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COMNAVSURFPAC/
COMNAVSURFLANTINST 4790.1J
N43
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COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 4790.1J

Subj: SURFACE FORCE MAINTENANCE AND MATERIAL MANAGEMENT (3M) AND CERTIFICATION PROGRAM

Ref: (a) OPNAVINST 4790.4F
(b) COMUSFLTFORCOMINST 4790.3C
(c) NAVSEAINST 4790.8C
(d) COMNAVSURFPAC/COMNAVSURFLANTINST 3502.3A
(e) NAVEDTRA 43241-N
(f) NAVEDTRA 43119-4I
(g) COMNAVSURFORINST 5233.1
(h) S0400-AD-URM-010/TUM Revision 7
(i) COMNAVSURFPAC/COMNAVSURFLANTINST 3502.6

Encl: (1) Roles and Responsibilities
(2) 3-M Program Guidance
(3) 3-M Certification Guidance
(4) 3-M Snap-Shot Guidance
(5) Example of Snap-Shot Letter for ISIC Endorsement
(6) 3-M Program Validation (PV) Guidance
(7) 3-M Certification Report
(8) 3-M Coordinator Weekly Report Cover Page
(9) LCSRON/MPSF/ZRON Unit Monthly Report Cover Page
(10) Scheduling and Execution Effectiveness Review (SKED 3.2)
(11) Command Level Effectiveness Review (CLER) Worksheet
(12) Reporting ASI Confidence Factor (RAF) Worksheet
(13) Equipment Verification Validation (EVV) Spot Check Sheet
(14) CSMP Validity Factor (CVF) Score Checklist
(15) CVF Work Candidate Worksheet
(16) Maintenance Proficiency Factor (MPF) Worksheet
(17) SPF Worksheet (SKED 3.2) Users

1. Purpose. To promulgate Maintenance and Material Management (3-M) program requirements within Naval Surface Forces. The 3-M program is executed per references (a) through (i) and as clarified by this instruction.

The goal is to maintain an effective unit maintenance program that will ensure a high state of material readiness. This directive is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1H.

3. Scope. This instruction is applicable to all Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC) and Commander, Naval Surface Force, Atlantic (COMNAVSURFLANT) units or commands.

4. Background. The Naval Surface Forces Type Commanders (TYCOMs) are responsible for providing properly manned, trained and equipped ships to the numbered fleet commanders. A highly effective maintenance program is crucial to operational readiness. Shipboard and support activity maintenance personnel and their supervisors must be thoroughly familiar with the organizational maintenance and support programs pertaining to their equipment. Material readiness is founded on accomplishing quality and timely maintenance on every piece of equipment.

5. Execution. The intent of this instruction is to clarify and augment per references (a) through (i) for COMNAVSURFPAC/COMNAVSURFLANT units. A continuous focus on 3-M is required to maintain the highest material readiness. The true measure of the 3-M program is achieving sustained superior material readiness which can only be attained through the execution of quality maintenance. Each maintenance action should be performed correctly and completely by the maintenance person, and then select maintenance actions validated by supervisory personnel via spot checks. This instruction provides guidance for planning, execution, certification, and reporting. The 3-M program is critical for maintenance coordination, enhancing a leader's guidance, and providing the oversight in the actual accomplishment of the maintenance. Although the Commanding Officer (CO) is ultimately responsible for overall readiness, it is the responsibility of the Chief Petty Officers' (CPO) to provide the leadership to get the correct grease into the bearing, accurately align the radar, or install the gasket in the watertight door. This will ensure the sustained material readiness required to remain mission ready.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVSURFPAC/ COMNAVSURFLANT N43 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will reissued by the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVSURPAC directive website,
https://cpf.portal.navy.mil/sites/cnsp/Pages/Directives.aspx

ROLES AND RESPONSIBILITIES

1. The chain of command is responsible for the operation, improvement, and support of the 3-M system. The success of an effective 3-M program relies on every level of leadership afloat and ashore. These responsibilities are specified per references (a) through (c). The following additional guidance is provided:

a. TYCOM responsibilities. The TYCOM exercises primary responsibility for the effective operation and support of the 3-M program. The TYCOM Material Readiness (N43) staff shall:

(1) Ensure units are manned with a Navy Enlisted Classification (NEC) qualified 3-M System Coordinator (3MC).

(2) Process 3-M technical feedback reports within a week of receipt.

(3) Be the certifying authority of all 3-M certifications.

(4) Oversee Afloat Training Group (ATG), including periodically observing 3-M assessors conducting 3-M certifications, program validation (PV), and training events.

(5) Schedule and conduct Snap-Shot reviews.

(6) Ensure Immediate Superior in Command (ISIC) verify all 3-M certifications/training events are scheduled and conducted in accordance with guiding directives.

(7) Analyze 3-M certification and self-assessment data, identify common concerns, conduct root cause analysis, develop, and implement solutions.

(8) Type Desk will assess unit’s Current Ship's Management Project (CSMP) at the alpha minus 180 (A-180) timeframe and 80 percent lock timeframe for availabilities. Validate work candidate accuracy as required.

(9) Provide oversight of Maintenance University Brief content and attendance requirements.

b. ISIC Responsibilities:

(1) Ensure 3-M certifications, PVs, and 3-M re-assessments are current and scheduled. ISICs must request permission to change certification, recertification and PV dates at least 30 days in advance.

(2) Validate subordinate commands are conducting rigorous 3-M self-assessments and Health Status reports. Additionally, consolidate all units' reports and review for trends. ISIC will receive from the unit's 3MC the below files to gage unit's 3-M health:

(3) Quarterly Health Status report, unit's PMS Analysis Report from SKED, Current Shore CSMP and MFOM Spear reports, and CSMP Ad Hoc report for DH review. POAM will be submitted with the files for any work center PAR/SAR below 85 percent identifying corrective actions.

(4) During OFRP Phases, full unit self-assessment IAW enclosure 2, paragraph 6.

(5) Following unit 3-M certification/recertification, PV, or Snap-Shot, develops a remediation plan of action and milestones (POA&M) when unit, departmental, or individual area failures (Scheduling and Execution Effectiveness Review (SEER), Command Level Effectiveness Review (CLER), CSMP Validity Factor (CVF), or Planned Maintenance System (PMS) Performance Rate (PPR)) occur.

(a) Provide status of areas remediated within 30 days via naval message to TYCOM N43.

(b) Provide Quarterly updates on the command 3-M effectiveness and status of unit's 3-M Health Status reports and self-assessment reports until the command achieves certification.

(6) Ensure subordinate commands are in compliance with standard work center/division/department structure per reference (b).

(7) Unit Crew Certification events will be completed following the below guidance:

(8) 3-M Crew Cert is conducted to evaluate the unit's 3-M program health by assessing 25 percent of each department's work centers to include CG03/OW03 and ER09 and Command Level Effectiveness Review (CLER). Grading criteria is contained via web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

c. ATG Responsibilities. ATG will provide to COMNAVSURFPAC/ COMNAVSURFLANT N43 3-M:

(1) A detailed spot check analysis for all unsatisfactory spot checks, including troubled systems within five working days after the completion of assessment.

(2) A 30-day event schedule updated weekly.

(3) A progress update on the status of unit's 3-M certification, recertification, or PV via email.

(4) Conduct 3-M training and certifications on all units to maintain a 36-month certification periodicity.

(5) Conduct 3-M remedial training and recertification on ships that fail to attain certification, have suspended certification, or as directed by TYCOM.

(6) Conduct 3-M Program Validation as requested by ISICs and ships.

(7) Assist TYCOM during 3-M Snap-Shots as requested, but not to interfere with previously scheduled 3-M training, certification, recertification, or program validation events.

d. Commanding Officer (CO) Responsibilities:

(1) Foster and maintain a command-wide climate that reinforces quality maintenance practices which ensures planned and corrective maintenance is scheduled correctly and conducted in accordance with approved technical documentation.

(2) Conduct rigorous quarterly 3-M self-assessments, using only knowledgeable and experienced personnel capable of performing aggressive, critical self-assessments to accurately determine unit's 3-M health.

(3) Chair the Planning Board for Maintenance (PB4M). The maintenance team should meet monthly at a minimum to plan, prioritize, and coordinate the maintenance at the command. The CSMP will accurately reflect updates and changes made during PB4M.

(4) Ensure material deficiencies are properly documented in the CSMP and tracked to resolution.

e. Executive Officer (XO) Responsibilities as 3-M Manager.

(1) Assist the CO in fostering and maintaining a command climate that reinforces quality 3-M practices.

(2) Brief the CO monthly on the status of the 3-M program. The brief shall include 3-M certification, PV and training timelines, as well as quarterly self-assessment results.

(3) Implement an aggressive 3-M spot check program involving all levels of the chain of command from the Leading Petty Officer (LPO) to the CO.

(4) Approve the split maintenance index page (MIP) tracker maintained by the 3MC.

(5) Ensure command self-assessments and Health Status reports are forwarded to the ISIC and updated in Training and Operational Readiness Information Services - Training Figure of Merit (TORIS/TFOM) before the 20th of the month after the start of the new quarter and during the OFRP phases per enclosure (2), paragraph 6.

(6) Direct attendance at the corresponding Maintenance University (MU) Waterfront briefs for all of the following personnel prior to or, at a minimum, within 6 months of assignment to duties as: WCS, LCPO, 3MC, and SMMO. Direct attendance at MU Division Officer and Department Head/CPO refresher for Division Officers, Department Heads, and Chief Petty Officers between 6 and 12 months after arrival or promotion (to CPO). This requirement is in addition to SWOS pipeline training. Attendance at SEPEC satisfies the waterfront requirement for CPO. Direct as many maintenance personnel as feasible to the MU effective 2K writer course.

f. Command Master Chief (CMC) responsibilities. The CMC shall lead the CPO Mess in the management and oversight of the 3-M program while:

(1) Assisting the CO in fostering and maintaining a command climate that reinforces quality 3-M practices.

(2) Leading and assisting CPO Mess in the conduct of 3-M duties and responsibilities.

(3) Conducting assigned spot checks.

g. Ship Maintenance Material Officer (SMMO) Responsibilities.

(1) Serve as the CO's principal assistant for management of all off-ship brokered maintenance.

(2) Assist 3MC in maintaining an accurate shipboard CSMP that reflects the ship's actual material condition. Conduct and document monthly command CSMP shore file review. Correct and re-submit for approval all Return to Ship (RTS) and/or on hold work candidates weekly.

(3) Coordinate with the Ashore Ship Maintenance Manager and the maintenance executing activity to resolve maintenance issues and provide ship input to the PB4M.

(4) Develop and provide the ship's force (S/F) work package to the executing activity and assists in coordinating S/F work with the executing activity during availabilities.

(5) Review work candidates for work center ES01 monthly. Ensure jobs are planned for upcoming availabilities and conduct the Department Head (DH) review for ES01. Littoral Combat Squadron (LCSRON) the Hull Manager and CSMP Manager will conduct these reviews.

(6) Ensure the ship's initial conditions are established for work prior to start by outside activities per reference (b).

(7) Ensure all equipment changes, adds, and removals regardless of whether the action is performed by command personnel or outside activities, is present or modified in the Maintenance Data System (MDS), Organizational Maintenance Management System (OMMS) or Automated Work Notification (AWN) database and, if not present, is reported via 4790/ Configuration Change (CK) to the Configuration Data Manager (CDM). Coordinate and track status for all equipment, software installations, alterations, and/ or upgrades/updates performed by Alteration Installation Team (AIT). Ensure ship's force technical expert signs for upgrades/updates.

