



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508 5220

CNETINST 4790.3C
SHOP 4

(R)

15 JUL 1996

CNET INSTRUCTION 4790.3C

Subj: MAINTENANCE AND MATERIAL MANAGEMENT (3-M) REPORTING
REQUIREMENTS FOR TECHNICAL TRAINING EQUIPMENT (TTE) AND
TRAINING DEVICES (TDs)

Ref: (a) OPNAVINST 4790.2E
(b) OPNAVINST 4790.4C
(c) OPNAVINST 5100.23D

(A)

Encl: (1) Ship's 3-M Systems Internal Feedback Report Supplement
(2) Internal Feedback Report Flow Chart
(3) Executive Level 3-M Organization and Administration Checklist
(4) Work Center 3-M Organization and Administration Checklist

(A)

(A)

1. Purpose. To reinforce the Chief of Naval Education and Training (CNET) policy regarding command responsibilities for material management and maintenance support in a manner which will ensure maximum training equipment readiness. To promulgate enclosures (1), (2), (3), and (4) to establish policy, assign responsibility, and provide guidelines relative to the operation and use of the 3-M systems within the Naval Education and Training Command (NAVEDTRACOM).

(R)

2. Cancellation. CNETINST 4790.3B

3. Background. References (a) and (b) establish policy, assign responsibility, and provide detailed procedures for the development, operation, and use of the Aviation and Ships' 3-M systems respectively. The primary objective of both 3-M systems is to provide for the management of maintenance and maintenance support in a manner which will ensure maximum training equipment readiness.

4. Definitions

a. COG 2"0". Consists of training device and training aid end items which have been specifically developed, procured, catalogued, and distributed by the Naval Air Warfare Center Training Systems Division (NAVAIRWARCEN TRASYS DIV) to fulfill a training requirement established by a training agency. This

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category also includes training equipment (other than operational equipment) procured by systems commanders, project managers, and chiefs of bureaus and offices and subsequently transferred to NAVAIRWARCEN TRASYSDIV for cataloging, maintenance, and support.

b. Training Devices. Consists of hardware and software which have been designed or modified exclusively for training purposes, involving, to some degree, simulation or stimulation of some type in the construction or operation, with the required methodological and evaluation techniques to train, refresh, or expose personnel, or groups of personnel as an entity to a reassured level of performance proficiency.

c. Simulator. A training device which substitutes for but emulates the functions and environment of actual equipment or systems.

d. Stimulator. A training device designed for interconnection with operational equipment, and which will create synthetically in the operational equipment, conditions that replicate to some degree those created in the operational environment. All, or only portions, of an operational system may be stimulated dependent on training needs and technical trade-offs to achieve the desired training capability.

e. Technical Training Equipment (TTE). Defined as that modified/unmodified operational equipment for which systems command project managers have responsibility for design, development, modernization, or selection for service or special use.

5. Discussion. The 3-M systems are comprised of two basic systems:

a. Planned Maintenance System (PMS). PMS provides each user with a simple and standard method for planning, scheduling, controlling, and performing planned maintenance on all equipment. PMS maintenance actions are the minimum required to maintain equipment in fully operable condition and within design specifications.

b. Maintenance Data Systems (MDS). MDS provides the means by which maintenance personnel report corrective maintenance actions on specific categories of equipment. This information is used by various levels and areas of management throughout the Navy with particular emphasis on providing information at the user level. Another major objective of the MDS is to provide the capability for reporting configuration changes. The importance of configuration change reporting cannot be overemphasized. When the structure or composition of a particular system

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or equipment is modified, the modification must be documented. This action will ensure proper accounting of configuration changes, and will facilitate improved supply and maintenance support (i.e., Technical Manuals, PMS coverage, and Consolidated Shore-Based Allowance List (COSBAL)). The configuration data for nonaviation training equipment is maintained in the Weapons System File (WSF) at Navy Ships Parts Control Center (SPCC), Mechanicsburg, PA. It is this central file on which supply and maintenance support managers depend to provide support to the fleet. Most NAVEDTRACOM training activities have been incorporated into this system and are to be supported at a level equivalent to the shipboard Navy with commensurate benefits and responsibilities. Configuration management for aviation training equipment is in accordance with the provisions of reference (a).

6. Policy. The 3-M system will be implemented at all NAVEDTRACOM activities as follows:

a. Planned Maintenance System (PMS). PMS shall be fully implemented at all NAVEDTRACOM activities following the procedures in references (a) and (b) as applicable. Modifications to PMS will be made as follows:

(1) Aviation PMS in accordance with reference (a).

(2) Ship's PMS will be modified using the procedures described in enclosure (1) following the policy guidance below:

(a) TTE which is also installed in the fleet will use PMS provided from the appropriate Fleet Technical Support Center (FTSC), Pacific or Atlantic.

(b) PMS for COG 2"0" training devices will be obtained from NAVAIRWARCEN TRASYS DIV.

(c) For all other training equipment, the NAVEDTRACOM activity must develop its own PMS using locally available technical manuals and documents. The procedures developed will conform to the format described in reference (b).

(d) The objective of PMS in the training environment is to achieve maximum availability of properly operating equipment for student instruction. NAVEDTRACOM activities shall modify PMS documents provided by FTSCs as necessary to achieve this objective. Enclosure (1) will be used to evaluate and approve all PMS changes. A copy of all internal feedback reports (FBRs) will be submitted to CNET (SHOP 4) for direct reporting activities and/or detachments.

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(e) Students may be assigned to perform PMS on TTE that is within their course of instruction. High frequency PMS such as cleaning, equipment inspection, and front-panel checks or adjustments are very appropriate for student performance. In all cases the person assigned to perform any PMS must be adequately trained to perform the PMS properly.

