



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVY REGIONAL MAINTENANCE CENTER  
NORFOLK, VA 23511-2352  
PRESIDENT, BOARD OF INSPECTION AND SURVEY  
2600 TARAWA COURT, SUITE 250  
VIRGINIA BEACH, VA 23459

CNRMC/INSURVINST 5040.1  
Code 200  
17 Sep 13

CNRMC/INSURV INSTRUCTION 5040.1

From: Commander, Navy Regional Maintenance Center

Subj: TECHNICAL INSPECTOR (TI) SUPPORT PROGRAM

Ref: (a) SECNAVINST 5040.3A, Department of the Navy Inspection Program  
(b) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)

Encl: (1) TI Qualifications and Responsibilities  
(2) TI Delivery Process  
(3) TI Matrix Tasking and Change Process  
(4) INSURV Direct Funded Activity TI Support  
(5) Consolidated Financial Report

1. Purpose. This instruction is written to implement the policy of reference (a) for providing technical advice, assistance, and program support to the Board of Inspection and Survey (INSURV) in the performance of Material Inspections, Trials and Surveys. It further clarifies the Regional Maintenance Center (RMC) support role discussed in reference (b).

2. Responsibilities

a. Board of Inspection and Survey. Responsible for developing policy and procedures for trials, material inspections and surveys of ships and service craft; and for conducting vessel inspections that accomplish the objectives and implement the policies contained in reference (a).

b. Commander, Naval Regional Maintenance Centers (CNRMC). Responsible to ensure Regional Maintenance Centers/Regional Support Group (RMCs/RSG) provide civilian, military, and contractor personnel with technical or administrative expertise to assist with inspections as requested by INSURV as delineated in reference (b).

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c. INSURV Technical Inspector Program Manager (TIPM). The INSURV primary point of contact responsible for all INSURV technical inspector support matters including all requests for funding.

d. Lead RMC. RMCs responsible for coordination of Material Inspections and Surveys: Norfolk Ship Support Activity (NSSA) for all Atlantic ships/boats including 5th and 6th Fleet and Southwest Regional Maintenance Center (SWRMC) for all Pacific ships/boats including 7th fleet. Lead RMCs are assisted by the homeport Area RMCs, which includes Regional Support Group New London.

e. Support Activities. Any government or contractor organization providing TIs to support Material Inspections and Surveys.

### 3. Principles of TI Support

a. TI Qualifications and Responsibilities. The TI qualifications and responsibilities are defined in enclosure (1).

b. TI Planning Process. The process outlined in enclosure (2) and the tasking/change processes of enclosure (3) will be utilized as the tools to deliver TI support.

c. Prioritization of Support. The assignment of TIs shall be in accordance with Volume IV, Chapter 26 and Volume VI, Chapter 2 of reference (b). Priority of any remaining tasks depends on factors such as operational schedules, maintenance/modernization schedules, scheduling opportunities, equipment/systems affected, and/or Type Commander inputs. RMCs recognize that inspections can occur simultaneously causing competing requirements.

d. TI Team Construction. When the Lead RMC or homeport area RMC priorities cannot support a complete TI team, INSURV will separately fund/task the supporting commands as required and the lead RMC or homeport area RMC will keep records of expenditures for the total team of TIs as described in enclosure (4).

e. Automated Work Notification (AWN) Support. CNRMC along with lead RMCs has the responsibility of providing AWN hardware, software, and deck plate technical/training support for all TIs during INSURV inspections.

f. TI Quality Assurance. RMC Technical Code managers are responsible for ensuring the qualifications of each TI prior to being assigned.



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4. Budgeting and Financials. Due to past budgeting constraints and for consistency purposes, Material Inspections (MI) support needs have been categorized into three groups: Gold, Silver, and Bronze. Gold requiring the largest number of TIs and Bronze with the fewest number. Budget development is typically based upon Gold level MIs and as follows:

a. No later than July 31<sup>st</sup> of each year the Lead RMCs must provide the TIPM, copy CNRMC, a Rough Order of Magnitude (ROM) cost estimate for all inspections (Gold) on the upcoming fiscal year (FY) inspection schedule. Unless otherwise stated, it is understood that this estimate is plus or minus 15% of what will be executed.

