



## **JOINT FLEET MAINTENANCE MANUAL (JFMM)**

**COMUSFLTFORCOMINST 4790.3**

### **FOREWORD**

DEPARTMENT OF THE NAVY  
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**JOINT FLEET MAINTENANCE MANUAL**

**FOREWORD**

**LIST OF EFFECTIVE CHAPTERS**

<u>Chapter Number</u>	<u>Change in Effect</u>
FWD	Change 3

## JOINT FLEET MAINTENANCE MANUAL

### FOREWORD

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**FOREWORD**

REFERENCES

- (a) SECNAVINST 5239.24 - Department of the Navy Digital Signature Policy

LISTING OF APPENDICES.

- A Master List of References
- B Responsibilities
- C **List of Acronyms**
- D JFMM Change Request Form
- E Record of Revisions and Changes

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 09 (previously 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 or business issues associated with JFMM change requests. Navy Expeditionary Combat Command (NECC) was added to the JFMMBOD in 2020.

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

- a. For Submarine and Surface Forces, the “TYCOM” or “ISIC” refers to the Squadron or Group.
- b. For Aircraft Carriers, the “TYCOM” or “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 or functions located within the manual. Each position listed identifies the major responsibilities for that position and provides a link to the Chapter and paragraph where the responsibility is detailed.

5.4.3 Acronyms. Appendix C provides a listing of common acronyms used throughout this manual. 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 and 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 FMA. Volume V is made up of two parts. Part I contains requirements and procedures necessary to establish and maintain a Quality Maintenance Program. 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 or Electronic signatures are authorized on all Forms and Quality Assurance Records. Electronic signatures will be per reference (a) and must be defined and approved for use by local instruction.

6 CHANGES TO THE MANUAL. A formal change process has been established for the Foreword and all seven volumes of the manual. The processes are described in Figure 1 for routine change requests and Figure 2 for urgent change requests. Users of this manual are encouraged to submit change requests. All change requests must be submitted using the Change Request Form, Appendix D. If changes are submitted in electronic format, facsimile or E-mail, each change request must contain the information required on the Change Request Form. Your participation in this change process is both important and appreciated. Appendix E provides a listing of this manuals archived revisions and changes.

## 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 Joint Fleet Maintenance Manual Board of Directors (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 09 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 will 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 web site 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 e-mail and outside of the electronic change web site. 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 by the due date of electronic posting for review, in order to provide users with timely responses. Electronic postings not reviewed by the date of the JFMMBOD will automatically be evaluated as N/A for the respective TYCOM.
- 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 or 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 provided by the designated NAVSEA representatives within due date of electronic posting for review.
- 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 09 and CNRMC to be members of the JFMMBOD to address Naval Shipyard and RMC management, NAVSEA policy, technical issues, or both 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 or revisions to the JFMM. The frequency of these changes or 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 or 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.

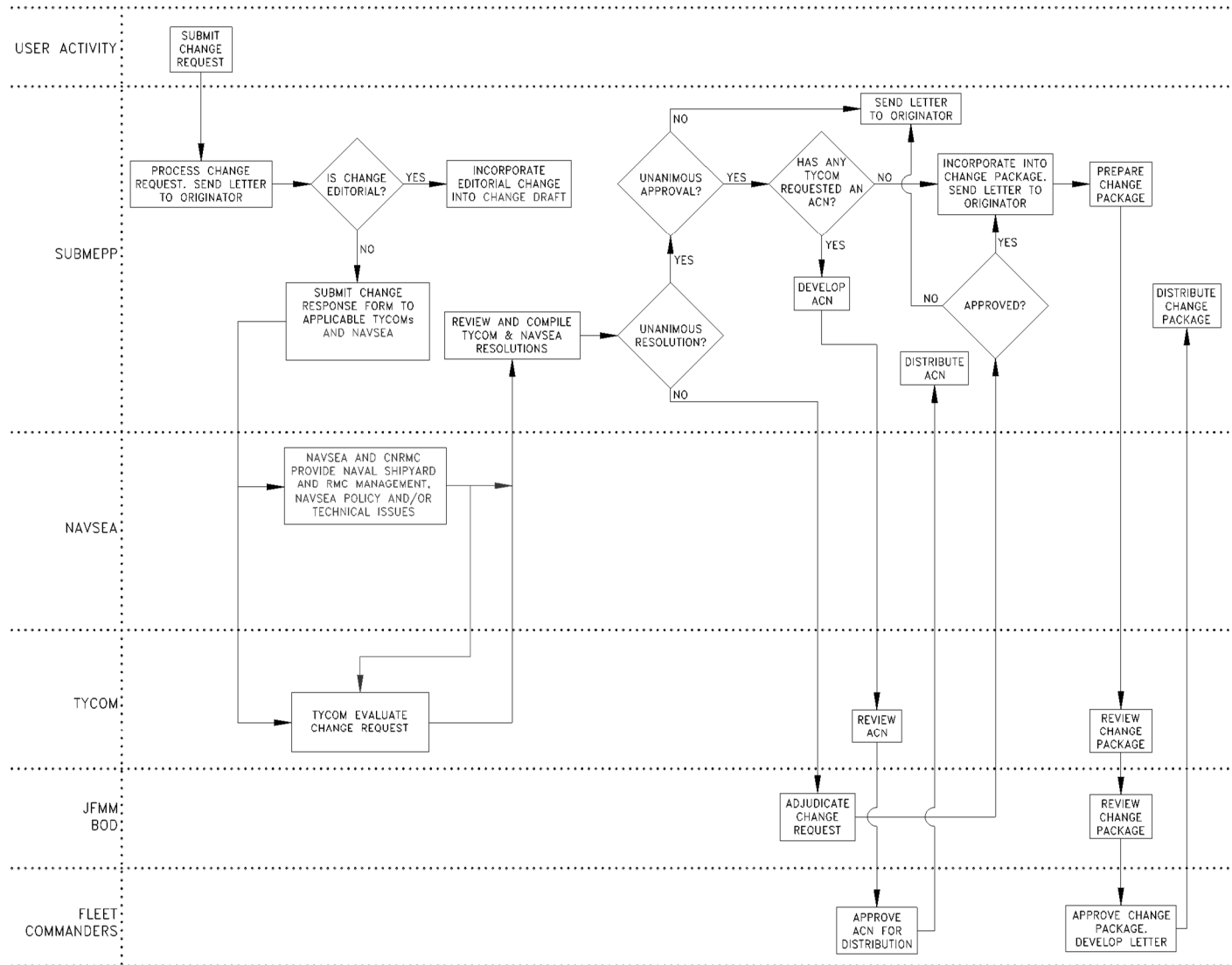
- a. User Activities will submit change requests to SUBMEPP, using the required change request form, Appendix C, and provide the following information on the change request form:
  - (1) A clear description of the problem including Volume number, Part Number, Chapter and applicable paragraph(s).
  - (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 issued to this manual, conduct a detailed review of all changes using the change synopsis. Training will 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 here 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 Appendix C.
- 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 web site 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 09 and CNRMC, respectively, to 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 09 and CNRMC will review the change request for Naval Shipyard and RMC management, NAVSEA policy, technical issues, or both, and provide input to SUBMEPP and TYCOMs electronically. 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 or 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**

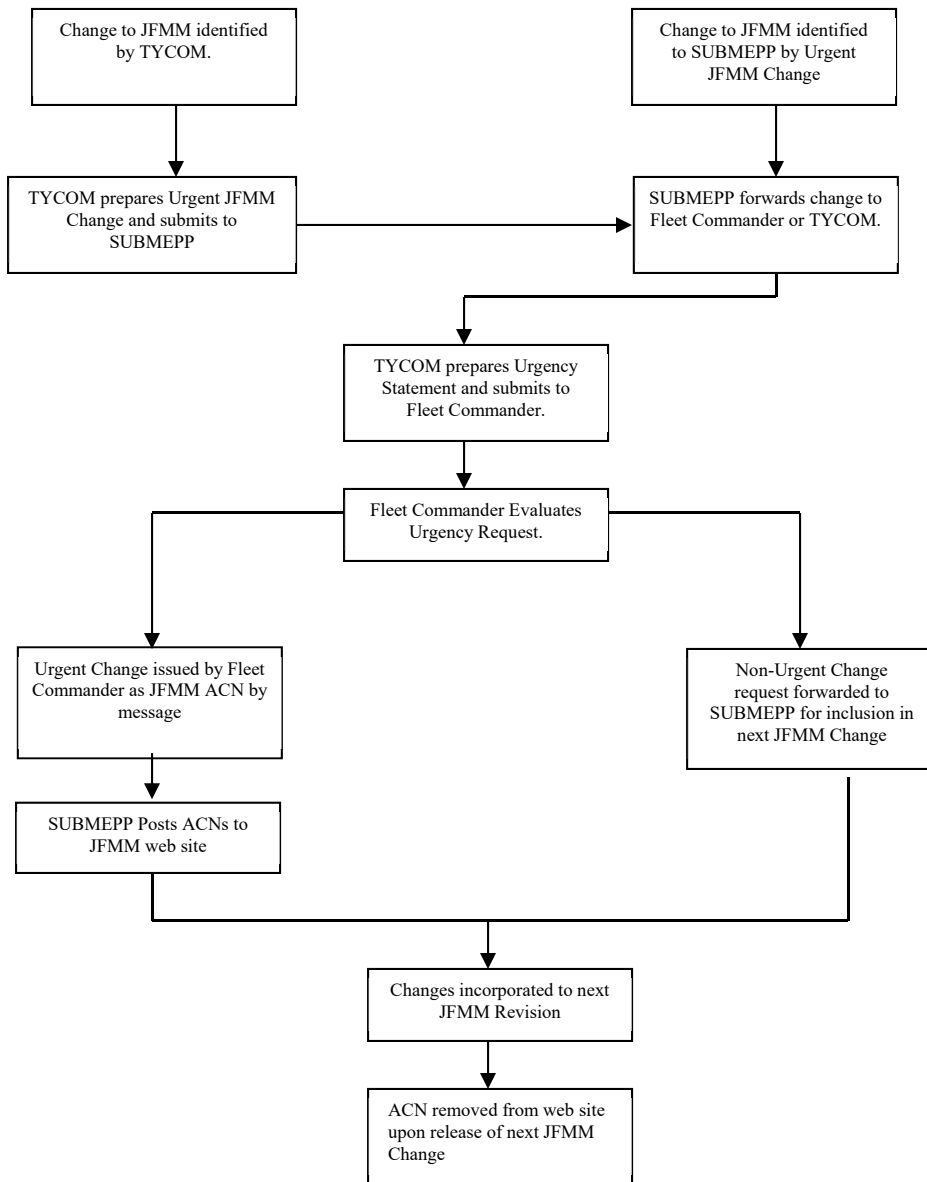


**FIGURE 1**

## URGENT JOINT FLEET MAINTENANCE MANUAL CHANGE PROCESS

**Purpose:** To publish 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 issue urgent changes to the JFMM



**FIGURE 2**

**APPENDIX A**  
**MASTER LIST OF REFERENCES**

2M Marine Corps TM 5895-45/1B - Standard Maintenance Practices 2M Electronic Assembly Repair  
5 CFR - Code of Federal Regulations Title 5 – Administrative Personnel  
29 CFR - Code of Federal Regulations Title 29 – Labor  
**46 CFR- Code of Federal Regulations Title 46 – Shipping**  
**49 CFR- Code of Federal Regulations Title 49 – Transportation**  
10 USC - United States Code Title 10 – Armed Forces  
31 USC - United States Code Title 31 – Money and Finance  
41 USC - United States Code Title 41 – Public Contracts

ABS Guide for Building and Classing High Speed Naval Craft (2007)  
**CID A-A-59592 – Commercial Item Description - Can, Fuel, Military**  
CNAL/CNAP OMMS-NG Users Guide – PowerPoint Presentation April 2016 Version 7  
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)  
**CNRMCINST 4790.14 – Requirements for Reporting Completion of Surface Ship Maintenance and Modernization Availabilities**  
CNRMCINST 4790.15 – Requirements for Monthly Execution Planning Status Reporting of Surface Ship Maintenance and Modernization Availabilities  
CNRMCINST 4790.2 - Submarine Regional Maintenance Center (RMC) Fleet Technical Support (FTS) Roles and Responsibilities  
COMNAVAIRPAC/COMNAVAIRLANTINST 3500.3 – CVN Readiness and Project Management Strategies for Planning and Execution of Planned Incremental Availabilities (PIA) and Docking Planned Incremental Availabilities (DPIA)  
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 3500.71 - Flight Deck Certification  
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)  
COMNAVAIRPAC/COMNAVAIRLANTINST 9210.4 - Nuclear Propulsion Note 9200-2  
COMNAVSEASYS COM WASHINGTON DC 03004Z FEB 09 - SISCAL Policy Guidance - Level 2 Calibrations  
COMNAVSEASYS COM WASHINGTON DC 031440Z MAR 03 - Submarine Industrial EMC and EMI Control Interim Guidance  
COMNAV SUBFORINST C3500.2 - Continuous Training Manual  
COMNAV SUBFOR OPORD 2000  
COMNAV SURFLANTINST 3502.2 - Surface Force Training Manual  
COMNAV SURFLANTINST 3540.18 - Engineering Department Organization and Regulation Manual (EDORM)  
COMNAV SURFLANTINST 4400.1 - Surface Force Supply Procedures  
COMNAV SURFLANTINST 4700.1 - Total Ship Readiness Assessment (TSRA)  
COMNAV SURFLANTINST 4700.4 - Fleet Introduction Handbook  
COMNAV SURFORINST 3120.1 - Zone Inspections  
COMNAV SURFORINST 3540.1 - Engineering Operations Assessment, Training and Certification for Conventionally Powered Surface Ships  
COMNAV SURFORINST 3540.2 - Surface Force Engineering Readiness Process  
COMNAV SURFPACINST 3501.4 - Aviation Readiness Evaluation (ARE) and Certification of Aviation Facilities Onboard COMNAV SURFPAC Ships  
COMNAV SURFPACINST 3502.2 - Surface Force Training Manual  
COMNAV SURFPACINST 3502.3 - Surface Force Readiness Manual  
COMNAV SURFPAC/COMNAV SURFLANTINST 3502.7 – Surface Force Readiness and Training Manual (SFTRM)  
COMNAV SURFPAC/COMNAV SURFLANTINST 4020.1 - Motor Gasoline (MOGAS) Certification Program for L-Class, MCM-Class and T-ESB-Class Ships  
COMNAV SURFPAC/COMNAV SURFLANTINST 4020.2 – Standard Operating Procedures for Motor Gasoline and Jettison Systems on Commander Naval Surface Force U.S. Pacific Fleet/Commander Naval Surface Force Atlantic Ships  
COMNAV SURFPACINST 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 OPOD 201  
COMSEVENTHFLT OPOD 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 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 S3500.1 (Ser) – Deployment Preparations and Certification  
Manual  
COMSUBLANT/COMSUBPACINST 3502.1 - Submarine Force Internal Monitoring and  
Critiques  
COMSUBLANT/COMSUBPACINST 4790 - Maintenance and Material Management (3-M)  
Manual  
COMSUBLANT/COMSUBPACINST 5400.49 - Submarine Organization and Regulation  
Manual (SORM)  
COMSUBLANT/COMSUBPACINST 6470.5 - Submarine Radiation Health Manual  
COMSUBLANT/COMSUBPACINST 9010.5 - Total Ship Readiness Assessment (TSRA)  
COMSUBPACINST S3501.6 - Submarine Preparations for Extended Deployments  
COMSUBPACINST 3540.10 - Periodic Monitoring of Submarines and Support Facilities  
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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 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 5100.12-M - System Safety Engineering (SSE) Manual  
NAVSEAINST 5370.1 - Standards of Conduct and Statements of Affiliations and Financial Interests  
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy  
NAVSEAINST 5450.142 - Mission and Functions of the Surface Maintenance Engineering Planning Program Activity  
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 9210.41 - All Naval Nuclear Propulsion Plants - Use of Standard Lubricants and Penetrating Fluid; Requirements for  
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  
NAVSSSES Philadelphia ltr 9320, Ser 934/010 dated 19 Mar 2001, titled Shipboard Circuit Breaker Maintenance and Overhaul Policy  
NAVSSSES 9332-GGTB 11 - General Gas Turbine Bulletin Number 11 (Gas Turbine Fleet Representatives)  
NAVSSSES 9352-GGTB 0 - General Gas Turbine Bulletin Number 0 (Technical  
NAVSUP 484 - Supply Afloat Fleet and Field Packaging Procedures  
NAVSUP 5009 (DLAM 4215.1) - Management of Defense-Owned Industrial Plant Equipment  
NAVSUP P437 - Material Required Delivery Date Processing  
NAVSUP P485 - Afloat Supply Procedures  
NAVSUP P2003 - Navy Stock List of Forms and Publications  
NAVSUPWSSINST 4355.7 - Level I, Scope of Certification and Fly-By-Wire Stock Program Material Procedures  
NMCARS - Navy Marine Corps Acquisition Regulation Supplement  
NMCARS 5201 - Federal Acquisition Regulations System  
NMCARS 5219 - Small Business Programs  
NMCARS 5233 - Protests, Disputes and Appeals  
NMCARS 5242 - Contract Administration and Audit Services  
NMCARS 5245 - Government Property  
NSTR-99 - Qualification Examination Requirements for Nondestructive Test Personnel  
NSWCCD-71-TR-2001/020 - February 2001 USS *SEAWOLF* (SSN 21) Class Acoustic Stealth Manual 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 Equipment 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 (SORM)  
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)  
OPNAVINST 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 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 **System Policy**  
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 N9210.3 - Safeguarding Naval Nuclear Propulsion Information  
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  
OPNAVLTR 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  
Public Law 97-114 - DoD Appropriations Act  
Public Law 109-61 - Emergency Preparedness and Response

SCLISIS TECHNICAL SPECIFICATION - 9090-700  
SECNAV M-5210.1 - Records Management Manual  
SECNAVINST 4855.3 - Product Data Reporting and Evaluation Program (PDREP)  
SECNAVINST 5239.24 - Department of the Navy Digital 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  
Ship's Force Resource Manual for Aircraft Carrier Availability Planning Management Guide -  
Resource Manual from Aircraft Carrier Team One Portal  
SMS 6310-081-015 - Submarine Maintenance Standard, Submarine Preservation General  
Painting  
SMS 7650-081-091 - Submarine Maintenance Standard, Submarine Structural Inspection and  
Repairs  
SOBT Video SVT-GT-9336 - Submarine Preservation  
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 077-001 - Hazardous Waste Produced on Naval Vessels; control  
SWT 857-001 - Temporary Galley and Messing Facilities; provide  
SWT 857-011 - Temporary Off Ship Berthing Equivalent to BOQ/BEQ; provide  
**SWT 998 – Hazardous Waste Produced on Naval Vessels; control**

The North American Industry Classification System (NAICS)  
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

