



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

IN REPLY REFER TO:
GruO P4790.1E
CO
APR 24 2014

GROUP ORDER P4790.1E

From: Commanding Officer
To: Distribution List A

Subj: MAINTENANCE MANAGEMENT STANDARD OPERATING PROCEDURES FOR I MARINE
EXPEDITIONARY FORCE HEADQUARTERS GROUP

Ref: (a) MCO P4790.2C
(b) MCO P4400.150
(c) TM 4700-15/1H
(d) MCO 4400.16H
(e) MCO P4400.82F
(f) MCO 3000.11E
(g) MCBUL 3000
(h) SL 1-2/1-3
(i) TI 4733-OD/1
(j) MCO 4855.10B
(k) MCO 1553.3B
(l) MCO P5215.17C
(m) MCO 5600.31A
(n) MCO 4790.24
(o) MCO 4790.18B
(p) GPN Handbook

1. Situation. This order will serve as a basic source document for the conduct of all maintenance management activities except when directives issued by this and Higher Headquarters (HHQ) take precedence.
2. Cancellation. GruO P4790.1D.
3. Mission. To publish instructions, policies, procedures and technical information for the conduct of effective equipment maintenance and maintenance management programs within I MHG in accordance with the references. A list of familiar acronyms and abbreviations used throughout this order is contained in Appendix D.
4. Execution. Effective upon receipt, Commanding Officers (CO) will ensure compliance with this order and issue amplifying instructions as required.
5. Administration and Logistics. Recommendations to increase the effectiveness of this order are invited and will be submitted via the chain of command to the Commanding Officer, I MHG (Attn: S-4/MMO).
6. Command and Signal
 - a. Command. This Order is applicable to all units either organic to or attached to I MHG. It will serve as a basic source document for the conduct of all maintenance management activities except when directives issued by this and HHQ take precedence.

b. Signal. This Order is effective on the date signed.



J. H. HERRERA

DISTRIBUTION: A

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. INTRODUCTION. The purpose of this MMSOP is to supplement the requirements in reference (a) and establish procedures, which will efficiently use maintenance resources to ensure a high level of equipment readiness within I MHG.

1001. COMMAND RESPONSIBILITIES. Per the Table of Organization and Equipment (T/O&E) mission statement, the Commanding Officer (CO) is responsible for the management, proper employment, and maintenance of all equipment on loan or charged to their property accounts. Detailed guidance for discharging this responsibility is contained in references (a) and (b).

1. The Maintenance Management program assists commanders in the accomplishment of the following:

- a. Evaluating readiness postures of equipment and support requirements for sustained operations.
- b. Forecasting equipment failure rates and projecting readiness levels upon conclusion of extended deployment/operational cycles and determining recovery maintenance requirements for personnel, money, and material.
- c. Establishing control over the unit Publication Control Program, Modifications Control Program, Calibrations Program and Secondary Repairable (SECREP) items.
- d. Establishing control over the unit Enterprise Lifecycle Maintenance Planning (ELMP), depot level rebuild programs and Corrosion Prevention and Control Programs (CPAC).
- e. Establishing control over the unit's technical training of maintenance personnel.
- f. Establishing control over the unit's tool sets, chests, and kits, Stock List (SL) 3, Using Unit Responsible Items (UURI), corrective maintenance (CM), Supply System Responsible Items (SSRI), and special tools.
- g. Establishing a technical inspection program for enforcing the Commander's maintenance management policy.
- h. Ensure maintenance management and maintenance receive full command interest and proper equipment maintenance is being conducted.
- i. Conducting periodic inspections of equipment.

2. Commanders are responsible for the conduct of the maintenance management program as it applies to their battalion, company, or section. This includes:

- a. Assigning an MMO in writing, as applicable.
- b. Advising the unit commander regarding equipment readiness.

c. Immediately reporting all maintenance problems which cannot be resolved through normal channels and procedures.

d. Accounting for the conduct and quality of all authorized maintenance and upkeep of associated records for assigned equipment.

3. The logistics capabilities statement contained in the cover of a unit's T/O&E authorizes the performance of specific levels of maintenance. Maintenance that is beyond the capabilities of the unit is supported and performed by the Intermediate Maintenance Activity (IMA), 1st Marine Logistics Group (1st MLG).

4. Command Interest. Command interest is paramount in all phases of maintenance. A genuine and sincere interest is one of the major contributors to efficient maintenance operations.

a. The Commander should visit all maintenance spaces regularly to view the maintenance production process.

b. The Commander, with the assistance of the MMO, should be aware of and able to physically check the Preventative Maintenance (PM) indicators for equipment in the unit, i.e. rust on equipment etc...

c. The Commander should meet bi-weekly with the S-4, MMO, Supply Officer and all commodity managers to discuss unit supply and maintenance readiness, to include maintenance-related problems and programs. These meetings will help create a unified approach to problem solutions.

d. The Commander should ask the Commodity Manager about their deadline equipment, parts problems and current status; the Supply Officer about T/O&E (equipment) deficiencies and excesses, parts problems, current status and supply readiness; the MMO about overall maintenance readiness and future maintenance concerns or possible impacts.

e. The Commander will assign a Unit User Account Manager (UUAM) per the current GCSS-MC Procedural Notice (GPN). A UUAM is a reliable senior logistician who will coordinate with the MMO in assigning and revoking resource groups, sub-inventories and roles within GCSS-MC to Marines within the Command.

1002. STAFF RESPONSIBILITIES

1. S-1 Officer/Adjutant. The S-1 serves as the principal staff officer in matters pertaining to personnel management.

a. Cognizant staff officers will provide the S-1 recommendations for assignment of maintenance personnel. Additionally, the S-1, with the assistance of the UUAM, shall review records for newly joined personnel to ensure each individual is placed in the proper billet with the appropriate Billet Identification Code (BIC).

b. The S-1 is responsible for distribution of publications and directives and has staff responsibilities for publication allowances, maintenance of publications, and internal distribution control in coordination with the MMO. The adjutant will ensure the completion of a Publications Listing (PL) review annually and as required. The Unit's Publications Control Point (UPCP) shall coordinate with the MMO to establish

an internal distribution control system for the distribution/retention of incoming publications.

2. S-3. As the staff officer responsible for training and operations, the S-3 should also be concerned with technical training of support personnel in addition to general military subjects and tactical training. The S-3 officer:

a. Informs the MMO of technical and formal maintenance-related schools and submits quotas for the same.

b. Coordinates with the MMO and all commodity managers relative to scheduling, conducting, and recording of technical training for maintenance personnel.

c. Coordinates with the MMO in requirements for monitoring the Marine Corps ground Training and Readiness (T&R) program.

d. Coordinates with the MMO to ensure sufficient time for garrison or field maintenance training is scheduled into the TEEP. Training should include but is not limited to field maintenance, recovery, and stand-downs as directed by the CO.

e. Coordinates with the S-4 and MMO regarding equipment availability for support of operational commitments.

f. Coordinates with the MMO and Supply Officer regarding the equipment readiness portion of the Defense Readiness Reporting System Marine Corps (DRRS-MC).

3. S-4. The S-4 plays a critical role in the unit's supply, maintenance, and service operations. The S-4 Officer can assist maintenance with troubleshooting inspections. Such inspections should be conducted regularly and oriented toward solving unit problems. The S-4 Officer should be constantly aware of the unit's state of material readiness, to include the quantity and status of combat essential items. Above all, the S-4 must keep the commander aware of these facts and the actions underway to correct deficiencies. The S-4 Officer:

a. Implements logistical directives from higher headquarters and prepares local directives and policy statements for the CO.

b. Supervises policy implementation, allowance changes, standards of equipment maintenance, and disposition of excesses.

c. Coordinates with the other primary and special staff officers to ensure the most effective use of facilities, material, transportation, and personnel within the organic maintenance program.

d. Coordinates equipment availability for support of operational commitments.

e. Monitors work requests to ensure that facilities are in the safest and most functional condition possible.

4. Supply Officer. The Supply Officer serves as a special staff officer to the Commanding Officer. The Supply Officer:

a. Administers the unit supply program in support of organic maintenance.

b. Coordinates with the MMO, maintains liaison with Company Commanders and commodity managers to ensure supply demand reconciliations are conducted. When reconciliation procedures are not complied with as scheduled by the commands current policy, it should be brought to the unit S-4 Officer's attention immediately.

c. Plans, coordinates, and supervises the acquisition, storage, control, recovery, and distribution of the unit's organic equipment.

d. Advises the unit Commanding Officer on the status of requisitions pertaining to equipment organic to the unit.

e. Prepares and submits budgets, budget reviews, and other budget information required by circumstances or the direction of HHQ.

f. Monitors the expenditure of funds, ensures compliance with budget restraints, and reports discrepancies to the S-4.

g. Coordinates the issue of unit assets on extended temporary loan by maintaining the equipment custody records to ensure accountability and crediting the account of the original owning unit for the equipment supplied by that unit. The Supply Officer shall ensure the redistribution of equipment upon return.

h. Coordinates with the MMO to validate Global Combat Support System-Marine Corps (GCSS-MC) reports with all pertinent supply documents, (i.e., Consolidated Memorandum Receipt (CMR), Mechanized Allowance Listing (MAL), temporary loan deck, special allowances, command adjustments, etc.) to ensure the accurate reporting of Marine Corps Automated Readiness Evaluations System (MARES).

i. Ensures timely and accurate submission of appropriate input to the Supply Management Unit (SMU) to correct excesses/ deficiencies as they occur on the unit's perpetual inventory.

j. Functions as the central control point for all unit requests for disposition through the recoverable item report (WIR) On-line Process Handler (WOLPH). Coordination and strict management is paramount to ensure equipment is properly identified for specific programs with amplifying remarks by either the MMO or commodity manager.

5. Maintenance Officer/Commodity Managers. In units where authorized, the maintenance officer oversees the performance of all equipment maintenance operations. Commodity managers are those special staff officers assigned the duties of managing special or technical commodity areas. The maintenance/commodity officer will work closely with the MMO in coordinating, supervising, training and inspecting maintenance resources and developing policies for all supported sections. The commodity manager:

a. Must be familiar with the equipment being maintained and the levels of maintenance for which the unit is responsible.

b. Must ensure that maintenance sections and maintenance personnel maintain the tools, repair parts, test equipment, facilities, and publications needed to perform the level of maintenance authorized.

c. Serves as the technical advisor to the CO on commodity maintenance functions.

d. Plans maintenance work based on the maintenance level authorized, priority, availability of parts, tools, equipment, level of personnel experience and operational situation.

e. Schedules, directs, and supervises the care, inspection, and maintenance of assigned equipment.

f. Ensures records are accurately maintained and maintenance performed conforms to established standards, and is recorded in GCSS-MC.

g. Ensures the accuracy of GCSS-MC Service Requests (SRs).

h. Establishes, maintains, and supervises maintenance production, Preventive Maintenance (PM), and quality control (QC) programs.

i. Carries out the commodity area's calibration, Preventive Maintenance (PM), Corrective Maintenance (CM), Modifications Instruction (MI) and publication control programs.

j. Ensures communication is fluid between crew/operators and maintainers to assess equipment condition and performance, and to diagnose and correct deficiencies or failures.

k. Incorporates continuous process improvement strategies which support total lifecycle systems management.

l. Coordinates all supply support matters with the Supply Officer.

m. Supervises daily, weekly, and biweekly validations and reconciliations to include daily and weekly internal shop validations GCSS-MC data and biweekly reconciliations with the IMA, supply, and maintenance float.

n. Other specific duties of the commodity manager are in reference (a).

6. MMO. The MMO serves as a special staff officer under the staff cognizance of the S-4. The MMO will exercise principal staff cognizance over the maintenance management functional areas as listed in reference (a). The MMO:

a. Advises the unit Commanding Officer and other staff officers on matters related to equipment maintenance and the impact of the unit maintenance effort on equipment readiness.

b. Plans, organizes, and coordinates the use of all organic maintenance activities and resources within the unit.

c. Prepares and updates the unit's MMSOP (if applicable) and publish unit policy letters.

- d. In coordination with the S-1, monitors the publication control program to ensure the establishment and execution of positive control procedures in accordance with established directives, and provide assistance when required.
- e. Identify and coordinate the use of facilities for maintenance operations and training.
- f. Monitors MARES to ensure timely and accurate maintenance related report submissions and coordinate with the S-3 for DRRS-MC reporting.
- g. Monitors unit support and test equipment allowances, ensures that on-hand equipment is being properly maintained and calibrated, and in coordination with the Supply Officer, ensures prompt action on excesses and deficiencies.
- h. Plans, schedules, and conducts detailed maintenance management inspections of all commodity areas to ensure the effectiveness of the maintenance effort and ensures policies and procedures are being adhered to.
- i. Assists in the proper recording of maintenance information and upkeep of maintenance records in GCSS-MC.
- j. Ensures that procedures for coordination with support maintenance shops are published.
- k. Coordinates with the S-3 relative to unit operations, training of maintenance personnel, and requesting quotas for formal schools.
- l. Coordinates with the S-3 in balancing maintenance and maintenance management training with mission operational requirements.
- m. Coordinates with the Supply Officer relative to non-system repair parts and supplies. Additionally, assists in the unit audit process by identifying maintenance funding requirements.
- n. Coordinates with the unit Supply Officer relative to repair parts in support of the organic maintenance effort.
- o. Assists commodity managers in establishing maintenance production, quality assurance programs and Product Quality Deficiency Report (PQDR) procedures.
- p. Coordinates with commodity managers and Supply Officer to ensure that bi-weekly GCSS-MC reconciliations are conducted.
- q. Coordinates with commodity managers to ensure control over the unit's Administrative Deadline (ADM DL), CPAC, and ELMP programs, including reports/requests to HHQ, are being properly maintained and reported in a timely manner.
- r. Monitors the modification control program to ensure positive control in compliance with directives.
- s. Monitors the calibration control program to ensure control in compliance with directives and coordinates an annual inventory of all Test Measurement Diagnostic Equipment (TMDE) within the command.

t. Coordinate with the commodity managers to ensure proper follow up procedures are established for correcting discrepancies noted during Preventative Maintenance Checks and Services (PMCS) and establish a PMCS schedule within GCSS-MC.

1003. DESKTOP PROCEDURES AND TURNOVER FOLDERS. The frequent changeover of personnel results in a lack of long-term expertise and continuity in many day-to-day operations. The use of desktop procedures and turnover folders ensures the efficiency of a command's maintenance program.

1. Desktops are not intended to be all inclusive or voluminous, but rather a simple listing of significant items pertaining to everyday operations. The information in desktop procedures will include:

- a. Quarterly review sheet.
- b. Title of billet.
- c. Assignment letter.
- d. Procedures for carrying out required duties.
- e. References.
- f. Points of contact.
- g. Reports required.
- h. Miscellaneous (if needed).

2. Turnover folders are to be maintained by supervisory personnel. They include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, the means of accomplishing routine as well as infrequent tasks, and information that would be of value to an individual newly assigned to that billet. Turnover folders will contain the following at a minimum:

- a. Quarterly review sheet.
- b. Assignment letter.
- c. Title of billet.
- d. To whom the individual reports and subordinate billets.
- e. Mission of the billet.
- f. Basic functions involved in accomplishing the billet mission.
- g. Regular tasks and basic functions performed in day-to-day operations.
- h. List of orders, directives and Technical Manuals (TM) deemed pertinent to the billet.
- i. List of required reports received and submitted, including dates of receipt/submission.

j. List of internal and external relationships, including unofficial liaison and coordinating functions. Included in the listing will be a brief statement concerning the type of relationship and what matters within these agencies are consulted.

k. Personnel contact list, phone numbers, or addresses and purpose of contact.

l. Past, pending, and anticipated projects which should be itemized and continuously kept current.

m. Miscellaneous information such as other data or information deemed appropriate to assist an inbound relief.

3. Desktops and turnover folders will be reviewed quarterly to ensure the information is accurate, current, and applicable. Additionally, they will be reviewed 30 days prior to job turnover. These files will contain a review sheet for this purpose.

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

BILLET	DESKTOP PROCEDURES	TURNOVER FOLDER
Maintenance Management Officer		X
Maintenance Management Chief		X
Commodity Manager		X
Maintenance Officer/Shop Officer		X
Maintenance Chief/Shop Chief		X
GCSS-MC UUAM		X
Corrosion Prevention and Control Manager	X	
Calibration Control NCO/Clerk	X	
Publication/ UPCP NCO Clerk	X	
Modification Control NCO/Clerk	X	
Layettes NCO/Clerk	X	
Tool Room NCO	X	
Training NCO	X	
Validation/Reconciliation Clerk	X	
Quality Control/Assurance NCO	X	
Safety NCO	X	

1004. MMSOP. Reference (a) establishes the requirements for MMSOPs within units and also states that when instructions published by HHQ are sufficiently clear, completely applicable at unit level and sufficiently detailed, such instructions will be referenced in lieu of repeating the contents of the instruction in either policy notices or SOPs. MMSOPs below the MHG level are not required; however, Commanders are not precluded from publishing them. In addition, when Commanders deem that additional specific procedures are required and not covered by this SOP, unit policy notices may be published by the commander and distributed to commodities as required.

When the unit opts for not publishing an MMSOP, the unit may publish policy notices as needed.

1005. MAINTENANCE MANAGEMENT POLICY NOTICES

1. Units may have a requirement to publish maintenance management policy notices (figure 1-1) periodically to discuss procedures or changes in policy that may be vague or left open for interpretation, and/or to provide guidance and clarification when necessary. Policy notices are effective until cancelled or superseded. Information promulgated in these notices will be reviewed for inclusion in future changes to the SOP.

2. If policy letters are preferred, a semi-annual checklist or review of effective notices will be published during January and July, upon revision of this SOP, or as required due to major policy changes.

3. The MMO will ensure distribution of the maintenance management policy notices to the commodities within the unit.

4. The MMO and commodity managers will ensure that the Marines in the commodities are familiar with, and have access to, all policy notices.

