

**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**

NCOO-A02

**ENGINEER EQUIPMENT OPERATOR NCO**

**A16ACX1**

**REVISED 02/08/2012**

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

## INTRODUCTION

(10 MIN)

(ON SLIDE #1)

1. **GAIN ATTENTION**: As Engineer Equipment Operator NCO's, you will have to understand the proper procedures for completing Engineer ground Equipment 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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2. **OVERVIEW**: The purpose of this period of instruction is to provide you with the knowledge and skills necessary to correctly Complete Dispatcher related Engineer Equipment Records and Forms.

### **INSTRUCTOR NOTE**

Introduce learning objectives.

(ON SLIDE #2)

3. **LEARNING OBJECTIVES**.

**a. TERMINAL LEARNING OBJECTIVE:**

(1) Provided an item of Engineer Equipment, Record Jacket (NAVMC 696D), Engineer Equipment Operational Record (NAVMC 10523), Daily Dispatch-Log Record of Vehicles (NAVMC 10031), ERO (NAVMC10245), Worksheet for Preventive Maintenance and Technical Inspection for Engineer Equipment (NAVMC 10560), Engineer Equipment Operation Log and Services Record Consolidated (NAVMC10524), Preventive Maintenance Checks and Services Roster (NAVMC 105), EROS Condition Inspection Record, Load Test Equipment Daily Checklist (NAVMC 10925) and references, maintain engineer equipment operator records/forms, to comply with record-keeping procedures per the references. (1345-ADMN-2002)

(2) With a defective item, blank forms, and references, initiate a Product Quality Deficiency Report (PQDR) (SF 368) so deficiency can be corrected per the references. (1345-ADMN-2003)

**b. ENABLING LEARNING OBJECTIVES:**

(1) Without the aid of reference, identify engineer equipment operator records/forms per the TM 4700-15/1\_and MCO P11262.2\_ (1345-ADMIN-2002a)

(2) With the aid of reference, prepare the record/forms per the references. (1345-ADMN-2002b)

(3) Without the aid of reference, identify records/forms that are to be maintained in the NAVMC 696D per the TM 4700-15/1\_. (1345-ADMN-2002c)

(4) Provided a DD form 1575, descriptive data, and with the aid of reference, complete the DD Form 1575 per the TM 4700-15/1\_. (1345-ADMN-2003a)

(5) Provided a DD Form 2332, descriptive data, and with the aid of reference, complete the DD Form 2332 per the TM 4700-15/1\_. (1345-ADMN-2003b)

(6) Provided a SF 368, descriptive data, and with the aid of reference, complete the SF 368 per the TM 4700-15/1\_. (1345-ADMN-2003c)

**(ON SLIDE #3)**

**4. METHOD/MEDIA:**

a. This period of instruction will be taught by the lecture method, aided by a detailed outline, computer generated slides, and practical applications.

**INSTRUCTOR NOTE**

Explain Instructional Rating Form to Students.

**(ON SLIDE #4)**

**5. EVALUATION:**

a. There will be a written examination, without the aid of references and a performance examination, with the aid of references.

**6. SAFETY/ CEASE TRAINING (CF) BRIEF.** Explain inclement weather route, safety area, and procedures; as well as fires evacuation route and procedures to students.

**(ON SLIDE #5)**

**TRANSITION:** Are there any question on what information will be presented? Are there any questions on how this lesson will be presented? Are there any questions on how you will be evaluated? Are there any questions on safety or cease training issues? If not, let's move on to the NAVMC 696D.

**INSTRUCTOR NOTE:**

Inform students they are allowed to use their practical application exercise as a reference during the performance examination. Advise students to take notes on their practical application handout.

**BODY**

**(34HRS 40 MIN)**

**(ON SLIDE #6)**

**1. NAVMC 696D, MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER. (1HR) (NOTE: Found in TM 4700-15/1\_, Pg. 2-14-1)**

**(ON SLIDE #7-8)**

a. **Purpose.** The purpose of the NAVMC 696D is to maintain a historical record of the equipment's transfer, receipts, modifications, and major assembly replacements. Serve as a file folder for completed forms and records.

**(ON SLIDE #9-11)**

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.

**(ON SLIDE #12)**

(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.

**(ON SLIDE #13)**

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

**(ON SLIDE #14)**

(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 #15)**

**INSTRUCTOR NOTE**

Have the students get the NAVMC 696D out of their binder. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #16-18)**

**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 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 #19)**

(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.

**NOTE:**

THE FOLLOWING ENTRIES 4 THROUGH 8 ARE NOT REQUIRED FOR TACTICAL EQUIPMENT.

(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 RUAFA to another RUAFA.

(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 brief a description and the serial number of the new major unit assembly. When the item of equipment is transferred or received enter "transferred" or "received".

(ON SLIDE #20-22)

(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 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.

(a) TM 4700-15/1, Pg. 1-3, Para. 1-2.c; 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.

**(ON SLIDE #23)**

(b) 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).

**(ON SLIDE #24)**

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".

(c) 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.

**(ON SLIDE #25)**

(d) 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 #26)**

**INTERIM TRANSITION:** Up to this point we have discussed the preparation instructions for the NAVMC 696D. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the preparation instructions for the NAVMC 696D. We will now move on to filing, disposition, and the classroom SOP.

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**(ON SLIDE #27)**

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 #28)**

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 #29, 30)**

**INTERIM TRANSITION:** We have discussed preparation instructions for the NAVMC 696D. You will now perform a practical application to develop this skill.

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**INSTRUCTOR NOTE**

Introduce the following practical application. Have students take breaks as required.

**PRACTICAL APPLICATION. (2 HRS)** The purpose of this Practical Application is to allow the students the opportunity to practice filling out the NAVMC 696D. Before the practical application the Instructor will distribute one copy of a NAVMC 696D to each student. Read the scenario to the students to ensure they understand the requirements of the assignment. Handouts are located in the classroom filing cabinet. One instructor is required.

**PRACTICE:** Each student will complete required entries on the NAVMC 696D. To complete this task students are required to refer to data plate on assigned crane. Students will gain the attention of the instructor if they have a question. The students will practice the following task.

(1) Complete the NAVMC 696D.

**PROVIDE HELP:** Instructor will walk around the training area and observe student performance. Instructor will be available to answer student questions throughout the entire practical application time period.

**1. Safety Brief:** Instructor will cover ORAW.

**2. Supervision and Guidance:** Brief the students of their responsibilities during the practical application. The Instructor will be in the training area observing, assisting students and answering questions.

**3. Debrief:** Allow students the opportunity to comment on what they experienced and/or observed. Provide overall feedback, guidance on any misconceptions, and review the learning points of the Practical Application. **Review each entry on the practical application exercise. Show the Practical application handout answer key on the screen, and demonstrate how to find the answers as required.**

(ON SLIDE #31-33)

**TRANSITION:** During this period you have performed the required entries the NAVMC 696D. Are there any questions over the material we have just covered? I have a couple questions for you.

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(Q1) How long is the NAVMC 696D maintained? **(A1) FOR THE LIFE OF THE EQUIPMENT.**

(Q2) What information is required in the "REMARKS" section of the 696D? **(A2) EOT INDICATOR RPLC, OLD & NEW READINGS AND DATE, HTSBD, HTS, AND DATES OF THE LOAD TEST, NON-DESTRUCTIVE TEST, ANNUAL CONDITION INSPECTION, CARC PAINT, WARRANTY DATES AND ANTI-FREEZE CHANGE DATE AND TYPE.** We will now address the NAVMC 10524.

(ON SLIDE #34)

**2. NAVMC 10524, CONSOLIDATED ENGINEER EQUIPMENT OPERATIONAL LOG AND SERVICE RECORD. (2 HRS) (NOTE: Found in TM 4700-15/1\_, Pg. 2-21-1)**

(ON SLIDE #35)

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.

**(ON SLIDE #36)**

(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.

**(ON SLIDE #37)**

(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 #38)**

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.

**(ON SLIDE #39)**

(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).

**(ON SLIDE #40)**

(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.

**(ON SLIDE #41)**

(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.

**(ON SLIDE #42)**

(3) The Equipment Chief will ensure the following:

(a) 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.

**(ON SLIDE #43)**

(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 #44)**

**NOTE:**

Per CALANDER YEAR 2006 CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 15 MAY 2006. Encl. (1) para. 3-99 (f), 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: Verified in Calendar Year 2006 Clarifications of Supply and Maintenance Policy

**(ON SLIDE #45)**

**INTERIM TRANSITION:** Up to this point we have discussed the purpose of, and responsibilities associated with the NAVMC 10524. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the purpose of, and responsibilities associated with the NAVMC 10524. We will now address preparation instructions for the NAVMC 10524.

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**(ON SLIDE #46)**

**INSTRUCTOR NOTE**

Have the students get the NAVMC 10524 out of their binder. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #47-48)**

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.

(b) 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 #49)**

**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:*

(ON SLIDE #50)

**SCHEDULED PMCS** (Line 4)

**+HOUR METER READING** (Taken from the ERO)

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

(ON SLIDE #51)

Example (1) The first set of blocks is what it would look like prior to completion of the Hourly PM.

<b>PMCS DUE: (Use Pencil Only)</b>	250	500	1000	1500	2000
<b>SCHEDULED PMCS</b>	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:

<b>PMCS DUE: (Use Pencil Only)</b>	<b>500</b>	500	1000	1500	2000
<b>SCHEDULED PMCS</b>	250	500	1000	1500	2000

(ON SLIDE #52)

Example:(2) This is what your 10524 looks like now.

<b>PMCS DUE: (Use Pencil Only)</b>	500	500	1000	1500	2000
<b>SCHEDULED PMCS</b>	250	500	1000	1500	2000

Your equipment is due for a 500 HR PM, you send it to Maintenance. They complete it, the ERO states the equipment has 500 HR's on it. What would your updated 10524 look like now?

<b>PMCS DUE: (Use Pencil Only)</b>	<b>750</b>	<b>1000</b>	1000	1500	2000
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

(ON SLIDE #53)

Example:(3) This is what your 10524 looks like now.

<b>PMCS DUE: (Use Pencil Only)</b>	750	1000	1000	1500	2000
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

Your Equipment is due for a 250 HR PM, You send it to Maintenance. They complete it, the ERO states that that the equipment has 750 HRS. on it. What would your 1024 look like now?

<b>PMCS DUE: (Use Pencil Only)</b>	<b>1000</b>	1000	1000	1500	2000
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

(ON SLIDE #54)

**HOUR METER REPLACEMENT "ZERO" HOURS**

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.***

**(ON SLIDE #55)**

Currently your Hourly PMCS Schedule looks like this.

<b>PMCS DUE: (Use Pencil Only)</b>	500	500	1000	1500	2000
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

**(ON SLIDE #56)**

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
<b>225</b>	<b>225</b>	<b>725</b>	<b>1225</b>	<b>1725</b>

<b>PMCS DUE: (Use Pencil Only)</b>	<b>225</b>	<b>225</b>	<b>725</b>	<b>1225</b>	<b>1725</b>
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

**(ON SLIDE #57)**

**HOUR METER REPLACEMENT "WITH " HOURS ON IT**

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)

**(ON SLIDE #58)**

***This formula must be applied to each Scheduled PMCS separately.***

Currently your Hourly PMCS Schedule looks like this.

