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FM COMUSFLTFORCOM NORFOLK VA
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COMSUBPAC PEARL HARBOR HI
COMNAVSEASYS COM WASHINGTON DC
MARMC NORFOLK VA
FDRMC NAPLES IT
FDRMC DET ROTA SP
FDRMC DET BAHRAIN
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SOUTHEAST RMC MAYPORT FL
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TRIREFFAC KINGS BAY GA
NAVSUBSUPPFAC NEW LONDON CT
USS EMORY S LAND
USS FRANK CABLE
COMNAVIFOR SUFFOLK VA
INFO COMUSFLTFORCOM NORFOLK VA
COMPACFLT PEARL HARBOR HI
COMNAVSAFECOM NORFOLK VA
PRESINSURV VIRGINIA BEACH VA
NAVSHIPYD AND IMF PEARL HARBOR HI
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COMNAVSEASYS COM WASHINGTON DC/05/05P4/09M
MARMC NORFOLK VA/100/200/300/
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SOUTHEAST RMC MAYPORT FL/100/200/300/
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TRIREFFAC KINGS BAY GA/00/
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INFO COMPACFLT PEARL HARBOR HI/N43/
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NAVSURFWARCENDIV CRANE IN/SAFETY/
NAVSURFWARCENDIV PHILADELPHIA PA/90/81/
NAVUNSEAWARCENDIV NEWPORT RI/SAFETY/
NAVSURFWARCENDIV PORT HUENEME CA/SAFETY/

SUBJ/JOINT FLEET MAINTENANCE MANUAL ADVANCE CHANGE NOTICE 02-26/
MSGID/GENADMIN/COMUSFLTFORCOM NORFOLK VA/
REF/A/DOC/COMUSFLTFORCOMINST 4790.3/13JUNE2025/
NARR/REF A IS THE JOINT FLEET MAINTENANCE MANUAL, REVISION D, CHANGE 5./
POC/PATRICK LIVESAY/CDR/FFC N43/LOC: NORFOLK, VA/TEL:757-836-3754/EMAIL:
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XAVIER.R.GRANT.MIL@US.NAVY.MIL/
RMKS/1. THIS IS A COORDINATED FFC/CPF MSG./

2. THE COMMANDER, UNITED STATES FLEET FORCES AND COMMANDER, PACIFIC FLEET HAVE DIRECTED A CHANGE TO REFERENCE (A) AT THE REQUEST OF COMMANDER, NAVAL INFORMATION FORCES (NAVIFOR). THIS ADVANCE CHANGE NOTICE (ACN) IS IN SUPPORT OF INITIAL OPERATING CAPABILITIES DEADLINE OF 1 OCTOBER 2025 FOR NAVIFOR COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS, INTELLIGENCE, SURVEILLANCE, AND RECONNAISSANCE (C4ISR) COMMANDS TO OPERATE UNDER A FLEET UNIT CONSTRUCT AND STANDARDIZE SHORE C4ISR MODERNIZATION PROCESSES BY DIRECTION OF CHIEF OF NAVAL OPERATIONS N2N6.

3. MAKE THE FOLLOWING PEN AND INK CHANGES TO REFERENCE (A) VOLUME VI BY INSERTING NEW CHAPTER 21- SHORE MODERNIZATION PROGRAM.

4. CHAPTER 21 IS AVAILABLE FOR DOWNLOAD AT
[HTTPS:\(SLASHSLASH\)WWW.NAVSEA.NAVY.MIL\(SLASH\)HOME\(SLASH\)SUBMEPP\(SLASH\)PRODUCTS\(SLASH\)JFMM](https://www.navsea.navy.mil/home/submepp/products/jfmm)

5. CONCISE WRITTEN POLICY IS A CRITICAL INGREDIENT TO ENSURING EVERY LEADER AND SUPERVISOR THROUGHOUT THE CHAIN OF COMMAND HAS AN ACTIVE AND KNOWLEDGEABLE UNDERSTANDING OF CHANGES TO MAINTENANCE STRATEGY.//

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CLASSIFICATION: UNCLASSIFIED/

VOLUME VI**CHAPTER 21****SHORE MODERNIZATION PROGRAM**REFERENCE.

- (a) NAVSEA SL720-AA-MAN-030 - Navy Modernization Process Management and Operations Manual (NMP-MOM)
- (b) COMUSFLTFORCOM/COMPACFLTINST 4720.3 - Commander United States Fleet Forces Command (COMUSFLTFORCOM)/Commander Pacific Fleet (USCOMPACFLT) C5ISR Modernization Policy
- (c) DODINST 5000.2 - Operation of the Defense Acquisition System
- (d) NAVWAR M-3090.2 - Fleet Readiness Certification Board (FRCB) Handbook
- (e) NAVWAR M-4720.14 - Afloat Installation Process Handbook
- (f) NAVWAR DEVSECOPS (DSO) - Fielding Handbook Version 1.0 Nov 2023
- (g) NAVIFORINST 3503.1 - C3 Ashore Command Material Readiness Manual
- (h) NAVWAR M-4720.1 - Shore Installation Process Handbook
- (i) COMNAVIFOR 3500.3 - Policies and Procedures for the Fleet Readiness Certification Board Process
- (j) NAVIFOR CSM Plan 9090-700
- (k) OPNAVINST 1500.76 - Naval Training Systems Requirements, Acquisition and Management

LISTING OF APPENDICES.

- A Availability Milestones
- B Availability Completion Report Template
- C Fleet Readiness Certification Board Flowchart

21.1 SCOPE. This chapter is applicable to all shore Navy activities involved in Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) and Naval Information Forces (NAVIFOR) Managed Personnel Property modernization. The provisions of this chapter have been developed in collaboration with Naval Operations (OPNAV). This chapter is issued to bridge and provide current overarching policies and guidance beyond references (a) and (b). References (b) and (c) govern the management of ashore Combat Systems and Command, Control, Communications, Computers, Collaboration and Intelligence (C5I) installations and improvements, and Initial Adversary Vulnerability Assessment policies and remain in effect as written. Type Commander (TYCOM) Maintenance Directorates must be the lead for ensuring implementation. Shore platform will continue the current practice of forwarding change requests to the Immediate Superior In Command (ISIC), who will forward the change request to the respective TYCOM for entry into the Navy Data Environment (NDE). Only alterations entered in NDE will be considered for inclusion in Modernization Programs, until such time the Engineering Change Process merges with Model Based Product Support (MBPS). The Navy is in the midst of a logistics information technology (IT) portfolio update, and every means will be utilized to support, and transition with this overarching plan.

21.2 PURPOSE. The purpose of this chapter is to document the designated Command, Control

and Communication (C3) Shore Fleet unit, and non-C3 shore activities Modernization Programs within the C4ISR and NAVIFOR managed personal property, which emphasizes early decisions under the control of United States Fleet Forces Command (USFLTFORCOM), United States Command Pacific Fleet (USCOMPACFLT), and NAVIFOR, and expands on the decision process for deciding which alterations and modifications will be developed, procured, certified and installed on all C3 and non-C3 Shore platforms. The objectives of this chapter are to provide the process, and framework to ensure successful delivery to these platforms. Shore Modernization objectives are based on reference (b) as follows:

- a.– Provides a standard process for all ashore Navy Command, Control, Communications, Computer, Combat Systems, Intelligence, Surveillance and Reconnaissance (C5ISR) modernization, and NAVIFOR equitable Hull, Mechanical and Engineering and Facility installations.
- b.– Ensures ashore units receive mature, fleet interoperable, and certified war fighting capabilities that are cyber compliant.
- c.– Ensures C5ISR Capabilities are delivered with approved integrated logistics support (ILS).
- d.– Ensure C5ISR modernization support unit level training and surge readiness.

NOTE:– THE USE OF REGIONAL MAINTENANCE AND MODERNIZATION COORDINATION OFFICE (RMMCO) AND ILS CERTIFICATION POWER APPLICATIONS WILL BE UTILIZED UNTIL SUCH TIME THE TRANSITION TO NDE FOR THESE MODULES.

21.3 BACKGROUND. The End-to-End Ship Maintenance and Modernization (previously Ship Maintenance (SHIPMAIN)) was developed to concentrate on the early decision process regarding which alterations are to be accomplished. This process provides timely Fleet involvement and the assurance that changes are driven by current fleet requirements. The Modernization Program itself was implemented to modify the Entitled Process (formerly the Fleet Modernization Program (FMP)) due to Fleet concerns which included alterations developed and hardware procured but never installed. It was to also alleviate concerns over significant changes to availability work packages after authorization letter issuance, and alteration installation problems caused by failure to satisfy planning milestones. While these issues are often driven by overall funding instability in Navy budgets and changing priorities, the associated costs consume modernization funding minimizing the ability to modernize. The Navy Modernization Process (NMP) has replaced the FMP and is documented in reference (a). The NMP provides a structure for the orderly identification, approval, design, planning, programming, budgeting, installation, life cycle support and configuration control of technical and survivability improvements to all shore platforms of the active and reserve fleets. This chapter also provides overall prioritization in the alterations to be accomplished and discipline and accountability in the adherence to NMP processes. Fleet Review Certification Board (FRCB) was put into place for shore commands after a series of installations in 2002 caused cascading communication outages Navy wide. This intent of this process is to prevent this happening in the future by assessing the readiness of the systems intended for installation at Navy shore activities.

21.4 APPLICABILITY FOR C3 ASHORE SITES.

- a. C3 Shore Platforms were outlined in 2021 as critical platforms across Naval Computer and Telecommunications Area Master Station (NCTAMS), Naval Computer and Telecommunications Station (NCTS), Maritime Operation Centers that provide Command and Control, and Services. This chapter is to ensure installations coming into these platforms are considered with the right level of rigor.
- b. C3 Shore Platforms under Military Construction (MILCON) or special project will follow the MILCON process in reference (d), but the installations themselves will follow the C3 installation process of this manual for the system installations if at the time of the MILCON the platform has started the C3 NMP Process.
- c. C3 Shore Platforms Program office acquisition to NMP integration workflow is per reference (e).
- d. C3 Shore platforms under Overmatch Software Armory (OSA) reviews are reviewed at three levels Shore Program manager, TYCOM, and Fleet. This is currently completed in a Jira workflow, but follows reference (f) for required deliverables.
- e. C3 Shore platform designation and listing is per reference (g).
- f. C3 Shore platforms will follow the C3 FRCB process while both the platforms and systems are moved over and integrated into the C3 Navy Modernization Process Management and Operations Manual (NMP-MOM) process. C3 FRCB uses the FRCB processes that include availability management and NMP-MOM rigor.

