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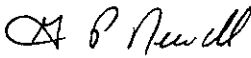
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(SHORT TITLE: MMSOP)

Ref: (a) MCO P4790.2
(b) MCO P4790.1
(c) TM 4700-15/1

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policies and procedures for the maintenance management of Air Station ground support equipment aboard Marine Corps Air Station (MCAS) Beaufort, South Carolina.
2. Cancellation. ASO P4790.3C.
3. Summary of Revisions. This manual contains a substantial number of changes, it should be completely reviewed by all ground organizational maintenance and supply personnel.
4. Recommendations. Recommendations concerning the contents of this manual are invited. Submit all proposed changes to the Commanding Officer (S-4/MMO), MCAS Beaufort, via the appropriate chain of command.
5. Certification. Reviewed and approved this date.


G. P. NEWELL
Executive Officer

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distribution is unlimited.

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

MAINTENANCE MANAGEMENT

1000. INTRODUCTION. The Marine Corps Integrated Maintenance Management System (MIMMS) provides procedures to effectively utilize and control personnel, money, facilities and materiel for ground support equipment maintenance activities.

1. Scope. This Maintenance Management Standing Operating Procedures (MMSOP) manual is the Commanding Officer's policy concerning organizational maintenance management policy and procedures. Every ground support equipment owner/operator and servicing shops personnel shall utilize this manual for the management of Marine Corps ground assets, commercial and government sources, as authorized by the MCAS Beaufort Table of Equipment (T/E 8485) and the Commanding Officer's Allowance. Together these manuals comprise the Air Station's Mechanized Allowance List (MAL).

a. MIMMS is a set of manual procedures by which the effective use of personnel, money, facilities and materiel as applied to the maintenance of ground equipment is controlled. MIMMS is supported by an Automated Information System (AIS) that interfaces with Supply Supported Activities Supply System (SASSY) (MCO P4790.2, 1-3). However, MCAS is a non Fleet Marine Force (FMF) activity, which does not utilize SASSY or MIMMS AIS.

b. Equipment maintenance shall be conducted as outlined in this manual and as further defined in equipment specific standing operating procedures (SOPs), other manuals in the 4790 series and as amplified by the directives of the Commandant of the Marine Corps (CMC), Department of Defense (DoD) and Chief of Naval Operations (CNO) where applicable.

c. This manual does not apply to the following:

(1) Materiel (i.e. aviation, medical, and dental) subject to maintenance policy prescribed by CNO.

(2) Industrial Plant Equipment (IPE) not appearing on T/E 8485 or NAVMC 1017, Table of Authorized Materiel. (IPE is

support equipment with a Class IV acquisition cost of \$100,000 or more used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing or otherwise altering the physical, electrical or chemical properties of materiel components or items entailed in manufacturing, maintenance, supply processing, assembly or research and development operations). IPE is governed by MCO P10150.1, Garrison Property Policy Manual. Threshold guidance is updated annually in message traffic for each fiscal year.

(3) Real Property Facilities associated equipment when specific procedures are delineated in MCO P11000.XX, Real Property Facilities Manual Volumes.

(4) Development equipment. This type equipment includes items being tested by MARCORSYSCOM that have not been fielded: (i.e. hydraulic track adjustment system for the Ace Tractor and SRT rifle scopes for the M16A2).

(a) Minimal records shall be kept to capture historical data in the event that MARCORSYSCOM requests users' feedback and/or the equipment is permanently kept and subsequently added to the command's T/E.

(b) Message traffic from MARCORSYSCOM must be kept on file reflecting authorization to maintain an asset as a test item.

(5) Garrison Mobile Equipment (GME) when specific procedures are delineated in MCO P11240.106, Garrison Mobile Equipment, and MCO P11262.2, Inspection, Testing, and Certification of Tactical Ground Load Equipment. (NOTE: Although the latter order refers to "tactical" equipment, certain excerpts apply to CMC (LSF-2) via Director, Motor Transportation, for guidance when in doubt.)

(6) Training and Audiovisual Support equipment when specific procedures are delineated in MCO P5290.1, USMC TAVSD Manual.

(7) Automated Data Processing Equipment (ADPE) when specific procedures are delineated in MCO P10150.1.

2. Objective. The primary purpose of the MCAS Beaufort Maintenance Management Program is to provide standards for

managing maintenance of all Air Station-owned, non-NAVAIR governed, Marine Corps ground support equipment. It is promulgated to ensure that proper maintenance procedures are in place for maintaining maximum equipment readiness with minimal resource expenditure. Equipment readiness ultimately determines the Air Station's logistical support posture to FMF tenant units of the 2d Marine Aircraft Wing aboard MCAS Beaufort. It is specifically designed to achieve:

a. Uniform standards for equipment management (inventory, movement, protection, preservation, inspection and general care) to include accountability for contractor support repair, standards for training of military and civilian personnel in the areas of maintenance and maintenance management, as well as standards for the preparation, use and disposition of required forms, records and reports associated with the operation and maintenance of ground support equipment.

b. Relationships between command, staff and commodity managers in the accomplishment of equipment maintenance management functions. Recognizing the relationships between MIMMS and other related programs to include identification of persons charged with effecting compliance with CMC, DOD and applicable CNO directives as they apply to ground support equipment management are crucial to this maintenance process.

c. Quality control of resource expenditure used in the organizational maintenance process. Control of supply support minimizes occurrences of waste, fraud and abuse, pilferage and excesses and costly maintenance delays and re-servicing.

1001. POLICY. The MCAS Beaufort, maintenance management policy is as follows:

1. The Commanding Officer is responsible for the successful accomplishment of all maintenance functions aboard the Air Station. Achieving this means, Department Heads will afford guidance and support to their cognitive maintenance sections for the planning, directing and controlling of their maintenance operations. Command interest shall be aggressively emphasized at all Command/Supervisory levels.

2. Maintenance shall be accomplished at the lowest authorized echelon beginning with the equipment operator. Operative checks

and services (i.e. first echelon Preventive Maintenance care) shall be performed by all equipment owners/operators to maximize equipment life and minimize needless, costly corrective maintenance action. Quality assurance shall be stressed at all levels. The key to equipment readiness is early detection of discrepant conditions and prompt notification to supporting maintenance shops for timely repair.

1002. MAINTENANCE MANAGEMENT OFFICER/CHIEF (MMO/MMC) REQUIREMENT

1. The MMO/MMC will be assigned as a Special Staff Officer under the cognizance of the S-4 Officer and appointment made by Air Station Special Order with a copy of the appointing order retained in the office of the S-4. The titles MMO and MMC are not synonymous; however, for manual ease, MMO will be used throughout this SOP. The actual billet rank is determined by the current T/O, personnel availability and the needs of the command. An MMO must be assigned at all times.
2. Appointment of an MMO does not relieve departmental responsibilities of proactively maintaining maintenance management programs within their organizations.

1003. COMMAND RESPONSIBILITIES

1. The requirement to maintain equipment in a condition to perform its intended function is a prime responsibility of the Command. Each Department Head shall personally ensure that a sound and continuing equipment maintenance program exists within their organization and that proper maintenance procedures are established and maintained.
2. Department Heads must:
 - a. Provide the impetus for the program through a proactive, sustained display of command interest and involvement. In so doing, subordinates are obligated to follow.
 - b. Promulgate SOPs and/or policy notices, which further define operations and maintenance procedures unique to each commodity.

c. Ensure that sufficient time and necessary resources are available: i.e. allowances (specials tools, end items and components, test measurement and diagnostic equipment), operating stocks (pre-expended bins, special operating and protected stocks), repair parts, publications, personnel (administrative, mechanics/technicians, operations), facilities and funding.

d. Assign, in writing, Commodity Manager(s) and Functional Area billet holders responsible for achieving shop maintenance and associated operations utilizing Appendix A Figures A-1 to A-4.

e. Provide opportunities for military and civil service personnel to obtain the technical training (i.e. formal schools, workshops, correspondence courses) needed to keep their skills current for the accomplishment of the maintenance management mission.

1004. PRINCIPAL STAFF RESPONSIBILITIES

1. Adjutant. Exercise primary cognizance over the Air Station publications control and distribution system, and in so doing, establish a Directives Control Point (DCP) to interface with departmental DCP representatives.

2. Comptroller

a. Maintain internal controls over and accounting of appropriated funds, advise departments on budget prioritizing, funding allocations for equipment procurement, replacement and facilities project expenditures.

b. Initiate semi-annual departmental budget plan reviews.

c. Manage command Inter-Service Support Agreements and Memorandums of Agreement.

3. Supply Officer

a. Administer the Command Naval and Marine Corps supply program in support of organizational operations.

b. Coordinate with the MMO, Maintenance Supervisors and

Commodity Managers or designated representative regarding all supply support requirements to include equipment procurement and stock replenishment, annual inventory reconciliation and validation, bi-monthly review of requisitions and technical training as it relates to supply support.

4. Human Resources Officer

a. Monitor Position Descriptions (PD's) of civil service personnel and advise command on all matters thereto pertaining.

b. Provide organizational assistance in obtaining necessary technical training for equipment operators and mechanics/technicians for on-the-job training (i.e. helper to journeymen) and for off-station instruction (i.e. formal schools, re-certification courses).

c. Coordinate managerial and supervisory training relating to the maintenance effort.

5. Maintenance Management Officer

a. Via the S-4 Officer, advise command on all matters pertaining to organizational equipment maintenance management. Annually inspect commodities for programs compliance and report all deficiencies to the Air Station Inspector.

b. Maintain the Air Station MMSOP Manual.

c. Assist commodities with maintenance management program establishment and control; mediate any organizational problems which cannot be resolved at the divisional level.

d. Centrally manage the Air Station's equipment Product Quality Deficiency Report (PQDR) program.

e. Monitor commodity technical publications and assist the Station DCP with identifying on-hand requirements, technical publication requisitions and Publications Library (PL) maintenance.

6. Commodity Managers and Functional Area billet holders responsibilities are delineated in Appendix A Figures A-1 to A-4.

