DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO
NAVSEAINST 4790.11A
043D/BFJ
Ser 115
7 August 1978

NAVSEA INSTRUCTION 4790.11A

From: Commander, Naval Sea Systems Command

To: All Offices Reporting Directly to COMNAVSEA
Commander, Naval Ship Engineering Center
Distribution List

Subj: Policy and Procedural Guidelines for the Intra/Interservicing of Depot Level Maintenance Workloads

Ref: (a) NAVMATINST 4000.38 of 3 March 1975, Subj: Standard Integrated Support Management System (SISMS), Chapter 12
(b) NAVMATINST 4790.21 of 28 March 1974, Subj: Depot Level Equipment Maintenance Interservicing; Action to increase
(c) NAVMATINST 4860.16B of 18 November 1975, Subj: Use of Contractor and Government Resources for Maintenance of Material (RCS OPNAV 4860-3)
(d) NAVSEAINST 4105.1 of 22 July 1977, Subj: Integrated Logistics Support (ILS); policy, responsibilities and planning (A

Encl: (1) Duties and responsibilities of the Maintenance Interservice Coordinating Office (MICO)
(2) Ships Parts Control Center Depot Maintenance Interservice Functions for Repairable Components
(3) Intra/Interservice Support Cycle Procedures; NAVSEASYSCOM as Principal
(4) Intra/Interservice Support Cycle Procedures; NAVSEASYSCOM as Agent
(5) Format Instructions for Reporting Intra/Interservicing Actions

1. Purpose. To implement the requirements of references (a), (b), and (c), state Naval Sea Systems Command policies and set forth procedural guidelines for carrying out the Depot Maintenance Intra/Interservice Program.

2. Cancellation. NAVSEA Instruction 4790.11 of 23 February 1977 is hereby cancelled and superseded.

3. Scope. -This instruction applies to all systems, equipments, and components under the material responsibility of the Naval Sea Systems Command, which require depot level maintenance. Present equipments, as well as new items entering the Navy inventory, are included within the purview of this instruction.

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4. Exclusion. This instruction does not apply to items under the technical control of the Deputy Commander for Nuclear Propulsion (SEA 08).

5. Background

a. The area of intra/interservice depot level maintenance support has been a matter of interest and concern to the Office of the Secretary of Defense and to Congressional members for several years.

b. A general Accounting Office (GAO) report of 6 July 1973, entitled "Potential for Greater Consolidation of the Maintenance Workloads in the Military Services" stated in part: "Each military service has overemphasized developing its own maintenance capability rather than trying to use the other services' existing ones and ... consequently, they have extensively duplicated and thus underused maintenance facilities". As a result of the GAO criticism, the Joint Logistics Commanders (JLC) chartered a panel on Depot Maintenance Interservicing which was tasked to "Define the criteria for selection of items for maintenance interservicing and develop a means by which the JLC can implement the maximum practical amount of interservicing consistent with maintaining operational effectiveness of the individual services".

c. On 9 July 1974, the JLC approved the report of the Joint Commanders' panel on Depot Maintenance Interservicing.

d. The panel determined that an organization was required in each service, dedicated to the positive advocacy of interservicing, in order to facilitate and expand the use of depot maintenance interservicing as a viable means of supporting the services' operating forces. In accordance with reference (a), the interservicing network consists of the Maintenance Interservice Support Management Offices (MISMOs) located at U.S. Army Materiel Development and Readiness Command (DARCOM), Navy Material Command (NMC), Air Force Logistics Command (AFLC), Air Force Systems Command (AFSC), and U.S. Marine Corps (USMC), their related Maintenance Interservice Support Office (MISO) network located in the Naval Material Command at Naval Systems Commands, Naval Air Systems Command Representatives, the Aviation Supply Office, and the Ships Parts Control Center; in the Army Materiel Command at major subordinate commands and the Major Item Data Agency (MIDA); in the Air Force Logistics Command at Air Logistics Centers and Newark AFB; and in the Marine Corps at Headquarters Marine Corps. The network also includes Interservice Liaison Officers (ILOs) from the other services collocated with each of the MISMOs.