1006. SUBMISSION OF CHANGES

1. Individuals who desire additional, or more detailed maintenance management procedures for the commodities not covered by this order, are encouraged to submit recommended changes to the MMO in writing. Those recommendations are validated by the I MHG Commanding Officer and MMO. Approved changes will be incorporated into this order via a change page, or released as a separate group policy notice.

Unit Header

4790
Code
Date

POLICY NOTICES 1-13

From: Commanding Officer, (using unit)
To: Distribution List

Subj: MAINTENANCE MANAGEMENT POLICY NOTICE XX-XX

Ref: (a) GrupO P4790.1_

1. Purpose.
2. Cancellation. This Letter will remain in effect until revised or when indicated by the appropriate authority.
3. Information.
4. Scope.
5. Certification. (If necessary, this and other paragraphs can be utilized.)

CO's Signature

Copy to:

Figure 1-1. Sample Unit Policy Notice

CHAPTER 2

MAINTENANCE OPERATIONS

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CHAPTER 2

MAINTENANCE OPERATIONS

2000. MAINTENANCE POLICY

1. General. The management of equipment maintenance will be in accordance with reference (a) and this SOP as augmented by other maintenance-related directives and publications issued by this Major Subordinate Command (MSC) or HHQ.
2. Maintenance efforts, at all levels, will be coordinated with the goal of maximizing combat readiness. Equipment needing repair or evacuation to a higher echelon of maintenance will be processed as rapidly as possible.
3. PMCS will pay the greatest dividends within a unit and are the responsibility of the officers and SNCOs appointed over the equipment operators. Equipment operators must know their maintenance responsibilities and perform them. A substandard job is the cause of many problems. Reviews at the first level of supervision will include a check on the performance of first echelon responsibilities. Preventative Maintenance needed beyond first echelon be scheduled utilizing GCSS-MC.
4. First echelon maintenance will be performed by an operator who has been trained on the specific end item and licensed, if required. PM should be performed and supervised at the lowest level. Equipment deficiencies must be identified quickly, evaluated, and then placed into a CM cycle.
5. CM takes time and is the responsibility of assigned commodity managers/maintenance officers; therefore, units must plan accordingly by scheduling the maintenance workload and making required personnel available to do it. When continued use of equipment might render it unserviceable and a lack of personnel, money, etc. exists, consider placing the equipment into a storage program. This is a preventive action available to all unit Commanders. Equipment to mechanic ratios, mission, and/or training requirements should be considered when determining how much equipment should be placed into the storage program. Keep in mind that although the equipment resides in the program it is still the owning unit's responsibility to check on the equipment and maintain its serviceability.
6. CM will only be performed by authorized maintenance personnel within their respective commodity areas. It is imperative that the need for CM be reported immediately upon discovery.
7. Maintenance and maintenance management procedures will continue during deployments and training. Abuse and neglect of equipment will not be tolerated. Leaders at every level will take immediate corrective action when signs of equipment abuse or neglect become apparent.

2001. ASSIGNMENT OF OPERATORS

1. A specific operator/crew will be assigned in writing to Principle End Item (PEI)/major end item for the performance of operator maintenance on unit equipment. If necessary, operators may be assigned responsibility for more than one item of equipment.

2. When responsibility for an item of equipment cannot be assigned to a specific operator, consideration should be given to placing equipment in the unit's ADMDL Program or Administrative storage Program (ASP) in accordance with reference (a).
3. Based on operational requirements, Commanders can authorize personnel to operate equipment not specifically assigned to them, provided the operator has completed all necessary training and qualifications associated with that equipment.
4. At no time will personnel operate a piece of equipment for which they are not properly licensed. All vehicle operators will be trained, tested, and licensed in accordance with current directives.
5. Operators will be responsible for all associated pre, during, and post operation checks and services associated with the equipment.
6. Maintenance discrepancies identified during operational checks and services will be reported to the supporting maintenance commodity as soon as operationally supportable.

2002. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

1. General. Equal time should be allocated to maintenance and operator training. Developing a close working relationship with the S-3 and having familiarity with the TEEP will help ensure maintenance is scheduled and considered a priority along with unit tactical training.
2. Pre-Deployment. A maximum effort must be made to get all equipment to an optimum state of readiness with emphasis on PM. A Joint Limited Technical Inspection (JLTI) and inventory of SL-3 components will be conducted and documented in GCSS-MC. GCSS-MC will have scheduled PMCS identified so that equipment in the custody of the new/temporary holder does not request PMCS prior to operations. This is the responsibility of the releasing command.

2003. SHOP OPERATIONS

1. Unit commodity managers are responsible to their CO for the effective operation of maintenance shops. They will ensure that procedures are established which provide for systematic forecasting and scheduling of equipment maintenance, orderly work flow, safe and efficient use of resources, and a functional QC program. Unskilled personnel and personnel who possess only basic skill levels will be provided experienced supervision during maintenance operations. Reference (a) and Proc Notices provide detailed guidance for shop supervisors and shop operations requirements.
2. All commodities performing maintenance services will establish and maintain a quality control program to be monitored and inspected by the MMO during the unit's internal inspections.
3. Adequately trained personnel will perform all maintenance actions in a safe environment, using the proper tools and/or test equipment. All maintenance elements should be organized so maintenance teams are composed of inexperienced personnel working with skilled personnel during active maintenance. This will facilitate training and help to ensure a safe work environment.

4. Commanders and Commodity Officers in Charge (OIC) will designate in writing the title, authority, and billet responsibility of key maintenance personnel, to include QC inspectors. A copy of the assignment letter will be maintained in the turnover folder or desktop procedure. Billets not specifically listed in chapter one of this MMSOP, but determined to be key to shop operations by commodity managers, should be treated the same as those referenced in chapter one.

2004. PERFORMANCE OF MAINTENANCE SERVICES

1. Coordination of Unit Maintenance Requirements. Commanders will coordinate alternate sources of maintenance support, as necessary, to balance workloads within the unit. They will determine overflow levels at which work can be evacuated to the next source of maintenance support. Maintenance production processes will be per reference (a) and applicable directives published by HHQ such as GCSS-MC Procedural Notices.

2. Post Exercise/Deployment Maintenance. One of the most critical periods for proper supervision of PM and CM is upon completion of an exercise or operation. There is a tendency for complacency to set in at this time and poor after-use PM/CM may not be detected until the next time the equipment is used. This results in degraded equipment, loss of time, and the consumption of resources. The S-4/MMO, in coordination with the S-3, will schedule adequate time following each training exercise, tactical operation or deployment to perform Pre and Post Op LTI's, PM, CM, and to conduct SL-3 inventories. This may be conducted as an official maintenance stand-down and will be included on the TEEP. When equipment is temporarily loaned to another unit and is returning to the owning unit, a JLTI will be conducted as well.

3. PM services will be scheduled per applicable TMs, Lubricating Orders (LO), Fielding Plans (FP), and reference (a).

a. First echelon maintenance of an end item will normally be performed by the individual assigned to that piece of equipment. First echelon maintenance usually does not require special training or special tools to effect repairs, (i.e., repair or replace caps, fuses, dust covers, reflectors, etc); however, the operator is required to have the prescribed operator's TM in their possession while performing operator's maintenance.

b. When a specific PM schedule is not indicated in an associated TM, Commanders will establish and promulgate PM requirements for the equipment as indicated in reference (a). Unit scheduled PM intervals will not exceed 12 months.

c. Deferred PM services, as well as reduced or extended PM intervals, may be authorized at the Commander's discretion per reference (a). Deferred PM services are restricted to equipment in an ADMDL, admin storage, or low usage posture programs. In these instances, the CO will approve, in writing, the equipment affected by deferred PMs. Equipment in the field does not warrant deferred status, as maintenance is required to be performed while in the field.

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

e. Sound management procedures should be exercised in regard to scheduling PMs on Mobile Radio Control (MRC) vehicles with the intent of

performing PM on the vehicle and radio simultaneously. Coordination is required between the communications and motor transport sections.

f. Special PM procedures are required in the event that equipment is submerged in salt or fresh water, or exposure to either loose sand or mud. See reference (a) and the applicable equipment TM for these procedures.

4. CM actions will be performed per procedures established in appropriate TMs.

5. Maintenance in the Field. Appropriate maintenance services will be performed during all field exercises. PM services should be conducted as scheduled. CM services should be conducted as necessary. Care must be taken to ensure compliance with applicable environmental policies.

6. In all cases PM schedules need to be maintained in GCSS-MC by each shop or section that owns, maintains, or operates equipment. These schedules will be adjusted as the maintenance is either performed or missed and is the sole responsibility of the equipment owner to ensure they are updated accordingly. MMO will inspect this function to ensure compliance during internal inspections.

2005. MAINTENANCE CONTROL

1. Induction. Once the owner determines that a piece of equipment is to be turned into maintenance, the owning section will create a SR. The owner will ensure the SR is opened and completes all required fields correctly, per the current GPN. Once the maintenance activity has accepted the equipment into the maintenance cycle, the status of the SR will be changed to 'Equipment Accepted', to begin the Date Recieved in Shop (DRIS) status.

a. If the item is not tracked with in the Installed Base (IB), or listed by quantity vice S/N, the SR preparer will enter national item identification number (NIIN) and include the S/N in the log and notes.

b. Once assigned to maintenance if any information is inaccurate the maintenance section will reassign the SR back to the equipment owner to correct the discrepancy.

c. Certain inaccurate information within GCSS-MC cannot be changed once the SR has been saved such as; echelon of maintenance, point of contact, SR type. If information cannot be changed or edited within GCSS-MC, the maintenance section will reassign the SR to the owner. The owner will then close out the incorrect SR and, open a new properly prepared request.

2. The owning section will then change the group of the SR to the maintenance resource group ex: "UIC-MXXXXX", and bring the equipment to the QC for induction into the maintenance cycle.

3. Once the S/N and TAMCN/NIIN has been verified on the equipment and SR, QC will begin the induction process.

a. If the equipment owner desires to open the SR under Urgency of Need Designator (UND) A or B, it will immediately be assigned to personnel designated in writing by the Commanding Officer to assign the requested UND with a workbench note requesting to upgrade the SR priority (02, 03, 05, or

06 as applicable, per assigned Force Activity Designator). The workbench note should be type 'Escalation'.

b. All MARES reportable items that cannot perform its assigned mission, will be combat deadlined and assigned a minimum priority of 06.

c. When the priority of a SR is upgraded, for example, from UND 'C' to UND 'B', it is required to be upgraded by authorized personnel as specified in MCO 4400.16H. When the SR is upgraded and saved, the information saves to the authorized individual's GCSS-MC account/username to allow for verification in the log and notes section of the SR.

4. Prior to induction, the QC will ensure that any tasks listed on the SR have the status changed to accurately reflect the current status of the task, then close the task when complete. The maintenance section, to promote standardization, will create all induction tasks and maintenance tasks.

5. Maintenance commodities are required to standardize a list of induction tasks to be applied to the SR per GPN 1-13.

6. Once the equipment has been accepted into GCSS-MC and the maintenance cycle, the job status is changed to reflect the current status of the equipment, such as, 'INS PRGS' or 'AWTG INS', or other appropriate status.

7. Priority Assignments. Commanders will assign priorities to SRs and tasks per references (d). Priority designators reflect the mission of the unit Force/Activity Designator (F/AD) and UND of the item. The F/AD, (a roman numeral, i.e. I, II, III, etc.), is assigned by higher authority and represents the mission precedence of the unit. The UND, an alphabetical letter, is determined as described below. To determine the appropriate numeric priority, the F/AD is combined with the UND in accordance with reference (d). Commanders of requisitioning activities continue to be responsible for the review of SRs and requisitions containing UND A and B. Additionally, they are responsible for regular training on the proper and effective application of priority assignment within the command.

(1) UND A (priorities 01, 02, 03). These items are required for immediate end use in direct support of equipment essential to the operation of combat missions or other operations as directed. UND 'A' maintenance and supply support requests must be used on a judicious and conservative basis. Widespread use of UND "A" requests at all Levels of Maintenance (LOM) will dilute the effectiveness of the priority request system, particularly when deadlined equipment is required for operational commitments. The decision to use UND 'A' includes both the expeditious use of organic maintenance resources as well as the acceleration of procurement by the issue activity. A SR of this priority will be approved by those individuals currently on the unit's UND authorization list.

(2) UND B (priorities 04, 05, 06). These items are required for immediate end use, the lack of which impairs the operational capability of the unit. A SR of this priority will be approved by those individuals currently on the unit's UND authorization list. All MARES which cannot perform their assigned mission will be combat deadlined and assigned UND 'B' at a minimum.

(3) UND C (priorities 11, 12, 13). These items are required for routine replacement or replenishment. There is no need to have these individuals on an authorization list to sign SRs or parts requisitions.

2006. CORRECTIVE MAINTENANCE

1. The section performing the maintenance will perform the remainder of the acceptance inspection. This includes an operational check of the equipment to verify the defect described by the owner and an inspection of the serviceability and completeness of the equipment.

a. An initial inspection task will be created in GCSS-MC and performed by the maintenance activity. The task type must be 'Maintenance' and the operational status of the task should be 'Operational-Minor'. Until the acceptance inspection is completed, the operational status is not completely determined. The operational status for the entire SR will simultaneously change to the most degraded task. Once the deadline or degrading defect described by the operator has been verified by a technician, a deadline or degrading task will be created to effectively downgrade the SR to the appropriate level of degradation.

b. If all functionality cannot be tested due to a faulty component (main circuit breaker, etc.), this full functionality check must occur as soon as possible. This must be explicitly indicated in the workbench notes to ensure that this remaining inspection requirement is ultimately satisfied.

2. Once the inspection is complete, ensure the labor hours are debriefed and the inspection task status is changed to 'Completed', and 'Closed'. The status of the SR should be changed from 'INS PRGS' to the appropriate status.

3. A new maintenance task will be created when a part must be ordered, fault isolation, local repair is required, or warranty coordination must be done. This task will describe the operational status of the end item.

a. The SR's operational status will be driven by the tasks rather than being edited directly on the workbench. Editing the operational status directly on the workbench will lead to a conflict between the workbench and task list.

4. SRs that are in a non-mission capable maintenance (NMCM) status will be monitored closely on the maintenance production report (MPR) and universal work queue (UWQ) for accuracy, on a daily basis.

a. The problem summary section of the Workbench must indicate the current status of the overall SR - what is the deadline or degrading part that must be repaired or replaced. If the deadline or degrading part is not known, utilize the degrading or deadlining defect.

b. The task notes will be updated and kept as a running log of all actions being performed that are not established in a task on SR's while in maintenance. These notes may include any troubleshooting being conducted, part requirement information, and system related issues.

2007. ORDERING PARTS. The requisitioning, receipt, storage, and issue of repair parts and materials shall be conducted per UM 4400-124, MCO P4790.2, current GPN's, and SOP. The key to any effective maintenance management program is the availability of sufficient repair parts and materials to

perform preventive and corrective maintenance services. Accurate identification of required repair parts and timely processing of demands is the cornerstone of equipment readiness programs. The culmination of supply support efforts is aggressive follow-up actions on pending demands.

1. If a repair part is required, a maintenance task must be created to requisition the part. The task fields with clarification will be filled out as follows:

- a. The priority will be equal to or less than the priority of the SR.
- b. Personnel requisitioning parts are required to be on the UND letter.
- c. Operational Status must match the CEC code.
- d. The description will provide a brief description or nomenclature of the part.
- e. All other fields required in conjunction with the current GPN's.

2. Only required NIINs will be ordered for each individual task based on priority of tasks and what is listed in applicable TM. Ordering required maintenance parts on separate tasks allows the parts to take on the operational status.

3. The operational status must match the Combat Essentiality Code (CEC) of the part in most cases. However, good judgment is imperative when assigning the operational status of this task as it will affect the operational status of the SR. For example, if a component with a CEC of five (critical) requires replacement, but the system has functional redundancy built-in, the operational status of the order task should be operational-degraded.

4. Once the parts requirement task has been saved, the assignee must review the task for accuracy and then forward it to proper authority for follow-on processing.

5. Change the SR status to 'Waiting Approval', this step must be done as soon as the Government Commercial Purchase Card (GCPC) or Purchase Request Builder (PR Builder) is submitted to supply. If supply cannot provide the funding immediately, the job status will be changed to 'SHT FUND'. Otherwise the part will be placed on order and the status changed to 'SHT PART'.

6. The commodity will continue to monitor the part requirement until the order has been created by supply. A layette is established when the section generates a parts requirement.

7. Supply is responsible for assigning a cost Job Order Number (JON) to the parts requirement and creating the order as funds are available. Supply will then approve the parts requirements and assign the task back to the requesting commodity as approved.

8. Maintenance sections are not authorized to maintain repair parts and/or components. Exceptions include those associated with specific maintenance SRs, Pre-Expended Bin (PEB), or select low-density class IX parts that were issued with new equipment to be expressly held by the using unit maintenance activity.

a. Upon receipt of requested repair parts one of the following courses of action will be taken:

(1) If a piece of equipment is in the active maintenance phase, the repair parts will be identified by SR and prepared by the mechanic/technician for immediate application.

(2) If a piece of equipment requires multiple repair parts which are to be applied at one time, incoming repair parts will be received and identified with the end item and placed in a layette bin until all repair parts are received and the end item is scheduled for maintenance. Layette procedures are outlined in chapter 3.

2008. INTER-SHOP REPAIR

1. All Alpha TAMCN equipment must have an opened SR on the particular TAMCN before the component can be inducted for maintenance. When equipment is transferred from maintenance for maintenance (inter shop, evacuation, etc.), SL-3 items for the alpha TAMCN equipment will not accompany the end item into maintenance unless the items can be secured to/on the component (i.e., the combat operations center, trailer, etc.).