R) (f) Shipboard "TAG-OUT" procedures are taught as part of curriculum and apply to training/laboratory only. Any service/maintenance outside of curriculum, by military or civilians, Navy or contractors, shall be accomplished in accordance with reference (c). If Maintenance Requirement Cards (MRCs) call for "TAG-OUT", shore commands will line out the words "TAG-OUT" and write "LOCK-OUT" in its place.

b. Maintenance Data System (MDS)

(1) Aviation maintenance will be documented as required by reference (a).

(2) All COG 2"0" device maintenance will be reported in accordance with appropriate Contractor Operation and Maintenance of Simulators (COMS) contract.

R) (3) All TTE maintenance actions will be reported using the MDS system. MDS provides the means for:

R) (a) Producing and managing the Current Ships Maintenance Project (CSMP).

(b) Requesting maintenance actions from outside activities.

R) (c) Documenting deficiencies on TTE scheduled for overhaul.

(d) Reporting configuration changes on installed equipment.

R) (e) Until MICRO SNAP is implemented in all NAVEDTRACOM activities, the Work Center Work List (WCWL)/Job Sequence Number (JSN) Log will be used as the CSMP.

(4) MDS documents will be submitted as follows:

R) (a) OPNAV 4790/2K - Report all maintenance actions on installed TTE.

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(b) OPNAV 4790/CK - Activities submit CK forms directly to Naval Sea Logistics Center (NAVSEALOGCEN) or to the designated Configuration Data Manager (CDM) in accordance with reference (b).

7. Responsibility

a. CNET shall:

(1) Exercise overall responsibility for guidance, monitoring, and control of the operation and support of the 3-M systems within the direct reporting activities. This shall equate to those type commanders' responsibilities as outlined in references (a) and (b).

(2) Designate a Type Commander 3-M Systems Manager.

(3) Conduct 3-M systems assist visits as required and conduct 3-M systems assessments of direct reporting activities and detachments at intervals of not greater than 36 months in accordance with reference (b) using enclosures (3) and (4). Assessments of NAVEDTRACOM activities will include comments as to the assessed activity's implementation of appropriate and adequate planned maintenance and maintenance data systems. Particular emphasis should be placed on applicable MRCs to ensure that they match the configuration of the installed TTE. (R)

(4) Ensure that NAVEDTRACOM activities submit Configuration Change Forms (CCFs) (OPNAV 4790/CK) for all configuration changes and configuration record corrections for all TTE and TDs used in NAVEDTRACOM training programs. (R)

(5) Maintain liaison with the NAVSEALOGCEN or the designated CDM responsible for receiving and processing surface, submarine, or air traffic control equipment CCFs submitted by CNET training activities. (R)

(6) Monitor Navy Maintenance Support Office FBRs to ensure that activity data inputs are in compliance with established 3-M reporting procedures.

b. CNATRA shall:

(1) Exercise overall responsibility for guidance, monitoring, and control of the operation and support of the 3-M systems within Naval Air Stations. This shall equate to those type commanders' responsibilities as outlined in references (a) and (b). (A)

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(2) Designate a Command 3-M Systems Manager.

(3) Conduct 3-M systems assist visits as required and conduct 3-M systems assessments in accordance with references (a) and (b).

(4) Ensure that Naval Air Stations submit CCFs (OPNAV 4790/CK) for all configuration changes and configuration record corrections for all Ground Electronics, Air Traffic Control Equipment, and Port Operations equipment.

(5) Maintain liaison with the designated CDM responsible for receiving and processing equipment CCFs submitted by Naval Air Stations.

(6) Monitor Navy Maintenance Support Office FBRs to ensure that activity data inputs are in compliance with established 3-M reporting procedures.

c. Commanders/commanding officers/officers-in-charge are responsible for:

R) (1) Designating by letter the Command 3-M Systems Coordinator, with copy to CNET (SHOP 4) for direct reporting activities and/or detachments.

(2) Validating and inventorying all equipment under their cognizance and effectively using personnel in the performance of maintenance (both planned and corrective maintenance) and required 3-M systems documentation.

(3) Requesting, developing, and obtaining PMS coverage for all assigned equipment.

R) (4) Developing Cycle, Quarterly, and Weekly PMS Schedules of planned maintenance based upon information contained in Master Index Pages (MIPs), MRCs, and locally developed PMS. Overhaul cycle will be no less than 16 quarters or no more than 24 quarters for training activities. Use of SKED PORT is authorized.

R) (5) Ensuring that work center supervisors and maintenance personnel are graduates of 3-M System Maintenance (J-500-0025) or equivalent training available on CD-ROM.

(6) Ensuring the effective application and utilization of the 3-M systems and the quality and quantity of 3-M systems reporting through a program of spot checks at intervals per reference (b) and a schedule of regular inspections.

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(7) Ensuring effective 3-M systems training within their schools in accordance with governing directives.

