



DEPARTMENT OF THE NAVY

COMMANDER NAVAL BASE
937 NO. HARBOR DR.
SAN DIEGO, CALIFORNIA 92132-5100

IN REPLY REFER TO:

COMNAVREGSWINST 4790.1
N3P

15 JAN 1999

COMNAVREGSW INSTRUCTION 4790.1

Subj: ORGANIZATION AND ADMINISTRATION OF NAVY MAINTENANCE
AND MATERIAL MANAGEMENT SYSTEM (3-M)

Ref: (a) OPNAVINST 4790.4 (Series) (3-M Manual)
(b) OPNAVINST 3120.32 (Series) (Article 630.17)
(c) CINCLANTFLT/CINCPACFLTINST 4790.3 (Joint Fleet Maintenance
Manual, Vol. IV, Chapter 21)

Encl: (1) Port Operations 3-M Organization
(2) Supplemental 3-M System Guidance
(3) 3-M Coordinator Assignment Letter

1. Purpose. To assign responsibility and procedures for the organization and administration of the 3-M System within Navy Region, Southwest.

2. Application. This instruction applies to all service craft, boats, facilities and shop equipment ashore, with the exception of those craft and facilities specifically granted in writing an exemption from 3-M System requirements by Commander, Navy Region, Southwest (COMNAVREGSW).

3. Objective. The broad objective of the 3-M System is to achieve the highest possible state of material readiness and self-sufficiency. Functional objectives of PMS, MDS and other 3-M Systems are provided in reference (a).

4. Responsibilities. Responsibilities for management of the 3-M Systems for service craft, small boats, shop facilities and other applications within COMNAVREGSW are as follows:

a. Assistant Chief of Staff, Port Operations. The Assistant Chief of Staff has overall responsibility for ensuring that the 3-M System is installed and functions effectively within the region. The Assistant Chief of Staff shall perform the specific duties prescribed in paragraph 2-5.1 of reference (a), and shall further ensure that personnel in the organization carry out their responsibilities as outlined in paragraphs 2-5.2 through 2-5.9 of reference (a).

b. 3-M Manager, Port Operations Officer. Is responsible to the Assistant Chief of Staff for ensuring that the 3-M System functions effectively. He/she will act as the 3-M Manager as shown in

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enclosure (1), performing the duties prescribed for the Executive Officer, paragraph 2-5.2 of reference (a), and shall further:

(1) Ensure that personnel involved in 3-M Systems receive formal 3-M training as prescribed in paragraphs 13-2 and 13-4 of reference (a).

(2) Frequently meet with Division Officers, 3-M Coordinators and other maintenance managers to review and discuss the status of material readiness and 3-M matters and provide necessary guidance and coordination.

(3) Ensure that all MDS documentation is properly presented, screened, and forwarded in a timely and efficient manner as delineated in reference (a) and enclosure (2).

(4) Cause the activity's 3-M Coordinator to conduct an ongoing program of informal, periodic inspections of regional PMS/MDS activity in order to ensure effectiveness and compliance with references (a) through (c).

c. 3-M Coordinator. The 3-M Coordinator is directly responsible to the 3-M Manager and has direct liaison with the Division Officers and work center supervisors in all matters pertaining to the 3-M System. Furthermore:

(1) The 3-M Coordinator shall be the primary duty of an officer, senior petty officer who holds a 9517 NEC, or a qualified senior rated civilian, and shall have received training as prescribed by paragraph 13-2 of reference (a). They shall be assigned in writing by the Assistant Chief of Staff, Port Operations, Navy Region, Southwest using a format similar to that of enclosure (3). Except in unusual circumstances, programmed relief for 3-M Coordinators shall be provided with all prerequisite formal training prior to assumption of duties.

(2) The 3-M Coordinator shall be thoroughly cognizant of the contents of this instruction and all references and enclosures herein. He/she shall perform the specific duties detailed in paragraph 2-5.3 of reference (a).

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d. Division Officer. Each Division Officer is responsible to the 3-M Manager (Port Operations Officer) for the overall organization and operation of the 3-M System within their division. He/she will provide the supervision and coordination required to ensure the effectiveness of the 3-M System. He/she shall be responsible for the specific duties as prescribed in paragraph 2-5.6 of reference (a). The Division Officer shall receive training as prescribed by paragraph 13-4.2(b) of reference (a).

e. Work Center Supervisor (WCS). The WCS is directly responsible to the Division Officer and laterally responsible to the 3-M Coordinator in all matters pertaining to the 3-M System within their assigned work center. In addition, he/she shall be responsible for carrying out the duties detailed in paragraph 2-5.8 of reference (a). If not already qualified, each WCS shall complete Ship's Maintenance and Material Management 3-M System (NAVEDTRA 43241F) Personal Qualification Standard (PQS) Watch Stations 301 and 303 within three months after reporting aboard, and satisfactorily complete a locally prepared written examination with a score of 80 percent.

f. Maintenance Personnel. All other enlisted personnel and civilians assigned to a work center (boats, crafts, shops, etc.) are considered "Maintenance Personnel" for the purpose of this instruction. They are responsible to the work center supervisor and shall be responsible for 3-M System duties as detailed in paragraph 2-5.9 of reference (a). Position descriptions of civilian maintenance personnel shall be written in such a way as to reflect that they are required to perform PMS/MDS duties. Each maintenance person shall complete Ship's Maintenance and Material Management (3-M) System (NAVEDTRA 43241F) PQS Watch Station 301 within three months after reporting aboard, and satisfactorily complete a locally prepared written examination with a score of 80 percent.