<b>PMCS DUE: (Use Pencil Only)</b>	225	225	725	1225	1725
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

**(ON SLIDE #59)**

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
<u>195</u>	<u>195</u>	<u>695</u>	<u>1195</u>	<u>1695</u>
+ 65	+ 65	+ 65	+ 65	+ 65
<b>260</b>	<b>260</b>	<b>760</b>	<b>1260</b>	<b>1760</b>

<b>PMCS DUE: (Use Pencil Only)</b>	<b>260</b>	<b>260</b>	<b>760</b>	<b>1260</b>	<b>1760</b>
<b>SCHEDLUED PMCS</b>	250	500	1000	1500	2000

**(ON SLIDE #60)**

**INTERIM TRANSITION:** Up to this point we have discussed preparation instructions for Section "A" of the NAVMC 10524. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed preparation instructions for Section "A" of the NAVMC 10524. You will now perform a practical application to develop this skill.

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**(ON SLIDE #61-62)**

#### INSTRUCTOR NOTE

Introduce the following practical application. Have students take breaks as required.

**PRACTICAL APPLICATION.** (3 HR) The purpose of this Practical Application is to allow the student the opportunity to practice filling out the NAVMC 10524. Before the Practical Application the instructor will distribute one copy of the NAVMC 10524t to each student. Read the scenario to the students to ensure they understand the requirements of the assignment. Handouts are located in the classroom filing cabinet. One instructor is required.

**PRACTICE:** Each student will perform the calculations required to complete all entries on the practical application. Students will raise their hand to gain the attention of the instructor if they have a question. Students will not talk, except to ask the instructor a question. The students will practice the following steps.

(1) Complete section "A" of the NAVMC 10524 to include calculating PMCS Due as it continues throughout the scenario.

**PROVIDE HELP:** Instructor will walk around the classroom and observe student performance. Instructor will be available to answer student questions throughout the entire practical application time period.

**1. Safety Brief:** Instructor will cover the ORAW.

**2. Supervision and Guidance:** Brief the students of their responsibilities during the practical application. The instructor will be in the training area observing, assisting students and answering questions.

**3. Debrief:** Allow students the opportunity to comment on what they experienced and/or observed. Provide overall feedback, guidance on any misconceptions, and review the learning points of the Practical Application. **Review each entry on the practical application exercise. Show the Practical application handout answer key on the screen, and demonstrate how to find the answers as required.**

(ON SLIDE #63)

**INTERIM TRANSITION:** During this period you performed the calculations to adjust the unscheduled (hourly) PMCS blocks of the NAVMC 10524. Are there any questions over this practical application? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break you performed the calculations to adjust the unscheduled (hourly) PMCS blocks of the NAVMC 10524. We will now discuss preparation instructions for Section "B" of the NAVMC 10524.

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**(ON SLIDE #64)**

(3) **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.

**(ON SLIDE #65)**

When use of Section "B" is mandated, complete it as follows:

**(ON SLIDE #66)**

**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 #67)**

(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.

**(ON SLIDE #68, 69)**

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

**(ON SLIDE #70)**

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 #71-73)

**TRANSITION:** During this period we discussed the NAVMC 10524. You also observed a demonstration of, and performed the calculations required to adjust the unscheduled (hourly) PMCS blocks of the NAVMC 10524. Are there any questions over the material we have covered to this point? I have some questions for you.

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(Q1) What is the purpose of the NAVMC 10524? **(A1) SERVES AS THE AUTHORITY FOR AN OPERATOR TO OPERATE ON AN ASSIGNED MISSION (ISOLATED JOB SITE, EXTENDED PERIOD), CHECKLIST FOR CONDUCTING PMCS, PROVIDE A MEANS OF RECORDING MILES/HOURS TO SCHEDULE PMCS, TO PROVIDE A MEANS OF RECORDING POL CONSUMPTION, AND A TEMPLATE FOR INDICATING REQUIRED OPERATOR DAILY PMCS.**

(Q2) Who maintains the NAVMC 10524? **(A2) DISPATCHER.** We will now discuss the NAVMC 10523.

(ON SLIDE #74, 75, 76)

**3. NAVMC 10523, ENGINEER EQUIPMENT OPERATIONAL RECORD. (1 HR)**

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

(ON SLIDE #77)

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).

(ON SLIDE #78)

(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 #79)**

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:

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

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

(c) The NAVMC 10523 is updated with any PMCS due.

**(ON SLIDE #80)**

(d) The NAVMC 10031 (Daily Dispatching Record of Vehicles) is updated with applicable data from the NAVMC 10523.

(e) The Equipment Officer or Chief is notified, when the NAVMC 10523 indicates that the equipment requires PMCS and corrective maintenance.

**(ON SLIDE #81)**

(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.

**(ON SLIDE #82)**

(i) 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 #83)**

(3) The Equipment Chief will ensure the following:

(a) Any required PMCS and corrective maintenance is accomplished before the equipment is dispatched.

**(ON SLIDE #84)**

(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 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.

**INSTRUCTOR NOTE:**

Have the students get out their NAVMC 10523. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #85)**

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 1ST 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. (Unit SOP will dictate). 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. (Unit SOP will dictate). 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.

**(ON SLIDE #86)**

(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 #87)**

(2) The operator enters the following:

(a) In the "RELEASED BY" block for the appropriate 1ST 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 1ST or 2ND operator, the operator enters the time the equipment returned to the equipment pool.

(c) In the "TIME TOTAL" block for the appropriate 1ST 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" 1ST 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 "1ST 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.

(ON SLIDE #88)

(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 #89)

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 #90-92)

TRANSITION: During this period we discussed the NAVMC 10523. Are there any questions over the material we have just covered? I have a couple questions for you.

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(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.

**TRANSITION:** Are there anymore questions? Now lets talk about the Load Test Equipment Daily Checklist.

(ON SLIDE #93)

**4. LOAD TEST EQUIPMENT DAILY CHECKLIST. (1 HR) (*NOTE: FOUND IN TM 4700-15/1\_, Pg. 2-24-1 or MCO P11262.2\_, pg. 4-8, Table 4-1*)**

(ON SLIDE #94)

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 #95)

b. **Responsibilities.** Operators of load lifting equipment will perform a daily inspection of their assigned equipment using the Load Test Equipment Daily Checklist.

**INSTRUCTOR NOTE:**

Have the students get out their Load Test Equipment Daily Checklist. The form will be filled out throughout the class and used as reference by the student.

(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.

**(ON SLIDE #98)**

(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 #99-101)**

**TRANSITION:** During this period we discussed the Load Test Equipment Daily Checklist. Are there any questions over the material we have just covered? I have a couple questions for you.

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(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.**

**TRANSITION:** Are there any more questions? Now let's talk about the SF 91.

**(ON SLIDE #102)**

**5. SF 91, MOTOR VEHICLE ACCIDENT REPORT. (20 MIN)**

*(TM 4700-15/1\_, pg. 2-17-1)*

**(ON SLIDE #103)**

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 #104)**

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 #105-109)**

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.

(ON SLIDE #110-112)

**6. SF 94, Statement of Witness. (20 MIN)**

(TM 4700-15/1\_, pg. 2.17.1, para. 2-17-1)

(ON SLIDE #113)

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

**INSTRUCTOR NOTE**

Have the students get the SF94 out of their NAVMC 696D. The form will be filled out throughout the class and used as reference by the student.

(ON SLIDE #114)

- 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 #115-117)

**TRANSITION:** We have discussed the SF 94. Are there any questions over this material? I have a couple questions for you.

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(Q1) What is the purpose of the SF 91? **(A1) TO PROVIDE A DETAILED OF 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.**

(ON SLIDE #119)

**7. NAVMC 10561, PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER. (1 HR) (NOTE: FOUND IN TM 4700-15/1\_, pg. 2-4-1).**

**(ON SLIDE #120)**

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 #121)**

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.

**(ON SLIDE #122)**

(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.

**(ON SLIDE #123)**

(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.

**(ON SLIDE #124)**

(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 #125)**

**INTERIM TRANSITION:** Up to this point we have discussed the purpose of, and responsibilities associated with the NAVMC 10561. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the purpose of, and responsibilities associated with the NAVMC 10561. We will now address preparation instructions for the NAVMC 10561.

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**(ON SLIDE #126)**

**INSTRUCTOR NOTE**

Have students get the NAVMC 10561 out of their NAVMC 696D. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #127)**

**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.

(b) Skip a line between different types of equipment.

**(ON SLIDE #128)**

(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.

**(ON SLIDE #129)**

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 #130)**

**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)(c) 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)".

**(ON SLIDE #131)**

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

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

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

**(ON SLIDE #132)**

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

**(ON SLIDE #133)**

(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 #134)**

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 #135)**

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 #136-138)**

**TRANSITION:** During this period we have discussed the NAVMC 10561. Are there any questions over this material? I have some questions for you.

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(Q1) What is the purpose of the NAVMC 10561? **(A1) TO SYSTEMATICALLY SCHEDULE AND RECORD SECOND EOM AND HIGHER PMCS ON MARINE CORPS GROUND EQUIPMENT AND THEIR ATTACHMENTS.**

(Q2) Does 1<sup>st</sup> EOM PMCS need to be recorded on the NAVMC 10561?  
**(A2) NO.** We will now cover the NAVMC 10031, Daily Dispatching Record of Vehicles.

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**TRANSITION:** Are there any more questions before we talk about the NAVMC 10031.

(ON SLIDE #139)

**8. NAVMC 10031, DAILY DISPATCHING RECORD OF VEHICLES. (1 HR)**

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

(ON SLIDE #140)

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 #141)

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 #142)

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.

(ON SLIDE #143)

(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 #144-145)

**INSTRUCTOR NOTE**

Have students get the NAVMC 10031 out. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #146)**

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.

**(ON SLIDE #147)**

(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.

**(ON SLIDE #148)**

(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.

**(ON SLIDE #149)**

(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.

**(ON SLIDE #150)**

(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).

**(ON SLIDE #151)**

(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 #152)**

(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.

**(ON SLIDE #153)**

(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 #154)**

**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 #155)**

e. **Preparation when utilizing the NAVMC 10524** TM 4700-15/1, Para. f. pg. 2-15-6 provides instructions on Dispatch 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.

**(ON SLIDE #156)**

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

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

**(ON SLIDE #157)**

(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.

(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 "ITEM 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".

**(ON SLIDE #158)**

(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 #159)**

**NOTE:**

*Per. CALANDER YEAR 2006 CLARIFICATIONS OF SUPPLY AND MAINTENANCE POLICY DTD 15 MAY 2006. Encl. (3) para. 3-99 (g), 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. Validated via phonecon between MGySgt Godfrey (LPC) and MSgt Baxter (LMT-E) on 27 January 2006.*

(ON SLIDE #160)

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 #161)

**INTERIM TRANSITION:** During this period we have discussed the NAVMC 10031. Are there any questions before we go into the practical application.

(ON SLIDE #162)

**INSTRUCTOR NOTE**

Introduce the following practical application. Allow students to take breaks as required.

**PRACTICAL APPLICATION. (9 HR)** The purpose of this Practical Application is to allow the student the opportunity to practice filling out the NAVMCs 696D, 10524, 10523, LTEDCL, 10561, and 10031. Before the Practical Application the instructor will distribute one copy of the NAVMC forms to each student. Read the scenario to the students to ensure they understand the requirements of the assignment. Handouts are located in the classroom filing cabinet. One instructor is required.

**PRACTICE:** Each student will perform the required entries to complete the practical application. Students will raise their hand to gain the attention of the instructor if they have a question. Students will not talk, except to ask the instructor a question. The students will practice the following steps.

