CNRMC M-4700.4A
13 Jan 14

ASSESSMENT DIRECTOR (AD)

DESK GUIDE

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

FOREWORD

Ref: (a) COMUSFLTFORCOMINST 4790.3
(b) CNRMC Fleet Desk Guide (FDG)

1. This Assessment Director (AD) Role-Based Desk Guide (RBDG) provides the AD with standardized procedures to assist in execution of their duties and responsibilities outlined in reference (a). Augmented by reference (b), it contains procedures for executing all phases of the maintenance availability end-to-end (E2E) process. All RMCs are directed to incorporate the AD RBDG within their operations.

2. This RBDG can be accessed and downloaded through the CNRMC web portal at https://dodcac.portal.navy.mil/navsea/CNRMC/fdg/default.aspx. Any recommended changes should be submitted using the change request/feedback form located on the website, or forwarded to:

Commander, Navy Regional Maintenance Center
9170 Second Street, Suite 245
Norfolk, VA 23511-2325
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Distribution:
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ASSESSMENT DIRECTOR (AD)

DESK GUIDE VOLUME I




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Chapter 1

The Role of the Assessment Director

Ref: (a) CNRMC ltr 4700 Ser C200/123 of 28 Sep 11
(b) COMUSFLTFORCOMINST 4790.3B
(c) NAVSEAINST 5400.57D
(d) NAVSEAINST 5400.95E
(e) COMNAVSURPAC/COMNAVSURFLANTINST 3502.3
(f) COMNAVSURFPAC/COMNAVSURFLANTINST 4700.1A/CNRMCINST 4700.7

1. Introduction. The Assessment Director (AD) position was established by reference (a). This was after determination that Class Maintenance Plan (CMP) assessments need a frequent liaison between Regional Maintenance Centers (RMCs), Type Commander (TYCOM) Maintenance Staffs, Surface Maintenance Engineering Planning Program (SURFMEPP) and other CMP stakeholders.

a. The AD is assigned to specific hulls to support CMP execution during assessment events and throughout the FRP maintenance cycle. The AD also liaisons directly with the TYCOM staff during high interest special event preparations. The AD is a critical part of the execution of the CMP and will work closely with multiple stakeholders during execution, both within and outside of scheduled CNO availabilities.

b. The AD will be permanently assigned to the Naval Supervising Activity (NSA) Engineering Department. The AD shall support his or her assigned ships during scheduled assessment visits and throughout the ship’s complete Fleet Response Plan (FRP) cycle to include CNO availabilities. The AD may be assigned to other NSA codes as needed to support specific and/or unique events on the waterfront. The AD billet may be filled by an experienced technician or engineer. The AD billet should be assigned to a government employee; however, it may be assigned to a contractor on a temporary basis if a qualified government employee is not available.

c. Measure of Success. The success of the TSRA program can be measured through these critical outcomes:

(1) Customer satisfaction (Ship, TYCOM).

(2) Completion of all mandatory (Category “A”) tasks within periodicity.

(3) Increased understanding of material condition of ship with documentation.

(4) Validation/Verification of ship’s Current Ship’s Maintenance Project (CSMP), Baseline Activity Work Package (BAWP) and Configuration.

(5) Reduced New/Growth work in Availabilities.

(6) Teaching Ship’s Force to self-assess equipment.

(7) Number of Casualty Reports (CASREPs) reduced during ship deployments.

2. Roles and Responsibilities of the Assessment Director. The AD is the NSA leader of the assessment team and manages the execution of assessment visits and CMP assessment events. The AD will provide management of Government engineers and technicians, military personnel, contractors, data entry personal and logisticians in support of assessment visits.

a. Attends the Availability Work Package (AWP) turnover at A-360 with SURFMEPP and TYCOM managers to ensure visibility, resource allocation and scheduling of all CMP assessment tasks. The AD will also attend the A-195, A-120 and A-30 IPTD planning sessions.

b. Augments/assists the Project Team in CMP assessment accomplishment, scheduling and coordination.

c. Updates the Project Team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensures all team members are aware of and participate in planning for achievement of team goals and objectives.

d. Manages dedicated Visit Support Team (VST) performing logistics validation, data entry and data collection support functions.

e. Utilizes data provided by the Fleet Technical Assist (RMC or Warfare Center) personnel to assist the Maintenance Team in documenting, completing and closing CMP assessment requirements.

f. Assists Ship in achieving Maintenance Phase Exit Criteria through execution of Assessments with Deadline dates due before the end of the FRP/CNO availability.

g. Participates in CSMP/Departure From Specifications (DFS)/BAWP mid-cycle review and the life cycle planning conference.

3. Core Competencies of the Assessment Director

a. Strong technical knowledge of shipboard hull, mechanical, electrical, combat systems and electronics operational and maintenance disciplines.

b. Duties require a strong background in researching, planning, organizing, directing and managing organizational resources in order to meet the goals and objectives of the program sponsor and command operating procedures.

c. Sufficient project management skills, knowledge and experience to effectively utilize the Regional Maintenance Automated Information System (RMAIS), AIM4RMC, Technical Assistance, Assessment System Information (TAAS-INFO). The ability to apply engineering, assessment and maintenance methodology that is focused on the assessment, analysis and corrective action of identified deficiencies encountered during shipboard equipment and systems. Understands the operational interface parameters of these systems and equipments.

d. Knowledge of basic Quality principles related to work defined in reference (b).

e. Knowledge of U.S. Navy specifications and regulations pertaining to design, maintenance, safety and operation of assigned equipment/systems.

f. Knowledge of Navy, major command and other levels of maintenance engineering program requirements pertinent to the development of scheduled maintenance requirements.

g. Ability to interact with multiple maintenance activities and effectively communicate technical information with senior engineers, technicians, project managers and maintenance team personnel.

h. Where firsthand knowledge of specific systems is limited, has the ability to identify and reach back to subject

matter experts within the NSA engineering organizations for assistance.

i. Ability to effectively communicate with forces afloat and ashore naval commands including senior officers, ship Commanding Officers and other officer and enlisted personnel.

j. Ability to effectively communicate with engineers and program managers at Naval Sea Systems Command (NAVSEA) and In-Service Engineering Agents (ISEAs).

k. Detailed knowledge of processes required for assessing the material condition of systems and equipment on U.S. Navy ships as described in the Joint Fleet Maintenance Manual and other applicable instructions. In depth understanding of the 3M system and the Class Maintenance Plan.

l. Understands the activities, missions, chain of command, objectives and administrative policies to permit independent operation away from the activity.

4. Assessment Director Role in the Maintenance Process. The following chart provides a quick reference guide for availability phases and various tasks therein relevant to the AD position. The codes in the right hand column reflect the AD's role in the task: R–Responsible, A-Accountable, C-Consulted and I-Informed.

Advance Planning (A-720 to A-361)	Event	Milestone	
	CSMP/DFS/BAWP Mid-Cycle review	A-410	C
	Life Cycle Planning Conference		C
	Initial Screen		C
	Update BAWP based on results from the CSMP/DFS/BAWP Mid-Cycle review	A-400	I
	Schedule Assessments Visits		C
	Upload BAWP to RMAIS		I
Planning (A-360 to A-61)	Event	Milestone	
	Screening Repair (When)		C
	TSRA 1&2 (A-240)	A-240	A
	ICMP Deferral Letter	A-240	C
	ICMP Deferral Letter	A-120	C
	Issue 100% Package Lock Letter (A-75)	A-75	C
Integration (A-60 to A-0)	Event	Milestone	
	Readiness to Start Message	A-30	I
Execution A+1 to C-0	Event	Milestone	

	TSRA 3 - assist ship in achieving Maintenance Phase exit criteria	A	A
	Open and Inspect	A+20%	C
	Arrival Conference	A	C
	Undocking Conference	A	C
	Departure Conference	C+0	C
Closeout (C+1 to C+60)	Event	Milestone	
	SURFMEPP closeout meeting	C+45	C

a. Below are descriptions of the five phases of the end-to-end (E2E) process.

(1) Advance Planning. Advanced Planning is defined as the time between the availability A-720 and A-360 when SURFMEPP hands off the BAWP to the TYCOM and it becomes the AWP. At this time in the E2E process the ship is preparing for an upcoming deployment. The TSRA 1 and 5 visits should be scheduled in advance via the Fleet Scheduling Center (FSC) conference, ship's Immediate Superior in Command (ISIC) and ship's Operations Officer during this time frame.

(2) Planning. The planning phase is defined as the time between the availability A-359 and A-61 dates when the detailed maintenance availability planning process starts. At this time in the E2E process, the ship will be returning from a deployment and may be close to the scheduled 100% depot level work package lock date. The TSRA 2 visit should be scheduled in advance via the FSC and ship's Operations Officer during this time frame.

