JOINT FLEET MAINTENANCE MANUAL

FOREWORD

LIST OF EFFECTIVE PAGES

Page Numbers	Change in Effect
i	Change 2
ii thru viii	REV C
ix	Change 1
x	REV C
FWD-1 thru FWD-3	Change 2
FWD-4 thru FWD-6	Change 1
FWD-7	Change 2
FWD-8	REV C
FWD-A-1 thru FWD-A-7	Change 2
FWD-A-8 thru FWD-A-9	Change 1
FWD-A-10 thru FWD-A-16	Change 2
FWD-B-1	REV C
FWD-B-2 thru FWD-B-46	Change 2

Page Numbers	Change in Effect

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JOINT FLEET MAINTENANCE MANUAL

FOREWORD

RECORD OF CHANGES

CHANGE NO.	DATE	TITLE OR BRIEF DESCRIPTION	ENTERED BY (INITIALS)

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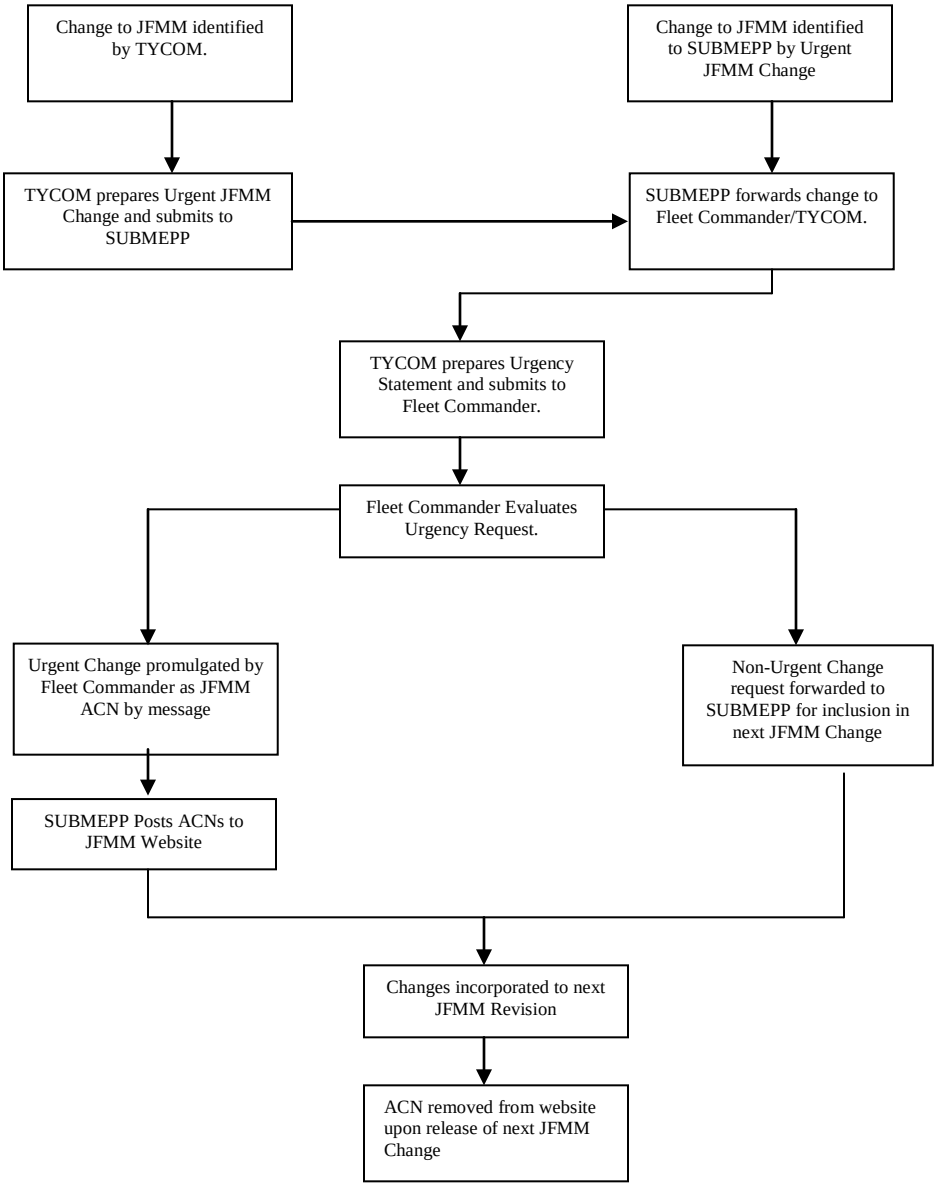
URGENT JOINT FLEET MAINTENANCE MANUAL CHANGE PROCESS

Purpose: To promulgate the process to be followed in the event that a requirement of the JFMM must be modified, cancelled or implemented prior to the next regularly scheduled change.

Process: The following process will be used to promulgate urgent changes to the JFMM



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JOINT FLEET MAINTENANCE MANUAL CHANGE REQUEST FORM

FROM:
ACTIVITY/SHIP _____ E-MAIL ADDRESS _____

CODE/DEPT/SHOP _____ DATE _____

ORIGINATOR _____ TEL EXT (___) _____

VOL-PART-PARA NO. _____ FIGURE _____ TABLE _____

PROCESSING NORMAL _____ URGENT*_____

* (Justify in rationale below if urgent priority is marked and transmit via e-mail as "High Importance")

PROBLEM DESCRIPTION:

RECOMMENDED CHANGE: (Include any proposed text addition/deletion)

RATIONALE:

E-mail to PTNH.SUBMEPP.JFMMMGR@Navy.Mil
(If mailing, fold on dotted line on reverse side and mail to Submarine Maintenance Engineering, Planning and Procurement (SUBMEPP) Activity or send facsimile to (207) 438-6210.)

FOLD

Commanding Officer

OFFICIAL BUSINESS

Commanding Officer
Submarine Maintenance Engineering,
Planning and Procurement (SUBMEPP) Activity
Attn: Code 1832JM
P.O. Box 2500
Portsmouth Naval Shipyard
Portsmouth, NH 03804-2500

FOLD

JOINT FLEET MAINTENANCE MANUAL

FOREWORD

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JOINT FLEET MAINTENANCE MANUAL

FOREWORD

REFERENCES

(a) SECNAVINST 5239.21 - Department of the Navy Electronic Signature Policy

LISTING OF APPENDICES.

A Master List of References
B Responsibilities

1 MANUAL DEVELOPMENT. The development of the Joint Fleet Maintenance Manual has been a dedicated effort by all Naval Type Commanders to establish a single, unified source of maintenance requirements across all platforms.

2 VOLUME TOPICS. The Joint Fleet Maintenance Manual is made up of seven distinct volumes.

Volume I	-	New Construction
Volume II	-	Integrated Fleet Maintenance
Volume III	-	Deployed Maintenance
Volume IV	-	Tests and Inspections
Volume V	-	Quality Maintenance
Volume VI	-	Maintenance Programs
Volume VII	-	Contracted Ship Maintenance

3 PURPOSE. This manual serves as:

a. A standardized, basic set of minimum requirements to be used by all Type Commanders and subordinate commands.

b. Clear, concise technical instructions to ensure maintenance is planned, executed, completed and documented within all Fleet commands.

c. A vehicle for implementing Regional Maintenance policies across all platforms.

d. A comprehensive set of process descriptions for use by schools such as Surface Warfare Officer School (SWOS), Senior Officer Ship Maintenance and Repair Course (SOSMRC), Engineering Duty (ED), Technical Training, etc.

4 CANCELLATION. The Joint Fleet Maintenance Manual supersedes all existing Type Commander Maintenance and Quality Assurance manuals and all associated correspondence and clarifications thereto. The following is a list of manuals that are cancelled as a result of this manual:

a. COMNAVAIRLANTINST 4700.1/COMNAVAIRPACINST 4700.1 (Naval Air Force Ship Material Manual)
b. COMNAVSURFLANTINST 9000.1 (Naval Surface Force, U.S. Atlantic Fleet, Maintenance Manual)
c. COMNAVSURFPACINST 4700.1 (Naval Surface Force, U.S. Pacific Fleet, Maintenance Manual)
d. COMSUBLANT/COMSUBPACINST 4790.4 (Submarine Force Maintenance Manual)
e. COMNAVAIRLANTINST 9090.1/COMNAVAIRPACINST 9090.1 (Naval Air Force Quality Assurance Manual)
f. COMSUBLANT/COMSUBPACINST 4855.2 (Submarine Force Quality Assurance Manual)
g. COMNAVSURFLANT/COMNAVAIRLANTINST 4855.3/COMNAVSURFPAC/ COMNAVAIRPACINST 4855.3 (Nuclear Surface Forces Afloat Quality Assurance Instruction)
h. COMNAVSURFPACINST 4855.1 (Naval Surface Force, U.S. Pacific Fleet, Quality Assurance Manual)
i. COMNAVSURFLANTINST 9090.1/COMNAVSURFPACINST 4855.22 (Naval Surface Force Quality Assurance Manual)
j. COMNAVSURFLANTINST 9090.2 (IMA Quality Assurance Manual)

k. CINCLANTFLT/CINCPACFLTINST 4355.1 (Quality Assurance Program)
l. COMSUBPACINST 4855.3 (Deep Submergence Systems Quality Assurance Manual)

5 DISCUSSION.

5.1 Platform Considerations. Throughout this manual, certain requirements apply only to specific platforms. To point these out, the terms (Submarines only), (Aircraft Carriers only), (Surface Force ships only), and specific hull designators (e.g., DDG, SSN) are used in parentheses within the paragraph to which they apply. When no specific platform is mentioned, the requirements apply to all platforms. The term "ship" (alone) should be related to the context of the paragraph in which it is mentioned. The term "Submarine Force" applies to all ships under the responsibility of Submarine Forces, Atlantic and Pacific Fleets; the term "Aircraft Carriers" applies to all ships under the responsibility of Naval Air Forces, Atlantic and Pacific Fleets; and the term "Surface Force" applies to all ships under the responsibility of Naval Surface Forces, Atlantic and Pacific Fleets.

5.2 Maintenance Considerations. In the development of this manual, considerable effort was put forth to standardize work practices, incorporate accepted Regional Maintenance philosophies, and make allowances for future changes resulting from new Regional Maintenance policies. With respect to this, the term Intermediate Maintenance Activity (IMA) has been replaced by Fleet Maintenance Activity (FMA) operated by NAVSEA. Subsequently, the management of Regional Maintenance Centers and the Regional Maintenance Center function in the Naval shipyards has shifted to NAVSEA, but a Flag-level decision was made to maintain guidance for the Regional Maintenance Centers in this manual for continuity. Thus, Commander, Navy Regional Maintenance Center (CNRMC) and NAVSEA 04 representatives were invited to become members of the Joint Fleet Maintenance Manual Board of Directors (JFMMBOD) to address RMC and Naval Shipyard management/business issues associated with JFMM change requests.

5.3 Terminology Considerations. Use of the term "Type Commander/Immediate Superior in Command (TYCOM/ISIC)" throughout this manual is defined as follows:

a. For Submarine and Surface Forces, the "TYCOM/ISIC" refers to the Squadron or Group.

b. For Aircraft Carriers, the "TYCOM/ISIC" refers to the Type Commander for maintenance issues.

c. For Submarine and Surface Forces, the term "ISIC", used by itself, refers to the Squadron or Group. The term "ISIC" does not apply to Aircraft Carriers for maintenance issues, but refers to the Permanent Battle Group Commander for operational issues and non-maintenance certifications.

5.4 Administrative Considerations.

5.4.1 Master List of References. Appendix A of this foreword is a Master List of References used throughout the manual. This Master List should be reviewed to ensure that the necessary technical manuals, instructions, etc. are readily available prior to using the manual.

5.4.2 Table of Responsibilities. Appendix B provides a table of responsibilities associated with specific positions/functions located within the manual. Each position listed identifies the major responsibilities for that position and provides a link to the Chapter/paragraph where the responsibility is detailed.

5.4.3 Acronyms. Acronyms used in a particular volume are contained in the List of Acronyms at the front of each volume. Acronyms appearing four or more times in a chapter or those considered "common acronyms" (i.e., words that are known better by their acronym than by their spelled out word, for example, CD-ROM) will be spelled out the first time an acronym is used within a chapter, and the acronym listed in parentheses after the word. Terms not meeting these conditions will not be considered as acronyms within the text and the words will be spelled out.

5.4.4 Appendices. Numerous chapters throughout this manual contain Appendices for the purpose of providing further detail or examples of required reports/correspondence. In all cases the Appendices are intended as examples only and may not reflect the most current guidance or format. Higher authority source documents should be consulted. Sample correspondence provided as Naval messages may be communicated in letter format to facilitate timely transmission by electronic facsimile.

5.4.5 Volume Structure. Volumes II and V of this manual have been divided into specific parts. Volume II is made up of three parts. Part I contains requirements to implement and execute the management of an integrated maintenance process for all Navy ships. Part II defines a common validation, screening and brokering process, work package preparation process and work close out process for ship maintenance and modernization for all Navy ships

unless otherwise indicated. Part III provides procedures and guidance necessary to accurately allocate cost for work performed on or for Navy ships, ship classes or customer projects by Fleet Maintenance Activities (FMA). Volume V is made up of three parts. Part I contains requirements and procedures necessary to establish and maintain a Quality Maintenance Program. Part II contains information which has been extracted from Part I and is considered Naval Nuclear Propulsion Information. The distribution of Part II has been limited. Part III contains requirements which apply to Scope of Certification for all ships and Deep Submergence Systems in the fleet.

5.4.6 Digital Signatures. Digital/Electronic signatures are authorized on all Forms and Quality Assurance Records. Electronic signatures will be in accordance with reference (a) and must be defined and approved for use by local instruction.

5.4.7 SKED 3.2 Electronic Signatures. Electronic disposition update or signature of a Maintenance Requirement Card (MRC) may be utilized by ships employing the latest version of SKED 3.2. When an individual updates the disposition of an MRC, which is the same as signing/dating an MRC completion on a 13-week Accountability Sheet, his/her name will be placed into the transaction log permanently recording the disposition update. Due to software engineering, once the updated MRC disposition is recorded (Completed, Not Applicable, etc.), the transaction record is not reversible (a permanent record). All Planned Maintenance System (PMS) assigned to a maintenance person is presented to that maintenance person immediately upon SKED 3.2 log-on. Therefore, when a ship is utilizing SKED 3.2 electronic disposition signatures, there is no need to print/sign the 13-week Accountability Form.

6 CHANGES TO THE MANUAL. A formal change process has been established for all seven volumes of the manual and is described in Figure 1. Users of this manual are encouraged to submit change requests. All change requests must be submitted using the Change Request Form contained in each volume. If changes are submitted in electronic format, facsimile or E-mail, each change request shall contain the information required on the Change Request Form. Your participation in this change process is both important and appreciated.

7 LIFE CYCLE MAINTENANCE PROCESS FOR THE JOINT FLEET MAINTENANCE MANUAL.

7.1 Purpose. To establish a management plan for life cycle maintenance of the Joint Fleet Maintenance Manual (JFMM). This plan describes the change process requirements and identifies the related responsibilities and requirements for maintaining all volumes of the JFMM.

7.2 Background. This manual was developed with the objective of providing a standard set of clear and concise maintenance requirements for the Fleet. The establishment of a formal life cycle maintenance process is necessary to ensure successful accomplishment of this objective. Utilizing a formal process will ensure effective coordination and management of the JFMM and will ensure:

a. Standardized format for all change request responses.

b. Timely evaluation and incorporation of change request.

c. Automated tracking system for all review comments.

d. Consistent distribution of all changes to the manual.

e. A historical database containing all background information that led to changes and revisions to the JFMM.

