

EXECUTIVE EFFECTIVENESS REVIEW (EER) CHECKLIST

Command		Date	
General			
Assessment Attributes		Value	Grade
1.	Does the 3M Coordinator maintain?		
	a. Record of MIP changes (ALID-1)?	1	
	b. MIP to WC File (PMS-4)	1	
	c. Master LOEP (PMS-5)?	3	
	d. Change Accountability Log (including TFBR Accountability Log in SKED)?	2	
	e. Does the 3MC maintain a log tracking the assignments of MRCs from a split MIP to ensure all applicable MRCs are assigned? (SPLIT MIP LOG is available on ATG toolbox website)	5	
	f. Ship generated FBR response status in SKED and follow up action tracked? (60 days and older)	5	
	g. Current Service Brief that has been routed via the chain of command? (Initials by COC required)	2	
	h. Master Confidential PMS card File?	2	
	i. Current PMS DVD?	1	
	j. Current PMR Inventory and Schedules DVD?	1	n/a
2.	Does the 3M Coordinator have an effective system for routing, explaining and tracking of externally provided PMS documentation changes? (hard copy)	3	
3.	Is an effective system in use whereby supervisory personnel periodically and routinely monitor PMS performance per the requirements of reference (a) and this instruction? (Completed Spot check Matrix)	5	
4.	Is the 3M Functional Area Supervisor (FAS) ensuring all 3M databases are being routinely maintained? (SKED, NIAPS backups verified)	10	n/a
5.	Have all FBRs entered in SKED been properly reviewed by the chain of command and submitted off hull within seven days?	3	
6.	Reporting ASI Processing confidence factor (insert RAF worksheet percentage).	15	
7.	Does the 3MC conduct internal audits of all Work Center PMS? Retain copies of Quarterly self assessments for one year.	5	
8.	Does the 3MC provide weekly status reports to the 3M Manager concerning the commands spot check/self evaluation program? (Retain for one year.)	3	
9.	Does the 3MC have an approved master copy of	3	

		PMS PQS specifically tailored for the command? (Hard copy)		
10.		Are 3M qualifications commensurate with billets assigned?	3	
11.		Is the training and qualification program effective for MDS operations? (Insert MPF Score.)	15	
12.		Is the training and qualification program effective for SKED operations? Insert SPF Score.)	15	
13.		Does the 3MC maintain an auditable record of PMS PQS for the command (e.g., copy of service record entries, signed copy of PQS cover letter, officer verified divisional training record)?	2	
14.		Does the 3MC track assessment MRCs (K for submarines/800/AP series for others) and verify completion with the local agency? List from Port Engineer of assessments and ICMP tasks that are passed to the work centers and 3MC verifies that when assessments and tasking complete the correct AP checks are marked off on the PMS boards	5	
15.		Equipment File Validation Verification (Insert EVV Score).	15	
16.		Are all required back-ups being verified and kept (MDS)?(NTCSS)	10	n/a
17.		Current Ship's Maintenance Project Validity Factor Checklist (insert CVF score).	15	
Totals (Attributes evaluated as N/A are not calculated)		Total Points Available	Total Points Awarded	
Executive Effectiveness Review (EER) (Points Awarded/Points Available) Reduced by 50% when work center/ division/department structure not within standard				
<input type="checkbox"/> SAT		<input type="checkbox"/> UNSAT		

Sat = 85 percent or better

COMNAVSURFPACINST 4790.1F/
 COMNAVSURFLANTINST 4790.1F
 25 Feb 11

EXECUTIVE EFFECTIVENESS REVIEW (MPF, SPF, RAF)

