



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
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From: Commanding General
To: Distribution List

Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)
PROGRAM

Ref: (a) OPNAVINST 4790.2H
(b) NAVAIRINST 13650.1C
(c) CNAFINST 13650.3
(d) NAVAIRINST 13680.1C
(e) NAVAIR AG-SEMGR-GYD-000
(f) NAVSUP PUB 485
(g) MCO P4400.177D
(h) MALSP PROGRAM IMRL GUIDE

Encl: (1) Glossary of Terms and Definitions
(2) Duties and Responsibilities
(3) MALSP IMRL Tailoring/Revisions Procedures
(4) Depot Level Rework/Overhaul Procedures

1. Situation. To provide standardized procedures for the management, redistribution, budgeting, and inventory control of in-use Support Equipment (SE) throughout 2d Marine Aircraft Wing (2d MAW).

2. Cancellation. WgO 13650.1C

3. Scope. Reference (a) provides policies and procedures for implementation and management of the Naval Aircraft Maintenance Program. Reference (b) establishes the guidelines and responsibilities for the development of SE, funding requirements, and program management by the Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV), Naval Inventory Control Point (NAVICP), and Type Commander (TYCOM). Reference (c) defines the policies and provides procedures for program management within

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Commander, Naval Air Forces. Reference (d) provides guidance for commercial and organic overhaul/repair of in-use SE. Reference (e) enhances basic concepts and understanding of SE asset management. References (f) and (g) provide guidance for procurement, inventory accountability, and disposal of government equipage. Reference (h) documents the criteria, procedures, and responsibilities applicable to the development, implementation, and maintenance of the Marine Aviation Logistics Support Program (MALSP) Individual Material Readiness List (IMRL) Program within the scope of the Aircraft Maintenance Material Readiness List (AMMRL) Program.

4. Mission. It is the responsibility of all aircraft maintenance activities within 2d MAW to ensure compliance with references (a) through (h) and structure the Aircraft Maintenance Material Readiness List Program accordingly. For the purpose of establishing continuity within 2d MAW, enclosures (1) through (4) are provided.



D. J. MOLLAHAN
Chief of Staff

DISTRIBUTION: A

Glossary of Terms and Definitions

1. Aircraft Maintenance and Material Readiness List Program (AMMRL). The overall program which encompasses logistics, procurement, distribution, and technical data relative to effective management of selected Support Equipment (SE) at all levels of aircraft maintenance (Organizational, Intermediate, and Depot)
2. Support Equipment Resources Management Information System (SERMIS). SERMIS provides Support Equipment Controlling Authority (SECAs) with on-line visibility of source, allowance, inventory, and rework data to aid inventory control. SERMIS is the repository of master data for printing IMRLs and provides in use asset visibility to the SECAs for the end item of SE required for Organizational (OMA), Intermediate (IMA), and Depot levels of aircraft maintenance. SERMIS is the sole automated source of in-use SE asset information used by SE asset managers when determining equipment allowances and excess/deficit status. Sermis will gradually be converted to Support Equipment Management System (SEMS).
3. Individual Material Readiness List (IMRL). A consolidated list containing specific items of SE required for material readiness of the aircraft maintenance activity to which the list applies. The list is constructed by extracting those portions of SERMIS data that pertain to the maintenance and material logistics responsibilities of the using activity. Common tools are not included on this list.
4. Primary Support Equipment Controlling Authority (PSECA). Overall funding, management, and control of all aviation support equipment is exercised by Commander, Naval Air Systems Command (COMNAVAIRSYSCOM). Allowance technical data, engineering, and logistical data is developed, processed, and provided by NAVAIRWARCEN for budget, procurement, research, and development.
5. Support Equipment Controlling Authority (SECA). A term applied to major aviation commands that exercise administrative control of the AMMRL Program for allowance input and inventory control. The following are designated as SECA's:

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- a. COMNAVAIRSYSCOM (SECA Code S)
- b. COMNAVAIRLANT (SECA Code L)
- c. Commander, Naval Air Forces, U.S. Pacific Fleet
(SECA Code P)
- d. Naval Aviation Maintenance Office (SECA Code N)
- e. Commander, Naval Air Forces, U.S. Reserve Forces
(SECA Code R)
- f. Naval Aviation Maintenance Training Group (SECA Code E)
- g. Chief of Naval Air Training (SECA Code T)

6. Support Equipment (SE). All equipment required to make an aeronautical system, command and control system, support system, subsystem, or end item of equipment (SE for SE) operational in its intended environment.

