



DEPARTMENT OF THE NAVY

NAVAL WEAPONS STATION YORKTOWN  
P.O. DRAWER 160  
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 5450.1J  
01

13 Jun 01

WPNSTA YORKTOWN INSTRUCTION 5450.1J

Subj: NAVAL WEAPONS STATION YORKTOWN ORGANIZATION MANUAL

Encl: (1) WPNSTA Yorktown Organization Manual

1. Purpose. To officially reissue the Naval Weapons Station (WPNSTA) Yorktown Organization Manual.
2. Cancellation. WPNSTA YORKTOWNINST 5450.1H.
3. Background. Enclosure (1) is the official organization chart and functional statements of the WPNSTA Yorktown. The manual includes the approved mission, organizational structure, and assigned authorities, responsibilities, and functions.
4. Scope. This instruction is applicable to all organizational units of WPNSTA Yorktown.

5. Action

a. Division and staff office heads will:

(1) Maintain an effective and efficient organization to successfully accomplish their organization's mission.

(2) Maintain up-to-date organization data.

(3) Submit any proposed organizational changes to the Executive Officer for processing as described above.

  
K. L. SKUDIN

Distribution:  
(WPNSTA YORKTOWNINST 5216.2X)  
List I and II (Case A)

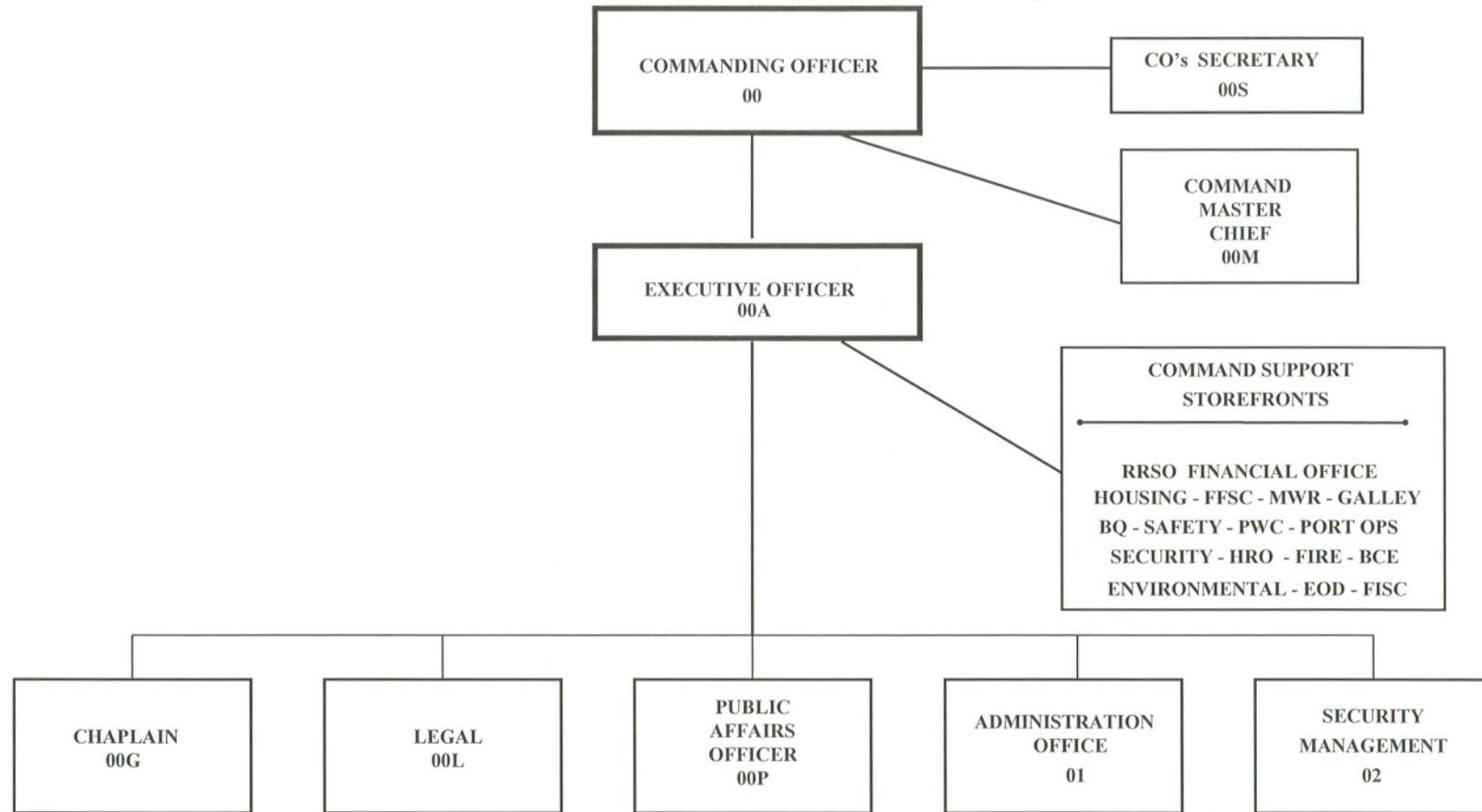


WPNSTA YORKTOWNINST 5450.1J  
13 Jun 01

# NAVAL WEAPONS STATION YORKTOWN

## ORGANIZATION MANUAL

# NWS YORKTOWN ORGANIZATIONAL STRUCTURE



DATE:	APPROVED:  K. L. SKUDIN, CAPT, USN Commanding Officer	COMMANDER ATLANTIC FLEET	NAVAL WEAPONS STATION Yorktown, Virginia
			TITLE OF ACTIVITY

13 Jun 01

## SPECIAL ASSISTANTS

Chaplain - Code 00G. Serves as the principal advisor to the Commanding Officer on religious and moral matters. Provides ministry and facilitates the free exercise of religion for all members of the naval service, their dependents, and other authorized persons through the Command Religious Program. Assists the Station in planning, programming, and budgeting activities which support the Command Religious Program. Administers the Command Religious Offering Fund. Provides or facilitates religious ministries as requested by commanding officers of military units aboard the Naval Weapons Station Yorktown/Cheatham Annex; U.S. Coast Guard Reserve Training Center (USCG RTC), Yorktown; and Supervisor of Shipbuilding, Conversion, and Repair (SUPSHIP), Newport News.

