DEPARTMENT OF THE NAVY
NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 4790.6G
30
AUG 27 2003

NAS OCEANA INSTRUCTION 4790.6G

Subj: NAVAL AIR STATION OCEANA SURFACE 3-M PROGRAM

Ref: (a) OPNAVINST 4790.4C
(b) OPNAVINST 3120.32C, Sec 630.17
(c) NASOCEANAINST 5101.2
(d) COMNAVAIRLANT 4790.41A
(e) CNO 112209Z May 99
(f) OSHA 29 CFR 1910
(g) OPNAVINST 5100.19D
(h) OPNAVINST 5100.23F

Encl: (1) PMS Change Memorandum and Check-off Form
(2) 3-M Spot-check Procedures
(3) Recorded Accomplishment Rate (RAR) Procedures
(4) 13-week Accountability Log Procedures

1. Purpose. To provide guidelines per references (a) through (h) for the establishment and operation of a Surface Maintenance and Material Management (3-M) Program at Naval Air Station (NAS) Oceana. Detailed information and procedures concerning surface 3-M can be found in reference (a).

2. Cancellation. NASOCEANAINST 4790.6F. Due to numerous revisions, paragraph markings have been omitted.

3. Objectives. The primary objective of the 3-M Program is to provide for managing maintenance and maintenance support in a manner that will assure maximum equipment operational readiness on board NAS Oceana.

4. 3-M Program Description. The 3-M Program is the nucleus for managing maintenance aboard all ships and selected shore stations of the Navy. It provides maintenance and material managers throughout the Navy with the means to plan, direct, control and evaluate manpower and material resources expended or planned for expenditure in support of maintenance. At NAS Oceana this program will apply to all mechanical, electrical or mechanical/electrical equipment that does not fall under the aviation maintenance program or equipment that is totally maintained and repaired by Public Works, i.e., central air conditioning.

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

requirements are accomplished on cycle, quarterly and weekly schedules. Changes to PMS are issued by Naval Sea Support Center (NAVSEASUPCEN), Atlantic.

b. PMS Feedback Reports (FBR) Form (OPNAV Form 4790/7) provides fleet and shore maintenance personnel with means to report discrepancies and problems pertaining to the Maintenance Requirement Card (MRC), equipment and safety problems. PMS software will be reproduced by CD-ROM via the station's 3-M Coordinator. The 3-M Coordinator will send all FBRs to NAVSEASUPCEN via the Feedback Report Manager Program.

c. Inactive Equipment Maintenance provides modified and reduce PMS procedures for equipment that is not operated for extended periods of time. Modified procedures to institute during appropriate periods of non-operation are included on regular PMS documents.

d. Maintenance Data System documentation is based on information provided by maintenance personnel incident to certain maintenance actions. This documentation describes what was done, why it was done, who did it, and what resources were used or needed. Unless further advised, only Ground Electronics Maintenance Division will submit documentation.

e. For equipment tag-out procedures refer to reference (b), Standard Organization and Regulations of the United States Navy and Equipment Tag-Out Bill.

f. For working aloft procedures refer to reference (c).

5. 3-M Organization and Responsibilities. The 3-M Program is an integrated maintenance management system which operates under the policy guidance provided by the Chief of Naval Operations. The Chief of Naval Material has been assigned overall responsibility for development, coordination and maintenance of the 3-M system.

a. The Commanding Officer has overall responsibility for ensuring station PMS maintenance is accomplished and functions effectively within the command per established 3-M procedures.

b. The Executive Officer is the station 3-M System Manager and is responsible to the Commanding Officer for the overall management of the 3-M Program.

c. The station 3-M Coordinator is responsible to the Executive Officer for the coordination and direct supervision of all administrative facets of the station's 3-M Program. The 3-M Coordinator will be assigned in writing. The position will be the primary duty of an officer or senior petty officer assigned secondary Navy Enlisted Classification of 9512. The 3-M Coordinator will:

(1) Serve as the principal 3-M Program Assistant to the Executive Officer.

(2) Ensure the Force Revision (FR) and special issue PMS documentation is delivered to work center personnel on a timely basis.

