

NAVSEA
STANDARD ITEM

FY-28

ITEM NO: 009-068

DATE: **01 OCT 2025**

CATEGORY: I

1. SCOPE:

1.1 Title: *Availability Work Certification (AWC) Data for Availabilities; provide* |

2. REFERENCES:

2.1 Joint Fleet Maintenance Manual, (JFMM)

3. REQUIREMENTS:

3.1 Develop and maintain a Master Requirements List (MRL) as the management tool to track Key Events (KE) readiness.

3.1.1 Each line of the MRL will display a tie to each KE listed in Volume II, Part I, Chapter 3 of 2.1.

3.1.2 The MRL supports certifying systems, equipment and information in accordance with NAVSEA Standard Items and 2.1. The MRL must be a single source document provided in a sortable format (e.g., .XLS) identifying Objective Quality Evidence (OQE) data. Column headers of the MRL must match the exact order and title of the Data Elements listed in Table 1. Additional columns are permitted as long as they are located to the right of the mandatory columns. The only acceptable status indicators for each Activity Type are listed in Table 2. The MRL must be derived from the following data:

3.1.2.1 Integrated Production Schedule (IPS) IAW 009-060 of NAVSEA Standard Items, detailed to the Work Item's Activity level. Each Work Item Activity must be displayed to reflect its relevance to the applicable KE and Milestones. When calling out the KEs for any Work Activity, the following KE acronyms must be used – AC, C5ILO, DT, FC, UD, PCD, WC, and ST.

3.1.2.2 Index of all authorized Work Items. Include Request for Contract Change (RCC) number for new or growth work and applicable Reservation Task Request (RTR) number.

3.1.2.3 Index of Required Reports.

3.1.2.4 Index of Process Control Procedures (PCP) and Approved Technical Procedures (ATP) including applicable Work Item numbers.

3.1.2.5 Test and Inspection Plan (TIP) data of NAVSEA Standard Item 009-004 of NAVSEA Standard Items. |

3.1.2.6 Index of Work Authorization Forms (WAF) and associated data.

3.1.2.7 Alteration Installation Team (AIT) production and testing schedule data.

- 3.1.2.8 Fleet Maintenance Activity (FMA) production and testing schedule data.
 - 3.1.2.9 Commercial Industrial Services (CIS) production and testing schedule data.
 - 3.1.2.10 Ship's Force Work List (SFWL) production and testing schedule data. Include restoration of equipment affected by First In First Out (FIFO) work.
 - 3.1.2.11 Other work being conducted by outside activities provided by the SUPERVISOR as Government Furnished Information (GFI).
 - 3.1.2.12 Integrated Total Ship Test Plan (ITSTP) of NAVSEA Standard Item 009-067 of NAVSEA Standard Items.
 - 3.1.2.13 Glossary of terms and definitions
- 3.1.3 Submit one legible copy, in approved transferrable media, of the initial MRL of 3.1 to the SUPERVISOR NLT A-0.
- 3.1.4 Revise the MRL weekly throughout the availability to include each addition, deletion, modification and completion. Any revisions to MRL KE ties must be submitted via Condition Found Report (CFR) in NMD and be reviewed and approved by the SUPERVISOR. Weekly revisions must incorporate any changes requested by the SUPERVISOR. The MRL must be updated as changes are made which affect the requirements of NAVSEA Standard Items 009-060 and NAVSEA Standard Items 009-067.
- 3.1.4.1 Submit one legible copy, in approved transferrable media, via CFR in NMD, of the revised MRL to the SUPERVISOR one day prior to the weekly progress meeting throughout the availability.
 - 3.1.4.2 Assign each KE relationship for incomplete Work Activities to the next scheduled KE when the associated KE has passed, and the Work Activity was authorized as an exception.
 - 3.1.4.3 Each activity must be updated as complete when supporting OQE has been accepted by the SUPERVISOR in NMD.
- 3.1.5 Submit one legible copy, in approved transferrable media, via CFR in NMD of a report listing proposed changes to the original Work Activity's relevant KE and milestone to the SUPERVISOR, to obtain concurrence prior to making the changes. The SUPERVISOR will adjudicate any differences.
- 3.2 Develop and maintain a KE Event Readiness List (ERL).
- 3.2.1 Each ERL line item will be tied to the applicable KE listed in Volume II, Part I, Chapter 3 of 2.1. The ERL must be a subset of the MRL and must be a single source document provided in a sortable format (e.g., .XLSX) identifying OQE data in 3.1.2.
- 3.2.1.1 Export of the weekly spreadsheet integrated production schedule, as required by 009-060 of NAVSEA Standard Items.
 - 3.2.1.2 Export of the TIP and RR data in the same format as the MRL conforming to the format and information requirements of Table 1 and Table 2.
- 3.2.2 Submit one legible copy, in approved transferrable media, via CFR in NMD, of the ERL to the SUPERVISOR no later than 30 days prior to the first certifiable KE and weekly thereafter and as

requested by the SUPERVISOR. A revised ERL must be submitted 24 hours after requested by the SUPERVISOR.

