



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

3040
Ser SEA 07T/0404
28 SEP 2004

TEAM SUBMARINE STANDARD OPERATING PROCEDURE NO. 27 Rev A

From: Commander, Naval Sea Systems Command
Deputy Commander, Undersea Warfare (SEA 07)
Program Executive Officer, Submarines (PEO-SUB)

Subj: ACTIVATION OF THE TEAM SUBMARINE CRISIS RESPONSE CENTER
(TSUB-TIC CRC)

Ref: (a) Team Submarine Standard Operating Procedure (SOP) NO.
27, Ser SEA 07T/0194 of 30 Apr 2004
(b) NAVSEAINST 4740.1 (series) NAVSEA SUBMISS/SUBSUNK Bill
for Submarine and Manned Non-combatant Submersibles

Encl: (1) Immediate Actions in the Event of a Significant
Submarine Casualty
(2) TSUB-TIC CRC Action Check List

1. **Purpose.** To promulgate the procedures for activating the Team Submarine Crisis Response Center located in the Team Submarine Technical Information Center (TSUB-TIC), building 201, Room 4E220, in the event of a significant submarine casualty onboard a U. S. submarine, a friendly foreign submarine or a manned submersible operated by the U. S. Navy. This Standard Operating Procedure (SOP) does not supercede the requirements of reference (a) or its revisions.

2. **Applicability.** This SOP supercedes reference (b) and is applicable to all Team Submarine organizations.

3. **Definitions.**

a. **Significant Submarine Casualty.** A major casualty involving a U. S. submarine, a friendly foreign submarine or a manned submersible operated by the U. S. Navy which includes, but is not limited to SUBMISS/SUBSUNK, flooding, collision, weapons casualty, fire, grounding, or docking incident. Nuclear reactor and radiological accidents are under SEA 08 cognizance.

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4. **Discussion.**

a. This SOP addresses the steps that Team Submarine will take after being notified of a significant submarine casualty, including the set-up/operations of the Team Submarine Crisis Response Center in the TSUB-TIC. This SOP compliments reference (a) for SUBMISS/SUBSUNK.

b. During the initial response to a significant submarine casualty, actions will be coordinated from the Crisis Response Center located in the TSUB-TIC. Upon notification, in accordance with enclosure (1), SEA 07 personnel will provide assistance and support by: providing technical advice, assessing hazards to personnel, the ship and its equipment, and coordinating assistance from other organizations. To ensure a timely response from Team Submarine, personnel must know their responsibilities and be prepared to carry out the provisions of this plan. Enclosure (2) provides a checklist of actions to be conducted in the TSUB-TIC CRC during a significant submarine casualty. The Crisis Response organization and phone list for SEA 07 and PEO-SUB is located in Team Submarine Notice 1601.

c. For In-Service submarines, the Deputy Commander, Undersea Warfare or Executive Director will determine if personnel from SEA 07 should be dispatched to support the casualty.

d. For ships in new construction, the Program Executive Officer, Submarines or Deputy, Program Executive Officer, will determine if personnel from PEO-SUB and SEA 07 should be dispatched to support the casualty.

5. **Action.** Following notification of a casualty, as defined in paragraph 3, the Team Submarine person contacted should proceed with the actions identified in enclosure (1), paragraph 1. Upon the direction of the Deputy Commander (or Executive Director) Undersea Warfare, Program Executive Officer, Submarines (or Deputy, Program Executive Officer Submarines) or the cognizant Program Manager, the remaining actions identified in enclosure (1) will be initiated and tracked in enclosure (2).

6. **Responsibilities.**

a. SEA 07T has the following responsibilities:

(1) Ensure the TSUB-TIC maintains the current revisions of the documents identified in reference (a).

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(2) Ensure the TSUB-TIC is available and staffed to support this SOP.

b. PMS 392 is responsible for maintaining this SOP.