(3) Integration. The integration phase is defined as the time between availability A-60 and A-0 starting after the planning phase and before execution occurs.

(4) Execution. TSRA 3 execution begins at availability start day one. At this time in the E2E process the ship will have returned from a deployment. The TSRA 3 event occurs during this phase. The AD's role here is to ensure that all open & inspect mandatory CMP assessments are conducted within the first 20% of the CNO availability, as required by the Joint Fleet Maintenance Manual.

(5) Closeout. The Closeout phase starts the first day after the availability is completed at C+1 and ends at C+90. The AD's role during the closeout process is to ensure that all assessments during the CNO availability have been completed and properly documented by maintenance ready OPNAV 4790/2K's. Additionally, tank corrosion data shall be updated in CCIMS to

reflect the most recent assessments. The AD will work with the Ashore Ship's Maintenance Manager and SURFMEPP Engineer to update last accomplished dates of all CMP tasks and close 2-Kilos residing on the ship's CSMP. The TSRA 4 visit should be scheduled in advance via the FSC to prepare the ship for entry into the Basic Phase.

5. Project Team Key Stakeholders. These descriptions are designed to provide a general overview of other stakeholders and members of the assessment team.

a. Type Commander. The Type Commander (TYCOM) provides management, oversight, adjudication for maintenance and fleet modernization challenges, and scheduling of assessments. TYCOM provides final approval and promulgation of the Maintenance and Modernization business plan. For assessments, the TYCOM will assign an Assessment Coordinator to work with the AD. Along with the Assessment Coordinator, an AD will work with the assigned ship's Ashore Ships Maintenance Manager, the Type Desk Officer or Availability Work Package Manager depending on the assessment taking place and TYCOM requirements. TYCOM has final approval on the assessment package generated by the AD.

(1) Ashore Ships Maintenance Manager. The Ashore Ships Maintenance Manager (Port Engineer (PE) for Surface Ships) is the Maintenance Team leader for their assigned ship and is responsible for all off-ship repair, maintenance, and modernization planning and execution. The PE is a technical resource for the ship, RMC, SURFMEPP, NAVSEA and the TYCOM. The PE possesses in-depth knowledge of their ship's equipment and systems, material history, required maintenance, life cycle requirements, and modernization.

(2) Type Desk Officer. The Type Desk Officer is the TYCOM representative for a class of ships. They are involved in all aspects of ship modernization and maintenance including assessments.

(3) Availability Work Package (AWP) Manager. The Availability Work Package Manager works with the Type Desk Officer and Ashore Ship's Maintenance Manager to plan for CNO availabilities. The AWP Manager has intimate knowledge of each AWP as it is built and executed during the cycle. The AWP Manager performs the following tasks:

(a) Tracks events such as TSRA and INSURV, and metrics that support AWP milestones for availabilities.

(b) Analyzes and validates Business Case Analysis' (BCA's) to determine risk when maintenance is unfunded.

(c) Produces deferral letters to report mandatory Class Maintenance Plan (CMP) tasks that cannot be executed as required.

(d) Compiles, reviews and publishes the final AWP via the Lock Letter. Ensures all CASREPS, Departures from Specification (DFS), mandatory tasks, Temporary Standing Orders (TSO), Modernization and Current Ship Maintenance Project (CSMP) repairs are reviewed for inclusion in the final AWP.

(4) Assessment Coordinator. The Assessment Coordinator (AC) provides TYCOM perspective and is responsible to the TYCOM for approval of the TSRA agenda. The AC oversees the execution of the TSRA process to include review and approval of class matrix changes. In addition, the Assessment Coordinator schedules and publishes the TYCOM TSRA schedule quarterly following each Fleet Scheduling conference.

b. System Commands. System Commands (SYSCOMs) are heavily involved in all aspects of modernization and CMP work, directing resources to properly equip the fleet. There are four SYSCOMs that the AD needs to understand and maintain a working relationship with: Naval Sea Systems Command (NAVSEA), Space and Naval Warfare Systems Command (SPAWAR), Naval Supply Systems Command (NAVSUP) and Naval Air Systems Command (NAVAIR). NAVSEA is the lead in establishing and enforcing technical authority, but all SYSCOMs exercise technical authority related to all aspects of design, operation, and maintenance of their systems and equipment. SYSCOMs are the final authority for any technical decision related to their ships, aircraft or systems.

(1) Surface Maintenance Engineering Planning Program (SURFMEPP). SURFMEPP is an extension of NAVSEA, SEA-21 and is charged with managing the Class Maintenance Plan (CMP). SURFMEPP is responsible for:

(a) Ensuring that all mandatory CMP tasks are entered into the CSMP Shore File with unique Job Control Numbers (JCN). NOTE: Mandatory CMP tasks are identified with an "A" branding code in the Category of Work field in RMAIS. "A1" tasks are mandatory by direction of higher authority (the technical warrant holder for each system).

(b) Ensuring that non-mandatory risk mitigation tasks are also entered into the CSMP shore file with unique JCNs.

(c) Monitoring completion of mandatory life cycle assessments.

(d) Managing the Class Maintenance Plan (CMP) technical feedback process.

(e) Integrating Category A CMP tasks into ship's BAWP through the Life Cycle Management and Planning Conference (LCPC) at C+130 (A-615 for Forward Deployed Naval Forces (FDNF) ships) and as needed throughout the cycle.

(f) Reporting to TYCOM N43, Commander, Navy Regional Maintenance Centers (CNRMC), and RMC on Category A CMP tasks not completed within required periodicity.

(2) NAVSEA 05 Ship Design Manager (SDM). An SDM is assigned for each class of ship and has technical authority for all in-service technical requirements. Non-accomplishment of any mandatory (A-branded) task requires adjudication by the Ship Design Manager.

c. In-Service Engineering Agents (ISEA). In-Service Engineering Agents may conduct assessments when NSA manning does not support TRSA tasks or when coordinated by the Project Team (PT) outside of TSRA events. ISEAs are engineers appointed by their organizations. Their technical responsibilities and limitations are documented via a Memorandum of Agreement (MOA) or statement of work per reference (c) and (d). ISEAs provide technical services and support such as analysis, development of technical alternatives, performance assessments, consultation, investigation, research and development, planning, design, and production or integration to the Technical Warrant Holder (TWH), NAVSEA Project Managers (PM) and the Fleet.

d. Naval Supervisory Authority (NSA). NSA is the single Naval activity responsible for the integration, oversight and verification of all work accomplished by all activities working within the assigned availability, and acts as a single point of contact for this work. NSA will provide the oversight required to ensure all work in the assigned availability is authorized and completed in compliance with applicable technical requirements and policy, and that all work meets schedule,

quality and safety requirements. The NSA shall possess a NAVSEA technical warrant.

(1) Project Manager. The Project Manager (PM) is the availability business manager and represents the NSA Supervisor (Code 300) in all customer and contractor relations. The PM is the leader of the Project Team (PT) which includes the Maintenance Team (MT) during maintenance availabilities. The PM acts as the PT point of contact for outside agencies seeking information related to the current project.

(2) Logistician. The Class Logistician is a Project Team member. The Class Logistician provides complete Integrated Logistics Support (ILS) coordination (configuration, supply support, technical documentation, support equipments, maintenance requirements, and modernization training). The Logistician identifies and coordinates material life-cycle support deficiency issues, assists in deployment preparations, provides quality assurance of ILS deliverables. The Class Logistician represents the Maintenance Team for logistic matters at conferences and meetings and provides End of Availability ILS Certification per Fleet Modernization Manual (FMP).

(3) Integrated Test Engineer (ITE). The ITE is a critical part of availability certification and will work closely with the NSA Project Support Engineer and Chief Engineer (CHENG) to help certify the availability. The PSE and ITE will both collect technical documentation to support test requirements and final technical certification by the NSA CHENG. Additionally, the PSE will work with the ITE to provide recommendations to the NSA CHENG for Key Event readiness and final Certification.

(4) Project Support Engineer (PSE). The PSE is the assigned engineer responsible for providing technical oversight for availability testing and certification during maintenance availabilities. The PSE is the primary liaison between the Engineering Department and Project Team.

e. Ship’s Force (SF)

(1) Commanding Officer. Primary representative for the ship. Works with the Ashore Ship’s Maintenance Manager on the development and prioritization of the ship's maintenance and modernization including the Maintenance and Modernization Business Plan (MMBP). For Aircraft Carriers, the Commanding Officer may delegate to a representative.

