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COMNAVSURPACINST 4700.1B/
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CNRMCINST 4700.7A
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COMNAVSURFPACINST 4700.1B/COMNAVSURFLANTINST 4700.1B/CNRMCINST 4700.7A

From: Commander, Naval Surface Force, U. S. Pacific Fleet
       Commander, Naval Surface Force Atlantic
       Commander, Navy Regional Maintenance Center

Subj: TOTAL SHIP READINESS ASSESSMENT VISIT PROGRAM

Ref: (a) COMNAVSURFPAC/COMNAVSURFLANTINST 3502.3A, Surface Force
           Readiness Manual
       (b) OPNAVINST 4700.7L, Maintenance Policy for United States Navy Ships
       (c) COMUSFLTFORCCOMINST 4790.3C, Change 5, Joint Fleet Maintenance Manual
           (JFMM)
       (d) OPNAVINST 4790.4E, Ship's Maintenance and Material Management (3M) System
           Policy
       (e) COMNAVSURFPAC/COMNAVSURFLANT/CNRMC Notice 4700, Class Matrices

Encl: (1) TSRA Prerequisites and Expectations Message Template
       (2) TSRA Ready to Commence Message Template
       (3) TSRA Completion Message Template
       (4) TSRA Metrics

1. Purpose. To promulgate policy, procedures, expectations, and responsibilities for the planning and execution of the Total Ship Readiness Assessment (TSRA) Visit Program.

   a. The TSRA Visit Program is a part of the broader material assessment program. This broader program encompasses the framework used by the Surface Navy to manage all Naval Sea Systems Command (NAVSEA)-directed mandatory periodic life cycle assessments and inspections as well as Type Commander (TYCOM)-directed readiness assessments. The TSRA program includes legacy assessment programs (e.g. Boiler, Diesel Formal Periodic Assessment

(FPA), Marine Gas Turbine Inspection, Corrosion Control Information Management System (CCIMS)), and the Class Maintenance Plans (CMP).

b. The TSRA Visits described in this instruction consist primarily of TYCOM readiness-focused material condition assessments and selected NAVSEA-mandatory assessments. The intent of the TSRA Visit Program is to execute shipboard assessments in an effort to improve current readiness, assist with maintenance availability planning, document existing material condition in the Current Ship's Maintenance Project (CSMP), improve accuracy of existing CSMP 2-Kilos, provide input to correct configuration mismatches, repair equipment, and provide over-the-shoulder training to ship's force maintenance personnel. The term "TSRA" throughout the rest of this document refers to the TSRA Visit Program events. This instruction updates TSRAs to reflect execution within the Optimized Fleet Response Plan (OFRP), changes the nomenclature used for TSRAs, and provides specific TSRA guidelines for Forward Deployed Naval Forces (FDNF). These TSRAs adhere to the motto of "Find, Fix, and Train".

2. Cancellation. COMNAVSURFPACINST 4700.1A/COMNAVSURFLANTINST 4700.1A/ CNRMCINST 4700.7

3. Scope. TSRAs will occur onboard all surface ships assigned to Commander, Naval Surface Force, U.S. Pacific Fleet and Commander, Naval Surface Force Atlantic with exception of the DDG-1000 Class and both the FREEDOM and INDEPENDENCE variants of the Littoral Combat Ship. TSRAs include comprehensive material condition assessments of a ship's hull, mechanical, electrical (HM&E), combat systems, command, control, communications, computers, and intelligence (C5I) systems, various support equipment, and logistics conditions. Execution of onboard assessments and documentation of material condition discrepancies will be in accordance with references (b) through (d).

4. Roles and Responsibilities. Key stakeholders responsible for TSRA effectiveness are the TYCOM, Immediate Superiors in Command (ISICs), Surface Maintenance Engineering Planning Program (SURFMEPP), Commander, Navy Regional Maintenance Center (CNRMC), Regional Maintenance Centers (RMCs), and Ship's Force (S/F).

a. TYCOM

(1) Identify Fleet maintenance and material readiness objectives for surface ships to be supported by TSRAs.

(2) Oversee the TSRAs by hosting periodic program reviews with executing RMCs, CNRMC, and SURFMEPP representatives.

(3) Coordinate with CNRMC to establish and review measures of effectiveness for fleet maintenance and material condition objectives.

(4) Review and annually approve ship class assessment matrix changes in reference (e). This should also include utilizing various data repositories (e.g., Integrated Condition Assessment System (ICAS), Informal Performance Assessment Report (IPAR), CCIMS, and Master Assessment Index (MAI)), in order to adjust and modify TYCOM risk mitigation. Quarterly Matrix Review Meetings will be held to adjust the TSRA Matrix throughout the year per reference (e).

(5) Publish the TSRA class-specific equipment matrices to applicable SFRM websites per reference (a).

(6) Assign a TSRA Coordinator to assist RMC Assessment Directors (ADs) in coordination of each TSRA. This individual shall be responsible to the TYCOM for the approval of the TSRA agenda and support the ADs in coordinating with S/F as required.

(7) Adjudicate conflicting events that may adversely affect the objectives and execution of TSRAs.

(8) Ensure a TYCOM representative (Port Engineer, Type Desk Officer, TSRA Coordinator, or designated representative) attends the pre-brief, in-brief, out-brief, and daily status briefs.

(9) Schedule TSRAs in coordination with the ISICs and RMCs. Generate and publish the TYCOM TSRA schedule in support of quarterly Fleet Scheduling Conferences.

(10) Identify and provide funding, including Equipment Maintenance Related Material (EMRM) Operating Target (OPTAR) augment or advance, to support ordering of parts for correction of TSRA identified discrepancies.

(11) Manage the TSRA Agenda building process using the MAI.

