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IN REPLY REFER TO  
OPNAVINST 11010.34B  
OP-442E  
11 FEB 1987

OPNAV INSTRUCTION 11010.34B

From: Chief of Naval Operations

Subj: INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE TYPE "A"  
ANNUAL INSPECTION SUMMARY AND NARRATIVE ASSESSMENT

Ref: (a) OPNAVINST 11000.16 (NOTAL)  
(b) OPNAVINST 11010.23D  
(c) OPNAVINST 3501.167A (NOTAL)  
(d) OPNAVINST 11010.20E (NOTAL)  
(e) NAVFAC P-78 of OCT 1985 (NOTAL)  
(f) NAVFAC MO-322, CH.1, of FEB 84 (NOTAL)

Encl: (1) Definitions  
(2) Shore Activity Submittal Requirements  
(3) Claimant Submittal Requirements  
(4) Sample Forms for Activity and Claimant Submissions

1. Purpose. To set forth procedures and responsibilities associated with the preparation and submission of the shore facilities Type "A" Annual Inspection Summary (AIS) and Narrative Assessment (NA).

2. Cancellation. OPNAVINST 11010.34A and OPNAV 11010-7.

3. Definitions. See enclosure (1).

4. Scope. Applies to all claimants and shore activities under the Chief of Naval Operations (CNO) who are responsible for maintenance of Class I and Class II real property assets, and who are supported by the appropriations Operations and Maintenance, Navy (17-1804); Operations and Maintenance, Navy Reserve (17-1806); Navy Industrial Fund (17-4912); or Research, Development, Test and Evaluation, Navy (17-1319) (including all laboratories). It does not apply to:

a. Marine Corps activities receiving primary support from the Commandant of the Marine Corps.

b. Industrial and research plants owned and operated by private contractors.

c. Military assistance advisory groups and Defense attache offices.

d. Petroleum reserves.

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e. ROTC units.

f. Navy family housing units (Navy category codes 711 through 714) and assets supported by the Family Housing, Navy (FH,N) account.

g. Uninterruptable Power Supplies (UPS) at Naval Telecommunications Command (NAVTELCOM)/Naval Security Group Command (NAVSECGRU) activities. (These are funded from a mission account and not from the Maintenance of Real Property (MRP) account.)

h. Antennas and antenna systems at NAVTELCOM/NAVSECGRU activities. (These are funded from a mission account and not from the MRP account.)

i. Communications lines. NAVTELCOM has management responsibilities for this account. Maintenance and repair actions are not to be charged to MRP.

j. Fleet moorings.

5. Background. Reference (a) establishes a comprehensive CNO policy and identifies chain of command responsibility for shore facilities. Reference (b) emphasizes the need for managers within the chain of command to maintain profiles of relevant information for use as appropriate in the programming and budgeting of the Maintenance of Real Property (MRP) program. The AIS provides real property condition data in support of this need.

## 6. Discussion

a. The continuous inspection of facilities is the most important link in a successful facilities management program and is the basis for accurate AIS submissions. These inspections require a level of skill necessary to provide a valid condition assessment. This might require the combination of activity inspections, contracting for highly specialized areas, and specialized inspections provided by the Naval Facilities Engineering Command. The AIS should not be considered a one-time effort to identify condition but rather a summary of unfunded deficiencies identified over the year through a comprehensive and planned continuous inspection program.

b. Proper analysis of the AIS should lead to the development of realistic long-term objectives and resource allocation plans at all levels of command. This will move us toward CNO's objective to reduce the Navy's total backlog and to improve readiness of shore activities and the morale of personnel. During a CNO Executive

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Board (CEB) on October 1986, CNO established an objective to reduce the critical backlog to "0" (zero) by 1994, in an IC priority order, and to execute the Shore Facility Life Extension Program (SHORE FLEP). For additional information on these goals and the priority order of IC's, refer to reference (b). Several changes have been made to the AIS reporting procedures in order to facilitate proper analysis. The most significant changes are:

(1) Naval shore activities are no longer required to forward copies of their AISs' to CNO (OP-44) or NAVFACENCOM (Code 1003).

(2) Claimants and shore activities have been given permission to collect additional data to aid them in the areas of planning, programming and budgeting. There are Navywide computer systems, such as BEST and PWC/MIS, that will support the basic information. Claimants requiring additional information may request changes to the standard systems.

(3) Nondeferrable Maintenance and Repair Backlog (NMAR) will now be referred to as Critical Backlog. The definition for critical backlog has been clarified.

(4) Definitions and guidelines for demolition and design have been added.

(5) Guidelines dealing with excess property have been provided.

(6) The cost account for demolition, 7840, has been added to the cost account index.

(7) The method for determining the inspection percentage has been clarified. (See paragraph 7a(2)).

(8) Facility condition ratings are now required in the narrative assessment; see Condition in enclosure (1) and reference (c).

(9) OPNAV 11010/8, OPNAV 11010/9 and OPNAV 11010/10 have been updated.

(10) OPNAV 11010/7 has been cancelled. This information should now be provided in your cover letter.

(11) References (d) and (e) provide background information for the Definitions section, enclosure (1).

c. This instruction has been completely revised and should be read in its entirety.

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7. Action

- R) a. Shore Activities. All shore activities included within the scope of this instruction (paragraph 4) will prepare the AIS documents following the detailed instructions in enclosure (2). Reporting activities will list all real property maintenance and repair deficiencies for which they have maintenance funding responsibility and corrective action. Include all deficiencies that have not been formally authorized; i.e., list deficiencies with no job order, contract, or work authorization signed prior to 30 September each year. Only maintenance and repair deficiencies are to be reported and collected, following procedures outlined in reference (f). DO NOT INCLUDE THE FOLLOWING TYPES OF WORK ON THE AIS: Standing Job Orders (SJOs), Emergency/Service (E/S), minor construction, equipment installation, Preventive Maintenance Inspections (PMI), and deficiencies anticipated to be corrected with OSHA funds.
- R) (1) The forwarding letter will include: (1) the name(s) of organization(s) that conducted the inspections; and (2) activity inspection percentage. This percentage can be calculated using the Inspection Status information, column 18 of OPNAV 11010/8. Count the number of inspections completed (C's), divide by the number of inspections recommended in reference (f) (C's + N's), and multiply by 100. (C's = 105, C's + N's = 122:  $105/122 = .86 \times 100 = 86$  percent inspection.)
- D) (2) Reports will reflect critical and total maintenance and repair backlog as of 30 September each year. Reports will be forwarded in sufficient time to reach the first level of review by 15 October each year. The CNO required data cannot be eliminated or altered and must be reported.
- b. Claimants. Claimants are responsible for the overall coordination, review, validation and consolidation of the activity generated reports. Claimants will establish review procedures to ensure that activity reports: are promptly submitted; conform to the instructions of enclosure (2); contain cost estimates based upon good maintenance engineering practice; properly categorize deficiencies as to critical or deferrable status; and represent the true condition of the reporting activity. Claimants will prepare consolidated Cost Account Summary and Narrative Assessment reports in accordance with enclosure (3) for each maintenance and repair fund source and each NIF activity group within their claimancy. These reports are due in CNO (OP-44), with a copy provided to NAVFACENCOM (Code 1003), no later than 1 December each year.
- R) (1) The forwarding letter will include: (1) the names of organizations that conducted the inspections; (2) a claimant inspection percentage (a consolidation of the activities' inspection percentages); and (3) an explanation of large increases in backlog, include UICs of contributing activities.