MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CONTENTS

CHAPTER

APPENDICES

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CHAPTER 1

GENERAL INFORMATION

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GENERAL INFORMATION

1000. INTRODUCTION. A primary goal of MAGTFTC, MCAGCC is to maintain a high state of readiness within all of its units. That goal is achieved by implementing and sustaining a maintenance management program which adequately trains personnel and manages material for the overall readiness of the organization. The primary purpose of this SOP is to establish procedures which will properly and efficiently use personnel, facilities, and support equipment to ensure a high level of equipment readiness within MAGTFTC and its subordinate units.

1. Objectives

    a. This SOP provides a detailed guide of processes and procedures for the management of equipment maintenance at all levels within MAGTFTC. Equipment maintenance management requirements are identified and the responsibilities for their accomplishment are assigned to the appropriate level and agency. This SOP further establishes relationships in the conduct of the MAGTFTC equipment maintenance program and identifies relationships between Global Combat Service Support – Marine Corps (GCSS-MC) and other related Marine Corps programs.

    b. Adherence to these policies and procedures set forth in this SOP will assist OICs and maintenance personnel in planning, controlling, and administering MAGTFTCs Maintenance Management Program. Procedures herein are governed by the current version of MCO 4790.2_, MCO 4790.25, UM 4000-125, and other applicable maintenance and maintenance management references.

1001. COMMAND RESPONSIBILITIES. Commanders, Directors, and Officers in Charge (OICs) are responsible for the management, proper employment, and maintenance of all equipment on loan or on charge to their property accounts. Detailed guidance for discharging this responsibility is contained in references (a) and (b).

1. Commanders, Directors, and OICs will establish and/or conduct equipment maintenance programs per the procedures set forth in this manual.

2. Commanders, Directors, and OICs will be prepared at all times to

advise the AC/S, G-4 on the status of material readiness and maintenance within their respective units.

3. Commanders, Directors, and OICs will report to the AC/S, G-4 all maintenance related difficulties which cannot be resolved through normal channels and procedures.

4. Commanders, Directors, and OICs are responsible for all organic maintenance on their equipment.

5. Commanders, Directors, OICs, and Responsible Officers (RO) are responsible for the conduct of GCSS-MC programs as they apply to their unit, section, or Table of Equipment (T/E) items.

6. Units with maintenance requirements exceeding their assigned maintenance capabilities will evacuate their equipment to the supporting Intermediate Maintenance Activity (IMA): Exercise Support Division (ESD), General Dynamics (DM), 1st Maintenance Battalion, or respective Combat Logistics Company (CLC).

    a.   CLCs, based on geographic location, can be utilized to provide an overflow maintenance capability upon request.

    b.   Maintenance that is beyond the capabilities for MAWTS-1 will be conducted by Marine Air Control Squadron 1 (MACS-1) per the current Memorandum of Agreement (MOA) and Combat Logistics Company 16 (CLC-16), aboard MCAS Yuma, Arizona. MOA will be terminated and/or updated as required.

    c.   Units, to include detached or separate commands, which are authorized to conduct maintenance beyond the crew/operator level for more than one commodity area, shall assign an officer, in writing, as the Maintenance Management Officer (MMO).

    d.   In units authorized to conduct maintenance beyond the crew/operator level in only one area, the individual designated as the unit Maintenance Management Representative (MMR) will perform the maintenance management functions.

    e.   In units not exceeding crew/operator level maintenance in any area, the individual designated as the commodity manager or unit Maintenance Management Representative shall perform the maintenance management functions.

1002.   <u>STAFF RESPONSIBILITIES</u>

1.   <u>G-1/S-1 Officer and Adjutant</u>. Typically, the S-1 serves as the

principal staff officer in matters pertaining to personnel management. S-1 staff officers' recommendations for assignment of maintenance personnel will assist in the effective use of personnel resources. Per MCO 5000.14D. Encl (4) para 3.p., the S-1 / Adjutant is responsible for managing the acquisition, distribution control, and accountability of the command's publications and management of the Directives Control Point (DCP). Because of the unique structure of MAGTFTC, any unit within MAGTFTC that does not have an internal S-1, will appoint an individual to serve as the unit's DCP representative. Each DCP representative shall review the unit publications listing (PL) and determine the unit's requirements by coordinating with the respective unit's Maintenance Management Officer/Representative. Additionally, the DCP representative will ensure the completion of a PL review annually and as required. The DCP representative, in conjunction with the Maintenance Management Officer/Representative, shall establish an internal distribution control system for the distribution and retention of incoming publications.

