

## **MAINTENANCE UNIVERSITY SHORE MAINTENANCE MANAGER (SMM) LEVEL**

The Shore Maintenance Manager (SMM) Level brief is designed for prospective and incumbent Surface Type Commander Code N43 Maintenance Manager Staff: Assistant Chief of Staff-Material (N43 ACOS), Type Desk Officer, the various Type Desk Assistants and Port Engineers. The material is tailored to the specific target audience being taught. The Core brief is intense and fast paced, with about 20 actual contact hours over five days and covers the topics of Surface Ship Navy maintenance infrastructure, policy and processes throughout ship expected service life. (Developmental briefs are optional prepared briefs to further enhance maintenance manager knowledge but are not part of the regular 20-hour Core brief.) Using senior SMEs, the brief is provided primarily for new and incumbent N43 Staff. The brief is broken up into modules and sub-modules that support delivery of approximately one hour of specific training topics each. This structure supports the Port Engineer Training and Certification process and allows selection of specific training topics for N43 Staff weekly training and an annual summary of maintenance policy changes. Additionally, the structure supports course tailoring for delivery to maintenance managers from such organizations as Naval Shipyards, Regional Maintenance Centers, SURFMEPP etc. 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, pertinent handouts, and material to take notes on as desired. The optimal brief size is 12-16 personnel. When completed, attendees should:

- Understand the role of Surface Team One and the maintenance related aspects of the SWE and awareness of current issues and initiatives in the maintenance arena
- Understand Navy and Waterfront Maintenance Organizations, including the roles of the Type Commander, Systems Command, Naval Supervising Activity, SURFMEPP and the Ship
- Understand relevant maintenance policies and references impacting Surface Force ships
- Understand the Surface Navy Maintenance Financial Management processes throughout the Planning, Programming, Budgeting and Execution (PPBE) phases
- Understand all phases of the Maintenance Process and all of the “Player’s” Roles in each phase
- Understand in detail :
  - Class Maintenance Plan (CMP) and Current Ship Maintenance Project (CSMP) management
  - Planning, Programming, Budgeting and Execution (PPBE) process execution
  - Material assessment and readiness assessment integration throughout the Fleet Response Plan (FRP)
  - Baseline Availability Work Package (BAWP) and Availability Work Package (AWP) formulation and management
  - Work Package Planning Milestones management
  - AWP execution and closeout management
  - Shipyard Safety

# **CORE BRIEF**

## **MODULE 1-1: 3/4 Hour OVERVIEW OF THE BRIEF AND NAVY MAINTENANCE ORGANIZATION PART 1**

This sub-module introduces the Course Brief and the Maintenance University organization. Navy Language and the uniformed Rate and Rank structure are provided for newly hired personnel with commercial backgrounds. The Navy administrative and operational Chains of Command are reviewed. The role and structure of the CNO Organization, and Fleet and Type Commander organizations are reviewed. The Board of Inspection and Survey (INSURV) role and the Material Inspection (MI) preparation process is discussed for both West and East Coast. The Systems Command (SYSCOM) and Program Executive Officer (PEO) Roles are reviewed.

## **MODULE 1-2: 3/4 Hour NAVY MAINTENANCE ORGANIZATION PART 2**

This sub-module continues discussion of the shore infrastructure by beginning with Naval Surface and Undersea Warfare Centers (NSWC, NUWC). The major responsibilities, organizational structure and product lines for the Surface Maintenance Engineering Planning Program (SURFMEPP) organization is reviewed. The roles of the Naval Shipyards and Regional Maintenance Centers who act as Naval Supervising Activities are discussed. The Ship organization and the Immediate Superior in Command (ISIC) are reviewed.