(8) For SKED 3.2 units, the SMMO will utilize the PIN feature to document the completion of Maintenance Requirements (MRs) by outside activities after reviewing the check note ensuring the Leading Chief Petty Officer (LCPO) has annotated satisfactory completion of the installation/update.

(9) Schedule and ensure completion of the shipboard Maintenance University Availability Planning Brief (WR/CPO) and Execution Brief (WR/CPO/WCS) at approximately the A-360 and A-90-day point, based on ship's schedule, prior to the start of each CNO Availability.

h. 3MC responsibilities

(1) Be assigned in writing as the primary duty CPO or Petty Officer First Class with NEC 811A.

(2) Serve as the overall 3-M program technical expert and advisor.

(3) Assist work centers in the proper execution of the 3-M program and ensures successful 3-M work center implementation.

(4) Coordinate completion of the 3-M command self-assessments and Health Status report and submit to ISIC after review by the XO. Track and verify correction of discrepancies. Send to unit's ISIC the below files to gage unit's 3-M health:

(5) Quarterly Health Status report, unit's PMS Analysis Report from SKED, Current Shore CSMP and MFOM Spear reports, and CSMP Ad Hoc report for DH review. POAM will be submitted with the files for any work center PAR/SAR below 85 percent identifying corrective actions.

(6) During OFRP Phases, full unit self-assessment IAW enclosure (2), paragraph 6.

(7) Request additional assistance and training visits from the ISIC or ATG via XO as necessary.

(8) Maintain the master split MIP tracker. Provide the master tracker to the XO for approval.

(9) Ensure applicable split MIPs are appropriately assigned to affected work centers.

(10) Maintain master list of equipment in IEM, approved and signed by Department Head quarterly. Equipment IEM Details (Current) report will be utilized as the master copy.

(11) Track completion of PMS spot checks on TYCOM troubled systems.

(12) Ensure pre-transmittal review is configured from the Work Center Supervisor (WCS) to (LCPO)/Division Officer (DIVO) to DH to the 3MC in Maintenance Data System (MDS).

(13) Obtain permission from TYCOM 3-M prior to delaying installation of a force revision (FR).

(14) Ensure ALL 3-M billets have attended Maintenance University (MU). Standard is a minimum of 80 percent of ALL 3-M billeted personnel. Assign as many maintenance personnel as feasible to attend the Effective 2K Writer course.

(15) Implement an aggressive spot check program involving all levels of the chain of command from the CO to the LPO. Track and verify correction of spot check discrepancies.

(16) Implement shipboard 3-M training program per reference (c).

(17) Monitor the Major Event Listings to include, but not limited to underway replenishment (UNREPS), drills and evolutions, and flight quarters. Update global states and global triggers to ensure all required checks are scheduled and completed.

(18) Generate a file with extension (.CMP) and submit to the unit's Port Engineer (PE) prior to the A-180 (milestone) point of the Chief of Naval Operations Availability (CNO AVAIL) and 90 day post CNO AVAIL for the purpose of conducting a ship to shore CSMP reconciliation. Take appropriate action on results when provided by the PE. (OMMS ships only).

(19) Notify TYCOM anytime Naval Tactical Command Support System (NTCSS) and/or SKED are unavailable.

(20) For SKED 3.2 units, generate and electronically save a Maintenance Outlook report for PMS due in the next 26 weeks following each weekly close out.

(21) Maintain command Change Service Accountability Log (CSAL) for all modifications to the Master PMS File (e.g., FR, ACN, FBR, and Document Information Transmittal (DIT)), no matter how minor, including MRC changes. Example of CSAL is in reference (c).

(22) Perform CSMP Ad Hoc query weekly to identify JSN requiring DH review. CSMP Ad Hoc file can be downloaded at web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

i. Department Head responsibilities

(1) Review and approve all PMS revisions.

(2) Review and approve alert details.

(3) Review check note reports.

(4) Authorize any equipment placed in Inactive Equipment Maintenance (IEM) status.

(5) Review and approve all department work candidates within four days of creation, ensuring completeness, accuracy, and the correct job priority is assigned.

(6) Ensure all work candidates in the departmental CSMP are reviewed on or before 90 days and every 90 days thereafter; utilize the weekly 3MC CSMP Ad Hoc query to identify JSNs that have not been updated. If any Type Availability (TA) TA-4 work candidates exceed unit's capability or capacity, the TA code will be changed to TA-2. Enter "Exceeds unit's capability and/or capacity" into block 35.

(7) Designate and assign in writing the departmental 3-M Assistant (3MA) and WCS. Hard-copy or Electronic copies of Designation Letters will be maintained by the 3MC.

(8) Review and verify the content and the validity of all PMS feedback reports and digitally signs PMS feedback reports within four days of creation.

(9) Take corrective action on all unsatisfactory PMS spot checks and report to the 3-M Manager via 3MC as part of weekly PMS reporting.

(10) Assault Craft Unit (ACU), Beach Master Unit (BMU), Naval Beach Unit (NBU) and Amphibious Construction Battalion (PHIBCB), and LCS Mission Module Detachment (MM DET) may designate the detachment Officer-in-Charge (OIC) to assist in the performance of DH 3-M functions. All designations shall be in writing and signed by the CO.

(11) TICONDEROGA and ARLEIGH BURKE class CO may designate in writing the Weapons Officer to assist in the performance of Combat Systems DH 3-M functions for the following work centers: CG01, CG02, CG03, CG04, CM01, CM02, and CM03 only.

(12) TICONDEROGA, ARLEIGH BURKE, and AMPHIBIOUS class CO may designate in writing the Planning and Tactics Officer to perform ALL DH roles and responsibilities for Executive Department and workcenters. The PTO will ONLY have responsibility for the EX department IAW the updated command manning document.

j. Departmental 3MA responsibilities. The DH shall designate the Departmental 3MA. The 3MA shall be appropriately Personnel Qualification Standards (PQS) qualified (3-M PQS watch station 305) and shall assist DH in the administration of the 3-M program for their department.

(1) Assist the 3MC in the proper execution of the 3-M program within the department.

(2) Serve as the department's 3-M program technical expert and advisor.

(3) Supervise and coordinate the 3-M self-assessments for the department.

(4) Assist 3MC with command 3-M training.

(5) Assist in the development and execution of the 3-M short and long range training plan.

(6) Assist the 3MC in executing quality command spot check program (spot check the spot checker).

k. DIVO Responsibilities:

(1) Review and verify the content and validity of all PMS feedback reports and digitally sign PMS feedback reports within three days of creation.

(2) Review PMS schedules ensuring maintenance is level loaded and not scheduled to avoid assessment.

(3) Review SKED Forecasting report to ensure that all future requirements such as tools, part, and test equipment are available for maintenance checks.

(4) Complete weekly close out of maintenance in SKED 3.2.

(5) Review with LCPO all divisional work candidates CSMP for validity and accuracy prior to approval. Brief DH on the status of all work candidates weekly.

l. LCPO Responsibilities

(1) Ensure quality maintenance is performed on all equipment in their work centers and/or divisions in accordance with procedural documentation.

(2) Properly supervise the WCS in the execution of daily maintenance to ensure adherence of 3-M duties and responsibilities.

(3) Ensure WCS are properly trained and possess required knowledge of all work center/division equipment and maintenance requirements.

(4) Validate all work centers/division equipment is covered by PMS.

(5) Ensure PMS is properly scheduled and conducted, to include all underway/special evolution situational checks.

(6) Ensure that when equipment fails PMS, due to material deficiency equipment discrepancy is properly entered into the CSMP.

(7) Ensure work center CSMP accurately reflects actual material conditions.

(8) Review work center revisions (e.g. FRs, Advance Change Notice (ACN) and PMS Feedbacks reports received) prior to DIVO and DH reviews. Ensure proper justification is noted on all changes. Review applied LOEP during FR for streamlined implementation.

(9) Be the only person to place SKED in revision mode.

(10) Ensure maintenance is level loaded and not scheduled to avoid assessment.

(11) In the absence of the DIVO, complete weekly close out of maintenance in SKED 3.2.

(12) Review and approve work candidates, be the second point of contact on all work candidates. Brief the DIVO weekly on the status of all work candidates in the CSMP.

(13) Conduct self-assessment, and promptly correct discrepancies.

(14) Review and verify the content and validity of all PMS feedback reports within three days.

(15) Review SKED Forecasting report ensuring that all future requirements such as tools, parts, and test equipment are available for maintenance checks for the next 13 weeks.

m. Leading Petty Officer (LPO) Responsibilities

(1) Ensure quality maintenance is performed on all equipment and systems under their cognizance.

(2) Properly supervise the WCS in the execution of daily maintenance and completion of 3-M duties and responsibilities.

(3) Ensure WCS are properly trained and possess required knowledge of all work center maintenance requirements for equipment and systems.

(4) Ensure all equipment and systems are covered by PMS and properly scheduled and conducted, to include all situational requirement checks.

(5) Document in the CSMP all known discrepancies.

(6) Ensure the CSMP accurately reflects current material condition.

n. WCS responsibilities

(1) Ensure all equipment and systems are covered by PMS, properly scheduled and conducted to include all situational requirement checks.

(2) Maintain an accurate and current LOEP by comparing the documentation with the actual equipment configuration by performing Equipment Verification Validations (EVVs).

(3) Submit PMS Feedback Report (FBR) when changes to the LOEP/MIP/MRC are required. Submit CK requests as required to ensure coverage of all equipment in MDS.

(4) Spot check review of the completed EVVs submitted each week. Ensure accuracy of the information and SKED equipment association.

(5) Ensure the timely installation of FR, ACN, and PMS feedback reports.

(6) When Maintenance Person informs WCS of failed maintenance, ensure that follow-up procedures are properly documented in the CSMP.

o. Maintenance Person (MP) Responsibilities

(1) Review PMS assignments, perform quality maintenance in accordance with procedural documentation, and properly document completion. For SKED 3.2 units, review PMS assignments in "My Tasks" and document completion via PIN in SKED 3.2, creating check notes when appropriate to provide additional pertinent information about the check (i.e. tag-out serial number).

(2) If a need to deviate from documented procedures is perceived, "stop." Inform the WCS, LPO, and LCPO. Do not proceed until the chain of command has resolved the apparent discrepancies and provided guidance.

(3) If PMS cannot be completed as assigned, inform the WCS, LPO, and LCPO.

3-M PROGRAM GUIDANCE

1. Maintenance Management

a. Qualifications and Accountability. The key to success in the Navy 3-M Program is a well-managed 3-M program while having highly-trained, knowledgeable, and qualified maintenance personnel accomplishing the maintenance. All personnel must complete the corresponding Personnel Qualification Standards (PQS) for their assigned billet associated to the 3-M program per references (b), (c), (e), and (f).

(1) Damage Control Petty Officer (DCPO) will complete the DCPO PQS 43119-4 (series) and prerequisites prior to being assigned any DCPO maintenance. DCPOs will be assigned in writing by the XO. Recommend DCPOs attend the watertight enclosure course at the local Regional Maintenance Center (RMC).