7.3 Responsibilities and Requirements. This section defines the responsibilities and requirements of all activities involved in supporting the life cycle maintenance process of the JFMM.

7.3.1 Fleet Commanders. The Fleet Commanders are responsible for the following:

a. Designating a single Commander, U.S. Fleet Forces Command (USFFC) and Commander, U.S. Pacific Fleet (PACFLT) point of contact to act as JFMM coordinators.

b. Establishing a JFMMBOD. The JFMMBOD will be co-chaired by the Fleet coordinators and made up of TYCOM Quality Assurance and Maintenance representatives, the SUBMEPP JFMM Program Manager, NAVSEA 04 and CNRMC representatives.

c. Providing final approval and promulgation letter for all JFMM changes and revisions issued to the Fleet.

d. Providing funding for the life cycle maintenance of the JFMM.

e. Approving all Advanced Change Notices (ACN), either by message or letter, for urgent changes to the JFMM. Develop and distribute all message ACNs. Forward all ACNs approved via letter to Submarine Maintenance Engineering, Planning and Procurement (SUBMEPP) for distribution.

f. Convening periodic JFMMBOD review meetings. The purpose of these meetings is to review all proposed changes that may be incorporated into the manual in preparation of issuing an official change or revision to the manual.

g. The Fleet, TYCOM or NAVSEA representatives may invite Subject Matter Experts (SME) to assist in answering proposed changes. The following rules apply for SMEs:

(1) All SMEs must have an advocate. The advocate will be one of the JFMMBOD members. For JFMMBOD members other than Fleet Commander representatives, a Fleet Commander member's concurrence for the SME to attend the JFMM Board of Directors Meeting is required. USFF and PACFLT will determine if other members shall be polled and notify SUBMEPP of the result. The advocate is responsible to ensure the SME complies with the established norms of the meeting.

(2) Access to the JFMM Electronic Change Website is generally limited to the Fleet Commanders, TYCOMs and NAVSEA representatives. **When necessary, other SMEs will be sent a proposed change for comment concurrent with member review, by email, outside of the electronic change website.** At the request of a member, an SME with a creditable need to know as determined by USFF and PACFLT may be granted limited access. Access is associated with individuals, not organizations or positions within organizations. Normally access will not be granted to individuals at commands subordinate to members.

7.3.2 Type Commander. The Type Commander (TYCOM) will:

a. Review and evaluate all JFMM change requests within 21 calendar days of electronic posting for review, in order to provide users with timely responses.

b. For changes which affect ship and personnel safety, notify Fleet Commanders and request a message ACN be distributed.

c. For all other changes requiring ACNs, TYCOMs will review the ACN and forward to Fleet Commanders for approval.

d. Review and endorse all change packages in preparation of issuing an official change/revision to the manual. Notify the Fleet Commanders of this endorsement via letter.

e. Designate representatives to be members of the JFMMBOD.

f. Identify changes to the JFMM distribution list.

7.3.3 Naval Sea Systems Command. NAVSEA will:

a. Review and evaluate all JFMM change requests within 14 calendar days of electronic posting for review, in order to provide TYCOMs with timely input. If the complexity of the change will require more than 14 calendar days to complete the review, NAVSEA will notify the TYCOMs prior to 7 days of the due date for completing the review and include a new, expected completion date.

b. For changes which affect ship and personnel safety, notify TYCOMs and request a message ACN be distributed.

c. For all other changes requiring ACNs, NAVSEA will review the ACN and forward to TYCOMs.

d. Designate one representative, each, from NAVSEA 04 and CNRMC to be members of the JFMMBOD to address Naval Shipyard and RMC management/business issues associated with JFMM change requests.

7.3.4 Joint Fleet Maintenance Manual Board of Directors. The JFMMBOD will:

a. Adjudicate all JFMM change requests not unanimously resolved by TYCOMs.

b. Continue collaboration to standardize maintenance requirements across platforms.

c. Determine the frequency of official changes/revisions to the JFMM. The frequency of these changes/revisions may be dictated by the number of JFMM change requests submitted and approved.

7.3.5 Submarine Maintenance Engineering, Planning and Procurement. SUBMEPP will:

a. Issue a letter of acknowledgment to the submitting activity when the change request is entered into the system.

b. Perform a preliminary review of all JFMM change requests including an assessment of the impact on other volumes and provide background information and additional recommendations, when necessary, to applicable TYCOMs and NAVSEA within seven calendar days of receiving change request.

c. Manage an automated tracking system for all JFMM change requests and provide a periodic status report of changes to the TYCOMs and Fleet Commanders.

d. Incorporate approved changes into the JFMM and forward all change packages to the JFMMBOD for review in preparation of issuing an official change/revision to the manual.

e. Develop all ACNs not requiring a message and forward to TYCOM for review. Distribute all ACNs approved by Fleet Commanders via letter.

f. Forward any unresolved change requests to the JFMMBOD for adjudication.

g. Maintain the JFMM distribution list.

h. Support the TYCOM in the performance of customer surveys and audits, as requested.

i. Adjudicate all editorial change requests (as defined in paragraph 7.4.b. of this foreword) with the Fleet Commander representatives on behalf of the JFMMBOD.

j. Identify yearly budget requirements for life cycle maintenance of the JFMM to the Fleet Commanders.

k. Attend all JFMMBOD Review Meetings.

7.3.6 Other Systems Commands. Other Systems Commands (SYSCOM) will:

a. Provide technical evaluation for change requests when requested.

b. Review JFMM revisions when requested.

7.3.7 User Activities.

a. User Activities will submit change requests to SUBMEPP, using the required change request form contained in the manual and provide the following information on the change request form:

(1) A clear description of the problem including Volume number, Part Number, Chapter and applicable paragraph(s).

(2) The recommended change containing the specific text, table or figure to be added, deleted or modified.

(3) Rationale for the recommended change.

b. When changes are promulgated to this manual, conduct a detailed review of all changes using the change synopsis. Training shall be conducted for all personnel whose work assignments may require them to be familiar with the requirements of this manual.

7.4 Change Process. This section defines the change process for the JFMM. The change process is an integral part of JFMM life cycle maintenance. The process is described in detail below and relates to the flow chart shown in Figure 1.

a. All User Activities (e.g., FMAs, Squadrons, Ships Force, etc.), will submit JFMM change requests using the change request form located in the front of each volume of the manual.

b. Upon receipt of this change request, SUBMEPP will send a letter to the original submitter notifying them that the change request has been received. SUBMEPP will log the change request into a database and conduct a preliminary review, assess the impact of the change on other volumes of the JFMM, gather all appropriate background information and provide additional recommendations when necessary. SUBMEPP will adjudicate all editorial change requests where an editorial change is generally limited to spelling, grammar or punctuation or, for example, where published office codes, Activity names/acronyms or website URLs have changed. For non-editorial change requests, SUBMEPP will determine the applicable TYCOM(s), and post them electronically for their review and approval. Change requests pertaining to Naval Shipyards and RMCs will also be posted electronically for NAVSEA 04 and CNRMC, respectively, to review before/concurrent with TYCOM review. Technical change requests will be posted for NAVSEA 05 and 05U7T (for Submarines) for technical review before/concurrent with TYCOM review. All change requests sent to TYCOMs after SUBMEPP review will include the following:

(1) Change Request Response Form.

(2) Appropriate reference material (e.g., previous change requests, applicable instructions, etc.).

(3) Applicable marked up pages showing the requested change incorporated.

(4) SUBMEPP's preliminary evaluation and recommendation, when applicable.

c. TYCOMs will review the change request and provide a resolution to SUBMEPP electronically. NAVSEA 04 and CNRMC will review the change request for Naval Shipyard and RMC management/business process impact and provide input to SUBMEPP and TYCOMs electronically. NAVSEA 05 and 05U7T will provide technical evaluation for all technical change requests. Other SYSCOMs will provide technical assistance when requested. If the TYCOM should approve a change request and desire the use of an ACN, they will indicate this on the Change Response Form and provide any additional information for the ACN. For changes which affect ship and personnel safety, TYCOMs will notify Fleet Commanders when a message ACN is required. Fleet Commanders will develop and distribute all message ACNs. For all other ACNs, SUBMEPP will develop the ACN and submit the ACN to the TYCOMs for review. TYCOMs will forward the ACN to the Fleet Commanders for approval. Upon approval, SUBMEPP will distribute the ACN.

d. SUBMEPP will forward all unresolved change requests to the JFMMBOD. An unresolved change request is a change request that does not receive unanimous approval or disapproval from all applicable TYCOMs.

e. The JFMMBOD will adjudicate all unresolved change requests and will forward the resolution to SUBMEPP.

f. SUBMEPP will provide a formal response to the original submitter based upon the TYCOM(s) or JFMMBOD final resolution.

g. SUBMEPP will incorporate the approved change into a JFMM change package. This change package will contain both approved changes and ACNs incorporated into the applicable pages of the manual and will be sent to the JFMMBOD, for review in preparation of an official change/revision to the manual.

h. The JFMMBOD will review this change package and make a recommendation to the Fleet Commanders regarding approval and promulgation.

i. Fleet Commanders will provide final approval and promulgation letter for all JFMM changes and revisions. Fleet Commanders will forward promulgation letter to SUBMEPP.

j. SUBMEPP will provide distribution of the approved JFMM change or revision according to the approved distribution list.

JOINT FLEET MAINTENANCE MANUAL CHANGE PROCESS

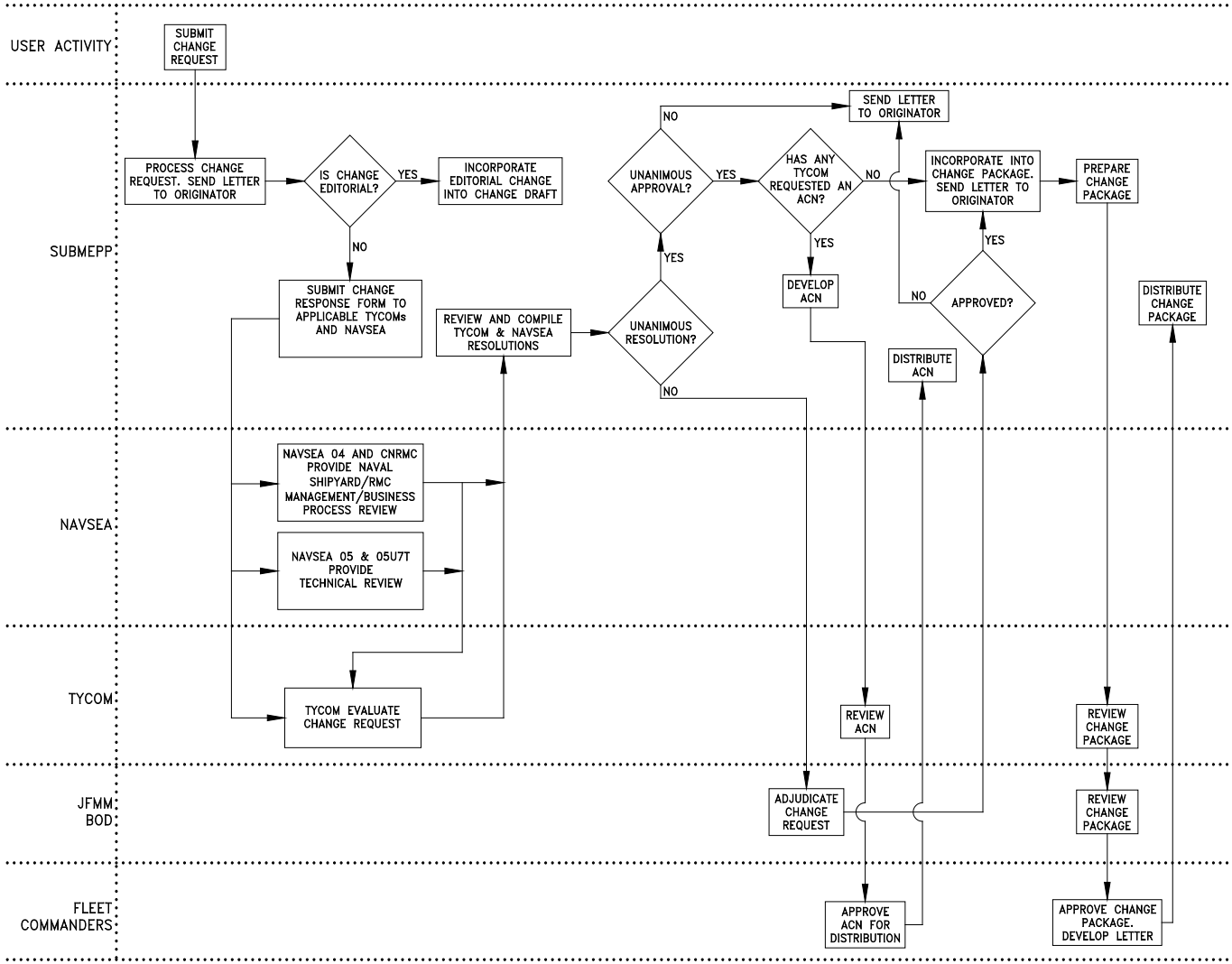

FIGURE 1

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APPENDIX A

MASTER LIST OF REFERENCES

2M Marine Corps TM 5895-45/1B - Standard Maintenance Practices 2M Electronic Assembly Repair

5 CFR 2635 - Standards of Ethical Conduct for Employees of the Executive Branch

10 USC 1724 - Defense Acquisition Workforce Improvement Act (DAWIA)
10 USC 2306 - Kinds of Contracts
10 USC 7311 - Repair or Maintenance of Naval Vessels: Handling of Hazardous Waste

29 CFR 1910 - Occupational Safety and Health Standards

31 USC 1301(a) - Application
31 USC 1341 - Limitations on Expending and Obligating Amounts
31 USC 1342 - Limitation on Voluntary Services
31 USC 1349 - Adverse Personnel Actions
31 USC 1517 - Prohibited Obligations and Expenditures
31 USC 1518 - Adverse Personnel Actions
31 USC 1535 - Agency Agreements

41 USC 23 - Orders or Contracts for Material Placed with Government-owned Establishments Deemed Obligations
41 USC 254 - Contract Requirements

ABS Guide for Building and Classing High Speed Naval Craft (2007)

CNAFINST 3500.71 - Flight Deck Certification

CNAP/CNALINST 9210.4 - Nuclear Propulsion Note 9200-2

CNRMCINST 4700.3 - Unplanned Events, Critiques and Trouble Reports
CNRMCINST 4700.7 - Total Ship Readiness Assessment (TSRA)
CNRMCINST 4700.9 - Availability Quality Management Plan (QMP) Standard Operating Procedure (SOP)

CNSFINST 4020.1 - Motor Gasoline (MOGAS) Certification Program for L-Class Ships

COMFLTFORCOM 181810Z Mar 03 - Establishment of Regional Maintenance Centers

COMLANTFLTINST 3500.18 - Certification and Readiness of Aviation Facilities in Naval Ships Operating Aircraft
COMLANTFLTINST 4100.3 - Navy Energy Usage Reporting System (NEURS)
COMLANTFLTINST 4700.1 - Navy Afloat Maintenance Training Strategy (NAMTS) Job Qualification Requirements (JQR) Management
COMLANTFLTINST 5400.2 - U.S. Atlantic Fleet Regulations