(2) Ship Material Maintenance Officer. Provides the Ship’s Force work package to the Project Manager and executing activity. Assists in coordinating the integration of Ship’s Force work for CNO and Fleet (Corrective Maintenance (CM), Emergency Maintenance (EM), and Continuous Maintenance Availability (CMAV)) availabilities. Provides shipboard schedule inputs. Interfaces with the Project Manager and the executing activity to resolve maintenance issues. Commanding Officer's principal assistant for management of ship maintenance. Prepares the ship’s input to the Planning Board for Maintenance agenda in support of the Ashore Ship’s Maintenance Manager. Works with the Maintenance Material Management Coordinator (3MC) to maintain an accurate shipboard CSMP. Approves, validates and ensures submittal of accurate work candidates (OPNAV 4790/2K).

(3) 3MC. Responsible for the coordination of all facets of maintenance and material management (3-M) systems. Must possess the ability to implement, evaluate, and coordinate the ship's planned maintenance systems (PMS). As the Ship’s Maintenance Data Systems (MDS) manager, the 3-M coordinator must possess the ability to operate and effectively manage the MDS. The 3-M Systems Coordinator also serves as the ship's availability manager. The 3MC works with the Ship’s Maintenance Management Officer (SMMO), Ashore Ship’s Maintenance Manager and Project Team to maintain an accurate shipboard CSMP.

f. Commander, Navy Regional Maintenance Center (CNRMC). CNRMC will act as the Immediate Superior in Command (ISIC) for all Regional Maintenance Centers (RMCs). In this role CNRMC is responsible for:

(1) Development, implementation, and management of TSRA execution among all RMCs.

(2) The establishment of measures of effectiveness for fleet maintenance and material condition objectives.

(3) Development of Common Assessment Procedure’s (CAP) and procedures for NSA use.

(4) Resolving NSA resource shortfalls or gaps.

(5) Ensuring the NSA resources are budgeted to support requirements outlined by reference (e) and (f).

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Chapter 2

Assessments

Ref: (a) COMNAVSURPAC/COMNAVSURFLANTINST 3502.3
(b) OPNAVINST 4700.7L
(c) COMUSFLTFORCOMINST 4790.3B
(d) COMNAVSURFPAC/COMNAVSURFLANT/CNRMC Notice 4700
(e) COMNAVSEASYSCOMINST 5400.95E
(f) OPNAVINST 4790.4E
(g) CNRMC ltr 4700 Ser C200/058 of 12 Jun 12
(h) CNRMCNOTE 4700 Ser of 30 Mar 12
(i) COMNAVSURFPAC/COMNAVSURFLANTINST 4700.1A/CNRMCINST 4700.7

1. Introduction. Per references (a), (b), and (c), RMCs are tasked by Commander, Naval Sea Systems Command (NAVSEA), to support surface ships under the cognizance of Commander, Naval Surface Force Pacific (CNSP) and Commander, Naval Surface Force Atlantic (CNSL) to plan and execute TSRAs. The Master Assessment Index (MAI) process incorporates review of a TYCOM risk prioritization model to assist in TSRA development. MAI and/or other data repositories shall be utilized to assist in the preparation of TSRA system candidates. Mandatory CMP tasks (with “A” branding codes in the Category of Work field) residing on the CSMP shore file must be considered for inclusion in any TSRA event. Reference (c) directs assessment activities to perform system assessments utilizing CMP tasks in accordance with the scope identified by CNSP/CNSL. Subject Matter Experts (SMEs) find and document equipment discrepancies while providing training to Ship’s Force (SF). TSRA visit nominal duration is per reference (a). When the TSRA event must be conducted in less than the nominal duration, the focus of the TSRA will be identification and documentation of mandatory (Category “A”) systems deficiencies as well as SF training. Forward Deployed Naval Forces (FDNF) ships will likely not support the standard SFRM/TSRA model. CNRMC and RMCs supporting FDNF ships will develop and coordinate with TYCOMs/ISICs standard FDNF TSRA models for each FDNF homeport. Efforts and model will be similar to models outlined in reference (a).

2. Total Ship Readiness Assessment (TSRA). TSRA 1 through 5 are tailored material assessment packages scheduled to occur at specific times during a ship’s Fleet Response Plan (FRP) schedule to improve maintenance availability planning, Current Ship’s Maintenance Project (CSMP) management, equipment repair, over-the-shoulder training of ship’s force technicians, and

deployment operational availability (AO). TSRAs adhere to the following motto: “Find, Document, Fix, Train.” While not an inspection, TSRA completion is a significant readiness preparation assessment. Regional Maintenance Centers (RMC), private sector contractors, in-service engineering agents (ISEA), NAVSEA Technical Warrant Holders (TWH), Surface Ship Maintenance Engineering, Planning and Procurement Activity (SURFMEPP), TYCOM, and ship’s force are key stakeholders responsible for TSRA effectiveness. See AD Procedures 1 through 9 of this desk guide.

a. TSRA 1. A ship-wide material assessment designed to identify work items for inclusion in the post-deployment maintenance availability. TSRA 1 will be notionally scheduled near the end of the sustainment phase, but prior to POM. TSRA 1 includes mandatory Expected Service Life (ESL) CMP tasks on slow-to-degrade systems. When developing the listing of specific tasks to be accomplished in a ship’s TSRA 1 visit, priority shall be given to scheduling mandatory TSRA 1 CMP tasks currently residing on the CSMP shore file. TSRA 1 shall be scheduled as a two-week event to maximize efforts to identify and document deficiency findings. Due to the operational tempo of fleet units, TSRA 1, TSRA 5 and Ballistic Missile Defense Readiness Assessment (BMDRA) visits may be scheduled in conjunction. Schedule may not permit separate visits during each ship’s FRP cycle.

b. TSRA 2. A post-deployment, pre-availability assessment. The intent is to conduct a material condition assessment of items that would have been expected to have experienced degradation during the deployment, and document discrepancies for possible inclusion in the AWP. The TSRA 2 is intended to be a one week “Find and Document” event. The visit will notionally be scheduled about A-90 to A-120, and may be the week prior to the Readiness Evaluation 2 event if appropriate. If a ship’s return from deployment occurs within 30 days of the work package lock milestone (between A-99 and A-75 depending on the avail), the TYCOM and RMC will make every effort to schedule TSRA 2 late in deployment or on return transit. This will be controlled by ship and resource availability. Work identified during TSRA 2 should be screened to a follow on availability when possible to avoid adding new work after the 100% lock date. TSRA 2 may happen as late as one week before the start of the maintenance availability due to ships schedule.

c. TSRA 3. Conducted during the CNO Availability, TSRA 3 assesses the material condition of tanks and voids, structures and equipment. TSRA 3 consists of three groups of material checks.

(1) Dry Dock Assessments, and "Slow to Degrade Systems" (e.g., tanks, voids, and structures). Primarily the responsibility of the Assessment Director (AD) CMP tasks that must be conducted during depot maintenance availabilities such as dry dock assessments or material assessments that require substantial interference removal will be scheduled during TSRA 3. Reference (c) requires that tank and void "Open and Inspect" items be completed within the first 20% of an availability. This allows new work that must be completed during that availability to have minimal impact on scheduling. However the goal is for any discrepancies found to be repaired during the next availability and not the current availability.

(2) Pre-Contractor Sea Trials support. Primarily the responsibility of the Project Support Engineer, (PSE) Critical HM&E systems which are not included in the AWP for repairs/ modernization, but required for Contractor Sea Trials may require Naval Supervising Activity (NSA) technical support when bringing those systems out of lay-up and conducting pre-Sea Trials testing using appropriate CMP assessment procedures. NSA support for HM&E system restoration prior to Contractor Sea Trials will be on a "as needed/pull" basis from SF and TYCOM. When required, SF/TYCOM will request NSA technical support utilizing the Fleet Technical Assist (FTA) process defined in reference (c). When requesting NSA technical support during the availability, the Project Team (via PSE) must be notified of the FTA request to allow coordination and de-confliction with the Integrated Production/Test Schedule. The results of these pre-Contractor Sea Trials NSA material assessments will be provided to the ship's Commanding Officer and NSA Project Manager (PM) to support ship's certification of Redlines (as defined in reference (g)) systems and NSA certification of readiness for Sea Trials. Due to complexities involved with conducting material assessments during CNO Availabilities, these assessments should be limited to systems that are critical to support Contractor Sea Trials.

(3) Completion of ICMP 2Ks with Deadline Dates before the end of the FRP. The AD will endeavor to have all outstanding Mandatory "A" ICMPs due before the end of the CNO avail completed prior to work certification. All ICMPs not completed shall be annotated on the deferral letter.

d. TSRA 4. A three to five week material assessment of HM&E and C5I systems tailored to evaluate equipment required to support Tier 1 and Tier 2 (Mobility and Unit Tactical) Basic Phase training. TSRA 4 will be scheduled to coincide with READ-E5 events conducted with Afloat Training Group (ATG).

e. TSRA 5. A two-week assessment notionally conducted at the end of the Integrated phase and 90 to 60 days (D-90 to D-60) prior to deployment. TSRA 5 assesses primarily C5I equipment and ensures proper operation before deployment.

f. BMDRA. BMDRA will be scheduled as a two-week event to allow for all required assessment/repairs and end to end tests to be accomplished prior to a scheduled BMD deployment/mission. Normally scheduled separately, approximately 60-45 days (D-60 to D-45) prior to deployment.

