

Draft
Authorization Letter Template

4720
Ser
Date

From: Program Executive Officer,

Subj: USS _____ (Hull #) FY__ (Type of Availability) Authorization Letter

Ref: (a) OPNAV Overhaul Schedule Request (TP 1 Report) dated _____
(b) Fleet Modernization Program (FMP) Manual, SL720-AA-MAN-010
(c) PEO() ltr 4720 Ser PEO() Ser 02-xx of xx YYY xx
(d) NAVSEAINST 4710.8, Cost and Performance Reporting for all Ship Availabilities of 3,000 Mandays and Larger
(e) NAVSEAINST 4720.6A, Preliminary and Final Cost Estimates by Industrial Activities for Ship Alterations
(More references may be added as appropriate)

Encl: (1) Authorized Title “K” Ship Alterations (SHIPALTS) for USS _____ (Hull #) FY__ (Type of Avail)

(2) **All** other non-TYCOM funded types of Alterations and Configuration Changes Authorized for this availability:

- (a) Combat System ORDALTS (O/A).
 - (b) Engineering Change (EC)
 - (c) Field Changes (FC)
 - (d) Alteration Equivalent to Repair (AER)
 - (e) Machinery Alteration (MACHALTs)
 - (f) Title “KP” Alterations - Installation via Forces Afloat or AIT
 - (g) Alterations to be installed via Alteration Installation Teams
- (Other enclosures can be added as needed)**

(3) Planned alterations not authorized for installation

1. Authorization. In accordance with references (a) and (b), USS _____ (Hull #) is scheduled to undergo a (List Type of Availability) from ____date_____ to ____date_____.

2. Planning. The following are planning and execution activities for this availability:

- a) Planning Yard:
- b) Planning Activity:
- c) Administrative Contracting Officer:
- d) Integrated Logistics Support (ILS) Certification Coordinator
- e) Other activities as appropriate
- f) Procurement Contracting Officer

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g) Naval Supervising Activity

3. Authorized Work: Enclosure (1) provides the Title “K” Ship Alterations that are authorized for installation during this availability. Enclosure (2) provides the other alterations and configuration changes that are authorized for installation during this availability. This letter supersedes the alteration programming information provided by reference (c). Type Commander alterations and repair work will be authorized separately. Enclosure (3) provided the planned but not authorized for accomplishment alterations. The inclusion of these alterations in enclosure (3) does not constitute approval by PEO (XXX).

4. Funding: This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding documents in support of this letter release funds and authorize commencement of effort.

5. Material Support: NDE-NM provides the current Long Lead Time Material (LLTM) data for all authorized Shipalts. A planning goal set by PEO(XXX) is 100% receipt of NDE-NM material by Start of Availability (SOA). (Provide direction to the appropriate activities as to how to handle various types of material.)

6. Reports and Estimates: The initial planning estimate and final review estimate will be due by the start of availability minus xxx months (A-X) and minus xxx months (A-X) respectively. References (d) and (e) will be used as guidance on content and format.

7. Activity Responsibilities:

a. Planning Yard Responsibilities: (Provide direction to the Planning Yard re shipchecks, SIDs, Estimated Weight and Moment Reports, etc.)

b. Planning Activity Responsibilities:

c. NSA Responsibilities:

d. TYCOM Responsibilities:

e. Alteration Installation Team (AIT) Responsibilities:

f. USS _____ (Hull #) Responsibilities:

Notify SPM, TYCOM Type Desk Officer, the NSA, the SHAPEC, ISEA, and the Planning Yard of any shipboard conditions that deviate from alteration information in enclosures. If applicable, state briefly which alterations are completed, or if partially completed, what work has been done.

Report to SPM, TYCOM Type Desk Officer, the NSA, the SHAPEC and the Planning Yard of any alterations not completed during the availability.

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Inform the SPM, TYCOM Type Desk Officer, the NSA, the SHAPEC and the Planning Yard upon satisfactory completion of any alteration not completed during the availability.

8. Changes to the list of authorized Shipalts: All changes to the list of authorized alterations promulgated by this letter will be made via NDE-NM. PEO(XXX) will modify NDE-NM to reflect changes in authorized alterations and an e-mail will be delivered.

9. Points of Contact: The Ship Program Manager is _____, Code _____, Phone _____, email _____. The Material Coordinator is _____, Code _____, Phone _____, email _____. The Logistics Manager is _____, Code _____, Phone _____, email _____.

By direction

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Contractors ____