



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
NAVSEAINST 5450.119
Ser 00/053
19 Jun 2002

NAVSEA INSTRUCTION 5450.119

From: Commander, Naval Sea Systems Command

Subj: NAVSEA SHIPYARD REPRESENTATIVE'S OFFICES, OPERATION OF

Ref: (a) NAVSEAINST 5400.95B Naval Shipyard, SUPSHIP and Fleet Engineering and Technical Authority Policy
(b) NAVSEA Instruction 4700.17 Preparation and Review of Trouble Reports
(c) NAVSEA 0905-485-6010 Manual for the Control of Testing and Ship Conditions

Encl: (1) NAVSEANOTE 5400 dated 13 Oct 00

1. Purpose. This instruction specifies requirements for the operation of SEA 00Q, the NAVSEA Shipyard Representative's Office (NSRO), at each of the four NAVSEA-operated shipyards.

2. Establishment of SEA 00Q. Enclosure (1) established SEA 00Q, the NSROs. The director of each NSRO is the NAVSEA Shipyard Representative (NSR), who is an independent representative of COMNAVSEA at the Shipyard.

3. NSRO Responsibilities. The NSR is responsible for independent oversight of shipyard non-nuclear operations for adherence to NAVSEA standards and requirements, for oversight of ship safety, for assisting NAVSEA in working with the shipyards to resolve issues that inhibit first-time quality work, and to assist improved performance by the Naval Shipyards. NSRO responsibilities also apply to shipyard work at remote sites and include those of engineering field representatives as stated in reference (a) for work performed by Naval Shipyards. The NSRO responsibilities are further defined in enclosure (1).

4. NSRO Interaction with NAVSEA

a. Communication. Each NSR will interface regularly with NAVSEA Deputy Commanders and their staffs to discuss non-nuclear issues that arise at the Naval Shipyards and to assist NAVSEA Headquarters intervention where required in the prompt resolution of these issues. Telephone calls, e-mails and copies of NSRO letters may be used for non-urgent matters. The NSR will keep COMNAVSEA informed of significant oversight issues

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raised with the shipyard by periodic telephone calls and letters. Urgent issues should be conveyed by voice communication if possible or pager e-mail to a cognizant NAVSEA manager followed up by appropriate documentation. Communication on urgent issues has not occurred until NAVSEA acknowledges receipt of the information.

b. NAVSEA Responsibilities. SEA 04 is responsible for guidance to the NSRs on shipyard industrial operations and for overall support to the NSRs in the operation of their offices. Engineering and technical guidance is the responsibility of SEA 05. Programmatic guidance and related technical support is the responsibility of SEA 92 and PMS393 for submarines, PEO Carriers and PMS312 for aircraft carriers and the applicable Program Manager for other shipyard work. SEA 09 is the Community Manager for military personnel assigned to SEA 00Q.

c. NAVSEA Inspections and Visits. NAVSEA will normally solicit advance comments from the NSRO in support of NAVSEA non-nuclear inspections and visits and discuss NSRO participation. The facilities of the NSRO should be made available when appropriate to assist the visitors. NAVSEA visitors will normally invite the NSR to outbriefs of inspections and visits and agree on any follow-up oversight required from the NSR.

5. NSRO Interaction with the Naval Shipyard

a. Interface with the Shipyard Commander and Shipyard Personnel. The NSR and the Shipyard Commander should meet regularly to discuss shipyard matters. Additionally, the NSR will attend the Non-nuclear Management Meeting hosted by the Shipyard Commander for the Commanding Officers of ships in the shipyard. When necessary, the NSR will raise formal issues with the Shipyard Commander at the non-nuclear meeting. The issues should be submitted in writing before the meeting and the Shipyard Commander will respond, issuing a summary of the discussions at each meeting.

As needed in the exercise of NSRO's oversight role, the NSR and assistants may attend any shipyard meetings except for meetings on private personnel matters.

b. Trouble Reports. The NSRO receives Naval Shipyard Trouble Reports for review and forwarding to NAVSEA Headquarters in accordance with reference (b).


c. Authority to Stop Work. Reference (c) states that the NSRO may direct work (or evolutions) be stopped if testing or operations are not progressing safely or in accordance with applicable procedures and personnel injury or damage to

equipment may result. In other than imminent hazard situations where immediate action is required, the NSR (or acting NSR) would exercise this authority only after NSR concerns have been discussed with cognizant shipyard management, resolution of the concerns cannot be reached, and the work is otherwise proceeding. If time permits, the NSR should consult with the responsible NAVSEA Program Manager before stopping the work. Once the NSR has placed a hold on work, resumption of the work requires the approval of COMNAVSEA. Notwithstanding reference (c) applicability, this NSRO stop work authority extends to all shipyard performed work.

Like any worker in the shipyard, NSRO has the responsibility to stop an imminent hazard situation. When NSRO takes such immediate action without having time to consult with shipyard management, work may be resumed when the shipyard has taken action that resolves the situation, the NSR is informed of action taken, and the nature and severity of the problem does not require a shipyard hold on the work. For example, if NSRO comes upon a worker who is about to accidentally contact a live circuit and takes immediate action to prevent an electric shock, such action does not constitute an NSR hold on work requiring COMNAVSEA approval to resume. In such a situation, work may resume when the shipyard has taken appropriate short-term corrective action, the NSR is informed, and the nature and severity of the electrical safety issue does not require a shipyard hold on the work.

6. NRRO/NSRO Division of Responsibilities and Interface. Naval nuclear propulsion plant matters are the oversight responsibility of the Naval Reactors Representative's Office (NRRO). All other matters are the oversight responsibility of the NSRO. The NSR will maintain a regular interface with the NRR through periodic meetings and discussions to ensure NSRO issues are coordinated with the NRR and duplication of effort is avoided.

