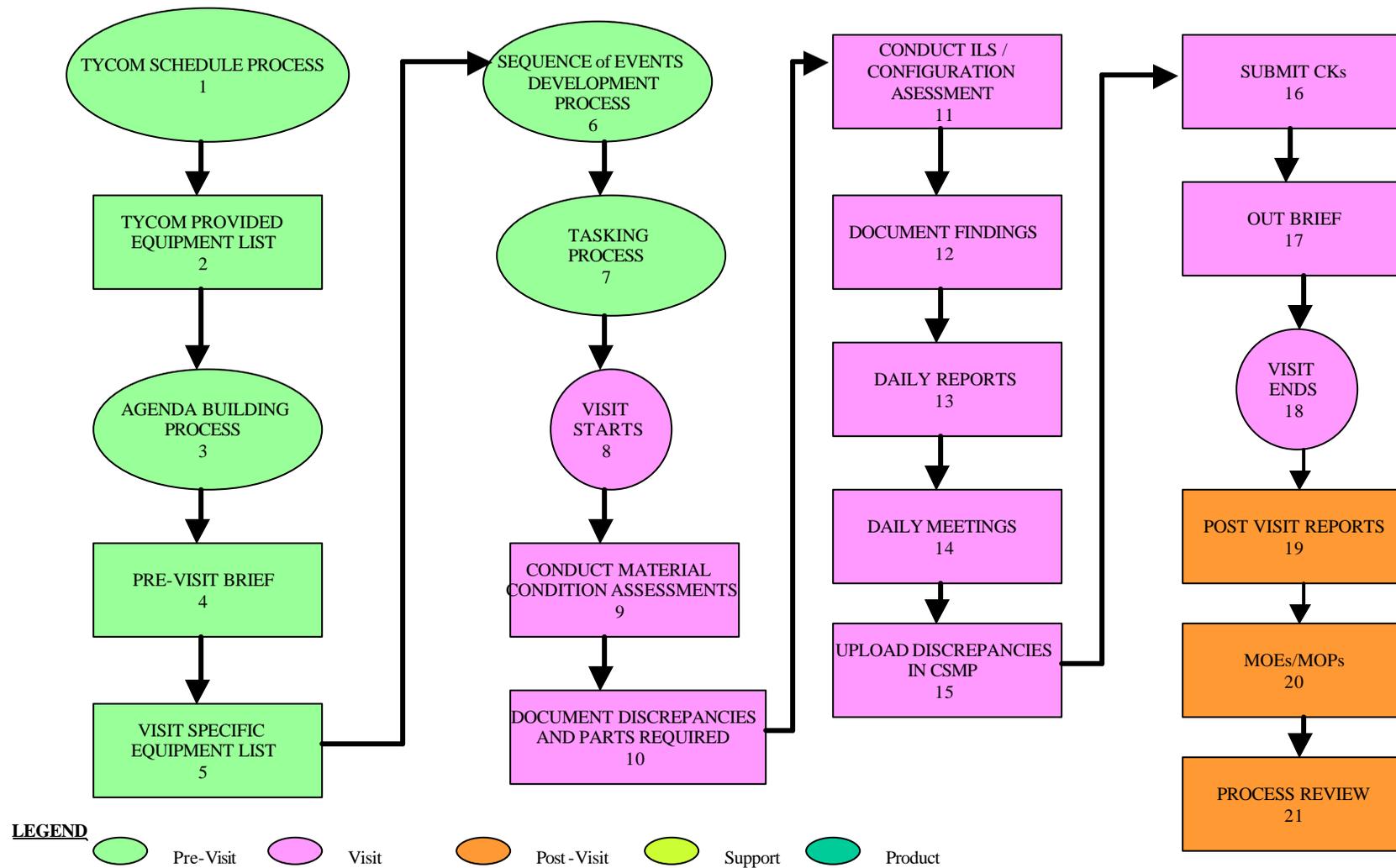


SURFACE SHIP ASSESSMENT PROCESS



SURFACE SHIP ASSESSMENT PROCESS

Purpose: Conduct material condition assessment utilizing common assessment procedures with Ship's Force for equipment and systems identified on the visit agenda. Document all discrepancies and completions on 4790.2Ks, upload into Ship's CSMP, and S/F upload to shore file. Identify parts required to correct discrepancies, assist S/F in locating, expediting, ordering and receipt of parts. Assist S/F in correction of discrepancies during the visit (T/A 3). Validate and correct existing CSMP items for assessed equipment and systems. Verify Ship board configuration and submit 4790.CKs to correct SCLISIS configuration files. Provide training to S/F in the areas of assessment, troubleshooting, and repairs to improve self sufficiency.

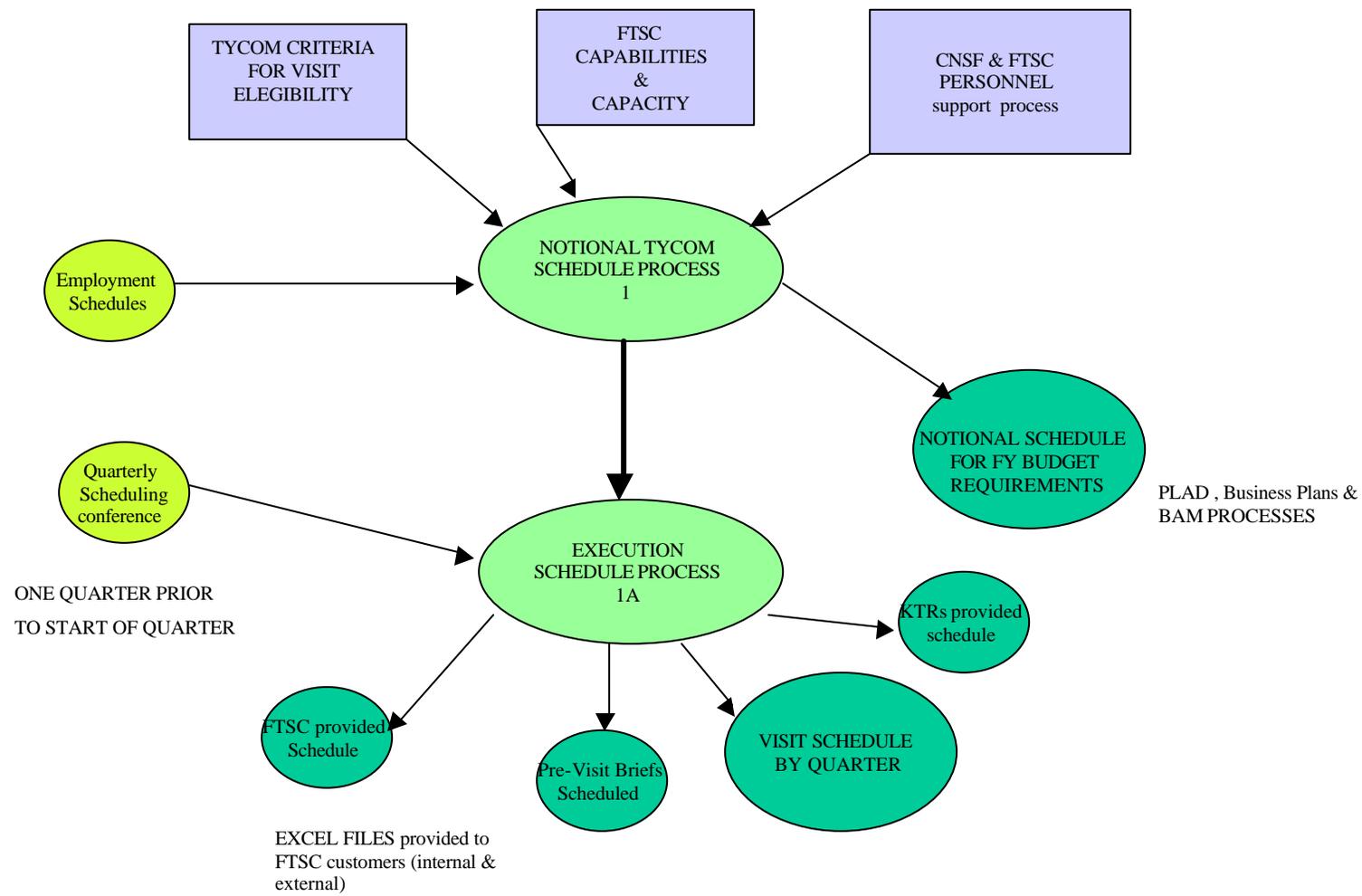
Guidelines: Must use existing Navy infrastructure – 3M, safety and Supply. All 2Kilos will have “true” screening, if Ship's Force should be able to do the work it will be screened Ship's Force. A recommended timeframe for repair will be identified. Approved assessment procedures will be used. Measures of Effectiveness (MOEs) will be developed collected and maintained. The visits will typically be two weeks in length and scheduled approximately 4- 6 months prior to deployment. Failures of equipment that can be predicted or projected to occur prior to, during or immediately after the deployment will be documented with a recommended date for the repair to be accomplished.

Ship's Force is responsible for the tag-out, operation, securing and line-up of all equipment during the assessment process. Ship's Force EMRM will be utilized to purchase all parts that are not available through alternate sources (RAM, NAVSEA, NAVSESS, etc.), Priority 3 is authorized for parts requisitions.

