

JOINT FLEET MAINTENANCE MANUAL**VOLUME III****DEPLOYED MAINTENANCE****LIST OF EFFECTIVE PAGES**

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JOINT FLEET MAINTENANCE MANUAL
VOLUME III
DEPLOYED MAINTENANCE
RECORD OF CHANGES

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JOINT FLEET MAINTENANCE MANUAL
VOLUME III
DEPLOYED MAINTENANCE
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VOLUME III
CHAPTER 1
INTRODUCTION

REFERENCES.

- (a) COMPACFLTINST 4710.6 - Policy for Accomplishment of Ship Repair Work in WESTPAC
- (b) COMSEVENTHFLT OPORD 201
- (c) NWP 1-03.1 - Naval Warfare Publication Operational Report

LISTING OF APPENDICES.

- A List of Acronyms
- B Glossary of Terms

1. **NOTICE.** Volume III revision reflects changes in Commander, U.S. Naval Force, Europe-**U.S. Naval Forces, Africa**, Sixth Fleet (COMUSNAVEUR-**COMUSNAVAF**-COMSIXTHFLT) maintenance support philosophy, practices and procedures. Transformational changes included the establishment of the Norfolk Ship Support Activity Detachment Naples (NSSA Det Naples). Listed references, Operational Orders, instructions, policies and procedures will remain in effect and continue to be used until all references can be revised to reflect these changes and incorporated into this manual.

1.1 **PURPOSE.** To provide in one publication essential information concerning the maintenance policy for ships deployed in COMUSNAVEUR-**COMUSNAVAF**-COMSIXTHFLT, Commander, Fifth Fleet (COMFIFTHFLT), and Commander, Seventh Fleet (COMSEVENTHFLT) Areas of Responsibility (AOR).

1.2 **SCOPE.**

- a. COMUSNAVEUR-**COMUSNAVAF**-COMSIXTHFLT N43 oversees matters pertaining to repair and maintenance of Naval Surface Force ships in the COMUSNAVEUR AOR. Day-to-day administration of Surface Ship Maintenance in **COMSIXTHFLT** has been delegated to NSSA DET NAPLES. Administration of repair and maintenance for Submarine Force ships has been delegated to Commander, Task Force 69 (CTF 69)/Commander, Submarine Group 8 (COMSUBGRU EIGHT). COMFIFTHFLT administers maintenance related matters and maintenance scheduling in the COMFIFTHFLT AOR. Day to day administration and scheduling of deployed submarine maintenance in the COMFIFTHFLT AOR is accomplished by Commander, Task Force 54 (CTF 54).

By references (a) and (b), Commander, Logistics (COMLOG) Western Pacific (WESTPAC) has the same responsibilities for ships deployed in the COMSEVENTHFLT AOR, other than Japan and Okinawa, which are the responsibility of the Ship Repair Facility - Japan Regional Maintenance Center (SRF-JRMC). Day-to-day administration and scheduling of deployed submarine maintenance in the COMSEVENTHFLT AOR is accomplished by Commander, Task Force 74 (CTF 74)/Commander, Submarine Group 7 (COMSUBGRU SEVEN).
- b. This manual authorizes overseas maintenance facilities to accomplish repairs on Military Sealift Command and United States Coast Guard ships and service craft, carrying out missions for the Navy in AORs specified in section 1.2.a of this Chapter, when authorized by the area commander. The procedures apply to all Navy ship maintenance administered and funded within the COMUSNAVEUR-**COMUSNAVAF**-COMSIXTHFLT, COMFIFTHFLT and COMSEVENTHFLT AORs.
- c. The COMSEVENTHFLT area and chop procedures are defined and governed by references (b) and (c). These maintenance procedures are not applicable in all cases to planned availabilities such as Selected Restricted Availabilities/Drydock Selected Restricted Availabilities, Phased Maintenance Availabilities, and planned availabilities, which are assigned to SRF-JRMC shore repair activities, for ships assigned to the Forward Deployed Naval Forces. Forward Deployed Naval Forces ships may also be assigned availabilities with Ship Repair Units (SRU) when deployed.
- d. Task Force Commanders and Commanding Officers shall be guided by this manual to obtain maintenance assistance while deployed. Commanding Officers of RMCs and Shore Fleet Maintenance Activities, Repair Officers of Afloat Fleet Maintenance Activities and Officers-In-Charge of Space and

Naval Warfare Systems Facilities Guam and Japan, as well as other activities involved in maintenance of deployed ships shall comply with the direction provided in this manual. Comments and recommendations for its improvement are invited.

- e. The Foreword of this manual contains a master list of references. These references are arranged in alphanumeric order to facilitate the ordering of documents. References used in specific chapters are listed at the beginning of each chapter. Appendices A and B of this chapter contain a list of acronyms and glossary of terms used in this specific volume.
- f. Equipment under the cognizance of the Strategic Systems Programs and Naval Sea Systems Command Nuclear Propulsion Directorate (NAVSEA 08) is maintained in accordance with Strategic Systems Programs and NAVSEA 08 directives, respectively.

1.3 CHANGES AND CORRECTIONS. Changes and corrections will be issued as required. Comments and suggestions for improving or changing this volume are invited. Address comments, recommendations and requested changes to Submarine Maintenance Engineering, Planning and Procurement (SUBMEPP) Activity utilizing the change request form located in the front of this manual. If changes are submitted in electronic format, facsimile or E-mail, each change request shall contain the information required on the change request form.

1.4 REQUESTS FOR COPIES OF THE MANUAL. Activities on distribution for the Joint Fleet Maintenance Manual (JFMM) that require additional copies or activities wanting to be added to distribution should submit a letter to their applicable Type Commander (TYCOM), identifying CD-ROM/paper requirements along with justification for the request. To the maximum extent possible, technical publications libraries at each activity will receive all copies of the manual for that activity and coordinate local distribution and updates.

APPENDIX A
LIST OF ACRONYMS

AER	Alteration Equivalent to a Repair
AFMA	Afloat Fleet Maintenance Activity (Submarine Tender)
AOR	Area of Responsibility
C4ISR	Command Control, Communications. Computers, Intelligence, Surveillance and Reconnaissance
C5I	Command, Control, Communications, Computers, Combat Systems and Intelligence
CASREP	Casualty Report
CM	Continuous Maintenance
COMFIFTHFLT	Commander, Fifth Fleet
COMLOGWESTPAC	Commander, Logistics Group Western Pacific
COMNAVAIRLANT	Commander, Naval Air Force, U.S. Atlantic Fleet
COMNAVAIRPAC	Commander, Naval Air Force, U.S. Pacific Fleet
COMNAVSURFGRU	Commander, Naval Surface Force Group
COMNAVSURFLANT	Commander, Naval Surface Force, U.S. Atlantic Fleet
COMNAVSURFPAC	Commander, Naval Surface Force, U.S. Pacific Fleet
COMPACFLT	Commander, Pacific Fleet
COMSEVENTHFLT	Commander, Seventh Fleet
COMSIXTHFLT	Commander, Sixth Fleet
COMSUBGRU	Commander, Submarine Group
COMSUBRON	Commander, Submarine Squadron
COMUSNAVAF	Commander, U.S. Naval Forces Africa
COMUSNAVEUR	Commander, U.S. Naval Force, Europe
CSMP	Current Ship's Maintenance Project
CTF	Commander Task Force
DDSI	Defense Distribution Depot, Sigonella, Italy
DET	Detachment
FAT	Fly Away Team
FDNF	Forward Deployed Naval Forces
FLC-NRCD	Fleet Logistics Center-Naval Regional Contracting Detachment
FMA	Fleet Maintenance Activity
FTA	Fleet Technical Assistance
IIT	Integrated Installation Team
INMARSAT	International Marine Satellite Communications
ISIC	Immediate Superior In Command
JFMM	Joint Fleet Maintenance Manual
MARAV	Master Agreements for Repair and Alterations of Vessels
MED	Mediterranean
MIC	Material Identification Code
MIOC	Maritime Integrated Operations Center
MSC	Military Sealift Command
MT	Maintenance Team
MUSE	Mobile Utility Support Equipment

NAVCALAB	Navy Calibration Laboratory
NAVIMFAC	Naval Intermediate Maintenance Facility
NAVSEA	Naval Sea Systems Command
NAVSEA 08	Naval Sea Systems Command Nuclear Propulsion Directorate
NSRF	Naval Ship Repair Facility
NSSA	Norfolk Ship Support Activity
OIC	Officer in Charge
OPREP	Operation Report
PLAD	Plain Language Address Directory
PRI	Priority
QA	Quality Assurance
QAI	Quality Assurance Inspector
RADIAC	Radiation Detection, Indication and Computation
RMC	Regional Maintenance Center
RMT	Regional Maintenance Team
RSG	Regional Support Group
SEVENTHFLT	Seventh Fleet
SFIMA	Strike Force Intermediate Maintenance Activity
SIXTHFLT	Sixth Fleet
SMMO	Ship's Maintenance Management Officer
SPAWAR	Space and Naval Warfare
SRF-JRMC	Ship Repair Facility - Japan Regional Maintenance Center
SRU	Ship Repair Unit
SUBMEPP	Submarine Maintenance Engineering, Planning and Procurement Activity
SUPSHIP	Supervisor of Shipbuilding, Conversion and Repair
TYCOM	Type Commander
USCG	United States Coast Guard
VR	Voyage Repair