(1) Complete the NAVMC 696D based on scenario given.

(2) Complete section "A" of the the NAVMC 10524 to include PMCS calculations.

(3) Complete the NAVMC 10523 according to the dispatching portion of the scenario.

- (4) Complete the LTEDCL for item of equipment in scenario.
- (5) Complete the NAVMC 10561.
- (6) Complete the NAVMC 10031 according to dispatching portion of the scenario.

**PROVIDE HELP:** Instructor will walk around the classroom and observe student performance. Instructor will be available to answer student questions throughout the entire practical application time period.

- 1. Safety Brief:** Instructor will cover the ORAW.
- 2. Supervision and Guidance:** Brief the students of their responsibilities during the practical application. The instructor will be in the training area observing, assisting students and answering questions.
- 3. Debrief:** Allow students the opportunity to comment on what they experienced and/or observed. Provide overall feedback, guidance on any misconceptions, and review the learning points of the Practical Application. **Review each entry on the practical application exercise. Show the Practical application handout answer key on the screen, and demonstrate how to find the answers as required.**

**(ON SLIDE #163-164)**

**TRANSITION:** During this period you made required entries on NAVMCs 696D, 10524, 10523, LTEDCL, 10561, and the 10031. Are there any questions over the practical application? I have questions for you then we will take a ten minute break.

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(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 two forms are used in conjunction with the NAVMC 10031? **(A2) The NAVMC 10523 and the NAVMC 10524.** You the student will now do the practical application based on the given scenario.

**(BREAK - 10 MIN)**

**TRANSITION:** Prior to the break you made required entries on NAVMCs 696D, 10524, 10523, LTEDCL, 10561, and the 10031. We will now discuss the NAVMC 10560.

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(ON SLIDE #165)

**9. NAVMC 10560, WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT. (1 HR)**

(TM 4700-15/1\_, pg. 2-22-1)

(ON SLIDE #166)

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 Limited Technical Inspections (LTI's), 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 #167)

**NOTE:**

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

**(ON SLIDE #168)**

*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 update 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,*

**(ON SLIDE #169)**

*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 #170)**

**b. Responsibilities for Tactical Engineer Equipment.**

(1) Equipment Chief. 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 equipment chief will also ensure that equipment requiring repair is inspected and the results of the inspection are recorded on the form NAVMC 10560 before the equipment is repaired. The worksheet which indicates the required services is then turned over to the maintenance unit.

(2) 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.

**(ON SLIDE #171)**

**INTERIM TRANSITION:** Up to this point we have discussed the purpose of, and responsibilities associated with the NAVMC 10560. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the purpose of, and responsibilities associated with the NAVMC 10560. We will now address preparation instructions for the NAVMC 10560.

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**(ON SLIDE #172)**

**INSTRUCTOR NOTE**

Have students get the NAVMC 10560 out. The form will be filled out throughout the class and used as reference by the student.

**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.

**(ON SLIDE #173)**

(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".

**(ON SLIDE #174)**

# (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, then 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:** MCO 4790.19, pg. 3, para. 2.g.)

(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:** UM-4400-124, pg. 4-4-22).

**(ON SLIDE #175-178)**

(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.

**(ON SLIDE #179)**

(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". This 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 #180)

INTERIM TRANSITION: Up to this point we have discussed the preparation instructions for the NAVMC 10560. Are there any questions over this material? At this time we will take a ten minute break.

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(BREAK - 10 MIN)

INTERIM TRANSITION: Prior to the break we discussed the preparation instructions for the NAVMC 10560. We will now address Tactical and Garrison Mobile equipment considerations, and the filing and disposition of the NAVMC 10560.

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(ON SLIDE #181)

**d. 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 #182)

**e. 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 #183)

**f. 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.

(ON SLIDE #184-185)

**TRANSITION:** During this period we discussed the NAVMC 10560. Are there any questions over this material? I have a question for you.

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(Q1) What is the purpose of the NAVMC 10560? **(A1) PROVIDE A CHECKLIST FOR PERFORMING AND RECORDING PMCS AND LTIs TO INCLUDE: ACCEPTANCE LTI, LTI PRIOR TO MAJOR REPAIRS, LTI AT THE DISCRETION OF THE EQUIPMENT OFFICER OR CHIEF, AND CAN BE USED AS A GUIDE FOR PERFORMING THE ANNUAL SAFETY CONDITION CHECKS.** We will now discuss the NAVMC 10245.

(ON SLIDE #186)

**10. NAVMC 10245, ERO (EQUIPMENT REPAIR ORDER). (1 HR)**

**(NOTE:** Found in TM 4700-15/1\_, pg. 2-2-1).

(ON SLIDE #187)

a. **Purpose.** The purpose of an equipment repair order is to request modifications, calibrations, corrective maintenance (CM), preventive maintenance checks and services (PMCS), and limited technical inspection (LTI) on all ground equipment within the unit's organic maintenance capability.

(1) The ERO is used for transmitting work to higher echelons of maintenance and for recording and reporting the maintenance performed. Maintenance personnel will use an ERO in all instances where either maintenance resources, repair parts, or secondary reparable are required to perform requested maintenance. Use of the ERO is not required for the following instances:

(ON SLIDE #188)

(a) When total labor hours are less than 0.3 hours.

(b) When total parts cost is less than \$25.00, and the parts do not have to be ordered.

(2) The ERO is not used to request or record either operator maintenance (1<sup>st</sup> EOM) or depot level maintenance (5<sup>th</sup> EOM).

(a) It is however used to request maintenance for 2<sup>nd</sup> through 4<sup>th</sup> EOM.

(b) The ERO may also be used by 1<sup>st</sup> EOM personnel in conjunction with the EROSL (Equipment Repair Order Shopping/Transaction List) to order SL-3 components IAW prescribed procedures.

(ON SLIDE #189)

(3) Preparation of a 2<sup>nd</sup> EOM ERO is optional for the following instances:

(a) When transmitting test measurement diagnostic equipment (TMDE) into the calibration lab.

(b) When transmitting work to 3<sup>rd</sup> EOM and not authorized 2<sup>nd</sup> EOM or supported by a 2<sup>nd</sup> EOM supporting maintenance section.

(c) All units, however whether preparing a 2<sup>nd</sup> EOM ERO or not, are required to establish a 2<sup>nd</sup> EOM record in MIMMS AIS for TMDE transmitted work for calibration or third EOM.

(ON SLIDE #190)

(d) Units not using a 2<sup>nd</sup> EOM ERO must have procedures outlined in the Major Subordinate Command Maintenance Management Standing Operating Procedures.

(ON SLIDE #191-192)

b. Responsibilities

(1). There are two activities responsible for the preparation of the ERO. One is the *preparing activity* and the other is the *maintenance unit*.

(a) Responsibilities of the Preparing Activities

1 The preparing activity is that unit designated by one of the following:

a Equipment Owner

b Equipment User (e.g. the equipment is on temporary loan).

c Equipment Custodian (e.g. the maintenance shop that is evacuating equipment to the next higher level of support (EVAC HECH).

2 The preparing activity is responsible for the initial preparation of the ERO to include:

a Completion of the heading.

b Description of the work to be performed.

c Items listed with an asterisk (#) in the TM 4700-15/1H will be completed by the preparing activity during the initial preparation of the ERO.

(ON SLIDE #191)

(b) Responsibilities of the Maintenance Unit

1 The Maintenance Section receipts for the equipment by completing the following on the ERO:

a "ACCEPTED BY" block

b **"DATE (DRIS)"** block, (Date Received In Shop)

c **"ERO NO"** block, Any other blocks indicated in the preparation instructions.

2 The Maintenance Activity enters information on work performed as the maintenance actions are completed in the "Description of Work" block.

3 Close out the ERO.

4 If equipment must be evacuated to the next level of support, the following actions are required:

a Maintenance activity initiates the ERO.

b Complete those items required of the preparing activity.

c Uses the current ERO number as the request number on the new ERO.

**(ON SLIDE #193)**

**c. ERO Composition.** An ERO consists of four sheets of self-carbonized paper of four different colors.

(1) The WHITE copy is the original.

(2) The PINK copy is the administrative copy. It is used to update Marine Corps Integrated Maintenance Management System/Automated Information System (MIMMS/AIS).

(3) The GREEN copy is the shop(mechanic's) copy.

(4) The YELLOW copy is the owning unit's receipt for the equipment, while the equipment is in the maintenance activity.

**(ON SLIDE #194)**

**INSTRUCTOR NOTE**

Have students get the NAVMC 10245 out. The form will be filled out throughout the class and used as reference by the student.

(ON SLIDE #195)

**d. Preparation Instructions**

(1) An ERO will be completed as follows:

(a) The printed numbers in the block of the ERO heading corresponding to CC's (Card Columns) for the "0" card except for the last line of the heading where the numbers corresponds to CC's for the "T" or "3" card.

(b) Various CCs have been shaded to indicate those data elements required for the "O/T" and the "T" transactions.

(c) Various CC's at the bottom of the ERO correspond to CC's for the "9" transaction.

(ON SLIDE #195-197)

**NOTE:**

*Purposes of different types of transactions that take place within MIMMS/AIS are found in the UM-4790-5, Chapter 6.*

**NOTE:**

*The purpose of the "T" Transaction, is to establish an ERO chain and transfers selected information from an existing ERO record to a new ERO number when the equipment is transferred to a higher level of maintenance. Only intermediate maintenance shops use this transaction.*

**NOTE:**

*The purpose of the "3" Transaction is to manually enter and correct the National Stock Number (NSN), Table of Authorized Material (TAM) number, Nomenclature, or Weapon System Code of item undergoing maintenance and residing as a record in the Field Maintenance Subsystem (FMSS) data base.*

**NOTE:**

*The purpose of the "9" Transaction is to close an ERO record in the system files after all actions against the ERO are completed.*

(ON SLIDE #198)

**e. Filling out the Equipment Repair Order (ERO)**

(1) In the "**ERO NO.**" field, the maintenance section enters the ERO number.

**NOTE:**

*The ERO Number Assignments can be found in the UM-4790-5, Chapter 21, pg. 21-3 and 21-4. Each unit will have a unique set of ERO numbers assigned to their unit or section.*

**(ON SLIDE #199)**

# (2) In the "**SERIAL NUMBER TURNED IN IF DIFFERENT FROM BELOW**" field, the preparing activity enters the serial number of the equipment actually turned in for repair when different from the serial number in the Serial Number block, CC's 26-35. This section pertains to Category Codes "C," "D," "F," "H," and "K," and is optional for all other Category Codes.

**(ON SLIDE #200)**

(3) In the "**ACCEPTED BY (SIGNATURE)**" field, the individual authorized to accept the equipment for the maintenance section performing the repairs signs the ERO. This signature acknowledges the transfer of custody for the equipment. No entry is required for deferred ERO's until the equipment is delivered to the maintenance section. When the individual authorized to accept the equipment is also the individual having the authority to authorize the ERO this entry is optional.

**(ON SLIDE #201)**

(4) In the "**DRIS (DATE RECEIVED IN SHOP)**" (Date Received In Shop) field, the maintenance section enters the Julian date the equipment is accepted. No entry is required for deferred ERO's until the equipment is actually accepted by the maintenance unit.

**(ON SLIDE #202)**

(5) In the "**ORF**" (Operational Readiness Float) field, **this will be left blank.** This is no longer used.