3. Class Maintenance Plan (CMP). Packages contain approved CMP common assessment procedures. Only CMP assessment tasks or procedures approved by the local NSA CHENG shall be used. CMP assessment tasks are categorized as follows:

a. Category A. CMP assessment tasks that are directed and required by higher level technical authority. Category A (technically mandated) CMP tasks for the next maintenance cycle will be defined at the ship’s Life Cycle Planning Conference (LCPC) conducted 130 days after completion of CNO Availability (C+130) or 615 days prior to the upcoming CNO Availability (A-615) for FDNF ships. All Category A tasks will be included in the ship’s BAWP by SURFMEPP and will be entered into the CSMP shore file and designated with an “A” branding code in the Category of Work field in RMAIS. Category B and C tasks will be identified by TYCOM and NSA during TSRA event planning.

b. Category B. High priority, risk mitigation CMP assessment tasks identified by the TYCOM based on the review of data such as: Master Assessment Index (MAI), Departure Report, Request for Contract Change (RCC), Casualty Reports (CASREP), Technical Assist Visit Reports (TAVRs), engineering assessments, Light Off Assessment (LOA) results, etc.

c. Category C. Low priority, risk mitigation CMP assessment tasks identified by the TYCOM utilizing similar methods as category B tasks.

d. Equipment Matrices. Systems/equipment assessments shall

be accomplished based upon the latest revision of the published class-specific equipment matrices provided in reference (d). The class-specific matrix is a notional plan that will likely require tailoring for a specific ship TSRA event. Additions and subtractions from systems identified in the class matrices for a specific TSRA must be approved by CNRMC Engineering after consulting with the TYCOM. If there are no valid CMP tasks or Common Assessment Procedures to conduct assessments, then the executing NSA will identify and/or develop an alternative assessment task using an existing approved procedure or a locally-developed procedure approved by the local waterfront technical authority (NSA CHENG), per reference (e). The cognizant NSA shall document the use of an alternative assessment task and submit a technical feedback report (TFBR) via CNRMC.

e. TSRA Discrepancies. Discrepancies shall be documented in the ship's 3M system per references (c) and (f). RMCs shall ensure assessment results are sufficiently detailed to enable proper work planning for intermediate or depot level work packages and for input into the various Troubled Systems Programs (e.g., TSP, TMA, and MRDB) for identifying Fleet equipment/system maintenance problem areas. All documented findings must reference the original GA2K JCN in order to allow cross-referencing of tasking and repair recommendations. The Assessment Director is responsible for holding meetings during TSRA events with SF, TYCOM, ISIC and RMC participation to properly screen assessment 2-Kilos per reference (g). By screening 2-Kilos that would normally be Organizational level work to Fleet Maintenance Activities (FMA), work that is within SF capability, but not within S/F available capacity to accomplish. The AD shall make every effort to screen work to the FMA for accomplishment.

f. Repairs. Repairs conducted during the TSRA visit shall be accomplished based on priority, availability of parts, SF support, SME availability, and time remaining in the TSRA. Repairs that are not accomplished during the TSRA will be processed per reference (c).

g. Training. "Over the shoulder training" provided to S/F Personnel shall be accomplished during the assessment visit and training hours reported in accordance with reference (i).

h. Scheduling. TSRAs will be scheduled by ISIC/TYCOM via the Fleet Scheduling Conferences and published quarterly. No conflicting evolutions (e.g., holiday leave periods, Preparation

for Overseas Movement (POM) or Modernization that might have a detrimental impact) shall be scheduled without prior TYCOM approval. Underway periods will only be scheduled to support the underway portion of TSRA 2.

NOTE: It is highly encouraged for the AD or another C-210 representative participation in the scheduling conferences to help identify/eliminate conflicts with the scheduling of visits.

i. Third Party Assessments. There may be times that the NSA does not have sufficient manning or resources to conduct every TSRA scheduled in their respective AOR. During these times each NSA is expected to meet the requirements to conduct assessment visits in accordance with reference (a). NSAs should fully utilize other mission funded activities (e.g., RMCs, Naval Shipyard (NSY)) before funding 3rd parties. NSAs should then utilize capable 3rd parties during these cases. Capable 3rd parties may be from SYSCOM's such as Space and Naval Warfare Systems Command (SPAWAR), ISEA support or support from a local depot level repair activity Multi-Ship Multi-Option (MSMO's) or Indefinite Delivery, Indefinite Quantity (IDIQ) contracts. MSMOs are currently executing ship-checks and writing Condition Found Reports (CFRs) using procedures that closely resemble CMP tasks and often result in "new discovery" growth and new work late in the CNO availability/CMAV planning process, and sometimes during the availability. CNRMC's intention is to task MSMOs to conduct CMP assessments as part of TSRA for all work that would be assigned to the MSMO to otherwise conduct ship-checks/repairs (effectively move these ship-checks and CFR writing earlier in the process). It is expected that RMCs will task MSMO contractors, via Assessment Contract Line Item Number (CLIN), to execute CMP tasks during TSRA when necessary. The NSA will work with the TYCOM, Program Executive Office (PEO) or In-Service Engineering Agent (ISEA) as applicable and be aware of their intent to perform assessments. The TYCOM, PEO or ISEA will identify the system to be assessed as well as the approved assessment procedure to be used. The Assessment Director is responsible for adjusting his assessment plan to minimize redundancy and ensuring proper documentation of discrepancies per reference (c). If third party material assessments are conducted in conjunction with scheduled TSRA events the NSA Visit Support Team may be utilized to assist with 2-Kilo input.

ASSESSMENT DIRECTOR (AD)

DESK GUIDE VOLUME II

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VOLUME II

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PROCEDURE 1

Third Party Assessments Not Scheduled by the Naval Supervising Activity (NSA)

Ref: (a) CNRMC 4700 Ser C200 4700/058 of 12 Jun 12,
(b) COMUSFLTFORCOMINST 4790.3
(c) COMNAVSURFPAC/COMNAVSURFLANTINST 4700.1A/CNRMCINST 4700.7

1. Purpose. To establish guidelines for coordination of shipboard material assessments conducted outside of normally scheduled TSRA events by the TYCOM, Program Executive Offices (PEO), Regional Maintenance Centers (RMCs), In Service Engineering Agents (ISEAs) or other third Party activities.

2. Discussion. Per reference (a) shipboard material assessments may be conducted for various reasons outside of a TSRA visit. Proper coordination between Assessment Directors (ADs) and third parties is necessary to ensure no duplication of efforts and that assessments when completed are properly documented per reference (b).

3. Action. The AD shall act as the central point of contact (POC) for all assessments conducted within or near scheduled TSRA events on his/her assigned ships by maintaining open communication with the TYCOM, ISIC and Maintenance Team.

a. The AD, when contacted by a third party assessor, will locate and provide, for the system being assessed, an approved CMP Common Assessment Procedures (CAP) or locally approved procedure (if available) to execute the material assessment. Certain third party assessment teams may already be aware of the CMP tasks they plan to execute and will provide this to the AD if available.

b. If a third party assessment team will be executing procedures within the confines of, or overlapping the dates of a scheduled TSRA event, third party assessors should be treated as TSRA assessors and assigned to the agenda similar to an RMC technical code person. CMP tasks for the third-party team will be included in the MAI agenda generation process and generation/close-out will occur identically to normal TSRA processes. In this case, it is the responsibility of the AD to ensure a properly written OPNAV 4790/2K is placed on the Current Ship’s Maintenance Project (CSMP) documenting all discrepancies.

c. If a third party assessment team scheduled dates do not overlap with a TSRA event, but are conducted within the 60 day period prior to a TSRA event, AD's shall include CMP tasks conducted by the third party team into the MAI generated agenda to prevent overlap and duplication of tasking. The AD shall review assessments conducted and properly closed out by the third party team and make adjustments to the assessment plan to reduce redundancy.

d. When third party assessments are completed by a team more than 60 days prior to a TSRA event, and the third party team does not have the capability to receive and properly close-out GA2K's, the AD shall identify and deconflict with the ship's SURFMEPP Engineer any Last Accomplished Date (LAD) changes required as a result of third party assessment team efforts.

PROCEDURE 2

TSRA Pre-Visit Brief

Ref: (a) COMNAVSURPAC/COMNAVSURFLANT Instruction 4700.1 /CNRMCINST 4700.7
(b) COMNAVSURPACNOTE/COMNAVSURFLANTNOTE/CNRMCNOTE 4700, Code 200 of 15 Mar 13

Appendix A: Sample Readiness to Commence Message

1. Purpose. The purpose of this procedure is to review the Class Matrices and the proposed Total Ship Readiness Assessment (TSRA) agenda, confirm the availability of equipment to be assessed, and provide input to the sequence of events to be completed during the TSRA visit.