## **MODULE 2-1: 1 Hour MAINTENANCE PHILOSOPHY GROUNDWORK PART 1**

This sub-module begins with a discussion of the Surface Ship Maintenance Philosophy which is Condition-Based, Reliability-Centered, Mission-Centered and Continuous. The Navy's 3M Planned Maintenance System (PMS) is reviewed showing the linkage with the Maintenance Data Collection System (MDCS). Corrosion maintenance Management is introduced through discussion of the Corrosion Control Information Management System (CCIMS), the Corrosion Control Assessment Management Manual (CCAMM), and Corrosion Control Assessment Teams (CCAT) and shipboard corrosion management team requirements. The old and new Maintenance Figure Of Merit (MFOM) are introduced along with the Surface Ship Readiness Initiatives (SSRI).

## **MODULE 2-2: 1 Hour MAINTENANCE PHILOSOPHY GROUNDWORK PART 2**

This sub-module discusses the size, content, business rules and scheduling process for CNO, Continuous Maintenance, Emergent Maintenance and Unfunded Availabilities. CASREP Management is introduced with emphasis on the Port Engineer's Role. The surface ship Class Maintenance Plan (CMP) content, databases and mandatory requirements management is discussed. The Surface Ship Redlines for each ship class is discussed.

## **MODULE 2-3: 1 Hour MAINTENANCE PHILOSOPHY GROUNDWORK PART 3**

This sub-module covers the current Total Ship Readiness Assessment (TSRA) process and outlines the Surface Force Readiness Manual (SFRM). Emphasis and detail is provided on the requirements to exit the Maintenance and Shakedown Phases and on the conduct of and the relationship between TSRA 3 and Readiness Event 4; and, TSRA 4 and Readiness Event 5.

## **MODULE 4-1: 3/4 Hour SURFACE SHIP POM AND BUDGET PROCESS**

This sub-module covers the Navy financial Planning, Programming, Budgeting and Execution (PPBE) process. The various "Colors of Money" are discussed with emphasis on Mission and Depot Maintenance Funds. The OPNAVNOTE 4700 is explored in detail including Technical Foundation Papers (TFPs) and Ship Sheets used to plan, program and budget ship maintenance funds.

## **MODULE 4-2: 1/2 Hour MAINTENANCE AND MODERNIZATION BUSINESS PLAN (MMBP)**

This sub-model reviews the details of the SURFPAC and SURFLANT MMBP process.

### **MODULE 4-3: 1 Hour EXECUTION YEAR FUNDS MANAGEMENT**

This sub-module covers the Funds Obligation process and funds closeout. Practices including fiscal year bridging and fiscal year buy-down are reviewed. Type Desk funds management and associated best practices are discussed. Processes for the management of premiums, growth and new work and business case analysis are reviewed for SURFPAC and SURFLANT.

### **MODULE 5-1: 1 Hour ADDITIONAL GROUNDWORK PART 1**

This sub-module reviews the Core Maintenance Team roles and responsibilities. Policy and best practices for the conduct of the Planning Board for Maintenance (PB4M) are reviewed. Policy sources for Surface Ship Planning Milestones are discussed and an introduction to the various automated information systems used in maintenance management is provided.

### **MODULE 5-2: 1 Hour ADDITIONAL GROUNDWORK PART 2**

This sub-module covers the Navy Modernization Policy and Process and the role of Surface Ship maintenance managers in the execution of the process.

### **MODULE 5-3: 1 Hour ADDITIONAL GROUNDWORK PART 3**

This sub-module discusses the Integrated Logistics Support (ILS) Process and the motivation for maintenance managers to adhere to the process. Work Discovery, Validation, Screening and Brokering policies and processes are reviewed in detail to support the “front-end” of the process required to request ashore maintenance support.

### **MODULE 6-2: 1 Hour PLANNING PART 2**

This sub-module emphasizes the various agreements and contract types used in Surface Ship maintenance including: Master Ship Repair Agreements (MSR), Agreement for Boat Repair (ABR), Basic Ordering Agreements (BOA), Firm Fixed Price (FFP) contracts, Indefinite Delivery Indefinite Quantity (IDIQ) contracts, and Multi-Ship/Multi-Option (MSMO) contracts. The use of Reservations and Option Items for the various contract types is reviewed. The use of an Undefined Contract Actions (UCAs) and limitations on its use are discussed. Ethics in contracting and the conduct of Overseas Repairs is reviewed.