1005. SOPS AND POLICY NOTICES1. General Comments

a. A commodity's SOP is used as a detailed extension of this manual. It should specify those operational and maintenance procedures unique to the commodity and the organizational equipment it supports, if applicable.

b. Commodity Policy Notices are an extension of this manual and generally used in lieu of a commodity SOP. Where commodity SOPs must exist, policy notices act as an extension to its SOP. They provide procedural clarifications and changes to policy as need arises and are effective until canceled, superseded or incorporated into subsequent SOP revision.

2. Administrative requirements. A current copy of each commodity's SOP and Policy Letters, if applicable, will be forwarded to the MMO. MMO and Commodity Policy Notices shall be maintained in commodity PL's.

1006. DESK-TOP PROCEDURES AND TURNOVER FOLDERS1. General comments

a. Desk-top procedures and turnover folders provide the "who, what, when, where, why, and how" information required to perform the assigned functions and missions of the billet.

b. Proper use of desk-top procedures and turnover folders improves the overall efficiency of an organization and greatly alleviates problems caused by lack of experience and continuity in day-to-day operations.

c. Persons responsible for maintaining desk-tops and turnover folders and their contents are identified in Appendix A.

d. Desk-tops and turnover folders will be annually reviewed and verified by Department Heads as current.

1007. PUBLICATIONS CONTROL1. General Comments

a. Technical Publications provide a vital link between personnel and equipment and are absolutely essential to the equipment maintenance program. Required publications must be on hand and in sufficient quantity to get the job done, maintained in an up-to-date condition and personnel trained in their use.

b. The term "publications library" encompass both technical and non-technical publications and directives.

2. Policy

a. Technical and non-technical publications and directives will be centrally managed and requisitioned utilizing the Marine Corps Publications and Directives System (MCPDS). The Station DCP will initiate and conduct quarterly reviews of all Publications Library (PL) holdings to ensure proper requisition, backorder validation and on-hand quantities.

b. Each commodity will establish and maintain a PL which will include:

(1) Technical publications promulgated by the DOD to include CMC orders and bulletins, any other branch service technical publications and commercial manuals needed to effectively perform required maintenance and operations.

(2) All Modification Instructions (MI's), regardless of the echelon of maintenance, for each item of equipment possessed. (Technical Instructions (TI's) and Safety Instructions (SI's) which constitute a modification are included.)

c. On-going review at the commodity level is required utilizing current SL-1-2/1-3, Publication Library Management System (PLMS), NAVMC 2761, TI 5600, and Air Station Bulletins (5215 series) to ensure that all required publications are on hand, complete and current.

d. MCO P4790.2c, paragraph 2008 and Appendix B, provide guidance on how to establish a publications control system and a PL.

3. Responsibilities

a. Adjutant. Operate the Air Station publications program per the guidance set forth in MCO P5215.1G. In addition to controlling issuance of formal publications, the Station DCP shall coordinate the organization's requirements for publications, determine and effect internal distribution of authorized inventories of publications and maintenance thereof and organize/maintain the primary DCP.

b. Maintenance Management Office (MMO)

(1) Supervise the publications control system for technical publications relating to maintenance.

(2) Provide assistance to the Station DCP in determining technical publication requirements. Submit changes in accordance with MCO P5600.31 and MCO P5600.45.

(3) Assist the Station DCP in conducting annual inspections of commodity PLs to ensure adequate distribution and currency.

c. Organizations shall:

(1) Maintain a PL for shop use and a restricted library for originals that cannot be replaced if lost/destroyed, hard to come by, or too costly to replace. Working copies of these originals shall be made for shop use and kept in the shop's library.

(2) Establish a publications inventory and control system in accordance with reference (a) and as determined by the Station DCP.

(3) Provide input to the S-4/MMO on publications required from automatic distribution.

(4) Quarterly, upon receipt of NAVMC 2761 (Catalog of Publications) and the PLMS, determine if all publications are actually on hand and current and that superseded/canceled publications and directives are disposed of in accordance with current directives, and that requisitions are submitted for new publications authorized but not on hand.

(5) Quarterly, review and submit any PL changes to the S-4/MMO to be forwarded to the Station DCP. Utilize Appendix B if ordering of required publications is necessary.

(6) Provide required training on the acquisition, use and maintenance of publications.

(7) Ensure that each NAVMC 10772 (Recommended Changes to Publications/Logistics-Maintenance Data Coding) is used per MCO P5215.17, prepared per TM 4700-15/1, initialed and forwarded to the MMO for processing.

d. Publications Library (PL) Custodian. Maintains the PL as guided by this manual, current directives and per divisional OIC/supervisor's guidance.

4. Navy/Air Force/Army and Commercial Technical Publications

a. Other military service technical publications should be used in the same manner as Marine Corps technical publications. Special care should be taken with commercial publications due to the difficulty in replacing them.

b. Ensure that publications are included in the specifications for procurement of new equipment.

c. In any instance where the Preventive Maintenance requirements of the commercial publication differs from the military service technical manual, the commercial publication will be adhered to. This is to prevent violation of any warranty restrictions.

5. Recommended Changes to Technical Publications

a. When errors or omissions are noted in Marine Corps technical publications, suggestions for corrections are forwarded on the NAVMC 10772. The suggestion is initiated by the person who discovers the error or omission.

b. The NAVMC 10772 is typed in accordance with TM 4700-15/1 with error verified and initialed by the divisional OIC/supervisor next to the initiator's name.

c. Completed form will be submitted to the S-4/MMO for appropriate forwarding.

6. Publications Requisitioning and Validation

a. Requisitions and validations are submitted by each PL custodian via their respective departmental DCP point to the S-4/MMO for subsequent forwarding to the Station DCP.

b. Requisitioning and validations are done in accordance with current Air Station Orders and policies set forth by the Station DCP.

7. Reinventing Government

a. Sponsored by Executive authority, this initiative is designed to reduce regulations and red tape whereby improving the way government does business. Under this initiative, MCAS Beaufort is designated as a reinvention lab. As such, the Commanding Officer has authority to waive any government regulation which impedes operational efficiency so long as that regulation is not based on law.

b. Directives (i.e. MCO, DOD and CNO) which are obsolete, antiquated or make the way the Air Station conducts business harder than it has to be, can be waived by the Commanding Officer. (Contact the Quality Management Office for further guidance.)

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CHAPTER 2

EQUIPMENT MAINTENANCE OPERATIONS

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CHAPTER 2

EQUIPMENT MAINTENANCE OPERATIONS

2000. MAINTENANCE POLICY/CAPABILITIES

1. Equipment maintenance in a commodity will be accomplished through the established maintenance management system set forth in MCO P4790.1, MCO P4790.2, other maintenance related directives issued by higher headquarters and this manual.
 - a. Listed by asset type, authorized echelons of equipment maintenance are specified in Appendix C. The Mission Statement for Table of Organization (T/O) 8342 no longer exists.
 - b. Where assets are not represented or echelons of maintenance not clearly defined, level of training possessed by personnel, as substantiated by "Certificates of Training" and the criteria described in MCO P4790.2, Chapter 1, and specified in directives governing certain assets (e.g., GME, TAVSC, ADPE, etc.) shall be used. Repairs performed will be consistent with shop capabilities as determined by Appendix C.
2. Maintenance on equipment shall not exceed the authorized echelons of maintenance (EOM) without command approval. Submit all requests for temporary echelon increases to the Commanding Officer, MCAS Beaufort, via S-4/MMO in accordance with MCO P4790.2.
3. Equipment requiring external evacuation shall be expedited through Station Supply by the equipment owner. Equipment under commercial warranty shall be serviced by the supplier or manufacturer as per the warranty unless formal service agreements exist or the warranty is not cost-effective for the Air Station to enforce.
4. Divisional SOP/Policy Notices will address the maintenance phase when it differs from the Command SOP. Maintenance commodities will ensure that the specific functions outlined in MCO P4790.2, chapter 3, are accomplished during each phase (e.g. Acceptance, Equipment Induction, Active Maintenance and Maintenance Close-out Phase).

2001. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

1. Equipment maintenance, at the operator, technical and supervisor levels, must receive as equal priority as that of other training requirements.
2. Maintenance commodities must ensure that shop schedules allot sufficient time for Corrective Maintenance (CM) and Preventive Maintenance Checks and Services (PMCS) of equipment. Quality Control action must be completed before gear is released from the maintenance shop.
3. Divisional SOP/Policy Letters will set forth procedures for the accomplishment of scheduled, supervised maintenance services.

2002. SHOP OPERATIONS

1. Organizations 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 maintain a functional Quality Control Program. Personnel who possess only basic skill levels will be provided skilled supervision during maintenance operations.
2. Internal shop operations will be established in accordance with this manual.
3. The following locations are designated for the performance of equipment maintenance actions, 2nd EOM and/or above:
 - a. Public Works (Facilities, Real Property, generators and small engine maintenance) - Bldg 1081.
 - b. Public Works Transport (Garrison Mobile Equipment maintenance) - Bldg 843.
 - c. Training and Audiovisual Support Division - Bldg 596.
 - d. Headquarters & Headquarters Squadron Armory - Bldg 611.
 - e. Computer Services Branch - Bldg 703.

f. Air Traffic Control Maintenance (radar, radio and ground electronics maintenance) - Bldg 1166.

g. Telephone Division - Bldg 599.

2003. PERFORMANCE OF MAINTENANCE SERVICES

1. General Comment. The maintenance of all equipment assigned to this command will be conducted in compliance with all applicable current directives, technical and non-technical publications. The need for detecting and reporting evidence of abuse or neglect and taking immediate corrective action will be emphasized to all. Emphasis of proper equipment maintenance or lack thereof by command/supervisor levels directly affects the accomplishment of required maintenance.

2. Fifth echelon maintenance services (e.g., overhaul, rebuild, conversion, modernization, etc.) will not be performed unless authorized by CMC.