(a) Provide baseline agendas to RMC AD 120 days prior to a scheduled TSRA for RMC planning and preparation.

(b) Collaborate with RMCs to finalize TSRA agenda

(c) Approve final agenda used for TSRA execution

(12) Provide daily review of draft repair 2-Kilos by Force 3M Coordinators which have been submitted by each TSRA Visit Support Team (VST) for format correctness and return to the VST for upload to the ship's CSMP. If the RMC has an existing MOU with TYCOM for 2-Kilo processing, provide a quality review on 2-Kilos loaded directly into the ship CSMP.

b. Squadron/Group Commander (ISIC)

(1) Schedule TSRAs in coordination with the TYCOM and RMCs.

(2) Ensure conflicting evolutions are minimized to support maximum benefit of TSRAs.

(3) Track mission-critical material discrepancies until correction.

(4) Attend TSRA pre-brief, in-brief, daily briefs, and out-brief.

c. SURFMEPP

(1) Manage the CMP technical feedback process to include a notification procedure to TYCOM and RMCs for CMP-related changes. Modify CMP content as needed based on assessment results, existing technical requirements, and TYCOM/RMC input.

(2) Process CMP-related Go Assess 2-Kilos (GA2K) based on TYCOM approved agendas for upload into the Validation, Screen, and Broker (VSB) system.

(3) Participate in the TYCOM quarterly class equipment matrices review.

(4) In collaboration with CNRMC TSRA Program Manager, provide assistance to TYCOM staffs to conduct applicability and effectiveness reviews of assessment procedures used during TSRA events using a Reliability Centered Maintenance (RCM)-focused approach. Assistance may require a review of current procedures and participation from RMC Subject Matter Experts (SMEs), Technical Warrant Holders (TWHs) and In Service Engineering Agents (ISEAs), as necessary.

d. CNRMC

(1) Manage and monitor overall TSRA execution for all RMCs.

(2) Establish common execution standards for all RMCs, including ADs, SMEs, and VST performance and deliverables.

(3) Coordinate with TYCOM to review TSRA measures of effectiveness and develop plans of action for program improvement.

(4) Develop and manage the Common Assessment Procedure (CAP) process to ensure that TSRA SMEs use Navy approved procedures (NAVSEA, ISEA, or RMC) to conduct material condition assessments.

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(5) Resolve RMC resource shortfalls or gaps for TSRA execution.

(6) Ensure RMC resources are budgeted to support the requirements of this instruction.

(7) Participate in the TYCOM quarterly class equipment matrices review. Ensure each RMC has adequate representation during the review process.

(8) Publish and maintain RMC TSRA guidance to establish and govern standard policies and procedures for TSRA execution, including a TSRA AD Role Based Desk Guide.

e. <u>RMC</u>

(1) Prior to each TSRA, as data becomes available, coordinate with System Commands (SYSCOMs) and ISEAs to review ICAS, IPAR, or other trending databases. If the remote monitoring data review indicates that a system/equipment is operating within acceptable parameters, that system/equipment CMP task may be recommended for removal or reduction in scope from that ship's agenda. All satisfactory findings through such a review or remote monitoring systems that reduce scope of a visit agenda shall be documented via the associated GA2K.

(2) Assign one or more ADs for each TSRA.

(3) Prepare and provide to the TYCOM a proposed TSRA visit agenda 75 days prior to the TSRA. Execute and manage the TSRA in accordance with the final assessment agenda approved by TYCOM.

(4) Conduct a TSRA pre-visit brief with S/F and the Maintenance Team (MT) four to five weeks prior to the scheduled TSRA. The pre-visit brief will review the MAI proposed TSRA agenda, confirm the availability of equipment to be assessed, emphasize need for availability of ship's force, and provide input to the schedule of events to be completed during the TSRA. In the event a ship's operational schedule does not support a timely pre-visit brief onboard, every effort should be made to provide the brief through other means (e.g. video television conference, telephone conference, e-mail).

(5) Deliver the finalized TSRA agenda to the ship's TSRA Coordinator 14 days prior to each TSRA along with a list of ship support requirements (e.g., tag out, equipment line up, etc.). This agenda shall include a proposed "Schedule of Events" (SOE) for that TSRA. The SOE should include a system level assessment schedule expected to be accomplished by the RMC and when S/F assistance is required to support each assessment.

(6) Coordinate with S/F to ensure all supporting systems are available to perform combat systems material checks when those support systems are not part of the actual TSRA assessment.

(7) Coordinate and develop sufficient TSRA assessment packages to be used by each TSRA SME to include: GA2Ks, Ship Configuration and Logistics Support Information System (SCLSIS) data, existing CSMP shore file items, assessment procedures for assigned equipment/system, and blank Material Assessment Forms (MAFs).

(8) Coordinate and identify SME for assessment of agenda indicated equipment/system. SME will be assigned from RMC, ISEA, SYSCOM or private sector contractor in that order of preference.

(9) For all TSRAs, transmit a "Prerequisites and Expectations" message at least five weeks prior to the start date of the TSRA event per enclosure (1). This message will include a reference to the SOE provided to S/F for review and concurrence.

(10) Ensure security screening/clearance information is sent to the specific industrial facility, installation, ship, or overseas location as required to expedite TSRA team access.

(11) Utilize a dedicated VST to perform logistics validation, data entry, data collection support, and generate reports as necessary to properly execute a TSRA. The AD, with VST assistance, will review the quality and content of MAF (repair 2-Kilo) daily submissions to ensure RMC SMEs are providing sufficient detail to support Port Engineer review and first pass work item screening.

