OPNAV INSTRUCTION 5450.349A

From: Chief of Naval Operations

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

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

Encl: (1) Functions and Tasks of COMNAVSUPSYSCOM

1. Purpose

   a. To publish the mission, functions, and tasks of Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) under the missions established by reference (a) and directed in Secretary of the Navy (SECNAV) and Office of the Chief of Naval Operations (OPNAV) issuances.

   b. This revision includes additional commands and agencies with whom COMNAVSUPSYSCOM has a coordination relationship, and includes COMNAVSUPSYSCOM’s financial process responsibilities. It also documents significant OPNAV issuances that assign or designate COMNAVSUPSYSCOM with duties to provide a more thorough policy that captures the wide scope and magnitude of existing COMNAVSUPSYSCOM missions, functions, and tasks. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5450.349.

3. Applicability. This instruction applies to COMNAVSUPSYSCOM and its subordinate commands.

4. Mission. To provide for the materiel support needs of the Navy for supplies and supporting services by developing policies and issuing Navy procedures and methods for the planning, procurement, safeguarding, distribution, and disposal of naval materiel. To ensure Navy policies, procedures, and methods are fully integrated and aligned with those of other Department of Defense (DoD) logistics support providers, and to provide technical guidance and direction to naval activities concerning execution of supply procedures and methods. To provide spare and repair parts, assigned supplies, logistics services, and quality of life services to naval units and other authorized customers, and to support weapon system life cycle managers and coordinate efforts with DoD components to ensure Navy supply support needs are met.
effectively and efficiently. To provide support to component, regional and operational commanders for operational logistics planning, preparation, and execution of support for contingency response, operational plans, and concept of operations plans.

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

   a. **Command Hierarchy**

      (1) Echelon 1 - Chief of Naval Operations (CNO)

      (2) Echelon 2 - COMNAVSUPSYSCOM

   b. **Area Coordinator.** Commander, Navy Installations Command (CNIC).

   c. **Regional Coordinator.** Commander, Navy Region Mid-Atlantic.

   d. **Echelon 3 Activities and Subordinates.** COMNAVSUPSYSCOM is the immediate superior in command and assigned administrative control of 11 echelon 3 activities and their subordinates.


      (2) NAVSUP Fleet Logistics Center (FLT LOG CTR), Jacksonville, FL

      (3) NAVSUP FLT LOG CTR, Manama, Bahrain

      (4) NAVSUP FLT LOG CTR, Norfolk, VA

      (5) NAVSUP FLT LOG CTR, Pearl Harbor, HI

      (6) NAVSUP FLT LOG CTR, Puget Sound, WA

      (7) NAVSUP FLT LOG CTR, San Diego, CA

      (8) NAVSUP FLT LOG CTR, Sigonella, Italy

      (9) NAVSUP FLT LOG CTR, Yokosuka, Japan

      (10) NAVSUP Business Systems Center, Mechanicsburg, PA

      (11) Navy Exchange Service Command, Virginia Beach, VA
e. **Logistics Sustainment and Operating Forces Support.** COMNAVSUPSYSCOM reports to the CNO for the execution of logistics sustainment and operating forces support responsibilities.

f. **Navy Component Commanders and Fleet Commanders.** COMNAVSUPSYSCOM serves as a supporting commander to Navy component commanders and fleet commanders.

g. **Naval Acquisition.** COMNAVSUPSYSCOM exercises the authority of the naval acquisition executive as head of contracting activity for work under its cognizance, per reference (b).

h. **Financial Process Responsibility.** COMNAVSUPSYSCOM has financial process responsibility for military standard requisitioning and issue procedures; existence and completeness of inventory; transportation of people; and transportation of things business segments.

6. **Other Relationships**

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

b. COMNAVSUPSYSCOM coordinates with Commander, Naval Sea Systems Command; Commander, Naval Air Systems Command; Commander, Space and Naval Warfare Systems Command; Commander, Naval Facilities and Engineering Command; and Strategic Systems Program Office for all matters related to development, prototype, and implementation of supply management business processes associated with supply chain management, operational forces supply, and associated information technology (IT).

c. COMNAVSUPSYSCOM coordinates with the United States Department of the Treasury for stored value cards’ management.

d. COMNAVSUPSYSCOM coordinates with the United States Postal Service for postal services and operations.

e. COMNAVSUPSYSCOM coordinates with CNIC for global enterprise-wide support of the Navy regions.

f. COMNAVSUPSYSCOM serves as the supporting commander to CNIC for Navy Quality of Life programs.

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

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

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

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

10. **Records Management**

    a. Records created as a result of this instruction, regardless of format or media, must be
       maintained and dispositioned per the records disposition schedules located on the Department of
       the Navy/Assistant for Administration, Directives and Records Management Division portal
       page at [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-
       Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

    b. For questions concerning the management of records related to this instruction or the
       records disposition schedules, please contact the local records manager or the Department of the
       Navy/Assistant for Administration, Directives and Records Management Division program
       office.