**UL 30 – Underwriters Laboratories 30 – Standard for Metal Shipping Can**  
URO-MRC 003  
U.S. Navy Regulations

**APPENDIX B**  
**RESPONSIBILITIES**

**Fleet Commander**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
FWD-7.3.1	Life Cycle Maintenance Process for JFMM	<ul style="list-style-type: none"> <li>• Establish a JFMM Board of Directors (BOD)</li> <li>• Provide final approval and promulgation letter</li> <li>• Provide funding for life cycle maintenance</li> <li>• Approve all Advanced Change Notices (ACN)</li> <li>• Convene periodic JFMM BOD review meetings</li> <li>• Designate Atlantic and Pacific Fleet JFMM Coordinators</li> </ul>
II-I-3.3.8.1	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>• Maintain availability intervals and cycles</li> <li>• Inform of changes affecting ship manning requirements</li> <li>• Coordinate as applicable to accomplish availability planning</li> <li>• Implement Docking Officer Qualifications and Certifications</li> <li>• Plan and monitor availability execution</li> <li>• Plan and provide berthing, messing, etc., if necessary</li> </ul>
II-I-3.6.1.1	Availability Execution	<ul style="list-style-type: none"> <li>• Monitor to achieve balance of cost and schedule</li> <li>• Ensure testing of applicable systems is conducted prior to availability completion</li> <li>• Provide berthing, messing, etc., if necessary</li> </ul>
IV-3.3.3	Boiler Inspections	<ul style="list-style-type: none"> <li>• Identify and designate inspection responsibilities</li> <li>• Ensure inspection report is recorded and updated in BIRMIS</li> <li>• Schedule and coordinate inspections to avoid unnecessary opening of boilers</li> <li>• Ensure availability of “school ships”</li> <li>• Suspension of SGPIs who fail to comply with requirements of certification</li> <li>• Administer and control TYCOM pre-test program</li> <li>• Host semi-annual SGPI seminars</li> <li>• Provide qualified SGPI when requested</li> </ul>
IV-23.3.2.3	Gas Turbine Engine Inspection	<ul style="list-style-type: none"> <li>• Identify and designate fleet activities having inspection responsibilities</li> <li>• Maintain a base of MGTIs</li> <li>• Ensure availability of “school ships” to support MGTI training</li> <li>• Host semi-annual MGTI seminars</li> </ul>
V-I-1.3	Organizational Responsibilities	<ul style="list-style-type: none"> <li>• Promulgate QA Program through guidelines of Volume V of JFMM</li> <li>• Promote use of Volume V of JFMM by TYCOMs</li> <li>• Ensure the scope of training through fleet schools provides the necessary skills</li> <li>• Jointly authorize changes to Volume V of JFMM</li> <li>• Review TYCOM QA program by annual conference</li> <li>• Assessments of FMAs and RMCs occur per Volume IV, Chapter 2, paragraph 2.1.1</li> </ul>
VI-6.4.1	Industrial Plant Equipment	<ul style="list-style-type: none"> <li>• Review all PEPs</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Prioritize and assign project number to PEPs</li> <li>• Forward information regarding PEPs to submitting activities</li> </ul>
VI-8.2.1	Miniature/Micro-miniature Electronic Repair Program	<ul style="list-style-type: none"> <li>• Operationally administer 2M and module test repair programs</li> <li>• Inspect and certify 2M repair facilities and technicians</li> <li>• Ensure all 2M maintenance actions are documented</li> </ul>
VI-9.2.1	Metrology and Calibration Program	<ul style="list-style-type: none"> <li>• Operationally administer METCAL program</li> <li>• Ensure calibration performed at lowest level practical</li> <li>• Monitor effectiveness of programs</li> <li>• Chair working groups and committees</li> <li>• (Surface) Establish SISCAL program</li> <li>• Provide funding for calibration and testing of TAMS (exceptions)</li> </ul>
VI-35.3.1	RMC I-Level Maintenance Capabilities	<ul style="list-style-type: none"> <li>• Approve changes, additions and deletions to the I-Level Capabilities Matrix</li> <li>• Approve recommended changes to the NAMTS NEC At-Sea Requirements Matrix</li> <li>• Approve and forward, with endorsement, NAMTS NEC modifications as developed and recommended by CNRMC</li> <li>• Review, approve and submit Billet Change Requests developed by CNRMC to support sea/shore rotation requirements</li> <li>• 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</li> <li>• Ensure full utilization of the full range of organic RMC I-Level capability</li> <li>• Establish and communicate work priorities to CNRMC and cognizant RMCs. Resolve work priority conflicts as necessary</li> <li>• Regularly assess NAMTS maintenance skills required on respective afloat units</li> <li>• Approve CNRMC recommended, or recommend additional changes to specific NAMTS maintenance skills and required training for billets on respective afloat units</li> <li>• In collaboration with CNRMC, review and recommend NAMTS NEC At-Sea Requirements Matrix revisions to the cognizant Fleet Commander(s)</li> <li>• 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</li> </ul>
VI-42.6.1	Material Assessment	<ul style="list-style-type: none"> <li>• Maintain a common material assessment process and policy</li> <li>• Be the Fleet's advocate and single point of contact for all material assessment issues</li> <li>• Provide and support a standard material assessment tool set</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"><li>• Review the personnel and monetary resources required</li><li>• Establish minimum standards of continuous program improvements</li></ul>



**Type Commander (TYCOM)**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
FWD-7.3.2	Life Cycle Maintenance Process for JFMM	<ul style="list-style-type: none"> <li>Review and evaluate JFMM changes (by the due date)</li> <li>Notify Fleet Commanders of changes which affect ship and personnel safety</li> <li>Review ACNs and forward to Fleet Commanders</li> <li>Review and endorse all change packages</li> <li>Designate representatives of JFMM BOD</li> <li>Identify changes to JFMM distribution list</li> </ul>
I-2.3	New Construction	<ul style="list-style-type: none"> <li>Pre-commissioning major construction phase</li> <li>Trials</li> <li>Post-Shakedown Availability</li> </ul>
II-I-2.9.4	Material Condition Assessment (Aircraft Carriers Only)	<ul style="list-style-type: none"> <li>Budget and plan for correction of both typical recurring deficiencies and other material deficiencies during all upkeeps, availabilities, Planned Incremental Availabilities and Docking Planned Incremental Availabilities.</li> <li>Assign groom teams as necessary, to assist Ship's Force in maintaining the material condition of the propulsion plant.</li> <li>Provide the maintenance and inspection training requested by Ship's Force.</li> <li>Provide training for RMOs through the TYCOM N9 and N43 organizations to ensure they understand common maintenance problems among carriers, the requirements.</li> <li>For CNO Availabilities, maintain, with Ship's Force and shipyard input, an Availability Parts Support List containing special parts and routinely required support equipment necessary to support Ship's Force work.</li> <li>Meet periodically with the Reactor Officer or RMO to review the ship's material condition.</li> <li>Provide timely review and scheduling of deficiency correction for items identified during the inspections and grooms.</li> </ul>
II-I-3.2.2	Early Start Concurrence	<ul style="list-style-type: none"> <li>Provide concurrence to execute an "early start" period</li> </ul>
II-I-3.3.8.2	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>Coordinate scheduling of availabilities with Fleet Commander</li> <li>Initiate required budgetary actions</li> <li>Coordinate work assignments between FMA and industrial activity</li> <li>Seek resolution of technical problems and coordinate requirements for modernization and repair</li> <li>Authorize AWP's prepared by SUBMEPP</li> <li>(Submarines) Coordinate interface 3-M system with PMR scheduling and feedback</li> <li>Designate representative for WDC/PRC and pre-arrival conference</li> <li>Recommend to CNO any high priority fleet modernization</li> <li>(Submarines) Send a Sea Trials Support Services message, if required</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• (Submarines) For minor maintenance availabilities, send a Waiver of Escort Requirements message when requested by the ISIC</li> <li>• Conduct QA audit of Ship's Force and FMA CWP's</li> <li>• (Submarines) For major availabilities send message for Fast Cruise, Sea Trials and Unrestricted Operations</li> <li>• (Submarines) For availabilities less than six months issue required message for Sea Trials</li> <li>• (Submarines) Verify that all SFCC-certified On Board Repair Parts are loaded out by Fast Cruise following any major or minor CNO availability</li> </ul>
II-I-3.3.8.3a (All Ships)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>• Assist TYCOM and SUBMEPP in preparation of AWP</li> <li>• Monitor corrective maintenance action taken</li> <li>• Schedule and conduct inspections of Forces Afloat</li> <li>• Monitor progress of CNO maintenance availabilities</li> <li>• Ensure that a MOA is executed prior to availability start</li> </ul>
II-I-3.3.8.3b (Submarines Only)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>• Ensure timely accomplishment and reporting of PMR maintenance actions on assigned ships</li> <li>• Ensure industrial activities and ships maintain current copies of Maintenance Standards, PMR schedules and PMR inventories</li> <li>• Review Ship's Force submitted deferrals for industrial activity assistance</li> <li>• Ensure industrial activities provide the 3-M and Maintenance Standards feedback</li> <li>• Request assistance from SUBMEPP as necessary in resolving problems with PMR scheduling and software</li> <li>• Report to SUBMEPP the inability to perform PMRs</li> <li>• Designate an Availability Coordinator</li> <li>• Provide updated Sea Trials status</li> <li>• For minor CNO availabilities, issue the required messages for Sea Trials escort requirements/waiver of escort requirements</li> </ul>
II-I-3.3.8.3c (Surface Force Ships Only)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>• In coordination with the RMC Chief Engineer, submit Change Deferral Requests and Change Notifications to SURFMEPP</li> <li>• Coordinate with SURFMEPP to update the AWP</li> <li>• Coordinate meetings as required at key milestones and as required to support resolution of major issues</li> </ul>
II-I-3.6.8.3.11d	Availability Completion Prerequisites	<ul style="list-style-type: none"> <li>• Issue message to the ship certifying the FBW SCS and authorizing FBW SCS unrestricted use</li> </ul>
II-I-3.6.8.4.1c	Responsibilities for trials and inspections	<ul style="list-style-type: none"> <li>• Schedule Fleet Commander PORSE</li> <li>• Provide Fast Cruise, Sea Trial and completion prerequisites to the ship</li> <li>• Assign material representatives to embark for trials</li> <li>• Inform CNO and Fleet Commander of trials</li> <li>• Provide escorts as required</li> <li>• Conduct ship <b>distressed submarine and</b> salvage inspection</li> <li>• Approve Sea Trial Agenda</li> <li>• Report crew readiness and request authorization for critical ops</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Report status of SUBSAFE boundary conditions and authorization of Sea Trials</li> <li>• Report status of SUBSAFE certification and authorize URO to test depth</li> <li>• Authorize underway operation of the FBW SCS</li> <li>• Issue a message to the ship authorizing FBW SCS unrestricted use in support of submarine unrestricted operations</li> </ul>
II-II-2.5	Milestones	<ul style="list-style-type: none"> <li>• Obtain technical adjudication for any Baseline AWP items prior to the removal of any Baseline AWP item from the work package.</li> </ul>
IV-2.4.1	FMA Assessment	<ul style="list-style-type: none"> <li>• Promulgate assessment schedule</li> <li>• Forward precepts letter or message to FMA's Commanding Officer</li> <li>• Conduct in-brief and out-brief with designated personnel</li> <li>• Issue assessment report</li> </ul>
IV-5.3.1	Marine Sanitation Devices	<ul style="list-style-type: none"> <li>• Ensure surface ships participate in pollution abatement program</li> <li>• Ensure MSD systems are properly installed, operated and maintained</li> </ul>
IV-16.2.3d	Aircraft Launch and Recovery Systems	<ul style="list-style-type: none"> <li>• Provide ALRE Maintenance Management Teams to conduct assist visits and annual audits of all units</li> </ul>
IV-17.4.3	Steam Catapult Inspection	<ul style="list-style-type: none"> <li>• Fund catapult accumulator system inspections</li> <li>• Assist with coordination of inspections</li> <li>• Provide mission tasking and funding for SGPis and ISEA Inspectors</li> <li>• Assist COs in arranging for corrective action of deficient items</li> <li>• Review the SCIRMIS</li> </ul>
IV-26.2.1	Board of Inspection and Survey Material Inspections Policy	<ul style="list-style-type: none"> <li>• Act as cognizant authority for conduct of INSURV inspections</li> <li>• Nominate active ships for MIs by the INSURV board</li> <li>• Review Safety Survey results and corrective action status report</li> <li>• Track and work to resolve historical issues identified by INSURV</li> <li>• Coordinate with the ISIC to disseminate the best practices and lessons learned</li> </ul>
IV-27.4.3	Steam Reboiler Inspection	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review the RIRMIS to ensure deferred inspection deficiencies are entered into the CSMP</li> <li>• Fund steam reboiler inspections.</li> <li>• Assist with coordination of inspections with the Naval Supervisory Authority (NSA) and local repair activities.</li> <li>• Provide mission tasking and funding for SGPis and ISEA inspectors.</li> <li>• Review inspection summary naval message major discrepancies and recommended repairs, Repair Before</li> </ul>

Section	Area of Responsibility	Responsibility
		<p>Operate (RBO) actions, and safety concerns and take appropriate actions.</p> <ul style="list-style-type: none"> <li>Attend or direct staff to attend all SGPI RTE inspection and ISEA inspector 5YR-SI inspection cycle in-briefs and out-briefs as required. Assist SGPI's and ISEA inspectors with in-brief and out-brief scheduling.</li> </ul>
V-I-1.4	Organizational Responsibilities	<ul style="list-style-type: none"> <li>(Submarines) Obtain NAVSEA approval for exception to REC requirements</li> <li>Administer a departure from specification system</li> <li>Perform assessment of nuclear FMAs annually</li> <li>(Submarines) Perform assessment of ISICs annually</li> <li>Perform assessment of FMA's non-nuclear programs annually</li> <li>Perform random, unannounced assessments and monitor visits</li> <li>Review and evaluate FMA and ISIC reports of corrective actions</li> <li>(Submarines) Maintain system to provide SUBSAFE certification</li> <li>Provide annual self-evaluation of QA program</li> <li>Evaluate and analyze proposed changes to this volume</li> <li>(Submarines) Perform annual SUBSAFE/Scope of Certification awareness training</li> <li>(Submarines) Develop and implement necessary instructions and procedures to meet requirements of reference (a)</li> <li>(Submarines) Maintain FBW SCS certification</li> <li>Approve at-sea testing developed by the ISEA following Upgrades/Alterations or Major Repair Work</li> <li>Issue a message to the ship certifying the FBW SCS and authorize FBW SCS unrestricted use in support of Submarine unrestricted operations</li> <li>(Submarines) For assigned activities, provide NAVSEA 07Q informational copies of critiques, trouble reports and incident reports for SUBSAFE/FBW SCS/DSS/SOC issues that result in a problem severity level of Level 1 (critical) or Level 2 (serious).</li> </ul>
V-I-1.4.1	Training	<ul style="list-style-type: none"> <li>(Submarines only) For FBW SCS, DSS-SOC, and SUBSAFE, develop and implement the necessary instructions and procedures to meet the requirements of references (a), (b) and (c), to ensure these requirements are adhered to during the life cycle of the ship.</li> </ul>
V-I-9.3.4	Assessments	<ul style="list-style-type: none"> <li>Conduct annual assessments of ISICs and FMAs</li> </ul>
V-III-1.2.1	Organizational Responsibilities	<ul style="list-style-type: none"> <li>Obtain SCA approval for REC requirements in SOC systems</li> <li>Administer DFS system</li> <li>Perform assessment of ISICs responsible for DSSs annually</li> <li>Perform random, unannounced Sustaining Activity Quality Assurance assessments</li> <li>Perform an annual self-evaluation of the QA program</li> <li>Evaluate and analyze proposed changes to JFMM Volume V</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Recommend to SCA suspension and reinstatement of DSS certification</li> <li>• Perform annual SOC awareness training</li> </ul>
VI-4.9.a	Shipboard Electromagnetic Compatibility	<ul style="list-style-type: none"> <li>• Coordinate to identify, solve and correct operational EMI deficiencies</li> <li>• Review and authorize documents prepared by technical agencies</li> <li>• Evaluate comments and recommendations regarding EMI reduction</li> <li>• Ensure FMA and RMC have technicians to support EMI surveys</li> </ul>
VI-5.2.4	Deficiency Documentation and Reporting	<ul style="list-style-type: none"> <li>• Validate, screen and broker all 4790/2Ks</li> <li>• Broker all 4790/2Ks associated with any outstanding C3/C4 CASREP during the next scheduled maintenance availability</li> <li>• Approve any planned delay of action on a CASREP</li> <li>• Enforce compliance with the policy of updating a CASREP</li> </ul>
VI-6.4.2	Industrial Plant Equipment	<ul style="list-style-type: none"> <li>• Review PEPs for technical accuracy and completeness</li> <li>• Review PEPs for conflicts with other maintenance actions</li> <li>• Prioritize PEPs and evaluate each project to ensure compatibility with capability requirements and site configuration</li> <li>• Forward approved requests and return unapproved requests</li> <li>• Schedule annual assessment and coordinate repairs</li> </ul>
VI-8.2.2	Miniature/Micro-miniature Electronic Repair Program	<ul style="list-style-type: none"> <li>• Coordinate and manage 2M program</li> <li>• Monitor effectiveness of 2M program</li> <li>• Implement progressive repair procedures</li> <li>• Coordinate logistic support, outfitting requirements and deployment priorities</li> <li>• Monitor 2M certification status</li> <li>• Schedule 2M certifications in conjunction with C5RA/TSRA</li> <li>• (Aircraft Carriers) Conduct MTRF per reference (e)</li> </ul>
VI-9.2.2	Metrology and Calibration Program	<ul style="list-style-type: none"> <li>• Assign a METCAL program single point of contact</li> <li>• Submit TAMS allowance change requests to TAMS allowance manager</li> <li>• Redistribute excess TAMS</li> <li>• Provide properly trained personnel to authorized calibration activities</li> <li>• Periodically perform Quality Assurance reviews of laboratories</li> <li>• Manage calibration overflow program</li> <li>• Ensure Regional Loan Pools are established</li> <li>• Evaluate FMA/Regional Calibration Laboratories</li> <li>• Coordinate for SCAT assignments and SPETERL revisions</li> <li>• Assign Fleet Commander representatives</li> </ul>

Section	Area of Responsibility	Responsibility
VI-11.6.1	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	<ul style="list-style-type: none"> <li>Coordinate all aspects of advanced planning</li> <li>Authorize all new industrial work items</li> <li>Authorize growth in existing industrial work item</li> <li>Provide funding for authorized work</li> <li>Monitor and approve changes in established milestones</li> <li>Direct action when quality or completeness of industrial activity work is in question</li> </ul>
VI-12.3.2.1	Degaussing (ships with degaussing systems)	<ul style="list-style-type: none"> <li>Monitor degaussing readiness of assigned ships</li> <li>Ensure ships “check range” as required</li> <li>Issue waivers or DFS for inability to meet check ranging and deperming requirements, or both, if necessary</li> </ul>
VI-12.4.2.1	Degaussing (submarines without installed degaussing systems)	<ul style="list-style-type: none"> <li>Ensure that ships check range as required</li> <li>Issue waivers to check ranging and deperming requirements if necessary</li> <li>Schedule ships with unsatisfactory magnetic signatures for flash deperming</li> </ul>
VI-13.4.3d	Coating System Inspections	<ul style="list-style-type: none"> <li>Employ NACE Certified Coating Inspectors to train and assist Ship’s Force with coating system inspections</li> </ul>
VI-16.2.2.1.3	Habitability Improvement/ Self Help Responsibilities	<ul style="list-style-type: none"> <li>Develop Long Range Plan, establish priorities for attainment of standards</li> <li>Plan, schedule, coordinate and monitor projects</li> <li>Authorize, budget and fund habitability program</li> </ul>
VI-19-1.2 VI-19-2.1 VI-19-3.1 VI-19-4.1 VI-19-5.2.b VI-19-6.3	Ship Maintenance and Material Management	<ul style="list-style-type: none"> <li>Afloat Maintenance Data System</li> <li>Ashore Maintenance Data System</li> <li>Alteration Management System</li> <li>Maintain Inspection Data File</li> <li>PMS Scheduling (SKED software)</li> <li>CSMP</li> <li>Provide Program Enhancement Requirements</li> <li>Master Job Catalog</li> <li>Screening and Processing FBRs</li> <li>Ensure ships and units are manned with a Ship’s Maintenance Management Officer</li> <li>Ensure shops and units are manned with NEC qualified 3MCs</li> <li>Analyze 3-M Inspection and Self-Assessment data, identify concerns, conduct root cause analysis, develop and implement solutions</li> <li>Ensure TYCOM inspection team members are qualified to inspect assigned areas</li> </ul>
VI-24.8.1	Periodic Maintenance Requirement Program	<ul style="list-style-type: none"> <li>Provide overall scheduling system for accomplishment of PMRs</li> <li>Perform periodic audits of ISICs and FMAs</li> <li>Provide guidance to ISICs obtaining NAVSEA concurrence</li> </ul>
VI-25.3.1	Unrestricted Operations	<ul style="list-style-type: none"> <li>Perform periodic audits of ISICs and FMAs</li> <li>Provide guidance to ISICs when deviating from schedules due to DFS requests</li> </ul>
VI-27.3.1	Scheduled Preservation Upkeep Coordinated Effort	<ul style="list-style-type: none"> <li>Administer the SPRUCE program</li> <li>Maintain and distribute file of SPRUCE lessons learned</li> </ul>

