



DEPARTMENT OF THE NAVY
COMMANDER NAVAL SURFACE FORCES
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In reply refer to:

COMNAVSURFORINST 5450.10
N01

From: Commander, Naval Surface Forces

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDER, PATROL COASTAL CLASS
SQUADRON (PCCLASSRON)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(b) CNSP/CNSLINST 4400.1J, Surface Force Supply Procedures
(SURFOR SUPMAN)
(c) CFFCINST 4790.3A, Joint Fleet Maintenance Manual (JFMM)
(d) CLASSRON Organization and Responsibility Manual (CORM) - 06 Aug 07
(e) OPNAVINST 3501.304B, ROC/POE for PC 1 (CYCLONE) Patrol
Coastal Class Ships
(f) SECNAVINST 5520.13, Validating and Leveraging Financial
Benefits Associated with Lean Six Sigma for Continuous Process
Improvement
(g) CNSFINST 3502.1D, Surface Force Training Manual (SURFORTRAMAN)
(h) OPNAVNOTE 5450 of 13 Apr 07

Encl: (1) Assigned Functions and Tasks for PCCLASSRON

1. Purpose. To define the functions and tasks of Commander, Patrol Coastal
Class Squadron (PC CLASSRON), as prescribed by references (a) through (h).

2. Cancellation. None.

3. Mission. To optimize and influence the efficient production of Warships
Ready for Tasking by bridging the gap between the enablers of the Surface
Warfare Enterprise and Fleet processes; to support ship Immediate Superiors
In Command and Commanding Officers with manning, training, equipping,
maintenance, modernization, and sustainment of ship operational readiness and
combat capability; and to assess current ship and class readiness using
common standards and metrics, analyze trends, determine their root causes,
and provide recommendations/solutions. Mission includes:

a. Coordinate with and act as agent for TYCOM in the execution of
assigned Man, Train, and Equip functions.

b. Monitor SWE and other formally established metrics by ship class and
use the information to identify readiness problems.

c. Use Lean Six Sigma (LSS) and other formal analytical methods to
develop comprehensive solutions that focus SWE support and resources to
resolve readiness problems and maximize availability of Warships ready for
tasking.

d. Brief the Deputy CNSF/Chief Readiness Officer (CRO), CNSF, and the
Surface Board as appropriate.

e. Interface directly with Commanding Officers and other CLASSRON
Commanders as necessary and required in support of unit readiness issue
resolution.

f. Develop formal relationships, as required, in order to leverage external resources to accomplish required mission functions. Primary external resources include the Afloat Training Groups (ATGs), Center for Combat Systems and CSCS Dets, NPDC, CNP, OPNAV Staff, Surface TYCOM staff, the Naval System Commands (SYSCOMs) and Regional Maintenance Centers (RMCs).

g. Coordinate delivery of cross-functional support from Navy manning, maintenance, logistics, and training providers to the Patrol Coastal (PC) ship class.

h. Act as focal point for resolution of all manpower, personnel, Sailor training and Sailor education issues for the PC ship class.

i. Leverage external command support and distance support to provide the PC ship class aligned logistic support, logistics readiness support, and supply support that meet SWE requirements.

j. Manage ship class budgets that sustain PC ship operations and required readiness levels. Provide related budget analysis support.

k. Manage OPTAR spending plans for the PC ship class. Evaluate impact of budget changes and develop mitigation strategies or new spending strategies in response to the changes.

l. Develop and maintain Annual Financial Plan for the PC ship class and distribute financial resources via OPTAR allocations. Analyze expenditures. Use information to develop and modify processes, programs and business rules that optimize distribution of available financial resources in support of cost wise production of Warships Ready for Tasking.

m. Develop and maintain RPN Annual Financial Plan for entire ship class and distribute financial resources as necessary to allow selected reserve capability and capacity to be on station when needed. Analyze expenditures. Use information to develop and modify processes, programs and business rules that optimize targeted distribution of available Reserve Component resources in support of cost wise production of Warships Ready for Tasking.

n. Coordinate with Regional Maintenance Centers to provide operational commanders ships that are materially ready to sustain safe and reliable operation within the design limits of the hull, mechanical, electrical and combat systems and equipment throughout expected PC ship life.