21.5 APPLICABILITY FOR NON-C3 ASHORE SITES.

21.5.1 Non-C3 Ashore Sites. Reference (b) directs all C4ISR modernization and installation projects and services that are being planned at all Navy Shore activities to go through the FRCB Process. This also applies to C3 Shore platforms prior to their transition to the C3 NMP-MOM processes. There will be a time that C3 Shore Platforms conduct a dual modernization process effort between C3 FRCB and C3 NMP processes.

21.5.1.1 FRCB authorization is required for the following:

- a. All Navy Shore sites and training activities.
- b. All Agencies and resource sponsors, including but not limited to: Navy Commands, Joint Service and DOD commands, government. Agencies, and supporting contractors conducting C4ISR installations at Navy Shore sites.
- c. All systems, sub-systems, or components at a Navy Shore site that interface with a Navy C4ISR, IT system or network to include stand-alone networks or systems that are C4ISR systems.
- d. Joint or other government agency C4ISR or IT systems located at a Joint site that resides in U.S. Navy compound, facility, or structure, or requires Navy Operations and Maintenance (O&M) resources. Navy O&M supported teleport sites to include Naval Satellite Communications Facility (NAVSATCOMMFAC) Northwest, NAVSATCOMMFAC Lago di Patria, and NCTAMS Pacific also require adherence to FRCB policy and procedures.
- e. Acquisition sponsored labs, centers, or activities only when activated for operational

- purposes (e.g., Trident Warrior, Fleet exercises, or as a fail over or back up circuit for operations). Only the demonstrated capability requires FRCB approval.
- f. OCONUS Navy Enterprise (ONE-Net) and Navy-Marine Corps Intranet (NMCI) Projects.
 - g. Anti-Terrorism and Force Protection projects that include C4ISR IT Components.
 - h. Corrective actions that require modernization in lieu of repair.
 - i. Any item that requires ILS updates within a Navy shore site that effects readiness to include temporary installations.
 - j. Fixed site installs for Research, Development, Test and Evaluation (RDTE) sites, that support the development of new RDTE products. The products being developed themselves do not require FRCB.
 - k. Cloud based installations in which Navy entities regardless of Military, Civilian, or Contractor are still responsible for the remote Cyber Hygiene, training, Navy Contracted Managed.
 - l. Personal Property, such as property which is used for power generation and cooling to include generators, uninterruptible power supply, and heating, ventilation, and cooling systems.
 - m. Alteration projects as Fixed Submarine Broadcast System (FSBS) or Take Charge And Move Out (TACAMO) shore sites.
 - n. Corrective action of a Casualty Report (CASREP), where the action is for a modernization in lieu of repair resulting in a change of original hardware or software configurations.

21.5.1.2 FRCB not required for the following:

- a. Routine pre-production efforts such as a site survey, drawing development, or routine coordination to develop necessary site agreements and installation documents, there should already be a Job Identification number assigned when conducting these items.
- b. Maintenance and corrective actions to include casualty reports for repairs that restore a system, with no change to hardware or software.
- c. Cyber Security vulnerability management, alert or bulletin installations. Class A through C software, which is minor in nature, Class D through F are required to go through FRCB as described within reference (f).—
- d. RDTE laboratories developed items. The Fixed RDTE site still requires FRCB for fixed installations.
- e. Administrative, non-tactical workstations (software or hardware) refresh efforts (i.e., NGEN, ONE-NET.)
- f. Outside Cable Plant or Inside Cable Plant (OCP-ICP) Projects where there is no change to the ILS.
- g. Real property not owned by shore sites for power generation and cooling.

- h. Qualified Development, Security, and Operations (DevSecOps or DSO) deliveries through Naval Information Warfare Systems' (NAVWAR) OSA (see reference (h)).
- i. Shore C3 sites when transferred to the Navy Modernization Program (NMP).

21.5.1.3 FRCB applicability form is the installation work scope form, submitted under the FRCB Tracking Number, and uploaded to SPIDER or RIPTIDE , to verify the scope of the installation.

21.5.2 MILCON for Non-C3 Shore Platforms. These platforms will follow reference (h) and installations will follow the non-C3 process of this manual for the system installation approvals.

21.5.3 Acquisition. Non-C3 Shore platforms program office acquisition policy to FRCB is per reference (h).

21.5.4 Overmatch Software Armory. For non-C3 Shore platforms, no platforms today utilize OSA as an installation process, when that begins the process will follow the C3 Shore Process for OSA per reference (f).

21.6 RESPONSIBILITIES.

21.6.1 C3 Shore Site Organization Responsibilities.

21.6.1.1 TYCOM N43

- a. Initiate the budgetary actions for funding material condition assessment tasks (I-tasks), corrective repairs, mandatory technical requirements (MTR), or Fleet alterations
- b. Recommend to USFLTFORCOM and numbered fleets any high priority fleet modernization desired to be accomplished.
- c. Issue fleet alteration Letters of Authorization (LOA), and FRCB Letters of authorization for C3 Shore Sites still going through C3 FRCB processes
- d. Ensure all authorized alterations are identified by priority based on material availability.
- e. Assume the lead roles in managing Availability Work Packages (AWP) developed by Shore Maintenance Engineering, Planning and Procurement (SHOREMEPP).
- f. Assist SHOREMEPP in preparation of AWP's as required.
- g. Coordinate with SHOREMEPP to update the AWP when Class Maintenance Plans (CMP) changes alter the Baseline Availability Work Package (BAWP) after A-360.
- h. Identify the routine package to be accomplished based on Master Specification Catalog (MSC) or Master Job Catalog (MJC) review (as appropriate).
- i. Plan for and monitor availability execution to stay within cost and schedule for the scope of work authorized. Ensure any growth in the scope of work authorized is necessary to reasonably assure safe, reliable operation.
- j. Authorize new items and industrial growth work items.
- k. Issue direction when the quality or completeness of industrial activity work is in question.

- l. Seek resolution of all mission set and major technical problems and coordinate industrial requirements for modernization and repair.
- m. Exercise all work candidate screening and follow up actions relating to availability directly with the unit concerned.
- n. Participate in key milestones as required to support resolution of issues.
- o. Schedule and conduct inspections of C3 Shore forces.
- p. Preparing budget submissions and managing budget execution in support of modernization, repair, and maintenance availabilities as well as the material readiness and training of their assigned units. The basis of the TYCOM budget should be the historical cost incurred for similar efforts. These historical costs are generated, but the Naval Supervisory Activity (NSA) is based on direct versus indirect maintenance cost identification. TYCOM is responsible for providing advanced planning funds to the respective Maintenance Team for availability planning. After the AWP has been identified and commented the TYCOM provides a level of funding to accomplish necessary. Depending on the availability of funds, the funds provided may not be sufficient to accomplish the entire work package with will result in deferred work.

21.6.1.2 TYCOM Maintenance Team. Fleet units must have a formally structured maintenance team consisting of the TYCOM maintenance manager, NSA Project Manager, the unit's Commanding Officer, and Maintenance and Material Management Coordinator (3MC) or 3-M Representative. Chapter 41 of this volume explains the detailed responsibilities of each team member.-

21.6.1.3 C3 Shore's Program Manager (SPM) Office:—

- a. Recommend updates and enforce C3 Shore availability execution policy.
- b. Plan and budget for SHOREMEPP and NSA operations.
- c. Facilitate Modernization Risk Assessments.
- d. Issue LOA for program alterations through the NMP-MOM processes. As Platforms and equipment responsibilities transition over, the C3 SPM LOA will increase as Ship Change Document (SCD) usage is completed for more systems, and commands during their brief transition.
- e. Support SHOREMEPP in the conduct of programmatic review of maintenance and budget submission, Mission Module based CMPs, Technical Foundation Papers (TFP), and Shore sheets.
- f. Facilitate continuous improvement efforts.
- g. Mandatorily participate in Maintenance Cycle Planning Conference (MCPC). Participate in all other planning conferences, as necessary.
- h. Program Objective Memorandum (POM) and fund the operation of the Shore Planning Activity (SPA), Shore Planning Yard (SPY), and NSA.

21.6.1.4 SHOREMEPP. The shore planning activity will conduct advance planning actions to provide centralized Life Cycle Engineering, Class Maintenance, and Modernization management.

- a. Build and maintain Mission based CMP.
- b. Identify, track, and process all mandatory Mission Module based CMP requirements.
- c. Branding takes residing in the Mission Module based CMP and Current Shore Maintenance Project (CSMP), as applicable.
- d. Develop, track, and process the BAWP to reflect changes in the CMP.
- e. Integrate Modernization tasks into the BAWP per issued LOAs. After BAWP or AWP turnover, enter authorized modernization tasks into the CSMP following the Navy Modernization Process (NMP).
- f. Issue the Availability advance planning schedule.
- g. Prepare and issue all phases of Availability Work Packages (AWP) and AWP supplements (as applicable).
- h. Build TFP for each class and shore sheets for each site.
- i. Ensure the Mission Module based CMP configuration data, Last Maintenance Accomplished dates as designated in the Mission Module based CMP management program, Next Due Dates and associated periodicities remain current using historical technical data to correct deficiencies when necessary.
- j. Enter alteration in the CSMP as 2-Kilos.
- k. Upload a data file (MM0001 file) with all mandatory requirements and expected services into the CSMP in support of site-specific maintenance Team screening and brokering requirements.-
- l. Develop a mandatory material list and provide to the NSA for the purpose of ordering materials needed for the availability prior to 100% package lock.
- m. Review change deferral letters and cancellation deferral notification system (CDNS) requests for sufficient supporting documentation and mitigating actions. Determine the impact of the request.
- n. Provide recommendations to deferral letters and forward to appropriate technical warrant holders (TWH) for approval. Final responses will be forward to the TYCOM for wariness within (10) calendar days of receipt.
- o. Review and forward recommended actions for CDNS requests to the responsible TWH with justification and recommendation for approval or disapproval within fourteen (14) calendar days of receipt.
- p. Attend TYCOM and NSA planning conferences for each site.
- q. Coordinate the MCPC, monitor the CSMP, and Departures from Specifications (DFS), and summarize all Deferral letters, Change Notifications, and resulting actions for the current Fleet Readiness Plan (FRP) cycle. C3 Commands stay within a constant Sustainment FRP plan as per reference (g).
- r. Capture all mandatory maintenance close out or return costs at the Job Control Number (JCN) and Ship Work list Item Number (SWLIN) levels.

