



Organization of



Military Sealift Command Headquarters



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5440.8G CH-1

N1

7 July 2003

COMSC INSTRUCTION 5440.8G CHANGE TRANSMITTAL 1

Subj: ORGANIZATION OF MILITARY SEALIFT COMMAND HEADQUARTERS

Encl: (1) New N6 Organization

1. Purpose. To publish the reorganization of the Command, Control, Communication and Computer Systems (C4S) Directorate (N6).

2. Action. Replace pages N6-1 thru N6-13 of the basic with enclosure (1).

//S//

J. M. STEWART
Vice Commander

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

Copy to:

SNDL A3 (N09B, N09B24)

41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)

41K (APSRON 4)

41L (MPSRONs)

41M (MSC TAGOS Project Office)

USTRANSCOM



COMSCINST 5440.8G
 N1
 5 March 2002

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COMSC INSTRUCTION 5440.8G

Subj: ORGANIZATION OF MILITARY SEALIFT COMMAND HEADQUARTERS

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1. Purpose. To establish the organizational structure of the Headquarters of Commander, Military Sealift Command (COMSC).

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2. Cancellation. COMSCINST 5440.8F.

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3. Information

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a. This manual reflects the Military Sealift Command (MSC) Headquarters organization. Subsequent changes to the organization will be incorporated as they occur.

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b. This manual is to be used as a management tool to determine and measure effectiveness in accomplishing the mission of MSC.

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c. The mission and responsibility statements for the MSC Liaison Officers are included as Appendix A to this manual.

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4. Action. All Program Managers/Functional Directors/Special Assistants of the staff of COMSC will conform to the organizational structure delineated in this manual. However, in the interest of progressive improvements based on present and future operations, all COMSC personnel are encouraged to suggest revisions to this manual whenever the need is indicated. Such proposed organizational changes will be accomplished in accordance with Part 1.

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J. M. STEWART
 Vice Commander

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_____ Program Manager, Naval Fleet Auxiliary Force Program	_____ PM1
_____ Program Manager, Special Mission Ships Program	_____ PM2
_____ Program Manager, Prepositioning Program	_____ PM3
_____ Program Manager, Sealift Program	_____ PM5

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The designation "deputy" denotes that the incumbent is in the direct chain of command, and will be used for the Deputy Directorate Heads and Deputy Program Managers. The letter suffix "X" is reserved for and shall be used only to identify a "deputy" as defined above.

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Letter suffixes in the upper case, such as "B" or "C" indicates "assistant to" or as defined above under Scope. Such assistants have staff responsibility only and are not in the direct chain of command. For simplicity of structure and best manpower utilization, the number of such staff assistants should be kept to a minimum by assigning these functions, where possible, to established organization elements.

Examples of organization titles and codes for echelons below the above listed codes are as follows:

_____ Assistants to single digits codes	N1C
_____ Division Directors	N11, N41
_____ Branch Heads	N722, N821
_____ Project Officer	PM22, PM31

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Positions, which do not represent approved organizational entities and thus are not included in this manual, may be assigned a lower case letter following the applicable organizational codes, as appropriate. Examples of titles and codes of positions below approved organizational levels are as follows:

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_____ Assistant Security Officer	N15a
_____ Secretary to Director, Engineering Directorate	N7s
_____ Office Automation Assistant	N7oa

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Principles of COMSC Organization

The following principles govern the COMSC organizational structure:

▶ Every necessary function involved in the mission of COMSC is assigned to a segment of the organization. Responsibility for a function is matched with the authority necessary to perform that function.

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▶ The functions assigned each segment of the organization are specifically clear-cut and well understood.

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▶ Primary responsibility for a function is not assigned to more than one integral segment of the organization.

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▶ Organizational structures shall result in not less than two integral segments of division, branch and/or section levels.

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▶ Each member of the organization, from top to bottom, knows to whom he/she reports and who reports to him/her.

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▶ Individuals reporting directly to a supervisor do not exceed the number, which can be coordinated and directed effectively.

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▶ Channels of command are not violated by staff members.

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▶ Authority for action is decentralized to the individuals responsible for actual performance of operations to the greatest extent possible, so long as decentralization does not hamper necessary control over policy or the standardization of procedures.

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▶ Nomenclature applied to organizational elements within each functional area is uniform.

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Compliance with Principles of COMSC Organization

The following organizational changes require the approval of the Vice Commander:

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▶ Changes in organizational titles of branches, divisions, directorates, programs, projects and "assistants to/for."

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▶ Establishment, disestablishment or merger of branches, divisions, directorates, programs, projects, Deputy Directorate Heads or Assistants, Division and Branch Heads and "Assistants to/for."

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▶ Merger, transfer, addition or deletion of functions of branches, divisions, directorates, programs, projects, Deputy Directorate Heads or Assistants, Division Directors and Branch Heads and "Assistants to/for."

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Changes in organization and related personnel actions involving the above stated standards and principles of organization will not be implemented until officially approved.

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Procedures for Requesting Organizational Changes

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Requests for ALL the above organizational changes at any level will be prepared and forwarded by the Directorate Head to the Director, Maritime Forces and Management Directorate (N1) for appropriate action. The request shall contain the originator's description of, and the reasons for, the proposed change. The following enclosures shall be submitted:

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▶ The proposed mission and responsibility statements for all new or revised organizational elements.

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▶ If appropriate, in view of the nature of the change being proposed, an organization chart for the affected segments showing the proposed location of each position, the position title, series and probable grade or rank. New positions and revised positions shall be indicated by use of asterisks and footnoted. Positions for which endstrength is not available shall be similarly indicated on the organization chart.

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Positions, which are vacant, shall be indicated by use of asterisks and footnoted on the organization chart as well.

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Approval of Proposed Organizational Changes

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The Director, Maritime Forces and Management Directorate will evaluate proposed organizational changes and forward them with recommended action to the Vice Commander. Changes approved by the Commander/Vice Commander will be incorporated into the Organization Manual.

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PART 2

MISSIONS AND RESPONSIBILITIES

COMMON RESPONSIBILITIES

Succession to Acting Commander. In case of death, resignation, absence or sickness of the Commander, Military Sealift Command, the Vice Commander will assume the duties as acting commander, until a permanent successor has been appointed or until such sickness or absence has ceased.

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Succession to Administration Responsibility. In cases of death, resignation, absence or sickness within the staff, the designated staff member, or next senior staff member when no designation has been made, shall assume the duties of the immediate superior.

Security. Administrative responsibility for security matters rests with the senior member of each organizational segment. Each staff member shall ensure compliance with all security instructions and regulations and, when breaches of security are noted, take appropriate corrective action.

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Miscellaneous Duties. Each staff member shall, in addition to fulfilling his/her primary responsibilities, perform other duties or tasks assigned or directed by the immediate superior.

Civil Service Matters. COMSC Special Assistants, Directorate Heads and Program Managers shall administer civilian personnel under their immediate cognizance. They shall ensure preparation of all required civilian personnel reports, maintain necessary files and records and avail themselves of the experience and recommendations of the Director, Maritime Forces and Manpower Management Directorate and the servicing Human Resources Office in such matters.

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Military Personnel Matters. COMSC Special Assistants, Directorate Heads and Program Managers shall administer military personnel under their cognizance in accordance with established procedures, and coordinate all matters in this respect with the Director, Military Personnel/Security Division (N15).

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Recommendations. Staff members shall not limit their activities to the fulfillment of given responsibilities but shall, in addition, make any recommendations or submit any beneficial suggestions they deem worthy, in the interest of increased efficiency and economy.

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Correspondence Management. Staff members shall ensure compliance with current directives concerning all types of correspondence, incoming and outgoing, relative to handling practices, composition, preparation, expeditious replies, information or clearance. The term "correspondence" includes letters, messages, instructions, notices, reports, publications and changes thereto.

Policy. Staff members shall keep informed of the policies of the Commander, Military Sealift Command, ensure that orders or directives issued are in conformance with those policies and keep their immediate superiors advised of matters which are of sufficient importance to require such action. When a new policy appears desirable, the staff member concerned will submit appropriate recommendations to COMSC via the Vice Commander and the chain of command.

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Functional Responsibility. All MSC officials having primary responsibility for execution of an assigned function shall assure that such responsibility is identified clearly in their organizational charters. Also, they shall ensure the charter statements of other MSC directorates, programs and assistants are fully compatible with that responsibility. Where responsibility for execution of a function is shared by two or more MSC officials, charters should specifically state the scope of the assigned functional responsibility.

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Coordination Responsibility. MSC officials are directed to communicate with each other whenever cooperative action is appropriate. The official assigned primary responsibility for each COMSC function has principal coordinating authority and is responsible for completing staff work on items within the function. The objective of this coordination effort is to achieve a workable management discipline that is familiar to and promoted by staff members as a means to accomplish their assigned responsibilities as related to the total command mission.

Official Visits. Whenever a member of the staff, acting in an official capacity, visits a ship or shore activity of MSC, he/she will report his/her presence and the nature of the visit to the Commander or Commanding Officer upon arrival. Prior to departure, he/she will inform the Commander or Commanding Officer of the results of the visit. On the occasion of an unofficial visit, courtesy requires that the Commander be informed of his/her presence.

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INDIVIDUAL MISSIONS AND RESPONSIBILITIES

Individual missions and responsibilities appear on the following pages.

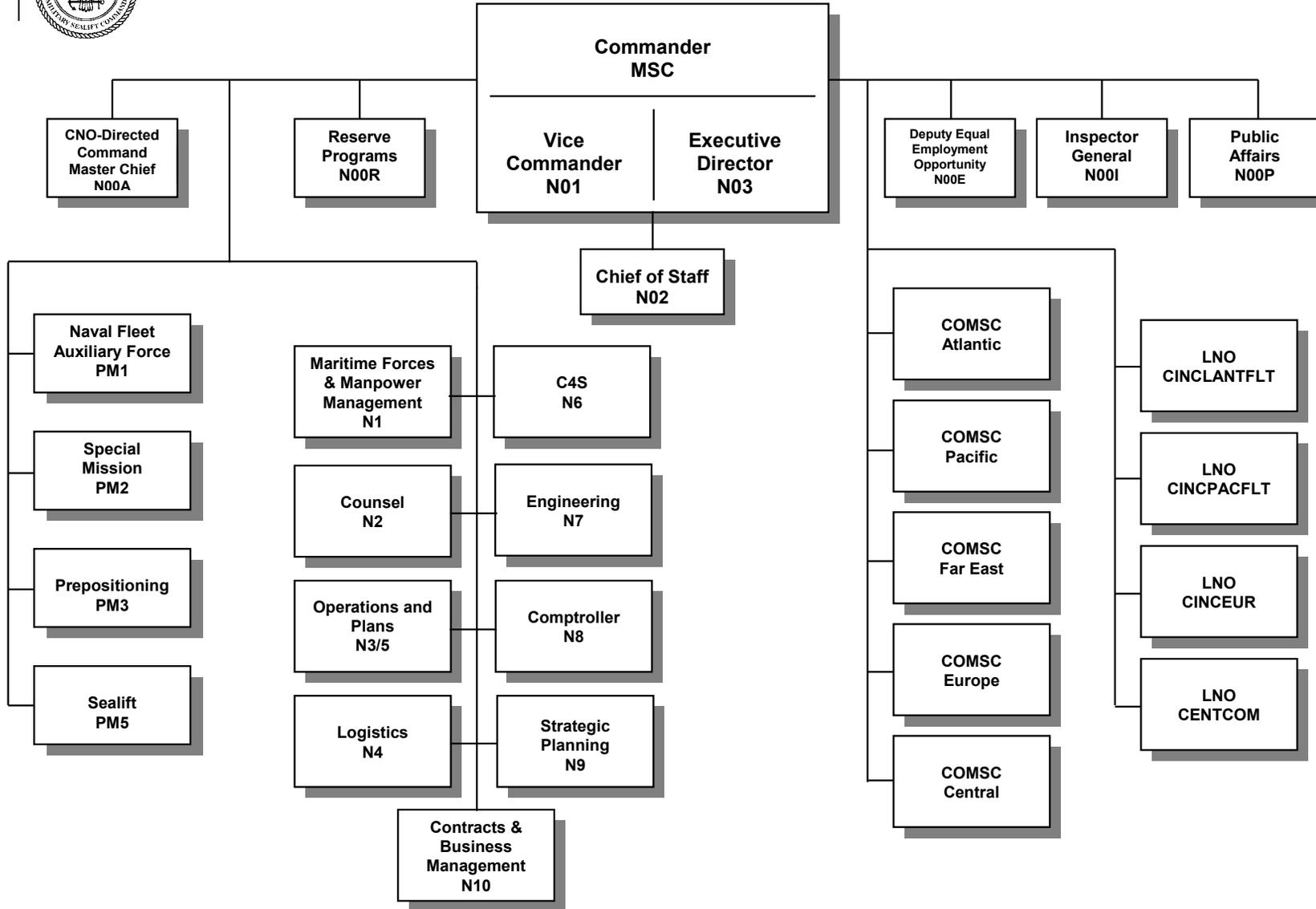


Military Sealift Command

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COMMANDER, MILITARY SEALIFT COMMAND**N00****Mission**

To command the Military Sealift Command (MSC), deploy and sustain military forces worldwide and serve as Assistant for Naval Coordination and Protection of Shipping (CNO N3N).

Responsibilities

1. Serves as Navy Component Commander to the unified U. S. Transportation Command for ocean transportation/strategic sealift throughout the Department of Defense (DOD); responsible to the Chief of Naval Operations for sealift assets which are service-unique or theater-assigned; serves as Type Commander for Commander in Chief, Atlantic Fleet (CINCLANTFLT), Commander in Chief, Pacific Fleet (CINCPACFLT) and Commander in Chief, U. S. Navy Europe (CINCUSNAVEUR) providing Naval Fleet Auxiliary Forces (NFAF) to support worldwide U. S. Navy operations and Special Missions Support Forces in response to specific DOD tasking for designated U. S. agencies and sponsors worldwide. The following principle duties pertain:

a. As the Head of a Contracting Activity, contracts for the acquisition of strategic sealift and ocean transportation capability needed to meet mission requirements of MSC.

b. Exercises administrative command functions along traditional Navy type commander lines for MSC ships under direct government control. For ships under charter contract agreement with commercial operating companies, the administrative commander functions are exercised through the commercial operating companies in accordance with provisions of the charter contracts. The objective is to maintain a force of strategic sealift ships to a uniform set of standards in terms of fleet readiness.

c. Provides strategic sealift and ocean transportation planning support to U. S. Transportation Command, the Joint Chiefs of Staff, the unified and specified commands and the Joint Deployment Community (JDC).

d. Develops plans for the effective use and control of military-owned and commercial ocean transportation resources and capabilities made available to the DOD under mobilization or other emergency conditions.

e. Provides ocean transportation service to all components of DOD, and as authorized for other agencies of the U. S. Government.

N00 (Cont'd)

f. Controls, operates and administers government-owned ships assigned, and all other ships acquired for the purpose of providing ocean transportation service for the movement of personnel, material and petroleum, oil and lubricants (POL).

g. Procures ship services outside the MSC fleet by bareboat, time or voyage charter, or by allocation from other government agencies.

h. Provides ship services to meet the requirements of DOD and other agencies, as authorized, for ships and craft for purposes other than transportation. This includes research, survey, oceanographic, cable laying, repair facilities and range instrumentation ships, except those requirements met by ships and craft organic to the military services and those required in the installation phase of a system by the systems contractor.

2. Operational and Material Readiness, Command and Control Functions

a. Develops, establishes and operates an integrated information data system to support the mission of MSC.

b. Maintains an emergency readiness posture.

c. Carries out realistic training programs.

d. Provides or arranges for the maintenance, repair and modernization of all government-owned ships assigned, and the maintenance and repair of any ships acquired through bareboat charter.

e. Provides or arranges for the maintenance and operation of cargo offload and discharge systems installed or transported in MSC ships as required by the providing service.

f. Approves stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo and efficient use of ship space.

g. Provides second echelon command over subordinate MSC activities.

h. Exercises operational control over MSC ships not specifically assigned to the operational control of a Fleet CINC.

N00 (Cont'd)

i. Supports CINCLANTFLT and CINCPACFLT as Commander, Sealift Forces, Atlantic and Commander, Sealift Forces, Pacific, respectively, on matters concerning sealift control, coordination and protection.

j. Administers the Naval Coordination and Protection of Shipping Organization in support of Fleet CINC requirements in peacetime.

k. Administers the MSC Naval Reserve Program, and provides training for MSC Reservists to meet mobilization requirements.

l. Serves as Chairman of the Executive Steering Committee, which consists of the Vice Commander, Executive Director and Chief of Staff. The Executive Steering Committee is charged with reviewing reports from the Management Committee, resolving executive management decisions and establishing the command's vision for the future.

3. Program and Budget Function

a. Collaborates with the U. S. Transportation Command and the office of CNO in establishing requirements for strategic sealift and in the development and management of enhancement programs to meet those requirements.

b. Manages, processes, determines and settles claims by or against commercial carriers and/or the government arising out of contracts for ocean transportation of material and POL.

c. Develops and maintains necessary financial records, operational statistics and managerial analyses that reflect the degree of efficiency and economy of the operations of MSC and the use of funds, manpower, facilities and equipment.

d. Administers the MSC subheads of the Navy and Transportation Working Capital Funds as specifically directed by the Assistant Secretary of the Navy (Financial Management) through CNO for Navy and the U. S. Transportation Command.

VICE COMMANDER

N01

Mission

To assist Commander, Military Sealift Command (COMSC) in accomplishing the mission of the command and carrying out assigned responsibilities. To serve as principal advisor to the Commander on maritime affairs and on command management and business matters.

Responsibilities

1. Within the limits of delegated authority, issues orders considered emanating from the Commander and having full force and effect as such.

2. Acts as COMSC in the absence of the Commander.

3. Keeps the Commander informed and advises him of circumstances affecting the effective operations and readiness of the command.

4. Establishes overall program policies and objectives for fleet operations, readiness and business operations of headquarters and subordinate commands.

5. Reviews for the Commander, on a cyclic basis, the status of accomplishment of designated objectives and their effectiveness in enhancing command programs and operations.

6. Exercises management direction over special assistants (Equal Employment Opportunity, Inspector General, Public Affairs).

7. Exercises management direction over all line organizations including Maritime Forces and Manpower Management; Counsel; Operations and Plans; Logistics Support; Command, Control, Communication and Computer Systems; Engineering; Comptroller; Strategic Plans and Contracting.

8. Exercises management direction over four major programs/business lines, including Naval Fleet Auxiliary Force, Special Mission ships, Prepositioning and Strategic Sealift.

9. Serves as liaison between the Commander and the maritime industry.

10. Informs the Commander of significant trends and developments in the maritime industry.

N01 (Cont'd)

11. Reviews proposed policies and legislation hearings on merchant marine matters and makes appropriate recommendations.

12. Serves as a member of the Executive Steering Committee.

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CHIEF OF STAFF

N02

Mission

To assist the Commander, Military Sealift Command (COMSC) in accomplishing the mission of the command and carrying out the assigned responsibilities in the areas of operations and readiness.

Responsibilities

1. Serves as the Chief of Staff for the Commander. Within the limits of delegated authority, issues orders considered emanating from the Commander and having full force and effect as such.
2. Acts for the Commander in the absence of the Commander and Vice Commander, when assigned.
3. As an adjunct to the Vice Commander, provides liaison with the Joint Staff, U. S. Transportation Command, Office of the Chief of Naval Operations, other unified and specified Commanders in Chief (CINCs); Fleet Commanders in Chief, Services, Military Traffic Management Command (MTMC), Air Mobility Command (AMC) and other government agencies, for peacetime operations and during contingencies.
4. Ensures the coordination of MSC programs and functions with other government agencies and with the private sector, as appropriate.
5. In collaboration with the Vice Commander, provides primary oversight of MSC Area Command fleet operations and readiness, and interacts with service CINCs to coordinate joint operations involving MSC via U. S. Transportation Command.
6. Determines operational priorities to meet MSC mission requirements.
7. Exercises management direction over the MSC Liaison Offices assigned to CINCLANTFLT, CINCPACFLT, EUCOM and CENTCOM, overseeing and directing MSC and joint operations.
8. Advises the Commander on military discipline and morale matters.
9. Exercises operational management direction over all line organizations including Maritime Forces and Manpower Management; Counsel; Operations and Plans; Logistic Support; Command, Control, Communication and Computer Systems; Engineering; Comptroller; Strategic Plans and Contracting.

N02 (Cont'd)

10. Exercises operational management direction over four major programs/business lines, including Naval Fleet Auxiliary Force, Special Mission ships, Prepositioning and Strategic Sealift.

11. Serves as liaison between the Commander and the maritime industry.

12. Serves as Commanding Officer of Flag Allowance.

13. Serves as a member of the Executive Steering Committee

N00-7

EXECUTIVE DIRECTOR

N03

Mission

To assist the Commander, Military Sealift Command (COMSC) in accomplishing the mission of the command and carrying out the assigned responsibilities.

Responsibilities

1. Within the limits of delegated authority, issues orders considered emanating from the Commander and having full force and effect as such.

2. Acts for the Commander in the absence of the Commander and Vice Commander, when assigned.

3. Under the direction of the Vice Commander, coordinates and controls the business management process and procedures of the Headquarters staff.

4. Ensures the coordination of MSC business programs and functions with other government agencies and with the private sector, as appropriate.

5. Exercises business management direction over all line organizations including Maritime Forces and Manpower Management; Counsel; Operations and Plans; Logistic Support; Command, Control, Communication and Computer Systems; Engineering; Comptroller; Strategic Plans and Contracting.

6. Exercises business management direction over four major programs/business lines, including Naval Fleet Auxiliary Force, Special Mission ships, Prepositioning and Strategic Sealift.

7. With the Vice Commander, provides liaison with the Joint Staff, U. S. Transportation Command, the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition), Fleet Commanders in Chief, Military Traffic Management Command (MTMC), Air Mobility Command (AMC) and other government agencies on matters concerning business operations and contracting.

8. Serves as Strategic Sourcing Program Manager for MSC. Provides management oversight of A-76 studies and Functionality Assessments (FA).

9. Serves as the Command Competition Advocate.

10. Serves as a member of the Executive Steering Committee.

AIDE/FLAG LIEUTENANT**N001****Mission**

To serve as Administrative Assistant and Aide to the Commander, Military Sealift Command (COMSC).

Responsibilities

1. Accompanies the Commander on official business travel; provides security for classified conference materials and sees to personal requirements.

2. Advises on matters of uniforms, honors, ceremonies and protocol as they may affect the Commander and his staff.

3. Arranges transportation for the Commander, as required.

4. Keeps the Vice Commander, Executive Director, Chief of Staff, Program Managers, Directors, Special Assistants and the Command Center Watch Officer informed of prospective movements of the Commander.

5. Maintains Official Representation Funds for the Commander and other such accounts as directed by the Commander or Vice Commander.

6. Prepares weekly "bulletin board" letter to the entire worldwide command outlining events participated in by the Commander and key information/messages the Commander desires to be promulgated.

7. Manages the Commander's daily schedule and promulgates a daily and monthly schedule to keep the command informed of the events that involve the Commander.

Mission

To supervise the Commander's personal staffs and execute administrative responsibilities of the Commander, Military Sealift Command (COMSC).

Responsibilities

1. Performs such duties as may be assigned by the Commander or Vice Commander.
2. Administers a command-wide Correspondence Management Program including the use of uniform procedural and style practices.
3. Administers the command-wide paperwork management program.
4. Administers COMSC central mail and file program and directs command-wide postal activities.
5. Coordinates the command Correspondence/Task Tickler System (CTTS).
6. Formulates policy and procedures pertaining to command-wide administrative functions.
7. Provides direction and assistance for COMSC administrative support programs and coordinates such programs in MSC Area Commands.
8. Receives and maintains receipt, custody and control of all official correspondence intended for the personal attention/action of the Commander.
9. Maintains classified material control logs and provides reference documents to the Commander.
10. Controls all mail, personal and official, addressed to the Commander by name, assigning action and controlling tickler as required.
11. Prepares replies to personal correspondence for the signature of the Commander.
12. Serves as Executive Officer of the MSC Flag Allowance.

N002 (Cont'd)

13. Manages the Officer and Enlisted Performance Appraisal System.

14. Reviews (for correctness) all correspondence for the signature of the Commander and Vice Commander.

15. Manages the MSC Awards Program.

N00-11

ASSISTANT FOR RECORDS MANAGEMENT

N0021

Mission

To exercise staff supervision of the Military Sealift Command (MSC) Paperwork Management Program.

Responsibilities

1. Administers the Paperwork Management Program within MSC Headquarters and coordinates the program throughout MSC.

2. Implements policies and standards of the creation, utilization, maintenance and disposition of paperwork and other records.

3. Administers the MSC Headquarters central mail and files operations.

4. Prepares and recommends issuance by COMSC of policy and program directives of standards and procedures for the management of correspondence, information issuance system, reports, forms, mail, filing and retrieval systems and records disposal schedules.

5. Coordinates and issues the MSC CD Library.

6. Analyzes, develops and implements MSC reporting systems and ensures the proper interface of automated and manual subsystems.

7. Ensures the effectiveness of all management programs throughout MSC and conducts or assists in management surveys, reviews, studies and inspections where paperwork management or related administrative procedures and practices are of a significant factor.

8. Serves as Records Officer for MSC.

CNO-DIRECTED COMMAND MASTER CHIEF**N00A****Mission**

To assist the Commander, Military Sealift Command (COMSC) as principal advisor in all matters pertinent to the welfare, job satisfaction, morale, utilization and training of military members.

Responsibilities

1. Promotes the effectiveness and efficiency of the chain of command.
2. Advises the Commander in regard to the formulation of changes in policy pertaining to military members.
3. Ensures that standards of pride and professionalism are maintained. Develops enlisted and junior officer Sailors. Communicates the core values, standards and information of our Navy that empower Sailors to be successful in all they attempt.
4. Ensures established policies are explained adequately and understood by inspiring cognizant subordinates to develop effectively and utilize basic leadership principles. Exhibits leadership for the military and applies their skills to tasks that enable mission accomplishment.
5. Attends staff meetings routinely and, when invited, participates in other discussions to promote effective communication between the officer and enlisted communities.
6. Assists in the preparation for, and participates in, ceremonies concerning enlisted members, as appropriate.
7. Participates in the reception and hosting of official enlisted visitors to MSC.
8. Represents MSC, or accompanies the Commander or Vice Commander, at official functions and conferences, when appropriate.
9. Serves as Chairman of the Sailor of the Year Selection Board.

N00A (Cont'd)

10. Maintains a continuing liaison with the Master Chief Petty Officer of the Navy and appropriate Fleet Master Chiefs to ensure communication of ideas and recommendations are transmitted between the enlisted community and the command. This liaison does not alter the requirement for all official communications to be transmitted via the chain of command.

11. Manages the Enlisted Surface Warfare Program within MSC.

12. Acts as a member of the Chief of Naval Operations' Master Chief Petty Officer Advisory Panel to meet when directed by the CNO.

13. Performs official travel to subordinate commands to ensure the two-way communication between the Commander and the enlisted community is effective.

14. Maintains a close liaison with subordinate Command Master Chiefs, Command Senior Chiefs and Chiefs. Supports with loyalty the endeavors of the chain of command and fellow military.

15. Reports, either orally or in writing, to the appropriate Area Commander or Commanding Officer, the results of official visits.

16. Reports, either orally or in writing, to the Commander and Vice Commander, the results of official visits, outlining any problem areas or recommendations resulting therefrom.

SPECIAL ASSISTANT FOR EQUAL EMPLOYMENT OPPORTUNITY N00E**Mission**

To direct the implementation of the Military Sealift Command (MSC) Equal Employment Opportunity (EEO) initiatives to meet mission goals and objectives; to ensure other related programs concerning military and civilian personnel are accomplished and to keep the Commander, Military Sealift Command informed in these matters.

Responsibilities

1. Administers the affirmative employment, special emphasis, employee assistance, discrimination complaint processing and Personal Excellence Partnership Programs.
2. Evaluates the HQ EEO program affecting ashore personnel.
3. Provides guidance to HQ personnel and applicants for employment on EEO and discrimination complaints.
4. Represents the Commander at meetings involving Navy EEO and Diversity programs.
5. Provides guidance to the Inspector General on all EEO matters brought to the attention of the Inspector General.
6. Participates, as needed, at national minority, women and handicapped conferences as part of the MSC recruiting efforts under affirmative employment.
7. Plans and coordinates training classes for military and civilian personnel on EEO/EO matters.

INSPECTOR GENERAL**N001****Mission**

To strive to enhance the overall, effectiveness, efficiency and readiness of the Military Sealift Command (MSC) through a program of inspections, investigations, evaluations and other inquiries; advice and assistance. To provide a responsive, readily available and well-recognized avenue for MSC employees to highlight their concerns regarding potential waste, fraud, abuse, mismanagement, inappropriate conduct, improper conduct or misconduct.

Responsibilities

1. Inspects, investigates and reviews any and all matters of importance to the Commander, Military Sealift Command (COMSC) and if tasked, the Department of the Navy. This includes the areas of command relationships and organizational structures, with particular emphasis on readiness, and the effectiveness and efficiency of MSC programs and operations.

2. Identifies systemic weaknesses and internal control deficiencies throughout the command, and recommends appropriate action for improvement. Develops or coordinates adverse impact statements for cases of fraud, waste and mismanagement of resources. Develops, coordinates or monitors criminal, administrative or contractual remedies plans.

3. Administers the MSC HOTLINE Program. Receives and investigates complaints and requests for assistance.

4. Administers the MSC Shore Command Inspection Program (CIP) and conducts Command Inspections of the Area Commands.

5. Administers the MSC Command Evaluation Program (CEP), to include technical direction of the Command Evaluation Review Offices East and West.

6. Administers the MSC Management Control Program (MCP).

7. Reports on the results of inspections, evaluations, reviews and other inquiries conducted by MSC IG.

8. Evaluates the effectiveness and efficiency of inspection, evaluation, review and other assessment programs and initiatives command-wide.

N00I (Cont'd)

9. Conducts special inspections, investigations, reviews, surveys and other assessments and inquiries as directed by the Commander or higher authority and when appropriate, as requested by other elements of the MSC.

10. Coordinates and tracks the review and endorsement of Judge Advocate General (JAG) command investigation and litigation reports submitted to COMSC.

11. Serves as the Commander's single point of contact with the DON Inspector General, OPNAV N09B, and OCPM on Inspector General, CEP and MCP matters.

12. Coordinates investigative matters when appropriate to facilitate investigative actions, that contribute to or enhance the overall mission success of the MSC IG.

N00-17

DIRECTOR, PUBLIC AFFAIRS

N00P

Mission

To increase awareness and understanding of Military Sealift Command (MSC) and its vital support to U.S. military missions and objectives worldwide; to serve as principal communication advisor to the MSC commander – providing thorough background information on key issues and strategic public affairs recommendations; to serve as principal spokesman for the command – providing accurate, timely information to national and international media, the public and members of Congress.

Responsibilities

1. Develops and directs overarching communication strategies for the command.
2. Crafts comprehensive, well-coordinated public affairs approaches that focus on high priority messages, using a variety of internal and external media to target specific audiences.
3. Maintains liaison with Department of Defense and its senior-most commands on communication strategies, marketing tactics and public affairs guidance.
4. Actively markets the command through a variety of tactics, including print and broadcast products, to get key messages to command's primary constituents.
5. Provides public affairs support for major exercises – including extensive coordination with major commands, development of public affairs guidance and on-site assistance to the media and distinguished visitors.
6. Arranges media interviews and media availabilities for the commander.
7. Plans and provides on-site coordination of command's major shipboard events, both stateside and in foreign ports, especially those involving foreign heads of state, ambassadors and senior military leaders.
8. Maintains the MSC public Internet web site – providing review, editing and approval of all information products to be posted on the MSC public web site.
9. Oversees headquarters' graphics services to support command's communication initiatives with high quality visual information products.

N00P (Cont'd)

10. Ensures photo documentation of command's headquarters' events and the maintenance of a digital photo archives on MSC ships.

11. Oversees the development and production of command information products, including:

- Speeches, remarks and talking points for COMSC
- Sealift, the monthly command newspaper
- Year in Review, MSC's annual report
- Command exhibits to support headquarter participation at major conferences and trade shows

12. Serves as command liaison with the Naval Media Center on matters pertaining to still photography and video production and distribution.

13. Provides headquarters' annual submission to the Naval Historical Center, including Year in Review, as well as copies of Sealift.

14. Coordinates and integrates MSC-wide public affairs programs by maintaining liaison with and advising Area Command public affairs officers.

DIRECTOR, RESERVE PROGRAMS

N00R

Mission

To maintain an effective and efficient reserve organization which fully supports the attainment of the Military Sealift Command (MSC) goals and objectives through full integration of the reserve component and to optimize the concept of an outstanding one-Navy team at MSC.

