



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5450.349
DNS
25 Apr 2012

OPNAV INSTRUCTION 5450.349

From: Chief of Naval Operations

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDER, NAVAL SUPPLY
SYSTEMS COMMAND

Ref: (a) 10 U.S.C.
(b) SECNAVINST 5400.15C

Encl: (1) Functions and Tasks of COMNAVSUPSYSCOM

1. Purpose. To publish the mission, functions, and tasks of Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) issued under reference (a).

2. Mission. To provide for the material support needs of the Navy for supplies and supporting services by developing and issuing Navy policies and methods for the procurement, safeguarding, distribution and disposal of naval material; to ensure Navy policies and methods are fully integrated and aligned with those of other Department of Defense (DoD) logistics support providers; to provide technical guidance and direction to naval activities concerning execution of supply policies and methods; to provide spare and repair parts, assigned supplies, logistics services, and quality of life services to naval units and other authorized customers; to coordinate weapon system life cycle support and other requirements and efforts with DoD components to ensure Navy logistics support needs are met effectively and efficiently.

3. Status and Command Relationships. COMNAVSUPSYSCOM is a shore activity in an active (fully operational) status under a commander.

a. Command

Echelon

1 - Chief of Naval Operations (CNO)

2 - COMNAVSUPSYSCOM

b. Area Coordination: Commander, Naval Installations Command (CNIC).

c. Regional Coordination: Commander, Navy Region Mid-Atlantic.

d. COMNAVSUPSYSCOM reports to the CNO for the execution of logistics sustainment and operating forces support responsibilities.

e. As designated in reference (b), COMNAVSUPSYSCOM acts for Assistant Secretary of the Navy (Research, Development, and Acquisition) and exercises the authority of the naval acquisition executive (NAE) to manage and serve as the logistics support authority in support of other systems commands (SYSCOMS), program executive offices (PEOs), direct reporting program managers (DRPM), program managers (PM) and their assigned acquisition programs throughout their life-cycle, except as specifically under the cognizance of DRPM Strategic Systems Program or where unique authority and responsibility has been specifically assigned to another SYSCOM or PEO.

f. As designated in reference (b), COMNAVSUPSYSCOM exercises the authority of the NAE as head of contracting activity for work under its cognizance.

g. COMNAVSUPSYSCOM is the immediate superior in command and assigned administrative control of the following echelon 3 activities and their subordinates:

(1) Naval Supply Systems Command (NAVSUP) Weapon Systems Support, Philadelphia, PA

(2) NAVSUP Global Logistics Support, San Diego, CA

(3) Navy Exchange Service Command, Virginia Beach, VA

(4) NAVSUP Business Systems Center, Mechanicsburg, PA

4. Other Relationships

a. COMNAVSUPSYSCOM coordinates requirements and liaisons with the United States Transportation Command, Defense Logistics Agency (DLA), General Services Administration (GSA), and other elements of the defense supply system.

b. COMNAVSUPSYSCOM coordinates with Naval Sea Systems Command (NAVSEASYS), Naval Air Systems Command, and Space and Naval Warfare Systems Command for all matters related to development, prototype, and implementation of supply management business processes associated with operational forces supply and associated automated information systems.

c. COMNAVSUPSYSCOM coordinates with the United States Department of the Treasury for Navy cash management.

d. COMNAVSUPSYSCOM shares responsibility for Navy Quality of Life programs with CNIC, which runs the Morale, Welfare and Recreation (MWR) program.

e. COMNAVSUPSYSCOM receives strategic direction for Navy Exchange (NEX) programs from the MWR NEX Board of Directors, chaired by the Deputy Chief of Naval Operations (Fleet Readiness and Logistics (N4)), including approval of the annual operating and capital budgets for the NEX, and determination of the distribution of NEX profit dividends to MWR.

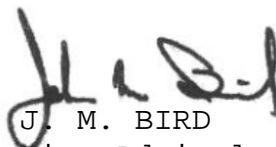
5. Overseas Diplomacy. COMNAVSUPSYSCOM serves as an effective instrument of U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and the U.S. while overseas.

6. Functions and Tasks. The functions and tasks of COMNAVSUPSYSCOM are contained in enclosure (1).

7. Action. In accomplishing the assigned mission, COMNAVSUPSYSCOM will ensure performance of the functions and tasks in enclosure (1). COMNAVSUPSYSCOM will recommend changes and revisions to this document when required.

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8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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Vice Admiral, U.S. Navy
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FUNCTIONS AND TASKS OF COMNAVSUPSYSCOM

1. Provide material support for naval and allied surface ships, submarines, aircraft, and expeditionary forces.

a. Manage the Navy material supply chain for consumable and repairable items under COMNAVSUPSYSCOM cognizance; provide technical oversight and monitoring for items managed by DLA; provide engineering, technical, and cost analysis support services.

b. Manage Navy's Total Asset Visibility Program.

c. Provide integrated logistics services in support of new ship construction and repair and modernization efforts.

d. Identify and demonstrate emerging technologies that improve supply chain business applications, capabilities, practices and processes, and facilitate their implementation.

e. Provide International Logistics Control Office and follow-on support case management support for U.S. Navy Security Assistance Program and Foreign Military Sales (FMS) Program throughout the FMS case life cycle; provide functional management for the Management Information System for International Logistics, the U.S. Navy's Security Assistance Program accounting and case management information system.