o. Request, support development, and approve cost effective modernization plans that result in task readiness improvements or allow task readiness to be maintained at reduced cost.

p. Monitor Total Ownership Cost (TOC) and analyze TOC drivers. Develop and enforce plans, programs and business rules, and identify investments and improvements that result in minimizing TOC relative to required readiness for the PC ship class.

q. Monitor ship and equipment readiness. Participate in the development of efficient class maintenance and modernization plans and enforce uniform

application of PC class maintenance plans on class ships. Develop and enforce business rules and guidelines for prioritizing, scheduling, and accomplishing maintenance plans, repairs and modernization that optimize use of available funds to achieve or exceed required readiness standards.

r. Support contract development and participate in contractor source selection and evaluation boards to support the function of contracting organizations that provide support for maintaining and modernizing ships in the CLASSRON's assigned ship class.

s. Work with supporting organizations to adjudicate work acceptance problems/issues and to develop affordable and effective modernization plans.

t. Coordinate with Afloat Training Groups (ATGs) and other unit level training providers to deliver and sustain unit level trained, class-specific warships ready for tasking to surface warfare operational commanders.

u. Analyze unit assessment, training, and certification trends for PC class ships. Develop and enforce processes, procedures and business rules, and take necessary action to correct PC class related deficiencies.

v. Use analysis and related information to assist in determining the critical assessment and training tasks and standards for PC class ships. Optimize the training process to provide ready ships at the lowest possible cost.

w. Provide readiness sustainment support for PC class ships by monitoring readiness indicators and providing updates/reports, external coordination, operational methods, and recommended process, procedure, or business rule changes to improve ship readiness.

x. Develop remediation/corrective action plans based on lessons learned and best practices when readiness issues are discovered.

y. Prepare for external evaluations and inspections by assisting in the development of preparation plans base on lessons learned and best practices.

4. Status and Command Relationships. PC CLASSRON is a ship class specific shore activity in an active fully operational status under a Commander. PC

a. Classron reports to Deputy CNSF/CRO

(1) Command by Echelon.

(2) Chief of Naval Operations

(3) Commander, U.S. Fleet Forces Command

(4) Commander, Naval Surface Forces

(5) Deputy Commander, Naval Surface Forces / CRO

(6) Commander, Naval Surface Force Patrol Coastal Class Squadron

b. Area Coordination

- (1) Area Coordination: Commander, U. S. Atlantic Fleet
- (2) Regional Coordinator: Commander, Naval Region Mid-Atlantic
- (3) Local Coordinator: Commander, Naval Amphibious Base, Little Creek, VA

5. Functions and Tasks. Commander, Patrol Coastal Class Squadron is assigned the functions and tasks cited in enclosure (1).

6. Commanded, Tenant, Supported and Supporting Activities and Detachments

a. Commanded and Supported Activities and Detachments

- (1) USS Tempest (PC 2)
- (2) USS Hurricane (PC 3)
- (3) USS Monsoon (PC 4)
- (4) USS Typhoon (PC 5)
- (5) USS Sirocco (PC 6)
- (6) USS Squall (PC 7)
- (7) USS Chinook (PC 9)
- (8) USS Firebolt (PC 10)
- (9) USS Whirlwind (PC 11)
- (10) USS Thunderbolt (PC 12)
- (11) PC Crew Alpha
- (12) PC Crew Bravo
- (13) PC Crew Charlie
- (14) PC Crew Delta
- (15) PC Crew Echo
- (16) PC Crew Foxtrot
- (17) PC Crew Golf
- (18) PC Crew Hotel
- (19) PC Crew India

- (20) PC Crew Juliet
- (21) PC Crew Kilo
- (22) PC Crew Lima
- (23) PC Crew Mike
- (24) PC Maintenance Support Team ONE
- (25) PC Maintenance Support Team TWO
- (26) PC Maintenance Support Team FOUR
- (27) PC Maintenance Support Team SIX
- (28) PC Detachment Bahrain

b. Tenant Activities and Detachments

- (1) None.

c. Supporting Commands (as described in associated Memorandums of Agreement and CLASSRON Organization Manual)