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
VI-31.3.4	Surface Ship Maintenance Placement and Oversight Business Rules	<ul style="list-style-type: none"> <li>• Establish force maintenance policies and directives</li> <li>• Provide list of Fleet Alteration requirements for execution year as input to RMC business plan</li> <li>• Issue spending controls to RMC and update on quarterly basis</li> <li>• Has authority to recapture spending controls previously issued, as a last resort</li> <li>• If not funding an availability, must approve removal of funds before RMC initiates this action</li> <li>• Evaluate Maintenance and Modernization Business Plan adjustment requests</li> <li>• Evaluate RMCs end of month financial status report</li> </ul>
VI-33.2.3	MMBP Responsibilities (Surface Force Ships only)	<ul style="list-style-type: none"> <li>• Align Surface Warfare Enterprise processes with established waterfront support organizations and establish the readiness and cost control processes</li> <li>• Support the ISIC with warships ready for tasking</li> <li>• Assess current readiness, analyze metrics across ships of a class, examine class trends, determine root causes, establish lessons learned and provide recommendations and solutions</li> <li>• Provide the NSA with Target Controls in March of each year</li> <li>• Establish Force maintenance policies, directives and authorize the NSA to execute those policies and directives</li> <li>• Ensure the established modernization plan is accurate and issue Fleet Alteration Letters of Authorization</li> <li>• Validate MMBPs and issue approved CNO availability and Continuous Maintenance funding controls</li> <li>• Provide the RMCs with Target Controls in March of each year</li> </ul>
VI-33.2.4	MMBP Responsibilities (Aircraft Carriers and Submarines)	<ul style="list-style-type: none"> <li>• Establish Force maintenance policies and directives and authorize the NSA to execute them</li> <li>• Ensure that established modernization plan is accurate and issue Fleet Alteration Letters of Authorization</li> <li>• Final approval of all MMBPs</li> </ul>
VI-33.4.2	Initial Budget Guidance (March)	<ul style="list-style-type: none"> <li>• Establish an initial estimate of the expected funding controls for the next Fiscal Year</li> <li>• Develop a common maintenance funding strategy</li> <li>• Establish initial TYCOM Target Controls for each ship's CNO Availability and each ship's CM budget</li> <li>• Ensure Letters of Authorization accurately reflect the modernization plan</li> </ul>
VI-33.4.4	Execution Strategy Adjustments (May)	<ul style="list-style-type: none"> <li>• Determine if adjustments to the TYCOM Target Controls are required</li> </ul>
VI-33.4.6	Approve MMBPs (July)	<ul style="list-style-type: none"> <li>• Approve MMBPs and issue final approved CNO availability and CM controls</li> <li>• Provide final CNO budget controls and CM controls to the Maintenance Teams</li> </ul>
VI-33.4.7	Submit Phasing Plans (August)	<ul style="list-style-type: none"> <li>• Submit Phasing Plans to the Fleet Commander</li> </ul>

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
VI-37.5c	Regional Maintenance Center Passive Countermeasure System Support Requirements	<ul style="list-style-type: none"> <li>• Coordinate in identifying, solving and correcting PCMS deficiencies</li> <li>• Refer all PCMS related Departures from Specifications to NAVSEA for adjudication</li> <li>• Fund PCMS RIPs to provide for the additional RMC labor and materials</li> <li>• Ensure that proper corrosion control procedures are employed</li> <li>• Review and authorize documents that contain procedures relative to PCMS</li> <li>• Evaluate comments and recommendations regarding Fleet PCMS program</li> </ul>
VI-38.3.1	DSS Hull Integrity Procedures	<ul style="list-style-type: none"> <li>• Perform periodic audits of ISICs and FMAs</li> <li>• Provide guidance to ISICs for DFS request and resolution</li> <li>• Review requests for HIP accomplishment as required</li> </ul>
VI-40.5.1	(SUBS) Messages	<ul style="list-style-type: none"> <li>• Review (SUBS) message traffic</li> <li>• Assist and support the ISIC</li> <li>• Track (SUBS) messages initiated by the TYCOM department generating the message</li> <li>• Track (SUBS) messages generated by submarines under its cognizance</li> </ul>
VI-41.2.3d	Maintenance Team	<ul style="list-style-type: none"> <li>• Enter CNO availabilities, assessments, associated routine tasks and authorized Fleet and Programmed Alterations into the appropriate Maintenance Automated Information System</li> </ul>
VI-41.4	Planning Process Support	<ul style="list-style-type: none"> <li>• Provides planning process support in the planning and execution of engineered maintenance</li> </ul>
VI-41.5	Planning Board for Maintenance	<ul style="list-style-type: none"> <li>• Attend regularly scheduled meetings to discuss ship-wide maintenance issues</li> </ul>
VI-42.6.2	Material Assessment	<ul style="list-style-type: none"> <li>• Schedule and authorize material assessments</li> <li>• Define the scope of material assessment</li> <li>• Provide funding for execution and support</li> <li>• Conduct periodic reviews of the material assessment process</li> <li>• Establish standards of effectiveness to ensure program improvement</li> <li>• Evaluate unit's ability to self-assess and report training deficiencies</li> </ul>



**Immediate Superior in Command (ISIC)**

Section	Area of Responsibility	Responsibility
I-2.5.1	Pre-Commissioning	<ul style="list-style-type: none"> <li>● Provide crew support prior to initial man-up</li> <li>● Conduct an inspection of the crew at the building yard</li> <li>● Conduct periodic monitoring of ships</li> <li>● Ensure personnel arrive in support of initial crew man-up</li> <li>● Conduct a Habitability Inspection</li> <li>● Make recommendations to the TYCOM for placing the ship "In Service"</li> <li>● Contact TYCOM Metrology and Calibration Point of Contact to verify if establishment of Field Calibration Activity Request has been submitted</li> <li>● Ensure that assigned New Construction Units operate and maintain installed diesel engines</li> <li>● (Nuclear Powered Ships only) Conduct a Pre-RSE of the Engineering/Reactor Department</li> <li>● (Nuclear Powered Ships only) Review Pre-RSE findings, the CO's training plan and progress evaluations</li> <li>● (Submarines only) Prior to Fast Cruise, report ship's preparations to assume responsibility for Re-entry Control</li> <li>● (Submarines only) Schedule <b>distressed submarine and salvage inspections</b></li> <li>● (Submarines only) Designate the <b>distressed submarine and salvage inspection team</b></li> <li>● For CVNs, conduct crew certification</li> <li>● For all other hulls, conduct Phase I crew certification</li> <li>● Conduct Phase II crew certification</li> <li>● Conduct a material inspection of the ship</li> <li>● Report satisfactory completion of the inspections to the TYCOM</li> <li>● Message reporting requirements</li> </ul>
I-2.5.2	Post Shakedown Availability	<ul style="list-style-type: none"> <li>● Conduct periodic monitoring</li> <li>● (Nuclear Powered Ships only) Conduct a Pre-critical inspection of the Engineering/Reactor Department</li> <li>● Witness and certify to the TYCOM that the state of crew training is satisfactory for at-sea operations</li> <li>● (Aircraft Carriers only) Receive from the CO/Supervising Authority the scope, schedule and agenda of the tests for Sea Trials for review and approval</li> <li>● Arrange for the embarkation of technical personnel to observe tests or trials</li> <li>● Arrange for the assignment of operating areas and communications frequencies</li> <li>● (Submarines only) Schedule a <b>distressed submarine and salvage inspection</b></li> <li>● (Submarines only) Prior to Fast Cruise, audit Ship's Force Re-Entry Control and Departure from Specification records</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>(Submarines only) Conduct a material inspection consisting of a vertical audit of Ship's Force and FMA SUBSAFE work and URO completion status</li> <li>Advise the TYCOM if deficiencies exist and/or extension of time is required to correct training/material deficiencies</li> </ul>
I-3.3.1d	Arrival Assist	<ul style="list-style-type: none"> <li>Inform the TYCOM in the event that progress in preparations is evaluated as unsatisfactory</li> </ul>
I-3.3.2b	Periodic Monitoring/ Inspections/Visits	<ul style="list-style-type: none"> <li>Determine the extent, type and frequency of periodic monitoring inspections and visits</li> </ul>
I-3.3.2d	Periodic Monitoring/ Inspections/Visits	<ul style="list-style-type: none"> <li>Advise the TYCOM of situations where the completion of Key Events is in jeopardy</li> </ul>
I-3.3.3c	Pre-RSE Safeguard Examination	<ul style="list-style-type: none"> <li>(Nuclear Powered Ships only) Schedule the Pre-RSE approximately six to eight weeks prior to criticality</li> </ul>
I-3.3.3d(3)	Pre-RSE Safeguard Examination	<ul style="list-style-type: none"> <li>Initiate arrangements for the participation of TYCOM Staff members at least one month prior to the inspection date</li> </ul>
I-3.3.11	Habitability Inspection	<ul style="list-style-type: none"> <li>Conduct Habitability Inspection</li> </ul>
I-3.3.14a	Light-Off Assessment	<ul style="list-style-type: none"> <li>Determine if ship's training procedures and status support safe plant operations</li> </ul>
II-I-3.3.8.3.a (All Ships)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>Assist TYCOM and SUBMEPP in preparation of AWP</li> <li>Monitor corrective maintenance action taken</li> <li>Schedule and conduct inspections of Forces Afloat</li> <li>Monitor progress of CNO maintenance availabilities</li> <li>Ensure that a MOA is executed prior to availability start</li> </ul>
II-I-3.3.8.3.b (Submarines Only)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>Ensure timely accomplishment and reporting of PMR Maintenance</li> <li>Ensure industrial activities and ships maintain current copies of Maintenance Standards, PMR schedules and inventories</li> <li>Review Ship's Force submitted deferrals for industrial activity assistance</li> <li>Ensure industrial activities provide 3-M and SMS feedback for analysis by SUBMEPP</li> <li>Request SUBMEPP assistance as necessary for assistance with PMR scheduling and software</li> <li>Report to SUBMEPP inability to perform PMRs</li> <li>Designate Availability Coordinator</li> <li>Provide updated Sea Trials status to COMSUBDEVRON FIVE</li> <li>For minor CNO maintenance availabilities issue required messages as applicable</li> <li>Report that all SFCC-certified On Board Repair Parts are loaded out by Fast Cruise following any major or minor CNO availability</li> </ul>
II-I-3.3.8.3.c (Surface Force Ships Only)	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>In coordination with the RMC Chief Engineer, submit Change Deferral Requests and Change Notifications to SURFMEPP</li> <li>Coordinate with SURFMEPP to update the AWP</li> <li>Coordinate meetings as required at key milestones and as required to support resolution of major issues</li> </ul>
II-I-3.6.1.2	Availability Execution	<ul style="list-style-type: none"> <li>Authorize new items and growth industrial work items</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>● Monitor and approve all changes in established milestones</li> <li>● Issue direction when the quality or completeness of industrial work is in question</li> <li>● Monitor off-ship crew messing and berthing arrangements</li> <li>● Notify the TYCOM when essential Ship's Force work cannot be completed on the scheduled contract date</li> <li>● (Surface Force Ships only) Assess and monitor shipboard conditions</li> <li>● (Submarines only) Assess and monitor shipboard conditions</li> <li>● Monitor Ship's Force preparations for LOA</li> <li>● (Nuclear Powered Ships only) Conduct a Pre-Critical Inspection of the Engineering Department</li> <li>● (Submarines only) Schedule a <b>distressed submarine and</b> salvage inspection by the Forces Afloat</li> <li>● Conduct a formal Phase I crew certification inspection(s) of the Ship's Force</li> <li>● (Submarines only) Prior to Fast Cruise, conduct a formal audit of the Ship's Force REC and DFS records.</li> <li>● (Submarines only) Prior to Fast Cruise, conduct a formal audit of the Ship's Force CSMP</li> <li>● Conduct Phase II crew certification</li> <li>● Conduct a material inspection of the ship</li> <li>● Report satisfactory completion of inspections to the TYCOM</li> <li>● Receive schedule and agenda of tests for Sea Trials for review and approval</li> <li>● (Submarines only) Prior to Sea Trials, report material certification of the ship by message</li> <li>● Monitor the progress of the availability</li> <li>● If required, initiate Operating Cycle Extension Assessment</li> </ul>
II-I-3.6.8.3b(5)(d) (Submarines Only)	Trials, Inspections and Certification Minor Availabilities	<ul style="list-style-type: none"> <li>● Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work</li> </ul>
II-I-3.6.8.3b(6)(c)	Trials, Inspections and Certification Minor Availabilities	<ul style="list-style-type: none"> <li>● Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work</li> </ul>
II-I-3.6.8.3.9	Sea Trials	<ul style="list-style-type: none"> <li>● Authorize the ship to get underway for Sea Trials. Notify TYCOM of satisfactory completion of Fast Cruise</li> </ul>
II-I-3.6.8.3.11c	Availability Completion Prerequisites	<ul style="list-style-type: none"> <li>● Certify to TYCOM material condition of parts of ship installed, repaired and/or tested by the ISEA activity</li> </ul>
II-I-3.6.8.4.1d	Trials and Inspections	<ul style="list-style-type: none"> <li>● Conduct periodic monitoring of ships</li> <li>● Conduct a Pre-Critical Inspection of the Engineering Department</li> <li>● Schedule a <b>distressed submarine and</b> salvage inspection</li> <li>● Conduct a formal Phase I certification inspection of the ship's company</li> <li>● Prior to Fast Cruise, conduct a formal audit of Ship's Force REC and DFS records and CSMP</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Witness and certify to the TYCOM that the state of crew training is satisfactory for at-sea operations</li> <li>• Conduct a material inspection of the ship</li> <li>• Report satisfactory completion of inspections to the TYCOM</li> <li>• Review the scope, schedule and agenda of tests for Sea Trials</li> <li>• Prior to Sea Trials, report the material certification of the ship to the TYCOM</li> <li>• Advise the TYCOM of escort requirements</li> <li>• Arrange for SRDRS to be on “modified alert” during Sea Trials</li> <li>• Provide updated Sea Trials status to COMSUBRON ELEVEN if “mod-alert” support services are in use</li> <li>• Provide an operation order</li> <li>• Arrange for the embarkation of technical personnel</li> <li>• Arrange for assignment of operating areas and communications frequencies</li> <li>• Assign a submarine qualified officer to act as TYCOM representative embarked during Sea Trials</li> <li>• When authorized by the TYCOM, grant permission for the Ship’s CO to commence Sea Trials</li> <li>• Upon completion of Sea Trials, report to the TYCOM the status of Forces Afloat work performed within the SUBSAFE boundary</li> </ul>
II-I-3.6.8.4.4b(3)	Pre-Critical Inspection	<ul style="list-style-type: none"> <li>• Conduct a Pre-Critical Inspection within six weeks of intended criticality</li> </ul>
II-I-3.6.8.4.7b(5)	Sea Trials	<ul style="list-style-type: none"> <li>• 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</li> </ul>
II-I-4.4.1.1	Common Elements	<ul style="list-style-type: none"> <li>• Coordinate scheduling of availabilities at LMAs</li> <li>• Monitor corrective maintenance action</li> <li>• Schedule and conduct inspections</li> <li>• Monitor progress</li> <li>• Initiate budgetary actions for funding availabilities</li> <li>• Alterations identified by priority based on material availability</li> <li>• Identify routine packages</li> <li>• Review results of monitoring inspections and testing</li> <li>• Identify special evolutions</li> <li>• Issue availability planning message</li> <li>• (Submarines) Ensure PMR and URO MRC actions are identified</li> <li>• (Submarines) Send Sea Trials Support Services message</li> <li>• (Submarines) Provide updated Sea Trials Status</li> <li>• (Submarines) Identify key events for each CMAV</li> <li>• (Submarines) Monitor Ship and Executing Activity preparations to transition to a CMAV period</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>Ensure all requirements of 8010 Manual are implemented in all CMAVs to the maximum extent practical</li> </ul>
II-I-4.5.4	Ship Certification Prior to Underway (Submarines only)	<ul style="list-style-type: none"> <li>Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work</li> </ul>
II-I-4.10.1	Interim Drydocking/Pre-Inactivation Restricted Availabilities (Submarines)	<ul style="list-style-type: none"> <li>Authorize new items and growth industrial work items</li> <li>Monitor and approve changes in established milestones</li> <li>Issue direction when Industrial Activity work is in question</li> <li>Notify TYCOM when Ship's Force work cannot be completed</li> <li>Periodically monitor and assess shipboard conditions</li> <li>ISIC QA officer will conduct audit of Ship's Force Re-entry Control and Departure from Specification Records</li> <li>Conduct material inspection prior to Fast Cruise</li> </ul>
IV-3.3.6	Boiler Inspections	<ul style="list-style-type: none"> <li>Maintain overall cognizance of SGPI Program</li> <li>Schedule routine inspections</li> <li>Arrange for availability of SGPI during CAI</li> <li>Monitor follow-up action</li> <li>Assist COs in arranging for corrective action when requested</li> </ul>
IV-14.2.3	Magazine Sprinkler Inspection Requirements	<ul style="list-style-type: none"> <li>Ensure scheduling of Shipboard Explosive Safety Inspection</li> <li>Follow-up on all discrepancies posted by verification activity</li> <li>Act as sole grantor of all magazine sprinkler systems re-certification</li> </ul>
IV-18.3.1	<b>Distressed Submarine and Salvage Inspection</b>	<ul style="list-style-type: none"> <li><b>Distressed Submarine and Salvage Inspection</b></li> </ul>
IV-21.2.1	Submarine Oxygen Generating Plants	<ul style="list-style-type: none"> <li>Ensure assigned units are in compliance with paragraph 21.1.1</li> <li>Conduct periodic inspections and audits</li> <li>Ensure PMT inspectors perform material inspections of the ship's oxygen generators</li> </ul>
IV-23.3.2.6	Gas Turbine Engine Inspection	<ul style="list-style-type: none"> <li>Monitor the follow-up action to correct noted discrepancies by randomly sampling ship's files and reports</li> <li>Assist Commanding Officers in arranging for corrective action items beyond the capability of Ship's Force</li> </ul>
IV-26.2.2	Board of Inspection and Survey Material Inspections Policy	<ul style="list-style-type: none"> <li>(Surface Force Ships only) The ISIC, if deployed, will request assistance with inspection preparations</li> <li>Monitor ship's preparation for MI</li> <li><b>Ensure preparation for the sequence of accomplishing inspection underway demonstrations is conducted in advance of inspection.</b></li> <li>Surface Ships ISIC conduct an inspection readiness assessment prior to submitting reports</li> <li>Ensure post inspection reporting procedures followed</li> <li>Attend post-INSURV inspection critiques</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Ensure subordinate commands are prepared for scheduled INSURV</li> <li>• Ensure ship is prepared to discuss deficiencies not corrected and items removed from CSMP</li> <li>• Ensure preparation for the sequence of accomplishing inspection underway demonstrations is conducted in advance of inspection</li> <li>• Monitor reporting and correction of MI deficiencies</li> </ul>
V-I-1.5	Organizational Responsibilities	<ul style="list-style-type: none"> <li>• Organize and implement a QA program</li> <li>• (Submarines) Organize and implement program to verify performance of required maintenance</li> <li>• Organize and implement a work request screening process</li> <li>• (Submarines) Review Ship's Force Controlled Work Packages</li> <li>• (Submarines) Ensure ship's certification continuity report is received before ship is underway</li> <li>• Review and sign MOA</li> <li>• (Submarines) Administer a DFS system</li> <li>• Monitor QA program and procedures</li> <li>• Schedule and conduct QA program assessment</li> <li>• Review and endorse TYCOM audit report</li> <li>• Conduct periodic monitoring of Ship's Force work and QA program</li> <li>• (Submarines) Perform annual SUBSAFE/SOC/FBW SCS awareness training</li> <li>• (Submarines) Conduct oral interview with Ship's Force relieving QAO</li> <li>• Ensure fact-finding critiques are held to establish causes of errors during maintenance</li> <li>• Provide sufficient time for crew training during Upgrades/Alterations or Major Repair Work on the FBW SCS</li> <li>• (Submarines only) Contact the TYCOM immediately for issues which will result in a SUBSAFE, FBW SCS, DSS or SOC critique, SUBSAFE, FBW SCS, DSS or SOC trouble report, or SUBSAFE, FBW SCS, DSS or SOC fact-finding. On the same calendar day, the ISIC will provide the TYCOM an email outlining the issue reported by the Ship or Activity.</li> <li>• Conduct FBW SCS certification audits</li> <li>• Report by message, crew readiness and verification from the ISEA/activity performing work that work necessary for at-sea testing is complete</li> <li>• Certify to the TYCOM the FBW SCS material condition of parts installed, repaired and/or tested by the ISEA is satisfactory</li> <li>• Transmit a Submarine Material Transfer Message to the gaining ISIC for deploying/ deployed submarines when the unit out chops</li> </ul>
V-I-2D-1	Formal Work Package Approval	<ul style="list-style-type: none"> <li>• Review Ship's Force and RMC/FMA prepared CWPs</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• (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</li> <li>• (Submarines) Prior to submerged underway operations when submarines are in a port with an ISIC, the ISIC QAO must complete a QA Pre-Underway Checklist</li> </ul>
V-I-5.9.4c	Objective Quality Evidence to Support Controlled FBW SCS Work	<ul style="list-style-type: none"> <li>• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work</li> </ul>
V-I-8.3.1g and V-I-8.3.7e(2)	Departure from Specification Procedures	<ul style="list-style-type: none"> <li>• Provide the Job Control Number and Departure serial number for Departures initiated by a depot level activity</li> </ul>
V-I-9.3.3	Assessments, Audits and Surveillance	<ul style="list-style-type: none"> <li>• Schedule and conduct a QA Program assessment of all assigned ships</li> <li>• Conduct additional periodic audits and surveillance</li> <li>• Conduct 100% audit of CWPs for SUBSAFE work accomplished by Forces Afloat</li> <li>• Conduct audit of UROs assigned to Forces Afloat</li> <li>• Conduct review of all outstanding Forces Afloat DFSs</li> <li>• Vertical audits of all Forces Afloat CWPs</li> <li>• Perform 100% audit of FBW SCS Upgrades/Alterations or Major Repair Work</li> </ul>
V-III-1.2.2	Organizational Responsibilities	<ul style="list-style-type: none"> <li>• Organize and implement a QA program</li> <li>• Organize and implement a program to verify performance of required maintenance</li> <li>• (Submarines only) Organize and implement a work request screening process</li> <li>• Ensure DSS certification continuity report is received and reviewed before DSS manned use</li> <li>• Review and approve User/Sustaining Activity requests prior to conducting manned operations</li> <li>• Review and sign the Memorandum of Agreement</li> <li>• Administer a DFS system</li> <li>• (Submarines only) Monitor the QA program and procedures of assigned FMA and monitor corrective actions</li> <li>• (Submarines only) Schedule and conduct a QA program assessment</li> <li>• (Submarines only) Review and endorse TYCOM audit report of assigned FMA(s)</li> <li>• Conduct periodic monitoring of Ship's Force work and QA program</li> <li>• Properly maintain certification on assigned DSS</li> <li>• Review and evaluate User/Sustaining Activity reports of corrective action</li> <li>• Ensure Sustaining Activities perform internal surveys</li> <li>• Ensure Sustaining Activities process requests for sustaining certification</li> <li>• Perform QA assessments associated with the DSS and host submarines</li> <li>• Route appropriate DSS SOC DFSs for approval</li> <li>• Conduct vertical audit of assigned DSS unit's OQE</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Perform annual SOC awareness training</li> <li>• Ensure fact-finding critiques are held</li> </ul>
VI-3.2.1	Submarine Fleet Modernization Program	<ul style="list-style-type: none"> <li>• Inform FMA of upcoming availabilities</li> <li>• Monitor FMA modernization and availability planning</li> <li>• Establish installation priorities</li> <li>• Screen alterations to the FMA for accomplishment immediately upon receiving TYCOM authorization. Ensure no action is taken to accomplish alterations which are not authorized for accomplishment</li> <li>• Maintain a file of alteration briefs</li> <li>• Assist units in preparation of alteration requests</li> <li>• Identify deficiencies and changes to hull applicability of alterations</li> <li>• Ensure only TYCOM authorized or partially completed alterations appear on CSMP</li> <li>• Ensure MJC contains all alterations authorized for accomplishment</li> <li>• Ensure all OPNAV4790/CKS are collected 3 days prior to end of availability</li> <li>• Ensure RPCCRs are distributed to ship's CO</li> <li>• Ensure situational alterations are accomplished</li> <li>• Inform ships of alterations planned during an availability</li> <li>• Verify reports of alteration completions during CNO availabilities</li> <li>• Ensure Forces Afloat alterations are completed to maximum extent prior to CNO availability</li> <li>• For deploying units, provide to FMA a list of alterations to be completed during deployment upkeep</li> <li>• Allocate portion of FMA ROV for procuring alteration material for installation by Forces Afloat</li> <li>• Before installation begins, ensure MOA is in place for any alteration accomplished by industrial activity</li> <li>• Ensure installation of TEMPALTs/OPALTs is per reference (f)</li> <li>• Ensure alteration by AIT following reference (g)</li> <li>• Ensure FMA obtains TYKITs RFI</li> <li>• Ensure <b>TYCOM authorized</b> (RFA) Category "A" Mandatory Safety A&amp;Is and Mandatory Safety Title D SHIPALTs are completed <b>during</b> the next appropriate availability of sufficient duration</li> <li>• Ensure that category "B" A&amp;I's are completed within 24 months of the date of authorization</li> <li>• Prepare and forward TAMs</li> <li>• Ensure FBW SCS alterations follow reference (h)</li> </ul>
VI-5.2.2	Deficiency Documentation and Reporting	<ul style="list-style-type: none"> <li>• Screen and technically review all submitted 4790/2Ks</li> <li>• Technically review all submitted CASREPs</li> </ul>
VI-8.2.2	Miniature/Micro-miniature Electronic Repair Program	<ul style="list-style-type: none"> <li>• Coordinate and manage 2M program</li> <li>• Monitor effectiveness of 2M program</li> <li>• Implement progressive repair procedures</li> <li>• Coordinate logistic support, outfitting requirements and deployment priorities</li> </ul>



Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Monitor 2M certification status</li> <li>• Schedule 2M certifications in conjunction with C5RA/TSRA</li> <li>• (Aircraft Carriers) Conduct MTRF per reference (e)</li> </ul>
VI-9.2.4	Metrology and Calibration Program	<ul style="list-style-type: none"> <li>• Monitor calibration readiness status within their respective organizations</li> <li>• Monitor effectiveness of electronic and SGCP FCAs</li> <li>• Ensure that ships with FCAs extend their service to other ships in company</li> <li>• Ensure each ship has necessary standards, documentation and trained personnel to maintain certification</li> <li>• Coordinate resolution of calibration problems</li> <li>• (Submarines) Ensure each activity supports the TYCOM Calibration Program of Record</li> <li>• (Submarines) Support and participate in the TYCOM's CTRA process</li> </ul>
VI-11.6.2	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	<ul style="list-style-type: none"> <li>• Review overhaul progress reports</li> <li>• Review Ship's Force and FMA concurrent work</li> <li>• Ensure directives are followed concerning safety</li> <li>• Attend Sea Trial and overhaul completion review conferences</li> <li>• Assist in all aspects of planning and monitoring of industrial availabilities</li> </ul>
VI-12.3.2.1	Degaussing (ships and submarines with degaussing systems)	<ul style="list-style-type: none"> <li>• Monitor degaussing readiness of assigned ships</li> <li>• Ensure ships "check range" as required</li> <li>• Issue waivers or DFS for inability to meet check ranging and deperming requirements, or both, if necessary</li> </ul>
VI-12.4.2.1	Degaussing (submarines without installed degaussing systems)	<ul style="list-style-type: none"> <li>• Ensure ships "check range" as required</li> <li>• Schedule ships with unsat magnetic signatures for flash deperming</li> <li>• Issue waivers to check ranging and deperming requirements if necessary</li> </ul>
VI-22.2.2.3b	Unplanned TRIPER Change Out	<ul style="list-style-type: none"> <li>• Assign the job to an FMA</li> </ul>
VI-23.3.1	Submarine Noise Reduction	<ul style="list-style-type: none"> <li>• Assign a Staff Noise Reduction Officer</li> <li>• Oversee and supervise Noise Reduction Program within Squadron</li> <li>• Submit requests for Beartrap Acoustic Radiated Trials</li> <li>• Schedule acoustic surveys during operating cycles of submarines</li> <li>• Recommend and/or authorize corrective actions</li> <li>• Review records, results, procedures and equipment during material readiness inspections</li> <li>• Schedule divers for underwater hull and propeller surveys</li> <li>• Report propeller replacements</li> <li>• Ensure support personnel trained in noise reduction</li> </ul>
VI-24.8.3	Periodic Maintenance Requirement Program	<ul style="list-style-type: none"> <li>• Schedule and ensure completion of PMR work within planned periodicity in the CMP</li> <li>• For Submarines, call-down all PMRs planned for accomplishment into the CSMP by availability dates</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Maintain auditable records of PMR accomplishment for each submarine or DDS</li> <li>• Maintain automated database of Logistic Data System, Planned/Refit Maintenance Management System</li> <li>• Notify SUBMEPP Code 1814 of non-receipt of quarterly PMR Inventories and schedules</li> <li>• Keep local scheduling system correct and accurate</li> <li>• Make every attempt to accomplish PMRs on or before the next scheduled due date. Ensure PMRs not completed by SUBMEPP due date are rescheduled</li> <li>• Ensure all I-Level PMRs are scheduled for accomplishment by FMA prior to end of availability</li> <li>• Review completed AWRs prior to closeout</li> <li>• Transfer PMRs to other FMAs as necessary</li> <li>• Non-scheduled repairs of PMR components</li> <li>• Provide assigned ship's training in TYCOM PMR scheduling system</li> </ul>
VI-25.3.3	Unrestricted Operations	<ul style="list-style-type: none"> <li>• Maintain auditable records of URO MRC accomplishment</li> <li>• Perform periodic audits of assigned FMAs</li> <li>• Maintain a file of current URO MRC inventories and schedules as provided by SUBMEPP</li> <li>• Coordinate accomplishment of URO MRCs following SUBMEPP provided PMR inventories and schedules. Monitor the URO MRC/DSS HIP Status web site periodically</li> <li>• Control input of SUBMEPP scheduling file</li> <li>• Ensure all URO MRC requirements are in the CSMP</li> <li>• Request approval from TYCOM for deviations from required periodicities</li> <li>• Establish procedures to affect routing of completed AWRs</li> <li>• Ensure accomplishing activity immediately reports conditions that would result in reduced inspection periodicity</li> <li>• Monitor timely submission of URO MRC data reports and reports of accomplishment</li> <li>• Review ship's certification continuity report prior to underway period</li> <li>• Parent ISIC of deploying ships: ensure URO MRC due for accomplishment during deployment is in CSMP transfer file, provide message to applicable deployed FMA</li> <li>• Deployed squadrons will review URO MRC status of deployed submarines at in-chop</li> <li>• Prior to start of CNO availability: assign JCNs as necessary, reassign URO MRCs not completed</li> <li>• During availability, URO MRCs not accomplished during depot period will be placed on guarantee list or reassigned</li> <li>• Prior to CNO availability completion, audit URO MRCs assigned to Forces Afloat by the AWP</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Following availability completion ensure all MRCs were reported and subsequently updated by SUBMEPP</li> </ul>
VI-27.3.2	Scheduled Preservation Upkeep Coordinated Effort	<ul style="list-style-type: none"> <li>• Schedule and coordinate SPRUCE upkeeps</li> <li>• Coordinate submarine crew training</li> <li>• Monitor effectiveness of program</li> <li>• Chair a debrief with Ship's Force and FMA to review effectiveness of SPRUCE</li> </ul>
VI-28.6.1	Cableway Assessment	<ul style="list-style-type: none"> <li>• Ensure assigned ships are scheduled to receive cableway assessments and training</li> </ul>
VI-33.4.3b	Provide Controls to Maintenance Team (April)	<ul style="list-style-type: none"> <li>• Provide ship operational schedule information to the Maintenance Team</li> </ul>
VI-37.5d	Regional Maintenance Center Passive Countermeasure System Support Requirements	<ul style="list-style-type: none"> <li>• Submit requests to schedule PCMS core activities for each unit</li> <li>• Review and take the appropriate action to correct PCMS discrepancies for subordinate units</li> </ul>
VI-38.3.3	DSS Hull Integrity Procedures	<ul style="list-style-type: none"> <li>• Maintain auditable records of DSS HIP accomplishments</li> <li>• Conduct periodic audits of assigned FMAs</li> <li>• Maintain a file of DSS HIP inventories and schedules</li> <li>• Assist in preparation and approve DSS HIP performance schedule</li> <li>• Ensure review and implementation of DSS HIP procedural inventories and schedules</li> <li>• Ensure all DSS HIP requirements are in the CSMP</li> <li>• Request approval from Program Manager with Sustaining Certification Authority for deviations from DSS HIP requirements and periodicities</li> <li>• Establish procedures for routing of completed DSS HIP AWRs</li> <li>• Monitor the timely submission of DSS HIP data report forms and report of accomplishment</li> <li>• Review vehicle's certification continuity report prior to underway period</li> <li>• Ensure DSS HIPs due for accomplishment during deployment are in the transfer of custody message</li> <li>• Audit DSS HIPs assigned to Forces Afloat by the AWP</li> </ul>
VI-40.5.2	(SUBS) Messages	<ul style="list-style-type: none"> <li>• Review and take for action all (SUBS) messages</li> <li>• Track (SUBS) messages sent or initiated by submarines under its cognizance</li> <li>• Track (SUBS) messages initiated by the ISIC</li> </ul>
VI-41.5	Planning Board for Maintenance	<ul style="list-style-type: none"> <li>• Attend regularly scheduled Planning Board for Maintenance meetings between the ship's Maintenance Team members and stakeholders</li> </ul>
VI-42.6.2	Material Assessment	<ul style="list-style-type: none"> <li>• Schedule and authorize material assessments</li> <li>• Define the scope of material assessment</li> <li>• Provide funding for execution and support</li> <li>• Conduct periodic reviews of the material assessment process</li> <li>• Establish standards of effectiveness to ensure program improvement</li> <li>• Evaluate unit's ability to self-assess and report training deficiencies</li> </ul>

**Regional Maintenance Center Commander**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
II-II-1.3.1	Surface Ship Maintenance	<ul style="list-style-type: none"> <li>• Overall responsibility for efficient planning, brokering and execution of all ship maintenance and modernization for assigned ships</li> </ul>
IV-3.3.5	Boiler Inspections	<ul style="list-style-type: none"> <li>• Coordinate inspections in cognizant maintenance areas</li> <li>• Maintain an up-to-date status of required steam generating plant inspections</li> </ul>
IV-17.4.4	Steam Catapult Inspection	<ul style="list-style-type: none"> <li>• Provide a SGPI when requested by a ship or TYCOM to conduct inspections</li> <li>• Provide resources to ensure SRF or RMC SGPI and Steam System SME's maintain certification</li> </ul>
IV-23.3.2.5	Gas Turbine Engine Inspection	<ul style="list-style-type: none"> <li>• Coordinate inspections in cognizant maintenance areas</li> <li>• Maintain an up-to-date status of required marine gas turbine system inspections</li> </ul>
IV-27.4.4	Steam Boiler Inspection	<ul style="list-style-type: none"> <li>• Provide certified SGPIs to perform inspections</li> <li>• Ensure SRF or RMC SGPI and steam system SME's attend semi-annual SGPI or SME refresher training as applicable to maintain their certification.</li> <li>• Provide resources to ensure SRF or RMC SGPI and steam system SME's meet all requirements to maintain certification</li> </ul>
V-I-1.7.1	Quality Assurance for Maintenance, Repair and Alteration	<ul style="list-style-type: none"> <li>• Designate the RMC/FMA QAO</li> <li>• (Submarines only) Provide a written report of certification</li> <li>• Certify the qualifications of QA personnel</li> <li>• Ensure the RMC/FMA has an effective audit and surveillance program</li> <li>• Initiate a semi-annual evaluation of the RMC/FMA QA Program</li> <li>• (Submarines) Implement all aspects of the SUBSAFE and FBW-SCS programs</li> </ul>
V-I-1.7.3m	RMC/FMA Responsibilities	<ul style="list-style-type: none"> <li>• Ensure fact-finding critiques are held</li> <li>• Contact the ISIC for issues that will result in a SUBSAFE critique</li> </ul>
VI-2.6.2	Technical Assistance	<ul style="list-style-type: none"> <li>• Ensure sufficient capability exists to provide timely response to all requests for technical assistance</li> <li>• Ensure RMC mission funds are used to fund all FTA efforts</li> <li>• Ensure technical support is provided to Fleet units.</li> <li>• Ensure the initial response to every FTA request is via Distance Support</li> <li>• Ensure personnel responding to a request for technical assistance are thorough in their review of the specific technical problem</li> <li>• Ensure acknowledgment and response to all FTA requests</li> <li>• Ensure personnel providing on-site technical assistance keep the cognizant ship's department head or designated representative informed</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Ensure FTA data is required to be entered into the Common Submarine Problem/Maintenance Reporting System</li> <li>• Ensure a TAVR is submitted at the completion of an on-site FTA</li> <li>• Ensure an E-mail TAVR is required at the completion of an on-site FTA on Surface Force Ships/Carriers</li> <li>• 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.</li> <li>• Ensure submission of a message report if an on-site assist visit is terminated</li> <li>• Track all requests for FTA using approved FTA software</li> <li>• Ensure technicians providing FTA to submarines are eligible for access to Sensitive Compartmented Information</li> </ul>
VI-8.2.6	2M/MTR Fleet Coordinators	<ul style="list-style-type: none"> <li>• Maintain qualified 2M/MTR Fleet Coordinators</li> </ul>
VI-31.3.3	Business Responsibilities	<ul style="list-style-type: none"> <li>• Execute surface ship maintenance</li> <li>• Develop a consolidated spending plan for the execution year</li> <li>• Issue quarterly spending controls to all of the Maintenance Teams</li> <li>• Evaluate Maintenance and Modernization Business Plan adjustment requests</li> <li>• Redistribute controls across the surface ship Maintenance Teams</li> <li>• Provide an impact statement to the TYCOM regarding the effect on the execution of maintenance</li> <li>• Provide a recommendation to minimize the impact on Force readiness</li> <li>• Evaluate the financial status of each of the Maintenance Teams on a monthly basis</li> <li>• Submit end of quarter financial summary reports to the respective surface TYCOM</li> <li>• Use Emergency Maintenance funds to execute CNO availability or CM maintenance</li> <li>• Determine when Emergency Maintenance funds should be used for the correction of C2 CASREPs or other non-CASREP related, but nonetheless urgent maintenance</li> <li>• Approve any planned delay of action on a CASREP</li> <li>• Generate monthly reports for all assigned ships planning, in or having completed Hot Wash following completion of a CNO availability</li> </ul>
VI-35.3.2	RMC I-Level Maintenance Capabilities	<ul style="list-style-type: none"> <li>• Provide the capabilities identified in Appendix A per all applicable policy, regulations and technical requirements. Ensure detailed capability manuals are issued by each RMC</li> <li>• Coordinate with the TYCOMs to ensure full utilization of the funded capacity</li> <li>• Provide cost estimates and implementation plans to the Fleet Commanders for proposed additions and deletions</li> </ul>

