



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVY REGIONAL MAINTENANCE CENTER  
9170 SECOND STREET, SUITE 245  
NORFOLK, VA 23511-2325

CNRMCIINST 4710.1B  
Code 300  
21 Feb 14

CNRMCI INSTRUCTION 4710.1B

From: Commander, Navy Regional Maintenance Center

Subj: REQUIREMENTS FOR REPORTING READINESS TO START OF  
SURFACE SHIP MAINTENANCE AVAILABILITIES

Ref: (a) COMUSFLTFORCOMINST 4790.3  
(b) CNRMCIINST 4700.5  
(c) CNRMCIINST 4790.10

Encl: (1) CNO Availability RTS Letter (Example)  
(2) CNO Availability RTS Quad Chart (Example)  
(3) Format for CNO Availability RTS Naval Message

1. Purpose. To promulgate revised guidance for reporting Readiness to Start (RTS) of Surface Ship Chief of Naval Operations (CNO) and other high interest maintenance availabilities. This instruction augments reference (a). References (b) and (c) provide further guidance and clarification.

2. Cancellation. CNRMCIINST 4710.1A.

3. Background. This revision provides updated Naval Sea Systems Command (NAVSEA) and administrative policy for Regional Maintenance Centers (RMC) to report baseline cost and schedule parameters for Surface Ships maintenance availabilities prior to actual start of work.

4. Policy. This instruction is applicable to all RMCs acting as Naval Supervising Activity (NSA) for all CNO availabilities and other maintenance availabilities as directed by CNRMCI.

**NOTE:** Requirements and policy of this instruction are not related to the Surface Ship Critical Systems RTS review requirements of reference (b).

5. Reporting Requirements

a. Readiness to Start (RTS) Brief



(1) RMCs will prepare a RTS brief for all assigned CNO availabilities. The RTS brief is an executive-level summary that should reflect the overall assessment of the availability cost and schedule.

(2) The RTS brief will be a package that consists of the following:

(a) CNO Availability RTS letter

(b) CNO Availability RTS quad chart

(3) The RTS letter shall be prepared in the format of enclosure (1) by the reporting RMC. Categories in the letter shall include the following:

(a) Availability risk assessment. Provide the overall assessment of risk (contracting, material port loading, etc., as appropriated) and target (or actual) definitization/award date.

(b) Purpose. Availability type, current dates, NSA, Lead Maintenance Activity (LMA).

(c) Background. Last CNO avail type and date. Contract strategy for this CNO avail (Firm Fixed Priced (FFP), Multi-Ship/Multi-Option (MSMO), etc.)

(d) Cost. If cost is considered HIGH Risk, provide sufficient detail to communicate the risk, including the results of previous mitigations, and any new mitigation strategies or actions. If the cost risk is not considered "high", provide a general overview of the current cost status.

(e) Schedule. If schedule is considered "HIGH Risk" provide sufficient detail to communicate the risk, including the results of previous mitigations, and any new mitigation strategies or actions. If the schedule risk is not considered "high", provide a general overview of the current schedule status.

(f) Summary/Conclusion and Point of contact.

(g) Availability risk assessment and mitigations are required for all high risk areas in accordance with reference (c), except as previously identified in paragraph (d) and (e).



(4) The RTS quad chart shall be prepared in the format of enclosure (2) by the reporting RMC. The quad chart shall include the following sections:

(a) Key events / Execution milestones. The listed milestones and events shall be, but not limited to, those in accordance with reference (a), Volume II, Part I, Chapter 3.

(b) Critical Path Work (TYCOM and Program Office)

(c) Funding (TYCOM and Program Office)

(d) Risk areas with green, yellow, and red risk consequence ratings in accordance with reference (c).

(e) List issues considered YELLOW or RED under appropriate category.