b. The TIPM will then set and publish the FY control budget per hull type and port to meet expected INSURV FY funding.

c. The Lead RMC or designated homeport RMC will submit funding requests to the TIPM with a copy to the INSURV Financial Manager. Funding requests should include a breakdown (ship/submarine, number of TIs, labor and travel) of the funds required. This includes any TI program support funding requests.

d. As the TI team is populated, the Lead RMC should notify the TIPM when the Material Inspection (MI) cost estimate is expected to exceed the control budget by 15% for authorization to exceed this amount. Late changes by INSURV to inspection TI level of effort are excluded from this 15% requirement.

e. INSURV will assist the Lead RMC in the issuing of reimbursable funding documents in accordance with enclosure (4) when required for other activities providing support.

f. Lead RMCs are responsible for reporting monthly financial expenditures (obligated and expended) by inspection and other activities on the Consolidated Financial Report (CFR) enclosure (5). The Lead RMC is responsible for collecting cost data on all the TI support activities. The CFR fields that have been updated from the previous month should be highlighted in yellow.

g. RMC cost reports, using the CFR, will be uploaded to the NRMC SharePoint site by close of business on the 20<sup>th</sup> of every month, by each Lead RMC. The CFR report will provide the most current financial information available for completed events, recognizing it may take up to 60 days to obtain all the final cost data from an event involving contractors. Access to the NRMC INSURV SharePoint site will be managed by the NRMC SharePoint POC. Questions, comments, concerns by either party (RMC or INSURV) will be addressed by the concerned party.

h. Individual ship inspections should be financially closed within 30 days after completion for events not involving contractors and 60 days for events involving contractors. Financial information should be reported as soon as it is known, do not wait until all the financial information is available to report.

i. If an inspection cannot be financially closed out within the 30 day close-out period, provide an explanation in the monthly financial report.

j. A rate of up to two percent of the inspection's estimated cost associated with contractor support may be held by RMCs to adjudicate future billing adjustments, if needed. This cost must be identified on the CFR and explained in the comments section.

## 5. Action

### a. INSURV will:

(1) Provide short-term and long-term TI support requirements to CNRMC for program support 60 days prior to the event.

(2) Program, budget and fund for MI support based on scope and schedule of TIs required.

(3) Provide a MI event schedule and notification of changes.

(4) Provide a TI requirements matrix for each ship. INSURV will utilize the TI matrix as a tasking document.

(5) Utilize class maintenance plan task to maximum extent possible before using other technically approved procedures.

(6) Provide feedback on the performance of TIs following each MI to the Lead RMC and CNRMC.

(7) Co-chair the INSURV-CNRMC Working Group (WG) for the purpose of continuous process improvement and the development of related metrics.

(8) Establish and provide on-going training on INSURV inspection processes.

(9) Support use of under instruction TIs.

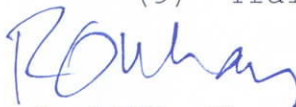
### b. CNRMC will:

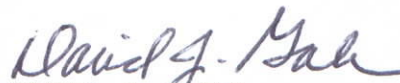


- (1) Co-chair the monthly INSURV-CNRMC WG meetings.
- (2) Coordinate participation of RMCs and Regional Support Group (RSG) in an INSURV-CNRMC WG for the purpose of continuous process improvement.
- (3) Manage the AWN process and the servers/laptops used to support MIs.

c. RMCs will:

- (1) Coordinate TI resources to provide MI capability to the level and schedules programmed and budgeted by INSURV. Workload driven costs in execution will be the responsibility of RMCs to mitigate.
- (2) Provide TI cost estimates.
- (3) Provide feedback in support of process improvement.
- (4) Coordinate logistical support of all TIs.
- (5) Ensure the TI clearance/visit requests are in place to support each INSURV event.
- (6) Coordinate funding between Other Direct Funded Activities and INSURV when necessary.
- (7) Provide cost reports for each inspection, including costs from those Other INSURV Directly Funded Activities.
- (8) Ensure under instruction TIs are supervised by a qualified TI. Under Instruction TIs shall be identified as such on TI requirements matrix and clearance/visit requests.
- (9) Train and qualify TIs.

