

PLANNED MAINTENANCE SYSTEM SERVICE BRIEF

IN THIS ISSUE:

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WE CAN ALSO BE CONTACTED VIA E-MAIL AT PMS@navy.mil , OR PMS WEB PAGE URL: <https://secure.nslc.navy.mil/pms/pms.nsf> , OR VIA THE GLOBAL DISTANCE SUPPORT CENTER AT COMM: (877) 41-TOUCH (86824), DSN: (510) 42-TOUCH (86824), E-MAIL: anchordesk@navy.mil , GDSC URL: www.AnchorDesk.navy.mil , OR CAD: ANCHORDESK

-2
-2
-2
-3
-4
-4
-5
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-5
-6
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-7
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-15
-16
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Fleet Focus is on Maintenance Accomplishment

PMS is an integral part of an overall strategy to maintain our ships to maintain mission readiness and ensure sustained material readiness throughout the life of the ship. Various program improvement initiatives have been implemented and several more are being pursued in order to gain more efficiency to the process but none of them can replace Sailors dedicated to maintaining their ship. The Sailor pumping the grease into a bearing or the Sailor cleaning a dirty ventilation filter is where the maintenance is happening and where our focus of leadership needs to be.

Administration and software product utilization is important only in the aspect that it sets the Sailor up for success and provides a record of effort required. I encourage all levels of PMS management from the work center supervisor to the TYCOM 3MC to evaluate their own practices and determine the adequacy of monitoring PMS where it happens, on the deck plate. As Dwight D. Eisenhower once wisely said "Farming looks mighty easy when your plow is a pencil, and you're a thousand miles from the corn field".

As we progress through the process improvements that are described in this service brief, all of which are well conceived and will most likely provide a better tool set to the fleet, I encourage anyone reading this article to not lose sight of where PMS happens, who is doing it, and what the desired outcome is supposed to be.

Jeff. Baur, US Fleet Forces Command, Maintenance Policy

(2-11)

Each FR Update SPMIG.MDB and 3M Reference Documents

All users that have PMSViewer installed on their local work station must copy the new SPMIG and 3M reference documents from the CD-ROM or DVD image on the command's LAN (or from the CD/DVD if not operating on a LAN) and replace the existing force revision spmig.mdb and documents folder.

- a. Copy the spmig.mdb to c:\program files\pmsviewer\data\ and replace the existing spmig.mdb.
- b. Copy the documents folder to c:\program files\pmsviewer\data and replace the existing documents folders.

(4-09)



Visit the SKED 3.1 Web Page

For the latest SKED 3.1 updates, frequently asked questions and solutions, visit the SKED 3.1 website by

selecting **SKED Updates** on WEB URL:
<https://secure.nslc.navy.mil/pms/pms.nsf>.

(3-07)

Performing PMS While Implementing a Force Revision

If a Force Revision is received late or its implementation is not approved prior to the first Monday of the new calendar quarter, the Workcenter Supervisor and Division Officer need to comply with NAVSEAINST 4790.8B Chg 3, Section I, Chapter I and continue scheduling and performing PMS checks based on their calendar periodicity or situational event, as they occur. SKED is designed to allow the Fleet to continue to perform preventive maintenance without interruption, even during Force Revisions.

SKED 3.1 does not allow applying completion marks in quarters that have not been finalized. However, it does allow checks to be manually added to the schedule and supports printing 13 week reports for use in scheduling checks and manual tracking their completion. After the new quarter's schedule has been finalized, all checks that have been added, completion markings and notes annotated on the 13 week reports for the lapsed weeks need to be manually transferred to the finalized schedule in SKED.3.1.

SKED 3.2 allows checks to be added, applying completion markings, adding Check Notes, and printing 13 Week reports, even though the workcenter may be actively applying a Force Revision.



To ensure that each workcenter has a future quarter available for forecasting PMS, SKED 3.1 and SKED 3.2 need to have their available quarters situated as follows:

In SKED 3.1, of the three available quarters, the first should be the current quarter and must be in Maintenance mode, while the remaining two quarters are in Revision mode, e.g. Quarter 12 is used for FR 1-11 and is in Maintenance mode, Quarter 13, which will have FR 2-11 applied, and Quarter 14, which will have FR 3-11 applied, will be in Revision mode. After the Division Officers have approved the new quarter they must generate the next quarter placing the last calendar quarter into Archive, effectively approving all Flip Page notes, and closing out the quarter.

In SKED 3.2 of the four available quarters, the first quarter must be the past calendar quarter, the second is the current calendar quarter, and the third and fourth calendar quarters are the future calendar quarters, e.g. Calendar Quarter 4-10 is the past quarter, Calendar Quarter 1-11 is the current quarter and Calendar Quarters 2-11 and 3-11 are the two future quarters. When Calendar Quarter 2-11 has been approved Command wide, the 3MC must archive off quarter 4-10.

SKED is designed to allow you to schedule and perform preventive maintenance without interruption, even during Force Revisions.

(2-11)

Updating PMS Data in SKED 3.1, Command 3MC Actions

To reduce the deleting of EGLs, and or adding MIPs that have been superseded during the time between FRs this sequential process must be followed when Updating PMS Data from the Force Revision into SKED 3.1. This procedure also provides guidance on how to align your work centers with the Standardized Workcenters list maintained by your TYCOM. All the files required to perform these steps are located on each new FR DVD/CD-ROM.

1. Ships 3MC after receiving the NAVY PMS CD-ROM or PMS DVD for the new FR, run the MIP Changer utility.
 - a. On the server hosting SKED 3.1, browse to the Navy PMS CD-ROM or DVD >SKED Update Utilities> SKED 31MIPConverter.exe
 - b. Execute SKED31MIPConverter.exe. A report will be issued listing all that has been changed by work center. This report can be saved and printed out for distribution to the effected workcenters.
2. Commands needing to rename or split work centers to align with Standardized Work center, run the SKED 3.1 Work center Manipulation Utility.
 - a. Print the operating instructions by browsing to the Navy PMS CD-ROM or DVD >SKED Update Utilities>SKED31WorkcenterManipulation Utility.txt.

- b. Browse to the NAVY PMS CD-ROM or DVD >SKED Update Utilities>skedwcchg.exe.
 - c. Execute skedwcchg.exe using the SKEDADMIN login and password. Follow the wizard to perform changes.
3. Update the FR PMS Data into SKED 3.1.

Note: Depending on system hardware, this process may take several hours to complete.

 - a. On the server hosting SKED 3.1, log SKED 3.1 as an Administrator or 3MC user.
 - b. From the menu bar, select Admin>Update Data>Update PMS Data and follow the wizard instructions.
 - c. When the Update PMS Data dialog box states “Update Complete!” click Exit.