3. Active Maintenance. Production at the Air Station is principally directed toward the accomplishment of the following types of equipment maintenance actions: preventive maintenance, corrective maintenance, equipment modification and calibration. The range and depth of the actions accomplished are dependent on the experience level of assigned maintenance personnel and the availability of resources required to perform the required, authorized echelon of maintenance.

a. Preventive Maintenance Checks and Services (PMCS). Preventive Maintenance Checks and Services are the checks and services performed on equipment to keep it in operating condition. It is accomplished by the systematic inspection, detection and correction of impending failures before any failures occur or develop into major defects.

(1) There are two principle types of PMCS: Operator PMCS performed by the equipment end user and Scheduled PMCS performed by a qualified mechanic/technician.

(a) Operator PMCS involve periodic (e.g., daily, weekly, monthly, etc.) checks and services to equipment before, during and after equipment use to preserve the integrity of self

and equipment from possible impending harm and damage. (Operators of Class A, B and C garrison vehicles shall use the applicable PM checklists located in Appendix E.)

(b) Scheduled PMCS are performed by technically qualified organizational maintenance personnel, assisted by the operator or crew, on a calendar, mileage, rounds-fired or hours-of-operation basis.

(c) Special PMCS are performed by operator and maintenance personnel as directed by equipment manuals and supporting maintenance shops' personnel upon receipt of equipment, or when equipment has been exposed to salt or fresh water or has been operated in loose sand or mud.

(2) All PMCS will be performed in accordance with the applicable technical publications or manufacturer's instructions. All gear under commercial warranty shall be serviced according to the manufacturer's published instructions. In the event that no PMCS schedule is established in a technical publication or by the manufacturer, the supporting maintenance commodity will promulgate a PMCS schedule for the equipment with intervals no greater than annual.

(3) Preventive Maintenance accomplishment is the responsibility of the organization to which the equipment is assigned. Accordingly, departmental policy shall be established, in writing, to account for its PMCS program activities.

(a) All required PMCS shall be performed, if practical, prior to evacuating the equipment to higher echelons of maintenance. Common sense and good judgment may dictate that certain PMCS requirements be omitted when the corrective maintenance action would duplicate or negate the affect of the PM. (For example, it is unnecessary to change the oil in a vehicle prior to evacuation when it is obvious the engine will either be replaced or the oil will be removed in the corrective maintenance process.)

(b) Any PMCS due on equipment that has been turned in for higher echelon maintenance remains the responsibility of the owning organization. The PMCS will be coordinated with the supporting maintenance facility. The PMCS will be completed as

far as possible without interfering with the required corrective maintenance. Again, common sense and good judgment will be used to preclude the accomplishment of unnecessary PM functions.

(c) The foundation of the PMCS program is the operator at the lowest level of maintenance. No one is more familiar with the equipment than the individual who uses it. The operator, by way of command guidance, indoctrination and supervision, can materially reduce the deadline rate by following recommended procedures for the proper care and use of equipment.

(d) Command attention and oversight by supervisory level personnel are required to ensure that proper PMCS procedures are used. Programs to educate operators in proper first echelon maintenance procedures must be continuous and are the responsibility of all organizations.

(e) PMCS will be recorded in equipment records in accordance with TM 4700-15/1 and as per authorized, local procedure.

b. Determination of Economical Repair

(1) The MCO 4710.8, Uniform Criteria for Repair Cost Estimate Used in Determination of Economical Repair, provides the instructions to be followed in determining the eligibility of an item of equipment, except for commercial use vehicles, for repair. The Order's intent is to ensure that total repair costs are determined prior to commencing work on the equipment. The objective is to preclude excessive expenditures for repair of equipment that should be washed out of the system as uneconomical to repair. (Refer to chapter 7 of this manual.)

(2) Air Station organizations involved in repair of Marine Corps support equipment will prepare an estimate of repair costs prior to commencing work on an item of equipment that requires extensive repairs. In the case of minor repairs, a repair cost estimate is not required.

c. Corrective Maintenance (CM). Corrective maintenance is action taken to restore an item of equipment to operating condition or to the specifications set forth in the technical/servicing manual. Specific tasks involved in the CM

process will vary between echelons of maintenance; however, standard procedures for the CM process are established in MCO P4790.2, Appendix F.

(1) Organizational Responsibilities

(a) The equipment end user will maintain a watchful eye to detect failures as outlined in MCO P4790.2, paragraph 3002, and immediately report suspected defects and/or failures to the supporting maintenance facility for corrective maintenance action. The failed item of equipment shall be evacuated to the supporting facility within 48 hours, 24 hours for emergency equipment, of detection.

(b) Organizations will evacuate equipment that exceeds Air Station capability as per the time limits noted above. Equipment requiring evacuation shall be appropriately prepared and packaged for shipment through Station Supply channels.

(c) Equipment turned in to Air Station supporting maintenance facilities shall be retrieved by the end user within 48 hours of the servicing shop's notification for equipment pickup.

(2) Supporting Maintenance Facility Responsibilities.

(a) Equipment shall be repaired and re-inspected to ensure it is fully operational and turned back to the end user as per the priority time windows identified in chapter 3 of this manual. All CM will be done in accordance with the procedures contained in the relative technical manuals or manufacturer's published instructions.

(b) Under certain conditions (e.g., lack of resources, personnel, tools, etc.), equipment normally within maintenance echelon capability may be evacuated for maintenance action.

(c) All evidences of end user abuse or equipment neglect will be reported to the appropriate Department Head of the equipment owning organization. Continued cases of abuse, neglect or lack of maintenance will be reported to the Commanding Officer via S-4/MMO.

d. Equipment Modification. Equipment modifications classified as "urgent" or "normal" are those maintenance actions performed to change the design or assembly characteristics of equipment systems, end items, components, assemblies, subassemblies or parts in order to improve equipment functioning, maintainability, reliability and/or safety. Authority and direction to modify Marine Corps equipment originates from the Commandant of the Marine Corps and are contained in the Modification Instructions (MI's) and/or commercial technical manuals where required.

(1) Per MCO P11240.106, modification, modernization or alteration of GME may be performed without prior approval of HQMC as long as the equipment code will not need to be changed as a result. These types of modifications need only be recorded on the SRO. All modifications which necessitate an equipment code change must be submitted to CMC (LFS-2) via the appropriate chain. Each request must include justification, vehicular description, Marine Corps registration number and the estimated cost.

(2) Regardless of EOM, organizations are responsible for transcription to records, and reporting.

(3) Organizations shall review commercial equipment manuals upon initial receipt and review current Stock List 1-2's each quarter in conjunction with the Station Adjutant's Publications Library review for required modifications. Required modifications must be reported to the supporting maintenance facility that can effect the changes.

(a) Supporting maintenance facilities will determine total requirements, obtain the required parts/materiel, schedule and perform the necessary modifications.

(b) Equipment under commercial warranty shall be modified by the supplier or manufacturer as per the warranty unless the warranty is not cost-effective for the Government to enforce. In the latter instance, command approval shall be obtained before effecting any modifications.

(4) Organizations in possession of modified equipment will manage a manual modification control program in accordance with MCO P4790.2, chapter 3, except where specific procedures are delineated within cognizant equipment manuals (e.g., GME,

TAVSD, Facilities Support, etc.) A Modification Control Record will be utilized as per TM 4700-15/1, chapter 2-5, unless specified otherwise within the cognizant equipment manuals.

(5) The S-4/MMO will be notified of all changes to the modification status of any ground support equipment belonging to the Air Station.

e. Equipment Calibration. All electrical and electronic test, radiac, and mechanical instruments; mechanic's tools and equipment; ordnance gauges and instruments; engine analyzers, and any other item used to adjust or measure the performance of another item of equipment must be included within the Test Measurement and Diagnostic Equipment (TMDE) program. Failure to calibrate such equipment may result in the use of unreliable TMDE during the course of equipment maintenance. Marine Aviation Logistics Squadron 31 is MCAS Beaufort's primary source of equipment calibration.

(1) Air Traffic Control Maintenance (ATCM) is responsible for the Air Station's TMDE program establishment and operation.

(a) The TMDE program will be managed utilizing Metrology Calibration (METCAL) under the auspices of the Navy Metrology Automated System for Uniform Recall and Reporting (MEASURE).

(b) The TMDE program handler will maintain the TMDE report and ensure proper completion of all forms associated with the indoctrination of test equipment into the calibration cycle. The MEASURE Format 350 report shall be periodically provided to test equipment holders for purposes of reconciliation/validation.

(c) Organizational calibration costs are to be consolidated and submitted as one line item within the S-3 Department's annual budget plan as a "mission essential" requirement.

(2) Organizations will

(a) Submit for calibration, TMDE that has been received from another organization without a current label, on

regular recall or removed from No Calibration Required (NCR)/Inactive status.

(b) Ensure current labels are affixed to each piece of test equipment are not to be removed or broken for any reason and data properly annotated within the ATCM's automated control system. Obtain No Calibration Required (NCR) and Inactive labels by submitting test equipment to ATCM which meet the following criteria:

1 No Calibration Required (NCR). The using organization has determined that the TMDE is not used in any Quantitative/Qualitative (Q/Q) application or TMDE items inherently unsuitable for use in Q/Q applications (e.g., full calibration, special calibration). Items must meet criteria stated in TI 4733-15/1C.

2 Inactive. The using organization has determined that the TMDE is not being used and is not expected to be used in the near future. Test equipment in an "Inactive" status requires calibration prior to use.

(c) Initiate with ATCM, an annual evaluation of all TMDE to ensure that it is in the correct calibration category consistent with your shop mission as well as to determine when an item is required/not required.

(d) Utilize "Special Calibration," and inactive calibration where feasible; approve all NCR and Inactive calibration items classified by the technician/mechanic.

(e) Maintain sufficient on-hand quantities of test equipment at all times; to this end, like pieces of test equipment will not be scheduled for calibration at the same time.

(f) In coordination with ATCM, devise a mode of accountability for equipment evacuated for calibration which records the chain of custody until the equipment's return.

(3) Purchasing of new or replacement TMDE items will be approved by the Commanding Officer (S-3/ATCM) to ensure proper

verification of availability of calibration, periodicity, cost and economy.

