



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCES COMMAND  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 4790.1A  
N7  
20 Nov 2023

COMNAVRESFORCOM INSTRUCTION 4790.1A

From: Commander, Navy Reserve Forces Command

Subj: RESERVE FORCE MAINTENANCE AND MATERIAL MANAGEMENT  
ASSESSMENT AND CERTIFICATION PROGRAM

Ref: (a) OPNAVINST 4790.4F  
(b) NAVSEAINST 4790.8D  
(c) S0400-AD-URM-010/TUM Tag-out User Manual, REV 8  
(d) NAVEDTRA 43241-P  
(e) SECNAV M-5210.1  
(f) OPNAVINST 5100.23H  
(g) OPNAVINST 5090.1E

Encl: (1) Accomplishment Confidence Factor (ACF) Sheet  
(2) MPFUB Administrative Effectiveness Review (AER)  
(3) REDCOM Administrative Effectiveness Review (AER)  
(4) Administrative Effectiveness Review (AER) SKED 3.1 - NRC  
(5) Hazardous Materials (HAZMAT)  
(6) 13-Week Accountability Report

1. Purpose. To promulgate Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Maintenance and Material Management (3M) certification requirements. The execution of the 3M program complies with references (a) through (g), with the proper utilization of enclosures (1) through (6). The purpose of the 3M program is to maintain an effective maintenance program that will ensure a high state of material readiness for reserve specific equipment and programs.

2. Cancellation. COMNAVRESFORCOMINST 4790.1 CH-1

3. Scope. This instruction is applicable to all commands under Administrative Control (ADCON) to COMNAVRESFORCOM that have Maritime Pre-Positioning Force Utility Boats (MPFUB) or Armed Watchstander (AWS) 3M programs for weapons.

4. Background. The unique nature of reserve component equipment maintenance and organizational structure requires additional guidance to meet the requirements of all references pertaining to this instruction. Per references (a) and (b), COMNAVRESFORCOM is the Type Commander (TYCOM) for reserve component MPFUB and armed Navy Reserve Center (NRC) 3M weapons programs. A highly effective maintenance program is crucial to operational readiness, material readiness and safety.

Maintenance personnel and all levels of the chain of command must be familiar with the organizational maintenance and support programs which apply to their equipment.

5. Responsibilities. Per reference (b), roles and responsibilities are delineated below:

a. COMNAVRESFORCOM:

- (1) Serve as the reserve component TYCOM for MPFUB and AWS 3M weapons program.
- (2) Exercise primary responsibility for the effective operation and support of the 3M program COMNAVRESFORCOM Training (N7).
- (3) Conduct an annual inspection on Navy Reserve Region Readiness and Mobilization Command (REDCOM) and MPFUB 3M programs N7 utilizing enclosure (3).
- (4) Conduct bi-annual 3M program inspections and spot checks at armed NRCs. NRC spot checks will utilize enclosures (1) and (4) through (6).
- (5) Properly fund organizational maintenance (N7/N8).
- (6) Ensure commands are manned with the necessary expertise, including a Maintenance and Material Management Coordinator (3MC) and qualified 3M personnel at the appropriate levels (N1/N7).
- (7) Conduct administrative reviews and provide training to support 3M program requirements N7.

b. REDCOMs:

- (1) Regional Commanders are responsible for establishing an aggressive Self-Assessment Program that validates the administration and execution of maintenance and detects improperly conducted maintenance or falsely reported accomplishments.
- (2) Fulfill the role of immediate superior in command for the AWS 3M programs. Administrative actions may be necessary to ensure program compliance.
- (3) For armed NRCs without a MPFUB unit, the REDCOM shall:
  - (a) Designate a 3MC and 3MC assistant to coordinate, support, and liaise between COMNAVRESFORCOM and armed NRCs.
  - (b) At a minimum, conduct annual inspection on all subordinate armed NRCs utilizing enclosures (1) and (4) through (6).

(c) Ensure subordinate NRC maintenance personnel maintain their qualifications and designations.

(d) Maintain a 3M database for all armed NRCs.

(e) Maintain a record of 3M designation letters and Personnel Qualification Standards (PQS) qualifications for AWS, personnel with 3M responsibilities and Hazardous Material/Hazardous Waste Coordinator (HM/HW) at each NRC.

(f) Implement quarterly force revisions, feedback reports and advance change notices or other administrative revisions per references (a) and (b).

(g) Receive, review, and store the results of NRC quarterly self-assessments/Administrative Effectiveness Review (AER), utilizing enclosures (1) and (4) through (6).

(h) Receive, review and maintain an accurate database of 13-Week reports submitted from each subordinate NRC no later than the second workday of each week. If discrepancies are found, 3MC is responsible for receiving corrected documentation from NRC Work Center Supervisor (WCS) no later than close of business Thursday.

(i) Ensure all maintenance is properly scheduled in quarter boards to include, scheduling quarterly accomplishment of Maintenance Index Page (MIP) 7611/001, MRC R-8W for each M500 Shotgun at each NRC.

(j) Maintain the master region work center manual Planned Maintenance System Record (43P1). The 43P1 will include:

1. Table of Contents
2. REDCOM 3MC(s) designation letter(s)
3. Record of change page
4. Activity to MIP to work center (PMS-4)
5. MIP 6600/002 for eye wash stations
6. MIP 7611/001 (small arms MIP)
7. Maintenance Requirement Cards (MRCs)
8. Situational maintenance requirement report (R-check report)
9. Feedback report log (with applicable feedback reports)

10. Service brief for current force revision

11. Supplemental information (applicable COMNAVRESFORCOM/REDCOM e-mail guidance, COMNAVRESFORCOM/REDCOM governing instructions and correspondence from Navy Sea Systems Command (NAVSEA) or other applicable authorities)

c. NRC:

(1) NRCs with an MPFUB program and AWS program must:

(a) Maintain an inspection-ready and effectively managed 3M program. The NRC billeted 3MC is responsible to the (executive officer if applicable) or Commanding Officer (CO) for tracking and maintaining the 3M and HM/HW program, qualifications and designations of all assigned personnel.

(b) Ensure all work centers are in compliance with references (a) through (g).

(c) Maintain the SKED database and work center manual for both the MPFUB and weapons program. These NRCs shall not report work center weekly maintenance requirements to their REDCOM. The NRC billeted 3MC for the MPFUB will be the 3MC for their AWS program.

(d) Maintain 13-Week reports, quarter boards, FBR's, and all applicable reports.

(2) Armed NRCs without an MPFUB program must:

(a) Maintain an inspection-ready and effectively managed 3M program. The current NRC CO is responsible for signing 3M requalification's and current designations (HM/HW Coordinator, WCS, and Leading Chief Petty Officer/Divisional Officer) of all assigned personnel. The NRC is responsible for maintaining the AWS 3M and HM/HW program per references (a) through (g).

(b) Conduct preventative maintenance daily by qualified maintenance personnel on all issued weapons. If not previously qualified via NAVEDTRA 43241, use reference (d) to qualify for their assigned maintenance role.

(c) Designate a Division Officer or Leading Chief Petty Officer (DIVO/LCPO) for the DIVO role. If not previously qualified per NAVEDTRA 43241, DIVOs/LCPOs will use reference (d) to qualify for their assigned role.

(d) Designate at least one person as the WCS. If not previously qualified per NAVEDTRA 43241, the prospective WCS will use reference (d) to qualify as WCS.

(e) Ensure all AWS are 3M qualified. If not previously qualified per NAVEDTRA, prospective AWS will use reference (d) to complete qualification.

Prior to any initial qualification or requalification within 3M program all AWS will pass a written exam with a minimum score of 80 percent or greater. The minimum number of qualified maintenance personnel required is four. The WCS and LCPO/DIVO are included in this minimum.

**Please Note:** Any personnel qualifying using reference (d) are qualified for the NRC AWS program only. Do not upload this qualification to their electronic service record e.g., Fleet Training Management and Planning System (FLTMPS), Navy Standard Integrated Personnel System but instead maintain a copy in the work center manual 43P1.

(3) In addition to the 3M qualifications stated above, ensure personnel assigned to conduct preventive maintenance are qualified as follows:

(a) Personnel maintaining M9 service pistols shall complete NAVEDTRA 43466 (M9 service pistol operator).

(b) Personnel maintaining M500 shotguns shall complete NAVEDTRA 43466 (M500 shotgun operator).

(c) The NRC WCS will maintain the 43P1 and update as required by force revisions, feedback reports, and administrative revisions, or advance change notices. The 43P1 shall include the following:

1. Table of Contents
2. WCS and DIVO designation letters
3. CO signed PQS qualifiers list
4. Maintenance person, WCS and LCPO/DIVO 3M qualifications
5. Record of change page
6. List of effective pages
7. MIP 6600/002 for Safety Petty Officer (eye wash station)
8. MIP 7611/001 (small arms)
9. Situational maintenance requirement report (R-check report)
10. 13-Week reports, including completed Accomplishment Confidence Factor (ACF) forms (required to maintain previous 13 weeks plus current week)
11. Quarter boards

12. End of quarter reports (previous four Quarters signed by LCPO/DIVO and CO)

13. Blank ACF forms

14. Feedback report log (with applicable feedback reports)

15. Service brief for current force revision (signed by WCS, LCPO/DIVO and CO)

16. Supplemental information such as applicable COMNAVRESFORCOM/REDCOM e-mail guidance, COMNAVRESFORCOM/REDCOM governing instructions, and correspondence from NAVSEA or other applicable authorities.

(4) Complete required spot checks using enclosure (1) at the following periodicity:

| Management Level | MRCs Spot Checked | Spot Check Type | Interval      |
|------------------|-------------------|-----------------|---------------|
| WCS              | 1                 | R-Check         | Weekly        |
| DIVO             | 1                 | R-Check         | Bi-weekly     |
| CO               | 1                 | R-Check         | Monthly       |
| DIVO             | 1                 | Q-Check         | Quarterly     |
| CO               | 1                 | S-26R           | Semi-Annually |

**Table 1 - Armed NRC Spot Check Periodicity**

(5) Record maintenance requirement completion by completing by hand, with a black ballpoint pen, a hard copy 13 week accountability report (enclosure (6)). The WCS will place maintenance marker(s) "X" for completion and/or a circle with an arrow for rescheduled checks over the periodicity code on the report prior to submitting to WCS and DIVO for signature. The WCS and DIVO will review, and initial the 13-Week report at the beginning of each week. The DIVO and WCS will sign the reports at the end of the maintenance week before forwarding to REDCOM 3MC. The WCS and DIVO will complete this action by close of business on Mondays, or the first work day following a drill weekend/holiday for the previous maintenance week.

(6) Maintain an effective HM/HW program. Designate in writing, an individual who will serve as Hazardous Material Control and Management (HMC&M) coordinator for the command. The HMC&M must have previously completed the introduction to hazardous materials (ashore) course or be scheduled to attend introduction to hazardous materials (ashore) course within 3 months of designation. Personnel that have already obtained the HMC&M technician Navy Enlisted Classification (NEC) exceed the NRC HMC&M training requirement and are not required to complete the introduction course. The HMC&M coordinator will provide yearly training to all personnel utilizing HM and those newly enrolled in the program prior to utilizing HM. Each NRC that uses HM must have an AUL. Only material identified by the workplace Authorized Use List (AUL) are authorized for storage in designated hazmat lockers. For each HM listed, the AUL must include the Military Performance Specification number, National Stock Number (NSN), item name, quantity onboard, location, and manufacturer contact information. Maintain a Safety Data Sheet (SDS) for all HM acquired, issued, received, or brought into the command.

SDSs must be readily accessible to the maintenance person during all working hours and that Sailors have an opportunity to review them prior to working with HM. Maintain a Planned Maintenance System (PMS) Hazmat log to record the utilization of HM during maintenance actions. The HMC&M coordinator will comply with the requirements for HM/HW program per references (f) and (g). Properly stow, transport and dispose of HAZMAT per NRC, installation, or local regulations. Refer to enclosures (5) for a complete list of all HM/HW requirements.

(7) Be responsible for material management and local supply support for issued weapons and weapon lockers. In the case of degraded or out of commission firearms, the NRC will work with the REDCOM and COMNAVRESFORCOM for replacement. NRCs are not-authorized to conduct corrective maintenance or maintenance outside the scope of the planned maintenance system on any weapon.

(8) Conduct 3M program self-assessments using enclosures (1), (4), and (5) upon completion of the quarterly 3M force revision.

6. 3M Assists and Inspections

a. The assist and inspection process is designed to verify preventative, and corrective maintenance is being properly managed on a continual basis. N7 is the only authority that can re-certify 3M programs.

b. NRCs with AWS will receive annual 3M program inspection from their REDCOM. REDCOM will receive annual 3M Program spot checks conducted by N7 along with a quarterly conference meeting to cover trends and updates. Armed NRCs with MPFUB units are excluded from these spot checks.

c. Each NRC must self-assess their 3M program on a quarterly basis using enclosures (2) through (4) as applicable. Following self-assessment, each command must submit AERs and ACFs to their REDCOM. Additionally, based on deficiencies noted, commands may request training from N7 via their REDCOM.

d. The periodicity for N7 programs assists and inspections of REDCOMs is:

| Visit Type | Timeframe    |
|------------|--------------|
| Assist     | As Requested |
| Inspection | 12 Months    |

**Table 2 - COMNAVRESFORCOM (N7) Assist/Inspection periodicity of REDCOM**

e. N7 inspections of REDCOMs and NRCs:

(1) The inspection team will provide an in-brief and out-brief at the beginning and end of the inspection.

The out-brief will include an executive summary of all discrepancies and inspection check sheets. The REDCOM will receive a copy of all check sheets following the assist or inspection.

(2) The inspection team will conduct assessments using enclosures (3), (4), and (5) as applicable. The inspection will also include a minimum of two spot checks using enclosure (1).

(3) Spot checks will examine maintenance completed within the previous 13 weeks and selected from the work center's 13 week accountability log by the inspection team. Commands will have two hours to gather the required materials and demonstrate the spot check to the COMNAVRESFORCOM team.

f. Assist visits will follow the same criteria as the inspection. If, during an assist visit there is any equipment that is deemed unsafe to operate, the unit may lose certification to operate.

g. Certification criteria. The requirements for 3M certification per references (a) and (b) are:

(1) Minimum AER and assessment of recorded accomplishment rate score of 85 percent.

(2) ACF minimum of 85 percent per enclosure (1).

(3) Grading will not occur on items marked N/A on the AER.

**Note:** An AER score of less than 85 percent may result in the loss of certification.

h. NRC 3M Recertification. Failure of a 3M inspection requires REDCOM oversight. Upon failure of inspection at NRC, N7 will route documentation of failure and REDCOMs will coordinate a program re-inspection by N7 within 8 weeks of failure. If the NRC fails the re-inspection, the unit will lose certification until rectification occurs.

i. REDCOM Failure. Following a REDCOM 3M program failure, N7 will route documentation of failure and REDCOMs will coordinate a program re-inspection by N7 within 14 weeks of failure. If the REDCOM fails the re-inspection, N7 will provide recommendations for further actions.

## 7. 3M Program Guidance

a. Qualifications and accountability. The keys to a successful 3M program are well-trained, knowledgeable, and qualified Sailors executing the maintenance and program administration. All personnel must be qualified with the current PQS for their assigned 3M billet.

(1) A signed collateral duties list is not sufficient for CO designation of duties. Separate designation letters are required.



(2) Rates. Identifies the recommended skill level of the person(s) considered capable of performing the maintenance requirement(s). Qualified personnel other than the rate or rank specified may be assigned. Substitution of other personnel is not allowed when a NEC code, Damage Control Petty Officer (DCPO), or Safety Petty Officer (SPO) is assigned. Personnel assigned SPO maintenance shall complete NAVEDTRA 43460-4D 301 SPO PQS prior to being assigned Maintenance Requirements with SPO rating requirements.

(3) Maintain a current NAVPERS 1070/881, PQS cover sheet signed by the NRC CO or FLTMPS reports (not containing privacy identifiable information) in the work center maintenance manual for all personnel assigned to the work center for verification of 3M qualification.

(4) Personnel assigned to MPFUB maintenance are not authorized to qualify using the modified NAVEDTRA 43241 3M PQS (i.e. reference (d)).

b. Spot check guidance. The intent of the spot check is to ensure proper maintenance completion. Each command must have a rigorous spot check program involving all levels of the chain of command from the NRC CO down to the WCS. Spot checks will be conducted historically on past conducted maintenance requirements.

c. Spot check individual maintenance requirements periodically to determine the effectiveness of PMS accomplishment. For MPFUB units utilizing SKED, enter spot checks into SKED within 1 week of accomplishment.

d. The following spot check periodicities are the minimum required for each command:

**Note:** Table 3 only applies to MPFUB, AWS work centers will utilize Table 1 (paragraph 3).

| Management Level | MRCs Spot Checked | Interval  |
|------------------|-------------------|-----------|
| CO and unit CO   | 1 per command     | Monthly   |
| 3MC              | 1 per work center | Monthly   |
| LCPO/DIVO        | 1 per work center | Bi-weekly |
| WCS              | 1 per work center | Weekly    |

**Table 3 – MPFUB/NRC spot check periodicity**

(1) Complete spot checks using enclosure (1). The 3MC will generate a work center spot check assignment matrix for the CO, 3MC, LCPO, and the WCS using the guidance listed above. Save spot checks in the work center manual (i.e. 43P1). If a work center has not scheduled, or completed any maintenance for the past week, conduct a historical check from the previous 13 weeks on a check that was not previously spot checked.

(2) MPFUB units will execute a minimum of one spot check per quarter to the 3MC/LCPO on damage control related maintenance.

(3) The 3MC will retain a copy of each spot check matrix and copies of the spot check forms for a period of 13 weeks.

e. MIP/situational reference sheet line-out justification. All line-outs and additions to the list of effective pages, MIPs must contain proper justification. Appropriate justification includes: scheduling aids and approved feedback report or an alternate work center that is listed on the force revision. Next to each line-out or addition, the 3M LCPO will ensure proper justification is annotated and initial to the side of each item. No work center may have a MIP with all MRCs lined out.

f. Equipment Guide List (EGL). The WCS will generate EGLs in SKED to account for multiple pieces of identical equipment that represent a single line item in SKED. Maintain all master EGLs in SKED and not in an external database. No EGL will exceed 8 hours of work per MRC in the elapsed time block. When determining the 8-hour limit, consider mandatory related maintenance. When an EGL is required, fill out the location block on the MRC with "see EGL." Attach a copy of the EGL to the applicable MRCs.

g. SKED Location Guide List (LGL). The WCS will generate LGLs for multiple pieces of identical equipment listed individually in SKED; the WCS will generate an LGL for equipment locations. When a LGL is required, fill in the location block on the MRC with see LGL." LGL format will contain the same information as used on an EGL. Change the title of the document to reflect LGL. Do not use the EGL form in SKED 3.1 as an LGL.

h. MRCs:

(1) When the location block in the MRC is pre-filled with more than one location, the WCS must determine which location for the applicable equipment applies and treat them as individual line items in SKED.

(2) Print applicable MRCs and fill out the information that applies to the work center.

(3) MRCs shall contain entire MIP systems command numbers to match current Force Revision List of Effective Pages. MRCs will also contain safety chapters as delineated in reference (f) annotated on the card. Complete and print all applicable EGLs and Tag-out Guide Lists (TGLs) and attach to all applicable MRCs. Laminate TGLs before attaching to the applicable MRC per reference (c).

i. MPFUB Tag-Out:

(1) Commands must use the manual tag out system in accordance with reference (c). Maintain Tag-out Record Sheets (TORS) used to document preventative or corrective maintenance for 13 weeks.

(2) All commands shall use TGLs on maintenance requiring a tag-out. The NRC CO will sign all master TGLs, and the WCS will maintain the signed TGLs in a master binder. The WCS will staple copies to the applicable MRCs. Use TGLs for planned maintenance system only. Corrective maintenance requiring tag-outs shall utilize engineering operational sequencing system, isolation diagrams, or blueprints as available. If any of these resources are unavailable, then the unit shall develop isolation guides. Isolation guides shall be verified and signed by the unit LCPO, 3MC, unit CO, and NRC CO.

(3) Lack of a TORS corresponding to a maintenance requirement that requires tag out will automatically result in a failed spot check.

8. Reporting. The NRC CO will receive the 3M assist or inspection report in the format contained in enclosure (4). REDCOM will receive the 3M assist or inspection report in enclosure (3) and a follow up COMNAVRESFORCOM notification.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. J. STEFFEN

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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>

ACCOMPLISHMENT CONFIDENCE FACTOR (ACF) SHEET

| ACCOMPLISHMENT CONFIDENCE FACTOR (ACF) SHEET   |  |              |              |
|--|--|--------------|--------------|
| Inspector/Activity _____   |  |              |              |
| WC: _____  | Date PMS Performed: _____  |              |              |
| MIP/   |  |              |              |
| MRC: _____   | Performed by: _____  |              |              |
| EQPT: _____  | Tag out Number: _____  |              |              |
| <b>Notes:</b> * Items marked are determined to be unsatisfactory, all subsequent attributes shall be graded as "0".<br>+ If Major Safety Violation (Life, Limb, Eyesight) deduct 6 points and assign all subsequent attributes as "0". For minor safety violation deduct 6 points. |  |              |              |
| <b>1 Assessment Attribute</b>  |  | <b>Value</b> | <b>Grade</b> |
| * a.   | Is the maintenance person PQS qualified to perform the maintenance?  | 3            |              |
| b.   | Presented the correct tools, Personal Protective Equipment (PPE), parts (NSN), material (MILSPEC #) and test equipment (Calibrated).                 | 3            |              |
| c.   | Are there any unauthorized changes or corrections to the MRC?  | 3            |              |
| d.   | Is this the correct MRC for the equipment maintained?  | 3            |              |
| <b>2 Maintenance Accomplishment</b>  |  |              |              |
| * a.   | Maintenance person followed all steps of the MRC?  | 5            |              |
| + b.   | Maintenance person followed all safety precautions?  | 6            |              |
| * c.   | Properly identified the equipment (Location, equipment)?   | 5            |              |
| * d.   | If an EGL is used was the MRC performed on all listed equipment? If no then mark N/A and subtract from total value.                                  | 5            |              |
| <b>3 Equipment Condition</b>   |  |              |              |
| a.   | Is it readily apparent that maintenance was performed recently?  | 20           |              |
| b.   | Correctly demonstrated the use and disposal of Hazardous Material? If no HAZMAT used in the check, then mark N/A and subtract from total value.      | 3            |              |
| c.   | Was the MRC within the capability of the assigned individual to perform as written?  | 3            |              |
| <b>4 Reporting</b>   |  |              |              |
| a.   | Did maintenance person report status of the maintenance requirement to the WCS, (If Completed, Not Fully Accomplished and made appropriate updates)? | 2            |              |
| b.   | Were material deficiencies detected by the PMS action? If so, where they reported to WCS and Chain of Command?                                       | 2            |              |
| c.   | Did Work Center Supervisor generate a Feed Back Report for any problems with MRC? If no, then mark N/A and subtract from total value.                | 2            |              |
| <b>Spot Check Results (Circle one) SAT/UNSAT</b>   |  | <b>/</b>     |              |
| <b>Additional Remarks:</b>   |  |              |              |
|  |  |              |              |
|  |  |              |              |
|  |  |              |              |
|  |  |              |              |
|  |  |              |              |

Inspector Sign \_\_\_\_\_ Date \_\_\_\_\_

MPFUB ADMINISTRATIVE EFFECTIVENESS REVIEW (AER)

| MPFUB Administration Effectiveness Review (AER)                                |   |        |       |
|--|---|--------|-------|
| Workcenter:  |   | Date:  |       |
| Attributes evaluated as N/A are not calculated. Score entire value or zero.    |   |        |       |
| General  | Assessment Attribute  | Value  | Grade |
| 1  | Does the work center PMS file contain:  |        |       |
|  | a. A correction Sheet that indicates all changes?   | 2      |       |
|  | b. Supplementary information (e.g., current and applicable 3-M messages and notices?)   | 2      |       |
|  | c. Current List of Effective Pages (LOEP)? (Verify Force Revision number.)  | 2      |       |
|  | d. All Maintenance Index Pages (MIPs) current? (Verify MIP numbers against LOEP)  | 2      |       |
|  | e. Current Service Brief? (Printed and in space manual)   | 2      |       |
| 2  | Are all pen-and-ink changes on the LOEP and MIPs (except as allowed by management aids) annotated with the reference for the change (TFBR serial, ACN serial, etc.) and properly noted by the correct authority?  | 5      |       |
| 3  | On MIPs are any applicable MRCs incorrectly lined out or not lined out? (Verify against Split/shared Mip log). Was all maintenance scheduled correctly?   | 10     |       |
| 4  | Does the work center retain an auditable record of personnel PMS qualifications & designation letters?  | 10     |       |
| <b>Maintenance Requirement Card (MRC) Deck</b>                                 |   |        |       |
| 5  | Is the work center deck of MRCs complete and current (verify syscom MRC control number against MIPs) per the 3M Manual/TYCOM Guidance?  | 2      |       |
| 6  | Are location blocks properly filled in by WCS prior to use?   | 3      |       |
| <b>Location and Tag Guide Lists (LGLs)</b>                                     |   |        |       |
| 7  | Are LGLs current and a paper copy attached to the parent MRC, if printed?   | 3      |       |
| 8  | Are LGLs properly filled out (e.g. equipment name, equipment location (compartment number), equipment unique identifier)?   | 2      |       |
| 9  | Are separate LGLs prepared for items that require more than one days worth of work?   | 1      |       |
| <b>Situational Requirements Listing</b>  |   |        |       |
| 10   | Do the situational requirements listing reflect the most current force revision? (List is available on PMS CD under R-Check header.)  | 2      |       |
| 11   | Do the situational requirements listing reflect the current status of the work center MIPs? (Line outs on MIP transferred to the situational requirements listing.) Are lineouts initiated by LCPO?   | 3      |       |
| <b>Spot Checks Execution and Accountability</b>                                |   |        |       |
| 12   | Are all spot checks being completed per COMNAVRESFORCOMINST and maintained with records of current 13 Weeks.  | 10     |       |
| <b>PMS Execution and Accountability</b>  |   |        |       |
| 13   | Have accountability logs for the current week and 13 previous weeks been reviewed by the Work Center Supervisor LCPO and Division Officer?  | 6      |       |
| 14   | Was maintenance assigned only to qualified maintenance personnel for MRCs requiring unique qualifications/NECs?   | 5      |       |
| 15   | Is all applicable information entered (e.g. maintenance person assigned, maintenance person signature, date completed)?   | 2      |       |
| 16   | Are 13 week accountability logs retained for the current week and 13 previous weeks?  | 3      |       |
| 17   | Is the responsible maintenance person listed on the logs signing for completion of the maintenance action?  | 2      |       |
| 18   | If multiple maintenance persons are assigned, is the petty officer in charge or the most senior person signing for completion of the maintenance action?  | 2      |       |
| 19   | Is a flip page entry made with justification for items not completed or rescheduled during the week?  | 2      |       |
| 20   | Is any means being used to identify mandatory related maintenance with their parent PMs on the accountability logs to ensure that the maintenance person completes all related maintenance items at the same time? (Alphanumeric code will be used and uniformed throughout the force.) | 5      |       |
| <b>FBR File</b>  |   |        |       |
| 21   | Does the work center retain one year of feedback accountability logs?   | 2      |       |
| 22   | Does the work center retain copies of outstanding (unresolved) work center FBRs?  | 3      |       |
| <b>End of Quarter Reports</b>  |   |        |       |
| 23   | Does the Work Center Manual contain end of quarter package (4 quarters):  |        |       |
|  | a. The Flip Page Report?  | 2      |       |
| 24   | Is the end of quarter reports reviewed, signed and dated by the WCS, LCPO/DIVO and CO?  | 5      |       |
| <b>Totals (Attributes evaluated as N/A are not calculated)</b>                 |   | 100    |       |
| Administrative Effectiveness Review (AER) = (Points Awarded/ Points Available) |   |        |       |
| (Standards are = 85% or better)  |   |        |       |
| Sat:   |   | Unsat: |       |
| <b>ADMINISTRATION EFFECTIVENESS REVIEW REMARKS</b>                             |   |        |       |

Inspector/Activity

Date



## REDCOM ADMINISTRATIVE EFFECTIVE REVIEW (AER)

[illegible]

ADMINISTRATIVE EFFECTIVE REVIEW (AER) SKED 3.1 – NRC

| Administration Effectiveness Review (AER) SKED 3.1 - NRC                       |   |   |       |     |
|--|---|---|-------|-----|
| Workcenter:  |   | Date:   |       |     |
| Attributes evaluated as N/A are not calculated. Score entire value or zero.    |   |   |       |     |
| General  | Assessment Attribute  | Value   | Grade |     |
| 1  | Does the work center PMS file contain:  |   |       |     |
|  | a. A correction Sheet that indicates all changes?   | 5   |       |     |
|  | b. Supplementary information (e.g., current and applicable 3-M messages and notices)?   | 5   |       |     |
|  | c. Current List of Effective Pages (LOEP)? (Verify Force Revision number.)  | 5   |       |     |
|  | d. All Maintenance Index Pages (MIPs) current? (Verify MIP numbers against LOEP)  | 5   |       |     |
|  | e. Current Service Brief? (Printed and in space manual)   | 5   |       |     |
| 2  | Are all pen-and-ink changes on the LOEP and MIPs (except as allowed by management aids) annotated with the reference for the change (TFBR serial, ACN serial, etc.) and properly lined out and noted (initialed by the LCPO)?   | 5   |       |     |
| 3  | On MIPs are any applicable MRCs incorrectly lined out or not lined out? (Verify against Split/shared Mip log). Was all maintenance scheduled correctly?   | 10  |       |     |
| 4  | Does the work center retain an auditable record of personnel PMS qualifications & designation letters?  | 4   |       |     |
| <b>Maintenance Requirement Card (MRC) Deck</b>                                 |   |   |       |     |
| 5  | Is the work center deck of MRCs complete and current (verify syscom MRC control number against MIPs) per the 3M Manual/TYCOM Guidance?  | 4   |       |     |
| 6  | Are location blocks properly filled in by WCS prior to use?   | 2   |       |     |
| <b>Accomplishment Confidence Factor (ACF) Sheet-Spot Checks</b>                |   |   |       |     |
| 7  | Are Spot Checks current and done per COMNAVRESFOR instruction?  | 10  |       |     |
| <b>Equipment and Tag Guide List (EGLs)</b>                                     |   |   |       |     |
| 8  | Are EGLs properly filled out (e.g. equipment name, equipment location (compartment number), equipment unique identifier)?   | n/a   |       | n/a |
| 9  | Are separate EGLs prepared for items that require more than one days worth of work?   | n/a   |       | n/a |
| <b>Situational Requirements Listing</b>  |   |   |       |     |
| 10   | Do the situational requirements listing reflect the most current force revision? (List is available on PMS CD under R-Check header.)  | 2   |       |     |
| 11   | Do the situational requirements listing reflect the current status of the work center MIPs? (Line outs on MIP transferred to the situational requirements listing.) Are lineouts initialed by LCPO?   | n/a   |       | n/a |
| <b>PMS Execution and Accountability</b>  |   |   |       |     |
| 12   | Have accountability logs for the current week and 13 previous weeks been reviewed by the Work Center Supervisor LCPO and Division Officer?  | 3   |       |     |
| 13   | Was maintenance assigned only to qualified maintenance personnel for MRCs requiring unique qualifications/NECs?   | 5   |       |     |
| 14   | Is all applicable information entered (e.g. maintenance person assigned, maintenance person signature, date completed)?   | 3   |       |     |
| 15   | Are 13 week accountability logs retained for the current week and 13 previous weeks?  | 3   |       |     |
| 16   | Is the responsible maintenance person listed on the logs signing for completion of the maintenance action?  | 4   |       |     |
| 17   | If multiple maintenance persons are assigned, is the petty officer in charge or the most senior person signing for completion of the maintenance action?  | 1   |       |     |
| 18   | Is a flip page entry made with justification for items not completed or rescheduled during the week?  | 3   |       |     |
| 19   | Is any means being used to identify mandatory related maintenance with their parent PMs on the accountability logs to ensure that the maintenance person completes all related maintenance items at the same time? (Alphanumeric code will be used and uniformed throughout the force.) | 2   |       |     |
| <b>FBR File</b>  |   |   |       |     |
| 20   | Does the work center retain one year of feedback accountability logs?   | 3   |       |     |
| 21   | Does the work center retain copies of outstanding (unresolved) work center FBRs?  | 3   |       |     |
| <b>End of Quarter Reports</b>  |   |   |       |     |
| 22   | Does the Work Center Manual contain end of quarter package (4 quarters):  |   |       |     |
|  | a. The Flip Page Report?  | 3   |       |     |
| 23   | Is the end of quarter reports reviewed, signed and dated by the WCS, LCPO/DIVO and CO?  | 5   |       |     |
|  |   | Totals (Attributes evaluated as N/A are not calculated) | 100   |     |
| Administrative Effectiveness Review (AER) = (Points Awarded/ Points Available) |   |   |       |     |
| (Standards are = 85% or better)  |   |   |       |     |
| Sat:   |   | Unsat:  |       |     |
| <b>ADMINISTRATION EFFECTIVENESS REVIEW REMARKS</b>                             |   |   |       |     |
|  |   |   |       |     |
|  |   |   |       |     |
|  |   |   |       |     |

Inspector/Activity \_\_\_\_\_ Date \_\_\_\_\_

HAZARDOUS MATERIALS (HAZMAT)

| HAZARDOUS MATERIALS (HAZMAT)             |   |           |       |
|--|---|-----------|-------|
| Date:                                    |   | LOCATION: |       |
| (A) NRC Armed Watch Stander Serial Three |   |           |       |
| Date Time Group:                         |   |           |       |
| OPERATIONS                               |   |           |       |
|  | GOAL  | SAT       | UNSAT |
| 1  | Designate in writing an individual who will serve as Hazardous Material Control & Management (HMC&M) Coordinator for the command.   |           |       |
| 2  | HMC&M Coordinator must have previously completed or scheduled to attend the Hazardous Materials Control and Management (HMC&M) Technician Course within 3 months of designation.  |           |       |
| 3  | Memorandum of Understanding (MOU) shall be up to date with current CO and primary units CO signatures.  |           |       |
| 4  | Maintain Safety Data Sheet (SDS) binder for hazmat onboard; Create reference sheet with quick ready reference # for HM items listed   |           |       |
| 5  | Label hazmat with ready reference # to match SDS  |           |       |
| 6  | Implemented Authorized Use List (AUL) SHALL be signed by the Commanding Officer   |           |       |
| 7  | Minimize quantity on hand and ensure hazmat is properly labeled and stored in an approved flammable locker  |           |       |
| 8  | HMC&M Coordinator shall document location and type of HM/HW onboard in a locker authorization letter  |           |       |
| 9  | HM/HW shall be packaged, marked, and disposed of IAW the PMS card or local city/state ordinance   |           |       |
| 10                                       | HMC&M Coordinator shall document initial and annual safety training for all maintenance personnel, to include Hazardous Communication (HAZCOM) of what hazardous material personnel may be exposed to and the hazards associated, what is an SDS, how to read it, and the location of the SDS binder and all HM/HW  |           |       |
| 11                                       | Inspectors must be able to verify hazmat usage IAW the MRC(s) even with an MOU and must coincide with all maintenance contained in the NRC's PMS 13 week file.<br>NRC's shall maintain a PMS hazmat log containing the following columns:<br>A. DATE<br>B. MAINTENANCE PERSON'S NAME (PRINT)<br>C. PMS MIP NUMBER<br>D. PMS MRC NUMBER<br>E. ANY RELATED MRC(S)<br>F. NOMENCLATURE OF HAZMAT IAW MRC<br>G. NSN OF HAZMAT<br>H. ESTIMATED AMOUNT OF HAZMAT USED<br>I. MAINTENANCE PERSON'S INITIALS<br>J. WCS INITIALS |           |       |

NOTE: 3 or More unsat items equals an automatic failure.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
COMPLETED BY SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
NRC CO'S SIGNATURE



## 13 Week Accountability Report

[illegible]

W/C \_\_\_\_\_ : Week Of: \_\_\_\_\_ LCPO/DIVO: \_\_\_\_\_  
 WCS: \_\_\_\_\_ Page \_\_\_\_\_ Of \_\_\_\_\_