

NAVSEA  
STANDARD ITEM

FY-19 CH-3

ITEM NO: 009-01

DATE: 30 APR 2018

CATEGORY: I

1. SCOPE:

1.1 Title: General Criteria; accomplish

2. REFERENCES:

2.1 Standard Items

**2.2 DOD 5220.22-M, National Industrial Security Program Operating Manual**

**2.3 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants**

3. REQUIREMENTS:

3.1 Report delays to the SUPERVISOR.

3.1.1 In the event difficulty is encountered or anticipated in complying with the contract schedule dates, notify the SUPERVISOR immediately by verbal means, followed on the next work day by an original and 2 copies of a letter stating pertinent details. Receipt of this notification by the SUPERVISOR is not to be construed as a waiver of the requirements, delivery schedule by the Government, or waiver of rights or remedies provided by law or under this Job Order or any other requirements in the Job Order relating to jeopardy of contract schedule dates.

3.2 Reports:

3.2.1 When a Work Item does not require a report, and one is determined to be necessary in order to produce a reliable or complete repair, submit one legible copy, in approved transferrable media, of a report with supporting data as early as possible in the contract period. The goal is to have required work completed within the original contract period.

3.2.2 For reports required by 2.1 or the Work Item, that could result in a change in work to be accomplished or additional material to be procured, complete the preliminary work and submit one legible copy, in approved transferrable media, of the report in a time frame to allow the SUPERVISOR to initiate early action, but no later than the first 20 percent of the availability. **Any exceptions for submission of a report after the first 20 percent of the availability must be approved by the SUPERVISOR.**

**3.2.3 Reports are costly to generate and process. Identify suspected duplicative reporting requirements and cases where required reports could be combined in order to eliminate a report to the SUPERVISOR via e-mail. Receipt of this notification by the SUPERVISOR is not to be construed as a waiver of the reporting requirements unless the SUPERVISOR's response eliminates the required report.**

3.2.4 Submit one legible copy, in approved transferrable media, of the following **unless waived by** the SUPERVISOR one day prior to the weekly progress meeting:

3.2.4.1 A report listing Government Furnished Material not received, showing the associated Work Item number and title, material description, expected delivery date, required delivery date, **effect on production dates**, and action proposed to resolve problems resulting from late delivery. Material with expected delivery dates before the required delivery date need not be listed in this report.

3.2.4.2 A report listing late or deficient Government Furnished Information, showing the associated Work Item number, deficiency description, and proposed corrective action.

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

3.2.5 Dry dock related inspection reports shall be submitted no later than the first 20 percent of the scheduled docking period. **Any exceptions for submission of a report after the first 20 percent of the scheduled docking period must be approved by the SUPERVISOR.** Dry dock related reports which contain readings (final, thickness, etc.), clearances, alignments, test results, or other such data for work that has to be completed prior to pre-flood/undocking, shall be submitted to the SUPERVISOR within one day after recording the data but no later than 4 days prior to pre-flood/undocking, whichever occurs first.

3.2.6 Reports shall contain the following information:

3.2.6.1 Name and hull number of ship or craft, the Job Order, Work Item, and paragraph numbers including Standard Item paragraph number if applicable.

3.2.6.2 A description of the conditions found with supporting data. Include annotated sketches, graphs, and photographs when necessary to make a report clearly understandable to the SUPERVISOR. Identify actual readings/dimensions taken.

3.2.6.3 Recommendations and/or a list of material required.

3.2.6.4 **For those reports not submitted in NMD, submit the following additional information:** data required by, signature, printed name, and title of the contractor's representative, and submission date.

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3.2.7 Prepare and submit one legible copy, in approved transferrable media, of a listing of all reports and Process Control Procedures (PCP) required by the CNO/CMAV Job Order to the SUPERVISOR no later than 15 days prior to the start of the CNO/CMAV availability. The listing shall be sequential by Work Item number, and include each applicable paragraph number, PCP/report due date, completion date, submission date, and a provision for adding report serial numbers from NMD. When the equivalent information is provided in the Test and Inspection Plan (TIP) the report **is not required**.

3.2.7.1 The report shall be revised and provided weekly throughout the availability to include additions, deletions, modifications, progress, completions, and serial numbers from NMD (e.g., Contractor Furnished Reports (CFR)) after numbers are assigned to the reports.

