



DEPARTMENT OF THE NAVY
COMMANDER, MILITARY SEALIFT COMMAND
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WASHINGTON NAVY YARD DC 20398-0001

IN REPLY REFER TO

COMSCINST 4700.2H
N7

12 MAY 2010

COMSC INSTRUCTION 4700.2H

Subj: ALTERATION MANAGEMENT FOR MSC SHIPS

- Ref: (a) COMSCINST 4700.1 MSC's Technical Authority, Maintenance Philosophy, and Maintenance and Repair Management System (MRMS) dtd 8 Apr 2010.
- (b) MSC's Maintenance and Repair Management System Engineering Process Instruction N720-4700-001, TRANSALT Process Guide
- (c) COMSCINST 5230.11, MSC Policy for Information Technology (IT) and Related Electronic Procurement and Management
- (d) COMSCINST 4790.3B, Equipment Configuration Data Management and Logistics Support for Ships of the Military Sealift Command.
- (e) MSFSC's Safety Management Procedures Manual, Ship's Force Configuration Management 10.3-001-ALL

1. Purpose. To establish Commander, Military Sealift Command (COMSC) policy and responsibility for alteration management.

2. Cancellation. COMSCINST 4700.2G.

3. Applicability. The requirements of this instruction apply to all Military Sealift Command (MSC) owned and bareboat chartered ships whether Civilian Mariner (CIVMAR) or contractor operated except as specifically noted in this instruction.

4. Definitions. This instruction provides MSC policy for the alteration management of MSC ships. For determining compliance with this instruction, the following definitions apply:

a. Alteration. Any change in hull, machinery, equipment, arrangement, or allowance that involves a change in design, material, quantity, or location of equipment and components in a ship. This includes replacement of machinery or equipment that has the same operating characteristics as the replaced

machinery or equipment but is of a different manufacturer or model than the replaced equipment. This also includes changes and upgrades to electronic and communications gear. It does not include substitution of equipment or machinery hardware components available through off the shelf stock procurement when substitution of such components will not alter the operation of the supported equipment and will not affect the provisioning of spare parts or technical documentation.

b. TRANSALT (Transportation Alteration). Used interchangeably with the term "alteration". It is similar to a U.S. Navy "SHIPALT" and refers to the former name of MSC, Military Sea Transportation Service. The term "TRANSALT" was assigned to distinguish USNS alterations from the SHIPALTs of the USN fleet.

c. Alteration Management. Process by which TRANSALTs are proposed, evaluated, approved, funded, completed, tracked, supported, and provisioned.

d. Baseline Item. Any configuration change that has been approved for accomplishment on ships of a class during a ship's construction or conversion period through the fund limiting date. On some acquisition programs Baseline Items are referred to as Fleet Modernization Requests (FMRs). "FMR" shall be used interchangeably with "Baseline Item."

e. Alteration Equivalent to Repair (AER) TRANSALT. Is when the replacement of machinery or equipment is determined to be more economical than its repair; and the proposed new equipment or machinery has the same form, fit and function, and nameplate data as the replaced equipment or machinery. If equipment equivalency is properly documented as an AER type TRANSALT, review can usually be expedited since the Regulatory Body review and approval may not be required. The Technical Director still must approve AER type TRANSALTs.

f. Technical Support Data (TSD). Required to establish and maintain life cycle support for equipment procured by the Government or contractors. TSD for alterations include technical manuals, drawings, equipment configuration and parts data, preventive maintenance material requirements, and parts usage data associated with corrective maintenance.

g. Command-Fleet Alteration Tracking System (CFATS). Microsoft Access Database tool that Technical Directors use to track TRANSALT requests through shipboard completion. CFATS tracking includes hyperlinks to supporting TSD for each TRANSALT.

h. Cost/Benefit Analysis. An analysis of the cost effectiveness (expressed in dollars) of different alternatives in order to see whether a proposed project's benefits outweigh the costs. The aim is to gauge the efficiency of the change relative to the status quo (i.e., doing nothing).