(5) RMCs will submit the RTS brief (RTS letter and quad chart) to CNRMC at A-30. The submission of the RTS brief will correspond with RMC bi-weekly planning meetings to CNRMC.

b. CNO Availability Readiness to Start (RTS) Naval Message

(1) The CNO Availability RTS naval message shall be prepared and released by the reporting RMC no later than A-30 in accordance with reference (a) for all assigned CNO availabilities.

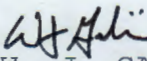
(2) The RTS naval message shall be prepared in the format of enclosure (3).

**NOTE:** The CNO Availability RTS message is not related to Surface Ship Critical Systems RTS Review requirement of reference (b).

(3) NSA assessment of availability risk shall be included in the naval message in accordance with reference (c).

(4) CNRMC shall be included as an addressee on all CNO Availability RTS naval messages.

6. Action. RMCs shall implement use of these revised reporting actions no later than March 1<sup>st</sup>, 2014.

  
W. J. GALINIS

Distribution:

NSSA; SWRMC; SERMC

NAVSHIPYD & IMF Puget Sound WA; NAVSHIPYD & IMF Pearl Harbor HI

Copy to:

OPNAV (N4, N43, N43B)

COMUSFLTFORCOM (N43)

COMPACFLT (N4, N43, N43A)

COMNAVSEASYSOM (SEA 00, 04, 05)

COMNAVSURFLANT (N43)

COMNAVSURFPAC (N43)

COMNAVAIRLANT (N43)

COMNAVAIRPAC (N43)

COMSUBFOR (N43)

COMSUBPAC (N43)

NAVSHIPYD Norfolk

NAVSHIPYD Portsmouth

NAVSHIPREPFAC & Japan RMC Yokosuka JA



Assessment of Availability Risk Letter (Example)

4790  
Ser 00/126  
29 Jan 14

From: Commanding Officer, Southwest Regional Maintenance Center  
To: Commander, Navy Regional Maintenance Center

Subj: A-30 ASSESSMENT OF AVAILABILITY RISK FOR USS ALWAYS  
SAIL (FFG 90) FY14 SELECTED RESTRICTED AVAILABILITY

Ref: (a) COMUSFLTFORCOMINST 4790.3  
(b) NAVSEAINST 4790.28  
(c) CNRMCIINST 4790.10

1. Availability Risk Assessment. Southwest Regional Maintenance Center (SWRMC) considers this availability **"HIGH"** risk due to not being definitized and to the substantial alteration package, including the historically challenging Consolidated Afloat Networks and Enterprise Services (CANES) installation. An undefinitized contract action was issued on December 30, 2013 to mitigate impacts from definitizing late; target definitization date is February 14, 2014.

2. Purpose. As required by references (a) through (c), this letter contains an evaluation of the availability execution risks associated with USS ALWAYS SAIL FY14 SRA scheduled for February 28, 2014 through June 30, 2014. Southwest Regional Maintenance Center is the Naval Supervisory Authority (NSA). BAES is the Lead Maintenance Activity.

3. Background. This SRA will be the first CNO availability for USS ALWAYS SAIL since the Drydock Selected Restricted Availability (DSRA) that ended in April 2012. There are seventy six (76) alterations in the Letter of Authorization (LOA) along with TYCOM repair package. Type Commander (TYCOM) initially requested a controls reduction from \$59M to \$35M, and an extension to the availability end date based upon contractor evaluation of proposed work package. Subsequently, the TYCOM controls were reduced to \$35M and authorization to extend the availability to 24 October 2014 from the original date of 10 September 2014 was received on 13 September 2013.



Subj: A-30 ASSESSMENT OF AVAILABILITY RISK FOR USS ALWAYS  
SAIL (FFG 90) FY14 SELECTED RESTRICTED AVAILABILITY

4. Cost. Southwest Regional Maintenance Center assesses the cost risk as **"HIGH"**. This availability is not yet definitized at A-5. The total controls for this availability are \$60M. TYCOM controls are \$35M and Naval Sea Systems Command (NAVSEA) alterations controls are \$25M. The workload forecast for this availability is 92,307 man-days. SWRMC requested growth and new work controls of 12% vice 20%, which was approved by COMSUBPAC. Table 1 outlines the funding status of this availability.