Section	Area of Responsibility	Responsibility
		<p>to capabilities as well as increases or decreases to capacity at any/all RMCs</p> <ul style="list-style-type: none"> <li>• Establish policy, requirements and direction for NAMTS program management and execution at RMCs</li> <li>• As MAT Program Manager, establish requirements and guidance for the execution of MATs at the RMCs including reporting requirements</li> <li>• Coordinate with the cognizant TYCOM on the establishment, disestablishment and utilization of MATs</li> </ul>
VI-37.5e	Countermeasure System Support Requirements	<ul style="list-style-type: none"> <li>• Maintain qualified PCMS personnel and ensure assets are available to perform PCMS core activities</li> <li>• Provide technical assistance via distance support/on site visit as appropriate</li> <li>• Conduct PCMS core activities</li> <li>• Ensure all personnel assigned to PCMS responsibilities meet the requirements</li> <li>• Ensure that RMC PCMS SMEs are involved in planning of all PCMS equipped ship topside maintenance where PCMS is affected</li> <li>• 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</li> <li>• Ensure that contracted or I-Level jobs activities, facilities and personnel are certified</li> <li>• Include in contracted I and D-Level jobs the provision of PCMS tiles for planned PCMS repairs and interference areas</li> </ul>
VI-41.6	Workforce Development Program	<ul style="list-style-type: none"> <li>• Serves as the Work Force Development Program sponsor</li> <li>• Serves as the Curriculum Control Authority for all WFD training courses and curricula</li> </ul>
VII-6.6.2	Maintenance Center Funding	<ul style="list-style-type: none"> <li>• Develop a consolidated spending plan for the execution year</li> <li>• Determine when Emergency Maintenance funds should be used for the correction of C2 CASREPs or other non-CASREP related, but nonetheless urgent maintenance</li> </ul>

**Ship's Commanding Officer**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
I-5.6	Post Delivery Deficiencies	<ul style="list-style-type: none"> <li>Reporting deficiencies not otherwise identified by INSURV, until the end of the SCN period per the following procedures</li> </ul>
II-I-3.3.8.6	Maintenance Policies and Procedures	<ul style="list-style-type: none"> <li>Review AWP's and provide comments to TYCOM, ISIC and SUBMEPP</li> <li>Assign a Ship's Selected Records Coordinator</li> <li>Publish policies concerning the ship status and crew before availability starts</li> <li>Ensure non-conformances submitted during the availability are approved prior to Sea Trials and not later than the completion of the availability</li> </ul> <p>(Submarines Only)</p> <ul style="list-style-type: none"> <li>Review status of PMR maintenance schedules and CSMP reports with ISIC prior to CNO availability</li> <li>Maintain a current SUBMEPP PMR inventory</li> </ul>
II-I-3.6.8.3.11b	Availability Completion Prerequisites	<ul style="list-style-type: none"> <li>Verify satisfactory completion of all Sea Trial evolutions</li> </ul>
II-I-3.6.8.4.1e	Responsibilities for trials and inspections	<ul style="list-style-type: none"> <li>Carry out responsibilities per reference (e)</li> <li>Develop and execute training plans and documents</li> <li>Supervise operation of nuclear propulsion plant</li> <li>Prepare ship's engineering personnel; and propulsion plant spaces for inspection</li> <li>Maintain PMS, SUBSAFE re-entry control, RPPMS, per applicable references</li> <li>Participate in at-sea periods prior to the first Sea Trials</li> <li>Review Sea Trial agenda and concur</li> <li>Undergo <b>distressed submarine and</b> salvage inspection</li> <li>Conduct one day Ship's Force dock trials</li> <li>Demonstrate state of training of the crew</li> <li>Ensure all alongside tests, inspections, and trials are conducted</li> <li>Certify to designated ISIC/TYCOM representative that all <b>distressed submarine and</b> salvage inspections discrepancies have been corrected</li> <li>Concur with Supervising Authority message</li> <li>Report by message to TYCOM that ship and crew are ready for Sea Trials</li> <li>When authorized conduct a Fast Cruise</li> <li>Concur with Supervising Authority message</li> <li>Report completion of Fast Cruise to TYCOM</li> <li>When requirements of this instruction are complete and permission is received proceed to sea</li> </ul>
IV-3.3.7	Boiler Inspections	<ul style="list-style-type: none"> <li>Request inspections and recommend desired dates to ISIC</li> <li>Prepare for scheduled inspections</li> <li>Review inspection results and initiate corrective actions</li> <li>Assess impact of corrective actions on operating schedules</li> <li>Submit reports per paragraph 3.7.2</li> <li>Conduct boiler inspections by appropriate PMS item</li> </ul>

Section	Area of Responsibility	Responsibility
IV-5.3.2	Marine Sanitation Devices	<ul style="list-style-type: none"> <li>Oversee correction of discrepancies on MSD system installations</li> <li>Prevent food stuffs from being stored in areas below sanitation valves, flanges, or take-down joints</li> <li>Log each unavoidable discharge of prohibited sewage in restricted waters</li> </ul>
IV-14.2.1	Magazine Sprinkler Inspection Requirements	<ul style="list-style-type: none"> <li>Sprinkler systems tested per PMS</li> <li>Magazine temperatures checked and recorded daily</li> <li>Magazines are properly maintained</li> <li>Cognizant industrial activities provide written verification that system is operational</li> <li>System inspection requirements per reference (a) and PMS</li> <li>System verification inspection prior to weapons on-load</li> <li>Take action to correct discrepancies noted during inspection</li> <li>Ensure design discrepancies reported to TYCOM and entered in CSMP</li> </ul>
IV-16.5.1	Aircraft Launch and Recovery Systems for Aviation Ships	<ul style="list-style-type: none"> <li>Request CAFSU technical assistance when required</li> <li>Provide berthing and messing for CAFSU representatives</li> <li>Pass to TYCOM any comments concerning performance of CAFSU representatives</li> <li>Upon completion of CAFSU ensure timely departure from ship</li> </ul>
IV-17.4.5	Steam Catapult Inspections	<ul style="list-style-type: none"> <li>Request inspections and recommend dates for accomplishment</li> <li>Prepare for scheduled inspections and operational tests</li> <li>Conduct Ship's Force responsible inspections</li> <li>Review inspection results and initiate corrective actions</li> <li>Initiate requests for assistance on repair actions beyond Ship's Force capabilities</li> <li>Assess impact of corrective action on ship's operating schedule</li> <li>Submit reports</li> <li>Schedule inspections as required by appropriate PMS/Class Maintenance Plan items</li> </ul>
IV-18.3.2	Distressed Submarine and Salvage Inspection	<ul style="list-style-type: none"> <li>Request ISIC to conduct distressed submarine and salvage inspection</li> <li>Coordinate support requirements as needed by inspection team</li> <li>Complete and forward a pre-inspection information letter</li> <li>Assemble all ship's data indicated in applicable appendix</li> <li>Take action to correct discrepancies found and report corrections to ISIC</li> <li>Submit CASREP if applicable</li> <li>Submit DFS for submarine rescue seat if required.</li> </ul>
IV-21.2.3	Submarine Oxygen Generating Plants	<ul style="list-style-type: none"> <li>Report reduced status following established procedures</li> <li>Maintain oxygen generator personnel qualifications</li> <li>Prohibit operation of oxygen generators if necessary</li> </ul>



Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Maintain oxygen generator material maintenance log</li> <li>• Ensure oxygen generator material maintenance log is periodically reviewed</li> <li>• Safety related deficiencies promptly entered into ESL</li> <li>• Prior to availability, ensure PMT conducts material inspection of oxygen generators</li> <li>• Ensure PMT conducts post-availability material inspection</li> <li>• Ensure PMT conducts operational inspection</li> <li>• Ensure electrolysis is secured and oxygen generator is in safe condition prior to drills involving loss of power</li> </ul>
IV-23.3.2.7	Gas Turbine Engine Inspection	<ul style="list-style-type: none"> <li>• Request gas turbine inspections</li> <li>• Prepare for scheduled inspections</li> <li>• Review inspection results and initiate corrective action for those items within Ship's Force capability</li> <li>• Assess the impact of corrective action on operating schedules. Decide the optimum timing of repair actions</li> <li>• Submit reports</li> <li>• Schedule gas turbine inspections as required by PMS/Class Maintenance Plan item</li> </ul>
IV-27.4.5	Steam Reboiler Inspection	<ul style="list-style-type: none"> <li>• Request inspections via Naval message to the TYCOM</li> <li>• Prepare for the scheduled inspections</li> <li>• Conduct Ship's Force responsible (Annual) inspections</li> <li>• 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.</li> <li>• <b>Initiate requests for assistance on repair actions beyond Ship's Force capabilities.</b></li> <li>• Assess the impact of corrective action on the ship's operating schedules. Advise the TYCOM and operational commanders of adverse effects.</li> <li>• Submit reports</li> </ul>
V-I-1.6.1	Organizational Responsibilities	<ul style="list-style-type: none"> <li>• Designate QAO in writing</li> <li>• Approve TWD as required</li> <li>• (Submarines) Provide ISIC written report of ship's certification continuity prior to underway</li> <li>• (Submarines) Maintain material condition necessary to support URO to authorized operating depth</li> <li>• (Submarines) Organize and implement a program to ensure performance of required maintenance to support FBW unrestricted operations</li> <li>• (Submarines) Organize and implement a program to ensure performance of required maintenance to support DSS-SOC</li> <li>• (Submarines) Approve and sign recertification RPWAR</li> <li>• Certify QA personnel qualifications</li> <li>• Review and sign MOA prior to start of SUBSAFE, nuclear, FBW SCS, Level I work</li> <li>• Approve DFSs</li> </ul>
VI-2.6.1	Fleet Technical Assistance	<ul style="list-style-type: none"> <li>• Ensure FTA requests are accurate, complete and timely</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Ensure FTA requests reference a JCN and contain a detailed problem description</li> <li>• 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</li> <li>• Ensure TYCOM/ISIC are informed of technical issues</li> <li>• Ensure distance support alternatives are exhausted before requesting on-site technical assistance</li> <li>• Ensure qualified Ship's Force technicians are available for support</li> <li>• Upon completion of technical assistance visit, release FTA personnel</li> <li>• Establish secure, central e-mail account to all RMC techs who visit ship</li> <li>• Issue arrival/departure message</li> </ul>
VI-4.9.d	Shipboard Electromagnetic Compatibility	<ul style="list-style-type: none"> <li>• Ensure EMS PMS is conducted</li> <li>• Request EMI survey within six months of deployment or when any new indications of EMI occur</li> <li>• Transmit EMC departure message to cognizant activities</li> <li>• Maintain up-to-date file of EMI/EMC information</li> </ul>
VI-8.2.3	Miniature/Micro-miniature Electronic Repair Program	<ul style="list-style-type: none"> <li>• Establish 2M program under cognizance of Electronics Material Officer and Combat Systems Officer</li> <li>• Maintain certified 2M stations and technicians</li> <li>• Screen and repair all CCAs/Ems</li> <li>• (Aircraft Carriers) establish MTRF with an overall coordinator</li> <li>• (Aircraft Carriers) maintain an active MTRF</li> </ul>
VI-9.2.5 (All Forces)	Metrology and Calibration Program	<ul style="list-style-type: none"> <li>• Maintain overall responsibility for METROLOGY and the Calibration Program</li> <li>• Maintain a degree of calibration readiness, goal 85%</li> </ul>
VI-9.2.6 (Naval Air Force)	Metrology and Calibration Program	<ul style="list-style-type: none"> <li>• Follow the detailed procedures outlined in reference (j) for TMDE management and operation of the consolidated FCA</li> </ul>
VI-11.6.3	Maintenance, Repair and Overhaul of Service Craft, Landing Craft and Small Boats	<ul style="list-style-type: none"> <li>• Coordinate planning aspects of craft and/or boat overhauls with TYCOM/ISIC</li> <li>• Prepare and submit overhaul progress reports</li> <li>• Ensure enough trained personnel are assigned to on-site monitoring of crafts and boats</li> <li>• Fulfill responsibilities for safety of craft and personnel</li> </ul>
VI-12.3.2.2	Degaussing (ships and submarines with degaussing systems)	<ul style="list-style-type: none"> <li>• Maintain ship's installed degaussing system</li> <li>• Maintain ship's degaussing folder</li> <li>• Submit a minor Departure From Specification if range checking requirements are not met</li> </ul>
VI-12.4.2.2	Degaussing (submarines without installed degaussing systems)	<ul style="list-style-type: none"> <li>• Ensure magnetic signature minimized by periodic check ranging</li> <li>• Inform ISIC of unsat ranging</li> <li>• Maintain ship's degaussing folder</li> <li>• Undergo flash deperming as directed</li> <li>• Before flash deperming prepare ship's equipment and off-load sensitive material</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>Submit a minor Departure From Specification if range checking requirements are not met</li> </ul>
VI-16.2.2.1.6	Habitability Improvement	<ul style="list-style-type: none"> <li>Assign project manager and petty officer supervision</li> <li>Assign labor force for removal, space preparation and installation</li> <li>Conduct training programs</li> <li>Accept delivery, store and account for materials</li> <li>Coordinate all required tag-out/in paperwork and Work Authorization Forms</li> <li>Dispose of all retrograde material generated by the project</li> <li>Report changes to Naval Inventory Control Point</li> <li>Report completion to TYCOM</li> <li>Ensure ship's selected records are updated</li> </ul>
VI-18.8.1	Inflatable Life Rafts	<ul style="list-style-type: none"> <li>Submit OPNAV 4790/2K for any life raft requiring replacement or recertification</li> <li>Maintain log or database of all life rafts onboard</li> <li>Send report to NSWCCD/TYCOM if life raft is lost or transferred to another ship</li> <li>Ensure life raft fiberglass containers are handled with care</li> <li>Upon decommissioning contact designated Life Raft Contingency Pool</li> <li>Requisition replacement life rafts when necessary</li> </ul>
VI-19-1.2.e VI-19-2.1.d VI-19-3.1.d VI-19-4.1.d VI-19-5.2.e VI-19-6.3.d	Ship Maintenance and Material Management	<ul style="list-style-type: none"> <li>Establish a Self-Assessment program that validates the administration and execution of maintenance</li> </ul>
VI-23.3.3	Submarine Noise Reduction	<ul style="list-style-type: none"> <li>Establish and maintain Ship's Noise Reduction program</li> <li>Appoint Senior Department Head as Noise Reduction Officer</li> </ul>
VI-24.8.5	Periodic Maintenance Requirement Program	<ul style="list-style-type: none"> <li>Responsible for execution of PMR work on ship</li> <li>Document discovered maintenance deficiencies</li> <li>Maintenance deficiencies will reflect block 46 of OPNAV 4790/2K</li> <li>Review Depot Availability Work Packages</li> <li>Review status of PMR maintenance in SUBMEPP quarterly PMR schedules</li> <li>Deficiencies in equipment covered by PMR should be documented</li> <li>Ensure quarterly PMR schedules and inventories are carried onboard</li> <li>Ensure MRCs, SMSs and TRSs are referenced and used during equipment maintenance</li> <li>Report repairs to PMR covered components to ISIC</li> <li>Ensure completed AWRs and PMRs are signed as completed by Ship's Force</li> <li>At the conclusion of an availability, provide to the ISIC the reason that any PMRs could not be accomplished</li> </ul>

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
VI-24.8.6 (DDS CO)	Periodic Maintenance Requirement Program	<ul style="list-style-type: none"> <li>• Ensure PMRs are accomplished within the required periodicity</li> <li>• Review Depot Availability Work Packages</li> <li>• Review status of PMR maintenance in the SUBMEPP Quarterly PMR inventories and schedules</li> <li>• Ensure MRCs, SMSs and TRSs are referenced and used during equipment maintenance</li> <li>• At the conclusion of an availability, review the COC in order to verify scheduled PMR work was accomplished</li> </ul>
VI-25.3.4	Unrestricted Operations (submarine only)	<ul style="list-style-type: none"> <li>• Ensure URO MRCs are accomplished within required periodicity</li> <li>• For visual inspections between URO MRC 003 inspections use Volume V, Part I, paragraph 5.4.3.d</li> <li>• Maintain auditable records of accomplishment of URO MRCs</li> </ul>
VI-27.3.4	Scheduled Preservation Upkeep Coordinated Effort (submarine only)	<ul style="list-style-type: none"> <li>• Ensure preservation is performed using procedures in references (c) and (e)</li> <li>• Ensure Ship's Force are relieved of all requirements except those necessary to maintain safety and security of ship</li> <li>• Designate SPRUCE manager</li> <li>• Ensure ship is divided into preservation zones</li> <li>• Submit completion letter to TYCOM</li> </ul>
VI-28.6.5	Cableway Assessment	<ul style="list-style-type: none"> <li>• Assign Ship's Force personnel for FMA cableway assessment repair training</li> <li>• Correct outstanding discrepancies</li> <li>• Within 30 days of completion enter all unrepaired category I discrepancies in CSMP</li> </ul>
VI-37.5f	Regional Maintenance Center Passive Countermeasure System Support Requirements	<ul style="list-style-type: none"> <li>• (Surface) Scheduling of PCMS activities within periodicity</li> <li>• Obtaining RMC SME assistance in reviewing work packages</li> <li>• Establishment and maintaining the following shipboard organization: PCMS Department Head; Command PCMS coordinator</li> </ul>
VI-38.3.4 (DDS CO)	DSS Hull Integrity Procedures	<ul style="list-style-type: none"> <li>• Ensure DSS HIPs are accomplished within required periodicity</li> <li>• Maintain auditable records of accomplishment of DSS HIPs</li> </ul>
VI-40.5.3	(SUBS) Messages	<ul style="list-style-type: none"> <li>• Track (SUBS) messages initiated by the ship</li> <li>• Respond to technical assistance (SUBS) messages</li> <li>• Use guidance of Chapter VI-2 to request technical assistance</li> <li>• Issue TEMPALT and SHIPALT (SUBS) messages</li> <li>• All technical assistance (SUBS) requests must include the Ship's job sequence number (JSN).</li> </ul>
VI-41.2.4.2a	Specific Duties of Maintenance Team Members	<ul style="list-style-type: none"> <li>• Reports progress weekly to the TYCOM</li> <li>• Works with the Ashore Ship's Maintenance Manager to develop the final work package submission for the ship</li> <li>• Directs efforts to identify all shipboard maintenance requirements.</li> <li>• Initiates requests for technical assistance</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Determines the effect of material deficiencies on mission capability and releases Casualty Reports</li> <li>• Integrates maintenance planning in the Ship's Operational Schedule</li> <li>• Ensures the ship is prepared for and ready to conduct propulsion plant PCD/LOA events (and Command, Control Communications, Computer, Combat Systems, Intelligence Light Off (C5ILO) event for Surface Ships)</li> <li>• Chairs the Planning Board for Maintenance meeting</li> </ul>
VI-41.2.4.2b	Specific Duties of Maintenance Team Members	<ul style="list-style-type: none"> <li>• Verifies technical assistance final resolution satisfies ship's maintenance issue</li> <li>• Ensures Ship's Force assists with the management and oversight of work execution by maintenance activities and AITs</li> <li>• Executes shipboard DFS process</li> <li>• Ensures ship properly supports 25%/50%/75% reviews</li> <li>• Consolidates software delivery</li> <li>• Ensures Integrated Logistics Support is provided</li> <li>• Assists in scheduling and execution of mid-deployment shipcheck</li> <li>• Collaborates in the authorization of growth/new work</li> <li>• Supports the Integrated Test Plan execution and work certification</li> <li>• Assists in achieving maintenance phase exit criteria. Ensures proper space turnover, Ship's Force AWP collection and management of OQE, and availability technical closeout</li> </ul>
VI-42.6.4	Material Assessment	<ul style="list-style-type: none"> <li>• Prepare for assessments events</li> <li>• Designate the unit's assessment event coordinator</li> <li>• Send a readiness to commence assessment message</li> <li>• Provide support for assessment team</li> <li>• Prepare systems/equipment, tag outs, Work Authorization Form, request support services, generate Quality Assurance packages</li> <li>• Ensure there are no conflicting evolutions, training, drills, etc.</li> <li>• Defer scheduling of preventive maintenance requirements</li> <li>• Host assessment event briefings</li> <li>• Ensure the 3-M Coordinator, Functional Area Supervisors, and the Supply Officer are available as needed</li> <li>• Ensure divisional personnel are assigned to work closely with the Assessment Team Subject Matter Experts</li> <li>• Remove key maintenance personnel from the watch bill</li> <li>• Correct material discrepancies as time permits</li> <li>• Send a Quicklook completion message</li> </ul>