Office of Legal Counsel - Code 00L. Provides legal advice to the Command on environmental compliance, procurement law, Freedom of Information Act, Privacy Act, government ethics and standards of conduct, and other issues requested. Serves as legal representative for the Command before federal and state courts. Provides legal support for the Station's military. Provides legal assistance for Powers of Attorney, military justice, and claims. Controls all incident and complaint reports and assists with Freedom of Information Act (FOIA) and Privacy Act issues. Conducts all JAGMAN investigations and offers sexual assault intervention training.

Command Master Chief - Code 00M. Serves as the senior enlisted manager; supervises and coordinates enlisted activities which affect enlisted personnel of the Station as a whole. Maintains liaison, as appropriate, with the host command in support of this Station or with tenant activities which may be supported by this Station. Serves as a direct link between the Commanding Officer and the enlisted members of WPNSTA Yorktown and assists him in assuring the highest standards of conduct, morale, and general appearance. Assists the Command Duty Officer, department heads, and the Command Master at Arms as may be necessary in the performance of their duties on enlisted personnel matters involving enlisted members of the Station as a whole. Collateral duties include, serving as Command Master Chief for the Atlantic Ordnance Command and Detachments at Sewells Point and Oceana with a military manpower totaling approximately 220 personnel.

Public Affairs Office - Code 00P. Conducts external and internal public affairs programs. Plans and executes the public information, internal information, and government and community relations programs of WPNSTA Yorktown. Assesses the informational needs of the internal and external audiences; disseminates information about local commands and tenant organizations; responds to requests, issues press releases, and maintains friendly relations with the news media. Coordinates town, county, and state government matters of Navy concern and works with community organizations on joint Navy/community projects. Maintains liaison with local communities on matters affecting the Station. Provides Station briefings and coordinates orientation visits of the Station by personnel of other government agencies, private organizations, and foreign nations. Coordinates ships' dependent cruises to/from the Station. Edits and publishes the Station newspaper, "The Booster." Coordinates, compiles, and maintains Command History for WPNSTA Yorktown.