21.6.1.5 In-Service Engineering Agents.

- a. Provide recommendations for system MTRs in support of CMP Technical Foundation Paper development.
- b. Support TWHs in review of any deferral requests and risk assessments.

21.6.1.6 System Level TWH.

- a. Review system-level maintenance plans and TFP supporting requirements.
- b. Evaluate Deferral Letters and CDNS deferral requests submitted by NAVIFOR via SHOREMEPP. Submit recommendations to the Platform TWH.

21.6.1.7 Platform TWH.

- a. Approve CMPs and TFPs.
- b. Review, adjudicate, and provide approval or disapproval for all Deferral Letters and CDNS Deferral Requests to SHOREMEPP within ten (10) business days of receipt.
- c. For Deferral Letters requiring other agency approvals (e.g., Naval Air Systems Command, NAVFAC), NAVWAR 5.0 will coordinate with the appropriate Technical Authority for adjudication.

21.6.1.8 Naval Supervisory Authority. The NSA is the Naval activity responsible for integration of all maintenance and modernization for fleet units and shore sites, oversight and verification that all work accomplished during the availabilities is authorized in compliance with applicable technical requirements and policy, and that all work meets schedule, quality, environmental, and safety requirements. The NSA must have a NAVWAR technical warrant holder available to support NSA requirements.-

- a. Participate in all work definition, planning, and completion conferences, including conducting the Work Package Execution Review (WPER). During the avail, conduct daily production, and weekly execution schedule review meetings.
- b. Manage the Integrated Master Schedule for all availabilities, sites, and executing activities. The schedule for each availability must address work definition, key events, site visits, job summary, material preparation as, and strategy preparations.
- c. Request availability funding.
- d. Update AWP.
- e. Solicit bids, award contract and oversee contract execution per volume VII of this manual. For work performed by contractors, ensure all provisions of the contract have been fully executed.-
- f. Monitor Alteration Installation Team (AIT) Quality Assurance by conducting Quality Sampling and request Qualification Records as needed in support of spot checks.
- g. Coordinate work and testing controls to include Work Authorization Forms (WAF), tag-outs, and test sequencing per chapter 10 of this volume.
- h. Conduct site visits, plan work candidates, and order material as required, including Long Lead Time Material (LLTM).

- i. Maintain a list of activities authorized to work on site. Ensure activities have the proper credentials, work schedule and pedigree (authorized maintenance activity) prior to being added on the work authorization list.
- j. Ensure third party executing activities (i.e., work not being executed by NAVWAR) have a proper Memorandum of Agreement (MOA), Standard Work Practices, or standard items and that those items address required support for work authorizations and work control. NSA representative must sign MOA(s) as assurance that any civilian contractor requirements detailed in the MOA are contained within applicable contracts.
- k. Ensure in briefings or out briefings and training are conducted as necessary so that personnel understand applicable processes and requirements and appropriate points of contact.
- l. Identify and resolve coordination problems and work conflicts. Advise the appropriate maintenance sponsors of significant quality, cost and schedule impacts and problems.
- m. Develop strategy using the guidance found in chapter 9 of this volume to accomplish calibration of systems, gauges, instruments and tools that will be turned over to the site with the installation.
- n. Provide a copy of all DFSs to the site's designated Shore Maintenance Management Officer (SMMO) and the TYCOM Force 3MC team.
- o. Ensure Availability Completion Report (ACR) (see Appendix B) are issued for any work not accomplished, assure a CSMP JCN is issued.
- p. Receive copies of ILS products from the AIT and verify they were properly distributed.
- q. Coordinate Regional Maintenance and Modernization Coordination Office (RMMCO) Check-in or out.
- r. Certify the availability per NSA procedures based on volume II, part I, chapter 3 of this manual.
- s. The NSA will be responsible for auditing, evaluating, and assessing expenditures per volume II, part III, chapter 5 of this manual.
- t. The NSA will have a quality Management program per volume V of this manual that will include a designated Quality Assurance Officer, an audit and surveillance program, training and qualification programs, and technical review requirements for work packages and DFSs at a minimum. The NSA is responsible for developing QA procedures to implement the provision of volume V, part I of this manual.
- u. Perform inspections of installations, on a sampling basis, and use the sampling evidence to indicate conformance or non-conformance with NAVWAR requirements.
- v. Provide detailed guidance regarding identifying, charging, classifying, collecting and reporting expenditures related to maintenance costs with the exception of organic depot level maintenance.

- w. Prepare budget submissions concerning funds required to perform NSA functions, with appropriate supporting documentation, for submission to the SPM.-

21.6.1.9 Site Commanding Officer, Officer in Charge, or Technical Director is the TYCOM representative for monitoring the progress and quality of work. As such, they should review availability progress during weekly conferences with Department Heads and others as necessary. The representative should be prepared to discuss and assist in the resolution of schedule, design, material, and production problems. Additionally, this representative must:

- a. Understand the maturity of new installations.
- b. Accept or reject any Risks associated with the work.
- c. Ensure that assigned personnel are recording material deficiencies in the CSMP.
- d. Make personnel available for System Operability Verification Test (SOVT) participation and training; ensure only site approved site personnel operate all equipment.
- e. Ensure only approved personnel are allowed on site.
- f. Ensure only approved work is executed. No parties shall be allowed to execute work that is not part of the approved AWP.

21.6.1.10 Site.

- a. Site personnel shall ensure that the CSMP is current and accurate, following chapters 2, 5, 19-3, and 19-7, of this volume.
- b. Develop a concurrent Work Package that includes all major maintenance actions such as Planned Maintenance System (PMS), repairs, and. Testing to be conducted by site personnel during the availability, as applicable.
- c. Site personnel must establish a strategy for calibration of gauges, instruments, and tools based on the Calibration Recall List, and Calibration Support Plan per chapter 9 of this volume.
- d. The 3MC or 3-M Representative will serve as the Availability Coordinator, responsible for coordinating the completion of all pre-availability and availability milestones.

21.6.1.11 Participating Acquisition Resource Managers (PARM).

- a. Will continue to fund modernization material and labor costs.
- b. Follow the reference (e), when combined the NAVWAR Installation Process Handbook for meeting fleet policy SCD approval process.
- c. Ensure ILS elements are delivered to support fleet policies.

21.6.2 Non-C3 Shore Site Organization Responsibilities and C3 Shore Sites Not Transitioned to Full NMP Processes.

21.6.2.1 NAVIFOR.

- a. Act as the Policy owner of the FRCB as designated per reference (b).

- b. Execute FRCB roles and responsibilities per this policy, reference (i) and reference (d).
- c. For C3 Shore FRCB processes, the FRCB panel will utilize to the maximum extent possible the checks and balances that are found within the NMP-MOM. To ensure fleet operability, this includes Hull readiness assessment, and Installation Readiness Reviews within the C3 FRCB Panel Voting tools. This ensures a combined integrated availability with SCD installations and partnerships with both the shore SPM, NSA, SHOREMEPP, or SPY.

21.6.2.2 TYCOM.

- a. Ensure shore site's under their cognizance are up to date with the latest Fiscal Year Fielding Plans.
- b. Ensure any modernization on shore site's under their cognizance are trained on, and utilize the FRCB process for any shore site self-installation or Other than Command Funded (OCF) installation.
- c. Issue LOA for all FRCB installations. C3 Shore FRCB will have its own TYCOM LOA issued until program alterations are transitioned to SCDs for the SPM LOA.
- d. NAVIFOR Force 3MC is responsible for ILS review processes, and owner of the ILS review process for FRCB installation. The Force 3MC is the certifier for all ILS Certifications.

21.6.2.3 NAVWAR 5.0. Conduct all NAVWAR program office modernization and OCF Reviews per reference (d).

21.6.2.4 Shore site. Ensure a designated in writing FRCB Site point of contact (POC) is identified and understands their role and responsibility per reference (d).-

21.6.2.5 PARM.

- a. Will continue to fund modernization material and labor costs.
- b. Follow the reference (h), when combined with NAVWAR Installation Process Handbook for meeting fleet policy SCD approval process.
- c. Ensure ILS elements are delivered to support fleet policies.

21.7 PROCESS. Appendix C provides a flowchart of the non-C3 modernization process decision and prioritization.

21.7.1 Key Elements. Key elements of the shore modernization process are:

- a. A single process to identify, evaluate and approve all hardware and computer software modifications to all shore platforms sites and site's systems. The Entitled Modernization Process is owned by the Fleet and executed through System Commands (SYSCOM) and TYCOMs. The Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM) acts as the executive agent for the Chief of Naval Operations (CNO) in the execution of Navy Modernization. Following the "Virtual SYSCOM Engineering and Technical Authority Policy", the SYSCOMs execute technical authority within their areas of responsibility, technical integrity and expertise. The process operates in concert with Acquisition Program processes of

- reference (c).
- b. The Entitled Process is comprised of five distinct phases and three Decision Points to take a proposed change from conception to completion. This process is executed using the SCD. Senior Fleet, SPM, and OPNAV personnel comprise the Decision Boards identified in paragraph 21.9 and further explained in reference (a). Provisions exist to combine Phases II and III for less complex changes as delineated in paragraph 21.7.8 of this chapter.—
 - c. FRCB for non-C3 and not yet transitioned C3 shore site's is comprised of 5 primary phases for PEO and other than command funded installations, and 3 phases for 3rd Party. The database utilized for FRCB is housed within NAVWAR's SPIDER or RIPTIDE program for the workflow.
 - d. Both C3 and non-C3 shore uses the term "availability" as the timeframe utilized to encapsulate installations. C3 Shore site's have availabilities that are separated into Extended Continuous Maintenance Availabilities (XCMAV), and Windows of Opportunities (WOO), these periods are defined in reference (g).
 - e. The Fleet and TYCOMs collaborate with OPNAV, SYSCOMS and PEOs in the decision-making process, utilizing three boards of stakeholders at the 0-6, One and Two-Star Admiral, and three-star Admiral level. Voting members of the boards represent appropriate Fleet and OPNAV organizations. SYSCOM and PEO representation is included to validate the readiness of the alteration to proceed to the next step. Paragraph 21.8 addresses the business rules associated with the voting process. Depending on cost and impact thresholds, decisions are made by one of the three boards.—

21.7.2 Decision Points. There are three main decision points exercised by the review boards and all three are supported by Technical Assessment Teams (TAT), Cost Benefit Analysis (CBA), and Resource Sponsor reviews.