2. Discussion. A Pre-visit Brief is required for TSRA's 1, 2, 4, and 5. TSRA 3 events are briefed as part of Integrated Project Team Development (IPTD), Work Package Execution Review (WPER) and Work Package Integration Conference (WPIC) events and are executed concurrently with the Chief of Naval Operation (CNO) availability and all Class Maintenance Plan (CMP) tasks, Systems and Equipment, outlined in reference (b) are included in the availability package. The expectation of the pre-visit brief is for the Maintenance Team, which may include Type Commander (TYCOM), Immediate Superior in Charge (ISIC), and Commander, Navy Regional Maintenance Center (CNRMC) participation, to discuss every aspect of the upcoming assessment and identify potential conflicts, pre assessment requirements and test equipment, and required services. The pre-visit brief will occur six to eight weeks prior to the visit. The AD will transmit a TSRA "Pre-requisites and Test Requirements" message at least three weeks prior to the start of the event per the enclosure (1) of reference (a). This message will include potential conflicting events that may be occurring during the same time frame. It will include the name and POC information for the person that is assigned as the ISIC representative for the ship. If the pre-brief occurs prior to transmitting the "Pre-requisite and Test Requirements" message, the message will include specifics pertaining to the following, however this list is not all inclusive:

a. Highlight potential conflicting events identified and discussed during the pre-visit brief and recommended resolutions.

b. Identify pre-assessment requirement for ship’s force, like “clean and inspect” PMS and remote monitoring execution.

3. Any additional topics that the TSRA team feels are significant and required to be included in the “Pre-requisite and Test Requirement” message should be included. The AD will utilize the standard TSRA Pre-Brief posted on the CNRMC Portal for their respective visit. The standard brief can be tailored and modified to include issues and concerns related to that specific platform visit. However, it is expected to still include slides outlining and explaining the full TSRA process and the execution process, roles and responsibilities. This pre-visit brief provides ship’s force leadership a perspective on the upcoming TSRA event.

4. Action

a. Review pre-visit briefs posted on CNRMC Portal to present to the ship.

b. Review/compare/annotate MAI recommendation with reference (b). Any deviation greater than 10%, notify CNRMC/ TYCOM for approval.

c. Create TSRA agenda for review at the pre-visit brief.

d. Identify ship’s force support requirements (i.e. Radiation request, aloft request, crane services, maintenance NECs, remote monitoring, pre-visit clean and inspect PMS).

e. Per reference (a), if necessary provide draft Readiness to Commence Message to SF for TSRA 1, 2, 4, and 5 (including BMDRA)for transmission five days prior to the TSRA assessment. See sample shown in Appendix A.

Appendix A

Sample Readiness to Commence Message

RTTUZYUW RHHMDBA0001 JJJHHMM-UUUU--RHMCSUU.
ZNR UUUUU
R DDHHMMZ MMM YY ZYB
FM USS (XXX)
TO (RMC)
INFO (COMNAVSURFPAC or COMNAVSURFLANT N3/N41/N43/N6/N7/N…)
(COMNAVRMC, NORFOLK, VA//200/300//)
(ISIC)
(AS APPROPRIATE TO ACTIVITY)
BT
UNCLAS
MSGID/GENADMIN/USS XXX/-/OCT//
SUBJ/READINESS TO COMMENCE TSRA (1, 2, 4, 5, BMDRA)//
REF/A/DOC/COMNAVSURFLANT/COMNAVSURPAC INST 4700.1A/(DATE)//
REF/B/RMC/RMC/YMD:XXXXXXXX//
NARR/REF A IS TOTAL SHIPS READINESS ASSESSMENT INSTRUCTION. REF B IS RMC TSRA (1, 2, 4, 5, BMDRA) PREREQUISITES AND TEST REQUIREMENTS FOR USS (SHIP) //
POC/XXX/LCDR/CMD/LOC: NORFOLK VA/TEL: XXX-XXX-XXXX//
RMKS/FOLLOWING IS SUBMITTED IAW REF A:
1. TSRA (1, 2, 4, 5, BMDRA) SCHEDULED FOR: DDMMMYY THRU DDMMMYY.
2. ASSESSMENT TEST PLAN NEGOTIATED DURING PRE-BRIEF ON DDMMMYY. COMMAND IS PREPARED TO SUPPORT TSRA (1, 2, 4, 5, BMDRA) EXCEPT FOR THE FOLLOWING CONFLICTING EVOLUTIONS: (LIST ANY POTENTIAL CONFLICTS) XXX INSPECTION XX-XX MMM XX FORCE PROTECTION/DIET DRILLS WITH DUTY SECTIONS-DAILY ALL HANDS TRAINING CONDUCTED WEEKLY.
3. TEST EQUIPMENT: FOLLOWING TEST EQUIPMENT AT CAL OR REPAIR FACILITY. (LIST ANY TEST EQUIPMENT ASSOCIATED WITH A SYSTEM TO BE TESTED THAT WILL NOT BE AVAILABLE FOR THE ASSESSMENT)
4. PERSONNEL SHORTAGES/CRITICAL NEC RATE NEC NMP ONBRD REMARKS (LIST APPLICABLE BILLETS AND ANY TECHNICIANS THAT WILL NOT BE AVAILABLE FOR A SYSTEM OR EQUIPMENT THAT IS BEING ASSESSED)
5. LIST OF WORK CENTERS THAT ARE BEING ASSESSED 1ST/2ND POCS FOR SYSTEMS WILL BE PROVIDED AT 0900 IN-BRIEF ON XXOCTXX ON BOARD.
6. ASSESSMENT TEAM CAUCUS SPACE HAS BEEN DESINGATED WITH AN UNCLAS NETWORK ACCESS AND AN OUTSIDE PHONE LINE.
7. ALL PRE-ASSESSMENT PMS CHECKS HAVE BEEN COMPLETED.
8. USS XXX IS READY TO COMMENCE ASSESSMENT ON DDMMMYY.//
BT
#0001
NNNN

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PROCEDURE 3

Preparing for a TSRA Visit

Ref: (a) COMNAVSEASYSCOMINST 5400.95E

1. Purpose. To establish requirements for the Assessment Director (AD) prior to the beginning of an assessment event.

2. Discussion. Prior to the assessment event, the AD will familiarize himself with reference (a) and the expected CMP Tasks to be accomplished during this visit. The AD will review the MAI recommendation to ensure that all of the mandatory systems and equipment outlined in reference (a) are addressed. CNRMC expectation is that ALL systems/sub-systems defined in reference (a) notional class matrices will be assessed during each scheduled TSRA event. Any significant deviation from what is outlined in reference (a) (greater than 10% deviation) will only be considered if extenuating circumstances (maintenance/ opsked) drive a need to deviate. Those changes must be approved by TYCOM and CNRMC. Certain assessment tasks are considered critical to support strategic mission requirements such as BMD. In the event that tasks flagged as “critical” by CNRMC/TYCOM cannot be completed, immediate notification will be provided to CNRMC Engineering along with proposed mitigation. If identified early enough, this will be included in the “Pre-requisite and Test Requirements” message. These critical tests/assessment tasks will be specified by CNRMC for TSRA 4, TSRA 5 and BMDRAs for all BMD capable ships.

During assessment events the AD plans and reviews the notional assessment recommendation, and schedules all requirements and develops an agenda. The agenda lists all the equipment to be assessed and identifies the appropriate assessment procedures. The AD oversees the assembly of Class Maintenance Plan (CMP) assessment packages and conducts visit briefs. The AD is the leader of the assessment team. The AD will work with a Type Commander (TYCOM) representative (Ashore Ship’s Maintenance Manager, Type Desk Officer, or assigned Assessment Coordinator) and the assigned SURFMEPP representative to develop the assessment package.

3. Action

a. Coordinate with System Commands (SYSCOM) and ISEAs to review ICAS, IPAR, Operational Readiness Test System Tech Assist Remote Support (ORTSTARS), and other trending databases.

(1) If the remote monitoring data review indicates that a system/equipment is operating within acceptable parameters, that system/equipment CMP task may be recommended for removal or reduction in scope unless otherwise directed by TYCOM.

(2) All satisfactory findings through the review of remote monitoring systems shall be documented as such in the 3M maintenance database system.

