

Preface

P-1. Purpose

The Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPs) are the Navy's on-site technical, contractual, and business authority for the construction of U.S. Navy ships. SUPSHIPs are co-located with the nation's major shipbuilders and oversee the construction of every U.S. Navy ship, from patrol craft to the Navy's most complex surface combatants and nuclear submarines and aircraft carriers.

The SUPSHIPs Operations Manual (SOM) is a comprehensive document that describes the unique role of the SUPSHIPs in the ship acquisition process. Its purpose is to:

- Describe the mission, responsibilities, and functions of the SUPSHIPs
- Identify the laws, directives, and other source documents that establish SUPSHIP responsibilities and impose requirements on their execution
- Serve as a source document for SUPSHIP policy, guidance, and direction to the SUPSHIPs when it is not provided by higher-level authority
- Delineate key positions and organizational structure of the SUPSHIPs
- Describe the relationships between SUPSHIPs and other government and commercial activities involved in ship acquisition and nuclear ship repair
- Serve as a convenient, online desk guide to SUPSHIP operations for the benefit of ship acquisition stakeholders

P-2. SOM Content

P-2.1 Scope

The SOM addresses topics relevant to SUPSHIPs and their unique role in the ship acquisition process. In general, it does not discuss topics common to all Navy shore commands unless there is specific applicability to the SUPSHIP mission. Environmental, safety, and cybersecurity programs, for example, are included in the SOM in order to address SUPSHIP responsibilities for monitoring contractual compliance of these programs.

P-2.2 Applicability to Direct and Reimbursably Funded Work

The SOM is applicable to all SUPSHIP work, regardless of whether it is direct or reimbursably funded. SOM chapter 4, Financial Management, provides more information on SUPSHIP funding and includes a decision tree (figure 4-1) that can be used to determine the appropriate funding source based on the nature of the work under consideration.

P-2.3 Precedence

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The SOM is subordinate to all higher-level directives and should not be construed to establish acquisition or financial policy. The more significant higher-level directives include:

- Public Law (PL), U.S. Code (USC), and Code of Federal Regulations (CFR)
- Federal Acquisition Regulation (FAR)
- Department of Defense Federal Acquisition Regulation Supplement (DFARS)
- DoD Financial Management Regulation (DoD FMR)
- Other DoD regulations and directives
- Navy and Marine Corps Acquisition Regulation Supplement (NMCARS)
- Navy (SECNAV/OPNAV) regulations and directives
- NAVSEA Contracts Handbook
- Other NAVSEA directives

P-2.4 SOM Policy, Guidance and Direction

While the SOM primarily conveys requirements imposed by higher-level authority, it is also a source document for policy, guidance, and direction to the SUPSHIP community, particularly when higher-level direction is lacking. In all cases, SOM-based requirements are applicable solely to the SUPSHIPS and their detachments. Any SOM language that is directive in nature, such as its use of terms like “shall,” “will,” or “must,” requires SUPSHIP compliance. In general, the SOM avoids dictating detailed procedures, instead relying on the SUPSHIPS to establish local directives, processes and practices that optimize command operations while ensuring compliance with the SOM and other applicable directives.

P-2.5 Command Responsibilities

In accordance with [U.S. Navy Regulations](#), the Supervisor, as the SUPSHIP commanding officer, retains full responsibility for the safety, well-being, and efficiency of the command. The contents of this manual should not be construed to abrogate those responsibilities in any way.

P-3. SOM Web Page

With the development of the 2008 edition, the SOM has been written and maintained solely for use as an online document. No printed copies are produced or distributed by NAVSEA. The SOM web page can be accessed at:

<http://www.navsea.navy.mil/Home/SUPSHIP/SUPSHIP-Operations-Manual/>

This web page permits viewing or downloading the SOM either by individual chapter (see [Appendix B](#)) or as a single file of the complete SOM. Chapters are updated individually and any time one or more chapters is revised, the change number for the SOM is incremented and the revised chapters and complete SOM file are posted to the web page.

The complete SOM PDF file provides a convenient method for searching for terms and content across all chapters. When opened in Adobe or other PDF viewer software, selecting the “Bookmarks” view will display a complete table of contents for the entire SOM. It also includes the SOM Change Record which provides a brief summary of chapter changes.

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P-4. Writing Guidelines and Conventions

The SOM is issued as a technical manual rather than a directive. As such, it does not fall under the requirements of the Navy Directives Management Program ([OPNAVINST 5215.17A](#)) or NAVSEA Command Directives Management Business Rules ([NAVSEAINST 5215.3**](#)). Standards, style and writing guidelines conform to [MIL-STD-38784](#), the DoD Standard Practice - General Style and Format Requirements for Technical Manuals and the [Government Printing Office \(GPO\) Style Manual \(2016\)](#). Because the SOM is published for online use, format and fonts have been chosen to optimize readability on computer monitors.

