



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

5000 IN REPLY REFER TO  
Ser 92T2H/0357  
200700

SEA 92T STANDARD OPERATING PROCEDURE NO. 10

From: Director, Submarine Hull, Mechanical and Electrical  
Engineering Management Division (SEA 92T)

Subj: SEA 92T WEEKLY HIGHLIGHTS

1. Purpose: To provide the procedures for the preparation, review and approval of SEA 92T weekly highlights.
2. Background: TEAMSUB requires each division directorate or program office to submit weekly reports of major accomplishments or activities. In many cases, this is the only communication path between 92T Engineers and senior TEAMSUB leadership. These highlights are also used to brief NAVSEA 00 and both Type Commanders. The weekly report will document the current status and future plans for most 92T projects and efforts to resolve fleet issues. Reports should include graphs, tables, schedules or drawings as appropriate.
3. Responsibilities:
  - a. Director or Technical Director (SEA 92T/TB):
    - (1) Review and approve Weekly Highlights.
    - (2) Designate the primary and alternate Highlight Coordinator.
  - b. Branch Heads (SEA 92T1/2/3):
    - (1) Supervise the submission of proposed highlights in cognizant areas.
    - (2) Review proposed highlights for cognizant systems prior to close of business each Tuesday. Annotate review by typing name, date and time in the applicable block.

NOTE: The entire document should be reviewed for information in cognizant areas.

c. Section Supervisors (SEA 92TX1/2/34/TC/TE):

(1) Ensure system engineers report all significant activities in the Weekly Highlights.

(2) Review and concur with cognizant highlights prior to Branch Head review (no later than close of business Tuesday).

d. SEA 92T Personnel:

(1) Update "current" highlight file on the shared "G" drive with activities that meet the requirements of paragraph 4, exercising caution to prevent loss of data.

(2) Notify Section supervisor when information is entered in "current" highlight file and available for their review.

e. Highlight Coordinator (SEA 92T2H/TO):

(1) Prepare a template "current" document each Wednesday following submission of the previous weeks' Weekly Highlights.

(2) At noon each Wednesday, verify Branch Head review and forward the document to the Director for final review and concurrence.

(3) Upon final review by the Director, copy the document to Outlook e-mail and transmit.

(4) Backup the highlight directory weekly.

5. Content: Highlights should include, but is not limited to, the following areas:

- a. Actions due to TYCOMs.
- b. Actions due to SEA 92.
- c. Contract/obligation and expenditures.
- d. Items in discussion with SEA 08.
- e. Snapshot of the H,M&E "well-being" of the fleet (i.e., output of Performance Monitoring Team efforts).
- f. SEA 92T participation in major program office or submarine force initiatives (warm water ops, submarine aging, H,M&E modernization road map, etc.).
- g. Status of Major Ship Alteration (ShipAlt) development.
- h. Any major non-nuclear, non-conformances issues under review impacting ship operational requirements or schedules.
- i. Progress (or lack thereof) on any on-going efforts, i.e., don't just report completed work.

- j. Cost savings/avoidance associated with the input, if available.
- k. Who, what, when, where, and why for the given input.
- l. Include name/code of POC - to facilitate searches.

## 6. Procedure

a. Each Wednesday, after that weeks highlights are approved and submitted, the highlight coordinator prepares a template file for the following weeks highlights. The Weekly Highlight Document document is titled "current.rtf" and is located on the Hunley server under the directory Hunley\data\global\sea92T in a subdirectory titled "92Twh".

Note: This directory is accessible by most SEA 92T personnel on the "G" drive. This directory will contain the highlight template, the current weeks' highlight document and all available highlight documents from previous weeks. The "current.rtf" document can only be accessed by one person at a time. Therefore, it is best to write your highlights on your own computer first, then open the "current.rtf" file and paste your highlights in the appropriate place. This will minimize the potential backlog of people trying to access the file at the same time. Also ensure the highlights are in bullet format and Times New Roman 10 font. See previous weeks' highlights for examples of properly formatted highlights.

b. The Highlight Coordinator will periodically backup the highlight directory in an effort to maintain the ability to recover lost information.

c. Section supervisors will review highlights and notify branch heads that they are ready for their review.

d. Branch Heads will conduct a final review of their section by COB each Tuesday and indicate their review by typing their name, date and time in the provided block.

e. The Highlight Coordinator will collect the "current" document and forward it to Director or Technical Director for approval.

f. The Highlight Coordinator will electronically submit the approved document to SEA 92.

g. The Highlight Coordinator will then archive the current document and make ready a new document for the following weeks' submissions.

A handwritten signature in black ink, appearing to read 'W. L. Porter', with a long, sweeping horizontal stroke extending to the right.