Any assessments scheduled for the visit that are not completed during the visit will be documented with an open T/A 3 2Kilo stating that the assessment was not completed, and that S/F should contact the POC identified (tech code branch head) to arrange the assessment at a later date.

As Parts are received and time allows, repairs are to be accomplished as part of the visit effort.

There is no report provided to the ship's chain of command as part of this visit process, and no grades are reported. If someone wants to see the results of the visit, they are welcome to go to the 3M system.



SURFACE SCHEDULING PROCESS NOTES

Guidelines/Criteria: Any CNSF ship that has a deployment greater than 59 days will have a visit. Every ship will have a visit every two years regardless of deployment schedule (i.e. forward deployed Italy, Japan, and non-deployers). Ships in Bahrain will have visits annually. Assessment visits are to be scheduled to be accomplished four to six months prior to deployment (ideal) but will not be scheduled in POM. (Note- current CNSP guidance is every three yrs for non deploying ships.)

FTSCLANT Capabilities/Capacity: Only two steam ships can be accomplished simultaneously. Only two AEGIS ships can be accomplished simultaneously. Would prefer no more than three surface ships to be accomplished simultaneously taking into account steam and AEGIS limitations. Four surface ships can be accomplished within the steam and AEGIS limitations if there are no Carrier or Submarine visits and no more than one Surface INSURV scheduled.

FTSCPAC Capabilities/Capacity

Notional Schedule Process: FTSC personnel review ship employment schedules and past visit schedules to identify all ships that meet the criteria/guidelines for visits for the next Fiscal Year (Approx. Nov./Dec. timeframe). This information is utilized by FTSC develop Budget and Business plan inputs for next Fiscal Year.

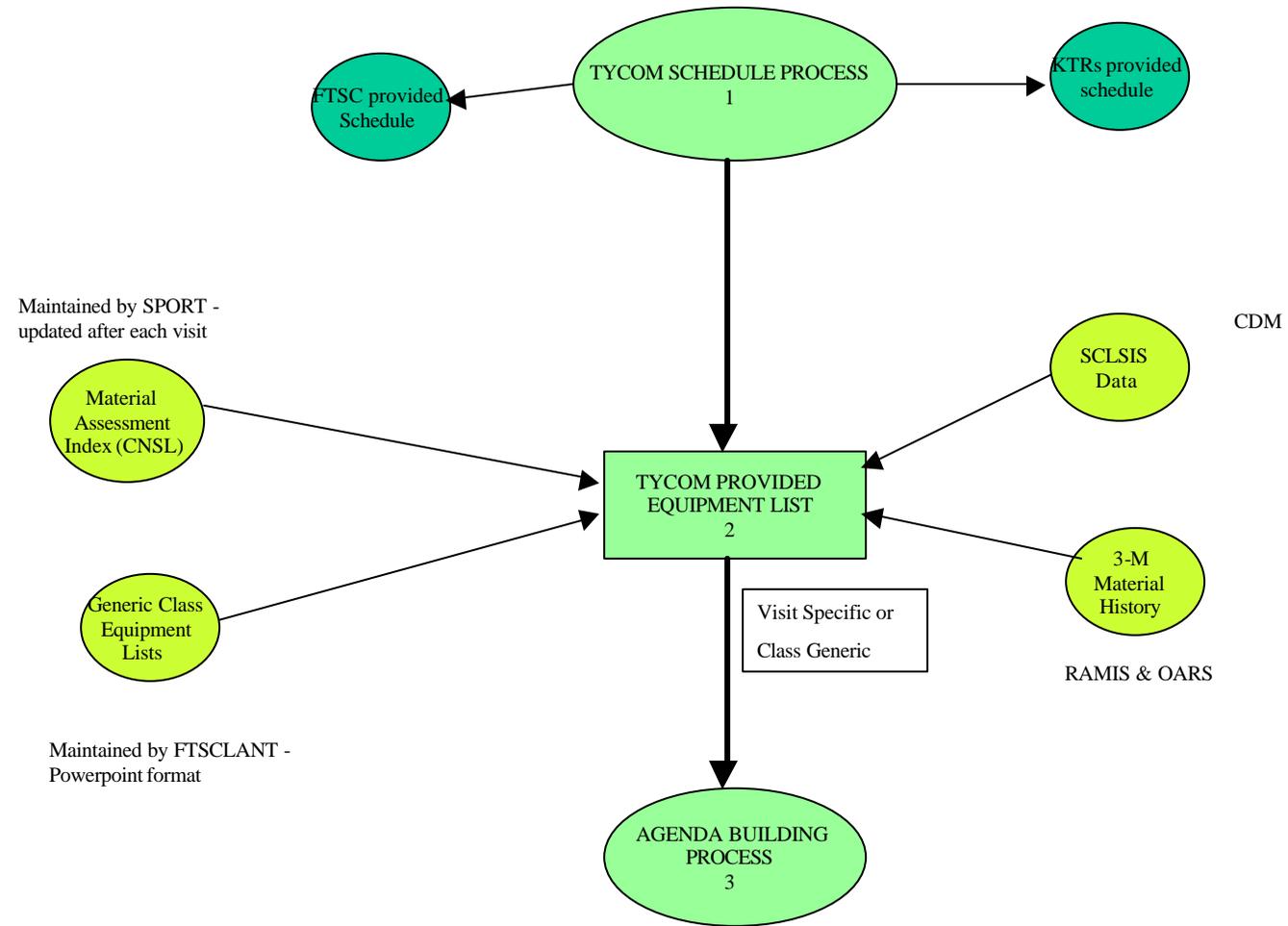
Execution Schedule Process: FTSCLANT personnel Identify the quarter visits are to be accomplished based on deployment schedule and fill in low utilization periods with ships that fall into the annual or every two year criteria. FTSCLANT attends the quarterly scheduling Conferences and working with the ISICs, develop a schedule for the next Quarter based on requirements, capability/capacity guidelines and Ship's schedule. FTSCPAC ___ Schedules are published and revised as changes occur.

Conflicting Evolutions: The following items have been identified as non-compatible with the assessment visits are avoided if possible, CNSL makes determination to move or cancel visits: Underway periods, SMI, SMA, FMAV, INSURV, Other inspections, SISCAL

Internal Scheduling Process: Based on the schedule, Assessment Directors are assigned, Pre-visit Briefs are scheduled (4 – 6 weeks prior to start of visit), and visit agendas, test plans and Sequence of Events are developed.

CNSL POCs: Kevin Alexander (HM&E) and CDR. Graham (Combat Systems)

CNSP POCs: CDR. Mattingly (HM&E and



SURFACE EQUIPMENT LIST PROCESS

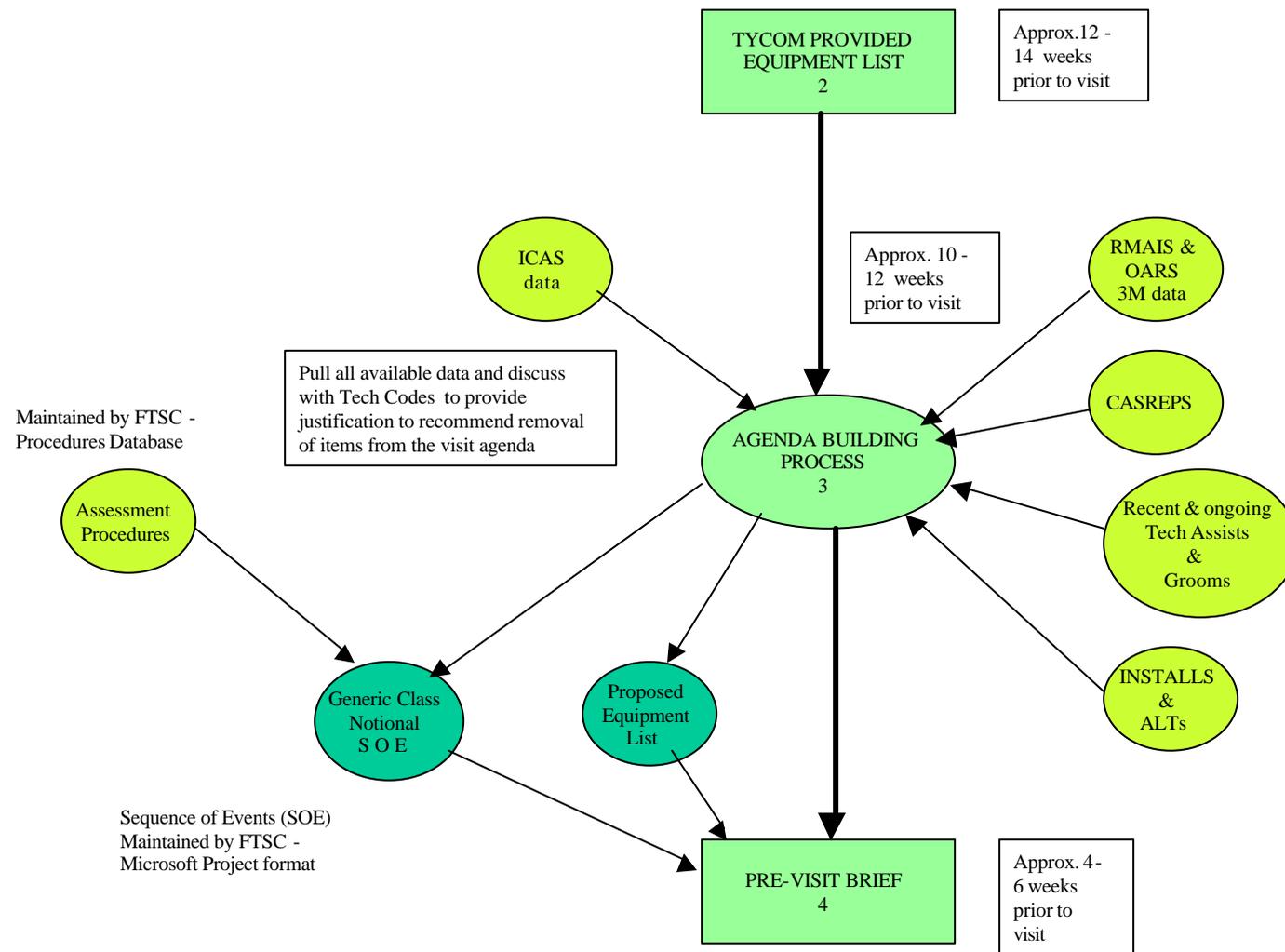
Generic Class Equipment Lists: FTSC retains equipment lists by ship class (Powerpoint Format). This list is included in the pre-visit brief package for C5RA visits. The HM&E list is used as a starting point only. The HM&E list contains two distinct listings. LANT - Items that have been identified by CNSL N432A or the TYPE Desk as mission critical, or worthy of special attention are classified as “Mandatory” and are only removed from the visit agenda upon approval by CNSL. The other items on the list are the “Typical” items assessed on that ship class. These items are considered “Optional” and have to be specifically identified by the Ship’s CO as requested for assessment. PAC -