P-4.1 Conventions and Features

P-4.1.1 References

References are cited by their alphabetic listing, e.g., “reference (a),” only on their first appearance in a chapter. Subsequent citations are made either by the reference’s title (e.g., Federal Acquisition Regulations), acronym or abbreviation (FAR), or with a combination of abbreviations and numeric reference (NAVSEA 5450.36C, 29 CFR 1910, FAR 42.302). This is done to prevent the reader from having to refer back to the reference list. Additionally, reference citations are made to a document’s revision identifier or publication date rather than to “series.” In this way, SOM content is associated with the specific version of source documents.

P-4.1.2 Hyperlinks

Wherever possible, hyperlinks have been created to enable the reader to open references and access websites containing supplemental information. While most hyperlinks are available to the public, those annotated with two asterisks (**) indicate that a Common Access Card (CAC) and access to the Navy Marine Corps Intranet (NMCI) is required.

Hyperlinks to commercial documents (e.g., ANSI, ISO) link to organization websites from which those documents may be ordered.

P-4.1.3 Tables of Content and Lists of References, Figures and Tables

Each SOM chapter includes a table of contents, list of references, and lists of figures and tables if applicable. All entries in these lists are bookmark-enabled which permits opening the listed item by simply left-clicking on its entry. Note that clicking on a reference item will only open its first occurrence in the chapter.

P-4.1.4 Terminology and Acronyms

The term “Supervisor,” when capitalized, refers to the commanding officer of a SUPSHIP.

The term “Headquarters,” when capitalized, refers to the Naval Sea Systems Command.

All chapters include an appendix with a list of acronyms and their meaning.

P-5. Changes to the SOM

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The SOM Manager (NAVSEA 04Z4) is the point of contact for all proposed changes to the SOM. Proposed changes may be submitted by e-mail to NSSC_SUPSHIP_SOM@navy.mil, utilizing the form provided in Appendix P-1. Minor corrections, such as typographical errors and broken hyperlinks, may be reported by contacting the SOM Manager at 202-781-4074.

The SOM Manager is authorized to approve minor changes and the Director, SUPSHIP Management (NAVSEA 04Z) is the approval authority for all major changes to the SOM.

P-6. Administration and Maintenance of the SOM

The SOM Maintenance Addendum (SMA) has been developed to maintain the SOM as a “living” document; a manual that is current with the latest directives that readers can rely upon for accurate information. In addition to supporting maintenance of the SOM, the SMA addresses maintenance of SOM training courses, SOM reference and hyperlink databases, and the SOM web site. The SMA provides:

- An editor’s guide for developing SOM content
- Time-based and event-based maintenance requirements
- Assignment of maintenance responsibilities
- Detailed procedures for reviewing, approving and incorporating changes
- Identification of specialized software for maintaining the SOM’s hyperlinks and reference listings

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Appendix P-1: User Activity Comment Sheet

Users are encouraged to recommend changes to the SOM, whether those changes are to correct typographical errors, revise text or graphics, or to suggest additional or expanded coverage of a particular topic. In all cases, suggested changes should provide sufficient information to enable NAVSEA 04Z to implement the change, including:

Location of change:

SOM page number:

Paragraph/figure/appendix number:

Nature of Change: (Background information regarding the reason for the proposed change, including a list of sections of the SOM that will be affected by the change.)

Source, reference, or authority for change:

Recommended wording for change:

Contact information for individual submitting change:

Name:

Activity/code:

Phone number:

E-mail address:

Send this form via e-mail to: [NSSC SUPSHIP SOM@navy.mil](mailto:NSSC_SUPSHIP_SOM@navy.mil)

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Appendix A - Acronyms

ANSI	American National Standards Institute/Electronic Industries Alliance
CAC	Common Access Card
CFR	Code of Federal Regulations
DFARS	Department of Defense Acquisition Regulation Supplement
FAR	Federal Acquisition Regulation
FMR	Financial Management Regulation
GPO	Government Printing Office
ISO	International Standards Organization
NAVSEA	Naval Sea Systems Command
NAVSEAINST	NAVSEA Instruction
NCH	NAVSEA Contracts Handbook
NMCARS	Navy and Marine Corps Acquisition Regulation Supplement
NMCI	Navy Marine Corps Intranet
OPNAVINST	Chief of Naval Operations Instruction
PL	Public Law
SECNAVINST	Secretary of Navy Instruction
SMA	SOM Maintenance Addendum
SOM	SUPSHIP Operations Manual
SUPSHIP	Supervisor of Shipbuilding, Conversion and Repair, USN
USC	United States Code