COMLANTFLT OPORD 2000

COMNAVAIRFORINST 4700.23 - Aircraft Carrier Maintenance Support Centers (MSC) Policy and Procedures
COMNAVAIRFORINST 4790.1 - Commander Naval Air Forces Surface Maintenance and Material Management (3-M) System Manual
COMNAVAIRFORINST 4790.2 - Naval Aviation Maintenance Program
COMNAVAIRFORINST 9640.1 - Control of Habitability Improvements in Aircraft Carriers

COMNAVAIRLANTINST 3400.4 - Air Department Standard Operating Procedures
COMNAVAIRLANTINST 3500.20 - Aircraft Carrier Training and Readiness Manual
COMNAVAIRLANTINST 4790.34 - Electrostatic Discharge (ESD) Control Program
COMNAVAIRLANTINST 4790.40 - Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) Management Teams
COMNAVAIRLANTINST 4790.42 - CV/CVN Intermediate Maintenance Activity (IMA) Module Test and Repair Facility (MTRF)

COMNAVAIRLANTINST 9080.2 - Conduct of Trials and Inspections Incident to Construction, Overhauls or Availabilities of Nuclear Powered Aircraft Carriers (CVN)
COMNAVAIRLANTINST 9090.2 - Conduct of Shipyard Trials and Inspections Incident to Service Life Extension Program (SLEP), Overhauls or Availabilities of Conventionally Powered Aircraft Carriers

COMNAVAIRLANTINST 13650.1 - Individual Material Readiness List (IMRL) Program

COMNAVAIRPACINST 3400.4 - Air Department Standard Operating Procedures
COMNAVAIRPACINST 3500.20 - Aircraft Carrier Training and Readiness Manual
COMNAVAIRPACINST 4790.39 - Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP) Management Teams
COMNAVAIRPACINST 4790.54 - CV/CVN Intermediate Maintenance Activity (IMA) Module Test and Repair Facility (MTRF)

COMNAVSEASYSCOM WASHINGTON DC 03004Z FEB 09 - SISCAL Policy Guidance - Level 2 Calibrations
COMNAVSEASYSCOM WASHINGTON DC 031440Z MAR 03 - Submarine Industrial EMC and EMI Control Interim Guidance

COMNAVSUBFORINST C3500.2 - Continuous Training Manual
COMNAVSUBFORINST 5400.25 - Standard Submarine Supply Department Organization and Regulations Manual
COMNAVSUBFORINST 5400.29 - Standard Submarine Navigation/Operations Department Organization and Regulations Manual
COMNAVSUBFORINST 5400.39 - Standard Submarine Organization and Regulations Manual (SORM)
COMNAVSUBFORINST 5400.40 - Standard Submarine Combat Systems Department Organization and Regulations Manaul (SSN)
COMNAVSUBFORINST 5400.41 - Standard Submarine SSBN 726 Class Weapons Department Organization and Regulations Manual
COMNAVSUBFORINST 5400.47 - Standard Submarine Combat Systems Department Organization and Regulations Manual (SSGN)

COMNAVSUBFOR OPORD 2000

COMNAVSURFLANTINST 3502.2 - Surface Force Training Manual
COMNAVSURFLANTINST 3540.18 - Engineering Department Organization and Regulation Manual (EDORM)
COMNAVSURFLANTINST 4400.1 - Surface Force Supply Procedures
COMNAVSURFLANTINST 4700.1 - Total Ship Readiness Assessment (TSRA)
COMNAVSURFLANTINST 4700.4 - Fleet Introduction Handbook

COMNAVSURFORINST 3120.1 - Zone Inspections
COMNAVSURFORINST 3540.1 - Engineering Operations Assessment, Training and Certification for Conventionally Powered Surface Ships
COMNAVSURFORINST 3540.2 - Surface Force Engineering Readiness Process

COMNAVSURFPACINST 3501.4 - Aviation Readiness Evaluation (ARE) and Certification of Aviation Facilities Onboard COMNAVSURFPAC Ships

COMNAVSURFPACINST 3502.2 - Surface Force Training Manual
COMNAVSURFPACINST 3540.13 - Engineering Department Organization and Regulation Manual (EDORM)
COMNAVSURFPACINST 4400.1 - Surface Force Supply Procedures
COMNAVSURFPACINST 4700.1 - Total Ship Readiness Assessment (TSRA)

COMPACFLTINST 4100.3 - Navy Energy Usage Reporting System (NEURS)
COMPACFLTINST 4700.5 - Navy Afloat Maintenance Training Strategy (NAMTS) Job Qualification Requirements (JQR) Management
COMPACFLTINST 4710.6 - Policy for Accomplishment of Ship Repair Work in WESTPAC
COMPACFLTINST 5400.3 - U.S. Pacific Fleet Regulations
COMPACFLTINST 9830.1 - Certification of Aviation Facilities in Naval Ships Operating Aircraft

COMPACFLTINST 4700.5/COMLANTFLTINST 4700.1 - Navy Afloat Maintenance Training Strategy (NAMTS) Job Qualification Requirements (JQR) Management

COMPACFLT OPORD 201

COMSEVENTHFLT OPORD 201

COMSUBFORINST 3500.22 - SSGN Operational Cycle, Training and Certification Management
COMSUBFORINST 4720.15 - Submarine C5ISR Modernization Policy
COMSUBFORINST C5400.30 - Engineering Department Organization Manual
COMSUBFORINST C5400.38 - Standard Submarine Organization and Regulations Manual (SSBN)
COMSUBFORINST C5400.39 - Standard Submarine Organization and Regulations Manual (SSN)
COMSUBFORINST C5400.48 - Standard Submarine Organization and Regulations Manual (SSGN)
COMSUBFORINST C9460.3 - Coordinated Submarine Radiated Noise Analysis

COMSUBLANTINST 3540.10 - Periodic Monitoring of Submarines and Support Facilities
COMSUBLANTINST 4406.1 - Submarine Supply Procedures Manual
COMSUBLANTINST 4419.1 - Module Screening and Repair Activity (MSRA) Repairables Management Procedure
COMSUBLANTINST 5400.4 - Submarine Force, U.S. Atlantic Fleet Regulations
COMSUBLANT/COMSUBPAC C3500.21 (Ser) - SSN Fleet Response Training Plan (FRTP) Management
COMSUBLANT/COMSUBPACINST 6470.5 - Submarine Radiation Health Manual
COMSUBPACINST 3540.10 - Periodic Monitoring of Submarines and Support Facilities
COMSUBPACINST 4406.1 - Submarine Supply Procedures Manual
COMSUBPACINST 5400.7 - Submarine Force, U.S. Pacific Fleet Regulations
COMSUBPACINST C5400.30 - Engineering Department Organization Manual
COMSUBPACINST 9460.4 - Submarine Towed Array Operations

COMSUBLANTNOTE C3120 - Submarine Operating Restrictions and Depths Authorizations
COMSUBPACNOTE C3120 - Submarine Operating Restrictions and Depth Authorizations
COMSUBPACNOTE 9086 - COMSUBPAC Engineering Notes and Technical Notes

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FAR 45.306 - Providing Special Tooling
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FAR 45.310 - Providing Agency Peculiar Property
FAR 45.4 - Contractor Use and Rental of Government Property

FAR 45.5 - Management of Government Property in Possession of the Contractor
FAR 45.6 - Scope of Subpart

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NAVSEA STD DWG 803-5000902 - Safety Net, Deck Edge, Steel Frame and Nets
NAVSEA STD DWG 803-5184097 - Safety Net, Deck Edge, Aluminum Frame and Nylon Nets
NAVSEA STD DWG 803-5959209 - Aircraft Deck Tiedown Fittings
NAVSEA STD DWG 804-1213717 - Vehicle Tiedown Deck Fittings
NAVSEA STD DWG 804-5184163 - Trunk Safety Nets
NAVSEA STD DWG 805-1639000 - Deck Screw Reversible Eyebolts
NAVSEA STD DWG 805-1645271 - Portable Davits
NAVSEA STD DWG 805-1916300 - Aircraft Securing and Engine Run-up Fittings
NAVSEA STD DWG 805-2276338 - Cleats
NAVSEA STD DWG 805-921806 - Installation of Planking on Deck Plating
NAVSEAINST 3960.4 - Implementation of Total Ship Test Program for Ship Production
NAVSEAINST 3960.5 - Policy on Ship Testing

NAVSEAINST 4130.9 - Configuration Control Procedures For Preparation of Ordnance Alterations (ORDALTS) to Expendable and Non-Expendable Items
NAVSEAINST 4160.3 - Technical Manual Management Program
NAVSEAINST 4200.17 - Contracting Officer's Representative
NAVSEAINST 4280.2 - Master Agreement for Repair and Alteration of Vessels, Master Ship Repair Agreement (MSRA) and Agreement for Boat Repair (ABR)
NAVSEAINST 4355.7 - Nondestructive Test (NDT) Examiner Qualification and Requalification
NAVSEAINST 4441.2 - Changes to Coordinated Shipboard Allowance List (COSAL); Procedures for

NAVSEAINST 4700.6 - Guarantee Engineer and Industrial Availability Quality Assessment
NAVSEAINST 4700.17 - Preparation and Review of Trouble Reports

NAVSEAINST 4710.6 - Submarine Advanced Equipment Repair Program (AERP); Assignment of Responsibilities for and Administration of
NAVSEAINST 4710.8 - Cost and Performance Reporting for CNO Scheduled Ship Maintenance Availabilities
NAVSEAINST 4710.9 - Requirements for Turnover of Planning Products and Specification Package
NAVSEAINST 4720.14 - Temporary Alterations to Active Fleet Submarines; Control of
NAVSEAINST 4720.15 - Machinery Alterations on HM&E Equipment and Systems
NAVSEAINST 4720.23 - Deep Submergence Systems Temporary Modifications

NAVSEAINST 4730.1 - Shipyard Inspection and Required Conditions of Propulsion Plant Systems (Non-Nuclear) on Nuclear Powered Submarines
NAVSEAINST 4730.2 - Shipyard Inspection and Required Conditions of Propulsion Plant Systems (Non-Nuclear) for Nuclear Powered Surface Ships
NAVSEAINST 4734.1 - NAVSEA Test, Measurement, and Diagnostic Equipment (TMDE) and Calibration Programs

NAVSEAINST 4790.8 - Ship's Maintenance and Material Management (3-M) Manual
NAVSEAINST 4790.14 - Ship Departure and Alteration Completion Reports
NAVSEAINST 4790.17 - Fleet Test and Repair of Shipboard Electronic Equipment
NAVSEAINST 4790.23 - Baseline Project Management Plan (BPMP)

NAVSEAINST 5370.1 - Standards of Conduct and Statements of Affiliations and Financial Interests
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy
NAVSEAINST 5400.108 - Policy for Quality Management of Work on Non-Nuclear Surface Ship Critical Systems
NAVSEAINST 5450.142 - Mission and Functions of the Surface Maintenance Engineering Planning Program Activity
NAVSEAINST C5511.32 - Safeguarding of Naval Nuclear Propulsion Information
NAVSEAINST 5730.1 - Legislative and Congressional Matters

NAVSEAINST 7500.1 - Audits of NAVSEA by External Audit Organizations

NAVSEAINST 9070.1 - Standard Specification for Ship Repair and Alteration Committee
NAVSEAINST C9073.2 - Acoustical Survey of Submarines
NAVSEAINST C9094.2 - Submarine Valve Operation Requirements for Builders and Post-Overhaul Sea Trial Test Dives
NAVSEAINST C9096.2 - Weight and Stability Requirements for Active Submarines

NAVSEAINST C9210.4 - Changes, Repairs and Maintenance to Nuclear Powered Ships
NAVSEAINST 9210.14 - Changes to Submarine Tenders and Destroyer Tenders with Nuclear Support Facilities, Requirements Concerning
NAVSEAINST 9210.23 - Requirements for Naval Nuclear Work at Naval Activities and Private Shipyards - Certification of Work Accomplishment and Data Retention of Associated Records and Retention of Design Records
NAVSEAINST 9210.29 - Nuclear Powered Ships and Prototypes - Responsibilities of Holders of Reactor Plant and Related Manuals
NAVSEAINST 9210.30 - Procedures for Administration of Nuclear Reactor Plant Preventive Maintenance and Tender Nuclear Support Facilities Preventive Maintenance on Ships
NAVSEAINST 9210.31 - Government Procurement Quality Assurance Source Inspection Actions for Shipyard Procured Material Under the Cognizance of NAVSEA 08
NAVSEAINST C9210.34 - All Nuclear Projects - Material Identification and Control Requirements for Naval Nuclear Reactor Plant Piping Systems
NAVSEAINST 9210.39 - Submarine Nuclear Propulsion Plant Operator Welders: Procedures for Maintenance of Qualification
NAVSEAINST 9210.4 - Changes, Repairs and Maintenance to Nuclear Powered Ships
NAVSEAINST 9210.41 - All Naval Nuclear Propulsion Plants - Use of Standard Lubricants and Penetrating Fluid; Requirements for

NAVSEAINST 9210.45 - Reactor Plant Welding and Nondestructive Testing Personnel
NAVSEAINST 9254-1 - Eddy Current Inspection of Condensers and Reboilers on Nuclear Vessels

NAVSEAINST 9304.1 - Shipboard Electrical Cable and Cableway Inspection and Reporting Procedures
NAVSEAINST 9593.1 - Certification Program for Sewage Marine Sanitation Devices in U.S. Navy Surface Ships and Craft

NAVSEALOGCENINST 4355.14 - Receipt Inspection Requirements for Deep Submergence Systems Scope of Certification (DSS-SOC) Stock Program Material

NAVSEANOTE 5000 - Activities Authorized to Perform SUBSAFE, FBW-SCS and DSS-SOC Work

NAVSHIPS 0900-070-6010 - Material Control Standard
NAVSHIPS 0948-045-7010 - Material Identification and Control (MIC) for Piping Systems

NAVSO P-1000 - Navy Comptroller Manual
NAVSO P-3006 - Financial Management of Resources Operations and Maintenance, (Shore Activities)
NAVSO P-3635 - Federal Acquisition Regulation, Section 13, Chapter 312

NAVSUP 484 - Supply Afloat Fleet and Field Packaging Procedures
NAVSUP 5009 (DLAM 4215.1) - Management of Defense-Owned Industrial Plant Equipment
NAVSUP Publication 485 - Afloat Supply Procedures
NAVSUP P2003 - Navy Stock List of Forms and Publications
NAVSUPPUB 437 - Material Required Delivery Date Processing
NAVSUPWSSINST 4355.5 - Level I/Subsafe (LI/SS) Deep Submergence Systems Scope of Certification (DSS-SOC) and Fly-By-Wire (FBW) Stock Program Material Procedures

NMCARS 5201 - Federal Acquisition Regulations System
NMCARS 5219.7 - The Small Business Subcontracting Program

NMCARS 5233 - Protests, Disputes and Appeals
NMCARS 5233.9000 - Documentation of Significant Contract Events
NMCARS 5242 - Contract Administration and Audit Services
NMCARS 5245.302 - Providing Facilities
NMCARS 5245.505 - Records and Reports of Government Property
NMCARS Part 5245 - Government Property

NSTR-99 - Qualification Examination Requirements for Nondestructive Test Personnel

NSWC Philadelphia ltr 9320, Ser 934/010 dated 19 Mar 2001, titled Shipboard Circuit Breaker Maintenance and Overhaul Policy
NSWCCD-71-TR-2001/020 - February 2001 USS SEAWOLF (SSN 21) Class Acoustic Stealth Manual
NSWCCD-SSES 9332-GGTB 11 - General Gas Turbine Bulletin Number 11 (Gas Turbine Fleet Representatives)
NSWCCD-SSES 9352-GGTB 0 - General Gas Turbine Bulletin Number 0 (Technical Directive Zero Index)