  
R. O. WRAY, JR.  
PRESIDENT, INSURV

  
DAVID J. GALE  
COMMANDER, NRMC

Distribution:  
SERMC, NSSA, SWRMC

Copy to:  
President, INSURV  
Regional Support Group, Groton  
NAVSURFWARCEN Carderock, Bethesda

## TECHNICAL INSPECTOR QUALIFICATION AND RESPONSIBILITIES

### 1. Purpose

a. To establish minimal technical and professional standards, methods of inspection and testing, and codes of practice for TIs tasked to support the Board of Inspection and Survey.

b. Promote uniform interpretation of Navy material condition standards when establishing a ship's material readiness, readiness for sustained combat operations, full mission capability, and continued service.

### 2. Definitions

a. Inspection consists of a physical examination of the ship, its spaces, and installed equipment. It includes witnessing demonstrations of operating equipment and systems, and the examination of appropriate records. Procedures for conducting routine trials and material inspections shall be specified by PRESINSURV using technically approved procedures in accordance with Volume VI, Chapter 42 of reference (b).

b. Ship's Force (S/F) are the personnel directly assigned to the unit/ship/submarine and are responsible to the Commanding Officer of the ship.

c. Senior Inspector (SI) is the senior officer in charge of the INSURV team conducting the inspection or trial, usually a Captain.

d. Uniformed Inspector (UI) is a Naval Officer permanently assigned to INSURV to conduct inspections.

e. Technical Inspector (TI) is a Subject Matter Expert assigned to INSURV upon request.

f. Uniformed Inspector (UI) Counterpart is the TI's point of contact for the technical execution of the TI support task assigned. The UI Counterpart will brief each TI prior to starting the inspection and will be the recipient of the TI's final report of findings (deliverables) associated with each Event Checklist.

g. Event is an inspection item that can be a demonstration or physical inspection/observation that provides evidence of a system or equipment material condition. INSURV has established specific events for conducting inspections on each ship class. Each event is assigned a unique identifier. A Master List of Events document



is maintained by INSURV that includes additional details for the conduct of each event, such as; applicable checklists, event scheduling sequence and resource requirements. A list of events is provided in advance to the ship or submarine to develop a Schedule of Events.

h. Checklist is a document that contains the approved technical procedures that identify how a system or piece of equipment will be inspected. Each checklist has a unique identifier assigned. The TI matrix will identify checklists assigned to each event a TI is responsible to execute.

i. Schedule of Events (SOE) is a listing of INSURV approved inspection events the Ship or SUPSHIPS has scheduled in support of an INSURV inspection or trial. All Event checklists will be listed on the SOE and the TI Matrix.

j. Technical Inspector Matrix is the document used to determine TI support for each ship or submarine inspection. The matrix identifies the notional days required for each TI's period of performance and the inspection Event unique identifier which are linked to checklists.

k. Logistics Form is a document provided by INSURV with all the pertinent logistics and contact information in connection with the inspection or trial.

l. Inspection Completion Report is a report generated by the TI at the completion of the inspection or trial to provide feedback to INSURV as to the level of effort and recommendations for improvement, see appendix (A) to this enclosure.

### 3. TI Qualifications

a. Experience and education in the specified technical area is required.

b. Experience or education in the techniques and processes of conducting visual and operational material inspections onboard naval vessels.

c. Verbal skills; be able to articulate observations in a professional and technically correct manner to the appropriate INSURV personnel.

d. Writing skills; be able to document deficiencies using clear and concise wording.

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e. Familiarity with the technical and operational standards and reference documents for the equipment or systems assigned, many of which will be referred to in the Event checklist.

f. Have an understanding of the Navy's Planned Maintenance System (PMS) and the maintenance requirements for the equipment or system assigned.

g. Knowledgeable of the Navy's 3-M and logistics and configuration management system (Work Breakdown Structures, ESWBS, EIC).

h. Familiarity with the AWN Equipment Operating Capability (EOC) grading criteria.

i. Software Application skills; capable of compiling deficiencies into INSURV's deficiency management software application of record (AWN).

