



## Surface Maintenance Engineering Planning Program

# Strategic Plan 2015 - 2017

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# **SURFMEPP Strategic Plan 2015 - 2017**

## **About SURFMEPP**

The Surface Maintenance Engineering Planning Program (SURFMEPP) is an echelon three command that reports to the Deputy Commander Surface Warfare, SEA21, Naval Sea Systems Command (NAVSEA). The command is comprised of approximately 240 personnel led by a Commanding Officer supported by Civil Service personnel and contractor technical support staff and is headquartered at Norfolk Naval Shipyard in Portsmouth, VA. SURFMEPP maintains detachments located in Norfolk, VA; Mayport, FL; Pearl Harbor, HI; Yokosuka, Japan; Sasebo, Japan; Everett, WA; San Diego, CA; Manama, Bahrain and Rota, Spain.

### **Our Mission**

We provide centralized surface ship life cycle maintenance engineering, class maintenance and modernization planning, and management of maintenance strategies.

### **Our Vision**

We are the nation's team accountable for surface ship life cycle maintenance engineering.

- We defend surface ship maintenance requirements that are aligned and responsive to OPNAV, Fleet, and NAVSEA priorities.
- We execute engineered life cycle analysis in support of Navy leadership decisions that impact both readiness and attainment of Expected Service Life (ESL).
- We ensure validated maintenance requirements are programmed and planned for execution.
- We will remain the conscience of surface navy maintenance.
- We will remain a world-class employer of choice that fosters an environment of innovative thinking, collaboration, and work life balance.