- (1) Afloat Training Group Atlantic, Norfolk, VA
- (2) Mid-Atlantic Regional Maintenance Center, Norfolk, VA
- (3) Naval Sea Systems Command, Washington, D. C.
- (4) Naval Supply Systems Command, Mechanicsburg, PA
- (5) Space & Naval Warfare Systems Command, San Diego, CA

d. Supported Operational Commanders

- (1) Patrol Forces Southwest Asia (PATFORSWA)
- (2) Commander, Destroyer Squadron Five Zero (COMDESRON 50)

7. Action

a. Commander, Patrol Coastal Class Squadron is responsible for the performance of the functions and tasks cited in enclosure (1).

b. Commander, Patrol Coastal Class Squadron shall review this directive, and report any changes or modifications to the assigned mission, functions, or tasks, as required.

c. Recommendations for changes to assigned mission, functions and tasks shall be submitted by the chain of command to Commander, Naval Surface Force. Justification for proposed changes and/or modifications shall describe

improvements in administration or operations, and identify the impact of the proposed change or modification on allocated resources (i.e., personnel, equipment, material, facilities, and funding).

d. Commander, Patrol Coastal Class Squadron will advise Commander, Naval Surface Force of any modifications to the mission or functions which may be required by changing circumstances, or are otherwise deemed appropriate.

K. M. QUINN
Deputy

ASSIGNED FUNCTIONS AND TASKS OF PC CLASSRON

The Commander, PATROL COASTAL Class Squadron (PCCLASSRON) is assigned functions and tasks that optimize and influence the efficient production of surface ship readiness - Warships Ready for Tasking. These functions and tasks include:

1. Manpower, Manning, Administration (N1)

a. Provide interface and liaison services

(1) Provide general oversight of Manpower and Personnel Readiness related functions for assigned ships, including fit/fill requirements.

(2) Coordinate delivery of cross-functional support from Navy manpower, and training service providers to assigned ship class.

(3) Act as focal point for resolution of all manpower, personnel, Sailor training and Sailor education issues for the assigned ship class.

(4) Serve as ISIC to assess ship Manpower and Personnel Readiness programs. Identify/implement training and other support to resolve problems.

b. Provide administrative support services. Tasks include, but are not limited to:

(1) Management of incoming and outgoing correspondence and messages.

(2) Management of required publications.

(3) Draft, finalize and distribute command directives.

(4) Draft, finalize, and distribute/track reports.

(5) Manage security clearance support.

(6) Manage official mail program.

(7) Draft, finalize and submit fitness and evaluation reports, and awards for assigned personnel.

c. Provide Personnel Readiness Monitoring. Tasks include:

(1) Monitor, analyze and act on SWE metrics as well as other authoritative measures to identify and track personnel trends and issues.

(2) Coordinate actions with EPMAC and other SWE manpower agents to resolve personnel issues.

(3) Provide follow-up monitoring of action plans to validate effectiveness and prevent negative impact from unintended consequences.

d. Provide Manpower Management Analysis and Planning services. For staff and supported activities, tasks include:

(1) Provide management analysis and planning services to control

manpower authorization and requirements.

- (2) Review and revise mission, organization and structure.
- (3) Conduct special studies.
- (4) Coordinate manning document and efficiency review functions

e. Manage personnel assets for staff and supported commands. Tasks include:

(1) Monitor distribution and management of personnel. Coordinate with COMNAVSURFOR N1 for resolution of all personnel distribution issues.

(2) Ensure manning is maintained at the authorized level necessary to accomplish required tasks.

f. Provide travel and travel budget support. Tasks include:

(1) Coordinate and collect budget requirements from staff and supported commands.

(2) Determine allocation and assign distribution of TEMADD funding to supported commands.

(3) Maintain, control and administer staff TEMADD funding, process required reports.

(4) Issue TEMADD orders for staff officers, enlisted personnel and civilians.

g. Provide analysis support. Tasks include:

(1) Monitor, analyze, and act on SWE Manpower, Personnel, Training and Education (MPT&E) metrics, as well as other approved measures and reports to support process improvement initiatives. Identify trends that indicate the probable presence of class issues.

(2) Perform preliminary analysis to define issues, related boundaries, and potential severity of the problem.