Material Assessment Index: This is an electronic file that identifies all equipment considered “assessment worthy” and identifies organizational responsibility for assessment and visit responsibility if the assessment is to be conducted. Currently maintained by SPORT. The process is under revision.

Future direction for HM&E (LANT) is to review material history and configuration data to identify the specific system, equipment, or component to be assessed for a unique ship (automated process) from a CNSL database residing at QED. Once the process is on line, the categories of mandatory and optional will be eliminated. Intended to be pulled approximately 4 months prior to start of the visit. This would then feed into the Agenda building process.

The database at QED is envisioned to also include a “Library” of documents. This would include ICMP 2Kilos, standard statements (failure modes), assessment 2 Kilos, and a listing of procedures.

PAC -

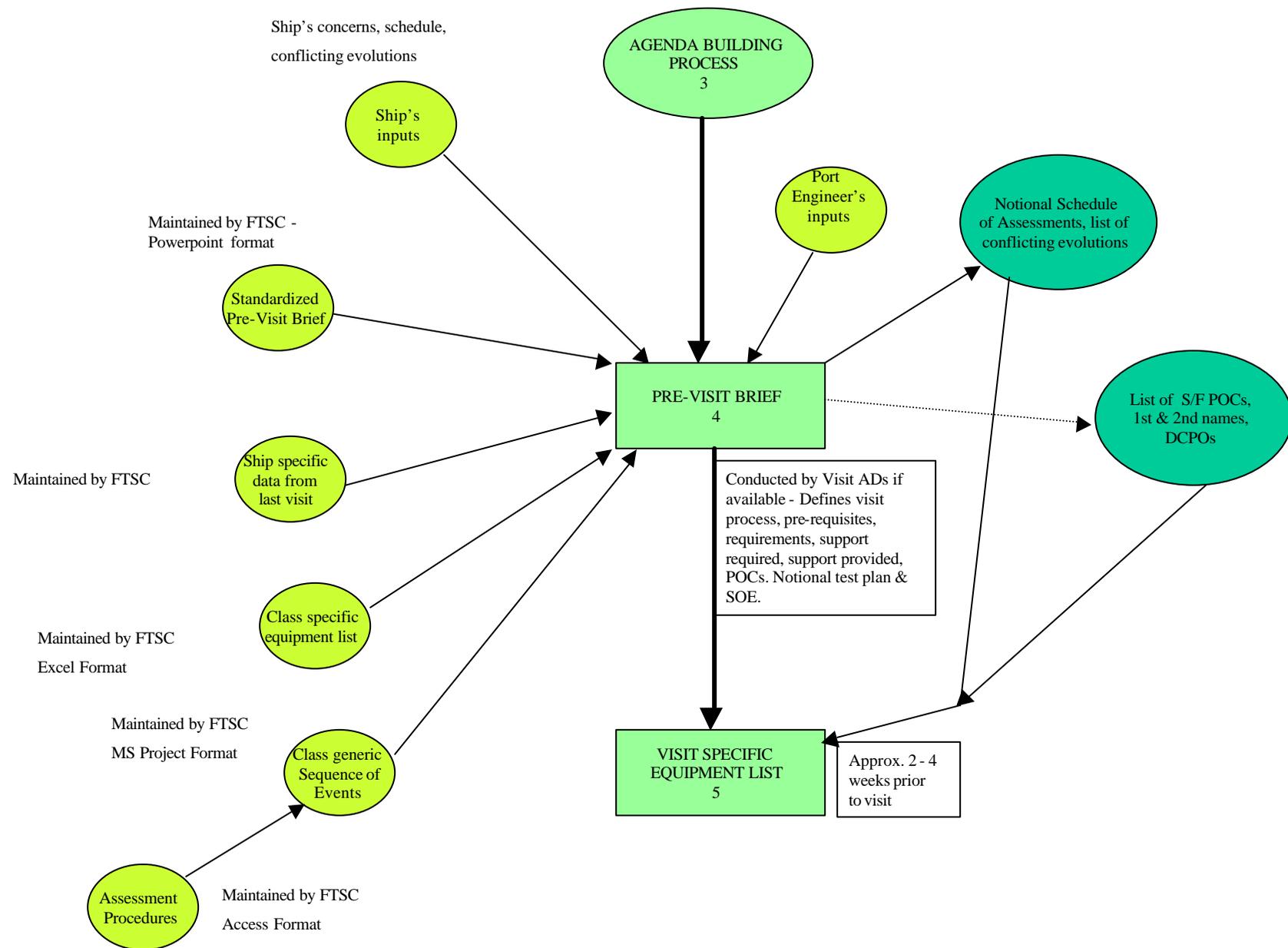


SURFACE AGENDA BUILDING PROCESS

Agenda Building Process: Applies to the HM&E equipment only. The purpose of this process is to obtain information that justifies the removal of an item from the visit agenda. This process is accomplished prior to the pre-visit brief and provided to the Assessment Director (AD) in the pre-brief package. Mandatory items are excluded from this process. FTSC obtains the MAI for the specific ship. A review is conducted of material history in RMAIS and OARS to identify exiting 2Kilos on equipment currently on the agenda, to determine the availability of items to be assessed and those items that repairs were accomplished recently. ICAS data is obtained and provided to the Tech code for review. A review is also conducted of recent installations, ALTs, and grooms to identify newly installed or newly groomed items that would not need to be assessed during this visit. This information is also provided to the AD for development of the Notional Sequence of Events for use at the pre-visit brief. Approximately 10 – 12 weeks prior to the visit.

CNSL N6 has determined that the Generic Class list is to be used for the Pre-visit brief. CNSP - ?

Notional Sequence of Events (SOE): Utilizing the generic ship class SOE (Microsoft Project format) the visit Ads develop the notional SOE for the ship visit based on the equipment list and the visit dates. To be used during the pre-visit brief to work with S/F to refine. The SOE will show the equipment to be assessed, the procedures to be used, a notional time line and resources involved. Approximately 6 –8 weeks prior to visit.



SURFACE PRE-VISIT BRIEF PROCESS

Pre-visit Brief: Scheduled 4 – 6 weeks prior to visit. Conducted by the ADs assigned to the visit (ideal) if available. Defines visit process for the ship, identifies pre-requisites, S/F support requirements, support provided during the visit, provides Ship's data from last visit, bulk order of parts for Water tight closures, and obtain S/F POCs for equipment and 2Kilos. Presents the notional SOE, obtains S/F inputs on conflicting evolutions and Ship's concerns. Obtain CO's inputs on the equipment lists, S/F verify shipboard configuration, S/F inputs to SOE and S/F buy-in to the SOE. Ship is allowed to eliminate items from the visit agenda (Mandatory items must have CNSF concurrence) and ship can request items be added to the agenda (CNSL must concur). Preferred attendees for the Pre-brief include the CO, Dept. HDs, Div Offs, CPOs, CNSL reps, Port Engineer, SPORT rep, 3M coord., Supply Dept. reps, and Visit support contractor Rep.

