U.S. Department of Homeland Security
United States Coast Guard

Commander
United States Coast Guard
Surface Forces Logistics Center

2401 Hawkins Point Rd.
Baltimore, MD 21226
Phone: 410-762-6164
Fax: 410-762-6203

4700

MEMORANDUM

From: B. P. Keffer, CDR
CG SFLC (SBPL)

To: CGTO PG-85-00-360-S Users

Subj: SMALL BOAT PRODUCT LINE PROCESS GUIDE, CGTO PG-85-00-360-S

Ref: (a) COMDT COGARD Washington DC 301953Z SEP 08/ALCOAST 479/08, CG-4, COMDTNOTE 4000
(b) COMDT COGARD Washington DC 162056Z JUN 08

1. PURPOSE. This memorandum promulgates the Small Boat Product Line Process Guide, CGTO PG-85-00-360-S, enclosure (1).

2. ACTION. All Coast Guard Members and Contractors are required to adhere to the guidelines set forth in the enclosed process guide.

3. DIRECTIVES AFFECTED. Per reference (a), this process guide supersedes process requirements contained in legacy ELC, MLCA and MLCP Standard Operating Procedures regarding all maintenance, repair, configuration management, and engineering of Coast Guard boats. Furthermore, per reference (b), Modernized Units are authorized to deviate from a number of Coast Guard Manuals and Instructions, including portions of the Naval Engineering Manual, COMDTINST M9000.6 (series). All personnel subject to this process guide must be familiar with the authorized policy deviations provided in reference (b).

4. CHANGES. Recommendations for changes and improvements to this process guide shall be submitted via the chain of command to the Small Boat Product Line (SBPL) Engineering Section Chief, LCDR Matt Lake by e-mail: Matthew.W.Lake@uscg.mil until 01 June 2010. After this date all change recommendations shall be submitted using Form CG-22, and major updates will be promulgated as required.

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Enclosure: (1) Small Boat Product Line Process Guide, CGTO PG-85-00-360-S

U.S. Department of Homeland Security

United States Coast Guard

Small Boat Product Line Process Guide

CGTO PG-85-00-360-S

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24 November 2009

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REFERENCES:

(a) COMDT COGARD Washington DC 301953Z SEP 08/ALCOAST 479/08, CG-4, COMDTNOTE 4000
(b) COMDT COGARD Washington DC 162056Z JUN 08
(c) Naval Engineering Manual, COMDTINST M9000.6 (series)
(d) MLCA Standard Operating Procedures
(e) MLCP Standard Operating Procedures
(f) Aeronautical Engineering Manual, COMDTINST M13020.1 (series)
(g) Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)
(h) Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series)
(i) Coast Guard Regulations, COMDTINST M5000.3 (series), Chapter 4
(j) Casualty Reporting Procedures, COMDTINST M3501.3 (series)
(k) PSI Standard Operating Procedures, Revision 3.0
(l) Aeronautical Engineering Maintenance Management Process Guide, CGTO PG-85-00-110
(m) Coast Guard Acquisition Procedures, COMDTINST M4200.19, Subpart 1214.290
(n) Unsatisfactory Report (UR) of Aeronautical Equipment (CG-4010), CGTO PG-85-00-130
(o) Surface Forces Time Compliance Technical Order Process Guide, CGTO PG-85-00-40-S
(p) COMDT COGARD Washington DC 071755Z OCT 08/ALCOAST 500/08, CG-4, COMDTNOTE 4000
(q) COMDT COGARD Washington DC 292007Z SEP 08
(r) SFLC Preventive Maintenance Development Process Guide, CGTO PG-85-00-230-S
(s) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
(t) COMDT COGARD Washington DC 191324Z MAY 09
(u) COMDT COGARD Washington DC 091549Z JUN 09
(v) CG Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
(w) COMDT COGARD Washington DC 142006Z OCT 09

CHAPTER 1: INTRODUCTION

A. Background and Authority: The Small Boat Product Line (SBPL) was tasked by the Logistics Transformation Program Integration Office (LTPIO) with implementing and maintaining a modernized logistics system based on the aviation model. This modernization effort initially began in 2005. By 2011, all Sectors, DOG Units and Cutter Boats will be incorporated into this new CG Logistics Model. On 01 Oct 08, per reference (a), the SBPL was charged with aligning and merging boat support resources, personnel, and processes from NESUs, MLCs and the ELC under the SBPL, to support all Coast Guard boats. Currently, the SBPL supports shore and cutter-based boats located at Modernized and Non-Modernized Units throughout the entire Coast Guard.

B. Purpose: The SBPL is chartered to provide all Coast Guard boats with maintenance, engineering, supply, logistics and information services in support of Coast Guard missions.

C. Objectives: The objective of this document is to provide a comprehensive process guide that will assist members of the SBPL, Sectors, and Field Units in accomplishing all organizational and depot maintenance, casualty repairs, supply functions, procurement, configuration management, and engineering support. The document also contains appendices which provide additional reference material, including handbooks, job-aids and flow charts. The following are specific objectives of the SBPL Process Guide:

a. Align and merge key business practices of the traditional MLCs and ELC under the SBPL, per reference (a), and ensure that these new practices are in alignment with the CG Logistics Model to the greatest extent possible.

b. Outline methods by which depot maintenance planning, execution, reporting and analysis for all Small boats will be accomplished.

c. Outline casualty response for all Coast Guard boats.

d. Outline the processes by which the SBPL will accomplish supply and procurement functions in support of boat maintenance.

e. Describe how Time Compliance Technical Orders (TCTOs), CG-22s and other Aviation business practices will be merged with similar traditional Naval Engineering processes.

f. Discuss interface of the SBPL between Headquarters staffs, SFLC elements, Districts, Sectors, Cutters, Stations, and other field units.

g. Describe process and support differences for boats assigned to units that have undergone Logistics Modernization and those that have not.

h. Outline administrative requirements for members of the SBPL and customer units, minimizing the administrative workload on field units whenever possible.

CHAPTER 2: ORGANIZATIONAL RELATIONSHIPS AND RESPONSIBILITIES

A. Tiered Boat Support for Modernized Units: Given that there are a several boat classes currently in acquisition, some with their own logistics programs, and boats with varying levels of standardization, there are necessarily different levels of support provided by the SBPL to the fleet. The SBPL delineated these support levels along asset line tiers; these tiers apply to assets assigned to Modernized Units only. They include "Tier 1," "Tier 2A," "Tier 2B", and "Tier 3" asset classes, with varying levels of support, configuration management, and visibility in Asset Logistics Management Information System (ALMIS) as specified below. The goal is to eventually have the vast majority of CG boats in the Tier 1 category.

a. Tier 1: This includes the major boat classes traditionally supported through the Naval Engineering program. Tier 1 assets receive full SBPL support per the CG Logistics Model. Tier 1 assets have configuration fully loaded into Asset Computerized Maintenance System (ACMS), and Maintenance Procedure Cards (MPCs) are fully deployed and signed off through components of the Asset Logistics Management Information System (ALMIS). Maintenance Due Lists (MDLs) are automated in ALMIS, and parts required to accomplish scheduled maintenance are pushed to Sectors. Supply Item Change Requests (SICRs) are also developed and loaded into Asset Maintenance Management Information System (AMMIS). Tier 1 assets are completely enrolled in the Electronic Asset Logbook (EAL), which contains information on operational status, pending maintenance, parts pending, and casualties. This includes the following assets assigned to units that have undergone Logistics Modernization:

- 25' RB-S
- 26' TANB
- 41' UTB
- 47' MLB
- 49' BUSL
- 45' RB-M *(asset in acquisition)*

b. Tier 2A: Tier 2A assets include boat classes assigned to Modernized Units that are contained in the list below. As a general rule, Tier 2A assets are those that have systems or components similar to those on Tier 1 assets. Tier 2A assets are treated similarly to Tier 3 assets with the following exceptions:

1. The assets will be completely enrolled in EAL (during Modernization rollout). EAL contains information on operational status, pending maintenance, parts pending, and casualties.

2. *Basic configuration and major systems/components* are loaded and tracked in ACMS (generally those that are similar to systems installed on Tier 1 assets). These assets use a combination of legacy and modernized MPCs. Units use modernized MPCs for systems/components loaded in ACMS, and legacy PMS for the remaining systems.

3. **Starting in 01 Oct 2009,** certain components and parts information may be loaded into AMMIS, particularly those that are common with Tier 1 assets. Procurement and supply support is received through ALMIS, **and funding is provided from Operations SSL to SBPL to support procurements over $50**. Tier 2A Assets use ALMIS to report casualties, maintenance, and service requests using the same processes as for Tier 1 Assets. Note that procurement and supply support for Tier 2A assets will still be provided through non-modernized CASREP procedures until FY2010.

4. The following are Tier 2A assets:

- 55' ANB

- 52’ SPC-HWX
- 24’ SPC-SW
- 33’ SPC-LE (**Electronics System support only**; Hull, Mechanical & Electrical support is provided through a Performance-Based Logistics Contract with Customs & Border Protection, managed by CG-731.)

c. Tier 2B: Tier 2B assets include most boat classes assigned to Modernized Units that are not contained in the lists above. As a general rule, Tier 2B assets are those that have systems or components similar to those on Tier 1 assets. Tier 2B assets are treated similarly to Tier 3 assets with the following exceptions:

1. The assets will be enrolled in EAL. EAL contains information on operational status, pending maintenance, parts pending, and casualties. EAL enrollment schedule and priority is a joint effort between LTPIO, SBPL, and CG-731 staff. Not all Tier 2B assets will be enrolled in EAL immediately upon Modernization rollout.

2. *Basic configuration and major systems/components* are loaded and tracked in ACMS (generally those that are similar to systems installed on Tier 1 assets). These assets use a combination of legacy and modernized MPCs. Units use modernized MPCs for systems/components loaded in ACMS, and legacy PMS for the remaining systems.

3. Tier 2B Assets still leverage FLS CASREPs and CSMPs to request depot assistance to address equipment casualties (as for Non-Modernized Units).

Tier 2B assets also include boat classes that have a maintenance and logistics program currently executed outside of the traditional support model, including contract maintenance, and some assets that are still in acquisition. As stated above, Tier 2B assets do not have *full individual* boat configuration fully loaded into ACMS. Tier 2B assets also typically have a mix of legacy and new MPCs. Casualty costs are captured for Tier 2B assets in FLS. Tier 2B assets include the following boat classes:

- 13’-15’ CB-S
- 16’-18’ CB-M
- 17-28’ UTLs
- 19’-24’ CB-L
- 21’-23’ TANBs
- 22’ SPC-AIR
- 23’ CB-OTH
- 23’ SPC-BTD
- 23’ SRP
- 25’ TPSB
- 25-40’ UTMs
- 26’ MSB
- 30’ SPC-Cable Boat
- 32’ PWB
- 35’ LRI
- 36’ LCVP
- 39’ ASB
- 42’ SPC-NLB
- 45’ BU
- 56’ LCM

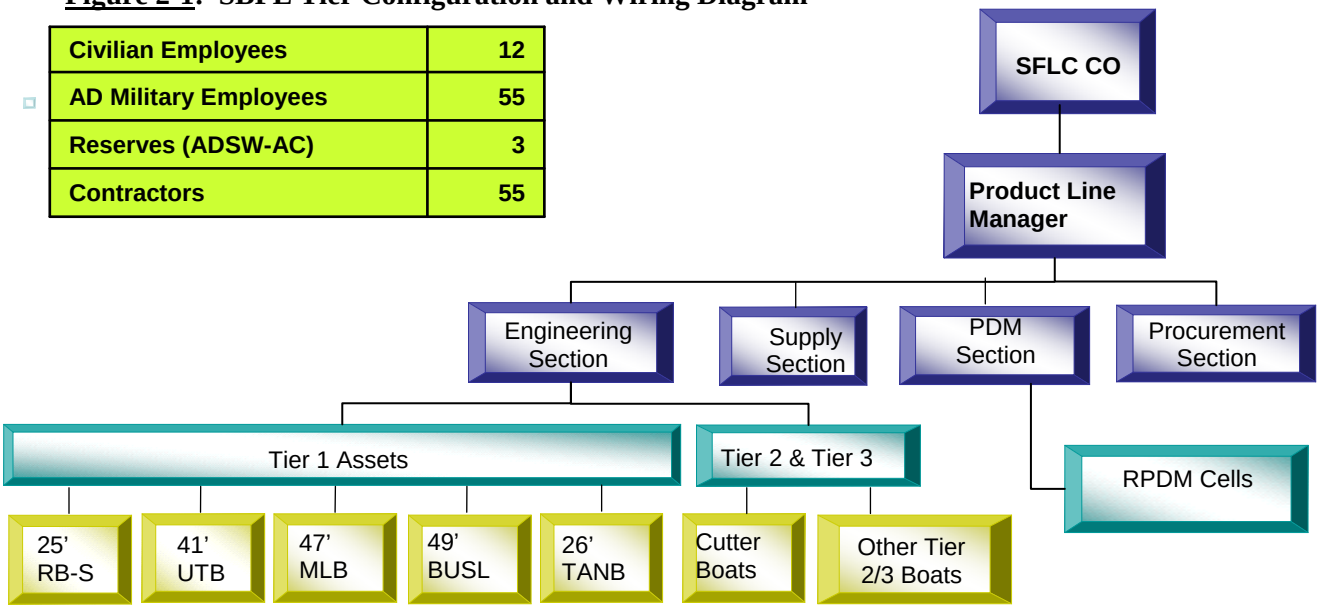
- 64’ ANB
- 64’ CT
- 72’ LCM

d. Tier 3: This generally includes non-standard boats and specific Sector/Station-owned travel lifts identified by SBPL. Tier 3 assets have some limited visibility in EAL (depending on the asset), and have minimal (or no) data populated in ACMS or AMMIS unless there is a compelling business reason to do so. These assets will continue to have all maintenance managed at the Sector/Field Unit level.

- SKFs
- Other Non-Standard Small Boats (those not listed as Tier 1 or 2)
- SBPL-designated Travel Lifts and Boat Hoists

Figure 2-1: SBPL Tier Configuration and Wiring Diagram

Civilian Employees	**12**
AD Military Employees	**55**
Reserves (ADSW-AC)	**3**
Contractors	**55**



B. Chain of Command: As discussed in reference (a), the SBPL has members that are geographically distributed throughout the Coast Guard, at each NESU, and all SFLC Offices. In all cases, these members will continue to report administratively to their respective traditional chains of command until directed otherwise in SFLC policy. This Process Guide does not constitute a revocation of existing authority; specifically, it does not supersede the authority exercised by local Commanding Officers over their subordinates. Local Commanding Officers and employees of the SBPL must ensure that clear lines of communication are maintained between both parties so that priorities, worlds of work, and expectations are in alignment throughout the organization. Appendix M contains a cross-over “map” of billets from legacy functions to positions under the SBPL, identifying all of the billets under the SBPL “umbrella,” and the physical location where these billets reside.

C. Responsibilities: The following are organizational responsibilities, as discussed in references (a) through (e).

a. Office of Naval Engineering (CG-45): The Office of Naval Engineering establishes policy for boat maintenance and obtains resources required to provide naval engineering support Coast Guard-wide. CG-45 is the direct liaison with the Office of Boat Forces and the Small Boat Product Line for Naval Engineering matters. CG-45 also serves on the “Tri-Partite” (Tri-P) and Small Boat Configuration

Control Boards. CG-45 is responsible for providing CG-731 with hourly operating costs (based on life-cycle cost data) for each standard asset in inventory, so that CG-731 may provide adequate funding for programmed resource hour ceilings.

b. Office of Boat Forces (G-731): The Office of Boat Forces is the program manager for Coast Guard boats. As such, CG-731 manages all Boat Forces funding, serves on the "Tri-P" and Small Boat Configuration Control Boards. CG-731 also defines mission requirements for Boat Forces units, and is responsible for acquisition of new assets, based on life-cycle recommendations made by CG-45 and the SBPL. CG-731 is responsible for establishing resource program hour ceilings for each asset, and providing adequate funding to meet these ceilings. Any changes to program hours must come with additional O&E funding.

c. Office of Safety and Environmental Health (CG-113): The Office of Safety and Environmental Health serves on the "Tri-P" board, working with the SBPL, CG-45, CG-731, and CG-64 on identifying safety issues, and taking action to mitigate them.

d. Office of Navigation Systems (CG-64): The office of Command & Control and Navigation Systems (CG-64) establishes policy for electronics maintenance and resources needed to provide these services Coast Guard wide. CG-64 is the direct liaison with the Office of Boat Forces, Engineering Logistics Center, and the SFLC for all electronics matters. CG-64 also serves on the "Tri-P."

e. Tri-Partite (Tri-P): The Tri-P is a working group comprised of CG-45, CG-731, CG-64, and CG-113 staff. At times, the presence of the SBPL may be requested to provide input on relevant engineering and logistics issues. The intent of the Tri-P is to come to consensus on issues regarding small boat maintenance, repair, operation, and acquisition, and to speak to senior CG leadership with "one voice". The Tri-P generally meets on a weekly basis at Headquarters to discuss issues of concern.

f. Small Boat Configuration Control Board (CCB): The Small Boat CCB is comprised of CG-45, CG-731, CG-64, and CG-9 staff (for boats still in acquisition). CG-731 serves as President of the CCB for assets in sustainment. During acquisition, the CG-9 Program Manager serves as the CCB President. The Small Boat CCB convenes "virtually" as required to take action on pending changes. The intent of the CCB is to approve or disapprove of proposed Time Compliance Technical Orders (TCTOs) that have undergone validation by the SBPL, and to approve or disapprove full rate production after a proposed TCTO has undergone testing and evaluation at the Prime Unit.

g. District Boat Managers & DOG Boat Resource Managers: District and Deployable Operations Group (DOG) Boat Managers are responsible for the following:

1. Ensure actual resource hour use data is accurately maintained by subordinate units in AOPS (Non-Modernized Units) and ALMIS (Modernized Units).

2. Assist the PDM Section with planning boat availability schedules.

3. Manage maintenance relief hulls and spare boats. The Boat Manager will fund transportation costs and ensure that all maintenance is accomplished on a boat prior to providing the asset to an operational unit. The Boat Manager shall fund all boat transfers until modernization is complete.

4. Fund maintenance and repairs for boats with no recurring Standard Support Level (SSL) funding in the O&E budget model.

5. Pursue supplemental funding, from any applicable source, for District Boat Maintenance that exceeds Standard Support Level (SSL) Funding.

6. Keep the PDM Section informed of boat allowances and transfers occurring within the serviced AOR. Specifically, the District Boat Manager shall report by message whenever a boat is transferred between Sectors; this enables the Product Line to accurately assess and track maintenance requirements.

7. District/DOG Boat Manager shall not procure boats without permission from CG-731, and shall consult with the Engineering Section regarding selection of the boat and major components.

8. District Boat Managers may transfer PUH between Sectors, within the parameters established by CG-731.

h. Small Boat Product Line (SBPL) Manager: The SBPL Manager reports to the Product Line Division Chief, and ultimately the SFLC Commander. The SBPL Manager is responsible for the following:

1. Function as the "Touch Point" for all requests for engineering and logistics support services on all Hull, Mechanical and Electrical (HM&E), ordnance and electronics (C4IT) equipment.

2. Manage logistics and engineering support for all HM&E and ordnance equipment. Provide management oversight within the Product Line to ensure that customer service and direct naval engineering support is provided for the boats.

3. Manage the Product Line, ensuring full logistics support for all systems and equipment installed on the boats, reaching back to the appropriate service or logistics centers for matters beyond the capability of the Product Line.

4. Provide casualty response in support operational requirements and mission execution needs, integrating and expediting required work from the Product Line's Engineering, Supply, PDM and Procurement Sections, as required to return the Product Line's boats to ready for operations as quickly as possible.

5. Provide fiscal management of Product Line activities, and maintain oversight of the budget for the SBPL.

6. Manage the integration of all work within the Product Line.

7. Work with other divisions of SFLC and original equipment manufacturers as necessary on all engineering and logistics issues outside the capability of the Product Line.

9. Establish strategic goals and objectives aligned with those of the SFLC, CG-4, and DCMS, and measure progress toward accomplishing these goals and objectives through a set of comprehensive metrics.

10. Identify any deviations from programmed resource hour ceilings, reporting these to CG-45 and CG-731.

11. Work with District and Naval Engineering Support Unit Commands to provide engineering and logistics support of boats involved in contingency operations (i.e. natural disaster recovery, terrorism event, Superbowl, etc.). In such cases, the Product Line Manager shall interface with the Logistics Section in an Incident Command System (ICS) structure, or as requested by the Incident Commander.

i. SBPL Planned Depot Maintenance (PDM) Section: The PDM Section Chief Reports directly to the SBPL Manager. The PDM Section is responsible for the following functions:

1. Execute all planned depot maintenance, and when requested by the Engineering Section, assist with development of emergency repair contracts for unplanned depot maintenance.

2. Work with the Regional Planned Depot Maintenance (RPDM) Cell representatives, District Boat Managers and Sectors to develop a four-year boat availability plan. The schedule shall be updated annually and managed in FLS for both Modernized and Non-Modernized Sectors.

3. Review and incorporate unit feedback on Boat Class Maintenance Plans (BCMPs), with concurrent approval by the Engineering Section, based on feedback provided through the CG-22 process.

4. Plan and establish a budget for all depot boat availability contracts.

5. Using the respective contract type milestones contained in Appendix C, initiate availability kick-off messages and ensure all availability milestones are met. The SBPL PDM shall use standardized milestones processes and timelines throughout the Coast Guard.

6. Serve as the Availability Planning Team (APT) chairperson providing guidance to APT members.

7. Compile a list of all work which may be accomplished during a maintenance availability.

8. Approve the final worklist for inclusion in the availability package.

9. Formulate government estimates when requested by the Procurement Section.

10. Identify funding requirements for planned work and forecasted growth work.

11. Ensure all work not included in an availability work package is properly documented for future availabilities.

12. Establish and maintain requisite FLS records associated with all planned depot maintenance (all Modernized and Non-Modernized units), and ALMIS records for Modernized Units.

13. Approve Maintenance Items (MIs) for inclusion into the respective FLS project.

14. Enter scheduled and unscheduled maintenance for standard and recurring tasks into FLS.

15. Process procurement requests and MILSTRIP requisitions in support of availabilities.

16. Compile the availability workbook, asset logbook, availability specifications/Depot MPCs and forward to all APT members for review.

17. For those work items where specifications have not yet been developed, work with the Engineering Services Division (ESD) and SBPL Engineering Section to develop the specification and corresponding government estimate.

18. Ensure all new or modified specifications/depot MPCs are approved by the servicing RPDM before it is included into the work package.

19. Submit completed work packages which include specifications, government estimates, procurement requests, and where applicable, the landlord surveys to the Procurement Section for solicitation/award or to Industrial Service Activities for estimate. Allocate funding to support these availabilities.

20. Order Government Furnished Equipment (GFE) for availabilities, ensuring it is provided to the repair facility prior to the start of the availability, and provide tracking data to the servicing RPDM. The RPDM shall work with the PDM Section to identify regional locations for storage of GFE, as required.

21. Conduct Post Depot Maintenance conferences (similar to 3rd A-Team Meetings) to obtain required final reviews, lessons learned and documentation closeouts. Close out all relevant FLS records as appropriate and ensure all costs associated with MIs are recorded.

22. Review all MPC sign-off cards and Significant Component History (SCH) text entry forms. For Modernized and Non-Modernized Units, forward all MPC sign-off cards and SCH Text entry forms to the Engineering Section for entry into ACMS and or filing by the data librarian.

23. Track annual haul-out reports and provide feedback to Sectors on these reports. For Modernized Units, ensure the annual haul-out card(s) are used and appropriate SCH text entries are made.

24. Manage post availability delivery of all boats.

25. Fund travel orders for boat crews to deliver and receive boats from depot facilities for scheduled maintenance availabilities.

26. Team with the Procurement Section to establish regional or CG-wide contracts for routine services in which there may be fiscal or other benefits to economies of scale. These include services such as haul-outs, crane overhaul service, welding, marine chemist services, etc.

j. SBPL Regional Planned Depot Maintenance (RPDM) Cell: The RPDM is a field detachment of the Planned Depot Maintenance Section, comprised of members from NESUs throughout the Coast Guard. The members of this cell served under the traditional model as NESU "Port Engineers." The RPDM Cell reports to, and takes direction from the PDM Section while performing their duties. As discussed previously, NESU COs retain administrative control over the individuals billeted to their respective commands. The RPDM Cell is responsible for the following functions:

1. Asses the material condition of all boats within assigned AORs through routine annual "Port Engineer" visits to each Field Unit. The intent of these visits is to generate work-lists in preparation

for Programmed Depot Maintenance. These visits must be coordinated with FORCECOM as appropriate.

2. Monitor approved configuration of all assets using relevant ACMS data, FLS data and CG Drawings (Modernized and Non-Modernized Units).

3. Check all local maintenance records for completeness and accuracy. For Modernized Units, the RPDM Cell will review the Asset Logbook(s) and may contact the respective Sector Field Terminal Operator (FTO) to obtain any relevant data from ACMS.

4. Participate in, prepare for and conduct availability planning, including Work Definition Conferences (WDC).

5. Compile and review pending Current Ship's Maintenance Projects (CSMPs) in FLS (Non-Modernized Units) and Carried Forward (CF) Discrepancies in EAL (Modernized Units).

6. Identify and compile all outstanding work items, CFs, parts pending, and pending TCTOs using FLS (Non-Modernized Units) and ALMIS (Modernized Units).

7. Review the Naval Engineering Project Listing (Non-Modernized Units), the ACMS Maintenance Due Lists (MDL) and the availability workbook (when available) (Modernized Units).

8. Identify delivery points for GFE.

9. Assist Sectors and Field Units with development of CSMPs and CFs. When necessary, seek technical guidance from the Engineering Section to develop these documents.

10. Review and evaluate CFs and CSMPs for accuracy, completeness, and priority.

11. Enter approved CSMPs into FLS, and create MIs for PDM execution (Non-Modernized Units only).

12. Assist the PDM Section and Engineering Section with the development of availability specifications.

13. Submit the finalized availability work list on the WDC worksheet to the PDM Section.

14. Serve as COR for boat availabilities and depot-maintenance activities, except in cases in which a member of Sector staff has been designated to perform these duties by the PDM Section.