(2) Weekly 3-M report in enclosure (8) will be used for command level 3-M weekly PMS reports. This will be maintained by the 3MC for 13 weeks' minimum.

b. Up-line Reporting. Up-line reporting via revised alternative data flow website (RADWEB) is required at a minimum of twice per calendar week. Platforms on any other MDS, units will verify twice a week that automatic data transfer is occurring.

c. Automated Shore Interface Processing. Automated Shore Interface (ASI) download and processing is required when the ASI record count in RADWEB is 3,000 records for Guided Missile Cruiser (CG), Guided-Missile Destroyer (DDG), Mine Countermeasure Ship (MCM), Littoral Combat Ship (LCS), Amphibious Transport Dock (LPD), Dock Landing Ship (LSD), Patrol Craft (PC), or shore facilities. For Amphibious Assault Ships (LHA), Landing Helicopter Dock (LHD) and Amphibious Command Ships (LCC) class ASI download and processing is required when the ASI record count in RADWEB is 10,000 records. ASI download and processing for all MDS, of all available ASI records in RADWEB is required when the unit is getting underway for a period of two weeks or longer, monthly at a minimum, and as directed by the TYCOM. Ship's ASIs available in RADWEB will be downloaded and processed into the ship's MDS within seven days of ASI creation.

d. Bulk Loads/Database Transfer. A bulk load is a CSMP load (work candidate(s) provided as an external file to be loaded into the ship's CSMP) produced by any outside activity (e.g. Combat Systems, Command, Control, Communication, Computer Readiness Assessment (C5RA), Board of Inspection and Survey (INSURV), SURFPAC Enhanced Capability to Assess Programs (SECAP), Surface Warfare Enterprise Assessment Process (SWEAP). COMNAVSURFPAC/COMNAVSURFLANT N43 3-M will review and approve all bulk loads prior to being loaded into any afloat or ashore database. COMNAVSURFPAC/ COMNAVSURFLANT N43 3-M is the only authorizing activity for bulk load reviews.

Commands will not transfer, copy, or allow the direct access to or copying of the MDS database by any outside activity without COMNAVSURFPAC/COMNAVSURFLANT N43 3-M written permission. Upon completion of Bulk Load, the command shall review all work candidates to ensure the recommended solution and type availability are accurate. If not accurate, the command should assign to the appropriate T/A level (1-Depot, 2-IMA, 3-Tech Assist) and update the recommended solution.

e. PB4M. Each unit will have a formally structured PB4M which shall meet monthly at a minimum. This forum provides a review of current planned off-ship and organizational maintenance, Current Ship's Maintenance Project (CSMP) quality and accuracy, future maintenance and modernization planning, and fiscal concerns. The objective of PB4M is to ensure clarity of intent for both the ship's efforts and the shore infrastructure with respect to total ship maintenance, operational schedules, and other concerns affecting ship material readiness. The PB4M shall include the CO (who will chair the meeting), XO, 3MC, all DH-s, SMMO, PE, and additional personnel as desired.

(1) Per reference (b), the PE will schedule and assist the ship's CO in conducting the PB4M meetings, including agenda development. The SMMO will prepare the ship input to the PB4M agenda in support of the PE. Contact TYCOM for agenda template.

(2) PB4M timing, periodicity, and agenda is flexible to support the priorities of the individual ship and meet the unique maintenance requirements of each phase of the Optimized Fleet Response Plan (OFRP). However, per reference (b), the Maintenance Team will review the CSMP in detail during routine PB4Ms and prior to every maintenance availability.

f. Work Candidate Review and Approval. MDS pre-transmittal reviews will be configured from WCS to LCPO/DIVO to DH then to the 3MC. LCPO and DIVO will have the same level of review. This review and approval process will take no longer than four days from the creation of the work candidate until fully approved by the DH. For ships using Automated Work Notification (AWN), configure as described above for MDSs.

2. PMS Execution

a. PMS MIP assignment and command Standard Work Center structure will be maintained in compliance with TYCOM standards.

(1) The most current TYCOM PMS MIP assignment is the current FR digital video disc (DVD) and Tailored Force Revision (TFR) DVD.

(2) Units will be in compliance with work center standard structure per reference (b).

b. Work center MRC deck will contain MRCs with fill in the blanks/pen and ink changes, at a minimum.

c. A SKED forecasting report will be used to ensure all future requirements such as tools, parts, and test equipment are available for maintenance checks.

d. For SKED 3.2 units when SKED is unavailable, accountability logs will be maintained as per reference (c) including the following:

(1) The review will check for completeness and accuracy, and then transferred to the SKED program prior to generating the next weekly schedule.

(2) MP will record Tag Out Record Sheet (TORS) or Line Item Record Sheet (LIRS) serial number or "N/A", if tag out is not required.

(3) Use a standard means (Numeric or Alpha-numeric) to identify mandatory related maintenance items with their parent maintenance on the accountability log if used per paragraph d above.

e. Standard entries will be utilized for all SKED 3.2 check note reports and/or alert details:

(1) SKED 3.2 check note report entries shall begin with rescheduled, out of periodicity, non-accomplished, lost, or N/A.

(2) Detailed remarks explaining why check was not completed to include date, Job Sequence Numbers (JSNs), and/or supply requisition numbers.

(3) For units using SKED Electronic Accountability:

(a) Each MRC completed with tag out flag will have check note containing the tag-out serial number or no tag-out required.

(b) List the POIC when more than one MP is assigned.

f. Cent sign entries will begin with "Performed by" followed by detailed information of the organization completing the maintenance, JSN, work order, or applicable documentation. Proof of completion will be maintained in the work center PMS manual. The SMMO will utilize PIN in SKED 3.2 to document the completion MR's by outside activities after reviewing the check note ensuring the LCPO has annotated satisfactory completion of the installation/update.

g. Inactive Equipment Maintenance (IEM). Electronic authorization in SKED 3.2 from the DH, or higher authority, as a note in the remarks is required prior to placing any system or individual equipment into IEM.

(1) Equipment should only be placed into IEM when in an inactive status. Inactive status is defined as tagged out or removed from service, regardless if equipment has associated lay up (LU)/periodic maintenance (PM)/operational test (OT)/start up (SU) checks.

(2) Equipment maintained by multiple work centers will be placed into or removed from IEM using the same date.

(3) During large scale inactive periods (e.g., CNO AVAILS) develop a plan to support major milestones when placing and removing multiple systems/equipment from IEM per reference (b) 100 hour plan.

h. LOEP, MIP, MRC, and Situational Reference Sheets (SRS) line-out justification:

(1) All line-outs and additions to the LOEP, MIPs, MRCs, and SRSs must have appropriate justification. Appropriate justification includes: scheduling aids, a fully approved FBR, or alternate work center that is listed on the FR. The line-out editor feature in the SKED program will be utilized to document any line-out. MRCs listed as related maintenance are not required to be lined-out on the MIP if the parent MRC is correctly lined out.

(2) MRC line-out authorization hierarchy:

(a) MIP scheduling aid indicates that the MRC is not applicable to the work center.

NOTE: Configuration specific scheduling aids that direct the use of specific MRCs due to ship class, hull number, modernization (SCD, S/A, MACALT) are either inclusive or exclusive in nature and authorize omission, the scheduling aid does not need to state "OMIT, DELETE, REMOVE" in order to justify line-out of the MRC.

(b) FBR response authorizing the line-out.

(c) Another work center performing the maintenance as verified by the master split MIP log.

(d) If more than one line-out authorization applies, choose the higher authorization from the hierarchy.

i. Split MIP is any MIP for a singular equipment or equipage, or system that is assigned to more than one work center. Shared MIP is any MIP that is carried by more than one work center

performing PMS on like equipment/spaces (e.g., MIPs 6200/001, 3000/001, 4361/038, and 5000/005). All split MIPs are verified with the master split MIP log, PMS feedback log, and PMS-4 report. All split MIPs will be reviewed and approved by the XO.

j. Lost checks are defined as daily and situational checks not accomplished.

k. Omitted checks are defined as:

(1) MIPs/MRCs not installed that are required (e.g. FR, approved PMS feedback report, or ACN process).

(2) MIPs/MRCs not scheduled that are required.

(3) Line-out of MIPs or MRCs without a fully approved feedback report or justification.

l. MRC Location Block. When the location block in the MRC is pre-filled with multiple locations, the WCS must determine which location (equipment) applies and treat them as individual line items in SKED. The block will only have exact location, compartment number; See Location Guide List (LGL), see MetBench Calibration Management System (MCMS), or Passive Countermeasures System (PCMS) Key listing or plan. When multiple locations are required for PMS completion, the starting location will be annotated in the location block. No other entries are allowed.

m. Assessment Procedures (AP) checks are not tracked, scheduled, or accounted for by ship's force.

n. For unscheduled (U) checks follow guidance below:

(1) U checks are performed for specific actions under the parent MRC or circumstance. The LGL to do the U check is contained in the parent MRC or circumstance; not in the location block on the U check.

(2) For a standalone U check an LGL may be appropriate, read the MRC to make this determination.

o. Metered Event. Update meters in SKED 3.2 for applicable maintenance items each week as part of weekly closeout, or as required by other guidance.

p. Check note entry is required when rescheduling a PMS check to a later week outside of the week originally scheduled.

q. PMS-22 Report. 3MC will ensure the SKED Feedback Manager matches the PMS-22 report received monthly. 3MC will review the FBRs listed in SKED awaiting response with a SKED status of "exported" and not on the PMS-22. Verify FBRs are still required and have enough detail, meet the standardization requirements, or were not answered by the FR. If the feedback meets the criteria, then resubmit the feedback and delete the feedback in the SKED manager for it is no longer required. Status of outstanding FBRs can be verified with POC listed.

r. Priority for the work candidate will be determined based upon the material condition and current situation of the command vice casualty reporting requirements. All priority level changes or any updates to the work candidates will be documented in block 35 "recommended solution" of the work candidate. Every work candidate starts with a priority level of four "DESIRABLE". Priority of work candidates will be determined using the guidance in Figure A-1 of reference (c). During the review and approval process, the DIVO or LCPO may raise the priority to a three "HIGHLY DESIRABLE" but no higher. The next level of review and approval is the DH who may raise the priority level to two "ESSENTIAL" but no higher. Priority level one "MANDATORY" is assignable by the 3MC upon direction of the unit CO.

s. Work Candidate Review. DH will review all Work Candidates on or before 90 days and every 90 days thereafter. During this review, DH will determine if the work required is beyond the capacity and capability of the unit. If it is determined that a work candidate is beyond S/F capability, the TA code will be changed from TA-4 to TA-2. Enter in block 35 "beyond S/F capacity and/or capability".

3. PMS Spot Check

a. Spot Check Guidance. Each unit is required to have an aggressive spot check program involving all levels of the chain of command from the LPO to the CO. Individual MR will be spot checked periodically to determine the effectiveness of PMS accomplishment and to ensure the maintenance was completely and correctly performed. All CPO and above will conduct historical or maintenance validation spot checks. All First Class Petty Officer (FCPO) will conduct monitored maintenance spot checks. Workcenters will only perform one Khaki and one FCPO spot check weekly, except ER09. Detailed spot check criteria used to evaluate the completion of the MR is located at:
https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

The following spot check list will be incorporated into the above weekly spot check requirements:

Management Level	Number of MR's Spot checked	Interval
CO	One	Weekly
XO	One	Weekly
3MC	Two (one will be ER09)	Weekly
CMC/SEA	One	Weekly

b. The 3MC will generate weekly PMS spot check assignment matrix for officers, CPOs, and FCPOs using the guidance listed above for work centers with maintenance completion. The spot check assignments can be assigned so that personnel are conducting spot checks within their respective departments or divisions, or Cross departmentally. Cross Departmental spot checks can be valuable in training maintenance personnel in the performance of a spot check by personnel they are not familiar with.