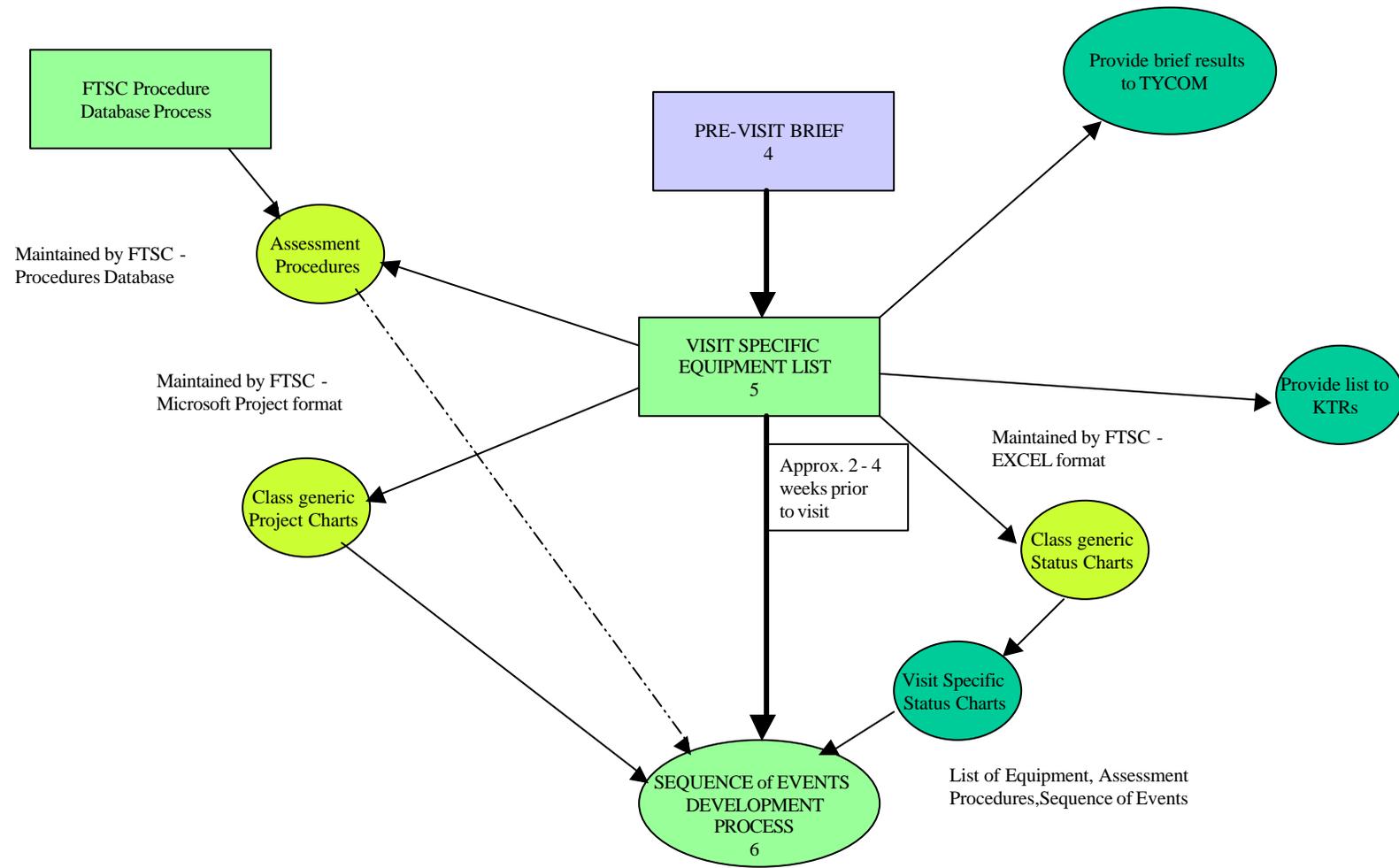
If ship is not available for a pre-visit brief, an electronic copy of the brief is emailed to the ship and all planning efforts are conducted via email or telcon. The results of this effort have been mixed, it has proven better than hitting the ship cold on the first day, but not much better. Have experienced a difficult time getting timely responses from S/F and with the inclusion of the SOE efforts, this is very difficult and cumbersome. Particularly difficult is the effort of converting the SOE into a format that is usable to the ship since very few if any have Microsoft Project.

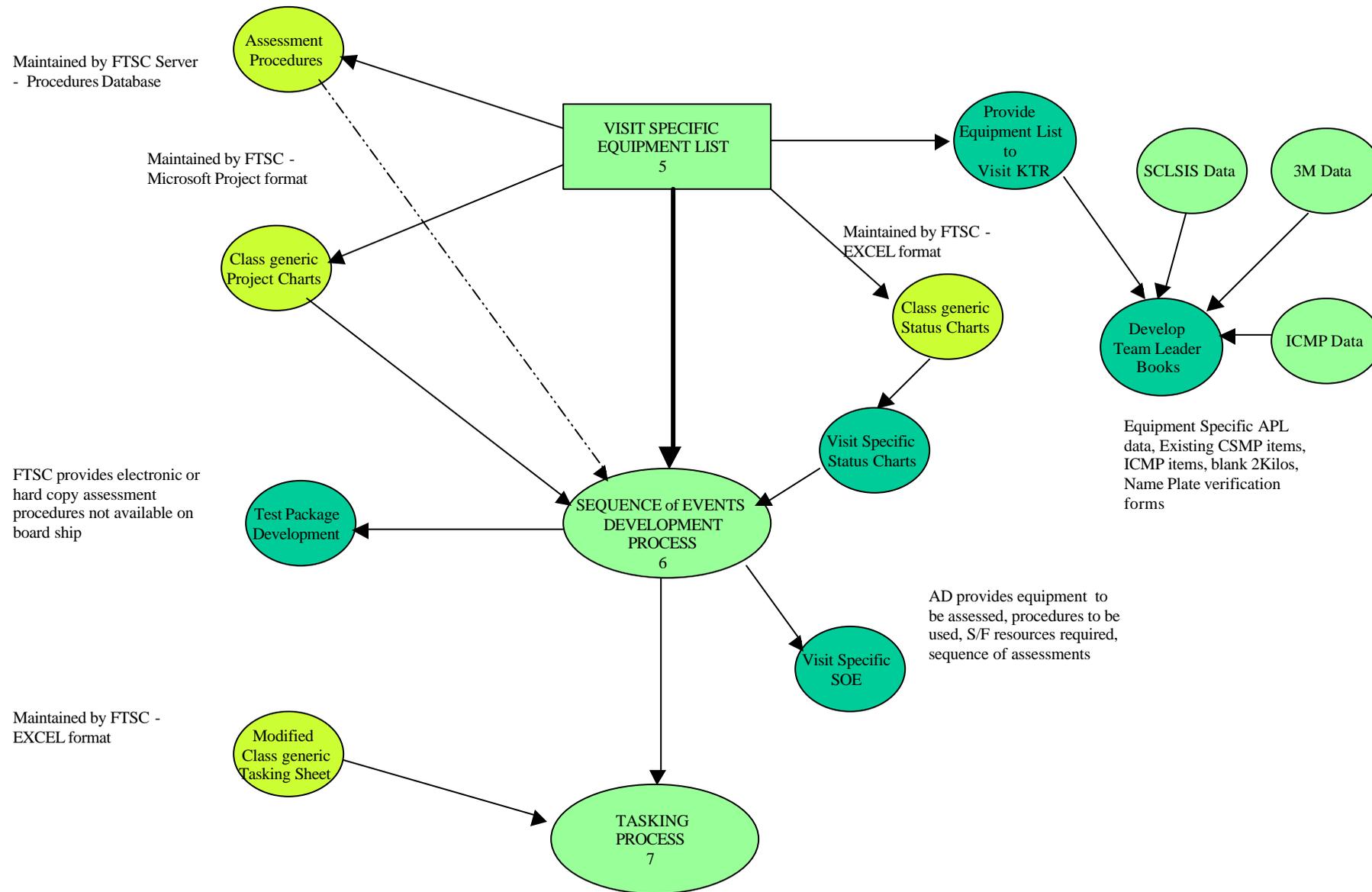
Note: there are several systems and equipment that are not allowed to be included in the agenda for C5RA/HM&ERA II (typically those items covered by another assessment or groom process).

Inputs to Pre-Visit Brief Process: A standardized pre-brief package (powerpoint format) is pulled from the LAN. This package is then made hull specific with a new coversheet, data from the last visit is inserted, the revised HM&ERA II equipment list is inserted. Copies are made (1 color and approximately 10 B/W copies) are made. This is currently be accomplished by either the AD or the contractor depending on the AD workload.

Products from Pre-Visit Brief: Final visit specific equipment list, list of current conflicting evolutions, S/F POCs, 1st & 2nd POCs for 2Kilos.

Pre-brief results process: The final equipment list is used for development of TSP Control sheets. List is also used for the development of team leader books and to support CSMP, ICMP and SCLISIS pull downs. The ADs take the finalized list and provide tasking inputs to the Tasking Coordinator, and begin working on the class generic status charts and SOEs to generate visit specific documents. This list is also provided to the procedures process to support the development of a procedures test plan and to inform the tech codes of any additional procedures that are required. Note: CNSL N6 mandates that DYNCORP perform the 2Kilo & TSP process for C5RA. The TSP process includes the generation of "Control sheets."





SEQUENCE of EVENTS PROCESS

Definition: The Sequence of Events (SOE) is a document that incorporates the equipment agenda identified at the pre-visit brief, the assessment procedures to be accomplished for those equipments, the personnel involved in the assessment (S/F and FSEs) and a timeline of the assessments to include the linking of items that should be done in a specific sequence and in conjunction with other assessments. At this time these SOEs will be in Microsoft Project Format.

Goal: The goal of the SOE is to maximize the effectiveness of the assessments, maximize the efficient use of resources, and reduce or eliminate multiple tag-outs, light-offs, and open/inspect efforts through coordination.

