



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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WING ORDER 4790.8H

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) IN 2D
MARINE AIRCRAFT WING (2D MAW) (SHORT TITLE: 2D MAW SOP
FOR MIMMS)

Ref: (a) MCO P4790.2C w/CH 1
(b) FMFM 3-1
(c) MCO 4400.16H
(d) MCBUL 3000
(e) TM 4700-15/1H
(f) MCO 3000.11D
(g) MCO 8300.1C
(h) UM 4400-124
(i) NAVMC 1017
(j) MCO 5100.8
(k) WgO P11240.19E
(l) MCO 4855.10B
(m) MCO P4400.120A
(n) UM 4400-123
(o) JAGINST 5800.7E
(p) TM 10209-10/1
(q) MCO P4400.39
(r) NAVMC 3500.27B
(s) MCO 1200.17B
(t) MCO P4400.160B
(u) WgO P5041.2
(v) MCO 5600.31
(w) NAVMC 2761
(x) MCO P5215.17
(y) OPNAVINST 5530.13C
(z) MCO 4400.194
(aa) WgO 4750.4B
(bb) MCO 4105.2 w/CH 1
(cc) MCO 4733.1B

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Encl: 2d MAW SOP For MIMMS

1. Situation. This Order standardizes policies and procedures for the conduct of effective ground equipment maintenance and maintenance management programs within 2d MAW.
2. Cancellation. WgO P4790.8G.
3. Mission. The references standardize maintenance management policies, procedures and regulations within the Marine Corps. This Order provides amplifying instructions for 2d MAW.
4. Execution. Commanding Officers (COs) will ensure compliance with the contents of the references, this Order and issue amplifying instructions relative to this Order down to and including the squadron level.
5. Administration and Logistics. This revision contains major changes and should be reviewed in its entirety.
6. Command and Signal
 - a. Command. Recommendations concerning the contents of this Order are invited. Forward recommendations to the Commanding General (CG) 2d MAW, G-4 Maintenance Management Office (MMO) via the appropriate chain of command.
 - b. Signal. This Order is effective the date signed.


R. W. REGAN
Chief of Staff

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS
INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) IN 2D
MARINE AIRCRAFT WING (2D MAW) (SHORT TITLE: SOP FOR
MIMMS)

Location: _____
(Indicate the location(s) of copy(ies) for this Order.)

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CHAPTER 1

GENERAL INFORMATION

1. INTRODUCTION. Maintenance is a readiness determinant. One of 2d MAWs primary goals is to maintain maximum combat readiness at all times. This goal is achieved through a balanced program that adequately trains personnel and maintains material for the overall readiness of an organization. The purpose of this Order is to establish procedures that will properly and efficiently utilize personnel, money, repair parts, facilities and support equipment to ensure a high level of ground equipment readiness within 2d MAW. The primary tool used for the support and maintenance of ground equipment under the Marine Corps Integrated Maintenance Management System (MIMMS) umbrella is the PC-MIMMS program. This Order does not cover Global Combat Support System (GCSS-MC). As GCSS-MC or any other new initiatives are implemented, they will be addressed by this command as either a change or revision of this Order or supplemented by Maintenance Management Policy Notices (MMPNs).

a. Objectives. To provide detailed guidance for the management of equipment maintenance at all levels of command. Equipment maintenance management requirements are identified and the responsibilities for their accomplishment are assigned to the appropriate command level and staff agency. To establish command and staff relationships in the conduct of 2d MAWs equipment maintenance program and to identify relationships between MIMMS and other related Marine Corps programs.

b. To provide policies and procedures aimed at assisting commanders and maintenance personnel in planning, controlling and administering the 2d MAWs maintenance management program. MCO P4790.2_ (MIMMS Field Procedures Manual) herein governs procedures.

2. COMMAND RESPONSIBILITIES

a. The management of assigned equipment is an inherent responsibility of command. Chapter 4 of MCO P4790.1_ outlines the COs responsibilities for the management, proper employment and maintenance of all equipment assigned to or on temporary loan to their accounts.

b. Unit commanders will establish and/or conduct equipment maintenance programs per the procedures set forth in this Order.

c. Unit commanders will be prepared at all times to advise Assistant Chief of Staff (AC/S), G-4 MMO on the status of material readiness and maintenance within their respective units.

d. Unit commanders will report to the AC/S, G-4 MMO on all maintenance related difficulties that cannot be resolved through normal channels and procedures.

e. The MIMMS, as defined in paragraph 1 preceding, does not relieve the commander of his inherent maintenance responsibilities. MIMMS provides the commander with standard ground equipment maintenance policies and procedures that are used as management tools to assist in evaluating the readiness posture and establishing effective maintenance programs.

f. The Unit MMO will assist Commanders in the discharge of their responsibilities relative to equipment maintenance.

3. STAFF RESPONSIBILITIES

a. General. The commander's staff is composed of the G-1/S-1, G-2/S-2, G-3/S-3, G-4/S-4, G-6/S-6 and the special staff composed of the Adjutant, MMO, Supply Officer and Maintenance Officer where assigned. All staff officers contribute to the overall effectiveness of the maintenance management program. In addition to standard staff action requirements, staff officers must establish appropriate maintenance management relationships between the commander, MMO and other staff and supervisory personnel. The AC/S, G-4 MMO has staff cognizance for all maintenance management within 2d MAW.

b. G-1/S-1. The G-1/S-1 serves as the principal staff officer in all matters pertaining to personnel management. The adjutant has staff responsibilities for publication allowances, requisitioning of publications, maintenance of publications, publication listing and internal distribution control. Cognizant staff officers' recommendations for assignment of maintenance personnel will assist the S-1 in the effective use of personnel resources.

c. G-2/S-2. The G-2/S-2 serves as the principal staff officer on all matters pertaining to combat intelligence.

d. G-3/S-3. The G-3/S-3 serves as the principal staff officer on all matters pertaining to operations and training. The MMO, in conjunction with commodity managers, will coordinate with the S-3 to ensure required Military Occupational Specialty (MOS) technical subject training is provided to all maintenance

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management and personnel. The MMO will determine maintenance management and maintenance training requirements and make the appropriate recommendations to the S-3 for allocating time to conduct equipment maintenance. Maintenance Management and maintenance training will be included in the unit's annual and monthly training schedules.

e. G-4/S-4. The G-4/S-4 serves as the principal staff officer in all matters pertaining to logistics. This includes those matters directly related to materiel readiness, equipment maintenance, safety and management of equipment maintenance resources.

f. G-6/S-6. The G-6/S-6 serves as the principal staff officer in all matters pertaining to communications. This encompasses all matters for computer equipment requirements as well as maintenance on all computer hardware and software.

g. Maintenance Officer. In units authorized by Tables of Organization (T/O), the maintenance officer is considered a special staff officer. The maintenance officer oversees the performance of maintenance on all equipment and maintenance operations. The maintenance officer's responsibilities include, but are not limited to, coordination, planning, use and disposition of maintenance resources.

h. Supply Officer. The supply officer serves as a special staff officer to the unit commander per Fleet Marine Force Manual (FMFM) 3-1. The supply officer is responsible for supply support for the unit maintenance program. The MMO assists the supply officer in determining supply support requirements for maintenance operations under all operating condition

i. Commodity Managers. Commodity managers are those officers' assigned duties as managers of special or technical commodity areas. Commodity managers' work closely with MMOs in developing maintenance programs.

j. MMO. The MMO is a special staff officer under the staff cognizance of the G-4/S-4. The MMO is responsible for exercising staff supervision of all aspects of the unit's maintenance program. The MMO, in cooperation with commodity managers, assists the commander by coordinating the unit's maintenance resources. The MMO exercises principal staff cognizance over the maintenance management functional areas as listed in Chapter 1 of MCO P4790.2__.

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4. DESKTOP PROCEDURES AND TURNOVER FOLDERS

a. Commanders will ensure the development and use of desktop procedures and turnover folders by key maintenance management and maintenance personnel per MCO P4790.2_.

b. Desktop procedures will contain a compilation of significant items or notes pertinent to everyday operations. They will cite but are not limited to such items as procedures for carrying out assigned duties, telephone numbers, required reports and a list of references. Format in which information is provided is of particular importance. A lengthy format and manuscript style writing distracts the reader from getting the basic information required. Outlined below are procedures considered vital to desktop procedures and are the required minimum entries.

- (1) Billet. (Brief description of job)
- (2) Current Reference. (Applicable Publications)
- (3) Procedures for carrying out required duties.
- (4) Points of contact. (Names/telephone numbers)
- (5) Reports required. (Examples of properly completed reports/forms)

c. Turnover folders will contain information about policy, status of pending projects, references, management controls, functioning of the section, ways and means of accomplishing routine and infrequent tasks or other information that might be pertinent to an individual newly assigned to that billet. Commodity management control procedures compiled in turnover folders allow for ready reference to information vital to overall operations. They establish the basic who, what, when, where, why and how. At a minimum, turnover folders will consist of, but not limited to, the following information:

- (1) Title of billet.
- (2) To whom the individual occupying the billet reports and incumbent billets subordinate thereto.
- (3) Mission of the billet.
- (4) Basic functions involved in accomplishing the billet mission.

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(5) Regular tasks and basic functions performed in day to day operations.

(6) List of orders, directives and technical manuals deemed pertinent to the billet.

(7) List of required reports (date of submission, etc.).

(8) Internal and external relationships within the organizational chain of command, including unofficial liaison and coordinating instructions. Brief statements concerning the type of matters on which the internal and external agencies are consulted will be included.

(9) Points of contact list, phone numbers, addresses and purpose of contact.

(10) Past, pending and anticipated projects which should be itemized and kept current.

(11) Miscellaneous information that should be included:

(a) Administrative procedures.

(b) Operational procedures.

(c) Additional duties.

(d) Coordination between dual responsibilities.

(e) Limitations in responsibility of authority within specific duties or functions.

(f) Other data or information deemed appropriate to pass on to assist an inbound relief.

d. One effective way to establish workable turnover folders is to arrange information by functional area. Such an arrangement will greatly assist personnel newly assigned in that functional area. Turnover folders provide a complete and thorough review of material as it applies to maintenance management as well as each commodity area. Guidance in the assembly of turnover folders is contained in MCO P4790.2_.

e. Policies and procedures contained in unit desktop procedures and turnover folders will complement information found in this Order.

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f. The MMO and commodity managers will review turnover folders and desktop procedures semiannually for accuracy and applicability.

g. The billets indicated below will maintain desktop procedures and turnover folders. The list is not all encompassing and some units may not possess all listed billets. Smaller units may have one individual performing in several billets. Therefore, it may be more practical to have the turnover folder/desktop procedure address each billet separately to enable the unit to provide the information to individuals assigned one or more of the billets.

	<u>Desktop Procedure</u>	<u>Turnover Folder</u>
(1) Maintenance Management Officer	O	M
(2) Maintenance Management Chief	O	M
(3) Commodity Manager	O	M
(4) Maintenance Officer	O	M
(5) Maintenance Chief	O	M
(6) Quality Control	O	M
(7) MIMMS Clerk	M	O
(8) Calibration Control Clerk	M	O
(9) Publication Clerk (Librarian)	M	O
(10) Modification Control Clerk	M	O
(11) Records Clerk	M	O
(12) ERO Bin/Parts Clerk	M	O
(13) Tool Room NCO	M	O
(14) Technical Training NCO	M	O
(15) Safety NCO	M	O
(16) CPAC	M	O

(17) Warranty Coordinator

M

O

KEY: M = Mandatory O = Optional

h. MMOs will ensure those personnel assigned cognizance over maintenance management functional areas are assigned in writing and have established turnover folders and/or desktop procedures in each of their commodity areas as required.

5. MAINTENANCE MANAGEMENT (MMSOPs)

a. General. MCO P4790.2_ establishes the requirements for MMSOPs within units. The order also states that when instructions published by higher headquarters (to include this Order) are sufficiently clear, completely applicable at unit level and sufficiently detailed, such instructions should be referenced in lieu of repeating the contents of the instruction. This directive may be used as the unit MMSOP by including the following statement in the Commanders Maintenance Policy Statement: "WgO P4790.8_ will be utilized as these units MMSOP". Unit Maintenance Management Policy Notices will supplement this Order when applicable.

b. Each unit is required to amplify its authorized echelons of maintenance for each commodity and identify each commodities supporting activity. This will be included in the unit's MMSOP if used or will be included in a unit Maintenance Management Policy Notice if this Order is used as the unit's MMSOP. Figures 1-1 and 1-2 are examples of unit Maintenance Management Policy Notices. Unit Maintenance Management Policy Notices will be reviewed, updated and/or issued annually with a new checklist of current Maintenance Management Policy Notices. Figure 1-3 is an example of the Maintenance Management Policy Notice Annual Checklist.

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HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Distribution list

Subj: MAINTENANCE MANAGEMENT POLICY NOTICE 1/01, COMMANDER'S
MAINTENANCE POLICY STATEMENT

Ref: (a) MCO P4790.2_
(b) WgO P4790.8_

1. Reference (a) requires that commanders publish a order for Maintenance Management when the unit is authorized to perform second echelon or higher maintenance for more than one commodity area. The reference also states that when the instructions published by higher headquarters are sufficiently clear, completely applicable at the unit level and sufficiently detailed, they may be referenced, included in an individual's desktop procedures or extracted for inclusion in the units' order.

2. Reference (b) is the current order for Maintenance Management in the 2d MAW. It is applicable to all units within 2d MAW and provides guidance in the functional areas of maintenance management. The requirement to restate these guidelines at the group and squadron level are unnecessary and time consuming administrative burden.

3. In the spirit of reducing this burden on 2d MAW units, commanders need not publish a MMSOP if they choose to adopt and follow the guidelines set forth in reference (b) and applicable 2d MAW Maintenance Management Policy Notices. The commander should cancel the current unit MMSOP and issue a unit policy letter. The Group/Squadron commander will also publish amplifying guidance in the form of policy notices when special operational/maintenance requirements or geographic constraints require detailed procedures. At a minimum, a unit Maintenance Management Policy Notice covering the commander's maintenance policy, to include authorized echelons of maintenance and a checklist of the unit Maintenance Management Policy Notices in effect will be published.

Figure 1-1. Sample MMPN Commander's Maintenance Policy Notice
"COMMANDERS MAINTENANCE POLICY"

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4. The MMO will ensure that reference (b), 2d MAW Maintenance Management Policy notices and group/squadron Policy Notices are made available for maintenance and supply personnel requiring their use.
5. The 2d MAW MMO is responsible for making any changes to reference (b). Changes will be issued to each group, who will then ensure distribution throughout their respective group.
6. Per paragraph (3) above, effective immediately WgO 4790.8J will be utilized as this unit's MMSOP. This Order will be supplemented by unit Maintenance Management Policy Notices when applicable.
7. The following is a list of this unit's authorized echelons of maintenance and their supporting maintenance activity:

<u>COMMODITY</u>	<u>ECHELON</u>	<u>RESPONSIBILITY</u>	<u>SUPPORTING MAINTENANCE ACTIVITY</u>
MT	1st	EQUIPMENT OWNER	UNIT MAINT OFFICER
MT	2nd	UNIT MAINT OFFICER	CLC-21
COMM	1st	EQUIPMENT OWNER	UNIT MAINT OFFICER
COMM	2nd	UNIT MAINT OFFICER	MWCS-28
ENGINEER	1st	EQUIPMENT OWNER	UNIT MAINT OFFICER
ENGINEER	2nd	UNIT MAINT OFFICER	CLC-21
ORD	1st	EQUIPMENT OWNER	UNIT ARMORER
ORD	2nd	UNIT ARMORER	OMC, 2D MLG

8. Under no circumstances will the authorized echelons of maintenance be exceeded except where authorized by higher headquarters.

I. M. COMMANDING

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Figure 1-1. Sample MMPN Commander's Maintenance Policy Notice
"COMMANDERS MAINTENANCE POLICY"

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HEADING

4790
Code
Date

From: Commanding Officer, (Unit)

To: Distribution List

Subj: MAINTENANCE MANAGEMENT POLICY NOTICE 2/01, MAINTENANCE
MANAGEMENT TRAINING

Ref: (a) MCO P4790.2_

(b) WgO P4790.8_

1. The MMO will submit a training plan to the S-3 Officer each quarter.
2. Commodities will submit training schedules for their respective areas to the S-3 via the MMO for inclusion on the training schedule.
3. Maintenance management training will be held each Tuesday at Bldg 456, MMO Classroom, 1500-1630.
4. All maintenance management personnel and at least one representative from each commodity will attend. A copy of each class roster will be forwarded to the S-3 for inclusion in training records.
5. MMO keep me informed as to the participation in the maintenance management training program.

I. M. COMMANDING

Distribution: A

Figure 1-2, Sample Format Maintenance Management Policy Notice
"MAINTENANCE MANAGEMENT TRAINING"

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HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Distribution List

Subj: MAINTENANCE MANAGEMENT POLICY NOTICE 3/01, SEMIANNUAL
CHECKLIST OF MAINTENANCE MANAGEMENT POLICY NOTICES
(MMPN) IN EFFECT

Ref: (a) WgO 4790.8J

1. Per the reference, the following Maintenance Management
Policy Notices are published and in effect:

<u>NOTICE NUMBER</u>	<u>DATE</u>	<u>SUBJECT</u>
3/01	DATE	MMPN IN EFFECT CHECKLIST
1/01	DATE	COMMANDERS MAINTENANCE POLICY STATEMENT
1/00	DATE	REPAIR PARTS REQUISITIONS AND RECONCILIATIONS
3/00	DATE	SL-3 REQUISITIONS AND RECONCILIATIONS
4/00	DATE	MAINTENANCE PROCEDURES FOR MOBILE RADIO COMMUNICATION GEAR (MRC)
5/99	DATE	CALIBRATION CONTROL, MODIFICATIONS AND PUBLICATIONS
6/99	DATE	UNIT DEPLOYMENT PROGRAM
7/99	DATE	MAINTENANCE MANAGEMENT TRAINING

2. Remove all MMPN's and replace with the above listed notices.

Figure 1-3 Sample Maintenance Management Policy Notice
"Semi Annual Checklist of Maintenance Management
Policy Notices in effect"

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Subj: MAINTENANCE MANAGEMENT POLICY NOTICE 3/01, SEMIANNUAL
CHECKLIST OF MAINTENANCE MANAGEMENT POLICY NOTICES (MMPN)
IN EFFECT

3. Point of contact is 1stLt Jones at ext 9999.

I. M. COMMANDING

Distribution: A

Figure 1-3 Sample Maintenance Management Policy Notice
"Semi Annual Checklist of Maintenance Management
Policy Notices in effect"

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CHAPTER 2

MAINTENANCE OPERATIONS

1. MAINTENANCE POLICY

a. The management of equipment maintenance, at all levels of command, will be accomplished through the established maintenance management system. Management procedures are set forth in Marine Corps Orders (MCOs) P4790.1_, P4790.2_ and other MCO maintenance related directives issued by higher headquarters and as set forth in this Order.

b. Ground maintenance management will consist of management policies, procedures and goals designed to improve equipment readiness. This will be accomplished through training and supervising personnel in the servicing, testing, repairing, modifying, calibrating, inspecting, preventive/corrective maintenance and preserving equipment assets.

c. In the organization and conduct of maintenance programs, commanders will ensure:

(1) An Officer or Staff Non-Commissioned Officer is assigned, in writing, as MMO in all units authorized to perform second echelon maintenance in more than one commodity area.

(2) A MMSOP/Policy Notice is prepared per MCO P4790.2_ and WgO P4790.8_. The MMSOP/Policy Notice will prescribe steps to be followed in the accomplishment of authorized maintenance actions down to the squadron level. Stated procedures will standardize functional area requirements in all commodity areas.

2. ASSIGNMENT OF OPERATORS

a. Commanders will assign a specific operator/crew to Principal End Items (PEI) of equipment within their command for the performance of operator maintenance. When necessary, operators may be assigned responsibility for more than one item of equipment if it is determined it will not degrade the upkeep of any one piece of equipment. When responsibility for an item of equipment cannot be assigned to a specific operator/crew the commander must consider placing that equipment in an appropriate out of service program, i.e., Administrative Storage Program (ASP) or local Administrative Deadline program (ADM DL).

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b. Unit MMSOPs or MMPNs will specify the conditions under which operators can operate items of equipment other than those to which they are assigned.

c. Unit MMSOPs or MMPNs will include a listing of equipment requiring assignment of operators by Table of Authorized Material Control Number (TAMCN), Item Designator (ID) Number and nomenclature.

3. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

a. Equipment maintenance as well as technical, operator and maintenance supervisor training will receive emphasis equal to that given to operations and tactical training.

b. Before, during and after periods of deployment, tactical exercises or other training, commanders will ensure that adequate time is allocated for completion of required equipment maintenance.

c. Scheduled Preventive Maintenance (PM) services will be performed under the control of qualified supervisors, using the applicable Technical Manuals (TMs).