W. L. Porter  
Director, SEA 92T



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

5000  
Ser 92T2H/061  
21 FEB 01

### SEA 92T STANDARD OPERATING PROCEDURE NO. 10 Rev 1

From: Director, Submarine Hull Mechanical and Electrical  
(H,M&E) Engineering Management Division (SEA 92T)

Subj: SEA 92T WEEKLY HIGHLIGHTS

1. Purpose: To provide the procedures for the preparation, review and approval of SEA 92T weekly highlights.
2. Background: TEAM SUB requires each Division Directorate or Program Office to submit weekly reports of major accomplishments or activities. In many cases, this is the only communication path between SEA 92T engineers and senior TEAM SUB leadership. These highlights are also used to brief SEA 00 and both Type Commanders (TYCOMs). The weekly report will document the current status and future plans for most SEA 92T projects and efforts to resolve fleet issues. Reports should include graphs, tables, schedules or drawings as appropriate.
3. Responsibilities:
  - a. Director or Technical Director (SEA 92T/TB):
    - (1) Review and approve weekly highlights.
    - (2) Designate the primary and alternate Highlight Coordinator.
  - b. Branch Heads (SEA 92T1/2/3):
    - (1) Supervise the submission of proposed highlights in cognizant areas.
    - (2) Review proposed highlights for cognizant systems prior to 1400 each Tuesday. Annotate review by typing name, date and time in the applicable block.

NOTE: The entire document should be reviewed for information in cognizant areas.

c. Section Supervisors (SEA 92T1/2/3/TC/TE):

(1) Ensure system engineers report all significant activities in the weekly highlights.

(2) Review and concur with cognizant highlights prior to Branch Head review (no later than noon on Tuesday).

d. SEA 92T Personnel:

(1) Update "current" highlight file on the shared "G" drive with activities that meet the requirements of paragraph 4, by noon each Tuesday.

(2) Notify Section supervisor when information is entered in "current" highlight file and available for their review.

e. Highlight Coordinator (SEA 92T2H/TO):

(1) Prepare a template "current" document each Wednesday afternoon following submission of the previous weeks' weekly highlights.

(2) At 1400 each Tuesday, verify Branch Head review and forward the document to the Director for final review and concurrence.

(3) Upon final review by the Director, copy the document to Outlook e-mail and transmit by 1300 each Wednesday.

(4) Backup the highlight directory weekly.

5. Content: Highlights should include, but is not limited to, the following areas:

- a. Actions due to TYCOMs.
- b. Actions due to SEA 92.
- c. Contract/obligation and expenditures.
- d. Items in discussion with SEA 08.
- e. Snapshot of the H,M&E "well-being" of the fleet (i.e., output of SMMS Performance Monitoring efforts).

- f. SEA 92T participation in major program office or submarine force initiatives (warm water ops, submarine aging, H,M&E modernization road map, etc).
- g. Status of major Ship Alteration (ShipAlt) development.
- h. Any major non-nuclear non-conformances being reviewed impacting ship operational requirements or schedules.
- i. Progress (or lack thereof) on any on-going efforts, i.e., don't just report completed work.
- j. Cost savings/avoidance associated with the input, if available.
- k. Who, what, when, where, and why for the given input.
- l. Include name/code of POC - to facilitate searches.

## 6. Procedure

a. Each Wednesday, after that weeks highlights are approved and submitted, the highlight coordinator prepares a template file for the following weeks highlights. The weekly highlight document is titled "current.rtf" and is located on the Hunley server under the directory Hunley\data\global\sea92T in a subdirectory titled "92Twh".

NOTE: This directory is accessible by most SEA 92T personnel on the "G" drive. This directory will contain the highlight template, the current weeks' highlight document and all available highlight documents from previous weeks. The "current.rtf" document can only be accessed by one person at a time. Therefore, it is best to write your highlights on your own computer first, then open the "current.rtf" file and paste your highlights in the appropriate place. This will minimize the potential backlog of people trying to access the file at the same time. Also ensure the highlights are in bullet format and Times New Roman 10 font. See previous weeks' highlights for examples of properly formatted highlights.

b. The Highlight Coordinator will periodically backup the highlight directory in an effort to maintain the ability to recover lost information.

c. Section supervisors will review highlights and notify branch heads that they are ready for their review.

d. Branch Heads will conduct a final review of their section by 1400 each Tuesday and indicate their review by typing their name, date and time in the provided block.

e. The Highlight Coordinator will collect the "current" document and forward it to Director or Technical Director for approval.

f. The Highlight Coordinator will electronically submit the approved document to SEA 92.

g. The Highlight Coordinator will then archive the current document and make ready a new document for the following weeks' submissions.

7. Cancellation: This letter supercedes Standard Operating Procedure No. 10 (Ser 92T2H/0357 dated 2 October 00).

  
W. L. Porter  
Director, SEA 92T

