



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

Surface Ship Maintenance Briefs

Briefs are conducted at the San Diego Naval Base, (SWRMC Training Bldg. 20) Located across from pier 4, on the water front

All classes start at 0800

NEW: Maintenance University (MU) courses are listed in CANTRAC. Quotas for MU training can be obtained via the Enterprise Navy Training Reservation System (ENTRS) program. Ships may always contact MU Instructors directly if access to ENTRRS is an issue or if difficulties are encountered obtaining desired quotas. CNSP/MU Instructor contact information:

Pat Farrell	Phone: (858) 522-6122	E-mail: Patrick.Farrell@hii-amsec.com
Desi Contreras	Phone: (858) 522-6123	E-Mail: Decelino.contreras@hii-amsec.com
Trea Osborne	Phone: (858) 522-6121	E-Mail: Floyd.Osborne@hii-amsec.com

Quotas are available for all courses and visible through the end of FY 2017. CIN and Course data processing codes (CDP) information for courses offered in San Diego follows:

<u>CIN</u>	<u>CDP</u>	<u>LOCATION</u>	<u>TRAINING</u>
G-860-0001	14AU	SAN DIEGO	SMMO
G-860-0002	14B1	SAN DIEGO	DH/CPO
G-860-0003	14E4	SAN DIEGO	3MC SEMINAR
G-860-0004	14F5	SAN DIEGO	WCS
G-860-0005	14E8	SAN DIEGO	DIVO
G-860-0006	14BP	SAN DIEGO	2KW
G-860-0007	14CV	SAN DIEGO	LCPO

The MU courses listed in the below monthly tables mirror those listed in CANTRAC, for your convenience in making reservations.

ACTION: To reserve quotas, Training Officers can log on to ENTRRS at: <https://app.prod.cetars.training.navy.mil/entrs>. Then using the CDP from the list above for the course you desire, choose the applicable class from the schedule and reserve quotas. If the class shows zero quotas, please request a standby quota in case openings occur or a larger classroom becomes available.

List of courses offered Length

Division Officer:	3 day brief	SMMO	1 day brief
LCPO:	2 day brief	DH/CPO	1 day brief
Work Center Sup:	3 day brief	3MC Seminar	2 day brief
Effective Work Candidate (2K/OMMS)	4 hour brief	Effective Work Notification (2K/AWN)	4 hour brief

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Course titles and dates offered

<p>OCTOBER '17 Division Officer: 10-12, 31-02NOV Work Center Sup: 3-5, 10-12, 17-18, 24-26, 31-02NOV LCPO: 17-18, 24-26 DH/CPO: 19, 26 SMMO: 19 Effective Work Candidate: 6, 13, 20, 27</p>	<p>NOVEMBER '17 Division Officer: 14-16, 28-30 Work Center Sup: 7-9, 14-16, 28-30 LCPO: 7-8 DH/CPO: 9 3MC Seminar: 21-22 Effective Work Candidate: 3, 17, 24</p>
<p>DECEMBER '17 Division Officer: 12-14 Work Center Sup: 5-7, 12-14 LCPO: 5-6, 19-20 DH/CPO: 7, 21 SMMO: 21 Effective Work Candidate: 1, 8, 15</p>	<p>JANUARY '18 Work Center Sup: 23-25 Effective Work Candidate: 26</p>
<p>FEBRUARY '18 Division Officer: 13-15 Work Center Sup: 6-8, 13-15, 20-22, 27FEB-01MAR 3MC Seminar: 6-7 DH/CPO: 8, 22 SMMO: 22 Effective Work Candidate: 9, 16, 23</p>	<p>MARCH '18 Division Officer: 13-15 Work Center Sup: 6-8, 13-15, 20-22, 27-29 LCPO: 6-7 DH/CPO: 8 SMMO: 22 Effective Work Candidate: 2, 16, 30</p>

For LCS Community: Automated Work Notification (AWN) job writing briefs with “Hands-on” computer labs are now available. Commands desiring to schedule 2K/AWN training can make their requests via e-mail to: Patrick.Farrell@hii-amsec.com

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.

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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's 3-M Coordinator and LCPO the tools to be more efficient, and more effective in the oversight and management of shipboard maintenance. While targeted for Ship's 3-M Coordinators, the brief contains very beneficial material for Departmental 3-M Assistants. In addition, material supports the responsibilities of Leading Chief Petty Officers associated with the SHIPMAIN/SWE Process. The two day, seminar style brief, provides the 3-MC/LCPO an understanding of Navy Maintenance Organization, both ashore and afloat, Navy Maintenance Policies, and the current SHIPMAIN/SWE Process – all tailored to the 3 MC/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 3-MC/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 3-MC/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.

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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 (including SHIPMAIN/SWE) 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.

3MC SEMINAR

This seminar style brief is designed to provide 3-M Coordinators, Department LCPOs, Chief Petty Officers and their 3-M Assistants with refresher training on how to manage their 3-M Program. The brief is intense and fast paced, and covers the 3-M System from both a PMS and MDS aspect. Take-a-ways from the Brief include; a detailed grasp of Command 3-M Requirements as specified in the CNSP/CNSL 3-M Certification Instruction to include the command 3-M self assessment processes with a detailed analysis of the Executive Effectiveness Review (EER).

Presentation content is revised continuously as various Maintenance and 3M related initiatives are rolled out and evolve via the Type Commander and other related ship supporting organizations. The Brief is real time current; entirely reference based, tailored to the specific target audience, and is presented in the context of their specific role. Each attendee gets a MU disc that contains the Brief, current maintenance references and associated tools/aids, pertinent handouts, and a copy of the Brief to take notes on as desired. The optimal brief size is 10 to 15 people.

When completed, attendees should:

- Have a clear understanding of the responsibilities of the 3-M office and the records that are required to be maintained.
- Have a working knowledge of the command quarterly 3-M self assessment process as specified in TYCOM Instruction for 3M certification requirements.
- Have a better understanding of the SKED 3.2 and OMMS-NG program functions and requirements from a command management perspective.
- Be better prepared to manage shipboard 3-M documentation
 - Command weekly 3-M report
 - 3-M office record keeping requirements
 - Managing the both PMS and MDS (Validation) spot check programs
 - Determining and improving individual ship's CSMP accuracy
 - Specific 3-M office / administrative functions including Bulk up-loads of off-ship generated jobs, work candidate/ CSMP up-lines, automated shore interface (ASI) requirements.
- Better able to train and assist the ship's CPO Mess and Wardroom in management of their 3-M programs