15. Track and manage all availability GFE.

16. Conduct availability pre-award surveys when directed by the PDM and Procurement Sections.

17. When requested by the Engineering Section via the PDM section lead, provide quality assurance and technical assistance to resolve unplanned depot-level maintenance.

18. Conduct all availability arrival conferences.

19. Through periodic visits, perform quality assurance functions for planned availabilities. Serve as the signature authority for specification sign-off cards and forward them to the PDM section.

20. Evaluate availability Condition Found Reports (CFRs) and prepare CFR Responses for the Contracting Officer.

21. Submit all availability Change Requests to the PDM section and develop all necessary government estimates to support the change requests.

22. *For boats assigned to Modernized Units*, the RPDM Cell must ensure the following ALMIS documentation and data requirements are created and/or updated and submitted prior to a boat departing a PDM availability:

- Organizational and depot MPCs sign-offs.
- Significant Component History (SCH) text entries for repairs not addressed by an MPC.
- Maintenance un-suspense date reported to SBPL.
- Electronic Asset Log (EAL) entries; close carried forward as appropriate.
- Boat transfer notifications for EAL/ACMS.
- Create discrepancies that need to be corrected post-availability by the receiving station (deferred work).

23. Ensure all deferred work is properly documented in ALMIS and FLS for future PDM availabilities.

24. Participate in Logistics Compliance Inspections (LCIs) when requested by the Product Line Manager.

k. SBPL Engineering Section: The Engineering Section is responsible for all engineering, maintenance, technical subject matter, technical documents, and quality assurance functions for the SBPL. The Engineering Section Chief serves as liaison with other government agencies, Headquarters, and Sectors on small boat technical matters and provides guidance to all Engineering Section members. Given the geographically distributed nature of the new SBPL, the Engineering Section has members that are distributed throughout NESUs and SFLC Offices. The Engineering Section is staffed in accordance with the chart contained in Appendix I:

1. General: The Engineering Section provides maintenance management, emergency repairs, and technical oversight to all boats in both Modernized and Non-Modernized Sectors. Boats under the cognizance of the SBPL are designated as assets. Personnel within the Engineering Section are aligned by asset type. Each asset type is designated as an Asset Line, and is managed by an Asset Line Manager (ALM). Members of each Asset Line, though geographically distributed throughout the Coast Guard, receive direction from the ALM. The Engineering Section is comprised of members assigned to the SFLC and NESUs. As discussed previously, NESU COs and the SFLC CO still retain administrative control over the individuals billeted to their respective commands. The Engineering Section has the following duties and responsibilities:

1) Technical Assistance: Respond to all technical service requests and questions from operating units, through the Sector Engineering Officer, regarding asset maintenance, technical research, and casualty investigations.

2) Casualty Repairs (Modernized Units): Provide casualty support in the form of technical services, parts procurement and/or logistics support to bring an asset to full operational status. This generally includes provision of parts, supplies (except for consumables and personnel protective equipment) and services greater than $50. This also includes the following specific duties:

- Coordinate and contract services necessary for units lacking the necessary infrastructure to accomplish boat repairs (i.e. haul-outs, crane services etc.).
- Contract the necessary technical services for repairs beyond a unit's capability
- Develop repair procedures for damaged assets or components, and provide direction and resources to field units in support of salvage operations.
- Authorize the return-to-service of CG assets after unplanned depot-level maintenance (i.e. emergency haul-outs).
- Further details regarding casualty response for Modernized Units are contained in Chapter 3.

3) Casualty Repairs (Non-Modernized Units): Provide casualty support in the form of technical services, parts procurement and/or logistics support to bring an asset to full operational status. This includes tracking all CASREPs through FLS, and ensuring Maintenance Items and CASREPs are properly closed upon successful correction of the casualty. *Non-Modernized units receive casualty support from the Engineering Section for items greater than $500, as specified in the respective Boat Class Maintenance Plan (BCMP).* Further details regarding CASREP support for Non-Modernized Units are contained in Chapter 3.

4) Logistics Support: The Engineering Section is responsible for identifying and validating spare parts allowances, and generating Supply Item Change Requests (SICRs) for Modernized Units. The Engineering Section is also principally responsible for generating parts allowance lists, working in concert with the Supply Section.

5) Configuration Management: Develop and maintain all maintenance and configuration management activities including:

- Monitor tracked maintenance using ACMS and EAL (Modernized Units) and FLS (Non-Modernized Units).
- Review Maintenance Due Lists (MDLs) and engage the Sector Engineering Officer on overdue maintenance.
- Develop and promulgate Maintenance Procedure Cards (MPCs) and Technical Publication updates (CG-22 process) for all Tier 1 assets and major systems installed on Tier 2 assets. Actual technical development of new MPCs, drawings, and technical publications are typically accomplished by the Engineering Services Division (ESD). MPC development is governed by reference (r). Further details are discussed in Chapter 10.
- Develop and implement Time Compliance Technical Orders (similar to legacy Engineering Changes). Some technical development of TCTOs is accomplished by the SFLC Engineering Services Division.
- Coordinate and fund prototype evaluations at Prime Units.
- Ensure maintenance-worthy systems are enrolled into ACMS.
- Develop and approve depot level maintenance specifications (MPCs).
- Asses risk associated with deferred maintenance.
- Conduct periodic review of maintenance management processes.

6) Long Range Planning: Develop and maintain long range sustainment plans for assets, to include modernization and equipment/asset recapitalization through execution of SSMEBs, and an evaluation of resource hour costs (i.e. the actual hourly operating cost of the asset, and predicted reliability).

7) Improve Asset Reliability: Team with the SFLC Business Operations Division (BOD) and Engineering Services Division (ESD) to evaluate damaged components and failure data to detect trends in reliability, and implement measures to improve asset and component reliability. Furthermore, routinely evaluate top operational and cost degraders with the intent of improving both operational reliability and minimizing life-cycle cost. Work with the Supply and PDM Sections to maintain a minimum 80% boat operational availability (A_o) rating.

8) Engineering Waivers: The Engineering Section Chief has the authority to grant waivers of engineering requirements under the purview of the SBPL. These include items such as extending maintenance hours, operating with certain equipment disabled, and deviating from OEM maintenance or operating requirements. Per reference (t), the SBPL Engineering Section Chief may also convert a Disabling Discrepancy to a Restrictive Discrepancy, as defined in the respective Boat Operator's Handbook. Details regarding Engineering Waivers are contained in Chapter 3.

9) LCIs: Participate in Logistics Compliance Inspections (LCIs) when requested by the Product Line Manager.

l. SBPL Supply Section: The Supply Section has organizational responsibility for all supply and inventory functions in support of the SBPL. The Supply Section is located in Baltimore, MD, with support provided by both SFLC Asset Logistics Division and ALC Asset Logistics Division (in Elizabeth City, NC).

1. Supply Section Duties: The Supply Section has the following responsibilities:

- Identify and maintain suitable Inventory Control Points (ICPs) for stocked CG material.
- Stock and distribute inventory material to Sectors and field units.
- Maintain Allowance Lists, and forward deploy parts to Sector inventories where required, to maintain a minimum 80% Full Mission Capability rating. Note that during Modernization, LTPIO provides initial estimates of required spare parts, tools and allowances. The Supply Section is responsible for maintaining these allowances once a Sector has been Modernized.
- Identify components considered to be cost and operational "degraders" using FLS and ALMIS, and provide this information to the Engineering Section, so that the Engineering Section may determine if there is a technical solution that may improve reliability and/or reduce life-cycle costs.
- Identify items and services that may be procured using requirements contracts and other purchasing tools that improve efficiency of logistics support and reduce lifecycle costs.
- Review and process Quality Deficiency Reports (QDRs) and Unsatisfactory Reports (URs)/Supply Discrepancy Reports (SDRs) for issued parts. Respond to all URs, QDRs and SDRs (for Non-Modernized units).
- Participate in Logistics Compliance Inspections (LCIs) as requested by the Product Line Manager.

2. Additional Support for Tier 1 Assets (Modernized Units): The Supply Section provides the following services and support to Tier 1 Assets (at Modernized Units):

- Fund all equipment and other support items for boats, when the unit cost is greater than or equal to $50. *This rule excludes consumables and PPE*. Parts less than $50 that are not stocked in AMMIS shall be procured locally by Sectors or Field Units. Note that this includes boat outfit (which is paid for using SSL funding), but not Personnel Protective

Equipment (PPE). Specifically, SBPL cannot pay for PPE identified as "Basic Clothing Issue" and "Cold Weather Clothing Issue" items as defined in Chapter 3 of reference (s). These items are funded in the AFC-30 budget model (distributed to field units).

- Maintain stocking levels in accordance with approved allowance lists for all components on Tier 1 Assets.
- Process, and take action on Supply Item Change Requests (SICRs) for all Tier 1 Assets.
- Team with the Procurement Cell to support inventory requirements for each SBPL Asset type.
- Manage all SSL funding required to execute Product Line functions. Identify funding shortfalls, and provide these to the SBPL Product Line Manager.

3. Additional Support for Tier 2A Assets (Modernized Units): Generally speaking, Tier 2A Assets receive the same supply services as Tier 1 boats for systems and components that are enrolled (entered) into ACMS and AMMIS. For those systems that are not enrolled in ACMS/AMMIS installed on Tier 2/3 assets, the Supply Section provides the following services:

- Team with the Procurement Cell to support inventory requirements as appropriate.
- Manage all SSL funding required to execute Product Line functions. Identify funding shortfalls, and provide these to the SBPL Product Line Manager.

4. Inventory Control Point (ICPs): The Supply Section leverages ALC (Elizabeth City, NC) as the primary ICP for expendable parts stocked in support of Tier 1 assets. Given constraints that will exist until the entire Coast Guard undergoes Logistics Modernization, SFLC is still used as the ICP for all repairable free-issue (Mandatory Turn-In) items in support of standard boats. Furthermore, the ICP for all parts stocked in support of assets assigned to Non-Modernized Units are maintained at SFLC. As more of the Coast Guard undergoes Logistics Modernization, the levels of stocking at ALC will increase, and those at SFLC will decrease.

m. SBPL Procurement Section: The Procurement Section has organizational responsibility for all procurement and contracting functions in support of Supply, PDM and Engineering activities. Given the fact that the SBPL is geographically distributed, there are personnel working in the Procurement Section located in Baltimore, MD, Norfolk, VA and Oakland, CA. The personnel located in Oakland and Norfolk support Engineering (including casualty repair, MPC development, CG-22 evaluation, etc.) and PDM Section activities in their respective geographic regions. The personnel in Baltimore provide support to PDM, Supply, and Engineering.

1. The Contracting Officer that serves as the SBPL Procurement Section Lead is billeted in Baltimore, MD. This position provides oversight to all procurement activities in the SBPL.

2. The personnel in Norfolk and Oakland are generally responsible for supporting programmed depot maintenance and non-modernized unit casualty repairs. These branches centrally purchase all casualty repair parts and services for casualties that cost over $500 (for Non-Modernized Units), and over $50 for Modernized Units (as defined in Chapter 3). The Norfolk and Oakland Procurement personnel also provide contracting for all planned boat availabilities (which average approximately 72 per year on both coasts) through dedicated Contract Specialists. The Norfolk and Oakland Procurement Section Branches generally only make non-inventory buys.

3. The procurement personnel in Baltimore generally accomplish the following activities:

- Acquisition of parts and equipment in support of TCTOs.
- Acquisition of all centrally-managed parts in support of Tier 1/2A assets.

- Provide service contracts for technical support.
- Team with the Supply Cell to establish contracts to support inventory requirements for each SBPL Asset type.
- Identify items and services that may be procured using bulk contracting and contracting tools that improve efficiency of logistics support and reduce costs.
- Respond to all Unsatisfactory Reports (URs) (for Modernized Units).

n. Sectors: Sectors shall accomplish the following activities in support of boat maintenance and repair:

1. *Activities that apply to all units (Modernized and Non-Modernized)*:

- By inspection and other means, maintain awareness of the material condition of all boats, boat trailers, and ground support equipment in the AOR. This includes maintaining configuration control, adequacy and accuracy of records, allowances, preventive maintenance programs, and operational capability.
- Ensure that all Sector and Field Unit personnel are familiar with operation of assigned assets, and only qualified personnel operate and maintain these assets.
- Require units to accomplish all maintenance and repairs within the capability of their personnel, facilities, and funds. Given the widely varying levels of facilities support, staffing, resources, and operational demands, these capabilities vary significantly. Sector Staffs must use good judgment, in conjunction with the requirements outlined in the BCMPs and Maintenance Requirements Lists (MRLs) to make these determinations.
- The Sector EO serves as the primary interface with the SBPL. Field Units shall not contact the SBPL directly without first consulting with the Sector EO or his direct representative. The Sector EO shall work with the appropriate members of the SBPL to resolve engineering and logistics issues.
- Provide technical assistance to subordinate units required to accomplish maintenance and repairs that are beyond unit capability. If the problem is beyond the technical capacity of the Sector, then the Sector EO shall engage the SBPL Engineering Section.
- Assist subordinate units in obtaining AFC-45 funding assistance from the servicing Engineering Section for all restoration and repair of boat and trailer casualties resulting from fire, flooding, grounding, allision, traffic accident, or collision.
- Keep the servicing Engineering Section informed of all hull, electrical, mechanical, and electronic problems affecting unit operational capability.
- Provide a Sector representative to the Availability Planning Team (APT).
- Identify, document, and coordinate depot-level maintenance requirements with the servicing RPDM Cell.
- When requested by the PDM Section, provide staff to serve as the COR or Government Inspector during commercial availabilities.
- Ensure changes in boat materials, systems, equipment, or arrangements are made only after receipt of an approved EC or TCTO.
- Provide required Ready for Operations (RFO) inspections and participate in Standardization Team (STAN) visits, providing copies of reports to the servicing RPDM, and District Boat Manager.
- Sectors may transfer programmed underway hours (PUH) between subordinate units not to exceed ten percent above the PUH limit on any RB-HS/S, TANB, SPC-LE, UTM, SPC-SW, 64’ ANB, TPSB, SPC-BTD, or SKF. Additionally, reprogramming cannot exceed five percent of the PUH limit on any UTB, BUSL, MLB, 55’ ANB, BU, SPC-NLB, or SPC-HWX. District Boat Managers may transfer PUH between Sectors also not to exceed the above percentages per platform designation. CG-731 approval is required for all other

requests and Sectors must route their request via their respective District Chain of Command. Transferring boats within a Sector or District is encouraged by CG-731 as an hour management tool to maintain an even distribution of hours across all assigned boats.

2. *Activities Specific to Modernized Sectors Only*:

- Assist units in developing Carried Forward (CF) Discrepancies in EAL in preparation for Planned Depot Maintenance.
- Submit CG-22 Forms when appropriate, to document required changes in technical publications, asset configuration, engineering documentation, or maintenance procedures.
- Maintain oversight of the status of overdue maintenance for all subordinate units. Specifically, perform routine audits of MPC completion status and ALMIS "Overdue Maintenance List" reports. Hold Field Units accountable for completing scheduled maintenance on time.
- Maintain an up-to-date Sector spare parts allowance inventory, in compliance with all applicable CG and DHS regulations.
- Procure commercially-available parts valued from $50 to $3,000 for Tier 1/2A Assets that are not stocked on the shelf (in ALMIS) using SBPL accounting information.
- Procure services less than $2,500 for Tier 1/2A Assets in support of boat maintenance using SBPL accounting information.
- Log all purchases (leveraging SBPL funding) into CMPlus to register demand history.

3. *Activities Specific to Non-Modernized Sectors Only*:

- Assist units developing CSMPs in preparation for Planned Depot Maintenance.
- Review all Boat CSMPs and take action on Organizational-Level CSMPs not requiring PDM Section approval using Sector/Unit AFC-30 funds and resources, using the BCMP for guidance.
- Transfer assets between Field Units (as required) to prevent from exceeding programmed resource hours. Whenever an asset is transferred, this shall be reported by message to the District Boat Manager, copying the Small Boat Product Line.
- Non-Modernized Sectors shall provide copies of Boat Inspection Reports (BIRs) for all powered boats and semi-annual Preventive Maintenance Completion reports to the servicing RPDM Cell Member and District Boat Manager. The Sector EO shall personally review all BIRs prior to submission. All BIRs shall be scanned, and maintained electronically in FLS, or as designated by the PDM Section Chief.

o. Field Units: Field Units include National Motor Life Boat School, TRACEN Yorktown, R&D Center, Coast Guard Academy, Special Missions Training Center, ANTs, Stations, Cutters (equipped with Boats), MSUs, and DOG Units. Field units shall accomplish the following activities in support of boat maintenance and repair:

1. *Activities that apply to all Field Units (Modernized and Non-Modernized)*:

- By inspection and other means, maintain awareness of the material condition of all boats, boat trailers, and ground support equipment assigned to the Unit. This includes maintaining configuration control, adequacy and accuracy of records, allowances, preventive maintenance programs, and operational capability.
- Ensure that all Field Unit personnel are familiar with operation of assigned assets, and only qualified personnel operate and maintain these assets.
- Keep the respective Sector Commander/DOG Unit CO and servicing Engineering Section informed on the state of maintenance and repairs affecting their unit's operational capability.

- Provide a representative to the APT to help prepare for and execute depot level availabilities.
- Ensure changes in boat materials, systems, equipment, or arrangements are only made upon receipt of an approved Prototype Authorization, EC or TCTO. Per reference (p), Commanding Officers of Field Units are personally accountable for any unauthorized changes to boat configuration. Unauthorized changes shall be returned to original configuration at Field Unit expense.

2. *Activities Specific to Modernized Field Units Only*:

- Accomplish maintenance and repairs defined as "Organizational Level" MPCs. Modernized units shall use ACMS, and the MRL to determine which items are O-level and which are D-level.
- Modernized units shall procure consumables and parts less than $50, not stocked in AMMIS inventory, in support of boat maintenance and operation. Details regarding these responsibilities and procedures are contained in Chapter 3 and Chapter 12.
- Maintain an up-to-date Field Unit spare parts allowance inventory, in compliance with all applicable CG and DHS regulations.
- Modernized units shall document all asset operations, asset readiness status, and material condition in ALMIS. Field Units shall provide MPC Sign-Offs to the Sector Field Terminal Operator (FTO) to ensure all maintenance completed on an asset is documented in ACMS/ALMIS.

3. *Activities Specific to Non-Modernized Units Only*:

- Accomplish maintenance and repairs defined as "Organizational Level" MPCs. Non-Modernized Units shall use the BCMP, PMS manual, and NEM, Chapter 081 to determine required maintenance intervals and levels.
- Non-Modernized Units shall follow the maintenance schedules provided in the BCMP, in conjunction with Organizational-Level scheduled maintenance. Units shall obtain approval from their servicing Engineering Section before pursuing new maintenance approaches that require deviation from BCMP intervals.
- Non-Modernized Units shall provide copies of Boat Inspection Reports for all powered boats and quarterly Scheduled Maintenance Completion reports to the servicing Sector.
- Non-Modernized Units shall generate CASREPS per reference (j) and Chapter 3.
- Non-Modernized units shall use AFC-30 funds to procure all supplies, parts, and services that are within their funding authority or responsibility per the BCMP.

p. Prime Units: Prime Units are Field Units that have been designated in writing by the SBPL Manager to act as a field engineering technical resource for a specific asset. Per Chapter 2.H of reference (f), the purpose of providing a designated Prime Unit is to ensure a centralized point for technical responsiveness to field level maintenance management of a specific boat type. The scope of the Prime Unit responsibilities extend beyond the boat itself to all of its related systems, sub-systems, tools, equipment, and shop practices. Prime Units receive tasking from the Product Line Manager, and function as the first point of contact on technical matters for all respective field activities as outlined below. A list of Prime Units (by asset) is provided in Appendix L. Note that CG-6 has a designated Electronics Support Unit that serves as an "Electronics Systems Prime Unit". Details regarding the Electronics Prime Unit responsibilities, processes and procedures are contained in the following link: http://oscwiki/C4IT/C4IT%20Document%20Library/ESD/Prime%20Unit/Electronics%20Prime%20Unit%20Process%20Guide.pdf. The Electronic Systems Prime Unit does not have any assets assigned, but the technicians serving at the unit perform organizational-level electronics maintenance on boats. The Electronic Systems Prime Unit members carry out the functions outlined below for electronics equipment. For TCTOs, the Electronic Prime Unit must perform prototype evaluations at the respective

asset Prime Unit, unless authorized to conduct the prototype elsewhere by the Surface Forces Configuration Control Board.

1. MPCs: The Prime Unit reviews and provides feedback on Maintenance Procedure Cards (MPCs) prior to field implementation. Thus, they are able to work out "bugs," refine the list of required parts and consumables, and comment on frequency and scope of the proposed MPC prior to CG-wide implementation.

2. Manuals and Technical Publications: The Prime Unit participates in pre-publication reviews of new or revised manuals and technical publications, and submits change requests to these documents as required.

3. Prototypes and Configuration Changes: The Prime Unit prototypes Time Compliance Technical Orders (TCTOs), and provides feedback on configuration changes. TCTOs are similar in function to traditional Engineering Changes.

4. Technical Training Courses: The Prime Unit participates in and provides feedback on formal training requirements and course content of technical training courses.

5. Shop Practices: The Prime Unit provides feedback on tool lists, tool inventory requirements, and shop management.

CHAPTER 3: EQUIPMENT CASUALTIES

A. General: As discussed in Chapter 2, the Engineering Section is the primary entity within the SBPL responsible for addressing equipment casualties requiring depot-level assistance. The Engineering Section may request personnel resources from other Cells, including the PDM, depending on the complexity of a casualty. In the case of casualties requiring emergency haul-out, the PDM Section takes the lead for planning and execution of repairs, with assistance from the Engineering Section. Given the differences in logistics support and capabilities between Modernized and Non-Modernized units, casualty support is executed differently for both unit types. Regardless of the unit type, the intent of the processes outline below is to return the asset to full operational capability to meet mission requirements, minimize costs, and ensure failures are properly documented so that failure data may be used to conduct robust failure analyses, identify engineering and supply deficiencies, and to accurately assess budget needs.

a. The SBPL is only authorized to provide casualty support to funded boats; this includes boats that are listed as authorized allowances, and fully funded by CG-731. The SBPL is not authorized to provide support to unfunded assets, including boats procured by Districts or Sectors that are not filling a funded boat allowance, *unless specifically directed to do so by CG-45 and CG-731*.

B. Modernized Units: Modernized Units shall not use the CASREP system for boats; rather, they shall use ALMIS Electronic Asset Logbook (EAL) to document all equipment casualties.

a. ALMIS: When an equipment casualty occurs, the operator that identified the casualty shall enter it in EAL creating a discrepancy, and then if appropriate, notify the servicing Sector. After troubleshooting by the crew and/or Sector identifies required parts, they will check Unit inventory to determine if a part is on-hand. If the part is unavailable in Unit inventory, they EPO shall notify the Asset Materiel Manager (AMM). The AMM will pick/pull parts from Sector inventory or requisition a part using AMMIS. If the part is unavailable on the shelf at the Sector and is not available from the Inventory Control Point in time to meet operational needs, the AMM may request a part from another Modernized Sector or Field Unit (if it is available). These other Sectors shall provide the part unless there is a compelling reason not to do so. Note that for Modernized Units, the SFLC and ALC "own" all parts in stock at Sectors.

1. Parts Procurement: The SBPL will fund all equipment and other support items for Tier 1 and Tier 2A boats, when the itemized unit cost is greater than or equal to $50. This rule excludes consumables and PPE. Parts less than $50 that are not stocked in AMMIS shall be procured locally by Sectors or Field Units using Field Unit/Sector funding. Note that SBPL funds boat outfit (which is paid for using SSL funding), but not Personnel Protective Equipment (PPE). Specifically, SBPL cannot pay for PPE identified as "Basic Clothing Issue" and "Cold Weather Clothing Issue" items as defined in Chapter 3 of reference (s). These items are funded in the AFC-30 budget model (distributed to field units). Sector AMMs/FTOs must check AMMIS prior to requesting commercial procurement of an item, to identify whether or not it is free-issue from AMMIS, and the item is stocked. ***Field Units shall not expend unit funds on an item that is in stock (on the shelf), and provided free-issue in AMMIS***.

1) For extensive repairs requiring depot level resources to correct, the Engineering Section shall provide technical assistance to the Unit/Sector in developing the scope of work and contact the PDM Section for assistance with depot repairs when necessary.

2) The SBPL will not procure *consumable* items such as rags, tape, paint, lubricants, fuel, etc.

3) The SBPL may elect to support other items less than $50 if there is an opportunity to save money, the part has excessive lead time, the SBPL wants to safeguard configuration control, or there is another compelling reason to do so. These items will be classified as "Type 2" parts in AMMIS, and issued at no cost to field units.

4) The funding and maintenance guidelines contained in the Boat Class Maintenance Plans (BCMPs) do not apply to modernized units.

5) All service contracts (related to boat maintenance) are funded by the SBPL. Service requests are forwarded by the Sector AMM to SBPL Supply.

6) Crew travel costs incurred as a result of a casualty requiring depot-level support are paid for by the SBPL (i.e. haul-out at a boat-yard that is an overnight trip from the unit). TONO requests are submitted to the SBPL Procurement Section.

7) Parts and service requisitions shall be accomplished by Field Units using the flow charts shown in Figure (2).

8) In the event of Fire, Flooding, Collision, Allision, Grounding, or Traffic Accidents, SBPL will fund all repairs regardless of cost, using AFC-45 funding. Field Units must document such incidents with a MISHAP report as proscribed in reference (v). Field Units shall indicate (in their EAL Entry) the E-MISREP number, or indicate that a MISHAP investigation is still underway.

2. Temporary Modernized Unit Sector Supply Process for Priority 02/05 Orders: During the initial modernization pilot at Sectors San Francisco and Baltimore, the CG did not have sufficient parts demand data to fully predict the scope of fleet supply requirements in the new Logistics Model. During 2009, as Logistics Modernization progressed, Modernized Sectors began to experience delays as more boats were enrolled in the new Logistics Model. Based on an analysis performed by CG-44 and SBPL, the longest lead time was generally for commercially procured parts (not stocked on the shelf in ALMIS), and commercial repair services. The analysis attributed these delays to consolidation of a large volume of requisitions from the field to SBPL, coupled with insufficient SBPL staff, incorrect parts allowances, and a lack of centralized contracts to procure boat parts and services efficiently on a large scale. This shortfall adversely impacted Fully Mission Capable rate of boats assigned to Modernized Units.

