



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

COMNAVSURFORINST 5450.5  
N01

From: Commander, Naval Surface Forces

Subj: MISSION, FUNCTIONS AND TASKS OF COMMANDER, FRIGATE CLASS SQUADRON  
(COMFFGRON)

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) CNSFINST 3502.1D, Surface Force Training Manual  
(SURFORTRAMAN)  
(e) CLASS SQUADRON OPERATIONS MANUAL (CORM) - 06 Aug 07  
(f) OPNAVNOTE 5450 of 13 Apr 07

Encl: (1) Assigned Functions and Tasks for COMFFGRON

1. Purpose. To define the functions and tasks of Commander, Frigate Class Squadron (FFG CLASSRON), as prescribed by references (a) through (f).

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 holistic solutions that focus SWE support and resources to resolve readiness problems and maximize availability of WRFT.

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

e. Interface directly with ISICs/Commanding Officers and other CLASSRON Commodores as necessary and required in support of unit readiness issues.

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 assigned ship class.

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

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

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

k. Develop OPTAR spending plans for assigned 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 entire ship class and distribute financial resources via OPTAR allocations. Analyze expenditures. Use information to develop and enforce processes, programs and business rules that optimize distribution of available financial resources and guarantee informed expenditure of operating funds for cost-wise production of a WRFT.

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 ship life.

o. Request, support development, and approve cost-wise 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 assigned ship class.

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

t. Coordinate with Afloat Training Groups (ATGs) 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 assigned class. Develop and enforce processes, procedures and business rules, and take necessary action to correct ship class related deficiencies.

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

w. Coordinate with supported Immediate Superiors in Command (ISIC) to provide readiness sustainment support for the 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. Assist ISICs in the development of remediation/corrective action plans based on lessons learned and best practices when readiness issues are discovered.

y. Assist ISICs in preparing for external evaluations and inspections through the development of preparation plans based on lessons learned and best practices.

z. Provide overarching support to Mayport-based surface ships for shipboard medical programs, Navy career counselor programs, religious ministries programs, shipboard safety programs, and equal opportunity training through the employment of resources assigned to the Common Support Directorate. Provide legal advice and support as required via staff Judge Advocate General (JAG) officer. Muster and manage employment of Officers, Chief Petty Officers, and Sailors assigned to the CSD Temporary Additional Duty (TAD) Force.

4. Status and Command Relationships. COMFFGRON is a ship class specific shore activity in a fully operational status under a Commander. FFG Classron reports to Deputy CNSF/CRO.

a. Command by Echelon

(1) Chief of Naval Operations

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

(3) Commander, Naval Surface Forces

(4) Deputy Commander, Naval Surface Forces / CRO

(5) Commander, Frigate Class Squadron

b. Area Coordination

(1) Area Coordination: Commander, U. S. Pacific Fleet

(2) Regional Coordinator: Commander, Naval Region Southeast

(3) Local Coordinator: Commander, Naval Base, Norfolk, VA

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

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

a. Commanded Activities and Detachments

(1) None

b. Tenant Activities and Detachments

(1) None

c. Supported Activities and Detachments

(1) Commander, Destroyer Squadron One

(2) Commander, Destroyer Squadron Two

(3) Commander, Destroyer Squadron Seven

(4) Commander, Destroyer Squadron Nine

(5) Commander, Destroyer Squadron Fourteen

(6) Commander, Destroyer Squadron Twenty-Two

(7) Commander, Destroyer Squadron Twenty-Three

(8) Commander, Destroyer Squadron Twenty-Four

(9) Commander, Destroyer Squadron Twenty-Six

(10) Commander, Destroyer Squadron Twenty-Eight

(11) Commander, Destroyer Squadron Thirty-One

(12) USS Boone (FFG 28)

(13) USS Carr (FFG 52)

