



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVE SE  
WASHINGTON NAVY YARD DC 20378-0001

IN REPLY TO

NAVSEAINST 5450.36A  
Ser 10/040  
16 Jun 08

NAVSEA INSTRUCTION 5450.36A

From: Commander, Naval Sea Systems Command

Subj: MISSION, FUNCTIONS AND TASKS OF THE SUPERVISORS OF  
SHIPBUILDING, CONVERSION AND REPAIR, USN

Ref: (a) OPNAVNOTE 5450 Ser 09B33/553025 of 3 Feb 1976, Subj:  
Supervisor of Shipbuilding, Conversion and Repair,  
USN; Modification of Mission  
(b) NAVSEAINST 5450.28F

Encl: (1) Mission, Functions and Tasks of the Supervisors of  
Shipbuilding, Conversion and Repair, USN  
(2) Plain Language, Mailing, Billing, and Shipping  
Addresses

1. Purpose. To publish the mission, functions, and tasks of  
the Supervisors of Shipbuilding, Conversion and Repair, USN,  
(SUPSHIPS) per references (a) and (b).

2. Cancellation. NAVSEAINST 5450.36 of 25 February 1977.

3. Mission. The mission of the SUPSHIPS is to administer and  
manage the execution of DoD contracts awarded to assigned  
commercial entities in the shipbuilding and ship repair industry.

4. Status and Command Relationship. SUPSHIPS are shore  
activities in an active operating status under a Commanding  
Officer and under the command of the Commander, Naval Sea Systems  
Command.

a. Echelons of Command:

- 1 Chief of Naval Operations
- 2 Commander, Naval Sea Systems Command
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Bath, ME
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Groton, CT
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Newport News, VA

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3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Gulf Coast, Pascagoula, MS

5. Action. In accomplishing the assigned mission, the Commanding Officer of the SUPSHIP will ensure performance of the functions and tasks listed in enclosure (1). Plain language addresses are at enclosure (2).



P. E. SULLIVAN

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**MISSION, FUNCTIONS AND TASKS OF THE SUPERVISORS OF  
SHIPBUILDING, CONVERSION AND REPAIR, USN  
(SUPSHIPS)**

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Bath, ME  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Groton, CT  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Pascagoula, MS

**Mission.** The mission of the Supervisors of Shipbuilding, Conversion, and Repair, USN, (SUPSHIPS) is to administer and manage execution of DoD contracts awarded to assigned commercial entities in the shipbuilding and ship repair industry.

**Functions and Tasks.** SUPSHIPS are responsible for performing the following functions and tasks in executing their mission:

- 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.
- 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 nuclear ship repair projects by performing the following non-CAS functions for Navy Program Executive Officers (PEOs), the Fleet, and NAVSEA headquarters:
  - (1) **Project management:** 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.

Enclosure (1)

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(2) Technical Authority: 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 assessment of contractor qualifications.

e. Apply a standard methodology for determining overall physical progress of navy Ships under contract.

f. For each shipbuilding program, apply risk assessment methodology for determining the allocation and effective mix of SUPSHIP resources.

Plain Language, Mailing, Billing and Shipping Addresses

1. Activity Titles:  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Bath, ME  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Groton, CT  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Pascagoula, MS
  
2. Plain Language Addresses (PLA):  
SUPSHIP Bath, ME  
SUPSHIP Groton, CT  
SUPSHIP Newport News, VA  
SUPSHIP Gulf Coast, MS
  
3. Mailing Addresses:  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Bath, ME  
574 Washington Street  
Bath, ME 04530-1905  
  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Groton, CT  
73 Eastern Point Road  
Groton, CT 06340-4990  
  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA  
Building 2  
Newport News, VA 23607-2787  
  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Pascagoula, MS  
P.O. Box 7003  
Pascagoula, MS 39568-7003
  
4. Billing Addresses:  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
Bath, ME  
574 Washington Street  
Bath, ME 04530-1905

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Groton, CT  
73 Eastern Point Road  
Groton, CT 06340-4990

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA  
Building 2  
Newport News, VA 23607-2787

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Pascagoula, MS  
P.O. Box 7003  
Pascagoula, MS 39568-7003

5. Shipping Addresses:  
Supervisor of Shipbuilding, Conversion and Repair, USN,  
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574 Washington Street  
Bath, ME 04530-1905

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Groton, CT  
73 Eastern Point Road  
Groton, CT 06340-4990

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Newport News, VA  
Building 2  
Newport News, VA 23607-2787

Supervisor of Shipbuilding, Conversion and Repair, USN,  
Pascagoula, MS  
P.O. Box 7003  
Pascagoula, MS 39568-7003

6. Title of Head of Activity: Supervisor

7. Chain of Command:

a. Echelon:

- 1 Chief of Naval Operations
- 2 Commander, Naval Sea Systems Command (SEA 04)
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Bath, ME

Enclosure (2)

- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Groton, CT
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Newport News, VA
- 3 Supervisor of Shipbuilding, Conversion and Repair,  
USN, Pascagoula, MS

b. Area Coordination:

SUPSHIP Bath - Navy Region Mid-Atlantic  
SUPSHIP Groton - Navy Region Mid-Atlantic  
SUPSHIP Newport News - Navy Region Mid-Atlantic  
SUPSHIP Gulf Coast - Navy Region Southeast

8. Unit Identification Code (UIC):

- a. SUPSHIP Bath, ME: 62786
- b. SUPSHIP Groton, CT: 62789
- c. SUPSHIP Newport News, VA: 62793
- d. SUPSHIP Pascagoula, MS: 62795

Enclosure (2)