



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 4700.14B
N7
14 August 2000

COMSC INSTRUCTION 4700.14B

Subj: PLANNING FOR MSC SHIP AVAILABILITIES

- Encl: (1) Suggested Plan of Action and Milestones (POA&M) Chart for Long Term Availabilities
(2) Sample Plan of Action and Milestones (POA&M) Chart for Short Term Availabilities
(3) Suggested Plan of Action and Milestones (POA&M) Chart for Voyage Repair (VR) Availabilities

1. Purpose. To provide general guidance for the Program Managers (PMs) and Area Commanders to plan Military Sealift Command (MSC) ship availabilities. This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 4700.14A.
3. Applicability. The requirements of this instruction apply to all MSC-owned CIVMAR manned ships.
4. Background and Discussion
 - a. MSC has a long history of classing and certifying ships with the American Bureau of Shipping (ABS) and the United States Coast Guard (USCG). These regulatory authorities influence the way MSC designs, operates and maintains ships. In order to maintain compliance with the regulatory body requirements, and to ensure operational readiness, adequate maintenance time is necessary. MSC plans maintenance support for all ships in the inventory on a 60-month cycle. MSC ship availabilities and inspections are scheduled to coincide with regulatory body inspections and surveys.
 - b. Enclosure (1) provides a notional Plan of Action and Milestones (POA&M) for planning availabilities whose duration is planned to exceed 21 calendar days. Enclosure (2) applies to availabilities whose planned duration is 15 to 21 calendar days. Enclosure (3) applies to availabilities whose planned duration is 14 calendar days or less.

14 August 2000

5. Policy. Enclosures (1), (2) and (3) shall be used as notional guidelines for availability planning. Milestone events and their associated dates may be modified to suit specific requirements.

6. Action

a. The PMs shall:

(1) Schedule, plan and fund availabilities for their designated ships.

(2) Develop the work package and manage the availability.

(3) In coordination with N7 East or West, schedule Material Readiness Evaluations (MREs) approximately 7 months prior to major availabilities if needed. MREs assist in availability preparation by identifying material and work needed to maintain ships in a high state of material and operational readiness. Properly conducted MREs identify machinery and equipment in need of maintenance or repair, in degraded operational condition or requiring adjustment. If the PM is sufficiently confident of his knowledge of the material condition and operational readiness of the ship such that the quality of the availability will not be compromised by the lack of MRE data, the PM may elect to cancel the MRE.

(4) Schedule regulatory body required inspections and surveys.

(5) For overseas availabilities, coordinate with the cognizant Area Commander the assignment of the Port Engineer in Charge (PEIC).

(6) Coordinate ship specific POA&M events and dates with N7 East or N7 West and the cognizant Area Commander (if necessary).

b. COMSCFE, COMSCEUR and COMSCCENT shall coordinate milestone events with the PM, and provide support services as necessary when the availability is scheduled to occur in the COMSCFE, COMSCEUR or COMSCCENT AOR.

c. N7 shall:

(1) Support the PMs with developing and finalizing the POA&M.

(2) Provide technical review of PM work packages as requested.

14 August 2000

(3) Support the PMs in planning and completing MRE and SMART inspections as required.

(4) Support the PMs by maintaining the Port Engineer (PENG) program for preparing work packages, estimates and completion reports.

(5) Provide other engineering support services as required.