**(ON SLIDE #203)**

# (6) In the "**ORGANIZATION DOING REPAIRS**" field, the preparing activity enters the noun name of the organization doing the repairs. This field may be left blank when the:

(a) Unit performing the maintenance action is also the equipment owner.

(b) Equipment is evacuated to a higher EOM and the destination Activity Code(AC) is entered on the ERO.

**(ON SLIDE #204)**

# (7) In the "DEST. AC", or Dest. UIC (Destination Unit Identification Code) field, the preparing activity enters the Unit Identification Code (UIC) of the unit that is conducting the maintenance only when equipment is being evacuated to a supporting maintenance section; otherwise, leave this field blank.

(a) If the equipment is evacuated to a unit external to MIMMS, for example civilian agency, enter 66666 in this field.

**(ON SLIDE #205)**

# (8) In the "REQUEST NO/OLD ERO NO." field, the preparing activity enters the ERO number assigned to its ERO when the equipment is being evacuated beyond its authorized EOM. Note: On Category Code "C" ERO's, use the end item's ERO number in this field, this will help match the component with the end item.

**(ON SLIDE #206)**

# (9) In the "DCD" (Deadline Control Date) field, The preparing activity enters the DCD (the Julian date that the equipment was actually deadline).

(a) This entry is required for all MARES reportable equipment (Category Code "M") equipment when the equipment is actually deadline. The entry is left blank when the equipment is not actually deadline.

(b) A DCD must be assigned when a non-MARES reportable (Category Code "P") equipment is deadline. This entry will be left blank when non-MARES reportable (Category Code "P") equipment is degraded.

**NOTE:**

MARES reportable equipment will be listed in MC Bul. 3000.

**NOTE:**

Equipment is considered to be deadlined, not mission capable, when it cannot perform its designated combat mission. Routine modifications, PMCS, or lack of non-critical repair parts; for example, fenders and windshields will not cause a deadline condition. The organization that owns the equipment is responsible for determining the equipment's status and adding, changing, and deleting the deadline status

**(ON SLIDE #207)**

# (10) In the "**ECH**" (Echelon) field, the preparing activity enters the EOM (1,2,3, or 4) that represents the EOM performing the repairs.

(a) A "1" is entered only when ordering SL-3 components and Category Code is "S".

**(ON SLIDE #208)**

# (11) In the "**SERIAL NUMBER**" field, the preparing activity enters the serial number of the equipment. The serial number is obtained from the equipment data plate; for example, the serial number for a D7G Winch is taken from the data plate for the Winch, not the serial number for the End Item. When the serial number is placed on the ERO, use only the last 10 characters of the serial number, including symbols exactly as on the equipment data plate. The serial number will be right justified; for example, serial number "522521" the first digit of "5" will be in CC 30 and the last digit of "1" will be CC 35. The serial number will be collapsed to eliminate any spaces; for example, equipment serial number 2109 8A 421-8 would be placed on the ERO as 1098A421-8. When more than one item is being batched-entered, enter zero in CC 35 and list the serial numbers in the "Description of Work" field.

**(ON SLIDE #209-210)**

(a) In 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. Assignment of these serial numbers must be handled by the unit's supply section.

**NOTE:**

UM-4400-124, Pg. 3-2-9, Para. 2.6.a(4), states, If no USMC number exists, the manufacturer's serial number will be used.

**(ON SLIDE #211)**

(12) The "JOB ID" field, **will be left blank**. This is no longer used.

**(ON SLIDE #212)**

# (13) In the "QTY" (Quantity) field, the preparing activity enters the total number of equipment to be repaired under this specific ERO. This field will be right justified, the last number of the QTY will always appear in CC 39.

**(ON SLIDE #213)**

# (14) In the "RDD" (Required Delivery Date) field, the preparing activity enters the RDD (Julian Date format) the equipment is required. When an RDD is not required this field will be left blank.

**(ON SLIDE #214)**

# (15) In the "OWNING ORGANIZATION" field, the preparing activity enters the noun name of the owning organization. If an ERO is being prepared by the using unit, enter designation (short noun) of the activity (may be the parent unit) that is accountable for the equipment to SASSY; for example MWSS-171, MWSG-17. If the ERO is being prepared by a supporting service unit, enter the designation of the using unit, for example CSSD-36, 3<sup>rd</sup> FSSG. This field may be left blank when the owning unit AC is entered on the ERO.

**(ON SLIDE #215)**

# (16) In the "OWNER AC" (Owner Unit Identification Code) field, the preparing activity enters the Unit Identification Code of the unit the equipment belongs to as reflected on the Reported Unit Allowance File (RUAFF).

**(ON SLIDE #216)**

**INTERIM TRANSITION:** Up to this point we have discussed the purpose of, associated responsibilities, composition, format, and preparation instructions for the NAVMC 10245. Are there any questions over this material?

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the purpose of, associated responsibilities, composition, format, and preparation instructions for the NAVMC 10245. We will now continue with preparation instructions.

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**(ON SLIDE #217)**

# (17) In the "**AUTHORIZED BY (SIGNATURE)**" and "**DATE**" field, the individual authorizing work at the preparing activity signs and enters the Julian date. The "**DATE**" field may be left blank.

**(ON SLIDE #218)**

(a) Commanders will either personally authorize or delegate in writing to specific personnel the authority to authorize all requirements based on the Urgency of Need Designator (UND) "A".

(b) When the priority of the ERO requires an upgrade; for example, Priority 13 to Priority 06, and the original signer did not have the authority for the new priority, enter the new priority and date in the "Description of Work" field and the signature of the authorized signer in the "Mechanics Signature" field.

(c) When an item of equipment is under investigation, the authorized individual must ensure that all investigation efforts are completed before authorizing Corrective Maintenance (CM).

**(ON SLIDE #219)**

# (18) In the "**DEFECT**" field, the preparing activity enters the defect code that best describes the maintenance action on the equipment undergoing repairs. This entry is optional for units not supported by MIMMS AIS.

**NOTE:**

*Defect Codes are found in the UM-4790-5, Chapter 24, Pg. 24-3.*

**(ON SLIDE #220)**

# (19) In the "**PRI**" (Priority) field, the preparing activity enters the priority of the ERO per MCO 4400.16\_ Enclosure (1). Table 1-1

- (a) The priority is based on F/AD (Force/Activity Designator) and UND (Urgency of Need Designator).

**NOTE:**

**Urgency of Need Designator (B)** will be used for the following:

(a) Item(s) required for immediate end use and without which the capability of the force/activity to perform assigned operational missions is **impaired**. Materiel requirements of this nature directly affect the capability of the force/activity to perform its mission; it can temporarily accomplish assigned missions and tasks but with effectiveness below an acceptable level of readiness.

(b) Item(s) required for immediate installation on or repair of mission-essential materiel and without which the capability of the force/activity to perform assigned operational mission is impaired. Material requirements of this nature directly affect the capability of the force/activity to perform its mission; it can temporarily accomplish assigned missions and task but with effectiveness below an acceptable level of readiness.

Table 1-1. UMMIPS Priority Designator Matrix.

Force/ Activity Designator	Urgency of Need Designator		
	A	B	C
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

**NOTE:**

**Urgency of Need Designator (A)** Will be used for the following:

*NOTE:*

*Table 1-1, indicates the appropriate two-digit Arabic number priority designators derived from the combination of one of five Roman numeral F/AD's with one of three alphabetical urgency of need designators.*

(a) Item(s) required for immediate end use, without which the force/activity concerned **is unable** to perform assigned operational missions, or such condition will occur within 15 days in CONUS and 20 days overseas.

(b) Item(s) required for immediate installation of or repair of mission-essential materiel and without which the requiring force/activity is unable to perform assigned operational missions.

force/activity to perform assigned operational mission is **impaired**. Materiel requirements of this nature directly affect the capability of the force/activity to perform its mission; it can temporarily accomplish assigned missions and tasks but with effectiveness below an acceptable level of readiness.

**NOTE:**

**Urgency of Need Designator (C)** will be used for the following:

(a) Item(s) required for on-schedule repair/maintenance/manufacture or replacement of all equipment.

(b) Item(s) required for replenishment of stock to meet authorized stockage objectives.

**(ON SLIDE #221-222)**

# (20) In the "ID NUMBER" field, the preparing activity enters the system ID (Item Designator) number. Ensure that the alpha character of the ID# (08757A) is the correct designation for the specific equipment.

(a) For Category Code "O" ERO's the ID# will be determined by the last character of the ID#. The last character of the ID# will be the same as the first letter in the commodity area TAM.

**(ON SLIDE #223)**

# (21) In the "NOMENCLATURE" field, the preparing activity enters the short noun nomenclature and/or model number of the equipment submitted for repairs.

**(ON SLIDE #224)**

# (22) In the "CATEGORY CODE (CIRCLE ONE)" field, the preparing activity circles the code that describes the category of the equipment undergoing repairs. These codes indicate such thing as MARES reportable equipment, components of deadlined equipment, etc.

**NOTE:**

The Priority of the Equipment Repair Order (ERO) must be consistent with the assignments of the Category Codes. TM-4700-15/1\_ , Table 2-1 page 2-2-24 provides an ERO matrix that indicates the appropriate urgency of need designator that must be used for assignment of priorities to category codes.

CATEGORY CODE	URGENCY OF NEED DESIGNATOR
"M"	A or B
"N"	C
"P"	A or B
"X"	B
# "C"	A or B or C
"O" or "S"	C
## "D," "F," or "H"	A or B or C
"K"	A or B or C

Table 2-1 Category Code / Urgency of Need Designator

**CATEGORY CODE DEFINITIONS**

(ON SLIDE #225)

- "M" MARES reportable equipment deadlined requiring critical repairs. The MCBul 3000 contains all MARES reportable equipment.
- "N" MARES or Non-MARES reportable end items requiring non critical maintenance.
- "P" Non-MARES reportable deadlined or degraded requiring critical repairs.

**NOTE:** For a Category Code of "P", if the item is deadlined, the "DCD" field, will have the Julian date When item went deadlined. If not deadlined, leave the "DCD" field blank, this indicates that the item is degraded.

(ON SLIDE #226)

"X" MARES reportable, requiring critical repair that does not deadline the equipment but does degrade the item of equipment's operational capability.

"C" Component of an end item which deadlines or precludes the end item from operating at its full capacity. Category Code "C" ERO's are primarily for inter-shop use.

(ON SLIDE #227)

"D" Depot level secondary reparables requiring repair, as indicated by the item's recoverability code.

"O" Shop overhead, pre-expended bin items requiring requisition.

"F"/"H" Field level secondary reparables requiring repair, as indicated by the item's recoverability code.

"K" Calibration equipment requiring calibration.

"S" SL-3 components for end items requiring requisition. When lack of SL-3 component deadlines equipment, order the SL-3 component using Category Code "M" or "P" ERO that deadlines the equipment.

(ON SLIDE #228)

(23) In the "JOB STAT" (Status) field, the maintenance section enters the job status code that describes the maintenance status of the equipment. This entry is optional for units not supported by MIMMS AIS.

**NOTE:**

*Job Status Codes are located in the UM-4790-5, Chapter 24, Pg. 24-5.*

(ON SLIDE #229)

(24) The "JON" (Job Order Number) **Leave this field blank.**

(ON SLIDE #230)

(25) In the "SHOP SECT" (Section) field, the maintenance section enters the shop section code that describes the commodity maintenance shop performing the maintenance. This entry is optional for units not supported by MIMMS AIS.

