

MEMORANDUM FOR DISTRIBUTION

Fm: Joan A. Divens

To: Distribution

Subj: Meeting Minutes - ISM Steering Committee #2

1. The 2nd ISM Steering Committee meeting convened at 0930 hours, on 24 September 2003, in the HRO Training Center, Bldg 200, Room 107 of the Washington Navy Yard in Washington DC. The following people were in attendance:

RADM Loewer, COMSC Vice Commander, N01
* Captain L. McCabe, Deputy Director NFAF East
* Captain J. Dolan, NFAF East Port Captain
* Chief Engineer R. McManus, NFAF East Port Chief Engineer
* Captain L. Carley, NFAF West Port Captain
Tom Connors, COMSC N7, Engineering Director
* Kevin Cassidy, N1 - APMC
* LCdr Carlos Galvez, MSCPAC N3
Claudio Azzaro, NFAF West Engineering Director
* Dennis Abrams, MSCLANT N7X, Deputy Engineering Director
* Dave Cooke, HQ PM1E, Life Cycle Manager
Jay Jepson, APMC Training & CIVMAR Training SME
Kyrm Hickman, HQ N13, Employee Development Specialist & CIVMAR
Training Policy SME
John Plitnik, HQ N13, Employee Development Specialist
LCdr Joe Paitl, USCG/MS Liaison Officer
* Frank Ridge, MSCPAC N7, Safety
Matt Kane, HQ PM1E, ISM Project Engineer
Ken Hunting, Hunting Marine
* Joan Divens, HQ N7XP, ISM Steering Committee Chairman

** Denotes Steering Committee member*

2. RADM Loewer opened the meeting by reaffirming the Command's commitment to the ISM initiative. She further added that the impending transformation initiative complemented the culture change that ISM will present.
3. Ken Hunting, of Hunting Marine, was introduced as the contractor who is assisting the Command in writing the Safety Management System (SMS) procedures. He provided a biography of his work experience and qualifications.
4. Joan Divens pointed the Steering Committee to the SMS Procedures and Top Tier Manual that had been developed to date. A list of proposed procedures was reviewed.

Additional procedures for development were identified. The Steering Committee was shown the plan for receiving and staffing SMS documents. A two week comment period will be allowed once the documents are posted for Steering Committee comment. Matt Kane was asked to define the process by which revisions to and publishing of SMS documents would adhere to the formal document control process. Chief Engineer Bob McManus was asked to review the proposed Controlled Library for the T-ATFs and make recommendations for additions to and deletions from the proposed Library.

Action Item #1: By 7 October 2003, provide to Steering Committee a list of procedures developed to date, list of procedures under development, and those additionally proposed during this meeting. (Joan Divens)

Action Item 2: By 7 October 2003, provide comments on procedures and top tier manual distributed during meeting. (Steering Committee).

Action Item 3: By 7 October 2003, define the process by which revisions to and publishing of SMS documents adhere to the formal document control process. (Matt Kane)

Action Item #4: Review the proposed Controlled Library for the T-ATFs and make recommendations for additions to and deletions from the proposed Library. (Chief Engineer Bob McManus)

5. Cary Roberts of Seaworthy Systems, Inc. demonstrated the Document Management System that provides a forum for posting, commenting on, and tracking changes to SMS documents and for posting important Steering Committee events. All Steering Committee members, the MSC Safety Manager, Ken Hunting, and others who have already demonstrated an interest in the SMS, will form the core group with access to the document management system, however access to the system will be granted to any MSC shipboard and shoreside MSC employee who requests it and who is asked to review the SMS under development.

Action Item #5: Inform above identified interested parties of log on names and passwords for access to the Document Management System. (Fred Woody)

6. The revised POA&M was reviewed. A request was made to email the POA&M to all members. All near term events (i.e. those that are planned to occur between the date of this meeting and the next scheduled Steering Committee meeting) require identification of a lead code. The following required changes to the POA&M were identified during the meeting: Frank Ridge commented that time must be allowed to ensure that the SMS procedures are reviewed for compliance with NAVOSH. Changes. Ken Hunting commented that time must be allowed for the 90 day time period for internal use of the Safety Management System, the Interim DOC and SMC, and that the date for starting the SMS for the T-AKEs must be changed (year is incorrect – should be '04 vs '03) .