4. TIs shall

a. Understand the technical scope of work for the assignment in advance of the inspection. The scope of work is established in this appendix, the TI Matrix, and the Event checklists that are associated with each Event on the TI matrix. Download a copy of the Event checklist and bring a working copy for use during the inspection.

b. Obtain the UI List for the inspection and identify the name of the inspection area UI Counterpart in advance of the inspection.

c. Receive a copy of the Logistics Form, Appendix (B) to this enclosure, in advance and have read and understand the information provided.

d. Notify the Technical Support Lead/Supervisor or the INSURV TIPM if a late arrival is expected/anticipated. Refer to the Logistics Form for Points of Contact information.

e. Receive a formal in-brief from the UI Counterpart on the first day of assignment and prior to commencing assigned inspection tasks. It is extremely important that verbal directions, SOE confirmation and a work coordination plan be received from the UI prior to starting the inspection.



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f. Brief the assigned UI Counterpart in advance if the TI had direct responsibility for and/or had recently conducted maintenance, assessments, inspections, grooms or tests on the same ship equipment or system.

g. Perform the assigned tasking based on the available time, which includes time to prepare write-ups of the identified results. It is understood that many of the factors that determine when and how efficiently the events associated with each task are conducted are not within the TI's control, so it is incumbent to keep the UI Counterpart aware of any problems.

h. Not conduct troubleshooting, fix equipment and/or operate shipboard systems/equipment (hands-off approach) while assigned to the Board. S/F is responsible for operating the ship and conducting the demonstrations and/or maintenance actions using approved procedures that will enable the inspection criteria described in the Event checklist to be observed and evaluated.

i. Not supervise S/F in the conduct of an inspection nor provide recommendations not included in existing technical and operating procedures currently available to S/F.

j. Notify the UI Counterpart immediately when the SOE or other complications could or will prevent accomplishing the Event checklist as originally planned.

k. Notify the UI Counterpart when there may be a need for unplanned/authorized overtime (OT) to complete the task assigned. The UI will determine if authorization for OT from the TI's Supervisor is necessary or to curtail the original scope of work.

l. Review the Current Ship's Maintenance Project (CSMP), found on the AWN computers. Carry over those deficiencies associated with the assigned system(s)/equipment inspection area that are already identified on the CSMP.

m. Utilize the INSURV Event checklist to identify key performance/material conditions, but do not limit observations to just those items. If time permits or obvious problems present themselves that are not specifically called out on the Event checklist, those areas should also be evaluated.

n. Document all deficiencies found during the inspection into AWN, including pre-existing CSMP deficiencies. Enter the Event ID (i.e., AX0112, OP0010) at the beginning of the Reference field block of the deficiency notification template of AWN. Additional references can be added following the Event ID.

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o. Complete the TI Completion Report, Appendix (A) of this enclosure in advance of the out-brief.

p. Provide the following deliverables prior to leaving the ship/submarine to the UI Counterpart:

(1) A complete list of deficiencies both existing and new in the required AWN format on disc.

(2) The completed Event Checklist(s).

(3) A face-to-face out-brief.

(4) Notification that all mess and berthing bills have been paid.

(5) The TI Completion Report.



Appendix A

**INSURV Technical Inspector (TI) Inspection Completion Report**

Ship/Submarine Name: \_\_\_\_\_  
Assignment (System/Equipment): \_\_\_\_\_  
Task Events (IDs): \_\_\_\_\_  
TI Name (Last, First): \_\_\_\_\_  
TI Parent Activity: \_\_\_\_\_  
INSURV Uniformed Inspector (UI): \_\_\_\_\_

	U/W	In Port
Hours required to actually conduct the inspection		
List of Deliverables Submitted		
Number of Cards Written & Submitted		
Check List (completed & signed off)	Yes / No (circle)	
Out Brief Completed (Date)		
TI Feedback; TIs are requested to provide any issues with the inspection process and what, if any follow-up actions are recommended. INSURV Leadership reviews all feedback.		