For SKED technical assistance, contact one of the following:

PAC Activities: Code 62112, Commercial (619) 556-0577, DSN 526-0577 or e-mail hilario.gabrintina@navy.mil

LANT Activities: Code 62111, Commercial (757) 967-3414, DSN 387-3414 or e-mail percy.saunders@navy.mil

COMSUBPAC Activities: Commercial (808) 473-4839 or e-mail steven.a.campbell@navy.mil

COMSUBLANT Activities: Commercial (757) 967-6184 or e-mail craig.r.houck@navy.mil

(1-11)



Updating Changed MIP, and MRC Documents, Work Center Supervisor Actions

NAVSEAINST 4790.8 and your TYCOM 3M instruction describes what PMS documents are required to be stored in the Work Center Binder. Some of the required documents are the MIPs listed on your LOEPs, and depending on your TYCOM Instruction some or all of the MRCs that are used to perform Planned Maintenance. Each FR some of the MIPs and MRCs are updated. Depending on your TYCOM instruction some or all of the changed, and only the changed MIPs and MRCs need to be updated in the Work Center Binder.

To print only the changed MIPs and MRCs;

For SKED 3.1

1. From an open workcenter schedule click on the Binoculars in the lower left hand corner of the Schedule.
2. Click the Batch Print button from the tool Bar.
3. Follow the Wizard to print the desired MIPs and MRCs. Selection 3.c. is the recommended option.
 - a. All PMS Documents listed for my Work Center.
 - b. Select only PMS Documents that have changed for my workcenter, regardless of whether or not they are currently on my schedule.
 - c. Select only PMS documents that have changed for my work center.
 - d. Select only PMS documents that are on the workcenter schedule.

For SKED 3.2

1. From the Workcenter Tab, select the PMS Documents view.
2. Click on the Print PMS Deck button.
3. In the Print PMS Deck box, expand and place a check mark next to the MIPs that require printing.
4. Remove the Check Mark next to the MRCs that do not require printing.
5. Click the Print button.

For PMSViewer

1. From the tree select your Command and workcenter.
2. Highlight the MIP that has changed.
3. Click on the Batch Print icon on the tool bar.
4. In the Organize Batch Printing Box place a check mark next to “include associated MRCs”, and “Include Changed Documents Only”.
5. Click on the Add Document to Print List button.
6. Repeat steps 2 through 5 until all changed MIPs and MRCs have been selected for printing.
7. Click the Print Batch button.

For SKED technical assistance, contact one of the following:

anchordesk@navy.mil

<http://www.anchordesk.navy.mil/fleetsupport/request.nsf/request?OpenForm>

Global Distance Support Center (GDSC)

Commercial: (877) 418-6824

Fax: (757) 443-3662

(3-10)

SKED 3.1 Remembers Last Revision Changes

SKED 3.1 remembers which MIPs and MRCs you set as active during the last revision. To allow SKED 3.1 to remember which MIPs and MRCs were active between each revision, you must select “Using the Centralized Data Source” when responding to Step 1: Choose Revision Method of the revision Wizard.

This is the default setting if the Command’s 3MC has Updated PMS Date from the current NAVY PMS FR DVD/CD-ROM. For workcenters that have a large number of Component Rows, it is recommended that on “Step 5: include Previously Rejected and New MRCs” of the Revision Wizard, place a check mark next to “Do not Include previously rejected MRCs in this revision”. This will help to prevent you from receiving an overflow error.

If you do not have “Revision from Centralized Data Source (Recommended)” it is because PMS data was not updated into SKED 3.1. If this is the case, then in Step 1: of the Revision Wizard use “Revision from NAVY PMS CD”. This revision method will provide you with the functionality of retaining the previous revisions history.

These are the only two Revision Methods that you should ever use. Both of these methods do allow the user to make manual adds to the workcenter schedule if it is needed.

If you get into your revision and see that all the MIPs and MRCs are Green, or new, it is a strong indication that the last revision(s) were performed using the



Manual revision method. Use of the Manual revision method does not retain any history of changes.

For SKED technical assistance, contact one of the following:

anchordesk@navy.mil
<http://www.anchordesk.navy.mil/fleetsupport/request.nsf/request?OpenForm>
 Global Distance Support Center (GDSC)
 Commercial: (877) 418-6824
 Fax: (757) 443-3662

(3-10)

SKED 3.2 Implementation

SKED 3.2 is certified for use on NIAPS version 2.0 and greater. Currently installed and active on various DDG, LCS and SSN platforms. NAVSEA is working with USFF and TYCOMs to accelerate the rollout of SKED 3.2 in the fleet.

The SKED 3.2 activation process will be performed in two phases; Phase I includes the conversion of SKED 3.1 data and the command will be provided training and allowed to use the SKED 3.2 data for familiarity with the operation of the software. Phase II includes a second and final conversion of SKED 3.1 data and training for the 3M Coordinator, Officers, Chiefs, and Work Center Supervisors. NAVSEA technicians will be onboard for final conversion and training anywhere from 5 – 10 days depending on class of ship.

(2-11)

SKED 3.2 Information

1. Enhanced Individual Equipment Tracking:

With the removal of EGL's, every piece of equipment onboard ship becomes its own line item in SKED and on the 13 week report. When coupled with a ship's OMMS-NG configuration data, SKED allows the workcenter supervisor to accurately account for each piece of equipment in the workcenter and ensure proper maintenance is being conducted.

2. Command Wide Reports Feature:

The built in "Reports" feature allows personnel to extract a wide range of information in moments. Ranging from the forecasting of Hazmat, Repair Parts, Test Equipment needed, to PAR completion information for the entire command or an individual workcenter covering a given date range. Additional reports allow the command to view checks that have a potential to be lost, if not completed with-in periodicity, days or weeks in advance. 3MC's can view with 100% accuracy, each workcenters PAR/SAR/ACF data broken down by total number of checks scheduled, completed, lost, and rescheduled throughout a quarter or individual week. Each report can be exported into Excel format for timely and accurate command reporting.

3. Quick Reference Icons on Workcenter Schedule:

With each piece of equipment becoming its own line item on the workcenters schedule, there are icons that indicate for each check if it requires a Tag-Out, Repair Parts, if it is a Safety of Ship item, has Hazmat, has a customized MRC card, if it is a classified MRC, or if it contains a check note from being previously rescheduled. All of this is readily available to the

crew without even having to pull the MRC and greatly enhances the workcenter supervisor's ability to pre-plan and prioritize their maintenance accordingly.

