



NAVSEA 04 NAVAL RESERVE PROGRAM

Logistics, Maintenance and Industrial Operations Directorate



August 2000

NAVSEA Naval Reserve Program Vision:

“To be a fully integrated, future-focused, and technologically advanced augmentation force that is agile and responsive to the needs of the Navy, providing relevant, timely, and cost-effective solutions both in peace time and upon mobilization.”

“Naval Reservists are an integral and vital resource to the NAVSEA 04 Headquarters and field communities.” **RADM Dale E. Baugh**



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Requirement and Organization

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Title 10 of the United States Code directs the Secretary of the Navy to integrate training of the Naval Reserve with the regular Naval establishment so that all activities, regular and reserve, will perform as a cohesive group during mobilization. Naval Reservists are assigned various functions throughout the Navy to receive mobilization training and to support Navy missions.

The Naval Sea Systems Command (NAVSEA) Deputy Commander for Mobilization (SEA OOR) manages the Naval Reserve organization. Among SEA OOR's functions are NAVSEA Reserve Technical and Manpower Management, which includes:

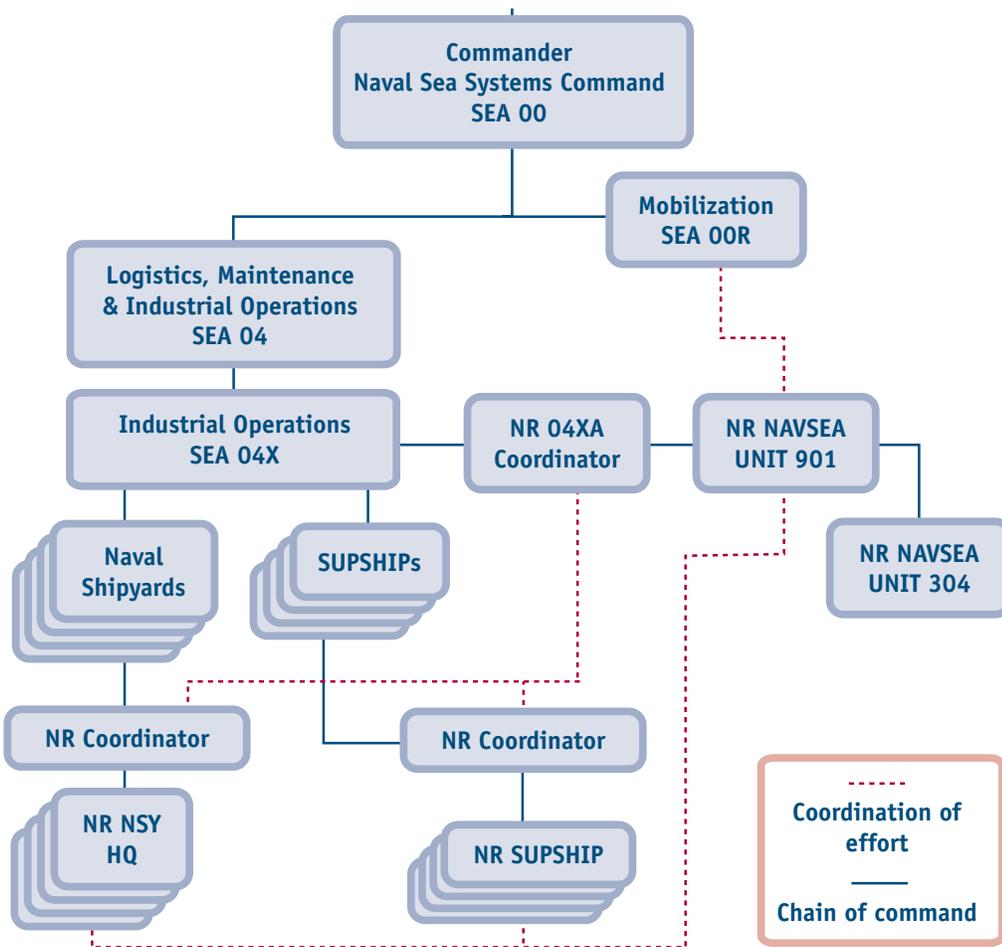
- Oversight for submission of NAVSEA
- Mobilization Manpower Determination (MOBMAND) studies;
- Allocation of reserve billets; and, Coordination of Annual Training (AT) assignments.

The Title 10 mandate is achieved through integration of Naval Reservists into the SEA 04 organization at NAVSEA Headquarters, naval shipyards, and Supervisors of Shipbuilding, Conversions and Repair (SUPSHIPS). NAVSEA's

Logistics, Maintenance and Industrial Operations Directorate (NAVSEA 04) manages four naval shipyards and nine SUPSHIPs that are responsible for the repair and overhaul of Navy ships and submarines. These facilities provide Naval Reservists with mobilization training and advancement opportunities while supporting all aspects of SEA 04's mission.

The SEA 04 Naval Reserve Coordinator (SEA 04XA) manages the SEA 04 and SEA 00T Naval Reserve Program with support from Naval Reserve detachments and coordinators within the program. Naval Reserve Unit 901 supports SEA 04 Headquarters and serves as a liaison between SEA 04 and its field activity reserve units. Naval Reserve Unit 304 is a SEA 00T Headquarters unit that supports projects addressing environmental, health, and safety (EHS) issues. At the field level, there are 27 Naval Reserve Units supporting the naval shipyards and SUPSHIP activities. Each field activity has its own Reserve Coordinator who is responsible for managing reserve manpower allocation and mobilization readiness consistent with each field activity's mission requirements.





NAVSEA 04 Naval Reserve Coordinators

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The SEA 04 Naval Reserve Coordinator monitors and coordinates the utilization of Naval Reservists across SEA 04 field activities in order to achieve appropriate assignments and consistent field training. In performing this function, the SEA 04 Naval Reserve Coordinator has the following responsibilities:

- Manages Mobilization Manpower Determination (MOBMAND) studies to establish mobilization, manning, and funding requirements and submits request for the allocation of billets;
- Assigns responsibilities to Naval Reservists within the SEA 04 Directorate Headquarters organization;
- Manages multiple Peacetime Contributory Support (PCS) programs that historically have resulted in millions of dollars of annual cost savings and cost avoidance.
- Ensures that unit Plans of Action (POAs) support the the NAVSEA strategic plan and provides oversight of plan execution;
- Provides guidance to naval shipyard and SUPSHIP Reserve Coordinators on utilizing Naval Reservists;
- Provides guidance to other NAVSEA

Directorates that interface with shipyards and SUPSHIPS;

- Tracks and evaluates Naval Reserve capability metrics enabling cost-benefit determinations and recommendations for improving cost benefit results;
- Coordinates Naval Reserve conferences; and, Serves as the SEA 04 Naval Reserve Program advocate.

Naval Reserve Coordinators at the shipyards and SUPSHIPS support the SEA 04 Naval Reserve Coordinator by overseeing and providing information on local activities. They support the development of MOBMAND studies by providing input on manpower requirements at each facility. Local Naval Reserve Coordinators communicate the needs of the Gaining Command through the proper channels to place Naval Reservists into the organization. They also develop the scope of work for the reservists' assignments and provide deckplate support. Local Naval Reserve Coordinators match reservist skills with shipyard and SUPSHIP projects. Overall, local Naval Reserve Coordinators are advocates for integration and utilization of Naval Reservists.



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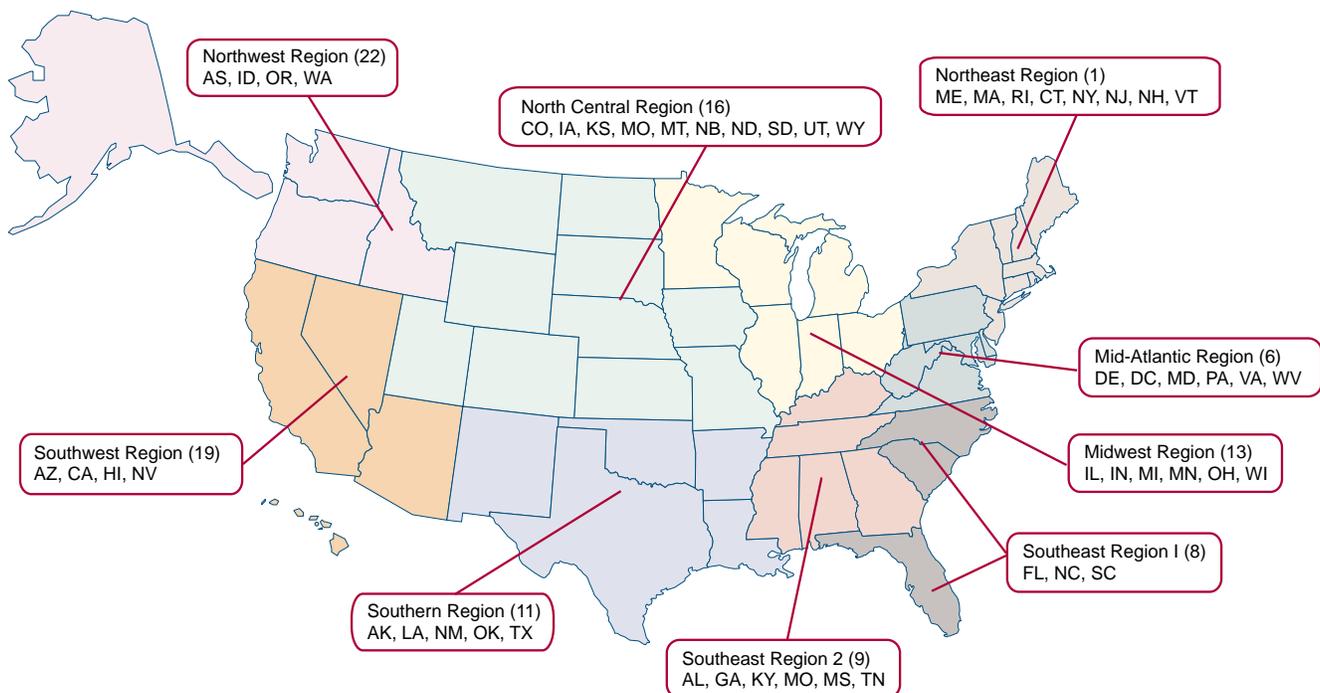
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NAVSEA 04 Naval Reserve Regional Commands

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NAVSEA 04 Naval Reserve Regional Commands are located across the United States to service the Naval Reserve community. There currently are over 250 SEA 04 Naval Reservists in 29 Naval Reserve Units comprised of 17 Shipyard, 10 SUPSHIP, and 2 Headquarters Units. These Naval Reservists support 14 Gaining Commands plus the SEA 04/00T Headquarters.



