



DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
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NORFOLK, VA 23511-2325

CNRMCIINST 4720.1
Code 300
16 Mar 16

CNRMCI INSTRUCTION 4720.1

From: Commander, Navy Regional Maintenance Center

Subj: WORK ITEM SPECIFICATION REVIEW (WSR)/BID SPECIFICATION
REVIEW (BSR)

Ref: (a) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance
Manual (JFMM)
(b) FDG 460, Work Specification Review
(c) FDG 411, Perform Ship Check
(d) Joint Memo btw CNRMC 7570 Ser C400/121 of 3 Aug 15/
/NAVSEA 02 4205 of 6 Aug 15
(e) CNRMCIINST 4700.5B, Guidance and Policy for
Surface Ship Critical Systems and Other Work
Requiring Process Control Procedures (PCP)

Encl: (1) Meeting Agenda for WSR/BSR Face-to-Face

1. Purpose. To establish policy, procedures and
responsibilities for conducting formal Work Item Specification
Review (WSR) and Bid Specification Review (BSR) for planned
maintenance availabilities per reference (a).

2. Scope. References (a) and (b) are written to:

b. Provide for a standard process supporting continuous
improvement in the quality of Work Item Specifications.

b. Provide source documents for the minimum requirements
for Work Item Specifications.

c. Provide definitive requirements to obtain uniformity of
Work Item Specification preparation for all Regional Maintenance
Centers (RMCs).

3. Discussion. This instruction establishes the minimum
requirements for WSR/BSR. These requirements apply lean
principles to streamline and transform the process for WSR/BSR
to improve the application of resources within and across the
projects in order to deliver all WSR/BSR within the parameters
of reference (a). The policy requirements of reference (a) are

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incorporated into and implemented by this instruction. Detailed procedures, instructions and technical requirements for WSR/BSR are contained in reference (b). The Work Item Specification package includes the authorized work and any option items that could be accomplished during the scheduled maintenance availability. The Project Manager (PM) is responsible to ensure the Work Item Specifications are properly reviewed for adequate planning requirements and inclusive of all technical requirements.

4. Policy. In implementing the WSR/BSR instruction, the following policies apply:

a. References (a) and (b) shall be followed in the applicable Work Item Specifications review.

b. Work Item Specifications shall be reviewed for compliance with reference (a). Enclosure (1) shall be followed to maintain continuity, traceability and integration during the WSR/BSR before final work package approval.

c. Work Item Specification development and review shall be accomplished in the Navy Maintenance Data Base (NMD) system. The planner and the reviewer shall comply with all NMD processes and release notes.

d. WSR/BSR is mandatory for Chief of Naval Operations (CNO) Availabilities, Continuous Maintenance Availabilities (CMAV) and optional for all other maintenance availabilities.

5. Ship Check Visits. Ship checks are an integral part of WSR/BSR. Ship checks provide critical information to ensure Work Item Specifications have the correct ship configuration, were properly identified, the correct maintenance was planned and the requirement is valid. Reference (c) provides guidance for the ship check process. Ship check visits shall be conducted based on the following criteria:

a. Ship check visits shall be conducted during the planning phase by the Project Manager (Lead), Port Engineer (PE), Planning Activity Representative(s), Ship Building Specialist(s) (SBS) and other designated personnel in order to support the Work Item Specification development.

b. The recommended additional personnel to conduct a ship check visit is based on the class of ship; CG/DDG/LCS: 3, MCM/PC: 1, LHA/LHD/LPD: 6, LSD: 4, CVN: 6. For planning and budgeting purposes, travel cost estimates for ship check visits should be at least 14 days.

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c. If only one ship check visit is feasible (e.g., the ship is deployed), then the ship check visit shall be conducted on or about 80% lock.