2. G-3/S-3 Officer. As the staff officer responsible for training and operations, the S-3 should be concerned with technical training of support personnel in addition to general military subjects and tactical training. A program shall be developed for MOS training within their occupational fields to include requesting quotas for technical and formal maintenance-related schools. Before publishing a training schedule, the S-3 should check with the S-4 to determine the feasibility of each evolution. In any MAGTFTC unit that does not specifically possess an S-3 officer, these responsibilities will be deferred to the Operations Officer or point of contact within that unit's operations section. The S-3 officer / operations billet:

    a. Coordinates with the MMO/R and all commodity managers relative to scheduling of maintenance, maintenance management, and technical training of maintenance and maintenance management personnel.

    b. Coordinates with the MMO/R to ensure the inclusion of the commander's policy on maintenance and maintenance management training in the unit's annual training plan.

    c. Coordinates with the MMO/R regarding requirements for monitoring technical instruction and training and readiness standards (T&Rs).

    d. Coordinates with the MMO/R to ensure sufficient time for training is scheduled for normal and operational maintenance

requirements, to include maintenance recovery periods/stand downs.

e.   Coordinates with the MMO/R to ensure equipment readiness is accurately recorded and provides operational support to ensure that maintenance is being conducted / executed properly.

3.   G-4/S-4 Officer.   The S-4 serves as the principal staff officer in all matters pertaining to logistics, including those matters directly related to material readiness, equipment maintenance, safety, and management of equipment maintenance resources.   In any MAGTFTC unit that does not specifically possess an S-4 officer, these responsibilities will be deferred to the Logistics Officer or point of contact within that unit which deals most closely with logistics functions.

a.   The S-4 Officer should be constantly aware of the unit's state of materiel readiness, to include the quantity and status of combat essential items.

b.   Must keep the commander or OIC informed of equipment readiness, any associated issues, and the actions underway to correct deficiencies.

c.   Has the responsibility of supervising and coordinating policy implementation, allowance changes, maintenance of equipment, and disposition of excesses.

d.   Will coordinate with the special staff officers to ensure the most effective use of facilities, material, transportation, and personnel within the organic maintenance program.

4.   Supply Officer.   The Supply Officer serves as a special staff officer to the unit commander.   Consolidated Material Support Center (CMSC) serves as the base supply section and provides property, supply, and maintenance support to the Combat Center, Marine Corps Mountain Warfare Training Center (MCMWTC) Bridgeport, and tenant commands.   Issues and concerns relating to supply, that cannot be resolved by the respective unit's supply personnel, will be routed through the CMSC for resolution.   In regards to maintenance management, the Supply Officer:

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

b.   In coordination with the Maintenance Management Officer/Representative, maintains liaison with commodity managers to ensure additional demands and reconciliations are conducted.

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

d. Will be prepared at all times to advise the unit commander or OIC 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 higher headquarters.

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

g. Coordinates the issue of unit assets on extended temporary loan IAW reference (b).

h. In coordination with the MMO, validates the GCSS-MC Equipment Status Report (ESR) with all pertinent supply documents; e.g., mechanized allowance list (MAL), special allowances, etc. to ensure the accurate reporting of Marine Corps Readiness Reportable equipment.

i. Ensures timely and accurate submission of appropriate input to GCSS-MC to correct excesses or deficiencies as they occur on the Mechanized Allowance Listing (MAL).

5. <u>Maintenance Management Officer</u>. The MMO serves as a special staff officer under the direction of the G-4. The MMO will exercise principal staff cognizance over the maintenance management functional areas as listed in reference (a). The MMO will provide oversight, guidance, and clarification for all maintenance and maintenance management functions for subordinate units.

a. Ensure desktop procedures and turnover folders for maintenance management key billet holders (organic and subordinate units) are established and reviewed periodically.

b. Implement a routine inspection program of subordinate units to ensure compliance with all Marine Corps and local directives and procedures.

c. Coordinate with subordinate unit Maintenance Management Officers/Representatives and commodity managers to develop

maintenance and maintenance management training schedules, identify qualified instructors, and maintain lesson plans, rosters and course critiques.

d.   Conduct annual T/O&E reviews for MAGTFTC and ensure all subordinate units conduct annual reviews.

e.   Establish and implement Product Quality Deficiency Report (PQDR), modifications control, inventory control, calibrations control, and publications control programs, ensuring subordinate units establish unit level programs.

f.   Ensure subordinate units comply with all requirements for completion of Preventive Maintenance Checks and Services (PMCS).

g.   Establish policies and procedures to ensure subordinate units are accurately reporting readiness and maximizing equipment availability.

h.   Establish policies and procedures that address supply support to new equipment.

i.   Establish and implement policies and procedures defining the participation of subordinate units in maintenance related programs. Ensure subordinate units participate in maintenance related programs.

