

**CURRICULUM OUTLINE OF INSTRUCTION**  
**SURFACE WARFARE OFFICER DEPARTMENT HEAD COURSE**  
**CIN: A-4H-0107** **CDP: 9545**  
**VER: 1.0** **CHANGE: 1**

<b>MODULE 2-3: MATERIAL READINESS</b>		
<b>Lesson #</b>	<b>Topic</b>	<b>Objectives</b>
2-3-1	Material Readiness	TO 2-3-1.1 <b>DESCRIBE</b> the purpose, use and maintenance related issues associated with the Navy Material, Maintenance and Management (3M) program and overall shipboard Material Readiness.
2-3-1-1	Intro to Material Readiness	<b>LIST</b> the expectations for the Material Readiness Course of Instruction (COI).
2-3-1-2	3M Organization and Assessments	EO 2-3-1-2.1 <b>STATE</b> the purpose of PMS and the 3M System.  EO 2-3-1-2.2 <b>DESCRIBE</b> the function and responsibilities of each member of the 3M organization.  EO 2-3-1-2.3 <b>DESCRIBE</b> the 3M certification process.  EO 2-3-1-2.4 <b>EXPLAIN</b> each of the 3M schedule boards and discuss who validates and approves each schedule.
2-3-1-3	Introduction to SKED	EO 2-3-1-3.1 <b>DESCRIBE</b> how checks are scheduled.  EO 2-3-1-3.2 <b>DESCRIBE</b> the different types of feedback reports and when they are used.  EO 2-3-1-3.3 <b>DESCRIBE</b> the purpose of Inactive Equipment Maintenance (IEM).  EO 2-3-1-3.4 <b>DESCRIBE</b> the categories and requirements of Inactive Equipment Maintenance (IEM).
2-3-1-4	Introduction to OMMS-NG Work Candidate	EO 2-3-1-4.1 <b>DESCRIBE</b> the function of each field in the Work Candidate and what information belongs in each field.  EO 2-3-1-4.2 <b>DEMONSTRATE</b> how to construct a Work Candidate in OMMS-NG using proper formatting.  EO 2-3-1-4.3 <b>DESCRIBE</b> the different types of Work Candidates and associated elements used to conduct maintenance.  EO 2-3-1-4.4 <b>DESCRIBE</b> the ship's equipment file validation program.  EO 2-3-1-4.5 <b>EXPLAIN</b> the ship's equipment file validation process.



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2-3-1-9	Gauge Calibration and Test Equipment	<p>EO 2-3-1-9.1 <b>DESCRIBE</b> the key components of gauges.</p> <p>EO 2-3-1-9.2 <b>IDENTIFY</b> the indicators that the program is working.</p> <p>EO 2-3-1-9.3 <b>LIST</b> the pitfalls associated with the program.</p> <p>EO 2-3-1-9.4 <b>IDENTIFY</b> the organizations involved in metrology and calibration.</p> <p>EO 2-3-1-9.5 <b>DESCRIBE</b> the basic elements of the shipboard calibration program.</p> <p>EO 2-3-1-9.6 <b>DESCRIBE</b> Electronic Test Equipment.</p> <p>EO 2-3-1-9.7 <b>DESCRIBE</b> General Purpose Test Equipment (GPETE).</p> <p>EO 2-3-1-9.8 <b>DESCRIBE</b> Special Purpose Test Equipment (SPETE).</p> <p>EO 2-3-1-9.9 <b>DESCRIBE</b> the purpose of Metbench Calibration Management System (MCMS).</p>
2-3-1-10	Tag-out program	<p>EO 2-3-1-10.1 <b>STATE</b> the purpose of the tag-out system.</p> <p>EO 2-3-1-10.2 <b>IDENTIFY</b> the personnel involved in the tag-out process.</p> <p>EO 2-3-1-10.3 <b>IDENTIFY</b> key components and procedures of the tag-out system.</p> <p>EO 2-3-1-10.4 <b>LIST</b> key components and procedures of the Shift Operations Management System (SOMS).</p>
2-3-1-11	2M	<p>EO 2-3-1-11.1 <b>STATE</b> the purpose of the Navy 2M program.</p> <p>EO 2-3-1-11.2 <b>DESCRIBE</b> the 2M/MTR Process</p> <p>EO 2-3-1-11.3 <b>DESCRIBE</b> the 2M/MTR recertification process.</p>
2-3-1-12	Corrosion Control Seminar	<p>EO 2-3-1-12.1 <b>IDENTIFY</b> the factors which cause/contribute to corrosion.</p> <p>EO 2-3-1-12.2 <b>LIST</b> the methods of corrosion control.</p> <p>EO 2-3-1-12.3 <b>LIST</b> the periodicity of corrosion inspections.</p> <p>EO 2-3-1-12.4 <b>DESCRIBE</b> proper preservation techniques and common pitfalls.</p> <p>EO 2-3-1-12.5 <b>DESCRIBE</b> the elements of your ship's corrosion control program.</p>