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## Appendix B Example Logistics Form

<b>Logistics Information for; USS</b>		
Location (including pier):	Naval Station _____, Pier _____	
Inspection Dates:	From _____ to _____	
RECORDER: _____, INSURV		
Phone: (757) 462-7325, ext. _____	Email: _____@navy.mil	Cell Phone: _____
INSURV TI PM:		
Phone: (757) 462-7325, ext. _____	Email: _____	Cell Phone: _____
Ship's Force Coordinator: _____		
Phone: _____	Email: _____	QD Phone: _____
Lead Technical Inspector Support Coordinator: _____		
Phone: _____	Email: _____	Cell Phone: _____
Security and Visit Request Info:		
Send Visit Request to: (Naval Msg PLAD) USS _____ (_____), JPAS N _____, Security Officer POC: _____ (name and email address and phone number)		
<b>Directions</b>		
1. Ensure you have received a copy of the INSURV Roles and Responsibilities document and are able to comply. 2. Ensure you have completed training on AWN software for entering deficiencies. 3. Ensure you obtain a copy of and are familiar with the <u>INSURV CHECKLIST</u> and <u>Event IDs</u> for your area - see the INSURV website for this information; <a href="http://www.public.navy.mil/fltfor/insurv/Getting%20Inspected/Pages/default.aspx">http://www.public.navy.mil/fltfor/insurv/Getting Inspected/Pages/default.aspx</a> . 4. Ensure you have received the INSURV Board member names for the inspection. 5. <u>Do not start work until</u> you have formally checked in with the INSURV Officer assigned to your area.		
<b>Check In Schedule</b>		
<b>Date</b>	<b>Time</b>	<b>Event</b>
"Date," (U/W)		Technical Inspectors (TI) check in with the <u>INSURV Officer Deck Lead</u> in the applicable INSURV ship board <u>work space listed below</u> .
"Date," (First day in Port)		TIs on day two in port check in with the <u>INSURV Officer Deck Lead</u> in the applicable INSURV ship board <u>work space listed below</u> .
<b>INSURV Deck Work Spaces (Compartment Numbers) on the ship</b>		
1. Engineering: 2. Combat Systems: 3. Deck: 4. DC: 4. Supply: 5. Aviation: 6. NEP : 7. AWN Computer location:		



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## TI MATRIX AND CHANGE PROCESS

## 1. TI Matrix Tasking Document

a. The TI Matrix tasking document is a standard form utilized to define the TI requirements for each inspection and trial. The matrix will be forwarded as an electronic file (normally in an MS EXCEL application format). A standard file title format will be used similar to the following: USS Sea Horse (DDG 01) TI Matrix Rev (0). The TI matrix will have the following information:

- (1) Position titles, identified by a system/equipment,
- (2) Inspection Event IDs assigned to each TI,
- (3) Special notes related to the position (when applicable),
- (4) Date of the inspection,
- (5) Location of the inspection,
- (6) Underway days, and
- (7) Days each TI is required to support during the inspection assignment.

b. The following blocks are provided on the matrix for the RMC Supplying the TI to complete:

- (1) First and Last name,
- (2) TI sponsoring activity/command (must be a government activity),
- (3) Whether the individual is military, civil servant or contractor (including the contractor's company name),
- (4) For military and civil servant, identification of rank or grade,
- (5) TI contact phone number,
- (6) Whether the TI is a female or male (for berthing assignments), and
- (7) Refined cost estimate by TI (labor, travel, and other) used to establish the MI-11 refined estimate.

Enclosure (3)

TI Planning Process

Action	Responsibility	Deliverable(s)	Milestone
Provide TI matrix to RMC, Enclosure (3) describes the matrix and change process to be followed.	TIPM	TI Matrix	I-60 days
RMC status to TIPM on availability of TI to support matrix.	RMC	TI Matrix	I-45
Provide status to TIPM on other Activities (RMCs/ SYSCOMs/ RSG/ CTRs) available to support matrix.	RMC	TI Matrix	I-45 to I-15
Submit to TIPM: a. Names of TIs currently assigned and status of filling open positions on the TI Matrix. b. Cost estimate based on filled positions and those projected to be filled.	RMC	E-Mail / TI Matrix	I-11
Continue to update TIPM on filling open positions and/or changes to the TI matrix.	RMC	E-Mail	I-10 thru I-3
Verify Visit Requests / Clearance Messages have been sent. (Submarine inspections require Naval messages.)	RMC	None	I-7
Notify TIPM on all requests.	RMC	E-Mail	I-7
Post AWN and CSMP files for Inspection to INSURV Website.	INSURV	Ship Files Posted to Website	I-7
Submit Logistics Form, UI List, and SOE to Lead RMC.	TIPM	E-Mail with documents	I-7



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c. The TI matrix also has a "Comments" block for the Lead RMC Supplier to provide information to INSURV concerning each position. Information such as change notices should be identified in the comment block.