(12) Daily, during each TSRA, forward to TYCOM 3M Coordinator all repair 2-Kilos submitted by the SMEs for review. After TYCOM returns the reviewed file, assist S/F's force loading of 2-Kilos into the CSMP and aid in researching and procuring parts for TSRA repairs. If the RMC has an existing MOU with TYCOM for 2-Kilo processing, 2-Kilos may be simultaneously loaded into the ship CSMP and copied to the TYCOM 3-M Coordinator for quality review.

(13) For all TSRAs, conduct a formal out-brief with ship's Commanding Officer, Executive Officer, Chief Engineer and applicable Department Heads within five days of the final day of the TSRA.

(14) For all TSRAs, provide a copy of the TSRA Completion Report to the Commanding Officer and transmit the "TSRA Completion" message within ten business days of the end date of the TSRA visit per enclosure (3).

(15) Collect metrics data during and after each TSRA per enclosure (4). Metrics will be used to measure effectiveness and efficiency of the TSRAs. The metrics will be reviewed on a routine basis by TYCOM, ISIC, CNRMC, RMCs, and SURFMEPP as required to improve TSRA planning and execution. TSRA metrics data collected per enclosure (4) will be provided in a format specified by TYCOMs and CNRMC.

f. <u>S/F</u>

(1) Attend the pre-visit brief with appropriate senior personnel (e.g. Department Head, Division Officer, Top Snipe, Combat Systems Maintenance Manager, and SMEs) for systems to be assessed and key Supply Department personnel (Supply Officer, Senior Logistics Specialist, and additional Logistics Specialists with responsibilities for parts ordering and issuance). Verify the availability of systems and equipment to be assessed in the RMC provided agenda and SOE. Identify the availability of S/F technical personnel to support the TSRA SOE. Provide recommendations to the AD for changes to proposed SOE.

(2) Prepare for the TSRA as discussed during the pre-visit brief and in the TSRA "Prerequisites and Expectations" message (e.g., radiate requests, aloft chits, tag outs).

(3) Designate a ship's TSRA Coordinator. Review ship's schedule to ensure mitigation or rescheduling of conflicting events that would interfere with TSRA equipment and system assessments. Coordinate with ISIC or TYCOM if assistance is needed to reschedule conflicting events.

(4) Designate a space for use by the TSRA team.

(5) Provide for onboard access of team members identified in the clearance message or via Joint Personnel Adjudication System (JPAS) visit request.

(6) For all TSRAs, transmit a "Ready to Commence" message per enclosure (2) after the pre-visit brief, but no later than five business days prior to the TSRA. Special attention should be paid to equipment that is no longer available for assessment so that SMEs do not travel to the ship for assessments that cannot be conducted. The "Ready to Commence" message will include a statement that S/F has reviewed and concurs with the SOE – or should note any exceptions to the proposed SOE being negotiated with the RMC.

(7) Host daily TSRA briefings for all TSRAs. Designate at least one S/F individual that can be present at all daily TSRA briefs to ensure repair 2-Kilos are screened to the correct repair facility and S/F capacity is not exceeded.

(8) Ensure the ship's 3M Coordinator, Work Center Supervisors, and Supply Officer (or designated representative) are available during the TSRA.

(9) Assign adequate S/F personnel to support equipment and systems that are to be assessed. Adjust watchbills to ensure TSRA SMEs are accompanied by appropriate rate related S/F personnel.

(10) Assign a senior Stock Control Division representative (E-6 and above with authority to order parts) as the TSRA Material Requirements Coordinator. The Supply Officer

shall contact TYCOM Comptroller prior to the start of each TSRA to confirm augment/advance funding is available. Repair parts shall be ordered daily as soon as a requirement is identified using the highest permitted priority (ANORS/PRI-1, 2, or 3) to maximize deficiency correction during the visit.

      (11) Ensure availability and calibration of required test equipment and special tools.

5. Policy

    a. Per references (a), (b), and (c), RMCs are tasked by CNRMC to support surface ships under the cognizance of COMNAVSURFPAC and COMNAVSURFLANT and to plan and execute TSRAs. CNRMC shall issue complementary guidance or direction governing TSRA execution by RMCs.

    b. Systems/equipment to be assessed during each TSRA shall be based upon the latest revision of the published class-specific equipment matrices designated in reference (e). The class-specific matrix is a notional plan that aligns systems/equipment for each ship class for each TSRA type as they occur throughout the OFRP. Additions and subtractions from systems identified in the class matrices for a specific TSRA must be approved by the TYCOM.

    c. The MAI is the TYCOM designated tool used to generate TSRA agendas. The MAI uses a Risk Priority Number (RPN) model to assign a risk value unique for each ship system to be assessed in that TSRA based on ship class failure data (occurrence and severity) over the past six years. Based on the accepted level of risk, TYCOMs can reduce the scope of the visit by selecting equipment with low history of failure. This decreases impact on the S/F.

    d. The nominal duration of each TSRA visit and timing within the OFRP is outlined in reference (a). When a TSRA must be conducted in less than the nominal duration, as ship material condition and operational employment considerations allow, the focus of the TSRA will be on completing the assessments for the identification and documentation of systems discrepancies as well as S/F training per reference (e).

    e. Assessment tasking, per reference (e), will be via a GA2K which is linked to a CMP task which in turn will either reference an approved assessment procedure or in some cases list the procedure itself.

      (1) SURFMEPP will generate the GA2K based on TYCOM approved agenda for each TSRA for each valid CMP task and associated assessment procedure. (In those cases where no procedure is listed, the SME will be requested to indicate what procedure was used.)

      (2) If there are no valid CMP tasks for a system to be assessed, the MAI team will generate a GA2K and associate it with a CAP process identified approved assessment procedure.

(3) If there are no NAVSEA or ISEA approved assessment procedures, then the executing RMC will identify and/or develop an alternative assessment task using an existing approved procedure or a locally-developed procedure approved by the local waterfront technical authority, per reference (d). The appropriate RMC shall document the use of an alternative assessment task and provide input via the CAP process to include the local assessment procedure as a CAP for all RMCs to use.

