

ADMINISTRATION EFFECTIVENESS REVIEW (AER)

Command	Department	Division	Work Center	Date
General				
Assessment Attribute			Value	Grade
1.	Does the Work Center PMS file contain:			
	a.	A correction sheet that indicates all changes?	1	
	b.	Supplementary information (e.g., current and applicable 3M messages and notices)?	1	
	c.	Current List of Effective Pages (LOEP)? (Verify Force Revision number.)	1	
	d.	All Maintenance Index Pages (MIPs) current? (Verify MIP control numbers against the LOEP and against SKED.)	1	
	e.	Current Service Brief? (Printed and in space manual)	1	
2.		Are all pen and ink changes on the LOEP and MIPs (except where allowed by management aids) annotated with the reference for the change (Technical Feedback Report (TFBR) serial, Document Input Transmittal serial, etc.) and properly noted by the correct authority?	3	
3.		On MIPs are any applicable MRCs incorrectly lined out or not lined out? (Split MIP log will be verified against the LOEP/MIP)	5	
4.		Does the Work Center retain an auditable record of personnel PMS qualifications and designation letters?	3	
5.		Does the Work Center retain an auditable record of personnel qualified to perform maintenance within controlled work boundaries (Quality Assurance (QA) PQS 301 Craftsman)? If applicable.	3	
Maintenance Requirement Card (MRC) Deck				
6.		Is the work center deck of MRCs, including classified MRC locator cards, complete and current (verify SYSCOM MRC control number against MIPs) per the 3M Manual/TYCOM Guidance? (Minimum of all quarterly checks and below along with all R checks and MRCs that have IGL, EGL or LGL, including MR accomplished in the past 13 weeks)	2	
7.		Are classified MRCs complete and current?	5	
8.		Are blanks requiring Ship's Force data filled in prior to use?	3	
Equipment Guide Lists (EGL)/Location Guide Lists (LGL)				
9.		Are EGLs entered in SKED for all applicable equipment?	1	

10.		Are EGLs/LGLs current and a paper copy attached to the parent MRC, if printed? (Verify MRC control number on the EGL/LGL against MRC).	3	
11.		Are EGLs/LGLs properly filled out (e.g., equipment name, equipment location, equipment unique identifier)?	3	
12.		Are separate EGLs prepared for items that require more than one days worth of work?	1	
Situational Requirements				
13.		Do the situational requirements listing reflect the most current force revision? (List is available on PMS CD under R-Check header.)	2	
14.		Do the situational requirements listing reflect the current status of the Work Center MIPS? (Line outs on MIP transferred to the situational requirements listing.) Are line outs initialed by the Divisional LCPO?	3	
15.		Does the R-Check event manager reflect situational maintenance properly entered?	3	
16.		Are situational events being triggered in SKED when applicable?	5	
13 Week Accountability Logs				
17.		Have completed log sheets been reviewed by the Work Center Supervisor, LCPO and Division Officer?	3	
18.		Was maintenance assigned only to qualified maintenance personnel for MRCs requiring unique qualifications/NECs?	5	
19.		Is all applicable information entered (e.g., maintenance person assigned, maintenance person signature, date completed)?	2	
20.		Are 13 week accountability logs retained for the current week and 13 previous weeks?	3	
21.		Is the responsible maintenance person listed on the logs signing for completion of the maintenance action?	2	
22.		If multiple maintenance persons are assigned, is the petty officer in charge or the most senior person signing for completion of the maintenance action?	2	
23.		Was the maintenance (e.g., currently scheduled, previously completed, situational requirements and unscheduled maintenance added) on the accountability log and entered into SKED, both required? (Printed Schedules are included)	5	
24.		Is a flip page entry made for items not completed and or rescheduled during the week?	2	