## 2. Change and Configuration Management Process

a. A formal process will be used to ensure that changes to the TI matrices are introduced in a controlled and coordinated manner. Establishing a formal process will reduce the possibility that unnecessary changes will be introduced without forethought and mitigate the introduction of unauthorized changes or miscommunications.

b. INSURV will submit formal change notices after the initial TI matrix has been tasked and received by the Lead RMC. INSURV will maintain an index of all changes and make it readily available to TI Suppliers. Change notices will normally be sent by email.

c. Changes will be serialized as follows by fiscal year and a sequential number. The serial number will be followed by the date of the change, the inspection start date, days prior to the start of the inspection, the ship hull number and the Lead RMC.

d. An extensive change (such as going from Gold to Silver or Bronze) will be initiated by providing a new matrix identified as a new revision to the initially tasked TI matrix. If a Lead Supplier feels that a new revision is needed for a particular change a formal request must be made to INSURV. Whether a new TI matrix revision will be used to implement a change(s) will be determined by INSURV.

e. Change notices will contain sufficient details on how to incorporate the change into the matrix.

f. The activity receiving the change will acknowledge receipt of the change and incorporate change(s) into the TI matrix. All changes will be annotated in the "Comments" block of the TI matrix including the change number provided by INSURV. Example: "13-055, Deleted the Electronic Cooling Water TI."

g. Changes to the inspection date: INSURV will submit a change document that will direct the date on the matrix be changed to reflect the new date or will direct that the matrix task be cancelled. Cancelling an existing matrix will normally occur if the new inspection date is expected to exceed 60 days out from the original date. In either case, when an inspection is postponed (no date determined), rescheduled to a new date or cancelled a change notice shall be sent.

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## Other INSURV Direct Funded Activity TI Support

Action	Responsibility	Deliver to
Submit the funding request for TI support. The following will be provided;  a. #TIs,  b. TI Positions,  c. Est. Costs (Fee/ Labor/ Travel/ ODC),  d. The providing activity POC.	RMC/RSG	TIPM
Review, approve, and forward scope of work.	TIPM	INSURV Financial Representative
Establish a funding document / line of accounting and forward to the activity requesting the TI support funding.	INSURV Financial Representative	Providing RMC/TIPM
Providing Activity Accepts Work/Task Requests.	Providing TI Support Activity	INSURV Financial Representative
INSURV informs Lead RMC that funding has been approved and accepted.	INSURV Financial Representative	Lead TI Support Activity / TIPM

Enclosure (4)



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## Example of a Consolidated Financial Report (CFR)

A	B	C <sub>1</sub>	C <sub>2</sub>	D	E	F	G	H	I	J	K
FY	SUPPORT ACTIVITY	HULL	No	SHIP NAME	INSP SITE	INSP TYPE	START DATE	RMC BASELI NE EST COST	DATE OF RMC BASELINE EST COST	RMC REVISED EST COST MI-11 DAYS	# OF TIs REQUEST ED
2012	SWRMC (Lead RMC)	SSN	715	BUFFALO	GUAM	MI	10/3/11	\$65,000	9/15/11	\$35,000	11
2012	NSSA	SSN	715	BUFFALO	GUAM	MI	10/3/11	N/A	N/A	\$10,000	N/A
2012	PHNSY	SSN	715	BUFFALO	GUAM	MI	10/3/11	N/A	N/A	\$25,000	N/A
L	M	N	O	P	Q	R	S	T	U		
ACTUAL # CIV TIs	LABOR CIV COST	CIV TRAVEL COST	CIV TOTAL COST	ACTUAL # CTR TIs	CTR TOTAL COST	ACTUAL # OTHER GOV TIs	OTHER GOV TOTAL COSTS	TOTAL ACTUAL # OF TIs ASSIGNED	TOTAL INCURRED COST		
6	\$30,000	\$4,444	\$34,444	1	\$2,000	0	0	7	\$36,444		
1	\$2,500	\$2,500	\$5,000	0	0	0	0	1	\$5,000		
3	\$15,000	\$5,000	\$20,000	0	0	0	0	3	\$25,000		
V	W	X	Y	Z	AA						
TOTAL WR & RC	# OPEN WR & RC	DATE PLANNED FOR CLOSE OUT	DATE CLOSED	COMMENTS / NOTES	SYS / EQUIP AREAS NOT COVERED						
		12/3/11									
		12/3/11									
		12/3/11									