(4) The commodity's copy of the 350 report may be used in lieu of control cards/charts.

(5) Equipment under commercial warranty shall be calibrated by the supplier or manufacturer as per the warranty unless the warranty is not cost-effective for the Air Station to enforce. In the latter instance, command approval (Commanding Officer (S-3/ATCM)) shall be obtained before effecting any calibrations. Each commodity possessing warranted equipment shall establish and maintain its own calibration control system in accordance with OP43P68, MCO P4790.2, MCO 4733.1 and TI 4733 series.

2004. CANNIBALIZATION/SELECTIVE INTERCHANGE

1. Cannibalization. Cannibalization involves the removal, without replacement, of serviceable parts from one item of equipment in order to install them on another item of equipment.

a. Unless otherwise prohibited by equipment governing agencies (e.g., C4I for computers, CMC (LFS-2) for GME, MCCDC (C465 VIM) for audiovisual equipment, etc.), shops authorized to perform intermediate level maintenance may cannibalize only that Air Station garrison equipment permanently removed from operation for subsequent replacement/disposition.

b. Deployable equipment may not be cannibalized without prior command approval. Requests for cannibalization shall be made to the Commanding Officer (ATTN: Supply) via the S-4/MMO.

2. Selective Interchange. Selective interchange is the exchange of unserviceable parts for serviceable repair parts/components between like end items resident at the shop maintenance level.

a. Selective interchange of Air Station garrison property for serviceable parts will not be employed except when:

(1) The original acquisition cost is \$5,000 or less.

(2) In the opinion of command, the item is no longer usable in its present condition; cannot be economically repaired and used for the purpose for which originally intended and cannot be expected to realize a fair market value if used for trade-in purposes.

(3) Operational commitment is imminent and only when it appears that the required part cannot be obtained on a timely basis.

b. Organizations authorized to perform second echelon maintenance or greater must receive approval from the department to which the deadlined/unserviceable item of equipment belongs.

2005. ASSOCIATED MAINTENANCE FUNCTIONS. The four major maintenance functions described in the preceding paragraphs also have interrelated functions. These are equipment evacuation, equipment recovery and Limited Technical Inspection.

1. Equipment Evacuation. Equipment evacuation involves the process of moving equipment to a maintenance or supply facility to undergo repair, servicing, modification, calibration or inspection for redistribution or disposal. It is the responsibility of all intermediate maintenance facilities to perform all required maintenance within capability before evacuation of equipment to external agencies.

2. Equipment Recovery. Recovery of the equipment is the removal of all or part of the equipment from the area where it became disabled. Equipment recovery is the responsibility of the using organization within its capability. Recovery operations not within the using organization's capability will be performed by the supporting maintenance facility.

3. Limited Technical Inspection (LTI). Equipment inspection performed in the course of maintenance operations is generally referred to as a LTI. It is limited in the sense that a LTI does not require full examination of each technical facet of the equipment but, rather, specific technical aspects.

a. Limited technical inspection is used to determine the extent and level of maintenance required to restore the end item to operating condition.

b. Limited technical inspection is used to determine the modification status/requirements of the end item.

c. Limited technical inspection is required in conjunction with other maintenance related programs and accident investigations. The LTI results shall be retained in the respective equipment record jacket/file folder until the equipment has been released from investigation for subsequent disposition or until the next LTI is accomplished.

d. New Equipment. LTI's will be conducted on all new major end items (Class VII) upon receipt prior to placing the equipment in use. The LTI will consist of an equipment inventory, inspection for accomplishment of required modifications and a complete operational check. Preventive maintenance services will be performed in conjunction with the Acceptance LTI.

2006. NEW EQUIPMENT

1. Policy for Using/Servicing Organizations. New items of equipment will be placed on administrative deadline and will not be put into service until all of the following standards, as applicable, have been met by the using/servicing organization:

a. All authorized stock levels/allowances of peculiar support items (repair parts, components, collateral equipment, kits, test equipment, tools and technical manuals) are on hand.

b. Adequate stocks of common support items are on hand.

c. Sufficient, trained operators are on board.

d. Sufficient, trained technicians/mechanics are available at supporting maintenance activities.

e. Fiscal requirements are met to support sustained maintenance costs.

2. Activation of New Equipment. Only the Commanding Officer may grant authority to activate new equipment. Activation will be requested through the S-4/MMO. The User's Logistic Support

Summary (ULSS) advises commands of the plan to field and logistically support new items of equipment or systems being procured by the Marine Corps.

2007. ADMINISTRATIVE DEADLINE (ADL)

1. Administrative deadline is a management technique for conserving equipment at the commodity level. Equipment is voluntarily deadlined when the day-to-day tempo of operations and training does not justify its use or when adequate support (e.g., technician/mechanic availability and/or repair capability, funding, repair parts/tools/supply stocks) is not available to maintain the item in serviceable condition for use.

2. Sufficient on-hand quantities will be maintained to support mission requirements. Organizations shall exercise operational discretion when contemplating the use of ADL.

3. Equipment retained in ADL will be closely controlled to prevent degradation to readiness and to the serviceability of the equipment itself.

a. Equipment in ADL will be physically segregated from "in service" equipment and securely stored.

b. Rolling stock, generators and small engine equipment shall undergo annual PMCS by the respective supporting maintenance facility unless specified otherwise by commercial warranty or technical/servicing manuals.

4. Prior to activating ADL equipment, a LTI shall be performed to identify any maintenance requirements or operational defects and to ensure that the equipment is in safe, operational order.

2008. FORMS

1. Use of the Equipment Repair Order (ERO), Shop Repair Order (SRO), Work Repair Order (WRO), and DD FORM 1348:

a. Organizations will designate, in writing, personnel authorized to sign ERO/SRO/WRO's and DD FORM 1348 and will notify the Commanding Officer in the format provided in Appendix A Figure A-5.

b. Organizations will assign priorities to ERO/SRO/WRO's and associated DD FORM 1348s in accordance with the guidelines established in ASO 4235., UM 4400-15 and MCO 4400.16.

(1) ERO users (e.g., TAVSD, Station Armory) will refer to TM 4700-15/1, chapter 2, regarding procedures for changing ERO priorities and category codes as well as for proper completion and disposition. ERO number assignments are found in Appendix D.

(2) SRO users (e.g., PWT) will refer to MCO P11240.106 and TM 4700-15/1, chapter 9, regarding procedures for changing SRO priorities as well as for proper completion and disposition. SRO number assignments are found in Appendix D.

(3) WRO users shall follow those policies established by their commodity in consultation with Station Supply.

c. An SRO (NAVMC 9-11200/3A), ERO (NAVMC 10245) or WRO shall be completed for all performance of work upon equipment involving 2nd echelon or higher repairs and/or limited technical inspection.

2009. RECORDS AND REPORTS

1. General Comments

a. Maintenance related records and reports provide the basis for the management of maintenance programs. Their proper use enables analysis and evaluation of maintenance performance and aids in identifying measures to be taken to correct deficiencies detracting from or prohibiting optimum unit performance.

b. Organizations will ensure strict compliance with those directives in the management of their respective records and reports programs.

c. Maintenance related records will be properly and expeditiously disposed of per MCO P5215.1, TM 4700-15/1 and SECNAVINST P5215.5.

2. Records. Maintenance related records are maintained to provide a history of equipment maintenance requirements, to ensure the performance of required preventive maintenance and to facilitate management decisions. These records include equipment records, resource records and local records.

a. Equipment Records

(1) Equipment records are maintained for a specific item of equipment. TM 4700-15/1 provides instructions for their preparation, use and disposition.

(2) Organizations are responsible for the proper completion and maintenance of all equipment records applicable to equipment possessed.

(3) The TM 4700-15/1 requires equipment forms and records to accompany equipment when evacuated for maintenance, transferred, or temporarily loaned to another unit. Equipment transferred or temporarily loaned will be tagged with the due date of the next scheduled PMCS.

b. Resource Records

(1) Resource records are maintained to document maintenance efforts (e.g., inventory extracts, PMCS schedules, Product Quality Deficiency Reports, MEASURES Format 350 report, etc.). For those resource records pertaining solely to maintenance shops, TM 4700-15/1 provides instructions for their preparation, use, and disposition.

(2) Resource records provide essentially historical information. They provide the basis for evaluation of past performance and for planning future efforts.

c. Local Records. Local records are developed and maintained by Air Station organizations in addition to those required by higher authority directives and publications. Local records will not be initiated unless a definite requirement has been established and it has been determined that records required by higher headquarters will not satisfy the requirement. When it is determined that local records are required, organizations will route a draft to the S-4/MMO for review/approval.

d. Record Reviews. The MMO will review equipment records, maintenance resource records, and local records at least annually.

3. Reports

a. Maintenance reports contain information for determining policy, planning, controlling, evaluating operations, performance and preparing other reports. They are generally summarized and may be transmitted on a recurring, one-time, or "as required" basis.

b. Organizations will ensure that required reports meet definitive data or information requirements, economically designed and curtailed, or canceled when obsolete.

c. The MMO will review organizational reports related to the maintenance management effort at least annually.

2010. SAFETY

1. Organizations are responsible for the prevention of accidents involving personnel, equipment and property within their cognizance. Organizations will incorporate safe practices into all operations and will initiate corrective action to eliminate safety hazards. Supervisors at all levels shall ensure that all assigned personnel under their charge are instructed in applicable safety measures and that these measures are observed/enforced.

2. The Director, Standardization and Safety Department (DSS) is responsible for the Command's Safety Program. Acting in conjunction with the MMO and shop safety representatives, the DSS Director will ensure safe practices and procedures are developed and followed in all maintenance operations. The ASO 5100.24 sets forth command policy on safety.

3. The Marine Corps Safety Program is established through MCO 5100.8. Comprehensive treatment of safety precautions is contained in NAVMC P5100.

a. Fire bills/alarms/extinguishers and fire station assignments shall be clearly marked. The fire division's

telephone numbers shall be posted near each fire station and telephone location.