6. Work Item Specification Review. References (a) and (b) provide the requirements for conducting WSR/BSR in accordance with the following guidelines:

a. Initial WSR/BSR will be performed by the PM and PE in NMD. The PM shall assign the appropriate RMC personnel to review the Work Item Specifications and designate the assignment of reviews per reference (b) steps 5 and 6. It is the PM's responsibility to ensure all required reviews are accomplished regardless of who performs the reviews. Work Item Specifications shall be reviewed continuously as developed and reviewed no later than 10 business days after notification in NMD. If the initial assigned code determines another code(s) needs to review the Work Item Specification, that code(s) shall also be allowed 10 business days.

b. Not all technical reviews require Engineering review. The PM or their designated representative shall determine any Work Item Specification requiring Engineering review. At a minimum, critical systems require Engineering review as defined in reference (e).

c. Waterfront Operations personnel shall review all Work Item Specifications.

d. The PM shall rate each Work Item Specification as "SAT or UNSAT" based on the seven objective attributes (location of work, identification, references, requirements, chronology, test and inspections, and reports) per reference (a), Volume 7, Chapter 4 Appendix E.

e. When the assigned review has been completed, the reviewer shall enter the following statement in NMD "REVIEW COMPLETE COMMENTS ENTERED." If no comments, enter "REVIEW COMPLETE NO COMMENTS ENTERED."

7. Face-to-Face Review Meeting. All critical path and controlling Work Item Specifications shall be reviewed at a Face-to-Face meeting. RMCs are encouraged to hold as many Face-to-Face meetings as necessary to properly review/approve Work Item Specifications. A minimum of one Face-to-Face WSR/BSR shall be conducted before the work package is approved.

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a. The PM (Chairperson) shall determine the periodicity and location of meetings. The agenda will be provided no less than 5 working days before the meeting and will identify which Work Item Specifications will be reviewed. Enclosure (1) shall be followed to maintain continuity, traceability and integration during the WSR/BSR before final work package approval.

b. The person who reviewed the Work Item Specification or their designated representative must bring all supporting documents to the meeting.

c. Changes made during the Face-to-Face WSR/BSR will be documented and entered in NMD. Action items will be identified and assigned a due date for completion.

8. Arbitration of Dissent. If there is disagreement between reviewing departments on a Work Item Specification with no consensus, the following resolution process shall be used to adjudicate:

a. Environmental Safety and Health (ESH) related; Code 106 or their designated representative has final adjudication.

b. Critical Systems or Departures From Specification (DFS); RMC Chief Engineer or their designated representative has final adjudication.

c. All others: Waterfront Operations Department Head or designated representative has final adjudication.

9. Reserve Growth. All Work Item Specifications that utilize reserve growth reservations shall comply with reference (d).

10. Responsibilities. The RMCs shall implement this instruction and establish local policies, requirements and standards (if necessary) required for WSR/BSR, using CNRMC approved metrics to monitor growth Request for Contract Changes (RCCs).

a. Waterfront Operations shall:

(1) Implement and manage the WSR/BSR process.

(2) Review each Work Item Specification for compliance with reference (a).

(3) Ensure adequate resources are available to conduct WSR/BSR.

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(4) Provide documented feedback to the planning activity to formally report Work Item Specifications for noncompliance and/or errors as recorded in NMD.

(5) Ensure changes which affect templates (Standard Work Templates (SWTs) and Class Standard Work Templates (CSWTs)), of the Master Specification Catalog Maintenance Office are provided feedback for inclusion of an update to the templates.

b. Engineering Department (Code 200), Safety (Code 106) Quality (130) and other departments as determined by the PM shall:

(1) Review Work Item Specifications for compliance with reference (a).

(2) Provide comments as Work Item Specifications are developed and entered in NMD.

(3) Ensure adequate personnel are available to conduct WSR/BSR.