1) As a temporary means to improve Supply response to Field Units (and allowing SBPL, CG-44 and others to make long-range improvements to SBPL Supply), Sectors were granted authority in reference (w) to requisition parts not in ALMIS that are between $50 - $3,000, and all services less than $2,500 using SBPL funding. This temporary process will go into effect prior to December 2009. Modernized Sectors will use SBPL accounting data for these purchases. SBPL Supply shall electronically review purchase requests (through FPD), and accomplish all account reconciliation. To accomplish this process, SFLC will provide credit cards to two individuals assigned by respective Sector Logistics Department Heads (linked to SBPL accounts). SFLC will also provide access to an individual assigned to each Sector (and SFO as required) as Purchase Card Approving Official. Furthermore, SBPL will rely on the Sector's Contracting Warrant to approve any Micro-Purchase POs (for any vendors that may not take credit card). Procurements will be routed through FPD for SBPL approval and then executed by the designated Sector POC. Demand data for parts procured through this temporary process will be captured using CMPlus. Specifically, Sector Supply staff will issue items in and out of CMPlus to register demand data against each asset. This demand data will be leveraged to create and validate parts allowances, as well as identify parts that should be enrolled in ALMIS, and create bulk parts and service contracts. Figures 3-1 and 3-2 provide a synopsis of this temporary process. Details of the process will be promulgated in a separate Sector Supply Desk Guide.

2) Once SBPL has created accurate allowances at Sectors and at the ICP, established bulk parts and service contracts (to fill these allowances), and has sufficient staff in the SBPL Supply/Procurement Sections to sustain purchases between $50 and $3,000, this process will be disbanded.

3. ALMIS Entries:

1) EAL: When an asset is not operationally available, it is classified NMCS, NMCM or NMCD. An asset that has partial mission capability may be classified as PMC. Whenever an entry is made placing an asset in NMCS, NMCM, NMCD, or PMC, there must be a description of work, parts, etc. required to return the asset to FMC. Note also that if parts must be requisitioned to affect repairs (NMCS), the parts order must be associated with the EAL entry. The only individual(s) authorized to change the status of an asset is the Sector Engineering Officer or his/her Command Authorized representative.

- Not Mission Capable (NMC): By definition, under no circumstances can a vessel that is classified NMC (in any category) get underway to conduct any operations or training. All NMC statuses must have an associated discrepancy which describes work, parts, etc. required to return the asset to FMC. When parts are requisitioned to affect repairs, the parts order must be associated with the EAL discrepancy.
- Not Mission Capable due to Supply (NMCS): NMCS indicates an asset is down due to a lack of parts that have stopped repair work. Once the required parts have been received, the status must be changed to NMCM to indicate the time required for installation and testing. *Note that units awaiting commercial or CG Industrial service contract implementation should also log the asset as NMCS.*
- Not Mission Capable due to Maintenance (NMCM): NMCM indicates the asset is down awaiting completion of maintenance, repairs, or testing. Assets undergoing underway testing to ensure operational availability will remain in NMCM status until such times as testing is successfully completed and all documentation is signed off.
- Not Mission Capable due to Depot Maintenance (NMCD): indicates that the asset is down due to depot maintenance.
- Fully Mission Capable (FMC): Asset is capable of getting underway and performing all missions.
- Partially Mission Capable (PMC): An asset which has one or more degraded mission capabilities that do not preclude an asset from getting underway. In ALMIS, PMC degrader categories may be selected from a "drop down" list. The PMC category "Other" will be selected for degraders not listed. When "Other" is selected, a description of the degraded system or component must be entered. Additionally, a maintenance discrepancy must be entered for the degraded system or component. When parts are required to correct the discrepancy, those parts may be ordered with a priority no higher that Priority 05.

2) Amplifying EAL Entry Instructions for Assets with Contract Depot-Level Support: Certain assets such as the 33' SPC-LE have almost all repairs accomplished by a contractor. If such an asset is relocated to a contractor facility for what would normally be accomplished by the Sector or Field Unit for a CG-maintained asset (oil changes, lower unit replacement, etc.), the asset status shall be changed to NMCM. If the asset must undergo major depot-level work such as weld repairs or engineering change work, it shall be placed in NMCD. If the boat is down and the contractor is awaiting parts, it is NMCS.

3) Operating Hours: Sectors may transfer resource hours between subordinate units not to exceed ten percent above the PUH limit on any RB-HS/S, TANB, SPC-LE, UTM, SPC-SW, ANB(x), TPSB, SPC-BTD, or SKF (*within the same asset class*). Additionally, reprogramming cannot exceed five percent of the PUH limit on any UTB, BUSL, MLB, ANB, BU, SPC-NLB, or SPC-HWX (*within the same asset class*). District Boat Managers may transfer PUH between Sectors also not to exceed the above percentages per platform designation. CG-731 approval is required for all other requests and Sectors must route their request via their respective District Chain of Command. Under no circumstances shall a unit place an asset in PMC or NMC status in EAL due to lack of resource hours.

4) ACMS: If tracked maintenance is performed, the MPC will be utilized to complete the task and the task completion will be documented on the MPC coversheet. All personnel must utilize all applicable

components of the ACMS system. Completed MPC coversheets will be provided to the EPO. After review, the EPO will forward a copy of the completed MPC coversheet to the Sector Field Terminal Operator (FTO). The FTO will enter the information into ACMS and to Significant Component History (SCH). This documentation is absolutely critical to ensure all repair work and any configuration changes are properly identified and associated with the asset. Note that a slightly different sign-off procedure exists for Electronics Maintenance (MPCs performed by ESD personnel). This process is documented in Appendix P.

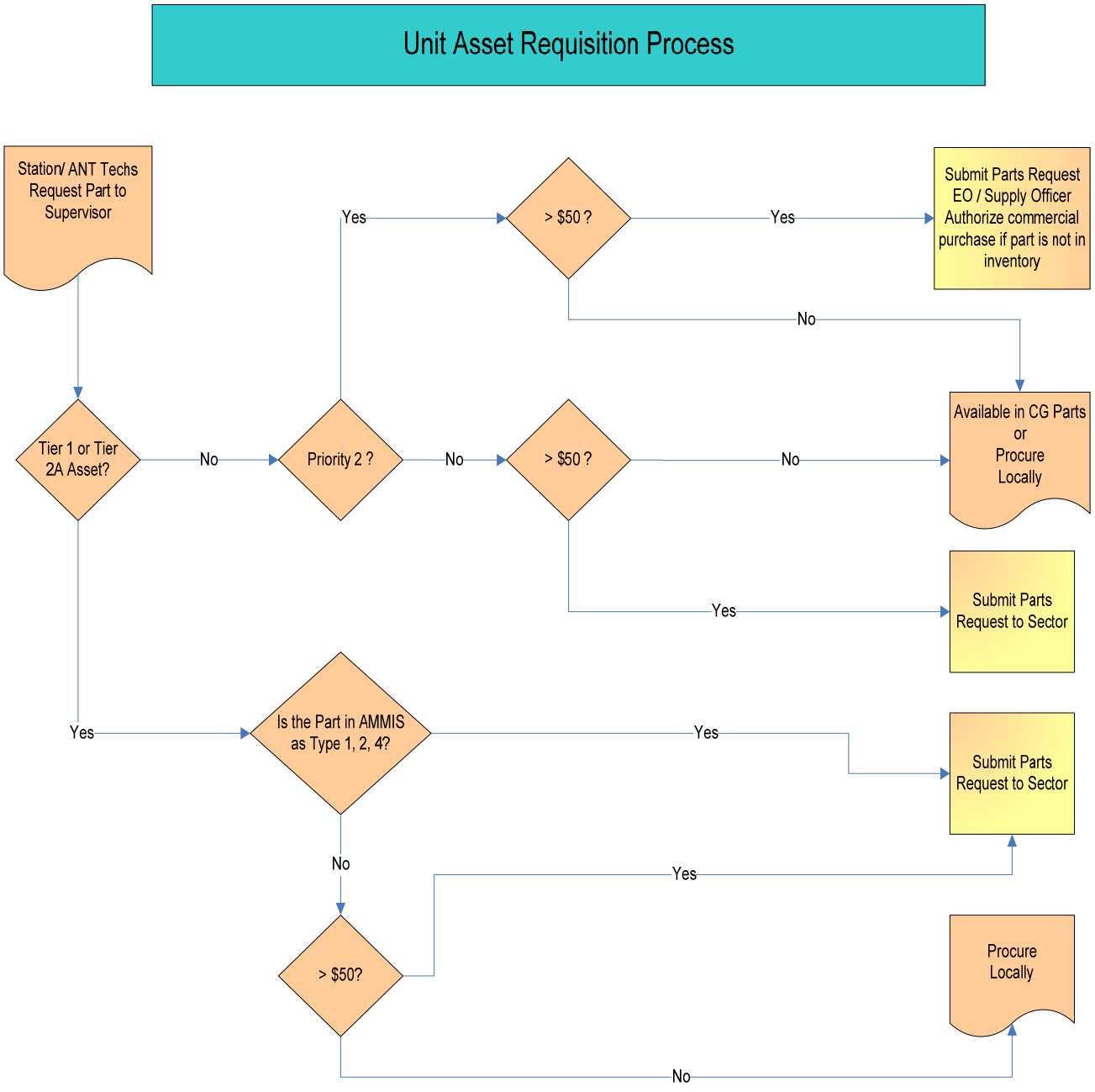


Figure 3-0: Modernized Unit Requisition Process for procurements (including casualties) if the part is not in Unit Inventory

Parts Requisition Process Leveraging Sector Supply Divisions

Tier 1 & 2A Asset Support for Priority 02 & 05 Orders – Modernized Sectors

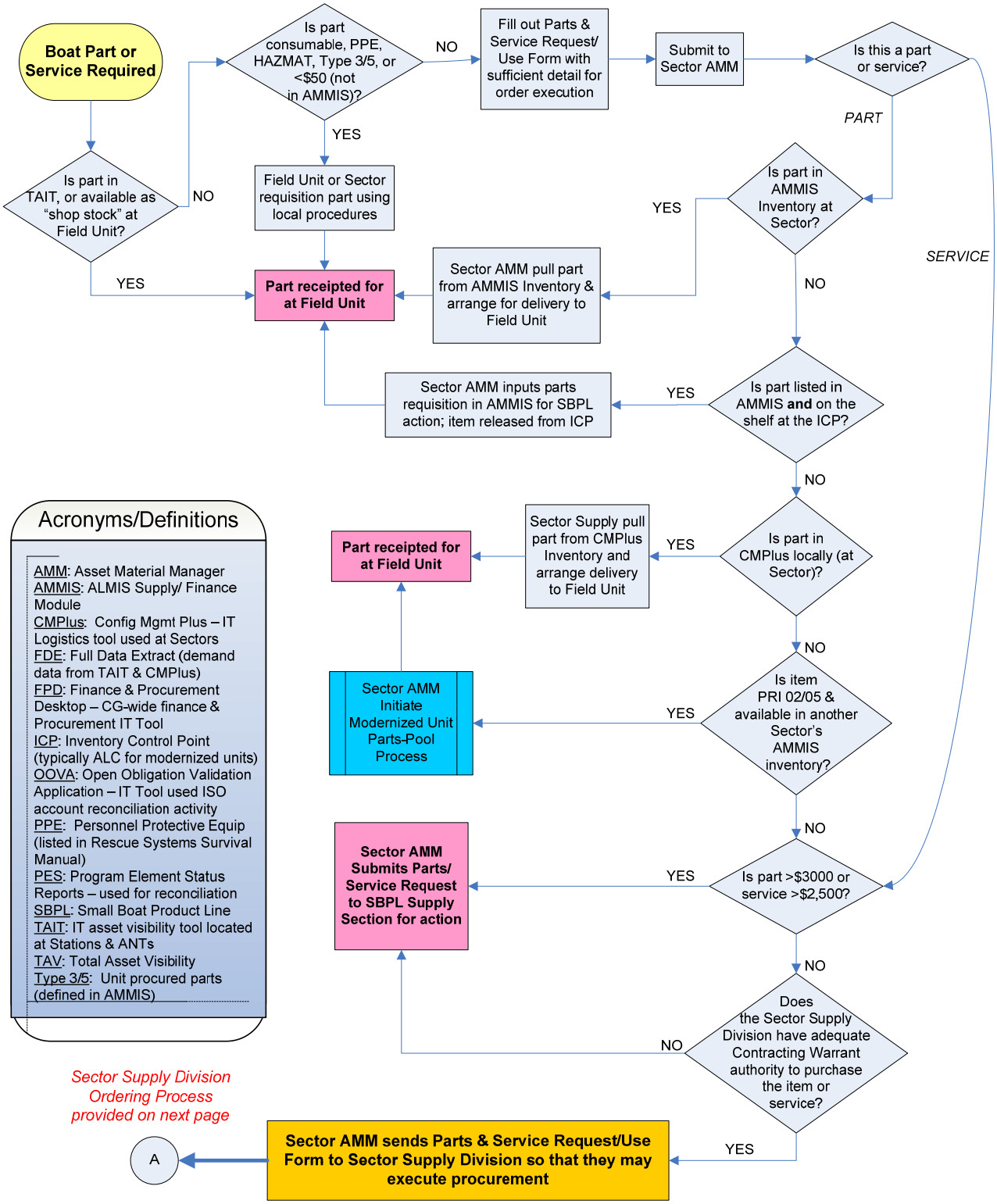


Figure 3-1: Temporary Modernized Sector Requisition Process for procurements (including casualties) [Page 1]

Parts Requisition Process Leveraging Sector Supply Divisions

Tier 1 & 2A Asset Support for Priority 02 & 05 Orders – Modernized Sectors

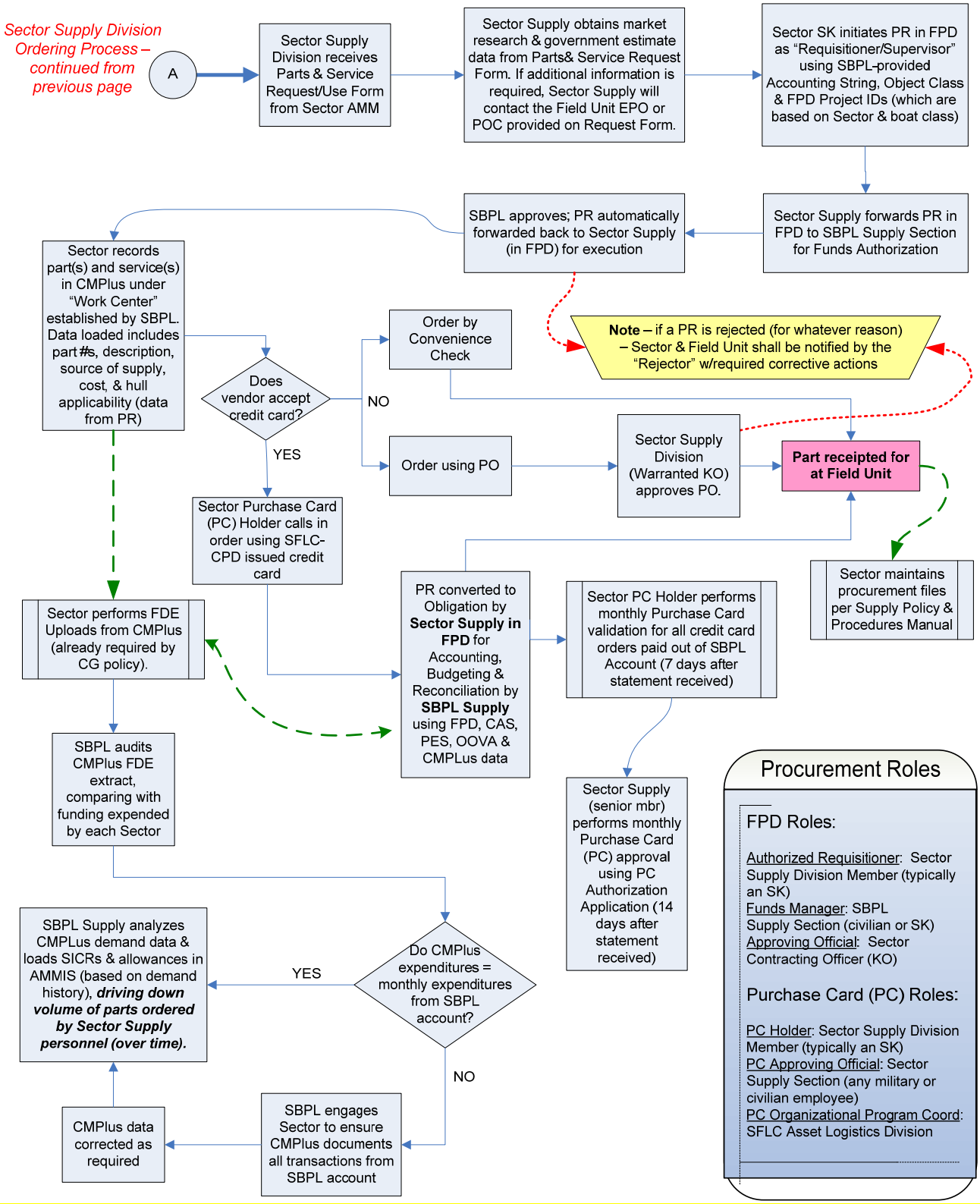


Figure 3-2: Temporary Modernized Sector Requisition Process for procurements (including casualties) [Page 2]

C. Non-Modernized Units: Those units that have not yet undergone Logistics Modernization receive casualty support from the SBPL Engineering Section for all CASREPs over $500, subject to the guidelines contained in the respective BCMP. All CASREPs are auto-loaded into Fleet Logistics System (FLS) for tracking purposes. Furthermore, any funding expended for a CASREP shall be tracked in FLS, to ensure this data is captured. As a general rule, the SBPL Engineering Section shall avoid external transfers of funding (FTAs) to field units and Sectors for reimbursement of CASREP expenditures; rather, procurements should be executed by the Engineering Section through FLS.

a. Field Units: Field Units shall initiate a CASREP in the Record Messaging System, using guidance contained in Chapter 10 and Chapter 12 of this Process Guide, which provide details on CASREP formatting, content, and communications procedures related to CASREP response. The Sector EO may also notify the Engineering Section using the phone list attached in Appendix I, if an immediate response is required. Note that each asset type has a different Asset Line responsible for providing casualty support. Once a casualty has been corrected, the unit shall issue a CASCOR**. If a Unit improperly formats a CASREP message (preventing it from auto-loading in FLS), they shall cancel the message (*do not send a CASCANCEL*) and re-send the corrected message immediately upon notification from the Engineering Section.**

b. Engineering Section: The Engineering Section shall provide technical support as well as initiate a Procurement Request (PR) or MILSTRIP requisition for parts over $500.00, as defined in Appendix H. As a general rule, the Engineering Section shall not transfer funding to a Sector as reimbursement for casualty expenditures since such external transfers prevent the Coast Guard from associating specific funds expenditures to maintenance activities. For extensive repairs requiring depot level resources to correct, the Engineering Section shall provide technical assistance to the Unit/Sector in developing the scope of work and contact the PDM cell for assistance with Depot level repairs when necessary. The Engineering Section shall ensure that all CASREPs are entered into FLS, including conversion into an FLS Maintenance Item (MI), and attachment to the appropriate FLS Project. All requisitions must be accomplished from within FLS, ensuring every requisition is associated with the appropriate FLS MI and Project. Detailed FLS Job Aids and Flow charts are contained in Appendix J.

1. FLS has a recent change in functionality, allowing SBPL members to enter “readiness” categories into FLS. SBPL members shall select one of the readiness categories identified in Chapter 3.B.2 (the same that are used in ALMIS EAL). These include: NMCS, NMCM, NMCD, and PMC. Under no circumstances shall SBPL members use the categories Partial Mission Capable Due to Supply (PMCS), Partial Mission Capable Due to Maintenance (PMCM), or Not Mission Capable Due to Both Maintenance and Supply (NMCB). Unlike ALMIS, in FLS, SBPL personnel make a judgment call on the correct readiness category based on information written by the Field Unit in the CASREP message. If any questions exist as to which category is appropriate, contact the respective Sector EO for amplifying information regarding operational impact, after reviewing the definitions contained in Chapter 3.B.2.

2. In the event of Fire, Flooding, Collision, Allision, Grounding, or Traffic Accidents, SBPL will fund all repairs regardless of cost, using AFC-45. Field Units must document such incidents with a MISHAP report as proscribed in reference (v). Field Units shall indicate (in their CASREP report) the E-MISREP number, or indicate that a MISHAP investigation is still underway. Note that a completed MISHAP report is not required prior to submitting a CASREP. However, the CASREP must provide sufficient information so that the SBPL can determine that AFC-45 is warranted, and indicate explicitly that an E-MISREP (and/or MISHAP report) is forthcoming.

c. Procurement Section: The Norfolk and Oakland Procurement Section Branches shall use the workflow guides contained in Figure 6 to process procurements in support of all CASREPs. Names of individuals filling these positions will be maintained on the Small Boat Product Line website: http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp.

d. Repair Parts Available at Sector or Field Unit: If a part is available at a Field Unit, Sector, or NESU that the SBPL is responsible for purchasing, the unit may requisition the part from this local inventory to minimize lost operational availability. However, the Field Unit must still immediately submit a CASREP requesting the part. The CASREP shall indicate the shipping address to send the replacement part (the appropriate Sector, NESU or Field Unit). If the Field Unit fails to submit a CASREP, the part shall not be replenished by the SBPL. Furthermore, Field Units shall not submit a CASCOR until confirming the part is on order from the SBPL Engineering Section.

1. The Engineering Section shall only provide spare parts to a field unit that are classified Ready for Issue (RFI). It is common practice at the NESU, Sector and Field Unit level to repair certain Non-RFI parts locally, and return them to the "shelf" as RFI. Parts that have been repaired by a local entity (Industrial, Commercial Repair, Sector) and returned to local OM&S inventories are acceptable ***as long as the individuals that affected repairs are qualified, and adhered to approved OEM repair procedures and inspection criteria.*** If the OEM does not have an approved repair procedure for the equipment, it cannot be considered a repairable item, and shall not be returned to inventory. Any part returned to inventory must undergo a quality assurance inspection by a qualified member of the respective Sector Engineering Division or NESU.

e. CASREP Response Messages: The Engineering Section shall respond by record message traffic to all CASREPs, with information on action taken (or being taken) to address the casualty. The intent of this message is to inform the originating unit that the SBPL Engineering Section acknowledged the casualty, and is taking action to correct it. CASREP Responses shall be released as soon as possible once a course of action to correct the casualty has been identified by the Engineering Section. It is not necessary, nor desired, to complete all actions in support of a CASREP prior to releasing a CASREP Response. Formatting and content of CASREP Response Messages are included in Chapter 10.

D. After-Hours Casualty Support (Sector Assets): If a casualty occurs after normal work hours that must have action taken prior to the next work day, the Sector EO shall contact the designated Engineering Section Asset Line representative (for that AOR), or servicing ESU representative (for Electronics issues) by cell phone. All members of the Engineering Section shall be issued cellular phones for after-hours support. These cell phone numbers are available on the SBPL website. As discussed in Chapter 12, when an Engineering Section member is on leave, they shall designate another member (preferably within their Asset Line) to provide CASREP response. **Under no circumstances may a Station, MSU, or ANT EPO contact the Engineering Section or servicing ESU directly without first discussing the casualty with the Sector EO or his/her direct representative. Furthermore, prior to requesting after-hours casualty assistance, the Sector Response Chief must make an assessment of the actual operational need of having unit crews respond after hours to return an asset to B-0.** Just because a boat is Not Mission Capable at a Field Unit does not mean that it must be immediately returned to service, provided other assets are available to adequately perform chartered missions within the Sector AOR.

a. There may be cases in which surge operations, major contingencies or other events require an Operational Commander to have all of their assets in B-0 condition. In this case, the Product Line will do everything possible to meet the Operational Commander's needs. It is critical that Engineering Section members maintain strong working relationships and a solid communication network with local Operational Commanders (at the District and Sector levels) to ensure that operational needs are communicated in a timely manner, and to align expectations if these needs are unattainable.

E. After-Hours Casualty Support (Major Cutter Boats): When a Major Cutter has a boat casualty while the Cutter is away from homeport, requiring after-hours support from SBPL, the Major Cutter EO shall request assistance from SBPL in a CASREP message, specifically requesting the DCMS watch to "…contact SBPL to obtain after-hours assistance…" The SBPL Cutter Boat Asset Line Manager will work with the DCMS watch to keep the Cutter EO appraised of efforts to respond to the casualty. If a Cutter is inport with access to commercial phone service, the Cutter EO may also contact the Cutter Boat Asset Line, using the cellular phones and contact information provided on the SBPL website.