Command		Department			Division		Work Center		Date		
Individual Evaluated							3M Billet Assigned				
Proficiency Required						Proficiency Attribute				Yes/No	
	MP	RPP0	WCS	DO	DH						
1.	X	X	X	X	X	3M PQS Qualification completed					
2.	X	X	X	X	X	Able to Log-on. (OMMS-NG)					
CSMP ACTIONS:											
3.	X	X	X	X		Add Maintenance Action (2-Kilo)					
4.	X	X	X	X		Close Maintenance Action (2-Kilo)					
5.	X	X	X	X		Change Maintenance Action (2-Kilo)					
6.	X	X	X	X	X	Display Maintenance Action (2-Kilo)					
CONFIGURATION MAINTENANCE ACTION:											
7.						Report installation of equipment: (CK)				N/A	
8.						Report modification of equipment: (CK)				N/A	
9.						Report removal of equipment: (CK)				N/A	
UPDATE SEF:											
10.	X	X	X	X	X	Review on-line equipment records:					
11.			X			Add equipment records:					
12.	X	X	X			Modify equipment records:					
13.			X			Delete equipment records:					
UPDATE LOGISTICS SUPPORT DATA (LSD) FILE:											
14.	X	X	X	X	X	Review on-line LSD records:					
15.			X	X	X	Add LSD data elements:					
16.			X	X	X	Change LSD data elements:					
17.			X	X	X	Delete LSD data elements:					
SUPPLY REQUISITIONING:											
18.		X	X			Order maintenance parts:					
19.		X	X			Order non-maintenance related items:					
PRINT REPORTS:											
20.		X	X	X	X	SEF summary reports:					
21.	X	X	X	X	X	CSMP reports:					
PRE-TRANSMITTAL REVIEW:											
22.			X	X	X	Review CSMP transactions:					
23.			X	X	X	Review SEF transactions:					
24.						Review FCFBR transactions:				N/A	
Totals											
	11	15	24	12	9	Divide Total Yes by Proficiency Required totals for the billet held by the individual				Total Yes	
						MPF: (percent)					

Sat = 85 percent or better
 LCPO will be graded using WCS criteria.

**EXECUTIVE EFFECTIVENESS REVIEW (EER) SKED PROFICIENCY FACTOR (SPF)
 WORKSHEET (SKED 3.1 Users)**

Command		Department			Division	Work Center	Date
Individual Evaluated						3M Billet Assigned	
Proficiency Required					Proficiency Attribute		Yes/No
WCS/LCPO	DO	DH	3MC				
Work Center Actions							
1.	X	X	X	X	Able to log on		
2.	X	X	X	X	Able to open a Work Center		
3.	X	X	X	X	Able to view the Cycle, Quarter, Weekly and Schedule List View		
4.					Able to annotate Disposition of Maintenance		n/a
5.	X			X	Able to save a Work Center		
6.	X			X	Able to back-up and restore a Work Center		
7.	X			X	Able to modify Work Center Options		
8.	X	X	X	X	Able to view Archive Quarter		
9.	X	X	X	X	Able to view Component Row Properties		
10.	X	X	X	X	Able to view Check Properties		
11.	X	X	X	X	Able to update Spot Check Results		
12.	X	X	X	X	Able to enter/view Flip Page Remarks		
Schedule Actions							
13.	X	X	X	X	Able to add, delete or modify MIPs/MRCs in Data Entry Mode		
14.			X	X	Able to finalize the Cycle Schedule		
15.				X	Able to adjust Quarter Start/End Dates		
16.			X	X	Able to finalize the Quarter Schedule		
17.	X	X		X	Able to generate the next Quarter Schedule		
18.	X*			X	Able to regenerate a Quarter		
19.	X			X	Able to assign Maintenance Responsibilities		
20.	X			X	Able to modify Equipment Associations (Server Installations only)		
21.				X	Able to restart the Cycle Schedule		
22.	X*			X	Able to return the Quarter Schedule to Revise		
23.	X			X	Able to generate an Open Work Candidate for Parts (Server Installations only)		
Event List Actions							
24.	X			X	Able to create an Event List		
25.	X			X	Able to add checks to an Event List		
26.	X	X		X	Able to trigger a Local Event		
27.				X	Able to trigger a Global Event		