Provided by:
 HTC(SW/AW) Purvis, Jonathan D.
 USS STOUT (DDG-55) 3M Coordinator

(2-11)

SKED 3.2 Integrates Fleet's Requested Enhancements

Component Based MRC Line Outs and Customization:

SKED 3.2 will schedule PMS at the component/equipment level and will be tied to configuration. SKED 3.2 will allow the Workcenter Supervisor to customize an MRC for a specific piece of equipment by performing a line-out on steps, as allowed by NAVSEAINST 4790.8B, that are not applicable for that equipment or configuration. The supervisor may also add custom notes for the Tools, Parts, and Materials block. In addition, the component's name, location, and serial number will be displayed on the MRC. If the card is destroyed, simply print its replacement, removing the need to review and approve the MRC.

Increased Automation / Workflow: SKED 3.2 includes automated workflow mechanisms that provide customized task lists for each user. When a user logs into SKED 3.2, the user's task list will be the welcome screen. This is a customized list of actions that require the user's attention and automatically links the user to other areas of the program where those tasks need to be performed. Assigned



maintenance tasks, feedback report approvals, PMS alerts for out-of-periodicity maintenance, assigned training tasks, and spot check assignments are examples of the types of tasks that are available from the user's task screen.

Increased Support for Situational Maintenance:

The standardization of situational maintenance requirements has allowed SKED 3.2 to automatically build and associate "global" (ship-wide) and "local" (equipment specific) events. These events are automatically built and updated when the Force Revision data is updated into SKED. The application will also present to each work center supervisor, a concise list of situations that their PMS identifies. SKED 3.2 supports "states", "triggers", and counter-based situations.

Increased Performance and Reliability: SKED 3.2 performs real-time updates to the database for increased performance, reliability, and accuracy. Therefore, ship-wide reports are always based on current information. These updates also provide the ability for multiple users to accurately access work center data at the same time. Extensive data validation routines ensure that only the proper information may be entered into the system, and the user-based roles and permissions scheme streamline the user-interface to reduce the amount of clutter presented to the user.

Ship-Wide LOEP Management: The ship-wide LOEP management screen provides the 3M Coordinator, Department Heads, and Division Officers the ability to electronically compare each work center's LOEP with their PMS schedules. This tool

also allows the 3MC to see each of the ship's Maintenance Index Pages (MIP) at the ship-wide level to ensure that all maintenance is covered.

(4-07)

How do I request Technical Support for SKED 3.1 and PMS Viewer

To request technical support for either SKED 3.1 or PMS Viewer, submit your request to the NAVSEA Anchor Desk using one of four methods.

1. Phone: 1-877-418-6824
2. E-mail: Help@AnchorDesk.Navy.Mil, or Help@AnchorDesk.Navy.Smil.Mil
3. Naval Message using the PLAD: ANCHORDESK NORFOLK VA
4. WEB Request Form: <http://www.anchordesk.navy.mil/fleetsupport/request.nsf/request>

(3-07)

Restarting Cycle Schedules Using SKED 3.1

As directed by OPNAV and TYCOM instructions, periodically you are required to reset the Schedule Quarter after Overhaul to 1. You can print a copy of the procedure to reset your Cycle Schedule from WEB URL www.nslc.navsea.navy.mil/pms/pms.nsf and selecting SKED Updates from the Download Files section. Browse to the Frequently Asked Questions (FAQ) section, highlight the topic of interest and click on print.

(2-05)

Opening the SKED HELP FILE

The SKED 3.1 Help file can not be viewed when logged into SKED 3.1 due to a Security Hotfix distributed by Microsoft several years back preventing .chm files from being opened across a network.

Copying SKED help manual to your desktop:

- 1) Copy file "SKED_3.CHM" from the NIAPS server SKED 3.1 directory.
- 2) Paste it to your Desktop.
- 3) Open the SKED help folder on your desktop to view help manual.

If the SKED help manual does not open from your desktop, perform the following steps:

- 1) Copy file "SKED_3.CHM" from the NIAPS server SKED 3.1 directory.
- 2) Paste it to a folder, normally your temp folder, on the C drive of the local work station.
- 3) Open the SKED help from the folder on your C drive to view help manual.

This procedure will have to be performed at each work station that will need to access the SKED help manual.

(4-07)



SKED Training

ATG 3M Team offers a one-day SKED workshop. This is a hands-on workshop that covers the installation of Force Revisions and properly maintaining work centers. For more information, ATG points of contact are:

PAC Activities: Lisa Dubois at DSN 526-5796, Commercial (619) 556-5796 or e-mail lisa.dubois@navy.mil

LANT Activities: Gary Hudson at DSN 564-6994, Commercial (757) 444-6994 or e-mail gary.w.hudson.ctr@navy.mil

(1-10)



PMS WEB Site

The PMS Program Support webpage is available on the NAVAL SEA LOGISTICS CENTER (NSLC) home page product list. The URL is www.nslc.navsea.navy.mil and the URL for the PMS page is <https://secure.nslc.navy.mil/pms/pms.nsf>. This web site provides information pertaining to PMS programs and services.

The site provides three areas for information and a PMS Comment form for customer feedback.

Information - Provides detailed information concerning PMS.

Request for Services - Provides four forms available to the user for electronic submission. They are:

1. PMSMIS / TFBR Account Request Form - Used to request access to the PMS MIS to submit TFBRs if unable to use SKED.
2. SPMIG Submit Form - Used for submission of requests for new SPMIG numbers.
3. PMS Activity Address Change Form - Used to submit address changes.

To submit these forms, simply click on the applicable form, add the requested information, submit, and we will process the information as soon as it arrives.

Note: The hyperlink 'Electronic FeedBack Report Form (ETFBR) OPNAV 4790.7B' has been removed. TFBRs should be submitted via SKED 3.1 or lacking that capability submitted via the PMS MIS Feedback Report Wizard.

Download Files - Provides the user access to download the New PMS Editor (NPE). SKED updates are available for download via a link to the Antech Systems Inc. website. We highly recommend users access the site monthly after the 10th, when the latest NPE and other information programs are updated.

Points Of Contact - Provides a current listing of Points of Contact for the PMS Program at NAVSEALOGCEN Detachments Norfolk and San Diego. There is also a link to a PMS Customer Comments form.

E-mail can be sent directly from the site. For further information, contact NSLC DET San Diego at (619) 556-0578, DSN 526-0578 or NSLC DET Norfolk at (757) 967-3405, DSN 387-3405.