13 Jun 01

Administrative Division - Code 01. Provides administrative support services for the Station military and civilian personnel. Provides administrative support services including, but not limited to, processing incoming and outgoing correspondence, command support, security clearance support, classified information control, publication management services, directives, issuance management and report control, overseas screening and emergency medical TAD. Provides TAD travel coordination and services for military personnel. Processes military fitness reports/evaluations and promotion documents. Prepares and publishes the Plan of the Week. Maintains central files of command correspondence and case files of command directives. Provides training for the command on correspondence/FITREPs/Evaluations. Arranges for and documents the delivery of awards, medals, and letters of commendation and appreciation to command military personnel. Manages the Station's paperwork efforts to include review and control of correspondence, messages, classified information, and technical documents. Provides classified and unclassified message support services for departments, staff assistants, and tenants. Receives, downloads, disseminates and transmits all incoming and outgoing classified/unclassified message traffic for Naval Weapons Station Yorktown and supported tenants. Maintains General Message File (GMF). Installs and provides training for the following programs, Message Text Format Editor (MTF), Message Traffic Viewer (MTV), and Distributes Plain Language Address Verification System (DPVS). Provides management analysis and planning services for organizational staffing and manpower review, and position management. Responsible for Station organization and mission, functions, and tasking programs including maintenance of organization manual. Responsible for manpower management, civilian and military manning for the Station including preparation of staffing plan. Performs position management, organization, and manpower utilization studies. Provides management analysis and planning services for organizational staffing and manpower review, and Command Inspection (IG) coordination. Administers manpower and organizational planning for the Station. Develops and maintains all Station Inter/Intraservice Support Agreements (ISAs). Functions as the point of contact with COMNAVREG MIDLANT on all ISA coordination, policy, and procedures. Acts as POC for Commercial Activities Program (CA) and program development for COMNAVREG MIDLANT including development of most efficient organization (MEO) performance work statements (PWS), requests for cost comparisons, proposals, quality assurance surveillance plans and works special projects as directed by the Commanding Officer and Executive Officer. Coordinates budget for Naval Weapons Station Yorktown Installation Commander (IC). Examines Station policies and programs with respect to effective and efficient use of manpower, facilities, equipment, material, organization, mission, and tasks and recommends changes. Plans and directs a continuing review of overall Station operations to keep the Commanding Officer advised of performance trends and impact of changing workload, new tasks, or programs on the Station as a whole. Provides a continuing program of management analysis for the Station. Maintains liaison with CINCLANTFLT, COMNAVREG MIDLANT, and other agencies. Has technical and administrative responsibility for Station present and future requirements for personnel, facilities, support equipment, and funding. Functions as the Station's position management officer. Manages the Alcohol and Drug Abuse Prevention and Control Program for the Station. Provides station official mail manager responsibilities and services as Official Mail Officer for the station and tenant commands.

Security Management Office - Code 02. Advises the Commanding Officer and other management personnel on all IIP security matters. Develops, interprets, implements, and monitors IIP security policies, programs, and procedures for WPNSTA Yorktown and various tenant activities. Develops, publishes, and monitors enforcement of IIP security regulations and requirements. Manages the Information and Personnel Security Programs and carries out the duties of Command Security Manager. Processes personnel security investigations and requests for security clearances. Grants interim clearance, access, and maintains security files. Coordinates and conducts security audits, inspections, and surveys. Conducts, coordinates, and monitors inquiries concerning possible security breaches. Manages the accounting and control of classified information. Monitors the overall protection of classified material, ensuring compliance with written regulations. Manages the Industrial Security Program and acts as Contracting Officer's Representative (COR). Reviews classified contracts. Completes and signs the Contract Security Classification Form DD-254. Administers the Facility Access Determination (FAD) Program. Advises the AIS Security Officer on the information security aspects of the AIS Security Program. Conducts initial and annual security training and develops curriculum for employee security training for WPNSTA Yorktown and various tenant activities. Advises in determining suitability of personnel for employment. Provides guidance and assistance in the determination of position sensitivity. The Command Security Manager is also designated the Site Security Manager for the WPNSTA Yorktown Military ID Lab and oversees the issuance of military IDs and data inputs into the DEERS data base.