DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 4790.1
N3
3 NOV 2015

NAVSUPPACT NAPLES INSTRUCTION 4790.1

From: Commanding Officer, U.S. Naval Support Activity Naples, Italy

Subj: MAINTENANCE AND MATERIAL MANAGEMENT POLICY

Ref: (a) OPNAVINST 4790.4F
(b) CNICINST 4790.1
(c) NAVSEAINST 4790.8C
(d) COMFLTFORCOMINST 4790.3
(e) OPNAVINST 5100.23G
(f) CNICINST 5100.2

1. Purpose. To promulgate Maintenance and Material Management (3M) Policy and Naval Sea Systems Command (NAVSEA) 3M program requirements at U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, in accordance with references (a) through (f) except where amplified by this instruction.

2. Objective. NAVSUPPACT Naples 3M policy provides a method for managing maintenance and material support to ensure maximum equipment readiness. The Planned Maintenance System (PMS) is the standardized method of planning, scheduling, accomplishing, and documenting preventive maintenance. PMS procedures are the minimum required maintenance actions to maintain equipment in a fully operable condition. When performed correctly, these maintenance actions will also identify equipment that is not operating within specification. Maintenance of equipment governed by the NAVSEA 3M System, will be completed per references (a) and (c). Equipment not covered under the NAVSEA 3M system will be maintained in accordance with the equipment manufacturer's preventive and overhaul maintenance schedule, and this instruction. Maintenance personnel will report equipment malfunctions and casualties that require corrective action or off-installation assistance and all configurations changes to their respective chain of command.

3. Commercial Off The Shelf (COTS) equipment. Equipment not covered under the NAVSEA 3M system will be maintained per the manufacturer's preventive and overhaul maintenance schedule.

4. Organization and Responsibilities.

a. The Executive Officer (XO) is the 3M Program Manager responsible to the Commanding Officer (CO) for the overall management of the program. The XO shall:

(1) Chair periodic 3M program meetings with Department Heads and the 3M Coordinator (3MC).

(2) Brief the CO at regular intervals on 3M status.

(3) Integrate 3M program training into the command's training and qualification program. Ensure personnel receive adequate and effective 3M system training.

b. The 3M Coordinator (3MC) is responsible for the day-to-day administration and monitoring of the 3M program. Additionally, the 3MC is responsible for monitoring per references (a) through (c).

c. Department Head shall:

(1) Approve the quarterly schedules in SKED. The quarterly schedule should be approved prior to the start of the quarter or by the date specified by the XO if receipt of force revision is delayed.

(2) Review departmental weekly 3M report, review comments by CO, XO, and 3MC and take appropriate action to correct deficiencies as noted.

(3) Review and approve Feed Back Reports (FBR) within seven days of submission.

d. Departmental 3MA shall:

(1) Coordinate and supervise the department's 3M program.

(2) Collect and organize the weekly 3M reports each Tuesday from all work centers assigned to the department. Review reports for completeness and accuracy. Append comments to reports as applicable. If time permits, reports may be

returned to the cognizant WCS or LCPO for correction. Due to the location limitations for 3M personnel working in Gaeta, the 3MA in Gaeta will scan and e-mail 3M reports to the 3MC after the Gaeta Officer-in-Charge signs and approves the 3M reports as the DH.

(3) Act as the 3MC's primary liaison for their respective department's 3M program and be a member of the command 3M Training Team (3MTT).

e. DIVO shall:

(1) Ensure 3M documents generated within the division are complete, accurate, and submitted.

(2) Review the quarterly and weekly schedules.

(a) Ensure that quarterly schedules are updated weekly within the work center.

(b) Review and initial weekly schedules at the beginning of each week prior to posting the schedule in divisional spaces.

(3) Ensure one accountability log per work center is printed each week and that same log is submitted at the end of week to retain history of the week's PMS. Weekly accountability logs will not be reprinted for the sake of "clean up".

(4) Incorporate 3M system training into the divisional training plan. Ensure maximum use of PMS as an aid in training personnel in maintenance procedures on equipment within the division.

(5) Conduct assigned spot checks.

(6) Ensure timely review and approval of Feedback Reports (FBRs).

f. Division LCPO shall:

(1) Review SKED daily and approve FBR's. Keep the DH and DIVO informed when their action is required.

