

MAINTENANCE UNIVERSITY COMMAND [SENIOR] LEVEL

The Command [Senior] Level brief is designed for prospective and incumbent Ships' Commanding Officers, Executive Officers, Department Heads, Availability Managers, Ship's Maintenance Management Officers (SMMO), and Command Level Senior Enlisted Personnel such as the Command Master Chief and 3-M Coordinator. The material is tailored to the specific target audience. The brief is intense and fast paced, with about 14 actual contact hours over two days and covers the topics of navy maintenance policy and processes, navy maintenance and ship organizations, 3M management, self assessment and documentation, and maintenance availability work package development and management. Using senior SMEs, the brief is provided for the Surface Force Officer Billet Specialty Training for PCO / PXO (done during SOSMRC) and Department Head Training Pipeline at Surface Warfare Officer School Newport. In addition to the scheduled SWOS events, the brief can be provided on request. Presentation content is revised continuously as various Maintenance and 3M related initiatives are rolled out and evolve via the Type Commander, Surface Team One, 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, most recent copy of their shore file, a package with own ship metrics, pertinent handouts, and copy of the Brief to take notes on as desired, and a copy of the CNSF/CNSL Zone inspection DVD. The optimal brief size is 10 - 14 personnel. When completed, attendees should:

- Understand the role Surface Team One and the maintenance related aspects of the SWE and awareness of current issues and initiatives in maintenance arena
- Understand Navy and Waterfront Maintenance Organizations, including the roles of distance support and remote monitoring
- Understand relevant maintenance policies and references impacting Surface Force ships
- Understand all phases of the Maintenance Process and Ship's Role in each phase including Ship's Maintenance Team and MMBPs.
- Understand in detail :
 - Material management basics focus
 - Material assessment and documentation
- Be better prepared to manage shipboard 3-M documentation
 - PMS spot checks, reports, and certification criteria
 - Determining and improving individual ship's CSMP accuracy
 - Determining and improving individual ship's configuration accuracy
- Be better prepared to plan and manage CNO and Fleet maintenance availabilities

MODULE 1 - 1 Hour OVERVIEW OF BRIEF AND OBJECTIVES

This module introduces attendees to Maintenance University and briefly addresses the Surface Warfare Enterprise's impact the Surface Forces' maintenance management process. The module orients the attendees on the basic enterprise concept and how this impacts the maintenance arena. This includes an ongoing review of Surface Team One initiatives from the perspective of ship's force. Items of near term emphasis in the maintenance arena provided by CNSF/CNSP & CNSL are discussed and thematically related to the follow on modules of the Brief in the "Hot Items" portion. This module summarizes fundamental elements of existing maintenance processes and includes a review of the Maintenance Team concept; core Team's membership, and roles.

MODULE 2 - 1.5 Hours NAVY MAINTENANCE ORGANIZATION

This module provides 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 the integration of the Navy waterfront maintenance organizations and how this integration supports the policy and process for efficient maintenance. The touch points supporting ship maintenance are discussed in the context of their roles supporting ship maintenance. The importance, the Interfaces and roles of various NAVSEA, SPAWAR, SURFMEPP, Program Office, and other key supporting organizations (Maintenance Assist Teams, AITs, etc.) are reviewed. An area of focus is the Regional Maintenance Center in the various ports and its interface with the ship. The levels of Navy Maintenance are reviewed and related to the supporting Navy maintenance organization. The maintenance support structure is discussed when deployed and away from home port.

MODULE 3 – 1.0 Hour DISTANCE SUPPORT

This module provides the latest Surface Force Type Commander guidance concerning use and maintenance related applications associated with the two sub-systems of Navy Information / Application Product Suite (NIAPS), Distance Support (DS), and equipment Remote Monitoring (RM). The brief provides the specific by hull configuration (details provided by hull software configuration) and a summary from a Command leadership perspective of the latest tools available in the distance support arena with an emphasis on those supporting shipboard material management. It includes a review of supporting infrastructure, programs and the areas aboard ship that are directly impacted. The brief discusses the support tools riding on the NIAPS Server including SKED, Integrated Condition Assessment System (ICAS) Remote Monitoring, and the various Technical Documentation support elements that ride on the 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.

