**UNITED STATES MARINE CORPS**

ENGINEER EQUIPMENT INSTRUCTION COMPANY

MARINE CORPS DETACHMENT

686 MINNESOTA AVE

FORT LEONARD WOOD, MISSOURI 65473-8963

## LESSON PLAN

**RECORDS AND FORMS/MODS/CAL/SUPPORT AND TEST**

LESSON ID: EEO-A02/ EEC-A02/ REES-A02

**ENGINEER EQUIPMENT OFFICER/CHIEF**

**CID A16ACN1/A1613E1**

**REVISED 03/15/2011**

**APPROVED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE MAR11**

**INTRODUCTION (5 MIN)**

**(ON SLIDE #1)**

1. **GAIN ATTENTION**. As Engineer Equipment Chiefs / Officers, sooner or later, you’re going to have to deal with records and forms. While most Marines would rather not deal with them, knowing the right way to complete and maintain these forms the first time will save a lot of time and headaches in the future.

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**(ON SLIDE #2-4)**

2. **OVERVIEW.** Good morning/afternoon class, my name is\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The purpose of this period of instruction is to provide you with the knowledge and skills necessary to manage and supervise Engineer Equipment Records and Forms, Modification and Calibration programs, and Support Test Equipment.

**INSTRUCTOR NOTE**

Introduce learning objectives

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Introduce learning objectives.

**(ON SLIDE #5)**

3. **LEARNING OBJECTIVES.**

a. **TERMINAL LEARNING OBJECTIVE.**

(1)Provided engineer equipment, appropriate records/forms, and references, manage/supervise engineer equipment records and forms, to support mission requirements per the references. (1310-ADMN-2005) (1349-ADMN-2005)

(2)Provided maintenance resources, local maintenance directives, and the references, manage/supervise maintenance-related programs, to support mission requirements per the reference. (1310-ADMN-2010) (1349-ADMN-2010)

(3)Provided support and test equipment, and references, manage/supervise support and test equipment program to support mission requirements per the references. (1310-ADMN-2003) (1349-ADMN-2003)

b. **ENABLING LEARNING OBJECTIVES.**

(1) Without the aid of reference, identify the requirements for maintenance-related records and forms per the TM 4700-15/1\_. (1310-ADMN-2005a) (1349-ADMN-2005a)

(2) Provided engineer equipment records and forms, and with the aid of references, identify the required entries per the TM 4700-15/1\_, MCO P4790.2\_, MCO 4105.2, MCO P11262.2, MCO 4790.19\_, and UM 4400-124. (1310-ADMN-2005b) (1349-ADMN-2005b)

(3) Provided engineer equipment records and forms, and with the aid of references, review the forms for accuracy per the TM 4700-15/1\_, MCO P4790.2\_, MCO 4105.2, MCO P11262.2, MCO 4790.19\_, and UM 4400-124. (1310-ADMN-2005c) (1349-ADMN-2005c)

(4) Without the aid of reference, identify the purpose of the SF-368 (PQDR) per the TM 4700-15/1\_. (1310-ADMN-2005j) (1349-ADMN-2005j)

(5) Without the aid of reference, identify the requirements for the commodity managers modification control records forms (A and B) NAVMC 11053/11054 per the TM 4700-15/1\_. (1310-ADMN-2010a) (1349-ADMN-2010a)

(6) Provided a commodity manager modification control record (NAVMC 11053/11054), associated equipment records, and with the aid of references, review the NAVMC 11053/11054 for accuracy per the TM 4700-15/1\_, and MCO P4790.2\_. (1310-ADMN-2010b) (1349-ADMN-2010b)

(7) Without the aid of reference, identify the purpose of the calibration control program per the MCO P4733.1\_. (1310-ADMN-2010c) (1349-ADMN-2010c)

(8) Without the aid of references, identify TMDE inventory requirements per the MCO P4790.2\_, MCO 4733.1\_, and TI 4733-15/1\_. (1310-ADMN-2010f) (1349-ADMN-2010f)

(9) Without the aid of reference, identify the three calibration control systems used for control of TMDE per the MCO P4733.1\_. (1310-ADMN-2010d) (1349-ADMN-2010d)

(10) Without the aid of reference, identify the requirements for the calibration control record NAVMC 11052 per the MCO P4733.1\_. (1310-ADMN-2010e) (1349-ADMN-2010e)

(11) Without the aid of reference, identify the source documents used to determine unit support and test equipment per the MCO P4790.2\_. (1310-ADMN-2003a) (1349-ADMN-2003a)

(12) Without the aid of reference, identify the support and test equipment requirements to support the unit mission per the MCO P4790.2\_. (1310-ADMN-2003b) (1349-ADMN-2003b)

(13) Without the aid of references, identify the information required to complete inventory control forms per the MCO P4790.2\_ and TM 4700-15/1\_. (1310-ADMN-2003c) (1349-ADMN-2003c)

(14) Without the aid of reference, identify the required inventory intervals per the MCO P4790.2\_. (1310-ADMN-2003d) (1349-ADMN-2003d)

(15) Without the aid of references, identify requisition procedures for support and test equipment per the MCO P4400.150\_, and UM 4400-124. (1310-ADMN-2003e) (1349-ADMN-2003e)

**(ON SLIDE #6-7)**

4. **METHOD/MEDIA.** This period of instruction will be taught by the lecture, demonstration, and practical application methods, aided by a detailed outline, computer generated slides.

**INSTRUCTOR NOTE**

Explain Instructional Rating Forms to students.

**(ON SLIDE #8)**

5. **EVALUATION.** There will be a written examination, without the aid of references and a performance examination, with the aid of references, in accordance with your training schedule.

6. **SAFETY/CEASE TRAINING (CT) BRIEF.** There is no safety/cease training criteria for this period of instruction since you’ll be in the classroom the whole time.

**(ON SLIDE #9)**

**TRANSITION:** Are there any questions on what you’re going to be taught, how it’s going to be taught, or how you’re going to be

evaluated? If not, let’s move on to the first record that we will be going over.

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**BODY: (17 HRS 45 MIN)**

**(ON SLIDE #10)**

**1. NAVMC 696D, MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER. (50 MIN)**

**(ON SLIDE #11)**

**INSTRUCTOR NOTE**

*Found in TM 4700-15/1\_, Pg. 2-14-1)*.

**(ON SLIDE #12-13)**

1. **Purpose**. The purpose of the NAVMC 696D is to maintain a

historical record of the equipment’s transfer, receipts, modifications, and major assembly replacements; and to serve as a file folder for completed forms and records.

**(ON SLIDE #14-18)**

b. **Responsibilities**. A NAVMC 696D will be maintained on each item of motor transport, engineer, and garrison mobile equipment. In cases where items of equipment are one TAM control number but are associated with standard items of other commodity equipment, a separate record folder will be maintained for that specific commodity item in accordance with TM 4700-15/1\_. However, both records will reflect the Marine Corps registration number, chassis serial number, TAM control number, NSN, and ID number of the TAM as a single entity.

(1) The MCLB which first receives the item of equipment establishes the NAVMC 696D. MCLB will enter the descriptive data and any modification accomplished while the equipment is under their cognizance and control.

(2) If a unit other than the MCLB receives equipment direct from the manufacturer or the NAVMC 696D is lost, that unit will be responsible for establishing the NAVMC 696D.

(3) When establishing or reconstructing a NAVMC 696D, use the establishment or reconstruction date in a five digit Julian date (YYDDD).

(4) The custodian is responsible for keeping the entries on the NAVMC 696D up-to-date while the item is in the custodians’ custody. When engineer equipment has more than one power plant, maintain a NAVMC 10523 and 10524 on each power plant (i.e. Runway sweeper).

**(ON SLIDE #19-21)**

c. **Preparation Instructions**. The descriptive data of the equipment will appear on the top of the NAVMC 696D when it is received by the using unit. Make entries in the "Transfer, Modification, and Major Unit Assembly Replacement Record" portion of the NAVMC 696D each time the item is received, transferred from one Reporting Unit Allowance File (RUAF) to another RUAF, modified, or a major assembly was replaced. The "Account Serial Number" column refers to the owning unit's activity code of the unit having custody of the item of equipment when the entry is made. MCO P11262.2\_ and MCO P11240.106\_ govern load testing and annual condition

inspections (ACI) for tactical and garrison mobile equipment (GME); the results of the ACI and load test certificates must be filed inside the NAVMC 696D. The following entries will be made on the face of the NAVMC 696D:

**(ON SLIDE #22)**

**INSTRUCTOR NOTE**

Have students get out their NAVMC 696D.

**(ON SLIDE #23)**

(1) **MC Registration No.** The Marine Corps registration number appearing on the item of equipment's data plate.

(2) **Complete Nomenclature and Vehicle Code.** The complete nomenclature, as shown on the equipment data plate. When the information is not listed on the data plate or the item of

equipment does not have a data plate use the information listed on the parts manual. In the upper right hand corner of this

block enter the item of equipment's TAM control number, NSN, and ID number. The vehicle code is not applicable.

(3) **Chassis Serial No.** The chassis serial number appearing on item of equipment's data plate.

**INSTRUCTOR NOTE**

The following entries 4 through 8 are not required for tactical equipment.

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(4) **Date.** The five digit Julian date (YYDDD) when the item of equipment is transferred or received from one unit (AC) to another, a modification is completed, or a major assembly is replaced.

(5) **Account Serial No.** The AC of the organization accountable for the item of equipment each time an entry is made in the adjoining columns.

(6) **Voucher No.** The document number of the accountable transaction assigned by the custodian when the item of equipment is transferred from one RUAF to another RUAF.

(7) **MI/TI No.** The number of the MI directing the modification to be made to the item of equipment upon completion of the modification.

(8) **Description of modification completed or Major Unit Assembly** **Replaced.** When an MI is completed enter a brief description of the MI. When a serialized major unit assembly is replaced, enter a brief description and the serial number of the new major unit assembly. When the item of equipment is transferred or received enter "transferred" or "received". This entry is not required for tactical equipment.

**(ON SLIDE #24-27)**

(9) **Remarks.** When the Equipment Operational Time Indicator is replaced; that is, odometer/hour meter enter the

date changed and the miles/kilometers/hours from the unserviceable and replacement odometer/ kilometer/hour meter to permit proper rescheduling of the scheduled preventive maintenance checks and services (PMCS). For equipment that requires load testing, annual condition inspections, or nondestructive test (NDT); enter the date the testing/inspection was performed. Additionally, when load tested, enter the hook throat base dimension measurement. When trunnion bearings are serviced (36 months or 12,000 miles) record the date and mileage of the service. Items painted with CARC shall note, for example. “Painted with CARC 21 May 1986.” When the item of equipment has had antifreeze changed, enter the type antifreeze used and the date changed. Temporary entries may be entered in pencil; for example, load tested, antifreeze changed.

***NOTE:*** *TM 4750-15/1, Pg. 2-14-4, Para. 9; Also states, Items painted with CARC should have a notation to that effect in the Vehicle or Equipment Record Jacket or NAVMC 696D. The notation*

*shall say, “Painted with CARC 21 May 1986,” for example, and shall be placed in the “REMARKS” section.*

***NOTE****: MCO P11262.2\_, Pg. 2-4, Para. 2002.2; Hooks shall be measured for hook throat spread upon receipt. A throat dimension base measurement shall be established by installing two tram points and measure the distance between these tram points (+/- 1/64-inch). This base dimension shall be retained in the “Remarks” section of the NAVMC 696D for the life of the hook. This distance between tram points shall be measured quarterly. Hooks showing an increase in the throat opening by more than 15% from the base measurement shall be discarded.*

***NOTE:*** *MCO P11262.2\_, Pg. 2-6, Para. 2005; states the date of the nondestructive test (NDT) will be annotated in the “Remarks” section of the NAVMC 696D.*

***NOTE:*** *MCO 4105.2\_, Enclosure 2, Pg. 1, Para. C. Upon receipt of the equipment, or as appropriate, the commencement dates of the warranty must be recorded in the remarks portion of the equipment record jacket NAVMC 696D.*

**(ON SLIDE #29)**

d. **Filing**: The NAVMC 696D is filed in the administrative office of the custodian of the equipment concerned or as designated by the commanding officer. When the face of the NAVMC

696D becomes full, initiate a new NAVMC 696D, and retain the face of the full NAVMC 696D inside the new NAVMC 696D.

**(ON SLIDE #30)**

e. **Disposition**: When the vehicle is transferred, the NAVMC 696D will be packaged and shipped with the associated Basic Issue Items (BII) and Collateral Material (CM) to the gaining unit. When both shipping and receiving units are in the same vicinity, the NAVMC 696D may be hand-delivered. When the item of equipment is determined unserviceable and a Letter of Unserviceable Property (LUP) is received, destroy all records.

**(ON SLIDE #31-34)**

**TRANSITION:** So far we’ve discussed the 696D. Do you have any questions? If not, I have a couple questions for you. (Q1)How long is the NAVMC 6969D maintained? **(A1) For the life of the item of equipment.** (Q2) What information is required in the “REMARKS” section of the 6969D? **(A2) EOT indicator RPLC, Old & New readings and date, Hook Throat Spread Base Dimension, dates of the Load Test, Non-Destructive Test, Annual Condition Inspection, CARC Paint, and Anti-Freeze changed and type.** After we take a ten minute break we’ll discuss the 10524.

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**(BREAK -10 MIN)**

**TRANSITION:** Before the break we covered the NAVMC 696D. Do you have any questions? If not, let’s talk about the Consolidated Engineer Equipment Operation Log and Service Record (NAVMC 10524).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ON SLIDE #35)**

**2. NAVMC 10524, CONSOLIDATED ENGINEER EQUIPMENT OPERATIONAL LOG AND SERVICE RECORD.**  **(30 MIN)**

**(ON SLIDE #36-37)**

**INSTRUCTOR NOTE**

*Found in TM 4700-15/1\_, Pg. 2-21-1*.

**(ON SLIDE #38-39)**

a. **Purpose**.

(1) The NAVMC 10524 provides the authority for an operator to operate engineer equipment on an assigned mission. A duplicate NAVMC 10524 may be prepared and issued to the operator instead of a daily NAVMC 10523 (Engineer Equipment Operational Record) when equipment is operated at a project site for extended periods.

(2) The NAVMC 10524 provides the operator with checklist for conducting BEFORE, DURING, and AFTER preventive maintenance checks and services (PMCS) checklist.

(3) The NAVMC 10524 provides a means for recording mileage and hours for equipment operation so that PMCS may be scheduled and petroleum, oil, and lubricants (pol) consumption determined.

(4) The NAVMC 10524 provides a template for indicating required operator daily PMCS listed on the NAVMC 10523.

(5) The NAVMC 10524 need not be prepared on equipment when an ERO/SRO has been submitted and equipment is operated from local equipment pool area to the maintenance shop.

**(ON SLIDE #40-45)**

b. **Responsibilities**.

(1) The NAVMC 10524 is maintained by the dispatcher. It must be kept up-to-date so that the scheduled PMCS is performed when due.

(2) The dispatcher will ensure the following:

(a) The request for the assigned mission is authorized.

(b) The operator has a valid operator's license (OF-346).

(c) Section "A" is updated with any second echelon of maintenance or higher PMCS due on the equipment as indicated on the NAVMC 10524. Leave this section blank when the equipment

does not have an equipment operational time indicator (hour meter).

(d) The NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated with applicable data from the NAVMC 10524.

(e) The equipment officer or chief is notified, when the NAVMC 10524 indicates that the equipment requires corrective or preventive maintenance.

(f) The NAVMC 10524 is updated after receipt of the completed NAVMC 10523 (Engineer Equipment Operation Record).

(g) The required BEFORE, DURING, and AFTER operation PMCS are indicated on the DAILY PREVENTIVE MAINTENANCE SERVICES side. The dispatcher is not required to schedule 8 or 10 hour PMCS, recommended by the manufacture in the TM.

(3) The Equipment Chief will ensure the following:

1. Section “A” is updated after completion of a second echelon of maintenance or higher scheduled or unscheduled PMCS.

(b) NAVMC 10561, preventive maintenance checks and services roster is updated after completion of a second echelon of maintenance or higher scheduled or unscheduled PMCS.

(c) Any required corrective or PMCS is accomplished before the equipment is dispatched.

(4) The operator will ensure the following:

(a) Blocks pertaining to operation and maintenance of the equipment while the equipment is under the operator's

control are complete before the returning the equipment to the equipment pool.

(b) Blocks pertaining to daily PMCS are complete before the returning the equipment to the equipment pool. The operator will treat and conduct 8 or 10 hour PMCS, recommended by the manufacturer in the TM, as daily PMCS.

**(ON SLIDE #46)**

***NOTE:*** *Per FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY dtd 21 DEC 01. Encl. (3) pg. 17, Para. k, reads as follows:*

*Completion Requirements for Operator’s Daily PMCS (NAVMC 10524): The back of the NAVMC 10524 should be completed when the form is established for the equipment and filed in the NAVMC 696D. The back of the form serves as a guide for the dispatcher, when dispatching equipment, to determine which services are applicable to the item of equipment being dispatched.*

*Reference: LAN message from MGySgt Smith (HQMC,LPP) of 27 February 1997, updated by LAN message from MGySgt Wix (HQMC,LPP) of 30 December 1997.*

**(ON SLIDE #47)**

**INSTRUCTOR NOTE**

Have the students get out their NAVMC 10524, and go over how to fill out Section A and computing the hourly PMCS schedule.

**(ON SLIDE #48-49)**

c. **Preparation Instructions**. The NAVMC 10524 is maintained for engineer equipment and is completed as follows:

(1) Section "A"

(a) The dispatcher completes line 1 as follows:

1 In the **“EQUIPMENT NOMENCLATURE”** block, enter the equipment's nomenclature.

2 In the **“ID NO.”** block, enter the equipment's ID number.

3 In the “**USMC OR SERIAL NO.”** block, enter the equipment's USMC or serial number.

4 In the “**DATE RECORD OPENED”** block, enter the date the record was opened.

5 In the “**DATE RECORD CLOSED”** block, enter the date the record was closed.

6 In the “**CONTROL NO. OR UNIT”** block, enter the unit Activity Address Code.

1. The dispatcher completes line 2 as follows:

1 In the “**REFERENCES: OPERATION/MAINTENANCE-TM”** block, enter the short title for the equipment's appropriate technical manual.