4. SHOP OPERATIONS

a. Unit MMOs and commodity managers are responsible to their COs for the effective operation of maintenance shops. They will ensure that procedures are established which provide for systematic forecasting and scheduling of equipment maintenance, orderly work flow, safe and efficient use of resources and a functional Quality Control (QC) program within all commodities/work centers in the unit. Unskilled personnel and personnel who possess only basic skill levels will be provided skilled supervision during maintenance operations. Detailed shop operation requirements are provided in MCO P4790.2_.

b. Commanders will designate in writing, the title, authority and responsibility of key maintenance personnel.

c. Priority Assignments. Commanders will assign priorities to Equipment Repair Order (EROs) and associated EROSLs per MCO 4400.16_ and the following guidance:

(1) 2d MAW is normally assigned Force/Activity Designator (F/AD) of III and the associated priority designators

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of 03, 06 and 13. Units deploying in excess of 30 days outside the 50 states, such as elements of Marine Expeditionary Units (MEUs), are authorized to use F/AD II (priorities 02, 05 and 12) for equipment which will accompany the deploying unit or detachment. Use of F/AD II is authorized to commence 90 days prior to the actual deployment date.

(2) All mission essential and readiness reportable items listed in Marine Corps Bulletin (MCBul) 3000 series, which cannot perform their assigned combat mission and the dead lining malfunction cannot be repaired within a 24 hour period, will be placed in a combat dead lined status and assigned an Urgency of Need Designator (UND) of B at a minimum.

(3) Priority 02/03 Assignments. Priority 02/03 maintenance and supply support requests must be used on a judicious and conservative basis. Widespread use of priority 02/03 requests at all levels of maintenance will dilute the effectiveness of the priority request system, particularly when dead lined equipment is required for operational commitments. Therefore, "Urgency of Need" designator "A" should only be assigned to PEI when the total readiness of that TAMCN falls below 85 percent for the unit. "Urgency of Need" designator "B" should be used when above 85 percent unless the unit commander determines that operational commitments warrant using a higher priority. When an item falls below 85 percent the unit should only upgrade enough individual PEIs to priority 02/03 in order to bring that TAMCN above the 85 percent readiness level. Consideration should be given to those EROs that have been opened the longest or that can be closed the quickest when determining which items to upgrade first. Commanders are required to have resources available on a 24-hour basis to receive equipment from the Intermediate Maintenance Activity (IMA) that has been repaired on a priority 02/03 ERO.

(4) Review and Control. Commanders will ensure that proper review and control procedures are established within the unit.

(a) Priority Designators. MCO P4400.16_ states that COs of requisitioning activities are responsible for the accurate assignment of priority designators consistent with F/AD authorized by higher authority, the existing urgency of need and the validity of the required delivery dates when assigned. Disciplinary action, as may be deemed appropriate, should be considered in the event of a clearly identifiable "intentional" overstatement of the priority of a materiel requirement.

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(b) UND. MCO P4400.16_ also states that COs of activities with requisitioning authority will either personally review or delegate in writing to specific personnel the authority to review all requirements that are assigned UND "A" or "B" and all requirements identified for expedited handling on the basis of an inability to perform a mission. This review shall be accomplished before the transmission of requisitions to the source of supply; and in cases in which the assignment of UND "A", "B" or expedited handling' is sustained; transmission to the source of supply constitutes a certification that the assignment is correct.

1. Letters of Authorization. Per paragraph d (2) above, authorization letters serve as the source document for determining the UNDs that are assigned to individuals in the MIMMS/SASSY operating system. By signing the authorization letter individuals acknowledge they are aware of the UNDs the commander has approved for them to assign. It is ultimately the responsibility of the individual Marine and the units MMO to ensure that UNDs assigned in MIMMS do not exceed what the unit commander has approved. Figure 2-6 provides a sample of an authorization letter to assign UND.

2. Distribution of Authorization Letters. Commanders of units at New River will forward letters of authorization to the CO, 2d Maintenance Battalion (Attn: MOS), 2d Marine Logistics Group (2d MLG), Camp Lejeune, NC 28542. Commanders of units located at MCAS Cherry Point will forward letters of authorization to the CO, Combat Logistics Company (CLC) 21, 2d MLG, MCAS Cherry Point and to the CO, Marine Wing Communications Squadron 28 (MWCS-28), MCAS Cherry Point. Units located at MCAS Beaufort will forward letters of authorization to the CO, CLC-23, 2d MLG, Beaufort, SC 29904. A copy will also be provided to the Officer-In-Charge (OIC) of the supporting organic supply activity. Letters of authorization will contain sample signatures of those personnel authorized to sign release/receipt documents and those personnel authorized to receive and deliver material and equipment. Authorization letters should be updated as required or at minimum of annually.

(c) Training. COs of using units will establish a regular training program on the proper and effective application of the Uniform Material Movement and Issue Priority System (UMMIPS) for all personnel in their command who assign urgency of need designators. Training must be conducted at a minimum every time the unit updates their authorization letter.

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d. ERO Priority Upgrade. At the organizational level, maintenance and supply priorities may be upgraded to meet operational commitments by authorization from the unit commander. The upgrade of priority designators for equipment that has already been evacuated to the IMA will be accomplished via a letter directly to the supporting facility. In high priority or immediate deployment cases, an upgrade priority request may be made by telephone directly to the supporting facility, with a follow-up confirmation letter forwarded to the facility in the same manner as a routine priority upgrade. COs or personnel designated to assign priority 02/03 (as reflected in the units authorization letter) must sign the priority 02/03 upgrade request. Figure 2-1 provides a priority upgrade example letter.

e. Use of Job Status "UNIT RECALL". "Unit Recall" will only be used when a PEI has been properly inducted into the maintenance cycle and repair parts have been requisitioned. The owning unit can then request the PEI be returned to the unit for use while awaiting the ordered parts. In other words, the PEI is actually short parts but is not in the maintenance shop as the owning unit is using the PEI until the parts come in. PEIs that are NMCS deadline or ANMCS anticipated dead lined will not be run "Unit Recall". "Unit Recall" will not be used for planning EROs.

5. EQUIPMENT THAT EXCEEDS MAINTENANCE CAPABILITIES

a. General. All equipment exceeding the maintenance capabilities of 2d MAW units, as defined in current T/Os, will be evacuated to the IMA per 2d MLG Order 4790.3_, (SOP for Intermediate Maintenance). Equipment awaiting or undergoing Corrective Maintenance (CM) at the IMA must receive scheduled maintenance services. Arrangements may be made to accomplish scheduled maintenance services by contacting the shop officer at the appropriate intermediate maintenance facility.

b. Evacuation Criteria. Equipment will be evacuated to the next higher echelon of maintenance when repairs exceed the unit's authorized echelon of maintenance. Per MARADMIN 383/02 owning units are authorized to request maintenance support without having all lower level maintenance actions completed. The following guidance applies:

(1) Maintenance support providers shall induct equipment into the maintenance cycle without all lower level maintenance

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being completed if that maintenance is unrelated to the needed repair.

(2) In circumstances where a higher maintenance task cannot be performed until lower level maintenance is completed, coordination will be made between the equipment owner and the supporting maintenance activity to ensure that the required task(s) are completed. This may include the intermediate level assisting, identifying or performing any additional operator maintenance task necessary for the equipment.

(3) This policy does not relieve the equipment owner from the responsibility of performing the maintenance tasks designated for that level. It only allows for the execution of maintenance support without the precondition that all lower maintenance be performed and completed prior to induction.

c. Equipment will be evacuated to the next higher echelon of maintenance, regardless of the echelon of maintenance, when a mission essential item is dead lined for a lack of facilities or required skill personnel and the dead lined item affects the mission of the unit.

d. Overflow Maintenance. Overflow maintenance is an exceptional procedure used only when a unit cannot accomplish their maintenance mission due to a shortage of technicians/mechanics, shop space, facilities, support and/or test equipment or in unusual circumstances, supply support. Evacuation for the latter may be considered when it can be ascertained that improper or inadequate supply reconciliation follow-up procedures are not the cause of the problem. Before requesting overflow maintenance the unit will ensure that all resources have been exhausted within both the unit and at the group level. Amplifying guidance is contained in MCO P4790.2_.

(1) Unit commodity managers will notify the CO when their maintenance mission cannot be accomplished. Overflow maintenance requests will be submitted to this Command (G-4/MMO) per Figure 2-2 via the chain of command.

(2) Request for overflow maintenance should be requested when circumstances warrant: workload surge, requirements to meet pre-deployment schedules, post deployment requirements or urgent modification of high density equipment are the most frequent causes of overflow maintenance.

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(3) Overflow maintenance is not a substitute for accomplishing inherent maintenance responsibilities.

e. Contact Team Maintenance. Contact team maintenance support will be provided by 2d Maintenance Battalion, 2d MLG or the appropriate CLC. All requests for contact teams will be submitted directly to the supporting facility per Figure 2-5, a minimum of two working days prior to the date the contact team is required. The request will cite the Table of Authorized Material Control Number (TAMCN), nomenclature, type of maintenance required, owning unit ERO number, quantity, location, points of contact and telephone numbers.

f. Authorization to Exceed Designated Echelon of Maintenance. All requests for authority to exceed the designated echelon of maintenance that do not meet the criteria outlined in the CMC policy on Common Sense Approach to maintenance will be submitted to the CG, 2d MAW (G-4/MMO) per Figure 2-3. Requests must meet the criteria established in MCO P4790.2_ and will not exceed a period of six months. When increases in authorized Echelons Of Maintenance (EOM) are received for periods greater than 6 months, a T/O Logistics Capabilities statement change will be requested. Requests and their approvals will be maintained as part of the MMOs turnover file.

g. Limited Technical Inspection (LTI) Maintenance Support. LTIs are generally intended to determine the extent and level of maintenance required to restore equipment to a specific condition. Responsibility for the conduct of LTIs is divided between organic shops and IMAs based on the type of LTI and the following guidance:

(1) 2d MAW units will use organic maintenance resources to perform LTIs required by:

(a) Temporary Loans (T/Ls), internal and external to the 2d MAW.

(b) Small arms pre-fire inspections.

(c) Equipment declared as excess material and designated for either internal redistribution within 2d MAW or transfer as directed by higher headquarters.

(d) Transfer assets due to Unit Deployment Program (UDP).

(e) Accident investigations not involving intermediate level repairs unless otherwise directed.

(f) Acceptance of assets within maintenance capabilities.

(2) LTIs on equipment will be requested from 2d MLG per figure 2-4 for the following situations, unless otherwise directed:

(a) Induction of the equipment at the IMA.

(b) Recoverable Item Reports (WIRs) submitted by the IMA as a result of a decision not to repair an item.

(c) Accident investigations involving intermediate level repairs.

(d) Condition coding for excess equipment when cost estimates cannot be ascertained by owning units due to lack of personnel, publications and etc.

6. EQUIPMENT RECOVERY. Equipment that has been evacuated to the IMA for repair, will not be recovered by the owning unit until repairs have been completed, except for the following circumstances:

a. As specifically authorized by this Command.

b. While awaiting non-critical repair parts on valid requisition.

7. REPLACEMENT OF UNSERVICEABLE RECOVERABLE ITEMS. The procedures for replacement of unserviceable recoverable items are discussed in MCO P4400.82_ and amplified as follows: to avoid excesses as a result of recoverable items action by the IMA, units will not place deficiencies on order until the unit has received a Letter of Unserviceable Property (LUP) from the IMA. The physical receipt of this document is the unit's authority to drop the item from the supply records and to requisition a replacement item.

8. PERFORMANCE OF MAINTENANCE SERVICES

a. Maintenance production processes will be per MCO P4790.2_.

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b. Coordination of Unit Maintenance Requirements. COs will exert every effort to combine optimum utility and efficiency from all maintenance resources available to them. Commanders will monitor the maintenance requirements of their subordinate units and ensure that requirements do not exceed capabilities. Commanders will designate alternate sources of maintenance support as necessary to balance workloads in subordinate units and determine overflow levels at which work can be evacuated to the next source of maintenance support.

c. Post Exercise/Deployment Maintenance. Post exercise/deployment maintenance is one of the most neglected maintenance operations, but it is very important in restoring a unit's readiness in the shortest time possible. The S-4/MMO in coordination with the S-3 will schedule adequate time following each training exercise, tactical operation or deployment to perform PM/CM.

d. PM services will be scheduled per applicable TMs, Lubrication Orders (LOs), commercial equipment manuals and the TM-4700-15/1_ (Equipment Record Procedures).

(1) First echelon (operator) maintenance of an end item will normally be performed by the individual assigned to that piece of equipment.

(2) When a specific PM schedule is not indicated in associated TMs, commanders will establish and promulgate PM requirements for the equipment as indicated in MCO P4790.2_. Such PM intervals will not be longer than 6 months.

e. Deferred PM services as well as reduced or extended PM intervals may be authorized at the commander's discretion per MCO P4790.2_.

f. PM will be integrated with CM to the greatest extent practicable to gain the most economical use of all available maintenance resources.

g. Required PM services will be the responsibility of Responsible Officers (ROs). CM services will be the responsibility of assigned commodity managers/maintenance officers.

h. CM action will be performed in accordance with the procedures established in appropriate TMs and commercial equipment manuals.

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i. In no case should EROs be carried forward, i.e., defects added on to existing EROs just because it is still open. Once the original repairs are complete, the ERO should be closed and a new one opened.

9. RECORDS

a. Maintenance Records. Maintenance records provide the information required by each level of command from the unit/shop level to Headquarters, U.S. Marine Corps. The validity of maintenance related decisions is directly related to the quality of associated equipment and resource records. Marines involved with equipment and resource records will ensure that all records are maintained in an up-to-date and accurate condition.

b. Equipment Records. Equipment records are those records that are maintained for a specific item of equipment; both in paper form and those electronic records, maintained within MIMMS. TM 4700-15/1_ contains detailed instructions concerning the purpose, use and completion of equipment records.

c. Resource Records. Resource records are those that are maintained to document a unit's maintenance effort; both in paper and electronic form. Examples are: tool set, kit and chest inventories, PM schedules, Product Quality Deficiency Reports (PQDRs) and training records. TM 4700-15/1_ contains specific instructions regarding the purpose, use and completion of many maintenance resource records.

d. Responsibility. The preparation and maintenance of equipment and resource records are owning unit responsibilities. Entries will normally be entered in records at the time the maintenance or maintenance related action is completed. Commanders will establish procedures to ensure records, both in paper and electronic form, reflect actions accomplished by either the owning unit or supporting maintenance activities. Commodity managers are responsible for the upkeep, improvement, review and maintenance of their respective equipment and resource records. MMOs are responsible for the periodic review of all equipment and resource records to ensure that record keeping procedures comply with current directives.

e. Local Records Discouraged. The upkeep and maintenance of required equipment and resource records consume valuable maintenance man-hours. Therefore, record-keeping requirements will be held to an absolute minimum. The use of locally

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developed maintenance related records (i.e., grease pencil status charts, local readiness reports) is highly discouraged.

10. REPORTS

a. Marine Corps Automated Readiness Evaluation System (MARES) Readiness Reporting. (LM2) Readiness reporting for Marine Corps equipment has three components; asset posture, equipment deadlines and RM4 Remarks. Readiness reportable equipment is governed by MCO 3000.11_ and McBul 3000 that lists selected items of mission essential equipment required to be reported to higher headquarters. The list is sufficiently representative to provide an adequate measure of the equipment readiness of the operating forces. Ultimate responsibility for accurate readiness reporting rests with the CO of the reporting unit.

b. Readiness reporting begins at the maintenance shop with the determination of deadline status. The operations section will not deadline an item of equipment. They will initiate a degraded ERO and evacuate to their maintenance section where the deadline status will be determined by the QC and approved by the maintenance commodity manager/shop officer.

c. The MARES calculates equipment deadlines and compares them with the total quantity possessed. The result is a readiness percentage that appears on the (LM2) Report. The percentages calculated by MARES are used for the Marine Corps Status of Resources and Training System (SORTS). Equipment or Supplies on hand (S rating) and equipment readiness (R rating) are manually entered into SORTS. There is no mechanized interface between MARES and SORTS. The S-4, MMO and S-3 must coordinate efforts to ensure that SORTS Combat Rating (C-Rating) accurately reflects information found in MARES.

d. Commodity managers, MMOs and commanders must ensure accurate and timely reporting of readiness so that unit readiness is displayed accurately at all levels of command. Commodity managers, supply officers and MMOs will validate/reconcile the LM2 report weekly to ensure:

(1) That all MARES dead lined equipment reflected in the MIMMS AIS is accurately reflected on the LM2.

(2) That MARES equipment removed from deadline in the MIMMS AIS has been deleted from the LM2.

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(3) That a transit status on the LM2 does not exceed five days. Transit status is an indication that the equipment is not operational because it is between echelons of maintenance or between geographic locations. For equipment evacuated to another geographic location, (i.e. MCLB Albany, GA), the LM2 "Present Holder Unit Identification Code (UIC)" will read M66666 and be considered in a "Not Mission Capable Maintenance" (NMCM) status, 4th echelon, until such time as the equipment is repaired or disposed of by the supporting maintenance activity. Unit MMOs will reconcile the unit LM2 Report at a minimum weekly with the Weekly Owning Unit TAM Report to verify the most current status of Not Mission Capable Supply (NMCS), NMCM and the echelon of maintenance.

(4) That all allowances appearing on the LM2 match those appearing on the Mechanized Allowance List (MAL) or are reported per MCO P3000.11 and McBul 3000 series.

e. Manual Readiness (LM2) Updates. Because there is occasionally loss in interface between the Detailed Project Report (DPR) and LM2 in the FMSS, equipment allowance quantities (authorized/possessed) for readiness reportable equipment may need to be changed manually by the unit MMO. Changes to allowances will be accomplished only after the MMO and supply officer, to ensure allowance accuracy, conduct a thorough review/comparison of the MAL, Table of Equipment (T/E) and LM2 Report. Manual LM2 submissions for both maintenance data and supply data, is the method for data entry and must be used to correct LM2 transaction errors or generation failures.

f. Detailed Readiness Reporting. Unit MMOs must review and update their LM2 data weekly to ensure equipment deadlines are correct and that RM4 remarks are accurate. With the limited space available on the LM2 for RM4 remarks, it is necessary for the remarks to be prioritized. Therefore, all units will ensure that the following RM4 remarks are entered in the priority sequence listed below for the LM2:

- (1) Unit Table of Equipment Requirement (UTR) Allowance.
- (2) Command Adjustment (CMD ADJ) (Over 90 Days).
- (3) T/L of Equipment (Under 90 Days).
- (4) UTR Deficiencies (DEF).
- (5) UTR Excesses (EXC).

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- (6) Marine Air-Ground Task Force (MAGTF) Reporting.
- (7) Corrosion Prevention and Control (CPAC).
- (8) ASP/ADMDL.
- (9) Special Note of Instruction.

g. RM4 Reporting. The following paragraphs explain why and when each of the RM4 remarks listed in paragraph 2a through i, above, are used and include examples of each:

(1) UTR Allowance

(a) This is the first entry made on the LM2: UTR = XXX.

(b) The wartime requirement for a specific TAMCN. This remark is required for units owning MARES assets regardless of equipment condition and provides the frame of reference for the total amount of equipment a unit is authorized.

(2) CMD ADJ

(a) Used to reflect the temporary loan of MARES equipment from one command to another for periods greater than 90 days (NOTE: DO NOT CONFUSE COMMAND ADJUSTMENT REPORTING WITH MAGTF REPORTING). Command Adjustment reporting on the LM2 is only used when an item of equipment is T/L for more than 90 days and the gaining unit is not part of a MEU/MEB (MAGTF) (i.e. FM MWSS-274 TO MWSS-273). If equipment is going to be temporarily loaned for less than 90 days follow reporting procedures outlined in paragraph 2007.3.c.

(b) The unit temporarily loaning equipment will first submit an LM2 asset "change" transaction to the possessed quantities by a quantity equal to the number of assets being provided. Then submit an RM4 remark citing the quantity of equipment loaned (CMD ADJ) and the UIC of the gaining unit: CMD ADJ QTY XXX TO MXXXXX.

(c) The unit receiving the T/L over 90 days will submit an LM2 transaction increasing the possessed quantities by a quantity equal to the number of assets received and then submit an RM4 remark citing only the quantity of equipment received and the UIC of the providing unit: CMD ADJ QTY XXX FM MXXXXX.

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(3) T/L of equipment

(a) Used to reflect the temporary loan of MARES equipment from one command to another for periods less than 90 days. Do not adjust authorized and possessed quantities on the LM2 report.

(b) From the supporting unit. Show the quantity of the equipment loaned, the authority for the T/L, the UIC of the unit that received your equipment and insert the message Date Time Group (DTG) of the directing message (For example: CG 2D MAW R031415ZJUN04): T/L QTY 003 TO M00207 IAW CG MSC/SSIC/DTG.