6. Policy

a. It is the policy of the Naval Sea Systems Command to utilize all the resources of the other services and systems commands for the accomplishment of depot level maintenance of material to the maximum extent practicable where this can be accomplished without impairment to Navy

material readiness. Depot level maintenance support will be provided to other services/systems commands at their request and/or upon the recommendations of appropriate coordinating groups when capability and capacity exist or can feasibly be made available without impairment to Navy material readiness.

(1) Recognizing that the criteria for intra/interservicing are based on the operational needs of each service, systems command, or their equivalents, each intra/interservice support arrangement must satisfy the operational readiness of the receiving service or command without detriment to the providing Service or Systems Command. Intra/interservicing should provide economies and acceptable response time for both the receiving and the providing Service or Systems Command. Some systems, subsystems, major end-items, components, and certain logistics functions, because of essential operational requirements unique to the using service, are not subject to interservicing. However, no system, subsystem, major end-item, component, or logistic function will be placed in a nonsusceptible-for-interservicing category without a critical review.

(2) When receiving intra/interservicing support from another command or service, NAVSEASYSCOM will retain the right to establish qualitative and quantitative requirements and determine the degree of risk to material support of operational readiness that is inherent in such an agreement.

(3) Where interservicing produces economic or response time benefits for one service, but causes an adverse impact on another service, the proposal will be carefully evaluated to show the benefits versus the impacts. Unresolved interservicing proposals will be brought to the attention of NAVSEASYSCOM (SEA 043) for appropriate action.

b. Formalized agreements for depot maintenance intra/interservicing will be prepared if (1) the work performed is of a continuing nature, or (2) the cost of repair exceeds $50,000 per year. Formal agreements between Navy activities (intraservicing) are not required when the item is managed, (R
repaired, and funded by a Navy Supply Systems Command Inventory Control Point (ICP).

c. Depot level maintenance support will be sought out and requested from other services/systems commands, under the following conditions:

(1) For New Starts; when a single service new system or equipment (R
is introduced into the DOD inventory which requires depot level repair involving additional DOD capital investment in hardware, software or facility modification of $100,000, or more; or when a change in the depot level repair requirements for an item existing in the DOD inventory which requires an additional capital investment of $100,000, or more; or when a jointly/commonly use/managed system/item, irrespective of capital investment, is introduced into the DOD inventory.

(2) For peak workloads, to preclude excessive procurement of depot support/test equipment;

(3) To consolidate declining workloads; or

(4) To consolidate existing multi-service workloads where economically and tactically feasible.

7. Responsibilities

a. Deputy Commander for Fleet Support (SEA 04). SEA 04 is assigned overall responsibility for the Depot Maintenance Intra/Interservice Support Program within the Naval Sea Systems Command.

R) b. Director, Industrial Maintenance Management Division (SEA 043). SEA 043 is responsible for implementation and administration of the Maintenance Management Interservice Program, and for nominating candidate "new starts", per enclosure (1), to the MISMO (NAVMAT 045M) for processing within the Intra/Interservice Network. Nominations are made with the concurrence of the cognizant project manager/functional code.

c. NAVSEA Maintenance Interservice Support Office (MISO) (SEA 043D). The NAVSEA MISO will be responsible for the following:

(1) Developing and maintaining expertise in DOD departmental, service, and command's intra/interservice policies, regulations, and directives;

(2) Interpreting and disseminating intra/interservice policies and procedures to all appropriate levels;

R) (3) In concert with the cognizant project manager/functional code, coordinating studies and investigations and making recommendations on potential intra/interservice areas including "new starts" as defined by Paragraph 5c of this instruction;

(4) Coordinating reviews of actual and potential facility capability, capacity, and material support, to include economic analyses to determine cost to attain facility support capability, prior to final interservice negotiations;