2. Provide logistics and related base operating support.

a. Provide global logistics planning and execution support to operational forces.

b. Develop workload ashore requirements, where applicable, for warfighter enterprises; develop policy, strategy and business plans required to implement a workload ashore strategy for Navy operating forces.

c. As designated in OPNAVINST 4600.24D, manage Navy transportation and distribution processes and the Service-wide transportation account.

- d. Provide regional transportation and distribution services; provide material processing, management and warehousing services.
 - e. Provide husbanding services for naval and allied forces.
 - f. Provide life-cycle management of material handling equipment for both shipboard and shore-based customers.
 - g. Provide bulk petroleum, oil, and lubricants logistics support services; maintain and operate Navy's deep water bulk fuel terminals that provide regional bulk fuel support to naval, joint, and multinational forces; provide command and control, operations and management of alongside aircraft refueling functions.
 - h. Serve as centralized inventory manager for all Navy conventional, non-nuclear ordnance and United States Marine Corps aviation ordnance; provide life-cycle program logistics support to PEOs and PMs for all conventional naval ordnance.
 - i. Provide information technology and information management solutions for logistics and financial requirements.
3. Provide PEOs and their individual PMs with acquisition logistics support.
- a. Establish an effective approach in standardizing acquisition logistics and life cycle sustainment by creating common logistics processes and by defining common requirements.
 - b. Collaborate with other SYSCOMS and stakeholders to fully integrate logistics support policies, tools, and standards.
 - c. Validate program office compliance with specific acquisition logistics policies by conducting independent logistics assessments.
 - d. Maintain an infrastructure that accommodates development, publication, distribution, access and final disposition of logistics technical documentation.
 - e. Develop and maintain general supply support policy and procedures to support life cycle logistics.

f. Manage recruiting for career logisticians and acquisition logistics interns.

4. As designated in Navy Marine Corps Acquisition Regulation Supplement, section 5201.6, manage and execute the Navy Field Contracting System.

a. Provide contracting for supplies and services throughout the Navy for which no other contracting activity, office or command is delegated contracting authority.

b. Perform oversight and review of all activities with COMNAVSUPSYSCOM-delegated contracting authority and other activities as directed by the Deputy Assistant Secretary of the Navy (Acquisition and Procurement) or higher-level authority.

c. Serve as Department of the Navy (DON) executive agent by providing Navy-wide policy and procedures for simplified acquisition as defined in Federal Acquisition Regulation (FAR) part 13, AbilityOne (Javits-Wagner-O'Day Act) acquisitions as defined in FAR part 8, and contract reporting.

5. Provide quality of life programs for Sailors and their families.

a. Provide program management for NEX and Navy Lodges; oversee the management and technical operations of the Navy Ships Store Program.

b. As designated in OPNAVINST 4600.24D, administer the Navy Personal Property Program; serve as the Navy representative on DoD and joint service boards involving personal property issues and policies in the personal property and household goods arena. Develop Navy-specific policy, provide program management for Navy-unique software, conduct oversight of Navy household goods activities, and provide professional assessments of personal property policy issues to the Board for Correction of Navy Records.

c. As designated in OPNAVINST 5112.6D and OPNAVINST 5218.7C, administer Navy's official and personal mail programs. Perform oversight and provide policy and procedures for the official and personal mail programs; act as the lead activity for the Navy's official and personal mail programs including

appointing and training the Navy's official and personal mail managers; serve as the single point of contact with the Military Postal Service Agency on official and personal mail policy matters and with the Headquarters, United States Postal Service on official and personal mail operational matters.

d. As designated in the Virtual SYSCOM Engineering and Technical Authority Policy of 31 January 2007, serve as technical warrant to NAVSEASYCOM with responsibility for general specifications, ship's specifications, contract guidance and alteration proposals as they relate to food service spaces and galley design. Serve as the program management office responsible for life cycle management, fiscal training, and fleet assistance for food service management. Administer Navy's Food Service Program. Serve as the culinary specialist rating technical advisor and coordinate food service training and related issues; serve as Navy's veterinary services executive agent to the DoD.

e. Also, as designated in the Virtual SYSCOM Engineering and Technical Authority Policy of 31 January 2007, serve as technical warrant to NAVSEASYCOM with responsibility to provide direction over general specifications, drawings and ship's specifications, as they relate to disbursing spaces and cashless ATM's requirements. Serve as the program management office responsible for life cycle management, fiscal training, and fleet assistance for Navy cash, retail operation management III. Serve as technical advisor for the personnel specialist rating for disbursing training related issues.

f. As designated in OPNAVINST 4001.3, manage the Navy Presentation Silver Program.

g. Conduct research, development, testing, and evaluation, and provide engineering support in clothing, textiles, and related fields associated with service clothing and environmental protective clothing worn by Navy personnel.

6. Provide Navy-wide policy and program management for assigned functions.

a. Provide operational forces supply policy for classes I, VI and IX; i.e., COMNAVSUPSYSCOM publications P485, P486, P487.

b. As designated in OPNAVINST 5090.1C, serve as Navy's executive agent for environmental matters to include pollution abatement and hazardous material minimization, control, and disposal; manage Navy's Hazardous Material Control and Management program.

c. As designated in reference (b), act as the responsible agent for overall DON Automatic Identification Technology (AIT) and serve as the DON AIT PM. Chair the DON AIT Steering Group consisting of AIT leads from other SYSCOMs and key stakeholders.

d. Serve as Navy's PM for all DON financial cards; i.e., purchase card, travel card, fuel cards (fleet, air, and sea).

e. Serve as Navy's PM for the Defense Travel System.