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Program Executive Officer,
Submarines (PEOSUB)



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Distribution:

All Hands TEAM SUBMARINE
SEA 05P2
SEA 05U/05U5
SEA 05Z4/05Z6/05Z9
SEA 08C/08E
NAVSEA Watch Officer

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Immediate Actions in the Event of a Significant Submarine Casualty

The actions listed herein will commence when a member of Team Submarine has been contacted, and Team Submarine action has been requested.

1. Notification of personnel:

a. Upon notification of a significant submarine casualty; you should:

(1) Record the casualty information on the Initial Data Record Page (Attachment (1) of this enclosure). Make multiple copies of the record page for quick reference purposes.

(2) Contact the appropriate Program Manager, Deputy Program Manager, Director or Deputy Director.

(3) Contact the NAVSEA Watch Officer at (202) 781-3889 (DUTY).

(4) Contact personnel identified in Team Submarine Notice 1601.

The actions listed herein will commence when directed by PEO-SUB (PEO-SUB-B), SEA 07 (SEA 07B) or the cognizant Program Manager.

2. Activation of the TSUB-TIC Crisis Response Center (CRC).

a. The TSUB-TIC staff will initiate TSUB-TIC CRC actions if activated during normal business hours (0600-1700 Monday through Friday).

b. If outside of normal business hours as stated above, contact one of the following individuals to gain entry:

- | | |
|---------------------------------|--|
| (1) 07TQ - Ms. Gail Jones at | (H) (703) 780-0569
(Pager) (888) 519-9520 |
| (2) 07T14 - Mr. Rick Paarfus at | (H) (703) 590-6190
(Cell) (301) 775-2978 |
| (3) 07TC5 - Ms. Gail Goodman at | (H) (703) 849-8247
(Pager) (877) 645-2172 |

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3. **Assemble pertinent technical data.**

a. As defined in attachment (4) of this enclosure, the identified action code will assemble the technical information in the CRC as quickly as possible.

b. Verify all TSUB-TIC computers are running.

c. TSUB-TIC staff will ensure the following materials are continuously staged in TSUB-TIC:

- one red ballcap for TSUB-TIC CRC person-in-charge
- ten blue ballcaps for: TIC/PAO/07B/07Q/07T/350/392/395/398/450
- one red sign for Technical Bridge
- one red sign for PAO Bridge
- two dry erase marker boards
- two sets of dry erase markers
- two dry erasers
- two calculators
- 20 hard cover, green standard navy issue notebooks
- adequate amount a pencils and pens
- one secure fax machine, (202) 781-5624
- scanner
- Cell Phones: (202) 577-8280/82/84
- three STU-III phones:

* (202) 781-5814

* (202) 781-5755

* (202) 781-5661

4. **Crisis Response Center (CRC) Operations:**

a. Upon activation of the TSUB-TIC CRC, as listed in this SOP and in TEAMSUBNOTE 1601, personnel will first muster in the TSUB-TIC CRC for an initial assessment of the situation(s). SEA 07 (SEA 07B)/PEO SUB (PEO SUB-B) and the appropriate Program Manager will then muster at the NAVSEA Operations Center (building 197/4W-2800).

b. A TSUB-TIC staff individual will commence logging, in a green Navy Record book, all actions and reports within the TSUB-TIC CRC. Logging will only be secured when the TSUB-TIC CRC is secured or ordered by the person-in-charge.

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c. The Deputy Program Manager or their designated representative will become and as the person-in-charge in the TSUB-TIC CRC.

NOTE: Secure communications between the TSUB-TIC CRC and the NAVSEA Operations Center should be conducted via the secure bridge using the STU-III located next to the TSUB-TIC SIPRNET Station 3 computer.

d. The secure bridging procedure is also located at this STU-III. The TSUB-TIC personnel (during working hours) or one of the initial responders (after working hours), coordinate with the NAVSEA Watch officer and establish communications between the TSUB-TIC and the NAVSEA Operations Center via the following methods:

1). Microsoft NetMeeting

a). Connect TSUB-TIC SIPRNET Station 3 (marked by a red label on the monitor) computer with the Operations Center SIPRNET Station E (by following the procedures posted at the SIPRNET Station 3 computer).

b). Connect TSUB-TIC ATIS Station 2 with the Operations Center SIPRNET Station C (by following the procedures posted at the ATIS Station 2 computer).