/S/

G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

14 August 2000

**Suggested Plan Of Action And Milestones (POA&M) Chart for
Long Term Availabilities (≥21 calendar days)**

No	MILESTONE	LONG TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
1	-305	Initiate advance planning for TRANSALTs. Verify funds availability. Ensure drawing completion by Event #7, (200 days before availability start)	PM
2	-305	Order Long Lead-Time Material. Initiate GFM Tracking List.	PM, N7 East/ West, N4
3	-275	Send advance planning letter to ship, sponsor and FE or EUR as required, (Includes POA&M, availability dates). Assign port engineer in charge (PEIC) for work packages outside CONUS. First cut-off date to submit VRRs.	PM Ship
4	-255	Complete assembly of Initial Work Package (includes casualty correction inspection requirements, approved VRRs). Identify Government Furnished Material (GFM) requirements in the work items. Order Long Lead Time GFM. Prepare cost estimates.	PM, N7
5	-225	Submit Final Sponsor Work package to PM	Sponsor
6	-210 to -204	Conduct MRE if required (port engineer accompany team). Brief ship on advance planning. Shipcheck for planned and emergent work. Conduct Work Definition Conference at conclusion of MRE. Identify work to be done by ship's force, industrial activity, or deferred. Review the Preliminary Work Package to ensure that work planned is feasible within time, funding and material availability constraints.	N7, PM
7	-200	Start final Work Package and cost estimate Conduct Repair Coordination Progress Meeting Complete all actions for approved TRANSALTs (defer others) Provide Job Order to N10	PM, N7
8	-190	Identify advance planning funds and allocate to Area Commander.	PM
9	-180	Issue SMART/MRE Report of Findings. Identify required follow-up tests.	N7
10	-164	Start drawing reproduction	PM, N7
11	-160	Provide government cost estimate to sponsor for sponsor work items.	PM
12	-157	Distribute Preliminary Work Package and draft solicitation for review to N7, N10, N4, N2, ship, sponsor, COMSCFE and COMSCEUR (master index, work items, cost estimate, funding document, CDRLs, etc). Begin Work Package ship check period	PM
13	-155	Final submission of non-mission degrading VRRs	Ship

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

Enclosure (1)

COMSCINST 4700.14B

14 August 2000

No	MILESTONE	LONG TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
14	-150	Provide funds for sponsor work	Sponsor
15	-147	Issue synopsis for publication in Commerce Business Daily (CBD) (must appear in the CBD at least fifteen (15) days before solicitation is issued).	PM N10
16	-145	Order all remaining GFM.	N7, PM, N4
17	-140	Complete QA Review of Work Package and draft solicitation. Submit final comments to PM.	PM, N7, N10, N4, N2
18	-139	Incorporate ship check and sponsor comments into work package.	PM
19	-137	Conduct QA Reading session with PM, N7, N10, N4, and sponsor on final work package.	ALCON
20	-135	Conduct Repair Coordination Progress Meeting. Complete all government cost estimates. Complete reproduction of all drawings.	PM, N7
21	-130	Submit evaluation criteria and Source Selection Plan to Contracting Officer. Deliver completed Work Package including drawings and work item estimates to Contracting Officer. A slip in this date could jeopardize the start date of the availability. Mail completed Work Package to ship.	PM
22	-130	Issue funds to support availability.	PM
23	-128	Obtain N2 chop on solicitation.	N10, N2
24	-125	Issue Solicitation.	N10
25	-120	Submit mission degrading VRRs to include as addendum (cutoff date).	Ship
26	-110	Conduct ship check (cutoff date for prospective Offerors).	PM, N7
27	-105	Issue addendum to solicitation due to any lessons learned, bidder questions or the need to clarify any requirement (cutoff date). Conduct Repair Coordination Meeting.	PM, N7, N10
28	-90	Close solicitation; all Offeror's bids submitted to Contracting Officer. Submit Ship's Force Work List	N10 Ship
29	-89	Start technical evaluation	PM, N7
30	-84	Complete preliminary technical evaluation	PM, N7
31	-83	Complete cost price analysis.	N10

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

14 August 2000

No	MILESTONE	LONG TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
32	-80	Submit pre-negotiation business clearance to COMSC N10 if required.	N10
33	-75	Approve pre-negotiation business clearance.	COMSC N10
34	-75 to -72	Discussions with offerors. Clarify items for negotiation.	PM, N10, N7
35	-72	Complete final technical analysis.	PM, N7
36	-71	Complete negotiations and request final proposal revisions.	N10
37	-70	Solicit ship's recommendation on ship's force retention during availability.	PM, Ship
38	-60	Conduct manning level meeting.	PM, N1, Ship
39	-60	Receive final proposal revisions.	N10
40	-56	Receive EEO clearance (\$10 Million and above).	PM, N10
41	-56	Complete final proposal technical and cost/price evaluations.	PM, N10, N7
42	-55	Submit post negotiation business clearance to COMSC N10.	N10
43	-50	Approve post negotiation business clearance.	N10
44	-50	Conduct pre-award survey if required by the Contracting Officer.	PM, N7
45	-50	Conduct legal review	N2
46	-45	Receive CHINFO Approval (\$5 Million & above). Award contract.	N10
47	-45	Contact USCG and ABS (provide availability schedule and copy of work package). Ship GFM.	PM, N7
48	-30	Conduct pre-arrival meeting with shipyard.	PM, N10, N7
49	-21	Award S&Q contract.	PM, N10
50	0	Start availability.	ALCON
51	+10	Issue Sponsor 10-Day Report	PM

