

WORK CENTER SUPERVISORS

The Work Center Supervisors (WCS) brief is designed to provide the ship's Work Center Supervisors the tools to be more effective and efficient in their duties and responsibilities. It provides the shipboard Work Center Supervisor a tailored look at the Navy Maintenance Organization, ashore and afloat, Navy Maintenance Policies, and the current Surface Warfare (SWE) Process from the perspective of the WCS. The 3-M System is covered in detail from both the PMS and MDS perspectives. Take-a-ways from the brief include; a fundamental grasp of the Work Center Supervisor's role in the 3-M system, an in-depth review of SKED 3.1, or SKED 3.2 and OMMS-NG, requirements and best practices as it pertains to 3-M operations and management, and the 3-M Certification elements are woven into each appropriate topic area to improve the ability to self assess. The brief also provides guidance on how to prepare for and manage Maintenance Availabilities and the 3-M program within the work center. Additional Take-a-ways from the brief include: a Desk Guide which provides 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 Work Center Supervisor to stay ahead of their robust responsibilities for maintenance management. The optimum class size for this brief is 10 to 15 people.

When completed, attendees should:

- Understand Navy and Waterfront Maintenance Organizations; be familiar with relevant Navy, Fleet, and Surface Force maintenance references in the context of the WCS's role.
- Understand the details of Surface Force maintenance process and basic tools available to the WCS to drive and assess material readiness.
- Understand how to use available tools that will improve CSMP accuracy for their area of responsibility (Work Candidate Writing a subset)
- Have an understanding of the importance of configuration management and the importance of accurate information as related to maintenance management.
- Be able to better execute the maintenance work management duties and responsibilities of the WCS.
- Be able to provide technical oversight of subordinates in the execution of all 3-M actions required of the WCS.
- Understand the importance of effective self assessment including documentation of conditions found, the development of a corrective action plan, and the execution of the plan.

MODULE 1 - 1 Hour OVERVIEW OF BRIEF OBJECTIVES AND DUTIES AND RESPONSIBILITIES OF THE WORKCENTER SUPERVISOR.

This module introduces attendees to Maintenance University and covers an overview of the course objectives, 19 basic duties and responsibilities of the WCS, and the specific roles they have for the accuracy and accountability of the 3-M system in their organization. The students are led into discussing the 19 duties and responsibilities and

how the Fleet Readiness Plan affects each one of those responsibilities differently. Each student is provided with a student guide to take back to their command.

1a - 1.5 Hours NAVY MAINTENANCE ORGANIZATIONS

This sub-module provides a review of the Navy Maintenance Organization from CNO down to the Ships including maintenance echelons, focusing on the Regional Maintenance Center organization including current changes and other current matters of interest. The module also provides a detailed discussion of the integration of the Navy waterfront maintenance organizations and how this integration supports the policy and process for efficient maintenance. The levels of Navy Maintenance are reviewed and related to the supporting Navy maintenance organization and the oversight role WCS's have as 3-M system functional experts. The maintenance support structure is discussed when deployed and away from home port. This module also provides the latest Surface Force Type Commander guidance concerning the use of Distance Support (DS), and the various Technical Documentation support elements that ride on the Navy Information / Application Product Suite (NIAPS) Server. The typical shipboard structure to support the distance support tools is reviewed, how to request assistance, and the training available to the ship is addressed.

1b - 2.5 Hours NAVY MAINTENANCE POLICY, & INTEGRATED FLEET MAINTENANCE MANAGEMENT MODEL (IFMM)

This sub-module covers in depth, each phase of the Integrated Fleet Maintenance Management (IFMM) model and how each phase impacts the overall accomplishment of maintenance across the Fleet and individual ships in particular and discusses the WCS's role for each step. The process and flow of the Board of Inspection and Survey (INSURV) and TYCOM Material Assessments is discussed with WCS and the role they play with the check sheets and Type Commanders' direction and lessons learned. Various ship metrics are introduced with the intent to demonstrate how both the ship and outside activities can track and evaluate ship's maintenance performance. The importance of accurate and timely Work Candidates (2K) which result in a complete and effective ships' Current Ship Maintenance Project (CSMP) is repeatedly stressed by addressing the review chain inside the lifelines and what happens after the Work Candidate lands in the Shore File. In this sub-module a detailed review of a shore file CSMP, along with a demonstration of its use as an availability planning/management tool. Typically, one or more of the attendees' CSMP Shore File is selectively reviewed during this module. The integrating, screening, and brokering process is discussed as well as the estimating and planning of off ship work.

MODULE 2 – 6 Hours MAINTENANCE DATA SYSTEM (MDS) MANAGEMENT

This module is a review of the Maintenance Data System (MDS) management. Students are introduced to the concepts of ship's configuration, from the fundamental precepts through recording configuration changes. The configuration validation process is reviewed in detail where it touches the ship's maintenance processes. Discussion focuses on the discovery and identification of discrepancies, and walks through the use of OMMS-NG for effective documentation and work closure, including the equipment

verification and associated equipment “validation spotcheck” program. The impact that poor shipboard configuration management has on long term material readiness is discussed. The students are led through a practical in the use of OMMS-NG including basic details on writing and reviewing work candidates, and discussing common errors resulting in an increase of growth or new work, which translate to premium charges during maintenance periods.

2a – 6 Hours 3-M INTRODUCTION AND PMS MAINTENANCE & MATERIAL MANAGEMENT (3-M)

This sub-module is a review of the Ship’s 3-M System and provides considerable emphasis on PMS. It begins with a detailed review of the duties and responsibilities in 3-M for the WCS. The contents of the work center PMS manual to the creation and review of schedules and the implementation of Force Revisions. Throughout module, the inspection attributes from the TYCOM 3-M certification instruction are interwoven in the appropriate sections of the brief to help the WCS recognize how the work centers performance will be assessed and improve their ability to self-assess. Feedback reports are covered in detail. Several hours are spent reviewing the functionality of SKED 3.1 & 3.2 from the basics to the management tools available to the WCS. Spot Check requirements and the process are reviewed in detail against the certification instruction attributes list. Most classes include practical exercise using SKED on individual laptops to execute the practical factors required of a WCS during the 3-M certification Assessment. Common deficiencies and best practices are also reviewed. Lastly, the 3-M certification MDS elements are presented and tied back to the MDS material presented.

MODULE 3 – 4 Hours WORK CENTER SUPERVISION AND MAINTENANCE AVAILABILITIES

This module covers the WCS’s role and stresses the importance of supervision within the work center and during ships availabilities - Chief of Naval Operations (CNO) and Continues Maintenance Availabilities (CMAV’s). Work Control, work item following, Quality Assurance elements for all types of work are reviewed in detail including AIT execution of shipboard modernization. The preparations for CNO availabilities are covered in detail including all milestones and associated supporting steps for Ship’s Force. The creation of a work specification from a work candidate is covered and the role of NAVSEA Standard Items is introduced. Reorganization to support execution of availabilities with roles and attributes/requirements are covered in detail as well as a discussion on maintenance lingo (terms commonly used in availabilities). Execution milestones, Key Events, meetings, message protocols, testing, and work closeout/certification are addressed. Trials and Fast Cruise requirements are reviewed as well as the shakedown period. The modules close with the warranty work and a quick review of reference folders provided on the MU disc.

