

LOGISTICS

“Waterfront Operations Support”



DESK GUIDE



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21 Jun 13

**DEPARTMENT OF THE NAVY**

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FOREWORD

Ref: (a) COMUSFLTFORCOMINST 4790.3, Revision B, Change 5,
Joint Fleet Maintenance Manual (JFMM)
(b) CNRMC Fleet Desk Guide (FDG)

This Logistics Role-Based Desk Guide (RBDG) provides the Logistician with standardized procedures to help them execute their duties and responsibilities outlined in references (a) and (b). It contains Logistician procedures for executing all phases of the maintenance availability end-to-end (E2E) process. These procedures are augmented by the E2E processes found in reference (b), which is available on the CNRMC portal at <https://dodcac.portal.navy.mil/navsea/CNRMC/fdg/default.aspx>.

This RBDG can be accessed through the CNRMC web portal at <https://dodcac.portal.navy.mil/navsea/CNRMC/fdg/default.aspx> and copies may be downloaded as needed. Configuration control and updates to the RBDG are maintained by CNRMC Code 710. Recommended changes should be submitted using the change request/feedback form located on the website. Recommended changes can also be forwarded to:

Deputy Director for Policy, Code 710
Navy Regional Maintenance Center, Suite 245
Norfolk, VA 23511-2245

This RBDG is approved for use by all Regional Maintenance Center (RMC) Logisticians.


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Electronic only, VIA NRMC intranet
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NAVSHIPYD and IMF Pearl Harbor, HI
NAVSHIPREPFAC and Japan RMC Yokosuka

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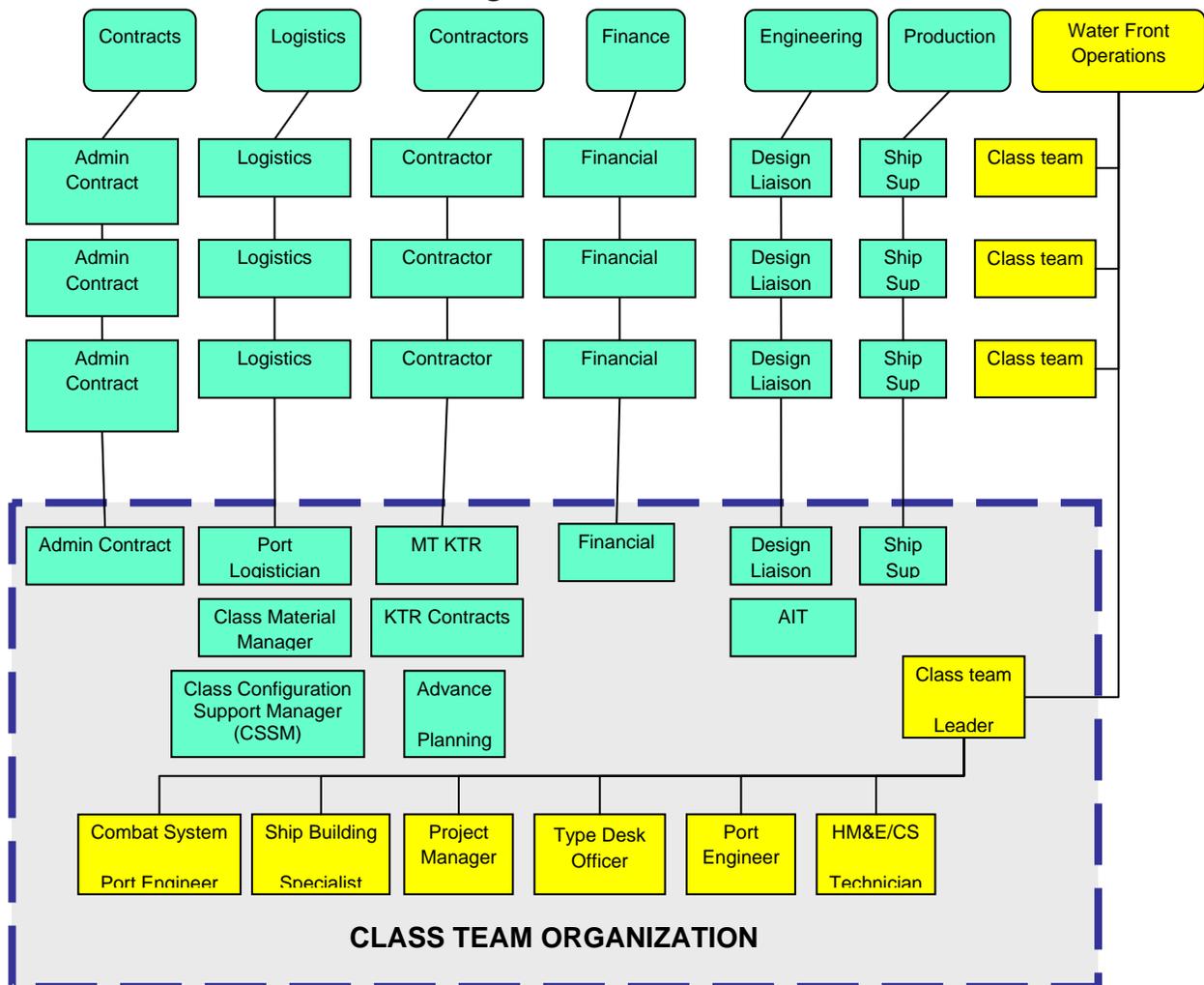
Chapter 1

WATERFRONT OPERATIONS LOGISTICIAN ROLES AND RESPONSIBILITIES

Note: The following provides the Logistician a basic understanding of the support roles for the Class Maintenance Team.

1. Class Maintenance Teams

RMC Matrix Organization for Class Team



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2. Roles and Responsibilities

a. Class Port Logistician (CPL)

(1) Coordinate and identify all configuration management, integrated logistics support and material requirements for the team.

(2) Manage the Class Configuration Support Manager (CCSM) and Class Material Manager (CMM) personnel in support of daily class logistic requirements.

(3) Gather and research drawings for Availabilities for ILS supported equipment and compare to Configuration Overhaul Planning (COP) data.

(4) Monitor and track emergent Work Specifications that have been added after the start of Availability to identify emergent work specifications that may impact on logistics support for equipment/systems.

(5) Interface with Regional Maintenance Modernization and Coordination Office (RMMCO) and monitor ILS deliverables.

(6) Attend Work Package Integration Conference (WIPIC) and Work Package Execution Review (WPER) in order to obtain info for upcoming availability to provide status of Government Furnished Material (GFM)..

(7) Provide information to Configuration Data Manager (CDM) as applicable.

(8) Attend Availability Arrival Conference.

(9) Provide ships with Logistics in-brief scheduled prior to start of availability".

(10) Attend weekly production and advance Planning meetings.

(11) Attend and represent RMC at Integrated Logistics Support Management Team (ILSMT) / Logistics Products Review (LPR) meetings.

(12) Provide Core Maintenance (PMs/SBSs/PEs) and Class Teams with logistics assistance.

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(13) Provide End of Availability (EOA) ILS Certification as per Fleet Modernization Management and Operations Manual (FMP) (SL720-AA-MAN-010/020) or other Navy Modernization Process (NMP). guidance.

(14) Ensure that ship receives applicable logistics requirements and coordinate assistance with CDM On-site Logistics Representative (OSLR) and Logistics Department.

(15) Assist Core/Class Maintenance Teams for research in finding/reviewing/correcting ILS elements on Automated Work Requests (AWRs).

(16) Coordinate with Class Team Leader on all Logistic requirements.

(17) Attend and provide after availability lessons learned to Team Leader for input.

b. CCSM

(1) Gather, analyzes, investigate and track Alteration Installation Team (AIT) installations during and after the availability.

(2) Conduct configuration validation not related to the CDM OSLR configuration validations of modernization work package or similar validations performed by the OSLR.

(3) Submit affected configuration data updates through Configuration Data Managers Database - Open Architecture (CDMD-OA).

(4) Conduct configuration and equipment research for proper Allowance Parts List (APL).

(5) Attend Weekly Production meetings with the Ship, Port Engineer and Contractor.

(6) Attend Integrated Logistic Support Management Team (ILSMT/LPR) meetings.

(7) Provide Planned Technical Document (PTD) information to FLC Logistics Department for submission in Interactive Computer-Aided Provisioning System (ICAPS).

(8) Correct known ILS problems in Regional Maintenance Automated Information System (RMAIS) for AWR up line processing.

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(9) Perform Ship checks to validate ILS related work elements as required.

c. Class Material Manager (CMM)

(1) Class Port Logistician will have functional oversight of Class Material Managers for the Class Team. CMM duties and responsibilities are to provide the Class Team with parts support for RMC repair processes as outlined below.

(2) Research material requirements.

(a) Provide alternate sourcing options.

(b) Order material via stock requisitions.

(c) Credit card transactions or purchase requests.

(d) Expedite receipt of material.

(e) Ensure proper material is received on schedule.

(f) Return incorrect material and required documentation.

(g) Ensure procurement of provisional items includes appropriate technical data.

(h) Review residual on-hand and on-order items at EOA for cancellation/excess turn-in and prepare and assist in shipping of material requests.

(i) Assist in identification of parts/APL and alternative source solutions.

(j) Ensure most cost efficient source of material.

(k) Interface with Property Managers in control of Government Furnished Material.

(l) Capture logistics data metrics with WFO Metric Tool as determined by the Logistics Department.

(m) Coordinate and issue Procurement Quality Deficiency Report (PQDR) as identified by the RMC Project Team.

Chapter 2

CONFIGURATION ANALYSIS PROCEDURE

Note: Configuration Data Management Database-Open Architecture (CDMD-OA) is used in support of waterfront operations when required to conduct specific requirements, i.e., equipment change outs, major assessment configuration discrepancies, verify ship configuration in support of high priority/high price requirements, verification of equipment validity to shipboard configuration, work specification repair work items, targeted shipboard system validations, select AWR equipment verification and providing work files to Configuration Data Manager (CDM) to correct shipboard configuration errors. CDMD-OA is used daily by all logisticians as a major technical research tool in support of Configuration Analysis in areas of Logistics.

3.1 VALIDATION PROCESS.

1. The validation process is a two-part process that entails:

a. Part I - Sight verification of the equipment at the location in which it is installed; including comparison against SCLISIS CDMD-OA and ships configuration database.

(1) Validate applicable equipment on board ship.

(2) Record changes.

(3) Research changes.

b. Part II - Reporting the results of the sight validation to the cognizant CDM via CDMD-OA.

c. The data elements that must be verified and reported to qualify as a sight validation and the appropriate 2nd position of Validation Source Action Code (VSAC) to be assigned in the following table:

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"xV" - Full Validation. "xS" - Ship Check

Data Element	VSAC "xV"	VSAC "xS"
Location (LOC)	X	X
Repairable Identification Code (RIC)	X	X
Equipment Identification Number (EIN)/Component Characteristics File (CCF)	X	X
Serial Number (S/N)	X	X
Positional Reference Identification (PRID)*	X	X
Work Center Responsible for Equipment (WCRE) (Ship's Force use only)	X	X
Hierarchical Structure Code (HSC) Expanded Ship Work Breakdown Structure (ESWBS)	X	X
Equipment Functional Description (EFD)*	X	X
Quantity (QTY)	X	X
Record Type 3 Logistics Data (RT3)	X	

*No format changes will be processed by the CDM.

Note 1: Above are elements associated with validation aid.

d. The following additional data elements must be reported as a result of sight validation efforts:

- (1) Installation Status Code (ISC).
- (2) VSAC

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(3) Validation Date (VALIDATE).

(4) Reason Not Validated (RNV) Code.

(5) Data Originator Validation Code (DOVC) if the transaction changes the RIC or S/N, or is an "add" record.

(6) Configuration Reporting Date (CRD).

e. In order to reduce the potential for subsequent redundant database maintenance validation efforts, all validation efforts must be reported to the CDM (even if the validation results in a confirmation of information resident in the NAVSEA master configuration database) for the purpose of updating the VALDATE/VSAC. Specific requirements pertaining to each category of validation effort (installation, operational, database maintenance and new construction) are categorized as follows:

(1) Installation. Validation efforts associated with the installation, alteration and removal of equipment on operational ships. Failure to validate and report equipment installation, alteration and removal results in incorrect logistics support onboard ship which negatively impacts fleet readiness. The SHIPMAIN One Book, FMP Manual, 3M Manual, and NAVSEA Technical Specification 9090-310 series delineate the validation requirements associated with new installs/alterations/removals.

(2) Operational. Validation efforts performed by ship's force in the normal conduct of daily operations; sampling directed by TYCOM instruction; and validations accomplished as part of equipment pre-deployment grooms, certifications, and/or assessments. All operational validation efforts must be reported to the CDM for the purpose of updating the VALDATE/VSAC. This reduces the potential for subsequent redundant maintenance validation efforts.

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Chapter 3

ALTERATION INSTALLATION TEAM (AIT) PROCEDURE

1. Review Configuration Overhaul Planning (COP) data
 - a. Validate COP data with Ship Program Managers authorized letter.
 - b. Evaluate install information, i.e. Ship Alteration (SA), Operational Requirement (OR), Engineering Change (EC), Field Change (FC), Ships' Work document (SWD), Alteration Equivalent to Repair (AER) etc.
2. Gather Certifications
 - a. Download Certifications from Navy Data Environment (NDE)/ILS Execution Module based on Authorization Letter and/or COSAL Overhaul Planning (COP) listing.'
 - b. Accessing NDE (first time users only)
 - (1) Go to <http://www.cdmd.navy.mil>.
 - (2) click on applications drop-down and select NDE.
 - (3) on the left hand side of the logon page select UserID Request.
 - (4) fill out the complete form.
 - (5) select ILS.
 - (6) Example of justification: To perform logistics management duties for alterations during CNO availabilities.
 - (7) sign and submit.
3. Build Baseline of Availability(BOA)
 - a. Review Certifications Verifying all Associated ILS is Populated, i.e., Onboard Repair Parts (ORBP), Technical Manual (TM), Allowance parts List (APL), Maintenance Index Page (MIP), and Maintenance Assist Modules (MAMs), Training per Type Commander (TYCOM) direction.
4. Wait for Alteration Installation Team (AIT) delivery

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a. AIT brings Deliverables and Regional Maintenance and Modernization Coordination Office (RMMCO) sheet to RMMCO Logistic Management Specialist (LMS).

(1) Interface with the installing activity or AIT to verify product delivery.

b. AIT brings alteration deliverable and RMMCO sheet to the ILO LMS.

(1) Verify deliverable against RMMCO check-in sheet and ILS certification.

(2) Accept deliverables.

(3) Sign RMMCO sheet for receipt of parts.

(4) Create add 1149, provide 1149 and parts to S/F.

(5) Update BOA.

(6) Notify Maintenance Team/SPM on non-delivered parts.

5. Report Discrepancies

a. If deliverable is different than what was expected on the certificate it must be vetted with ISEA & SPM to determine correct deliverable. Differences could be across platforms, could be an old certificate, etc.

b. Notify S/F and Maintenance Teams of discrepancies.

6. Final Actions

a. Develop End of Availability (EOA) verification letter reporting ILS deficiencies to NAVSEA PEO Ships/TYCOMs/CNRMC and Ships Force (S/F).

7. Support Tools (See Appendix 3, Logistician E-Tools).

Chapter 4

CHIEF OF NAVAL OPERATIONS (CNO) AVAILABILITY

1. A CNO Availability is an availability of varying duration (a few weeks to several months) in duration performed by industrial activities under NAVSEA management or contract administration or as designated by the TYCOM or NAVSEA. These availabilities are designed to ensure the ship is provided the necessary maintenance for repairs and upgraded modernization packages to meet their expected life cycle or beyond.

2. During these CNO Availability periods for surface ships, the RMC is the Naval Supervising Activity (NSA) and as part of the NSA responsibilities will certify that all Logistics deliverables required by the ship to support the End Of Availability (EOA) configuration are onboard at EOA.

Note: (See Appendix 2 for further guidance on Logistician support for CNO availabilities)

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Chapter 5

MATERIAL MANAGEMENT PROCEDURES

1. Identify Material Requirements (NSN Required). The purpose of this procedure is to guide the Logistician in identification of material requirements when a National Stock Number (NSN) is required.

a. Log on to One Touch Support (OTS) or HAYSTACK, DoD E-MALL, General Schedule Administration (GSA) Advantage, and WEB FLIS (for vendor information only) as applicable. Check availability of part using National Item Identification Number (NIIN).

b. Is the part available in the Supply System?

(1) Yes - Get the price and submit to Project Manager (PM)/Port Engineer (PE). Proceed to Logistics RBDG Procedure 2.

(2) No - Request Code 500 assistance, as required.

c. Will item be available in less than 30 days?

(1) Yes - Notify PM/PE of availability date.

(2) No - Notify PM/PE.

d. Get vendor information from local research tools to make inquiries of parts availability. This also includes identifying items that are obsolete.

e. Part available?

(1) Yes - Get quote and notify PM/PE.

(2) No - Notify PM/PE.

f. Is part within credit card threshold?

(1) Yes - Purchase with Credit Card and issue to PM/PE.

(2) No - Submit Contract Request and issue items to PM/PE upon receipt.

2. Create and Route Job Material List (JML) for National Stock Number (NSN) Items in MRQT.

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a. The purpose of this procedure is to guide the Logistician in creating and routing a Job Material List (JML) for National Stock Numbered (NSN) items in the Material Requirements (MRQT) application.

(1) Log into the AIM4RMC.

(2) Double-click on the MRQT Web Icon.

(3) Go to the "Add" drop-down menu.

(4) Click on "JML".

(5) Put check in "Assign Document Number" block and erase all other checks at the top of page. May be auto-filled.

(6) Type in the correct Item Control Number (ICN)/Key Op number that you are ordering the part for (the screen will auto populate with the information about the ICN/Key Op).

(7) Enter the Key Op Item (KOI) number. This is a three digit sequential number that you choose to keep the JMLs in order for the Key Op. The system will not let you duplicate KOIs on the same Key Op.

(8) Enter Job Control Number (JCN). Using the JCN drop-down menu, choose the correct JCN for which you are ordering material. If there are no JCNs assigned to the ICN/Key Op, contact the Ship Sup for that Ship or overhead ICNs may not have JCN assigned or required.

(9) Enter Required Delivery Date (RDD). Using the drop-down calendar, choose the required delivery date for the material. Arbitrarily, two days before the job is to be started.

(10) In the Federal Supply Code (FSC)/National Item Identification Number (NIIN)/Special Material Identification Code (SMIC) blocks enter the NIIN for the material. MRQT will auto-populate information on the material to include Unit of Issue (UI). It will also let you know if NIIN cannot be found.

(11) Enter both requested Quantity/UI and Actual Quantity/UI. The amounts and units of issue will be the same.

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b. For Depot Level Repair (DLR) items only enter quantity one per JML.

(1) Click on the EST price.

c. For DLRs with turn-ins, the unit net price will require manual price entry to adjust net price and estimated cost fields.

(1) Using the Shop ellipse drop-down, enter the shop that is ordering the material, e.g. XX Production Planning; XX Combat.

(2) Using the Trade Skill Designator (TSD) drop-down menu enter the Trade Skill Designator of who is ordering the material. Click "OK". If known, user may manually enter the data without using the ellipse drop-downs.

(3) Using the Delivery Point (Del Pt:) drop-down menu, enter the shop where the material is to be delivered, e.g. XX Paint and Sandblast.

(4) Replicate delivery point in the description field (if applicable).

(5) Enter appropriate value in "ESSN LVL Block".

(6) Enter appropriate value in "QA Block".

(7) Copy JCN number to "Description Block".

(8) Enter appropriate value in "RTE Block".

(9) Enter appropriate value in "Project Code Block".

(10) Enter appropriate value in "Priority block".

(11) Enter E in "USE Block". May be auto-filled.

(12) Select "NEXT JML block" if more than 1 JML is needed, and continue until last JML is entered. Otherwise continue to next step.

(13) On "Next JML" screen you will have to enter the description block, Project Code block, Use block, for all subsequent JMLs.

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(14) Click "Submit and Exit".

(15) After selection Submit and Exit you will need to close out the current JML screen and that will display the JML screen requiring to be activated.

(16) Click and highlight appropriate JML to be activated.

(17) Using the JML drop-down menu, click JML Status and then select "Activate". To activate more than one JML hold the shift key and scroll to last item selected and then release the shift key. All JMLs should be highlighted.

(18) Click "Submit".

(19) Choose the line items that you want to send to supply to order by clicking on the block to the left of the line. This will highlight that line. If you have several line items hold the "CTRL" key and click on each one, or, you may click on the top line of the list and hold the "SHIFT" key and click on the bottom JML of the group you want to select.

(20) Once your JML lines are selected, select the "JML" drop-down menu and click on "Route To".

(21) Using the drop-down menu, select the appropriate destination to send activated JMLs, then Click "OK".

(22) You will get a window message, "Action completed successfully!" Click "OK".

(23) The NSN JML(s) have been created and routed.

3. Create and Route JML for NON-NSN Items in MRQT

a. The purpose of this procedure is to guide the Logistician in creating and routing a Job Material List (JML) for Non-National Stock Numbered (NSN) items in the Material Requirements (MRQT) application.

b. Recommend the ERP Business Office auto-fill common entry values on the JML template.

(1) Log into the AIM4RMC.

(2) Double-click on the "MRQT Web Icon".

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(3) Go to the "Add" drop-down menu.

(4) Click on "JML".

(5) Type in the correct ICN/Key OP that you are ordering the part for. The screen will auto populate with information about that ICN/KOP to include; "JML Status:", "Activity ID:", "Ship Type: Hull", "Ship/Activity name:", "CUPhase" etc.

(6) Enter the Key Op Item (KOI) number. This is a three digit sequential number that you choose to keep the JMLs in order for the Key Op. The system will not let you duplicate KOIs on the same Key Op.

(7) Using the JCN drop-down menu choose the correct JCN for which you are ordering material.

c. For overhead jobs there is no JCN.

(1) Using the drop-down calendar, choose the required delivery date (RDD) for the material. Arbitrarily, two days before the job is to be started (expected delivery date is taken into consideration).

d. Two days is a general rule of thumb.