**Table 1 - Availability Funding Status**

<b>USS ALWAYS SAIL (FFG-90) TYCOM Budget</b>	<b>FY14 (M)</b>	<b>FYxx (M)</b>
Current Funds Available	\$35.0	
Current Work Package Estimate (IGE) or Definitized cost	\$34.8	
Anticipated definitized cost	\$	
GFM/LLTM (current FY)	\$	
FIFO and other non-LMA TYCOM work	\$0.4	
HAB (HENL/BENL)	\$	
Other non-LMA TYCOM work	\$	
Fee Reserve (Award & Incentive)	\$3.1	
Growth/New Work (12%)	\$4.2	
AWR(s) & Work Spec(s) that will be added to package (Estimate)	\$ .5	
Total TYCOM Funding Required	\$43.0	
<b>TYCOM Funding Shortfall as of 2/20/13</b>	<b>-\$8M</b>	
<b>Program Office modernization funding required</b>	<b>\$25.0</b>	
<b>Program Office modernization funding received</b>	<b>\$25.0</b>	

**MITIGATION:** An Undefined Contract Action (UCA) was issued to the contractor (BAES) on 30 December 2013 to continue with availability execution preparations. Availability was pushed into Navy Maintenance Database (NMD) execution on 29 January 2014 to support generating Requests for Contract Change (RCCs) and receiving Condition Found Reports (CFRs). The process of entering NMD execution normally occurs at definitization A-35. Final corrections and pricing are due to the government by 29 January 2014. Definitization will occur NLT 14 February 2014 pending final data submitted by 29 January 2014. Maintenance Team (MT) requested \$8M controls increase to support definitization of entire work package. Funding controls were increased by \$8M to \$43M on 28 January 2014. Upon definitization, cost risk reduces to **"MEDIUM"**.



Subj: A-30 ASSESSMENT OF AVAILABILITY RISK FOR USS ALWAYS  
SAIL (FFG 90) FY14 SELECTED RESTRICTED AVAILABILITY

5. Schedule. SWRMC assesses the schedule risk as "**MEDIUM**". Although an initial concern, the current SPAWAR Plan of Action and Milestones (POA&M) for Installation of SA-78753K (PEOC4I NMT AN/WSC-9(V)1) indicates a production timeline of 70 days. This will support completion of System Operation Verification Test (SOVT) by avail end date and all parties are committed to complete the install and SOVT inside the availability dates. The work package presents challenges due to the extensive modernization/alteration package concurrent with the TYCOM repair package.

6. Availability Dates. Table 2 contains the availability dates.

**Table 2 - Original/Established SRA Dates**

USS ALWAYS SAIL (FFG-90) SRA	Original Milestones	Revised Milestones
CNO Start Date	28FEB14	N/A
Docking Date	N/A	N/A
Undocking Date	N/A	N/A
CNO End Date	30JUN14	N/A
Total Weeks	16 Weeks (122 days)	N/A

7. Summary and Conclusion. Based on the known scope of work, SWRMC has determined that the current work package is "**HIGH**" risk and is executable within the current availability dates at the requested TYCOM controls provided definitization occurs by 14 February 2014. Risk will reduce to "**MEDIUM**" upon definitization. This assessment of risk is driven by the discussions in this letter.

8. Point of Contact. Point of contact xxxx xxxxx, Code 321, USS ALWAYS SAIL (FFG 90) Project Manager (PM), at (xxx) xxx-xxxx, or [xxxx.xxxxx@navy.mil](mailto:xxxx.xxxxx@navy.mil).

