

## SECTION 7 ADVANCE PLANNING, EXECUTION PLANNING, AND LETTERS OF AUTHORIZATION

### TABLE OF CONTENTS

<b>SUBSECTION 7-1</b>	<b>ADVANCE PLANNING, EXECUTION PLANNING, AND LETTERS OF AUTHORIZATION.....</b>	<b>1</b>
7-1.1	Background .....	1
7-1.2	Purpose.....	1
<b>SUBSECTION 7-2</b>	<b>HULL MODERNIZATION PLAN .....</b>	<b>2</b>
7-2.1	Scope.....	2
7-2.2	Hull Modernization Plan Development .....	2
7-2.2.1	PARM Responsibilities.....	2
7-2.2.2	SPM Responsibilities .....	2
7-2.3	Hull Modernization Plan (Working document) .....	6
<b>SUBSECTION 7-3</b>	<b>ADVANCE PLANNING HULL MODERNIZATION PLAN .....</b>	<b>7</b>
7-3.1	Scope.....	7
7-3.2	Purpose.....	7
7-3.3	Preparation of AHMP .....	7
7-3.4	Funding .....	7
<b>SUBSECTION 7-4</b>	<b>EXECUTION PLANNING HULL MODERNIZATION PLAN.....</b>	<b>8</b>
7-4.1	Scope.....	8
7-4.2	Purpose.....	8
7-4.3	Preparation of EHMP.....	8
7-4.4	Funding .....	9
<b>SUBSECTION 7-5</b>	<b>SHIP CHANGE ADVANCE PLANNING AND AUTHORIZATION .....</b>	<b>10</b>

7-5.1	Scope.....	10
7-5.2	Advance Planning Letter.....	10
7-5.3	Purpose.....	10
7-5.4	Preparation of Advance Planning Letters .....	10
7-5.5	Funding .....	10
7-5.6	Change in Activity.....	11
7-5.7	Material.....	11
7-5.8	Material Listing.....	11
7-5.9	Modification of Material Requirements .....	11
7-5.10	Letters of Authorization (LOA).....	11
7-5.11	LOA Purpose.....	11
7-5.12	A-360 SPM LOA .....	11
7-5.13	A-180 LOA (Surface Ships Only) .....	12
7-5.14	A-120 LOA (Surface Ships Only) .....	12
7-5.15	Other Changes to LOAs.....	12
7-5.16	Approval .....	13
7-5.17	LOA Change Documentation.....	13
7-5.18	Distribution.....	13
7-5.19	Change in Activity.....	13
7-5.20	TYCOM Quarterly Installation Scheduling Message (Surface Ships Only) .....	14
<b>SUBSECTION 7-6</b>	<b>MATERIAL AVAILABILITY AUTHORIZATION CRITERIA ....</b>	<b>15</b>
7-6.1	Scope.....	15
7-6.2	Obtaining Concurrence/Non-Concurrence .....	15

<b>7-6.3</b>	<b>Non-Concurrence.....</b>	<b>15</b>
<b>SUBSECTION 7-7</b>	<b>SUBMARINE PLANNING AND SHIP CHANGE AUTHORIZATION LETTER .....</b>	<b>16</b>
<b>7-7.1</b>	<b>Scope.....</b>	<b>16</b>
7-7.1.1	Background.....	16
7-7.1.2	Preparation of Planning Letters .....	16
7-7.1.3	Funding .....	17
7-7.1.4	Material .....	17
7-7.1.4.1	Material Listing Not Provided .....	17
7-7.1.4.2	Modification of Material Requirements .....	17
7-7.1.5	Changes to the Planning Letter .....	17
7-7.1.5.1	Assessment .....	17
7-7.1.5.2	Distribution.....	17
7-7.1.5.3	Change in Activity.....	18
<b>7-7.2</b>	<b>SC IMPACT ASSESSMENT LETTERS .....</b>	<b>18</b>
7-7.2.1	Scope.....	18
7-7.2.2	Background.....	18
7-7.2.3	Preparation of the Impact Assessment Letters.....	18
7-7.2.4	Response to the Impact Assessment Letters .....	18
7-7.2.5	USE BOD.....	18
<b>7-7.3</b>	<b>SC AUTHORIZATION LETTERS .....</b>	<b>19</b>
7-7.3.1	Scope.....	19
7-7.3.2	SC Authorization Letter Purpose .....	19
7-7.3.3	Preparation of the SC Authorization Letter .....	19
7-7.3.4	Changes to SC Authorization Letters .....	20
7-7.3.4.1	Approval .....	20
7-7.3.4.2	Funding.....	20
7-7.3.4.3	Changes.....	20
7-7.3.4.4	Distribution .....	21
7-7.3.4.5	Change in Activity .....	21
<b>7-7.4</b>	<b>MATERIAL AVAILABILITY AUTHORIZATION CRITERIA</b>	<b>21</b>
7-7.4.1	Scope.....	21
7-7.4.2	Obtaining Concurrence/Non-Concurrence .....	22
7-7.4.2.1	Non-Concurrence.....	22
<b>SUBSECTION 7-8</b>	<b>PRE-INSTALLATION CHECK OUT (PICO).....</b>	<b>23</b>
<b>7-8.1</b>	<b>BACKGROUND .....</b>	<b>23</b>
<b>7-8.2</b>	<b>PURPOSE.....</b>	<b>23</b>

**7-8.3 EXECUTION ..... 23**

**7-8.4 PARM RESPONSIBILITIES ..... 24**

**7-8.5 NAVAL SUPERVISING AUTHORITY (NSA) AND FLEET RESPONSIBILITIES ..... 24**

**Table of Tables**

Table S7-1 SPM Overhaul Download Query Fields..... 3

Table S7- 2 HMP Fields Provided Manually..... 5

Table S7- 3 TYCOM Quarterly Installation Message Timeline..... 14

Table S7-4 Consolidated PICO Event (Notional Timeline (for MSMO CNO Avail)..... 25

## **SUBSECTION 7-1 ADVANCE PLANNING, EXECUTION PLANNING, AND LETTERS OF AUTHORIZATION**

### **7-1.1 Background**

This section of the Navy Modernization Process (NMP) Management and Operations Manual addresses Advance Planning, and Execution Planning, Ship Program Managers (SPM) Letters of Authorization, and Fleet Type Commander (TYCOM) Quarterly Installation Message authorization management. Surface Ship and Carrier planning and authorization procedures are addressed in SUBSECTION 7-2 through SUBSECTION 7-6. Submarine planning and authorization is addressed in SUBSECTION 7-7.

