

## Appendix M: PMS325 Letter dated 25 July, 2000



**DEPARTMENT OF THE NAVY**  
PROGRAM EXECUTIVE OFFICE  
EXPEDITIONARY WARFARE  
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IN REPLY REFER TO

4 0 0 0  
Ser 325R32/ 0668  
25 JULY 2000

From: Program Executive Officer, Expeditionary Warfare  
(PMS325)

To: Distribution

Subj: OFFSHORE PETROLEUM DISCHARGE SYSTEM (OPDS)  
CONFIGURATION MANAGEMENT TANKER READINESS GUIDANCE

Ref: (a) CNO ltr Ser N4222D/4U592234 of 14 Jul 94 (NOTAL)  
(b) NAVSEA ltr Ser 38532/229 of 7 Apr 95  
(c) PEO-EXW ltr Ser 38532/1068 of 29 SEP 99

Encl: (1) OPDS Configuration Management Plan (CMP) of Jul  
00  
with APPENDIX A: OPDS MATERIAL ASSESSMENT PLAN  
and APPENDIX B: OPDS OUTFITTING MATERIAL  
MANAGEMENT PLAN (Distributed electronically)  
(2) OPDS Outfitting Allowance Lists for OPDS Tanker  
Material Assessments (Distributed electronically)  
(3) OPDS Outfitting Material Management Plan Custody  
Lists (Distributed electronically)

1. Reference (a) provided guidance to NAVSEA for establishment of OPDS lifecycle management including OPDS Configuration Management. Reference (b) promulgated the OPDS Configuration Management Plan (CMP). The CMP describes the scope of OPDS including the tankers, equipment, organizational responsibilities, and procedures for implementing changes. Reference (b) further stated that the scope of the effort and organizational responsibilities could change over time, and that the document may require revision to reflect mutually agreed upon changes. Numerous upgrades and changes to the OPDS have occurred since July 1995 and have resulted in the requirement to revise the OPDS Configuration Management Plan. Reference (c) was the most recent revision to the CMP and included guidance for conducting configuration audits, establishing of OPDS allowances, and monitoring tanker readiness.

## Appendix M: PMS325 Letter dated 25 July, 2000

Reference (c) did not provide written guidance for performing tanker readiness assessments or procedures for documenting accountability of OPDS equipment, outfitting gear, and tools issued to conduct OPDS operations.

2. Enclosure (1) was provided for review and comment to CNO (N422D), MARAD (MAR611), EWTGPAC (CODE 7), NBG1, NBG2, ACB1, ACB2, UCT1, and UCT2, and revised to incorporate the comments. Accordingly, this revised plan including Appendix A (OPDS MATERIAL ASSESSMENT PLAN) and Appendix B (OPDS OUTFITTING MATERIAL MANAGEMENT PLAN) is effective the date of this letter. It will remain in effect until such time as any of the above organizations provides a

Subj: OFFSHORE PETROLEUM DISCHARGE SYSTEM (OPDS)  
CONFIGURATION MANAGEMENT TANKER READINESS GUIDENCE

written request to NAVSEA (PEO-EXW, PMS325R) to modify or cancel this plan.

3. Enclosure (2) supports Appendix A and enclosure (3) supports Appendix B and are effective the date of this letter. These enclosures shall be updated as changes occur to the OPDS equipment, outfitting gear, and tools. Revisions to these enclosures will be issued without re-issuing the basic CMP or the Appendixes.

4. Since this document with all enclosures exceeds 100 pages, it will be distributed electronically. The hard copy of this cover letter to each addressee is for record purposes.

5. The PEO-EXW point of contact is Mr. Jim Martin, PMS325R32, commercial telephone (703) 602-0920.

M. D. FINK  
By direction

## Appendix M: PMS325 Letter dated 25 July, 2000

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PMS325R, C, Reading File, 3, 32 (2)

**OFFSHORE PETROLEUM DISCHARGE SYSTEM  
(OPDS)**

**CONFIGURATION MANAGEMENT PLAN  
(CMP)**

**RECORD OF CHANGES**

<b>Change Number</b>	<b>Date</b>	<b>Description of Change</b>
<b>1</b>	<b>12 Jul 95</b>	<b>Changed to reflect the shift in organizational responsibilities with the transfer of OPDS training assets</b>
<b>2</b>	<b>29 Sep 99</b>	<b>Changed to reflect upgrades to OPDS since Change 1</b>
<b>3</b>	<b>25 Jul 00</b>	<b>Changed PMS385 to PMS325R, incorporated Appendix A (OPDS Tanker Assessment Plan), and Appendix B (OPDS Outfitting Material Management Plan)</b>