- a. Decision Point 1: The purpose of Decision Point 1 is to approve the entry of the concept design.
- b. Decision Point 2: The purpose of Decision Point 2 is to validate or update the SCD and to proceed with design development.
- c. Decision Point 3: The purpose of Decision Point 3 is to validate or update the Modernization Plan and to proceed with material procurement and scheduling installations with Resource Sponsor confirmation that funds exist in the budget to fully execute the Ship Change.

21.7.3 Change Document. The principal document used in the Technical Assessments is the SCD. The SCD is prepared by any activity and must meet specific minimum requirements addressed in paragraph 21.4. After the SCD is initiated, it is forwarded to an authorized submitting activity for submission into the review process.—

21.7.3.1 Phase I steps consist of:

- a. The initiator must provide data for all SCD Phase I fields at a minimum prior to submission to the submitter.

- b. Minimum header data required uniquely defining the Configuration Change (functional definition, class affectivity, functional areas).
- c. Fleet requirement, description of change, and impact to the Fleet if not accomplished.
- d. The submitter will ensure there are no duplicate SCDs.
- e. The submitter must be able to request expedited review by setting an "Expedite" flag in SCD. Expedited SCDs are considered first in any process work queue.

NOTE: THE PROCESS ENABLES LESS COMPLEX CHANGES TO PROCEED TO PHASE II(A) WHICH COMBINES PHASES II AND III, AS DETERMINED IN THE INITIAL TAT REVIEW.

21.7.3.2 Phase II steps consist of:

- a. The Submitter receives approval of SCD Phase I and notification to complete SCD Phase II.
- b. The submitter will utilize internal processes to complete preliminary engineering, update the SCD, and submit the SCD into the Phase II review process.

21.7.3.3 Phase III steps consist of:

- a. Submitter receives approved SCD Phase II.
- b. The submitter will utilize internal processes to complete engineering and design development, update the SCD, and submit the SCD into Phase IIA or III.

21.7.4 Technical Assessment Teams. TAT are assigned at NAVSEA and will be made up of subject matter technical experts related to the scope of the SCD.

21.7.4.1 Technical Assessments. Technical Assessments are performed at three separate stages in the process to support decisions to complete preliminary engineering, design development and detail specifications.

21.7.4.2 Phase I Technical Assessment Rules. The following Phase I Technical Assessment Business Rules apply:

- a. SPM cannot send a change idea to history.
- b. TAT review process will take no longer than 5 days.
- c. Any negative recommendation must include a justification.
- d. Due to limited engineering requirements and limited impacts to existing equipment and the shore platforms, some changes may be permitted to have Phase II and Phase III combined. In order to determine if there is sufficient reason to combine these two phases for a particular change, the TAT must consider the scope of the change.

21.7.4.3 Technical Assessment Teams. TATs will review the SCD and make recommendations to correct data.—

21.7.4.4 Phase II Technical Assessment Rules. Should the SPM require additional clarification, endorsement will not be forwarded prior to attempting issue resolution via TAT Lead.

Unresolved issues will be noted in the Technical Assessment comments and forwarded. TAT will take no longer than 45 days to complete.

21.7.4.5 Phase IIA Update Technical Assessment. In this phase, complete technical data will be available for review in Phase IIA SCD. Phase IIA will combine Phases II and III to streamline the process. The same basic tenets of the process described for Phases II and III will apply. The TAT will complete their review within 60 days.

21.7.4.6 Phase III Technical Assessment Rules. In this phase, complete technical data will be available for review in Phase III SCD, but the basic tenets of the process described for Phases I and II will apply. TAT will complete their review in this phase in no more than 60 days.

21.7.5 Cost Benefit Analysis Review. A CBA Review is conducted to ensure cost and budget data in the SCD is correct prior to forwarding to the Resource Sponsor for review. A CBA Review is conducted for each phase.

21.7.6 Combining of Phases. Guidelines for combining Phases II and III:

- a. The following criteria must be met for the SCD to qualify for Phase IIA:
 - (1) The Ship Change (SC) Alteration is an internal equipment modification.
 - (2) The change does not put additional requirements on shore platform distributive systems.
 - (3) The change does not impact Ship Selected Records (SSR), compartmental arrangement records, or control records.
 - (4) The change does not impact roof stability (weight and load balance).
 - (5) The change does not impact manning levels.
- c. If all of the guidelines listed are met, the technical assessment team may recommend Phases II and III be combined.
- d. If the Phase I 0-6 Board determines Phases II and III can be combined, then both Phases II and III of the SCD must be completed before going to Decision Point 3 0-6 Board.

21.7.7 Non-Permanent Changes (NPC). Duration of Alteration is designated as a Non-Permanent Installation. This type of change will adhere to the following guidance:

- a. NPCs shall include a Technical Data Package per reference (a).
- b. Approval at Decision Point 2 constitutes approval to install the NPC. At the completion of the authorized install period the change will either be:
 - (1) Removed to its original configuration.
 - (2) Make install permanent by forwarding results and Phase III SCD reflecting the need to make the change permanent and to install on other platforms.
- c. Installation will be onboard for pre-specified amount of time not to exceed one deployment cycle or one (1) year.

21.8 VOTING RULES.

21.8.1 Voting Database Rules. The principal document in the voting process is the Resource Sponsor Review of Recommended Change Package (RCP). The RCP is prepared electronically in NDE, and presents information from the TAT, CBA, and Resource Sponsor reviews. While

the RCP provides summary information, the capability exists to drill down to view more detail from the SCD Header, TAT, and CBA. The three Decision Boards mentioned in paragraph 21.9 will be in place to approve RCPs and authorize SCDs to proceed to the next phase of the process.–

21.8.2 Initiate Change Document Business Rules. The SCD will initially capture the basic idea, associated cost and mission capability information, but will be updated with more detailed information as the change matures through the process. The initiator of the change will prepare the SCD and forward to the organization, in their chain of command, authorized to submit the SCD into NDE (e.g., TYCOMs, PEO, PARM and Life Cycle Managers). The SCD can be initiated and Phase I, II, or III following the applicable Technology Readiness Levels.

21.9 DECISION BOARDS.

21.9.1 Decision Board Process. The three decision points in the process (i.e., Authorize and Fund Preliminary Engineering, Design Development and Procurement or Installation) are accomplished through the three Decision Boards (0-6, 1 or 2 Star, 3 Star). While the boards will operate in a hierarchical mode where decisions made at a lower-level board will be validated by the senior board, the following thresholds are established for approval authority:

0-6 Board	< \$75M Total Cost
1 or 2 Star Board	\$75-250M Total Cost
3 Star Board	> \$250M Total Cost

21.9.2 Board Specific Rules. The following specific rules apply to each Board:

- a. 0-6 Review Board.
 - (1) Must meet continuously on a virtual basis and consider all RCPs. For items that are outside their fiscal threshold (above \$75M total program value) they make recommendations to higher boards.
 - (2) All members have the opportunity to vote on all RCPs.
 - (3) Voting process will be achieved within five working days.
- b. 1-2 Star Review Board.
 - (1) Will vote as required for SCDs that fall within their monetary threshold (\$75M and \$250M total program cost).
 - (2) Voting process will be achieved within ten working days.
- c. 3 Star Review Board.
 - (1) Will meet quarterly to review Modernization Plan and to consider forwarded RCPs that fall within their monetary threshold (above \$250M total program costs).
 - (2) Approve or disapprove 1-2 Star Board recommendations.
 - (3) Voting process will be achieved within ten days working days.

21.10 MILESTONES. The milestones for development of the BAWP that covers the Shore FRP

cycle and the milestones of the individual AWP's can be found in Appendix A.-

21.11 C3 SHORE ORGANIZATION. NAVWAR 4.8 office has been designated as the C3 Shore Program Manager and serves as the SPM as per the roles outlined in the NMP-MOM and this manual. Three other organizations stood up to support these shore fleet units are SPA, SPY, and NSA or Lead Maintenance Activity.

21.12 C3 SHORE INTEGRATED AVAILABILITIES. C3 Shore Integrated Availabilities are scheduled periods set aside for execution of corrective maintenance, planned maintenance, MTRs, and modernization. The schedule for availabilities is exited by the FRP cycle assigned by NAVIFOR in reference (g). Depending on the size of the site, there are two different counts of XCMAsVs, and WOOs per 36-month cycle. There will be a time period in which the integrated availabilities will have both SCD and FRCB packages in the integrations. The purpose of the availabilities are not to bring a shore site down but to plan maintenance or modernization of certain mission threads and planned mitigations during that period.

- a. XCMAsV are three to ten weeks in duration (one per site annually).
- b. WOO will be less than three weeks in durations (two per site annually).
- c. The term "availability" is used to identify both XCMAsVs and WOOs.
- d. If there is not sufficient work to be brokered to all availabilities or for "small" sites with fewer systems. SPM and SPA will recommend when to omit a periodic availability.
- e. In the event that planned work will exceed a ten-week XCMAsV duration, the SPM will gain concurrence from NAVIFOR to provide an extended window for the availability.

21.13 MEETINGS, REVIEWS, AND CONFERENCES.

21.13.1 Maintenance Cycle Planning Conference. SHOREMEPP will plan and conduct MCPC that will be attended by representatives from the TYCOM, NSA, and Program Management Office. The Maintenance Manager, NSA Program Manager, and cognizant Platform TWH attendance is mandatory. The MCPC will be held annually to review upcoming work for all sites in the assigned region.-

- a. For sites at the beginning or end of their maintenance cycle, the conference will review the schedule, organizational responsibilities, CSMP's, active DFSs, active temporary standing orders, mission thread advisories, routines, and the availability duration. All items will be reviewed for branding.
- b. For sites at the end of the FRP cycle, the BAWP close out portion of the meeting will review mandatory work that was completed, not completed or deferred, establish requirements for the next FRP maintenance cycle, and determine the stats of all "A" branded BAWP items. All non-accomplished-not authorized for deferral JCNs will require adjudication via the Deferral Letter process. The next year's worth of work will be pushed following the MCPC. Outcomes from the close out will be recorded in the close out letter.

