



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
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IN REPLY REFER TO

NAVFACINST 4081.1
FAC SRL
31 OCT 02

NAVFAC INSTRUCTION 4081.1

From: Commander, Naval Facilities Engineering Command

Subj: INTEGRATED LOGISTICS SUPPORT PLANNING AND POLICY
FOR SEABEE READINESS, SEALIFT SUPPORT PROGRAM OFFICE
(SSPO), AND CONSTRUCTION BATTALION CENTER PORT HUENEME
(CBCPH)

Ref: (a) SECNAVINST 5000.2B
(b) MIL-HDBK 502, DOD Handbook, Acquisition Logistics

Encl: (1) Guidelines for Preparation of an Integrated Logistics
Support Plan (ILSP)

1. Purpose. To establish policy and responsibilities for the Naval Facilities Engineering Command (NAVFACENGCOM) in the development and documentation of Integrated Logistics Support Plans (ILSP), following reference (a) and (b) as appropriate for the designated acquisition category (ACAT).

2. Scope. The policies and responsibilities described herein apply to acquisition logistics programs within the NAVFACENGCOM to include Naval Construction Force (NCF), Sealift Support Program Office (SSPO), and Navy Special Operating Units (SOU), regardless of ACAT designation.

3. Policy. Acquisition logistics support programs shall be planned, managed, executed, and resourced in such a manner that logistics support will be in-place at the time the system Initial Operational Capability (IOC) occurs. It is NAVFACENGCOM policy that acquisition logistics program managers shall utilize this process to document Integrated Logistics Support (ILS) planning efforts. An ILSP, as outlined in paragraph 4 and 5 shall be developed to identify program requirements, objectives, and milestones for:

a. All new systems and equipment including equipment manufactured or procured by inventory control points.

b. Any commercial and non-developmental items (CaNDI) or contractor logistics support (CLS) item procured.

c. Any program that NAVFACENCOM is not the lead, and no ILSP has been developed.

4. Documentation.

4.1. Integrated Logistics Support Plan (ILSP). In accordance with reference (a), acquisition logistics support programs shall be planned, managed, executed, and resourced in such a manner that full logistics support will be in-place at system IOC. The ILSP, as directed by the Program Manager (PM), shall be developed and used to identify all logistics planning efforts using the information identified in reference (b). The more specificity the ILSP contains, the greater the chance of achieving a successful end result (i.e. full logistics support). The ILSP, in conjunction with other program documentation, will be the governing document pertaining to supportability.

5. Responsibilities.

5.1. Program Manager (PM). The PM for NAVFACENCOM designated acquisition programs is responsible for all ILS documentation and planning support ACAT milestone decision reviews. The PM shall ensure that ILS planning efforts are developed and documented adequately such that logistics support will be in place at the time of system IOC. The PM or authorized designee shall approve ILSP.

5.2. Program Logistics Manager/Program Integrator. The NAVFACENCOM designated Program Logistics Manager/Program Integrator for acquisition programs shall be the single point of contact for ILS management activities and is responsible for the development and implementation of ILS products and processes applicable to each program. The Program Logistics Manager/Program Integrator will coordinate the efforts of an Integrated Product Team (IPT) in the development of the ILSP for final approval by the PM. Enclosure (1) of this instruction shall be used as a guide. Further, the designated Program Logistics Manager/Program Integrator will:

- a. Establish an IPT.
- b. Call and chair IPT meetings, and provide members periodic status of ILS tasking, milestones, actions taken, and actions pending.

c. Ensure, for each assigned program, logistics support requirements are properly analyzed and evaluated and an ILS program strategy is determined.

d. Ensure identified ILS elements are assigned to the appropriate Logistics Element Manager (LEM) for detailed and realistic requirements definition, and for preparation of inputs to the ILSP and other acquisition and management documents, as required.

e. Ensure the impact on ILS resulting from new or revised planning and/or design is assessed and that adjustments to ILS requirements are implemented.

f. Ensure funding requirements from initial procurement through life cycle management are prepared and submitted to the PM.

g. Review/update the ILSP to reflect changes in the program.

h. Prepare and present ILSP to the PM for approval and maintain configuration of the ILSP to include assignment of document tracking numbers if desired.

5.3. Integrated Product Team (IPT). To ensure all required ILS planning and acquisition activities are performed as required, an IPT chaired by the Program Logistics Manager/Program Integrator and comprised of appropriate Subject Matter Experts (SMEs) and Logistics Element Managers (LEMs) are designated for each acquisition program. The IPT is responsible for the ILS planning, execution and management of all programs assigned to their IPT. The IPT will meet, as required, to identify logistics program requirements, resources, objectives, and challenges.

