic region, and the surface, submarine and naval air TYCOMs. NAVFACENGCOM, SPECWARFARE and MSC are accountable for the material support of their assigned craft and ships.

   NAVSEA's basic mission for ship and submarine repair and modernization is to provide engineering and technical support, contracting authority, quality assurance, and environmental, safety, and health oversight. Additionally, NAVSEA maintains the Navy Data Environment (NDE), a centralized database and web-based application used to manage Navy modernization, maintenance, logistics, workload

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and performance. NAVSEA also authorizes and funds all major alterations not authorized and funded by the ship or submarine TYCOM. The Joint Fleet Maintenance Manual (JFMM), reference (k), addresses maintenance, alteration, conversion, and modification of ships, craft, and boats assigned to the operating forces that may be carried out by assignment of work to Naval Shipyards (NSYs) or by procurement of services and support from private industry through the SUPSHIPs or RMCs.

1.2.6 Deputy Commander, Nuclear Propulsion Directorate NAVSEA 08/Director of Naval Nuclear Propulsion Program

The Director of Naval Nuclear Propulsion Program reports to the CNO and the U.S. Department of Energy on all Navy nuclear propulsion matters. This position is also aligned with NAVSEA in a technical and programmatic oversight role for nuclear propulsion. A Naval Reactors Representative is assigned to each public and private shipyard performing naval nuclear propulsion plant work. The representative is accountable to perform an independent review and surveillance of all shipyard work and technical actions relating to naval nuclear propulsion. The representative has free access to all elements of the shipyard and SUPSHIP offices, with direct access to the Supervisor, for matters either directly or indirectly involved with naval nuclear propulsion. The representative's review and surveillance do not change or diminish the responsibilities of the SUPSHIP.

1.2.7 Program Executive Office (PEO)/Program Offices

The PEOs, shown in Appendix 1-A, report to ASN(RDA) and receive administrative, technical, procurement, and programmatic support from the SYSCOMS. NAVSEA and the SUPSHIPs manage a significant number of acquisition programs that are assigned to the PEOs and various headquarters elements. The PEOs are tasked with acquisition and life cycle management (LCM) of their assigned ship and submarine programs.

Within each PEO, an individual is assigned as the Program Manager (PM) with an assigned program management staff that is responsible for a specific ship class. The Program Management Office (PMO) provides centralized management for the assigned ship or submarine class. During the design and construction process, the PM may be represented by an onsite PMR who is accountable to both the PM and Supervisor.

1.2.8 Industrial Operations Directorate (NAVSEA 04)

NAVSEA 04’s mission is to deliver policy and solutions to build, maintain and modernize Navy ships and ship systems. In addition to supporting the Navy ship acquisition organizations discussed in section 1.1, NAVSEA 04 closely supports the requirements and functions of the DCNO for Fleet Readiness & Logistics (N4), U.S. Fleet Forces Command (USFF), Atlantic and Pacific Fleet Maintenance Officers, and ultimately, the ships and submarines of the U.S. Navy. The directorate develops policy and infrastructure associated with ship maintenance, logistics support, environmental and safety programs, and related efforts associated with ship construction, maintenance, and modernization. NAVSEA 04 also provides management and leadership for the SUPSHIPs, naval shipyards, U.S. Naval Ship

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Repair Facility and Japan Regional Maintenance Center (SRF-JRMC), and the Radiological Affairs Support Office (RASO). Appendix 1-C outlines the NAVSEA 04 organization.

1.2.9 Director, SUPSHIP Management (NAVSEA 04Z)

NAVSEA 04Z is accountable to NAVSEA 04 as depicted in Appendix 1-C. The director and the NAVSEA 04Z staff provide headquarters management and supervision for SUPSHIP corporate operations, lead the strategic planning initiatives, provide financial management oversight, manage the SUPSHIP budgets and manpower requirements, and represent programmatic issues with other NAVSEA codes and PEOs. Additionally, the NAVSEA 04Z staff is the headquarters advocate for issues that emerge in each of the SUPSHIPs. Appendix 1-D provides the SEA 04Z organization chart with a more detailed listing of 04Z functions.