2. If equipment is inducted with a faulty component for which the repair responsibility lays outside of maintenance, a maintenance task must be created to indicate the component needs repair. This is done in order to associate an operational status to the alpha TAMCN SR. This maintenance task will not be assigned to Motor Transport or Engineers (MT)/(ENG), it is merely a placeholder. The subject of the task will be generic; for example, "repair trailer". This task will affect the operational status of the alpha TAMCN SR.

3. For inter-shop repairs, a copy of the Alpha TAMCN SR must be created. Utilizing current GPN's and the User Productivity Kit (UPK) can give you up-to date step by step directions on how to accurately copy a SR for inter-shop repairs.

a. The summary should indicate the defect with the vehicle. In this case, maintenance is the customer of another maintenance section. Therefore, the problem summary should be listed from the perspective of a customer vice maintainer.

b. In the 'Include' section, leave all boxes unchecked. At the bottom, check 'Create Reference Link' (this is equivalent to a '3T' transaction in MIMMS). Once you press the 'Copy' button, the new SR will open. All linked SRs will show up in the related objects tab on both SRs. Linked SR's have operational status changes, but the mother SR status does not automatically change.

4. Once inducted, it is the responsibility of the repair section for the Alpha TAMCN to conduct weekly reconciliations with the inter shop agency. While sections are not directly responsible for the repair of the particular component, they are responsible for the end item and therefore will provide assistance when needed in keeping related SRs updated and valid. The priority and operational status of both SRs will match. The maintenance shop will not edit SRs that are not assigned to a group within maintenance unless there is a task assigned to them under that SR. The intent is that sections will review related SRs at least weekly, scrub for errors and provide these

errors to the inter-shop section for correction. It is paramount that sections communicate regularly when inter-shop SRs are in the maintenance cycle.

5. Once the component is repaired, ensure that the copied SR is closed. The closed SR will still be visible under the related objects tab and will still be available for viewing.

2009. FLOAT The maintenance float program consists of two categories: depot repairable (I, D and L coded) and non-depot (F and H coded) intermediate and organizational repairable. The management of secondary repairable items are based upon the Source Maintenance and Recoverability Code (SMRC) assigned each item and reference (e). The authorized reference for the SMRC is the equipment SL-4/technical manual. The maintenance code in the SL-4/technical manual is for the specific part within the end item. If there is no applicable SL-4, then the SMRC cited in FEDLOG, or appropriate TM, should be used.

1. Secondary Repairable items are to be immediately exchanged with a serviceable like-item from the repairable issue point (RIP) if a replacement item is available in the inventory. If a replacement item is not available, the RIP will issue backorders by priority and then on a first come, first serve basis.

2. Units shall follow the instructions provided in the most current applicable GPN's to properly track and report float items utilizing GCSS-MC.

2010. WARRANTY/CLS

1. For warranty or CLS procedures performed locally, a SR should be created and updated as if it were a normal maintenance SR. For example, if a piece of the transition switch module needs maintenance, it needs to be inducted as normal and inspected. In this instance, maintenance will coordinate repairs with the General Dynamics Industry Technology maintenance representatives and all maintenance actions they perform will be recorded on the SR. Additional information on CLS can be found in MCO 4200.33.

a. This will facilitate PQDR as necessary and help to ensure that maintenance history is being properly preserved in the IB.

2. When evacuating an end item out for contractor maintenance support, the equipment will be subject to the complete maintenance induction phase. Once it is determined that evacuation is necessary, the following steps will apply:

a. The Remedial Maintenance Activity (RMA) number or maintenance tracking number equivalent should be listed under a 'transfer documentation' workbench note.

b. The maintenance section will also be responsible for preparing the GCPC or PR Builder request for the fiscal NCO. The fiscal NCO will coordinate payment of the request.

c. Coordination will then be made with maintenance section to ship the item to the vendor. Reconcile with the vendor for status updates weekly.

d. If the vendor determines that the end item will be replaced, supply must be informed so that the original end item can be expired in IB and the new one can be created. To create the new item, a request must be submitted by maintenance section to supply to run a D6A transaction (receipt without due-in). To expire the original item, coordination with supply is required.

3. When evacuating an IB tracked component out for warranty repair:

a. Create the component in IB as SL-3 to the end item.

b. Do a negative debrief of the component to remove it from the end item and add to the maintenance sections designated stage sub-inventory. The item will be returned to inventory as if it were a consumable vice a secepr.

c. The maintenance section will coordinate with the vendor and IMA in the same manner required for warranted end items. Once shipped, change the SR status to COMP EVAC.

d. The item will remain in the sub-inventory until it is determined whether the original item can be repaired or a replacement item will be sent. If a replacement item is sent, the original item must be expired by supply and a D6A transaction must be processed on the replacement as described above.

e. The replacement item must be debriefed to the end item (see section on debriefing components). If the original item is repaired and sent back, a sub-inventory transfer must be processed to move the items from each sub-inventory.

4. When evacuating a non-IB tracked component out for warranty repair, follow the component warranty coordination procedures listed above. A parent/child relationship will not be required before returning the defective component to inventory.

5. In cases that a NIIN is not available or does not exist, all coordination with the vendor and maintenance section will occur as usual. No transactions will be required in GCSS-MC. All reconciliation will be tracked utilizing the tasks section in the SR.

2011. OPEN PURCHASE

1. If any requisition is required that cannot be processed using a part requirement via GCSS-MC SR, a GCPC or PR builder worksheet will be completed by the maintenance section.

a. These forms and any assistance required will be provided by the unit supply section.

b. Supply will be responsible for ensuring that the request is processed in a timely manner and providing updates to the maintenance section. Open purchase requests will also be part of the weekly reconciliation between MMO, maintenance, and supply.

2. The requesting section is responsible for updating the SR weekly, with any status changes, as required.

2012. RECOVERABLE ITEMS REPORT (WIR)

1. Once an item is determined to meet the criteria for WIR, a WIR is submitted. When the WIR returns to the using unit with disposition instructions from the Item Manager (IM), a SR will document the final maintenance phase for the purpose of capturing Total Lifecycle Maintenance (TLCM). All SR's will reference current GPN's. (The SR will be edited as follows: All of WIR should be referenced in new gpn's)
2. The unit's supply has control of the WOLPH account and will monitor the WOLPH website daily to ensure the request is handled in a timely manner. The disposition number identified in WOLPH will be noted in the workbench note on the SR for historical purposes.
3. Once a response is received from the item manager via WOLPH, follow all instructions as directed.
 - a. Shipping instructions will be carried out by the owning unit, to include the preparation of the DD1149 shipping form, or any commercial shipping forms. The equipment will be turned into supply so they can schedule an appointment with Preservation, Packaging, and Packing (PP&P), and coordinate with the Distribution Management Office (DMO) to schedule the shipment.
 - b. If the item manager directs the unit to repair the item, the status will be updated, the resource group will be changed back to the section performing the maintenance, and the Submit WIR task status will be changed to rejected.
4. The maintenance section will attach a copy of the disposition instructions to the SR utilizing the current GPN:
5. Once the gear has been sent to DRMS or shipped to Albany, Barstow, etc., copies of the DD1149 and/or DD1348 will be given to the owning section and the unit MMO.

2013. CANNIBALIZATION AND SELECTIVE INTERCHANGE.

1. CMC Washington DC L LP(UC) Msg Dtd: 051502Z Sep 12 provides policy that clearly defines cannibalization and selective interchange. It also identifies authority to execute, and establishes reporting requirements. Strict adherence to the policy directed on the aforementioned message will be executed.
2. GPN 10-12 provides detailed procedures for the reporting of cannibalization and selective interchange.
3. Reclamation of repair parts/components from DRMS or other like sources (non-repairable items that have been approved by the item manager), can be requested by the Commander as a means to prevent selective interchange. Strict accountability of such repair parts/components will still hinge on the proper processing of transactions in GCSS-MC. In this case, the item will be receipted for via D6A transaction and then issued from inventory as with any other repair part. The War Reserve System (WRS) code 'SC' (scrounge) will be utilized.

4. When cannibalization or selective interchange has been authorized by the appropriate approval authority, the authorizing documentation will be attached to the appropriate service request using the current GPN.

2014. UNIT RECALL. At any time, the operational tempo of the unit may dictate that a customer utilize equipment inducted into maintenance for the performance of an assigned mission. If an item is in a degraded or operational-minor operational status, this is possible by requesting a Unit Recall of the equipment. Equipment in a deadlined operational status will not be recalled.

1. The maintenance section will determine if the equipment is suitable for unit recall.

2. The owner will interface directly with the maintenance section to recall equipment. The maintenance section is obligated to completely disclose any unresolved issues with the end item that may hinder smooth operation during the mission.

3. A joint SL-3 inventory will be completed between the owner and the maintenance section. Any discrepancies identified between the inventory conducted at the time of acceptance and the time of recall will be listed in a task note for example, equipment returned to owner SL-3 complete. If it is determined any items are missing, they will be placed on order by the maintenance section.

4. An operational check will be performed by the owner at the maintenance section to ensure that the equipment will satisfy any mission requirements.

5. The transfer of custody record will be returned to the maintenance section conducting the repairs and signed by both parties a copy will be attached to the SR. At this time, the SR status will be changed to 'UNIT RCL'.

6. Once all parts have been received for by maintenance, a contact customer task will be created. Arrangements will be made by the owner to bring the equipment back to maintenance and the SR status will be changed to 'AWTG EQUIP'. When the equipment is returned to maintenance, the maintenance section will return the transfer of custody receipt to the owner.

2015. MAINTENANCE CLOSEOUT PHASE. It is the goal of maintenance to return all inducted items to as close to a like-new condition as possible. As stated previously, this includes repairing the cause of the original faulty defects as well as replacing SL-4 as required, minimizing superficial blemishes/corrosion where time and tools permit, and installing modifications and upgrades.

1. Quality Control. The objective of each quality control and assurance program is to maximize equipment readiness through increased equipment efficiency and reliability by ensuring that proper and effective maintenance is performed on all equipment undergoing repair or servicing. This program further seeks to detect improper procedures to determine whether they are isolated in personal performance, training support equipment, or in equipment design.

a. Maintenance chiefs are responsible for implementing control procedures required to ensure all equipment is repaired according to direct

specifications and that personnel are properly supervised in the accomplishment of all equipment maintenance activities associated with equipment repair and servicing. These procedures are an integral part of maintenance production/shop operation procedures and are outlined in reference (a).

b. Each section will assign a quality control inspector, when available a primary and an alternate quality control inspector should be assigned. Such assignment will be formalized by an appointment letter and will be signed by the maintenance officer/platoon commander. Assigned personnel will meet all T&R requirements prior to being assigned this position.

c. Quality Control Procedures. Commanders are required to establish QC programs.

(1) Upon receipt of an item into maintenance, the item will be inspected to determine repair and/or modifications are required. This initial inspection must be conducted with the intent to identify any equipment defect, above and beyond the defect(s) which cause the equipment to be introduced into the maintenance cycle. Required modifications will be noted on the SR and action initiated to accomplish the modification by opening a modification SR and evacuating the equipment either at the unit level, if authorized, or to the next higher echelon as required.

d. For equipment requiring fault isolation, the inspector will conduct the isolation/troubleshooting process. Applicable TMs will be used and the SR will be annotated with appropriate maintenance tasks.

(1) The item will then be sent to the appropriate section where it will be inspected to determine the degree and nature of the repairs and the parts required. This will be determined without regard as to what is specified in the SR. Any additional repairs or parts requirements will be added to the SR and the maintenance chief will be notified. This will determine the repair costs as well as the quality of maintenance procedures. Where fault isolation is required, the mechanic or technician will conduct the isolation/troubleshooting process, using applicable TMs, and will update the SR with appropriate maintenance tasks.

(2) Constant and detailed supervision of maintenance performance is essential to any quality control program. Experienced personnel must be assigned to supervise and work with inexperienced personnel.

(3) Work in progress will be inspected at appropriate stages to ensure completeness, accuracy of assembly, and installation of each component. Items considered borderline or degraded despite their impact on the operational status of the overall end item should be replaced while the equipment is being repaired or disassembled. Parts that meet this criteria and those described for PEB should be considered for addition to the maintenance shops PEB inventory.

(4) Appropriate support and test equipment will be used to the fullest extent during all maintenance phases. After final assembly, equipment will be tested to determine proper functioning and performance.

(5) Inspection conducted by a competent NCO does not relieve the particular maintenance section supervisor of the responsibility for

supervision and inspection to ensure quality work performance at the shop level.

(6) Effort should be made in each maintenance section to create tailored quality control checklists for each equipment type. When a checklist is used, once completed, it is highly recommended that a copy be attached to the SR.

e. When the repair section has determined that the equipment repair is completed, the item will be processed through a final inspection phase. Ensure all tasks are closed and change the SR status to 'FINL INS'. Another task should be created to perform the quality control inspection. The SR will stay in this status for the duration of the quality control inspection. The inspector will perform a detailed inspection to include visual and operational checks to the degree necessary to assure that no additional repairs are required.

(1) If the work performance is unsatisfactory or marginal, the shop chief will be notified and appropriate action taken to determine the nature and cause of the deficiency. Prompt and thorough action to fix the cause and/or responsibility for the discrepancy will be taken and appropriate corrective measures initiated to prevent the recurrence of the discrepancy.

(2) The final phase of the quality control inspection will be a review of associated equipment records to ensure that they are correct. The review of equipment records will include a verification of commodity modification control records as they apply to that particular end item or component, and any additional certifications such as hook throat spread, Annual Condition Inspection (ACI) and load test certification, etc.

2. Once the QC inspection has been completed, the inspector will close the inspection task and change the SR status to 'RPR COMP'. The problem description will then be entered per GPN 1-13.

3. Maintenance commodities are required to use the standardized list of SR close out tasks per GPN 1-13.

2016. EQUIPMENT THAT EXCEEDS ORGANIC MAINTENANCE CAPABILITIES.

1. General. All equipment exceeding the unit's maintenance capabilities will be evacuated to IMA. Items requiring higher echelon maintenance should be evacuated to the support activity authorized to perform such maintenance.

2. Evacuation Procedures

a. Open a SR in GCSS-MC at the echelon of maintenance authorized for the using unit.

b. Complete all first and second echelon maintenance to the maximum extent possible, prior to evacuation.

c. Identify and requisition second echelon parts.

d. Clean equipment and complete associated records.

e. Remove collateral gear prior to evacuation.

f. Prepare a courtesy third echelon SR by copying and assigning the copied SR to the supporting activity.

3. Pickup of Equipment from Supporting Maintenance Activities

a. Equipment will be picked up from the IMA immediately upon notification.

b. Unit MMOs and commodity managers will review the MPR in order to identify SRs in a 'PCKP HECH' job status and a contacted owner task has been created. Units will contact the appropriate repair company in the event that telephonic notification has not been received. This equipment is to be retrieved as quickly as possible so as to place the equipment back into service by the owning unit.

c. When circumstances force a pickup delay of more than 48 hours, the IMA will be notified and a revised pickup date will be determined.

d. Equipment which has been evacuated to the IMA for repair will not be recovered by the unit until repairs have been completed.

4. Overflow Maintenance. Overflow maintenance is an exceptional procedure used when a unit cannot accomplish its maintenance due to a shortage of technicians/mechanics, shop space, facilities, or support/test equipment.

a. Overflow maintenance support for I MHG units will be coordinated via I MHG S-4/MMO when a PEI exceeds 120 deadline days.

b. In cases other than maximum deadline days, unit Commanders will notify I MHG S-4 when their maintenance mission cannot be accomplished. Overflow maintenance requests will be routed through I MHG commodity managers for review and concurrence prior to submission to the support maintenance activity. Common Logistics Combat and Control (CLC2S) will be used to communicate this requirement through the chain of command to I MHG S-4/MMO.

c. Requests for overflow maintenance will be approved when circumstances warrant. Workload surge, requirements to meet pre-deployment schedules, post-deployment requirements or urgent modification of high density equipment are the most frequent causes of overflow maintenance outside of excessive deadline days.

d. Overflow maintenance is not a substitute for accomplishing the inherent maintenance responsibilities within a command. This should not deter units from using overflow maintenance as an option but as a last resort effort.

5. Maintenance Support Teams (MST). A MST is normally mobile and task-organized to perform specific tasks/functions for a short period of time. 1st MLG can provide a MST as a function of its general or direct support intermediate maintenance responsibility.

a. Maintenance Contact Team (MCTs). All battalions/companies have organizational maintenance responsibilities. Proper employment of maintenance capabilities is essential to sustain combat/training operations. Commanders must place as much emphasis on organizing and positioning their maintenance assets as they do their combat assets. A key element of a unit's organizational maintenance capabilities is the MCTs. MCTs may be task-organized to inspect, diagnose, classify, and repair equipment in any

environment. Inspection, testing, and certification of tactical ground load lifting equipment will be conducted in accordance with applicable regulations.

(1) MCTs are positioned by the unit Commander to provide the most responsive maintenance support possible.

(2) MCTs are the key to a successful recovery, evacuation and repair program. MCTs assist in the recovery of damaged equipment. They determine whether the item is repairable at the recovery site. If so, they fix it themselves or obtain parts, additional personnel, and/or tools from the rear. If the damaged equipment is not repairable at or near the recovery site, the MCT will supervise evacuation of the equipment.

b. MST. The MST is to intermediate maintenance what the MCT is to organizational maintenance. The MST has intermediate maintenance repairmen with tools, test equipment and repair parts. MSTs may be formed to inspect, diagnose, classify and repair equipment in any environment.

(1) MSTs are provided by IMA, 1st MLG. Accordingly, requirements to perform maintenance on large numbers of equipment are potentially disruptive to the timely performance of CM within the 1st MLG; therefore, MSTs are most efficiently employed in maintenance situations which require numerous similar repairs or inspections, (i.e., condition coding, modification applications, PMCS, LTI, etc).

(2) MSTs can be configured to augment organic maintenance capabilities. Such a request normally constitutes overflow maintenance and is subject to approval as outlined above.