5.4. Logistics Element Managers (LEMS). As members of the IPT, the LEMS will provide technical expertise for their assigned areas of logistics responsibility. LEMS will function as active members of the logistics community in identifying and supporting program requirements and objectives. In their area of specialty, LEMS will:

a. Provide logistics support element information required for various phases of the program to the Program Logistics Manager/Program Integrator.

b. Participate in formal and informal ILS meetings and conferences.

c. Participate as required in reviews, presentations, device acceptance/testing and any other activities related to their area.

d. Monitor areas of specialization to ensure delivery of satisfactory product/data/services.

6. Tailoring. Reference (a) represents a general model for managing Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs. The broad coverage of the general model acknowledges that every acquisition program is different. Programs shall tailor information in enclosure (1) to meet the specific requirements and support the operational concept of the program. Any section of the ILSP that do not apply shall be marked "N/A." The ILSP shall also document and justify why logistics elements are not being planned.



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Guidelines for Preparation of an
Integrated Logistics Support Plan (ILSP)

for

(Program Title)

1. Introduction and Program Description. Include scope of document, historical data, program overview, reference to applicable logistics requirement funding summaries, support performance thresholds from the acquisition program baseline, system description, concepts for operations and support, and program schedule. Post-production support shall address methods for accomplishment and assigned areas of responsibility for configuration control, engineering improvements for reliability, maintainability and safety, readiness monitoring, a supply production continuity program, security assistance, and phase out of planned life management.

2. ILS Planning. Discuss planning for logistics support analyses, continuous acquisition and life-cycle support (CALS), integrated logistics support (ILS) management team, life-cycle cost (LCC), and support for logistics assessments and test and evaluation. Address the participation of major organizations (e.g., contractors, depots, field activities, etc.).

3. Maintenance Planning. Discuss the maintenance concept, reliability centered maintenance, maintenance data collection, level of repair analysis, engineering technical services, warranties, depot designation, organic maintenance support date, depot maintenance inter servicing, and environmental impact assessment.

4. Manpower and Personnel. Discuss operational and maintenance manning, manpower constraints, and engineering and technical support requirements.

5. Supply Support. Discuss responsibilities of participating organizations, interim supply support, provisioning, material support date (MSD), spares acquisition integrated with production, and readiness based sparing.

Enclosure (1)

6. Support Equipment. In accordance with SECNAVINST 3960.6 of 12 Oct 90, discuss the support equipment identification process, integrated diagnostics, automated test equipment (ATE), test program sets (TPS), special and general purpose test equipment, metrology and calibration requirements, logistics support of support equipment, tools and ancillary equipment, and support equipment allowance lists.

7. Technical Data. Discuss hardware and software technical data management acquisition strategy, including delivery of digital data, review activity, post-production support engineering data requirements, inventory control point data requirements, data rights, data warranty, technical manual requirements, quality assurance, validation and verification, drawings, and technical manual management.

8. Training and Training Support. State the approval status of the Navy Training Plan (NTP). If a separate NTP will not be prepared, discuss the training concept, training devices and equipment, logistics support of training equipment, contractor or factory training, maintenance training, curriculum development, and instructor advisory services.

9. Information Technology. Discuss the Information Technology Life Cycle Management planning and implementation efforts.

10. Facilities. Discuss operational, support, and training sites and facilities planning for each site. Include required projects, type of facilities, scope, cost, schedule, and year required. Address public works support, contracting for facilities, field activity support, installation support, base electronic systems engineering planning, civil engineering support equipment, and disposal of hazardous materials.

11. Packaging, Handling, Storage and Transportation. Discuss system space and weight characteristics, storage requirements, hazardous materials transportation, special assignment airlift requirements, transportability engineering, reusable containers, special handling equipment, government/contractor responsibilities, preservation, packaging, packing, and marking. Highlight deviations from standard procedures.

12. Design Interface. Discuss planning to translate support performance requirements (e.g., reliability, maintainability, readiness or availability, etc.) into design requirements and planning to influence the design process to assure achieving these design requirements.

13. Related Areas. Discuss the relationship of the ILS program to the following areas, including lessons learned: configuration management, system safety, quality assurance, standardization, human engineering, corrosion prevention, energy management, and hazardous material control and management.

14. User's Logistics Support Summary (ULSS). State the approval status of the ULSS. If a separate ULSS will not be prepared, discuss the logistics resources necessary to operate and maintain the systems, subsystems, and equipment in their operational environment

15. Logistics Requirements and Funding Summary (LRFS). State the approval status of the LRFS. If a separate LRFS will not be prepared, discuss the support resource requirements and funds available to meet those requirements.