Assessment procedures process: All assessment procedures utilized in support of the visits will be identified by the responsible tech code, and provided to the FTSC procedures database team for documentation and inclusion in the database. These procedures will then be provided to the assessment team for use/validation as part of the assessment visit process.

The team will provide a proposed list of equipment and the procedures contained in the database to the tech codes approximately 2 months prior to the start of the visit. This allows sufficient time for the tech codes to verify the procedures in the database are correct, or provide new procedures, and also allows time for the development & inclusion of any new procedures into the database prior to the visit.

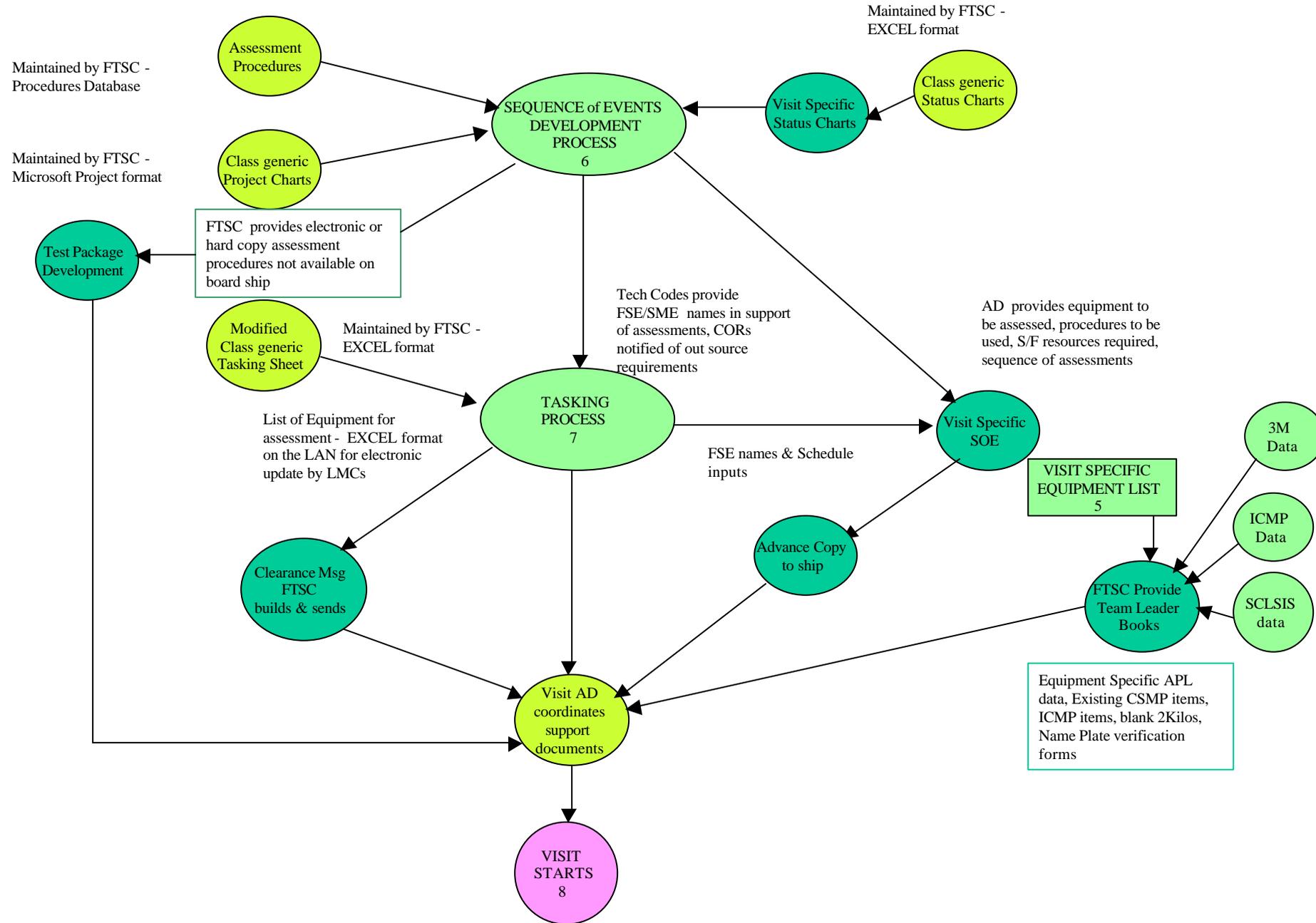
After the Pre-visit brief, the database team will notify the tech codes if any additional equipments have been added to the visit and the procedures in the database if available, the tech codes will then verify or provide these procedures to the database team.

The list of procedures will be provided to the AD to support the development of the SOE.

Assessment Director (AD) process: The ADs will provide the contractors and the procedures database team with the finalized equipment list. The ADs will update the class generic Status charts (excel format) HM&ERA II only (TSP Control Sheets perform this function for C5RA equipment) and update the class generic SOE (microsoft project format) equipments to reflect the final equipment list developed at the pre-visit brief.

Upon receipt of the procedures listing from the procedures database, they will incorporate the procedures information in to the SOE. The SOE will be provided to the tech codes for review. The AD will consolidate tech code inputs and negotiate to develop a consolidated SOE for all equipments on the visit.

As the tech codes identify the FSEs/SMEs to support the individual equipments in the tasking process, the ADs will update this information in the SOE. The SOE is also used by the AD to provide the ship with the first day agenda of equipment to be lit-off or tagged out in support of the assessments.



TASKING PROCESS

Definition: The tasking process utilizes a standardized format (excel) that is placed on the LAN for the tech codes to assign FSEs/SME electronically to the equipments identified for assessment for the specific visits and the deadline date on when names are required.

Process: The class generic tasking form is updated by the AD after the completion of the Pre-visit brief and the equipment list is finalized. There are two lists, one for HM&ERA II and one for C5RA. This updated tasking is then forwarded via email to the tasking coordinator.

The tasking coordinator creates an accounting document as required based on the equipment identified and identifies the appropriate accounting information on the tasking, and verifies the other information on the tasking. The two files are then loaded on the LAN for access by the tech codes and Ads by the Tasking Coordinator and a notification email is sent to all managers to inform them that the tasking is available for assignment of personnel. The deadline date is established as 10 days prior to the visit to support the clearance message process.

The information provided by the tech codes on the tasking forms is then downloaded to support the development of the clearance message.

The tech codes are responsible for obtaining support for systems assigned. If in-house FSEs are not available, the tech codes are responsible for arranging contractor, Farm out, or OEM support. This requirement is typically passed from the tech code to the COR for action. The tech codes are still responsible for ensuring the names of the representatives is provided to the tasking coordinator for inclusion in the clearance message, and incorporation into the SOE.

For those systems that names are not provided by the deadline date, the clearance message for those individuals now becomes the responsibility of the cognizant tech code.

CLEARANCE MESSAGE PROCESS

Definition: The clearance message process utilizes a standardized format to include the names of the personnel and the equipment they are supporting. The format has been established to ensure the appropriate addressees are included based on the type of visit, ship involved, and the location..

Process: The deadline date for tasking is established as 10 days prior to the visit to support the clearance message process.

The information provided by the tech codes on the tasking forms is then downloaded by the tasking coordinator to support the development of the clearance message. The clearance message will be sent out no later than COB on the Wed. prior to the start of the visit (assuming a Mon. or Tues. start date).

If names were not provided to support the equipment, “TBD” will be entered instead of a name for those equipment.

The cognizant programs Office Head is responsible for reviewing and releasing the clearance message.