21.13.2 Work Package Integration Conference. The NSA will induct a Work Package Integration Conference (WPIC) at A-120 for early identification of work requirements that must

be integrated to avoid conflicts without work during execution. The NSA must develop an inclusive, detailed, integrated, and resource-loaded schedule of all participating activities. All participants must meet and review the proposed plan and make necessary adjustments to render a balanced and optimized integrated schedule. All integrated schedule conflicts must be resolved by the NSA by the Work Package Execution Review (WPER).

21.13.3 Work Package Execution Review. The WPER, per volume II, part I, of this manual, is held to review the integrated work production schedule that has been prepared by the Executing Activity (EA) and is the final opportunity to resolve any work interface or production support issues between the different activities before actual production work begins. This meeting may be conducted in conjunction with the Planning Board for Maintenance (PB4M) at A-30.

- a. Assemble the proposed work package and screen to a designated availability.
- b. Prioritize the proposed work packages.
- c. Identify other outside activities participating in the CMAV and associated support requirements. The result of the CMAV WPER should be an executable work package within CMAV time frame, budget, and EA capacity.

21.13.4 Planning Board for Maintenance. PB4M is a formally structured monthly meeting executed in accordance with chapter 19-3 of this volume. The PB4M will be chaired by the unit's Commanding Officer or designated representative such as the platforms Officer in Charge, or Technical Director, using an agenda prepared by the Maintenance Manager. This forum provides a review of current planned depot, intermediate, and organizational maintenance, CSMP quality and accuracy, future maintenance and modernization planning, and fiscal concerns. The objective is to ensure clarity of intent for both the unit's efforts and the C3 Shore infrastructure it's respect to total site maintenance, operational schedules, and other concerns affecting material readiness. Due to C3 Shore sites not following traditional FRP phases, the PB4M should be conducted every month as well as prior to each availability to ensure the maintenance plan is on track. The PB4M should deconflict operational requirements for each availability.

21.14 WORK PACKAGE PLANNING SOURCES. The AWP will include all work for modernization and maintenance during an availability.

- a. The CSMP contains information regarding all known material discrepancies that require corrective maintenance. This may include tasks pulled from the CMP, work items deferred during previous maintenance availabilities, newly identified corrective repairs, and outstanding DFSs. To ensure the CSMP accurately reflects the required maintenance, the TYCOM will routinely review each site's CSMP. Only work that is documented in the CSMP will be authorized for accomplishment and is the basis for all funding.
- b. Mandatory Technical Requirements from the CMP.
- c. Assessments and grooms may result in the identification of material deficiencies. The TYCOM Maintenance Manager must ensure that all such deficiencies are loaded into the CSMP for a specific availability.
- d. Approved alterations found on the LOA.

21.15 SUBMISSION OF WORK CANDIDATES.

- a. Requests by site personnel for corrective maintenance assistance or support equipment from outside activities will be appropriately documented via a Ship's Maintenance Action Form, OPNAV 4790/2K (2-Kilo). The work candidate must be promptly reviewed by the 3MC for processing. The description of the deficiency or support requested and the action desired must be complete, clear, and in sufficient detail to allow NSA personnel to plan, obtain parts, and assemble the correct tools.
- b. The site 3MC will ensure 2-Kilos are provided for deficiencies identified during assessments per this volume. These will be written in a manner that identifies the assessment that led to the discovery.
- c. Alterations will not be entered into the CSMP until they are configured to be on an issued LOA, SHOREMEPP is responsible for entering the modernization work into the CSMP as 2-Kilos.

21.16 SITE VISITS. The NSA may conduct site visits as required to support process milestones, verify the scope of work, identify interference, obtain equipment technical data, identify shipping paths, verify system and equipment configuration, and obtain additional problem identification data from site personnel. Site visits must be conducted as early in the planning phase as possible.

21.17 AVAILABILITY WORK PACKAGE DEVELOPMENT.

- a. SHOREMEPP develops and maintains BAWPs for each C3 Shore site. The BAWP contains all NAVWAR requirements due during the three-year FRP Maintenance Cycle and is comprised of:
 - (1) Mandatory Assessment and maintenance requirements from the CMP.
 - (2) Other programmatic mandatory requirements.
 - (3) Services and routines in support of MTRs or availability execution.
- b. The BAWP is reviewed during the MCPC.
- c. After BAWP review, the Maintenance Team will screen will work to an availability within 60 days.
- d. All work that has been screened to an individual CMAV or WOO becomes the AWP following the first MCPC of the FRP maintenance cycle. The AWP will continue to be updated as work is added until the task order is awarded.
- e. Any activity may submit new work candidates for consideration by the SYSCOM, TYCOM, and NSA Chief Engineer (CHENG.) The TYCOM will authorize or reject each new work candidate submitted and provide the reason for the rejection.
- f. Within 60-days following the completion of the availability, NSA will close all actions in Navy Maintenance Database (NMD) for the AWP.

21.18 UPDATING THE BAWP.

- a. SHOREMEPP will update the BAWP with lifecycle critical repair tasks resulting from assessment requirements in addition to the results (i.e., deferral or technical

- challenges) from the CSMP, DFS, or MCPC.
- b. Further changes to the BAWP must be submitted using a Change Request Deferral Letter or the maintenance screening and brokering system.
 - c. CMP work completion, configuration updates and new CMP additions will require SHOREMEPP to upload more CMP requirements into the BAWP the next due date for which may fall within the current FRP Maintenance cycle. These updates will be coordinated with the Maintenance Manager.
 - d. SHOREMEPP must approve the delay of new CMP requirements if those requirements will be due prior to the end of the current FRP Maintenance Cycle.
 - e. Updates will cease after 100 percent D-Level Maintenance lock.

21.19 CHANGE MANAGEMENT PROCESS.

21.19.1 Change Requests and Change Notification. Changes to the BAWP are identified in one of the following four ways:

- a. **Reprogram.** Includes requirements due during the current FRP Maintenance Cycle that will be moved to a future FRP Maintenance Cycle. These requests must be submitted through the Deferral Letter Process.
- b. **Deferral.** Includes requirements due during the current FRP Maintenance cycle that will be moved within the same FRP Maintenance Cycle. This request shall be made using CDNS.
- c. **Cancel.** For requirements that are neither applicable nor due during the current FRP Maintenance Cycle. Not applicable status may include items for which the configuration or requirement has changed. If a planned alteration on the LOA alters equipment that already has mandatory maintenance actions in the BAWP, the Maintenance Team must follow the deferral and adjudication process.
- d. **De-scope.** Requirements that experienced a reduction in the original scope of work, where the portion of the work not accomplished is reprogrammed.

21.19.2 Cancellation Deferral Notification System. The CDNS is embedded in the maintenance screening and brokering system, and provides an automated auditable process for monitoring the status of all CMP mandatory maintenance in a site's CSMP. All CDNS Requests will be requested by the Maintenance Team, routed to SHOREMEPP for awareness, adjudicated or approved by the TWH and returned to SHOREMEPP for tracking.

- a. If a particular maintenance requirement is screened to a maintenance period that starts greater than 90 days before and after the due date or if the requirement is screened by the Maintenance Manager to an "unfunded availability" a series of e-mails are automatically sent from CDNS to a key Maintenance stakeholders who will adjudicate the situation. Deferrals using this system will be routed through SHOREMEPP to the tech warrant holders.
- b. The Maintenance Team will also use CDNS to request deferral or cancellation of mandatory CMP requirements within the current FRP. Requests for deferrals outside the FRP must be submitted using the Deferral Letter process.

- c. CMP requirements may be identified by the Maintenance Team as requiring deferral or correction based on errant configuration data, substitution JCNs or an inability to accomplish the requirement by the due date. When the Maintenance Team identifies such a condition, it must contact SHOREMEPP to review the situation. If both parties agree this item should be addressed by higher technical authority, the Maintenance Team will screen the item to an “Unfunded” availability to initiate the CDNS process.-

21.19.3 Technical Deferral and Adjudication Process for Post-Award. The NSA CHENG is empowered as prescribed in this manual to provide final technical deferral authority mandatory (“A” branded) tasks from Award through the end of the avail. In the event the NSA CHENG Exercises this deferral authority, a signed letter with the following information must be provided to both TYCOM and SHOREMEPP no later than ten business days after the availability.-

- a. Reason for non-accomplishment.
- b. DFS Number if required.
- c. Any further information that may help future completion or scheduling integration.
- d. JCN, Job summary.

21.19.4 Deferral Letters. TYCOM will submit a Deferral Letter to SHOREMEPP which will include a list of mandatory tasks in the current FRP Maintenance Cycle to be reprogrammed to a follow-on FRP cycle. The Deferral Letter shall be submitted in the SHOREMEPP Flank Speed Environment using the digital form. The Information provided in the Deferral Letter form should have a sufficient level of detail to enable a complete evaluation by the TWH. The form will automatically be routed for review by SHOREMPP to the System and Platform TWHs for technical resolution and approval.

21.19.5 Subsequent Reprogramming. If the task cannot be accomplished in the second FRP, then the site should initiate a request for a Major DFS per volume V, part I, chapter 8 of this manual. If the review results in a recommendation not to defer, then a two Flag Panel review will be conducted between the TYCOM and SYSCOM. The two Flag Panel will make the final adjudication. If disapproved by the two Flag Panel, then the task will be completed in the current FRP.

21.20 PLANNING.

21.20.1 Work Item Development. The NSA will develop work items using Class Standard Work Templates managed in the Master Specification Catalog. If maintenance procedures do not exist for the required action, a Formal Work Package (FWP) must be developed, reviewed, and approved per volume V, chapter 2 of the manual.

21.20.2 Late Work. The NSA will develop work items using Class Standard Work Templates managed in the Master Specification Catalog. If maintenance procedures do not exist for the required action, a FWP must be developed, reviewed, and approved per volume V, chapter 2 of the manual.

