DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO
NAVSEAINST 4700.11
90R/LCG
Ser 25
28 March 1983

NAVSEA INSTRUCTION 4700.11

From: Commander, Naval Sea Systems Command
To: All Offices Reporting Directly to COMNAVSEA
Distribution List

Subj: Trials, Acceptance, Commissioning, Fitting Out, Shakedown and Post Shakedown Availability of U.S. naval ships undergoing Construction, Conversion and Modernization

Ref: (a) OPNAVINST 4700.8G of 23 Nov 1982, Subj: Trials, Acceptance, Commissioning, Fitting Out, Shakedown and Post Shakedown Availability of U.S. naval ships
(b) OPNAVINST 9080.2J of 29 Aug 1975, Subj: Post-repair Trials and Inspection for Overhaul of Diesel Electric Submarines
(c) OPNAVINST 9080.3E of 7 Aug 1972, Subj: Tests and Trials of Naval Nuclear Powered Ships under Construction, Modernization, Conversion refueling and overhaul
(d) OPNAVINST 4700.34 of 30 Oct 1979, Subj: Aircraft Carrier Service Life Extension Program Management Plan
(e) NAVSEAINST 5400.1B of 28 Mar 1980, Subj: Naval Sea Systems Command Headquarters Organization Manual
(f) Navy Regulations Article 0759

Encl: (1) Sample Format for Designation of Precommissioning Unit

1. Purpose. To designate specific duties to those organizational elements that will carry out the responsibilities assigned to NAVSEA and COMNAVSEA.

2. Precedence. The Ship Acquisition Contract Administration Manual (SACAM) will be modified to incorporate the content of this instruction. However, in case of conflicts this instruction will have precedence.

3. Background. Reference (a) augments U.S. Navy Regulations and delineates policies, procedures and responsibilities as applicable to the subject of this instruction. Chief of Naval Material (CHNAVMAT) or his designated representative is assigned as the Accepting Authority. This authority was subsequently delegated, by CHNAVMAT message 102046Z Dec 1982 to the Commander, Naval Sea Systems Command without the power of redelegation.

4. Scope. This instruction applies to trials, acceptance, commissioning, fitting out, shakedown and post shakedown availability of U.S. naval ships undergoing construction, conversion and modernization. Additionally, this instruction will normally apply to reactivations of units of the inactive fleet whenever reactivation involves modernization or conversion. In its application to conventional submarines and nuclear-powered ships it is augmented by references (b) and (c) respectively. In its application to the

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Aircraft Carrier Service Life Extension Program (CV-SLEP) it is augmented by reference (d). Although trials and delivery of ships built for foreign governments will be generally in accordance with the procedures used for U.S. Navy ships, specifics for each case must be tailored to the requirements of the recipient country. The actual procedures agreed to will be documented in each instance by Chief of Naval Operations (CNO - OP63).

5. Policy

a. The responsibilities assigned by reference (a) to the Naval Sea Systems Command will be accomplished by the cognizant Directorates while performing related duties in accordance with the NAVSEA Organization Manual, reference (e).

b. Accepting Authority responsibilities assigned to COMNAVSEA previously will be carried out by agents acting for the Commander. Normally either the cognizant Platform Director or the AEGIS Shipbuilding Project Manager, will be the designated COMNAVSEA Agents.

c. In addition the Accepting Authority's agent will be responsible for designation of the senior naval officer who will effect the formal transfer to the Prospective Commanding Officer (PCO) during the commissioning ceremony. This senior officer from the appropriate community (submarine, surface, air) reads the commissioning orders contained in the Chief of Naval Operations message to Chief of Naval Material for each ship and effects transfer in accordance with reference (f).

d. The Supervising Authority will carry out assigned responsibilities in concert with the actions and directions of the cognizant Ship Acquisition Project Manager (SHAPM) or AEGIS Shipbuilding Project Manager.

6. Responsibilities and Procedures

a. The NAVSEA responsibilities delineated in reference (a) are assigned as follows and shall be accomplished in conjunction with the duties already assigned by reference (e):

(1) Responsible Organization	Ref (a) Para.
(a) SHAPM or PMS 400 with support from all offices reporting to NAVSEA	6b(1),(2), (3) & (4)
(b) SHAPM for specific programs SEA 90 for general policy	6b(5)
(c) SEA 08 and SHAPM as appropriate	6b(6)
(d) SHAPM (assisted by the SUPSHIP or Fleet Operator)	6b (7),(8),(9),7g,h and i, 7j (5), 71(1), 7n, 8b,13.a and 15

(2) With regard to waivers, the Cognizant Platform Director and SHAPM are responsible for those NAVSEA actions required by paragraphs 9a and b of reference (a). The SHAPM will initiate waiver requests to OPNAV for approval or rejection. Prior to release, the SHAPM will discuss all waiver requests with Inspection and Survey Board (INSURV) (PRESINSURV or appropriate Senior Member) and Type Commander representative. Copies of requests for waivers will be provided to INSURV, Fleet Commander and Type Commander. It should be particularly noted that the intent of reference (a) is to have all single starred deficiencies corrected by end of the fitting out period and all double starred deficiencies corrected prior to movement from the building site.

b. The Accepting Authority responsibilities will be performed in the following manner:

(1) The SHAPM or PMS 400 will maintain for each ship delivery a list of actions and events with target due dates and responsible activities indicated for all the requirements of paragraphs 6e and g and enclosure (2) of reference (a). A copy of this list will be provided to the Supervising Authority.