7. Subordinate Unit Maintenance Management Officer or Representative (MMO/R)

a.   Provide oversight, guidance, and clarification for all maintenance and maintenance management functions for ground equipment owners and authorized maintenance commodities.

b.   Ensure desktop procedures and turnover folders are established and reviewed for maintenance management and maintenance commodity billet holders in accordance with Appendix B.

c.   Participate in a routine inspection program conducted by MAGTFTC MMO ensuring compliance with all Marine Corps and local directives and procedures.

d.   Develop maintenance and maintenance management training schedules, identify qualified instructors, and maintain lesson plans, rosters, and course critiques.

e.   Participate in a regular training program on the proper application of Uniform Material Movement and Issue Priority System (UMMIPS) for all personnel authorized to assign urgency of need designators for maintenance and supply requirements.

f.   Conduct and document an annual T/O&E review with respective unit commodities and review with MAGTFTC MMO.

g.   Ensure the Commander's/OIC's/Director's maintenance and maintenance management policy statement is incorporated into the respective unit's annual training plan.

h.   Establish and implement modifications control, inventory control, calibrations control, and publications control programs. Ensure commodities comply with all requirements for completion of Preventive Maintenance Checks and Services (PMCS).

i.   Ensure the accuracy of readiness reporting and maximize equipment availability.

j.   Adhere to policies and procedures that address supply support to new equipment, once established, and conduct proper/routine validation and reconciliations between supply and maintenance commodities.

k.   Ensure dispatching procedures are in accordance with applicable regulations.

l.   Ensure motor transportation, ordnance, and communications records and forms are correctly prepared.

5.   <u>Maintenance Officer and Commodity Managers</u>

a.   In subordinate units where authorized, the maintenance officer oversees the performance of all equipment maintenance operations. The maintenance officer:

1)   Has the staff responsibility for the operation and functioning of GCSS-MC within the respective commodity areas.

2)   Ensures records are maintained and performed maintenance conforms to established Marine Corps standards.

3)   Establishes, maintains, and supervises maintenance production and quality control (QC) programs.

4)   Maintains close coordination with the Supply Officer in

order to establish effective requisitioning procedures, requisitioning objectives, and stock levels when authorized.

   b.   Commodity managers are those personnel assigned duties as managers of special or technical commodity areas. The commodity manager:

      1)   Must be familiar with the equipment being maintained and the LOM for which the unit is responsible.

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

      3)   Serves as the technical advisor to the Commander, Director, or OIC on commodity maintenance functions.

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

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

      6)   Ensures records are maintained and performed maintenance conforms to established Marine Corps standards.

      7)   Establishes, maintains, and supervises maintenance production and quality control (QC) programs.

      8)   Carries out the commodity area's calibration, preventive maintenance (PM), corrective maintenance (CM), and modifications and publication control programs.

1003.   DESKTOP PROCEDURES AND TURNOVERS. Commanders will ensure the development and use of desk-top procedures and turnover folders by key maintenance and maintenance management personnel per reference (a).

1. Desktop procedures and turnover folders should be a compilation of significant items or notes pertinent to everyday operations.

2. Desktop procedures and turnover folders will be reviewed for accuracy and applicability by the commodity manager or MMO/R quarterly at a minimum. Additionally, they will be reviewed 30 days prior to job turnover. These files will contain a review sheet to document updates and reviews.

3. Desktop procedures are intended to be maintained for each billet involving administrative and management functions. Desktop procedures will include items such as current references for that billet, procedures for carrying out required duties, relevant points of contact, and reports required.

4. Turnover folders are required to be maintained by supervisory personnel and those personnel indicated in Appendix B. They include information about policy, personnel, relevant points of contact, status of pending projects, references, management controls, methods of accomplishing routine and infrequent tasks, and information that would be of value to an individual newly assigned to that billet. Specific turnover folder requirements are contained in reference (a).

1004. SUBORDINATE UNIT MAINTENANCE MANAGEMENT STANDARD OPERATING PROCEDURES (MMSOP). Reference (a) establishes the requirements for creation of a MMSOP at the unit level. When instructions published in this MMSOP are sufficiently clear, completely applicable at the unit level, and sufficiently detailed, units may use this SOP in lieu of a unit MMSOP, and utilize policy notices for unit specific amplification of guidance directed in the MSC MMSOP. Justification for deviation from or amplification to this Order will be provided in the policy notice. Units that publish a Maintenance Management Policy Notice (MMPN) will do so in accordance with the guidance established in Figure 1-1 of this Order.

