

The Ship Maintenance Management Officer Brief

The Ship Maintenance Management Officer (SMMO) maintenance management briefing is intended for incumbent and prospective SMMOs attached to Surface Force Ships. The objective of the brief is to ensure the SMMO has a firm understanding of the responsibilities of this significant collateral duty assignment, the role of the ship's core maintenance team, and the elements associated with the integration of maintenance into the ship's operating cycle. The brief requires a firm understanding of work candidate writing and validation, and a basic understanding of ship configuration management. The brief is very fast paced and detailed with up to 7-8 contact hours during the one day presentation. The briefing content continuously evolves as processes and procedures are revised, deleted or created in support of the Fleet Response [Readiness] Plan (FRP); the Surface Warfare Enterprise (SWE) and its various maintenance process improvement teams.

When completed, attendees should:

- Be familiar with the relevant Navy, Fleet, and Surface Force maintenance policies affecting their ship and the SMMO's role in each phase.
- Understand the details of the Surface Force maintenance process and their role and responsibilities for materiel readiness.
- Be better prepared to function as a member of the Maintenance Team by improving 3-M documentation onboard their ship (CSMP and Ships Equipment Files).
- Be better prepared to coordinate maintenance for their ship as it applies to all availabilities from the relative simple Window of Opportunity Availability to the complex and detailed CNO Mid-Life and Docking Availabilities.

MODULE 1 Introduction (1 hour)

This module covers a brief overview of the objectives of the SMMO briefing, and the key elements of Navy Maintenance Organizations and the SMMO's role in each of the organizations. The duties and responsibilities of the SMMO from various references is discussed in detail. This module introduces the core Maintenance Team members, the four principle roles of the maintenance team, and a quick review of the existing maintenance process as it touches the ship. The module as contains a "What Is Hot" in the current maintenance environment. The module concludes with a discussion concerning current INSURV/TYCOM initiatives and their impact on the SMMO.

MODULE 2 Navy Maintenance Organization (1 hour)

This module reviews the Surface Force Navy Maintenance Organizations. This module explains the Regional Maintenance Center (RMC) Waterfront Maintenance Organization and the various departments within the RMC. It reviews relationships/alignments with other off ship maintenance support organizations from the perspective of the SMMO. A brief review of the echelons of Navy maintenance and the SMMO's role within each echelon is covered. A review of the Intermediate level capabilities in the specific port is covered as well as various Maintenance Assist Teams. A review of off ship maintenance support when deployed is conducted including a discussion of voyage repairs.

MODULE 3 Maintenance Policy (1/2 Hour)

This module provides the SMMO with the details of Navy, Fleet, and TYCOM instructions affecting the maintenance policies and processes. The Joint Fleet Maintenance Manual is reviewed to ensure that attendees are familiar with the manual and where the myriad of sections overseen by the SMMO are located. Key maintenance terms, Ship's Selected Records, the TYCOM periodic newsletter, and the hierarchy of technical documents addressed in the JFMM are reviewed.

MODULE 4 Maintenance Processes (3 Hours)

This module defines how the Navy's Policy and Process for maintenance is Conditioned Based, built on Reliability Centered Maintenance Principles, and performed on a Continuous Basis. The material is presented using the Integrated Fleet Maintenance Management (IFMM) model as a guide. Each step in the IFMM model is discussed with emphasis placed on the role of the SMMO; much time is devoted to the discovery and documentation of work, including the assessment process, remote monitoring, and technical assistance. The need to identify material discrepancies and to document in such a way that the need and importance of the corrective actions are clearly stated. It stresses the importance of accurate and timely Work Candidates (2-K) which result in a complete and effective ships' CSMP. CSMP management is covered in detail and typically several of the attendees CSMPs are reviewed as a practical exercise. The processing of Work Candidates by the Shore Maintenance Team in the context of validating, integrating and brokering the work is explained in detail.

MODULE 5 Availability Management (2.5 Hours)

This module covers the liaison and coordination the SMMO will have with the ship Maintenance Team members in the availability planning and work execution process. An overview of the Planning Board for Maintenance (PB for M) written agenda is discussed as the primary mechanism for tracking milestones, planning work, and overseeing execution. There is a discussion concerning ship's force preparations for maintenance availabilities and the guidelines provided by the JFMM are presented. Evaluation of Preliminary Work Items is emphasized by walking through the creation of the initial Work Candidate to inclusion of the related Work Specification into the authorized ship's availability work package. The importance of accomplishing and managing Inactive Equipment Maintenance (IEM) is outlined. The module discusses the quality assurance aspects of each level of maintenance from the Ship's Force perspective. The work oversight processes leading up to the completion and acceptance of work are detailed including testing and work certification requirements. The module concludes with the details of completing an availability and properly closing out work.