8. Action

a. The applicable 3-M PMS shall be used as the standard for development and improvement of CNET commands and activities systems for planning, scheduling, controlling, and performing planned maintenance on all on-hand investment cost TTE and TDs. PMS is fully applicable to all NAVEDTRACOM activities; however, PMS is not required for static equipment that is used for display only.

b. The applicable 3-M MDS requirements shall be implemented at all NAVEDTRACOM activities involved in aviation, surface, and submarine training, in accordance with references (a) and (b).

c. NAVEDTRACOM activities shall ensure that 3-M systems material (MRCs, Weekly PMS Schedules, and MDS/MDCS forms) is used as training aids in conducting courses where PMS is part of the course objectives.

d. NAVEDTRACOM activities shall report resource problems which curtail the effective application of 3-M systems material in training courses, as soon as identified, to CNET (SHOP 4). (R)

e. NAVEDTRACOM activities shall provide the trainee with a statement of the 3-M systems Personnel Qualification Standard (PQS) requirements satisfactorily met at completion of training course.

f. Direct reporting activities and/or detachments requesting a 3-M assist visit or scheduled for a 3-M assessment by CNET shall ensure that Command 3-M Systems Coordinator, School/Department 3-M Systems Assistants, and Work Center Supervisors provide the following materials and information to the 3-M Systems Assist Team: (R)

(1) 3-M directives and instructions from higher authority.

(2) Command/activity 3-M directive and instructions.

(3) Current Semiannual Force/Shore Revision (SFR/SSR) and List of Effective Pages (LOEPs) for the command/work centers.

(4) School/department/work center and equipment locations (building number/room number).

(5) FBR files.

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- (6) MRC decks (school/department and work center level).
- (7) JSN log or CSMP.
- (8) Deferred Maintenance Action Files, CSMP.
- (9) Quarterly PMS Schedules -- current and preceding four quarters.

9. Reports and Forms

a. Report control symbol CNET 4790-2 has been assigned to the internal feedback report required by paragraph 6a(2)(d) and is approved for 3 years from the date of this instruction.

b. The following forms may be obtained through normal supply channels:

- (1) OPNAV 4790/CK, S/N 0107-LF-047-9001
- (2) OPNAV 4790/2K, S/N 0107-LF-047-9011
- (3) OPNAV 4790/7B, S/N 0107-LF-007-8000


R. M. SCOTT
Acting

Distribution (CNETINST 5218.2C):

Lists I (1, 3-10, 12-18, 20-24, 27-34, 36-39, 41, 43-45, 48, 49),
II (1, 2, 25)

Copy to:

SNDL FKM13 (SPCC)
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PENSACOLA FL 32508-5220

SHIPS 3-M SYSTEMS INTERNAL FEEDBACK REPORT SUPPLEMENT

1. Purpose. To establish procedures and guidelines for making changes, additions, and/or deletions to MIPs and MRCs for use in the training environment.

2. Background. MIPs and MRCs are developed primarily for use with shipboard equipment aboard ship. MIPs and MRCs are also applicable to shipboard equipment that is used in the schoolhouse as TTE, training devices, and support equipment. However, MIPs and MRCs may require modification because of equipment configuration or differing usage within the schoolhouse. The FTSCs cannot change or modify MIPs and MRCs for use within the schoolhouse.

3. Action. Since The FTSCs cannot change or modify MIPs and MRCs, the required changes or modifications are to be accomplished at the local level, using OPNAV 4790/7B as an Internal FBR. The following procedures will be used for an Internal FBR:

a. Changes/Modifications to MIPs

(1) All MIPs are to be reviewed and those maintenance requirements that do not apply because the requirement is strictly a shipboard requirement are to be omitted by lining out with a black or blue pen. An Internal FBR is not required in this case. All modified MIPs must be approved by the department head.

(2) Changes to maintain requirement checks, periodicities, skill level, and the addition or deletion of maintenance requirement checks are to be approved by department head using the Internal FBR.

b. Changes/Modifications to MRCs

(1) All changes to MRCs which must be made because of equipment configuration will be done by Internal FBR described in subparagraph 3c of this enclosure.

(2) Desired and/or recommended changes or modifications to improve fleet maintenance procedures are to be submitted using the PMS FBR for submission the FTSCs.

NOTE: All changes or modifications to MIPs or MRCs approved using the Internal FBR are to be annotated with the Internal FBR serial number which will become a permanent part of the Work Center PMS Manual.

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c. Internal FBR Procedures. The PMS FBR (OPNAV 4790/7B) shall be used for local approval of changes and/or modifications to MIPs and MRCs. The Internal FBR shall be completed and submitted as follows (see enclosure (2) for Internal FBR Flow Chart):

(1) Work Center Supervisor/Instructor. Fill out a FBR and submit to the school/department head or designated representative competent in making maintenance procedures decisions.

(a) FROM SHIP NAME AND HULL NUMBER Block. Enter "INTERNAL FEEDBACK" and the name of the school/department/course and number, as appropriate.

(b) TO Block. Cross out "TYPE COMMANDER" and enter the department head's title.

(c) DATE Block. Self explanatory.

(d) SUBJECT Block. PLANNED MAINTENANCE SYSTEM FEEDBACK REPORT - self explanatory.

(e) Under CATEGORY B. Enter "X" in the OTHER square.

(f) REMARKS Block. Enter recommended changes/modifications to appropriate MIP and/or MRC.

(g) ORIGINATOR, WORK CENTER CODE, DEPARTMENT HEAD, and 3-M COORDINATOR Blocks. Self explanatory.

(2) School/Department Head. Review the recommended change(s)/modifications(s) and approve or disapprove. If approved, forward the FBR to the Command 3-M Systems Coordinator; if disapproved, return the FBR to the originating work center.

(3) Command 3-M Systems Coordinator. Upon receipt of an approved Internal FBR:

(a) In SERIAL # Block. Assign and enter a sequential serial number in the following format: PMS CHG 0001.

