



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

CNRMCIINST 4790.14
Code 300
17 May 17

CNRMCI INSTRUCTION 4790.14

From: Commander, Navy Regional Maintenance Center

Subj: REQUIREMENTS FOR REPORTING COMPLETION OF SURFACE SHIP
MAINTENANCE AND MODERNIZATION AVAILABILITIES

Ref: (a) COMUSFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual (JFMM)
(b) NAVSEAINST 4710.8B, Cost and Performance Reporting for CNO Scheduled Ship
Maintenance Availabilities
(c) NAVSEAINST 4790.14B, Ship Departure and Alteration Completion Report
(d) NAVSEA Standard Item 009-99; Ship Departure Report

Encl: (1) Format for Availability Completion Report Naval Message

1. Purpose. To promulgate revised guidance for reporting completion of surface ship maintenance and modernization availability, Ship Departure Report (SDR), and maintenance availability close-out status. This instruction augments references (a) through (c).

2. Background. This instruction provides administrative direction for Regional Maintenance Centers (RMCs) to report availability completion and provide specific availability information, including current financial data and schedule parameters. References (a) through (c) require a completion report from the Naval Supervisory Authority (NSA).

3. Policy

a. This instruction is applicable to all RMCs acting as a NSA and consolidates the reporting requirements contained in references (a) through (c).

b. Departure Conference. Prior to Sea Trials, the NSA shall conduct a joint departure conference with representation from Naval Sea Systems Command Deputy Commander for Surface Warfare (SEA 21), the Program Manager's Representative (PMR), Type Commander (TYCOM) and Ship's Force to verify completion of all assigned work in the Authorized Work Package (AWP) and/or document exceptions in accordance with reference (a). At the conclusion of the conference, the NSA shall make a recommendation as to the status of the availability completion and readiness for re-delivery. This recommendation will be based upon satisfactory completion of all testing, which may include Sea Trials as determined by the NSA, for all maintenance and modernization work performed during the availability.

c. Certification. The NSA shall certify the availability as complete in accordance with reference (a). All exceptions identified during the Availability Work Certification (AWC)

process shall be documented and adjudicated by the applicable technical authority. Contractual exceptions shall be adjudicated by the cognizant contracting authority. This includes contractor deficiencies, new maintenance and modernization requirements and incomplete System Operation Verification Tests (SOVT) from all activities.

d. Completion Conference. Following Sea Trials, the NSA shall conduct a completion conference to validate that all contractor responsible work is completed or that exceptions, including the plan to complete, are documented and agreed to by all parties. When authorized by the TYCOM, the NSA shall document the actual completion date in the Navy Maintenance Database (NMD) and issue an Availability Completion Report (ACR) naval message in the format of enclosure (1).

(1) The NSA shall report the completion of the availability, identify outstanding or incomplete work and provide an updated Predicted End Cost (PEC) in the format of enclosure (1) by naval message. This satisfies the requirement in reference (b). The PEC does not place financial obligations on customers, but rather details the RMC estimate of the availability cost at the time of completion.

(2) The NSA shall report completion of both fleet and program modernization alterations, per the latest Letter of Authorization (LOA), identifying any outstanding or incomplete work in the format of enclosure (1) by naval message. This satisfies the requirement outlined in reference (c). Alterations completed by Alteration Installation Teams (AITs) shall be included. The Regional Maintenance and Modernization Coordination Office (RMMCO) shall provide this information in support of the ACR.

e. The NSA shall ensure that reference (d) is invoked in all ship maintenance and modernization procurements. The NSA shall validate that all contractor information is accurate and complete in NMD not later than 60 days after completion of the availability (C+60) and administratively close the maintenance availability in NMD not later than 90 days after completion of the availability (C+90) in accordance with reference (a).

f. Upon administratively closing the maintenance availability in NMD by the NSA, the SDR requirement in reference (c) is satisfied.

4. Reporting Requirements

a. Availability Completion Report (ACR) naval message.

(1) The ACR naval message shall be prepared in the format of enclosure (1) and released by the NSA not later than 10 days after completion of the availability (C+10). The naval message shall include the following specific information:

(a) Basic availability information (e.g., ship name, hull number, availability type, Lead Maintenance Activity (LMA), contract type, etc.)

(b) Period of performance. Planned and actual performance period dates, including duration in days (i.e., planned and actual start date and finish date).

(c) Current financial data. Current PEC for the availability by funding sponsors (TYCOM or MOD). Detail total contract changes by change type (growth work or new work).

(d) Key Event/Milestone dates, planned and actual.

(e) Certification status of TYCOM Availability Work Package (AWP), including all authorized work and assessments. Include a listing of all NAVSEA waivers and Departures From Specifications (DFSs) issued during the availability.