## OFFSHORE PETROLEUM DISCHARGE SYSTEM CONFIGURATION MANAGEMENT PLAN

### 1. GENERAL

1.1 DESCRIPTION The Offshore Petroleum Discharge System (OPDS), developed by the Department of Defense (DOD), Program Executive Office, Expeditionary Warfare (PEO-EXW), Strategic Sealift Group (PMS325R), provides petroleum products to forces ashore where there are no or only limited port facilities. OPDS is carried on and deployed from five modified United States Department of Transportation, Maritime Administration (MARAD) tankers. Each tanker has a Single Anchor Leg Mooring (SALM), OPDS pumps, conduit storage and deployment equipment, Side Loadable Warping Tug (SLWT) outfitting equipment and, in the case of two tankers, OPDS Utility Boats (OUBs). The OPDS is deployed by Navy personnel trained by the Navy's Expeditionary Warfare Training Group, Pacific, (EWTGPAC).

1.2 PURPOSE To establish uniform policies, procedures, and organizational responsibilities for OPDS configuration management. This plan outlines policies and administrative procedures for identifying, developing and implementing equipment improvements for upgrading OPDS capabilities, and for control of the functional and physical characteristics of the OPDS.

1.3 Applicability The OPDS Configuration Management Plan (CMP) is applicable to all OPDS components, OPDS specific equipment, technical documentation and drawings, and training materials.

The OPDS configured tankers are:

- SS POTOMAC (OPDS-1)
- SS AMERICAN OSPREY (OPDS-2) (Reverted to National Defense Reserve Fleet (NDRF))
- SS CHESAPEAKE (OPDS-3) (with OUBs)
- SS PETERSBURG (OPDS-4) (with OUBs)
- SS MOUNT WASHINGTON (OPDS-5)

OPDS major components are:

OPDS equipment installed aboard the OPDS tankers, including Conduit, conduit reels, OPDS pumps, conduit handling equipment, SALM launch and retrieval systems, mooring/towing winches, forward electro-hydraulic crane, boat handling electro-hydraulic crane (SS CHESAPEAKE/SS PETERSBURG), special hoses and mooring hawser.

Single Anchor Leg Moorings (SALMs)

Components for installation on, or use by, the SLWTs, including tools.

OPDS Utility Boats (OUBs) (SS CHESAPEAKE/SS PETERSBURG)

Rigid Inflatable Boats (Rib's/Zodiac Boats)

Spare parts, core and pool outfitting, and OPDS Technical Manuals (including Vendor Manuals)

Also included in this plan are all ship distribution systems that directly interface and support OPDS equipment.

OPDS training facilities include:

Conduit Training Barge (CTB)

Training SALM (T-SALM)

Training OPDS Utility Boats (T-OUBs)

Associated training equipment (Training Set) and components

1.4 OBJECTIVES The intent of OPDS Configuration Management is to provide for the oversight and control of OPDS systems, the development of system modifications and procedures to enhance operation and sustainability of OPDS throughout its lifecycle, to document equipment configuration prior to and subsequent to authorized changes, and to prevent occurrence of unauthorized changes. Other objectives associated with this intent are:

a. To ensure that funding for authorized changes is expended for acquisition of hardware, fabrication, and installation/support services for that change. To reduce total life cycle costs, enhance equipment / system performance, implement schedule development, improve operational efficiency, identify logistics support needs, improve material readiness, and ensure and improve safety of personnel deploying and operating OPDS.

b. To reduce total life cycle costs, enhance equipment/system performance, implement schedule development, improve operational efficiency, identify logistics support needs, improve material readiness, and ensure and improve safety of personnel deploying and operating OPDS.

c. To establish and implement procedures for developing specifications, engineering documentation, and related technical data which support execution by industrial facilities and/or Navy operational personnel.

d. To verify configuration technical documentation is available when needed.

e. To improve equipment standardization and compatibility.

f. To assure the configuration of OPDS equipment is known, and that pertinent physical and functional interfaces are documented and controlled.

g. To develop and maintain equipment technical and operations manuals for

use in safely deploying and operating OPDS.