**NOTE:**

*Shop Section Codes are located in the UM-4790-5, Chapter 24, Pg. 24-9.*

**(ON SLIDE #231)**

(26) In the "RELEASED FROM INVESTIGATION (SIGNATURE)" **Leave this field blank.** The individual authorizing the ERO must ensure that all investigation efforts are completed before authorizing Corrective Maintenance.

**(ON SLIDE #232)**

(27) In the "DISPOSITION REFERENCE" field, the intermediate maintenance activity enters the reference documentation when the equipment has been declared unserviceable. When the ERO has been opened for more than one item (batched), indicate the reference documentation in the "Description of Work" field, by the serial number declared unserviceable unless the disposition instruction pertain to all of the equipment batched.

**(ON SLIDE #233)**

# (28) In the "OWNER'S PHONE NO." field, the preparing activity enters the telephone number of the individual to be notified when equipment is ready for pickup.

**(ON SLIDE #234)**

(29) The "SEC REP NSN" (Secondary Reparable NSN) **Leave this field blank.**

**(ON SLIDE #235)**

(30) In the "REMARKS" field, enter any other information considered appropriate by the preparing activity or maintenance section. **Entry of the old and new equipment operational time indicator readings when the equipment operational time indicator is replaced is a required entry.**

**(ON SLIDE #236)**

(31) In the "CARD TYPE (CIRCLE ONE)" field, the maintenance section circles either T for "T" transaction or 3 for "3" transaction to indicate the desired additional transaction. (Note if not a required transaction leave field blank.)

(ON SLIDE #237)

(32) In the "NSN OF ITEM" field, the maintenance section enters the NSN of the item for the "3" transaction submission. This entry may be left blank when not required. Leave the NSN blank for Category Code "C" ERO's. For Category Code "F," "H," or "D" ERO's, when the ID number CC's are blank or the secondary reparable ID is not on the MIMMS ID Standards File, the secondary reparable NSN is a required entry.

(ON SLIDE #238)

(33) In the "T-DRIS" field, the maintenance section enters the Julian date the equipment was accepted in the shop performing the repairs. This entry is only required for the "T" transaction.

(ON SLIDE #239)

(34) In the "WSC" (Weapon System Code) field, the maintenance section enters the weapon system code of the equipment to be repaired, when applicable, for the "T" transaction. For Category Code "C" ERO's use the "WSC" of the end item.

**NOTE:**

*Weapon System Codes for MARES reportable equipment are found in the current edition of the MCBul 3000.*

(ON SLIDE #240)

(35) In the "NOMENCLATURE" field, the maintenance section enters the nomenclature for the "3" transaction. Enter the nomenclature of the item being repaired. For Category Code "C" and "K" ERO's submit a "3" transaction changing the nomenclature to that of the component. For Category Code "F", "H", or "D" ERO'S, when the ID number CC's are blank or the secondary reparable ID is not on the MIMMS ID Standards File, the secondary reparable nomenclature is a required entry.

(ON SLIDE #241)

(36) In the "TAM CN/ID NO." field, the maintenance section enters the TAM number of the equipment being repaired for a "3" transaction. For Category Code "C" and "K" ERO's, enter the TAM of the end item that the component was removed from. Intermediate maintenance activities will enter the end item ID for secondary reparable. This entry is right justified, for example, enter ID number 04078C as 4078C. For "F", "H", or "D" coded secondary reparable enter the last five digits of the actual end item ID number. For a "3" transaction this field may contain the TAMCN for general information even when none of the above apply.

**(ON SLIDE #242)**

**INTERIM TRANSITION:** During this period we have discussed the preparation instructions for the NAVMC 10245. Are there any questions over this material?

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the preparation instructions for the NAVMC 10245. We will now continue with preparation instructions.

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**(ON SLIDE #243)**

(37) In the "ITEM NO." field, the maintenance section enters the number of each task performed in numerical sequence. This number may correspond to a task number in the TM. If so, the TM must be referenced in the "DESCRIPTION OF WORK" field one time. When using task numbers from a TM during the performance of scheduled maintenance, only list those task where actual work is performed; for example, tighten, adjust, test, lubricate, remove, replace, etc. Do not includes tasks such as checks, inspects, etc. When a work task is performed that calls for observation; for example, replace air filter when unserviceable, indicate this work on the ERO.

**(ON SLIDE #244)**

(38) In the "DESCRIPTION OF WORK" field, the preparing activity will enter a brief description of each task to cover symptoms of the failure.

**(ON SLIDE #245)**

(a) Units supported MIMMS AIS will also enter the primary and secondary defect codes per the UM-4790-5, Chapter 24, Pg. 24-3; for example, perform annual PMCS, defect codes of ( 52), replace Equipment Operational Time Indicator (EOTC), defect codes of (X34), replace Hydraulic Cylinder, defect code (M07), etc. The maintenance section will indicate the tasks as performed. These will correspond to the defects listed in the lower portion of the ERO.

(b) When all available parts are placed on the equipment and this does not complete the task, indicate this in general terms with labor hours in the appropriate column; for example, replace Hydraulic Cylinder (M07), etc.

(c) Although procedures for PMCS may require actions such as lubricate, replace oil/air/fuel filters(s), adjust brakes, etc., that may be identified as defects, include these actions in the PMCS defect code. The defect codes used in conjunction with PMCS will not be individually annotated on the PMCS ERO.

(d) Authorized signature and date for priority upgrade. When a new priority signature is required enter the date and priority in the "DESCRIPTION OF WORK" field, and the authorized signature in the "MECHANIC (SIGNATURE)" field. Line out the original signature when a new signature is entered.

**(ON SLIDE #246)**

(39) In the "LABOR (HOURS)" field, the maintenance section enters the total labor hours to the nearest one-tenth of an hour required to repair each defect listed in the "DESCRIPTION OF WORK" field; for example, perform annual PMCS ( 52) 6.3, replaced Equipment Operational Time Indicator (X34) 1.0, replaced Hydraulic Cylinder (M07) 4.5, etc.

**(ON SLIDE #247)**

(40) In the "MECHANIC (SIGNATURE)" field, the person repairing the defect will sign after correction of the defect. When more than one person performs the repair, the senior person will sign as the responsible individual.

**(ON SLIDE #248)**

(41) In the "STATUS" field, changes to equipment status as they occur; for example, SHT PART, RPR PRGS , SHT FUND, etc. This provides a history of the equipment on the ERO, and provides a vehicle for entering "O/C" transactions into MIMMS AIS. It is not necessary to indicate all of the changes of status that occur during the same day, unless the major subordinate command maintenance management standing operating procedures established a mandatory requirement.

**(ON SLIDE #249)**

(42) In the "CODE" field, the maintenance section enters the job status code that corresponds to the job status entered in the "STATUS" column. Entries in this column are mandatory/optional as established in the MSC MMSOP and optional for units that are not supported by MIMMS AIS. Job Status Codes are listed in the UM-4790-5, Chapter 24, Pg. 24-5.

**(ON SLIDE #250)**

(43) In the "STATUS DATE" field, the maintenance section enters the Julian date the status change occurred.

**(ON SLIDE #251)**

(44) The "NON-SASSY PARTS, NOMEN, NSN OR PART NO." field, **Leave this field blank.**

(45) The "QTY" (Quantity) field, **Leave this field blank.**

(46) The "COST" field, **Leave this field blank.**

**(ON SLIDE #252)**

(47) In the "CIV LABOR CHG" (Civilian Labor Charge) field, the maintenance section enters the total civilian labor charge to the nearest cent. The cents are entered in CC's 18-19.

**(ON SLIDE #253)**

(48) The "NON-SASSY PARTS CHG." field, **Leave this field blank.**

**(ON SLIDE #254)**

(49) In the "DATE CLOSED" field, the maintenance section enters the Julian date the equipment was returned to the owning unit.

**NOTE:**

*The ERO is not returned to the owning unit until the authorized individual from the owning unit has accepted the equipment by signing and dating the ERO in the "DELIVERED TO (SIGNATURE) field.*

**(ON SLIDE #255)**

(50) In the "**MIL LABOR HRS**" (Military Labor Hours) field, the maintenance section enters the total military labor hours used during the repair of the equipment to the nearest one-tenth of an hour. The tenths will be entered in CC 36.

**(ON SLIDE #256)**

(51) In the "**CLOSE STAT**" (Status) field, the maintenance section enters the appropriate job status code contained in UM-4790-5, Chapter 24, Pg. 24-5. This entry is optional for units not supported by MIMMS AIS. Normally this code will be 15, which is Job Clos.

**(ON SLIDE #257)**

(52) In the "**NO UNSER**" (Number Unserviceable) field, the maintenance section enters the number of secondary reparable items that were washed out during the repair cycle.

**(ON SLIDE #258)**

(53) In the "**EOTC**" (Equipment Operational Time Code) field, the maintenance section enters the appropriate EOTC for the equipment being repaired. The valid entries are; "D" for Days, "R" for Rounds, "H" for Hours, "M" for Miles. To use hours, the equipment must have an hour meter. In order to use miles, the equipment must have an odometer. The EOTC may be obtained from the MIMMS ID Standards File or the Daily Process Report (DPR).

**NOTE:**

When an ERO is closed in MIMMS AIS, the EOTC is a required entry and must match the EOTC loaded to the MIMMS ID Standards File. The EOTC loaded to the MIMMS ID Standards File will post to the DPR. When the EOTC is blank or the item is not loaded to the MIMMS ID Standards File, use an EOTC of "D" for days.

**(ON SLIDE #259)**

(54) In the "**PRIMARY METER READING**" field, the maintenance section enters the Equipment Operational Time Indicator reading at the time the equipment was repaired. The Equipment Operational Time Indicator reading must be compatible with the EOTC. The reading is taken to the nearest whole mile/hour, tenths of readings shall not be entered. An entry is required for equipment with a primary EOTC of "H", "M", or "R". When the Equipment Time Indicator is replaced during the repair cycle, enter the new reading and ensure that one of the defect codes in the task data field reflects that in fact an Equipment Operational Time Indicator was replaced. The defect code for Meter Replace shall be X34.

**(ON SLIDE #260)**

**NOTE:**

UM-4790-5, Chapter 24, Pg. 24-41, Master Equipment File (MEF) Error Codes, error code "a", paragraph (b) states the reason why the defect code of X34 is used when replacement of the Equipment Operational Time Indicator. Defect code X34 allows the MEF meter reading to be overlaid with the corrected reading entered on the updated transaction.

**(ON SLIDE #261)**

(55) In the "**TASK DATA FIELDS**", the maintenance section enters the task data. The task data fields provide for entry of defects. In order to accumulate maintenance history information, every effort must be made to record Defect 1, Defect 2, and Defect 3. The following guidelines apply:

(a) No entries are required in these fields when the repairs were conducted and recorded on a higher EOM ERO.

(b) No entries are required in these fields when the repairs were conducted and recorded on commercial activity by contract.

(c) When more than three defects have been corrected as indicated under the "DESCRIPTION OF WORK" field, units must enter the three most prominent ones. When the equipment time indicator was changed, that task is considered the most prominent and must be entered. When a PMCS was performed, that task must also be entered.

1 In the "**DEFECT 1, DEFECT 2, DEFECT 3**" fields, enter the appropriate defect codes as recorded under the "DESCRIPTION OF WORK" field. Entries in the defect codes areas are optional for units not supported by MIMMS AIS.

(ON SLIDE #262)

2 The "TASKS" field, Leave this field blank.

3 The "MAN-HOURS" field, Leave this field blank.

(ON SLIDE #263)

(56) In the "INSPECTED BY (SIGNATURE), and DATE" fields, the maintenance section person that performed the Quality Control inspection will sign here and enter the Julian date.