1.3 Additional Organizations in Navy Acquisition Programs

1.3.1 Atlantic and Pacific Fleets

Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) is an echelon 2 command that reports directly to the CNO. The command is responsible for the Atlantic Fleet operations as Commander, U.S. Atlantic Fleet, and is the senior commander for providing direction and policy for maintenance and modernization of the entire United States Fleet Forces (USFF). Commander, U.S. Pacific Fleet is responsible for Fleet units operating in the Pacific Area of Responsibility (AOR). Fleet activities, under COMUSFLTFORCOM, participate in the acquisition process as an additional “requirements generator” by providing input to the development of ship characteristics and become involved in trials, delivery/redelivery, and guarantee periods of ships and submarines. Upon “preliminary acceptance” of the new construction ship, submarine or craft, the designated Fleet command becomes the operator and maintainer while assigned to that command. The Fleet and NAVSEA develop maintenance strategies, procedures, and processes for new ships that are integrated into the Joint Fleet Maintenance Manual (JFMM). Through their respective TYCOMs, the Fleet Commanders provide operations, maintenance, and some modernization funding for planning and execution of CNO scheduled ship maintenance availabilities.

1.3.2 Type Commanders (TYCOMs)

Warfare specific TYCOMs are assigned in both Fleets for surface, air, and sub-surface assets. In support of new construction, TYCOMs have a primary mission to provide input to the development of ship characteristics and participate in trials, delivery, and guarantee periods of newly delivered ships. JFMM Volume 1 and OPNAVINST 4700.8L (Chg 1), reference (l), address the Fleets’ role during new construction, testing, and trials. Within guidelines established by the CNO and Fleet Commanders, the TYCOMs are responsible for scheduling ship and submarine refits, modernization, and major repair planning activities that directly involve the ship or the ship's crew.

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1.3.3 Naval Supervising Authority/Activities (NSAs)

The Naval Supervising Authority is the single naval activity responsible for the contract administration, project management, technical authority, and quality assurance of work accomplished by activities involved in the construction, repair and modernization of Navy ships and submarines. For new construction, enclosure (1) of OPNAVINST 4700.8L (Chg 1) defines the NSA as an echelon 3 command having inherent COMNAVSEASYSCOM technical and contracting warrants, i.e., SUPSHIPs. For repair and modernization, JFMM Volume 2, paragraph 2.1.1, states that the NSA is designated by the Fleet Commander and is responsible for execution of CNO assigned availabilities.

For surface ships, SUPSHIP Bath and SUPSHIP Gulf Coast have been tasked to be the NSA for Post Shakedown Availabilities (PSAs), regardless of where the PSA is executed, unless otherwise directed by COMNAVSEA. In this instance, the NSA is the single naval activity responsible for quality assurance and technical authority during the availability and responsible for certification of key events, sea trials, and overall availability completion. The NSA will provide the oversight required to ensure that work in the assigned availability is controlled, executed, and certified to be in compliance with applicable technical requirements and policies or appropriately waived by the proper technical authority.

1.3.3.1 Naval Shipyards (NSYs)

The four naval shipyards perform logistic support and work in connection with ship construction, conversion, overhaul, repair, alteration, dry docking, outfitting, manufacturing research, re-development, and test work. Under NAVSEA's “One Shipyard” concept, the workload is leveled and the workforce is mobilized across the naval shipyards to best ready the Fleet and stabilize a vital industrial base for our nation’s defense.

NAVSEA’s four shipyards include Norfolk Naval Shipyard in Portsmouth, Virginia; Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (IMF) in Pearl Harbor, Hawaii; Portsmouth Naval Shipyard in Kittery, Maine; and Puget Sound Naval Shipyard and IMF in Bremerton, Washington.

1.3.3.2 Regional Maintenance Centers (RMCs)

The RMCs function under the guidance and policies of NAVSEA and Commander, Navy Regional Maintenance Centers (CNRMC). CNRMC leads the RMCs in developing and executing standardized maintenance and modernization processes, instituting common policies and standardizing training in an effort to sustain a consistent business model across the RMCs and to provide cost-effective readiness to the Fleet. The RMCs support the TYCOMs for work item screening, planning for continuous maintenance, and managing the Fleet maintenance and repair availabilities for ships in their assigned geographic region in accordance with the JFMM.

Additionally, some SUPSHIPs have memoranda of agreement (MOA) or concepts of operations (CONOPS) agreements with RMCs in their geographic region. For example, SUPSHIP Bath has an MOA with the Southwest Regional Maintenance Center (SWRMC) to

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provide support to SUPSHIP Bath Detachment San Diego for their new construction programs. Similarly, SUPSHIP Groton has an MOA with Regional Support Group Groton that establishes procedures for providing services to that organization. In instances where SUPSHIPs or RMCs will be receiving technical, administrative or programmatic support from the other, NAVSEA 04Z will assist in negotiating any agreements or concepts of operations between the two. RMCs are resourced by the Fleet and operated by NAVSEA.