### **MODULE 6-4: 1 Hour PLANNING PART 4**

This sub-module studies the Navy Maintenance Database (NMD) and how it is used in the Availability Work Package (AWP) planning process. The various kinds of estimates are reviewed and sources of information for estimating work are provided for the Port Engineer’s use. Specification requirements and review of specifications is discussed.

### **MODULE 6-5: 3/4 Hour PLANNING PART 5**

This sub-module reviews the actions required to support the Surface Ship Planning Milestones from CNO Availability Completion + 75 days (C+75) to the next CNO Availability Start (Arrival) minus 120 days (A-120). The requirements incorporated into the Baseline Availability Work Package (BAWP) and the associated business rules are reviewed through A-120. The various CSMP review tools are discussed to prepare maintenance managers for the Life Cycle Planning Conference and an overview of the Integrated Project Team Development (IPTD) process is discussed.

### **MODULE 6-6: 1 Hour PLANNING PART 6**

This sub-module begins where sub-module 6-6 ends at the A-120 Work Package Integration Conference (WPIC) Milestone. Selected WPIC agenda items are reviewed. Milestone discussions continue thru the A-35 Contract Definitization Milestone. Topics include Shipyard Scheduling processes, work integration, the BAWP mandatory requirements change deferral process, incremental work package-lock requirements, Risk Assessment, Lock Letter, CMAV milestones, Contract Award, Readiness to Start and Spotlight Metrics.

### **MODULE 6-7: 1 Hour PLANNING PART 7**

This sub-module begins with the Work Package Integration Conference (WPER) at A-30 and ends with CNO Availability start at Arrival (A-0). The WPER agenda includes discussion of Availability Work Certification, Key Event Management and Enhanced Process Control Procedures (EPCPs). The new requirements for a first 100-Hour Plan are discussed and policy for the Lessons Learned Process is reviewed.

### **MODULE 7: 1 Hour CNO AVAILABILITY EXECUTION**

This sub-module starts at A-0 reviewing policy and processes supporting the Integrated Logistics Review, Work Control, the daily and weekly CNO Availability Routine, CNO Availability Pitfalls, Completion Requirements, Trials, and Closeout. Particular attention is paid to the Dock Trial, Fast Cruise and Sea Trial Agendas.

### **MODULE 8: 1/2 Hour CANNIBALIZATION PROCESS**

This sub-module reviews the Type Commander policies and processes supporting the Cannibalization of equipment from one vessel to another.

### **MODULE 9-1: 1 Hour NAVY CULTURE**

This sub-module discusses the Port Engineer's challenge in operating within the Navy shore maintenance infrastructure. It reviews the professional motivation for Navy military and civilian personnel discussing pitfalls and opportunities working within the Culture.

### **MODULE 9-2: 1 Hour SHORE FILE MANAGEMENT**

This sub-module discusses the Port Engineer's responsibility for maintaining the CSMP Shore File. Extensive screen-shots of the Regional Maintenance Automated Information System (RMAIS) are used along with best practices for shore file management.

### **MODULE 9-3: 1 Hour TECHNICAL RESOURCES**

This sub-module discusses the sources of technical information available to the Port Engineer in the validation of off-ship work. The discussion is put within the context of the shore infrastructure discussed in Module 1.

### **MODULE 9-4: 1 Hour SHIPYARD SAFETY AND CONFINED SPACE ENTRY**

This sub-module reviews Shipyard Safety, Personal Protective Equipment (PPE) and Material Safety Data Sheets (MSDS). A formal brief on Confined Space Entry is provided with a Certification Card provided to document the training.