(1) In FSC block, enter 9999, then enter quantity required in REQ Qty/UI and Act QTY/UI (these will be the same) and Unit/Net Price.

(a) Point and click in Unit/NET Price and enter dollar amount. Then click in "EST Cost" block to auto fill the extended price.

(b) Add Company Commercial and Government Entity (CAGE) in the "CAGE block and enter company name.

(c) Enter Company name in "Ref Pt block".

(2) In the Shop block check on the ellipse and select shop description. Then click "OK".

(3) In the TSD block check the ellipse and select TSD description. Then click "OK".

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(4) Using the drop-down menu provided, select Del Pt; , this is the delivery point where the material is going to be used, e.g. XX for Paint and Sandblast.

(5) Select "Essn" level.

e. This field may be auto populated with "NA".

(1) Select "QA" level.

f. This field may be auto populated with "4".

(1) Enter the noun name of the material or service you are ordering. If more than one item, list either various or the name of the first item on the list.

(2) In the "Description" block, enter in plain language the description for the material of service.

(3) Enter appropriate value in "RTE block".

(4) Enter appropriate value in "Project code block" (ZK6, 733, 740, etc.).

(5) Enter appropriate value in "Priority block".

(6) Enter "E" in "USE block".

(7) Ensure that TC: reads "B" and CMT: reads "8" and offline CASREPs "F".

(a) Click "Submit and Exit".

g. This will bring you to the JML details screen. You may want to write down the JML document number for future reference.

(1) Click on "Stamps" folder in the left column and select "Credit Card Buy" then click on the "down arrow" icon below.

(2) This will bring the selected stamp down to the selected stamp box and add it to the JML.

(3) Click "Submit".

h. A check mark will appear on the stamp folder to indicate step accomplished.

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(1) Click on the "Attachments" folder, then click on "STD".

(2) Select appropriate "Attachments Label Name" from list, e.g. Open Purchase Package, and then click "OK".

i. This puts a STD (open purchase package) place holder within the attachments folder. (Ex: Sole source justification, statement of urgency, etc.)

j. SCAN all supporting documentation to an appropriate folder on your computer hard drive. You will be prompted to upload in future steps.

k. Submit Financial Obligation Approval document to Code 600.

(1) Click on the attachment folder drop-down (+ sign) to identify the STD Open Purchase Package place holder under the "attachment" folder.

(2) Click on the STD Open Purchase Package place lder. This brings up the "Attachment Title" window.

(3) Click on "Store File". This brings up the "SELECT FILE" window.

(4) In the "Select File" window, click "Browse" to locate the file you created in step 3.26 NOTE #2.

(5) Navigate to your folder, and select the appropriate package file for the material, click "Open".

(6) In the "Select File" screen, click "OK".

l. If adding NOTES, double click on the Note folder and then on the "note" drop-down menu and select "insert". Enter any amplifying information to help the expeditor complete your JML.

(1) Click "Submit and Exit".

(2) Click and highlight appropriate JML.

(3) On the "JML" drop-down menu, select JML status then click on "Activate".

m. This activates the JML by displaying a yellow highlighted "M" on the left column of window and indicates ACT in the "JML STAT" block.

- (1) Click "OK".
- (2) Click "Submit".

n. All JML's for maintenance related items, including material being ordered to accomplish Intermediate Maintenance Activity (IMA) production support, must be routed to Supply Code 500 for ordering.

(1) Choose the JMLs to send to Supply Dept by clicking on the box to the left of the appropriate line(s).

(2) On the "JML" drop-down menu select "Route To" and select appropriate "New Position".

(3) MRQT Open Purchase action complete.

o. Verify Supply Department received OP JML request.

4. Micro Purchase

a. The purpose of this procedure is to guide the Logistician in conducting a micro purchase JML in Material (MAT).

(1) Access JML in MAT.

(2) Review Micro Purchase Package for accuracy and completeness (statement of urgency, sole source justification, quotation, etc.).

(a) If yes, transfer JML to credit cardholder inbox.

(b) If no, contact PM/PE to resolve.

(3) Credit card buyer contacts vendor and places order.

(4) Award purchase in MAT.

(5) Update EDD in MAT.

b. Follow all applicable Government Commercial Purchase Card (GCPC) procedures.

5. Contracts

a. The purpose of this procedure is to guide the Logistician in processing a JML to obtain materials required through a contract.

(1) PM/PE provide expeditor with material request.

(2) Route JML to Code 500.

(3) Review Contracts Package for accuracy and completeness (statement of urgency, sole source justification, quotation, etc.).

(4) Code 500 validates all paperwork and submits NAVCOMPT 2276 to Finance (Code 600) for approval.

(5) Code 600 approves and returns to Code 500.

(6) Code 500 submits all paperwork to NAVSUP GLS for acceptance via Funding Document Manager (FDM).

(7) NAVSUP GLS acceptance.

(8) NAVSUP GLS will send originator notification of acceptance and route to FLC Contracts (Code 200).

(9) FLC Code 200 buyer awards contract to vendor.

(10) FLC Code 200 Contracting will e-mail notification of contract award to Code 500.

6. Check Part Status in MRQT

a. The purpose of this procedure is to guide the Logistician in checking part status in the Material Requirements (MRQT) application.

(1) Select quick Filter in MRQT.

(2) Click JML by document number, ICN, Hull or Shop.

(3) Double click material status folder on left side of screen.

(4) Document numbered data full display screen appears with status.

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7. Check Part Status in MAT

a. The purpose of this procedure is to guide the Logistician in checking part status in the Material (MAT) application.

- (1) Log in to MAT.
- (2) Click on MF MM/MS QUERY.
- (3) Click on MQFULL.
- (4) Type in JML number, up to 20 may be entered.
- (5) Current status with ETD is shown on JML.

8. Depot Level Repairable (DLR) Item Management

a. The purpose of this procedure is to guide the Logistician in management of Depot Level Repairable (DLR) items.

- (1) Process in accordance with LOGISTICS PROCEDURE NR 2.
- (2) Route JML to DLR Inbox.
- (3) DLR Manager opens record by clicking on Activity from the DLR Inbox.
- (4) Verify EDD, if CASREP should be next calendar day.
- (5) Ensure QTY never exceeds one (1).
- (6) Check logistics research tool (e.g. ERMS, HAYSTACK, FEDLOG). If 5G needs RIP Chit or turn-in; 5S is authorized remain in place part; 5D the part is initial allowancing, a justification must accompany JML and Unit price must be used; 5A must be accompanied by a DD 200 Survey form.
- (7) Verify valid Delivery Point.
- (8) Verify Requestor Information is populated in Additional Details tab.
- (9) Verify any other Additional Details.
- (10) Click Admin tab to enter appropriate priority, CASREPS priority 03, all others priority 06.
- (11) Click on JML in MRQT menu bar and scroll down to Review and Complete, click "Yes: at prompt.

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(12) Record should then have no active fields, JML "grayed" out.

(13) Re-access the DLR Inbox to ensure JML has been completed and is listed as CPL in JML Status column.

b. Once ordered the JML is tracked through the ERMS NITA report and One Touch. The Electronic Retrograde Management System (ERMS) NAVICP Inventory Tracking & Accounting (NITA) report will display if the DLR carcass has been received or if there has been a charge for an undelivered carcass.

(1) Once part arrives the Shop will be notified and they must provide the turn-in carcass before receipt of material.

c. There are circumstances in which a carcass cannot be delivered until the new part is installed. These issues will be identified prior to ordering the material.

9. Material Receipt/Turnover for "E" use coded material

a. The purpose of this procedure is to guide the Logistician in material receipt/turnover of "E" use coded items.

b. Have shipping document (DD1348-1A) for reference during the following steps:

(1) Log in to MAT

(2) Select "MF Updates".

(3) Select "Receipt".

(4) Select "MRDOC".

(5) Insert Document Number (last eight (8) of Milstrip) in the "Doc Nr" field and click the

(a) ("Find(flashlight)" icon. Note: For partial receipt enter the suffix in the "Suffix" field.

(6) Utilizing the DD1348-1A verify the following information:

(a) NIIN/SMIC.

(b) Received Quantity(correct if necessary for partial receipt)

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(c) Receipt Value(correct with value from 1348-1A if necessary)

(7) Enter the receiving location in the "Location" field.

(8) Enter the number of containers received in the "Ctns" field.

(9) Enter the storage building in the "Strg Bldg" field.

(10) Enter "Y" in the "MMD Ind" field.

(11) Enter the MFRDT for the 1348-1A in the "Cure Date" field if required.

(12) Enter the Receiver's badge number in the "Recv Badge Nr" field. (This can be any six (6) character alpha-numeric string i.e. last name of receiver)

(13) Click on the "Save" (diskette) icon. You will see a message at the bottom of the screen stating the transaction was completed and saved.

(14) Three (3) copies of the Material Movement Document (MMD) will print out of the designated printer. Staple the 1348-1A's to the MMD's and place with the material.

(15) Notify shop logistician/RPPO (PM/ PE or Property manager for GFM) material is ready to be picked up.

(16) When the shop logistician/RPPO comes to pick up material have them circle the quantity, print their name, sign, and date one copy of the 1348-1A and one copy of the MMD. File the original signed receipt by the Julian date of the Milstrip.

(17) Provide the shop logistician with the remaining copies of the DD1348-1A and MMD's Material Receipt/Turnover for "D" use coded material.

(18) Follow steps 1 thru 15 above. Then perform the following:

(a) Click on the "Exit"(Open blue door) icon twice to get back to the "MF Updates" screen.

(b) Click on "DMI Issue".

(c) Click on "MISSUE".

(d) Enter the document number in the "Doc NR" field and hit "Enter".

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(e) Enter the quantity issued in the "Iss Qty" field if different from the quantity populated.

(f) Enter a six (6) character alpha-numeric string in the "Badge Nr" field to identify the person receiving the material, i.e. this can be their last name or company, ex.BIW.

(g) When the shop logistician/RPPO(contract rep for GFM) comes to pick up material have them circle the quantity, print their name, sign, and date one copy of the 1348-1A and one copy of the MMD. File the original signed receipt by the Julian date of the Milstrip.

(h) Provide the shop logistician/RPPO(contract rep for GFM) with the remaining copies of the DD1348-1A and MMD's.

(i) Receipt Discrepancies.

c. All discrepancies noted prior to DTO, Supply Discrepancy Report (SDR) will be completed by Fleet Logistics Center (FLC) personnel.

(1) Discrepancies will be processed in accordance with the Product Data Reporting and Evaluation Program (PDREP).

(2) Reversing/Editing Quantity

(a) In reversing or editing the quantity received, use MF UPDATES from Maintenance Applications.

(b) Select "MF Updates".

(c) Select "Adjustment".

(d) Select "MAD REC".

(e) Fill in the yellow boxes and select the "Flashlight" tab.

(f) Fill in the "ADJ QTY" and "ADJ VALUE".

(g) Select "ADJ CD" Decrease/Increase.

(h) Put "Y" on "DUE MAINT" Box.

(i) Select the "Disk" tab to save.

d. All miscellaneous materials not in AIM4RMC (express mail, courier mail, etc.) are logged in and turned over to appropriate personnel.

10. Shipment of Material

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a. The purpose of this procedure is to guide the Logistician in shipment of material.

(1) Shipment of Material (DLA)

(a) Once shipping request is received, DD 1149 is prepared and attached to the outside of the container in a packing list.

(b) Verify appropriate Line of Accounting (LOA) and/or Transportation Account Code (TAC) is identified on DD 1149.

(c) Material is turned over to Defense Distribution Depot and signed copy of DD 1149 is retained.

b. If applicable, ensure material is drained, sealed, and purged of hazardous material.

(1) Shipment of Material (Express Carrier)

(a) Once shipping request is received, log into appropriate carrier (e.g. UPS, FedEx, DHL, etc.) account and create shipping documentation and label(s).

(b) Schedule package pickup.

11. File Maintenance

a. The purpose of this procedure is to guide the Logistician in performing file maintenance.

(1) Access Business Objects.

(2) Double click on desired reports created by RMC Business Office/ERP Manager. Report examples are as follows:

(a) "Rejected Requisition".

(b) "CASREP".

(c) "Outstanding and Completed JMLs".

(d) "Uniform Material Movement Issue Priority System" (UMMIPS).

(e) "Overage Shipment".

(f) "Jobs in Jeopardy".

(g) "Outstanding and Completed DLRs".

(h) "Credit Card Buys".

(i) "Material Outstanding File Maintenance".

(j) "Material Obligation Validation" (MOVs).

b. Quick filters may be generated for RMC specific tailored reports.

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Chapter 6

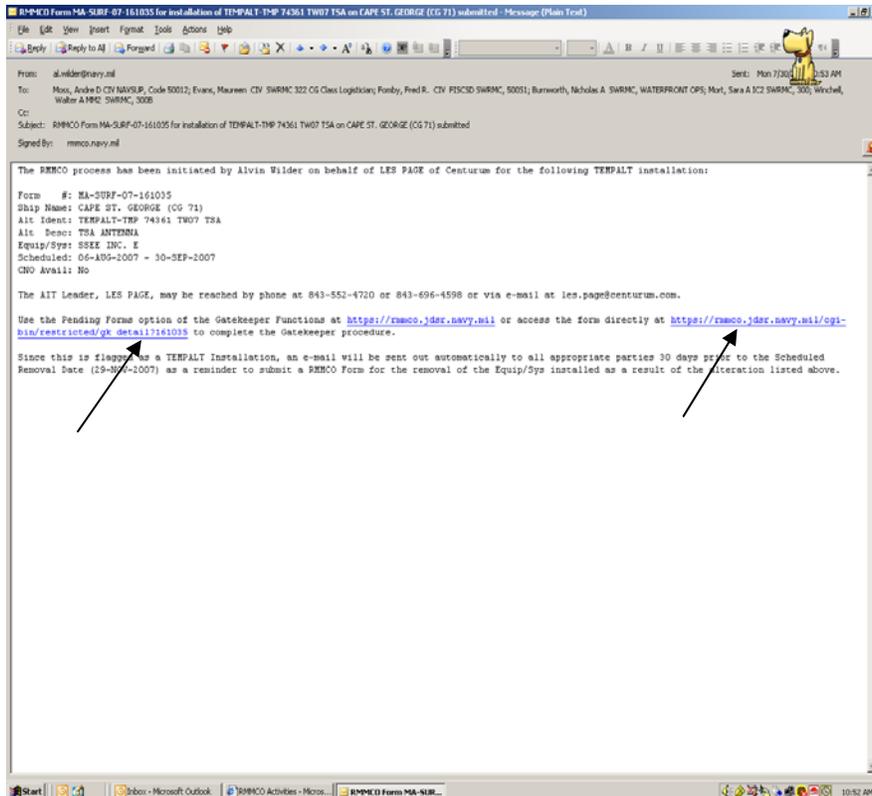
REGIONAL MAINTENANCE AND MODERNIZATION COORDINATION OFFICE
PROCEDURES (RMMCO)

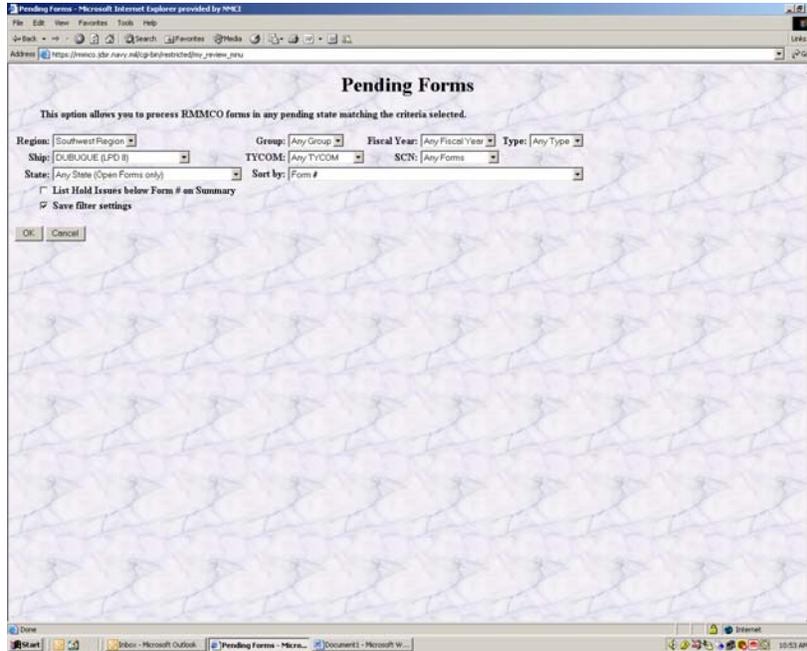
1. RMMCO Gatekeeper Form Check-In

a. Once an ALT has been submitted, the gatekeeper will receive an email notification.

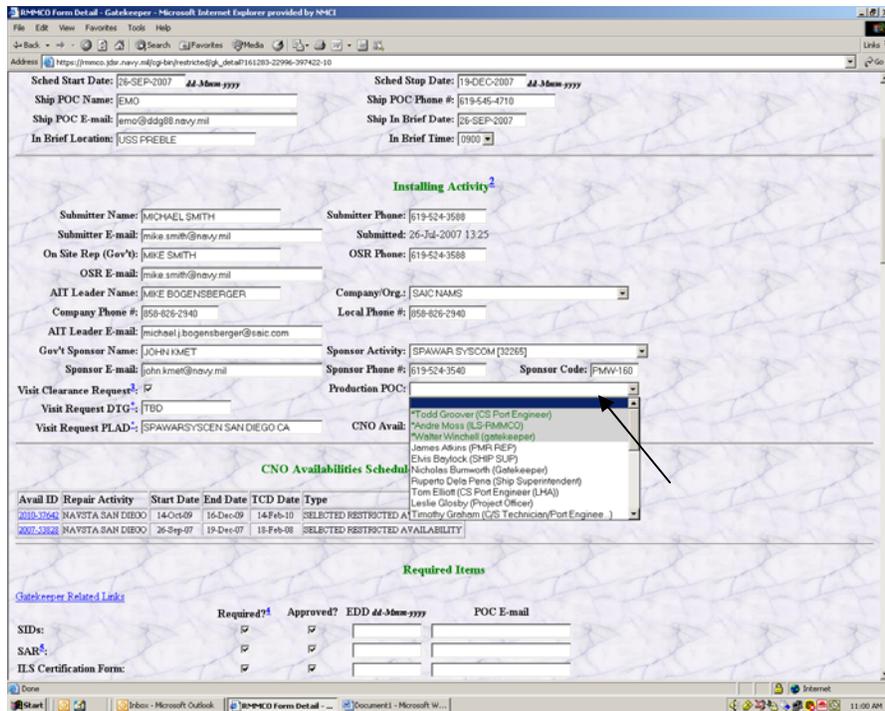
b. Open RMMCO form by using hyperlink in email or the Pending Forms function under Administrator Functions in the RMMCO website.

RMMCO Email





c. Find Production Point of Contact (POC) block. Select name from drop down menu, enter appropriate Port Engineer's name for the particular platform.



d. Find CNO Avail block, ensure block is checked if ship is in Avail, and ensure scheduled start and stop dates are within

Avail window. Ensure CNO avail block is unchecked if not in Avail.

Sched Start Date: 26-SEP-2007 00:00:00 Sched Stop Date: 19-DEC-2007 00:00:00
Ship POC Name: EMO Ship POC Phone #: 619-524-4710
Ship POC E-mail: emo@ddg88.navy.mil Ship In Brief Date: 26-SEP-2007
In Brief Location: USS PREBLE In Brief Time: 0900

Installing Activity

Submitter Name: MICHAEL SMITH Submitter Phone: 619-524-3588
Submitter E-mail: mike.smith@navy.mil Submitted: 26-Jul-2007 13:25
On Site Rep (Gov't): MIKE SMITH OSR Phone: 619-524-3588
OSR E-mail: mike.smith@navy.mil
AIT Leader Name: MIKE BOGENSBERGER Company/Org: SAIC NAMS
Company Phone #: 658-826-2940 Local Phone #: 658-826-2940
AIT Leader E-mail: michael.j.bogensberger@saic.com
Gov't Sponsor Name: JOHN KMET Sponsor Activity: SPAWAR SYSCOM [32285]
Sponsor E-mail: john.kmet@navy.mil Sponsor Phone #: 619-524-3540 Sponsor Code: FMM-160
Visit Clearance Request: Production POC: [dropdown]
Visit Request DTG: TBO CNO Avail: ←
Visit Request PLAD: SPAWAR SYSCEN SAN DIEGO CA

CNO Availabilities Scheduled between 26-Sep-2007 and 25-Sep-2010

Avail ID	Repair Activity	Start Date	End Date	TCB Date	Type
2007-2364	NAVSTA SAN DIEGO	14-Oct-09	15-Dec-09	14-Feb-10	SELECTED RESTRICTED AVAILABILITY
2007-2368	NAVSTA SAN DIEGO	26-Sep-07	19-Nov-07	18-Feb-08	SELECTED RESTRICTED AVAILABILITY

Required Items

Required?	Approved?	EDD 00-Mmm-YYYY	POC E-mail
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

e. From an ILS perspective, there are three required items that need to be met before an Alt form can be approved by the Gatekeeper. Those items are:

- (1) Approval authority (SPM, or Type-Commander TYCOM).
- (2) NDE approved ILS certification or ILS team waiver.
- (3) Submitted CDMD-OA work-file Summary.

(a) In Gatekeeper Check-in box annotate status of the three required items I.E. Approval authority: Good or Approval authority: Require Target Completion Date Waiver.

(b) ILS Cert: Good or ILS Cert: Not attached or require ILS Waiver etc.

1. Open ILS attachment and verify that the required items section of the forms block is checked and reflects all items listed on ILS cert. If an ILS waiver is attached ensure ILS waiver block is checked and annotate the authority I.E. verbal, email or message day-time-group (DTG).

f. Ensure AIT/Leader is prepared to provide RMMCO Gatekeeper a printout of the CDMD-OA Work File.