NUSC 551 - Handbook for Submarine Antenna Systems

NWP 1-03.1 - Naval Warfare Publication Operational Report

Occupational Safety and Health Act of 1970

ONRINST 5400.1 - Obtaining Waivers Under Office of Naval Research Designation as a Reinvention Laboratory

OPNAV 43P6 - MEASURE Users Manual

OPNAVINST 3000.12 - Operational Availability of Equipments and Weapons Systems
OPNAVINST 3000.15 - Fleet Response Plan
OPNAVINST C3000.5 - Operation of Naval Nuclear Powered Ships
OPNAVINST 3120.28 - Certification of the Aviation Capability of Naval Ships Operating Aircraft
OPNAVINST 3120.32 - Standard Organization and Regulations of the U.S. Navy
OPNAVINST 3120.33 - Submarine Extended Operating Cycle (SEOC) Program
OPNAVINST 3150.27 - Navy Diving Program
OPNAVINST 3540.3 - Naval Nuclear Propulsion Examining Boards
OPNAVINST 3540.4 - Propulsion Examining Boards for Conventionally Powered Ships
OPNAVINST 3960.16 - Navy Test, Measurement, and Diagnostic Equipment (TMDE) Automatic Test Systems (ATS), and Metrology and Calibration (METCAL)

OPNAVINST 4000.57 - Logistic Support of the TRIDENT and POSEIDON Fleet Ballistic Missile (FBM) Systems
OPNAVINST 4100.11 - Navy Energy Usage Reporting System (NEURS)
OPNAVNIST 4440.19F - Policies and Priority Rules for Cannibalization of Operational Equipment and Diversion of Material at Contractor Plants to Meet Urgent Operational Requirements
OPNAVINST 4614.1 - Uniform Material Movement and Issue Priority System
OPNAVINST 4700.7 - Maintenance Policy for U.S. Naval Ships
OPNAVINST 4700.8 - Trials, Acceptance, Commissioning, Fitting Out, Shakedown and Post Shakedown Availability of U.S. Naval Ships Undergoing Construction or Conversion
OPNAVINST 4700.38 - Berthing and Messing During CNO Scheduled Maintenance Availabilities
OPNAVINST 4730.5 - Trials and Material Inspections (MI) of Ships Conducted by the Board of Inspection and Survey
OPNAVINST 4770.5 - General Policy for the Inactivation, Retirement and Disposition of United States Naval Vessels
OPNAVINST 4730.7 - Material Inspection of Submarines Conducted by the Board of Inspection and Survey
OPNAVINST 4780.6 - Policy for Administering Service Craft and Boats in the U.S. Navy
OPNAVINST 4790.4 - Ships' Maintenance and Material Management (3-M) Manual
OPNAVINST 4790.15 - Aircraft Launch and Recovery Equipment Maintenance Program (ALREMP)

OPNAVINST 5090.1 - Environmental and Natural Resources Program Manual
OPNAVINST 5100.19 - Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
OPNAVINST 5100.20 - Shipboard Heat Stress Control and Personnel Protection
OPNAVINST 5100.23 - Navy Occupational Safety and Health (NAVOSH) Program Manual
OPNAVINST C5510.93 - Navy Implementation of National Policy on Control of Compromising Emanations

OPNAVINST C8950.2 - Magnetic Silencing

OPNAVINST 9070.2 - Signature Control Policy for Ships and Craft of the U.S. Navy
OPNAVINST 9080.3 - Procedures for Tests and Trials of Navy Nuclear Powered Ships Under Construction, Modernization, Conversion, Refueling and Overhaul
OPNAVINST 9110.1 - Policy Concerning Submarine Test and Operating Depths
OPNAVINST C9210.2 - Engineering Department Manual for Naval Nuclear Propulsion Plants
OPNAVINST 9220.2 - U.S. Navy Boiler Water and Feedwater Test and Treatment Program (Nuclear Excluded)
OPNAVINST 9220.3 - Propulsion and Auxiliary Plant Inspection and Inspector Certification Program
OPNAVINST 9640.1 - Shipboard Habitability Program

OPNAVINST 11010.20 - Facilities Project Instruction Manual

OPNAVNOTE 4700 - Representative Intervals, Durations, Maintenance Cycles, and Repair Mandays for Depot Level Maintenance Availabilities of U.S. Navy Ships
OPNAVNOTE 4710 - Fleet Depot Maintenance Schedule
OPNAVNOTE 4780 - Service Craft and Boats Accounting Report (SABAR)
OPNAVNOTE 5400 - DNS-33/10U229822 of Sep 10

OSHA 29 CFR 1915 - Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment

Public Law 97-114 - DoD Appropriations Act
Public Law 109-61 - Emergency Preparedness and Response

SECNAV M-5210.1 - Records Management Manual
SECNAVINST 4855.3 - Product Data Reporting and Evaluation Program (PDREP)
SECNAVINST 5239.21 - Department of the Navy Electronic Signature Policy
SECNAVINST 5400.15 - Department of the Navy Research, Development and Acquisition, and Associated Life Cycle Management Responsibilities
SECNAVINST 5430.92 - Assignment of Responsibilities to Counteract Fraud, Waste and Related Improprieties within the Department of the Navy
SECNAVINST 5510.30 - Department of the Navy Personnel Security Program
SECNAVINST 5510.36 - Department of the Navy Information Security Program Regulation

SL720-AA-MAN-010 - Fleet Modernization Program (FMP) Management and Operations Manual

SOBT Video SVT-GT-9336 - Submarine Preservation

SPCCINST 4440.376 - Supply Policies and Procedures for Naval Reactor Plant Parts and Material
SPCCINST 4441.170 - COSAL Use and Maintenance Manual

SSN 21-081-PMS350L-035 - Rotatable Pool Management Plan for the SEAWOLF Class SSN

SSPINST 4720.1 - Policies and Procedures for Alteration of Strategic Weapon System Equipment
SSPINST 5600.11 - Preventive Maintenance Management Program for Strategic Weapon Systems Equipment and Associated Material
SSPINST 8950.2 - Procedure for Fleet Ballistic Missile (FBM)/Strategic Weapons System (SWS) Components During Flash-Deperm Treatment of an SSBN

STARS Users Manual (FMSO P-104)

SUBMEPP Test Procedure 441-5-7001 - SSN 688 Class Submarine, Systems EMI Measurements, Dockside
SUBMEPP 9086-008-814 - TRIPER Information Notebook

SWT 077-01 - Hazardous Waste Produced on Naval Vessels; control
SWT 857-01 - Temporary Galley and Messing Facilities; provide
SWT 857-011 - Temporary Off Ship Berthing Equivalent to BOQ/BEQ; provide

The North American Industry Classification System (NAICS)

Title 10 U.S. Code - Armed Forces

TL130-A1-HBK-010 - MSC Procedures Manual - Maintenance Support Center Library Procedures Manual

TMIN SL700-AB-GYD-010 - Pictorial Guide for Painting Ship’s Interiors

URO-MRC 003

U.S. Navy Regulations Article 1115

APPENDIX B

RESPONSIBILITIES

Fleet Commander

Section	Area of Responsibility	Responsibility
FWD-7.3.1	Life Cycle Maintenance Process for JFMM	• Establish a JFMM Board of Directors (BOD) • Provide final approval and promulgation letter • Provide funding for life cycle maintenance • Approve all Advanced Change Notices (ACN) • Convene periodic JFMM BOD review meetings • Designate Atlantic and Pacific Fleet JFMM Coordinators
II-I-3.3.7.1	Maintenance Policies and Procedures	• Maintain availability intervals and cycles • Inform of changes affecting ship manning requirements • Coordinate as applicable to accomplish availability planning • Implement Docking Officer Qualifications and Certifications • Plan and monitor availability execution • Plan and provide berthing, messing, etc., if necessary
II-I-3.6.1.1	Availability Execution	• Monitor to achieve balance of cost and schedule • Ensure testing of applicable systems is conducted prior to availability completion • Provide berthing, messing, etc., if necessary
IV-3.3.3	Boiler Inspections	• Identify and designate inspection responsibilities • Ensure inspection report is recorded and updated in BIRMIS • Schedule and coordinate inspections to avoid unnecessary opening of boilers • Ensure availability of “school ships” • Suspension of SGPIs who fail to comply with requirements of certification • Administer and control TYCOM pre-test program • Host semi-annual SGPI seminars • Provide qualified SGPI when requested
IV-23.2.2.3	Gas Turbine Engine Inspection	• Identify and designate fleet activities having inspection responsibilities • Maintain a base of MGTIs • Ensure availability of “school ships” to support MGTI training • Host semi-annual MGTI seminars

Section	Area of Responsibility	Responsibility
V-I-1.2.1	Organizational Responsibilities	• Promulgate QA Program through guidelines of Volume V of JFMM • Promote use of Volume V of JFMM by TYCOMs • Ensure the scope of training through fleet schools provides the necessary skills • Jointly authorize changes to Volume V of JFMM • Review TYCOM QA program by annual conference • Assessments of FMAs and RMCs occur in accordance with Volume IV, Chapter 2, paragraph 2.1.1
VI-6.4.1	Industrial Plant Equipment	• Review all PEPs • Prioritize and assign project number to PEPs • Forward information regarding PEPs to submitting activities
VI-8.2.1	Miniature/Micro-miniature Electronic Repair Program	• Operationally administer 2M and module test repair programs • Inspect and certify 2M repair facilities and technicians • Ensure all 2M maintenance actions are documented
VI-9.2.1	Metrology and Calibration Program	• Operationally administer METCAL program • Ensure calibration performed at lowest level practical • Monitor effectiveness of programs • Chair working groups and committees • (Surface) Establish SISCAL program • Provide funding for calibration and testing of TAMS (exceptions)

Section	Area of Responsibility	Responsibility
VI-35-3.1	RMC I-Level Maintenance Capabilities	• Approve changes, additions and deletions to the I-Level Capabilities Matrix • Approve recommended changes to the NAMTS NEC At-Sea Requirements Matrix • Approve and forward, with endorsement, NAMTS NEC modifications as developed and recommended by CNRMC • Review, approve and submit Billet Change Requests developed by CNRMC to support sea/shore rotation requirements • Request additions and deletions to the I-Level capabilities and/or corresponding capacities at each RMC based on utilization metrics and written Business Case Analysis to the cognizant Fleet Commander • Ensure full utilization of the full range of organic RMC I-Level capability • Establish and communicate work priorities to CNRMC and cognizant RMCs. Resolve work priority conflicts as necessary • Regularly assess NAMTS maintenance skills required on respective afloat units • Approve CNRMC recommended, or recommend additional changes to specific NAMTS maintenance skills and required training for billets on respective afloat units • In collaboration with CNRMC, review and recommend NAMTS NEC At-Sea Requirements Matrix revisions to the cognizant Fleet Commander(s) • Review and approve establishment and disestablishment of MATs, as recommended by CNRMC. Optimize utilization of MATs capacity within existing total I-Level workload in each cognizant RMC
VI-42.6.1	Material Assessment	• Maintain a common material assessment process and policy • Be the Fleet's advocate and single point of contact for all material assessment issues • Provide and support a standard material assessment tool set • Review the personnel and monetary resources required • Establish minimum standards of continuous program improvements

Type Commander (TYCOM)

Section	Area of Responsibility	Responsibility
FWD-7.3.2	Life Cycle Maintenance Process for JFMM	• Review and evaluate JFMM changes (21 days) • Notify Fleet Commanders of changes which affect ship and personnel safety • Review ACNs and forward to Fleet Commanders • Review and endorse all change packages • Designate representatives of JFMM BOD • Identify changes to JFMM distribution list
II-I-3.3.7.2	Maintenance Policies and Procedures	• Coordinate scheduling of availabilities with Fleet Commander • Initiate required budgetary actions • Coordinate work assignments between FMA and industrial activity • Seek resolution of technical problems and coordinate requirements for modernization and repair • Authorize AWPs prepared by SUBMEPP • (Submarines) Coordinate interface 3-M system with PMR scheduling and feedback • Designate representative for WDC/PRC and pre-arrival conference • Recommend to CNO any high priority fleet modernization • (Submarines) Send a Sea Trials Support Services message, if required • (Submarines) For minor maintenance availabilities, send a Waiver of Escort Requirements message when requested by the ISIC • Conduct QA audit of Ship's Force and FMA CWPs • (Submarines) For major availabilities send message for Fast Cruise, Sea Trials and Unrestricted Operations • (Submarines) For availabilities less than six months issue required message for Sea Trials
II-I-3.3.7.3a (All Ships)	Maintenance Policies and Procedures	• Assist TYCOM and SUBMEPP in preparation of AWP • Monitor corrective maintenance action taken • Schedule and conduct inspections of Forces Afloat • Monitor progress of CNO maintenance availabilities • Ensure that a MOA is executed prior to availability start

Section	Area of Responsibility	Responsibility
II-I-3.3.7.3b (Submarines Only)	Maintenance Policies and Procedures	• Ensure timely accomplishment and reporting of PMR maintenance actions on assigned ships • Ensure industrial activities and ships maintain current copies of Maintenance Standards, PMR schedules and PMR inventories • Review Ship's Force submitted deferrals for industrial activity assistance • Ensure industrial activities provide the 3-M and Maintenance Standards feedback • Request assistance from SUBMEPP as necessary in resolving problems with PMR scheduling and software • Report to SUBMEPP the inability to perform PMRs • Designate an Availability Coordinator • Provide updated Sea Trials status • For minor CNO availabilities, issue the required messages for Sea Trials escort requirements/waiver of escort requirements
II-I-3.3.7.3c (Surface Force Ships Only)	Maintenance Policies and Procedures	• In coordination with the RMC Chief Engineer, submit Change Deferral Requests and Change Notifications to SURFMEPP • Coordinate with SURFMEPP to update the AWP • Coordinate meetings as required at key milestones and as required to support resolution of major issues
II-I-3.6.8.3.11d	Availability Completion Prerequisites	• Issue message to the ship certifying the FBW SCS and authorizing FBW SCS unrestricted use
II-I-3.6.8.4.1c	Responsibilities for trials and inspections	• Schedule Fleet Commander PORSE • Provide Fast Cruise, Sea Trial and completion prerequisites to the ship • Assign material representatives to embark for trials • Inform CNO and Fleet Commander of trials • Provide escorts as required • Conduct ship salvage inspection • Approve Sea Trial Agenda • Report crew readiness and request authorization for critical ops • Report status of SUBSAFE boundary conditions and authorization of Sea Trials • Report status of SUBSAFE certification and authorize URO to test depth • Authorize underway operation of the FBW SCS • Issue a message to the ship authorizing FBW SCS unrestricted use in support of submarine unrestricted operations