(f) Certification status of all modernization work, including all authorized growth and new work. If an alteration was partially completed, a meaningful description of the additional effort required to complete the work and associated testing (as applicable), shall be provided.

(g) Summary information. Additional or amplifying information as determined by the NSA (i.e. concerns at completion, reason for late delivery, exceptions, estimated contract close out date, warranty/guarantee point of contact information, lessons learned).

b. SDR. The SDR is generated by NMD on demand after actual return cost information has been entered and ensure status is marked as “complete”.

(1) The NSA shall ensure that actual return cost (based on the contractors final cost report or equivalent financial report) and completion information is entered directly in NMD not later than C+60.

(2) If the Contractor is unable to separate the costs of the Request for Contract Change (RCC) from the cost of the original work item, it is acceptable to subtract the RCC costs from the total work item costs to determine the original work item costs.

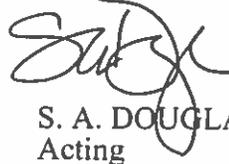
(3) If the contractor’s final cost is not itemized between labor and material, it is acceptable to estimate labor and material as follows: Split actual total work item cost by 70% labor and 30% material. Divide the contractor’s labor cost by the forward pricing rate to obtain man-days. If subcontractors are utilized and final cost is not itemized, enter the subcontractor total cost in the subcontractor material field.

(4) Prior to committing actual return cost data to the database, the NSA shall perform data error analysis. Actual return cost data error rate is expected to be less than 10%. Error rates above 15% significantly distort the data used in other maintenance databases and error rates above 25% severely diminish the usefulness for programming purposes.

c. RMC Weekly Report. RMCs shall continue reporting the status of maintenance availabilities in the RMC weekly report until the ACR naval message is released. Additionally, the RMC shall list the status of availabilities that are overdue for close-out with an estimated close-out date in the RMC weekly report.

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5. Action. RMCs shall implement these revised reporting actions effective immediately.



S. A. DOUGLAS
Acting

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Format for Availability Completion Report Naval Message

FM XXRMC
 TO *"TYCOM"*//N43/N6//
 COMNAVSEASYSYSCOM WASHINGTON DC//SEA 21//
 PEO LCS [as applicable]
 INFO *"FLT CMDR"*//N43//
 COMUSFLTFORCOM NORFOLK VA
 COMNAVRMC NORFOLK VA
 COMNAVNETWARCOM NORFOLK VA
 COMNAVSUPSYSCOM MECHANICSBURG PA
 COMSPAWARSYSCOM SAN DIEGO CA
 COMSPAWARSYSCOM FRD SAN DIEGO CA
 COMNAVAIRSYSYSCOM PATUXENT RIVER MD
 NAVICP MECHANICSBURG PA
 NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG PA
 NAVSURFWARCENDIV PHILADELPHIA PA
 NAVSURFWARCENDIV PORT HUENEME CA
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 SURFMEPP PORTSMOUTH VA
*"APPLICABLE PLANNING YARD OR SUPSHIP ASSOCIATED WITH PRIVATE
 PLANNING YARD"*
 ISIC
 ATG
 USS ALWAYS SAIL
 XXRMC
 BT
 UNCLAS MSGID/GENADMIN///XXRMC/-/-/- /--//
 SUBJ/USS ALWAYS SAIL (DDG XXX) FY16 DSRA AVAILABILITY COMPLETION
 REPORT//
 REF/A/MSGID:DOC/COMFLTFORCOMINST/YMD:20131125/4790.3//
 REF/B/MSGID:DOC/COMNAVSEASYSYSCOM/YMD:20130719/4710.8//
 REF/C/MSGID:DOC/COMNAVSEASYSYSCOM/YMD:19981104/4790.14//
 REF/D/MSGID:MSG/____//[List each extension request]
 REF/E/MSGID:MSG/____//[List each extension approval]
 NARR/REF A IS JOINT FLEET MAINTENANCE MANUAL. REF B IS NAVSEA
 COST AND SCHEDULE REPORTING REQUIREMENTS FOR CNO AVAILS. REF C
 IS NAVSEA SHIP DEPARTURE AND ALTERATION COMPLETION REPORTING
 REQUIREMENTS. REF D IS RMC REQUEST FOR EXTENSION. REF E IS
 TYCOM EXTENSION APPROVAL.
 RMKS/1. FOR OFFICIAL USE ONLY- THIS MESSAGE/REPORT CONTAINS

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BUSINESS SENSITIVE INFORMATION. THE FOLLOWING INFORMATION, REQUIRED BY REFS A, B AND C, IS PROVIDED AS A CONSOLIDATED FINAL AVAILABILITY COMPLETION REPORT.