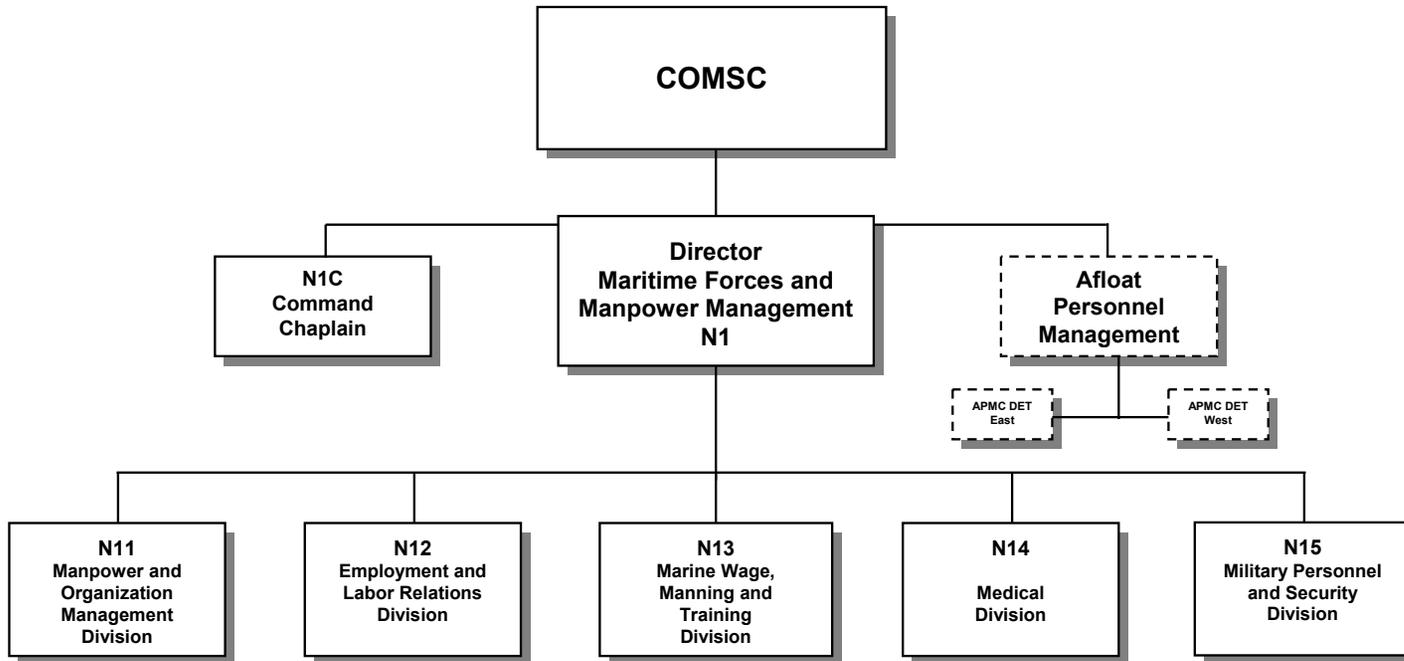
Responsibilities

1. Directs and coordinates the technical management of the MSC Naval Reserve program, including manpower analysis and training development for over 1500 naval reservists assigned to approximately 40 reserve units nationwide.
2. Oversees the training and mobilization readiness of MSC reserve units, and provides data derived from measures of effectiveness to the Commander, Military Sealift Command (COMSC).
3. Represents COMSC in matters concerning the MSC Naval Reserve program and interacts with MSC Area Commanders to optimize peacetime and contingency support from assigned naval reservists.
4. Serves as principal advisor to COMSC on matters related to Naval Coordination and Protection of Shipping, and provides support in his capacity as Assistant to the Chief of Naval Operations for Naval Coordination and Protection of Shipping (CNO N3N), to include manpower analysis and training development for over 400 naval reservists assigned to approximately 13 NCAPS units nationwide.
5. Serves as Program Technical Advisor for the Merchant Marine Reserve (MMR) Program by assisting the Program Manager and other commands as appropriate, in support of the management and administration of the program.



MILITARY SEALIFT COMMAND

Maritime Forces and Manpower Management Directorate (N1)



Denotes activity not located in Washington DC

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**DIRECTOR, MARITIME FORCES AND
MANPOWER MANAGEMENT DIRECTORATE**

N1

Mission

To ensure the efficient and effective utilization of the Military Sealift Command (MSC) personnel through the development and administration of programs and policies for civilian and military personnel, manpower management, organization structure, commercial activities, shipboard training, medical and industrial hygiene and personnel and installation security.

Responsibilities

1. Develops and administers MSC personnel policies and programs for civil service mariners.

2. Formulates policy, procedures and guidance for shore-side MSC-wide civilian personnel programs, procedures and guidance. Develops implementing guidance tailored to unique MSC requirements. Assures such programs and guidance conform to Department of Navy requirements and assures command-wide instructions or issuances on civilian personnel policy implementation are coordinated with the Secretary of the Navy/Chief of Naval Operations prior to publication.

3. Administers the MSC military afloat personnel program.

4. Reviews and evaluates effectiveness of personnel management within MSC through program guidance, planned staff visits and participation in command inspections. Initiates action to resolve specific personnel management problems throughout MSC. Assistance is directed toward meeting fully acceptable levels of personnel program management and operation.

5. Represents the Commander, Military Sealift Command (COMSC) in advising and counseling managers to assure understanding, acceptance and implementation of personnel policies, programs and procedures.

6. Advises COMSC concerning personnel matters and the impact of existing and proposed management actions on employee utilization and productivity. Evaluates major mission changes, new program requirements, etc., in terms of personnel management implications.

N1 (Cont'd)

7. Manages the fire fighting, damage control and chemical, biological and radiological defense training programs. Ensures inspections and portions of inspections associated with above training is conducted.

8. Plans and conducts management studies and management analysis programs to improve the MSC organization and operations ashore and afloat.

9. Establishes and implements a manpower analysis and control program to assure effective allocation and utilization of MSC military and civilian personnel allowances.

10. Advises COMSC on all medical and industrial hygiene matters. Establishes and directs MSC health care delivery systems and preventive medicine programs at MSCHQ and provides oversight on those programs to subordinate commands.

11. Establishes an effective MSC Headquarters physical security program covering personnel, buildings and classified materials.

12. Ensures proper coordination of personnel matters throughout the command, e.g., with Comptroller for budget and fiscal matters, with Director, Reserve Programs on mobilization, etc.

13. Reviews command budget requests for training funds, estimates requirements for the annual budget and reviews training expenditures. Responsible for waivers, pay budget and execution.

14. Participates in studies and conferences with representatives of Coast Guard, Maritime Administration, other Navy commands and government agencies and private organizations on matters under the Director.

15. In concert with the Deputy Equal Employment Opportunity Officer, assists in assuring that equal employment opportunity policies and actions are carried out throughout MSC.

16. Provides liaison with Navy Human Resources Office/Human Resource Service Center, East, on personnel services and support for Headquarters.

17. Coordinates all personnel issues/problems concerning mariners on contract-operated or chartered ships with the cognizant Program Manager and the Contracts and Business Management Director.

CHAPLAIN**N1C****Mission**

To administer an effective program for the delivery of religious ministry to, and the promotion of the spiritual welfare of Military Sealift Command (MSC) personnel; and to advise the staff in matters affecting morale and the protection of the right to religious expression.

Responsibilities

1. Has direct access to and advises COMSC on all matters relating to religion, religious ministries, command religious programs, personnel and families of personnel.
2. Prepares directives as necessary for the administration and accomplishment of religious programs and policies of the command.
3. Recommends and, when appropriate, implements measures designed to stimulate high standards of morale and personal morals among personnel under MSC jurisdiction.
4. Performs liaison with local religious, clergy, civic groups and military/civilian agencies, which provide services to MSC personnel and their families.
5. Represents the Commander, as directed, on boards, committees, at religious ceremonies and civil functions.
6. Evaluates the effectiveness of command religious programs.
7. Performs as liaison with the Chief of Chaplains, U. S. Navy.
8. Provides religious ministry and pastoral care to the reserve unit (NR CO MSC 106) to which assigned administratively for mobilization purposes.

DIRECTOR, MANPOWER AND ORGANIZATION
MANAGEMENT DIVISION

N11

Mission

To develop and direct the Military Sealift Command (MSC) manpower, organization management, position classification, position management, manpower reviews, Commercial Activities and Defense Regional Interservice Support (DRIS) Programs.

Responsibilities

1. Determines manpower requirements for military and civilian personnel ashore and afloat. Prepares manpower estimates and justification for Program Objective Memorandum and planning budget submissions. Develops and administers procedures for manpower controls and monitors manpower levels to ensure proper levels are maintained.

2. Develops and implements organizational concepts, policies and structures, reviews proposed organizational changes at COMSC and throughout the MSC field structure, and develops management plans to support new or changing missions, functions, programs, systems and technology.

3. Administers and monitors the position classification and position management programs; exercises classification authority as required; serves as the COMSC Principal Classifier; advises and assists management officials on classification and position management policy issues throughout MSC; provides training for managers in position classification and position management.

4. Serves as the Strategic Sourcing Project Officer for MSC and reports to the Executive Director (N03) who acts as the command Strategic Sourcing Program Manager. Acts as the principal command liaison to CNO (N46) concerning A-76 matters including the preparation of mandatory reports and updates to the MSC CA inventory.

5. Develops plans and procedures for the effective implementation and administration of the command manpower review program.

6. Coordinates the development of the manpower portion of MSC war, contingency and Six-Year Force Plans.

7. Develops plans and procedures for the effective implementation and administration of the Commercial Activities Program.

N11 (Cont'd)

8. Ensures effective implementation and administration of the DRIS Program; serves as support agreement manager (SAM) for MSC.

9. Represents COMSC with Navy, Department of Defense (DOD), U. S. Transportation Command and other agencies on matters relating to above responsibilities.

N1-5

DIRECTOR, EMPLOYMENT AND LABOR RELATIONS DIVISION

N12

Mission

To develop and administer employment, labor-management relations and employee relations policies and programs for afloat civilian personnel as well as selected policies and procedures for certain ashore employment, labor-management relations and employee relations programs.

Responsibilities

1. Formulates and administers policies for and provides policy review and oversight of afloat employment programs and matters, including recruitment, hiring and reduction in force; formulates and administers certain ashore employment programs and policies consistent with hiring level delegations and policies, including a delegated examining unit; advises and assists management on employment policy issues; interprets provisions of travel regulations about employment related travel.

2. Develops policies for and administers the Drug-Free Workplace Program (DFWP) for ashore and afloat personnel.

3. Administers the labor-management relations program which may include participating as a team member or advising and assisting in negotiations and consultations with unions having national recognition and advising and assisting the Afloat Personnel Management Center (APMC) on labor-management issues, matters and negotiations.

4. Formulates and administers policies for and provides policy review and oversight of the afloat employee-management relations program, including administering the adjudication of certain grievable and/or appealable actions/matters; incentive awards and suggestion programs, leave and workers' compensation for both ashore and afloat, and administering the performance appraisals programs for ashore. Advises and assists management officials, ashore and afloat on compensation policies, issues and matters. Advises and assists management officials on employee-management relations policy issues and matters consistent with higher level policy.

5. Represents COMSC in contacts with Chief of Naval Operations, the Maritime Administration, the Office of Personnel Management and other agencies on employment, labor-management and employee-management relations programs and matters.

DIRECTOR, MARINE WAGE, MANNING AND TRAINING DIVISION N13**Mission**

To develop and administer the Military Sealift Command (MSC) policies and programs covering civilian mariner (CIVMAR) pay, the manning levels of ships and civilian training for mariners and staff personnel assigned to MSC Headquarters and field activities.

Responsibilities

1. Formulates, develops and administers pay plans and policies for the MSC CIVMAR workforce. Conducts maritime industry surveys and determines prevailing rates and practices. Advises which maritime pay policies and rates should be adopted and develops alternate rates and practices as appropriate.

2. Determines manning levels and position types for civil service manned ships. Establishes manning level policies and procedures. Advises the Director, Contracts and Business Management Directorate on manning questions on chartered and contract-operated ships.

3. Performs analyses of personnel costs in contracts and bids for ship operation and charters. Advises the Director, Contracts and Business Management Directorate on marine pay. Coordinates with Comptroller on cost studies for operation of MSC ships with CIVMARs.

4. Formulates, develops and administers policies governing uniforms, work clothes, subsistence and quarters for MSC CIVMARs.

5. Analyzes and identifies the training needs of MSC and establishes training policy to meet organizational needs and operational requirements.

6. Sets training policy for MSC in response to Federal Law, DOD, Department of Navy, COMSC instructions and directives and Program Managers, Special Assistants and Functional Directors requirements for CIVMAR and contract mariners. Ensures that CIVMARs are given the opportunity to acquire the knowledge and skills necessary to perform the ship's mission and that these are accomplished to the required standard.

7. Interfaces with Federal, State and DOD agencies on matters of training or other operational considerations as required. Provides training services for other government agencies and military personnel as directed or requested.

N13 (Cont'd)

8. Administers training/career development programs for COMSC Headquarters civilian employees. Performs training of these employees as well as CIVMARs and contract mariners on specific topics of concern when required. Determines and provides funding training departmental projects.

9. Maintains oversight responsibilities for the annual training budget submitted to COMSC from the APMC. Reviews command training requests, develops the command training expenses for the annual budget and reviews training expenditures. Executes training waivers, pay and budget.

10. Participates in Research and Development programs (as pertains to manning issues) on shipboard equipment and systems pertaining to all phases of shipboard activities, including navigation, engineering, damage control and communications.

11. Meets various manufacturers and vendors who provide MSC with specific training.

12. Represents COMSC with Navy, DOD, other government agencies and commercial entities on matters relating to these responsibilities.

13. Interfaces with Federal, State and DOD agencies on matters of training or other operational considerations as required. Represents COMSC on various industry panels and conferences on a wide spectrum of issues.

14. Provides oversight, quality assurance, inspections of shore-side training and training facilities, both government and commercial. Maintains oversight, quality assurance of shipboard training of both CIVMAR and contract mariners.

15. Sets COMSC Headquarters' training policy on global issues and on matters that effect CIVMAR and contract operated ships, in partnership with Program Managers, Special Assistants and Functional Directors.

16. Serves as the point of contact for outside agencies concerning training opportunities (i.e., Naval War College, RFA, DLAMP, ICAF, WELP, PEP, etc.).

17. Interfaces with commercial maritime interests (unions, private companies, maritime training centers, etc.) on a variety of issues that are of mutual interest.

18. Assists in the development and review of new and current training courses as they relate to the CIVMAR and contract mariners.

DIRECTOR, MEDICAL/FORCE MEDICAL OFFICER**N14****Mission**

To maintain the maximum state of operational readiness for the Military Sealift Command (MSC) by providing the highest quality medical care possible, promoting healthier lifestyles and ensuring the continuous improvement of health care delivery systems through preventive medicine.

Responsibilities

1. Advises COMSC on all medical, preventive medicine, environmental health and industrial hygiene matters.

2. Establishes and directs MSC health care delivery systems and preventive medicine programs at MSCHQ and provides oversight on those programs to subordinate commands.

a. Ensures medical support and care to all eligible MSC personnel afloat and ashore, both military and civilian. Implements all medical administrative programs at MSC and establishes medical standards for employment and assignment of civilian mariners.

b. Coordinates health care delivery system responsibilities for MSC with DOD, other government and civilian agencies and foreign health services.

c. Ensures quality of life and work environment through preventive medicine by: infectious disease risk assessment and control; food service and potable water surveillance; solid and infectious waste control and international maritime quarantine programs.

d. Provides timely access to health care in the most cost effective manner by tracking beneficiary demographic trends, projecting health care service requirements and pre-employment screening physical exams.

e. Promotes healthier lifestyles by proactive wellness, fitness and health maintenance programs (e.g., smoking cessation and healthy diets).

f. Ensures that current medical, managerial and credentialing training programs are provided for MSC health care providers afloat and ashore.

N14 (Cont'd)

g. Ensures quality industrial hygiene services are provided to limit exposures to workplace stressors of heat, noise, coetaneous and respirator contaminates and hazardous materials.

h. Coordinates contingency plans for support of Medical and Noncombatant Evacuation Operations (NEO) and special medical platforms required by CINCs to support mobilization and joint operations.

3. Evaluates MSC-wide Medical Program. Has full authority and responsibility to direct the Shipboard Medical Readiness Assessment (MRA) Program and to establish written policy standards for:

- MRA Inspector Training and Competencies
- MRA Checklist
- MRA Scheduling
- Tracking and measurement of MRA results

4. Provides liaison with the Surgeon General of the Navy (OPNAV N093), Bureau of Medicine and Surgery, Medical Officers of Surface Type Commands and other medical components of the Navy and related agencies.

DIRECTOR, MILITARY PERSONNEL AND SECURITY DIVISION N15**Mission**

To ensure proper administration of military personnel throughout Military Sealift Command (MSC) worldwide. To oversees the Manning Coordination for all ships of the Naval Fleet Auxiliary Force, Maritime Prepositioning Squadrons and shore commands. To implement policies for the security of MSC Headquarters and promulgate policies on security measures for subordinate commands.

Responsibilities

1. Develops and administers a comprehensive military personnel program for the COMSC.
2. Advises on military personnel requirements and assignments. Monitors the assignment of all military personnel worldwide. Ensures liaison with the Bureau of Naval Personnel (BUPERS), Enlisted Personnel Management Activity Center (EPMAC) and the Manning Control Authorities at BUPERS, Commander in Chief, U. S. Pacific Fleet and Command in Chief, U. S. Atlantic Fleet to ensure quantitative and qualitative levels are maintained throughout MSC.
3. Monitors officer distribution for MSC worldwide. Liaisons with Placement Officials at BUPERS and prepares briefing memorandums on officer nominated for duty with MSC worldwide, including a recommendation to the Commander.
4. Prepares and submits reports on military personnel matters.
5. Prepares leave papers for military personnel attached to MSC.
6. Advises on preparation and submission of Fitness Reports for all officers on the Staff of MSC, for Program Management Offices, MSC Area Commanders and for MSC Liaison Officers.
7. Administers the MSC Headquarters security program, covering personnel, classified information and physical security. Serves as the MSC Security Manager and Security Officer. Oversees the management of security programs throughout MSC.
8. Arranges for investigations necessary for security clearances of military and civilian personnel of MSC Headquarters, special access for Headquarters and Area Command personnel and coordinates policies and procedures to ensure adequate security screening of MSC civilian marine personnel.

N15 (Cont'd)

9. Serves as permanent member of the MSC Physical Security Board and maintains records of the Board.

10. Administers the MSC Industrial Security Program.

11. Acts as coordinator for the Personal Awards Program throughout the MSC claimancy.

12. Serves collaterally as Command Military Legal Officer, Education Services Officer, Home Area Recruiter Program Manager, Voting Officer, Military Command Managed Equal Opportunity and Family Advocacy Program representative.

AFLOAT PERSONNEL MANAGEMENT CENTER

APMC

Mission

To prepare an afloat workforce capable of meeting the readiness requirements of the customer. To furnish a consolidated personnel/payroll office that is geared to meet the needs of the Civilian Mariner population: human resources services; administrative services; Equal Employment Opportunity (EEO); Civilian Employee Assistance Program (CEAP) services; financial services and ensures medical support and care to all eligible MSC personnel afloat and ashore, both military and civilian. Medical support and services are provided under the guidance of COMSC (N14). Legal services are provided by COMSCLANT (N2) and some financial services are provided by COMSCLANT (N8) and COMSCPAC (N8).

Responsibilities

1. Responsible for mission support to a wide range of customers. Reports to the Maritime Forces and Manpower Management Directorate, N1. Acts on all matters related to the office, including management of assigned civilian and military personnel.

2. Provides a consolidated personnel and pay office that is geared to meet the needs of the Civilian Mariner population. Consolidated or coordinated services include but are not limited to:

a. Human Resources Services

- Recruiting
- Hiring
- Wage and Manning
- Processing
- Assigning
- Training
- Travel including those for contractor personnel
- Promotions
- Employee/Labor Relations
- Drug-Free Workplace
- Alcohol Breath-Testing
- Retention Initiatives

APMC (Cont'd)

b. Administrative Services

- Motor Vehicles
- Mailroom
- Local Instructions and Notices
- Management Control Program
- Master/Chief Engineer Indoc Program

c. EEO and CEAP Services

d. Security Services

- CIVMAR Security Clearance Management
- Physical Security
- Pass and ID

e. Financial Services

- Payroll
- Travel Claim Liquidation

f. Fire fighting Schools

(1) Provides comprehensive training for all CIVMAR and contract mariner personnel, including but not limited to mandatory USCG-approved fire fighting (basic and advanced), Force Protection/Antiterrorism, damage control, NAVOSH, CBR-D, HELLO Fire fighting, P-250, Small Arms, Food Service Sanitation, Ship Hazardous Material Handling and Explosive Forklift Operator.

(2) Maintains training facilities, equipment and materials in compliance with Federal, State, EPA and other regulatory agencies.

(3) Maintains Fire School expenses tracking.

(4) Provides subject matter expertise in development of CIVMAR training plans.

APMC (Cont'd)g. Medical Services

(1) Provides or coordinates a comprehensive health care program for all authorized MSC military and CIVMAR personnel, afloat and ashore. This includes promulgating instructions and directives to maintain high standards of environmental and occupational health, industrial hygiene, medical administration and clinical services ashore and afloat.

(2) Provides authorized health care to active duty military and CIVMAR personnel afloat and ashore in accordance with COMSC, CINCLANTFLT, BUMED, Navy Civilian Personnel Instructions and Civilian Marine Personnel Instructions; to ensure implementation of COMSC Medical Programs relating to environmental and occupational health. Medical support, services and mode of operation are provided under the guidance of COMSC (N14).

(3) Requisitions contract medical services to provide specific support services not available and assists in the development of support agreements to ensure the adequacy of medical support programs.

(4) Implements and maintains environmental health, occupational health and industrial hygiene programs for military and civilian personnel ashore and afloat in accordance with OPNAV, BUMED, COMSC and other higher authority instructions.

(5) Ensures the provisions of emergency medical care services in cases of illness or injury of personnel aboard ships.

(6) Provides recommendations to COMSC (N14) for the training of officers assigned the collateral duty of ship's Medical Department Representative (MDR).

(7) Supervises and coordinates professional duties and training of all MDRs in areas of shipboard clinical practice, records maintenance, environmental health, occupational health and maintenance of medical material. Advises on recruitment, training, assignment, reassignment and retention of civilian medical personnel.

(8) Maintains liaison with directors of other medical facilities for the purpose of obtaining medical support as required; visiting medical and other support facilities in ports called by ships to familiarize personnel with MSC medical support requirements.

APMC (Cont'd)

(9) Implements the COMSC medical inspection program for evaluating clinical practice, environmental health, occupational health, industrial health and administration of medical departments aboard ships; conducting informal assist visits to ships and providing personnel for medical participation in Quality Assurance (QA) Inspections for contract-operated vessels.

(10) Advises on matters related to medical intelligence, medical contingency and mobilization planning and on medical aspects of Chemical/Biological/Radiological Defense.

(11) Audits medical records in the event of congressional/death investigations, and for Workman's Compensation data requirements.

h. Afloat Personnel Management Center, Detachment

(1) Serves as both an extension of the APMC in the assignment of high quality, well-trained CIVMAR employees of the MSC Fleet and the initial CIVMARs contact for issues related to their receipt of a broad range of employee benefits and services. Provides administrative and operational service to the CIVMARs in all personnel matters. These services include assisting the CIVMARs with obtaining benefits, resolving employee problems that concern assignment, pay, subsistence and quarters, relief travel, medical matters and leave. The APMC Detachment will act in a liaison role in matters between the APMC, ships' Masters and the CIVMARs. The APMC Detachment will assist, as requested, the APMC with disciplinary issues, adverse actions and labor and employee relations. The APMC Detachment will carry out the policy set forth by the APMC and serves as the first line representative to the mariner community. The APMC Detachment is charged with providing a customer service interface between the APMC and the CIVMAR awaiting assignment at the respective locations. The APMC Detachment will support, to the fullest extent possible, the overall mission of the MSC APMC.

(2) Services include but are not limited to:

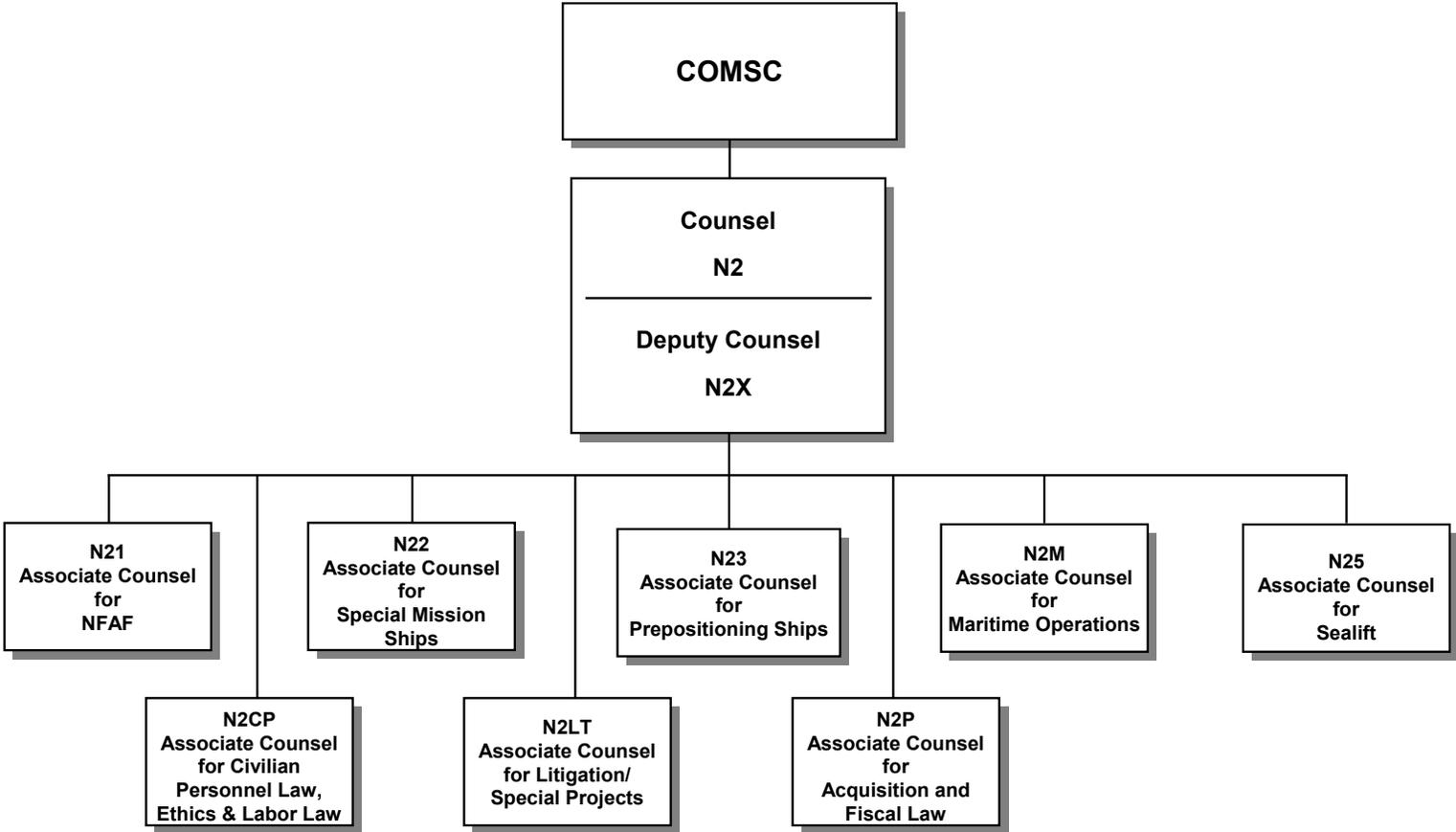
- Assisting the CIVMAR with ship assignments.
- Assisting the CIVMAR with obtaining employee benefits.
- Assisting in resolving employee problems/issues that concern pay; subsistence and quarters, transit to and from the ship including travel claims; or training while in the pool.
- Coordinating relief travel as needed.
- Visiting ships in the local areas on a continuous basis.



MILITARY SEALIFT COMMAND

Mar 2002

Counsel (N2)



COUNSEL**N2****Mission**

To formulate, coordinate and administer the Military Sealift Command (MSC) general legal program on all matters pertaining to the accomplishment of the mission, policies and programs of the command; to serve as the primary command legal advisor in matters of business and commercial law and the administration of MSC operations, including participation in the formulation of policies, plans and procedures. To provide advice on investigations conducted in accordance with the Judge Advocate General's Manual ("Command Investigations" and "Litigation Reports"); including the final investigative product and any COMSC Endorsement.

Responsibilities

1. Supervises, coordinates and administers the activities of the Commander, Military Sealift Command (COMSC) legal staffing accordance with policies of the Department of Defense and Department of Navy.

2. Provides legal advice and services to COMSC in the areas of Government contract law, admiralty law, civilian personnel law, bankruptcy law, operational law, international law and environmental law.

3. Represents MSC in litigation before Federal Courts, and in litigation and other matters before Administrative bodies, such as the Armed Services Board of Contract Appeals, the General Accounting Office, the Equal Employment Opportunity Commission, the Merit Systems Protection Board, the Federal Maritime Commission, the Maritime Administration, the Coast Guard, the Environmental Protection Agency and others.

4. Provides counsel on proposed legislation and congressional testimony of MSC officials.

5. Reviews internal directives and correspondence for compliance with applicable laws and regulations.

6. Advises contracting officers in the award and administration of contracts, including the settlement of contract claims.

N2 (Cont'd)

7. Serves as liaison with the Department of Justice, the Department of Defense Office of General Counsel, the Department of Navy Office of General Counsel, the Judge Advocate General of the Navy, the General Accounting Office, the Office of Management and Budget, the Department of Transportation and other government agencies on legal matters affecting the operations of MSC.

8. Acts as an advisor on the legal impact of maritime policy matters to the General Counsel, the Navy Secretariat and other senior Navy and Department of Defense executives.

9. Renders opinions on sovereign immunity and public vessel status of MSC ships and the applicability of international laws and conventions to the operation of private and common carriers on the high seas, and on the laws and regulations of particular governments that affect MSC as a ship operator and shipper.

10. Renders opinions, interpretations and legal counsel on the interpretation of Cargo Preference Statutes.

11. Serves, by direction of the Secretary of the Navy, as the MSC Designated Agency Ethics Official; provides and promulgates information on the Navy Standards of Conduct; manages command's ethics program; renders opinions, interpretations and legal counsel on the application of the Joint Ethics Regulation.

DEPUTY COUNSEL**N2X****Mission**

To participate with and assist Counsel in the mission of Counsel and to serve as Counsel in his absence.

Responsibilities

1. Supervises and administers the MSC Office of Counsel; reviews and clears for presentation to Counsel all correspondence, briefs and other legal documents produced by the office.

2. Performs personally such assignments as may be made by Counsel in areas of major importance to the MSC or the office.

3. Makes and coordinates assignments to the staff.

4. Supervises and coordinates the technical aspects of the legal services rendered by attorneys in the Office of Counsel, MSC.

5. Works directly with MSC Counsel in acting as liaison between the Office of Counsel and the various departments of the government with which the office of Counsel has liaison responsibility in legal matters, particularly with the Department of Justice, the General Accounting Office and the Judge Advocate General of the Navy.

6. Acts as an alternate for Counsel in connection with the latter's assignments to permanent committees or boards within MSC and serves as acting Counsel in the absence of Counsel.

ASSOCIATE COUNSEL FOR CIVILIAN PERSONNEL LAW, N2CP
FOIA AND ETHICS

Mission

To provide all necessary legal advice and services under the cognizance of Counsel Military Sealift Command (MSC) with respect to Civilian Personnel Law.

Responsibilities

1. Provides legal advice and legal services to all senior MSC management, including Functional Directors and Program Managers on Civilian Personnel Law (including Civilian Mariner Personnel Instructions), Equal Employment Opportunity Law and Labor Law matters.

2. Represents the command before the Merit Systems Protection Board and the Equal Employment Opportunity Commission, and in coordination with the MSC Associate Counsel for Litigation, before Federal Courts concerning the above matters.

3. Provides legal advice and services to all senior MSC management, including Functional Directors and Program Managers, with respect to all laws and regulations affecting Government Standards of Conduct, including procurement integrity, gifts and post employment matters.

ASSOCIATE COUNSEL FOR LITIGATION**N2LT****Mission**

To ensure that the interests of the Navy are protected in all litigation arising out of Military Sealift Command (MSC) contracts and operations.

Responsibilities

1. Serves as the primary representative of MSC in litigation arising out of MSC contracts and operations, including litigation before Federal and State Courts, Boards of Contract Appeal, the Merit Systems Protection Board, the Equal Employment Opportunity Commission, the Department of Justice Office of Legal Counsel, other administrative tribunals and in matters under Alternate Disputes Resolution process.

2. Coordinates as necessary with the Navy General Counsel Litigation Office, and the Department of Justice.

3. Provides oversight of attorneys at MSC Headquarters and Area Commands in litigation matters.

4. Develops litigation strategies and approaches for both defensive and affirmative claims.

5. Coordinates MSC positions after consultation with MSC staff possessing expertise in the areas being litigated (e.g., contracts, engineering, personnel, comptroller, and operations).

6. Directly assists Counsel and Deputy Counsel MSC in areas of special complexity and command interest, which may result in complex litigation, such as drug testing of mariners, personnel policies and environmental issues.

7. Provides legal advice and support concerning ancillary matters such as those relating to the Freedom of Information Act, Privacy Act, international law and bankruptcy law.

ASSOCIATE COUNSEL FOR ACQUISITION AND FISCAL LAW

N2P

Mission

To formulate, coordinate and administer a general legal program on matters pertaining to the procurement activities of the Military Sealift Command (MSC); to furnish legal advice, services and general counseling to MSC senior management, the contracting staff and others in MSC in connection with the legal aspects of government contracts, including disputes, claims and MSC contracting policy and procedures.

Responsibilities

1. Provides legal support and advice regarding the MSC purchase, lease and administration of supplies, services and ship repair contracts.

2. Provides legal services, guidance and direction to Commander, Military Sealift Command (COMSC) in pre-award matters, including solicitations, amendments, synopses and source selection decisions.

3. Represents COMSC before the General Accounting Office in bid protests under the Competition in Contracting Act.

4. Assists in the representation of COMSC in the Federal Courts and before the Armed Services Board of Contract Appeals in litigation.

5. Provides legal advice and support to the MSC Contract Management Review teams.

6. Provides liaison with the Defense Acquisition Regulatory Council.

7. Provides analysis of proposed legislation and other Congressional activities and furnishes appropriate advice and services as it relates to Government contract law.

8. Provides legal advice on the evaluation of and processing of contract claims, whether asserted by or against MSC.

9. Provides legal services, guidance and direction to COMSC in fiscal law matters, including administration of the Working Capital Funds, appropriate use of government funds, budget preparation and audits.

ASSOCIATE COUNSEL FOR MARITIME OPERATIONS**N2M****Mission**

To provide all necessary legal advice and services under the cognizance of Counsel, Military Sealift Command (MSC) with respect to international, environmental, operational and maritime law.

Responsibilities

1. Provides legal advice and services to all senior MSC management, including Functional Directors and Program Managers, on all facets of maritime operations, including international, environmental, operational and maritime law.

2. Provides legal advice and services to senior MSC management, including Functional Directors and Program Managers, with respect to casualty response and investigations, force protection, marine and war risk insurance, salvage, sovereign immunity, general average, maritime litigation, maritime regulatory law and limitation of liability.

3. Represents Counsel, MSC, with Private Counsel, U.S. Department of Justice, U.S. Department of State, Federal On-Scene Coordinators and Navy On-Scene Coordinators for spill response, U.S. Embassies abroad, U.S. Department of Transportation, U.S. Maritime Administration, U.S. Environmental Protection Agency, other departments or agencies of the U.S. Government, Non-Governmental Organizations, and with the agencies and representatives of Foreign Governments. Such contacts arise out of the maritime operations of MSC and are for the purpose of explaining MSC activities, and where needed, to advocate the course of action proposed by MSC, including necessary changes to regulations, statutes and intra-government and international agreements.