(ON SLIDE #264)

(57) In the "OWNER NOTIFIED (NAME) and DATE" fields, the maintenance section enters the name of the individual in the owning unit who was notified to pick up the equipment when work was completed. Also enter the date notified. When the unit is notified more than once, make additional entries under the first entry. When the unit performing the maintenance actions is also the owner, this entry is optional.

(ON SLIDE #265)

(58) In the "DELIVERED TO (SIGNATURE), and DATE" field, the preparing activity individual authorized by the owning unit signs and dates to receipt for the equipment upon completion of the work.

(ON SLIDE #266)

f. Filing and Disposition.

(1) Use the WHITE copy of the ERO to update the other equipment records and maintain as the original ERO becoming part of the equipment's record. Retain the original ERO for minimum of 1 year from the date it was closed.

(a) When the interval between maintenance actions exceeds 1 year, retain the most recently completed ERO.

(b) When used for single serial number, file the white copy in the equipment record jacket/folder.

(c) When used for multiple serial numbers (batch), file the white copy in a record jacket/folder designated for the specific ID number.

(ON SLIDE #267)

(2) Use the PINK copy of the ERO to update the white copy of the ERO and enter, update, and close the equipment information in MIMMS AIS. Destroy the pink copy of the ERO, after the white copy of the ERO is updated and equipment information in MIMMS AIS is closed.

**(ON SLIDE #268)**

(3) Use the GREEN copy of the ERO as a working copy for maintenance sections not having custody of the using/owning unit equipment records.

(a) Use the Green copy of the ERO to update the original ERO and retention is optional.

(b) When the maintenance section has custody of the using/owning equipment records, the green copy will not be retained.

(c) When the maintenance section elects to use the white copy of the ERO as a working copy, use of the green copy is not required.

**(ON SLIDE #269)**

(4) Use the YELLOW copy of the ERO as receipt, after the white copy is signed by the authorized individual of the maintenance section. Under no circumstance will more than one ERO serve as a receipt for the equipment.

(a) When the maintenance section accepts the equipment and the ERO, the yellow copy is returned to the originator as a receipt.

(b) When required services are completed, the yellow copy is returned to the maintenance section with the original ERO returned to the using/owning unit.

(b) When the white copy of the ERO is returned to the using/owning unit, the maintenance section will destroy the yellow copy.

**(ON SLIDE #270)**

**g. Additional Instructions.**

(1) When equipment is evacuated to a higher EOM, an open ERO must exist at both the evacuating EOM (2<sup>nd</sup> or higher) and the EOM to which the equipment was evacuated. Any maintenance section with more than one authorized EOM (2<sup>nd</sup> or higher) may record all maintenance on the lowest authorized EOM (2<sup>nd</sup> or higher) ERO.

**(ON SLIDE #271)**

(2) When a scheduled PMCS becomes due, you prepare a PMCS ERO and record the PMCS on the PMCS ERO. When the PMCS is completed or completed as far as practical, close the PMCS ERO and accomplish any CM on a separate CM ERO. When a CM ERO already exists PMCS may be recorded on the CM ERO, only when the ERO can be closed after completion of the PMCS.

**(ON SLIDE #272)**

(3) Required maintenance on equipment that a deferred ERO has been submitted may be performed using the deferred ERO as the authorizing document.

**NOTE:**

A deferred ERO is one that has been inducted into maintenance allowing for requisition of any necessary parts and/or schedule the equipment for modification, calibration, CM or PMCS, and the equipment is not deadlined. When properly used, it allows better scheduling of scarce maintenance resources and use/upkeep of equipment. The use of Job Status "UNIT RECALL" should not be confused and used interchangeably with "SHORT PARTS". When repairs by a maintenance section are required, and the owner wishes to use the equipment, the equipment may be inducted in a "UNIT RECALL" status. The following procedures will be used

**(ON SLIDE #273)**

(a) When equipment is accepted for "UNIT RECALL", the maintenance section holds all copies of the ERO and the requesting unit will retain the operable equipment.

(b) When the ERO is a deferred/Unit Recall ERO, careful local procedures must be established to ensure proper accountability of the equipment and use the yellow copy as a receipt after the maintenance section signs the "Accepted By" block of the ERO.

(c) The maintenance section must open the ERO in MIMMS AIS with a job status of "UNIT RECALL", per the UM-4790-5, Chapter 24, when maintenance on equipment has been deferred.

**(ON SLIDE #274)**

(d) Schedule equipment on "UNIT RECALL" into the maintenance section as soon as possible after receipt of all necessary materials.

1 When the equipment is not available when called for by the maintenance section, the maintenance section will change the job status from "UNIT RECALL" to "AWAITING EQUIPMENT" until the equipment is delivered to the maintenance section.

2 When the maintenance section, is the IMA the owning unit will continue to show the job status of "UNIT RECALL" until the equipment is returned to the IMA. When the equipment is returned to the IMA, the owning unit will change the job status to "EVAC HECH".

**(ON SLIDE #275)**

(4) Prepare an ERO for each individual item of equipment requiring maintenance. One ERO may be completed for items submitted in batch, and the equipment must have the same ID number. Principal end items will not be submitted in batch for PMCS or CM nor urgent modification application when the modification places the equipment in a not mission capable status.

**(ON SLIDE #276)**

(5) When the quantity of information recorded on an ERO exceeds the available space, attach another ERO as an additional page listing the ERO number and serial number reflected on the first. When the ERO is closed, complete the bottom portion of the first page.

**(ON SLIDE #277)**

(6) Category Code's "M" and "P" ERO's with a DCD. Open only one deadlined ERO on a specific item of equipment at each EOM. When an item of equipment is evacuated beyond second EOM, open a deadlined ERO on a one-for-one basis with the using organizational ERO as the initiating document. Active ERO's previously used as deadlined will not be upgraded to deadlined or degraded.

(7) Equipment is considered to be deadlined, not mission capable, when it cannot perform its designated combat mission. Routine modifications, PMCS, or lack of non-critical repair parts; for example, fenders and windshields will not cause a deadline condition. The organization that owns the equipment is responsible for determining the equipment's status and adding, changing, and deleting the deadline status. The three deadline statuses are Not Mission Capable Maintenance (NMCM), Not Mission Capable Supply (NMCS), and Not Mission Capable Transit (NMCT).

**(ON SLIDE #278)**

**NOTE:**

"Critical Parts" are those repair parts or secondary reparables that preclude equipment from performing its intended mission to shoot, move, communicate and requires 2<sup>nd</sup> through 5<sup>th</sup> EOM.

**NOTE:**

"Non-critical Parts" are those repair parts or accessories that affect equipment's ability to perform its intended mission but do not preclude it from shooting, moving, or communicating.

**(ON SLIDE #279)**

Use the following when dealing with deadlined ERO's:

(a) Use the following Category Codes when the equipment is deadlined and requires critical parts:

1 Use Category Code "M" with a DCD for MARES reportable equipment.

2 Use Category Code "P" with a DCD for Non-MARES reportable equipment.

**(ON SLIDE #280)**

(b) When equipment has been repaired to the extent that it is no longer deadlined, remove the equipment from a deadlined status as follows:

1 Close the ERO, when all repairs are completed.

2 Downgrade the Category Code of the ERO, when all repairs are not completed.

**(ON SLIDE #281)**

(8) Category Code's "X" and "P" ERO's without a DCD. Open only one degraded ERO on a specific item of equipment at each EOM. When an item of equipment is evacuated beyond 2<sup>nd</sup> EOM, open a degraded ERO on a one-for-one basis with the using organizational ERO as the initiating document. Active ERO's previously used as degraded will not be upgraded to degraded or deadlined. The following will be used when dealing with degraded ERO's:

**(ON SLIDE #282)**

(a) For critical repairs that degrade the equipment but do not deadline the equipment, use the following Category Codes as follows:

1 Use an "X" on MARES reportable equipment.

2 Use a "P" without a DCD for Non-MARES reportable equipment.

**(ON SLIDE #283)**

(b) When equipment has been repaired to the extent that it is no longer degraded, remove the equipment from a degraded status as follows:

1 Close the ERO, when all repairs are completed.

2 Downgrade the Category Code of the ERO, when all repairs are not completed.

**(ON SLIDE #284)**

(9) Use a Category Code of "O" to establish an ERO base in MIMMS AIS that will allow the requisition of shop requirements; for example, pre-expend bin items, lubricants, shop supplies.

**(ON SLIDE #285-288)**

(10) Category Code "S" ERO's may be used to establish an ERO base in MIMMS AIS that will allow the requisition of SL-3 components. When the lack of an SL-3 component deadlines equipment, order the SL-3 component using a Category Code of "M" or "P" ERO that deadlines the equipment. When SL-3 components are requisitioned, use the ID and serial number of the equipment. Category Code "S" ERO's should only reflect current demands and will not be used as a pending/post record for SL-3 components procurable from non-system sources; for example, Self Service, or Direct Support Stock Control (DSSC). Accordingly, there is no requirement to record non-system demands/receipts with the "SC" (Scrounged), "PB" (Pre-Expended Bin), or "99" (Non-SASSY) advice codes.

**(ON SLIDE #289-290)**

**NOTE:**

FED-LOG has a listing for Combat Essentiality Code (CEC). The CEC can be found in the FED-LOG management view screen under the service/agency (S/A) MGMT CTL data element in position 2. The S/A code for the Marine Corps is DM. A CEC of 5 is for a repair part or secondary reparable, when failure in a MARES reportable end item will render it inoperative or reduce its effectiveness below the minimum acceptable level of efficiency. When a CEC of 6 is listed, it is for a repair part or secondary reparable when failure in a Non-MARES reportable equipment will reduce its effectiveness below the minimum acceptable level of efficiency.

**NOTE:**

*There is a table in the TM-4700-15/1\_, Chapter 2, Pg. 2-2-24, which indicates the appropriate urgency need designator that must be used for assignment of priorities to Category Codes.*

**(ON SLIDE #291-296)**

**TRANSITION:** During this period we have discussed the NAVMC 10245. Are there any questions over this material? I have some questions for you.

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(Q1) What is the yellow copy of the NAVMC 10245 (ERO) used for?  
**(A1) IT IS THE OWNING UNIT'S RECEIPT WHILE THE EQUIPMENT IS IN MAINTENANCE.**

(Q2) When is a Deadline Control Date (DCD) required on the ERO?  
**(A2) IF THE EQUIPMENT IS DEADLINED (CAT CODE M OR P).** At this time we will take a ten minute break.

(Q1) What is meant by the term "Critical Parts?" **(A1) PARTS OR SECREPS THAT PRECLUDE THE EQUIPMENT FROM PERFORMING ITS INTENDED MISSION.**

(Q2) What are the three deadline statuses? **(Q2) NON-MISSION CAPABLE MAINTENANCE, NON-MISSION CAPABLE SUPPLY, AND NON-MISSION CAPABLE TRANSIT.** We will now discuss the ERO Shopping/Transaction List, NAVMC 10925.

(Q1) Where can you find the definitions of all the Defect Codes on the ERO? **(A1) UM-4790-5, CH 24, PG 24-3.**

(Q2) Which Category Code will be circled for an item of equipment that is not MARES reportable, but is degraded? **(A2) P (WITHOUT A DCD).** At this time we will take a ten minute break.