6. LTI Maintenance Support. LTIs are generally intended to determine the condition and/or determine the extent and level of maintenance required to restore equipment to a specific condition. Responsibility for the conduct of LTIs is divided between organic shops and IMA based on the type of LTI performed.

a. I MHG units will use organic maintenance resources to perform LTIs required for:

(1) Equipment temporarily loaned, internal and external to I MHG.

(2) Small arms pre-fire inspections.

(3) Equipment declared as excess material and designated for either internal redistribution within I MHG or transfer, as directed by HHQ.

(4) Transfer of asset custody caused by the unit deployment program (UDP).

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

(6) Acceptance LTIs.

b. LTIs on I MHG equipment will be requested from 1st MLG for the following situations unless otherwise directed by this headquarters:

- (1) Induction of the equipment at the IMA.
- (2) Accident investigations involving intermediate level repairs.
- (3) Condition coding for excess equipment when estimated cost cannot be ascertained by owning units due to lack of personnel, publications, etc.

c. Units authorized third echelon capabilities and the requisite tools need not request LTI assistance. Requests for LTIs beyond the scope of organic resources will be submitted to 1st MLG.

2017. RECORDS

1. Equipment Records. GCSS-MC functionality has replaced the NAVMC 696D folders, but not the SL-3 inventory folder. All required NAVMC 696D folder remarks that do not have a specific data entry point in GCSS-MC or are not authorized by Logistics and Plans. Clarification notices will be manually entered in the item instance notes section. This can also be attached as supporting maintenance documents in the IB. To manually enter data in the item instance notes section utilize GPN 4-12. All modifications, calibrations and PMCS will be updated and maintained within GCSS-MC. GCSS-MC also retains historical records, therefore, printing records of GCSS-MC is not authorized.

2. Responsibility. The preparation and maintenance of equipment and resource records are the owning unit's responsibility. Entries will normally be entered in records at the time the maintenance or maintenance related action is completed. Commodity managers and maintenance officers are responsible for the input of all resource records under their charge.

a. MMOs are responsible for the periodic review of all equipment and resource records to ensure that record keeping procedures comply with current directives and they will also include records inspections as part of their annual internal inspection program.

2018. REPORTS

1. Materiel Readiness Reporting. Readiness reporting consists of identifying MARES, T/E deficiencies and equipment deadlines per reference (f). MARES is listed in reference (g) and is updated annually. GCSS-MC reports contain a single source for all authoritative data and will be used to sustain, manage, and account for equipment readiness. This information will be used to update DRRS-MC. The following guidance applies, providing clarity on the sources from which GCSS-MC pulls its information.

a. The T/O&E lists the total wartime requirement for each TAMCN for designated units as displayed in the Total Force Structure Management System (TFSMS).

b. Approved Acquisition Objective (AAO) is the Marine Corps total equipment requirement registered in TFSMS. T/O&E will be used as the baseline for asset management.

c. Command adjustments will add or subtract from the allowances on the MAL. These adjustments do not change the T/O&E or AAO quantity in TFSMS.

d. Possessed equipment is loaded to property records and is reported on-hand.

e. Deadlined equipment is considered inoperable only when it is not mission capable and cannot perform its designed combat mission. Degraded, PMCS, routine modifications, or lack of non-critical repair parts will not cause a deadlining condition.

2. TFSMS is the authoritative data source for equipment requirements information used for materiel readiness and operational readiness reporting, to include Mission Essential Equipment (MEE) and PEI equipment T/O&E quantities.

3. Logistics systems contain records of accountable property records, such as GCSS-MC. For reporting organizations this will be used as the source for possessed equipment inventories in materiel readiness reporting and operational readiness reporting.

4. Records which reflect the reportable equipment's operational condition (GCSS-MC), will be used as the source for deadlined equipment reporting quantities.

5. Resource Reporting Methodology. Reference (f) provides specific guidance for supply 'S', Maintenance 'R', and Materiel Readiness 'MR', readiness percentage calculations. Different computations must be made when calculating readiness percentages for single or multiple TAMCNs.

6. The percentages calculated by GCSS-MC for DRRS-MC equipment is supply on hand 'S' and equipment maintenance readiness 'R'. They are manually entered into DRRS-MC. There is no automated interface between these two systems. The S-4, MMO, and S-3 must coordinate to ensure that DRRS-MC 'S' & 'R' percentages for both PEI and MEE are accurate. This information may not always reflect what GCSS-MC displays.

a. Since readiness data is near real time and can be extracted daily, commodity managers, MMOs, and the commander must ensure accurate and timely reporting. MMOs will validate the Equipment Status Report (ESR) bi-weekly to make sure there are no discrepancies between GCSS-MC and actual equipment/unit status. The MMO will:

(1) Ensure that the ESR authorized allowances are correct by comparing the unit's TFSMS allowances against the ESR allowances.

(2) Ensure that the ESR command adjustment quantities are correct. This will be accomplished by conducting a detailed reconciliation with a supply analyst and the command's authorization letters justifying each loaded command adjustment quantity. Any loaded command adjustment quantity that cannot be validated with an official supporting authorization will need to be corrected immediately.

(3) Verify that the on hand quantities identified during physical inventory are equal to the quantities being reported as on hand on both the ESR and the MAL.

(4) Validate the operational status of PEIs with the ESR.

2019. MODIFICATION OF EQUIPMENT

1. Responsibility. Owing units are responsible for ensuring that all equipment modifications are properly applied, recorded and reported through GCSS-MC. GCSS-MC provides the means to exercise control over the modifications control program; thereby, eliminating the need for paper copies. Per GPN 4-12 the following forms are no longer authorized for locally tracking and updating modifications; NAVMC 11053 and 11054. Current policy guidance provided from CMC WASHINGTON DC L LP (UC)/091558Z JAN 14, provides instruction on how to manually track modifications not tracked or listed in the IB. Users will not introduce or manually add a MI into the IB. Items that are components of a PEI will have the parent/child relationship created within the IB. Units will identify/verify the modification status in the item instance configuration in the IB for PEI and components.

2. Modifications consist of maintenance actions required to effect necessary design changes in equipment or components to improve function, maintenance, reliability or safety. PQDRs are beneficial suggestions frequently establish requirements for equipment modifications. Modification Instructions (MIs) are normally fielded and are the only authorized way to make design changes on equipment. Detailed procedures for modification control are contained in references (a) and (c). Changes to equipment directed by TIs, Technical Bulletins (TBs), or Special Instructions (SIs) are required in the same manner as modifications except that reporting and recording requirements are not required.

3. Urgent and Normal Modifications. Modifications that are required to prevent death or serious injury to personnel, prevent major damage to equipment, or make equipment changes that are considered immediately essential are designated "URGENT". Urgent MIs normally contain required completion dates and may contain restrictive operating conditions. All other modifications are designated as 'NORMAL' and are usually accomplished on a scheduled basis within one year of the MI effective date.

4. Deadline Safety of use Messages (DSOUM). DSOUM or safety alert messages are issued from at times to provide field units with advance notice of changes to equipment and logistics data of an immediate nature. These messages are often precursors to MIs and should be maintained by the unit MMO and respective commodity manager as part of the overall modification control program. All messages of this nature will be followed as directed.

5. Control Procedures. Commanders will ensure the unit commodity managers are responsible for establishing and maintaining the modification control program. The unit commodity managers are to ensure proper application, verification, publications and recording of required modifications.

a. Establishment of the Modification Control Program. Each commodity or section will establish a single control point responsible for monitoring the modification control program. In units required to assign an MMO, the MMO will be responsible for managing the modification control program. When a unit is not required to assign an MMO, a designated maintenance commodity will be responsible for reviewing the modification control program for central oversight.

(1) Commodity managers will establish a modification record for each item or component under their charge, whether it's rated or possessed by the unit, for which a MI has been published.

(2) Physically verify all modifications.

(3) Perform pending modifications.

(4) All MIs, regardless of echelon, will be readily available. In some instances TIs will direct the modification of an item and in these instances, TIs should be maintained. These can be found along with other publications by using the Publication Library Management System (PLMS) or the SL 1-2/1-3.

b. Identification of Modifications. Reference (h) is the primary means for identifying current MIs and TIs and must be reviewed for each item of equipment upon receipt of the monthly update, upon receipt of new equipment, or the initial establishment of a modification control program.

c. Receipt of Equipment. Upon receipt from any source, all applicable modifications to an item of equipment will be verified as part of the acceptance LTI.

d. Request for Modification

(1) Owing units that have equipment requiring modification will request such work by contacting the appropriate second echelon shop and initiating a SR. If a modification is required, it will be ordered through the second echelon shop and applied as scheduled. The owner will induct the equipment into the maintenance cycle. The actual performance of the modification may be deferred depending on the urgency of the workload. All parts ordered to accomplish a MI will be requisitioned using appropriate means. When the parts for the modification are received, the maintenance shop will make notification via GCSS-MC through the job status that the equipment is needed in the shop to perform the modification if it is in "Unit Recall" status.

(2) Modifications which exceed the unit's maintenance echelon will be handled by submitting a SR to the appropriate 3d echelon shop. The IMA will update GCSS-MC MI records as required.

(3) Re-application of a modification as a result of required maintenance/replacement of parts will be considered repair vice modification and requires no modification reporting.

6. Method of Recording. I MHG units will only use GCSS-MC or GPN approved methods.

7. Requisitioning Modification Kits

a. A modification kit is a grouping of individual components required to modify one piece of equipment. Most modification instructions will specify "modification kit" and give the NSN to be requisitioned. Some MIs will not specify a modification kit but will list material required to perform the modification. This material must be obtained by the unit from the normal source of supply (SOS) and may have to be paid for by the unit.

b. Reference (a) provides basic guidelines regarding the requisitioning of equipment modification kits. Marine Corps Logistics Base (MCLB) Albany will procure enough modification kits to satisfy the Marine Corps' requirements. Once the stocks have been depleted at MCLB, Albany, a reject status code of 'ME' will be provided and the unit will be required to submit

funded requisitions for the individual components of the modification kit. Modification kits requisitioned outside the established required completion date must be funded by the unit in most cases.

c. Maintenance sections will order modification kits through GCSS-MC and will reconcile the MPR on a weekly basis to ensure valid status of required parts exists.

8. Management Procedures for Commodity Managers

a. The commodity manager will validate the MI report in GCSS-MC at a minimum on a monthly basis to ensure no new MI's have been published requiring action and if any new equipment has been loaded to the owner's records.

b. The MMO will periodically check and inspect all MI's in GCSS-MC. Additionally, MI's will be inspected on a semi-annual basis when the command conducts their internal inspections.

2020. SUPPORT AND TEST EQUIPMENT

1. Support and test equipment consists of sets, chests, kits, TMDE, and other maintenance-related support equipment authorized by the unit, special allowance, or garrison tool allowance. Poor tool control results in lost assets and additional expenditures. Proper inventory and effective control will reduce this expense.

2. Control. I MHG units will establish tool control per references (a) and (b). Calibration control will be conducted per reference (a), (c), and (i).

a. Garrison Peculiar Tools

(1) Garrison peculiar tools are defined as those tools needed to support requirements that would not exist in a deployed environment. Unit Commanders (not below the battalion level except for detached units) are authorized to establish, in writing, special tool allowances for tools not currently maintained within T/O&E.

(2) If the individual tool, set, kit, chest or test equipment is required to perform the unit's tactical mission, submit a Table of Organization Equipment Change Request (TOECR) in accordance with MCO 5311.1D to add the requirement or to change authorized quantities on the T/O&E.

(3) For individual tools required to complete an existing Marine Corps SL set, kit or chest (already loaded to the unit's T/O&E) which enhances a unit's ability to perform its tactical mission, the unit will submit a NAVMC 10772 citing a recommended change to the appropriate SL-3. A copy will be forwarded to the MMO for tracking purposes. (Note: Do not requisition any additional tools until the recommended change is approved. Submission of the form does not constitute authority to maintain the item. However, a special tool allowance can be authorized by the unit CO.)

(4) For tools, when compiled, qualify as a unique set, kit, or chest not stocked by the Marine Corps, and is required for a unit to complete its tactical mission, the unit shall submit a TOECR. (Note: Do not requisition any additional tools until the TOECR is approved.)

(5) If the individual tool, set, kit, chest, or test equipment is not required to perform the unit's tactical mission nor does it qualify as garrison peculiar, i.e. excess tools, request redistribution instructions from the Supply Officer or rollback the excess tools in accordance with references (b).

b. Locally Fabricated Tools

(1) Locally fabricated tools are those tools whose fabrication is directed by a technical publication, i.e., SL-3, TI, TM, etc. The unit Commander (battalion level or above except for detached units) can authorize in writing locally fabricated tools. The authorization letter will reference the technical publication which establishes the requirement for the tool.

(2) All other locally fabricated tools, (i.e., those developed by unit personnel to meet a perceived Marine Corps requirement, are not authorized for use until approved by HQMC. Units must submit a Universal Needs Statement (UNS) or beneficial suggestion to obtain the proper authorization.

c. Non-rated tools that are currently on-hand should be retained, pending allowance/SL-3 change.

d. TOECRs and copies of NAVMC 10772s must be maintained until changes are approved.

e. No tools, sets, chest, kits or test equipment (i.e., pocket tool kits for computers) will be procured based solely on suggestions/pending changes.

3. Inventory Requirements. Inventory control procedures will be established and maintained for all end item collateral equipment identified by SL-3 component per reference (a) and Chapter 3 of this SOP.

4. Calibration. TMDE are sophisticated tools that require control, inventory, and maintenance. The main emphasis of TMDE maintenance is accuracy assured through calibration. The calibration facility operated by 1st MLG will be I MHG's primary source of calibration for support and test equipment. Calibration for infantry weapons gauges will be conducted per TI 4733-OD/11N. It is important to note that not all TMDE requires calibration. In this order, "calibrated items" and "TMDE" are synonymous. (Note: It is imperative that the MMO inspects these gauges to ensure that up-to-date gauges are on hand. Any expired gauges cannot be used to perform LTI/ Pre Fire Inspections (PFI) for weapons that are issued to be fired.)

a. Automated Calibration Control Program. Units will utilize the preventative maintenance/calibrations (PM/CAL) schedule function via the GCSS-MC maintenance chief responsibility in GCSS-MC. Manipulation of these attributes in the IB is not authorized.

c. TMDE Components of a PEI. TMDE items that are components of a PEI will have the parent/child relationship created within the IB by designating the TAMCN/NIIN for the PEI set, kit, or outfit as the parent and the serialized TMDE component as the child. The organic maintenance unit will copy the SR and assign the copied SR to the supporting calibration lab. Units will utilize the GCSS-MC serial number generation function to assign a serial number for all operational test code (OTC)-3 TMDE assets where a

USMC/manufacturer serial number does not exist, but is required in order to create the parent/child relationship.

d. Items Designated as Inactive or Calibration Not Required (CNR). Those items designated as inactive or CNR will reflect this status in the item instance additional attributes. The date the item entered an inactive or CNR status will be captured in the PM/CAL form remarks field.

e. Items Designated as Special Calibration. The criteria for the special calibration (e.g. calibrated counter clock wise (CCW) only, calibrated to 500 volts only) will be entered into the remarks field of the item instance attributes.

5. Other Calibration Programs. The above listed instructions are not applicable to calibration of items that require evacuation to supporting calibration laboratories external to the USMC and where there is a likelihood that the same calibrated item will not be returned to the owner. Example: the Infantry Weapons Gage Calibration Program (IWGCP), Survey Instrument Calibration Program (SICP). Using units will continue to utilize applicable technical instructions until updated procedures can be developed to transition the execution of these programs smoothly. Desired end state is to have full accountability of OTC-3 items in order to achieve TLCM. To achieve the desired end state, HQMC (LPC-2) will coordinate an end-to-end review of these programs and develop an implementation strategy that achieves total asset visibility, accountability and management within GCSS-MC. For the time being, accountability for these particular assets will be done in the system applicable for capturing required maintenance actions, e.g., IWGCP or SICP systems.

2021. SAFETY.

1. The active application of safety practices and proper supervision will reduce the risk of accidents and injuries. Commanders and commodity managers must ensure that their personnel are thoroughly trained in the proper handling of assigned equipment, safety procedures when using tools and machinery, and the handling of hazardous materials.

2. Commodity managers and the unit's safety officer are responsible for developing, training and enforcing the commodity safety program. Commodity personnel will adhere to all safety procedures. Commodity managers will delineate, in writing, specific safety procedures supporting shop operations.

3. The MMO and commodity managers should coordinate closely with the unit safety officer and S-3 to ensure that safety training requirements are being met.

4. Each commodity will assign, in writing, a safety Non-Commissioned Officer (NCO) as a collateral duty.

5. Policies and procedures for the safety programs are contained in MCO 5100 series.

2022. PQDR. Units are required to submit PQDR per reference (j).

1. Responsibility. A PQDR will be initiated by the individual who discovers the deficiency (PQDR originator) after consulting with the resident commodity officer/chief. The PQDR information will be submitted to the originating

point (typically the unit's MMO). The originating point will assign a control number and will submit the PQDR electronically via the web based application Product Data Reporting Evaluation Program (PDREP) to the screening point. The unit MMO will also function as the central control point for submission and tracking of PQDRs. When a unit is not required to assign an MMO, the commodity maintenance officer will be responsible for establishing an, originating point and central control point in submitting PQDR's.

2. Submission. A PQDR will be submitted when a deficiency in material meets the criteria set forth in references (c) and (j). A copy will be forwarded to the appropriate commodity manager and the originator.

a. PQDR categories:

(1) Category I Deficiency. A product quality deficiency which may cause death, injury, or severe occupational illness; would cause loss of or damage to a weapon system; directly restricts the combat readiness capabilities of a using organization; or which would result in a production line stoppage.

(2) Category II Deficiency. A product quality deficiency which does not meet the criteria set forth for category I.