3.2.2.1 Submit one legible copy, in approved transferrable media via CFR in NMD, of an updated KE ERL when requested by the SUPERVISOR. Provide report within one day after receipt of request.

3.2.3 Provide cognizant shipyard management representation to participate in an ERL Review Meeting at the time and location agreed to by the SUPERVISOR. The representative(s) must have knowledge of the IPS and testing status.

3.3 Develop a Work Completion Certification Memorandum on company letterhead for each KE identified in accordance with Volume II, Part I, Chapter 3 of 2.1 and Table 1 for guidance.

3.3.1 Exceptions, including accompanying rationale and plan for resolution, must be provided and incorporated as an enclosure to the memorandum.

3.3.2 The memorandum must certify all contracted work (original, new and growth)

3.3.3 The memorandum must certify each test and inspection has been completed including proper documentation in the contractor's TIP in accordance with NAVSEA Standard Item 009-004 of NAVSEA Standard Items.

3.3.4 The memorandum must certify each required report has been submitted and accepted as satisfactory.

3.3.5 The memorandum must certify each WAF and Tag-out has been closed out in accordance with Volume IV, Chapter 10 of 2.1.

3.3.6 Submit one legible copy, in approved transferrable media, of each Work Completion Certification Memorandum, including any enclosures, for each KE to the SUPERVISOR. Memorandums must be submitted throughout the availability, not later than 24 hours prior to the scheduled KE(s) Work Completion Certification with the RMC/NSA Chief Engineer Technical Warrant Holder (TWH).

4. NOTES:

4.1 The RMC Point of Contact for Technical Work Certification will be the Integrated Test Engineer (ITE) or Project Support Engineer (PSE).

4.2 Definitions:

4.2.1 The MRL is a management tool to track the KE readiness of all KEs throughout the availability. It is a complete and integrated listing of each prerequisite, including each work item and each activity to be completed by the NSA and each executing activity that have been associated with each KE and milestone. It also provides information on the requirements for certification of work, such as report submission, testing, inspections, etc. in accordance with NAVSEA Standard Items and 2.1

4.2.2 The ERL consists of each prerequisite, including each work item and each action to be completed by the LMA and each executing activity related to a specific KE. Ties to a KE can be strategic or technical. Strategic ties apply to work deemed relevant by the maintenance team as required to meet the KE. Technical ties apply to work required to support follow-on training or testing. The ERL is used in support of each certifying system, equipment and information in accordance with NAVSEA Standard Items and 2.1.

4.2.3 Work: Any product or service associated with the repair, modernization, maintenance, Fleet Technical Assistance, or assessment accomplished on equipment or systems during surface ship maintenance availabilities or other maintenance opportunities to include the following:

4.2.3.1 Any action that actually or potentially changes (including disassembly for purposes of inspection or repair) the approved configuration of any part, component, or ship's system (including removal).

4.2.3.2 Any action (including specified by Technical Work Documents) that removes or affects the ship's ability to operate ship's systems or components in accordance with ship's systems/operating manuals.

4.2.3.3 Any testing (including component, system, and higher stages) or inspections (no matter how intrusive) required to establish, maintain or re-establish certification.

4.2.3.4 Any design, engineering, planning or configuration management functions that involve the final review or approval of technical information (e.g., actions related to ESR(s), CFR(s), SHIP: RCC(s), DFS(s), Reports, ITP review and other Technical Data).

4.3 The term "Maintenance Activity" (MA) and/or "Executing Activity" (EA) are used interchangeably and are synonymous with the JFMM applied/defined terms "Industrial Activity", "participating activity", "Technical activity", and "maintenance provider" (also an NSI 009-060 term), and GSO-092's "activity responsible" and the S9095-TSTP Manual's "designated activity".

4.4 When acceptable and as approved by the SUPERVISOR, the initial and weekly combined submissions of the MRL and ERL may satisfy various reporting requirements of 009-001, 009-004, 009-060 and 009-067 of NAVSEA Standard Items.

4.5 The following standard convention is used for identifying locations when applied to Work Activities in the IPS as directed in 3.1.2. The use of general terminology, such as "throughout ship", as a means of documenting location must be minimized. - Space/Compartment Number (i.e., 03-130-2-L, 6-81-0-E, etc.) - Flight and Hangar Deck Locations: deck-frame-P or S (e.g., 04-190-S or 1-190-P) - Weather Decks: closest deck-frame-P or S (e.g., 03-140-P-WEA)- Span of Frames: deck-frame span-P or S (e.g., for flight deck frames 55 to 100 starboard side use 04-55/100-S) - Masts: Use mast name (e.g., Main Mast, etc.)

4.6 The NSA Chief Engineer TWH, based on a technical assessment of the risk associated with any work still in progress, may combine multiple KE certifications into a single certification.

