



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

JBPHHINST 4790.1A
JB00

JUN 24 2015

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 4790.1A

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM

Ref: (a) OPNAVINST 4790.4F
(b) NAVSEAINST 4790.8C
(c) NAVEDTRA 43241 Series

Encl: (1) Maintenance/Spot Check Evaluation Form

1. Purpose. To promulgate Joint Base Pearl Harbor-Hickam's (JBPHH) Maintenance and Material Management (3M) policies and procedures.
2. Cancellation. JBPHHINST 4790.1
3. Background. References (a) through (c) provide general guidance for management of the 3M systems. An effective 3M program enhances material and operational readiness. The key to a successful program is active command support and aggressive supervision at all levels. The 3M system is designed to provide ships and applicable shore commands with a simple and standard means for planning, scheduling, controlling and performing maintenance on all systems and equipment.
4. Scope. References (a) through (c) and this instruction are adopted as JBPHH's 3M instruction. All command personnel will familiarize themselves, and comply with this instruction.
5. Objective. The primary objective of the 3M system is to manage equipment maintenance in a manner that will ensure maximum equipment and system operational readiness. Additionally, 3M is used to maintain equipment within specifications through preventive maintenance, identifying and

JUN 24 2015

correcting potential problems before equipment or systems become inoperable.

6. Policy. The 3M System, Planned Maintenance System (PMS), Maintenance Data System (MDS) and Spot Check Program will be fully implemented in all JBPHH Departments, Divisions and Work Centers as applicable.

7. Responsibilities. As per references (a) and (b), responsibilities are as follows:

a. Joint Base Commander (JBC): Responsible for the 3M Program. Responsibility at this level emphasizes the priority of the 3M System Program and places responsibility for program management and monitoring clearly within the lifelines. The JBC will ensure a 3M System Program is functional and fully meets required standards. Ensure continuous self-assessments are sustained, to include a robust Spot Check Program and aggressive action to address any identified shortfalls or problem areas.

b. Chief Staff Officer (CSO): Reports directly to the JBC on all 3M System Program matters. Acts as the principle advisor to the JBC on 3M issues. Ensures the effectiveness of the command 3M Spot Check/Self Evaluation Program.

c. 3M Coordinator (3MC): Responsible for sustaining the 3M System Program, keeps the chain of command informed as to current procedures, serving as the principle 3M System Program Assistant to the CSO and carrying out all other responsibilities as set forth in references (a) through (c).

d. Department Head: Responsible for effective operation of the 3M System Program within the department. The Department Head must supervise all cycle and quarterly scheduling of departmental maintenance and other departmental 3M System Program functions.

e. Departmental 3M Assistant: Department Heads may assign an officer, chief petty officer or first class petty officer

JUN 24 2015

trained in and knowledgeable of the 3M System to assist with the coordination and supervision of the department's 3M System Program. The departmental 3M Assistant will be designated in writing and shall carry out the duties assigned by the 3MC.

f. Divisional Officer: Responsible to the Department Head for proper operation of the 3M System Program within the division. The Division Officer will ensure 3M training is incorporated into the divisional training plan and all documents generated within the division are complete, accurate and promptly prepared and submitted.

g. Work Center Supervisors: Responsible to the Division Officer for the effective operation of the 3M System Program within his/her respective work center. The Work Center Supervisor will ensure the SKED Program and all work center files, publications, Maintenance Requirement Card (MRC), and Equipment Guide List (EGL) are complete and current. Work Center Supervisors will be qualified and designated in writing.

h. Maintenance Personnel: Responsible to the Work Center Supervisor. Their 3M duties include performing scheduled maintenance requirements assigned by the Work Center Supervisor using the right MRC's, EGL's, tools and materials and reporting any discrepancies and/or completion of the maintenance.

8. PMS Scheduling. All PMS Scheduling will be prepared under the supervision of the Division Officer with the assistance of the Work Center Supervisor. The SKED Program is the primary means of scheduling all PMS requirements. Cycle and quarterly schedules shall be reviewed and finalized in the SKED Program by the Department Head.

9. PMS Maintenance/Spot Check Program. The Maintenance/Spot Check Program is the single most effective way to monitor the PMS System. This program and evaluation is not used to find Sailors who do not perform to the highest standard, but rather identify the process that requires a change in the procedures to perform effective maintenance. Maintenance/Spot Check will be conducted on PMS checks conducted within the past 13 weeks.