1005. MAGTFTC MAINTENANCE MANAGEMENT POLICY NOTICES

1. MAGTFTC maintenance management policy notices will be published periodically to discuss procedures or changes in policy and to provide guidance and/or 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 this MMSOP.

2. MAGTFTC maintenance management policy notices will be maintained in a separate file in the unit MMO/Rs turnover folder or a separate policy notice binder.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

                        UNIT HEADING

                                                        4790
                                                        Code
                                                        Date

From: Commanding Officer

Subj: MAINTENANCE MANAGEMENT POLICY NOTICE #-YY

Ref: (a) MAGTFTC MAINTENANCE MANAGEMENT STANDING OPERATING
             PROCEDURES (MMSOP)

1. This unit will conduct its maintenance management program
according to the provisions and amplified instruction outlined by
this unit level policy notice.

2. A semiannual checklist of effective unit level policy notices
will be published during January and July.

4. These notices will be maintained in a separate file in the
MMO/Rs turnover folder.

5. The MMO/R will ensure that the commodities are familiar with
the provisions of, and have access to, applicable maintenance
management policy notices.

6. A copy of the notice will be provided to the MAGTFTC MMO within
3 working days of the notice being signed.

                        COMMANDING OFFICER'S SIGNATURE

Distribution: (as appropriate)
    Copy to: (as appropriate)

       Figure 1-1. Sample Unit Maintenance Management Policy Notice

CHAPTER 2

MAINTENANCE OPERATIONS

FIGURES

CHAPTER 2

MAINTENANCE OPERATIONS

2000. <u>MAINTENANCE POLICY</u>

1. <u>General</u>. Maintenance of equipment is a responsibility of the command and a responsibility of the equipment users and their supervisors. The management of equipment maintenance will be in accordance with references (a), (g), (i), and this MMSOP as augmented by other maintenance-related directives and publications issued by this or higher headquarters.

2. Organizational, crew/operator, maintenance will be performed by an operator who has been trained and licensed (as required) on the specific end item. Equipment maintenance requirements must be identified quickly and placed into the maintenance cycle per reference (a). MAGTFTC units will open a service request (SR) and evacuate the equipment to the appropriate supporting maintenance activity. Specific procedures for opening SRs for inter-shop repairs and evacuation are outlined in reference (g) and Para 2005 of this Order.

3. Corrective Maintenance (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 through GCSS-MC as outlined in reference (g).

4. Maintenance and maintenance management procedures will continue during 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. Investigations to inquire into the loss, damage, or destruction of government property will be conducted in accordance with chapter 5 of reference (b).

5. Units are not authorized to conduct maintenance for which they are not manned, trained, or equipped in accordance with reference (i). The Stock List(SL)-4 or the appropriate technical manual (TM) parts listing, relating to the component or repair part in question, lists source maintenance and recovery (SMR) codes and should be referred to when determining the appropriate LOM. If no SMR code can be found in the appropriate TM, reference the Federal Logistics Data (FedLog). See reference (i) for details on LOM.

2001. ASSIGNMENT OF OPERATORS

1. Due to the ratio of operators to equipment and the continuous issue of equipment for training exercises, it is not feasible to assign an operator to each item. This increases the necessity for ROs, Maintenance Officers, and MMO/Rs to ensure that operator maintenance requirements are identified and completed.

2. Should a Commander, Director, or OIC possess equipment excess to the units' garrison mission, it is encouraged that the equipment be placed in an appropriate out-of-service program such as Level A packing, Administrative Storage, or Administrative Deadline.

2002. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

1. Maintenance training will receive emphasis equal to that given to tactical training.

2. Before, during, and after periods of deployment, tactical exercises, or other training, unit commanders will ensure that adequate time is allocated for completion of required equipment maintenance.

3. Scheduled preventive maintenance (PM) services will be performed under the control of qualified supervisors, using the applicable TMs.

2003. SHOP OPERATIONS

1. Unit commodity managers are responsible to their Commanders, Directors, or OICs for the effective operation of maintenance operations.

    a. 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 quality control (QC) program.

    b. Unskilled personnel and personnel who possess only basic skill levels will be provided skilled supervision during maintenance operations. Detailed shop operations requirements are provided in reference (a).