(3) Advise and assist department heads, division officers and work center supervisors in matters concerning the 3-M Program.

(4) Monitor administration of the 3-M Program within department and divisional work centers on a continuing basis.

(5) Maintain directives, newsletters and correspondence files containing current 3-M Program information.

(6) Screen, serialize, date and forward all PMS feedback reports.

(7) Establish and maintain a file containing blue copies of the station's master file of outstanding PMS feedback reports and responses thereto.

(8) Plan and coordinate formal training at Fleet Training Center, Naval Station Norfolk, as required for each 3-M work center.

(9) Coordinate and present any informal training as required for officers and work center maintenance personnel.

(10) Annually evaluate the 3-M organization and administration on an executive, department, divisional and work center level per reference (d).

d. Each department head is required to complete PMS Personnel Qualifications Standards (PQS) up to and including department head level within six months of reporting to the department. Each department head is responsible for the effective operation of the 3-M Program within their department. The department head will:

(1) Regularly inspect the 3-M Program operations within the department including a weekly review of PMS schedules to ensure they are current.

(2) Sign the cycle and quarterly schedules prior to posting. Note when maintenance actions are not completed during the quarter by signing the back of the quarterly schedules at the end of each quarter.

(3) Ensure all required 3-M documents are submitted to the 3-M Coordinator within five working days of the date of origination.

(4) Ensure all contracts/job descriptions involving civilian workers are reviewed and requirements for PMS accomplishment are included, when necessary, per reference (a).

e. Each division officer is required to complete PMS PQS qualifications up to and including division officer level within six months of reporting to the division. Division officers will assist in managing the maintenance required for equipment within their division. The division officer will:

(1) Ensure qualified senior personnel review maintenance index pages and ensure maintenance requirements are complete, applicable and correct.

(2) Supervise preparation of and sign the weekly schedule to ensure it is prepared in accordance with the quarterly schedule.

(3) Ensure the department quarterly schedule(s) is/are updated weekly.

(4) Ensure enclosure (1) and other PMS related documents are handled and forwarded in a timely manner.

(5) Ensure assigned maintenance personnel complete PMS PQS within six months after reporting to the division.

(6) Ensure each work center/division has a copy of all references in this instruction.

f. Each work center supervisor is required to complete PMS PQS qualifications up to and including work center/group supervisors level within six months of reporting to the work center/division. The work center supervisor will be responsible for the effective operation of the 3-M Program within the work center. The work center supervisor will:

(1) Schedule weekly work center maintenance and supervise its proper accomplishments.

(2) Ensure the status of the work center planned maintenance is correctly reflected on PMS schedules.

(3) Maintain an adequate supply of 3-M materials within the work center.

(4) Reviewed MRCs and submit a PMS FBR whenever maintenance requirements are not fully understood, errors are believed to exist, maintenance requirements (MR) appear inadequate or excessive, additional coverage is needed, performance of the MR would cause a hazardous condition to exist or when replacement PMS documents are needed.

(5) Maintain an accurate and current list of effective pages by comparing the documentation with the actual equipment configuration in the work center.

(6) Ensure planned maintenance is accomplished in strict compliance with the MRC.

(7) Ensure 13-week accountability logs are maintained with the signatures of the maintenance personnel who completed the MR.

(8) Ensure 13-week safety tag-out/lock-out logs are maintained, when required.

g. Maintenance personnel are responsible to the work center supervisor. All maintenance personnel are required to complete PMS PQS qualifications within six months of reporting to the applicable work center/division. Their 3-M duties include, but are not limited to, the following. They will:

(1) Read the weekly schedule.

(2) Perform assigned scheduled MR per MRCs and equipment guide list (EGL).

(3) Promptly notify the work center supervisor whenever:

(a) Anything on an MRC is not fully understood or appears to be incorrect.

(b) Tools, material, etc., prescribed by the MRC are not available.

(c) Any doubt exists about capability, training or experience to properly perform the MR as prescribed.

(d) Factors exist which would make performance of the MR unsafe or dangerous.

(e) Equipment deficiency or casualties are discovered.

(4) Inform the Work Center Supervisor when planned maintenance requirements are completed.