(c) To the gaining unit. Show the quantity of the equipment gained the authority for the T/L, the UIC of the loaning unit and expected Date Of Return (DOR). If a message is used, insert the message Date Time Group (DTG) in place of the letter info (For example: CG 2D MAW R031415ZJUN04): T/L QTY 003 FROM M00820 DOR 10JUL05 IAW CG 2D MAW LTR 4400/SUP/25JUN05.

(4) T/O&E DEF

(a) A command/unit will have on-hand or on valid requisition all T/O&E reportable PEI allowances, unless otherwise directed by higher authority. The following RM4 remarks apply for equipment deficiencies.

(b) Requisition. When deficiencies are to be filled via a requisition, show the UTR deficient quantity, the valid document number, current supply status, current supply status date and Last Known Holder (LKH) of each valid document utilizing the following RM4 remark: UTR DEF = 002 M00870-4102-G003/BB/4113/MPB M00870-4138-G001/BB/4155/MPB.

(c) Redistribution. When deficiencies are to be filled via redistribution, cite the message/letter number along with the expected suspense date utilizing the following RM4 remark: UTR DEF = 002 QTY 002 REDIST FM MXXXXX IAW II MEF MSG R100456Z AUG 04/SUSP DTE 30AUG04.

h. T/O&E EXC

(1) In the event of an excess the unit MMO/MMC will reflect in the RM4 remark in the following format: UTR EXC = 002.

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(2) The MMO/MMC will reflect appropriate disposition instruction in the RM4 remark in the following format: UTR EXC = 002 SUBMITTED FOR WIR EXCESS MXXXXX-XXXX-EXXX/DTD (JULIAN).

(3) In cases where a Table of Organization and Equipment Change Request (T/O&ECR) is submitted to justify an excess the RM4 remarks will be in the following format: UTR EXC QTY XXX TOECR FOR QTY XXX SUBMITTED ON DTD (JULIAN).

(4) Using unit supply officers should report all T/O&E excesses to the 2d MAW Supply Officer via the wing over/short report. Wing supply will determine if the excess can be redistributed internally or should be reported to higher headquarters. Once final disposition actions have been determined the owning unit will be directed to either redistribute or submit a WIR. Units will report all excesses until disposition instructions are received from higher headquarters. A request for disposition instructions WIR does not authorize a command/unit to reduce the possessed quantities on the LM2 report. When disposition instructions have been received and the appropriate action has been taken, the possessed quantities on the LM2 can then be reduced and RM4 remarks updated. The date items were reported on the over/short report will be used as the date disposition instructions were requested. Utilize the following RM4 remark: DISP REQUESTED QTY XXX, DATE (DDMMYY).

(a) Once disposition instructions are received submit an RM4 remark citing disposition instructions have been received, quantity, document number and suspense date. Utilize the following RM4 remark: DISP RECD QTY XXX ON WIR DOCNR MXXXXX-XXXX-EXXX/SUSP DTE 03MAY05.

(5) Equipment Excesses Resulting from Modernization.
In situations in which replacement items have been fielded/received by the unit and WIR will reduce the report requirement quantity on the LM2 and a TOECR will be submitted via the chain of command to II MEF G-4 requesting UTR to be zeroed out/removed.

(a) When newly fielded equipment is received for which there is no established UTR allowance in TFSMS, a TOECR will be submitted requesting the requirement to be established via the chain of command. Replaced items will be reported on the unit LM2 as identified on the SASSY total requirement of the using unit's SASSY MAL until the TFSMS UTR allowance is removed.

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i. MAGTF Reporting

(1) Used to reflect equipment deployed to a MEU/MEB or other MAGTF unit (i.e., OEF, OIF (M9XXXX) accounts) (Note: Do not confuse MAGTF reporting with CMD ADJ reporting listed in paragraph 2007.3.b).

(a) The losing unit will drop from their LM2 possessed quantity the total number of items transferred/Z2M'd to a standing MEU/MAGTF, or SPMAGTF. The losing unit's allowance, on their LM2, will not change from their TFSMS UTR allowance. The deficiency created as a result of a transfer to the MEU/MAGTF/SPMAGTF will not be placed on order by the unit supply. The losing unit will enter a negative command adjustment in SASSY for the quantity transferred to the MEU/MAGTF/SPMAGTF. The MMO/MMC will enter RM4 remarks on the unit LM2 for the quantity transferred to each MEU/MAGTF/SPMAGTF: DPYD QTY XXX TO MXXXXX.

(b) The MEU/MAGTF/SPMAGTF unit receiving the equipment, as a result of a transfer of equipment, will be picked up on the unit's LM2 in the possessed column for the total quantity received. The allowance quantity will reflect the total requirement column of the MAL with the appropriate RM4 remarks. Positive command adjustments by the unit supply for the equipment received, as a result of transfers are imperative for accurate readiness reporting as the MMO/MMC will ensure the allowance on the LM2 reflects the total requirement on the MAL, not the TFSMS UTR allowance. UTR = XXX DPYD QTY XXX FR MXXXXX.

(c) All receipts and redistributions of Crane Reportable Small Arms will be reported per MCO 8300.1_.

j. CPAC

(1) Do not adjust authorized and possessed quantities.

(2) Show the quantity, serial number and date the equipment was inducted into CPAC. Ensure a dead lining ERO is resident in MIMMS and on the units LM2 report if it meets the following criteria:

(a) Commands/units which evacuate equipment under the CPAC program for work conducted outside of 200 miles of the owning unit location will report the equipment as NMCM (deadline).

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(b) Commands/units which evacuate equipment identified as a Corrosion Category "5", regardless of distance, will report the equipment as NMCM (deadline).

(c) Submit the following RM4 remark for each serialized item inducted: CPAC QTY 001, SER# XXXXXX/3MAY05

k. ASP ADMDL

(1) For equipment inducted into the ASP or placed on ADMDL the following RM4 remark will be utilized: ASP QTY XXX (and/or) ADMDL QTY XXX.

l. Special Note of Instruction

(a) If a unit cannot enter all RM4 remarks pertaining to a particular TAMCN (due to the lack of space), ensure the highest priority remarks are entered and in the proper sequence.

(b) Unless required by the preceding RM4 remarks, serial numbers shall be omitted from the remarks. This will allow more space for required entries. If all required remarks have been entered and more space is available, additional remarks may be entered at the option of the commander.

11. MODIFICATION OF EQUIPMENT

a. Responsibility. Owing units are responsible for ensuring that all equipment modifications are properly applied, recorded and reported in PC MIMMS. Modification control programs will be established and maintained per MCO P4790.2_ and TM-4700-15/1_.

b. The primary source of modification requirements are those comments and suggestions made from using units via the PQDR program. To be effective, identification of equipment malfunction or poor design must be channeled to the command responsible for the procurement and development of Marine Corps equipment, Commander, Marine Corps Logistics Command (COMMARCORLOGCOM).

c. Modification Control. Commanders shall establish modification control points at the unit level and the individual commodity/shop level and shall assign specific responsibilities for the overall operation of the unit's modification control program per MCO P4790.2_.

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d. Requisitioning Modifications Kits

(1) UM-4400-124 provides basic guidelines for requisitioning equipment modification kits. COMMARCORLOGCOM will procure enough modification kits to satisfy the Marine Corps' requirements. Requisitioning of modification kits does not necessarily tie into the time compliance period as identified in the Modification Instruction (MI). Therefore, once the stocks have been depleted at COMMARCORLOGCOM, a reject status code of ME will be provided and the unit will be required to submit funded requisitions for the individual components of the modification kit.

(2) A modification kit is a grouping of individual components required to modify one piece of equipment. Many modification instructions will specify "modification kit" and give the National Stock Number (NSN) to be requisitioned. Some MI will not specify a modification kit, but will individually list material required to perform the required modification. The unit must obtain this material from the normal supply source and may have to pay for it with unit funds.

e. Modification Control Program. The tasks listed below outline the procedures to be followed by the unit modification control point for establishing modification control. An approved automated modification control system may be used for modification control, however it will be subject to review during formal inspections. Procedures for maintaining modification records and reports are outlined in MCO P4790.2_ and TM-4700-15/1_. Although these references refer to a manual process, the same procedures will be applied to the automated modification control system. The unit MMO and commodity managers will ensure the following has been accomplished:

(1) Determine what equipment the unit is authorized and possesses. The T/E Expeditionary Aerospace Force (EAF), TAM (NAVMC 1017) and MAL are the source documents for deciding what equipment the unit is authorized. Ensure that, as the equipment is identified, the equipment ID numbers are recorded. Modifications are keyed to ID number rather than TAMCN, NSN or nomenclature.

(2) Using the Publication Library Management System (PLMS), determine which MIs apply to each type of equipment. As part of this task, the unit's Publication List (PL) should be reviewed to ensure that the unit is on the necessary

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distribution to receive the MIs applicable to the unit's equipment.

(3) An MI may be applicable to the unit's specific equipment, although there may not be a requirement for the modification to be performed. As Required (AR) MIs need not be done until a specific component/subassembly requires repair/replacement, the end item is rebuilt, the modification is performed by a fifth echelon contact team or the modification is at the discretion of the commander.

12. SUPPORTS AND TEST EQUIPMENT

a. Calibration. Test, Measurement and Diagnostic Equipment (TMDE) are sophisticated tools that require control, inventory and maintenance. The main emphasis of TMDE maintenance is accuracy and this is assured through calibration. Calibration of unit TMDE is a command responsibility. 2d MAW units evacuating TMDE for calibration/repair will ensure proper packing and insulation from bumps and jolts that may occur during normal surface transportation.

b. TIs in the 4733 series provide guidance to determine those items of equipment in the inventory which require calibration. These will normally be listed in the FEDLOG with Operational Test Code (OTC) 3 assigned. If calibration requirements cannot be determined from the applicable references, assistance is available through the local calibration facility at MWCS-28.

c. MCAS Cherry Point and MCAS New River Calibration/repair procedures

(1) Test Measuring and Diagnostic Equipment within 2d MAW units based at MCAS Cherry Point, Bogue Field, and New River will be calibrated and/or repaired by the 2d MAW Calibration Facility, MWCS-28. The equipment will be evacuated to the COMMARCORLOGCOM or the Test Standards Laboratory, Norfolk as appropriate.

(2) Surface transportation will normally be used to transport TMDE between MCAS Cherry Point, North Carolina and COMMARCORLOGCOM. This surface transportation will normally originate and terminate at the Distribution Management Office (DMO) at MCAS Cherry Point and MCLB Albany, Georgia. If air transportation is available, transportation via aircraft is authorized.

(3) When TMDE requires calibration and/or repair, 2d MAW units at MCAS Cherry Point and MCAS New River will ensure that the following is accomplished:

(a) Initiate an ERO in MIMMS and evacuate to MWCS-28 (M00207).

(b) The owning unit will transport TMDE equipment to the MWCS-28 calibration facility for induction.

(c) The MWCS-28 calibration facility will notify the owning unit when its TMDE is ready to be returned.

d. MCAS Beaufort Calibration/Repair Procedures

(1) Test Measuring and Diagnostic Equipment within 2d MAW units based at MCAS Beaufort will have calibration and/or repair work performed by 2d MAW Calibration Facility, MWCS-28. TMDE that cannot be calibrated/repared in the MWCS-28 calibration facility will be evacuated to COMMARCORLOGCOM or the Test Standards Laboratory, Norfolk.

(2) Surface transportation will normally be used to transport TMDE between MCAS Beaufort, South Carolina and MCAS Cherry Point, North Carolina. This surface transportation will normally originate and terminate at the DMO at Marine Corps Air Station (MCAS), Beaufort and MCAS Cherry Point. If air transportation is available, transportation via aircraft is authorized.

e. When TMDE requires calibration and/or repair, 2d MAW units at MCAS Beaufort will ensure that the following is accomplished:

(1) Initiate an ERO in MIMMS and evacuate to MWCS-28 (M00207).

(2) The owning unit will properly pack the TMDE in an appropriate container (isopod, etc.) and deliver the TMDE to DMO for delivery to the calibration facility at MWCS-28.

(3) Upon receipt of the TMDE, the calibration facility will assign a 3rd echelon ERO number and accept the equipment.

(4) Upon completion of the calibration/repair, the calibration facility will repack the TMDE and send it to DMO for delivery back to the owning unit.

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13. SAFETY/HAZMAT. Safety requirements for maintenance operations are set forth in the current editions of MCO 5100.8 (Ground Occupational Safety and Health Program), MARFORLANTO P5100.6 (Ground Safety SOP) and ABO P5100.8_ (Ground Occupational Safety and Health Program COMCABEAST). Units with battery shops will follow guidelines set forth in the current edition of WgO P11240.19_ (SOP for Motor Transport). Policy and procedures dealing with hazardous material and hazardous waste can be found in AirStaO 5090.5_ (Handling, Transporting, and Disposal of Hazardous Material and Hazardous Waste), AirStaO 5090.7_ (Oil and Hazardous Substance Spill Contingency Plan) and AirStaO 5090.3 (Air Station Policy on Environmental Compliance).

14. QUALITY CONTROL

a. General. The objectives of each quality control program is to maximize equipment readiness through increased equipment efficiency and reliability by ensuring that proper and effective maintenance is performed on all equipment undergoing repair or servicing. The program further seeks to detect and report improper procedures whether caused by personal performance, poor training, support equipment or in equipment design. MMOs and commodity officers are responsible to their commanders for implementing positive control procedures. This will be accomplished by ensuring all equipment is repaired according to direct specifications as established in the applicable technical manuals and that personnel are properly supervised.

b. Shop Procedures. Critical to the effective performance of maintenance is a viable, aggressive quality control effort. Commanders will establish a quality control program to answer the need for a continuous qualitative measurement of maintenance performed on equipment belonging to the unit. Each commodity will assign, at a minimum, a primary quality control inspector. Such assignment will be made in writing. As a minimum, the following elements will be incorporated into the quality control program:

c. Initial Receipt of Equipment

(1) Upon request for induction of equipment into the unit maintenance facility, the item will be inspected to determine repair and/or modifications required and all 1st echelon maintenance has been performed.

(2) The item will then be sent to the appropriate shop section where a detailed inspection will be conducted. The

supervisor will determine the degree and nature of the repairs and the parts required. Additional requirements revealed during the detailed inspection will be added to the ERO.

d. Repairs in Progress

(1) Constant and detailed supervision of maintenance performance is essential to any quality control program. Equipment in a "Repairs in Progress" status will be inspected at appropriate stages to ensure completeness, accuracy of assembly, and installation of each component. Items considered borderline should be replaced while the equipment is being repaired.

(2) Appropriate test equipment will be used to the fullest extent during all maintenance cycle phases. After final assembly, equipment will be tested to determine proper functioning. This shall include road testing or performance testing.

e. Final Inspection Prior to Return of Equipment. When the repair section has determined that the repair of an item of equipment is completed, the item will be processed through a final inspection phase. The inspector will perform a detailed inspection to include visual and operational checks to the degree necessary to assure that no additional repairs are required. The final phase of the quality control inspection will be a review of associated equipment records to ensure that they are correct. The review of equipment records will include a verification of commodity modification control records in maintenance for that particular end item or component.

f. PQDRs. Units are required to submit PQDRs (Standard Form 368) in accordance with the current edition of MCO 4855.10 PQDR. PQDRs are used to provide information to Department of Defense activities concerning deficiencies in material, design or procurement so that corrective action may be initiated. Use of the PQDR program in support of newly fielded equipment is vital to the long term support of that equipment.

(1) Responsibility. A PQDR will be initiated by the individual who discovers the deficiency, with the advice and assistance of the cognizant commodity officer/chief.

(2) Submission. An electronic PQDR will be submitted to MCLB Albany, via PDRED or EZPQRD, when a deficiency in material meets the criteria set forth in the current editions of MCO

4855.10 and TM 4700-15/1. The MMO will establish procedures for the following:

(a) Assigning PQDR document numbers.

(b) Filing/tracking of all PQDRs, until all actions are completed. Procedures should cover the electronic submission process via PDRED or EZPQRD.

(c) Follow up procedures on active PQDRs to include specific time frames for those follow ups.

(3) PQDR Categories

(a) A category I PQDR reports a product quality deficiency which may cause death, injury or severe occupational illness, cause loss of or major damage to a weapon system or directly restricts the combat readiness capabilities of a using organization. Category I PQDR will be submitted in message format to COMMARCORLOGCOM, Albany, Georgia 31704, Info CG, 2d MAW (G-4/MMO).

(b) A Category II PQDR reports a deficiency which does not meet the criteria set for a Category I PQDR. Category II PQDRs, urgent and routine, will be submitted on a SF 368 via the World Wide Web (WWW) per the current edition of MCO 4855.10 to COMMARCORLOGCOM, Albany, Georgia.

(c) Commanders will ensure that maintenance and commodity area personnel clearly understand the PQDR program and that reports are submitted on appropriate occasions. Unit commanders will establish a PQDR control point and history file.

15. BUDGETING OF MAINTENANCE REQUIREMENTS

a. Groups/squadrons budgets are built on the projected costs anticipated for day-to-day operations as well as planned missions and exercises. Anticipated equipment maintenance requirements must be identified to ensure groups/squadrons are prepared to support operational requirements.

b. The MMO must coordinate maintenance funding requirements to support operations, logistics commitments and new equipment fielding to ensure they are included in annual budget submissions. The MMO should identify with the S-3 and S-4 (supply/fiscal officer) to ensure funding requirements for all

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repairs required to restore/retain the authorized T/E to a serviceable condition.

c. The MMO will identify amounts required for Planning Estimate (PE) and Requisitional Authority (RA) funding.

(1) PE funding is used for purchasing supplies and equipment required for maintenance not available from the Intermediate Supply Support Activity (ISSA). PE funding is used for purchase of items from Direct Support Stock Control (DSSC), commercial sources, General Services Administration (GSA) and federal supply schedule contracts.

(2) RA funds are used for procurement of supplies and materials from the ISSA.

d. The MMO should ensure the following budget information is provided to the supply/fiscal officer.

(1) Cost estimates for equipment maintenance for each commodity area's authorized echelon of maintenance (first, second, third and fourth echelon).

(2) Cost estimates for Pre-expended bins required for each commodity area.

(3) Cost estimates for maintenance and replenishment of tool kits sets or chests and individual hand/portable power tools.

(4) Cost estimates for collateral equipment/SL-3 components.

(5) Cost estimates for new equipment maintenance requirements that have been operationally released for service.

e. Job Order Number (JON) identification. MMO will coordinate with the Supply/fiscal officer to ensure that maintenance/repair JONs, replenishment/replacement JONs, and corresponding Financial Information Pointers (FIPs) are loaded by the AC/S Comptroller into MIMMS/SASSY and SABRS.

f. JONs: A 14 element code used to provide a means of collecting and recording usage data for equipment requirements that are purchased with RA funding.

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g. FIP: A 30 character element that classifies use of funds, who spent the funds, what was purchased, source of supply and appropriation used.

16. RECOGNITION OF PERFORMANCE

a. Performance. Every Marine is responsible for evaluating the performance of his/her subordinates. Early recognition of either superior or substandard performance is a function of leadership in maintenance and maintenance management specialties as it is in any other occupational field.

b. Recognition. Procedures shall be established to recognize maintenance personnel for significant contributions to the mission of the unit. A unit's maintenance mission should be treated the same as its operational mission, and maintenance personnel will have the opportunity to compete in all organizational recognition programs, SECDEF Maintenance Awards Program, on an equal basis with personnel of other specialties.

c. Correction. Supervisors at all levels will take corrective action where evaluation indicates substandard performance. Disciplinary action, if required, is the reward for negligence, indifference and inadequate performance of assigned maintenance.

17. MAINTENANCE CYCLE TIME

a. Definition. Maintenance cycle time is the period of time during which equipment is inoperative and requires repairs.

b. Maintenance Cycle Time. The current edition of MCO P4790.2_ sets forth maintenance cycle time criteria and follow-up procedures as they are related to intermediate maintenance. The maintenance cycle time criteria is as follows:

(1) 120 days for principal end items.

(2) 60 days for secondary Repairables.

c. If the maintenance cycle time expires or repairs cannot be completed within the maintenance cycle time, a WIR will be submitted per MCO P4400.82_. The following points are stressed in an effort to maximize units maintenance effectiveness:

(1) In appropriate circumstances, the WIR may request

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authority from MCLB Albany (disposition code J granted) to retain and repair equipment unable to meet the maintenance cycle time commitment.

(2) To ensure proper support of Low Density items, units will follow guidance provided in UM 4400-124.

d. Extension. The Maintenance Officer of the intermediate shop may extend the limits of the maintenance cycle time, when economically justified and advantageous to mission completion. Documentation for required repair parts must support this decision. Copies of letters authorizing the maximum maintenance time will be forwarded to the group (S-4/MMO) for review.