### **7-1.2 Purpose**

During the operational cycle of a ship, successful planning and installation of ship changes (SCs) once they have been approved in the Modernization plan requires the coordinated efforts of the Fleet Commanders, TYCOMs, Participating Acquisition Requirements Manager (PARM), Regional Maintenance Centers (RMC) and SPM. The Hull Modernization Plan (HMP) and associated time-phased Advanced Planning HMP (AHMP) and Execution Planning HMP (EHMP), SPM Advance Planning Letter, SPM Letter(s) of Authorization (LOA), and TYCOM Quarterly Installation Scheduling Messages (QISM) are the tools used to manage this process. The goals of the HMP are as follows:

- Provide the single, authoritative data source and status for ship modernization attributes to include maturity, certification and authorization, of all SCs in support of Advance Planning Letter, LOA, Maintenance and Modernization Business Plan (MMBP) and QISM development
- Facilitate coordination of all modernization stakeholders noted above by highlighting modernization attributes that require impact management

## **SUBSECTION 7-2 HULL MODERNIZATION PLAN**

### **7-2.1 Scope**

This subsection addresses the development of the Hull Modernization Plan from Navy Data Environment – Navy Modernization (NDE-NM). The HMP is the sole, time-phased planning document for hull-specific Modernization requirements; it is the authoritative input to the MMBP, SPM LOA and the TYCOM Quarterly Scheduling Message(s) for each affected hull.

The HMP is manually created from NDE-NM downloads and manual inputs from other NDE authoritative sources (including Afloat Master Planning System (AMPS)). The manual HMP is managed through the SPM Availability Planning process and TYCOM QISM for Surface Ships and the Modernization Readiness Assessment process for Aircraft Carriers. The eventual Navy Modernization Process (NMP) objective is to replace the Advance Planning Letter, SPM LOA, and TYCOM quarterly Scheduling Messages with a fully automated HMP that will integrate all modules of NDE.

### **7-2.2 Hull Modernization Plan Development**

NDE-NM is the authoritative source for the creation of the HMP therefore should be maintained accurately to reflect the approved Modernization Plan. This is achieved by each responsible entity ensuring data input into NDE NM is in accordance with (IAW) NMP policy.

#### **7-2.2.1 PARM Responsibilities**

When a SCD has been approved at the first Decision Point (DP), the NDE-NM record is created by the SPM for ship modifications and any combinations, including ship modification type SCs. The PARM is responsible for creating the NDE-NM record for internal equipment modifications type SCs. Once the NDE NM record is created, the PARM is responsible for scheduling the Accomplishment Start and End dates for each hull IAW the approved Cost Benefit Analysis (CBA) Fielding Plan. In addition to the Navy Modernization milestones defined in Appendix G, the PARM is also responsible for the following:

- Inputting, validating and updating the cost estimation and SC certification fields identified in Table S7-1 Key PARM fields column
- After each subsequent DP, updating NDE-NM to match the approved CBA Fielding Plan
- Monitoring NDE-NM for Modernization Window and Availability schedule changes, assessing the impact and updating the SCD (IAW Section 3 of this manual), as required, when the CBA Fielding Plan changes

#### **7-2.2.2 SPM Responsibilities**

When a SCD has been approved at the first decision point, for ship modifications and any combinations including ship modification type SCs, the NDE-NM record is created by the SPM. Once the NDE NM record is created, the PARM is responsible for ensuring the Accomplishment Start and End Dates in NDE NM for each hull are IAW the approved CBA Fielding Plan. For ship modification SCs planned for CNO Availabilities, the SPM programs the SC to the availability in NDE NM after approval at DP 3.

Products derived from the HMP are created and maintained by the SPM and/or TYCOM IAW Table S7-1 using the SPM Overhaul Download query in NDE NM Reports. This query draws down all scheduled SCs for a specified time frame for each hull or ship class requested. Table S7-1 is the list of the fields in the SPM Overhaul Download query. Table S7- 2 is a list of the additional fields required for planning that are provided manually from other authoritative sources. The SPM then uses individual macros and Appendix D NMP Business Rules Block 250 to develop the individual reports for the AHMP, EHMP, Advance Planning Letters, and LOAs.

**Table S7-1 SPM Overhaul Download Query Fields**

NDE NM Fields	Description	Responsibility	AHMP	EHMP	HMP	Advance Planning Letter	SPM LOA	TYCOM QISM
SHIP	Ship class and hull number	SPM / PARM	X	X	X	X	X	X
SHIP_NAME	Ship Name	SPM / PARM	X	X	X	X	X	X
ALT_IDENTIFIER	Ship change identification number	SPM / PARM	X	X	X	X	X	X
CTN	Ship Change Document Change Tracking Number	SEA04R						
ALT_POM_FG	Modernization Plan Status for SA type changes only	SEA04R			X	X	X	X
APPL_POM_FG	Modernization Plan Status for other than SA type changes	SEA04R			X	X	X	X
BRIEF	Brief description of the ship change	SPM / PARM	X	X	X	X	X	X
CMD	PEO or System Command responsible for the ship change	SPM / PARM	X	X	X			
METHINST	Method of installation - industrial or AIT	SPM / PARM	X	X	X	X	X	X
JCFSPMAPP	JCF approval or SCD Decision Point 1 approval date	SPM			X	X	X	X
SAR (1)	SAR approval or SCD Decision Point 3 approval date	SPM			X	X	X	X
SID	Effective date of the SID status code	PY						
SID_ST	SID status code	PY			X	X	X	X

NDE NM Fields	Description	Responsibility	AHMP	EHMP	HMP	Advance Planning Letter	SPM LOA	TYCOM QISM
CERTSTATCD (2)	ILS certification status code	SPM			X	X	X	X
CERTSTATDT (2)	Effective date of the ILS certification status code	SPM						
CERT	Alteration status code	PARM			X	X	X	X
BFICAT	Battle Force Interoperability category	SEA05W			X	X	X	X
APPSTATUSCD	Applicability Status Code	PARM			X	X	X	X
ALTSTATUSCD	Alteration Status Code	SPM						
APPSTATUS	Applicability Status	PARM						
P1	P1 Funding line	SPM			X			
INST_MD_INDL	Installation Man-days - Industrial	SPM / PARM	X	X				
EST_MHRS	Estimated Man-hours	PARM	X	X				
DAYSONSITE	Days on Site	PARM	X	X				
DURATION	Durations of the installation in days	PARM	X	X				
MATLCOST	Material Cost estimate	SPM / PARM	X	X				
AVAILFY	Availability Fiscal Year	SPM						
AVLSTART	Availability Start Date	SPM						
AVLEND	Availability End Date	SPM						
AVLTYPE	Availability Type	SPM						
NSA	Naval Support Activity	SPM						
ACCOMPSTART	Accomplishment Start Date	PARM		X	X	X	X	X
ACCOMPEND	Accomplishment End Date	PARM		X	X	X	X	X
ACCOMPACTIVITY	Activity responsible for accomplishment	PARM						

