

Chapter 1: Introduction to the RRF Logistics Support System

1.0 The Ready Reserve Force

The Ready Reserve Force (RRF) was established by the Maritime Administration (MARAD) in coordination with the U.S. Navy in 1976 as a support element for the deployment of U.S. forces. The RRF is an element of the National Defense Reserve Fleet (NDRF) that has been tasked to maintain an effective sealift capability in support of the Department of Defense (DOD). MARAD manages RRF vessel acquisitions, upgrades, activations, maintenance, and operations. RRF vessels are entrusted to contract ship managers, general agents, and a limited number of maritime academies.

1.1 RRF Logistics Management Manual

1.1.1 Purpose

The *RRF Logistics Management Manual* has been developed to provide logistics support guidance and operating procedures to MARAD Headquarters and region personnel. It also provides authoritative guidance and direction to Ship Managers, general agents, surveyors, support contractors (as provided for in their respective contracts) and selected maritime academies that have custody of an RRF vessel. This manual shall also serve as a reference for those Government agencies whose functions and responsibilities require them to interact with MARAD and the RRF.

The *RRF Logistics Management Manual* addresses MARAD supply management policies, procedures and responsibilities within the context of the RRF Logistics Support System.¹ It also prescribes uniform configuration management and provisioning requirements, applications, objectives, and definitions for the RRF, and assigns responsibilities related thereto.

When there is an apparent conflict between the terms of the Ship Manager's contract or the FAR and this manual, the contract or the FAR must take precedence.

¹Maritime Administrative Order 630-7, dated June 24, 1996.

1.1.2 Terms

The term "Ship Manager" will be used in this manual to indicate general agents, ship managers, and Chief Engineers of RRF vessels operated by maritime academies. The term "Government" will be used to indicate managers and employees of the Maritime Administration. The term "Region" will refer to managers and employees of the South Atlantic, Central and Western Regions of the Maritime Administration. A Glossary of logistics terms used in this manual is provided in Appendix A. The meaning of common acronyms is provided in Appendix B.

1.1.3 Manual Organization

The *RRF Logistics Management Manual* is divided into two volumes:

- a. Volume I: RRF Shipboard Logistics Management
- b. Volume II: RRF Shore-based Logistics Management

Chapters are numbered consecutively with paragraphs numbered in legal style. Users should examine the Table of Contents to obtain an overview of the contents of each chapter. Whenever possible, tables, figures and footnotes have been provided to clarify the processes or procedures contained in the text. Footnotes are numbered consecutively within each chapter. An index is provided at the end of each volume.

1.1.4 Changes to the Manual

Recommendations for changes to this manual are encouraged and should be sent to the Division of Logistics Support (MAR-614).

1.2 The RRF Logistics Support Concept

The RRF Logistic Support System is built around three critical programs: The Shipboard Supply Management Program, the Configuration Management Program and the RRF Shore-based Spares Program.²

²Maritime Administrative Order 630-7, dated June 24, 1996.



1.2.1 Shipboard Supply Management Program

The Shipboard Supply Management Program addresses the logistics functions performed aboard ship or in direct support of shipboard operations. It encompasses allowance and inventory management policy, procedures, and information related to shipboard spare parts, outfitting material, and technical documentation.

1.2.2 Configuration Management Program

The Configuration Management Program provides a systematic means for documenting the configuration of shipboard equipment and includes provisions for configuration identification, change control, spare parts provisioning and allowance determination. An active Configuration Management Program is necessary for effective logistics support.

1.2.3 Shore-based Spares Program

The Shore-based Spares (SBS) Program provides guidelines for managing inventories of RRF equipment and repair parts critical to mission readiness but not readily available on the open market. The MARAD SBS warehouses also provide convenient temporary storage for spare parts, controlled material, and technical documentation removed from vessels undergoing overhaul, slated for disposal, etc.

1.2.4 MARAD Logistics Support System Database

The MARAD Logistics Support System (MLSS) database is the primary repository of all RRF equipment, spare part, outfitting, Accountable Property, technical manual, and vendor drawing information. Virtually all material management information is obtained, either directly or indirectly, from MLSS. Through MLSS data products (such as Ship's Allowance Lists) are made available to managers and other personnel.