25.		Is a unique SOMS identifier/tag out serial number or N/A entered in the tag out block?	2	
26.		Is any means being used to identify mandatory related maintenance items with their parent PMs on the accountability logs to ensure that the maintenance person completes all related maintenance items at the same time? (alpha numeric code will be used and uniform throughout the command)	5	
FBR File (N/A for Commands utilizing SKED to manage)				
27.		Does the Work Center retain one year of feedback accountability logs?	2	
28.		Does the Work Center retain copies of outstanding (unresolved) Work Center FBRs?	3	
Inactive Equipment Maintenance (IEM)				
29.		Is the start of IEM correctly annotated (including IEM status II having a valid reason entered)?	2	
30.		Are all IEM requirements properly scheduled (e.g., LU, PM, SU, OT)?	5	
31.		Is the completion of the inactive period correctly annotated?	2	
End of quarter reports (if applicable)				
32.		Does the end of quarter reports (four quarters) contain:		
	a.	The PMS Performance Report.	2	
	b.	The Flip Page Report.	2	
	c.	List view (Submarine Force only).	N/A	N/A
33.		Are the end of quarter reports reviewed, signed and dated by the chain of command (indicating awareness of incomplete or unaccomplished maintenance requirements)?	3	
Totals (Attributes evaluated as N/A are not calculated)		Total Points Available	Total Points Awarded	
Administrative Effectiveness Review (AER) (Points Awarded/Points Available)				
<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT				

Sat = 85 percent or better

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AER GRADING ATTRIBUTES

1. Attribute 1a: A correction sheet that indicates all changes?
 - a. Are any applicable changes to Work Center space manual (FR, ACN, DIT, Admin) are correctly annotated?
 - b. Yes answer for 1.a meets attribute 1a requirement. Point score of 1 will be given.
2. Attribute 1b: Supplementary information (e.g. current and applicable 3M messages and notices)?
 - a. Are all applicable messages and bulletins that provide additional guidance, information or areas of focus that pertain to MIP/MRCs including systems/equipment that the Work Center is responsible for, retained in Space Manual?
 - b. Yes answer for 2.a meets attribute 1b requirement. Point score of 1 will be given.
3. Attribute 1c: Current List of Effective Pages (LOEP)? (Verify Force Revision number)
 - a. Does LOEP Force Revision number match the entry in the correction sheet?
 - b. Is the LOEP the most current one issued?
 - c. Yes answer for (3.a and 3.b) meets attribute 1c requirement. Point score of 1 will be given.
4. Attribute 1d: All maintenance Index Pages (MIPs) current? (Verify MIP control numbers against the LOEP and against SKED.)
 - a. Does the MIP SYSCOM and date code match the LOEP for each MIP listed on the LOEP including any that were authorized to be added?
 - b. SKED 3.1 users: Does the MIP SYSCOM and date code match the current Quarterly board for each MIP listed on the LOEP including any that were authorized to be added?

c. SKED 3.2 users: Does the MIP SYSCOM and date code, when viewing Work Center documents (view MIP page) match for each MIP listed on the LOEP including any that were authorized to be added?

Note: Each MIP must be selected to view date code.

d. Yes answer for (4.a, 4.b, and 4.c) meets attribute 1d requirement. Point score of 1 will be given.

5. Attribute 1e: Current Service Brief? (printed)

a. Is the PMS Service Brief contained in the Work Center Space Manual.

b. Does the PMS Service Brief match the currently published Force Revision?

c. Yes answer for (5.a and 5.b) meets attribute 1e requirement. Point score of 1 will be given.

6. Attribute 2: Are all pen and ink changes on the LOEP and MIPs (except where allowed by scheduling aids) annotated with the reference for the change (TFBR serial, Document Input Transmittal serial, etc.) and properly noted by the correct authority?

a. Are all additions and/or deletions on LOEP noted with the applicable authorization for the change? Note: Changes that reference a FBR must be an approved FBR by TYCOM. The drafting or transmittal of a FBR is not proper authorization - Work Center standardization is violated (see paragraph 12.5.e)

b. SKED 3.1 users: Are all additions, deletions, changes on each MIP noted with the reference for change? Note: Applicable references include the correct scheduling aid as listed on MIP, FBR, ACN and/or in cases of Split MIP, other Work Center code that is conducting the maintenance.

c. SKED 3.1 users: Are all additions, deletions, changes on LOEP and/or MIP initialed by LCPO?