(3) Request the Master Assessment Index (MAI) recommendation from the MAI Recommendation List Coordinator a minimum of 75 days prior to the start of the assessment. The AD shall review the recommendation for configuration accuracy.

b. Once the AD has reviewed the MAI recommendation and passed it to the Ashore Ships Maintenance Manager for review and approval the AD shall request the MAI Recommendation List Coordinator and SURFMEPP representative to pull the requested jobs into RMAIS for screening. SURFMEPP is responsible for loading requested jobs into the CSMP shore file via a MM0001 file.

c. If there are no valid CMP tasks or Common Assessment Procedures to conduct assessments, identify and/or develop an alternative assessment task using an existing approved procedure or a locally-developed procedure approved by the local waterfront technical authority, per reference (a). Document the use of an alternative assessment task and submit a Technical Feedback Report (TFBR) via CNRMC and SURFMEPP, for adjudication.

d. Six to eight weeks prior to the event; conduct a pre-visit brief with S/F and the Maintenance Team (MT). The pre-visit brief will review the class matrix and proposed TSRA agenda, confirm the availability of equipment to be assessed, and provide input to the sequence of events to be completed during the TSRA visit.

e. 30 days prior to the event prepare and provide to TYCOM the proposed assessment matrix. TYCOM is the final approval authority for all assessment visits.

f. Coordinate and identify technical code SMEs, provide or obtain SMEs from other NSA organic resources, ISEAs, SYSCOMs, or private sector contractors.

g. Ensure that the members of the assessment team are experienced, knowledgeable, qualified and appropriately trained in proper safety, conducting of assessments, and documenting.

h. Ensure security screening procedures are sent to the specific industrial facility (if required) and to the ship to expedite TSRA Team access to the ship.

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PROCEDURE 4

Prerequisites and Test Requirements Message

Ref: (a) COMNAVSURFPAC/COMNAVSURFLANTINST 4700.1A/CNRMCINST 4700.7

Appendix A: Sample TSRA Prerequisites and Test Requirements Message

1. Purpose. To establish prerequisites message requirements for the AD.

2. Discussion. Per reference (a), the AD will send a prerequisite and test requirements message using Appendix A. The purpose of the message is to formally collaborate and coordinate with the ship, Immediate Superior in Charge (ISIC) and Type Commander (TYCOM) of the goals and requirements of the assessment. It also provides details on timing, clearances and contact information.

3. Action

a. For TSRA 1, 2, 4, 5 or Ballistic Missile Defense Readiness Assessment (BMDRA) verify TYCOM concurrence for Assessment matrix for event with the Assessment Coordinator and Ashore Ship’s Maintenance Manager.

b. Ensure all required Class Maintenance Plan (CMP) A, B and C tasks are screened and brokered into this event.

c. Three weeks prior to event start, draft and send the prerequisites and test requirements message.

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Appendix B

Sample TSRA Prerequisites and Test Requirements Message

RTTUZYUW RHHMDBA0001 JJJHHMM-UUUU--RHMCSUU.
ZNR UUUUU
R DDHHMMZ MMM YY ZYB
FM (RMC)
TO USS (SHIP)
(ISIC)
(ADDITIONAL ADDRESSEES AS APPROPRIATE)
INFO (COMNAVSURFPAC or COMNAVSURFLANT N3/N7/N43/N6/…)
(COMNAVRMC, NORFOLK, VA C200/C300)
(ISIC)
ADDITIONAL ADDRESSEES AS APPROPRIATE
BT
MSGID/GENADMIN/(RMC)//
SUBJ/ TSRA (1, 2, 4, 5, BMDRA) PREREQUISITES AND TEST REQUIREMENTS FOR USS (SHIP)//
REF/A/DOC/COMNAVSURFLANT/COMNAVSURPAC INST 4700.1A/(DATE)//
REF/B/DOC/TYCOM TASKING METHOD//
REF/C/CON/(SCHEDULING AUTHORITY)/(DATE)//
NARR/REF A IS TOTAL SHIPS READINESS ASSESSMENT INSTRUCTION. REF B IS TYCOM TASKING FOR RMC TO EXECUTE TSRA (1, 2, 4, 5, BMDRA) ON USS (SHIP). REF C IS (SCHEDULING AUTHORITY).//
POC/(LIST INFO AS APPROPRIATE)//
RMKS/1. IAW REFS A THRU C, TSRA (1, 2, 4, 5, BMDRA) WILL BE CONDUCTED ONBOARD USS (SHIP) START DATE-END DATE YYYY.
2. ASSESSMENT WILL PROVIDE THE FOLLOWING:
    A. READINESS ASSESSMENT OF SYSTEMS MATERIAL CONDITION.
    B. OVER-THE-SHOULDER MAINTENANCE TRAINING FOR SHIPBOARD PERSONNEL AS THEY PERFORM REQUIRED MAINTENANCE/CORRECTIVE ACTION.
    C. ENTRY OF MAINTENANCE READY 2-KILOS INTO THE CSMP AND A CSMP VALIDATION FOR SYSTEMS ASSESSED.
    D. (IF APPLICABLE) ASSESSMENT OF SHIP'S ELECTROMAGNETIC COMPATIBILITY POSTURE.
    E. (IF APPLICABLE) CONFIGURATION REVIEW OF COSAL/SNAP DATABASE AND INVENTORY OF TECHNICAL MANUALS FOR SYSTEMS/EQUIPMENT (ELECTRONICS ORDNANCE) BEING ASSESSED.
3. BRIEFS AND CLEARANCE DATA:
    A. PRE-BRIEF WILL BE CONDUCTED TO DISCUSS GUIDELINES, ESTABLISH REQUIRED SUPPORT, DISCUSS ANY TEST PLAN ISSUES, AND REVIEW POSSIBLE CONFLICTING EVOLUTIONS. RECOMMEND ATTENDANCE BY CO, XO, DEPT HEADS, PRINCIPAL ASSISTANTS AND 3-M COORDINATOR.
    B. RECOMMEND KICK-OFF BRIEF BE HELD ON THE FIRST MORNING OF THE EVENT.
    C. ASSESSMENT DIRECTOR WILL PROVIDE DAILY PROGRESS UPDATES TO CO OR DESIGNATED REP.
    D. AN OUTBRIEF WILL BE CONDUCTED AT THE CONCLUSION OF THE EVENT.
    E. CLEARANCE DATA WILL BE PROVIDED BY SEPCOR.

4. USS (SHIP):

A. (IF APPLICABLE) RMC LOG REP WILL CONTACT SHIP FOR LOG DATA REQUIREMENTS PRIOR TO START OF ASSESSMENT.

B. TRAINING IN MAINTENANCE PROCEDURES AND PRACTICAL APPLICATION OF ONBOARD TEST EQUIPMENT AND TOOLS FOR INSTALLED SYSTEMS IS CONDUCTED. (IF APPROPRIATE) FOR MAXIMUM BENEFIT, REQ ALL TECHS, SUPPLY SUPPORT PERSONNEL AND 3-M COORDINATOR BE AVAILABLE FOR DURATION OF EVENT.

C. (IF APPLICABLE) TO FACILITATE CRYPTO VOICE/DATA CKT TESTING, REQ LOAD ALL APPLICABLE CRYPTO PRIOR TO EVENT START.

D. (IF APPLICABLE) DUE TO LARGE NUMBER OF PERSONNEL BOARDING EACH DAY, REQ PROCESS BE ESTABLISHED TO EXPEDITE BOARDING ACCESS.

E. THIS ASSESSMENT IS NOT AN INSPECTION AND NO PRE-EVENT TESTING IS REQUIRED. CONTINUE NORMAL PMS SCHEDULE.

F. IAW REF A, TRANSMIT "READINESS TO COMMENCE" MESSAGE NLT FIVE DAYS PRIOR TO START OF THE EVENT.

G. REQ ADVISE EARLIEST OF ANY SCHEDULE EVOLUTIONS WHICH COULD IMPACT THE CONDUCT OF THIS EVENT.

5. ISIC: REQ ADVISE ALCON NAME AND TELEPHONE NUMBER OF STAFF MEMBER DESIGNATED AS ISIC REP.

6. REQ ALL SUPPORT ACTIVITIES ADVISE ALCON NAME/CLNC LEVEL OF REP(S) PROVIDING SUPPORT. (LIST AS APPLICABLE TO THE ASSESSMENT)

7. REQ ALL TEAM MEMBERS REPORT ONBOARD NLT (TIME), DD MMM YY TO MEET WITH THE ASSESSMENT DIRECTOR (AND AS APPROPRIATE) TO OBTAIN TEST PLANS AND CONTROL SHEETS.