18. BATCH ERO PROCEDURES

a. TM-4700-15/1_ established basic guidelines for batching equipment on EROs. The following guidelines apply to batching of equipment during PM and CM cycles, modification applications, and SL-3 replenishment. End items dead lined or degraded will not be batched. Equipment in Job Status "Unit Recall" will not be batched.

b. Corrective Maintenance. PEIs (Class VII) and MARES reportable items (MCBul 3000) will not be batched for CM. Components of MARES reportable items will not be batched for CM.

c. Preventive Maintenance. PEIs (Class VII) and MARES reportable items (MCBul 3000) will not be batched for PM.

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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
 To: Commanding General, 2d Maintenance Battalion (MOS) or
 Supporting CLC
 Via: Commanding Officer, (Applicable Group)
 Subj: REQUEST FOR EQUIPMENT REPAIR ORDER (ERO) PRIORITY UPGRADE
 Ref: (a) WgO P4790.8_

1. Per the reference, it is requested that the priorities of the below listed ERO(s) be upgraded:

<u>TAMCN</u>	<u>NOMEN</u>	<u>UNIT</u> <u>ERO</u>	<u>EVAC</u> <u>ERO</u>	<u>SERIAL#</u>	<u>PRI</u>	<u>OWNING</u> <u>UNIT</u>
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2. Additionally, it is requested that all critical Class IX repair parts and Secondary Repairables that deadline the item be upgraded accordingly.

3. State the reason for request. (The reference should be the message authorizing FAD II if applicable).

4. The point of contact for this request is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-1 Sample Format of Request for ERO Priority Upgrade

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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Maintenance Battalion (MOS) or
Supporting CLC
Via: (1) Commanding Officer, (Applicable Group)
(2) Commanding General, 2d Marine Aircraft Wing
(G-4/MMO)
(3) Commanding General, 2d Marine Logistics Group
(G-3/MSE)

Subj: REQUEST FOR OVERFLOW MAINTENANCE

Ref: (a) MCO P4790.2_
(b) WgO P4790.8_

1. Per the references, it is requested that overflow maintenance be provided for the following:

TAMCN NOMENCLATURE QTY

2. Justification (Include Priority).

3. Date (Equipment evacuation to begin).

4. The point of contact for this request is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-2 Sample Format of Request for Overflow Maintenance

Enclosure (1)

WgO 4790.8H
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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Maintenance Battalion (MOS) or
Supporting CLC
Via: Commanding Officer, (Applicable Group)
Subj: REQUEST TO EXCEED DESIGNATED ECHELON OF MAINTENANCE
Ref: (a) MCO P4790.2_
(b) WgO P4790.8_
(c) CMC MSG R290101Z FEB 00

1. State the reason for the request. Accordingly, per the references, request temporary XXXXXX echelon maintenance for a six (6) month period be authorized in support of the following equipment. Item(s) do not meet the criteria established in reference (c), Common Sense Approach to Maintenance.

TAMCN NOMENCLATURE MARES/NON MARES

2. The point of contact for this request is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-3 Sample Format of Request to Exceed Designated Echelon
of Maintenance

Enclosure (1)

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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Maintenance Battalion (MOS) or
Supporting CLC
Via: Commanding Officer, (Applicable Group)

Subj: REQUEST FOR LIMITED TECHNICAL INSPECTION (LTI)

Ref: (a) MCO P4790.2_
(b) WgO P4790.8_

1. Per the references, request LTIs be conducted on the following equipment:

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>	<u>LOCATION</u>	<u>ERO#</u>
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2. Reason for request.

3. Point of contact for this request is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-4 Sample Format of Request for LTI.

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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Maintenance Battalion (MOS) or
Supporting CLC
Via: Commanding Officer, (Applicable Group)

Subj: REQUEST FOR CONTACT TEAM

Ref: (a) WgO P4790.8_

1. Per the reference, a maintenance contact team is requested.
The following information is provided:

- a. Nomenclature, TAMCN, NSN of item dead lined.
- b. Nature of problem/reason for dead lined.
- c. Component affected, parts required and NSN if known.

d. Location contact team should report to and specific date team is required.

2. Include any amplifying information/instructions and requirements for special tools/talent.

3. The point of contact for this request is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-5 Sample format of Request for Contact Team

Enclosure (1)

UNIT HEADING

4400
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Maintenance Battalion (MOS) or
Supporting CLC
Commanding Officer, Marine Wing Support Squadron-271

Subj: AUTHORIZATION TO ASSIGN URGENCY OF NEED (UND) DESIGNATORS
AND RECIEPT FOR, DELIVER AND PICK UP REPAIR PARTS AND
SECONDARY REPARABLES

Ref: (a) MCO P4400.16_
(b) MCO P4790.2_
(c) WgO P4790.8_

1. Per the references, the following individuals are authorized to assign Urgency of Need Designators (UND) as indicated:

<u>RANK</u>	<u>NAME</u>	<u>BILLET/WORK CNTR</u>	<u>UND</u>	<u>SIGNATURE</u>
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2. The following individuals are authorized to receipt for, deliver and pick up repair parts and secondary reparable:

<u>RANK</u>	<u>NAME</u>	<u>BILLET/WORK CNTR</u>	<u>SIGNATURE</u>
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3. The point of contact for this letter is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 2-6 Sample Format of Authorization Letter to Assign Urgency of Need Designators (UND) and Receipt For, Deliver, and Pick up Repair Parts and Secondary Repairables.

Enclosure (1)

UNIT HEADING

4790
 Code
 Date

From: (Commodity) Chief, (Unit)
 To: Maintenance Management Officer, (Unit)
 Via: (1) (Commodity) Maintenance Chief
 (2) (Commodity) Maintenance Officer

Subj: REQUEST FOR EXTENSION OF MAXIMUM MAINTENANCE CYCLE TIME

Ref: (a) MCO P4790.2_
 (b) WgO P4790.8_

1. Per the references, an extension of maintenance cycle time has been requested on the ERO listed below. The following information is provided:

ERO NO:		SER NO:	
OWNER UAC:		JOB STAT:	
TAMN:		DRIS:	
ID NO:		2ECH ERO:	

REQUISITION INFORMATION:

DOC #'S	NIIN	STATUS

2. Justification and maintenance history of the item(s) of equipment in the maintenance cycle, as well as planned action(s) to complete the maintenance thereof.

3. As of (date) the (item of equipment) has been in the maintenance cycle for (number) days. Per reference (a) the current maintenance cycle time is 120 days. If the extension is not recommended a WIR will be submitted. At that point the Item Manager will send disposition or retain and repair instructions.

Figure 2-7 Sample Format of Request For Extension of Maximum Maintenance Cycle Time.

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WgO 4790.8H
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4. The point of contact for this letter is _____, at
extension _____.

MMO'S SIGNATURE

Figure 2-7 Sample Format of Request For Extension of Maximum
Maintenance Cycle Time.

Enclosure (1)

CHAPTER 3

SUPPLY MANAGEMENT

1. GENERAL INFORMATION

a. Conduct the requisitioning, receipt, storage and issue of repair parts and materials per MCO P4790.2_, MCO P4400.150_, UM 4400-124 and this Order.

b. Availability of sufficient repair parts and materials to perform PM/CM services is the key to any effective maintenance management program. The cornerstone of equipment readiness programs is accurate identification of required repair parts and timely processing of demands. The aggressive follow-up actions on pending demands are as equally important. The ultimate goal of the supply support program is to provide, in a timely basis, the appropriate repair parts and materials in support of maintenance efforts.

c. The maintenance management program requires close coordination between supply and maintenance personnel. The passing of accurate and timely information is the foundation for cooperative actions between supply and maintenance activities. Maintenance personnel will identify repair parts and material requirements and submit demands to the appropriate supply activity for issues or for the establishment of backorders. Supply personnel will process maintenance demands in a timely manner and take the appropriate follow-up actions.

2. REPAIR PARTS REQUEST SYSTEM

a. Using units will use the Supported Activity Supply System (SASSY), to order and track repair part requisitions.

b. Priority Designators for Repair Parts. MCO 4400.16_ and UM 4400-124 contains instructions for the assignment of requisition priority designators and the controls for their proper use. Assign priorities for repair parts consistent with applicable EROs.

3. REPAIR PARTS CONTROL

a. Maintenance activities are not authorized to maintain repair parts or components except for those associated with a specific maintenance, shop overhead or Pre-Expended Bin (PEB) ERO. Upon receipt of requested repair parts, take one of the following courses of action:

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(1) If a piece of equipment is in active maintenance production, identify the repair parts with the item and turn over the repair part to the mechanic/technician for application.

(2) If a piece of equipment requires multiple repair parts, which are to be applied at one time, receipt for incoming repair parts and identify the repair part with the end item. Place the repair part in an ERO bin/layette until all repair parts are received. Once all parts are received, schedule the end item for maintenance. However, apply deadlining parts immediately upon receipt.

b. PEB

(1) Establish PEBs in unit maintenance activities in accordance with Field Supply and Maintenance Analysis Office (FSMAO), PEB waiver letter and this Order. Do not substitute PEBs for the normal means of obtaining seldom used repair parts. To ensure adequate stockage of fast-moving items and avoid excess and unused stockages in the PEB, the MMO, the maintenance section and the supply officer will conduct planning on the items to be stocked.

(2) The unit commander will make the decision to authorize PEBs and their contents with consideration of their associated costs.

(a) The storing, stocking and accounting for the materiel requires time and effort of maintenance personnel and should be considered when determining to maintain a PEB.

(b) Expend unit funds before the material is used, rather than when used, as with Purpose Code A stocks.

(3) When it is determined that a PEB will enhance the maintenance effort, the unit commander will publish a letter authorizing specific items to be included in the PEB. This letter must be reviewed and updated annually. Supply and maintenance personnel will review the PEB and assist commanders, as required, with establishing and maintaining authorized PEB range and depth. Once established, the PEB will be reviewed by the MMO and Supply Officer after the initial six months and annually by the commander thereafter to ensure proper risk management and expenditures of funds are consistent with the desires of the commander. The letter will contain, at a minimum, the following information concerning the items authorized for storage. Any pages (enclosures, addendums, etc.) attached to the letter must contain the commander's initials:

(a) Nomenclature.

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- (b) NSN/Part Number.
- (c) Maximum Quantity Authorized.
- (d) Reorder Point (ROP).
- (e) Unit of Issue (U/I).
- (f) Unit Price (U/P).
- (g) Extended Price (Quantity Authorized X Unit Price).

(4) Once an item is procured and issued to the PEB, no further supply accounting is required. However, prudent management dictates that simple procedures are required for locating or identifying the items and establishing when to replenish the items in the PEBs. Some examples of such procedures are:

(a) Within the PEBs, segregate the items by specific NSN into a separate compartment/box/container labeled with the appropriate NSN.

(b) Establish a ROP in accordance with the authorization letter. This requires periodic review of assets held within the PEB to determine if the ROP has been reached.

(c) Place the ROP quantity of items in a bag. If the mechanic/technician has to open the bag for the item, this will indicate that it is time to reorder the item.

(5) The unit MMO and Supply Officer will establish internal procedures for identifying, locating and reordering PEB items.

(6) PEB Criteria. The PEB stockage criteria are based on U/P and known or anticipated usage. PEB criteria are as follows:

(a) The U/P criteria for PEB stockage cannot exceed 500 dollars per U/I.

(b) Usage criteria as previously defined in MCO P4400.150 has been determined to be too restrictive by Marine Corps Logistics Chain Analysis Team (MCLCAT) East. This fact does not allow the flexibility to stock PEBs based on additional criteria such as fluctuating usage or excessive lead-time associated to requisitioning slow moving/high impact items. Therefore, the usage criteria is as follows:

1. Only items for which there is a known or anticipated requirement will be stocked.

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2. Historical usage data from the SASSY or manual tracking records should be used when available to facilitate sound stocking decisions.

3. Key PEB stockage decisions should include consideration of the lead-time and readiness impact.

(7) Broken U/Is. Broken U/Is of common hardware (i.e. bolts, nuts, screws, washers, etc.) ordered against a corrective maintenance ERO that do not meet PEB criteria do not require further control or accounting once the U/I is applied to the equipment. The leftover portion will be maintained in a commodity parts bin, in plain view of the shops maintenance personnel and used until exhausted. Strict control and accountability is not required; however, maintenance supervisors must ensure mechanics/technicians use the on-hand supply before ordering replenishment. Broken U/Is will not be added to the authorized PEB list, but will be placed on a locally established broken U/I listing so they can be identified and retained/used until exhausted. Refer to paragraph 3002.4b.

(8) PEBs for Deployed Units. Commanders of units providing attachments to the ACE preparing to deploy as part of a MEU are required to develop or modify PEBs in support of the deployment. Commanders are authorized to deviate from minimum stock levels established by their usage reports when developing a deployment PEB.

(a) Parent organizations providing detachments to the MEU are authorized to assemble a deployment PEB for their attachment upon Operational Control (OPCON) assignment (approximately E-180). Organizations will assign costs to the Job Order Number (JON) of the pre-deployment activities of the MEU. Establish the PEB in writing and segregated from normal PEB stocks. Use of the deployment PEB is restricted to post E day requirements.

(b) Specifically identify on the PEB authorization letter increases from minimum stock levels. Segregate the increased parts in such a manner that will ensure minimum stock level increases are on hand at E-day. Once segregated, do not use prior to E-day. Assembly of higher PEB levels may begin when the MEU is formed (approximately E-180). Costs will remain a unit responsibility.

(9) Rollback Procedures. Rollback action is required for those items that have failed to meet the criteria stated in paragraphs 2.f. and 2.g. above. Rollback of excess PEB items to the General Account is a responsibility of the using unit and will be executed in an expeditious manner within normal constraints. Commodities/sections will provide the using units supply officer

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with listings of excess PEB items. The listing will identify the NSN, U/I and quantity of items to be returned to the supply system. The supply officer will input a D6A to pick-up the items on the supply property records and induct a D7P (rollback transaction) into SASSY causing a rollback shipping mat DD-1348 to be produced. In the interim, the responsible commodity/section will ensure that excess items are segregated from authorized stocks and tagged for rollback. At a minimum, annotate items with the NSN, short nomenclature, U/I and the word "excess." Units will ensure that adequate security is in place for all excess materiel to preclude pilferage.

c. Non-System Demands. During the provisioning process, not all parts associated with an end item are assigned an NSN. Occasionally, a required part has an NSN assigned, but for a variety of reasons, the NSN is not reflected on the Master Header Information File (MHIF). In this instance, units should coordinate with their unit supply for assistance in preparing a Request to Load NSN to the MHIF to be submitted to the ISSA.

d. Excess Repair Parts

(1) Maintenance shops will not hold excess repair parts for end items or material for secondary repairables. Excess repair parts obtained through normal requisition channels represent wasted maintenance dollars. Excess repair parts obtained through non-SASSY means represent repair parts not available to other units that may have a need. The monetary loss to units and the Marine Corps based on stockage of excess repair parts is unacceptable and cannot be tolerated at any level of command. Units will identify excess repair parts to unit supply officers for rollback transactions. The list will include the nomenclature, NSN, U/I, U/P and Total Price (T/P) of all items to be rolled back. Excess repair parts must be physically turned into the unit supply within 30 days of the date of the rollback letter. Sections will maintain a copy of the letter for a period of one year from its date.

(2) There are instances when repairs will require less than the standard U/I, e.g., ten of a gross, eight of a hundred, 30 feet of a reel, etc. The residue from these instances must be evaluated for future requirements. If a requirement in the near future exists the parts will be annotated as follows: "(DATE)- Broken unit of issue from ERO NR _____. Not to be reordered until expended." (Otherwise, treat residue as excess repair parts and rollback to the unit supply per paragraph 3002.2i).

e. Cannibalization/Selective Interchange

(1) Cannibalization/Selective Interchange. Cannibalization/selective interchange is considered to be an

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exceptional maintenance procedure. Cannibalization/Selective interchange is authorized only for mission essential combat equipment when an operational commitment is imminent and only when it appears that required repair parts cannot be obtained in a timely basis. Cannibalization/selective interchange will only be used when all other means of repair/replacement have been exhausted. CG, 2d MAW G-4/MMO, is the only authorization authority for selective interchange). Requests for authorization to conduct selective interchange will be submitted per figure 3-1.

(2) Selective Interchange. Selective interchange is the exchange of selected serviceable repair parts/components from a deadlined item of equipment for unserviceable repair parts/components from a like item. The exchange must be complete to qualify as selective interchange.

(a) The difference between cannibalization and selective interchange is that selective interchange addresses replacement of the removed serviceable repair part/component, whereas cannibalization does not. This fact has led maintenance personnel to the erroneous belief that selective interchange is not cannibalization. By definition, removal of serviceable parts/components from one item for use in repairing another item is, in fact, a lesser degree of cannibalization. As such, the conduct of selective interchange shall require the same authorization as cannibalization. (CG, 2d MAW (G-4/MMO).

(b) Do not employ maintenance by cannibalization or selective interchange, except under the following circumstances:

1. To ensure that a minimum number of items of mission-essential combat equipment is dead lined at any one time for lack of critical repair parts. Maintenance by cannibalization or selective interchange is considered to be an exceptional procedure and is authorized for only mission-essential combat equipment when an operational, not exercise commitment is imminent and only when it appears that the required part may not be obtained in a timely basis. As a general rule, such procedures will be done at the lowest echelon having the maintenance capability to accomplish the same.

2. As directed by the Commandant of the Marine Corps (Code LP).

(c) Commanders/Officers-In-Charge of IMAs may authorize the interchange of component end items/secondary repairables as part of the normal maintenance process of reportable equipment. The IMAs indicated herein are those units authorized by the T/O cover page to perform at least intermediate 3d echelon maintenance. IMAs may be an authorized maintenance float or subfloat holder; e.g., maintenance companies of

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maintenance battalions, detachments of FSSGs, etc. At the time of the interchange, command and maintenance facility levels will implement managerial control practices to ensure that:

1. Owning unit commanders of the equipment from which the serviceable parts/components are to be removed have approved such action.

2. The equipment from which serviceable parts/components are to be removed will not, as a result of such removal, become a candidate for the WIR by exceeding one-time cost-of-repair authorization or exceed the maximum maintenance cycle time for repair. The conduct of the secondary reparable interchange must be in the best interest of the Marine Corps; e.g., it must be cost-effective and result in the removal of one item of equipment from deadline without degrading another item of equipment beyond economical repair.

3. The unserviceable parts/components and associated supply requisitions are identified with the item of equipment from which the serviceable items were removed. Unserviceable parts/components that are irreparable will be disposed of in accordance with UM-4400-124. When considering secondary reparable interchange action, sufficient time must remain within the maximum allowable maintenance cycle time for supply to properly respond to demands.

(3) Repair Parts Reclamation. Unit COs may authorize reclamation of repair parts or components from DRMO or other like sources. Strict accountability of such repair parts/components will be affected to ensure excesses are not held. Report all scrounged parts via proper procedures in SASSY. Commodity managers will go through their unit supply office to get the proper authority to draw materials from DRMO. Personnel will ensure the DD 1348 is provided to the unit supply section. The unit supply section will maintain the DD 1348 on file for two years.

(4) Report in SASSY, a supply transaction with an advice code of "CAN", to show usage of repair parts received by cannibalization. Report in SASSY, a supply transaction with an advice code of "SC", to show usage of repair parts received from other than the normal SOS (other than PEB). For items normally stocked in the PEB, use of advice code "PB" will be used.

f. ERO Parts Bins. Units will use ERO parts bins as a means for controlling and accounting for repair parts within the unit. Repair parts can be traced from date of requisition to receipt via SASSY. Once the unit receives repair parts, manual accounting begins. There is, therefore, a requirement to establish manual

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accounting control procedures until the repair parts are applied to the equipment.

(1) An ERO parts bin is defined as a controlled location in the maintenance area where parts received from supply are stored until they are applied.

(2) Set aside a Separate ERO Parts Bin for storage of replacement parts received on each open ERO. Clearly mark each layette parts bin with the appropriate ERO number for which the parts were ordered. Store all small parts received for the same ERO in the same layette Parts Bin. Store large parts together in an appropriate location. Parts will be tagged with the applicable ERO and document number to which they belong.

(3) Store parts that have been removed from an item of equipment, to facilitate repair, in the ERO Parts Bin. Parts will be tagged or marked with the appropriate ERO number. Do not use parts that have been removed from an item of equipment to repair another item of equipment.

g. Validate on a biweekly basis, repair parts held in ERO bins. Compare them to those items listed in SASSY as "received" to ensure that all parts with a received status are either on hand or have been applied to the end item. Record validations in a standard logbook. Validation procedures will be in accordance with MCO P4790.2_.