11. **Review and Effective Date.** Per OPNAVINST 5215.17A, Strategy and Budget Integration
    (OPNAV N41) Supply Chain Operations, with COMNAVSUPSYSCOM will review this
    instruction annually around the anniversary of its issuance date to ensure applicability, currency,
    and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using
    OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless
revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

STEFFANIE. B. EASTER
Director, Navy Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site https://www.secnav.navy.mil/doni/default.aspx
FUNCTIONS AND TASKS OF COMNAVSUPSYSCOM

1. **Purpose.** To publish the functions and tasks of COMNAVSUPSYSCOM directed by higher authority.

2. **Support Weapons Systems**
   
   a. Develop policy and set procedures for the operation and use of the global Navy supply system per OPNAVINST 4030.1B, OPNAVINST 4400.9D, OPNAVINST 4440.26A, OPNAVINST 4441.12D, OPNAVINST 4442.1H, and OPNAVINST 4700.7M. Develop and maintain Navywide policies and general supply procedures to support life cycle logistics.

   b. Act as the responsible agent for overall Department of the Navy (DON) item unique identification, and serve as the DON item unique identification program manager.

   c. Serve as Navy's enterprise lead for Defense Logistics Management Standards (DLMS). Coordinate and work with all DLMS relevant program offices to develop and maintain DLMS migration in alignment with the DLMS Office implementation strategy. Perform oversight for Navy's DLMS implementation by providing quarterly updates to CNO N4.

   d. Collaborate with other systems commands (SYSCOM) and stakeholders to integrate fully, logistics support procedures, tools, and standards to function as the Navy's Program Support Inventory Control Point. Program Support Inventory Control Point functions extend beyond materiel support decisions based on demand history and previous sales to include leveraging detailed system knowledge required to develop, design, and deliver optimal materiel support for naval operating forces.

   e. Provide life-cycle program support to Navy SYSCOMs, program executive offices, and program managers (PM) for assigned integrated product support elements. Provide integrated logistics support of new ship construction, repair, and modernization efforts. Develop and maintain technical instructions and procedural guidance for the integrated logistics overhauls and planned maintenance review processes per OPNAVINST 4400.10D.

   f. Provide materiel support for naval and allied surface ships, submarines, aircraft, and expeditionary forces per OPNAVINST 4000.57H, OPNAVINST 4440.26A, and OPNAVINST 4700.7M. Manage the Navy materiel supply chain for consumable and repairable items under COMNAVSUPSYSCOM cognizance. Serve as the Navy Working Capital Fund-Supply Management inventory accuracy officer. Administer policy for oversight, accountability and audit readiness compliance of activities holding Navy Working Capital Fund-Supply Management inventory. Ensure compliance with DoD and DON policies, protocols, and procedures. Develop and maintain Navy allowed inventory levels per OPNAVINST 4441.12D, OPNAVINST 4441.13B, and OPNAVINST 4442.5A.
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Enclosure (1)

3. Support Operational Forces and the Shore Establishment

a. Serve as a supporting command to Navy component, region, and operational commands for logistics planning and execution of theater security and contingency operations in coordination with the warfare enterprises. Maintain alignment between COMNAVSUPSYSCOM echelon 3 commands, regions, and installations per OPNAVINST 5450.339.

b. Provide supply support services for U.S. Navy vessels and operating forces, including integrated logistics support, distance support, waterfront support, and workload ashore initiatives.
c. Serve as Navy’s technical authority for inventory management of conventional and non-nuclear ordnance for Navy and Marine Corps per OPNAVINST 5530.13C, OPNAVINST 8010.12G, OPNAVINST 8015.2C, and OPNAVINST 8026.2C. Provide life-cycle program logistics support to program executive offices and PMs for all conventional naval ordnance. Serve as the Navy’s demilitarization PM for conventional ammunition per OPNAVINST 4520.1C.

d. Manage and execute the Navy field contracting system. Perform oversight and review of all activities with COMNAVSUPSYSCOM-delegated contracting authority and other activities as directed by the Deputy Assistant Secretary of the Navy for Acquisition and Procurement (DASN(AP)) or higher-level authority.

e. Serve as DON lead for strategic sourcing and commodity management and provide change recommendations to DON on simplified acquisition procedures and related training.

f. Award and administer contracts in support of assigned logistics support functions. Execute contracting support for afloat, shore, and expeditionary forces. Provide supplies and services for contracting, acquisition, and contract administration support and expertise to the fleet, Navy shore commands, and other Navy customers for which no other contracting activity, office, or command is delegated contracting authority, or for Navy customers whose head of contracting activity has delegated procurement authority to COMNAVSUPSYSCOM.

g. Provide a regional structure to support contracting operations consistent with assigned responsibilities in the Navy Marine Corps Acquisition Regulation Supplement to support operational contract support supporting functions, per OPNAVINST 3020.12.

h. Provide husbanding services for naval and allied forces. Provide acquisition and contracting procedures and oversight for all husbanding service provider procurements, per OPNAVINST 4400.11.

