

## **WATERFRONT DIVISION OFFICER LEVEL**

The Division Level maintenance management briefing is for shipboard officers assigned to surface ships as division officers. The target audience is initial sea tour 116X officers with at least 3-6 months onboard ship; however, officers from any community or staff corps assigned shipboard division officer responsibilities including space upkeep and responsibility for damage control equipment installed in divisional spaces will find much of the information pertinent to their job assignment.

The brief content continuously evolves as process and procedures are revised, deleted or created in support of the Fleet Response [Readiness] Plan (FRP)/Surface Force Readiness Manual. The brief focuses on the basics in 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 CNSF/CNSL interest are integrated into the brief as occurring. 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. This Brief typically includes an OMMS-NG and SKED Practical conducted in a mobile classroom. Each attendee gets a MU disc that contains the Brief, current maintenance references and associated tools/aids, 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:

- 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 2K writing and basic validation
  - Understanding configuration control documents and when they are required to be submitted
- Be better prepared to manage 3M
- 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 of the Division Officer. This includes 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. The base references are identified and the specified Division Officer duties are discussed.

### **MODULE 2 Maintenance Policies, Levels, and Organization (1 Hour)**

This module explains 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 ship's Maintenance Team and their roles, the regional maintenance center, and navy maintenance support structure viewed from the Division Officer perspective. The make-up of the ship's core maintenance team is discussed and their roles in the maintenance process are addressed.

### **MODULE 3 - 3-MS – MDS and Configuration (3.5 Hours)**

This module introduces 3M and covers the MDS aspects of the 3M in detail. The module details explicitly the Division Officer role as detailed in 3M references and discusses those duties. It includes overview of other key 3M roles as they relate to the Division Officer in the chain of Command. A basic introduction is provided to the associated AIS tools. This module covers configuration basics and builds to a fundamental understanding of the equipment documentation process. The focus of the module is documentation requirements and walks through the use of OMMS-NG from identifying deficiencies in various categories and work closure. This includes basic detail on writing and reviewing work candidates. To review requirements, the Zone inspection process is used as example and covered in detail. It discusses the CSMP, CSMP management tools, and best practices in managing the CSMP. Typically attendees CSMP Shore File is selectively reviewed during the session. Elements of the 3M certification process MDS elements are integrated into the MDS material presented. Typically a practical exercise with OMMS-NG is conducted during this module.

### **MODULE 4 3M Introduction and PMS ( 5 Hours)**

This module covers PMS in considerable detail. This module walks through the fundamental theory and structure of PMS. Interwoven with the material, the PMS details from the 3M 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 at the Division Officer level. Common deficiencies and best practices are reviewed. This module ends with performance of the practical factors for the Division Officer level in SKED 3.1 or 3.2 as appropriate.

### **MODULE 5 Integrated Fleet Maintenance Model (IFFM) (4 Hours)**

This module walks around the IFFM from the discovery of work through completion of the planning for availability. The elements of how work is discovered, documentation of the work, its processing through the shipboard review chain, and what happens to the work candidate once it leaves the ship are covered in detail. The role of assessments (Total Ship Readiness Assessments) in discovery with emphasis on self assessment is discussed. Corrosion assessments, both by Ship's Force and off ship assessors are reviewed. How off ship work is slotted into availabilities and how those availabilities are numbered. Shipboard metrics of Cycle Time and First Pass Yield are reviewed as well as the most common causes of work candidates to be rejected or changed. Actual examples of cycle time and First Pass Yield from attendees' ships are typically reviewed. The Integrated Class Maintenance Plan (ICMP) is discussed and its role at

the shipboard level is reviewed. How work is planned both for ship's force and off ship work is reviewed as well as the concept of a work specification for off ship work. The module closes with a review of the JFMM and lessons learned tools available for planning and preparing for an availability as well as a review of the associated milestones.

### **MODULE 6 - Executing Availabilities (3 Hours)**

This module covers the availability execution, closeout, and the feedback process. Ship's availability final preparations, priorities, trouble spots, organization, milestones, key events, work tracking tools, work quality control (both ship's force and outside activities), and quality assurance are reviewed. This module includes how to locate and use technical documents, 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, work certification, and work package closeout are reviewed as well dock trials, fast cruise and sea trials. The Lessons Learned process is reviewed in detail and the IFFM cycle is completed with a discussion on how the completed actions provide data for technical authority and TYCOM/Technical Authority analysis.

The session is typically closed with a thorough review of the contents of MU Disk provided each attendee.