4. DIRECT EXCHANGE (SECONDARY REPAIRABLE ITEMS PROGRAM)

a. General. UM 4400-123 Chapter 14 and MCO P4400.150 contain policies for the use, control, management and amplified application procedures for maintenance management of the Marine Corps Secondary Repairable Items Program.

b. Information. The secondary repairable items program provides a pool of serviceable components available for direct exchange of unserviceable like-items. The program consists of two categories: depot repairable ("D" and "L" coded) at 5th echelon and non-depot repairables ("F" and "H" coded) at 3d and 4th echelon. Determination of support requirements is as follows:

(1) Depot Repairables "D" or "L" Coded. Depot repairable items are those components identified by a "D" or "L" in the last digit of the Source, Maintenance and Recoverability (SMR) code. Maintenance sections will return all "D" and "L" coded items to the Repairable Issue Point (RIP). Only the RIP is authorized to order replacement secondary repairables from the supply system.

(2) Non-Depot Secondary Repairables. Non-Depot Secondary Repairable items are those items identified by an "F" or "H" in the

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last digit of the SMR Code as listed in the Marine Corps SL 6-2. The recoverability code will translate, in the maintenance float catalog, to the maintenance echelon authorized to recover the reparable item: "F" - intermediate maintenance (3d echelon) and "H" - intermediate maintenance (4th echelon).

c. The authorized reference for the SMR codes is the equipment SL-4/repair parts lists. The maintenance code in the SL-4/repair parts list is for the specific part within the end item. If there is no applicable SL-4, then the SMR code cited in the appropriate TM should be used. If no SMR code can be found in either the SL-4 or appropriate TM, use the maintenance code cited in the SL-6 series. If a part is used more than once on an end item, it may have different maintenance codes listed in the SL-4 series due to its applicability within the equipment.

d. Maintenance sections will maintain a current listing or catalog of secondary repairables managed by their supporting RIP. This will enable the maintenance section to determine what secondary repairables they have available to exchange at the RIP.

e. Organic units will initiate direct exchanges with the maintenance float facility per the procedures established by the float manager.

f. RIP. The RIP, managed by the 2d MLG, is the source of supply for all authorized "D" and "L" coded items and those selected "F" and "H" coded items listed in the RIP catalog. Those F and H coded items not listed in the catalog, which can be installed at the organizational maintenance level, will be delivered to the RIP for repair or disposal. Should disposal be required, the RIP will indicate "unit requisition required" and requisitioning of replacement items will become the using unit's responsibility. If the required item is not within the using unit's echelon of maintenance, the RIP will record appropriate demand history and requisition the item citing the using unit's supply document as authority. If unserviceable items are not available for turn-in due to theft, abuse, unauthorized cannibalization, etc., the RIP will issue a replacement item only when an "F4" request is accompanied by a commander's statement addressing the circumstances. Commanders will ensure that the commodity managers maintain sufficient copies of the RIP catalog for use.

g. Customer Responsibilities. Using units will:

(1) Determine requirements for replacement of secondary repairable items using the maintenance float catalog and appropriate SMR Codes.

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(2) Attach a NAVMC 1018 (Inspection/Repair Tag) to the equipment. Enter the information on Side A of the form NAVMC 1018 as shown in TM 4700-15/1_.

(3) Deliver unserviceable components to the supporting maintenance float or sub-float in a clean and complete condition. Units will ensure components are properly packed.

(4) If the component is not available for issue, the RIP will place the component on back order.

(5) Conduct biweekly reconciliation with the supply officer and the RIP.

(6) Submit recommended changes to current float allowances, per UM 4400-123 and MCO P4400.150_, to the CG, 2d MLG, via this Command (AC/S, G-4/MMO) on an annual basis.

h. IMA Responsibilities

(1) Upon receipt of a secondary repairable, verify that all data, as required by paragraph 7.b. above is correct and complete.

(2) The IMA is then responsible for entering the information on Side B of the form NAVMC 1018, as shown in TM 4700-15/1_.

5. INTRODUCTION OF NEW EQUIPMENT

a. General. New equipment is continuously being introduced. All new equipment will require some degree of operator and maintenance training, required repair parts, supporting tools and test equipment.

b. Information. Prior to releasing the equipment to the field, COMMARCORLOGCOM will normally publish a Users Logistics Support Summary (ULSS) providing specific guidance with respect to allowances, requisitioning authority, required tools and equipment, initial issue provisioning, supporting publications and personnel training requirements.

c. The G-4 (Supply Officer/MMO/Commodity Manager) upon receipt of ULSSs, will review the support concept, ULSS and related correspondence. Guidance will be published as necessary.

d. Responsibilities

(1) Commanders will review the appropriate ULSS for each new item of equipment, with particular emphasis on the support concept and related correspondence to determine the total

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quantity, complexity and associated requirements of the item to be received.

(2) COs of units receiving new items of equipment will:

(a) Ensure all new items of equipment received are kept in an ADMDL status until operationally released for service by this Command (G-4/MMO).

(b) Establish a plan for the proper fielding of new equipment and notify Commander, Marine Corps Logistics Command (COMMARCORLOGCOM) and Commander, Marine Corps Logistics Bases (COMMARCORLOGBASES) when equipment is placed in service.

(c) Ensure that a Gaining Unit Fielding Evaluation Report is completed within 30 days of fielding. Copies of the report should be forwarded to 2nd MAW G-4/MMO via the chain of command.

(d) Ensure sufficient security is provided to prevent unauthorized use of dead lined equipment and that equipment receives adequate protection from possible cannibalization or other abuse.

(e) Ensure readiness reportable assets are reported on the unit LM2 report as established by MCO P3000.11_ and the current edition of the MCBul 3000.

(f) Ensure RM4 remarks are submitted reflecting equipment placed on ADMDL. RM4 guidance is published in Chapter 2, paragraph 2007.7 of this Order.

(g) Ensure PQDRs and Report of Discrepancies (RODs), are submitted when necessary.

6. PREPOSITIONED WAR RESERVE MATERIAL STOCKS (PWRMS)

a. PWRMS include those quantities of equipment end items, repairables and repair parts which support a force in combat.

b. 2d MLG holds selected PWRMS. Units deployed as a part of a MEU/MEF for combat or deployments that have combat contingency missions will deploy with appropriate Class IX repair parts blocks to support equipment end items. Computation of Class IX PWRMS is based on demand history generated through MIMMS/SASSY data.

c. Units preparing for a deployment will provide 2d MLG with an equipment density list, to include attachments in TAMCN/ID order 120 days prior to deployment. The MLG will publish a computer generated parts list and provide the unit with a copy.

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The unit will review the report for any shortfalls in the supply support and inform 2d MLG of necessary supply requirements needed to support the mission.

7. VALIDATIONS AND RECONCILIATION

a. Frequencies and Procedure. MCO P4790.2_ establishes that at a minimum, validation and reconciliation of all supply requirements will be conducted with the maintenance records biweekly.

b. Validate ERO parts bins on a biweekly basis.

c. All reconciliations and validations will be recorded, which will include at a minimum the following information:

(1) Date and time.

(2) Individual's (include printed name and signatures) conducting the reconciliation/validation.

(3) Areas of concern.

(4) Corrective action for areas of concern and projected date for completion of corrective action.

8. TOOL SETS, CHESTS, KITS AND COMPONENTS OF PEI'S

a. MCO P4790.2_, MCO P4400.150_ and UM 4400-124 establishes the criteria for the accountability of tool sets, chests, kits and components of PEIs. Maintain a copy of the applicable SL-3, SL-3 extract or applicable inventory listing in the tool kit, set, chest or in a file folder. The tool NCO/commodity manager will maintain the inventories in a secure area. The units MMO, Supply Officer and Maintenance Officer will match tool sets, kits and chests to the T/E and allowance list to ensure all items are on hand. Make a complete inventory of all tool sets, kits and chests using the current SL-3 extract or applicable inventory listing. Additionally, conduct an inventory on those common tools for which the unit commander has established allowances. MMOs are the supervisory level for control measures applicable to tool sets, kits and chests.

b. Inventory Criteria. Use the following criteria to determine the minimum frequencies of inventories:

(1) Inventory annually tool kits, sets or chests and individual hand/portable power tools, which are not issued and are securely stored.

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(2) Inventory semiannually tool kits, sets or chests which are issued to and used by the same individual on a semi-permanent basis and where locks and a secure storage area is provided.

(3) Inventory semiannually all other tool kits, sets and chests and individual hand/portable power tools.

(4) The supervisor, individual to whom the equipment is issued and the individual designated by the RO will conduct the inventory. All inventories will be supervised and the individual supervising the inventory will ensure that the inventory is conducted properly and corrective action has been initiated. Resolve discrepancies noted during either a monthly, quarterly or annual inventory (e.g., missing or damaged components) per MCO P4400.150, UM 4400-124 and/or the Manual of the Judge Advocate General (JAG Manual).

(5) The owning unit will order shortages within kits, sets and chests discovered at the time of initial issue from the supply system, with the exception of those items which are not using unit responsibility. If this is the case, also submit a ROD.

(6) Maintain on hand for one year, inventory control forms. TM 4700-15/1 applies. Inventory control forms will contain the signatures of the individual conducting the inventory and supervising and the date of the inventory. Inventories will contain a listing of all component tool kits.

c. Maintenance. The inventory will include an inspection of all tools for serviceability and cleanliness, ensuring the tools are free of rust and dirt and maintained per TM 10209-10/1 (Care of Hand tools and Measuring Tools). Tools that are unserviceable will be repaired, e.g., replacement of broken handles, dressing of chisels, screwdrivers, etc. or replaced.

d. Replenishment. Make replacement of tool kits, sets or chests and individual hand/portable power tools by submitting additional demands to the appropriate ISSA, DSSC activity or commercial vendor. Using units must budget for replacement of those items that become unserviceable through normal use/wear. Annotate the remark section of the inventory form with the document number for items that are missing. Organizational commanders must ensure that each missing/unserviceable component is placed on order and that supply maintains current validation of these documents. If the tool is not in stock after a DSSC run, an open purchase is authorized.

e. Excess. Return excesses resulting from changes to authorized allowances, quantity changes or any other condition that generates excesses to the supply system. Maintain a copy of the authorization for special allowance tools on file in the

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commodity area. Maintain locally produced inventory forms, similar to forms displayed in TM 4700-15/1_, for all special allowance tool sets on file. Conduct inventories at least semiannually.

f. As Required

(1) Commanders must authorize, in writing, all as required items associated with SL-3 extracts. The authorization letter will contain at a minimum the following information. Any pages (enclosures, addendums, etc.) attached to the letter must contain the commanders initials:

- (a) Item number.
- (b) NSN.
- (c) Nomenclature.
- (d) U/I.
- (e) Quantity authorized to be maintained.

(2) Using Unit Responsibility Items (UURI). These are items that are not issued with the end item during initial provisioning and subsequent fielding. The using unit, not to exceed the stated quantity, must requisition items in this category. The Commander may authorize, in writing, the unit to hold less than the stated quantity. Additionally, where "AR" (as required) is the stated quantity, the commander must establish, in writing, the authorized quantity to be held by the command even if the quantity to be maintained is zero. To facilitate this requirement, units should add the following statement to their OIC as required letters: "Unless otherwise stated in the enclosure, the quantity to be maintained for items with a U/I of "AR" will be zero". Place a copy of the letter in all pertinent SL-3 extract folders. These quantities will be reviewed and updated at least annually.

(3) UURIs that are identified as having a type 1 or 2 TAMCN should be validated against the unit's EAF and accounted for on the unit property records. These items remain in the unit and are not transferred with an end item during redistribution or rebuild or other changes in custody. An exception would be a directed redistribution because of force modernization, retrograde or a unique maintenance requirement where the UURI is not needed by the unit but may be of use with the associated end item. Policy for UURIs to support reserve initial issue and that part of active forces WRMR held in stores is contained in MCO P4400.39_.

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g. Secure tool sets, chests or kits issued to individuals when not in the custody of the individual. Maintain tool boxes held in the section's tool room for issue to individuals in an area secure from pilferage. Units will establish logbooks in tool rooms to account for issues and receipts of special/component tool kits and individual tools.

h. Commanders will establish specific periods for the conduct of tool accounting and inventories in their unit's training schedule.

9. COLLATERAL EQUIPMENT/SL-3 COMPONENTS

a. General. Requisition Collateral Equipment/SL-3 components not readily available at DSSC through SASSY.

b. Since funds for collateral equipment/SL-3 component are budgeted under T/E replenishment, take special care to ensure adequate funds are allotted for procurement. Use the replenishment/replacement JON when ordering SL-3 items and the maintenance/repair JON when requisitioning repair parts. If funds become expended for one of these JONs, the unit supply officer will submit a Deficiency Work Sheet during the mid-year and/or annual review process.

c. Requisition SL-3 items that deadline or degrade the end item via the appropriate supply source using the unit maintenance/repair JON citing the appropriate priority and NMCS indicator.

d. SL-3 items are requisitioned from two primary sources of supply, ISSA general account and DSSC (Self-Service). Unit maintenance personnel will requisition SL-3 requirements via the unit supply officer. Upon receipt of the self-service shopping list for SL-3 items, the unit supply officer will determine the appropriate supply source. The source of supply for items not listed in the self-service catalog is the ISSA general account. Requisitions acquired through the general account will be assigned a document number and processed via SASSY.

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UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Commanding General, 2d Marine Aircraft Wing (G4/MMO)
Via: Commanding Officer, (Applicable Group)

Subj: REQUEST FOR AUTHORIZATION TO PERFORM SELECTIVE INTERCHANGE

Ref: (a) WgO P4790.8G

1. Per the reference, request authorization to perform Selective Interchange on TAMCN D1072, M817 Dump Truck.

2. This unit rates six (6) Dump Trucks, three (3) of which are currently Combat Dead Lined. Request authorization to selectively exchange the Impeller Shaft from serial number 558430 to serial number 539640. Also request to exchange the Fuel Line, Primer Pump, Jack Shaft and Fuel Sending Unit from Dump truck serial number 558430 to serial number 549442. All exchanged unserviceable repair parts will be ordered on EROSL UL015.

3. This selective interchange will increase the combat readiness of this squadron's D1072's from fifty percent to eighty three percent readiness by making two of the three Dead lined items operational.

4. Point of contact at this command is _____, at extension _____.

COMMANDING OFFICER'S SIGNATURE

Figure 3-1 Sample Format of Request for Authorization to Perform Selective Interchange

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CHAPTER 4

MAINTENANCE MANAGEMENT TRAINING1. GENERAL INFORMATION

a. Maintenance/maintenance management training is a command responsibility. The first two priorities of the Marine Corps Training Program are mission oriented training and skill progression MOS training. Every 2d MAW unit has a maintenance mission, which is outlined in the logistics capability paragraph of the T/O cover page. Maintenance training will be conducted commensurate with the level of maintenance authorized. Unit T/Os list specific equipment operators/technicians who require maintenance-related training.

b. Five areas of maintenance related training require emphasis: operator training, technician training, maintenance supervisor training, maintenance management functional area training and safety training. Determine operator and technician training requirements by a review of MCO 1200.17_ (MOS Manual), NAVMC 3500 series (T&R Manuals), applicable TMs and an inventory testing of operator and technician knowledge levels. Aim maintenance supervisory and maintenance management functional area training programs at isolating trouble spots and implementing corrective actions to upgrade procedures. Aim functional area training at clerk level personnel who operate functional area programs in the commodity area. MCO P4790.2_ contains examples of maintenance supervisor and functional area training topics.

c. MMOs will ensure operator, technician, maintenance supervisor, functional area training and safety-training requirements are included in the unit training SOPs and quarterly training plans. Unit S-3s, with the advice and assistance of unit MMOs, will schedule and coordinate maintenance-related training with mission-oriented training, skill progression training and operational commitments.

2. TRAINING REQUIREMENTS

a. Commanders will ensure that a minimum of three hours per quarter is scheduled for each operator, technician, maintenance supervisor, maintenance management functional area and safety training. A total of 12 hours of a combination of the training previously mentioned is required each quarter. Aim training at eliminating deficiencies determined by evaluation of maintenance personnel and their supervisors. Design programs to prepare the individual Marine to fill positions of higher grade and increased responsibility.

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b. Maintenance/maintenance management training may be accomplished in a number of different ways. The methods that can be used include: formal schools, organizational training, On-the-Job-Training (OJT), correspondence courses, training at intermediate maintenance facilities and civilian courses. Select the methods dependent on the skill level of the maintenance personnel, the resources available to the unit, the operational commitments of the unit and the skill level required by maintenance personnel.

(1) Maintenance Management. Conduct maintenance management training for all maintenance management personnel, commodity managers, commodity clerks and selected supply/logistics personnel. Conduct training at the organizational and group level, under direction of the unit/group MMO.

(2) PC MIMMS. Periodically the MMO/commodity manager will conduct MIMMS training for all maintenance managers and logistics personnel. Units will continue to develop programs for training all personnel involved with MIMMS input, equipment maintenance status and other related automated logistical management reports.

(3) MOS Training. Conduct MOS training under the supervision of the unit's MMO and/or appropriate commodity manager who is responsible for developing maintenance training programs and performance objectives. Unit level commodity managers are responsible to ensure that all scheduled training is in accordance with the T&R Manuals. Unit level commodity managers will recommend changes to the training policy as required. Training of maintenance personnel will include, but not limited to:

(a) Refresher. Provide mechanics and technicians the level and degree of instructions to enable them to perform maintenance duties commensurate with their rank and MOS.

(b) Qualification. Place unskilled mechanics and technicians on a planned schedule of directed training, which will qualify them for assignment of a primary MOS per MCO P1000.6_.

(c) Supervisory. Provide maintenance supervisory training to all personnel in positions of supervision. Provide training with the expertise required to effectively and economically operate the unit's maintenance program and to achieve the desired results.

(4) Special Technical Training. Training is directed at a specific MOS or item of equipment. Use training to upgrade or refresh maintenance knowledge or to provide instructions on new items of equipment.

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c. Formal Schools

(1) The 2d MAW MMO exercises staff cognizance over quotas and nominations for the II MEF two-week MIMMS Basic Course conducted at French Creek (bldg FC-312). Class schedules will be provided to 2d MAW units by the G-4/MMO on an annual basis. Submit nominees for these classes to the G-4/MMO, via e-mail, within 5 working days of class convening date.

(2) Once quotas are assigned, units will meet these quotas unless exempted by this command.

(3) The 2d MAW G-3 exercises staff cognizance over quotas and nominations for the Intermediate Maintenance Management Specialist Course (IMMSC). Detailed information regarding Marine Corps career logistics training is released via naval message prior to the new fiscal year. IMMSC is a 20 day training course to provide intermediate level training for the maintenance management MOS 0411 (Cpl through GySgt) on continuous process improvement planning, coordination and evaluation actions focusing on maintenance administration, resource management, maintenance operations, supply support, equipment information management and operational reporting instruction. The recommended training prior to attending is: MCI 0410-MIMMS AIS and 0414 Ground Maintenance management for supervisors.

3. FIELD TRAINING

a. Commander's Responsibilities. Commanders will ensure that maintenance personnel are provided maintenance training in a field environment and are technically proficient in the performance of all authorized maintenance services under tactical conditions. Schedule a minimum of 3 hours of field training per field evolution. Commanders will also ensure that necessary maintenance periods are specifically designated on training schedules while operating under field conditions.

b. Maintenance Responsibilities. Perform field training and field maintenance using only T/E equipment. The performance of organizational maintenance is more challenging during deployments and/or field operations due to increased equipment usage and dispersion of equipment and maintenance assets. During such periods, commanders will place an increased emphasis on the performance of 1st and 2nd echelon maintenance. Field maintenance training exercises will include equipment recovery, evacuation and the use of field maintenance expedients.

c. Deployments. The performance of unit maintenance becomes much more difficult and consequently more important, during deployments due to the dispersion of equipment and personnel and the increased tempo of equipment use. During such periods,

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commanders will place an increased emphasis on the performance of organizational maintenance.

4. ON-THE-JOB-TRAINING (OJT)

a. Use OJT as a program leading to the assignment of an MOS or as refresher training on new or unfamiliar procedures and equipment. Personnel undergoing OJT will be teamed with experienced and qualified personnel to ensure that only proper methods and procedures are highlighted to trainees. OJT will be formally scheduled, documented and recorded in unit training records. This type of training is often done on an opportune basis, particularly when a new or unfamiliar method, problem or procedure is encountered during normal maintenance production. When applied properly, OJT can be used to effectively accomplish MOS training, maintenance cross training and new equipment training. Supervision and instruction of OJT will stress the application of approved maintenance procedures and techniques to instill sound maintenance practices and habits in the personnel being trained. Personnel undergoing OJT will be tested at least semiannually to determine their progress.

b. Maintenance training is available from the IMA, 2d MLG. Submit requests for maintenance training to this headquarters via the chain of command. Submit requests in accordance with Figure 4-1 and include dates, time, type of training and number of personnel to be trained. Training support from IMAs will be dependent upon commitments, availability and approval of 2d MLG personnel.

c. The MCI, the Department of the Army, as well as other services offers a wide range of maintenance related correspondence courses. Commodity managers are strongly encouraged to coordinate with MMOs and S-3s to determine the content and availability of such courses for unit maintenance personnel. MMOs will pay close attention to the series of maintenance related courses developed and offered by MCI. Group enrollment is strongly encouraged for those MCI courses related to the maintenance management functional areas.

