

**WORKING WITH THE SUPERVISOR OF SHIPBUILDING,  
CONVERSION AND REPAIR, USN PORTSMOUTH, VA**

**INFORMATION BRIEF  
FOR COMNAVSURFLANT,  
NEW TYPE DESK ASSISTANTS  
AND PORT ENGINEERS**

## INTRODUCTION

GOAL/OBJECTIVE: PROVIDE INFORMATION THAT WILL ASSIST THE NEW CNSL TYPE DESK ASSISTANT/PORT ENGINEER IN BECOMING FAMILIAR WITH THE PROCEDURES AND REGULATIONS DEVELOPED BETWEEN CNSL/SUPSHIP PORTSMOUTH REGARDING SHIP REPAIR.

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## 1. TYPE DESK ASSISTANT/PORT ENGINEER/PROJECT MANAGER RELATIONSHIP

THE TYPE DESK ASSISTANT AND PORT ENGINEER ARE REPRESENTATIVES OF THE TYPE COMMANDER. YOUR PRIMARY POINT OF CONTACT AT SUPSHIP PORTSMOUTH PRIOR TO AWARD IS THE ADVANCE PLANNING MANAGER FOR SPECIFICATION AND SOLICITATION INFORMATION. FOR AVAILABILITIES AFTER AWARD AND IN PROGRESS, YOUR PRIMARY POINT OF CONTACT WILL BE THE SUPSHIP PORTSMOUTH PROJECT MANAGER.

## 2. PRE-AVAILABILITY AGREEMENT MESSAGE

THIS MESSAGE IS REQUIRED BY NAVSEAINST 4700.8A. THE MESSAGE CONTENT AND FORMAT HAS BEEN AGREED UPON AS STANDARD BY SENIOR OFFICERS AND MANAGERS OF BOTH COMMANDS AND SHOULD NOT REQUIRE ANY CHANGE, ONLY A RESPONSE. IT WILL HAVE THE DOLLAR AMOUNT OF THE CONTRACT AWARD, OPTION ITEM BID PRICE, AND ESTIMATES FOR NEW WORK, GROWTH, GFM AND GL&A. THIS MESSAGE CAN BE FOUND ON THE WEB PAGE UNDER SUPSHIP PORTSMOUTH HOME PAGE, CODE 600 PROJECT MANAGER DESK GUIDE.

## 3. FUEL/AMMO OFF-LOAD MESSAGE

THIS MESSAGE IS SENT TO THE SHIP TO OFF-LOAD ALL FUEL, AMMO, HAZARDOUS WASTE AND EXPLOSIVES. THIS WILL MINIMIZE COST OF RELOCATING FUEL TO SUPPORT HOT WORK AND TO MEET SAFETY REQUIREMENTS. THERE MAY, AT TIMES, BE A REQUIREMENT FOR THE SHIP TO ENTER A COMMERCIAL SHIPYARD WITH AMMO ON BOARD. IF THIS URGENCY EXISTS, NAVSEA ORDNANCE PAMPHLET 4, FIFTH REVISION AND OPNAVINST 8023.20 MUST BE FOLLOWED. THE TYPE COMMANDER MUST CERTIFY TO THE SUPERVISOR OF SHIPBUILDING (SUPERVISOR) THAT A STRONG OPERATIONAL REQUIREMENT EXISTS. THE YARD PERIOD MUST BE LESS THAN SIX WEEKS, THE UNITED STATES COAST GUARD CAPTAIN OF THE PORT MUST BE INFORMED AND THE SUPERVISOR MUST OBTAIN WRITTEN PERMISSION FROM THE SHIPYARD. THIS MESSAGE CAN BE FOUND ON THE WEB PAGE, UNDER SUPSHIP PORTSMOUTH HOME PAGE, CODE 600 PROJECT MANAGER DESK GUIDE. ALSO THE PRE-ARRIVAL AND ARRIVAL CONFERENCES DATES, TIMES AND LOCATIONS ARE ADDRESSED.