d. SKED 3.2 users: Are all additions, deletions, changes on each MIP noted with the reference for change? Note: Applicable references include the correct scheduling aid as

listed on MIP, FBR, ACN and/or in cases of Split MIP, other Work Center code that is conducting the maintenance.

e. SKED 3.2 users: Are all additions, deletions, changes and all non-applicable portion of any dual periodicities on MIP initialed by LCPO?

f. Yes answer for (6.a, 6.b, and 6.c for SKED 3.1 users, 6.a, 6.d, and 6.e for SKED 3.2 users) meets attribute 2 requirement. Point score of 3 will be given.

7. Attribute 3: Are any applicable MRCs incorrectly lined out or not lined out on MIPs?

a. Are any MRCs listed on MIP lined out that are applicable to installed equipment configuration and within the cognizance of the Work Center to perform maintenance?

b. Are any MRCs listed on MIP that should be lined out that are not applicable to installed equipment configuration within the cognizance of the Work Center to perform maintenance?

c. Are appropriate justifications (scheduling aids, fully approved feedback report, or alternate work center assigned on the force revision) listed for MIP or MRC line outs

d. Yes answer for (7.a, 7.b and 7.c) meets attributes 3 requirements. Point score of 5 will be given.

8. Attribute 4: Does the Work Center retain an auditable record of personnel PMS qualifications and designation letters?

a. Does the Work Center Space Manual have record of the following: Dept 3M Assistant and Work Center Supervisor designation; 3M (301) Maintenance Person PQS? Note: RADM PQS Qualification Finder Report, if available, shall be used. If RADM is not available, PQS watch station cover sheet shall be used.

b. Work Center ER09/Work Centers with DCPO related MIPs: Additional requirements to h.1 include: DCPO designation by Executive Officer; Basic DC (301-306) PQS; Quality Assurance (301) Craftsman PQS; Damage Control (303) DCPO PQS; DCPO NKO or CD Step-course. Note: RADM PQS Qualification Finder Report, if

available, shall be used. If RADM is not available, PQS watch station cover sheet shall be used.

c. Yes answer for (8.a and 8.b) meets attributes 4 requirements. Point score of 3 will be given.

9. Attribute 5: Does the Work Center retain and auditable record of personnel qualified to perform maintenance within controlled work boundaries (QA PQS 301 Craftsman)? If applicable.

a. If Work Center does not conduct work within a controlled work boundary as defined by ref b. this attribute will be marked as N/A.

b. Does Work Center Space Manual have a record of Quality Assurance (301) Craftsman PQS for personnel required to conduct work within a controlled work boundary? Note: RADM PQS Qualification Finder Report, if available, shall be used. If RADM is not available, PQS watch station cover sheet shall be used.

c. Yes answer for 9.b meets attribute 5 requirement. Point score of 3 will be given.

10. Attribute 6: Is the Work Center deck of MRCs, including classified MRC locator cards, complete and current (verify syscom MRC control number against MIPs) per the 3M Manual/TYCOM guidance?

a. Does Work Center MRC deck contain all MRCs that are not lined out on MIP? Minimum of all quarterly checks and below along with all R checks and MRCs that have EGL or LGL will be printed.

b. Does MRC location block contain one of the following entries, as appropriate: (one) Space-Tac Number; "See EGL"; "See LGL".

c. Does MRC SYSCOM number match MIP?

d. Yes answer for (10.a, 10.b2, and 10.c) meets attribute 6 requirement. Point score of 2 will be given.

11. Attribute 7: Are classified MRCs complete and current?

a. If Work Center MRC deck does not contain any classified MRCs, this attribute will be annotated as N/A.

b. Does information on classified MRC locator card match location of where classified MRC is kept?

c. Yes answer for 11.b meets attribute 7 requirement. Point score of five will be given.

12. Attribute 8: Are blanks requiring Ship's Force data filled in prior to use?

a. If applicable Work Center MRCs do not have any blank fields requiring data to be entered, this attribute will be annotated as N/A.

b. Are all Work Center MRCs with blank fields and/or tables within the MRC Procedure block completed?

c. Yes answer for 12.b meets attribute eight requirement. Point score of three will be given.