1.3.4 Submarine Maintenance Engineering Planning and Procurement (SUBMEPP)

Located in Portsmouth, N.H., SUBMEPP provides engineering, planning and material procurement expertise that directly supports the safe and reliable operation of the Navy's submarines and submersibles.

1.3.5 Surface Maintenance Engineering Planning Program (SURFMEPP)

The Surface Maintenance Engineering Planning Program provides centralized surface ship life cycle engineering, class maintenance and modernization planning, and management of maintenance strategies aligned with and responsive to Fleet, surface TYCOMs, and NAVSEA needs and priorities. SURFMEPP reports to NAVSEA's Surface Warfare Directorate (SEA 21) and is located at Norfolk Naval Shipyard.

1.3.6 NAVSEA Shipbuilding Support Office (NAVSHIPSO)

For ship construction, and under the direction of NAVSEA, NAVSHIPSO prepares schedules showing when materials and components are required for the timely and orderly completion of new construction contract work. NAVSHIPSO schedules are initially established and revised as necessary in collaboration with NAVSEA, other Navy material commands, SUPSHIP, design activities, and shipbuilding contractors.

1.3.7 Naval Inactive Ship Maintenance Facilities (INACTSHIPFAC)

SUPSHIP work may be required to support the inactivation of ships scheduled for retention at INACTSHIPFACs. The work involves the inactivation effort beyond the capability of Ship's Force and includes such tasks as hull blanking, gas freeing of tanks, hydro blasting Collection, Holding and Transfer (CHT) systems, and towing preparations.

The TYCOM normally authorizes the work and funding is provided by NAVSEA. In some cases, inactive ships may be reactivated for delivery to foreign governments. This work is normally authorized and funded by NAVSEA or higher authority.

1.3.8 Defense Contract Audit Agency (DCAA)

Contract auditing is a function of DCAA. The DCAA has subordinate field offices including district/regional, branch, procurement liaison, contractor residency, and contract audit coordination offices. The DCAA office performs two basic functions:

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- Advising on the allowability of costs under cost-reimbursement type contracts
- Providing advisory audit reports to assist in pricing actions under all types of contracts

The specific assistance DCAA auditors render in connection with payments, termination settlement proposals, adjudication of claims, and pricing of certain negotiated changes is discussed in the appropriate chapters of this manual. The DCAA plays an important advisory role in the award and administration of contracts with SUPSHIP retaining responsibility for subsequent contractual actions. The SUPSHIP has full responsibility for contract administration and must therefore make final decisions regarding advice provided by DCAA. Departure from DCAA recommendations, however, must be fully justified.

1.3.9 Defense Contract Management Agency (DCMA) - Components

Within an assigned area, a DoD contract administration services component is responsible for the field administration of all contracts placed by DoD activities. The Contract Administration Services Directory (CASD) lists all DCMA components engaged in the performance of contract administration services, together with their geographic or plant cognizance assignments, and the services they perform.

As members of the DoD CAS organization, SUPSHIP CAS responsibilities for specific contractor plants are identified in the CASD.

The SUPSHIP may require performance of certain contract administration functions, such as performance of quality assurance, source inspection, etc., at a subcontractor's plant under the cognizance of another DCMA component. Chapter 9 provides more detail on the process for requesting DCMA assistance.

1.3.10 Military Sealift Command (MSC)

As a major command in the operating forces of the Navy, MSC maintains a force composed of strategic sealift ships which provide defense-related services for worldwide dry cargo, Petroleum, Oil, and Lubricants (POL), and special purpose ocean transportation. MSC supports special mission and scientific support ships for DoD and other Government agencies, Fleet auxiliaries providing underway replenishment, and other services to the United States and allied Fleet operating forces.

NAVSEA is responsible for the design (including incorporation of the American Bureau of Shipping (ABS) Steel Vessel Rules), construction, conversion, and delivery of MSC Fleet assets acquired with Ship Construction, Navy (SCN) funds or Other Procurement, Navy (OPN) funds. Accordingly, the cognizant SUPSHIP is assigned the responsibility for overall field administration of shipbuilding and conversion contracts, including the Administrative Contracting Officer (ACO) function. Depending upon specific agreements between Commander, MSC (COMSC) and COMNAVSEA, MSC may assign Construction Representatives (CONREPs) to the SUPSHIP officer responsible for administration of the contract.