2 In the “**PARTS-SL-4”** block, enter the short title for the equipment's appropriate parts manual.

3 **“RECORDS-TM 4700-15/1\_.”** Leave this field blank.

(c) The dispatcher completes line 3 in pencil for second echelon maintenance or higher hourly PMCS DUE. Compute second echelon of maintenance and higher hourly PMCS due per the commodity section of the TM 4700-15/1\_, Chapter 3.

(d) The dispatcher completes line 4 with any second echelon maintenance and higher hourly PMCS intervals. These entries will come from the equipments appropriate Technical Manual, LI/LO.

**(ON SLIDE #50-52)**

***NOTE:***The explanation of how to compute your hourly PMCS’s will not be found in any MCO or the TM 4700-15/1\_. The following is an example of the formula and how this process can be accomplished*:*

Apply the following formula when updating your Hourly PMCS schedule:

SCHEDULED PMCS (Line 4)

+HOUR METER READING (Taken from the ERO)

NEW PMCS DUE (This reading is placed in the appropriate block)

Example: The first set of blocks is what it would look like prior to completion of the Hourly PM.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 250 | 500 | 1000 | 1500 | 2000 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

Equipment’s PM was due at 250 hours and was performed; the ERO had the equipment’s hour meter as 250 hours. Your PMCS schedule would look like this after it is updated:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 500 | 500 | 1000 | 1500 | 2000 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

**(ON SLIDE #53-55)**

The following is an example of the Hourly PMCS schedule update when the equipment’s Hour Meter has been replaced, and the new hour meter has “0” hours accumulated on it; apply the following formula for this process:

PMCS DUE (Line 3)

-OLD HOUR METER READING (Taken from the ERO/Hour Meter)

NEW PMCS DUE (This reading is placed in the appropriate block)

This formula must be applied to each Scheduled PMCS separately.

Currently your Hourly PMCS Schedule looks like this.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 500 | 500 | 1000 | 1500 | 2000 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

Hour meter was replaced by maintenance: and the new hour meter has “0” hours and the old hour meter has “275” hours on it. The following set of blocks is the updated Hourly PMCS Schedule:

500 500 1000 1500 2000

- 275 - 275 - 275 - 275 - 275

225 225 725 1225 1725

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 225 | 225 | 725 | 1225 | 1725 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

**(ON SLIDE #56-58)**

The following is an example of the Hourly PMCS schedule update when the equipment’s Hour Meter has been replaced, and the new hour meter has hours already accumulated on it; apply the following formula for this process:

PMCS DUE (Line 3)

-OLD HOUR METER READING (Taken from the ERO/Hour Meter)

?? (Result)

+?? (New hour meter that has had hours accumulated on it)

?? (New PMCS Due)(Place in the appropriate block)

This formula must be applied to each Scheduled PMCS separately.

Currently your Hourly PMCS Schedule looks like this.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 225 | 225 | 725 | 1225 | 1725 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

Hour meter was replaced by maintenance: and the new hour meter has “65” hours and the old hour meter has “30” hours on it. The following set of blocks is the updated Hourly PMCS Schedule:

225 225 725 1225 1725

- 30 - 30 - 30 - 30 - 30

222 222 695 1195 1695

+ 65 + 65 + 65 + 65 + 65

287 287 760 1260 1760

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PMCS DUE:**  **(Use Pencil Only)** | 260 | 260 | 760 | 1260 | 1760 |
| **SCHEDLULED**  **PMCS** | 250 | 500 | 1000 | 1500 | 2000 |

**INTERIM TRANSITION**: So far, we’ve discussed the NAVMC 10524 Section A. Do you have any questions? If not, let’s move on to the demonstration of how to compute the hourly PM schedule.

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**INSTRUCTOR NOTE**

Perform the following demonstration.

**DEMONSTRATION. (30 MIN)**Demonstration will be conducted on the dry erase board. Explain how the formula works. The purpose of this demonstration is to show how to adjust the Preventive Maintenance hours on Section A of NAVMC 10524. Normal class size is 25. There is one instructor required for this evolution.

**STUDENT ROLE:** Students should highlight or write down formula, ask questions if they have any. They should understand to work the first block and work their way down the worksheet. They should show their work off to the side of each block so that it’s easier to pin point where any problems are.

**INSTRUCTOR (S) ROLE:** The instructor should explain that the worksheet is a continuation of the first set of blocks the whole way down.

1. **Safety Brief: N/A**
2. **Supervision and Guidance:** Instructor is working on the dry erase board the first scenario on the work sheet. He/She is explaining that work each block separately and then explain if the blocks to the left are divisible then work those as well. Don’t work the blocks to the right.
3. **Debrief: N/A**

**TRANSITION**: During the demonstration we covered the NAVMC 10524 Section A. Do you have any questions? If not, take a 10 min break and we’ll come back and do the Practical Application.

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**(BREAK – 10 MIN)**

**(ON SLIDE #SL 59)**

**INSTRUCTOR NOTE**

Introduce the following practical application.

**PRACTICAL APPLICATION. (50 MIN)**Pass out worksheet with hourly PM schedule. Explain the directions and ensure that students understand that every box is a continuation of the first one. The purpose of this Prac Ap is to show how to adjust the Preventive Maintenance hours on Section A of NAVMC 10524. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work the PM schedule starting at the top and working all the way to the bottom. They should write formulas off to the side and also show their work.

**PROVIDE-HELP:** Instructor explains that each problem is a continuation of the first problem. Have answer key pulled up on power point (blanked out) ready to review at the conclusion of Prac Ap.

**1**. **Safety Brief:** N/A

**2.Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

**3.Debrief:** N/A

**TRANSITION:** During the prac ap we covered the NAVMC 10524 Section A. Do you have any questions? If not, I have one for you, (Q1) Which hourly block do you work? **(A1)THE HOURLY PM THAT IS CURRENTLY APPLICABLE AND ANYONE THAT IS DIVISBLE TO THE LEFT.** Take a 10 min break and we’ll move into the how to fill out Section B on the NAVMC 10524.

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we have covered the NAVMC 10524 Section A. Now let’s talk about the NAVMC 10524 Section B.

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**(ON SLIDE #60)**

(2) Section "B" is optional except in instances when equipment is operated at an isolated job site for an extended period. The Major Subordinate Command’s maintenance management or commodity standing operating procedure will state the

requirements for using Section "B". When Section "B" is required use of NAVMC 10523 is optional for equipment with an equipment operational time indicator. When the equipment does not have an equipment operational time indicator the use of the NAVMC 10523 is mandated to capture hours/miles operated. When use of Section "B" is mandated, complete it as follows:

**(ON SLIDE #61)**

***NOTE:*** *Per FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY dtd 21 DEC 01. Encl. (3) pg. 8, Para. c, reads as follows:*

*Requirements for Using Section “B” of NAVMC 10524: A clarification was requested concerning what was meant by the statement found within paragraph (2), page 2-21-6 of TM 4700-*

*15/1\_, which states the MSC or commodity manager’s standing operating procedures will state the requirements for using section “B” of the NAVMC 10524.*

*Response: The intent of page 2-21-6, paragraph (2) of TM 4700-15/1\_ is to provide the unit commander the option to use or not use section “B” of the NAVMC 10524. The exception is when*

*equipment is operated at an isolated job site for extended periods of time. The MMSOP must clearly state if section “B” is to be used, and, if not, what procedures must be followed in order for the shops to determine when hourly Preventive Maintenance Checks and Services (PMCS are due in their equipment.*

*Reference: LAN message from MGySgt Smith (HQMC,LPP-3) of Sept. 1997, updated by LAN message from MGySgt Wix (HQMC,LPP) of 30 Dec. 1997.*

**(ON SLIDE #62-64)**

(a) Each time the equipment leaves the equipment pool, or the equipment is operated, the equipment operator enters the following:

1 In the **“DATE”** column, enter the date the equipment is operated.

2 In the **“SPEEDOMETER OR HOURMETER STARTED AND STOPPED”** column, enter the reading from the equipment's

equipment operational time indicator. Enter N/A when the equipment does not have an equipment operational time indicator.

3 In the **“TOTAL HR/MI. OPER”** column, enter the total hours or miles operated. This is the SPEEDOMETER OR HOURMETER STOPPED minus the SPEEDOMETER OR HOURMETER START. When the equipment does not have an equipment operational time indicator enter the total hours recorded on the NAVMC 10523.

4 In the **“POL CONSUMPTION”** column, enter all POL used.

***NOTE:*** *In the* ***“AIR FILTER CLEANED/CHANGED”*** *column, TM-4700-15/1\_ does not state what is required in this field. It has been known that entry of “CL” signifies that the air filter has been Cleaned, and “CH” signifies that the air filter has been Changed.*

(b) Each time a second echelon of maintenance scheduled or unscheduled PMCS is completed, the Equipment Chief will ensure that the following:

1 In the **“PMCS DUE”** column, enter the hours/miles from the equipment operational time indicator when the PMCS was completed for that hours/miles service. Compute the next

hours/miles PMCS and enter the computed hours/miles in the PMCS DUE column above the next SCHEDULED PMCS. Compute and record the hours/miles for all lower level PMCS services in the appropriate PMCS DUE block. Compute the hourly PMCS per the equipment’s technical manual and the commodity chapters of the TM 4700-15/1\_. Leave this column blank when the equipment does not have an equipment operational time indicator.

2 The **“HR/MI PMCS COMPLETED”** column is updated with the hours/miles the PMCS was completed. Leave this column blank when the equipment does not have an equipment operational time indicator.

3 The **“ERO NO.”** column is updated with the ERO/SRO number used to perform the second echelon of maintenance and higher PMCS was completed.

4 The **“UNIT”** column is updated with the maintenance sections unit Activity Address Code when second echelon of maintenance and higher PMCS is completed. This

column is optional when the unit performing the PMCS is also the equipment owner.

5 The **“SIGNATURE”** column signed by the Equipment Officer, Chief, or Foreman.

(c) Before dispatching any item of equipment, the dispatcher reviews the NAVMC 10524 to determine whether any second echelon of maintenance and higher PMCS are due on the

equipment. When the oil change, lubrication service, or any PMCS is due, the dispatcher makes the appropriate entries on the NAVMC 10523 (Engineer Equipment Operational Record) and notifies the equipment chief who will ensure accomplishment of the required PMCS before the equipment leaves the equipment pool.

(3) The operator completes the DAILY PREVENTIVE MAINTENANCE Section and initials the **“HR/MI PMCS COMPLETED”** column, verifying completion of daily PMCS.

**(ON SLIDE #66)**

d. Filing and Disposition. File the NAVMC 10524 in the NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder). When the sheet is filled, the accumulated totals and other data are transferred to a new NAVMC 10524. Retain only the last completed or filled NAVMC 10524.

**(ON SLIDE #67-70)**

**TRANSITION:** So far we’ve discussed the 10524 Sections A and B. Do you have any questions? If not, I have a couple questions for you. (Q1) What is the purpose of section “B” of the NAVMC 10524? **(A1) To provide a means of recording equipment mileage and hours, preventive maintenance scheduling, and POL consumption. Authority to operate a item of equipment on a assigned mission.** (Q2) Who maintains the NAVMC 10524? **(A2) Dispatcher.** Now let’s discuss the 10523.

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**(ON SLIDE #71)**

**3. NAVMC 10523, ENGINEER EQUIPMENT OPERATIONAL RECORD. (45 MIN)**

**(ON SLIDE #72-73)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, Pg. 2-20-1)

**(ON SLIDE #74-75)**

a. Purpose.

(1) The purpose of form NAVMC 10523 is to provide the operator of an item of equipment with the authority to operate it on an assigned mission. The NAVMC 10524 may be prepared and issued to the operator instead of a daily NAVMC 10523 when equipment is operated at a project site for extended periods of time.

(2) The NAVMC 10523 provides the operator with a checklist for conducting daily preventive maintenance checks and services (PMCS).

(3) The NAVMC 10523 provides a means for recording mileage and hours for equipment operation so that PMCS may be scheduled and petroleum, oil, and lubrications (POL) consumption determined.

(4) The NAVMC 10523 need not be prepared on equipment when an ERO/SRO has been submitted and equipment is operated from local equipment pool area to the maintenance shop.

**(ON SLIDE #76-77)**

b. Responsibilities.

1. The NAVMC 10523 is maintained by the dispatcher. It must be kept up-to-date so that the scheduled PMCS is performed when due.

(2) The dispatcher will ensure the following:

1. The request for the assigned mission is authorized.

(b) The operator possesses a valid operator’s license (OF-346).

1. The NAVMC 10523 is updated with any PMCS due.
2. The NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated with applicable data from the NAVMC 10523.
3. The equipment officer or chief is notified, when the NAVMC 10523 indicates that the equipment requires PMCS and corrective maintenance.

(f) The oil change or lubrication service due on the equipment is indicated on the NAVMC 10523. This is not required when the equipment is enrolled in an oil analysis program or the equipment does not have an equipment operational time indicator.

(g) The second echelon of maintenance or higher PMCS due on the equipment is indicated on the NAVMC 10523. Leave this field blank when the equipment does not have an equipment operational time indicator.

(h) The NAVMC 10524 (Consolidated Engineer Equipment Operation Log and Service Record) is updated after receipt of the completed NAVMC 10523.

1. The required daily PMCS are indicated on the DAILY “A” PM SERVICE side as indicated on the NAVMC 10524. The dispatcher is not required to schedule 8 or 10 hour PMCS.

(j) The completed NAVMC 10523 is forwarded to the equipment officer, chief, or foreman for signature in the “Equipment Foreman’s Signature” block.

**(ON SLIDE #78)**

(3) The Equipment Chief will ensure the following:

1. Any required PMCS and corrective maintenance is accomplished before the equipment is dispatched.

**(ON SLIDE #79)**

(4) The operator will ensure the following:

1. Blocks pertaining to operation and maintenance of the equipment while the equipment is under the operator’s control are complete before the returning the equipment to the equipment pool.

(b) Blocks pertaining to daily PMCS are complete as indicated on NAVMC 10523 (Engineer Equipment Operational Record) and in the appropriate TM. The operator will treat and conduct 8 or 10 hour PMCS, recommended by the manufacturer in the TM, as daily PMCS.

(c) The completed NAVMC 10523 is forwarded to the dispatcher.

**(ON SLIDE #80)**

**INSTRUCTOR NOTE**

Have the students get out their NAVMC 10523.

**(ON SLIDE #81-82)**

c. **Preparation Instructions for Tactical Equipment**. The 2ND operator block is not required unless the equipment is dispatched a second time. Complete the NAVMC 10523 as follows:

(1) The dispatcher enters the following:

(a) In the **“DATE”** block, the dispatcher enters the date the equipment is dispatched.

(b) In the **“EQUIPMENT”** block, the dispatcher enters the equipment's nomenclature.

(c) In the **“USMC OR SERIAL NO”** block, the dispatcher enters the equipment's USMC or serial number.

(d) In the **“ORGANIZATION”** block, the dispatcher enters the noun name of the unit that is responsible for the equipment.

(e) In the **“1ST** or **2ND OPERATOR”** block for the appropriate 1ST or 2ND operator, the dispatcher enters the operator's name as listed on the operator's license (OF-346).

(f) In the **“TIME OUT”** block for the appropriate 1ST or 2ND operator, the dispatcher enters the time the equipment is dispatched.

(g) In the **“DISPATCHER'S SIGNATURE”** block for the appropriate 1ST or 2ND operator, the dispatcher signs.

*(****Note:*** *Dispatcher must be assigned in writing by the Equipment Officer).*

(h) In the **“REPORT TO”** block for the appropriate lST or 2ND operator, the dispatcher enters location the operator is to report.

(i) In the **“OIL CHANGE HOUR/MILE DUE”** block, the dispatcher enters the hours/miles the next oil change is required. This block may be left blank when the equipment is enrolled in an oil analysis program. Leave this field blank when the equipment does not have an equipment operational time indicator.

(j) In the **“OIL CHANGE HOUR/MILE COMPLETED”** block, the dispatcher enters the hours/miles the last oil change was completed. This block may be left blank when the equipment is enrolled in an oil analysis program. Leave this field blank when the equipment does not have an equipment operational time indicator.

(k) In the **“LUBRICATION HOUR/MILE DUE”** block, the dispatcher enters the hours/miles the next lubrication is required. Leave this field blank when the equipment does not have an equipment operational time indicator.

(l) In the **“LUBRICATION HOUR/MILE COMPLETED”** block, the dispatcher enters the hours/miles the last

lubrication was completed. Leave this field blank when the equipment does not have an equipment operational time indicator.

(m) In the **“PM SERVICE TYPE PM DUE”** block, the dispatcher enters the type of second echelon of maintenance or higher PMCS is due.

(n) In the **“PM SERVICE HOUR/MILE DUE”** block, the dispatcher enters the hours/miles a second echelon of maintenance or higher PMCS is due per the commodity section of TM 4700-15/1\_. Leave this block blank when the equipment does not have an equipment operational time indicator.

(o) In the **“PM SERVICE HOUR/MILE COMPLETED”** block, the dispatcher enters the hours/miles last second echelon of maintenance or higher PMCS was completed. Leave this field

blank when the equipment does not have an equipment operational time indicator.

(p) In the **“OPERATION BEFORE”** blocks, the dispatcher enters the legend as listed on the NAVMC 10524 indicating operator before-operation PMCS.

(q) In the **“OPERATION DURING”** blocks, the dispatcher enters the legend as listed on the NAVMC 10524 indicating operator during-operation PMCS.

(r) In the **“OPERATION AFTER**” blocks, the dispatcher enters the legend as listed on the NAVMC 10524 indicating operator after-operation PMCS.