**Quality Assurance Officer**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
V-I-FWD-App A	Loss of Traceability	<ul style="list-style-type: none"> <li>• Initiate action to restore traceability or use alternate traceable material</li> </ul>
V-I-1.6.12	Ship Responsibilities	<ul style="list-style-type: none"> <li>• Administer ship's QA program</li> <li>• Review TWDs</li> <li>• Review FWPs</li> <li>• Verify the FWP specifies the correct OQE</li> <li>• Verify the testing requirements for controlled work are correct</li> <li>• Verify completed test results</li> <li>• Review and close out TWDs as required</li> <li>• Maintain record files as required</li> <li>• Determine suitability for use of material from another ship</li> <li>• Provide disposition instructions for rejected material</li> <li>• Obtain documentation for certified material</li> <li>• Provide technical services to Supply Officer</li> <li>• Authorize downgrading of material</li> <li>• Review requests for DFS</li> <li>• Maintain auditable file of outstanding DFS; audit active DFSs prior to underway</li> <li>• Maintain DFS files</li> <li>• Verify ship's mapping plans, selected records and drawings are updated as required</li> <li>• Submit DFS clearance reports</li> <li>• Manage ship's internal QA surveillance program</li> <li>• Ensure that QA training is conducted as required</li> <li>• Assess QA training</li> <li>• Implement formal qualification program</li> <li>• Conduct oral qualification interviews</li> <li>• Maintain master qualification list as required</li> <li>• (Submarines only) Verify reactor plant hull integrity area maintenance</li> <li>• (Submarines only) Verify REC is initiated for SUBSAFE boundary work as required</li> <li>• (Submarines only) Maintain SUBSAFE REC records including log</li> <li>• (Submarines only) Coordinate with ISIC and FMA to ensure URO MRC program is per requirements</li> <li>• (Submarines only) Retain QA form 34 as required</li> <li>• Review as many non-nuclear weld records as possible</li> <li>• Verify an active Job Control Number exists for all active temporary DFSs</li> </ul>
V-I-1.6.12 (Cont'd)	Ship Responsibilities	<ul style="list-style-type: none"> <li>• (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</li> </ul>
V-I-1.7.11	RMC/FMA Responsibilities	<ul style="list-style-type: none"> <li>• Organize and implement QA program within the RMC/FMA as required</li> <li>• Provide guidance and evaluate efforts to produce work of acceptable standards</li> <li>• Prepare QA procedures as required</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Assist in QA audits as required</li> <li>• Provide QA training as required</li> <li>• Approve downgrading of controlled material</li> <li>• Determine suitability for use of controlled material as required</li> <li>• Provide disposition instructions for rejected material</li> <li>• Institute a formal qualification program for QA personnel</li> <li>• Train and qualify work center CMPOs/CMHs</li> <li>• Review RMC/FMA generated DFSs as required</li> <li>• Obtain documentation for certified material</li> <li>• Establish and coordinate procedures for material control</li> <li>• Review, open and close out TWDs as required</li> <li>• Review FWPs</li> <li>• (Submarines only) Review and sign RPWAR</li> <li>• Develop QA training program</li> <li>• Maintain current master list of qualifications as required</li> <li>• Establish and administer RMC/FMA QA audit and surveillance program</li> <li>• Maintain QA records and files</li> <li>• Ensure all testing required for completion of TWD is complete and reviewed as required</li> <li>• Perform opening and closing reviews of CWPs as required</li> <li>• Supervise QASs, QAIs, Cleanliness Inspectors/Certifiers, CMPOs/CMHs</li> <li>• Conduct QA audits</li> <li>• Maintain QA records and files</li> </ul>
V-I-2.3.4g	FWP Approval	<ul style="list-style-type: none"> <li>• Review all FWPs for components or systems assembled as a controlled assembly and performed as a REC/MCR exception</li> </ul>
V-I-2.3.7.3	CWP Revisions	<ul style="list-style-type: none"> <li>• Concur with addition of material</li> </ul>
V-I-2.3.7.8	CWP Closeout	<ul style="list-style-type: none"> <li>• Review CWP for correctness and completeness</li> <li>• Retain closed CWP</li> </ul>
V-I-3.5.1	Maintenance Personnel Training	<ul style="list-style-type: none"> <li>• Provide a list of training topics to ship's departments</li> </ul>
V-I-3.5.2	Quality Assurance Training	<ul style="list-style-type: none"> <li>• Create a LRTP to track and include specific topics required</li> </ul>
V-I-5.4.5.1c	Reactor Plant Cleanliness	<ul style="list-style-type: none"> <li>• Upon loss of cleanliness, approve recovery procedures</li> </ul>
V-I-5.4.5.2c	Nuclear Steam Plant Cleanliness	<ul style="list-style-type: none"> <li>• Upon loss of cleanliness, approve recovery procedure</li> </ul>
V-I-5.6.4b(13)	Re-Entry Control	<ul style="list-style-type: none"> <li>• Establish and maintain CWP/REC log</li> </ul>
V-I-6.3.9.1g	Controlled Material Storage Areas	<ul style="list-style-type: none"> <li>• The QAO will, at a minimum of frequency of semi-annually, assign a surveillance of all work center controlled material storage areas.</li> </ul>
V-I-8.3.1c	Departure From Specification	<ul style="list-style-type: none"> <li>• Ensure repair for DFS is entered in ship's CSMP</li> </ul>
V-I-10.5.4	Qualification Records	<ul style="list-style-type: none"> <li>• Maintain a master list of various qualified supervisors, planners, inspectors and instructors</li> </ul>
V-I-10.7	FMA QA Record Retention	<ul style="list-style-type: none"> <li>• Retain material certification and CWP log for life of ship</li> <li>• Maintain records not associated with CWPs as required</li> <li>• Maintain records of assessments, audits, surveillance and evaluations as required</li> <li>• Retain a copy of the last end of fleet maintenance availability certification report to tended submarines</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Maintain a master list of qualified CMPOs, Controlled Material Handlers, Cleanliness Inspectors, QAIs, QASs, Oxygen Clean Workers and Oxygen Clean Instructors</li> </ul>
V-III-6.3.4c and d	Receipt of SOC Material	<ul style="list-style-type: none"> <li>• Certify MCD-A and MCD-B materials</li> </ul>
V-III-6.5.4	Material Re-certification Following Transfer to Outside Agency	<ul style="list-style-type: none"> <li>• Review vendor data, COC and test data</li> </ul>
VI-34.4.2	Flight Deck Non-Skid	<ul style="list-style-type: none"> <li>• (Where assigned) Refer to Non-skid Quality Assurance Officer (QAO) for disposition of failed non-skid requiring submission of Work Request to Industrial Activity to repair or replace failed non-skid</li> </ul>
V-III-8.2.4a	Departure From Specification	<ul style="list-style-type: none"> <li>• Ensure repair for DFS is entered in ship's CSMP</li> </ul>
VII-11.5.7.1c	Corrective Action Request	<ul style="list-style-type: none"> <li>• Issue Method C letter when required</li> </ul>



**Quality Assurance Supervisor**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
V-I-1.6.14	Organizational Responsibilities	<ul style="list-style-type: none"> <li>• Ensure all testing required for completion of CWP is complete and reviewed</li> <li>• Perform opening reviews of CWP</li> <li>• Perform closing reviews of CWP</li> <li>• Train and supervise QAIs, Cleanliness Inspectors/Certifiers, CMPOs/CMHs and other personnel</li> <li>• Conduct QA audits, surveillance and coordinate corrective actions</li> <li>• Maintain QA records and files including completed CWPs</li> <li>• Review DFS for accuracy and technical merit and forward to QAO</li> </ul>
V-I-2.3.7.1	Formal Work Package Changes	<ul style="list-style-type: none"> <li>• Make pen and ink changes to the QA forms in a CWP</li> </ul>
V-I-2.3.7.3	Formal Work Package Revisions	<ul style="list-style-type: none"> <li>• For FWPs executed as a part of the CWP, the QAO/QAS will concur with the addition of material</li> </ul>
V-I-2.3.7.9	Emergent Controlled Work	<ul style="list-style-type: none"> <li>• Continuously monitor the task and record all actions taken, if a FMA is involved</li> </ul>
V-I-5.6.7	Re-Entry Control	<ul style="list-style-type: none"> <li>• Inspect controlled assemblies</li> </ul>
V-I-6.3.5.1b	Material Control	<ul style="list-style-type: none"> <li>• File QA form 1 with all applicable documents</li> </ul>
V-III-6.3.4c	Material Control	<ul style="list-style-type: none"> <li>• File QA form 1 with all applicable documents</li> </ul>

**Controlled Material Petty Officer**

<b>Section</b>	<b>Area of Responsibility</b>	<b>Responsibility</b>
III-3.4.1.h.(2)(h)	Voyage Repair Policy - Surface Ship	<ul style="list-style-type: none"> <li>• Provide face to face turnover of MIC Level I material to SRU Surveyor</li> </ul>
III-3.4.1.i.(2)(f)	Voyage Repair Policy - Surface Ship	<ul style="list-style-type: none"> <li>• Perform joint inspection of MIC Level I material with Ship's Force QAI prior to turnover to contractor</li> </ul>
V-I-1.6.16	Ship Responsibilities	<ul style="list-style-type: none"> <li>• Ensure all material under their cognizance is stored and controlled as required</li> <li>• Receipt inspect all LI stock program material, SFCC and NRP received</li> <li>• Request disposition instructions for rejected material</li> <li>• Control previously rejected and now accepted controlled material as required</li> <li>• Maintain custody of controlled material in segregated stowage in accordance as required</li> <li>• Inspect controlled material storage areas as required</li> <li>• Ensure controlled material is properly stowed and handled</li> <li>• Ensure nuclear material received without Ready for Issue tags is certified to the required "Level of Essentiality"</li> <li>• Reject unsatisfactory material</li> <li>• Send any material certification documents for material which has been provided by the ship to the RMC/FMA QA office as required</li> <li>• Perform receipt inspection of package alteration kits that contain controlled material when ready for use</li> <li>• Ensure controlled material markings are on all pieces when cutting a smaller piece from a larger one</li> <li>• 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</li> <li>• Ensure all controlled material is identified, color coded, marked and tagged as required</li> </ul>
V-I-1.7.15	RMC/FMA Responsibilities	<ul style="list-style-type: none"> <li>• Receipt inspect all controlled material received</li> <li>• Ensure all material under their cognizance is stored and controlled as required</li> <li>• Inspect controlled material storage areas as required</li> <li>• Ensure controlled material is properly stowed and handled</li> <li>• Reject unsatisfactory material</li> <li>• Send any material certification documents for material which has been provided by a ship along with the QA form 1 to the QA office</li> <li>• Receipt inspect package alteration kits that contain controlled material when ready for use</li> <li>• Control previously rejected and now accepted controlled material as required</li> <li>• Retain custody of controlled material when it is not in the custody of a craftsman or in a controlled material storage area</li> </ul>

Section	Area of Responsibility	Responsibility
		<ul style="list-style-type: none"> <li>• Ensure controlled material markings are on all pieces when cutting a smaller piece from a large one</li> <li>• 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</li> </ul>
V-I-6.3.4	Receipt Inspection of Controlled Material	<ul style="list-style-type: none"> <li>• Receipt inspect controlled materials as required</li> </ul>
V-I-6.3.5	Receipt Inspection of Open Purchase or Locally Manufactured Material or Upgrading Supply System Material to Level I	<ul style="list-style-type: none"> <li>• Receipt inspect materials as required</li> </ul>
V-I-6.3.8	Level I Stock Program Material Downgrading	<ul style="list-style-type: none"> <li>• Remove markings as required</li> </ul>
V-I-6.3.9	Storage, Issue, and Handling of Level I/Submarine Flight Critical Component Stock Program Material	<ul style="list-style-type: none"> <li>• Inspect controlled material storage areas as required</li> <li>• Maintain custody of controlled material as required</li> <li>• Verify transfer of MIC markings as required</li> </ul>
V-I-9.3.1c	Storage Areas	<ul style="list-style-type: none"> <li>• CMPOs will inspect controlled material storage areas of their work center, quarterly</li> </ul>
V-III-6.3.1	Control of SOC Material	<ul style="list-style-type: none"> <li>• Maintain custody of SOC material as required</li> </ul>
V-III-6.3.4	Receipt of SOC Material	<ul style="list-style-type: none"> <li>• Receipt inspect SOC material as required</li> </ul>

**APPENDIX C**  
**LIST OF ACRONYMS**

2-Kilo	3-M Maintenance Action Form
2M	Miniature/Microminiature
3-M	Maintenance and Material Management
3MA	3-M Assistant
3MC	3-M Coordinators
3MI	3-M Inspection
3MO	3-M Officers
3-MPR	3-M Performance Rate
3-MTT	3-M Training Team
A&I	Alteration and Improvement
AAA	Authorized Accounting Agency
AAR	Advisory Audit Report
ABC	Automatic Boiler Control
ABM	Acquisition and Business Management
ABO	Aviators Breathing Oxygen
ABR	Agreement for Boat Repair
ACAT	Acquisition Category
ACCCIT	Aircraft Carrier Climate Control Investigating Team
ACCMP	Aircraft Carrier Class Maintenance Plan
ACF	Accomplishment Confidence Factor
ACN	Advance Change Notice
ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
ACU	Assault Craft Unit
ACWP	Actual Cost of Work Performed
ADP	Automated Data Processing
ADS	Atmospheric Diving System
AEL	Allowance Equipage List
AEOG	Automated Electrolytic Oxygen Generator
AER	Alteration Equivalent to a Repair
AERP	Advanced Equipment Repair Program
AF	Advance Funding
AFMA	Afloat Fleet Maintenance Activity (Submarine Tender)
AFOM	Alteration Figure of Merit
AIM	Advanced Industrial Management
AIM4RMC	Advanced Industrial Management for Regional Maintenance Centers
AIMD	Aviation Intermediate Maintenance Department
AIMXP	Advanced Industrial Management Express

AIPS	Alteration Installation Planning System
AIS	Automated Information Systems
AIT	Alteration Installation Team
ALRE	Aircraft Launch and Recovery Equipment
ALREMP	Aircraft Launch and Recovery Equipment Maintenance Program
AM	Additive Manufacturing
AMCA	Automated Machinery Condition Analysis
AMPS	Afloat Master Planning System
AN	Army-Navy
Ao	Operational Availability
AOE	Fast Combat Support Ship
AOR	Area of Responsibility
AP	Advance Planning Assessment Procedure
APL	Allowance Parts List
APPN/PE	Appropriation/Preliminary Engineering
APR	Administrative Performance Rate
AQAO	Assistant Quality Assurance Officer
ARRS	Analysis, Record and Report Section
ASF	Assist Ship's Force
ASI	Automated Shore Interface
ASN	Assistant Secretary of the Navy
ASR	Availability Status Report
ASTM	American Society for Testing and Materials
ASW	Auxiliary Sea Water
AT	Acceptance Trial
ATC Web	Air Traffic Control Community Website
ATE	Automated Test Equipment
ATG	Afloat Training Group
ATIS	Advanced Technical Information Support
AWN	Automated Work Notification
AWP	Availability Work Package
AWPM	Availability Work Package Manager
AWR	Automated Work Request
AWS	Attack Weapons Systems
BAC	Budgeted Availability Cost
BAF	Business Adjustment Factor
BART	Beartrap Acoustic Radiated Trials
BAWP	Baseline Availability Work Package
BCA	Business Case Analysis

BCP	Ballast Control Panel
BCR	Billet Change Request
BCWP	Budgeted Cost of Work Performed
BCWS	Budgeted Cost of Work Scheduled
BDT	Builder's Dock Trial
BER	Beyond Economical Repair
BIRMIS	Boiler Inspection and Repair Maintenance Information System
BOA	Basic Ordering Agreement
BQC	Emergency Underwater Telephone
BSC	Balanced Score Card
BSR	Bid Specification Review
BST	Builder's Sea Trial
BT	Builder's Trial
BUPERS	Bureau of Personnel
BVC	Best Value Contracting
C4I	Command, Control, Communications, Computers and Intelligence
C4ISR	Command Control, Communications. Computers, Intelligence, Surveillance and Reconnaissance
C5I	Command, Control, Communications, Computers, Combat Systems and Intelligence
C5ILO	Command, Control, Communications, Computer, Combat Systems, Intelligence Light Off
C5IMP	C5ISR Modernization Program
C5ISR	Command, Control, Communications, Computer, Combat Systems, Intelligence, Surveillance and Reconnaissance
C5RA	Command, Control, Communications, Computers and Combat Systems Readiness Assessment
CA	Coordinating Activity
CAD	Certifying Activity Designator
CAFSU	Carrier And Field Service Unit
CAGE	Commercial and Government Entity
CAI	Completion of Availability Inspection
CAL STD	Calibration Standard
CAM	Contract Audit Manual
CAO	Contract Administration Office
CAQAP	Contract Administration Quality Assurance Program
CAR	Corrective Action Request
CARPER	Aircraft Carrier Planned Equipment Replacement
CAS	Contract Administration Services

CAS	Cost Accounting Standards
CASCAN	CASREP Cancellation or Cancellation of Casualty Report
CASCOR	CASREP Correction or Correction of the Casualty in the Casualty Report
CASREP	Casualty Report
CBA	Cost Benefit Analysis
CBM	Condition Based Maintenance
CCA	Commercial Calibration Activity
CCT	Customer Contract Team
CD	Compact Disk
CDA	Contract Disputes Act
CDM	Configuration Data Manager
CDMD-OA	Configuration Data Managers Database-Open Architecture
CDNS	Cancellation Deferral Notification System
CD ROM	Compact Disc Read Only Memory
CEIPRP	Continuous Estimating Incremental Planning Review Process
CER	Cost Estimating Relationships
CET	Carrier Engineering Team
CFE	Contractor Furnished Equipment
CFM	Contractor Furnished Material
CFOSS	Cargo Fuel Operational Sequencing System
CFR	Contractor Furnished Report
CFT	Cross Functional Team
CG	Guided Missile Cruiser
CGC	Contracts Governance Council
CHENG	Chief Engineer
CHT	Collection, Holding and Transfer
CI	Critical Cleanliness Inspection
CIRS	Contractor Inventory Redistribution System
CIS	Commercial Industrial Services
CJ	Critical Job
CK	Change Forms OPNAV 4790/CK
CLER	Command Level Effectiveness Review
CM	Continuous Maintenance
CMAV	Continuous Maintenance Availability
CMC	Command Master Chief
CMF	Confidence Management Factor
CMH	Controlled Material Handler
CMO	Contract Management Office