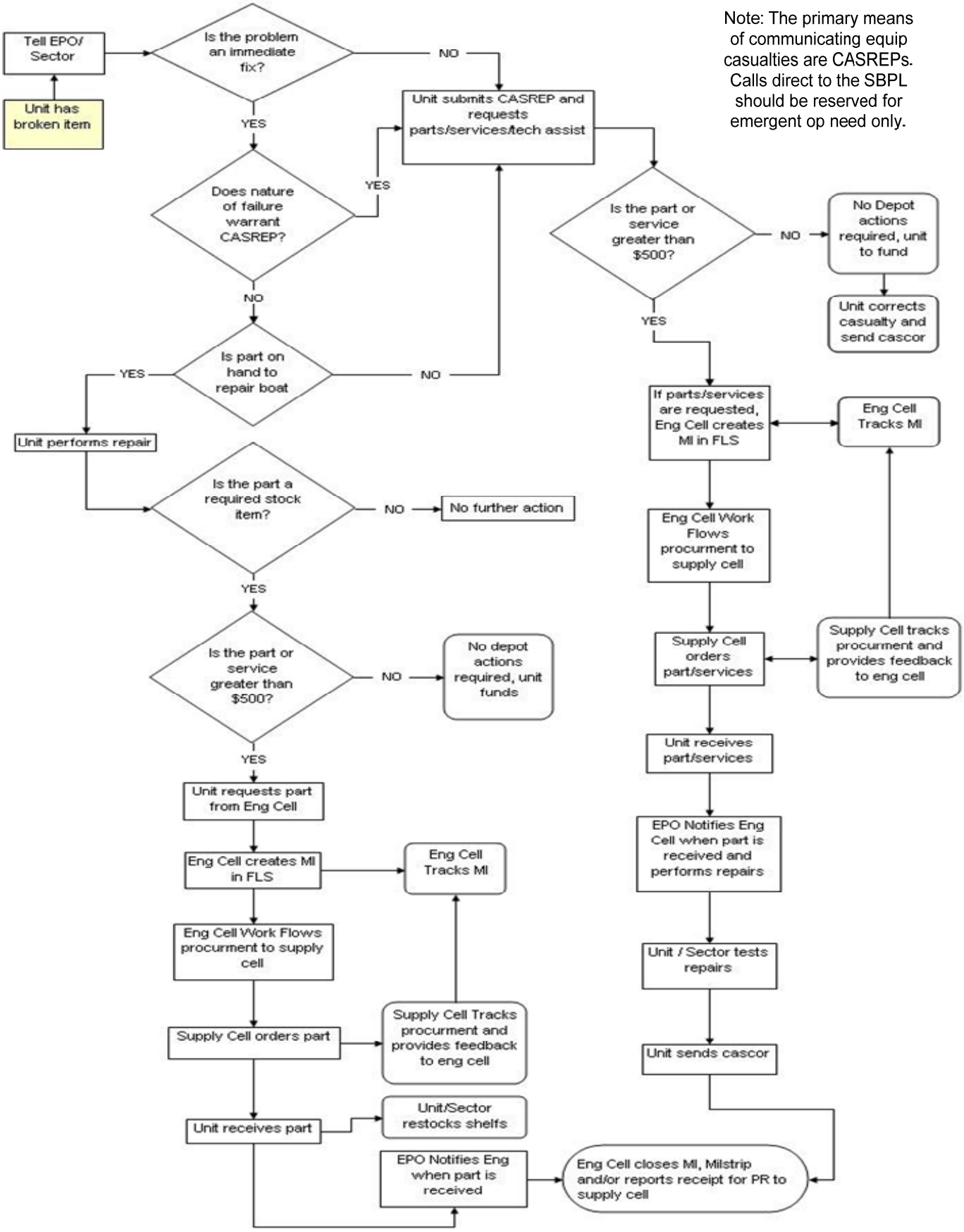


Figure 3-3: Non-Modernized Sector/Unit Process for responding to equipment casualties

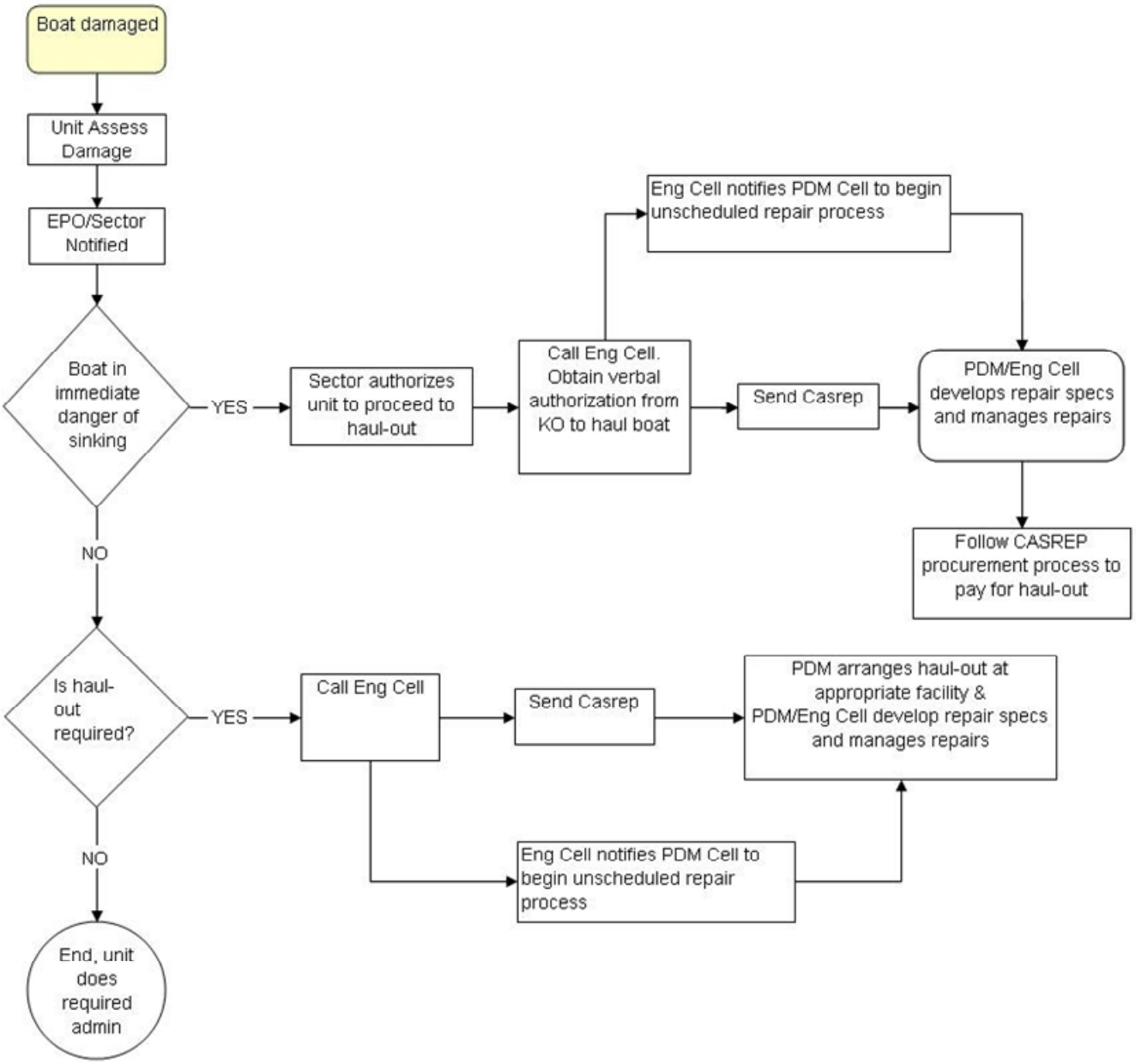


Figure 3-4: Sector/Unit Process for emergency haul-out (all units)

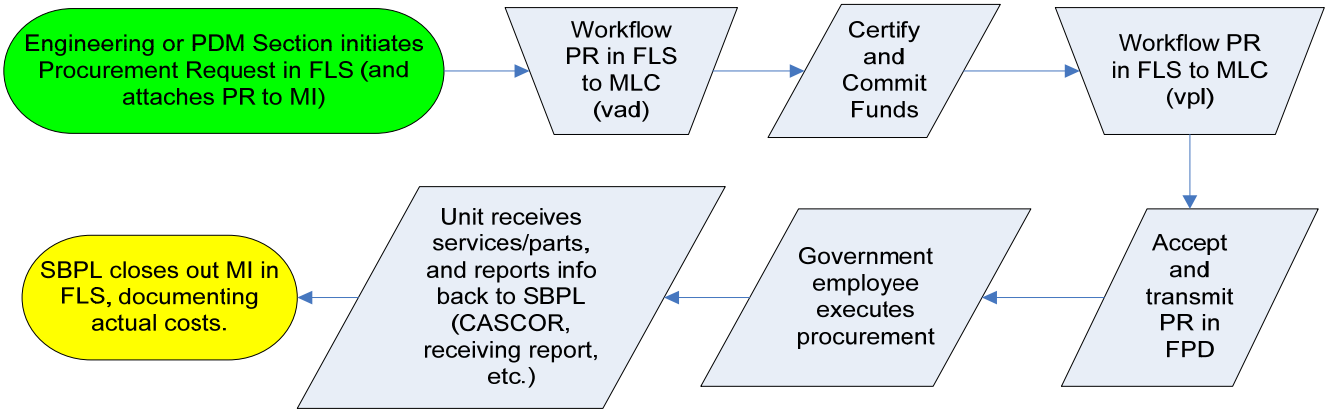


Figure 3-5: FLS/FPD Workflow for Procurements (including CASREPs)

F. Travel Lifts and Boat Hoists: As stated in Chapter 2.A., Travel Lifts and Boat Hoists whose sole purpose is to haul boats in support of depot level boat maintenance are classified as "Tier 3" assets by SBPL. Specifically, Field Units shall use the processes outlined in Chapter 3.C. to obtain depot-level support. SBPL and CG-731 have identified 36 Travel Lifts and Boat Hoists that provide sufficient benefit to the Coast Guard in terms of life-cycle cost avoidance and operational benefit, such that continued sustainment is in the Coast Guard's best interest. Those travel lifts included in this list will receive depot-level support from SBPL, including support of CASREPs when the cost exceeds $500. Those that are not included in this list, and those "owned" by SFLC Industrial Facilities do not receive any depot-level support from SBPL. Travel Lifts are managed by the Tier 2/3 Asset Line.

G. Assets Under Warranty: Given the relatively short lifecycle for most boats, and the large number of standard boat classes, approximately 5-10% of the boats deployed in the Coast Guard are typically under warranty. In most cases, new boats are delivered with a warranty on the entire boat, with varying duration. Furthermore, there are some cases where Original Equipment Manufacturers provide warranties for individual components on certain systems. Given that the Coast Guard is paying for this warranty service, it is incumbent upon field units and the SBPL to ensure that the Coast Guard complies with the administrative requirements necessary to leverage and maximize the value of these warranties.

a. General: When a new boat is delivered to a field unit, and that boat comes with a warranty, specific instructions are provided by message on terms and conditions of the warranty, along with warranty claims reporting procedures. Details are also provided upon delivery of the asset. Units shall keep these messages on file with the boat record for the duration of the warranty period. All units (both Modernized and Non-Modernized), shall comply with all terms of the warranty, including administrative and reporting requirements promulgated by CG-731 or CG-9X.

b. Boats and Trailers Procured as "Non-Major" Acquisitions: Warranty claims and other warranty related information for assets procured through CG-731 are found on the Fleet Management Information System (FMIS) website: http://www.boatforces.com/. Field units with newly delivered assets will receive a user name and password to obtain access to this database. This database is maintained by an independent contractor, and paid for by CG-731. If a field unit has a casualty to an asset under warranty, they shall comply with the applicable guidance in this chapter regarding reporting requirements, and also enter the claim in the FMIS database. Points of contact and specific procedures regarding warranty transactions vary by boat class. The warranty points of contact are detailed in the FMIS database in the "Unit Information" tab. When changes are made to these points of contact, they are posted in the "Unit Information" tab, and often simultaneously posted on the "FMIS Docs and Notices" section. Warranty claims are submitted in the "Submit a Failure" tab. Updates to existing warranty claims are completed in the "Failure Editing" tab.

c. RB-M: The RB-M is currently undergoing acquisition through CG-937. The RB-M, as a major acquisition project, has a formal warranty program managed through the RB-M Project Office. Warranty, supply, engineering configuration, maintenance and other data are maintained in the IETP (Interactive Equipment Technical Publication) database. The IETP is a web-based IT tool provided to field units as part of the RB-M acquisition. While acquisition of the RB-M remains under the purview of CG-937, both Modernized and Non-Modernized units leverage the IETM and specific instructions from the RB-M PRO to manage warranty claims. The following specific procedures apply:

1. Non-Modernized Units: If an equipment casualty occurs, the Field Unit shall refer to the Operator's Handbook located in the IETP. The Field Unit EPO shall determine the severity of the casualty using the checklist located in the Operator's Handbook; the severity classifications are as follows: "Minor, Major, Restrictive, and Disabling." The Field Unit shall subsequently submit a claim/request for assistance using the Help Ticket function. The RB-M Field Support Desk (FSD) will take appropriate action (working with

the contractor) to address the casualty. For urgent issues, the Unit EPO may also contact the RB-M PRO Field Support Desk by phone at (877) 526-4545.

2. Modernized Units: If an equipment casualty occurs, the Field Unit shall document the discrepancy in EAL and then refer to the Operator's Handbook located in the IETP to perform initial troubleshooting. The Field Unit EPO shall conduct troubleshooting necessary to either correct the casualty at the unit level, or if unable, request assistance through EAL. At Modernized Units, Field Unit crews are not prohibited from submitting a help ticket through IETP, however, this step is not required. The SBPL RB-M Quality Assurance Representative will submit a help ticket on behalf of the Field Unit (as outlined above), based on routine reviews of EAL. The Field Support Desk will then take appropriate action (working with the contractor) to address the casualty. For urgent issues, the Unit EPO may also contact the RB-M PRO Field Support Desk by phone at (877) 526-4545 for troubleshooting and other assistance. When the casualty is resolved, the Field Unit shall make the appropriate entries in EAL, and the SBPL RB-M Quality Assurance Representative will make follow-up data entries in IETP. A flow chart for this process is contained below.

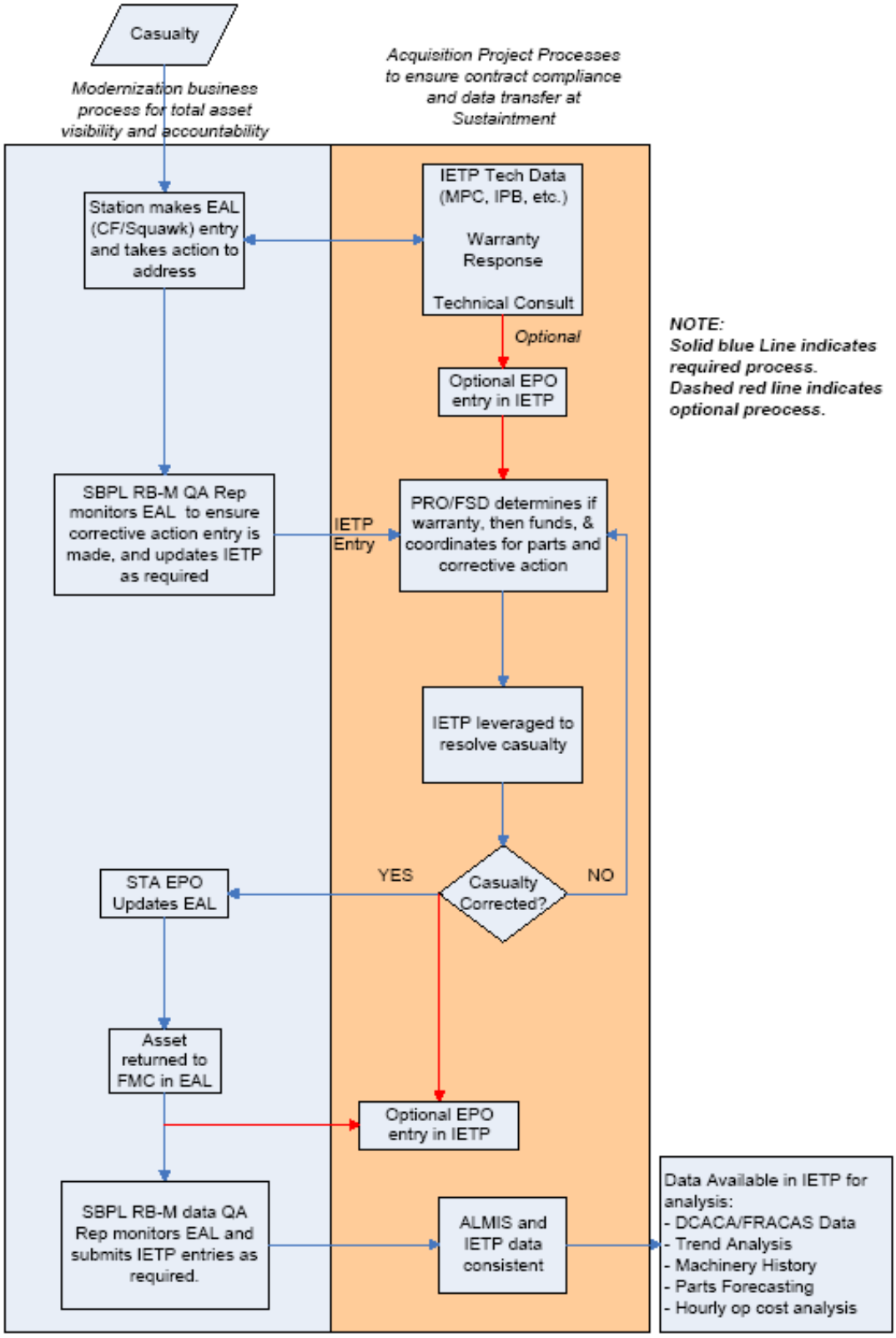


Figure 3-6: RB-M Casualty Support Flow Diagram for Modernized Units

H. 33' SPC-LE Performance-Based Logistics Program: The 33' SPC-LE boat class is supported through a Performance-Based Logistics (PBL) Contract managed by Customs and Border Protection (CBP). This program was set up given that both CBP and the Coast Guard operate the 33' SPC-LE, and CBP performs a minimal amount of

organic logistics support. Configuration Management and most logistics support for the 33' SPC-LE are provided through this PBL Contract. Specifically, all depot level maintenance of the SPC-LE boats are accomplished by CBP's logistics contractor, and paid for through an Interagency Service Agreement funded by CG-731. The CG/CPB agreement and the PBL Contract covers all depot-level maintenance and boat transportation required to support all HM&E maintenance by GMSI technicians at contract service facilities. It also includes maintenance of the MARFLIR; however, it does not include any other electronic navigation equipment. All of the other electronic navigation equipment on the 33' SPC-LE is maintained by the Coast Guard; most of this equipment is identical to that installed on the 25' RB-S. The SBPL is only resourced to provide support for this electronic navigation equipment.

a. 33' SPC-LEs are enrolled in EAL at Modernized Units, and sign-off sheets are provided to document MPC completion. Thus, when a boat is down, Modernized Unit crews shall use ALMIS to document 33' SPC-LE status and deficiencies as outlined in this Chapter. However, they must also still request assistance using the processes previously deployed to support this asset, as outlined in Appendix Q.

b. As discussed previously, the SBPL and CG-64 provide support for all 33' SPC-LE electronics equipment, with the exception of MARFLIR. Both Modernized and Non-Modernized Units shall use the procedures outlined in this chapter and Chapter 10 to report and request assistance to address such casualties.

I. Engineering Waivers: Engineering Waivers are a tool mapped from the aviation business model. The authority to issue such waivers resides with the Product Line that is responsible and has the authority to provide all engineering and logistics support for an asset class. Per paragraph 3 of reference (p), the SBPL possesses this authority for all CG boats. As discussed in reference (t), Engineering Waivers allow the SBPL to re-classify a Disabling Discrepancy (as defined in the respective Boat Operators' Handbooks) as a Restrictive Discrepancy, and to provide deviations from published maintenance procedures, Boat Class Maintenance Plans, or Maintenance Requirements Lists (MRL).

a. Intent: The intent of the engineering waiver is to grant a temporary deviation from published MPCs, equipment operating parameters, scheduled maintenance, or other technical guidance. Engineering Waivers are only granted after sufficient research is conducted to determine the scope and risk (from an engineering standpoint) of operating outside published standards. The Engineering Waiver is intended as a recommendation to the Operational Commander that it is acceptable (from a technical standpoint) to operate an asset within the constraints outlined in that Engineering Waiver. The Operational Commander has the sole authority to issue an Operational Waiver, and to determine whether the asset is capable of performing its assigned missions, or whether some operating limitations should be placed on the asset after the Engineering Waiver is issued.

b. Criteria for Engineering Waivers: Engineering Waivers may only be issued by the respective Asset Line Manager, with approval from the SBPL Engineering Section Chief, after a thorough assessment of the risk to equipment and personnel associated with granting the deviation. This assessment may only be accomplished after consultation with technical experts (including but not limited to the Original Equipment Manufacturer), an evaluation by the respective Sector/DOG Unit/Cutter EO, and after obtaining a full appreciation of all the potential impacts and the probability of a catastrophic failure or MISHAP. Engineering Waivers are only granted after other reasonable courses of action have been exhausted to address the issue that prompted the Engineering Waiver request. Engineering Waivers shall be as limited in scope as possible, and provide definitive criteria when the waiver no longer applies.

c. Procedures for Obtaining a Waiver: Engineering Waivers are generally initiated by the SBPL, typically as a result of an equipment issue brought to the attention of the SBPL Engineering Section through the Sector/DOG Unit/Cutter EO. Field Units may request a waiver from the SBPL through their respective Sector/DOG EO.

CHAPTER 4: WORKLIST MANAGEMENT

A. General: It is extremely important that units identify required work to be accomplished during PDM Availabilities to minimize catastrophic failures and lost operational availability. ***Modernized units use Carried Forward (CF) Discrepancies to identify this work, and Non-Modernized units submit Current Ship's Maintenance Projects (CSMPs).***

B. Current Ship's Maintenance Projects (CSMPs) and Carried Forward (CF) Discrepancies: Units shall submit CSMPs or CFs for all maintenance and repair requirements deemed to be organizational or depot level items. In most cases, CSMPs/CFs are not required for recurring maintenance items described in BCMPs, MPCs or approved ECs/TCTOs unless a deviation from the specified work is required.

a. CSMPs shall be routed to the servicing RPDM member for consideration then forwarded to the PDM for final approval in FLS. Each approved CSMP shall be attached to an FLS Maintenance Item, so that it is visible on the FLS Naval Engineering Project List (NEPL) Report. The servicing RPDM shall inform the unit when the CSMP has been approved.

b. CFs are visible in EAL to all users, including the RPDM Cell, PDM and Engineering Sections.

c. The PDM Section shall use the Boat Specification Café, the FLS Naval Engineering Project Listing (NEPL), and ALMIS Maintenance Due Lists (MDLs) when developing worklists and specifications for PDM Availabilities.

d. The following is a list of common CSMPs/CFs for non-recurring maintenance items:

- Hot work - identify location and quantity.
- Renew hull seam welding - Identify location and linear footage needed.
- Renew frames, stiffeners, and brackets - identify location and linear footage needed.
- Renew watertight scuttle - Identify specific scuttle.
- Ultrasonic testing - identify location and quantity.
- Renew cabin and pilothouse
- Renew rub-rail - Indicate linear footage.
- Renew rub-rail fasteners - identify quantity.
- Remove/reinstall cabin top windows - identify specific windows
- Install GFE trim tab - Indicate if this is to be completed in conjunction with preserving the underwater body.
- Minor cabin top repair:
- Surface preservation - indicate square footage.
- Skin repair - indicate square footage.
- Crack repair - indicate linear footage.
- Replace damaged core - indicate square footage.
- Through bolted fasteners - indicate quantity and location.
- Remove/reinstall MDE - indicate which engine
- Preserve cabin top exterior (as required) - indicate if this is to be completed.

CHAPTER 5: PLANNING AVAILABILTIES

A. Applicability, Definition and Scheduling: The success of a boat availability repair period depends greatly on the preparations made before work actually begins. These preparations are simplified and made more effective when the desired work is identified well in advance. To facilitate availability preparation, Sectors, units, and Electronic Support Units will receive advanced notification by message from the PDM Section informing them that the availability planning process for a particular boat has been initiated. This notification will also establish a tentative Work Definition Conference (WDC) date.

a. Generally, trailerable boats equipped with outboard engines such as the 26' TANB, 25' RB-S, UTLs, UTMs, and cutter boats do not undergo routine formal availabilities, except under unique circumstances, as determined by the Engineering and PDM Sections.

b. Non-trailerable boats such as the 55' ANB, 52' ANB, 63'/64' ANB, 45' BU, 47' MLB, 49' BUSL, 41' UTB, SPC-NLB, 44' MLB, and 45' RB-M shall undergo routine formal availabilities on a 4-year cycle, in which the boat is hauled out of the water at a contractor facility or a CG Industrial. The Boat Class Maintenance Plans (BCMPs) contained in Appendix H provide details regarding scheduled work normally conducted during such availabilities for Non-Modernized Units. The Maintenance Requirements List (MRL) provides similar information for Modernized Units.

B. Availability Planning Team (APT): The APT consists of a PDM Section Member, RPDM Cell Member, Specification Writer, Procurement Section Member, Supply Section Member (for Government Furnished Property), Sector EO, Unit EPO, ACMS Analyst (Modernized Units only), and the Unit CO/OIC. The APT may also obtain assistance from the SFLC Engineering Services Division and/or the SBPL Engineering Section for technical assistance.

C. APT Meetings: The APT convenes the following meetings:

a. WDC: A Work Definition Conference (WDC) is convened by the RPDM with the unit EPO and Sector EO. The intent is to develop a worklist for the PDM Availability.

b. 1st A-Team Meeting: The intent of the 1st A-Team meeting is to verify that all approved WDC work-list items are included as work items, and allows the Specification Writer time to clarify any work items that are unclear or require additional information. This meeting is also the point at which lists of Government Furnished Property are finalized, and action is taken to order long-lead items.

c. 2nd A-Team Meeting: The intent of this meeting is to identify specification changes necessary to send procurement package out for pricing. Review Draft specification including applicable documents and referenced drawings before the meeting.

d. Post-PDM Meeting: This meeting is used to critique the availability process and identify areas for improvement. The team also discusses discrepancies that existed when the boat was delivered back to the operational unit, along with discussions of recommended corrective action. Details regarding reporting requirements and specific issues that must be addressed in all Post-PDM correspondence are contained in reference (l). The Post-PDM meeting replaces the Third A-Team Meeting.

D. Work List Preparation

a. All Units: During the development of the availability work package, maintenance needs shall be clearly identified and documented to prevent unnecessary expense during overhaul. This requires a continuous review of material condition, a thorough understanding of condition-based maintenance,

and close coordination among the Unit, Sector, ESU and Product Line for scheduling and availability planning. Detailed CSMPs or CFs describing all work requirements must be generated, for non-recurring depot-level work. The PDM Section shall use the Boat Specification Café when developing worklists and specifications for PDM Availabilities.

b. Non-Modernized Units: Most individual depot-level maintenance actions will be scheduled per the BCMPs contained in Appendix H. An availability work list will be developed at the WDC using the BCMP, available checklists, STAN Team Inspection reports, CSMPs, CMAs, ECs/TCTOs and BIRs.

c. Modernized Units: An availability work list will be constructed at the WDC using the MRL, Maintenance Due List (MDL), CFs, STAN Team inspection reports, Logistics Compliance Inspection (LCI) reports, and a review of all applicable Depot MPCs. Collectively, these documents detail all work items to be completed during the boat's availability. The RPDM shall provide documentation on the outcome of the WDC to the PDM section. Note that for modernized units, all maintenance (including Organizational-Level MPCs) that are due while the boat is undergoing a PDM availability shall be included in the work-list. However, all Organizational-Level MPCs due within 30 days or 100 operating hours after the end of the PDM availability, not included on the finalized work-list, shall be completed by the Field Unit prior to the start of the availability.

d. Deferred Maintenance: The APT does not have the authority to defer depot-level maintenance beyond the "ceilings" specified in the BCMPs or MRLs. Requests for extension of these ceilings may only be approved (on a case-by-case basis) by the Engineering Section Asset Line Manager.