(3) Support prioritization of CLASSRON MPT&E issues.

(4) Lead in-depth analysis of CLASSRON MPT&E issues. Provide Subject Matter Expert (SME) support for cross-functional analyses.

(5) Report study results and support development of holistic solutions to MPT&E and cross-functional issues.

(6) Support training and track implementation of solutions in class ships. Monitor measures that support solution enforcement and determine solution effectiveness.

(7) Provide feedback reports regarding solution effectiveness and related savings.

(8) Capture MPT&E Lessons Learned in Navy Lessons Learned System (NLLS) format and submit MPT&E related issues to the appropriate command(s) for review. Support implementation of associated best practices.

(9) Identify logistics lessons learned and implement related best practices.

2. Logistics (N41)

a. Provide interface and liaison services.

(1) Provide oversight of logistics related supply/support functions for assigned ships.

(2) Coordinate delivery of cross-functional support from Navy logistics training service providers to assigned ship class.

(3) Act as focal point for resolution of all Supply/Logistics issues for the assigned ship class.

(4) Assess ship Logistics and Supply Readiness programs. Identify/recommend training and other support to resolve problems.

b. Provide budget analysis and financial management support. Tasks include:

(1) Maintain liaison with CPF, CLF and CNSF Comptrollers.

(2) Submit required financial reports to TYCOM.

(3) Development of OPTAR distribution strategies and plans for CLASSRON staff and assigned ships

(4) Distribute financial resources via OPTAR allocations

(5) Develop and maintain Annual Financial Plans for entire ship class

(6) Execute command approved O&MN OPTAR and monitor obligation and spending trends for class ships. Identify potential issues, investigate and intervene if necessary.

(7) Manage phasing plans and augment requests for class ships.

(8) Resolve issues resulting from unplanned expenditures and, if required, adjudicate redistribution of funds within the class.

(9) Evaluate impact of budget review decisions.

(10) Develop and implement spending strategy modifications resulting from unexpected budget marks or windfalls.

(11) Oversee prior year funds reconciliation and determine/initiate actions to reconcile differences and clear accounts.

c. Provide Readiness Support. Tasks include:

(1) Use approved or mandated measures to monitor, analyze, and act on supply readiness trends of class ships. Identify potential issues and implement operational methods and corrective actions to resolve logistics problems.

(2) Coordinate with ATG to assess ship logistics programs, and identify/provide training to resolve problems.

(3) Maintain awareness of CASREPs for assigned ships. Monitor related CASREP parts status via the ISIS program. Liaise with FISC, NAVICP, PMO and DLA to resolve issues and expedite related CASREP requisitions.

(4) Conduct regular reviews of the eRMS program and oversee carcass tracking.

d. Provide Logistics Support. Tasks include:

(1) Maintain purchase card authority for staff and purchase staff supplies.

(2) Review ILO/ILR reports, sustainment and operational requirement reports to identify and prioritize class logistics readiness issues to support process improvement initiatives.

(3) Provide procurement support. Leverage FISC contracting support on ship's behalf, and use General Service Administration (GSA) and local vendors when appropriate to meet required readiness

(4) Coordinate and monitor Integrated Logistics Overhaul (ILO) and Integrated Logistics Review (ILR) processes with RMCs, review ILO/ILR key indicator reports, and maintain cognizance over ship's configuration and equipment files, allowance lists, automated COSAL Improvement Program (ACIP) Reports. Identify and resolve allowance issues.

(5) Leverage CLASSRON available assets to support intra-CLASSRON transfers. Coordinate any cannibalization of parts/equipment for class ships.

e. Provide analysis support. Tasks include:

(1) Monitor, analyze, and act on SWE logistics metrics, as well as other approved measures and reports to support process improvement initiatives. Identify trends that indicate the probable presence of class issues.

(2) Perform preliminary analysis to define issues, related boundaries, and potential severity of the problem.

(3) Support prioritization of CLASSRON logistics issues.

(4) Lead in-depth analysis of CLASSRON logistics issues. Provide Subject Matter Expert (SME) support for cross-functional analyses.

(5) Report analysis results and support development of holistic solutions to TYCOM.