(4) The CAP process is a continuous monitoring effort that identifies standardized technical procedures for equipment or systems to be assessed by TSRA SMEs. The CAP process shall identify gaps in CMP coverage, find local procedures being used at each RMC, receive from all stakeholders the most effective procedure, and, once a selection is made, submit to ISEA or SURFMEPP to be made a common procedure across all RMCs. With input from SURFMEPP, TYCOMs, Fleet Analysis Center (FAC), etc., the CAP process will also continually refine assessment procedures to ensure components found to be responsible for system failure or high growth during maintenance availabilities are adequately assessed to better mitigate failure or provide for earlier detection per reliability-centered maintenance principles.

(5) Developed assessment procedures will be periodically reviewed for applicability and effectiveness using RCM practices through coordination between SURFMEPP, RMC SMEs, TWHs, and ISEAs, as necessary.

f.   The executing RMC shall send a "Prerequisite and Expectations" message per enclosure (1) announcing the visit dates, agenda, and expectations for all TSRAs at least five weeks prior to the scheduled TSRA.

g.   S/F shall send a "Ready to Commence" message per enclosure (2) acknowledging the TSRA dates, agenda, expectations, and their ability to fully support the TSRA visit no less than five business days prior to the scheduled TSRA.

h.   The executing RMC shall send a "TSRA Completion" message per enclosure (3) no later than ten business days after TSRA completion.

i.   TSRA discrepancies shall be documented in the ship's 3M system per reference (d). RMCs shall ensure assessment results are sufficiently detailed in a repair 2-Kilo block 35 to enable proper work planning for availability work packages and for input into the C5I system's Troubled Systems Process (TSP). Per reference (c), all repair 2-Kilos must reference the original GA2K Job Control Number (JCN) in order to allow cross-referencing of tasking and repair recommendations.

j.   Repairs conducted during the TSRA shall be accomplished based on availability of parts, S/F support, SME availability, and time remaining during the TSRA. All efforts should be made to complete TSRA generated repair 2-Kilos during the TSRA duration. Repair parts shall be

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ordered as soon as possible via ANORS (PRI-1, 2 or 3) to expedite delivery. Repairs that are not accomplished during the TSRA visit will be processed per reference (c).

k. Over the shoulder training provided to S/F personnel by TSRA SMEs shall be accomplished during the TSRA and training hours reported per enclosure (3).

l. TSRAs will be scheduled by TYCOM and ISIC prior to quarterly Fleet Scheduling Conferences and published appropriately. Although a stand-alone event is preferred, due to increased demands on ship's schedule, TSRAs will nominally be scheduled in conjunction with a Continuous Maintenance Availability (CMAV) or Window of Opportunity (WOO). S/F and ISICs shall closely review all events in the ship's schedule to mitigate or reschedule events which will interfere with or constrain equipment/system assessments.

m. Ships may request to add specific equipment to a TSRA agenda during the TSRA Pre-Brief. TYCOM concurrence with any agenda additions is required.

n. It is recognized for ships and RMCs that are supporting FDNF missions that some of the requirements and responsibilities contained in this instruction may not be feasible or practical. In those cases, special arrangements shall be worked out with the appropriate TYCOM with concurrence of CNRMC.

6. Specific TSRAs. All TSRAs are designed to occur in port and to occur within the OFRP in association with readiness concerns. They are defined as follows:

a. Pre-Availability Lock TSRA (Previously TSRA 2). This TSRA is a one-week event to maximize efforts to identify and document material condition discrepancies to support TYCOM screening and brokering for accomplishment of depot level work and/or items critical to Light Off Assessment (LOA). When possible, this visit will be conducted in conjunction with a scheduled Availability planning event for the next CNO Availability, which occurs prior to 100% package lock. This may occur while the ship is deployed depending upon the start of the Chief of Naval Operations (CNO) Availability date and duration needed for 100% package lock. If the pre-avail lock TSRA cannot be executed in conjunction with the CNO Availability planning event, it shall be conducted as soon as feasible after Post-Deployment Stand-down and prior to start of the CNO Availability.

b. Availability Concurrent TSRA (Previously TSRA 3). This TSRA is conducted throughout the CNO Availability to assess the material condition of various C5I systems, hull structures, navigation equipment, and equipment required for Contractor Sea Trials. Due to the unique nature of conducting a TSRA during a CNO Availability, execution of the assessments will not follow standard TSRA management practices; the executing RMC will still contact ship's force to coordinate the assessments, however, there will not be a dedicated onboard visit team.

Note: Intent is to review phasing out the Availability Concurrent TSRA within the next year as assessments are transitioned to Class Maintenance Plan mandatory tasks, aligned to PMS requirements, or conducted via separate process (e.g., Aviation Certification, Navigation Certification).

  c. Post-Availability TSRA (Previously TSRA 4). This TSRA is a three week material condition assessment of HM&E and C5I systems tailored to evaluate equipment required to support Tier 1 and Tier 2 (Mobility and Unit Tactical) of Basic Phase Training. The Post-Availability TSRA will be scheduled to occur after completion of the CNO Availability and usually concurrent with the CMAV that concludes the Maintenance Phase. Weeks 1 and 2 will focus on equipment and component level assessments. Week 3 will focus on system and interoperability level assessments.

  d. Pre-Deployment TSRA (Previously TSRA 1 and TSRA 5). This TSRA is a two-week material condition assessment of C5I systems and HM&E support equipment to ensure proper operation prior to deployment and to identify work items for inclusion in the post-deployment maintenance availability. This could include mandatory expected service life (ESL) CMP tasks on slow-to-degrade systems. This visit is notionally conducted at the end of the Basic Phase for Ballistic Missile Defense (BMD) ships and during the middle of the Integrated Phase for non-BMD ships.