NDE NM Fields	Description	Responsibility	AHMP	EHMP	HMP	Advance Planning Letter	SPM LOA	TYCOM QISM
NAVAPPCD	Navy Applicability Code							
CONJALTTYPCD	Conjunctive Alteration Type Code	SPM / PARM			X	X	X	X
CONJALT	Conjunctive alteration number	SPM / PARM			X	X	X	X
CONJINCR	Conjunctive increment	SPM / PARM			X	X	X	X
CONJINDCD	Conjunctivity relationship	SPM / PARM			X	X	X	X
CONJBRIEF	Conjunctive alteration brief	SPM / PARM			X	X	X	X
ALT_PR_FUND_FG	Prior year funded code for SA type legacy alterations (3)	SEA04R			X	X	X	X
APPL_PR_FUND_FG	Prior year funded code for non-SA type legacy alterations (3)	SEA04R			X	X	X	X

## NOTES:

(1) SA type ship changes only

(2) ILS data does not show the accurate hull level ILS status so they are not used.

(3) Field no longer valid after 30 SEP 2006

Table S7- 2 HMP Fields Provided Manually

Manual Fields	Description / Source	Responsibility	AHMP	EHMP	HMP	Advance Planning Letter	SPM LOA	TYCOM QISM
ILS STATUS	ILS approval status / ILS Module	SPM			X	X	X	
C5IMP BASELINE	C5I Baseline authorization status / NDE AMPS	SEA05W				X	X	
COMMENTS	Informal action tracking and status not covered in an NDE NM field	SPM			X			
DP3 SAR / SCD (1)	SCD approval status for non-SA type SCDs / NDE SCD	SPM			X	X	X	
MATERIAL STATUS	Material Status Code	SPM			X	X	X	

Manual Fields	Description / Source	Responsibility	AHMP	EHMP	HMP	Advance Planning Letter	SPM LOA	TYCOM QISM
NOTES	Maturity status notes					X	X	
POC	Installation Point of Contact / NDE NM, NDE SCD					X	X	

### 7-2.3 Hull Modernization Plan (Working document)

The SPM and TYCOM will each produce and maintain HMPs as working documents. This document contains all modernization scheduled in NDE for each ship for a specified time period and is for hull specific availability planning and TYCOM QISM planning and assessments. The information maintained in this document is the basis of the Advance Planning Letter, SPM LOA, and TYCOM QISM.

## **SUBSECTION 7-3    ADVANCE PLANNING HULL MODERNIZATION PLAN**

### **7-3.1        Scope**

This subsection addresses the issuance of AHMP for the accomplishment of Fleet and Program SCs during ship availabilities planned in the year after the next fiscal year. The following guidance and procedures provide for the development and issuance of the AHMP for long range ship change installation planning.

Carriers are not included in the MMBP, therefore there is currently no requirement for an AHMP to support Carrier availabilities. These reports are still available and may be used as desired.

### **7-3.2        Purpose**

An AHMP for all active ships shall be provided by the cognizant SPM to each RMC in July each year in support of the A-810 to A-450 rolling HMP NMP milestone and development of SPM Advance Planning Letters. The AHMP will contain all Program and Fleet SCs planned for the year after the next fiscal year (Example: JUL 2006 release is for FY 2008). The RMC is advised of the planned SCs for installation to facilitate necessary long lead-time planning efforts for ships under their cognizance.

### **7-3.3        Preparation of AHMP**

The SPM will develop and issue the AHMP pursuant to the requirements established in the NMP Business Rules (See Appendix D Block 250). In preparing an AHMP:

The PARM shall make NDE-NM entries as follows:

- Schedule accomplishment start and end dates for SCs IAW with the most recently approved CBA fielding plan
- Verify and update the installation method, estimated man-hours, and material cost fields identified in Table S7-1

The SPM shall:

- Generate a SPM Overhaul Download Report Excel format from NDE listing all SCs, including AIT Installations that have been scheduled in NDE-NM for installation.
- Apply the macros and NMP Business Rules Appendix D Block 250 to create a report with the fields defined in Table S7-1 and Table S7- 2.

### **7-3.4        Funding**

The following statement shall be included in all AHMP cover letters: “This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding document in support of this letter releases funds and authorizes commencement of effort.”

## **SUBSECTION 7-4 EXECUTION PLANNING HULL MODERNIZATION PLAN**

### **7-4.1 Scope**

This subsection addresses the issuance of EHMP for the accomplishment of Fleet and Program SCs during ship availabilities planned in the next fiscal year and the first quarter of the following fiscal year. The following guidance and procedures provide for the development and issuance of the EHMP for SC installation planning.

Carriers are not included in the MMBP, therefore there is currently no requirement for an EHMP to support Carrier availabilities. These reports are still available and may be used as desired.

### **7-4.2 Purpose**

COMNAVSURFORNOTE 4703 requires that each RMC maintenance team develop the MMBP for each ship under its cognizance annually in April defining expected maintenance and modernization for each ship in the next fiscal year. Additionally, a MMBP is required for those ships programmed for CNO availabilities in the first quarter of the following fiscal year. For example, in April 2006, an MMBP was developed for each ship in commission for FY2007 and a second MMBP, only addressing CNO availability controls, for those ships with CNO availabilities scheduled for the first quarter of FY2008.

In support of MMBP development, in March of each year, SPMs will deliver an EHMP listing all program SCs scheduled for each active ship under their cognizance to the RMCs. TYCOMs will deliver an EHMP listing all scheduled fleet SCs for each active ship under their cognizance to the RMCs. The EHMP will contain all SCs scheduled for the next fiscal year and the first quarter of the following fiscal year. It is a snapshot of the current maturity and authorization status and industrial man-day and material estimates for SCs scheduled for installation in the next fiscal year.

### **7-4.3 Preparation of EHMP**

The SPM will develop and issue the EHMP pursuant to the requirements established in the NMP Business Rules (See Appendix D Block 250). In preparing an EHMP:

The PARM shall make NDE-NM entries as follows:

- Schedule accomplishment start and end dates for SCs IAW with the most recently approved CBA fielding plan
- Verify and update the installation method, estimated man hours, and material cost estimate fields identified in Table S7-1

The SPM shall:

- Generate a SPM Overhaul Download Report Excel format from NDE listing all Program SCs, including AIT Installations that have been scheduled in NDE-NM for installation.
- Apply the macros and NMP Business Rules Appendix D to create a report with the fields defined in Table S7-1 and Table S7- 2.

**7-4.4 Funding**

The following statement shall be included in all EHMP cover letters: “This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding document in support of this letter releases funds and authorizes commencement of effort.”