E. Timelines: Commercial and Industrial work packages shall be prepared using the availability timelines contained in Appendix C of this Process Guide. Boats scheduled for work at Industrial Support Activities (ISA) will follow the Industrial Repair Availability timeline. Boats using the commercial sector for availability work shall use the applicable commercial planning timelines (based on the contracting vehicle).

F. Industrials: Whenever possible, depot level boat availabilities shall be completed at Coast Guard ISAs since the labor is "bought out" by the Coast Guard each year. However, within the limitations of the Federal Acquisition Regulations, the PDM Section makes the final determination on the location of all boat availabilities, using recommendations provided by the Operational Commander, Procurement Section and RPDM Cell. The PDM Section must be flexible in matching repair facilities to Sector needs with consideration given to factors such as boat transport time/cost, quality assurance time/cost, local repair facility capabilities, operational schedules, scope of work, and ISA workload/availability.

G. Geographic Restrictions: Reference (m) details the requirements for boat availability geographic restrictions, and explains the procedures and justification for limiting the scope of qualified contractors that may bid on a contract. If circumstances arise supporting a restriction that differs from those contained in reference (m), the RPDM shall document the circumstances and make a written request to the PDM section lead for deviation. Note that approval is required from the District Commander for any deviations from reference (m). Dockside availabilities are normally conducted at the home port, and any *qualified* contractor may compete as long as the work is accomplished at home pier.

H. Funding of Unit AFC-30 Work Items (Non-Modernized Units): As a general rule, *unit* AFC-30 funded work items shall not be included in PDM availabilities for *Non-Modernized Units*. In some unique cases, an exception to this rule may be considered by the PDM Section. In these unique cases, the Sector or District Boat manager must provide funding prior to the start of the availability. Specifically, the RPDM will advise the Sector of the government estimate for each of the AFC-30 work items in accordance with the required FLS milestone. A PR to support these work items should be submitted. If the expected price for any AFC-30 item exceeds the government estimate, the PDM will request a PR modification increase

from the Sector or District Boat Manager. Similarly, growth/option work associated with these items must be funded by the Sector or District Boat Manager. Reference (h) prohibits the use of AFC-45 to pay for boat maintenance, except in the cases documented in Chapter 3.

I. Specification Development: When developing specifications, the PDM Section shall use standardized specifications across the Coast Guard, leveraging the Boat Specification Café.

J. Draft (1) Specification Review: Based on the milestone timelines, the PDM Section shall use the work-list, associated CSMPs/CFs, ECs/TCTOs, MPCs, standard specifications, applicable industry/military standards, and all other relevant information to develop the Draft (1) specification package. Once the Draft (1) Specifications are complete, notification emails will be sent to all APT members with the specification. The PDM/RPDM shall review the specifications and provide comments to the other A-Team members. Email or any alternative method may be used for submitting comments for problem areas and recommended solutions. The PDM will then collate the comments and coordinate the 2nd A-Team Meeting. Advance receipt and review of comments will allow the APT to adequately prepare for the 2nd A-Team Meeting.

K. Crew Transportation Arrangements: The PDM Section shall fund travel for Unit and/or Sector personnel when Temporary Assigned Duty (TAD) is required for delivery and pickup of a boat going in availability. This includes a boat crew and one Unit/Sector representative. Any TAD funding must be approved and scheduled by the PDM Section per local policy and procedures.

L. Post Award Preparations: The RPDM shall take the lead ensuring that all Post-Award preparations are complete, using the forms contained in Appendix A.

M. Availability Timelines: Availability "Milestones" Timelines are contained in Appendix C.

CHAPTER 6: CONDUCT OF AVAILABILITIES

A. CO/OinC Responsibilities: Per references (c) and (i), Field Unit COs and OinCs are responsible for the repair, maintenance, outfitting, configuration control, proper operation, and operational readiness of assigned assets. This responsibility includes allocating time and resources to allow for Depot-Level maintenance availabilities. Traditionally, crews have been relied upon during availabilities to perform COR and Inspector duties. As part of Logistics Modernization, some of this responsibility is shifted to the Product Line.

B. Contracting Officer's Representative (COR) Responsibilities: The COR plays an essential role in the planning, award and management of government contracts. They are the "eyes and ears" of the Contracting Officer (KO), ensuring that technical requirements are met, and that the contractor is adhering to the terms and scope of the contract. Solid technical expertise and project management skills are critical in designing performance-based acquisitions that successfully respond to risk, motivate excellent contractor performance, manage cost, anticipate schedule constraints, and achieve contract goals and objectives. The following are specific responsibilities of the COR:

a. Maintain all applicable Coast Guard and Department of Homeland Security COR/COTR Certifications. On-line training to obtain these certifications is located on www.faionline.com. The KO shall provide prospective CORs an up-to-date training and certification requirements when requested.

b. Determine acquisition scope and assess contract risk.

c. Assist the KO and KS with conducting market research, when requested.

d. Develop the statement of work and an independent government cost estimate.

e. Coordinate and chair the WDC.

f. When required, provide the KO with relevant background information necessary to negotiate a fair and reasonable price for any growth work.

g. Act as technical liaison with the contractor conducting the work and coordinate all technical aspects of the underlying contract.

h. Work with the PDM, Sector and Field Unit to facilitate contractors' access to the asset(s).

i. Track contract task completion schedules.

j. Receive, distribute, and review contract deliverables.

k. Collect Coast Guard comments on deliverables and provide these comments to the KO.

l. Inform the KO whether preliminary or revised preliminary submittals (deliverables) are acceptable (normally accomplished by e-mail). This will prompt the KO to notify the contractor to proceed with final submittals.

m. Recommend (to the KO) whether or not to accept final submittals.

C. Property Administrator Responsibilities: Sound management of Government Furnished Property (GFP) is critical to prevent waste, fraud and abuse. Record keeping and audit trail procedures must be in

place to protect GFP from misappropriation, and to ensure compliance with the CG Property Management Manual. The Property Administrator shall ensure the timely delivery of necessary Government Furnished property identified during the work definition phase of availability planning. The Property Administrator must also inventory the property upon receipt at the contractor's facility (or government facility at which work will be accomplished).

a. Government Furnished Property (GFP) is defined as equipment or materials provided by the government because it has a lead-time that is greater than the contractor award notice (typically 30 days). The goal of GFP tracking is to provide long lead-parts to the contractor to avoid delays in the availability.

b. The RPDM must have copies of all PRs and MILSTRIP requisitions for any GFP. They should maintain in constant contact with the suppliers to keep track of any changes in status. For optional items, the availability must be continually monitored.

c. Immediately after receipt, all GFP must be inspected to assure it is the proper item, free of damage, and that the order is complete.

D. Inspections: Generally speaking, crews will not remain with a boat while work is being conducted. Thus, the RPDM normally serves as the COR and Inspector for all work. In some cases, however, the Sector EO or his/her direct representative may perform COR and/or Inspector duties, as discussed during APT meetings. Recognizing constraints with some geographic locations, availability of RPDM personnel, and other considerations, the PDM Section representative on the APT will make the final decision on who serves as a Government Inspector for any availability. The following are additional inspection requirements:

a. Inspection of critical availability work items shall be completed early enough in the availability to prevent delays in the successful completion of work. It is important to emphasize that this policy is intended for use on work items that have been identified by the APT as critical to the successful completion of the availability. Critical Inspection Reports (CIRs) are reserved exclusively for configuration items that are deemed by the APT to be inspection time-critical.

b. All "open and inspect" requirements shall be completed within the first 25 percent of the original contract period to ensure there is enough time to activate optional work items, and modify the contract for growth work without extending the performance period.

E. Dry-Docking: The RPDM Cell shall ascertain job qualifications of the Dock-master and workforce of prospective drydock facilities, and assess the capacity, physical condition, and operation of these facilities in regard to their foundation, structure, and supporting auxiliary systems. The RPDM Cell shall use SFLC Standard Specification 8346, Drydocking as a guide while making these assessments. For facilities where compliance with all the requirements of is impractical, the PDM Section (working in concert with SFLC Engineering Services Divisions) shall develop and promulgate alternative compliance and acceptance criteria, with concurrence from the Engineering Section.

a. For dry-dock availabilities, the KO shall determine whether or not the contractor can safely dry-dock a vessel the size and displacement of the boat in question. The KO and/or Contracting Specialist (KS) shall research this capability. The KS or KO may request assistance from the PDM Section or RPDM Cell in making this determination.

b. If a contractor is proposing use of a crane or travel-lift to haul a boat, the contractor must show that the crane or travel-lift has undergone an annual inspection and quadrennial weight test, as defined in 29 CFR 1919. As stated above, the PDM Section must approve use of a travel lift or crane

(including lift-strap configuration) if it does not meet the criteria in SFLC Standard Specification 8346, Drydocking.

F. Arrival Conference and Progress Meetings: Post-Award Orientations, better known in the Naval Engineering community as "Arrival Conferences", are outlined in FAR Subpart 42.5. This reference provides a list of items to consider before and in preparation of conducting an Arrival Conference. The Arrival Conference provides an opportunity for all parties to come to a common understanding regarding the contract terms and conditions, agree upon scope of the specifications, and discuss administrative details. Most of the items discussed at the Arrival Conference focus on the specifications and technical details that may ultimately impact successful completion of the contract. An Arrival Conference shall be conducted for every formal PDM availability, unless concurrently waived by the KO and PDM Section Chief. The SBPL COCO shall ensure that Arrival Conference Agendas are standardized based on contract vehicle.

a. The KO assigned to the project will decide who will chair the Arrival Conference on a case by case basis. Generally, most boat availabilities do not require the presence of the KO or KS at the Arrival Conference. If the Contracting KO or KS does not chair the Arrival Conference, then arrangements shall be made for the PDM Section Representative to chair the conference. The KO shall provide sufficient notification to the PDM Section Representative, particularly if the location of the Arrival Conference requires overnight travel.

G. Contract Administration: Details regarding contract administration are contained in the RPDM Section Handbook, Appendix E.

a. Procurement Requests for PDM Availabilities: The KO shall forward the final price quote from the contractor to the PDM who will initiate a Procurement Request. The PR shall be routed to the KO using approved FLS workflow.

b. Task Order: The KO will issue the task order to start work. The contractor may then perform the ordered tasks upon issuance of delivery orders. Copies of task and delivery orders will be provided to the PDM, RPDM, FINCEN, contractor and all other interested parties.

c. Contract Modifications: Appendix A contains copies of forms used to submit condition found reports, condition found response reports, change requests, and "quick chits". The PDM Section shall ensure that individuals filling COR roles understand the use and processing of these forms.

H. Sea-Trials and Post-Availability Testing: The PDM Section shall notify the parent Field Unit when an asset is ready for Sea-Trials or other Post-Availability testing. Sufficient notification shall be provided so that they may provide a crew to conduct testing and/or to ferry the asset back to homeport. The PDM Section (and Engineering Section for Emergency Availabilities) shall certify that the asset is ready for Sea Trials and Post-Availability Testing only after ensuring all work required to be accomplished during the availability has been complete, and any deviations or exceptions provided to the Field Unit, Sector EOs, and respective Asset Line Manager.

I. Post-Planned Depot Maintenance (PDM) Reporting Requirements: Post-PDM reporting requirements for boats are contained in reference (l).

J. Specification Feedback: All specification change requests shall be made using CG Form 22, and submitted to the Engineering and PDM Sections for consideration.

CHAPTER 7: FINANCE & SUPPLY

A. Financial Management: The SBPL will manage all boat planned maintenance and casualties over $500 for Non-Modernized Units (subject to the BCMP), and over $50 for Modernized Units.

a. Funds Distribution: For Modernized Units, SSL funding received by the SPBL is sent to ALC, and managed by the ALC Funds Manager. Funding for some legacy ELC-managed NIINs is transferred to NESS. All other funding is managed centrally by the Deputy Product Line Manager in FPD.

b. Funds Execution:

1. FLS Work Flow: The work flow for all procurements executed by the SBPL in FLS is listed below. The names of the individuals filling these positions shall be maintained on the SBPL. Website: http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp

- Approve: Engineering Section Member
- Certify: SBPL Supply Technician
- Commit: SBPL Supply Technician
- Accept: SBPL Procurement Staff
- Transmit: SBPL Procurement Staff

2. Funds Approval Authority: The following limits apply to approval of SBPL funds expenditures. *These limits may be modified during the 4th Quarter of each fiscal year by respective Funds Managers in order to support closeout efforts.* This applies to both AFC-45 and AFC-30 funding (as appropriate), and includes all expenditures (ISOs, FTAs, PRs, MILSTRIPs, etc.).

- Engineering Section Members (TCTO Development/Execution and Inventory Buys): **$250,000**
- Engineering Section Members (CASREPs): **$50,000**
- Engineering Section Chief (TCTO Development/Execution and Inventory Buys, and CASREPs): **$999,999**
- PDM Section Members (Planned Availabilities): **$100,000**
- PDM Section Chief (Planned Availabilities): **$300,000**
- Product Line Manager (All Procurements): **No limit**

3. Object Classes: Use of correct object classes is critical when completing procurements in FLS and FPD. Object Classes are used by Headquarters and SBPL to track the category of funds expenditures, and are leveraged whenever contemplating changes to SSL and the Budget Model. The following is a list of authorized Object Classes for use by the SBPL. These object class codes shall also be used by modernized field units executing procurement in support of boats; failure to do so may result in a long-term reduction of AFC-30 SSL funding:

- 2109: CONUS - Other Travel
- 2576: Small Boats - Casualty Damage (contracted services and materials)

- 2677: Small Boats - Casualty Damage (government furnished supplies & materials)
- 2678: Small Boats - Maintenance (government furnished supplies & materials)
- 257F: Maintenance and Repair – Boats under 65 Feet (contracted services and materials)

4. SBPL Funds Reconciliation: Reconciliation of all FPD and NESS accounts are accomplished by SBPL. Accounts residing at ALC are reconciled by ALC financial staff.

5. SBPL Budgeting: The Deputy SBPL Manager is overall in charge of funding managed by the SBPL, and may shift resources or seek additional resources as required to meet operational requirements. As more accurate maintenance and repair cost data is collected within FLS and ALMIS, the SBPL will develop a cost per operating hour model to ensure all assets are operated to the level at which they are funded. This cost per operating hour model will be presented to CG-731 for resourcing.

B. Supply & Inventory: The Supply Section is responsible for managing inventory and working with the Engineering Section to identify required parts for each asset assigned to units that have undergone Logistics Modernization. For Modernized Units, the Supply Section manages all parts in support of each standard boat, including parts held at the organizational level. Note that under Logistics Modernization, field units do not "own" any parts; rather, all parts are forward deployed by ALC to the unit. These parts may be requisitioned by other Modernized Units as required to optimize operational readiness.

a. Inventory Control Point (ICP): There are two ICPs used by the SBPL, ALC and SFLC. The ICP for Modernized Units is ALC, with the exception of most Mandatory Turn In (Repairable) Items (MTI). Almost all free-issue MTI parts are managed by SFLC (in NESSS) due to some software restrictions in AMMIS. Parts stocked at SFLC are managed entirely through NESSS. As more Sectors undergo Logistics Modernization, additional Small Boat parts will be shifted from SFLC to ALC, until the SFLC stands up a warehouse managed with AMMIS as opposed to NESSS. Parts stocked at ALC are managed exclusively with AMMIS. The Supply Section must be knowledgeable on use of both NESSS and AMMIS in order to provide support to both Modernized and Non-Modernized Units.

b. Logistics Modernization: During Modernization, the LTPIO will conduct a survey of all assets within a Sector, and identify an initial outfit of spare parts, tools, and other required materials to accomplish all O-level maintenance and repairs. The LTPIO, acting in concert with the SBPL, is responsible for procuring and stocking these items.

c. Post-Modernization Inventory Management: After full Logistics Modernization, Spare parts inventory at Sectors and ALC will be driven by the number of requests generated in AMMIS by Units/Sectors, by RCM data, preventive MPC Card requirements, configuration change information, and input from the Engineering Section. The Supply Section will also use this information to adjust budget requests, as appropriate. Field units (generally speaking) will only maintain local OM&S inventories for Tier 3 assets. The objective is to eliminate all OM&S inventories at Field Units; and retain regional parts caches at the Sector level.

C. AFC-30 Funds: Each boat class has an HM&E AFC-30 funding base set by CG-731, and is referred to as the Standard Support Level (SSL). This funding is intended to pay for all operations, maintenance, repair, and service of boats and associated ground support equipment (which includes trailers). This includes the replenishment of boat outfit, spare parts, and the completion of AFC-30 designated TCTOs.

a. Non-Modernized Units: Starting in FY09, 50% of all boat SSL funding for Non-Modernized Units was distributed to the SBPL (sent primarily to FLS) to pay for casualties over $500 and PDM availabilities, as indicated in the respective asset BCMPs; previously this funding was distributed to NESUs and MLCs.

b. Modernized Units: For Modernized Units, all Support SSL and 71% of Operational SSL is provided to SBPL, and 29% of Operational SSL is provided to units (in the AFC-30 Budget Model) in support of consumables and parts less than $50, as specified in Chapter 3. 65% of all Electronics SSL is provided to SBPL, and the remaining 35% is provided to the servicing Electronic Support Unit/Detachment. Note that this funding distribution may be modified in out-years, with concurrent approval of CG-731, CG-45/48 and CG-83 staffs.

D. AFC-45 Funds for Casualties:

a. Non-Modernized Units: The Engineering Section provides AFC-45 funding for the repair of damage to boats and trailers resulting from fire, flooding, collision, and allision, grounding, and traffic accidents (Boat & trailer only). AFC-45 funding will not be used to repair or replace electronic equipment. AFC-45 funding cannot be transferred to AFC-30 accounts; therefore, units cannot be reimbursed for parts, services, or repairs that have already been purchased. Field units shall either submit a MISHAP report, or indicate in their CASREP that a MISHAP investigation is underway in order to obtain assistance resolving casualties caused by fire, flooding, collision, allision, grounding, and traffic accidents.

b. Modernized Units: Modernized units shall enter the casualty in EAL creating a discrepancy, and then notify the servicing Sector. The AMM will procure the necessary repair parts and/or services through SBPL Supply. The Sector will then notify the Engineering Section who will provide technical assistance as necessary. For extensive repairs requiring depot level resources to correct, the Engineering cell shall provide technical assistance to the Unit/Sector in developing the scope of work and contact the PDM cell for assistance when necessary for Depot repairs. Field Units shall indicate the E-MISREP number in their EAL entries, or indicate a MISHAP investigation is underway.

E. AFC-45 for System Recapitalization: CG-45 provides AFC-45 funding for recapitalization and modernization of boat *systems*. This funding is expended by the Engineering Section based on direction provided by CG-731 and the CCB regarding funding priorities. SBPL provides recommendations to the CCB based on the Top Operational Degraders and Cost Drivers, identified through an analysis of failure and reliability data, ALMIS metrics, and other relevant information. Recapitalization efforts involving replacement of a boat class are executed by CG-9 staff.

F. Asset Material Manager (AMM) and Field Terminal Operator (FTO) Roles at Sectors: The AMM and FTO perform critical roles at the Sector, managing supply and entering data into AMMIS and ACMS. Typically, these are full-time functions performed by civilians, contractors, or in some unique cases, SKs.

a. AMM: The AMM is the process expert regarding the ordering of materials and supplies; however, the AMM may not always have extensive asset-specific knowledge. The AMM is supervised by the Sector/Group EO/Naval Engineer. The Sector AMM is responsible for the following:

- Requisitioning and issuing asset parts supporting the EO through inventory and parts availability reporting and forecasting.
- Maintaining supply process control at the field unit and Sector
- Acting as an advisor to the Sector and field units on supply processes
- Performing routine compliance audits for all maintenance materiel.

b. FTO: The FTO performs data entry, retrieval, and reporting functions. He/She is the Asset Computerized Maintenance System (ACMS) Subject Matter Expert and manages all ACMS entries for the Sector/Group.

G. Travel Orders: All travel associated with boat casualty repairs and planned availabilities shall be funded with AFC-30 from the SBPL, unless it meets the criteria for AFC-45 specified in Sections D and E of this Chapter. Generally, RPDM Cell members and those members of the Engineering Section located at NESUs will be placed on Quarterly travel orders using AFC-30 funds. All travel orders associated with a casualty or planned availability must be executed through FLS, so that the cost of this travel is captured. Travel related to System Recapitalization is funded with AFC-45 by the respective SBPL Engineering Section Asset Line Manager.

H. Asset Program Hours: CG-731 is responsible for establishing and funding program hours for each asset. CG-45 is responsible for identifying the hourly costs of these assets, based on information provided from ALMIS and other relevant data. The Product Line Manager shall identify any deviations from established program hours from AOPS (for Non-Modernized Units), and through ALMIS (for Modernized Units). Furthermore, the Product Line Manager shall designate no more than two personnel with authorization to modify the program hours in ALMIS.

CHAPTER 8: PLANNED MAINTENANCE

A. General: Maintenance actions and responsibilities for boats are divided into two categories as follows: Organizational-Level (O-Level) and Depot-Level (D-Level). The relegation of tasks and responsibilities shall be consistent with the technical abilities, equipment and facilities, and the health and safety provisions available at each level. The SBPL shall ensure strict adherence to established policies and procedures in procurement practices, material usage, and material application. As no single list of responsibilities can adequately address all conceivable eventualities, extensive interaction between the two levels is both anticipated and encouraged. The SBPL Engineering Chief has the authority to determine what work is considered O-Level and D-Level if questions arise. Non-Modernized Units shall use the BCMP, respective PMS manual, and Chapter 081 of reference (c) to determine required maintenance intervals and levels. Modernized units shall use ACMS, and the MRL to determine which items are O-level and which are D-level.

B. O-Level Maintenance: O-Level Maintenance is defined as that maintenance which is the responsibility of the Unit/Sector assigned crew to perform. Traditionally, these maintenance actions have included items requiring no outside funding and/or technical assistance. A partial listing of organizational-level maintenance actions includes, but is not limited to, the following:

- O-level Preventative Maintenance items
- Maintenance of Boat Outfit and System Support spare parts inventories
- General cleanliness
- Routine component changes
- Routine engine service and repair
- Routine trailer maintenance and repair
- Basic casualty diagnosis and repair
- Completion of O-level TCTOs
- Touch-up superstructure, freeboard, deck, hull, and bottom painting during routine haul out
- Maintenance of Boat Records
- Completion of annual Boat Inspection Report

a. Tools for Modernized Units: Modernized Units are required to adhere to a Tool Control Program (TCP), implemented during Sector Modernization Rollout. A TCP is designed to provide sufficient tools and test equipment for asset maintenance, and to ensure tool accountability and security. The use of authorized tools minimizes the risk of personnel injuries and damage to components. Tool security reduces replacement costs and ensures tool availability. Only those tools enrolled in the TCP are authorized for asset maintenance, unless a waiver is received from the SBPL Engineering Section. Modernized Units are provided tool sets during Sector Modernization Rollout by LTPIO, based on the current “standard toolbox” for the asset class.

1. Special tools are those tools not in the standard tool box, but called out on an MPC to complete a given task.

2. SBPL will procure any special tools **over $50** that are not part of the standard tool kit (provided to each Modernized Unit during Sector Modernization Rollout), provided the tool is not used on any other boat classes assigned to affected Field Units, and the Field Unit does not already possess a tool that meets the technical specifications. SBPL will generally not replace lost tools. When developing MPCs and SICRs requiring a new special tool, the ALM must determine whether the new tool should be procured for each Field Unit, or it is appropriate to have the special tool

located at the Sector. This strategy needs to be clearly articulated in any SICR submission to the SBPL Supply Cell by the ALM.

3. When MPC Developers are writing MPC cards, they shall avoid specifying a particular CAGE code for tools. Furthermore, unless absolutely necessary that a Field Unit use a particular NIIN, the developers shall allow use of "NIIN technical equivalents." This allows the end user to find the description of the tool by NIIN (in FEDLOG), and if they possess a tool that is equivalent to the one described in the NIIN technical description in FEDLOG, they can use it to perform the MPC. For example an MPC may call for a cordless drill with NIIN 12 345 6789. The description from FEDLOG is a ½" drive, 18 volt cordless drill made by the DeWalt Corporation. STA Yankeetown has a ½"drive 18 volt cordless drill made by the Snap-on Corporation. The crew of STA Yankeetown can use the Snap-On drill they have, and therefore they do not need to buy a new drill to accomplish the MPC.

4. All MPC Developers shall consult with the SBPL Master Tool List prior to submitting a SICR for a new special tool. When signing off on any SICRs for new tools, ALMs shall certify that there are no other tools in the standard tool box, or already existing special tools that meet the technical requirement described in the affected MPC.