5. TECHNICAL TRAINING

a. Technical training (skill progression MOS training) is required for all technicians and maintenance supervisors and will provide the level and degree of instruction necessary to perform maintenance duties commensurate with rank and MOS. Figure 4-2 is the recommended training and readiness evaluation format of the 0411 MOS. Each RO will maintain a T&R evaluation sheet similar to figure 4-2, for all mechanics, technicians and operators within their commodity. Monthly T&R training should be focused on those performance tasks where the individual was evaluated as "Non

Proficient". Schedule and conduct specific technical training classes when new types of equipment are introduced or new maintenance personnel are introduced to unit equipment.

b. Conduct periodic testing of technician knowledge upon completion of technical training using the MOS manual as a guide. Conduct refresher training for noted deficiencies. Schedule and conduct specific classes regarding the use and maintenance of all support and test equipment, i.e., use and care of tools, use and care of TMDE, etc.

c. Maintenance Supervisor Training. The objective of maintenance supervisor training is to develop in supervisory personnel a working knowledge of those maintenance, maintenance management and operator training topics (as appropriate) presented in MCO P4790.2. This enables supervisory personnel to implement, direct, control and review maintenance programs within their area of responsibility.

6. CROSS TRAINING

a. While the cross training of maintenance personnel is not directed by this or higher headquarters, it is encouraged as a management tool to be used at the organizational level to assist in the overall maintenance efforts.

b. Cross training provides the shop/maintenance officer with increased flexibility in maintenance operations.

c. When cross training is used, MMOs will ensure that:

(1) Cross training is normally confined to personnel within the same or related occupational fields.

(2) Accomplish cross training of personnel from different occupational fields only to fill valid requirements.

(3) Use cross training of personnel effectively within the organizational maintenance program.

(4) Maintenance shops keep a record of all unit personnel who have been cross-trained.

7. TRAINING RECORDS

a. Training records provide the manager with the means to administer the unit/shop level training program. Without such records, the training program may suffer from an inadvertent omission of necessary training.

b. Maintenance managers will keep the following training records, if applicable, for technical training that falls under their review for a minimum of one year:

(1) Annual Training Plans. Annual training plans contain information on training planned for the upcoming calendar year. Conduct a thorough review of the unit's maintenance training posture to determine what specific training areas will receive emphasis during the upcoming year. Compile this information and incorporate it into the annual training plan.

(2) Quarterly Training Directives. The quarterly training directive delineates, specifically, what classes will be conducted during the quarter. It may or may not schedule classes specifically as to time and place but should, as a minimum, delineate what training will be conducted.

(3) Monthly/Weekly Training Bulletins. Monthly/weekly training bulletins will specify where a period of instruction will take place, who will deliver the period of instruction, who will attend and when the period of instruction will take place. The MMO will ensure that qualified instructors are assigned.

(4) Attendance Roster. Maintain attendance rosters for each period of instruction held. Figure 4-3 is the recommended format for attendance rosters.

(5) Course Critique. Evaluations of maintenance training will be conducted. The sponsor of the training will maintain at least one class critique for each period of instruction given by the command. Figure 4-4 is the recommended format for course critiques.

(6) Lesson Plans. The sponsor of that training will maintain a file of lesson plans if the lesson plans are to be reused. If they are used more than once, the lesson plans will be reviewed by the MMO prior to reuse and certified as being correct (refer to figure 4-7). Figures 4-5 and 4-6 are the recommended format for essential data and lesson plans.

UNIT HEADING

4790
CODE
DATE

From: Commanding Officer, _____
To: Commanding General, 2d Marine Logistics Support Group
(G-3/MSE)
Via: Commanding General, 2d Marine Aircraft Wing (G-4/MMO)
Subj: INTERMEDIATE MAINTENANCE ACTIVITY (IMA) TRAINING SUPPORT
Ref: (a) WgO P4790.8_

1. Per the reference, request IMA conduct the following training:

<u>TYPE OF TRAINING</u>	<u>NUMBER OF INSTRUCTORS</u>	<u>DATE</u>	<u>TIMES</u>
REPAIRABLE ITEM PROGRAM	1	21 NOV 94	1000-1100
EQUIPMENT INDUCTION	1	21 NOV 94	1100-1200

COMMANDING OFFICER'S SIGNATURE (ONLY)

NOTE 1: Forward this request at least 30 days prior to class.

NOTE 2: Type of training will be explicit enough for the instructor to develop the right type of lesson plan to cover the type of instruction required/requested.

Figure 4-1 Sample Format of a Letter Requesting IMA Training Support.

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WGO 4790.8H
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MOS 0411, MAINTENANCE MANAGEMENT SPECIALIST						
RANK:	NAME:			EXTRACT FROM: NAVMC 3500.27		
MOS:	LAST 4:			DATE:		
MOS FUNCT AREA INDIVIDUAL EVENTS	INDIVIDUAL EVENTS	RANK	SUSTAINMENT INTERVAL	MASTERY DATE	SUSTAINMENT DATE	NCOIC INITIAL
1000 LEVEL INDIVIDUAL TRAINING EVENTS						
0411-ADMN-1001	Manage Maintenance Administrative Policy	PVT-LCPL	12 MONTHS			
0411-ADMN-1002	Maintain Billet Correspondence Procedures	PVT-LCPL	12 MONTHS			
0411-ADMN-1003	Conduct Maintenance Personnel and Equipment Allowance Review	PVT-LCPL	12 MONTHS			
0411-ADMN-1004	Maintain Technical Publication Control Management Systems	PVT-LCPL	12 MONTHS			
0411-OPS-1301	Maintain Equipment Maintenance Resource Records	PVT-LCPL	12 MONTHS			
0411-OPS-1302	Maintain MIMMS Automated System	PVT-LCPL	12 MONTHS			
0411-OPS-1303	Review Maintenance Information Systems Reports	PVT-LCPL	12 MONTHS			
0411-OPS-1304	Conduct Maintenance-Related Training	PVT-LCPL	12 MONTHS			
0411-OPS-1305	Conduct Maintenance Requirements Reconciliation	PVT-LCPL	12 MONTHS			
0411-OPS-1306	Review Tool Allowance Control Procedures	PVT-LCPL	12 MONTHS			
0411-OPS-1307	Conduct Maintenance Requirements Validation	PVT-LCPL	12 MONTHS			
0411-OPS-1308	Report Reporting Responsibilities for Maintenance Production Functions	PVT-LCPL	12 MONTHS			
0411-OPS-1309	Assist in the Preparation of Maintenance Resource Records	PVT-LCPL	12 MONTHS			
2000 LEVEL INDIVIDUAL TRAINING EVENTS						
0411-ADMN-2001	Monitor the Implementation of Maintenance Administration Policies	CPL-MSGT	12 MONTHS			
0411-ADMN-2002	Coordinate Technical Publication Control Management Procedures	CPL-SGT	12 MONTHS			
0411-OPS-2301	Manage Maintenance-Related Training Program	CPL-SGT	12 MONTHS			
0411-OPS-2302	Monitor the Operation of Maintenance AIS Functions	CPL-SGT	12 MONTHS			
0411-OPS-2303	Review Maintenance Resource Records	CPL-SGT	12 MONTHS			
0411-OPS-2304	Monitor Maintenance Production Cycle Requirements	CPL-SGT	12 MONTHS			
0411-OPS-2305	Manage Maintenance Production Supply Support Requirements	CPL-SGT	12 MONTHS			
0411-OPS-2306	Conduct Equipment Condition Readiness Reporting Requirement	CPL-SGT	12 MONTHS			
IMPORTANT NOTE: WHEN EVALUATING THE SNM, USE THE PERFORMANCE STEPS UNDER EACH APPROPRIATE EVENT IN THE NAVMC 3500.27						

Figure 4-2 Sample Format of 0411 Training and Readiness Evaluation

CLASS ATTENDANCE ROSTER

COURSE TITLE _____
INSTRUCTOR _____ DATE _____
TIME FROM _____ TO _____ TOTAL TIME _____

<u>RANK</u>	<u>NAME</u>	<u>SECTION</u>	<u>RANK</u>	<u>NAME</u>	<u>SECTION</u>
1.	_____	_____	19.	_____	_____
2.	_____	_____	20.	_____	_____
3.	_____	_____	21.	_____	_____
4.	_____	_____	22.	_____	_____
5.	_____	_____	23.	_____	_____
6.	_____	_____	24.	_____	_____
7.	_____	_____	25.	_____	_____
8.	_____	_____	26.	_____	_____
9.	_____	_____	27.	_____	_____
10.	_____	_____	28.	_____	_____
11.	_____	_____	29.	_____	_____
12.	_____	_____	30.	_____	_____
13.	_____	_____	31.	_____	_____
14.	_____	_____	32.	_____	_____
15.	_____	_____	33.	_____	_____
16.	_____	_____	34.	_____	_____
17.	_____	_____	35.	_____	_____
18.	_____	_____	36.	_____	_____

Figure 4-3 Sample Format of a Class Attendance Roster.

CLASS CRITIQUE

COURSE TITLE _____ INSTRUCTOR _____
DATE _____ TIME _____ REVIEWER _____

1. Did the instructor present the learning objectives prior to the class? YES NO
2. Was the period of instruction presented in a manner that was easy to follow? YES NO
3. Were training aids used? YES NO
4. Did the instructor provide detailed answers to questions? YES NO
5. General comments.

Figure 4-4 Sample Format of a Class Critique.

LESSON PLAN

A.	INTRODUCTION	(2) MINUTES
	1. GAIN ATTENTION:	
	2. MOTIVATE:	
B.	PURPOSE AND MAIN IDEAS:	(2) MINUTES
C.	TRANSITION:	(1) MINUTE
D.	BODY	(40) MINUTES
E.	QUESTION & ANSWER PERIOD	(5) MINUTES
F.	SUMMARY & REVIEW	(5) MINUTES
G.	CLOSING STATEMENT	(2) MINUTES

Figure 4-5 Sample Format of a Lesson Plan.

ESSENTIAL DATA SHEET

<u>SUBJECT</u>	<u>CLASS TITLE</u>
DATE PREPARED	19 August 2002
CLASS ROOM REQUIREMENTS	Chalkboard Seating for 20 Good lighting Electricity
STUDENT REQUIREMENTS	Paper Student Outlines TM 4700-15/1_
REFERENCES	MCO P4790.2_ TM 4700-15/1_ UM 4790-5
PURPOSE AND MAIN IDEAS	The purpose of this period of instruction is to enable each student to review and submit PQDR's and records per requirements outlined in Chapter 4.

Figure 4-6 Sample Format of an Essential Data Sheet.

COURSE CONTENT REVIEW SHEET

LESSON TITLE: _____

DATE REVIEWED: _____

REVIEWED BY: _____

1. The contents of this class outline have been reviewed and are current with all policies, procedures and technical data. (Note: attach a copy of this review sheet to the class outline)

SIGNATURE _____

Figure 4-7 Sample Format of a Course Content Review Sheet

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CHAPTER 5

INSPECTIONS/VISITS/QUALITY CONTROL1. GENERAL INFORMATION

a. The commander has a need for personal observation of the maintenance status and operating procedures that supplement the reports received on equipment operations. Equipment and maintenance management inspections are instruments by which a commander may ascertain equipment status and ensure effective maintenance procedures are being followed.

b. Maintenance inspections are conducted in the form of staff visits, technical inspections and command inspections. These inspections are conducted by the unit commander, the commander's staff or by higher headquarters. Inspections may be conducted by various methods and for a variety of reasons. The command will determine the type inspection used based on the inspection objective. MCO P4790.2_ contains maintenance inspection requirements.

c. Inspections and visits are the principal means available to unit commanders to determine whether their planning and organization are sound, their staff's functioning effectively and their directives are clear, well understood, and implemented by subordinates. Inspections and visits enable unit commanders to evaluate their unit's effectiveness in the use of maintenance resources. Inspections and visits are subdivided into formal inspections, staff assistance visits, Supply Maintenance Analysis Team (SMAT) visit and the CGs Ground Commodities (CGI) inspection.

d. Per MARADMIN 0498/09, the operation of the FSMAO has been reinstated. Effective 1 October 2009, the formal FSMAO analysis inspection program and related liaison/assistance visits, as outlined in MCO P4400.160_, will resume. The FSMAO team focus of effort is to improve the overall equipment accountability and readiness. The frequency of the inspections will occur biannually. The schedule will be published to the MEF G-3, G-4 and G-7 down to the MSC and the subordinate units will be notified.

2. FORMAL INSPECTIONS

a. The CG, 2d MAW conducts formal inspections per WgO P5041.2_. Group headquarters will coordinate, schedule and conduct formal inspections of subordinate units no less than annually on the eight maintenance management functional areas. Inspection schedules will be promulgated by each Group's MMO. 2d MAW staff members will conduct the CGs CGI and SMAT inspections/visits of maintenance management utilizing appropriate

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checklists. To obtain a copy of the most current inspection checklists, contact the 2d MAW CGI/SMAT inspection coordinator (G4/SMAT). The inspected unit will make available all required personnel and equipment for formal inspections and visits. All aspects of the unit's maintenance and maintenance management procedures are subject to inspection during the inspection period.

b. MCO P4790.2_ requires unit commanders to conduct inspections of their units to ensure combat readiness. Units may develop their own internal checklists, however, use of the current 2d MAW CGI/SMAT inspection checklist is recommended.

c. Unit Inspections. Unit commander's inspections may be classified as formal inspections depending on the inspection objectives. When the formal technique is used to inspect technical areas, commanders must ensure:

(1) Inspectors use accurate and current checklists for each functional area inspected.

(2) They follow-up on discrepancies noted to ensure corrective actions have been completed. Refer to paragraph 5003.2.a.

(3) Inspectors cover all functional/technical areas.

(4) That formal reports record all discrepancies appropriately and contain corrective actions. Refer to paragraph 5003.2.a.

d. MMO Inspections. Each unit will conduct an internal maintenance management inspection at least semiannually on the eight maintenance management functional areas for all sections/commodities within the command. The inspection will be scheduled with the unit's S-3 to avoid any training or operational conflicts. Document and retain results of inspections per paragraph 5003.2.a and retain on file for a two-year period. Inspections are a tool to enable commanders to gauge the performance of the unit.

3. INFORMAL INSPECTIONS

a. General. Use informal inspections to obtain first hand information about a unit and its operating procedures. Visits may be conducted in a formal manner, in which case they take on the aspects of a formal inspection or they may be conducted in an informal manner, which stresses the exchange of information and ideas.

b. Staff/Assistance Visits. The staff/assistance visits are the most common type of visit, whereby one or more staff officers of a senior headquarters visit a subordinate unit for a specific purpose. Perform staff/assistance visits between scheduled inspections to investigate troublesome areas and to exchange information. Do not use staff/assistance visits to request a "blanket coverage" assistance visit for all commodity areas. The unit commander will always be notified of the visit beforehand, with in and out briefings provided only if desired.

c. Liaison Visits. Visits for the exchange of information, familiarization and coordination are frequently necessary. They are always beneficial between units that do not have a senior/subordinate relationship, although they may have a common superior. Visits between maintenance managers of units operating adjacent to each other and between supported units and their support maintenance activity is encouraged. Units will request an informal visit through the 2d MAW G-4/MMO.

d. Scheduling of Assists Visits. The use of staff assist visits are encouraged, however scheduling and proper coordination are required. Pre CGRI and FSMAO assists visits are to be scheduled through the G-7 Inspecting Generals Office. These visits may not occur 90 days prior to a scheduled CGRI and/or FSMAO.

4. FORMAL INSPECTION REPORTS

a. Oral Reports. The inspection team from this command will provide oral critiques to unit commanders covering all discrepancies noted during formal inspections. Critiques will be detailed in nature, provide for immediate resolution of finding and provide an overall rating.

b. Written Reports. All maintenance management and commodity area inspectors for all formal inspections conducted by this command will prepare inspection reports. In addition to the completed checklists, formal inspection reports will include comments and recommended corrective actions for noted discrepancies. Formal inspection reports will not cite discrepancies not briefed during post inspection oral critiques. Unit MMOs must document internal inspections and forward results to unit commander via the responsible officer of the section/commodity inspected. Results should require inspected section/commodity to report to the unit commander all actions taken to correct discrepancies noted and any policies procedures implemented to prevent the discrepancy from occurring again. Refer to figure 5-1 for an example of an Internal Inspection results report.

c. Review. Formal inspection reports prepared by this and higher headquarters will be reviewed by the 2d MAW Inspector and consolidated, analyzed and maintained by cognizant 2d MAW Staff Officers. Unit commanders will maintain a file on all formal maintenance and maintenance management inspections conducted by unit or higher headquarters.

d. Retention. The unit MMO will maintain maintenance and maintenance management inspection reports prepared by 2d MAW or higher headquarters as well as unit internal inspection reports for a minimum of two years.

5. CORRECTION OF DISCREPANCIES

a. CGRI/SMAT Inspections/Visits

(1) Correct all discrepancies noted during inspections and visits in an expeditious manner. Preparation for future inspections will include special emphasis on previously noted discrepancies to ensure that no "repeat discrepancies" occur.

(2) Per WgO P5041.2_, submit reports of action taken to correct noted discrepancies to CG, 2d MAW (Inspector) based on requirements contained in related inspection reports.

b. Unit Level MMO Inspections

(1) ROs should correct all discrepancies noted during internal inspections and document corrective actions taken. Figure 5-1 is an example of a unit level MMO internal inspection results discrepancy letter.

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UNIT HEADING

5040

Code

Date

From: Maintenance Management Officer
To: Commanding Officer
Via: Responsible Officer of section inspected

Subj: INTERNAL INSPECTION RESULTS OF MOTOR TRANSPORT OPERATIONS SECTION CONDUCTED ON 22-26 APRIL 2002

Ref: (a) WgO P4790.8_
(b) MCO P4790.2_

1. Per the references, an internal inspection was conducted on Motor Transport operations section from 22-26 April. The following is a list of discrepancies identified along with recommended corrective actions (Note: those discrepancies prefixed by an asterisk indicate a repeat finding from the previous inspection).

2. ROs are to review the discrepancies listed and report to the CO via the MMO by Close-of-Business (COB) (20 days from date of report), all actions taken to correct discrepancies noted and list any policies or procedures implemented to prevent them from occurring again.

DISCREPANCY #1:

CORRECTVIE ACTION:

3. Point of contact is _____, at extension _____.

MMO's SIGNATURE

Figure 5-1 Sample Format of Internal Inspections Results

CHAPTER 6

FACILITIES

1. ASSIGNMENT AND RESPONSIBILITIES

a. Tactical Considerations. Maintenance area site selection is governed by the following physical characteristics: terrain, environment, tactical situation, size and mission of the unit and associated maintenance requirements. The location of a unit's maintenance facilities is largely determined by the Headquarters Commandant who has the responsibility for the selection of the specific command post site and the allocation of space within it. The MMO will advise the commander and commander's staff on the arrangement of maintenance facilities.

b. Garrison Environment. With the exception of tactical situations, considerations in selecting maintenance areas in garrison do not differ appreciably from field site considerations. Use commercial equipment resources to the maximum extent practicable in garrison to extend the life of tactical equipment. Proximity of the unit maintenance areas to dining, billeting and administrative facilities will reduce travel time. While assignment to camp or base garrison facilities does not normally present many variables in maintenance space allocation, the MMO and commodity managers will thoroughly evaluate assigned facilities to ensure efficient use.

c. Submit requests for the assignment of additional facilities or improvement of assigned facilities to the appropriate Station G-4/S-4 Office (Attn: facilities). Units on MCAS Cherry Point will submit requests via 2d MAW (G-4/Facilities).

d. Mobile and Portable Maintenance Facilities

(1) Mobile and portable maintenance facilities are authorized for individual units by T/Es. These facilities are compact, self-contained units, which are self-propelled, towed or otherwise, lend themselves to easy movement. They consist primarily of maintenance shop vans and shelters. The inherent mobility of these facilities allows the rapid deployment of a support maintenance unit with minimal interruption of maintenance efforts or loss of maintenance capabilities. While mobile and portable maintenance facilities augment unit maintenance capabilities in garrison, they serve as principal support facilities in field operations. Use these facilities in garrison to enhance maintenance production and training efforts.

(2) Unit maintenance managers are responsible for the proper upkeep, readiness and use of unit mobile maintenance

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facilities. Accomplish required PM and CM maintenance per applicable TMs so that the unit's regular mission will not be impaired.

e. Field training exercises provide units the opportunity to set up maintenance facilities in a field environment. This provides maximum training for maintenance personnel to perform unit maintenance functions in simulated combat conditions. Maximum use will be made of this training to ensure that T/E field maintenance requirements and T/O maintenance capabilities are evaluated under field conditions.