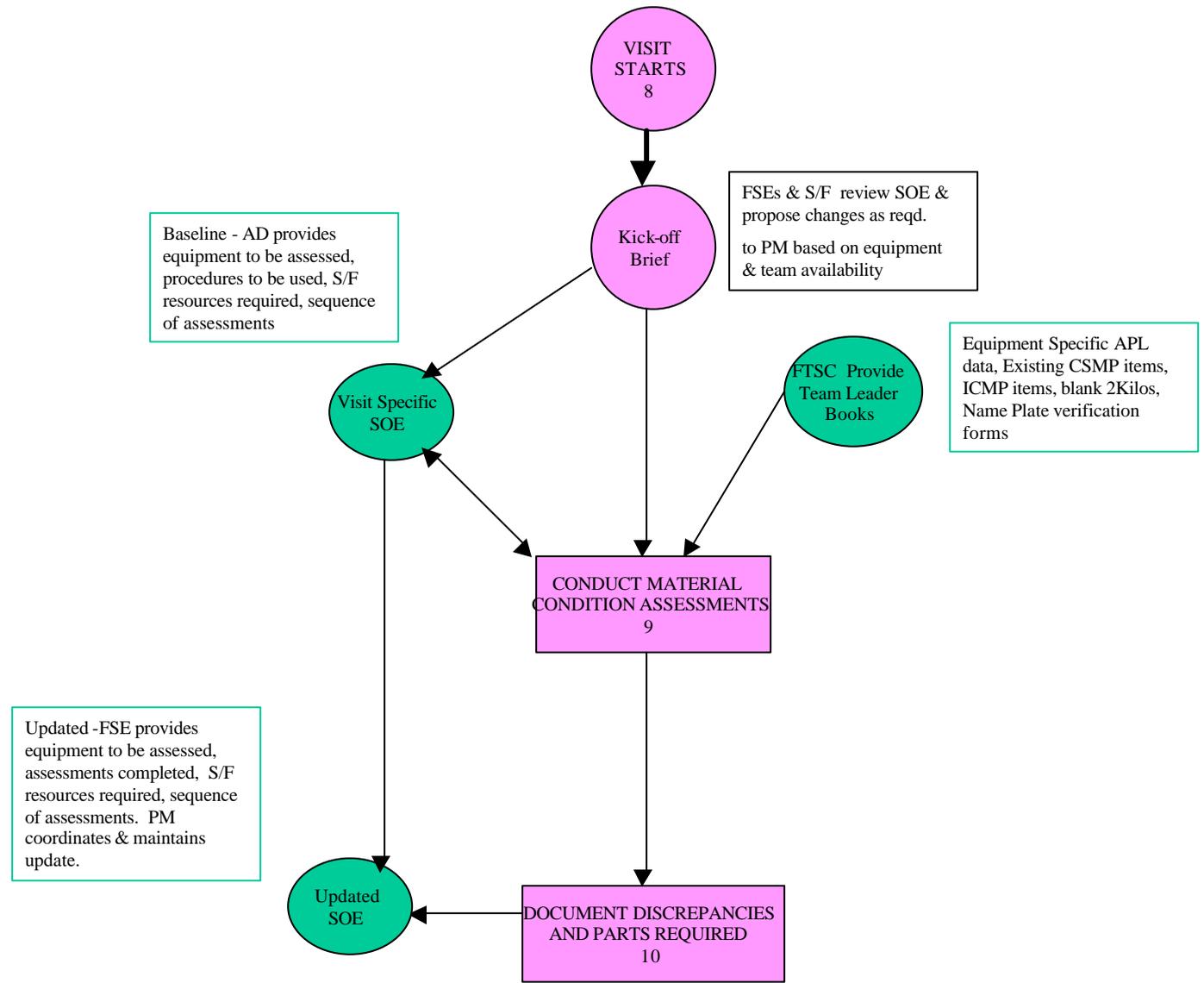
A hard copy of the clearance message is provided to the Visit AD.

TEAM LEADER BOOKS

Purpose: The team leader book is intended to provide the FSE/SME with most if not all the information needed for the FSE/SME to conduct the material condition assessment of the assigned equipment, and to document any material condition discrepancies noted. A book is made for each system/equipment to be assessed.

Contents: The book will contain copies of the existing Consolidated Ships Maintenance Plan (CSMP) 2Kilos, the Integrated Class Maintenance Plan (ICMP) 2Kilos (assessment and discrepancy), APL/Configuration information, equipment name plate data for validation, blank Material Assessment Forms (MAFs), POC lists, and basic instructions on how to fill out a 2Kilo and Material Condition Assessment (MCA) forms for the equipment. Name plate validation forms are provided only for HM&ERA II systems being assessed at this time.

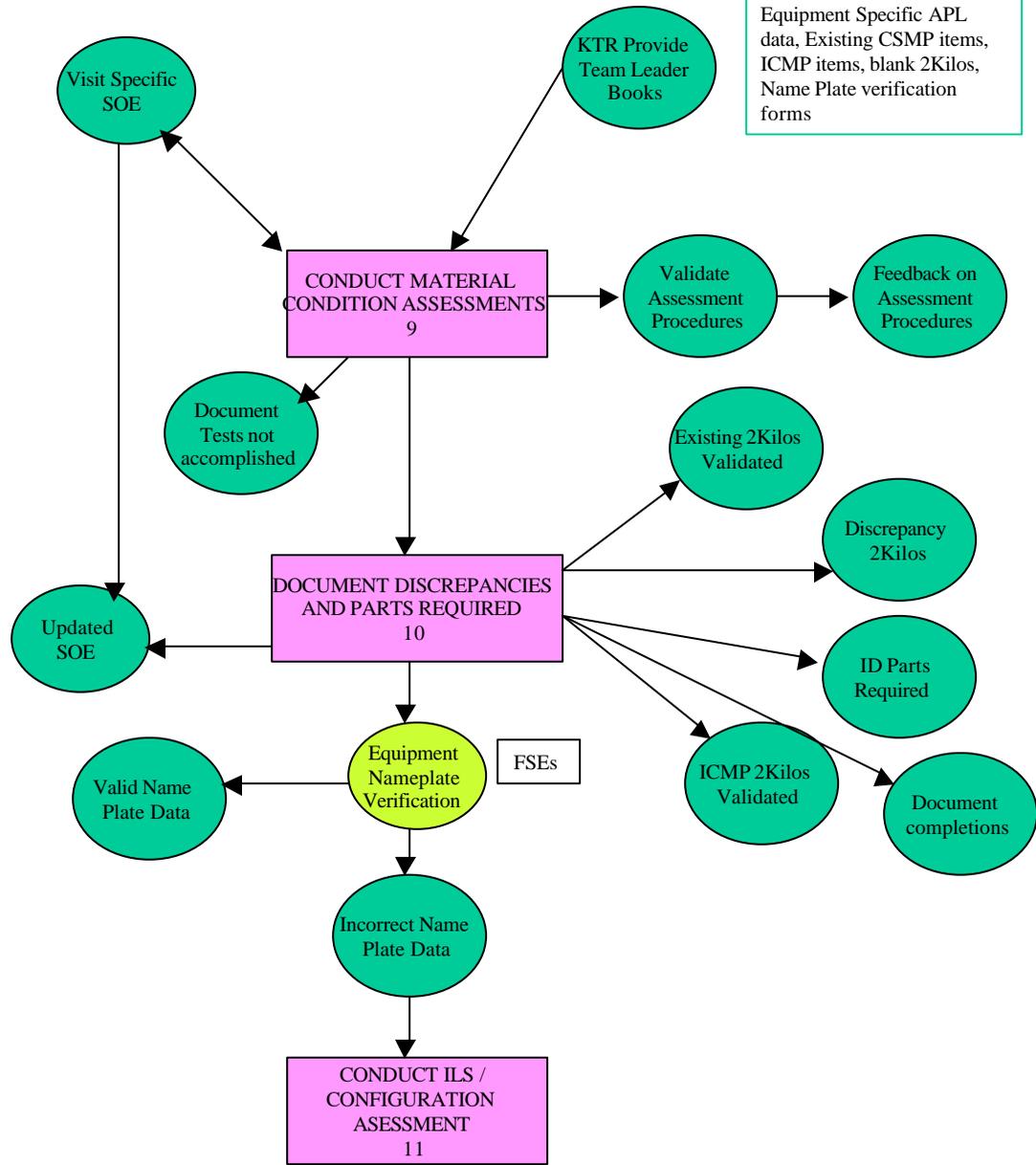
Additional Items: There are several items also provided but not included in the team leader books. Assessment procedures have been provided in the past (HM&E only). Currently no procedures are provided. New process will include providing electronic or hard copies of procedures with the exception of technical manuals for both C5RA & HM&ERA II. TSP control sheets are provided for C5RA systems and the “Combat Support Systems” of HM&ERA II.



Baseline - AD provides equipment to be assessed, procedures to be used, S/F resources required, sequence of assessments

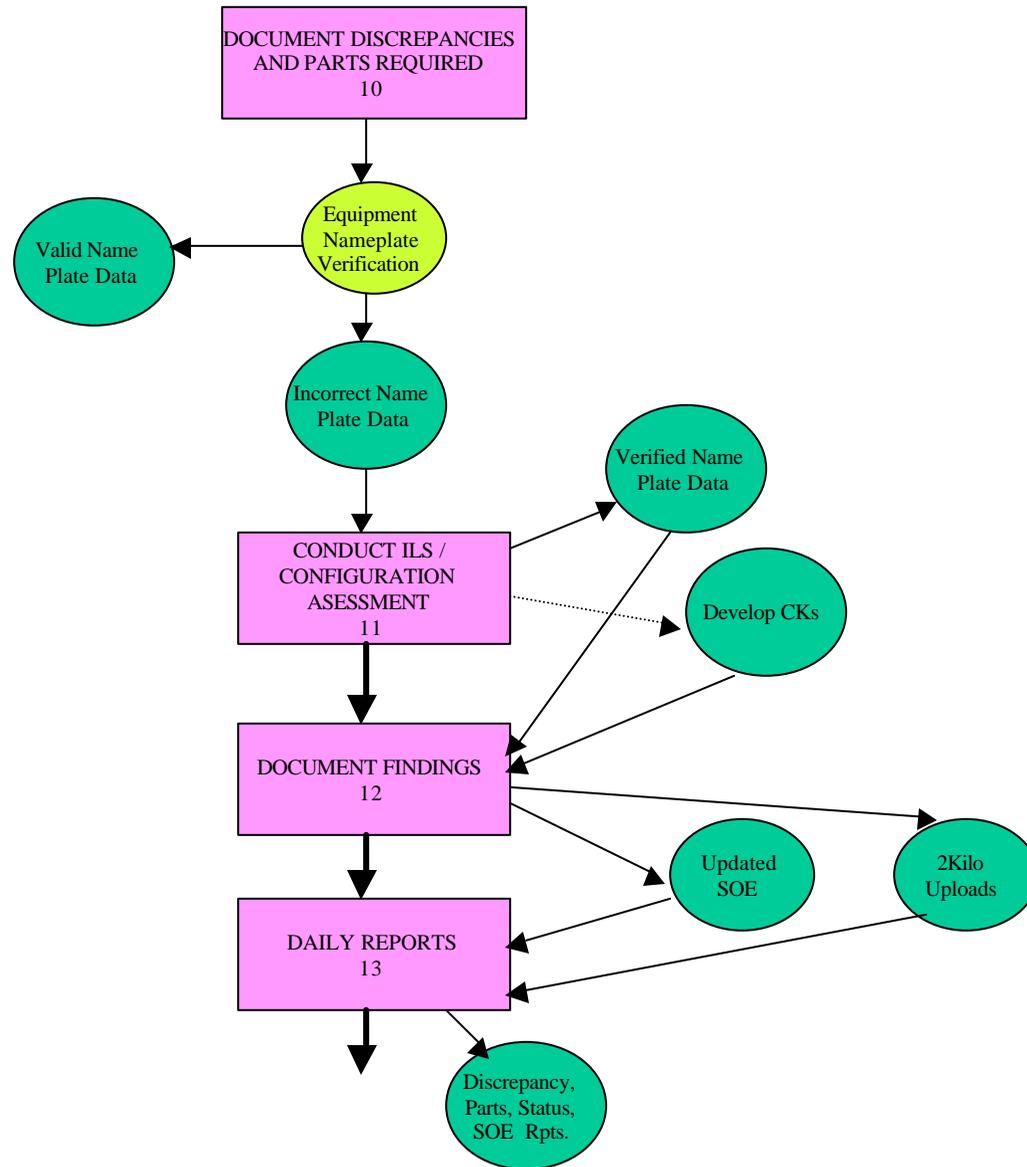
Updated -FSE provides equipment to be assessed, assessments completed, S/F resources required, sequence of assessments. PM coordinates & maintains update.