  e. BMDRA. The BMDRA visit is a mission-specific assessment for BMD-capable ships that targets the BMD readiness-kill-chain. BMDRA will be scheduled as a two-week event during the Integrated Phase to allow for all required assessments and repairs to be accomplished prior to a scheduled BMD deployment or mission.

  f. FDNF Japan Pre-Deployment TSRA (Previously TSRA 4 and TSRA 5). This TSRA is a two-week event to maximize efforts to identify and document material condition discrepancies. A two-week material condition assessment of C5I systems and HM&E support equipment to ensure proper operation prior to deployment and to identify work items for inclusion in the post-deployment maintenance availability. This visit is notionally conducted at the end of the Basic Phase for BMD ships and during the middle of the Integrated Phase for non-BMD ships.

  g. FDNF Japan Pre-Availability Lock TSRA (Previously TSRA 1 and TSRA 2). This TSRA is a one to two week event to maximize efforts to identify and document material condition discrepancies to support TYCOM screening and brokering for accomplishment of depot level work and/or items critical to LOA. This includes mandatory ESL CMP tasks on slow-to-degrade systems. When possible, this visit will be conducted in conjunction with a scheduled Availability planning event for the next CNO Availability, which occurs prior to 100% package lock. This may occur while the ship is deployed. If the pre-avail lock TSRA visit cannot be executed in conjunction with the CNO Availability planning event, it shall be conducted as soon as feasible after Post-Deployment Stand-down and prior to start of the CNO Availability.

h. <u>FDNF Japan BMDRA</u>. The BMDRA visit is a mission-specific assessment for BMD-capable ships that targets the BMD readiness-kill-chain. BMDRA is a two-week event scheduled to support all required assessments and repairs prior to a scheduled BMD deployment or mission. It will normally be scheduled concurrently with the FDNF Japan Pre-Deployment TSRA.

i. <u>FDNF Rota TSRA A and TSRA B (Previously TSRA 8a and 8b)</u>. These are two two-week assessment visits designed to support the constraints of the operations tempo of FDNF BMD DDG ships in Rota, Spain. FDNF Rota TSRA A is focused on HM&E systems to maximize efforts to identify and document material condition discrepancies for the next CNO Availability. FDNF Rota TSRA A is conducted in conjunction with the first CMAV after the CNO Availability. FDNF Rota TSRA B is focused on C5I systems to maximize efforts to identify and document material condition discrepancies for the next CNO Availability. FDNF Rota TSRA B is conducted in conjunction with the second CMAV after the CNO Availability.

j. <u>FDNF PC/MCM TSRA (Previously TSRA 7)</u>. This is a two-week assessment tailored to optimize the OPTEMPO of FDNF PC and MCM ships in Bahrain and Sasebo. Every six months the applicable contiguous United States RMC will augment the applicable FDRMC/RMC and any ship that is available will receive a FDNF PC/MCM TSRA. MCM ships in Sasebo (and San Diego) will receive an FDNF PC/MCM TSRA only once between CNO avails. FDNF PC/MCM TSRA covers all of the equipment checks that do not require an industrial environment to be completed.

7. <u>Action</u>. All TSRAs shall be conducted per this instruction and references (a), (b), (c), and (d).

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVSURFPAC/ COMNAVSURFLANT will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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Distribution:
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CNRMC Directives Website
https://navsea.portal.navy.mil/

TSRA Prerequisites and Expectations Message Template

R DDXXXXZ MMM YY
FM MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA/NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/FDRMC NAPLES IT/FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
TO USS _____
COMNAVSURFPAC SAN DIEGO CA/COMNAVSURFLANT NORFOLK VA (as
appropriate)
ISIC
INFO COMNAVSEASYSCOM WASHINGTON DC
COMNAVRMC NORFOLK VA
MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA/NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/FDRMC NAPLES IT/FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
SURFMEPP PORTSMOUTH VA
BT
UNCLAS
MSGID/GENADMIN/RMC_____/__//
SUBJ/TSRA PREREQUISITES AND EXPECTATIONS FOR USS _(SHIP)___ _(TYPE)
TSRA //
REF/A/DESC: DOC/ COMNAVURFPACINST 4700.1B/COMNAVSURFLANTINST
4700.1B/CNRMCINST 4700.7A/(DATE)//
REF/B/DESC: DOC/CNRMC LETTER 4700/(DATE)//
NARR/REF A IS TOTAL SHIP READINESS ASSESSMENT INSTRUCTION.
REF B IS COMNAVRMC GUIDANCE FOR RMC FOR 2-KILO SCREENING.//
POC/A.___(ASSMT DIRECTOR)___ /CIV/UNIT: RMC/NAME: LOCATION _____
/TEL: _____/EMAIL: _____//
POC/B.___(RMC TSRA MANAGER)___ /CIV/UNIT: RMC/NAME: LOCATION
_____ /TEL: _____/EMAIL: _____//

GENTEXT/REMARKS/1. IAW REF A, _(TYPE)__ TSRA WILL BE CONDUCTED
ONBOARD USS _____ON _(START DATE)__ THROUGH __(END DATE)__.