2. STORAGE AND CONTROL

a. Units will ensure maximum use is made of covered storage areas in garrison.

b. Maximum use of T/E equipment will be made in the field environments to ensure adequate covered field storage, e.g., tentage, storage vans, maintenance vans, is available for unit supplies and equipment. MMOs will thoroughly evaluate T/E allowances to ensure that adequate covered field storage is available.

c. Equipment Storage. Maintenance managers will coordinate the organization of maintenance areas with unit staff officers applying the following principles:

(1) Assign facilities in accordance with equipment size, density and the anticipated maintenance workload.

(2) Position shops according to equipment types. Assign structures according to equipment protection needs and essential personnel comfort. Drainage considerations are paramount when assigning outside work and storage areas.

(3) To conserve utilities, collate shops with common requirements for utility services.

3. GENERAL. Review MCO P4790.2_ for additional guidelines concerning the assignment, responsibility, operation and maintenance of maintenance facilities and storage areas.

CHAPTER 7

DIRECTIVES AND TECHNICAL PUBLICATIONS

1. GENERAL INFORMATION.

a. One of the essential resources contributing to an effective equipment maintenance program is a complete and up-to-date library of maintenance-related and equipment-associated publications. Commanders will verify that authorized maintenance-related and equipment-associated publications are on hand and that effective internal distribution control procedures are established. Prompt action is required to increase and/or decrease allowances as requirements change.

b. The term publications as used throughout this Order, include both directives and technical publications. Examples of directives are MCOs and MCBuls. Examples of technical publications are TMs and MIs.

c. The publications control system is divided into four functions: automatic distribution control, internal distribution control, inventory control and order control. Technical publications control is a subset of the unit's entire publication control program.

2. RESPONSIBILITIES. The commander is responsible for an effective unit maintenance and maintenance management effort, to include a technical publications control system. The S-1/Adjutant with the advice and assistance of the MMO and other functional area managers is responsible for the overall operation of a unit's publications control system. Marine Corps Publications Distribution System (MCPDS) allows the designated user to view the current listing of publications, maintain and manage the PL and order publications on-line. CMC (ARD) manages PLs by Individual Activity Codes (IACs). MCO 5600.31_ outlines the responsibilities for commander's PL management. MCO P4790.2_ requires the use of a publication control form as explained below.

a. Users with direct access to MCPDS will use the system for publication management per MCO 5600.31_.

b. Users without direct access to MCPDS will use PLMS for publication management. PLMS provides the user an automated SL-1-2/1-3 that is updated every quarter. TI-5600 provides a listing of technical publications and may be used to supplement the PLMS.

(1) Use the PLMS Publication Data Sheet/Inventory Control Form as the publication control form required in MCO P4790.2_. Use the publication control form from PLMS and the PLMS user manual with the following amplifying guidance:

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(a) CMD PL quantity. This column on the Publication Data Sheet/Inventory Control Form lists the total quantity the unit has on automatic distribution based on the unit rollup. This field is optional unless used for the entire PL.

(b) Unit Internal Distribution List (UNIT IDL) quantity. This column on the Publication Data Sheet/Inventory Control Form lists the total quantity that the section has on automatic distribution based on the unit rollup. This field is optional unless used for the entire IDL.

(c) Quantity On Order and Document Number (QTY ON ORDER DOC NUM). This column on the Publication Data Sheet/Inventory Control Form lists the number of publications the section would like to be placed on order in MCPDS.

(d) IAC. List the units IAC on the Publication Data Sheet/Inventory Control Form when the automated system does not provide it.

(2) Commodity managers will be aware of internal distribution to properly manage their on-hand publications and to recommend timely changes to update the internal distribution and the PL.

3. AUTOMATIC DISTRIBUTION CONTROL

a. The publication allowance control system for Marine Corps organizations are managed via the individual activity PL. The PL is a listing of all authorized Publication Control Numbers (PCNs) and is automatically distributed from the publications stock control point at Marine Corps Logistics Base, Albany, Georgia to the using unit.

b. The unit DCP (S-1/Adjutant), with the advice and assistance of the MMO, is responsible for the maintenance and review of the PL and for verifying that all necessary allowances are established. In many cases, however, publication inadequacies are made worse by irregular and/or improper PL reviews. Left untouched, units PLs often become outdated due to the revision and realignment of publication codes/lists by Headquarters Marine Corps. An outdated PL will force the unit to go without essential information and could cause receipt of publications that are no longer required. All PCNs will be examined to verify the adequacy of allowances and quantities. The first 3 digits of a PCN are referred to as a PCN prefix. NAVMC 2761 and PLMS contain a narrative description of PCN prefixes. Authorized PCNs and associated quantities are established/modified at the commander's discretion. Effective PL reviews are time consuming and require strict attention to detail.

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c. As an effective publication tool, use the quarterly review of the PL along with the receipt of the latest PLMS to maintain both the PL and the IDL.

d. Participants in a PL review should include a chairman (usually the Executive Officer), all commodity managers, section heads and others who receive publications on automatic distribution, i.e., the chaplain, career planner. Beforehand, each section head should have a separate internal review with their section officers/chief and publications clerk in determining required PCNs and quantity.

e. With the exception of Headquarters Marine Corps initiated PCNs (usually for new equipment publications), commanders will initiate all PL changes. As unit T/Os and T/Es are revised, publication requirements change. When a unit fails to conduct a PL review and submit PL changes, the PL database will remain essentially unchanged, except for when Headquarters Marine Corps initiates revisions. MCO 5600.31_ outlines procedures for submitting PL change requests and can be accessed electronically via MCPDS.

4. INTERNAL DISTRIBUTION CONTROL

a. The publications internal distribution control system verifies that publications are properly and automatically routed to those who need them. The internal distribution control system is an S-1 function, assisted by the MMO.

b. PLMS is the key document in the internal distribution control system. PLMS is designed to provide a graphic display of the location of all publications. Identify each PCN, corresponding publication or title and associated distribution quantities with specific copy locations.

c. Although PLMS is an automated version of the SL-1-2/1-3, it does not list all PCNs that are resident in MCPDS. This means that many PCNs on the unit PL are not going to be on the IDL from PLMS. For example the PCNs for Federal Logistics (FEDLOG) and MCPDL CD-ROM are not reflected in PLMS. Internal distribution of these PCNs must be managed in MCPDS by indicating in the "Additional Location" fields the name of the section maintaining them and the quantity to be maintained. The management of "additional location" fields for PCNs on the IDL is not required.

5. INVENTORY CONTROL

a. The inventory control system deals with the proper maintenance of publication libraries. Well-managed publication inventories complement well thought out allowance and internal distribution control systems. An effective inventory control

system contains two elements: the condition of publications and on-hand quantities.

b. Publication conditions relate to the status of directives and manuals on the library shelf. Publications will be current with all changes properly entered and in a completely readable condition. A positive way of verifying publication conditions is a thorough review of MCPDS, NAVMC 2761 or PLMS.

c. On-hand quantities in each library will match the quantities shown on the section's Publication Data Sheet/Inventory Control Form from PLMS. When on-hand quantities continually fall short of authorized allowances, the cause may be an ineffective internal distribution control system. Other causes may be poor publication checkout procedures or the absence of locator sheets. MCO P4790.2_ contains detailed instructions for using publication inventory control cards and other library management tools.

d. The two types of inventory methods are wall-to-wall and update inventories. Conduct wall-to-wall inventories when libraries are in extreme disrepair. Use the update inventories method whenever an updated directive checklist or new version of PLMS is received. An inventory control system will preclude any out-dating of publication libraries.

6. ORDER CONTROL

a. The order control system consists of procedures designed to certify that publication shortages are properly identified and promptly ordered and that pending orders are updated in a prompt fashion.

b. The identification of publication shortages is accomplished during a wall-to-wall or an update inventory, paragraph 7004 applies. A visual inspection of the "Quantity On-Hand" and "Quantity Required" columns of the PLMS, is a good way to begin the ordering process. The accurate and careful use of a publication library cannot be over-emphasized.

c. Once all publication shortages have been identified, place publication shortages on order. Publication clerks must coordinate with the unit S-1/Adjutant who will access MCPDS. MCPDS allows units to: order publications, make and display daily PL adjustments, view their PL to show publications being distributed to the command and view or update mailing addresses. MCPDS will list each publication the unit placed on order as processed, back-ordered or under revision.

d. Publications listed on the unit's Back Order Validation (BOV) list in MCPDS must be reconciled and validated monthly. The DCP will verify that all orders are still required, valid and that

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order cancellations and/or rejections are promptly researched and reordered. Publications reflected on the BOV with a "shipped" status more than 45 days old should be considered a lost shipment and receipted for. The DCP will develop local procedures to indicate the reorder process of these publications. Individual publication clerks will reconcile the BOV with their Publication Data Sheet/Inventory Control Form and contact the DCP to make any necessary corrections. Carefully managing the validation and reconciliation process will greatly assist the unit in maintaining up-to-date publication libraries.

7. INFORMATION SYSTEM FOR PUBLICATIONS FEEDBACK. Publications play a critical role in achieving system and equipment availability. Report errors/mistakes that are discovered in publications using NAVMC 10772. The NAVMC 10772 serves as a medium to accelerate information feedback. All maintenance/commodity personnel will use the NAVMC 10772. Units must implement a policy letter indicating the procedures of submitting NAVMC 10772s within their command. MMOs and appropriate commodity/staff officers will maintain file copies of all NAVMC 10772s submitted by subordinates. Complete NAVMC 10772s per TM-4700-15/1.

8. TECHNICAL PUBLICATIONS CONTROL

a. The following procedures are provided for determining publication allowances and acquiring/maintaining technical maintenance publications.

b. It is not possible to separate publications control procedures for technical and non-technical publications. The DCP (S-1/Adjutant) has staff cognizance over allowances, ordering and internal distribution for technical and non-technical publications. The unit MMO and maintenance officers will advise the S-1/Adjutant on matters relating to technical publications and will coordinate maintenance section publication requirements.

c. In setting up a technical library, it is necessary to consider both technical and non-technical publications. Libraries should consist of the following: TMs, SLs, lubrication orders/instructions, directives, orders, bulletins and this Order. Set up a system to support the continuing operation of the technical publication library.

d. MMO and Commodity RO Requirements

(1) Establish procedures to update/validate the PL to provide for adequate publications. This will be done continuously during the MMOs internal reviews.

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(2) Establish procedures for quarterly validation of on-hand technical publications with the updated PLMS as it is received.

(3) Establish procedures for the quarterly validation of on-hand directives in the commodity areas using PLMS and higher headquarter checklists.

(4) Establish procedures to verify publications on-hand and/or on-order, as shown in the current PLMS, as being applicable to the types of equipment and EOM authorized by the unit. Maintain MIs for all EOMs to verify the application of those required modifications.

(5) Establish procedures for the maintenance and updating of publications to include incorporating changes into the basic publications, filing changes and removing outdated or superseded publications from the files.

e. The publications allowance control function consists of step by step procedures, beginning with what and how many publications are required and ending with a PL update. There are three categories of publications: technical publications which are associated with specific items of equipment, technical publications which are not associated with specific items of equipment and non-technical publications or directives such as orders and bulletins. Take these three categories of publications through the following seven steps that culminate in an updated PL.

(1) Step 1. Determine Equipment. To ascertain what publications are required, determine what equipment is rated or supported by the shop/office. Review the unit's T/E, MAL and any special allowances. Prepare a publication control form for each type of equipment the unit rates. Fill in the section showing the equipment nomenclature, ID number and TAMCN.

(2) Step 2. Determine Publications. Determine what publications are associated with each type of equipment by referring to PLMS. Locate each type of equipment in PLMS and record on the publication control form all of the publications that are associated with that equipment and within the unit's authorized EOM. The unit's T/O and any special maintenance authorizations granted by higher headquarters will indicate the unit's authorized EOM. Verify that the following are considered when determining publication requirements:

(a) All MIs will be held regardless of the EOM authorized. They are required to operate effective modification control and maintenance management programs.

(b) Maintenance support requirements for the T/E and special allowance equipment of all supported units.

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(c) Some end items of equipment have components that have publications of their own. The publications for those components are not always listed under their major end item in PLMS. The component, which may be an end item itself, may have to be researched separately.

(3) Step 3. Determine Copies. The number of copies for each publication needed requires a judgment call based on how many technical libraries are to be maintained and how many copies are needed in each library. Consider these factors in determining quantities:

(a) Number of libraries:

1. Unit's concept of employment contained in the unit's T/O.
2. Contingency plans and deployments, as well as mobilization.
3. Shop organization and geographical layout.
4. Commander's guidance.

(b) Number of copies of each publication in each library:

1. Quantity of each type of equipment to be supported by the library.
2. Number of maintenance/operator teams that may simultaneously require a given publication.
3. Working conditions, such as shop cleanliness and shelter from the elements.

(c) After the quantities have been determined, enter the quantity required per library and the total quantity required in the appropriate columns of the publication control form.

(4) Step 4. Determine PCN. Record on the publication control form the PCN for each required publication. For technical publications, check the PCNs for each publication in PLMS. The PCN is normally printed on the signature page and/or on the cover of the Marine Corps technical publications.

(5) Step 5. Repeat Steps 1-4 for Other Required Publications. After completing steps 1-4 on technical publications that are associated with specific equipment items, repeat steps 1 through 4 as appropriate, as follows:

(a) The determination of requirements for technical publications, which are not equipment-associated, is not as clear as it is with equipment-associated publications. Publications (not equipment-associated) will not normally be listed under an equipment ID number in PLMS. Some but not all equipment listings shown in TM-4700-15/1 will be readily identifiable in NAVMC 2761. In many cases, the existence of these publications is made known by references in other Marine Corps directives, inspection reports, personal experience or a thorough review of PLMS. In an effort to more readily identify technical publications that are non-equipment associated, a generic ID number was created for each major TAMCN commodity as follows: 10203A (Comm Elec), 10204A (Engineer), 10205A (Gen Supply), 10206A (Motor Transport) and 10207A (Ordnance). Determination of the number of copies required and their PCNs are accomplished in essentially the same way as described in steps 3 and 4.

(b) The determination of requirements for directives, orders, bulletins and instructions is also based as a series of judgment calls. The basic criterion for deciding whether or not a publication is required is the answer to the question, "Does this publication contain information I need to accomplish the mission of my shop/office?" Not all directives are required for every individual shop/office; however, they are well worth reviewing to determine applicability to the unit's maintenance mission. Record directives inventory information on the same publication control form used for technical publications (not equipment-associated).

(7) Step 6. Analyze Requirements. Once unit publications requirements are determined, analyze/refine the requirements for the various PCNs. This analysis will consist of sorting the completed publication control forms in PCN sequence. By reviewing the requirements for the different publications, decide how many copies are required for each publication. On a sheet of paper, list the PCNs required and the quantities. Make a separate list for each source of publications. Consider the following points during the analysis:

(a) During the analysis, be alert to duplications as some technical publications will apply to more than one type of equipment.

(b) As a result of this analysis, the quantities originally entered may require changes.

(c) Keep the cards sorted by PCN to facilitate completion of the next step.

(8) Step 7. Consolidate Unit Requirements. Once each shop/office has worked on its requirements, consolidate these lists at the unit level in preparation for updating the PL and

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recommending changes to PCNs for directives from senior commands. The S-1/Adjutant and MMO will chair a meeting including all commodity managers. Use the PLMS database or enclosures (1) and (2) to MCO 5600.45 to record the information. Do not accomplish this process by simply adding the requirements of the several commodities/offices and arriving at a figure. This process requires detailed analysis and some tough decisions identified in step 6.

(9) Step 8. Update the PL. Once the consolidation is accomplished and the publication control forms are completed, the MMO and DCP (S-1/Adjutant) can compare it with the current PL. Once the comparison is completed, the S-1/Adjutant prepares the necessary correspondence to update the PL per MCO 5600.31. Prepare correspondence to request changes to the distribution lists of higher headquarters.

f. Internal Distribution Control for Technical Publications

(1) The internal distribution control functional area consists of procedures designed to assign a chain of responsibility and designate the specific steps in routing a publication from the mailroom where it arrived, through the DCP (S-1/Adjutant), commodity manager, shop officer or section head and the publications librarian to the shelf of the proper library.

(2) Use the IDL as a solid guideline for designation of publication ownership. Large units should use the PLMS database file to facilitate the internal distribution and verify that the required publications are on distribution to the individual who needs them. Establish procedures to verify that publications received as the result of ordering are not treated the same as publications received on automatic distribution. In the latter case, the S-1/Adjutant clerk will make direct distribution based on copy location information found on the internal distribution control document. The S-1 pubs clerk will send the whole package to the ordering commodity for each publication received in response to an order. The S-1 pubs clerk will use the copy of release/receipt document in the package of publications to receipt for the PCN in MCPDS.

g. The inventory control function consists of procedures for handling publications once they have arrived at the shop or office. The publications librarian will verify that Marines have up-to-date publications available to them for daily tasks as well as for operations/deployments. Inventory control procedures will address the following facets of library management:

(1) Maintain directives per MCO P5215.17. Arrange technical publications in various ways, i.e. by numerical order,

by type of publication, by type of equipment rated or supported, or by a combination of the two.

(2) Establish procedures to verify that deployment and/or contingency libraries are identified, documented for embarkation plans, extended shipboard operations and operations ashore.

(3) Establish procedures relative to the publication control form and worksheets that facilitate the management of the inventory control system. At a minimum, maintain a master file in each shop/office using publication control forms, or a publication control form list attached to each deployment and/or contingency library.

(4) Establish procedures for tracking of publications checked in and out of the library on a daily basis.

(5) Provide specific instructions to the various publications librarians on how to enter changes to the different types of publications and how to update records to reflect new publications, new changes or filled orders.

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CHAPTER 8

MAINTENANCE RELATED PROGRAMS1. GENERAL INFORMATION

a. Maintenance related programs sponsored by Headquarters Marine Corps (HQMC), COMMARCORLOGCOM and this Command are designed to enhance equipment readiness through the application of special procedures. Maintenance related programs are closely related to the maintenance management functional area programs outlined in this SOP and will be given the appropriate emphasis in day-to-day maintenance operations. Generally, maintenance related programs are equally applicable in all commodity areas.

b. Commanders will assign specific responsibility for the control and management of maintenance related programs.

2. PREVENTIVE MAINTENANCE (PM) STANDDOWN. COs have ultimate responsibility for equipment readiness. The key to a high state of equipment readiness is an effective operators 1st echelon PM program. While in garrison, commanders are encouraged to set aside one day per week for 1st echelon PM. They are required to schedule a bi annually a two-week operator/maintenance stand down. While in a deployed or operational environment, commanders will ensure operator PM periods are specifically identified as part of the training schedule.

a. Operator PM periods will contain the following features:

(1) Command presence.

(2) Availability of all assigned equipment operators.

(3) Adequate tools, protective clothing and supervision for operators.

(4) Equipment will undergo detailed supervisor inspection procedures at the completion of operator PM.

b. The designation of a PM stand down provides an excellent means to conduct operator and technician training. Operator training, which normally encompasses proper and safe equipment employment and operation, will include periods of instruction dedicated to developing knowledgeable operators and effective PM practices.

c. LOI. MMOs will complete a LOI on the conduct of the maintenance stand down (Refer to Figure 8-1). A request through the chain of command should be made to ensure that the unit is

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relieved from non-mission essential operational commitments. Coordination through S-3/S-4 officers at both the using unit and group level must be completed to ensure that no other training is scheduled that would interfere with the maintenance stand down (i.e. NBC, BST, rifle and pistol ranges, etc.). Personnel will be available to perform required operator preventive maintenance.

3. TEMPORARY LOAN OF EQUIPMENT

a. 2d MAW units are frequently requested to temporarily loan equipment to augment other 2d MAW units and MEUs.

b. Ensure RM4 remarks for temporarily loaned readiness reportable equipment are added per MCO P3000.11_ and Chapter 2 of this Order.

4. ADMINISTRATIVE STORAGE AND CONTROL (ASP)

a. The rationale for establishing an ASP, as any out of service storage program, is to conserve combat and mission essential equipment assets and to reduce the maintenance required to assure an operationally ready unit. Additionally, ASPs conserve equipment and personnel resources, and increase equipment readiness. Commanders may extend the intervals between scheduled PMCS when equipment is placed in an ASP.

b. 2d MAW units will utilize the ASP to its fullest extent. Unit commanders must request, in writing, authorization from this command to establish an ASP. The request must state why the equipment is to be placed in an ASP and contain a listing of equipment to be inducted by TAMCN and quantity. Once authorized to establish an ASP, unit commanders must provide this command with a quarterly report, by the 10th day of each quarter, a listing of equipment stored by TAMCN, nomenclature, serial number(s), date inducted and estimated release date. Unit commanders may induct and release equipment from the ASP without this command's approval with the exception of items to be released prior to 12 months from induction. Items to be released prior to 12 months from induction will require written authorization from this command. Requests for exemption from the program will be considered on a case by case basis and must be approved annually. Submit requests to CG 2d MAW (G4/MMO), citing justification for exemption.