(5) Interpreting, utilizing, and actively supporting the Interservice Maintenance Interrogation System (ISMIS) and its products;

(6) Negotiating, preparing, implementing, and reviewing Depot Maintenance Intra/Interservice Support Agreements (DMISAs) in coordination with appropriate management code;

(7) Monitor and audit assigned intra/interservice programs;

(8) Participating in the isolation and resolution of program problem areas;

(9) Arranging participation of NAVSEA members in Maintenance Intra/Interservice Support Management Office (MISMO) seminars and any other work or study groups as directed;

(10) Maintaining intra/interservice liaison with other organizations, e.g., other MISOs, Maintenance Interservice Support Groups (MISGs), Inventory Control Points (ICPs), and other Governmental agencies;

(11) Ensuring implementation of depot level workloads emanating from MISGs as approved by the MISMO (MAT 045M); (R

(12) Preparing and submitting intra/interservice support reports as directed by the cognizant MISMO;

(13) Maintaining a complete file of NAVSEA depot maintenance intra/interservice agreements;

(14) Preparing a notification-of-termination document for those agreements being phased out;

(15) Participating in preparing phase-out plans to assure orderly assumption of MISG duties and responsibilities upon their termination; and

(16) Assigning acceptance numbers for agreements for which the MISO is the cognizant Agent.

d. Project Managers/Functional Codes. Project managers and functional codes will be responsible for the following:

(1) Providing assistance as appropriate in support of the Defense Maintenance Intra/Interservice Program; to include participation with the MISO (SEA 043D) in preparing, negotiating, implementing and reviewing Depot Maintenance Intra/Interservice Support Agreements (DMISAs).

(2) Providing NAVSEA (043) with a designated point of contact to serve as coordinator for maintenance intra/interservicing; and

(3) Taking the initiative in identifying all depot level repairable items to NAVSEA 043 for review for possible intra/interservice maintenance application. Integrated Logistics Support (ILS) procedures (reference (d)) should be used where possible to bring these items to NAVSEA 043's attention. (R

A) (4) Identifying "new starts" (as defined in paragraph 6c(1) of this instruction) to NAVSEA 043 as potential candidates for intra/interservicing when depot maintenance capability is required.

A) (5) Budgeting all funds as appropriate to reimburse industrial activities chosen for maintenance servicing of material under their cognizance including start-up and tooling costs.

e. Commanding Officers of Industrial Activities. Commanding Officers of industrial activities will be responsible for:

(1) Providing assistance as appropriate in support of the Defense Maintenance Intra/Interservice Program.

(2) Designating an individual to serve as the Maintenance Intra/Interservicing Coordinating Officer (MICO). Responsibilities of the MICO are as set forth in enclosure (1).

(3) Implementing NAVSEA approved DMISAs.

(4) Insuring that capability exists for the performance of a particular intra/interservice workload and that the capacity of the industrial activity for its accomplishment, in combination with an organic or in-house NAVSEA workload, is not exceeded.

f. Ships Parts Control Center (SPCC). The Ships Parts Control Center is responsible for Depot Maintenance Interservicing functions for repairable components covered by Depot Maintenance Interservice Support Agreements (DMISAs) as set forth in enclosure (2).

8. Intra/Interservicing Support Procedures. The general procedures for negotiation and approval of Depot Maintenance Intra/Interservicing Support Agreements (DMISAs) are set forth in enclosures (3) and (4). Enclosure (3) lists procedures to be followed when NAVSEA is the Princi-
R) pal (the activity and service requesting support); enclosure (5) lists procedures to be followed when NAVSEA is Agent (the activity and service providing support).

9. Reports

a. Activities of NAVSEASYSCOM engaged in depot maintenance intra/interservicing actions as Agent and/or Principal will provide quarterly reports to NAVSEA (SEA 043D). Reporting format and instructions are attached as enclosure (5).

b. Report symbol NAVMAT 4790-4 has been assigned to the Depot Maintenance Intra/Interservicing Report.