Section	Area of Responsibility	Responsibility
II-II-2.5	Milestones	• Obtain technical adjudication for any Baseline AWP items prior to the removal of any Baseline AWP item from the work package.
IV-2.4.1	FMA Assessment	• Promulgate assessment schedule • Forward precepts letter or message to FMA's Commanding Officer • Conduct in-brief and out-brief with designated personnel • Issue assessment report
IV-5.3.1	Marine Sanitation Devices	• Ensure surface ships participate in pollution abatement program • Ensure MSD systems are properly installed, operated and maintained
IV-16.2.3	Aircraft Launch and Recovery Systems	• Provide ALRE Maintenance Management Teams to conduct assist visits and annual audits of all units
IV-17.3.3	Steam Catapult Inspection	• Provide or arrange for certified SGPIs to perform inspections • Coordinate inspections of all catapult accumulators and support systems • Assist COs in arranging for corrective action of deficient items • Review the SCIRMIS
IV-26.2.1	Board of Inspection and Survey Material Inspections Policy	• Act as cognizant authority for conduct of INSURV inspections • Nominate active ships for MIs by the INSURV board • Schedule inspections/assessments within 60 days of MI • Review Safety Survey results and corrective action status report • Track and work to resolve historical issues identified by INSURV • Coordinate with the ISIC to disseminate the best practices and lessons learned
IV-27.3.3	Steam Reboiler Inspection	• Arrange for certified SGPIs to perform inspections • Schedule inspections of all Steam Reboilers and support systems. Coordinate the inspections. • Assist Commanding Officers in arranging corrective action of deficient items beyond the capability of Ship's Force to perform. Monitor follow-up action to correct deficiencies. • Review the RIRMIS to ensure deferred inspection deficiencies are entered into the CSMP

Section	Area of Responsibility	Responsibility
V-I-1.3.1	Organizational Responsibilities	• (Submarines) Obtain NAVSEA approval for exception to REC requirements • Administer a departure from specification system • Perform assessment of nuclear FMAs annually • (Submarines) Perform assessment of ISICs annually • Perform assessment of FMA's non-nuclear programs annually • Perform random, unannounced assessments and monitor visits • Review and evaluate FMA and ISIC reports of corrective actions • (Submarines) Maintain system to provide SUBSAFE certification • Provide annual self evaluation of QA program • Evaluate and analyze proposed changes to this volume • (Submarines) Perform annual SUBSAFE/Scope of Certification awareness training • (Submarines) Develop and implement necessary instructions and procedures to meet requirements of reference (a) • (Submarines) Maintain FBW SCS certification • Approve at-sea testing developed by the ISEA following Upgrades/Alterations or Major Repair Work • Issue a message to the ship certifying the FBW SCS and authorize FBW SCS unrestricted use in support of Submarine unrestricted operations
V-I-9.3.4	Assessments	• Conduct annual assessments of ISICs and FMAs
V-III-1.2.1	Organizational Responsibilities	• Obtain SCA approval for REC requirements in SOC systems • Administer DFS system • Perform assessment of ISICs responsible for DSSs annually • Perform random, unannounced Sustaining Activity Quality Assurance assessments • Perform an annual self evaluation of the QA program • Evaluate and analyze proposed changes to JFMM Volume V • Recommend to SCA suspension and reinstatement of DSS certification • Perform annual SOC awareness training

Section	Area of Responsibility	Responsibility
VI-4.8a	Shipboard Electromagnetic Compatibility	• Coordinate to identify, solve and correct operational EMI deficiencies • Arrange for SEMCIP services when required • Review and authorize documents prepared by technical agencies • Evaluate comments and recommendations regarding EMI reduction • Ensure FMA and RMC have technicians to support EMI surveys
VI-5.2.4	Deficiency Documentation and Reporting	• Validate, screen and broker all 4790/2Ks • Broker all 4790/2Ks associated with any outstanding C3/C4 CASREP during the next scheduled maintenance availability • Approve any planned delay of action on a CASREP • Enforce compliance with the policy of updating a CASREP
VI-6.4.2	Industrial Plant Equipment	• Review PEPs for technical accuracy and completeness • Review PEPs for conflicts with other maintenance actions • Prioritize PEPs and evaluate each project to ensure compatibility with capability requirements and site configuration • Forward approved requests and return unapproved requests • Schedule annual assessment and coordinate repairs
VI-8.2.2	Miniature/Micro-miniature Electronic Repair Program	• Coordinate and manage 2M program • Monitor effectiveness of 2M program • Implement progressive repair procedures • Coordinate logistic support, outfitting requirements and deployment priorities • Monitor 2M certification status • Schedule 2M certifications in conjunction with C5RA/TSRA • (Aircraft Carriers) Conduct MTRF in accordance with reference (e)

Section	Area of Responsibility	Responsibility
VI-9.2.2	Metrology and Calibration Program	• Assign a METCAL program single point of contact • Submit TAMS allowance change requests to TAMS allowance manager • Redistribute excess TAMS • Provide properly trained personnel to authorized calibration activities • Periodically perform Quality Assurance reviews of laboratories • Manage calibration overflow program • Ensure Regional Loan Pools are established • Evaluate FMA/Regional Calibration Laboratories • Coordinate for SCAT assignments and SPETERL revisions • Assign Fleet Commander representatives
VI-11.5.1	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	• Coordinate all aspects of advanced planning • Authorize all new industrial work items • Authorize growth in existing industrial work item • Provide funding for authorized work • Monitor and approve changes in established milestones • Direct action when quality or completeness of industrial activity work is in question
VI-12.3.2.1	Degaussing (ships with installed degaussing systems)	• Monitor degaussing readiness of assigned ships • Ensure ships “check range” as required • Issue waivers to check ranging and deperming requirements if necessary
VI-12.4.1.1	Degaussing (submarines without installed degaussing systems)	• Ensure that ships check range as required • Issue waivers to check ranging and deperming requirements if necessary • Schedule ships with unsatisfactory magnetic signatures for flash deperming
VI-13.4.3d	Coating System Inspections	• Employ NACE Certified Coating Inspectors to train and assist Ship’s Force with coating system inspections
VI-16.2.2.1.3	Habitability Improvement/ Self Help Responsibilities	• Develop Long Range Plan, establish priorities for attainment of standards • Plan, schedule, coordinate and monitor projects • Authorize, budget and fund habitability program

Section	Area of Responsibility	Responsibility
VI-19.2.1.1	Ship Maintenance and Material Management	• Afloat Maintenance Data System • Ashore Maintenance Data System • Alteration Management System • (Submarines) TFBR Screening • Maintain Assessment Data File • PMS Scheduling System • CSMP • Provide Program Enhancement Requirements • Master Job Catalog
VI-24.7.1	Periodic Maintenance Requirement Program	• Provide overall scheduling system for accomplishment of PMRs • Perform periodic audits of ISICs and FMAs • Provide guidance to ISICs obtaining NAVSEA concurrence
VI-25.3.1	Unrestricted Operations	• Perform periodic audits of ISICs and FMAs • Provide guidance to ISICs when deviating from schedules due to DFS requests
VI-27.3.1	Scheduled Preservation Upkeep Coordinated Effort	• Administer the SPRUCE program • Maintain and distribute file of SPRUCE lessons learned
VI-31.3.4	Surface Ship Maintenance Placement and Oversight Business Rules	• Establish force maintenance policies and directives • Provide list of Fleet Alteration requirements for execution year as input to RMC business plan • Issue spending controls to RMC and update on quarterly basis • Has authority to recapture spending controls previously issued, as a last resort • If not funding an availability, must approve removal of funds before RMC initiates this action • Evaluate Maintenance and Modernization Business Plan adjustment requests • Evaluate RMCs end of month financial status report

Section	Area of Responsibility	Responsibility
VI-33.2.3	MMBP Responsibilities (Surface Force Ships only)	• Align Surface Warfare Enterprise processes with established waterfront support organizations and establish the readiness and cost control processes • Support the ISIC with warships ready for tasking • Assess current readiness, analyze metrics across ships of a class, examine class trends, determine root causes, establish lessons learned and provide recommendations and solutions • Provide the NSA with Target Controls in March of each year • Establish Force maintenance policies, directives and authorize the NSA to execute those policies and directives • Ensure the established modernization plan is accurate and issue Fleet Alteration Letters of Authorization • Validate MMBPs and promulgate approved CNO availability and Continuous Maintenance funding controls • Provide the RMCs with Target Controls in March of each year
VI-33.2.4	MMBP Responsibilities (Aircraft Carriers and Submarines)	• Establish Force maintenance policies and directives and authorize the NSA to execute them • Ensure that established modernization plan is accurate and issue Fleet Alteration Letters of Authorization • Final approval of all MMBPs
VI-33.4.2	Initial Budget Guidance (March)	• Establish an initial estimate of the expected funding controls for the next Fiscal Year • Develop a common maintenance funding strategy • Establish initial TYCOM Target Controls for each ship's CNO Availability and each ship's CM budget • Ensure Letters of Authorization accurately reflect the modernization plan
VI-33.4.4	Execution Strategy Adjustments (May)	• Determine if adjustments to the TYCOM Target Controls are required
VI-33.4.6	Approve MMBPs (July)	• Approve MMBPs and promulgate final approved CNO availability and CM controls • Provide final CNO budget controls and CM controls to the Maintenance Teams
VI-33.4.7	Submit Phasing Plans (August)	• Submit Phasing Plans to the Fleet Commander

Section	Area of Responsibility	Responsibility
VI-37.5c	Regional Maintenance Center Passive Countermeasure System Support Requirements	• Coordinate in identifying, solving and correcting PCMS deficiencies • Refer all PCMS related Departures from Specifications to NAVSEA for adjudication • Fund PCMS RIPs to provide for the additional RMC labor and materials • Ensure that proper corrosion control procedures are employed • Review and authorize documents that contain procedures relative to PCMS • Evaluate comments and recommendations regarding Fleet PCMS program
VI-38.3.1	DSS Hull Integrity Procedures	• Perform periodic audits of ISICs and FMAs • Provide guidance to ISICs for DFS request and resolution
VI-40.5.1	(SUBS) Messages	• Review (SUBS) message traffic • Assist and support the ISIC • Track (SUBS) messages initiated by the TYCOM department generating the message • Track (SUBS) messages generated by submarines under its cognizance
VI-41.2.3d	Maintenance Team	• Enter CNO availabilities, assessments, associated routine tasks and authorized Fleet and Programmed Alterations into the appropriate Maintenance Automated Information System
VI-41.4	Planning Process Support	• Provides planning process support in the planning and execution of engineered maintenance
VI-41.5	Planning Board for Maintenance	• Attend regularly scheduled meetings to discuss ship-wide maintenance issues
VI-42.6.2	Material Assessment	• Schedule and authorize material assessments • Define the scope of material assessment • Provide funding for execution and support • Conduct periodic reviews of the material assessment process • Establish standards of effectiveness to ensure program improvement • Evaluate unit's ability to self assess and report training deficiencies

Immediate Superior in Command (ISIC)

Section	Area of Responsibility	Responsibility
I-2.5.1	Pre-Commissioning	● Provide crew support prior to initial man-up ● Conduct an inspection of the crew at the building yard ● Conduct periodic monitoring of ships ● Ensure personnel arrive in support of initial crew man-up ● Conduct a Habitability Inspection ● Make recommendations to the TYCOM for placing the ship "In Service" ● Contact TYCOM Metrology and Calibration Point of Contact to verify if establishment of Field Calibration Activity Request has been submitted ● Ensure that assigned New Construction Units operate and maintain installed diesel engines ● (Nuclear Powered Ships only) Conduct a Pre-RSE of the Engineering/Reactor Department ● (Nuclear Powered Ships only) Review Pre-RSE findings, the CO's training plan and progress evaluations ● (Submarines only) Prior to Fast Cruise, report ship's preparations to assume responsibility for Re-entry Control ● (Submarines only) Schedule salvage inspections ● (Submarines only) Designate the salvage inspection team ● For CVNs, conduct crew certification ● For all other hulls, conduct Phase I crew certification ● Conduct Phase II crew certification ● Conduct a material inspection of the ship ● Report satisfactory completion of the inspections to the TYCOM ● Message reporting requirements

Section	Area of Responsibility	Responsibility
I-2.5.2	Post Shakedown Availability	• Conduct periodic monitoring • (Nuclear Powered Ships only) Conduct a Pre-critical inspection of the Engineering/Reactor Department • Witness and certify to the TYCOM that the state of crew training is satisfactory for at-sea operations • (Aircraft Carriers only) Receive from the CO/Supervising Authority the scope, schedule and agenda of the tests for Sea Trials for review and approval • Arrange for the embarkation of technical personnel to observe tests or trials • Arrange for the assignment of operating areas and communications frequencies • (Submarines only) Schedule a salvage inspection • (Submarines only) Prior to Fast Cruise, audit Ship's Force Re-Entry Control and Departure from Specification records • (Submarines only) Conduct a material inspection consisting of a vertical audit of Ship's Force and FMA SUBSAFE work and URO completion status • Advise the TYCOM if deficiencies exist and/or extension of time is required to correct training/material deficiencies
I-3.3.1d	Arrival Assist	• Inform the TYCOM in the event that progress in preparations is evaluated as unsatisfactory
I-3.3.2b	Periodic Monitoring/ Inspections/Visits	• Determine the extent, type and frequency of periodic monitoring inspections and visits
I-3.3.2d	Periodic Monitoring/ Inspections/Visits	• Advise the TYCOM of situations where the completion of Key Events is in jeopardy
I-3.3.3c	Pre-RSE Safeguard Examination	• (Nuclear Powered Ships only) Schedule the Pre-RSE approximately six to eight weeks prior to criticality
I-3.3.3d(3)	Pre-RSE Safeguard Examination	• Initiate arrangements for the participation of TYCOM Staff members at least one month prior to the inspection date
I-3.3.11	Habitability Inspection	• Conduct Habitability Inspection
I-3.3.14a	Light-Off Assessment	• Determine if ship's training procedures and status support safe plant operations
II-I-3.3.7.3a (All Ships)	Maintenance Policies and Procedures	• Assist TYCOM and SUBMEPP in preparation of AWP • Monitor corrective maintenance action taken • Schedule and conduct inspections of Forces Afloat • Monitor progress of CNO maintenance availabilities • Ensure that a MOA is executed prior to availability start

Section	Area of Responsibility	Responsibility
II-I-3.3.7.3b (Submarines Only)	Maintenance Policies and Procedures	• Ensure timely accomplishment and reporting of PMR Maintenance • Ensure industrial activities and ships maintain current copies of Maintenance Standards, PMR schedules and inventories • Review Ship's Force submitted deferrals for industrial activity assistance • Ensure industrial activities provide 3-M and MS feedback for analysis by SUBMEPP • Request SUBMEPP assistance as necessary for assistance with PMR scheduling and software • Report to SUBMEPP inability to perform PMRs • Designate Availability Coordinator • Provide updated Sea Trials status to COMSUBDEVRON FIVE • For minor CNO maintenance availabilities issue required messages as applicable
II-I-3.3.7.3c (Surface Force Ships Only)	Maintenance Policies and Procedures	• In coordination with the RMC Chief Engineer, submit Change Deferral Requests and Change Notifications to SURFMEPP • Coordinate with SURFMEPP to update the AWP • Coordinate meetings as required at key milestones and as required to support resolution of major issues

Section	Area of Responsibility	Responsibility
II-I-3.6.1.2	Availability Execution	● Authorize new items and growth industrial work items ● Monitor and approve all changes in established milestones ● Issue direction when the quality or completeness of industrial work is in question ● Monitor off-ship crew messing and berthing arrangements ● Notify the TYCOM when essential Ship's Force work cannot be completed on the scheduled contract date ● (Surface Force Ships only) Assess and monitor shipboard conditions ● (Submarines only) Assess and monitor shipboard conditions ● Monitor Ship's Force preparations for LOA ● (Nuclear Powered Ships only) Conduct a Pre-Critical Inspection of the Engineering Department ● (Submarines only) Schedule a salvage inspection by the Forces Afloat ● Conduct a formal Phase I crew certification inspection(s) of the Ship's Force ● (Submarines only) Prior to Fast Cruise, conduct a formal audit of Ship's Force, Re-Entry Control, Departure from Specification Records and CSMP ● Conduct Phase II crew certification ● Conduct a material inspection of the ship ● Report satisfactory completion of inspections to the TYCOM ● Receive schedule and agenda of tests for Sea Trials for review and approval ● (Submarines only) Prior to Sea Trials, report material certification of the ship by message ● Monitor the progress of the availability ● If required, initiate Operating Cycle Extension Assessment
II-I-3.6.8.3b(5)(d) (Submarines Only)	Trials, Inspections and Certification Minor Availabilities	• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work
II-I-3.6.8.3b(6)(c)	Trials, Inspections and Certification Minor Availabilities	• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work
II-I-3.6.8.3.9	Sea Trials	• Authorize the ship to get underway for Sea Trials. Notify TYCOM of satisfactory completion of Fast Cruise
II-I-3.6.8.3.11c	Availability Completion Prerequisites	• Certify to TYCOM material condition of parts of ship installed, repaired and/or tested by the ISEA activity