8. FOR FURTHER INFO CONTACT (LIST POC E-MAIL ADDRESS). (RMC) STANDS READY TO SUPPORT ALL FLEET UNITS 24/7 THROUGH OUR COMMAND DUTY OFFICER: COMM (###) ###-####, DSN ###-####, UNCLASSIFIED E-MAIL (INSERT ADDRESS), CLASSIFIED E-MAIL (INSERT ADDRESS), AND BATTLE-CHAT SERVER (INSERT ADDRESS).//

BT

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NNNN

PROCEDURE 5

Assessment Execution

Ref: (a) CNRCMNOTE 4700, Code 200 of 15 Mar 13

1. Purpose. To provide procedures for the Assessment Director (AD) during an assessment.

2. Discussion. The AD is responsible for oversight of the visit assuring timely accomplishment of the assigned workload, and assuring that each team member is working towards producing a quality product or service. The AD must have a current knowledge of program sponsor policies and directives to answer ship's force and assessment team questions. Any problems that arise during the event, such as conflicting events or resources allocation problems, will be resolved with ship's leadership with the advice of the AD.

3. Action

a. On the first morning of the event conduct a kick-off brief with ship's force personnel and key assessment team personnel in attendance to ensure all personnel are given the latest guidance for the event.

b. As necessary, spot check work in progress.

c. Manage in progress work and review completed work to determine if the test plan's sequence of work, procedures, methods, and deadlines have been met.

d. Ensure members of the assessment team are working with ship's force to document the correct maintenance level to correct deficiencies per reference (a) into the ship's 3M system

e. Amend or reject work not meeting established program standards or objectives.

f. Manage the Visit Support Team (VST).

(1) Ensure the VST performs logistics validation, data entry and data collection support functions necessary to properly execute and manage a TSRA visit

(2) Ensure the VST reviews the quality and content of 2K Block 35 entries daily to ensure Naval Supervising Activity

(NSA) assessment teams provide sufficient detail to guarantee adequate work definition and upload discrepancies to the ship's Current Ship's Maintenance Project (CSMP).

(3) Liaise with various team members and ensure they are aware of and participate in planning for achievement of team goals and objectives.

(4) Provide a daily update to senior ship's force leadership. This should normally be done through a daily scheduled brief.

(5) Conduct an end of event brief with ship's force and the TYCOM representative to include the following topics at a minimum.

(a) Major discrepancies.

(b) System/equipment for which testing was not attempted, testing not completed and configuration changes were needed.

(c) Results of logistics discrepancies.

(d) Discrepancies assigned for follow on technical assistance.

g. The final products of the event are a written report, maintenance ready 4790/2Ks and collection of the required metrics. The AD is responsible for ensuring all these products are completed within five business days of the end of the event.

PROCEDURE 6

Assessment Completion

Appendix A: Sample TSRA Completion message

1. Purpose. To establish procedures for completing the Total Ships Readiness Assessment (TSRA) event.

2. Discussion. During the post assessment phase, the Assessment Director (AD) is responsible for researching, learning, and applying a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve sponsored program and NSA assessment process effectiveness, efficiency, and the quality of products and services by the assessment team.

3. Action

a. Provide a copy of the TSRA completion report to the Commanding Officer (CO) within five business days of the end of the event.

(1) Provide major findings that pose a threat to personnel safety or equipment (e.g., inoperative alarms or safety devices; readings exceeding the limits of the assessment that are deemed unsafe or excessive fuel/oil leaks).

(2) Provide minor findings which are defined as any finding not considered to be a major finding and poses no threat to personnel.

(3) Findings for material history which do not impact on equipment system operation.

(4) Any repairs performed.

(5) Any over-the-shoulder training in support of conducting the assessment.

b. Transmit the TSRA completion message within five business days of the end of the event.

c. Ensure metrics submission. Metrics will be used to measure effectiveness and efficiency of the TSRA visit. The metrics will be reviewed on a routine basis by TYCOM, Immediate Superior in Command (ISIC), Commander, Navy Regional Maintenance

Center (CNRMC), Regional Maintenance Center (RMC), and Surface Maintenance Engineering Planning Program (SURFMEPP) as required to improve TSRA planning and execution.

d. Assist the maintenance team in documenting, completing, and closing Class Maintenance Plan (CMP) assessment requirements residing in all appropriate IT systems.

e. If necessary, provide verbal and written feedback to SURFMEPP and Naval Sea Logistics Center (NAVSEALOGCEN) representatives regarding CMP and Planned Maintenance System (PMS) program issues, concerns, initiatives and recommendations.

f. For any system/equipment design deficiencies, problems with PMS, maintenance or logistic support, compile and provide feedback to appropriate technical authority for corrective action.

(1) Provide recommended changes to the scope of the visit to Assessment Branch Head, Engineering Department Supervisors and CNRMC to resolve identified problems with overall systems design, supply support, documentation, etc.

(2) Participate, as necessary, in select technical teams assembled for the purpose of resolving specific major deficiencies in operation, maintenance or logistics support of program visit equipment and systems.

Appendix C

Sample TSRA Completion message

RTTUZYUW RHHMDBA0001 JJJHHMM-UUUU--RHMCSUU.
ZNR UUUUU
R DDHHMMZ MMM YY ZYB
FM (RMC)
TO USS (SHIP)
(COMNAVSURFPAC or COMNAVSURLANT N3/N41/N43/N6/N7/N…))
(SQUADRON COMMANDER)
(ADDITIONAL ADDRESSEES AS APPROPRIATE)
INFO (COMNAVRMC, NORFOLK, VA//200/300//)
(APPROPRIATE TO SHIP)
(ADDITIONAL ADDRESSEES AS APPROPRIATE)
BT
MSGID/GENADMIN/RMC/-/MMM//
SUBJ/COMPLETION REPORT ISO USS SHIP TSRA (1, 2, 4, 5, BMDRA)//
REF/A/RPT/ASSESSMENT ACTIVITY//
AMPN/REF A DOCUMENTS//
RMKS/1. IAW REF A TSRA (1, 2, 4, 5, BMDRA) ASSESSMENT WAS CONDUCTED ON USS XXX AT NOB NORFOLK, VA DURING THE PERIOD XX-XX MMM 20XX. DEFICIENCIES ARE NOTED IN REF A.
2. ASSESSMENT DIRECTOR COMMENTS:
A. THE SHIP REPORTED A HISTORY OF XXX (SYSTEM AND DISCREPANCY).
B. THE RELIABILITY OF THE XXX SYSTEM IS SUSPECT. DURING THE COURSE OF THE ASSESSMENT, XXX WAS/WERE INOP DUE TO A NUMBER OF MATERIAL DISCREPANCIE. THE SHIP HAS A MATERIAL HISTORY FILE THAT INDICATES A RECORD OF POOR RELIABILITY WITH XX CASUALTIES, INCLUDING XX CASREPS. MANY OF THE CASREPS ARE RELATED TO PARTS NOT IN STOCK OR NOT CARRIED.
C. THE CONDITION OF THE DISTRIBUTED ELECTRICAL SYSTEM OUTSIDE OF THE XXX SPACES IS OF CONCERN. NUMEROUS UNLABELED/MISLABELED CIRCUITS, OVERSIZED/UNDERSIZED PROTECTIVE DEVICES, AND OTHER SAFETY DEFICIENCIES WERE NOTED.
D. TOPSIDE CORROSION, ESPECIALLY ALONG THE CATWALKS AND UNDER SPONSONS, WAS NOTED. THE SERIOUSLY DETERIORATED MAIN SPACE INTAKE PLENUMS SHOULD BE ADDRESSED IMMEDIATELY.
E. THE SHIP HAS NEVER HAD A COMPLETE OIL POLLUTION ABATEMENT SYSTEM (SPECIFICALLY AN OILY WATER SEPARATOR AND OIL CONTENT MONITOR) INSTALLED AND CONSEQUENTLY CANNOT COMPLY WITH EXISTING ENVIRONMENTAL PROTECTION LAWS. THE SHIP HAS ROUTINELY USED SPACE EDUCTORS TO REMOVE BILGE WATER WHILE AT SEA.
3. THE SHIP REPORTED THE FOLLOWING CASREPS WERE INITIATED AS PART OF THE ASSESSMENT
04XXX XXXX 2