2). Unclassified Bridge

a). Dial into the technical bridge (202) 781-6498 and maintain connectivity until the TSUB-TIC CRC person-in-charge authorizes the connection to be secured.

b). Dial into the Public Affairs Officer (PAO) bridge (202) 781-6497 and maintain connectivity until the TSUB-TIC CRC person-in-charge authorizes the connection to be secured.

e. The person-in-charge will generate and release the TSUB-CRC activation naval message (attachment (2) of this enclosure).

f. The TSUB-TIC CRC person-in-charge will ensure the TSUB-TIC CRC Action Checklist (Enclosure (2)) is kept up-to-date.

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NOTE: The TSUB-TIC CRC person-in-charge will adjust the periodicity based on the status of the casualty.

g. At approximately 15 minute intervals, check SIPRNET for recently transmitted naval messages. (TSUB-TIC personnel during working hours, after working hours one of the initial responders will coordinate with the NAVSEA Watch officer (202) 781-3889 (DUTY) until TSUB-TIC personnel arrive.)

NOTE: The TSUB-TIC CRC person-in-charge will adjust the periodicity based on the status of the casualty.

h. At approximately 30 minutes intervals, the SEA 07T/07Q/PMS395 lead representatives will brief the TSUB-TIC CRC person-in-charge as to the status of his/her particular group's efforts.

i. The person-in-charge (in the TSUB-TIC CRC) will brief the Program Manager (in the NAVSEA Operations Center) every hour or as required regarding the status of the casualty and recovery actions.

5. **Stand Down of Crisis Response Center (CRC):**

a. The Program Manager will recommend to the Deputy Commander, Undersea Warfare (SEA 07)/PEO-SUB the stand down of the Team Submarine Crisis Response Center upon evaluation of:

- Extent of the problem
- Potential for escalation
- Further need for assistance from other codes within NAVSEA and field activities
- Further need for other NAVSEA assets and equipment

b. The TSUB-TIC CRC person-in-charge will generate and release the TSUB-TIC CRC stand-down naval message (attachment (3) of this enclosure).

c. The TSUB-TIC CRC will stand down upon the direction of Deputy Commander or Undersea Warfare (SEA 07)/PEO-SUB.

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INITIAL DATA RECORD PAGE

Obtain the following information: **Do not delay the initial report if all the information below is not immediately known.**

INCIDENT REPORTED BY: Time/Date Report made _____ / _____

Incident reported by: NAME/RANK: _____ ORG: _____ PHONE: _____

NATURE OF INCIDENT:

Ship _____ / Number of Personnel on board: _____

Nature of Casualty: (FIRE/FLOOD,ETC): _____

Time/Date of casualty: _____ / _____

CURRENT STATUS:

Ship condition at time of casualty: LATITUDE _____ LONGITUDE _____

COURSE _____ SPEED _____ DEPTH _____ DEPTH OF WATER _____

Ship's current status: _____

Status of personnel casualties: _____

COMMS W/DISTRESSED VESSEL (Y/N) _____ METHOD (UQC, RADIO, ETC): _____

Position determined by: _____ Time of last position: _____

Actions taken by ship and outside agencies since the occurrence of the casualty:

INCIDENT HISTORY:

Ship condition at time of casualty: LATITUDE _____ LONGITUDE _____

COURSE _____ SPEED _____ DEPTH _____ DEPTH OF WATER _____

Evolutions conducted prior to and at time of casualty: _____

Time Dive Commenced/Life Support Consumption Began: _____

ASSISTANCE PRESENTLY BEING PROVIDED: _____

ASSISTANCE REQUESTED: _____

OPNAV POC: _____ Phone: _____

Attachment (1) to
Enclosure (1)