Maintenance Requirement Removal

Maintenance entries on MIPs that do not have an MRC assigned and are identified with ** (double asterisks) are being reviewed for removal or change. Either the task is being removed from the MIP and transferred to the Class Maintenance Plan, or (due to program requirements) the ** entry is being replaced with an MRC procedure, as applicable. Due to current staffing levels, these changes cannot all be accomplished within a single Force Revision, therefore please do not submit Feedback Reports to identify these items. These updates will occur either through a MIP review or as a MIP is updated for other reasons.

(2-11)



Fleet Maintenance Effectiveness Reviews (FLEETMERs)

In support of NAVSEA 04RM's continuous efforts to improve class maintenance plans, FLEETMERs are conducted periodically to validate that existing maintenance requirements meet the principles of Reliability-Centered Maintenance (RCM). These MERs incorporate of maintenance requirements for selected systems from all levels of maintenance across all surface ship, aircraft carrier and submarine Enterprises. Systems are chosen based upon both fleet input and upon identification as a "troubled system" by such programs as MFOM, TMA/TMI, TSP or MPEA.

FLEETMERs are intended to bring together all stakeholders from the maintenance, technical and fleet communities to review and improve Navy maintenance. They are typically held in fleet homeports in order to promote and encourage Fleet Sailor participation whose knowledge and experience is invaluable to the overall effectiveness of these MERs. It is an opportunity for the Fleet Sailors to get a first-hand look at how maintenance is reviewed based upon RCM and to provide feedback on maintenance requirements, best practices, procedures, tools, and materials based upon their years supporting the fleet.

The FY11 FLEETMER Schedule was promulgated on 10 September 2010 (Ser 04RM/4307). All carriers, surface ships and submarines are encouraged to review the FY11 FLEETMER schedule. Specific

information for each scheduled FLEETMER event will be promulgated by Naval message closer to the scheduled date. Carriers, surface ships, and submarines scheduled to be in home port during upcoming FLEETMERs should submit Fleet Sailor nominations to the point of contact designated in the Naval message as early as possible to ensure coordination and funding, if required.

For further information regarding upcoming FLEETMERs or to propose a troubled system for inclusion into a FY 2011 or FY 2012 MER, contact Marc Borkowski, (202) 781-3284, DSN 326-3284 or e-mail marc.borkowski@navy.mil.

Introduction of the Off-Ship Maintenance Indicator

Force Revision (FR) 2-11 will introduce new indicators for Off-Ship Maintenance assigned MRCs mainly to LCS/DDG 1000 Class ships. These new indicators will appear as "+" and "++" with the periodicity on MRCs and on MIPs. There are legend(s) that have been placed on MIPs containing the Off-Ship Maintenance indicators at the bottom of the scheduling aid block. The legend(s) will read:

- + Off-Ship Maintenance Personnel
- ++ Ships Force and Off-Ship Maintenance Personnel

Currently LCS/DDG 1000 Class ships are using Off-Ship Maintenance personnel to accomplish certain O-level MRCs, however this new maintenance trend may eventually expand to other ship classes. Some of the

MIPs that have been updated to reflect the Off-Ship Maintenance indicators are reapplied to other ship classes that do not use Off-Ship Maintenance personnel to accomplish O-Level maintenance. For ships that receive updated MIPs/MRCs reflecting the new Maintenance Indicators that do not use Off-Ship Maintenance personnel to accomplish O-level maintenance, you are instructed to ignore the indicators and perform your maintenance as scheduled.

(2-11)

COMNAVAIRFOR 3-M Lessons Learned

1. Administrative reviews of work center PMS manuals are not being correctly performed. Look for maintenance checks that are on the Maintenance Index Page (MIP) but not on the cycle or quarterly schedule and maintenance actions that should be active that are lined out on the MIP. Ensure that PMS boards are not being approved with various errors (which indicate that they are not being reviewed by supervisory personnel). After every force revision, Work Center Supervisors (WCS) should print the cycle and quarterly schedules and ensure all active checks from the MIP are listed on cycle boards. Then compare cycle and quarter schedules to ensure all checks for the quarter are scheduled in the proper periodicity. Checks not completed during the previous quarter must be scheduled in the first week of the new quarter. Additionally, the WCS and Chain of Command (COC) shall use the Administrative Effectiveness Review (AER) Checklist in the Joint Fleet Maintenance



Manual (JFMM) Volume VI, Chapter 19, to verify the accuracy and completeness of PMS manuals.

2. *What is a Spot Check?* It is a random check to validate a completed maintenance action. There are two types of checks, historical spot checks and monitored maintenance checks. The intent of a spot check is to **ensure** the maintenance was **completely** and **correctly** performed. Historical spot checks validate preventive maintenance that has been completed. Monitored maintenance checks are accomplished by watching the maintenance person perform the maintenance action. This allows intrusive leadership to uncover inadequate maintenance practices before they are signed off on the 13-week file as completed. Monitored maintenance checks are a valuable tool to be used by the command to train the maintenance person.

a. To complete a spot check, the maintenance person must demonstrate the maintenance procedure. This requires that the equipment be tagged out (if required by the MRC), the proper grease, oil's etc be applied to the equipment (step-by-step) as listed on the MRC. This is the only way to ensure the maintenance was completely and correctly performed. The check may be stopped at whatever point the spot checker is convinced the maintenance was completely and correctly performed, followed by feedback and training on any items observed as less than satisfactory. Safety items are the only exception. Safety issues must be addressed promptly to ensure safety of personnel and equipment. Historical spot checks are not conducted to hold in-depth maintenance training. In-depth maintenance

training/qualification is accomplished via monitored maintenance. A maintenance action signed as complete by a maintenance person indicates the maintenance action was completed as written, without discrepancies.

b. *Why re-perform the maintenance during a spot check?* This is the best way to ensure the maintenance person completed all the required steps of the MRC. For example, the spot checker will not see if the maintenance person can properly perform absence of power checks, knows the difference between a packing gland and a bonnet gasket, or used the armored door MRC on a steel WTD if either “re-enactment” or “discussion regarding steps” methods are the only ones used. The spot checker must go to the equipment and not be located elsewhere and merely ask “What did you do?” this is considered **simulation** and there is no way to **ensure** the maintenance person can correctly perform the maintenance.

3. Remove the SCBA Overhaul Maintenance Test Stand from Shipboard Service. CVNs were originally outfitted with the Scott SCBA Overhaul Maintenance Test Stand (PN 802830-01, NSN 4240-01-449-6413) that provided ship's force the capability to perform their own SCBA functional testing. The test stand is considered obsolete, should be removed from service and disposed of to the local DRMO. This will align all ships to the same method that is used by the other classes. Current SCBA testing standards now require an off-ship computerized test stand to perform SCBA functional testing. SCBA functional testing shall be accomplished through RMC/IMA or outside vendor as

is the case with the rest of the Fleet. The testing facility activity must be SCOTT certified in order to perform functional testing and SCBA repair.