13. Attribute 9: Are EGLs entered in SKED for all applicable equipment? LGL check also.

a. If Work Center MRCs do not have EGLs or LGLs associated, this attribute will be annotated as N/A.

b. Work Centers with EGLs: Does the number of EGLs entered in SKED 3.1 match the number of EGLs on the Cycle board for the associated system/equipment?

c. Work Centers with EGLs: Does the equipment listed on each EGL match the equipment listed for the associated EGL in SKED?

d. Work Centers with LGLs: Does the equipment listed on each LGL match the equipment listed on the PMS Board?

e. Yes answer for (13.b, 13.c and 13.d) meets attribute nine requirement. Point score of one will be given.

14. Attribute 10: Are EGLs current and a paper copy attached to the parent MRC? (Verify MRC control number against MRC). LGLs check for the same information.

a. If Work Center MRCs do not have EGLs or LGLs associated, this attribute will be annotated as N/A.

b. Work Centers with EGLs: Does the equipment nomenclature, serial number/unique identifier, and location block on the EGL annotate the correct information?

c. Work Centers with EGLs: Is EGL either attached to MRC or retained in an EGL binder? Note: EGL binder is for Work Centers with large volumes of EGLs associated to a single MRC.

d. Work Centers with LGLs: Does the equipment nomenclature, serial number/unique identifier, and location block on the LGL annotate the correct information?

e. Work Centers with LGLs: Is LGL attached to MRC?

f. Does MRC SYSCOM match the SYSCOM on the EGL and/or LGL?

g. Yes answer for (14.b, 14.c, 14.d, 14.e and 14.f) meets attributes 10 requirements. Point score of 3 will be given.

15. Attribute 11: Are EGLs properly filled out (e.g., equipment name, equipment location, equipment unique identifier)? LGLs check for the same information.

a. If Work Center MRCs do not have EGLs or LGLs associated, this attribute will be annotated as N/A.

b. Work Centers with EGLs: Does the EGL have equipment nomenclature, serial number/unique identifier, and location block completed for each line item?

c. Work Centers with LGLs: Does the LGL have equipment nomenclature, serial number/unique identifier, and location block completed for each line item? SKED 3.2 commands also verify equipment is associated to the MRC under the maintenance item

d. Yes answer for (15.b and 15.c) meets attribute 11 requirement. Point score of 3 will be given.

16. Attribute 12: Are separate EGLs prepared for items that require more than one days worth of work?

a. If Work Center MRCs is not required to have EGLs associated or have SKED 3.2, this attribute will be annotated as N/A.

b. Does the total of (number of equipment listed on EGL times MRC Elapsed Time) hours exceed Eight hours. Note: If MRC has mandatory related maintenance associated, the MRC Elapsed Time for the mandatory related MRC must also be taken into account.

c. Yes answer for 16.b meets attribute 12 requirement. Point score of 1 will be given.

17. Attribute 13: Do situational requirements listing reflect the most current force revision? (List is available on PMS CD under R-check header.)

a. If Work Center MIPs does not list any situational requirements (R-checks), there will be no associated situational requirements list (R-check sheet). This attribute will be annotated as N/A.

b. Does the situational requirements list (R-check sheet) match the currently published Force Revision?

c. Yes answer for 17.b meets attribute 13 requirement. Point score of 2 will be given.

18. Attribute 14: Do the situational requirements listing reflect the current status of the Work Center MIPs? (Line outs on MIP transferred to the situational requirements listing.) Are line outs initialed by the division LCPO?

a. If Work Center MIPs does not list any situational requirements (R-checks), there will be no associated situational requirements list (R-check sheet). This attribute will be annotated as N/A.

b. SKED 3.2 users: This attribute will be annotated as N/A.

c. Are all situational requirements lined out on MIPs also lined out on R-check sheet?

d. Are all situational requirements not lined out on MIPs also not lined out on R-check sheet?

e. Are all situational requirements lined on R-check sheet initialed by LCPO?

f. Yes answer for (18.c, 18.d, and 18.e) meets attribute 14 requirement. Point score of 3 will be given.