3.2.8 Where one legible copy of a report in hard copy or approved transferrable media is required, or where sketches, graphs, or photographs are required, the electronic methods and file format shall be as agreed to by the SUPERVISOR.

3.2.8.1 Use NMD, or an approved web interface with NMD, for contracts managed in NMD.

3.2.9 When a report is required to be submitted but no time requirement is specified in the Standard Item or Work Item, it shall be submitted no later than 4 days after completion of the event.

3.3 Accomplish tests and checkouts.

3.3.1 Complete work that requires tests in time to allow correction of deficiencies prior to dock trials, sea trials, or other applicable milestones established in the Job Order.

3.3.2 Do not operate new, existing, or repaired equipment on the ship. Ship's Force will accomplish such operation when required for test, maintenance, and checkout purposes. Such requirements will be coordinated by the SUPERVISOR.

3.3.2.1 Exception will be on unmanned vessels when Ship's Force is not present.

3.4 Provide labor, material, equipment, and services (such as air, power, water, etc.) which are required to complete the Work Item, including that which is indicated on drawings or test specifications as being provided by sources other than the contractor, unless specifically listed as Government Furnished Material (GFM) in paragraph 5 of the Work Items.

3.4.1 When a performance specification (such as MIL-PRF) is specified, the products approved to that specification are those listed on the Government Qualified Products Database (QPD) for that performance specification. If a Type, Class, Grade or other subcategory is listed, the products approved for use are limited to those that meet that subcategory on the performance specification's QPD.

3.4.2 Manufacture parts that are not available from the vendor/manufacturer, utilizing NAVSEA approved drawings, technical manuals, templates, or sketches.

3.4.2.1 Verify latest revisions are correct via the SUPERVISOR prior to start of manufacture.

3.4.3 Submit one legible copy, in approved transferrable media, of a status report, listing Contractor Furnished Material (CFM) required to accomplish the work in Work Items that is not already on hand, to the SUPERVISOR not later than 30 days after the Job Order award, or 2 days after availability start date, whichever occurs first. Update the report and submit revisions to the SUPERVISOR every 14 days up to availability start date, within 10 days after availability start date, then monthly thereafter to End of Availability (EOA). The reports are to contain the following:

- 3.4.3.1 Contract number
- 3.4.3.2 Contractor's purchase order number
- 3.4.3.3 Description of material
- 3.4.3.4 Quantity ordered
- 3.4.3.5 Date scheduled to be ordered
- 3.4.3.6 Date ordered
- 3.4.3.7 Date required to meet production schedule
- 3.4.3.8 Proposed receipt date
- 3.4.3.9 A summary listing any problem areas
- 3.4.3.10 Date submitted to the SUPERVISOR
- 3.4.3.11 Alteration number
- 3.4.3.12 Drawing and piece number
- 3.4.3.13 Manufacturer
- 3.4.3.14 Manufacturer's part number

3.4.3.15 Date received

3.4.3.16 Work Item number

**3.4.3.17 Late CFM that affects production dates**

3.4.4 Purchase Orders

3.4.4.1 Maintain a file of purchase orders for CFM for review by the SUPERVISOR upon request.

3.4.4.2 Submit one legible copy, in approved transferrable media, of selected purchase orders to the SUPERVISOR upon request.

3.5 When a Work Item references Class and Hull specific configuration and Ship Alteration information, planning activity shall validate that reference information (Ship Alteration drawings, LARS, "as built drawings", Test Procedures, etc.) used is correct via the assigned Class Planning Yard.

3.6 Procure Military Specifications and Standards and Commercial Specifications and Standards.

3.6.1 Procure unclassified NAVSEA Standard Plans, Military Specifications and Standards, and Commercial Specifications and Standards referenced in the Work Items.

3.6.2 Classified Military Specifications are available at the office of the SUPERVISOR.

3.6.3 Work Items will normally reference the basic Government Specifications, Standards, or NAVSEA Standard Plans, without suffix letters or numbers which identify revisions or amendments. Unless otherwise specified, the effective issue of these basic referenced documents, including revisions or amendments, shall be the most recent issue at the date of solicitation for a Job Order. Wherever specific dates for specifications, standards, and publications or amendments, revisions, or alterations thereto are specified in the Work Items, issues of those dates specifically shall apply in lieu of any other issue. Where industry standards such as ASTM and ANSI are referenced, the issue or revision in effect on the date specified for **Work Package Solicitations** applies.