4. The ship's TSIMS/MODES ZIDL database continues to contain multiple discrepancies. ZIDLs have the incorrect priority levels and/or are not characterized properly. The correct priority applied to each ZIDL helps the Chain of Command correct/mitigate safety priority 1 ZIDLs. Priority 1 ZIDLs are for majors in safety, electrical and damage control. (Priority 1's are discrepancies that could cause immediate danger or injury to personnel or cause major shipboard damage to equipment).

Questions or comments can be addressed to: CW04 Gregory Collins, CNAF 436 3M Program Manager, (757) 445-7356, DSN 564-7356 or e-mail gregory.collins2@navy.mil.

(2-11)

Submitting Landing Craft Utility (LCU) 5834-Series TFBRs

Naval Surface Warfare Center Combatant Craft Division (NSWCCD DN), as the In-Service Engineering Agent (ISEA), responds to 5834-Series Maintenance Index Page (MIP)/Maintenance Requirement Card (MRC) related TFBRs.

Current development guidelines have determined that configuration specific MRCs be developed for this community. This type of specific MRCs will provide the exact PMS requirements and procedures to



complete safe and effective organizational maintenance on board the different hulls and class types assigned while allowing APL/AEL information to reflect the accurate needs of each work center assigned to the command.

Prior to submitting a TFBR, the originator is requested to go the extra step and report the impact of the request (positive/negative) on other boat classes and/or configurations.

Each 5834-Series MIP contains TFBR guidance to include supporting information and documentation, including, but not limited to:

1. Reference or source of engineering/technical data to support the TFBR request.
2. In instances where the maintenance procedure is confusing, inaccurate, not in accordance with the equipment configuration, and/or causes safety concerns, the person responsible for performing the maintenance should provide the recommended steps to accurately and/ or safely complete the maintenance procedure.
3. APL/AEL information (for the boat and component)
4. Manufacturer of the component
5. Equipment serial and make, model or part number
6. Type of system/subsystem

Accurate and timely resolutions are important but without the information contained in numbers 1 through 6 it is difficult to resolve and implement changes based on the originators request. In order to provide customer service that allows the accurate and timely resolution of the issues identified during the

accomplishment of maintenance, you are encouraged to contact the POCs listed below to discuss and identify what information will be required to support the TFBR submission.

Point of Contact information for these actions are: Donna Stanford, (757) 462-4381, e-mail donna.stanford@navy.mil and Ronald Burton, (757) 462-4303, e-mail ronald.l.burton@navy.mil .

(2-11)

Submitting Small Boat (5833 Series MIPs) TFBRs

The Naval Surface Warfare Center Combatant Craft Division (NSWCCD) request that the following information and documentation be included in all 5833 series TFBRs:

1. Reason for submitting the request. This should include any changes to procedural steps, periodicities, as well as required tools, parts and/or materials.
2. The boat hull number for all boats assigned
3. The boat hull number for the boat(s) affected by the request
4. APL/AEL of the boat and component
5. Manufacturer of the boat and the component
6. Equipment serial number and make, model, or part number
7. Type of system/subsystem
8. Approved Navy or manufacturer technical manuals that support the requested change
 - a. Boat Information Book (BIB)
 - b. Manufacturer's technical manual(s)

- c. Naval Ship's Technical Manual Chapter 583 Boats and Small Craft S9086-TX-STM-101/CH-583R4
- d. Commercial-Off-The-Shelf (COTS) manuals provided with the boat.
- e. Any other technical manual or documentation that supports the requested change.

Including the requested supporting information and documentation will allow for the identification of the unique characteristics of the boats assigned. Additionally, this information will permit the submitting command the ability to be an active part of the resolution process allowing for a timely and accurate response that will not adversely affect the maintenance actions of other commands that use the MIP/MRC.

To ensure compliance with OPNAVINST 4780.6E Policy For Administering Service craft and Boats in the U.S. Navy, ensure that your small boat inventory has been validated annually within the Craft and Boat Support System (CBSS) data base. OPNAVINST 4780.6E paragraph 6.c.15 states:

1. (COMNAVSEASYS COM) Be responsible for annual validations of all boats and service craft with data provided by the user Commands/activities.

CBSS data base website is <https://www.boats.dt.navy.mil/cbss21/>.

For questions and/or concerns relating to the submission of 5833 series MIPs, TFBRs, and the validation of CBSS, please contact Donna Stanford at (757) 462-4381 or e-mail donna.stanford@navy.mil .



(2-11)

**** A Change in Related Maintenance Applications**

NAVSEALOGCEN has revised the method of designating related maintenance that provides for a better understanding of the relationships between the various types of related maintenance and the way they will be depicted on the Maintenance Index Page (MIP) and the associated Maintenance Requirement Cards (MRCs). To accomplish this, there will now be a separate SPMIG number for each type of related maintenance.

The following SPMIG numbers will be used in the Tools, Materials, Parts, Test Equipment block on the MRC to identify the particular type of related maintenance that is required.

02000 - Mandatory related maintenance - The entire related MRC is required to be performed each time the referencing MRC is accomplished.

02200 - Conditional related maintenance - All of the related MRC is performed when specific conditions are either present or not met on the referencing MRC.

06700 - Convenience related maintenance - Not actually related to the check being performed but it is desirable that it be performed due to similar prerequisites, etc.

MRC Related Maintenance entries on the MIP will be designated as follows:

- If the related MRC is *mandatory* related maintenance (SPMIG code 02000), the related MRC will be listed on the MIP **with** the mandatory-required symbol (#) assigned.
- If the related MRC is *conditional* related maintenance (SPMIG code 02200), the related MRC will be listed on the MIP **without** the mandatory-required symbol (#) assigned.
- If the related MRC is *convenience* related maintenance (SPMIG code 06700), the related MRC will be listed on the MIP **without** the mandatory-required symbol (#) assigned.

If the Maintenance is Partial Related Maintenance, the steps required will actually be incorporated in the MRC as procedure steps as MRCs are revised for other technical updates. Please do not submit Feedback reports to remove Partial Related Maintenance, this will occur through standard document updates.

(1-11)

COMNAVSURFOR Surface Ships and Units Conversion to Semi Force Revisions (FR) Effective FR 2-11

COMNAVSURFLANT and COMNAVSURFPAC Surface Ships (CG, DDG, FFG, LCC, LCS, LCU, LHA, LHD, LPD, LSD, MCM, PC); Assault Craft Units (ACU) 1, ACU 2, ACU 4, and ACU 5; Assault Seabee Units (ASU) 1 and ASU 2; Beach Mobile Units (BMU) 1, BMU 1 Det WestPac, and BMU 2.