19. Attribute 15: Does the R-check event manager reflect situational maintenance properly entered?

a. If Work Center MIPs does not list any situational requirements (R-checks), there will be no associated situational requirements list (R-check sheet). This attribute will be annotated as N/A.

b. SKED 3.1 users: Does Event Manager reflect Global and Local events, as appropriate to the Work Center? Note: Global events are evolutions that involve two or more Work centers, such as: Pre-Underway; Prior to Deployment; UNREP. Local events are that involve a single Work Center, such as: CIWS Pac-Fire. These examples are not all inclusive.

c. SKED 3.2 users: Does Work Center Situational tab reflect Global and Local events, as appropriate to the Work Center? Note: Global events are evolutions that involve two or more Work centers, such as: Pre-Underway; Prior to Deployment; UNREP. Local events are that involve a single Work Center, such as: CIWS Pac-Fire. These examples are not all inclusive.

d. Yes answer for (19.b for SKED 3.1 users or 19.c for SKED 3.2 users) meets attribute 15 requirement. Point score of 3 will be given.

20. Attribute 16: Are situational events being triggered in SKED when applicable?

a. If Work Center MIPs does not list any situational requirements (R-checks), there will be no associated situational requirements list (R-check sheet). This attribute will be annotated as N/A.

b. SKED 3.1 users: Does the situational requirement listed on the Quarterly board and 13 Week Accountability log(s) match the command's 13 week event listing?

c. SKED 3.2 users: Does the Work Center Situational Events calendar match the command's 13 week event listing for local triggers?

d. SKED 3.2 users: Does the 3MC Situational Events calendar match the command's 13 week event listing for global triggers and states?

e. Yes answer for (20.b for SKED 3.1 users, 20.c and 20.d for SKED 3.2 users) meets attribute 16 requirement. Point score of 5 will be given.

21. Attribute 17: Have completed log sheets been reviewed by the Work Center Supervisor, LCPO and Division Officer?

a. Does the 13 Week Accountability log annotate the signature of the Work Center Supervisor, LCPO and Division Officer for each week?

b. Does the 13 Week Accountability log annotate the date of review after the completion of all documented/conducted maintenance for each week?

c. Yes answer for (21.a and 21.b) meets attribute 17 requirement. Point score of 3 will be given.

22. Attribute 18: Was maintenance assigned only to qualified maintenance personnel for MRCs requiring unique qualifications/NECs?

a. If maintenance conducted by Work Center does not require unique qualifications, PQS qualifications or NECs, this attribute will be annotated as N/A.

b. For MRCs that indicate/require unique qualifications, such as: SAR Swimmer; Safety Petty Officer (SPO), DCPO; gauge calibration, or NECs, does the name listed on the 13 Week Accountability log Maintenance Person Responsible block and signature block hold that qualification and/or NEC? Note: Utilize school completion certificates, RADM, FLTMPS or EDVR for proof.

c. Yes answer for 22.b meets attribute 18 requirement.
Point score of 5 will be given.

23. Attribute 19: Is all applicable information entered (e.g., maintenance person assigned, maintenance person signature, date completed)?

a. Is the Maintenance Person that completed the assigned MRC annotated in the Maintenance Person Responsible block?

b. Does the signature in the Signature block match the person annotated in the Maintenance Person Responsible block?

c. Does the date block annotate the day, month and year of the day the Maintenance Person completion the maintenance?

d. Yes answer for (23.a, 23.b, and 23.c) meets attribute 19 requirement. Point score of 2 will be given.

24. Attribute 20: Are 13 week accountability logs retained for the current week and 13 previous weeks?

a. Is the Work Center current weeks' 13 Week Accountability log posted in the work space?

b. Does the Work Center retain consecutive 13 weeks of 13 Week Accountability logs?

c. Yes answer for (24.a and 24.b) meets attribute 20 requirement. Point score of 3 will be given.