21.20.3 New Work. The NSA will develop work items using Class Standard Work Templates managed in the Master Specification Catalog. If maintenance procedures do not exist for the required action, a FWP must be developed, reviewed, and approved per volume V, chapter 2 of

the manual.

- a. The NSA will develop work items using Class Standard Work Templates managed in the Master Specification Catalog. If maintenance procedures do not exist for the required action, a FWP must be developed, reviewed, and approved per volume V, chapter 2 of the manual.
- b. The NSA will develop work items using Class Standard Work Templates managed in the Master Specification Catalog. If maintenance procedures do not exist for the required action, a FWP must be developed, reviewed, and approved per volume V, chapter 2 of the manual.

21.20.4 Growth Work. Growth work is an increase in the scope of any work that is already on contract. Contracts will have a pre-definite due excess in the budget for such circumstances. Any growth work that exceeds funds available must first be approved via the TYCOM.

21.20.5 Adjudication. The TYCOM, Contractor, and NSA should consider Work Certification Requirements and the definition of “Availability Completion” when adjudicating New or Growth work in any availability. If scope, time and cost are impacted by New or Growth work, the impact should be addressed and documented in writing by the NSA Project Manager to the TYCOM.

21.20.6 Emergent Availability. The TYCOM, Contractor, and NSA should consider Work Certification Requirements and the definition of “Availability Completion” when adjudicating New or Growth work in any availability. If scope, time and cost are impacted by New or Growth work, the impact should be addressed and documented in writing by the NSA Project Manager to the TYCOM.

21.20.7 Material Delivery. All materials required for work must be available (whether in hand or at the site) no later than 30 days before the start of the availability. It is incumbent on the NSA to ensure that the materials are ordered in time to meet this requirement based on the situation, e.g., LLTM, overseas shipping requirements, etc. The NSA will monitor delivery to confirm compliance.

21.21 AVAILABILITY EXECUTION.

NOTE: THE USE OF RMMCO AND ILS CERTIFICATION POWER APPLICATIONS WILL BE UTILIZED UNTIL SUCH TIME THE TRANSITION TO NDE FOR THESE MODULES.

21.21.1 Regional Maintenance and Modernization Coordination Office. C3 Shore avails will utilize the electronic RMMCO function for check-in or out per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed. RMMCO will act as Virtual RMMCO for C3 Shore sites, with regional personnel on both the east and west coast.

21.21.2 In-Brief. This conference is conducted by NSA. The in-brief’s purpose is to provide an executive level brief to the site’s leadership on the total scope of the availability effort.

- a. Introduce Key personnel.
- b. Discuss planned alterations.

- c. Discuss Maintenance actions.
- d. Review the schedule.
- e. Present de-confliction requirements for integrated work.

21.21.3 Departures from Specification. DFSs are used for reporting, requesting approval and clearance for a lack of compliance with an authoritative document, plan, procedure, or instruction. The DFS program is administered by the TYCOM using eDFS as the primary tool, and message traffic as secondary. DFS should be reported as early as possible. DFS present risks that are immediately levied on the command and should be closed out as soon as feasibly possible. Situations warranting a DFS include, but are not limited to:

- a. Non-compliance with drawings.
- b. As-found conditions that prevent executing according to documentation.
- c. Failure to provide all required logistics documents.
- d. Failure to update configuration.

21.21.4 Out-brief. The NSA project Manager will coordinate the out-brief at the end the availability with the same personnel who attended the in-brief.

- a. Review of the available work package to establish status of each item included DFS, and any temporary standing orders.
- b. Review incomplete work candidates that will remain open from this availability and identify the plan of action to complete these items.
- c. Review ILS documents provided and identify any deficiencies.
- d. Review training report.
- e. Solicit Feedback on the coordination and execution of the availability.
- f. Obtain signatures on the ACR (see Appendix B).

21.21.5 Availability Work Certification. C3 Shore avails will utilize the electronic RMMCO function for check-ins or outs per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

21.21.6 Availability Completion Report. The ACR C3 Shore avails will utilize the electronic RMMCO function for check-ins or outs per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

- a. All alterations, installations, and removal.
- b. Repairs or MTRs.
- c. The status of all JCNs.
- d. Discrepancies.
- e. Logistics Products provided.

- f. Copies of Requisition and Invoice/Shipping Document (DD Form 1149s) signed to confirm receipt or transfer of material.

21.22 CLOSEOUT ADMINISTRATION.

21.22.1 Closeout Procedures.

21.22.1.1 The NSA will present a list of completed JCNs with the applicable final action codes to the site to obtain concurrence that the described work was completed.

21.22.1.2 Site personnel will complete 2-Kilos C3 Shore avails will utilize the electronic RMMCO function for check-in or out per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

21.22.1.3 On the third working day after the completion of an availability, the Maintenance Team will ensure the CSMP reflects the current status of the site's JCNs. This can be doubled up as that month's PB4M.

21.22.1.4 All 2-Kilos must be closed within 60 days after completion.

21.22.1.5 Within 2 weeks of the completion, the Execution Activities who have performed any configuration change must submit the final Change Code (G) or obsolete the configuration item in MBPS, or provide the last Ship's Configuration Change Form, OPNAV 4790/CK, to the site for any final changes.

21.22.1.6 Within seven days following the completion of the availability, the RMMCO coordinator will validate that all deliverables were provided and the associated tasks are complete in their relative IT systems.

21.22.1.7 Submission of cost C3 Shore avails will utilize the electronic RMMCO function for check-in or out per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

21.22.1.8 C3 Shore avails will utilize the electronic RMMCO function for check-in or out per reference (f). The RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

21.22.2 Closeout Conference. C3 Shore avails will utilize the electronic RMMCO function.

21.22.3 Check In or Check Out. For check-in or out per reference (f), the RMMCO Gatekeeper will validate that all deliverables are available and acceptable before allowing production to begin. Deliverables that are not ready at the time of check-in will cause work in the availability to be delayed.

- a. The status of outstanding DFSs.
- b. Any reprogrammed or deferred work.
- c. An assessment of the scheduling, execution and quality of work accomplished by each activity.

- d. Assess lost time that prevented or delayed execution of scheduled work (e.g., waiting for transportation, awaiting access, ragout, other site support.)
- e. Review recommendations for process improvements and lessons learned.

21.23 NON-C3 SHORE SITE DECISION POINT.

- a. The primary document that goes out for review within the Navy's Tasking system is the FY Fielding Plan for Navy shore platforms. This will go out for input across PEO, Navy, and OCF input beginning April of every fiscal year, and out for Fleet numbered fleet, and Shore Activity Review in June of every FY. This is the primary driver of the following FY shore installations to align to Fleet requirements.
- b. Every Quarter within the execution year a Quarterly Work Package will go out for the next quarters installations to ensure tracking of all approved, deferred, or status of installation practices for Navy shore activities.
- c. A LOA will be generated for Navy Shore installations will be generated out 45 days from the start of an execution months authorized installations, with two sections authorized to installations, and non-authorized. Non-Authorized installations will be pushed to the next month for install. A late add request will need to be generated via an installation conditional form and signed by the N4 Assistant Chief of Staff (ACOS) or Deputy for approval to move forward, any items that are deficient of products at that time will utilize the DFS process within volume V, part I, chapter 8 of this manual.
- d. For C3 Shore commands that have not yet transitioned fully to C3 NMP-MOM processes the LOA issuance for all FRCB installations will be through the TYCOM LOA or Quarterly Installation Status Message (QISM). This will be a rolling LOA issued quarterly, with updates issued for Late adds. The NAVIFOR Type Desk in the maintenance division leads the C3 Shore FRCB efforts.
- e. Processing of installation reviews are per reference (d).

21.24 FRCB PROCESS FOR PEO AND OCF ALTERATIONS.

21.24.1 Entry Point Review. Entry point of review is the first entrance for a submitter to ensure all documents are present, the NAVWAR 5.0 team conducts these reviews. This is conducted per reference (d) section 1.4.3. The timeframe is to have all documents submitted at this stage, 90-days prior to installation. A mature package is expected at this stage with a minimum of the following documents:

- a.– Installation Work Scope. The purpose of the Installation Work Scope is to define the installation effort to be performed, and the deliverables that will be delivered to the site. This document helps to determine the size of the programmatic review of the installation, for example a software alteration will not require a drawing review.
- b.– System Test Reports. The purpose of the system test reports is to provide assurance that newly developed, altered, or upgraded systems are fully tested before they are fielding for operations. System testing provides a level of confidence in the delivered system will not result in performance degradation when connecting to associated interfaces. This gives the site a document of reference when troubleshooting.

- c.- Installation Test Plan. The Installation Test Plan or System Operational Verification Test, is to demonstrate to the site that the newly installed system or modification has been properly installed, operates as intended, and is ready for site acceptance. This is to include systems that are connecting to a platform systems to ensure connected systems properly operate with the equipment.
- d.- Cyber Security required documents such as the Authorization Decision Document, previously known as the Authority to Operate, Pre-Installation Testing Risk Assessment, SCI and TEMPEST requirements allow for the Authorizing Officer a residual risk review and statement to ensure boundaries, proper Plan of Actions and Milestones (POAM) to meet today's cyber requirements.

21.24.2 System and Shore Reviews. These reviews are conducted per reference (d).

21.24.3 NAVIFOR ILS Artifact Review. Once the Shore Installation Process (SIP) Reviewer, System Readiness Review (SRR), and System Testing Review (STR) are completed, the NAVIFOR FRCB team will validate the package to ensure the artifacts are present whether in SPIDER or RIPTIDE, or within the authoritative databases the product resides in. All artifacts need to reside in the authoritative source, but can reside in SPIDER or RIPTIDE while the PARM are able to upload their items.