NAVSEA 04 Naval Reserve Units and Locations

Gaining Command Headquarters	Naval Reserve Unit	Location
NAVSEA 04	Det 901	Manchester, New Hampshire
NAVSEA 04	Det 304	Harrisonburg, Pennsylvania
SUPSHIPS		
Bath, Maine	Det 101	Portland, Maine
Groton, Connecticut	Det 401	Providence, Rhode Island
Newport News, Virginia	Det 206	Washington, D.C.
Portsmouth, Virginia	Det 306	Washington, D.C.
Colts Neck, New Jersey	Det 502	Brooklyn, New York
Jacksonville, Florida	Det 1013	Selfridge ANGB
Pascagoula, Mississippi	Det 608	Orlando, Florida
New Orleans, Louisiana	Det 110	New Orleans, Louisiana
San Diego, California	Det 919	San Diego, California
Puget Sound, Washington	Det 722	Everett, Washington
Naval Shipyards		
Portsmouth, New Hampshire	HQ 101	Bedford, New Hampshire
	Det 201	Quincy, Massachusetts
	Det 302	White River Junction, Vermont
	Det 401	Portland, Maine
	Det 501	Rochester, New York
	Det 602	Syracuse, New York
Norfolk, Virginia	HQ 101	Norfolk, Virginia
	Det 206	Washington, D.C.
	Det 308	Chatanooga, Tennessee
	Det 406	Charlotte, Virginia
Puget Sound, Washington	HQ 122	Silverdale, Washington
	Det 222	Pocatello, Idaho
	Det 322	Portland, Oregon
Pearl Harbor, Hawaii	HQ 120	San Jose, California
	Det 116	Cedar Rapids, Iowa
	Det 211	Albuquerque, New Mexico
	Det 320	Honolulu, Hawaii



Headquarters Naval Reserve Unit 901

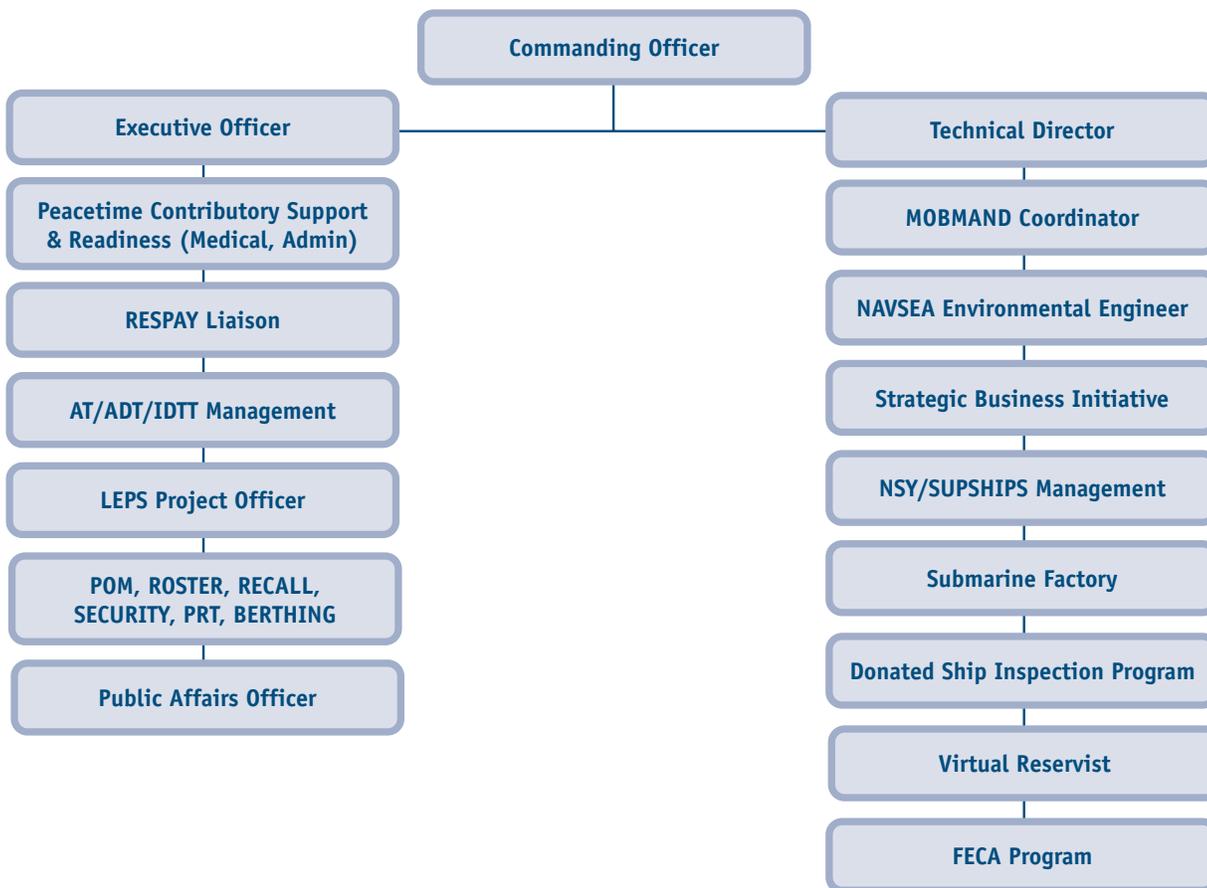
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The Headquarters Naval Reserve Unit 901 serves as a liaison for NAVSEA 04 and reserve units supporting naval shipyards and SUPSHIPs. Unit 901 supports the SEA 04 Reserve Coordinator in organizing conferences including the annual SEA 04/Reserve CO's Conference and the annual program review held at each naval shipyard and SUPSHIP region. Members of Naval Reserve Unit 901 oversee Naval Reservists' activities to ensure that the Gaining Command is properly supported and satisfied with reservists' performance. The program reviews are used to develop quarterly Peacetime Contributory Support (PCS) reports and a comprehensive program report that is presented to the SEA 04 Deputy Commander. Quarterly metrics are used in these reports to document reservist support at naval shipyards. The Deputy Commander presents this information at the annual Naval Engineering Workshop (NEW).

Responsibilities within the Headquarters Naval Reserve Unit 901 organization are divided between the Executive Officer and Technical Director. Positions that report to the 901 Executive Officer address administrative responsibilities of the SEA 04 Naval Reserve Program. Unit 901 personnel typically perform collateral administrative and technical duties. The chart on the right displays the organizational chain of command and is followed by descriptions of Naval Reserve Unit 901 roles and responsibilities.



RADM Baugh presents the NAVSEA 04 program review at the annual Naval Engineering Workshop.



Headquarters Naval Reserve Unit 901 Responsibilities

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- **COMMANDING OFFICER** - Leader of the Naval Reserve unit assigned to support NAVSEA 04X Headquarters unit. Manages unit's training and performance in support of Naval Reserve objectives and administration and the Gaining Command.
- **EXECUTIVE OFFICER** - Manages the operation of the unit under the CO's direction to ensure that all Naval Reserve objectives and administrative issues are met.
- **PEACETIME CONTRIBUTORY SUPPORT (PCS) AND READINESS (MEDICAL, ADMIN)** - Administrative Officer who ensures that current administrative requirements for Naval Reservists are met and medical records are properly maintained. Coordinates reporting of Naval Reserve Unit 901 PCS to the Naval Reserve Center and Gaining Command.
- **RESPAY LIAISON** - Administrative Assistant who interacts directly with Naval Reserve Center to ensure that all duty periods are properly accounted for and promptly paid.
- **AT/ADT/IDTT MANAGEMENT** - Training Assistant who monitors Active Duty Training and Independent Duty Training/Travel. Develops and maintains an annual plan for IDTT and AT utilization to meet project objectives defined by mutual agreement between the unit and the Gaining Command, NAVSEA 04. This includes developing estimates, helping obtain funding, tracking expenditures versus the budget and providing feedback to clients.
- **LAW ENFORCEMENT POLICE AND SECURITY (LEPS) PROJECT OFFICER** - Training Assistant who provides security training to enlisted personnel in order to enhance security at NSYs and other NAVSEA facilities in case of mobilization.
- **POM, ROSTER, RECALL, SECURITY, PRT, BERTHING** - Administrative assistant who maintains the unit's monthly Plan of the Month newsletter (POM) and mobilization bill. Maintains personnel drill schedule and arranges for berthing accommodations. Serves as Training Assistant for coordination of the physical readiness training (PRT) program.
- **PUBLIC AFFAIRS OFFICER** - Gathers information and provides assistance in developing pamphlets and newsletters that promote the utilization of Naval Reservists within SEA 04 and its field activities.



- **TECHNICAL DIRECTOR** - Coordinates the unit's Gaining Command support to ensure that mobilization training and peacetime contributory support objectives and administrative issues are met. Develops and maintains an annual plan for utilization of unit resources to meet project needs as defined by mutual agreement between the unit and the NAVSEA 04 Gaining Command.
- **MOBMAND COORDINATOR** - Coordinates support of the complex task of determining total force manpower requirements, which subsequently influences the number of Naval Reserve billets assigned to SEA 04 and its field activities.
- **NAVSEA ENVIRONMENTAL ENGINEER** - Provides environmental engineering support in a wide variety of areas. This ranges from Environmental Baseline Survey literature searches to Installation Restoration Program support. Supports the Environmental Safety Historical Information Program (ESHIP) database.
- **STRATEGIC BUSINESS INITIATIVE** - Coordinates a high level view of SEA 04X business fundamentals to ensure that they are in alignment with their customers. Part of this project is to work with the field activities and the SEA 04X codes to develop a strategic plan to maximize the utilization and effectiveness of the groups in meeting their mission.
- **NSY/SUPSHIPS MANAGEMENT** - Coordinates Naval Reserve support to the NSYs and SUPSHIPs as to procedures, training, and utilization of Naval Reserve assets.
- **SUBMARINE FACTORY** - Manages Naval Reserve technical and shipyard watch support to the Submarine Factory.
- **DONATED SHIP INSPECTION PROGRAM** - Coordinates the assignment of Naval Reserve units, assists in setting inspection schedules, and submits reports of Donated Ship inspections conducted by Naval Reservists for the SEA 04 field activities.
- **VIRTUAL RESERVIST** - Develops an on-line system to match Naval Reservists' skills to specific job criteria.
- **FECA PROGRAM** - Assists in developing a data base for tracking and identifying trends in FECA cases for review by FECA Site Offices.