**(ON SLIDE #83-84)**

(2) The operator enters the following:

(a) In the **“RELEASED BY”** block for the appropriate lST or 2ND operator, the operator obtains the signature of the person from the job supervisor. This signature authorizes the operator to return to the equipment pool. When the operator cannot obtain a “RELEASED BY” signature the equipment officer, chief, or foreman may sign this block.

(b) In the **“TIME IN”** block for the appropriate lST or 2ND operator, the operator enters the time the equipment returned to the equipment pool.

(c) In the **“TIME TOTAL”** block for the appropriate lST or 2ND operator, the operator enters the total time the equipment was dispatched. This is the TIME IN block minus the TIME OUT block.

(d) In the **“HOURS OR MILES STOP”** block for the appropriate 1ST or 2ND operator, the operator enters the hours/miles indicated on the equipment's equipment operational time indicator before returning NAVMC 10523 to the dispatcher. Leave this block blank when the equipment does not have an equipment operational time indicator.

(e) In the **“HOURS OR MILES START”** block for the appropriate 1ST or 2ND operator, the operator enters the hours/miles indicated on the equipment's equipment operational time indicator before leaving the equipment pool. Leave this

block blank when the equipment does not have an equipment operational time indicator.

(f) In the **“HOURS OR MILES TOTAL”** block for the appropriate 1ST or 2ND operator, the operator enters the total hours/miles the equipment was operated. This is the HOURS OR MILES STOP block minus the HOURS OR MILES START block. When the

equipment does not have an equipment operational time indicator this block will equal the TIME TOTAL block.

(g) in the **“WORK PERFORMED”** lST or 2ND OPERATOR block for the appropriate 1ST or 2ND operator, the operator signs before returning the NAVMC 10523 to the dispatcher. This signature verifies that the work is completed.

(h) In the **“FUELS DIESEL”** block, the operator enters the number of gallons of diesel fuel used or added. Leave this field blank when diesel fuel is not used or added.

(i) In the **“FUELS GAS”** block, the operator enters the number of gallons of gas used or added. Leave this field blank when gas is not used or added.

(j) In the **“LUBES OE”** block, the operator enters the number of quarts of engine oil used or added. Leave this field blank when engine oil is not used or added.

(k) In the **“LUBES GO”** block, the operator enters the number of quarts of gear oil used or added. Leave this field blank when gear oil is not used or added.

(l) In the **“LUBES GRS”** block, the operator enters the number of pounds of grease used or added. Leave this field blank when grease is not used or added.

(m) In the **“REMARKS”** block front or back, the operator enters any amplifying comments about the equipment. This block will include any corrective maintenance that requires second echelon of maintenance or higher.

(n) In the **“lST** or **2ND OPERATOR'S SIGNATURE”** block for the appropriate 1ST or 2ND operator block, the operator signs. This signature verifies that all daily PMCS was completed.

(o) In each **“ITEM”** block for the **“OPERATION BEFORE”**, the operator initials verifying that before-operation daily PMCS, as indicated in the Legend for Marking and in the

appropriate TM, is completed before leaving the equipment pool with the equipment.

(p) In each **“ITEM”** block for the **“OPERATION DURING”**, the operator's initials verifying that during-operation daily PMCS, as indicated in the Legend for Marking and in the appropriate TM, is completed during equipment operation.

(q) In each **“ITEM”** block for the **“OPERATION AFTER”**, the operator initials verifying that after-operation daily PMCS, as indicated in the Legend for Marking and in the appropriate TM, is completed before returning the NAVMC 10523 to the dispatcher.

(3) The Equipment Officer, Chief, or Foreman signs the **“EQUIPMENT** **FOREMAN'S SIGNATURE”** block. This signature verifies that the equipment was properly used and that the NAVMC 10523 is completed properly.

**(ON SLIDE #85)**

d. **Disposition**. Retain NAVMC 10523 for a minimum of 30 days. When the equipment has been involved in an accident and an investigation is being conducted, retain the NAVMC 10523 until no longer required or the vehicle is disposed of or repaired.

**(ON SLIDE #86-89)**

**TRANSITION:** So far we’ve discussed the 10523. Do you have any questions? If not, I have a couple questions for you. (Q1) What does the signature in the Work Performed block, signify? **(A1) Verifies that the work is completed.** (Q2) Who can sign the “RELEASED BY” block when the operator cannot obtain the signature from the jobsite supervisor? **(A2) The Equipment Officer, Chief, or Foreman can sign.** After we take a ten minute break we will discuss the Load Test Equipment Daily Checklist.

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**(BREAK - 10 MIN)**

**TRANSITION:** Before the break we have covered the NAVMC 10523. Now let’s talk about the Load Test Equipment Daily Checklist.

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**(ON SLIDE #90)**

**4. Load test equipment daily checklist. (30 MIN)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, Pg. 2-24-1 or MCO P11262.2\_, pg. 4-8, Table 4-1)

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**(ON SLIDE #91)**

a. **Purpose**. The purpose of the Load test equipment daily checklist is to provide a record of the results of the load test equipment daily inspection. The Load test equipment daily checklist will be produced locally.

**(ON SLIDE #92)**

b. **responsibilities**. Operators of load lifting equipment will perform a daily inspection of their assigned equipment using the Load test equipment daily checklist.

**(ON SLIDE #93)**

***NOTE****: Per. FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY dtd 21 DEC 01. Encl. (3) pg. 18, para. (n) and (o) read as follows;*

(1)***Use of Load Test Equipment Daily Checklist****. After reviewing TM 4700-15/1H, para. 2-24.b, the phrase “…for example, forklifts and retriever…” is misleading and implies that the Load Test Equipment Daily Checklist should be utilized as a checklist for forklifts, when the majority of the items listed on the checklist are for cranes only. The information provided on the Load Test Equipment Daily Checklist is very similar to*

*the checklist in MCO P11262.2A, pg. 4-8, except the words “CRANE OPERATORS DAILY CHECKLIST” is annotated on the bottom left hand corner of the checklist. A recommendation was made and concurred with by HQMC (LPP) that the Load Test Equipment Daily Checklist be utilized in conjunction with the NAVMC 10523 and NAVMC 10524 during the operation of cranes.*

*Reference: LAN message from Major Lermo (HQMC,LPP) of 17 July 1998.*

**(ON SLIDE #94)**

(2)***Load Test Equipment Daily Checklist****. During the operation of cranes, the Load Test Equipment Daily Checklist referenced in TM 4700-15/1H will be utilized in conjunction with the NAVMC 10523 or NAVMC 10524.*

*Reference: LAN message from Major Lermo (HQMC,LPP) of 5 August 1998.*

**(ON SLIDE #95)**

**INSTRUCTOR NOTE**

Have the students get out their Load Test Equipment Daily Checklist.

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**(ON SLIDE #96)**

c. **Preparation Instructions**. There are five sections to the Load Test Equipment Daily Checklist.

(1) Section 1, General Information

(a) In the **“USMC SERIAL NUMBER”** block, the operator enters the equipment’s serial number. Obtain the serial number from the equipment’s data plate. In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per the UM 4400-124.

(b) In the **“Type/Cap”** block, the operator enters the equipment’s type and lift capacity.

(c) In the **“Unit**”block, the operator enters the designation (short noun) of the activity (may be the parent unit) that is accountable for the equipment.

(2) “Section 2, Inspection.” The operator will check all items listed and enter an **“S”** for satisfactory, **“NA”** for not applicable, or **“U”** for unsatisfactory.

(3) “Section 3, Special Instructions.” The operator will immediately suspend all equipment operations and notify the supervisor, when observing any unsatisfactory condition of any item indicated with an asterisk (\*) listed in the inspection section.

(4) “Section 4, Remarks”

(a) The operator enters amplifying comments about items that are unsatisfactory.

(b) The commodity manager will take corrective action on each amplifying comment.

(5) “Section 5, Signature.” The operator signs and dates verifying that the load test daily inspection was properly conducted.

**(ON SLIDE #97)**

d. **Filing and disposition instructions.**

(1) The operator returns the Load Test Equipment Daily Checklist to the supervisor upon completion of the commitment.

(2) The supervisor will review the Load Test Equipment Daily Checklist and take corrective action on any unsatisfactory comments.

(a) When corrective action is required, send the equipment to the authorized maintenance section. After the maintenance section has transferred all corrective action to an ERO/SRO/WON, the Load Test Equipment Daily Checklist will be retained with the trip ticket (NAVMC 10523 or 10524) and disposed of when the trip ticket is destroyed.

(b) If no corrective action is required, the Load Test Equipment Daily Checklist will be retained with trip ticket and disposed of when the trip ticket is destroyed.

**(ON SLIDE #98-100)**

**TRANSITION:** So far we’ve discussed the Load Test Equipment Daily Checklist. Do you have any questions? If not, I have a couple questions for you. (Q1) What is the purpose of the Load Test Equipment Daily Checklist? **(A1) To provide a record of the result of the load test equipment daily inspection.** (Q2) Can the Load Test Equipment Daily Checklist be destroyed once all corrective action is transferred to the ERO? **(A2) No.** Now we will discuss the SF 91 and 94, Motor Vehicle Accident Report and Witness Statement.

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**INSTRUCTOR NOTE**

Have the students get out their SF 91 and SF 94.

**(ON SLIDE #101)**

**5. SF 91, MOTOR VEHICLE ACCIDENT report.** **(30 MIN)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, pg. 2-17-1)

**(ON SLIDE #102)**

a. **Purpose**. The purpose of SF 91, Motor Vehicle Accident Report is to provide a detailed report of any accident involving a motor vehicle.

**(ON SLIDE #103)**

b. **Responsibilities**. The operator of any vehicle, to include towed, involved in an accident is responsible for initiating a

Motor Vehicle Accident Report, provided that individual is able to do so. a second party may initiate the SF 91 for the operator, using any available witnesses. The operator’s supervisor (commodity officer) is responsible for completing

the supervisor designated portions of the SF 91. The investigating officer is responsible for completing the accident investigator portions per the Manual of Judge Advocate General.

**(ON SLIDE #104-108)**

c. **Preparation Instructions**. The required entries contained on the SF 91 are self-explanatory. Upon completion of the SF 91,

submit it to the commodity officer for review and appropriate action.

d. **Filing**. Carry a blank SF 91 in each vehicle.

e. **Disposition**. retain the SF 91 with the accident investigation per the manual of Judge Advocate General.

**INTERIM TRANSISTION:** We just discussed the SF 91 there any questions? If not, take a ten minute break.

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we have covered the SF 91. Now let’s talk about the SF 94 Statement of Witness. (Q1)How long do you retain the SF91 for? **(A1) UNTIL THE ACCIDENT INVESTIGATION IS OVER, OR NO LONGER NEEDED.**

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**(ON SLIDE #109)**

**6. SF 94, Statement of Witness. (30 MIN)**

*(****NOTE****: FOUND IN TM 4700-15/1\_, pg. 2.17.1, para. 2-17-1)*

**(ON SLIDE #110)**

a. **Purpose**. The purpose of the SF 94 is to provide a detailed statement from an accident witness per section V of SF 91.

b. **Responsibilities**. The individual that is responsible for completing a SF 91 will request that witnesses complete a SF 94. Use by the public is voluntary. Use by military and federal employees is mandatory (see the compliance statement on the back side).

**(ON SLIDE #111)**

c. **Preparation Instructions**. The required entries contained on the SF 94 are self-explanatory.

d. **Filing**. Retain two blank SF 94’s in each vehicle.

e. **Disposition**. Retain the SF 94 with the completed SF 91.

**(ON SLIDE #112-115)**

**TRANSITION:** We’ve just covered Standard Forms 91 and 94. Do you have any questions? If not, I have a couple questions for you. (Q1) What is the purpose of the SF 91? **(A1) To provide a detailed report of a accident involving a motor vehicle.** (Q2) What is the purpose of the SF 94? **(A2) To provide a detailed**

**statement from an accident witness per section V of the SF-91.** Now let’s talk about the NAVMC 10560 Worksheet for Preventive Maintenance and Technical Inspection for Engineer Equipment.

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**(ON SLIDE #116)**

**7. NAVMC 10560, WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT.** **(30 MIN)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, pg. 2-22-1

**(ON SLIDE #117)**

a. **Purpose**. The purpose of the NAVMC 10560 is to provide a check list for performing and recording preventive maintenance checks and services (PMCS) and LTI's (Limited Technical Inspections), to include acceptance LTI's, LTI's prior to major repair, and LTI's at the discretion of the Engineer Equipment officer/chief on Tactical Engineer Equipment and GME Fleet Managers on Garrison Mobile Engineer Equipment. the NAVMC 10560

is also used as a guide when performing an annual safety/condition check (ASCC).

***NOTE****: An LTI is performed by the maintenance personnel upon receipt of equipment prior to the unit placing the equipment in service to determine the overall condition. This LTI is called the Acceptance LTI.*

**(ON SLIDE #118-120)**

***Equipment Forms and Records for Equipment on Temporary Loan. NOTE:*** *TM 4700-15/1\_, Chapter 1, pg. 1-5, Para. 1-9.*

*The owning unit will provide a skeleton equipment record for the temporary loan of equipment. Temp. Loan in this instance is considered any short term transfer of equipment from equipment owner to a temporary holder of the equipment that does not involve a formal transfer of equipment custody: for example, a command adjustment of allowances. Tag each skeleton equipment record with the type and due date of the next scheduled*

*preventive maintenance check and service. The unit borrowing the equipment will maintain equipment records/skeleton records up-*

*to-date including entries on all maintenance actions performed. The borrower will update the Field Maintenance Subsystem (FMSS) when loaded to the FMSS, or provide the information necessary to the owning unit to update the FMSS. Upon return of equipment, the borrowers will return the up-to-date equipment forms and records containing maintenance actions performed. The lender will up-date all original records and file the copies of maintenance actions performed per the instructions contained in the TM 4700-15/1\_. At a minimum, skeleton equipment records will consist of the joint Limited Technical Inspection performed at the time of issue to the borrowing unit, white copy of all Equipment Repair Orders for maintenance actions performed during the temp loan period, and the SL-3 extract for all SL-3 components temp loaned with the end item.*

**(ON SLIDE #121)**

b. **Responsibilities for Tactical Engineer Equipment**. The equipment chief is responsible for preparing the worksheet for the PMCS. Prepare a template indicating the required PMCS for each item of equipment to facilitate the preparation. When preparing the template, refer to the appropriate services listed in the TM's, Army technical bulletins, and other publications applicable to the equipment. Comparing the template for the specific item of equipment with the blank form NAVMC 10560, non-

applicable portions of the form may be blanked out. The worksheet which indicates the required services is then turned over to the maintenance unit. The maintenance unit, with the assistance of the operator, performs the required services and signs the worksheet indicating that the service has been completed. The equipment chief will also ensure that equipment requiring repairs is inspected and the results of the inspection

are recorded on the form NAVMC 10560 worksheet before the equipment is repaired.

**(ON SLIDE #122)**

**INSTRUCTOR NOTE**

Have the students get out their NAVMC 10560**.**

**(ON SLIDE #123-130)**

c. **Preparation Instructions**. The preparing activity may be the equipment owner, the equipment user; for example, the equipment is on temporary loan, or the equipment custodian as in

the case of the maintenance section evacuating to the next higher EOM. The preparing activity is responsible for initial preparation of the NAVMC 10560. Those items marked with a pound sign (#) will be completed by the preparing activity.

(1) Section A

(a) Use **“SERVICING SYMBOLS”** (SS) to list requirements for PMCS noted in the (SS) column of sections "D" through "M".

(b) Use **“LEGEND FOR MARKING”** (SS) to list requirements for CM noted in the (SS) column of sections "D" through "M".

**#** (c) In the **“NOMENCLATURE”** block, enter the nomenclature listed on the NAVMC 696D.

**#** (d) In the **“MAKE”** block, enter the make listed on the NAVMC 696D. *(****NOTE****: The “MAKE” is not listed on the NAVMC 696D).*

**#** (e) In the **“MODEL”** block, enter the model listed on the NAVMC 696D. *(****NOTE****: The “MODEL” is not listed on the NAVMC 696D).*

**#** (f) In the **“ORGANIZATION”** block, enter the full name of the activity and AC of the unit that owns the item of equipment.

**#** (g) In the **“DATE”** block, enter the date the NAVMC 10560 is being prepared.

**#** (h) In the **“HOURS”** block, enter the hour meter reading for items that are equipped with an hour meter, otherwise leave blank.

**#** (i) In the **“MILES”** block, enter the odometer reading for items that are equipped with an odometer, otherwise leave blank.

**#** (j) In the **“REGISTRATION NO.”** block, enter the MC registration no. listed on the NAVMC 696D.

**#** (k) In the **“ENGINE MAKE/MODEL”** block, enter the item of equipment engine/model (if applicable list both engines) as listed on the item of equipment's engine.

**#** (l) In the **“ENGINE SERIAL NO.”** block, enter the item of equipment engine serial no. (if applicable list both engines) as listed on the item of equipment's engine.

**#** (m) In the **“ATTACHMENTS”** block, enter the item of equipment's attachments nomenclature, make and model, and serial no.

**#** (n) In the **“INDICATE PURPOSE”** block, use an "X" to indicate if the NAVMC 10560 is for technical inspection (TI), Limited Technical Inspection (LTI), Hourly PM, or Other (state). When the purpose is hourly PM enter the hours. When the purpose is other, list a description.

(o) Use the **“LEGEND FOR MARKING”** to mark the **“squares”** for Equipment Record Folder, Publications Available, Appearance, Operator's Daily PM, Fire Extinguisher, Tools, and Equipment.

(2) **Section B.** This section is optional when the comments are written directly to the ERO/SRO.

(a) List all items that are not satisfactory in the (SS) column of sections "D" through "M" in section B.

(b) List all Modification and Technical Instructions that need to be accomplished.

(c) List all items listed in section B to the ERO/SRO.

(3) **Section C.** Is only required when a condition code is requested.