MODULE 4 - 0.5 Hours NAVY MAINTENANCE POLICY

This module covers the governing directives of Surface Force Ship maintenance such as U.S. Navy Policy for Ship Maintenance, the Joint Fleet Maintenance Manual (JFMM) and maintenance related COMNAVSURFOR-COMNAVSURFPAC/COMNAVSURFLANT instructions and notices. The Navy's maintenance policy of using Condition Based Maintenance methodology which is supported by the principles of Reliability Centered Maintenance and how the derived processes are used continuously in the accomplishment of ship's maintenance. The key references for critical systems and work certification are reviewed. How to use the JFMM is discussed and the sections most pertinent for the target audience is highlighted for follow on more detailed review by the attendees.

MODULE 5 – 3.5 Hours INTEGRATED FLEET MAINTENANCE MANAGEMENT

This 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. The IFMM model is used to introduce the critical role of the Class Maintenance Plan. This tracks all maintenance actions from discovery to work completion and closeout. CMP, creation of the BAWP, and Total Ship's Readiness Assessments (TSRAs) are discussed as well as the basics of mandatory life cycle tasks and their tracking. The notification process and associated triggers are reviewed. The basic elements of the Modernization Process are addressed and insights are provided on how to use available maintenance metrics as tools to improve individual ship's operational availability and material readiness. 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' CSMP is repeatedly stressed by addressing the review chain inside the lifelines and what happens after the Work Candidate lands in the Shore File. The Department Head version includes detailed analysis of the Shore File (typically using attendee shore files as examples) and how it can be effectively used to manage shipboard maintenance. Corrosion control elements are discussed via the space inspection MIP and the required off ship coatings and structural inspection requirements. Maintenance Figure of Merit (MFOM) concepts are reviewed and MFOM 2.0 suite of products is introduced. The integrating, screening, and brokering process is discussed as well as the estimating and planning of off ship work. The Department Head version details the role the Department Head in the shipboard Quality Management Program and

refreshes the attendees on the basic tenants of shipboard Quality Assurance. Attendees are provided their specific ship metrics and an excel copy of their shore file for review during this module. The Command version is tailored to integrate with the material in various SOSMRC modules. Work closeout and reporting closes out the IFMM model based review. A section on the INSURV process with emphasis on the Type Commanders' direction and lessons learned closes out this module.

MODULE 6 – 2-3 Hours MAINTENANCE & MATERIAL MANAGEMENT (3-M)

This module is a review of the Ship 3-M System and provides considerable emphasis on both PMS and the Maintenance Data System (MDS) management. The module opens with a detailed review of the duties and responsibilities in 3M for the target audience, The Command module reviews major PMS and MDS pulse points from the Command perspective and discusses methods to monitor and self assess program performance – content is integrated with the SOSMRC material in various modules. This module is designed to illustrate the importance of rigorous execution of the basics in 3M which includes proper use of PQS and training resources. The Department Head version goes into much detail on how to access a work center using the existing Force 3M Certification checklist as a guide. A detailed review of the SKED 3.1 and OMMS-NG from the Department Head perspective is also conducted including the practical elements mandated by the certification instruction. Spot Check process is discussed with dialogue on best practices and proven techniques. Recent results from Force 3M certifications are integrated into various portions of the module. The certification process is reviewed in detail and the role of the instruction for both 3M policy and the 3M certification process is highlighted. Configuration basics are reviewed, including the equipment verification and associated spotcheck program. The impact that poor shipboard configuration management has on long term material readiness is discussed.

MODULE 7 - 2.5 Hours SHIP MAINTENANCE ORGANIZATION

This module builds from all the previous modules and focuses on the shipboard maintenance organization and its preparation for and execution of maintenance availabilities. It covers in detail the roles of the maintenance team including the basics on building Maintenance and Modernization Business Plan (MMBP) from the ship's force perspective, including the major milestones in building the CNO Availability work package. Although all types of availabilities are addressed, the focus is in on the CNO availability. The critical importance of the Planning Board for Maintenance (PB for M [or PB4M]), and various methods of planning and integrating corrective maintenance into the ship's routine are addressed. The role of ISIC in oversight of maintenance availability preparation and execution is discussed. The preparations for CNO availabilities are covered in detail including all milestones and associated supporting steps for ship's force. Type Commander guidance/direction is fully integrated into the module as well as lessons learned in real time along with a review of lessons learned process and how to use the resources on the Surface Team One site. 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). Work Control, work item following, Quality control elements for all types of work are reviewed in detail including AIT execution of shipboard modernization. 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 new shakedown period. The modules close with the final steps of transitioning to the Basic Phase and ends with a quick review of reference folder provided on the MU disc.