



Welcome...
to **COMNAVSURFOR**
Maintenance
University

Surface Ship Maintenance Briefs

Briefs are conducted at the Norfolk Naval Base,
Training Support Center Hampton Roads Bldg N-30
1474 Gilbert St., Rooms 228, 229 & 231
All classes start at 0800

For training reservations in any of the below Norfolk scheduled briefs, or for information on Surface Ship Maintenance Briefs outside the Norfolk area contact MU Facilitators:

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List of courses offered

Length

DH/CPO 3-M Refresher	1 day brief	Effective Work Candidate (2K):	4 hr brief
Division Officer:	3 day brief	3MC Brief	2 day brief
LCPO:	2 day brief		
Work Center Sup:	3 day brief		
Ship Maintenance Management Officer (SMMO)	1 day brief		

Course titles and dates offered

July 2016 DH/CPO: 6, 26 DIVO: 12-14 LCPO: 12-13 3MC Brief: 14-15 WCS: 5-7, 11-13, 20-22, SMMO: 21 2KW: 8, 15, 22, 29	August 2016 DH/CPO: 2, 23 (CPO Selectees/Sponsors), 30 DIVO: 9-11, Aug 29-Sep 2 WCS: 2-4, 3-5, 10-12, 16-18, 23-25, 24-26, 30 Aug-1 Sep 2KW: 5, 9, 19, 26
September 2016 DH/CPO: 13, 27 DIVO: Aug 29-Sep 2 LCPO: 20-21 3MC Brief: 22-23 WCS: 30 Aug-1 Sep, 6-8, 7-9, 13-15, 14-16, 20-22, 27-29, 28-30 SMMO: 22 2KW: 9, 16, 23, 30	

**Dates not listed may be open for briefings. Call one of the facilitators for availability.
2KW can be tailored for AWN ships upon request – contact the POC for availability**

MAINTENANCE UNIVERSITY BRIEF SUMMARIES

DEPARTMENT HEADS AND CHIEF PETTY OFFICERS

This one day seminar style brief is designed provide the ship's Department Heads and shipboard Chief Petty Officers with refreshment on the maintenance management tools available to make them effective maintenance managers. It provides the shipboard Department Head and Chief Petty Officer a review of the Navy Maintenance Organization, as it relates to their duties inside the lifelines. It also provides guidance on how to manage ship's 3-M Program and Maintenance Availabilities. Take-a-ways from the Brief include; a fundamental grasp of the Department Head and Chief Petty Officer role in the 3M system, a "Maintenance Viewpoint" using the CNO and CMAV planning and execution key events and milestones as focal points, and techniques used to stay ahead of their robust responsibilities for maintenance management. The 3M module includes a review of the 3M Certification elements by topic area.

Forces Afloat Division Level (DIVO) Availability Management Brief

This brief is designed for shipboard Division Officers. The brief is three days long and covers the topics of Navy maintenance policy and processes, Navy maintenance and ship organizations, and maintenance availability management at an introduction level. The brief emphasizes the importance of material self assessment and documentation. It provides material that is designed to assist junior officers understand the basic foundation elements needed to develop the skills required for successful self assessment. This brief is ideal for the Ship's Surface Warfare Officer Training and Qualification Program, and is suited for all Officers working toward Surface Warfare qualification. This brief is designed for those Division Officers who have been on board for 3-6 months as it provides a good foundation of how the Navy maintenance programs work and their specific role. In addition, officers from other warfare and staff communities that are serving in their initial shipboard division officer assignment regardless of rank will find this brief beneficial. This brief is not a substitute for basic orientation in SKED or OMMS-NG.

LCPO Brief

This brief was developed to provide the ship LCPO the tools to be more efficient, and more effective in the oversight and management of shipboard maintenance. Material supports the responsibilities of Leading Chief Petty Officers associated with the SHIPMAIN/SWE Process. The two day, seminar style brief, provides the LCPO an understanding of Navy Maintenance Organization, both ashore and afloat, Navy Maintenance Policies, and the current SHIPMAIN/SWE Process – all tailored to the LCPO level. It also provides guidance on how to manage Maintenance Availabilities and the ship's 3-M Program. Take-a-ways from this brief include, a guide which provides to the LCPO a look at the ship's operational cycle from a "Maintenance Viewpoint" using the CNO and CMAV planning and execution key events and milestones as focal points. The guide is designed to help the LCPO to always stay ahead of their robust responsibilities for maintenance management.

Forces Afloat Work Center Supervisor (WCS) Brief

This three day brief is designed to provide WCS's with the tools to understand and use the maintenance assessment process, document assigned equipment conditions, plan and execute ships force corrective maintenance, and track corrective maintenance assigned for accomplishment by off ship activities. The Integrated Fleet Maintenance Management (IFMM) Process is introduced and used described to stress the importance of the various data sets in a Work Candidate and the overall effect to the Validation, Screening and Brokering of their reported ship discrepancies. The importance of the CSMP is addressed as well as how it can be utilized on the work center level to plan and prioritize work. Methods to integrate corrective maintenance with preventive maintenance are discussed. The importance of maintaining an effective PMS program is delivered using data cards from the inspection instruction. Tracking the flow of the changes from a Force Revision, to the end step of a spot check, PMS importance is emphasized. Including what to look for in the validation of MRCs and how this ties to configuration. This is not a substitute for completion of the SKED CBT, but does illustrate some common errors made using SKED and provides tips to prevent these common errors., document assigned equipment conditions, plan and execute ships force corrective maintenance and track corrective maintenance assigned for accomplishment by off ship activities.

The Effective Work Candidate (2K)

Founded on the requirement to have maintenance personnel be capable of writing accurate work candidates, and at the urging of senior waterfront managers, this four hour brief was developed to ensure the correct procedure is used to construct a work candidate that is technically correct and valid for submission to the Waterfront Maintenance Team. In order to ensure the work candidate is valid, the means of confirming the correct equipment is being reported and configuration issues are addressed. The most frequent reasons for work candidates being returned to the ship are pointed out and explained how this can and should be reduced. The proper methods for updating and completing work candidates are also covered.

Ship Maintenance Management Officer (SMMO)

This one day brief is focused on the role of the SMMO and is designed for incumbent and prospective SMMOs. The objective is to ensure the SMMO understands the responsibilities of the billet, the role within the maintenance team, and all the elements of integration of maintenance into the operating cycle. A basic review of the maintenance organizations and roles outside the lifelines is covered as well a review of the policies and processes and how they relate to the SMMO's role. There is a review of the SMMO's role in the 3-M system and management of the CSMP and a thorough discussion of availability planning and execution for both CNO availabilities and CMAVs. Metrics are also briefly addressed as tools of the trade for the SMMO. Inputs from the local RMC and the Port Engineer are solicited to improve the tailoring of the brief to specific ports.