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Appendix B – Sample SOM Web Page

The screenshot shows the top portion of a web page. On the left is the NAVSEA logo with the text "NAVAL SEA SYSTEMS COMMAND" and "THE FORCE BEHIND THE FLEET". To the right is a search bar labeled "Search the NAVSEA site". Below the logo is a horizontal navigation menu with links: Home, Who We Are, Media, Resources, Careers, Business Partnerships, and Contact. A dark blue banner below the menu contains the text "SUPSHIP Operations Manual (SOM) (NAVSEA S0300-B2-MAN-010)". Below the banner is a breadcrumb trail: "Home : Home : SUPSHIP : SUPSHIP Operations Manual".

SUPSHIP Operations Manual (SOM) (NAVSEA S0300-B2-MAN-010)

The SUPSHIP Operation Manual (SOM) describes the mission, functions, responsibilities, organizational structure, and common business operations of the Supervisors of Shipbuilding, Conversion and Repair (SUPSHIPS). The SOM is primarily intended for use as an online, quick reference desk guide which is extensively hyperlinked to reference documents and websites.

The links below enable viewing or downloading the complete SOM, individual chapters, or SOM-related documents. Downloading the entire SOM enables offline use and the ability to search content across the full document. Revision dates are recorded by individual chapter and the revision date of the complete SOM reflects the most recent change to any chapter.

The SOM-related documents include the SUPSHIP Managers' Internal Control Program (MICP) Manual, a Word version of the Communication Plan Template that is included in chapter 5 for use by project offices, and the SOM Maintenance Addendum that describes the procedures for maintaining the SOM.

Note: Some browsers will not open the files below, if this happens right click on the link and choose "Save target as" once it downloads open the file and proceed.

SOM Files	Revision Date
Complete SUPSHIP Operations Manual (SOM)	04-Dec-19
Preface	25-Feb-19
Chap 1 - Mission and Organization	17-Aug-19
Chap 2 - Standards of Conduct and Managers' Internal Control Program	25-Feb-19
Chap 3 - Contracting and Contract Administration	25-Feb-19 (Revision pending)
Chap 4 - Financial Management	18-Aug-19
Chap 5 - Project Oversight	04-Dec-19
Chap 6 - Cost Estimating	01-Nov-17
Chap 7 - Earned Value Management	25-Feb-19
Chap 8 - Engineering and Technical Oversight	23-Aug-19
Chap 9 - Contract Administration Quality Assurance Program (CAQAP)	04-Dec-19
Chap 10 - Testing, Trials and Delivery	01-Nov-17
Chap 11 - Property Administration	21-Aug-19
Chap 12 - Environmental, Safety and Health	25-Feb-19
Chap 13 - Security	24-Aug-19
Chap 14 - Integrated Logistics Support	23-Aug-19
Chap 15 - FOIA and Public Affairs Media Queries	25-Aug-19
Chap 16 - Cybersecurity Management	22-Aug-18
Chap 17 - Contractor Purchasing Systems and Subcontract Consent	18-Aug-19

Related SOM Documents	
Managers' Internal Control Program (MICP) Manual (incl. in Ch 2)	02-Apr-17
Communications Plan Template (Word version of Ch 5 content)	25-May-11
Project Office Self-Assessment Guide	26-Sep-13

SOM Change Submission

Users are encouraged to submit comments, recommend changes, and report errors in the SOM and SOM website by contacting the SOM Manager at 202-781-4074

SOM Reference Sites

- Public Law
- U.S. Code
- Code of Federal Regulations
- Federal Acquisition Regulation (FAR)
- Defense Procurement and Acquisition Policy
- Navy Marine Corps Acquisition Regulations Supplement (NMCARS)
- Federal and Defense Specifications, Standards, and Handbooks
- DoD Issuances
- SECNAV/OPNAV Directives
- NAVSEA Instructions (public site)
- NAVSEA Intranet Instructions (CAC required)

SOM Training

SOM training is available in two forms, the SOM Field Course and the SUPSHIP Operations Seminar. The Field Course is a 3-½ day course given at least once annually at each SUPSHIP and SUPSHIP detachment. The SOM Operations Seminar is a 4-hour session given at NAVSEA headquarters. This seminar provides an overview of SUPSHIP functions and responsibilities in overseeing ship design and construction projects. The course is scheduled on an "as-needed" basis.

Contact the SOM Manager at 202-781-4074 for additional information.

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