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1.3.11 Agencies Influencing Design Considerations

The specifications of some ship, boat, and craft acquisition contracts invoke standards or rules established by the ABS, the Public Health Service, the United States Coast Guard (USCG), and other agencies. In such cases, certificates of compliance with these standards must be obtained from the cognizant agency prior to acceptance of the vessel.

As an example, ABS and NAVSEA have worked cooperatively to establish Naval Vessel Rules (NVRs) and other guidelines for application in specific new construction programs (e.g., High Speed Vessel Ships). The rules incorporate many portions of the General Specifications for Overhaul of Ships of the U.S. Navy. These rules capture best practices from commercial shipbuilding and integrate them into construction specifications. ABS conducts onsite production surveys to confirm that the vessel is constructed to the requirements necessary to achieve ABS classification. Business rules are established between the SUPSHIP and ABS in accordance with the acquisition plan and approved by NAVSEA 04Z during pre-construction planning if NVRs are to be contractually invoked.

In the case of new construction programs for MSC, the design incorporates the ABS Steel Vessel Rules as applicable.

1.3.12 Government Accountability Office (GAO)

The GAO, although not a part of the Navy, is concerned with Government fiscal and contract matters, including DoD. The GAO is entirely separate from the executive branch of the Government and acts as the agent of Congress in investigating all matters relating to Government procurement. SUPSHIP must notify NAVSEA 04Z and the PEO when representatives of GAO are planning to make a visit to SUPSHIP activities. All communications with GAO on matters involving NAVSEA contracts, whether they are initiated by the field activity or in response to a GAO inquiry, will be processed in accordance with NAVSEAINST 5730.1E**, Legislative and Congressional Matters, reference (m), and NAVSEAINST 7500.1C**, Audits of NAVSEA by External Audit Organizations (EAOs), reference (n).

1.3.13 Foreign Governments

Acquisition of vessels for delivery to foreign governments is made under Navy contracts and is charged to funds provided by the foreign government, usually under the coverage of a Foreign Military Sales (FMS) case.

1.3.14 Private Companies - Demilitarizing and Stripping

A SUPSHIP may sometimes be tasked and funded to arrange and oversee the demilitarization and stripping of ships programmed for disposal or for sale to private concerns. In the case of ships programmed for disposal, these functions, when not performed by the activity having cognizance of the vessel, are carried out by the cognizant SUPSHIP. When the ships are sold to private concerns, the work will be performed by the purchasing contractor as a condition of sale. In these cases, the SUPSHIP may be tasked

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and funded to provide surveillance over the work to ensure its proper performance and compliance with Environmental Protection Agency (EPA) and Occupational and Health Administration (OSHA) rules and regulations.

