



OPERATIONS MANUAL *for Yokosuka Public Works Team - December 2002*

CHAPTER 5 Execution

Execution Division - Mission, Function and Task

Mission: *Execute all facilities maintenance, operation, repair, and minor construction assigned for accomplishment by in house forces, self help, or contracted actions.*

Concept of Operations:

The Execution Division of the CFAY PWT team will:

- a. Receive all facilities maintenance, repair, service, and construction requirements from the Facilities Engineer Division via an automated work control system.
- b. Plan and schedule these requirements for accomplishment via in-house forces, self-help, or contracted actions.
- c. Perform complete Project Management and final acceptance of finished work.
- d. Provide timely feedback to the Facility Engineers and Customers through routine status meetings or as required.
- e. Operate and maintain Yokosuka Utilities and Transportation assets.
- f. Manage the Yokosuka lead/asbestos program
- g. Track and maintain records of all utility outage, road closure and dig permit requests.

The Execution Division will perform direct liaison with customers to schedule work, with the FE Division for funding support, and with Engineering (PWC Code 400) for PCAS services.

Maximo will be used to track the status of all work.

Functions and Tasks:

1. Maintenance Branch

Provide cost effective, responsive, and high quality accomplishment of all assigned maintenance, repair, minor construction , recurring (PM) , and emergency/service work.

- a. Coordinate with Maintenance Business Line Manager and Support Function Managers as necessary for effective and efficient work accomplishment.

b. Provide E/S reception, screening, and authorization for all Yokosuka, Negishi, Ikego, Fuel Terminals, and CFAY Tenant commands. Maintain data relative to tracking reimbursable funding using PWC MIS.

c. Work with the FE Division to determine appropriate service levels for recurring work performed by in-house personnel.

d. Perform Project Management and Quality Control function for all assigned work.

(1) Schedule and coordinate utility outages as required.

(2) Obtain dig permits as required.

(3) Ensure the Environmental and Safety reviews have been completed.

(4) Ensure site approval, if required, has been granted.

(5) Ensure all affected individuals and commands have been notified of impacts of scheduled work (e.g. Road closures, utility outages, noise)

(6) Upon completion of work, review As-built drawings and submit to Planning and Engineering Division.

e. Ensuring safe work environment at all job sites and shop spaces.

f. Ensure adequate Public Affairs coverage in coordination with CFAY and PWC PAOs.

g. Administer Weight Handling Equipment Maintenance Management program. Coordinate WHE certification services with SRF. Ensure WHE operations are in accordance with NAVFAC P-307 requirements.

h. Maintain project status using Maximo.

2. Utilities Branch

Own and operate all utilities with the objective of providing efficient, reliable service to all ships and shore facilities in Yokosuka. Utility commodities and services include electrical power, steam, potable water, salt water, compressed air, sewage, and solid waste disposal.

a. Coordinate with Utilities Business Line Manager and Support Function Managers as necessary for effective and efficient services.

b. Work with the PWT OB funds administrator to determine appropriate service levels for solid waste pick-ups and other recurring services.

- c. Provide dig permit and utility outages services to other Execution Branches as required.
- d. Maintain data relative to tracking reimbursable funding using PWC MIS.
- e. Act as the FE for Utilities.
- f. Administer Weight Handling Equipment Maintenance Management program. Coordinate WHE certification services with SRF. Ensure WHE operations are in accordance with NAVFAC P-307 requirements.
- g. Maintain an accredited environmental laboratory.

3. Transportation Branch

Administer a comprehensive transportation management program encompassing determination of transportation vehicle requirements, vehicle assignments, and vehicle maintenance and operations in accordance with applicable directives.

- a. Coordinate with Transportation Business Line Manager and Support Function Managers as necessary.
- b. Work with the PWT OB funds administrator to determine appropriate service levels for shuttle buses and other recurring services.
- c. Provide Civil Engineering Support Equipment support.
- d. Administer Weight Handling Equipment Maintenance Management program. Coordinate WHE certification services with SRF. Ensure WHE operations are in accordance with NAVFAC P-307 requirements.
- e. Schedule, dispatch, and operate all categories of transportation equipment (e.g. cranes, school buses, shuttle buses, Narita run, etc.).
- f. Administer and operate the Class C transportation equipment rental pool and ship support pool; prepare and maintain data on transportation operations workload, backlog, equipment and manpower availability.
- g. Determine and justify equipment allowance requirements for Class C operations.
- h. Ensure the safety, security, and authorized use of all transportation equipment.
- i. Develop and implement training plans for vehicle/equipment operators.
- j. Maintain data relative to tracking reimbursable funding using PWC MIS.