7. Common Support Equipment. Equipment applicable to more than one type/model/series aircraft and those items supplying broad parameters of physical properties that are known to be established in the using activities' inventory.

8. Peculiar Support Equipment. Equipment applicable to a specific type/model/series aircraft, engine, avionics or weapons system and designed/developed in conjunction with developing a specific weapons system and does not meet CSE criteria.

9. Custody Code. An AMMRL code is a single position, alphabetic characters which provides supplemental accountability detail for SE. These codes identify a specific category of SE in reporting custody of an IMA/OMA. These items are issued to other activities (usually an organizational maintenance activity) on a sub-custody basis. Custody codes are assigned using the following guidelines:

a. Code P. Assigned to items which meet any one of the following criteria:

(1) Weighs over 200 pounds, or over 300 pounds for wheeled equipment.

ENCLOSURE (1)

(2) Exceeds any one of the dimensions 6' by 3' by 2'.

(3) Is fragile, or subject to misalignment, or loss of calibration through transport is not coded for infrequent use.

The IMA custody coded allowance is the total quantity required for sub-custody issue to each supported organizational level maintenance activity. Custody Code "P" items are issued on a subcustody basis to an O level activity for full time utilization and will be returned to the IMA prior to the deployment of the using O level activity. When deployed, user activities will be issued Custody Code "P" items on a subcustody basis from their new supporting IMA.

b. Code E. Infrequently used and returned to the IMA after each use (as a general rule, less than once per month). Custody Code "E" indicates to a requiring activity that an item is available from its supporting IMA as required. Supporting IMA's are authorized a predetermined quantity consistent with the infrequent use. After the requiring activity has completed the maintenance for which it was required, the item is returned to the supporting IMA.

c. Code L. Assigned to all items requiring calibration and which also meet the following criteria:

(1) Designated for use at an organizational level of maintenance.

(2) Not already coded "E" or "P".

The IMA custody coded allowance is the total quantity required for issue to each supported organizational level maintenance activity. Custody Code "L" items are retained by organizational activities when deployed.

d. Code M. Assigned to non-calibratable items used in conjunction with calibratable items and which must also accompany the calibratable items when they are listed as required equipment in the Instrument Calibration Procedures of the calibratable items. Custody Code "M" items will be managed in the same manner as the custody code assigned to the calibratable items with which they are used (i.e., "P", "E", or "L").

ENCLOSURE (1)

e. Code N. Assigned to items that are not otherwise custody coded and do not require calibration.

10. The unit identification Code (UIC) and AMMRL Activity Identifier (AAI) are codes used to identify a specific IMRL reporting activity and associated IMRL prints. For the purpose of IMRL management UIC/AAI codes are considered synonymous. A listing of UIC/AAI codes is available in the Comptroller of the Navy Manual, Volume II, chapter 5.

11. Maintenance Level Range of Allowance (10 Column Spread). A thirty position matrix consisting of ten three position columns, each representing the number (allowance) of SE required by an activity to support the operation and maintenance of a particular range of assigned aircraft, avionics, or weapons systems. Each item identified in SERMIS is authorized allowance utilizing a matrix that is applicable to that specific item. The ranges are one through ten and are referred to as the "Ten Column Spread". The upper number represents the column applicable to the range displayed by the lower number. The ranges are as follows:

COLUMN	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
RANGE	1-4	5-8	9-12	13-16	17-24
COLUMN	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
RANGE	25-32	33-64	65-125	126-250	251-450