C. R. BRYAN

Distribution: (See page 7)

Distribution: (2 copies each)

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FKP7 NAVSHIPYD (PHILA CODE 1100 only)

SEA 09G62 (2)
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DUTIES AND RESPONSIBILITIES OF THE MAINTENANCE INTERSERVICE COORDINATING OFFICE (MICO)

1. Acts as the central point of contact within the industrial activity for all intra/interservice, maintenance support matters.

2. Coordinates the accomplishment of intra/interservice support within the industrial activity. Notifies NAVSEA MISO of problems encountered and action taken in carrying out agreements.

3. Assists in the preparation and negotiation of DMISA's affecting the activity. As requested, coordinates the development of data packages by the industrial activity showing capability/capacity to accomplish the repair of a particular equipment.

4. As requested, provides detailed data and information concerning the capability/capacity of the industrial activity to accomplish the workload associated with a data package received from another SYSCOM, military service.

5. Assures the presence, validity, and updating of required technical documentation in exhibits which are attachments to maintenance support agreements which involve action/participation by the industrial activity in either an Agent or Principal role.

6. Provides required reports and maintains a file thereof, concerning completed and projected accomplishment by the industrial activity of intra/interservice maintenance support workloads.

7. Establishes and maintains a file of all intra/interservice maintenance support agreements which involve action/participation by the industrial activity in either an Agent or Principal role. Maintains appropriate records such as manhours, labor, material, and unit costs.

SHIPS PARTS CONTROL CENTER (SPCC)
DEPOT MAINTENANCE INTERSERVICING FUNCTIONS

1. Develop/Provide Data on Depot Level Maintenance Interservicing Candidates

   a. Attend workshop/work group session to determine candidates and data requirements, as required.

   b. Develop inventory management data (inventory, repair requirements, costs, etc.) and provide to work groups.

   c. Attend work group sessions and advise/use data, as required by Naval Sea Systems Command.

2. Implement Depot Level Maintenance Decisions

   a. When NAVSEA is Agent, NAVSEA negotiates Depot Maintenance Intra/Interservice Support Agreements (DMISAs) - SPCC participates.*

      (1) Attend workshops with NAVSEA/Field Representatives to prepare for DMISA negotiations, as required.

      (2) Participate in DMISA negotiations, as required - (Primary area, assess material support aspects and take appropriate action for Navy cognizance material).

   *(SPCC's role is predominant when work is accomplished on an SPCC commercial contract)

   b. When NAVSEA is Principal.

      (1) Prepare proposed DMISA or data as requested by NAVSEA.

         (a) Determine production requirements/schedule.

         (b) Acquire maintenance specification from NAVSEA.

         (c) Acquire Operations and Maintenance, Navy (O&MN) funds from NAVSEA.

         (d) Provide copies of proposed DMISA to participants for review.

         (e) Coordinate scheduling of joint service meeting.

         (f) Participate in joint service meeting to finalize agreements, commitments to schedules and provide Navy lead as directed.

(g) As a result of meeting, take necessary actions to:

Obligate O&MN funds, Military Interdepartmental Purchase Request (MIPR).

Assign on-site SPCC Representative (if required).

Change Master Repairable Item List (MRIL).

(2) Maintenance of DMISA.

(a) Monitor Performance.

(b) Production Schedule Modifications (as required).

Identify Need.

Negotiate Change.

MIPR/Funds Allocation.

Certify Change.

(c) Attend periodic DMISA on-site review (at least annually).

(d) Perform annual/quarterly review and update actions.

(e) Maintain records of Production Performance (from an Inventory Management standpoint).

(f) Forecast O&MN Budget requirements and advise NAVSEA.

(g) Redistribution of carcasses.

(h) Input of assets and survey data into SPCC files for repairables at Agents repair site and repair costs.