**#** (a) in the **"Item Cost (Current)"** block, enter the cost listed in the MHIF or the FED LOG.

**#** (b) In the **"Equipment Age"** block, enter the item of equipment's age. This is subtracting the current year and month from the year and month listed on the item of equipment's data plate.

(c) In the **"Repair Limit"** block, enter the percent (%) one time and the cost limit of repair allowed for the item being

inspected. Repair limit is 65%. *(****NOTE****: FOUND IN MCO 4790.19, pg. 3, para. 2.g.)*

**INSTRUCTOR NOTE**

Price to fix 100,000 X .65 = Max you can spend.

(d) In the **"Est. Cost This Repair"** block, enter the estimated cost to repair the items listed in section B.

(e) In the **“Condition Code”** block, enter the end item of equipment condition code. *(****NOTE****: FOUND IN UM-4400-124, pg. 4-4-22).*

(4) **Section "D" through "M"** (SS) columns.

(a) Use section A blocks "Servicing Symbols" (SS), for PMCS and "Legend for Marking" (SS) for all other purposes.

(b) List all columns other than satisfactory in section B of the ERO/SRO.

(5) **Section "N".**

**#** (a) In the **“MI/TI NO.”** block, enter all applicable modification and technical instruction numbers and title of the instructions listed in the SL-1-2 for the item of equipment.

**#** (b) In the **“PERFORMED”** block, use a checkmark in the yes block to indicate that the modification or technical instruction has been performed.

**#** (c) In the **“PERFORMED”** block, use a check mark in the no block to indicate that the modification or technical instruction has not been performed.

(6) **Section "O"** is self explanatory.

(7) **Section "P".**

(a) In the **"Mechanic/Operator (Name, Grade, Organization)"** block, enter the name, grade, and organization of the person preparing sections "B" through "M".

(b) In the **"Maintenance/Operations Chief (Name, Grade, Organization)"** block, enter the name, grade, and organization of

the maintenance/operations chief of the mechanic/operator listed in the "Mechanic/Operator (Name, Grade, Organization)" block of section P.

(c) In the **"ERO No."** block, enter the ERO/SRO number that is assigned to the ERO/SRO.

(d) In the **"Date"** block, enter the date the ERO/SRO was assigned.

(e) In the **"Maintenance/Operations Officer As Required (Name, Grade, organization)"** block, enter the name, grade, and organization of the maintenance/operations officer.

(f) In the **"Responsible Officer As Required (Name, Grade, Organization)"** block, enter the name, grade, and organization of the responsible officer.

**(ON SLIDE #131)**

(8)**Tactical engineer equipment**. For Tactical engineer equipment, use NAVMC 10245 (ERO) in conjunction with NAVMC 10560

to record all PMCS and CM performed and the NAVMC 10925 (EROSL) to request parts.

**(ON SLIDE #132)**

(9)**Garrison Mobile Equipment**. For Garrison Mobile Equipment (GME), use NAVMC 9-11200/3A (SRO) in conjunction with NAVMC 10560 to record scheduled maintenance (SM) and corrective maintenance (CM) performed and parts used.

**(ON SLIDE #133)**

(10)**Filing and Disposition**. When the maintenance officer/chief has verified that all requirements listed in

section B of the worksheet have been transferred to an ERO/SRO, the NAVMC 10560 will be destroyed. Retain any NAVMC 10560 used in conjunction with an investigation until released from investigation. Treat a NAVMC 10560 released from investigation as CM.

**INSTRUCTOR NOTE**

If the tractor was in an accident, order the parts but don’t hang until the investigation is complete. Use correct job status until investigation is complete.

**(ON SLIDE #134-136)**

**TRANSITION:** We’ve just covered the NAVMC 10560. Do you have any questions? If not, I have a couple questions for you. (Q1) What is the purpose of the NAVMC 10560? **(A1) To provide a checklist for performing & recording PMCS & LTI’s to include Acceptance LTI’s, LTI’s prior to major repairs, at discretion of the Engr. Equip. Officer/Chief, and can be used as guide for performing the Annual Safety Condition Checks.** After we take a ten minute break we will discuss the NAVMC 10560. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(BREAK - 10 MIN)**

**TRANSITION:** Before the break we’ve covered the NAVMC 10560. Now let’s talk about the NAVMC 10561.

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**(ON SLIDE #137)**

**8. NAVMC 10561, PREVENTIVE MAINTENANCE checks and services ROSTER.** **(30 MIN)**

**(ON SLIDE #138)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, pg. 2-4-1).

**(ON SLIDE #139)**

a. **Purpose**. The purpose of NAVMC 10561 is to systematically schedule and record second EOM and higher preventive maintenance

checks and services (PMCS) on Marine Corps ground equipment. Units are authorized to schedule PMCS via locally developed automated programs, provided the information duplicates the NAVMC 10561.

**(ON SLIDE #140-142)**

b. **Responsibilities**. The responsibility for scheduling all required second EOM and higher PMCS rests with the equipment officer, equipment chief, or appointed individual or individuals. Schedule required second EOM and higher PMCS per the commodity section of the TM 4700-15/1\_.

1. Commanders will establish an interval of no less frequently than annually, when the equipment's appropriate technical publications list a requirement to conduct second EOM or higher pmcs, but no interval is recommended.

(2) PMCS beyond first echelon need not be accomplished or scheduled, when no requirement to conduct second EOM and higher PMCS is listed in the appropriate equipment technical publications or no equipment technical publication exists.

(3) Schedule second EOM and higher PMCS per the equipment commodity chapter of the TM 4700-15/1\_. This does not relieve the unit from its responsibility to conduct first EOM PMCS. In preparing rosters, care must be taken to ensure that the workload is staggered so that all items of one type of equipment are not scheduled for PMCS at the same time.

(4) Schedule PMCS's on NAVMC 10561 no more frequently than monthly.

(5) For multiple commodity equipment, the equipment from each commodity area is considered as an individual item for scheduling and performing the required maintenance. The end item responsible officer will ensure that the PMCS coordination between the various commodity maintenance activities is accomplished allowing operational availability for the unit commander.

(6) Maintain at least one active scheduled interval and one interval under preparation (used to schedule the next PMCS). Upon completion of a PMCS, schedule out one year for the next PMCS. Schedules for current and upcoming year may be maintained.

**(ON SLIDE #143)**

**INSTRUCTOR NOTE**

Have the students get out their NAVMC 10561.

**(ON SLIDE #144-146)**

c. **Preparation Instructions**

(1) In the **"MODEL/USMC NO."** block, enter the equipment model and serial number.

(a) Schedule and conduct PMCS on items of equipment with more than one TAMCN concurrently; for example, end item and attachment. The attachment being scheduled one line below the end item.

***NOTE****: To allow an end item and its attachment; for example, end item (D7G Caterpillar) and attachment (Model 57 Winch) to*

*maintain a matched schedule, an end item may have its attachment listed on the following line.*

1. Skip a line between different types of equipment.

(2) In the **"YEAR"** block, enter the calendar year.

(3) In the **"MONTH"** block, enter appropriate symbol listing completed PMCS and reschedule the next PMCS. Use ink for completed PMCS and pencil for scheduled PMCS. Do not erase

pencil entries made before the completion PMCS. For PMCS completed during the month scheduled trace over the symbol in ink and schedule the next PMCS in pencil. For PMCS completed during a month other than that originally scheduled, enter the symbol in ink for the month the PMCS was actually completed and schedule the next PMCS in pencil.

**(ON SLIDE #147-149)**

***NOTE****: Per. TM 4700-15/1\_, Chapter 3, pg. 3-1-3, Para. (23)(c)2b states, List a completed hourly PMCS using an inked “H” to show the hourly PMCS completion date.*

*Para. (23)©2c states, Equipment failing to receive a second EOM or higher hourly PMCS during a one year period will receive an annual safety/condition check (ASCC).*

*Para. (23)©d states, Perform an ASCC at least once a year using NAVMC 10560 as a guide.*

*Para. (23)©d(1) states, A completed second EOM or higher hourly PMCS fulfills the ASCC requirement.*

*Para. (23)©d(2) states, Upon completion of an hourly PMCS reschedule the ASCC one year from the completed hourly PMCS.*

*Para. (23)©d(3) states, List completion of the ASCC, using an inked “A” and reschedule an ASCC using a penciled “A” to list the next ASCC one year from the completed ASCC.*

*Para. (23)©d(4) states, When the equipment’s ASCC is required within 50 hours of the nest scheduled second EOM or higher hourly PMCS, every effort will be made to conduct both requirements during the ASCC.*

**(ON SLIDE #150-151)**

(4) In the **"REMARKS"** block, enter justification for any PMCS completed during a month other than that originally scheduled.

(5) For automated forms, upper case characters will represent ink entries and lower case characters will represent pencil entries.

**(ON SLIDE #152)**

d. **Filing**. Maintain current (active) copies of NAVMC 10561 in the administrative office of the equipment custodian or as directed by the commanding officer.

**(ON SLIDE #153)**

e. **Disposition**. Retain the NAVMC 10561 that has all required PMCS completed for a minimum of one year. For equipment requiring a biennial PMCS retain the NAVMC 10561 for two years. Units possessing a limited quantity of equipment may list items for subsequent years on the same NAVMC 10561. Units using an

automated system may retain printouts in place of the NAVMC 10561.

**(ON SLIDE #154-156)**

**TRANSITION:** We’ve just covered the NAVMC 10561. Do you have any questions? If not, I have a couple questions for you. (Q1) What is the purpose of the NAVMC 10561? **(A1) To**

**systematically schedule and record 2nd EOM and higher PMCS’s on Marine Corps ground equipment and their attachments.** (q2) Does 1st EOM need to be recorded on the NAVMC 10561? **(Q2)NO.** Now let’s talk about the NAVMC 10031 Daily Dispatching Record of Vehicles. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ON SLIDE #157)**

**9. NAVMC 10031, DAILY DISPATCHING RECORD OF VEHICLES. (30 MIN)**

**(ON SLIDE #158)**

**INSTRUCTOR NOTE**

FOUND IN TM 4700-15/1\_, pg. 2-15-1.

**(ON SLIDE #159)**

a. **Purpose**. To provide a consolidated daily record of all items of equipment that are required to be dispatched on a daily basis.

**(ON SLIDE #160)**

b. **General Information**.

(1) For clarity the title "Equipment Officer" will be used to describe the billets of motor transport officer, engineer officer and GME Fleet Manager.

(2) For clarity the term "Trip Ticket" will be used to describe the forms that provide the operator with the authority to operate the equipment.

**(ON SLIDE #161-162)**

c. **Responsibilities**.

(1) Form NAVMC 10031 is initiated and maintained by the dispatcher who is assigned in writing by the Equipment Officer, and lists, in daily chronological order, all equipment released from the pool.

(2) The Equipment Officer or a designee will inspect the NAVMC 10031 at the conclusion of each days dispatching activity to verify the correct preparation of the form and to review the utilization of dispatched equipment.

**(ON SLIDE #163)**

**INSTRUCTOR NOTE**

Have the students get out their NAVMC 10031.

**(ON SLIDE #164-170)**

d. **Preparation Instruction**.

(1) Before dispatching an item of equipment, the dispatcher will enter the following information prior to giving the trip ticket to the operator.

(a) In the **“DATE”** block, the dispatcher enters the calendar date.

1 When the daily volume of dispatched is limited to a few items, the same NAVMC 10031 may be used for consecutive days. When used for consecutive days the date is centered on the next blank space after the REMARKS block where the Equipment Officer or designee signs.

(b) In the **“PAGE NO.”** block, the dispatcher enters the page number. This field is optional.

(c) In the **“TRIP NO.”** block, the dispatcher enters the trip number in chronological order.

(d) In the **“USMC NUMBER”** block, the dispatcher enters the equipments USMC serial number.

(e) In the **“DRIVER (Name and Grade)”** block, the dispatcher enters the operator’s name as listed on the operator’s permit(OF-346). Use of operator’s grade is optional.

(f) In the **“TYPE VEHICLES”** block, the dispatcher enters the equipment’s model number.

(g) In the **“PURPOSE”** block, the dispatcher enters the purpose the equipment was dispatched.

(h) In the **“REQUESTED BY”** block, the dispatcher enters the name of the individual that requested the equipment.

(i) In the **“REPORT TO”** block, the dispatcher enters the name of the individual the operator is to report to.

(j) In the **“DESTINATION”** block, the dispatcher enters the location the operator is to report to.

(k) In the **“TIME TO REPORT”** block, the dispatcher enters the time the operator is to report.

(l) In the **“EXPECTED RETURN TIME”** block, the dispatcher enters the expected time the equipment is to return.

(m) In the **“TIME OUT”** block, the dispatcher enters the time the operator was logged out. This entry shall be in sequence with the TRIP NO. (For example: TRIP NO. 1 was dispatched at 0630 and TRIP NO. 2 was dispatched at 0700).

(n) In the **“DISPATCHER’S INITIALS OUT”** block, the dispatcher enters his/her initials. These initials indicate that the equipment is dispatched per an authorized request, and that the operator has a valid operator’s permit (OF-346).

(o) In the **“REMARKS”** block, the dispatcher will sign this block. Signed for the first item of equipment being dispatched for that given day.

**(ON SLIDE #171-172)**

(2) When the equipment returns to the equipment motor pool, the dispatcher will enter the following.

(a) In the **“TIME IN”** block, the dispatcher enters the time the equipment was returned. This entry is updated from the trip ticket.

(b) In the **“MILES TRAVELED”** block, the dispatcher enters total miles traveled or the total hours the equipment was operated as indicated on the trip ticket.

(c) In the **“DISPATCHER’S INITIALS IN”** block, the dispatcher enters his/her initials. These initials indicate that the equipment has returned to the equipment motor pool.

(3) At the end of each day, the equipment officer or designee will record the total miles/hours for all vehicles dispatched for the day and signs in the remarks block on the line following the last entry. This signature verifies correct preparation of the NAVMC 10031 and proper use to the dispatched equipment.

**(ON SLIDE #173)**

***NOTE:*** *TM 4700-15/1\_, Para. e. pg. 2-15-4, applies to Field Exercises and Deployments for items of Tactical Motor Transport equipment only. Does not pertain to Engineer Equipment.*

**(ON SLIDE #174)**

e. **NAVMC 10524 Disposition For Engineer Equipment**. Dispatching procedures for Engineer Equipment that is dispatched for an extended period of time.

(1) Dispatcher will dispatch equipment the same way as previously mentioned with a few exceptions when annotating on the NAVMC 10031.

(2) When making related entries on the NAVMC 10031 from the NAVMC 10524, the following procedures will be used:

**(ON SLIDE #175)**

(a) All blocks from **“TRIP NO”** to **“TIME TO REPORT”** is filled out the same as the procedures mentioned previously.

**(ON SLIDE #176)**

(b) In the **“EXPECTED RETURN TIME”** block, the dispatcher will enter the estimated date of return.

(c) In the **“TIME OUT”** block, the dispatcher will enter the time the operator was logged out.

(d) In the **“DISPATCHER’S INITIALS OUT”** block, the dispatcher enters his/her initials. These initials indicate that

the equipment is dispatched per an authorized request, and that the operator has valid operator’s permit (OF-346).

(e) In the **“REMARKS”** block, the dispatcher will enter **“Remain on Job Site”**.

(f) The dispatcher will leave the following blocks blank, **“TIME IN”**, **“MILES TRAVELED”**, and **“DISPATCHER’S INITIALS IN”**.

(3) When the equipment returns to the equipment pool, the dispatcher would transfer accumulated totals from the duplicate NAVMC 10524 to the original NAVMC 10524 if required. The dispatcher would also transfer required information to the NAVMC 10031.

**(ON SLIDE #177)**

(a) Upon return of the equipment to the equipment motor pool an entry will be made on that day’s NAVMC 10031.

(b) All blocks from **“TRIP NO”** to **“DESTINATION”** are filled out the same as the day it was dispatched.

(c) The dispatcher will leave the following blocks blank, **“TIME TO REPORT,” “EXPECTED RETURN TIME,” “TIME OUT,” “DISPATCHER’S INITIALS OUT”**.

(d) In the **"MILES OPERATED"** block, the dispatcher will enter the total hours accumulated that is listed on the NAVMC 10524.

(e) In the **“REMARKS”** block, the dispatcher will enter **“Dispatched On (Previous Date of Dispatch)”**.

**(ON SLIDE #178)**

***NOTE:*** *Per. FSMAO CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY dtd 21 DEC 01. Encl. (3) pg. 18, para. (m), reads as follows:*

*Line-outs on Dispatch Records (NAVMC 10031): Line-outs on dispatch records are authorized and should be made in black ink unless directives specifically call for temporary entries which would be completed in pencil. Black ink can be a felt tip marker*

*provided it does not bleed through the form or make other entries illegible.*

*Reference: LAN message from MGySgt Smith (HQMC,LPP) of 22 July 1998.*

**(ON SLIDE #179)**

f. **Filing and Disposition**.

(1) NAVMC 10031 will be filed in the dispatcher office and will be retained for one year. If the form NAVMC 10031 contains a dispatch record of a vehicle which has been involved in an accident, retain until the accident investigation, when required, is completed and the vehicle is repaired or disposed of.

**(ON SLIDE #180-198)**

**INTERIM TRANSITION:** We’ve just covered the NAVMC 10031. Are there any questions? If not, let’s take a ten min break and we’ll move on to the demonstration of the NAVMC 10031.

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we talked about the NAVMC 10031 now let’s move onto the demonstration.

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**DEMONSTRATION.** **(30 MIN)**Go over slides and explain the scenario to ensure students understand. The purpose of this demonstration is to show how to identify and correct any discrepancies on the NAVMC 10031. Normal class size is 25. There is one instructor required for this evolution

**STUDENT ROLE:** Students will observe the demonstration slide show NAVMC 10031, asking questions if they don’t understand.

**INSTRUCTOR (S) ROLE:** Introduce demonstration slide show and go thru slide show.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is explaining how to correct any discrepancies by highlighting and/or fixing. Also have students tell the instructor when there is a discrepancy prior to advancing to the corrections.