(6) Support training and track implementation of solutions in class ships. Monitor measures that support solution enforcement and determine solution effectiveness.

(7) Provide feedback reports regarding solution effectiveness and related savings.

(8) Identify logistics lessons learned and support implementation of related best practices.

3. Maintenance Assessment and Analysis (N43/6)

a. Provide interface and liaison services

(1) Provide general oversight of HM&E and Combat Systems maintenance and modernization related functions for assigned ships.

(2) Coordinate delivery of cross-functional support from Navy maintenance and modernization service providers to assigned ship class.

(3) Act as focal point for resolution of all maintenance and modernization issues for the assigned ship class.

(4) Assess ship maintenance and material readiness programs. Identify/recommend training and other support to resolve problems.

(5) Develop lessons learned and best practice for INSURV inspections preparation.

b. Provide oversight for development and management of maintenance budgets for all ships in the class. Tasks include:

(1) Act as the maintenance budget advocate for assigned ship class.

(2) Maintain liaison with CLF Comptrollers.

(3) Develop maintenance budget distribution strategies and business rules for class ships.

(4) Coordinate Maintenance & Modernization Business Plan (MMBP) development across the ship class.

(5) Negotiate MMBPs with the appropriate Regional Maintenance Center (RMC).

(6) With the executing RMC, support MMBP execution. Monitor obligation and spending trends for class ships. Identify potential issues and work with the Maintenance Team to investigate and intervene, if necessary.

(7) Manage phasing plans and augment requests for class ships

(8) Resolve issues resulting from unplanned expenditures and, if required, adjudicate redistribution of maintenance funds within the class.

(9) Evaluate impact of budget review decisions.

(10) Develop and implement spending strategy modifications resulting from unexpected budget marks or windfalls.

(11) Oversee prior year funds reconciliation and determine/initiate actions to reconcile differences and clear accounts

(12) Develop and adjust CNO availability schedules for class ships based on budget availability and operational employment schedule

c. Provide oversight and support for maintenance planning. Tasks include:

(1) Enforce SHIPMAIN screening and placement policies.

(2) Establishment of MFOM 2.0 thresholds.

(3) Support development and enforcement of cost effective Class Maintenance Plans (CMPs) and initiate potential maintenance plan improvements when analysis indicates a need for change.

(4) Enforce scheduling and accomplishment of routine assessments and preventive maintenance in accordance with CMP and PMS.

(5) Review and concur on all CMP, PMS and tech manual changes affecting assigned ship class.

(6) Support development of class standards and master specifications.

(7) Enforce SHIPMAIN policy regarding development and use of maintenance planning products.

d. Coordinate and monitor technical support and technical support programs for class ships. Tasks include:

(1) Review technical guidance and related changes developed in support of class ships. Ensure support considers operational commitments and tasking.

(2) Coordinate involvement of external SWE support, when required.

(3) Participate in risk analyses related to maintenance deferrals.

(4) When requested, screen and prioritize class relevant Top Management Action/Top Management Interest/Trouble Systems Program (TMA/TMI/TSP) issues.

(5) Participate in and provide support for class relevant TMA/TMI/TSP studies, as required.

e. Monitor class maintenance logistics support. Tasks include:

(1) Validate sufficiency of logistics data packages related to class shipalts.

(2) Support logistics data improvement efforts. Determine required scope and initiate logistics data correction actions when logistics data problems are identified.

f. Coordinate with the Regional Maintenance Centers to support maintenance execution. Tasks include:

(1) Enforce SHIPMAIN maintenance execution policies and business rules.

(2) Monitor performance of maintenance teams. Provide business rules and other guidance to ensure correct priorities are established for accomplishment of maintenance and sustainment of readiness. If issues area identified, work with the RMC to resolve the issues.

(3) Influence the function of contracting organizations that provide support for maintaining and modernizing ships in the CLASSRON's assigned ship class.

(4) Work the Maintenance Team and other supporting organizations to adjudicate work acceptance problems.

g. Participate in development and implementation of class HM&E and Combat Systems modernization plans. Tasks include:

(1) Proposing alterations when analysis or readiness requirements indicates a need for a ship change

(2) Manage and fund development and installation of approved Fleet alterations.