ASSOCIATE COUNSEL, NAVAL FLEET AUXILIARY FORCE PROGRAM N21

Mission

To provide all necessary legal advice and services under the cognizance of Counsel, Military Sealift Command (MSC) with respect to the MSC Naval Fleet Auxiliary Force (NFAF) Program.

Responsibilities

1. Provides legal advice and legal services to the NFAF Program Manager and staff and senior MSC management on all aspects of the acquisition and administration of contracts for ship repair services, supplies and other services under MSC contracting authority as well as operational law issues arising out of the operation of NFAF ships. Such legal advice and services include matters involving Government contract law, maritime regulatory law, admiralty law, international law, bankruptcy law and the Freedom of Information Act.

2. Represents the command before the General Accounting Office, and in coordination with the MSC Associate Counsel (Litigation), before the Armed Services Board of Contract Appeals and Federal Courts, concerning matters relating to the NFAF Program.

ASSOCIATE COUNSEL, SPECIAL MISSION SHIPS PROGRAM**N22****Mission**

To provide all necessary legal advice and services under the cognizance of Counsel, Military Sealift Command (MSC) with respect to the MSC Special Mission Ships Program.

Responsibilities

1. Provides legal advice and legal services to the Special Mission Ships Program Manager and staff, and senior MSC management on all aspects of the acquisition and administration of contracts for the operation of ships, ship repair services, supplies and other services under MSC contracting authority as well as operational law issues arising out of the operation of Special Mission ships. Such legal advice and services include matters involving Government contract law, maritime regulatory law, admiralty law, international law, bankruptcy law and the Freedom of Information Act.

2. Represents the command before the General Accounting Office, and in coordination with the MSC Associate Counsel (Litigation), before the Armed Services Board of Contract Appeals and Federal Courts, concerning matters relating to the Special Mission Ships Program.

ASSOCIATE COUNSEL, PREPOSITIONING SHIPS PROGRAM

N23

Mission

To provide all necessary legal advice and services under the cognizance of Counsel, Military Sealift Command (MSC) with respect to the MSC Prepositioning Ships Program (PREPO).

Responsibilities

1. Provides legal advice and legal services to the PREPO Program Manager and staff, and senior MSC management on all aspects of the acquisition and administration of contracts for charter of ships, operation of Government owned or bareboat chartered ships, ship repair services, supplies and other services under MSC contracting authority as well as operational law issues arising out of the operation of PREPO ships. Such legal advice and services include matters involving Government contract law, maritime regulatory law, admiralty law, international law, bankruptcy law and the Freedom of Information Act.

2. Represents the command before the General Accounting Office, and in coordination with the MSC Associate Counsel (Litigation), before the Armed Services Board of Contract Appeals and Federal Courts, concerning matters relating to the PREPO Program.

ASSOCIATE COUNSEL, SEALIFT PROGRAM**N25****Mission**

To provide all necessary legal advice and services under the cognizance of Counsel, Military Sealift Command (MSC) with respect to the MSC Sealift Program.

Responsibilities

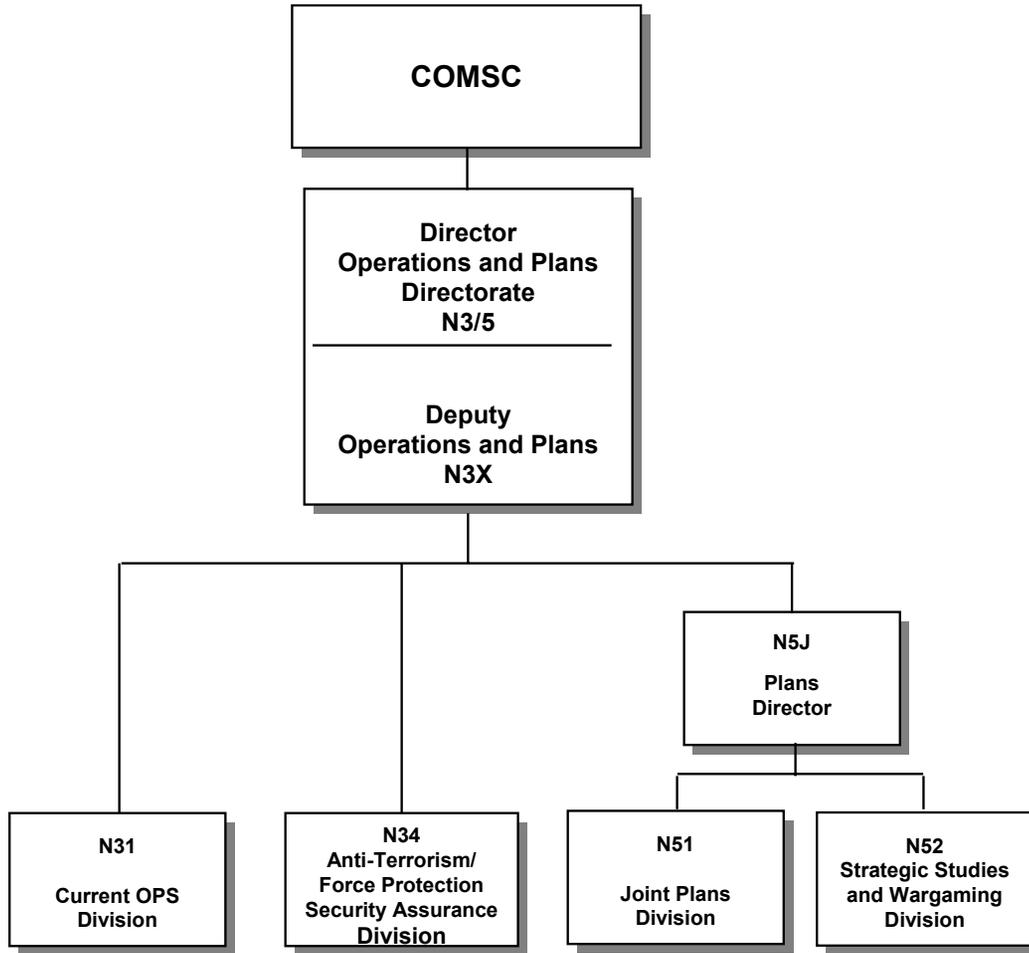
1. Provides legal advice and legal services to the Sealift Program Manager, staff and senior MSC management on all aspects of the acquisition and administration of contracts for charter of ships, operation of Government owned or bareboat chartered ships, ship repair services, supplies and other services under MSC contracting authority as well as operational law issues arising out of the operation of Sealift ships. Such legal advice and services include matters involving Government contract law, maritime regulatory law, admiralty law, international law, bankruptcy law and the Freedom of Information Act.

2. Represents the command before the General Accounting Office, and in coordination with the MSC Associate Counsel (Litigation), before the Armed Services Board of Contract Appeals and Federal Courts, concerning matters relating to the Sealift Program.

Mar 2002



MILITARY SEALIFT COMMAND
Operations and Plans Directorate
(N3/5)



DIRECTOR, OPERATIONS AND PLANS DIRECTORATE**N3/5****Mission**

To develop and implement operating policies and procedures to ensure effective management of Military Sealift Command (MSC) Strategic Sealift, Afloat Prepositioning, Special Mission and Naval Fleet Auxiliary Forces in peacetime and mobilization; to plan for the application of MSC sealift capability to meet Department of Defense requirements; to prepare MSC Operation Plans to support Navy and Joint Operations; to provide MSC war gaming support to U. S. Transportation Command (USTRANSCOM), Fleet Commanders in Chief (CINCs) and the Navy Staff; to conduct analyses and studies of maritime related issues; to monitor the operational readiness of all MSC ships and programs which provide support to U. S. fleet operating forces or geographic CINCs; to assist Program Managers with proper operational reporting by all MSC ships; to oversee the operations of the MSC Command Center which functions as the single point of contact to the USTRANSCOM Mobility Control Center and the Navy Command Center for all operational matters; to oversee the development, implementation and monitoring of programs designed to improve operational readiness of MSC ships; to develop Anti-terrorism/Force Protection (AT/FP) policies and procedures for MSC controlled ships; and to develop a Security Assurance Program within AT/FP which addresses the evolving requirements for Chemical, Biological and Radiation Defense (CBR-D), the Critical Infrastructure Program (CIP) and Homeland Defense.

Responsibilities

1. Advises COMSC on all matters of operations, policy, procedures and administration with respect to the accomplishment of the MSC mission. Provides a daily operations briefing to the Commander and represents the Commander at the CNO Operations and Intelligence Briefing, as directed.

2. Develops effective peacetime operational plans and policies, and mobilization, war and emergency plans in coordination with appropriate Program Managers.

3. Coordinates, monitors and directs execution of contingency, mobilization and surge plans as appropriate.

4. Establishes MSC policy for, and assists Program Managers with, compliance with operational readiness requirements and standards applicable to MSC ships, to include ship physical security and reporting requirements. Develops AT/FP policies and procedures for MSC assets ashore and afloat and responds to the needs for security assurance under AT/FP in the areas of CBR-D, the DOD Critical Infrastructure Program (CIP) and the new area of Homeland Defense.

N3/5 (Cont'd)

5. In coordination with the Program Managers, establishes material standards for operational readiness; reviews MSC ship Required Operational Capabilities (ROC) and Projected Operational Environment (POE) documents; reviews matters pertaining to material deficiencies as they affect operational readiness and the lift capabilities of MSC ships; monitors material condition of, and assists Program Managers with necessary actions to improve, the material readiness of MSC ships.

6. Assists Program Managers as required to ensure that all Afloat Prepositioning Force, Naval Fleet Auxiliary Force, Special Mission and Sealift ships are operationally ready to meet all required taskings.

7. Represents COMSC, as directed, in matters pertinent to MSC ship operations.

8. Reviews and comments on the Navy's and USTRANSCOM Research and Development programs as they apply to MSC operations.

9. Ensures the review of long term plans and requirements studies conducted by the Joint Staff, OSD, USTRANSCOM, Services and other significant organizations and agencies whose plans, programs and studies impact the command.

10. Directs, coordinates and approves the methodology utilized for the MSC analysis of studies and reports which are directly related to long term planning within DOD.

11. Directs the modeling and simulation of strategic sealift support for CINC operational war plans.

12. Coordinates MSC participation at Navy and Joint simulation war games and related exercises.

13. Collects and analyzes intelligence information and assesses the impact on MSC operations.

14. In coordination with the Sealift Program Manager, reviews special agreements with the Maritime Administration (MARAD) or National Shipping Authority (NSA), as appropriate, governing conditions of use of Ready Reserve Force ships and ships enrolled in the Voluntary Intermodal Sealift Agreement (VISA) or Voluntary Tanker Agreement (VTA) while under MSC control.

N3/5 (Cont'd)

15. Exercises and fulfills the function of operational management through the Command Center to ensure MSC meets all assigned taskings for combat logistics forces, special mission ships, afloat prepositioned ships and sealift or other specialized oceangoing capability.

16. Oversees the MSC Command Center operations and systems, including monitoring of operations and exercises, and coordination of command post exercises.

17. Serves as the MSC Single Point of Contact for all operational matters, which affect more than one Program Manager.

18. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, USTRANSCOM, Military Traffic Management Command and other military commands and government agencies as required.

19. Maintains and conducts the MSC command orientation and overview briefings for defense educational institutions, VIP visitors, senior MSC staffers worldwide and new employees at MSC Headquarters.

DEPUTY DIRECTOR, OPERATIONS AND PLANS

N3/5X

Mission

To assist the Director in the fulfillment of his responsibilities. In addition, the Deputy Director, as assigned by the Director, shall be responsible for special projects of a sensitive or policy nature or which may have far-reaching impact on the MSC mission.

Responsibilities

1. As Deputy, participates fully with the Director in all activities of the directorate.
2. Acts as Director, when the Director is absent, in all matters related to the office, except administering military discipline.
3. Supervises, directs, reviews and coordinates the activities of the staff.
4. Ensures the review of unified and specified commands' general war, joint operation and concept plans; and the development and promulgation of supporting MSC operation plans.
5. Represents the Director, as required, at various operational planning conferences.
6. Directs the development of MSC automated deliberate planning systems to support Joint Operation Planning and Execution System in support of USTRANSCOM.
7. Reviews, interprets and analyzes Department of Defense, Joint Staff and Navy wartime and planning guidance relative to the directorate mission, and provides guidance of same to the staff.
8. Coordinates the development and administration of the directorate security, budget and training programs, and submits the required reports.
9. Organizes, directs and supervises special projects and programs of a broad scope and technical complexity.
10. Supervises all projects that cross two or more divisions of the directorate.
11. Coordinates MSC operational readiness research issues and requirements, as necessary, with the Naval Postgraduate School.

DIRECTOR, CURRENT OPERATIONS DIVISION**N31****Mission**

To monitor the daily operations of all ships assigned to the MSC. In coordination with the Program Managers, coordinate and monitor all MSC operational aspects of deployment operations related to command post exercises, fleet exercises and other contingencies. To collect and analyze intelligence information which affects MSC operations. To direct the operation of the MSC Command Center and manage the training and performance of all staff duty officers.

Responsibilities

1. Provides daily operations and intelligence briefing to the Commander, Military Sealift Command (COMSC).

2. Advises the Operations and Plans Officer in all matters of operations, policy, procedures and administration with respect to the responsibilities of the directorate.

3. Maintains liaison with appropriate components of the Department of Defense, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, USTRANSCOM, Military Traffic Management Command and other military commands and government agencies as required.

4. Plans and coordinates MSC participation in Joint Staff and Unified Commanders' Command Post Exercises (CPXs). Publishes guidance to COMSC staff and to MSC subordinate commands.

5. Monitors execution of MSC support of field/fleet training exercises (FTXs).

6. Oversees operational aspects of deployment, including monitoring of all MSC operations and exercises and CPXs.

7. Directs the operation of the MSC Command Center and coordinates requirements and maintains liaison with the USTRANSCOM Joint Mobility Control Center (JMCG) and the Navy Command Center (NCC).

8. Prepares and maintains COMSC Operations Orders.

9. Provides meteorological and hydrographic support to the COMSC staff and Program Managers.

N31 (Cont'd)

10. Provides intelligence support to COMSC staff, including dissemination to MSC Area Commanders.

11. Communicates transportation and ship operations requirements to the appropriate Program Manager and track completion of all taskings in support of deployment operations.

12. Develops and coordinates the training of the MSC Crisis Action Team (CAT) and appropriate Program Manager support staff, including training in Joint Operations Planning and Execution System, Global Command and Control System (GCCS) and the Global Transportation Network (GTN).

13. Maintains the MSC Command and Operations Briefing and provides briefing officers as necessary to communicate command operational responsibilities to visiting dignitaries, MSC staff and other defense educational institutions or visiting groups.

14. Represents COMSC, as directed, at conferences and on committees in matters relating to current operations.

15. Monitors and, in coordination with Program Managers, evaluates the performance and operational readiness of MSC ships.

16. Initiates, develops and implements operational readiness policies and procedures for MSC ships and maintains a continual MSC Common Operations Picture (COP).

17. Maintains a continuous review of factors relating to MSC ship operational readiness to meet both emergency and fleet support operations and initiates recommendations for the improvement thereof.

18. Represents COMSC, as directed, at conferences and on committees in matters relating to fleet operational readiness.

19. Assesses program effectiveness and impact on operational readiness.

20. Maintains liaison with internal MSC staff members and Area Commanders on all matters pertaining to operational readiness.

21. Reviews and analyzes all fleet operational readiness reports. Coordinates reporting requirements with Program Managers.

N31 (Cont'd)

22. Administers the MSC Ship Physical Security Program; maintains liaison with other government agencies and private industry regarding methods for improved physical security for ships of the MSC force.

23. Manages the MSC Small Arms and Small Arms Ammunition Programs.

24. Monitors ships material deficiencies and analyzes operational impact of these deficiencies.

25. Manages the MSC Remedial Action Program and coordinates corrective action with all Program Managers and Functional Directors.

26. In coordination with the Program Managers and Functional Directors, develops Navy and Joint Mission Essential Task Lists and the MSC Joint Training Plan (JTP).

27. Maintains, and updates as necessary, the MSC Standard Operating Manual.

28. Maintains a library of Navy and Joint Warfare Publications pertaining to operational readiness.

29. Serves as MSC single point of contact with USTRANSCOM and CNO staff on MSC readiness issues.

30. Coordinates the overall MSC periodic inputs to the CINC's Joint Monthly Readiness review (JMRR) as directed by the U.S. Transportation Command.

DIRECTOR, ANTI-TERRORISM/FORCE PROTECTION SECURITY N34
ASSURANCE DIVISION

Mission

To develop MSC's anti-terrorism and force protection policy and procedures to comply with Joint Chiefs of Staff, USTRANSCOM and Chief of Naval Operations directives. To represent COMSC at various conferences and meetings held worldwide involving force protection, anti-terrorism and MSC ship security.

Responsibilities

1. Develops and promulgates MSC's Anti-terrorism/Force Protection (AT/FP) policy, including issuance of specific guidance to all Program Managers/Functional Directors/Special Assistants/Area Commanders to ensure DOD AT/FP policy is consistently applied.
2. Establishes the Force Protection Threat Working Group (FP TWG) which the Force Protection Officer will chair and which shall meet at least weekly to review MSC Force Protection issues relating to current and near term ship operations. FP TWG chairperson is empowered to make appropriate recommendations to ensure MSC ships comply with current DOD Force Protection directives and regulations in accordance with COMSC direction and guidance.
3. Coordinates quarterly Force Protection Roundtables MSC-wide to review programs, policies, direction, program initiatives and issues. Provides detailed minutes of the Roundtables to the Command's TWG representatives.
4. Coordinates with the Naval Criminal Investigate Service (NCIS) and the Director, Maritime Forces and Manpower Management (N1) to establish Force Protection training programs for MSC personnel.
5. Coordinates and schedules CNO Integrated Vulnerability Assessments (CNOIVA) for MSC ships through the NCIS.
6. Reviews and analyzes Force Protection status and training information provided by Program Managers and Area Commanders on a monthly basis.

N34 (Cont'd)

7. Develops and submits items to the USTRANSCOM and MSC CINCs Liaison Officers (LNOs) for further submission to the JCS Combating Terrorism Readiness Initiative Fund (CbT RIF). Coordinates with Program Managers, Functional Directors, Special Assistants and Area Commanders on Combating Terrorism RIF submissions, execution and after funds approval.

8. Coordinates with Reserve Readiness Commands to ensure MSC SELRES receive required AT/FP training.

9. Coordinates, manages and schedules with NCIS/Program Managers Force Protection Shipboard Security Engagement Tactics (SSET) training for MSC ships.

10. Reviews Force Protection and CBR-D budget submission for concurrence.

11. Provides a quarterly (or as required) report to the Commander's Force Protection Roundtable, Program Managers, Functional Directors, Special Assistants and Area Commanders on status of MSC AT/FP training achievements for all MSC military, civilians, family members and MSC contractors/subcontractors worldwide.

12. Develops, promulgates and monitors the MSC CBR-D program and policy, including equipment, personnel training and conducting annual MSC shipboard CBR-D inventories.

JOINT PLANS OFFICER

N5J

Mission

To prepare and promulgate various Military Sealift Command (MSC) joint operations, emergency and evacuation plans in support of the Operation Plans (OPLANs) of the Unified Commands; to direct development and implementation of the directorate strategic mobility planning information system to support the deliberate planning portion of the Joint Chiefs of Staff (JCS) Joint Operation and Execution Planning System (JOPES); to participate and support the various studies/war games/seminars sponsored by the Joint Staff, Department of Defense (DOD), Service War Colleges, Commanders in Chief (CINCs) and the Services; and to develop necessary War Game planning information on MSC operations required to meet the War Game objectives.

Responsibilities

1. Directs and coordinates the development and promulgation of the MSC plans in support of the joint operation, emergency and evacuation plans of the CINCs.
2. Maintains liaison with CINCs, Services, DOD agencies and other Transportation Component Commands (TCCs) on strategic sealift planning matters.
3. Coordinates the development and maintenance of automated deliberate planning systems to support the deliberate planning requirements of the systems.
4. Directs and coordinates participation in various CINC and Service war games/seminars.
5. Conducts OPLAN and CONPLAN analysis and sealift transportation feasibility analysis and participates in logistics and transportation refinement conferences.
6. Directs and coordinates the staffing and MSC response to all U. S. - flag vessel reflagging requests.
7. Directs the development and maintenance of automated systems to support the strategic planning mission of MSC.
8. Provides technical guidance and instruction to Program Managers, as required, on the use of automated strategic planning systems to most effectively support OPLANs analysis functions.
9. Reviews and staffs CINC Command Arrangements Agreements.

N5J (Cont'd)

10. Reviews, interprets and analyzes DOD/OSD, Joint Staff, USTRANSCOM and Navy strategic sealift guidance relative to the directorate mission and provides that information to COMSC and his senior MSC staff. Serves, as the Subject Matter Expert (SME) for all matters related to the Army's Strategic Mobility Program, composition and structure of Army units and capabilities and the Army War Reserve (AWR) mission.

11. Reviews, staffs and coordinates MSC staff efforts on sealift and maritime policy in such a way as to ensure adequacy, coherence and overall balance within MSC and other related positions of the Navy, USTRANSCOM, Joint Staff, DOD and other government agencies and the maritime industry.

12. Monitors Joint Service programs that interface with the MSC strategic sealifts programs.

DIRECTOR, JOINT PLANS DIVISION

N51

Mission

To develop MSC's support plans and associated Time Phased Force and Deployment Data (TPFDD) and sealift movement tables required to support war fighting CINC OPLANs; manage Bilateral Shipping Agreements; develop and maintain a database of ships to support the Joint Strategic Capabilities Plan (JSCP), strategic sealift planning, and various OSD/JCS/CINC/Service studies; to manage and coordinate the update of MSC/CINC Command Arrangement Agreements (CAAs); conduct OPLAN analysis and transportation refinement in support of Joint Monthly Readiness Review (JMRR); direct MSC efforts in support of U.S. Transportation Command (USTRANSCOM) modeling and simulation requirements as it relates to the deliberate planning of strategic sealift; determine the MSC reserve manpower mobilization requirements; to provide deliberate planning support for MSC and Joint Command Post Exercises, and to represent the Commander at strategic sealift planning conferences, sealift working groups within DOD, the Joint Staff, the USTRANSCOM and other government agency sealift venues such as the NATO Planning Board for Ocean Shipping (PBOS), the NATO Defense Shipping Agency (DSA) and U.S. National Laboratories and Centers.

Responsibilities

1. Establishes and maintains liaison with CINCs, Services, DOD agencies and other Transportation Component Commands.

2. Directs the sealift analysis of the CINCs' joint operation plans Time Phased Force and Deployment Data. Directs the preparation of the OPLAN analysis briefings to be presented at USTRANSCOM and sealift movement tables for the CINCs' OPLANs and other JCS-directed Command Post Exercises (CPXs).

3. Coordinates inputs on MSC reserve mobilization readiness requirements from Special Assistant for Reserve Programs (N00R) into TPFDDs to support contingency and war plans.

4. Establishes requirements for the development of Port Mobilization and Operations Plans to be developed by MSC Area Commanders and Reserve Units in support of MSC mobilization plans.

5. Coordinates the preparation and submission of the MSC wartime ship bunker requirements to the Fleet Commanders for the Prepositioned War Reserve Material Requirements Program.

N51 (Cont'd)

6. Develops and maintains a ship database to support JSCP Mobility Supplement preparation, strategic sealift planning, Strategic Sealift Analysis (SEASTRAT) and Joint Feasibility Analysis for Transportation (JFAST) systems and various OSD/JCS/ CINCs/ Services studies.

7. Acts as the MSC OPR for Bilateral Shipping Agreements required to support contingencies or other war plans.

8. Prepares and submits bulk Petroleum, Oil and Lubricant (POL) requirements for MSC Naval Fleet Auxiliary (NFAF), MSC Special Mission Ships (SMS) and DOD Withhold Ships for Prepositioned War Reserve Material Requirements (PWRMR) to the Fleet CINCs.

9. Coordinates the OPLAN related Major Theater War (MTW) MSC input to N31 for the Joint Monthly Readiness Review as directed by USTRANSCOM.

Mission

To represent Commander, Military Sealift Command (COMSC) in Joint and Navy strategic studies, war games and seminars; the Joint Warfighting Capabilities Assessments, Joint Requirements Oversight Council, and Integrated Warfare review process; liaison with CINCs, Services, DOD agencies and other Transportation Component Commands; to develop and prepare strategic mobility concepts and MSC input to the Defense Planning Guidance (DPG), Defense Science Board (DSB) proceedings, Joint Strategic Capabilities Plan (JSCP), CNO Executive Board, etc.; to develop the Command Integrated Priority List; review OSD, JCS, CINC and Service strategic studies; and to participate in war game development.

Responsibilities

1. Coordinates the MSC participation in the various war games. Prepares the necessary scenario events dealing with sealift and other information required for the play of the war game.

2. Provides analytical support for the conduct of strategic mobility studies and analyses, such as the Quadrennial Defense Review (QDR) and the Mobility Requirements Study (MRS) for the USTRANSCOM, OSD, JCS, CINCs and Services.

3. Coordinates with the MSC staff planning and development of command input on key strategic sealift programs and projects, including N3/5 input to the USTRANSCOM on the CINC's Integrated Priority List (IPL), the CINC's Initiative Fund (CIF), Mobility Enhancement Funds (MEF), the MSC Top Five and Top Ten maritime concerns.

4. Coordinates N3/5 preparation of input to the Navy and the USTRANSCOM Planning, Programming Budget System (PBBS), the CINCs Preparedness Assessment Report and the Program Budget Decisions (PBDs).

5. Designs, conducts and supports Joint Staff, OPNAV and USTRANSCOM-sponsored analytical and technical studies, including future technologies, which examine alternative solutions to such issues as the adequacy of the U. S. Merchant Marine to meet emergency and mobilization requirements; and future projections of military requirements for deployment as well as available sealift capacity and future platforms to transport those materials.

N52 (Cont'd)

6. Conducts and coordinates MSC study efforts in such a way as to ensure adequacy, coherence and overall balance within MSC and with related study efforts of the Navy, USTRANSCOM, DOD (including OSD and Joint Staff studies), other government agencies, including federally funded contractors and institutions.

7. Monitors the development of the Administration's National Sealift Policy, including maritime reform programs, with the aim of providing necessary inputs to allow COMSC to actively participate in this process.

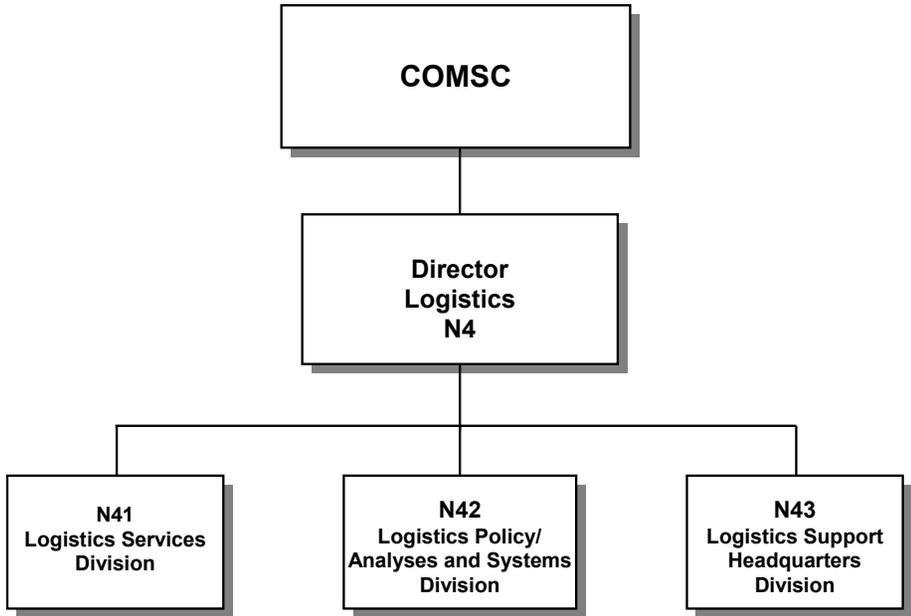
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MILITARY SEALIFT COMMAND

Mar 2002

**Logistics Directorate
(N4)**



DIRECTOR, LOGISTICS DIRECTORATE**N4****Mission**

To provide logistic support for the Military Sealift Command (MSC) force in achieving assigned missions. To participate in the development of logistics elements of war, contingency exercises and special plans. To keep the Commander, Military Sealift Command (COMSC) informed in all logistics matters.

Responsibilities

1. Integrates MSC support requirements into Navy and Defense Logistics Agency (DLA) supply systems and provides centralized logistics services, such as Configuration and Logistics Data Management and contractual support.

2. Establishes policy for the proper supply department discipline, standards and methods aboard MSC civil service crewed ships.

3. Establishes policy for the development and installation of logistics related automated systems.

4. Represents COMSC in all life cycle and material support issues with DLA/Navy Inventory Control Point (NAVICP).

5. Ensures effective supply action by Supply Officers in matters pertaining to MSC supply support functions afloat and ashore.

6. Establishes policy for the provisioning and outfitting of ships in MSC's new construction/conversion programs.

7. Establishes policy for MSC afloat exchange program in coordination with the Navy Exchange Command.

8. Provides effective, quality food service to MSC civil service mariners, including the administration of the *Captain David Cook Food Service Management Excellence Award Program*.

9. Acts as DOD liaison with the United Seamen's Service (USS).

10. Provides support services to directorates and offices of COMSC.

N4 (Cont'd)

11. Coordinates centralized supply training for all civilian mariner supply personnel.

12. Monitors all functional programs relating to active duty Supply Corps officers assigned within MSC worldwide.

13. Administers Government-Furnished Property Program.

DIRECTOR, LOGISTICS SERVICES DIVISION**N41****Mission**

To provide MSC Program Managers, Functional Directors, Area Commanders and ships with centralized logistics services in support of assigned missions.

Responsibilities

1. Provides worldwide logistics services through centrally managed contracts in support of assigned missions.

2. Provides Government Property Management services in support of contract ship operations and support services contracts (delivery/redelivery inventories, on-site evaluation, acquisition support and property management evaluation).

3. Provides Configuration and Logistics Data Management (CLDM) services in support of maintenance planning, maintenance execution (predictive, preventative and corrective) and inventory management.

4. Provides logistics support services (fleet feedback processing, engineering support requests, diminishing sources, Allowance Equipage List - AEL, equipment procurements) to ensure accurate and timely configuration and logistics support to MSC forces.

5. Establishes shipfill allowances for weapons and ammunition and manages the conventional ammunition program.

6. Processes command-wide Department of Defense Automated Addressing Codes (DODAAC) changes ensuring accurate shipping, mailing, and billing for DOD and Navy Supply System material requirements processing for all MSC ships and subordinate commands.

7. Provides direct augmentation support to program management staffs as required to accomplish assigned missions.

Mission

To formulate, coordinate and promulgate logistics policies, procedures, plans and programs for MSC commands, both afloat and ashore.

Responsibilities

1. Develops policies, procedures, instructions and requirements for development and maintenance of automated systems, both afloat and ashore, in the areas of supply management, subsistence, configuration and logistics data management, exchange location, bulk fuel and fleet issue cargo accounting.

2. Develops ashore and afloat logistics instructions, directives and manuals.

3. Analyzes and evaluates the effectiveness of logistics procedures and operations (including organizational structure), both afloat and ashore, recommending improvements as appropriate.

4. Provides logistics inputs required for the development and maintenance of MSC plans, such as Logistics Support and Mobilization Plans (LSMP), Continuity of Operations Plans (COOP), Operations Plans (OPLANs) and other war, contingency and exercise plans.

5. Develops plans and procedures for logistics support, activation and deactivation of ships of the MSC force in Reduced Operating Status (ROS), including T-AVB, T-AH and FSS ships.

6. Manages both major and minor MSC plant property.

7. Develops budget requirements and administer logistics funds to support assigned missions.

8. Oversees afloat food service operations and recommends changes to Basic Daily Food Allowances (BDFFA) based upon the Consumer Price Index (CPI).

DIRECTOR, HEADQUARTERS SUPPORT DIVISION**N43****Mission**

To provide support services to the Headquarters of Commander, Military Sealift Command (COMSC).

Responsibilities

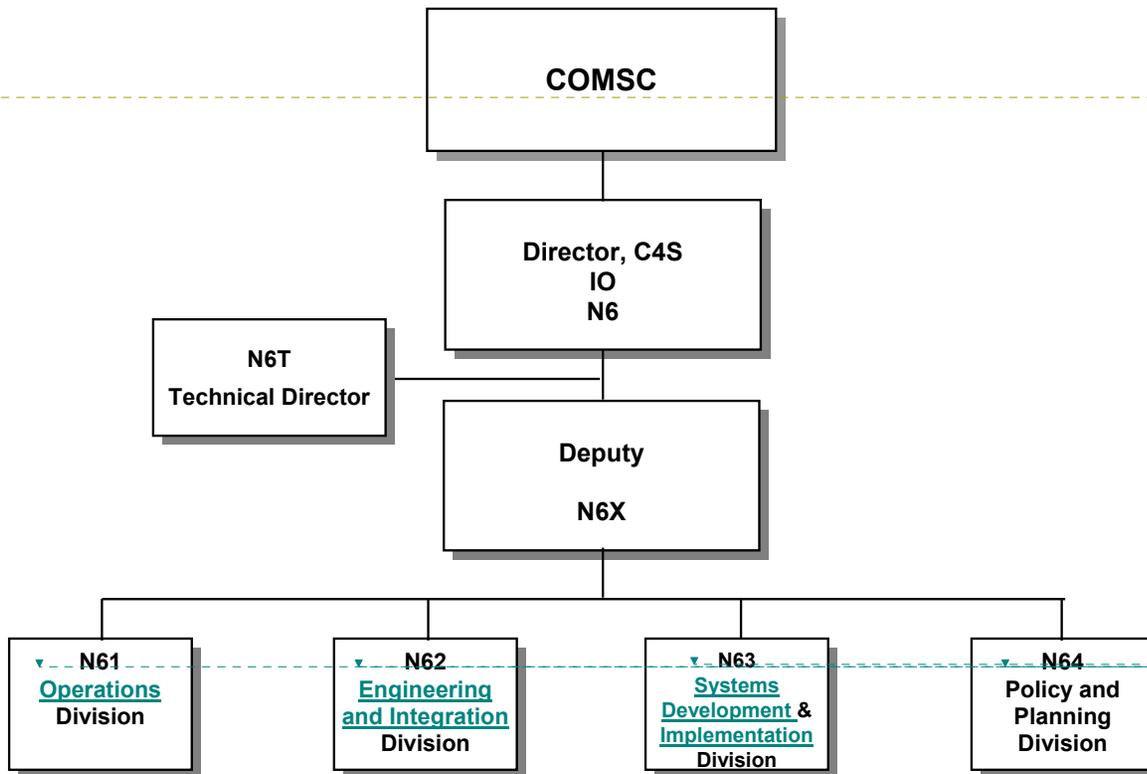
1. Plans and supervises support services for MSC Headquarters.
2. Assigns and manages office space in the buildings occupied by MSC Headquarters staff. Undertakes space feasibility and requirements studies. Plans and executes relocations as required.
3. Provides printing and reproduction service to COMSC staff.
4. Ensures an economical and efficient office furniture program at COMSC.
5. Provides acquisition service for office equipment for the staff of COMSC.
6. Develops annual budget estimates for the support services portion of the COMSC overhead budget and administers funds allocated.
7. Provides anticipated equipment and office space requirements for COMSC in the event of mobilization.
8. Monitors COMSC staff requirements for local transportation.
9. Administers the automotive vehicle and allied equipment allowances program for MSC commands ashore.
10. Formulates policies and procedures for the administration of the support services program at COMSC.
11. Screens and reviews all requests for open purchase material and services.
12. Manages the MSC Mini-Mart program for office supplies at MSC Headquarters.
13. Acts as the single material receipt agent for COMSC.