3. Change Cataloging Data (When Navy is Principal Inventory Control Activity (PICA).

INTRA/INTERSERVICE SUPPORT CYCLE PROCEDURES
NAVSEASYSCOM AS PRINCIPAL

The NAVSEA program manager/functional code generates a requirement to the NAVSEA MISO for a depot maintenance intra/interservice agreement for all workloads which meet the criteria set forth in this instruction. After review, the NAVSEA MISO prepares a letter requesting the required support from the appropriate service or SYSCOM. This letter will identify the item requiring depot maintenance, state the rework specification, establish the quantity of material requiring work, and specify a desired delivery schedule.

Upon reply, the NAVSEA MISO, with the assistance of the manager/code, prepares a draft DMISA, in the format of Chapter 12 of reference (a), (SISMS manual), and forwards a draft copy to each of the designated representatives of the other service or SYSCOM. He then determines the dates and location of an intra/interservice negotiating conference.

The attendees at the negotiating conference will include representatives of the other service or SYSCOM, the manager/code representative, and the NAVSEA MISO. Wording and terms of the draft agreement will be discussed and agreed upon by the MISO's. (The intra/interservice conference may be omitted if so agreed by all interested parties.) Upon completion of the conference, the NAVSEA MISO will prepare the final DMISA based upon terms agreed to during the negotiating conference, coordinate final command review, and obtain the appropriate approval authority signatures in Section I of the DMISA.

NAVSEA MISO forwards the signed DMISA to the MISO office of the other service or SYSCOM for final review and signatures as Agent and approval authority in Section II of the DMISA. The other service or SYSCOM will reproduce and distribute the DMISA after all signatures have been affixed. Upon receipt of the final, signed DMISA, the NAVSEA manager/code representative will forward necessary funding documents to the other service or SYSCOM. Upon receipt of the necessary funding documents, the designated supporting depot of the other service or SYSCOM will perform the work in accordance with the terms of the DMISA.

INTRA/INTERSERVICE SUPPORT CYCLE PROCEDURES
NAVSEASYSCOM AS AGENT

Another service (Air Force, Army, or Marine Corps), or Navy SYSCOM generates a maintenance requirement which meets the criteria set forth in this instruction. If this requirement can best be met by maintenance intra/interservicing action, a Depot Maintenance Intra/Interservice Agreement (DMISA) must be developed for the work to be performed at a NAVSEA facility. The service or SYSCOM MISO requiring support will forward a letter request to NAVSEA (MISO). If the support request goes directly to an activity, that activity is to advise the NAVSEA MISO. This letter will identify the item requiring depot maintenance, the rework specification, establish the quantity of material requiring work, and specify a desired delivery schedule.

The NAVSEA MISO will review the request and coordinate the capability, capacity, and activity determination with the cognizant NAVSEA code. When the activity has been assigned by the cognizant code within NAVSEA, the NAVSEA MISO will forward all pertinent information to the activity selected to perform the work and inform the MISO office of the service or SYSCOM requesting the maintenance support of the assignment, and the activity point of contact.

The NAVSEA activity designated as the maintenance facility, with the assistance of the NAVSEA MISO, will then determine the location and dates for an intra/interservice negotiating conference. The other service or SYSCOM will prepare a draft DMISA for presentation at the conference.

The attendees at the intra/interservice negotiating conference will include representatives from the requesting service or SYSCOM, the NAVSEA MISO, and the NAVSEA activity selected to perform the work. The Principal (the requesting service or SYSCOM) will distribute copies of the draft DMISA to the negotiating conference attendees.

(In some cases, the intra/interservice negotiating conference may be omitted if so agreed by all interested parties.)

At the conclusion of the negotiating conference, the Principal will prepare the final DMISA, based upon the terms agreed to at the negotiating conference, and obtain necessary approval signatures as Principal in Section I of the DMISA. The DMISA, under a cover letter, is then to be forwarded via the NAVSEA activity for final review and endorsement to NAVSEA (MISO)

The NAVSEA MISO will coordinate the final NAVSEA command, review and obtain approval authority signatures in Section II. After final signatures, the NAVSEA MISO will reproduce and distribute the DMISA.