## **SUBSECTION 7-5 SHIP CHANGE ADVANCE PLANNING AND AUTHORIZATION**

### **7-5.1 Scope**

This subsection addresses hull specific Advance Planning Letter and Letters of Authorization. The HMP is used to create the hull specific A-540 Advance Planning Letter, A-360 Critical Milestone LOA, and subsequent change letters at A-180 and A-120 as well as any follow-on change messages. It is also used to develop the TYCOM Quarterly Scheduling Message for installations planned in other than CNO Availabilities. Fleet SCs are authorized by the TYCOM in accordance with Section 1 of this manual. Authorization, as used herein, is an action by a properly designated authority to direct that a specified SC be accomplished.

### **7-5.2 Advance Planning Letter**

This subsection addresses the issuance of Advance Planning Letters for the accomplishment of Program SCs during specific ship availability. The following guidance and procedures provide for the development and issuance of Advance Planning Letters for SC installation.

### **7-5.3 Purpose**

Advance Planning Letters are issued at the discretion of the cognizant SPM to the Naval Supervising Activity (NSA) in accordance with Appendix G milestones. In lieu of the Advance Planning Letter, the NSA may utilize the AHMP or EHMP for planning purposes. The NSA is advised of the SCs that have been Decision Board approved for planning purposes. Material to be provided by the NSA will be reviewed. Procurement action will be initiated upon receipt of supporting funding documentation for that material identified as Long Lead Time Material (LLTM). Modernization SC funds are provided for Advance Planning IAW Section 4 of this manual.

### **7-5.4 Preparation of Advance Planning Letters**

The SPM will develop and issue Advance Planning Letters pursuant to the requirements established in the NMP Business Rules (See Appendix D). In preparing an Advance Planning Letter, the SPM shall review the HMP (see SUBSECTION 7-2) and include all SCs that have been approved by the Decision Boards for installation during the Fiscal Year including the availability start date. SCs that are planned but not yet approved MAY be included for visibility, but it must be made clear that those SCs have not yet been voted on and approved for installation.

### **7-5.5 Funding**

The following statement shall be included in all Advance Planning Letters: “This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding document in support of this letter releases funds and authorizes commencement of effort.”

### **7-5.6 Change in Activity**

If the NSA is changed after the Advance Planning Letter has been issued, the original letter will be cancelled, and a new Advance Planning Letter reflecting all changes required by the reassignment of the availability will be issued.

### **7-5.7 Material**

The SPM shall ensure that material requirement actions are delegated to the proper designated activity for the availability in question. The NDE 4720/3 Report may be included.

### **7-5.8 Material Listing**

The NSA can obtain a listing of material requirements from the NDE database. Items listed on the NDE 4720/3 Report should be checked against the material requirements information contained in the SCD Phase III Alteration Material List (AML), which is updated during SC development.

### **7-5.9 Modification of Material Requirements**

If material requirements identified must be modified, the NSA will immediately notify the cognizant SPM and PY via a Liaison Action Request (LAR). After validation of the requirement, the SPM must then update the material requirements in NDE as appropriate.

### **7-5.10 Letters of Authorization (LOA)**

This subsection addresses the issuance of LOA and LOA changes for the accomplishment of Fleet and Program SCs during a specific ship availability. The following guidance and procedures provide for the development and issuance of the LOA for SC installation.

### **7-5.11 LOA Purpose**

The SPM LOA specifies to the NSA the SC(s) to be accomplished during specific ship CNO Availability. The initial LOA is issued by the cognizant SPM IAW Navy Modernization milestone charts in Appendix G.

A-180 is the cutoff point for adding new work without an impact assessment and late add concurrence from the Platform TYCOM with the exception of Sustainment Type SCs which may be added to the LOA up to A-75. All planned SCs not having satisfactorily completed a Hull Readiness assessment and Operational Impact Assessment and do not have an approved Impact Assessment IAW Navy Modernization milestone charts in Appendix G will be deferred from the package in the A-120 change letter (for surface ships) or as a result of the A-90 Modernization Readiness Assessment meeting (for carriers) or at the A-75 change message for Sustainment Type SCs.

### **7-5.12 A-360 SPM LOA**

The SPM will develop and issue SPM LOAs IAW Navy Modernization milestones in Appendix G pursuant to the requirements established in the NMP Business Rules (See Appendix D). In preparing a SPM LOA, the SPM shall review the HMP (see SUBSECTION 7-2) and include all SCs that have been approved by the Decision Boards for installation during the Fiscal Year

including the availability start date. SCs that are planned but not yet approved MAY be included for visibility, but it must be made clear that those SCs have not yet been voted on and approved for installation. SCs shall be listed as either “Authorized” or “Planned Not Authorized (PNA)”. The minimum requirements for SPM authorization are as follows (other requirements may be imposed for individual availabilities and will be documented in the LOA):

- SC approved through DP3 (DP2 for NPCs)
- SIDs approved by the Planning Yard/Executing Yard (PY/EY)
- Approved ILS Certification
- Authorized in the C5IMP Baseline (as applicable for SFI Cat 1 or 2)
- Ship Alteration Record (SAR) approved (for legacy SHIPALTs only)

Approved SCs meeting the above requirements and any other requirements imposed by the SPM will be listed as “Authorized”. All other approved SCs will be listed as “PNA”.

For Carriers, a single LOA is issued NLT A-360. From that point forward, SPM authorization is tracked via the Modernization Readiness Assessment process documented in the Carrier Team One IPT4ACM Desk Guide.

#### **7-5.13 A-180 LOA (Surface Ships Only)**

The SPM shall prepare and issue the A-180 LOA IAW Navy Modernization milestones in Appendix G. The A-180 LOA will identify all new SCs scheduled in NDE-NM for the applicable availability as well as identify any planned SCs identified in the A-360 letter that have reached maturity IAW Appendix D Block 265 and are authorized IAW Appendix D Block 270. This is the last opportunity for SCs to be added to the SPM LOA with the exception of Sustainment Type SCs which may be added to the LOA up to A-75.

#### **7-5.14 A-120 LOA (Surface Ships Only)**

The SPM shall prepare and issue the A-120 LOA. The A-120 LOA will identify any planned SCs identified in the A-360 letter that have reached maturity IAW Appendix D, Block 265 and are authorized IAW Appendix D, Block 270. All SCs that have not reached maturity at A-120 or do not have an approved impact assessment will be deferred from the availability with the exception of Sustainment Type SCs which must meet this criteria by A-75..

If a SC is deferred, the PARM will review the results of the impact assessment to determine whether to reschedule in a later TYCOM window of opportunity during the same fiscal year or to adjust the CBA fielding plan for accomplishment in a later fiscal year.

#### **7-5.15 Other Changes to LOAs**

Changes, cancellations, deletions, or additions to the LOA, other than those associated with the A-180 LOA, the A-120 LOA and Sustainment Type SCs added between A-180 and A-75, shall be approved IAW the following procedures.

