



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

CNRMCINST 4730.1
Code 300
27 Jun 13

CNRMC INSTRUCTION 4730.1

From: Commander, Navy Regional Maintenance Center

Subj: CONDITION FOUND REPORT (CFR) AND LETTER OF TRANSMITTAL
(LOT)

Ref: (a) NAVSEA Standard Item 009-01

Encl: (1) Condition Found Report (CFR) Example
(2) Letter of Transmittal (LOT) Example

1. Purpose. To refine and promulgate instructions for the processing and handling of Condition Found Reports (CFRs) and Letter of Transmittals (LOTs) used for the transmittal of routine reports and other data to Regional Maintenance Centers (RMC) by contractors.

2. Background

a. Per reference (a), contractors will prepare and submit enclosure (1) to transmit specific information concerning inspections, deficiencies or to propose additional work which requires a government response.

b. Contractors will use enclosure (2) to submit routine information relating to requirements of a job order.

3. Action. Waterfront Operations

a. Class/Core Maintenance Team

(1) Receive and record CFR/LOT.

(2) If applicable, forward CFR/LOT to the cognizant code requiring the data or information. Reports, test memos and drawings that require design approval or review will be forwarded to the Class Engineering Liaison for action.

b. Ship Building Specialists (SBS)

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(1) Investigate the conditions cited in the CFR, including alleged constructive changes, delays and disruptions, and annotate all copies with conditions found, and remedial action recommended or being considered. The response must address each contractor question or recommendation.

(2) CFR shall not be answered with "Received and noted," but must also list follow up action i.e. "forwarded to engineering for approval."

(3) Process CFR/LOT within three working days.

(4) Forward answered CFR to Project Manager for review.

(5) When justified and authorized by Project Manager/Coordinator, prepare a work statement and cost estimate per reference (b).

(6) If Design action is required, notify the Engineering Liaison and Project Manager and forward the CFR/LOT.

(7) Take appropriate action as recommended by the engineering memo. Provide feedback to Design on action taken and results obtained.

(8) Distribute the CFR/LOT as follows:

(a) Contractor, annotated original.

(b) Contracting Officer, one copy of annotated original CFR. This copy shall be filed in the "Official Contract File".

(c) Project Manager, one copy.

(d) Ship, one copy.

(e) Port Engineer, one copy.

(f) SBS working file, one copy.

Note: If CFR/LOT is submitted/answered electronically, copies are not required.

(9) CFR's received that are readdressing a previous CFR or CFR answer shall be answered by the Project Manager and the Contracting Officer.

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(10) CFR answers that may be contractual direction, interpretation of a work item specification or address previous answers must be assigned by the Contracting Officer.

(11) CFR that is to be returned to the contractor due to work being previously covered in specifications will be reviewed with cognizant SBS and contract specialist. If the contract specialist is in agreement, the CFR will be annotated as follows:

"Covered by paragraph _____ of work item _____ and or
or Modification Number_____."

c. Project Manager

(1) Ensure CFR/LOT's are processed promptly. Generally a three working day response time shall be satisfactory.

(2) Review SBS responses on CFR and LOT's for accuracy and completeness, ensuring that all questions/recommendations addressed by contractor are answered.

(3) Ensure proper distribution of CFR's and LOT's.

d. Engineering Department. Provide timely, written resolution of problems to the requesting code, Project Manager and other applicable codes.

e. Contracts Department

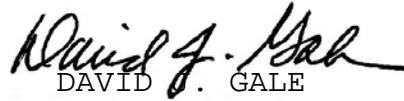
(1) Only the Contracting Officer can sign a CFR requesting a waiver of contract specifications or a Contracting Officer's determination. The Contracting Officer shall review all CFRs to ensure that SBS responses do not constitute changes to the contract. Discrepancy issues will be resolved with the Class Maintenance Leader of the code annotating the CFR.

(2) Maintain a copy of annotated CFR/LOT, with attachments, as a part of the "Official Contract File."

4. Processing of CFR shall be given very high priority. CFR's marked "Urgent" shall be expedited as necessary for maximum reduction of processing time.

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5. Review. The Operations Department is responsible for the annual review and update of this instruction. RMC may recommend changes through the chain of command.


DAVID F. GALE

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CONDITION FOUND REPORT (CFR) SAMPLE

Company XYZ
1234 My Street
City, State, Zip Code
(XXX) XXX-XXXX (Telephone No.)

Serial No: XX-4109
Date Submitted: 12/30/03
Contract No.: N0002X-05-C-WXYZ
SWRMC Planner: Joe Government
Prime Contract: XYZ

To: Southwest Regional Maintenance (SWRMC), USN
San Diego, California

Via: SWRMC Field Representative

Title or Work Item: PORT SHAFT SEAL; REPAIR

Vessel: LCU **Hull No:** 1648

Spec No: **Art No:** 243-12-001 **Mod No:**

Reference: Basic **Date of Inspection:** 12/29/03

CONDITIONS FOUND (not covered in original specification)

During removal of the port shaft, contractor noted that the seal housing is grooved and will require machine and possible weld build up.

Witnessed by the port engineer

CONTRACTOR'S RECOMMENDED ACTION

Issue the contractor a change order to remove seal housing, weld/machine housing and reinstall.

Est Time: XXX
Est MD: XXX
Est Material: XXX

Failure to respond by _____
Will result in schedule impact

Joe Contractor, Machinery Supervisor
Signature of Originator, Title & Auth

SWRMC Field Representative
Finding and/or Recommendations
CHIT#15 applies when negotiated

Date Received from Contractor:

Joe Government
SWRMC Representative

Date Submitted: _____

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LETTER OF TRANSMITTAL SAMPLE

TO: Southwest Regional Maintenance Center
(SWRMC) USN
U.S. Naval Station, Box 119
San Diego, CA 92136
Code#: _____

Letter No: _____
Date: _____
Contract No: _____
Project No: _____
Vessel: _____
Work Item No: _____

Gentlemen:

We are sending you ___ Attached ___ Under separate cover, via the following items:

___ Specifications ___ Prints/Drawings ___ Report(s): _____
___ Quotation ___ Change Order ___ Paragraph: _____

Company XYZ Remarks: _____

___ For Approval ___ Corrected as Noted ___ For Disposition Instructions
___ For Your Use ___ Rejected ___ Return of:
___ As Requested ___ For Closing ___ Return Reply Requested

SWRMC REMARKS: _____

SWRMC Signature

Date

Company XYZ QA Signature

Date