C. D-Level Maintenance: D-Level Maintenance is defined as that maintenance which is managed by the Product Line and typically executed at a level above the Field Unit. A commercial contractor or a Coast Guard industrial facility typically performs D-level maintenance actions during maintenance availabilities; however, some qualified Field Units (typically Sectors) may be capable of performing depot maintenance (such as haul-outs). Units must request depot level maintenance support through their servicing Engineering Section, and request permission to perform D-Level activities. The Product Line Engineering Section Chief shall determine the split between Organizational and Depot Level Maintenance when questions arise that cannot be resolved at a lower level, and determine (through the Engineering Section) whether a unit is capable (through an evaluation of training, personnel, capacity, and equipment) of performing a D-Level procedure. A partial listing of D-Level maintenance actions includes, but is not limited to, the following:

- Major structural repairs
- Hull, deck and void sandblasting, and complete coating system renewal
- Major component/system repairs and overhauls beyond the capabilities of the Sector
- Major TCTOs beyond the Field Unit or Sector's technical and/or financial capacity to execute.
- Modernized Depot-Level MPCs

D. Modernized Units: Modernized Units have detailed Maintenance Procedure Cards (MPCs) available for all planned O-Level and D-Level Maintenance, which delineate who is responsible (Organization or Depot) for conducting the maintenance. Currently, most boat Depot MPC Cards consist of sign-off sheets on top of legacy MLCA and MLCP specifications. SBPL is in the process of developing aviation-style Depot MPC Cards based on a standard set of specifications.

a. MPC Changes: Changes to MPCs must be approved by the Engineering Section. Requests for MPC Changes are accomplished using CG Form 22. Details regarding this process are contained in Chapter 10 of this Process Guide.

b. Funding: The SBPL Engineering Section funds accomplishment of all Depot-Level MPCs and related costs. In cases where crew travel is incurred to accomplish D-Level maintenance, the SBPL will fund this travel. Field Units must submit a Service Request to obtain a TONO.

c. MPCs for Damage Control, Rescue Systems & Survival Gear: The MPCs decks for DC and RSSE gear are not yet fully developed. Thus, if a unit possesses DC gear or RSSE gear not specifically addressed by an SBPL-promulgated MPC, the crew shall comply with the legacy PMS requirements. If there are any questions, Sector EOs may contact the respective Asset Line Manager for clarification.

d. MPCs for Tier 2/3 Assets: MPCs for many Tier 2/3 Assets are not yet developed. Units shall continue to perform maintenance on these assets using legacy PMS, until superseded by modernized MPCs. Specifically, if the affected component is captured in a modernized MPC, the legacy PMS is no longer valid. If there are any questions, Sector EOs may contact the Tier 2/3 Asset Line Manager for clarification.

E. Planned Engine Overhauls/Replacement: The PDM Section is responsible for executing scheduled engine replacements for the 41' UTB, 45' RB-M, 47' MLB, and the 49' BUSL, working closely with Asset Line Managers. The decision to replace an engine is based on four elements: current engine operating hours, mission profile (operational area, geographical location, etc), engine parameter trending, and machinery history (past failures, DEMPS, full power trials, etc). Simply replacing an engine based on engine operating hours alone is not authorized. The Engineering Section is responsible for granting extensions on engine replacement, past those values identified in the BCMPs or the MRL.

a. Non-Modernized Units: The engine life (in operating hours) identified in the BCMP is an estimated lifecycle between overhauls or replacement; engines that are performing satisfactorily (based on trending data) may not need to be replaced at the estimated overhaul life. At 250 operating hours below the estimated overhaul/replacement date, Sector Engineering Officers shall contact local RPDM Cell. The Sector EO shall provide the RPDM Cell with current operating parameters (including DEMPS, full power trial results) and any past trending data. The RPDM will make a recommendation to the Asset Line Manager for engine replacement or request a waiver to exceed the estimated hours in the BCMP. **The ceiling for engine replacement is 30% past the estimated overhaul date.**

b. Modernized Units: Modernized Units shall comply with the procedures identified in the MPCs and MDL to conduct DEMPs, Full Power Trials, and (when applicable) cylinder compression tests. The Sector EO and SBPL ALM shall review historical data, engine hours, and operating area, and make an assessment on when to change the engine. **The ceiling for engine replacement is 30% past the estimated overhaul date.**

F. Cannabilization: In order to minimize life-cycle costs, SBPL will often make use of the residual value of deactivated boats through cannibalization, with approval from CG-731 and CG-842. Currently, SBPL has active cannibalization programs for the boat classes listed below. SBPL will engage CG-731 to request cannibalization of specific components as required to maximize fleet readiness, and minimize sustainment costs.

- 41' UTB (engines, reduction gear, PTO, steering system components, chairs, electronics systems designated by the C4IT Service Center, and other equipment designated by SBPL)
- 25' RB-HS/S (225 hp Honda Outboard Engines and electronics systems designated by the C4IT Service Center)
- 23' CB-OTH boats (all major systems)
- All Boats with the following Outboard Engines: 225 hp Honda, 150 hp Honda, 90 hp Yamaha

a. SBPL Engineering Section will forward all cannibalization requests to CG-7312, so that the Headquarters Boat Fleet Manager may ensure the requested components/systems are available for SBPL if the boat is deemed excess to CG need.

b. In cases where cannibalization may occur at the organizational level, the Field Unit in possession of the boat will retain possession during cannibalization. Generally, this includes activity limited to removal of outboard engines, and ESD removal of designated electronics equipment, but could include more complex work if the Field unit has the training, capacity, and capability (as jointly agreed upon by the Field Unit and SBPL).

c. In cases where cannibalization requires depot-level work, SBPL will take possession of the boat to accomplish all cannibalization activity. The flow chart below (Figure 8-1) provides details of how this process is governed for the 41' UTB. This same process may apply to other boat classes that require depot-level cannibalization (as approved by CG-731).

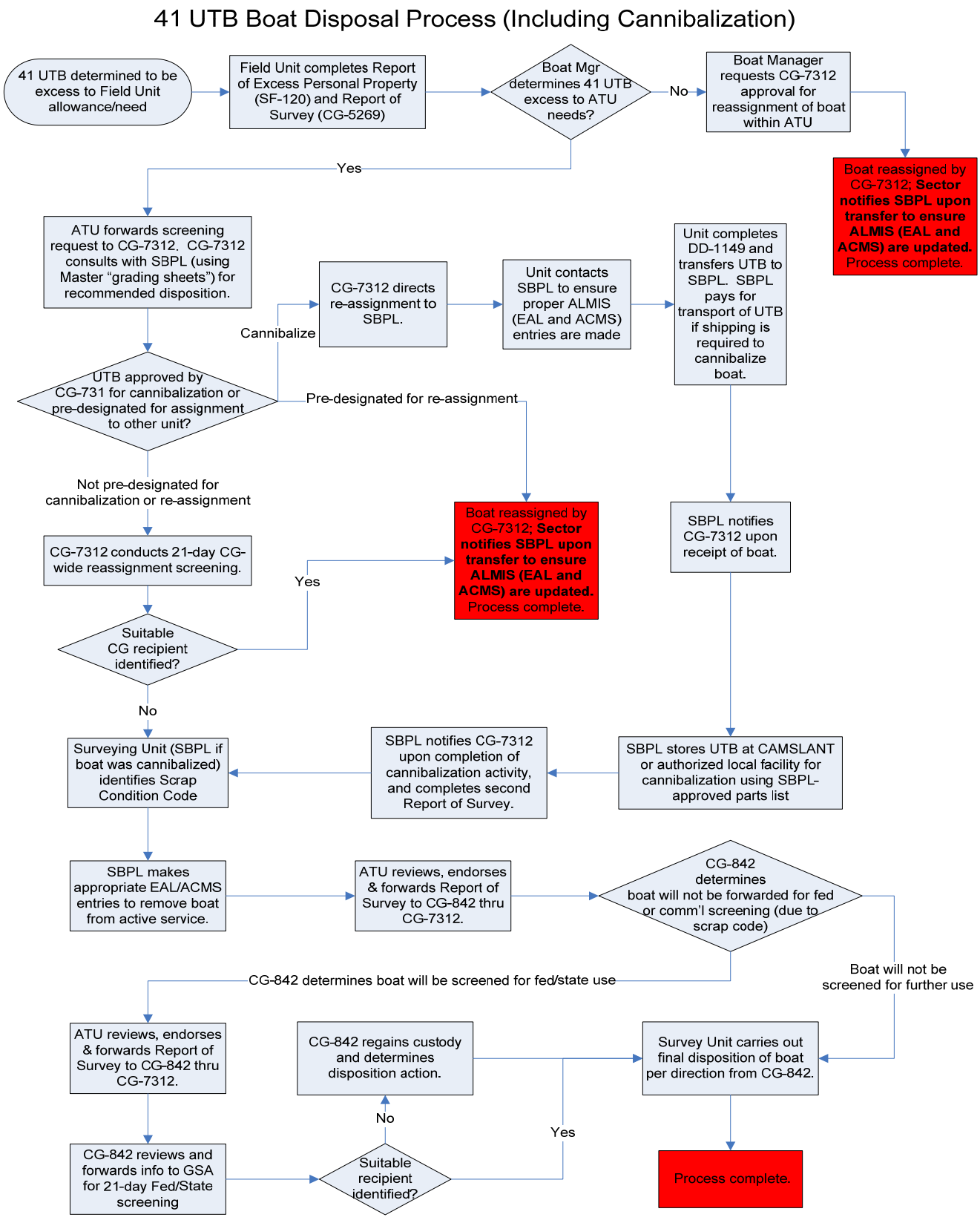


Figure 8-1: 41 UTB Boat Disposal and Cannibalization Process

CHAPTER 9: SUPPORT RESOURCES

A. General: Field Units and the SBPL have access to a number of different engineering, maintenance and repair support resources.

B. Coast Guard Industrial Facilities:

a. An ISO is used to initiate and document all services performed by the Industrial activity. ISOs specify what work is to be done, the expected completion date, and a cost estimate. The local Industrial Manager accepts or declines all ISOs. Industrials plan and prioritize ISOs based on the Industrial's available personnel resources balanced against priorities of the Naval Engineering program. Because Industrials provide their services to multiple Product Lines, it is imperative that Naval Engineers work closely with Industrials to ensure proper alignment for Naval Engineering support and provide input when the Industrial Manager must broker Industrial Resources between Support Programs.

b. The Naval Engineering Program pays for Industrial labor at the beginning of each year. Thus, all Industrial labor costs are paid for centrally. The only time additional funding is required for *labor* is if overtime or travel is required.

c. All ISOs are executed through FLS, including ISOs in support of Modernized Units. The requirement to use FLS to execute ISOs in support of Modernized Units is temporary until the CG is able to overcome the financial obstacles allowing ALMIS to interface properly with the Industrial accounting systems. In the case of Modernized Units, Sector AMMs submit a Service Request to SBPL Supply. SBPL Supply will route the Service Request to the Engineering Section Asset Line; the Engineering Section will subsequently create and submit the ISO using FLS.

C. Sector and NESU Facilities: Sectors and NESUs have varying levels of industrial and repair capability. These capabilities may include travel lifts, cradles, cranes, machine and/or welding shops. All SBPL Engineering, PDM and RPDM members must be familiar with the capabilities within their assigned areas of responsibility to leverage government-owned resources to the greatest extent possible.

D. Electronic Support Units (ESUs) and Electronic Support Detachments (ESDs): ESUs and ESDs are subordinate units of the newly formed C4IT Service Center. ESDs provide organizational and some depot-level maintenance and repair of C4IT systems. The C4IT Service Center provides depot-level engineering support for electronics systems. The SBPL has an ETCS billet to serve as a liaison with the C4IT Service Center and SFLC Engineering Services Division when dealing with MPCs, TCTOs, and logistics support for C4IT equipment. C4IT equipment casualties are managed directly by the ESDs and ESUs. Appendix P contains standardized procedures regarding coordination of C4IT maintenance between ESDs and Sectors, quality assurance, and administrative requirements for Modernized Units. Non-Modernized Units shall adhere to existing local ESU/ESD procedures to obtain C4IT logistics support.

E. Product Support Integrator (PSI) Program: CG-731 procured approximately 523 25’ RB-S boats since 2004, and is in the process of procuring 80 26’ TANBs and at least 20 24’ SPC-SWs. The aforementioned boat classes are powered by twin Honda four-stroke outboard engines. Based on a thorough analysis of the logistics support required for the engines installed on these boats, it was determined that the best support strategy is to employ a contractor to provide depot-level maintenance and repairs. SBPL has partnered with Customs and Border Protection (CBP), using a government-owned facility, staffed with Honda-certified mechanics to perform depot-level overhauls and repairs to Honda engines. Currently all the 25’ RB-Ss, 24’ SPC-SWs and 26’ TANBs in the CG are covered by this program. Details regarding this program, including responsibilities of Field Units, Sectors, and the SBPL, are contained in reference (k).

a. When an engine enrolled in the PSI program requires corrective maintenance beyond the capability of the Unit and/or Sector personnel, it shall be changed out with a forward-staged spare engine. The

Product Support Integrator (PSI), Customs and Border Protection's (CBP) National Marine Center, is responsible for shipping a Ready For Issue (RFI) engine to the forward staging point. The carcass engine is then shipped to the National Marine Center, in the same shipping container in which the RFI engine was sent. The National Marine Center performs all depot level maintenance and repairs to return the engine to service, and then stores the RFI engine until required in the field.

b. All engines and lower units provided to Field Units that have undergone Logistics Modernization are classified as "Type 1" equipment. As such, there are specific reporting requirements when an engine is shipped and received to and from the unit, Sector, and depot repair facility. Loss of accountability for a piece of "Type 1" equipment may result in substantial penalty to the responsible unit. Details of the reporting and accountability requirements are contained in Chapter 5.F of reference (l). Engines and lower units are not recorded in AMMIS (the financial module of ALMIS), rather they are tracked in CAMITS. Engine and lower unit configuration and maintenance actions, however, are fully tracked in ACMS (the maintenance and configuration module of ALMIS).

c. Removal, installation, alteration, and repair of all engines and lower units must be documented in CAMITS and ACMS (Modernized Units only) by the activity that performs the removal, installation or service.

1. Modernized Units shall forward this information to the following email distribution list in the CG global address book: "D05-DG-ELC-PSI" The SBPL will ensure that appropriate entries are entered into ACMS.

2. Per reference (k), The SBPL RB-S and TANB Asset Lines are responsible for updating the CAMITS database, managed by CBP. At Modernized Units, the Unit EPO and Sector EO shall ensure ALMIS is accurately updated.

d. Detailed requirements regarding organizational and depot-level responsibilities for the PSI Program are contained in the following website: http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp.

F. Engineering Services: SFLC Engineering Services Division (ESD) and Original Equipment Manufacturers are the primary entities leveraged by the Product Line for technical development of TCTOs, drawings, and technical assistance. SBPL leverages boat Original Equipment Manufacturers (OEMs) to solve technical problems specific to their products, especially in cases where design interface issues (with other boats or cutters) are not significant.

a. SFLC ESD Service: SFLC ESD is leveraged for TCTO development, engineering technical review, and general engineering issues. When requesting engineering services from SFLC ESD, the SPBL shall use SFLC Activities: http://elccentral.uscg.mil/forums/.

b. Contracted Engineering Services: An Engineering Services contractor may provide engineering and design support and other technical services to accomplish engineering studies, develop work specifications, engineering drawings, and operating procedures for repair, maintenance and alteration of Coast Guard boats. Also available under these types of contracts are services that require a Licensed Professional Engineer to certify work products or services.

1. When a need for design support is identified, the PDM or Engineering Section evaluates the requirement and determines if the need can be satisfied using Coast Guard resources. If the PDM or Engineering Chief determines that the project cannot be accomplished in-house, the PDM/Engineering Section will develop a statement of work (SOW) and government cost estimate, forwarding this information to the Procurement Section for action.

CHAPTER 10: RECORDS, REPORTS, AND TESTS

A. Time Compliance Technical Orders (TCTOs): Both Modernized and Non-Modernized units shall submit and route TCTOs as directed in reference (o). New Engineering Change Requests (ECRs) are no longer be accepted by the Small Boat Product Line; all configuration change requests shall be forwarded using form CG-22, complying with the guidance provided in reference (o).

a. Prototype authorizations are issued to the Product Line by the Surface Forces Configuration Control Board, as part of Phase 1 SFCCB approval. The only entity with the authority to grant prototype authorization is the SFCCB. The SFCCB consists of CG-731, CG-45, CG-113, and CG-64 (for assets in "sustainment").

b. Prototype evaluations (when required) may only be accomplished by a designated Prime Unit or unit designated in writing by CG-731. Prime Units receive training on evaluation criteria, required feedback, and the TCTO process. If there is no designated Prime Unit for a given asset type, CG-731 shall assign a unit to perform these duties on a temporary basis (in writing).

c. TCTOs are required for Non-Standard Boats; however, the development and approval process is slightly less rigorous given the difference in configuration management for such assets (compared to Standard Boats). The TCTO process for Non-Standard Boats is outlined in Chapter 5 of reference (o).

d. The SBPL may release Message TCTOs, ordering the fleet to perform a configuration change or maintenance action. Message TCTOs are used for rapid dissemination of maintenance actions and configuration changes that are of an urgent nature (due to safety or severe operational degradation). They are not used for more complex or less urgent configuration changes.

e. Time requirements are provided with TCTOs; failure to adhere to the time requirement ceiling issued with a TCTO will result in an asset becoming "Not Mission Capable" (incapable of getting underway) until it is completed.

B. Supply Item Change Record (SICR): The SICR is the mechanism used to create or change inventory records in AMMIS. Changes include additions, deletions or discovery of alternate sources of supply. In addition, the SICR provides an abbreviated process for part number changes in the Illustrated Parts Breakdown (IPB). SICR generation occurs within the SBPL Supply and Engineering Sections. SICRs are initiated for situations that require a change in the inventory records maintained in AMMIS. SICRs may be submitted for a non-stocked item, stocked item or a procured item. The following is a list of specific cases which may prompt the need for a SICR:

- Engineering Specifications
- Spare Part Breakouts
- Time Compliance Technical Orders (TCTOs)
- Vendor-generated Service Bulletins
- Change Directives
- Exception Requisitions
- Identification of an alternate source of supply
- Unit allowance list reviews

a. Substitution of a part number may be recommended by an Equipment Specialist or Inventory Manager. SICRs are only required for items managed in AMMIS inventory; non-inventory items are not subject to a SICR, but may be included in ALMIS for visibility only. All SICRs shall be routed through the Engineering Section or the Equipment Specialist prior to being sent to the Supply Section for further

action. Any supporting documentation, (i.e., publications, pamphlets, etc.), shall be forwarded with the SICR by the SICR originator.

b. Upon approval of the Engineering Section, a SICR will be forwarded to the Supply Section for assignment to an Inventory Manager. The flow chart contained in Figure 10-1 outlines the process by which SICRs are routed, reviewed, and acted upon by the SBPL.

c. A link to the SICR form is located in Appendix A.

C. Form CG-22: Form CG-22s are used for any changes to technical manuals, publications, MPCs, or other technical data under the purview of the SBPL. They are also used to submit requests for Time Compliance Technical Orders (TCTOs). CG-22 Forms shall be submitted to the Special Project Manager in the Engineering Section. The Special Project Manager is responsible for ensuring that the CG-22 is tracked and receives attention from the time it arrives at the SBPL for action, to the time it is completed. CG-22 processing for the Small Boat Product Line is governed by reference (r).

a. A link to From CG-22 is contained in Appendix A.

D. Boat Inspection Reports (BIRs): Per reference (b), Modernized Units are not required to submit BIRs; this report has been superseded by several MPCs. Non-Modernized Units shall continue submitting Form CG-3022, per Chapter 090 of reference (c), on all boats less than 65 feet in length. This includes all barges, floating cranes, and powered boats. Non-Modernized Sectors shall provide copies of Boat Inspection Reports for all such boats to the servicing RPDM Cell Member and District Boat Manager. **All BIRs shall be scanned, and maintained electronically in FLS.**

E. Life Raft Inspections: Records for life rafts shall be maintained as part of the BIR/MPC card. Sectors shall ensure a current inspection certification is maintained for all of their subordinate units, and that all rafts are serviceable. Life Raft Inspections cannot be deferred.

F. Casualty Reports (CASREPs): CASREPs are only required for Non-Modernized Units. Details regarding CASREP response processes and use of FLS to process CASREPs are contained in Chapter 3 and Chapter 12. An example CASREP Message is contained in Appendix R. The following are specific administrative requirements for these messages:

a. CASREP messages (including Initial CASREPS, CASUPDATEs, CASCORs and CASCANCELs) are submitted to the Operational Commander to report changes in the status of a boat or trailer's material readiness. CASREPs shall be submitted per reference (j), and NWP-1-03.1. As of 01 Oct 08, all units shall include the following addressees on ALL small boat CASREPs. Note that Operational Commanders may require additional addresses to be added to CASREPs, particularly deployable units. The addresses provided below will ensure that members of the Engineering Section geographically distributed to NESUs and all SFLC offices will receive the CASREP and be able to respond in a timely manner.

FM CG STA XXXXXXXX
TO COGARD FLS MARTINSBURG WV
AIG 11960 (Cutters only)
AIG 11964 (Shore-Based Units only)
AIG 6842 (PAC Cutters only)
AIG 6843 (LANT Cutters only)
INFO CCGD(district PLAD) XXXXXX

Include any other PLADs/AIGs required by the Operational Commander or local guidance, not included in AIG 11960 or 11964. Note that AIG 11964 includes all field units, Sectors, the DOG, TRACENs,

Headquarters, and support units in the CG. AIG 11960 includes all cutters, TRACENs, Headquarters, and support units in the CG. Never place an AIG in the INFO line.

b. Field Units shall not include any numbers in the Message Identification (MSGID) line since FLS automatically assumes that a number in the MSGID line is for a cutter, and thus may not be readily visible to SBPL in FLS. This guidance is particularly relevant to MSSTs and PSUs. These units should spell out the numbers contained in the name of the unit. A correctly formatted MSGID line is: MSGID/CASREP/MSST NINE ONE ONE ZERO THREE/626//.

c. All CASREPs shall include the boat number in the CASREP Equipment Description Line. Failure to do so prevents SBPL from tracking the history of failures to a specific hull and will prevent "auto-loading" into FLS. A correctly formatted CASREP Equipment Description Line is: CASUALTY/INITIAL-09001/47295 FENDER SYSTEM/EIC:AA00000/CAT:2//.

d. **When assigning CASREP categories, units shall use the definitions provided in reference (j). CAT: 4 CASREPs are generally assigned only if the affected Field Unit's capability to perform primary missions is severely degraded.** Examples include a 1-boat B-0 Station that has no boats available to perform SAR or PWCS, or a 2-boat B-0 Station that has merely 1 boat available. CAT: 3 CASREPs are generally assigned when a casualty prevents the boat from getting underway (an underway restrictive discrepancy). A CAT: 2 CASREP includes all other casualties that impact mission execution.

e. Units shall use the "remarks" section of the CASREP message to provide complete details of the casualty, and request specific or special assistance, as needed. This will enable the support structure to assist in the fastest manner possible. **The engine type, engine hours, and serial number for each engine installed on the boat shall be listed for each propulsion system CASREP**.

f. In addition to CASREPs, any amplifying instructions provided by CG-9 or CG-731 shall be adhered to for boats under warranty.

g. In the event of Fire, Flooding, Collision, Allision, Grounding, or Traffic Accidents, SBPL will fund all repairs regardless of cost, using AFC-45. Field Units must document the incident with a MISHAP report as proscribed in the Safety and Environmental Health Manual. Field Units shall indicate (in their CASREP report) the E-MISREP number, or indicate that a MISHAP investigation is still underway.

h. When CASREP assistance is requested, the Engineering Section shall determine the extent of assistance appropriate. The Engineering Section shall coordinate manpower support between the various Product Line cells, NESU/Sector workforces, and fund CASREP repairs for items over $500.00, based on the criteria provided in the respective BCMPs. For repairs under $500.00, or as indicated by the BCMP, the unit or its supporting Sector shall be responsible for executing all procurements and MILSTRIP orders for repair parts, and for establishing repair contracts within the Sector's contracting warrant authority. The Engineering Section shall also provide technical assistance to the Unit/Sector whenever requested by the Sector EO to resolve any CASREP (regardless of whether it is unit or SBPL-funded).

i. As discussed in Chapter 3, if a part is available at a Field Unit, Sector, or NESU that the SBPL is responsible for purchasing (based on the BCMP), the unit may requisition that part from this local inventory to minimize lost operational availability. However, the Field Unit must still immediately submit a CASREP requesting the part from the SBPL. The CASREP shall indicate the shipping address to send the replacement part (the appropriate Sector, NESU or Field Unit), and indicate that the Field Unit intends to correct the casualty using local inventory (Sector, NESU or Field Unit). If the Field Unit fails to submit a CASREP, the part will not be replenished by the SBPL. Furthermore, Field Units shall not submit a CASCOR until confirming the part is on order from the SBPL Engineering Section.

j. As discussed in Chapter 4, Modernized Units do not use CASREPs, rather they shall document all equipment casualties in EAL, creating a Squawk or Discrepancy, and then (if appropriate) provide verbal or other notification to the servicing Sector.

k. As discussed in Chapter 3, the SBPL shall only respond to CASREPs on boats that fill a CG-731 authorized and funded boat allowance. The SBPL is not authorized to provide funding assistance to boats for which the SBPL does not receive SSL funding, unless specific guidance is provided to SBPL by CG-731 and CG-45.

G. CASREP Response Messages: An example CASREP Response message is included as Appendix N. All CASREP Response messages shall include the PLADs contained in Section F of this Chapter. The following specific information shall be included in all CASREP response messages:

a. The primary POC from the SBPL Engineering Section responding to the issue, including a minimum of name and phone number. If the casualty is such that it requires action by the PDM Section (i.e. emergency haul-out), include the contact information for the PDM Section member serving as the APT (or Casualty Action Team) Chair.

b. If parts were ordered, include the part numbers, and if applicable, MILSTRIP requisition information.

c. If services were contracted, include the name and contact information for the contractor.

d. If known, provide the estimated delivery date for parts and/or services, and include the location to which the parts and services will be delivered.

e. If additional information is required to affect repairs to the reported casualty, and the originating unit is unavailable by phone (i.e. casualty to a major Cutter boat), the CASREP response may include a request for additional information.

f. Whether the originating unit's CASREP was formatted correctly, and whether it auto-loaded into FLS.

g. If the CASREP was submitted for an asset that is unfunded by CG-731, the SBPL shall consult with the SBPL Engineering Chief. If directed by the SBPL Engineering Chief, the ALM shall respond using the CASREP Response Message contained in Appendix N, indicating that the SBPL cannot provide funding support.