21.24.4 Parallel ILS Review. This review can be conducted in parallel of the SIP, SRR, and STR once the NAVIFOR Artifact Review is completed. This review will be conducted every week led by the NAVIFOR Force 3MC. This review conducted by the NAVIFOR Maintenance Team, and ensures compliance across the 12 Integrated Product Support elements for Logistics rigor for the following:

- a. Configuration files are provided as requirements per chapter 19-7 of this volume. This ensures an accurate platform for the site's digital twin, and the capability for the site to report issues properly. The technical specification for Configuration Management is NAVSEA TECH SPEC 9090-700. All Configuration Technical Data Managers (CTDM) need to review reference (j) for latest shore site configuration requirements.
- b. Preventive Maintenance will be provided as per that TYCOMs requirements per chapters 19 through 19-6 of this volume. Preventive maintenance is encompassed whether touch labor requirements for assessment procedures, cyber hygiene procedures, or hardware procedures.
- c. Test equipment requirements will be provided as per chapter 9 of this volume. The purpose is to ensure test equipment requirements are clearly outlined by model and test equipment to ensure support ability by authorized test equipment calibration labs, and allowances can be updated for site test equipment allowance listings.
- d. Supply and Spare Parts. Parts provisioning information is included within Interactive Computer Aided Program Systems (ICAPS), and added into the Configuration record with MBPS via Repair Identification Code, previously known as Allowance Part List. Warranty information is to be provided and given to the Maintenance Manager of the platform to upload to the Maintenance Figure of Merit - Validation, Screening and Brokering (MFOM-VSB) system to put against the configuration record.

- e. **Technical Documentation.** Having appropriate technical documentation, whether operation and maintenance manuals, or cyber hygiene guides, these are key for Platform self-sufficiency, and updated within MBPS.
- f. **Power and Data Drawings.** Installation drawings are used to provide design details, equipment to be installed, drawings are required for every hardware install, and drawing updates are required for hardware de-installations. The authoritative source for drawings is MBPS. For high side drawings the drawings will be stored in the interlink SIPR repository, link to be provided by the installation activities FRCB representative, until such time the MBPS IL6 environment is online, at that time drawings will be populated into the authoritative database.
- g. **Life Cycle Support Plans.** While User Logistics Support Summaries (ULSS), are not a required document itself, it is an integrated Logistics summary of all the IPS elements, until such time the ILS certification is released. For 3rd Party this document is a Logistics support summary, and follows the ILS checklist outline in the Shore installation Process Handbook.
- h. **Memorandum of Understandings (MOU), MOA, or Site Concurrence Letters** are to be given with enough time to ensure the ability to train or allocate resources. This is to follow TYCOMs policy for MOA and MOU.
- i. **Informal Training.** If no formal training available, all installs in which the site has a responsibility of the equipment there should be an informal curriculum plan for training post installation, to ensure the site has the requisite knowledge for platform self-sufficiency.
- j. **Formal Training.** This will be encased in the Navy Training System Plan (NTSP), to ensure a formal training plan is outlined per reference (k).
- k. **Deficiency reporting requirements,** are outlined in chapters 2, 5, 19-3, and 19-7 of this volume, any other trouble ticketing systems created are secondary in nature, and need to be able to take Work Notification exports to reduce duplication of effort for platforms.
- l. **Manning Impacts.** Manpower impacts should list out Navy Enlisted Classification and equivalent training with the number of personnel required to perform tasks with the system whether operator or maintainer, this includes both hardware and cyber hygiene, this helps ensure the platform has the requisite personnel to take on the requirements of the system. NTSPs will usually dictate manning impacts for Program of Record equipment.

21.24.5 Site Concurrence.

This review is completed only when the above reviews are completed, and the package is mature. The Site POC responsibilities are outlined in reference (d). This is a designated person by the Commanding Officer, Officer in Charge, or Technical Director. The ultimate risk is upon the physical location of the site, the ISIC may provide comments, and elevation of risk, but the file concurrence comes from the actual site of the occurring installation. If any items are at a risk level that cannot be mitigated by the start of the installation a DFS, will be conducted. C3 Shore FRCB site POCs will utilize the C3 FRCB Voting tool for site concurrence approval, and

comments. The designated Site POC or SMMO will be the Site 3MC or equivalent representative as per chapter 41 of this volume.

21.24.6 NAVIFOR Board Authorization. Members are per reference (i).-

- a. The NAVIFOR FRCB Board governs the final installation authorization through an assessment of all identified artifacts.-
- b. The boards will convene once a week, and process of the board shall outlined per reference (i). C3 FRCB Voting Board will utilize NMP-MOM elements for its review.
- c. Any board findings for a conditional install will be presented to the Board Chair, N4 Deputy or ACOS, for review prior to NAVIFOR N4 signature. Conditional installations will include all risks associated to including impacts of ILS implications.
- d. The Lead FRCB Officer will prepare agenda items and packages for the board's review. When this position is gapped, the lead Civilian FRCB support will conduct the agenda and package.
- e. This board will go through all installations for that time period, and work towards meeting reference (b) objectives.
- f. This board will review the LOA for installations under the board's purview that fall under FRCB. This review will include recommended deferment of installations.-

21.25 THIRD (3rd) PARTY ALTERATION PROCESS.

- a. Entry Point for 3rd Party is verification of artifacts to begin the review process and request any documents from the 3rd Party submitter that may be gapped.
- b. NAVIFOR equivalent SIP, SRR and STR review process as per reference (d), for any artifacts that are not placed in the authoritative database, the FRCB team will place the Drawings, Technical manuals, or configuration records in the authoritative source MBPS. The NAVIFOR Maintenance Team will work on any PMS items into PMS-MIS.
- c. Parallel Integrated Logistics Support Review will be conducted following paragraph 21.24.4.
- d. Site Concurrence is the same. Process as PEO and OCF and shall be conducted following paragraph 21.24.5.
- e. NAVIFOR Board Authorization will be conducted as following paragraph 21.24.6.

21.26 DEPARTURE FROM SPECIFICATIONS. DFS are a key tracking mechanism for risk development, tracking, and close-outs of any departures, these departures may include but not limited to drawings, integrated logistics support elements or closeout documents. The primary process for tracking the DFS is through eDFS, secondary being Naval message, this process follows volume V, part 1, chapter 8, of this manual. Conditionals that become operational require an off-ramp to a DFS, the DFS TYCOM POC is the NAVIFOR Force 3MC.

APPENDIX A**AVAILABILITY MILESTONES**

Task or Milestone	Responsible Activity	Description	Due
Establish Procurement Plan for LLTM	NSA, PARM	Communicate plan to SPY	A-700
Submit Funding Request for work assigned	SPY	SPYs request funding from the alteration sponsors for what they know they are going to be tasked to perform.	A-480
SC Design or Planning Funds provided	PARM, SPM, TYCOM	Funding is requested by the SPY and the Alt sponsor is to provide the funding. The purpose is to accomplish site-specific advanced planning of the SC. This includes finalized design, initiation of procurement, pre-installation certification and testing, installation readiness reviews and risk assessments.	A-425
Installation Control Drawings (ICD), Installation Requirements Drawings (IRD) delivered to alteration developer or SPY	PARM	ICDs and IRDs are equipment specific drawings and should be used as general guidance to develop site specific or class Specific Installation Drawings (SID). ICDs or IRDs should be used as supplemental information where SIDs are deficient in specific guidance, and should be accompanied by a Liaison Action Record (LAR) prior to their use. Alteration Sponsors provide the ICD for SID development to the appropriate party (SPY or Third Party).	A-420
Obtain concurrence for 3rd Party drawing development assignment, if applicable	SPY TWH	When planning yard resources and or workload cannot support SID development, third-party designers may be used with SPM authorization. The SPM may authorize the use of recently completed SIDS for the same class and similar configuration.	A-405
Issue Initial LOA	SPM	The SPM LOA specifies to the NSA the SCs approved to be accomplished during a specific shore platform availability. This list will be reviewed at each BAWP Milestone Meeting. Items from this list will not be entered into the command's CSMP until they have been reconciled with an issued LOA.	A-360

Task or Milestone	Responsible Activity	Description	Due
Establish availability in the appropriate IT system	Maintenance Manager	Availabilities will be established in the applicable planning database when known or work is ready to be screened.	A-360
Begin submission of digitized COP data	SPY	Production of COP data	A-300
Third Party SIDs delivered to SPY for review	PARM		A-300
Provide incremental funds for ordering LLTM for both repair and alt or mod work to meet required dates	SYSCOM, TYCOM	This is an iterative process as LLTM is identified and funding is requested and authorized based on the lead time. It is incumbent on the Execution Planning Activity or MT to identify LLTM as soon as possible. LLTM is defined as any material with a delivery date in excess of 30 days. LLTM jobs should be screened first and identified as such in the CMP.	A-270
Provide the Support Service Requirements, Notional POAM, and system SOVT or TP, or Draft or Notional platform SOVT or TP	PARM	POAM, SOVT, TP need to be integrated in the IMS. These artifacts are relevant to the IRA.	A-270
Site Survey Report	Installation Activity	The Site Survey Report shall be uploaded and distributed within 30 days of the completion of the Site Survey for a single system installation and within 60 days for integrated installations of multiple systems. This report is part of the IRA.	A-240
Finalize Method of Install (MOI) for modernization	PARM or SPM	MOI changes after this milestone require SPM concurrence and shall be subject to deferral, late add process and, in certain instances, the new work process. Part of the IRA process.	A-240
Late Add Process required (except	PARM	The PARM must submit a formal late add message request to the TYCOM after this point.	A-240

Task or Milestone	Responsible Activity	Description	Due
for Low Impact SCs)			
Base Electronic Systems Engineering Plan (BESEP) (Draft)	Installation Activity	The coordinated BESEP should be released by a designated release authority at the IA within 60 days of the completion of the Site Survey for a single system installation and within 90 days for integrated installations of multiple systems. If no site survey will be performed, the coordinated BESEP should be released within 90 days of the receipt of funding by the IA. The draft BESEP is part of the IRA.	A-240
C5IMP Baseline Lock Event	PARM, TYCOM, or FLEET	Electronic Configuration Change Review Board (eCCB) Risk Form required for SFI Cat 1 or 2 SC Alterations added to the availability after C5I Baseline Lock.	A-240
LOA Change 1 Issued	SPM	After LOA Change 1 is issued, any change to the Fielding Plan in NDE-NM requires the sponsoring activity to submit a late add impact assessment	A-240
Issue or Deliver SIDs to NSA for contractors and AITs	Planning Yard	All SIDs must be issued to the NSA to ensure planning milestones can be met.	A-240
100% of D-level maintenance work package 2-Kilos locked based on target control.	Maintenance Manager	Intent is that 100% of the expected AWRs have been screened to the availability. The planning activity continually develops specs in the most cost-effective manner and does not batch this work in front of the next package development milestone.	A-240
100% of D-level maintenance work package 2-Kilos planned, estimated.	NSA	The requirement is that all work brokered by the 100% lock milestone must be planned (Work Item complete and LLTM identified) and estimated with the minimum quality, described as a "Class C" estimate.	A-225
IGE Submitted in support of 100% lock	NSA Project Manager	The requirement is that all work planned in support of the 100% lock milestone must be estimated by the government with the minimum quality described as a "Class C" estimate.	A-220