**3 Debrief:** N/A

**(ON SLIDE #199-200)**

**TRANSITION:** We’ve just covered the demonstration of the NAVMC 10031. Are there any questions? If not, let’s move on to Practical Application “B” NAVMC 10031.

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**INSTRUCTOR NOTE**

Introduce Practical Application “B”.

**PRACTICAL APPLICATION.** **(50 MIN)**Read over and explain the directions and scenario to ensure students understand. The purpose of this Prac Ap is to show how to catch any discrepancies on the NAVMC 10031. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work Prac Ap B, highlighting and fixing any discrepancies on NAVMC 10031.

**PROVIDE-HELP:** Instructor explains how to correct any discrepancies by highlighting and/or fixing. Have answer key pulled up on power point (blanked out) ready to review at the conclusion of Prac Ap.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

1. **Debrief:** N/A

**(ON SLIDE #201-203)**

**TRANSITION:** We’ve just covered the filing and disposition of the NAVMC 10031, are there any questions? If not, I have a couple questions for you. (Q1) What is the purpose of the NAVMC 10031? **(A1) To provide a consolidated daily record of all items of equipment that are required to be dispatched on a daily basis.** (q2) What is required at the end of each day on the NAVMC 10031? **(Q2) The Equipment Officer or designee will sign in the remarks block after the last entry and record the total hours/miles for**

**that day.** After we take a ten minute break we will discuss the SF 368 (PQDR). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(BREAK - 10 MIN)**

**TRANSITION:** Before the break we’ve covered the NAVMC 10031. Now let’s talk about the SF 368 (PQDR).

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**(ON SLIDE #204)**

**INSTRUCTOR NOTE**

Show the PQDR DVD

**10. SF 368, PRODUCT QUALITY DEFICIENCY REPORT. (50 MIN)**

**INSTRUCTOR NOTE**

Found in the TM 4700-15/1\_, Pg. 2-13-1, and MCO 4855.10\_

a. **Purpose**. The SF 368, (Product Quality Deficiency Report (PQDR)) provides information to activities responsible for development, procurement, or management of equipment concerning deficiencies in material, design, or procurement.

b. **Objective**. The primary goals of the PQDR program are to maximize mission and operational effectiveness, prevent recurring deficiencies, and improve user satisfaction with Marine Corps material.

(1) Provide a user product quality deficiency reporting and a data feedback system that provides for appropriate documentation, action/resolution, and specific points of contact for all phases of the PQDR processing.

(2) Provide for analysis and investigation of PQDR’s in a timely manner for expedient corrective and preventive actions.

(3) Provide for control and disposition of deficient material.

(4) Maintain a system that affords management with visibility of PQDR summary data, identification of problems, recurring deficiencies, and resolution/corrective actions.

c. **Policy**. Equipment having deficiencies that meet the reporting criteria for a PQDR will be reported and processed using the MCO 4855.10\_. Additionally, investigation into and resolution of these reporting deficiencies will be expedient and field activities will be notified of the corrective actions.

d. **Action**. Qualifications and procedures for the processing of PQDR’s are as follows:

(1) The PQDR process begins with the user/originator reporting the material deficiency to the originating point.

***NOTE:*** *User/Originator is the person who becomes aware of a defect or deficiency and repots it to the originating point.*

***NOTE:*** *Originating Point is the unit that finds a product quality deficiency and reports it to the screening point.*

***NOTE:*** *The term “Screening Point” is defined as Commander, Marine Corps Logistics Command, Albany, GA.*

(2) A PQDR shall be submitted as a result of any of the circumstances listed below:

(a) A physical or operational condition considered to constitute a hazard to personnel or material.

(b) A design of items or components, which impedes the proper operation, maintenance, or handling of the material or item.

(c) Faulty material or poor workmanship.

(d) Excessive wear or deterioration for the period of time and for the conditions under which the item was in use or on hand.

(e) Operation or performance of equipment in the course of normal operations that fail to meet stated operational limits.

(f) Circumstances other than those indicated, but considered to be related to deficiencies in material quality and not meeting the reporting criteria for other programs that are listed in MCO 4855.10\_ Encl. 2.

(g) As a result of tactical systems computer software/firmware and documentation deficiencies.

(h) On items known to be under warranty as specified by the special instructions contained in the Users Logistics Support Summary (ULSS) or Supply Instruction (SI).

e. **Reporting Responsibility Procedures**.

(1) The individual who discovers the product quality deficiency shall submit a PQDR (SF 368) and report it to the Battalion, Squadron, or Company (Originating Point).

(2) The originating point shall check to ensure the PQDR is valid with the criteria set forth in the MCO 4855.10\_, and assign one of the levels of severity categories, Category I or II.

(a) Category I Deficiency. Is a product quality deficiency that may cause death, injury, or severe occupational

illness; would cause loss of or major damage to a weapon system; directly restricts the combat readiness capabilities of a using

organization; or which would result in a production line stoppage.

1. Suspend the use of deficient material to include any of the material in stock. Maintain exhibits until the screening point calls for the material or for 60 days from receipt of the control number from the screening point.

2. When the urgency exists, Cat. I PQDR’s may first be transmitted by oral communication. The phone number for this is DSN 567-5291 or Comm. (912) 439-5631. This must be followed up electronically by priority message, E-Mail using the SF 368 message, E-Mail format, or electronic fax to the Commander (Code 808-1), MCLB, Albany, GA within 48 hours of the message only when supporting documents will aid the investigation. The SF 368 shall be prepared in triplicate and shall contain the DTG (Date, Time, Group), and the same report number used in the message.

(b) Category II Deficiency. Is a product quality deficiency that does not meet the criteria set forth for Category I.

1. Suspend the use of the item or material as necessary.

***NOTE:*** *For all PQDR Categories:*

a. Maintain exhibits until the screening point calls for the material or for 60 days from receipt of the control number from the screening point.

b. Submit exhibits for individual clothing on an “as required” basis as required by the screening point.

c. Forward one information copy of each PQDR involving tactical digital systems computer software, firmware, and/or documentation deficiencies to the Commanding Officer, Marine Corps Tactical System Support Activity, Camp Pendleton, CA 92055-5130.

d. The supporting maintenance activity will assist in the analysis and failure documentation prior to submission of the PQDR, when material deficiencies cannot be appropriately analyzed at a given user/maintenance level.

e. Report any deficient PQDR responses to Commander (Code 808-1), MCLB Albany, GA 31704-5000 (screening point), for corrective action.

f. Maintain a status log on all PQDR’s submitted through final action, noting final action taken, and

maintain a copy of the finalized PQDR for a period of 1 year following final action per SECNAVINST P5212.5\_.

g. Report items known to be under warranty on the SF 368 per the implementing warranty clauses of the Users Logistics Support Summary (ULSS) or Supply Instruction (SI).

(3) The originator shall complete the SF 368 and will provide an original and two copies to the screening point via the originating point. It is essential that the originator report as

completely and clearly as possible all available information applicable to the defective material.

(a) The originating point shall submit separate PQDR’s for each deficiency identified which meets the criteria preceding. Identical deficiencies of the same item may be consolidated in one report. In those cases where one deficiency is either the cause or the result of another deficiency, the originating point shall report each deficiency separately and shall reference the other in each respective report for the purpose of facilitating trend analysis by the screening point or action point.

***NOTE:*** *Action Point. A focal point(s), identified within each service/agency, command/component, or contractor, which is responsible for resolution of a reported product quality deficiency including necessary collaboration with support points. Only an action point is authorized to transmit a deficiency report to a support point.*

***NOTE:*** *Support Point is any functional area that assists the action point, as requested, by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported product quality deficiency.*

***NOTE:*** *Product Quality Deficiency is a defect or nonconforming condition that limits or prohibits the item from fulfilling its intended purpose. Included are deficiencies in design, specifications, material, manufacturing, operation, and workmanship.*

(b) The originating point shall furnish, as enclosures to the PQDR, any photographs, negatives, drawings, sketches, and/or illustrations of the defective item, if easily transportable or mailed.

(c) The unit/activity which submits the report shall retain the defective part(s)/sample(s) as an exhibit, pending receipt of disposition instructions from the screening point.

(d) PQDR’s will be prepared and all deficient material shall be secured, segregated, and tagged with a properly completed DD Form 1575, Suspended Tag-Material and DD Form 2332, Product Quality Deficiency Report Exhibit, per the current edition of MCO 4855.10\_.

(4) Completion of DD Form 1575 and DD Form 2332 are self-explanatory. Tagging of the exhibit with DD Forms 1575 and 2332 identifies the deficient material as a PQDR exhibit. If properly tagged, when the Marine Corps PQDR Screening Point provides disposition instructions, or Recoverability Items Report (WIR) is submitted, the deficient material can be located and used in the investigation of failure.

f. **Preparation Instructions**. The originating point shall certify the PQDR for completeness, validity, and accuracy before it is submitted to the screening point. It is important to

provide as much information as possible. Based on the nature of the deficiency and source of items, complete research may not be possible of all blocks are not completed. The originating point must complete Block number 3 before the report can be processed. The screening point will obtain correct or missing information from the originator, using the telephone or electronic message, whenever possible.

(1) In the top right hand corner, place an “X” for either **CATEGORY I** or **CATEGORY II**, whichever applies according to the preceding mentioned criteria.

(2) In block, **1a** FROM (Originator), enter the complete name of the activity (no acronyms), Activity Address Code (AAC), and the address including the Zip Code of the addressee.

(3) In block, **1b** NAME, TELEPHONE NO., AND SIGNATURE, enter the name, telephone no. (including available telephone numbers; DSN and commercial), and signature of an individual who

can serve as a point of contact for questions regarding the report and/or request exhibits or samples.

(4) In block, **1c** DATE, enter the date the report was signed and forwarded to the screening point.

(5) In block, **2a** TO (Screening Point), the originating point will complete the address with: Commander MCLB (Code 808-1), Albany, GA 31704-5000.

(6) In block, **2b** NAME, TELEPHONE NO., AND SIGNATURE, the screening point will fill out this block.

(7) In block, **2c** DATE, the screening point will enter the date when finished processing the PQDR.

(8) In block, **3** REPORT CONTROL NO., a control number consisting of the following shall identify each report:

(a) Unit RUC (six places).

(b) The calendar year for two places.

(c) Sequential number starting with 0001 for each new year for four places.

(d) Followed by the categorization of the PQDR, enter:

1 Enter a “C” for a Category Code I.

2 Enter a “R” for a Category Code II.

(e) If a contractor on site is originating the report, the first place should be filled with an “O” followed by the applicable commercial and Government Entity Code, Then the calendar year and sequential number: for example, 053862-89-

0001R for a commercial contractor and M54063-02-0001R for a Marine Corps activity. The DTG shall be shown in block 22 for the SF 368 follow-up on all Category Code I PQDR’s. The “DATE” in block 1c. for Category Code I PQDR’s submitted by E-Mail or electronic fax shall be shown in block 22 for the SF 368 follow-up.

(9) In block, **4** DATE DEFICIENCY DISCOVERED, enter the calendar date on which the deficiency was discovered.

(10) In block, **5** NATIONAL STOCK NUMBER (NSN), enter the NSN of the deficient material. No NSN enter the Part Number.

(11) In block, **6** NOMENCLATURE, enter the noun name of the material to be found deficient.

(12) In block, **7a** MANUFACTURER/CITY/STATE, enter the name of the manufacturer (MFR Code), the maintenance contractor, or Government activity that last repaired or overhauled the

deficient item. For motor vehicles or components thereof, enter the name of the MFR of the vehicle or component, as appropriate.

(13) In block **7b** MFRS CODE, enter the name of the MFR and the Federal Supply five-digit code obtained from FEDLOG, the

name of the shipper, or the name of the source of repair or overhaul.

(14) In block **7c** SHIPPER/CITY/STATE, when the shipper pf an item is different from the MFR, also include the shipper or suppliers’ name.

(15) In block **8**, MFRS. PART NO., enter the MFR’s part number of the deficient item. Consult illustrated parts breakdown, technical manuals, supply publications, FEDLOG or similar sources to ensure correct identification of the item.

(16) In block **9**, SERIAL/LOT/BATCH NO., Enter the serial number, Lot number, or Batch number of the deficient material as applicable. Use block 22 if additional space is required.

(17) In blocks **10a-10d**, CONTRACT NO., PURCHASE ORDER NO., REQUISITION NO., GBL NO. (GOVERNMENT BILL OF LADING NUMBER), enter these numbers on any other available transportation document number in lieu of the Government Bill of Lading. Such

numbers appear on the container, purchase document, and/or the item. It is extremely helpful if these items are furnished when General Service Agency (GSA) supplied the material.

(18) In block **11**, enter an “X” in the squares for NEW or REPAIRED/OVERHAULED as appropriate. Refer to historical records, serviceable tags, etc., accompanying the items.

(19) In block **12**, DATE RCVD., MFRD, REPAIRED, OR OVERHAULED, provide the dates manufactured and received, if available.

(20) In block **13**, OPERATING TIME OF FAILURE, indicate the time the material has been in operation since new or overhaul/repair when the deficiency was discovered, using the appropriate performance element (i.e., miles or hours). On a vehicle procured from GSA, also enter the calendar date on which the vehicle was placed in service. Operating times for warranted

equipment will be per the equipments Users Logistics Support Summary (ULSS) or Supply Instructions (SI).

(21) In block **14**, GOVERNMENT FURNISHED MATERIAL, is any material that belongs to the Government and is furnished to

contractor for production purposes. Place an “X” in the appropriate square as it applies.

(22) Block **15** QUANITITY.

(a) In block **15a**, RECEIVED, enter the total number of items received in a lot or batch in which the deficiency was found, if known.

(b) In block **15b**, INSPECTED, enter the number of the items in the lot or batch inspected.

(c) In block **15c**, DEFICIENT, enter the number of items in the lot or batch which were determined to be deficient as a result of the inspection.

(d) In block **15d**, IN STOCK, enter the number of items in the lot or batch in stock at the facility reporting the deficiency. Provide a thorough explanation of this quantity in block 22.

(23) Block **16**, DEFICIENT ITEM WORKS ON/WITH.

(a) In block **16a, (1), (2)**, END ITEM (Aircraft, Mower, etc.) list the major weapon system, item, or commodity the deficient item is to be used with or on (i.e., D7G Dozer, 644E TRAM, HSHMC 25). Indicate the NSN, Type, Model, Series, and Serial number for the end item, as applicable.

(b) In block **16b, (1), (2), (3), (4),** NEXT HIGHER ASSEMBLY, enter the NSN, nomenclature, and part number of the next higher assembly the deficient item works on, as applicable.

(24) In block **17**, UNIT COST, enter the dollar value of the deficient item when known. GSA vehicles are Non-applicable. Defective component cost only.

(25) In block **18**, ESTIMATED REPAIR COST, enter the unit cost times the number of units for replacement or estimated repair costs

(included overhead) times the number of units when it can readily be determined. Enter N/A on reported vehicles to GSA.

(26) In block **19a**, ITEM UNDER WARRANTY, check the block to indicate whether the deficient item is covered by a contractual

warranty, if known. (NOTE: SF 368 submitted under warranty must be per instructions included in the ULSS or SI.

(27) In block **19b**, EXPIRATION DATE, enter the date the warranty is to expire, if known.

(28) In block **20**, WORK UNIT CODE/EIC (Navy and Air Force Only), enter “N/A” as the Marine Corps does not use this block.

(29) In block **21**, ACTION/DISPOSITION, check the appropriate block to indicate the action taken or requested. When an exhibit or sample is being held, indicate the number of days in the space provided. Maintain exhibits until the screening point calls for the material or for 60 days from receipt of the control number from the screening point. Reporting activities are reminded that the packing and shipping containers are to be held along with the exhibits to facilitate

investigators. When none of the items indicate the actions or dispositions taken or requested, check “other” and identify the nature of the action taken or requested in block 22.

(30) In block **22**, DETAILS, enter the following types of information:

(a) Explain what is wrong with the items. Include a description of the problem; the suspected cause if known; and identify action on the deficient material including disposition.

(b) Include recommendations, if readily available.

(c) Include and list the supporting documents to be submitted with the report. Photographs or sketches are extremely valuable and should be included whenever possible. (When

photographs are taken, a 12” or other ruler should be employed as a scale placed alongside the object so as to appear in each photograph). Measurements should be shown on sketches.

(d) For tactical systems computer software, firmware, and documentation deficiencies, list the alphanumeric designator and/or title of other systems, computer programs, or documentation affected.

(e) Use additional paper and append to the SF 368, as required.

(31) In block **23**, LOCATION OF DEFICIENT MATERIAL, enter the address and telephone number of the activity holding the exhibit if it is different from the PQDR originator address.

(32) In block **24a**, TO (Action Point), the screening point shall enter in block 24a the name and address of the action point to which the report is being submitted. The action point, upon receipt, shall enter in blocks 24b-c the name, telephone number, signature, and date for the individual processing the report.

(33) In block **25a**, TO (Support Point), the action point may use block 25a to identify the name and address of the support point to which the report is being submitted. The support point shall use block 25b to identify the name, telephone number, signature, and date for the individual it assigns to process the report. If more than one support point is involved, blocks 26 and 27 are used.

(34) In block **26a**, TO (Support Point), used in addition to block 25, if needed.

(35) In block **27a**, TO (Support Point), used in addition to blocks 25 and 26, if needed.

(36) In block **28**, FINDINGS AND RECOMMENDATIONS OF INVESTIGATION, include the findings and recommendations for resolution of complaint.

(37) In block **29**, ACTION TAKEN, state the action taken to resolve the complaint.

(38) In block **30**, RESULTS OF DEPOT SURVEILLANCE, show results of depot surveillance and planned action, for example, replacement or repair by contractor, disposal, issue, etc.).

g. **Records**. Records are a principle form of objective evidence. It is, therefore, essential that each activity retain records per the, SECNAVINST P5212.5\_, and MCO 5210.11\_. Activities shall retain records indefinitely for all PQDR’s for which they have not received notice of any closing action from the Marine Corps Screening Point.