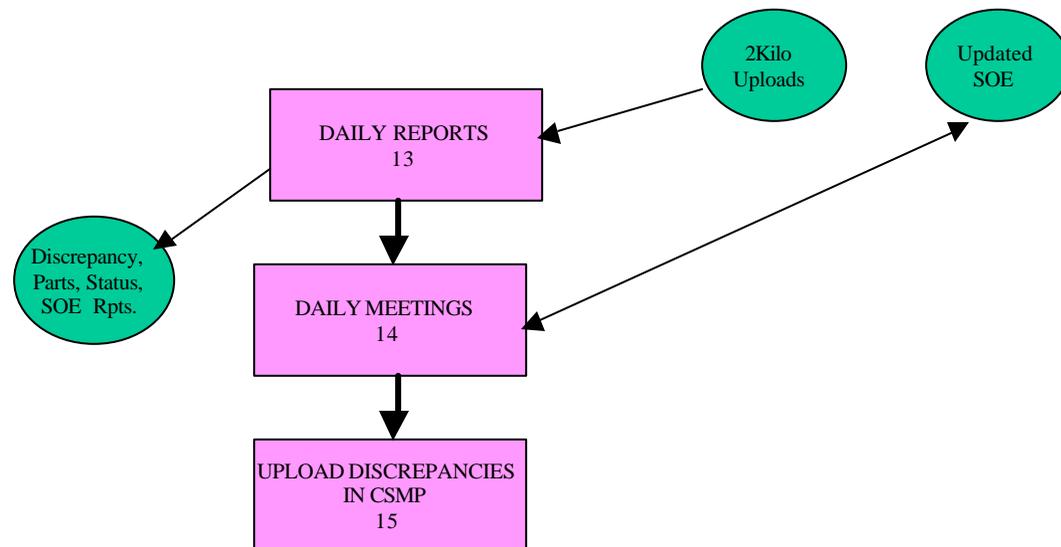
Equipment Specific APL data, Existing CSMP items, ICMP items, blank 2Kilos, Name Plate verification forms



Conduct Material Condition Assessments

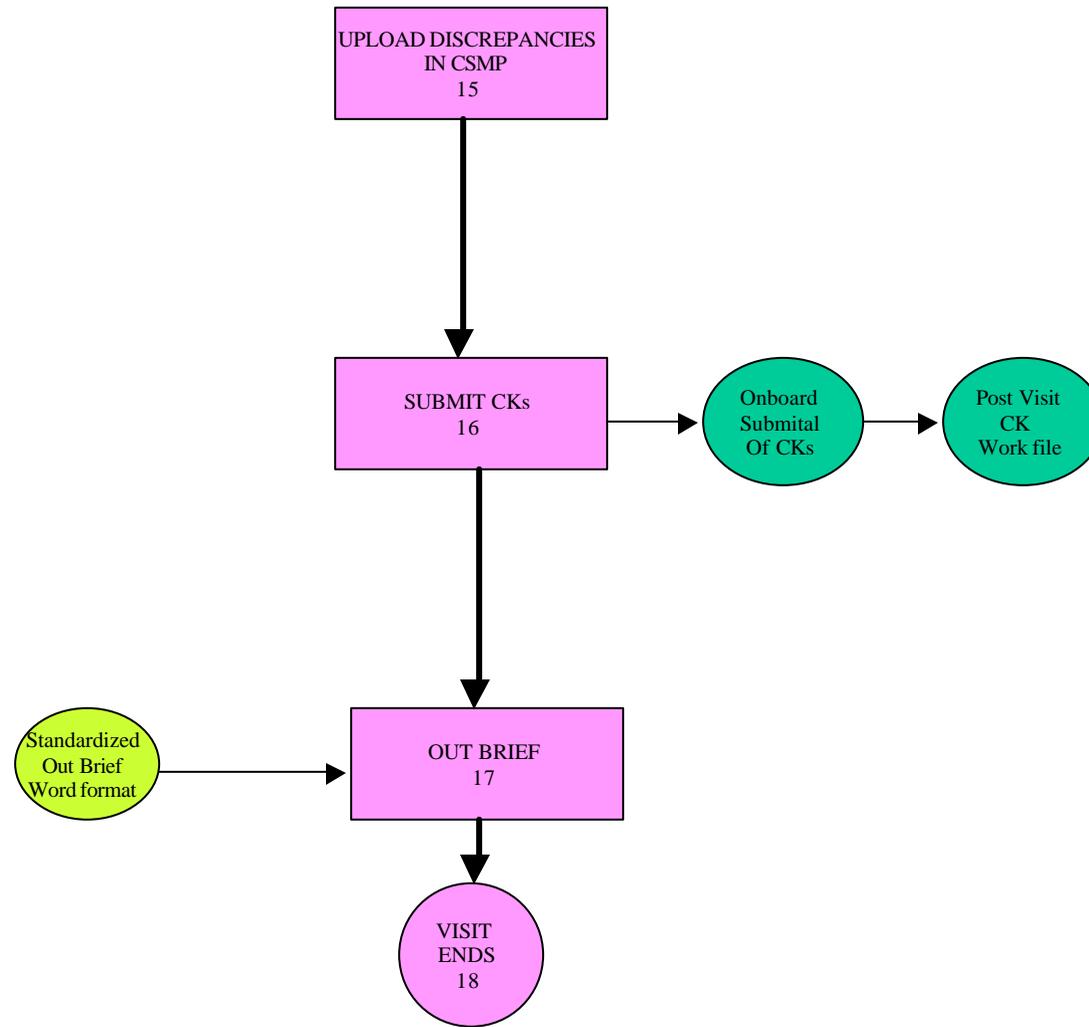
- All FSEs/SMEs will check in and out with the AD each time they arrive or depart the ship and update the AD on progress of assessments and support requirements.
- The FSEs/SMEs are required to conduct all assessments utilizing approved assessment procedures. They are to report the accomplishment of all procedures, non-accomplishment of procedures and reasons, mark-ups where changes are required and identification of additional procedures utilized to conduct the assessments.
- As required and as time and parts permit, assist S/F in the correction of any discrepancies identified.
- All discrepancies identified will be documented regardless of how minor they may seem to be. Identify any parts required to support correction of the discrepancy. Identify any discrepancies that were corrected during the visit.
- Utilizing the Name Plate Validation form, verify the on board configuration matches SCLISIS data. If not, notify the AD of the deviations.
- Conduct review of existing CSMP discrepancies to determine the validity of the 2Kilo.
- During the assessment, review ICMP 2Kilos to determine if any of the ICMP 2Kilos match the identified discrepancies and mark as valid. If an ICMP 2Kilo is determined to be inaccurate or the header or Block 35 information is incorrect for the ship and equipment report it as such.
- Complete the documentation for the MCA 2Kilos and identify any training accomplished during the visit including the names and hours of training provided.
- Detailed configuration validation will be conducted on those items that were identified based on the Name Plate Validation process or identified during the parts research process.
- All 2Kilos will identify the assessor, Technical POC, a recommended timeframe for repair, and an EOC as appropriate.
- Survey sheets are provided to S/F to facilitate feedback to the TYCOM by S/F on the visit process.