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SAMPLE CRISIS RESPONSE ACTIVATION MESSAGE

OATUZYUW RULSSEA0001 XXXXXXXX-UUUU--RULSSEA.
ZNR UUUUU ZUI RUCOMCB0987 1482007
O XXXXXXXZ MMM YY ZYB
FM COMNAVSEASYS COM WASHINGTON DC//07// (OR PEO SUBS)
TO COMSUBLANT NORFOLK VA//00/N3/N4// (AS APPROPRIATE)
COMSUBPAC PEARL HARBOR HI//00/N3/N4// (AS APPROPRIATE)
USS/PCU (SHIP'S NAME)
INFO COMNAVSEASYS COM WASHINGTON DC//00/04/05/08/07/07T/07Q/00C/
392/395/350/450// (AS APPROPRIATE)
COMSUBRON (SHIP'S SQUADRON)//00/01/N3/N4//
SPAWARSYSCEN SAN DIEGO CA//00/2745// (AS APPROPRIATE)
SUPSHIP GROTON CT//100// (AS APPROPRIATE FOR PLANNING YARD)
SUPSHIP NEWPORT NEWS VA//100// (AS APPROPRIATE FOR PLANNING YARD)
NAVSHIPYD (SHIPYARD NAME AS APPROPRIATE)//100/200/205//
BT
UNCLAS
MSGID/GENADMIN/NAVSEA07//
SUBJ/(SUBS) TEAM SUBMARINE CRISIS RESPONSE CENTER (CRC) ACTIVATION NOTICE ICO
USS/PCU (SHIP'S NAME)//
REF/A/MSG/PLAD FROM AFFECTED ORGANIZATION WITH CASUALTY/DTG//
NARR/REF A IS OPREP/UNIT SITREP FROM **USS/PCU (SHIP'S NAME)//**
POC/**NAME/TITLE/NAVSEA CODE/LOC:LOCATION (WNY BLDG 201)/TEL: NUMBER//**
RMKS/1. REF A IDENTIFIED A SIGNIFICANT SUBMARINE CASUALTY. IN RESPONSE TO
REF A NAVSEA HAS ACTIVATED THE TEAM SUBMARINE CRISIS RESPONSE CENTER. TO
ENSURE EFFECTIVE AND EFFICIENT MANAGEMENT OF THE SITUATION, REQUESTS FOR
INFORMATION AND TECHNICAL GUIDANCE SHOULD BE MADE THROUGH THE CONTACT NUMBER
AND E-MAIL ADDRESSES BELOW. USE OF THE CRC WILL MINIMIZE DUPLICATION OF
EFFORTS AND ENSURE A TIMELY COORDINATED RESPONSE. THE TEAM SUBMARINE CRISIS
RESPONSE CENTER CAN BE REACHED AT:
TEL (COMM): 202-781-1356/1462/2732
TEL (DSN): 326-1356/1462/2732
STU-III (COMM) (202) 781-5814, (202) 781-5755, (202) 781-5661
UNCLAS E-MAIL: **TSUBCRCWNYSMGS@NAVSEA.NAVY.MIL**
SIPERNET E-MAIL: **TSUBCRC@NAVSEA.NAVY.SMIL.MIL**
2. INCLUDE COMNAVSEASYS COM WASHINGTON DC/PMS392/07T/07Q/PMS350/PMS450 (AS
APPROPRIATE) ON ALL MESSAGES INVOLVING THIS CASUALTY AND OR MISHAP.//
BT
#0001

Attachment (2) to
Enclosure (1)

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SAMPLE CRISIS RESPONSE STAND-DOWN MESSAGE

OATUZYUW RULSSEA0001 XXXXXXX-UUUU--RULSSEA.