## 4. READINESS-TO-START MESSAGE

THIS MESSAGE IS REQUIRED BY NAVSEAINST 4710.8. THE CONTENT PROVIDES THE MOST CURRENT INFORMATION REGARDING THE AVAILABILITY, INCLUDING MILESTONES, COST, AND SCHEDULE. THE MESSAGE WILL HAVE THE DOLLAR VALUE FOR FINAL CONTRACT AWARD AND ESTIMATES FOR NEW WORK, GROWTH, GFM AND GL&A. THE SCHEDULED MILESTONES AND ANY CONCERNS SUPSHIP

MAY HAVE WILL BE ADDRESSED. THE MESSAGE CAN BE FOUND ON THE WEB PAGE, UNDER SUPSHIP PORTSMOUTH HOME PAGE, CODE 600 PROJECT MANAGER DESK GUIDE.

#### 5. PRE-ARRIVAL CONFERENCE

THIS CONFERENCE IS HELD APPROXIMATELY 10 DAYS PRIOR TO THE START OF THE AVAILABILITY. IN MOST CASES, THE CONFERENCE IS HELD ON BOARD THE SHIP AND CHAIRED BY SUPSHIP PORTSMOUTH. IT IS USUALLY ONLY ATTENDED BY GOVERNMENT REPRESENTATIVES AND THE SHIP. THE SUPSHIP TEAM WILL BE INTRODUCED, THE WORK PACKAGE WILL BE DISCUSSED, THE TYPE OF CONTRACT, HOW THE WORK WILL BE ACCOMPLISHED, MILESTONES, ENVIRONMENTAL AND SAFETY ISSUES. AGENDA ITEMS CAN BE FOUND ON THE WEB PAGE UNDER SUPSHIP PORTSMOUTH HOME PAGE, CODE 600 PROJECT MANAGER DESK GUIDE.

#### 6. ARRIVAL CONFERENCE

THIS CONFERENCE IS CONDUCTED AND CHAIRED BY SUPSHIP PORTSMOUTH WITH ALL OF THE KEY PLAYERS PRESENT. ATTENDEES INCLUDE THE SHIP, PRIME CONTRACTOR, MAJOR SUB-CONTRACTORS, SIMA, AND OTHER GOVERNMENT AGENCIES THAT MAY BE INVOLVED IN THE AVAILABILITY. KEY ITEMS COVERED ARE THE INTRODUCTION OF SENIOR MANAGERS FROM THE PRIME CONTRACTOR, SHIPYARD SECURITY, SERVICES TO THE SHIP, WORK SCHEDULES, EMERGENCIES, AND ESTABLISH A TIME AND PLACE FOR THE WEEKLY PROGRESS CONFERENCE.

#### 7. SUPSHIP QUALITY ASSURANCE

THE SUCCESS OF AN AVAILABILITY IS DIRECTLY DEPENDENT UPON THE PARTICIPATION OF ALL PARTIES INVOLVED. SUPSHIP PORTSMOUTH IS RESPONSIBLE FOR OBSERVING ALL CHECKPOINTS AND MAKING SURE THE CONTRACTOR FULFILLS THE QUALITY ASSURANCE REQUIREMENTS. SHIP'S FORCE IS INVITED TO OBSERVE THESE CHECKPOINTS WITH SUPSHIP PORTSMOUTH.

IN AN EFFORT TO INFORM SHIP'S FORCE ABOUT THE QUALITY ASSURANCE REQUIREMENTS AND PROCEDURES, INCLUDING CHECKPOINTS, TRAINING IS PROVIDED. SUPSHIP PORTSMOUTH QUALITY ASSURANCE WILL PROVIDE TRAINING FOR THE SHIP'S FORCE PERSONNEL WHO WILL BE OBSERVING THESE CHECKPOINTS. THIS TRAINING SHOULD BE ACCOMPLISHED PRIOR TO THE START OF THE AVAILABILITY.