04XXX XXXX 2
04XXX XXXX 2
4. ASSESSMENT SUMMARY
A. ASSESSMENT RESULTS:
NUMBER OF ITEMS/SYSTEMS SCHEDULED FOR ASSESSMENT
NUMBER OF ITEMS/SYSTEMS ACTUALLY ASSESSED
NUMBER OF ITEMS/SYSTEMS NOT ASSESSED
NUMBER OF ITEMS/SYSTEMS ASSESSED SATISFACTORILY
NUMBER OF ITEMS/SYSTEMS NEEDING REPAIR
NUMBER OF DISCREPANCIES IDENTIFIED AND DOCUMENTED IN CSMP
NUMBER OF 2KILOS GENERATED W/IN SF CAP (TA4)
NUMBER OF 2KILOS GENERATED REQ T/A (TA3)
NUMBER OF 2KILOS GENERATED REQ IMA (TA2)
NUMBER OF 2KILOS GENERATED REQ DEPOT (TA1)
NUMBER OF PERSONAL SAFETY RELATED DEFICIENCIES
NUMBER OF EQUIPMENT RELATED DEFICIENCIES
NUMBER OF HARDWARE RELATED DEFICIENCIES
NUMBER OF EMI RELATED DEFICIENCIES
B. CONFIGURATION VALIDATION RESULTED IN XX 4790.CK SUBMISSIONS.
C. EXISTING CSMP REVIEW IDENTIFIED XXX VALID CSMP ENTRIES AND XXX INVALID CSMP ENTRIES.
D. REPAIR PARTS COST SUMMARY:
1. SHIP’S REPAIR PARTS REQUIREMENT $XXX,XXX.XX
2. RRAM AND SWRMC PROVIDED PARTS $XXX.XX
3. TOTAL COST TO SHIP $XXX,XXX.XX
5. SIGNIFICANT MATERIAL DEFICIENCIES AND EQUIPMENT OPERATIONAL CAPABILITY INCLUDE:
A. PROPULSION:. REF A DOCUMENTS DEFICIENCIES AND OBSERVATIONS
B. AUXILIARIES:
- THE XXX WAS EXCESSIVELY WORN.
- 5 OF 8 XXX INDICATORS WERE INOP (CORRECTED).
- 10 OF 10 XXX HAD INOP OR OUT-OF-SPEC SAFETY SWITCHES (5 CORRECTED).
- 5 OF 5 XXX WERE INOP (3 CORRECTED).
- 17 OF 23 XXX HAD SIGNIFICANT DEFICIENCIES OR WERE INOP (13 CORRECTED).
- THE ACCOM LADDER UPPER PLATFORM WAS MISSING A THIRD LIFELINE.
C. COMBAT SYSTEMS:
- 5 OF 6 XXX WERE INOP (2 CORRECTED).
- 2 OF 10 XXX WERE UNSAFE TO OPERATE (CORRECTED).
- 8 OF 10 XXX WERE UNSAFE TO OPERATE (CORRECTED).

- 25 OF 25 XXXX DID NOT HAVE REQUIRED FLOATATION AND HOLSTER SAFETY MODIFICATIONS INSTALLED.

- THE XXX WARNING BELL WAS INOP (CORRECTED).
- THE XXX WAS INOP (CORRECTED).
- THE CONDITION OF ELECTRONIC MATTING IN MANY XXX SPACES WAS NOT INSTALLED IAW NSTM CH 634 AND COVERED SIGNIFICANTLY CORRODED DECKS.
- EX: THERE WERE SEVERAL SIGNIFICANT TOPSIDE AND MAST ASSESSMENT DISCREPANCIES INCLUDING VARIOUS CORRODED FERROUS FASTENERS AND ASSOCIATED HARDWARE, MISSING OR IMPROPERLY INSTALLED CLIMBER SAFETY RAIL PINS, AND MISSING ANTENNA SAFETY CUTOUT SWITCH RF HAZARD LABELS.
- THE CLIMBER SAFETY RAILS LOCATED ON THE XXX, NAVIGATION POLE, AND FANTAIL WERE NOT INSTALLED IAW THE NAVSEA STANDARD DRAWING.
- THE XXX WATER CIRCULATING PUMP WAS INOP (CORRECTED).

D. HABITABILITY:

- THE FLAG PANTRY GARBAGE DISPOSAL HAD EXPOSED ELECTRICAL WIRES IN THE CABINET BENEATH THE SINK (CORRECTED).
- THERE WERE NO DEEP FAT FRYER EMERGENCY DISCONNECT SWITCHES INSTALLED IN 5 OF 7 GALLEYS/PANTRIES.
- 17 OF 44 NEWLY INSTALLED GAYLORD HOOD FAIL-SAFE SWITCHES WERE INOP (CORRECTED).

E. NAVOSH:

- 38 OF 41 XXX SAFETY NETS HAD DISCREPANCIES.
- 1 OF 5 BIOLOGICAL REFRIGERATORS WAS INOP.
- THE XXX CALL BUTTON SYSTEM AND XXX HEADS WERE INOP.
- 1 OF 3 MEDICAL/DENTAL STERILIZERS WAS INOP (CORRECTED).

F. TRAINING HOURS PROVIDED XXX//

6. CO COMMENTS//

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PROCEDURE 7

TSRA Metrics

1. Purpose. To establish required metrics for Total Ships Readiness Assessment (TSRA) events.

2. Discussion. Metrics will be used to measure effectiveness and efficiency of the TSRA visit. Metrics will be used to measure effectiveness and efficiency of the TSRA visit. The metrics will be reviewed on a routine basis by TYCOM, Immediate Superior in Command (ISIC), Commander, Navy Regional Maintenance Center (CNRMC), Regional Maintenance Center (RMC), and Surface Maintenance Engineering Planning Program (SURFMEPP) as required to improve TSRA planning and execution. The required metrics may be revised for future needs and Naval Supervisor Assessments (NSA) are encouraged to establish NSA specific metrics.

3. Action

a. Collect and provide the following data when preparing for, conducting and concluding a TSRA event.

(1) Configuration Validation results

(a) Items Validated

(b) Items requiring corrections

(c) Adds

(d) Deletes

(e) Changes

(2) Training Provided

(a) System/Equipment

(b) Hours of training provided

(3) Existing Current Ship Maintenance Project (CSMP) Validation Results

(a) 2-Kilos validated

(b) 2-Kilos found complete

(c) 2-Kilos to be rewritten

(d) 2-Kilos to be cancelled

(4) Assessment Tasks Scheduled vs. Accomplished

(a) Number of tasks scheduled to be completed

(b) Tasks fully completed

(c) Tasks partially completed

(d) Reason for non-accomplishment

(5) Assessment Results

(a) Type Availability (TA) 1 items found/repaired

(b) Type Availability (TA) 2 items found/repaired

(c) Type Availability (TA) 3 items found/repaired

(d) Type Availability (TA) 4 items found/repaired

(6) Repair parts data (number and dollar amount)

(a) Required

(b) Obtained at no cost to ship

(c) Ordered by ship

(d) Not ordered by end of event

(7) Class Maintenance Plan (CMP) Assessment Task Validation

(a) Equipment assessed using CMP assessment tasks.

(b) Equipment assessed with no existing CMP assessment task.

(c) CMP tasks incorrect due to configuration mismatch.

(d) CMP tasks requiring block 35 modifications

(e) CMP tasks without a procedure identified

(f) CMP tasks requiring procedure modification

(8) Ship Self-Assessment

(a) Number of valid CSMP items for systems assessed.

(b) Number of new 2-Kilos generated by TSRA

(c) CSMP Validity (# of valid CSMP 2Ks ÷ Total # of CSMP 2Ks validated)

(d) Ship’s awareness (# of valid CSMP 2Ks ÷ (total #of valid 2Ks + total number of TSRA discrepancies))

(e) Number of Casualty Reports (CASREPs)

(f) Number of Temporary Standing Orders

(g) Number of Departure from Specifications

(h) Number of repeat findings from Previous Assessment Visits.

(i) Recommended changes to assessment procedures or procedures to be discontinued.

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PROCEDURE 8

Recommending Type Availability of Assessment 2-Kilos

Ref: (a) CNRCMNOTE 4700, Code 200 of 15 Mar 13

1. Purpose. To establish guidelines on pre-screening 2-Kilos during assessment visits.

2. Discussion. Per reference (a), many assessment 2-Kilos are screened with a Type Availability of 4. While the work may be within Ship's Force (S/F) capability, it is often not within SF capacity. Screening assessment 2-Kilos prior to the end of the assessment visit also ensures that SF leadership, Ashore Ship's Maintenance Manager and Regional Maintenance Center (RMC) Ship Superintendent have an understanding of upcoming work. The Assessment Director (AD) shall use established business rules, knowledge of local capabilities and RMC shop capacities along with input from the ship's PE and S/F to assign Type Availability to 2-Kilos.

3. Action. AD's shall arrange to screen assessment 2-Kilos with SF, Immediate Superior in Charge (ISIC), Type Commander (TYCOM) and Naval Supervisor Activity (NSA) maintenance team members during daily out brief events or at the conclusion of the assessment visit. During this meeting, at a minimum the following representatives shall be present:

a. AD

b. S/F SMMO

c. TYCOM Ashore Ship's Maintenance Manager

d. IMA Ship Superintendent or Business Office Representative

e. It is recommended that the S/F Commanding Officers and Department Heads attend.

f. The number of screening meetings scheduled shall be at the discretion of the AD, but it is recommended that this be accomplished a minimum of three times per week while discrepancies are fresh in the mind of S/F and Assessors during the TSRA and to avoid having to discuss large numbers of discrepancies during one meeting.