12. MARINE AVIATION LOGISTICS SUPPORT PROGRAM (MALSP). The MALSP provides the framework to develop a variety of allowances in support of MAGTF/contingency operations. Reference (h) provides instructions and capability to develop each MALSP category IMRL allowance. For Contingency Support Packages (CSP), development has been specifically defined to provide a "Tailored Intermediate Maintenance (Limited)" capability in a combat environment. The MALS Rotary or Fixed wing Aviation Combat Element shall be tasked to provide the tailored common IMA level SE and selected common custody coded "E" and "M" organizational SE for the Rotary or Fixed wing notional air mix. Each MALS shall also provide the tailored peculiar IMA level and tailored peculiar custody coded "P", "L", "M" and selected "E" organizational SE for each designated Type/Model/Series aircraft. The tailored maintenance support concept is defined below:

a. Provide the SE required for IMA support of the following:

- (1) Avionics systems down to shop replacement assembly replacement/repair.
- (2) Third degree engine maintenance.
- (3) Airframes maintenance.
- (4) Hydraulics maintenance.
- (5) SE maintenance.
- (6) Ordnance systems.

b. Provide the Organizational ("P", "L", "M" and "E") custody coded SE required for OMA level maintenance support.

c. The SERMIS employment data for all rotary and fixed wing IMRL's are based on the Commandant of the Marine Corps notional air mix. The MALSP IMRL allowances and categories of SE are as follows:

(1) Common Contingency Support Package (CCSP). The tailored allowances of IMA CSE and selected common OMA custody coded "E" and "M" SE required in support of the notional air mix.

(2) Peculiar Contingency Support Package (PCSP). The allowances of IMA peculiar SE and common/peculiar OMA custody coded "P", "L" and selected "E" and "M" SE required for the specific T/M/S and number of aircraft being supported. (Also includes selected items/allowances of common IMA Support Equipment that has been identified as Peculiar Avionics System Integrity Support Equipment).

(3) MALS/Activity Master IMRL. All allowances for Support Equipment allocated to any of the previous categories (CCSP, PCSP, FOSP, this excludes the TSA) shall be retained in the MALS/Activity Master IMRL. The IMRL will include allowances for Support Equipment required in garrison by a specific MALS/Activity in support of quantities of and/or T/M/S aircraft included in the MALSP notional air mix or SERMIS employment data for that particular MALS/Activity.

ENCLOSURE (1)

(MALSP Model Managers must continually update (tailor) and maintain MALSP CCSP/PCSP/FOSP planning documents for contingency planning purposes.)

(4) Training Situation Allowance (TSA). Stand alone IMRL document with allowances for full IMA level support and custody coded SE for the attached training squadron.

13. Local Asset Management System (LAMS). A management information system designed to use existing microcomputer and laser scanner technology to provide standardized Support Equipment asset control at the Intermediate and Organizational level. The LAMS interface/ compatibility with SERMIS allows continual update of the local IMA/OMA inventory and Activity Records. This automated system is capable of printing Transaction Report forms OPNAV 4790/64 and is the only automated system authorized for use by SERMIS reporting aviation activities. LAMS provides the activity with the following:

- a. Real time tracking of all IMRL/SE assets.
- b. Improved inventory accuracy.
- c. Reduction of inventory man-hours.
- d. Periodic or "as-required" reports.
- e. Interface with SERMIS source data.
- f. Local Tracking of Transaction Reports.
- g. Tracking of gains, transfers, surveys, sub-custody, and re-identification of inventory.

14. Requisitioning and Procurement of IMRL End Items. Initial outfitting of an activity is normally accomplished prior to a change or introduction of a new or upgraded weapons system, aircraft or maintenance function normally supported by that activity. Initial outfitting is designed to establish basic support function, repair capability, or provide the range of allowances necessary to establish initial operating capability. This function is not intended to fill range and depth of allowances. Follow on procurement to fill out depth of

allowances is normally accomplished by delivery of SE as "push" from the TYCOM as it becomes available, budget planning/requisitioning by the using activity and redistribution of in use SE. Procurement of IMRL end items to fill out deficits is driven by availability of assets, redistribution of in-use SE, and available funding to requisition deficits. Procurement and requisitioning of IMRL end items is normally identified and processed in two categories:

a. "PULL" IMRL equipment identified with an Odd Cognizance Code National Stock Number (COG NSN). These deficits are budgeted for and funded by the using activity. Redistribution of SE within the Wing to fill a deficit will be accomplished prior to release of a requisition.