Section	Area of Responsibility	Responsibility
II-I-3.6.8.4.1d	Trials and Inspections	• Conduct periodic monitoring of ships • Conduct a Pre-Critical Inspection of the Engineering Department • Schedule a salvage inspection • Conduct a formal Phase I certification inspection of the ship's company • Prior to Fast Cruise, conduct a formal audit of Ship's Force REC and DFS records and CSMP • Witness and certify to the TYCOM that the state of crew training is satisfactory for at-sea operations • Conduct a material inspection of the ship • Report satisfactory completion of inspections to the TYCOM • Review the scope, schedule and agenda of tests for Sea Trials • Prior to Sea Trials, report the material certification of the ship to the TYCOM • Advise the TYCOM of escort requirements • Arrange for SRDRS to be on "modified alert" during Sea Trials • Provide updated Sea Trials status to COMSUBRON ELEVEN if "mod-alert" support services are in use • Provide an operation order • Arrange for the embarkation of technical personnel • Arrange for assignment of operating areas and communications frequencies • Assign a submarine qualified officer to act as TYCOM representative embarked during Sea Trials • When authorized by the TYCOM, grant permission for the Ship's CO to commence Sea Trials • Upon completion of Sea Trials, report to the TYCOM the status of Forces Afloat work performed within the SUBSAFE boundary
II-I-3.6.8.4.7b(5)	Sea Trials	• Designate a minimum of one officer qualified in submarines and ensure a sufficient number of officers qualified in submarines will be embarked during the escort duty

Section	Area of Responsibility	Responsibility
II-I-4.4.1.1	Common Elements	• Coordinate scheduling of availabilities at LMAs • Monitor corrective maintenance action • Schedule and conduct inspections • Monitor progress • Initiate budgetary actions for funding availabilities • Alterations identified by priority based on material availability • Identify routine packages • Review results of monitoring inspections and testing • Identify special evolutions • Issue availability planning message • (Submarines) Ensure PMR and URO MRC actions are identified • (Submarines) Send Sea Trials Support Services message • (Submarines) Provide updated Sea Trials Status • (Submarines) Identify key events for each CMAV • (Submarines) Monitor Ship and Executing Activity preparations to transition to a CMAV period
II-I-4.5.4	Ship Certification Prior to Underway	• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work
II-I-4.9.1	Interim Drydocking/Pre-Inactivation Restricted Availabilities (Submarines)	• Authorize new items and growth industrial work items • Monitor and approve changes in established milestones • Issue direction when Industrial Activity work is in question • Notify TYCOM when Ship's Force work can not be completed • Periodically monitor and assess shipboard conditions • ISIC QA officer will conduct audit of Ship's Force Re-entry Control and Departure from Specification Records • Conduct material inspection prior to Fast Cruise
IV-3.3.6	Boiler Inspections	• Maintain overall cognizance of SGPI Program • Schedule routine inspections • Arrange for availability of SGPI during CAI • Monitor follow-up action • Assist COs in arranging for corrective action when requested

Section	Area of Responsibility	Responsibility
IV-14.2.3	Magazine Sprinkler Inspection Requirements	• Ensure scheduling of Shipboard Explosive Safety Inspection • Follow-up on all discrepancies posted by verification activity • Act as sole grantor of all magazine sprinkler systems re-certification
IV-18.3.1	Submarine Salvage Inspection	• Submarine Salvage Inspection
IV-21.2.1	Submarine Oxygen Generating Plants	• Ensure assigned units are in compliance with paragraph 21.1.1 • Conduct periodic inspections and audits • Ensure PMT inspectors perform material inspections of the ship's EOGs
IV-23.2.2.6	Gas Turbine Engine Inspection	• Monitor the follow-up action to correct noted discrepancies by randomly sampling ship's files and reports • Assist Commanding Officers in arranging for corrective action items beyond the capability of Ship's Force
IV-26.2.2	Board of Inspection and Survey Material Inspections Policy	• (Surface Force Ships only) The ISIC, if deployed, will request assistance with inspection preparations • Monitor ship's preparation for MI • Surface Ships ISIC conduct an inspection readiness assessment prior to submitting reports • Ensure post inspection reporting procedures followed • Attend post-INSURV inspection critiques • Ensure subordinate commands are prepared for scheduled INSURV • Ensure ship is prepared to discuss deficiencies not corrected and items removed from CSMP • Ensure preparation for the sequence of accomplishing inspection underway demonstrations is conducted in advance of inspection • Monitor reporting and correction of MI deficiencies

Section	Area of Responsibility	Responsibility
V-I-1.4.1	Organizational Responsibilities	• Organize and implement a QA program • (Submarines) Organize and implement program to verify performance of required maintenance • Organize and implement a work request screening process • (Submarines) Review Ship's Force Controlled Work Packages • (Submarines) Ensure ship's certification continuity report is received before ship is underway • Review and sign MOA • (Submarines) Administer a DFS system • Monitor QA program and procedures • Schedule and conduct QA program assessment • Review and endorse TYCOM audit report • Conduct periodic monitoring of Ship's Force work and QA program • (Submarines) Perform annual SUBSAFE/SOC/FBW SCS awareness training • (Submarines) Conduct oral interview with Ship's Force relieving QAO • Ensure fact-finding critiques are held to establish causes of errors during maintenance • Provide sufficient time for crew training during Upgrades/Alterations or Major Repair Work on the FBW SCS • Conduct FBW SCS certification audits • Report by message, crew readiness and verification from the ISEA/activity performing work that work necessary for at-sea testing is complete • Certify to the TYCOM the FBW SCS material condition of parts installed, repaired and/or tested by the ISEA is satisfactory • Transmit a Submarine Material Transfer Message to the gaining ISIC for deploying/ deployed submarines when the unit out chops
V-I-2D-1	Formal Work Package Approval	• Review Ship's Force and RMC/FMA prepared CWPs • (Submarines) At the end of every FMA upkeep, verify all SUBSAFE deficiencies in the ship's CSMP have been corrected or have an appropriate DFS • (Submarines) Prior to submerged underway operations when submarines are in a port with an ISIC, the ISIC QAO shall complete a QA Pre-Underway Checklist
V-I-5.13.4c	Objective Quality Evidence to Support Controlled FBW SCS Work	• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work

Section	Area of Responsibility	Responsibility
V-I-8.3.1g and V-I-8.3.7e(2)	Departure from Specification Procedures	• Provide the Job Control Number and Departure serial number for Departures initiated by a depot level activity
V-I-9.3.3	Assessments, Audits and Surveillance	• Schedule and conduct a QA Program assessment of all assigned ships • Conduct additional periodic audits and surveillance • Conduct 100% audit of CWPs for SUBSAFE work accomplished by Forces Afloat • Conduct audit of UROs assigned to Forces Afloat • Conduct review of all outstanding Forces Afloat DFSs • Vertical audits of all Forces Afloat CWPs • Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work
V-III-1.2.2	Organizational Responsibilities	• Organize and implement a QA program • Organize and implement a program to verify performance of required maintenance • (Submarines only) Organize and implement a work request screening process • Ensure DSS certification continuity report is received and reviewed before DSS manned use • Review and approve User/Sustaining Activity requests prior to conducting manned operations • Review and sign the Memorandum of Agreement • Administer a DFS system • (Submarines only) Monitor the QA program and procedures of assigned FMA and monitor corrective actions • (Submarines only) Schedule and conduct a QA program assessment • (Submarines only) Review and endorse TYCOM audit report of assigned FMA(s) • Conduct periodic monitoring of Ship's Force work and QA program • Properly maintain certification on assigned DSS • Review and evaluate User/Sustaining Activity reports of corrective action • Ensure Sustaining Activities perform internal surveys • Ensure Sustaining Activities process requests for sustaining certification • Perform QA assessments associated with the DSS and host submarines • Route appropriate DSS SOC DFSs for approval • Conduct vertical audit of assigned DSS unit's OQE • Perform annual SOC awareness training • Ensure fact-finding critiques are held

Section	Area of Responsibility	Responsibility
VI-3.2.1	Submarine Fleet Modernization Program	• Inform FMA of upcoming availabilities • Monitor FMA modernization and availability planning • Establish installation priorities • Ensure no action is taken to accomplish alterations which are not authorized for accomplishment • Maintain a file of alteration briefs • Assist units in preparation of alteration requests • Identify deficiencies and changes to hull applicability of alterations • Ensure only TYCOM authorized or partially completed alterations appear on CSMP • Ensure MJC contains all alterations authorized for accomplishment • Ensure all OPNAV4790/CKS are collected 3 days prior to end of availability • Ensure RPCCRs are distributed to ship's CO • Ensure situational alterations are accomplished • Inform ships of alterations planned during an availability • Verify reports of alteration completions during CNO availabilities • Ensure Forces Afloat alterations are completed to maximum extent prior to CNO availability • For deploying units, provide to FMA a list of alterations to be completed during deployment upkeep • Allocate portion of FMA ROV for procuring alteration material for installation by Forces Afloat • Before installation begins, ensure MOA is in place for any alteration accomplished by industrial activity • Ensure installation of TEMPALTs/OPALTs is in accordance with reference (f) • Ensure alteration by AIT in accordance with reference (g) • Ensure FMA obtains TYKITs RFI • Ensure category "A" A&I's completed within 12 months of the date of authorization • Ensure that category "B" A&I's are completed within 24 months of the date of authorization • Prepare and forward TAMs • Ensure FBW SCS alterations in accordance with reference (h)
VI-5.2.2	Deficiency Documentation and Reporting	• Screen and technically review all submitted 4790/2Ks • Technically review all submitted CASREPs

Section	Area of Responsibility	Responsibility
VI-8.2.2	Miniature/Micro-miniature Electronic Repair Program	• Coordinate and manage 2M program • Monitor effectiveness of 2M program • Implement progressive repair procedures • Coordinate logistic support, outfitting requirements and deployment priorities • Monitor 2M certification status • Schedule 2M certifications in conjunction with C5RA/TSRA • (Aircraft Carriers) Conduct MTRF in accordance with reference (e)
VI-9.2.4	Metrology and Calibration Program	• Monitor calibration readiness status within their respective organizations • Monitor effectiveness of electronic and SGCP FCAs • Ensure that ships with FCAs extend their service to other ships in company • Ensure each ship has necessary standards, documentation and trained personnel to maintain certification • Coordinate resolution of calibration problems • (Submarines) Ensure each activity supports the TYCOM Calibration Program of Record • (Submarines) Support and participate in the TYCOM's CTRA process
VI-11.5.2	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	• Review overhaul progress reports • Review Ship's Force and FMA concurrent work • Ensure directives are followed concerning safety • Attend Sea Trial and overhaul completion review conferences • Assist in all aspects of planning and monitoring of industrial availabilities
VI-12.3.2.1	Degaussing (ships with installed degaussing systems)	• Monitor degaussing readiness of assigned ships • Ensure ships "check range" as required • Issue waivers to check ranging and deperming requirements if necessary
VI-12.4.1.1	Submarines Without Installed Degaussing Systems	• Ensure ships "check range" as required • Schedule ships with unsat magnetic signatures for flash deperming • Issue waivers to check ranging and deperming requirements if necessary
VI-19.2.1.3	Ship Maintenance and Material Management	• Designate 3M Officer
VI-22.2.2.3b.	Unplanned TRIPER Change Out	• Assign the job to an FMA

Section	Area of Responsibility	Responsibility
VI-23.3.1	Submarine Noise Reduction	• Assign a Staff Noise Reduction Officer • Oversee and supervise Noise Reduction Program within Squadron • Submit requests for Beartrap Acoustic Radiated Trials • Schedule acoustic surveys during operating cycles of submarines • Recommend and/or authorize corrective actions • Review records, results, procedures and equipment during material readiness inspections • Schedule divers for underwater hull and propeller surveys • Report propeller replacements • Ensure support personnel trained in noise reduction
VI-24.7.3	Periodic Maintenance Requirement Program	• Schedule and ensure completion of PMR work within planned periodicity in the CMP • Calldown all PMRs planned for accomplishment into the CSMP by availability dates • Maintain auditable records of PMR accomplishment for each submarine • Maintain automated database of Logistic Data System, Planned/Refit Maintenance Management System • Notify SUBMEPP Code 1814 of non-receipt of quarterly PMR Inventories and schedules • Keep local scheduling system correct and accurate • Make every attempt to accomplish PMRs on or before the next scheduled due date. Ensure PMRs not completed by SUBMEPP due date are rescheduled • Ensure all I-Level PMRs are scheduled for accomplishment by FMA prior to end of availability • Review completed AWRs prior to closeout • Transfer PMRs to other FMAs as necessary • Non-scheduled repairs of PMR components • Provide assigned ship's training in TYCOM PMR scheduling system

Section	Area of Responsibility	Responsibility
VI-25.3.3	Unrestricted Operations	• Maintain auditable records of URO MRC accomplishment • Perform periodic audits of assigned FMAs • Maintain a file of current URO MRC inventories and schedules as provided by SUBMEPP • Coordinate accomplishment of URO MRCs in accordance with SUBMEPP provided PMR inventories and schedules. Monitor the URO MRC/DSS HIP Status Web Site periodically • Control input of SUBMEPP scheduling file • Ensure all URO MRC requirements are in the CSMP • Request approval from TYCOM for deviations from required periodicities • Establish procedures to affect routing of completed AWRs • Ensure accomplishing activity immediately reports conditions that would result in reduced inspection periodicity • Monitor timely submission of URO MRC data reports and reports of accomplishment • Review ship's certification continuity report prior to underway period • Parent ISIC of deploying ships: ensure URO MRC due for accomplishment during deployment is in CSMP transfer file, provide message to applicable deployed FMA • Deployed squadrons will review URO MRC status of deployed submarines at in-chop • Prior to start of CNO availability: assign JCNs as necessary, reassign URO MRCs not completed • During availability, URO MRCs not accomplished during depot period will be placed on guarantee list or reassigned • Prior to CNO availability completion, audit URO MRCs assigned to Forces Afloat by the AWP • Following availability completion ensure all MRCs were reported and subsequently updated by SUBMEPP
VI-27.3.2	Scheduled Preservation Upkeep Coordinated Effort	• Schedule and coordinate SPRUCE upkeeps • Coordinate submarine crew training • Monitor effectiveness of program • Chair a debrief with Ship's Force and FMA to review effectiveness of SPRUCE
VI-28.6.1	Cableway Assessment	• Ensure assigned ships are scheduled to receive cableway assessments and training
VI-33.4.3	Provide Controls to Maintenance Team (April)	• Provide ship operational schedule information to the Maintenance Team