6. 3-M Training. Formal and informal 3-M training can be arranged through the station 3-M Coordinator. Formal training consists of courses of instruction given at Fleet Training Center, Naval Station Norfolk. Quotas require four to five weeks lead-time to ensure a seat in the class. Standby quotas can be obtained with one day's lead-time; however, there is no assurance that the student will be allowed to attend the class. No cost orders will be provided by the department directing the student to attend class. The 3-M Coordinator will present informal training

to any department, division, work center or group desiring 3-M training. These presentations will be tailored to the needs and requirements of the individual groups. One-week lead-time is required to schedule an informal training session.

7. Spot-checks of Individual MRC. An aggressive spot-check program is vital to a successful 3-M program. Continued supervisory involvement is required to maintain quality assurance of maintenance actions. The number of spot-checks required by paragraph 3-6.3.3 of reference (a) will be considered the minimum. The following steps will be taken:

a. Select a MR at random from the weekly or quarterly schedules that have been crossed off as being completed, or select a check due in the current week and perform a real-time spot-check. Both real-time and post-time spot-checks are acceptable.

b. Identify the individual who completed or is assigned the MR. Check the 13-week Accountability Log.

c. Have the maintenance person pull the applicable MRC for review. Proceed with the individual to the site of the equipment.

d. General questions should be asked of the maintenance person to determine whether:

(1) The person actually did the work.

(2) All basic parts of the MR were done.

(3) Basic safety precautions were observed per references (f) through (h).

(4) The proper tools/materials were used.

e. If disassembly is a part of the procedure, inspect the equipment for evidence of disassembly.

f. If an EGL is required determine by questioning and/or inspection if the MR was performed on all units listed.

g. Complete enclosure (2) and commence routing procedures.

h. Department 3-M Assistant maintain 13 weeks of spot checks.

T. KEELEY

Distribution:
NASOCEANAINST 5216.1X
Lists I (11, 30 and 31) and III (AOCD and N03VB)

AUG 27 2003

PMS CHANGE MEMORANDUM AND CHECK-OFF SHEET

Date _____

From: 3-M Coordinator
To: _____ Division Officer
Via: _____ Department 3-M Coordinator

Subj: _____ Feedback Report Reply Serial No._____ of _____
_____ Advance Change Notice Serial No._____ of _____
_____ DIT Serial No._____ of _____
_____ Force Revision Package No._____ of _____

1. The following action is required for_____ Department and Work Center _____. Complete and return this sheet to the 3-M Coordinator no later than _____.

_____
3-M Coordinator

Date _____

From: _____ Department 3-M Coordinator for Work Center _____
To: 3-M Coordinator

Subj: PMS CHANGE

1. Work Center	DATE COMPLETED
a. Enter change in LOEP or insert new LOEP in place of old one in work center manual 43P1.	_____
b. Enter/remove appropriate Maintenance Index Page(s) in 43P1.	_____
c. Make appropriate change to MRC deck.	_____
d. Make appropriate changes to EGLs.	_____
e. Make appropriate changes to TGLs.	_____
f. Make appropriate changes to cycle schedule(s).	_____
g. Make appropriate changes to quarterly schedule(s).	_____

Enclosure (1)

h. Make appropriate changes to weekly schedule(s). _____

i. List change on correction sheet in front of 43P1. _____

2. Department Level — DATE COMPLETED

a. Enter change in LOEP or insert new LOEP in place of old one in department master manual 43P1. _____

b. Enter/remove appropriate Maintenance Index Page(s) in department manual 43P1. _____

c. Make appropriate changes to department MRC Deck. _____

d. Make appropriate changes/replacements to department copy(s) of TGLs. _____

e. Make appropriate changes/replacements to department copy(s) of TGLs. _____

f. List change on correction sheet in front of department 43P1. _____

Changes were completed on _____ date _____

_____
Department 3-M Assistance Coordinator

3-M SPOT-CHECK PROCEDURES

1. General Guidance

a. To perform a post-time spot-check a check should be chosen from the past two weeks, but a check may be chosen from within the last 13 weeks. To perform a real-time spot-check, a check should be chosen from the current week.

b. Prior to starting the actual check, thoroughly review procedures outlined herein and in the chosen MRC.

c. Throughout the spot-check, do not guide or attempt to train the maintenance person (Debriefing and guidance should be done after the spot-check).

d. If desired, the work center supervisor may be present during the spot-check.

e. If any safety violation or tag-out violation occurs during the spot-check, immediately stop the check, skip to paragraph 3 of the spot-check report/worksheet and assign an automatic grade of unsatisfactory to the check.

2. Starting the Spot Check

a. Tell the maintenance person that you are there to conduct a spot-check on the MR you have selected. Tell him/her to do everything exactly as he/she did when previously assigned to do the MR during the week of (state the week chosen off the quarterly board).

b. From this point on no further guidance may be given. The only exception is if the maintenance person asks "What should I do next?" The only response will be "Do what you would normally do if I (the inspector) were not here."

c. If there is something you don't understand, you may ask the maintenance person to explain it to you. However, do not prompt or guide their performance.

3. Grade Assignment

a. Assign Unsatisfactory (UNSAT) when:

- Accountability log does not match the quarterly schedule
- Incorrect MRC/Maintenance Index Page (MIP) (control number does not match)
- Current FR not installed
- Tag-out procedures not used/incorrect
- Safety violation exist
- Wrong grease/oil used

b. Assign Satisfactory (SAT) when: Only yes is marked in paragraph 2 and in the inspector's professional judgment, the PMS was actually performed (i.e., upon visual inspection of the equipment, whether or not there is dust build up, disturbed paint, wrench parks, clean threads/grease and overall condition of equipment, etc.).

c. Assign PARTIAL when: All steps of the MRC were not completed. A partial or unsatisfactory grade will be assigned depending on whether the step is critical to the intent of the PMS checks. If, in the inspector's professional judgment, the intent of the PMS was fulfilled, a partial may be assigned.

4. Completing the Spot Check

a. Provide feedback to the maintenance person.

b. Completed the "inspector's remark" section of the spot-check report/worksheet.

c. Route completed spot-check report/worksheet to the division officer for division officer/work center supervisor comments.

3-M SPOT-CHECK SHEET

DATE: _____

INSPECTOR: _____

1. RANDOMLY SELECT A MAINTENANCE REQUIREMENT (MR) CHECK WITH A PERIODICITY OF MONTHLY OR GREATER FROM THE QUARTERLY SCHEDULE.

WORK CENTER: _____ MIP NUMBER: _____ PERIODICITY CODE: _____

MAINTENANCE PERSON: _____ EQUIPMENT: _____

2. AFTER REVIEWING THE 3-M SPOT-CHECK PROCEDURES PAGE, BEGIN THE SPOT-CHECK:

A. IS THE MAINTENANCE PERSON 3-M QUALIFIED? YES / NO
B. DID THE MAINTENANCE PERSON VERIFY THE MRC AS CURRENT? YES / NO
C. IS THE MAINTENANCE PERSON FAMILIAR WITH THE MRC CARD? YES / NO
D. DID THE MAINTENANCE PERSON CHECK THE APPLICABLE SECTIONS OF THE SAFETY MANUAL? (OPNAVINST 5100.19D/5100.23F) YES / NO
E. DID THE MAINTENANCE PERSON COLLECT ALL THE TOOLS AND MATERIALS REQUIRED TO ACCOMPLISH THE MAINTENANCE. YES / NO

NOTE: ALL STEPS ABOVE MUST BE ACCOMPLISHED PRIOR TO PROCEEDING TO THE FIRST STEP ON THE MRC CARD.

F. DID THE MAINTENANCE PERSON READILY LOCATE THE EQUIPMENT? YES /NO
G. (IF APPLICABLE) DID THE MAINTENANCE PERSON PERFORM THE SAFETY TAG OUT PER OPNAVINST 3120.32C. YES / NO / NA
H. DID THE MAINTENANCE PERSON PERFORM ALL STEPS IN THE ORDER WRITTEN ON THE MRC CARD? YES / NO
I. DID THE MAINTENANCE PERSON REPORT TO THEIR SUPERVISOR EITHER (1) PMS FULLY ACCOMPLISHED OR (2) UNABLE TO COMPLETELY ACCOMPLISH? YES / NO / NA
J. (IF APPLICABLE) WERE ALL DISCREPANCIES REPORTED TO THE WORK CENTER SUPERVISOR? YES / NO
K. DID THE MAINTENANCE PERSON PROPERLY DOCUMENT THE CHECK AS ACCOMPLISHED OR NOT ACCOMPLISHED IN THE 13-WEEK ACCOUNTABILITY LOG? YES / NO
L. DOES THE STATUS OF THE MAINTENANCE REQUIREMENT MATCH THE STATUS DOCUMENTED ON THE QUARTERLY BOARD? (NOT REQUIRED FOR REAL-TIME SPOT CHECK) YES / NO / NA

3. USING THE SPOT-CHECK PROCEDURES AS A GUIDE, ASSIGN ONE OF THE FOLLOWING GRADES:

SAT **UNSAT***

INSPECTOR REMARKS: (*MANDITORY FOR A GRADE OF UNSAT)

_____

_____

_____

DIVISION OFFICER/WORK CENTER SUPERVISOR REMARKS: (MUST COMMENT ON WHAT ACTION HAS TO BEEN TAKEN OR WILL BE TAKEN TO CORRECT ANY UNSAT GRADE (LIST JSN, TROUBLE CALL NUMBER AND/OR SUPPLY REQUISITION).

_____

_____

_____

_____ _____

MAINTENANCE PERSON'S SIGNATURE INSPECTOR'S SIGNATURE

RECORDED ACCOMPLISHMENT RATE (RAR) PROCEDURES

(GENERAL GUIDANCE)

1. RAR forms will be utilized to keep the Executive Officer informed of the maintenance accomplishment and non-accomplishment on board NAS Oceana, Naval Auxiliary Landing Field Fentress, NAS Oceana Dam Neck Annex and NAS Oceana Air Detachment Norfolk.

2. All work centers will utilize the SKED program, you will turn in the SKED-generated RAR report form weekly.

3. The RAR forms will reflect the maintenance checks scheduled for the week and the number accomplished.

4. Reported checks will not include any checks with a periodicity less than a month. Situational checks will apply (i.e. R-1D).

5. Any checks unable to be accomplished will be documented with reason for non-accomplishment on the flip page of the RAR form.

6. All forms will be forwarded to the NAS Oceana 3-M Coordinator no later than Wednesday of the reporting week for review and documentation.

7. RAR forms will be kept on file, attached to the associated 13-Week Accountability Log, in the work center's maintenance manual for 13 weeks.

13-WEEK ACCOUNTABILITY PROCEDURES
(Preparation and updating the 13-Week Accountability Sheet)

1. Work center supervisors will prepare 13-Week Accountability Sheet as follows.

a. Print the 13-Week Accountability Sheet from the Reports section of the SKED program.

b. Review the 13-Week Accountability Sheet daily to ensure proper documentation of maintenance requirements. All situational maintenance requirements must be added to the sheet upon completion of that requirement.

c. At the end of the week, ensure all checks have been added and the status of each check is marked with an "X" or circled as not accomplished.

d. Annotate on the flip page in the SKED program the reason for non-accomplishment of any checks that were scheduled, but not accomplished for that week.

e. Sign and date the 13-Week Accountability Sheet, attach the SKED-generated RAR report to the front and forward to the division officer for review and signature.

2. Maintenance personnel will complete the following blanks on the weekly form with an "X" when the MRC check is satisfied.

a. Print name of person doing PMS check if not present.

b. "X" off the assigned check on the 13-Week Accountability Form, enter date of completion and sign name.

c. If danger tags were use for PMS check, enter tag number (example OE40-1, 2).

d. Inform the work center supervisor of completion or non-completion of the maintenance requirement.

3. At the end of PMS week, the Leading Chief Petty Officer and division officer will:

a. Review and sign their name on the 13-Week Accountability Sheet and attached RAR report.

b. Forward RAR Report to NAS Oceana 3-M Coordinator for final review.

4. The NAS Oceana 3-M Coordinator will review RAR reports and return to the appropriate division for filling.