(3) Prioritize alterations that affect class ships. Priority should be established based on clear cost/benefit criteria and analysis.

(4) Support scheduling and accomplishment of planned alterations on class ships.

(5) Enforce validation and installation of logistics support elements with all alterations.

(6) Discourage installation of immature alterations and prevent installation of unapproved alterations.

(7) Monitor alteration installations. Collect and distribute alteration lessons learned and ensure that follow-on installations are modified to incorporate lessons learned and associated best practices.

h. Establish class policy and provide support for repair of HM&E and combat systems equipment. Tasks include:

(1) Coordination of external support for resolution of class issues.

(2) Review class repair standards and plans

(3) Analyzed results from all external assessments and inspections. Identify, track and resolve class assessment issues.

(4) Development of cost effective combat systems alterations that reduce maintenance costs or improve readiness through increased reliability.

(5) Analysis of high MFOM work items and class CSMPs

i. Track and report maintenance costs.

(1) Track, analyze and report total ownership costs (TOC) related to the assigned ship class.

(2) Investigate variations in maintenance costs across the class.

(3) Support Reliability Centered Maintenance studies related to TOC reduction and recommend modifications or programs that reduce TOC across the class.

j. Provide analysis support. Tasks include:

(1) Collect, display and analyze readiness data, including SHIIPMAIN Maintenance Support Metrics related to CLASSRON ships to include tracking and analysis of class CASREP trends, validate MFOM 2.0 thresholds, track and analyze status of high MFOM work items, track and analyze class CSMP trends and monetary value, perform material history analysis for applicable equipment using TMA/TMI/TSP structured approach, and perform special analyses regarding readiness, as requested by higher authority. Monitor SWE logistics metrics, as well as other approved measures and reports to support process improvement initiatives. Identify trends that indicate the probable presence of class issues.

(2) Perform preliminary analysis to define issues, related boundaries, and potential severity of the problem.

(3) Support prioritization of CLASSRON logistics issues.

(4) Lead in-depth analysis of CLASSRON logistics issues. Provide Subject Matter Expert (SME) support for cross-functional analyses.

(5) Report study results and support development of holistic solutions to logistics and cross-functional issues.

(6) Support training and track implementation of solutions in class ships. Monitor measures that support solution enforcement and determine solution effectiveness.

(7) Provide feedback reports regarding solution effectiveness and related savings.

(8) Identify logistics lessons learned and support implementation of related best practices.

4. Training and Readiness (N3/N7)

a. Development and refinement of all class specific mission area assessment, training, and certification standards, processes, and procedures including Training Objectives, Enabling Objectives, Measures of Performance (TO/EO/MOPs) and supporting Navy Mission Essential Tasks (NMETs).

b. Oversight of training using standards and other criteria as may be established by the Fleet and Type Commanders.

c. Monitor and comply with DRRS-N, SORTS, and other readiness requirements and standards.

d. Use TORIS/TFOM application and associated data to monitor, analyze and act upon Class and/or unit proficiency trends.

e. Development of new or revised training evolutions, subsequent publication through the Surface Force Training Manual or other appropriate means and implementation as training plan modifications.

f. Provide surface force training guidance to the ATGs on Class specific issues.

g. In conjunction with ATG, conduct all Unit Level Training Assessments - Certification (ULTRA C/E) and Tailored Training/Mission area certification process.

h. Place ships in Restricted Operations at any point where it is deemed the ship does not meet the requirements for unrestricted operations.

i. Maintain liaison with Fleet units, training activities, systems commands, and research and development activities to ensure training provided reflects the most currently approved policy and tactics.

j. Collect, maintain, analyze, and act on class assessment, training and certification, and training resource expenditure data obtained during the afloat continuous training and certification process. Provide training feedback and make data available to other training and technical activities, Systems, Type, and Fleet Commanders, and OPNAV sponsors as required or desired by any command via a data hub. Use the analyzed class data to develop process improvement resulting in increased training readiness in the Fleet.

k. Act as point of contact for ships of the class in Unit Level Training. Monitor coordination and scheduling of training for ships during Unit Level Training. Adjudicate scheduling conflicts between class ships and coordinate with other CLASSRONS to resolve scheduling issues involving ships in other classes.