JUN 24 2015

If any part of the process is out of standards it will have a large scale impact on the Command's mission-readiness and safety of the crew. PMS Maintenance/Spot Check will be scheduled by the 3MC and done quarterly with the following requirements:

JBC	Semi Annually
CSO	Semi Annually
Department Head	Quarterly
3MC	Quarterly
Divisional Officer	Monthly
LCPO	Monthly

a. Work Center Supervisors will use enclosure (1) for PMS Maintenance/Spot Checks and submit the completed form to the 3MC with their weekly reports.

10. PMS Reports. The 3MC will generate a PMS Performance Report utilizing the SKED program weekly and route it to the JBC for review. Work Center Supervisors will turn in PMS reports to the 3MC weekly, end of quarter performance report and 13 week log signed by their Department Head.

a. PMS Feed Back Report Log is locally generated by the 3MC and used by each work center to report PMS discrepancies, clarification of 3M System instructions and/or matters related to PMS administration. This log will be maintained in the Work Center Manual.

11. Qualification. All personnel performing preventive maintenance shall be qualified per reference (c). The keys to the success of the JBPHH program are having well trained, knowledgeable Sailors accomplishing the maintenance, and a properly administered 3M program.

a. Newly reporting personnel who are not qualified at the maintenance level or higher, and who will be required to conduct preventive maintenance utilizing the PMS Program, must qualify within three months of reporting onboard utilizing reference (c). A written and/or an oral test will be administered by the 3MC.

JUN 24 2015

12. Training. The primary purpose of the 3M System Personal Qualification Program is to provide a program to meet the needs of the command and to ensure departmental personnel are properly trained and motivated in the effective operation of the 3M System Program.

a. The 3MC will schedule and provide training to all work centers.

b. Work Center Supervisors, Leading Petty Officers and Chief Petty Officers are responsible for on the job training.

c. Work Center Supervisors must accompany trainees and demonstrate the proper use of the 3M System Program and remember the person under instruction will not be allowed to perform the required maintenance without supervision until they demonstrate proficiency with the procedures and have completed the Personal Qualification Standard requirements.

13. Action. This instruction promulgates references (a) through (c) as the JBPHH 3M System Manual. Enclosure (1) shall be used in support of the governing directives.



S. KEEVE

JUN 24 2015

APPENDIX A
SECTION II-A

ACCOMPLISHMENT CONFIDENCE FACTOR (SPOT CHECKS) CHECK SHEET - ACF

Ship	Department	Division/Equipment	Work Center	Date Performed	MRC Evaluated	MIP Evaluated
USS						
General						
*If attributes 1.a or 2 are evaluated as unsatisfactory, all subsequent attributes shall be graded as "0".						
Assessment Attribute				Value	Grade	Notes
1.	Contact the maintenance person assigned responsibility for the accomplishment of the MRC, have the individual deliver MRC (and EGL if applicable), and determine the following by questions and/or personal observation.					
*	a.	Is the maintenance person PQS qualified to perform the MR?	2			
	b.	Presented the correct tools, Personal Protective Equipment (PPE) parts (NSN), material (Military Specification (MILSPEC)) and test equipment (Calibrated).	3			
	c.	Properly identified the equipment (location, equipment validation).	4			
	d.	Are there any unauthorized changes or corrections to the MRC?	3			
	e.	Is this the correct MRC for the equipment maintained?	3			
2.*	Demonstrated all steps of MR including all notes, warnings and cautions according to the MRC.					
*	a.	Followed all steps of the MRC.	5			
*	b.	Correctly performed equipment Tagout.	5			
*	c.	Followed all safety precautions.	5			
*	d.	If an EGL is used, was the MRC performed on all equipments?	5			
3.	Does the equipment condition reflect accomplishment of the MRC?					
	a.	Is it apparent that maintenance was performed recently?	10			
	b.	Correctly demonstrated use and disposal of Hazardous Material.	3			
	c.	Was the MRC within the capability of the assigned individual to perform as written?	5			
4.	PMS Reporting					
	a.	Maintenance person reports status of MR to the WCS if Completed or Not Fully Accomplished and makes appropriate updates.	2			
	b.	Work Center generates TFBR for any problem with MRC.	2			
	c.	Were material deficiencies detected by the PMS action and recorded in MDS?	2			

JUN 24 2015

Totals (Attributes evaluated as N/A are not calculated.)	Total Points Available	Total Points Awarded
Spot Check (ACF) (Grade = Points Awarded/Points Available)		
<input type="checkbox"/> Above Standards	<input type="checkbox"/> At Standards	<input type="checkbox"/> Below Standards

Above Standards (90% or greater)/At Standards (80-89.99%)/Below Standards (less than 80%)
Below Standard grade requires immediate accomplishment monitored by a Chief.

Additional Remarks:

Print and Sign Inspector Name/Command

Date