MILITARY SEALIFT COMMAND

June 2003

Command, Control, Communication and Computer Systems (C4S) Directorate (N6)



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DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND N6
COMPUTER SYSTEMS DIRECTORATE AND
COMMAND INFORMATION OFFICER (IO)

Mission

To fulfill command IO responsibilities, and in that capacity, serve as the principal advisor to the Commander, Military Sealift Command (COMSC) and the Department of the Navy Deputy Chief Information Officer (DCIO (Navy)) on all functional, policy, organizational and fiscal management issues relating to Military Sealift Command (MSC) Command, Control, Communications and Computer Systems (C4S). To develop and implement the policies and organization necessary to accomplish the MSC C4S mission and to efficiently integrate MSC policies and organization into the larger Navy, United States Transportation Command (USTRANSCOM) and Department of Defense (DOD) C4S (the Global Information Grid). To represent MSC on various Navy, USTRANSCOM, DOD and technical committees in developing overarching policy.

To ensure information technology (IT) is a value-adding dimension of the MSC strategic and business plans. To direct and manage development of C4S capital planning and investment strategy; the implementation of the requirements of the Government Performance and Results Act (GPRA) with respect to IT; development and application of electronic commerce tools and electronic data interchange policies, practices, standards and procedures; the execution of C4S programs. To provide oversight of the application of technical solutions to MSC's business needs. To validate the implementation of appropriate physical access controls, technical security measures, classification and safeguarding of controlled information rules. To serve as a change leader in the command.

Responsibilities

1. Provides the IT vision in support of all MSC mission areas within the entire claimancy.
2. Serves as change agent: advocates for change, promotes better ways of doing business.
3. Advocates for MSC infrastructure programs.
4. Ensures security of MSC data.
5. Leads in Knowledge Management (KM).
6. Serves as the MSC Data Administrator/Manager.

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7. Serves Principal Advisor to the COMSC on IT budget and projects.

8. Provides direction and guidance within COMSC, Area Commands and MSC field activities on the development and implementation of all IT projects.

9. Remains current in state-of-the-art IT through review of developments by the research community, Government and industry.

10. Provides the primary IT interface with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and governmental agencies.

11. Manages the IT Program Resource Process and development of annual budget, CIO Program Review Panel (CPRP) and Program Objective Memorandum (POM) input and approves C4S budget requirements for COMSC, Area Commanders and all other MSC field activities.

12. Serves as Program Manager for all MSC IT initiatives.

13. In accordance with CMS-21A, manages the MSC Communications Security Material System (COMSEC) Program.

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N6 (Common Division Responsibilities)

Each Division within the C4S Directorate will support the identified lead division for the common functions as described below.

1. Information Assurance Program:

- Supports the Engineering and Integration Division in the management and execution of the Information Assurance Program.

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2. IT Program Resource Process:

- Supports the Policy and Planning Division and the MSC Comptroller (N8) in providing input to the IT Program Resource Process as specified for each financial cycle identified below:

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- Program Objective Memorandum (POM) - validates and documents requirements
- Budget - adjusts plans and budgeted requirements as directed by Policy and Planning Division and N8 guidance
- Budget Execution - executes budgeted requirements in accordance with approved plans

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3. Global Help Desk:

- Supports the Operations Division in providing assistance as required.

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4. Configuration Management:

- Supports the Engineering and Integration Division in executing configuration management responsibilities for MSC IT in accordance with established policy and standards.

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5. Asset Management:

- Assists the Policy and Planning Division in accounting for IT hardware and software.

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DEPUTY DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND COMPUTER SYSTEMS DIRECTORATE **N6X**

Mission

To manage the daily operations of the C4S Directorate. The Deputy Director leads organizational and process improvement, and data management efforts ensuring the efforts are prioritized to support the vision, goals and objectives of the COMSC.

Participates with and assists the command IO in the mission of C4S Directorate, serving as the IO in the IO's absence, to manage and drive all efforts towards providing integrated IT support throughout the MSC claimancy.

Responsibilities

1. Conducts day-to-day C4S Directorate operations.
2. Assists the IO in establishing command policies for managing IT resources, as well as developing and promulgating broad procedures for the implementation of these policies.
3. Acts as an alternate for the IO in connection with business assignments to permanent committees or boards within MSC and serves as acting IO in the absence of the IO.
4. Provides the primary interface with internal and external entities on all operational issues.
5. Directs the C4S Directorate's daily processes in support of all MSC mission areas. Formally supervises staff providing management of IT and telecommunications systems installation, maintenance and operation to support accomplishment of the MSC mission.
6. Determines operational goals and develops plans for the directorate both independently of and/or jointly with high-level management.
7. Works with the IO to act as a liaison with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and Government agencies with regard to operational issues and business operations.

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TECHNICAL DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND COMPUTER SYSTEMS DIRECTORATE **N6T**

Mission

To ensure integration of all IT infrastructure efforts for the C4S Directorate. The Technical Director serves as the principal advisor to the IO on all technical matters, provides oversight of the Information Assurance Program, and ensures IT efforts support the vision, goals and objectives of the COMSC.

To participate with and assist the IO on all technical matters to accomplish the mission of C4S Directorate, providing advice and guidance to drive all efforts towards providing integrated IT support throughout the MSC claimancy.

Responsibilities

1. Assists the IO by providing technical oversight and advice on all C4S Directorate IT efforts.

2. Remains current in state-of-the-art IT through education, review of the C4S developments and by exchange with the government and industry research community.

3. Acts as an alternate for the IO in connection with technical assignments to permanent committees or boards within MSC.

4. Provides the primary interface with internal and external entities on all technical issues.

5. Reviews all IT solutions for accuracy and compliance with guidelines and standards.

6. Provides advice on the C4S Directorate's technical processes in support of all MSC mission areas with emphasis on the technical architecture implementing IT vision.

7. Serves as the C4S information and telecommunications technology expert and primary consultant to the IO and key staff officials in the areas of systems engineering theory, concepts, procedures and processes.

8. Determines technical goals and develops migration plans for the directorate both independently of and/or jointly with high-level management.

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9. Works with the IO to act as a liaison with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and Government agencies with regard to technical information, integration and architecture requirements.

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DIRECTOR, OPERATIONS DIVISION**N61****Mission**

To manage the operation of Information and Communications Systems ashore and afloat and to implement new hardware and software solutions. To sustain the automation of operational and administrative functions aboard all MSC ships and shore activities (including MSC Headquarters).

Responsibilities

1. Manages ashore and afloat IT infrastructure (hardware, operating systems, software, firmware, and services) for MSC organizations, including MSC Local Area Network/Wide Area Network (MSC LAN/WAN) connectivity for the Internet, sensitive Internet Protocol Router Network (NIPRNet), client-server, mainframe systems and Headquarters site classified and unclassified operations, including MSC Corporate Data Center (MCDC), Navy Marine Corps Intranet (NMCI), video teleconferencing and message traffic.

2. Operates and provides lifecycle support for all aspects of the IT environment, including the operational environment, the unclassified and classified networks and associated network services, and the test and developmental environment.

3. Develops, implements and operationally supports an effective, integrated command-wide communications system. This includes responsibility for the operation and maintenance of telephone and telecommunications circuits that are not part of the NMCI initiative.

4. Manages NMCI implementation.

5. Provides technical guidance on microcomputer software and hardware.

6. Serves as initial point of contact for customers (individual users) for new proposals and management of existing IT and communications support. Coordinates feasibility analyses of IT requirements and supports the Policy and Planning Division by preparing business case cost-benefit analyses of alternatives.

7. Provides Tier I Global Help Desk support and assistance and overall coordination.

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DIRECTOR, ENGINEERING AND INTEGRATION DIVISION

N62

Mission

To control the integration and engineering of IT solutions through issuance of policy, establishment of standards and procedures and oversight. To perform database and systems administration functions, and maintain and operate databases and applications systems. To assist the IO and C4S Directorate Technical Director in the development of technical goals, the engineering vision and migration strategies for the entire MSC claimancy. To serve as MSC's Claimant Information Systems Security Manager (CL-ISSM).

Responsibilities

1. Controls the integration and engineering of IT solutions through issuance of policy, establishment of standards and procedures and oversight. Issues guidance for systems policy, compliance, and release management and performs configuration management and Independent Validation and Verification (IV&V) functions for new projects. Performs database and systems administration, maintains and operates databases and applications systems. Prepares and maintains a consolidated Plan of Action and Milestones (POA&M) for IT initiatives.

2. Integrates IT solutions into MSC architecture. Documents the process through which IT solutions are integrated within the C4S infrastructure. Manages MSC metadata, data structures, databases, data warehouses and other repositories; data administration and database management efforts.

3. Provides engineering vision and technical support of the IO and Technical Director. Translates guidance into recommendations regarding IT planning, policies and procedures for IT development and controls pertaining to the execution of IT activities. Coordinates C4S Directorate efforts to implement change, as driven by technology, or change in direction or focus of MSC strategic goals and objectives. Performs engineering and design functions to support new requirements. Assists the IO and Technical Director in providing technical oversight and advice on all C4S Directorate IT efforts. Supports the development of technical goals and formulation of migration strategies.

4. Implements a performance test environment. Assesses performance levels of MSC's C4S infrastructure and applications running on that infrastructure through conducting performance testing.

5. Supports the Policy and Planning Division with the technical portion of CPRP.

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6. As CL-ISSM, manages the MSC Information Assurance Program. Provides policy guidance and oversight to ensure compliance with program requirements and directives of Navy Designated Approval Authority (DAA(Navy)).

7. Establishes database standards and quality assurance policy. Sets appropriate standards for data timeliness and accuracy.

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**DIRECTOR, SYSTEMS DEVELOPMENT AND
IMPLEMENTATION DIVISION**

N63

Mission

To manage the development and sustainment of all MSC-approved logistics, command and control, and business and administrative systems applications/projects for the entire MSC claimancy.

Responsibilities

1. Performs the following systems development and implementation functions: requirements development; analysis of alternatives; solution design, development and implementation; purchase/implementation of commercial-off-the-shelf (COTS) solutions; development of interfaces to government applications and systems; user training and Life Cycle Management (LCM) for systems applications/projects; and phase out of IT capabilities. Implements assigned systems applications/projects in accordance with applicable policy and standards. Develops and applies e-commerce tools.

2. Provides LCM and oversight of the logistics, command and control, business and administrative systems applications/projects. Serves as Information Systems Project Manager of approved MSC systems applications/projects. Works closely with the program offices and other departments to ensure smooth integration of systems applications/projects throughout the system's lifecycle. Coordinates directly with end user to ensure systems applications/projects development and user requirements are in agreement.

3. Manages and provides planning, design, analysis, documentation, user training, programming and maintenance support of IT solutions (systems applications/projects).

4. Coordinates feasibility analyses of systems applications/projects proposals with customers (Program Managers, Functional Directors, MSC Front Office, Contracts and Business Management Director (N10)) and supports the Policy and Planning Division by preparing business case cost-benefit analyses of alternatives.

5. Coordinates user training for applications/projects. Centrally coordinates general C4S training.

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6. Assists Operations Division manage the Global Help Desk. Develops applications user manuals for help desk utilization and supports the help desk, as required, to resolve problems reported with systems applications/projects.

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DIRECTOR, POLICY AND PLANNING DIVISION

N64

Mission

To manage the identification and development of resource requirements for the MSC IT Program. To serve as C4S Directorate's centralized policy and planning organization. To interface with and support the Comptroller (N8), Program Managers, Functional Directors and Area Commanders in the translation of IT program requirements into budget, CPRP and POM input. To work closely with N8 on all IT program financial planning and execution matters. To provide business planning and financial reporting for IT solutions, tracking of IT project expenditures and financial status reports. To implement resource management policy and procedures within the C4S Directorate for IT projects throughout the MSC claimancy.

Responsibilities

1. Manages the IT program resource process within the C4S Directorate. Coordinates with Program Managers and Functional Directors to identify resource requirements for all IT activities and to develop proposals to address issues within the scope of the approved MSC IT program. Provides resource requirement submissions in sufficient time for management approval and support of required actions. Submits annual IT Program budget, CPRP and POM inputs to N8.

2. Monitors the execution of funds and tracks IT project expenditures. Provides financial status reports to ensure projects remain with budgets.

3. Develops resource management procedures within the C4S Directorate for all IT projects, including procedures for identifying requirements and controlling the financial execution of all IT projects.

4. Serves as the C4S Directorate interface on all resource management matters.

5. Coordinates the C4S Directorate's input to resource requirement reporting processes, such as CPRP. Develops the IT program review for the MSC Executive Steering Committee (ESC) and other resource requirements presentations.

6. Directs the business planning process for C4S support of all MSC mission areas. Develops business support plans and coordinates the collection of metrics.

7. Reviews LCM documentation to ensure compliance with financial guidelines. Coordinates a standard approach to business case analysis and provides process discipline.

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8. Implements GPRA IT requirements within the C4S Directorate.

9. Oversees asset management within the C4S Directorate of MSC-sponsored hardware and software.

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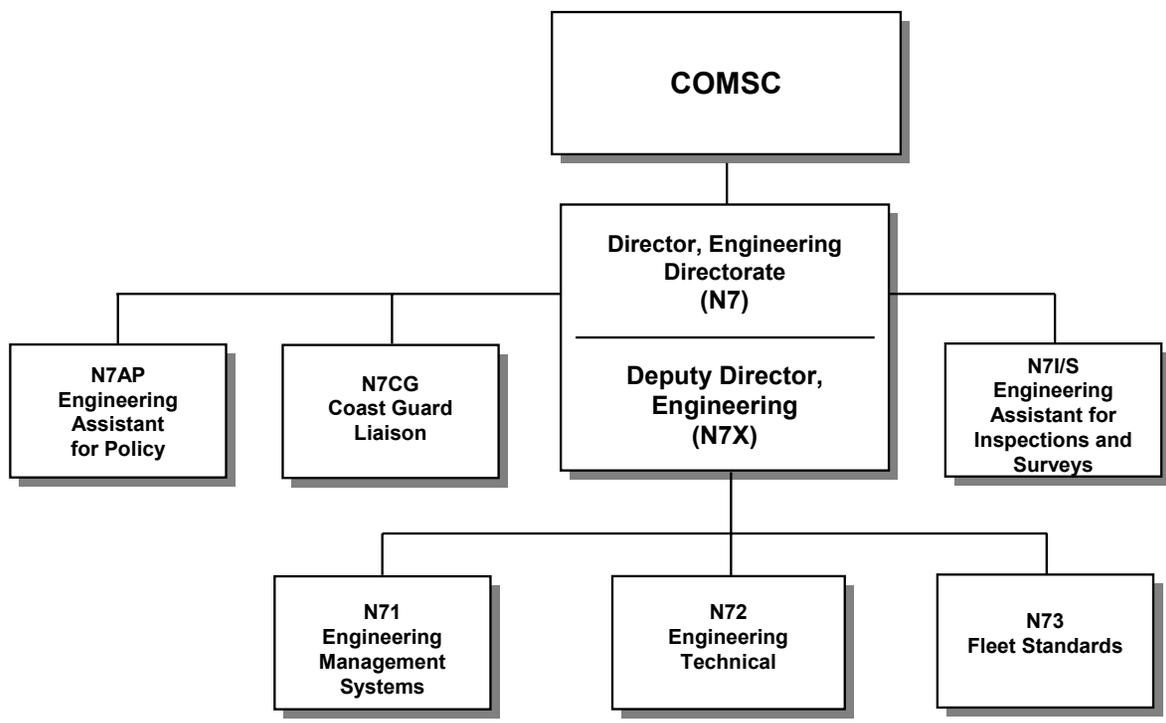
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MILITARY SEALIFT COMMAND

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Engineering Directorate (N7)



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Mission

To serve as the principal advisor to the Commander, Military Sealift Command (COMSC) on all functional, policy, organizational and fiscal management issues relating to Military Sealift Command (MSC) command, control, communications and computer (C4) systems. To develop and implement the policies and organization necessary to accomplish the MSC C4S mission and to efficiently integrate MSC policies and organization into the larger Navy, U. S. Transportation Command (USTRANSCOM) and DOD C4S (the Global Information Grid). To represent MSC on various Navy, USTRANSCOM, DOD and technical committees in developing overarching policy.

To ensure information technology (IT) is a value-adding dimension of the MSC strategic and business plans. To direct and manage development of C4S capital planning and investment strategy; the implementation of the requirements of the Government Performance Results Act (GPRA) with respect to IT; development and application of electronic commerce tools and electronic data interchange policies, practices, standards and procedures; the execution of C4S programs; oversee the application of technical solutions to MSC's business needs; validate that appropriate physical access controls, technical security measures, classification and safeguarding of controlled information rules; and serve as a change leader in the command.

DIRECTOR, ENGINEERING DIRECTORATE**N7****Mission**

To plan, develop and promulgate the engineering policies, programs and procedures to ensure the Military Sealift Command (MSC) fleet operates in the most efficient, cost effective and mission ready posture by providing technical resources and trained personnel to support MSC ships and activities worldwide.

Responsibilities

1. Serves as senior advisor to Commander, Military Sealift Command (COMSC), the Defense Department, Department of the Navy and other Government agencies on all aspects of MSC ship material readiness and on MSC engineering technical and professional programs.

2. Develops plans, formulates and promulgates policy for designing, maintaining and repairing MSC ships and systems thereof and managing MSC engineering programs. Proposes, reviews and approves engineering policies and procedures for meeting COMSC objectives.

3. Reviews the engineering performance of MSC ships and the administration of maintenance and repair programs. Establishes command life cycle management policy and develops procedures to implement in all programs. Performs technical review of all proposed alterations to MSC ships. Evaluates methods and procedures with regard to economy, efficiency and safety; ensures that effective action is taken correct deficiencies. Chairs the MSC Habitability Board and is a member of the Environmental Quality Management Board.

4. Exercises direct administrative and technical supervision over members of the Engineering Directorate: Engineering Management Systems Division, Engineering Technical Division and Fleet Standards Division on work to guide the organization's objectives, methods of investigation, etc.

5. Represents COMSC in discussions with regulatory bodies and is the point of contact for COMSC in all policy issues regarding regulatory body certifications, waivers, etc. Maintains liaison with regulatory bodies ensuring that the MSC fleet is informed of and complying with the latest rules and regulations.

6. Advises on material readiness issues.

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7. Performs Ship Material and Readiness Testing (SMART) inspections of MSC ships in accordance with the current MOU between PRESINSURV and COMSC. Serves as the primary point of contact on all issues concerning the Board of Inspection and Survey.

8. Provides management oversight for automating engineering functions, ensuring that effective state-of-the-art developments are incorporated into management systems.

9. Evaluates engineering issues which are high profile or present the potential of affecting fleet-wide readiness.

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DEPUTY DIRECTOR, ENGINEERING DIRECTORATE**N7X****Mission**

To manage mechanical and electrical engineering and naval architectural programs, provide technical expertise for ship construction projects and ship's maintenance and repair, maintain liaison with technical personnel outside the command and represent MSC on boards, committees and at meetings.

Responsibilities

1. Acts as the MSC Engineering Director when directed. Serves as advisor to the Engineering Director, and on behalf of the Engineering Director to the Defense Department, Navy Department and other Government agencies on all aspects of MSC ship material readiness and on the technical and professional programs of the COMSC Engineering Directorate.
2. Proposes, reviews and approves policies and procedures for meeting COMSC objectives. Assigns tasks for preparing detailed instructions and routing procedures required to implement, support and standardize MSC policies for ship maintenance, repair, alteration and related matters. Coordinates procedures and instructions with other offices and divisions of COMSC.
3. Reviews the engineering performance of MSC ships and the administration of maintenance and repair programs. Enforces command life cycle management policy and develops procedures to implement in all programs. Performs technical review of all proposed alterations to MSC ships.
4. Exercises direct administrative and technical supervision over members of the Engineering Management Systems Division, Engineering Technical Division and the Fleet Standards Division on non-routine work to guide the work's purpose, objectives, methods of investigation, etc.
5. Represents MSC in conferences, negotiations and discussions with officials of the ship repair industry, commercial firms of naval architects and marine engineers and other Government agencies with which MSC has engineering and technical commerce.
6. Represents the Engineering Directorate in discussions with the COMSC and with the Program Managers.

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7. Represents MSC and the activity in discussions with regulatory bodies. Maintains liaison with regulatory bodies ensuring that the MSC fleet is informed of and complying with the latest rules and regulations.

8. Provides regular updates and briefings to senior command personnel on high profile engineering issues and problems.

9. Provides management oversight for automation of engineering functions, ensuring that effective state of the art developments are incorporated into management systems.

10. Reviews and recommends procurement instructions and procedures which affect the command's accomplishment of maintenance and repair functions and tasks.

11. Provides engineering management oversight for shipboard ILS requirements. Coordinates with Program Managers the assigning of critical equipment to meet ships' operational requirements.

12. Reviews the engineering performance of MSC ships and the administration of maintenance and repair functions of subordinate commands. Evaluates engineering issues which are high profile or present the potential of affecting fleet-wide readiness. Evaluates methods and procedures with regard to economy, efficiency and safety to ensure that effective action is taken to correct deficiencies.

13. Manages personnel assignments and selections within the Engineering Directorate. Ensures that training pipelines are established for staff development. Coordinates staff rotation within the directorate and among the Program Managers to ensure broadening of experience and training for all Headquarters engineers.

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ENGINEERING ASSISTANT FOR POLICY**N7AP****Mission**

To provide programmatic and technical engineering management to shore support and fleet activities for maintenance and repair policy and administrative matters. To provide technical and administrative support to the Engineering Directorate on wide ranging issues.

Responsibilities

1. Proposes cross program engineering policy for managing broad engineering issues that address the operation, design or modification of main or auxiliary machinery, support systems and controls.

2. Executes a wide range of technical and engineering studies and economic analyses for MSC ships.

3. Manages major multi-disciplinary projects that require input from and participation by Engineering Divisions and from Program Managers.

4. Manages the review of proposals, studies, plans or other technical matter submitted by various agencies, contractors or shipyards to ensure they reflect an understanding of engineering policy in the areas of marine engineering, main and auxiliary machinery, engineering systems and controls.

5. Regularly reviews proposed and new regulations and commercial standards. Provides reports to the Engineering Director on the impact these new regulations and standards will have on the MSC fleet.

6. Serves as staff consultant and technical expert for Program Managers in engineering policy matters, methods and procedures.

7. Prepares high level briefings for the Engineering Director. Often taskings have little advance notice, are high priority and require prior knowledge of a broad range of issues in the Engineering Directorate.

8. Serves as the Engineering Directorate's expert on foreign repair issues. Coordinates foreign repair issues with Program Managers to ensure that the Assistant Secretary of the Navy's list of ships approved for foreign repair is accurate and current and that changes to the list precede a ship's overseas deployment.

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9. Coordinates broad range of engineering inspection issues. Manages streamlining of inspection programs to eliminate duplication and optimize coverage.

10. Manages the engineering training program. Structures training pipelines to ensure that engineers on Program Manager's staff are adequately trained in MSC port engineering procedures and polices before managing an availability. Establishes training sessions for functional directorate engineers to ensure that technical training is current and to inform them on issues of engineering policy. Periodically reviews training program to ensure that it meets staff training requirements.

11. Serves as the engineering expert to the Program Managers and the Engineering Functional Directorate on INSURV issues.

12. Ensures that engineering issues are properly and clearly organized and positions clearly stated for command-wide review during joint meetings.

13. Reviews engineering COMSC instructions, forms and reports to ensure that they are kept current. Proposes new instructions to ensure consistent management of emergent issues.

14. Solicits Program Managers for input on issues of engineering impact which may require engineering oversight and management through policy.

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LIAISON, U. S. COAST GUARD**N7CG****Mission**

To assist in coordinating the inspection and certification of all the MSC vessels, nucleus fleet and contract operated fleet. To assist in matters relating to investigation of casualties aboard MSC ships and matters relating to licensing and certification of officers and crewmen employed by MSC. To advise COMSC on matters relating to the safety of U. S. ports and waterways, the laws governing marine inspection and the carriage of hazardous materials.

Responsibilities

1. Assists the Program Managers in coordinating U. S. Coast Guard (USCG) inspections of MSC ships during repair availabilities.
2. Assists the Program Managers in coordinating USCG inspections of ships being newly built or converted for MSC.
3. Provides a working level interface between MSC and the local Officer in Charge of Marine Inspection, as necessary, to implement plans or policy regarding vessel inspections.
4. Assists, as necessary, in the plan review process with regard to plans submitted to USCG Marine Safety Center.
5. Provides a single point of contact to the COMSC, Area Commander and Program Manager engineering staffs regarding inspection issues.
6. Serves as part of MSC representative team at various meetings held by the USCG, American Bureau of Shipping or other regulatory agencies in the accomplishment of vessel inspections or waterways safety planning.
7. Serves as a single point of contact for matters concerning regulatory compliance issues.

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Mission

To provide expertise and liaison in special aspects of material readiness and condition and to provide expertise with respect to engineering matters and military requirements for ships assigned to the MSC.

Responsibilities

1. Advises the Engineering Director on matters related to the maintenance, repair, alteration, conversion, salvage and operating practices of ships assigned to MSC and to ships operated under General Agency Agreements.

2. Provides liaison between MSC and Department of the Navy and other Department of Defense components with respect to features of particular military interest.

3. Coordinates all INSURV issues for the Engineering Director, and participates in Ship Material and Readiness Testing (SMART) inspections of MSC ships.

4. Participates in ship inspections, investigations, operational readiness inspections and major trials.

5. Coordinates and reviews fleet compatible procedures and materials and recommends changes that would enhance MSC operations.

6. Represents the Engineering Director during major exercises.

7. Performs special studies and administers special projects that have a unique military interface.

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DIRECTOR, ENGINEERING MANAGEMENT SYSTEMS DIVISION**N71****Mission**

To provide programmatic and technical engineering management to shore support and fleet activities for maintenance and repair and administrative management systems, and engineering procurement management. To provide technical and administrative support to the Engineering Directorate.

Responsibilities

1. Establishes engineering standards and provides program management for developing and implementing management systems for shoreside and shipboard engineering operations, administration and management. Ensures that engineering automation policies are promulgated in a concise, efficient, and effective manner. Establishes program objectives and reviews attainment of these objectives to identify and correct deficiencies in potential and established programs and projects.

2. Establishes standards for and monitors the systems engineering program for MSC ships. Develops, evaluates and administers all policy, plans and objective in connection with the systems engineering support and technical material programs for MSC ships.

3. Reviews MSC Engineering operations, maintenance, and inspections to determine areas of possible inclusion of state-of-the-art development in new technology and automation.

4. Provides program management for the development, implementation and monitoring of the Port Engineering System (PENG), the Work Package Development Program and other shoreside information systems designed to support engineers worldwide.

5. Provides program management for developing, implementing and monitoring the shipboard planned, preventative and predictive maintenance systems, including lubricating oil analysis and vibration monitoring and other condition monitoring programs. Provides quality assurance analysis on program management, field activity and shipboard performance.

6. Provides program management for MSC worldwide engineering procurements such as the lubricants, shipboard chemical products and paint products.

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7. Maintains the central technical data system for ship drawings, technical manuals and other associated technical data and administers the COMSC Selected Record Plan Program.

8. Establishes standards for and provides program management for worldwide management for worldwide regulatory body support. Maintains technical liaison with the American Bureau of Shipping, U. S. Coast Guard, other naval activities, Maritime Administration and others as directed.

9. Develops, evaluates and administers all policy, plans and objectives in connection with the Material Readiness Evaluation process aboard MSC ships.

10. Performs on-site surveys and customer liaison to evaluate use and effectiveness of installed systems and automation efforts.

11. Serves as technical consultant to MSC, other government agencies and sponsors on technical matters related to engineering automation, engineering materials and other new technology.

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DIRECTOR, ENGINEERING TECHNICAL DIVISION**N72****Mission**

To provide naval architectural, marine, electrical and electronic engineering, salvage, and design support for MSC nucleus ships and ships being assigned to MSC. To plan for and manage the development of contract guidance plans and specifications incident to the repair and alteration of MSC nucleus ships. To serve as primary point of contact with the Program Managers for large scale engineering efforts within MSC, including the resolution of unique or complex issues pertaining to MSC ship design. To provide technical assistance and advice on complex engineering problems and their solutions to the Program Managers and the Engineering Directorate.

Responsibilities

1. Serves as a command expert and authority on marine, electrical, and electronic engineering and naval architectural matters pertaining to the feasibility, advisability, cost and methods for modification, alteration and repair efforts. Directs the preparation and technical approval of designs and plans for modifications, alterations and repairs.

2. Executes a wide range of technical and engineering studies, economic analyses and detailed design work.

3. Provides design, engineering and technical management advice and recommendations for alteration, modification and installation issues to Program Managers, NAVSEA and private owners to ensure that specified design, engineering and technical requirements are reflected in work items, shipyard work and actual operation.

4. Evaluates and adapts technical advances, new engineering techniques and improved and economical methods for ship modification, alteration and construction.

5. Provides management oversight on all new construction and transfer ship design and retrofit issues.

6. Oversees the technical review of proposals, studies, plans, work items, drawings or other technical matter submitted by contractors, or shipyards in the areas of marine engineering, hull design, main and auxiliary machinery and systems and electrical and electronic engineering.

N72 (Cont'd)

7. Interprets policies, regulations and engineering criteria to develop and provide survivability policy and information to Program Managers, MSC ships in service and to ship acquisition programs.

8. Manages contractor support contracts to provide personnel to augment the MSC staff. Manages contract cost and hours and maintains daily contact with contractor's designated contract manager to ensure that contract requirements are met and cost controls are exercised.

9. Keeps informed of the state-of-the-art in the marine engineering profession and directs analyses to determine their applicability and usefulness on MSC ships.

10. Regularly reviews and analyzes proposed and new regulations and commercial standards. Directs the analyses to determine their applicability.

11. Manages the technical analysis of modifications and installations which may impact ship longitudinal strength as a whole or may cause bending stresses of bulkheads, girders, panels and plating. Analyzes the effect of rolling and pitching on dead loads.

12. Manages the technical analysis of ship arrangement modifications and installations to ensure that habitability standards are met, that designs are technically sound, and that they comply with regulatory requirements.

13. Manages the technical analysis of all ship system and equipment modifications and installations to determine their suitability for the intended service, feasibility, practicality, regulatory acceptability and reasonableness.

14. Provides management oversight for stability tests on all MSC ships, ensuring that regulatory requirements are met. Manages the MSC Ship Salvage Team.

15. Directs the evaluation of modifications to existing ships, to determine the suitability, feasibility and reasonableness of modifications required to accommodate new missions or extend a ship's life.

16. Represents MSC on a number of industry recognized technical committees.

DIRECTOR, FLEET STANDARDS DIVISION**N73****Mission**

To provide direction and propose policy for life cycle management, damage control and environmental programs, engineering safety and oversee MSC ship inspection programs. To provide management oversight for damage control policies including fire fighting and chemical, radiological and biological defense (CBR-D) issues. To ensure that MSC ships comply with all environmental laws concerning hazardous spills, air pollution, and noise pollution. To advise on matters relating to the occupational health and safety of MSC personnel afloat and ashore. To advise on matters relating to the safety of U. S. ports and waterways, the laws governing marine inspection and the carriage of hazardous materials. To assist in coordinating the inspection of all MSC vessels including the nucleus fleet and contract-operated fleet.

Responsibilities

1. Assists the Program Managers in determining life cycle management requirements for major shipboard equipment to support identification of areas that affect vessels in all MSC ship programs. Supervises the establishment of maintenance requirements for cross program applicability on major ship equipment to ensure continuity in life cycle management.

2. Manages Program Managers' life cycle management analyses requirements and oversees distribution of life cycle management reports and analyses to Program Managers to address specific issues and long-range maintenance planning efforts

3. Provides management oversight for the interpretation of policies, regulations, and engineering criteria required to develop and maintain damage and casualty control and survivability policy and information for program managers, MSC ships in service, and ship acquisition programs. Directs the preparation and technical approval of designs and plans for modifications, alterations and repairs that affect damage control systems on MSC ships.

4. Oversees development and administration of damage control policy including fire fighting and chemical, biological and radiological defense (CBR-D) requirements for MSC ships.

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N73 (Cont'd)

5. Provides management oversight for the interpretation of environmental policies and regulations to determine applicability to MSC ships. Directs studies pertaining to the feasibility, advisability, cost and methods for modification, alteration and repair efforts on MSC ships to comply with environmental regulations.

6. Manages the MSC environmental protection program including hazardous spill contingency planning and cleanup policies and air and noise pollution abatement programs to ensure compliance with federal environmental laws and regulations.

7. Oversees responsibilities for planning, implementing and evaluating a comprehensive safety program for MSC ashore and afloat facilities.

8. Oversees MSC NAVOSH program to ensure compliance with safety and occupational health directives, promote prevention and control of mishaps, promulgate safety training and awareness and administer and maintain a mishap reporting and advisory system.