Avail ID	Repair Activity	Start Date	End Date	TCD Date	Type
7010-9742	NAVSTA SAN DIEGO	14-Oct-09	16-Dec-09	14-Feb-10	SELECTED RESTRICTED AVAILABILITY
7007-1382	NAVSTA SAN DIEGO	26-Sep-07	19-Dec-07	18-Feb-08	SELECTED RESTRICTED AVAILABILITY

Required Items

[Gatekeeper Related Links](#)

	Required? ¹	Approved?	EDD dd-Mmm-yyyy	POC E-mail
SIDs:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SAR ² :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
ILS Certification Form:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MOA & Installation Procedure/POA&M:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Approved Quality System ⁶ : AQ2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Required? ¹	In Hand?	EDD dd-Mmm-yyyy	POC E-mail
Special Tools/Test Equipment:	<input type="checkbox"/>	<input type="checkbox"/>		
Tech. Manuals/ITM:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PMS Documentation:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
MAMs:	<input type="checkbox"/>	<input type="checkbox"/>		
Spares/OBRPs:	<input type="checkbox"/>	<input type="checkbox"/>		
COSAL/APLX-RIC Documentation:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Software/Firmware:	<input type="checkbox"/>	<input type="checkbox"/>		
CSOSS/EOSS/SSM ⁷ :	<input type="checkbox"/>	<input type="checkbox"/>		
SOVT/Operational Performance Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Training:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
CDMD-OA/SAS Workfile:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4790/2K documented in RMAIS/SAS	<input type="checkbox"/>			W/C: <input type="text"/> JSN: <input type="text"/>
RMAIS/SAS JCNs:	<input type="text"/>			
Known CFM/GFM Issues:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Logistics Check-In

ILS POC: _____ Phone: _____ E-mail: _____
 Review Date: _____

g. Open approval; it may be on form as an attached document or the submitter may wish to just insert the text information in the "Installation Scheduling Authority" box. Ensure it is a TYCOM quarterly schedule message, PEO Ships LOA, or CPF approval.

NOTE 1: TYCOM endorsements are not authorization. Enter DTG or approval message ID in the Letter Serial NO. /Message DTG block.

Gatekeeper Check-In

Comments:

Action	Document Name	Modification Date	Size	Description
	DDG86_SA_470_ILS_CERT.pdf	26-Jul-2007 15:25	112004	USS FREELE ADNS ILS Cert

Gatekeeper Private Comments

Installation Problems

no rows selected

Type	Problem Cause	Reported by	Solution	Reported by
------	---------------	-------------	----------	-------------

Status History

Status Date	Updated by whom	Additional information	State
26-Jul-2007 13:25	Michael Smith	Original entry into system.	Gatekeeper Pending
26-Jul-2007 13:25	Michael Smith	Added DDG86_SA_470_ILS_CERT.pdf as an attachment	Gatekeeper Pending

Approve
 Bypass security check-in
 Bypass Production check-in. I, Andre Moss, authorize the Alteration Installation Team (AIT) led by MIKE BOGENBERGER of SAIC NAMS to proceed with the installation of the alteration identified above aboard FREELE (DDG 88) commencing on 26-Sep-2007.
 Return to Submitter Hold
 Update/Save as Gatekeeper Pending

Installation Scheduling Authority

All Installation Authorized: Yes: No: => Call proper authority for verbal authorization

SCN Availability Work Package:

TYCOM Quarterly Scheduling Message: [Reference Documents](#)

SPM/NAVSEA Approval Letter/Message:

TYCOM Authorization Letter/Message:

Letter Serial No./Message DTG:

POC:

Date:

Waiver Authority

Authorization/waiver granted?	Required?	Authorized?	EDD dd-mm-yyyy	POC E-mail
ILS Waiver:	<input type="checkbox"/>	<input type="checkbox"/>		
SID's Waiver:	<input type="checkbox"/>	<input type="checkbox"/>		
SAR Waiver:	<input type="checkbox"/>	<input type="checkbox"/>		
Authorized Baseline Waiver (eCCE):	<input type="checkbox"/>	<input type="checkbox"/>		
TCD Waiver:	<input type="checkbox"/>	<input type="checkbox"/>		
SECNAV Waiver (5 year decomm):	<input type="checkbox"/>	<input type="checkbox"/>		

AMP Master List Data & FCO Comments

AMP ML Updated: 18-Apr-2007 13:32

TCD Date: 18-Feb-08 SHIPALT Updated: 30-Mar-07 09:20

Safety Flag: No

Authorized by: SPM NDE Cert Status: N/A

Alteration Status: ACTIVE

RMANSAS: No

SECNAV Waiver Required: No AIT Capable: Yes

CFYC Baseline: BFI Cat: 1

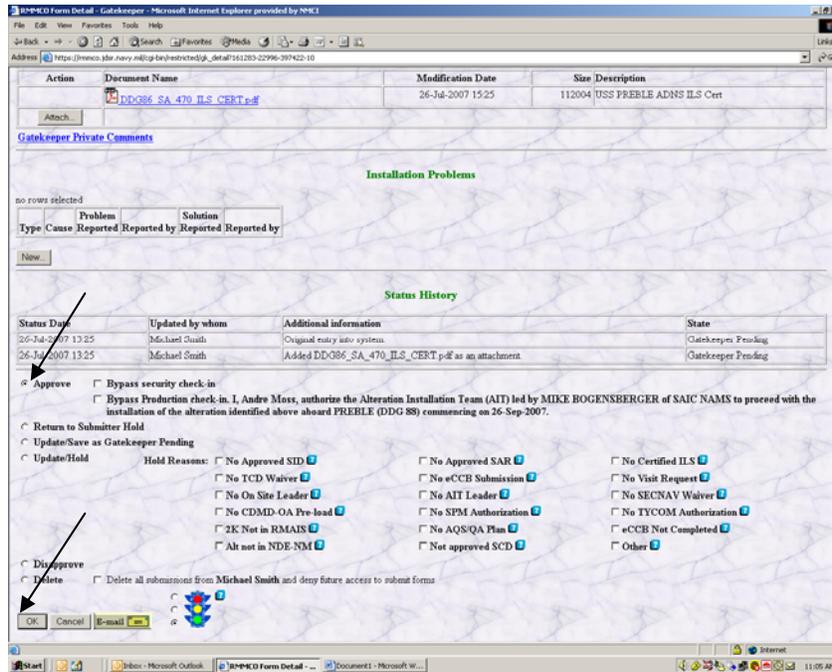
eCCE Req: eCCE Status:

SAR Date: 27-Jan-05 SID Date: 24-May-06 ILS Cert Date: 22-Mar-07

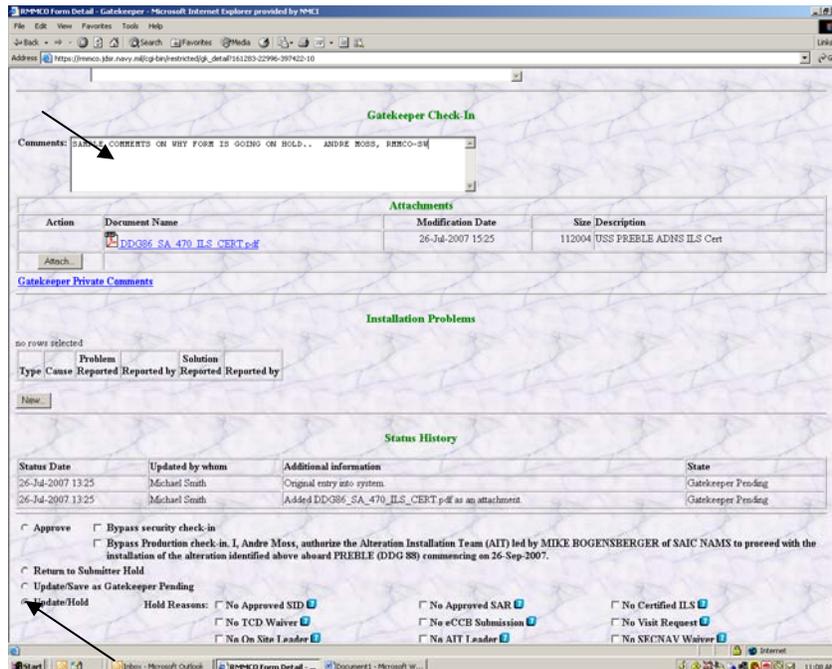
Schedule: 26-Sep-07 Scheduling Info:

NOTE 2: (Ensure date of letter/memorandum or DTG of approval message is stipulated in text box).

h. When all above is satisfied, click the Approve block at bottom of form then click OK button. This sends the form to production pending status At that point; the form can be printed and delivered to the AIT Leader/Team.

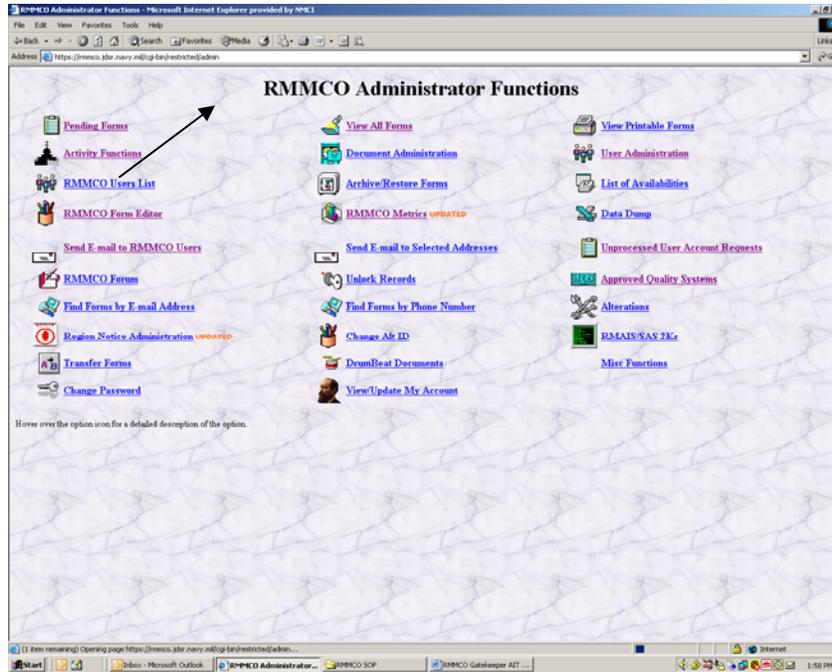


i. If any of the above is missing or incorrect, click Update/Hold and click appropriate hold status buttons, enter appropriate comments in Gatekeeper Check-in block and click OK. At that point the form will go on hold until required items are attached or submitted.

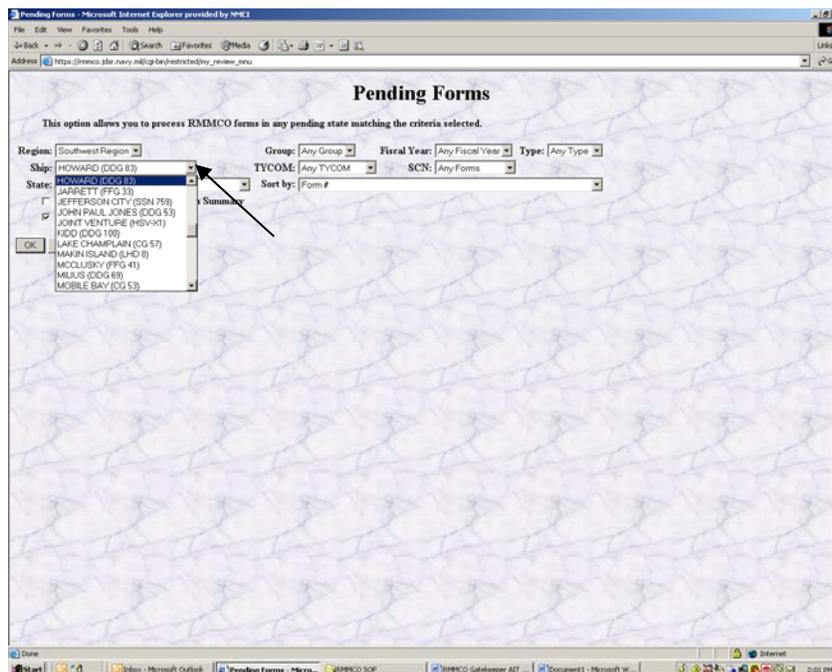


2. RMMCO Gatekeeper AIT Physical Check-In

a. Enter Pending Forms under Admin Functions in the RMMCO website.



b. Use drop down menu to select requested ship.



Form #	Ship	Alt ID	Equip Sys	Released to Gatekeeper	Sched Dates	Type	State
SW-SURF-07-161193	HOWARD (DDG 83)	480-000-0-0 DISTANCE SUPPORT EQUIP INITIAL	DISTANCE SUPPORT TIER 1.3		13-Jun-07 13:59	CS/C4	Pend Pending
SW-SURF-07-161193	HOWARD (DDG 83)	309-PORTABLE MEDICAL W/PT DELIVERY	PORTABLE MEDICAL W/PT DELIVERY		04-Jun-07 14:23	CS/C4	Pend Chk-Out
SW-SURF-07-161193	HOWARD (DDG 83)	700-ALC 10 1000 WPT DELIVERY	WPT DELIVERY OPERATED TARIFFED		18-Feb-07 11:37	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		04-Jun-07	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		24-Mar-07 10:12	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	700-ALC 10 1000 WPT DELIVERY	WPT DELIVERY OPERATED TARIFFED		24-Mar-07 09:32	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		18-Apr-07 08:19	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		18-Apr-07 08:19	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		21-Oct-07 16:11	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		09-Dec-07 09:54	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		24-Jun-06 09:30	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		14-Mar-06 07:48	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		14-Mar-06 13:16	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		25-Jan-07 11:27	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		22-Jan-07 11:29	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		25-May-07 13:49	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		23-May-07 15:39	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		23-May-07 16:14	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		31-May-07 07:31	CS/C4	Dev Pending
SW-SURF-07-161193	HOWARD (DDG 83)	30-000-0-0 1000 WPT DELIVERY	1000 WPT DELIVERY		05-Jun-07 14:13	CS/C4	Dev Pending

f. At the top of the next screen will be a link titled Display Printable Form.

RMMCO Form Detail - Production
SW-SURF-07-161193
Production Check-Out

[Display Printable Form](#)

Installation Data

Ship: HOWARD (DDG 83) Equip Sys: MK 15 CTWS
 Alt ID: OA-731X1-0-0 CSC⁴ISR: Yes
 Alt Description: WINPASS 3.0 PROGRAM HDMRE:
 Type: OA Software/Firmware Vers:
 Conjunctive Alt(s) N/A
 /Notes:
 Sched Start Date: 15-AUG-2007 Sched Stop Date: 22-AUG-2007
 Ship POC Name: EMO Ship POC Phone #: (619) 556-4185
 Ship POC E-mail: emo@ddg83.navy.mil Ship In Brief Date: 22-Aug-2007
 In Brief Location: HOWARD In Brief Time: 1000

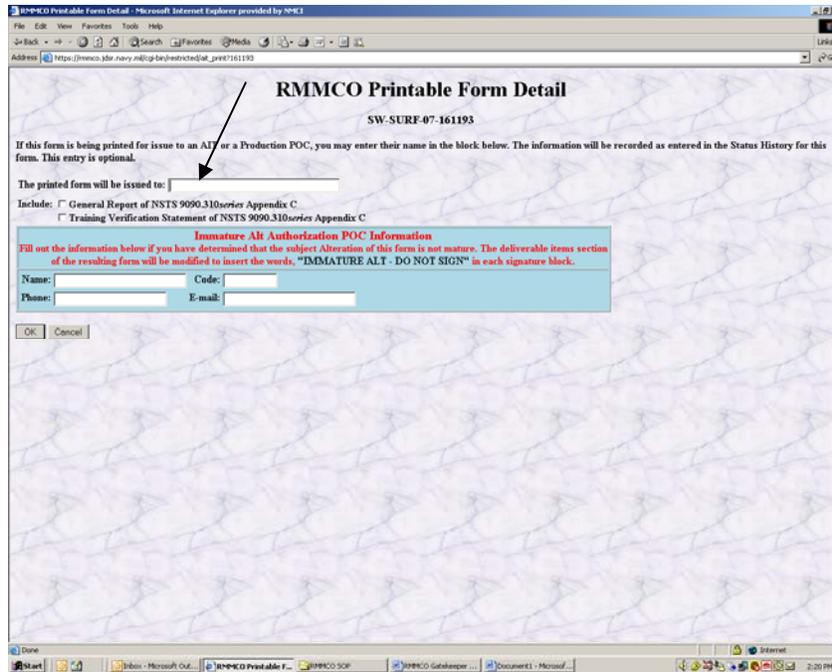
Installing Activity

Submitter: MARK FOX Submitter Phone: 619-556-2557
 Submitter E-mail: mark.a.fox@navy.mil Submitted: 23-Jul-2007 09:16
 On Site Rep (Gov't): MARK A. FOX OSR Phone: 6195562562
 OSR E-mail: mark.a.fox@navy.mil
 AIT Leader Name: JAMES CROUCH Company/Org: SWRMC
 Company Phone #: 6195562572 Local Phone #: 6195562572
 AIT Leader E-mail: james.crouch@navy.mil
 Gov't Sponsor Name: MARK A. FOX Sponsor Activity: SWRMC
 Sponsor E-mail: mark.a.fox@navy.mil Sponsor Phone #: 6195562572 Sponsor Code: 956C
 Visit Clearance Request: CNO Avail: Yes
 Visit Request DTG:
 Visit Request PLAD:
 Production POC: Todd Groover Prod POC E-mail: todd.groover@navy.mil Prod POC Phone: 619-726-5455

Required Items

Required? Approved? EDD d4-Mmm-yyy POC E-mail

g. Form can be printed with Gatekeeper Name for turnover to AIT or; Request AIT ID badge and enter name in block for printable version. The program will display the name of the person who picks up form. Click OK.



h. Print form for AIT.

A	B	C	D	E	F	G	H	I	J
class	ship_hull	no	location	hsc	aid	serial_number	no	no_nomenclature	all_type
2	LHD 1	4	02H84.41-2-E	51411P113	CHW SYS AC PLT N01 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
3	LHD 1	4	T0004.41-2-E	51411P113	CHW SYS AC PLT N01 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	
4	LHD 1	4	01A1 4.41-2-E	51411P123	CHW SYS AC PLT N02 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
5	LHD 1	4	T0004.41-2-E	51411P123	CHW SYS AC PLT N02 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	
6	LHD 1	4	02H84.89-2-E	51411P153	CHW SYS AC PLT N06 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
7	LHD 1	4	T0004.89-2-E	51411P153	CHW SYS AC PLT N06 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	
8	LHD 1	4	07M4.89-2-E	51411P163	CHW SYS AC PLT N06 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
9	LHD 1	4	T0004.89-2-E	51411P163	CHW SYS AC PLT N06 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	
10	LHD 1	4	02H86.73-0-E	51411P133	CHW SYS AC PLT N03 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
11	LHD 1	4	T0006.73-0-E	51411P133	CHW SYS AC PLT N03 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	
12	LHD 1	4	07M6.73-0-E	51411P143	CHW SYS AC PLT N04 CIRC PUMP MOTOR COUPLINK/NONE	782290254		COUPLING SHFT FLEX MAX BORE 2.500 GRID	SPR TY
13	LHD 1	4	T0006.73-0-E	51411P143	CHW SYS AC PLT N04 CIRC PUMP MOTOR COUPLINK/NONE	78A200016		MAGNETIC COUPLING	

i. Verify and print CDMD-OA work file summary, Val aids or CDMA-OA Snapshot. Make copies to place in OSLR/PMR (PEO Ships) file.

SW-PHB-07-161224 - Microsoft Internet Explorer provided by NMCI

Address: https://rmcco.jdr.navy.mil/cgi-bin/restricted/at_print

RMMCO INSTALLATION CHECK-IN SHEET

Check-In Details: SERIAL # SW-PHB-07-161224 DATE: 21 Jun 2013

I. Installation Data:

Alt ID: ECJ20244
 Alt Designator: 72-011 (144-174-01) STATE AEG 100
 Ship Name: 221.83020
 Ship/DB POC, Please provide # email: 2302 SAHBAI, 619-571-4561, ssa.saha@navy.mil
 Schedule/Installation Dates: _____ Date: 21 Jun 2013
 List associated Contractors Alt(s), if applicable: _____

II. Installing Activity:

On file Ship Name (MVA): EASTSD, HSD, HSD (ECJ20244)@navy.mil
 AIT On file Leader Name (CNO): EASTSD, HSD, HSD (ECJ20244)
 Company Phone Number: (619)2211111
 Email Address: ssa.saha@navy.mil
 Ship System Activity: EASTSD, HSD, HSD (ECJ20244)
 Phone Number: (619)2211111
 Email Address: ssa.saha@navy.mil

POC: SEED, WYALDI

Flow Number: 039221114
 Company/Organization: 221.83020, 221.83020, 221.83020
 Local Flow Number: 039221114
 Code: 221
 Visit Check-in Request used?
 CNO Avail?
POC name and EOB

III. Required Items:

	Required?	Approved?
Installation Instruction:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ILS Certification Form:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MCA # Installation/Procedure/POAEM included:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approved Quality System:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Special Tools/Test Equipment:	<input type="checkbox"/>	<input type="checkbox"/>
Tech. Manuals/ETM:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FMEI Documentation:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MAM:	<input type="checkbox"/>	<input type="checkbox"/>
Spew/CRPH:	<input type="checkbox"/>	<input type="checkbox"/>
COEALAN/LS/SC Documentation:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Software/Planner:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CSOS/RS/SS/SSM:	<input type="checkbox"/>	<input type="checkbox"/>
SOVS/Operational Performance Test:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CSMD: CA/SAI Waiver:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4750GE properly annotated in ERMA/STAS:	<input type="checkbox"/>	<input type="checkbox"/>
Phone: CRM/OPM Issue:		

RMMCO Office Use

SW-PHB-07-161224 - Microsoft Internet Explorer provided by NMCI

Address: https://rmcco.jdr.navy.mil/cgi-bin/restricted/at_print

RMMCO Office Use

IV. Installation Scheduling Authority:

South Atlantic? YES NO Call project authority for authorization/advance notice:
 CSO Availability: W8 Package
 TTY/IM Quality Scheduling Message:
 Letter of Authorization Message: -- 1a 1c 1d 1e 1f 1g 1h 1i 1j 1k 1l 1m 1n 1o 1p 1q 1r 1s 1t 1u 1v 1w 1x 1y 1z
 COMPLAINT NUMBER: 2302

V. Waiver Authority:

	Required?	Authorized?
ILS Waiver:	<input type="checkbox"/>	<input type="checkbox"/>
Authorized Procedure Waiver (ACD):	<input type="checkbox"/>	<input type="checkbox"/>
TCD Waiver:	<input type="checkbox"/>	<input type="checkbox"/>
REGNAV Waiver (3 per domain):	<input type="checkbox"/>	<input type="checkbox"/>

VI. Security Clearance/MSR/NSY Check-In:

Head State/Head Alt State/Alt Issue? MSR/NSY# _____ Security Clearance Check-In POC Initial: _____

VII. Production Check-in: (AIT Leader check-in with below POC prior to proceeding with Alt install¹¹):

Name: Tim Elliott
 Phone Number: 619-571-4561
 Email Address: tom.elliott@navy.mil

Check-in POC needs appropriate PLADS in an Alt/Altion. Complete Report coverage and applicable DFE that supports the production/operational concept to be supported. YES NO
 Deliverable/operation check-out provided for AIT Leader (see Check-Out Sheet?)