Action Item #6: Email POA&M to Steering Committee members. Steering Committee members to provide comments on POA&M by 7 October 2003. (Joan Divens)

Action Item #7: Send list of POA&M “near term” events to all Steering Committee members; 1st code identified on schedule will identify lead code for coordinating actions by 7 October 2003. (Joan Divens or Fred Woody send POA&M events / Steering Committee members, as assigned, identify lead code)

Action Item #8: Amend POA&M to accommodate changes for familiarization period, interim certificates, and T-AKE start date. (Joan Divens or Fred Woody)

7. A discussion followed regarding the best way to start introducing the MSC CivMars to the SMS. It was decided that videos would be a good initial medium. Captain McCabe suggested that the videos could be used during Safety Council Meetings, that the videos be distributed with direction that they be shown, and that verification be sent shoreside that the video had been viewed. It was also suggested that a video could be placed at the CSU. An initial batch of 10 videos will be ordered so that they may be distributed to each of the T-ATFs and so that there will be sufficient videos for distribution to the CSU and other places as identified.

Action Item #9: Order 10 ISM videos. (Joan Divens)

8. The group broke for lunch at 1200 and reconvened at 1300 for a discussion on Mariner Training. The following additional people attended: Cdr Ted Brownell (HQ N7 SMART Coordinator), Perry Corbett (MSCPAC N7), Frank Shukis (HQ N73).
9. The ISM Code requires that the Command be able to demonstrate that its mariners have received training required by regulation and additional training deemed necessary to safely and conscientiously operate the Command’s ships. In order to fulfill this requirement, mariner training records must be complete and accurate. Perry Corbett provided a presentation on training deficiencies that became apparent during Safety Assist and SMART visits. For record purposes, the meeting was the first opportunity that most attendees saw and heard the presentation. N1/APMC did not have an opportunity to prepare comments, as appropriate. Many of the cited deficiencies were in the senior level positions (i.e. Master, Chief Mate, etc) and most were in the NavOSH arena. RADM Loewer stated that a plan for “the road ahead” for resolving the training deficiency issues must be presented to her by 30 November 2003. She directed that mariners be included in devising a plan for resolving the issues. RADM Loewer departed the meeting at 1355. A discussion followed among all attendees that included the following points:
 - a. Identifying the training requirements. Information on mariner training requirements per rating per ship class should be readily available. This information should then be used to track mariner training accomplishment. This will assist the Placement Office in determining whether a mariner has the requisite training to serve aboard a particular class of ship. A matrix of training requirements per rating per ship class should be developed by 7 October 2003. In

addition, matrices should be developed that present a composite of all training requirements on a per rating basis regardless of ship class so that the APMC and mariner can identify holes in a mariner's training record that may inhibit his ability to be assigned to any MSC ship.

b. Scheduling constraints. The schedule for NavOSH and other required Navy training is not always compatible with the near-term need to assign a mariner to ship. The need to man the ship overtakes the need to train the mariner. Some training requirements may not be reasonable.

c. Shipboard Training Records. Masters are not informed of the training that a mariner has received before or during the mariner's assignment to the ship. Masters should be informed of the training that a mariner has completed at the time that the mariner is appointed to a particular ship. Shipboard training is often not logged in a shipboard training record for the mariner.

d. Tickler System. There is not a tickler system to identify near term qualification deadlines by which training or re-training is required.

e. Training Record Accuracy. Training records are not always complete and accurate. Updating training records is very time-consuming, and workload constraints negatively impact the timely entering of training completion data. In addition, the APMC is frequently not informed that a mariner has completed a course thus training completion cannot be logged.

f. Mariner Responsibility. Some mariners do not assume self-interest in identifying their own training deficiencies and initiating requests for training.

Action Item 10: CIVMAR Training: Identify CIVMAR-required training on a per rating per ship class basis. As part of this requirement, maintain CIVMAR training records up-to-date, ensure that a process is established to record and track completed training, certifications, and qualifications received, and to identify/flag training deficiencies. Ensure that CIVMAR training records are available to mariners for review anywhere in the world, including to senior CIVMAR Management. Determine alternative sources for required training to broaden the scheduling options available to each mariner. (Kevin Cassidy-lead: Port Captains, Port Chief Engineers, SAMA)

Action Item 11: Using the training requirements (Action Items #10), evaluate the required courses for each rating. Identify overlap in curriculums. Determine if equivalencies can be demonstrated to NavOSH where there are overlaps. (Frank Shukis)

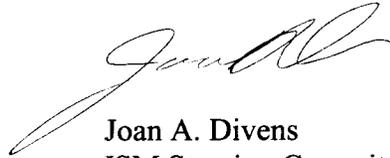
Action Item 12: Evaluate the necessity and frequency of training requirements (such as "Annual Refresher Training"). Propose new list of required courses.

Obtain approvals for changing the requirements to meet practical yet safe training goals (Action codes to determine interim due dates)

Action Item 13: Report progress to RADM Loewer w/re to resolving identified mariner training issues and present plan for resolving additional issues that impede tracking and accomplishment of mariner training. (Kevin Cassidy)

The meeting adjourned at 1545.