1.5 Policy The responsibility for OPDS Configuration Management is shared among the following organizations:

a. PEO-EXW (PMS325R) is the Equipment Acquisition Manager, System Life Cycle Manager and Configuration Manager for OPDS. As Configuration Manager, PMS325R will evaluate proposed configuration changes, develop design documentation, coordinate with relevant organizations for testing and determine funding priorities for their accomplishment.

b. MARAD, as vessel owner, is Configuration Manager for all tanker ship systems other than OPDS with the exception of mission specific equipment. MARAD is responsible for the training of the ships' crews for OPDS operations, maintenance and material readiness of the ship as a whole, including all installed and stowed OPDS equipment and spares. MARAD will provide the Configuration Manager, PMS325R, with listings of OPDS equipment, outfitting, spares, and technical documentation, including location (OPDS PC-SAL), for each OPDS tanker and for the warehouse spares.

c. EWTGPAC, as OPDS training command, is responsible for the maintenance and material readiness of the CTB, T-SALM, OUBs, and associated training equipment and components. EWTGPAC also functions as the primary interface with fleet units regarding OPDS equipment concerns, operating procedures, and concerns regarding safeguarding equipment, and personnel safety.

d. Amphibious Construction Battalion (ACB) and Underwater Construction Team (UCT) fleet units are responsible for providing "Lessons Learned" reports following OPDS training at EWTGPAC and OPDS exercises. During OPDS exercises, fleet units are responsible for maintenance and safe keeping of all issued equipments, outfitting gear, and tools. Records of lost and damaged equipment, gear, and tools shall be maintained and submitted to PMS325R and MARAD following the exercise.

e. The scope of this effort and the organizational responsibilities could change over time resulting in revisions to this plan. All units are encouraged to provide written recommendations for changes to PMS325R for review and implementation. This plan is effective the date of the forwarding letter, and will remain in effect until such time as either MARAD, EWTGPAC or PEO-EXW (PMS325R) provides written notification to cancel it.

## 1.6 IMPLEMENTATION

a. DOD Units (Navy, Army, and Marine Corps), MARAD Units, and the civilian ship's force (including MARAD's designated ship manager and MARAD's representatives) who deploy, operate, retrieve, interface with, or provide training for the OPDS may provide recommended changes to equipment and procedures, through their organizations, to the PMS325R Configuration Manager.

b. PMS325R will provide overall direction and management for development, funding, and implementation of all OPDS authorized changes. PMS325R will solicit comments and recommendations from MARAD and EWTGPAC. PMS325R will determine funding priorities for implementing changes.

c. MARAD, working through the regional surveyors and ship managers, will review proposed OPDS configuration changes regarding the operating OPDS to ensure regulatory compliance, safety considerations, compatibility with ships systems, and the ability of MARAD to maintain the vessels' readiness. Upon completion of a review and acceptance of the new configuration, MARAD will accomplish the configuration change consistent with PMS325R priority, funding, and impact on the OPDS tanker maintenance program. Upon completion of the configuration change, MARAD will report the completion, with applicable support documentation, to the PMS325R Configuration Manager.

d. EWTGPAC will review proposed OPDS configuration changes for the OPDS training facilities/assets to update cost estimates and determine scheduling availability. EWTGPAC will accomplish configuration changes on the OPDS training facilities/assets consistent with PMS325R priority and funding, and report the completion, including submission of applicable documentation, to the PMS325R Configuration Manager.

e. DOD Units will submit recommended changes through EWTGPAC. EWTGPAC will comment on the change request and forward the request to the PMS325R Configuration Manager. Where applicable, recommended alterations and procedural changes will be implemented and evaluated by EWTGPAC prior to fleet implementation.

## 2. OPDS CONFIGURATION BASELINE

2.1 OPDS OPERATIONAL SUPPORT BASELINE The OPDS is a mature system with five operating tankers and training platforms with support equipment. Accordingly, configuration management will be based upon an operational support baseline that reflects the as-built condition of each unit. This is the definitive technical description of the physical configuration of each OPDS unit including systems, subsystems, and equipments. This also includes detailed as-built drawings, detailed specifications, test reports, technical manuals, and other related technical data. In addition, it also includes the technical specifications and drawings for all approved changes accomplished from delivery of the ship through the end of FY 97. PMS325R will establish and maintain the OPDS Operation Support Baseline. PMS325R will provide to MARAD and each OPDS vessel a baseline configuration, engineering documentation, technical manuals (including operational, maintenance, repair, and parts manuals) for all OPDS government furnished equipment purchased by PMS325R prior to and during each vessel's conversion.

2.2 CONFIGURATION AUDITS An audit is the comparison of equipment actual functional and physical characteristics with those specified in the current baseline for that OPDS vessel or unit. PMS325R and MARAD will jointly conduct a validation/verification audit to establish the OPDS configuration baseline for each ship and major component as time and resources permit. An audit will consist of the review of as-built drawings to ensure all known hardware changes have been incorporated. The drawings will then be compared to the actual installation by ship checks. Audits may also be conducted periodically during the life of the OPDS as the situation warrants.

Audits may be required after OPDS deployments, major overhauls, and modifications to assure hardware changes are adequately documented and readiness is maintained.