- b. Shop areas shall be well ventilated.
 - c. All working areas shall be constantly policed and kept free of debris.
 - d. Personnel shall immediately report all potentially hazardous situations to their immediate shop supervisor.
 - e. Spilled Petroleum, Oil and Lubricant (POL) products shall be cleaned-up immediately.
 - f. Only authorized cleaning agents will be used for cleaning. (Gasoline is not authorized for cleaning.)
 - g. All equipment shall be operated in accordance with existing regulations.
 - h. Tools shall be used properly and only on jobs for which they are designed or properly stowed when not in use. Handles shall be kept secure and mushroomed or burred heads shall be dressed down on hammers, chisels, etc. When utilizing tools, the working force shall be applied in a direction away from the body.
 - i. While performing maintenance, personnel shall not wear loose-fit clothing or jewelry. When working with electrical sources, no metal jewelry or dog tags will be worn.
 - j. Personnel shall wear appropriate safety equipment at all times. This equipment includes, but is not limited to: safety shoes, eye shields, ear protectors, gloves, aprons and protective suits.
4. The preservation of human life and government property is of prime interest to the command. It is not sufficient to treat personnel after they have been injured or to reclaim/rebuild damaged property. Safety consciousness cannot be assumed, it must be developed. Supervisory personnel must continually strive to identify and impress upon their personnel the danger inherent in their particular MOS/trade. Personnel must be trained to provide immediate and appropriate first aid in the event of an accident.

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CHAPTER 6

FACILITIES

6000. GENERAL INFORMATION. Efficient equipment maintenance can be achieved only when the activity has the facilities necessary to perform the authorized EOM. Maintenance facilities consist of buildings and permanent improvements used for maintenance purposes.

6001. RESPONSIBILITIES

1. Facility Assignments. The S-4 is responsible for the assignment, reassignment and inspection of all Air Station facilities including equipment maintenance and storage facilities. All requests for assignments, additions or improvements to facilities shall be submitted in accordance with ASO 11014.1, Procedures for Requesting Maintenance & Repair, Alterations & Improvements of Facilities. Any proposals for acquisition, expansion or modification of facilities should be clearly stated and amplified by sketches or outlines at the time of submission.
2. Organizations are responsible for the proper utilization of assigned facilities. Inherent in this responsibility is the requirement to ensure that the facilities are properly maintained and policed.
3. Officers in Charge/Supervisors of maintenance activities are responsible to the Department/Division Head for the day-to-day utilization of maintenance facilities and for the internal organization of facilities assigned.

6002. MAINTENANCE AREAS

1. Requirements. To satisfy the requirements of maintenance, the facility must contain adequate heating, lighting, plumbing, electrical power and ventilation.

a. Heat. Sufficient heat must be provided during cold weather to allow shop personnel to accomplish required maintenance tasks. If a central heating unit does not exist, supervisors should arrange for the installation and use of space heaters provided they do not pose a safety hazard.

b. Light. Adequate lighting must be provided to accomplish assigned tasks safely and without constituting a health hazard to personnel. Lighting requirements have been established by the Occupational Safety and Health Administration (OSHA), for various occupations.

c. Plumbing. Water must be provided in sufficient quantity, at the needed location, required to accomplish the maintenance tasks and to provide necessary drinking and toilet facilities. Additional facilities are required in battery charging areas.

d. Electrical Power. Electrical power required for the operation of tools, test equipment and shop equipment must be available in the proper phase, frequency and voltages.

e. Ventilation. Proper ventilation is a necessity for the safety of personnel. This is a prime requisite in areas where vehicular equipment is maintained, where equipment is cleaned by use of chemicals and in battery charging areas.

f. Miscellaneous. Additional requirements peculiar to the type of equipment being maintained may exist. An example is the provision of an adequate grounding system where electrical or electronic equipment is being repaired. Commodities should determine specific requirements and ensure grounding systems are provided to facilitate the maintenance effort and enhance personnel and equipment safety.

2. Organization. The maintenance shop should be organized to provide efficient work flow, personnel safety, and the economic use of support and test equipment. Although the differences required by each commodity area preclude a standardized shop arrangement, there are certain characteristics which are common to all shops: the maintenance area, shop office, toolroom, supply, publications working library and the receiving (i.e. turn-in/pickup) area.

a. Maintenance Area

(1) The maintenance area is the focal point around which all other shop sections/offices are arranged. Access to the maintenance area should be limited to shop personnel and those visitors cleared through the shop office. Supporting sections/offices must be readily accessible to maintenance

personnel in order to expedite the maintenance process and decrease time away from the job.

(2) The maintenance area must be large enough to sustain the maintenance requirements of the shop. It should be divided into groupings of like maintenance areas which have common utility and test equipment requirements. Common use test and support equipment (equipment that is used in more than one operation or on various types of equipment) should be co-located so that it is readily accessible to all required personnel.

b. Shop Office. The shop office should be located adjacent to the shipping/receiving area to facilitate processing of paperwork and contact with shop customers.

c. Receiving Area. This area serves as the point of equipment turn-in and pickup. It will be readily accessible to the customer and situated clear of the maintenance area.

d. Toolroom, Supply and Publications Working Library. These areas should be located adjacent to the maintenance area to facilitate their use by maintenance personnel.

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CHAPTER 7

MAINTENANCE RELATED PROGRAMS

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CHAPTER 7

MAINTENANCE RELATED PROGRAMS

7000. GENERAL INFORMATION

1. Many programs have been established in the Marine Corps which have a direct effect on maintenance. These programs have been designed to ensure more effective management, increased control and an improved readiness posture.
2. Organizations will ensure strict adherence to the provisions of directives that implement the applicable maintenance related programs.
3. The MMO will monitor and inspect maintenance commodities for programs compliance.

7001. PRODUCT QUALITY DEFICIENCY REPORT (PQDR)

1. The purpose of the PQDR is to provide information to DoD activities concerning deficiencies in design, material and procurement so that action may be taken to correct the reported deficiency.
2. Submission. The MCO 4855.10 established the criteria and instructions for submitting the Product Quality Deficiency Report (PQDR). Instructions may also be found in TM 4700-15/1.
3. Responsibilities
 - a. The MMO shall maintain a status log on all non-supply related PQDR's -- from initiation to final action -- and monitor report status and notify departments affected by them. Deficient PQDR responses will be reported to the screening point (Commander (Code 808-1), MCLB, 814 Radford Boulevard, Albany, Georgia 31704-1128) for corrective action.
 - b. Organizations will ensure all maintenance/management personnel are familiar with the contents of MCO 4855.10.
 - c. The person who discovers the deficiency is responsible for reporting the deficiency to the responsible activity via the S-4/MMO. Cognizant commodity officers/supervisors will advise and assist the individual with report completion.

7002. DETERMINATION OF ECONOMICAL REPAIR

1. The current edition of MCO 11240.106, chapter 8, Repair/Replacement of Commercial Motor Vehicles, and Operation and Repair/Replacement of Materials Handling Equipment in Administrative Use, provides the instructions to be followed in determining the eligibility of an item of GME. The MCO 4710.8 establishes the criteria and principles to be used in estimating the cost of major repairs to materiel. The objective of the program is to preclude excessive expenditure for repair of rolling stock and improve the readiness of the commercial vehicle fleet.

2. All MCAS organizations involved in the repair of Marine Corps equipment will prepare an estimate of repair costs prior to commencing work on an item of equipment.

a. Economical repair is based on replacement cost and other relevant factors such as urgent operational requirements or non-availability of replacement items.

b. An economical repair generally can be defined as one which is estimated to cost less than 65 percent of the current standard unit price/replacement cost of the item. The estimated repair cost will be entered on the ERO/SRO/WRO.

c. A LTI is needed for both minor repairs and major repairs (estimated repair cost exceeding 10 percent of the standard unit price or one-time expenditure limit.)

3. Proper maintenance of equipment records is essential to this program. Commodities will ensure compliance with the record keeping requirements established in the current edition of TM 4700-15/1.

7003. REPLACEMENT AND EVACUATION PROGRAM

1. The Replacement and Evacuation (R&E) Program is designed to extend the service life of Marine Corps equipment by providing for its timely replacement and evacuation for rebuild, while ensuring the required material is on hand in the using activity. The program is effected through a planned retrograde of selected equipment for rebuild after like items have been provided to

using activities. The program is explained in MCO P4400.82 and TI 4710-14/1.

2. Nomination of Air Station GME for the R&E Program will be coordinated by the Director, Public Works Transport. All other equipment will be coordinated by the S-4/MMO.

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APPENDIX A

DESK-TOP PROCEDURES AND TURNOVER FOLDERS

1. Desk-top procedures.

a. Desk-tops procedures will be prepared for each billet involving administrative and management functions relative to the maintenance management program to include, though not limited to:

- (1) Equipment Records Procedures Clerk
- (2) Shop Shipping and Receiving Clerk
- (3) Shop Supply/Pre-Expended Bins Custodian
- (4) Technical Training Clerk
- (5) Publication Library Custodian
- (6) Toolroom Custodian
- (7) GME Dispatcher
- (8) Quality Control Inspector
- (9) Modification Control Clerk
- (10) Calibration Control Clerk
- (11) Shop Safety Inspector

b. Minimum contents for desk-top procedures:

- (1) Title of Billet with brief description
- (2) Current References
- (3) Required Reports
- (4) Points of Contact (names & phone numbers)
- (5) Procedures for carrying out required duties (i.e. daily, weekly, monthly, semi-annual, and annual procedures). Keep it simple and brief! Each will prescribe steps to be

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followed to accomplish all authorized maintenance or related actions; it's meant to procedurally standardize day-to-day requirements, actions, and recordkeeping.

2. Turnover folders.

a. Turnover folders will be maintained by all commodity managers and subordinate supervisory personnel.

b. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls, functioning of commodity/shop, mode of accomplishing routines, and other information of value to an individual assigned to that billet.

c. Minimum contents for turnover:

(1) Title of the billet.

(2) Supervisor's name and names of subordinates whom supervised.

(3) The mission of the billet (broad billet responsibilities).