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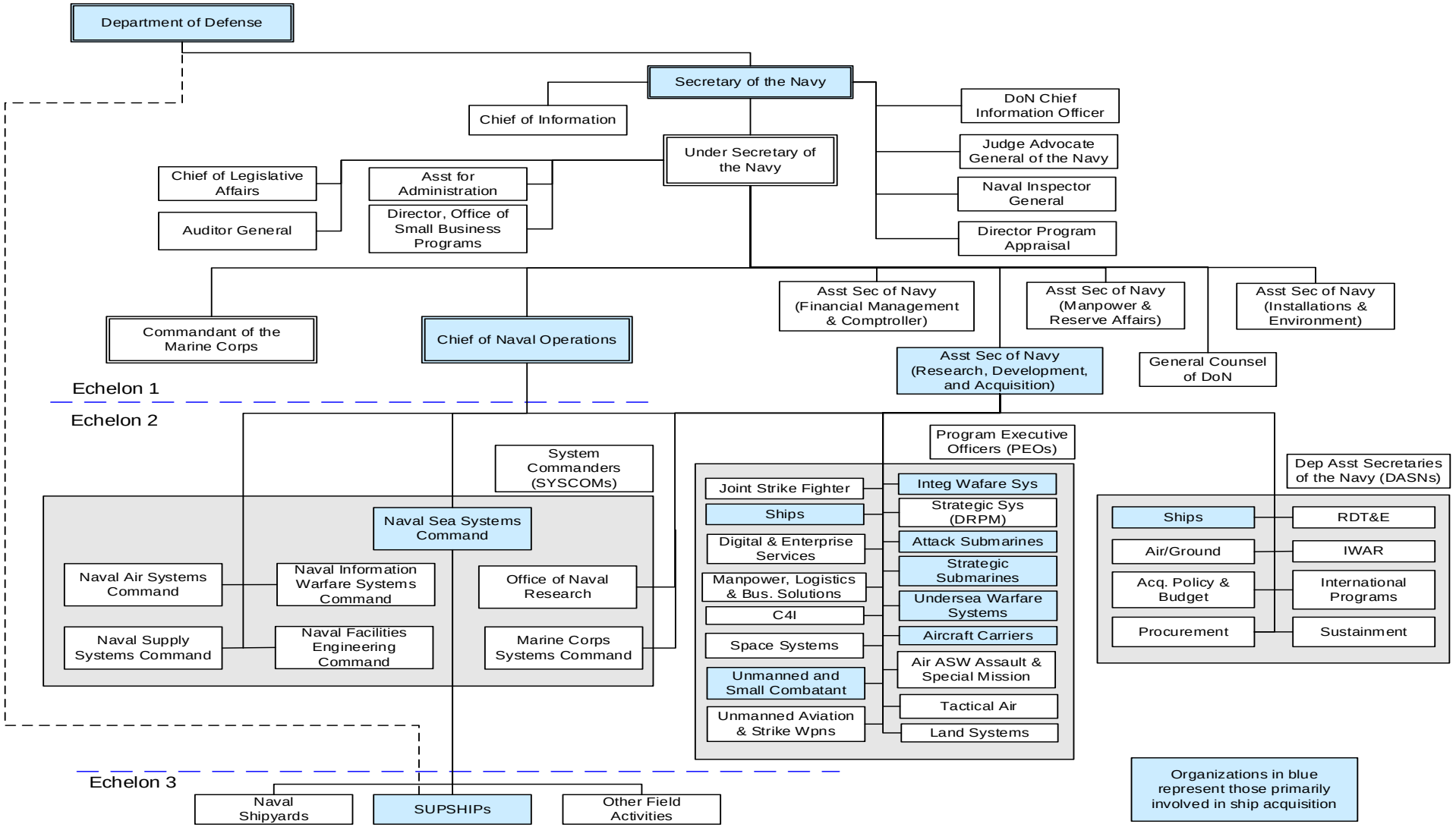