Issuance of their PMS force revisions will convert from quarterly to semi-annually beginning in CY2011 per COMNAVSEASYSKOM msg R251632Z JUN10 paragraph 4. These Surface Ships and units will receive FR 2-11 for implementation in April 2011 and FR 4-11 for implementation in October 2011.

PAC Activities: Commercial (619) 556-0578, DSN 526-0578 or e-mail anne.cotcher@navy.mil

LANT Activities: Commercial (757) 967-3405, DSN 387-3405 or e-mail jon.winoker@navy.mil

(4-10)

Definitions of ACNs, Special Issues, and Pen & Ink Changes

ACN Definition: Advance Change Notices (ACNs), formerly identified as PMS MIP and MRC Facsimiles, are revisions to existing documentation. An ACN will refer to specific MIPs and MRCs and the locations of the revisions will be indicated by a vertical change bar on the left side of each page. New or revised document(s) will be provided with each ACN. Each ACN is serialized on every page. The serial number consists of the "ACN" indicator, originating activity code, serial number, MIP number, MRC number (if applicable), and revision date. ACNs forwarded with changes within the MIP and/or MRC are normally done as a result of safety-related revisions, but can also reflect updates to maintenance and/or equipment requirements. All ACNs are sent via e-mail. Since MIPs and MRCs are not authorized for electronic transfer via unencrypted means, they are forwarded as



an attachment to an e-mail that is separate from the feedback report close-out e-mail. The feedback report close-out e-mail will include a password that will enable the recipient to open the encrypted MIP and/or MRC. A record of ACNs shall be maintained by the Work Center supervisor.

Special Issue Definition: Special Issues are issues of new documentation between Force Revisions. A Special Issue represents a new MIP and at least one new MRC. A Special Issue may reflect newly developed documentation, or may reflect a change in the documentation a Command receives, such as the addition of a MIP and/or MRC(s) to the Work Center LOEP which the Command needs due to the addition of new equipment. Each Special Issue is serialized on every page. The serial number consists of the Special Issue indicator "SI", originating activity code, serial number, MIP number, MRC number (if applicable), and revision date. Special Issues will be forwarded as a response to a locally-generated Technical Feedback Report to the applicable hulls and/or activities. Since MIPs and MRCs are not authorized for electronic transfer via unencrypted means, they are forwarded as attachments to an e-mail that is separate from the feedback report close-out e-mail. The feedback report close-out e-mail will include a password that will enable the recipient to open the encrypted MIP and/or MRC. A record of Special Issues shall be maintained by the Work Center supervisor.

Pen & Ink Definition: Pen & ink changes are authorized revisions to any aspect of existing PMS documentation and are authorized in TFBR responses. Pen & ink changes included in TFBR responses will

provide specific instructions that will refer to specific MIPs and/or MRCs. Pen & ink changes provide interim measures as a result of minor changes due to updated maintenance /equipment requirements. Significant changes to PMS documentation are sent via Advance Change Notice. All pen & ink changes are sent electronically via e-mail as TFBR responses.

To apply ACNs, Special Issues, and Pen & Ink Changes to the command's PMS Master file, Workcenter PMS Manual's, and SKED following the guidance provided in the NAVSEAINST 4790.8B Chg. 3, Section I, Chapter I, paragraphs 1-5.11, 1-5.12.1, and your TYCOM 3M Instructions. (4-10)

MK-1 Auto Inflator Replacement

The auto inflator made by CONAX (NSN 1377-01-302-2560) is authorized for use on existing MK 1 life preservers. It replaces the chemical pill auto inflator kit, NSN 4220-01-470-9906; chemical pill, NSN 4220-01-470-9908; and the CONAX auto inflator (NSN 4220-01-302-2560). The CONAX auto inflator (1377-01-302-2560) is being provided at no cost to the end user. Request all users of existing MK-1 life preservers transition to CONAX auto inflator (1377-01-302-2560) prior to their next deployment. The inflator is a no-cost item to the user and can be obtained by submitting a requisition as noted below: Sample requisition when ordering the new auto inflator:

A0A/NCB/F/1377013022560/EA/QTY_/_/UIC_/_/_/ JULIAN DATE/SERIAL#/_/SUPAD_/B/26/N2E/821/03/RDD.

- SUPAD must be a valid UIC and not the Squadron designator.
- RDD must contain a valid date. No "999" or "777".

Forward the requisition via e-mail to Mr. Fred Young, fred.young@navy.mil, at NOLSC, Mechanicsburg for processing. Please provide him with the complete shipping address and point of contact to ensure the Fed-Ex package is delivered properly. The inflators and batteries should be sent to your home port and not to a deployed location.

Batteries for inflator need to be ordered separately. The NSN for the battery is 6135-01-372-5191.

Do not dispose of existing inflators until you receive the new CONAX inflators and batteries.

Order only the quantity of inflators that corresponds to your AEL allowance for MK-1 life preservers. The AELs that would apply are located in the series 2-330014161-14166 or 2-330013101 depending on your ship class. (4-10)



Maintenance on Cryptographic Devices

In the past, right or wrong, cryptographic devices in the EKMS vault had minimal maintenance performed on them, which did not impact their availability. However, with the change to modern cryptographic devices this method of operation can no longer be used. Modern cryptographic device design includes active circuits using battery backup that requires maintenance while operational or in storage (such as the EKMS vault) to ensure the units will not fail during periods when they are required. Failure to perform these checks may result in the system batteries dying, which will allow the unit to lock up and require the device to be returned to repair facility for reloading of critical software.

(3-10)

Configuration Based Maintenance

NAVSEA 04, NSLC, SUBMEPP and NSWCCD have engaged in a new methodology to develop class/equipment specific MIPs and MRCs. This process, Configuration Based Maintenance, provides the end user maintenance documentation developed specifically for his/her platform or equipment. MIP Scheduling Aids are reduced, if not eliminated in their entirety, and MRCs no longer contain review and omit or “if applicable” steps. If the MIP and MRC are loaded to your platform, it is applicable. This enhanced development process is being prototyped for the submarine community. With this FR, submarine Mooring and Towing PMS documentation has been

revised to be configuration specific. MIP 5821/021 is now applicable to SSN 21 Class only and all tables, drawings and procedural steps apply only to SSN 21 class submarines. The same holds true for 5821/036 which applies to SSN 774 class, 5821/035 which applies to SSBN/GN 726 class and 5821/034 which applies to SSN 688 class. The development of this type of documentation coupled with the capabilities of SKED 3.2 and accurate configuration data will eventually lead to a scheduling program that not only schedules the MRC when it needs to be accomplished, but identifies the system, equipment and/or component to which that MRC applies; the right maintenance for the right equipment for the right platform.