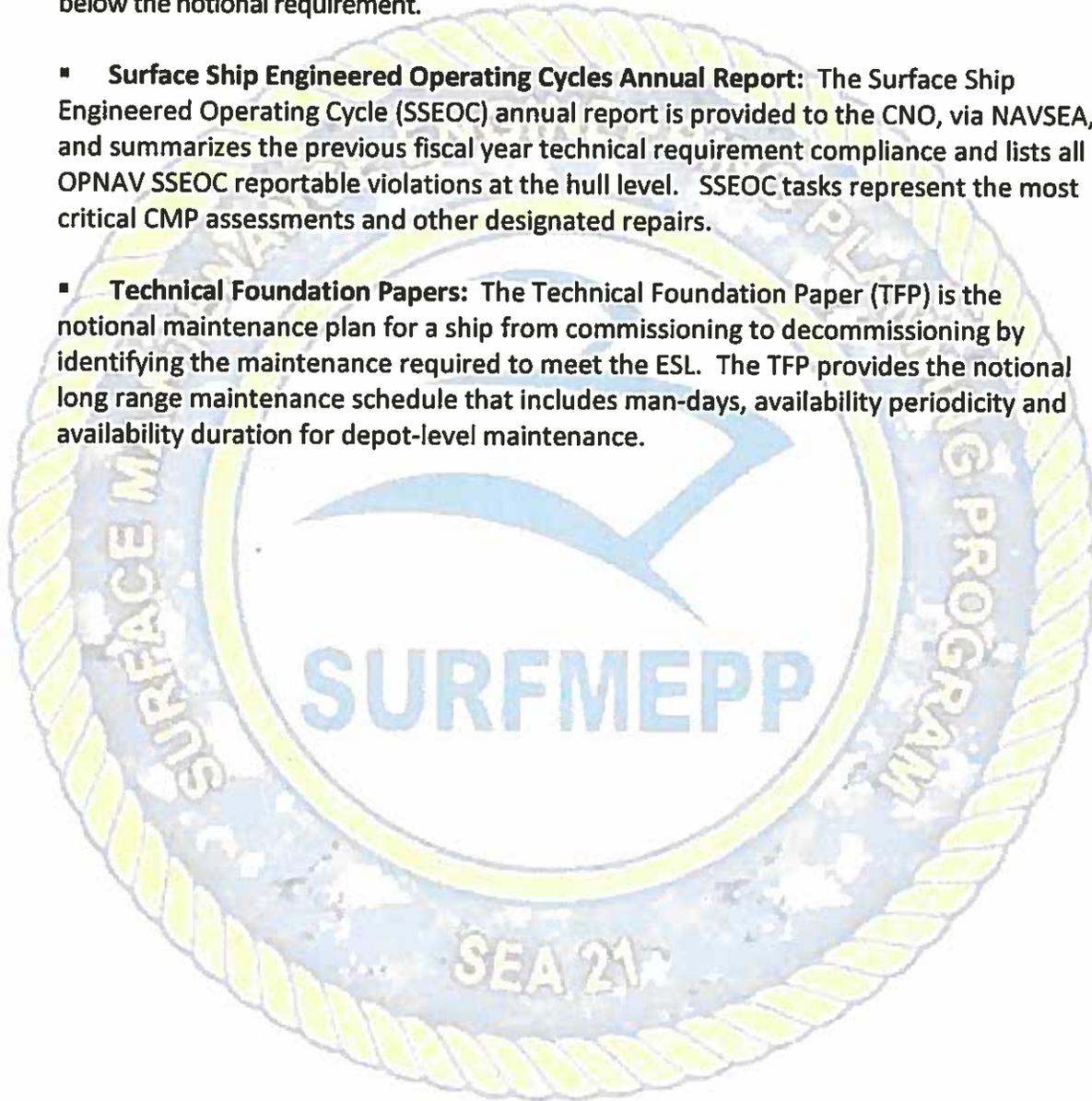
## Our Product Areas

We manage the long-term maintenance requirements of surface ships with the following products:

- **Availability Analysis Study:** These written analyses are completed when an availability is proposed for cancellation or a shift beyond the technical or OPNAV programmed periodicity. A detailed review of maintenance history, current ship's health and technical requirements is conducted to determine the risk associated with the availability proposal. The study is provided to the Type Commander (TYCOM) and Fleet staffs with notification to the Ship Design Manager (SDM).
- **Baseline Availability Work Package (BAWP):** A BAWP consists of the repair, assessment, modernization and service tasks to support the Fleet Response Plan (FRP) maintenance cycle for each ship.
- **Change Management Documentation:** Deferral letters serve as the instrument to provide technical review and adjudication of mandatory technical requirements that have been requested, by the TYCOM, for deferral to a subsequent FRP maintenance cycle. The review determines the risk of deferral and provides a recommendation to the SDM and Technical Warrant Holder.
- **Class Maintenance Plan (CMP):** The CMP contains the repair and assessment tasks that are required to be performed for a class of ships in support of life cycle maintenance and material readiness.
- **Chief of Naval Operations (CNO) Availability Completion Study:** The study is a review of the financial and technical requirements of a completed availability. The cost data and work items are reviewed to identify growth and new work to support future resourcing and planning of depot-level maintenance. The cost information is collated to validate that departure costs are correctly aligned to the original work item with corrections fed back into various historical maintenance databases.
- **Long Range Tank Planning Report (TPR):** The TPR is a tank and void planning tool that provides a real-time comparison of the data recorded in Corrosion Control Information Management System (CCIMS) and the data loaded into the Navy Maintenance Material Management (3M) system. The TPR serves as a key planning tool for numerous SURFMEPP departments and divisions by offering planned tank and void next due dates, assessment results, and links to photographic evidence of degraded tank conditions.
- **Master Specification Catalog:** The Master Specification Catalog (MSC) is the repository of all Class Standard Work Templates (CSWT), Standard Work Templates and associated Independent Government Estimates. Templates are used by Ship Repair activities to execute contracted depot-level maintenance. Use of the MSC promotes

standardization and planning product reuse to reduce costs and increase quality of contracted work. SURFMEPP is designated as the MSC Maintenance Office and is responsible for the review and approval of all MSC changes.

- **Ship Sheet:** The Ship Sheet documents labor and material cost associated with each ship's CNO availability maintenance requirements. It is developed by comparing the current condition of the ship against the TFP to determine required adjustments above or below the notional requirement.
- **Surface Ship Engineered Operating Cycles Annual Report:** The Surface Ship Engineered Operating Cycle (SSEOC) annual report is provided to the CNO, via NAVSEA, and summarizes the previous fiscal year technical requirement compliance and lists all OPNAV SSEOC reportable violations at the hull level. SSEOC tasks represent the most critical CMP assessments and other designated repairs.
- **Technical Foundation Papers:** The Technical Foundation Paper (TFP) is the notional maintenance plan for a ship from commissioning to decommissioning by identifying the maintenance required to meet the ESL. The TFP provides the notional long range maintenance schedule that includes man-days, availability periodicity and availability duration for depot-level maintenance.