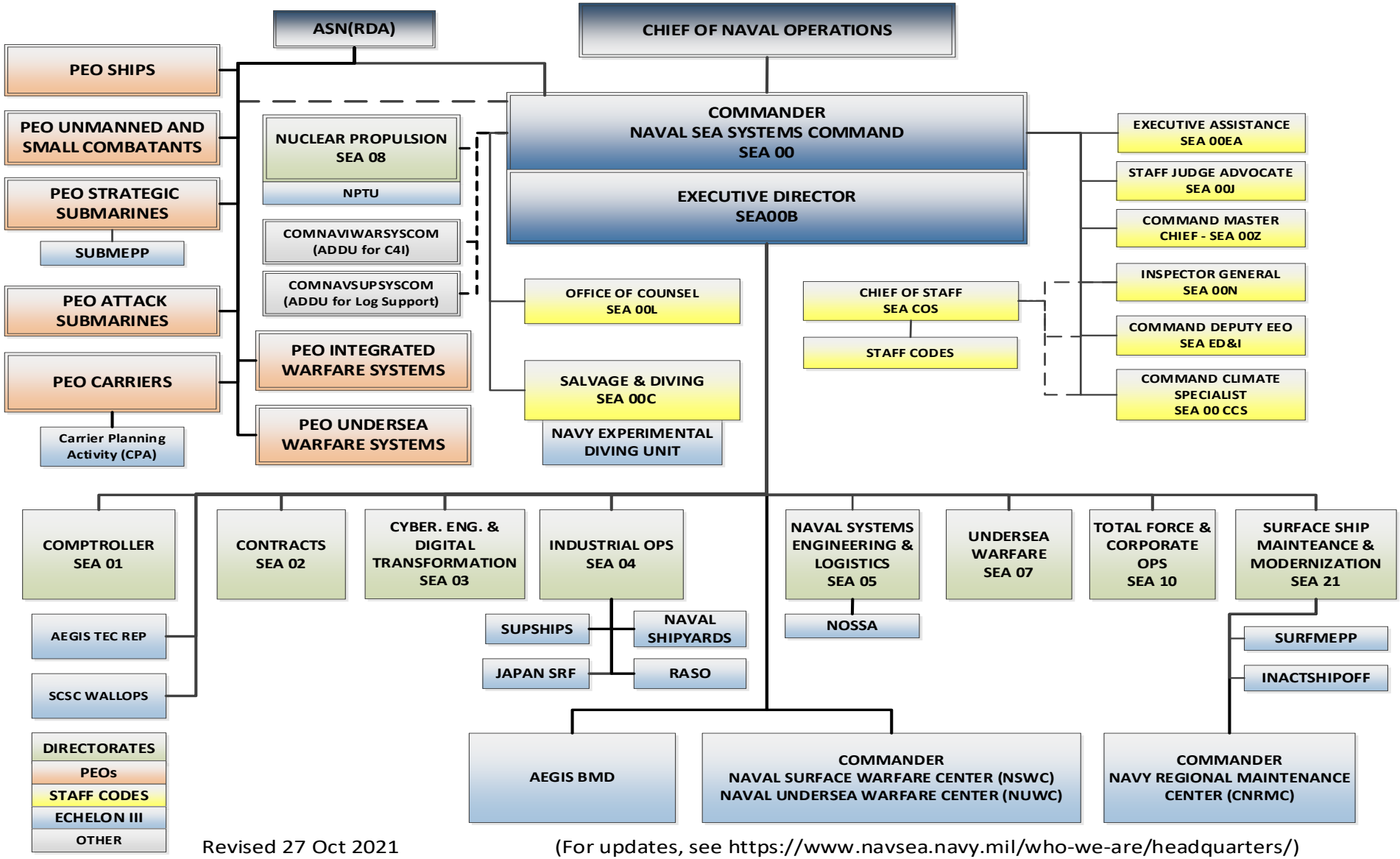
Appendix 1-A: Simplified Navy Organization Chart