As this is the first Configuration Based Maintenance MIP series developed, we are soliciting your feedback. Basically, what do you think? Do you see value in this effort and will it make your job easier? At this early phase in the process, your input could have a significant impact on the way forward. 3MCs or AGang LPOs let us know what you think. Provide your comments via e-mail to your TYCOM Rep, SUBMEPP, Ray Lambert, ray.lambert@navy.mil or NAVSEA 04 Andy Kelly, william.a.kelly@navy.mil.

(2-10)

Navy Expeditionary Combat Command (NECC) 3M Support Representatives

Navy Expeditionary Combat Command has 3M Representatives to provide quick and personal response to NECC activities on 3M issues. The following names and contact info for the COMNECC

representatives are provided as points of contact to resolve Planned Maintenance System and other 3M related problems and concerns. This includes anything that prevents you from doing your job as the 3MC.

Dave Noel
TYCOM Maintenance Program Manager
Phone: (757) 462-4613 ext 111
david.noel1@navy.mil

CMCS (SCW/EXW) Steve Neal
TYCOM 3M Representatives
Phone: (757) 462-4316 ext 127
steven.w.neal@navy.mil

CMC (SCW/EXW) Scott Farmer
TYCOM 3M Representatives
Phone: (757) 462-4316 ext 221
scott.e.farmer@navy.mil

BMC (SW) Clain McKay
TYCOM 3M Representatives
Phone: (757) 462-4316 ext 104
clain.mckay@navy.mil

EOC (SCW) Al Lambright
TYCOM 3M Representatives
Phone: (757) 462-4316 ext 156
albert.lambright@navy.mil

(2-11)



Submarine Force (CSF) 3M Support Representatives

Submarine Force has positioned a 3M Representative at strategic locations to provide quick and personal response to SUBFORCE activities 3M issues. The names and contact information are provided.

COMSUBFOR requests that these representatives be your first point of contact to resolve Planned Maintenance System and other 3M related problems and concerns.

Craig Houck
PMS Manager / TYCOM 3M Rep Mid-Atlantic
Phone: (757) 967-6184
Cell: (757) 435-2929
Fax: (757) 967-6924
craig.r.houck@navy.mil

Felix Ruiz
TYCOM 3M Representative Southeast
Phone: (912) 573-9676
Cell: (912) 577-1639
Fax: (912) 573-4777
felix.ruiz@navy.mil

Nick Milano
TYCOM 3M Representative Northeast
Phone: (860) 694-3669
Cell: (860)634-3560
Fax: (860) 694-2937
nicholas.milano@navy.mil
nicholas.milano@navy.smil.mil

Steven "Soupy" Campbell
COMSUBPAC 3M Manager
Phone: (808) 473-4839
Cell: (808) 728-2835
steven.a.campbell@navy.mil
steven.a.campbell@navy.smil.mil

Laurence "Magnus" Stonhill
TYCOM 3M Rep PACNORWEST
Phone: (360) 396-6780
Fax: (360) 396-6234
Cell: (360) 447-8190
laurence.stonhill@navy.mil
laurence.stonhill@navy.smil.mil

Rick Gaskill
TYCOM 3M Rep PACNORWEST
Phone: (360) 315-1430
Fax: (360) 396-6234
gerald.gaskill@navy.mil
gerald.gaskill@navy.smil.mil

Jim Peters
TYCOM 3M Rep Guam
Phone: (671) 339-4725
Cell: (671) 688-4134
james.peters.ctr@fe.navy.mil

Clyde "CR" Drumheller
TYCOM 3M Rep Pearl Harbor
Phone: (808) 473-1144
DSN: 473-1144
clyde.r.drumheller.ctr@navy.mil

Patrick Millard
TYCOM 3M Rep San Diego
Phone: (619) 553-8737
Cell: (619) 889-7805
patrick.millard@navy.mil

(1-11)

Naval Surface Forces(CNSF) 3M Support Representatives

Naval Surface Forces has 3M Representatives to provide quick and personal response to SURFOR activities on 3M issues. The names and contact info follows. COMNAVSURFOR requests that these representatives be your first point of contact to resolve Planned Maintenance System and other 3M related problems and concerns. This includes anything that prevents you from doing your job as the 3MC.

Jerry Brugger
TYCOM 3M Representative (CNSF Pacific)
Phone: (619) 556-6341
jerry.brugger@navy.mil

CTMCS Neil Watson
TYCOM 3M Representative (CNSF Atlantic)
Phone: (757) 836-3298
neil.watson@navy.mil

EMCM (SW) Roger Doria
TYCOM 3M Representative (CNSF Pacific)
Phone: (619) 556-0136
rogelio.doria@navy.mil



CW04 Constantino Constantino
 TYCOM 3M Officer
 Phone: (619) 437-2500
constantino.constant@navy.mil

(1-11)

Naval Air Forces (CNAF) 3M Team Representatives

Naval Air Forces has 3M Team representatives to provide quick and personal response to AIRFOR activities on 3M issues. COMNAVAIRFOR requests that these representatives be your first point of contact to resolve Planned Maintenance System and other 3M related problems and concerns.

CW04 Gregory Collins
 CNAF N436 3M Officer / 3M Team OIC
 Phone: (757) 445-7536
 Cell: (757) 748-4136
gregory.collins2@navy.mil

Jeff Shultz
 CNAL N432 Logistics
 Phone: (757) 445-4201
jeffrey.shultz@navy.mil

Noreen Kirby
 CNAP N432 Logistics
 Phone: (619) 545-0516
noreen.kirby1@navy.mil

EMCM(SW) James Jennings
 CNAF N436 3M Inspection Team Lead/Schedules
 Phone: (757) 445-7471
james.t.jennings@navy.mil

MMCM(SW) Doug Marmon
 CNAF N434 3M Coordinator/Feedback Reports
 Phone: (757) 445-4737
 Cell: (757) 243-7755
douglas.marmon@navy.mil

(1-11)

Request for Replacement Copy of Classified Maintenance Requirement Card (MRC)

Reminder: Request for re-issue of classified documents must include justification. If a classified document is damaged beyond use or you have not received your updated documentation, submit a PMS feedback report (TFBR) requesting a copy of that MRC. Ensure to include the MRC SYSCOM number and justification for replacement copy on the feedback report.