3. Tracking. The unit MMO will track the submission of PQDRs via logbook or electronic database. This tracking method will list, at a minimum, the following information: control number, date submitted, submitted by, end item NSN, defective part NSN, deficiency and remarks/action. The means of tracking will be reconciled, quarterly and as required, against the PDREP database.

4. Retention. A copy of all PQDRs will be kept in the PQDR file/desktop while awaiting action. A PQDR with final action will be kept on file for one year. Should the originating point not be the MMO and receive a response to any PQDR, they will forward a copy to the MMO or central control point, for quality assurance and tracking in the event future problems arise with particular items.

5. Maintenance and commodity personnel should clearly understand the PQDR program and the reports to be submitted on appropriate occasions to appropriate personnel.

2023. BATCH SERVICE REQUEST PROCEDURES. The following guidelines apply to the batching of equipment:

1. CM. PEIs (class VII), MARES items, and their associated components, listed in reference (g) will not be batched for CM.

2. PM. PEIs (class VII) will not be submitted in batch for PMCS.

3. Application of Modifications. PEIs (class VII) and MARES items will not be batched for application of modifications. Using units are authorized to use a batch SR to obtain modification kits and materials. However, upon receipt of all kits/materials required to apply the modification, a separate SR will be opened for each item of equipment requiring modification. Additionally, a PEI will not be batched when the urgent modification application places the equipment in a non-mission capable status.

(UNIT HEADING)

4790
Code
Date

From: Commanding Officer, (using unit)
 To: Commanding Officer, Combat Logistics Battalion XXX
 Subj: PERSONNEL AUTHORIZED TO RECEIVE AND DELIVER MATERIAL AND EQUIPMENT FOR
 AAC _____
 Ref: (a) MCO P4400.150
 (b) GruO P4790.1E

1. Per the references, the below listed personnel are authorized to receive and deliver material and equipment by commodity area:

a. All Commodities

NAME	GRADE	DoD ID Number
b. <u>Comm/Elect</u> (Same as 1 a. above)		
c. <u>Engineer/Utilities</u> (Same as 1 a. above)		
d. <u>General Supply</u> (Same as 1 a. above)		
e. <u>Motor Transport</u> (Same as 1 a. above)		
f. <u>Ordnance</u> (Same as 1 a. above)		
g. <u>Food Service</u> (Same as 1 a. above)		

2. Personnel listed in the preceding paragraph are required to present a United States Government Geneva Conventions Identification Card prior to receipt and/or delivery of material or equipment.

3. This letter of authorization supersedes all previous letters submitted by this command on this subject.

4. The point of contact is _____, at extension _____.

CO's Signature

Copy to: (as appropriate)

Figure 2-1. Sample letter format of authorization to receive and deliver material and equipment

(UNIT HEADING)

4790
Code
Date

From: Commanding Officer, (using unit)
 To: Commanding Officer, Combat Logistics Battalion XXX

Subj: AUTHORIZATION TO APPROVE UND A & B GCSS-MC MAINTENANCE AND SUPPLY
 SERVICE REQUESTS, FOR UNIT IDENTIFICATION CODE MXXXXX

Ref: (a) MCO 4400.16
 (b) GruO P 4790.1E

1. In accordance with the references, the personnel listed below are authorized to approve UND 'A' Service Requests, approve parts requisitions for required materials.

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
Last, First Int.	Maj	Supply Officer
Last, First Int.	Capt	Maintenance Management Officer

2. In accordance with the references, the personnel listed below are authorized to approve UND 'B' Service Requests, approve parts requisitions for required materials.

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
Last, First Int.	GySgt	Armory Chief
Last, First Int.	SSgt	Supply Chief
Last, First Int.	SSgt	MT Maintenance Chief

3. All Marines assigned to the above billets are required to attend regular Uniform Materiel Movement and Issue Priority System (UMMIPS) training. Failure to receive required training will result in that individual's GCSS-MC account being suspended until required training is received.

5. This UND authorization letter supersedes all previous UND authorization letters.

CO's Signature

Copy to: (as appropriate)

Figure 2-2. Sample authorization to approve UND A & B GCSS-MC maintenance and supply service requests

CHAPTER 3
SUPPLY SUPPORT

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CHAPTER 3

SUPPLY SUPPORT

3000. GENERAL INFORMATION. Requisitioning, receiving, storing, issuing, accounting and disposing of repair parts and materials will be conducted per references (a), (b), (c) and this SOP. Identification of repair parts, accurate technical research, timely processing and aggressive follow-up actions are critical elements of quality supply support.

1. Supply Support Agencies. Issue points, under the operational and administrative control of the 1st MLG, are established to provide a range and depth of supply support greater than that normally provided by individual unit operating stocks held within perpetual 01A. The SMU will provide Class IX repair parts and select SL-3 component items.

2. Supply Discipline. The judicious operation and maintenance of assets in a peacetime environment is vital to supply discipline in wartime. Deficiencies, coupled with equipment deadlines causes the greatest harm to our readiness posture. Stores Account Code (SAC) 3 equipment excesses are usually a result of disposition instructions being ignored or excesses not being reported via WOLPH as a WIR. Additionally, SAC 3 excesses are required to be identified and reported to HHQ. Excesses may also result from T/O&E changes which direct allowance reductions. Equipment excesses consume valuable work hours due to care and upkeep requirements, and increases equipment to mechanical ratios. Redistributing excesses helps reduce the maintenance burdens as well as the associated cost. Additionally, by redistributing equipment, units in need can fill their deficiencies. SAC 2 and 3 items that are either deficient or excess will immediately be reported to the MHG Supply Officer; however, SAC 2 and 3 deficiencies will not be placed on order by the using unit. Logistics Command (LOGCOM) is using a push fulfillment process to ensure units are receiving SAC 2 and 3 assets as the units become deficient.

3001. THE MARINE CORPS SUPPLY SYSTEM

1. Wholesale Level. The wholesale level is that level at which an inventory manager at the national level has asset knowledge and exercises asset control to meet worldwide inventory management responsibilities and controls/monitors the life cycle management of the equipment.

2. Intermediate Level. The intermediate level is that level which is between the consumer and wholesale levels. The 1st MLG and Direct Support Stock Control (DSSC) activities are the standard intermediate inventory levels.

3. Consumer Level. An inventory, usually of limited range and depth, is held by the using unit for the sole purpose of internal consumption to meet unit mission. In some cases when a unit is authorized, it is not necessary for units to go outside their command to order stocks. The user level stocks include T/O&E (tracked within the IB) and general support materiel (perpetual 01A) assets, (i.e., repair parts, office supplies and general housekeeping items). Such items are part of the supply inventory. Consumer level supply policy is included in reference (b).

4. Supply Support. Supply requisitions are reflected on the due and status file (DASF) within the Document Management area of GCSS-MC. Additional

demands encompass all requisitions, whether they are for canteens or repair parts. The GCSS-MC DASF is updated on a "near-real-time" basis. The management of additional demands is not complete without follow-up actions. The Supply Officer, MMO, and the commodity managers must ensure that additional demand follow-ups, lost shipment action, modifiers and cancellations are initiated and processed when required by utilizing a SR based validation approach. Validations are not to be confused with reconciliations. Reconciliation between the maintenance section and MMO will still occur in person; however, parts requisitions will be validated via an SR task and routed to the appropriate personnel.

5. Maintenance and Supply Coordination.

a. Maintenance personnel must provide the unit supply with information concerning normal and special requirements.

b. Unit Commanders and commodity managers must ensure only authorized and required supplies are requested.

c. Maintenance supervisors must ensure proper forms and procedures are used when requisitioning repair parts, tools, SL-3, modifications, and consumables.

d. Unused materials and repair parts must be returned to supply.

e. Back ordered material for which requirements no longer exist must be identified and cancelled. Documents with a "BA" status cannot be cancelled.

f. All errors in TMs and SLs that impair effective supply support should be documented with a NAVMC 10772. It cannot be over-emphasized that this is not merely a responsibility of the supply section. Any individual within the command who discovers a deficiency in this area should submit a NAVMC 10772 via the MMO.

3002. REPAIR PARTS REQUEST SYSTEM. When repair parts or materials are required, these requirements will be listed and forwarded to the supply source using a maintenance task in GCSS-MC. Most repair parts and materials support will be processed through the maintenance float or SMU.

1. Required Delivery Date (RDD). The most important indicator in a repair part requisition is the RDD indicator. Use of this field is more important than priority designation when requisitioning critical parts. Critical parts which are deadlining or degrading end items will always be requisitioned using the appropriate RDD indicator and have the same priority designation as the SR. RDD's will be used on all requisitions.

2. Technical Data Research. See Appendix B for requisition technical research procedures.

3. Non-System Demands. There will be cases when a repair part is required for which there is not a valid NSN; this could result from an NSN not being assigned in a TM, the NSN not listed in GCSS-MC, or if the item is under warranty. In any of these cases, the SMU will need to be contacted to load the NSN, cataloged at the enterprise level, or open purchased.

3003. REPAIR PARTS CONTROL. Units are not authorized to maintain repair parts or components except when associated with a specific maintenance SR,

shop over-head, planning SR or PEB. Upon receipt of requested repair parts, one of the following six courses of action will be taken:

1. Receipt and Storage of Repair Parts.

a. Repair parts are issued by supply to authorized representatives of each commodity section listed on the authorization letter.

b. Parts will be receipt for by signing the Proof of Delivery (POD) form DD 1348-1 or DD 1348-6. A copy will be given to the commodity/section.

c. After issue, each section is responsible for the storage and security of the repair parts.

2. LAYETTE BINS. A layettes bin is defined as a control location in the maintenance area where parts received from supply are stored until installation can be complete. It is a bin, shelf or box which is labeled with the respective SR number and locator. Layettes will be located in a practical and secure area.

a. Repair parts are monitored from requisition to receipt by the maintenance activity through GCSS-MC. Once repair parts are received and debriefed, automated accounting stops.

b. Layette bins are a means of controlling and accounting for repair parts within the shop. To control the layette, reconciliation will be done on a bi-weekly basis with the MPR and locator quantities listing report. Repair parts can be traced from date of requisition to receipt through GCSS-MC; however, once repair parts are received by the requestor, automated accounting stops. There is still a requirement to establish internal accounting control procedures within maintenance. The debrief of the repair part is the final step in this phase.

c. Each layette bin will be clearly marked with the SR number and locator and equipment serial number for which the parts were ordered. Separate layette bins will be set aside for storage of replacement parts received on each open SR. All small parts received for the same SR will be stored together in the same layettes bin. Large parts, by virtue of their size, require a larger area and therefore will be stored in an appropriate secured location. These parts will be clearly tagged with the applicable SR and document number to which they belong. In addition, a note of where these large itmes are stored should be placed in the layettes bin for ease of management.

d. The shipping document will be filed and maintained in an organized and secure area until; all repairs are complete, parts are properly received for and debriefed in GCSS-MC, and the SR is properly closed. If a shipping document was not issued with the part, the part must be tagged or marked with the pertinent SR/document number prior to departure from supply.

e. Accounting for parts received or issued to a technician for application will be validated bi-weekly from the commodities subinventory in GCSS-MC. Along with the validation of parts in the bins, the parts/supply clerk will also validate the maintenance layettes subinventory to ensure that there are no parts listed in GCSS-MC that are not on-hand.

f. Parts that have been removed from an item of equipment to facilitate repair may be stored in the layette bin; however, the parts will be tagged or marked with the appropriate SR number.

g. Any part removed from a layette bin must be debriefed by a maintenance action noted on the SR.

h. The PEB will be the first resource a mechanic/technician will use for parts availability prior to ordering. Parts issued from the PEB in quantities equal to or in multiples of the Unit of Issue or Measurement (U/I/M) will be recorded on the same SR with a WRS code of "PB" and placed in the layette bin for issue to the mechanic/technician. The same would apply should cannibalization "CN", selective interchange "SE", or scrounge "SC" be used/authorized.

i. Sections are required to inventory each bin on a weekly basis against the MPR and locator quantities listing report.

j. SRs will be documented to indicate the transfer of receipted parts from one SR to another.

k. Float-managed secreps will be handled in the same manner as repair parts.

3. Receipt and Storage of SL-3 Components

a. SL-3 components will be procured through GCSS-MC as a normal parts requirement. DSSC items may be either centrally procured by the supply section or purchased by individual sections, depending on the unit supply SOP.

b. When SL-3 components are received, place them in the set, chest or kit and annotate the inventory. When annotating inventory sheets, update all temporary remarks immediately in pencil (e.g., erasing temporary remarks and checking on-hand in pen).

c. When the end item is not available due to higher echelon maintenance or being utilized for operations, place the SL-3 in a secure location labeled with the serial number of the equipment, until the items can be placed together.

4. Excess Parts

a. Rollback Procedures. Rollback excess parts to the SMU general account in an expeditious manner. Commodities/sections will provide the using unit Supply Officer with listings of excess repair, secreps or PEB items identifying the NSN, U/I/M, and quantity of items to be returned to the supply system. The Supply Officer will input DICs "D6A" and "D7P" into GCSS-MC causing a rollback shipping mat to be produced. The responsible commodity/section will ensure that excesses are tagged for roll-back. The item will be annotated with the NSN, short nomenclature, U/I/M and "EXCESS".

b. The required method of rollback is as follows:

(1) Only serviceable material qualifies for roll-back. Unserviceable material will be turned in to the DRMS via supply.

(2) The Supply Officer will schedule an appointment date for the section to return their excess parts.

(3) Once the turn-in documents are received, the section will return their excess on the appointed date. It is the responsibility of the section to return the parts to the supply section.

(4) A copy of the turn-in documents will be returned to the Supply Officer.

c. There are instances when repairs will require less than the standard U/I/M, (i.e., 10 of a gross, 8 of 100, 30 feet of a reel, etc.) The excesses will be added to the PEB authorization letter which will be annotated "broken U/I/M, not to be reordered, use until exhausted". The date the item was added will also be included. If there is no PEB established, an authorization for the broken U/I/M must be published.

5. Repair Parts Reclamation. Reclamation of repair parts/ components from DRMS or other like sources is encouraged. All scrounged parts will be reported via a parts requirement with a WRS code of "SC".

3004. PRE-EXPENDED BINS (PEB)

1. The ability to maintain equipment readiness and equipment availability is heavily dependent on maintenance resources being leveraged to the maximum possible extent. A key to successful field maintenance is the ability to maintain an authorized PEB that is both readily available and easily mobile with a unit Commander's organic lift.

2. Broken Unit of Issue/Measurement (U/I/M). Broken unit of issue of common hardware (i.e., bolts, nuts, screws, washers, etc.) that has a unit of issue other than each i.e. hundred, box, dozen etc. which are ordered against a corrective maintenance task requires further control and accounting once the U/I/M is applied to the equipment. The leftover portion will still be accounted for in the PEB. Strict control and accountability is required, maintenance supervisors must ensure mechanics/technicians know how to use the on hand supply before ordering more.

3. Authorization. Items selected for the PEB must be approved in writing by the CO and reviewed annually. The letter will contain nomenclature, NSN, maximum quantity authorized, reorder point, U/I, unit price, and total price. For authorizations requiring waivers, units will forward request to the appropriate approval authority. A copy of the current letter of approval will be kept on file with the Supply Officer, maintenance officer, and MMO as official authorization to maintain a PEB.

4. Requisitioning Procedures. PEB items will be requisitioned through GCSS-MC using the 'planners desktop'. Once a PEB is created a min-max report will need to be generated. When parts are received, the unit will receive them into the PEB sub-inventories. For further guidance on receiving parts or the 'Planners Desktop', refer to the Online Training tab within GCSS-MC.

5. Location/Marking. Each bin will contain one PEB NSN only. Each bin will be clearly marked with the NIIN of the items inside it. Physical access to the PEB must be restricted to those individuals to whom the unit Commander or commodity manager has delegated the responsibility for its maintenance and

security. If additional locators are needed, contact the unit supply or appointment representative with the GCSS-MC inventory/Supply Officer role.

6. PEB Item Usage

a. For an item to be drawn from a PEB, the personnel drawing the item must coordinate with the PEB/Layettes clerk for proper accountability of PEB parts. When the issue of an item reduces the on-hand quantity to the reorder point, the PEB/Layettes clerk should request replenishment through the PEB and forward request to supply for reorder. (Note: If the unit is authorized to have the MIN/MAX feature set up in GCSS-MC, the re-order point will be automatic. However, this is unit discretion and authorization is required.)

b. Out of stock (not on hand in the shop) PEB items that are required to perform CM or PM will be requisitioned against an open SR for that item of equipment under the appropriate category code and priority. If this results in receipt of excess items from a broken U/I, they may be used to replenish the PEB quantity.

7. Review. PEB and the planners desktop must be reviewed annually. Each PEB item should be re-evaluated to ensure it continues to meet stockage criteria per reference (b) and this SOP. Use a semi-annual review letter to re-certify that the current PEB has been reviewed and no changes are required. Items with a max quantity of (0) but register an on-hand quantity have been deleted from the PEB and will be held until exhausted or the next semiannual PEB review. Items with an on-hand quantity which exceeds the max quantity have been identified as excessive and will not be replenished until they meet the authorized criteria.

3005. DIRECT EXCHANGE (SECREP ITEMS PROGRAM)

1. General. Policies for the use, control, and management of the Marine Corps secrep item program are contained in MCO P4400.150, applicable GCSS-MC Procedural Notices, and the online training provided on the GCSS-MC home page.

2. The authorized reference for the SMRC is the equipment SL-4/repair parts list. The maintenance code in the SL-4/repair parts list is for the specific part within the end item. If there is no applicable SL-4, then the SMRC cited in the appropriate TM should be used. If a part is used more than once in an end item, it may have different maintenance codes listed in the SL-4 due to its applicability within the equipment.

3. Maintenance sections shall gain electronic access to the current listing or catalog of secreps managed by the RIP to determine secreps available. Information on the retail material management section can be found at <http://www.logcom.usmc.mil/smc/secrep/>.