4.7 AWC Completion : Process used to provide reasonable assurance that products and services have been planned, executed and tested in accordance with correct technical requirements, that any nonconformance(s) have been adjudicated by the local TWH and NAVSEA -05 (as applicable), and that any exceptions to completion have been jointly reviewed and concurred with by the local TWH, Maintenance Team Project Manager, Ship's Commanding Officer, TYCOM, Port Engineer, and the NSA in support of the availability certifiable KE(s).

4.8 AWC Exception: ERL Work Item(s) and Work Item(s) Activity tied to the certifiable KE that are incomplete at time of event certification. Incomplete is defined as (1) non-accomplishment of authorized/scheduled work and testing, or (2) authorized/scheduled work and testing that is physically accomplished, but the OQE has not completed internal review by the LMA or has not completed government review and acceptance.

4.9 Commercial Industrial Services (CIS): Contracts developed and awarded to private contractors by either Fleet Logistics Centers or RMC contracts departments to provide work or services onboard Navy Ships.

4.10 The SUPERVISOR will provide, or direct provision, of the AIT, Government Contracted Third Party Maintenance Providers, S/F, CIS, and FMA availability data required for developing and updating the MRL in 3.1.2 and 3.1.4.

4.11 Once initially established, the Unique Identifier Number for each line item must not be changed. Do not reuse the Unique Identifier Number of a deleted line item.

Table 1

Data Elements and Descriptions

Data Element	Description
Unique Identifier Number	Identify each IPS Activity, RCC, RR, PCP, ATP, CP, WAF, or ITSTP unique identifier (See Note 4.11)
Activity Type	Identification of the line item as IPS, RCC, RR, PCP, ATP, CP, WAF, or ITSTP
Work Item Number	4-E specification Work Item, AIT, FMA, CIS, or SFWL number as appropriate
Work Item Title	4-E specification Work Item, AIT, FMA, CIS, or SFWL title as appropriate
Work Item Paragraph Number	Paragraph number from the Work Item of the Work Activity as applicable
Description	Description of IPS Activity, RCC, RTR, RR, PCP, ATP, CPs, WAF, ITSTP. Include RCC, RTR, PCP, or ATP number as applicable
NAVSEA Standard Item	NAVSEA Standard Item of the Work Activity as applicable
NAVSEA Standard Item Paragraph	NAVSEA Standard Item paragraph of the Work Activity as applicable
Key Event	Key Event applicable to the Activity Type as follows: UD, C5ILO, PCD, WC, DT, FC, ST, or AC.
Milestone	Milestone applicable to Work Type as applicable utilizing milestones specified in the contract
Executing Activity	ID specific organization responsible to the activity: Prime KTR, Sub-KTR, FMA Ship's Force, AIT, or OSIC
Superintendent or Zone Manager	Responsible Contractor Superintendent or Zone Manager
Component	Component affected as applicable
Location	Work location, individual tank, void, or component number as applicable (See NOTE 4.5)
Status	Status of IPS Activity, RCC, RR, PCP, ATP, CP, WAF, ITSTP. Work Item and Work Activity (See Table 2)
Planned Start Date	Planned start or submission date as applicable
Start Date	Actual start date as applicable
Complete Date	Actual completion or submission date as applicable
CP Type	Identifier of (I), (V), (Q), and (G) points

Table 2

Status of Activity Types

Activity Type	Acceptable Status
CP and ITSTP	BLANK – CP has yet to be conducted CANCELLED – CP was canceled SAT – CP has been conducted, and accepted UNSAT – CP has been conducted, and rejected PARTIAL – CP was conducted as a fraction of the work specification components, and accepted. OBSOLETE – CP Line Item is no longer required
RR	BLANK – RR has yet to be submitted SUBMITTED – RR has been submitted to the SUPERVISOR, but has yet to be accepted COMPLETE - RR has been found acceptable by the SUPERVISOR REJECTED - RR has been found unacceptable OBSOLETE – RR is no longer required
WAF	AUTH – WAF is Authorized for work and is considered active CANCELLED – WAF has been cancelled due to no longer being required and is considered inactive COMPLETE – all work on the WAF has been accomplished, related tag out has been cleared, equipment has been restored to a condition to support other WAFs or normal operation, and is considered inactive or finished HOLD – WAF is placed on hold, no work is being conducted under this WAF, and is considered inactive SUBMITTED – Pending authorization
IPS	IN PROGRESS – Work Activity is actively being worked NOT STARTED – Work Activity has not been started (no manhours expended) ON HOLD – Work Activity has been paused due to an unforeseen circumstance COMPLETE – Work Activity has been completed
PCP/ATP	BLANK – PCP/ATP has yet to be submitted to SUPERVISOR SUBMITTED – PCP/ATP has been submitted to SUPERVISOR for review APPROVED – PCP/ATP is approved by the SUPERVISOR for use REJECTED – PCP/ATP submission has been rejected by the SUPERVISOR COMPLETE – Work is complete and all OQE approved and accepted by SUPERVISOR OBSOLETE – PCP/ATP is no longer required
RCC	BLANK – RCC has yet to be settled SETTLED – RCC has been settled