2. Service Request Procedures. SRs will be used as the standard maintenance document in accordance with reference (g).

    a. Priorities will be assigned to service requests and

associated parts requirements in accordance with reference (d) and the guidance outlined below. To determine the appropriate numerical priority, the Force Activity Designator (F/AD) is combined with the Urgency of Need Designator (UND).

   b. Urgency of Need Designators (UND)

      (1) MAGTFTC units are assigned F/AD III. Reference (d) authorizes the use of F/AD II for units that must be prepared for immediate deployment. Commanders requiring the use of F/AD II will submit a request stating the specific readiness deficiencies which prompted the request.

      c. Service Request Priority Assignment. The Commander, Director, or OIC will approve in writing all personnel authorized to assign and/or approve UND A and B service requests, parts requirements, and for receipt/delivery of equipment. Authorization to assign/approve UND A and B requirements will be delegated and documented utilizing the UND Authorization Letter. Figure 2-1 outlines the format and requirements for the UND authorization letter. This letter will be updated anytime there is a change to personnel indicated on the letter. Personnel authorized to requisition, receipt, or turn-in supplies and gear will be identified on a NAVMC 11869, Notice of Delegation of Authority (see figure 2-2). Personnel appointed to serve as the Supply Officer, Responsible Officer (RO), Fund Holder, Receipt and Acceptor, or Government Commercial Purchase Card (GCPC) Holder will be identified in a DD FORM 577, Appointment/Termination Record – Authorized Signature (see figure 2-3).

      (1) Personnel must receive and have documentation of UMMIPS training prior to receiving authorization to assign UND A or B priorities. The MAGTFTC Maintenance Management office will provide scheduled UMMIPS training a minimum of once a quarter, and as required/requested by subordinate units.

      (2) UND A maintenance and supply support requests must be used on a judicious and conservative basis. Widespread use of UND A requests will dilute the effectiveness of the priority request system.

   d. Service Request Priority Upgrades. At the organizational level, priorities may be upgraded to meet operational commitments by authorization from the unit commander. The upgrade of priority designators for equipment that has been evacuated to ESD will be accomplished via GCSS-MC service request task. Personnel upgrading or requesting an upgrade of a SR priority must be authorized on the

UND Authorization Letter to assign the new priority level.

2004. <u>PERFORMANCE OF MAINTENANCE SERVICES</u>

1. <u>Coordination of Unit Maintenance Requirements</u>. Commanders, Directors, and OICs will exert every effort to ensure efficiency from all maintenance resources available. The MAGTFTC MMO will assist in coordinating maintenance support should a requirement exist which exceeds the units capability and is outside of normal maintenance operations. Ultimately, it is the ROs that are responsible for ensuring that their respective equipment is maintained in accordance with the orders and directives.

2. <u>Post Exercise Maintenance</u>. The S-4 Officer and unit MMO/R, in coordination with the S-3 or operations section, will schedule maintenance stand down time, following each training exercise or tactical operation, to perform PM/CM.

3. PM services will be scheduled per applicable TMs, references (a), (c), (g), and (i).

    a. Organizational, crew/operator, maintenance of an end item will normally be performed by the individual assigned to that piece of equipment.

    b. For organizational maintenance requiring mechanics/technicians outside of the unit's organic capability, equipment will be evacuated to the appropriate supporting activity.

    c. When a specific PM schedule is not indicated in associated TMs, commanders, directors, and OICs will establish PM requirements for the equipment as indicated in chapter 3 of reference (a). Such PM intervals will not exceed the designated interval listed in the appropriate commodity chapter of reference (c).

    d. PM will be integrated with CM in accordance with reference (c), to the greatest extent possible in order to gain the most economical use of all available maintenance resources.

    e. Temporary Loaned equipment is the responsibility of the using unit. Maintenance requirements identified during the temp loan period, to include PMCS, will be completed or coordinated by the unit that has signed for the equipment.

4. <u>Defects Discovered During PMCS</u>. When a defect is discovered during PMCS, a Maintenance-CM SR will be created. The PMCS will be completed as far as practical and documented on the original

Maintenance-PM SR. All corrective maintenance will be conducted and documented on the CM SR. Should the equipment require evacuation for CM, the owning unit will complete maintenance actions within their assigned capability, prior to executing the evacuation process. The Maintenance-PM SR does not need to be closed IOT evacuate the equipment (example: parts remain on order).

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

6. Quality Control. The objective of each Quality Control (QC) program is to maximize equipment condition and effectiveness of repairs. The goal is to detect and report improper procedures caused by personal performance, poor training, support equipment, or equipment design. Unit MMO/Rs and commodity officers are responsible for ensuring compliance with all specifications as established in applicable TMs during the accomplishment of all maintenance activities.

    a. Shop Procedures. An aggressive QC effort is critical. Commanders will establish QC programs to ensure the following:

        (1) Final inspection, including QC, will be completed and documented via GCSS-MC SR task per reference (g).

        (2) Assigned personnel will be adequately trained in their responsibilities and the importance of their position.