APPENDIX B
GLOSSARY OF TERMS

<u>TERM</u>	<u>DEFINITION</u>
Fleet Maintenance Activity (FMA)	FMA's include tenders, shore based maintenance activities (Regional Maintenance Centers, Naval Ship Repair Facilities, Naval Submarine Support Facilities, Naval Intermediate Maintenance Facilities (NSRF), TRIDENT Refit Facilities, Weapons Repair Facilities and other activities of that type) and supporting activities (port services, etc. that perform maintenance on Fleet assets).
Industrial Activity	The activity responsible for accomplishing construction or repair of ships whether private or public. This includes Regional Maintenance Centers, Naval shipyards, private shipyards, shipbuilders, commercial contractors, Naval Aviation Depots, NSRFs, Ship Repair Units (SRU) and other Naval Repair/Technical Activities (Naval Undersea Warfare Center (NUWC), Naval Surface Warfare Center (NSWC), etc.).
Maintenance Manager	Those persons, such as Maintenance Teams, Port Engineers, Ship Superintendents, Ships Coordinator and Maintenance Planning Managers, assigned to assist Ship's Force in the tracking of work candidates, development of work packages and tracking of AFMA/Regional Maintenance Center (RMC)/NSRF/Industrial Activities assigned jobs.
Maintenance Team	The Maintenance Team (MT), led by the Ashore Ships Maintenance Manager, is responsible for validating, scheduling and tracking through execution of all maintenance candidates. The primary responsibility of the Maintenance Team is to execute the maintenance policies, directives and regional business rules of this manual, the TYCOM and the RMC.
Naval Supervisory Authority/Supervisory Authority	The officer designated to represent the Navy Department at an industrial activity; normally a Supervisor of Shipbuilding (new construction), RMC (Conversion and Repair) or the Commander of a Naval Shipyard.
Regional Maintenance Team (RMT)	A site specific, multi-disciplined group of people normally accomplishing "outside shop" or on-platform work. An RMT may be platform or technology specific (e.g., submarines or nuclear) to facilitate necessary worker training and competency. An RMT is generally comprised of both military and civilian workers.
Regional Repair Center (RRC)	An "inside shop" focusing on a particular product line (e.g., motors) or technology (e.g., machinery). An RRC is generally comprised of both military and civilian workers.
Voyage Repairs	A Voyage Repair availability is assigned solely for the accomplishment of corrective maintenance of mission or safety essential items necessary for a ship to deploy or continue on its deployment. Repairs accomplished during a VR availability are frequently referred to as Voyage Repairs.

Work

- a. Any action that actually or potentially changes (including disassembly for the purposes of inspection or repair) the approved configuration of any part, component or ship's system.
- b. Any action that removes or affects the ship's ability to operate ship's systems or components in accordance with ship's systems/operating manuals or reactor plant manuals.
- c. Any testing or inspections required to establish, maintain or reestablish certification.
- d. Any design, engineering, planning or configuration management functions that involve the final review and/or approval of technical information.

Examples of work include the following:

1. Action which disassembles or removes any part, component or ship's system.
2. Action specified in a Technical Work Document.
3. Any action that removes or affects the ship's ability to operate ship's systems or components in accordance with ship's systems manuals, operating manuals or reactor plant manuals, excluding tagout in accordance with the Tagout Users Manual, including but not limited to:
 - (a) Component or system tests.
 - (b) Intrusive inspections (such as breaking the plane of electrical panels requiring electrical safety).
 - (c) Valve line ups that alter the normal system line up not governed by operating procedures.
 - (d) Removing valve hand wheels, disconnecting of reach rods.

VOLUME III

CHAPTER 2

MAINTENANCE ORGANIZATIONS AND CAPABILITIES

REFERENCES.

- (a) COMPACFLTINST 4710.6 - Policy for Accomplishment of Ship Repair Work in WESTPAC
- (b) COMPACFLTINST 4341.1 - Fleet Technical Assistance (FTA) Program (Cancelled)
- (c) OPNAVINST 4700.7 - Maintenance Policy for U.S. Naval Ships

2.1 COMMAND RELATIONSHIPS.

- a. Commander, U.S. Naval Force, Europe-**Commander, U.S. Naval Forces, Africa**-Commander, Sixth Fleet (COMUSNAVEUR-**COMUSNAVAF**-COMSIXTHFLT) assigns maintenance reporting responsibilities to subordinate Task Force commanders (CTF) while operating in the Area of Responsibility (AOR). Commander, Submarine Group (COMSUBGRU) Eight is the maintenance representative for all deployed Commander, Submarine Force, U.S. Atlantic Fleet units. Ships deployed to the COMUSNAVEUR-**COMUSNAVAF**-COMSIXFLT or Commander, Fifth Fleet (COMFIFTHFLT) AOR will address maintenance related correspondence to Norfolk Ship Support Activity Detachment (NSSA DET) Naples and NSSA DET Bahrain. Submarines deployed to COMSIXTHFLT address maintenance related correspondence to COMSUBGRU Eight, with information copy to their homeport Regional Maintenance Center (RMC)/Regional Support Group (RSG). Submarines deployed to COMFIFTHFLT, address all maintenance related correspondence directly to Commander Task Force 54 (CTF 54) with information copy to COMSUBGRU Eight.
- b. Commander, Naval Service Force, Fifth Fleet (COMSERVFORFIFTHFLT) is responsible for scheduling of maintenance and utilization of maintenance assets in the COMFIFTHFLT AOR. COMSERVFORFIFTHFLT has one other assignment: CTF 53, Force Logistics Commander for COMFIFTHFLT. COMSUBGRU Seven is responsible for coordination and execution of all deployed submarine maintenance in COMFIFTHFLT AOR as CTF 54.
- c. Commanding Officer, Ship Repair Facility - Japan Regional Maintenance Center (SRF-JRMC) is the Pacific Fleet Maintenance Officer's (CPF N43) representative for the Seventh Fleet AOR, coordinates ship repair and maintenance in Japan and Okinawa in accordance with references (a) and (b), and executes Fleet Technical Assistance (FTA) and Assessment in the entire Seventh Fleet AOR. Policy, procedures and guidance regarding utilization of FTA program resources are contained in Volume VI, Chapter 2 of this manual. He also acts as the Maintenance Representative for Commander Naval Surface Force, Pacific Fleet, Commander Naval Surface Force Atlantic Fleet and Commander Naval Air Force Pacific Fleet (COMNAVAIRPAC) Forward Deployed Naval Forces ships for all maintenance accomplished in Japan and Okinawa. Commander Logistics Western Pacific (COMLOG WESTPAC) is the Maintenance Representative for Commander Naval Surface Force, Pacific Fleet, and COMNAVAIRPAC for ship maintenance in the WESTPAC outside of Japan and Okinawa. COMNAVAIRPAC, Commander Naval Surface Force, Atlantic Fleet and COMNAVAIRPAC ships permanently forward deployed to WESTPAC as part of the Forward Deployed Naval Forces will address maintenance correspondence to SRF-JRMC for all maintenance in Japan and Okinawa, information copy to their Immediate Superior In Command (ISIC) and to COMLOG WESTPAC, information copy to their ISIC for all maintenance outside of Japan and Okinawa. All other deploying surface ships will address maintenance related correspondence directly to COMLOG WESTPAC copy to ISIC or to SRF-JRMC for Port Visits in Japan.

COMSUBGRU Seven is the Maintenance Representative for all deployed Commander, Submarine Force, U.S. Pacific Fleet ships. Submarines deployed to the Commander, Seventh Fleet AOR will address all maintenance correspondence directly to Commander Task Force 74 (CTF 74)

(COMSUBGRU Seven), information copy to ISIC and SRF-JRMC for maintenance that will be accomplished in Japan and Okinawa.