25. Attribute 21: Is the responsible maintenance person listed on the logs signing for completion of the maintenance action?

a. Does the signature in the Signature block match the person annotated in the Maintenance Person Responsible block?

b. Is the Maintenance Person Responsible block filled in with the person's name that completed the maintenance?

c. Yes answer for (25.a and 25.b) meets attribute 21 requirement. Point score of 2 will be given.

26. Attribute 22: If multiple maintenance persons are assigned, is the petty officer in charge or the most senior person signing for completion of the maintenance action?

a. Is the Maintenance Person that signed for completion of maintenance, the senior, most knowledgeable maintenance person?

b. Yes answer for 26.a meets attribute 22 requirement. Point score of 2 will be given.

27. Attribute 23: Was the maintenance (e.g., currently scheduled, previously completed, situational requirements and unscheduled maintenance added) on the accountability logs entered into SKED?

a. SKED 3.1 users: Do all entries on the Work Center's 13 Week Accountability logs match all entries for that week on the Weekly board?

b. SKED 3.2 users: Do all entries on the Work Center's 13 Week Accountability logs match all entries for that week on the Work Center PMS Documents?

c. Yes answer for (27.a for SKED 3.1 users, 27.b for SKED 3.2 users) meets attribute 23 requirement. Point score of 5 will be given.

28. Attribute 24: Is a flip page entry made for items not completed during the week?

a. If Work Center 13 Week Accountability logs annotate all scheduled maintenance as fully accomplished, this attribute will be annotated as N/A.

b. SKED 3.1 users: For all entries on Work Center 13 Week Accountability logs that are not marked as fully accomplished, is there a corresponding flip page entry annotated? Note: Format for Flip Page entries are defined in Paragraph 13.a(6) and (7) of this instruction.

c. SKED 3.2 users: For all entries on Work Center schedule that are not marked as fully accomplished, is there a corresponding check note entry? Note: Format for check note entries are defined in Paragraph 13.a(6) and (7) of this instruction.

d. Yes answer for (28.b for SKED 3.1 users, 28.c for SKED 3.2 users) meets attribute 24 requirement. Point score of 2 will be given.

29. Attribute 25: Is a unique SOMS identifier/tag out serial number or N/A entered in the tag out block?

a. SKED 3.1 users: Do all entries on the Work Center's 13 Week Accountability logs annotate either SOMS identifier (LIRS numbers)/TORS serial number or N/A?

b. SKED 3.2 users: Do all entries on the Work Center's 13 Week Accountability logs annotate either SOMS identifier(LIRS numbers)/TORS serial number or N/A?

c. Yes answer for (29.a for SKED 3.1 users, 29.b for SKED 3.2 users) meets attribute 25 requirement. Point score of 2 will be given.

30. Attribute 26: Is any means being used to identify mandatory related maintenance items with their parent PMs on the accountability logs to ensure that the maintenance person completes all related maintenance items at the same time?

a. If Work Center does not have any mandatory related maintenance scheduled/completed on the 13 Week Accountability logs, this attribute will be annotated as N/A.

b. Is a unique identifier used (alpha numeric code) to annotate all mandatory related maintenance to its parent check? (This must be uniform across all work centers on the command).

c. Yes answer for 30.b meets attribute 26 requirement. Point score of 5 will be given.

31. Attribute 27: Does the Work Center retain one year of feedback accountability logs?

a. If Command utilizes SKED FBR Manager to manage FBRs, this attribute will be annotated as N/A.

b. Yes answer for meets attribute 27 requirement. Point score of 2 will be given.

32. Attribute 28: Does the Work Center retain copies of outstanding (unresolved) Work Center FBRs?

a. Does the Work Center maintain and retain a hard copy of PMS feedback reports until resolved in the space manual.

b. Yes answer for 32.a meets attribute 28 requirement. Point score of 3 will be given.