(Rev 24 Sep 2021)

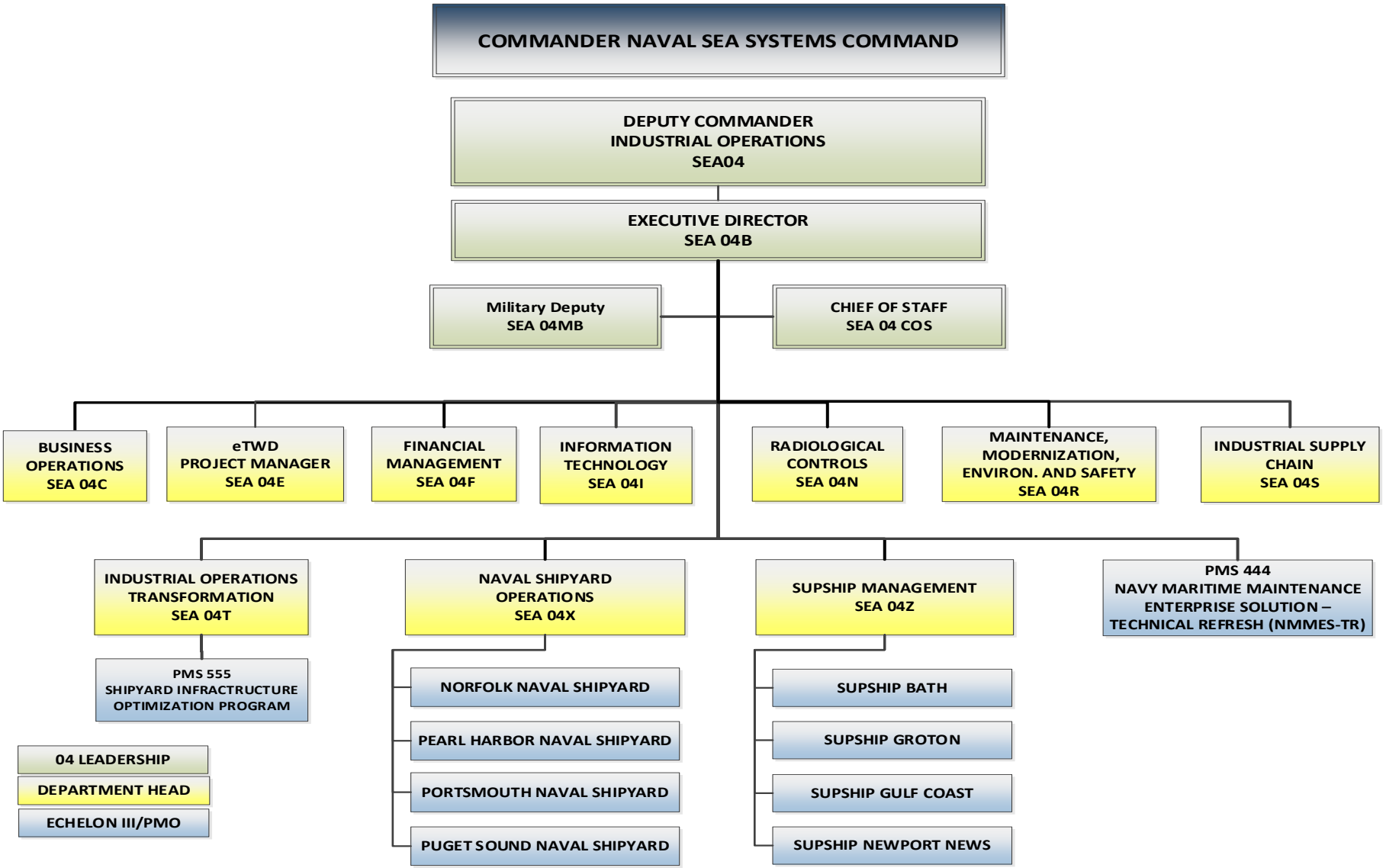
Appendix 1-B: NAVSEA Organization



Revised 27 Oct 2021

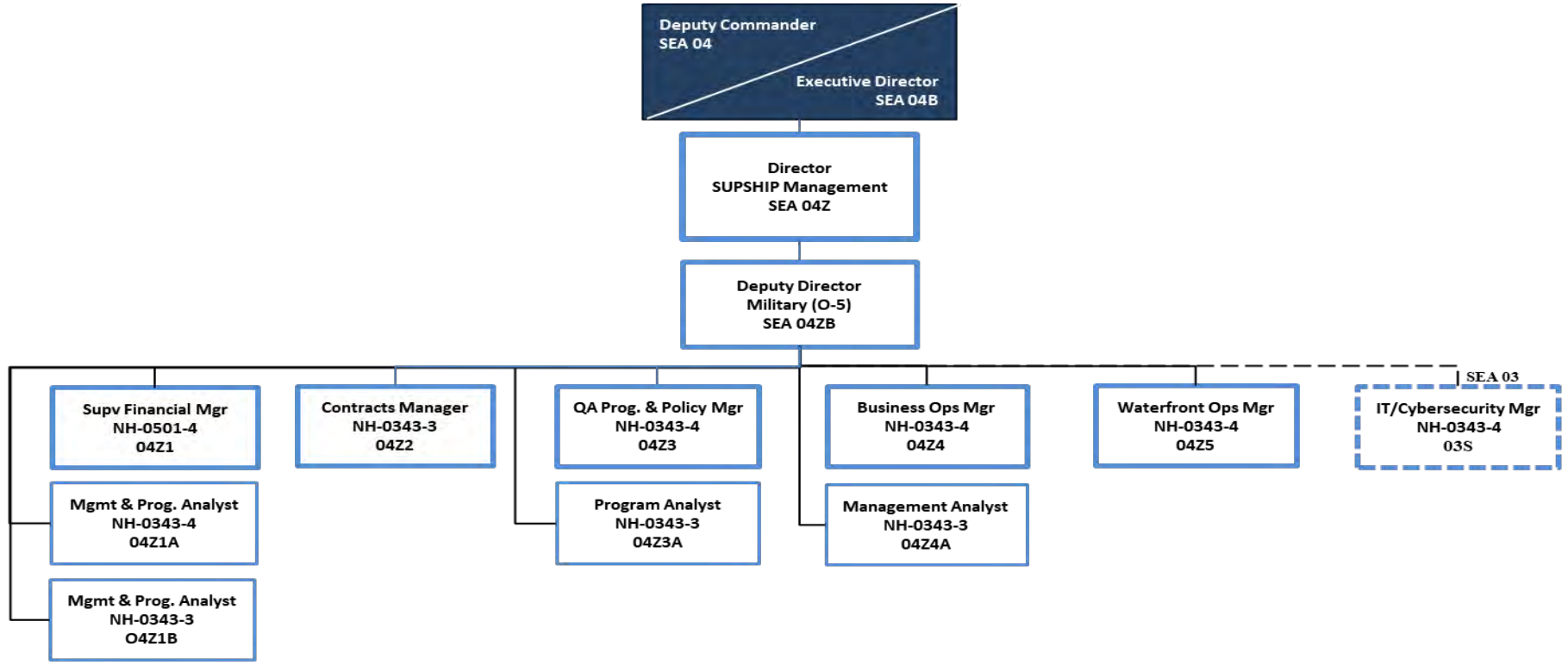
(For updates, see https://www.navsea.navy.mil/who-we-are/headquarters/)