4. Self-Help and 1st LT

Self-help is designed to provide end users with the opportunity to improve their work environment. 1st LT is designed to improve and maintain base appearance.

a. Self help duties: Verify candidate projects and coordinate with end-users for execution to include:

- (1) Working with FE Division and end users to identify potential projects.
- (2) Obtain end user commitment to provide labor force.
- (3) Provide Planning and Estimating services for projects within their capabilities and coordinate all other P&E efforts with Maintenance branch.
- (4) Coordinate material procurement with Materials Branch.
- (5) Provide technical assistance as required. Provide necessary technical knowledge and safety training for safe and efficient project accomplishment via books, video, audio and or personal training covering all factors within the project scope prior to and/or during execution.
- (6) Ensure adequate PAO coverage.
- (7) Coordinate w/Seabee Detachments as necessary to ensure assigned tasking is completed as requested.
- (8) Maintain all data pertaining to project scope, start/stop dates, material cost, man-hours/man-days and Navy savings.
- (9) Identify and monitor safety hazards and quality control points, both before and during project execution.
- (10) Provide immediate response to CO directed tasks and projects.
- (11) Until and unless maintenance and self-help shops are combined:
 - (a) Operate and maintain a builder shop for use by trained personnel as authorized.
 - (b) Maintain a central tool room, which will include a variety of commonly used hand tools, power tools and equipment, special tools and equipment to support emergency contingency operations in the event of earthquake, flood, typhoon, snow, ice, or other disaster.

(c) Coordinate, store and dispense materials for Self-Help projects. Maintain ample supplies of material commonly needed for immediate dispensing, with authorization, to maintain buildings by personnel of units and tenant commands within CFAY.

b. 1st Lieutenant Division duties include.

(1) Task supervise CFAY E-5 & below (EBL) duty section for daily base clean-up and beautification.

(2) Paint curbs, pressure wash walk-ways, sweep as necessary and empty green trash receptacles.

(3) Task and supervise CAF (community service) personnel.

(4) Advise respective building/area monitors on status of their responsible areas for corrective action within the unit's or office's area of responsibility.

(5) Do rounds, check and secure all missile hazards as required by typhoon COR.

(6) Provide immediate response to CO directed issues.

(7) Provide support before, during and after events such as base open house functions, ceremonies and the 4th of July fireworks display/concert.

5. Contracts/Resident Officer in Charge of Construction (ROICC)

Through contracted actions, provide timely, cost effective, and quality accomplishment of all facilities service, maintenance, repair, minor construction projects, and recurring (PM) work that cannot be performed by in-house methods due to time, funding, or technical constraints.

As envisioned by the NAVFAC ROICC Office Model, the ROICC office will have the capability to develop solicitation packages using the co-located technical support of PWC personnel, who will be under the operational control of the ROICC. The technical support team will be led by the Facilities Support Contract Manager (FSCM). The FSCM serves as the technical advisor concerning the use and administration of FSCs. Prior to award, the FSCM is responsible for coordination of the requirements generation, technical specification, the government estimate, and the QA surveillance plan. Post-award responsibilities include recommending contract modifications to the Contracting Officer, supervision of quality assurance evaluators, implementing quality assurance plans, initiating corrective action in the event of unsatisfactory contractor performance, and providing assistance in the preparation of performance work statements for subsequent contacts.

Specific tasks include:

- a. Chair the Yokosuka Acquisition Planning Board.

- b. Prepare statements of work for all service contract and type I construction T.O./D.O.s and SAPs..

- c. Engineering will prepare plans and specs for new contracts and type I construction. For existing Contract Delivery Vehicles, ROICC will convert customer Work Requests that do not require design into Statements of Work for quick and effective execution.
- d. Solicit, Evaluate, Award and Administer all Service and Construction Contracts (up to Warrant Authority). OICCFE will provide support for contract actions which exceed local warrant authority.

- e. The FSCM will work with the FE Division to determine appropriate service levels for all contracted recurring work.

- f. Conduct Constructability Reviews.

- g. Provide Project Quality Management.
 - (1) Schedule and coordinate utility outages as required.
 - (2) Obtain dig permits as required.
 - (3) Ensure the Environmental and Safety reviews have been completed.
 - (4) Ensure site approval, if required, has been granted.
 - (5) Ensure all affected individuals and commands have been notified of impacts of scheduled work (i.e. Road closures, utility outages, noise...)
 - (6) Upon completion of work, review As-built drawings and submit to Planning and Engineering Division.

- h. Provide QA and acceptance for all Seabee detachment projects.

- i. Maintain project status using Maximo and provide updates as necessary to FE's and end users.

- j. Ensure adequate PAO coverage.