        (3) Upon equipment induction into the unit maintenance facility, the item will be inspected to determine repair and modifications required.

        (4) Where fault isolation is required, the inspector will conduct the isolation and troubleshooting process, using applicable TMs, and will annotate the service request with appropriate maintenance tasks.

        (5) Experienced personnel must be assigned to supervise and work with inexperienced personnel at every level.

        (6) Appropriate test equipment will be used to the fullest extent. After final assembly, equipment will be tested to include road testing or performance testing.

(7) A detailed final inspection to include visual and operational checks to ensure that no additional repairs are required will be conducted. The final phase of the QC inspection will be a review of associated equipment records. Review of equipment records will include modifications, calibrations, and PMCS, as required.

7. <u>Product Quality Deficiency Reports</u>. Units are required to submit PQDRs (SF 368) per reference (k). The online version of the PQDR program will be the primary means for submission. The online PQDR system is known as the Product Data Reporting and Evaluation Program (PDREP).

    a. Responsibility. A PQDR will be initiated by the individual who discovers the deficiency with the advice and assistance of the commodity officer and commodity managers. The PQDR form can be found at http://www.logcom.marines.mil/Centers/GeneralStaff/LSMC/pqdr.aspx.

    b. Submission. Coordinate with the MAGTFTC MMO to submit a PQDR. The PQDR will be electronically sent to the PDREP screening point.

    c. Logbook. The unit MMO/R will maintain a logbook for submission of PQDRs. The logbook will list, at a minimum, the following information: Control number, date submitted, submitted by, end item NSN, defective part NSN, deficiency, and remarks stating action. The logbook will be reconciled quarterly via PDREP (http://www.nslcptsmh.csd.disa.mil).

    d. Retention. A copy of all PQDRs will be kept in the PQDR file while awaiting action. PQDRs with final action will be kept on file for one year via electronic copy on PDREP mainframe. Any other records may be kept at the unit's discretion.

    e. PQDR Categories

        (1) Category I. A category I PQDR reporting occasion is a product quality deficiency which may cause death, injury, severe occupational illness, loss of or major damage to a weapon system, or, directly restricts the combat readiness capabilities of a using organization. Category I PQDRs will be submitted electronically via PDREP in accordance with reference (k).

        (2) Category II. A category II PQDR reports a deficiency which does not meet the criteria set for a category I PQDR. Category II PQDRs, urgent and routine, will be submitted

electronically via PDREP in accordance with reference (k).

f. Maintenance and commodity personnel should clearly understand the PQDR program and that reports are required to be submitted on appropriate occasions. The unit MMO/R will function as the central control point for submission and tracking of PQDRs. This requires MMO/Rs to create and maintain an account with PDREP.

g. All items that require warranty repair must also have a PQDR submitted on each act of maintenance performed by authorized maintenance personnel.

2005. <u>EQUIPMENT THAT EXCEEDS ORGANIC MAINTENANCE CAPABILITIES</u>

1. <u>General</u>. All equipment exceeding the maintenance capabilities of individual units within MAGTFTC will be evacuated to the appropriate Intermediate Maintenance Activity (IMA). Supporting maintenance activities for MAGTFTC units include Combat Logistics Company 13 (CLC-13) and Exercise Support Division (ESD). Maintenance that is beyond the capabilities for MAWTS-1 will be conducted by MACS-1 and CLC-16 aboard MCAS Yuma, Arizona. Items requiring higher echelon maintenance will be evacuated to the activity authorized to perform the maintenance via Marine Corps Logistics Command.

2. <u>Evacuation Criteria</u>

a. Equipment will be evacuated to the next higher LOM when repairs exceed the unit's assigned capabilities. This equipment will have:

(1) A SR created in GCSS-MC at the LOM authorized the using unit, and resident on the owning unit's Maintenance Production Report (MPR).

(2) All maintenance authorized at the using unit's LOM completed prior to evacuation, as far as practical.

3. <u>Evacuation Procedures</u>

a. An organic SR will be opened by the owning unit at the LOM authorized. A courtesy higher SR will then be created by the owning unit and assigned to the supporting maintenance activity. During the creation of the courtesy SR, the create reference link function will be utilized. This will allow the owning unit to view progress of maintenance while the equipment is inducted at the supporting activity. The organic SR will continue to appear on the

owning unit's MPR, while the courtesy higher SR will appear on the MPR belonging to the supporting activity to which the equipment is assigned. Detailed procedures for properly evacuating equipment to a supporting maintenance activity are outlined in reference (g).

b.   Supporting maintenance activities will not accept equipment if a courtesy higher LOM SR has not been opened by the owning unit and assigned to that supporting activity.

c.   Transfer of Custody documentation will be utilized in accordance with reference (g).

d.   It is the owning units' responsibility to schedule and induct equipment as required. IMAs will not be responsible for scheduling preventive maintenance checks and services (PMCS), calibrations, or other maintenance requirements on equipment that is owned or temp-loaned by another unit.

e.   It is the owning unit's responsibility to update maintenance information on equipment. Modification instructions (MI), PMCS, calibrations, and any other maintenance task that requires verification or updating will be conducted by the owning unit. Units will pull appropriate GCSS-MC reports as necessary to ensure that required maintenance is being conducted and documented properly.