### **7-5.16 Approval**

Platform TYCOMs must approve any additions or deletions to the scope of the program specified in the LOA. If a SC is deferred, cognizant material managers must be advised, in writing, and disposition instructions for received material must be provided to the NSA.

### **7-5.17 LOA Change Documentation**

A SC late addition is requested via official naval message to the Platform TYCOM. The SC must be fully mature or have an approved impact assessment prior to release of the naval message. All other changes to the LOA must be documented by an official serialized letter. Changes will be made for SC additions or deletions, material changes, availability date changes that are over 30 days, availability type changes, and to cancel letters when the availability has changed fiscal years or activity.

The disruptive effect on orderly shipyard planning shall be carefully evaluated IAW Impact Assessment Appendix D, Block 265.4 prior to requesting the Platform TYCOM authorize changes to SCs included in the LOA. The NSA assessment shall be obtained, including the disruptive impact that would result from the proposed change, prior to initiation of the change. Official changes may be required because of reports and information received such as, but not limited to the following:

- Completion information received from the ship and from industrial activities
- Late availability or non-availability of ship plans, drawings, and/or material
- Revisions in cost/funding information
- Change in ship availability
- Additions or deletions of SC by the Platform TYCOM
- Revision to material requirements caused by follow-on SCID development

Each change will include a notification together with a sequence number, stating that it is a change to the LOA; e.g., “This is change No. 1 to my Letter of Authorization Ser xxx-xxxx of 1 August 20xx”.

A change in material requirements subsequent to issuance of the SC Letter of Authorization may constitute a disruptive situation due to inherent procurement lead times. Accordingly, any such change will be conveyed both verbally and in writing to the cognizant material manager and NSA and the change will be entered into NDE-NM.

### **7-5.18 Distribution**

The distribution of these change letters to the original LOA shall be the same as that of the original LOA. Changes with limited distribution may precede the formal change to the LOA.

### **7-5.19 Change in Activity**

If the NSA is changed after the LOA has been issued, the original letter shall be cancelled, and a new letter reflecting all changes required by the reassignment of the availability shall be issued. If a contract has been awarded by one NSA (or NAVSEA) to a contractor within another NSA’s district, the original letter will not be cancelled. The NSA awarding the contract remains the

Procurement Contracting Officer (PCO) and shall turn over all information requirements to the new NSA for administration of the contract. In the case of a NAVSEA contract award, where NAVSEA is the PCO, the Planning Supervisor shall turn over all information to the Administrative Contracting Officer (ACO). Turnover procedures of the PCO to the ACO are delineated in NAVSEAINST 4710.9 Series.

### 7-5.20 TYCOM Quarterly Installation Scheduling Message (Surface Ships Only)

Develop the TYCOM QISM 60 days prior to the beginning of the quarter and issue 30 days prior to the beginning of the quarter. Condition for inclusion in the Quarterly Scheduling Message is a SC must satisfy all requirements IAW all Hull Readiness Assessments as defined in Subsection 3-6.3 of this manual. Development of the TYCOM QISM will be accomplished IAW the timelines outlined in Table S7- 3.

**Table S7- 3 TYCOM Quarterly Installation Message Timeline**

EVENT	DATE
1. COMUSFLTFORCOM N602 Electronic Scheduling Effort	Start First Week of the Second Month of the quarter prior to targeted quarter
2. Non-CNO Availabilities entered in NDE	Continuous weekly effort ~ every two weeks
3. AIT Scheduling in NDE-NM	Continuous effort
4. 3 <sup>rd</sup> Fleet Conference / COMUSFLTFORCOM Conference	As Scheduled by respective coast
5. Community completes all scheduling effort for applicable quarter for COMUSFLTFORCOM ships	By Close of business (COB) First Friday.
6. NAVSEA-04R updates NAVSEA approvals in NDE for COMUSFLTFORCOM ships	By COB Friday Second Week.
7. SPMs update SAR, SID, ILS & SPM Approval in NDE for COMUSFLTFORCOM ships	By COB Friday Second Week.
8. SURFPAC & SURFLANT enters TYCOM Authorization for AERs in NDE	By COB Friday Second Week.
9. SURFPAC & SURFLANT pulls and distributes preliminary scheduling message files to community for final review	By Start of business (SOB) on the Monday of the third week.
10. Community completes final review of the preliminary scheduling message files for the applicable quarter	By SOB on the Monday of the fourth week.
11. SURFPAC & SURFLANT together with AIT Community, NAVSEA, NAVSEA-04R & SPMS, resolve issues and make any modification to approvals rising from review process.	Completed by SOB Friday of the fourth week.
12. SURFPAC & SURFLANT pulls final scheduling message files and forward for final review and release.	By COB Friday of the fourth week
13. AIT Scheduling message released	By the first week of the month prior to execution quarter.

## **SUBSECTION 7-6 MATERIAL AVAILABILITY AUTHORIZATION CRITERIA**

### **7-6.1 Scope**

This subsection addresses the material availability criteria for SCs authorized for specific ship availabilities. The authorization of SCs may be contingent upon receipt of Hardware System Command (HSC) or ICP Centrally Provided Material (CPM) at the NSA or the Installing Activity (IA) by SOA. Some SCs are of such significance as to warrant the impacts involved in late material delivery. Such SCs will only be authorized subsequent to receipt of formal concurrence or non-concurrence by the NSA and analysis or review by the cognizant SPM or CNO Platform Sponsor as to the impact of authorization. If the HSC is late in delivering, the following guidance applies.

### **7-6.2 Obtaining Concurrence/Non-Concurrence**

The SPM will advise the NSA of the Best Estimated Delivery Dates (BEDDs) of the SC HSC and request concurrence/non-concurrence for HSC that will be delivered after the SOA or A-60 availability milestone.

The NSA will evaluate the BEDDs and advise the SPM of concurrence/non-concurrence.

In cases of non-concurrence, the NSA will provide a brief impact statement of problems anticipated and provide a Latest Acceptable Delivery Date (LADD).

### **7-6.3 Non-Concurrence**

Authorization of SCs for which the NSA does not concur will normally be deferred unless:

- The criticality of the SC is considered to warrant authorization over the objections of the NSA. The SPM will prepare a written analysis and recommendation for consideration by the PARM, Availability Project Manager and the TYCOM as applicable.

The SC is a Proposed Military or Survivability Improvement (PMI/PSI) and the SPM considers the impact excessive. In this case, the SPM will obtain direction from CNO for consideration by the PARM, Availability Project Manager and the TYCOM as applicable.