## 8. MONTHLY SHIP STATUS MESSAGE

A MONTHLY STATUS MESSAGE IS REQUIRED BY NAVSEA INSTRUCTION 4710.8. THIS MESSAGE PROVIDES CURRENT INFORMATION ON THE AVAILABILITY AS TO SCHEDULE, FINANCIAL DATA, CURRENT KEY EVENT STATUS AND SUPSHIP PORTSMOUTH ASSESSMENT. MESSAGE CAN BE FOUND ON THE WEB PAGE UNDER SUPSHIP PORTSMOUTH HOME PAGE, CODE 600 PROJECT MANAGER DESK GUIDE.

## 9. PREDICTED END COST (PEC)

SUPSHIP PORTSMOUTH'S PROJECTION AS TO THE TOTAL COST OF THE AVAILABILITY FOR EACH CUSTOMER. THE PEC CONTAINS FUNDING REQUIREMENTS FOR THE CONTRACT AWARD, ANY OPTION ITEMS, ESTIMATES FOR GROWTH, NEW WORK, GOVERNMENT FURNISHED MATERIALS AND GOVERNMENT LABOR AND ASSISTANCE (GL&A). GL&A MAY BE REQUIRED WHEN SPECIAL TESTING, INSPECTION OR CERTIFICATIONS MUST BE ACCOMPLISHED BY ANOTHER GOVERNMENT AGENCY (I.E., NAVAL SHIPYARD NAVIGATIONAL LIGHT CERTIFICATION, NAEC FLIGHT DECK CERTIFICATION, NAVSSES BOILER INSPECTION). THERE IS NO REQUIREMENT FOR THE CUSTOMER TO FULLY FUND THE PEC; HOWEVER, ENOUGH FUNDS ARE REQUIRED TO AWARD THE CONTRACT AND SUPPORT NORMAL GROWTH AND GFM REQUIREMENTS.

## 10. SUPSHIP'S WEEKLY PROGRESS CONFERENCE

A CONFERENCE HELD BY SUPSHIP PORTSMOUTH TO PROVIDE AN UPDATE ON THE AVAILABILITY. THIS CONFERENCE IS ATTENDED BY THE SHIP, PORT ENGINEER, TYPE DESK ASSISTANT, CONTRACTOR, SIMA REP, AND OTHER AGENCIES THAT ARE INVOLVED WITH THE AVAILABILITY. PROGRESS IS DISCUSSED ON THE MAJOR JOBS AND ANY OTHER PERTINENT AREAS OF CONCERN.

## 11. 25,50, 75 PERCENT CONFERENCE

THIS CONFERENCE IS HELD WHEN 50 PERCENT OF THE AVAILABILITY HAS LAPSED. NORMALLY, ALL WORK ITEMS WITH LESS THAN 50 PERCENT PROGRESS ARE ADDRESSED. ALSO MILESTONES, MATERIAL PROBLEMS AND ALL ITEMS THAT MUST COMPLETE PRIOR TO PCD. THE 25 AND 75 PERCENT CONFERENCES ARE ONLY CONDUCTED ON REGULAR OVERHAUL (ROH) AVAILABILITIES, BUT MAY BE CONDUCTED BY TYCOM DIRECTION.

## 12. COMPLETION CONFERENCE

A CONFERENCE HELD UPON COMPLETION OF SEA TRIALS. A LIST OF ALL INCOMPLETE WORK AND DISCREPANCIES ARE AGREED TO BY THE SHIP, CONTRACTOR, PORT ENGINEER AND SUPSHIP PORTSMOUTH. IT IS FROM THIS CONFERENCE THAT SUPSHIP PORTSMOUTH WILL RECOMMEND A COMPLETION DATE WITH COMNAVSURFLANT'S CONCURRENCE.

## 13. PRELIMINARY COMPLETION MESSAGE

A BRIEF MESSAGE SENT LISTING ANY SEA TRIAL DISCREPANCIES, MINOR INCOMPLETE WORK AND A RECOMMENDATION AS TO WHEN TO CALL THE AVAILABILITY COMPLETE.

## 14. FINAL COMPLETION MESSAGE

A MESSAGE REQUIRED BY NAVSEAINST 4710.8. THIS MESSAGE PROVIDES INFORMATION ON THE COMPLETED AVAILABILITY. A FINANCIAL WRAP-UP OF EACH CUSTOMER IS PROVIDED, ANY REMAINING WORK ITEMS AND A MANAGEMENT SUMMARY ARE ALSO ADDRESSED.

## 15. THE REQUIREMENT FOR URGENT AND COMPELLING

THE COMPETITION IN CONTRACTING ACT OF 1984 (P.L.980369) REQUIRES THE CUSTOMER TO MAKE THIS STATEMENT WHEN FULL AND OPEN COMPLETION IS NOT USED TO SELECT THE CONTRACTOR. THE AUTHORIZING AGENCY IS CERTIFYING THAT THE NEED IS OF SUCH UNUSUAL AND COMPELLING URGENCY THAT THE UNITED STATES WOULD BE SERIOUSLY INJURED UNLESS THE AGENCY IS PERMITTED TO LIMIT THE NUMBER OF SOURCES. A SEPARATE MESSAGE STATING THIS REQUIREMENT IS REQUIRED FOR EACH NEW TASKING THAT IS ADDING WORK TO AN ON-GOING AVAILABILITY OR ON AN EMERGENT REPAIR.

## 16. NEW WORK/GROWTH WORK

NEW WORK IS DEFINED AS ALL OTHER WORK THAT IS NOT PREVIOUSLY AUTHORIZED OR NOT WITHIN THE INTENT OF ORIGINAL WORK AUTHORIZED BY THE CUSTOMER. NEW WORK IS BEYOND THE SCOPE OF THE ORIGINAL CONTRACT SPECIFICATION.

GROWTH WORK IS DEFINED AS WORK WITHIN THE SCOPE OF THE ORIGINAL CONTRACT. GROWTH WORK IS THAT WHICH DIRECTLY RELATES TO THE SPECIFICATIONS IN THE EXISTING CONTRACT; DOES NOT MATERIALLY ALTER THE

CHARACTER OR EXPAND THE CONTRACT, TO INCLUDE ADDITIONAL WORK WHICH IS NOT CLOSELY AND MEANINGFULLY RELATED TO THE SPECIFICATION ITEMS; AND MEETS AT LEAST ONE OF THE FOLLOWING:

- A. ADDITIONAL WORK RESULTING FROM “OPEN AND INSPECT ITEMS”.
- B. ADDITIONAL WORK RESULTING FROM REPORTS REQUIRED IN THE ORIGINAL SPECIFICATIONS.
- C. ADDITIONAL WORK TO COMPLETE THE REPAIRS OF A SPECIFIC EQUIPMENT/COMPONENT OR STRUCTURAL MEMBER IN AN ORIGINAL SPECIFICATION.
- D. ADDITIONAL WORK THAT IS WITHIN THE ORIGINAL INTENT OF THE WORK AUTHORIZED BY THE CUSTOMER.
- E. A REVIEW FOR SPECIFICATION PURPOSES ONLY, WHICH INVOLVES NO CHANGE IN THE CONTRACT COST.

#### 17. JUSTIFICATION AND APPROVAL (J&A)

A REQUIREMENT OF THE FEDERAL ACQUISITION REGULATIONS (FAR 6.3), WHEN OTHER THAN “FULL AND OPEN” COMPETITION IS NOT USED. THE J&A APPROVAL BY THE PROCUREMENT CONTRACTING OFFICER (PCO) IS CERTIFYING THAT THE URGENCY MEETS THE REQUIREMENTS OF FAR 6.3. THE PCO MUST APPROVE THE J&A.