CMP	Class Maintenance Plan
CMPO	Controlled Material Petty Officer
CNIC	Commander Naval Installations Command
CNIF	Commander, Naval information Forces
CNO	Chief of Naval Operations
CNRMC	Commander, Navy Regional Maintenance Center
CO	Commanding Officer
COAR	Customer Order Acceptance Record
CoC	Chain of Command
COC	Certificate of Compliance
COFD	Contracting Officer's Final Decision
COMFIFTHFLT	Commander, Fifth Fleet
COMLANTFLT	Commander, U.S. Atlantic Fleet
COMLOGWESTPAC	Commander, Logistics Group Western Pacific
COMNAVAIRFOR	Commander, Naval Air Forces
COMNAVAIRLANT	Commander, Naval Air Force, U.S. Atlantic Fleet
COMNAVAIRPAC	Commander, Naval Air Force, U.S. Pacific Fleet
COMNAVAIRSYSCOM	Commander, Naval Air Systems Command
COMNAVIFOR	Commander, Naval Information Forces
COMNAVRESFOR	Commander, Naval Reserve Forces
COMNAVSEASYSYSCOM	Commander, Naval Sea Systems Command
COMNAVSPECWARGRU	Commander, Naval Special Warfare Group
COMNAVSURFGRU	Commander, Naval Surface Force Group
COMNAVSURFGRUMIDPAC	Commander, Naval Surface Group Middle Pacific
COMNAVSURFGRUPACNORWEST	Commander, Naval Surface Group Pacific North West
COMNAVSURFLANT	Commander, Naval Surface Force, U.S. Atlantic Fleet
COMNAVSURFOR	Commander, Naval Surface Forces
COMNAVSURFPAC	Commander, Naval Surface Force, U.S. Pacific Fleet
COMNAVWARSYSCOM	Commander, Naval Information Warfare Systems Command
COMPACFLT	Commander, U.S. Pacific Fleet
COMPATRECONFORLANT	Commander, Patrol Reconnaissance Forces Atlantic
COMPATRECONFORPAC	Commander, Patrol Reconnaissance Forces Pacific
COMSEVENTHFLT	Commander, Seventh Fleet
COMSIXTHFLT	Commander, Sixth Fleet
COMSUBDEVRON	Commander, Submarine Development Squadron
COMSUBGRU	Commander, Submarine Group
COMSUBLANT	Commander, Submarine Force, U.S. Atlantic Fleet
COMSUBPAC	Commander, Submarine Force, U.S. Pacific Fleet
COMSUBRON	Commander, Submarine Squadron
COMUSFLTFORCOM	Commander, U.S. Fleet Forces Command



COMUSNAVAF	Commander, U.S. Naval Forces Africa
COMUSNAVEUR	Commander, U.S. Naval Force, Europe
CONUS	Continental United States
COR	Contracting Officer's Representatives
COSAL	Coordinated Shipboard Allowance List
COT	Certificate of Test
COW	Chief of the Watch
CPA	Carrier Planning Activity
CPARS	Contractors Performance Appraisal Reporting System
CPI	Cost Performance Index
CPJ	Critical Path Job
CPM	Critical Path Method
CPMS	Contract Property Management System
CPO	Chief Petty Officer
CPR	Calibration Problem Report
CQA	Contract Quality Assurance
CRA	Chemistry and Radiological Controls Assistant
CREI	Cost Reduction and Effectiveness Improvement
CRES	Corrosion Resistant Steel
CRL	Calibration Requirements List
CS	Combat Systems
CCS	Command and Control Systems
CSAL	Change Service Accountability Log
CSB	Certification Signature Block
CSCT	Combat Systems Certification Trial
CSMP	Current Ship's Maintenance Project
CSP	Certification Survey Plan
CSP	Commercial Service Provider
CSPE	Combat Systems Project Engineer
CT	Combined Trial
CTF	Commander Task Force
CTL	Class Team Leader
CTRA	Consolidated TMDE Readiness Assessment
CVF	CSMP Validity Factor
CVN	Nuclear-Powered Aircraft Carrier
CW	Continuous Wave
CWP	Controlled Work Package
CYBERFOR	Cyber Force
D3MA	Departmental 3-M Assistants
DAWIA	Defense Acquisition Workforce Improvement Act

DCA	Damage Control Assistant
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DDG	Guided Missile Destroyer
DDGOS	Deep Diving General Overhaul Specifications
DDS	Dry Deck Shelter
DDSI	Defense Distribution Depot, Sigonella, Italy
DEI	Diesel Engine Inspector
DET	Detachment
DFARS	Defense Federal Acquisition Regulation Supplement
DFS	Departure From Specification
DFT	De-Aerating Feed Tank
DH	Department Head
DIRSSP	Director, Strategic Systems Programs
DISSUB	Disabled Submarine
DIVO	Division Officer
DL	Deficiency Log
DL	Direct Labor
DLER	Diesel Lifecycle Engineering Representative
DLR	Depot Level Repairable
DLSS	Diver Life Support System
DMAC	Diagnostic and Maintenance Computers
DMP	Depot Modernization Period
DMS	Diesel Maintenance Strategy
DO	Duty Officer
DOD	Department of Defense
DOP	Designated Overhaul Point
DPIA	Drydocking Planned Incremental Availability
DPMA	Docking Phased Maintenance Availability
DPP	Deployment Preparation Period
DRA	Dead Reckoning Analyzer
DRAI	Dead Reckoning Analyzer Indicator
DRRS	Defense Readiness Reporting System
DRT	Dead Reckoning Tracer
DS	Dry Deck Shelter
DSN	Defense Switched Network
DSRA	Docking Selected Restricted Availability
DSRA	Dry-Docking Selected Restricted Availability
DSS	Deep Submergence System
DSSP	Deep Submergence Systems Program
DSSRG	Deep Submergence Systems Review Group
DSW	Diesel Sea Water

DTG	Date Time Group
DTVD	Design-Technical Variance Document
DVD	Digital Video Disk
EA	Executing Activity
EAB	Emergency Air Breathing
ECD	Estimated Completion Date
ECI	Eddy Current Inspection
ECM	Electronic Counter Measure
eDFS	Electronic Departure from Specification
EDG	Emergency Diesel Generator
EDL	Equipment Deficiency Log
EDL or ESL	Equipment Deficiency or Status Log
EDO	Engineering Duty Officer
EDORM	Engineering Department Organization and Regulations Manual
EDSRA	Extended Docking Selected Restricted Availability
EEBD	Emergency Escape Breathing Device
EF	Early Finish
EGL	Equipment Guide List
EHF	Electrical Hull Fitting
EIC	Equipment Identification Code
EM	Emergent Availability
EM	Electronic Module
EMBT	Emergency Main Ballast Tank
EMC	Electromagnetic Compatibility
EMI	Electromagnetic Interference
EMO	Electronics Material Officer
EOC	Equipment Operational Code
EOC	Engineered Operating Cycle
EOC	Equipment Operational Capability
EOG	Electrolytic Oxygen Generator
EOH	Engineered Overhaul
EOOW	Engineering Officer Of the Watch
EOSS	Engineering Operational Sequencing System
EP	Environmental Protection
EPA	Environmental Protection Agency
EPCP	Electric Plant Control Panel
EPM	Emergency Propulsion Motor
EPY	Expanded Planning Yard
EQOL	Enhanced Quality Of Life
ERO	Engineered Refueling Overhaul

ERR	Engineering Readiness Review
ES	Early Start
ESC	Equipment Status Code
ESC	Executive Steering Committee
ESD	Electrostatic Discharge
ESH	Environmental Safety and Health
ESL	Equipment Status Log
ESM	Electronic Warfare Support Measures
ESR	Engineering Service Request
ESR	Engineering Support Request
ESU	Elevator Support Unit
ET	Eddy Current Testing
ETCW	Engineering Trouble Call Watch
ETR	Estimated Time to Repair
EVV	Equipment Validation Verification
FAC	Funding Activity Code
FADS	Fly Away Dive Systems
FAR	Federal Acquisition Regulation
FAS	Functional Area Supervisors
FAT	Fly Away Team
FBR	Feedback Report
FBW	Fly-By-Wire
FBW SCS	Fly-By-Wire Ship Control System
FC	Field Change
FCA	Field Calibration Activity
FCFBR	Fleet COSAL Feedback Report
FCPO	First Class Petty Officer
FCT	Final Contract Trial
FDNF	Forward Deployed Naval Forces
FDRMC	Forward Deployed Regional Maintenance Center
FEO	Facilities Engineering Office
FFF	Form, Fit, Function
FFP	Firm Fixed Price
FIT	Fleet Introduction Team
FLC	Fleet Logistics Center
FLC-NRCD	Fleet Logistics Center-Naval Regional Contracting Detachment
FLR	Field Level Repairable
FLTCOM	Fleet Commands
FM	Fire Marshall
FMA	Fleet Maintenance Activity

FMBOD	Fleet Maintenance Board of Directors
FMP	Fleet Modernization Program
FMPMIS	Fleet Modernization Program Management Information System
FMR	Field Modification Request
FMS	Foreign Military Sales
FOD	Foreign Object Damage
FOSAT	Fitting Out Supply Assistance Team
FP	Fixed Price
FPRA	Forward Price Rate Agreement
FPY	First Pass Yield
FR	Force Revision
FRC	Federal Records Center
FRP	Fleet Readiness Plan
FRTTP	Fleet Response Training Plan
FS&L	Food Service and Laundry
FTA	Fleet Technical Assistance
FTS	Fleet Technical Support
FWP	Formal Work Package
FY	Fiscal Year
G&A	General and Administrative
GAO	General Accounting Office
GAPM	Government Availability Planning Manager
GCQA	Government Contract Quality Assurance
GDSC	Global Distance Support Center
GFE	Government Furnished Equipment
GFE	Gas Free Engineering
GFI	Government Furnished Information
GFM	Government Furnished Material
GFP	Government Furnished Property
GMI	Guarantee Material Inspection
GPETE	General Purpose Electronic Test Equipment
GS	Gas Turbine Technician
GSI	Government Source Inspection
GSO	General Specifications for Overhaul of Surface Ships
GTB	Gas Turbine Bulletin
GTRR	Gas Turbine Readiness Review
HAZMAT	Hazardous Material
HCA	Head of Contracting Activity
HF	High Frequency

HFP	Horizontal Fixed Pipe
HICSWIN	Hazardous Inventory Control Systems for Windows
HIP	Hull Integrity Procedure
HM&E	Hull, Mechanical and Electrical
HMERA	Hull, Mechanical, Electrical Readiness Assessment
HMR	Headquarters Modification Request
HRMC	Hawaii Regional Maintenance Center
HSC	Hierarchical Structure Code
HW	Hot Wash
HW	Hazardous Waste
HWAT	Hot Wash Analysis Team
ICAR	Immediate Corrective Action Report
ICAS	Integrated Condition Assessment System
ICCP	Impressed Current Cathodic Protection
ICR	Independent Cost Review
ICV	Individual Cell Voltage
ID	Identification
IDD	Interim Drydocking
IDIQ	Indefinite Delivery, Indefinite Quantity
IEM	Inactive Equipment Maintenance
IFB	Invitation For Bid
IFF	Identification Friend or Foe
IGE	Independent Government Estimate
IIT	Integrated Installation Team
ILO	Integrated Logistics Overhaul
ILPE	Integrated Low Pressure Electrolyzer
ILRRR	Inflatable Life Raft Recertification Record
ILS	Integrated Logistics Support
IMA	Intermediate Maintenance Activity
IMF	Intermediate Maintenance Facility
IMI	Intermodulation Interference
IMP	Incremental Maintenance Plan
IMPAC	Integrated Modernization Planning for Aircraft Carriers
INMARSAT	International Marine Satellite Communications
INSURV	Inspection and Survey
INSURV	Board of Inspection and Survey
IPC	Integrated Planning Conference
IPE	Industrial Plant Equipment
IPPAP	Integrated Propulsion Plant Alignment Procedure
IPTD	Integrated Project Team Development

IRAC	Interim Rapid Action Change
ISE	Independent Ship Exercise
ISE	Individual Ships Exercises
ISEA	In-Service Engineering Activity
ISIC	Immediate Superior in Command
ISO	International Organization for Standardization
ISV	Industrial Support Visit
IT	Information Technology
ITP	Index of Technical Publications
ITP	Integrated Test Plan
IUC	Immediate Unit Commander
IUID	Item Unique Identification
IWS	Integrated Work Schedule
JCN	Job Control Number
JFMM	Joint Fleet Maintenance Manual
JFMMBOD	Joint Fleet Maintenance Manual Board of Directors
JID	Joint Identification Number
JQR	Job Qualification Requirement
JRMC	Japan Regional Maintenance Center
JSN	Job Sequence Number
KSE	Knowledge, Skills, and Experience
LAN	Local Area Network
LAR	Liaison Action Request
LCAC	Landing Craft Air Cushion
LCEM	Life Cycle Engineering Manager
LCM	Life Cycle Manager
LCPC	Life Cycle Planning Conference
LCPO	Leading Chief Petty Officer
LCS	Littoral Combat Ship
LCSRON	Littoral Combat Ship Squadron
LDS	Logistics Data System
LET	Logistics and Escape Trunk
LF	Late Finish
LGL	Location Guide List
LHD	Amphibious Assault Ship
LI	Level I
LLC	Lessons Learned Conference
LLTM	Long Lead Time Material
LMA	Lead Maintenance Activity

LMA	Last Maintenance Action
LMD	Library Management Database
LOA	Light-Off Assessment
LOA	Letter of Authority
LOD	Letter of Delegation
LOEP	List of Effective Pages
LOGSU	Logistics Support Unit
LPE	Low Pressure Electrolyzer
LPO	Leading Petty Officer
LS	Late Start
LSD	Dock Landing Ship
LSD	Logistics Support Data
LTD	Logistics Technical Data
LTT	Limited Training Team
LU	Lay-Up
LWC	Lead Work Center
LWT	Local Work Template
MA	Maintenance Activity
MACHALT	Machinery Alteration
MAR	Maintenance Accomplishment Rate
MARAV	Master Agreements for Repair and Alterations of Vessels
MARMC	Mid-Atlantic Regional Maintenance Center
MAT	Maintenance Assist Team
MB	Megabyte
MBPS	Model Based Product Support
MBT	Main Ballast Tank
MCA	Material Condition Assessment
MCA	Machinery Condition Analysis
MCAI	Material Condition Assessment Inspection
MCAP	Material Condition Assessment Process
MCD	Material Control Division
MCF	MDS Confidence Factor
MCI	Mid-Cycle Inspection
MCMS	METBENCH Calibration Management System
MCR	Maintenance Certification Record
MCV	Maximum Corrected Voltage
MDCO	Maintenance Document Control Office
MDS	Maintenance Data System
MDT	Mean Down Time



MEASURE	Metrology Automated System for Uniform Recall and Reporting
MED	Mediterranean
METCAL	Metrology and Calibration
MFOM	Maintenance Figure of Merit
MFOMa	Average Maintenance Figure of Merit
MFOMATM	Maintenance Figure of Merit Afloat Tool Management
MFOMw	Weighted Maintenance Figure of Merit
MGTI	Marine Gas Turbine Inspector
MGTIS	Marine Gas Turbine Information System
MHC	Coastal Minehunter
MI	Material Inspection
MIC	Material Identification Code
MIC	Material Identification and Control
MILCON	Military Construction
MILSPEC	Military Specification
MIL-STD	Military Standard
MIOC	Maritime Integrated Operations Center
MIP	Maintenance Index Page
MJC	Master Job Catalog
MLOC	Master Light-Off Checklist
MM	Maintenance Manager
MMBP	Maintenance and Modernization Business Plan
MMBU	Maintenance and Modernization Business Unit
MMAIS	Maintenance Management Automated Information System
MMP	Major Maintenance Period
MMPR	Maintenance and Modernization Performance Review
MOA	Memorandum of Agreement
MODES	Maintenance Onboard Data Exchange System
MOGAS	Motor Gasoline
MOU	Memorandum of Understanding
MP	Maintenance Person
MP	Maintenance Procedure
MP	Modernization Plan
MPA	Main Propulsion Assistant
MPDE	Main Propulsion Diesel Engine
MPR	MDS Performance Rate
MPSF	Mission Package Support Facility
MR	Maintenance Requirement
MRC	Maintenance Requirement Card

MRI	Machine-Readable Information
MRMS	Maintenance Resource Management System
MSC	Maintenance Support Center
MSC	Master Specification Catalog
MSC	Military Sealift Command
MSC	Maintenance Support Center
MSCMO	Master Specification Catalog Maintenance Office
MSD	Marine Sanitation Device
MSDS	Material Safety Data Sheet
MSF	Magnetic Silencing Facility
MSR	Master Ship Repair Contractor
MSRA	Module Screening and Repair Activity
MSRA	Master Ship Repair Agreement
MSS	Major Shore Spares
MST	Maintenance Support Team
MSW	Main Seawater
MT	Magnetic Particle Testing
MT	Maintenance Team
MTBF	Mean Time Between Failures
MTR	Metrology and Calibration Technical Representative
MTR	Module Test and Repair
MTRF	Module Test and Repair Facility
MTT	Mobile Training Team
MTT	Material Tracking Tag
MUSE	Mobile Utility Support Equipment
MWO	Maintenance Work Order
NA	Not Applicable
NACE	National Association of Corrosion Engineers
NAICS	North American Industry Classification System
NAMTS	Navy Afloat Maintenance Training Strategy
NATEC	Naval Air Technical Data and Engineering Service Command
NAVAIRSYSCOM	Naval Air Systems Command
NAVAIRWARCEN	Naval Air Warfare Center
NAVCALAB	Navy Calibration Laboratory
NAVCOMPT	Navy Comptroller
NAVFACSYSCOM	Naval Facilities Engineering Systems Command
NAVICP	Naval Inventory Control Point
NAVIMFAC	Naval Intermediate Maintenance Facility
NAVOSH	Navy Occupational Safety and Health
NAVSEA	Naval Sea Systems Command

NAVSEA 02	NAVSEA Contracts Directorate
NAVSEA 021	NAVSEA Contract Policy Office
NAVSEA 024	Fleet Support Contracts Division
NAVSEA 08	Naval Sea Systems Command Nuclear Propulsion Directorate
NAVSEALOGCEN	Naval Sea Logistics Center
NAVSEASYSKOM	Naval Sea Systems Command
NAVSUP WSS	Naval Supply Weapon Systems Support
NAVSUPSYSCOM	Naval Supply Systems Command
NAVWARSYSCOM	Naval Information Warfare Systems Command
NC	Critical Noise Deficiency
NCH	NAVSEA Contracts Handbook
NCR	No Calibration Required
NDE	Navy Data Environment
NDE-NM	Navy Data Environment-Navy Modernization
NDT	Non-Destructive Testing
NEC	Navy Enlisted Classification
NECC	Navy Expeditionary Combat Command
NFE	No Fault Evident
NFPA	National Fire Protection Agency
NIIN	National Item Identification Number
NJP	Non-Judicial Punishment
NMCARS	Navy and Marine Corps Acquisition Regulation Supplement
NMD	Navy Maintenance Database
NMF	Naval Maintenance Facility
NMP	Navy Modernization Program
NMP	Navy Modernization Process
NNPI	Naval Nuclear Propulsion Information
NNSY	Norfolk Naval Shipyard
NPBI	NAVSEA Paint Basic Inspector
NPEB	Nuclear Propulsion Examining Board
NPS	Nominal Pipe Size
NPV	Net Present Value
NRL	Naval Research Laboratory
NRMC	Navy Regional Maintenance Center
NRMD	Nuclear Regional Maintenance Department
NRO	Nuclear Repair Officer
NRP	Nuclear Repair Part
NRPO	Noise Reduction Petty Officer
NRRO	Naval Reactor Representative Office
NSA	Naval Supervisory Authority