### 3. CHANGE CONTROL PROCEDURE

3.1 GENERAL The following procedures are established to:

- a. Ensure timely processing of all proposed changes by MARAD, EWTGPAC, and the PMS325R Acquisition and Configuration Manager.
- b. Provide continuous traceability and status of a change from the date of its proposal through its evaluation, approval, and implementation.

### 3.2 PROCEDURES

- a. Proposed changes may be originated from within PMS325R, MARAD (including MARAD personnel, ships' crews and the vessels' designated ship managers) through the MARAD Program Manager, DOD units (Army, Navy, and Marine Corps) through EWTGPAC, or from contractors.
- b. All proposed changes to OPDS equipment and replacement or augmentative components shall be submitted to PMS325R. This shall include recommendations for changes in the number and type of outfitting equipment, spares, suppliers names and addresses, stock and reordering levels by tanker, and equipment/system changes that could impact operational capabilities and procedures.
- c. PMS325R will evaluate the proposed change. If required, additional details will be requested from the originator. If it is determined that the change has merit, PMS325R will provide copies of the proposed change to those organizations concerned with the change inviting their review and comment. Such organizations could include MARAD, EWTGPAC, Amphibious Construction Battalions, Underwater Construction Teams, and Army and Marine Corps fuels units. When input is received a detailed evaluation of the proposed change will be made, to include a cost effectiveness analysis.
- d. If the proposed change is technically desirable and cost effective, PMS325R will prepare technical specifications, if not provided with the proposal, for the change with preliminary cost estimates and forward the proposed change to MARAD or EWTGPAC to review and update cost estimates and determine scheduling availability. When all data is received, a decision will be made to implement or reject the proposed change. The originator of the proposed change will be notified in either case. Where applicable, the proposed change will be implemented and tested by EWTGPAC on the training equipment prior to implementation in the fleet.
- e. Authorized changes will be prepared by PMS325R as OPDS/OUB Alterations. Each alteration will at a minimum contain the following:
  - (1) Reason for change
  - (2) Change description
  - (3) Cost estimate
  - (4) Applicability
  - (5) Supported documentation as required
- f. Specifications for approved/proven changes will be forwarded to MARAD/EWTGPAC for implementation. As appropriate, funding authority will also be

provided. The change will be recorded in the OPDS Configuration Baseline and changes to all applicable OPDS components scheduled.

g. MARAD/EWTGPAC will track the progress of approved configuration changes, and provide status reports to PMS325R, including financial information, (actual costs versus previous estimates) upon completion. The effect of configuration changes on required spare and repair parts will be reflected in inventories and reorder levels, with copies of updated allowances provided to the PMS325R Configuration Manager.

h. PMS325R will change all technical manuals to reflect changes in equipment configuration and operating procedures, as applicable, and provide periodic updates to these manuals.

i. PMS325R will advise CESO, Port Hueneme, CA, of all equipment changes affecting the training of military personnel in OPDS functions, together with proposed procedural changes in operating and maintaining such equipment.

j. MARAD will take actions as required to update crew training materials and instructions for tankers to ensure configuration changes are included in training.

k. MARAD will maintain an accurate and up-to-date computerized inventory by location of all OPDS equipment and core spares, for each of the OPDS tankers, and all pool spares in MARAD warehouses. A separate computerized inventory will be maintained for all OPDS technical documentation retained on the tankers and will be provided to PMS325R as changes occur.

l. EWTGPAC will maintain an accurate and up-to-date computerized inventory of all OPDS training equipment and spare parts. Inventories and changes will be provided to PMS325R as changes occur.

m. With the introduction of OUBs, MARAD and EWTGPAC will maintain accurate and up-to-date records of material condition, major repairs and recommended preventative maintenance above that already recommended and provide this information to PMS325R as changes occur.

# OFFSHORE PETROLEUM DISCHARGE SYSTEM (OPDS)

## CONFIGURATION MANAGEMENT PLAN (CMP)

### APPENDIX A: OPDS MATERIAL ASSESSMENT PLAN

#### 1. GENERAL

1.1 BACKGROUND The Offshore Petroleum Discharge System (OPDS) Configuration Management Plan (CMP) was updated and distributed in September 1999 to reaffirm the organizational responsibilities and related procedures for OPDS Life Cycle Management. The objective of this plan is to identify logistics support requirements, improve equipment and procedures, and improve overall material readiness. The CMP also identifies organizational responsibilities and procedures to enhance tanker material readiness.

1.2 PURPOSE This Appendix is intended to supplement the information provided in paragraph 2.2 of the September 1999 CMP by providing additional procedures and guidance for conduct of OPDS Tanker Configuration Assessments with the aim of assuring the material readiness of the OPDS tankers. Additionally, conduct of these assessments on an annual basis will provide for an accounting of outfitting material by Naval personnel, (ACB, ACU and UCT), and operation of selected OPDS support equipment.

