

MAINTENANCE UNIVERSITY

BASIC DIVISION OFFICER LEVEL

The Basic Division Officer Level maintenance management briefing is for shipboard officers assigned to Surface Force ships as division officers. The target audience is initial sea tour 116X officers attending the Surface Warfare Officer School Basic Division Officer Course. Although the brief was designed to be delivered prior to assignment to an initial sea tour, the material is equally relevant to officers with up to six months onboard ship..

The brief content continuously evolves as processes and procedures are revised, deleted or created in support of the Surface Force Readiness Plan. The brief focuses on the basics of maintenance management, discussing the tools and methodologies needed by the Division Officer. It includes a firm grounding in the basic references that define the role of the Division Officer and those references that are germane to the conduct of maintenance management at the Division Officer level. Current message traffic and areas of SURFPAC and SURFLANT interest are integrated into the brief as appropriate.

When completed, attendees should:

- Be familiar with relevant Navy, Fleet, and Surface Force maintenance references in the context of the Division Officer role.
- Understand the details of Surface Force maintenance process and basic tools available to the Division officer to drive and assess material readiness
- Be better prepared to manage 3-M documentation including determining and improving the assigned division's CSMP and equipment configuration accuracy
 - Includes understanding work candidate (2K) writing and basic validation
 - Understanding configuration control documents and when they are required to be submitted
- Be better prepared to manage 3-M and use SKED.
- Be better prepared to manage all types of maintenance availabilities
- Understand the importance of timely and effective material self assessment.

MODULE 1: Introduction (.5 Hours)

This module reviews the role and expectations of the Division Officer with respect to maintenance and maintenance management. Attendees are given briefing materials and discuss the use and content of the materials.

MODULE 2: References (1 Hour)

This module introduces the Division Officer to several of the primary maintenance management references used in the daily performance of their duties. The Standard Organization and Regulations Manual, 3M Manual, and Joint Fleet Maintenance Manual are discussed in detail, and attendees will utilize the computers in the briefing room to research real world scenarios where the use of references is critical to the success of the evolution.

MODULE 3: Responsibilities (.5 Hours)

This module identifies where the Division Officer fits into the chain of command and a review of the duties and responsibilities of the Division Officer with respect to maintenance and maintenance management.

MODULE 4: Maintenance Policy, Levels, and Organization (1 Hour)

This module explains how the Navy's Policy and Processes for maintenance are Condition Based, Reliability Centered and performed on a Continuous Basis. It covers the basic levels of maintenance, the regional maintenance center, and navy maintenance support structure viewed from the Division Officer perspective.

MODULE 5: 3-M Introduction and PMS (6 Hours)

This module introduces 3-M and covers PMS in considerable detail. This includes a review of the 3-M AIS tools and walks through the fundamental theory and structure of PMS. Interwoven with the material, the PMS details from the 3-M certification are folded in as occurring to help the division officer recognize how the division's performance will be assessed. PMS scheduling is covered in detail including the use and pulse points associated with the SKED AIS tool. This includes the functionality of SKED and the practical exercises required to be demonstrated by the Division Officer in SKED. The Administrative Effectiveness Review check sheet elements are each reviewed in detail. Spot Checks and feedbacks are covered in detail. Common deficiencies and best practices are reviewed.

MODULE 6: 3-M MDS and Configuration (4 Hours)

This module covers the MDS aspects of 3-M in detail. Attendees 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. A hands on practical in the use of OMMS-NG includes basic detail on writing and reviewing work candidates. Lastly, the 3-M certification MDS elements are presented and tied back to the MDS material presented.

MODULE 7: Planning/Executing Maintenance Availabilities (4 Hours)

This module begins with a detailed review of the shore file CSMP, along with a demonstration of its use as an availability planning/management tool. Typically, attendees CSMP Shore File is selectively reviewed during the session. Planning tools contained in the Joint Fleet Maintenance Manual are discussed and reviewed. Ship's availability organization, work tracking tools, work control (both ship's force and outside activities), quality assurance, equipment testing and system certification are reviewed. This includes process management elements associated with WAFs and pertinent aspects of the shipyard environment. Safety, tempo of events, meetings, and testing are all reviewed from the Division Officer perspective. Job completion and work package closeout are reviewed as well as dock trials, fast cruise and sea trials.

MODULE 8: Self Assessment (1 Hour)

This module stresses the importance of critical self assessment as a means for the Division Officer to identify maintenance issues within the division. The Type Commander's instructions and policies on zone inspections are reviewed, and the discussion centers on being properly prepared to conduct a detailed inspection. Numerous photographs of actual shipboard discrepancies are displayed to emphasize the discussion points. Attendees are given a copy of the TYCOM produced video demonstrating good self assessment techniques.

The session is typically closed with a thorough review of the discussion points from the entire brief.