Enclosure (5)

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## Consolidated Financial Report Dictionary (CFR)

DATA ITEM	FIELD TITLES	FIELD DESCRIPTION	RESP.
A	FY	Fiscal Year	RMCs and RSG
B	SUPPORT ACT	RMCs will initiate a separate line item for all activities that are directly funded by INSURV except for other RMCs who support. RMCs assisting other RMCs will document their costs on their CFR.	RMCs and RSG
C <sub>1</sub> , C <sub>2</sub>	HULL	Ship's hull designator. Using a standard formatted with the designator in D <sub>1</sub> and the hull # in D <sub>2</sub> ; SSN 777, CVN 22, LHD 12, TAKE 19.	RMCs and RSG
D	SHIP NAME	Ship or Submarine name in <u>CAPITALS</u> . Do not include USS or USNS.	RMCs and RSG
E	INSP SITE	Location of the inspection utilizing the following standard abbreviations and in capital letters: NORF, SDGO, MYPT, GRTN, KBAY, SASE, YOKO, BAHR, GUAM, PHBR, LTCK.	RMCs and RSG
F	INSP TYPE	Utilize standard designator and in capital letters: MI, SURV, AT, FCT, IT, ST, as applicable.	RMCs and RSG
G	START DATE	Utilize this standard format based on the start day; MM/DD/YR.	RMCs and RSG
H	RMC BASELINE EST COST	This cost estimate is normally established at the beginning of the FY for most ships and submarines. When a ship or submarine is added to the schedule an initial baseline estimate will be established and entered.	Lead RMCs provide consolidated Base Line estimate
I	DATE OF RMC BASELINE EST COST	Date the current Baseline Cost was established.	Lead RMCs
J	RMC REVISED EST COST MI-11 DAYS	This estimate will be determined following the assignment of TIs and a more precise estimate can be determined. This estimate will also be used in determining whether the estimated cost could exceed the Budgeted limit by 15%.	Lead RMCs
K	MATRIX - # OF TIs REQUESTED	Total number of TIs by the original tasking matrix.	Lead RMCs
L	ACTUAL # CIV TIs	Number of RMC Civil Service TI assigned.	RMCs and RSG
M	LABOR CIV COST	RMC Civil Service TI labor costs.	RMCs and RSG
N	CIV TRAVEL COST	RMC Civil Service TI travel and Per Diem costs.	RMCs and RSG
O	CIV TOTAL COST	RMC Civil Service TI total labor and travel costs.	RMCs and RSG
P	ACTUAL # CTR TIs	Number of RMC contractors assigned.	RMCs and RSG
Q	CTR TOTAL COST	RMC Contractor TI total labor and travel costs.	RMCs and RSG



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## Consolidated Financial Report (CFR)

DATA ITEM	FIELD TITLES	FIELD DESCRIPTION	RESP.
R	ACTUAL # OTHER GOV TIs	Number of TIs assigned that come from other government activities (civilians/military/contractors).	RMCs and RSG
S	OTHER GOV TOTAL COSTS	RMC Contractor TI total labor, business and travel costs.	RMCs and RSG
T	TOTAL ACTUAL # OF TIs ASSIGNED	Lead RMC provides total sum of all TIs actually assigned to the inspection.	RMCs and RSG
U	TOTAL INCURRED COST	Lead RMC provides total sum of all costs for the inspection.	RMCs and RSG
V	TOTAL # WR & RC	Total opened and closed WRs and WCs initiated for this specific inspection.	RMCs and RSG
W	# OPEN WR & RC	Number of WR and WC that remain open.	RMCs and RSG
X	DATE PLANNED FOR CLOSE OUT	Specify a date at which this task should be closed, excluding any INSURV Direct funded activity. Last day of the inspection plus 30 days.	RMCs and RSG
Y	DATE CLOSED		RMCs and RSG
Z	COMMENTS / NOTES		RMCs and RSG
AA	SYS / EQUIP AREAS NOT COVERED	List the system area(s) that were not covered by Technical Inspectors - using the TI Title found in the TI matrix.	Lead RMCs