(4) Principal functions involved in accomplishing the mission.

(5) Routine tasks and functions performed in day-to-day operations.

(6) List of orders and directives pertinent to the billet.

(7) List of required reports and corresponding submission/due dates.

(8) List of relationships, both in the official and unofficial chain of command, and brief memos of pertinent matter discussed to include unofficial liaison and coordinating instructions.

(9) List of internal/external Points of Contact to include: telephone numbers and/or addresses.

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(10) An itemized, current list of past, pending, and anticipated projects.

3. Sample letters formats that will be included in appropriate desk-top procedures and turnover folders.

a. Figures A-1 and A-2 are a sample letter format for the assignment of Commodity Managers.

b. Figures A-3 and A-4 are a sample letter format for the assignment of Maintenance Management Functional Areas Billet(s).

(1) Each billet will be assigned to someone; however, a person may be assigned more than one billet.

(2) Inventory Control billet includes the following duties:

(a) Tool sets, chests, and kits inventory requirements.

(b) SL-3 components inventory requirements.

(c) Special tools inventory requirements.

(3) Supply Support billet includes the following duties:

(a) Requisitioning, validating, reconciling operating stocks/Pre-expended Bin (PEB), tools, components, and repair parts.

(b) Stocks/PEB, tools, components, and parts control.

(4) MIMMS billet includes the following duties:

(a) ERO/SRO preparation, completion, and filing.

(b) Maintaining equipment records.

(c) PMCS/CM scheduling.

(d) Product Quality Deficiency Reporting (PQDR).

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(5) Quality Control billet includes the following:

- (a) Maintenance quality control (and/or)
- (b) Operational quality control

(6) Training billet includes the following:

- (a) MOS training
- (b) Mission-oriented training (MOT)

c. Figure A-5 is a sample letter for authorizing signing on ERO/SRO/DD-1348.

d. Figures A-6 and A-7 are a sample letter for the annual validation of Special Tools and/or SL-3 quantity change.

e. Figures A-8 and A-9 are a sample letter for the annual validation of PEB/Stock items. Figures A-10 and A-11 are a sample letter for annual validation of PEB, SOS, Insurance/Protected Stock items to be used by Public Works Division only.

(1) Commodities will provide a letter of justification for each item in the PEB list which exceeds the criteria in NAVSUP 437, MCO P4400.150, MCO P4790.2, and MCO P11240.106. A determination of how the items will be further classified, if necessary and/or cost waiver made will be done through subsequent command approval.

(2) Definitions.

(a) Preexpended Bin (PEB) - Low cost, fast moving items with a usage criteria of six units (ea or pr) or (o.t. ea or pr) of issues applied/consumed in six months; designed to support a thirty day usage period. (Re-order points may be written (i.e. cards, labels) on the bin or packaged.) Price for each unit of issue will not exceed \$100 (ea or pr) and \$200 (o.t. ea or pr) unless otherwise waived by the Supply Officer.

(b) Insurance/Protected Stock - Items that do not meet PEB criteria. Mission essential, critical items characterized by low usage, long lead times and are normally of a costly nature and/or no demand base (i.e. initial issue

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provisioning).

(c) Special Operating Stock (SOS) - All items which do not qualify as PEB or Insurance/Protected stocks but have been evaluated as necessary to maintain prior to disposition. SOS includes discontinued supplies, low-usage items of nominal (low) value and leftover supplies which have not been used during the past work year. If these stocks cannot be subsequently incorporated into planned work for the next annual work program, they will be rolled back. All obsolete items will be disposed of through DRMO. Not a "catch-all category." SOS will not be re-ordered when depleted. Additions will be identified as they occur and amended as necessary.

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(UNIT HEADING)

4790
(SECTION)
(DATE)

From: (DEPT HEAD)
To: (PERSON TO BE ASSIGNED)
Via: (DIVISION HEAD) (as applicable)

Subj: ASSIGNMENT AS COMMODITY MANAGER

Ref: (a) MCO P4790.2_
(b) ASO P4790.2_

1. Per the references, you have been assigned as the Commodity Manager for (DEPT/DIV/SECTION). Your responsibilities are as follows:

a. Provide technical advice on all commodity maintenance functions.

b. Supervise commodity maintenance operations. (as applicable)

c. Plan, coordinate and direct operational workload.

d. Inspect commodity operations and equipment records.

e. Ensure correct use of the Marine Corps Integrated Maintenance Management System (MIMMS) -- (i.e. turnover/desktop folders, paperwork flow)

f. Implement, direct, control, and review programs of resource management to include:

(1) Personnel and maintenance related training

(2) Publications Library -- accounting for all service branches' non-technical and technical publications that are used within the section.

Figure A-1: Sample Format for Commodity Manager Letter of Appointment page 1

MAINTENANCE MANAGEMENT SOP

(3) Maintenance production and quality control -- preventive maintenance checks and services, corrective maintenance, calibration, modification and product quality deficiency reports.

g. Implement, direct, control, and review resource management to include:

(1) Inventory control -- tools/components/repair parts handling, funding, periodic inventorying, acquisition, and disposition.

(2) Supply Support -- operating stock requisition, validation, and reconciliation.

(3) Equipment Records. (as applicable)

h. Implement and manage security measures (PMO AND ARMORY ONLY)

2. This letter supersedes all previous letters.

(DEPT HEAD)

Copy to:
Individual
MMO
SupO

Figure A-2: Sample Format for Commodity Manager Letter of Appointment page 2

MAINTENANCE MANAGEMENT SOP

(UNIT HEADING)

(SECTION)

4790
(DATE)

From: (COMMODITY MANAGER)
To: S-4 Officer (MMO)
Via: (1) (DIVISION HEAD) (as applicable)
(2) (DEPARTMENT HEAD)

Subj: ASSIGNMENT OF MAINTENANCE MANAGEMENT FUNCTIONAL AREAS
BILLET(S)

Ref: (a) MCO P4790.2_
(b) TM 4700-15/1_
(c) ASO P4790.2_

1. Per the references, the following person(s) has been assigned as the (DIVISION/SECTION) Maintenance Management Functional Areas billet holder(s) for the following functional areas:

FUNCTIONAL AREA BILLET

RANK

NAME

INVENTORY CONTROL

SUPPLY SUPPORT

MIMMS

QUALITY CONTROL

CALIBRATION CONTROL

MODIFICATION CONTROL

PUBLICATION CONTROL

TRAINING

SAFETY

SECURITY MEASURES (billet for PMO and ARMORY ONLY)

Figure A-3: Sample format for Functional Areas Billet(s) letter of appointment page 1

MAINTENANCE MANAGEMENT SOP

Subj: ASSIGNMENT OF MAINTENANCE MANAGEMENT FUNCTIONAL AREAS
BILLET(S)

2. The duties will be specified by but not limited to the references and by the Commodity Manager.

3. This letter supersedes all previous letters.

(COMMODITY MANAGER)

Copy to:
Individual(s)

Figure A-4: Sample format for Functional Areas Billet(s) letter
of appointment page 2

MAINTENANCE MANAGEMENT SOP

(UNIT HEADING)

4790
(ORIGINATOR CODE)
(DATE)

From: (DEPARTMENT HEAD)
To: Commanding Officer (Supply Officer)
Via: S-4 Officer (MMO)

Subj: PERSONNEL AUTHORIZED TO SIGN EQUIPMENT REPAIR ORDERS
(ERO), SHOP REPAIR ORDERS (SRO), DD FORM 1348'S, AND
PRIORITY DESIGNATORS 07, 09, AND 14

Ref: (a) MCO 4400.16_
(b) ASO 4235.2_
(c) ASO 4614.1_
(d) ASO 4790.2_

1. The below listed personnel are authorized to sign priority
07/09/14, ERO's/SRO's and DD FORM 1348's.

<u>NAME</u>	<u>RANK/RATE</u>	<u>SSN</u>	<u>SAMPLE SIGNATURE</u>
-------------	------------------	------------	-------------------------

2. The below listed personnel are authorized to sign priority
09/14, ERO's/SRO's and DD FORM 1348's.

<u>NAME</u>	<u>RANK/RATE</u>	<u>SSN</u>	<u>SAMPLE SIGNATURE</u>
-------------	------------------	------------	-------------------------

3. The below listed personnel are authorized to sign priority
14, ERO's/SRO's and DD FORM 1348's.

<u>NAME</u>	<u>RANK/RATE</u>	<u>SSN</u>	<u>SAMPLE SIGNATURE</u>
-------------	------------------	------------	-------------------------

(DEPT HEAD)
By direction

Copy to:
CM

Figure A-5: Sample format for ERO/SRO/DD-1348 Signature
Authority

MAINTENANCE MANAGEMENT SOP

(UNIT HEADING)

4400
(ORIGINATOR CODE)
(DATE)

From: (COMMODITY MANAGER)
To: Commanding Officer (Supply Officer)
Via: (1) (DIVISION HEAD) (as applicable)
(2) (DEPARTMENT HEAD)
(3) S-4 Officer (MMO)

Subj: ANNUAL VALIDATION OF SPECIAL TOOLS AND/OR SL-3 QUANTITY
CHANGE

Ref: (a) MCO P4400.150_
(b) MCO P4790.2_

Encl: (1) Special Tools Listing
(2) SL-3 Quantity Change

1. Per the references, request authorization to maintain special tools (enclosure (1)) that do not meet the monetary requirements to be maintained on the CMR or are not identified as components of tool kits/sets/chests/boxes already assigned to our CMR.