3.7 Work Items may reference specific revision levels of equipment technical manuals or drawings which are not NAVSEA Standard Plans. When these references are listed in a Work Item without suffix letters or numbers which identify revisions, change notices, or amendments, unless otherwise specified, the effective issue of technical manuals, including revisions, change notices, or amendments, shall be the most recent issue at the date of solicitation for the Job Order.

3.8 Submit requests for deviations to the SUPERVISOR.

3.8.1 A deviation is defined as any action which is not in conformance with the Work Item requirements, including references thereto, no matter how minor.

3.8.2 Deviations from Work Items and references thereto will not be considered by the SUPERVISOR without a written request from the contractor.

3.8.3 Submit one legible copy, in approved transferrable media, of requests for deviations to the SUPERVISOR within one day of identifying the deviation.

3.8.4 For technical deviations from the references of any Work Item, include the following minimum information:

- 3.8.4.1 Ship name
- 3.8.4.2 Hull number
- 3.8.4.3 Contractor/Subcontractor
- 3.8.4.4 Name of deviation requestor
- 3.8.4.5 Identification as an existing condition or result of repair
- 3.8.4.6 Duration of repair with and without the deviation
- 3.8.4.7 System, component as indicated in the applicable selected record drawing
- 3.8.4.8 Location by compartment, frame and deck
- 3.8.4.9 Description of the deviation and degree of non-compliance
- 3.8.4.10 Document deviated from
- 3.8.4.11 Technical justification for the deviation
- 3.8.4.12 Alteration number if applicable
- 3.8.4.13 Proposed resolution
- 3.8.4.14 Date SUPERVISOR response is needed by

3.8.5 The Government does not have an obligation to approve any deviation; it may elect to do so if benefit to the Government can be shown. Accomplish deviation only when authorized in writing by the SUPERVISOR.

3.9 Submit documents (including procedures, required reports, plans, forms) requiring SUPERVISOR review, approval, acceptance or direction via an

NMD Contractor Furnished Report (CFR) unless otherwise directed by the SUPERVISOR.

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**3.10** Comply with security requirements.

**3.10.1** In the event that the work required by the Job Order requires access to spaces or equipment that are classified, or use of technical manuals, references, or drawings that are classified, the specific security clearance requirements will be identified in the individual Work Item in addition to the requirements provided in the Invitation for Bid/Request for Proposal (IFB/RFP) by the Contract Security Classification Specification (DD Form 254).

**3.10.2** Verify that personnel, including subcontractor's personnel, are cleared for the required level of security classification for handling, repair, installation, and testing of classified equipment and for access to areas of the ship which require a specific security clearance.

**3.10.2.1** After selection of a subcontractor, prepare in triplicate a DD Form 254 for the subcontract and request the official designated in Paragraph 14.b of the DD Form 254 for the prime contract to approve and sign the DD Form 254 for the subcontract and to make the required distribution. In preparing the DD Form 254 for subcontracts, extract pertinent data from the DD Form 254 pertaining to the prime contract.

**3.10.2.2** Prior to starting work on a Work Item that requires a security clearance, submit a list in triplicate of the names, badge numbers or other identification numbers, and security clearances of contractor and subcontractor personnel who will require access to classified information or areas in order to accomplish the work.

**3.10.3** Verify that classified equipment removed from ship and classified documents, such as drawings, technical manuals, and test specifications, are marked or tagged and safeguarded at all times in accordance with **2.2**.

**3.11** Comply with applicable federal, state, and local laws, codes, ordinances, and regulations in their entirety. Any reference to a specific portion of a federal, state, or local law, code, ordinance, or regulation in this or any other item shall not be construed to mean that relief is provided from any other sections of the law, code, ordinance, or regulation.

**3.11.1** Provide appropriate notification to regional United States Environmental Protection Agency (EPA) in accordance with the requirements of **2.3**. Also, comply with notification requirements of state and local air pollution control laws.

**3.11.2** Submit one legible copy, in approved transferrable media, of notification required in **3.11.1** that has been provided to any regulatory

authority for work on board the vessel to the SUPERVISOR within 2 days of providing such notice to the regulatory authority.