i. Provide logistics support services, operations, and management of bulk petroleum, oil, and lubricants for afloat and ashore naval, joint, and multinational forces.

j. Serve as the service control point for all DON activities for bulk petroleum, oil, and lubricants and monitor the operational compliance of capitalized bulk fuel tanks per OPNAVINST 4020.15P and OPNAVINST 4020.27. Coordinate requirements, technical issues, and supply actions with military units and DLA.

k. Serve as the Navy’s lead organization with technical and management authority and accountability for all logistics support functions associated with pollution prevention and hazardous material control and minimization programs, including regional Consolidated Hazardous Material Reutilization and Inventory Management Program implementation and operations ashore, per OPNAVINST M-5090.1 of September 2019.
1. Manage Navy transportation and distribution per OPNAVINST 4600.24E, OPNAVINST 4600.26A, OPNAVINST 4610.8H, OPNAVINST 4614.1H, OPNAVINST 4630.25E, OPNAVINST 4630.26B, OPNAVINST 4650.15C, and OPNAVINST 4680.1B. Manage execution of Navy cargo, mail, personal property, and passenger transportation, consistent with the responsibilities assigned to the CNO. Manage the service-wide transportation account, including formulation of the budget and monitoring of program funds execution, and serve as the Navy’s transportation account code coordinator. Serve as designated lead for Navy’s management of DoD activity address codes, per SECNAVINST 5400.48.

m. Develop and issue Navy passenger transportation operating procedures for use by all Navy transportation offices. Oversee commercial and government passenger transportation operations, providing support and guidance to Navy passenger transportation offices, air terminals, echelon 2 commands, and all lower echelon commands and activities. Provide a lead quality assurance evaluator to oversee the commercial travel services vendor, and provide funding for the Navy’s defense travel services contract. Serve as Navy’s PM for the Defense Travel System.

n. Establish and implement Project Handclasp procedures consistent with applicable laws, regulations, and DoD humanitarian assistance policies. Provide general direction of daily activities, temporary storage, and materiel movement, per OPNAVINST 5726.3E.

o. Coordinate regional transportation and distribution services, and provide guidance on the management of materiel processing centers for Navy working capital fund assets.

p. Provide life-cycle management of material handling equipment per OPNAVINST 4460.1B.

q. Provide liaison support for the fleets pertaining to all issues related to Class VIII (medical) materiel managed by DLA.

4. Support Sailors and their Families

a. Serve as the technical rating sponsor for logistics specialists (LS) and provide guidance and oversight for LS training.

b. Administer the Navy Personal Property Program per OPNAVINST 4610.8H. Serve as the Navy representative on DoD and joint service boards involving personal property issues and policies.

c. Administer Navy’s official and personal mail programs per OPNAVINST 5112.6F and OPNAVINST 5218.7D. Act as the lead activity for the Navy’s official and personal mail programs; serve as the single point of contact with the Military Postal Service Agency on official and personal mail matters and with the Headquarters, United States Postal Service on official and personal mail operational matters.
d. Serve as the corporate food service headquarters for Navy policy development and oversight in support of Navy general messes afloat and ashore per DoD Instruction 1338.10 of 9 September 2012. Ensure standard, supportable, cost effective, and healthy menu options are provided while positively impacting Sailor quality of life through food safety and security, nutritional balance, and product variety. Serve as the culinary specialist technical rating sponsor, and provide guidance and oversight for culinary specialist training. Serve as Navy’s veterinary service executive agent to the DoD.

e. Manage the Navy Presentation Silver Program per OPNAVINST 4001.3A.

f. Serve as the program management office responsible for life cycle management, fiscal training, and fleet assistance for Navy stored value cards and associated IT capabilities. Serve as technical advisor for the personnel specialist rating for disbursing training related issues to include Navy program management of Deployable Disbursing System.

g. Support Navy’s uniform and general purpose organizational clothing requirements by conducting textile research, development, testing, and evaluation per OPNAVINST 5450.331A. Update supply publications with procedures and controls for the management of leather flight jackets to include proper distribution oversight, procurement, and management of on-hand stock, issues, and disposition per OPNAVINST 10126.4E.

h. Provide program management for Navy Exchanges and lodges per OPNAVINST 5450.331A. Oversee the management and technical operations of the Navy Ships’ Store Program and Navy’s personal (unofficial) telecommunications. Serve as the technical rating sponsor for ship’s servicemen eventually transitioning to retail specialists and provide guidance and oversight for ship’s servicemen and retail specialists training.

i. Serve as a member of the MWR and NEX Board of Directors per OPNAVINST 1700.13C.

5. **Other Responsibilities**

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

b. Provide support to the Navy’s International Programs Office and follow-on case management for U.S. Navy Security Assistance Program throughout the foreign military sales case life cycle.

c. Support, as required, COMNAVSUPSOM’s dual-hatted role as Chief of Supply Corps.
d. Serve as technical sponsor for supply corps officers and provide guidance and oversight for supply corps officer training.