Section	Area of Responsibility	Responsibility
VI-37.5d	Regional Maintenance Center Passive Countermeasure System Support Requirements	• Submit requests to schedule PCMS core activities for each unit • Review and take the appropriate action to correct PCMS discrepancies for subordinate units
VI-38.3.3	DSS Hull Integrity Procedures	• Maintain auditable records of DSS HIP accomplishments • Conduct periodic audits of assigned FMAs • Maintain a file of DSS HIP inventories and schedules • Assist in preparation and approve DSS HIP performance schedule • Ensure review and implementation of DSS HIP procedural inventories and schedules • Ensure all DSS HIP requirements are in the CSMP • Request approval from TYCOM for deviations from DSS HIP requirements and periodicities • Establish procedures for routing of completed DSS HIP AWRs • Monitor the timely submission of DSS HIP data report forms and report of accomplishment • Review vehicle's certification continuity report prior to underway period • Ensure DSS HIPs due for accomplishment during deployment are in CSMP transfer file • Provide message to deployed FMA/Squadron identifying DSS HIPs to be accomplished and materials required for period of deployment • Audit DSS HIPs assigned to Forces Afloat by the AWP
VI-40.5.2	(SUBS) Messages	• Review and take for action all (SUBS) messages • Track (SUBS) messages sent or initiated by submarines under its cognizance • Track (SUBS) messages initiated by the ISIC
VI-41.5	Planning Board for Maintenance	• Attend regularly scheduled Planning Board for Maintenance meetings between the ship's Maintenance Team members and stakeholders
VI-42.6.2	Material Assessment	• Schedule and authorize material assessments • Define the scope of material assessment • Provide funding for execution and support • Conduct periodic reviews of the material assessment process • Establish standards of effectiveness to ensure program improvement • Evaluate unit's ability to self assess and report training deficiencies

Regional Maintenance Center Commander

Section	Area of Responsibility	Responsibility
II-II-1.2.1	Surface Ship Maintenance	• Overall responsibility for efficient planning, brokering and execution of all ship maintenance and modernization for assigned ships
IV-3.3.5	Boiler Inspections	• Coordinate inspections in cognizant maintenance areas • Maintain an up-to-date status of required steam generating plant inspections
IV-17.3.4	Steam Catapult Inspection	• Provide a certified SGPI when requested by the ship, ISIC or TYCOM to conduct accumulator inspections
IV-23.2.2.5	Gas Turbine Engine Inspection	• Coordinate inspections in cognizant maintenance areas • Maintain an up-to-date status of required marine gas turbine system inspections
IV-27.3.4	Steam Boiler Inspection	• Provide certified SGPIs to perform inspections
V-I-1.6.1	Quality Assurance for Maintenance, Repair and Alteration	• Designate the RMC/FMA QAO • (Submarines only) Provide a written report of certification • Certify the qualifications of QA personnel • Ensure the RMC/FMA has an effective audit and surveillance program • Initiate a semi-annual evaluation of the RMC/FMA QA Program • (Submarines) Implement all aspects of the SUBSAFE and FBW-SCS programs
V-I-1.6.3m	RMC/FMA Responsibilities	• Ensure fact-finding critiques are held • Contact the ISIC for issues that will result in a SUBSAFE critique

Section	Area of Responsibility	Responsibility
VI-2.6.2	Technical Assistance	• Ensure sufficient capability exists to provide timely response to all requests for technical assistance • Ensure RMC mission funds are used to fund all FTA efforts • Ensure technical support is provided to Fleet units. • Ensure the initial response to every FTA request is via Distance Support • Ensure personnel responding to a request for technical assistance are thorough in their review of the specific technical problem • Ensure acknowledgment and response to all FTA requests • Ensure personnel providing on-site technical assistance keep the cognizant ship's department head or designated representative informed • Ensure FTA data is required to be entered into the Common Submarine Problem/ Maintenance Reporting System • Ensure a TAVR is submitted at the completion of an on-site FTA • Ensure an E-mail TAVR is required at the completion of an on-site FTA on Surface Force Ships/Carriers • Task other Source of Support provider who responds to an on-site FTA submit a TAVR or task them to provide the technical information for the cognizant RMC to generate a TAVR. • Ensure submission of a message report if an on-site assist visit is terminated • Track all requests for FTA using approved FTA software
VI-8.2.5	2M/MTR Fleet Coordinators	• Maintain qualified 2M/MTR Fleet Coordinators

Section	Area of Responsibility	Responsibility
VI-31.3.3	Business Responsibilities	• Execute surface ship maintenance • Develop a consolidated spending plan for the execution year • Issue quarterly spending controls to all of the Maintenance Teams • Evaluate Maintenance and Modernization Business Plan adjustment requests • Redistribute controls across the surface ship Maintenance Teams • Provide an impact statement to the TYCOM regarding the effect on the execution of maintenance • Provide a recommendation to minimize the impact on Force readiness • Evaluate the financial status of each of the Maintenance Teams on a monthly basis • Submit end of quarter financial summary reports to the respective surface TYCOM • Use Emergency Maintenance funds to execute CNO availability or CM maintenance • Determine when Emergency Maintenance funds should be used for the correction of C2 CASREPs or other non-CASREP related, but nonetheless urgent maintenance • Approve any planned delay of action on a CASREP • Generate monthly reports for all assigned ships planning, in or having completed Hot Wash following completion of a CNO availability
VI-35.3.2	RMC I-Level Maintenance Capabilities	• Provide the capabilities identified in Appendix A in accordance with all applicable policy, regulations and technical requirements. Ensure detailed capability manuals are issued by each RMC • Coordinate with the TYCOMs to ensure full utilization of the funded capacity • Provide cost estimates and implementation plans to the Fleet Commanders for proposed additions and deletions to capabilities as well as increases or decreases to capacity at any/all RMCs • Establish policy, requirements and direction for NAMTS program management and execution at RMCs • As MAT Program Manager, establish requirements and guidance for the execution of MATs at the RMCs including reporting requirements • Coordinate with the cognizant TYCOM on the establishment, disestablishment and utilization of MATs

Section	Area of Responsibility	Responsibility
VI-37.5e	Countermeasure System Support Requirements	• Maintain qualified PCMS personnel and ensure assets are available to perform PCMS core activities • Provide technical assistance via distance support/on site visit as appropriate • Conduct PCMS core activities • Ensure all personnel assigned to PCMS responsibilities meet the requirements • Ensure that RMC PCMS SMEs are involved in planning of all PCMS equipped ship topside maintenance where PCMS is affected • Ensure that RMC QA personnel, certified by the PCMS ISEA, are actively involved in the QA of all I and D-Level PCMS related repairs and installations • Ensure that contracted or I-Level jobs activities, facilities and personnel are certified • Include in contracted I and D-Level jobs the provision of PCMS tiles for planned PCMS repairs and interference areas
VI-41.6	Workforce Development Program	• Serves as the Work Force Development Program sponsor • Serves as the Curriculum Control Authority for all WFD training courses and curricula
VII-6.6.2	Maintenance Center Funding	• Develop a consolidated spending plan for the execution year • Determine when Emergency Maintenance funds should be used for the correction of C2 CASREPs or other non-CASREP related, but nonetheless urgent maintenance

Ship's Commanding Officer

Section	Area of Responsibility	Responsibility
II-I-3.3.7.6	Maintenance Policies and Procedures	• Review AWPs and provide comments to TYCOM, ISIC and SUBMEPP • Assign a Ship's Selected Records Coordinator • Publish policies concerning the ship status and crew before availability starts • Ensure non-conformances submitted during the availability are approved prior to Sea Trials and not later than the completion of the availability (Submarines Only) • Review status of PMR maintenance schedules and CSMP reports with ISIC prior to CNO availability • Maintain a current SUBMEPP PMR inventory
II-I-3.6.8.3.11b	Availability Completion Prerequisites	• Verify satisfactory completion of all Sea Trial evolutions
II-I-3.6.8.4.1e	Responsibilities for trials and inspections	• Carry out responsibilities per reference (e) • Develop and execute training plans and documents • Supervise operation of nuclear propulsion plant • Prepare ship's engineering personnel; and propulsion plant spaces for inspection • Maintain PMS, SUBSAFE re-entry control, RPPMS, in accordance with applicable references • Participate in at-sea periods prior to the first Sea Trials • Review Sea Trial agenda and concur • Undergo salvage inspection • Conduct one day Ship's Force dock trials • Demonstrate state of training of the crew • Ensure all alongside tests, inspections, and trials are conducted • Certify to designated ISIC/TYCOM representative that all salvage inspections discrepancies have been corrected • Concur with Supervising Authority message • Report by message to TYCOM that ship and crew are ready for Sea Trials • When authorized conduct a Fast Cruise • Concur with Supervising Authority message • Report completion of Fast Cruise to TYCOM • When requirements of this instruction are complete and permission is received proceed to sea

Section	Area of Responsibility	Responsibility
IV-3.3.7	Boiler Inspections	• Request inspections and recommend desired dates to ISIC • Prepare for scheduled inspections • Review inspection results and initiate corrective actions • Assess impact of corrective actions on operating schedules • Submit reports per paragraph 3.7.2 • Conduct boiler inspections by appropriate PMS item
IV-5.3.2	Marine Sanitation Devices	• Oversee correction of discrepancies on MSD system installations • Prevent food stuffs from being stored in areas below sanitation valves, flanges, or take-down joints • Log each unavoidable discharge of prohibited sewage in restricted waters
IV-14.2.1	Magazine Sprinkler Inspection Requirements	• Sprinkler systems tested in accordance with PMS • Magazine temperatures checked and recorded daily • Magazines are properly maintained • Cognizant industrial activities provide written verification that system is operational • System inspection requirements in accordance with reference (a) and PMS • System verification inspection prior to weapons on-load • Take action to correct discrepancies noted during inspection • Ensure design discrepancies reported to TYCOM and entered in CSMP
IV-16.4.1.1	Aircraft Launch and Recovery Systems for Aviation Ships	• Request CAFSU technical assistance when required • Provide berthing and messing for CAFSU representatives • Pass to TYCOM any comments concerning performance of CAFSU representatives • Upon completion of CAFSU ensure timely departure from ship
IV-17.3.5	Steam Catapult Inspections	• Request inspections and recommend dates for accomplishment • Prepare for scheduled inspections • Conduct Ship’s Force responsible inspections • Review inspection results and initiate corrective actions • Assess impact of corrective action on ship’s operating schedule • Submit reports • Schedule inspections as required by appropriate PMS/Class Maintenance Plan items

Section	Area of Responsibility	Responsibility
IV-18.3.2	Submarine Salvage Inspection	• Request ISIC to conduct salvage inspection • Coordinate support requirements as needed by inspection team • Complete and forward a pre-inspection information letter • Assemble all ship's data indicated in applicable appendix • Take action to correct discrepancies found and report corrections to ISIC • Submit CASREP if applicable
IV-20.2.9	Diver Life Support Systems, Submarine Rescue Chamber and Dry Deck Shelter Maintenance and Certification	• Maintain certification of DLSS • Ensure deficiencies identified during recertification inspection are corrected in an expeditious manner • Readiness of DLSS to meet operational requirements • Maintain QA program and re-entry procedures
IV-21.2.3	Submarine Oxygen Generating Plants	• Report reduced status in accordance with established procedures • Maintain EOG personnel qualifications • Prohibit operation of EOGs if necessary • Maintain EOG material maintenance log • Ensure EOG material maintenance log is periodically reviewed • Safety related deficiencies promptly entered into ESL • Prior to availability, ensure PMT conducts material inspection of EOGs • Ensure PMT conducts post-availability material inspection • Ensure PMT conducts operational inspection • Ensure electrolysis is secured and EOG is in safe condition prior to drills involving loss of power
IV-23.2.2.7	Gas Turbine Engine Inspection	• Request gas turbine inspections • Prepare for scheduled inspections • Review inspection results and initiate corrective action for those items within Ship's Force capability • Assess the impact of corrective action on operating schedules. Decide the optimum timing of repair actions • Submit reports • Schedule gas turbine inspections as required by PMS/Class Maintenance Plan item

Section	Area of Responsibility	Responsibility
IV-26.2.3	Board of Inspection and Survey Material Inspections Policy	• Ensure ship is prepared for MI • Promulgate a ship wide Plan of Action and Milestone in preparation for INSURV • Be prepared to discuss items from previous INSURV which is still on CSMP • Designate INSURV coordinator • Assign senior coordinator for each INSURV departmental category • (Surface Force Ships only) Submit a letter of concern to INSURV/TYCOM/ISIC
IV-27.3.5	Steam Reboiler Inspection	• Request inspections via Naval message to the TYCOM • Prepare for the scheduled inspections • Conduct Ship's Force responsible (Annual) inspections • Review inspection results and initiate corrective action for deficiencies within Ship's Force capability. Initiate requests for actions beyond Ship's Force capability and for deferred items. Submit a CASREP for discrepancies that will impact operational schedule. • Assess the impact of corrective action on the ship's operating schedules. Advise the TYCOM and operational commanders of adverse effects. • Submit reports
V-I-1.5.1	Organizational Responsibilities	• Designate QAO in writing • Approve TWD as required • (Submarines) Provide ISIC written report of ship's certification continuity prior to underway • (Submarines) Maintain material condition necessary to support URO to authorized operating depth • (Submarines) Organize and implement a program to ensure performance of required maintenance to support FBW unrestricted operations • (Submarines) Organize and implement a program to ensure performance of required maintenance to support DSS-SOC • (Submarines) Approve and sign recertification RPWAR • Certify QA personnel qualifications • Review and sign MOA prior to start of SUBSAFE, nuclear, FBW SCS, Level I work • Approve DFSs

Section	Area of Responsibility	Responsibility
VI-2.6.1	Fleet Technical Assistance	• Ensure FTA requests are accurate, complete and timely • Ensure FTA requests reference a JCN and contain a detailed problem description • Ensure associated CASREP and/or 2-Kilo address whether or not on-site assistance will be required if Distance Support is unable to resolve the issue for FTA requests associated with systems that are not required to meet current/projected mission tasking • Ensure TYCOM/ISIC are informed of technical issues • Ensure distance support alternatives are exhausted before requesting on-site technical assistance • Ensure qualified Ship's Force technicians are available for support • Upon completion of technical assistance visit, release FTA personnel • Establish secure, central e-mail account to all RMC techs who visit ship • Issue arrival/departure message
VI-4.8.d	Shipboard Electromagnetic Compatibility	• Ensure EMS PMS is conducted • Request EMI survey within six months of deployment or when any new indications of EMI occur • Transmit EMC departure message to cognizant activities • Maintain up-to-date file of EMI/EMC information
VI-8.2.3	Miniature/Micro-miniature Electronic Repair Program	• Establish 2M program under cognizance of Electronics Material Officer and Combat Systems Officer • Maintain certified 2M stations and technicians • Screen and repair all CCAs/Ems • (Aircraft Carriers) establish MTRF with an overall coordinator • (Aircraft Carriers) maintain an active MTRF
VI-9.2.5 (All Forces)	Metrology and Calibration Program	• Maintain high degree of TAMS calibration readiness • Appoint a calibration coordinator • Maintain TMDE allowances in the SPETERL • (Submarines) Prior to completion of a CTRA, deliver excess, rejected and obsolete (PRI 95) test equipment to the designated CTRA center. • Use only standard test equipment listed in reference (h) • Ensure TMDE is submitted for calibration prior to the calibration due date • Submit pre-deployment calibration requirements to the RMC METCAL Coordinator at least 60 days before deployment • Maintain calibration readiness goal