## **SUBSECTION 7-7 SUBMARINE PLANNING AND SHIP CHANGE AUTHORIZATION LETTER**

### **7-7.1 Scope**

This subsection of the Navy Modernization Program (NMP) One Book addresses the issuance of Planning and Authorization Letters for Submarines for the accomplishment of Title “K” and “KP” Ship Changes (SCs) and Ordnance Alterations (ORDALTs) during a CNO availability. Title “D” and Title “N” SCs for submarines are authorized by the Type Commanders (TYCOMs) in accordance with Section 9 of this manual.

Authorization, as used herein, is an action by a properly designated authority to direct that a specified alteration be accomplished. The following guidance and procedures provide for the development and issuance of Planning and Authorization Letters for alterations installation.

#### **7-7.1.1 Background**

Planning Letters shall be provided by the cognizant Ship Program Manager (SPM) 24 months (A-24) prior to the start of the CNO Availability to the Naval Supervising Activity (NSA) or Lead Maintenance Activity (LMA), and when applicable to the Ship Availability Planning & Engineering Center (SHAPEC). The SPM will also provide appropriate advance planning funds to Naval Shipyard (NSY), Naval Ship Repair Facility, or Supervisor of Shipbuilding, Conversion, and Repair (SUPSHIPS) as appropriate. The NSA/LMA and SHAPEC are advised of the planned alterations for installation to facilitate necessary shipchecks and other planning efforts. Material to be provided by the NSA or SHAPEC will be reviewed, and procurement action will be initiated for that material identified as Long Lead Time Material (LLTM). NMP installation funds are provided for Advance Planning (AP) in accordance with Section 4 of this manual.

#### **7-7.1.2 Preparation of Planning Letters**

In preparing a Planning Letter, the SPM shall:

- List all Title “K”, “KP” SCs and ORDALTs, including Alteration Installation Team (AIT) Installations that have been programmed in the Navy Data Environment-Navy Modernization (NDE-NM) for installation on a specific ship scheduled for an CNO availability
- Request cost estimates for executing activity alterations to support Advance Planning (AP) actions for LLTM and to identify the portion of the installation funds that is for use during AP for ordering or fabricating newly-identified LLTM (stock numbered) listed or not listed in NDE-NM or undergoing National Stock Number (NSN) assignment (non-standard), from NSA/LMA and SHAPEC or Planning SUPSHIP/Shipyard
- Provide a cost estimate for the installation of each executing activity programmed ship alteration
- Designate those SCs representing high management risk due to known problems in design guidance and equipment or LLTM availabilities; indicate responsible activities and actions required to support acceptable planning milestones
- Identify AIT Managing Activities

### **7-7.1.3 Funding**

The following statement shall be included in all Planning Letters: “This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding document in support of this letter releases funds and authorizes commencement of effort.”

### **7-7.1.4 Material**

The SPM shall identify in the Planning Letter all material that requires early shipyard action to obtain that is contained in NDE-NM for each executing activity alteration. SPM can either provide a NDE-NM 4720 Report, which lists all material requirements for executing activity “K” and “KP” alterations or provide a material status assessment paragraph in the Planning Letter or as an enclosure that addresses material problems.

#### **7-7.1.4.1 Material Listing Not Provided**

If the SPM does not provide a listing of material requirements, the NSA/LMA and SHAPEC can obtain a listing from the NDE-NM database. Items listed on the NDE-NM 4720 Report should be checked against the material requirements information contained in the SC Alteration Material List (AML), which is updated during alteration development. In cases where material is stashed, kitted and provided, the NSA/LMA and SHAPEC is not required to review NDE-NM 4720 Report.

#### **7-7.1.4.2 Modification of Material Requirements**

If material requirements must be modified, the NSA/LMA and SHAPEC will immediately notify the cognizant SPM and Planning Yard (PY) in writing. After validation of the requirement, the SPM must then update the material requirements in NDE-NM as appropriate. Submit requests for material modifications to the appropriate PY using the Liaison Action Record (LAR) process and provide an information copy to the SPM.

### **7-7.1.5 Changes to the Planning Letter**

Additions to the Planning Letter subsequent to the A-24 initial issue shall be approved in accordance with the following procedures.

#### **7-7.1.5.1 Assessment**

The disruptive effect on orderly planning shall be carefully evaluated prior to adding programmed SCs to the Planning Letter. The NSA assessment shall be obtained, including the disruptive impact that would result from the proposed change, prior to addition of the change. Each change shall include a notification, together with a sequence number, stating that it is a change to the Planning Letter; e.g., “This is a Change No. 1 to Planning Letter Ser xxx-xxxx of 1 October 200x.”

#### **7-7.1.5.2 Distribution**

The distribution of these change letters to the original Planning Letters shall be the same as the original Planning Letter.

### **7-7.1.5.3 Change in Activity**

If the NSA/LMA is changed after the Planning Letter has been issued, the original letter will be cancelled, and a new Planning Letter reflecting all changes required by the reassignment of the availability will be issued.

## **7-7.2 SC IMPACT ASSESSMENT LETTERS**

### **7-7.2.1 Scope**

This subsection addresses SC Impact Assessment Letters which are required for any SC additions to a CNO availability after the A-24 planning letter is issued.

### **7-7.2.2 Background**

Impact assessment letters are required to be sent to the NSA/LMA, copy to TYCOM, when a new SC is added to the CNO availability after the issuance of the A-24 Planning Letter requesting the NSA/LMA advise of any impact in funds or delay in availability due to the addition of the SC(s).

### **7-7.2.3 Preparation of the Impact Assessment Letters**

Once an SC is identified as being added to the CNO Availability after issuance of the A-24 Planning Letter, the Impact Assessment Letter should be prepared to the NSA/LMA requesting an impact assessment to funding and availability timeframe from the addition of the SC(s). The SC will be identified along with an SC Point of Contact (POC) that can be contacted if the NSA/LMA requires additional information on the SC to make the assessment.

### **7-7.2.4 Response to the Impact Assessment Letters**

If the NSA/LMA responds that there is no impact, the SCs can then be added via a change letter to either the Planning Letter or Authorization Letter, depending on which document is the current letter.

If the NSA/LMA responds that there is an impact, the SC addition must be presented to the Undersea Enterprise (USE) Board of Directors (BOD) for approval before the SC can be added to the availability modernization work load.

### **7-7.2.5 USE BOD**

Any SC that has an impact to the availability but is still desired must be presented to the USE BOD for approval. The appropriate Participating Acquisition Resource Manager (PARM) will address the USE BOD with a brief of the SC and the benefits of installing regardless of the impact identified by the NSA/LMA. The USE BOD will make the final determination as to whether or not the SC may be added to the availability. If the USE BOD approves, the decision will be reflected in the board minutes and the SC will be added via a change letter to the current Planning or Authorization Letter.

If the USE BOD disapproves, the SC will not be added to the CNO availability and no change letter will be issued.

