



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 5450.36A
09M
23 DEC 2003

SPAWAR INSTRUCTION 5450.36A

From: Commander, Space and Naval Warfare System Command

Subj: MISSION, FUNCTIONS, AND TASKS OF THE SPACE AND NAVAL
WARFARE SYSTEMS COMMAND INFORMATION TECHNOLOGY CENTER
(SPAWARINFOTEHCEN)

Ref: (a) OPNAVNOTE 5450 of 20 Nov 00

Encl: (1) Tasks and Functions of SPAWARINFOTEHCEN New Orleans,
LA w/three attachments

1. Purpose. To publish the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTEHCEN), New Orleans' mission, functions and tasks and the functions and tasks for its four detachments (see enclosure (1)).

2. Cancellation. SPAWARINST 5450.36.

3. Mission. To deliver full life cycle support for integrated information management and information technology solutions and to perform such other functions and tasks as may be directed by higher authority.

4. Command. SPAWARINFOTEHCEN is an echelon III command assigned to the Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM) with four detachments, (SPAWARINFOTEHCEN Detachment Millington, Tennessee; Norfolk, Virginia; San Diego, California; and Washington D.C.).

5. Regional Area Coordinator (RAC). SPAWARINFOTEHCEN is subject to the RAC authority of Commander, Naval Reserve Force, New Orleans, Louisiana.

6. Action. In accomplishing the assigned mission, SPAWARINFOTEHCEN will ensure performance of the functions and tasks in enclosure (1).

/s/
K. D. SLAGHT

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Distribution:

SPAWAR List 4

SPAWARINFOTEHCEN New Orleans, LA
SPAWARINFOTEHCEN DET Washington, D.C.
SPAWARINFOTEHCEN DET Millington, TN
SPAWARINFOTEHCEN DET Norfolk, VA
SPAWARINFOTEHCEN DET San Diego, CA

TASKS AND FUNCTIONS OF SPAWARINFOTEHCEN NEW ORLEANS LA

1. Mission. To deliver full life cycle support for integrated information management and information technology solutions and to perform such other functions and tasks as may be directed by higher authority.

2. Functions. Under COMSPAWARSYSCOM, SPAWARINFOTEHCEN will:

a. Provide DoD customers, primarily the military community, effective and cost-efficient technical solutions supporting business needs including, but not limited to, the functional areas of manpower, personnel, training, pay, and homeland security.

b. Provide acquisition support to active Navy and Naval Reserve manpower and personnel business systems to include, but not limited to, systems engineering, procurement, installation, end-to-end testing, system documentation, contracting, and program management, planning and budgeting.

c. Provide operations and maintenance support to active Navy and Naval Reserve manpower and personnel business systems to include, but not limited to, in-service engineering activities, configuration management, help desk services, technical assists, and site operational support.

d. Provide system migration support to active Navy and Naval Reserve manpower and personnel business systems in support ongoing reduction and elimination of redundant data and business systems.

3. Tasks

a. Establish an organizational infrastructure that supports the efficient and effective use of the workforce.

b. Sustain a continually improving workforce with the skills, competencies, and attributes required to effectively manage and support the business.

c. Use best business processes and practices to produce products and services that promote product and service excellence and demonstrate affordability and value.

**FUNCTIONS AND TASKS OF SPAWARINFOTECHCEN DET
WASHINGTON, D.C.**

1. Functions. Under SPAWARINFOTECHCEN, SPAWARINFOTECHCEN DET Washington will

a. Provide operations and maintenance support to active Navy manpower and personnel business systems to include, but not limited to, in-service engineering activities, configuration management, help desk services, technical assists, and site operational support.

b. Provide on-site Customer Relationship Management support between the SPAWARINFOTECHCEN and BUPERS and its subordinate commands.

2. Tasks

a. Establish an organizational infrastructure that supports the efficient and effective use of the workforce.

b. Sustain a continually improving workforce with the skills, competencies, and attributes required to effectively manage and support the business.

c. Use best business processes and practices to produce products and services that promote product and service excellence and demonstrate affordability and value.

3. Area Coordination. SPAWARINFOTECHCEN DET Washington, D.C. is subject to the RAC authority of the Chief of Naval Operations.

**TASKS AND FUNCTIONS OF SPAWARINFOTEHCEN DETS NORFOLK,
VA AND SAN DIEGO, CA**

1. Functions. Under SPAWARINFOTEHCEN, and with support of other offices, bureaus, and field commands SPAWARINFOTEHCEN Detachments Norfolk, Virginia and San Diego, California, as Waterfront Support Groups (WSG), will:

a. Provide worldwide, rapid response to the Navy Standard Integrated Personnel System (NSIPS)-related pay/personnel processing problems.

b. Conduct functional testing and shipboard implementation of initial and upgraded versions of existing pay/personnel programs.

c. Maintain permanent training sites to provide initial and follow-on training to fleet personnel regarding use and maintenance of the Navy pay and personnel system. The WSG is an extension of the Customer Service Center (CSC) at SPAWARINFOTEHCEN New Orleans that provides 24x7x365 helpdesk support for the Navy.

2. Tasks

a. Establish an organizational infrastructure that supports the efficient and effective use of the workforce.

b. Sustain a continually improving workforce with the skills, competencies, and attributes required to effectively manage and support the business.

c. Use best business processes and practices to produce products and services that promote product and service excellence and demonstrate affordability and value.

3. Area Coordination

a. SPAWARINFOTEHCEN DET Norfolk, VA is subject to the RAC authority of COMNAVREG MIDLANT Norfolk, VA.

b. SPAWARINFOTEHCEN DET San Diego, CA is subject to the RAC of the Commander, Navy Region Southwest San Diego, CA

**TASKS AND FUNCTIONS OF SPAWARINFOTECHCEN DET
MILLINGTON, TN**

1. Functions. Under the SPAWARINFOTECHCEN and with support of Bureau of Naval Personnel (BUPERS), Navy Personnel Command, Navy Manpower Analysis Center, and other offices, bureaus, and field commands, SPAWARINFOTECHCEN DET Millington, TN will:

a. Provide operations and maintenance support to active Navy manpower business systems to include, but not limited to, in-service engineering activities, configuration management, help desk services, technical assists, and site operational support.

b. Provide on-site Customer Relationship Management support between the SPAWARINFOTECHCEN and BUPERS and its subordinate commands.

2. Tasks

a. Establish an organizational infrastructure that supports the efficient and effective use of the workforce.

b. Sustain a continually improving workforce with the skills, competencies, and attributes required to effectively manage and support the business.

c. Use best business processes and practices to produce products and services that promote product and service excellence and demonstrate affordability and value.

3. Area Coordination. SPAWARINFOTECHCEN DET Millington, Tennessee is subject to the RAC authority of the NAVSUPACT MID SOUTH MILLINGTON, Tennessee.