***NOTE:*** *Closure. PQDR’s may be considered closed when an investigation into the assignable cause has been completed; corrective actions to preclude recurrence of the deficiency have been initiated; and credit instructions and disposition instructions for the material have been provided. A PQDR may also be considered closed when MCLB (Code 808-1), Albany, GA determines that it is in the best interest of the Government/USMC that the PQDR be considered closed.*

h. **Additional information**. The following is an outline of the PQDR Process and Actions, and PQDR Timeframe Response Matrix.

PQDR PROCESS AND ACTIONS OUTLINE:

User/Originator - Prepare PQDR

- Determine the level of severity

-- Compare with severity categories

- Forward report to the originating point

Originating Point - Check for validity, completeness, and accuracy of report

- Validate the level of severity

-- Assign report control number

-- Compare with severity categories

- Forward the report to the screening point

Screening Point - Certify validity, completeness, and accuracy of report

- Certify level of severity category

- Acknowledge receipt to sender

-- Apply timeframe criteria

- Advise sender of any non-concurrence or change of category

- Determine appropriate action point

-- By contracting agency, action point, type commodity, etc.

- Forward PQDR to action point

Action Point - Acknowledge receipt of PQDR to screening point

-- Apply timeframe criteria

- Determine cause of deficiency

- If invalid, inform screening point

- Use support point, if necessary

-- Provide technical evaluation when required

- Determine if credit applies

Support Point - Acknowledge receipt to action point

-- Apply timeframe criteria

- Determine cause of deficiency

- Provide technical evaluation when required

- If invalid, inform action point

- Determine whether credit applies

- Respond to action point

Screening Point - Review recommendation of action point

- Respond to originator and all appropriate commands and customers

***NOTE:*** *All the above actions should be accomplished within required timeframes listed below.*

PQDR TIMEFRAME RESPONSE MATRIX

Reporting/Processing Severity Action and Timeframe for

Component Category Response

(1) Originator Cat I Forward report to originating point within 24 hours after discovery

Submit SF 368 within:

Cat I 48 hours after forwarding to originating point if supporting documents will aid the investigation

Cat II 3 days after discovery

(2) Originating Point Cat I Notify Commander, MCLB Albany, by message,

electronic mail(E-Mail), or electronic fax within 24 hours after receipt from originator

Submit SF 368 within:

Cat I 48 hours after sending message if supporting documents will aid the investigation Cat II 3 days after discovery

(3) Screening Point Acknowledge receipt to originator within:

Cat I 24 hours after receiving message

Reporting/Processing Severity Action and Timeframe for

Component Category Response

Cat II 10 days after receiving SF 368

Forward to action point within:

Cat I 24 hours after receiving message

Cat II 10 days after receiving SF 368

Final response to

originator within:

Cat I 3 days after receiving response from action point

Cat II 3 days after receiving response from action point

(4) Action Point Acknowledge receipt to screening point within:

Cat I 24 hours after receiving PQDR for action

Cat II 10 days after receiving SF 368

Suspend/screen stock

within:

Cat I 24 hours after receiving PQDR or electronic fax

Cat II 20 days after receiving SF 368

Forward to support point when assistance is required within:

Cat I 24 hours after receiving message, E-Mail, or electronic fax

Cat II 10 days after receiving SF 368

Reporting/Processing Severity Action and Timeframe for

Component Category Response

Provide an interim or final reply to screening point within:

Cat I 20 days w/o exhibit or 20 days after receipt of requested exhibit

Cat II 30 days w/o exhibit or 30 days after receipt of requested exhibit

Forward replies from support point to screening point within:

Cat I 3 days after receiving message, E-Mail, or electronic fax

Cat II 10 days after receiving SF 368

(5) Support Point Acknowledge receipt to action point within:

Cat I 24 hours after receiving message, E-Mail, or electronic fax

Cat II 10 days after receiving SF 368

Provide an interim or final reply to action point within:

Cat I 20 days w/o exhibit or 20 days after receipt of requested exhibit

Cat II 30 days w/o exhibit or 30 days after receipt of requested exhibit

**(ON SLIDE #205-206)**

**INTERIM TRANSITION:** We’ve just covered the SF 368 (PQDR), are there any questions? If not, take a ten minute break and we’ll move on to the practical application on all the Records and Forms that we’ve covered.

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we covered the SF 368, now let’s move onto the Prac App C which covers all the Records and Forms that we’ve talked about.

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**INSTRUCTOR NOTE**

Introduce Practical Application C

**PRACTICAL APPLICATION.** **(1.5 HRS)**Read over and explain the directions and scenario to ensure students understand. The purpose of this Prac Ap is to show how to catch any discrepancies on all the Records and Forms that we’ve covered thus far, allow two hours for completion and review. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work Prac Ap C, highlighting and fixing any discrepancies on all the records and forms.

**PROVIDE-HELP:** Instructor explains how to correct any discrepancies by highlighting or fixing. Have answer key pulled up on power point (blanked out) ready to go over at the conclusion of Prac Ap.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

**3. Debrief:** N/A

**(BREAK - 10 MIN)**

**(ON SLIDE #208)**

**INSTRUCTOR NOTE**

Introduce Records and Forms quiz.

**TRANSITION:** We’ve just completed the prac ap for records and form, are there any questions? If not, let’s move on to the Records and Forms quiz.

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**QUIZ.** **(30 MIN)**Read over and explain the directions to ensure students understand. The purpose of this quiz is to check for learning on all the Records and Forms that we’ve covered thus far. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work the quiz circling the correct answers.

**PROVIDE-HELP:** Have answer key pulled up on power point (blanked out) ready to go over at the conclusion of Prac Ap.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

**3. Debrief:** N/A

**(ON SLIDE #209-212)**

**TRANSITION:** Before the Prac Ap and quiz we covered the SF 368 (PDQR) are there any questions? If not, I have a few questions for you. (Q1) What Marine Corps Order assigns specific responsibilities facilitating submission and processing of PQDR’s? **(A1) MCO 4855.10­\_** (q2) Who can submit a PQDR? **(A2) Anyone, the individual that discovered the deficiency.** (Q3) What is the time frame for the originator to submit a Cat I PQDR to the originating point? (A3) **24 hours**. Now let’s talk about the Marine Corps Modification program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ON SLIDE #213)**

**11. MARINE CORPS MODIFICATION PROGRAM. (1.5 HRS)**

**(ON SLIDE #214)**

a. **Purpose.** The purpose of the Commodity Managers Modification Control Record is to provide the unit commodity manager with a readily available means of accurately determining the modification status of assigned equipment.

**(ON SLIDE #215-217)**

b. **Modification Program Responsibility.** The owning unit must ensure that all the unit’s equipment-requiring modifications

have been completed and are recorded in the equipment records per the TM-4700-15/1\_.

(1) Equipment modification consist of those maintenance actions performed to change the design or assembly characteristics of equipment systems, end items, components, assemblies, subassemblies, or parts in order to improve equipment functioning, maintainability, reliability, and/or safety characteristics. Modification come from ideas sent in a PQDR.

(a) Field recommendations for equipment improvement (PQDR’s, beneficial suggestions) frequently establish the requirement for equipment modification.

**(ON SLIDE #218)**

(2) Modifications required to prevent death or serious injury to personnel, prevent major damages to equipment, or make changes considered so essential to equipment that their application must be accomplished at the earliest possible time are designated “URGENT.”

**(ON SLIDE #219)**

(3) Equipment modification requirements will include the detailed step-by-step procedures for accomplishment, and are published as Modification Instructions (MI).

(a) They identify specific types and items of equipment to be modified as well as the maintenance resources, skills, and time necessary for their accomplishment.

(b) MI’s specify the EOM authorized to perform the modification. Equipment to be modified is identified by nomenclature, ID Number, NSNS, and the manufacturer’s serial number for individual equipment, when appropriate.

**(ON SLIDE #220-221)**

(c). Marine Corps equipment will be modified only as directed by the Commandant of the Marine Corps.

(4) Unit commodity managers will maintain the Commodity Managers Modification Control Record based on information

obtained from other records and physical observation of the equipment.

(a) An automated system is authorized providing the automated system contains the same information required by the NAVMC 11053 or 11054.

(5) Commodity managers modification control forms will be used by both Field Maintenance Subsystem (FMSS) and non-FMSS supported units. Either or a combination of NAVMC 11053 or 11054 may be used by the commodity section depending upon the density of equipment versus the number of modification instructions published for an item of equipment. The difference between the two forms is:

**(ON SLIDE #222)**

(a) Form “A” (NAVMC 11053) allows the commodity manager to list more MI numbers than serial numbers.

**(ON SLIDE #223)**

(b) Form “B” (NAVMC 11054) allows the commodity manager to list more serial numbers than the MI numbers.

**INSTRUCTOR NOTE**

Forms can’t be mix and matched.

**(ON SLIDE #224)**

c. **Modification Requirements Determination.**

(1) Upon initial receipt of equipment items, they will be inspected to determine if all required modifications have been properly completed.

(a) When the nature of the required modification is such that the owning unit cannot determine if it has been completed, the equipment will be evacuated to the IMA for such determination.

(b) When inspection is completed, initiate an ERO requesting missing modifications to be applied.

(c) Commodity manager will then update the required equipment records per the TM-4700-15/1\_.

**(ON SLIDE #225-226)**

d. **Preparation instructions**. A modification control record will be prepared for each T/E or special allowance equipment for which a modification instruction has been published. A separate modification control record will be prepared for each ID number. Modification instructions on components/secondary repairables are indicated on the record for the end item.

(1) In the appropriate fields enter the equipment nomenclature, TAMCN, and ID Number for each T/E and special allowance item with a modification instruction published.

**(ON SLIDE #227)**

***NOTE:*** *The SL-6-1 and SL-6-2 may be used to identify “Consist Of” ID numbers for end items. “Part Of” is an item that is a component or repair part to another item. “Consist Of” refers to one item that consists of different components or different repair parts having individual ID numbers.*

**(ON SLIDE #228-229)**

(2) Enter the serial number for each T/E and special allowance item with a modification instruction published. (The quantity of equipment may require preparation of multiple sheets for a given type of equipment.) In cases where a serial number

has not been assigned, a local serial number must be assigned to the item per the UM-4400-124.

**(ON SLIDE #230-231)**

(3) Enter all MI’s listed in the SL-1-2 and TI-5600 for the item’s ID number. Changes to the basic MI that are administrative in nature, (i.e., part number/NSN change) will be recorded under the basic MI, for example, MI-012345A-24/25A w/ch1. When the change alters the configuration of the modification or adds/deletes applicable serial numbers, control, or manufacturers number a separate entry for that change is required for verification purposes.

**(ON SLIDE #232)**

***NOTE:*** *Marine Corps publication web site is another source reference to find current Modifications that are associated to an end item.*

**(ON SLIDE #233)**

(4) Category and Required Completion Date. Enter a “U” for Urgent MI’s, “N” for Normal MI’s, and required completion date.

(a) Urgent MI's will be identified in the SL-1-2 by the letters "URG" following the MI number. The required completion date can be found in the "Time Compliance Period" paragraph of the MI. If the urgent MI indicates upon receipt or does not have a completion date, enter "N/A" for the required completion date.

**(ON SLIDE #234)**

***NOTE:*** *“URGENT” modifications that require the equipment be deadlined or its use sharply curtailed until modification is applied. Under such conditions, acceptance scheduling normally will not be feasible. Other “URGENT” modifications, though requiring timely application, may lend themselves to acceptance scheduling. In both instances, the urgency of the required modification must be considered to establish its priority.*

**(ON SLIDE #235-236)**

(5) MI’s not designated as urgent in the SL-1-2 fall into the “NORMAL” category. The required completion date of “NORMAL”

MI’s is 1 year from the date of the MI, unless the MI indicates otherwise.

**(ON SLIDE #237)**

(a) Equipment in level “A” Pack need not be opened to perform “NORMAL” MI’s. The required modification kits will be requisitioned, and placed into an ERO bin or other secured storage area. The application of the modification is accomplished as soon as the equipment is removed from Level “A” Pack.

**(ON SLIDE #238)**

***NOTE:*** *“NORMAL” modifications usually lend themselves to acceptance scheduling. Their scheduling should be planned, when possible, to coincide with the performance of other required maintenance actions.*

***NOTE:*** *Operational requirements of the using unit are a major factor in determining the time for application of modifications. Whenever possible, application of modifications should be planned so that they do not interfere with such requirements. Units should plan for application of required modifications before deploying or going on extended operations.*

**(ON SLIDE #239)**

(b)Determine the applicability of each MI to each individual item of equipment listed. This information can be found in the "major item affected" paragraph of the MI.

(c)Determine the current status of applicable MI's by either inspection of the equipment or from the records for the individual equipment.

**(ON SLIDE #240)**

(d) Enter the appropriate action code, as follows:

1 NA (Not Applicable). Since some MI's only apply to specific serial numbers, Action Code “NA” identifies those items to which the MI does not apply. This action code requires a Julian date entry.

2 PR (Publications Required). This code is used to identify those MI's for which the unit requires the publication in order to verify/complete the modification. Indicate the date (Document Number) the publication was ordered through the Marine Corps Publication Distribution System in the “Remarks” block.

3 AR (As Required). This code is used to identify those MI’s that apply to an item when the equipment requires a specific repair action, such as fifth echelon MI's for rebuild, contact team application, or when a specific component is repaired/replaced. This code would also apply to

items of equipment that would require the modification, however; based on the unit’s mission and Table of Equipment (T/E), only a percentage of the end items are modified. Enter an “AR” for those item not currently modified.

**(ON SLIDE #241)**

**NOTE:** Per. FSMAO CLARIFICATIONS OF SUPPLY AND MAINTEANCE POLICY dtd 21 DEC 01, Encl. (3), pg. 16, Para. “F” reads as follows:

Modification Action Codes (paragraph 2-5c): The action code, “AR”, should be used on the modification control records for end items that may not require the modification to be applied (e.g., radio mounts; not all unit’s vehicles would require these mounts, so modification is optional yet required to be identified for that particular end item). The “AR” entry allows the flexibility of changing the modification record in the event the modification is applied to that end item at a later date. AR action code entries are made in pencil and do not require a Julian date.

Reference: Correspondence between Maj. Schrier (FSMAO-1) and MgySgt Smith (HQMC, LPP-2) during January 1996, updated by LAN message from MgySgt Wix (HQMC, LPP) of 30 December 1997.

**(ON SLIDE #242)**

4 C (Completed). This code identifies equipment modified while in custody (on the property records) of the unit. This includes items modified for the unit by the intermediate maintenance activity. This action code requires a Julian date entry.

5 V (Verified). This code identifies equipment modification has been verified (normally used upon initial receipt). This action code requires a Julian date entry.

6 ERO No. The ERO number will be used for those items that have been identified as requiring modification, the modification has been requested on the ERO indicated from the maintenance facility, and the equipment is waiting to be modified.

**INTERIM TRANSITION:** We’ve just talked about the action codes, there any questions? If not, let’s take a ten minute break and then move on to the remarks block. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we covered the action codes, now let’s move into the remarks block.

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**(ON SLIDE #243-244)**

(6) The “Remarks” block is used to indicate additional information, such as the nomenclature of the secondary reparable modified, date (document number), non-availability of item etc.

This provides a management tool to ensure positive control of the unit's modification control program and is to be utilized as required.

**(ON SLIDE #245)**

(7) Use each revision of the SL-1-2, TI-5600 and the modification control record to verify that all required modification instruction information is current.

**(ON SLIDE #246)**

(8) Upon receipt of a new MI for on hand equipment the commodity manager will perform the following:

(9) Enter the MI number, category, and required completion date on the applicable control record.

(10) Determine applicability to those items of equipment that are held by your commodity section.

(11) Initiate appropriate action. Update the control record based on information provided by operation/maintenance sections from equipment records/inspection.

**NOTE:** Use a pencil to record those entries of a temporary nature. Included in this category are instructions that apply to secondary reparable components, remarks, action codes PR, and AR, and ERO NO. Use ink for all other entries.

**(ON SLIDE #247)**

(12) When an item requiring modification control has been dropped from the unit's accounting records, it is not necessary to reconstruct Modification Control Records. The only requirement is to neatly delete the item from the records and indicate the reason for the deletion, (e.g., Letter of Unserviceable Property (LUP), dropped excess, replaced by new model, etc.).

**(ON SLIDE #248)**

e. **Modification Control**. The command will establish a single point responsible for reviewing the modification control program during unit internal reviews. When the unit is required to assign an MMO, the MMO will be responsible for reviewing the

modifications control program. When the unit is not required to assign an MMO, the commodity maintenance officer will be responsible for reviewing the modifications control program.

**(ON SLIDE #249)**

f. **Filing and Disposition.** Maintain the Commodity Managers Modification Control Record in the commodity manager’s office. These records will be retained for as long as the unit holds the item of equipment. When an item of equipment is transferred or evacuated beyond the using unit, make a copy of the records and send the copy with the item of equipment’s record/folder.

**(ON SLIDE #250)**

**INTERIM TRANSITION:** We’ve just the Modification program are there any questions? If not, let’s move on to the Demonstration of the NAVMC’s 11053. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(ON SLIDE #251-257)**

**INSTRUCTOR NOTE**

Introduce Demonstration

**DEMONSTRATION.** **(30 MIN)**Go over slides and explain the scenario to ensure students understand. The purpose of this demonstration is to show how to identify and correct any discrepancies on the NAVMC 11053. Normal class size is 25. There is one instructor required for this evolution

**STUDENT ROLE:** Students will observe the demonstration slide show NAVMC 11053, asking questions if they don’t understand.

**INSTRUCTOR (S) ROLE:** Introduce demonstration slide show and go thru slide show.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is explaining how to correct any discrepancies by highlighting and/or fixing. Also have students tell the instructor when there is a discrepancy prior to advancing to the corrections.