**(ON SLIDE #297-298)**

**11. NAVMC 10925, EROSL (ERO SHOPPING/TRANSACTION LIST). (1 HR)**

**(NOTE: Found in the TM-4700-15/1\_, Chapter 2, Pg. 2-3-1., and UM-4400-124, Part III, Section 9)**

**(ON SLIDE #299)**

**a. Purpose.** The EROSL is a dual-purpose form. It serves as the ERO shopping list and as a MIMMS data input form. The EROSL is used in conjunction with the ERO to requisition, receipt for, cancel, and record partial issues and credits of repair parts and secondary reparable associated with ground equipment undergoing repair. Additionally, to simplify data input, for all required MIMMS input transactions may be placed on the EROSL.

**NOTE:**

*Use of the EROSL is optional for non-FMSS supported units until converted to an automated system. When local forms (DD 1348-1, etc.) are used in lieu of the EROSL, disposition instructions remain the same as the EROSL.*

**(ON SLIDE #300)**

**b. Configuration.** The EROSL is configured in a pad of 100 sheets. The EROSL is self-carbonizing to permit preparation of the desired number of copies. MMSOP will dictate the number of copies. Normally it is three copies as stated in the UM-4400-124. The front and back covers of the pad are printed with instructions and may be used as templates for completing the actual EROSL.

**(ON SLIDE #301)**

**c. Responsibilities.** The ERO holder is responsible for the initial preparation of the NAVMC 10925, to include the ERO number, Unit, Date, Initials, and Date on which personnel prepare the EROSL; circling the correct Material Usage Code, entry of the Shop Section, and Source Reference.

**(ON SLIDE #302)**

**INSTRUCTOR NOTE**

Have students get the NAVMC 109245 out. The form will be filled out throughout the class and used as reference by the student.

**d. Preparation Instructions.**

(1) Header Section.

**(ON SLIDE #303)**

(a) In the "**ERO**" field, the ERO holder enters the ERO number assigned to the equipment, which needs the part to be requisitioned.

**(ON SLIDE #304)**

(b) In the "UNIT" field, the ERO holder enters the name of the section that is requesting the repair parts.

**(ON SLIDE #305)**

(c) In the "DATE" field, the ERO holder enters the Julian date the EROSL was prepared.

**(ON SLIDE #306)**

(d) In the "MAINT. DATE/INIT" field, the ERO holder enters the required initials of the individual authorized to approve the requisition.

**NOTE:**

The TM-4700-15/1, does not completely explain this field, however the UM-4400-124, Part III, Section 9, Pg. 3-9-11, does give more detail, which states, " Enter the date on which the mechanic/technician determines the parts needed to effect repairs and the initials of the mechanic/technician from the maintenance facility who is performing the repairs and is authorized to requisition parts from the issue point for the priority indicated".

**(ON SLIDE #307)**

(e) In the "SUPPLY-IP DATE/INIT" field, the units supply section or the issue point enters the initials of the person receiving the EROSL and the date the EROSL was received.

**(ON SLIDE #308)**

(f) In the "DATA CLERK DATE/INIT" field, the units supply section or the issue point enters the initials of the person verifying that all transactions listed on the EROSL have posted to the Daily Transaction List (DTL) and the date the transaction posted.

1 The unit supply will check off each EROSL transactions listed on the DTL with no errors.

2 The unit supply will correct each EROSL transactions listed on the DTL with Non-Critical errors, Critical errors, or mistakes per local MMSOP.

3 The unit supply will research each EROSL transactions listed on the DTL and take corrective action per local MMSOP.

**(ON SLIDE #309)**

(g) In the "MATERIAL USAGE CODE" field, the ERO holder circles the appropriate code: "6" for SL-3 components, "7" for corrective maintenance, "8" for modification instruction, or "9" for preventive maintenance. The code that is circled must match what is listed in CC 37.

**(ON SLIDE #310)**

(h) In the "SHOP SECTION" field, the ERO holder enters the Shop Section as listed on the ERO.

**(ON SLIDE #311)**

(i) The ERO holder enters the "SOURCE REFERENCE" that was used to locate the NSN or part number.

**NOTE:**

TM-4700-15/1\_ does not state where this entry is to be placed, but the UM-4400-124, Part III, Section 9, Pg. 3-9-11, states that it will be entered on line "A"

**NOTE:**

TM-4700-15/1\_ does not state what will be listed on lines "B" through "R", UM-4400-124, states these will be utilized as directed by local procedures (MMSOP).

**(ON SLIDE #312)**

**INTERIM TRANSITION:** During this period we have discussed the purpose, configuration, associated responsibilities, and header section preparation instructions for the NAVMC 10925. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed the purpose, configuration, associated responsibilities, and header section preparation instructions for the NAVMC 10925. We will now move on to transaction section preparation instructions.

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(2) Transactions Section. (4 Add (Parts) Transaction)

**(ON SLIDE #313)**

(a) In CC 1, "TRANSACTION CODE", the ERO holder enters the transaction code of "4". This is a required entry.

**(ON SLIDE #314)**

(b) In CC's 2-6, "ERO NUMBER", the ERO holder enters the ERO number as listed on the ERO. This is a required entry.

**(ON SLIDE #315)**

(c) In CC's 11-23, "NATIONAL STOCK NUMBER (NSN)", the ERO holder enters the NSN of each part requested. This is a required entry.

**(ON SLIDE #316)**

(d) In CC's 24-26, "QUANTITY", the ERO holder enters the quantity of repair parts to be ordered. This entry must be numeric and right justified. This field must be filled, for example; for a quantity of one it would be entered as 001, one hundred would be 100.

**(ON SLIDE #317)**

(e) In CC's 28-40, "DOCUMENT NUMBER", the document number is divided into 3 groups. Activity Address Code (AAC) located in CC's 28-32, Julian Date located in CC's 33-36, and Document Number Serial located in CC's 37-40. The first digit of the document number serial (CC 37) will contain the material usage code as was circled in the header section. The final three digits CC's 38-40 are assigned per local procedures. The document number is a required entry and will enter by the unit supply section.

**(ON SLIDE #318)**

(f) In CC 41, "SIGNAL CODE", the unit supply section enters the appropriate signal code designated where the part will be shipped and who will receive the bill. When the advice code is "SC", "PB", or "99", no entry is required. When left blank a signal code of "13" will automatically be generated.

**NOTE:**

Signal Codes are listed in the UM-4400-124, Part IV, Section 4, Pg. 4-4-144.

**(ON SLIDE #319)**

(g) In CC's 42-43, "PRIORITY", the ERO holder enters the priority for each "4 Parts" transaction. The priority must be equal to, or lower than, the priority of the associated ERO, consistent with the mission essentiality of the item being requisitioned. This is a required entry.

(ON SLIDE #320)

(h) In CC's 44-48, "SUPPLEMENTARY ADDRESS" the units supply will enter the Supplementary Address code. This field may be left blank, however, when ordering secondary reparable this field will be filled out by the issuer.

(ON SLIDE #321)

(i) In CC's 49-50, "UNIT OF ISSUE", the ERO holder enters the unit of issue for each "4 Parts" transaction.

(ON SLIDE #322)

(j) In CC's 51-64, "JOB ORDER NUMBER", the ERO holder enters the JON that is provided by the unit supply section. This entry may be left blank, unless local procedures (MMSOP) require that it be entered.

(ON SLIDE #323)

(k) In CC 66, "DEMAND CODE", the ERO holder enters the Demand Code of "R" for Recurring Demand or "N" for Non-Recurring for each transaction.

(ON SLIDE #324)

**NOTE:**

*Demand Codes can be found in the UM-4400-124, Part IV, Section 4, Pg. 4-4-35*

**NOTE:**

Definition of a Recurring demand is: A request made periodically or anticipated to be repetitive by an authorized requisitioner for material, for consumption or use or for stock replenishment. The occurrences encompass most demands; therefore, a demand will be considered recurring when doubt exists.

**NOTE:**

Definition of a Non-Recurring demand is: A request made for a requirement known to be a onetime occurrence, for example; Modification kit for application or an initial request for stockage. Requisitions will be coded Non-recurring when the demand is anticipated to be non-repetitive.

**(ON SLIDE #325)**

(1) In CC 67, "NOT MISSION CAPABLE SUPPLY (NMCS) OF THE PARTS TRANSACTION, the ERO holder enters the NMCS indicator on the "4 Parts" transaction during initial preparation of the EROSL. The following is how and when the NMCS can be used:

1 When the equipment undergoing repairs is a secondary reparable being ordered and all parts being ordered to repair the secondary reparable, use the NMCS indicators as follows:

**(ON SLIDE #326)**

a Use a "9" for each NMCS requirement when the priority designator is a "01, 02, or 03" for an overseas customer or stateside customer deploying within 30 days.

**(ON SLIDE #327)**

b Use a "N" for each NMCS requirement when the priority designator is "02, 03, 04, 05, 06, 07, 08, or 09" for stateside customer and 05 for overseas customer.

**(ON SLIDE #328)**

2 When the equipment undergoing repairs is readiness reportable, and the part being ordered is required to remove the equipment from an NMCS or ANMCS status, use NMCS indicators as follows:

a Use a "9" for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or stateside customer deploying overseas within 30 days.

b Use a "N" for each NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, 08, or 09 for stateside customer and 05 for overseas customer.

c. Use an "E" for each ANMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, or 08. ANMCS is a condition that is anticipated to occur within 15 days for a stateside customer or 20 days for an overseas customer that will result in the entering into a NMCS status.

d. This field will be left blank when the part does not place the equipment into a NMCS or ANMCS status.

3 When the equipment undergoing repairs is, in the opinion of the CO, mission essential impacting unit readiness, and the part being ordered is required to remove the equipment from an NMCS status or ANMCS status, use the NMCS indicators as follows:

a Use a "9" for each NMCS requirement when the priority designator is a 01, 02, or 03 for an overseas customer or stateside customer deploying overseas within 30 days.

b Use a "N" for each NMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, or 08 for a stateside customer.

c Use an "E" for each ANMCS requirement when the priority designator is 02, 03, 04, 05, 06, 07, or 08.

**(ON SLIDE #329)**

d This field will be left blank when the part does not place the equipment into a NMCS or ANMCS status.

**(ON SLIDE #330)**

**NOTE:**

As mentioned in your outline previously, *FED-LOG* has a listing for Combat Essentiality Code (CEC). The CEC can be found in the *FED-LOG* management view screen under the service/agency (S/A) MGMT CTL data element in position 2. The S/A code for the Marine Corps is DM. A CEC of 5 is for a repair part or secondary reparable, when failure in a MARES reportable end item will render it inoperative or reduce its effectiveness below the minimum acceptable level of efficiency. When a CEC of 6 is listed, it is for a repair part or secondary reparable when failure in a Non-MARES reportable equipment will reduce its effectiveness below the minimum acceptable level of efficiency.

**(ON SLIDE #331)**

(m) In **CC's 68-69**, "ADVICE CODE", the ERO holder will enter the advice code with coordination with the units supply section, that best suits the part being ordered.

**NOTE:**

Advice codes can be found in the *UM-4400-124*, Pg. 4-4-10, *UM-4790-5*, Pg. 24-35, or the *Logistics Operations Defense Logistics Agency, Customer Assistance Handbook*.

**(ON SLIDE #332)**

1 MIMMS Advice Codes. The ERO holder enters "SC" for a scrounged item, "PB" for a pre-expended bin item, or "99" for a Non-SASSY item.