(1) The matrix will include at a minimum, one Damage Control (DC) spot check for each assigned ER09 DCPO per week by an officer or CPO.

(2) The 3MC will retain a copy of each spot check weekly matrix.

(a) For units using SKED 3.2:

1. Do not schedule spot checks in advance.

2. Upon completion of spot checks document checks using the spot check function.

3. Paper copies are not required to be retained when completed spot checks are entered in SKED 3.2.

4. Spot check discrepancies will be tracked to completion.

5. Only the assessor is to enter the completed spot check results.

c. There are three types of spot checks: historical, maintenance validation, and monitored maintenance; each type of spot check is described below:

(1) Historical spot checks are used to validate preventive maintenance that has been completed; the maintenance person had the skills to accomplish the maintenance requirement and that the equipment is being properly maintained.

(2) Maintenance validation spot checks are historical spot checks used to validate preventive maintenance that has been reported as complete. The maintenance person will perform the previously reported completed maintenance action in the presence of the Assessor.

(3) The monitored maintenance checks can be used by the command to validate equipment maintenance requirements and/or train the maintenance personnel. Monitored maintenance checks are accomplished by the spot checker watching the maintenance person's initial performance of the entire maintenance action. Monitored maintenance checks are required for the completion of some 3-M PQS watch stations. Monitored maintenance checks occurring during the qualification process and result in a satisfactory completed MR can be counted as a completed check. The qualified and authorized person observing the trainee (WCS, LCPO, or DIVO) will sign as the person accomplishing the check.

d. During the 3-M certification and recertification, PV, 3-M training events, historical spot checks, and maintenance validation spot checks will be assessed.

e. To complete a PMS spot check, the following steps will be taken:

(1) Select at random from SKED, an MRC that has been marked as fully accomplished.

(2) Identify the individual who completed the maintenance requirement.

(3) Document the performance of PMS spot checks using the spot check form in SKED 3.2 or web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

(4) All line item on the Accomplishment Confidence Factor (ACF) grading attributes sheet will be answered by "Yes" for full credit, "No" for zero credit, or "NA" for not applicable. Partial credit is not authorized for any spot check attribute. This is designed to standardize scoring for spot checks.

f. Five percent of the total command spot checks will be maintenance validations during 3-M certification, 3-M recertification, and 3-M training events.

g. Tag-out. Per reference (h) and as modified by this instruction, a TORS, including the LIRS, will be maintained in the Electronic Shift Operations Management System (ESOMS)/ Electronic Tagout (eTAGOUT) archive.

The TORS/LIRS are required to validate the Safety Tag Out requirements of equipment during historical spot checks. All corresponding TORS/LIRS, for MR spot checked requiring a tag out, must be provided or readily available in ESOMS/eTAGOUT.

h. Item Unique Identification (IUID) is a barcode tag that is added to each piece of equipment for identification and linked to the configuration records. If utilized, hanging of the IUID tag will not be associated with or performed during the tag out process. Tag out is a safety program and will be singular in its application. Hanging the IUID is part of the EVV program and detailed later in this instruction.

4. Equipment Verification Validations(EVVs)

a. The correct equipment configuration is the basis for all maintenance and supply support programs. S/F is in the best position to identify and make corrections to inaccuracies in equipment records when compared to the actual installed equipment.

b. The goal is to validate onboard equipment to the configuration database and PMS assignment to the equipment. In order to maintain a viable program and reduce redundancy, work centers only need to validate equipment that has not been validated by ship's force or trusted sources within the past 36 months. Trusted sources include Planning Yard and CDM.

c. 3MC will ensure the validation aids are complete, and that all applicable data elements have been updated in the MDS.

d. Each work center will perform equipment validations in accordance with the following priority and guidance:

(1) CDM provided list.

(2) Equipment identified on "Troubled Systems list."

(3) Newly installed or altered equipment, or equipment for which parts ordering problems are noticed.

(4) Corrective Maintenance. Prior to writing a work candidate, WCS will verify when the equipment was last validated. If not validated in the past 36 months, MP will validate the equipment record using validation aid provided by WCS.

(5) Planned Maintenance. For any equipment with PMS scheduled, the WCS will verify when the equipment was last validated and ensure equipment association is correct in SKED (if applicable). If not validated in the past 36 months, MP performing PMS will validate the equipment record using validation aid provided by WCS.

e. The 3MC will verify a minimum of two EVVs per week are completed by each work center, not to exceed 4 percent of total configuration records. For work centers that do not meet this goal using guidance per paragraph 5d, WCS will select a minimum of two configuration records for validation until all equipment owned by the work center has been validated in the past 36 months.

f. The primary work center for equipment is the work center that does the most maintenance on the equipment. That "primary" work center will conduct the validation on the equipment.

g. Allowance Equipage Lists (AELs) that support the "safety of the ship and the crew" (e.g., life rafts, life preservers, damage control items) will be validated, ensuring the required quantities are onboard based on AEL requirements. All other AELs are excluded from validation requirements.

h. X Record Identification Codes (XRIC) records are excluded from validations with the exception of XCOMPARTMENT/HOSES/XSOFTWARE/XMs records. MAMS XRIC (XM) records are validated if they have not been validated in the previous 36 months since they are validated during MAMS inventory.

i. Shipboard personnel will conduct validations by printing a hard copy validation aid from the installed MDS system. Validation aids contain information about the equipment including the work center owning the equipment for maintenance purposes, location, serial number, or Positional Reference Identification (PRID) number. In addition, Allowance Parts List (APL) header data is included.

j. EVV spot checks. The following equipment validation spot check periodicities are the minimum required for the command:

(1) 3MC: Two per command weekly.

(2) Leading Logistics Specialist: Two per command weekly.

(3) DIVO: One per division weekly.

k. EVV guideline is located at web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

5. CSMP management. CSMP is the primary source for documenting material discrepancies, ordering repair parts, and planning maintenance for the unit, whether it is being accomplished by ships force or by an outside agency. CSMP fundamentals are delineated below:

a. CSMP will reflect the actual material condition and workload of the unit.

b. CSMP quality control is the daily responsibility of the LPO, LCPO, DIVO, and DH via the review and approval process.

c. Do not close or cancel jobs based on age. If valid, jobs will remain on CSMP.

d. Review TA-4 work candidates during PB4M. Incorporate TA-4 work candidates into CNO AVAILs and continuous maintenance availability planning.

6. Command Self-Assessment

a. The core element of an effective maintenance program is a rigorous, detailed, and critical self-assessment. This includes robust Spot Checks, frequent command level spot check of divisional self-assessments, and Zone Inspection programs. Units should utilize ATG to assist with deficiencies noted during self-assessment.

b. 3MC will ensure a quarterly 3-M Health Status report is forwarded to ISIC with POAM for discrepancies identified. TORIS/TFOM will reflect 100 percent when ISIC has the Health status report and will be entered into the TORIS/TFOM system by the 20th day of the first month of the new quarter.

c. The 3MC shall conduct full self-assessment as exit criteria for each phase of the unit's OFRP. The Departmental 3MA will assist in the self-assessment. The 3-M self-assessment will be conducted on all work centers in the following manner:

(1) SEER/Maintenance Accomplishment Rate (MAR): CPO or above will assess these areas utilizing enclosures located via web address https://cpf.portal.navy.mil/sites/cnsp/engineering/3M/default.aspx for the cognizant work centers under their charge.

(2) ACF. 3MC will use the previous week of command spot check results to calculate ACF score for the quarterly self-assessment.

(3) CVF: Departmental LCPO is responsible for assessing this area utilizing enclosures located via web address https://cpf.portal.navy.mil/sites/cnsp/engineering/3M/default.aspx

(4) CLER. XO and 3MC are responsible for assessing CLER utilizing enclosures located via web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

(5) SPF and MPF. Minimum 10% of Command's 3-M billets will be assessed for functional SKED and MDS evaluation.

d. Deficiencies identified during the command self-assessment shall be reported to the work center's chain of command for correction. 3MC shall provide a written report of deficiencies to the XO and CO.

e. The results of the command self-assessment will be documented in electronic enclosures and sent to the ISIC and retained by the 3MC for a period not less than one year. ISICs will track the results of the self-assessments and quarterly Health Status report and perform regular validation to ensure commands are conducting a thorough self-assessment.

f. All the enclosures for the command self-assessments are available for download in an automated format via web address: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

7. 3-M training events. The intent of 3-M training events are to sample a portion of the commands work centers (ATG/ISIC fully reviews a minimum of one work center per department) and gives in-depth training in the deficient areas noted during the review. This will allow the command the ability to properly self-assess and correct 3-M discrepancies prior to the 3-M events. Every level of the chain of command must be involved during these events to ensure success. Commands may request Limited Training Team (LTT) throughout the Fleet Response Plan (FRP) based on deficiencies noted during required quarterly 3-M program self-assessment.

a. Training phases leading to 3-M certification:

(1) Phase 1 (3-M Training Team event)

(a) Basic 3-M training (MPF, SPF, Self- Assessment, CSMP).

(b) SKED and NTCSS are up and running.

1. Exit Criteria. Training conducted on minimum 75% of 3-M billets.

2. Exit Criteria. SKED and NTCSS are up to date and operational.

(2) Phase 2 (3-M Training Team event)

(a) Observe unit conducting a Self-Assessment, minimum of one W/C per department (plus ER09 and CG03/OW03) and CLER. Train as required.

(b) Conduct Troubled Systems maintenance validation spot checks.

1. Exit Criteria. Ship has been trained to properly self-assess.

2. Exit Criteria. Discrepancies corrected or a plan developed to expeditiously correct.

3. Exit Criteria. SKED and NTCSS are up to date, operational, and have valid backups.

(3) Phase 3 (3-M Assist event):

(a) Unit will conduct full self-assessment, CTS score of 80% or higher, and submit it to the ISIC for evaluation two weeks prior to Phase 3 event. 3MC will provide weekly CSMP Shore file SPEAR report with self-assessment.

(b) ISIC will provide the unit's self-assessment results to ATG seven days prior to the start of the Phase 3 event. ISIC will provide ATG with unit's weekly CSMP Shore file SPEAR report received from unit's 3MC.

(c) Evaluate unit's 3-M program by reviewing 25% of W/Cs from each department (plus ER09 and CG03/OW03), utilizing unit's self-assessment and weekly CSMP Shore file SPEAR report data. CTS and DTS 80%.

(d) Evaluate unit self-assessment. ATG workcenter, SPF and MPF scores must be higher or no more than 5% below unit scoring. Unit may proceed to next phase with ISIC remediation.

1. Exit Criteria. ATG evaluate 25% of W/Cs from each department (plus ER09 and CG03/OW03) >or= 80% CTS and all departments DTS >or= 80%.

2. Exit Criteria. SKED and NTCSS are up to date, operational, and have valid backups.

Note: Recommend a minimum of 13 weeks between 3-M phase 3 and phase 4 to allow for corrections to take place. Any timeline less than 13 weeks will require TYCOM approval. Inspection criteria will not exceed 13 weeks.