1.3 OBJECTIVES This plan is intended to establish criteria and related procedures to meet the following objectives:

- a. To conduct an annual Operational Assessment of OPDS equipment and outfitting on all Full Operating Status (FOS), Reduced Operating Status (ROS), and Ready Reserve Force (RRF) OPDS tankers. Each tanker will be assessed to confirm the operational condition of selected OPDS support equipment as agreed upon by NAVSEA, MARAD, and Navy personnel prior to the assessment.
- b. To determine the status of logistic support for OPDS equipment, outfitting, and spares onboard the tanker.
- c. To establish specific organizational responsibilities for the conduct of the assessments, and the remedial action, if required, to clear any discrepancies.
- d. In the case of SS CHESAPEAKE and SS PETERSBURG, the assessment shall include the launch, operation, and recovery of OUBs.

#### 2. ORGANIZATIONAL RESPONSIBILITIES FOR OPDS TANKER ASSESSMENTS

2.1 GENERAL NAVSEA, MARAD, and NAVY personnel (EWTGPAC, ACB, ACU, and UCT) shall jointly conduct operational condition assessments of the OPDS tankers. NAVSEA shall act as the lead agency/team leader to coordinate all OPDS tanker assessments.

2.2 RESPONSIBILITIES OPDS tanker condition assessments are joint efforts involving NAVSEA, MARAD and Navy personnel. Agency responsibilities are:

- a. NAVSEA shall:
  - (1) Issue Operational Condition Assessment Plan and advise CNO (N42) of planned ship visits.
  - (2) Act as lead agency to coordinate and schedule the assessments with MARAD and EWTGPAC.
  - (3) Provide knowledgeable personnel to aid in the conduct of the assessments.
  - (4) Prepare Allowance Change lists.
  - (5) Prepare OPDS/OUBALTS.
  - (6) Maintain the OPDS Technical Manuals.
  - (7) Provide current Allowance Lists for each OPDS tanker.
  - (8) Provide check sheets for use in conducting the assessments.
  - (9) Prepare the final OPDS Tanker Assessment Report following receipt of input from all participants.
  
- b. MARAD shall:
  - (1) Identify to NAVSEA available times and locations of the tankers for conducting the assessments.
  - (2) Provide knowledgeable personnel to support the conduct of the assessments.
  - (3) Prepare in advance PC-SAL printouts of the outfitting and spares to reflect current status/shortfalls and ordering/receipt status.
  - (4) Prepare OPDS system components for the assessment, such as air compressors, Beach Termination Units (BTUs), and OUBs where applicable.
  - (5) Provide input to NAVSEA and assist in final review for the Assessment Report.
  - (6) Report disposition of discrepancies identified during the assessment to NAVSEA.
  
- c. EWTGPAC shall:
  - (1) Provide LTIs for OUB light off, operation and shut down.
  - (2) Provide an engineer for OUB operations.
  - (3) Provide a rigger to support OUB operations.
  - (4) Provide input to NAVSEA and assist in final review for the Assessment Report.
  
- d. ACB shall:
  - (1) Provide a Military Officer in Charge (OIC) for the assessment.
  - (2) Provide Coxswains/deck ratings.
  - (3) Provide Engineers/ENs and EMs.
  - (4) Provide input to NAVSEA and assist in final review for the Assessment Report.
  
- e. ACU shall:
  - (1) Provide a Coxswain/deck rating.
  - (2) Provide an Engineer/EN.
  - (3) Provide input to NAVSEA and assist in final review for the Assessment Report.

- f. UCT shall:
  - (1) Provide an Officer or Petty Officer in Charge.
  - (2) Provide sufficient personnel to inventory the SALM and SALM deployment outfitting.
  - (3) Provide knowledgeable personnel for air compressor operation.
  - (4) Provide input to NAVSEA and assist in final review for the Assessment Report.

### 3. PROCEDURES FOR CONDUCTING OPDS TANKER ASSESSMENTS

3.1 GENERAL The annual OPDS tanker operational condition assessments are planned for the four tankers that are in FOS, ROS, and RRF status. The amount of equipment operated/demonstrated is dependent on the tanker's status. Whenever possible OUBs will be operated on tankers so equipped. With proper preparation, five working days are considered sufficient to conduct the assessment. All outfitting material and spares inventoried shall be immediately re-inventoried, stowed, and resealed to the satisfaction of the MARAD representative(s) to insure readiness for the next operation. The assessment shall not be deemed complete until all material has been accounted for and restowed. All assessment participants are responsible for support in this effort. The Assessment Report shall report the condition of the OPDS equipment. The condition criteria for OPDS equipment, outfitting, and spare parts shall be:

- a. Operational – Equipment is within acceptable operating parameters to fulfill the OPDS Mission.
- b. Marginally Operational – Any noted discrepancies are correctable within the timeframe to fulfill the OPDS Mission.
- c. Inoperable – The noted discrepancies cannot be corrected within the timeframe to fulfill the OPDS Mission. In the event that the problem can be worked around and the OPDS mission reasonably completed, then the overall condition may be judged as Marginally Operational.

