

COMOMAGINST 3100.4N
N3
20 Jun 03

COMOMAG INSTRUCTION 3100.4N

Subj: QUARTERLY CONDITION REPORT

Encl: (1) Quarterly Condition Report Format

1. Purpose. To promulgate guidelines for the submission of Quarterly Condition Reports by Mobile Mine Assembly Unit/Detachment (MOMAU/MOMAD) sites. Implementation of this instruction will standardize submissions from the sites to assist the COMOMAG staff with identifying negative trends and readiness assessments and implementing corrective actions.

2. Cancellation. COMOMAGINST 3100.4M. This instruction is a major revision and should be reviewed in its entirety.

3. Background. COMOMAG is responsible for ensuring all MOMAG sites have the capability to perform their assigned missions. This report provides MOMAG sites with a means to consolidate significant operational and administrative events in order for COMOMAG staff to better support MOMAG functions.

4. Action. MOMAU/MOMAD site Commanding Officers/Officer-in-Charge (COs/OIC) will submit Quarterly Condition Reports containing information in all areas of responsibility to include readiness, inspections, manpower, facilities, material handling equipment, workload, training, retention, advancement/promotion, supply requirements, information system security and naval reserve issues.

5. Requirements. The Quarterly Condition Report is due at COMOMAG (N1) no later than the 15th of January, April, July and October. After reporting an initial problem in any particular area, only updates will be necessary.

6. Reports. Enclosure (1) is the format for the Quarterly Condition Report. This format should be adhered to as much as possible. The preferred method of forwarding the report is via unclassified e-mail to Admin (N1) with information copies to the Chief Staff Officer (01), Operations (N3), Supply (N4), AIS/Communications Department (N6) and the Reserve Coordinator/Training Administrator (N01T).

/s/
T. W. AUBERRY

Distribution:
COMOMAGINST 5216.1T
List I
List II (Case A, Case B (COMINEWARCOM only))
List III

COMOMAGINST 3100.4N

20 Jun 03

QUARTERLY CONDITION REPORT FORMAT

3100
(date)

From: CO/OIC, MOMAU/MOMAD Site
To: Commander, Mobile Mine Assembly Group
Subj: QUARTERLY CONDITION REPORT
Ref: (a) COMOMAGINST 3100.4N

1. Per reference (a), the Quarterly Condition Report is submitted for the _____ quarter of calendar year _____.

a. Administration (N1)

(1) VIP Visits/Mine Warfare Briefs. List name, rank/rate and parent command.

(2) Manning and manpower concerns (free text).

(3) Personnel Casualties. List the current status of previously reported personnel casualty cases.

(4) Results of self-assessment conducted.

(5) Advancement statistics are required for the months of March (CPOs), June and December (E4-E6). The report should be in the following format:

NAME, RATE, STANDARD SCORE, PASS/FAIL/ADV

(6) Retention statistics should be in the following format:

NAME, RATE, DATE OF REENLISTMENT/EXTENSION OR SEPERATION DATE

(7) Sailor of the Quarter/Sailor of the Year (SOQ/SOY). Provide the name and rate of the person selected as SOQ/SOY.

(8) Community Involvement. Report all significant command involvement in community affairs, such as disaster recovery operations, Habitat for Humanity, etc.

b. Operations (N3)

(1) Mine Readiness Certification Inspection (MRCI) discrepancies. List all outstanding discrepancies and the status of the corrective action taken in the following format:

(a) Discrepancy

Encl (1)

COMOMAGINST 3100.4N
20 Jun 03

(b) Corrective action taken

(c) Status

(2) Explosive Safety Inspection (ESI) discrepancies. List all outstanding discrepancies and the status of the corrective action taken in the following format:

(a) Discrepancy

(b) Corrective action taken

(c) Status

(3) HAZMAT discrepancies. List all outstanding discrepancies and the status of the corrective action taken in the following format:

(a) Discrepancy

(b) Corrective action taken

(c) Status

(4) Department of Defense Explosive Safety Board (DDESB) discrepancies. List all outstanding discrepancies and the status of the corrective action taken in the following format:

(a) Discrepancy

(b) Corrective action taken

(c) Status

(5) Field Calibration Activity (FCA) discrepancies. List all outstanding discrepancies and the status of the corrective action taken in the following format:

(a) Discrepancy

(b) Corrective action taken

(c) Status

(6) Describe any mine warfare readiness improvements or initiatives.