2. Per the references, request authorization to maintain less/greater SL-3 quantities [enclosure (2)].

(COMMODITY MANAGER)

Figure A-6: Sample format for Annual Special Tools/SL-3 Qty
Change Validation

MAINTENANCE MANAGEMENT SOP

SPECIAL TOOLS LISTING

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>UNIT OF ISSUE</u>	<u>QTY</u>
(EXAMPLE) Plugs, Modular 4C	S-460475	28.00	PX	4

Enclosure (1)

--AND/OR--

SL-3 QUANTITY CHANGE

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>UNIT OF ISSUE</u>	<u>OLD QTY</u>	<u>NEW QTY</u>
(EXAMPLE) Plugs, Modular 4C	S-460475	28.00	PX	4	6

Enclosure (2)

Figure A-7: Sample format for Annual Special Tools/SL-3 Qty Change Validation Enclosure(s)

MAINTENANCE MANAGEMENT SOP

(UNIT HEADING)

4400
(ORIGINATOR CODE)
(DATE)

From: (COMMODITY MANAGER)
To: Commanding Officer (Supply Officer)
Via: (1) (DIVISION HEAD) (as applicable)
(2) (DEPARTMENT HEAD)
(3) S-4 Officer (MMO)

Subj: ANNUAL VALIDATION OF PREEXPENDED BIN (PEB)/STOCK ITEMS

Ref: (a) NAVSUP 437
(b) MCO P4400.150_
(c) MCO P4790.2_
(d) MCO P11240.106_

Encl: (1) PEB Items Inventory
(2) (Insurance/Protected) Stock Items Inventory (if applicable)

1. Per the references, request authorization to maintain PEB/stock items as listed in the enclosure(s).

2. (PEB only) Internal controls are established for items location/identification and to ensure re-order points are identified and that excesses are rolled over until depleted or obsolete.

3. (Stock only) It is understood that increases or additions to Insurance/Protected stock levels will not be made without command approval. Written requests for additions or increased stock levels shall be accompanied by a statement of justification.

(COMMODITY MANAGER)

Figure A-8: Sample format for Annual PEB/Stock Validation

MAINTENANCE MANAGEMENT SOP

PEB ITEMS INVENTORY

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>EXT'D PRICE</u>	<u>UNIT OF ISSUE</u>	<u>STOCKING LEVELS</u>	
					<u>MIN</u>	<u>MAX</u>
(EXAMPLE) Plugs, Modular 4C	S-460475	28.00	112.00	PX	2	4

Enclosure (1)

--AND/OR--

INSURANCE/PROTECTED STOCK ITEMS INVENTORY

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>EXT'D PRICE</u>	<u>UNIT</u>	<u>EXT'D</u>
<u>UNIT</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>PRICE</u>	<u>OF</u>	<u>ISSUE</u>
(EXAMPLE) Firestone tire 15x7 wheel	P235/75R15SL	49.99	199.96	EA	4

Enclosure (2)

Figure A-9: Sample format for Annual PEB/Stock Validation Enclosure(s)

MAINTENANCE MANAGEMENT SOP

(UNIT HEADING)

4400
(ORIGINATOR CODE)
(DATE)

From: (COMMODITY MANAGER)
To: Commanding Officer (Supply Officer)
Via: (1) Public Works Officer
(2) S-4 Officer (MMO)

Subj: ANNUAL VALIDATION OF PREEXPENDED BIN (PEB), SPECIAL
OPERATING STOCK (SOS), INSURANCE/PROTECTED STOCK ITEMS

Ref: (a) NAVSUP 437
(b) MCO P4400.150_
(c) MCO P4790.2_
(d) MCO P11000.7_
(e) MCO P11240.106_

Encl: (1) PEB Items Inventory
(2) SOS Items Inventory
(3) Insurance/Protected Stock Items Inventory

1. Per the references, request authorization to maintain PEB, SOS, and Insurance/Protected stock items as listed in the enclosures.

2. Internal controls are established for item location/identification and use. Excesses will be rolled over until depleted or obsolete with exception- PEB stocks shall not be replenished until the current PEB has been fully depleted and Prime Vendor sourcing can be identified.

3. It is understood that increases or additions to SOS and Insurance/Protected stock levels will not be made without command approval. Written requests for additions or increased stock levels shall be accompanied by a statement of justification.

(COMMODITY MANAGER)

Figure A-10: Sample format for Annual PEB, SOS, and
Insurance/Protected Stock Validations (PUBLIC WORKS
DIVISION ONLY)

MAINTENANCE MANAGEMENT SOP

PEB ITEMS INVENTORY

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>EXT'D PRICE</u>	<u>UNIT OF ISSUE</u>	<u>STOCKING LEVELS</u>	
					<u>MIN</u>	<u>MAX</u>
(EXAMPLE) Plugs, Modular 4C	S-460475	28.00	112.00	PX	2	4

Enclosure (1)

--AND/OR--

SOS ITEMS INVENTORY

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>EXT'D PRICE</u>	<u>UNIT OF ISSUE</u>	<u>QUANTITY</u>
(EXAMPLE) Firestone- A/T tire 15x7 wheel	P235/75R15SL	49.99	199.96	EA	4

Enclosure (2)

--AND/OR--

INSURANCE/PROTECTED STOCK ITEMS INVENTORY

<u>NOMENCLATURE</u>	<u>NSN/PART NO</u>	<u>UNIT PRICE</u>	<u>EXT'D PRICE</u>	<u>UNIT OF ISSUE</u>	<u>QUANTITY</u>
(EXAMPLE) Firestone tire 15x7 wheel	P235/75R15SL	49.99	199.96	EA	4

Enclosure (3)

Figure A-11: Sample format for Annual PEB, SOS, and Insurance/Protected Stock Validations (PUBLIC WORKS DIVISION ONLY)

MAINTENANCE MANAGEMENT SOP

APPENDIX B

PUBLICATION ORDERING PROCEDURES

1. Once you have done your quarterly inventory and determined that publications are need, submit your request using the sample in Figure B-1.

(UNIT HEADING)

5200
(SECT)
(DATE)

FIRST ENDORSEMENT

From: Department Head (INDIVIDUAL)
To: Commanding Officer, Marine Corps Air Station, Beaufort
(Attn: ADJ)
Via: S-4 Officer (MMO)

1. The reconciliation of enclosure (#) is complete. Note annotations and input corrections.
2. Request that the following publications be placed on order:

<u>PCN</u>	<u>SHORT TITLE</u>	<u>QTY REQUIRED</u>
------------	--------------------	---------------------

(SIGNATURE)

Figure B-1: Sample Endorsement format for ordering publications

MAINTENANCE MANAGEMENT SOP

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MAINTENANCE MANAGEMENT SOP

APPENDIX C

MAINTENANCE LEVELS AND ECHELONS OF MAINTENANCE (EOM)

1. Organization level maintenance.
 - a. FIRST EOM involves:
 - (1) Proper care, use, operation, cleaning, preservation, lubrication.
 - (2) Adjustment, minor repair, testing, and parts replacement as may be prescribed by pertinent technical publications, tools, and parts allowances
 2. Intermediate level maintenance.
 - a. SECOND EOM involves:
 - (1) Scheduled maintenance and PMCS cycles.
 - (2) Diagnosis and isolation of readily traceable malfunctions.
 - (3) Replacement of major assemblies/modular components that can be easily removed and re-installed.
 - (4) Limited Technical Inspection (LTI).
 - b. THIRD EOM involves:
 - (1) Diagnosis and isolation of malfunctions.
 - (2) Adjustment and alignment of modules using Test, Measurement, and Diagnostic Equipment (TMDE)
 - (3) Modular component and piece parts replacement.
 - (4) Limited repair of modular components requiring cleaning and seal replacement.
 - (5) Application of external parts and repair kits.
 - (6) Minor body work
 - (7) Evaluation of emissions of internal combustion engines.
 3. Depot level maintenance.

MAINTENANCE MANAGEMENT SOP

a. FOURTH EOM involves:

(1) Diagnosis, isolation, adjustment, calibration, alignment, and repair of malfunctions to the internal piece part level.

(2) Replacement of defective modular components.

(3) Repair of major modular components by grinding and adjusting items such as valves, tappets, and seals.

(4) Replacing internal and external piece parts to include solid state integrated circuits and printed circuit boards/cards.

(5) Major body work.

b. FIFTH EOM involves:

(1) Overhaul/rebuild of end items/modular components
Repairs which exceed the capability of lower echelon units

(2) Nondestructive testing

(3) Special inspection/modification requiring extensive disassembly or elaborate test equipment

(4) Manufacturing items not provided or available

(5) Provision of wholesale level direct exchange support

3. Both intermediate and depot level maintenance require skilled mechanics/technicians to work on the equipment.

4. Figure C-1 provides the levels of EOM authorized for Station Commodities.

MAINTENANCE MANAGEMENT SOP

ASSET	COMMODITY	AUTH EOM	ACTUAL EOM	EM	MANAGING AUTHORITY	SOURCE OF SUPPORT
GME/GMEE/ GMHE (NOTES 1,2)	PWT	O&I	O&I	O&I	CMC (LFS-2)	COMMERCIAL CONTRACT LEASE AGREEMENTS (GSA-IFMS)
GENERATORS (NOTE 2)	PWFacMaint	O&I	O&I&D	O&I&D	NAVFAC	COMMERCIAL CONTRACT
COMM-ELEC						
COMM TELEPHONE (NOTE 2)	ATCM TELO	O&I O&I	O&I O	O&I O		NAVAIR/COMMERCIAL CONTRACT COMMERCIAL CONTRACT
STU-III COMPUTERS (NOTES 2,4,5)	COMSEC CSB	LTD O O&I	NONE O&I	O&I	WISEEAST, CHARLESTON MCCDC (C4I)	TRACOR APPLIED SCIENCE, INC. ATCM/COMMERCIAL CONTRACT
ORDNANCE (NOTE 3)	EOD ARMORY PMO	O O&I O	O O&I O	O O&I O	NAVEODTECHCTR, MC DET MCLB ALBANY/CRAVE, IN MARCORSTSCOM	(same): MCLB, ALBANY DEPOT ARMORY, WPNS BN, PISC HQHORON ARMORY
AUDIOVISUAL (NOTE 2)	TAVSC	O&I	O&I&D	O&I&D	MCCDC (C465 VIH)	COMMERCIAL CONTRACT
GENERAL SUPPLY (NOTE 2)		O	O	O	CMC (LFS)	COMMERCIAL CONTRACT

NOTE 1: ACRONYMS - EOM: ECHELON OF MAINTENANCE; GME: GARRISON MOBILE EQUIPMENT;
GMEE: GARRISON MOBILE ENGINEER EQUIPMENT; GMHE: GARRISON MATERIEL HANDLING EQUIPMENT.