(4) Phase 4 (3-M Assessment event)

(a) The previous maintenance weeks following Phase 3 event will be inspected, regardless of any 3-M events or LTTs held during this timeframe.

(b) All work centers and departments evaluated.

(c) Phase 4 event shall be performed while unit is inport. TYCOM approval required if unit is not able to perform while inport.

1. Exit Criteria. PV conducted during READ-E3, CTS at least 80%, with all departments achieving at least 80% DTS. Successful completion will continue 3M certification for one OFRP cycle only.

2. Exit Criteria. CTS at least 80%, with all departments achieving at least 80% DTS. For command certification, the CTS and DTS for all departments contributing ten (10) percent or more to the command's total maintenance must be 80 percent or higher. When the maintenance contribution of a department (departmental weighting) is less than ten (10) percent, the command may still certify if that department's DTS is less than 80 percent.

3. Exit Criteria. 3-M certification is part of Basic Phase exit criteria.

4. Exit Criteria. SKED and NTCSS are up to date, operational, and have valid backups.

5. Exit Criteria. Billeted 3MC with NEC 811A/9517.

(d) For all phases, when any exit criterion is not met the ISIC will approve a POA&M for remediation and verify unit has met exit criteria before moving to the next phase.

(e) For units not meeting Phase 4 exit criteria, the ISIC will develop a POA&M and submit it to the TYCOM within 30 days after the assessment. If CTS is less than 80%, the unit will require a full 3-M recertification (Phase 4). If all departments contributing ten (10) percent or more to the command's total maintenance do not achieve a DTS of 80 percent or higher, the command will not achieve certification until they do.

b. For LCSRON/ZRON/MPSF Phase 3, one of the units being managed will be assessed and compared to the self-assessment. The Phase will be conducted by the TYCOM.

c. For LCSRON/ZRON/MPSF Phase 4 will be conducted by the TYCOM.

8. ATG/ISIC Responsibilities

a. Conduct training for command personnel including the 3MC, all departmental 3MAs, WCS, DIVO, and CPOs. The training may include MDS, SKED, EVV, and 3MC effectiveness.

b. Verify the command is fully compliant with the standard work center/division/department structure.

c. An in-brief and out-brief will be provided to the CO at the beginning and conclusion of the 3-M events. This is to highlight results of the training and yield recommendations for improvement. The out-brief and written report will include whether command is or is not in compliance with standard work center/division/department structure. Unit shall take the lessons learned and discrepancies noted then apply those lessons and corrections to the other work centers not reviewed. In addition, the unit will forward results to their ISIC for review and follow up action as necessary.

d. Conduct spot checks on all equipment with high failure rates/troubled systems. Other spot checks will be based on maintenance completed within previous 13 weeks. Troubled System listing can be obtained from COMNAVSURFPAC/COMNAVSURFLANT 3-M website: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

9. LTT

a. LTTs are intended to train deficiencies identified during command self-assessments. In order to properly utilize the LTT, the 3MC will send via ISIC to ATG the results of self-assessment using the assessment grading criteria along with assessment spreadsheets located via web address: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

b. This is to assess and determine the areas that require team training. The self-assessment scores will be included with the LTT request via naval message.

10. LCS/DDG 1000 Guidance

a. With manning on LCS, DDG 1000 and mission module detachments, ships force will conduct minimal maintenance and will rely heavily on the shore establishment to perform most of the preventive and corrective maintenance. The normal duties and responsibilities that are associated with shipboard personnel may or may not be performed by the LCS, DDG 1000 and Mission Module crew. The LCSRON, LCS, Mission Module Package Support Facility (MPSF), MM DET, ZRON, and DDG 1000 have clearly delineated responsibilities.

b. See LCS 3-M certification as per reference (i).

c. LCS/ DDG 1000 Spot Check Matrix. Spot Check Guidance. Each unit is required to have an aggressive spot check program involving all levels of the chain of command from the LPO to the CO. Individual MR will be spot checked periodically to determine the effectiveness of PMS accomplishment and to ensure the maintenance was completely and correctly performed. All CPO and above will conduct historical or maintenance validation spot checks. All FCPO will conduct monitored maintenance spot checks. Workcenters will only perform one Khaki and one FCPO spotcheck weekly, except ER09. Detailed spot check criteria used to evaluate the completion of the MR is located at: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

The following spot check list will be incorporated into the above weekly spotcheck requirements:

Management Level	Number of MR's Spot checked	Interval
CO	One	Weekly
XO	One	Weekly
3MC	One	Weekly
CMC/SEA	One	Weekly

*ER09 will rotate weekly among command leadership.

d. LCSRON/MPSF/ZRON ashore PMS management. Ashore establishment manages the maintenance assigned to contractors.

(1) Schedule all contracted maintenance (all MRCs with + signs).

(2) Track all contracted maintenance thru to completion. Provide a report with reasons for non-accomplished contracted maintenance. Maintain reports for 12 months.

(3) Condition Found Reports (CFRs).

(a) Actions taken for each CFR.

(b) Tracking process to ensure CFR completion.

(4) Accurately managed CSMP.

(5) Monthly reports of contracted maintenance will be retained for 12 months. LCSRON monthly report will include the previous four weeks of unit's weekly reports.

(6) Contracted maintenance reports to SKED reconciliation correction. Actions taken maintained for 13 weeks.

e. Quarterly Health Status report and Self-assessment.

(1) Receive from unit's the below files to gage unit's 3-M health:

(a) Quarterly Health Status report, unit's PMS Analysis Report from SKED, Current Shore CSMP and MFOM Spear reports, and CSMP Ad Hoc report for DH review. POAM will be submitted with the files for any work center PAR/SAR below 85 percent identifying corrective actions.

(b) During OFRP Phases, full unit self-assessment IAW enclosure 2, paragraph 7.

3-M CERTIFICATION GUIDANCE

1. 3-M Certification Timelines

a. 3-M certification will be conducted once every 36 months. 3-M certification will be maintained during OFRP cycle provided 3-M program health meets requirements as determined by 3-M Snap-Shot and/or 3-M PV.

b. 3-M Snap-Shot

(1) No-notice one-day event conducted by TYCOM with ATG 3-M team trainer representative and ISIC to validate 3-M program health.

(2) Scheduled by TYCOM. It may be triggered by a significantly below average result during a Readiness Evaluation (RE) event, TYCOM Mid-Cycle Inspection (MCI), or INSURV Material Inspection (MI).

(3) Requirements are contained in enclosure (4).

c. 3-M PV

(1) Conducted to evaluate the unit's 3-M Program health by assessing 25 percent of each department's work centers.

(2) Triggered by:

(a) Unit that has two unsuccessful TYCOM Snap-Shots during the same OFRP.

(b) Below average Ship Capability Score (SCS) on INSURV Material Inspection (MI) or TYCOM Mid-Cycle Inspection (MCI).

(c) READ-E3 3-M event.

(3) If required PV is not completed within 120 days after being triggered, 3-M certification will be suspended until successful completion of the phase 4 event (3-M re-certification).

(4) Requirements are contained in enclosure (6).

d. 3-M certification, PV, and/or Snap-Shot will not be converted to an assist visit or training for any reason.

e. Forward Deployed Naval Forces (FDNF) units (to include Japan, Europe, and Bahrain) will certify in 3-M once per 36 months. FDNF units will be subject to Snap-Shots and 3-M PV requirements.

f. Pre-Deployment Global Triggers. FDNF ships are forward and continuously deployed with no clear definition of deployment. 3MC will trigger the Pre Deployment global trigger after successful completion of a TYCOM LOA. For non-FDNF, a deployment is defined as any underway greater than 90 days.

g. ISIC is responsible for scheduling all 3-M certifications, PV, or re-certifications with ATG. For a unit to reschedule 3-M events, the ISIC will request permission from the TYCOM N43 and N7 at a minimum of 30 days in advance.

2. 3-M certification requirements

a. The goal and intent of the 3-M certification process is to ensure that the ship's 3-M program is in compliance with the requirements of references (a) through (c) along with this instruction.

b. 3-M will be evaluated based on assessment grading criteria along with assessment spreadsheets via web address: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

(1) Data will be entered into the appropriate COMNAVSURFPAC/ COMNAVSURFLANT approved assessment database. The automated spreadsheets are software application/programs that will calculate total scores reflective of the scope of maintenance being performed by a given work center/department. All calculations of individual work center contributions to department and command total score are weighted based on the amount of PMS scheduled plus omitted maintenance. This is to ensure the grades assigned commensurate with the level of effort required between work centers. The weighting of scores is automatically calculated by inputting PMS actions derived from SKED into the individual work center's automated spreadsheet.

(2) Maintenance load weighting factor will be utilized when calculating the command and departmental total score. Individual work center contribution is calculated the same way towards the departmental total score. All calculations shall be rounded to two decimal places.

3. 3-M certification criteria

a. To achieve 3-M certification, the CTS and DTS for all departments contributing ten (10) percent or more to the command's total maintenance must be 80 percent or higher (passing). When the maintenance contribution of a department (departmental weighting) is less than ten (10) percent, the command may still certify if that department's DTS is less than 80 percent. The CTS is the sum of 80 percent of Department Total Score (DTS) and 20 percent of CLER.

b. When a command fails to achieve CTS of 80 percent, the whole command will be reassessed within four to six months by ATG regardless of the departmental scores.

c. Each department is required to meet the DTS minimum of 80 percent. When a department fails to achieve 80 percent, the entire department will be reassessed within four to six months by ATG.

d. In the event of a command and or departmental reassessment, the command or department maximum score will be capped to maximum score of 80 percent.

e. ISIC will remediate individual areas (SEER, PPR, CVF, and CLER) not meeting standards.

4. Areas of inspection

a. Passing score for command SEER will be 85 percent or higher. If departmental SEER is less than 85 percent, those departments will be remediated by ISIC.

b. Passing score for command PPR will be 80 percent or higher. If departmental PPR is less than 80 percent, those departments will be remediated by ISIC. The workcenter PPR is defined as a combination of the workcenters ACF average and MAR. The PPR calculation equals 20 percent of the MAR times the ACF average with the remaining 80 percent based on the ACF average plus the MAR divided by two. ACF is the average of completed spot-checks from maintenance requirements completed normally in the past 13 weeks.

(1) In order to get an accurate assessment of accomplished maintenance, spot checks will be conducted with no advance notice. Commands may be given up to two hours (assessor's discretion) once a spot check is selected to gather required materials to demonstrate the PMS spot check. This will allow the command sufficient time to gather any special tools and proof of hazardous material (HAZMAT) being issued as required for the PMS check.

(2) Assessor will select one percent historical spot checks from completed periodic maintenance. These historical spot checks will consist of a minimum of one spot check per work center and will not exceed a total of ten historical spot checks per work center. Daily and Weekly checks may be spot checked. Additionally, for ER09, each divisional DCPO as designated in writing will perform one historical spot check to a maximum of 30 spot checks.

(3) Assessor will select point five (.5) percent to a maximum of five checks of the accomplished R or U checks from the work centers SKED. A minimum of one accomplished R or U check per work center will be selected. When a work center does not have an R or U check, a second historical spot check will be selected. ER09 divisional DCPO as designated in writing will perform one situational spot check to a maximum of 15 spot checks.