COMNAVSURFPACINST 4790.1F/
 COMNAVSURFLANTINST 4790.1F
 25 Feb 11

Feed Back Report Actions						
28.	X	X	X	X	Able to generate a Feed Back Report	
29.		X	X	X	Able to Review/Approve a Feed Back Report	
Revision Actions						
30.	X*			X	Able to implement a Revision	
31.			X	X	Able to finalize a Revision	
32.	X	X	X	X	Able to perform Data Integrity and Periodicity Range checks	
Reports						
33.	X	X	X	X	Able to generate and/or View PMS Reports	
Admin Actions						
34.				X	Able to add Users	
35.	X	X	X	X	Able to edit Users	
36.	X			X	Able to inactivate Users	
37.		X	X	X	Able to View/Modify the Chain of Command	
Totals						
					Divide Total Yes by Proficiency Required totals for the billet held by the individual	Total Yes
					SPF: (percent)	

Sat = 85 percent or better

* = LCPO only

**EXECUTIVE EFFECTIVENESS REVIEW REPORTING ASI PROCESSING CONFIDENCE
 FACTOR (RAF) WORKSHEET**

ASSESSMENT ATTRIBUTES	Value	Grade
Equipment Validation Program		
Does the 3MC/MSC OBR maintain a master file or list to track Configuration Item Record Validations? Listing will be IAW enclosure 11	5	
SUSPENSE FILE SUMMARY STATISTICAL REPORT:		
Age of all configuration transactions was seven days or less. Points are awarded based on the number of days as follows: ** use report from OARS	10**	
Age of all configuration transactions awaiting review:	N/A	N/A
Seven days or less ten points	N/A	N/A
Eight to 15 days eight points	N/A	N/A
15-20 days four points	N/A	N/A
21-30 days two points	N/A	N/A
over 30 days zero points	N/A	N/A
OMMS-NG SYSTEM MAINTENANCE REVIEW		
Is the import correction queue empty?	4	
Has Archive and Inactive been run in the last seven days?	4	
Have Work Candidates been removed from past availabilities?	N/A	N/A
Is the OMMS Server Reports Directory "h/OMMSBT/data/reports" being maintained?	N/A	N/A
Is the OMMS Server Reports Directory "h/OMMSBT/data" being maintained?	N/A	N/A
Does the Review and Approval queue have Work Candidates older than seven days? ** use report from OARS or OMMS-NG	10 **	
Does the FAS have a tracking system for upline reporting?	4	
Does the FAS maintain a log tracking significant down time?	N/A	N/A
Is there an effective process in place that deletes users as they transfer from the command? (Inactivate users in OMMS-NG, delete users in SKED)	4	
Is the availability used to track jobs rejected/questioned by the TYCOM Maintenance Manager (MM) empty?	N/A	N/A
Are copies of the .uru and .pts file maintained on file until reporting activity acknowledges processing?	N/A	N/A
CONFIGURATION MANAGEMENT		
Monthly follow-up action had been initiated with the CDM for CK's awaiting response in excess of 180 days. Run the 180 day CI (find_ci_180age.sql) available from ATG toolbox website.	10	N/A

** Will use the 13 week report pulled from OARS

COMNAVSURFPACINST 4790.1F/
 COMNAVSURFLANTINST 4790.1F
 25 Feb 11

ASI PROCESSING		
Latest ASI file received has been processed. Points are awarded based on the backlog of ASI as follows:	10	
Up-to-date in ASI processing ten points.		
One ASI file behind over seven day zero points.		
Two ASI file behind six points	N/A	N/A
Three ASI file behind four points	N/A	N/A
Four ASI file behind two points	N/A	N/A
Five5 or more ASI file behind 0 points	N/A	N/A
Are ASI Input and Summary Reports (.rpt) kept until all processing of the ASI has been completed? (asi_cdm report)	N/A	N/A
After processing, are ASI error reports (asi_cdm) sent to the CDM and to other activities as directed by the TYCOM?	10	
Is Summary of Effective Allowance Parts List (SOEAPL) worked to determine APLs with no parts and APLs awaiting logistic support? Verify by looking at the bottom of the asi_cdm report that was sent to the CDM.	10	
Totals (Attributes evaluated as N/A are not calculated)	Total Points Available	Total Points Awarded
RAF: (percent)	Sat= 85 percent or better	