Headquarters Naval Reserve Unit 304

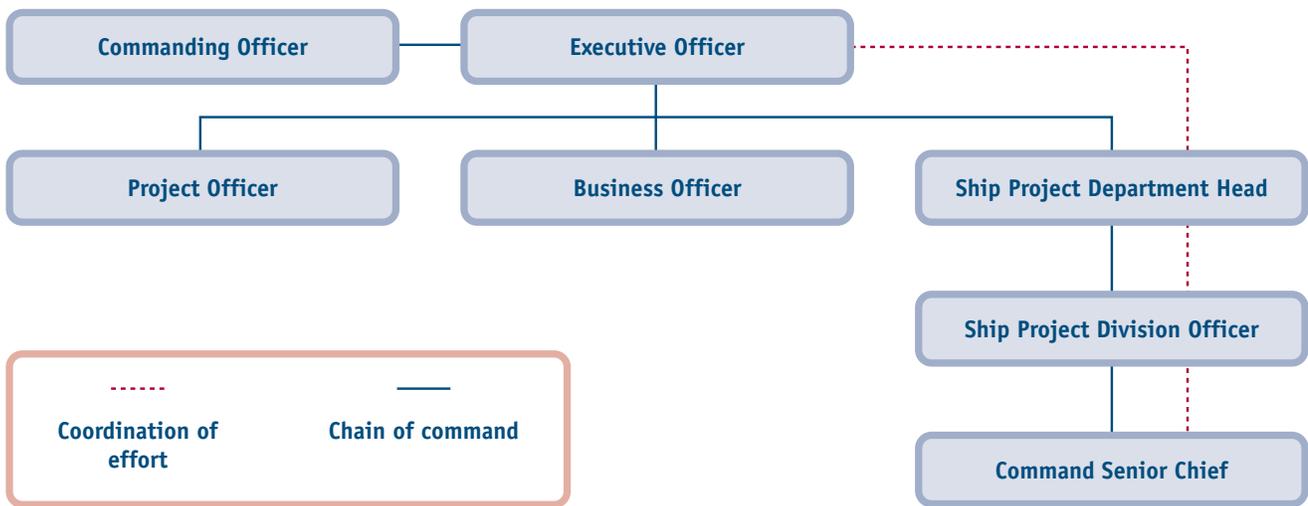
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The mission of the Headquarters Naval Reserve Unit 304 is to provide critical support for the NAVSEA OOT Environmental and Safety Operations. The Naval Reserve Unit 304 is located in Philadelphia, Pennsylvania, which is ideally situated for ready access to NAVSEA's internal network. It also facilitates excellent communications with two key NAVSEA offices—the Reserve Office and the Environmental and Safety Office.

Unit 304 is a diverse unit in the kinds of varied work it performs. Its principal tasks are (1) to assist SEA OOT in completing Fleet Assistance and Technology Transfer (FASTT) audits, (2) to participate in Environmental Compliance Support visits, and (3) to conduct National Environmental Policy Act (NEPA) reviews.

In addition to its work on behalf of the NAVSEA Environmental and Safety Office, unit members also perform several important collateral duties. For example, six senior enlisted members support the USS Detroit (AOE 4) Repair Availability by assisting the ship's force in completing any necessary repairs to the machinery of the vessel. The unit also manages and carries out all aspects of the 12-day Naval Reserve Engineering Duty Officer Orientation Engineering Course, which is taught twice each year at New York Maritime College. This course offers direct commission Naval officers hands-on instruction in the "nuts and bolts" of ship system design and operations.





Change of Command and Awards

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The formal turnover of a Naval Reserve Unit is accomplished at the Change of Command. The ceremony is rich in tradition from our Naval heritage where the outgoing Commanding Officer relinquishes his command to the newly reporting CO. The ceremony is very formal to ensure all hands know precisely when the responsibility for the entire unit has been transferred. In Naval Reserve Units, Commanding Officers are appointed for a two-year tour.



Captain Bob Manning reads orders to Captain John MacGinnis, HQ CO for Portsmouth Naval Shipyard.

Naval Reserve Engineering Duty Officers (NREs) are eligible for the same military awards as their active-duty counterparts. NREs are eligible to receive military decorations including the Meritorious Service Medal, Navy Commendation Medal, and Navy Achievement Medal for technical and professional accomplishments. Additionally, several unique, non-military awards for NREs are presented annually. For example, the William J. Kastner Award is presented for engineering excellence. The first presentation of this award occurred at the FY 2000 Naval Engineering Workshop (NEW).



First Annual William Kastner Award is presented to NAVSEA 04/901 nominee, Captain Leroy Fournier.

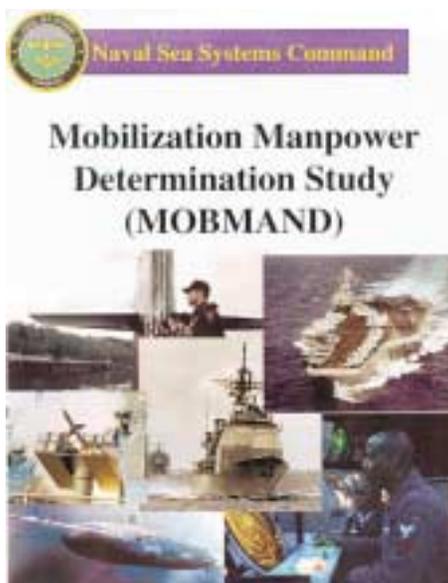
Setting Requirements for Naval Reserve Manpower

MOBILIZATION MANPOWER DETERMINATION (MOBMAND) STUDIES

MOBMAND studies are complex and detailed studies used to determine naval manpower requirements in times of mobilization. These studies form the basis for determining the number of Naval Reserve billets required to support full mobilization. MOBMAND studies are based on mobilization missions, functions, and tasks (MFTs) and directives that task the organization. Policies and procedures for conducting MOBMAND studies are detailed in OPNAVINST 1000.16J of 6Jan1990. MFTs are analyzed to determine total mobilization manpower quantities. These quantities originate at the activity level where the Naval Reserve Commanding Officer certifies the local requirements and then forwards them to the Gaining Command Naval Reserve Coordinator for endorsement. The Gaining Command NR Coordinator submits the information to SEA 04XA, who then determines the NAVSEA 04 mobilization requirements. SEA 04XA ensures that the number requested will pass an audit and provides written justification for mobilization manpower changes in the form of the Total Force Manpower Management System (TFMMS) package. The package is forwarded to

SEA 00R for review and then forwarded to OPNAV for funding authorization. SEA 04XA periodically conducts MOBMAND reviews to ensure that reserve billets accurately reflect current mobilization requirements.

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The SEA 04 MOBMAND Study was approved by RADM Baugh on 3 September 1999.

Seven Steps to Conducting a MOBMAND Study

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1. Determine the directives that task the organization including the following:

- Activity Manning Documents (AMDs);
- Navy Capabilities and Mobilization Plan (NCMP);
- CINC Operations Plans (OPLANs)/Time Phased Force Deployment Data (TPFDDs);
- Efficiency Review (ER)/Shore Manpower Requirements (SMR)/Mission, Functions, and Tasks Statement;
- Activity establishment letters;
- Higher authority tasking letters and directives;
- General standing Navy Directives; and,
- Inter-and Intra-Agency Service Support Agreements (ISSAs).

2. Analyze and document mobilization missions, functions and tasks. This involves using the peacetime missions, functions and tasks (MFTs) and associated workload indicators (WIs) to identify and document mobilization changes in tasking, workload, output, and processes, and to develop mobilization manpower requirements for each organizational component. Mobilization manpower requirements are determined using the adjusted mobilization work-hour availability factor (WAF) of 249 monthly

work-hours (60-hour work week) applied to staffing standards used to determine peacetime manpower requirements. (The mobilization productivity factor of peacetime versus mobilization work-hours is 1.716).

3. Determine total mobilization manpower quantity. The workload quantity associated with mobilization may increase, decrease, or remain the same as peacetime depending upon changes in workload and tasking. Naval shore activities may be tasked with both a peacetime and mobilization mission to support and sustain combat forces. They may have mobilization-only functions and tasks, or they may have peacetime manpower that becomes available during times of mobilization. In each case, work-hour shortages or excesses are determined by comparing projected monthly work-hours (using the WAF) for functions and tasks required during mobilization to the peacetime available manpower.

4. Determine mobilization manpower minimum quality. The quality of mobilization manpower refers to the legal criteria for mobilizing Naval Reservists. Criteria required to assign reserve personnel to mobilization missions, functions, and tasks, that are



otherwise accomplished by civilians or contractors, include the following:

- Current military experience;
- Engaged in or maintaining readiness for combat;
- Exercising direct military authority;
- Performing unique military duties;
- Existence of legal requirements outside of CONUS;
- Lack of civilians or contractors with requisite skills; and,
- Insufficient time to train new hires.

5. Develop a time-phased plan. This determination involves the timing of changes in workload as mobilization activities progress.

6. Develop and submit TFMMS packages to SEA 00R. Total force manpower includes peacetime and wartime, active and reserve military, civilians, and contractors.

7. Provide written justification for mobilization manpower changes in the form of a Mobilization Statement of Manpower Requirements (MSMR). The MSMR provides an auditable record of MOBMAND Study results.



Admiral Israel presents LCDR Frank Webber the Navy Commendation Medal for his significant contributions in developing the 1999 MOBMAND study for NAVSEA 04, NSYs, SUPSHIPs, and HQs.

NAVSEA 04 Naval Reserve Support Model

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MOBMAND studies provide input needed to implement the SEA 04 Naval Reserve Support Model. Information obtained from these studies are used to meet the following objectives:

- Identify Reserve Manpower requirements in the event of Partial or Total/Full Mobilization to provide the maximum reasonable response; and,
- Align Reserve Manpower requirements in the context of Naval Reserve Core Competencies, Mobilization Missions, and NAVSEA Core Equities.