5. Policy. MSC, Military Sealift Fleet Support Command (MSFSC), and contractor personnel, ashore and afloat, shall ensure that only approved alterations are accomplished on MSC ships.

6. Responsibilities.

a. Each Technical Director (TD) shall serve as the configuration manager for ships within his/her program. In this role, the Technical Director is responsible for establishing and maintaining processes and procedures for alteration management to include:

(1) Reviewing all TRANSALT Requests for ships assigned.

(2) Performing a technical review of all TRANSALT requests for assigned ships. This includes determining if the request is compliant with the operating contract requirements if applicable. This review also establishes if a Cost/Benefit Analysis is necessary.

(3) Requesting appropriate staffing of TRANSALTs through MSC N7, MSC N6, and MSC N4 to ensure revised maintenance, spare parts requirements, and TSD are identified and documented.

(4) Ensuring TSD requirements are identified in all TRANSALTs and that TSD is in the format required by the responsible MSC Functional Directorates.

(5) Approving or disapproving all TRANSALTs, with justification.

(6) Ensuring adequate funding is budgeted and available to meet the TRANSALT execution schedule.

(7) Issuing the approved TRANSALTs to MSFSC or the Operating Company in order for them to schedule and complete the approved TRANSALTs.

(8) Tracking TRANSALTs through completion using the Command Fleet Alteration Tracking System (CFATS).

b. The Director, Engineering Directorate (COMSC N7), has technical authority for MSC ships and ship systems per reference (a). COMSC N7 shall:

(1) Establish and maintain procedures for evaluating TRANSALT requests and developing TRANSALT packages including Work Items, associated technical drawings, cost estimates and other supporting documents required to accomplish alterations. Reference (b) establishes these procedures.

(2) Coordinate or submit drawings and supporting technical documentation to regulatory agencies for review and approval when applicable or when requested by the Technical Director.

(3) Technically evaluate substitution of hardware components for equipment or machinery available through off the shelf stock procurement only when these components require logistics or maintenance support.

(4) Evaluate all TRANSALT requests (including those for Baseline Items) for technical acceptability, impact on preventive maintenance, safety and environmentally compliant operations, and for cross program applicability.

c. The Director, Command, Control, Communication, and Computer Systems (C4S) Directorate (COMSC N6) is responsible for integration of all C4S systems including afloat systems to meet all regulatory body, Navy, and MSC unique requirements as defined in reference (c). These systems include: Local Area

Networks (LANs), Radio Communications Systems (RCS), integrated communications and Command and Control Systems. COMSC N6 shall establish and maintain procedures to develop C4S TRANSALTs, including specific requirements to pass the TRANSALT request in a timely fashion to COMSC N7 with a copy to the applicable Project Manager (PM)/TD when hull, mechanical, and electrical (HM&E) systems are affected by the proposed C4S changes. To this end, COMSC N6 shall evaluate all TRANSALT Requests for C4S alterations (including those for Baseline Items) for cross program applicability, for impact on preventive maintenance requirements, and for impact to the C4S integrated systems/shipboard architecture. Submit drawings and supporting technical documentation to regulatory agencies for review and approval when applicable or when requested by the Technical Director.

d. The Director, Logistics Directorate (COMSC N4) is the Configuration Data Manager for MSC government-owned ships and equipment per reference (d). COMSC N4 shall establish and maintain procedures to maintain MSC configuration records and ensure that shipboard logistics support and Technical Support Data (TSD) is provided to the Technical Director, shipboard management, to the MSC N7 technical library, and COMSC N7, as required.

e. MSFSC and/or the Operating Company are responsible for scheduling and completing the approved TRANSALTs on assigned ships. Configuration management shall be in accordance with the processes outlined in references (b) through (e) as applicable.

f. Baseline alterations and AERs that are to be completed on MSC ships shall be treated as TRANSALTs.



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