b. "PUSH" IMRL equipment identified with an Even COG NSN. These deficits cannot be requisitioned by the using activity. Redistribution of SE within the MAG/Wing/Fleet will be the primary means of filling deficits. Deficits critical to mission which cannot be filled via redistribution will be identified to SECA/PSECA for submission as a NAVAIR APN-7 procurement agenda item. General Purpose Electronic Test Equipment (GPETE) is identified with a COG of 7Z and is considered PUSH for initial issue.

Duties and Responsibilities

1. 2d MAW AMMRL Program Manager (Code ALD-F). 2d MAW ALD-F will function as the focal point in coordination with COMNAVAIRLANT on all AMMRL/IMRL related matters as follows:

a. Screen IMRL requirements for redistribution within 2d MAW.

b. Screen, coordinate, and track redistribution transfers and maintain results of all annual inventories.

c. Coordinate SE loans within 2d MAW activities and provide associated data to the SECA as required.

d. Consolidate, track, and maintain Depot Level rework/overhaul requests of IMRL end items throughout the rework cycle. Maintain and distribute SERMIS Shipping Schedules, Activity Production Status Reports, and associated rework update information.

e. Perform IMA and OMA level IMRL Department inspections and assist visits.

f. Serve as a member of the MALSP IMRL working Group.

g. Coordinate, participate, and assist 2d MAW activities designated as MALSP and Maritime Prepositioning Ships (MPS) Model Managers in tailoring conferences, reviews, and tasks relative to management of the Model Manager Program.

h. Act as IMRL manager for the Norway Geo-prepositioning Program by maintaining and updating LAMS and SERMIS data files.

i. Review, track, and maintain IMRL source data revision requests submitted by 2d MAW activities.

j. Coordinate IMRL tailoring data for both MPS and MALSP relative to assigned Type/Model/Series Model managers.

k. Coordinate IMRL/SE requirements supporting 2d MAW activity detachments/training exercises (i.e. Weapons Training Instruction (WCI), Combined Arms Exercise (CAX), etc.).

2. MALS Aviation Supply Officer. Ensure IMRL deficits are identified, prioritized and submitted monthly by the MALS IMRL department. This data will be used to develop prioritized budget planning data and ensure those assets initially requisitioned are considered high priority (Priority A). Follow on requisitioning will include priority "B" and "C" as funding permits. The Squadron Support Division is responsible for the following:

a. Consolidate and submit IMRL budget planning data/Mid-year review data when requested.

b. Submit Military Standard Requisitioning and Issue Procedure (MILSTRIP) IMRL requisitions, once redistribution-screening results prove negative, via SUADPS-RT Material Requirements Internal per availability of funds.

c. Expedite shipment of IMRL end items to depot level rework when authorized.

d. Maintain a file of outstanding IMRL requisitions and reconcile with the IMRL Department monthly.

e. Maintain a survey file verified with the IMRL Department monthly.

3. MALS AMMRL Program Manager. Act as the MAG AMMRL program manager for all MAG subordinate activities on IMRL related matters and establish and maintain an effective AMMRL program per references (a) through (h) to include the following:

a. IMA IMRL NCOIC (MOS 6042) and RO will be assigned in writing by the Commanding Officer and must attend the FASO SE Asset Manager Course D555-0001/822Z or an equivalent course prescribed by COMNAVAIRLANT.

b. Review, process, and distribute appropriate LAMS reports on quarterly basis per CNAF INST 13650.3 and SERMIS reports as received to IMA Maintenance Divisions and supported activities as applicable.

c. Maintain and update the MALS LAMS and provide appropriate LAMS reports to the IMA Maintenance Divisions and supported activities for custody and control of on-hand IMRL equipment.

