



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 4790.1
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CNIC INSTRUCTION 4790.1

From: Commander, Navy Installations Command

Subj: SHORE MAINTENANCE AND MATERIAL MANAGEMENT POLICY

Ref: (a) OPNAVINST 5450.339
(b) NAVFAC MO-321, Facilities Management, of Sep 1985
(c) OPNAVINST 4790.4E
(d) NAVSEAINST 4790.8B
(e) OPNAVINST 4790.16A
(f) DoDD 4151.18 of 31 Mar 2004
(g) CNICINST 3501.1
(h) OPNAVINST 5100.23G
(i) Naval Warfare Publication 1-03.1, Operational Reports

Encl: (1) Definitions

1. Purpose

a. To establish policy and assign responsibilities for the accomplishment of equipment maintenance and maintenance management functions at Navy Regions and Installations under the cognizance of Commander, Navy Installations Command (CNIC) in accordance with references (a) through (i). Applicable definitions can be found in enclosure (1).

b. To provide enterprise-wide guidance for maintaining equipment operational capability in support of fleet readiness requirements, within risk mitigation strategies, and aligned with Common Output Levels (COLs). Implementation of this policy will lead to:

- (1) Improved operational reliability.
- (2) Optimization of systems lifecycle.
- (3) Reduction of total ownership cost.

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(4) Standardization and efficiency of procedures.

(5) Accountability through time-relevant status reporting.

(6) Safety of operation.

2. Background

a. Reference (a) established CNIC as an Echelon II Budget Submitting Office for shore installations and assigned it the task of equipping its workforce to deliver Shore Operations Support to the warfighter. This resulted in the transfer of oversight responsibility for certain shore-related functions specific to the maintenance, inspection, and certification of installation systems and support equipment to CNIC.

b. This instruction is consistent with all existing command, administrative, and management relationships and establishes CNIC as the cognizant authority through the Region Commanders (REGCOMs) and Installation Commanding Officers (COs) for assignment of equipment maintenance management responsibilities and tasks involving systems equipment used by Navy installations in support of assigned missions, functions, and tasks.

c. In accordance with references (a) and (b), Commander, Naval Facilities Engineering Command (NAVFAC) provides technical and material support regarding shore facilities to CNIC. Specifically, NAVFAC manages and executes the planning, design, construction, and public works support for naval facilities on a worldwide basis.

3. Policy. This instruction applies to all operational and support equipment under the cognizance of CNIC.

4. Responsibilities

a. CNIC is responsible for issuing the requirement for effective operation and support of equipment maintenance in accordance with established procedures and policies issued by Systems Commands, In-service Engineering Activities, technical engineering activities, and National Standards activities.

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b. CNIC Headquarters (HQ) N-codes/Special Assistants (SAs) are responsible for executing the equipment maintenance responsibilities listed in this instruction pertaining to their program.

c. REGCOMs are responsible for:

(1) Defining organizational responsibilities.

(2) Ensuring effective operation and support of equipment maintenance procedures within their regions.

d. Installation COs are responsible for ensuring equipment maintenance is accomplished and documented in accordance with established procedures, and that maintenance programs function effectively within their command.

5. Action

a. CNIC HQ shall issue policy, procedures, and responsibilities for the conduct of equipment maintenance.

b. HQ N-codes/SAs shall:

(1) Assess operational requirements and establish, manage, and provide oversight of maintenance programs for all assigned equipment.

(2) Analyze historical performance and maintenance records to determine if proactive or reactive, organizational or depot, or a combination of plans is appropriate for maintaining assigned equipment.

(3) Review and monitor maintenance management processes for their respective programs to ensure the correct application of maintenance at the correct organizational level.

(4) Establish and enforce training requirements to ensure personnel are properly trained in the conduct and management of equipment maintenance.

(5) Ensure equipment maintenance is managed and executed in accordance with standard and established procedures.

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(6) Maintain equipment governed by the Naval Sea Systems Command (NAVSEA) 3-M System in accordance with references (c) and (d).

(7) Maintain equipment not covered under the NAVSEA 3-M system in accordance with the equipment manufacturer's preventive and overhaul maintenance schedule.

(8) Develop an equipment maintenance schedule for each type of equipment to ensure equipment and material readiness is maintained.

(9) Establish maintenance plans that include the principals of references (e) and (f), which are to perform maintenance only when there is objective evidence of need, while ensuring safety, equipment reliability, equipment availability, and reduction of total ownership cost.

(10) Utilize automated processes (i.e. software applications) to schedule and report accomplishment of maintenance, document deferred maintenance, and report maintenance actions referred to external activities for accomplishment. Applications should provide impacts to mission readiness when maintenance is deferred. As required, maintenance personnel shall be provided access to government information systems for the accomplishment of these tasks.