2. ASSESSMENT DIRECTOR; NAME; EMAIL; PHONE NUMBER.

3. THE TSRA WILL PROVIDE THE FOLLOWING:
    A. MATERIAL CONDITION READINESS ASSESSMENT OF DESIGNATED SYSTEMS.

B. OVER-THE-SHOULDER MAINTENANCE TRAINING FOR SHIP'S FORCE AS THEY ASSIST WITH ASSESSMENTS AND CONDUCT REQUIRED CORRECTIVE ACTIONS.
   C. ENTRY OF MAINTENANCE READY 2-KILOS INTO THE CSMP.
   D. A CSMP VALIDATION FOR SYSTEMS ASSESSED.
   E. SUBMISSION OF CONFIGURATION MISMATCHES FOR ASSESSED EQUIPMENT.
   F. COMPLETED REPAIRS OF DISCOVERED DISCREPANCIES AS PARTS, TIME, AND PERSONNEL AVAILABILITY PERMIT.

4. BRIEFS AND CLEARANCE DATA:
   A. A TSRA PRE-BRIEF WILL BE CONDUCTED ONBOARD ROUGHLY FIVE WEEKS PRIOR TO THE TSRA TO DISCUSS GUIDELINES, REQUIRED SUPPORT, NOMINAL SCHEDULE OF EVENTS, AND REVIEW POSSIBLE CONFLICTING EVOLUTIONS. EXACT DATES WILL BE COORDINATED SEPCOR. RECOMMEND CO, XO, DEPT HEADS, PRINCIPAL ASSISTANTS, AND 3-M COORDINATOR ATTEND.
   B. RECOMMEND KICK-OFF BRIEF BE HELD ON THE FIRST MORNING OF THE TSRA.
   C. ASSESSMENT DIRECTOR WILL PROVIDE DAILY PROGRESS UPDATES TO CO OR DESIGNATED REP.
   D. 2-KILO SCREENING CONFERENCE TO BE CONDUCTED IAW REF B. RECOMMEND ACCOMPLISH DAILY WITH PROGRESS UPDATES.
   E. AN OUTBRIEF WILL BE CONDUCTED AT THE CONCLUSION OF THE TSRA.
   F. CLEARANCE DATA WILL BE PROVIDED BY SEPCOR.

5. FOR USS_____:
   A. TO HELP ENSURE PARTS ARE AVAILABLE TO CONDUCT REPAIRS DURING TSRA, TYCOM INTENDS TO PROVIDE EMRM ADVANCE/AUGMENT AS FUNDS ARE AVAILABLE. PRIOR TO START OF TSRA, SUPPLY OFFICER SHOULD CONTACT TYCOM COMPTROLLER TO CONFIRM STATUS OF ADVANCE/AUGMENT. TYCOM HAS APPROVED ORDERING PARTS ANORS-PRIORITY ONE, TWO OR THREE. TO FACILITATE REPAIRS WHILE SME IS STILL ONBOARD, PARTS SHOULD BE ORDERED AS SOON AS PARTS ARE IDENTIFIED.
   B. RMC LOG REP WILL CONTACT SHIP FOR LOGISTICS DATA REQUIREMENTS PRIOR TO START OF ASSESSMENT.
   C. TRAINING IN MAINTENANCE PROCEDURES, PRACTICAL USAGE OF ONBOARD TEST EQUIPMENT, AND ASSOCIATED TOOLS OF ASSESSED EQUIPMENT WILL BE PROVIDED. FOR MAXIMUM BENEFIT, REQUEST ALL APPROPRIATE S/F TECHS, SUPPLY SUPPORT PERSONNEL AND 3-M COORDINATOR BE AVAILABLE FOR DURATION OF THE TSRA.
   D. DUE TO LARGE NUMBER OF TSRA PERSONNEL COMING ONBOARD EACH DAY, REQUEST A PROCESS BE ESTABLISHED TO EXPEDITE BOARDING ACCESS.

    E. THIS TSRA IS A MATERIAL CONDITION ASSESSMENT EVENT, NOT AN INSPECTION. NO PRE-TSRA TESTING IS REQUIRED. CONDUCT NORMAL PMS AS ALREADY SCHEDULED.

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

    G. REQUEST ADVISE EARLIEST OF ANY SCHEDULE EVENTS OR EVOLUTIONS WHICH COULD IMPACT THE CONDUCT OF THIS TSRA.

    H. REQUEST SUBMITTAL OF APPROPRIATE RADIATION, SONAR TRANSMISSION, AND SATELLITE ACCESS (SAR) REQUESTS.

6.   FOR ISIC: REQUEST ADVISE ALCON OF NAME AND TELEPHONE NUMBER OF STAFF MEMBER DESIGNATED AS ISIC REP.

7. RMC_____ REMAINS THE DESIGNATED TECHNICAL SERVICE PROVIDER.
RMC_____ IS AVAILABLE 24X7 THROUGH OUR OPERATIONS CENTER AT PHONE NUMBER: _____, VIA EMAIL: _____, SIPR EMAIL: _____, THE WEB HTTPS: _____,
AND THE NAVY INTEGRATED CALL CENTER:

WWW.PUBLIC.NAVY.MIL/SPAWAR/PEOEIS/NAVY311/PAGES/HOME.HTML.//
BT

                                                           Enclosure (1)

TSRA Ready to Commence Message Template

R DDXXXXZ MMM YY
FM USS _____
TO MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA / NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/ FDRMC NAPLES IT/ FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
COMNAVSURFPAC SAN DIEGO CA/COMNAVSURFLANT NORFOLK VA (as
appropriate)
ISIC
INFO COMNAVRMC NORFOLK VA
MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA / NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/ FDRMC NAPLES IT/ FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
USS _____
BT
UNCLAS
MSGID/GENADMIN/ (SHIP) /-/(MON)//
SUBJ/READY TO COMMENCE ____TSRA //
REF/A/DOC/ COMNAVURFPACINST 4700.1B/COMNAVSURFLANTINST
4700.1B/CNRMCINST 4700.7X/(DATE)//
REF/B/MSG/__RMC/__(DATE OF PRE-REQ MSG) //
NARR/REF A IS TOTAL SHIP READINESS ASSESSMENT INSTRUCTION.
REF B IS RMC PREREQUISITES MESSAGE FOR USS _____ ___ TSRA.//
POC/_____/RANK _____/SHIP _____/LOC:
_____/EMAIL_____,CONTACT NUMBER _____//

RMKS/FOLLOWING IS SUBMITTED IAW REF A:
1. ___ TSRA SCHEDULED IS FOR: __(START DATE)__TO_(END DATE)_.