**3 Debrief:** N/A

**(ON SLIDE #258)**

**TRANSITION:** We’ve just went over the Demonstration of the NAVMC 11053. are there any questions? If not, let’s move on to the Practical Application. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(ON SLIDE #259-263)**

**INSTRUCTOR NOTE**

Introduce Demonstration

**PRACTICAL APPLICATION.** **(50 MIN)**Read over and explain the scenario to ensure students understand. The purpose of this prac ap is to show how to monitor, manage, and check for discrepancies on NAVMC’s 11053 and 11054. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work the prac app, checking for and correcting all discrepancies.

**PROVIDE-HELP:** Have answer key pulled up on power point (blanked out) ready to go over at the conclusion of Prac Ap.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

**3. Debrief:** N/A

**TRANSITION:** Before the Demonstration and Prac Ap we covered NAVMC’s 11053/11054, are there any questions? If not, I have a few questions for you. (Q1) Which action codes require a Julian date? **(A1) NOT APPLICABLE, COMPLETED, AND VERIFIED.** (q2) When a Urgent modification is received, and the MI states the required completion date is “upon receipt” what shall be placed on the Modification Control Record? **(A2) NA (NOT APPLICABLE)** (Q3) Can an automated modification control program be used in lieu of the NAVMC 11053 or 11054? **(A3)** **YES.** After we take a ten minute break we will discuss the Marine Corps Calibration program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(BREAK - 10 MIN)**

**TRANSITION:** Before the break we covered NAVMC’s 11053/11054, are there any questions? If not, let’s move on to the Marine Corps Calibration program.

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**(ON SLIDE #264)**

**12. CALIBRATION CONTROL PROGRAM. (1.5 HRS)**

**(ON SLIDE #265)**

a**. Purpose and policy of the marine corps calibration control program.** The Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP) has

been developed to provide and maintain prescribed accuracies in standards of measurement and to make sure satisfactory

performance of all Marine Corps TMDE throughout the Fleet Marine Forces.

**(ON SLIDE #266)**

(1) The Marine Corps policy is to have all TMDE calibrated only to the extent and at the intervals necessary to adequately perform the measurement involved. In addition, the policy of the Marine Corps to accomplish such calibration in the most cost-effective way that will satisfy operational requirements.

(2) Marine Corps Calibration Facilities (CF) is the preferred source for calibration and maintenance of Marine Corps TMDE.

**(ON SLIDE #267)**

(3) It is the Department of Navy policy to provide the organizational, intermediate, and depot maintenance levels with diagnostic capabilities to detect and isolate faults to design threshold levels and to ensure all testing and measurement equipment used for quantified measurements are maintained and calibrated at the lowest practical maintenance level per the SECNAVINST 3960.6.

**(ON SLIDE #268)**

(4) Inter-service calibration support can be used at the discretion of the commanding officer.

**INSTRUCTOR NOTE**

Depending where your stationed you might have to use inter-service or civilian calibration company.

**(ON SLIDE #269)**

b**. Responsibilities of organizations holding TMDE:** Calibrations control will be established and maintained per appendix “D” of the MCO P4790.2\_.

(1) Organizations holding TMDE shall:

(a) Submit for calibration all TMDE requiring calibration.

(b) Schedule TMDE for calibration in such a manner as to maintain, on hand, a sufficient amount of TMDE to preclude the loss of required test capabilities.

**(ON SLIDE #270)**

(2) Make sure all items of TMDE submitted for calibrations are complete and have had the proper preventive maintenance performed.

(3) Make sure that all TMDE is adequately protected during transportation to and from the Calibration facility by using packing materials and/or containers.

(4) Make sure all items of TMDE without current calibration labels are not used. TMDE received directly from the supply system with a current calibration label affixed should not be used until a crosscheck has been performed.

**(ON SLIDE #271)**

(5) Submit to the supporting unit calibration facility a list of all items of TMDE which are to be included in the calibration program when such a program is provided by the calibration facility.

(6) Analyze measurement requirement and request special calibration for TMDE when its entire measurement capability is not being utilized.

(7) Request Inactive calibration labels from the calibration facility for specifically identified TMDE.

**(ON SLIDE #272)**

(8) Make sure all TMDE is used properly to preclude damage to the equipment or the item being tested.

(9) As necessary, request assistance, from the supporting calibration facility for education of personnel in analyzing measurement requirements and proper use of TMDE.

**(ON SLIDE #273-274)**

c. **Calibrations laboratory responsibilities.** Intermediate maintenance activities designated as calibration laboratories perform equipment repair and calibration for supported units within their authorized capability and forward equipment to

higher EOM when repairs exceed their authorized levels. The calibration laboratory aids in management of the calibration program by projecting calibration requirements and resources, and by identifying the need for additional capability. They also provide the using unit intra-/inter-service support and use commercial contracts, as necessary, to satisfy calibration demands.

**(ON SLIDE #275)**

(1) Calibration facilities are designated by Headquarters Marine Corps and are authorized the necessary equipment to perform calibration and repair operations.

(2) Calibration support is received from Marine Corps Calibration Facilities (ELMACO and supporting FMF units) where available. In the event there are no local Marine Corps facilities, calibration should be done by the local calibration facility (Army, Civilian, etc.).

**(ON SLIDE #276)**

d. **CALIBRATION CONTROL PROGRAM:**

(1) Identify TMDE.

(a) Annually, units should conduct an inventory of all their TMDE to ensure calibration control records are accurate and complete.

(b) The unit’s T/E and allowance list (to include special allowance) can be used by the MMO and maintenance personnel to identify all items of TMDE the unit is authorized.

**(ON SLIDE #277)**

(c) The Federal Logistics Data on compact disc (FEDLOG) also identifies all TMDE that requires calibration by placement of the number “3” under the OTC (operational test code). The OTC can be found in FEDLOG management view screen under the service/agency (S/A) MGMT CTL data element in position 6. If a question remains concerning the need for calibration or the calibration interval, the personnel at the calibration facility should be consulted.

**(ON SLIDE #278)**

(2) LOCATE TMDE.

(a) All items of TMDE within the unit/commodity shall be located. As the equipment is located, the control system shall be annotated to identify the section/area holding the equipment.

(b) During the search to locate TMDE, it must be kept in mind that many items are component parts; e.g., pressure gauges, transducers, etc.

**(ON SLIDE #279)**

(3) INVENTORY TMDE. When all TMDE items have been located, the MMO and maintenance representative should match the TMDE and control cards/charts or automated systems with the T/E and the unit allowances to ensure that all TMDE has been accounted for and complete.

**INTERIM TRANSITION:** We’ve just covered inventory TMDE are there any questions? If not, let’s take a ten minute break and then move on to the categories, labels, seals and tags. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(BREAK – 10 MIN)**

**TRANSITION:** Before the break we covered the inventory TMDE, now let’s talk about categories, labels, seals and tags.

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**(ON SLIDE #280)**

(4) CATEGORIES, LABELS, SEALS AND TAGS**.**

(a) There are four categories of calibration. All TMDE will be assigned to one of these categories and have a current label affixed. Assignment of the categories should be based not only on the equipment’s present use but also on requirements to task organize, form detachments, or field contact teams. The four categories of calibration are:

**(ON SLIDE #281-282)**

(b) Full Calibration. The using unit has determined that the TMDE is required for use across its full extent measurement capability. The Calibration label indicates that the TMDE has been adjusted within the specifications approved by the Marine Corps. Label is Black on White and come in three sizes.

**(ON SLIDE #283-284)**

(c) Special Calibration. The using unit has determined the TMDE is not used to the maximum extent of its capabilities and the calibration facility has been provided the specific ranges, functions, etc., to be calibrated. Items

labeled “Special Calibrations” will have only one calibration tag affixed indicating limitations. Label is Black on Green, and come in three sizes. The Calibrations Tag is Black on Green.

**(ON SLIDE #285-286)**

(d) Calibrations Not Required (CNR). The using unit has determined that the TMDE is not used in any Quantitative or Qualitative application. Equipment used solely in training applications normally falls into this category. The period that equipment can be in a “CNR” status is unlimited until repair is required on the equipment or the equipment requires calibration

for Q/Q application. Equipment designated as “CNR” will not be calibrated unless specifically requested by the using unit. Label is Orange on White.

**(ON SLIDE #287)**

***NOTE:*** *CNR labeled equipment does not require resubmission. Exceptions are: the equipment is defective, submitted for an LTI, or the owning unit requires a change in its status.*

**(ON SLIDE #288)**

(e) Inactive Calibration. The using unit has determined that the TMDE is not being used and not expected to be used in the near future. TMDE in an Inactive status requires calibration prior to use. TMDE bearing an Inactive sticker shall be reviewed three years from the date that the sticker was applied. If the using unit determines that the TMDE item is still not expected to be used in the near future, the unit should consider requesting a change to their Table of Equipment.

**(ON SLIDE #289-291)**

1 Using units shall request necessary Inactive and CNR labels from the supporting Marine Corps calibration facility by Naval letter, or submit directly to the calibration facility. The minimum information required on the letter shall be instrument model number/Nomenclature, serial number, the calibration due date, barcode number and the exact label desired for each item. A copy of the request letter from the owning unit shall be maintained on by the calibration facility for a minimum of three years. If the TMDE is not currently calibrated or operational the TMDE must be submitted to the calibration facility for a full operational check IAW the TM. Once the

operational check is complete, the calibration facility will place the TMDE in the requested status (CNR or INACTIVE). If TMDE is inoperative, submit TMDE for repair. Once repaired the

calibration facility will affix the appropriate label requested. Label is Green on White.

**(ON SLIDE #292)**

***NOTE:***ENCLOSURE (1) has a flow chart to assist using units in determining the level of calibration required.

**INSTRUCTOR NOTE**

Have the students turn to the back of outline, Enclosure (1). Answer questions about chart, if any.

**(ON SLIDE #293-294)**

(f) Rejected Label. This type of label shall be affixed to an item of TMDE, which is returned to the owning unit for failure to meet acceptance criteria of the calibration facility. A Rejected Tag shall also remain on the TMDE until it is repaired or calibrated. Rejected Label and Tag are both Black on Red.

**(ON SLIDE #295-296)**

(g) Calibration Void If Seal Is Broken label. The purpose of this seal is to increase confidence in the reliability of TMDE, which has current calibration labels affixed. A broken seal indicates that an instrument control, chassis, or plug-in unit may have been adjusted, replaced, removed, or tampered with to the extent that the validity of the calibration is questionable. This seal is not intended to restrict authorized maintenance in the performance of assigned corrective or preventive maintenance tasks. Label is Red on White.

**(ON SLIDE #297)**

(h) Removing Calibration Labels, Tags, or Seals. Only the calibration facility personnel are authorized to remove calibration labels, tags, and seals, except when the using unit is provided CNR or INACTIVE labels as previously mentioned.

**(ON SLIDE #298-299)**

e. **Calibration Scheduling Process**.

(a) The result of scheduling TMDE for calibration is to establish calibration due dates for the TMDE. However, when preparing the calibration schedule, the section/unit must ensure that sufficient assets are on hand for day-to-day operations.

(b) Calibration scheduling is automatic; the next scheduled calibration period is that date entered on the calibration label affixed to the equipment by the calibration

facility. Equipment must be promptly turned in for calibration. The exceptions to this are as follows:

1 Due to repair, receipt of new equipment, training exercises, etc, several items of the same type of equipment may become due for calibration at the same time.

2 Training exercises or actual commitments may dictate a change in calibration scheduling.

3 You may not be able to turn in an item due for calibration because it is mission-essential, or its replacement has been delayed in its return from calibration.

**(ON SLIDE #300)**

(c) The mentioned exceptions as well as poor management can cause uneven calibration scheduling. This may result in a reduced capability within a unit to perform its mission by having a majority of specific type of equipment due for calibration during the same period. An even spread across the calibration cycle is required.

**(ON SLIDE #301-302)**

f. **Control Of TMDE**. The unit commander will designate in the unit’s MMSOP which of the two manual systems (card index or wall chart) are to be used for calibration control at the unit level. Units are authorized to make use of locally developed automated control systems in lieu of the manual method as long as the basic data of the manual systems are incorporated. The MMSOP should also state the procedures for opening an ERO and

evacuating the TMDE for repair and calibration. The calibration control system chosen by the unit may be maintained centrally

for the entire unit or decentralized within each of the commodity areas.

**(ON SLIDE #303)**

g. **The Equipment Calibration Process Is As Follows**.

(a) By the calibration due date, the equipment should be removed from the immediate working area to an area where it will be processed for induction into the calibration facility. (This is necessary to prevent usage of an item whose accuracy is

suspect.) Identify the extent of calibration required on the Equipment Repair Order (ERO) or Work Order (WO) utilized to

obtain calibration services. A unit should not have an item due for calibration, which does not have an ERO or WO initiated.

**(ON SLIDE #304)**

(b) Preparation of a second echelon ERO for induction if TMDE into the calibration facility is optional in accordance with TM-4700-15/1\_.

**(ON SLIDE #305)**

(c) Units will normally collect items for calibration and induct them two to four times a month, depending on location, the number of items due for calibration, and need of the equipment. This means that items will be in the processing area awaiting evacuation past the calibration due date. This time will be kept to a minimum and will not be longer than 15 days past the calibration due date.

**(ON SLIDE #306)**

(d) At least annually, the unit will evaluate all of its TMDE and ensure that it is in the correct calibration category consistent with its mission as well as to determine when an item is required/not required.

**(ON SLIDE #307)**

(e) The calibration control record should contain the ERO number, which inducts the item for calibration.

(f) Upon return from the calibration facility, the calibration control point must update the control record with

the calibration due date, which comes from the label affixed to the TMDE in accordance with TM-4700-15/1\_.

**(ON SLIDE #308)**

h. **Inspect**. The MMO and maintenance officer/commodity manager will ensure that, as part of the normal inspection process within the unit, the equipment is properly labeled and within the calibration intervals.

**(ON SLIDE #309)**

i. **Preventive Maintenance (PM) Requirements**.

(1) Organizational PM. TMDE will be continuously maintained in a clean and complete condition with functionally

clean air filters and functionally charged batteries if so equipped. Any missing components must be on a valid requisition. This procedure combined with an operational check of the equipment in accordance with the equipment technical manual shall constitute organizational PM for all categories of TMDE and requires no scheduling. TMDE equipped with batteries will have them removed while in an “INACTIVE” status.

**(ON SLIDE #310)**

(2) Intermediate PM. Intermediate PM is performed by the calibration facilities and units authorized intermediate maintenance on test equipment. This PM is normally conducted during calibration of the equipment and requires no scheduling. Intermediate PM will be conducted in accordance with the applicable TM.

**(ON SLIDE #311)**

j. **Preparation Instructions Of The Calibrations Control Systems.**

(1) Card Index System. Best suited for a unit that possesses a large quantity of TMDE. Advantage to this system is that it provides historical data by using the NAVMC 11052.

**(ON SLIDE #312)**

(2) Utilizing the annual inventory, prepare a NAVMC 11052 for each item of TMDE possessed.

(a) Determine and enter the Nomenclature, Serial Number, ID Number, and NSN of the item. If the item is a component, enter the end items nomenclature, ID Number, and Serial number in the “Location/Component Of” block. When the item is an end item, its physical location (section, tool room, etc) may be entered in the “Location/Component Of” block.

**(ON SLIDE #313)**

1 Date Calibration Due. This date may be obtained from the calibration label affixed to the item. When the item has never been calibrated, it must be submitted to the calibration facility unless it is determined that calibration is

not required or the equipment is to be placed in “INACTIVE” status. In this case, the unit must request the appropriate

labels from the calibration facility. For items designated as “INACTIVE” or “CNR”, enter the date of the next annual validation.

2 Date Calibration Performed. For items designated as “INACTIVE” or “CNR,” enter the date of the annual validation. For calibration categories other than “INACTIVE or “CNR” this field is optional.

**(ON SLIDE #314-315)**

3 Remarks. The "Remarks" column is to be utilized as follows:

a Indicate items designated as “INACTIVE” or “CNR” and the date so designated.

b Indicate items designated as "Special Calibration" and the parameters of that calibration.

c Enter the ERO/document/voucher number in pencil for items inducted for calibration/repair.

d Enter the location if item is deployed.

e Enter any additional amplifying information.

(b) TM 4700-15/1\_, page 2-7-4 provides you instructions on how to prepare a suitable file with index guides.

**(ON SLIDE #316)**

(3) Chart System. The calibration control record can be made up as a wall chart or on standard size paper. If made up as a wall chart covered with acetate, it is recommended that the entries in the first four columns be made semi permanent in nature; and those entries subject to change (last four columns)

be made with grease pencil. If the chart is to be made on standard size paper for retention in a loose-leaf notebook, it is recommended that the first four columns be typed and the sheet inserted into a document protector. Entries can then be made in the last four columns, utilizing a grease pencil to facilitate updating.

(4) Automated Calibration System. Units are authorized to make use of locally developed automated control systems in lieu of the manual methods as long as the basic data required by the manual system are incorporated into the program.

**(ON SLIDE #317)**

l. **Filing and Disposition**. The calibration control record chart/card system shall be maintained centrally for the entire unit or decentralized at each of the commodity areas as indicated in the unit maintenance management SOP. It will be retained for as long as the unit holds the equipment. The calibration control record may be destroyed (card index system) or the entry deleted (chart/automated system) when the item is no longer held by the unit.

**(ON SLIDE #318)**

m. **Remarks.** While the units control system will be maintained in the units’ calibration control center, if a centralized control system is maintained, it is advisable that

each section/shop within a unit which holds/uses TMDE establish its own calibration control system. The card index system, chart

system or automated may be used. However, if duplicate systems are maintained, they must be accurate.

**(ON SLIDE #319)**

n. **New Items of Equipment**. Calibration requirements for new items of equipment received from the supply system should be determined upon receipt. When the item is a totally new item to the unit, calibration requirements may be obtained from the

supporting calibration facility. In either case, the equipment should be entered into the unit’s calibration control program and submitted for calibration, when required. When calibration is not required or when the equipment is to be placed in “INACTIVE” status, the appropriate labels should be obtained from the supporting calibration facility.