H. Unsatisfactory Reports (URs): An Unsatisfactory Report (UR) shall be used by Modernized Units to communicate information concerning failures of boat equipment associated with mission execution, including support equipment, (i.e. ground support equipment and tools). Its primary purpose is to provide information that will be of value to the Supply and Engineering Sections identifying fleet-wide problems and individual components that fail repeatedly. Its secondary purpose is to track specific unit submissions, evaluate the performance of the repair/overhaul facilities, and generate Quality Deficiency Reports (QDRs). Detailed definitions of UR fields and submission requirements are contained in reference (n). URs shall be scanned and e-mailed to Mr. James P. Shorter in the Small Boat Product Line, or mailed to him at the following address: CG Surface Forces Logistics Center (025), 2401 Hawkins Point Road, Baltimore, MD 21226.

a. Sectors shall establish local procedures to ensure that URs are submitted when appropriate, are based on a thorough evaluation of suspect components, and are submitted promptly. The UR report must be printed from AMMIS, and a copy included with the failed component when it is returned to the originating Inventory Control Point (either ALC or ELC). In order to support this requirement, The

Sector EO or his/her designated representatives must be an authorized AMMIS user. Sector personnel requiring this access shall use the ALMIS access request form contained in the following website: http://cgweb.arsc.uscg.mil/isd/content/front_page.cfm.

b. Equipment failures that could have immediate fleet-wide operational impacts, or are potential safety issues must be reported through an Urgent Interim UR Message. Urgent Interim UR Messages shall be addressed to ELC/SFLC and ALC, with an information copy to Commandant (CG-45). The following is a template for the Urgent UR message:

```
FM (Originator)
TO COGARD ELC BALTIMORE MD
COGARD AIRSTA ELIZABETH CITY NC
INFO CCGDXXX (District)
COMDT COGARD WASHINGTON DC//CG-45//
COGARD SECTOR BALTIMORE (Prime Unit Location for 26’ TANB, 49’ BUSL,
and 25’ RB-S)
COGARD STA OCEAN CITY (Prime Unit Location for 47’ MLB)
BT
UNCLAS //N04700//
SUBJ: URGENT INTERIM UR NO. (AMMIS UR NUMBER)
A. (Appropriate Reference, i.e., Tech Order, MPC, etc.)
1. IN TEXT GIVE DESCRIPTION OF EQUIPMENT FAILURE, AND ALL OTHER
RELEVANT INFORMATION.
BT
NNNN
```

c. SBPL Supply and Engineering Sections shall review all URs. SBPL will initiate a Quality Deficiency Report (QDR) if warranted, and assign the appropriate routing of all URs for resolution. Routing assignment and comments on the electronic route/comment sheet can only be entered by SBPL personnel. The route/comment sheet will be visible to field units (replaces the reply letter). The respective Product Lines and/or cells within the Engineering Services Division (ESD) of ALC will provide comments and action taken on the Electronic Routing/Comment sheet that is associated with each UR.

I. Supply Discrepancy Reports (SDRs): A Supply Discrepancy Report (SDR) is the UR equivalent for non-Modernized Units A Supply Discrepancy Report (SDR) (formerly known as a Report of Discrepancy or ROD) is the reporting mechanism used by a requisitioner to notify a source of supply of incorrect items, quantities, shelf-life issues, packaging and shipping discrepancies. SDRs may be submitted on-line using the following link:
http://elccentral.uscg.mil/forums/elc/dispatch.cgi/rod/newDocForm/fol/100001/cmd702527792
The following link takes the user to the front page for follow-up inquiries:
http://elccentral.uscg.mil/forums/elc/dispatch.cgi/018

J. Quality Deficiency Reports: A Quality Deficiency Report (QDR) is the reporting mechanism used by a requisitioner (from Non-Modernized units) to notify SFLC of items not meeting the fit, form or function of the mission for which they were intended. QDRs may be submitted on-line using the following link: http://elccentral.uscg.mil/forums/elc/dispatch.cgi/qdr/newDocForm/fol/100001/cmd914141079. The following link takes the user to the front page for follow-up inquiries:
http://elccentral.uscg.mil/forums/elc/dispatch.cgi/018.

K. Logistics Compliance Inspections (LCIs): LCIs are typically held once every 3 years, normally six months after the arrival of a new Sector or DOG Unit Engineering Officer. The intent of these inspections is to ensure configuration management, health of administrative programs, and assess engineering/logistics

readiness of field units. LCIs also help Sector EOs establish a "worklist" for their respective tours of duty. It is envisioned that these LCIs may eventually alleviate the need for STAN teams to conduct engineering evaluations; the STAN may then focus entirely on training and operational readiness (as is the case for the Aviation community).

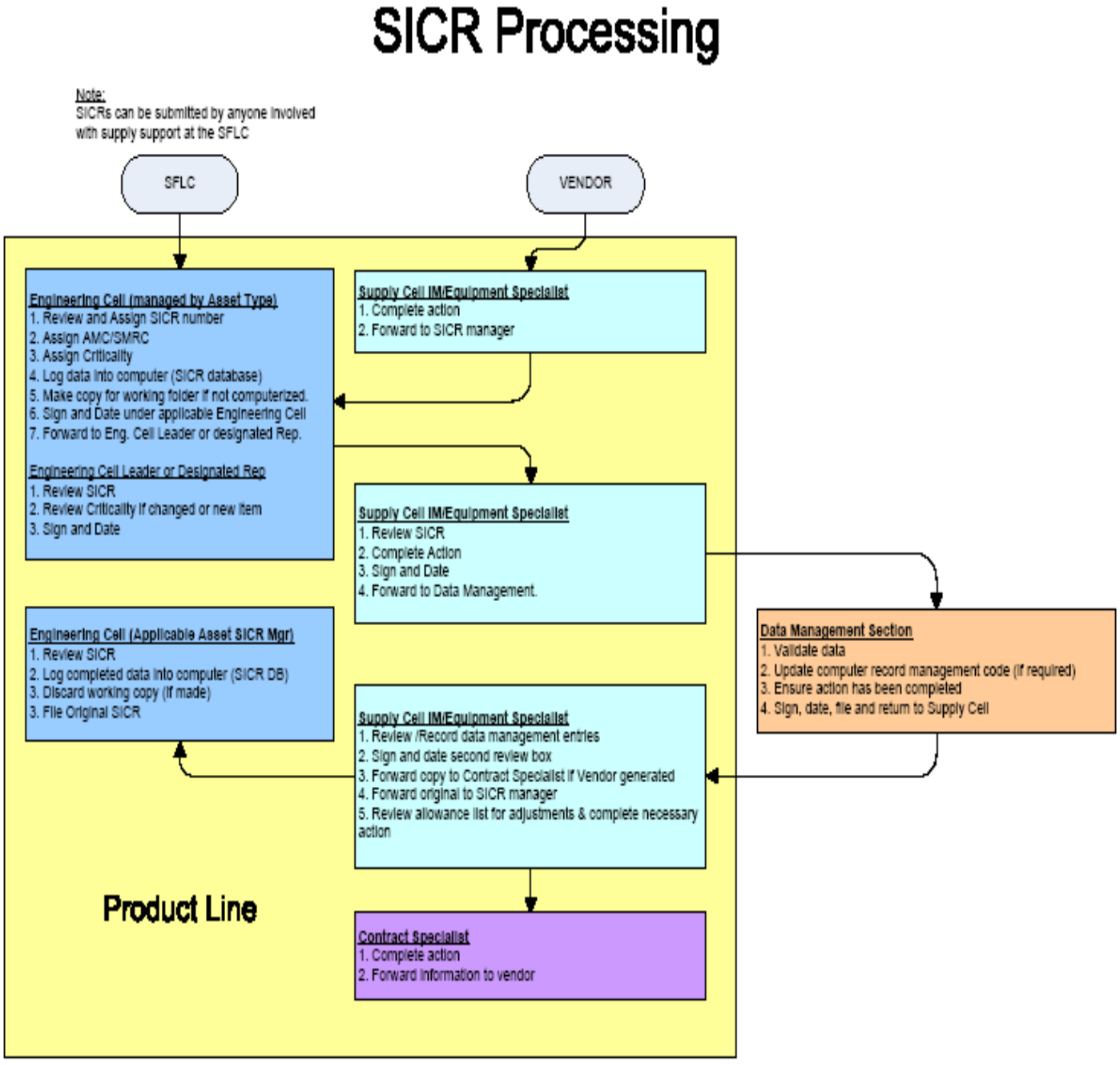


Figure 10-1: SBPL Process for SICRs

CHAPTER 11: SAFETY AND ENVIRONMENTAL MANAGEMENT

A. General: Asbestos, lead, and PCBs are universally recognized as health hazards and are regulated closely by both the Occupational Safety and Health Agency (OSHA) and the Environmental Protection Agency (EPA). The SBPL regards all materials containing lead, asbestos, and PCB as hazardous materials (HAZMAT). The SBPL Engineering and PDM Sections shall engage SILC Industrial Hygienists to determine if these materials constitute a risk to crews prior to making a decision involving abatement. Generally speaking, the SBPL shall seek to contain these materials through encapsulation and other means (rather than abate) if they do not pose a danger to crews.

B. Paint Removal: Subject to federal, state and local laws and regulations, the PDM and Engineering Sections shall avoid making use of abrasive paint removal methods that generate airborne dust. This shall be accomplished by leveraging dustless surface-preparation methods such as water-jetting, wet-abrasive blasting, and mechanical removal using vacuum containment systems, wherever and whenever possible. When planning PDM maintenance, PDM Section and RPDM Cell members must be familiar with state and local regulations regarding paint abatement, given widely varying requirements throughout the coastal United States.

C. Authorized Chemical List (ACL): Each Modernized Unit is issued an ACL with allowable chemicals and HAZMAT for use on each asset. This ACL is standardized across all assets within the platform class. Deviations at the field level from the ACL are unauthorized. Change requests to the ACL must be made using the CG-22 process. HAZMAT inventory and the ACL are audited during Logistics Compliance Inspections.

D. Hotwork and Confined Space Entry: There have been a number of Class "A" and "B" MISHAPs in the Coast Guard caused by the failure of personnel to identify hazardous and flammable atmospheres prior to confined space entry and/or hotwork. It is imperative that Field Units, Sectors, and the SBPL adhere to all applicable Coast Guard and Federal regulations when conducting hotwork and confined space entry. The following general requirements apply to this work:

a. Hotwork: All personnel shall adhere to guidance contained in 29 CFR 1915.14 and reference (c) while conducting hotwork on Coast Guard boats. Specifically, initial certification of spaces, "Safe for Hotwork" shall only be accomplished by a certified Marine Chemist. This applies to any confined and enclosed spaces (including those defined below), dangerous atmospheres, and boundaries of spaces or pipelines:

1. Within, on, or immediately adjacent to spaces that contain or have contained combustible or flammable liquids or gasses.

2. Within, on, or immediately adjacent to fuel tanks that contain or have contained fuel.

3. On pipelines (piping), heating coils, pump fittings, or other accessories connected to spaces that contain or have contained fuel.

b. Confined Space Entry: All personnel shall adhere to guidance contained in 29 CFR 1915.12 and reference (c) while conducting confined space entry on Coast Guard boats. Initial certification of confined spaces (for entry only), may be accomplished by a Competent Person, designated in writing by the Commanding Officer of the Field Unit that "owns" the asset getting work done. Qualifications for a Competent Person are cited in 29 CFR 1915, reference (c), and reference (q).

c. Exceptions: CG Technical Publication 4934 and Defender Class Technical Publication 4622 provide clarification to the hotwork and confined space entry requirements, specific to certain asset

classes. Both of these Technical Publications are posted in NE-TIMS. These technical publications provide diagrams of most Tier 1 and 2 boat classes with "red" and "green" zones. The "red" zones are those locations on the respective boat that require an initial certification by a Marine Chemist prior to conducting hotwork. "Green" zones are areas that do not require an initial certification by a Marine Chemist; rather, the certification may be issued by a Competent Person.

d. Welding Certifications: Only personnel that hold industry-accepted weld certifications may perform weld repairs on boat hulls and other critical components; this requirement applies to all Coast Guard employees and contractors with the exception of CG Industrial employees. These accepted weld certifications may come from the following Classification Societies/Organizations: American Bureau of Shipping (ABS), Det Norske Veritas (DNV), American Welding Society (AWS), and Naval Sea Systems (NAVSEA).

1. CG Industrial Employees: CG Employees assigned to a CG Industrial Facility (i.e. ISC, ISD, or CG YARD) are not required to hold the aforementioned certifications, however, they are required to demonstrate proficiency in performing the applicable welding or allied processes. Note, that the SFLC Industrial Operations Division is in the process of developing a comprehensive qualification and certification program for all employees reasonably expected to perform welding and allied processes on boats and cutters.

2. SBPL-Funded Weld Certifications: Reference (u) granted SBPL authority to pay for weld certifications for certain Sector, Station and ANT government employees filling billets that are expected to perform routine weld repairs on CG Small Boats. SBPL is required to obtain approval of this list of billets from CG-4 prior to issuing funding. SBPL is in the process of developing this list of billets, based on a business case analysis considering cost and pay-back period.

CHAPTER 12: INFORMATION MANAGEMENT

A. Coast Guard Intranet: The intranet is a valuable tool used to conduct vital Coast Guard missions. Proper use of this system is to be adhered to at all times. Coast Guard Web sites and pages shall be established only for official, mission-related or mission supporting purposes. The SBPL maintains a website on the Coast Guard Intranet: http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp. Each of the traditional MLCs also maintain Intranet sites with valuable technical resources and other information:

a. MLCA: http://cgweb.lant.uscg.mil/VDiv/default.cfm

b. MLCP: http://cgweb.mlcpac.uscg.mil/mlcpv/

c. SFLC: http://cgweb.elcbalt.uscg.mil/elcprodserv.asp

d. ALC: http://cgweb.arsc.uscg.mil/

B. Coast Guard Message System (CGMS): The Coast Guard Message System provides a SWIII-based writer to reader CG Record Message System that is interoperable with the Department of Defense and other Federal Government agencies. End users will use the Coast Guard Message System client accessible on every SWIII, to prepare, send, receive, and review record messages. The Coast Guard Message System addresses UNCLASSIFIED, shore messaging only.

C. Fleet Logistics System (FLS): ***Fleet Logistics System (FLS) is used in support of Non-Modernized Units only, and to manage PDM activities and ISOs for Modernized Units.*** FLS is a web-based Oracle database application that provides platform information regarding boat projects, budgets, expenditures, inventory, schedules, and maintenance (both planned and corrective). FLS tracks CASREP data, and links funds expenditures to maintenance and casualties. Financial data from FLS is transferred electronically to FPD through a virtual link. FLS can also be used to identify operational and cost degraders at the platform and systems level.

D. Asset Logistics Management Information System (ALMIS): ***ALMIS is used in support of all Modernized Units.*** ALMIS is an integrated system of databases and reporting tools. ALMIS provides data level integration within EAL, AMMIS and ACMS. The integration links are "point to point". ALMIS also has integrated web and cube-based reporting tools capable of extracting data from each of the databases that comprise ALMIS. All Modernized Units are required to use ALMIS. Certain Non-Modernized Units have been issued permission from CG-44 to use ACMS to manage organizational maintenance, in place of traditional processes.

E. Naval and Electronic Systems Supply Support (NESSS): NESSS is the program used by SFLC to manage supply, inventory, and procurement for all parts managed by SFLC and stocked in the SFLC Inventory Control Point (ZIC). This program is used by the SBPL Supply and Procurement sections to procure and stock inventory that is managed by SFLC.

F. Finance and Procurement Desktop (FPD): Finance & Procurement Desktop (FPD) is a web-based Oracle database application that provides Coast Guard financial data that includes funds administration, funds reconciliation, simplified acquisitions, receipt of goods, and requisitions. FPD is used by the SBPL to manage AFC-45, and is used by Modernized and Non-Modernized Units to expend AFC-30. For Non-Modernized Units, all funds expended through FLS are actually executed in a virtual link in FPD.

G. Configuration Management Plus (CMPlus): CMPlus is used by Sectors and Cutters to manage spare parts inventories. Modernized Sectors currently still retain both a CMPlus and ALMIS inventory, since ALMIS is not yet used to manage items and spare parts for Rescue and Survival Gear, DC Equipment, Ground Support Equipment, ATON equipment, and some electronics equipment. Non-Modernized Sectors

use CMPlus exclusively to manage spare parts inventories. Extracts from CMPlus are periodically uploaded to FLS by Sectors (typically once a quarter), allowing for spare parts visibility in CG-PARTS.

H. Temporary Asset Inventory Tool (TAIT): TAIT is used by Field Units (Stations and ANTs) to manage spare parts inventories and ATON equipment. TAIT is a Microsoft Access database. It is envisioned that upon completion of CG Logistics Modernization, Field Units will only retain "shop stock" (six months supply of expendable parts and consumables), alleviating the need for TAIT.

I. Naval Engineering Technical Information Management System (NE-TIMS): NE-TIMS is the data warehouse used by the Coast Guard for electronic copies of approved CG Naval Engineering Drawings, Technical Publications and Equipment Integrated Logistics Support Plans. NE-TIMS is located at: http://10.38.16.120:1088/ne-tims/index.html.

J. SFLC Central: SFLC Central contains status of all ECs/TCTOs and other major projects. It also contains SFLC Activities, the mechanism by which to provide tasking to the Engineering Services Division at SFLC. SFLC Central is located at: http://elccentral.uscg.mil/forums/.

K. Coast Guard Parts Availability Research Tool (CG-PARTS): CG-PARTS is a software search engine that queries FLS data, inventory collected under the Field Unit Inventory Repositioning Project, and Coast Guard Inventory Control Points. CG-PARTS may be used by Non-Modernized Units and the SBPL to locate spare parts. CG-PARTS is located at: http://oscms-fls-wb10.osc.uscg.mil:81/part/.

L. Customs Automated Maintenance and Inventory Tracking System (CAMITS): CAMITS is the IT tool used in support of the PSI Program. It tracks the status of all Honda engines enrolled in the PSI Program, including location of the engine, component history, and warranty data. For Modernized Units, CAMITS is used by the Engineering Section in parallel with ACMS to document equipment history of Honda engines. CAMITS is used (in place of AMMIS) to track inventory and financial data regarding Honda engines and lower units.

M. Fleet Management Information System (FMIS): FMIS is a web-based warranty and data management IT system maintained by a contractor hired by CG-731. FMIS is used by Field Units with boats that were procured by CG-731, and are in warranty status. FMIS is located at http://www.boatforces.com/.

N. Interactive Electronic Technical Publication (IETP): IETP is an interactive engineering and logistics database (similar in function to ALMIS) that was procured and developed for use with the RB-M, while the asset is in acquisition. Field Units with RB-Ms are required to use IETP to submit warranty claims and other maintenance management information. Modernized units use ALMIS for most non-warranty functions, and information from ALMIS is loaded into IETP.

O. Communications Plan: The following is a communications plan for the SBPL. Phone numbers and other contact information are contained in Appendix I. Given the geographic distribution of personnel, all SBPL members must be especially diligent in keeping others informed of tasking and their location.

e. External Communications with Field Units:

1. Phone: Primary communication with the SBPL for a casualty or other corrective repair is accomplished automatically using ALMIS EAL or the CASREP system. However, if a Unit has any technical issue, or a problem that requires assistance beyond the Sector level, the Engineering Section member (assigned to the respective District) shall field the call. If the assigned Engineering Section member is unavailable, the unit requesting assistance shall continue calling the Engineering Section members within the Asset Line (including the ALM) to obtain Assistance, using cellular phones (when provided) if an urgent issue exists after hours. If a unit is unable to contact anyone

from the Asset Line, the unit may call the Engineering Section Chief. If an Engineering Section member is out of the office, on leave, TAD, or otherwise indisposed, he/she must designate a member to stand in for him/her, and provide this information in "out of office" notifications by email and phone.

2. Message Traffic: Non-Modernized units shall use CASREPs to document requests for assistance from the Engineering Section when involving contracted services or parts over $500, as defined in the respective BCMPs. The Engineering Section shall respond using record message traffic to all CASREPs, copying the addresses identified in Chapter 10 of this Process Guide.

3. E-Mail: E-mail is appropriate for normal working hours, but not generally acceptable if a unit desires assistance after normal work hours. E-mail Distribution Lists are maintained for the SBPL, as indicated in Appendix I.

4. After-Hours Support: Details regarding after-hours SBPL support is included in Chapter 3.E. and 3.F.

1) Response Standards for After Hours Support: Unless on leave or unavailable for duty, Engineering Section members shall respond within **two hours** of receiving a call from a Sector EO (or his/her direct representative) requesting assistance. *This response may simply be an acknowledgment that the SBPL is taking action on the Sector's request for assistance.*

f. Internal Communications & Out of Office Procedures:

1. Phone: Up to date phone lists shall be maintained by the SBPL Engineering Section Special Projects Leader, including all government-provided cellular phones and work phones. All key SBPL personnel shall be provided government cellular phones, paid for by SFLC. Each Section Chief shall also determine which employees need "Treo" type phones.

2. Phone Conferences: The SBPL Engineering Section shall convene weekly phone conferences to discuss status of major casualties, supply shortfalls, and other issues relevant to fleet support. The PDM Section will typically conduct routine phone conferences to discuss status of PDM availabilities.

3. E-Mail: E-mail is appropriate for normal working hours, but not generally acceptable for after hours work, unless agreed upon by all parties. E-mail Distribution Lists are maintained for the SBPL, as indicated in Appendix I. These Distribution Lists shall be maintained by the SBPL Engineering Section Special Projects Leader or SBPL Administrative Assistant.

4. Out of Office Coverage: As indicated above, if an Engineering Section member is out of the office, on leave, TAD, or otherwise indisposed, he/she must designate a member to stand in for him/her, and provide this information in "out of office" notifications by email and phone. The ALM is responsible for ensuring adequate distribution of workload.

5. Leave: The ALM shall be informed of all leave dates by the Asset Engineering Section members, regardless of which command assigned to, in order to ensure adequate workload coverage. ALMs shall inform the Engineering Section Chief of leave dates. RPDM Cell Members shall inform the PDM Section Chief. Section Chiefs shall obtain leave approval from the Product Line Manager.

g. Contingency Communications: Communications plans in support of contingency operations (hurricane recovery, post-terrorism incident, etc.) are currently under development. In the interim, the SBPL will rely on existing plans developed by legacy NESUs, MLCs and ELC.

CHAPTER 13: MEASURES OF EFFECTIVENESS

A. General: The SBPL is in the process of developing more comprehensive Measures of Effectiveness (MOEs). These MOEs will be aligned with SFLC MOEs. In general, these MOEs will focus on key outcomes associated with the Product Line, so that success of Product Line support to units can be gauged and areas of concern identified. Upon establishment of these MOEs, the SBPL will routinely analyze trends to ensure continuous improvement in support to field units. Preliminary MOEs include the following metrics for Tier 1 and 2 assets assigned to Modernized Units, enrolled in EAL:

- Not Mission Capable Due to Supply (NMCS) Rate
- Not Mission Capable Due to Maintenance (NMCM) Rate
- Not Mission Capable Due to Depot Maintenance (NMCD) Rate
- Partially Mission Capable Rate (PMC)
- % Asset Availability = 1 – (NMCS + NMCM + NMCD)
- Fully Mission Capable Rate (FMC)

CHAPTER 14: CONTINGENCY RESPONSE AND OPERATIONS

A. General: The SBPL is in the process of developing a Continuity of Operations Plan (COOP), and plans to provide personnel, parts, and logistics in support of contingency operations. In the interim, the SBPL will rely on existing plans and capabilities that currently reside at the legacy ELC (SFLC), the MLCs, and NESUs.

APPENDIX A: FORMS

Condition Found Report and "Quick-chit" Form
http://cgweb.mlcpac.uscg.mil/mlcpv/Platform_Support/Platform_Availabilities/Availability_Forms/quickchit_template.doc

Contractor Deficiency Report
http://cgweb.mlcpac.uscg.mil/mlcpv/Platform_Support/Platform_Availabilities/Availability_Forms/Contract_Defficiency_Report_Template.doc

Change Request Form
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/001_change_request.doc

Government Estimate
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/002_gov_est.xls

Daily Operations Report
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/003_insp_rpt_of_daily_operations.doc

Contract Status Report
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/004_contract_status_report.doc

Contractor Deficiency Report
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/005_contract_deficiency_report.doc

Condition Found Report
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/006_condition_report_reply.doc

Time and Material Log
http://webapps.mlca.uscg.mil/vdiv/Availabilities/Availability%20Forms/Cutters/007_time_and_material_log.doc

CG-22 Form
http://cgweb.arsc.uscg.mil/prd/misc_documents/forms/ARSC_CG22.2.pdf

SICR Form
http://cgweb.arsc.uscg.mil/prd/misc_documents/forms/arsc32003.pdf

APPENDIX B: LIST OF ACRONYMS

A-Team Acquisition Team
ACL Authorized Chemical List
ACMS Asset Computerized Maintenance System - the system used to track and schedule maintenance actions on U.S. Coast Guard assets
AEL Allowance Equipage List
AF Anti-Fouling
AFC Allotment Fund Code
ALC Aviation Logistics Center (previously Aircraft Repair & Supply Center [AR&SC])
ALM Asset Line Manager
AMM Asset Materiel Manager
ALMIS Asset Logistics Management Information System integrates two mature, transactional systems: AMMIS and ACMS
AMMIS Asset Maintenance Management Information System is the fully integrated system that records and reports all aviation information, including inventory functions, at AR&SC.
AMSL Asset Material Supply List
APT Availability Planning Team
AWS American Welding Society
APL Allowance Parts List
AR&SC Aicraft Repair and Supply Center – recently changed to Aviation Logistics Center (ALC)
AtoN Aid to Navigation

B

BCMP Boat Class Maintenance Plan

C

CAT Casualty Action Team
CASREP Casualty Report
CDR Contractor Deficiency Report
CF Carried Forward (Discrepancy) – Equivalent to CASREP/CSMP in ALMIS
CFR Code of Federal Regulation
CM Configuration Management
CMPLUS Configuration Management System
CO Commanding Officer
COCO Chief of Contracting Office
COR Contracting Officer's Representative
COTR Contracting Officer's Technical Representative
CSMP Current Ship's Maintenance Project

D

DC Damage Control
DO Delivery Order
DOG Deployable Operations Group

E

EAL Electronic Asset Logbook
EIC Equipment Identification Codes
ELC Engineering Logistics Center
EO Engineer Officer
EPA Environmental Protection Agency
EPO Engineering Petty Officer
ESD Engineering Services Division (SFLC), Electronics Support Detachment
ESU Electronics Support Unit

F

FAR Federal Acquisition Regulation
FMC Fully Mission Capable
FMIS Fleet Management Information System
FTA Funds Transfer Authorization

G

GBL Government Bill of Lading
GFE Government Furnished Equipment
GFI Government Furnished Information
GFP Government Furnished Property

H

HM&E Hull, Mechanical, and Electrical

I

IDC Indefinite Delivery Contract
IETP Interactive Electronic Technical Publication
IFB Invitation for Bid
ILSP Integrated Logistics Support Plan
ISC Integrated Support Command
ISO Industrial Service Order

J

JFTR Joint Federal Travel Regulations

K

KO Contracting Officer
KS Contracting Specialist
KTR Contractor

M

M&R Maintenance and Repair
MILSPEC Military Specification
MILSTD Military Standard
MILSTRIP Military Standard Requisitioning and Issue Procedures
MOE Measures of Effectiveness
MPC Maintenance Procedure Card
MRC Maintenance Requirement Cards
MRL Maintenance Requirement List
MS Electronic Support Unit Maintenance Supervisor
MSDS Material Safety Data Sheets
MSR Mandatory Special Requirements
MSU Marine Safety Unit
MT Electronic Support Unit Maintenance Technician

N

NAVSEA Naval Sea Systems
NEM Naval Engineering Manual
NEPL Naval Engineering Project List
NESU Naval Engineering Support Unit
NMCM Not Mission Capable due to Maintenance

NMCS Not Mission Capable due to Supply
NMCD Not Mission Capable due to Depot

O

OEM Original Equipment Manufacturer
OGA Other Government Agencies
OinC Officer-in-Charge
OLSP Operational Logistics Support Plan
OPFAC Operational Facility
OSHA Occupational Safety and Health Administration – The Coast Guard is required to comply with all OSHA regulations (since they are federal law), OSHA regulations are contained in 29 CFR.