NSDSA	Naval Systems Data Support Activity
NSF	Nuclear Support Facility
NSI	NAVSEA Standard Item
NSN	National Stock Number
NSRF	Naval Ship Repair Facility
NSSC	Naval Submarine Support Center
NSSFNL	Naval Submarine Support Facility New London
NSTM	Naval Ships' Technical Manual
NSWC	Naval Surface Warfare Center
NSWCCD	Naval Surface Warfare Center, Carderock Division
NSWCCD-SSSES	Naval Surface Warfare Center, Carderock Division - Ship System Engineering Station
NSWCPD	Naval Surface Warfare Center, Philadelphia Division
NSY	Naval Shipyard
NTE	Nuclear Test Equipment
NTCSS	Naval Tactical Command Support System
NTIRA	Navy Tool for Interoperability Risk Assessment
NTP	Naval Telecommunication Procedures
NUCALT	Nuclear Alteration
NWRMC	Northwest Regional Maintenance Center
O&MN	Operation and Maintenance, Navy
O&MNR	Operations and Maintenance, Naval Reserve
O <sub>2</sub> -N <sub>2</sub>	Oxygen - Nitrogen
OARS	Open Architectural Retrieval System
OB	Operating Budget
OCT	Operational Control Transfer
ODL	Other Direct Labor
ODLF	Other Direct Labor Factor
OEM	Original Equipment Manufacturer
OF 336	Optional Form 336
OFPP	Office of Federal Procurement Policy
OFRP	Operational Fleet Response Plan
OH	Overhead
OIC	Officer In Charge
OJT	On the Job Training
OMMS	Organizational Maintenance Management System
OMMS-NG	Organizational Maintenance Management System – Next Generation
OOC	Out Of Commission
OOD	Officer Of the Deck
OOP	Out Of Position

OPALT	Operational Alteration
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Office of the Chief of Naval Operations Instruction
OPORD	Operational Order
OPPE	Operational Propulsion Plant Examination
OPREP	Operation Report
OPTAR	Operating Target
OQE	Objective Quality Evidence
ORATA	Other Restricted Availability/Technical Availability
ORDALT	Ordnance Alteration
ORP	Optimize Report Plan
ORSE	Operational Reactor Safeguard Examination
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Administration
OSI	Operating Space Item
OSIC	On Site Installation Coordinator
OSS	Operational Sequencing System
OT	Operational Test
P&E	Planning and Estimating
PA	Principal Assistant
PAC	Pre-Arrival Conference
PAR	Periodic Accomplish Rate
PARM	Participating Acquisition Resource Manager
PB4M	Planning Board for Maintenance
PC	Patrol Craft
PCB	Polychlorinated Biphenyls
PCD	Production Completion Date
PCMS	Passive Countermeasure System
PCN	Project Control Number
PCO	Prospective Commanding Officer
PCO	Primary Contracting Officer
PCO	Procuring Contracting Officer
PCP	Process Control Procedures
PCU	Pre-Commissioning Unit
PDDI	Post Delivery Deficiency Item
PDS	Product Data Sheet
PE	Port Engineer
PE	Procedure Evaluation
PEC	Predicted-End-Cost
PEO	Program Executive Office
PEP	Plant Equipment Project

PFR	Periodic Force Revision
PHD	Port Hueneme Detachment
PHNSY & IMF	Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility
PIA	Planned Incremental Availability
PIN	Personal Identification Number
PIRA	Pre-Inactivation Restricted Availability
PLAD	Plain Language Address Directory
PM	Periodic Maintenance
PM	Program Manager
PMA	Preventive Maintenance Availability
PMAV	Phased Maintenance Availability
PMR	Periodic Maintenance Requirement
PMS	Planned Maintenance System
PMSCA	Planned Maintenance System Coordinating Activity
PMSMIS	Planned Maintenance System Management Information System
PMT	Performance Monitoring Team
PNSY	Portsmouth Naval Shipyard
POAM	Plan of Action and Milestones
POC	Point Of Contact
POET	Point of Entry Testing
POM	Pre-Overseas Movement
P-OMMS	Propulsion – Organizational Maintenance Management System
PORSE	Post Overhaul Reactor Safeguard Examination
PPE	Personal Protective Equipment
PPEA	Propulsion Plant Engineering Activity
PPR	PMS Performance Rate
PQA	Process Quality Audit
PQS	Personnel Qualification Standard
PR	Planning Review
PR	Procedure Review
PRC	Project Review Conference
PRI	Priority
PRWL	Planned Refit Work List
PSA	Post Shakedown Availability
PSAI	Pre-Start of Availability Inspection
PSIA	Private Sector Industrial Activity
PSNS & IMF	Puget Sound Naval Shipyard and Intermediate Maintenance Facility
PSO	Prospective Supply Officer
PT	Liquid Penetrant Testing

PT	Project Team
PT	Plans and Tactics
PTC	Personnel Transfer Capsule
PTD	Provisioning Technical Documentation
PTS	Pressure Test Station
PV	Program Validation
PVI	Product Verification Inspection
PY	Planning Yard
Q Point	Critical Quality Control Point
QA	Quality Assurance
QAI	Quality Assurance Inspector
QAL	Quality Assurance Lists
QAO	Quality Assurance Officer
QAR	Quality Assurance Representative
QAS	Quality Assurance Supervisor
QC	Quality Control
QDE	Quality Data Evaluation
QM	Quality Maintenance
QMP	Quality Management Plan
QMS	Quality Management System
QOL	Quality of Life
QOS	Quality of Service
QPL	Qualified Products Lists
Ra	Roughness Average
RAB	Registrar Accreditation Board
RADCON	Radiological Control
RADIAC	Radiation Detection, Indication and Computation
RADM	Relational Administration
RADWEB	Revised Alternative Dataflow Website
RAF	Reporting and Automated Shore Interface Processing Confidence Factor
RAR	Recorded Accomplishment Rate
RBO	Repair Before Operating
RCC	Request for Contract Change
RCC	Regional Calibration Center
RCD	Required Completion Date
RCI	Reactor Plant Cleanliness Inspector or Certifier
RCM	Reliability Centered Maintenance
RCP	Recommended Change Package
RD&A	Research, Development & Acquisition

RDORM	Reactor Department Organization and Regulations Manual
REA	Request for Equitable Adjustment
REC	Re-Entry Control
RFA	Ready For Accomplishment
RFI	Ready for Issue
RFOH	Refueling Overhaul
RFS	Readiness for Sea
RH	Relative Humidity
RIC	Repairable Identity Code
RIN	Record Identification Number
RIP	Readiness Improvement Program
RIRMIS	Reboiler Inspection and Repair Management Information System
RISIC	Rubber Insert Sound Isolation Coupling
RLAR	Reverse Liaison Action Request
RLP	Regional Loan Pool
RMAIS	Regional Maintenance Automated Information System
RMC	Regional Maintenance Center
RMCSG	Regional Maintenance Center Support Group
RMO	Reactor Maintenance Officer
RMT	Regional Maintenance Team
ROH	Regular or Refueling Overhaul
ROI	Return On Investment
ROV	Repair of Other Vessels
RPCCR	Reactor Plant Configuration Change Report
RPM	Revolutions Per Minute
RPM	Reactor Plant Manual
RPPO	Repair Parts Petty Officer
RPPY	Reactor Plant Planning Yard
RPSM	Reactor Plant Ship Modification
RPWAR	Reactor Plant Work Accomplishment Report
RRC	Regional Repair Center
RSE	Reactor Safeguard Examination
RSG	Regional Support Group
RSS	Rescue Seating Surface
RT	Radiographic Testing
RTE	Remote Temperature Element
SA	Ship Alteration
SA	Scheduling Aid
SAC	Service Application Code



SAED	Submarine Antenna Engineering Directorate
SAI	Start of Availability Inspection
SAMM	Shipboard Automated Maintenance Module
SAQAM	Submarine Antenna Quality Assured Material
SAR	Situation Accomplish Rate
SBAT	SUPSHIP Bath
SC	Ship Change
SCA	System Certification Authority
SCAR	Spot Check Accomplishment Rate
SCAT	Sub-Category
SCD	Ship Change Document
SCI	Steam Plant Cleanliness Inspector
SCIRMIS	Steam Catapult Inspection and Repair Maintenance Information System
SCLISIS	Ship Configuration and Logistics Support Information System
SCN	Shipbuilding and Conversion, Navy
SCP	System Calibration Procedures
SCS	Ship Capability Score
SCS	Ship Control System
SCSC	System Certification Survey Cards
SDI	Ship Drawing Index
SDM	Ship Design Manager
SDOSS	Sewage Disposal Operational Sequencing System
SDS	Salvage Dive Systems
SDV	Seal Delivery Vehicle
SEER	Scheduling and Execution Effectiveness Review
SEF	Ship's Equipment File
SEIE	Submarine Escape Immersion Ensemble
SEMAT	Systems and Equipment Material Assessment Team
SEMCIP	Shipboard Electromagnetic Compatibility Improvement Program
SEOC	Submarine Engineered Operating Cycle
SERMC	Southeast Regional Maintenance Center
SF	Ship's Force
SF 30	Form SF 30, Amendment of Solicitation/Modification of Contract
SFCC	Submarine Flight Critical Component
SFIMA	Strike Force Intermediate Maintenance Activity
SFWL	Ship's Force Work List
SG	Specific Gravity
SGCP	Shipboard Gage Calibration Program
SGPI	Steam Generating Plant Inspector

SHCS	Socket Head Cap Screw
SHIPALT	Ship Alteration
SHIPMAIN	Ship Maintenance
SHW	Super Hot Wash
SI	Standard Items
SIB	Ship Information Book
SID	Ship Installation Drawing
SISCAL	Shipboard Instrumentation System Calibration
SITREP	Situation Report
SJM	Selected Job Management
SKED	Scheduling
SKED	Scheduling Software
SLICR	Ship's Logistics Indicator Computerized Report
SMART	Submarine Modernization and Alteration Requirements Tool
SME	Subject Matter Expert
SMIC	Special Material Identification Code
SMM	Ship's Maintenance Manager
SMMO	Ship's Maintenance and Material Officer
SMMSO	Submarine Systems Monitoring Maintenance and Support Office
SMS	Submarine Maintenance Standard
SNAP	Shipboard Non-Tactical Automated Data Processing Program
SNPMTT	Surface Nuclear Propulsion Mobile Training Team
SOC	Scope of Certification
SOE	Submerged Operating Envelope
SOF	Special Operations Force
SORM	Ship Organization and Regulation Manual
SOS	Source of Support
SOSMIL	Safety of Ship Maintenance Item List
SOSMRC	Senior Officer Ship Maintenance and Repair Course
SOVT	System Operation Verification Testing
SPALT	Strategic System Programs Alteration
SPAR	Steam Plant Action Request
SPD	Ship Project Directive
SPETE	Special Purpose Electronic Test Equipment
SPETERL	Ship's Portable Electronic Test Equipment Requirements List
SPI	Schedule Performance Index
SPLI	Steam Plant Liaison Inquiries
SPM	Secondary Propulsion Motor
SPM	Steam Plant Manual

SPM	Ship's Program Manager
SPO	Safety Petty Officer
SPRUCE	Scheduled Preservation Upkeep Coordinated Effort
SRA	Selected Restricted Availability
SRC	Submarine Rescue Chamber
SRCFS	Submarine Rescue Chamber Fly Away System
SRD	Selected Record Drawing
SRDRS	Submarine Rescue Diving Recompression System
SRF	Ship Repair Facility
SRF-JRMC	Ship Repair Facility and Japan Regional Maintenance Center
SRU	Ship Repair Unit
SSBN	Nuclear-Powered Ballistic Missile Submarine
SSC	Space and Naval Warfare Systems Center
SSCA	SUBSAFE Certification Audit
SSDG	Ship Service Diesel Generator
SSEOC	Surface Ship Engineered Operating Cycle
SSES	Ship System Engineering Station
SSGC	SUPSHIP Gulf Coast
SSGN	Nuclear-Powered Guided Missile Submarine
SSM	Ship Systems Manual
SSN	Nuclear-Powered Attack Submarine
SSP	Strategic Systems Program
SSP	Ship Specification Package
SSPC	Society for Protective Coatings
SSPINST	Strategic Systems Programs Instruction
SSR	Ship Selected Records
SSRAC	Standard Specification for Ship Repair and Alteration Committee
ST1	Surface Team One
STAN	Shipboard Electromagnetic Compatibility Improvement Program Technical Assistance Network
STARS	Standard Accounting and Reporting System
STSC	Submarine Technical Support Center
SU	Start-Up
SUBMEPP	Submarine Maintenance Engineering, Planning and Procurement Activity
SUBSAFE	Submarine Safety
SUPSHIP	Supervisor of Shipbuilding, Conversion and Repair
SUPSHIP NN	Supervisor of Shipbuilding Newport News
SURFDEVRON	Surface Development Squadron
SURFMEPP	Surface Maintenance Engineering Planning Program

SW	SEAWOLF Class Component
SWAB	Ship Work Authorization Boundary
SWE	Surface Warfare Enterprise
SWL	Safe Working Load
SWLIN	Ships Work List Item Number
SWOS	Surface Warfare Officer School
SWRMC	Southwest Regional Maintenance Center
SWS	Strategic Weapon System
SWT	Standard Work Template
SYSCOM	Systems Command
T(pf)	Time (problem free)
TA	Type Availability
TA	Technical Analyst
TAMS	TYCOM Alteration Management System
TAMS	Test and Monitoring System
TAR	Technical Analysis Report
TAT	Technical Assessment Team
TAVR	Technical Assistance Visit Report
TCV	Total Corrected Voltage
TD	Test Depth
TDA	Type Desk Assistant
TDC	TYCOM Discretionary Change
TDMIS	Technical Data Management Information System
TDO	Type Desk Officer
TDU	Trash Disposal Unit
TEMPALT	Temporary Alteration
TEMPEST	Unclassified code name referring to National Policy on the Control of Compromising Emanations
TEMPMOD	Temporary Modification
TFBR	Technical Feedback Report
TFBR HT	Technical Feedback Report History Tracking
TFR	Tailored Force Revision
TGI	Task Group Instruction
TIP	Test and Inspection Plan
TM	Technical Manual
TMA	Top Management Attention
TMDE	Test, Measurement and Diagnostic Equipment
TMDER	Technical Manual Deficiency Evaluation Report
TMI	Top Management Issues
TMMA	Technical Manual Maintenance Activity
TMMP	Technical Manual Management Program

TOB	Technical Operating Budget
TOMA	Technical Onboard Monitoring Assist
TPD	Test Pressure Drawing
TPMTE	Tools, Parts, Material and Test Equipment
TPOC	Technical Point of Contact
TPS	Test Pressure Station
TPS	Test Program Set
TRF	TRIDENT Refit Facility
TRFKB	TRIDENT Refit Facility Kings Bay
TRID	TRIDENT Alteration
TRIPER	TRIDENT Planned Equipment Replacement
TRIREFFAC	TRIDENT Refit Facility
TRS	Technical Repair Standard
TSC	Training Support Center
TSO	Temporary Standing Order
TSRA	Total Ship Readiness Assessment
TVD	Technical Variance Document
TVG	Temperature Voltage Gassing
TWD	Technical Work Document
TWH	Technical Warrant Holder
TYCOM	Type Commander
TYKIT	TYCOM Alteration Kit
TZ	Type Zero
UHF	Ultrahigh Frequency
UIC	Unit Identification Code
UNF	Unfunded
UNSAT	Unsatisfactory
UNSEARESCOM	Undersea Rescue Command
UPCP	Universal Process Control Procedure
UQC	Underwater Telephone
URO	Unrestricted Operations
USCG	United States Coast Guard
UT	Ultrasonic Testing
VA	Virtual Assessment
VDD	Version Description Document
VFP	Vertical Fixed Pipe
VIDS/MAF	Visual Information Display/Maintenance Action Form
VLA	Visual Landing Aids
VLS	Vertical Launch System

VR	Voyage Repair
VRT	Voyage Repair Team
VSB	Validation, Screening and Brokering
VSV	Variable Stator Vane
VT	Visual Testing
VTI	Visual TEMPEST Inspection
VU	VIRGINIA Class Component
WAF	Work Authorization Form
WC	Work Center
WCS	Work Center Supervisor
WCWL	Work Center Work List
WDC	Work Definition Conference
WFD	Work Force Development
WFT	Wet Film Thickness
WHE	Weight Handling Equipment
WIN-NIM	Wrong In Model - Not In Model
WOO	Window of Opportunity
WP	Work Package
WPER	Work Package Execution Review
WPIC	Work Package Integration Conference
WPS	Work Package Supplement
WQC	Underwater Telephone
WSS	Work Sequence Schedule
WSS	Weapons Systems Support
XAZ	Scheduled Continuous Maintenance Availability
XCM	Unscheduled Continuous Maintenance Availability
XCZ	CNO Scheduled Availability
XEM	Year-long Emergent Work Availability
XO	Executive Officer
YLCM	Year Long Continuous Maintenance
ZIDL	Zone Inspection Deficiency List

**APPENDIX D**

JOINT FLEET MAINTENANCE MANUAL CHANGE REQUEST FORM
<p>FROM: ACTIVITY or SHIP . E-MAIL ADDRESS _____ CODE, DEPT or SHOP _____ DATE _____ ORIGINATOR _____ TEL EXT ( ) _____</p>
<p>VOL-PART-PARA NO. _____ FIGURE _____ TABLE _____ PROCESSING NORMAL _____ URGENT* _____ * (Justify in Rationale section if urgent priority is marked and transmit via e-mail as "High Importance") PROBLEM DESCRIPTION:</p>
<p>RECOMMENDED CHANGE: (Include any proposed text addition or deletion)</p>
<p>RATIONALE:</p>

E-mail to [SUBMEPP.JFMM.FCT@NAVY.MIL](mailto:SUBMEPP.JFMM.FCT@NAVY.MIL) or send facsimile to (207) 438-6190.

**APPENDIX E**

**RECORD OF REVISION AND CHANGES**

REVISION AND CHANGE NO.	PUBLISH DATE	TITLE OR BRIEF DESCRIPTION	ENTERED BY (INITIALS)
Rev – CH -	21 Aug 1996		1832JM
Rev – CH-1	2 Apr 1998		1832JM
Rev – CH-2	21 Apr 1999		1832JM
Rev – CH-3	10 Sep 1999		1832JM
Rev – CH-4	12 Dec 2000		1832JM
Rev – CH-5	7 Dec 2001		1832JM
Rev A CH -	17 Oct 2003		1832JM
Rev A CH-1	22 Sep 2004		1832JM
Rev A CH-2	15 Mar 2005		1832JM
Rev A CH-3	7 Oct 2005		1832JM
Rev A CH-4	22 Mar 2006		1832JM
Rev A CH-5	11 Aug 2006		1832JM
Rev A CH-6	26 Feb 2007		1832JM
Rev A CH-7	28 Feb 2008		1832JM
Rev A CH-7A	30 Jun 2008		1832JM
Rev B CH -	8 Dec 2008		1832JM
Rev B CH-1	11 Aug 2009		1832JM
Rev B CH-2	5 Aug 2010		1832JM
Rev B CH-3	30 Mar 2011		1832JM
Rev B CH-4	4 Oct 2011		1832JM
Rev B CH-5	12 Jun 2012		1832JM
Rev C CH -	30 Oct 2012		1832JM
Rev C CH-1	25 Nov 2013		1832JM
Rev C CH-2	25 Nov 2014		1832JM
Rev C CH-3	15 Jun 2015		1832JM
Rev C CH-4	13 Oct 2015		1832JM
Rev C CH-5	11 Aug 2016		1832JM
Rev C CH-6	19 Sep 2017	Board of Directors Review Meeting of Oct 2016	1815DV
Rev C CH-7	5 Oct 2018	Board of Directors Review Meeting of Dec 2017	1815DV
Rev D CH -	16 Oct 2019	Board of Directors Review Meeting of May 2019	1815DV
Rev D CH 1	15 Jan 2021	Board of Directors Review Meeting of May 2020	1815DV
ACN 22-01	30 Mar 2022	COMUSFLTFORCOM dtg R301233ZMAR22	1815DV
Rev D CH 2	31 Mar 2022	Board of Directors Review Meeting of May 2021	1815DV
Rev D CH 3	07 Nov 2023	Board of Directors Review Meeting of Nov 2022	1815DV