**(ON SLIDE #320)**

o. **Unserviceable Equipment.** When notified by the calibration facility that the equipment has been declared

unserviceable or beyond the repair capacity of the facility and a recoverable item report has been submitted, pull the item’s card from the card index or delete the entry from the chart or automated system. Requisition a replacement item in accordance with standard supply procedures. If the unserviceable item was a

component, indicate in the "Remarks" section of the requisition that the requested replacement is a component and identify the end item.

**(ON SLIDE #321)**

**INSTRUCTOR NOTE**

Have students turn to Enclosure (2) then introduce Practical Application

**(ON SLIDE #322)**

**INTERIM TRANSITION:** We’ve just the Calibration program are there any questions? If not, let’s move on to the Practical application of the NAVMC 11052. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(ON SLIDE #323)**

**PRACTICAL APPLICATION.** **(30 MIN)**Read over and explain the scenario to ensure students understand. The purpose of this prac ap is to show how to monitor, manage, and check for discrepancies on NAVMC 11052. Normal class size is 25. There is one instructor required for this evolution

**PRACTICE:** Students will work the prac ap, checking for and correcting all discrepancies.

**PROVIDE-HELP:** Have answer key pulled up on power point (blanked out) ready to go over at the conclusion of Prac Ap.

**1.** **Safety Brief:** N/A

**2. Supervision and Guidance:** Instructor is moving around the room, assisting students, and answering questions as they arise.

**3. Debrief:** N/A

**(ON SLIDE #324)**

**TRANSITION:** Before the Prac Ap we covered NAVMC 11052, are there any questions? If not, I have a few questions for you. (Q1) What are the three calibrations control systems that can be used? **(A1) CARD INDEX, CHART, OR AUTOMATED.** (q2) How often should units conduct an inventory of all their TMDE? **(A2) ANNUALLY.** (Q3) How often must units review items designated as “INACTIVE”? **(A3)** **EVERY THREE YEARS.** After we take a ten minute break we will discuss Support and Test Equipment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ON SLIDE #325)**

**(BREAK - 10 MIN)**

**TRANSITION:** Before the break we covered NAVMC 11052, are there any questions? If not, let’s move on to Support and Test Equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ON SLIDE #326)**

**13.SUPPORT AND TEST EQUIPMENT. (45 MIN)**

**(ON SLIDE #327)**

a. **Table of Organization.** Each unit in the Marine Corps has a document, which not only provides the authority for personnel staffing but also is the basis for all other resources. The T/O serves as the basic source document for all resources because it

contains a unit's mission, organization, concept of employment, administrative capabilities, and logistics capabilities.

**(ON SLIDE #328)**

(1) The mission statement within the T/O determines the personnel skills and equipment that a unit will need. Not only does the mission statement determine T/E needs, but any resource requirement review starts with the mission statement.

(2) The organization paragraph contains a listing of a unit’s subordinate elements and identifies the source of the internal maintenance support and maintenance requirements.

**(ON SLIDE #329)**

(3) The concept of employment is as vital to the commander as to the operations staff. The concept of employment will determine the type of support required and the manner in which the support must be provided.

**(ON SLIDE #330)**

(4) The administrative and logistics capabilities paragraphs specify the exact administrative, supply, and maintenance functions authorized the command.

**(ON SLIDE #331)**

b. **Table of Equipment.** The T/E is a list of equipment, which a unit is required to possess and maintain in order to accomplish its mission. Further, when used with the T/O, it serves as the basis for determining what publications and additional equipment that may be required by the unit.

**(ON SLIDE #332)**

c. **Control of Support/Test Equipment.**

(1) **Identify.** Using the unit’s T/E and allowance list (to include special allowances), the MMO, Supply Officer, and Maintenance Officers/Chiefs must identify all Support and Test Equipment.

(2) **Locate.** Each tool set, chest, kit and items of TMDE within the unit should be located; and responsibility for

accounting for and maintaining the tool set, chest, kit, or TMDE should be assigned.

**(ON SLIDE #333)**

(3) **Inventory.** When all of the equipment has been located, the MMO, Supply Officer, Responsible Officer, and Maintenance Officers/Chiefs should match the tool sets, chests, kits and TMDE to the T/E and allowance list to ensure that all items have been accounted for.

(a) A complete inventory of all tool sets, chests, and TMDE kits should be made using the appropriate SL-3, SL-3 extract, or US Army catalog.

(b) Additionally, those common or special tools for which the unit commander has established allowances, because they are above T/E and special allowance requirements, must also be inventoried and contained on an SL-3 Inventory/SL-3/SL-3 Extract. Each SL-3 Inventory/SL-3/SL-3 Extract will be maintained per the TM 4700-15/1\_, Ch. 2, pg. 2-6-1, and local MMSOP. Any one of the following may be used.

**(ON SLIDE #334)**

(c) SL-3 – Marine Corps Stock Lists.

1 List all components of collection-type items, such as chests, sets, kits, TMDE, and components to such Principal End Items (PEI) as vehicles, TMDE kits.

2 The data is arranged in columnar form and presents the information needed to identify the item and determine its type of issue.

**(ON SLIDE #335)**

1. SL-3 Extract**.**

1 Information on the extract is from the SL-3 and the form is locally reproduced. An example is located in the TM-4700-15/1\_, Ch. 2 pg. 2-6-2/3).

2 The last page of the extract should have space for the signature of the person conducting the inventory,

date of the inventory, and signature of the person supervising the inventory.

(e) Automated System. May be use providing the automated system contains the same information required by the manual system.

**(ON SLIDE #336)**

(f) Preparation Instructions.

1 The following information must be contained in the SL-3 Inventory/SL-3/SL-3 Extract.

2 In the **inventory for** section, enter the noun name of the tool kit, set, chest, or Principle End Item (PEI).

3 In the **extract of** section, enter the publication number and the **date** of the publication that contains the items. For locally procured kits, enter the authorizing letter and date as the reference publication.

4 In the **Tool Box #** section, enter the number assigned the tool set, chest, kit, or Principle End Item (PEI). In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per the UM 4400-124 (FMF SASSY Using Unit Procedures).

**(ON SLIDE #337)**

5 In the **Item No.** section, enter the item number for each item contained in the tool set, chest, or kit as listed in the equipment’s publication. Components of kits or sets contained within tool set, chest, or kit will either be listed as individual components under their parent kit or set,

or contained on a locally produced SL-3 extract for the kit or set.

6 In the **Nomenclature** section, enter the nomenclature of the item. Entering the NSN in this section will aid in ordering items that are missing or unserviceable and is optional.

**(ON SLIDE #338)**

7 In the **U/I** section, enter the unit of issue or unit of measure of the item.

8 In **Qty** section, enter the quantity authorized for the tool set, chest, or kit.

9 In the **Month** section, enter the calendar date the inventory was conducted. Use the symbols contained in the legend block to indicate the status of the item.

**(ON SLIDE #339)**

10 In the **Remarks** section, enter the document number, or the ERO number when an ERO is used for each item on order. Enter the serial number of serialized components, where appropriate. Enter temporary remarks in pencil.

**(ON SLIDE #340)**

11 In the **Inventoried By (Signature)** section, the individual conducting the inventory signs certifying that the inventory was properly conducted.

12 In the **Supervised By** section, the individual supervising the inventory signs certifying that the inventory was properly supervised, conducted, and corrective action has been initiated on all defects.

l3 In the **Date** section, the supervisor enters the date the inventory was conducted.

**(ON SLIDE #341)**

(g) Filing**.** Maintain a copy of the completed inventory/SL-3/SL-3 Extract in the tool kit, set, or chest, or

in a file folder maintained by the tool NCO/commodity manager in a secure area.

**(ON SLIDE #342)**

(h) Disposition**.** Maintain completed SL-3 Inventory/SL-3/SL-3 Extracts for 1 year.

**(ON SLIDE #343)**

(i) Excess Tools**.** Excess tools will be rolled backed to the supply system per MCO P4400.150\_.

**(ON SLIDE #344)**

d. **Control.**

(1) Categories that tool sets, chests, or kits can be placed in and their required inventory intervals are as follows:

(a) Tool sets, chests, and kits that are issued to an individual where locks and a secure storage area are provided will be inventoried at least semiannually. Tool sets, chests, and kits that issued to an individual will be secured when not in the custody of the individual. A duplicate key or a copy of the locks combination should be maintained by the RO.

(b) Tool sets, chests, and kits that are securely stored will be inventoried at least annually.

(c) Tool sets, chests, and kits that are issued to a responsible officer (RO) will also be inventoried upon change of RO.

**(ON SLIDE #345)**

(2) All tool sets, chests, or kits will be inventoried using the SL-3, SL-3 extract, or U.S. Army supply catalog. Any Supply System Responsibility Item (SSRI) and Using Unit Responsibility Item (UURI) needing replacement will be requisitioned per MCO P4400.150\_. It is imperative that the unit budget for tool replacement to eliminate a shortage of funds when critical tools are required.

**(ON SLIDE #346-347)**

(a) SSRI/Basic Issue Items (BII). Items listed under this category are furnished by the supply system when the end item is issued and will be transferred with the end item during redistribution or other changes of custody unless otherwise specifically directed by appropriate authority. These items are

required to be maintained on hand or on order (or identified as an un-funded deficiency) unless specifically directed within the SL-3. Requisitioning of SSRI/BII assets needing replacement,

when the end item is outside the stores distribution system, is the responsibility of the using unit. For principal end items that are components of a major end item (i.e., General Mechanics Tool Box - component of a Contact Truck) the items are to be accounted for under the serial number of the primary NSN.

**(ON SLIDE #348)**

(b) UURI. These are items that are not issued with the end item during Initial Issue Provisioning (IIP) and subsequent fielding. The using unit, not to exceed the stated quantity, must requisition these items. The CO can authorize in writing to hold less than the stated quantity. Additionally, where “AR” (As Required) is the stated quantity, the commander must establish that quantity in writing. These quantities will be reviewed and updated at least annually.

**(ON SLIDE #349)**

(3) Tool sets, chests, or kits held by the section’s tool room for issue to individuals should be maintained in an area secure against pilferage. The MSC MMSOP will include a method to account for issues and receipts. Some examples of suggested techniques are:

(a) Logbook

(b) Stamped Tags (ID tag blanks)

(c) Sign-out cards

**(ON SLIDE #350)**

(4) Control must also be maintained over requisitions for components of tool sets, chest, or kits. Several techniques are available to exercise this control:

(a) Logbook

(b) Suspense copies of the requisitions.

(c) Use of the reporting unit’s demand listing by citing designated supplementary addresses on the requisitions (SASSY-supported units).

(d) Use of MIMMS/AIS DPR by using ERO’s as outlined in the TM 4700-15/1\_ and appendix “C” of the MCO P4790.2\_.

**(ON SLIDE #351)**

e. **Inspect**. Despite the requirement to conduct required inventory intervals, there still remains a requirement for the MMO to inspect tools and verify inventory records and requisitions during normally scheduled inspections with a unit.

**(ON SLIDE #352)**

f. **Garrison Tool Allowances**. FMF unit commanders (not to go below the battalion/squadron level except for detached units) are authorized to establish in writing special tool allowances for tools not currently maintained within T/E sets, kits, and chests needed to meet garrison peculiar requirements and for required locally fabricated tools.

**(ON SLIDE #353)**

(1) Garrison Peculiar Tools are defined as those tools needed to support requirements that would not exist in a deployed situation. The tools required to conduct authorized levels of maintenance on organic equipment or in support of the T/O mission will be either T/E items or components of T/E items.

**(ON SLIDE #354)**

(2) Locally Fabricated Tools are those tools whose fabrication is directed by a technical publication. The authorization list for locally fabricated tools will reference the technical publication, which sets the requirement for the tool.

(3) Prior to submitting requests for modification of allowance (MOA) or SL-3/TM changes (especially tools that are unit peculiar), other end items/tool kits already on the unit’s T/E should be checked as a source of required tools.

**(ON SLIDE #355-356)**

g. **Equipment SL-3/TM Components.** All other SL-3/TM components will be accounted for on locally devised inventory sheets, which will be based on the appropriate SL-3 or TM. These sheets will reflect serial numbers of the end items, and the serial numbers

of serialized components, where appropriate. Detailed instructions can be found within the MCO P4790.2\_. Although this order addresses only tool kits, sets, and chests, these procedures will be used for all SL-3/TM inventories. Inventories will be conducted as follows:

(1) For items in use, on a semi-annual basis.

(2) For items not in use and stored in a secure area, on an annual basis.

(3) In addition to the preceding, if the item is issued to an RO, and upon change of an RO.

**(ON SLIDE #357)**

**TRANSITION:** We just covered Support and Test Equipment, are there any questions? If not, I have a few questions for you. (Q1) How many signatures are required on the signature page of

the inventory? **(A1) TWO.** (q2) Tool sets, chest, and kits that are issued to an individual where locks and a secure storage area are provided will be inventoried how often? **(A2) Semi-Annually** (Q3) How often must “As Required” items be reviewed and updated? **(A3)** **At least annually.** After we take a ten minute break we will discuss Support and Test Equipment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY (10 MIN)**

During this period of instruction we’ve covered Engineer Equipment Records and Forms, Modification and Calibration programs, and Support Test Equipment. With this knowledge I’m

confident that you’ll be able to go back to your units and successfully manage your shops, gaining the confidence of your superiors and ultimately getting promoted. Those students with the IRF’s go ahead and fill those out, and the rest of you take a ten minute break.

**references:**

Users Manual MIMMS UM 4790-5

Ground Equipment Record Procedures TM 4700-15/1\_

MIMMS Field Procedures Manual MCO P4790.2\_

Consumer Level Supply Policy Manual MCOP4400.150\_

Sassy Using Unit Procedures UM 4400-124

Calibration Requirements Test, Measurement and TI 4733-15/1

Diagnostic Equipment (TMDE) Calibration and

Maintenance Program

Depot Maintenance Policy MCO 4790.19

Inspection, Testing, and Certification of MCO P11262.2

Tactical Ground Load Lifting Equipment

Marine Corps Diagnostic Equipment TMDE MCO 4733.1\_

Calibration And Maintenance Program

Marine Corps Warranty Program MCO 4105.2\_

FSMAO Clarifications of Supply and Maintenance Policy DTD 21 Dec 01

ENCLOSURE (1) Calibrations Flow Chart

ENCLOSURE (2) List of pertinent references addressing TMDE.

**ENCLOSURE (1)**

**ENCLOSURE (2)**

LIST OF PERTINENT REFERENCES ADDRESSING TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) AND THE CALIBRATION AND MAINTENANCE PROGRAM (CAMP)

1. SECNAVINST 3960.6, Department of the Navy Policy and Responsibility for Test, Measurement, Monitoring, Diagnostic Equipment and Systems, and Metrology and Calibration (METCAL).

a. Purpose. Establishes policy and responsibility for incorporating testability and diagnostic capability into weapons platforms, weapons systems, surveillance, communications, navigational guidance, deception/protection systems, meteorological systems, and associated support systems.

2. MCO 10510.18, Policy and Responsibility for Electronics Test and Measuring Equipment.

a. Purpose. Establishes policy and responsibility for the selection, development, acquisition, standardization, application, and logistics support of all types of manual, semiautomatic and automatic general purpose, and special purpose Marine Corps-procured electronic test and measuring equipment.

3. SC-6625/2, Electronic Test and Measuring Equipment, Support Concept.

a. Purpose. Provides information and support guidance pertinent to general and special purpose electronic test and measuring equipment.

4. TI-4733-15/l, Calibration Requirements, TMDE.

a. Purpose. Provides instructions for calibration of TMDE prior to issue by the Marine Corps Logistics Bases and identification of TMDE, which requires calibration at periodic intervals by Marine Force units. Additionally, provides identification and use instructions of calibration labels, tags, and seals.

5. TI-4733-15/2, Sliding Calibration Interval Program, TMDE.

a. Purpose. Provides instructions and specific guidelines relative to the establishment of an optional Sliding Calibration Interval program within the Marine Corps TMDE CAMP.

**ENCLOSURE (2)**

6. TI-4733-15/3, Retirement of Unstable or Unreliable TMDE.

a. Purpose. Provides instructions for retiring unstable or unreliable TMDE.

*NOTE: TI-4733-15/2 and TI-4733-15/3 will be incorporated into a new TI to be published at a later date.*

7. TI-4733-15/6, TMDE Calibration and Maintenance Support.

a. Purpose. Provides information to aid commanders in obtaining calibration and maintenance support for Marine Corps procured TMDE.

8. TI-4733-15/9, Radiation, Detection, Indication and Computation (RADIAC) Instruments, Calibration Requirements.

a. Purpose. Provides information relative to calibration of RADIAC instruments.

9. TI-4733-15/10, Special Calibration of Torque Wrenches.

a. Purpose. Provides instructions for the calibration of torque indicating (measuring) instruments.

10. TI-4733-15/11, Infantry Weapons Gage Calibration Program.

a. Purpose. Provides procedures for the operation of the Infantry Weapons Gage Calibration program.

11. TI-4733-15/12, Calibration Requirements for Thermistor Mounts/Power Sensors, Marine Corps Calibration Program.

a. Purpose. Provides procedures for the operation of the Thermistor Mount Calibration program.

12. TI-4733-15/21, Survey Instrument Calibration Program (SICP).

a. Purpose. Provides instructions and procedures for the operation of the Marine Corps SICP.

13. TI-4733-35/23, Navy and Marine Corps Calibration Laboratory

Audit/Certification Manual.

**ENCLOSURE (2)**

a. Purpose. Requires that all Naval and Marine Corps calibration laboratories be reviewed at least once every three years; this will be coordinated by TMDE/Calibration and TMDE Management Systems, the Marine Corps Liaison Officer, Corona, and the individual laboratories.

14. TI-4733-35/5, Calibration Equipment Recommendations, Marine Corps

Calibration Program.

a. Purpose. Provides guidance in recommending additional calibration equipment.

15. TI-4733-35/8, Marine Corps Standards Program, CAMP.

a. Purpose. Provides procedures for the operation of the Marine Corps Standards Calibration program.