4. The maintenance float will be the sole SOS for items with SMRC of "D", "L", "F" and "H".

5. Maintenance Float Operation. Maintenance float, managed by 1st MLG, is the SOS for secrep items.

a. Customer Responsibilities

(1) The commodity will determine requirements for replacement of secreps using the maintenance float catalog and appropriate SMRC.

(2) Prepare the NAVMC 1018 (inspection/repair tag) in accordance reference (c) and attach it to the item. Begin the transaction process within GCSS-MC, utilizing the GCSS-MC online training link. Despite the guidance provided in GPN 2-13, the sub-inventory 01F, will be provided to maintenance sections conducting secrep exchanges.

(3) Deliver the complete unserviceable components to the 1st MLG RIP appropriate maintenance commodity in a clean, complete condition and properly packed. The preferred method of packing, by priority, is metal container, fast pack, box and foam or pallet (pallet being the least desirable). When packing material is not available due to a unit's mission, the secrep will be turned in with a letter of explanation from the unit Commander.

(4) In no case will any serviceable secrep be transported without being in the appropriate container. If the component is not available for issue the component will be placed on backorder by the RIP.

(5) The commodity supply clerk will either receive a condition code "A" replacement or establish a backorder. If an item is issued, the supply clerk will issue a receipt in GCSS-MC. A new serial number will be documented for asset visibility.

(6) If a backorder is created, the commodity section will receive a backorder status on the DASF/MRP. When the backorder is filled, the commodity section will receipt for the item. The serial number of the new item will be annotated on the DD 1348-1 or DD 1348-6 and a copy will be given to supply.

(7) Recommend changes to float allowances. Commodity shops, as float customers, may recommend allowance increases. Requests should include data such as current end items deadline status, backorder lead time, average availability upon demand and projected needs based on existing hard requirements plus planned increases in operational tempo. Requests will be submitted in writing to the MMO for review and forwarding to the float manager.

b. MMO Responsibilities

(1) Conduct bi-weekly reconciliations with the supply section.

(2) Submit recommended changes to current float allowances as needed.

(3) Maintain liaison with the maintenance float to ensure completion of transactions to avoid delay.

3006. INTRODUCTION OF NEW EQUIPMENT

1. General. New equipment will require the same degree of operator training, maintenance training, repair parts, supporting tools, and test equipment as equipment already in use.

2. Concept. HQMC will publish a "support concept", commonly in the form of a Fielding Plan (FP). Other support concepts may be found in a Material Fielding Plan (MFP), Users Logistics Support Summary (ULSS), or Supply

Instruction (SI) under which new items of equipment will be issued, implemented, used and maintained.

3. Responsibilities

a. Review the FP for each new item of equipment, with particular emphasis on the support concept and related correspondence to determine the total quantity, complexity, and associated requirements of the item to be received.

b. Ensure all new items of equipment received are physically kept in an administrative deadline status and captured as such in GCSS-MC Install Base until operationally released for service by the unit's Commander.

c. Ensure sufficient security is provided to prevent unauthorized use, cannibalization or other abuse.

d. Ensure MARES assets are reported on the unit ESR and are reconciled against the units MAL, current edition of the Marine Corps Bulletin (MCBul) 3000 and T/O&E.

e. Ensure PQDRs and Reports of Discrepancies (ROD) are submitted, when necessary, to appropriate action points.

f. Ensure an acceptance LTI is conducted. It is recommended to be scanned into the IB for each serial number in GCSS-MC.

g. Ensure an initial SL-3 inventory is conducted and documented. It is recommended to be scanned, and added to the IB for historical reference.

h. Ensure any additional items listed in the FP are addressed and all required PMCS and LTI's are annotated within GCSS-MC.

3007. VALIDATION AND RECONCILIATION

1. Validation is how supply support requirements are confirmed, including existing requirements, cancellation, receipt, scrounges and current status. Reconciliation is how a unit ensures supply support requirements are registered in GCSS-MC.

2. Reconciliation is a combined responsibility between the MMO, Supply Officer, and commodity manager. The reconciliation and validation process must insure that repair parts are validated at the shop level, and that requirements are resident in respective reports.

3. The bulk of reconciliation and validation duties will be accomplished by the commodity manager, shop maintenance officer or chief. Resolution on each item in question should be reached by the Supply Officer, MMO and commodity managers in periodic face-to-face meetings. Do not leave this to the clerks alone. Most often they do not possess the experience/knowledge to catch everything.

4. Validation must occur between a unit's organizational commodities. If a commodity has equipment or a component "ITRS REP", reconciliation on a bi-weekly basis must occur. The commodity doing repairs on the inter-shop or component SR will notify the owning commodity of all changes in defect codes, priorities, and job statuses. This will ensure accurate GCSS-MC reporting.

5. Detailed validation and reconciliation procedures will be outlined in a unit policy letter. Further information can be found in Appendix A of this SOP.

3008. SL-3 COMPONENTS LIST

1. The SL-3 lists all components of collection-type items, (i.e., sets, chests, and kits, outfit and assortments, and components to PEIs such as vehicles, weapons, and communications equipment). Inventories will be conducted in accordance with current GPN's and reference (b). Any SL-3 missing will be annotated with an "M" in pen on the SL-3 extract. Any items deemed unserviceable will be annotated with a "U". A SR will be opened and the applicable SR number annotated in the remarks column in pencil. In both cases the "supervised by" signature will not be entered until these actions have been taken and completed.

2. The TAMCN will be listed for components that have been assigned a TAMCN.

3. Listed under the column "item identification" are three general item listings.

a. Supply System Responsibility Item (SSRI). These items are furnished by the supply system when the end item is issued. These items will be transferred with the end item during redistribution or other changes of custody. These items are required to be maintained on hand or on order (or identified as an un-funded deficiency). Requisitioning is the responsibility of the owning unit.

b. Collateral Material. These items are furnished with the end item upon initial issue and normally remain with the owning unit if redistribution/rebuild or other change of custody occurs. These items are required to be maintained on hand or on order (or identified as an un-funded deficiency) unless otherwise specifically directed in the SL-3.

c. Using Unit Responsibility Item (UURI). These items are not issued with the end item and must be requisitioned on an "as required" basis by the owning unit, not to exceed the stated quantity. These items remain in the unit and are not transferred with an end item during redistribution/rebuild or other changes in custody. An exception would be a directed redistribution because of force modernization, retrograde or a unique maintenance requirement where the UURI is not needed by the unit but may be of use with the associated end item.

4. Requisitioning. SL-3 components will be requisitioned through GCSS-MC using a maintenance SL-3 type SR with the appropriate operational status code and appropriate SR UND assigned.

a. SL-3 items that deadline the end item will be verified utilizing the CEC code via FEDLOG and appropriate TM's.

b. SL-3 items are requisitioned from two primary SOS: SMU general account and DSSC.

c. Units that are short funds are still required to requisition parts in GCSS-MC. When funding becomes available, SR job status will be changed from 'SHT FUND' to 'SHT PART'.

5. It is strongly recommended that maintenance personnel accompany the supply personnel to DSSC to determine if a suitable substitute is available in place of an item which is presently Not In Stock (NIS). DSSC cannot stock assets for every stock number resident in the SL-3s, and non-maintenance personnel are not normally familiar with the suitability of substitute NSNs.

6. Alternate sources of supply are also authorized but should be used only if the estimated shipping date is excessive for ordered parts or the estimated replenish DSSC date is unacceptable.

3009. SETS, CHESTS AND KITS

1. Accountability. SL-3 components will be accounted for on the most current inventory sheet available. There may be instances where a SL-3 inventory sheet is not available. In this instance, a locally devised inventory sheet can be produced in accordance with procedures established in TM 4700-15. These sheets will reflect serial numbers where appropriate. Detailed instructions for inventories and record keeping requirements are contained in reference (a) and will be used for all SL-3 inventories.

a. Sets, chests, kits, and individual portable power tools, will be numbered by type and assigned to a responsible individual or tool room NCO. The individual assigned shall be provided a lock and key. One key will be retained by the individual and the other one will be retained in a lockable key locker under control of the responsible officer (RO), tool room NCO, or key locker under control of the unit S-4. Check in/out procedures shall be established within the shop tool room via a logbook, stamped tags (ID tags), or sign out cards.

b. A copy of the applicable SL-3, SL-3 extract or applicable inventory listing will be maintained in the set, chest, and kit or in a file folder maintained by the tool NCO/commodity manager. One copy of the appropriate SL-3 will be furnished to each unit or individual at the time of issue of the major item. Accurate and up-to-date extracts of the appropriate SL-3 may be used in lieu of the SL-3 maintained in the sets, chests or kits. Inventories may be reproduced from the SL-3 extracts.

c. The unit MMO, Supply Officer, and maintenance officers should match sets, chests and kits to the T/O&E to ensure all items are on hand. Special tools for which allowances have been established by the unit Commander must also be inventoried.

d. When not in use, sets, chests, and kits, and individual portable power tools shall be kept in the shop tool room and will be checked in/out only by the individual who has been assigned responsibility for them. In case of personnel who are Temporary Assigned Duty (TAD), on leave, or absent in excess of 30 days, the set, chest, kit or portable power tool will be recovered from the individual and inventoried. It may be reissued upon return to duty.

e. Unissued tool boxes due to a lack of personnel, will be inventoried and then banded up. These boxes will be inventoried annually and when they are issued. Tool boxes are not to be used as "community" boxes.

2. Inventory

a. Inventory sheets will be set up so they can be used for quarterly inventories, and will contain a legend for identifying items as on hand, missing or unserviceable. The last page will have space for the signature of the person conducting the inventory, date of the inventory and signature of the person supervising the inventory. The person supervising the inventory must be a SNCO or someone appointed as the supervisor when a SNCO or officer is not available. The supervisor's signature will not be annotated until all appropriate action has been taken for missing and/or unserviceable items.

b. Inventories will be conducted prior to issue and recovery.

c. Sets, chests, kits and individual portable power tools that are issued for the exclusive use of an individual, will be inventoried upon issue, semi-annually while issued and upon turn in. A secure storage area with locks is required.

d. Inventories will be conducted upon the change of a RO.

e. Those sets, chests, kits and individual portable power tools securely stored, by banding or otherwise, will be inventoried annually.

f. SL-3 inventory folders that contain SL-3 inventory sheets will be retained for a period of 12 months. SL-3 inventory folders will contain the previous inventories or the previous annual inventory for items not in service.

g. Inventories will be conducted by the supervisor, the individual to whom the equipment is issued, or by an individual designated by the RO.

3. Replacement of SL-3 Components. If the item is stocked at DSSC, the unit will make at least one attempt to procure the item from DSSC within 14 days from the date of the inventory. If the item is NIS, a copy of the self-service shopping list will be provided to the Supply Officer and requisitioned through GCSS-MC. Components that are not self-service items will be requisitioned immediately.

4. Loss. Commanders are encouraged to utilize missing gear statements for missing SL-3. The individual responsible for the loss of SL-3 as a result of negligence should be given the opportunity to reimburse the government. If deemed necessary, disciplinary action may be taken. Upon evaluation of the loss, action must be taken to replace the items immediately.

5. Breakage. The individual responsible for the breakage of components of sets, chests and kits will report and turn in the damaged component to the commodity manager for evaluation. Personnel responsible for the breakage through negligence shall be given the opportunity to reimburse the government. If necessary, disciplinary action may be taken. After evaluation, a replacement item will be ordered immediately. Training deficiencies must be identified and corrected in order to prevent the loss of assets due to negligence or lack of training.

6. Maintenance. The inventory will include an inspection of all tools for serviceability and cleanliness ensuring that the tools are free of rust and dirt. Tools that are unserviceable will be repaired, (i.e., replacement of broken handles, dressing of chisels and screwdrivers, etc.) or replaced.

7. Excess Tools. Excesses resulting from changes to authorized allowances, quantity changes or any other condition will be returned to the supply system. Identification and return of excess tools will be accomplished in the same manner as excess parts. All excess tools returned must be new. Like-new or used tools will be turned in to DRMS. Credit for purchases will be provided on a case-by-case basis at DSSC. Items must be returned in the original unopened factory packaging accompanied by the original sales receipt within seven business days from the date of purchase.

3010. SPECIAL TOOL ALLOWANCES. Unit Commanders are authorized to establish, in writing, special tool allowances that are needed to meet garrison peculiar requirements and for required locally fabricated tools.

1. The tools required to conduct authorized LOM on organic equipment are T/O&E items or components of T/O&E items and are not garrison peculiar tools.

2. Special tool allowances will be authorized by the unit commander via the MMO and Supply Officer. The authorization list, containing nomenclature, NSN, U/I, unit price and quantity of special allowance tools, must be kept on file in the commodity area. Locally produced inventory forms, similar to forms displayed in reference (c), for all special allowance tool sets must be kept on file at a minimum for one year.

3. Special tool allowances will be reviewed and updated annually.

3011. FISCAL. Funds, whether in terms of planning, estimate budgets or operating targets, are not directly seen by the MMO or maintenance sections. Even though the impact of funding is indirect, the role of the MMO is vital.

1. Funds. Requisition authority funds are authorized for the requisition of repair parts. Should additional funds or an adjustment of existing funds become necessary, the commodity manager shall submit a written request and statement of justification to the Supply Officer. Planning estimate funds are used to procure materials from sources outside GCSS-MC, such as DSSC and open purchase. Requests for additional funds will require a written request and statement of justification to the Supply Officer. Receipts from DSSC and open purchase requisitions must be forwarded to the Supply Officer as soon as possible to effect prompt payment.

2. Planning/Forecasting. The expenditure of funds can be captured quickly and routinely by using the financial planner role in GCSS-MC. Past expenditures say nothing about the future unless the causes of the expenditures are compared with what is expected in the future.

3. Post-Deployment Input. When equipment returns from deployments or exercises and training commitments, the specific exercise cost JON will be used for repair and requisitioning. It is the responsibility of comptroller's office to load all exercise cost JON into GCSS-MC. Stoppages in this process must be addressed with I MHG Comptroller immediately to prevent further delay of maintenance actions.

CHAPTER 4

MAINTENANCE RELATED TRAINING

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CHAPTER 4

MAINTENANCE RELATED TRAINING

4000. GENERAL INFORMATION

1. Systems Approach. Reference (k) outlines the systems approach to training. By definition, unit training programs should be "performance oriented and prioritized by the commander relative to assigned missions". This approach is comprised of five phases:

- a. Analysis. Determine mission requirements and training goals.
- b. Design. Select tasks, identify trainees and incorporate into plans.
- c. Development. Review and select the setting, method and media. Obtain lesson plans, training aids, and facilities.
- d. Implementation. Schedule, announce, rehearse, and conduct.
- e. Evaluation. Rate the effectiveness of training, and job performance.

NOTE: The baseline of this systems approach is the T&R manuals published for each MOS. Unit maintenance training programs will be structured using this approach.

2. Priority. Mission-related training has top priority. Mission-related training is defined as "training which is most critical to the unit's combat mission accomplishment and the welfare of individual Marines in combat". Mission related training may include the below categories at the Commanders option but normally centers on combat mission accomplishment. This prioritization does not exempt Commanders from including the below training or eliminate other categories of training. Although maintenance training may be considered mission-related at times, it will generally not be included in this category. MOS training is based on T&R standards for each MOS and may include any or all of the below categories.

3. Analysis. For mission-related training, the Marine Corps Combat Readiness Evaluation System (MCCRES) is considered the standard diagnostic tool for front-end analysis. Reference (k) states that "local Commanders will structure whatever organization they deem necessary to evaluate their training process". Areas of maintenance training emphasis, therefore, can be identified through a variety of means, (i.e., internal inspections, written and practical application tests, results of Functional Area Inspections/Staff Assist Visits (FAI/SAV), trend errors in various programs, etc.) These evaluations will produce training priorities which lead to the scheduling and conduct of the training as outlined above.

4. Responsibility. Reference (k) places the responsibility of executing the training plan and training the trainers on company grade officers. For maintenance training, this responsibility falls on the MMO and the commodity officers who will determine the priority of standards to be taught. This will result in the scheduling, execution and supervision of training. SNCOs and NCOs are identified as the primary individual trainers.

4001. TRAINING REQUIREMENTS

1. Reference (a) identifies five basic categories of maintenance-related training. As implied below, to be effective this training is overlapping and interconnected. It will require that each individual within the command in a maintenance-related billet receive no less than two hours of maintenance-related training per month. Leaders at all levels should remain cognizant that the training addressed herein is considered minimum. Additional training (scheduled as-well-as impromptu) should be targeted toward areas that are considered less than acceptable. Commanders are encouraged to consider the results of FAI/SAV and internal command inspections/visits in their overall systems approach to training decisions.

2. Monthly, I MHG units must schedule, conduct, and record, at a minimum, the following:

a. Maintenance - Two Hours. Referred to as T&R standard, classes should be "hard skill", (i.e., trouble shooting, mechanical, electrical, fault isolation, diagnoses, functional repair procedures, functional QC, etc.) Reference (a) lists recommended topics for maintenance training.

b. Maintenance Management - Two Hours. Classes should encompass the eight functional areas to include GCSS-MC training. As all mechanics/technicians in command have an inherent responsibility to learn these functions, all technical MOSs should attend these classes, not just the Marines which happen to be serving in a particular billet. Reference (a) lists recommended topics for maintenance management training.

c. Operator - One Hour. The aspect of this training should be directed towards the operator MOS vice technical; however, most technicians are required to either have knowledge of equipment operation and/or a "shop license" and Commanders should ensure that applicable training is conducted. Reference (a) lists recommended topics for operator training.

d. Maintenance Management Supervisor - One Hour. Topics include any area covered in the above categories, but training centers on implementation, direction, control and review of procedures and programs. This training is applicable to, and should be directed towards, all Marines in the unit who have, or potentially will have supervisor responsibilities over any maintenance function, to include administration. Supervisor Training is not limited to SNCOs and officers.

e. Safety - One Hour. In terms of this SOP, such training is applicable to every maintenance-related MOS in the organization, focusing on the new Marines that checks into the unit. Topics should cover all aspects, from operations to shop safety.