- (14) USS Crommelin (FFG 37)
- (15) USS Curts (FFG 38)
- (16) USS De Wert (FFG 45)
- (17) USS Doyle (FFG 39)
- (18) USS Elrod (FFG 55)
- (19) USS Ford (FFG 54)
- (20) USS Gary (FFG 51)
- (21) USS Halyburton (FFG 40)
- (22) USS Hawes (FFG 53)
- (23) USS Ingraham (FFG 61)
- (24) USS Jarrett (FFG 33)
- (25) USS John L. Hall (FFG 32)
- (26) USS Kauffman (FFG 59)
- (27) USS Klakring (FFG 42)
- (28) USS McClusky (FFG 41)
- (29) USS McInerney (FFG 8)
- (30) USS Nicholas (FFG 47)
- (31) USS R. G. Bradley (FFG 49)
- (32) USS Rentz (FFG 46)
- (33) USS Reuben James (FFG 57)
- (34) USS Rodney M. Davis (FFG 60)
- (35) USS S. B. Roberts (FFG 58)
- (36) USS S. W. Groves (FFG 29)
- (37) USS Simpson (FFG 56)
- (38) USS Taylor (FFG 50)
- (39) USS Thach (FFG 43)
- (40) USS Underwood (FFG 36)

(41) USS Vandegrift (FFG 48)

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

- (1) Afloat Training Group Atlantic, Norfolk, VA
  - Afloat Training Group, Norfolk, VA
  - Afloat Training Group, Mayport, FL
- (2) Afloat Training Group Pacific, San Diego, CA
  - Afloat Training Group Pacific Det San Diego, San Diego, CA
  - Afloat Training Group Pacific, Pacific NW Det, Everett, WA
- (3) Afloat Training Group MidPac, Pearl Harbor, HI
- (4) Afloat Training Group Western Pacific, Yokosuka, Japan
  - Afloat Training Group Western Pacific Det, Sasebo, Japan
- (5) Mid-Atlantic Regional Maintenance Center, Norfolk, VA
- (6) Southeast Regional Maintenance Center, Mayport, FL
- (7) Southwest Regional Maintenance Center, San Diego, CA
- (8) Puget Sound Naval Shipyard and IMF Det, Everett, WA
- (9) Pearl Harbor Shipyard and IMF, Pearl Harbor, HI
- (10) U. S. Naval Ship Repair Facility, Yokosuka, Japan
- (11) Naval Sea Systems Command, Washington, D. C.
- (12) Naval Supply Systems Command, Mechanicsburg, PA
- (13) Space & Naval Warfare Systems Command, San Diego, CA

## 7. Action

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

b. Commander, Frigate 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, Frigate 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 FFG CLASSRON

The Commander, Frigate Class Squadron (COMFFGRON) is assigned functions and tasks that optimize and influence the efficient production of surface ship readiness - Warships Ready for Tasking (WRFT). 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) Coordinate with ISICs to assess ship Manpower and Personnel Readiness programs. Identify/recommend training and other support to resolve problems.

(5) Participate in the Personnel Readiness Team (PRT), the SWE's cross-functional team for MPT& E issues and other appropriate teams.

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

(1) Manage incoming and outgoing correspondence and messages.

(2) Manage 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 staff 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 potential 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) Coordinate with ISICs to assess ship Logistics and Supply Readiness programs. Identify/recommend training and other support to resolve problems.

(5) Participate in the Supply Financial Management Team (SFMT), the SWE's cross-functional team for budgeting issues and other appropriate teams.

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) Develop 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 and work with ISIC 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 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 the Continuous Monitoring Program (CMP) and other approved or mandated measures to monitor, analyze and act on supply readiness trends of class ships. Communicate potential issues to the appropriate ISICs and recommend operational methods or corrective actions to resolve logistics problems.

(2) Coordinate with ISICs and ATGs 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 SWE logistics metrics, as well as other approved measures and reports to support process improvement initiatives. Identify trends that indicate the potential presence of class issues.

(2) Perform preliminary analysis to define issues, related boundaries, and 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, recommendations, and support development of holistic solutions to the TYCOM.

(6) Support training and track implementation of solutions in class ships. Monitor measures that support and determine solution enforcement and 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) Monitor the effectiveness of distance support provided to the class and resolution of distance support issues for the class.

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

(5) Coordinate with ISICs to assess ship maintenance and material readiness programs. Identify/recommend training and other support to resolve problems.

Enclosure (1)

(6) Provide lessons learned and best practice support to ISICs for INSURV inspections preparation.