33. Attribute 29: Is the start of IEM correctly annotated (including IEM status II having a valid reason entered)?

a. If Work Center has no system/equipment in IEM (I or II) status, this attribute will be annotated as N/A.

b. SKED 3.1 users: Does the Work Center Quarterly board annotate the proper IEM status? Note: IEM status is defined in NAVSEA 4790.8(series).

c. SKED 3.1 users: If Work Center has system/equipment in IEM II, is a JSN/Work Documentation and outside activity/repair work center annotated?

d. SKED 3.2 users: Does Work Center IEM tab annotate the proper IEM status?

e. SKED 3.2 users: If Work Center has system/equipment in IEM II, is a JSN/Work Documentation and/or outside activity/repair work center annotated?

f. Yes answer for (33.b and 33.c for SKED 3.1 users, 33.d and 33.e for SKED 3.2 users) meets attribute 29 requirement. Point score of 2 will be given.

34. Attribute 30: Are all IEM requirements properly scheduled (e.g., LU, PM, SU, OT)?

a. If Work Center has no system/equipment in IEM (I or II) status, this attribute will be annotated as N/A.

b. If system/equipment in IEM (I or II) status has no associated IEM maintenance listed on the MIP, this attribute will be annotated as N/A.

c. SKED 3.1 users: Does the Work Center Quarterly board annotate the proper scheduling of all applicable IEM maintenance?

d. SKED 3.2 users: Does the Work Center schedule annotate the proper scheduling of all applicable IEM maintenance?

e. Yes answer for (34.c for SKED 3.1 users, 34.d for SKED 3.2 users) meets attribute 30 requirement. Point score of 5 will be given.

35. Attribute 31: Is the completion of the inactive period correctly annotated?

a. If Work Center has no system/equipment in IEM (I or II) status, this attribute will be annotated as N/A.

b. SKED 3.1 users: Does the Work Center Quarterly board annotate the completion of the IEM period?

c. SKED 3.2 users: Does the Work Center IEM tab annotate the completion of the IEM period?

d. Yes answer for (35.b for SKED 3.1 users, 35.c for SKED 3.2 users) meets attribute 31 requirement. Point score of 2 will be given.

36. Attribute 32a: Does the end of quarter reports (4 quarters) contain: The PMS Performance Report.

a. Does the Work Center Space Manual contain the PMS Performance Report for the four previous Quarters?

b. Yes answer for 36.a meets attribute 32a requirement. Point score of 2 will be given.

37. Attribute 32b: Does the end of quarter reports (4 quarters) contain: The Flip Page Report.

a. Does each PMS Performance Report for the four previous Quarters have the corresponding Flip Page, attached?

b. Yes answer for 37.a meets attribute 32b requirement. Point score of 2 will be given.

38. Attribute 32c: Does the end of quarter reports (4 quarters) contain: List view (Submarine Force only).

a. This attribute will be annotated as N/A.

39. Attribute 33: Are the end of quarter reports reviewed, signed and dated by the COC (indicating awareness of incomplete or unaccomplished maintenance requirements)?

a. Does each PMS Performance Report for the four previous Quarters, annotate all signatures by the Chain of Command?

b. Does each PMS Performance Report for the four previous Quarters, annotate the date reviewed by the Chain of Command?

c. Yes answer for (39.a and 39.b) meets attribute 33 requirement. Point score of 3 will be given.

d. SKED 3.1 users: RAR.

(1) Completed: Number of completed MRs.

(2) Omitted: Number of MRs not scheduled, i.e. includes any MRs that were fully accomplished but accomplished out of periodicity (for not annotating the MR as lost).

(3) Scheduled: Number of completed MRs plus number of MRs lost.

e. SKED 3.1 users: SAR.

(1) Completed: Number of completed MRs.

(2) Omitted: Number of MRs not scheduled. This includes any situation requirements and IEM maintenance not scheduled.

(3) Scheduled: Number of completed MRs plus number of MRs lost.

f. SKED 3.2 users: PAR.

(1) Completed: Number of completed MRs.

(2) Omitted: Number of MRs not scheduled.

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25 Feb 11

(3) Scheduled: Number of completed MRs plus number of alerts plus number of MRs lost.

g. SKED 3.2 users: SAR.

(1) Completed: Number of completed MRs.

(2) Omitted: Number of MRs not scheduled.

(3) Scheduled: Number of completed MRs plus number of alerts plus number of MRs lost.