3.   Pickup of Equipment from Supporting Maintenance Activities

a.   Once the supporting maintenance activity has completed required repairs, the maintenance activity will create an owner notified task and submit to the owning unit. Detailed procedures for the process of returning equipment to the owning unit are outlined in reference (g).

b.   Units are required to pick up repaired equipment from the appropriate maintenance section within 24 hours of notification. For UND "A" service requests, pickup will be made immediately upon notification, generally between normal business hours of 0730-1600.

c.   The supporting maintenance activity will create and submit an owner notified task to the owning unit once the equipment is ready to be returned.

d.   When circumstances force a pickup delay of more than 48 hours, the supporting maintenance activity will be notified and a revised pickup date will be determined.

e. Equipment which has been evacuated to the ESD for repair will not be recovered by the unit until repairs have been completed. Equipment awaiting non-critical repair parts on valid requisition may be recovered once the initial induction phase is complete ("UNIT RCL" status).

4. <u>Maintenance Teams</u>. Maintenance teams are normally mobile and task-organized to perform specific tasks and functions for a short period of time. Maintenance Contact Teams (MCT) conduct recovery, evacuation, and repair and determine whether an item is reparable at the recovery site. Maintenance Support Teams (MST) have intermediate maintenance personnel and equipment which are utilized to inspect, diagnose, classify, and repair equipment at forward sites. MCTs and MSTs will be coordinated through the MMO/R if required.

5. <u>Load Testing and Safety Inspections</u>. Commanders, Directors, and OICs will ensure that inspections, testing, and certifications are conducted per MCO P11262.2A and appropriate TMs. Inspection, testing, and certification of tactical ground load lifting equipment and safety inspections of all jack stands will be conducted in accordance with MCO P11262.2A.

6. <u>Limited Technical Inspection (LTI) Maintenance Support</u>. 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 IMAs based on the type of LTI. LTIs will be documented in GCSS-MC via SR. If a hard-copy document is utilized while conducting the LTI, that documentation will be uploaded and attached to the GCSS-MC SR.

    a. MAGTFTC units will use organic maintenance resources to perform LTIs required by:

        (1) Equipment temporary loan.

        (2) Small arms pre-fire inspections (PFI).

        (3) Equipment declared as excess material and designated for transfer as directed by higher headquarters (WIR reply).

        (4) Transfer of asset custody caused by UDP or Training Plan requirements.

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

        (6)   Acceptance LTIs for:

           (a) Communications equipment

           (b) General Supply equipment

           (c) Ordnance equipment

    b.   LTIs on MAGTFTC equipment will be requested from the IMA for the following situations unless otherwise directed by this headquarters:

        (1) Induction of the equipment at ESD.

        (2) Accident investigations involving intermediate level repairs.

        (3) Condition coding for excess equipment when cost estimates cannot be ascertained by owning units due to lack of personnel, publications, etc.

        (4) Acceptance LTIs on equipment coming from a unit external to MAGTFTC, in which the LTI exceeds the capability of the receiving unit.

    c.   Units authorized the requisite maintenance capabilities and the tools need not request LTI assistance. Requests for LTIs beyond the scope of organic resources will be submitted to the applicable IMA. Units will contact the respective IMA to receive procedures for requesting support.

7. <u>Warranty Procedures</u>. When new equipment is received, units will follow any warranty procedures provided in the applicable Fielding Plan or Supply Instruction and other procurement documentation. Units will internally establish a single control point to monitor procedures and manage the warranty program.

8. <u>Authorization to Exceed Designated Level of Maintenance</u>. Per reference (i), a unit may perform any field maintenance tasks for which it is manned, trained, and equipped. Units are not authorized to conduct maintenance outside of their assigned capabilities. All requests for authority to exceed the assigned LOM must meet the criteria established in reference (a). Requests will not exceed a period of one year and extensions to such requests require CG MAGTFTC approval. Requests and their approvals will be maintained as part of the MAGTFTC MMO turnover folder.