2. THE ___ TSRA AGENDA WAS NEGOTIATED DURING THE PRE-BRIEF HELD ON
(DATE). USS ____ IS PREPARED TO SUPPORT ___TSRA WITH THE EXCEPTION OF
THE FOLLOWING SYSTEMS WHICH ARE NOT AVAILABLE DUE TO REASON LISTED
(E.G., EQUIPMENT NOT AVAILABLE (BROKE), S/F TECHNICIAN NOT AVAILABLE,
SYSTEM SPACE NOT ACCESSIBLE, ETC.):
  A. SYSTEM_____ REASON_____
  B. SYSTEM_____ REASON_____
  C. SYSTEM_____ REASON_____

3. USS _____ HAS SUFFICIENT CALIBRATED TEST EQUIPMENT FOR ____ TSRA WITH THE EXCEPTION OF:
  A. TEST EQPT _____
  B. TEST EQPT _____
  C. TEST EQPT _____

4. THE FOLLOWING KNOWN EVENTS MAY INTERFERE WITH TSRA ASSESSMENTS, BUT HAVE BEEN UNABLE TO RESCHEDULE:
  A. CONFLICTING EVENT _____ - IMPACT (IF KNOWN) _____
  B. CONFLICTING EVENT _____ - IMPACT (IF KNOWN) _____
  C. CONFLICTING EVENT _____ - IMPACT (IF KNOWN) _____

5. A LIST OF WORK CENTERS AND POCS FOR SYSTEMS THAT ARE BEING ASSESSED HAS BEEN OR WILL BE PROVIDED AT IN-BRIEF ON _(DATE)_.

6. AN ASSESSMENT TEAM WORK SPACE HAS BEEN MADE AVAILABLE WITH UNCLAS NETWORK ACCESS AND AN OUTSIDE PHONE LINE.

7. USS _____ HAS FOLLOWING RECOMMENDED CHANGES TO PLANNED SCHEDULE OF EVENTS (SOE): _____ (OR NONE – CONCUR WITH PLANNED SOE).

7. USS _____ IS READY TO COMMENCE ___ TSRA ON __(DATE)__.//
BT

TSRA Completion Message Template

R DDXXXXZ MMM YY

FM MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA / NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/ FDRMC NAPLES IT/ FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
TO USS _____
COMNAVSURFPAC SAN DIEGO CA/COMNAVSURFLANT NORFOLK VA (as
appropriate)
ISIC
INFO COMNAVSEASYSCOM WASHINGTON DC
COMNAVRMC NORFOLK VA
COMAFLOATRAGRUPAC SAN DIEGO CA/COMAFLOATRAGRU ATLANTIC
NORFOLK VA (as appropriate)
MARMC NORFOLK VA/SOUTHWEST RMC SAN DIEGO CA/SOUTHEAST RMC
MAYPORT FL/NAVSHIPYD AND IMF PEARL HARBOR HI/NAVSHIPYD AND IMF
PUGET SOUND DET EVERETT WA / NAVSHIPREPFAC AND JAPAN RMC YOKOSUKA
JA/NAVSHIPREPFAC AND JAPAN RMC DET SASEBO JA/ FDRMC NAPLES IT/ FDRMC
DET ROTA SP/FDRMC DET BAHRAIN (as appropriate)
AFLOATRAGRU SAN DIEGO CA/COMAFLOATRAGROUP NORFOLK
VA/COMAFLOATGROUP MAYPORT FL/AFLOATRAGRUWESTPAC YOKOSUKA
JA/AFLOATRAGRUPACNORWEST EVERETT WA/AFLOATRAGRUMIDPAC PEARL
HARBOR HI (as appropriate)
SURFMEPP PORTSMOUTH VA
BT
UNCLAS FOUO
MSGID/GENADMIN/RMC __(LOCATION)__/__//

SUBJ/USS____ ___ TOTAL SHIPS READINESS ASSESSMENT COMPLETION
MESSAGE//
REF/A/DESC:DOC/ COMNAVURFPACINST 4700.1B/COMNAVSURFLANTINST
4700.1B/CNRMCINST 4700.7X/(DATE)//
REF/B/DESC:DOC/CNRMCLTR 4700/ (DATE) //
NARR/REF A IS TOTAL SHIP READINESS ASSESSMENT INSTRUCTION. REF B IS
COMNAVRMC GUIDANCE FOR RMC TO EXECUTE.//
POC/AD _(NAME)__/CIV/UNIT: __RMC/NAME: RMC _(LOCATION)__/
TEL: _____ X___/EMAIL:_____@NAVY.MIL//
POC/TSRA MGR _(NAME)__/CIV/UNIT: __RMC/NAME: RMC _(LOCATION)__/
TEL:_____ X___/EMAIL:_____@NAVY.MIL//

GENTEXT/REMARKS/1. IAW REFS A AND B, A _____ TSRA WAS CONDUCTED ON USS _____ AT __(LOCATION)_ DURING THE PERIOD __(START DATE)____ THROUGH __(END DATE)___. ALL DISCREPANCIES WERE DOCUMENTED IN THE SHIPS CSMP USING K AND W JSNS.