1. Act as point of contact for ships of the class and their respective ISICs to coordinate Reserve SELRES support from assigned PCRON Reserve Units as well as Navy wide Reserve Component assets. Monitor coordination and scheduling of SELRES support for Navy ships during Unit Level Training as well as during applicable DEPOT level availabilities. Coordinate with other CLASSRONS to ensure appropriate SELRES support across SURFOR. Adjudicate scheduling conflicts or resource shortfalls between class ships, CLASSRONS and across the SWE and coordinate with other CLASSRONS to resolve issues involving ships in other classes

5. Requirements and Analysis (N8)

a. Requirements and Analysis

(1) Establish internal policies and procedures related to data collection, monitoring and analysis.

(2) Work with other CLASSRON N8's to ensure data integrity and standardization across the enterprise.

(3) Develop and improve cross CLASSRON communications to minimize duplicates and maximize CLASSRON effectiveness.

(4) Research, identify, and implement the latest business/statistical practices and apply lessons learned to analysis and metrics processes.

(5) Identify and propose changes to navy databases to respond to required reporting changes.

(6) Coordinate data management and support Quality Assurance (QA) follow-up for data collection and display processes.

(7) Define and refine "Voice of the Customer" to leverage metrics (output and driver) collected and displayed by the SWE CFTs.

(8) Conduct "deep dive" analysis across "stove piped" data elements to determine root causes and make recommendations, based on data driven analysis, to support effects based management and improve productivity across all applicable SWE processes.

(9) Work with other CLASSRON N8s and external organizations in removing the "stove pipe" data elements in order to provide CLASSRONS and fleet with accurate databases reflective of ships' readiness posture.

(10) Collation and consolidation of internal CLASSRON data/metrics collected by N1, N41, N43/6 and N3/7 Department Analysis Personnel.

(11) Process data to develop displays and standard/ad-hoc reports to support internal CLASSRON operations.

(12) Process data to develop displays and standard/ad-hoc reports to support external CLASSRON customers.

(13) Support the CLASSRONS effort to establish of control limits for process control metrics.

(14) Perform special analysis, as required by the CLASSRON commander and authorized external customers.

(15) Serve as class advocate and primary liaison for manning, training, equipment and maintenance transformational concepts and science and technology (S&T) initiatives to close surface ship capability gaps. Where appropriate assist N1 with manning and N7 with training, and N43 with maintenance and equipment transformational concepts and S&T requirements. As necessary, act as liaison with the TYCOM SURFTECH representatives to advocate CLASSRON specific transformational concepts and S & T initiatives.

(16) Coordinate with appropriate organizations to develop a common perspective regarding the accuracy of web-based readiness indicators for each ship in the class.

(17) Collection, analysis and reporting of lessons learned.

(18) Approve Basis for Measurement forms to include detailed data sources for consistent data elements for CLASSRON metrics.

(19) Act as the CLASSRON liaison with the Over-arching Metrics Team and SWE CFTs for metrics issues.

(20) Refine CLASSRON processes and provide general guidance for completing Actions in Progress (AIPs), Business Case Analysis (BCA), Lean Six Sigma and Continuous Process Improvement (LSS/CPI).

b. Process Improvement and Productivity Analysis

(1) Monitor and analyze key process driver metrics as identified by CLASSRON or SWE.

(2) Based on analysis, identify barriers to process improvement.

(3) Identify integrated metrics that correlate trends across "stove-piped" data elements to support root cause analysis.

(4) Identify inefficient and ineffective sub-processes and formulate recommendations to eliminate them.

c. Readiness Reporting

(1) Perform special analyses regarding readiness, as requested by higher authority.

(2) Monitor and analyze DRRS-N status and trends for all class ships.

(3) Monitor and act on cost-wise readiness trends.

(4) Monitor and analyze TFOM overall and proficiency trends.

(5) Monitor and analyze MFOM (series) overall and class maintenance trends.

(6) Monitor, analyze and report high level SWE metrics.

d. Coordinate with TYCOM on POM/PR process regarding Manpower, Maintenance, Current Readiness, and Resource Sponsor Programs.