(7) Material Handling Equipment/Vehicles. Report any problems or delays incurred with repair or operations. See examples below.

- On 11 Jan, our five-ton stake truck, vehicle number 54389-99, was turned in to Public Works for maintenance on the transmission. The estimated return of the vehicle was 7 Feb. We do not anticipate an impact on readiness with the temporary loss of the vehicle.

(8) Facilities. Report the status of any pre-existing or new facilities and maintenance requirements. See example below.

- On 15 Feb, one of the air compressors used for mine assembly resulted in a burned out shaft bearing. The bearing was not available locally and has been ordered by Public Works. The expected arrival and installation date is 30 Dec. A portable air compressor with sufficient air volume is not available through local rental. The regular workload is not affected, however, if an upgrade is initiated, the increased hand tool usage will degrade the established production rates.

(9) CASREPS. List all outstanding CASREP information in the following format:

Casualty number/level: (Sample: "initial-99001/CAT 2")
Equipment:
Mission impact:
Assistance required:
Repair status:

(10) Workload. Describe OPTEMPO and workload schedule that is affecting mission readiness. See examples below.

- Completed 100 percent of scheduled maintenance pertaining to the Service Mine Maintenance Workload Schedule.

- Four MK 65 Quickstrike S&A failed Class "B" criteria. Replacement requisition number is XXXXXXXXXXXX.

(11) Readiness Assessments. List all readiness assessments conducted. Include the following information: number and type of mines built, the elapsed time of upgrade evolution, corrective action of discrepancies noted and the post-analysis results.

(12) Stockpile Inventory. Provide results of the inventories conducted. Supply amplifying information if the inventory validity is below 95 percent.

<u>MONTH</u>	<u>VALIDITY</u>
Jan	98%
Feb	95%
Mar	100%

c. Supply (N4). The majority of supply-related requirements are monitored and tracked on a daily or weekly basis. Specific items that require quarterly reporting are minimal. The required quarterly input is limited to budget inputs, which are due as listed in the Supply Planner. (COMOMAG Supply Department (N4) issues the Supply Planner at the end of each fiscal year for the upcoming fiscal year and distributes it to each site.)

d. Automated Information System (AIS)/Communications (N6). All information listed below should be included in the Quarterly Condition Report even if the information has not changed from a previous report. Provide comments where appropriate. Provide an appropriate status or discrepancies on C4I items, i.e., Defense Messaging System (DMS), SIPRNET phone system, etc.

- (1) Name of the Information System Security Manager (ISSM)
- (2) The ISSM's projected rotation date
- (3) Date the ISSM completed the AIS Security Certification and Accreditation Course
- (4) Name of the network administrator
- (5) The network administrator's projected rotation date
- (6) Date the network administrator completed the Windows NT training
- (7) Date of the last AIS accreditation. (NOTE: Interim Authority to Operate (IATO) is no longer authorized.)
- (8) Name and version of the anti-virus software installed
- (9) Latest version of the virus signature file installed
- (10) Date the last semi-annual AIS security training was conducted
- (11) Date the user passwords were last changed

e. Training/Reserve Affairs (N7)

(1) Required military training courses attended. Include the course name and number, date completed and personnel attended. Include those courses not attended because of emergency leave, lack of funds, etc.

(2) Quarterly correspondence report received from NR MOMAUs per COMOMAGINST 3060.1H. List any discrepancies and the status of the corrective action. See example below.

Manning is reduced to 65 percent. The recommendation to improve manning levels includes recoding command billets from AA to AK.

f. CO/OIC's comments: (Statement addressing any issues not specifically mentioned in the report.)