3. Additional Requirements/Concerns

a. Licensing. Operators will be licensed in accordance with applicable directives.

b. TMDE. Technicians should be instructed in the safe and proper use of TMDE items.

c. Technical. When new equipment is received or new Marine are introduced to unfamiliar equipment, technical training should be adjusted accordingly.

4002. SCHEDULING. Marine Corps Reference Publication (MCRP) 3-0A and 3-0B defines the various types of training directives. Units are required to publish three basic documents: the annual training plan, the quarterly training bulletin, and the monthly/weekly training schedule.

1. Annual Training Plan. The maintenance management annual training plan will include the Commander's policy on maintenance and maintenance management training standards. These standards will address, at a minimum, the training requirements outlined above. It is paramount that the MMO and S-3 work together prior to the release of the annual training plan. A training plan can have included but not limited to:

a. How the battalion effectively executes all assigned missions with maximum effective readiness of equipment.

b. The detection and correction of potential or actual equipment failures.

c. A reminder of mission oriented goals, such as; personnel must constantly remind themselves that the purpose of maintenance is simple and direct; to keep equipment available to fight.

d. Minimum training requirements.

2. Quarterly Training Bulletin. The quarterly training bulletin delineates specifically what classes will be conducted, by the requirements outlined above. As explained in reference (a), the MMO will coordinate with the S-3 and the commodity officers in the development of these schedules. This bulletin should be published and in the hands of the trainers several weeks before the quarter begins.

3. Monthly/Weekly Training Schedule. Monthly/weekly training schedules will outline the specific period of instruction, where it will take place, who will participate, and who will instruct. Maintenance-related training scheduled but not conducted, due to higher priority mission-oriented training, will be scheduled for some future date. To be effective, training must be planned in detail and critiqued so that evaluation time is factored into each training period.

4. Responsibility. Commodity officers will identify and schedule training requirements for maintenance-related billets within their commodities. The MMO will review these schedules in order to confirm minimum requirements, dissolve conflicts, and maximize training time. Following this review, the schedules will be forwarded to the unit S-3 to be included in the above directives.

5. Additional Requirements. The MMO will ensure that all inspections and stand-downs are included in unit training schedules.

4003. SOURCES

1. Formal Schools. Formal schools will be used to augment unit training. Commanders are responsible for ensuring all personnel nominated to attend any formal school are fully qualified prior to nomination.

2. On the Job Training (OJT). Personnel undergoing OJT must be teamed with experienced and qualified personnel to ensure that only proper methods and

procedures are highlighted to trainees. OJT must be organized, scheduled, recorded, and evaluated in order to be effective. Classroom time and correspondence courses should be integrated as required. The assignment of a primary or secondary MOS as a result of OJT must come after an individual has met the requirements of the MOS.

3. Correspondence Courses. The Marine Corps Institute (MCI), Department of the Army, and other services offer a wide range of maintenance-related correspondence courses. Group enrollment is strongly encouraged for those MCI courses related to the maintenance management functional areas. While these courses are ideal for individuals detached from the command, they are also ideal for use in the unit's established training program.

4. Inspections/Visits. Visits by FAI/SAV, and other evaluators offer excellent opportunities to enhance the units training program. These teams are also available for training when not conducting visits. SAV's can be requested through the I MEF Inspector General (IG) office. Units will utilize the inspection checklists as published by Field Supply Maintenance Analysis Office (FSMAO) and supplemental checklists endorsed by the I MEF IG office. It is recommended units not wait on these inspections for training and to know what is going to be asked or looked at before the inspection team arrives.

5. Field Training. Commanders will ensure that maintenance personnel and operators are provided training in a field environment and are technically proficient in the performance of all authorized procedures under tactical conditions. This training will concentrate on equipment recovery, evacuation, and the use of field expedients. Special emphasis must be placed on environmental concerns while conducting this training.

6. Cross-Training. Although not required by I MHG or HHQ, cross-training is encouraged as a management tool to fill key billets. When cross-training is used, maintenance personnel will ensure that:

a. Cross-training is confined to personnel within the same or related occupational fields.

b. Cross-trained personnel are used effectively within the organizational maintenance program.

c. Training records are kept for all personnel who are cross-trained.

4004. DOCUMENTATION

1. Training documents will be kept by commodity managers, MMOs, or maintenance sections as applicable. It is recommended that a separate file be maintained for each of the areas below. The following will be maintained for one full calendar year:

a. Annual training plan.

b. Quarterly training schedules.

c. Monthly or weekly training schedules/bulletins.

d. Monthly training folder (containing the following):

(1) Lesson Plan/class outline. This provides an instructor with a ready reference of the material to be covered in the class. Each lesson plan will be reviewed for accuracy and validity prior to being presented to a class. Lesson plans from logistics schools, GCSS-MC program office, or I MEF Material Readiness Training Cell sustainment training for GCSS-MC may be used, but is not limited to instruct maintenance personnel.

(2) Class Course Critique. Students attending the class will be given the opportunity to critique the course of instruction. This will provide each instructor with valuable feedback on course content and instruction methods.

(3) Class Attendance Roster. These rosters will be kept for each period of instruction.

CHAPTER 5
INSPECTIONS/VISITS

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CHAPTER 5

INSPECTIONS/VISITS

5000. GENERAL INFORMATION. Inspections are one of the principal means available to the unit Commander to ascertain whether planning and organization are sound, their staff are functioning effectively, and directives are clear, well understood, and being accomplished by subordinates. Inspections further enable unit Commanders to properly measure unit effectiveness in the use of maintenance resources. Without inspections, costly delays in the accomplishment of required equipment maintenance, identification of equipment defects, and faulty maintenance procedures are likely to occur. Two types of inspections will be utilized when assessing supply and maintenance effectiveness, formal and informal.

5001. FORMAL INSPECTIONS. Formal inspections are usually announced in advance and a standard procedure for the conduct of the inspection promulgated. A checklist will usually be prescribed, used by the inspection team, and may be used by the inspected unit to prepare for the inspection. Such an inspection routine assures the Commander of the correction of many small faults or omissions that could otherwise fail to get accomplished during normal operations. Formal inspections become the primary activity of the inspected unit during the inspection, with personnel and equipment being made available to the fullest extent.

1. MMO Internal Inspections. To consistently maintain an acceptable state of material readiness, a system for monitoring and evaluating maintenance performance and supply participation must be established. A comprehensive inspection program will be developed to fit the requirements of the command. Semi-annual inspections of each commodity by the MMO and SMEs will help ascertain the level of expertise, effectiveness of training, and status of equipment within the unit. All commodities will be included in these inspections that possess USMC ground equipment.

(a) Scheduling. For MMO internal inspections to be of any value, the following four events will occur: scheduling, conducting, documenting, and follow up on noted discrepancies. The MMO will schedule semi-annual internal inspections with the S-3, ensuring that the published training schedule reflects inspection dates.

(b) Checklist. The unit MMO and designated inspectors will utilize the most current commodity FSMAO checklist or supplemental to the FAI checklist when conducting internal inspections.

(c) Reports. Inspected commodity OICs will provide a Plan of Action & Milestone (POA&M) to the unit Commander, via the MMO, within 10 days following the out-brief. Reports will be held by the S-4, MMO and commodity managers of inspected results for a period of two years.

2. Commanding Generals Inspection Program (CGIP). The CGIP is conducted bi-annually within I MHG to promote economy, efficiency, effectiveness, and readiness. In addition, the CGIP will inspect fraud waste and abuse, discrimination, sexual harassment, environmental noncompliance, and related improprieties, along with logistics functions commonly inspected by the FSMAO.

(a) Scheduling. CGIP inspections will be short/no notice inspections in order to minimize unproductive preparation time and to give Commanders an accurate assessment of day-to-day readiness. Therefore, inspection schedules will not be published.

(b) Checklist. CGIP inspectors will utilize the FAI checklist, supplemental questions, or supplemental checklists if applicable. Because some FAI checklists lack current policy and modernized logistics practices for supply and maintenance, CGIP inspectors may utilize the FSMAO checklist.

(c) Reports. The CGIP report will provide a comprehensive appraisal. However, it should be noted that the report is not a summarization of the checklists and under no circumstances will the report contain findings not contained in the completed checklists and discussed during the unit debrief. Inspection reporting and follow-up will be limited to the significant items affecting unit performance and readiness. In particular, a written response is required from the unit inspected in which non-mission capable functional areas and findings are issued. Inspection reports will be retained on file with the inspected unit for at least two years.

3. FSMAO. FSMAO has been established to provide CMC with direct field representation by assessing the effectiveness of those logistical processes, policies, and procedures that have an impact on materiel readiness, and to provide liaison, assistance, and guidance to field units, when required, in the interpretation and the application of logistics and materiel readiness instructions. The mission of the FSMAO program is to provide a bi-annual comprehensive analysis of materiel readiness functional areas across the spectrum of logistics for the purpose of improving efficiency and effectiveness of support to the war fighter.

(a) Scheduling. Typical FSMAO analyses will span a two-week period; however, the FSMAO OIC has the flexibility to adjust the analysis period based on the requirements of the unit analyzed. FSMAO scheduling is published, via Naval message, typically during June prior to the start of the Fiscal Year (FY) inspections.

(b) Reports. The FSMAO OIC will notify units 30 days prior to the start of analysis and will provide copies of all analysis checklists. Once notified, units will coordinate requirements (in-brief, conduct of the analysis, out-brief) with the FSMAO OIC. Maximum effort will be made to ensure that key unit personnel are available throughout the duration of the analysis to include the Supply Officer, Supply Chief, supply section, MMO, MMC, commodity OICs, responsible officers and commodity key billet holders. The notification letter will include: dates of the analysis, a tentative list of the FSMAO analysis team members and a list of the functional areas being analyzed with appropriate checklists, procedures and processes relative to the FSMAO final analytical report and requirements for unit corrective action and reporting.

(1) Inspection reports and POA&M will be retained on file with the inspected unit for two years.

(c) Checklists. FSMAO will utilize the standard approved FY checklist.

5002. INFORMAL INSPECTIONS. Informal inspections are used to obtain firsthand information about a unit and its operating procedures. The feature

which distinguishes a visit from an inspection is the absence of a senior officer designated as an inspector.

5003. CORRECTION OF DISCREPANCIES. Units that receive formal inspections will take immediate action to correct discrepancies. Retention of reports is vital during re-inspections and for situational awareness. Periodically, these letters should be reviewed and used as a training tool prior to follow on inspections.

CHAPTER 6
PUBLICATIONS

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CHAPTER 6

PUBLICATIONS

6000. POLICY.

1. One of the essential resources contributing to an effective maintenance program is an up-to-date library of maintenance related publications. MCO P4790.2_ and MCO P5600.31_ require Commanders to ensure adequate quantities of required maintenance related publications on hand, effective internal distribution control procedures are established and prompt action is taken to increase or decrease inventories as requirements change. The term "publication" refers to all technical and non-technical manuals. The term "on hand" can refer to either a hard or soft copy of the publication, as long as they are physically located at the unit. Libraries will be based on the unit's concept of employment, to include task organizations, detachments and deployments.
2. Publication allowances will be determined by utilizing the step-by-step procedures located in the MCO P4790.2_. A NAVNC 2761 and SL-1-2 will be screened for appropriate publications.
3. Commodities will conduct a wall-to-wall publications validation quarterly to coincide with the unit wide Publications Listing (PL) review as directed by the S-1. The PL of this organization will support all maintenance libraries.
4. Commodity libraries will be located within the vicinity of their work section. Paper copies of publications will be kept in three ring binders, and electronic publications will be stored on a local media storage device such as an external hard drive or compact disc. The section PL will identify the publications physical location by binder or by media reference (i.e. MMO CD or Binder 1).
5. The MMO will conduct monthly reconciliations with the Adjutant Publications Clerk.
6. Publication allowance updates will be accomplished using the Publications Library Management Systems (PLMS) to the Unit Distribution Control Point (UDCP).
7. If the publication is only available electronically but a paper copy is preferred, then the publication is to be printed and maintained locally.
 - a. If a total print requirement is too large to be reproduced locally, submit a request to the unit supply fiscal section to get the publication reproduced through the document automation and production service (DAPS) located on Camp Pendleton.
8. Technical libraries will be inspected semi-annually during the unit's internal inspections. Commodity managers will inspect their libraries quarterly to ensure accountability.
9. A current edition of the "Marine Corps Administrative Publications and Forms Electronic Library" (MCPEL) compact disks will be maintained. This set of compact discs can be obtained from the MMO office.

10. For proper accountability publication clerks will use locator sheets and a check out log book.

11. For additional guidance refer to MCO P4400.150 and MCO P4790.2_.

6001. RESPONSIBILITIES.

1. The Commander has an overall responsibility for the operation and direction of the publications control system within the unit. The Executive Officer (XO) acts as the chairman of the publications control team which consists primarily of the S-1, Adjutant,, MMO and staff subordinate commanders.

a. Adjutant. As the unit publication control point, exercise staff cognizance over publication allowances and internal distribution.

(1) Ensure commodity managers assigned in writing appropriate personnel to serve as the unit publications NCO's.

(2) Maintain and conduct the annual publications review of the PL.

(3) Submit changes of the PL to HQMC, ensuring PL, or a request for change to the PL, contains all the distribution codes on the NAVMC 10975.

(4) Maintain the publication distribution control forms (NAVMC 10975).

(5) Ensure distribution of publications on automatic distribution.

(6) Ensure required publications are placed on order using the Marine Corps Publications Distribution System (MCPDS).

b. MMO. The MMO coordinates the maintenance related publications control effort.

(1) Ensures the commodity managers assign in writing appropriate personnel to serve as the commodity publications NCO's.

(2) Exercise staff cognizance over technical publications.

(3) Coordinate with the Adjutant and commodity managers on technical publication requirements.

(4) Inspect all technical libraries on a semiannual basis as a part of the unit's internal inspection.

c. Commodity Managers.

(1) Assign in writing appropriate personnel to serve as the commodity publications clerk.

(2) Establish and maintain adequate on hand publications as required to perform the unit mission to include specific consideration of concept employment, task organization, detachments and deployments.

(3) Conduct a monthly review of PLMS as applicable to the on hand equipment and authorized echelon of maintenance.

(4) Establish procedures for ordering, filing, maintaining, inventorying and updating publications held in their libraries.

(5) Report discrepancies or recommendations for changes using NAVMC 10772 via the unit MMO.

CHAPTER 7

MAINTENANCE RELATED PROGRAMS

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CHAPTER 7

MAINTENANCE RELATED PROGRAMS

7000. GENERAL INFORMATION. Maintenance related programs include activities required to meet DoD and Marine Corps readiness, logistics, and sustainability objectives that enable the Marine Corps to maintain operational capabilities. As performance requirements for ground equipment continue to increase in keeping pace with evolving defense strategies and operational concepts of employment, the Marine Corps must continuously improve ground equipment sustainment and maintenance practices in order to sustain these capabilities. This SOP provides an integrated framework for a Total Productive Maintenance (TPM) strategy that supports Continuous Process Improvement (CPI) across the full range of actions required to maintain and sustain ground equipment.

7001. ENTERPRISE LIFECYCLE MAINTENANCE PLANNING (ELMP)

1. General Information. ELMP is a lifecycle extension program for Marine Corps equipment. It is established to either refresh or rebuild equipment. Often times, it is more cost effective to rebuild an item than it is to buy a new one. There are various service life extension programs that fall under ELMP including Service Life Extension Program (SLEP), Product Improvement Program (PIP), Weapon Exchange Program (WEP), mid-life rebuild, etc.

2. Procedures

a. Quarterly, units will review nominated ELMP candidates in accordance with I MEF G-4/MMO quarterly ELMP message. All current corrosion category code 5 and select category 4 items listed in the CPAC database will be considered during the nomination process. A listing of the equipment serial numbers nominated will be maintained by the unit.

b. Units will perform and LTI clearly articulating the condition of the of the equipment.

(1) Submit a WIR via WOLPH on all items only after approval has been received by I MEF G-4/MMO.

(2) Monitor all pending WIRs until disposition instructions have been received from the item manager.

(3) Upon receipt of disposition instructions ensure that action is taken to schedule appointments with DMO or PP&P as necessary to ship the equipment back to the appropriate depot facility. This phase requires a collective effort by the S-4, MMO, Supply Officer and responsible officer for a successful evolution.

(4) Coordinate movement support internally or with external supporting agency.

(5) After equipment has been turned into PP&P, all SRs on accepted equipment for ELMP will be closed out for TLMC.

(6) Reference (n) provides additional information on ELMP. Verify all procedure probably more broad vs specific

7002. TEMPORARY LOAN OF EQUIPMENT

1. General Information. GCSS-MC asset tracking management capabilities provides tracking, visibility, and control of dispersed assets from an AO, RO. The temporary loan of organic property to and external organizations is neither desired nor encouraged, but is sometimes necessary to ensure operational readiness. For more information on temporary loan procedures refer to GPN 2-11.

7003. MAINTENANCE STAND-DOWN

1. Policy. The ultimate responsibility for equipment readiness rests with the Commanding Officer. The key to a high state of equipment readiness is an effective PM program. Additional maintenance stand-downs should be requested following deployments or operations, or when deemed necessary by the Commander.

2. Procedures

a. To be effective, maintenance stand-downs must contain the following features:

- (1) Command presence.
- (2) Maximum availability of assigned operators, technicians, and mechanics.
- (3) Adequate tools, equipment, and protective clothing.
- (4) Detailed initial inspections and final quality control inspections upon completion of maintenance.

b. Maintenance stand-down periods will be coordinated with supported units as needed.

c. All maintenance stand-downs will be documented on the unit TEEP, with the exception of monthly half-day PM stand-downs.

d. Any maintenance related training conducted during stand-downs will be appropriately documented.

e. All maintenance stand-downs will be approved by the unit commander. A detailed letter of instruction will be published containing events and deliverables to the CO. Finally, an after action report will be given to the CO via the unit S-4/MMO, highlighting results yielded during stand-down.