9. Provides management oversight for the development and maintenance of policy related to a broad range of engineering inspection issues. Directs the review of shipboard inspection and survey programs (INSURV, SMART, ABS, USCG, etc.) to ensure that policy is applicable, inspections are not duplicated and coverage is optimized.

10. Manages coordination of all INSURV issues for the Engineering Director, and provides management oversight for Ship Material and Readiness Testing (SMART) inspections of MSC ships. Participates in ship inspections, investigations, operational readiness inspections and major trials

11. Represents the Engineering Director during inspections and in meetings with INSURV and other inspection organizations as required.

12. Establishes standards for implementing program management for the MSC alteration (TRANSALT) system and serves as MSC principle point of contact for the USN Fleet Modernization Program.

13. Coordinates the Engineering Directorate budget preparation and review. Performs budget and financial tracking and analysis.

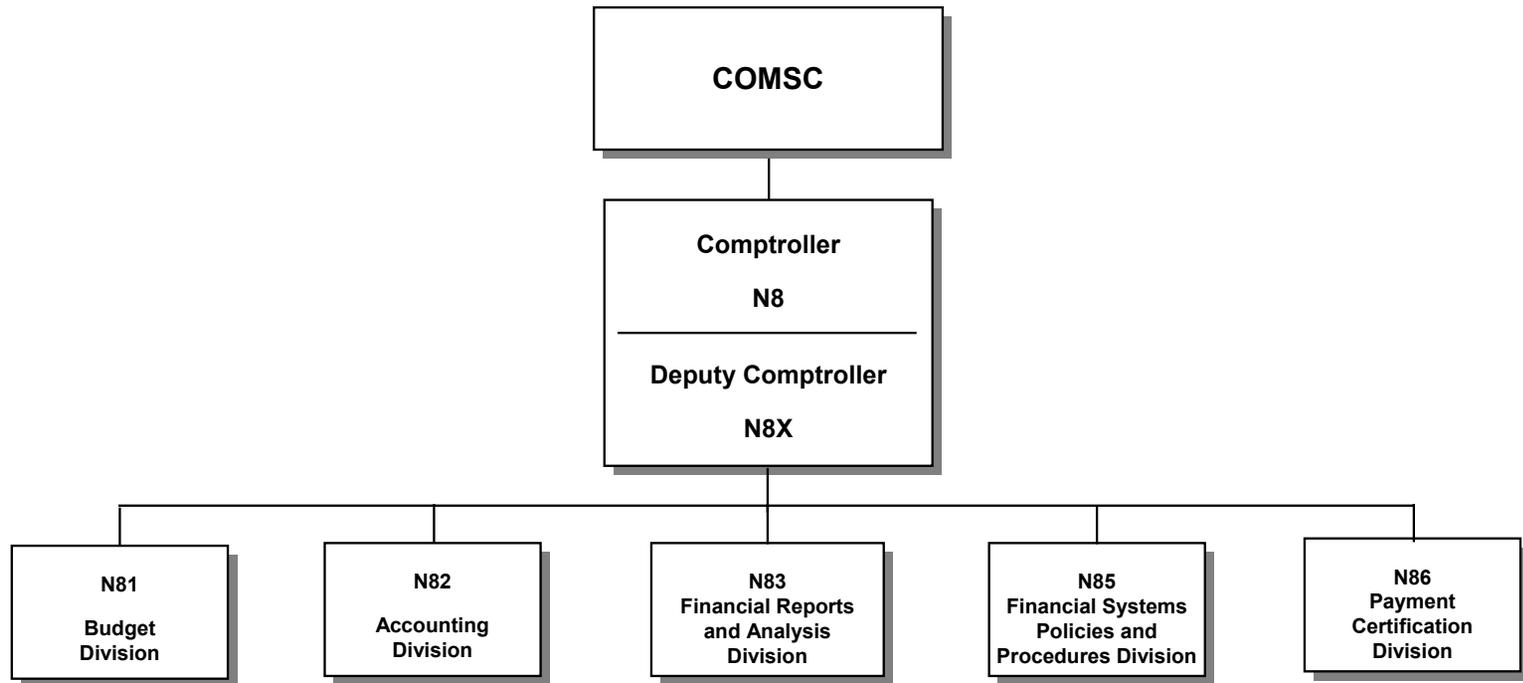
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MILITARY SEALIFT COMMAND

Mar 2002

Comptroller (N8)



COMPTROLLER**N8****Mission**

To ensure the proper performance of the functions relating to budgeting, accounting, funds availability, financial management systems, financial policy and performance reporting and analysis, under the Navy and Transportation Working Capital Funds; to obtain and justify military and civilian manpower funding; to keep the Commander, Military Sealift Command (COMSC) informed in these matters.

Responsibilities

1. Advises COMSC and staff on financial management matters.
2. Establishes policies and procedures relating to comptroller matters consistent with the basic policies of the Department of Defense (DOD) and the Department of the Navy (DON) and the U. S. Transportation Command (USTRANSCOM).
3. Recommends policies and furnishes interpretations of existing policies in all areas of financial management.
4. Maintains necessary liaison with comparable functional components of DOD, DON and USTRANSCOM, Office of Management and Budget, Congress and other government agencies in comptroller matters.
5. Reviews legislation and other directives from higher authority to determine their effect on Military Sealift Command (MSC) Comptroller policies and procedures, and coordinates implementation with other COMSC offices.
6. Provides and coordinates a command-wide program for efficient, economical and effective financial management control.
7. Informs COMSC promptly of any operations or actions that appear to lack cost effectiveness.
8. Provides technical oversight over Comptroller Offices at MSC subordinate commands.
9. Develops budgeting, accounting, cost, statistical and other financial reports and performs appropriate analyses and evaluations of such data for management purposes. Defends such reports and budgets to higher authority.

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10. Maintains liaison with manpower control offices of the Secretary of Defense, Secretary of the Navy activities and other government agencies, in order that funding for manpower requirements of MSC is met and makes policy recommendations to COMSC.

11. Coordinates the development of annual program information to support the Planning, Programming Budget System submission of MSC's Program Objectives Memorandum (POM) to the Office of Naval Operations (CNO) and the USTRANSCOM, which includes MSC support of strategic sealift programs administered and conducted by higher level authorities (USTRANSCOM, Navy, JCS, DOD, OSD and MARAD). Primary input will come from the Program Managers.

12. Provides the MSC input for the funding for manpower and force level requirements for the POM.

13. Provides liaison for COMSC with external audit groups.

14. Serves as the Chief Financial Officer (CFO), responsible for MSC's adherence to the CFO Act of 1990.

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DEPUTY COMPTROLLER**N8X****Mission**

To supervise the work in the MSC, Office of the Comptroller and act as the Comptroller in the absence of the Comptroller.

Responsibilities

1. Recommends policies and furnishes interpretation of existing policies in all areas of financial management.
2. Assigns and coordinates the work within the Office of the Comptroller.
3. Consults with division directors and subordinate activities and advises them in matters relating to budgeting, billing rates, accounting, performance reporting, analysis, financial systems and payment certification.
4. Reviews correspondence, reports and other material prepared in the Office of the Comptroller to ensure accuracy and consistency with existing policy.
5. Reviews legislation and other directives from higher authority to determine effect on MSC Comptroller policies and procedures, and advises the Comptroller as to action required.
6. Provides financial advice to Program Managers, senior and other MSC staff.
7. In absence of N8, participates in senior level Executive Steering Committee, Quality Management Boards and Process Action teams at OSD, USTRANSCOM, Navy and MSC.
8. Acts as Position Classifier for N8 and ensures that all of N8 personnel requirements, including Performance Appraisals, are conducted in a timely and accurate manner.

N8-3

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DIRECTOR, BUDGET DIVISION

N81

Mission

To develop, prepare, justify and administer the MSC Navy and Transportation Working Capital Funds; budget; establish budget procedures for controlling the budget; develop MSC billing rates and principles for billing; obtain funds from the sponsor; establish and approve all execution budgets within the automated MSC FMS system; prepare the detailed budget exhibits and justify budget submissions to various DOD levels; coordinate MSC Future Year Defense Program (FYDP) with CNO and USTRANSCOM; to provide and validate specific information as MSC Planning, Programming and Budget System (PPBS) officer.

Responsibilities

1. Prepares and submits hard cover and automated exhibits, proposed billing rates and automated data processing for the Navy and Transportation Working Capital Funds transportation budget.

2. Provides MSC Navy and Transportation Working Capital Funds budget data, as required, to the Comptroller of the Navy and the USTRANSCOM.

3. Provides MSC POM input to Navy and USTRANSCOM.

4. Receives and accepts all funding issued to the command.

5. Provides Working Capital Fund Budget Authority to Program Managers and appropriate funds administrators.

6. Maintains Working Capital Funds budgetary controls.

7. Defends MSC Working Capital Funds budget to various levels of DOD.

8. Serves as MSC coordinator for all sponsor budget or funding requests.

9. Assists the Program Managers with MSC estimates to transportation sponsors that will/may be used by sponsors to provide funds to MSC for program requirements.

10. Coordinates and controls input to the FYDP.

11. Provides financial support for Program Managers.

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12. Obtains and reviews manpower and force level requirements provided by the Director, Maritime Forces and Management Directorate in order to develop appropriate funding for budget submissions.

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DIRECTOR, ACCOUNTING DIVISION

N82

Mission

To develop, formulate and establish effective accounting policies and procedures for MSC; to perform accounting operations within MSC Headquarters and direct/review work performed by the MSC, subordinate activities and Defense Finance and Accounting Service (DFAS); to analyze accounts receivable; to monitor and analyze commitments, obligations and accounts payables; to analyze the results of accounting operations reported by MSC world-wide and DFAS; to collect data for MSC's monthly financial briefs, inclusive of Net Operating Results (NOR) and Cash; to prepare/direct briefings to Navy and USTRANSCOM on NOR, cash, Capital Purchases and manpower; and to improve program effectiveness and maintain the integrity of financial information and to serve as customer services representative for payroll.

Responsibilities

1. Performs MSC accounting operations, applying all applicable accounting procedures.
2. Advises the Comptroller, COMSC, Program Managers and staff on all matters affecting accounting policies and procedures.
3. Reviews MSC data, prepares consolidated financial statements and management reports.
4. Represents MSC on all accounting matters with Navy Comptroller, DOD, USTRANSCOM and other government agencies.
5. Prepares actual vs. budget reports and provides financial management support to COMSC Program Managers and Functional Directors in the execution of their mission.
6. Maintains and ensures budget vs. actual data is fully explained.
7. Serves as customer service representative for payroll, inclusive of entering and validating time and attendance data and answering payroll questions.
8. Maintains balance in all GLAs and ensures accuracy, supportability and compliance with external requirements.
9. Prepares numerous other financial and operational reports as required.
10. Generates inputs to produce customer billing substantiations and revenue.

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DIRECTOR, FINANCIAL REPORTS AND ANALYSIS DIVISION**N83****Mission**

To perform MSC Headquarters obligation and commitment reviews to ensure compliance with 31 U.S.C. 1301a and 1517 legislation; provide 1301a and 1517 compliance training; develop a comprehensive training program for MSC Headquarters Business Managers; provide POM input and develop program budgets; perform budget vs. actual NOR analysis; develop cash forecasts and analyze differences between actuals and projections; analyze differences between actual and budgeted disbursements and collections; and accumulate cash data for MSC's monthly financial briefs. To prepare/analyze 1307s, statements of budgetary resources and CFO statements and to improve program effectiveness and maintain the integrity of financial information.

Responsibilities

1. Provides 1301a and 1517 compliance training to MSC staff personnel required to perform obligation and commitment reviews.
2. Performs and monitors 1301a and 1517 reviews of MSC Headquarters obligations and commitments and ensures the integrity of these reviews.
3. Coordinates performance of the following tasks: records initial MSC Headquarters commitments/obligations; adjusts obligations to contracted or purchased amounts; relieves obligations upon certification of invoices for payment.
4. Coordinates/initiates proper MSC Headquarters invoice certification.
5. Develops and implements a comprehensive training program for MSC Headquarters Business Managers.
6. Prepares/analyzes SF 1307s, statement of budgetary resources, SF 133s and CFO statements.
7. Prepares narrative analysis to explain deviations between actual and budgeted NOR. Briefs MSC Comptroller on a monthly basis by comparing the actual results to the budget plan for the MSC.
8. Maintains liaison with the office of the Navy Comptroller, USTRANSCOM, Comptroller, General Accounting Office, Defense Finance Accounting Service (DFAS) and other activities with respect to accounting policies and instructions promulgated by these groups and affecting MSC accounting and financial condition.

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**DIRECTOR, FINANCIAL SYSTEMS POLICIES AND
PROCEDURES DIVISION**

N85

Mission

To study, develop, implement and maintain the functional portion of financial data systems; research and implement changes in financial systems, both manual and automated. These systems are specifically designed to maintain the official accounting records of MSC as well as provide management data to facilitate a more efficient and effective financial organization. To conduct special studies and analysis at HQ and the subordinate offices to ensure conformance with prescribed policies and procedures relating to financial management and management controls. To evaluate findings and recommend to the Comptroller, the establishment and/or revision of policies and procedures necessary to ensure continued sound financial management. To provide command liaison with all external audit groups and coordinate command responses and follow-up on audit reports. To coordinate the N8 Management Control Program and assist in the monitoring of the Purchase Card Program.

Responsibilities

1. Conducts research into all areas affecting the Comptroller operating functions; e.g., systems, procedures, etc., and assures that accounting policies and procedures are promulgated and implemented.

2. Researches/evaluates budget, accounting and statistical procedures and recommends development and implementation of new systems/procedures or revision of existing systems/procedures to meet emerging/revised requirements.

3. Provides centralized coordination/maintenance of financial management applications involving IT operations.

4. Provides non-routine analysis services to the other divisions of the Office of the Comptroller beyond the day-to-day routine.

5. Evaluates findings and recommendations resulting from reviews/audits and recommends, through reports to the Comptroller, changes or revisions of existing policies and procedures necessary to ensure accomplishment of management objectives.

6. Develops, establishes or revises internal controls in all areas pertaining to the financial management function.

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N85 (Cont'd)

7. Develops input for surveys, investigations, reviews and special projects to be conducted at COMSC and MSC subordinate commands pertaining to all phases of comptrollership.

8. Serves as the MSC single contact point for all external audit and review groups.

9. Evaluates audit and other reports prepared by Navy Comptroller, Naval Audit Service, Department of Defense Inspector General, General Accounting Office, MSC in-house study groups and other government agencies pertaining to MSC operations; prepares replies to the applicable parties.

10. Follows up on MSC action items resulting from reviews and audits and reports status of open items as required.

11. Develops, evaluates and coordinates changes to the portions of DFAS, Navy and USTRANSCOM directives pertaining to MSC.

12. Serves, as required, on committees and in conferences pertaining to accounting and related functions.

13. Coordinates the N8 management control program for the Comptroller Directorate to ensure that the design, documentation and operation of management control systems conform to standards.

14. Prepares/consolidates financial data for companies that do business with MSC as needed in connection with bankruptcy filings, claims, etc.

15. Assists Program Managers and other offices in MSC with obtaining/evaluating financial data and/or incorporation of financial requirements in their applications.

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DIRECTOR, PAYMENT CERTIFICATION DIVISION

N86

Mission

To certify for payment all commercial invoices submitted to COMSC Headquarters for vessel charters and related expenses and all commercial invoices and government billings for other supplies, services and rentals.

Responsibilities

1. Controls receipt, distribution and verification of all commercial invoices and government billings submitted to MSC Headquarters.
2. Monitors the status of all unpaid invoices onhand to ensure that all contractually established payment due dates are met to avoid late fees and to ensure that cash discounts are taken when available.
3. Maintains control procedures to ensure that improper payments are not made by MSC.
4. Obtains and reviews operational reports and relate operational data to items billed.
5. Interprets various contract provisions as they relate to reimbursement.
6. Verifies method and accuracy of all computations included in billings.
7. Originates deductions from contractors' billings when the propriety of an entire invoice or portions of an invoice are not satisfactory.
8. Acts as the central point of contact in all matters involving contract interpretation related to invoice processing, by obtaining clarification from Counsel and/or the Contracting Officer.
9. Prepares and revises detailed instructions that provide guidance to contractors in billing for services rendered.
10. Establishes and maintains individual files of each charter or operating contract entered into by MSC. These files include complete copies of the contract, contract amendments, notations and assignments.
11. Initiates and responds to correspondence with contractors, suppliers and other government agencies on payment and disposition of various invoices.

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12. Assists the contracting officials, when requested, in the development of Requests for Proposals (RFPs).

13. Certifies invoices for payment and forwards authorized payment files to DFAS Omaha Disbursing Office electronically, for payment processing.

14. Files and maintains invoice payment documentation which supports all payments authorized by MSC and processed by DFAS Omaha Disbursing Office.

15. Provides advice/expert opinions on Payment Certification issues to Comptroller, Program Managers, subordinate activities and other MSC staff.

N8-11

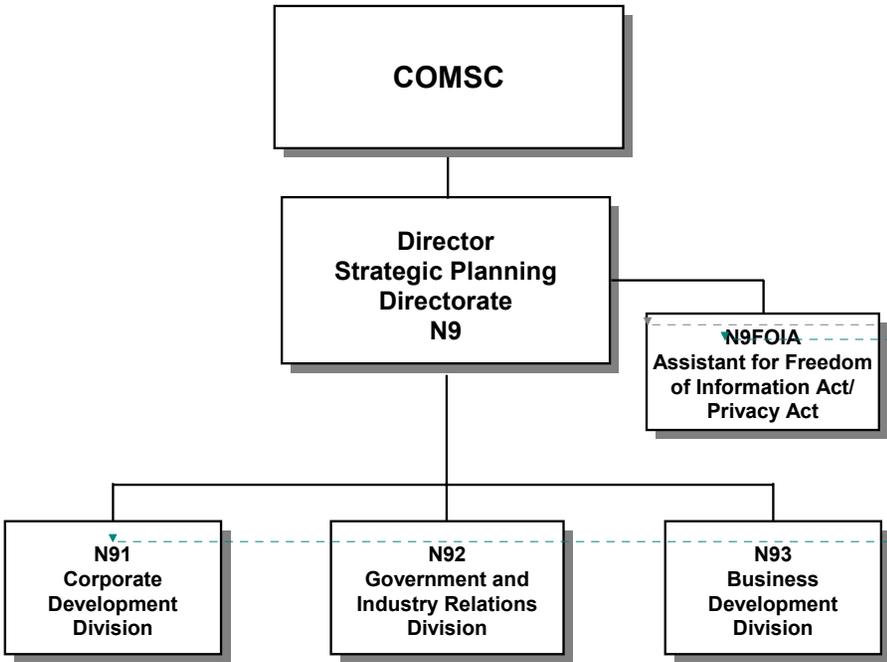
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MILITARY SEALIFT COMMAND

Mar 2002

Strategic Planning Directorate (N9)



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DIRECTOR, STRATEGIC PLANNING DIRECTORATE**N9****Mission**

To act as the command focal point for the future by developing a strategic and corporate planning system; evaluating and pursuing new business growth opportunities; enhancing DOD, interagency, congressional and industry relations; promoting small business opportunities; directing compliance with the Freedom of Information Act and Privacy Act; and recommending command-wide priorities.

Responsibilities

1. Advises the Commander, Military Sealift Command (COMSC) on all long-range strategic planning issues that are being reviewed within DOD, U.S. Transportation Command (USTRANSCOM), and Navy staff that will affect the future direction of the Military Sealift Command (MSC).

2. Develops and maintains a strategic planning system that includes a long-range Strategic Plan, a Corporate Plan, Business and Support Plans and an effective planning cycle that supports the budget and POM process.

3. Advises COMSC on congressional and legislative issues that affect MSC.

4. Advises COMSC on maritime industry trends and issues that will have an impact on MSC. Recommends MSC policy initiatives that will minimize adverse impact from such trends and improve overall MSC-maritime industry relations.

5. Oversees the implementation of the MSC Small and Disadvantaged Business Program, ensuring maximum opportunity for small and disadvantaged businesses while pursuing new business opportunities.

6. Directs the New Business Development Division, ensuring completion of comprehensive business case analyses and a thorough due diligence process. Focuses new business development in accordance with the long-term goals identified in the Strategic Plan.

7. Represents COMSC, as directed, in matters pertinent to MSC strategic planning efforts.

8. Reviews and comments on the Navy's and USTRANSCOM strategic planning documents as they apply to MSC.

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9. Oversees the administration of the command Freedom of Information Act (FOIA) and Privacy Act programs and provides coordination of these programs in MSC subordinate activities.

10. Maintains liaison with appropriate components of the DOD, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, Navy Office of Legislative Affairs, USTRANSCOM, Military Traffic Management Command, Maritime Administration, commercial maritime companies and organizations and other military commands and government agencies as required.

11. Supervises, directs, reviews and coordinates the activities of the staff.

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ASSISTANT FOR FREEDOM OF INFORMATION ACT/
PRIVACY ACTN9FOIAMission

To be the point of contact for all Freedom of Information (FOIA) and Privacy Act (PA) matters; to direct an all-encompassing, command wide program and reporting requirements under the Navy's program, and assure compliance under the Acts. This includes anticipation of future needs and changes for cost effective compliance; evaluation of the program command-wide; protection of personal data; assuring good relations with higher level Navy, DOD and other government agencies; and coordinating with the webmaster for compliance with statutory requirements of electronic accessibility to a reading room for public dissemination of data.

Responsibilities

1. Advises on matters with regard to the FOIA/PA Program. Directs those matters under DOJ, DOD and DON policy toward effective MSC compliance; where congressional and legislative FOIA and PA issues may affect MSC; and about maritime industry trends where release issues may effect MSC.

2. Reports to the Office of the Chief of Naval Operations for all command wide issues and is the MSC point of contact for all FOIA and PA matters.

3. As the FOIA and PA Coordinator, provides oversight, guidance and review of how command personnel are complying with applicable FOIA and PA rules and regulations. Reviews and directs the FOIA and PA activities of the field staff and works with the MSC webmaster for compliance under E-FOIA for an electronic reading room.

4. Reviews the command's compliance with standards set by the PA for the federal Government. This includes protection of personal data in paper and electronic records; what is allowed in those records; how personal data can be collected; who may maintain that data and how it is maintained; access to personal data; reviews and comments to revisions for instructions and regulations by the Chief of Naval Operations FOIA and Privacy Act Director, and USTRANSCOM as they apply to MSC.

5. Develops command processes that support the most efficient, effective, prompt and accurate dissemination of releasable data to the public in accordance with Congressional intent.

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6. Represents MSC in FOIA and PA matters pertinent to Navy policy and statutory change.

7. Serves as the liaison to other FOIA and PA counterparts of the DOD, including the Office of the Secretary of Defense, Joint Staff, Office of the Chief of Naval Operations, other Navy commands and other military commands and government agencies as required.

8. Coordinates and develops training programs, and submits required reports to Chief of Naval Operations, and organizes, directs and supervises special reports as required by that program director.

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DIRECTOR, CORPORATE DEVELOPMENT DIVISION**N91****Mission**

To provide internal consulting services for strategic, corporate and business planning; to help align the corporate business processes with regard to customer needs, cost savings/avoidance and workforce productivity improvement; serves as the senior internal consultant for productivity systems analysis and advises the Commander and senior managers among the staff with the development of strategic, corporate and business plans and workforce productivity initiatives.

Responsibilities

1. Leads the review and development of recommendations for maintenance of the MSC Strategic and Corporate Plans.
2. Plans, executes and directs benchmarking of other organizations to advise the Commander for tailoring applications of “best practices” in strategic, corporate and business planning.
3. Directs research and provides recommendations to leadership in building a knowledge management organization where information sharing is effectively exploited to further integrate command-wide daily operations and strategic, corporate and business planning.
4. Orchestrates, designs and deploys an educational program for MSC managers to learn how to employ effective business planning templates.
5. Organizes and supervises training in ‘metrics’ for managers to assist their developing appropriate process and outcome measures of business management systems.
6. Directs division staff in providing internal consulting support for managers in the area of workforce productivity improvement.
7. Designs, deploys and administers career development and other workforce productivity improvement initiatives for MSC personnel.
8. Assists managers in developing leadership education approaches – to develop workforce capabilities and promote corporate retention and senior management succession.

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DIRECTOR, GOVERNMENT/INDUSTRY RELATIONS DIVISION

N92

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Mission

To establish and maintain responsive liaison between MSC and the commercial maritime industry, Department of Defense organizations (e.g., OSD, JCS, CNO, SECNAV and other Services and USTRANSCOM), other federal agencies, government/industry transportation associations, and Congress to facilitate the cross flow of ideas and innovations and advise COMSC and senior staff officials of emergent issues, actions and trends.

Responsibilities

1. Supports the overall MSC mission through the development of mission-related concepts, viewpoints and positions on maritime policy issues, and congressional initiatives which impact MSC operations.

2. Stays informed on applicable laws, policies, Administration priorities, trends, special interests and related maritime issues. Ensures currency in matters affecting the MSC mission by reviewing developments in the commercial maritime and intermodal transportation sectors, and within the political landscape. Assesses impact of current and future maritime industry events and maritime-related legislative initiatives on MSC programs and policies. Communicates relevant information to senior leadership to influence decision-making.

3. Keeps COMSC and senior members of his staff informed of maritime issues of concern expressed by members of the maritime industry, DOD, DOT, DON, USTRANSCOM and Congress.

4. Establishes and maintains liaison with middle and senior level representatives from the maritime industry (labor, shipbuilding/ship repair and ship owners/operators, etc.), and government (DOD, Navy, other Services, the Joint Chiefs of Staff, USTRANSCOM and MARAD) to facilitate the cross flow of information with the commercial maritime industry. Participates in government and maritime industry associations and organizations to ensure that MSC's interests are properly represented and to collect pertinent industry trend information.

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5. Monitors and participates, as appropriate, in the development and refinement of maritime policy, and maritime reform programs. Provides necessary inputs to allow COMSC, or his designee, to actively participate in this process. Reviews, staffs and coordinates MSC staff efforts to ensure adequacy, coherence and overall balance within MSC and with related positions of the Navy, USTRANSCOM, Joint Staff, DOD, DOT, other government agencies and the maritime industry.

6. Acts as staff coordinator for special tasks and high level cross functional issues originating from USTRANSCOM (e.g., USTRANSCOM Component Commanders' Conference, USTRANSCOM Customer Day, etc.), Department of the Navy, MARAD and the National Defense Transportation Association.

7. Represents MSC at planning conferences and meetings with other organizations that link Government and Industry, including the National Defense Transportation Association (NDTA).

8. Serves as the command POC on congressional and legislative issues. Advises COMSC and staff congressional/legislative affairs with potential or actual impact on MSC.

9. Maintains liaison with Congress through close association with the Navy's Office of Legislative Affairs (OLA) in order to provide comprehensive information.

10. Coordinates closely with the USTRANSCOM CINC's Initiative Group on all congressional/legislative matters pertinent to defense transportation issues. Prepares and submits issue papers to USTRANSCOM in support of the CINC's congressional visits.

11. Researches MSC Headquarters, Area Commands as well as other pertinent record sources to staff and prepare official replies to congressional constituent correspondence and prepares responses to requests for information from professional staffers.

12. Directs the review and analysis of legislation to facilitate development of an MSC position on any legislative initiative that would have an impact on MSC.

13. Attends congressional hearings and provides debriefing to COMSC and senior MSC staff of pertinent congressional actions and activities of MSC interest. Prepares follow-on supporting summary information and papers as necessary.

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14. Coordinates, via Navy OLA, meetings between COMSC/other senior MSC representatives and members of Congress/professional staffs regarding maritime issues or MSC business activities. Directs the development of supporting briefing/background materials.

15. Assists MSC Program Managers, Functional Directors and Special Assistants with support for congressional visits to MSC Headquarters and MSC subordinate commands, units and activities.

16. Prepares COMSC, or the designated witness, for appearances before congressional committees. Originates MSC testimony that addresses the issues and is tailored to the needs of the committee. Coordinates review and clearance of testimony with Navy and USTRANSCOM. Reviews/edits official congressional committee transcripts with respect to MSC testimony. Drafts formal written responses to Questions for the Record, as requested, that arise during hearings at which the principal witness is COMSC, CINCTRANS or other DOD official testifying on matters related to MSC.

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DIRECTOR, BUSINESS DEVELOPMENT DIVISION**N93****Mission**

To be the focal point for the Command's new business marketing and to provide program support to the program managers and functional directors for new and existing business. This includes facilitating the development of new business opportunities and developing strategic marketing plans and providing program support (e.g., recommending acquisition strategies, developing statements of work, developing Inter-Service Support Agreements, etc.) for new growth opportunities. To solicit and cultivate new business opportunities that utilize existing expertise and resources of the Command. To act as a facilitator and coordinator between new customers and key Functional Directors, Program Managers and Area Commanders. To develop consistent business processes, and provide recommendations to COMSC on alignment and strategic sourcing initiatives.

To develop, manage and implement small and disadvantaged business utilization policies, procedures and programs throughout MSC.

Responsibilities

1. Oversees MSC new business development, business processes initiatives and strategic outsourcing programs.
2. Identifies growth areas where MSC involvement could benefit the Navy, USTRANSCOM, DOD and other government agencies.
3. Provides innovative solutions to support maritime missions and obtain best value results for Naval operating forces worldwide as well as MSC, DOD and Government agencies.
4. Markets MSC capabilities to Navy, DOD and other government agencies.
5. Analyzes financial and operational business trends.
6. Analyzes and quantifies business problems common to MSC, Navy, USTRANSCOM and other government activities. Makes recommendations that will lead to acceptable solutions.
7. Supports the development of new business acquisition strategies.
8. Develops and optimizes relationships with potential new customers.

N93 (Cont'd)

9. Promotes strategic business partnerships between Navy, USTRANSCOM, DOD and other government agencies.

10. Develops strategic marketing approaches and new business opportunity plans.

11. Constructs and maintains product service pricing data.

12. Recommends command pricing policies for new business opportunities.

13. Plans and develops overall program of MSC-wide utilization of small business firms, disadvantaged small business, labor surplus areas and other concerns.

14. Develops implementing program instructions, methods and procedures that provide requirements and/or guidelines for MSC headquarters and field contracting offices and Program Managers.

15. Manages and oversees the implementation of programs at headquarters and throughout the field to ensure compatibility of policies and procedures to facilitate immediate and long-range goals.

16. Provides guidance to personnel regarding goals, objectives, methods and requirements of the Small and Disadvantaged Business Utilization Program. Evaluates the effectiveness of the program as to its quantitative and qualitative values of participation.

17. Defines and implements a program with outside companies and firms to promote contracting opportunities for small and disadvantaged business firms.

18. Reviews procurement programs for possible breakout of items suitable for small business firms.

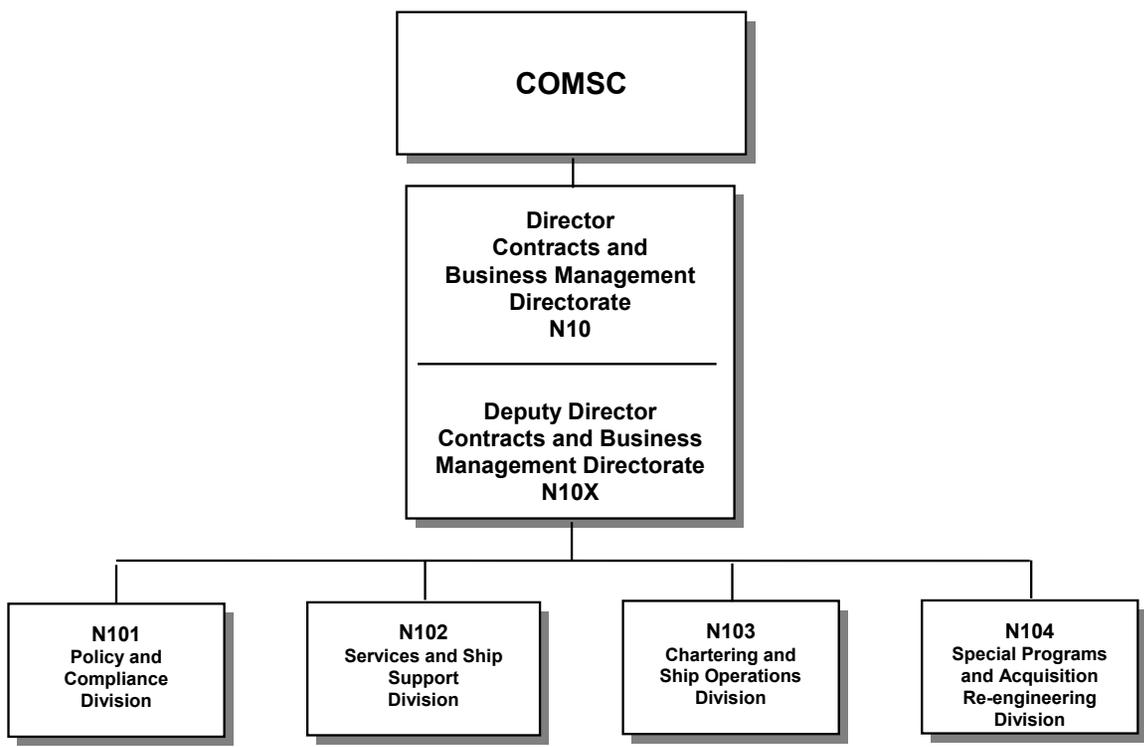
19. Provides a focal point for small business and disadvantaged business representatives to encourage and facilitate their doing business with MSC and other federal agencies.

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MILITARY SEALIFT COMMAND

Contracts and Business Management Directorate (N10)



**DIRECTOR, CONTRACTS AND BUSINESS MANAGEMENT
DIRECTORATE****N10**

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Mission

To direct and execute, for the Commander, Military Sealift Command (COMSC), contracting and business management process and policy, ocean transportation acquisition policy, procurement planning, procurement execution, procurement compliance, contractor ethics and procurement career management at Headquarters and Military Sealift Command (MSC) subordinate activities. To manage, review and monitor procurement operations in MSC worldwide.

Responsibilities

1. Serves as principal advisor to the COMSC on all matters related to contracting and business management process and policy, ocean transportation contracting policy, procurement planning, contract administration, contract cost and pricing. Serves as focal point for contractor ethics and procurement integrity issues.

2. Is the Chief of the Contracting Office (CCO) as defined in the Navy Acquisition Procedures Supplement (NAPS). Exercises authority of COMSC as Head of the Contracting Activity (HCA) as delegated.

3. Develops, promulgates and reviews procurement process, policies, procedures and directives for MSC worldwide, including MSC policy and procedures for acquisition planning. Monitors, reviews and approves acquisition plans for MSC.

