



**DEPARTMENT OF THE NAVY**  
NAVY CRANE CENTER  
NAVAL FACILITIES ENGINEERING COMMAND  
NORFOLK NAVAL SHIPYARD, BUILDING 491  
PORTSMOUTH, VIRGINIA 23709-5000.

IN REPLY REFER TO

NAVCRANECENINST 11450.1D  
14 August 2025

NAVCRANECEN INSTRUCTION 11450.1D

From: Director, Navy Crane Center

Subj: ACQUISITION OF DEPARTMENT OF THE NAVY SHORE BASED WEIGHT  
HANDLING EQUIPMENT

Ref: (a) SECNAVINST 11260.2B, Department of the Navy Weight Handling Program for  
Shore Activities  
(b) NAVFAC P-307, Weight Handling Program Management  
(c) NAVCRANECEN Instruction 11450.2, Design of Navy Shore Weight Handling  
Equipment  
(d) Unified Facilities Guide Specification 41 22 13.55, Bridge Cranes, Under Running,  
Aircraft Hangar  
(e) Crane Manufacturers Association of America Specification No. 70  
(f) Crane Manufacturers Association of America Specification No. 74  
(g) ANSI/MMA MH27.1, Specifications for Patented Track Underhung Cranes and  
Monorail Systems

1. Purpose: This document establishes acquisition policy for shore-based weight handling  
equipment (WHE) at Navy and Marine Corps activities as authorized by reference (a).

2. Cancellation: This document cancels NAVCRANECEN Instruction 11450.1C in its entirety.

3. Background: Reference (a) assigns to the Commander, Naval Facilities Engineering Systems  
Command (NAVFAC) responsibility for all matters pertaining to the Department of Navy's  
(DON) weight handling program at Navy and Marine Corps shore activities. Reference (a)  
further states that these responsibilities shall be accomplished through Navy Crane Center  
(NAVCRANECEN) reporting directly to the Commander, NAVFAC. In accordance with  
reference (a), NAVCRANECEN is responsible for establishing acquisition policy, acquiring  
WHE in accordance with set policy, and assisting in programming for cranes for Navy and  
Marine Corps shore activities.

Reference (b) requires activities to, at a minimum, develop a crane replacement and  
modernization plan for category 1 and 2 cranes and critical category 3 cranes, utilizing Appendix  
G in reference (b) to determine projected lives of cranes.

All NAVCRANECEN acquisition procurement and assist services are performed on a fully  
burdened cost reimbursable basis.

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4. Department of Navy Shore-Based WHE Acquisition Policy: This instruction applies to WHE purchased for and assigned to the DON shore establishment. Except for exclusions noted in paragraph 9 or for replacement of an existing packaged hoist as noted in paragraph 8.e, NAVCRANECEN is the required Procuring Contract Office for procurement or overhaul (see Note 1) of the following WHE:

- a. Portal, hammerhead, rubber-tired gantry, container, floating, or tower cranes, mobile boat hoists, non-rubber-tired mobile harbor cranes, or derricks.
- b. Overhead traveling, gantry, wall, jib, pillar, and pillar jib cranes, monorails, davits and hoists with rated capacities greater than 40,000 pounds.
- c. Power-telescoping or articulating boom cranes of any capacity and any mounting other than mobile cranes or vehicle mounted articulating cranes.
- d. Any capacity overhead traveling, gantry, wall, jib, pillar, stacker, and pillar jib cranes, davits, monorails, winches used for vertical lifting, and hoists, including portable powered hoists, used in any of the following applications:
  - i. Handling of ordnance.
  - ii. Handling of molten metals.
  - iii. Special Purpose Service (SPS) as defined in NAVSEA Publication 0989-030-7000.
  - iv. "Hazardous (Classified) Locations" as defined in NFPA 70 National Electrical Code (See Note 2).
  - v. Precision handling operations requiring synchronized lifting capability (e.g., a capability or situation when two or more cranes or two or more hoists on one crane are electrically and/or mechanically interconnected to perform a simultaneous lift).

### Notes:

1. Overhaul, for the purpose of determining the required Procuring Contract Office, is defined as renovation, modernization, or alteration directly affecting multiple major WHE components or systems and involving more than one engineering discipline (electrical, mechanical, structural, etc.). Overhauls performed in-house (not contracted), utilizing activity labor may be performed utilizing the crane alteration requirements of reference (b) without requiring a NAVCRANECEN waiver. The design requirements of reference (c) shall be followed.

2. Overhead traveling cranes in aircraft hangars requiring only the minimum hazardous protections identified in reference (d), having a capacity less than 20,000 pounds, with travel (bridge and trolley) speeds under 160 feet per minute, and being procured as part of a new facility do not require NAVCRANECEN procurement. These cranes shall be self-procured utilizing reference (d).