7004. NEW EQUIPMENT. New equipment will require the same degree of operator training, maintenance, repair parts, supporting tools and test equipment as equipment already in use. HQMC will publish a "support concept", e.g. FP, as discussed in paragraph 3006 of this SOP. The below actions are required when a unit receives a new PEI (new to the USMC):

1. At a minimum, the below considerations will be taken into effect prior to releasing new equipment into service:

- a. Target date for placing new equipment in service.

- b. Target date for New Equipment Training (NET).
 - c. Allowance established by TFSMS and on hand quantity on unit property records.
 - d. Ensure that all MARES items are accurately captured in GCSS-MC.
 - e. Associated weapons systems/equipment and ancillary items are on hand.
 - f. Manpower and personnel are available for sustainment of maintenance and operations.
 - g. Special tools and/or support equipment available.
 - h. Required publications are available.
 - i. Contractor support requirements have been identified.
2. Ensure readiness reportable assets are reported in GCSS-MC as on hand.

7005. CORROSION PREVENTION AND CONTROL PROGRAM (CPAC)

1. General Information

a. CPAC is a I MEF sponsored program that performs repairs on PEI's to extend the useful life of all Marine Corps tactical ground and ground supported equipment, and to reduce maintenance requirements and associated costs through the identification, implementation, and if necessary, development of corrosion prevention and control products, materials, technologies and processes. Detailed guidance can be found in reference (o).

b. As part of the initial preventive maintenance corrosion process, units are required to establish a baseline corrosion prevention. This will be done for category I and II items through the use of CPAC tool kits. If the PEI exceeds category II per reference (o), units will evacuate the equipment to the Corrosion Repair Facility (CRF) located at Camp Pendleton.

c. CRF is designed to extend the service life of any equipment in the I MEF inventory that requires camouflage painting, undercoating, and/or rust inhibitors.

d. This service is at no cost to the owning units.

e. Units will induct equipment into the CRF once the nominations submitted are approved by I MEF through the CPAC database, via the I MHG MMO.

f. The CPAC program is monitored by I MEF G-4/MMO and subsequently publishes a mid-month progress report highlighting progress made by each MSC for the current month through the CPAC database.

2. Responsibilities

a. It is the responsibility of the unit Commander to ensure an effective CPAC program is established and properly supervised. Commanders will assign an individual in writing as the unit corrosion prevention and control manager/coordinator. The designated manager should, whenever possible, be a

SNCO in a maintenance or maintenance management billet. The unit's CPAC coordinator will track all CPAC requirements for all equipment based on the category codes criteria provided in reference (o).

b. The unit's CPAC coordinator will maintain the CPAC database listing the equipment and category for all the unit's tactical ground and ground support equipment.

c. The unit's CPAC coordinator will prioritize the induction of equipment based on the unit's operational requirements and the equipment corrosion needs.

d. The I MHG MMO will be the centralized point for the Group's CPAC program.

7006. WARRANTY PROGRAM. The objective of the Marine Corps warranty program is to ensure that the weapon systems/equipment acquired perform as required, conform to the design and manufacturing requirements specified, are free from defects in materials and workmanship, and finally, to ensure that the new weapons system/equipment contribute to increased readiness throughout the Marine Corps.

1. Responsibilities. The unit warranty coordinator has cognizance over the unit's warranty program. It is recommended the warranty coordinator is a SNCO or senior Sergeant located in the MMO Office. The primary mission of the warranty coordinator is to be the centralized point for warranty information for the unit. Detailed procedures for the warranty program can be found in MCO 4105.2. Additionally, paragraph 2005 and 2010 of this SOP outlines warranty procedures within the GCSS-MC environment

2. General Equipment Warranty

a. A TAMCN under a warranty contract requires three specific warranties, one covering design and manufacturing requirements, one covering defects in materials and workmanship, and one covering essential performance requirements delineated in the contract.

b. A warranty does not cover conditions resulting from misuse, failure to perform scheduled maintenance, or improper preservation during equipment storage. The warranty does not cover the replacement of consumable/expendable items (such as filters-and lubricating oils) used in connection with normal maintenance services.

c. Upon receipt of the equipment, or as appropriate, the commencement dates of the warranty must be recorded in GCSS-MC by manually entering data in the item instance notes section, and also attaching supporting maintenance documents in IB item instance.

APPENDIX A

VALIDATION AND RECONCILIATION

1. Background. All commodities are required to validate and reconcile maintenance and supply records on the MPR. Daily, commodity officers/chiefs will conduct in-house validations against their MPR, layettes, and actual equipment. In addition, it is imperative that each commodity conducts a bi-weekly validation and reconciliation with the unit supply and MMO. The MMO should chair this function personally and should only delegate this task to another individual by exception.
2. Information that each commodity must be prepared to discuss or provide to the MMO includes:
 - a. Inconsistent GCSS-MC reporting data, (i.e., condition, job status, defect, priory, etc.).
 - b. Identifying deadlined equipment.
 - c. Requisitions requiring action (i.e., follow-up, modification, or cancellation).
 - d. Forecasted issues/problems experienced by the commodity.
3. Definitions
 - a. Validation. The process by which a commodity maintenance section confirms its requirements. It involves confirmation of requirements which are still needed, cancellations, receipts, scrounges, and statuses.
 - b. Reconciliation. The process by which a unit ensures that validated requirements are properly logged within the GCSS-MC environment and that output reports reflect the same.
 - c. SR Parts Bins. An area where the parts ordered on an SR are stored while waiting to be placed on the equipment. The area can be a shelf, box, or something similar. The location is normally indicated by the SR number.
 - d. Bi-Weekly Validation and Reconciliation. Accomplished on a bi-weekly basis by the commodity officer/chief, supply and MMO.
 - e. Debrief. The information entered after actions have been taken on a service task, this also shows final usage of an item & decrement it out of inventory.
4. Supply Management Action. A validation must still occur between supply activities and the commodity section to ensure requirements placed on order are valid or required management actions are executed (i.e., customer requested cancellations, requisition modification, or required follow-up action). The process is as follows:
 - a. The section creates a task for a requisition cancellation, follow-up, modification, or other validation, in the existing SR as a new task using task-type-transaction-status and on the subject title, indicates validation-request.

b. The supply section will review the transaction-status task and take the appropriate action based on the last known status from the supply source.

c. The supply section will reassign the transaction-status-task back to the originating customer indicating the supply management action taken.

d. The requesting customer will close the task, if satisfied, with the supply management actions taken. These procedures will ensure that an electronic audit trail is maintained for all requisitions created within GCSS-MC.

5. Daily Validation Procedures. The daily validation ensures virtually and physically that parts and equipment reflect the most current status. Actions to be accomplished by commodity officer/chief:

a. Verify information contained on the MPR:

(1) Ensure all required data fields are populated.

(2) Ensure that all SRs with an operational status of deadlined have deadlining parts installed when received and all deadlining tasks debriefed and closed.

(3) Follow up on all aged requisitions with supply.

(4) Ensure that all SRs have the appropriate maintenance request type, resource group and updated status.

b. Check those SRs in a "SHT PART" job status to ensure that parts requirements have been posted.

c. Verify parts requirements have been ordered by commodity section and supply has placed the order within GCSS-MC.

d. Reconcile using the locator quantities listing report whether or not the parts received are in the layette bins.

e. Verify if parts have been issued to the mechanic/technician for installation. If parts are applied by a mechanic/technician, a debrief will be performed.

6. Layette Reconciliation. Reconciliations will be conducted bi-weekly on all locators that are under each sections layette sub-inventory. Using the locator quantities report and their MPR, verify that all the NIINs are in the physical layettes, match the current locator report.

7. Commodity. Accomplished weekly using the Universal Work Queue (UWQ), locator quantity report, and MPR. The commodity layettes clerk or maintenance chief will reconcile the physical inventory against the virtual inventory for accuracy.

8. Bi-Weekly Validation and Reconciliation

a. Supply. The supply section will present the most current DASF with resolution to all commodity section tasks requesting follow-up, cancellation, or modification of parts requirements.

b. Maintenance Management Office. The MMO will present the most current MPR, Maintenance Management Report (MMR), and ESR with all RFIs to both supply and maintenance. All RFIs from the previous bi-weekly validation & reconciliation will need to be resolved.

c. Maintenance Commodity. The commodity section will present a pre-reconciled MPR with any additional updates, changes, or deletions, and will inform the MMO and supply of unresolved issues. Verify this is used in the GPN and previously within the MMSOP. Not sure we even need appendix a?

APPENDIX B

AMPLIFYING GUIDANCE
1ST INTELLIGENCE BATTALION STANDING OPERATING PROCEDURES

1. Purpose. This appendix provides additional guidance for 1st Intelligence Battalion (Intel Bn) in the functional areas of maintenance management, but does not alleviate the battalion of other pertinent Marine Corps Orders, Directives and this MMSOP in its entirety.

2. Background. I MHG is responsible for providing administrative and logistical support for Intel Bn. Although all of Intel Bn's TO&E and other equipment are accounted for under I MHG's account (AAC-M20371) and consequently owned by the I MHG Commanding Officer. Intel Bn's Commanding Officer is inherently responsible for the proper accountability and maintenance of the equipment held within their command. Areas which required their attention include but are not limited to: proper accountability, weekly operator maintenance, proper record keeping procedures on the equipment under their command, ensuring personnel under the command receive training required to properly maintain the equipment, and ensuring the battalion complies with all Marine Corps orders and directives which related to the responsibilities units incur as using units.

3. Logistics Support.

a. Maintenance. Intel Bn is capable of first echelon and limited second echelon maintenance on all organic equipment. I MHG will provide general support for second echelon maintenance for all Marine Corps common equipment authorized for Intel Bn. Intel Bn is also authorized 1st through limited 4th echelon maintenance on all Critical Low Density (CLD) items of equipment. Inclusive in this category is Remote Sensor Equipment (RSE), Imagery Interpretation Equipment, and Intelligence-Specific Information Systems.

(1) I MHG Motor Transport and Engineers will provide general second echelon maintenance support for all Bravo and Delta TAMCN's, excluding equipment unique to Intel Bn.

(a) Intel Bn is authorized second echelon for all Communication Electronic Maintenance (Comm Elect) organic to their organization.

(2) Maintenance Management Officer. Intel Bn MMO will coordinate all Intel Bn maintenance management issues with the I MHG MMO. The maintenance coordinator will serve as a single point of contact between Intel Bn's commodity manager and the I MHG MMO and commodity managers.

(3) Reconciliation/Validation. In order to properly manage the GCSS-MC reports for AAC-M20371, a bi-weekly reconciliation will be conducted between the I MHG MMO and Intel Bn MMO. The I MHG MMO will ensure procedures are established within Intel Bn for reconciliation.

b. Supply. I MHG supply is responsible for providing all aspects of supply support to Intel Bn (i.e. RA/PE funds management, creation and upkeep of CMR's, open purchase requests, contracts, TAP gear, etc.) Limited repair stocking, issue for maintenance activities, CLD float management and supply support, will be under their account.

(1) At a minimum, an officer or SNCO from each Intel Bn Company be assigned as RO for the company CMR.

(2) Receipt/Redistribution of New Equipment. If an Intel RO signs for or redistributes any equipment and I MHG supply is not present, the RO is responsible for providing I MHG supply a signed copy of the 1348 within three working days of the transaction.

(a) No equipment will be transferred or received without Supply representation or involvement to ensure proper accountability of equipment.

(b) All R/O's will be properly trained and informed on the importance of maintaining accuracy of the CMR account they are assigned by the Commanding Officer.

(3) Inspections. Intel Bn will be inspected annually by the I MHG MMO and in accordance with chapter 5 of this order. I MHG will request inspection dates from the Intel Bn MMO. In turn the I MHG MMO will task personnel from within the I MHG to inspect Intel Bn as required.

(4) I MHG and 1st Radio Battalion will assist in the application of modifications beyond Intel Bn's maintenance capabilities.

4. Training. Intel Bn's high deployment cycle might hamper its ability to develop a comprehensive maintenance and maintenance management training program. In such cases, the Intel Bn MMC will coordinate with I MHG and 9th Communications Battalion's MMO/MMC in order to incorporate Intel Bn Marines into the training program.

APPENDIX C

LIST OF FAMILIAR ACRONYMS AND ABBREVIATIONS

1. The following is a list of acronyms/abbreviations and long titles. Long titles cited in a general sense are in the lowercase form, but official titles are capitalized, as shown below. A final period is included to differentiate the abbreviation from an actual word or is a part of the abbreviated word. This list contains acronyms/abbreviations that are familiar and need not be spelled out when first used in the text of directives:

LONG TITLE	ACRONYM/ABBREVIATION
Administrative Deadline	ADMDL
Annual Condition Inspection	ACI
Approved Acquisition Objective	AAO
Assistant Chief of Staff	AC/S
Billet Identification Code	BIC
Combat Ready Staging Program	CRSP
Combat Essentiality Code	CEC
Commanding Officer	CO
Commanding General Inspection Program	CGIP
Consolidated Memorandum Receipt	CMR
Contractor Logistics Support	CLS
Corrective Maintenance	CM
Corrosion Prevention and Control	CPAC
Corrosion Repair Facility	CRF
Corrosion Service Team	CST
Date Received in Shop	DRIS
Distribution Control Point	DCP
Deadline Control Date	DCD
Defense Readiness Reporting System Marine Corps	DRRS-MC
Defense Reutilization and Marketing Service	DRMS
Department of Defense	DOD
Department of Defense Activity Address Code	DODAAC
Direct Support Stock Control	DSSC
Document Identifier Code	DIC
Due and Status File	DASF
Enterprise Lifecycle Maintenance Planning	ELMP
Environment Control Unit	ECU
Equipment Density List	EDL
Equipment Status Report	ESR
Force Activity Designator	F/AD
Functional Area Inspection	FAI
Global Combat Service Support Marine Corps	GCSS-MC
GCSS-MC Procedural Notice	GPN
Government Commercial Purchase Card	GCPC
Infantry Weapons Gage Calibration Program	IWGCP
Installed Base	IB
Intermediate Maintenance Activity	IMA
Item Manager Maintainer	IMM
Job Order Number	JON
Joint Limited Technical Inspection	JLTI
Levels of Maintenance	LOM
Limited Technical Inspection	LTI

Logistics Combat Element	LCE
Logistics Management Information System	LMIS
Maintenance Float Activity Group	MFAG
Maintenance Contact Team	MCT
Maintenance Management Chief	MMC
Maintenance Management Officer	MMO
Maintenance Management Report	MMR
Maintenance Production Report	MPR
Maintenance Support Team	MST
Major Subordinate Command	MSC
Marine Expeditionary Unit	MEU
Marine Corps Logistics Command	MCLC
Marine Corps Order	MCO
Marine Corps Publication Distribution System	MCPDS
Marine Corps Publications Electronic Library	MCPEL
Marine Corps Logistics Base	MCLB
Marine Corps Combat Readiness Evaluation System	MCCRES
Marine Corps Institute	MCI
Marine Corps Bulletin	MCBUL
Master Header Information File	MHIF
Master Work Schedule	MWS
Material Usage Code	MUC
Material Fielding Plan	MFP
Mechanized Allowance List	MAL
Military Standard Requisitioning & Issue Procedures	MILSTRIP
Mission Essential Equipment	MEE
Mobile Radio Communication	MRC
Modification Instruction	MI
Motor Transport	MT
National Item Identification Number	NIIN
National Stock Number	NSN
Non-Mission Capable	NMC
Non-Mission Capable Supply	NMCS
Non-Mission Capable Maintenance	NMCM
Not-in-Stock	NIS
Officer in Charge	OIC
On-The-Job Training	OJT
Plan of Actions and Milestones	POA&M
Point of Contact	POC
Pre-Expended Bin	PEB
Preservation, Packaging, and Packing	PP&P
Preventative Maintenance Checks and Services	PMCS
Principal End Item	PEI
Product Improvement Program	PIP
Publication Library Management System	PLMS
Publication Listing	PL
Publication Control Number	PCN
Product Quality Deficiency Report	PQDR
Quality Control	QC
Recoverability Code	RC
Recoverable Items Report	WIR
Regional Unit Code	RUC
Repairable Issue Point	RIP
Report of Discrepancy	ROD
Required Delivery Date	RDD
Responsible Officer	RO
Remedial Maintenance Activity	RMA

Scrounge (IS THIS NEEDED?)	SC
Secondary Reparable	SECREP
Service Request	SR
Service Support Element	SSE
Source of Supply	SOS
Source, Maintenance and Recoverability Code	SMRC
Staff Assist Visit	SAV
Standard Operating Procedure	SOP
Standard Form	SF
Stock List	SL
Stores Account Code	SAC
Supply Officer	SUPO
Supply System Responsibility Item	SSRI
Supply Assistance Request	SAR
Supply Instruction	SI
Supply Management Unit	SMU
Survey Instrument Calibration Program	SICP
Table of Authorized Material Control Number	TAMCN
Table of Organization Equipment Change Request	TOECR
Technical Manual	TM
Technical Instruction	TI
Test, Measurement and Diagnostic Equipment	TMDE
Total Force Structure Management System	TFSMS
Training & Readiness	T&R
Uniform Materiel Movement and Issue Priority System	UMMIPS
Unit Deployment Program	UDP
Universal Work Queue	UWQ
Urgency of Need Designator	UND
Urgency of Need Statement	UNS
Using Unit Account Manager	UUAM
Using Unit Responsibility Item	UURI
War Reserve System Code	WRS
Weapon System Code	WSC
WIR On-Line Process Handler	WOLPH
Work Order Number	WON