(7) Participate in the Future Readiness Team (FRT), the SWE's cross-functional team for maintenance and engineering issues and other appropriate teams.

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 CPF and CLF Comptrollers.

(3) Submit required financial reports to TYCOM and fleet comptrollers.

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

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

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

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

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

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

(10) Evaluate impact of budget review decisions.

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

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

(13) Monitor and provide input to 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) Monitor 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) Monitor 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) Monitor 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 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) Monitor and ensure SHIPMAIN maintenance execution policies and business rules meet operating requirements.

(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 are identified, work with the RMC and ISIC to resolve the issues.

Enclosure (1)

(3) Influence the function of contracting organizations that provide support for maintaining and modernizing ships in the CLASSRON's assigned ship class. Support contract development and participate in contractor selection and evaluation.

(4) Work with 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) Propose 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 fleet 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) Coordinate of external support for resolution of class issues.

(2) Review class repair standards and plans.

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

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

(5) Analyze 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 SHIPMAIN 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 Top Management Action/Top Management Interest/Trouble Systems Program (TMA/TMI/TSP) structured approach, and perform special analyses regarding readiness, as requested by higher authority. Monitor SWE maintenance metrics, as well as other approved measures and reports to support process improvement initiatives. Identify trends that indicate the potential presence of class issues.

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

(3) Support prioritization of CLASSRON maintenance issues.

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

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

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

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

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

#### 4. Training and Readiness (N3/N7)

a. Develop and refine all class specific mission area assessment, training, and certification standards, processes, and procedures including the applicable Training Operational Readiness Information System (TORIS) data base, Training Figures of Merit (TFOM) 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. Develop new or revised training evolutions, subsequent publication through the Surface Force Training Manual or other appropriate means and implementation as training plan modifications.

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

e. Monitor ISICs in the conduct of Unit Level Training Readiness Assessments

(1) Certification\Engineering (ULTRA C\E), Tailored Training/Mission area certification process, Final Evaluation Period (FEP), Unit Level Training Assessment - Sustainment (ULTRA-S).

f. 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.

g. Collect, maintain, analyze, and act on class assessment, training and certification data obtained during the continuous afloat 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. Use the analyzed class data to develop process improvement resulting in increased training readiness in the Fleet.

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

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

j. Participate in the Personnel Readiness Team (PRT), the SWE's cross-functional team for MPT& E issues and other appropriate teams.

k. Act as point of contact for ships of the class and their respective ISICs to coordinate Reserve SELRES support from assigned FFGRON 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. Develop, maintain and monitor a coherent set of leading metrics/indicators to support proactive execution of the CLASSRON mission.

b. Access and "mine" data from Navy-wide databases and process data to develop displays and/or reports to support internal CLASSRON operations, including in-depth analysis using six sigma or other formal analytical tools.

c. Process data to develop displays to support external CLASSRON customers.

d. Establish control limits for process control metrics. Benchmark against known performance records.

f. Provide special analysis, as required by the CLASSRON commander and external customers.

g. Collect, analyze, report and implement lessons learned.

h. Participate in all cross-functional SWE teams and other appropriate teams.

i. Monitor Overarching Metrics Team (OMT) measures and coordinate across CLASSRONs to analyze and identify issues through benchmarking with other ship classes and through observation of cross-SWE issues.

j. Manage Actions and Projects throughout the command.

k. Manage analysis and training of continuous process improvement using LEAN and Six Sigma methodologies for FFGRON.

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

6. Common Support Directorate (CSD)

a. Provide administrative and pay/personnel support to Mayport-based ships for Sailors that cannot perform their duties onboard. Assist in resolving personnel issues as quickly as possible so that TAD Sailors can be promptly returned to their parent commands.

b. Muster, manage and monitor employment of officer and enlisted personnel temporarily assigned to the FFGRON Common Support Directorate.

c. Provide administrative, pay/personnel, and facility support to all Pre-Commissioning ships as required.

d. Provide administrative, pay/personnel, and facility support to the Career Information Center (CIC) Mayport, Surface Forces Ministry Center (SFMC) Mayport and Health Services Mayport.

e. Assist/coordinate legal, occupational safety, and career counseling resources as required to support programs onboard Mayport-based surface ships.