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

COMSCINST 4700.14B

14 August 2000

No	MILESTONE	LONG TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
52		Complete availability.	ALCON
53	Availability completion +10	End Ready for Sea (RFS) period	PM
54	Availability completion +15	Submit Availability Completion Report (include additional work accomplished, regulatory body deficiencies, and lessons learned).	PM
55	Availability completion +20	Issue scrap material letter	PM, N7
56	Availability completion +30	Conduct Post Availability Analysis meeting.	PM, N7, Ship
57	Availability completion +45	Issue Sponsor a 45-Day Report Issue Post Availability Report, not to be issued later than +60d after completion of availability.	PM, N7

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

14 August 2000

**Suggested Plan of Action and Milestones (POA&M) Chart for
Short Term Availabilities (15-21 calendar days)**

No	MILESTONE	SHORT TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
1	-099	Issue planning report.	PM
2	-088	Submit VRRs (cutoff date). Submit Sponsor Work Items	Ship Sponsor
3	-087	Review MRE/SMART deficiencies.	PM, N7
4	-085	Begin writing work package.	PM
5	-075	Issue synopsis for publication in Commerce Business Daily (CBD) (must appear in the CBD at least fifteen (15) days before solicitation is issued.)	PM, N10
6	-063	Conduct pre-overhaul brief.	PM
7	-060	Send preliminary work package to codes, FE, EUR, ship for review	PM, N7, N4
8	-058	Order Government Furnished Material.	PM, N7, N4, N10
9	-056	Receive work package comments.	PM
10	-053	Complete joint work package review.	ALCON
11	-052	Conduct work package review meeting with codes. Obtain N2 chop.	ALCON
12	-050	Submit final work package to contracting	PM
13	-045	Issue solicitation.	N10
14	-044	Notify regulatory bodies.	PM, FE, EUR
15	-042	Order GFM (cut off date).	N7, PM, N4, N10
16	-030	Conduct shipcheck (for prospective Offerors).	PM
17	-024	Issue addendum to solicitation due to lessons learned, bidder questions, or the need to clarify any requirement (cut off date).	PM, N10
18	-017	Receive shipyard proposals. Conduct technical and cost/price evaluations.	N10
19	-010	Award contract.	N10
20	-009	Ship GFM. Contact USCG and ABS (provide availability schedule and copy of work package).	PM, N7, N7
21	000	Start availability.	ALCON

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

Enclosure (2)

COMSCINST 4700.14B

14 August 2000

No	MILESTONE	SHORT TERM AVAILABILITIES - EVENT NARRATIVE	ACTION*
22	+021	Complete availability.	ALCON
23	+030	Conduct post overhaul analysis meeting (N7, PE, PM or Area Command Rep, Ship's Force if possible)	PM, N7
24	+045	Issue post overhaul analysis report per ENGREAD 30, but no later than +60d.	PM, N7

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

14 August 2000

**Suggested Plan of Action and Milestones (POA&M) Chart for
Voyage Repair (VR) Availabilities (≤14 calendar days)**

No	MILESTONE	VOYAGE REPAIR AVAILABILITIES - EVENT NARRATIVE	ACTION*
1.	-045	Begin writing work package.	PM
2.	-040	Send preliminary work package to codes, FE, EUR, ship for review	PM, N7, N4
3.	-038	Order Government Furnished Material.	PM, N7, N4
4.	-036	Receive work package comments.	PM
5.	-034	Complete joint work package review. Final work packages provided to FE, EUR as applicable.	ALCON
6.	-031	Submit final work package to contracting.	PM
7.	-027	Issue solicitation. Provide (1) a justification for waiving synopsis for work package below \$100K; or, (2) a J&A waiving synopsis for work package over \$100K.	N10
8.	-026	Notify regulatory bodies.	PM, FE, EUR
9.	-025	Order GFM (cut off date).	N7, PM, N4
10.	-023	Conduct shipcheck (for prospective offerors).	PM
11.	-018	Close solicitation. All offeror's proposals submitted to Contracting Officer. Conduct Evaluation	PM, FE, EUR, N10
12.	-007	Award contract.	N10
13.	000	Start availability.	ALCON
14.	+014	Complete availability.	ALCON

**Unless otherwise indicated, when functional codes are assigned action, the action will belong to that functional code within the cognizant AOR.*

Enclosure (3)