2. ASSESSMENT DIRECTOR; _____; __@NAVY.MIL (___) ___-____ X____.

3. ASSESSMENT RESULTS:
   A. ___ SYSTEMS WERE SCHEDULED FOR THIS TSRA.
   B. ___ SYSTEMS WERE ASSESSED RESULTING IN _____ DISCREPANCIES IDENTIFIED AND DOCUMENTED IN THE CSMP.
   C. THE FOLLOWING SYSTEMS WERE NOT ASSESSED AND WHY:
      (1) _____ - _____
      (2) _____ - _____
      (3) _____ - _____
      (4) _____ - _____
      (5) _____ - _____
   D. THE FOLLOWING SYSTEMS WERE PARTIALLY ASSESSED:
      (1) _____
      (2) _____
      (3) _____
      (4) _____
      (5) _____
   E. (1) NUMBER OF GA2K TASKED _____
      (2) NUMBER OF GA2K NOT COMPLETED_____

4. DISCREPANCY 2-KILOS/CKS (DOES NOT INCLUDE VALID EXISTING 2-KILOS):
   A. _____ NUMBER OF T/A 1 2-KILOS WRITTEN / _____ NUMBER REPAIRED
   B. _____ NUMBER OF T/A 2 2-KILOS WRITTEN / _____ NUMBER REPAIRED
   C. _____ NUMBER OF T/A 3 2-KILOS WRITTEN / _____ NUMBER REPAIRED
   D. _____ NUMBER OF T/A 4 2-KILOS WRITTEN / _____ NUMBER REPAIRED
   E. _____ NUMBER OF C-KILOS SUBMITTED
   F. _____ NUMBER OF WORK FILES TO BE PROCESSED

5. SIGNIFICANT MATERIAL DISCREPANCIES AND DEGRADED EQUIPMENT OPERATIONAL CAPABILITY INCLUDE:
   A. (EQUIPMENT AND PROBLEM). STATUS. JSN: _____ REFERS. SCREENED T/A__.
   B. (EQUIPMENT AND PROBLEM). STATUS. JSN: _____ REFERS. SCREENED T/A__.
   C. (EQUIPMENT AND PROBLEM). STATUS. JSN: _____ REFERS. SCREENED T/A__.

6. THE SHIP REPORTED THE FOLLOWING CASREPS WERE INITIATED AS RESULT OF THIS TSRA:

   A. XXXXX XXXX X – (EQUIPMENT)
   B. XXXXX XXXX X – (EQUIPMENT)
   C. XXXXX XXXX X – (EQUIPMENT)

7. REPAIR PARTS SUMMARY
  A. SHIPS TOTAL EXPENDITURE $ XXXX.YY
     OBLIGATED $ XXX.YY
     UNOBLIGATED $ XXX.YY
  B. ALTERNATE SOURCE SAVINGS $XXX.YY
  C. COST AND NUMBER OF ITEMS NOT CARRIED $_____.__ / _____
  D. COST AND NUMBER OF ITEMS NOT IN STOCK $_____.__ / _____
  E. SHIP HAD NO PROBLEM OBTAINING ADVANCE/AUGMENT FUNDING (YES/NO)

8. EXISTING CSMP REVIEW:
  A. ___ EXISTING CSMP 2-KILOS WERE REVIEWED
  B. ___ IDENTIFIED VALID
  C. ___ FOUND COMPLETED
  D. ___ INVALID/RECOMMENDED FOR CANCELLATION
  E. ___ COMPLETED DURING TSRA.

9. ____ TRAINING HOURS DOCUMENTED

10. CO COMMENTS: _____

11. AD COMMENTS: _____

BT

==

NOTE: STANDARD NOT ASSESSED REASONS:
   - RMC SME UNAVAILABLE
   - DIVING OPERATIONS
   - SOVT NOT COMPLETED
   - NSSA SME UNAVAILABLE 1ST WEEK/NO RADIATE 2ND WEEK
   - SYSTEM IN LAYUP
   - MULTIPLE CALIBRATION REQUIRED

TSRA Metrics Template

Metrics data will be collected prior to, during, and after each TSRA in support of performance analysis and measures of effectiveness initiatives. The metrics data will be reviewed on a routine basis by the TYCOM, ISIC, CNRMC, SURFMEPP, and RMCs and revised as appropriate. The following lists of metrics are the current metrics and are to be considered the minimum. RMCs are encouraged to establish separate RMC specific metrics as desired.

A. The following metrics will be collected:

1. Assessments Go Assess 2-Kilos (GA2K) scheduled and completed by system
    a. GA2K scheduled to be completed
    b. GA2K fully completed
    c. GA2K partially completed and reason for not completed
    d. GA2K not attempted and reason for not attempted

2. Assessment results by system
    a. T/A 1 2-Kilos written / T/A 1 2-Kilos repaired
    b. T/A 2 2-Kilos written / T/A 2 2-Kilos repaired
    c. T/A 3 2-Kilos written / T/A 3 2-Kilos repaired
    d. T/A 4 2-Kilos written / T/A 4 2-Kilos repaired

3. Existing CSMP validation results by system
    a. Existing 2-Kilos valid
    b. Existing 2-Kilos found already complete
    c. Existing 2-Kilos to be re-written
    d. Existing 2-Kilos to be cancelled

4. Configuration Validation results by system
    a. Items validated
    b. Items requiring correction
    c. Adds
    d. Deletes
    e. Changes
    f. Number processed as C-Kilos
    g. Number processed as Work Files

5. Repair parts data (number and dollar amount for each) by system
    a. Parts required
    b. Parts obtained at no cost to ship

    c. Parts ordered by ship

    d. Parts received by ship
    e. Parts not ordered by end of TSRA
    f. Parts not carried
    g. Parts not in stock

6. Training provided
    a. System/equipment
    b. Hours of training provided by system
B. The data format for the metrics will be specified by TYCOMs.