



**COMNAV SURFLANT
SHIPBOARD HABITABILITY
IMPROVEMENT PROGRAM**

*PROJECT SELECTION
AND
SCHEDULING GUIDELINES*

12 April 2021

LONG RANGE PLAN

A Long Range Shipboard Habitability Improvement Plan is prepared and continuously updated to aid in long range budgeting and advance planning. This plan is commonly referred to as the "Five Year Plan". The most recent CNO Availability Maintenance Schedule is utilized as the primary guidance document in preparing and updating this plan. As an initial cut, each of the eligible ships (as previously defined) is scheduled for a survey by the Mid-Atlantic Regional Maintenance Center design agent, if this has not been previously accomplished.

- To avoid perturbations resulting from fluctuations in ship operating schedules, surveys are normally scheduled for accomplishment during scheduled maintenance availabilities. To the extent feasible, surveys will be scheduled for the last maintenance availability preceding the ten-year anniversary of each ship's commissioning.
- To minimize survey costs, all Officer, Crew/CPO and Troop/NCO berthing and sanitary spaces are normally surveyed during a single ship visit.

Installation projects are then selected and scheduled for subsequent maintenance availabilities until all designated compartments in each ship have been upgraded. The following general guidelines are applied in this initial selection and scheduling process:

- For ship Classes with "crew living complexes" (e.g., CG 47, DDG 51, LPD 17), berthing compartments and supporting sanitary spaces will normally be scheduled for upgrade at the same time to facilitate the replacement of common, adjoining honeycomb bulkheads.
- If not scheduling by living complex, berthing projects will normally have precedence over sanitary space projects for those availabilities that would, otherwise, require off-ship berthing. (Sanitary spaces can be incrementally upgraded during shorter duration availabilities without the requirement for off-ship berthing.)

- If feasible, projects requiring gas freeing of tanks will be scheduled for dry-docking availabilities.
- Compartments scheduled for Women at Sea (WAS) or Gender Neutral ship alterations will normally not be scheduled for upgrade until after the alterations have been installed.
- Compartments that have been previously improved by SHIPALTs or by other means are reviewed for upgrade on a case-by-case basis primarily considering the current material conditions rather than compliance invoked in OPNAVINST 9640.1C.
- To the extent feasible, project scopes will be defined so as to allow for the upgrading of all eligible compartments within a twelve year period.
- Officer staterooms and sanitary spaces will be evaluated and scheduled for an upgrade one time in a ships service life, typically around mid-life, after all Crew/Troop, CPO/NCO berthing and sanitary spaces have been upgraded at least once.

With the exception of the one-time renovation for Officer spaces, all eligible compartments will be scheduled for second and subsequent upgrades until such time that the ship is in the five year window for decommissioning and is removed from the Program.

BUDGET CONSIDERATIONS

Before the beginning of each fiscal year, a Proposed Spending Plan is prepared and submitted to the COMNAVSURFLANT Habitability Manager (N43E6) for review. This spending plan identifies all the projects proposed for design, installation and material procurement during the coming year. Cost estimates are based on historical return costs and current Program Budgeting Standards. After fiscal year budget controls are established, additional revisions may be required to reflect the Type Commander's funding priorities, ultimately leading to a COMNAVSURFLANT Approved Spending Plan. The Long Range Plan is modified accordingly.

DETAILED PLANNING

As feasible, visits are made to the ships throughout the project selection and scheduling process to keep the ships apprised of current planning and to gain first hand information regarding the material condition of habitability spaces. Twenty-two months prior to each scheduled project installation (A-22), an initial Advance Planning Notice (APN) is forwarded electronically by COMNAVSURFLANT to the ship and Mid-Atlantic Regional Maintenance Center. This notice identifies the project(s) proposed for accomplishment and requests the ship's concurrence with the tentative planning outline. The ship is requested to respond to the Advance Planning Notice within fifteen days after receipt. Since the ship has been a party to the planning process, concurrence is anticipated. However, the ship's response may request planning changes (i.e., deferral of project, additional project, change in type or scope of project, etc.). In either case, a Project Confirmation Notice (PCN) is forwarded electronically to the ship at approximately A-21 months acknowledging the ship's response to the Advance Planning Notice and, if applicable, noting any changes in project planning that may have occurred as a result of the ship's input. At this time, the project selection and scheduling process is considered complete for a given project, since any change occurring thereafter would delay the procurement of installation materials. However, it should be recognized that the project selection and scheduling process is highly dynamic and subject to frequent changes resulting from changes to the Maintenance Schedule, budget reductions, delays in material delivery, etc. Thus, further refinement may be required.