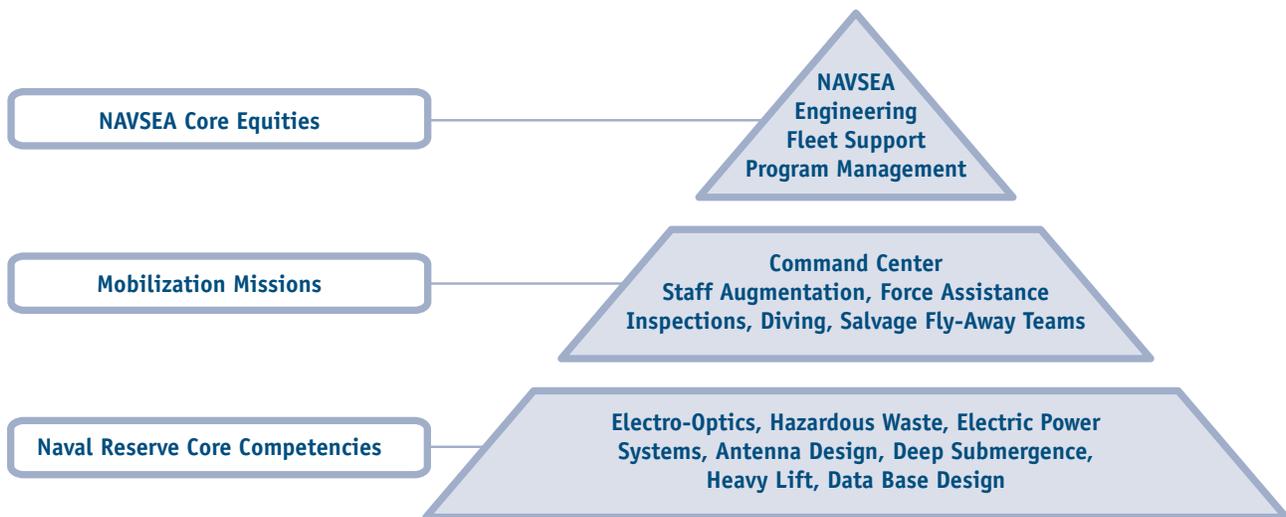
The Naval Reserve community is a highly skilled and talented workforce that provides experience, perspectives, and competencies that NAVSEA can leverage in performing its mission. They provide diverse core competencies that

meet a variety of mission requirements and they are available for immediate recall. Reserve personnel are familiar with the command structure and process. They effectively contribute the latest industry ideas to the development of the NAVSEA business model.

The SEA 04 Naval Reserve Support Model displays examples of Naval Reserve Core Competencies, SEA 04 Mobilization Missions, and NAVSEA Core Equities.



"NAVSEA 04 has a model Naval Reserve Program." - RADM Steve Israel



NAVSEA 04 Naval Reserve Assignments and Funding

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The majority of the SEA 04 Naval Reserve community is represented by the Engineering Duty Officers (EDs) with a 1445 designator. Naval Reservists from other communities also are available to support the SEA 04 Naval Reserve Program including Surface Warfare Officers (1115), Merchant Marine Officers (1625/1675), General Restricted Line Officers (1105), Supply Corp Officers (3105), Law Enforcement Physical Security Billets (9545), and Divers (1140). Some of the functions which reservists have performed include the following:

- Waterfront Support
 - Assistant Project Superintendent
 - Zone Managers
 - Docking Officer
 - Assistant Maintenance and Repair Officers
- Command Support
 - Command Duty Officer
 - Shipyards Duty Watch Officer
 - Information Technology
 - Image/Signal Processing
 - Strategic Planning and Analysis
 - Program and Project Management
 - Quality Assurance/Audits, Certifications, and Inspections

- Engineering Support
 - Mechanical
 - Electrical
 - Nuclear
 - Chemical
 - Environmental

ASSIGNMENTS AND FUNDING

Funding for services provided by Naval Reservists may originate from Reserve Personnel Navy (RPN) or Navy Working Capital Funds (WCF) depending upon the assignment. Types of funding and Naval Reserve assignments are as follows:

RPN

Annual Training (AT) (12 days/yr)
Individual Training/Travel (IDT/IDTT)
(48 drills/yr)
Active Duty for Training (ADT)

WCF

Active Duty for Special Work (ADSW)
(up to 179-day assignment)

IDTTs can be performed at NSYS, SUPSHIPS, or labs for hands-on training. IDTTs also include assignments at Naval Reserve training centers, which are needed to maintain administrative requirements.

How To Employ Naval Reservists

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GUIDELINES FOR USING NAVAL RESERVISTS

1. Identify projects that utilize skills required for mobilization.
2. Select projects that can be accomplished on a Reservist's schedule.
3. Ensure that reservist skills are a good match for scope of work.
4. Identify duties that are easily transferred to other reservists.

STEPS NEEDED TO EMPLOY A NAVAL RESERVIST

1. MOBMAND studies are conducted and result in available Naval Reserve billets;
2. Recruiting plan is implemented and Naval Reservists enroll in the program;
3. Project Manager identifies an assignment;
4. Project Manager communicates assignment to local Reserve Coordinator (RC);

5. RC reviews expertise list (i.e., Virtual Reservists database) and identifies individuals with the desired skills;
6. RC contacts reservist to determine availability and schedule;
7. Naval Reservist reports on-board and completes the work package;
8. Naval Reservist completes a fitness report and submits the report to the RC.

FITNESS REPORT

For each AT (10 days or longer), the Gaining Command must complete a Fitness Report (FITREP) for each Naval Reservist. The report summarizes duties performed.

"Our Naval Reservists are a vital part of the Portsmouth NSY workforce team. They provide a scarce resource that combines military trained leadership with private industry's best practices." CAPT V.T. Williams



Peacetime Contributory Support (PCS)

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SEA 04XA manages Peacetime Contributory Support (PCS) projects across all SEA 04 Naval Reserve units and develops PCS metrics and reports for higher authorities. SEA 04XA also executes PCS Headquarters projects and utilizes Naval Reservists directly for these projects. The Naval Reserve Program provides a “Win-Win” for both the Gaining Command and Naval Reservists. The Gaining Command receives needed support while Naval Reservists complete their reserve duty and training with challenging mobilization-oriented and contributory support work. Naval Reservists bring the best commercial practices to peacetime projects with a fresh set of eyes on each assignment. From FY98 – FY00, Naval Reservists contributed 45,000 – 50,000 hours/year of PCS to NAVSEA programs and field activities.

The SEA 04 Naval Reserve Program has a remarkable performance record, accumulating over \$15 million in cost savings and cost avoidance over the past several years. Several major SEA 04 Naval Reserve projects were highlighted at the Association of Scientists and Engineers 36th Annual Technical Symposium including the Donated Ships Inspection Program (DSIP) and the Environmental, Safety, and Historical Information Program (ESHIP). These projects exemplify SEA 04’s success in utilizing the valuable skills of Naval Reserve Engineering Duty Officers (NREDOs) in PCS projects.



Naval Reservists collected information on the Tee Pee incinerator at the Portsmouth Naval Shipyard (circa 1970) in support of ESHIP.

NAVSEA NR Project ¹	FY98 Performance	FY99 Performance	FY00 Goal
NSY/SUPSHIP Management and Waterfront Projects	\$6.3M Savings	\$5.0M Savings	\$5.3M Savings
Donated Ship Inspections	43/43 Ships Inspected \$2.0M Savings	45/45 Ships Inspected \$2.3M Savings	46/46 Ships Inspected \$2.5M Savings
NAVSEA Environmental Engineering Program	\$2.0M Cost Avoidance	\$2.2M Cost Avoidance	\$2.4M Cost Avoidance
FECA Data Analyses ²	\$4.7M	\$3.2M	\$2.0M

1. Additional PCS projects include: Strategic Business Initiative (Road Map to the Navy Yard), Virtual Reservists, MOBMAND Study, Submarine Factory, Special Projects.

2. Cost reductions achieved by FECA Program Managers with contributions from Naval Reserve FECA data analyses.



Naval Reserve Mobilization Training Projects

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WATERFRONT PROJECTS

Naval Reservists assist naval shipyards and SUPSHIPS with waterfront duties providing them with experience needed to mobilize naval vessels and meet readiness demands. Reservists provide rotational coverage in support of ship availabilities. Such support includes full-weekend, day-to-day and shift work coverage during IDTs, ATs, IDTTs, ADTs and ADSWs. Naval Reservists also provide one-on-one support for shipyard projects including: safety and environmental support, temporary services, SUBSAFE and line tag audits, Port Engineer assistance, SDO and CDO shipyard weekend watches, SHAPEC and database management, and BAIM management and support. Naval Reservists may fill the shoes of Zone Managers, Assistant Project Supervisors, Assistant/Shipyard Maintenance and Repair Officers, and Docking Officers. Naval Reservists travel with shipyard "Tiger Teams" to support shipyard efforts at the remote project locations and seamlessly augment Work Integration Teams. Naval Reservists support work on all classes of vessels, from submarines to amphibious ships and during all stages of life, from new construction to decommissioning. They support all types of availabilities from complex overhauls and refueling overhauls to selected restricted availabilities and

depot maintenance periods. These projects take place at a variety of locations including: NSYs, Commercial SYs, Naval Bases, SUPSHIPS and Support Intermediate Maintenance Activities (SIMAs).

While Naval Reservists accrue valuable training and real-time experiences, they are able to apply their unique skills from their civilian job experiences to the military and industrial environments. In this way both the naval programs and the reservists themselves obtain invaluable benefits.

DONATED SHIP INSPECTION PROGRAM

The Ship Donation Program places historic ships on display throughout the country to commemorate historic events and educate the public on American history and contributions from the United States Navy (see Appendix D). Public law provides authority for the Navy to donate archived ships to nonprofit organizations. The law also requires annual inspections of donated ships to ensure that they are in good condition, safe for the public to visit and that their appearance portrays a positive image of the U.S. Navy. Prior to 1996, naval shipyards and SUPSHIPS were required to perform these inspections. Due to the downsizing of active



duty Navy field organizations and the resulting reduction of resources to perform inspections of donated ships, Naval Sea Systems Command initiated a pilot program in 1996 to use Naval Reserve Engineering Duty Officers (NREDS) in the local areas to fulfill this mission. The success of the pilot program resulted in transition of the donated ship inspection work to the NRED community. Naval Reservists now perform the duty of inspecting ships that are donated as memorials in 21 states.