Production Check-In POC Initial: _____

RMMCO INSTALLATION AND ILS VERIFICATION COMPLETION CHECK-OUT SHEET

SECTION I - AIT Installations Completed Outside a CNO Availability

Check-out POC Top Effort	Phone: 619-571-4561
Organization: SOUTHWEST REGIONAL MAINTENANCE CENTER	Initial: _____
Actual Start Date: _____	Actual Completion Date: _____

I. Waiver, deviation, DFS or LAR/LRAR required: YES NO Approved: YES NO
 Waiver, deviation, DFS or LAR/LRAR required comments/special considerations (i.e. approved as temporary repair, requires correction next availability, etc):

II. Comments/Outstanding installation issue(s):

o. Highlight all applicable blocks needed to be filled out or signed by appropriate personnel involved with this ALT. Review blocks on form with checks. This indicates required ILS Deliverables

SW-PHIB-07-161224 - Microsoft Internet Explorer provided by NMCI

Address: https://nmccs.idm.navy.mil/top-bar/restricted/at_priv

WORK CENTER/DEPT. Ship's Dept. Head (or Acting) Signature required ¹ .	PRINTED NAME	RATE/RANK	DATE
Deliver special tools and special test equipment to Work Center ¹⁴ Req YES No, Estimated Delivery Date & POC			
Copy of Tech. Manuals/ETM and Manufacturer Manuals for CUTS/MSI has been provided to Work Center ^{14,15,16} Req YES No, Estimated Delivery Date & POC			
Deliver Operational Procedures (COTS/ETM/ETM) documentation to Work Center ¹⁷ Req YES No, Estimated Delivery Date & POC			
Deliver Software Programs/Passives to Work Center ¹⁸ Req YES No, Estimated Delivery Date & POC			
Deliver or provide Training to ship's crew, if applicable Req YES No, Estimated Delivery Date & POC			
SUPPLY OFFICER Ship's Dept. Head (or Acting) Signature Required¹.			
Deliver MAMM and associated supply/material support data listings ¹⁹ to STPPO for sub-assembly to appropriate Work Center in accordance with TYCOM Standard Req YES No, Estimated Delivery Date & POC			
Deliver repair parts (ORPP) and a copy of associated supply/material support data listings ¹⁹ to STPPO Req YES No, Estimated Delivery Date & POC			
Provide STPPO a listing of all MAMM removed from the Work Center. STPPO document transfer of MAMM to AIT sup. on DD149 expenditure statement Req YES No, Estimated Delivery Date & POC			
Provide STPPO a listing of all upgraded MAMM in the Work Center including a cross reference of old to new part number and stock number. Req YES No, Estimated Delivery Date & POC			
Deliver hard copy alignment documentation (APL/AEL) to STPPO for SHAP. 1 ship (optional if this included in SHAP ID) ²⁰ Req YES No, Estimated Delivery Date & POC			
Copy FMS documentation (MDF/MSO) has been provided to the Work Center and 3M office Req YES No, Estimated Delivery Date & POC			
Deliver ESD drawings and related installation drawings to STPPO. ^{14,18} Req YES No, Estimated Delivery Date & POC			
Copy additional copies of Tech. Manuals/ETM has been provided to 3M Contractor. ^{14,15,16} Req YES No, Estimated Delivery Date & POC			
3M COORDINATOR 3M Coordinator signature required¹.			

Deliver completed 4790/CSG (or work file updated to CSIS) for all configuration alternatives (add, delete and non-alternative) to the 3M Coordinator (owner or NSA's) through email to: STPPO/3M/CSIS. Returned to STPPO or STPPO/3M/CSIS records, which also file data to both 3M Contractor

Done

p. If in CNO Avail, notify AIT that all deliverables go to Logistics Management Specialist (for verification) Provide the name of the Logistics Management Specialist (LMS) POC and phone number for that ship.

q. Do not proceed and turn material directly over to the ship.

SW-SARF-07-161193 - Microsoft Internet Explorer provided by NMCI

Address: https://nmccs.idm.navy.mil/top-bar/restricted/at_priv

FLTLIOTEAM Logistics Management Specialist Signature Required ¹ .	PRINTED NAME	RATE/RANK	DATE
Deliver ESD drawings and related installation drawings to FLTLIOTEAM ^{14,18} Req YES No, Estimated Delivery Date & POC			
Copy of Tech. Manuals/ETM has been provided to FLTLIOTEAM ^{14,15,16} Req YES No, Estimated Delivery Date & POC			
Deliver MAMM and associated supply/material support data listings ¹⁹ to FLTLIOTEAM ¹ . A copy shall be provided to STPPO for sub-assembly to appropriate Work Center in accordance with TYCOM Standard Req YES No, Estimated Delivery Date & POC			
Deliver repair parts (ORPP) and associated supply/material support data listings ¹⁹ to FLTLIOTEAM ¹ Req YES No, Estimated Delivery Date & POC			
Provide FLTLIOTEAM ¹ a listing of all MAMM removed from the Work Center Req YES No, Estimated Delivery Date & POC			
Deliver hard copy alignment documentation (APL/AEL) to FLTLIOTEAM ¹⁴ Req YES No, Estimated Delivery Date & POC			
Copy FMS documentation (MDF/MSO) has been provided to FLTLIOTEAM ¹ Req YES No, Estimated Delivery Date & POC			
Provide FLTLIOTEAM ¹ a listing of all upgraded MAMM in the Work Center including a cross reference of old to new part number and stock number. Req YES No, Estimated Delivery Date & POC			
Deliver completed 4790/CSG (or work file updated to CSIS) for all configuration alternatives (add, delete and non-alternative) to the FLTLIOTEAM ¹ or appropriate NSA Req YES No, Estimated Delivery Date & POC			
JCN			
*STPPO, Department Head or Division Officer may sign if no FLTLIOTEAM exists			
CHECK-OUT: Appropriate signature required from cognizant ship's force Department Head. Final check-out signature is NSARMMCO.			
Print:			
Sign:			
Print:			
Sign:			
Verify that the following PLAD(s) are on the Alteration Completion Report message:			
<ul style="list-style-type: none"> • SOUTHWEST RMC SAN DIEGO CA/40414246460305/ • 3M SAN DIEGO CA/01C/ • Battle Force Commander • ISIC 			

Done

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r. If ship is not in CNO Avail, AIT may proceed directly to ship. Physical check-in with Port Engineer (PE) is not required. RMCs are under a soft check-in procedure (electronically).

s. Remind AIT to physically check-out with PE upon completion of Alt prior to returning to RMMCO for final Check-out.

Date: _____

MEMORANDUM
From: RMMCO-SW Office (Surface & Amphibs)
To: AIT Installers
Ref: TS9090.310D

IAW ref, it is imperative that you follow proper protocol/procedures currently in place for RMMCO operations.

Your responsibilities include but are not limited to; obtaining legible appropriate "Check-in" and "Out" signatures, which includes Rank/Rate and date of personnel involved with the Install.

Most importantly, upon completion of the Install ensure that you or your trusted representative "Check Out" in person with the RMMCO office to properly facilitate the documentation and to officially close out the Alteration.

Failure to "Check Out" in person with the RMMCO office can and will result in the Suspension/Lock Out of your account until the issue is resolved.

Contractors: Your supervisor and company will be notified of this violation and provided procedures required to rectify situation.

Military or Civil Service: Your Division and Department heads will be notified of this action.

Should any issues/questions arise concerning this Alteration, please contact the RMMCO office for assistance.

Andre Moss

RMMCO-SW
(619) 556-2456 or (619) 726-5665 (Mobile)

I have read and understand RMMCO requirements stated above & will ensure Alts are properly documented & closed out.

Print: _____ Sign: _____

Alteration # _____

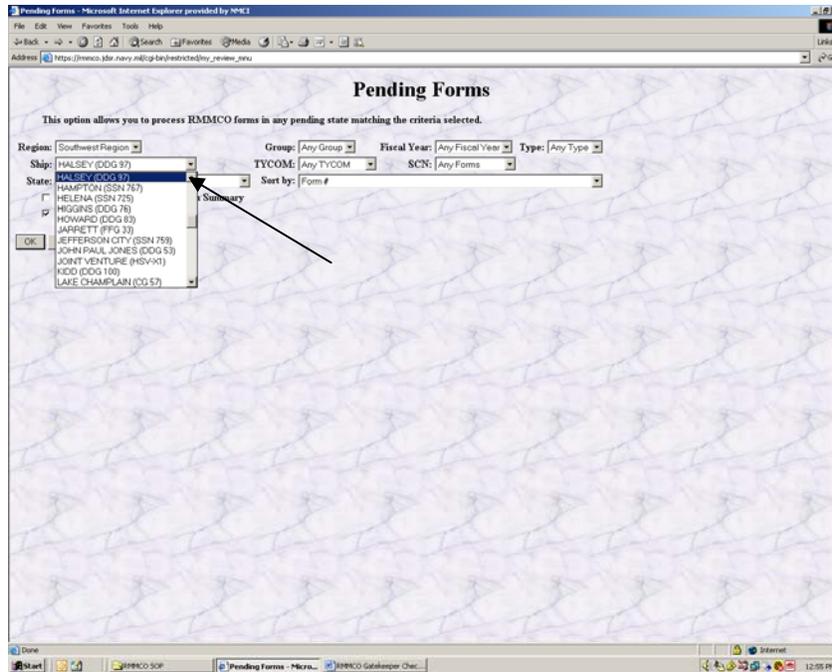
3. RMMCO Gatekeeper Check-Out

a. When AIT comes in to check-out, review form for appropriate/legible signatures, dates etc.

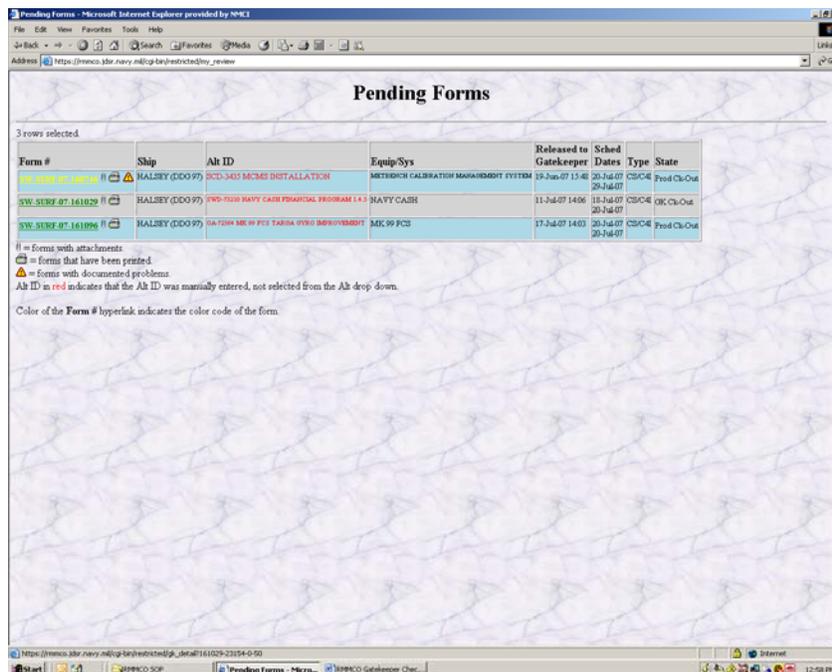
b. Ensure that the AIT has physically checked-out with the Port Engineer.

c. Ensure all Alts that are in CNO avail, all ILO areas are signed by ILO LMS'.

d. Ensure Department Head name is printed legibly. Sign for final check-out in appropriate RMMCO Check-out block. See sample next page:



g. Look through the populated list of Alts for that ship and click/select the RMMCO form number in question.



h. Upon opening the form, scroll down to the Production Check-Out block. Enter start and completion dates in appropriate blocks.

Production Check-Out

Production POC: Andie Moss Phone: 619-555-2456 E-mail: andie.moss@navy.mil
 Check Out Date: 01-Aug-2007 12:07 Activity: FISC SAN DIEGO
 Actual Start Date: 18-JUL-2007 Actual Completion Date: 18-JUL-2007

Waiver, deviation, DFS or LAR/RLAR required: Yes No Approved: Yes No
 Waiver, deviation or DFS Comments/special considerations (e.g. approved as temporary repair, requires correction next availability, etc.):

Comments/Outstanding installation issue(s):

Using AIT Leader-provided documentation, Check-Out POC verify that the ship has acknowledged receipt of all applicable deliverables or that an estimated delivery date and POC has been provided by the AIT.

Items below delivered to W/C ¹⁵	Required?	Yes	EDD dd-Mmm-yyyy	POC E-mail
COTS/NDI Tech. Manuals/IETM ^{16,17,18} :	<input type="checkbox"/>	<input type="checkbox"/>		
Software Programs/Firmware ¹⁸ :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Training to Crew:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Items below delivered to SUPPO ¹⁵ :	Required?	Yes	EDD dd-Mmm-yyyy	POC E-mail
COSAL/APLX-RIC Documentation ¹⁶ :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
PMS Documentation (MIPs/MRCs):	<input type="checkbox"/>	<input type="checkbox"/>		
Additional copies of Tech. Manuals/IETM ^{16,17,18} :	<input type="checkbox"/>	<input type="checkbox"/>		

Item below delivered to 3M Coordinator ¹⁵	Required?	Yes	EDD dd-Mmm-yyyy	POC E-mail
4790/CKs and 2Ks ¹⁴ :	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Alteration Completion Report:	<input type="checkbox"/>	<input type="checkbox"/>		

Logistics Check-Out

i. In the required items section, any block marked with a check, place a check in the Yes column that corresponds to it.

Items below delivered to SUPPO ¹⁵ :	Required?	Yes	EDD dd-Mmm-yyyy	POC E-mail
Transfer of MAMs to AIT Rep on DD1149 ¹⁹ :	<input type="checkbox"/>	<input type="checkbox"/>		

Items below delivered to FLIT/OTEAM?	Required?	Yes	EDD dd-Mmm-yyyy	POC E-mail
Tech. Manuals/IETM ^{16,17,18} :	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
MAMs and associated support data ¹⁹ :	<input type="checkbox"/>	<input type="checkbox"/>		
Spare OBRPs ¹⁹ :	<input type="checkbox"/>	<input type="checkbox"/>		
List of MAMs removed from W/C:	<input type="checkbox"/>	<input type="checkbox"/>		
List of MAMs upgraded in W/C:	<input type="checkbox"/>	<input type="checkbox"/>		
COSAL/APLX-RIC Documentation ¹⁶ :	<input type="checkbox"/>	<input type="checkbox"/>		
PMS Documentation (MIPs/MRCs):	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4790/CKs and 2Ks:	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Alteration Completion Report:	<input type="checkbox"/>	<input type="checkbox"/>		

Logistics Check-Out

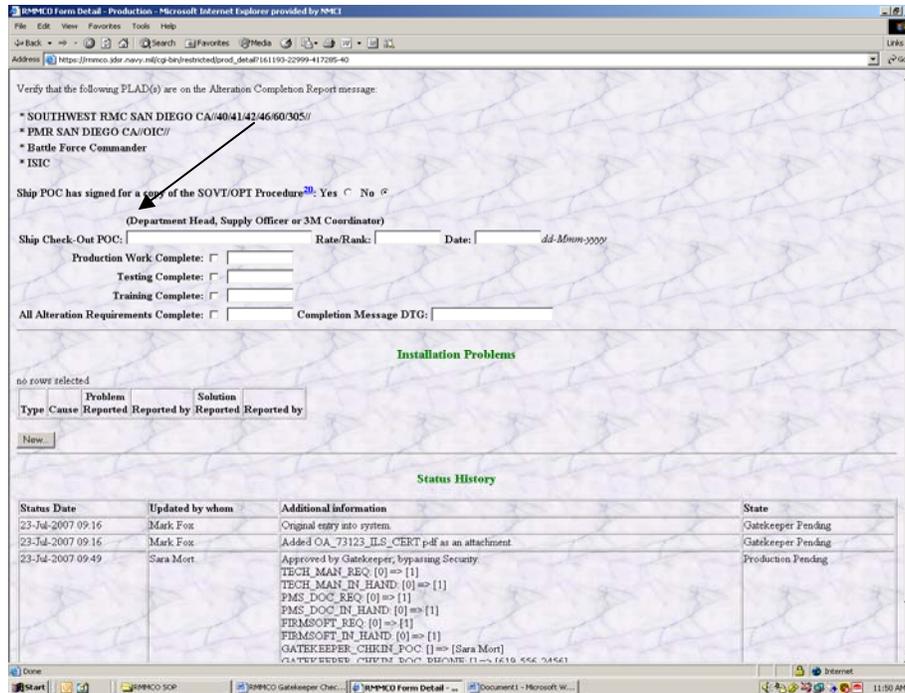
ILS POC: Phone: E-mail:

Review Date:

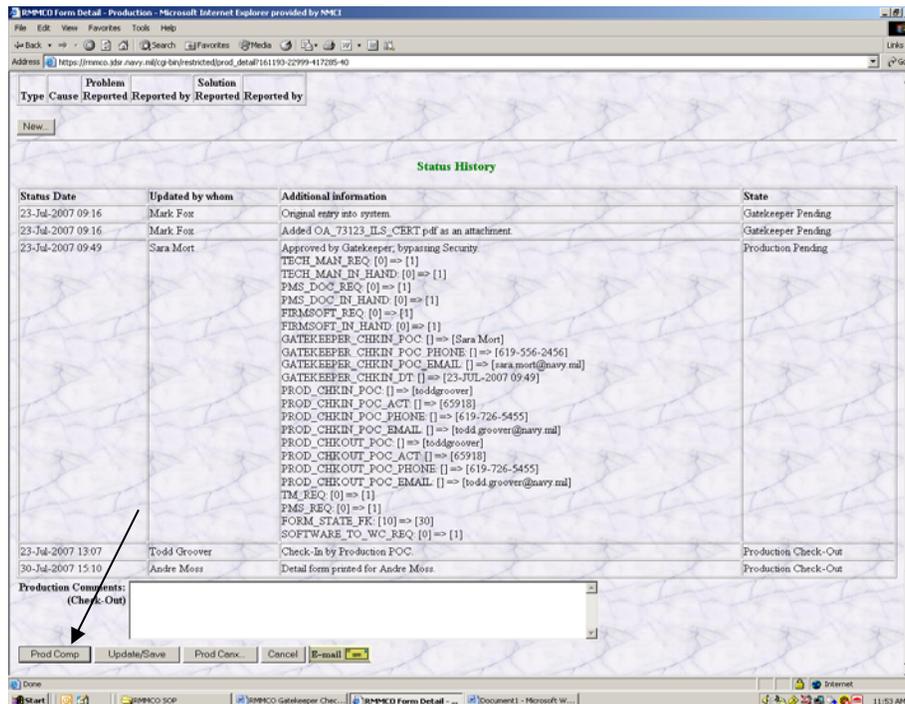
Comments: (read only)

Verify that the following PLAD(s) are on the Alteration Completion Report message:
 * SOUTHWEST RMC SAN DIEGO CA/40/4142/46/60/70S/

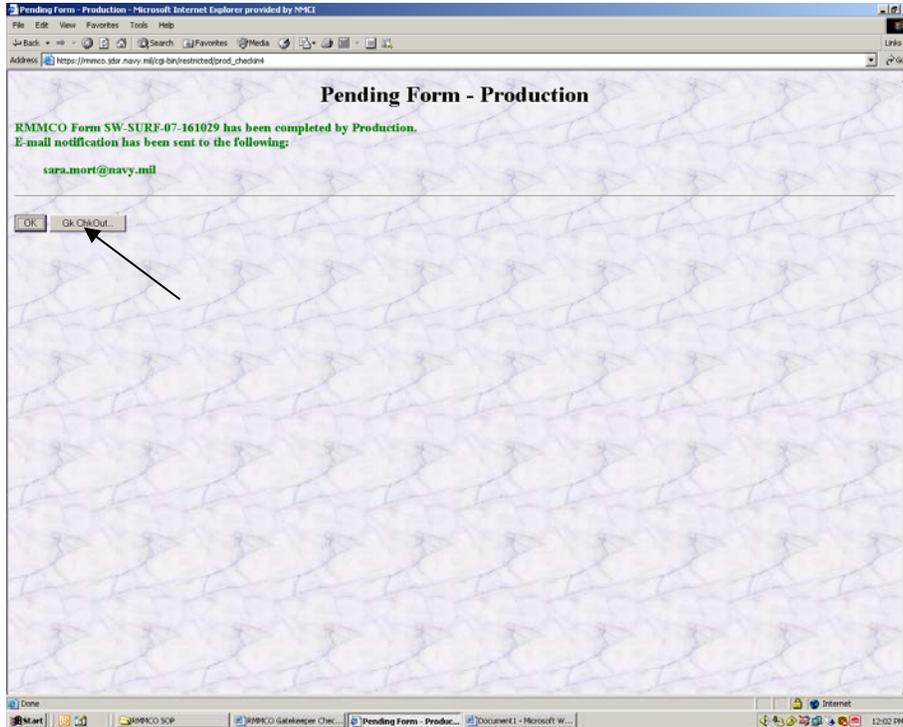
j. Enter Dept Head of designated rep's name in Ship Check-out POC, rank and date. Place a check in All Alteration Requirements Complete block.