(4) COMNAVSURFPAC/COMNAVSURFLANT troubled systems will be included in the one percent of the regular scheduled historical spot checks and point five (.5) percent of the situational accomplished checks. If maintenance has been completed on a troubled system in the previous 13 weeks, then a maintenance validation spot check will be conducted starting on day one of 3-M Assessment. All troubled systems will have a maintenance validation spot check conducted on day one of 3-M Assessment. List of troubled systems are available via address https://cpf.portal.navy.mil/sites/cnsp/engineering/3M/default.aspx.

(5) ACF spot check sheet will be graded using spot-check as per reference (b).

c. CVF will be 85 percent or higher. If departmental CVF is less than 85 percent, those departments that failed to achieve 85 percent CVF will be remediated by ISIC. CVF will consist of:

(1) Grading of CSMP content.

(2) Verifying CSMP to the equipment to validate job entries correctly written for the correct configuration item.

(3) CVF will be evaluated and validated as follows:

(a) All priority one, two, and three work candidates will be evaluated. For the CG, DDG, LSD, MCM, LCS, PC classes, and shore activities (BMU, PHIBCB, and NBU), 20 percent of the priority four work candidates in every work center will be evaluated. For the LHA, LHD, LPD, LCC classes, and ACU seven percent of priority four work candidates in every work center will be evaluated.

(b) From the work candidates selected for evaluation, twenty-five percent will be physically validated with a minimum of one work candidate to a maximum of twenty work candidates per work center. Work center that schedules and/or completes PMS and/or maintenance will have an active CSMP that is reflective of the actual material condition of the spaces and equipment.

(c) When conducting PMS spot checks, material discrepancies discovered shall be graded. Material discrepancies properly documented in the CSMP will be entered and graded. Material discrepancies which are not documented in the CSMP will be entered with a JSN of "0000" which results in an automatic grade of zero.

(d) The CVF Work Candidate Work Sheet will be graded via web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

d. CLER will be 85 percent or higher. This is 20 percent of the CTS. If CLER was less than 85 percent, CLER will be remediated. The CLER will be graded via web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

5. Assessment Formula

a. Command Equation. CTS is the sum of 80 percent summation of all department total scores X department's weighting factor and 20 percent of CLER:

$$CTS = [\left(\sum DTS\ X\ Weight\right) X\ 0.80] + (CLER\ X\ 0.20)$$

Note 1: If work center/division/department structure is not IAW JFMM, reduce CLER by 50%.

Work Center Weighting Factor = (scheduled + omitted checks for work center) / (total scheduled + omitted checks for department)

b. Departmental Equation. DTS is the summation of all Work Center Scores X the work center's weighting factor:

$$DTS = \sum WCS\ X\ Weight$$

Department Weighting Factor = (scheduled + omitted checks for department)/(total scheduled + omitted checks for command)

c. Work Center Score

Work Center Score = (PPR X .50) + (CVF X .50)
PPR = 50% of the work center score.
CVF = 50% of the work center score.

d. PPR.

PPR = ((ACF AVG * MAR) * 20%) + (((ACF AVG + MAR)/2) * 80%)

e. MAR

MAR (SKED 3.2) = (Completed Checks + Situational Completed) ÷ (Completed Checks + Situational Completed + Lost + Alerts + Scheduled Omitted + Situational Omitted).

Note 1: If a work center is assessed to have omitted 10 percent or more of its required maintenance, to include situational PMS checks, the work center MAR will be reduced by 50 percent.

6. 3-M Recertification

a. PV with CTS less than 80 percent will result in the loss of 3-M certification. A full 3-M certification is required within four to six months. Recertification criteria are the same as phase 4 certification criteria (currently Phase 4 event).

b. Commands and or departments that fail to achieve certification during a recertification assessment, the ISIC will draft a POA&M for 3-M recovery. The ISIC will provide COMNAVSURFPAC/COMNAVSURFLANT N43 3-M via email with quarterly updates on the command 3-M effectiveness and status of unit's 3-M self-assessment report until the command achieves certification.

7. 3-M Assessment Authority. COMNAVSURFPAC/COMNAVSURFLANT and ATG are the only approved assessment authorities to conduct 3-M certification, Snap-Shot, PV, or 3-M recertification. The ISIC will provide oversight to ensure 3-M compliance and that the required 3-M certification and PV events are scheduled and completed as required by this instruction.

8. Hull swaps

a. Both units will have an up to date 3-M certification on their current hull prior to swap.

b. Both units must complete a 3-M certification within 180 days after completion of the hull swap. When the unit is scheduled to go into CNO AVAIL within 180 days, the requirement is to certify post CNO AVAIL as per reference (b).

9. Exceptions

a. Shore command (ACU, BMU, PHIBCB, NBU, LCSRON) 3-M programs will be certified every 36 months. TYCOM approval for extension of certification past 36 months.

b. Pre-Commissioning Units (PCU)/recently commissioned ships will conduct 3-M certification after the completion of Select Restricted Availability/Post Shakedown Availability or one year after commissioning.

10. Reporting. Results of the unit or departmental 3-M certification, recertification, and PV will be reported to COMNAVSURFPAC/COMNAVSURFLANT N43 and Training and Readiness (N7) via the ISIC using the format in enclosure (3). ATG/ISIC will provide COMNAVSURFPAC/COMNAVSURFLANT N43 3-M the complete assessment data within three working days after the completion of the certification, recertification, or PV.

3-M SNAP-SHOT GUIDANCE

1. The Snap-Shot is a one day event that will provide COs, ISICs, and TYCOM an objective appraisal of a unit's 3-M program health. This is accomplished by a review of the previous four weeks of PMS, CSMP performance, and space inspection. Snap-Shot program is not part of 3-M certification process but may trigger a PV.

2. The following number of work centers may be assessed during Snap-Shot:

	AIMD	AIR	CHAP/DEN/EXE/ MED/NAV/Safety	COMBAT	DECK	ENG	OPS	SUP	WEA P	ER09	INFO	MISSION MODULE
LHA/LHD	1	1	1	1	1	1	1	1	1	1		
LPD-17		1	1	1	1	1	1	1		1		
LSD			1		1	1	1	1		1		
CG/DDG			1	1		1	1	1		1		
LCC			1		1	1	1	1		1	1	
LCS				1		1	1	1		1		1
MCM			1			1	1			1		
PC			1			1	1			1		

In the event of significantly below average Ship Capability Score (SCS) individual functional area scores, a modified Snap-Shot will be conducted.

3. Snap-shot guidance

a. Snap-shot schedule of events:

(1) In-brief with CO.

(2) 3MC provides list of IEM, last four weeks of weekly 3-M reports, events list, and the last four weeks of Plan of the Week (POW).

(3) ISIC provides last four quarters of unit's Health status report and last OFRP phase self-assessment.

(4) Spot checks/maintenance validations will commence on selected troubled systems.

(5) CSMP validation.

(6) Program review of selected work centers and 3MC.

(7) Out brief with CO.

b. Snap-Shot will not be conducted during:

(1) Stand-down periods.

(2) The 13 weeks prior to a scheduled 3-M CA or PV.

(3) Other certification or assessment events.

c. During the Snap-Shot:

(1) Inspection of spaces selected by the COMNAVSURFPAC/COMNAVSURFLANT Snap-Shot team will be contained in: https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

(2) Spot checks will be conducted on any equipment or systems utilizing forms and guidance from reference (b). Spot checks will be based on the maintenance completed within previous four weeks. Spot checks will be chosen based on the work center 13 week and with no advance notice. Spot checks may include spot checking the MR already spot checked (e.g., spot check the spot checker).

4. Scoring of Snap-Shot

a. PPR.

b. CVF.

c. CLER.

5. A successful Snap-Shot is achieved when PPR > 80%, and CVF/CLER are > 85%.

6. The out brief will include:

a. Report on the areas of review.

b. Recommendations for improvement.

c. Follow-on training requirements (if required).

7. The Snap-Shot results will be forwarded to the applicable ISIC along with COMNAVSURFPAC/COMNAVSURFLANT N43 for review and follow up as necessary.

8. Snap-Shot Team Composition

a. Senior member from the COMNAVSURFPAC/COMNAVSURFLANT N43 3-M staff

b. Subject matter experts from COMNAVSURFPAC/COMNAVSURFLANT

c. ISIC

d. ATG Local Team Lead

EXAMPLE OF SNAP-SHOT LETTER FOR ISIC ENDORSEMENT

From: COMNAVSURFPAC/COMNAVSURFLANT Snap-Shot Team
To: USS SHIP or Activity
Via: ISIC

Subj: USS SHIP OR ACTIVITY 3-M SNAP-SHOT

1. A 3-M Snap-shot was conducted on DD Month YYYY. Results of the 3-M Snap-shot are as follows:

a. PMS Performance Rate (PPR) 80% _____

b. CSMP Validity Factor (CVF) 85% _____

c. Command Score (CLER) 85% _____

2. Any area not achieving standards will require ISIC remediation. Recommendations for improvement/senior member comments:

SUCCESSFUL	UNSUCCESSFUL

_____
Senior Member

3-M PROGRAM VALIDATION (PV) GUIDANCE

1. 3-M PV is conducted to evaluate the unit's 3-M program health by assessing 25 percent of each department's work centers to include CG03/OW03 and ER09 and Command Level Effectiveness Review (CLER). Grading criteria for PV is contained via web address https://cpf.navy.deps.mil/sites/cnsp/engineering/3m/default.aspx.

2. PV triggered

   a. Unit that have two unsuccessful TYCOM Snap-Shots during the same OFRP.

   b. Below average SCS on INSURV MI or TYCOM MCI.

   (1) ISIC and unit will schedule PV within 90 days of notification. ISIC and unit not completing PV within 120 days of notification will lose 3-M certification.

   (2) PV events will not be conducted during other certification or training events.

   (3) Work centers to be assessed will be selected by TYCOM and announced during the in-brief.

   (4) A PV with CTS less than 80 percent will cause a loss of command 3-M certification and will required full recertification by ATG within four to six months. Command and ISIC will develop a POA&M for full 3-M certification. The POA&M will be submitted to COMNAVSURFPAC/COMNAVSURFLANT N43 and N7 within 30 days of completion of PV.

   (5) A PV with DTS less than 80 percent will cause a loss of departmental 3-M certification and will required full departmental recertification by ATG within four to six months.

3. PV triggered:

   a. READ-E3 3-M event

   (1) A PV with CTS and DTS less than 80 percent will require a full 3-M certification training phase. Command and ISIC will develop a POA&M for full 3-M certification. The POA&M will be submitted to COMNAVSURFPAC/COMNAVSURFLANT N43 and N7 within 30 days of completion of PV.

(2) A PV with CTS and all DTS above 80 percent will continue with certification through follow on OFRP cycle. Unit will still be required to conduct 3-M training phase 1-3 but certification will not be required.

(3) PV events will not be conducted during other certification or training events.

(4) Work centers to be assessed will be selected by the assessment team and announced during the in-brief.