4. Serves as principal advisor for Department of the Navy (DON) for ocean transportation procurement policy, directives, clauses and procedures.

5. Manages execution of procurement operations supporting the programs and MSC mission.

6. Manages MSC business clearance program for MSC worldwide. Monitors and reviews MSC pre-and post-negotiation business clearances. Serves as the final approval authority for MSC pre- and post-business clearances consistent with the thresholds set by COMSC.

7. Establishes, manages and coordinates the MSC Procurement Performance Management Assessment Program (PPMAP) throughout MSC. Conducts reviews of MSC contracting offices worldwide. Reports findings to DON and coordinates DON procurement management reviews of MSC.

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8. Manages, coordinates, assembles and distributes all acquisition reports and statistics. Coordinates all MSC acquisition reporting with DON, USTRANSCOM and Office of the Secretary of Defense (OSD).

9. Manages and coordinates specialized acquisition and business issues such as suspension and debarments, contract labor relations, claims, small business contracting, contractor cost reporting and insurance.

10. Manages, coordinates, analyzes and approves all MSC participation in DON, USTRANSCOM, OSD or MSC procurement test programs and special acquisition projects including the Voluntary Intermodal Sealift Agreement (VISA).

11. Establishes and manages the MSC acquisition intern program at MSC worldwide.

12. Serves as procurement expert for the Command Inspector General on an as needed basis.

13. Manages contract cost and pricing policy, procedures and contract audit functions for MSC. Provides cost and price analysis support for MSC field activities. Serves as focal point for contract audit, contract audit follow-up and coordination with Defense Contract Audit Agency.

14. Serves as contracting focal point with DON, USTRANSCOM and OSD for all acquisition and contracting matters. Represents the command at high level DON, USTRANSCOM and OSD acquisition meetings. Analyzes, recommends disposition of processes and controls all MSC deviations and waivers from the Federal Acquisition Regulation (FAR), the Department of Defense Federal Acquisition Regulation Supplement (DFARS) and the Navy Acquisition Procedures Supplement (NAPS).

15. Reviews proposed ocean transportation and other procurement legislation, OSD or DON policy and procedure changes providing recommendations.

16. Maintains liaison with MSC Counsel in all legal matters relating to acquisition planning, justification and approvals, determination and findings, contracting and business management policy, contract administration, compliance and contractor ethics and procurement integrity.

17. Appoints Contracting Officers and maintains records of Contracting Officer appointments.

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18. Manages, coordinates and monitors procurement automation for MSC worldwide.

19. Manages contracting workforce recruitment, education, training and career development. Manages DAWIA for all MSC employees serving in designated acquisition positions. Establishes and maintains a qualified procurement workforce at MSC worldwide.

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**DEPUTY DIRECTOR, CONTRACTS AND BUSINESS
MANAGEMENT DIRECTORATE**

N10X

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Mission

To actively manage and supervise the contracting work within Military Sealift Command (MSC) and to act as the Director of the Contracts and Business Management Directorate in the absence of the Director with all the responsibilities and authorities of the Director.

Responsibilities

1. Manages execution of procurement operations supporting the programs and MSC mission.

2. Recommends procurement processes and policies and furnishes interpretation and guidance regarding existing policies in all areas of contracting.

3. Advises Functional Directors, Program Managers, Area Commanders, senior and other MSC staff on contracting related issues.

4. Provides oversight of all assignments made by the Director in contracting areas of major importance to MSC. Provides oversight of all contract execution MSC wide.

5. Acts as a liaison between the Contracts and Business Management Directorate and various departments of the government, particularly with the Office of the Assistant Secretary of the Navy and the U. S. Transportation Command (USTRANSCOM).

6. Assigns and coordinates tasks within the Contracts and Business Management Directorate.

7. Reviews directives issued by higher authorities within DOD to determine its impact upon the MSC procurement function and recommends action as required to the Director.

8. Reviews all policies and procedures within the Directorate for conformance within existing U.S. Government, Department of Defense and U.S. Navy contracting policies.

9. Manages and coordinates acquisition workforce recruitment, education, training and career development test programs and special acquisition projects.

10. Establishes and maintains a qualified contracting workforce at MSC.

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11. Serves as classifier for MSC contracting positions in HQ N10 under managing to payroll.

12. Serves as the Commands Specification Advocate.

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DIRECTOR, POLICY AND COMPLIANCE DIVISION

N101

Mission

To develop, direct and coordinate procurement policies and procedures within the area of acquisition planning, contracting and business management, contract administration, ocean transportation, cost and pricing, purchase card administration, contractor ethics, procurement integrity, and procurement automation for all MSC contracting personnel worldwide. To provide direct support and assistance to contracting personnel within the area of career management, including Contracting Officer appointments (warrants), and in the administration of MSC's procurement reporting system. To provide acquisition process support through the development and maintenance of automated procurement systems and through coordinated efforts in the area of acquisition streamlining, strategic planning and to provide guidance in treatment of emergent and special acquisitions.

Responsibilities

1. Develops, promulgates, coordinates and reviews procurement policies, procedures and directives.

2. Develops, analyzes and reviews DON/OSD/USTRANSCOM acquisition policy, procurement legislation, directives, clauses and procedures, including ocean transportation and ship repair.

3. Serves as focal point with DON, OSD and USTRANSCOM for all procurement and contracting matters. Represents MSC at high level DON, OSD, USTRANSCOM procurement meetings. Analyzes, recommends disposition of, processes and controls all MSC deviations and waivers to the FAR, DFARS and NAPS.

4. Provides policy direction and guidance to contracting personnel for cost and price analysis and contract audit functions. Provides market research and cost and pricing analysis support to contracting personnel. Serves as focal point for contract audit, contract audit follow-up and coordination with Defense Contract Audit Agency.

5. Establishes and maintains policies and procedures for standardizing the MSC procurement processes.

6. Manages MSC's ship repair procurement processes to ensure an appropriate level of standardization within the Command. Develops and maintains standard/model solicitation documents for use in the satisfaction of common and repetitive ship repair requirements.

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7. Provides policy direction and guidance for using purchase cards within MSC worldwide.

8. Manages and coordinates specialized procurement and business issues, such as those relating to contract labor relations, claims, small business, contractor cost reporting and insurance. Reviews, analyzes, coordinates and develops recommendations for resolution on compliance and contractor ethics issues, such as suspension and debarment.

9. Establishes policies and procedures for acquisition planning.

10. Establishes and manages the business clearance program and Contract Review Board.

11. Manages, coordinates, compiles and distributes all procurement-related reports and statistics. Coordinates with other agencies, such as DON, OSD and USTRANSCOM, as requested.

12. Maintains liaison with MSC counsel in all legal matters relating to acquisition planning, contract compliance, contractor ethics and procurement integrity, justification and approvals, determination and findings, contracting and business management policy, and contract administration.

13. Establishes and maintains policies and procedures for maintaining and reporting status of work in progress in contracting offices MSC worldwide.

14. Manages and coordinates contracting workforce recruitment, education, training, and career development. Manages and coordinates MSC staff training to ensure fulfillment of DAWIA and Continuous Learning Program requirement for all MSC employees serving in designated acquisition positions.

15. Reviews, processes, recommends, monitors and maintains a database of appointment and authority warrant levels of contracting officers.

16. Manages and monitors procurement automation and electronic commerce applications (i.e., SPS, NECO, EDA). Serves as the MSC procurement expert for all automation related to the procurement process.

17. Manages, coordinates, analyzes and recommends MSC participation in DON, OSD or USTRANSCOM procurement test programs and special projects.

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N10-7

N101 (Cont'd)

18. Establishes, manages and coordinates the MSC Procurement Performance Management Assessment Program (PPMAP). Conducts procurement management reviews) of the MSC activities that are awarding and administering simplified acquisition purchases and contracts. Serves as the focal point for reporting PPMAPs findings to DON and for coordinating DON PPMAP of MSC. Serves as procurement expert for evaluations of MSC offices and participates in reviews, as requested.

19. Serves as Competition Advocate for contracting actions at the dollar level established by MSC N10. After review, forwards those over established dollar levels to MSC N10 for approval.

20. Serves as the MSC N10 focal point on MSC procurements administered in support of organizational A-76 studies.

21. Serves as focal point for the Management Control Program within N10.

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DIRECTOR, SERVICES AND SHIP SUPPORT DIVISION**N102****Mission**

To provide direct contracting support to the MSC Naval Fleet Auxiliary Force Program (PM1) at MSC Headquarters. In addition, to provide direct contracting support on MSC Headquarters procurements which cross programs or which are not otherwise designated as program specific. Such services include outsourcing initiatives such as the procurement and administration of harbor tug services, commercial helicopter services and cross-program procurements such as consultant services, layberths and data processing systems.

Responsibilities

1. Manages all aspects of assigned procurements, performing all contracting/ procurement functions including initial planning, contract definition, negotiation, price analysis, cost analysis, contract administration, termination and close-out.
2. Provides direct supervision to all contracting personnel supporting MSC's Naval Fleet Auxiliary Force Program (PM1) at MSC Headquarters.
3. Resolves procurement problems and provides advice and guidance to Program Staff Management and other acquisition team members on contractual issues that arise during the Pre- and Post-award stages of assigned procurements. Performs liaison between programs and N10 on procurement related issues that warrant higher level attention.
4. Performs market research and conducts market surveys as required on procurement actions assigned to the division. Monitors conditions within the various markets associated with procurements assigned to the division. Maintains current knowledge of market trends and conditions that have the potential to impact upon current and future MSC procurements within involved business sectors. Serves as the primary MSC interface with Industry representatives on acquisition related issues associated with procurements assigned to the division.
5. Reviews and approves procurement documents such as Acquisition Plans (APs), Source Selection Plans (SSPs) and Business Clearances within the dollar thresholds established by MSC N10. Procurement documents with associated dollar values that exceed the N102 approval authority will be reviewed and forwarded to MSC N10 for approval.

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N102 (Cont'd)

6. Executes final determinations and/or settlements, as required, on all claims. Negotiates and prepares supplemental agreements or amendments for execution necessary to effect final determinations and/or settlements or to effect other unilateral and bilateral contract changes.

7. Administers contracts. Monitors contractor performance. Develops administrative systems and programs to correct problems encountered in contract performance.

8. Performs the contract close-out function when appropriate and recoups idle or excess funds. Monitors all administrative actions required for the final settlement of completed contracts. Ensures all key procurement documents are in the contract files for historical purposes and completes all close-out actions.

9. Serves as the primary contracting office within the Department of the Navy for tug services worldwide, providing guidance and acquisition service to other agencies, e.g., NAVFAC, NAVSUP, Naval Bases, etc., on tug/tow services.

10. Serves as the primary contracting office within MSC for commercial helicopter services.

11. Contracts for automated data processing supplies and services.

12. Works with MSC Headquarters Counsel on legal matters relating to assigned procurements, acquisition issues, procedures and processes; utilization of standard and special clauses and development of necessary contractual arrangements between MSC and contractors.

13. Advises on the acquisition strategy, type of contract and the most advantageous means of soliciting offers for acquisitions under the purview of the division.

14. Reviews problem areas encountered during the performance of prior contracts and provides recommendations for changes in policies and procedures and contract terms and conditions to improve the procurement and administration process.

15. Prepares division procurement-related reports and statistics.

16. Participates in DON, OSD or USTRANSCOM procurement test programs and special projects, as assigned.

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N102 (Cont'd)

17. Establishes and maintains sound business relationships with suppliers.

18. Serves as Competition Advocate for contracting actions at the dollar level established by MSC N10. After review, forwards those over established dollar levels to MSC N10 for approval.

19. Conducts procurements in support of A-76 studies on behalf of MSC that involve acquisition functions associated with PM1 business lines.

N10-11

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Mission

To provide direct contracting support functions at MSC Headquarters for the command's Special Missions (PM2), Prepositioning (PM3) and Sealift (PM5) Programs. Such services include the chartering of vessels and the procurement of Ship Operation and Maintenance services.

Responsibilities

1. Manages execution of procurement operations, performing all contracting/ procurement functions including initial planning, contract definition, negotiation, price analysis, cost analysis, contract administration, termination and close-out.

2. Supervises all contracting personnel supporting MSC's Special Missions (PM2), Prepositioning (PM3) and Sealift (PM5) Programs.

3. Resolves procurement problems and provides advice and guidance to Program Staff Management and other acquisition team members on contractual issues that arise during the Pre- and Post-award stages of assigned procurements. Performs liaison between programs and N10 on procurement related issues that warrant higher level attention.

4. Manages MSC's ocean transportation procurement processes to ensure an appropriate level of standardization within the command. Develops and maintains standard/Pro Forma solicitation documents for use in the satisfaction of common and repetitive ocean transportation requirements.

5. Performs market research and conducts market surveys as required on procurement actions assigned to the division. Monitors conditions within the various markets associated with procurements assigned to the division. Maintains current knowledge of market trends and conditions that have the potential to impact upon current and future MSC procurements within involved business sectors. Serves as the primary MSC interface with Industry representatives on acquisition related issues associated with procurements assigned to the division.

6. Reviews and approves procurement documents such as Acquisition Plans (APs), Source Selection Plans (SSPs) and Business Clearances within the dollar thresholds established by the MSC N10. Procurement documents with associated dollar values that exceed the N103 approval authority will be reviewed and forwarded to MSC N10 for approval.

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N103 (Cont'd)

7. Executes final determinations and/or settlements, as required, on all claims. Negotiates and prepares supplemental agreements or amendments for execution necessary to effect final determinations and/or settlements or to effect other unilateral and bilateral contract changes.

8. Administers contracts. Monitors contractor performance. Develops administrative systems and programs to correct problems encountered in contract performance.

9. Performs the contract close-out function when appropriate and recoups idle or excess funds. Monitors all administrative actions required for the final settlement of completed contracts. Ensures all key procurement documents are in the contract files for historical purposes and completes all close-out actions.

10. Works with MSC Headquarters Counsel on legal matters relating to assigned procurements, acquisition issues, procedures, and processes; utilization of standard and special clauses; and development of necessary contractual arrangements between MSC and contractors.

11. Advises on the acquisition strategy, type of contract and the most advantageous means of soliciting offers for acquisitions under the purview of the division.

12. Reviews problem areas encountered during the performance of prior contracts and provides recommendations for changes in policies and procedures and contract terms and conditions to improve the procurement and administration process.

13. Prepares division procurement-related reports and statistics.

14. Participates in DON, OSD or USTRANSCOM procurement test programs and special projects, as assigned.

15. Establishes and maintains sound business relationships with suppliers.

16. Serves as Competition Advocate for contracting actions at the dollar level established by MSC N10. After review, forwards those over established dollar levels to MSC N10 for approval.

17. Conducts procurements in support of A-76 studies on behalf of MSC that involve acquisition functions associated with PM2, PM3 and PM5 business lines.

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DIRECTOR, SPECIAL PROGRAMS & ACQUISITION
RE-ENGINEERING DIVISION

N104

Mission

To provide analysis and advice to MSC N10 on special interest business and/or procurement related issues. To manage and accomplish special projects in support of the Contracts and Business Management Directorate.

Responsibilities

1. Manages Integrated Process Teams (IPTs) established by the Director, Contracts and Business Management Directorate, to analyze issues and problems and to conduct studies associated with command procurements or related to the N10 Directorate management.

2. Serves as the MSC N10 focal point on procurement issues related to the command's present and future support and utilization of the commercial ship repair facility on the Island of Guam.

3. Performs organizational studies on behalf of MSC N10 such as the analysis of resource requirements within the N10 divisions.

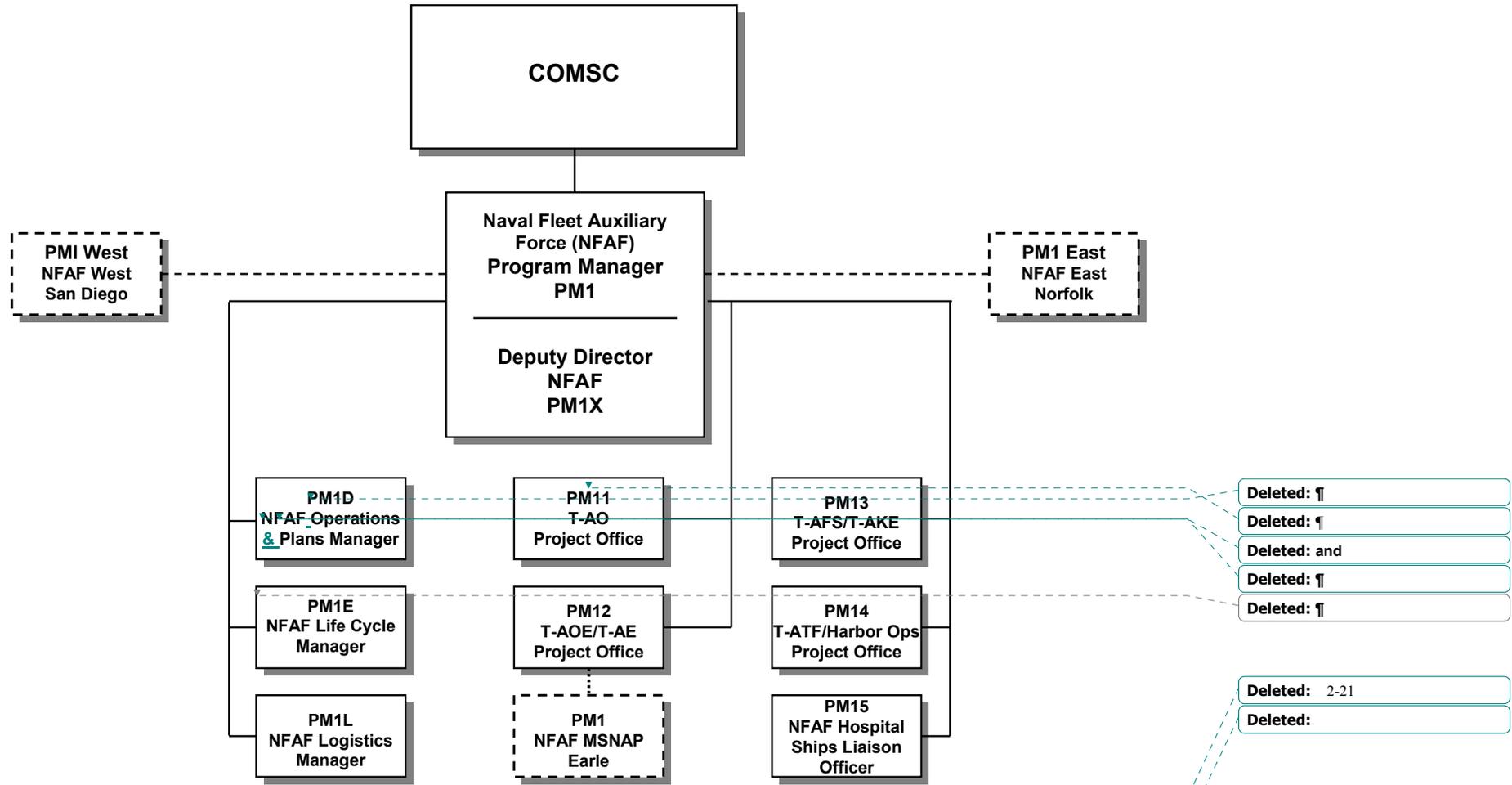
4. Manages reinvention related projects on behalf of the Director, Contracts and Business Management Directorate.



MILITARY SEALIFT COMMAND

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Naval Fleet Auxiliary Force Program (PM1)



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Denotes activity not located in Washington DC

PROGRAM MANAGER, NAVAL FLEET AUXILIARY FORCE (NFAF) PM1**Mission**

To develop and implement procedures to ensure effective management and execution oversight for the entire Military Sealift Command (MSC) direct fleet support assets; provide logistics support for Naval Operating Forces worldwide; re-supply combatant ships through underway replenishment of supplies including ammunition, food, fuel and spare parts; provide other services that include towing, salvage, specialized exercise support, harbor tug and target towing by contracted tugs, and hospital ships; exercise direction over all plans, programs and appraisals involving NFAF ships including hospital ships.

Responsibilities

1. Advises COMSC on all matters of operations, procedures and administration with respect to the accomplishment of the MSC NFAF mission.

2. Executes policy and directives of COMSC and higher authority.

3. Maintains management controls of NFAF activities and determines requirements for personnel, equipment, material, facilities and services.

4. Provides direct customer interface.

5. Provides ready assets and/or service to meet customer needs.

6. Provides global operations management for the NFAF Program; contributes to command strategic planning.

7. Exercises administrative control and life cycle management over ships assigned; procures and provides for maintenance, repair or alteration of ships; plans for expansion in the event of war; maintains records and operational statistics that will reflect the degree of efficiency and economy (metrics).

8. Assists in identifying budgetary requirements and advises on assignment of funds.

9. Coordinates NFAF activities and requirements with HQ Functional Directors, Special Assistants and other Program Managers.

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PM1 (Cont'd)

10. Maintains liaison with appropriate components of the Department of Defense (DOD), other government agencies, port authorities and ship repair companies; represents COMSC, as directed, at conferences and on committees in matters relating to fleet support.

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**DEPUTY PROGRAM MANAGER,
NAVAL FLEET AUXILIARY FORCE (NFAF)**

PM1X

Mission

To serve as principal assistant to the NFAF Program Manager in ensuring the effective management and execution oversight for the NFAF direct fleet support assets; provide logistics support for Naval Operating Forces in CINCPACFLT and CINCLANTFLT; re-supply combatant ships through underway replenishment of supplies including ammunition, food, fuel and spare parts; provide other services including towing, salvage, specialized exercise support, harbor tug and target towing by contracted tugs and hospital ships.

Responsibilities

1. Participates fully with the Program Manager in all matters under the cognizance of the Program Office.
2. In the absence of the Program Manager, assumes the position of Acting NFAF Program Manager.
3. Exercises general supervision and coordination over the work of all divisions.
4. Maintains liaison with MSC Headquarters and other MSC activities.
5. Directs the preparation of recurring and special reports.
6. Advises the Program Manager in all matters concerning operations, procedures and administration with respect to the accomplishment of the MSC NFAF mission.
7. Ensures customer requirements are met with the highest quality service possible within existing constraints.
8. Maintains readiness of all program assets and keeps the NFAF Program Manager informed.
9. Provides input to the Program Manager for the NFAF strategic plan, including developing long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current Navy and future DOD strategic planning factors.

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PM1X (Cont'd)

10. Recommends program policy and long term plans for resource development and utilization. Provides substantive recommendations to the Program Manager on fiscal accountability, including primary input to Program Objective Memorandum (POM) process, advising and monitoring of the program budget, and allocation of resources.

11. Evaluates, reviews and analyzes program progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.

12. Maintains liaison with appropriate components of the DOD, other government agencies, port authorities, ship repair companies; represents the Program Manager, as directed, at conferences and on committees in matters relating to fleet support.

13. Advises NFAF Program Manager concerning impact of existing and proposed management initiatives on efficiency and effectiveness.

14. Performs other duties as the Program Manager may direct.

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OPERATIONS AND PLANS MANAGER,
NAVAL FLEET AUXILIARY FORCE PROGRAM

PM1D**Mission**

To initiate, develop and establish MSC policies and procedures governing the employment of fleet support ships; to provide staff supervision for the operation of these ships and to administer, coordinate and direct all functions pertaining to their use and operation.

Responsibilities

1. Assists in all technical and administrative functions and in the management of all fleet support activities. This includes the development, implementation, evaluation and administration of all policy, procedural and operational functions involving the conduct of underway logistics support to the operating forces of the U. S., allied fleets and all other fleet support missions assigned to MSC; coordinates all staff inputs related to fleet replenishment matters.
2. Maintains liaison and collaborates with the DOD, Joint Staff, Office of the Chief of Naval Operations, other military services, Maritime Administration and other government agencies on all matters pertaining to maritime underway logistic support; represents COMSC at Navy, Joint and allied conferences concerned with such matters.
3. Advises on matters relating to operational factors in the design of conversions and new construction NFAF ships.
4. Advises on acquisition of new or supplementary shipping and equipment to meet fleet replenishment and support requirements.
5. Advises on proposed replenishment and towing and salvage related modifications to existing ships and those planned, acquired or assigned, for fleet support purposes.
6. Advises on the feasibility of adapting various types and classes of merchant ships for fleet support use.
7. Monitors the performance and operational readiness of all NFAF ships.
8. Keeps informed of the latest developments in ship design, construction, maintenance and operation; makes recommendations, as appropriate, for the introduction into the NFAF of such developments.

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PM1-5

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PM1D (Cont'd)

9. Advises on disposition of ships or obsolescent equipment.

10. Supervises the functions and personnel of the NFAF Operations and Plans Staff.

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LIFE CYCLE MANAGER, NAVAL FLEET AUXILIARY FORCE PROGRAM

PM1E

Mission

To ensure material readiness of ships and mission essential support systems assigned to NFAF.

Responsibilities

1. Manages the maintenance, repair and alteration program for NFAF ships and manages personnel within the Engineering Division.
2. Provides design, engineering, construction and technical management advice and recommendations from concept through the first year of operation for mature construction and conversion programs to ensure that specified design, engineering and technical requirements are reflected in procurement documents, shipyard work and actual operation.
3. Proposes, reviews and approves policies and procedures for meeting COMSC objectives. Assigns tasks for preparing detailed instructions and routing procedures required to implement, support and standardize MSC policies for NFAF ship maintenance, repair, alteration and related matters. Coordinates procedures and instructions with the Engineering Functional Directorate and other offices and divisions of COMSC.
4. Provides full range of supervision to personnel assigned to the division including work assignment, completion and review, performance setting and appraisal and leave administration. Reviews all correspondence for technical adequacy and organizational consistency to present to the NFAF Program Manager.
5. Provides assistance with maintenance and repair budget preparation for the entire division. In conjunction with the NFAF Program Manager and the Comptroller, advises on funding approvals for NFAF engineering activities in the Engineering Functional Directorate and other agencies outside of MSC.
6. Coordinates engineering ILS requirements for all ships assigned to the division.
7. Analyzes information on the status and material condition of the NFAF ships laid up in the NDRF for reactivation selection. Determines the type and extent of repair work to be performed at the time of breakout. Coordinates, with MARAD, methods for the preservation and lay-up of ships in the NDRF.

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PM1E (Cont'd)

8. Maintains liaison with the American Bureau of Shipping and U. S. Coast Guard to ensure compliance with rules for ship material standards and collaborates with these activities for technical study, appraisal and implementation of standards.

9. Provides liaison between MSC and OPNAV, NAVSEASYSCOM, FLTCINCs and U. S. Coast Guard for special projects to be accomplished aboard NFAF ships.

10. Serves on professional and technical committees as the NFAF engineering representative.

11. Participates in special projects of broad scope and technical complexity to increase the effectiveness of the overall COMSC maintenance and repair organization.

12. Provides continual updates to the NFAF Program Manager on the status of critical ship casualties, ship repair efforts and other problems of significant interest to the Commander.

13. Reviews and analyzes performance reports on NFAF ships for reliability and economy of operation.

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T-AO PROJECT OFFICER, NFAF PROGRAM	PM11
T-AOE/T-AE PROJECT OFFICER, NFAF PROGRAM	PM12
T-AFS/T-AKE PROJECT OFFICER, NFAF PROGRAM	PM13
T-ATF/HARBOR OPS PROJECT OFFICER, NFAF PROGRAM	PM14

(These positions are that of the Naval Fleet Auxiliary Force Supervisory Marine Transportation Specialists serving as Project Officers in the Ammunition Ships Division, Fleet Oilers Division, Combat Stores Division and the Fleet Tugs/Harbor Operations Division.)

Mission

To provide operational oversight and logistic support.

Responsibilities

1. Ensures that customer operational and mission specific requirements for assigned ships are accomplished with the highest quality service possible within existing constraints.
2. Maintains the readiness of all ships and keeps the Program Manager and appropriate operational command informed of conditions and issues that may impact the ability of the ships to meet current and projected missions.
3. Develops proposals for long-range program plans and policies, goals, objectives and milestones for the Program Manager, and for carrying out those approved for implementation. These plans and/or policies entail comprehensive assessment of current DOD strategic planning factors.
4. Maintains liaison with the staffs of the Chief of Naval Operations, customers, other Naval commands, other Program Offices and Functional Directorates within MSC regarding the acquisition, modernization, conversion, transfer and deactivation of assigned ships.
5. In conjunction with the NFAF Business Manager, develops and executes the vessel operating and maintenance budgets for assigned ships, accountable to the Program Manager for funds administration.
6. Evaluates program progress and effectiveness in terms of meeting schedules, objectives and milestones, operational efficiency of the ships, utilization of operational and reimbursable funds, etc. Maintains relationship with customers to continually assess requirements and needs, and to monitor satisfaction. Takes corrective actions as necessary in response to customer complaints and changing requirements.

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PM11, PM12, PM13, PM14 (Cont'd)

7. Executes life cycle management, configuration control, maintenance, repair and logistics support for assigned ships.

8. Coordinates, directs and supervises the work of subordinate and supporting personnel. Manages and/or supervises the work of technical, professional, and administrative employees. Assigns work to employees or individual work units. Formulates and issues written instructions and procedures and special instructions for non-routine or complex assignments.

9. Coordinates and manages various project activities and functions with the Program Manager, within the project office and with the field activities.

10. Serves as the advisor to COMSC, through the NFAF Program Manager on all matters related to assigned projects. Advises COMSC concerning impact of existing and proposed management initiatives.

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PM1-10

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**PROJECT OFFICER, HOSPITAL SHIPS (T-AH),
NAVAL FLEET AUXILIARY FORCE PROGRAM**

PM15**Mission**

To manage all aspects of the hospital ships' program to ensure the ships meet DOD worldwide medical support requirements. To ensure customer (operational commanders) requirements are met; maintain readiness of the ships; develop overall strategic planning and formulating program policy and long-term plans for resource procurement and utilization; advise and monitor program budget and allocation of resources; and execute Type Commander (TYCOM) functions, including life cycle management, ship readiness, maintenance, repair and logistics support.

Responsibilities

1. Ensures customer (operational commanders) requirements are met in a timely manner with the highest quality medical support/service possible.
2. Monitors overall personnel, training and material readiness of the ships and establishes systems to evaluate their ability to deploy within 5 days of activation notice; initiates corrective actions to resolve deficiencies.
3. Develops overall strategic planning for the project, including long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current and future operational commander, sponsor and DOD strategic planning factors.
4. Formulates program policy and long term plans for resource development and utilization.
5. Works closely with major claimants and resource sponsors to develop and support balanced, realistic Future Years Defense Program inputs that ensure the ships remain capable of meeting all facets of their mission.
6. Assists in developing ships' overall budget, monitors budget execution to ensure compliance with the established financial plan, and take action to resolve any significant deviations.
7. Advises the Comptroller on management of project budget, and allocation of resources.

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PM15 (Cont'd)

8. Evaluates, reviews and analyzes project progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays and resolution of problems.

9. Serves as the advisor to the COMSC, through the NFAF Program Manager, on all matters related to T-AH assigned project. Advises COMSC concerning impact of existing and proposed management initiatives on efficiency and effectiveness.

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LOGISTICS MANAGER
NAVAL FLEET AUXILIARY FORCE PROGRAM

PM1L

Mission

To provide sustained logistics support for NFAF ships in meeting assigned missions. To perform all business and management functions for logistics management, supply management, configuration data management, inventory management and property administration for NFAF ships.

Responsibilities

1. Represents the NFAF Program Manger for all logistics matters.
2. Coordinates and oversees fleet logistics actions (i.e., Fleet Assets, Integrated Logistics Review (ILR) and Overhaul (ILO)).
3. Reviews and approves Allowance Change Requests (ACRs), Configuration Change (CK) and Fleet COSAL Feedback Reports (FCFBRs).
4. Provides assistance and monitors logistics and supply OPTAR budgets.
5. Monitors shipyard availability logistics status (i.e., GFE/GFM, PTD, Technical Manuals).
6. Establishes and monitors logistics policies and procedures for NFAF ships.
7. Coordinates logistics training for CIVMAR and MILDEPT personnel.
8. Coordinates Material Handling Equipment (MHE) management for MHE in the custody of NFAF ships.
9. Coordinates and monitors stock control and inventory management of NFAF ships shore-based spares (i.e., ARAMS).
10. Monitors and advises the NFAF Program Manager on issues regarding supply related billets on NFAF ships.
11. Manages the provisioning, outfitting and fitting of equipment procurement requirements for NFAF ships.

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PM1L (Cont'd)

12. Reviews NFAF ships TRANSALTs for logistics impact. Provides recommendations to Program Manager.

13. Coordinates configuration reviews of all NFAF ships. Updates configurations with proper COSAL/ShipCLIP documentation and technical data. Provides updates to ships.

14. Coordinates and monitors shipping status for material required to correct equipment casualties for NFAF ships (i.e., CASREP).

15. Reviews and analyzes CASREP reports. Updates ships' configurations and COSAL/ShipCLIP documentation based on results.

16. Coordinates development and implementation of automated logistics systems for NFAF ships (i.e., ShipCLIP, SM5, SUADPS, MFCS).

17. Coordinates logistics life cycle issues for new construction and converted NFAF ships.

18. Maintains liaison with appropriate government components/agencies as required to execute assigned duties.

19. Develops plans and procedures for logistics support in the activation and deactivation of NFAF ships.

20. Monitors contractor performance to ensure compliance to contractual logistics requirements.

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DIRECTOR, NAVAL FLEET AUXILIARY FORCE EAST**PM1 EAST****Mission**

To ensure the effective operation, maintenance and management of the NFAF East direct fleet support assets; provide combat logistics support for Naval Operating Forces in CINCLANTFLT; re-supply combatant ships through underway replenishment of supplies including ammunition, food, fuel and spare parts; provide other services including towing, salvage, specialized exercise support, harbor tug and target towing by contracted tugs and hospital ships.

Responsibilities

1. Executes policies and directives of PM1, COMSC and higher authority.
2. Ensures customer requirements are met with the highest quality service possible within existing constraints.
3. Exercises administrative control over ships in the NFAF East area of responsibility to include life cycle management, ship readiness, maintenance and repair and logistics support.
4. Provides input to the Program Manager for the NFAF strategic plan, including developing long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current Navy and future DOD strategic planning factors.
5. Provides fiscal accountability, including primary input to Program Objective Memorandum (POM) process, advising and monitoring of NFAF East program budget, and allocation of resources. Recommends program policy and long term plans for resource development and utilization.
6. Evaluates, reviews and analyzes program progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.
7. Provides and requisitions maintenance, repair and alteration services (except alterations involving military characteristics) required by NFAF East ships.
8. Plans for expansion in event of emergency or war.
9. Provides for the shipboard training of CIVMAR personnel.