The overall condition will be based on the assessment of three elements, OPDS equipment, OPDS outfitting, and OPDS spares. Where there are “Inoperable” notation, a judgement call made by NAVSEA, with inputs from MARAD and Navy personnel, may be made based on the possibility of reasonable work arounds to meet the OPDS Mission requirements. In all cases, the discrepancies shall be noted and action initiated to correct the problem. Follow up shall be in accordance with the CMP.

3.2 MATERIAL SUBJECT TO ASSESSMENT The following OPDS material is subject to assessment. Equipment operation will be dealt with on a case by case basis.

- a. Fixed and portable OPDS equipment which may be operated includes: Beach Termination Units (BTUs) (open and inspect), Air Compressors, and OUBs including winches, clamping table, air compressor, air conditioning unit. The Tow Tugs will

lower and raise the maximum anticipated operational loads that is readily available during OUB operations. As a minimum, the 1500 lb anchors will be used.

- b. Outfitting:
  - (1) SLWT Outfitting shall be inventoried, restowed, and sealed.
  - (2) OUB Outfitting shall be inventoried prior to OUB operations, and inventoried following completion of operations, restowed, and sealed.
  - (3) SALM Outfitting shall be inventoried, restowed, and sealed. SALM valves where applicable, shall be cycled to assure operational status.
  - (4) Zodiac boat equipment and spares shall be inventoried, restowed, and sealed.
- c. Critical spare parts, as identified in OPDS operation after action reports, shall be inventoried. All other spare parts shall be checked randomly against the allowance list and the PC-SAL printout.

3.3 GENERIC ASSESSMENT SCHEDULE If possible the OPDS tanker assessments shall be completed in five working days. An inbrief shall be conducted at the start of the first day, and daily meetings shall be scheduled as mutually agreed upon. The following is a day by day generic schedule:

- a. Day 1
  - (1) Inbrief onboard tanker
  - (2) Start and complete OUB Outfitting inventory (on OUB equipped tanker).
  - (3) Conduct preoperation checks of OUBs (on OUB equipped tankers).
  - (4) Start SLWT Outfitting inventory (will complete the first day on SLWT tankers).
- b. Day 2
  - (1) Complete SLWT Outfitting inventory.
  - (2) Cycle SALM valves.
  - (3) Inventory SALM Outfitting on the SALM.
  - (4) Launch OUBs for operations (on OUB equipped tankers).
  - (5) Inspect BTUs and inventory, restow, and seal outfitting.
- c. Day 3
  - (1) Operate OUBs (on OUB equipped tankers).
  - (2) Inventory Zodiac boats.
  - (3) Random check of OUB spare parts.
  - (4) Inventory Air Manifold and Conduit Flooding Buoy (CFB).
  - (5) Test operate the OPDS Air Compressors.
- d. Day 4
  - (1) Operate OUBs (on OUB equipped tankers).
  - (2) Inventory remaining SALM Outfitting, restow, and seal.
  - (3) Check for OPDS/OUBALT completion status.
  - (4) Complete OUB operations and retrieve OUBs.
- e. Day 5
  - (1) Inventory OUB Outfitting, restow, and seal (on OUB equipped tankers).
  - (2) Complete any tasks not completed on previous days.
  - (3) Provide and discuss assessment report inputs.

(4) Conduct an outbrief onboard the tanker.

# OFFSHORE PETROLEUM DISCHARGE SYSTEM (OPDS)

## CONFIGURATION MANAGEMENT PLAN (CMP)

### APPENDIX B: OPDS OUTFITTING MATERIAL MANAGEMENT PLAN

#### 1. GENERAL

1.1 BACKGROUND The Offshore Petroleum Discharge System (OPDS) Configuration Management Plan (CMP) was updated and distributed in September 1999 to reaffirm the organizational responsibilities and related procedures for OPDS Life Cycle Management. The objective of this plan is to identify logistics support requirements, improve equipment and procedures, and improve overall material readiness. The CMP also identifies organizational responsibilities and procedures to enhance tanker material readiness.