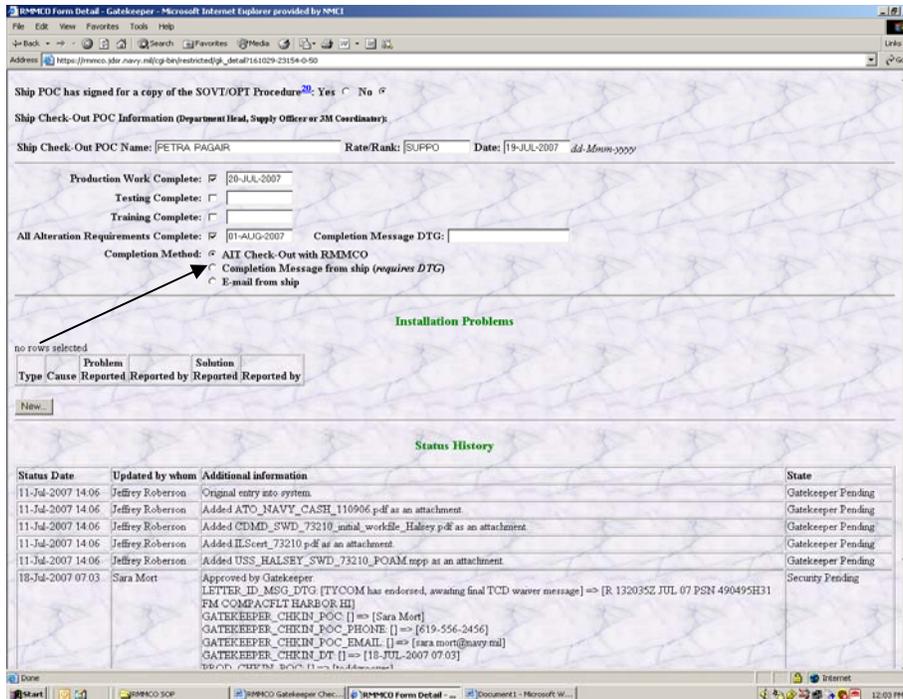
k. Click/select Prod Comp button at the bottom of page.



l. On the next screen, click/select Gk ChkOut button.

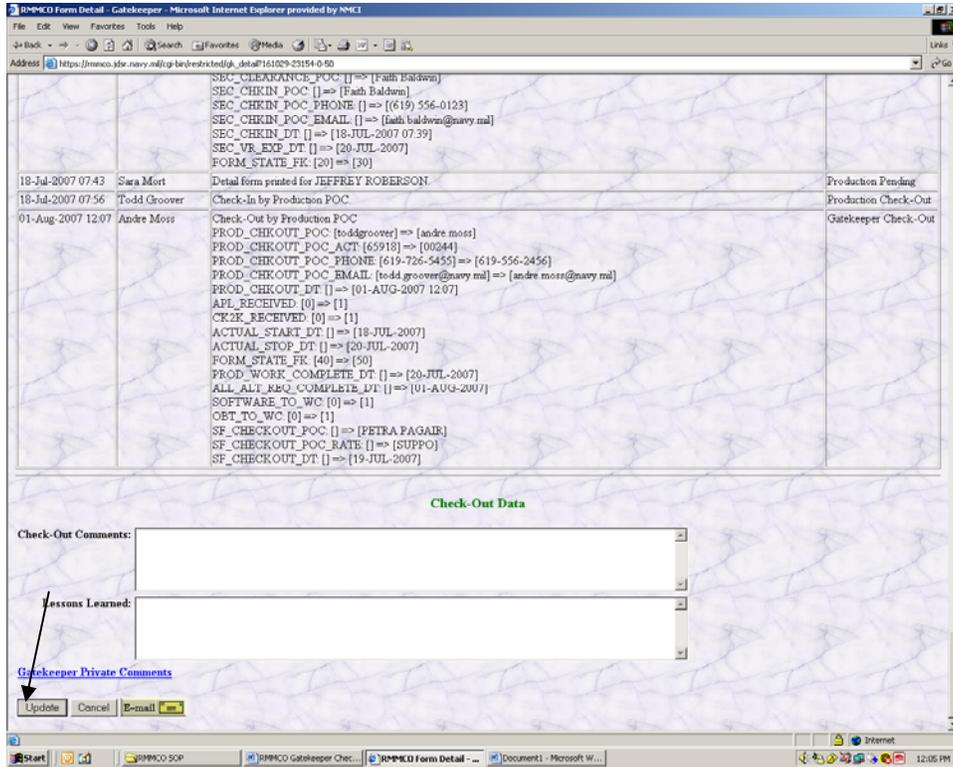


m. Scroll down and click on AIT check-out with RMMCO button.



n. Click/select Update button at bottom of form.

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o. File paper copy of form in the "pending scan" inbox. We will scan and electronically file forms in archive.

Chapter 7

OPERATION LOGISTICS SUPPORT (OPLS) PROCEDURE

1. Receive logistical help request email/phone call from ship/shore based command for any type of request for assistance received.

a. Ascertain appropriate action needed

(1) Analyze initial problem, and devise best way to react.

(2) Can either be handled at Logistic Management Specialist (LMS) level, or pass to Subject Matter Expert (SME)Class Port Logistician.

(3) Power System and Assessment Repair and Training/ Navy Modernization Process (NMP)/Consolidated Test Equipment Review Assessment (PSART/FMP/CTRA).

(4) See Appendix 3 for list of Logistician Tools

2. Finalize request

a. Once problem is solved, contact requesting party and inform them of the results

3. Re-evaluate request

a. Has the initial problem been solved?

b. Does the solution raise more questions that need to be researched?

4. Final Actions

a. If no further action is needed, problem is solved

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Chapter 8

AUTOMATED TECHNICAL INFORMATION SYSTEM (ATIS) PROCEDURE

1. When the shipboard Automated Technical Information System (ATIS) is assessed by NAVSUP GLS Repair and Modernization ILS personnel, the ATIS shipboard visit summary report (see Figure 1) will be submitted to communicate the status of ATIS afloat to NAVSUP N00AL2. Examples of when the visit summary report would be submitted are:
 - a. During RMC Surface Engineering Assessment initiatives.
 - b. Part of Integrated Logistics Overhaul (ILO) or Phased Maintenance Reviews (PMR) ILS assessments.
 - c. Logistics analysis associated with Class Maintenance Team (CMT) support.
 - d. Ship initiated ATIS or Technical Manual assistance requests.
2. The frequency of reporting would be at the completion of the event. NAVSUP N00AL2 would like to receive any information that is observed in the way of Tech Data in ATIS which will serve to assist them in managing the processes proactively.
3. Repair and Modernization ILS Logisticians likely use the ATIS program on some ships very frequently. To eliminate reporting redundancy, the ATIS visit summary report would not be required if the ship's ATIS posture has not changed since the last visit summary report submission.
4. Distribution copy of the summary report will be provided to TYCOM, CNRMC, the local ATIS port representative and NAVSUP GLS ILS Product and Service Directors representative.

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NAVSUP GLS ILS
Automated Technical Information System (ATIS)

<u>DATE OF VISIT:</u>
<u>SHIP NAME AND HULL:</u>
<u>FLC REGION:</u>
<u>FLC POC:</u>
<u>VISIT REASON (RMC Assessment; ILO; PMR; REQUEST FROM SHIP):</u>
<u>SHIPBOARD ATIS COORDINATOR IDENTIFIED (YES/NO):</u>
<u>REMARKS (GENERAL COMMENTS ABOUT THE VISIT):</u>
<u>DISTRIBUTION:</u> NAVSUP N00AL NAVSUP GLS ILS PRODUCT & SERVICES TYCOM CNRMC Local Port ATIS Representative

Figure 8-1. SHIPBOARD VISIT SUMMARY

APPENDIX A

Logistician CDMD-OA Procedures

1. Getting started
 - a. To log on to CENTRAL CDMD-OA:
 - b. Double Click: Icon for CDMD-OA on your desktop.
(NDE/CTRIX)
 - c. Type: your (unit Identifier Code) UIC and initials in User ID block.
 - d. Type: your password in password block
 - e. Click: Connect OR 'enter' on keyboard.
 - f. To change your PASSWORD:
 - g. Click: UTILITIES at top of screen
 - h. On drop down menu, select: CHANGE PASSWORD or USER INFO
 - i. To check REPLICATION Status:
 - j. Click: UTILITIES at top of Main Menu screen
 - k. On drop down menu, select: REPLICATION
 - l. Screen shows list of all CDMs and amount of time CENTRAL database is behind each (in hours and minutes).
 - m. Click: QUIT to return to Main Menu screen.
 - n. To check ASI Status:
 - o. Click: UTILITIES at top of Main Menu screen
 - p. On drop down menu, select: C14/E52/ASI STATS
 - q. Screen will show all ships/shore activities' latest ASI and date, sorted by Type/Hull
 - r. Loaded means Ship played ASI and will be reflected in Organizational Maintenance Management System- New Generation (OMMS-NG), Ship's data base.

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- s. Use down arrow at right of screen to find a particular Hull No
- t. Click: on the line the Hull No. appears to highlight it.
- u. Click: SHIP STATS box at bottom right. The Record Types are:
 - (1) A1 - Equip Records (CDM Type 2) D1, 2, 3 - APL/AEL Replacement Data
 - (2) A2 - Alt Records (CDM Type 4) E1 - Stock Record Data
 - (3) B1, 2, 3 - APL/AEL Header Data G1 - NIIN Changes
 - (4) C1 - APL/AEL Parts List Data H1 - Log Records (CDM Type 3)
- v. Click: QUIT to return to list of ships
- w. Click: QUIT again to return to Main Menu screen

2. Creating/Using Queries

- a. To QUERY CONFIGURATION records
- b. Click: QUERY at top of screen
- c. On drop down menu, select: CONFIGURATION(2) File
- d. Click: one of the TABLES from the list in top left box (e.g. Activity, Config, CFF)
- e. Click: each FIELD you want from the TABLE (e.g. Hull No. from Activity Table).
- f. Repeat previous two steps for all the tables/fields you want to see in your query
- g. Click: In the FILTER column on the HULL NO. line to activate the ship selection screen
- h. Click: CLASS (at bottom of screen)
- i. From the list of CLASSES click on the CLASS of ship you want
- j. From this CLASS list, click the ship on which you want to run the query. To select more than one ship in the class,

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click on the first ship, and control click on all the others you want in the query. This will highlight only the ships you want. To select all ships in the class, click: all.

k. Select: OK at bottom of screen. Your Hull No.(s) should appear in the filter area on the query screen.

l. Filter your search further by clicking in a filter column and typing appropriate data for the field selected, e.g. HSC, RIC, EIN, RIN, etc. If you select only part of the HSC, RIC, etc., remember to put * (wild card) at the end. For information on Wild Cards, Click: HELP box at right side of screen.

m. Click on the check mark box to the left of a field to select/deselect those that you want to run the query on but do NOT want to see on every line entry on the screen, e.g. query on HULL NO., but do not show the HULL NO. on the screen/report. NOTE: to remove a field that you do not need for your query, highlight the field name and click: REMOVE ITEM box at right side of screen. The field will be returned to its table at left side.

n. To save your query at any time, click: SAVE box at right side of screen. Type a file name, and a description the first time it is saved.

o. Click: OK to run the query. If you get a message "NO ROWS SELECTED" there are no records that match your criteria in the database, OR you didn't put a * (wild card) at the end of the search field's filter selection.1.2.16 When the list of selected configuration records appear on the screen, you can move the columns, sort fields, etc. by using the Icons at top of screen.

p. Queries for alts, cff, eic, ricnom, etc. Are done same as configuration query.

q. Keep the query on the screen if you are going to build a work file, create a standard data interface format (sdif) extract, or print valaids.

3. Database Management

a. To ADD records to a WORK FILE

b. Click: EDIT at top of screen, while your CONFIGURATION (Browse) QUERY is displayed.

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- c. On the drop down menu, select: SET DEFAULT UEUE
 - d. Click: ADD NEW
 - e. Type Summary Title in title block: (HULL NO, CG59PSART, etc.)
 - f. Click: OK. Ensure the new work file being developed is highlighted
 - g. Click: OK
 - h. CONTROL/Click each record from your queried list that you want copied into your work file query. To copy consecutive records, Click the top record (highlight), move the cursor to the last record and while holding down the SHIFT key, depress the Click button again.
 - i. When all the records for the work file have been highlighted, click: EDIT at top of screen.
 - j. On the drop down menu, select: COPY TO QUEUE. At this point, if you are not going to work any RT-3 or RT-4 records in this work file, do NOT copy logs and alts to the work file.
 - k. Click: YES (NO if not copying logs and alts). Number of records being copied to the work file shows at bottom left corner of screen.
 - l. Click: QUIT to return to Main CDMD-OA screen. The work file has now been developed and the records have been added.
4. To Access the New Work File and Work the Records
- a. Click: QUERY at top of screen
 - b. On the drop down menu, select: BUILD USER WORK FILE
 - c. Add table, fields to the query block, same as you did to query CONFIG. Records.
 - d. Click: OK to run the query.
 - e. Double Click: on the first record to be worked, or highlight and Click: DETAIL. The detail record will appear on the screen.

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f. Update the record with your changes.

g. Click: REC CHK (Box at top right corner) and observe all fields for errors. NOTE: If record has VSAC of LV or LS, you must put # in RNV field to make it blank. Ensure VAL DATE field is completed (MMYY)

h. To go to the next record, click: FORWARD ARROW in toolbar at top.

i. When quitting from the record being worked, if asked to save changes - click YES.

5. To Process/Update the records in the Work File

a. To ADD new records to the work file:

b. From work file browse screen, click: INSERT icon on the toolbar to add a blank record.

c. To copy an existing work file record, highlight it on the browse screen, click: COPY icon on Toolbar.

d. The record identification number (rin) generated on every add is temporary-rin which should be changed to sequential numbers, e.g. t0001, t0002, etc. The easiest way to do this is to go back to the work file browse screen, and type the new rin; you cannot change the rin on the detail screen. It may be faster to type entries in fields while in the browse screen. Exception: povc field should not be changed because it identifies the originator of a record.

e. To make a CHANGE record:

(1) Put "C" in the Action Code.

(2) Make changes to fields as necessary.

f. To make a DELETE record:

(1) Put "D" in the Action Code.

(2) No entries are required in any other fields.

g. When you have worked all the records you plan to submit to the cdm, check the work file summary and delete any records in the work file that were not worked (including alts & logs if inadvertently copied to work file).

6. Submit the Work File

a. From work file summary screen, print the summary sheet for your records

b. After approval/review by supervisor or designated reviewer, Click SUBMIT button to send the work file to the CDM.

7. Printing Validation Aids (VALAIDS)

a. VALAIDS can be printed from the CONFIG QUERY (browse) screen, or from the USER WORK FILE (Adhoc query) screen.

b. Select (highlight) all records that you want to validate:

(1) Press CTRL and CLICK to select each record or

(2) Press SHIFT and CLICK to select a group of records.

(3) Click on REPORTS at the top of Main Menu screen.

(4) On drop down menu, select VALAID (Long).

c. After a few minutes, depending on the number of records selected, the first VALAID will be shown on the screen.

d. Click on either PRINT or SAVE TO FILE box.

APPENDIX B

FLC CNO Availabilities

Section 1: Naval Supervisory Activity/Availability Baseline

1. Definitions
 - a. Navy Modernization Entitled Process
 - b. Baseline
 - c. Naval Supervisory Activity (NSA)
2. General Responsibilities of Organizations and Specific NDA Responsibilities
 - a. Chief of Naval Operations (CNO)/Resource Sponsor
 - b. Program Executive Office(PEO)/System Commander (SYSCOM)
 - c. Type Commander
 - d. Ship's Program Manager
 - e. Naval Sea Systems Command (NAVSEA) 04RP
 - f. Naval Supervising Activity (NSA) Regional Maintenance Center (RMC)
 - g. Life Cycle Manager
3. Planning Process and SCD Flow Chart
 - a. JFMM Milestones
 - b. Process - ILS Certification

Section 2: Installation Drawings

1. Identify Proposed Drawing Installation
 - a. Sources
 - b. Review and Research
2. Build Validation Work Package

- a. Prepare VALAID
 - b. Apply all required fields to VALAID
 - c. Ship check Validation Onboard
3. Transmit Configuration Changes to CDM
 - a. In Configuration Data Manager Database - Open Architect (CDMD-OA) Work File

Section 3: Specification (SPEC) Review

1. Work Specification Item
 - a. Definition
 - b. Development
2. Responsibilities
 - a. Program Executive Office (PEO), In- Service Engineering Agent (ISEA) or Type Commander (TYCOM)
 - b. Port Engineer/Ship's Supervisor for Repairs (SHIPSUP)
 - c. Ships Building Specialist (SBS)
 - d. Master Ship Repair (MSR) (NASSCO, BAE, CMSD)
 - e. Class Port Logistician
 - f. Class Configuration Support Manager (CCSM)
 - g. Class Material Manager
3. Process
 - a. Step-By-Step

Section 4: Provisioning Parts List and ships Provisioning System (PPL & SPS)

1. Sources/Tools
 - a. Programs

- b. References
 - c. Provisioning Technical Documentation (PTD) Spreadsheet
2. PTD PROCESS
- a. Review Specification Package
 - b. CDMD-OA Program / Training
 - c. Reports

Section 5: Availability Briefs and Meetings

1. Work Package Execution Review ORK (WPER)
- a. Time/Place of WPER
 - b. Purpose of the WPER
 - c. Attendees
 - d. Agenda
 - e. Attachments to WPER Presentation
 - f. Deliverables out of the WPER
2. Logistics Pre-Arrival Brief (PAB)
- a. Time/Place of PAB
 - b. Purpose of the PAB
 - c. Attendees
 - d. Agenda
3. Selected Restricted Availability (SRA) Arrival Conference
- a. Time/Place of Arrival Conference
 - b. Purpose of the Arrival Conference
 - c. Attendees
 - d. Agenda

4. Weekly Progress Meetings
 - a. Time/Place of Progress Meetings
 - b. Purpose of the Progress Meetings
 - c. Attendees
 - d. Agenda
5. Logistics Product Review (LPR)
 - a. Time/Place of LPR Meeting
 - b. Purpose of the LPR Meeting
 - c. Attendees
 - d. Agenda
6. Work Package Integration Conference (WPIC)
 - a. Time/Place of WPIC
 - b. Purpose of the WPIC
 - c. Attendees
 - d. Agenda
 - e. Attachments to WPIC Presentation
 - f. Deliverables out of the WPIC
7. Integrated Project Team (IPT) Meeting
 - a. Time/Place of LPR Meeting
 - b. Purpose of the LPR Meeting
 - c. Attendees
 - d. Agenda

Section 6: Configuration Validation

1. Tools/References

2. Package Preparation
3. Validation Process
4. In-House Research/Actions/Recommendations
 - a. Use CDMD-OA and HAYSTACK for research
 - b. ADD transactions
 - c. DELETE transactions
 - d. CHANGE transactions
5. Quality Assurance

Section 7: Push/Pull Spares

1. Definitions
 - a. Push Material
 - b. Pull Material
 - c. Kitted Material
 - d. Organizational Maintenance Management System - Next Generation (OMMS-NG)
 - e. R-Supply
2. Responsibilities
 - a. In- Service Engineering Activity (ISEA)
 - b. Class Material Manager
 - c. Integrated Logistics Overhaul/Phased Maintenance Review (ILO/PMR) Team Member
 - d. Class Port Logistician
3. Procedures
 - a. Step-By-Step

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APPENDIX C

Section 1

Naval Supervisory Activity (NSA)/Availability Baseline

1. Definitions

a. Navy Modernization Entitled Process

(1) The Entitled Process (EP) for Navy Modernization was promulgated by Commander, Naval Sea Systems Command in 2006 as a common, disciplined process to deliver operational and technical modification to the fleet in an effective and cost efficient fashion. The authoritative document is the Surface Ships and Carriers Entitled Process for Modernization (SSCEPM) Operations and Management Manual (SL720-AA-MAN-030) commonly referred to as the "One Book". This EP process was known as the Navy Modernization Process (NMP). The terms EP and NMP are synonymous in that they both refer to the process that grew from the Navy' SHIPMAIN initiative which began work to reengineer modernization process in 2003. In this process it significantly modifies the old Fleet Modernization Process (FMP) by reducing change types into two categories Fleet (Type Commander (TYCOM) changes) and Program (System Command (SYSCOM) or Program Executive Office (PEO) changes). The terminology has changed in that instead of what we once new as Ship Alterations (SHIPALT) title "K" and "D", Alteration Equivalent to Repair (AER), Field Changes (FC), Equipment Changes (EC), Machinery alterations (MACHALT), Ordinance Alterations (ORDALT), and Software Changes (SWD) are now combined and called Ship's Change Documents (SCD). A key tenet of the NMP is a permanent structure comprised of process stakeholders who provide strategic oversight and operational management. From this process a NAVSEA Program Offices and/or Type Commander will issue a Letter of Authorization (LOA) or a list of SCDs to be accomplished. The authoritative database where the information lies for development and status of these SCD is found in Navy Data Environment-Navy Modernization (NDE-NM). This letter is issued and sent to the organization which will monitor and carry out the modernization which is called for better lack of terms the Naval Supervisory Activity or in Regional Maintenance Centers (RMC) maintenance teams. At present the NMP applies to surface ships and aircraft carriers. It is not applicable to modernization programs for submarines, ships of Military Sealift Command, small craft, or U.S. Coast vessels. The current

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version of the "NMP-MOM" is maintained on NDE at www.NDE.navy.mil.

b. Baseline

(1) There are several different meanings for "Baseline".

(a) C5IMP Baseline - Combat System Equipment starting point.

(b) Flight Baseline - Equipment starting point across a class of ship.

(c) Configuration Baseline - Starting point for equipment configuration for a particular ship.

(d) Drawing Baseline - Starting point for drawings on a particular alteration.

(e) Software Baseline - Starting point for software of a particular piece of equipment.