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2-3-1-13	Valve Maintenance Seminar	<p>EO 2-3-1-13.1 <b>STATE</b> the purpose of valve maintenance.</p> <p>EO 2-3-1-13.2 <b>IDENTIFY</b> the reference manuals used to govern piping system installation and repair requirements.</p> <p>EO 2-3-1-13.3 <b>LIST</b> the different types of valves and valve components,</p> <p>EO 2-3-1-13.4 <b>LIST</b> the color-coding method used to identify system piping and valves.</p> <p>EO 2-3-1-13.5 <b>DESCRIBE</b> flexible hose types and their uses</p>
2-3-1-14	Antenna Maintenance	<p>EO 2-3-1-14.1 <b>DESCRIBE</b> radar maintenance items, systems and indicators.</p> <p>EO 2-3-1-14.2 <b>DESCRIBE</b> waveguides and their relationship to antennae,</p> <p>EO 2-3-1-14.3 <b>LIST</b> the advantages and disadvantages of waveguide use.</p> <p>EO 2-3-1-14.4 <b>LIST</b> Planned Maintenance System items regarding antennae.</p>
2-3-1-15	CSOSS Fundamentals	<p>EO 2-3-1-15.1 <b>DESCRIBE</b> the basic function, components and layout of the Combat Systems Operational Sequencing System (CSOSS).</p> <p>EO 2-3-1-15.2 <b>DESCRIBE</b> the components of Combat Systems Operational Procedures (CSOP), Combat Systems Operational Casualty control (CSOCC) and Support Data.</p>
2-3-1-16	CSOSS Support Systems	<p>EO 2-3-1-16.1 <b>DESCRIBE</b> the basic function, components and operations of 60HZ and 400 HZ electrical generation and distribution system.</p> <p>EO 2-3-1-16.2 <b>DESCRIBE</b> the basic function, components and operations of the AUX air systems.</p> <p>EO 2-3-1-16.3 <b>DESCRIBE</b> the basic function, components and operations of the AUX water systems.</p>

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2-3-1-17	Material Readiness Programs Seminar	EO 2-3-1-17.1 <b>LIST</b> the four (4) major Surface Fleet Material Readiness Programs.  EO 2-3-1-17.2 <b>DESCRIBE</b> the purpose of Material Readiness Inspection  EO 2-3-1-17.3 <b>LIST</b> the equipment required to be inspected/assessed/evaluated during each Material Readiness Inspection.  EO 2-3-1-17.4 <b>LIST</b> the required at sea demonstrations required to support each Material Readiness Inspection  EO 2-3-1-17.5 <b>DESCRIBE</b> the process to ready your department for Material Readiness Inspections.  EO 2-3-1-17.6 <b>LIST</b> common concerns and Fleet problems associated with Material Readiness
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Cell / Module Lead

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Course Supervisor

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SWO DH (A-4H-0107) CCMM

Approved: 7 December 2015

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