(2) Perform quarterly Administrative Effectiveness Reviews (AER) for cognizant work centers. Work center administrative self-assessment is essential to maintain an effective 3M program. The AER is due to the 3MC via the departmental 3MA within ten days of the start of a NEW quarter, or as directed by the 3MC.

(3) Act as the sole authority for all revisions, to place the work center into revise mode, review revisions for accuracy and finalize all revisions for cognizant work centers.

(4) Review all quarterly reports after revision for accuracy and forward to the DH via the DIVO for approval. Ensure documentation is returned to the 3MC after the approval of the force revision.

(5) Review all new MRCs issued with force revision. Place "Reviewed by" on the top left front of the MRC, print and sign your name next to this with the date that you reviewed the MRC. Review of the MRC includes reading the card, checking for typographical errors, and filling in any information that is required for the performance of the PMS. In addition it may be necessary to physically check the equipment and walk through the card to verify the new maintenance procedure.

g. WCS shall:

(1) Be assigned by the LCPO and designated in writing by the DH.

(2) Authorized to substitute tools in the MRC if the substitute tool(s) meet or exceed the maintenance requirement and does not damage the equipment.

(3) Generate required HAZMAT use list for the quarter (Forecasting Report) and deliver to HAZMAT issue by the first week of each new quarter.

(4) Build and manage PMS schedules using the SKED program. Update SKED DAILY for all completed preventative maintenance.

(5) Print and maintain the accountability log in work center spaces, and ensure completed maintenance is accounted for daily on this report. Do not reprint the accountability log to "clean up" the appearance of the report. This report may only be reprinted with authorization of the Division Officer and only if the original was lost or was damaged in such a way as to render it illegible.

(6) Print and deliver weekly boards to the LCPO and DIVO for review and signature at the beginning of the week. Maintain the weekly boards in the divisional offices, ensuring that completed maintenance is updated at the end of each work day.

(7) Train all maintenance personnel assigned to the work center on the use of SKED, safety, maintenance procedures, and the proper performance of spot checks.

(8) Ensure that every component row in SKED listing an Equipment Guide List (EGL) has a corresponding EGL built into the SKED program. In the event that multiple line items for identical equipment in different locations are used in lieu of an EGL, (a single component row) then a Location Guide List (LGL) will be used to identify individual equipment. The location block on the front of the MRC will state "see EGL/LGL" as applicable. EGLs will not contain more than 8 hours of work. When computing the 8 hours, the time required for any mandatory related maintenance must also be calculated.

(9) Ensure that component rows for individual equipment or systems in SKED are identified by location and serial number if necessary.

(10) Promptly review and approve FBR submitted by work center personnel.

(11) Review Spot Checks completed by maintenance personnel assigned to your work center per reference (e). Note any discrepancies listed in the comment block by the assessor. Utilize empty space on the spot check evaluation form to describe what action was taken to correct discrepancies, or what training was provided to the maintenance person during the spot check.

(12) Conduct weekly external back-ups of their work center from SKED utilizing the external hard-drive issued from N6. This external back-up will be essential if work center must be restored.

h. Maintenance Personnel

(1) Complete maintenance as assigned by the WCS in a timely manner.

(2) Report completion of maintenance to the WCS, at the completion of the maintenance check. Sign and date the accountability report upon the completion of maintenance.

(3) Notify the WCS when any problem is encountered in the performance of assigned maintenance requirements.

(4) Draft in SKED, FBR for the WCS review and approval when problems with an MRC are discovered. Inform the WCS when FBR are drafted to ensure timely approval.

i. Information Technology Department. To ensure that SKED databases can be restored to their most current state, System Administrator shall:

(1) Conduct weekly back-ups of the SKED system to ensure prompt and up-to-date restoral in the event the program becomes corrupt.

(2) As required, procure external hard drives and issue them accordingly to the 3MC and WCS to allow separate database back-ups and restores.