2.2 MAINTENANCE ORGANIZATIONS AND CAPABILITIES. The following organizations support maintenance on ships in their respective AORs:

2.2.1 Sixth Fleet Organizations.

- a. COMUSNAVEUR-~~COMUSNAVAF~~-COMSIXFLT.
 - (1) Fleet Maintenance Officer (N43). Sole staff advisor on subjects regarding naval surface aviation maintenance and salvage. Coordinates with COMUSNAVEUR-~~COMUSNAVAF~~-COMSIXTHFLT Maritime Integrated Operation Center (MIOC) Logistics, and CTF Commanders on maintenance support requirements. Provides liaison with NSSA Det Naples for in-theater ship repairs. Monitors programs relating to aircraft, surface ~~force ship and aircraft carrier~~ maintenance, engineering and material support.
 - (2) CTFs. Task Force commanders are responsible for monitoring the material condition of units assigned and coordinating emergent repairs and requests for technical assistance. Coordinate changes to operational scheduling due to maintenance related problems (must be approved by MIOC). CTF Commanders also provide recommendations regarding operational delays of C3/C4 Casualty Reports (CASREP).
 - (3) CTF 63. COMUSNAVEUR-~~COMUSNAVAF~~-COMSIXTHFLT Task Force Commander for Logistics. Responsible for the scheduling and execution of Combat Logistics Force and Navy Unique Fleet Essential Airlift assets in charge of logistic support and distribution. MIOC Log Ops fulfills this responsibility for the CTF Commander.
 - (4) MIOC Log Ops. Provide logistical support to units operating in the COMUSNAVEUR-~~COMUSNAVAF~~-COMSIXTHFLT AOR. (PLAD: NAVEURLOGCOORD CENTER (NELCC)).
 - (a) Air Log. Manages Navy Unique Fleet Essential Airlift assets used to transport personnel and material in ~~COMSIXTHFLT~~ AOR and adjoining AORs.
 - (b) Passenger, Mail, Cargo and CASREP. Passenger, Mail, Cargo and CASREP division tracks all material movement from Continental U.S. to AOR. Once in the AOR, they direct material shipments to the unit via the most economical means possible using MILAIR, Defense Distribution Depot Sigonella, Italy (DDSI) (Commercial Air or Ground) or Combat Logistics Force.
 - (c) Sustainment. Provides logistical coordination for provisions, hazardous material, ordnance and fuel.
 - (5) COMSUBGRU Eight (CSG-8). Screens and coordinates maintenance for submarine-specific voyage repair. Assists CTF-69 in monitoring material condition of submarines assigned. Coordinates Voyage Repair (VR) repair brokerage through homeport RMC/RSG. Monitors Technical Assistance requests submitted to NSSA Det Naples.
- b. NSSA Det Naples. Commander, ~~Navy Regional Maintenance Center~~ Repair representative in the COMUSNAVEUR-~~COMUSNAVAF~~-COMSIXTHFLT AOR. ~~Additional Duty to COMUSNAVEUR-
COMUSNAVAF-
COMSIXTHFLT as Fleet Surface Maintenance Officer (N43A). NAVSEA 00C
Dive/Salvage Officer assigned to NSSA Det Naples is Additional Duty to COMUSNAVEUR-
COMUSNAVAF-
COMSIXTHFLT as Fleet Salvage Officer for all dive and salvage related operations.~~ Coordinator of FTA for surface and subsurface units and sole coordinator of voyage repair efforts for surface units. Provide contract maintenance support in all ports when required. Functions include shipcheck of screened work packages, specification writing, contract technical representation, and Quality Assurance of contracted work. Working closely with Fleet ~~Logistics Center (FLC) Sigonella~~C which performs the Primary Contracting Officer functions. NSSA Det Naples ensures completion of all work accepted for accomplishment as VR is on time and in accordance with specifications. (~~PLAD: SHIPSUPPACT NORFOLK DET NAPLES IT~~)
- c. . FLC Sigonella provides fleet and base support for U.S. Navy, Military Sealift and Coast Guard ships; U.S. bases and facilities located in Europe, Africa and Southwest Asia; contingency operations; and continental U.S. activities requiring supplies and services from Europe, Africa and Southwest Asia.

- d. DDSI provides the full complement of physical distribution services to all four service components and other federal agencies located south of the Italian Alps. It provides forward stock positioning support and enhanced physical distribution services. Specialized handling and support services include managing the Navy's hazardous materials, depot level repair part storage and distribution, and a complete range of material packing and shipping services. DDSI also provides expedited requisitioning and centralized receiving support to the military community.

2.2.2 Commander, Naval Service Force, Fifth Fleet Organizational Structure. COMSERVFORFIFTHFLT N43 provides all organizational services. SRU DET Bahrain provides local management for the following services:

- a. Combat Systems and Hull, Mechanical and Electrical assists, provided by local RMC.
- b. Gas Turbine Changeout Vans.
- c. Waterjet Machines.
- d. Availability scheduling.

2.3 COMMON MAINTENANCE FACILITIES - ALL AREAS OF RESPONSIBILITY. The following types of maintenance facilities are common to all AORs and provide the services indicated.

2.3.1 Afloat Fleet Maintenance Activities.

2.3.1.1 Capabilities. For purposes of this volume, the Repair Department of a submarine tender will be referred to as Afloat Fleet Maintenance Activity (AFMA). AFMAs offer the broadest range of industrial capabilities of any afloat Navy activity. AFMAs are capable of repairs in all areas (e.g., hull, mechanical, electrical, electronic and ordnance equipment). Where there are shortfalls in shipboard expertise, AFMAs will be augmented by outside resources.

2.3.1.2 Workload. Maintenance Managers, Operational Commanders and AFMA Commanding Officers will maximize use of deployed AFMA Fly Away Teams (FAT), deployed or otherwise.

2.3.1.3 Afloat Fleet Maintenance Activity Fly Away Team. FATs provide a unique method of rapid deficiency correction which stresses mobility, initiative and maximization of resource utilization. AFMA FATs shall be used for CASREP correction and technical assistance for ships not collocated with the AFMA. AFMA FATs are tasked by the Maintenance Manager only after the following conditions have been established:

- a. Casualty is not correctable by any ship, element or unit of the Strike Force Intermediate Maintenance Activity.
- b. Ship will provide parts or FAT can carry all required parts.

Each AFMA will establish procedures to enable the deployment of FATs within hours of receiving tasking. The procedures will include pre-designation of FAT members, rapid preparation for travel orders, travel regulation briefings, advances in travel funding, area briefings, and area clearance messages as appropriate.

2.3.1.4 Fly Away Team Funding. FAT funding will be provided in accordance with Fleet direction.

2.3.1.5 Afloat Fleet Maintenance Activity Tasking. Tasking AFMA for performance of VRs, FAT assistance or other availabilities will be performed as follows: Maintenance brokers for Fifth/Sixth/Seventh Fleet assigned units maintenance brokers will request AFMA support and availability periods, via CTF 54/69/74, from Commander, Submarine Squadron (COMSUBRON) 15. COMSUBRON 15 shall provide the required support based on AFMA operational considerations and resource limitations (e.g., manpower and/or materials).

2.3.2 Strike Force Intermediate Maintenance Activity.

2.3.2.1 Mission. The mission of the Strike Force Intermediate Maintenance Activity is to provide a first response to units needing assistance with maintenance candidates beyond their capability to correct while deployed, at sea, or away from regular support facilities. It is a self-help effort that takes advantage of the organic capabilities of each member of the deploying force. Maintenance candidates beyond the Strike Force Intermediate Maintenance Activity capability and/or capacity or those that would interfere with the mission of the service provider shall be managed per Chapter 4 of this volume. The Strike Force is not authorized to perform SUBSAFE work.

2.3.2.2 Policy. With the exception of SUBSAFE, Strike Force maintenance and repair actions are limited only by the procedures and guidelines contained in reference (c) and in the Quality Maintenance section, Volume V, Part I, Chapter 2 of this manual. The Strike Force is not authorized to perform SUBSAFE work.

2.3.2.3 Applicability. This paragraph applies to all Forces, Ships, Units and Detachments deploying as a cohesive force.

2.3.3 Regional Maintenance Center. RMCs provide contract maintenance support in all ports when assigned. RMC functions include shipcheck of screened work packages, specification writing, contract technical representation and Quality Assurance of contracted work. Working closely with **FLC-Naval Regional Contracting Detachment (NRCD)**, which performs the Primary Contracting Officer functions; RMCs ensure all work accepted for accomplishment as VR is completed on time and in accordance with specifications. RMCs are located in Naples, Bahrain and Japan.

2.3.4 Regional Maintenance Center/Technical Assistance. The RMC Technical Support mission is to promote shipboard self sufficiency in accordance with references (a) and (b) as applicable. This is carried out by providing system and equipment Subject Matter Experts to assist and train Ship's Force in casualty prevention and correction. When the assistance required is not resident in the AOR, the responsible RMC will arrange technical assistance from other sources. Each RMC publishes a list of their organic technical capabilities. RMCs can request additional resources to provide assistance in accordance with Volume VI, Chapter 2 of this manual. RMCs can provide assistance for all non-nuclear shipboard systems. Additional details on FTA are available in Volume VI, Chapter 2 of this manual and reference (a).

2.3.5 Naval Regional Contracting. **FLC-NRCD** Naples and Singapore, provide contracting in support of AFLOAT and ASHORE activities. In support of afloat maintenance, **FLC-NRCDs** can perform all pre- and post-award contracting functions. They execute a variety of contract actions to support ship maintenance such as: issue Master Agreements for Repair and Alterations of Vessels (MARAV); place calls against Blanket Purchase Agreements, award Contracts or Purchase Orders; and compete job orders among MARAV holders. Please note that establishment of a MARAV only pre-qualifies industrial activities to accomplish Navy work which streamlines the procurement process. Being a MARAV holder does not guarantee the industrial activity can accomplish all types of work.

2.4 UNIQUE MAINTENANCE FACILITIES - COMMANDER, UNITED STATES NAVAL FORCES, EUROPE-COMMANDER, UNITED STATES NAVAL FORCES, AFRICA-COMMANDER, SIXTH FLEET AREA OF RESPONSIBILITY.