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PM1 EAST (Cont'd)

10. Maintains liaison with military commands, other government agencies, port authorities, and commercial shipping companies, ship repair companies, labor unions and civic associations in the LANTFLT AOR.

11. Advises NFAF Program Manager concerning impact of existing and proposed management initiatives on efficiency and effectiveness.

12. Coordinates, directs and supervises the work of subordinates through the directorates to meet the goals and objectives of the NFAF Program Office. Manages and/or supervises through subordinate supervisors highly technical professional and administrative employees.

13. Formulates and issues written instructions and procedures and special instructions for non-routine or complex assignments; clarifies published guidelines.

14. Presents final recommendation for the full range of personnel actions and organization design proposals recommended by subordinate supervisors. Reviews and approves serious disciplinary actions (e.g., suspensions) involving non-supervisory subordinates.

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DIRECTOR, NAVAL FLEET AUXILIARY FORCE WEST**PM1 WEST****Mission**

To ensure the effective operation, maintenance and management of the NFAF West direct fleet support assets; provide combat logistics support for Naval Operating Forces in CINCPACFLT; re-supply combatant ships through underway replenishment of supplies including ammunition, food, fuel and spare parts; provide other services including towing, salvage, specialized exercise support, harbor tug and target towing by contracted tugs and hospital ships.

Responsibilities

1. Executes policies and directives of PM1, COMSC and higher authority.
2. Ensures customer requirements are met with the highest quality service possible within existing constraints.
3. Exercises administrative control over ships in the NFAF West area of responsibility to include life cycle management, ship readiness, maintenance and repair and logistics support.
4. Provides input to the Program Manager for the NFAF strategic plan, including developing long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current Navy and future DOD strategic planning factors.
5. Provides fiscal accountability, including primary input to Program Objective Memorandum (POM) process, advising and monitoring of NFAF West program budget, and allocation of resources. Recommends program policy and long term plans for resource development and utilization.
6. Evaluates, reviews and analyzes program progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.
7. Provides and requisitions maintenance, repair and alteration services (except alterations involving military characteristics) required by NFAF West ships.
8. Plans for expansion in event of emergency or war.
9. Provides for the shipboard training of CIVMAR personnel.

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PM1 WEST (Cont'd)

10. Maintains liaison with military commands, other government agencies, port authorities, and commercial shipping companies, ship repair companies, labor unions and civic associations in the PACFLT AOR.

11. Advises NFAF Program Manager concerning impact of existing and proposed management initiatives on efficiency and effectiveness.

12. Coordinates, directs and supervises the work of subordinates through the directorates to meet the goals and objectives of the NFAF Program Office. Manages and/or supervises through subordinate supervisors highly technical professional and administrative employees.

13. Formulates and issues written instructions and procedures and special instructions for non-routine or complex assignments; clarifies published guidelines.

14. Presents final recommendation for the full range of personnel actions and organization design proposals recommended by subordinate supervisors. Reviews and approves serious disciplinary actions (e.g., suspensions) involving non-supervisory subordinates.

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**DIRECTOR, MSC MERCHANT SHIP NAVAL
AUGMENTATION PROGRAM UNREP CENTER**

PM1 EARLE, NJ**Mission**

To manage the MSC NFAF Merchant Ship Naval Augmentation Program (MSNAP) Underway Replenishment (UNREP) Detachment Earle; to maintain UNREP ancillary equipment stored at MSC NFAF MSNAP UNREP DET Earle and onboard MCDS ships; to provide technical support of Modular Cargo Delivery System (MCDS) equipment installed on the MCDS ships which are under the custody of the Maritime Administration (MARAD); and to train Naval Selected Reserve (SELRES) personnel (Cargo Afloat Rig Teams (CARTs)) and select Merchant Mariners to perform UNREP on the MCDS ships.

Responsibilities

1. Maintains inventory, issues and keeps in readiness state all portable equipment (e.g., material handling equipment, ordnance handling equipment, personnel safety gear and other related items) required to perform the UNREP mission.
2. Maintains the readiness of all MCDS modules for delivering ammunition, dry cargo, fresh fruits and vegetables and chill/freeze.
3. Operates a training facility at the MSC NFAF MSNAP UNREP DET Earle, Colts Neck NJ and provides exportable training to CARTS and Merchant Mariners in UNREP operations.
4. Coordinates and manages the CART units.
5. Coordinates and directs the MCDS ship exercises and activations. Participates in annual fleet exercises with the MARAD in order to ensure ship, crew and CART readiness.
6. Prepares and maintains all MCDS ships Retail Ordnance Logistics Management System (ROLMS) accounts and data bases. Provides ROLMS training to CART personnel and Merchant Marine officers assigned to MCDS ships.

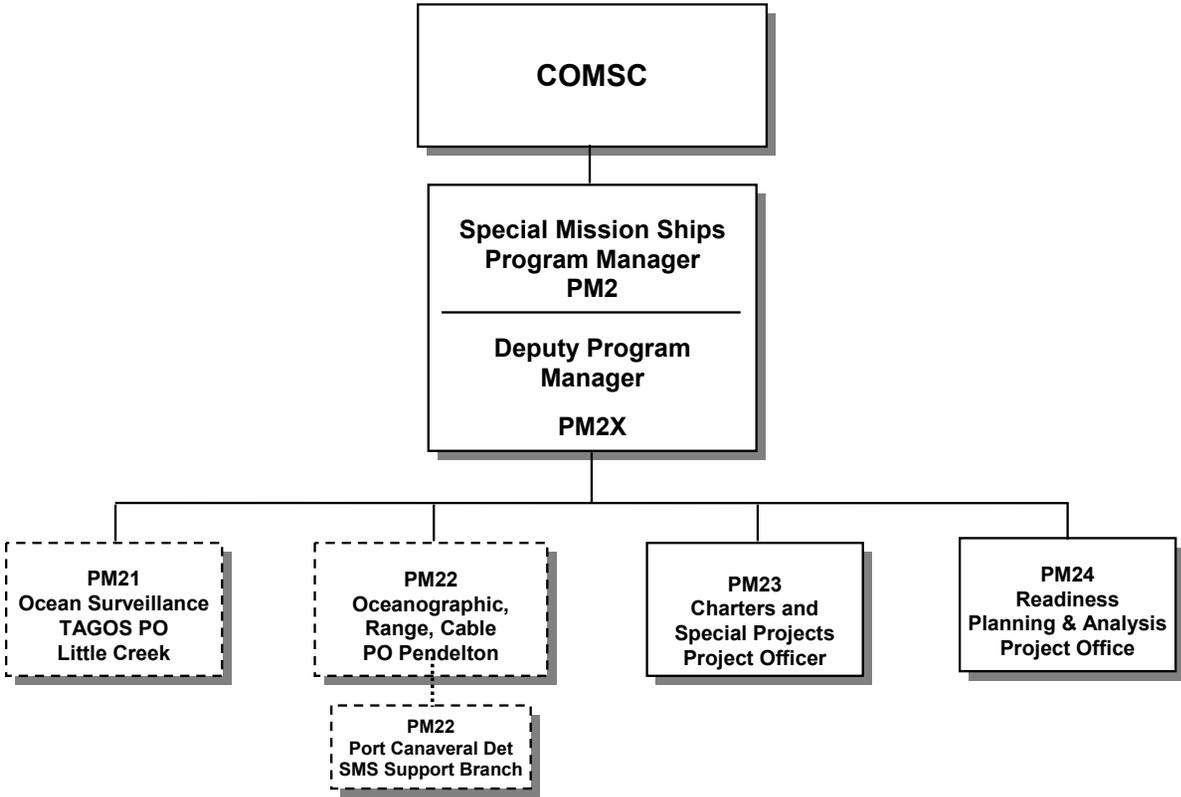
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MILITARY SEALIFT COMMAND

Mar 2002

Special Mission (PM2)



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PROGRAM MANAGER, SPECIAL MISSION SHIPS**PM2****Mission**

To effectively manage Military Sealift Command (MSC) Special Mission ships; provide direction over all plans, programs and appraisals governing the readiness of the ships performing oceanographic research, hydrographic survey, undersea surveillance, missile telemetry collection, space/satellite tracking and other missions as assigned.

Responsibilities

1. Advises COMSC on all matters of operations, procedures and administration with respect to the accomplishment of the MSC Special Mission ships program.

2. Executes policy and directives of COMSC and higher authority.

3. Maintains management control of Special Mission ships and determines requirements for personnel, equipment, material, facilities and services.

4. Provides direct customer interface.

5. Provides ready assets and/or service to meet customer needs; monitors and evaluates the performance, material condition and operational readiness of Special Mission ships.

6. Provides global operations management for the Special Mission ship program; contributes to command strategic planning.

7. Exercises administrative control over ships assigned; manages the maintenance, repair or alteration of ships; plans for expansion in the event of war.

8. Prepares budgetary requirements, executes budgets and exercises control over funds assigned.

9. Coordinates program management activities and requirements with HQ Functional Directors, Special Assistants and other Program Managers.

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PM2 (Cont'd)

10. Maintains liaison with appropriate components of the Department of Defense (DOD), including the Office of the Secretary of Defense (OSD), Joint Chiefs of Staff (JCS), Office of the Chief of Naval Operations (CNO), the Commander Space and Naval Warfare Systems Command, Commander Naval Meteorology and Oceanography Command, the Air Force Technical Applications Center, Commander Naval Sea Systems Command, Director Strategic Systems Program and other military commands and government agencies on all matters pertaining to Special Mission support; promotes the awareness of MSC Special Mission capabilities with other government agencies; represents COMSC, as directed, at conferences and on committees in matters relating to Special Mission ship activities.

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DEPUTY PROGRAM MANAGER, SPECIAL MISSION SHIPS (SMS) PM2X**Mission**

To serve as principal assistant to the Special Mission ships Program Manager, ensuring the effective management and execution oversight for the MSC Special Mission ships and other SURTASS support assets; to exercise direction over all plans, programs and appraisals governing the readiness of the ships performing oceanographic research, hydrographic survey, undersea surveillance, missile telemetry collection, space/satellite tracking and other missions as assigned.

Responsibilities

1. Participates fully with the Program Manager in all matters under the cognizance of the Program Office.

2. In the absence of the Program Manager, assumes the position of Acting SMS Program Manager.

3. Oversees the execution of the programs and policies of the SMS Program Manager to ensure that sponsor operational and mission specific requirements for Special Mission ships are accomplished with the highest quality service possible within existing constraints.

4. Exercises general supervision and coordination over the work of all divisions.

5. Oversees the development of program guidance and proposals for long-range plans, policies, goals, objectives and milestones for the Program Manager, and the execution of those policies approved for implementation in the effective operation of Special Mission ships in support of sponsor missions.

6. Oversees the reporting to the Program Manager on the readiness of all Special Mission ships. Ensures appropriate operational command and sponsor representatives are informed of conditions and issues that may impact the ability of the ship to meet current and projected missions.

7. Oversees the monitoring and reporting to the Program Manager on the physical security and force protection status for all Special Mission ships. Ensures appropriate operational command and sponsor representatives are informed as appropriate.

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PM2X (Cont'd)

8. Oversees the evaluation, review and analysis of program progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, operational delays, schedule slippage, cost overruns and resolution of problems, etc.

9. Oversees the review and coordination of financial management program, life cycle management programs, logistics programs, configuration control programs, operation requirements and reporting programs and maintenance and repair program. Ensures execution of SMS programs with Project Officers.

10. Coordinates, directs and supervises the work of subordinate supporting personnel. Manages and/or supervises the work through subordinate supervisors and project officers of highly technical professional and administrative employees. Assigns work to employees or individual work units.

11. Coordinates and manages various program activities and functions within the program, between project offices and with field activities. Liaisons directly with project officers, COMSC Functional Directors and SMS sponsors.

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PROJECT OFFICER, T-AGOS PROJECT OFFICE**PM21****Mission**

To develop and implement policies and procedures to ensure effective management of MSC T-AGOS ships and other SURTASS support assets; to exercise direction over all plans, programs and appraisals involving T-AGOS ships.

Responsibilities

1. Advises the Special Mission Ships Program Manager on all matters of operations, maintenance, repair, policy, procedures and administration with respect to the responsibilities of the program office.

2. Assists in all technical and administrative functions and in management of all T-AGOS ship activities. This includes the development, implementation and administration of all policy, procedural and operational functions involving the support of the SURTASS program and other missions as assigned.

3. Maintains management control over requirements for the chartering or contracting of ships involved in fleet support operations; reviews all commercial shipping capability offered for charter/contract for use in a fleet support role prior to procurement by the Contracting Officer to ensure responsiveness to the sponsor's requirements.

4. Organizes, directs and supervises special projects and programs of broad scope and technical complexity involving the MSC T-AGOS Fleet.

5. Maintains liaison and collaborates with appropriate components of the DOD, JCS, CNO, other military services, U. S. Coast Guard and government agencies on all matters pertaining to T-AGOS ship mission support; represents the Program Office in Navy, Joint and allied conferences with such matters.

6. Develops policy recommendations for current and future T-AGOS fleet requirements through analysis of developing trends in fleet support. Formulates these recommendations into defensible programs substantiated by cost and service analysis and obtains acceptance of these programs within the government.

7. Represents COMSC, as directed, at conferences and on committees in matters relating to T-AGOS fleet support.

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PM21 (Cont'd)

8. Coordinates and supervises the collection, analysis and dissemination of T-AGOS ship schedules in accordance with CNO directives and MSC policy.

9. Provides MSC operational and life cycle maintenance requirements for design of new construction T-AGOS ships.

10. Develops efficient and economical operational, maintenance and administrative policies and procedures in support of sponsor missions.

11. Monitors and evaluates the performance, material condition and operational readiness of T-AGOS ships.

12. Establishes effective liaison with government agencies having T-AGOS ship requirements. Analyzes information from other government agencies to determine special project requirements and initiates appropriate responses. Promotes the awareness of MSC Special Mission capabilities with other government agencies.

13. Plans for, supervises and directs the functions and personnel of the Project Office.

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PROJECT OFFICER, RANGE/CABLE/OCEANOGRAPHIC PROJECT PM22**Mission**

To develop and implement policies and procedures to ensure effective management of MSC Range/Cable and Oceanographic ships; to exercise direction over all plans, programs and appraisals involving Range/Cable and Oceanographic ships.

Responsibilities

1. Advises the Special Mission Ships Program Manager on all matters of operations, maintenance, repair, policy, procedures and administration with respect to the responsibilities of the program office.

2. Assists in all technical and administrative functions and in management of all Range/Cable and Oceanographic ship activities. This includes the development, implementation and administration of all policy, procedural and operational functions involving the support of the program and other missions as assigned.

3. Maintains management control over requirements for the chartering or contracting of ships involved in fleet support operations; reviews all commercial shipping capability offered for charter/contract for use in a fleet support role prior to procurement by the Contracting Officer to ensure responsiveness to the sponsor's requirements.

4. Organizes, directs and supervises special projects and programs of broad scope and technical complexity involving the MSC Range/Cable and Oceanographic Fleet.

5. Maintains liaison and collaborates with appropriate components of the DOD, JCS, CNO, other military services, U. S. Coast Guard and government agencies on all matters pertaining to Range/Cable and Oceanographic ship mission support; represents the Program Office in Navy, Joint and allied conferences with such matters.

6. Develops policy recommendations for current and future Range/Cable and Oceanographic fleet requirements through analysis of developing trends in fleet support. Formulates these recommendations into defensible programs substantiated by cost and service analysis and obtains acceptance of these programs within the government.

7. Represents COMSC, as directed, at conferences and on committees in matters relating to Range/Cable and Oceanographic fleet support.

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PM22 (Cont'd)

8. Coordinates and supervises the collection, analysis and dissemination of Range/Cable and Oceanographic ship schedules in accordance with CNO directives and MSC policy.

9. Provides MSC operational and life cycle maintenance requirements for design of new construction Range/Cable and Oceanographic ships.

10. Develops efficient and economical operational, maintenance and administrative policies and procedures in support of sponsor missions.

11. Monitors and evaluates the performance, material condition and operational readiness of Range/Cable and Oceanographic ships.

12. Establishes effective liaison with government agencies having Range/Cable and Oceanographic ship requirements. Analyzes information from other government agencies to determine special project requirements and initiates appropriate responses. Promotes the awareness of MSC Special Mission capabilities with other government agencies.

13. Plans for, supervises and directs the functions and personnel of the Project Office.

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PROJECT OFFICER, CHARTERS AND SPECIAL PROJECTS**PM23****Mission**

To develop and implement policies and procedures to ensure effective management of SMS chartered ships and other special projects providing ship management support to federal agencies, as assigned by the Program Manager.

Responsibilities

1. Advises the Special Mission Ships Program Manager on all matters of operations, readiness, policy, procedures and administration with respect to the ships chartered in support of the Special Missions Program.

2. Assists in all technical and administrative functions and in management of charter and special project ship activities. This includes the development, implementation and administration of all policy, procedural and operational functions involving support of SMS customers for which ships are chartered or ship management services are provided.

3. Maintains management control over requirements for the chartering or contracting of ships involved in special projects; reviews all commercial shipping capability offered for charter/contract for use in mission support role prior to procurement by the Contracting Officer to ensure responsiveness to the sponsors requirements.

4. Organizes, directs and supervises special projects and programs of broad scope and technical complexity involving the SMS chartered ship fleet and ship management projects assigned.

5. Maintains liaison and collaborates with appropriate components of the DOD, JCS, CNO, other military services, U.S. Coast Guard and other government agencies pertaining to SMS chartered ships and assigned projects; represents the Program Office in Navy, Joint and Allied conferences with such matters.

6. Develops policy recommendations for current and future charter fleet and special project requirements through analysis of developing trends in fleet support. Formulates these recommendations into defensible programs substantiated by cost and service analysis and obtains acceptance of these programs within the government.

7. Represents COMSC, as directed, at conferences and on committees in matters relating to SMS charter ship support.

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PM23 (Cont'd)

8. Coordinates and supervises the collection, analysis and dissemination of charter and assigned special project ship schedules in accordance with CNO directives and MSC policy.

9. Provides operational and readiness requirements for new construction or conversion of charter ships for government operation.

10. Develops efficient and economical operational, management and administrative policies and procedures in support of sponsor missions.

11. Monitors and evaluates the performance, material condition and operational readiness of assigned ships.

12. Establishes effective liaison with government agencies having charter ship or unique ship management requirements. Analyzes information from other government agencies to determine special project requirements and initiates appropriate responses. Promotes the awareness of MSC Special Mission Capabilities with other government agencies.

13. Plans for, supervises and directs the functions and personnel of the project office.

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DIRECTOR, READINESS STAFF**PM2R****Mission**

To serve as the principle assistant to the SMS Program Manager for tracking and reporting ship readiness, program planning and analysis. To oversee life cycle management, configuration control, readiness reporting, training, business and program planning, program analysis and budget input and execution for the SMS program. To plan, monitor and report on meeting customer requirements and maintaining readiness of all program assets in support of scientific support missions for DOD sponsors.

Responsibilities

1. Monitors the readiness status of all SMS ships and keeps the SMS Program Manager and appropriate command and sponsor representatives informed of conditions and issues that may impact the ability of the ship to meet current and projected missions.

2. Prepares program guidance and proposals for long range plans, policies, goals, objectives and milestones for the Program Manager, and for the execution of those policies approved for implementation in the effective operation of SMS ships in support of sponsor missions.

3. Develops standards of readiness of all SMS ships and develops standards for the evaluation, inspection, auditing, reporting and correcting of deficiencies. Develops metrics for comparing actual and planned program performance.

4. Develops physical security, force protection and over-all security requirements for implementation on all SMS ships. Monitors physical security and force protection issues and compliance reporting to the Program Manager and command and sponsor representatives as appropriate.

5. Develops and coordinates execution of life cycle maintenance program for SMS ships in coordination with the Engineering Directorate and Project Officers. Develops standards of performance and reporting requirements for ship maintenance requirements.

6. Oversees and monitors the development and execution of the configuration control and logistics support programs for all SMS ships in coordination with the Engineering and Logistics Directors and Project Officers.

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PM2R (Cont'd)

7. Oversees and monitors the development and execution of the financial management program in coordination with the Comptroller Directorate and Project Officers. Oversees development of strategic and business plans for the SMS ship program. Oversees development of overhead and ship operating budgets and POM submittals.

8. Analyzes program performance against customer, financial, operational and other program and command metrics. This team proactively recommends changes in process and execution in response to trends identified through program analysis.

9. Reports to the Deputy Director and performs the full range of supervisory responsibilities in the Program Office.

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**SPECIAL MISSION SHIPS DETACHMENT,
PORT CANAVERAL, FL****PM22 DET PCAN****Mission**

To provide operational support and execute life cycle maintenance and logistics support plans for assigned Range Instrumentation and Acoustic Research ships for the Cable, Range and Oceanographic Ship Project Office (PM22), in coordination with the Special Mission Ships (SMS) East Detachment; to provide liaison with the ship Sponsors and associated commands located in the local area; and to provide liaison with Area Commanders, Functional Directors and other program offices as necessary to support the operation and maintenance of the ships.

Responsibilities

1. Exercises local oversight of assigned range instrumentation and acoustic research ships.
2. Advises local Sponsors and associated commands concerning Special Mission Ships program interests in ship standards, accommodations, safety, American Bureau of Shipping and Coast Guard requirements.
3. Monitors local Sponsor and associated command requirements for compatibility with current ships' capabilities, advising PM22 of requirements.
4. Conducts on-hire/off-hire surveys and executes delivery and re-delivery certificates on chartered Special Mission ships when requested.
5. Monitors the movements of other Special Mission ships within the assigned area.
6. Identifies long range requirements for the life cycle maintenance and support of the ships to the SMS Project Officer and provide input for budget formulation and business plan development.
7. Manages the execution of shipyard availabilities, industrial and technical assistance in conjunction with the SMS East Detachment head to support lifecycle maintenance and operational requirements for all assigned MSC operated ships.
8. Ensures that all shipboard regulatory body and applicable Navy inspection and survey requirements are identified, scheduled and accomplished within specified timeframes.

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PM22 DET PCAN (Cont'd)

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9. Coordinates logistics support requirements for ships with the Project Office.

10. Supervises the functions and personnel of the Special Mission Ships Detachment, Port Canaveral, FL.

PM2-14

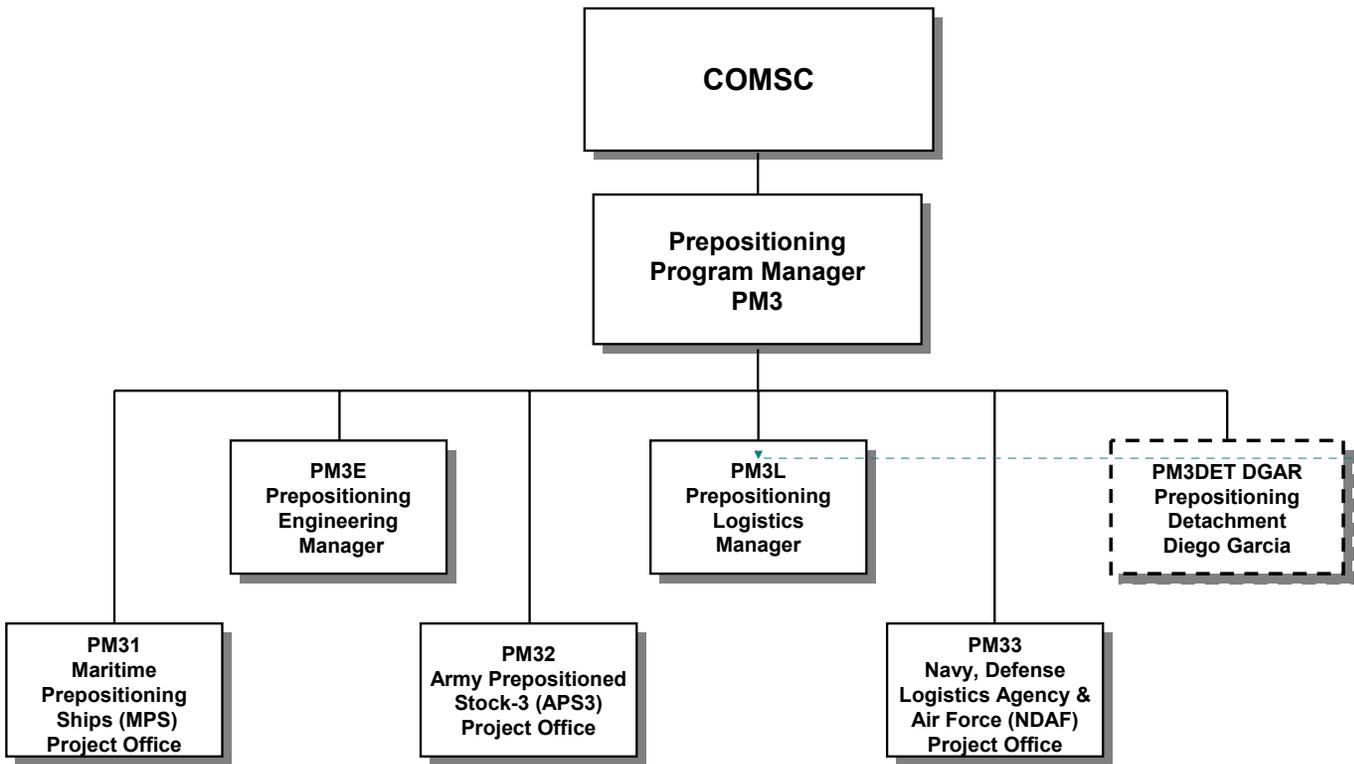
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MILITARY SEALIFT COMMAND

Mar 2002

Prepositioning Program (PM3)



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PROGRAM MANAGER, PREPOSITIONING PROGRAM**PM3****Mission**

To manage all aspects of Maritime Prepositioning Ships (MPS); Army Prepositioned Stock-3 (APS-3), including Large Medium Speed Roll On/Roll Off (LMSR) ships; and the Navy, Defense Logistics Agency and Air Force (NDAF) ships and commercial vessels under charter to MSC to support Department of Defense (DOD) worldwide afloat prepositioning requirements. To ensure customer requirements are met; maintain readiness of all program assets; develop overall strategic planning; formulate program policy and long term plans for resource development and utilization; formulate and manage program budget; allocation of resources; act as funds administrator; manage contracting functions and execute Type Commander (TYCOM) functions, including life cycle management, ship readiness, maintenance and repair and logistics support.

Responsibilities

1. Ensures customer requirements are met with the highest quality service possible within existing constraints.
2. Maintains readiness of all program assets and keeps the Commander, Military Sealift Command (COMSC), informed.
3. Provides overall strategic planning for the MSC Prepositioning Program, including the development of long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current Navy and future DOD strategic planning factors.
4. Formulates program policy and long term plans for resource development and utilization. Provides fiscal accountability, including primary input to the Program Objectives Memorandum (POM) process, formulation and management of program budget, allocation of resources and funds administration.
5. Evaluates, reviews and analyzes program progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippages, overruns and resolution of problems, etc.
6. Develops prepositioning strategies for all components of the DOD, and as authorized for other agencies of the U. S. Government.

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PM3 (Cont'd)

7. Maintains administrative control (ADCON) over MPSRON and APSRON Four staffs.

8. Serves as the advisor to the COMSC, on all matters related to the Prepositioning Program. Advises COMSC concerning impact of existing and proposed management initiatives on efficiency and effectiveness.

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ENGINEERING MANAGER, PREPOSITIONING PROGRAM**PM3E****Mission**

To manage all aspects of engineering management for MPS, APS-3 and NDAF ships in support of DOD worldwide afloat prepositioning requirements. To ensure customer requirements are met; maintain readiness of all program assets; develop overall strategic planning, formulate long-term plans for resource development and utilization; formulate and manage a maintenance and repair budget and allocating resources.

Responsibilities

1. Manages the maintenance, repair and alteration programs for all Prepositioning ships.
2. Provides input to the technical design, construction and post-delivery work related to mature MSC ship acquisition projects in collaboration with MSC sponsors, private shipyards, naval architectural firms, Naval Sea Systems Command (NAVSEASYSKOM) and other Navy activities (through the Ship Introduction Program Manager).
3. Provides technical management advice and recommendations from concept through the first year of operation for mature construction and conversion programs to NAVSEA or private owners to ensure that design, engineering and technical requirements are reflected in procurement documents, shipyard work and actual operation.
4. Proposes policy and procedures to implement COMSC policy on all phases of ship maintenance, repair and alteration. Directs the development of technical and administrative policy and procedures to standardize the MSC maintenance and repair practices, methods and operations to meet COMSC objectives.
5. Coordinates maintenance and repair budget preparation for each of the Project Officers. Reviews and endorses reprogramming of funds when budget limitations are exceeded.
6. Evaluates and certifies for payment invoices from contract operators for maintenance and repair which is reimbursed by the Government under the terms of the operating contract.
7. Manages engineering ILS requirements for ships in the program.
8. Administers the ship alteration and improvement programs.

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PM3E (Cont'd)

9. Provides overhaul schedule input into ship operational schedules. Schedules repair work to coincide with availabilities scheduled by the Project Officer's staff.

10. Coordinates material condition surveys of ships. Surveys ships under construction and participates in pre-charter surveys to ensure that ships will meet charter requirements.

11. Provides liaison with each of the Services (Army, Navy, Air Force, U. S. Marine Corps), U. S. Coast Guard and MARAD, for special projects on PM3 ships. Maintains frequent contact with contract operators and squadrons, advises the Program Manager regarding current technical and administrative policies and procedures and obtains information required in making decisions regarding work to be performed on specific vessels. Coordinates ship preparation for specialized missions.

12. Formulates standards for determining operating efficiency expected from each type of ship assigned. Reviews and analyzes performance reports on PM3 ships to determine reliability and economy of operation. Develops maintenance and repair standards and procedures.

13. Maintains liaison with the American Bureau of Shipping and U. S. Coast Guard to determine compliance with rules relating to material standards of ships and collaborates with these activities for technical study, appraisal and implementation of standards.

14. Reviews technical work, including repair specifications and work plans, prepared by contract operators, sponsors and squadrons and conducts inspections to ensure that established maintenance and repair policies are being followed.

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LOGISTICS MANAGER, PREPOSITIONING PROGRAM**PM3L****Mission**

To manage all aspects of logistics management for MPS, APS-3 and NDAF ships in support of DOD worldwide afloat prepositioning requirements. To ensure customer requirements are met; maintain readiness of all program assets; develop overall strategic planning, formulate long-term plans for resource development and utilization; formulate and manage a logistics support budget and allocation of resources.

Responsibilities

1. Monitors and reports both high priority and Government Furnished Equipment/ Material (GFE/GFM) Requisitions Status. Coordinates Total Asset Visibility (TAV) screening from government inventory sources to avoid inadvertent and unnecessary procurements. Interfaces where required with NFAF East/West and Headquarters Logistics Directorate for external support.

2. Identifies and coordinates logistics support for engineering changes/TRANSALTs to government-owned MSC ships. Monitors ship overhaul schedules and coordinates support of work package development ensuring proper ILS requirements are included in contracts and GFE procurements. Ensures shipboard equipment configuration changes are logistically supported and reported to the MSC Configuration Data Manager (CDM). Reviews ship-generated Configuration and Allowance Change Requests (CCRIACR). Coordinates Shipboard Configuration and Logistics Information Program (SHIPICLIP) updates with CDM.

3. Tasks and coordinates logistics fleet support actions (i.e., turnover inventories, fleet assist visits). Reviews and approves deliverables. Coordinates budget preparations, submissions and OPTAR grants with Business Manager. Monitors shipboard logistics readiness and DLA/Navy Inventory Control Point (NAVICP) supply support posture. Monitors subsistence returns and evaluations.

4. Coordinates with Logistics Directorate, to develop, execute and monitor logistics matters during the ship conversion and new construction phases. Coordinates with sponsors and ship contract operators on identification and resolution of logistic matters. Reviews shipboard manning, storeroom configurations, CASREP trends, repair part usage data, inventory effectiveness and other logistics matters as required. Interfaces as required with NFAF East/West and Headquarters Logistics Directorate for external support.

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PM3L (Cont'd)

5. Develops logistics requirements for and participates in the analysis of ship operating contracts. Reviews invoices for logistics matters. Monitors contractual compliance of contract operators.

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PROJECT OFFICER, MARITIME PREPOSITIONING SHIPS (MPS) PM31**Mission**

To manage all aspects of the program for Maritime Prepositioning Ships to support DOD worldwide afloat prepositioning requirements. To ensure customer requirements are met; maintain readiness of all program assets; develop overall strategic planning, formulate program policy and long-term plans for resource development and utilization; formulate and manage program budget and allocation of resources and act as funds administrator; manage contracting functions and execute TYCOM functions, including life cycle management, ship readiness, maintenance and repair and logistics support.

Responsibilities

1. Ensures customer requirements are met with the highest quality service possible within existing constraints.
2. Maintains readiness of all project assets.
3. Develops overall strategic plans for assigned project including long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current sponsor and future DOD strategic planning factors.
4. Formulates program policy and long term plans for resource development and utilization. Responsible, in conjunction with Business Manager, for management of project budget, allocation of resources and funds administration.
5. Evaluates, reviews and analyzes project progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.
6. Develops and coordinates prepositioning strategies and activities associated with requirements for all components of the DOD, and as authorized for other agencies of the U. S. Government.

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**PROJECT OFFICER, ARMY PREPOSITIONED STOCK-3
(APS-3) PROJECT**

PM32

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Mission

To manage all aspects of the program for Army Prepositioned Stock-3 ships operated by MSC to support DOD worldwide afloat prepositioning requirements. To ensure customer requirements are met, maintain readiness of all program assets; develop overall strategic planning, formulate program policy and long-term plans for resource development and utilization; formulate and manage program budget and allocation of resources and act as funds administrator; manage contracting functions and execute TYCOM functions, including life cycle management, ship readiness, maintenance and repair and logistics support.

Responsibilities

1. Ensures customer requirements are met with the highest quality service possible within existing constraints.
2. Maintains readiness of all project assets.
3. Develops overall strategic plans for assigned project including long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current sponsor and future DOD strategic planning factors.
4. Formulates program policy and long term plans for resource development and utilization. Responsible in conjunction with Business Manager, for management of project budget, allocation of resources and funds administration.
5. Evaluates, reviews and analyzes project progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.
6. Develops and coordinates prepositioning strategies and activities associated with requirements for all components of the DOD, and as authorized for other agencies of the U. S. Government.