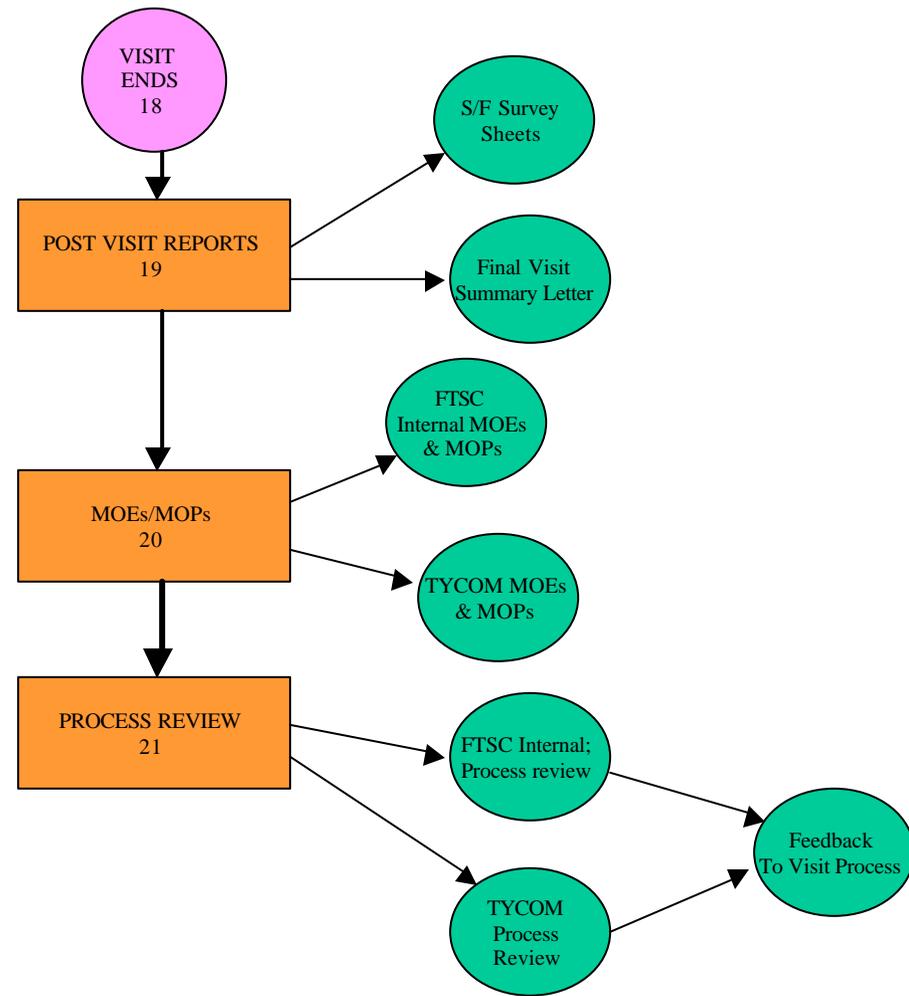
DAILY REPORTS & MEETINGS

- AD provides Ship's Force updates of material condition discrepancies and visit progress and impact on mission readiness daily, at a time selected by S/F.
- Forum for arranging next day assessments and resolution of conflicts.
- Port Engineer/Maintenance Manager and S/F involved in the review/screening process of all discrepancies.
- Identifies parts requirements and financial impact.
- Upon completion of review of 2Kilos during the daily meeting, 2Kilos are uploaded into the Ship's SNAP system. S/F is responsible for uploading to the shore file.
- S/F is responsible for Tech edit, and approval of all parts requirements on a daily basis to ensure timely receipt of parts.



CKs and Out Brief

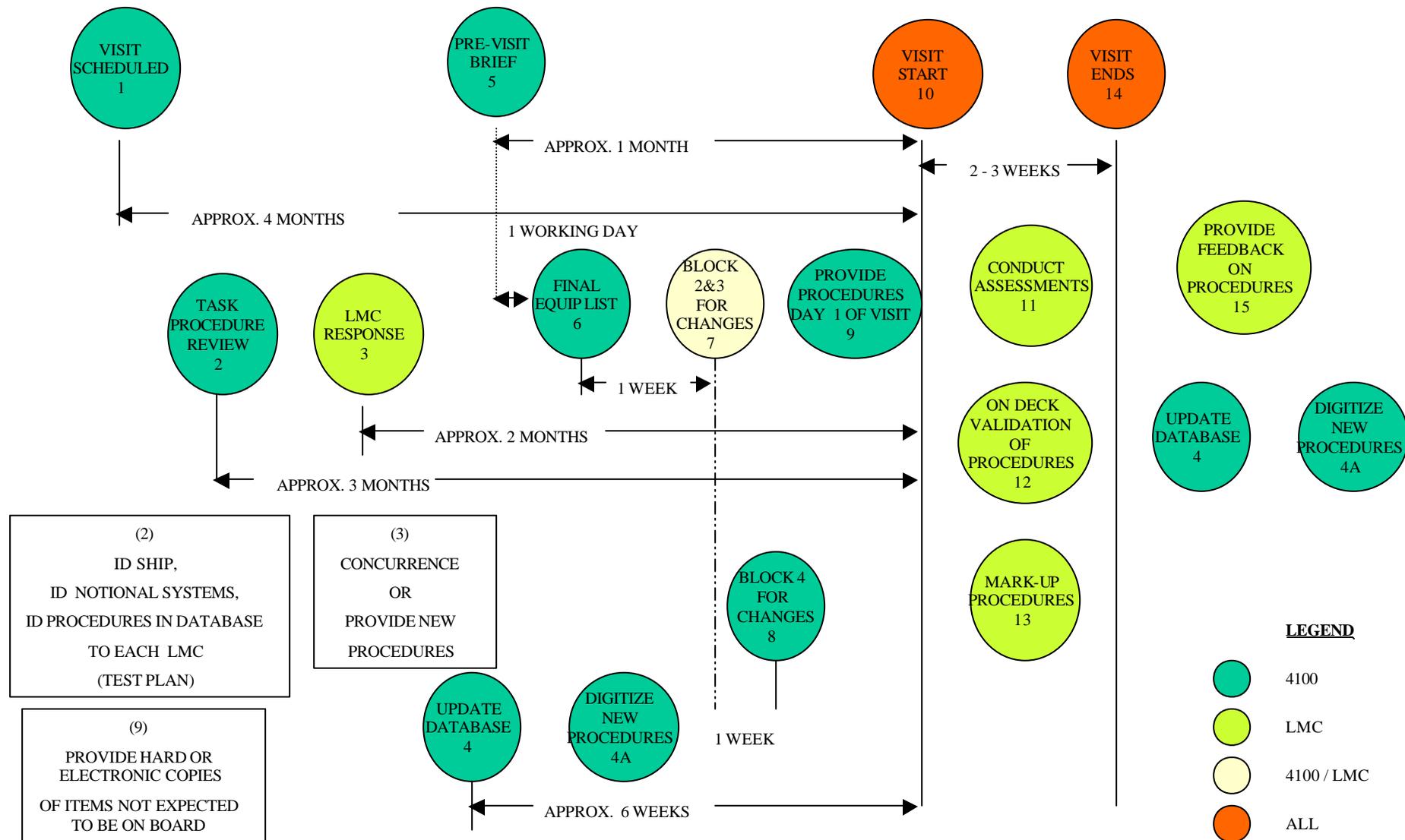
- CKs will be submitted on board during the visit in order to support submittal of 2Kilos and/or parts requirements.
- All CKs identified that are not requiring submittal during the visit will be included in a work file for submission to CDMD-OA
- The AD will develop and present an out brief to S/F. The out brief will be scheduled at the Ship's discretion, preferably on the last day of the visit
- The out brief will provide S/F with a preliminary summary of significant findings, accomplishments, and assessments not accomplished during the visit as of that point of the visit.
- A final visit summary will be provided to the ship. This will be the final status of significant findings, accomplishments, and assessments not accomplished during the visit .
- The AD collects the completed Survey sheets prior to or during the out brief for delivery to the FTSC Program Office.



POST VISIT EFFORTS

- Final visit summary letter – identifies significant findings and accomplishments, identifies assessments that were not accomplished, provides a summary of the visit results and parts costs.
- The final results of the visit (final visit summary) is provided to the ship within 4 weeks of the completion of the visit. This includes all the 2Kilos, matrices, copies of the survey sheets, etc.
- Measures of Effectiveness and Measures of Performance will be developed, data obtained and the results tracked and reviewed.
 - FTSC will identify all internal measures that they desire to track/measure.
 - TYCOM will identify those items for measures.
- Process reviews will be held to review the visit process to make changes as required.
 - FTSC will conduct internal process reviews by either a periodicity basis, or as items are identified to modify and improve.
 - TYCOM & FTSC will meet on a periodic basis to conduct process reviews to evaluate the current process and make revisions as required.

ASSESSMENT PROCEDURES PROCESS



ISSUES TO BE RESOLVED

- Scheduling of visits: CNSL every 2 yrs, CNSP every 3 yrs for non-deployers (CNSF)
- Level of involvement of FTSC/LANT/PAC in the Surface scheduling process (CNSF/FTSC)
- FTSCPAC capabilities/capacity report (FTSCPAC)
- FSE vs SME terminology (FTSC to resolve)
- CNSL scheduling POCs (FTSCPAC)
- CNSP HM&E equipment list guidelines (CNSP/FTSCPAC)
- Sequence of events granularity requirements. Process for tracking accomplishment of specific procedures on each equipment (FTSC)
- CNSL N6 mandates that DYNCORP perform the 2Kilo & TSP process for C5RA. The TSP process includes the generation of “Control sheets.” (CNSF)
- Incorporation of name plate data validation for both HM&ERA and C5RA visits
- FTSCPAC implementation of S/F survey sheets utilized by FTSC/LANT (FTSCPAC/CNSP)