d. Maintain current LAMS data for each supported squadron (Aircomps LAMS-5 will be run on 0-level LAMS computer).

e. Ensure Ready for Issue/Ready for Use (RFI/RFU) certification is attached to all Support Equipment transferred.

f. Maintain computer hardware capable of supporting required software to ensure an effective IMRL Program.

g. Identify, prioritize, and submit IMRL deficits to the Supply Support Department in order to develop accurate budget planning data.

h. Maintain a back-up Transaction Report Log.

i. Schedule and conduct IMRL tailoring conferences for the MALS and supported activities at least every 2 years.

j. Act as Inventory Control Point for all IMRL end items shipped from or received by the Aircraft Group. In coordination with embarkation personnel, ensure MAG subordinate activity detachments/ deployments IMRL requirements are identified, inventoried, and staged for transport in a timely manner that ensures IMRL/SE arrives at destination no later than dates established by Letters of Instruction, published milestones or related correspondence. In order to ensure control and tracking of IMRL/SE, the MALS IMRL Department shall coordinate a MAG consolidated IMRL pack up for WTI courses and CAX.

k. Provide appropriate LAMS reports to IMA Maintenance Divisions and supported activities to assist in annual inventory verification.

l. Review, validate, and maintain results of all annual inventories for the following purpose:

(1) Review IMRL deficit listings received from organizational level activities for accuracy, screen for MAG excess, and redistribute when possible. For items not available for redistribution, forward unfilled IMRL requirements to 2d MAW (ALD-F) for fleet wide screening.

(2) Request disposition for Aircraft Group Excess.

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(3) Verify deficits and develop budget data for requisition of IMRL shortages for MALS and supported activities.

(4) Reconcile and validate outstanding IMRL requisitions with the Supply Department monthly.

m. Screen, validate, process, and maintain working file containing rework/overhaul submissions for the MALS and supported activities.

n. Screen, verify, and process Source Data Revision Requests prior to forwarding to SECA or Model Manager.

o. Ensure quarterly audits of IMA Maintenance Divisions and supported activities are conducted.

p. Provide Technical Training as required to both Intermediate and Organizational level initial ascensioned Support Equipment Asset Managers (MOS 6042) and maintenance division IMRL representatives on a weekly basis.

q. Provide assistance to MAG subordinate activities to ensure an effective IMRL program.

r. Maintain Maritime Preposition Ships IMRL inventory relative to the Type/Model/Series aircraft maintained by the aircraft group.

s. Provide tailoring, application, and allowance data to SECA when assigned as MALSP or MPS "Model Manager" in a timely manner.

t. Assist supported activities in developing tailoring, application and allowance data relative to "Model Manager" responsibilities for submission to SECA.

u. Review LAMS-6 file monthly. Tailor all untailed NIINS and forward tailoring file to 2d MAW ALD-F IMRL within 10 days of LAMS-6 file distribution.

4. OMA IMRL Program Manager. Establish and maintain an effective IMRL program per references (a) through (h), to include the following:

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a. Recognize the MALS AMMRL program manager as the MAG AMMRL program manager on all IMRL related matters.

b. Ensure the OMA IMRL NCOIC (MOS 6042) and RO are assigned in writing by the Commanding Officer and attend the FASO Support Equipment Asset Manager Course D555-0001/822Z or an equivalent course prescribed by COMNAVAIRLANT.

c. Conduct annual IMRL Wall-to-Wall inventory and submit results to supporting MALS IMRL program manager via the chain of command. This report will include the following data for items identified as having a direct impact on activity readiness or maintenance capability:

(1) Prioritized listing of IMRL deficits by Prime National Item Identification Number (NIIN), part number and nomenclature.