2.4.1 U.S. Navy Facilities. Maintenance piers and limited shore power are available at Naval Station Rota, Spain; Naval Support Activity Naples Detachment Gaeta, Italy; and Naval Station Souda Bay, Greece. Host nations also provide basic pier side services at the following ports: Faslane, Scotland; Gibraltar; Naples and Augusta Bay, Italy.

2.4.2 Repairs in Ports Without Navy Ship Maintenance Organizations.

- a. VRs are accomplished in many ports where there is no permanent Navy presence. This is accomplished by NSSA Det Naples Surveyors and **FLC-NRCD** Naples Contracting Officers. NSSA will develop contract specifications from ship's work packages, and NRCD will contract the work out to local contractors who have MARAV with **FLC-NRCD**. See Chapter 3, section 3.4 of this volume for additional information.
- b. **FLC-NRCD** contracted Husbanding Services Contractors may be used to obtain contract repair services using ship's operating budget. This should be done only on a very limited basis in emergency type situations. When used, Quality Assurance and conformance to Navy specifications are entirely the responsibility of Ship's Force.
- c. Submarine maintenance personnel and repair equipment will be assigned from the unit's homeport Fleet Maintenance Activity (an RMC or RSG), or brokered by the Fleet Maintenance Activity to another organization as necessary.

2.4.3 Commercial Industrial Activities. **FLC-NRCD** Naples maintain lists of commercial industrial activities in most major Mediterranean and some North Sea ports which have MARAVs with the Navy. Since this list changes with business conditions, it is not included here, but can be obtained from **FLC-NRCD** Naples.

2.5 UNIQUE MAINTENANCE FACILITIES - COMMANDER, FIFTH FLEET AREA OF RESPONSIBILITY. SRU Detachment Bahrain maintains a list of commercial industrial activities in Manama Bahrain, Jebel Ali United Arab Emirate, and Dubai United Arab Emirate, which have MARAVs with the Navy. Since this list changes with business conditions, it is not included here, but can be obtained from NSSA Detachment Bahrain.

2.6 UNIQUE MAINTENANCE FACILITIES - COMMANDER, SEVENTH FLEET AREA OF RESPONSIBILITY.

2.6.1 Ship Repair Facility - Japan Regional Maintenance Center Yokosuka, Japan. SRF-JRMC Yokosuka, Japan is the Naval Supervisory Authority responsible for non-nuclear repair work in Yokosuka, Japan that has the resources to undertake voyage repairs, routine repairs, alterations, Selected Restricted Availability (SRA), and Drydocking Selected Restricted Availability (DSRA). SRF-JRMC Yokosuka, Japan is capable of repairing Hull, Mechanical, Electrical, Electronics, Ordnance, Gas Turbine equipment, boilers, etc., on all fossil fueled ships including mechanical and electronic test equipment repair and calibration. Graving docks are available for all classes of ships. Cold iron and feed water services are available. Portable tools are available for loan. Messages relating to repair matters in Yokosuka should be addressed to SRF-JRMC YOKOSUKA JA.

2.6.2 Ship Repair Facility - Japan Regional Maintenance Center Detachment Sasebo, Japan. SRF-JRMC DET Sasebo is the Naval Supervisory Authority responsible for arranging SRA, DSRA and repair work during upkeep and VR periods in Sasebo. Because most of the SRA/DSRA work in Sasebo is contracted to Japanese industrial activities, repairs to classified weapons, electronics, or cryptological equipment is accomplished by work force augmentation from SRF-JRMC Yokosuka, Japan. A metrology lab at SRF-JRMC Sasebo has the capability of performing most mechanical and some electrical and General Purpose Electronic Test Equipment calibration. Ship-to-shop equipment repair and calibration beyond SRF-JRMC DET Sasebo's capabilities will normally be trucked or flown to Yokosuka for accomplishment. The Production Shop can perform intermediate and depot level installs/repairs. Portable tools are available for loan. Messages relating to repair matters in Sasebo should be addressed to SRF-JRMC DET SASEBO JA, with information copies to SURFMO SASEBO JA, SRF-JRMC YOKOSUKA JA and COMFLEACT SASEBO JA.

2.6.3 Space and Naval Warfare Systems Facility Pacific Yokosuka, Japan. Space and Naval Warfare Systems Facility Pacific is chartered and tasked to manage installations of all Space and Naval Warfare Systems Command (SPAWAR) sponsored Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR) systems (e.g., hardware, software and networking) aboard all ships assigned to Commander, U. S. Seventh Fleet. Integrated installations aboard individual ships will be completed so that the overall Strike **Group** command, control and communications interoperability is achieved. The overall Space and Naval Warfare Systems Facility Pacific management and oversight for Fleet C4ISR installations consists of an Integrated Installation Team (IIT). Members of the IIT include but are not limited to the following:

- a. Installation Management Office. Functions as the conduit by which SPAWAR Systems Center **Pacific** receives installation related advanced planning, execution tasking and funding. The Installation Management Office ensures product delivery within cost, schedule and performance.
- b. IIT Leader. Overall management and oversight of the IIT, Strike **Group** Officers, Strike **Group** Superintendents and Ship Superintendents. Long-range planning for execution of installations in ships of respective Strike **Groups**. Ensures all parties (e.g., ship and chain of command, IIT and chain of command, system managers and chain of command) are informed. Liaisons with SPAWAR **Fleet Readiness Directorate** and **applicable** Program Executive Officers for engineering related issues.
- c. IIT Strike **Group** Officer. Works scheduling conflicts and issues. Liaisons with SPAWAR **Fleet Readiness Directorate** for Strike **Group** scheduling issues. Responsible to IIT Team leader for Strike **Group** scheduling, availability and system readiness to install. Ensures timely submission of reports and other engineering documentation. Liaisons with **Ship Repair Facility, Naval Supervising Activity, NAVSEA Ship Platform Manager, Fleet Commands, Type Commanders, Strike Group Commanders** and Commanding Officers to resolve Strike **Group** availability, scheduling and Strike **Group** C4ISR composition issues. Coordinate final authorization to install in Strike **Group** ships.
- d. IIT Strike **Group** Superintendent. Project Manager for Strike **Group** IIT installations. Scheduling for Strike **Group** availabilities. Work scheduling conflicts and issues. Liaison with SPAWAR **Fleet Readiness Directorate** for Strike **Group** scheduling issues. Responsible to IIT Team leader for Strike **Group** scheduling, availability and system readiness to install. Ensure timely submission of reports and

- other engineering documentation. Liaison with **Ship Repair Facility, Naval Supervising Activity, NAVSEA Ship Platform Manager, Fleet Commands, Type Commanders, Strike Group Commanders and Commanding Officers** to resolve **Strike Group** availability, scheduling and **Strike Group C4ISR** composition issues. Coordinate final authorization to install in **Strike Group** ships.
- e. **IIT Ship Superintendent.** Represents Commanding Officer, SPAWAR Systems Center **Pacific**, to Fleet Commanding Officers. **Verifies** work performed adheres to prescribed scope of tasking, policy and guidance. Designated person with overall responsibility for the conduct of the IIT. Has technical authority over contractor team members; shall be knowledgeable of and responsible for team adherence to all invoked requirements including safety and quality. Provides a single point of contact between ships and various waterfront activities. Coordinates installations with the Regional **Maintenance and Modernization Coordination** Office.
- f. **Alteration Installation Team Manager.** Responsible for installation of individual C4ISR systems in **Strike Group** ships. Ensures system has current funding, approved **Ship Change Document** and Government-Furnished Equipment ready for installation. Writes Statement of Work; provides and reviews cost estimates for contractor support as required. Provides system engineering and technical specifications before and during installation. Conducts **System Operational** Verification Testing and provides operator and maintenance training. Delivers drawings, configurations change forms and other system Integrated Logistics Support to ship's company as necessary. Updates Ship Selected Record as necessary. **Reports** to SPAWAR Systems Center Technical Code for installation assignment, pay, travel and other administrative matters. **Reports** to Ship Superintendent for operational matters concerning individual system installations.
- g. **Integrated Logistics Support Manager.** Implements Integrated Logistics Support policies and procedures in accordance with Integrated Logistics Support guidance to the Installation Management Office and IITs.

VOLUME III
CHAPTER 3
MAINTENANCE MANAGEMENT

REFERENCES.

- (a) Title 10 U.S. Code
- (b) COMPACFLTINST 4710.6 - Policy for Accomplishment of Ship Repair Work in WESTPAC
- (c) OPNAVINST 4700.7 - Maintenance Policy for U.S. Naval Ships
- (d) COMNAVAIRFORINST 4790.2 - Naval Aviation Maintenance Program
- (e) NAVSEAINST 4790.8/OPNAVINST 4790.4 - Ship's Maintenance and Material Management (3-M) Manual

3.1 **PURPOSE.** To implement the policies of references (a) through (e) when conducting deployed maintenance. Commanding Officers will keep their operational, administrative, and logistic commanders fully apprised of their material readiness status. The effectiveness of maintenance availabilities, as well as technical assistance is highly dependent on the detailed information provided.