1.2.5 Interagency Support

The Division of Logistics Support (MAR-614) is the central requisitioning point for spare parts available through the Federal Supply System (FSS).

1.3 Inspections and Reviews

MAR-614 conducts several types of formal and informal inspections as a way of monitoring the performance and effectiveness of the RRF Logistics Support Program.

1.3.1 Region Supply Readiness Assessment

MAR-614 will conduct periodic supply readiness assessments of ship-controlling Regions. The factors to be assessed will be published and provided in advance to each Region. The assessment will examine the degree to which Region practices conform to the policies and procedures contained in this manual, the FAR, Maritime Administrative Orders, and other MARAD directives. Such evaluations will also assess the effectiveness of these policies and procedures in supporting the operational logistics needs of the Regions.

1.3.2 Logistics Management Reviews

Logistics Management Reviews (LMRs) examine and evaluate the contract performance of Ship Managers and normally focus on a specific vessel. In the case of maritime schools that operate RRF owned vessels, LMRs will evaluate the control and management of federally owned property, while also assessing the effectiveness of the vessel's logistics management program. This manual, the Federal Acquisition Regulations (FAR) and the contract itself are used as the basis for these evaluations.

Regions will perform "routine" LMRs of RRF vessels. MARAD HQ will periodically perform unannounced or "no-notice" LMRs on selected vessels to assure the logistics management program onboard the vessel complies with the Ship Manager's contract, the FAR and the operational support requirements of the RRF. HQ LMRs are also used to gauge the effectiveness of region logistics management programs. The areas addressed during Logistics Management Reviews are published in the MAR-614 LMR Checklist.

1.3.3 Other Inspections and Reviews

MAR-614 or a Region may conduct other inspections and reviews on an ad-hoc basis to address specific logistics readiness concerns. These inspections (which may focus on a ship, a ship class or a MARAD Region), may be formally scheduled or conducted on a "no-notice" basis, as required.



1.4 Activity Phases

The life cycle of an RRF vessel may encompass many different events, including initial acquisition, routine maintenance periods, activation, and operation. These stages in the life cycle are referred to as *phases*, which are defined below:

- a. Phase I: Vessel Acquisition
- b. Phase II: Vessel Upgrade
- c. Phase III: Deactivation
- d. Phase IV: Maintenance
- e. Phase V: Exercise (i.e., activation and subsequently deactivation)
- f. Phase O: Operation

1.5 RRF Readiness Ratings

MAR-610 assigns overall RRF readiness ratings, which are provided below for informational purposes.

- a. C-1: No mission degrading deficiencies
- b. C-2: Documented and correctable mission degrading deficiencies
- c. C-3: Mission degrading deficiencies exist which cannot be corrected.
- d. C-4: Major deficiencies prevent the ship from performing its primary mission, which cannot be corrected within the assigned period.
- e. C-5: Scheduled major repairs in progress - unable to meet assigned readiness criteria.

1.6 Federal Government Property Regulations

All persons and activities involved in the RRF Logistics Support System may, at one time or another, find themselves accountable or responsible for Government property. The procedures contained in this manual are designed to accomplish the supply management mission while protecting this accountability. "Government property" is defined as all property owned by or leased to the Government, or acquired by the Government under the terms of a contract. It includes both Government-furnished property, and contractor-acquired property as defined in the Federal Acquisition

Regulations (FAR). It includes all facilities, material, special tooling, special test equipment, and agency-peculiar property. The following publications and instructions provide requirements and guidance for the management of such property:

- a. Federal Acquisition Regulations (FAR), 48 CFR Part 45. This publication prescribes policies and procedures for providing Government property to contractors; contractor's use and management of Government property; and reporting, redistributing, and disposing of contractor inventories of Government property.
- b. Federal Management Regulations (FMR), 41 CFR Chapters 101 and 102. This publication prescribes regulations, policies, and procedures pertaining to the management of Government property.
- c. Equipment Management and Control (DOT Order 4410.4). This order contains Department of Transportation (DOT) policy for the management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment. It implements and supplements the FMR.