7. Action. Each NAVSEA Shipyard Representative, Shipyard Commander and NAVSEA Deputy Commander will implement the requirements of this instruction concerning the operation of the NSRO and the NAVSEA Headquarters support of the NSRO and interaction with the NSRO and the Naval Shipyard.


G. P. NANOS, JR.

NAVSEAINST 5450.119
19 Jun 2002

Distribution:
NAVSEA Special List Y2
NAVSEA Shipyard Representative's Offices

SNDL C84 COMNAVSEASYSKOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSKOM Shore Activities (less FKP6B
and FKP24)

Copy to: (1 copy unless otherwise indicated)

SNDL A1J ASN (RDA) and PDASN (RDA)
AIJIF PEO (S)
A1J1L PEO TSC
A1J1M PEO MUW
A1J1N PEO SUB
A1J1P PEO EXW
AIJIQ PEO CARRIERS
A3 CNO (CNO, N4, N43, N7, N8, and N09B only)
21A Fleet Commanders In Chief
24A Naval Air Force Commanders (00, N43, N9)
24D Naval Surface Force Commanders (00, N4)
24G Naval Submarine Force Commanders (00, N4)
FKA1 Naval System Commands (less FKA1G)
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SEA 09A1 (5 copies)
Naval Reactors Representative's Offices at Naval Shipyards



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO
NAVSEANOTE 5400
Ser 09B/099
13 Oct 00

NAVSEA NOTICE 5400

From: Commander, Naval Sea Systems Command

Subj: ESTABLISHMENT OF THE NAVSEA SHIPYARD REPRESENTATIVE'S OFFICE (NSRO), SEA 00Q

Ref: (a) NAVSEA Headquarters Organization Manual,
NAVSEAINST 5400.1E

1. Purpose. This notice establishes SEA 00Q, the NAVSEA Shipyard Representative's Office (NSRO), at each of the four NAVSEA-operated Shipyards, effective this date.

2. Discussion

a. The director of each NSRO is the NAVSEA Shipyard Representative (NSR) who is an independent representative of COMNAVSEA at the Shipyard. The NSR is responsible for assessment of shipyard non-nuclear operations and ship safety and for assisting the Shipyard and NAVSEA in resolving problems that inhibit first-time quality work. The NSR does not substitute for nor detract from the existing chain of command in NAVSEA, Naval Shipyards, Type Commanders or Ship's Force and does not alter the responsibility nor the authority of commanding officers.

b. Each NSRO will: (1) provide independent review and assessment of Naval Shipyard non-nuclear operations, focused initially on quality assurance of shipyard work and improvement of submarine availabilities; (2) review and evaluate test procedures, testing and ship conditions; (3) assess implementation of corporate processes, procedures and requirements; (4) assist in resolution of problems; (5) assist NAVSEA in understanding process problems that inhibit timely first-time quality during ship repair work; (6) review and evaluate the shipyard's quality assurance program to ensure the program results in the requisite quality of work; and (7) review and evaluate engineering including compliance of technical work documents with NAVSEA requirements.

c. The NAVSEA Shipyard Representative's Offices will be manned typically with four to eight Navy civilians and Limited Duty Officers (LDOs). Within their assigned NSRO duties, the LDOs and civilians assigned require whole ship system knowledge to assess the maintenance, testing and operation of (1) nuclear propulsion system auxiliary equipment including: main propulsion

Enclosure (1)

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system equipment, ship's service electrical distribution equipment, ship's service air system equipment, main and auxiliary hydraulic systems equipment and seawater and fresh water cooling systems equipment; (2) combat systems equipment including fire control systems and associated electronics and sensors; and (3) other hull, mechanical and electrical systems.

3. Chain of Command. Each NSR reports directly to the Commander, Naval Sea Systems Command and will interact with all levels of management in NAVSEA headquarters, Forces Afloat, and the Shipyard in the resolution of issues. The NSR will be colocated and closely coordinate operations with the Naval Reactors Representative. The NSR will be supported by SEA 04 for all administrative matters.

4. Implementation Plan. Implementation of the NSROs will begin this year and will occur in phases:

a. Staffing, initially focused at the Pearl Harbor and Portsmouth offices, will occur over the next several months followed by a period of orientation, training and establishing operational requirements. Initially the NSRO will concentrate on quality assurance of shipyard work and improvement of submarine availabilities. Recruiting and staffing for these offices will be accomplished at a pace determined by SEA 04.

b. During the second phase NSRO membership on non-nuclear Joint Propulsion Test Groups and Ship Safety Councils is planned following completion of proper training and qualification.

c. In the third year the NSRO will expand its operation to surface ships including aircraft carriers.

5. Unit Identification Codes (UIC). The following Unit Identification Codes have been assigned:

a. UIC 3176B - NSRO at Puget Sound Naval Shipyard, Bremerton, Washington.

b. UIC 3177B - NSRO at Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility, Pearl Harbor, Hawaii.

c. UIC 3178B - NSRO at Portsmouth Naval Shipyard, Kittery, Maine.

d. UIC 3179B - NSRO at Norfolk Naval Shipyard, Portsmouth, Virginia.

6. Action

a. SEA 04 is assigned lead action for implementation of the SEA 00Q establishment.

b. SEA 09B will assist implementation by coordinating the necessary actions with each cognizant NAVSEA code and by updating reference (a) to reflect this change to the NAVSEA Headquarters organization.


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A3 CNO (CNO, N4, N43, N7, N8, and N09B only)
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