**3.12** Maintain a current copy at the job site of the Safety Data Sheet (SDS) for each hazardous material that will be utilized aboard the ship and/or in a Navy facility during the performance of this Job Order. Submit one legible copy, in hard copy or approved transferrable media, to the SUPERVISOR upon request.

**3.12.1** Each SDS requires a one-time submittal/acceptance unless the SDS changes or this NAVSEA Standard Item and/or references change.

**3.13** Comply with applicable federal, state, local, and foreign contractor host country requirements when using Nuclear Regulatory Commission (NRC) licensed radioactive material, Agreement State licensed radioactive material, and/or machine sources of ionizing radiation on Government property.

**3.13.1** Do not commence operations using radioactive material or machine sources of ionizing radiation on Government property until authorized in writing by the SUPERVISOR.

**3.13.2** Contract personnel shall not be used as operators under a Navy Radioactive Material Permit (NRMP) issued to a naval facility. Navy personnel shall not be used as operators under a Nuclear Regulatory Commission (NRC) or Agreement State License issued to a contractor.

**3.13.3** Submit one legible copy, in approved transferrable media, of a consolidated inventory of all ionizing radiation producing machines or material that will be utilized aboard the ship and/or naval facility during the performance of this Job Order to the SUPERVISOR, 5 days prior to the start of work.

**3.13.4** Submit one legible copy, in approved transferrable media, of the applicable NRC or Agreement State License including procedures regarding system process and operation for use of licensed radioactive material, to the SUPERVISOR 5 days prior to the start of work. Agreement State licensees shall provide evidence of NRC Form 241 (Report of Proposed Activities in a Non-Agreement State) with the copy of the license for Agreement State licensees.

**3.13.5** Submit one legible copy, in approved transferrable media, of the applicable State license, authorization, or registration for machines that produce ionizing radiation, to the SUPERVISOR 5 days prior to the start of work.

**3.13.6** Submit one legible copy, in approved transferrable media, of a formal Radiological Safety Plan which shall include operating and emergency procedures pertinent to the items listed in 3.13.3, and actions to control jobsite-boundary radiation exposures below those allowed for members of the general public under NRC and OSHA standards, to the SUPERVISOR 5 days prior to the start of work.



3.13.7 Provide the SUPERVISOR with remedies to any radiation safety shortcomings identified by the SUPERVISOR, to be rectified prior to commencing operations.

3.14 Correct errors in record keeping by drawing a single line through the error, recording the correct entry, initialing, dating, and printing the name of the person making the correction.

3.14.1 Corrections to records shall be made by the individual that made the original entry and/or signed for the accuracy and validity of the record. If the individual is no longer in the contractor employ or not readily available at the time of correction the cognizant trade **manager** or cognizant project superintendent shall make the correction.

3.14.1.1 Submit corrected report to SUPERVISOR.

3.15 Record and Certification Signature Block or signature shall be legible and in ink. Erasures, write-overs, white-outs, ditto marks, continuation arrows, signature stamps, etc., are not acceptable.

3.15.1 Copying records to "make them neat" is not allowed.

3.15.2 Electronic records shall utilize electronic signature controls for certification of individual providing signature.

3.16 Do not commence operations that could compromise watertight integrity during waterborne availabilities until confirmation by the SUPERVISOR that the ship has at least one back-up power source immediately available for providing power of minimum load to support firefighting and dewatering equipment in the event of loss of shore power.

3.17 Protect the ship and its equipment from damage.

#### 4. NOTES:

4.1 The term "day" means 24 hours prior to or after the scheduled event. "Business day" is used to indicate Monday through Friday, otherwise "day" means calendar day (Sunday through Saturday).

4.2 Known sources for unclassified military specifications and standards are:

<https://mercury.tdmis.navy.mil>

<https://assist.dla.mil>

<http://quicksearch.dla.mil>

4.3 The term "SUPERVISOR" is defined as the local Government activity responsible for the execution and contract administration of Navy maintenance and modernization work.

4.4 The term "Job Order" is synonymous with the term "Contract" and "Task Order".

4.5 The term "approved transferrable media" is the form, system or program for submitting reports required as agreed to by the SUPERVISOR.

4.6 The term "subcontract" means any contract as defined in the FAR, Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.