## 7-7.3 SC AUTHORIZATION LETTERS

### 7-7.3.1 Scope

This subsection addresses SC Authorization Letters which specify to the NSA/ LMA the Headquarters Sponsored alterations which include Title “K”, “KP”, and ORDALTs which are to be accomplished during a specific ship availability. They are issued by the cognizant SPM at A-12 or as late as A-6 with agreement from the applicable NSA and contain a list of all authorized SCs, material status, development status of the alteration, funding information and pertinent instructions. When proofing of programmed alteration(s) by the PY is required, authorization is to be provided in these letters. The SPM shall forward separate SC Authorization Letters for each ship scheduled for a CNO availability to the cognizant NSA/NSY or SUPSHIP at A-12 or as late as A-6 with agreement from the applicable NSA.

### 7-7.3.2 SC Authorization Letter Purpose

- Authorize the installation of an alteration on a specific hull
- Provide the authorization for those alterations specifically programmed for accomplishment in a particular availability in the NMP by the CNO. Alterations to be installed by an AIT are also listed and the AIT activity is identified
- Provide the NAVSEA planning estimates for the alterations authorized by the SPM. This is to include total planning estimates of funds identified in the SC Authorization Letter for Title “K” and “KP” executing activity accomplished SCs. These estimates are not to exceed programmed NMP funds
- Provide procurement/requisitioning instructions for the material required for alteration accomplishment utilizing the NDE-NM TP-05 and the NDE-NM 4720 Report that provides material information required for the planning activity to manage the material for the availability
- Provide specific reporting instructions on estimated manday and dollar expenditure rates, material costs for SCs, and required program reports in accordance with NMP Financial Management Procedures contained in Section 4 of this manual

### 7-7.3.3 Preparation of the SC Authorization Letter

In preparing the SC Authorization Letter, the following tasks are required by the SPM:

- **Task #1.** Extract and review the NDE-4720 Report applicable to the ship and alteration package to ensure that it reflects current material requirements from previous documents (i.e. SC, Ship Installation Drawings (SIDs), etc). The SPM should initially review NDE-NM material data at A-16 and update the report as needed. The NDE-NM 4720 Report will identify all known alteration material requirements meeting NDE-NM entry criteria for each Title “K” and “KP” SC programmed for a given ship. The NDE-NM 4720 Report should be compared with the information gained during AP
- **Task #2.** Insert or update material requirements in NDE-NM as necessary. The SPM, in conjunction with the appropriate technical code, will approve or disapprove any substitutions offered by material managers. This action will be completed by A-12. The SPM must review the recommended changes and upon approval update the NDE-NM Bill of Material. The SPM must also determine if additional items will be required on other ships of the class scheduled to receive the alteration. This determination may require a review of applicable

Ship Selected Records (SSRs) and SIDs to verify the need for the requirement on other ships. Information obtained from this review will be entered into NDE-NM as appropriate in accordance with NDE-NM entry criteria

- **Task #3.** Prepare the draft SC Authorization Letter. The SPM prepares the draft SC Authorization Letter No Later Than (NLT) A-12. Usually enclosed in the SC Authorization Letter is the NDE-NM 4720 or specific directions to retrieve it from NDE-NM
- **Task #4.** Sign and release the SC Authorization Letter to applicable LMA/NSA SHAPEC, PY, the ship and TYCOM. If centrally provided Title “K” , “KP” SC material requirements are expected to be available at the NSA/LMA by the Start of Availability (SOA), the SC Authorization Letter will be signed by the SPM and released in time to arrive at the NSA/LMA, SHAPEC and PY NLT A-12 or as late as A-6 with agreement from the applicable NSA. This letter will include a NDE-NM 4720 Report or a statement that this report is complete and the NSA/LMA and SHAPEC are authorized to extract it from NDE-NM

#### **7-7.3.4 Changes to SC Authorization Letters**

Changes, cancellations, deletions, or additions to the SC Authorization Letter shall be approved in accordance with the following procedures.

##### **7-7.3.4.1 Approval**

The USE BOD must approve any additions or deletions to the scope of the program specified in the SC Authorization Letter. If a SC is deferred, cognizant material managers must be advised, in writing, and disposition instructions for received material must be provided to the NSA/SHAPEC.

##### **7-7.3.4.2 Funding**

The following statement shall be included in each SC Authorization Letter:

“This letter does not authorize the use of funds or commencement of related tasks nor is it to include any effort that will potentially obligate funds. Only the valid funding documents in support of this letter release funds and authorizes commencement of effort.”

##### **7-7.3.4.3 Changes**

Changes to SC Authorization Letters must be documented by an official serialized letter. Changes will be made for alteration additions or deletions, material changes, availability date changes that are over 30 days, availability type changes, and to cancel letters when an availability has changed fiscal years or activity. The disruptive effect on orderly shipyard planning shall be carefully evaluated prior to authorizing changes to programmed SCs included in the SC Authorization Letter. The NSA/LMA assessment of SUBSECTION 7-2 shall be obtained for addition of SCs, including the disruptive impact that would result from the proposed change, prior to addition of the change.

Official changes may be required because of reports and information received such as, but not limited to the following:

- Completion information received from the ship and from industrial activities
- Late availability or non-availability of ship plans, drawings, and/or material

- Revisions in cost/funding information
- Change in ship availability
- Additions or deletions of SCs by CNO
- Revision to material requirements caused by follow-on SID development

Changes to the SC Authorization Letter will include material availability information. If there are no changes in material status the SC Authorization Letter changes will include a statement to that effect.

Each change will include a notification together with a sequence number, stating that it is a change to the SC Authorization Letter; e.g., “This is change No. 1 to Authorization Letter Ser xxx-xxxx of 1 August 20xx”.

All change documents will include appropriate modifications to the SPM planning estimate as shown in the basic SC Authorization Letter or a statement that no change is being made to the planning estimate.

A change in material requirements subsequent to issuance of the SC Authorization Letter may constitute a disruptive situation due to inherent procurement lead times. Accordingly, any such change will be conveyed both verbally and in writing to the cognizant material manager and NSA/LMA and SHAPEC and the change will be entered into NDE-NM.

#### **7-7.3.4.4 Distribution**

The distribution of these changes letters to the original SC Authorization Letter shall be the same as the original SC Authorization Letter. Changes with limited distribution may precede the formal change to the SC Authorization Letter.

#### **7-7.3.4.5 Change in Activity**

If the NSA/LMA is changed after the SC Authorization Letter has been issued, the original letter shall be cancelled, and a new letter reflecting all changes required by the reassignment of the availability shall be issued.

In the case of submarine CNO availabilities conducted by a private shipyard under a SUPSHIP, all work including alterations are identified in the availability work package which forms the basis for bid solicitation and eventual contract award by the NAVSEA Contracting Officer. Planning and Authorization Letters are not issued.