3-M CERTIFICATION REPORT

FM ATG SITE
TO COMNAVSURFPAC SAN DIEGO CA//N433-M/N7//
COMNAVSURFLANT NORFOLK VA//N433-M/N7//
INFO; ISIC, COMAFLOATRAGRU SITE, SHIP
UNCLAS
SECINFO/U/-//
MSGID/GENADMIN/COMAFLOATRAGRU SITE/xxx//
SUBJ/USS SHIP 3-M CERTIFICATION, RE-CERTIFICATION, PROGRAM VALIDATION REPORT//
REF/A/MSGID: DOC/COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1H/YMD: 2015TBD//
REF/B/MSGID: DOC/3-M REPORTS FOR SHIP NAME (HULL NUMBER)/-//
NARR/REF A IS GUIDANCE FOR 3-M CERTIFICATION. REF B IS DETAILED REPORTS PROVIDED AT DEBRIEF.//
POC/NAME/RANK/ATG SITE/EMAIL: POC NAME: ATG SITE/TEL NUMBER//
GENTEXT/REMARKS/-//
RMKS/1. PER REF A, USS SHIP (HULL NUMBER) 3-M CERTIFICATION, 3-M RECERTIFICATION, PROGRAM VALIDATION, WAS CONDUCTED DAY/MONTH/YEAR. AS A RESULT OF THE SCORES ATTAINED DURING THE (3-M CERTIFICATION/3-M RE-CERTIFICATION, PROGRAM VALIDATION) COMMANDER, AFLOAT TRAINING GROUP SITE (IS/IS NOT) RECOMMENDING USS SHIP FOR CERTIFICATION IN 3-M.
2. 3-M CERTIFICATION SCORE IS:
3. CLER SCORE IS:
4. DEPARTMENTAL TOTAL SCORE(S) ARE LISTED BELOW:
DEPT SCORE
5. PERCENT OF UNSAT SPOT CHECKS
6. OVERALL ASSESSMENT PASS/FAIL.
7. MAINTENANCE UNIVERSITY ATTENDANCE
AREA PERCENTAGE OF ATTENDANCE
8. THE FOLLOWING SIGNIFICANT DISCREPANCIES WERE IDENTIFIED DURING THIS CERTIFICATION:
9. COMMANDING OFFICER, USS SHIP IS RESPONSIBLE FOR TAKING ACTIONS REQUIRED TO CORRECT DISCREPANCIES PROVIDED IN REF B.
10. ISIC RESPONSIBLE FOR REMEDIATION ACTIONS REQUIRED TO CORRECT DISCREPANCIES PROVIDED IN REF B/
11. SENIOR ASSESSOR COMMENTS//
BT

COMNAVSURFPAC/
COMNAVSURFLANTINST 4790.1J
8 Mar 2019

3-M COORDINATOR WEEKLY REPORT COVER PAGE

Date _____

From: 3-M Coordinator
To: Commanding Officer
Via: Executive Officer

Subj: PMS REPORT FOR THE WEEK OF_____QTR_____

Current FR: _____

	Date Last Conducted	Date Due	Score	Remarks
3-M Certification				
3-M Snap-Shot				
Health Status and/or OFRP Self-assessment				

	Serial Number	Date Processed/Verified	Remarks
CSMP Up-line			
ASI			
NTCSS backups	NA		
NIAPS backups	NA		
SMMO Ship to Shore CSMP reconciliation review/monthly	NA		
Last PB4M conducted	NA		

	Total		Remarks
Work candidates awaiting review older than 4 days			
FBRs awaiting review older than 4 days			
Jobs over 90 days old not reviewed by DH			
EVVs completed/total assigned			

Attached files: * Electronic Versions Acceptable
* Command MAR Summary report
* Command PMS Spot check completion matrix
* SKED 3.2 Failed Spot check report
* Flip page/PMS Alert with Plan of Action/Lost check reports
UNSAT EVV spot checks and UNSAT PMS Spot checks with corrective action
*****IEM Summary

COMNAVSURFPAC/
COMNAVSURFLANTINST 4790.1J
8 Mar 2019

LCSRON/MPSF/ZRON UNIT MONTHLY REPORT COVER PAGE

Date _____

From: Advance Planner/CSMP Manager/Hull Manager/MPSF/3MC/Ashore MM
To: N43
Via: 3M Officer

Subj: MAINTENANCE REPORT FOR THE WEEK OF_____QTR_____

Current FR: _____ Current SKED Version: _____

	Date Last Conducted	Date Due	Score	Remarks
3-M Certification				
3-M Snap-Shot				
Health Status and/or OFRP Self-assessment				
PMAV			NA	
WOO			NA	

	Serial Number	Date Processed/Verified	Remarks
CSMP Up-line			
ASI			
SKED/MAXIMO Reconcile	NA		
Hull Manager AWN to VSB CSMP reconciliation review/monthly	NA		
Last PB4M conducted	NA		

	Total	Remarks
Work candidates generated from CFR		
Work candidates awaiting review older than 4 days		
FBRs generated from CFR		
FBRs awaiting review older than 4 days		
Hull Manager Jobs over 90 days old not reviewed by DH		
EVVs completed/total assigned		

Attached files: * Electronic Versions Acceptable
*Contracted Maintenance MAR Summary report from SKED
*List of Re scheduled and not accomplished checks matrix
*Condition Found Report (CFR) matrix
*List of discrepancies generated from SKED/Maximo reconciliation
*Health Status and/or Self-assessment discrepancies

SCHEDULING AND EXECUTION EFFECTIVENESS REVIEW (SKED 3.2)

Command	Department	Division	Work Center	Date

General Attributes			Value	Points
1.	Does the Work Center PMS file contain:			
	a. *	The current Service Brief?	1	
	b. *	Current/applicable 3-M messages and notices?	2	
2.		Do MIPs and MRCs accurately reflect equipment configuration; are non-applicable MRCs correctly lined out and are applicable MRCs active? (May be MIP standardization violations)	10	
3.	*	Does the Work Center retain an auditable record of personnel PMS qualifications and designation letters?	5	
4.		Are K-MRC data sheets maintained? (Submarines only)	4	
Maintenance Requirement Card (MRC) Deck				
5.		Is the Work Center deck of MRCs, including classified MRC locator cards, complete and current? (Per TYCOM direction)	2	
6.		Are classified MRCs complete and current?	3	
7.		Are blanks requiring Ship's Force data filled in prior to use?	3	
Chain of Command SKED Administration				
8.		Are all administrative changes approved at the appropriate level?		
	a.	FR approved by DEPT Head. (Verify using journal tab.)	2	
	b.	Weekly Closeouts performed by COB on the first workday of the week at the appropriate level?	2	
	c.	All lineouts and MRC customization approved at the appropriate level?	2	
	d.	Check notes reviewed and alerts approved by the Department Head?	2	
Location Guide Lists (LGL)				
9.	a. *	Do LGLs contain required information (e.g., equipment name, equipment location, equipment serial number and/or unique identifier)?	3	
	b. *	Are Maintenance Items in SKED associated to the existing equipment configuration?	3	
Situational Requirements				
10.	*	Are all situational (states, triggers, metered) events being scheduled and executed in SKED?	8	
PMS Execution and Accountability				
11.		Are check note entries accurate, valid and complete?	3	

12.		Are 13-Week accountability logs retained for the current week and previous 13 weeks?–(Only applicable when SKED is down or to SKED 3.1 units.)	3	
13.		Was maintenance assigned only to qualified maintenance personnel?	4	
14.		Are related maintenance items clearly paired with their parent Maintenance Requirements (MRs) on accountability logs to ensure that the maintenance person completes all related maintenance at the same time (Only applicable when SKED is down.)	5	

15.		Was maintenance reflected on the accountability logs (e.g. currently scheduled, previously completed, situational requirements and unscheduled maintenance added) entered into SKED? (Only applicable when SKED is down.)	10	
16.		Is a unique ESOMS identifier, tag out serial number, or tag-out not required is recorded in "check notes" for maintenance that have Tag out indicated in SKED?	2	
17.		Have the minimum number of spot checks and monitored checks been accomplished?	3	
18.		Is K-MRC completion rate at 90% or above? (Submarines only)	10	
FBR File				
19.		Are Feedback Reports being tracked in SKED, "Action Taken" block update by WCS?	2	
Inactive Equipment Maintenance (IEM)				
20.	*	Is the start of an inactive period correctly annotated and approved by Department Head?	2	
21.		Are IEM requirements properly scheduled?	5	
22.		Is the completion of the inactive period correctly annotated?	2	
Work Center Management				
23.		EVV spot checks (from EVV spot check form) (Surface Forces Only)	4	

Totals (Attributes evaluated as NA are not calculated)	Total Points Available **85% passing score**	Total Points Awarded _____
SAT ☐ NSAT ☐		
Inspector Name/Command (Print and Sign)		

*** Electronic Versions Acceptable**

COMMAND LEVEL EFFECTIVENESS REVIEW (CLER) WORKSHEET

Command			
General Attributes			**Value**
1.	Does the 3MC maintain:		
	a.*	A Change Accountability Log?	2
	b.*	A log tracking the assignment of MRCs from split MIPs to ensure all applicable MRCs are assigned?	3
	c.	A Master Classified MRC File?	2
	d.*	A current PMS (and where applicable TFR) DVD or downloaded file?	3
2.		Does the Command have a reliable system for backing up MDS and PMS data?	5
3.	*	Does the 3-M Coordinator have an effective system in place to track, route and explain externally provided PMS changes?	3
4.		Is there an effective system in use (Spot Check Program) whereby supervisory personnel periodically and routinely monitor PMS performance?	8
5.		Have all FBRs entered in SKED been properly reviewed by the chain of command and submitted off hull within seven (7) days?	3
6.		Does the 3MC maintain the status of command FBRs, responses and follow up actions taken in SKED?	3
7.	*	Does the ship/activity conduct internal audits (Quarterly Self-Assessments) and retain for a one year period the copies of deficiencies, corrections and abatement and forward copies to the ISIC on a quarterly basis?	15
8.	*	Does the 3MC provide weekly status reports to the 3-M Manager IAW specific TYCOM directive?	3
9.		Does the 3MC have an approved master copy of 3-M PQS specifically tailored for the command?	3
10.	*	Does the 3MC maintain an auditable record of PMS PQS for the command?	3
11.		Have CSMP reconciliations been conducted per JFMM and TYCOM instructions?	3
12.	*	Is the 3MC triggering GLOBAL events and STATES? Does the 3MC have an updated Major Events Listing?	10
13.		Does the ship/activity conduct 3-M program training IAW directives?	8
14.		Is the 3-M Functional Area Supervisor (FAS) ensuring all 3-M databases are being routinely maintained? (Use the RAF computation sheet)	8
15.		Did the ship conduct a mid-term 3-M self-assessment? (Submarine Only)	10
16.		Does the 3MC track K MRCs and verify completion with the local agency? (Submarines Only)	10
17.		Does the Commanding Officer provide a quarterly summary report of K-MRC non-accomplishment with resolution to the ISIC? (Submarine Only)	5
18.		Equipment Verification Program (Surface Forces Only)	
a.		Program Management. Does the 3MC ensure validations are conducted IAW TYCOM directive?	10
		Is the Work center/division/department structure IAW with JFMM? (Y/N) if NO reduce EER b 50%.	
Totals (**Attributes evaluated as NA are not calculated**) Total Points Available		Total Points Awarded	
SAT ☐ **(85% or above = SAT)** UNSAT ☐			
Inspector Name/Command (Print and Sign)			