(f) Equipment Baseline - The starting point for which equipment is going to be installed during a ship's upcoming availability.

(2) For purposes of the functions regarding NSA and Baseline the term Equipment Baseline is what will be used.

(3) This means we are most interested in the starting point for an availability which involves the possible removal and/or replacement of equipment. The "BASELINE" is the final LOA.

c. Naval Supervising Activity (NSA)

(1) The activity that oversees execution of the "Baseline" plan on modernization installations.

2. General Responsibilities of Organizations and Specific NSA Responsibilities

a. Chief of Naval Operations (CNO)/Resource Sponsor

(1) Plan, program, budget, and execute modernization plan.

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(2) Define policy for programming and execution
Update the CNO Availability schedule in NDE-NM Voting member of
Modernization Review Boards.

b. PEO/SYSCOM

(1) Plan and execute EP Modernization Plan for Program
type SCD and Fleet type SCD in an availability.

(2) Maintain technical and logistics authority over
assigned equipment throughout its life cycle.

(3) Accomplish all equipment configuration changes and
coordinate installations with appropriate SPM.

(4) Submit fielding plan changes for SCD in an
availability.

(5) At completion of availability deliver all required
ILS products.

(6) Amend tasking documents such as changes in
availability completion dates.

(7) Review all SCD.

c. Type Commander

(1) Plan and execute Fleet type SCD.

(2) Review all SCD.

(3) Updates Ship availability schedule in NDE.

(4) Maintain accurate SCD programming status in NDE-NM
to ensure timely completion of design efforts.

(5) Review and comment on all SCD proposals regarding
essentiality, level of accomplishment and likelihood of being
funded.

(6) Review material availability for Fleet type SCD and
authorize material procurement.

(7) Voting member of Modernization Review Board.

(8) Submit fielding plan changes for Fleet type SCD.

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(9) At completion of availability deliver all required ILS products.

(10) Amend tasking documents.

d. Ship's Program Manager

(1) Reviews and makes recommendation on all SCD.

(2) Plan, schedule, task preparation, and review/approve SC Installation Drawings (SID) (may be delegated by the SPM to ship class planning yard) and task SSR updates to ensure completion of associated products and certifications to meet all milestones.

(3) Provide final authorization of all SCD for installation via LOA.

(4) Manage/maintain ship configuration for ship classes.

(5) Conduct liaison with non-NAVSEA technical activities to obtain needed guidance and direction for execution.

(6) Develop projected SCD drawing requirements, Configuration Overhaul Planning (COP) requirements, logistic products and execution of SSR.

(7) Maintain current SCD material list in NDE-NM.

(8) Identify all previously developed or required documentation, technical data, and drawings in-house when tasking design effort.

(9) Request reprogramming to fund SCD exceeded cost estimates.

(10) Monitor SCD development tasks to ensure that they are executed, completed, and delivered.

(11) Review all SCD design efforts for conformance to material identification requirements.

(12) Review and approve all Liaison Action Reports (LAR).

(13) Overall responsible for execution of ILS

requirements in support of SCD including ILS Certifications.

(14) Resource Financial Manager (RFM) for execution of modernization.

(15) Ensure LOA are initiated and updated.

e. NAVSEA 04RP

(1) Execute delegated responsibilities to act as the principal NAVSEA agent for the modernization process.

(2) Manage the official database for modernization (NDE-NM).

(3) Maintain current the Modernization and Operations Manual.

f. NSA (Regional Maintenance Centers)

(1) Accomplish modernization efforts tasked and funded by SPM and TYCOM. Obtain Planning Yard (PY) approval of any SCD material/equipment requirements received from activities other than the cognizant SPM or PY.

(2) Advise SPM when unusual circumstances beyond the control of the industrial activity impact quality, cost, or completion time for planning and executing SCD.

(3) Upon completion of the availability, report SCD completion, verify delivery of ILS products, show the status of completion of each SCD and list those items authorized but not undertaken.

(4) Execute maintenance and modernization business plan.

(5) Execute the Availability Work Package (AWP) and applicable contract administration.

(6) Complete availability.

(7) Perform the AIT check-in/check-out (RMMCO/Gate Keeper) functions.

g. Life Cycle Manager (LCM)

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(1) Program, budget, and procure all Headquarters Centrally Provided Material (HCPM) and logistics product requirements.

(2) Coordinate with SPM and AIT/Program Support Managers to ensure matching of HCPM procurements with installations.

(3) Maintain NDE-NM Material Dictionary and material cost.

(4) Keep current the Procurement Lead Time and material cost in NDE-NM.

(5) Monitor material delivery and maintain current in NDE- NM the delivery status.

(6) Notify SPM whenever substitution of NDE-NM material is being considered.

(7) Monitor SCD development tasks to ensure that they are executed, completed, and delivered with acceptable quality and within timeframes.

(8) Review and respond to LAR requests.

(9) Plan, schedule, task preparation and review SID and SSR to meet all milestones.

(10) Conduct liaison with non-NAVSEA technical activities to obtain needed guidance.

(11) Task and fund SCD drawing requirements.

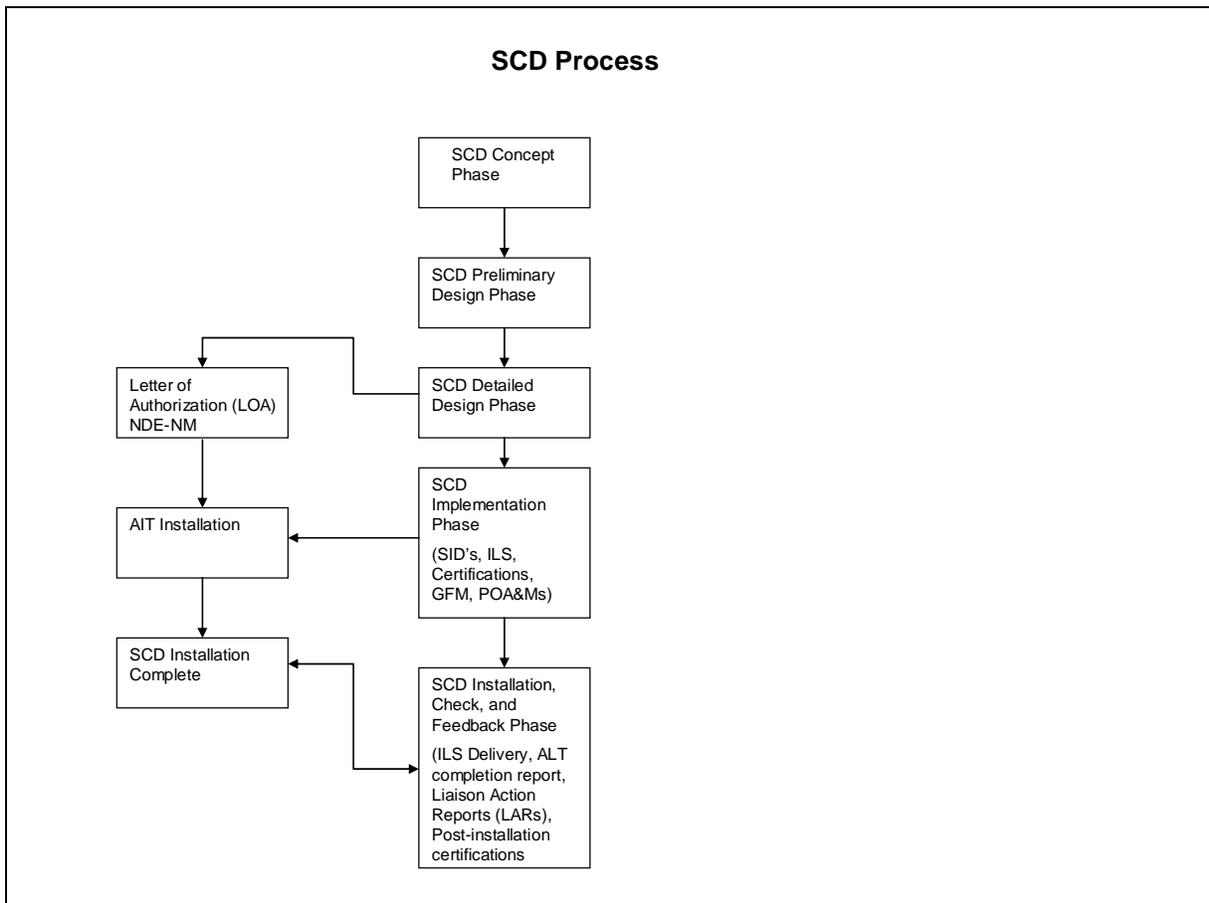
(12) Maintain current SCD Material List in NDE-NM.

(13) Review all SCD design efforts for conformance to material identification.

(14) Provide overall responsibility for execution of ILS requirements in support of SCD including ILS Certification.

SURFACE FORCE SHIP MAINTENANCE AND MODERNIZATION MILESTONES

EVENT #	Task/Milestone	Responsible Activity	CNO MSMO (>\$20M req may apply) * Note 2	CNO FFP (JRM) Note 1	CMAV MSMO	CMAV FFP/IDIQ (JRM) Note 1	CM E= Execution Start	Comments/ Remedial Action
1	Establish CNO/CM Availability Schedule	TYCOM N1	A-720	A-720				Fleet Readiness Plan (FRP) Baselines are developed on a 3 year cycle. ID CNO avails IAW with that cycle.
2	Fund Modernization Procurement & Installation - Decision Point 3	OPNAV/ FLEET	Varies	Varies				Depends on development and procurement timeline requirements.
3	Issue Execution Planning Hull Modernization Plan (EHMP)	SPM	Varies	Varies				EHMP issued in March each year to support MMBP development
4	Issue 2-year rolling Advance Planning Hull Modernization Plan (AHMP)	SPM	Varies	Varies				AHMP issued in July each year to support long lead time planning by RMCs.
5	Establish habitability planning estimate. Task RMC with design shipcheck.	TYCOM N43	A-690					Habitability Program Milestone
6	Ship habitability Validation and commence design	RMC or Agent	A-660					Habitability Program Milestone
7	Identification of initial list HCPM for Ship Changes	PARM/ Planning Yard	A-660	A-660				HCPM - HQ Centrally Procured Material. This should be for the entire ship class. This should include all known
8	Provide Incremental Funding for HCPM/LLTM to meet req'd delivery dates	PARM/SPM	A-600	A-600				
9	Initiate procurement of HCMP LLTM	PARM/SPM	A-600	A-600				
10	Review HMP/AHMP/EHMP and prepare recommended list of Fleet Type Commander Alterations for the TYCOM	TYCOM N43	A-487					
11	PY Submit Funding Request for work assigned	Planning Yard	A-480	A-480				
12	50% of BAWP is screened to maintenance availabilities	MT/PE	A-470	A-470				If A-470 is within 30 days of C+140, the 50% screening requirement is superseded. 100% of BAWP task must be screened
13	Update BAWP with new requirements	SURFMEPP	A-470	A-470				



h. Process

(1) Receive LOA from the PEO and Type Commander (TYCOM) at approximately A-360. "A-" being Availability minus. This is the start of the availability baseline.

(2) Review documents at this time, but do not take any action because many changes may occur until locked. This normally is at A-60.

(3) Continue to monitor until A-60. At this point develop ILS Matrix.

(4) After development of this Matrix (see below), a copy ILS certification is extracted from NDE-NM and provided to applicable NSA Logistics Management Specialist (LMS).

IIS Matrix

<u>Work Spec</u>	<u>S/A</u>	<u>Brief</u>	<u>IIS</u>	<u>Remarks</u>	<u>Authorized</u>	<u>Accomplish By</u>
623-80-001	0491D	Accommodation Ladder Install (completion of partial)		No IIS Cert/No IIS Impact	TYCOM	NASSCO
	1034K	AN/SPN-35C Radar System	X	RMMCO SW-PHIB-06-156884	LOA Chg 3	AIT (NAVAIR)
437-80-003	1049D	Install Radar Type TLI's in POTW Tanks	X		TYCOM	NASSCO
	1129K	Transponder Set AN/APX-118(V)	X		LOA Chg 3	AIT (NAVAIR)
321-85-001	AER 10/01	Modify LCU Shore Power Connections	X		TYCOM	NASSCO
439-85-001	AER 01/02	Install Boiler Camera Monitoring System (BCMS)	X	RMMCO SW-PHIB-06-156155	TYCOM	AIT (NAVSESS)
	OR 71012	RAM MK31 Mod 1 Ordalt Upgrade	X	RMMCO SW-PHIB-06-156815	LOA Chg 3	AIT (NSWC PHD)
	OR 71617	RAM MK 31 Mod 1 EMB SEM		RMMCO SW-PHIB-06-156198	LOA Chg 3	AIT (NSWC PHD)
	EC-1 (71042)	TV DTS Solid State IMU upgrade			LOA Chg 3	AIT (SPAWAR)
	EC-11 (71498)	AN/UYK-158(V)			LOA Chg 3	AIT (NSWC PHD)
	FC-19	AN/SLQ-32A (V) 3 Elec Survey Enhancement ESE	X		LOA Chg 3	AIT (NSWC Crane)
	SWD 73182	AN/TPX-42A (V) 14	X		LOA Chg 3	AIT (NAWCAD)
	SWD 72230	ACDS A10.27A Block 0			LOA	AIT (CBT Dam Neck)

IIS Certification

IIS Certification Form Version:05.12.03 For Alteration(s):

Alt Identifier	Alt Brief	Alt Purpose
SA LHA 0001 01049 D 00	INSTL RADAR TLI'S IN POTW TNKS	Replace the existing potable water tank level indicating system.

IIS Certification is applicable to the following Hulls:

UIC	Type	Hull	Ship Name	Inst. FY	Inst. QTR.	Removal FY	Removal Qty.
20550	LHA	0001	USS TARAWA	2003	4		
20632	LHA	0002	USS SAIPAN	2004	1		

20633	LHA	0003	USS BELLEAU WOOD					
20725	LHA	0004	USS NASSAU	2005	2			

20748	LHA	0005	USS PELELIU					

Equipment Nomenclature and AML#’s:

AML ITEM#	Equipment Nomenclature
-----------	------------------------

Prepared by: ERNEST BAYLIS ernest_baylis@amsec.com

Date Prepared: 03/09/2005

Certification ID#: 905.0

Certification Type: Hull Certification

Certification Status: Under Development

ILS Impact: Yes

Drawing Requirements

Drawing Requirements

1. A. Are there Drawing Requirements?	Yes
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AML ITEM#	Drawing Number	Drawing Title	Existing ,Develop, Change or Revision	Estimated Completion Date	Hull(s) Applicability
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Supply Support Requirements

A. Support Requirements

Responsible Activity, Name, Code, Telephone Number and E-mail Address:

1. COTS / NDI?	Yes
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a. COTS / NDI Remarks

2. PTD Procured or Developed?	Yes
a. If yes, date submitted to TSA/NAVICP: (MM/DD/YYYY)	03/15/2005
b. If no, provide a brief rationale and/or estimated completion date:	
c. TSA/NAVICP Point of Contact:	

RANDALL DIETZ, 058131.2, (717)605-7365, randall.dietz@navy.mil

3. PAL Established?	Yes
4. Have you planned for procurement of parts to replenish shipboard spares?	Yes
a. Has the system/equipment reached MSD?	No
b. If no identify the means of support (e.g. PBL , or Interim Supply Support (ISS)):	Interim Supply Support
c. Identify if the NAVSEA Push-to-Pull program will be utilized to deliver Ship's initial outfitting requirements.	No
5. Has PSD information been provided to NAVSEA 04 for inclusion in PARTS?	N/A
a. If yes, date provided: (MM/DD/YYYY)	
b. Has the installation schedule in PARTS been maintained?	N/A
c. If no, to question 5, provide a brief rationale and/or estimated completion date:	
6. Are I&C (INCO) Kits Required?	No
7. Are there intermediate level support requirements?	No
a. If yes, has the identification and transfer of all required equipment assemblies, parts, tools, test and support equipment to maintenance facilities been completed:	N/A
b. If no, to question 7a, provide the date for completion of these requirements: (MM/DD/YYYY)	
c. Provide the name, code, telephone number and E-Mail Address of Intermediate level maintenance requirements:	

8. Are there Depot level support requirements?	No
a. If yes, has the identification and transfer of all required equipment assemblies, parts, tools, test and support equipment to maintenance facilities been completed:	N/A
b. If no, to question 8a, provide the date for completion of these requirements: (MM/DD/YYYY)	
c. Provide the name, code, telephone number and E-Mail Address for Depot level maintenance requirements:	

B. Configuration Identification

Responsible Activity, Name, Code, Telephone Number and E-mail Address:

James Billhime, 9453, (215)897-1142, billhimejl@nswccd.navy.mil

1. Has configuration data been loaded in CDMD-OA? No

SID#	SID Item#	AML Item#	ACL/APL/PAL/AEL Number	NSN	Cage	Part No.	Equipment ID	MSDB/PBL Date	Hull(s) Applicability
7625344	2		EHA030117	7050-01-525-5232	1PL37	NAG-AB-LHA2-01	PLC I/O Assembly		LHA-2
7661675	2		50A050060		1PL37	NAG-AB-LHA4-01	PLC I/O Assembly	03/15/2005	LHA-4
7625344, 7661675	3		EHA030079	7025-01-510-9413	08JF4	DP017890	Flat Panel Display		LHA-2, LHA-4
7625344, 7661678	1		00044484	6130-LL-H7B-0456	OMG77	SUA1500X93	Smart UPS, 1500VA, 120VAC		LHA-2, LHA-4
7625347, 7661678	2		00039758	6130-01-439-6494	OMG77	SU700X93	Smart UPS 700VA, 120VAC		LHA-2, LHA-4
7625347, 7661678	3		219990049	5930-00-296-5290	03950	SYM804.1	Switch, rotary, TPST		LHA-2, LHA-4
7661675	21		890002096	5940-00-351-2227	81349	SYM 523.1	Terminal Box, 96T, 288 Wire (SYM 523.1)	03/15/2005	LHA-4
7661678	10		890002096	104-670-2022	03950	104-670-2022	JCT Box	03/15/2005	LHA-4
7661678	5		890002096	5920-00-549-0032	81349	F09A250V5A	Fuse, 5A	03/15/2005	LHA-4
7661678	4		890002096	5920-00-686-9548	81349	F09A250V10A	Fuse, 10A	03/15/2005	LHA-4
7661675	19		XSFT0001055		03950	NAG-ILCS-LHA4-01	Software, ILCS	03/15/2005	LHA-4
7661675	20		XSFT0001056		03950	NAG-AB-LHA4-01	Software, Allen Bradley	03/15/2005	LHA-4
7625344, 7661675	1	1	38A030039	6680-01-516-5604	15741	VE206034	Radar Tank Level Indicator		LHA-2, LHA-4
7661675	18		XSFT0001053	7030-01-507-7289	1K2S2	VE204753	Software, Vega Visual		LHA-4

a. If not, provide the date when the data will be loaded:
Note: configuration data must be loaded in CDMD-OA NLT 2 months prior to installation. (MM/DD/YYYY) 03/25/2005

b. If data is not being provided via CDMD-OA, provide a brief justification:

2. Is Software included in the Alteration? Yes

a. Software Version / Date: NAG-ILCS-LHA4-01/NAG=AB-LHA4-01/VE204753

3. Are there configuration items being removed? No

SID#	SID Item#	AML Item#	ACL/APL/PAL/AEL Number	NSN	Cage	Part No.	Equipment ID	MSDB/PBL Date	Hull(s) Applicability
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C. Are On-Board Support Items required to be provided by the LCM (e.g., Alteration Sponsor) to support Ship's initial outfitting? No

1. Identify On-Board Support Items (i.e. SRIs, OBRPs and OSIs) in the table provided:

SID#	SID Item#	AML Item#	ACL/APL/PAL/AEL Number	NSN	Cage	Part No.	Quantity (OBA)	Equipment ID	MSDB/PBL Date	Hull(s) Applicability

2. Is a Pack-up Kit or other types of support kit required? No

D. Are Maintenance Assistance Modules (MAMs) required? No

SID#	SID Item#	AML Item#	APL/PAL Number	NSN	Cage	Part No.	Qty	Est. Avail Date	Stowage Location	Hull(s) Applicability

1. If MAMs are not required, can you fault isolate down to the Lowest Repairable Unit (LRU)? Yes

E. Are there any support requirements for Hazardous or Flammable Material? No

SID#	SID Item#	AML Item#	Material Identification	Special Stowage / Handling Requirements

REMARKS:

*15 Mar 2005 - estimated date. Interim support is to be provided until MSD is achieved.

Technical Manual Requirements

A. Are there any Technical Manual Requirements? Yes

SID#	SID Item#	AML Item#	Tech Manual ID (TMIN)/(IETM)	Title	Status	TM Status	Avail Date	Est. Completion Date	Hull(s) Applicability
			S9437-BF-MMO-010	OHMART/VEGA STAR TLJ, Model PULS54KEX.MDXALDAVXK/N, PULS54KEX.MDXASASVXK/N, PULS54KEX.MDXANPSVXK/N & PULS54KEX.MDXANPHVK/N	Existing	Final		07/13/2001	LHA-2, LHA-4
			SN572-AW-MMC-010	Integrated Liquid Control Software and System Configuration	Existing	Final		09/30/2003	LHA-2
			SN572-AW-MMC-010	Integrated Liquid Control Software and System Configuration	Develop	Final		06/30/2005	LHA-4

REMARKS:

Maintenance Planning Requirements

A. Are there any Planned Maintenance System (PMS) requirements?

Yes

SID#	SID Item#	AML Item#	MIP/MRC	Identification Number	Status	PMS Status	PMS Avail. Date	Est. Completion Date(For Final PMS)	Hull(s) Applicability
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B. Is the Integrated / Class Maintenance Plan (ICMP) Impacted?