Respectfully submitted,



Joan A. Divens
ISM Steering Committee Chairman

Distribution:

RADM Loewer, COMSC Vice Commander, N01
Capt. E. Nanartowich, APMC Special Assistant for Mariner Affairs
Captain L. McCabe, Deputy Director NFAF East
Captain J. Dolan, NFAF East Port Captain
Chief Engineer R. McManus, NFAF East Port Chief Engineer
Captain L. Carley, NFAF West Port Captain
Chief Engineer W. Ingram, NFAF East Engineering Director
T. Connors, COMSC N7
K. Cassidy, N1 - APMC
R. Swanbeck, PM22 Deputy Project Officer
R. Appling, MSCPAC, N3
LCdr C. Galvez, MSCPAC N3
C. Azzaro, NFAF West
Dennis Abrams, MSCLANT N7X
D. Cooke, HQ PM1E
J. Jepson, APMC Training
K. Hickman, HQ N13, Employee Development Specialist
J. Plitnik, HQ N13, Employee Development Specialist
LCdr J. Paitl, USCG/MSL Liaison Officer
F. Ridge, MSCPAC N7 (Safety)
P. Corbett, MSCPAC N7 (Safety)
Cdr T. Brownell, HQ N7, SMART Coordinator
M. Kane, HQ PM1E
K. Hunting, Hunting Marine
F. Shukis, HQ N73 Fleet Standards Division Director
P. Comolli, HQ N7 Safety Manager
J. Divens, HQ N7XP, ISM Steering Committee Chairman

**SUMMARY OF ACTION ITEMS FROM
2nd STEERING COMMITTEE MEETING
24 September 2003**

Action Item #	Description	Assigned to/Due Date
1	Provide to Steering Committee a list of procedures developed to date, list of procedures under development, and those additionally proposed during this meeting	Joan Divens: 10/7/03
2	Provide comments on procedures, POA&M, and top tier manual distributed during meeting	Steering Committee: 10/7/03
3	Define the process by which revisions to and publishing of SMS documents adhere to the formal document control process	Matt Kane: 10/7/03
4	Review the proposed Controlled Library for the T-ATFs and make recommendations for additions to and deletions from the proposed Library	Chief Engineer Bob McManus: 10/11/03
5	Inform identified interested parties of log on names and passwords for access to the Document Management System	Fred Woody: 10/11/03
6	Email POA&M to Steering Committee members. Provide POA&M distributed during meeting	Joan Divens: 09/30/03
7	Send list of POA&M "near term" events to all Steering Committee members; 1 st code identified on schedule will identify lead code for coordinating actions.	Joan Divens: 10/07/03
8	Amend POA&M to accommodate time for review of procedures for NavOSH compliance, the 90 day crew familiarization and use period for the SMS, interim certificates, T-AKE start date, and comments received from Steering Committee members	Joan Divens or Fred Woody: 10/10/03
9	Order 10 ISM videos	Joan Divens or Fred Woody: 10/10/03
10	<u>CIVMAR Training</u> : Identify CIVMAR-required training on a per rating per ship class basis. As part of this requirement, maintain CIVMAR training records up-to-date, ensure that a process is established to record and track completed training, certifications, and qualifications received, and to identify/flag training deficiencies. Ensure that CIVMAR training records are available to mariners for review anywhere in the world, including to senior CIVMAR Management. Determine alternative sources for required training to broaden the scheduling options available to each mariner	Kevin Cassidy-lead: Port Captains, Port Chief Engineers, SAMA: 10/24/03
11	Using the training requirements (Action Items #10), evaluate the required courses for each rating. Identify overlap in curriculums. Determine if equivalencies can be demonstrated to NavOSH where there are overlaps	Frank Shukis: 11/24/03

**SUMMARY OF ACTION ITEMS FROM
2nd STEERING COMMITTEE MEETING
24 September 2003 (cont.)**

<i>Action Item #</i>	<i>Description</i>	<i>Assigned to / Due Date</i>
12	Evaluate the necessity and frequency of training requirements (such as "Annual Refresher Training"). Propose new list of required courses. Obtain approvals for changing the requirements to meet practical yet safe training goals (Action codes to determine interim due dates)	Frank Shukis – lead; Port Captains, Port Chief Engineers; SAMA; all attendees should comment: 11/24/03
13	Report progress to RADM Loewer w/re to resolving identified mariner training issues and present plan for resolving additional issues that impede tracking and accomplishment of mariner training	Kevin Cassidy: 11/28/03