3.2 **CASUALTY REPORT SUMMARY.** To assist maintenance and logistics activities in maintaining current readiness status for all ships assigned to various Areas of Responsibility (AOR), in-chopping ships will report all outstanding Casualty Reports prior to inchoop in accordance with the applicable area Operational Orders.

3.3 **DEPLOYED MAINTENANCE PERIODS.** Commander, Fifth Fleet (COMFIFTHFLT), Commander, U.S. Naval Force, Europe-**Commander, U.S. Naval Forces, Africa**-Commander, Sixth Fleet, Commander, Seventh Fleet, Commander, Submarine Group (COMSUBGRU) Seven or COMSUBGRU Eight schedule all Availability periods for ships and submarines in their respective AORs (in accordance with references (a) and (b)) after receiving proposals from Operational Commanders.

3.3.1 **Ship's Force Upkeep.** A Ship's Force Upkeep is a maintenance period during which steaming notice is extended sufficiently to facilitate the maintenance of equipment and systems. A ship may accomplish self-maintenance or be assigned any of the following upkeep maintenance availability types:

- a. **Maintenance Availability.** A Maintenance Availability is an availability for the accomplishment of scheduled or emergent maintenance and may be further categorized based on scope, location and type.
- b. **Voyage Repair Availability.** A Voyage Repair (VR) Availability is assigned solely for the accomplishment of corrective maintenance on mission or safety essential items necessary for a ship to deploy or to continue on its deployment. Repairs accomplished during a VR availability are frequently referred to as Voyage Repairs.
 - (1) In accordance with Subtitle C, Part IV, Chapter 633, Section 7310 of reference (a), a naval vessel or any other vessel under the jurisdiction of the Secretary of the Navy, the homeport of which is in the United States may not be overhauled, repaired, or maintained in a shipyard outside of the United States or Guam other than in the case of VRs.
 - (2) Norfolk Ship Support Activity (NSSA) Det Naples and Commander Logistics Western Pacific (COMLOG WESTPAC), will submit to Congress, via Fleet Commanders and the Chief of Naval Operations, quarterly reports of work items accomplished during VRs.

3.4 **VOYAGE REPAIR POLICY (NON-NUCLEAR WORK).**

3.4.1 **Surface Force Ship and Aircraft Carrier Policy.**

- a. VR work package screening guidelines in reference (c) limit the type of work which may be accomplished using overseas shipyards or Ship Repair Facilities - Japan Regional Maintenance Center (SRF-JRMC) to VRs only. For the purpose of this prohibition, a shipyard is any facility that repairs naval vessels and is located outside the United States or its territories. VRs include only mission or

safety essential items necessary for a ship to deploy or continue on its deployment. Only work which falls within these boundaries will be authorized for VR accomplishment. All other work will be deferred.

- b. VR work screening activities provide the results of screening to customer ships in a screening message. Approved work candidates are forwarded to the cognizant Regional Maintenance Center (RMC) for accomplishment or contract award. After authorized jobs are received by the RMC, the following steps take place:
 - (1) RMC Surveyor accomplishes shipcheck as ship schedule permits.
 - (2) Cognizant RMC Surveyor writes work specifications or contract work specifications prior to ship arrival.
 - (3) RMC/Contractor shipchecks take place upon ship's arrival. For VR that must be contracted, competitive bidding constraints require not less than three contractors be considered for contract award if possible.
 - (4) When VR contracting is required, contract award follows not later than arrival plus one day.
- c. Voyage Repair Availability Execution.
 - (1) The assigned **Ashore Ships Maintenance Manager** and Ship Superintendent or Surveyor will meet ship on arrival and will ensure the Job Order Specification or contract is in place, as applicable. The assigned **Ashore Ships Maintenance Manager** and Ship Superintendent or Surveyor will ensure the Job Order Specification or technical portion of the contract is adhered to and provide liaison with the local industrial activity on technical matters. It is the RMC Ship superintendent/Surveyor and Ship's Force responsibility to ensure the activity performing the VR complies with work specifications.
 - (2) Where applicable, the Fleet **Logistics** Center (FLC) Naval Regional Contracting Detachment (NRCD) representative will award the contract and provide liaison with the contractor on contractual matters, including new work and payment.
 - (3) A pre-production meeting will be scheduled, after the contractor shipcheck. Purpose is for assigned **Ashore Ships Maintenance Manager** and Ship Superintendent or Surveyor to review with the Ship's Force, contents of the Job Order Specification or Contract Specification, ship-contractor coordination requirements (if applicable), Quality Assurance (QA) requirements of Ship's Force and repair activity performing the VR, and list of government furnished material to be provided by the ship. The ship should provide the RMC Ship Superintendent/Surveyor a list of the ship's Quality Assurance Inspectors (QAI) to be used during the VR period.
 - (4) Daily Production Meeting. The Ship's Maintenance Management Officer, Surveyor, and other essential personnel will meet daily to review progress, discuss daily production efforts, and remove possible "interferences" with the intent of minimizing length of the availability. Early and frequent communication between all parties involved in the repair/maintenance process will help to ensure the overall success and effectiveness of any availability.
- d. Growth and New Work.
 - (1) Growth work identified during the open and inspect phase of the baseline repairs will be reviewed for cost and schedule impacts and incorporated in the work package by the RMC assigned Port Engineer or Surveyor, as applicable. No growth work or new work is authorized to commence until FLC NRCD negotiates with the contractor and the appropriate contract documentation is issued.
 - (2) New work must be processed and authorized without violating Public Law restrictions. To assure these restrictions are not violated, the ship shall submit an OPNAV 4790/2K in accordance with the normal process and provide a copy to the assigned **Ashore Ships Maintenance Manager** or Surveyor. Continuous Screening process will ensure that the forward maintenance activity receives it in a timely manner. The Surveyor shall determine the

feasibility of completing new work and shall obtain the required authorization from the cognizant organization (NSSA Det Naples, NSSA Det Bahrain, COMLOG WESTPAC, SRF-JRMC).

- e. Constructive changes are changes to contracts in the intent of work specifications directed at the contractor by anyone other than the surveyor or FLC-NRCD representative. Since they are not pre-negotiated with the contractor, constructive changes are against the law. Ship's Force personnel should be cautioned **not** to direct or otherwise influence contractor personnel to accomplish work not clearly delineated by contract specifications.
- f. Contractor Limitations.
 - (1) Military Specification material may be available from SRF-JRMC or requisitioned by the SRF-JRMC for contractor VR conducted on ships inport Yokosuka and Sasebo, Japan.
 - (2) With the exception of lagging, Military Specification parts and material are not available to local contractors in other ports. Some parts can be manufactured, but the material and parts required for work package execution should be provided by the ship.

CAUTION: THE SHIP SHOULD PROVIDE ONLY THE PARTS REQUIRED BY WORK SPECIFICATIONS. WITH THE EXCEPTION OF YOKOSUKA AND SASEBO, JAPAN, DRAWINGS AND TECHNICAL MANUALS ARE GENERALLY NOT AVAILABLE IN THEATER. SHIP'S FORCE SHOULD BE PREPARED TO PRODUCE ASSOCIATED TECHNICAL INFORMATION AS REQUIRED.

- g. Schedule Restrictions. Ships in VR should support the work week schedule provided by local contractors to make the most productive use of personnel resources during the maintenance period.
 - (1) In the COMFIFTHFLT AOR, the Arab work week is Saturday through Wednesday with the weekend being on Thursday and Friday.
 - (2) Contractor ability to accomplish work is sometimes limited by Port Captain regulations, and local strikes. Although generally short term in nature, the FLC-NRCD representative and RMC surveyor should be notified immediately of any indication of problems.
- h. Ship's Force QA responsibilities during VRs for work performed by non-Navy Maintenance Activities.
 - (1) Planning. Increased emphasis is required by Ship's Force to identify the level of control of maintenance of systems being worked and proper equipment, Allowance Parts List, technical manuals and drawings. Early identification of controlled work or work requiring Material Identification and Control/Material Identification Code (MIC)-LEVEL I material, in accordance with Volume V of this manual, will assist RMC Surveyors in producing correct work specifications.
 - (2) Execution. Although the name implies quick repairs, VRs require no less stringent QA procedures than any other routine planned repair. While Ship's Force is ultimately responsible for ensuring that the QA level is maintained on all repairs, regardless of who performs the work, the RMC overseeing the VR is responsible to Ship's Force to ensure all required specifications are met. Ship's Force QA responsibilities during execution include:
 - (a) Witnessing all tests and inspections specified in the contract work specification. Witnesses shall be qualified QAIs who are aware of the technical requirements to be fulfilled by the test or inspection. For steam systems, final inspections will consist of two steps: unlagged and lagged.
 - (b) Ensuring that documentation of each contractor test or inspection is provided to the QAI at its conclusion. If not provided, the QAI will use the applicable form from Volume V, Part I, Chapter 11 of this manual to document the test or inspection. Records of all Ship's Force and contractor tests and inspections will be maintained in accordance with Volume V, Part I, Chapter 10 of this manual.

