DEPARTMENT HEADS AND CHIEF PETTY OFFICERS
3M Refresher
1 Day (7 Contact Hours)

Prerequisites: 3-M 306 PQS (for Department Head)
3-M 305 PQS (for CPOs)
Familiarity with SKED (SKEDMASTER CBT recommended)
Familiarity with OMMS-NG (ATG OMMS-NG course recommended)

This seminar style brief is designed to provide Department Heads and Chief Petty Officers with refresher training on how to manage their 3-M Program. The brief is intense and fast paced, and covers the 3M System from both a PMS and MDS aspect. Take-a-ways from the Brief include; a fundamental grasp of the Department Head and Chief Petty Officer role in the 3-M system, an in-depth review of both SKED 3.1 (or SKED 3.2) 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.   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 to15 people.

When completed, attendees should:
- Have an understanding of the importance of configuration management and the importance of accurate information as related to maintenance management.
- Have a better understanding of SKED 3.1 (or SKED 3.2) and OMMS-NG.
- Be better prepared to manage shipboard 3-M documentation
    o   PMS spot checks, reports, and certification criteria
    o   Determining and improving individual ship's CSMP accuracy
    o   Better able to self assess against existing requirements
- Be able to better execute the requirements for 3M operations and management.
- A clear understanding of the 3M Certification requirements.

MODULE 1: (.5 Hours) 3M System Basics & the Automated Information System (AIS) Tools
This module provides an overview of the 3M System's basic structure and key components. The roles and detailed responsibilities of the Department Head and CPO are reviewed, keyed from the 3-M Manual, JFMM, and Surface Force Instructions. The basic AIS tools are presented and how to obtain training on these basic instruments is provided.

MODULE 2: (4 Hours) Planned Maintenance System (PMS)
This module reviews and covers the PMS. It introduces the construct of using of the Force 3M Certification requirements for self assessment guideposts as details of the 3M system are presented. The principal document at the WC level, the PMS Manual, is reviewed in detail with the content and its applicability to the PMS process emphasized. The Force Revision, its content, and how it is used are reviewed. Change pages, the List of Effective Pages, Maintenance Index Pages, Maintenance Requirement Cards, the list of Situational Requirements, PMS qualification sections are all presented and discussed. A review of the AIS tool, PMS Viewer, is used to demonstrate how a list of Situational Requirements can be generated. At the end of each subsection, common errors are discussed and essential take aways are listed. PMS Scheduling is covered from the concept of creating a cyclic, generating a quarterly from the cyclic, and generating a weekly from the quarterly (or how the process differs in SKED 3.2). The SKED tool is then introduced and the functionally of the tool is covered in detail

starting with the entry of a Force Revision. All the principal functionality and tools available from SKED are demonstrated with emphasis on the role of the DH and CPO in managing the process. The Technical Feedback Report Process is covered, again using the SKED tool to demonstrate how one is created, submitted, and reviewed. The spotcheck process is covered in detail and the module concludes with a wrap up of common spotcheck errors and PMS self-assessment pulse points.

MODULE 3: (1 Hour) Maintenance Data System - Configuration
This module covers configuration basics. It reviews both equipment identification and the functional identification including the uses and structure of each. The fundamentals of shipboard configuration management are discussed. The equipment validation program is presented and a detailed example is walked through.

MODULE 4: (1.5 Hours) Maintenance Data System – Documentation
This module reviews the documentation process using the OMMS-NG system. It provides an overview of the direction from various references and then uses a shipboard scenario example to walk through the details of documentation. It closes with tips on how to get it right the first time and goes through several examples for the attendees to identify problems as they would do in the review and approval process on board ship. The final part of the brief is a review of the actual CNSP/CNSL 3M Certification Process itself and includes actual certification reports to illustrate common problem areas.