ZNR UUUUU ZUI RUCOMCB0987 1482007

O XXXXXXZ MMM YY ZYB

FM COMNAVSEASYS COM WASHINGTON DC//07// (OR PEO SUBS)

TO COMSUBLANT NORFOLK VA//00/N3/N4// (AS APPROPRIATE)

COMSUBPAC PEARL HARBOR HI//00/N3/N4// (AS APPROPRIATE)

USS/PCU (SHIP'S NAME)

INFO COMNAVSEASYS COM WASHINGTON DC//00/04/05/08/07/07T/07Q/00C/

392/395/350/450// (AS APPROPRIATE)

COMSUBRON (SHIP'S SQUADRON)//00/01/N3/N4//

SPAWARSYSCEN SAN DIEGO CA//00/2745// (AS APPROPRIATE)

SUPSHIP GROTON CT//100// (AS APPROPRIATE FOR PLANNING YARD)

SUPSHIP NEWPORT NEWS VA//100// (AS APPROPRIATE FOR PLANNING YARD)

NAVSHIPYD (SHIPYARD NAME AS APPROPRIATE)//100/200/205//

BT

UNCLAS

MSGID/GENADMIN/NAVSEA07//

SUBJ/(SUBS) TEAM SUBMARINE CRISIS RESPONSE CENTER (CRC) STAND-DOWN NOTICE ICO

USS/PCU (SHIP'S NAME)//

REF/A/MSG/**PLAD FROM AFFECTED ORGANIZATION WITH CASUALTY/DTG//**

REF/B/MSG/NAVSEA/ **(DTG OF ACTIVATION MESSAGE)//**

AMPN/REF A IS **OPREP/UNIT SITREP FROM USS/PCU (SHIP'S NAME)**. REF B IS TEAM
SUBMARINE CRISIS RESPONSE CENTER ACTIVATION MESSAGE.//

POC/**NAME/TITLE/NAVSEA CODE/LOC:LOCATION (WNY BLDG 201)/TEL: NUMBER//**

RMKS/1. REF A IDENTIFIED A SIGNIFICANT SUBMARINE CASUALTY. REF B WAS
NOTIFICATION OF THE TEAM SUBMARINE CRISIS RESPONSE CENTER ACTIVATION. NAVSEA
07 HAS STOOD DOWN THE TEAM SUBMARINE CRISIS RESPONSE CENTER.

2. DIRECT ANY FURTHER REPORTS OR QUESTIONS TO THE NAVSEA WATCH OFFICER (202-
781-3889).//

BT

#0001

Attachment (3) to
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Additional Items to be Assembled:

1. **SEA 07T:**

a. **SEA 07TC** - Unrestricted Operations Maintenance Requirements Cards (URO/MRC) Data.

(1) Completion Status (Schedules and Inventories CD).

(2) Data Report Forms (at SUBMEPP).

b. **SEA 07TC** - SUBSAFE Design Review (SSDR) Reports and Letters.

(1) Class Baseline (Design Yard).

(2) Pre-Availability (Planning Yard).

(3) Post-Availability (Follow-on Yard).

c. **SEA 07TC** - Agenda and Deep Dive Test.

(1) Sea Trial Agenda

(2) Sea Trial SITREPS.

d. **SEA 07T1** - Sonar Inspection Reports (STAG 1).

e. **SEA 07T22** - Battery Report.

f. **SEA 07T3** - Performance Monitoring Program (PMP) Data.

(1) Data and Analysis.

(2) On-site Analysis Reports (OSAR's).

2. **SEA 07Q:**

a. SUBSAFE Audit Reports.

(1) Ships Certification.

(2) Activity Functional (if applicable).