11. Fleet Desk Guides (FDGs). The FDGs can be accessed at <https://www.portal.navy.mil/crmc/fdg/default.aspx> and copies may be downloaded as needed. 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 700
Navy Regional Maintenance Center, Suite 245
Norfolk, VA 23511-2245



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**WORK ITEM SPECIFICATION REVIEW (WSR)/BID SPECIFICATION
REVIEW (BSR) FACE-TO-FACE MEETING**

1. The Project Manager (PM) shall determine the time and location of the Face-to-Face meeting and assign the appropriate RMC personnel to review the scheduled Work Item Specifications. The PM is responsible to ensure all required reviews are accomplished regardless of who performs the reviews. The Face-to-Face agenda shall be provided no less than five business days before the meeting and identify which Work Item Specifications will be reviewed.

2. The format for the WSR/BSR Face-to-Face meeting shall consist of the following information:

a. An initial email notification shall be sent for the WSR/BSR Face-to-Face review with the minimum required members:

(1) Project Team assigned Safety Specialist or Code 106 Department Head designated representative.

(2) Project Team assigned Quality Assurance Specialist or Code 130 Department Head designated representative.

(3) Project Team assigned Project Support Engineer or Code 200 Department Head designated representative.

(4) Project Team assigned Waterfront Operations personnel.

(5) Project Team assigned Contract Specialist or Code 400 Department Head designated representative.

b. Email example:

ALCON,

The "SHIP NAME" (Hull #) Maintenance Team is conducting a work item specification review for upcoming "Availability" (FY and type avail) as specifications become available. Enter comments in NMD under SSP: XXXX XXX-XX. Only comment on work specifications in the status of "PLANNING FLOOR REVIEW VERIFIED". Enter comments using the external review tab. The internal review tab is for planning floor use only. Comments entered anywhere except for the external review tab will not be

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addressed or adjudicated. The reviewers must bring all supporting documents to the meeting. For any questions contact "SHIP NAME" Project Manager "Project Manager's Name" or Planning Supervisor "Planning Supervisor's Name".

c. Follow-on email notification of Work Item Specification review (Example):

Use the initial email notification (reply to all) with amplifying comments as follows:

ALCON,

The "SHIP NAME" (Hull #) Maintenance Team will conduct a Face-to-Face review meeting on "Date and time" for upcoming "Availability" (FY and type avail). Provide your own copies of comments and work specifications. For any questions contact "SHIP NAME" Project Manager, "Project Manager's Name" or Planning Supervisor, "Planning Supervisor's Name". All Work Specification Reviews must be completed no later than "Date" (allow at least five business days for review prior to the Face-to-Face work specification review meeting).

d. A calendar invite will be sent out to all required attendees stating date/time/location of the meeting. The person who reviewed the Work Item Specification or their designated representative must attend and bring all supporting documents to the meeting. The distribution list shall have the following personnel:

(1) Project Team assigned Safety Specialist or Code 106 Department Head designated representative.

(2) Project Team assigned Quality Assurance Specialist or Code 130 Department Head designated representative.

(3) Project Team assigned Project Support Engineer or Code 200 Department Head designated representative.

(4) Project Team assigned Waterfront Operations personnel.

(5) Project Team assigned Contract Specialist or Code 400 Department Head designated representative.

e. Title of MS Outlook calendar invite will be:

The "SHIP NAME" (Hull #) Maintenance Team Face-to-Face Work Specification Review (WSR)/Bid Specification Review (BSR).

f. The WSR/BSR Face-to-Face Meeting Agenda shall consist of the following:

(1) **Statement of meeting objective.** The Face-to-Face WSR/BSR is held to adjudicate specification review comments, associated specification changes/revisions, and current planning status of the availability in an effort to continually improve work specifications.

Ship:

SSP#:

(2) **Meeting agenda**

(a) Introductions/Greetings by meeting chair (Government Project Manager).

(b) Discuss status of action items from previous meeting.

(c) Discuss specification review comments:

1. Discuss incorporated comments, listing the associated changes/revisions.

2. Discuss comments not incorporated and rationale.

(d) Record action items with associated responsible party and deadline for completion.

(e) Question and answer session.

Note: Meeting minutes shall be submitted to all attendees listing action items, responsible party, and deadline for completion.

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