## **Strategic Focus Areas and Initiatives**

### **Optimize organizational structure, policies and processes**

- Improve our organizational governance through effective internal processes and procedures. Inspect, review, and validate the effectiveness of organizational processes, procedures, and controls, mitigating risk through conformity with higher authority orders and policies.
- Develop workforce capability across the spectrum of operations by conducting a command-wide manpower assessment to ensure our core competencies are supported with a competency-based, mission-focused workforce.
- Develop an organizational quality assurance program that focuses on efficiency, effectiveness, and improving command processes.
- Maintain and refine a robust strategic plan with measurable goals. Ensure progress towards the command goals are broadcast to the workforce.
- Maintain cybersecurity awareness and integrate cybersecurity processes and procedures in all aspects of SURFMEPP business areas. Ensure personnel are trained in cybersecurity awareness.

### **Improve maintenance and modernization planning products**

- Improve the quality of the MSC by ensuring templates accurately reflect depot availability execution lessons learned, best practices, and reasonable “should” cost estimates.
- Continuously refine TFPs to conform to NAVSEA engineering standards and Fleet operational requirements.
- Identify SSEOC tasks within the CMP and develop a deferral process in support of the OPNAV SSEOC policy.
- Strengthen CMPs to address mission and life cycle critical maintenance concerns that impact Operational Availability (Ao) and ESL through a systematic engineering review. Promote directed maintenance strategies.
- Develop processes in support of the integration of availability maintenance and modernization.

**Enhance surface maintenance enterprise coordination and alignment to efficiently execute the End-to-End Process.**

- Codify the processes and assumptions supporting the stakeholder Availability Duration Scorecard. Identify metrics of effectiveness and iterative processes to minimize availability extensions.
- Establish and maintain discrete, sustainable metrics that objectively measure End-to-End (E2E) process variability to inform key decision makers, and promote stakeholder awareness.
- Effectively communicate the surface ship technical requirements through regular in-person meetings with maintenance stakeholders.
- Collaborate with OPNAV and TYCOM staffs to properly schedule CNO availabilities in a fiscally sound and technically rigorous way to ensure the achievement of ESL across the surface fleet.
- Provide on-site support in all fleet concentration areas to drive the timely execution of MTRs.
- Provide centralized Corrosion Management and development of the corrosion-related technical requirements. Manage and centralize all corrosion related data and objective quality evidence.
- Support the SEA21 Contracting Officer Representative (COR) in the oversight of national Third Party Planning contracts as the Alternate Contracting Officer Representative. Independently measure contractor performance and recommend performance incentives to SEA21. Promote the standardization of planning products used to execute the E2E process.
- Collaborate with Board of Inspection and Survey (INSURV) to validate effectiveness of CMP assessment task execution through review of objective quality evidence.

**Impact the judicious resourcing and execution of life cycle maintenance requirements.**

- Collaborate with stakeholders on Program Objective Memorandum (POM) initiatives and Class Strategic Plans to ensure platform wholeness in the requirements and budgeting process.
- Establish processes to support the programming, planning and execution of Mandatory Safety, and other program and Fleet alterations.
- Promote adherence to CSWTs by reviewing work specifications developed in support of life cycle maintenance.
- Identify CNO Availability lessons learned to mitigate growth and new work, evaluate CMP effectiveness, and validate the cost of depot-level maintenance for future TFP/Ship Sheet revision.

**Build, sustain, and empower a collaborative and innovative work culture.**

- Expand the command training program to encompass the workforce growth pillars; professional, technical and personal.
- Embrace flexible work hours and maximize our mission effectiveness with a sound telecommute program.
- Enhance the personnel development program to include Individual Development Plans, diversity, targeted disability, succession planning, intern and employee career goals.
- Promote the Employee Recognition Program to encourage personal and professional achievement in support of command goals.
- Foster a command climate that encourages employee development, creativity, and well-being to maintain SURFMEPP as a world class employer. Leverage best practices, employee feedback, and knowledge transfer to encourage and sustain a creative work environment.

  
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