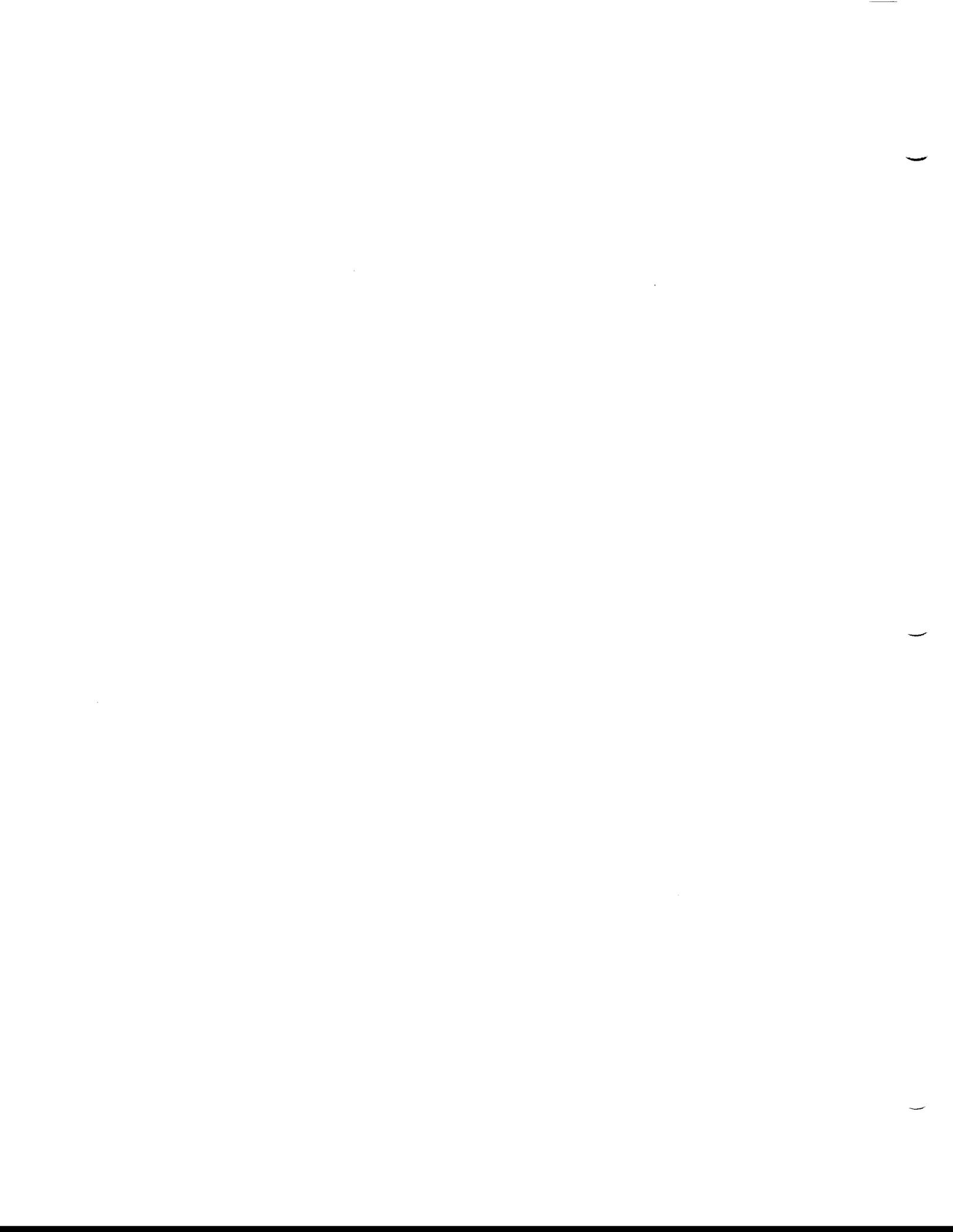
(b) 3-M COORDINATOR Block. Sign.

(c) Pull and file the BLUE copy of the "Internal" FBR and return the GREEN copy to the originating work center.

(d) Forward the WHITE page to CNET (SHOP 4).