1.2 PURPOSE This Appendix is intended to supplement the information provided in paragraphs 1.4 and 1.5 of the September 1999 CMP by providing additional procedures and guidance for management and safe keeping of all issued equipments, outfitting gear, and tools used to conduct OPDS operations, with the aim of assuring the material readiness of the OPDS tankers.

1.3 OBJECTIVES This plan is intended to establish criteria and related procedures to meet the following objectives:

- a. To provide a vehicle for the identification, reporting, and correction of OPDS material deficiencies to ensure OPDS material readiness.
- b. To provide for the orderly turnover of equipment, outfitting gear, and tools between MARAD tanker personnel and Amphibious Construction Battalion (ACB), Assault Craft Unit (ACU), and Underwater Construction Team (UCT) personnel.
- c. To establish specific procedures for the issue and retrieval of equipment, outfitting gear, and tools required for OPDS deployment and retrieval.
- d. To establish specific organizational responsibilities for the conduct of the custody turnover and provide for reporting of lost or damaged equipment, gear, and tools.

#### 2. ORGANIZATIONAL RESPONSIBILITIES FOR OPDS OUTFITTING MATERIAL MANAGEMENT

2.1 GENERAL NAVSEA, MARAD, and NAVY personnel (EWTGPAC, ACB, ACU, and UCT) shall jointly take action to insure accountability for OPDS equipment, outfitting gear, and tools. The proper condition of this material is critical to maintain OPDS deployment readiness. MARAD shall act as the lead agency for the physical issue and return of OPDS equipment, outfitting gear, and tools used for OPDS deployment and retrieval.

2.2 RESPONSIBILITIES OPDS Outfitting Material Management is a joint effort involving NAVSEA, MARAD and Navy personnel. Agency responsibilities are:

- a. NAVSEA shall:
  - (1) Assign knowledgeable personnel to aid in the issue and return of OPDS material.
  - (2) Provide current Allowance Lists for each OPDS tanker.
  - (3) Prepare Allowance Change lists.
  - (4) Provide check-off lists for use in issue, tracking, and return of OPDS material:
    - (a) To EWTGPAC for use in training and to provide to ACB, ACU and UCT personnel.
    - (b) To the applicable OPDS Technical Manuals.
  - (5) Assess post operation and exercise discrepancies and determine any necessary configuration changes to allowances to improve continued readiness.
- b. MARAD shall:
  - (1) Coordinate the issue and return of OPDS material.
  - (2) Assign knowledgeable personnel to support the issue and return of OPDS material.
  - (3) Report to NAVSEA the condition of OPDS material following return to include loss or damage of OPDS equipment, outfitting gear, and tools.
  - (4) Review post operation and exercise discrepancies and make recommendations to NAVSEA for improved configuration allowances and operating procedures to enhance future readiness.
- c. EWTGPAC shall:
  - (1) Assign knowledgeable personnel to support OPDS operations as requested.
  - (2) Provide check-off lists to Navy personnel for use in the issue, tracking, and return of OPDS equipment, outfitting gear, and tools.
  - (3) Review post operation and exercise discrepancies and make recommendations to NAVSEA for improved configuration allowances and operating procedures to reduce damage and/or loss of material to enhance future readiness.
- d. ACB shall:
  - (1) Assign an Officer in Charge (OIC) for the OPDS operation. Liaison with the other ACB to provide an Assistant Officer in Charge (AOIC) for the OPDS operation to conduct 24 hour operations. Both officers shall be graduates of the Expeditionary Warfare Training Group, Pacific (EWTGPAC) Offshore Petroleum Discharge System (OPDS) Officer in Charge course of instruction.
  - (2) Assign key personnel to conduct the following:
    - (a) Responsible for receiving, tracking, and returning OPDS material.
    - (b) Organize the Offload Preparation Party (OPP) and conduct Limited Technical Inspection (LTI) on OPDS Utility Boats (OUBs) onboard OUB outfitted tankers.
    - (c) Verify the inventory and arrange for shipment of lighterage repair collateral gear and air detachment boxes to include as a minimum:
      - ((1)) The ability to conduct hull and mechanical structure repairs and electrical repairs while forward deployed in support of 24 hour operations.
      - ((2)) Ensure an adequate supply of repair parts is provided for the OPDS operation.