*** Electronic Versions Acceptable**

REPORTING ASI CONFIDENCE FACTOR (RAF) WORKSHEET

ATTRIBUTES	Value	Grade
Equipment Verification Validation Program		
1. Does the 3MC maintain a current week and previous 13 weeks of Configuration Item Record Validations? Listing will be IAW Equipment Verification Validation (EVV)	5	
SUSPENSE FILE SUMMARY STATISTICAL REPORT:		
2. Age of all configuration transactions was seven days or less. (from CDMD-OA)	10	
OMMS-NG SYSTEM MAINTENANCE REVIEW		
3. Is the import correction queue empty?	4	
4. Has Archive and Inactive been run in the last seven days?	4	
5. Does the Review and Approval queue have Work Candidates older than seven days? ** use report from OARS or OMMS-NG	10 **	
6. Does the FAS have a tracking system for up-line reporting?	4	
7. Does the FAS maintain a log tracking significant down time?	4	
8. Is there an effective process in place that deletes users as they transfer from the command? (Inactivate users in OMMS-NG and users in SKED)	4	
ASI PROCESSING		
9. ASI processing within 7 days of creation. Point are awarded based on the backlog of ASI:	10	
Up-to-date in ASI processing ten points.		
10. Are ASI Input and Summary Reports (_mmm) worked until all processing errors noted have been completed? (asi_mmm report)	10	
11. After processing, are ASI error reports (asi_cdm) sent to the CDM and to other activities as directed by the TYCOM?	10	
12. Is Summary of Effective Allowance Parts List (SOEAPL) worked to determine APLs with no parts ($), APLs awaiting logistic support (#), and APLs not loaded to COSAL (%)? Verify by looking at the bottom of each asi_cdm report that was sent to the CDM and electronic copy of a worked SOEAPL.	5	
Totals (Attributes evaluated as NA are not calculated)	Total Points Available	Total Points Awarded
RAF: (percent) Sat= 85 percent or better		

** Will use the 13 week report pulled from OARS

EQUIPMENT VERIFICATION VALIDATION (EVV) SPOT CHECK CHECKSHEET

Dept/WC	Validated by:	CDM RIN #	Validation Date	Assessed by:	Date

Notes: ***** If items marked are determined to be unsatisfactory, all subsequent attributes shall be graded as "0".

			Value	Grade	Notes
1		**SIGHT VERIFICATION / VALIDATION AID**			
*	a.	Did the Maintenance Person conduct a sight validation of the equipment?	20		
*	b.	Did the Maintenance Person sign the validation aid?	3		
*	c.	Does the APL header data match the installed equipment?	5		
*	d.	Is the location block correct?	5		
	e.	Does the functional description match the installed equipment?	3		
*	f.	Was the serial number or positional reference ID verified?	10		
	g.	Is the validation aid dated?	3		
	h.	Is the correct work center assigned as primary?	3		
*	i.	If incorrect work center is assigned, did the WCS of the correct work center sign the validation aid?	3		
*	j.	Is there a note stating the equipment is covered by PMS? If yes, annotate "Verified in SKED" and list MIP number and MRC's applicable. If no, annotate "No PMS Required" and submit TFBR, as required.	10		
*	k.	Did the Maintenance Person annotate discrepancies on validation aid?	3		
2		**OMMS-NG VERIFICATION**			
	a.	Does the equipment have the correct serial number or positional reference ID?	10		
	b.	Does the equipment have the correct location?	10		
	c.	Does the Validation Source have Ship selected?	3		
	d.	Was proper validation action selected? And does the reason not validated (if required) match the validation action?	3		
	e.	Does the equipment validation date match the date on the validation aid?	3		
	f.	Is the correct primary work center selected as noted on Validation Aid?	3		

Notes: If validating an AEL (only applicable for safety of ship items), Maintenance Person must verify the quantity of equipment listed on the AEL is on-hand. A copy of the AEL with inventory must be attached to the Validation Aid that is turned in to 3MC.

Total (Attributes evaluated as N/A are not calculated)	Total Points Available (100 if all applicable)	Total Points Awarded
EVV Check Grade =(Points Awarded/Points Available)		

☐ SAT ☐ UNSAT

Comments:

Assessor Name:	Assessor Signature:

SAT = 85 percent or better

Verify that the unit has a master listing that is up to date including all required validation spot checks. When the master listing is validated, up to date, and the unit has a historical file of validation spot checks, select two completed EVVs per work center.

Verify validation forms to the ships equipment record and to the installed equipment, verifying the data collected is accurate and complete and that the MDS record has been updated using the EVV Spot Check form.

Both the EVV spot check and minimum validation per work center completed must be SAT for an overall grade of PASS. If the work center completed the validation required to all equipment assigned in OMMS-NG in the last three years, this requirement will be scored as Not Applicable (N/A).

CSMP VALIDITY FACTOR (CVF) SCORE CHECKLIST

Command	Department	Division	Work Center	Date
General				
Attributes				**Value**
CSMP VALIDITY (Raw Data)				
1.	Number of TA-1 Work Candidates *			
2.	Number of TA-2 Work Candidates *			
3.	Number of TA-3 Work Candidates *			
4.	Number of TA-4 Work Candidates *			
5.	**Total Work Candidates** Sum of 1-4			
6.	Number of TA-2WC over 180 days old (not updated)*			
7.	Number of TA-4WC over 180 days old (not updated)*			
8.	**Aged Work Candidates** Sum of 6-7			
9.	**Material Correction Rate:** (#7/3)/#4.			
10.	CSMP Validity review results from CVF Sheet Enter score from CVF Worksheet.			
11.	Ship's Force WC over seven days old that require parts and the parts are not ordered.**			
12.	Total Work Candidate Deficiencies (WCD) Sum #11/#4.			
13.	Work Candidate Multiple Average, #10 minus (#9 plus #12).			
CSMP Validity Score				
☐ SAT	UNSAT ☐			

Sat = 85 percent

***Will be obtained from database pulls provided**
****Will obtain from data pull from RPPO log**

CVF WORK CANDIDATE WORKSHEET

Command	Department	Division	Work Center	Date

General

JSN	Equipment	1	2	3	4	5	6	7	8	9	10	CVF
CVF	Average of all Cells	Avg	Avg	Avg	Avg	Avg	Avg	Avg	Avg	Avg	Avg	Avg

CSMP entry was reviewed with the following results:		Grade
1.	Problem Description adequate.	10
2.	Recommended Solution adequate.	10
3.	Write up reflects maintenance level assigned.	10
4.	1st and 2nd Contact Person assigned.	10
5.	Correct CSMP Summary.	10
6.	Type of Availability maintenance assignment and Equipment Status Codes match the problem description for work candidate?	10
7.	Priority Code correct.	10
8.	Write up matches the Configuration Item and is written on the correct configuration item.	20
9.	Were the correct special purpose and/or safety block selected with the correct values assigned? And if selected were the required Block 35 remarks present?	10
10.	Does the work candidate reflect the current and correct status of the material deficiency? Physical verification / spot checks / Equipment validated within the past 36 months.	Y/N/NA
For attributes not required due to Class/Type differences NA and recalculate total value of each field.		
Note: If item#10 is No, the work candidate will be zero.		

MAINTENANCE PROFICIENCY FACTOR (MPF) WORKSHEET

Command			Department			Division	Work Center	Date
Individual Evaluated						**3-M Billet Assigned**		
Proficiency Required						**Proficiency Attribute**		**Yes/No**
	MP	RPPO	WCS/ LPO/ LCPO	DO	DH			
1.	X	X	X	X	X	3-M PQS Qualification completed		
2.	X	X	X	X	X	Able to Log-on. (MDS)		
CSMP ACTIONS:								
3.	X	X	X	X	X**	Add Maintenance Action (2-Kilo/Work Candidate)		
4.	X	X	X	X*		Close Maintenance Action/Tech Close (2-Kilo/Work Candidate)		
5.	X*	X*	X*	X*	X**	Change Maintenance Action (2-Kilo/Work Candidate)		
6.	X	X	X	X	X	Display Maintenance Action (2-Kilo/Work Candidate)		
UPDATE SEF:								
7.	X	X	X	X	X	Review on-line equipment records:		
8.			X*			Add equipment records:		
9.	X**	X**	X	X**	X**	Modify equipment records:		
10.			X*			Delete equipment records:		
UPDATE LOGISTICS SUPPORT DATA (LSD) FILE:								
11.	X	X	X	X	X	Review on-line LSD records:		
12.						Add LSD data elements:		
13.						Change LSD data elements:		
14.						Delete LSD data elements:		
SUPPLY REQUISITIONING:								
15.	X**	X	X	X**	X**	Order maintenance parts:		
16.		X*	X*			Order non-maintenance related items:		
PRINT REPORTS:								
17.		X	X	X	X	SEF summary reports:		
18.		X	X	X	X	CSMP reports:		
PRE-TRANSMITTAL REVIEW:								
19.			X	X	X	Review CSMP transactions:		
20.			X	X	X	Review SEF transactions:		
Totals								
						Divide Total Yes by Proficiency Required totals for the billet held by the individual		Total Yes
						MPF: (percent)		

Sat = 85 percent or better

***Attribute is not applicable to LCS.**
****Attribute only applies to LCS.**

SPF WORKSHEET SKED 3.2 USERS

	Command	Department	Division	Work Center	Date
	Individual Evaluated		**3-M Billet Assigned**		
	Proficiency Required		**Proficiency Attribute**		**Yes/No**

MP		WCS	LCPO	DO	DH	3MC		
		Work Center Actions						
1.	X	X	X	X	X	X	Able to log on	
2.	X	X	X	X	X	X	Able to open a Work Center	
3.	X	X	X	X	X	X	Able to view the Schedule, Review, Forecast, Situational, IEM, JOURNAL and PMS Document display	
4.	X	X	X	X	X	X	Able to annotate Disposition of Maintenance	
5.	X	X	X	X	X	X	Able to view Previous 13 weeks	
6.	X	X	X	X	X	X	Able to view Check Details	
7.		X	X	X	X	X	Able to update Spot Check Results	
8.	X	X	X	X	X	X	Able to enter/view Check Note Remarks	
		Schedule Actions						
9.		X	X	X	X	X	Able to modify MRC line out justification	
10.		X	X	X	X	X	Able to add, delete or modify MIPs/MRCs in Revision Mode	
11.		X	X			X	Able perform MRC lineout	
12.			X	X	X	X	Able to approve MRC lineout	
13.			X	X	X	X	Able to perform weekly closeout	
14.					X	X	Able to acknowledge PMS Alerts	
15.			X			X	Able to regenerate schedule	
16.	X	X	X			X	Able to assign Maintenance Responsibilities	
17.		X	X	X		X	Able to modify Equipment Associations	
18.						X	Able to archive 13 weeks	
19.		X	X			X	Able to generate an Open Work Candidate for Parts	
		Event List Actions						
20.		X	X			X	Able to update Local State	
21.						X	Able to update Global State	
22.		X	X	X		X	Able to trigger a Local Event	
23.						X	Able to trigger a Global Event	
		Feed Back Report Actions						
24.		X	X	X	X	X	Able to generate a Feed Back Report	
25.		X	X	X	X	X	Able to Review/Approve a Feed Back Report	
		Revision Actions						
26.			X			X	Able to Start a Revision	
27.			X	X	X	X	Able to Approve a Revision	
28.					X	X	Able to finalize a Revision	
		Reports						
29.		X	X	X	X	X	Able to generate and/or View PMS Reports	

Admin Actions								
30.						X	Able to add Users	
31.			X	X	X	X	Able to edit Users	
32.			X			X	Able to disable Users	
33.				X	X	X	Able to View/Modify the Chain of Command	
Totals								
							Divide Total Yes by Proficiency Required totals for the billet held by the individual	Total Yes
							SPF: (percent)	

Sat = 85 percent or better