- (c) Insisting on verbatim compliance with the work specification, through the QAI, during the test or inspection. The QAI will immediately inform the Department Head of any discrepancies noted.
 - (d) Ensuring that any material provided by Ship's Force by direction of the work specification is in strict accordance with technical requirements.
 - (e) Ensuring that no other material, tools, or physical assistance is provided to the contractor unless it is specifically required by the contract specification. The entire Ship's Force will be briefed on this prior to the start of the VR period.
 - (f) Providing continual in-process inspections of work being accomplished aboard ship. In-process inspections of work accomplished off-ship will be accomplished as deemed necessary by the Department Heads and as agreed to by the RMC Surveyor.
 - (g) Providing ship-specific operating/design system parameters to aid in determining actual testing requirements. Reporting specified test results on appropriate QA forms to the RMC Surveyor prior to the end of the VR period.
 - (h) Providing all MIC LEVEL I material required to the RMC Surveyor. Material will not be accepted unless properly controlled by Ship's Force. A face to face turnover by a designated Controlled Material Petty Officer to the RMC Surveyor is required.
- i. RMC Quality Assurance and Quality Control responsibilities during VR availabilities.
- (1) An RMC Surveyor will be present on the site of the VR for the duration of the availability. The RMC Surveyor will be the sole point of contact between Ship's Force, FLC-NRCD and the contractor for all questions and actions concerning work specifications.
 - (2) The RMC Surveyor will assist Ship's Force in QA monitoring of each job. The surveyor will:
 - (a) Provide a working copy of the work specifications and all modifications to be used for each job to the ship availability coordinator prior to job start or as soon as they are developed.
 - (b) Brief the ship availability coordinator and ship supervisory personnel on the nature of the industrial environment and the need to insist on verbatim compliance with the job specification by the contractor, stressing that failure of the contractor to provide required material, perform required tests, or otherwise conform to the specification requirements of the work, should be reported immediately. The briefing will specify that Ship's Force will not obligate the government or diminish the requirements of the work specification by direct interface with the contractor personnel on any level.
 - (c) Identify in the work specifications all tests and inspection check points which require Ship's Force witness or participation.
 - (d) Identify in the work specifications all tests which the ship must complete. Provide test parameters. If operational design and test information are not available or are unclear, the RMC will request assistance from the Type Commander (TYCOM).
 - (e) Identify in writing the specifications for material to be provided by the ship to the contractor.
 - (f) Inspect all material to be turned over to the contractor by Ship's Force for controlled work with the designated Ship's Force QAI. If the controlled material is MIC-Level I, the material inspection shall be a joint inspection, to include the designated Ship's Force QAI and the Ship's Controlled Material Petty Officer, prior to a turnover of the material to the contractor.
 - (g) Inspect each completed controlled work job with the designated Ship's Force QAI prior to final acceptance.

- (h) Advise the ship availability coordinator of any condition where the lack of references, Military Specification material, or qualified contractor personnel will require Ship's Force submission of a Departure from Specification in accordance with Volume V, Part I, Chapter 8 of this manual.
- j. Post-Production Meeting. The RMC Surveyor will provide to Ship's Force all appropriate documentation, including objective quality evidence, to verify the VR was satisfactorily completed. As necessary, technical justification will also be provided when a Departure from Specification request is required to be submitted.
- k. Following the completion of the VR Availability, Ship's Force shall generate and transmit a Post-VR Assessment Report for transmission via message or e-mail.

3.4.2 Voyage Repair Policy Commander, Logistics Western Pacific Area of Responsibility.

3.4.2.1 Voyage Repair Availability Execution.

3.4.2.1.1 Naval Regional Contract Detachment. The NRCD representative will award the contract and liaison with the contractor on contractual matters, including new work and payment.

3.4.2.1.2 Arrival. The RMC Surveyor will meet ship on arrival and ensure contracts are in place prior to the commencement of work. The Surveyor will ensure the technical portion of the contract is satisfied and will liaison with local industrial activity on technical matters. It is both the Surveyor and Ship's Force responsibility to ensure the contractor complies with work specifications.

3.4.2.1.3 Pre-Production Meeting. After the contractor ship-check, an arrival conference will be scheduled, during which the surveyor and Ship's Force will review the specifications, ship-contractor coordination requirements, QA requirements, and required government furnished material to be provided by the ship. The ship shall provide the Surveyor a list of the ship's QAIs to be used during the availability.

3.4.2.1.4 Daily Production Meeting. The RMC Surveyor, Ship's Maintenance Management Officer, and other personnel as necessary will meet daily, as a minimum, to review progress with the intent being to identify possible problem areas that may require specific attention. The overall success and effectiveness of any availability is almost entirely a reflection of the customer ship's interest in the work being accomplished.

3.4.2.1.5 Growth and New Work.

- a. Growth work identified during the open and inspect phase of the baseline repairs will be reviewed for cost and schedule impacts and incorporated in the work package by the Surveyor, as applicable. No growth work or new work is authorized to commence until FLC-NRCD negotiates with the contractor and the appropriate contract documentation is issued.
- b. New work must be processed and authorized without violating Public Law restrictions. To assure these restrictions are not violated, the ship shall submit an OPNAV 4790/2K in accordance with the normal process and provide a copy to the Surveyor. The Surveyor shall determine the feasibility of completing new work and shall obtain the required authorization from the Maintenance Manager.

3.4.2.1.6 Constructive Changes. Constructive changes are changes to contracts in the intent of work specifications directed at the contractor by anyone other than the Surveyor or FLC-NRCD representative. Since they are not pre-negotiated with the contractor, constructive changes are against the law. Ship's Force personnel should be cautioned not to direct or otherwise influence contractor personnel to accomplish work not clearly delineated by contract specifications.

3.4.2.1.7 Contractor Support.

- a. Material Support. Military Specification parts and material are often not available to local contractors. Some parts can be manufactured, but the ship should provide the material and parts required for work package execution. The ship should provide only the parts required by the work specifications.
- b. Technical Support. Drawings and Technical Manuals are generally not available in theater. Ship's Force should be prepared to produce associated technical information as required.

3.4.2.1.8 Schedule Limitations.

- a. In the COMFIFTHFLT AOR, the Arab workweek is Saturday through Wednesday with the weekend being on Thursday and Friday. Ships in VR Availabilities should support this schedule for the most productive use of the maintenance period.
- b. In Israel, the weekend is on Friday and Saturday. Ships in VR Availabilities should support this schedule for the most productive use of the maintenance period.
- c. Contractor ability to accomplish work is sometimes limited by Port Captain regulations, local strikes, and holidays. These stoppages are relatively frequent but short term in nature. The FLC-NRCD representative and RMC Surveyor should be notified immediately of any indication of problems.

3.4.2.1.9 Quality Assurance Responsibilities. Although the name implies quick repairs, VRs require no less stringent QA procedures than any other routine planned repair. While Ship's Force is ultimately responsible for ensuring that appropriate QA is maintained on all repairs, regardless of who performs the work, the Surveyor overseeing the VRs is responsible to Ship's Force to ensure that all requirements specified in the contract are met. Specific Ship's Force QA responsibilities may include:

- a. Providing personnel to witness tests and inspections as required by the Surveyor. Witnesses shall be qualified QAIs who are aware of the technical requirements to be fulfilled by the test or inspection.
- b. Ensuring that documentation of each contractor test or inspection is provided to the QAI at its conclusion. If not provided, the QAI will use the applicable form from Volume V, Part I, Chapter 11 of this manual to document the test or inspection. Records of all Ship's Force and contractor tests and inspections will be maintained in accordance with Volume V, Part I, Chapter 10 of this manual.
- c. Insisting on verbatim compliance with the work specification, through the QAI, during the test or inspection. The QAI will immediately inform the appropriate Department Head and Surveyor of any discrepancies noted.
- d. Ensuring that any material provided by Ship's Force by direction of the work specification is in strict accordance with technical requirements.
- e. Ensuring that no other material, tools, or physical assistance is provided to the contractor unless it is specifically required by the contract specification or requested by the Surveyor. The entire Ship's Force will be briefed on this prior to the start of the VR period.
- f. Assisting the Surveyor in providing continual in-process inspections of work being accomplished aboard ship. In-process inspections of work accomplished off-ship will be accomplished as deemed necessary by the Department Heads and as agreed to by the Surveyor.
- g. Providing ship-specific operating/design system parameters to aid in determining actual testing requirements. Reporting specified test results on appropriate QA forms to the Surveyor prior to the end of the VR period.
- h. Providing all MIC LEVEL I material required to the Surveyor. Material will not be accepted unless properly controlled by Ship's Force. A face-to-face turnover by a designated Controlled Material Petty Officer to the Surveyor is required.

3.4.2.1.10 Unsatisfactory Work or Work Practices. Any unsatisfactory work accomplished or work practice conducted by any maintenance activity shall be promptly reported to the activity involved and the applicable Maintenance Manager. Reports should include sufficient detail to ensure timely and proper corrective action may be taken. Prior to informing the Maintenance Manager, direct liaison between customer and repair activity in identifying and clarifying deficiencies is required.