Yes

SID#	SID Item#	AML Item#	ICMP/CMP Task Number	Status	Est. Completion Date	Hull(s) Applicability
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1. If yes, has the Maintenance Change Request (ICMP) / Manual Change Request (CMP) form been submitted? N/A

a. Date Submitted: (MM/DD/YYYY)

If the Change Request/Manual Change Request form has not been submitted, provide estimated submission date for these requirements: (MM/DD/YYYY)

2. Note: ICMP For Surface Ships Only, maintenance change request should be submitted via the NAVSEA 04 ICMP Web Page at <http://cmpnavsea.navy.mil/icmp/icmp.nsf>. CMP maintenance change requests for Submarines should be submitted to SUBMEPP Code 1813, and Aircraft Carrier maintenance change request should be submitted to SUPSHIP Newport News Code 1800

C. Are Technical Repair / Maintenance Standards Impacted

No

SID#	SID Item#	AML Item#	TRS/MS Identification Number	Title	Status	Est. Completion Date
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D. Are there Intermediate level maintenance requirements?

No

1. If yes, provide the date for the establishment these requirements: (MM/DD/YYYY)

2. Provide name, code, telephone number and E-mail Address for Intermediate level maintenance requirements:

E. Are there Depot level maintenance requirements?

No

1. If yes, provide the date for the establishment these requirements: (MM/DD/YYYY)

2. Provide name, code, telephone number and E-mail Address for Depot level maintenance requirements:

REMARKS:

Support and Test Equipment Requirements

A. Does the system use Built in Test / Built in Test Equipment for fault isolation? Yes

B. Does the system have Support and Test Equipment Requirements? Yes

SID#	SID Item#	AML Item#	Equipment Type	Nomenclature	APL/AEL Number	SCAT	NSN	Qty	Est. Avail Date	Hull(s) Applicability

C. Has SPETERL information been provided to NSWCCD EARLE? N/A

If no, indicate when SPETERL information will provided:	
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Support and Test Equipment

REMARKS:

Note: If any GPETE or SPETE will not be available prior to installation, indicate what will be provided and when in the Remarks block

Training Requirements

Responsible Activity: Name: KEVIN LAVELLE Code: 9533 Phone: (215)897-7864 Email:lavellekr@nswccd.navy.mil

A. Does the System have Training Requirements? Yes

1. If Formal and / or Informal training courses are not available prior to first installation, indicate how training will be provided: 1

2. Please provide a Navy Training Systems Plan (NTSP) Number:	
---	--

B. Is Initial/Differences Training Required? N/A

SID#	SID Item#	AML Item#	Type of Training	Course Number	Course Title	Location	Trainers Impacted	Duration	NEC	Rating/Rate	#Per Ship	Estimated/Completion Date

C. Is Follow-On/Life Cycle Support Training Required? N/A

SID#	SID Item#	AML Item#	Course Number	Course Title	Location	Trainers Impacted	Duration	NEC	Rating/Rate	#Per Ship	Estimated/Completion Date	RFT Date

1. Please indicate how Follow-On/Life Cycle Support Training will be identified. Briefly describe what plans have been made to update training hardware and software to support this change (e.g., Technical Training Equipment):

NOTE: Shore Trainer Installations should be completed approximately 4 months prior to first ship installation.

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D. Identify any additional training products (such as A/V, CBT, Simulation, etc.) to be delivered to the Fleet. No

SID#	SID Item#	AML Item#	Product Number	Description	Format / Type	Estimated Avail. Date

E. Are there any PQSs impacted by this change? No

NAVEDTRA Number	PQS Title	Model Manager	Qualification Description	Effective Date

REMARKS:

Training Requirements Remarks:

Alteration Installation Schedule

SHIPS INCLUDED IN THE ILS CERTIFICATION						
Alteration	UIC	Ship Name	Homeport	TYCOM	Install Date	AIT
SA LHA 0001 01049 D 00	20550	TARAWA - LHA 0001	SAN DIEGO, CA	SURFPAC	09/24/2003	No
	20632	SAIPAN - LHA 0002	NORFOLK, VA	SURFLANT	08/19/2003	No
	20633	BELLEAU WOOD - LHA 0003	SAN DIEGO, CA	SURFPAC		No
	20725	NASSAU - LHA 0004	NORFOLK, VA	SURFLANT	02/23/2005	No
	20748	PELELIU - LHA 0005	SAN DIEGO, CA	SURFPAC		No
SHIPS NOT INCLUDED IN THE ILS CERTIFICATION						
Alteration	UIC	Ship Name	Homeport	TYCOM	Install Date	AIT

Certification Approval

Prepared by: ERNEST BAYLIS ernest_baylis@amsec.com

Date Prepared: 03/09/2005

Certification ID#: 905.0

Certification Type: Hull Certification

Certification Status: Under Development

ILS Impact: Yes

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No Approvals

Other Certifications for Alterations on this Cert.

Cert ID	Rev No.	Alt Identifier	Alt Brief Description	Cert Date	Prepared By	Cert Type	Cert Status	Resp. Role	ILS Impact
984.0		SA LHA 0001 01049 D 00	INSTL RADAR TLI'S IN POTW TNKS	09/22/2003	Thomas BIEBER thomas.bieber@navy.mil	Class Certification	Certified		Yes
991.0	1	SA LHA 0001 01049 D 00	INSTL RADAR TLI'S IN POTW TNKS	03/16/2005	THOMAS BENNETT ROCKIE_BENNETT@AMSEC.COM	Hull Certification	Certified		Yes

(5) Normal HM&E baseline configuration validation is done by NAVSESS-PHIL. This consists of bouncing each Ship's Individual Drawing (SID) SCD equipment that is Allowance Parts Listing (APL) worthy with COP to ensure that there is a validation aid for all equipment. This is done because typically COP data only includes the main pieces of equipment and leaves out accessory type equipment such as circuit breakers.

(6) During the availability you may receive updates to LOA. Update ILS Matrix and provide any updates to NSA Logistic Management Specialist (LMS0).

(7) At the 50 percent mark in the availability the LMS should update Class Port Logistician with those AIT which have not provided ILS Deliverables. Class Logistics team should follow up during weekly production meetings with applicable AIT to ensure that deliverables get delivered to LMS.

(8) At end of availability (up to 20 days after) the LMS will provide Class Logistics team with ILS Deliverable report for inclusion into EOA report.

(9) Class Logistics team submits EOA report to PEO and Type Commander.

(10) Follow up on any ILS Deliverables; ensure deficiencies are accomplished by PEO (Team Ship) and Regional Maintenance Centers are received by ships force.

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Section 2

Installation Drawings

1. Identify Proposed Drawing Installation

a. Sources

(1) NAVSEA/PEO Ship's Letter of Authorization with NDE Attachments.

(2) COMNAVSURFOR LOA D-Alts.

(3) NAVSEA/PEO Ship's and COMNAVSURFOR Change Letters.

(4) Master Ship Repair Work Specifications.

(5) Alteration Installation Team Installs (AIT)

b. Review and Research

(1) Review Master Work-Spec. items for ShipAlts and drawing numbers to be installed.

(2) Pull Drawings from SWRMC Plan Files or applicable Planning Yard Web-Sites.

(3) Review all applicable reference drawings.

(4) Review drawings Bill of Material (BOM).

(5) Research all Allowance Parts Lists (APL) worthy material

(6) Research all part numbers and National Stock Number (NSN) for correct APL

(7) Review All Work Spec Items that are Repair or removed and Replace installs

2. Build Validation Work Package for Work Specifications (WORK SPEC) Items

a. Prepare Validation Aid (VALAID)

b. Apply all required fields to VALAID

(1) Name of Ship and Hull Number

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- (2) APL
- (3) Equipment Functional description (EFD)
- (4) Equipment/System Designator (ESD)
- (5) Action Code i.e. Add, Change or Delete
- (6) Equipment Identification Code (EIC)
- (7) Hierarchical Structure Code (HSC)
- (8) Service Application Code (SAC)
- (9) Installing Status Code (ISC)
- (10) Data Originator / Validation Code (VSAC)
- (11) Location, Quantity and Cage or FSCM (Commercial & Government Entity or Federal Supply Code Manufactures)
- (12) Manufacture of equipment

c. Ship check Validation Onboard

- (1) Validation
 - (a) Name of Ship and Hull Number
 - (b) APL
 - (c) EFD
 - (d) ESD
 - (e) Action Code i.e. Add, Change or Delete
 - (f) EIC
 - (g) HSC
 - (h) SAC
 - (i) ISC
 - (j) DVOC

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- (k) VSAC
- (l) Location, Quantity and Cage or FSCM
- (m) Manufacture of equipment
- (n) ALT number is stamped on the Alteration Plate
- (o) Technical manuals, PMS
- (p) Drawings, Ship Selected Records (SSR)
- (q) Maintenance Assistance Modules (MAM)

3. Transmit Configuration Changes to CDM

a. In CDMD-OA Work File

- (1) Update Configuration record - Validation date, serial number, ISC from 'P' or 'J' to 'G'
- (2) Update Alteration record - change ISC from 'P' or 'J' to 'D'
- (3) Add logistics records - Technical Manuals, PMS as required
- (4) Create Add Configuration or Alteration records for data not preloaded in CDMD-OA
- (5) Create Delete records for equipment removed by the ALT
- (6) Submit CDMD-OA Work file to CDM with new data
- (7) Send email to notify CDM regarding work file submission.

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Section 3

SPEC Review

1. Work Specification Team

a. Definition

(1) A Work Specification (Work Spec) is not a job that is authorized by Modernization via LOA, or a job from the Integrated Class maintenance Plan (ICMP), It is a Job on an Automated Work Request (AWR) put in by a ship, or a support item such as doing welding for a SPAWAR ship Alteration (SHIPALT). Modernization is done through documents know as LOA. These LOA are issued by the Program Executive Office (PEO) or Type Commander. LOAs contain only modernization of equipment. Examples include SHIPALTs ("K" or "D"), AER, Field FC, or EC,MACALT and ORDALT. In the future and in accordance with the SHIPMAIN above alterations will be combined and called SCD. Modernization items only appear on Work Specifications if the Program Office or In-Service Engineering Agency (ISEA) has funded and approved the Master Ship Repair (MSR) i.e. NASSCO to perform the work. All other Alterations will be done by an AIT and will not appear on the Work Specification put out by MSR.

b. Development

(1) A Work Specification package is started at approximately 270 days prior to ships CNO availability. This is an accumulation of SHIPALT which will be accomplished by MSR, ICMP, AWR, and support items. Determination of ICMP and AWR items will be done by Maintenance Team Port Engineer and SHIPSUP. The items determined to be Depot Level maintenance worthy will be forwarded to Teams Ship Building Specialist (SBS) to build (sometimes with help of MSR) Work Specification item brief and scope. In these you will find important information as to what they will be working on such as location, APL, valve number, and what they may be replacing. This process continues and is normally package is locked at 120 days prior to availability. A person working this should note that this does not always happen at this mark but is a standard set by SHIPMAIN and Maintenance Team is graded on. Also during this time a Work Package Execution Review (WPER) is conducted with ships participation to assist in final package. The finalized package of complete Work Specifications is available normally 45 days to Start of Availability (SOA). Review of this package can be done only when you receive the final Work Specification package.

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Also, it should be noted that during the availability Work Spec items can be added, deferred, or cancelled so attendance at the weekly availability Production Meeting is a must

2. Responsibilities

a. Program Executive Office (PEO), In- Service Engineering Agent (ISEA) or Type Commander.

(1) Provide Port Engineer and MSR with modernization items which will not be accomplished by an AIT and will require MSR to perform.

(2) Provide MSR with list and funding for support items.

b. Port Engineer/SHIPSUP

(1) Determine from AWR and ICMP items which will be depot level work. (MSR)

(2) Broker work to Production if Intermediate Level work and broker Depot Level to Maintenance Team Ships Building Specialist for review.

c. Ships Building Specialist (SBS)

(1) Review brokered work from Port Engineer and build or assist in development of Work Spec Item

d. Master Ship Repair (MSR) (NASSCO, BAE, CMSD)

(1) Work with maintenance team in building and finalizing Work Specifications.

(2) Provide estimate of cost to Port Engineer and team finance to accomplish.

(3) Develop and publish Work Spec Index, Spec Item, and drawing package.

e. Class Port Logistician

(1) Review work specifications.

(2) Develop matrix to identify potential APL changes and provide to Class Configuration Support Manger.

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(3) Attend or provide member of logistics team for participation in Weekly Production meetings.

(4) Provide copy of Work Specifications to SPS/PTD personnel.

f. Class Configuration Support Manager (CCSM)

(1) Attend Weekly Production meetings.

(2) Review matrix provided by Class Port Logistician.

(3) Conduct configuration validation on APL worthy items changed during availability via Work Spec process. This does not include modernization items which will be validated by PEO on-site logistics representative.

(4) Input into CDMD-OA and provide to CDM.

g. Class Material Manager

(1) Research material requirements.

(2) Order Material via stock requisitions.

(3) Credit card transactions or purchase requests.

(4) Expedite receipt of material.

(5) Ensure proper material is received on schedule.

(6) Return incorrect material and required documentation.

(7) Ensure procurement of provisional items at End of Availability (EOA) for cancellation/excess turn-in and prepare and assist in shipping of material requests.

(8) Assist in identification of parts/APL and alternative source solutions.

(9) Ensure most cost efficient source of material.

(10) Interface with Property Managers in control of Government Furnished Material.

3. Procedures

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a. Step-By-Step

(1) As necessary assist Port Engineer and Ship Superintendent in the work brokering process with logistic elements such as correct APLs and nomenclature. The nomenclature on the AWR is not always an accurate one. For example you identify a valve that AWR is a level one 1300 lb gate valve. This helps them broker it to the Depot without wasting time for production to reject because they do not have capabilities.

(2) Obtain copy of Work Specifications from the Port Engineer, Team Program manager, Ship building Specialists, or MSR activity.

(3) Review and develop matrix for each work specification. (See below example).

(4) Provide copy of this matrix to both the PTD and CCSM for sure.

(5) Provide copy of specification to both PTD and CCSM.

(6) Attend Weekly Production meetings and provide PTD personnel with any changes.

(7) Receive from PTD personnel an updated work spreadsheet and a final one at end of availability.

(8) With the Excel spreadsheet provided and copies of SPS develop a configuration validation work package.

(9) CCSM validates changes onboard, conducts technical review, input into CDMD-OA and submit to CDM.

ILS MATRIX Example

ID Spec Job Description

		<u>Config</u>	<u>PMS</u>	<u>ILS</u> <u>Tech</u> <u>Man</u>	<u>Supp</u> <u>Equip</u>	<u>Training</u>	<u>OSS</u>
General Jobs (Cont.)							
534-11-096	Electrical Grade Deck Covering; replace	None	None	None	None	None	None
534-21-001	Non-Skid Deck and Painted Coatings; replace	None	None	None	None	None	None
537-11-001	Sound Barrier and Carpet; install	None	None	None	None	None	None
537-11-002	False Overhead; replace	None	None	None	None	None	None
540-11-001	Troop CO's Stateroom; refurbish	Possible	None	Possible	None	None	None
540-11-002	CPO Sofa; re-upholster	None	None	None	None	None	None
541-11-001	CO Cabin and Stateroom; refurbish	Possible	None	Possible	None	None	None

PTD SPREADSHEET Example

WORK ITEM NO	PO NUMBER/LI NUMBER	NOMEN	PART NUMBER	APL OR AEL	QTY	PDCN	FWD NAVSESS	MSR	TM REQUIRED	REMARKS
534-11-016	M85533-001	VALVE GLB.75IPS	2177525- C411	882056956	2	HD6395		CMSD		DWG-NDN
534-11-017	M85557-001	VALVE GLB.75IPS	5184193- 3AS1	887055921	1	HD6420		CMSD		DWG-NDN
534-11-023	M85553-001	VALVE GLB.50IPS	5184193- 2AS1	887055920	2	HD6419		CMSD		DWG-NDN
541-11-002	142973-001	VALVE CHK STP 2.50IPS	F09- 0084C- 02TS	883030975	1	BHR017		BAE SYS		541- 5862260- DWG-NDN

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Section 4

Provisioning Technical Documentation

1. Sources/Tools

a. Programs

- (1) NAVICP (Weapons System File) database
- (2) HAYSTACK
- (3) ICAPS
- (4) NMDS (SPECS & CHANGES to contract)
- (5) CDMD-OA
- (6) Microsoft Office (Excel / Word / Power Point)
- (7) Naval Logistics Library (NLL)
- (8) TDMIS
- (9) JEDMICS
- (10) One Touch

b. References

- (1) PTD Worthy Reference Guide
- (2) FMP Manual
- (3) NAVSEA Standard Item 009-19 009-21
- (4) Presentations
- (5) S:CODE511/PTD RIE FOLDER

c. PTD Spreadsheet

- (1) Specification Package
- (2) NAVSEA Letter
- (3) Changes To Specs (IDR, RCC, CFR)

- (4) Production Meeting Progress Report
- (5) Nameplate Data
- (6) Purchase Order Index File
- (7) Provisioning Parts List (PPL) File
- (8) Ship Level Provisioning Parts List (SLPPL) File
- (9) Material Summary Report
- (10) COP Data

2. PTD Process

a. Review Specification Package

(1) Review Specification Package and Identify all PTD worthy items.

(a) Refer to PTD worthy Reference Guide (See Program / Reference Matrix).

(b) Refer to Work Package Review Presentation

b. CDMD-OA Program/Training

(1) Draw down COP Data

(2) Refer To S:CODE511/PTD RIE/COP FIELD ELEMENT SAMPLE

c. Reports

(1) Reports Weekly PTD status to Code 511 (Use template in S:\SDNS\SWRMC-SD\Departments\500-Logistics\CODE511\ \C511 PTD RIE PRODUCTS\WEEKLY REPORT).

(a) ILSMT (Use template in S:\SDNS\SWRMC-SD\Departments\500-Logistics\CODE511\PTD RIE PRODUCTS\PTD WEEKLY REPORT. Receive and tailor purchase order (PO) index.

(b) Refer To S:\SDNS\SWRMC-SD\Departments\500-Logistics\ CODE511\PTD RIE PRODUCTS \PURCHASE ORDER INDEX.

(c) Review for PTD Worthy Items (Refer to PTD worthy Reference Guide).

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1. Refer to Program / Reference Matrix.

(d) Tailor PO Index to develop PTD Tracker.

1. Refer to S:\SDNS\SWRMC-SD\Departments\500-Logistics\CODE511\ PTD RIE PRODUCTS \PTD TRACKER SAMPLE.

(2) Review Material Summary Report for PTD worthy items.

(a) Update tracker with PTD worthy items

(b) Refer to FMPMIS Presentation

(c) Refer to Material Ordering Presentation

(3) Receive and QA nameplate data (SPS / PPL).

(a) Compare Nameplate Data (SPS / PPL) to PTD Tracker.

1. Refer to PTD Overview Presentation

(b) Reference COP data and Drawings as required.

(c) Return failed QA to MSR for corrective action

(4) Update PTD Tracker

(a) Using Nameplate Data input required fields to include (APL / PDCN / Changes / Work Items).

(b) Review Material Summary Report for PTD worthy items.

1. Update tracker with PTD worthy items.

2. Refer to Material Ordering Presentation.

(c) Forward Nameplate data to OSLR / CCSM via email

(5) Receive / Review and forward PPL to Technical Support Activity (TSA)

(a) Assign Provisioning Contract Control Number (PCCN) for the equipment in ICAPS

(b) Refer to Provisioning Document Control number (PDCN) log (See PTD Coordinator)

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(c) Review PPL file to (Technical Manual / Drawings / Illustrated Parts breakdown) attachments for completeness.

1. Refer to PTD Overview Presentation

(d) Upload PPL file to TSA via ICAPS.

1. Refer to ICAPS Presentation.

2. Refer to Programs / Reference Matrix.

(e) Email Engineering Data files for Provisioning to TSA.

(f) Failed QA return to MSR for corrective action

(6) Receive advance RIC from TSA, Forward to OSLR / CCSM via email.

(7) Receive /Review and Forward SLPPL TO TSA

(a) Assign PCCN for the equipment in ICAPS

1. Refer to PDCN log (See PTD Coordinator)

2. Review SLPPL to Illustrated drawings

3. Refer to PTD Overview Presentation

4. Upload SLPPL file to TSA via ICAPS

a. Refer to ICAPS Presentation

b. Refer to Programs / Reference Matrix

(8) Email Engineering Data files for Provisioning to TSA.

(9) Failed QA return to MSR for corrective action

Section 5

Availability Briefs and Meetings

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1. Work Package Execution Review (WPER)
 - a. Time/Place of WPER
 - (1) Conducted approximately 4-5 weeks before Start of Availability (SOA)
 - b. Location will be determined regionally Purpose of the WPER
 - (1) Presentation of the Ships availability Execution Plan
 - (a) Final opportunity to resolve any work interface or production support issues between the different activities
 - c. Attendees
 - (1) Chaired by RMC Maintenance team PORT ENGINEER and Co-chaired by Project Manager.
 - (2) Core and Maintenance Team Members
 - (3) Shipyard and Planning Yard Representatives and PEO 400F/470
 - (4) AIT installation manager (SPAWAR Ship Superintendent)
 - d. Agenda
 - (1) Introductions.
 - (2) Purpose.
 - (3) Modernization Package - Alts (K and D Alts), AER, FC, MACHALT, ORDALT, EC scheduled for installation during the availability.
 - (4) Pre-Availability Preparations/Installations.
 - (5) Critical Path Items.
 - (6) Items of concern.
 - (7) Work Authorization Form (WAF) - required for all work to be accomplished onboard by outside activities.
 - (8) CMT Class Material Manager (CMM) discuss impact of Long Lead Time (LLT) material and status.

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e. Attachments to WPER Presentation

- (1) Northrop Grumman S/A Readiness Assessment.
- (2) TYCOM Alteration Authorization Letter.
- (3) PEO Letter of Authorization Changes.
- (4) BAE (Shipyard) Work Item List.
- (5) Depot Automated Work Request (AWR) List
- (6) RMC Production List.

f. Deliverables out of the WPER

- (1) Issuance of "Readiness to Start Message".
- (2) Fully approved execution schedule.