NOTE 2: COMMERCIAL CONTRACT is based upon Station's ability to make economical repairs.

NOTE 3: Weapons -- the HQHORON Armory is authorized to do Limited Technical Inspections (I Level) only.
HQHORON Armory supplies armorer support for the commodity's AA&E.

NOTE 4: A directive is being written specifically for computer assets. Until its promulgation, all maintenance/control/disposition of garrison property computers shall be governed by MCO P10150.1, Garrison Property Policy Manual.

NOTE 5: Computer printers are serviced by commercial vendors.

Figure C-1: AUTHORIZED EOM FOR STATION COMMODITIES

MAINTENANCE MANAGEMENT SOP

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MAINTENANCE MANAGEMENT SOP

APPENDIX D

ERO/SRO NUMBER ASSIGNMENT TABLE

1. Equipment Repair Order (ERO) and Shop Repair Order (SRO) number assignments for Headquarters and Headquarters Squadron, MCAS Beaufort are as follows:

<u>COMMODITY</u>	<u>1ST & 2ND CHARACTERS</u>	<u>3RD CHARACTER</u>	<u>4TH & 5TH CHARACTERS</u>	<u>6TH CHARACTER</u>
Armory	OA	0-9	0-9	N/A
TAVSC	JG	0-9	0-9	N/A
PWT	FISCAL YR (i.e. 96,97)	0-9	0-9	0-9

MAINTENANCE MANAGEMENT SOP

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MAINTENANCE MANAGEMENT SOP

APPENDIX E

MOTOR TRANSPORT OPERATOR'S CHECKLIST FOR GARRISON MOBILE EQUIPMENT (GME)

OPERATOR'S CHECKLIST FOR CLASS A/B

DATE: _____ TYPE: _____ REGISTRATION NO.: _____ THURSDAY OPERATOR (PRINT/SIGN) _____

UNIT: _____ FRIDAY OPERATOR (PRINT/SIGN) _____

MILEAGE: _____ MONDAY OPERATOR (PRINT/SIGN) _____

_____ TUESDAY OPERATOR (PRINT/SIGN) _____

_____ WEDNESDAY OPERATOR (PRINT/SIGN) _____

DAILY BEFORE OPERATION	OPERATION				DAILY DURING OPERATION	OPERATION				DAILY AFTER OPERATION	OPERATION			
	THU	FRI	MON	TUE		THU	FRI	MON	TUE		THU	FRI	MON	TUE
DAMAGE, PILFERAGE LOSS	C				INSTRUMENTS	C				DAMAGE, PILFERAGE LOSS	C			
LEAKS, GENERAL	C				CLUTCH	C				LEAKS, GENERAL	C			
FUEL	Y				STEERING	C				FUEL (Refill)	S			
ENGINE, WARM-UP	C				ENGINE OPERATION	C				AIR TANKS (Drain)	S			
INSTRUMENTS	C				UNUSUAL NOISES	C				LIGHTS AND REFLECTORS	C			
SAFETY DEVICES	C				SERVICE BRAKES	C				CLEANLINESS	Y			
TOOLS AND EQUIPMENT	C				TRANSMISSION	C				SAFETY DEVICES	C			
UNUSUAL NOISES	C				PARKING BRAKES	C				TIRES/TRACK	C			
LIGHTS AND REFLECTORS	C													
STEERING	C													
AIR TANKS	S													
TIRES/TRACK	C													
CLEANLINESS	C													

WEEKLY BEFORE CHECKS	OPERATION	WED
DAMAGE, PILFERAGE LOSS	C	
LEAKS, GENERAL	C	
FUEL, OIL, WATER	Y	
ENGINE, WARM-UP	C	
INSTRUMENTS	C	
SAFETY DEVICES	C	
TOOLS AND EQUIPMENT	C	
PUBLICATIONS	Y	
CLUTCH	Y	
STEERING	C	
UNUSUAL NOISES	C	
LIGHTS AND REFLECTORS	C	
AIR TANKS	S	
DRIVE BELTS	C	
BATTERY ELEC. LEVEL	C	
ANTIFREEZE TEST TO FULL	Y	
SERVICE BRAKES	Y	
TRANSMISSION	C	
AIR FILTER	Y	
FUEL FILTERS	S	
TIRES/TRACK	C	
CLEANLINESS	C	

WEEKLY DURING CHECKS	OPERATION	WED
INSTRUMENTS	C	
CLUTCH	C	
STEERING	C	
ENGINE OPERATION	C	
UNUSUAL NOISES	C	
SERVICE BRAKES	C	
TRANSMISSION	C	
PARKING BRAKES	C	
DIFFERENTIAL	C	
EXHAUST SYSTEM	C	
FUEL SYSTEM	C	
INSTRUMENTS	Y	
BUMPERS/HORN	C	
SEATS	C	
DOORS	C	
GLASS	C	
SPRINGS/HOOKS	Y	
ACCELERATION PEDAL	C	
BRAKE PEDAL	C	
MIRRORS	C	

WEEKLY AFTER CHECKS	OPERATION	WED
DAMAGE, PILFERAGE LOSS	C	
LEAKS, GENERAL	C	
FUEL, OIL, WATER (Refill)	S	
AIR TANKS (Drain)	S	
DRIVE BELTS	C	
BATTERY ELEC. LEVEL	S	
BATTERY CONNECTION	Y	
AIR FILTER	S	
FUEL FILTERS	S	
ENGINE CLEANLINESS	Y	
INSTRUMENTS	C	
LIGHTS AND REFLECTORS	C	
SAFETY DEVICES	C	
BRAKES	Y	
RADIATOR HOSES	C	
TIRES/TRACK	C	
NUTS, BOLTS, RIVETS	C	
CAB INSIDE	C	
BODY (BUMPER-BUMPER)	C	
OVERALL CLEANLINESS	Y	

OPERATION LEGEND

- C- CHECK
- S- SERVICE
- Y- VERIFY

OPERATOR LEGEND FOR MARKING

- A- ADJUST
- L- LUBRICATE
- S- SATISFACTORY
- X- ADJUSTMENT/REPAIR REQUIRED
- /- NOT APPLICABLE

REMARKS:

- NOTE 1. THIS VEHICLE WILL NOT BE USED FOR TRANSPORTATION FROM OR TO ANY OFF BASE CLUBS OR BARS.
- NOTE 2. ALL VEHICLES MUST BE WASHED, VACUUMED, AND THOROUGHLY CLEANED MONTHLY AND PRIOR TO VEHICLE TURN-IN.
- NOTE 3. ADDRESS ALL NEW DISCREPANCIES TO MT DISPATCHER UPON COMPLETION AND TURN-IN OF THIS OPERATOR'S CHECKLIST.

Figure E-1: Sample MT Operator's Checklist for Class A/B

MAINTENANCE MANAGEMENT SOP

OPERATOR'S DAILY CHECKLIST FOR CLASS C

DATE: _____ TYPE: _____ REGISTRATION NO.: _____ 1ST OPERATOR: _____

OPERATOR SIGNATURE _____

2ND OPERATOR _____

OPERATOR SIGNATURE _____

3RD OPERATOR _____

OPERATOR SIGNATURE _____

1. BEFORE OPERATION	OPERATOR			2. DURING OPERATION	OPERATOR			3. AFTER OPERATION	OPERATOR			
	OPERATION	1ST	2ND		3RD	OPERATION	1ST		2ND	3RD	OPERATION	1ST
DAMAGE, PILFERAGE LOSS	C			INSTRUMENTS	C			DAMAGE, PILFERAGE LOSS	C			
LEAKS, GENERAL	C			CLUTCH	C			LEAKS, GENERAL	C			
FUEL, OIL, WATER	V			STEERING	C			FUEL, OIL, WATER (Refill)	S			
ENGINE, WARM-UP	C			ENGINE OPERATION	C			AIR TANKS (Drain)	S			
INSTRUMENTS	C			UNUSUAL NOISES	C			DRIVE BELTS	C			
SAFETY DEVICES	C			SERVICE BRAKES	C			BATTERY ELEC. LEVEL	S			
TOOLS AND EQUIPMENT	C			TRANSMISSION	C			AIR FILTER	S			
PUBLICATIONS	V			PARKING BRAKES	C			FUEL FILTERS	S			
CLUTCH	V							TIRES/TRACK	C			
STEERING	C							CLEANLINESS	V			
UNUSUAL NOISES	C							LIGHTS AND REFLECTORS	C			
LIGHTS AND REFLECTORS	C							SAFETY DEVICES	C			
AIR TANKS	S							BRAKES	V			
DRIVE BELTS	C											
BATTERY ELEC. LEVEL	C											
ANTIFREEZE TEST TO FULL	V											
SERVICE BRAKES	V											
TRANSMISSION	C											
AIR FILTER	V											
FUEL FILTERS	S											
TIRES/TRACK	C											
CLEANLINESS	C											

OPERATION LEGEND

- C- CHECK
- S- SERVICE
- V- VERIFY

OPERATOR LEGEND FOR MARKING

- A- ADJUST
- L- LUBRICATE
- S- SATISFACTORY
- X- ADJUSTMENT/REPAIR REQUIRED
- /- NOT APPLICABLE

REMARKS:

- NOTE 1. THIS VEHICLE WILL NOT BE USED FOR TRANSPORTATION FROM OR TO ANY OFF BASE CLUBS OR BARS.
- NOTE 2. ALL VEHICLES MUST BE FULLY FUELED, WASHED, VACUUMED, AND THOROUGHLY CLEANED PRIOR TO TURNING VEHICLES IN.
- NOTE 3. ADDRESS ALL NEW DISCREPANCIES TO MT DISPATCHER UPON COMPLETION AND TURN-IN OF THIS OPERATOR'S CHECKLIST.

Figure E-2: Sample MT Operator's Daily Checklist for Class C