(2) The SHAPM or PMS 400 will take all the necessary action required to fulfill the responsibilities of 6g (1), (2), (5), (6), (7) and (8) of reference (a). The designation of the Prospective Commanding Officer (PCO) as the Officer in Charge (OIC) of the precommissioning unit shall be signed or released by the Platform Director or PMS 400 utilizing format provided as enclosure (1).

(3) In connection with ships being constructed or converted in a private shipyard, the following procedures will apply for the requirements of paragraphs 6g(3) and (4) of reference (a):

(a) When the cognizant SUPSHIP reports the ship is ready for acceptance in accordance with INSURV recommendations and CNO approved waivers, the Agent acting for COMNAVSEA will accept the ship for the Navy and authorize the SUPSHIPS to sign DD Form 250 and take delivery of the ship from the shipbuilder.

(b) In the case where outfitting is accomplished concurrently with construction, the SUPSHIP will also be directed to assume custody of the ship. However, it is expected that the responsibility for custody and material condition of the ship will be transferred to the PCO (OIC) as soon after delivery as possible. This transfer will be documented. In the case when the PCO cannot accept custody and take full responsibility for the material condition of the ship, a memorandum of understanding (MOU) will be prepared which will define the responsibilities of all parties.

(c) In the case where the outfitting is accomplished after delivery the Commander, Naval Shipyard which is the fitting out activity will assume custody of the ship and be responsible for its material condition from time of delivery to his yard until commissioning. An MOU will be prepared by

the Commander, Naval Shipyard, and agreed to by the PCO (OIC), to define the responsibilities each party will perform during the fitting out period. If the responsibility for the material condition can be assumed by the PCO, then the transfer of custody will be documented instead of an MOU.

(4) In connection with paragraphs 6g (3) & (4) of reference (a), the following procedures will apply when the ship is under construction, conversion or modernization at a naval shipyard.

(a) Delivery acceptance is not applicable

(b) Since the Commander, Naval Shipyard has custody and responsibility for the material condition of the ship until commissioning, he will prepare an MOU, which will be agreed to by the PCO, that describes the responsibilities the PCO will perform in connection with ship conditions during this time period.

c. The Supervising Authority will carry out assigned responsibilities listed in reference (a) in such a manner as to be compatible with the requirements of this instruction. Informal liaison where necessary is encouraged to insure coordination of events and actions.

7. Reports. The following report symbols are assigned to reporting requirements and are approved by reference (a) for three years from the date of that instruction, 23 November 1982.

Status of all INSURV Part I Items	OPNAV 4700-5	Par 6b(9), p3, ref (a) Par 6a(1)(d) this INST
Date of Delivery Naval Ships Converted/Constructed/Modernized in Private or Navy Shipyards	OPNAV 4700-5A	Par 6g(5), p5 ref (a) Par 6b(2) this INST
Deficiencies Noted New Construction Acceptance, Combined or Underway Trials	OPNAV 4700-5C	Par 8b, p14 ref (a) Par 6a(1)(d) this INST

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NAVSEAINST 4700.11
28 March 1983

From: Commander, Naval Sea Systems Command
To: Prospective Commanding Officer, _____

Subj: Designation as Officer-in-Charge of the Pre-commissioning Unit

Ref: (a) OPNAVINST 4700.8G
(b) Section 0101.a(2)(b) JAGMAN
(c) UCMJ Art 15

1. In accordance with paragraph 6(g)8 of reference (a), the Prospective Commanding Officer, _____ is hereby designated Officer-in-Charge, _____ Pre-commissioning Unit, a separate and detached command. As Officer-in-Charge you are the delegated reporting senior for all officers attached to your prospective command. In accordance with reference (b) you are designated Officer-in-Charge, _____ Pre-commissioning Unit for the purpose of non-judicial punishment for all personnel assigned to your unit in accordance with references (b) and (c) and may issue fitness reports on all assigned officers.

2. This letter should be cited as authority for the above actions and other necessary administrative matters.

3. The Type Commander will be the regular reporting senior for the Prospective Commanding Officer.

SIGNED BY PLATFORM DIRECTOR
OR PMS 400
By direction

Copy to:
CNO WASHINGTON DC
CHIEF OF NAVAL MATERIAL
FLT CDR
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SUPSHIPS
CO NAVAL STATION HANDLING COMMISSIONING PUBLIC AFFAIRS
CO FLEET TRAINING CENTER
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NOTE: Name of PCO is not used and no mention is made of concurrent fitness reports since Naval Military Personnel Command (NMPC) orders to PCO do not list any concurrent reporting authority.