2. Logistics Pre-Arrival Brief (PAB)

a. Time/Place of PAB

- (1) Conducted approximately 2-3 weeks before SOA - coordinated between PMR Logistician and ship's Supply Officer.
- (2) Held onboard the ship

b. Purpose of the PAB

- (1) Presentation of the ILO/PMR logistics team to the ship Logistics Department roles and responsibilities during the Availability.
- (2) Address ship's questions or concerns

c. Attendees

- (1) Chaired by FLC/RMC Logistics Department
- (2) Maintenance Team - Class Port Logistician and Class Configuration Support Manager
- (3) PMR Branch Head and Logistician

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(4) Test Equipment Branch Head

(5) On-Site Logistics Rep (OSLR)

(6) Ship's CO, XO, Division Heads, 3M Coordinator, and prospective MSAT personnel

(7) On-site Installation Coordinator

d. Agenda

(1) Opening greeting by FLC/RMC Logistic Chariman

(2) Introductions

(3) Code 500 Organizational Chart and Logistics Department key points of contact

(4) Logistics Roles and Responsibilities

(5) Integrated Logistics Overhaul (ILO) overview

(6) Maintenance Support Analysis Team (MSAT) assignment

(7) Phased Maintenance Review (PMR) - Configuration accuracy, Critical Equipment, Test Equipment and Technical Manual inventories, Alteration/new Equipment installation, training, Provisioning Technical Documentation (PTD)

(8) On-Site Logistics Rep (OSLR) points of contact and responsibilities

(9) RMMCO and AIT's accomplished during the CNO availability

3. Selected CNO Availability Arrival Conference

a. Time/Place of Arrival Conference

(1) Conducted approximately one week prior to SOA

(2) Held at the applicable shipyard

b. Purpose of the Arrival Conference

(1) Provide the crew with a look at what to expect during the availability

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(2) Familiarize all parties involved with the policies and procedures of SWRMC and the applicable Shipyard

(3) Introduce the key points of contact

(4) Address schedule, safety, quality assurance, and contract adherences

(5) Establish a good working relationship and open lines of communication between all availability participants

c. Attendees

(1) Chaired by RMC Maintenance Team Project Officer

(2) RMC Waterfront Ops

(3) Core and Class Maintenance Team members

(4) Ship's CO, XO, Division Heads

(5) Shipyard Personnel

(6) Contractors

d. Agenda

(1) RMC Vision and Mission Statement

(2) Purpose of the conference

(3) Introductions

(4) Overview of availability - Milestones/Key Events, Progress Meetings, Working Hours

(5) RMC Policies, Procedures, and Definitions - Safety, Security, New Work, QA, Housekeeping

(6) Completion of Availability - Trials, Hot Wash, Exceptions, Guarantee Period

(7) Ship's Telephone Bill

(8) Commanding Officer's comments

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(9) Tour of Shipyard (BAE/NASSCO) facility

4. Weekly Progress Meetings

a. Time/Place of Progress Meetings

(1) Conducted weekly during the availability

(2) Held at the applicable shipyard

b. Purpose of the Progress Meetings.

(1) Provide weekly production status to the ship's Commanding Officer

c. Attendees

(1) Chaired by RMC Maintenance Team Project Officer

(2) Core and Class Maintenance Team members (Class Port Logistician and/or CCSM)

(3) Shipyard personnel

(4) Contractors

(5) SPAWAR Ship Superintendent

(6) RMC Ship Superintendent

d. Agenda

(1) Status of SPAWAR Alteration Installations

(2) Contractor Status Reports for each system/equipment

(3) AWR status from RMC Ship Superintendent

(4) Commanding Officer's comments/concerns

(5) Review action items

5. Logistics Product Review (LPR) Meeting

a. Time/Place of LPR Meeting (Amphibious Ships Only)

(1) Conducted approximately 3-4 weeks after the start of a 12 week availability

(2) For longer availabilities, there may be a second LPR. Held at RMC/FLC

(3) RMC/FLC presentation must be submitted to PEO Ships at least one week prior to the LPR Meeting. Action for Class Port Logistician, with input from PMR, PTD, and Test Equipment logisticians

b. Purpose of the LPR Meeting

(1) To review status of ILS deliverables during the availability

(2) To address any problems/concerns

c. Attendees

(1) Chaired by PEO Ships

(2) Local OSLR (representing the applicable Configuration Data Manager (CDM))

(3) Hull Mechanical & Electrical (HM&E) Logistics Rep (via Teleconference from NAVSEA Philadelphia)

(4) Combat Systems Logistics Rep (via Teleconference from NAVSEA Pt. Hueneme)

(5) C5I Logistics Rep

(6) Push Pull Rep

(7) Supply Support Platform Manger (via Teleconference from NAVICP Mechanicsburg)

(8) Type Commander (TYCOM)

(9) Ship's personnel (Supply Officer, 3M Coordinator, MSAT, division/department heads)

(10) RMC/FLC Logistics personnel

d. Agenda

(1) Opening remarks by PEO Ships

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- (2) Introductions
- (3) Standing Action Items and Lessons Learned
- (4) CDM Remarks
- (5) HM&E Logistics
- (6) Combat Systems Logistics
- (7) C5I Logistics
- (8) ILS Management (Code 510 - Class Port Logistician)
- (9) ILS Interim Certs
- (10) Push Pull Program
- (11) Supply Support
- (12) Topics of Concern/ILS Status
- (13) Action Item Review
- (14) Closing Remarks

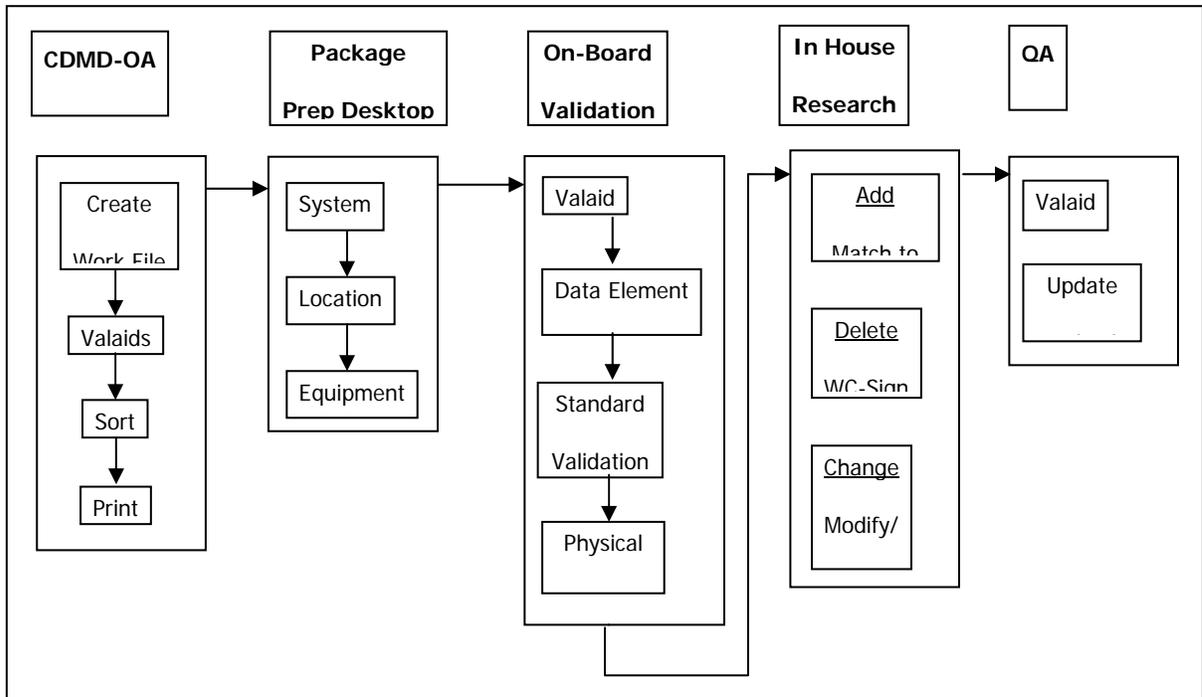
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Section 6

Configuration Validation

1. Tools/References

- a. Number 2 pencils, set of screwdrivers, flashlight, inspection mirror, wrench, wire brush, and clipboard
- b. CDMD-OA web site
- c. Haystack web sites
- d. Tech Spec 9090-700B
- e. CDMD-OA Desk Guide
- f. Validation Flow Chart



g. Data Element Chart

EQUIPMENT DISCIPLINE	LOC	RIC		SERIAL			RIC NOM	EFD	EIN	SIGNATURE
		CHARACTERISTICS	WCRE	NUMBER	PRID	ESD				
	X	X	X	X			X	X	X	X

ELEX (E)											
HM&E (H)	X	X	X	X	X	X	X	X	X		X
ORD (Z)	X	X	X	X	X	X	X	X	X	X	X
TEST EQPT (T)	X	X	X	X	X	X	X	X	X	X	X

Notes: X Denotes Mandatory Requirements for Validation

(1) Location (LOC) - The physical location where the equipment / item was found.

(2) RIC Characteristics - Nameplate data of equipment / item.

(3) Work Center Responsible for Equipment (WCRE) - This is the work center that maintains the equipment.

(4) Serial Number - Serial number of equipment / item.

(5) Position Reference Identification Data (PRID) - Usually found on stenciled or stamped tag attached to cable or equip/item. PRID data includes valve marks, electrical circuit numbers and electronics symbols.

(6) Equipment System Designator (ESD) - Identifies the principal system or subsystem that the equipment is associated with.

(7) RIC Nomenclature (RIC NOM) - Description of the APL / RIC

(8) Equipment Functional Description (EFD) - This field gives a standard description which indicates the function of a particular component and is assigned by ship class. This field is created by the CDM and not to be mistaken for RIC-NOM information.

(9) Equipment Identification Number (EIN) - Used for Electronic, Ordnance, and Test equipment.

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(10) Signature - After completing each Valaid, the validator will sign and date on lower right hand corner.

2. Package Preparation

a. Validation aids (valaids) are created in CDMD-OA and sorted by LOCATION, ESWBS, or SCAT Code, depending on the quantity of valaids and equipment disciplines (ELEX, HM&E, ORD, TEST EQUIPMENT)

b. Blank Valaids are provided for reporting new equipment adds

c. A Valaid Log is created for tracking the validation sheets

3. Validation Process

a. Sight validate each piece of equipment, ensuring that the data obtained from nameplates, labels, and tags, accurately reflects the data on the Valaid. Match/verify the following fields:

(1) LOCATION

(2) EIN and RICNOM (for ELEX, ORD, TEST EQUIPMENT) or

(3) RIC CHARACTERISTICS such as MFR, DWG, ID, NSN, FSCM, FRAME, SIZE, VOLTS (for HM&E EQUIPMENT)

(4) SERIAL NUMBER

(5) PRID

(6) EFD

(7) WCRE

(8) SAC description

(9) QTY

(10) Next higher assembly (Parent Equip) EIN and SERIAL NUMBER

b. Make corrections in pencil in any fields that do not exactly match the pre-printed data on the validation aids:

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(1) ENSURE ALL ENTRIES ON THE VALAID ARE LEGIBLE

(2) Line through incorrect field once

(3) Write correct information on line below

(4) Make a check mark next to each field that is confirmed correct

(5) Annotate any additional information on the right side of the Valaid (next to the RIC characteristics) or on the back of the Valaid

(6) If unable to confirm an item (no nameplate, lagged, or inaccessible), assign LN in VSAC field and 2, 3, or 4 in the Reason not Validated (RNV) field. See Tech Spec page 3-134 for definitions

c. Compare ALT Numbers from nameplates with those listed on the Valaids. Record any new ALT numbers on the Valaid for further research.

d. Sign and date the Valaid (bottom right). If the equipment record is to be DELETED, the Work Center Supervisor must sign the Valaid.

4. In-House Research / Actions / Recommendations

a. Use CDMD-OA and HAYSTACK for research

(1) Review all data entered on the valaids for accuracy

(2) All differences annotated on the Valaid should be verified for possible APL change

(3) If not validating 100% of a system, ensure that 'new' data is not already reflected in an existing record in CDMD-OA

(4) If making any changes to HSC, verify/change the ESD, EFD, SAC fields as applicable

b. For ADD transactions

(1) Write "A" in Action Code field.

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(2) Enter the suggested new APL/AEL in the area provided on the Valaid.

(3) Attach a copy of the new APL to the Valaid.

(4) Additional fields that require entries are EIC, SAC, DISI, ISC, DOVC, VSAC and RNV (See CDMD-OA reference for values).

(5) Parent and Children equipment to be added require SME review.

c. For DELETE transactions

(1) Write "D" in Action Code field.

(2) Do not change VSAC, etc. The only other requirements on the Valaid are signatures and date.

(3) If the DELETE action results in the removal/deletion of the last occurrence of an APL in the ship's database, SME review is required.

(4) Parent and Children equipment could be candidates for deletion. SME review is required.

d. For CHANGE transactions

(1) Write "C" in Action Code field.

(2) Change VSAC, RNV (if required).

(3) A record that has an APL change but retains the existing HSC and EFD can result in a CHANGE transaction in the CDMD-OA work file instead of ADD and DELETE transactions. Put "C" in the Action Code field.

e. Alteration (type 4) Adds will require SME review for possible Logistics (type 3) record review and addition.

f. Return the completed Validation Package to the LMS for input into CDMD-OA Work file, and update of the Valaid Log.

5. Quality Assurance

a. LMS reviews Valaids for accuracy in accordance with paragraphs 3 and 4 above.

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b. SME spot checks work file records against Valaids for accuracy.

c. Class Port Logistician or designated authority submits the work file to the CDM.

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Section 7

Push/Pull Spares

1. Definitions

a. Push Material

(1) Material handed over to logistics department or a staging area to support a ship's new equipment installation or upgrade. The ship doesn't have to order via a reorder in R-Supply. If ordered in R-Supply the material requisition or request is submitted into the supply system and NAVCIP with Type Commander makes determination if they need to fill request now or be put in Technical Operating budget (TOB) pending account until there is money to issue. Includes Maintenance Assistance Modules (MAM), Operating Space Items (OSI) and Storeroom Items (SRI) and comes from various In-Service Engineering Activities (ISEA) such as SPAWAR or NSWC Port Hueneme.

b. Pull Material

(1) Material ordered by the ship once installation of equipment is complete and configuration record is recorded in OMMS-NG/R-Supply onboard a ship. Includes MAM, OSI and SRI.

c. Kitted Material

(1) Material shipped by an ISEA as material used in the installation of equipment. (Push/Pull items are spares).

d. OMMS-NG

(1) Operational Maintenance and Management System is used to record and defer ships maintenance.

e. R-Supply

(1) Used to account for inventory and financial accounting of material.

2. Responsibilities

a. ISEAs

(1) Provide information to Class Logistician on Push material.

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(2) Ship or give instructions to NAVSEA PUSH/PULL warehouse on release of material.

b. Class Material Manager

(1) Inventory and provide input to Class Logistician

(2) Ensure delivery to ILO/PMR team member

c. ILO/PMR Team Member

(1) Inventory and note in ILS deliverables

(2) Delivery to ship and get appropriate signatures

d. Class Port Logistician

(1) Ensure that ship takes SRI up as receipt from not due or ensure that MAM custodian updates X-MAM. For OSI, ensure custody is signed by receiving department.

3. Procedures

a. Step-By-Step

(1) Class Material Manager receives material, inventories and notes any differences to Class Port Logistician who contacts ISEA for discrepancies.

(2) Material is turned over to ILO/PMR team member for inventory and turn over to ship.

(3) Ship receives material. If SRI, receive from not due in R-Supply (also may require an establishment of NSN in stock records). If MAM ensure custodian inventories, notes location and updates X-MAM. If OSI, ship needs to turn over to department, which requires documentation.

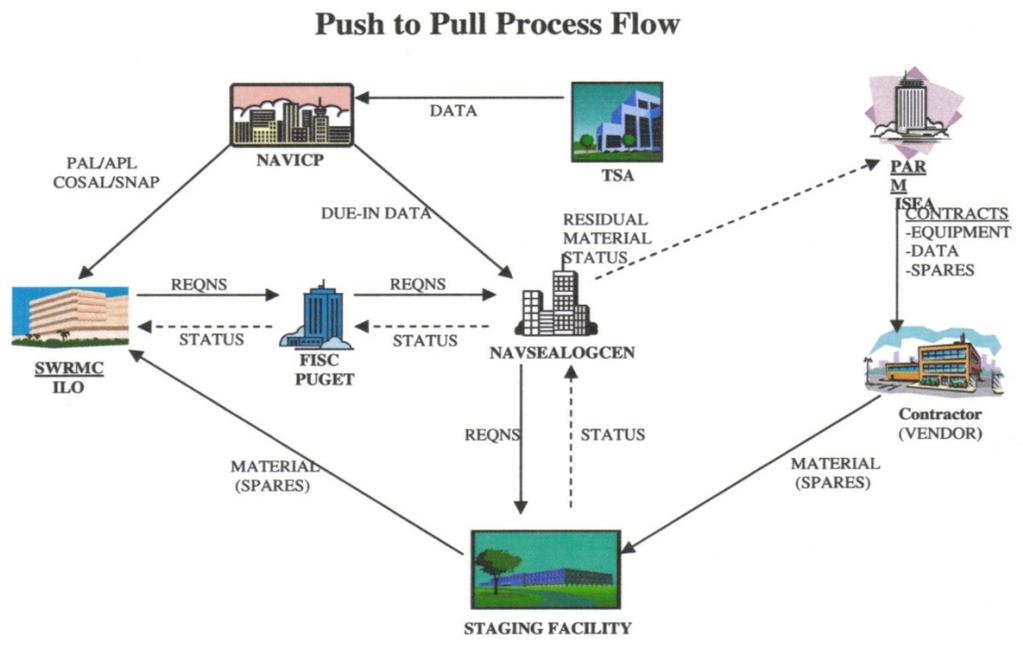


Figure 7-1. Push to Pull Process Flow

APPENDIX D

Logistician E-Tools

WEBSITE	URL ADDRESS
AFLOAT TOTAL ASSET VISIBILITY	https://www.ata.v.navy.mil/fimars/logonwb2.htm
ALICE	https://alice.ftsclant.navy.mil
BATH IRON WORKS (BIW) SSSC WEBPAGE	https://sssc.gdbiw.com
BOSTON DET	http://www.psnsbsn.navy.mil
CDMD-OA	www.nde.navy.mil
CORETL - (Combined Regional Technical Libraries)	\\naeanrfkfs16\C163\USFF_NRFK_N42158_16AA_1\4335\Library\CORETL\Indexes.html
DAASQ - (Defense Automatic Addressing System)	https://www.daas.dla.mil/daasing/default.asp
DOD EMAIL	https://dod-email.dla.mil/acct/
ENGINES	https://mgt.navsses.navy.mil/lm2500.asp
GENERAL DYNAMICS - NASSCO NORFOLK (FORMERLY METRO)	https://www.nassconorfolk.com/
HAYSTACK	http://www.ihserc.com
ICAPS - INTERACTIVE COMPUTER AIDED PROVISIONING SYSTEM	https://icaps.nmci.navy.mil/
ILS MART	http://www.ilsmart.com
JCALs	https://nvsslweb.navsses.navy.mil
LOGICOM	http://logicom.ili-info.com/cgi-bin/sai-login.pl?uid=us&pwd=shippsupport

LOGTOOL	http://logtool.com
METRO MACHINE (Now General Dynamics NASSCO)	http://www.memach.com
NAVSUP WSS Assets Visibility System	https://nicpplall.navsisa.navy.mil/assetviz/index.aspx?Banner=ON
NDE	https://www.nde.navy.mil
NLL	https://nll.ahf.nmci.mil/
NMD (Navy Manage-ment Data-base)	https://aicsgateway.supship.navy.mil/portal/page/portal/aisc.portal
NORTHROP GRUMAN SHIP SYSTEMS - PLANNING YARD	https://secure.ss.northropgrumman.com/PlanningYard/login.aspx
NSSA INTRANET	https://corp.marmc.nmci.navy.mil/command/index.cfm
ONE TOUCH	https://www.onetouch.navy.mil/ots/
PEO SHIPS IDE WINDCHILL/ICEMAKER	https://www.ideservicecenter.com/PEOShips/Windchill/wtcore/jsp/nic/windchill/systemMessage/sessionMessage.jsp
PEOSHIPS	http://www.ilsmt.govapps.com/ilsmt.nsf/frswebsitelr?oepnframeset
PMSMIS	https://antares.seajax.navy.mil/msmis/
QUICK COMPLIANT TOOL SUITE (QCTS)	https://www.qcts.org/RAG/ManageInv.iface
REMEDY	https://supportweb.ndcsd.nmci.navy.mil/arsys/shared/confirm.jsp
RF CAFÉ	http://www.rfcafe.com/vendors/components/antenna_links.html
RRAM	https://rram.navsup.navy.mil/ram/demparms.jsp?file=guidance
SUPSALV	http://www.supsalv.org/manual/uwsh/default.html
TDMIS	https://mercury.tdmis.navy.mil/default.cfm
TMAR (H File)	https://nsdsa2.phdnswc.navy.mil
TRACKING -	http://www.track-trace.com/

TRACE	
WEBFLIS (Federal Logistics Information Websearch)	http://www.dlis.dla.mil/WebFlis/default.asp
WEBREQ	https://www.daas.dla.mil/webreq/login.asp
RMMCO	https://rmmco.navy.mil/
CORONA GREEN BOOK	
P-409 MILSTRIP/MILSTR AP DESK GUIDE	http://www.force-rsupply.com/p409.pdf
ISEA	Various phone numbers listed on CDMD-OA website
AIM4RMC	
ATIS	
FEDLOG	FED LOG is available on CD-ROM and/or DVD with a subscription.
WEBSALTS	https://web.salts.navy.mil/ws/
COSAL SPCCINST 4441.170A	
PRIORITY MATERIAL OFFICE (PMO)	https://isis.pmohq.navy.mil/isisappl/ionline.ma in
MATERIAL ASSESSMENT FORM (MAF)	
APPROVED SHIPBOARD GALLEY, LAUNDRY, AND FURNITURE EQUIPMENT	https://90machinery.navsses.navy.mil/habitabili ty/
NSDSA	https://nsdsa.nmci.navy.mil/nsdsahome.asp
OARS	https://nslcweb37.nslc.navy.mil/pls/apex/
GLOBAL DISTANCE SUPPORT	https://www.navsup.navy.mil/navsup/ourteam/navs upgls/prod_serv/global_log/gdsc
NVR	http://www.nvr.navy.mil/
ACIP	https://nslcweb32.nslc.navy.mil/pls/apex