



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

COMNAVRESFORCOMINST 4790.1B  
N7  
2 Apr 2025

COMNAVRESFORCOM INSTRUCTION 4790.1B

From: Commander, Navy Reserve Forces Command

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

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

Encl: (1) Accomplishment Confidence Factor (ACF) Sheet  
(2) Scheduling and Execution Effectiveness Review (SEER)  
(3) Command Level Effectiveness Review (CLER)  
(4) Hazardous Materials (HAZMAT)  
(5) 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 (5). 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 4790.1A

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 (N7).
- (3) Conduct an annual inspection on Navy Reserve Region Readiness and Mobilization Command (REDCOM) and MPFUB 3M programs (N7) utilizing enclosure (3).
- (4) Properly fund organizational maintenance (N7/N8).
- (5) 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).
- (6) 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 the REDCOM shall:
  - (a) Designate a 3MC and 3MC assistant to coordinate, support, and liaise between COMNAVRESFORCOM and armed NRCs.
  - (b) Conduct annual 3M program inspections and spot-checks at armed NRCs. NRC spot checks will utilize enclosures (1), (2), (4), and (5).
  - (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 (FBR) 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/Scheduling and Execution Effectiveness Review (SEER), utilizing enclosures (1), (3), (4), and (5).

(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 the 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. MIP 7611/018 (M18 MIP)
8. Maintenance Requirement Cards (MRCs)
9. Situational maintenance requirement report (R-check report)
10. Feedback report log (with applicable FBRs)
11. Service brief for current force revision
12. 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 shall:

(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 3M System Scheduler (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, and all applicable reports.

(2) Armed NRCs without an MPFUB program shall:

(a) Maintain an inspection-ready and effectively managed 3M program. The current NRC CO is responsible for signing 3M requalifications 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 a 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 is four. The WCS and LCPO/DIVO are included in this minimum.

**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, 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) Personnel maintaining M18 service pistols shall complete NAVEDTRA 43466 (M18 service pistol operator).

(d) The NRC AWS/MPFUB 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. Maintenance Index Pages
8. Maintenance Requirement Cards
9. Situational maintenance requirement report (R-check report)
10. 13-Week Reports, including completed ACF forms (required to maintain previous 13 weeks plus current week)
11. Quarter boards (AWS program)
12. End of quarter reports (previous four QTRS signed by LCPO/DIVO and CO)  
(AWS program)
13. Blank ACF forms
14. Feedback report log (with applicable FBRs)
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	Bi-weekly (alternate with DIVO/LCPO)
DIVO/LCPO	1	R-Check	Bi-weekly
CO	1	R-Check	Monthly
DIVO/LCPO	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 (5)). 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 & 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 three months of designation. Personnel that have already obtained the HMC&M technician Navy Enlisted Classification 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 Authorized Use List (AUL). Only material identified by the workplace AUL are authorized for storage in designated hazmat lockers. For each HM listed, the AUL must include the MIL-PRF 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 Sailors must 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 enclosure (4) 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 (2) and (4) upon completion of the quarterly 3M force revision.

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## 6. 3M Assists and Inspections

a. The assist and inspection process is designed to verify that preventative, and corrective maintenance is being properly managed on a continual basis. COMNAVRESFORCOM (N7) is the only authority that can inspect and recertify 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 COMNAVRESFORCOM (N7) along with a quarterly conference meeting to cover trends and updates.

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 SEER and ACFs to their REDCOM. Additionally, based on deficiencies noted, commands may request training from COMNAVRESFORCOM (N7) via their REDCOM.

d. The periodicity for COMNAVRESFORCOM (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. COMNAVRESFORCOM (N7) inspections of REDCOMs:

(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 (2), (3) and (4) 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 equipment is deemed not safe 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 SEER and assessment of recorded accomplishment rate score of 80 percent.

(2) ACF minimum of 80 percent per enclosure (1).

(3) Grading will not occur on items marked N/A on the SEER, refer to SEER grading criteria for which items can be N/A.

**NOTE:** A SEER score of less than 80 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, REDCOM will route documentation of failure and REDCOMs will coordinate a program reinspection by COMNAVRESFORCOM (N7) within eight weeks of failure. If the NRC fails the reinspection, the unit will lose certification until recertification occurs.

i. REDCOM Failure. Following a REDCOM 3M program failure, COMNAVRESFORCOM (N7) will route documentation of failure and REDCOMs will coordinate a program reinspection by COMNAVRESFORCOM (N7) within 14 weeks of failure. If the REDCOM fails the reinspection, COMNAVRESFORCOM (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 Navy Enlisted Classification (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 fleet management and planning system 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 and on a date prior to the date the spot-check is being performed.

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 one 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 FBR 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 initialed 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 eight hours of work per MRC in the elapsed time block. When determining the eight 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." Do not use the EGL form in SKED 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.

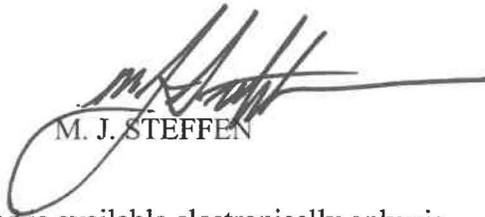
(2) All commands shall use TGLs on maintenance requiring a Tag-Out. The NRC CO will sign all master TGLs, and the WCS will maintain the signed TGLs in a master binder. The WCS will staple copies to the applicable MRCs. Use TGLs for planned maintenance system only. Corrective maintenance requiring Tag-Outs 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, will follow guidance outlined in reference (e).

10. Review and Effective Date. Per OPNAVINST 5215.17A, Commander, Navy Reserve Forces Command will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after the effective date unless reissued or canceled prior to the 10 year anniversary date or an extension has been granted.



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Releasability and distribution:

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

ACCOMPLISHMENT CONFIDENCE FACTOR (ACF) SHEET			
Inspector/Activity _____			
WC: _____	Date PMS Performed: _____		
MIP/ MRC: _____	Performed by: _____		
EQPT: _____	Tag out Number: _____		
<p>Notes: * Items marked are determined to be unsatisfactory, all subsequent attributes shall be graded as "0".</p> <p>+ If Major Safety Violation (Life, Limb, Eyesight) deduct 6 points and assign all subsequent attributes as "0". For minor safety violation deduct 6 points.</p>			
<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>Additional Remarks:</b>			

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

**SCHEDULING AND EXECUTION EFFECTIVENESS REVIEW (SEER)**

Command		Work Center	Date	
General Attributes			Value	Points
1.		Does the WC maintain:		
	a.	Current and applicable 3-M messages and notices?	2	
	b.	Listing of Personnel qualifications for personnel completing maintenance in the WC? (i.e. PQS, ASM, NEC, Training Completion)?	5	
2.		Is the LCPO/DIVO, WCS, and any assistant(s), designated in writing?	2	
<b>Maintenance Requirement Card (MRC) Deck</b>				
3.		Does the LOEP and PMS Schedule reflect all PMS-worthy equipment?	10	
4.		Do MRCs accurately reflect assigned MIPs?	10	
5.		Are LGL tables on MRC properly filled out?	2	
6.		Are inapplicable MRC lined with the appropriate reference (FBR, Scheduling AID, etc.).	3	
7.		Is mandatory related maintenance properly associated in accordance with the MIP?	10	
8.		Are all MRCs, if printed, the current version?	3	
<b>Situational Requirements</b>				
9.		Was situational PMS (pre and post operational, metered, triggered and state events) accomplished when required?	10	
10.		Are meters updated to reflect reading when PMS was last accomplished?	5	
<b>Chain of Command Administration</b>				
11.		Administrative functions:		
	a.	Are all PMS changes implemented and approved as required?	2	
	b.	Are previous quarters archived as required?	2	
	c.	Are Flip Page/Check Note entries accurate, valid, and complete?	5	
<b>PMS Execution and Accountability</b>				
12.		Is maintenance assigned only to qualified maintenance personnel?	5	
13.		Are 13-Week reports retained for the current week and 13 previous weeks?	2	
14.		Are Tag-Out serial numbers recorded as required?	2	
15.		Does the maintenance on the accountability sheets match maintenance listed in SKED?	2	
<b>Feedback Report Management</b>				
16.		Are all FBRs applicable to the WC properly managed in the WC?	5	
<b>Inactive Equipment Maintenance (IEM)</b>				
17.		Is the start of IEM approved as required?	2	
18.		Are all IEM requirements properly scheduled?	5	
19.		Upon completion of IEM period, was all required IEM maintenance assigned (LU, SU, PM, OT) and mandatory related maintenance scheduled prior to use?	5	



## SEER CHECKLIST ATTRIBUTE GRADING

**Attribute 1:** Does the WC PMS file contain:

**Attribute 1a:** Current and applicable 3M Messages?

Are the latest released 3M messages applicable in the WC PMS Binder? Applicable 3M messages are messages that affect the performance of maintenance.

**Attribute 1b:** Listing of personnel qualifications for personnel completing maintenance in the WC? (i.e., PQS, ASM, NEC, Training Completion)?

a. This means, generally that the WCS maintains a list of personnel conducting PMA within the WC along with the qualifications required for each individual to carry out the work. This can either be an accurate ASM report, copies of PQS watch-station cover sheets, training certificates, or other authoritative records of qualification. This list must be kept current by the WCS and should reflect “real-time” status.

b. Additional items to consider are special qualifications such as courses or NECs, as required.

**Attribute 2:** Is the LCPO/DIVO, WCS and assistant(s) designated in writing? (Self-Explanatory)

**Attribute 3:** Does the LOEP and Quarterly PMS schedule reflect all PMS-worthy equipment?

**Attribute 4:** Do MRCs accurately reflect assigned MIPs?

a. Review SKED LOEP manager, FBR responses, and local (ISIC) guidance.

b. Verify through an authoritative database for onboard equipment (NSW Crane Inventory, EXMIS, CBSS).

c. Does LOEP FR number match the entry on the WC Change Page and Journal?

d. Is the LOEP the most current one issued?

**Attribute 5:** Are LGL tables on MRC properly filled out?

Does the LGL contain equipment name, accurate equipment locations, and equipment unique identifier (if required)?

**Attribute 6:** Are all pen and ink changes on the LOEP, MIP, MRCs (except where allowed by scheduling aid) annotated with the reference for the change (FBR serial number, CAN, etc.) and properly noted by the correct authority and initialed by the LCPO?

Are all additions and deletions on LOEP, MIP and MRCs noted in SKED with the applicable authorization for change?

**Attribute 7:** Is mandatory related maintenance correctly associated with the MIP? Calculate any omitted checks, those that should have been scheduled and completed but were not due to mandatory maintenance not being properly linked in SKED, despite the scheduling criteria outlined in the parent check's MRC.

(Verify satisfactory condition of parent maintenance check requiring measurements or testing by way of documentation, i.e. logs).

**Attribute 8:** Are all MRCs the current version?

- a. Verify that hardcopy MRCs are current and validated by the WCS as required.
- b. Verify that MRC's changes recorded to the Journal are reflected on the applicable MRC, when applicable.

**Attribute 9:** Was situational PMS (pre and post operational, metered, triggered and state events) accomplished when required?

- a. If there are no situational or conditional checks in the last 13 weeks, mark NA.
- b. Is all required situational maintenance listed on the Accountability Logs, and in SKED?
  - (1) Pre and post operational maintenance required but not documented.
  - (2) Meter based or "as required" (i.e., M-2R or R-7D) maintenance required but not documented.
- c. Are all required LU, PM, SU and OT on the Accountability Logs and in SKED as required?
- d. Are meters up-to-date for WC equipment?

**Attribute 10:** Are meters updated to reflect reading when PMS was last accomplished?

Check "Meters" under the Situational tab. Compare the values entered against the equipment currently in use or listed on the 13-Week Report for situational maintenance ("as required" or R-Checks).

**Attribute 11:** Administrative functions:

- a. Are all PMS changes implemented and approved as required?
  - (1) Ensure FR was approved utilizing WC Journal entries or FR implementation sheets.
  - (2) If FR was not implemented on the first Monday of the quarter, did the REDCOM authorize late implementation?
  - (3) Are ACNs properly installed?
  - (4) Are MIP and MRCS line-outs or customizations approved by LCPO or DIVO?
- b. Are previous quarters archived as required?
  - (1) Should be completed as part of the FR process.
  - (2) Can be reviewed via drop down menu in the WC view.
- c. Are Flip Page/Check Note entries accurate, valid, and complete?
  - (1) Flip Pages/Check Notes are submitted for all maintenance not accomplished within periodicity.
  - (2) Flip Pages/Check Notes should be detailed enough to explain why the scheduled maintenance was not completed.

**Attribute 12:** Is maintenance assigned only to qualified maintenance personnel?

- a. Was maintenance assigned to personnel with 3M 301 qualification or above?

b. For MRCs that indicate or require unique qualifications or NECs such as: SPO, DCPO, or a specific NEC(s), does the name listed on the 13-Week Accountability Log responsible block and signature block hold that qualification?

**Attribute 13:** Are 13-Week Accountability Logs retained for the current week and 13 previous weeks? (Self-explanatory)

**Attribute 14:** Are Tag-Out serial numbers recorded as required?

a. Does all maintenance with the Tag-Out icon and that are marked completed in SKED have the Tag-Out serial number annotated on the check note, or does all maintenance listed and marked completed on the WC's 13-Week Accountability Log annotate Tag-Out serial number or N/A?

b. Tag-Out serial numbers should be validated in the assigned Tag-Out binder.

**Attribute 15:** Does the maintenance on the accountability sheets match the maintenance listed in SKED?

a. Do the maintenance requirements from the completed and signed accountability sheets match the maintenance scheduled and are they marked completed within SKED?

b. The number listed on the Forecasting tab in the WC menu will display the total number of completed checks and a completed checks report can be generated in the Reports tab under the Admin menu.

**Attribute 16:** Are all FBRs applicable to the WC properly managed in the WC?

a. Has the WC received any PMS change notifications or memorandums, ACNs or FBR responses?

b. Have the required changes been installed properly (i.e. revision made and approved, pen and ink changes made to MIPs or MRCs as required) and documented on the Journal or Change Page?

c. Are authorized changes maintained until corrected and installed by a Force Revision?

**Attribute 17:** Is the start of IEM approved as required? Did the CO or designated representative approve equipment in an IEM status?

NOTE: IF THE EQUIPMENT IS IN IEM II PM MAINTENANCE IS NOT REQUIRED TO BE COMPLETED. VERIFY IEM CATEGORY WITH "IEM" TAB OR AN IEM LETTER.

**Attribute 18:** Are all IEM requirements properly scheduled?

a. Does the WC SKED contain proper scheduling of all applicable IEM maintenance?

b. The "Review" tab contains a history of maintenance history.

c. If there is no equipment in IEM in the last 13 weeks, mark as NA.

d. Does the WC maintain a listing of all IEM (IEM log) equipment if not using SKED 3.2?

**Attribute 19:** Upon completion of IEM period, was all required IEM maintenance assigned (LU, SU, PM, OT) and mandatory related maintenance scheduled prior to use?

a. Does the WCs properly annotate the completion of the IEM period?

b. Did the WCS schedule all missed periodic maintenance once out of the IEM? All planned maintenance due during the IEM period must be scheduled at a reasonable time following the IEM period, generally within the quarter depending on maintenance periodicity and material availability.

c. If there is no equipment in the IEM in the last 13 weeks, mark as NA.

**COMMAND LEVEL EFFECTIVENESS REVIEW (CLER)**

<b>Command:</b>		<b>Date:</b>		
<b>General Administration</b>			<b>Value</b>	<b>Points</b>
1.		Are the 3MC and 3M Assistant Coordinator Qualified and designated in writing by the CO?	3	
2.		Does the 3MC maintain oversight of the unit's 3M qualification program as required?	5	
3..		Are the unit's 3M qualifications commensurate to meet mission requirements?	10	
4.		Does the 3MC provide weekly status reports to the 3M Manager	5	
<b>PMS Master File</b>				
5.		Does the 3MC maintain:		
	a.	Current PMS DVD?	2	
	b.	Master LOEP reflecting approved pen and ink changes?	3	
	c.	Current SKED database back-up files?	5	
<b>PMS Changes</b>				
6.		Does the 3MC:		
	a.	Maintain a standardized, sequential system for tracking FBRs?	5	
	b.	Have an effective system for explaining, routing, and tracking PMS changes?	10	
	c.	Does the WC Journal(s) accurately reflect changes to the command's 3M documentation?	5	
<b>Self-Assessment</b>				
7.		Does the 3MC:		
	a.	Promulgate spot-check requirements?	5	
8.		Did the unit conduct:		
	a.	Received, reviewed and ensured accuracy of 13-Week-Reports?	10	
	b.	Ensure spot-checks are accomplished as required? (proportionally graded. i.e. if 9 of 10 completed = 10 x .9)	10	
	c.	Audits of all WCs? (proportionally graded. i.e. if 9 of 10 completed = 10 x .9)	10	
	d.	Self-Assessment?	10	
<b>Totals (Attributes evaluated as "NA" are not calculated)</b>				
Total Points Available: 98			Total Points Awarded:	
<input type="checkbox"/> Above Standards		<input type="checkbox"/> At Standards		<input type="checkbox"/> Below Standards
Above Standards (90% or greater)		At Standards (80-89.99%)		Below Standards (less than 80%)
Inspector Name and Command (Print and Sign)				

**Attribute Scoring:**

**Sat = 80 percent or better**

Attributes will be assessed as YES, NO, or NA, except for those specifically annotated as proportionally graded.

### CLER CHECKLIST GRADING ATTRIBUTES

**Attribute 1:** Are the 3MC and 3M Assistant Coordinator PQS qualified, and designated in writing by the CO?

- a. Is the 3MC NEC qualified, does the 3MC have a letter of designation signed by the CO?
- b. Is the 3MC PQS qualified to a 3M 305 minimum, and have a letter of designation signed by the CO?

**Attribute 2:** Does the 3MC ensure oversight of the unit's 3M qualification program as required? Do they maintain real-time visibility of 3M qualifications for all personnel? This oversight can be through direct access to ASM or another method, but the 3MC must track which personnel have specific 3M qualifications and who does not.

**Attribute 3:** Are the unit's 3M qualifications commensurate to meet mission requirements? Ensure all personnel assigned to conduct maintenance are holding the appropriate qualification for their assigned duty.

**Attribute 4:** Does the 3MC provide weekly status reports to the 3M Manager?

- a. Does the 3MC report the status of the command's 3M Self-Assessment to the COC? Validate that the weekly reports report status of and changes to the Self-Assessment Program elements. These include spot-checks (updated weekly), monitored MRCs (as they occur), WC audits (quarterly), bi-annual self-assessment (as it occurs), and deficiency abatement.

**Attribute 5:** Does the 3MC Maintain:

- a. Current PMS DVD and Master LOEP? (Self-Explanatory)
- b. Master LOEP is found on the PMS DVD. If changes (MIP additions or deletions) for a WC LOEP are authorized by an approved FBR, an up-to-date copy of the altered LOEP must be maintained by the 3MC.
- c. Are the current SKED database back-up files on external media?
  - (1) External media includes but is not limited to DVD-R (W), and external hard drives.
  - (2) If the back-up file is located on the "H", "S" or "C" drive (local disc) of the 3MC's machine, this attribute will be graded as a zero (0).

**Attribute 6:** Does the 3MC:

- a. Maintain a standardized, sequential system for tracking FBRs?
  - (1) FBRs will be installed and distributed to all remote locations, 3MC should be appraised when WCs install FBR within one week of issuing them.
- b. Have an effective system for explaining, routing, and tracking PMS changes? Do you distribute FR in a timely manner?

c. Does the WC Journal(s) accurately reflect changes to the command's 3M documentation?

(1) Check the changed memorandum to verify the WC installation.

(2) Ensure all received and applicable changes have a change memorandum completed from applicable WCs.

**Attribute 7:** Does the 3MC:

a. Promulgate spot-check requirements? Ensure spot-checks are inclusive of all levels of the 3M CoC from the CO to the WCS.

**Attribute 8:** Did the unit conduct:

a. Received, reviewed and ensured accuracy of 13-Week Reports as they are sent to you from your respective WCs.

b. Ensure spot-checks are accomplished as required?

(1) Compare the spot-check matrix with the number of completed spot-checks, ensuring all completed checks are recorded in SKED. However, account for any SKED outages during which paper records may have been used, as well as for maintenance items that have been exported or removed from custody. Maintenance items exported from SKED retain their spot-check history. WC leadership, 3MC, or both should maintain a record of any maintenance items exported from SKED.

(2) Proportional grading: If 9 out of the 10 required spot-checks are completed, the multiplier is 0.9.

(3) If a non-accomplished or below standard spot-check is reported, then was an appropriate follow-up action and abatement conducted to correct the deficiency?

c. Audits of all WCs? (proportionally graded i.e., 9 of 10 completed =  $10 \times .9$ )

(1) Audits are required once a quarter to be conducted post installation of FR.

(2) Are findings and discrepancies reported?

(3) Audits are to be retained for one year (4 QTRS).

d. Self-Assessments?

(1) Is the CO debriefed on results of the self-assessment and the intended corrective actions?

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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. NRC's shall maintain a PMS hazmat log containing the following columns: A. DATE B. MAINTENANCE PERSON'S NAME (PRINT) C. PMS MIP NUMBER D. PMS MRC NUMBER E. ANY RELATED MRC(S) F. NOMENCLATURE OF HAZMAT IAW MRC G. NSN OF HAZMAT H. ESTIMATED AMOUNT OF HAZMAT USED I. MAINTENANCE PERSON'S INITIALS J. WCS INITIALS		

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

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

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

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

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