Attachment (4) to
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3. **TSUB-TIC:**

- a. Ships Drawing Index (SDI).
 - (1) ATIS CD.
 - (2) Hard copy (older ships).
- b. Documents regarding past accidents/incidents:
 - (1) USS DOLPHIN (AGSS 555)
 - (2) USS BONEFISH (SSN 582)
 - (3) USS SCORPION (SSN 589)
 - (4) USS THRESHER (SSN 593)
 - (5) USS GUITARRO (SSN 665)

4. **PMS 350/PMS 450:**

a. Pertinent New Construction Operating Procedures, Ship's Service Manuals, and Temporary Standing Orders.

5. **PMS 392/PMS 350/PMS 450/PMS 395 :**

- a. Non-Conformance Documentation.
 - (1) Electronic Departures from Specification (EDFS - available online).
 - (2) Availability Waivers and Deviations logs and files.
 - NAVSEA Approved.
 - Locally Approved.
 - (3) New Construction work deferral (satisfactory for sea).
- b. Board of Inspection and Survey (INSURV) Reports.
- c. Salvage Inspection Reports.

Attachment (4) to
Enclosure (1)

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- d. Compendium of Ship Certification Data.
 - e. Temporary Alterations (Tempalt).
 - (1) Status of Installations (TYCOM).
 - (2) Technical Data Packages (TDP).
 - f. Docking Report.
 - g. Consolidated Ship's Maintenance Plan (CSMP).
6. **PMS 392:**
- a. Last Availability Work Package (AWP).
 - (1) Alterations Accomplished.
 - (2) Hull Cuts Authorized.
 - (3) Major Maintenance Accomplished.
 - b. Ship Operating Cycle and Extensions.
 - c. List of all ShipAlts applicable to subject vessel and accomplishment status.
7. **All codes:**
- a. Miscellaneous Correspondence.
 - (1) Letters.
 - (2) Messages (including Casualty Reports, CASREPs).

Attachment (4) to
Enclosure (1)

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TSUB-TIC CRC Action Check List		
Completed	Time	Action
		SEA 07 or PEO SUB ensure the following notifications are made: _____ NAVSEA 00 (202) 781-0106 _____ NAVSEA 08 (202) 781-6174 _____ SUBLANT (NO1)
		Verify all TSUB-TIC computers are running.
		Muster in TSUB-TIC _____ Program Office _____ SEA 395 _____ SEA 07T _____ SEA 07Q _____ TSUB PAO
		Deputy Program Manager or their designated representative announces they are the person-in charge
		Establish communications between TSUB-TIC and the Operations Center via the following methods: - Microsoft NetMeeting _____ 1). Connect TSUB-TIC COMMAND CENTER SIPRNET Station 3. _____ 2). Connect TSUB-TIC ATIS Station 2. - Unclassified Bridge _____ 1). Dial into the technical bridge (202-781-6498). _____ 2). Dial into the PAO bridge (202-781-6497).
		Assemble data per Attachment (4) to Enclosure (1) of the SOP.
		Person-in-charge release the TSUB-TIC CRC activation naval message
		Lead representative from the appropriate Program Office, 07T/07Q/PMS 395 personnel report at approximately 30 minute intervals to the TSUB-TIC CRC person-in-charge the status of the particular group's efforts

Enclosure (2)

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TSUB-TIC CRC Action Check List		
Completed	Time	Action
		At 15 minute intervals, check SIPRNET for recently transmitted naval messages.
		Person-in-charge report status every hour on the hour to the Program Manager in the Operations Center.
		TSUB-TIC CRC person-in-charge approve a watchbill if required.
		TSUB-TIC CRC person-in-charge periodically brief the personnel in the TSUB-TIC CRC the current status of the casualty and actions taken.
		SEA 07B or PEO SUB-B ensure the following notifications are made: ____ Deputy Commander, Integrated Warfare SES (SEA 05) ____ Deputy Commander, for Logistics (SEA 04) ____ Supervisor of Salvage and Diving (SEA 00L)
		Program manager determine if the appropriate planning yard or shipyard should be involved.
		Stand down the CRC when directed.
		Person-in-charge release the TSUB-TIC CRC stand down naval message.