### **7-7.4 MATERIAL AVAILABILITY AUTHORIZATION CRITERIA**

#### **7-7.4.1 Scope**

This subsection addresses the material availability criteria for Title “K” and “KP” SCs authorized for specific ship availabilities. The authorization of Title “K” and “KP” SCs may be contingent upon receipt of Headquarters Centrally Provided Material (HCPM) or Centrally Provided Material (CPM) at the NSA/LMA or the Installing Activity (IA) by SOA. For submarine Depot Modernization Periods (DMPs), the milestone is A-2. Some Title “K” and “KP” SCs are of such significance as to warrant the risks involved in late material delivery. Such SCs will only be authorized subsequent to receipt of formal concurrence or nonoccurrence

by the NSA/LMA and analysis or review by the cognizant SPM or CNO Platform Sponsor as to the risk of authorization. If the HCPM is late in delivering, the following applies.

#### **7-7.4.2 Obtaining Concurrence/Non-Concurrence**

- SPM will advise the NSA/LMA of the Best Estimated Delivery Dates (BEDDs) of the SC HCPM and request concurrence/non-concurrence for HCPM that will be delivered after the SOA or A-2 milestones.
- NSA/LMA will evaluate the BEDDs and advise the SPM of concurrence/non-concurrence. In case of non-concurrence, the NSA/LMA will provide a brief impact statement of problems anticipated and provide a Latest Acceptable Delivery Date (LADD).

##### **7-7.4.2.1 Non-Concurrence**

Authorization of SCs that the NSA/LMA does not concur will normally be deferred unless:

- The SC is considered to warrant authorization over the objections of the NSA/LMA. The SPM will prepare a written analysis and recommendation for consideration by NAVSEA 04, the Life Cycle Manager (LCM), and the TYCOM
- The SC is a Proposed Military or Survivability Improvement (PMI/PSI) and the SPM considers the risk excessive, the SPM will obtain direction from CNO for consideration by NAVSEA 04, the Life Cycle Manager (LCM), and the TYCOM

## **SUBSECTION 7-8 PRE-INSTALLATION CHECK OUT (PICO)**

### **7-8.1 Background**

This subsection of the Navy Modernization Process Management and Operations Manual addresses Pre-Installation Check Out (PICO) requirements, responsibilities, and process. PICO shall be conducted as determined by the PARM/ISEA when alterations/Ship Changes modify or relocate existing equipment or systems, including modifications that affect existing interfaces between systems. For PICOs, TYCOM coordination and approval is required.

### **7-8.2 Purpose**

PICO is conducted in order to validate the operational status and characteristics of the equipment, systems and interfaces affected by the installation. PICO events support the establishment of clear responsibilities for maintenance and modernization communities. They also serve to identify existing discrepancies which, if uncorrected, could delay or prevent the installation of the alteration/SC or the post-installation System Operational Verification Test, providing stakeholders with confidence in the post-production System Light Off and SOVT schedules. PICO ensures that pre-installation component, system, or interface discrepancies are identified and planned for resolution. PICO also supports the early identification and planned availability of spare parts and technical assistance that may be required.

### **7-8.3 Execution**

PICO may be coordinated via two methods:

- PICO events may be coordinated between individual PARM/ISEA/Installing Activity and Ship's Force via TYCOM.
- At the discretion of the Regional NSA/Lead Maintenance Activity (LMA)/RMC, a consolidated PICO event may be coordinated as part of the Availability Advance Planning process, led by a locally-designated PICO Coordinator.

Regardless of coordination method, all required PICOs shall be completed prior to start of installation.

The PARM/ISEA/Installing Activity shall specify the scope of PICO requirements via the following ways:

- PMS-Based PICO. PARM/ISEA/Installing Activity, via TYCOM, may request Ship's Force complete PICO. Ship's Force PICO testing shall be limited to current Ship's Force PMS. The PARM/ISEA/Installing Activity shall determine whether the PICO event shall be witnessed and assisted by the Installing Activity or other Subject Matter Expert (SME).
- Non-PMS Based PICO. Any non-PMS based PICO requirements shall be provided to the Installing Activity by the cognizant Program Office/ISEA/PARM in accordance with Appendix G. Responsibilities for conducting and witnessing of non-PMS PICO testing shall be coordinated in advance and documented in a POA&M/MOA.

#### 7-8.4 PARM Responsibilities

PARMs, or their government installation agent, are responsible for identifying PICO requirements to the NSA/LMA. This includes:

- List of systems planned for PICO
- Coordinate with In-Service Engineering Agent (ISEA)/SME for development of PICO requirements for targeted systems
- Provide PICO support and test requirements, as well as the test plan, if required
- Identify satellite access, keymat and requirements for interfacing systems
- Develop cost estimates and fund any required technical support or witnesses for PICO accomplishment
- Confirm PICO dates with ship/TYCOM and SME
- Include PICO requirements in pre-installation messages
- Identify SME, if required (A-90 target)
- Finalize PICO test plan (A-90 target)
- Conduct a PICO in-brief, if required
- Conduct PICO (target A-60 to A-30)
- Generate a PICO completion report message IAW Appendix H, ensuring Plain Language Address Designators (PLADs) for ALCON are included. The message will be released by the ship by PICO completion +14 days (+30 days for submarines).

The PARM shall ensure PICO requirements are coordinated with the NSA/LMA and ship in accordance with Table S7-4.

#### 7-8.5 NSA/LMA/Fleet Responsibilities

The TYCOM or TYCOM-designated representative shall coordinate the PICO test schedule and execution with the NSA/LMA/ship. For all installations, AIT and Non-AIT, Ship's Force will ensure repair requirements are documented in the ship's CSMP and coordinate work with the NSA/LMA. Additional reporting requirements for AIT installations can be found in Appendix B of reference (b).

**Table S7-4 Consolidated PICO Event (Notional Timeline (for MSMO CNO Avail))**

<b>Consolidated PICO Event</b> Notional Timeline (for MSMO CNO Availability)		
<b>When</b>	<b>Requirement</b>	<b>Responsibility</b>
A-135	Provide scope of PICO testing requirements to NSA	PARMs & AIT Manager
A-120	Confirm PICO start date (P-0) and duration; target accomplishment between A-60 and A-30	NSA, Installing Activities & Ship
A-90	Identify ISEA/SME and provide PICO test plan	PARMs & AIT Managers
P-7	Conduct ship's in-brief, if required	Installing Activities & Ship
P-0	Perform PICO testing	Ship, PARM, ISEA or Installing Activities, as required
P+5	PICO results out-briefed	PARM, ISEA or Installing Activities, as required
P+14	Document PICO results	PARM, ISEA or Installing Activities, as required
A-30	Screen new work and integrate into availability schedule, as applicable	Ship & NSA