(11) Establish and maintain equipment configuration models to facilitate property accountability, standardized equipment inventories, comparative performance analysis data, and equipment condition data to support readiness reporting requirements of reference (g). Configuration and condition accountability models shall be compatible with and support automated interface capabilities with the Defense Readiness Reporting System-Navy (DRRS-N).

(12) Ensure contracted maintenance plans include this instruction as a reference, and are structured to ensure compliance with maintenance standards.

(13) Include the requirements of reference (h) in all maintenance plans, actions and contracts to ensure safety of personnel, equipment and the environment.

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(14) Establish a waiver request system for deviations from established maintenance standards or departure from specifications when required. Waivers shall be the exception, and shall be routed, via the Region, to CNIC or appropriate controlling authority for approval.

c. REGCOMs shall:

(1) Implement, manage, coordinate and maintain equipment maintenance programs for installations within their region.

(2) Ensure adequate support is in place for program equipment within their Regions through the Program Operating Memorandum process and utilizing proper allocation of resources.

(3) Direct the responsible entity between the Region Program Director (RPD) and installation commanding officer (CO) for maintenance programs.

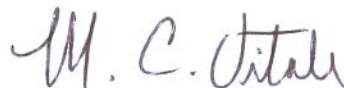
d. Installation COs shall:

(1) Manage individual maintenance programs pertaining to equipment within their installation.

(2) Manage resources to ensure operating and support equipment is maintained in the highest possible state of readiness.

(3) Utilize procedures outlined in reference (i) to notify superiors of equipment casualties that significantly impact operational readiness.

(4) Report equipment degradations that impact operational readiness via DRRS-N.



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Definitions

1. Equipment. All nonexpendable items needed to outfit or equip an individual or organization. These items are not consumed during usage, have a long life-cycle and usually have a maintenance program. Items that have an operational function and support mission requirements. The following are examples, but should not be considered an all-inclusive list: communications systems, Air Traffic Control systems, service craft, weapons, data network hardware, vehicles, and intrusion detection systems.
2. Maintenance. Actions taken to ensure that systems, equipment, and components perform their intended function when required. The upkeep of property, necessitated by wear and tear, which neither adds to the permanent value of the property nor appreciably prolongs its intended life but keeps it in efficient operating condition to meet it's projected life expectancy. Normally includes repair. Maintenance may be divided into two broad categories - proactive and reactive.
3. Proactive maintenance. Can be considered either preventive or predictive in nature, and the maintenance performed can range from an inspection, test, or servicing to an overhaul or complete replacement.
4. Preventive or scheduled maintenance. Can be based on calendar, equipment-operating time or a cycle, such as number of starts, air vehicle landings, rounds fired, or miles driven.
5. Predictive maintenance. Can be categorized as either diagnostic or prognostic. Diagnostic identifies an impending failure while prognostics add the capability to forecast the remaining equipment life. Knowing the remaining life is a benefit to enable optimum mission and maintenance planning.
6. Reactive (corrective) maintenance. Performed for items that are selected to run to failure or those items that fail in an unplanned or unscheduled manner. Run to failure is often the planned maintenance strategy for items that have little readiness or safety impact (i.e. a light bulb). An item may be on a schedule for periodic maintenance, but if it fails prematurely, it will require maintenance to fix.
7. Organizational maintenance. Consists of preventive and corrective maintenance that is within the capabilities of the

equipment operator or installation maintenance personnel. Preventive maintenance and routine repairs will generally be accomplished at the Installation repair facility that owns the equipment.

8. Intermediate Level Maintenance. Consists of maintenance that is performed by personnel with specialized training, experience, equipment, tooling, or certifications, such as Region and technical support Maintenance Technicians.

9. Depot maintenance. Restoration level work requiring complex industrial processes, facilities, capabilities, or manpower capacity not available at Region or Installation maintenance centers. This capability is provided by Naval industrial activities, ship repair facilities, and commercial industrial activities and repair facilities that are under, or may require, a specific contract, CONUS or overseas.

10. Configuration control. The process of collecting and documenting the quantity, characteristics, location, and history of equipment and systems to establish a baseline model. The configuration model must be updated as changes occur, and on a periodic basis to ensure accuracy.

11. Deviation from Standard (Departure from Specification) (DFS). A DFS is the mechanism used to document and resolve the need for a lack of compliance with any authoritative document, plan, procedure, instruction, etc. The terms "deviation" and "waiver" are often used synonymously; the principle difference is that deviations are requested prior to conducting work that will result in a non-conformance, and waivers are requested after a non-conformance has been discovered.