P

PCB Polychlorinated Biphenyl
PMC Partially Mission Capable
PMS Preventive Maintenance System
PO Purchase Order
PR Procurement Request

Q

QA Quality Assurance
QDR Quality Deficiency Report

R

RCM Reliability Centered Maintenance
RFP Request for Proposal

S

SCH Significant Component History
SCHR Significant Component History Report
SDR Supply Discrepancy Report
SFLC Surface Forces Logistics Center – The SFLC was commissioned in January 2009. The SFLC consists of staff from the legacy ELC, MLCs, NESUs, and Industrial staffs. The SFLC is responsible for all engineering and logistics support to surface forces, including cutters, barges, and boats.
SICR Supply Item Change Record
Squawk A term used to describe equipment discrepancies that do not cause a loss in mission capability (i.e. bilges dirty, door making rattling noise, etc.). A Squawk may be changed later to a Discrepancy (upon further investigation by a trained technician).
STAN Standardization Team
SWBS Ship Work Breakdown Structure

T

TBD To Be Determined
TCP Tool Control Program
TCTO Time Compliance Technical Order *(similar in function to Engineering Change)*
TM Technical Manual
Tri-P A working group comprised of CG-45, CG-731, CG-64, and CG-1134 that addresses CG-wide boat issues

U

UR Unsatisfactory Report of Asset Material *(similar in function to the SFLC SDR/QDR process)*

W

WDC Work Definition Conference

WOW World of Work *(process by which ECs are prioritized)*

The following is a consolidated List of LTPIO/Modernization Acronyms with "cross-walk" of equivalent traditional functions and processes:

http://cgcentral.uscg.mil/uscg_docs/portal/20081201/Acronyms_Terms_Def_v1.4_12-1-08.pdf

APPENDIX C: AVAILABILITY MILESTONES

The Fleet Logistics System contains availability "milestones" for the following availability planning processes. These standardized timelines were developed by a working group from legacy MLCA and MLCP staffs.

1. IDIQ (Delivery Order) Contracts
2. Invitation for Bid Contracts
3. Availabilities performed at a CG Industrial Facility

PDM and RPDM Cell Members are required to update and report status of availability milestones by checking their respective FLS "inbox". The SBPL Special Project Officer and PDM Section Chief will routinely query FLS Cognos reports to determine status of milestone completion.

APPENDIX D: PDM SECTION DESKTOP GUIDE

The PDM Desktop Guide is currently under development. Note that this desktop guide may eventually become a stand-alone Process Guide.

APPENDIX E: RPDM CELL DESKTOP GUIDE

The RPDM Desktop Guide is currently under development. Note that this desktop guide may eventually become a stand-alone Process Guide.

APPENDIX F: SUPPLY SECTION DESKTOP GUIDE

The Supply Section Desktop Guide is currently under development. Note that this desktop guide may eventually become a stand-alone Process Guide.

APPENDIX G: ENGINEERING SECTION DESKTOP GUIDE

The Engineering Section Desktop Guide is currently under development. Note that this desktop guide may eventually become a stand-alone Process Guide.

APPENDIX H: BOAT CLASS MAINTENANCE PLANS (BCMPs) & MASTER TASK LISTS (MTLs)

The link below contains Boat Class Maintenance Plans (BCMPs) for the major boat classes assigned to Non-Modernized Units (*double click to open*). Note that the SBPL pays for all casualties over $500 where the "Normal Fund Column" (in the respective BCMP) indicates "Min/Major". When calculating the cost of a CASREP, this includes the total cost of the CASREP (parts and services), excluding shipping costs. For example, if you need four parts to repair a CASREP, and each part is $125.05, the SBPL is responsible for funding all repairs. Note that shipping costs are excluded for the $500 threshold calculations only; the SBPL pays for all shipping costs associated with any part(s) bought by the SBPL for CASREP support.

BCMPs: http://cgweb.elcbalt.uscg.mil/docs/APO/BCMP/BCMP.asp

Depot and Organizational MPCs are located on the ALC Website:
http://cgweb.arsc.uscg.mil/eisd/mpc/index.cfm

Username and password are required to obtain Depot MPC Cards. Sector/DOG EOs at Modernized Units are granted access to Depot MPCs upon request (through the respective Asset Line Manager). Maintenance Requirements Lists and Maintenance Due Lists (proscribing MPC frequencies) are obtained through the COGNOS reporting tool in ALMIS.

APPENDIX I: PHONE LIST

Updated SBPL phone lists are maintained in the following location:
http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp

Key Numbers:

SBPL Manager: CDR Brian Keffer, (410) 762-6164
SBPL Deputy: Mr. Debu Ghosh, (410) 762-6736
Engineering Section Chief: LCDR Matt Lake, (410) 762-6283
PDM Section Chief: LT Keith Doxey, (757) 628-4594
Supply Section Chief: Mr. Randy Gardner, (410) 762-6155
Procurement Section Chief: Ms. Kelly Wyatt, (410) 762-6472
Engineering Section Project Lead: Mr. Jim Shorter, (410) 762-6153

E-Mail Global Distribution Lists:

D05-DG-SFLC-SBPL: Entire Small Boat Product Line
D05-DG-SFLC-SBPLENG: Engineering Section
D05-DG-SFLC-SBPLPDM: PDM Section
D05-DG-SFLC-SBPLPROC: Procurement Section
D05-DG-SFLC-SBPLSUP: Supply Section
D05-DG-SFLC-SECTOR-EO: Modernized Unit Sector EOs
D05-DG-SFLC-SBPL-ALM: Engineering Section Asset Line Managers
D05-DG-ELC-PSI: PSI Program Team (Central Engine Overhaul)

APPENDIX J: FLEET LOGISTICS SYSTEM (FLS) JOB AIDS AND FLOW CHARTS

General Information:
http://cgweb.mlcpac.uscg.mil/mlcpv/vls_fls/tools/Flow.asp?p=a&l=2/

CSMP Flowchart:
http://cgweb.mlcpac.uscg.mil/mlcpv/vls_fls/Tools/flow.asp?p=2&l=2

CASREP Flowchart:
http://cgweb.mlcpac.uscg.mil/mlcpv/vls_fls/Tools/Flow.asp?p=5&l=2

Maintenance Item Flowchart:
http://cgweb.mlcpac.uscg.mil/mlcpv/vls_fls/Tools/Flow.asp?p=6&l=2

Project Flowchart:
http://cgweb.mlcpac.uscg.mil/mlcpv/vls_fls/Tools/flow.asp?p=3&l=2

User Guide for CASREPs:
http://cgweb.mlcpac.uscg.mil/mlcpv/Information_Resource_Management/Fleet_Logistics_System/FLS_user_guides/CASREPs.pdf

User Guide for CSMP Work Request:
http://cgweb.mlcpac.uscg.mil/mlcpv/Information_Resource_Management/Fleet_Logistics_System/FLS_user_guides/CSMP.pdf

User for Maintenance Items:
http://cgweb.mlcpac.uscg.mil/mlcpv/Information_Resource_Management/Fleet_Logistics_System/FLS_user_guides/Maintenance_Items.pdf

User Guide for Creating a Project:
http://cgweb.mlcpac.uscg.mil/mlcpv/Information_Resource_Management/Fleet_Logistics_System/FLS_user_guides/Project.pdf

APPENDIX K: MODERNIZED UNIT JOB AIDS AND FLOW CHARTS

A. The following link contains flow charts outlining engineering, supply and repair processes relevant to Modernized Units:
http://cgcentral.uscg.mil/uscg_docs/portal/20090303/Process%20Flowcharts.pdf

B. The following is an ACMS job aid:
http://cgcentral.uscg.mil/uscg_docs/portal/20081201/ACMS%20Handout_v1.4_12-1-08.pdf

C. The following is an ALMIS/EAL job aid:
http://cgcentral.uscg.mil/uscg_docs/portal/20090129/ALMIS_Job_Aid_book-version_07.4-January09.pdf

D. The following is a link to the LTPIO Training Materials Site, containing several job aids, LTPIO transition "read-ahead" booklets and other training material *(copy link to browser using Adobe text selection tool if the link does not work)*:
http://cgcentral.uscg.mil/mycg/portal/ep/contentView.do?pageTypeId=1610622343&channelId=-1610655450&programId=1621479666&contentId=1621731914&contentType=EDITORIAL

APPENDIX L: DESIGNATED INTERIM PRIME UNITS

The following is a list of Interim Prime Units designated by the SBPL. These Prime Unit designations are "interim" given the limited number of Sectors that are operating under the new CG Logistics Model, and lack of permanent billets that would accompany a designation as a Prime Unit. As additional field units are migrated to the new model, Prime Units will be assigned in different geographic areas and locations to capitalize on work force sizes, mission profile, and other variables that will facilitate optimal execution of Prime Unit functional responsibilities. In the interim, the SBPL hired contractors to supplement Station crews accomplishing Prime Unit duties. The only unit with permanent billets assigned (2) is ANT Baltimore.

- STA Crisfield: 41' UTB
- STA Washington: 25' RB-S
- ANT Baltimore: 26' TANB and 49' BUSL
- STA Ocean City: 47' MLB
- STA Coos Bay: 52' SPC-HWX
- CG JMTC: 25' TPSB
- ESU Portsmouth: Electronic Systems (all boat classes)

APPENDIX M: SBPL POSITION LIST INCLUDING NESU AND SFLC BILLETS

The following is a list of locations that have staff that comprise the SBPL organization. These include billets attached to the following units:

SFLC (Baltimore, MD)
SFLC (Norfolk, VA)
SFLC (Oakland, CA)
NESU Boston
NESU Portsmouth
NESU Charleston
NESU Miami
NESU New Orleans
NESU Cleveland
NESU Honolulu
NESU Seattle
NESU Alameda
BSU Ketchikan

A complete listing of billets and contact information is contained on the SBPL Website:
http://cgweb.elcbalt.uscg.mil/asp/SmallBoatProductLine.asp

APPENDIX N: CASREP RESPONSE MESSAGE

The following is an example of a properly formatted CASREP Response Message:

P 120327Z SEP 08
FM COGARD NESU NEW ORLEANS LA (Retain current PLAD)
TO CG ANT VENICE FL
AIG 11960 (Cutters only)
AIG 11964 (Shore-Based Units only)
INFO CCGDSEVEN MIAMI FL//DX/DR/DM// *(District for boats, Area for cutters)*
COGARD FLS MARTINSBURG WV
Include parent Sector in "info line" if it is a cutter.
BT
UNCLAS //N09560//
MSGID/GENADMIN/SBPL//
SUBJ/SBPL RESPONSE TO ANT VENICE LA CASREP 08006//
RESPONSE/2008006/ANB 55108/COGARD ANT VENICE LA//
REF/A/CASREP/COGARD ANT VENICE LA/131206ZAUG08//
REF/B/CASREP/COGARD ANT VENICE LA/261232ZAUG08//
REF/C/CASREP/COGARD ANT VENICE LA/101610ZSEP08//
REF/D/SBPL PROCESS GUIDE, CGTO PG 85-00-360-S//
RMKS/1. IRT REFS A THRU C, SBPL ENG SECTION (TIER 2/3 ASSET LINE) IS WORKING WITH THE KO AND COR FOR SFLC-SUPPLIED CRANE. KO AND COR HAVE MADE NUMEROUS CONTACTS WITH BOTH LOCAL SUPPLIER AND MANUFACTURER TO OBTAIN DUE DATE. RECENT WX EVENTS HAVE COMPOUNDED THESE PROBLEMS, AND MADE CONTACT WITH LOCAL SUPPLIER DIFFICULT. LOCAL SUPPLIER IS ATTEMPTING TO SOLVE SUPPLY ISSUES WITH MANUFACTURER. ORIG WILL INFORM YOU VIA EMAIL ONCE A DUE-IN DATE IS IDENTIFIED.
3. CASREP WAS PROPERLY FORMATTED IN ACCORDANCE WITH REF D. YOUR ATTENTION TO DETAIL ENABLED THE CASREP TO AUTOLOAD INTO FLS WHICH GREATLY IMPROVED OUR ABILITY TO RESPOND TO YOUR REQUEST. THANK YOU.
OR
3. CASREP WAS NOT PROPERLY FORMATTED IN ACCORDANCE WITH REF D. APPEARS [SUBJECT LINE, PARTS LINE, REMARKS LINE, ETC] WAS/HAD [NOTE DISCREPANCY ... E.G. TOO MANY CHARACTERS, WAS TOO LONG, MISSING SLASHES AT END OF LINE, ETC.]
OR
3. CASREP DID NOT INCLUDE INFO ADDEE "COGARD FLS MARTINSBURG WV" AS REQUIRED BY REF D. REQUEST YOU ADD TO YOUR CASREP MSG TEMPLATES AND INCLUDE IN ALL FUTURE CASREPS. THANK YOU FOR YOUR ASSISTANCE.
OR
3. REQUEST CHECK CASREP CATEGORIZATION FOR YOU NEXT CASUPDATE. REF D INDICATES THIS CASUALTY MIGHT PROPERLY BE LISTED AS A CAT [2, 3, 4, AS APPROPRIATE]. THANK YOU FOR YOUR ASSISTANCE.
4. POC/LT XXXXXXX/SBPL TIER 2/3 ASSET LINE/LOC:NEW ORLEANS/TEL:(504) 253-6403//
BT
NNNN

The following is an example of a properly formatted CASREP Response Message for a unit requesting assistance for an unfunded boat. Note that prior to sending such a message, the Asset Line Manager shall consult with the SBPL Engineering Chief. The SBPL Engineering Chief will consult with CG-731 to determine if other funding is available to pay for the casualty prior to sending a message denying funding:

P 120327Z SEP 08
FM COMCOGARD SFLC BALTIMORE MD//SBPL//
TO CG STA XXXXXXXX
INFO COGARD FLS MARTINSBURG WV
COMCOGARD SECTOR XXXXX
CCGD(DISTRICT PLAD)
BT
UNCLAS //N09560//
MSGID/GENADMIN/SBPL//
SUBJ/SBPL RESPONSE TO ANT VENICE LA CASREP 08006//
RESPONSE/2008006/ANB 55222/COGARD ANT VENICE LA//
REF/A/CASREP/COGARD ANT VENICE LA/131206ZAUG08//
NARR/REF A IS CASREP 08006 BUOY HANDLING CRANE.
RMKS/1. THE CASREP YOU SUBMITTED IS FOR A BOAT THAT DOES NOT FILL AN AUTHORIZED BOAT ALLOWANCE, FUNDED BY CG-731. SINCE THE SBPL DID NOT RECEIVE FUNDING IN THE BUDGET MODEL FOR THIS BOAT, WE ARE NOT AUTHORIZED TO PROVIDE ASSISTANCE. PLEASE CONTACT YOUR DISTRICT BOAT MANAGER TO DISCUSS RESOLUTION OF THIS CASUALTY, AND SUPPORT OF THIS UNFUNDED ASSET.
2. POC/LCDR MATT LAKE/SBPL ENGINEERING SECTION CHIEF/410-762-6283//
BT
NNNN

APPENDIX O: EXAMPLE ENGINEERING WAIVER MESSAGE

The following is an example of a properly formatted Engineering Waiver Message:

R 141636Z MAY 09
FM COMCOGARD SFLC BALTIMORE MD//SBPL//
TO COGARD STA DAUPHIN ISLAND AL
COMCOGARD SECTOR MOBILE AL
INFO CCGDEIGHT NEW ORLEANS LA//DR//
COMDT COGARD WASHINGTON DC//CG-731/CG-45/CG-44//
BT
UNCLAS FOUO //N09000//
SUBJ: CG 41374 ENGINEERING WAIVER
A. MY 131821Z MAY 09
B. COGARD STA DAUPHIN ISLAND AL 121536Z MAY 09
C. SMALL BOAT PRODUCT LINE PROCESS GUIDE, CGTO PG-85-00-360-S, CHAPTER 3.F
D. COMDT COGARD WASHINGTON DC 191324Z MAY 09
E. COMDTINST M16114.2C, 41 UTB BOAT OPERATOR'S HANDBOOK
1. IN RESPONSE TO REFS A AND B, THIS MESSAGE GRANTS AN ENGINEERING WAIVER FOR CG 41374, RE-CLASSIFYING THE HULL LEAKS FROM A DISABLING DISCREPANCY TO A RESTRICTIVE DISCREPANCY, SUBJECT TO THE LIMITATIONS BELOW:
A. THE WAIVER IS ONLY VALID TO ALLOW CG 41374 TO TRANSIT TO SECTOR MOBILE FOR HAUL OUT AND REPAIR.
B. THE CREW SHALL MAKE ROUNDS OF THE AFFECTED HULL PLATING NOT LESS THAN EVERY 10 MINUTES WHILE U/W.
C. THE CREW SHALL HAVE A DC KIT READY TO ADDRESS ANY CHANGES IN LEAKAGE RATES.
D. AS OUTLINED IN REFS C AND D, THE OPERATIONAL COMMANDER MUST STILL GRANT AN OPERATIONAL WAIVER FOR RESTRICTIVE DISCREPANCIES, ALLOWING THE ASSET TO GET UNDERWAY, AND NOTIFYING STA DAUPHIN ISLAND OF ANY ADDITIONAL LIMITATIONS THAT ARE IMPOSED WHILE OPERATING THE ASSET.
2. NOTE THAT THE ENGINEERING WAIVER IS A LOGISTICS MODERNIZATION BUSINESS PRACTICE MAPPED FROM THE AVIATION MODEL. AS OUTLINED IN REFS C AND D, THE INTENT OF THE ENGINEERING WAIVER PROCESS IS TO GRANT A TEMPORARY DEVIATION FROM PUBLISHED MPCS, EQUIPMENT OPERATING PARAMETERS, SCHEDULED MAINTENANCE, OR OTHER TECH GUIDANCE UNDER THE PURVIEW OF THE SBPL. AS DISCUSSED IN REF D, ENGINEERING WAIVERS ALSO ALLOW SBPL TO RE-CLASSIFY DISABLING TO RESTRICTIVE DISCREPANCIES (AS DEFINED IN THE RESPECTIVE BOAT OPERATOR'S HANDBOOK).
3. POCS:
A. LCDR MATT LAKE, ENGINEERING CHIEF, SMALL BOAT PRODUCT LINE, (410) 762-6283.
B. CWO KEVIN STAPLES, 41 ASSET LINE MANAGER, SMALL BOAT PRODUCT LINE, (410) 762-6170.
BT
NNNN

APPENDIX P: ESU/ESD MAINTENANCE ACTIVITY PROCEDURES FOR MODERNIZED UNITS

The following contains a synopsis of procedures used by ESU and ESD personnel providing MPC support to modernized units. This synopsis of procedures includes coordination required between the Sector EO and ESD, quality assurance, and administrative requirements.

1. The Electronics Maintenance Supervisor (MS) or designated representative schedules a visit with the Sector/Station EPO/EO for Preventive Maintenance on electronic systems/equipment or in response to an electronics discrepancy.

2. The Electronics Maintenance Technician (MT) arrives at the Station and has the Station EPO or designated representative initial Travel MPC CG0001.0., confirming arrival/check-in with the EPO.

   - *Note*: Completion of travel MPCs are not required when Stations, ANTs, or an asset is collocated with the ESD, e.g. Station Curtis Bay and ANT Baltimore are collocated with ESD Baltimore; in these cases Electronics MT will still check-in with the EPO or designated representative and ensure all required communication is established, MDL updated, and any required EAL entries completed.

3. The Electronics MT discusses work to be accomplished with the Station EPO or designated representative.

4. The Station EPO or authorized representative logs and issues "Danger/Caution Tag(s)" on behalf of the Electronics MT as required.

5. The Electronics MT begins maintenance on assigned electronic equipment.

6. At the conclusion of the proscribed maintenance or correction of a discrepancy, the Electronics MT completes affected MPC cards and/or EAL entries as applicable (i.e. sign off discrepancy) while at the Station/ANT. If any QA is required, they are completed by the designated QA authority.

7. The Electronics MT contacts the EPO or designated representative, and turns-in the "Danger/Caution Tag(s)," highlights and initials the EPO's copy of the MDL denoting completed MPCs, and communicates any issues or discrepancies affecting the readiness of the electronic systems.

8. The Electronics MT will ensure the EPO or designated representative is cognizant of any pending maintenance.

9. The completed MPCs are reviewed by the EPO or representative; the original MPC will be returned to the Electronics MT for review and processing by the Electronics MS.

10. The Electronics MT will request the EPO or designated representative initial the Travel MPC indicating the Electronics MT has met all expectations and debriefed the EPO or designated representative on all electronics related issues.

11. The Electronics MT turns in completed MPCs to the Electronics MS or designated representative.

12. The Electronics MS or designated representative reviews the MPC for accuracy and highlights completed MPCs on the ESD copy of the MDL. The Electronics MS or designated representative turns-in the completed MPC to the Sector FTO. The Electronics MS or designated representative shall ensure all required EAL entries are accurate and sufficiently detailed.

APPENDIX Q: 33' SPC-LE LOGISTICS SUPPORT PROCEDURES

The following link contains a synopsis of procedures for 33' SPC-LE logistics support that apply to both Modernized and Non-Modernized Units. Within the attachment below, responsibilities listed for MLCP and MLCA are performed by SBPL. Note that a username and password are required to access www.boatforces.com. A username and password are provided by CG-731 upon receipt of a 33' SPC-LE at the unit.

SPC-LE Logistics Support:
http://www.boatforces.com/Documents/SPCLE/Casualty%20and%20MaintSOP.pdf

APPENDIX R: EXAMPLE CASREP MESSAGE

The following is an example of a properly formatted CASREP Message:

P 221918Z JUN 09
FM COGARD STA ST PETERSBURG FL
TO COGARD FLS MARTINSBURG WV
AIG 11960 (Cutters only)
AIG 11964 (Shore-Based Units only)
AIG 6842 (PAC Cutters only)
AIG 6843 (LANT Cutters only)
INFO CCGDSEVEN MIAMI FL//DX/DR/DM// *(District for boats, Area for cutters)*

Note: All shore-based boat forces units, HQ, Sectors, BSUs/ISCs, TRACEN, ESUs, ESDs, NESUs, SFLC, and SBPL are included in AIG 11964; AIG 11960 includes all cutters, HQ, BSUs/ISCs, ESUs, ESDs, NESUs, SFLC, and SBPL. Prior to putting additional addresses on a CASREP (beyond those listed above), consult the following AIG List to prevent redundancies: http://cgweb.comdt.uscg.mil/hsc_t-4/commcen/Directory%20Services/AIG-CAD/AIG11900.html

BT
UNCLAS
MSGID/CASREP/STA ST.PETERSBURG/639//
POSIT/SECTOR ST.PETERSBURG FL/221918ZJUN09//
CASUALTY/INITIAL-09012/25641 STBD PROPELLER/EIC:YD00/CAT:3//
AMPN/ STBD PROPELLER HAS AN EIGHT INCH CRACK IN ONE OF THE FOUR BLADES.//
ESTIMATE/261600ZJUN09/UPON RECEIPT OF PART//
ASSIST/OTHER/ST.PETERSBURG, FL// *(location at which assistance/parts should be provided)*
AMPN/REQUEST SBPL PROCURE AND SHIP NEW PROPELLER BY FASTEST MEANS POSSIBLE.//
PARTSID/APL:830NY240A2/-/JCN:NONE//
TECHPUB/RB-S MICA MANUAL//
1PARTS
/DL NATIONAL STOCK NO. REQ COSAL ONBD CIRCUIT
/01 5998-01-168-8572 001 000 000 -//
AMPN/NO ALLOWANCE FOR THIS ITEM.//
RMKS/UNIT WAS U/W CONDUCTING SAR WHEN COXSWAIN NOTICED AN IRREGULAR SOUND COMING FROM THE STBD ENGINE. UPON INVESTIGATION IT WAS NOTICED THAT ONE OF THE FOUR BLADES OF THE PROPELLER HAD AN 8 INCH CRACK IN IT. THERE ARE NO SIGNS OF CONTACT AND THE FAILURE IS BELIEVED TO BE THE DIRECT RESULT OF FATIGUE. REPLACEMENT PROPELLERS ARE AVAILABLE THROUGH CENTRAL FLORIDA MARINE (877-408-1499) AT THE COST OF $519.30 EA. REQUEST SBPL PROCURE AND SHIP NEW PROPELLER. PORT ENGINE: SERIAL NUMBER BAHJ1100532, 297.1 HOURS. STBD ENGINE: SERIAL NUMBER BAGJ1101269, 189.1 HOURS. UNIT POC: MKC GOODWRENCH, 727-824-7600//
BT
NNNN