- ((3)) Provide the following personnel to staff the lighterage Repair Facility:
      - ((a)) Lighterage Repair OIC – day and night shift.
      - ((b)) Rated Engineman – three per shift.
      - ((c)) Rated Electrician’s Mate – two per shift.
      - ((d)) Rated Boatswain’s Mate – two per shift.
      - ((e)) Communications/RTO – one per shift.
    - (3) Assign a Lighterage Repair OIC who will maintain an accurate record of all OPDS equipment, outfitting gear, tools, and repair parts utilized during OPDS operations, and provide to MARAD and NAVSEA upon completion of OPDS material return.
  - e. ACU shall:
    - (1) Assign key personnel responsible for receiving, tracking, and returning OPDS material.
    - (2) Maintain an ongoing record of lost or damaged equipment, outfitting gear, and tools to provide to MARAD and NAVSEA upon completion of OPDS material return.
  - f. UCT shall:
    - (1) Assign an Officer or Petty Officer in Charge of SALM, Dive Boat, and dive support equipment.
    - (2) Assign key personnel responsible for receiving, tracking, and returning OPDS SALM outfitting, fly away dive gear, air compressor operations, and permanently installed diving support equipment.
    - (3) Maintain an ongoing record of lost or damaged SALM equipment, SALM outfitting gear, and SALM tools, and Dive Boat gear to provide to MARAD and NAVSEA upon completion of OPDS material return.

### 3. PROCEDURES FOR OPDS OUTFITTING MATERIAL MANAGEMENT

3.1 GENERAL Management of OPDS Outfitting Material is a joint effort between NAVSEA, MARAD, and NAVY personnel (EWTGPAC, ACB, ACU, and UCT). The goal of OPDS Outfitting Material Management is to maintain this material in a ready to issue condition to support OPDS operations. The implementation of OPDS Outfitting issue and return procedures along with the OPDS Material Assessment Plan will ensure attainment of this goal. The procedures will allow for the identification of damaged or lost equipment, outfitting gear, and tools during and at the conclusion of OPDS operations, permitting repair and/or replacement as required. To accomplish this, accurate records of issue, a running inventory and notation of abnormalities, and an accurate return and restow of equipment, outfitting gear, and tools is required. The following procedures are intended to accomplish this end.

3.2 OPDS OUTFITTING MATERIAL ISSUE PROCEDURES The following OPDS Outfitting Material Issue Procedures are for use with an embarked Offload Preparation Party (OPP). The same procedures shall be used with ACB, ACU, and UCT personnel at the operations area should an OPP not embark.

- a. Utilizing the OPDS Material Check-Off Lists, OPP and MARAD designated

personnel shall jointly inventory and transfer custody of the OPDS equipment, outfitting gear, and tools, required to conduct operations, to the OPP designated personnel. The designated senior personnel for the respective parties shall sign-off on the custody transfer documents as being accurate.

- b. OPP personnel shall maintain a running inventory while continuing OPDS deployment preparations in transit to the operations area. Once in the area, the OPP shall transfer custody of the equipment, outfitting gear, and tools to the assigned ACB, ACU, and UCT personnel, who shall be responsible for maintaining a daily inventory and record of damage or lost OPDS equipment, outfitting gear, and tools.
- c. Should additional equipment, outfitting gear, or tools be required as replacements for lost or damaged material, this shall be annotated on the applicable check-off list at custody turnover.

**3.3 OPDS OUTFITTING MATERIAL RETURN PROCEDURES** The following OPDS Outfitting Material Return Procedures are essential elements in providing OPDS Outfitting Material in a ready to issue condition. As with the issue of this material, the return requires a joint effort of assigned MARAD, ACB, ACU, and UCT personnel. Identifying shortfalls and maintenance requirements are required to return the material to a ready for issue status.

- a. Utilizing the OPDS Material Check-Off Lists, the assigned MARAD, ACB, ACU, and UCT personnel shall jointly inventory, restow, temporarily seal, and transfer custody of the returned OPDS equipment, outfitting gear, and tools. Lost or damaged material shall be annotated as such on the check-off lists. The designated senior personnel for the respective parties shall sign-off on the custody transfer documents as being accurate.
- b. Navy personnel prior to transfer back to the OPDS tanker shall accomplish cleaning/reconditioning of outfitting to the maximum extent possible. Material requiring further cleaning/reconditioning, (such as chain hoists and dewatering pumps used on the SALM), shall be inventoried, stowed, and the check-list annotated to that fact to enable the MARAD personnel to locate and refurbish the material to ready to issue status following the return, inventory, and restow of all OPDS equipment, outfitting gear, and tools.
- c. Upon completion of operations and return of all OPDS equipment, outfitting gear, and tools, a listing of lost or damaged material, and those replaced using spares, shall be provided to the operation participants, including NAVSEA and MARAD Headquarters.
- d. A post operation/exercise meeting shall be conducted between NAVSEA, MARAD, and Navy personnel to review losses and damages incurred to the OPDS inventory. All parties are to provide recommendations to minimize losses and damages to OPDS outfitting. NAVSEA shall assess the recommendations and implement changes to the inventory and/or OPDS procedures to maximize operational readiness.