**NOTE:**

*MIMMS advice codes can be located in the UM-4790-5, Chapter 24, and UM-4400-124, Pg. 4-4-14, and TM 4700-15/1, Pg. 2-3-9.*

**(ON SLIDE #333)**

a PEB items applied by an operator are not required to be reported via an EROSL.

b Report 2<sup>nd</sup> EOM and higher usage for PEB items applied in quantities equal to or in multiples of the Unit of Issue via an EROSL with MIMMS advice code "PB".

c The use of MIMMS advice code "PB" is not required when the item cost is less than \$50.00.

**(ON SLIDE #334)**

2 Scrounged Repair Parts. Report all repair parts obtained through action via an EROSL with MIMMS advice codes "SC".

3 SASSY Advice Code. The ERO holder must coordinate with the unit supply section for all advice codes.

4 Secondary Reparable Items Advice Code. The reparable issue point will enter the advice code, for example "F1", (item exchanged and the NSN of the item inducted is the same as the NSN of the item issued).

**(ON SLIDE #335)**

(n) In CC's 70-79, "NOMENCLATURE OR PART NAME", the ERO holder enters the nomenclature or part name for each "4 Parts" transaction submitted.

**(ON SLIDE #336)**

(o) In CC 80, "TRANSACTION TYPE", the ERO holder enters the type of transaction, "A" for a add or "C" for a change.

**(ON SLIDE #337)**

**INTERIM TRANSITION:** During this period we have discussed preparation instructions for the NAVMC 10925. Are there any questions over this material? At this time we will take a ten minute break.

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**(BREAK - 10 MIN)**

**INTERIM TRANSITION:** Prior to the break we discussed preparation instructions for the NAVMC 10925. We will now move to special instructions and filing.

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**(ON SLIDE #338)**

**e. Special Instructions.**

(1) Pre-Expended Bin (PEB) Items are to be requisitioned by using a shop overhead ERO per the MCO P4790.2\_.

(2) An ERO parts bin area is an area where the parts ordered on an ERO are stored, waiting to be placed on the equipment. The area can be a shelf, box, or something similar. All small parts for the same ERO are kept together in the same ERO bin, the location of which is normally indicated by the ERO number. Large parts, by virtue of their size, require a larger area and are normally stored together, regardless of the ERO to which they belong.

**(ON SLIDE #339)**

(a) Upon receipt of the parts that will not be immediately installed on the equipment, the EROSL must be annotated with the date/quantity of the items received and ERO bin location, or when the location is designated by other than an ERO number.

**(ON SLIDE #340)**

(b) When parts are removed from the ERO bin for installation, the mechanic or shop chief will annotate the EROSL.

(d) The method of annotation may be by circling, check mark, use of blanks in the heading of the EROSL, use of the unused card columns, or written information on the EROSL. The annotation procedures must be contained in the Major Subordinate Command Maintenance Management Standing Operating Procedures (MSCMMSOP).

**(ON SLIDE #341)**

**NOTE**

Explain classroom SOP to the class.

**(ON SLIDE #342)**

e. **Filing.** Upon completion of the required requisition information by the using unit, the EROSL is taken to the issue point where issues are made, when possible. The issue point completes its required information for the repair parts/secondary reparable items and returns the second copy of the EROSL to the requisitioner. The first copy is maintained by the issue point for local use while parts/secondary reparable items are outstanding.

**(ON SLIDE #343)**

The issue point forwards the original EROSL to the keypunch center for processing. The keypunch center returns the original to the issue point when the required information has been automated. When all part transaction reflected on the EROSL have been accepted on the Daily Transaction Listing/Daily Process Report, the original EROSL is returned to the originator who will join it with the original ERO.

**(ON SLIDE #344)**

Field Maintenance Subsystem (FMSS) supported units are not required to retain the EROSL after the ERO has been closed out. Non-FMSS supported units will file the completed original (or its commercial equivalent) ERO and EROSL together and retain them for a minimum of 1 year. When the interval between maintenance actions exceeds 1 year, retain the most recent completed ERO and EROSL in the equipment record jacket/folder.

**(ON SLIDE #345)**

**INTERIM TRANSITION:** During this period we discussed the NAVMC 10925. Are there any questions before we go into the practical application.

(ON SLIDE #346)

**INSTRUCTOR NOTE**

Introduce the following practical application.

**PRACTICAL APPLICATION. (9 HR)** The purpose of this Practical Application is to allow the student the opportunity to practice filling out the NAVMCs 10560, 10245, and 10925. Before the Practical Application the instructor will distribute one copy of the NAVMC forms to each student. Read the scenario to the students to ensure they understand the requirements of the assignment. Handouts are located in the classroom filing cabinet. One instructor is required.

**PRACTICE:** Each student will perform the required entries to complete the practical application. Students will raise their hand to gain the attention of the instructor if they have a question. Students will not talk, except to ask the instructor a question. The students will practice the following steps.

- (1) Complete the NAVMC 10560.
- (2) Complete the NAVMC 10245.
- (3) Complete the NAVMC 10925.

**PROVIDE HELP:** Instructor will walk around the classroom and observe student performance. Instructor will be available to answer student questions throughout the entire practical application time period.

**1. Safety Brief:** Instructor will cover the ORAW.

**2. Supervision and Guidance:** Brief the students of their responsibilities during the practical application. The instructor will be in the training area observing, assisting students and answering questions.

**3. Debrief:** Allow students the opportunity to comment on what they experienced and/or observed. Provide overall feedback, guidance on any misconceptions, and review the learning points of the Practical Application. **Review each entry on the practical application exercise. Show the Practical application handout answer key on the screen, and demonstrate how to find the answers as required.**

(ON SLIDE #347-349)

**TRANSITION:** You have just performed a practical application on entering required information on the NAVMCs 10560, 10245 and 10925. Are there any questions over the practical application? I have some questions for you then we will take a ten minute break.

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(Q1) What is the Material Usage Code for SL-3 components? **(A1) 6.**

(Q2) What are the Non Mission Capable Indicator Codes, and in which card column are they entered? **(A2) 9, N, E, AND BLANK / CC 67.** After we return from a ten minute break you will be afforded the opportunity to develop your skills by completing these entries independently.

**(BREAK - 10 MIN)**

**TRANSITION:** Prior to the break you performed a practical application for NAVMCs 10560, 10245 and 10925. We will now discuss the Product Quality Deficiency Report (PQDR), SF 368.

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**(ON SLIDE #350)**

**12. SF 368, PRODUCT QUALITY DEFICIENCY REPORT. (1hr) (*NOTE: Found in the TM 4700-15/1\_, Pg. 2-12-1, and MCO 4855.10\_*).**

**(ON SLIDE #351)**

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.

**(ON SLIDE #352)**

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.

**(ON SLIDE #353)**

(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.

**(ON SLIDE #354)**

(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.

**(ON SLIDE #355)**

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.

**(ON SLIDE #356)**

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 reports 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 Bases (Code 808), Albany, GA.

**(ON SLIDE #357)**

(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).

**(ON SLIDE #358)**

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, Company (Originating Point).

(b) 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.

**(ON SLIDE #359)**

1 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.

**(ON SLIDE #360)**

a 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.

**(ON SLIDE #361)**

b 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.

**(ON SLIDE #362)**

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

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

**(ON SLIDE #363)**

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 **SECNAV M-5210.1**. Navy Records Management Manual.

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).

**(ON SLIDE #364)**

(c) 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.

1 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.

**(ON SLIDE #365)**

**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.

**(ON SLIDE #366)**

**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.

**(ON SLIDE #367)**

1 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/ailable.

2 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.

3 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\_.

(d) 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.

**(ON SLIDE #368)**

**INSTRUCTOR NOTE**

Have students get the SF 368 out. The form will be filled out throughout the class and used as reference by the student.

**(ON SLIDE #369)**

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 if 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.

**(ON SLIDE #370)**

(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 "0" 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 MFERS 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 of an item is different from the MFR, also include the shipper or suppliers' name.

(15) In block **8, MFERS. 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.

**(ON SLIDE #371)**

(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.

**(ON SLIDE #372)**

(22) Block **15** **QUANTITY**.

(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.

**(ON SLIDE #373)**

(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.

**(ON SLIDE #374)**

(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.

**(ON SLIDE #375)**

(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.).

(ON SLIDE #376)

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.

(ON SLIDE #377)

**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.

(ON SLIDE #378)

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.

**PQDR TIMEFRAME RESPONSE MATRIX**

<b><u>Reporting/Processing Component</u></b>	<b><u>Severity Category</u></b>	<b><u>Action and Timeframe for Response</u></b>
(1) Originator	Cat I	<b><u>Forward report to originating point within 24 hours after discovery</u></b>

		<u>Submit SF 368 within:</u>
	Cat I	48 hours after forwarding to originating point if supporting documents will aid the investigation
	Cat II	3 days after discovery
<b>(2) Originating Point</b>	Cat I	<u>Notify Commander, MCLB Albany, by message, electronic mail (E-Mail), or electronic fax within 24 hours after receipt from originator</u>

**Submit SF 368 within:**

	Cat I	48 hours after sending message if supporting documents will aid the investigation
<b><u>Reporting/Processing Component</u></b>	<b><u>Severity Category</u></b>	<b><u>Action and Timeframe for Response</u></b>

	Cat II	3 days after discovery
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**(3) Screening Point**

**Acknowledge receipt to originator within:**

	Cat I	24 hours after receiving message
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	Cat II	10 days after receiving SF 368
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**Forward to action point within:**

	Cat I	24 hours after receiving message
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	Cat II	10 days after receiving SF 368
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originator  
within:

Final response to

- Cat I 3 days after receiving response from action point
- Cat II 3 days after receiving response from action point

**(4) Action Point**

within:

Acknowledge receipt to  
screening point

- Cat I 24 hours after receiving PQDR for action
- Cat II 10 days after receiving SF 368

within:

Suspend/screen stock

- Cat I 24 hours after receiving PQDR or electronic fax
- Cat II 20 days after receiving SF 368

Reporting/Processing  
Component

Severity  
Category

Action and Timeframe for  
Response

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

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 #379-382)**

**TRANSITION:** During this period we discussed the Product Quality Deficiency Report, SF 368. Are there any questions over this material? I have some questions for you.

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(Q1) What Marine Corps Order assigns specific responsibilities facilitating submission and processing of PQDRs? **(A1) MCO 4855.10.**

(Q2) Who can submit a PQDR? **(A2) ANYONE. THE PERSON WHO DISCOVERS THE DEFICIENCY.**

(Q3) What is the timeframe for the originator to submit a Cat I PQDR to the Originating Point? **(A3) WITHIN 48 HOURS OF DISCOVERY OF DEFECT.**

**(ON SLIDE #379-382)**

**SUMMARY**

**(10 MIN)**

During this period we have covered the proper procedures for completing Engineer ground Equipment records and forms. With this knowledge I am confident that you will be more capable of properly filling out and maintaining your unit's records and forms. This will save a lot of time and headaches in the future. At this time, those of you with the IRF's go ahead and finish filling those out and take a ten minute break.

**STUDENT REFERENCES:**

MCO P4790.2\_, MIMMS Field Procedures Manual  
MCO P11262.2\_, Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment  
TM 4700-15/1\_, Ground Equipment Record Procedures  
UM 4790-5, MIMMS (AIS) Field Maintenance Procedures  
UM 4400-124, FMF SASSY Using Unit Procedures  
Clarifications of Supply and Maintenance Policy DTD 15 May 06  
SECNAV M-5210.1 Navy Records Management Manual