

NAVSEA
STANDARD ITEM

FY-14 (CH-1)

ITEM NO: 009-111
DATE: **07 NOV 2013**
CATEGORY: I

1. SCOPE:

1.1 Title: Schedule and Associated Reports for Availabilities 9 Weeks or Less in Duration; provide and manage

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 For work packages less than 3 weeks in duration, Firm Fixed Price (FFP) or Multi-Ship/Multi-Option (MS/MO), Chief of Naval Operations (CNO), Continuous Maintenance (CM), or Emergency Maintenance (EM) work as determined by the Maintenance Team to be routine or standard repair: Prepare and manage a Production Schedule for each Work Item of the Job order. The Production Schedule shall list:

3.1.1 Start and completion date of the production work for each Work item.

3.1.2 Scheduled start and completion dates of tests.

3.1.3 Critical path and controlling Work Items.

3.1.4 Submit one legible copy, in approved transferrable media, of the Production Schedule to the SUPERVISOR no later than 5 days prior to the availability start date.

3.2 For work packages 3 to 9 weeks in duration, FFP or MS/MO, CNO, CM, or EM work as determined by the Maintenance Team to be routine or standard repair: Prepare and manage a Production Schedule for each Work Item of the Job Order, including milestones identified by the SUPERVISOR. The Production Schedule shall list:

3.2.1 Schedule each Work Item to the activity level listing the start and completion dates for each activity. Each activity shall be displayed to reflect its relevancy to the applicable key events and milestones.

3.2.1.1 Assign each activity in the Production Schedule a short title to describe the nature of the activity, system and equipment or machinery involved. Integrate known Alteration Installation Team (AIT), Ship's Force, Commercial Industrial Services (CIS), and Fleet Maintenance Activity (FMA) work.

3.2.1.2 Each activity shall be scheduled by location, system and integrated into the schedule for each activity.

3.2.2 The latest allowable receipt date for contractor and government furnished material to maintain schedule.

3.2.3 Scheduled key events/milestones.

3.2.4 Critical path and controlling Work Items.

3.2.5 Scheduled start and completion dates of tests.

3.2.6 Submit one legible copy, in approved transferrable media, of the Production schedule to the SUPERVISOR no later than 5 days prior to the availability start date.

3.3 Revise Production Schedule weekly to reflect the addition, deletion, or modification of Work Items, and changes made by the contractor for work packages identified in 3.1 and 3.2.

3.3.1 Submit one legible copy, in approved transferrable media, of the revised Production Schedule to the SUPERVISOR one day prior to progress meeting.

3.4 Participate in a weekly progress meeting to be held at a time and place mutually agreeable to all parties for work packages identified in 3.1 and 3.2.

3.4.1 Weekly progress meeting participants shall be prepared to address critical path, controlling work and offer reasonable solutions to problems which may have impact on scheduled milestones or completion date. Interfaces between contractor scheduled and planned AIT or Ship's Force work and Ship's Force actions necessary to support contractor testing and equipment operation schedule shall be discussed.

3.4.2 Provide cognizant management representation to participate in the weekly progress meeting. The representative must be authorized to make management decisions relative to routine requirements of the Job Order which, in good faith, commit the contractor.

3.5 Submit one legible copy, in approved transferrable media, of an availability status report to the SUPERVISOR one working day prior to the weekly progress meeting that includes the revised Production Schedule for work packages identified in 3.2. Submit the following for each Work Item:

3.5.1 Percent of production work completed.

3.5.2 Late contractor furnished material.

3.5.3 Late government furnished material.

3.5.4 Late or deficient government furnished information.

3.5.5 A report of overdue contractor condition reports listing Work Item number and expected submission date. The report shall also include those deficiency and condition reports for which government response is outstanding.

3.5.6 Action taken or proposed to resolve problems of 3.5.1 through 3.5.5.

3.6 Coordinate and schedule subcontractor's performance with respect to work progress, material procurement, and AIT, Ship's Force, CIS, and FMA interface control to support the production schedule for work packages identified in 3.2.

3.6.1 Submit one legible copy, in approved transferrable media, of a complete list of subcontractors by Work Item to the SUPERVISOR at the same time the Production Schedule is submitted. The subcontractor list shall include:

3.6.1.1 Work Item paragraph number.

3.6.1.2 Specific work to be accomplished.

3.6.1.3 Subcontractor's business address.

3.6.2 Submit one legible copy, in approved transferrable media, of a report to the SUPERVISOR of any change to the original list prior to making the change, whenever any subcontractor is added or deleted.

3.7 Accomplish a walk-through with Ship's Force and SUPERVISOR 5 days prior to completion of work in machinery spaces and provide a list of contractor's and Ship's Force work required to be completed prior to light-off for work packages identified in 3.2.

3.7.1 Schedule daily meetings to resolve problems/unfinished work relating to light-off. Meetings shall commence 2 weeks prior to light-off, and continue until completion of testing.

3.7.2 Revise the list of unfinished work, including machinery and systems discrepancies, daily throughout the light-off phase.

3.8 Provide cognizant contractor representation for CNO availabilities to participate in a review conference to be held at the 50-percent point in the availability and a completion conference to be held no later than 3 working

days prior to availability completion date to determine the scope of remaining work for work packages identified in 3.2.

3.8.1 Submit one legible copy, in approved transferrable media, of the revised schedule no later than 3 working days prior to the 50-percent review conference.

4. NOTES:

4.1 *Definitions.*

4.1.1 *Production Schedule:* The schedule used by contractor and subcontractor personnel as a means of planning, tracking, and coordinating the accomplishment of contract work.

4.1.2 *Activity:* a portion of an individual Work Item which is a logical subdivision of the Work Item representing a manageable unit of work which must be accomplished at a specific period of time in relation to other activities of the Job Order.

4.1.3 *Key Event:* An event which cannot slip without impacting or delaying the overall schedule. Key events may be identified by either the contractor or the SUPERVISOR.

4.1.4 *Milestone:* A significant event identified by the Maintenance Team. Milestones may be identified by either the contractor or the SUPERVISOR.

4.1.5 *Critical Path:* That sequence of activities which forms the longest duration, and directly affects the completion of the availability. Factors in determining critical path are: time duration required for the activity, space limitations, manpower available, and the interface between Work Item activities.

4.1.6 *Controlling Work Items:* Those Work Items which are on the critical path of the Job Order and/or those Work Items which, by virtue of scope, material requirements, complexity, or other considerations, have the potential for impact on the scheduled project key events or completion of the availability.

4.1.7 *Float:* The amount of time an event can be delayed without delaying the start of subsequent or follow-on activities.