3.4.2.1.11 Post-Production Meeting. The Surveyor will provide to Ship's Force all appropriate documentation, including objective quality evidence, to verify that the VRs were satisfactorily completed. As necessary, technical justification will be provided when a Departure from Specification request is required to be submitted.

3.4.2.1.12 Assessment Report. Following the completion of the VR Availability, Ship's Force shall generate and transmit a Post-VR Assessment Report for transmission via message or e-mail.

3.4.3 Submarine Policy.

- a. Mission essential VR support will be coordinated by COMSUBGRU Seven/COMSUBGRU Eight and applicable TYCOM, with information copies to MARCM DET Bahrain, COMLOG WESTPAC, and homeport Fleet Maintenance Activity (RMC/RSG).
- b. With the exception of Japanese National Master Labor Contract personnel employed by SRF-JRMC, foreign nationals shall **not** be contracted to perform VRs onboard submarines. Japanese National Master Labor Contract personnel employed by SRF-JRMC may perform VR work in non-nuclear areas only.
- c. When required, Mobile Utility Support Equipment (MUSE) support can be provided in some WESTPAC foreign ports. Ship requests for MUSE support shall be submitted to COMSUBGRU Seven, with information copies to NSSA Det Bahrain and COMLOG WESTPAC. **Commander, U.S. Naval Force, Europe-Commander, U.S. Naval Forces, Africa-Commander, Sixth Fleet** has no MUSE support.

3.4.4 Nuclear Propulsion Plant and Related Equipment. Only qualified Navy or Naval Industrial Activity personnel shall perform maintenance on nuclear propulsion plant and related equipment. Ship requests for VRs to this equipment shall be forwarded to the TYCOM, with information copies to the parent Immediate Superior In Command, NSSA Det Bahrain, COMLOG WESTPAC, COMSUBGRU Seven or COMSUBGRU Eight.

3.5 SHIP REPAIR WORK IN SEVENTH FLEET AREA OF RESPONSIBILITY. Subtitle C, Part IV, Chapter 633, Section 7310 of reference (a) limits vessels with a homeport in the United States to receiving **ONLY** VRs from foreign maintenance facilities. The restrictions imposed by Subtitle C, Part IV, Chapter 633, Section 7310 of reference (a) include SRF-JRMC. The WESTPAC Afloat Fleet Maintenance Activity and Guam repair facilities are considered U.S. repair facilities and are not limited to performing Voyage Repairs on U.S. homeported ships. Additionally, the VR restrictions under reference (a) do not apply to the Forward Deployed Naval Forces ships. Reference (b) provides specific instruction for the preparation of work packages, funding and management of WESTPAC availabilities.

3.5.1 Funding and Management for Naval Ship Repair Facility Availabilities. Detailed procedures for financing Naval Ship Repair Facility availabilities in WESTPAC are contained in reference (b). Funds for the accomplishment of repairs in WESTPAC are centrally budgeted and managed by Commander, Pacific Fleet, with the WESTPAC availability funds being provided direct to each individual repair activity for the accomplishment of authorized repairs to Seventh Fleet ships.

3.5.2 Current Work Package. For Commander, Seventh Fleet AOR, the Maintenance Team will screen, budget and broker ship's 2 Kilos to repair facilities, COMLOG WESTPAC, SRF-JRMC, or FLC- NRCD for local contracting (via RMC/COMLOG WESTPAC) in accordance with current FLEET and TYCOM policies and procedures.

3.6 UNSATISFACTORY WORK/WORK PRACTICES. Any unsatisfactory work accomplished by any maintenance activity shall be promptly reported to the activity involved. Inform the operational and administrative chains of command and RMC, as applicable. Reports should include sufficient detail to ensure that timely and proper corrective action may be taken. Direct liaison between customer and repair activity in clarifying deficiencies is mandatory.

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VOLUME III

CHAPTER 4

SCHEDULED MAINTENANCE PLANNING, PREPARATION AND PRIORITIES

REFERENCES.

- (a) NAVSEAINST 4790.8/OPNAVINST 4790.4 - Ship's Maintenance and Material Management (3-M) Manual

LISTING OF APPENDICES.

- A Format for Work Screening Message

4.1 PURPOSE. To implement the policies of reference (a) when planning deployed maintenance, and describe the process for the submittal and review of work packages and message work candidates for deployed ships.

4.2 SURFACE FORCE SHIP WORK PACKAGE PREPARATION. Volume II, Part II, Chapter 2 of this manual establishes Naval Surface Force ship maintenance work item/specification package preparation procedures, milestones and business rules. These business rules apply to Regional Maintenance Centers (RMC), Surface Type Commanders, Systems Commanders (sponsoring Program Alterations) and other Alteration Installation Team Sponsors.

4.3 CONTINUOUS MAINTENANCE PLANNING. In this Chapter on Deployed Maintenance, the term Continuous Maintenance (CM) Planning refers to Forward Deployed Naval Forces (FDNF) ships, and to work brokered to the Afloat Fleet Maintenance Activity (AFMA) for all other ships. A vital part of CM is the scheduling and accomplishment of work outside of Chief of Naval Operations availabilities. This allows the ship to be consistently maintained at acceptable readiness levels. Multi-Ship Multi-Option contracts create a long-term relationship with the executing activity that facilitates the execution of CM. The ship's maintenance teams should recognize every scheduled in-port period as an opportunity to accomplish CM. Funding for CM is included in the ship's Maintenance and Modernization Business Plan. Discussions with Multi-Ship Multi-Option contractors and I-Level service providers indicate that in order to get the most efficient use of our CM maintenance dollars there are some minimum planning thresholds that should be adhered to in order to prevent premiums from being accrued. A minimum of 30 days should be allotted between the time depot level work is brokered to the executing activity and work is scheduled to start. A minimum of 40 days should be allotted for work brokered to I-Level activities. This assures there is adequate time to plan the work and acquire the necessary material in an efficient manner. If these minimum thresholds cannot be complied with, the work should be postponed until the next CM opportunity. The Maintenance Team may run a business case if there are other factors that might justify the addition of work inside these preferred windows. As described above all work for a CM Availability should be identified at A-40 for I-Level and at A-30 for D-Level. This will allow a Work Package Integration review to take place at A-20 and for all work to be defined at A-10.

4.4 CURRENT SHIP'S MAINTENANCE PROJECT MAINTENANCE WHILE DEPLOYED.

- a. Under the CM concept, parent Maintenance Team/RMC/Immediate Superior In Command (ISIC)/Fleet Maintenance Activity (FMA) will not transfer the Current Ship's Maintenance Project to the deployed unit's maintenance activity. Parent Maintenance Team/RMC/ISIC/FMA will maintain control of the Current Ship's Maintenance Project and will broker work, as a continuous process, in accordance with Volume II, Part I, Chapter 2 of this manual.
- b. Parent Maintenance Team/RMC/ISIC/FMA will identify work candidates brokered to a deployed screening activity in the **appropriate IT** system and report them to the ship through weekly Work Package Summary reports.
- c. When normal screening systems are down, parent Maintenance Team/RMC/ISIC/FMA will receive automatic feedback on status of brokered work candidates through the **appropriate IT system(s)**. The forward screening activity can identify work candidates that will **not** be undertaken during deployment by using the "Return to Broker" function.

4.5 WORK CANDIDATE PREPARATION AND PRIORITY.

- a. Work candidates shall be prepared in strict accordance with reference (a). Use a message work candidate in accordance with Volume II, Part I, Chapter 4 of this manual whenever an OPNAV 4790/2K **cannot** be sent by any other means.
- b. In accordance with **End to End Maintenance Process** procedures, an appropriate Figure of Merit should be assigned.
- c. Priority (PRI) assignment in 2 Kilo is a major factor in determining whether a work candidate is approved for accomplishment during deployment and must be accurate. The following table illustrates the interrelationships.

DEPLOYED ACCOMPLISHMENT FOR NON-FORWARD DEPLOYED NAVAL FORCES (FDNF) SHIPS

<u>PRI</u>	<u>DESCRIPTION</u>	<u>ACTIVITIES</u>
1	Voyage Repairs.	Afloat Fleet Maintenance Activity (AFMA), Technical Assistance or Foreign Contractor, Naval Ship Repair Facility (NSRF), Strike Force Intermediate Maintenance Availability (SFIMA).
2	Urgent repairs during: Unscheduled Maintenance Availabilities.	AFMA, Technical Assistance or SFIMA.
3	Routine repairs.	AFMA or SFIMA.
4	Desirable ship work.	AFMA or SFIMA.

4.6 SUBMISSION OF WORK PACKAGES. Screened work packages should be continuously available to Commander, Logistics (COMLOG) Western Pacific (WESTPAC), Norfolk Ship Support Activity (NSSA) Det Naples, Det Bahrain and the AFMAs from the ship's parent Maintenance Team Ship Repair Facility - Japan Regional Maintenance Center (SRF-JRMC)/ISIC. These work packages will form the basis for each availability. To ensure clearly defined work packages at availability start, the accomplishing activity (FMA/RMC or Maintenance Manager) will provide a screening message at arrival minus ten days to all concerned with an information copy to responsible ISICs and RMC (See Appendix A of this chapter).