The Program Executive Office for Expeditionary Warfare (PEO EXW) manages the Ship Donation Program within NAVSEA. This responsibility specifically resides with the Ship Donation Program Office, PMS 333. Technical authority is coordinated through the Engineering Directorate NAVSEA 05. Inspections are planned, scheduled, and managed through SEA 04.

The type of inspection conducted by Naval Reservists is an annual visual inspection of condition, which requires inspection of external and general areas and internal compartments and passageways open to the public. Although many Engineering Duty Officers (EDs) possess fleet experience and skills related to ship inspections, EDs also attend training on the

specific process of conducting ship inspections at an annual meeting of NREDS. Once the inspection is completed, the inspection activity submits results to SEA 05D who then conducts a technical review of the inspection report. These reviews ensure that the inspections are properly conducted and documented.

The Ship Donation Inspection Program is a "Win/Win" partnership between the U.S. Navy active forces and its Naval Reserve components. In addition to the benefit to the shipyards and SUPSHIPS, NREDS utilize their technical skills, receive hands-on training needed for mobilization, and also train junior officers to perform these functions. Donated ship organizations benefit from uniformed military personnel conducting inspections on board the ships.

ENVIRONMENTAL SAFETY HISTORICAL INFORMATION PROGRAM (ESHIP)

The ESHIP Program is an environmental database used to house historical information on facilities, buildings, tanks, land, or other entities for which historical data is needed to address environmental requirements. These requirements may include permits for building, demolition, or renovation, restoration of



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Superfund sites, litigation issues, or public concerns. The Navy's Environmental Program also addresses cultural issues pertaining to National Register resources at its installations. The ESHIP database consists of five major components:

- Document Repository consisting of textual records and photographs;
- Building and Structure Summary of the overall use of buildings and structures from their original construction to present day;
- Environmental and Facility information on buildings, structures, or sites;
- Digital Library containing primary source references to support certain legal and facility related issues; and,
- Facility Use Plan identifying known environmental sites, potential environmental sites, areas of concern, historic structures and areas of known archeological potential.

NREDs support ESHIP projects at the Washington Navy Yard (WNY), Portsmouth and Puget Sound naval shipyards. The WNY project addresses simultaneous environmental remediation activities and relocation of naval personnel from leased space in the National Capital Region to the government-owned Navy Yard.



RADM(S) Bill Klemm, former SEA 04, Mr. Bernie Clark, NAVSEA Assistant Deputy Commander for Industrial Operations, and Mr. Jim Fender, PNSY, signing MOA for Washington Navy Yard projects including ESHIPs.

Adaptive reuse of existing facilities, new construction, demolition and increased occupancy presents significant challenges to the Headquarters Naval District Washington (HQNDW) Environmental and Safety Office. ESHIP supports the revitalization of the Navy Yard in a safe, environmentally sound and cost effective manner.

NAVSEA 00T recently implemented a new Underground Storage Tank Management Program to assist field activities with annual reporting requirements. Naval Reservists developed and installed the program at several naval facilities. In addition to its use for annual

reporting, the database allows activities to include data fields for their own specific operational requirements. The ESHIP was used to validate and verify information entered into this new database.

Portsmouth Naval Shipyard (PNSY) has incorporated ESHIP methodology into its daily management philosophy. The methodology is used to address specific environmental questions and studies, Environmental Baseline Surveys, Historic American Building Surveys, Cultural Resources Survey, Underground Storage Tank Management and Installation Restoration matters.

FECA DATA ANALYSIS

During the first half of the 1990's, workers injury compensation costs (under the Federal Employees Compensation Act (FECA)) at naval shipyards rose from \$80 million per year to over \$110 million per year, while the shipyard civilian population significantly downsized. This cost burden consumed valuable funds that could otherwise support Navy operational needs. While workers compensation costs are an unintended cost of business in a shipyard, their magnitude and their increasing divergence from the trends in shipyard employment were causing high-level concern. Traditional approaches to reducing



CAPT(s) Brad McGee receives Meritorious Service Medal for his contribution to the NAVSEA FECA Program.

these costs focused on bolstering safety programs designed to prevent injuries. While these effectively led to a decrease in the injury rate, FECA costs continued to rise. Identifying the sources of these costs was difficult because data were not in a form amenable to analysis. Naval Reservists were invited to use their expertise in industrial management, data analysis, and root cause analysis to develop an understanding of workers compensation costs. From this, alternative approaches to addressing these costs could be developed.

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As the result of the Naval Reservists' extensive analysis, a clear picture emerged that the cause of increasing costs was not new injuries, but lingering costs for cases that have been active for a long period of time (in some cases over 30 years). The focus at SEA 04 shifted to "aged" FECA cases. The concept of aged case management was applied to the residual cases at the closed NSYs. The result of this effort was a reduction in annual FECA costs from a high of \$113 million to the current \$94 million, with a continued downward trend. Since costs are recurring, the lifetime savings are estimated at over \$400 million. This effort also led to unprecedented agreements between NAVSEA and the Navy Investigative Service to investigate specific cases for fraud. The Navy, Marine Corps, and other branches of the government are evaluating the methodology and results for application to their organizations.

STRATEGIC BUSINESS INITIATIVE (ROAD MAP TO THE NAVY YARD)

NAVSEA is relocating to the Washington Navy Yard. SEA 04X is taking advantage of this change to transition into a more efficient

organization. SEA 04X is leveraging the private sector management skills and experience of Naval Reservists by introducing corporate best practices into SEA 04X's organizational management. Naval Reservists are conducting a high-level study of SEA 04X's Core Equities and business needs to maximize the effectiveness of its organization. Based upon its mission, the SEA 04X organization will be modeled after the Fortune 500 structure of a corporate headquarters with operating companies that implement its business plan. Naval shipyards and SUPSHIPS serve as SEA 04X's operating companies. Analyses are being conducted to determine personnel staffing and skill requirements, potential outsourcing, information architecture and facility requirements. An independent review of SEA 04X Core Equities will map staff workload to core functions and develop a gap analysis as needed. This study will help identify any redundant current initiatives and plan SEA 04X high-level initiatives required for corporate success. High level metrics will be evaluated with recommendations noted. The overall SEA 04X information architecture/infrastructure will be baselined and a two-year plan developed.



SUBMARINE FACTORY

Preserving 688 class submarines that are important to the country's defense arsenal requires the overhaul and rebuilding of currently deactivated submarines. SSN 688 class refueling overhauls, including locating and purchasing of unique submarine parts, is a complex effort that is needed to support this program. The number of SSN 688 class availabilities over the next seven years will be 3.5 times that at the previous seven years. Using Naval Reservists to support the Submarine Factory provides an opportunity for mobilization readiness training in a high workload environment while providing a valuable service to NAVSEA. The technical learning curve and limited duration of the Submarine Factory restricts NAVSEA's ability to recruit the right people while trends are towards downsizing. The Navy can not afford and would not choose to create a large infrastructure to support a short-term requirement only to later downsize. The NRED community is a reliable and consistent source of qualified people that can accomplish this work while enhancing NAVSEA's capabilities for field work, inspection, and watch standing.

The NREDs serve in a variety of roles that support the following areas of significance for the

Submarine Factory:

1. Certification
2. Financial
3. Materials
4. Work Instructions
5. Process Improvement
6. Schedules/Planning
7. Manpower
8. Facilities
9. Information Technology

PHILADELPHIA NAVAL SHIPYARD

The Philadelphia naval shipyard closed in 1996 as part of the Navy's Base, Realignment, and Closure (BRAC) process. Prior to its closure, the shipyard needed to undergo environmental remediation, inspection, and reporting required for transitioning property to new owners. Naval Reservists assisted in conducting building inspections, performing installation/restoration work, and preparing closure reports for the Caretaker Site Office (CSO) in Philadelphia. All buildings in which industrial activity took place needed to be addressed for environmental compliance. In addition, Naval Reservists assisted with dry dock inspections prior to the transition to the Metro Machine and Kaeverner Shipyards. The shipyard land and buildings were distributed among the City of Philadelphia, the



Training Projects continued

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U.S. Navy, and the Metro Machine and Kaeverner Shipyards.

WASHINGTON NAVY YARD

In preparation for NAVSEA's upcoming move to the Washington Navy Yard (WNY) of the Naval District Washington (NDW), Naval Reservists assisted the WNY's environmental office in environmental activities required to certify that the property is free of PCB contamination from transformers. Naval Reservists conducted comprehensive research of historical records that document building and site use including PCB transformer installation, repair, and removal. Record reviews and documentation led to a testing program that resulted in significant cost savings because it was contained in scope to areas of potential contamination. At the conclusion of this work, WNY was able to demonstrate that the site was PCB-free.

ENGINEERING MANAGEMENT SUPPORT

Naval Reservists participate in the Shipyard Modernization Working Group (SMWG) and Fleet Modernization Program (FMP) Conferences.

VIRTUAL RESERVISTS

"Virtual Reservists" is a skills database that will

provide the NAVSEA community with on-line access to specific skills of Naval Reservists. The database allows reserve coordinators and others that work in placing Reservists to scan skills for potential matches with project needs. The SEA 04 NR coordinator will still be required to ensure that people are not double-tasked but will be relieved of the manual task of matching skills to project. NAVSEA staff currently uses the Virtual Reservists database while additional features are being developed.



SEA 04 Naval Reserve Program Meeting and Conference Schedule

Title	Sponsor	Attendees	Time of Year
Annual NAVSEA HQ Naval Reserve Unit COs Conference	00R	NR Unit COs and HQ Reserve Coordinators	Varies
Annual NSY and SUPSHIP Naval Reserve COs Conference	04XA	NSY and SUPSHIP COs, Reserve Coordinators, 901, 304.	1st Sat. in December
Annual SEA 04 Regional Program Reviews for each of the four S/Ys:			
1. Norfolk Naval Shipyard	04XA	Code 100/200/300/1200 project superintendents, supervisors of special projects, and all unit members	May
2. Puget Sound Naval Shipyard	04XA		July
3. Portsmouth Naval Shipyard	04XA		November
4. Pearl Harbor Naval Shipyard	04XA		January
Annual Reserve Coordinators Conference	04XA	Field Activities' Reserve Coordinators	Thurs. prior to SEA 04 Program Review
Twice annual Naval Engineering Workshop (NEW) Conference	00R/SYSCOM	All EDOs	February–East Coast April–West Coast
Annual SEA 04 Program Review	04XA	SEA 04, OOT, 901, 304, Reserve Coordinators, and Reserve Unit COs	1st Fri. in December



Appendix B - NAVSEA 04 Naval Reserve Coordinators

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LIZ BYERS-JIRON.