(1) The ultimate success of the ASP is dependent upon the ability of units to induct fully operable equipment and retain it in storage for the full cycle established. Commanders must ensure that equipment is not prematurely withdrawn from the ASP unless absolutely necessary. Group Commanders will publish detailed procedures for equipment induction, management, rotation

and removal of equipment in the ASP program not covered in this order.

c. Inspection of Equipment in the ASP. Preserving items for storage is expensive and time consuming. Once the expense of preserving equipment has been incurred, care should be taken to prevent recurring preservation cost while conducting inspections. Commanders will establish inspection procedures/timelines for their subordinate units. A thorough inspection of unit ASPs will be conducted during formal inspections and assist visits, such as CGIs and FSMAO visits. At minimum, command authorized ASPs will conduct visual inspections as follows:

Note: for the purpose of the ASP, "visually inspect" means to visually look at the equipment to ensure the preservation and packing is still serviceable and any security measures, such as banding material, locks or serialized tags have not been tampered with. It does not mean that you have to open containers or boxes packed by the PP&P facility to look at the equipment packed inside. Nor does it mean that you must break preservation seals to inspect inside of vehicles. Also recommend that all containers/boxes be stored indoors or under cover.

(1) For items stored outdoors, monthly and after severe weather.

(2) For small arms, monthly during the monthly serialized inventory.

(3) For items stored indoors, quarterly.

(4) For items stored in a dehumidified facility, semi-annually.

d. Storage Timelines.

(1) Combat and Tactical Vehicles. The minimum storage period is 12 months and the maximum storage period is 24 months for all tactical vehicles. The maximum storage period for load lifting equipment is 24 months per MCO P11262.2_. Due to extreme climate conditions in this geographical location, equipment stored outdoors will be maintained in a serviceable condition while in the ASP. Under no circumstances will the maximum storage period for this equipment category be extended.

(2) All other Ground Equipment (To Include Trailers). The minimum storage period is 12 months and the maximum storage period is 36 months. This command may grant extensions under the following conditions:

(a) A 12 month extension may be granted (total not to exceed 48 months) for equipment stored indoors.

(b) A 24 month extension may be granted (total not to exceed 60 months) for equipment stored in a controlled dehumidified environment.

(3) Items level A packed may be stored indefinitely unless otherwise advised by the PP&P facility that preserved the equipment. All efforts should be made to store Level "A" packed assets indoors. Before this command will grant an extension, the Group Commanders must conduct an inspection of the ASP to ensure equipment is in a serviceable condition and an extension will not allow the equipment to deteriorate into an unserviceable condition. It is recommended that both Engineer and Motor Transport assets are stored in the same location. The ASP storage area must be a secured location to ensure the equipment is protected from pilferage.

e. Equipment placed in an ASP must:

(1) Be in condition code A or B.

(2) Be exercised every six months per applicable TM.

(3) Be visually inspected quarterly.

(4) Have an annual PMCS conducted and all CM completed before induction.

(5) Have any due PMCS conducted and new PMCS scheduled upon removal.

(6) Be in level A or B preservation per local PP&P facility's guidance. (Note: Level "A" preservation should only apply to weapons).

f. Accounting and security guidance for Level A packed weapons is contained in OPNAVINST 5530.13_ and MCO 8300.1_.

g. Items preserved by a PP&P facility will have a copy of the packing list, with the date preserved and PP&P facility location attached to the equipment or containers and a copy on file.

5. ADMINISTRATIVE DEADLINE (ADMDL) PROGRAM

a. Units will use the ADMDL Program as delineated in chapter three of reference (a) as a management tool to conserve resources at the unit level. Commanders may establish an ADMDL program.

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When administrative deadline programs are authorized, the equipment may have batteries and pilferable items removed and stored and must:

- (1) Not be stored less than 6 months or more than 12 months.
- (2) Be in a mission capable status.
- (3) Be visually inspected monthly.
- (4) Have a daily or equivalent PMCS performed in conjunction with quarterly exercise.
- (5) Have a semiannual or annual PMCS performed within 30 days before induction.
- (6) Have any due PMCS conducted and a new PMCS scheduled upon removal.

b. Fielding of New Equipment. Commanders must ensure that all new items of equipment fielded are done so in accordance with paragraph 3004.4.b (1) of this Order.

6. MARINE CORPS CLASS VII STOCK ROTATION PROGRAM. The purpose of the Marine Corps Class VII Stock Rotation Program, as defined in MCO 4400.194, is to enhance equipment readiness, prolong service life, and to achieve full use of assets prior to disposal. It will help commanders facilitate the rotation of selected principal end items and preserve the strategic capability of the propositioning programs. The following are a list of the Class VII Stock Rotation Programs:

a. Replacements and Evacuation (R&E) Program. This will be the primary method used for stock rotation. All equipment eligible for Stock Rotation will be included in the R&E Program. This program identifies specific criteria for which the weapon system can be nominated for rotation; i.e., miles in use, hours in operation, rounds fired, days in administrative deadline. Criteria will be reviewed and updated as necessary to affect the operational capability of the weapon system and to hold down cost to the using units. When it is determined that a weapon system should be rotated under one of the stock rotation programs listed below, it will not be nominated under the R&E program for the period of time it is being rotated under that applicable "special" stock rotation program. Once the special rotation program has been completed, the applicable weapon system will fall back under the R&E Program for normal rotation.

(1) Service Life Extension Program (SLEP). This program is used when it is necessary to extend the life of a weapon system beyond its original life expectancy. This can be as a result of the Marine Corps making a decision to delay the acquisition of a weapon system or not to procure a replacement.

(2) Midlife Rebuild Program. This program is used to help hold down the maintenance costs of the using units by bringing in the weapon system at the middle of its life expectancy and to help preserve the weapon system until disposal.

(3) Product Improvement Program (PIP). This program is used when it is necessary to modify or upgrade a weapon system form, fit and/or function.

b. Ensure RM4 remarks for readiness reportable R&E equipment are added per Chapter 2 of this Order.

7. INSPECT AND REPAIR ONLY AS NECESSARY (IROAN)

a. IROAN is intended as an extension of the R&E program and a cost saving measure. The purpose of IROAN is to extend the service life of equipment not normally eligible for R&E. Unlike the R&E program, equipment inducted into the IROAN is not subject to a complete rebuild.

b. CG, 2d MLG will publish a message announcing the equipment and procedures for processing IROAN candidates. Detailed procedures, to include the authorization and extent of selective interchange of serviceable components, are included.

c. Equipment nominated for the IROAN program is not exempt from normal required PM/CM services. Commanders will ensure that equipment nominated for the IROAN program is not subjected to neglect, abuse or cannibalization.

d. The units MMO and Supply Officer are responsible for managing the IROAN program.

8. CORROSION, PREVENTION AND CONTROL (CPAC)

a. Background. The Marine Corps developed a corrosion prevention and control program in the 1992/93 time period to treat many of the rust problems associated with Desert Shield/Storm and continual exposure of Marine Corps equipment to saltwater and harsh environments. Procedures for the CPAC program is supplemented by WgO 4750.4B, the 2d MAW SOP for Ground CPAC Program.

b. Responsibilities. Command interest in maintenance and maintenance management is perhaps the single most important factor for a successful maintenance program. Although the corrosion control programs correct many maintenance problems associated with corrosion and enhances the life expectancy of equipment, this program in no way eliminates the need for quality 1st echelon maintenance being performed. In fact, having a more comprehensive 1st echelon corrosion prevention and control program could have minimized many cases of serious corrosion problems.

c. Policy. This command will take full advantage of the existing Enterprise-Level Maintenance Program (ELMP) (formerly Depot Level Maintenance Program) capabilities at COMMARCORLOGCOM, Albany as well as local facilities to correct the increasing problem of corrosion effecting our tactical fleet of equipment. This command will determine the proportionate share of equipment that each group is to provide and will assign quotas as they become available. Each piece of equipment will have a LTI prior to its induction. All equipment will be inducted combat ready with no major subassemblies missing. Equipment will have no leaks greater than class II and no brake or fuel line leaks. Groups will submit all nominations to the 2d MAW G4/MMO, by TAMCN, nomenclature and serial number. Commanders will ensure that operational requirements are considered when planning for and inducting equipment into CPAC. Commanders will ensure the proper planning and managing of this program so that changes are not submitted on equipment and that equipment is turned-in as required.

9. LOAD TESTING AND SAFETY INSPECTIONS

a. Perform load testing for all load lifting equipment per MCO P11262.2_. Maintain load-testing records per TM-4700-15/1_.

b. Conduct safety inspections of hydraulic jacks and jack stands. MCO P11262.2_ applies.

10. WARRANTY COORDINATORS AND PROCEDURES

a. Responsibility. In addition to the following, consult MCO P4105.2_ for guidance concerning warranty programs. All commodities will appoint in writing a warranty coordinator who will be familiar with the type of equipment, warranty procedures, and act as a direct liaison with the Warranty Administrators, Field Service Representatives (FSR) and the Albany Warranty Customer Service Desk. The warranty coordinator is not to participate in warranty disputes. All warranty disputes will be transmitted from the warranty coordinator to the warranty administrator at MCLB Albany for review and evaluation.

b. Upon initial fielding of warranty items, commodity managers will ensure the commencement dates of the warranty are recorded in the equipment record jackets as well as the duration of the warranty. A NAVMC 10245 administrative deadline Equipment Repair Order (ERO) will be opened until such time all administrative processes are in place. These processes include but are not limited to New Equipment Training (NET), licensing, publications on hand, tools on hand and warranty procedures in place. Maintenance Management will ensure RM4 remarks on the LM2 report identify the TAMCN as a warranty item and the duration of the warranty (i.e. TAMCN IS UNDER WARRANTY-LIFETIME).

c. The commodity manager will immediately notify their warranty coordinator when a warranted item has failed. The warranty coordinator will notify MCLB Albany warranty administrator immediately thereafter. In addition to the procedures outlined in the warranty item Supply Instruction, the warranty coordinators will be responsible with collecting the SF 368 (Product Quality Deficiency Report) to process through the Maintenance Management Office. A NAVMC 1018 inspection tag will be used to tag the defective part. A NAVMC 10245 ERO will be opened on the defective warranty item. A NAVMC 10925 EROSL will be used as the source document to report repair parts used/provided by the warranty dealership using a "WP" advice code in order to establish demand/usage history. Upon receiving the warranted parts, the Maintenance Management section will submit an 8 card transaction with the authority code of 2 to indicate receipt of the item.

d. Subordinate commands within 2d MAW will provide a listing of all items of equipment in the unit that fall under Contracted Logistics Support (CLS).

e. CLS

(1) Responsibility. Maintenance commodities that utilize CLS will ensure that repair parts are properly applied, recorded and reported in MIMMS.

(2) Maintenance commodities will display written documentation of end items that are covered by CLS contract, list parts for CLS and a POC for CLS for all maintenance personnel to see.

UNIT HEADING

4790
Code
Date

From: Commanding Officer, (Unit)
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR MAINTENANCE STAND DOWN
TO BE CONDUCTED FROM (DATE) TO (DATE)

Ref: (a) MCO P4790.2_
(b) WgO P4790.8_

1. Situation. Because of high operational tempo, combat readiness and accountability of organic equipment can sometimes fall below established acceptable levels. A maintenance stand down provides maintenance, supply and commodity personnel time to comprehensively identify required maintenance and accountability actions on all organic equipment and facilitates the review of procedures to ensure we are complying with all applicable directives.

2. Mission. Per the references the unit will conduct a two-phased maintenance stand down over a five-week period to identify and correct maintenance and accountability deficiencies of all organic equipment. Leaders at all levels are required to support this effort to the greatest extent possible.

a. Phase I. From (date) to (date). (One Week)

b. Phase II. From (date) to (date). (One Week)

3. Execution

a. Commander's Intent

(1) Purpose. The goal is to maximize equipment readiness and accountability and to focus command attention on maintenance management procedures.

(2) Method. This effort will concentrate on 1st and 2nd echelon preventative and corrective maintenance actions during

Figure 8-1 Sample Format of a LOI For Conducting Maintenance Stand Downs updating of equipment records.

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the scheduled maintenance stand down ground equipment maintenance and accountability will be the main focus of effort for the command. No other unit training will take precedence over Maintenance stand down activities.

(3) End State

(a) One hundred percent LTI of all organic equipment conducted.

(b) All property accounting records reconciled and adjusted.

(c) One hundred percent of all equipment records both manual and automated reviewed and updated.

b. Concept of Operations. The maintenance stand down will be conducted in two phases, one week each, with a three-week interval between phases.

(1) Phase I. Phase I is the most important in that it focuses on the identification of discrepancies and determination of repair parts or corrective maintenance actions required. All personnel will be organized to support the LTI of all organic equipment. Company commanders and commodity managers will conduct the following:

(a) Identify and initiate any corrective maintenance actions required.

(b) Ensure full dissemination of CMRs to all ROs conduct CMR reviews and report discrepancies to the Squadron Supply Officer.

(c) Conduct motor stables. All licensed vehicle operators, to include incidental operators, will conduct motor stables on all motor transport, communication and engineer equipment ensuring that adherence to equipment technical manuals is strictly enforced. Commodity managers will ensure that at least (1) mechanic is present at all motor stables to verify 2nd echelon defects. For equipment requiring corrective maintenance an ERO will be initiated and section supervisors will make liaison with maintenance personnel to ensure that equipment is inducted into the maintenance cycle in a timely manner. Ensure that all missing/unserviceable SL-3/BII items are placed on requisition. Maintenance officers will ensure that adequate maintenance personnel are available during motor stables.

Figure 8-1 Sample Format of a LOI For Conducting Maintenance Stand Downs updating of equipment records.

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(d) Inventory all tool sets, chests, kits and individual hand/portable power tools utilizing the most current SL-3. Ensure that SL-3 extracts are completed per TM-4700-15/1H and that tools are in a serviceable condition free of rust and dirt.

(e) Identify any special tools or parts that are not SL-3 to organic sets, chests or kits. If there is a valid reason to maintain these tools ensure that you submit a request to the MMO for a "Special Tools" allowance.

(f) Conduct a calibration review to ensure that all TMDE is in the proper calibration category and are serviceable.

(g) Verify all modifications and update appropriate records as required.

(h) Validate and reconcile all parts in layette bins with PC MIMMS and SASSY.

(i) Inspect and clean all T/O individual and crew-served and stock weapons, including all SL-3 components along with bayonets and K-bars.

(j) Conduct a quarterly publications review and update individual commodity publication libraries.

(2) Phase II. Phase II consists of the application of all non-dead lining corrective maintenance parts, identified and requisitioned during Phase I, to principal end items of equipment. All dead lining parts identified during Phase I should be applied to the equipment as they are received.

(3) Tasks

(a) S-3 Officer. Ensure that no training is scheduled that would interfere with the scheduled maintenance stand down phases (i.e. Nuclear, Biological and Chemical (NBC), Basic Skills Trainer (BST), Rifle or Pistol ranges) and request from the AC/S G-3, via the chain of command, that the Squadron be relieved from non-mission essential operational commitments during that time.

Figure 8-1 Sample Format of a LOI For Conducting Maintenance Stand Downs updating of equipment records.

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(b) S-4/MMO. Request from the AC/S G-4, via the chain of command, that the Squadron be relieved from non-mission essential operational commitments during the two phases of the maintenance stand down. Identify and request technical, functional or augmentation assistance as required to improve organic ground equipment readiness and accountability and to optimize effective use of all available resources.

(c) Supply Officer. Maintain aggressive parts requisition and follow ups with the SMU and sources of supply. Conduct an annual inventory and/or CMR reconciliation with all ROs.

(d) Commodity Managers. Complete tasks directed in Phase I & II. Identify additional manpower and material support requirements to the S-4 officer as needed.

(e) Responsible Officers. Reconcile CMRs with supply and adjust records to ensure one hundred percent accountability and accuracy.

c. Subordinate Element Missions. Subordinate elements will ensure compliance with this LOI and issue amplifying instructions and procedures as necessary.

4. Administration and Logistics. Recommendations concerning changes to the LOI should be directed to the MMO.

5. Commands and Signal.

a. Command. This LOI is applicable to all Squadron personnel.

b. Signal. This LOI is effective as of the date signed.

I. M. COMMANDING

DISTRIBUTION: A

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Figure 8-1 Sample Format of a LOI For Conducting Maintenance Stand Downs updating of equipment records.

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CHAPTER 9

CALIBRATION CONTROL

1. GENERAL. The Calibration Control Program is conducted per MCO 4733.1 and TM-4700-15/1_. Calibration laboratories are designated by HQMC and are authorized the necessary equipment to perform calibration and repair operations. The majority of Test Measurement Diagnostic Equipment (TMDE) used in performing maintenance and certain other measuring equipment require periodic calibration.

2. RESPONSIBILITIES

a. The using unit is responsible for promptly submitting its TMDE for calibration. Calibration control procedures will be established and maintained per TM-4700-15/1_ and appendix D of MCO P4790.2_ to ensure that all calibration is current. Although TM-4700-15/1_ gives the option of using either an automated or manual system, all 2d MAW units will use an automated calibration control program as their primary means of controlling TMDE assets. TMDE items designated as part of the Infantry Weapons Gauges Calibration Program (IWGCP) can be managed by either the automated calibration control program or on the IWGCP web page at MCLB Albany, GA. The unit's Maintenance Management Policy Letter on calibration must indicate which control method will be utilized.

b. The calibration of TMDE must be scheduled so those sufficient assets are on hand to preclude the unit from losing required test capabilities.

c. In the maintenance process, the using unit ensures accurate checks and measurement where accuracy is required by using only test and measuring devices with current "Calibrated" or "Special Calibration" labels affixed and by periodically cross-checking these devices between calibration.

d. A periodic evaluation of TMDE is required by the using unit. The purpose of evaluating each item of TMDE is two-fold:

(1) The first is to ensure that instruments used in measurement applications, where accuracy is important, are being calibrated on a periodic basis at established intervals. Without such calibration, the instrument user cannot be sure that the indications received from instruments are accurate.

(2) The second reason for evaluating each instrument is to reduce the calibration workload, thereby reducing the cost of calibration and turnaround time. This is achieved as follows:

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(a) By determining the instruments not being used within their full capability (only some ranges and functions are used) in this case, "Special Calibration" would be appropriate and only those capabilities used would be calibrated.

(b) By determining instruments being used in applications where accuracy is of no importance; in this case "Calibration Not Required (CNR)" would be appropriate.

(c) By determining instruments not being used or are not expected to be used in the foreseeable future (one calibration cycle/interval or more), in this case "Inactive" would be appropriate. Using organizations must follow through on the preceding determinations made during their evaluation, by requesting "Special Calibration" when the instrument is submitted for calibration or by requesting the "Inactive" and "Calibration Not Required" labels from the supporting calibration laboratory.

NOTE: even though "Special Calibration", "Inactive" or "Calibration Not Required" is determined for equipment, different labels may be requested when the situation within the using organization changes. Likewise, items evaluated as "Full Calibration" may be re-designated to another category, as appropriate.

3. INVENTORIES

a. The annual calibration inventory provides a basis for the unit's calibration program. MCO P4790.2_ and TM-4700-15/1_ provide amplifying guidance for conducting annual inventories.

(1) All unit MMOs are required to conduct and document an annual TMDE inventory and maintain it for one year.

(2) The MMO and commodity manager must review their annual inventory 60 to 90 days prior to deployment to ensure the following is accomplished:

(a) If a scheduled annual inventory is due within 30 days of a deployment, during the deployment or within 30 days after the deployment, conduct an early annual inventory not less than 60 days prior to deploying.

(b) Determine that the category of the calibration item meets the need of the unit mission.

(c) Ensure all items requiring calibration during and within 30 days following the deployment are turned in for early calibration. Do not plan on calibration support during the deployment.

(d) Ensure all calibration items receive an operator's check to ensure they are functioning properly.

(3) Units will conduct annual calibration inventories as established above. However, there is no requirement to complete a separate calibration inventory listing. Instead, the unit must document that the inventory was conducted and retain this documentation in the MMOs SSIC file until the next annual inventory is completed.

(4) Prior to the TMDE inventory, the commodity officer or maintenance officer and MMO should evaluate the calibration category of TMDE and determine if a lesser category, special, inactive or CNR is practical. MCO P4790.2_ provides some useful amplifying information. If the category is still in doubt, consult with the appropriate commodity manager, then request the least category required. Be sure to annotate the requirements in the "Remarks Block" on the evacuation ERO. Unless absolutely necessary, do not use "FULL CALIBRATION".

b. Inspect your own calibration program at least semiannually. Pay special attention to the automated calibration control reports and the physical upkeep of the TMDE. Document and file the results of the internal inspections. Remember, TMDE that is not calibrated is unreliable and possibly dangerous.

c. System Selection. The only method of calibration control within 2d MAW will be an automated calibration control system.