JOHN D. DOE

Copy to:  
OPNAV (N43/N6)  
COMUSFLTFORCOM (N3/N43/N6)  
COMPACFLT (N3/N43/N6)

CNRMCIINST 4710.1B  
21 Feb 14

Subj: A-30 ASSESSMENT OF AVAILABILITY RISK FOR USS ALWAYS  
SAIL (FFG 90) FY14 SELECTED RESTRICTED AVAILABILITY

COMNAVSEASYSOM (02/04/05/05D/05H/21)  
COMNAVSURFLANT (N00/N3/N43/N6)  
COMNAVSURFPAC (N00/N3/N43/N6)  
SURFMEPP 00  
NAVSEA (PMS 400F/PMS 470  
PEO IWS  
PEO C4I  
ISIC  
CNRMCI Code 300  
NAVSEA (02/04/05/05D/05H/21)  
SPAWARSYSOM FRD  
XXRMC C100/C300/  
USS XXXXXXXX (XXXXXXX) Project Manager  
USS XXXXXXXX (XXXXXXX) Port Engineer  
USS XXXXXXXX (XXXXXXX)



CNO Availability RTS Quad Chart (Example)



**Readiness to Start (RTS) Quad Chart**  
**USS SHIP (DDG xx) (NSA xxxxx / LMA xxxxx)**  
Avail Type(SRA/PMA) DD/MM/YY – DD/MM/YY (Avail Duration xx days)



➤ **Key Events/Execution Milestones**

Milestone	Original
Crew Move Ashore Complete	
Docking	
Undocking	
CSSE PCD	
Habitability Work Complete	
ALO	
Crew Move Aboard Complete	
Main Space PCD	
LOA	
Dock Trials	
Fast Cruise	
Sea Trials	

➤ **Risk Areas**

Funding	Duration	Work Package	Modernization	Workload
---------	----------	--------------	---------------	----------

- ☐ Contracting Status / Issues
- ☐ Modernization (Fleet & Program Office) Risks
- ☐ CMP Risk areas
- ☐ TYCOM New Work
- ☐ Resources (Manpower, Port Loading)

➤ **Funding**

	TYCOM (\$K)	NAVSEA (\$K)	OTHER (\$K)	TOTAL (\$K)
Controls				
Required				
Requested				
Received				
Obligated				

➤ **Critical Path Work (TYCOM & Program Office)**

- ☐ TYCOM
- ☐ Program Office

Readiness-to-Start: G/Y/R

Projected Avail Exec: G/Y/R

RTS Brief date



21 Feb 14

**Format for CNO Availability RTS Naval Message**

RMKS/1. [RMC] REPORTS ITS READINESS TO START THE [SHIP NAME AND HULL NUMBER] FY[YY] [TYPE AVAILABILITY] AS FOLLOWS:

2. USS [SHIP] IS HOME PORTED AT [LOCATION] AND AVAILABILITY IS BEING EXECUTED AT [LOCATION]. [CONTRACTOR] IS CONDUCTING THE AVAILABILITY AND IS LEAD MAINTENANCE ACTIVITY. SCHEDULE AND FINANCIAL DATA CONTAINED WITHIN IS CURRENT AS OF [DDMMYY].