Liz Byers serves as the SEA 04 Naval Reserve Coordinator (SEA 04XA) and as a Management Analyst for SEA 04XA projects. These projects include the Federal

Employees' Compensation Act (FECA) Program for naval shipyards, the Management Control Program (MCP) for SEA 04 Headquarters and naval shipyards, and additional special projects.

Ms. Byers serves as an overall advocate for the SEA 04 Naval Reserve Program. Her collateral responsibilities include coordinating assignments for all Naval Reserve personnel assigned to NAVSEA 04. Ms. Byers matches the skills of each SEA 04 Naval Reservist with project/work assignments. She assists local Reserve Coordinators at the field activities and other NAVSEA Directorates with procedures for employing reservists. She is involved with metrics for PCS and coordinates numerous annual meetings and conferences.



BOB CAMERON.

Mr. Cameron currently works as a Combat Systems Engineer at SUPSHIP Bath, collocated with Bath Iron Works to work on the LPD 17 design along with PMS317,

Avondale and Raytheon. He has been at SUPSHIP Bath for 10 years and has also served as the IT Manager and Project Engineer in the DDG 51 program. Mr. Cameron coordinates the efforts of the NR SUPSHIP Det 101 Bath as well as the recent addition of some weekend support from NR ORF 0153. He also takes care of 10-20 Merchant Marine Program reserves each year that choose to do their AT at SOSB. He is also a SELRES officer (LCDR LDO) with 28 years total service.



CDR KEVIN CONOWITCH.

CDR Kevin D. Conowitch is the Engineering Officer (C200) at SUPSHIP Groton. His department provides technical oversight for the design, construction,

maintenance, and repair of nuclear powered submarines. He also served in the Strategic and Attack Submarine Office (PMS-392) at NAVSEA as the OHIO Class Fleet Support Officer. Prior to joining the Engineering Duty Officer community, he served two sea tours as a junior officer and department head in attack submarines and was a submarine liaison officer to a battle group commanders staff.

As Naval Reserve Coordinator for SUPSHIP Groton, CDR Conowitch ensures that NR SUPSHIP DET 401 Engineering Duty Officers are fully integrated into the SUPSHIP Team and are trained and ready to support the command's mission upon mobilization. This is accomplished through the coordination of active training periods on the waterfront as ship coordinators or in the supporting fields such as Engineering, Environmental or Information Resources Management.



DICK GRAY.

Mr. Gray is in the SUPSHIP Newport News Business and Production Review Department. His primary duties include command liaison for flag and VIP visitors

to SUPSHIP Newport News and Newport News Shipbuilding and Dry Dock Company (NNS), audit liaison (external audit agencies, e.g. DODIG, NAS, and GAO), monitoring NNS's business, workload and union activities, and serving as Naval Reserve Coordinator.

Mr. Gray's background includes 17 years as a senior design engineer and 20 years as an industrial specialist at SUPSHIP Newport News. His experience in submarines (SSN/SSBN), aircraft carriers (CV 59/CVN 65/ CVN 68), and cruisers (CGN) in piping design, manufacturing, and testing have all proven invaluable to his career.

JIM CARDINALE.

Mr. Cardinale has served as the SUPSHIP Portsmouth Detachment Colts Neck, New Jersey Deputy Officer-In-Charge, Engineering Officer, and Naval Reserve Coordinator since 1989. Commissioned a Naval Officer via NROTC Cornell, Mr. Cardinale served in the Engineering Departments aboard USS Nimitz CVN68 and USS Independence CV62 before joining SUPSHIP



Naval Reserve Coordinators continued

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Brooklyn in 1983 as head of the Main Machinery Division. Since then, SUPSHIP has experienced numerous challenges - 4 downsizing reductions-in-force from 210 to 31 people, BRAC disestablishment, and 3 relocations. NR SUPSHIP Det 502 has been affiliated for over 20 years with the Detachment (SUPSHIP Brooklyn/ New York/ Det Bath/ Det Portsmouth). Reservists are fully integrated into the Detachment's ship repair mission - executing availabilities on Fast Combat Support (AOE) ships homeported at Naval Weapons Station Earle. Unit members typically drill on the waterfront 10 of 12 months per year and perform annual training (AT) with the Detachment. CNO availabilities are accomplished via a Phased Maintenance Plus Award Fee Contract (PMA/ DPMA) in the ex Philadelphia Naval Shipyard. Naval Reservists' consistently exceptional professionalism, superior technical proficiency, and enthusiasm directly contribute to the Detachment's success.



COMMANDER ALDEN P. CHESTER III.

Commander Chester reported to SUPSHIP Jacksonville, in March of 2000, where he is presently serving as the Engineering and Planning

Officer with collateral duties as Naval Reserve Coordinator. He is a graduate of Purdue University. CDR Chester served aboard USS ROBERT A. OWENS (DD 827), USS TRENTON (LPD 14) and USS COONTZ (DDG 40). Commander Chester received his Masters Degree in Mechanical Engineering in 1989 from the Naval Post Graduate School and was selected for the Engineering Duty Officer program. His first industrial tour was at Norfolk naval shipyard as a Ship Superintendent. Commander Chester then reported to the CINCLANTFLT Propulsion Examining Board in MAR 92. His next assignment was at COMNAVAIRLANT, serving as the aircraft carrier Maintenance Plans and Programs Officer and Deputy Assistant Chief of Staff for Ship Material. Commander Chester returned to sea-duty as Engineer Officer of the aircraft carrier USS JOHN F. KENNEDY (CV 67), from NOV 1997 to FEB 2000, which included Joint Task Group Deployment 99-2 (Operation Southern Watch) in the Arabian Gulf.



BETTY BAXTER.

Ms. Baxter has been working at SUPSHIP Pascagoula as the Military Personnel Management Specialist for thirteen years with eighteen total years of Navy service.

In this role, Ms. Baxter serves as pass liaison representative and provides complete administrative support for SUPSHIP military, military retirements, awards, promotion and reenlistment ceremonies, and other events. She also is responsible for military manpower at the command. As the Reserve Coordinator for NR SUPSHIP Det 608 Pascagoula, Ms. Baxter supports Naval Reservists that perform their two-week AT at the Pascagoula command. She determines the Reservists' interests and requirements and matches them to the needs of SUPSHIP department heads. Ms. Baxter initiates new Naval Reservists with a two-week indoctrination that addresses responsibilities within engineering, planning, quality assurance, repair, small craft, supply and new construction aegis and LHD. She also communicates closely with the Reservists to arrange logistics and ensure a smooth assignment.



E. DUNCAN MCCARTHY.

Mr. McCarthy has been the New Orleans Security Officer since 1987. He was a Naval Reservist from 1952 to 1983 and is a retired TAR officer. In addition to supporting NR

SUPSHIP Det 110 New Orleans, Mr. McCarthy works with a couple of NAVSEA HQ/PMS units that support the ship types built under SUPSHIP's contract administration. SUPSHIP New Orleans also provides AT opportunities for a number of Merchant Marine Reserve Program personnel each year. All of the Naval Reservists benefit from the hands-on experience they receive in the shipyards and enjoy their time in New Orleans. Mr. McCarthy also serves as PAO, Ceremonies Coordinator (55 christenings over 13 years) and "general factotum".

JOHN D. ROBINSON.



Mr. Robinson has been a NAVSEA Planning/Engineer Officer at SUPSHIP San Diego since June, 2000, and serves as the Reserve Coordinator for NR SUPSHIP



Naval Reserve Coordinators continued

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Det 919 San Diego. He is a 1981 graduate of the Air Force Academy and served tours of duty on USS John Young (DD-973) and USS Missouri (BB-63). As an Engineering Duty Officer, Mr. Robinson has had tours in SUPSHIP Pascagoula, Military Sealift Command Far East, Commander Naval Surface Forces Pacific, and NAVSEA San Diego. Mr. Robinson also manages the Engineering Duty Officer Qualification Program at the Command.



**COMMANDER (SEL)
PETER E. SCHUPP.**

In his newly assigned capacity as Reserve Coordinator, Commander (Sel) Schupp will interface with the NR SUPSHIP Det 722 Puget Sound.

He will also coordinate Merchant Marine Reservists who call and request to conduct their 2 weeks of AT at SUPSHIP Puget Sound.

Commander (Sel) Schupp earned his Bachelor of Science Degree in Mechanical Engineering from California State Polytechnic University, attended Officer Candidate School, and was commissioned to the Navy in November, 1984. After completing the Surface Warfare Officers

School Division Officer and Steam Engineering Officer of the Watch Courses, he reported to USS Denver (LPD-9) and served as Boilers Officer and Combat Information Center Officer for four years. He earned a Masters of Science Degree in Mechanical Engineering at the Naval Postgraduate School and then was assigned as Project Superintendent on USS Ingersoll (DD-990), USS Cushing (DD-985) ROH's and Surface Ship Business Agent at Pearl Harbor naval shipyard. Commander (Sel) Schupp next served as the Boilers and Auxiliary Equipment Inspector at the Board of Inspection and Survey, Atlantic. Following his INSURV tour Commander (Sel) Schupp reported to USS John F. Kennedy (CV-67) as Main Propulsion Assistant. He is currently the Production Officer at SUPSHIP Puget Sound.



DONNA CANTARA.

Ms. Cantara began her career at Portsmouth Naval Shipyard in March, 1985, and has served in a number of responsible positions. In 1992, she assumed additional duties including those of Naval Reserve Coordinator. In 1997, she was appointed to the

position of Military Programs Specialist under the direction of Shipyard Commander via Operations Officer. This billet assumes duties and responsibilities for managing the Shipyard Naval Reserve Program, serving as Engineering Duty Qualification Program administrative officer for active and reserve officers, and managing the ED Dolphin Program (active officers). Ms. Cantara also serves as Defense Acquisition Workforce Improvement Act (DAWIA) sponsor for PNS and PSD representative for Reservists, and she coordinates all military training courses (on and off yard). Special Projects at Portsmouth naval shipyard include the installation of Dry Dock Shelter on 688 Submarines to attach to Advance Seal Detachment System (ASDS) to transport Navy Seal under cover.