5. Initiation of NAVCRANECEN Procurement Services: The schedule and required documentation to initiate a NAVCRANECEN procurement is as follows:

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- a. For cranes not associated with the construction or overhaul of a facility, NCC Form 23-002 (Request for Procurement Services) shall be completed and submitted for all WHE for which NAVCRANECEN is the required Procuring Contract Office (see paragraph 4) including waivers (see paragraph 6). This form can be found on the NAVCRANECEN website (<https://ncc.navfac.navy.mil>) and should be submitted no later than two years prior to project award.
  - b. For cranes being procured as part of a facility or facility overhaul, NCC Form 23-001 (Weight Handling Equipment Planning Checklist) shall be completed during Budget Project Readiness Index (PRI) (Navy) or PRI #1 (Marines) for all WHE being procured as part of a military construction (MILCON) project, regardless of whether NAVCRANECEN will be the contracting office. This form can be found on the NAVCRANECEN website (<https://ncc.navfac.navy.mil>).
  - c. For those cranes where NAVCRANECEN is the required Procuring Contract Office for procurement or overhaul, activities shall make notifications to NAVCRANECEN a minimum of three years prior to project award, except for portal crane procurements, which require notification four years prior to award. Project requests initiated within one year of the requested award date shall be accompanied by an official letter from the Commanding Officer for the requirements activity detailing the urgency for the project award, impact if not awarded, the WHE need date, and details of the associated operations the WHE is required for. The ability to execute projects is based primarily on the existing workload and cannot be guaranteed; therefore, early communication from activities on procurement needs is highly encouraged.
6. NAVCRANECEN Waiver Process: DON shore activities may request a waiver, on a case-by-case basis, from the requirement that NAVCRANECEN procure WHE listed in paragraph 4. The following actions constitute the waiver request process:
- a. For WHE not part of a new facility or a facility overhaul:
    - i. Submit NCC Form 23-002 (Request for Procurement Services) and indicate that a waiver is desired in the description of services requested. The request shall include: a description, location, and intended use of the WHE; the justification for requesting a waiver; the method of procurement; the name of the procuring organization; the process for having the WHE certified; and a point of contact (POC) concerning operational/technical issues.
  - b. For WHE being procured in coordination with a new facility or facility renovation:
    - i. Submit NCC Form 23-001 (Weight Handling Equipment Checklist) and indicate that a waiver is desired from NAVCRANECEN.
    - ii. Due to complexities with competing contracts, for WHE being procured in coordination with a new facility or facility renovation, NAVCRANECEN

may require WHE listed in paragraph 4 to be procured with the construction contract.

- c. NAVCRANECEN will contact the POC to discuss NAVCRANECEN's role in the procurement including reviewing or preparing the specification, reviewing the submittals, and/or being on-site for the acceptance test.
- d. NAVCRANECEN will respond either by approving or denying the waiver.
- e. For approved waivers, a waiver agreement detailing the conditions of the waiver and delineating the responsibilities of both the requesting organization and of NAVCRANECEN will be signed by both NAVCRANECEN and the cognizant contracting command. This agreement will be provided to the commanding officer of the requesting activity via official correspondence.

7. NAVCRANECEN Procurement Process: The following are the prerequisites for WHE procurement, and the typical services provided in a NAVCRANECEN procurement.

- a. The following prerequisites and considerations are necessary to ensure the appropriate coordination with NAVCRANECEN, facility interfaces, and other activities are accomplished in preparation for new WHE procurements:
  - i. For existing WHE replacements, a runway rail survey demonstrating compliance with the applicable reference (reference (e), reference (f), or reference (g)) conducted in the previous five years is required to be provided at least three months prior to WHE solicitation release.
  - ii. For runway rails where realignment to meet the applicable reference (reference (e), reference (f), or reference (g)) is impracticable, activities shall provide the most recent runway rail survey (conducted in the previous five years) with the NCC Form 23-002 (see paragraph 5.a) and include in the form the details addressing the impracticability of rail alignment. NAVCRANECEN will provide feedback to the activity on the feasibility of procuring new WHE with non-compliant rails.
  - iii. Ground loading information (endorsed by the cognizant facility authority) will be required in pre-award to support removal of existing WHE and/or installation of new WHE. The inability to provide this information or ground loading that would not reasonably support installation or removal of WHE may cause delay to the project, as this information is required to be provided at least three months prior to WHE solicitation release.
  - iv. NAVCRANECEN recommends that the facility interface drawings and information, ground loading information, and runway surveys, including those required by this section, be obtained prior to project initiation. NAVCRANECEN strongly encourages appropriate planning of funding

and engagement with the facility points of contacts as early as possible to not impact WHE procurements.

- b. NAVCRANECEN typically performs the following services on a NAVCRANECEN WHE procurement and may perform some of these services on waiver and assist projects:
  - i. Confirm WHE scope of work, budget, and schedule. An initial site visit to document existing conditions is usually required.
  - ii. Prepare a project charter, acquisition strategy, and other pre-solicitation documents.
  - iii. Prepare the solicitation documents for the WHE.
  - iv. Issue the solicitation.
  - v. Award the WHE contract action.
  - vi. Review the WHE submittals for compliance with the contract requirements.
  - vii. Witness the contractor-performed WHE shop tests when determined to be necessary.
  - viii. Provide on-site quality assurance during the removal, installation, inspection, and acceptance testing of the WHE, as needed.
  - ix. Ensure the WHE is certifiable in accordance with reference (b).
  - x. Accept the WHE on behalf of the government. NAVCRANECEN will coordinate with the local certifying official so the certifying official can use the NAVCRANECEN acceptance test to certify the WHE.
  - xi. Provide warranty support following crane acceptance.