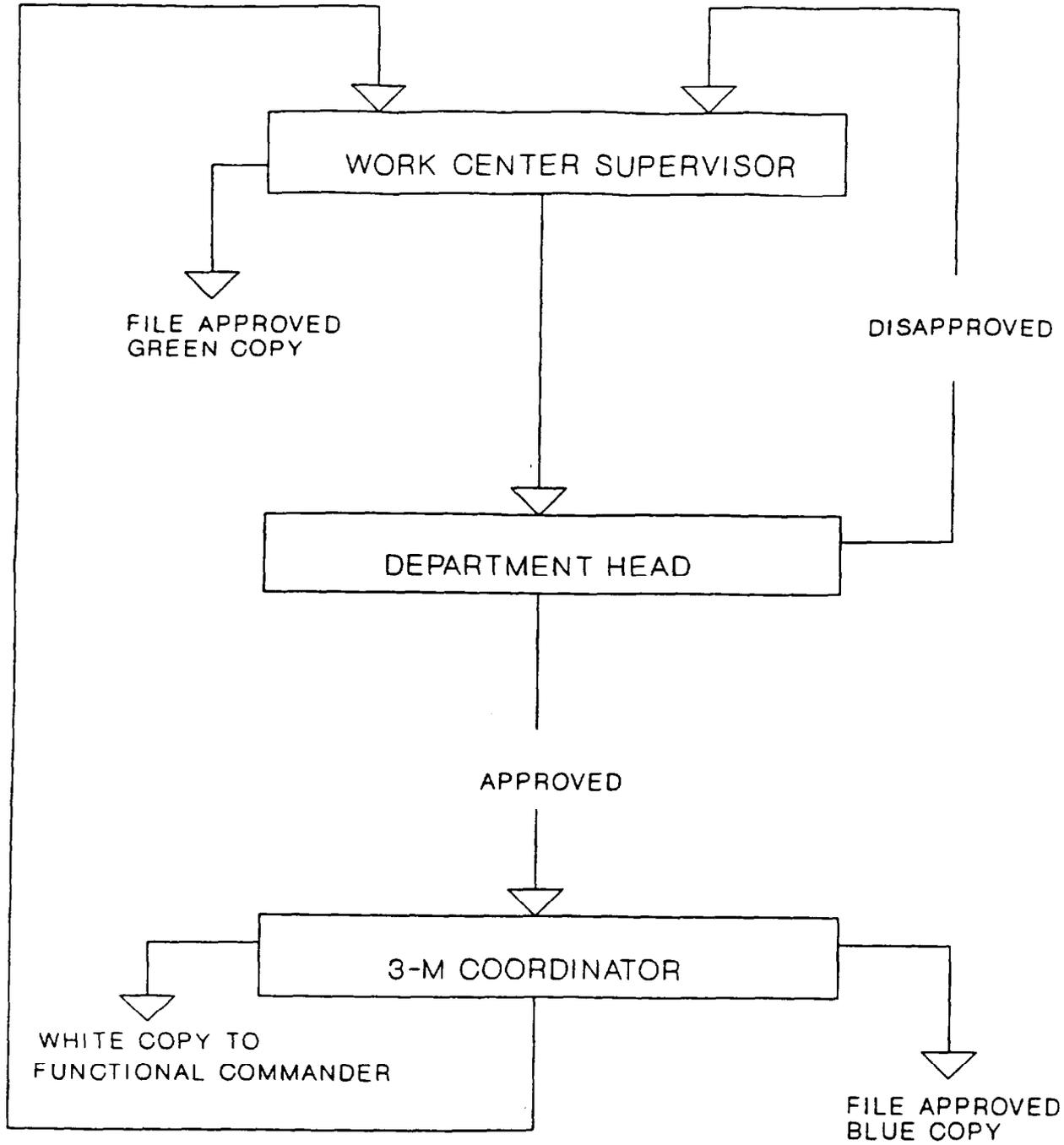
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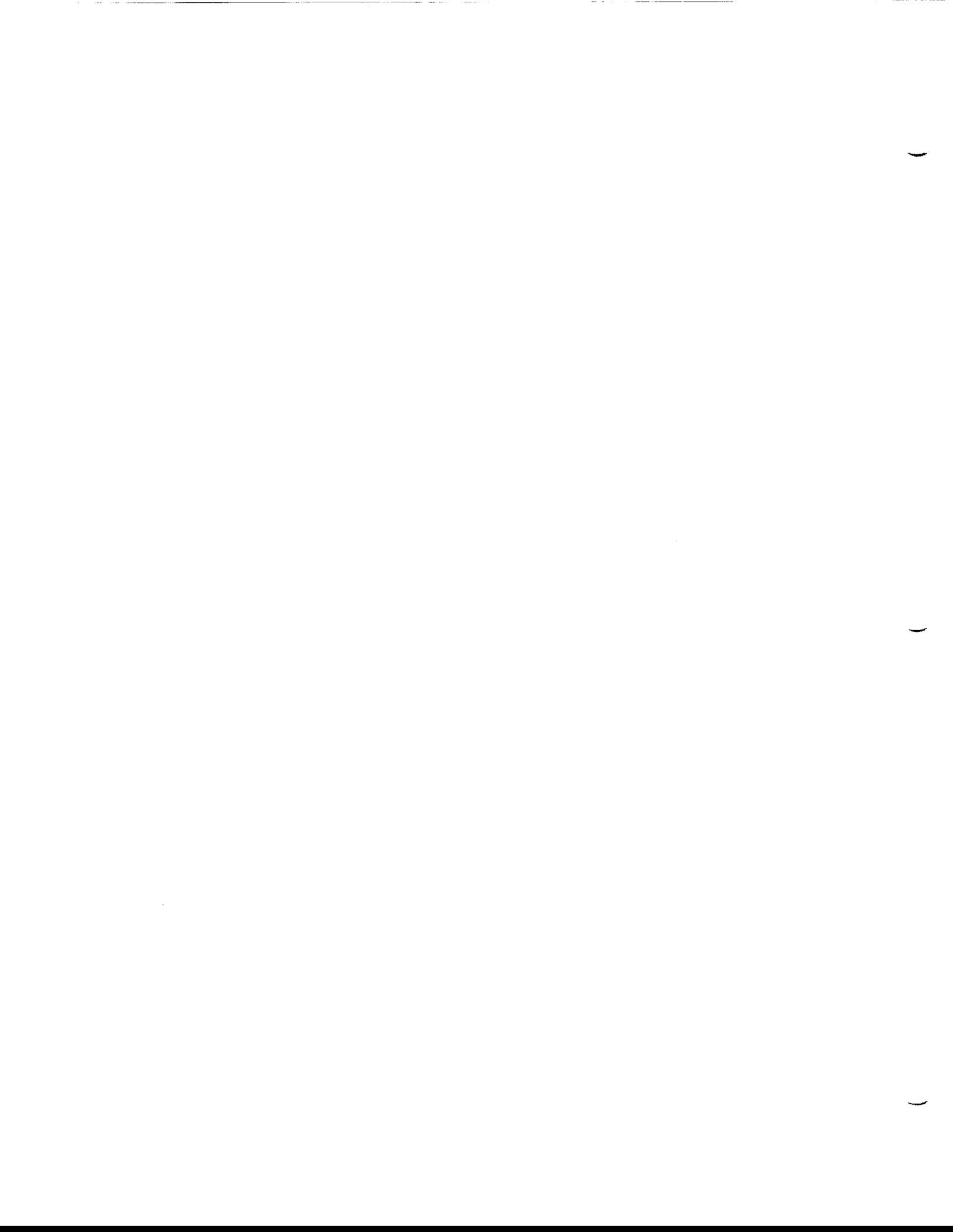
(4) Originating Work Center Supervisor. Upon receipt of an approved "Internal" FBR, make approved change(s)/modifications(s) and file the GREEN copy of the FBR as a permanent record in the Work Center PMS Manual.