LT GREGORY J. GRESETH.
LT Greseth currently is assigned to Nortfolk Naval Shipyard as Assistant Project Superintendent (Work Integration Leader) for the USS SAN FRANCISCO (SSN

711) Engineered Refueling Overhaul and is responsible for the coordination of all non-shipyard work occurring during the availability.

LT Greseth enlisted in the Navy in August, 1987. He graduated from University of New Mexico with B.S. in Mechanical Engineering and was commissioned following Officer Candidate School in November, 1992. LT Greseth served on the USS WEST VIRGINIA (SSBN 736 GOLD) as Torpedo and Fire Control Officer, Reactor Controls Assistant, Strategic Missile Officer, and Communicator from May 1994 to September 1997. He completed six strategic deterrent patrols. LT Greseth graduated from Naval Postgraduate School with an M.S. in Electrical Engineering in June, 1999.



MICHAEL WHITNEY.
Mr. Whitney has been employed at Puget Sound Naval Shipyard since 1983 and was direct commissioned as an EDO in 1985. His current positions are Life Cycle Engineering Manager for Navy Piping System Components (Code 260LCM) and Project Officer for NSY Puget Naval Reserve HQ Unit 122. Mr. Whitney became the Reserve Coordinator for PSNS in 2000. Mr. Whitney has six years of prior active duty service as a Machinist First Class on the USS Point Defiance (LSD31).

Naval Reserve Coordinators continued

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He received his B.S. in Mechanical Engineering from California State University in Fresno. The Reserve Coordinator position is a collateral duty. Units assigned to PSNS are HQ122 (Bremerton), 222 (Pocatello) and 322 (Portland). Unit members have been qualifying as Project Zone Managers during the USS VINSON (CVN70) DPIA during FY99. FY00 support will be shifted to the USS STENNIS (CVN74) in San Diego and the USS ALASKA D-5 conversion in Bremerton. PSNS also offers EDQP candidates an industrial shipyard tour as part of the qualification program.

CO Tours (2 NSY and 1 NAVSEA Det) and assignments to SAMAR, PHNSY, LOGPAC, LTFPAC, VTU. His civilian work included 22 years as an Engineer Manager in the Engineering and Planning Department (Code 260 and 240) at the naval shipyard and 3 years in the Operations Department. Currently, Mr. Stock serves as Operations Planning Manager (Code 300.1).



DAVID STOCK.

Mr. Stock has been the Pearl Harbor Naval Shipyard Naval Reserve Coordinator since 1980, managing an average of 45 officers on AT per year who support all departments in the shipyard. Since the merger of PHNSY and IMF (1998), he has served as RC for the Officer Programs (ED). Captain Stock received an OCS commission in June, 1970. He served 30 years in the Naval Reserve. His active duty consisted of MPA on DE-1035 and DDG-20. He served 3

Appendix C - Training Programs

Training is an integral part of Naval Reserve requirements. Much of the training of Naval Reservists supporting SEA 04 is formal and, in most cases, required. The following is a list of formal training required for the ED to complete:

1. Engineering Duty Officer Port Hueneme, CA
2. Introduction to Engineering
Fort Schuyler, NY
3. LCDR Technical Location: Various
4. CDR Workshop Location: Various

Additional training may include the following:

1. Direct Commission Officer School, Pensacola, FL
2. Naval War College, Newport, RI
3. Defense Acquisition University, Washington, D.C; National Defense University, various locations; Defense Systems Management College, Fort Belvoir
4. Naval Correspondence Courses attended by Officers who were previously on active duty may also include:

- Surface Warfare Officer Program
- Submarine Officer Program
- Naval Aviator Program

NOTE: All Engineering Duty Officers (Designator 1445) are required to have the

following qualifications:

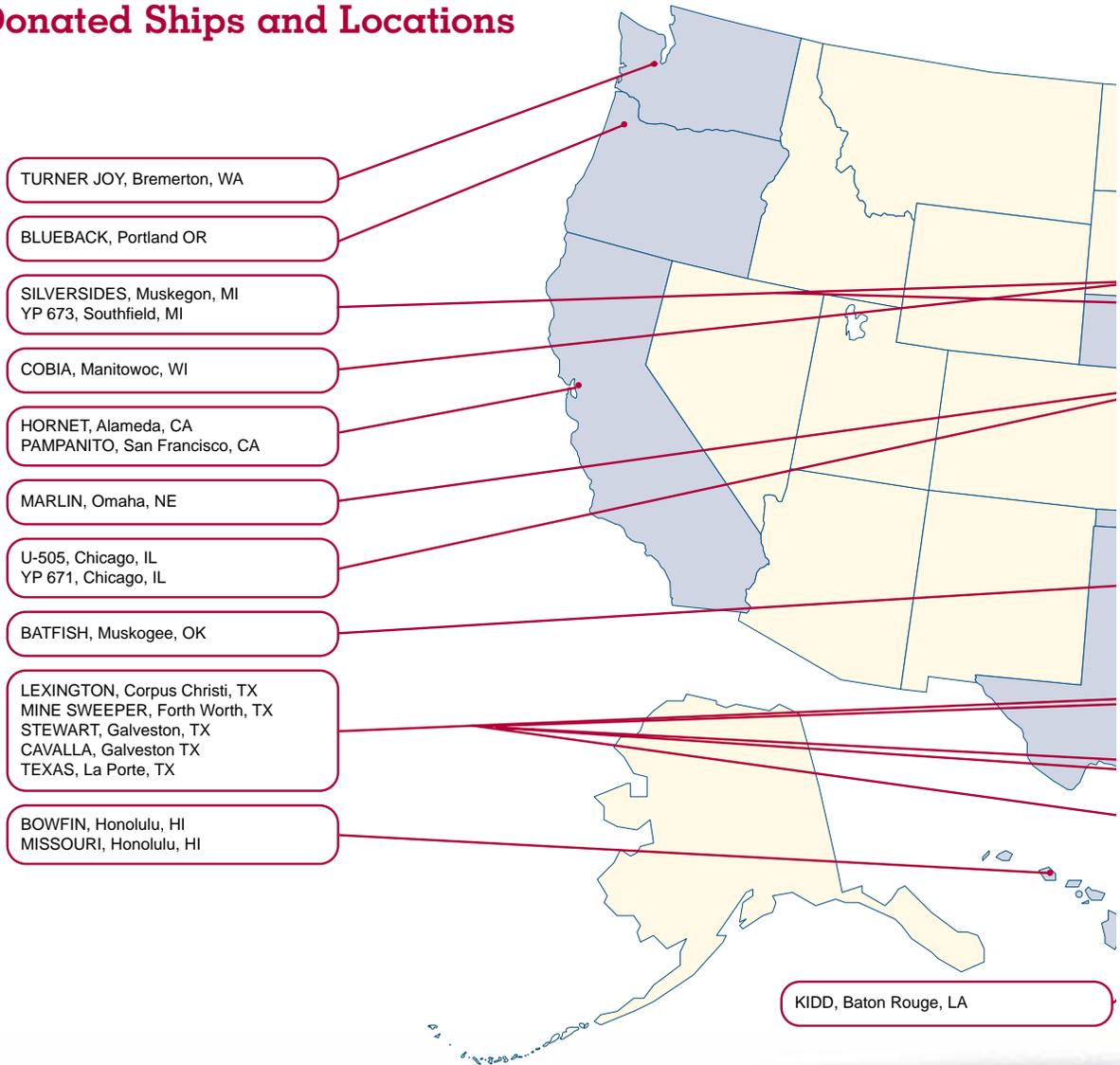
- BS degree in Engineering Sciences or similar technical major;
- Graduate in top 10 percent of class;
- MS, PhD or PE (Professional Engineer)
- ED Naval Orientation Engineering course; ED School;
- Direct Commission Officer School or prior Active Duty experience;
- Training at a Shipyard or SUPSHIP Facility;
- Training and support of waterfront overhaul and fleet modernization of ship systems;
- Final oral examination.

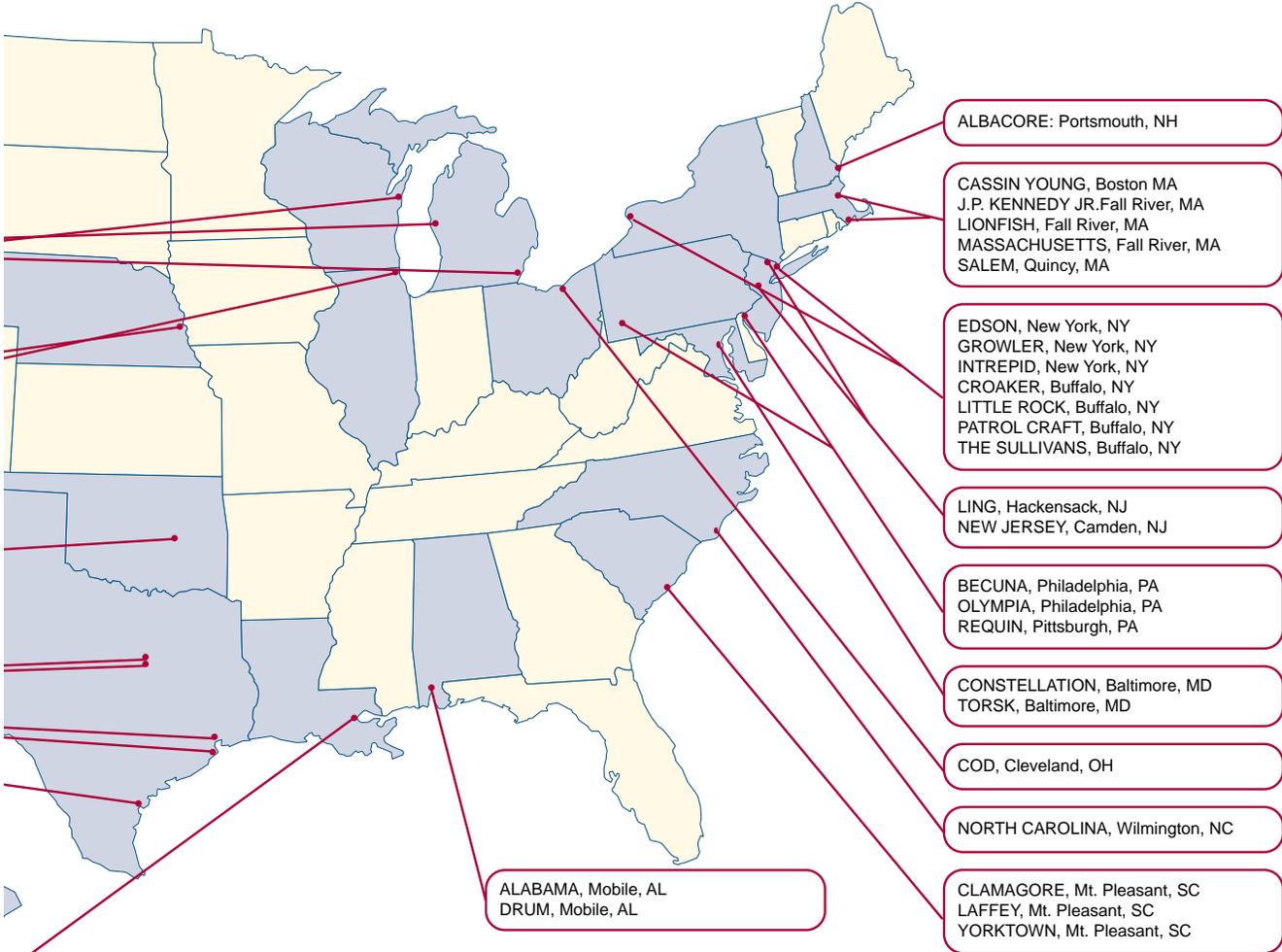
NAVSEA OOR manages this training for the entire ED community. Engineering Duty Officers-in-Training carry a 1465 designator.