Note: For new WHE where NAVCRANECEN is involved, NAVCRANECEN will provide the following to the facility designer: crane wheel loads (or hanger loads for underrunning crane systems), bumper forces, and electrical or pneumatic power requirements. NAVCRANECEN may participate in the facility design review process by reviewing facility submittals relating to the WHE and may attend coordination meetings as requested/required.

8. Self-Procurement of WHE: With the exception of applications listed in paragraph 4, Navy and Marine Corps shore activities may procure new or replacement WHE with capacities of 40,000 pounds or less. Contact NAVCRANECEN's Project Management Director at [nfsh\\_ncc\\_project\\_management@navy.mil](mailto:nfsh_ncc_project_management@navy.mil) to coordinate procurement assistance. The following stipulations apply:

- a. DON shore-based WHE shall conform to reference (c), regardless of the procuring organization affiliation. Reference (c) will also be updated to provide guidance for any allowable technical deviations for foreign cranes as they are determined.
- b. If Navy or Marine Corps shore activities self-procure WHE, NAVCRANECEN technical and/or quality assurance assistance may be available upon request on a

cost reimbursable basis, including reviews of specifications and associated crane designs.

- c. The applicable Unified Facilities Guide Specification (UFGS) shall be used to prepare any solicitation documents that include WHE. UFGSs are located at <http://www.wbdg.org>. After tailoring for specific projects, the final specification shall contain all applicable requirements of reference (c). If a UFGS is not available for the type of WHE being procured, the activity shall coordinate with NAVCRANECEN to obtain an appropriate specification. This may be on a cost reimbursable basis
- d. The procuring organization shall ensure WHE is certified by the local certifying official in accordance with reference (b) before being placed in operation. A Crane Alteration Request to document compliance with Crane Safety Advisory 121A shall be submitted to and approved by NAVCRANECEN for all newly procured microprocessor-controlled cranes prior to initial certification in accordance with reference (c).
- e. Package hoist/trolley units (as defined by reference (c)) not performing operations in paragraph 4.d. may be replaced via Standing Crane Alteration Requests (CARs). Replacements that meet all the requirements of the applicable Standing CAR may be submitted via local CAR to NAVCRANECEN. Package hoist/trolley unit replacements that do not comply with all of the requirements of the Standing CAR or that perform any of the operations in paragraph 4.d shall be submitted to NAVCRANECEN for approval via CAR. Reference (b) provides additional guidance on the use of Standing CARs and CARs. CARs for replacement of package hoist/trolley units that perform any of the operations of paragraph 4.d. shall indicate which specialized application is applicable in the CAR.

9. Exclusions: This instruction excludes the following:

- a. Civil Engineering Support Equipment (CESE) mobile cranes, including mobile harbor cranes operating on rubber tires procured through Naval Facilities Engineering and Expeditionary Warfare Center (See Notes 1, 2). NAVCRANECEN shall be informed of all mobile harbor crane procurements.
- b. Naval Supply Systems Command (NAVSUP) mobile cargo cranes (shore based up to 30,000 pounds capacity and shipboard of any capacity) under the cognizance of NAVSUP Weapon Systems Support. (See Notes 1,2)
- c. WHE or Airborne Weapons Support Equipment provided as Intermediate Maintenance Requirements List equipment managed by the Naval Air Systems Command. (See Note 2)
- d. Rigging gear and miscellaneous equipment addressed in paragraph 14.1.1 of reference (b), except powered cranes and powered hoists for the applications

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noted in paragraph 4.d. Powered hoists, as noted in paragraph 1.3.1 of reference (b), used exclusively in a single location for at least six months or greater are required to be classified as category 2 or 3 cranes and, therefore, are not exempt per this paragraph alone.

- e. Hoists and cranes contained within servicing units, and Weapon Engineering Center (WEC) hoists under Strategic Systems Programs Ordnance Data program criteria.

## Notes:

1. Contracts for CESE mobile cranes and NAVSUP mobile cargo cranes shall require the contractor, at the receiving activity's option, to either:

- i. Be on site (or on call at the activity's option) to witness the activity's condition inspection and load test in accordance with reference (b), or
- ii. Perform a complete condition inspection and load test in accordance with reference (b) at the contractor's facility prior to shipment.

In either case, the contractor shall provide a representative to perform a receipt inspection and initial set up of the crane after delivery to the activity.

NAVCRANECEN assistance is available for this inspection and testing.

2. All DON shore based mobile cranes shall comply with the requirements of reference (c) regardless of the procuring agency.

  
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