5. Qualifications.

a. Personnel assigned to divisions conducting maintenance who have no prior qualification in the 3M system will be trained by their respective supervisor in their assigned division. These personnel will be assigned a qualification sheet by their Leading Chief Petty Officer (LCPO) and receive section 100 Fundamentals and section 300 Tasks of the Personnel Qualification System (PQS) per reference (c). Personnel will gain knowledge through a combination of self-study, formal training, and on the job training (OJT). Personnel qualified as

Work Center Supervisor (WCS) or above may sign the Fundamentals portion of the PQS and the assigned PQS. When all signatures have been obtained for the sections of PQS assigned, the member's WCS may schedule an exam with the 3M Coordinator (3MC). The passing grade for all written tests is **85** percent. Test failures will be remediated by the respective 3M Assistant (3MA). A retake exam may be scheduled no earlier than one week following the preceding exam. Personnel are required to perform the actual task before a signature can be obtained for that step. Two successfully completed spot-checks will be required to qualify any maintenance person. One of these checks must be completed by the WCS or Division Officer (DIVO). Both completed forms must be routed with the PQS package to complete the qualification. Final qualification will be at the discretion of the 3MC.

b. Personnel who have prior qualifications in the 3M system may take the written exam and performance assessment at the highest level previously attained, not to exceed DIVO. They will be re-qualified upon successful completion of the exams. Failure of the exam will require the member to complete the applicable PQS for the level they are attempting to qualify per reference (c).

c. Each work center requires a fully qualified WCS. Individuals must complete the requisite PQS and pass a written and performance examination prior to being designated in writing by their department head (DH) as a WCS.

d. Each department conducting maintenance will have a primary departmental 3MA. Each departmental 3MA will be approved by the 3MC, be an E-5 or above and have at least one year remaining onboard. DH's will submit a list of prospective candidates to the 3MC two months prior to relieving a 3MA to allow the relief to receive required training. Qualification 3M (305) PQS must be satisfactorily completed prior to designation as a departmental 3MA.

e. DH's who are graduates of the Surface Warfare Officer School Command Department Head Course (A-4H-0107), meet the requirements for 3M (306) qualification. Proficiency, refresher and familiarization training with SKED systems will be provided by 3MC upon check-in.

f. PQS watch stations 301 through 304 require satisfactory completion in a timely manner to ensure maximum command readiness. Personnel not achieving qualification in three months are considered delinquent. All 3M PQS delinquents will attend 3M training when scheduled and will be assigned study time by their respective DH until qualified in the assigned 3M watch stations. These training sessions will be managed by the departmental 3MA within the relevant department.

6. PQS Qualification Test.

a. The 3MC will conduct a 3M PQS test for personnel seeking to qualify as Maintenance Person, WCS, and DIVO.

b. A score of **85** percent or better is required to qualify.

7. Planned Maintenance System (PMS)

a. The PMS provides NAVSUPPACT Naples personnel with the tools to plan, schedule, and control preventive maintenance. Though standard in concept and procedure, PMS is flexible enough to adjust to changing conditions or configurations. If PMS cannot be completed in accordance of MRC then the Work Center Supervisor shall submit a FBR in SKED.

b. Each work center will strive to achieve 100 percent Recorded Accomplishment Rate each week. To aid in accuracy of the accountability sheets, DIVO's are to ensure the use standard entries for all flip page reports.

8. 3M Reports. There are many reports used throughout the 3M system. Each WCS shall review all reports outlined in reference (c).

9. Command Spot Check Program. The Command spot check program conforms to references (c) and (d). Spot checks are defined and assigned as follows:

a. The Commanding Officer (CO), Executive Officer (XO), Command Master Chief, and DH's will perform regular Spot Checks in accordance with the spot check matrix provided by 3MC to monitor the effectiveness of the maintenance person and training program.

b. The 3MC shall conduct random work center Spot Checks.

c. The DIVO will conduct a Spot Check bi-weekly within their respective division, if maintenance was assigned for the period.

d. The Divisional LCPO and WCS will conduct one spot check in the work center weekly if maintenance was assigned for the week.

10. Force Revision and Quarterly Review. New quarterly schedules will be prepared in accordance with local directives when issued by the 3MC. New schedules will be completed one week prior to the start of a new quarter so that DH's can review and approve the current and previous quarter schedules prior to the start of each quarter. The previous quarter must be closed-out prior to finalizing the next quarter. Departmental 3MA will assist DH when reviewing the schedules for accuracy. The DH is the sole authority for the finalization of quarterly schedule in order to maintain proper accountability per reference (c).

D. W. CARPENTER

Distribution:
NAVSUPPACT NAPLES INST 5216.4BB
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html