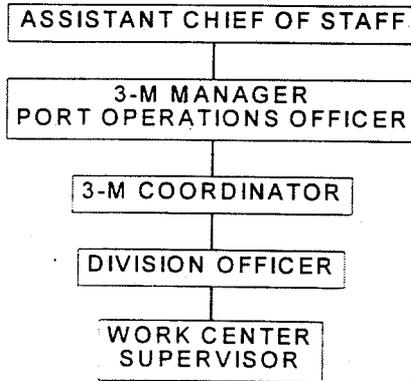


V. E. SMITH
Assistant Chief of Staff,
Port Operations

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PORT OPERATIONS
3-M SYSTEM ORGANIZATION



PORT OPERATIONS
Work Centers

Naval Station

DA01-Liquid Cargo Division

Seal Beach

DB01-Maintenance Shop

Coronado

DG01-Bos'n Shop

EA08-Engine Shop

EE01-Electric Shop

ER09-Repair Shop

Port Hueneme

EA00-Engine Shop

EE00-Electric Shop

DA00-Boat Shop

Submarine Base

CM00-Point Loma Division

Concord

SG01-Armory

PWD1-Operations

ORD5-RADIAC

ORD4-Combat System

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SUPPLEMENTAL 3-M SYSTEM GUIDANCE1. Contact with Afloat Training Group Pacific, 3-M Systems Staff.

For assistance in resolving problems in 3-M Systems matters, Afloat Training Group Pacific Staff is the first point of contact above the local level. They may be reached as follows:

- a. Maintenance Management Systems Officer (Code N71)
- b. 3-M Assessment Team Officer (Code N414), Phone: (DSN) 526-1792/6339, (619) 556-1792/6339, address:

COMMANDER UIC 57062
AFLOAT TRAINING GROUP PACIFIC
3455 STURTEVANT ST STE 1
SAN DIEGO CA 92136-5069

2. PMS Coverage Deficiencies. Ships/stations/units are required by reference (a) to submit PMS Feedback Reports (FBR), OPNAV Form 4790/7B, for all equipment not having PMS coverage. In addition, the 3-M Coordinator is required to maintain a Master Status List of equipment not covered by PMS. The above requirements are amplified as follows:

- a. Feedback Reports (FBR) are not required for equipment with the status of No Maintenance Required (NMR), No Individual Requirements (NIR), or Maintenance Requirements Substantiated (MRS) indicated on the List of Effective Pages (LOEP); further, this equipment need not be included on the Master Status List of equipment not covered by PMS.

- b. Each entry on the Status List of Equipment not covered by PMS is to be annotated by the serial number and date of the PMS FBR, or the JCN of the OPNAV 4790/CK Form, requesting PMS coverage for the equipment.

- c. The Master Status List of equipment not covered by PMS is to be a part (section) of the 3-M Coordinator's Master PMS Manual (see Chapter 3-4.1 of reference (a)).

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d. For newly installed or replaced equipment authorized by a configuration change (SHIPALT, ORDALT, BOATALT, Field Change, etc.), PMS Feedback Reports (OPNAV 4790/7B) need not be submitted requesting addition/correction of PMS, in as much as the submission of the OPNAV 4790/CK Form, as discussed in reference (a), will automatically generate revised/additional PMS coverage to the appropriate work center.

3. Feedback Reporting Procedures. Reference (a) contains procedures for utilizing OPNAV 4790/7B PMS Feedback Report (FBR). Reverse side of the FBR form provides details for completing the form itself. The 3-M Coordinator is charged by reference (a) with local administration of each unit's FBR file system including screening, dating and serializing of each FBR before it leaves the activity. The 3-M Coordinator shall:

a. Maintain an integrated serial number file of all FBRs for Port Operations. Serial number shall be consecutive, 4-digit Arabic numerals only (not alpha-numeric), and FBRs from all work centers shall be integrated into and assigned serial numbers in sequence from the master serial number sequence shall begin with 0001 with the first FBR of each Calendar Year (CY) and run consecutively to the number 9999.

b. Carefully screen each FBR for accuracy and completeness before mailing, using the guidelines in Chapter 5 of reference (a) and the instructions on the back of the FBR forms (green copy). PMS problems should be solved at the local level when possible and within the local authority to do so.