#### 18. PRODUCTION COMPLETION DATE (PCD)

A MILESTONE DATE REQUIREMENT BY COMNAVSURFLANT POLICY LETTER FIFTEEN DATED 18 JAN 02. PCD IS A MILESTONE FOR SUPSHIP, CONTRACTOR AND SHIP’S FORCE TO SIGNIFY THE COMPLETION OF MAIN PROPULSION WORK AND COLD TESTING. PCD WILL BE 10 WORKING DAYS PRIOR TO LOA FOR AVAILABILITIES GREATER THAN 120 DAYS AND 3 WORKING DAYS (11 WORKING DAYS FOR STEAM PLANTS) PRIOR TO THE AVAILABILITY COMPLETION DATE OF AVAILABILITIES LESS THAN 120 DAYS.

#### 19. LIGHT OFF ASSESSMENT (LOA)

A MILESTONE DATE REQUIREMENT BY COMNAVSURFLANT POLICY LETTER FIFTEEN DATED 18 JAN 02. THE PURPOSE OF LOA IS TO ASSIST SHIP’S FORCE TO REVIEW AND VALIDATE TRAINING AND PLANT MATERIAL CONDITION IN SUPPORT OF A SAFE PROPULSION PLANT LIGHT-OFF FOLLOWING AN EXTENDED

MAINTENANCE PERIOD. LOA'S ARE NOT REQUIRED FOR AVAILABILITIES LESS THAN 120 DAYS.

#### 20. SHIP'S FORCE PARKING AT CONTRACTOR FACILITIES

COMNAVSURFLANT AND SUPSHIP PORTSMOUTH HAVE AGREED THAT ON PMP/CPAF AVAILABILITIES, WHERE THE CONTRACTOR IS KNOWN, COMNAVSURFLANT WILL FUND CIVILIAN GUARD SERVICE. THIS SERVICE IS TO BE PROVIDED COMMENCING AT 1600 THROUGH 0600 THE FOLLOWING DAY. THE PORT ENGINEER AT WPIC MUST MAKE THE C.O. AWARE THAT IT WILL BE THE SHIP'S FORCE RESPONSIBILITY TO PROVIDE THE WATCH FOR THE PARKING LOT DURING THE HOURS OF 0600 TO 1600.

#### 21. CLEANLINESS

THE CLEANLINESS GOAL IS TO TURN OVER ALL AREAS OF THE SHIP IN THE SAME CONDITION OR BETTER AS AT THE BEGINNING OF THE AVAILABILITY. THE CONTRACTOR SHALL MAINTAIN CLEANLINESS OF THE WORK SITE AND THOSE AREAS IMMEDIATELY UNDER AND ADJACENT TO IT. THE SHIP'S CREW IS RESPONSIBLE TO MAINTAIN CLEANLINESS OF THEIR AREAS AND THOSE AREAS WHERE THE CONTRACTOR IS NOT WORKING. CLEANLINESS IS COVERED IN MORE DETAIL BY NAVSEA STANDARD ITEM 009-06 WHICH IS A PART OF THE CONTRACT.

#### 22. FIREWATCHES

ON FIRM FIXED PRICE (FFP) CONTRACTS, THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE FIREWATCHES IN ACCORDANCE WITH NAVSEA STANDARD ITEM 009-07. HOWEVER, THE CURRENT POLICY ON COST PLUS AWARD FEE CONTRACTS (CPAF) IS THAT THE SHIP IS REQUIRED TO PROVIDE FIREWATCHES IN ACCORDANCE WITH STANDARD ITEM 009-35. WHEN THE SHIP IS PROVIDING THE FIREWATCHES, THE PORT ENGINEER MUST ADDRESS THIS AT WPIC.