4.7 WORK CANDIDATE SCREENING AND BROKERING. For Commander, U.S. Naval Forces, Europe-Commander, Sixth Fleet (COMUSNAVEUR)-(COMSIXTHFLT) **Area of Responsibility (AOR)**, NSSA Det Naples will screen, budget and broker surface ship's maintenance work candidates to Fleet Maintenance Activities, stateside repair facilities or to the Naval Regional Contracting Department for local. Commander, Submarine Group (COMSUBGRU) Eight will screen submarine Message Work Candidates, and coordinate with the Unit's home Fleet Maintenance Activity to broker the work to the appropriate repair facility.

For Commander, Fifth AOR, the Maintenance Team will screen, budget and broker ship's 2-Kilos to repair facilities, COMLOG WESTPAC, RMC, or Fleet **Logistics** Center/Naval Regional Contracting Department for local contracting (via RMC/COMLOG WESTPAC) in accordance with current FLEET and Type Commander policies and procedures.

For Commander, Seventh Fleet AOR. For all maintenance actions in Japan and Okinawa, SRF-JRMC will screen, budget and broker surface ship's maintenance work candidates to FMAs, stateside repair facilities, or to Fleet **Logistics** Center Yokosuka for local contractor accomplishment. For all maintenance outside Japan, COMLOG WESTPAC will screen, budget and broker surface ship's maintenance work candidates to FMAs, stateside repair facilities or to Fleet **Logistics** Center Det Singapore for local contractor accomplishment. COMSUBGRU Seven will screen submarine Message Work Candidates, and coordinate with the Unit's home FMA to broker the work to the appropriate repair facility. COMSUBGRU Seven will also screen surface ship 2-Kilos to its assigned AFMA referred to them from COMLOG WESTPAC.

4.8 SCREENING OF WORK CANDIDATES AND WORK PACKAGES.

a. The following activities are authorized to conduct screening of work packages:

<u>AREA OF RESPONSIBILITY</u>	<u>ACTIVITY</u>	<u>REMARKS</u>
COMUSNAVEUR-COMUSNAVAF-COMSIXTHFLT	NSSA Det Naples	Screening for surface ships deployed to SIXTH Fleet
	COMSUBGRU Eight	Screening for submarines deployed in SIXTH Fleet.
Commander, Fifth Fleet (COMFIFTHFLT)	NSSA Det Bahrain	Screening for all Arabian Gulf/Arabian Sea/Red Sea activities (AFMA, Contractor).
	COMFIFTHFLT AFMA	Screening for assigned MAVs only.
	COMSUBGRU Seven	Screening for all deployed submarines.
Commander, Seventh Fleet (COMSEVENTHFLT)	SRF-JRMC	Screening for FDNF for ports covered by SRF-JRMC.
	WESTPAC AFMA	Screening for AFMAs only.
	COMSUBGRU Seven	Screening for all submarine and assigned surface ship AFMAs.
	SRF-JRMC	Screening for all COMSEVENTHFLT deployers visiting Yokosuka.
	SRF-JRMC	Screening for all COMSEVENTHFLT deployers visiting Sasebo.
	COMSUBGRU Seven	Screening for all deployed submarines.
	COMSUBBRON Fifteen	Screens all work candidates and work packages brokered to the assigned AFMA.

b. Non-FDNF Voyage Repairs Only. When AFMAs visit ports with substantial Naval repair facilities or are in commercial ports during times of high port loading, it is often desirable to divide availabilities and primary work screening functions between the shore activity and the AFMA on a ship by ship basis. When this happens, the applicable maintenance manager will, by message, assign the primary availability and work package screening responsibility to either the shore activity or the AFMA. When assigned, the primary activity will request and screen the work package. The primary activity will also screen work candidates for referral to the secondary activity for review and acceptance or rejection. The secondary activity will then issue its own screening message concerning only the work candidates referred by the primary activity. Ports where this may be routinely expected to happen are:

<u>PORT</u>	<u>ACTIVITY</u>
Yokosuka	SRF-JRMC
Sasebo	SRF-JRMC Det

c. The following guidance applies to work to be accomplished by all maintenance activities on ships not permanently homeported overseas:

- (1) Work candidates which are clearly within the capability of Ship's Force will not normally be accomplished by repair activities, but technical assistance will be provided if the need is substantiated.
- (2) Work candidates for material only or manufacture of standard stock items will not be approved, unless the item is not available in time to ensure timely correction of Casualty Reports or major safety items only.
- (3) **Unless previously authorized by the Type Commander,** work candidates for **ship changes** will not normally be approved while deployed.
- (4) Activities authorized to accomplish work screening will use screening messages prepared in accordance with Appendix A of this chapter, or via Email (SIPRNET/NIPRNET) as applicable.

APPENDIX A
FORMAT FOR WORK SCREENING MESSAGE

FM (ACTIVITY)//
TO USS (SHIP NAME AND HULL NO.)//
INFO (MAINTENANCE MANAGER)//
(OPERATIONAL COMMANDER)//
(PARENT RSG/RMC)//
(PARENT ISIC)//
BT
UNCLAS //N04700//
MSGID/GENADMIN/ACTIVITY//
SUBJ/WORK PACKAGE SCREENING FOR VR/OTHER AVAILABILITIES//
REF/A/MSG/(SHIP NAME)//
REF/B/DOC/COMUSFLTFORCOMINST 4790.3//
NARR/REF A IS CALL DOWN MESSAGE. REF B IS JOINT FLEET MAINTENANCE MANUAL//
RMKS//1. WORK PACKAGE (CALL DOWN) FORWARDED REF A RECEIVED AND SCREENED IAW REF
B AS FOLLOWS:
A. ACCEPTED FOR ORIG (NSRF) ACCOMPLISHMENT.
(LIST JSNS)(LIST SHIP-TO-SHOP JSNS)
B. SCREENED FOR AFMA USS (SHIP NAME) ACCOMPLISHMENT.
(LIST JSNS)
C. DEFERRED PENDING SHIPCHECK.
(LIST JSNS)
D. DEFERRED: SHIPALT/AER REQUIRES TYCOM AUTH.
(LIST JSNS)
E. DEFERRED: SHIPS FORCE ACCOMPLISHMENT.
(LIST JSNS)
F. DEFERRED: WORKLOAD, FUNDING OR NON-VR.
(LIST JSNS)
G. DEFERRED: INSUFFICIENT INFORMATION.
H. DEFERRED: OTHER.
2. EVALUATION AND COMMENTS CONCERNING WORK PACKAGE QUALITY (IF APPLICABLE)
3. OTHER COMMENTS: SHORE POWER AVAILABILITY, BERTHING PLAN, OTHER SERVICES
OFFERED OR PLANNED, ETC.//
BT

**NOTE: ENSURE MESSAGES ARE IN ACCORDANCE WITH CURRENT MESSAGE FORMAT AND
CURRENT PLAIN LANGUAGE ADDRESS DIRECTORY (PLAD) IS UTILIZED.**

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VOLUME III
CHAPTER 5
MAINTENANCE SUPPORT FOR
NON-UNITED STATES NAVY SHIPS AND ACTIVITIES

5.1 PURPOSE. Maintenance activities addressed in this volume shall provide support to Military Sealift Command (MSC) ships, United States Coast Guard (USCG) ships and other craft and activities on a not to interfere with primary mission basis, at the discretion of the Commanding Officer or Officer In Charge. Generally, all material directly chargeable to the work accomplished shall be funded by the requesting activity. Requesting activity should also fund any related temporary additional duty and travel expenses. If the requesting activity is non-United States Navy, man-day rates for military and civilian personnel will be chargeable.

5.2 MILITARY SEALIFT COMMAND VESSELS. Before the acceptance of work by the industrial activity, MSC vessels must obtain prior authorization and funding from the cognizant MSC program manager via the ship's MSC port engineer and MSC type desk. Where prior authorization has not been received, the Master and Chief Engineer of the requesting vessel should be directed to submit their Voyage Repair request to their MSC Port Engineer and MSC type desk for work authorization and brokering. After the MSC type desk authorizes the work, and it is accepted by the industrial activity, the industrial activity will use their standard procedures for work candidate processing, planning, Quality Assurance, and work execution methods. The MSC ship Chief Engineer and/or Port Engineer will be the primary points of contact to coordinate jobs. Work performed by Fleet Maintenance Activities shall be included in the Maintenance Resource Management System for tracking and up line reporting. Note that MSC ships do not use the 3M system. A maintenance tracking number and a point of contact must be provided to the Chief Engineer and Port Engineer for tracking the job.

5.3 UNITED STATES COAST GUARD VESSELS. USCG vessels assigned to Navy operational control will be treated the same as Navy vessels for the purposes of maintenance, with the exception that the USCG will fund any direct material, or contractor charges.

5.4 OTHER SERVICE CRAFT AND ACTIVITIES. Work requested by non-Navy activities shall be carefully screened to ensure the work is authorized by higher authority, funding arrangements are in place and technical requirements are fully understood prior to acceptance.

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