4. Maintenance Data Systems (MDS). MDS documents will be accomplished by all activities under the 3-M System strictly in accordance with details provided by reference (a) to maintain a comprehensive Current Ship's Maintenance Project (CSMP) and Material History file. OPNAV forms in the 4790 series are to be used for the purpose of MDS documentation of all repair and maintenance work. No locally prepared or substitute forms are authorized. The flow path for all 3-M MDS documentation shall be as follows:

a. Work Center Maintenance Personnel. Prepare the form in two copies.

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b. Work Center Supervisor. Screen the forms for accuracy and applicability of content. Must retain copy of 2-Kilos in CSMP suspense file.

c. Division Officer. Screen the forms for accuracy, neatness and legibility.

d. Supply Petty Officer/Clerk. Must screen all OPNAV 4790/CK forms for completeness, accuracy and legibility and enter the data elements required of the Supply Department in accordance with reference (a) and existing NAVSUP directives. The Supply Officer then forwards the documents to the station's 3-M Coordinator for final screening.

e. 3-M Coordinator. Must screen each form for legibility, correctness of format, accuracy of information, completeness of information, etc. (3-M Coordinator may retain a copy in a residual file until the item has clearly been entered into the auto-mated CSMP report.) The 3-M Coordinator then forwards the remaining copy to the RSG/MRMS office for screening. In the case of OPNAV 4790/CK forms (Configuration Change Report) an additional copy shall be forwarded by the 3-M Coordinator to NAVSEACENPACDET in accordance with reference (a). Attention is directed to the reference (a) requirement that service craft shall use the Unit Identification Code (UIC) of their parent shore activity vice their individual UIC for MDS reporting.

5. The Current Ship's Maintenance Project (CSMP) and the Work Center Work List (WCWL) Relationship. The CSMP, as defined in reference (a) consists of three (3) parts:

a. The "automated CSMP" which is the computer produced listing of specific deferred work items;

b. The three-part work center suspense file of 2-Kilo documents which have not yet been reflected by the automated CSMP; and

c. The Work Center Work List.

Various formats such as Equipment Deficiency Log/List, Work Center Deficiency Log/List, JSN Log/List and other similar names shall be revised to reflect the correct title used in reference (a).

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6. Inactive Equipment Maintenance (IEM)

a. Service craft and boats in overhaul or extended upkeep availability shall continue to have PMS performed in the form of IEM. Procedures for determining the levels of PMS applicable shall be in strict accordance with Chapter 4 of reference (a).

b. Inactive/Unused Service Craft. Planned maintenance may not be neglected on unused craft. Service craft and boats are expensive to repair and replace when allowed to deteriorate due to lack of maintenance of hulls and machinery. The following guidelines shall apply to all service craft and boats that are out of commission, out of service, or otherwise not often used.

(1) Service craft that have been officially placed "out of commission" by authority of OPNAV under procedures specified by NAVSEA Technical Manual, Chapter 050, are not governed by PMS and are exempt from the PMS provisions of this instruction. Those craft are usually in the custody of an Inactive Ships Maintenance Facility.

(2) Service craft and boats which are not used, not often used, not in service, etc., in either dry lay-up or wet lay-up, shall have routine planned maintenance accomplished in accordance with the Inactive Equipment (IEM) procedures of the PMS System, as directed and described by Chapter 4 of reference (a).

7. PMS Safety Tag Out Program. Personnel/equipment safety is of prime concern to the Navy. Reference (c) contains the Navy's standardized Uniform Safety Tag Out Bill. All personnel who have PMS responsibilities are to be familiar with the contents of reference (c) pertaining to the Tag Out Bill. Port Operations Department and Divisions which are under the 3-M System shall ensure that reference (c) has been thoroughly promulgated and that a safety tag out system is in conformance with the procedures specified in reference (a) and in use by all divisions and personnel performing PMS. Each division work center's safety tag out records shall be audited each week by the responsible Division Officer to ensure compliance with the procedures outlined in reference (c).

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3-M COORDINATOR ASSIGNMENT LETTER

1300
Ser N3P/

From: Assistant Chief of Staff, Port Operations, Navy Region,
Southwest

To:

Subj: ASSIGNMENT AS PORT OPERATIONS 3-M SYSTEMS COORDINATOR

Ref: (a) OPNAVINST 4790.4 (Series)
(b) OPNAVINST 3120.32 (Series)
(c) COMNAVSURFPACINST 5101.2 (Series)
(d) CINCLANTFLT/CINCPACFLTINST 4790.3 (Joint Fleet Maintenance
Manual, Vol. IV, Chapter 31)
(e) COMNAVREGSWINST 4790.1

1. You are hereby designated as the Command's 3-M Coordinator. This will be your primary duty.

2. You are to thoroughly familiarize yourself with the contents of references (a) through (e). You will carry out your duties and the responsibilities delineated therein until relieved by proper authority. You will report directly to the 3-M System Manager (Port Operations Officer) in all matters pertaining to 3-M systems duties.

J. P. JONES
Assistant Chief of Staff,
Port Operations

Copy to:
Service Record

Encl (3)