Section	Area of Responsibility	Responsibility
VI-9.2.6 (Surface Force)	Metrology and Calibration Program	• Ensure the SGCP FCA is currently certified and properly staffed • Ensure calibration of all instrumentation by Ship's Force is within their SGCP FCA capability • Ensure the CRL is used as a technical authority guidance to determine calibration requirements for all installed instruments • Use a TYCOM approved formal recall system • Ensure FCA equipped ships offer support to other ships • Request calibration services, beyond the capability of the onboard FCA, from the RMC METCAL Coordinator • Maintain liaison with the RMC METCAL Coordinator for off-ship calibration • Use the RLP for maintenance requirements while the ship's test equipment is being calibrated • Ensure all TMDE has a current calibration sticker • Ensure all calibration is conducted at the lowest level of calibration feasible • Ensure all ship's instrumentation appears in a formal calibration accounting and recall system
VI-9.2.7 (Naval Air Force)	Metrology and Calibration Program	• Follow the detailed procedures outlined in reference (j) for TMDE management and operation of the consolidated FCA
VI-11.5.3	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	• Coordinate planning aspects of craft and/or boat overhauls with TYCOM/ISIC • Prepare and submit overhaul progress reports • Ensure enough trained personnel are assigned to on-site monitoring of crafts and boats • Fulfill responsibilities for safety of craft and personnel
VI-12.3.2.2	Degaussing	• Maintain ship's installed degaussing system • Maintain ship's degaussing folder • Submit a minor Departure From Specification if range checking requirements are not met
VI-12.4.1.2	Degaussing (Submarines without degaussing systems)	• Ensure magnetic signature minimized by periodic check ranging • Inform ISIC of unsat ranging • Maintain ship's degaussing folder • Undergo flash deperming as directed • Before flash deperming prepare ship's equipment and off-load sensitive material • Submit a minor Departure From Specification if range checking requirements are not met

Section	Area of Responsibility	Responsibility
VI-16.2.2.1.6	Habitability Improvement	• Assign project manager and petty officer supervision • Assign labor force for removal, space preparation and installation • Conduct training programs • Accept delivery, store and account for materials • Coordinate all required tag-out/in paperwork and Work Authorization Forms • Dispose of all retrograde material generated by the project • Report changes to Naval Inventory Control Point • Report completion to TYCOM • Ensure ship's selected records are updated
VI-18.6.1	Inflatable Life Rafts	• Submit OPNAV 4790/2K for any life raft requiring replacement or recertification • Maintain log or database of all life rafts onboard • Send report to NSWCCD/TYCOM if life raft is lost or transferred to another ship • Ensure life raft fiberglass containers are handled with care • Upon decommissioning contact designated Life Raft Contingency Pool • Requisition replacement life rafts when necessary
VI-23.3.3	Submarine Noise Reduction	• Establish and maintain Ship's Noise Reduction program • Appoint Senior Department Head as Noise Reduction Officer
VI-24.7.5	Periodic Maintenance Requirement Program	• Responsible for execution of PMR work on ship • Document discovered maintenance deficiencies • Maintenance deficiencies will reflect block 46 of OPNAV 4790/2K • Review Depot Availability Work Packages • Review status of PMR maintenance in SUBMEPP quarterly PMR schedules • Deficiencies in equipment covered by PMR should be documented • Ensure quarterly PMR schedules and inventories are carried onboard • Ensure MRCs, MSs and TRSs are referenced and used during equipment maintenance • Report repairs to PMR covered components to ISIC • Ensure completed AWRs and PMRs are signed as completed by Ship's Force • At the conclusion of an availability, provide to the ISIC the reason that any PMRs could not be accomplished

Section	Area of Responsibility	Responsibility
VI-25.3.4	Unrestricted Operations	• Ensure URO MRCs are accomplished within required periodicity • For visual inspections between URO MRC 003 inspections use Volume V, Part I, paragraph 5.8.3.d • Maintain auditable records of accomplishment of URO MRCs
VI-27.3.4	Scheduled Preservation Upkeep Coordinated Effort	• Ensure preservation is performed using procedures in references (c) and (e) • Ensure Ship's Force are relieved of all requirements except those necessary to maintain safety and security of ship • Designate SPRUCE manager • Ensure ship is divided into preservation zones • Submit completion letter to TYCOM
VI-28.6.5	Cableway Assessment	• Assign Ship's Force personnel for FMA cableway assessment repair training • Correct outstanding discrepancies • Within 30 days of completion enter all unrepaired category I discrepancies in CSMP
VI-37.5f	Regional Maintenance Center Passive Countermeasure System Support Requirements	• (Surface) Scheduling of PCMS activities within periodicity • Obtaining RMC SME assistance in reviewing work packages • Establishment and maintaining the following shipboard organization: PCMS Department Head; Command PCMS coordinator
VI-38.3.4	DSS Hull Integrity Procedures	• Ensure DSS HIPs are accomplished within required periodicity • Maintain auditable records of accomplishment of DSS HIPs
VI-40.5.3	(SUBS) Messages	• Track (SUBS) messages initiated by the ship • Respond to technical assistance (SUBS) messages • Use guidance of Chapter VI-2 to request technical assistance • Issue TEMPALT and SHIPALT (SUBS) messages

Section	Area of Responsibility	Responsibility
VI-41.2.4.2a.	Specific Duties of Maintenance Team Members	• Reports progress weekly to the TYCOM • Works with the Ashore Ship's Maintenance Manager to develop the final work package submission for the ship • Directs efforts to identify all shipboard maintenance requirements. • Initiates requests for technical assistance • Determines the affect of material deficiencies on mission capability and releases Casualty Reports • Integrates maintenance planning in the Ship's Operational Schedule • Ensures the ship is prepared for and ready to conduct: propulsion plant PCD/LOA, combat systems PCD, combat systems light off events • Chairs the Planning Board for Maintenance meeting
VI-41.2.4.2b.	Specific Duties of Maintenance Team Members	• Verifies technical assistance final resolution satisfies ship's maintenance issue • Ensures Ship's Force assists with the management and oversight of work execution by maintenance activities and AITs • Executes shipboard DFS process • Ensures ship properly supports 25%/50%/75% reviews • Consolidates software delivery • Ensures Integrated Logistics Support is provided • Assists in scheduling and execution of mid-deployment shipcheck • Collaborates in the authorization of growth/new work • Supports the Integrated Test Plan execution and work certification • Assists in achieving maintenance phase exit criteria. Ensures proper space turnover, Ship's Force AWP collection and management of OQE, and availability technical closeout

Section	Area of Responsibility	Responsibility
VI-42.6.4	Material Assessment	• Prepare for assessments events • Designate the unit's assessment event coordinator • Send a readiness to commence assessment message • Provide support for assessment team • Prepare systems/equipment, tag outs, Work Authorization Form, request support services, generate Quality Assurance packages • Ensure there are no conflicting evolutions, training, drills, etc. • Defer scheduling of preventive maintenance requirements • Host assessment event briefings • Ensure the 3-M Coordinator, Functional Area Supervisors, and the Supply Officer are available as needed • Ensure divisional personnel are assigned to work closely with the Assessment Team Subject Matter Experts • Remove key maintenance personnel from the watch bill • Correct material discrepancies as time permits • Send a Quicklook completion message

Quality Assurance Officer

Section	Area of Responsibility	Responsibility
V-I-FWD-App B	Loss of Traceability	• Initiate action to restore traceability or use alternate traceable material
V-I-1.5.12	Ship Responsibilities	• Administer ship's QA program • Review TWDs • Review FWPs • Verify the FWP specifies the correct OQE • Verify the testing requirements for controlled work are correct • Verify completed test results • Review and close out TWDs as required • Maintain record files as required • Determine suitability for use of material from another ship • Provide disposition instructions for rejected material • Obtain documentation for certified material • Provide technical services to Supply Officer • Authorize downgrading of material • Review requests for DFS • Maintain auditable file of outstanding DFS; audit active DFSs prior to underway • Maintain DFS files • Verify ship's mapping plans, selected records and drawings are updated as required • Submit DFS clearance reports • Manage ship's internal QA surveillance program • Ensure that QA training is conducted as required • Assess QA training • Implement formal qualification program • Conduct oral qualification interviews • Maintain master qualification list as required • (Submarines only) Verify reactor plant hull integrity area maintenance • (Submarines only) Verify REC is initiated for SUBSAFE boundary work as required • (Submarines only) Maintain SUBSAFE REC records including log • (Submarines only) Coordinate with ISIC and FMA to ensure URO MRC program is in accordance with requirements • (Submarines only) Retain QA form 34 as required • Review as many non-nuclear weld records as possible • Verify an active Job Control Number exists for all active temporary DFSs

Section	Area of Responsibility	Responsibility
V-I-1.5.12	Ship Responsibilities	• (Submarines) At the end of a scheduled FMA upkeep, verify all SUBSAFE deficiencies in the ship's CSMP have been corrected or have an appropriate DFS
V-I-1.6.11	RMC/FMA Responsibilities	• Organize and implement QA program within the RMC/FMA as required • Provide guidance and evaluate efforts to produce work of acceptable standards • Prepare QA procedures as required • Assist in QA audits as required • Provide QA training as required • Approve downgrading of controlled material • Determine suitability for use of controlled material as required • Provide disposition instructions for rejected material • Institute a formal qualification program for QA personnel • Train and qualify work center CMPOs/CMHs • Review RMC/FMA generated DFSs as required • Obtain documentation for certified material • Establish and coordinate procedures for material control • Review, open and close out TWDs as required • Review FWPs • (Submarines only) Review and sign RPWAR • Develop QA training program • Maintain current master list of qualifications as required • Establish and administer RMC/FMA QA audit and surveillance program • Maintain QA records and files • Ensure all testing required for completion of TWD is complete and reviewed as required • Perform opening and closing reviews of CWPs as required • Supervise QASs, QAIs, Cleanliness Inspectors/Certifiers, CMPOs/CMHs • Conduct QA audits • Maintain QA records and files
V-I-2.3.7.3	CWP Revisions	• Concur with addition of material
V-I-2.3.7.8	CWP Closeout	• Review CWP for correctness and completeness • Retain closed CWP
V-I-3.5.1	Maintenance Personnel Training	• Provide a list of training topics to ship's departments
V-I-3.5.2	Quality Assurance Training	• Establish a separate advanced training program for personnel as required
V-I-5.8.5.2c	Nuclear Steam Plant Cleanliness	• Upon loss of cleanliness, approve recovery procedure
V-I-5.10.4b(13)	Re-Entry Control	• Establish and maintain CWP/REC log

Section	Area of Responsibility	Responsibility
V-I-8.3.1c	Departure From Specification	• Ensure repair for DFS is entered in ship's CSMP
V-I-10.7	FMA QA Record Retention	• Retain material certification and CWP log for life of ship • Maintain records not associated with CWPs as required • Maintain records of assessments, audits, surveillance and evaluations as required • Retain a copy of the last end of fleet maintenance availability certification report to tended submarines • Maintain a master list of qualified CMPOs, Controlled Material Handlers, Cleanliness Inspectors, QAIs, QASs, Oxygen Clean Workers and Oxygen Clean Instructors
V-III-6.3.4c and d	Receipt of SOC Material	• Certify MCD-A and MCD-B materials
V-III-6.5.4	Material Re-certification Following Transfer to Outside Agency	• Review vendor data, COC and test data
V-III-8.2.4a	Departure From Specification	• Ensure repair for DFS is entered in ship's CSMP
VI-18.7	Unserviceable/Rejected Life Rafts	• Verify the condition of the rejected life raft
VII-11.5.6.1c	Corrective Action Request	• Issue Method C letter when required

Quality Assurance Supervisor

Section	Area of Responsibility	Responsibility
V-I-1.6.13	Organizational Responsibilities	• Ensure all testing required for completion of CWP is complete and reviewed • Perform opening reviews of CWP • Perform closing reviews of CWP • Train and supervise QAIs, Cleanliness Inspectors/Certifiers, CMPOs/CMHs and other personnel • Conduct QA audits, surveillance and coordinate corrective actions • Maintain QA records and files including completed CWPs • Review DFS for accuracy and technical merit and forward to QAO
V-I-2.3.7.1	Formal Work Package Changes	• Make pen and ink changes to the QA forms in a CWP
V-I-2.3.7.3	Formal Work Package Revisions	• For FWPs executed as a part of the CWP, the QAO/QAS will concur with the addition of material
V-I-2.3.7.9	Emergent Controlled Work	• Continuously monitor the task and record all actions taken, if a FMA is involved
V-I-5.10.7	Re-Entry Control	• Inspect controlled assemblies
V-I-6.3.5.1b	Material Control	• File QA form 1 with all applicable documents
V-III-6.3.4c	Material Control	• File QA form 1 with all applicable documents

Controlled Material Petty Officer

Section	Area of Responsibility	Responsibility
III-3.4.1.h.(2)(h)	Voyage Repair Policy - Surface Ship	• Provide face to face turnover of MIC Level I material to SRU Surveyor
III-3.4.1.i.(2)(f)	Voyage Repair Policy - Surface Ship	• Perform joint inspection of MIC Level I material with Ship's Force QAI prior to turnover to contractor
V-I-1.5.16	Ship Responsibilities	• Ensure all material under their cognizance is stored and controlled as required • Receipt inspect all LI stock program material, SFCC and NRP received • Request disposition instructions for rejected material • Control previously rejected and now accepted controlled material as required • Maintain custody of controlled material in segregated stowage in accordance as required • Inspect controlled material storage areas as required • Ensure controlled material is properly stowed and handled • Ensure nuclear material received without Ready for Issue tags is certified to the required "Level of Essentiality" • Reject unsatisfactory material • Send any material certification documents for material which has been provided by the ship to the RMC/FMA QA office as required • Perform receipt inspection of package alteration kits that contain controlled material when ready for use • Ensure controlled material markings are on all pieces when cutting a smaller piece from a larger one • Ensure controlled material markings are moved to an unaffected area, if the controlled material item will lose the markings due to a fabrication process (e.g., welding, machining) prior to the fabrication process • Ensure all controlled material is identified, color coded, marked and tagged as required

Section	Area of Responsibility	Responsibility
V-I-1.6.14	RMC/FMA Responsibilities	• Receipt inspect all controlled material received • Ensure all material under their cognizance is stored and controlled as required • Inspect controlled material storage areas as required • Ensure controlled material is properly stowed and handled • Reject unsatisfactory material • Send any material certification documents for material which has been provided by a ship along with the QA form 1 to the QA office • Receipt inspect package alteration kits that contain controlled material when ready for use • Control previously rejected and now accepted controlled material as required • Retain custody of controlled material when it is not in the custody of a craftsman or in a controlled material storage area • Ensure controlled material markings are on all pieces when cutting a smaller piece from a large one • Ensure controlled material markings are moved to an unaffected area, if the controlled material item will lose the markings due to a fabrication process (e.g., welding, machining) prior to the fabrication process
V-I-6.3.4	Receipt Inspection of Controlled Material	• Receipt inspect controlled materials as required
V-I-6.3.5	Receipt Inspection of Open Purchase or Locally Manufactured Material or Upgrading Supply System Material to Level I	• Receipt inspect materials as required
V-I-6.3.8	Level I Stock Program Material Downgrading	• Remove markings as required
V-I-6.3.9	Storage, Issue, and Handling of Level I/Submarine Flight Critical Component Stock Program Material	• Inspect controlled material storage areas as required • Maintain custody of controlled material as required • Verify transfer of MIC markings as required
V-III-6.3.1	Control of SOC Material	• Maintain custody of SOC material as required
V-III-6.3.4	Receipt of SOC Material	• Receipt inspect SOC material as required