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PROJECT OFFICER, NAVY DEFENSE LOGISTICS AGENCY AND AIR FORCE (NDAF) PROJECT **PM33**

Mission

To manage all aspects of the programs for Navy, Defense Logistics Agency and Air Force ships operated by MSC to support DOD worldwide afloat prepositioning requirements. To ensure customer requirements are met; maintain readiness of all program assets; develop overall strategic planning, formulate program policy and long-term plans for resource development and utilization; formulate and manage program budget and allocation of resources and act as funds administrator; manage contracting functions and execute TYCOM functions, including life cycle management, ship readiness, maintenance and repair and logistics support.

Responsibilities

1. Ensures customer requirements are met with the highest quality service possible within existing constraints.
2. Maintains readiness of all project assets.
3. Develops overall strategic plans for assigned project including long-range program plans and policies, goals, objectives and milestones. Such plans/policies entail comprehensive assessment of current sponsor and future DOD strategic planning factors.
4. Formulates program policy and long term plans for resource development and utilization. Responsible in conjunction with Business Manager, for management of project budget, allocation of resources and funds administration.
5. Evaluates, reviews and analyzes project progress in terms of effective attainment of scheduled objectives and milestones, utilization of funds, delays, slippage and overruns and resolution of problems, etc.
6. Develops and coordinates prepositioning strategies and activities associated with requirements for all components of the DOD, and as authorized for other agencies of the U. S. Government.

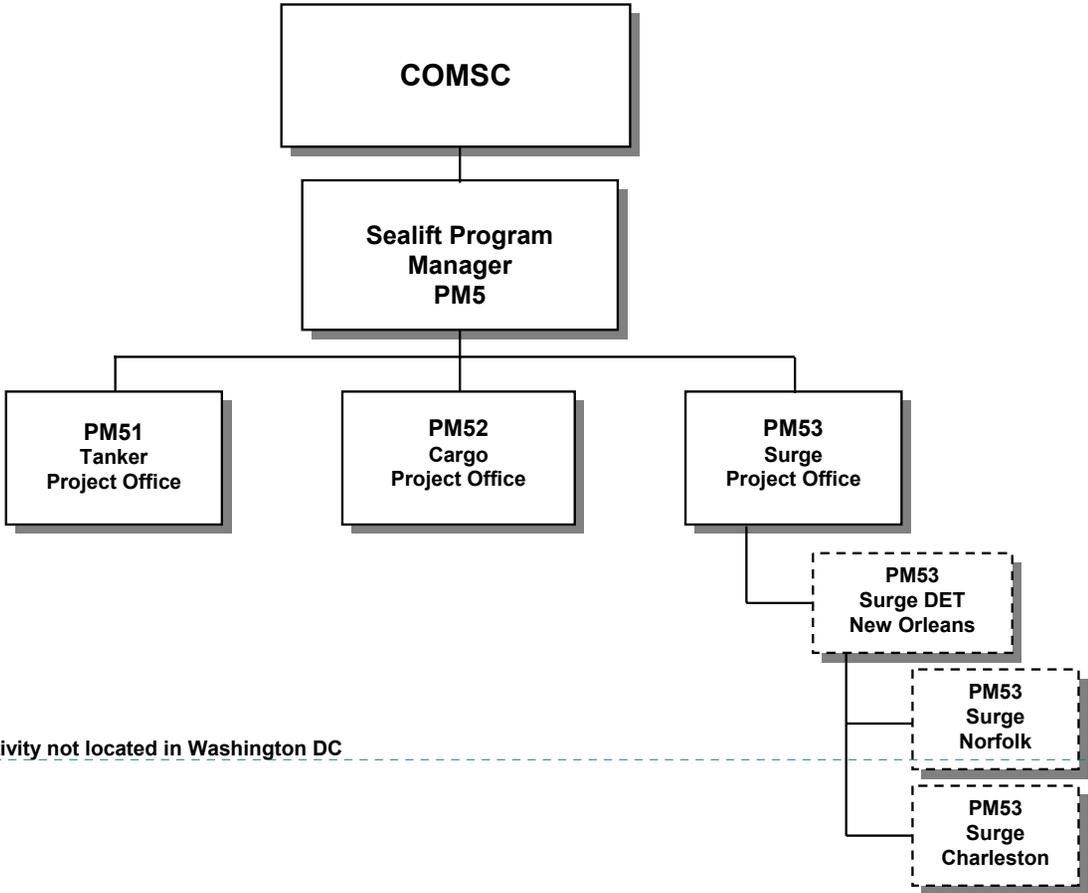
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MILITARY SEALIFT COMMAND

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Sealift Program
(PM5)



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PROGRAM MANAGER, SEALIFT**PM5****Mission**

To provide marine transportation (sealift) to Department of Defense (DOD) activities in peace, contingency and at war with Quality, Efficient and Cost Effective Assets. The Sealift Program Manager operates three distinct business entities, Petroleum, Oils and Lubricants (POL), Cargo and Surge, under one umbrella program known as "Sealift". Each business entity has specific goals and requirements to support their DOD customers. To provide direction over all plans, programs and appraisals governing the readiness of Sealift assets; maintain liaison with U. S. Transportation Command (USTRANSCOM) and USTRANSCOM Component Commands regarding Strategic Sealift and cargo lift requirements; maintain oversight on the readiness of the Maritime Administration Ready Reserve Fleet (RRF); identify and coordinate for sealift chartering to meet emergent lift requirements; and provide input for formulation of the Sealift Program budget; contract oversight for Cargo, POL and Surge assets; maintenance and repair of Fast Sealift Ship (FSS) and SURGE Large Medium Speed Roll On/Roll Off (LMSR) Ships assets.

Responsibilities

1. Advises the Commander, Military Sealift Command (COMSC) on all matters of operations, procedures and administration with respect to the accomplishment of the MSC Sealift program.
2. Executes policy and directives of COMSC and higher authority.
3. Maintains administrative control of Sealift ships and determines requirements for personnel, equipment, material, facilities and services.
4. Provides direct customer interface.
5. Provides ready assets and/or service to meet customer needs.
6. Provides global operations management for the Sealift program.
7. Contributes to command strategic planning.
8. Exercises administrative control over ships assigned; provides for the maintenance, repair or alteration of ships; plans for expansion in the event of contingencies and war.

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PM5 (Cont'd)

9. Coordinates program management activities and requirements with the Executive Director, HQ Functional Directors, Special Assistants, other Program Managers and Area Commanders; with respect to all operational matters involved in the development of contingency, mobilization and long range force plans.

10. Maintains liaison with appropriate components of the DOD, including the Office of the Secretary of Defense (OSD), Joint Staff, Office of the Chief of Naval Operations (CNO), the USTRANSCOM and other military commands and government agencies on all matters pertaining to Sealift support; represents COMSC, as directed, at conferences and on committees in matters relating to Sealift activities.

11. Provides input and assists in the development of the Sealift annual budgets and Program Objectives Memorandum (POM) requirements.

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PROJECT OFFICER, TANKER**PM51****Mission**

To provide marine transportation to the DOD by meeting its sealift Bulk Fuel requirements in peace, contingency and war with quality, cost effective Tanker assets. When required, the Sealift Program Petroleum Project must also provide for the safe and efficient underway replenishment of oilers and naval combatants.

Responsibilities

1. Determines tanker requirements to meet bulk POL lift requirements received from customers (primarily the Defense Energy Supply Center (DESC)) and National Science Foundation and arranges for ship and shipment to meet required delivery dates.
2. Exercises program management control over the movement, scheduling, procurement and performance of all MSC-controlled tankers and the contracting of additional chartered tankers to augment the controlled tanker fleet.
3. Acts as liaison for the Sealift Program Manager with DESC. Attends and participates in meetings with Commander, DESC.
4. Provides short/long-range plans relative to the MSC tanker force sizing achieves tanker effectiveness for worldwide resupply or floating storage.
5. Recommends long-term acquisition of tankers and arranges for POL lifts in MSC force tankers to meet MSC POL lift requirements.
6. Advises on improvements to operations or the acquisition of new tankers.
7. Serves as single point of contact with tanker operators.
8. Participates in the preparation of MSC war, emergency and long-range peacetime planning of Sealift (tanker) resupply.
9. Participates in the support of the Sealift Program Manager in preparation of budgetary requirements.
10. Maintains tanker ship inspection program to ensure proper operations, upkeep and maintenance ensuring vessels meet all regulatory requirements for a "ready for sea" material condition.

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PM51 (Cont'd)

11. Assists the Sealift Program Manager in maintaining liaison with appropriate components of the DOD, USTRANSCOM and other government agencies on all matters pertaining to Sealift support.

12. Under the direction of the Sealift Program Manager, exercises administrative control over MSC controlled tankers; and coordinates for procurement for operations, maintenance, repair and plans for expansion in the event of war; provides operational statistics that reflect the degree of efficiency and economy (metrics).

13. Ensures that its staff is fully trained and equipped to provide the best Bulk Fuel Services to DOD and to other users.

14. Evaluates requirements by lift area to determine if other size assets should be employed vice current ships, or if other contracting methods could be employed.

15. Provides input and assists in the development of the annual Tanker operating budget and POM submission.

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PROJECT OFFICER, CARGO**PM52****Mission**

To provide marine transportation to the Department of Defense by meeting its sealift requirements in peace, contingency and war with Quality, Efficient Cost Effective Assets and Centralized Management.

Responsibilities

1. Serves as the focal point for receipt of cargo requirements from MTMC, USTRANSCOM and the customer services.
2. Determines cargo vessel requirements to meet the identified DOD cargo missions.
3. Coordinates temporary or permanent assignment of cargo ships through commercial charter from the Maritime Administration, or from the Navy as required maintaining a right sized fleet.
4. Initiates all actions to charter, extend contract charters, acquire shipping, and terminate charters of cargo ships.
5. Assigns, schedules and positions shipping to meet DOD lift requirements worldwide. Reviews scheduling for cost effectiveness and effective utilization.
6. Initiates and implements change in policy, organization or procedures relative to cargo operations.
7. Provides specific data and recommendations in the preparation of MSC to support DOD sealift requirements in peacetime or at war and long-range planning in the availability and utilization of cargo shipping.
8. Represents COMSC and the Sealift Program Manager in a wide variety of forums regarding matters of policy and procedures as they relate to cargo transportation.
9. Advises on the characteristics and capabilities and operation of new cargo assets.
10. Provides sealift options including relative operational capabilities and costs for cargo missions, supporting peacetime, wartime and exercise requirements.

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PM52 (Cont'd)

11. Provides liaison with shipper services, USTRANSCOM, JCS and other transportation components in all areas relating to the planning, execution and evaluation of JCS and service exercises.

12. Provides input and assists in the development of the annual Cargo operating budget and POM submission.

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PROJECT OFFICER, SURGE**PM53****Mission**

To provide high quality, ready at all times efficient and cost-effective strategic sealift to support deployment of U.S. military forces during contingencies and wars.

Responsibilities

1. Maintains the readiness of Surge Sealift Ships and surge LMSRs in accordance with standards set by DOD.
2. Determines the requirements and administer contracts to maintain, operate and layberth Surge Sealift Ships and LMSRs.
3. Serves as the focal point for FSS, LMSR and RRF matters on behalf of customers (such as war-fighting CINCs and other users), sponsors (such as CNO and Department of the Army) and USTRANSCOM.
4. Coordinates the RRF program, working in close cooperation with the Maritime Administration.
5. Represents COMSC and the Sealift Program Manager in a wide variety of forums on matters of policy and procedures as they relate to ocean transportation in general and ship operation and maintenance in specific.
6. Directs the activities of Surge field personnel who perform quality assurance functions for FSS and LMSR programs.
7. Advises on the characteristics, capabilities and operations of new sealift assets.
8. Participates in strategic planning, particularly as it relates to the FSS, LMSR and RRF.
9. Assists in the development of sealift options, which will utilize FSS, LMSR or RRF ships.
10. Provides input and assists in the development of the annual Surge operating budget and POM submission.

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MSC SURGE DETACHMENT (FAST SEALIFT PM53 DET NOLA
SHIPS (FSS) AND LARGE MEDIUM SPEED ROLL ON/
ROLL OFF (LMSR) SHIPS), NEW ORLEANS

Mission

To monitor, coordinate and direct the daily contract operation and readiness of the Sealift Surge FSS and LMSR that are maintained for use in support of U. S. Forces in a contingency. The Director, Sealift Surge Detachment New Orleans is the MSC principal point of contact and the designated Contracting Officer's Representative (COR) for the FSS and Surge LMSR Operation and Maintenance contracts and various layberth contracts.

Responsibilities

1. The COR is the point of contact for in-house questions, coordination and quality assurance actions affecting the Contractor and the Ships. The COR has the overall responsibility for ensuring that the day-to-day interaction between the Contractor and the Government personnel is in accordance with the contract and with FAR, Part 1.6.

2. Monitors the contractor's day-to-day compliance with the provisions of the contracts (operation and maintenance of eight FSS and layberths) as a representative of the Procuring Contracting Officer (PCO). Advises the PCO in instances of noncompliance.

3. As a component of the quality assurance program, conducts dock and sea trials and various inspections, such as administrative and preventive maintenance inspections, to confirm compliance with contract provisions and assure readiness.

4. Monitors contractor's implementation of special interest items, such as force protection, spare parts management, competition in subcontracting.

5. Monitors emergency repairs and all major industrial assistance, such as dry-docking or overhauls.

6. Reports at least quarterly on the contractor's performance, commenting on timeliness, cooperativeness of the contractor and quality of services provided.

7. Serves as expert in ship characteristics and capabilities.

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PM53 DET NOLA (Cont'd)

8. Represents MSC during shipboard visits to the FSS and Surge LMSR. Attends conferences and meetings with MSC customers and partners to broaden knowledge of ship maintenance procedures or facilitate the use of the FSS and Surge LMSR.

9. Provides input and assists in the development of the annual Sealift Surge Detachment operating budget.

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APPENDIX A
MSC LIAISON OFFICERS

Appendix A

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**MILITARY SEALIFT COMMAND LIAISON OFFICER TO
COMMANDER IN CHIEF, U.S. EUROPEAN COMMAND (CINCUSEUR)**

1. This is a Navy O-5 billet assigned to Commander, Military Sealift Command (COMSC) Headquarters and physically located at U. S. European Command Headquarters in Stuttgart-Vaihingen, Germany.
2. Reports to COMSC for operational and administrative matters.
3. Acts as COMSC Liaison to CINCUSEUR and NATO on all sealift policy matters relating to COMSC and MSC subordinate commanders.
4. Aggressively markets the contribution of MSC's vessels to the execution of national military strategy in USEUCOM's area of responsibility.
5. Provides information to CINCUSEUR, his Staff and to his component commanders on sealift operating practices in peacetime, during contingencies and emergencies.
6. Acts, as COMSC Liaison to USEUCOM, on all sealift and PREPO matters relating to CINCUSEUR's area of responsibility. During period of acceleration and surges in sealift requirements, advises CINCUSEUR after consultation with COMSC, of primary action necessary to ensure MSC's capability to respond in a timely manner.
7. Performs as COMSC Liaison during operations and exercises in theater in support of Allied and U. S. forces when MSC owned or chartered vessels are involved. Liaisons directly with the ship's Master, USTRANSCOM, MTMC, force commanders and others as required to ensure a safe and successful evolution.
8. Assists USEUCOM as required in the development of transportation concepts to aid in the logistics support of CINCUSEUR in the development of his general war plans and country plans. These concepts include but are not limited to chartering procedures, the Sealift Readiness Program in situations less than full mobilization, requisitioning authority and the implications of the NATO shipping pool under full mobilization.
9. Attends and reports on USEUCOM and NATO conferences that have impact and influence on sealift matters. Establishes liaison with NATO ocean shipping committees.
10. Assists in evaluation of the European littoral and waterway capability. Assesses alternative ports for use in the event of loss of major port capability.

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11. Ensures appropriate procedures are developed to maintain continued COMSC liaison with respect to CINCUSEUR's mission and vision.

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MILITARY SEALIFT COMMAND
LIAISON OFFICER TO
COMMANDER IN CHIEF, PACIFIC FLEET (CINCPACFLT)

1. This is a Navy 0-6 billet assigned to COMSC, Washington DC, with additional duty to CINCPACFLT. The incumbent is physically located at Headquarters CINCPACFLT, Makalapa HI.
2. Reports to Commander, Military Sealift Command (COMSC) for operational and administrative matters.
3. Serves as the direct liaison and communications link between CINCPACFLT staff and COMSC in all matters concerning strategic sealift capability for peacetime and wartime commitment.
4. Assists CINCPACFLT, as required, in the development of OPLANS/CONPLANS to enhance the logistics support of PACOM.
5. Assists CINCPACFLT in joint planning matters regarding strategic sealift availability and capability to deploy and sustain forces in various operations plans.
6. Provides necessary information and maintains liaison with CINCPACFLT staff and component commands on sealift policy matters in the PACOM area for peacetime operations and during contingencies.
7. Ensures the currency of procedures to permit continued MSC liaison as outlined in CINCPACFLT Continuity of Operations Plans.
8. Provides CINCPACFLT with current data on MSC sealift capability and operating policies with respect to common user Ocean Transportation, PREPO, MPS, FSS, RRF, Naval Fleet Auxiliary Force, Special Mission, Miscellaneous Service Support and other sealift capability available to MSC.
9. Serves as COMSC representative at CINCPACFLT conferences for matters involving strategic sealift and related matters; provides reports of such conferences to COMSC for action or information as appropriate.

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MILITARY SEALIFT COMMAND
LIAISON OFFICER TO
COMMANDER IN CHIEF, ATLANTIC FLEET (CINCLANTFLT)

1. This is a Navy 0-6 billet assigned to COMSC, Washington DC, with additional duty to CINCLANTFLT. The incumbent is physically located at Headquarters CINCLANTFLT, Norfolk VA.

2. Directs liaison and communications link between CINCLANTFLT staff and COMSC in all matters concerning strategic sealift capability for peacetime and wartime commitments.

3. Assists CINCLANTFLT, as required, in the development of sealift concepts to enhance the logistics support of USJFCOM in his general OPLANs and CONPLANs.

4. Provides necessary information and maintains liaison with CINCLANTFLT and subordinate commands on sealift policy matters in the CINCLANTFLT area of responsibility for peacetime operations and during contingencies.

5. Oversees the Anti-terrorism/Force Protection requirements of MSC units operating in the CINCLANTFLT AOR and effects coordination to effect compliance with senior directives.

6. Provides CINCLANTFLT with current data on MSC sealift capability and operating policies with respect to common user ocean transportation, Maritime Prepositioning, Fast Sealift, Ready Reserve Force, Naval Fleet Auxiliary Force, Special Mission, miscellaneous service support and other sealift capability available to MSC.

7. Serves as COMSC representative at CINCLANTFLT conferences for matters involving strategic sealift, disaster relief and related matters; providing reports of such conferences to COMSC for action or information, as appropriate.

8. Establishes and maintains liaison on NATO shipping matters with SACLANT.

9. In an ADDU capacity, performs duties for U. S. Joint Forces Command (USJFCOM) in Code J4F.

10. Reviews all MSC sealift capability and operating policies.

11. Performs duties to assist U. S. Transportation Command Liaison Officers at USJFCOM and Southern Command.

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MILITARY SEALIFT COMMAND
LIAISON OFFICER TO
COMMANDER IN CHIEF, U. S. CENTRAL COMMAND (USCENTCOM)

1. Reports to COMSC, Washington, D.C. but is physically located in the Liaison Office of the U. S. Central Command at MacDill Air Force Base, FL. The COMSC LNO reporting senior is Commander, MSC.
2. Advises the Commander in Chief, USCENTCOM and staff on any matters pertaining to Strategic Sealift operations and planning, which includes deployment planning and coordinating sealift support in the event of full or partial mobilization during major contingencies.
3. Advises the USCENTCOM staff on the implementation of MSC policies, programs, concepts and operational procedures and techniques as they pertain to USCENTCOM's mission requirements.
4. Keeps Commander, MSC and Commander, MSCCENT Bahrain apprised of current USCENTCOM policies, regulations, organization, procedures and impending exercises and operations while ensuring responsive coordinated reaction and support in the fulfillment of the USCENTCOM and MSC missions.
5. Promotes coordination between MSC/USCENTCOM/MSCCENT staffs, advising respective offices on matters pertaining to MSC/USCENTCOM/MSCCENT operations and planning, joint exercises, joint training and augmentation operations.
6. Coordinates sealift requirements with the USCENTCOM staff for operations and exercises.
7. Provides coordination between MSCCENT/COMSC HQ/USCENTCOM and the USCENTCOM Joint Movement Center as necessary with respect to all sealift requirements.
8. Assists MSCCENT in identifying and coordinating reserve training opportunities (e.g., small arms, NBC defense, port operations, etc.) in the MacDill AFB and Tampa area for MSCCENT reserve units.

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Force Medical Officer		N00M	
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Assistant for Total Quality Leadership			
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**DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS AND N6
COMPUTER SYSTEMS DIRECTORATE**

Mission

To serve as the principal advisor to the Commander, Military Sealift Command (COMSC) on all functional, policy, organizational and fiscal management issues relating to Military Sealift Command (MSC) command, control, communications and computer (C4) systems. To develop and implement the policies and organization necessary to accomplish the MSC C4S mission and to efficiently integrate MSC policies and organization into the larger Navy, U. S. Transportation Command (USTRANSCOM) and DOD C4S (the Global Information Grid). To represent MSC on various Navy, USTRANSCOM, DOD and technical committees in developing overarching policy.

To ensure information technology (IT) is a value-adding dimension of the MSC strategic and business plans. To direct and manage development of C4S capital planning and investment strategy; the implementation of the requirements of the Government Performance Results Act (GPRA) with respect to IT; development and application of electronic commerce tools and electronic data interchange policies, practices, standards and procedures; the execution of C4S programs; oversee the application of technical solutions to MSC's business needs; validate that appropriate physical access controls, technical security measures, classification and safeguarding of controlled information rules; and serve as a change leader in the command.

Responsibilities

1. Provides the IT vision in support of all MSC mission areas.
2. Serves as change agent; advocates for change; promotes better ways of doing business.
3. Advocates for MSC infrastructure programs.
4. Chief Information Assurance Officer.
5. Leads in Knowledge Management.
6. Serves as the MSC Data Administrator/Manager.
7. Principal Advisor to the COMSC on IT budget and projects.
8. Provides direction and guidance within COMSC, Area Commands and MSC field activities on the development and implementation of all IT projects.

N6 (Cont'd)

9. Remains current in state-of-the-art IT through review of developments by the research community, government and industry.
10. Provides the primary IT interface with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and Governmental Agencies.
11. Provides annual C4S Program Objective Memorandum (POM) planning and budget IT estimates and approves C4S budget requirements for COMSC, Area Commanders and all other MSC field activities.
12. Serves as the MSC Designated Approving Authority (DAA) for Information Systems Security.

13. Serves as the MSC approving authority for IT life cycle management.
14. Manages the MSC Communications Security Material System (CMS) Program.
15. Serves on permanent MSC committees or boards.

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**DEPUTY DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS N6X
AND COMPUTER SYSTEMS DIRECTORATE**

Mission

To manage the daily business operations of the C4S directorate. The Deputy Director leads business improvement, and data management efforts insuring the efforts are prioritized to support the vision, goals and objectives of the COMSC.

Participates with and assists the Director in the mission of C4S directorate, serving as the Director in the Director's absence, to manage and drive all efforts towards providing integrated IT support throughout the MSC.

Responsibilities

1. Conducts day-to-day C4S directorate business operations.
2. Assists the Director in establishing command policies for managing ADP/AIS resources, as well as developing and promulgating broad procedures for the implementation of these policies.
3. Acts as an alternate for the Director in connection with business assignments to permanent committees or boards within MSC and serves as acting Director in the absence of the Director.
4. Provides the primary interface with internal and external entities on all operational issues.

5. Directs the C4S directorate's business processes in support of all MSC mission areas. Supervises staff providing management of AIS and telecommunications system installation, maintenance and operation to support accomplishment of the MSC mission.

6. Presents formal briefings and status reports to the MSC and C4S management and higher-level authorities.

7. Determines operational goals and develops plans for the directorate both independently of and/or jointly with high-level management.

8. Works with the Director to act as a liaison with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and Government agencies with regard to operational issues and business operations.

Page Break

TECHNICAL DIRECTOR

N6T

Mission

Responsible for insuring integration of all IT infrastructure efforts for the C4S directorate. The Assistant for Technology serves as the principal advisor to the Director on all technical matters.

Participates with and assists the Director on all technical matters to accomplish the mission of C4S directorate, providing advice and guidance to drive all efforts towards providing integrated IT support throughout the MSC.

Responsibilities

1. Assists the Director by providing technical oversight and advise on all C4S directorate IT efforts.
2. Remains current in state-of-the-art IT through education, review of the C4S developments and by exchange with the government and industry research community. Ensures compliance with government standards.

3. Acts as an alternate for the Director in connection with technical assignments to permanent committees or boards within MSC.
4. Provides the primary interface with internal and external entities on all technical issues.
5. Reviews all IT solutions for accuracy and compliance with guidelines and standards.
6. Provides advice on the C4S directorate's technical processes in support of all MSC mission areas with emphasis on the technical architecture implementing IT vision.
7. Serves as the C4S information and telecommunication technology expert and primary consultant to the Director and key staff officials in the areas of systems engineering theory, concepts, procedures and processes.
8. Presents formal briefings and status reports to the MSC and C4S management and higher-level authorities.
9. Determines technical goals and develops migration plans for the directorate both independently of and/or jointly with high-level management.

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N6T (Cont'd)

10. Works with the Director to act as a liaison with the Transportation Component Commands, USTRANSCOM, Joint Staff, Chief of Naval Operations, the Maritime Administration and other Navy, DOD and Government agencies with regard to technical information, integration, and architecture requirements.

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PLANS AND POLICY OFFICER

N6F

Mission

To manage development of IT budgets and POM input in coordination with the other divisions and MSC programs for all N6 projects. To provide business planning and financial reporting for IT solutions to ensure alignment with all MSC

mission areas. To track, as the directorate's centralized organization, IT project expenditures and provide financial status reports to ensure projects remain with budgets.

To develop policy and procedures for performing budget planning and execution for all IT projects, to include the preparation, consolidation and analysis of funding projections. To work closely with the MSC comptroller on all monetary planning and execution matters.

Responsibilities

1. Develops policies and procedures for successful execution and delivery of IT budgets and plans.
2. Performs budget planning and execution for all N6 projects, to include the preparation, consolidation and analysis of funding projections.
3. Coordinates with all sites to obtain requirements and develop proposals to address issues within the C4S's mission, scope, authority and responsibility.
4. Consolidates IT budgets and POM input for all N6 projects.
5. Directs the business planning process for C4S in support of all MSC mission areas.
7. Ensures plans provide for budget submissions in sufficient time for both management approval and resulting actions take place in a timely manner.
8. Monitors the execution of funds allocated to the C4S directorate.
9. Provides the N6 interface with the MSC comptroller and external entities on all C4S directorate financial issues.
10. Presents formal briefings and status reports to the C4S management and higher-level authorities on assigned or proposed projects.

Mission

To manage development and sustainment of all MSC-approved shoreside systems. This includes requirements development, purchase of Commercial-Off-The-Shelf (COTS), interfaces to Government-Off-The-Shelf (GOTS) applications and systems, user training, implementation and phase out of IT capabilities.

To oversee life cycle management of the shoreside systems projects from birth of the idea, through deployment, sustainment and disposal.

Responsibilities

1. Plans and directs the definition and documentation of mission requirements and business processes, including improvements, as required to enable the development and implementation of enabling and supporting shoreside IT.
2. Plans, directs and approves process modeling and software solutions to ensure they satisfy mission requirements and business processes.
3. Translates MSC mission and operational requirements into IT products and services to create and maintain the infrastructure in accordance with the MSC architecture.
4. Procures, directs and approves IT designs, products and services in accordance with established architecture, procurement rules and guidelines.
5. Approves, selects and monitors performance and delivery of product and service contracts, including the definition of specifications for such contracts.

6. Directs the design and development of computing and communications solutions to meet MSC mission and business requirements in accordance with architecture guidance and standards.

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DIRECTOR, SHIPBOARD SYSTEMS DIVISION

N62

Mission

To manage development and sustainment of MSC afloat IT and communications systems. To operate and maintain the Afloat Network Operations Center (ANOC) and provide help desk support.

To operate and provide lifecycle maintenance of the afloat environment that includes communications, shipboard GOTS, systems developed by MSC, and other web-based systems tailored to MSC ships.

Responsibilities

1. Plans and directs the definition and documentation of mission requirements and business processes, including improvements, as required to enable the development and implementation of enabling and supporting shipboard IT.
2. Plans, directs and approves process modeling and software solutions to ensure they satisfy mission requirements and business processes.
3. Translates MSC mission and operational requirements into IT products and services to create and maintain the infrastructure in accordance with the MSC architecture.
4. Procures, directs and approves IT designs, products and services in accordance with established IT architecture, procurement rules and guidelines.
5. Approves, selects and monitors performance and delivery of product and service contracts, including the definition of specifications for such contacts.

6. Plans, directs and approves shipboard policies and procedures for computing and communications components to ensure stable delivery of intended function.

7. Plans and directs support services to assist shipboard customers in establishing and maintaining IT service capabilities.

8. Directs the design and development of computing and communications solutions to meet MSC mission and business requirements in accordance with architecture guidance and standards.

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DIRECTOR, TECHNICAL INTEGRATION DIVISION

N63

Mission

To manage IT solutions with primary focus on providing databases, data warehouses and architecture-based integration and technology services. To ensure integration of new IT projects into MSC architecture. To provide for configuration control and management as well as for Independent Validation and Verification (IV&V) of new IT projects.

Responsibilities

1. Develops and provides metadata, architecture and Information Assurance recommendations for IT planning and development.

2. Provides technical guidance and standards for MSC IT activities, including the formulation of policies and procedures for Information Systems (IS) development.

3. Reviews all IT solutions for accuracy and compliance with guidelines and standards.

4. Documents the process by which applications are installed, supported, maintained and updated on/within the C4S infrastructure. Coordinates with all parts of N6 as needed to improve the process to reflect changes in technology; MSC

and N6 strategic and tactical plans and goals and other factors. Maintains the documentation so that it reflects changes to the process.

5. Implements a Performance Test Environment and use it to perform testing for the MSC C4S infrastructure and applications running on that infrastructure.
6. Operates the MSC C4 Customer Support Center (MCSC), providing user help desk and network monitoring.
7. Reviews life cycle management documentation for compliance with life cycle management documentation guidelines.
8. Manages data administration and database management efforts.
9. Provides liaisons with higher authority and other DOD components, as well as other agencies and private industry to maintain awareness of current and future policies.
10. Prepares and maintains a consolidated Plan of Action and Milestones (POA&M) for all IT initiatives.

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N63 (Cont'd)

11. Provides assistance to N61 in execution on Information Systems Security Officer (ISSO) responsibilities.
12. Acts as Configuration Manager for the entire N6 directorate.
13. Establishes command procedures and standards for hardware and support to provide C4 systems, including networks, computers and communications used to support MSC operations, both afloat and ashore.
14. Performs budget planning and execution for integration efforts, to include the preparation, consolidation and analysis of funding projections.

DIRECTOR, ENTERPRISE DIVISION

N64

Mission

To manage the wide-area network for ashore MSC organizations with primary focus on hardware, operating systems and services. To provide Enterprise software, hardware, logistics and information assurance support.

To serve as the primary liaison for the systems and operational views for integration and interoperability with DOD, DON, USTRANSCOM, others and within MSC

Responsibilities

1. Plans, directs and approves the network and computing platform architectures, including operation software, to ensure the resulting portions of the IT satisfy mission requirements, business processes and knowledge management.
2. Plans, directs and approves the creation and maintenance of systems and operational views of the IT architecture to ensure integration and interoperability with DOD, DON, USTRANSCOM and other DOD services and agencies, as well as within MSC IT, with emphasis on network and computing platform related issues.
3. Translates MSC IT mission and operational requirements into products and services to create and maintain the network and computing portion of the MSC architecture.
4. Directs and oversees the actions necessary to prepare the IT enterprise to receive and/or maintain software and hardware, ensuring integration with other plans.
5. Plans, directs and approves information operations (IO) to defend MSC's information and information systems and to support DOD, DON and USTRANSCOM defensive and offensive IO efforts.

6. Plans, directs and approves policy and requirements for IT education and training for the MSC workforce, to include computer security awareness.

7. Procures, directs and approves IT designs, products and services in accordance with established architecture, procurement rules and guidelines.

8. Approves, selects and monitors performance and delivery of product and service contracts, including the definition of specifications for such contracts.

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N64 (Cont'd)

9. Directs the design and development of computing and communications solutions to meet MSC mission and business requirements in accordance with architecture guidance and standards.

10. Directs logistics support to deliver, deploy, implement, operate and maintain hardware and software required for IT capabilities to meet mission and business requirements.

11. Directs and coordinates the operation of enterprise-wide shore-based computing and communications components to ensure stable delivery of intended function within design parameters.

Page Break

DIRECTOR, HEADQUARTERS SITE OPERATION DIVISION

N65

Mission

To manage the operation of the MSC headquarters' local area networks. To provide headquarters IT integration, software, hardware and logistics support. To operate headquarters computing and communications services.

To manage headquarters IT customer support, customer IT education and training, video teleconferencing and telephone service.

Responsibilities

1. Plans, directs and approves the creation and maintenance of operational views of the headquarters' site IT architecture to ensure integration and interoperability with DOD, DON, USTRANSCOM and other DOD services and agencies, as well as within MSC IT.
2. Directs and oversees the actions necessary to prepare headquarters to receive and/or maintain software and hardware, ensuring integration with other plans.
3. Plans, directs and approves IO to defend headquarters information and information systems, and to support DOD, DON and USTRANSCOM defensive and offensive IO efforts.
4. Plans, directs and approves policy and requirements for IT education and training for the MSC headquarters workforce, to include computer security awareness.
5. Procures, directs and approves IT designs, products and services in accordance with established architecture, procurement rules and guidelines.
6. Approves, selects and monitors performance and delivery of product and service contracts, including the definition of specifications for such contracts.
7. Directs logistics support to deliver, deploy, implement, operate and maintain hardware and software required for IT capabilities to meet mission and business requirements.
8. Operates shore-based computing and communications components to ensure stable delivery of intended function within design parameters.
9. Directs operations to support and provide customer support (ashore), customer education and training, video teleconferencing and telephone service.

