

## **MAINTENANCE UNIVERSITY**

### **3-M COORDINATORS / LEADING CHIEF PETTY OFFICERS**

This seminar style brief is designed provide the 3-M Coordinator (3-MC), Department 3-M Assistants, and Leading Chief Petty Officers (LCPO), assigned to commands using the NAVSEA 3-M System, the tools to be more effective and efficient. It provides the shipboard Chief Petty Officer a unique look at the Navy Maintenance Organization, ashore and afloat, Navy Maintenance Policies, and the current maintenance processes. The 3-M System is covered from both the PMS and MDS aspect. Take-a-ways from the Brief include; a fundamental grasp of the 3-MC and LCPO roles in the 3-M system, an in-depth review of both SKED and OMMS-NG, requirements and best practices as it pertains to 3M operations and management, and a review of the 3-M Certification elements by topic area. The brief also provides guidance on how to manage Maintenance Availabilities and the ship's 3-M Program. Take-a-ways from the Brief include, a Desk 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 stay ahead of their robust responsibilities for maintenance management. The optimum class size for this Brief is 8 to12 people.

When completed, attendees should:

- Have a significant increase in their awareness of Navy and SURFOR maintenance policies and processes
- Have learned how to use available tools that will improve CSMP accuracy for their area of responsibility (Work Candidate Validation 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 3-MC and LCPO duties and responsibilities.
- Provide technical oversight of subordinates in the execution of 3-M actions
- 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 Introduction (1 Hour)**

This module details 3-MC and LCPO duties and responsibilities and the specific roles they have for accuracy and accountability of 3-M system in accordance with NAVSEAINST 4790.8 series and CNSP/L INST 4790 series and maintenance management elements in their organization. The attendees are "walked" through the maintenance cycle discussing what is involved and detailing how it affects the ship.

#### **MODULE 2 Navy Maintenance Organization (1 Hour)**

This module reviews the Navy Maintenance support infrastructure and relates it to shipboard elements that use the support structure. A key area of focus is the Maintenance Team, their roles, with emphasis on the shipboard members and the Port Engineer. It introduces availability planning and coordination role supported by the 3MC and LCPO. The use of Ship System Experts as recommended in the JFMM is discussed from an advantages and "how to" perspective. The role of the Regional Maintenance Center is outlined and the various levels of maintenance are reviewed and discussed. The role of the periodic INSURV is reviewed to close out this module.

### **MODULE 3 Maintenance Policy & IFMM Model & Theory to Practice – MDS & OMMS-NG (5 Hours)**

This module starts with broad introduction to maintenance policy and how the concept of condition based maintenance and continuous maintenance are fundamental to how we execute maintenance at the shipboard level. The execution of the maintenance process is reviewed in detail using the IFMM Model, each step is addressed and the role of the 3MC and LCPO are emphasized as it relates to each step. Ship metrics are introduced during the validation step IFMM and typically current metrics from the attendees' ships are used as examples. These approaches captures all the elements from work discovery through work planning, work control, work execution and oversight, availability closeout, and post availability lessons learned – all from the role/perspective of the 3 MC & LCPO. This module also covers Maintenance Data System (MDS) and associated aspects of the CNSF 3-M Certification Assessment Program. The importance of equipment configuration management is discussed. The equipment validation process is discussed in detail as it pertains to the 3MC/LCPO. Attendees are provided detailed procedures for adding an equipment configuration file to the ship's configuration data base. The work candidate development process in all aspects is reviewed in detail with emphasis on common errors and proven review techniques. Example 2Ks are provided to the attendees to identify errors as a validation of the learning points. How to drill down to the work center level on the existing metrics site and how each individual 2K that results in a first pass yield failure can be identified along the specific field causing the failure

### **MODULE 5 Theory to Practice - PMS & SKED (3 Hours)**

This Module covers CSMP management providing the 3-MC / LCPO detailed CSMP review techniques using the Excel copy of the ship's CSMP shore file emphasizing the importance of maintaining a valid CSMP. Additionally, the 3-MC / LCPO are provided a comprehensive review of SKED 3.1 functionality stressing the importance of their direct involvement in preparing and maintaining the ship for the continuous 3-M assessment and certification process. The equipment validation process is reviewed in detail. The PMS system is reviewed starting from a Force revision, working its way through the elements of a WC PMS Manual, to the building and review of PMS schedules. The Force 3M certification instruction CNSP/L INST 4790.1F is woven throughout the brief to emphasize the elements critical to ship certification.