A self-addressed acknowledgement of receipt card will be enclosed in the package with the documents. This receipt card is required to be signed and returned to NAVSEALOGCENDET San Diego Code 62112 at your soonest.

If you have any questions, NSLC points of contact are:

PAC Activities: Faye Evans (619) 556-0624, DSN 526-0624 or e-mail maureen.f.evans@navy.mil

LANT Activities: Francis Buraczynski (757) 967-3426, DSN 387-3426 or e-mail francis.buraczynski@navy.mil

(2-10)

E-mail Address for Submitting TFBRs

For commands that do not have access to RAD WEB for up lining TFBRs to NSLC, attach the TFBR TXT file to an e-mail addressed to mike.kegel@navy.mil or lesa.mitchell@navy.mil.

All TFBRs must be routed through your chain of command as outlined in the NAVSEAINST 4790.8B chg 3. SKED 3.1 is the primary method of origination, review and approval, and submission of TFBRs from afloat and shore commands with Ships Maintenance and Material Management (3M) requirements. Organizations unable to use SKED are required to submit TFBRs via the PMS MIS's Feedback Report Wizard or Submit Feedbacks.

To obtain access to this feature please contact: Rebecca Webb, Commercial (757) 967-3404, DSN 387-3404 or e-mail rebecca.webb1@navy.mil.

(4-09)

Entering TFBR Originator Information

TFBR submitters are reminded to fill in originator information to include Name, Phone, and e-mail address. This information will be useful if a NSLC Commodity Specialist needs to contact the TFBR originator and to ensure the TFBR originator is included in the TFBR closing e-mail response. SKED users can automatically enter their e-mail address as the originator of a TFBR by entering their e-mail



address to their SKED User Profile. Your e-mail address is automatically attached, as background data, as the Originator when you start the TFBR for review by the command.

How to add your e-mail address in SKED:

For SKED 3.1 users

1. Log onto SKED 3.1 with your User Name and Password. **Do not use the SKED Admin Log in.**
2. From the menu bar select Admin/Users/Change Your Information
3. In the Edit User dialog box enter your e-mail address
4. Click OK

For SKED 3.2 Users

1. Log on to SKED 3.2 with your User Name and Password
2. From the My Task tab menu bar select My Task\Update User Information
3. In the Edit User Details dialog box enter your e-mail address
4. Click OK

(4-09)

PMSVIEWER

PMSViewer Update

While printing PMS documents with earlier versions of the PMSViewer, some issues may occur with landscape tables. Please be sure that the following versions are up to date:

Resource version is 3.4.3.0
 PMS Browser Object version: 2.8.3.0
 PMSViewer version 2.0.0.1

See steps below for assistance.

Open PMSViewer and perform the following:

1. From the Menu bar, select **Help>About PMS Resources...**
2. In the About PMS Resources dialog box, **Resource version 3.4.3.0** should be listed.
3. In the About PMS Resources dialog box, **PMS Browser Object Version 2.8.3.0** should be listed.
4. Close the About PMS Resources dialog box.
5. From the Menu bar, select **Help>About PMSViewer...**
6. In the About PMSViewer dialog box, **PMSViewer Version 2.0.0.1** should be listed.
7. Open Internet Explorer, select from the menu bar **Help>About Internet Explorer.**
8. The version number is displayed in the Internet Explorer dialog box should be 5.5 or higher.

If the file versions are not correct, uninstall PMSViewer and reinstall using the current FR PMS CD-ROM or the new PMS DVD. To uninstall and reinstall, perform the following:

1. Ensure the PMSViewer application is not running.
2. Click Start and click Control Panel.
3. Click Add or Remove Programs.
4. In the list of applications, select PMSViewer and click Remove.
5. Click Yes.
6. Close Add or Remove Programs and close Control Panel.
7. Click Start and click Run.
8. Browse to the CD or DVD, and double-click Setup.exe.
9. This will install the newer version of the PMSViewer.
10. Restart the PMSViewer application and the issue should be corrected.

(1-11)

CD-ROM and DVD Installation & Operation Troubleshooting Guide

The following explains how to deal with common problems that have been reported while using the NAVY PMS CD-ROM. If you cannot find the answers to your question or problem, contact NAVSEALOGCEN DETs for technical support. The POCs and their phone numbers are contained in the Readme file on the CD-ROM and the new PMS DVD.



System Requirements:

- Computer with Pentium 166 MHz processor or higher.
- Windows 98, Windows ME, Windows NT 4.0, Windows 2000, Windows XP.
- 64 MB of RAM.
- 20 MB of hard drive space.

Note:

1. The preferred Microsoft Internet Explorer version is 6.0 or later for the PMSViewer to be installed on the machine viewing the PMS cards. Internet Explorer version 5.5 can be used to view the documents; however, some printer irregularities may occur when printing in landscape mode.
2. The existing PMSViewer software version 2.0 will work with current FR PMS CD-ROM and the new DVD data. The CD-ROM or DVD Readme file contains a full description of features.
3. The installation of the PMSViewer requires administrative rights. If you already have PMSViewer installed, you do not need to reinstall it. However, you must copy from the latest CD or DVD the new SPMIG.MDB file to C:\Program Files\PMSViewer\data, and the Documents folder to C:\Program Files\PMSViewer\data\Documents.

Installation Tips:

The instructions for installing the PMSViewer software are located in the README.RTF file located on the Navy PMS CD or Navy PMS DVD.

For additional assistance, contact your local LAN Administrator or contact the following:

PMS CD-ROM and PMS DVD

For questions regarding problems with installation, printing, etc., with the PMS CD-ROM or PMS DVD contact one of the following:

PAC Activities: Commercial (619) 556-0723, DSN 526-0723 or e-mail donald.morrison@navy.mil

LANT Activities: Commercial (757) 967-3404, DSN 387-3404 or e-mail rebecca.webb1@navy.mil

For additions, changes or deletions to PMS CD-ROM or PMS DVD distribution contact one of the following:

PAC Activities: Commercial (619) 556-0624, DSN 526-0624 or e-mail maureen.f.evans@navy.mil

LANT Activities: Commercial (757) 967-3405, DSN 387-3405 or e-mail jon.winoker@navy.mil

For additions, changes or deletions to Activity Files (e.g. mailing address, points of contact, e-mail, phone number), contact one of the following:

PAC Activities: Commercial (619) 556-0624, DSN 526-0624 or e-mail maureen.f.evans@navy.mil

LANT Activities: Commercial (757) 967-3418, DSN 387-3418 or e-mail alice.gusti.ctr@navy.mil