Upon receipt of the final approval DMISA, the appropriate office or activity of the other service of SYSCOM will forward necessary funding documents to the NAVSEA activity performing maintenance.

Upon receipt of funding documents, the NAVSEA activity will perform the work in accordance with the terms of the DMISA.

INSTRUCTIONS FOR COMPLETING DEPOT MAINTENANCE INTRA/INTERSERVICING REPORT (REPORT SYMBOL NAVMAT 4790-4)

FROM:	Activity preparing the report.
TO:	Commander, Naval Sea Systems Command (SEA-043D) Washington, D.C. 20362
SIGNATURE:	Self explanatory.
DATE SUBMITTED:	The 15th day of the month following the end of the quarter being reported.
FY:	Fiscal Year.
QTR:	Quarter of fiscal year being reported.
WEAPON SYS/EQUIP CATEGORY & COMPONENT:	If applicable, structure report by category, then by various components within category before proceeding to the next category. See page 2, enclosure (5).
AGENT/PRINCIPAL DMISA No.:	If reporting as Agent, name Principal here and list all work for that Principal within category/component before proceeding to next Principal. If reporting as Principal, name Agent here and list all work performed by that Agent within category/component before proceeding to next Agent. Provide DMISA number for each line item.
ITEM NAME:	Identify line item by nomenclature and FSN as appropriate.
TYPE OF PROCESS:	Overhaul, repair, conversion, etc.
PERFORMING ACTIVITY:	If work was subcontracted out, name contractor here and provide total cost only. Otherwise, list performing government activity and complete all cost columns.
NO. UNITS:	Number of units completed during quarter being reported.
DIRECT M/H:	Direct manhours expended per line item.
LABOR & OVERHEAD:	Labor and overhead costs per line item.
MAT'L. COST:	Cost of material per line item.
TOTAL COST:	Total cost per line item.
NOTES:	A list of DMISAs executed during the quarter to be included under notes. Other notes as necessary to clarify the report.

WEAPON SYSTEM/EQUIPMENT CATEGORIES

1. AIRCRAFT

   a. Airframe
   b. Aircraft engine
   c. Aircraft and engine accessories and components
   d. Electronic and communication equipment
   e. Armament
   f. Other

2. VEHICLES/CONSTRUCTION EQUIPMENT

   a. Hull/body, frame, and installed systems
   b. Engine
   c. Vehicle and engine components
   d. Electronic and communication equipment

3. ELECTRONICS/COMMUNICATIONS

   Electronic and communication systems, subsystems, and components which are not an integral part of another weapon system, but which are end-items themselves.

4. MISSILES

   a. Air-launched
   b. Ground-launched
   c. Shipboard-launched
   d. Fleet ballistic

NOTE: Above applies to portion of missile which leaves launcher.

5. SHIPS

   a. Hull structure
   b. Propulsion plant
   c. Electrical plant
   d. Command and surveillance
   e. Auxiliary systems
   f. Outfit and furnishings
   g. Armament

6. ORDNANCE

   a. Guns and gun mounts
   b. Bombs
   c. Mines
   d. Torpedoes
   e. Munitions

7. ALL OTHER

   Equipment not an integral part of another weapon system and not appropriate to categories 1-6 above; i.e., rail equipment, general equipment, general and special-purpose electrical/electronic portable test equipment, industrial plant equipment.

DEPOT MAINTENANCE INTRA/INTERSERVICING REPORT

FY____ QTR____

AGENT/PRINCIPAL

Date Submitted_____

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PREPARING ACTIVITY -

Weapon System/ Eqpt. Category	Agent/Principal/ Stock Number	DMISA/ Agreement No.	Item Name	Type of Process	Performing Activity	Units	Man Hours	Labor	Overhead	Material	Total
			On last page show Depot Maintenance Interservicing Support Agreements Executed During the Quarter being reported. If none, so state.								