3. AVAILABILITY DATES:

A. CNO: START/FINISH - [DDMMYY] TO [DDMMYY] DURATION [IN DAYS OR MONTHS]

B. ORIGINAL CONTRACT: START/FINISH - [DDMMYY] TO [DDMMYY] DURATION [IN DAYS OR MONTHS]

C. CURRENT: START/FINISH - [DDMMYY] TO [DDMMYY] DURATION [IN DAYS OR MONTHS]

D. RMC ESTIMATES: START/FINISH - [DDMMYY] TO [DDMMYY] Duration [in Days or Months]

4. KEY EVENTS AND MILESTONES:

A. KEY EVENTS [MINIMUM KEY EVENTS. OTHERS AS APPLICABLE.] [REQUIRING WORK CERTIFICATION BY THE NSA CHENG/TWH]

(1) UNDOCKING (UD) [as applicable] DDMMYY

(2) ENGINEERING PLANT PRODUCTION COMPLETION DATE (PCD) DDMMYY

(3) COMBAT SYSTEMS PCD (CSPCD) or AEGIS LIGHT OFF (ALO) [as applicable] DDMMYY

(4) DOCK TRIALS (DT) DDMMYY

(5) FAST CRUISE (FC) DDMMYY

(6) SEA TRIALS (ST) DDMMYY

(7) AVAILABILITY COMPLETE (AC) [NSA certification complete] DDMMYY

B. MILESTONES [OTHERS AS APPLICABLE].

(1) START AVAILABILITY

(2) CREW MOVE ASHORE DDMMYY

(3) 50 PERCENT CONFERENCE DDMMYY

(4) FIREMAIN LIGHT-OFF DDMMYY

(5) FUEL SHIP START DDMMYY

(6) CREW MOVE ABOARD DDMMYY

(7) KTR END DDMMYY

(8) CNO AVAIL END DDMMYY

5. CRITICAL PATH

A. CRITICAL PATH TO PRODUCTION COMPLETION DATE/AVAILABILITY COMPLETION IS:

[LIST ALL]

6. FUNDING SUMMARY:

A. REQUIRED FUNDING:

TYCOM K\$ [####]

NAVSEA K\$ [####]

OTHER K\$ [####]

TOTAL K\$ [####]

Enclosure (3)



- B. REQUESTED:  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- C. RECEIVED:  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- D. OBLIGATED:  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
7. CURRENT FINANCIAL DATA:
- A. GOVERNMENT ESTIMATES;  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- B. AWARD PRICE/BASE COST:  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- C. FEE AWARD, BASE FIXED, IF APPLICABLE:  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- D. NEW WORK (RMC ESTIMATES)  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- E. GROWTH (RMC ESTIMATES)  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]
- F. GFM  
TYCOM K\$ [####]  
NAVSEA K\$ [####]  
OTHER K\$ [####]  
TOTAL K\$ [####]



- G. BERTHING AND MESSING
  - TYCOM K\$ [####]
  - NAVSEA K\$ [####]
  - OTHER K\$ [####]
  - TOTAL K\$ [####]
- H. BOATS:
  - TYCOM K\$ [####]
  - NAVSEA K\$ [####]
  - OTHER K\$ [####]
  - TOTAL K\$ [####]
- I. OTHER ITEMS (NOT IN THE AWARD PRICE BUT MAY IMPACT PEC)
  - TYCOM K\$ [####]
  - NAVSEA K\$ [####]
  - OTHER K\$ [####]
  - TOTAL K\$ [####]
- J. TOTAL PEC:
  - TYCOM K\$ [####]
  - NAVSEA K\$ [####]
  - OTHER K\$ [####]
  - TOTAL K\$ [####]
- 8. SHIP ALTERATIONS:
  - A. ASSIGNED TO CONTRACTOR:
    - (1) QUANTITY MD [####]
    - TOTAL LABOR K\$ [####]
    - TOTAL NON-LABOR K\$ [####]
    - PEC K\$ [####]
  - B. ASSIGNED TO AIT:
    - (1) QUANTITY MD [####]
    - TOTAL LABOR K\$ [####]
    - TOTAL NON-LABOR K\$ [####]
    - PEC K\$ [####]
- 9. GOVERNMENT FURNISHED MATERIAL (GFM) IN JEOPARDY: [NONE/ OR DETAILS]
- 10. SPECIFICATIONS (DESIGN)
  - A. DRAWINGS: [Status: ALL DRAWINGS RECEIVED/ MISSING XXX]
  - B. GFI (INCLUDES TEST PACKAGES): [STATUS; ALL GFI RECEIVED/ MISSING XXXX]
- 11. NSA SUMMARY
  - A. NSA RISK ASSESSMENT SUMMARY TO COST AND SCHEDULE (High risk areas)
  - B. STATUS OF MASTER INTEGRATED SCHEDULE
  - C. RESOURCING SUMMARY- STATUS OF PROJECT TEAM
    - (1) RMC CAPABILITY AND CAPACITY
    - (2) PORT LOADING
  - D. DEFINITIZATION DATE

BT/