2. [RMC] REPORTS COMPLETION OF THE [USS SHIP NAME AND HULL NUMBER] [TYPE AVAILABILITY] AS FOLLOWS:

3. USS [SHIP] IS HOME PORTED AT [LOCATION] AND AVAILABILITY WAS EXECUTED AT [LOCATION]. [CONTRACTOR] CONDUCTED THE AVAILABILITY AND WAS LEAD MAINTENANCE ACTIVITY UNDER A [TYPE OF CONTRACT]. SCHEDULE AND FINANCIAL DATA CONTAINED WITHIN IS CURRENT AS OF [DDMMYY].

4. AVAILABILITY DATES:

A. ORIGINAL AVAIL DATES (RTS): START [DATE] FINISH [DATE] DURATION [DAYS] [[Same as RTS dates]]

B. CURRENT AVAIL DATES (ACTUAL): START [DATE] FINISH [DATE] DURATION [DAYS]

5. CURRENT FINANCIAL DATA (\$K)	[example]	
(INCLUDE ALL FY APPLICABLE)	TYCOM	MOD/MOD SUPPORT
A. PREDICTED END COST (RTS)	\$43,000	\$25,000
B. PREDICTED END COST (CURRENT)	\$44,400	\$24,800
(1) CONTRACT AWARD/DEFINITIZE	\$34,500	\$24,000
(2) CURRENT GROWTH VALUE	\$6,300	\$400
(3) CURRENT NEW WORK VALUE	\$2,200	\$400
(4) CURRENT NON-LMA COSTS	\$1,400	\$0
(5) PRIOR YEAR FUNDS EXPENDED	\$0	\$0

NOTE 1: NON-LMA COSTS (LLTM (PURCHASED IN THE FISCAL YEAR OF EXECUTION), HABITABILITY, IDIQ AND OTHER COSTS NOT INCLUDED IN 5.B (1) THRU (3))

NOTE 2: PRIOR YEAR FUNDS EXPENDED INCLUDES: LLTM (GFM/CFM), etc.

C. CURRENT AVAILABILITY CONTROL \$44,500 \$25,000

D. [RMC] EXPECTS TO HAVE AVAILABILITY FINAL FINANCIAL DATA BY [DDMMYY].

E. SHIP DEPARTURE REPORT WILL BE AVAILABLE ON/OR AFTER [insert C+90 date] IN THE NAVY MAINTENANCE DATABASE UNDER SSP-[insert SSP number].

6. KEY EVENTS/MILESTONES [List these events only].

	ORIGINAL(RTS)	ACTUAL
A. START AVAILABILITY	DDMMYY	DDMMYY
B. DOCKING	DDMMYY	DDMMYY
C. UNDOCKING	DDMMYY	DDMMYY
D. CREW MOVE ASHORE	DDMMYY	DDMMYY
E. ALO or CSLO (NON-AEGIS)	DDMMYY	DDMMYY
F. PRODUCTION COMPLETION DATE	DDMMYY	DDMMYY
G. CREW MOVE ABOARD	DDMMYY	DDMMYY
H. LIGHT OFF ASSESSMENT START	DDMMYY	DDMMYY
I. DOCK TRIALS	DDMMYY	DDMMYY
J. FAST CRUISE	DDMMYY	DDMMYY
K. SEA TRIALS	DDMMYY	DDMMYY
L. END AVAILABILITY	DDMMYY	DDMMYY

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7. ALL MAINTENANCE WORK AND ASSESSMENTS AUTHORIZED FOR THIS AVAILABILITY ARE CERTIFIED AS COMPLETE WITH THE FOLLOWING EXCEPTIONS:

A. [JOB]: ECD [DATE]: DISPOSITION (rescreened, deferred, canx, DFS, etc.)

B. [ADD ADDITIONAL JOBS AS NECESSARY].

8. ALL MODERNIZATION WORK AUTHORIZED FOR THIS AVAILABILITY IS CERTIFIED AS COMPLETE WITH THE FOLLOWING EXCEPTIONS:

A. [JOB]: ECD [DATE]: DISPOSITION (awaiting SOVT, rescreened, deferred, CANX, etc.) [If no exceptions, state NONE]

B. [ADD ADDITIONAL JOBS AS NECESSARY].

C. SHIP ALTERATION:

(1). ASSIGNED TO CONTRACTOR:

QUANTITY MD [#####]

TOTAL LABOR K\$ [#####]

TOTAL NON-LABOR K\$ [#####]

(2). ASSIGNED TO AIT:

QUANTITY MD [#####]

NOTE 3: SHIP ALTERATION MAN-DAYS/COSTS AS REQUIRED PER REF C.

9. SUMMARY:

A. WARRANTY AND GUARANTEE INFORMATION (as applicable)

B. ADDRESS ANY ADDITIONAL CONCERNS / PERTINENT INFO

BT

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