Appendix 1-C: NAVSEA 04 Organization Chart



(Rev Nov 2021)

Appendix 1-D: NAVSEA 04Z Organization Chart and Functions



(20 Sep 2021)

Appendix 1-E: Acronyms

ABS	American Bureau of Shipping
ACO	Administrative Contracting Officer
AOR	Area of Responsibility
ASN(RDA)	Assistant Secretary of the Navy (Research, Development and Acquisition)
BOD	Board of Directors
CAO	Contract Administration Office
CAQAP	Contract Administration Quality Assurance Program
CAS	Contract Administration Services
CASD	Contract Administration Services Directory
CCO	Chief of Contracting Office
CER	Command Evaluation and Review
CERO	Command Evaluation and Review Officer
CHENG	Chief Engineer
CHT	Collection, Holding and Transfer
CITE	Center of Industrial and Technical Excellence
CNO	Chief of Naval Operations
CNRMC	Commander, Navy Regional Maintenance Centers
COMNAVSEASYSCOM	Commander, Naval Sea Systems Command
COMSC	Commander, Military Sealift Command
CONOPS	Concept of Operations
CONREP	Construction Representative

CRI	Command Review and Investigation
DAWIA	Defense Acquisition Workforce Improvement Act
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DCNO	Deputy Chief of Naval Operations
DoD	Department of Defense
DoDI	Department of Defense Instruction
DON	Department of the Navy
EAO	External Audit Organization
EPA	Environmental Protection Agency
ESH	Environmental, Safety and Health
FAR	Federal Acquisition Regulation
FMS	Foreign Military Sales
FTE	Full Time Equivalent
GAO	Government Accountability Office
HCA	Head of Contracting Activity
IDP	Individual Development Plan
IMF	Intermediate Maintenance Facility
INACTSHIPFAC	Naval Inactive Ship Maintenance Facility
IS	Information Systems
JFMM	Joint Fleet Maintenance Manual
LCM	Life Cycle Manager

LCS	Littoral Combat Ship
MOA	Memorandum of Agreement
MSC	Military Sealift Command
NAVAIRSYSCOM	Naval Air Systems Command
NAVFACENGCOM	Naval Facilities Engineering Command
NAVSEA	Naval Sea Systems Command
NAVSEAIG	Naval Sea Systems Command Inspector General
NAVSEAINST	Naval Sea Systems Command Instruction
NAVSHIPSO	NAVSEA Shipbuilding Support Office
NAVSUPSYSCOM	Naval Supply Systems Command
NAVWAR	Naval Information Warfare Systems Command
NCB	Naval Capabilities Board
NDE	Navy Data Environment
NDT	Non-Destructive Testing
NOSSA	Naval Ordinance Safety Security Activity
NSA	Naval Supervising Activity or Naval Supervising Authority
NSY	Naval Shipyard
NVR	Naval Vessel Rules
OIC	Officer in Charge
ONR	Office of Naval Research
OPN	Other Procurement, Navy
OPNAV	Office of the Chief of Naval Operations

OPNAVINST	Chief of Naval Operations Instruction
OPSEC	Operations Security
OSHA	Occupational Safety and Health Administration
PEO	Program Executive Office
PM	Program Manager
PMR	Program Manager’s Representative
PCO	Procuring Contracting Officer
PEO	Program Executive Office
PMO	Program Management Office
POL	Petroleum, Oil and Lubricants
POM	Program Objective Memorandum
PPBE	Planning, Programming, Budgeting and Execution
PSA	Post Shakedown Availability
QA	Quality Assurance
R3B	Resources and Requirements Review Board
RASO	Radiological Affairs Support Office
RMC	Regional Maintenance Center
SCN	Ship Construction, Navy
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of Navy Instruction
SF	Ship’s Force
SOM	SUPSHIP Operations Manual

SRF-JRMC	Ship Repair Facility/Japan Regional Maintenance Center
SPECWARFARE	Naval Special Warfare
SUBMEPP	Submarine Maintenance Engineering, Planning and Procurement
SUPSHIP	Supervisor of Shipbuilding, Conversion and Repair, USN
SURFMEPP	Surface Maintenance Engineering Planning Program
SWRMC	Southwest Regional Maintenance Center
SYSCOM	Systems Command
TWH	Technical Warrant Holder
TYCOM	Type Commander
USCG	United States Coast Guard
USFF	United States Fleet Forces Command
VIP	Very Important Person