Task or Milestone	Responsible Activity	Description	Due
Request Availability Execution Funding for Repair	NSA	Submit Funding Requests to Funding Sponsors.	A-219
Final Work Item Review and Approval	NSA Project Manager	This will include the final quality, technical and contractual review of the work items.	A-210
Issue Maintenance Request For Proposal	NSA Contracts	Solicitation to the contractor for locked package.	A-210
Maintenance Site Visit	NSA	Intent is that all maintenance related site visits will be completed as early as possible within the planning process however, no later than this milestone.	A-200
Submit ILS Certification to SPM	PARM		A-180
100% Modernization Lock	SPM	The LOA will identify any planned SCs identified in the A-360 letter that have reached maturity. All SCs that have not reached maturity or do not have an approved impact assessment will be deferred from the availability.	XCMAV A-180 WOO A-45
LOA Change 2	SPM		A-180
Configuration Upload in the Authoritative Database	CSM	Preload the site's configuration and SC and Alteration records (ISC code J).	A-180
ILS Certification approved	SPM		A-150
Contractor submits final package cost proposal	Contractor	This is the date that the Prime contract holder must submit their valid and complete cost proposal. It must be in compliance with the DCAA's "CRITERIA FOR ADEQUATE CONTRACT PRICING PROPOSALS" associated with an option within the contract in support of a defined scope of work. The proposal must include an	A-150

Task or Milestone	Responsible Activity	Description	Due
		integrated schedule based upon the proposed work package.	
Provide Availability Funding for Repair to the NSA	TYCOM	Availability funding is required prior to definitization. To assure that the correct amount and type of funding is available; it should be received at the NSA NLT 10 days prior to the scheduled definitization date. Receipt of funding later than that may cause the work to be deleted from the work package or may delay definitization.	A-130
Conduct WPIC	NSA	If applicable based on work complexity as determined by NAVIFOR Maintenance Manager, NSA Project Manager, and Regional Shore Installation Manager (RSIM). Provides a forum for early identification of work requirements that require integration to avoid conflicts with other work during execution.	A-120 (If applicable)
Award Task Order	NSA Contracts		A-120
Planning Activity "publish" package in the appropriate IT system	NSA	This is the act of issuing a final specification package for the availability that will be used to formulate a proposal. All work after this date will be handled as supplemental or new work.	A-95
Submit Execution Risk Letter	NSA	Risk letter will be submitted to SPM for review and endorsement (to be sent to TYCOM) to specifically address Execution Risk along with Planning Risk.	A-90 (XCMAV only)
I-level work package fully brokered	Maintenance Manager	Intent is to fully broker all known Intermediate Level work by this date.	A-90
Issue LOA Change 3	SPM		A-75
CDM Work Files Submitted	Alteration Sponsor		A-60
Submit Final COP and Planning Data	SPY or PARM	Work Change Notice planning data (ISC P) 99% configuration record completion with exception of minor changes, a finalizing installation.	A-60

Task or Milestone	Responsible Activity	Description	Due
Complete Documentation required to obtain Contractor Installation Performance Services	PE	Whenever possible, the PR Package needs to be complete and accurate (and preferably approved) 150 days to no less than 60 days before the installation start date.	A-60
I-level work package fully accepted	Intermediate level activity responsible for the work	Intent is for I-level to accept or reject all work brokered to it up to this point in time, work entering later in the process will be subject to normal Business Case Analysis and will likely need to be inducted into the work package as new work.	A-60
Definitize Work Package	NSA Project Manager	The culmination of the contractual planning efforts resulting in a negotiated price for the availability that has been funded via a supplemental agreement. This step contractually obligates both the government and contractor to the requirements of the Work Package.	A-35 XCMAV A-18 WOO
Conduct WPER	NSA		A-30 (XCMAV only)
Deliver Material (LLTM and Kitted Materials) to Executing Activity	Planning Yards, PARM	LLTM is any material that will take in excess of 30 days to procure. The government may elect to provide LLTM or prefabricated assemblies generally kitted via a planning yard. This material procured through sources other than the executing activity should be delivered 30 days prior to start of the availability to ensure that there is no disruption to production.	A-30
Pre-Installation Deliverables Uploaded to SPIDER or RIPTIDE	PE & PARM	Pre-Installation deliverables shall be uploaded to the SPIDER or RIPTIDE repository for RSIM validation at least 30 days in advance of on-site production work, and preferably between 35 and 45 days in advance.	A-30
Submit I-level work package and schedule for integration	Intermediate level activity responsible for the work	The NSA must develop an inclusive, detailed, integrated and resource-loaded schedule of all participating activities. This formal schedule review must occur after the WPIC, but no later	A-30

Task or Milestone	Responsible Activity	Description	Due
		than the WPER. The NSA must serve as the final arbiter of conflicts. I-level work will be executed by government SMEs for shore sites designated as fleet units.	
Submit Final Configuration Database Update	CSM	Updated database (pre-installation).	A-15
RMMCO Check-In	AIT	Electronic check in only.	A-15
Avail Execution PB4M	NSA Site Maintenance Team	Combined planning session, adjust monthly schedule if necessary.	A-15
Validation of Installation and ILS Delivery	NSA	The NSA is responsible for validating that ILS products have been delivered to the site using the End of Availability (EOA) ILS Verification Report.	EOA or RMMCO checkout
SRMMCO Checkout	AIT		C+7
Completion Report	NSA	The NSA is also responsible for developing the Completion Report at the end of the availability. The SC sponsor is responsible for AIT installations to provide the NSA with data required for the Completion Report and 2K Closeout.	C+15
Verify Installed Configuration Data	NSA & PARM	Configuration Error Reports, ISC Status code G, and any final Configuration error changes.	C+30
Verify TM Delivery	NSA	Verify all TMs Applicable to the Availability are in the site's library or in MBPS the site's configuration.	C+30
Departure From Specification	NSA CHENG	In instances where partial accomplishment results in a deviation from a formally promulgated specification, a DFS shall be submitted for approval.	C+30
2K Information Update	NSA	The NSA is responsible for coordinating with the applicable Maintenance Manager to enter in the brokering IT system the man-days, labor costs, material cost, total cost, date completed, and the Final Action code for each 2-Kilo. Additionally, if	C+45

Task or Milestone	Responsible Activity	Description	Due
		the 2-Kilo was a scheduled task generated by the CMP, the NSA must report the "As Found Condition."	
2-Kilo Closeout	Site	As applicable, a 2-Kilo associated with a particular site and SCD Alteration can be closed out once all feedback information required by the 2-Kilo is received and the SCD Alteration can be considered complete.	C+60
Schedule Status Update	Alteration Sponsor	The SCD and Alteration sponsor shall ensure that the actual completion date of the SC is entered into the appropriate field(s) in NDE-NM. When a Completion Report for a SC is received, the SPM or designated activity will place the SC in status "R" (Installed – ILS or Testing Not Complete) or status "C" (Complete) in NDE-NM.	C+60
As-Built drawings delivered to the site, IA, and IMA	PE	If Master As-Built drawings are available, they shall be updated and this update shall constitute the As-Built deliverable. As-Built should be uploaded to MBPS.	C+60
Final documentation upload to the repository	IA	As-Built, signed SOVT, ICR, DD-1149s, and any installation deliverables. The appropriate repository is dependent on the deliverable.	C+60
Close Avail in NMD	NSA Project Manager		C+60
Submit Deferral Letter with Maintenance Team Assist	TYCOM	TYCOM will submit a Change Deferral Request Letter to SHOREMEPP, which will include a list of Change Deferral Requests for subject FRP Maintenance Cycle. 4.8/5.0/SHOREMEPP review for risk.	End of the FRP cycle (If applicable)

APPENDIX B
AVAILABILITY COMPLETION REPORT TEMPLATE

Avail #: _____ **Date:** _____ **Sheet 1 of :** _____
Site: _____ **Location:** _____

The completion of this form and associated signatures acknowledge receipt of deliverables, resolution and documentation of discrepancies, and full or conditional acceptance of the work performed. This form shall be signed by the Project Engineer and the site SMMO. For installations, this report documents that installations were completed, successfully tested and transitioned to operational status, training was conducted, and all Information Assurance and logistics support products were turned over to the site, or that discrepancies exist and are documented in the report. For maintenance actions, the report indicates that maintenance requirements were completed in accordance with the work package.

List of all Job Control Numbers and status:

JCN	Brief Description	Status
-----	-------------------	--------

List of discrepancies (if applicable):

JCN	Discrepancy	Corrective Action	ECD
-----	-------------	-------------------	-----

Departures from Specification (if applicable):

JCN	Brief Description	Departure #
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Did you receive the following?

Deliverable	Received (yes or no)
In-Brief by a Government Rep	
Pre-Installation Baseline Test	
SOVT	
Out-Brief by a Government Rep	
Red lined drawings	
Cybersecurity documentation	
Configuration Validation Aid	
Tech Manuals	
Spares	
Test Equipment	
MIP and MRCs	
Warranty Information	
ULSS	

DD Form 1149s

DD Form 1149s are the Navy’s official custody transfer document and must be signed by both parties for all items delivered to the site, to include hardware, software, ILS products, and drawings. Serial numbers must be recorded on the DD form 1149, if applicable. All signed DD Form 1149s **must** be attached to this report and submitted to the RMMCO Gatekeeper for checkout.

Acceptance:

1. Unconditional acceptance – There are no discrepancies or they are resolved or acknowledged as the site’s responsibility.
2. Conditional acceptance – There are remaining discrepancies that need to be resolved as listed above. SITREPS will continue for this task to track all discrepancies till task completion.

Maintenance Manager

Full name: _____
Email: _____
Phone: _____
Date: _____

Signature: _____

Site SMMO or 3MC

Full name: _____

Email: _____

Phone: _____

Date: _____

Signature: _____

APPENDIX C

FLEET READINESS CERTIFICATION BOARD WORKFLOW