(2) Listing of IMRL excesses by NIIN, Part Number, nomenclature and serial number.

d. Submit Report of Survey (DD form 200), when required, to supporting MALS for non-custody coded items. SE with an Source Maintenance and Recoverability (SM&R) code that requires determination by the IMA or higher level of maintenance will be forwarded to the supporting MALS for repair, BCM and survey action, or depot level rework submission.

e. Maintain automated LAMS reports for custody and control of on hand IMRL support equipment and provide reports to the supporting MALS IMRL Department as needed.

f. Induct IMRL SE for scheduled and unscheduled maintenance through the OMA Maintenance Control and supporting MALS Production Control for repair, rework submission or survey action.

g. Ensure Maintenance History Records (OPNAV 4790/51) are maintained in the OMA Maintenance Control and ensure this document is enclosed with transferred equipment.

h. Ensure supporting documentation is attached to all Source Data Revision Requests submitted for changes to the OMA IMRL.

MALSP IMRL Tailoring/Revisions Procedures

1. Final approval for MALSP IMRL tailoring will be provided by the Primary Support Equipment Controlling Authority (COMNAVAIRSYSCOM is the PSECA). The NAVAIRWARCENACDIV Lakehurst, NJ is the logistical and technical data representative for COMNAVAIRSYSCOM and will process MALSP Source Data Revision Requests (SODARR) under that authority.
2. SE identified as a candidate for revision by the using activity will require research and justification noted in section (I) of the SODARR (OPNAV 4790/1). Maintenance manuals, Naval Aviation Engineering Support Unit Technician Reports, Maintenance Plan changes, and Support Equipment Recommendation Data citing specific information concerning the recommended revision are ideal supporting documents. Compiling research and enclosures as part of the SODARR is the responsibility of the activity submitting the revision.
3. The MALS AMMRL Program Manager will ensure all justification statements are detailed and appropriate enclosures are attached to each SODARR prior to forwarding. Upon verification of the data provided in section (I), the MALS AMMRL Program Manager will complete section (II) of the request and forward it to the appropriate Rotary Wing/Fixed Wing Model Manager (as necessary) for action. Copies of all Source Data Revision Requests will be provided to COMNAVAILANT via 2d MAW ALD-F.
4. The SECA (COMNAVAILANT) will review and input the SODARR data into the Automated Source Data Revision Request (AUTOSODARR) sub-system for review by the PSECA and NAVAIRWARCENACDIV Lakehurst, NJ.

Depot Level Rework/Overhaul Procedures

1. Routine Rework. Depot level Rework/Overhaul requests are considered routine in nature unless otherwise identified as urgent. All requests will be screened, consolidated, and submitted by the MALS IMRL Department. Submissions will be forwarded to 2d MAW ALD utilizing OPNAV form 4790/80. Each end item of IMRL Support Equipment submitted will be annotated "Overhaul" or "Repair" and specific discrepancies (beyond the capability of the supporting IMA) will be identified. The following criteria is established for routine Rework submissions:

- a. End item is within the authorized allowance in the requesting activity IMRL account.
- b. End item is assigned a National Stock Number cognizant code (COG) of 6R or 2V.
- c. End item SM&R code indicates Depot Level Repairable.
- d. End item is complete with no missing component parts.

2. Urgent Rework. Urgent rework requests may be submitted immediately via Naval message format. The general criteria above applies to this category, with the following additional guidance provided:

- a. End item is required to launch/recover aircraft and lack of the item severely restricts continued operations. No substitute, work around or replacement is available.
- b. End item is required to repair high usage components not available in the supply system. No substitute, work around or replacement is available.
- c. End item is necessary for scheduled operational requirements prior to a specific deployment date.

3. Repair of Repairables and Basic Ordering Agreements. Commercial manufacturer repair contracts are closely controlled. Funding, contracting, and engineering data is normally required for utilization of commercial rework facilities. Activities are not authorized direct liaison with commercial rework facilities for the purpose of scheduling SE for repair or overhaul.

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Authority for repair at a commercial facility will be submitted to 2d MAW ALD-F via the chain of command to facilitate funding, contracting, and tracking throughout the repair cycle and return to owning activity upon completion. Once authorization is received to send assets to commercial activities for repair, items will be shipped via fastest traceable means.

ENCLOSURE (4)