Appendix D - Donated Ships and Locations

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46 ships in 21 states with more in donation process.



Appendix E - Naval Shipyard and SUPSHIP Reserve Coordinator Model

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This model is based upon processes identified by Naval Shipyard and SUPSHIP Reserve Coordinators Donna Cantara (PSNY), Duncan McCarthy (SUPSHIP New Orleans), and Dick Gray (SUPSHIP Newport News).

The primary role of a Naval Shipyard and SUPSHIP Reserve Coordinator (RC) is to arrange AT and ADT assignments by matching PCS project needs to the Naval Reservist's skills and mobilization training requirements. Project Managers communicate their project needs (i.e., scope of work) and schedules to the RC on a continuous basis. The RC maintains and references a file of Naval Reservists available for AT and reviews their resumes. The RC communicates shipyard or SUPSHIP needs to the Reserve Unit Training Officers and schedules assignments for the appropriate Naval Reserve Unit.

Task assignments for Naval Reserve Officers and Enlisted personnel are based on mobilization and personnel training requirements and needs. Assignments are determined by the reservist's billet, rate, or rank designators (NOBC or NEC). The following is a process guide to be used by Naval Reservists for an Annual Training (AT) assignment. This general process serves as a guideline for AT assignments; however, some differences may exist between the individual naval shipyards and SUPSHIPS. The Reserve Coordinator at the field activity will indicate the steps that apply at their locations.

Naval Reservist Assignment Process for Annual Training (AT)

- 1.** The Naval Reservist contacts the Gaining Command's RC and requests an assignment. The RC gathers information from the Naval Reservist on goals and expectations for the assignment.
- 2.** The Naval Reservist provides a resume reflecting both civilian and military experience and accomplishments.
- 3.** If a matching assignment is available, the RC approves the assignment and assigns a Billet Control Number (BCN). (Note: The BCN is unique to the field activity and individual Naval Reservist and will change each fiscal year.)
- 4.** The RC sends out a "Welcome Package" 30 days prior to the assignment. The Welcome Package contains forms that need to be completed by the Naval Reservist prior to arrival. The package generally contains information on uniform and administrative requirements, a map of the area and the base, directions, and an orientation to the area including special events. (Note: Paragraph 1 of the Active Duty Obligation states that AT is comprised of a 12 consecutive day assignment.)
- 5.** At the start of the assignment, the Naval Reservist reports to the Personnel Support Detachment (PSD) with the completed paperwork from the Welcome Package.



6. The Naval Reservist then reports to the RC to receive scope of work and information on the project site, person(s) to whom they will be reporting, and other points of contact (POCs). The RC or other POC releases the Reservist's badge*, presents a safety briefing and film, and expectations relative to the assignment.

*Note: Prior to arrival, the Naval Reservist must ensure that a visit request is sent from the Reserve Center to the Gaining Command's Security Officer.

7. On the first Wednesday of the assignment, the Naval Reservist reports to the RC to receive the blank Fitness Report (or software access to the FITREP). At this time, the Naval Reservist also verbally reports to the RC on the progress of the assignment so that adjustments may be made if needed.

8. The Naval Reservist tracks accomplishments, including training, during the assignment for completion of the FITREP.

9. At the end of the assignment, the Naval Reservist submits the completed FITREP to the RC. The RC reviews the report and forwards to the Commanding Officer for signature. The Gaining Command also forwards copies to Bureau of Personnel (BUPERS), the Reserve Center, the Unit CO, and the reservist.

10. The RC validates the number of hours of PCS in the form of a quarterly report that is sent to the NAVSEA 04XA RC.

Engineering Duty Qualification Program (EDQP) and Mobilization Training

AT assignments may allow Naval Reservists to meet qualifications, as stated on the EDQP qualifications card, for Command Duty Officer (CDO) and Shipyard Duty Office (SDO) by working with Zone Managers (ZMs) and Ship Safety Officers (SSOs) during an AT duty. Subsequent requirements may be met by serving Under-Instruction (U/I) with a qualified CDO. The CDO board and CO approve the CDO candidates. Naval shipyards and SUPSHIPs benefit from Naval Reservists who are qualified to stand CDO watch since they may perform all the duties of the Engineering Duty Officer (ED). SDOs may serve outside the Controlled Industrial Area (CIA) by conducting building tours, performing maintenance, and performing after-hour watches.

The Naval Reservist's first AT assignment is a two-week mobilization training course referred to as the 6010 course. The course addresses ship safety systems and safety administration. The 6010 course is required prior to working on a ship and has a 2-hour annual refresher requirement. Additional training may be offered or required during subsequent AT assignments.

Appendix F - Examples of Naval Reserve ED Assignments

1. Voluntary Recall for 2-3 years to function as Ship Coordinator or Ship Superintendent for a complete ERO cycle.
2. ADSW for 60 days to serve as Ship Coordinator for a Selected Repair Availability (SRA), freeing up active duty personnel to focus on higher priority outsourced ERO or Depot Maintenance Program (DMP) work.
3. ADSW for 30-90 days to conduct SSN 688 Class SHAPEC work in simplifying and standardizing work through preparation of enhanced TGI packages.
4. Annual Training periods to qualify as Ship's Safety Superintendent enabling conduct of certain required hull and safety inspections and audits, and enabling qualification and watch-standing as CDO or SWO.
5. Annual Training period as necessary to support docking and undocking evolutions, conduct QA audits or inspections, or support engineering and design activities.
6. Back-to-back Annual Training periods to serve as non-nuclear Assistant Ship Coordinators or Assistant Ship Superintendents during or preparatory to Key Events, or to free up active duty personnel to perform nuclear related work.
7. Skilled CPOs and petty officers to support Shop 31 work while on two weeks Annual Training during a period of high workload demand or when a number of Shop 31 crafts are on annual leave. Skilled CPOs and petty officers can also support Shop 31 during weekends, and thereby enabling productive work while minimizing impact on alternative work schedules.
8. Weekend drills to conduct Ship Safety inspections, serve as Assistant Ship Coordinators and Assistant Ship Superintendents, and/or to stand watches and thereby improving upon the quality of life of uniformed active duty personnel, or freeing personnel to focus on urgent production work.
9. Back-to-back weekday IDTT drills to serve as Assistant Ship Coordinators or Assistant Ship Superintendents to support Key Events or periods of unusually high workload.
10. Weekday drill credit or IDTT drills to support technical resolution of emerging problems at NAVSEA, at the Shipyards, or at their local area and work via e-mail or voice communication.



Appendix G - List of Acronyms

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ADSW	Active Duty for Special Work
ADT	Active Duty for Training
APS	Assistant Project Superintendent
AT	Annual Training
AUIC	Active Unit Identification Code
BAIM	Baseline Advanced Industrial Management
BCN	Billet Control Number
CDO	Command Duty Officer
DSIP	Donated Ship Inspection Program
DDS	Dry Dock Shelter
ED	Engineering Duty Officer
EDQP	Engineering Duty Qualification Program
ESHIP	Environmental Safety Historical Information Program
IDT	Individual Duty Training
IDTT	Individual Duty Training/Travel
MOBMAND	Mobilization Manpower Determination
MSMR	Mobilization Statement of Manpower Requirements
NEC	Naval Enlisted Classification
NOB FITREP	No Observation Fitness Report
NOBC	Naval Officer Billet Classification
NRED	Naval Reserve Engineering Duty Officer
PCS	Peacetime Contributory Support
RC	Reserve Coordinator
RPN	Reserve Personnel Navy
RUIC	Reserve Unit Identification Code
SDO	Ship Duty Officer
SSO	Ship Safety Officer
SSS	Ship Safety Superintendent
SUPSHIP	Supervisor of Shipbuilding, Conversions and Repair
TCN	Tracking Control Number
TFMMS	Total Force Manpower Management System
WCF	Navy Working Capital Fund
ZM	Zone Manager

NAVSEA 04 NAVAL RESERVE PROGRAM - AUGUST 2000



Major Milestones in the Naval Engineering Duty Officer Program

- 1794-** Six civilians appointed as Naval Constructors to supervise the building of the Navy's first warships, one of them being the USS Constitution, "Old Ironsides".
- 1842-** Corps of Engineers established, individuals qualified in steam propulsion were designated Naval Engineers.
- 1859-** Naval Engineers given commissioned rank.
- 1916-** Line Officer specialty, Engineering Duty Officers (EDs), established.
- 1940-** Naval Constructors (Architects), Aeronautical Engineering Duty Officers and EDs combined as part of the Restricted Line.
- 1982-** Naval Reserve Engineering Duty Officer (NRED) qualifications parallel that required for Active Duty EDs.