Syllabus for
CMEO Ashore Part I - SAMM Planning

Course Content

This course introduces participants to the MSC Shipboard Automated Maintenance Management (SAMM) program maintenance management modules that are used for planning maintenance availabilities. This course consists of the following modules:

- CMEO Ashore Part I – SAMM Planning Course Introduction
- SAMM Introduction
  - Dashboards
  - Virtual Technical Library (VTL)
  - Training Module
- SAMM Availabilities Part I
- SAMM Availabilities Part II
- SAMM Machinery History & PM Compliance
- SAMM PMIA (PM Industrial Assist)
- SAMM Policies Matrix
- SAMM Task Manager
- SAMM TRANSALT-PM
- SAMM TRANSALT (T-ALT Ship)
- SAMM Voyage Repair Request (VRR)
- Assessment
- Work Item Historical
- Work Item Library

Target Audience

The target audience for this course is MSC ashore personnel (e.g. Principal Port Engineer, Assistant Port Engineer, Ashore Analysts, & N10 personnel) who have not taken this course within the past 5 years and need to refresh their proficiency in SAMM. This course is also appropriate for new-hire N7 personnel who need to attain proficiency in SAMM. Participants should be familiar with the MSC maintenance and repair policies discussed in the prerequisite N7 Engineering Academy courses outlined below prior to completing this course.

Pre-Requisites

Completion of:

- Introduction to Military Sealift Command course
- MSC Regulatory Standards, Inspections, Maintenance Availability Overview, and Engineering Budgets course
- Government Contracting, RCA, RCM, and ENCON course
- MSC Work Item Writing Fundamentals course
- MSC Work Item Estimating Fundamentals course

- Maintenance Availability Planning and Management, Drydocking, and Logistics

Administration

The class size is limited to 18 participants, and enrollment is on a first come, first served basis. You can self-register for this course online at http://mscn7training.com. Successful completion of this course requires 100% attendance, as well as passing an assessment to prove competence in the following SAMM modules:

- SAMM TRANSALT-PM
- SAMM TRANSALT (T-ALT Ship)
- SAMM Virtual Technical Library (VTL)
- SAMM Voyage Repair Request (VRR)

Schedule

This course is conducted over a period of two consecutive days. Classes begin at 8:00 AM and end at 5:00 PM each day. The schedule for the course modules is as follows:

<table>
<tr><th></th><th>Day One</th><th>Day Two</th></tr>
<tr><th>Time</th><th>Module</th><th>Module</th></tr>
<tr><td>08:00-08:30</td><td>Course Introduction</td><td rowspan="3">SAMM TRANSALT (T-ALT Ship)</td></tr>
<tr><td>08:30-09:30</td><td>SAMM Policies Matrix</td></tr>
<tr><td>09:30-10:30</td><td>SAMM Introduction
Dashboards
Virtual Technical Library (VTL) Training Module</td></tr>
<tr><td>10:30-11:30</td><td>SAMM TRANSALT-PM</td><td rowspan="2">SAMM PMIA (PM Industrial Assist)</td></tr>
<tr><td>11:30-12:00</td><td>SAMM Task Manager</td></tr>
<tr><td>12:00 - 1:00</td><td>Lunch</td><td>Lunch</td></tr>
<tr><td>1:00- 1:30</td><td>SAMM Task Manager (cont.)</td><td rowspan="2">SAMM Voyage Repair Request (VRR)</td></tr>
<tr><td>1:30-2:00</td><td rowspan="2">SAMM Availabilities Part I</td></tr>
<tr><td>2:00-3:00</td><td>Work Item Historical
Work Item Library</td></tr>
<tr><td>3:00-4:00</td><td>SAMM Machinery History & PM Compliance</td><td>SAMM Availabilities Part II</td></tr>
<tr><td>4:00 -5:00</td><td>Vessel Assessment</td><td>Assessment</td></tr>
</table>

Module Descriptions:

SAMM Introduction (Dashboards, Virtual Technical Library (VTL), and Training): This module covers the architecture, purpose, and use of MSC's Shipboard Automated Maintenance Management system and Virtual Technical Library. Common terminology, common features and the Navigation/Search features will be taught during this course. Included in this module is a description of each tab in the SAMM Dashboard and how each tab applies to the overall management of the vessel's maintenance. Additionally, participants will be shown the training modules as well as accessing documents in the shipboard VTL (Virtual Technical Library).

SAMM Availabilities Part I: This module covers the first phases of preparation and documentation for an availability in the SAMM Ashore M&R Module. participants will learn how to transpose the MRT schedule into the availabilities module, prepare draft work packages for pre-award contracts, and start & maintain the POA&M feature. Participants will learn to use the work item library to pull standard work items into a draft work package, and source items will be introduced.

SAMM Availabilities Part II: participants will have the opportunity to link source items, modify start/end dates, amend work item specifications, update project/task codes, and update the work pack status from draft to award. Participants will also learn how to export the Work Package for contracting.

SAMM Machinery History & PM Compliance: This module covers how to filter, find, and review Machinery History and PM Compliance details in the SAMM Afloat M&R Module. This will give the participant insight into the usage of the Ship's Planned Maintenance.

SAMM PMIA (Planned Maintenance Industrial Assist): The module covers Planned Maintenance Industrial Assist (PMIA) actions, providing instruction on how to find, schedule, and complete planned maintenance actions flagged for Industrial Assistance. The relationship between Class Standard Items and SAMM MCodes is explained, and participants will have the opportunity to add PMIA items to a work package.

SAMM Policies matrix: This module familiarizes participants with MSC policies and COMSC instructions related to availability planning and execution.

SAMM Task Manager: This module covers how to search current tasks, view status, and identify deliverables. Participants will learn the N72 routing process and how to make updates to assigned tasks.

SAMM TRANSALT PM: This module instructs participants on how to search and find current TRANSALT requests, create a new TRANSALT Request, and route

TRANSALT requests for approval. The course will cover the different statuses of TRANSALT requests in the system and explain the documentation process. Participants are shown how to begin the process of tasking appropriate personnel in Task Manager.

SAMM TRANSALT (T-ALT Ship): This module instructs participants on how to filter, find, schedule, and complete approved T-ALTs, along with the appropriate documentation and processes.

SAMM Voyage Repair Request (VRR): This module provides instruction on filtering, finding, scheduling, and completing Voyage Repair Requests (VRRs) submitted by the vessel. Topics of discussion will include: afloat/ashore viewing of VRR's, equipment linking for machinery history, and VRR/work item association.

Vessel Assessment: This module introduces participants to Vessel Self Assessments and Port Engineer Vessel Inspection requirements, their scheduling, processes, and the roles/responsibilities of those involved in the process.

Work Item Historical: This module provides instruction on how to filter, search, find, and schedule a historical work item to a work package. Participants will also be shown the techniques and benefits of utilizing historical items for estimating purposes.

Work Item Library: This module provides details on the processes for creating and sustaining the following library item types: TRANSALTs, Class Standard Items (Including PMIA), template items, and My/Vessel Items.

Date	Version	Description	Author
3/13/19	0.0	Initial draft	Kevin Sorbello
10/8/19	0.1	Revised syllabus to reflect generic format and content	Gary Fields
3/31/22	0.2	Revised schedule to add an introductory module	David Leyh