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INTERNAL FEEDBACK REPORT FLOW CHART





EXECUTIVE LEVEL 3-M ORGANIZATION AND ADMINISTRATION
CHECKLIST

COMMAND: _____

DATE: _____

3-M INSPECTOR: _____

- Ref: (a) OPNAVINST 4790.4C
(b) CNETINST 4790.3C
(c) 3-M PQS Manual
(d) OPNAVINST 5100.23D

A. General

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Has an officer or senior petty officer (E-6 thru E-9) been assigned by letter as the Command 3-M Systems Coordinator?
Ref. (a), pg. 2-11, par. 2-5.3
Ref. (b), pg. 5, par. 8c(1) | () | () |
| 2. If the command has an allowance for a 3-M Coordinator is this a primary duty, or if the command does not have an allowance, is it the most significant collateral duty?
Ref. (a), pg. 2-11, par. 2-5.3 | () | () |
| 3. Has the 3-M Coordinator attended 3-M Coordinator School? If yes, when: _____ | () | () |
| Adequate time/space to perform duties?
Ref. (a), pg. 2-11, par. 2-5.3 | () | () |
| 4. Does the 3-M Systems Coordinator maintain an up-to-date file of the following: | | |
| a. 3-M directives issued by higher authority: | | |
| (1) OPNAVINST 4790.4C? | () | () |
| (2) CNETINST 4790.3C? | () | () |
| (3) OPNAVINST 5100.23D? | () | () |
| (4) EIC Manual? | () | () |

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- b. NAVSEASYSKOM Service Briefs? () ()
- c. Current file of commanding Officer/
executive officer (CO/XO), Department Head/
Division Officer, and 3-M Coordinator PMS
Spot Checks? () ()
- Ref. (a), pg. 2-12, par. 2-5.3f
5. Does the 3-M Systems Coordinator distribute
newsletters, Service Briefs, and other
information of 3-M to each work center? () ()
- Ref. (a), pg. 2-12, par. 2-5.3e
6. Is 3-M policy, guidelines, and procedures
promulgated within the command consistent
with the 3-M manual and other directives? () ()
- Ref. (a), pg. 2-12, par. 2-5.3e
7. Does the command have a program to ensure
that appropriate personnel receive adequate
and effective 3-M training? () ()
- Ref. (a), pg. 2-12, par. 2-5.3e

B. Planned Maintenance System (PMS)

1. Does the command's 3-M program structure
meet OPNAV requirements? () ()
- Ref. (a), pg. 2-10, par. 2-2
2. Does the XO schedule and act as Chairman
on periodic 3-M meetings with Department
Heads and 3-M Systems Coordinator? () ()
- Ref. (a), pg. 2-11, par. 2-5.2b
3. Does the XO monitor operation of the PMS
program to ensure compliance with current
directives and to ensure PMS is actually
being performed? () ()
- Ref. (a), pg. 2-11, par. 2-5.2c
4. Does the 3-M Systems Coordinator:
- a. Regularly monitor each department? () ()
- Ref. (a), pg. 2-12, par. 2-5.3d
- b. Maintain an effective accountability log? () ()
- Ref. (a), pg. 3-44, par. 3-4.15.2

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- c. Promptly screen, serialize, and mail all PMS TFBRs and ITFBRs? () ()
 Ref. (a), pg. 3-44, par. 3-4.15.2
 Ref. (b), pg. 3, par. 7ad
- d. Maintain a file of outstanding FBRs? () ()
 Ref. (a), pg. 2-12, par. 2-5.3e(7)
- e. Ensure proper EIC and JSN entries are being made on all 4790/CK forms? () ()
 Ref. (a), pg. 2-13, par. 2-5.3f
- f. Maintain a master copy of the Command Equipment Status Log (ESL) or CSMP? () ()
 Ref. (a), pg. 2-12, par. 2-5.3e(8)
5. Is the CO briefed at regular intervals on the status of PMS and equipment status? () ()

Type of brief: _____

Ref. (a), pg. 2-11, par. 2-5.2

6. Does the CO/XO perform Spot Checks? () ()
 Ref. (a), pg. 3-63, par. 3-6.3.3
7. Is there a command or departmental Lock-Out/Tag-Out Log maintained? () ()

Circle one: Command/Departmental

Ref. (d)

8. Is the Command Lock-Out/Tag-Out Log maintained in accordance with instructions/directives? () ()
 Ref. (d)

OVERALL: SATISFACTORY or UNSATISFACTORY

COMMENTS:

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COMMAND: _____

DEPARTMENT _____

DATE: _____

3-M INSPECTOR: _____

A. Departmental Checklist

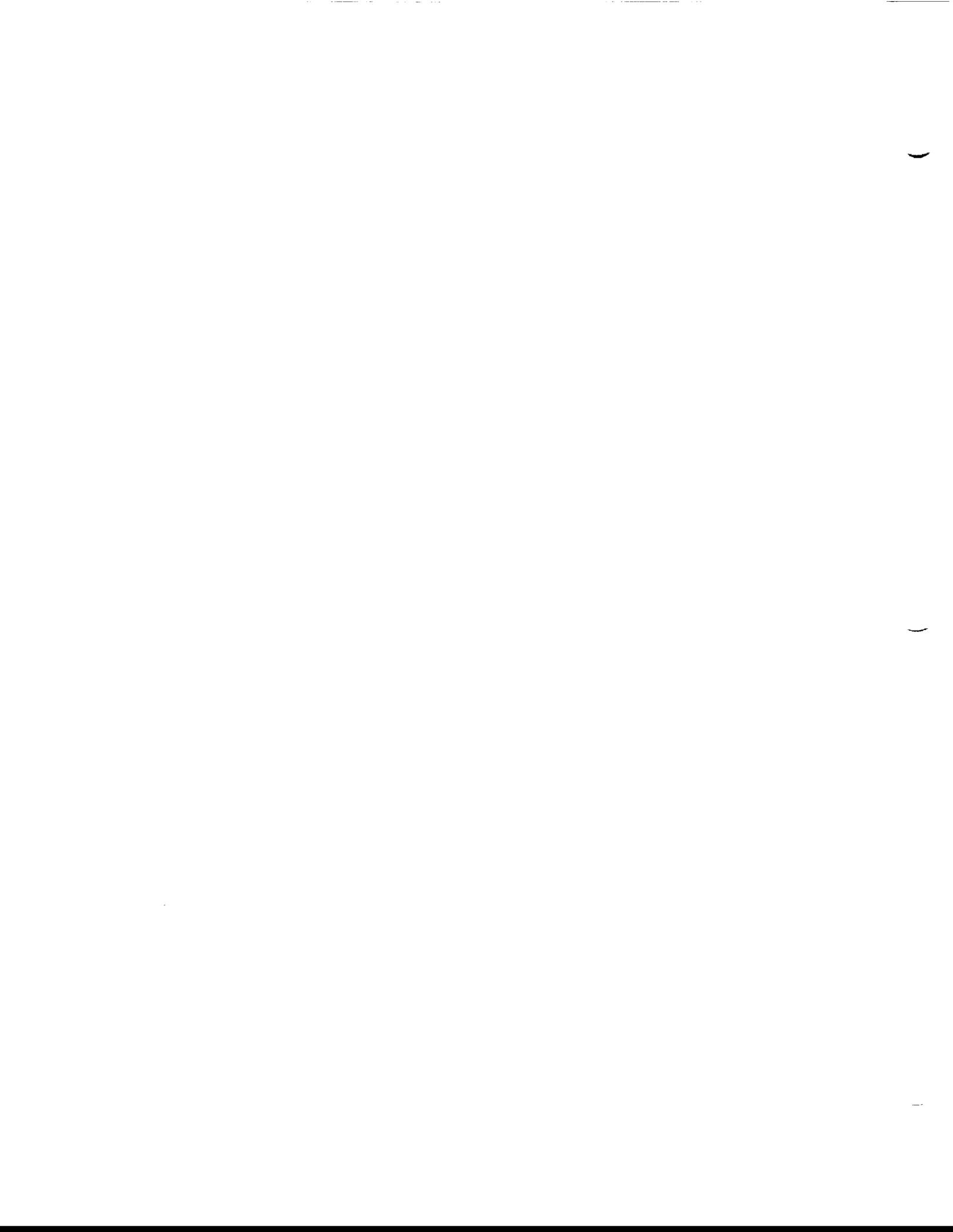
- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Are the following properly maintained and up-to-date: | | |
| a. Directives providing 3-M guidance: | | |
| (1) OPNAVINST 4790.4C? | () | () |
| (2) CNETINST 4790.3C? | () | () |
| (3) OPNAVINST 5100.23D? | () | () |
| (4) EIC Manual? | () | () |
| (5) PMS Service Brief? | () | () |
| (6) SPMIG? | () | () |
| b. Department Master PMS Records? | () | () |
| c. Department Master MIP and MRC/EGL Deck? | () | () |
| d. Department ESL/JSN Log? | () | () |
| e. File of previous quarters PMS schedules?
Ref. (a), pg. 3-36, par. 3-4.11.2.3(f)
Ref. (b), pg. 6, par. 9f | () | () |
| 2. Are FBRs and 4790/CKs properly screened, signed, and forwarded to the 3-M Systems Coordinator?
Ref. (a), pg. 2-14, par. 2-5.4(j) | () | () |
| 3. Does the Department Head: | | |
| a. Supervise and ensure Cycle and Quarterly PMS Schedules are prepared properly?
Ref. (a), pg. 3-36, par. 3-4.11.2.2(1) | () | () |

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- b. Monitor and take appropriate action on all MRs NOT accomplished or deferred from a previous quarter? () ()
Ref. (a), pg. 3-37, par. 3-4.11.2.3(e)
- c. Sign the back of schedules for quarter just ending to indicate awareness of MRs NOT accomplished? () ()
Ref. (a), pg. 3-37, par. 3-4.11.2.3(f)
- d. Have an effective means of ensuring that all personnel are adequately trained in PMS procedures and the importance of proper MR accomplishments? () ()
Ref. (a), pg. 2-13, par. 2-5.4(c)
- 4. Is it department policy that all noted material deficiencies are promptly documented in Command/Department ESL? () ()
Ref. (a), pg. 2-13, par. 2-5.4(i)
Ref. (b), pg. 4, par. 7b(3)(d)
- 5. Is the Master List being maintained of all equipment NOT covered by PMS including justification? () ()
Ref. (b), pg. 5, par. 8c(3)
- 6. Is the Departmental Lock-Out/Tag-Out Log maintained in accordance with instructions/directives? () ()
Ref. (d)

OVERALL: SATISFACTORY or UNSATISFACTORY

COMMENTS:



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WORK CENTER 3-M ORGANIZATION AND ADMINISTRATION
CHECKLIST

COMMAND: _____

DATE: _____

WORK CENTER NUMBER: _____

3-M INSPECTOR: _____

Ref: (a) OPNAVINST 4790.4C
 (b) CNETINST 4790.3C
 (c) 3-M PQS Manual
 (d) OPNAVINST 5100.23D

A. General

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Has the Work Center Supervisor completed training on 3-M Admin/Operation Course (NAVEDTRA 43119-3E)?
Ref. (a), pg. 13-3, par. 13-4.2b
Ref. (b), pg. 6, par. 8c(5) | () | () |
| 2. Has the Work Center Supervisor completed appropriate qualifications in 3-M PQS?
Ref. (c), sect. 303 | () | () |
| 3. Does the Work Center Supervisor hold an up-to-date file of the following: | | |
| a. 3-M directives issued by higher authority: | | |
| (1) OPNAVINST 4790.4C? | () | () |
| (2) CNETINST 4790.3C? | () | () |
| (3) OPNAVINST 5100.23D? | () | () |
| (4) EIC Manual? | () | () |
| b. NAVSEASYSCOM Service Briefs? | () | () |
| c. TFBR and ITFBR Files? | () | () |
| d. SPMIG/LUBRICANT CROSS REFERENCE GUIDE or CD ROM with it included? | () | () |

Enclosure (4)

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e. CSMP/JSN Log? () ()

Ref. (b), pg. 6, par. 9f

B. Planned Maintenance System (PMS)

1. Does the Work Center Supervisor prepare the weekly PMS schedule? () ()
Ref. (a), pg. 2-15, par. 2-5.8b
2. Is the weekly PMS schedule posted in a convenient location within the work center? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3
3. Is the weekly PMS schedule protected with lamination or plastic? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3.2e
4. Do MIPs and components read line-for-line with the cycle PMS schedule (weekly to cycle)? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3.2b
5. Are all daily, weekly, and situation requirements listed on MIPs entered properly on the weekly schedule? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3.2c
6. Are the MRs scheduled for the current week on the quarterly schedule reflected on the weekly schedule? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3a(1)
7. Are related MRs scheduled on the same day? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3a(1)
8. Does scheduling show consideration was given to command operating schedule as appropriate? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3a(1)
9. Are MRs known to be due within next 4 weeks entered in the "Next 4 Weeks" column? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3a(2)
10. Are personnel realistically assigned by name? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3a(3)
11. Is the "PMS schedule for week of" block entry correct? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3.1b

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12. Did the Division Officer review, sign, and date the weekly board? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3b
13. Is the schedule being kept in legible, clearly understandable manner? () ()
Ref. (a), pg. 3-39, par. 3-4.11.3.2
14. Does the Work Center Supervisor require work center personnel to report completed and uncompleted maintenance requirements to him/her? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3c
15. Does the Work Center Supervisor make sure the weekly schedule correctly reflects MRS accomplished? () ()
Ref. (a), pg. 3-40, par. 3-4.11.3.3e
16. Is the work center PMS CD-ROM complete and up-to-date with latest SFR and special issues? () ()
Ref. (a), pg. 3-12, par. 3-4.3
17. Do MIPs agree with the current LOEP? () ()
Ref. (a), pg. 3-2, par. 3-4.1
18. Does the documentation correctly reflect work center equipment installation? () ()
Ref. (a), pg. 3-4, par. 3-4.1c
19. Is the MRC deck complete and correct per the MIP's last SFR, Special Issues, and ACNs? () ()
Ref. (a), pg. 3-23, par. 3-4.7
20. Are MRC blanks filled in where needed (i.e., location of equipment or EGL attached)? () ()
Ref. (a), pg. 3-20, par. 3-4.4i
21. Are EGLs attached to MRCs where needed and are they complete? () ()
Ref. (a), pg. 3-20, par. 3-4.4i
22. Are only authorized changes made to MRCs? () ()
Ref. (a), pg. 3-25, par. 3-4.8
Ref. (b), pg. 3, par. 7a(2)

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23. Is adequate attention given to MRs not accomplished within periodicity to make sure priority is given to early accomplishment or action taken to correct situation which prevented accomplishment? () ()
Ref. (a), pg. 3-37, par. 3-4.11.2.3e and f
24. Do senior personnel make sure the PMS is being accomplished properly? () ()
Ref. (a), pg. 3-15, par. 2-5.8;
pg. 3-63, par. 3-6.3.3
25. Do senior personnel check random samples of MRs reported as accomplished to make sure they are completed in accordance with MRC? () ()
Ref. (a), pg. 3-63, par. 3-6.3.3
26. Do qualified senior personnel review MIPs/MRCs to ensure that they are complete, applicable, and correct? () ()
Ref. (a), pg. 2-16, par. 2-5.8k
27. Are PMS FBRs or IFBRs promptly sent whenever maintenance requirements are not fully understood, errors are believed to exist, maintenance requirements appear inadequate or excessive, additional coverage is needed, performance of the MIP would cause a hazardous condition to exist, or replacement PMS documents are needed? () ()
Ref. (a), pg. 2-15, par. 2-3.8k
Ref. (b), encl. (1)
28. Are MRCs used as an aid in training personnel in maintenance procedures? () ()
Ref. (a), pg. 2-15, par. 2-3.8h
29. Do work center personnel have an adequate understanding of PMS scheduling, use of documents, maintenance of schedules, etc.? () ()
Ref. (a), pg. 2-16, par. 2-3.9

OVERALL: SATISFACTORY or UNSATISFACTORY

COMMENTS: