



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

5222 IN REPLY REFER TO
Ser 92T34/0118
10 May 2001

SEA 92T STANDARD OPERATING PROCEDURE NO. 12

From: Director, Submarine Hull, Mechanical and Electrical
Engineering Management Division (SEA 92T)

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

Ref: (a) End of Monitoring Period (EMP) Review Process
Memorandum, 2780 Ser 92TO/1107 of 16 Oct 96
(b) 92T Operations Procedures Manual of Oct 97
(c) SMMSO Engineering Policy Notebook, 5220 OPR:
PMS390TC1 of 27 Jun 91

Encl: (1) Sample End of Monitoring Period (EMP) Letter
(2) EMP Letter Distribution Lists

1. Purpose: To implement a new business process for PMP MRC data review and EMP reporting.

2. Applicability: Applicable to all monitored hulls except moored training ships.

3. Cancellation:

a. Policy notes 91-1, 91-2, and 91-3 of reference c.

4. Summary/Impact of changes:

a. The paper package currently processed by SEA 92T containing individual enclosures for monitored systems will no longer be printed, routed, consolidated or stored on microfilm. SEA 92T will no longer issue "EMP messages" for monitored hulls except when warranted by extenuating circumstances. EMP messages will still be prepared and issued for MTS ships. PMTs will generate and issue an EMP letter, per enclosure (1), that is a technical and administrative analysis of the monitoring period to include PMT/local requirements. The report will reflect PMT/SEA 92T system engineer comments and summarizes ship-specific monitoring results. This new business process is an extension of guidance contained in reference (a).

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

b. The intent of this SOP is to promote more timely service to the fleet regarding PMP findings/recommendations as well as allow better utilization of limited PMP manpower and funding resources without jeopardizing ship material condition.

c. The more timely notification of data availability will enable system engineers and supervisors to be aware of information and waterfront activities during the monitoring period.

5. Background: EMP package processing historically involved manually routing sections of a paper document through the office and consolidating inputs, culminating in the creation of an EMP Message. The EMP message was often issued months following the completion of an upkeep period and was thus viewed by the fleet as inefficient and of little value. The existing business process for preparing these "EMP Packages" is detailed in reference (b) and Policy Notes 91-1, 91-2 and 91-3 of reference (c). This SOP establishes a process to expedite assessments and ensure timely technical feedback to the fleet.

6. Overview of New Business Process:

a. MRC Data Collection and Analysis - Collected MRC data and PMT comments will continue to be entered into the existing PMP database by PMT. PMT will analyze the collected data using system Performance Criteria (PC) manuals and Material Assessment Plans (MAPs) and generate OSARs per reference (b) for identified discrepancies. Unclassified OSARs will continue to be written and communicated directly to the system engineer (copy to supervisors and the OSAR mailbox) via e-mail; classified OSARs will be communicated via SIPRNET. Data and OSARs may be generated outside of formal Monitoring Periods (MPs) owing to operational schedules.

b. MRC Data Availability to SEA 92T Engineers - Each working day, a MP Report Coordinator (MPRC) will determine which MRCs have new data and will subsequently notify each affected system engineer via e-mail (with a copy to their immediate supervisor) of the MRCs with new data, grouped by ship.

c. OSAR Review - System engineers, their back-up or supervisor, shall review OSARs within 3 working days of their submittal and contact PMT as appropriate to resolve any issues.

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

System engineers are also encouraged to review MRC data and other monitoring information from the latest MP and subsequently enter their comments as necessary in the Engineering Comment section of the PMP database. The system engineer/section supervisor will support the PMT in the creation of any needed technical discussion (if required) that will be included in a EMP letter closing out the MP. If corrective actions on an OSAR material deficiency initially identified by the PMT is: (1) not covered under MAP's/PC's/MRC's/tech manuals, (2) is unprecedented in nature, (3) is a new class design issue, or (4) is deemed significant enough to get the SEA 92T engineer's assessment before signing out, the PMT will contact the SEA 92T engineer prior to release of the OSAR. The SEA 92T engineer should promptly respond and the guidance should be referenced in the enclosure section of the OSAR. When the SEA 92T engineer identifies additional corrective actions from his review of the data, the system engineer/section supervisor will notify the PMT to create and issue an OSAR. The purpose of the EMP letter is to highlight the material condition including all deficiencies discovered by PMT, and actions still outstanding at the close of the Monitoring Period.

d. EMP Letter - PMTs will issue a ship-specific EMP letter, per enclosure (1) to include as a minimum:

(1) significant deficiencies/results, including positive/negative aspects of monitored systems/components.

(2) significant PMT Fleet Support (PFS) provided.

(3) summary of cleared OSARs.

(4) additional maintenance based on the SEA 92T engineering analysis.

(5) the technical substance of outstanding OSARs.

(6) MRC accomplishment rate with a list of deferred MRCs.

(7) other pertinent systems information (such as trends, study results, etc.).

(8) information on the next monitoring period.

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

(9) remarks (any other locally desired requirements, such as the PMT Planning and Tracking Report).

e. The PMTs shall use a standardized paragraph in the EMP letter stating: "The PMT and NAVSEA 92T system engineers have completed the Conditioned Based Maintenance (CBM) assessment for the data and inspections conducted. NAVSEA 92T has directed the closeout of the monitoring period and authorizes the distribution of the final report." The letter shall be issued within ten working days of the time a Team Leader declares a MP closed. PMTs should forward copies per enclosure (2).

7. Responsibilities:

a. SEA 92T/TB: Periodically review the effectiveness, quality and utility of PMP data collection efforts, analyses of that information, and reports derived from the information.

b. SEA 92T34 Section:

(1) Act as the Monitoring Period Report Coordinator (MPRC) and each working day, determine which MRCs have new data. Notify affected system engineers via e-mail (with a copy to their immediate supervisor) of the MRCs with new data by ship.

(2) Coordinate resolution of issues related to completing data and OSAR reviews and providing SEA 92T feedback to PMTs to ensure timely PMT issue of EMP letters.

(3) Promulgate guidance herein via SEA 92T Engineering Memorandum (SEM) and reference (b).

c. System Engineers:

(1) Review OSAR's within 3 working days of notification. Contact PMT regarding PMT data or comments as appropriate. Request actions of PMT's or ships based on their review of the PMP data.

NOTE: The level of review depends on the system engineers' confidence in the ability of the cognizant PMT technician to assess collected data and make appropriate PMP database comments and/or OSAR recommendations. His/her confidence shall be based on periodic in-depth reviews of collected

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

data and evaluation of PMT assessment of that data as well as on-site audits. Ultimately, the engineer is responsible for the integrity for all decisions made based on the provided data.

NOTE: Data reviews for each ship each MP is highly recommended since it enables system engineers to maintain their intimate familiarity with system/component operating performance and trends. Their involvement adds value to the EMP business process by virtue of their in-depth understanding of the rationale for acceptance criteria. This continuous exposure enables them to:

- provide valuable and current inputs to high profile conferences/meetings (e.g., HM&E, TMA/TMI, URO, AWP, SUBSAFE, EMO, ERM, MER, CWP, SUBMOD, 08 Quarterly report, etc.) which influence what programs/efforts are pursued and how resources (funding/manpower) are allocated.
- make timely improvements/corrections to documentation, e.g., PMP/CBM, PMS, AWP and CMP.

(2) If appropriate, the system engineer/section supervisor will work with PMT to document equipment discrepancies and their proposed resolutions (as required by reference (b) policy). This entry will be included in an EMP letter closing out the MP.

(3) Participate in periodic CBM/PMP audits to evaluate effectiveness of related business processes.

d. Section Supervisor/Branch Head:

(1) Responsible for the overall level of review of the PMP data conducted by their cognizant engineers.

(2) Acknowledge completion of system engineer reviews as appropriate.

(3) Designate alternate system engineers as necessary during the absence of system engineers due to training, travel, leave, etc.

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

e. PMT:

(1) The PMT leader shall supervise data collection, data entry and on-site analysis.

(2) The PMT shall interact with system engineers and/or their supervisors regarding monitoring results via the PMP database, e-mail, and/or telephone as appropriate.

(3) The PMT shall utilize PMP documentation (PMP MRC's, PC and MAPs) and databases to assess and trend collected monitoring data. The following types of maintenance require SEA 92T approval prior to proceeding:

- a. Cause a boat to be dry-docked.
- b. Result in deployment delays.
- c. SUBSAFE or URO related items.
- d. Result in major component change-out.
- e. Unprecedented issues.
- f. Incur excessive costs.

Also, notify SEA 92T via PEM of PC or MAP deficiencies.

(4) The PMT shall forward collected data and any generated OSAR's to HQ system engineer within one to two working days of its completion for their review. When entering comments into the PMP database comments, explicitly identify components of interest for the system being reported.

(5) The PMT leader will notify the MPRC when a MP has ended.

(6) The PMT shall consolidate inputs and prepare EMP letters. The PMT leader shall obtain MPRC concurrence and issue the EMP letter within ten working days of the end of monitoring period.

(7) The PMT shall distribute EMP letters in accordance with enclosure (2).

(8) The PMT shall follow-up OSAR work recommendations that have not been accomplished by complying with reference (b) policies to identify deficiencies in the CSMP.

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

(9) If appropriate, the PMT may issue a letter to ships at the beginning of each upkeep which reflects any equipment/component concerns based on review of previous data.

(10) If appropriate, the PMT may issue a quick-look message, letter and/or report to ships within 10 days after beginning a MP which provides initial equipment assessments and monitoring period progress.


STEVE SCHULZE
Director, SEA 92T

Subj: SEA 92T CONDITION BASED/PERFORMANCE MONITORING PROGRAM
(PMP) INFORMATION, ANALYSIS AND REPORTING

Copy to:

All 92T (73)

92TIC

COMSUBLANT Rep (Dubosky)

COMSUBPAC Rep (Peters)

AllPMTs (7)

Sample End of Monitoring (EMP) Letter

4790
Ser N70/xxx
Xx May 2001

From: Officer in Charge, Performance Monitoring Team, _____
To: Commanding Officer, USS _____ (SSN/SSBN ____)
Via: Commander, Submarine Squadron _____

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR USS _____
(SSN\SSBN____), QUARTER ____

Ref: (a) OPNAVINST 4790.4C
(b) CSL message dtg 281544Z JUL 98, SMMS PMT Corrective
Action Reporting

Encl: (1) Outstanding On Site Analysis Report(OSAR) Status For
SSN/SSBN____

1. This letter reflects the status of your monitoring period during your last upkeep and is intended to assist you in planning for your next maintenance availability. Performance Monitoring Team (PMT), _____, has just completed Monitoring Period __, from _____ to _____ on USS _____. PMT and NAVSEA 92T system engineers have completed the Conditioned Based Maintenance (CBM) assessment for the data and inspections conducted. NAVSEA 92T has directed the closeout of the monitoring period and authorizes the distribution of this report.

2. Significant Deficiencies. The following significant deficiencies were noted (Include system/component and brief description):

3. PMT Direct Fleet Support Provided. The following significant PMT Direct Fleet Support results are noted (Include brief description):

Enclosure (1)

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS OKLAHOMA CITY (SSN 723), QUARTER 50

4. Additional Maintenance Recommended. Based on SEA 92T engineer analysis of data submitted from subject monitoring period the following additional maintenance is recommended for those systems monitored:

5. Maintenance Requirement Cards (MRCs) Not Completed. PMT records indicate that ___% of PMP MRC's scheduled for accomplishment in MP ___ have been accomplished with the following exceptions (Include MRC and short title):

NOTE: For COMSUBLANT PMTs, reference (b) requires a status of all incomplete PMT maintenance and On Site Analysis Reports (OSARs) be reported to COMSUBLANT.

6. Outstanding OSARs. There are ___ outstanding OSARs. Details are contained in enclosure (1).

7. Summary of Cleared OSARs. 10 OSARs were identified by PMT and corrected by Ship's Force prior to end of the monitoring period. This includes repairs to (Include OSAR number and brief summary):

8. Other Pertinent Information.

9. Next Monitoring Period Information. Your ship is scheduled for ___ on _____. Your next official monitoring period is scheduled to start _____ and end _____. I will host a planning meeting during the week of _____ to discuss upcoming maintenance requirements and items of concern.

10. Remarks:

/s/
Team Leader

Copy to:
COMNAVSEASYS COM (SEA 92T34, 92T341, 92TIC)
SUBRON SUPPU (w/o encls)

Outstanding On Site Analysis Report(OSAR) Status For SSN xxx

SERIAL	ISSUED	JSN	SUBJECT	RECOMMENDED ACTION	COMP.	REMARKS
--------	--------	-----	---------	--------------------	-------	---------

Total Active OSAR's: —

Enclosure (1)

EMP Letter Distribution Lists

PMT Bangor

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (Seventeen, Five) (N4)
Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYS COM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)
COMSUBPAC (N4) (w/o encls)
SUBMEPP Portsmouth NH (1810, 1814.8, 1830, 1840) (w/o encls)
NSWC BREMERTON (71) (w/o encls)
NAVICP (300, 84) (w/o encls)
DIRSSP (01. 20) (w/o encls)
NAVIMFAC PACNORWEST (300, 400) (w/o encls)
FTSCPAC SAN DIEGO (300) (w/o encls)
FTSCPAC DET EVERETT (300) (w/o encls)
USS _____ (Ship Offcrew)

PMT Kings Bay

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (Two Zero,
Sixteen) (N4)
Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYS COM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)
COMSUBLANT (N4) (w/o encls)
TRIREFFAC (300, 400) (w/o encls)
SUBMEPP Portsmouth NH (1810, 1814.8, 1830, 1840) (w/o encls)
NSWC CD (71) (w/o encls)
NAVICP (300, 84) (w/o encls)
DIRSSP (01. 20) (w/o encls)
USS _____ (Ship Offcrew)

Enclosure (2)

Page 1 of 3

PMT Norfolk

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (Six, Eight) (N4)
Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYSKOM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)
COMSUBLANT (N4) (w/o encls)
SUBRONSUPPU (N70) (w/o encls)
SUBMEPP Portsmouth NH (1810, 1840) (w/o encls)
NSWC CD (71) (w/o encls)
NSSF (720) (w/o encls)
COMREGSUPPGRU (N43, N438) (w/o encls)
SIMA (JJJ) (w/o encls)

PMT New London

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (Two, Four, Twelve)
Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYSKOM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)
(add PMS 350 above for SSN 21 and 22 only)
COMSUBLANT (N4) (w/o encls)
SUBRONSUPPU (N4) (w/o encls)
SUBMEPP Portsmouth NH (1810, 1811, 1812, 1840) (w/o encls)
NSWC CD (71) (w/o encls)
NSSF (720) (w/o encls)

PMT Pearl Harbor

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (One, Three,
Seven) (00)
Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYSKOM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)
COMSUBPAC (N4) (w/o encls)
SUBMEPP Portsmouth NH (1810, 1814.8, 1830, 1840) (w/o encls)
NSWC DET BREMERTON (71) (w/o encls)
FTSCPAC SAN DIEGO (300) (w/o encls)
FTSCPAC DET EVERETT (300) (w/o encls)
NSSC (48, N4)

Enclosure (2)
Page 2 of 3

PMT San Diego

Subj: END OF PERFORMANCE MONITORING PERIOD (PMP) FOR
USS _____ (Ship)

To:

Commander, Submarine Squadron _____ (Eleven) (N4)

Commanding Officer, USS _____ (Ship)

Copy to:

COMNAVSEASYS COM (SEA 92T34, 92T, 08, 05, 92, and PMS 392)

COMSUBPAC (N4) (w/o encls)

SUBMEPP Portsmouth NH (1810, 1814.8, 1830, 1840) (w/o encls)

NSWC DET BREMERTON (71) (w/o encls)

NAVIMFAC PACNORWEST (300, 400) (w/o encls)

FTSCPAC SAN DIEGO (300) (w/o encls)

FTSCPAC DET EVERETT (300) (w/o encls)

SOUTHWEST RMC SAN DIEGO (00, N40, N45) (w/o encls)

SIMA SAN DIEGO (00, 3000, 3B00) (w/o encls)

SUBMETSW (N40) (w/o encls)

Enclosure (2)

Page 3 of 3