



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

CNRMCIINST 5450.1
C200
23 May 13

CNRMCI INSTRUCTION 5450.1

From: Commander, Navy Regional Maintenance Center (CNRMCI)

Subj: NAVSEA REGIONAL MAINTENANCE OFFICE (NRMO) WORKING
RELATIONSHIPS

Ref: (a) NAVSEAINST 5450.145, Operation of NAVSEA Regional
Maintenance Offices
(b) NAVSEAINST 5400.108 Series, Policy for Quality
Management of Work on Non-Nuclear Surface Ship
Critical Systems
(c) NAVSEAINST 5400.95 Series, Waterfront Engineering and
Technical Authority Policy
(d) NAVSEAINST 4700.17 Series, Preparation and Review of
Trouble Reports

Encl: (1) High Interest Items or Events
(2) NAVSEA Regional Maintenance Office Interest in
Documents, Information and Plans

1. Purpose. To inform Regional Maintenance Centers (RMCs)
personnel of:

a. The relationship between RMC, Navy Regional Maintenance
Office (NRMO), the NAVSEA Engineering Field Representative (EFR)
and NAVSEA.

b. The requirement to keep the NRMO and EFR fully informed
of RMC operations and ship material conditions.

c. The minimum documents and other information that shall
be routinely distributed to the NRMO and the EFR.

2. Scope. This instruction applies to all RMCs, including
those aligned with the Naval Shipyards.

3. Responsibilities. Reference (a) specifies requirements for
the operation of the NRMO at each of the RMCs. NRMO is the
NAVSEA and CNRMCI representative who provides independent third
party oversight of RMCs.

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a. NRMO will:

(1) Provide independent oversight of the RMC operations for adherence to OPNAV, SYSCOM and local standards and requirements. This includes all aspects of engineering, maintenance, and modernization.

(2) Provide oversight of safety, health, and environmental regulation compliance.

(3) Provide guidance to the RMCs to resolve issues that inhibit timely first-time quality work.

(4) Provide guidance on improving the performance of the private shipyards by working through the RMCs.

(5) Review and evaluate RMC and contractor procedures per reference (b).

(6) Review and evaluate the RMCs' quality assurance programs to ensure the program results in the requisite quality of work.

(7) Provide bi-weekly reports to NAVSEA 00 and CNRMC on key items within the region. Provide immediate reports on NRMC high interest items or events as delineated in enclosure (1).

(8) Perform independent oversight of the RMCs' operations for adherence to NAVSEA standards and requirements.

(9) Raise formal issues with the RMC Commander. Significant issues shall be submitted in writing.

(10) Attend any RMC meetings, including critiques, that facilitate accomplishment of assigned responsibilities (except for meetings on private personnel matters).

(11) Per reference (a), direct work (or evolutions) to be halted if testing or operations are not progressing safely in accordance with applicable procedures and personnel injury or damage to equipment may result. This must comply with contractual rules and regulations.

(12) Work with the NAVSEA 05 EFR on technical matters to comply with reference (c).

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(13) Review RMC prepared Trouble Reports involving safety or quality related problems per reference (d). Trouble Reports of a technical nature will be handled by the EFR.

b. RMC Commander (Code 100) will:

(1) Meet regularly with the NRMO and EFR to discuss RMC matters.

(2) Provide NRMO with suitable and sufficient office space and other administrative support to carry out assigned functions.

(3) Ensure compliance with the reporting and correspondence requirements listed in enclosure (2).

c. RMCs' Department/Office Heads will:

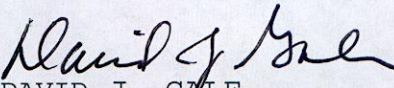
(1) Include NRMO and EFR on distribution, or provided access to, electronic media for all documents relating to repair, maintenance, and modernization. For example, Maintenance Teams shall include access to maintenance IT systems (e.g., TAAS-info, RAMIS, AIM4RMC, NMD, etc.) planning and execution schedules for all maintenance availabilities. Enclosure (2) provides general guidance on documents of interest, but should not be regarded as a complete list.

(2) Promptly notify NRMO and EFR of unplanned events that result from significant problems that come under their responsibility.

(3) Include NRMO and EFR in meetings held on emergent maintenance and repair.

(4) Provide notification to NRMO and EFR of critique meetings.

4. For additional information, please contact Mr. Dale Hirschman, CNRMC Technical Director at (757)443-2650, ext. 4217 or email at dale.hirschman@navy.mil.


DAVID J. GALE

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High Interest Items or Events

- Incidents of military, political, or media interest that are of high Navy, vice national interest.
- Loss of or substantial damage to civilian property caused by military equipment, when national-level interest indicated.
- Loss of or substantial damage to major military equipment, when national-level interest is indicated.
- Fire, flooding, explosion, grounding or other major incident resulting in major damage to space, equipment or injury/death.
- Fire or floods resulting in minor damage or does not cause significant personnel injury
- Act or attempts to willfully destroy property of U.S. Navy.
- Death or serious personal injury of a civilian, contractor or military member.
- Significant misconduct or lesser incidents committed by civilian, contractor or military.
- Discharge or spills of material or fluids that might be considered pollutants which endanger critical water areas.
- Fraud, waste, abuse, gross inefficiency, or mismanagement that could involve navy interest.
- Incident that does not generate media interest.
- Labor strikes affecting Navy facilities.
- Inability to provide support to Fleet/Operational Commander's maintenance request
- Significant changes to ship schedule or cost
- Casualties to systems associated with RMC work

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- Ship fail to sail due to maintenance issue
- At risk availabilities
- Ships at risk of failing INSURV
- LMA/NSA conflicts
- Personnel contractor incidents onboard ships
- Significant contractor QA issues
- Negative feedback from a ship on RMC performance
- Safety incidents

Enclosure (1)

**NAVSEA Regional Maintenance Office
Interest in Documents, Information and Plans**

Naval non-nuclear information includes all information either classified or unclassified, concerning any component, equipment, or system involved in the operation of any naval ship.

Furthermore all technical and administrative information and documents pertaining to, but not limited to training, facilities, schedules, security, technical objectives, organization, position/job descriptions, compensation, cost estimates and total costs, performance characteristics, design, tools, equipment, materials, and methods concerning or related to naval non-nuclear work in the broad sense.

<u>SUBJECT MATTER</u>	<u>INTEREST</u>
1. Correspondence	All external and internal correspondence related to non-nuclear information as discussed above.
2. Deficiency and exception lists in support of milestone certification	All
3. Situation Reports for the RMC availabilities	All
4. Memoranda of Agreement	All
5. Internal and External assessments	All
6. Crane Accident Reports	All
7. Rigging Accident Reports	All
8. Fact Findings, Critique Reports and Cause Corrective Action Memoranda	All
9. RMC instructions/notices	All
10. Workplace Safety Inspection Reports	All

11.	Fire reports	All
12.	Quality Data Evaluation	All
13.	Sea trial test schedules and agenda	All
14.	Notification of audits of the RMC by outside activities	All
15.	Reports of RMC conducted drills	All
16.	Documents prepared for docking/ undocking evolutions	All
17.	Dry-Dock Incident Reports	All
18.	Corrective Action Request (CAR) weekly status	All
19.	QA-14 weekly status	All
20.	Quality Management Plan	All
21.	Quality Management System evaluations and letters	All
22.	Internal RMC audits and surveillances	All
23.	Work control problems	All

Enclosure (2)