9. Submitting Recoverable Items Reports (WIR)

    a. The supporting Intermediate Maintenance Activity (IMA) will complete the Letter of Unserviceable Property (LUP). If the owning unit does not have the maintenance capability or personnel to complete the LUP, the equipment will be evacuated to the appropriate maintenance activity via the procedures outlined in reference (g). Once the supporting maintenance activity determines the equipment requires WIR, that supporting activity will complete the LUP. The supporting activity will return the equipment with the LUP to the owning unit and close the courtesy SR.

    b. The owning unit will utilize the SR opened for the completion of the LUP to request WIR. The LUP and any other required documentation will be uploaded/attached to the SR. A task will be created and assigned to the units supply section or organization (CMSC, organic supply, etc.) requesting WIR for the equipment.

        (1) The ESD Materiel Readiness Branch (MRB) will open the SR and provide applicable documentation to request disposition instructions.

    c. The supply section/organization will submit required information via GCSS-MC requesting disposition instructions.

    d. Disposition instructions will be received and the item will be prepared and shipped to the depot level maintenance facility. Once this process is completed, the respective supply section/organization will ensure the item is removed from the unit's records.

    e. Units will not requisition replacement items. Per MARADMIN 363/12, using unit supply activities will no longer requisition class VII Military Equipment (ME) T/E deficiencies. Class VII ME will be pushed to accountable officers / supply officers based upon quarterly equipment sourcing process and equipment availability.

2006. RECORDS

1. Maintenance Records. Maintenance records provide information required by each level of command from the unit/commodity level to Headquarters, U.S. Marine Corps. The validity of maintenance related decisions are directly related to the quality of associated equipment and resource records. Personnel involved with equipment and resource records will ensure that all records are maintained in an up-to-date and accurate condition. The primary source of

maintenance records is GCSS-MC and the procedures for maintaining these records are outlined in the reference (g).

3. Responsibility. The preparation and maintenance of equipment and resource records are the owning unit's responsibilities. Entries will normally be entered in records at the time the maintenance or maintenance related action is completed. Commanders, Directors, and OICs will establish procedures to ensure records reflect actions accomplished by either the owning unit or supporting maintenance activities. ROs, Commodity managers, and unit MMO/Rs are responsible for the upkeep and maintenance of their respective equipment and resource records. Commodity managers, unit MMO/R, and maintenance officers are responsible for the monthly inspection and review of records. MMOs and unit MMO/Rs are responsible for the periodic review of all equipment and resource records to ensure that record keeping procedures comply with current directives.

4. Equipment Record Keeping Procedures. All records and record jackets will be maintained in accordance with references (c) and (g), and other applicable directives. GCSS-MC Installed Base will be the primary source for equipment records. Reference (g) outlines the preparation, filing, and disposition of maintenance records.

5. Local Records Discouraged. GCSS-MC is designed to provide total asset visibility. This allows the sharing of information throughout all levels of the Marine Corps. Therefore, local records will not be utilized in lieu of an existing record or report document.

2007. REPORTS

1. Global Combat Support System-Marine Corps (GCSS-MC). GCSS-MC will be used by all MAGTFTC units. GCSS-MC is capable of producing real time data for users. Personnel with access can transact and pull reports as required. Reference (g) provides amplifying information for functioning in GCSS-MC. ROs are responsible for ensuring the appropriate personnel have access to GCSS-MC in order to properly account for ME and track, conduct, and document maintenance.

2. Source Documents. GCSS-MC will be used to conduct supply and maintenance transactions. Reference (g) provides detailed instructions and requirements.

3. Report Retention Periods. Unit MMO/Rs will conduct

reconciliations utilizing the MPR. The MPR will be retained until the following reconciliation in order to identify trends and ensure proper corrective actions are being taken.

4. <u>Responsibilities</u>. Commodity managers and ROs are responsible for GCSS-MC input on all equipment under their cognizance.

5. <u>Readiness Reporting</u>. Marine Corps Readiness Reportable Ground Equipment is listed in the Marine Corps Bulletin (MCBUL) 3000 and updated by Headquarters Marine Corps annually.

  a. Readiness reporting begins with the accurate determination of reportable equipment and quantities using the unit accounting records (T/E, MAL, Special Allowances, Temp Loans) and the current edition of the MCBUL 3000.

  b. Deadline status is entered into GCSS-MC at the maintenance shop level via a SR, which will update the Equipment Status Report (ESR). It is imperative that this data be timely and accurate. Deadline status is determined by the maintenance officers and commodity managers; however, final authority for determining whether or not equipment is capable of performing its function rests with the Commander, Deputy, or OIC.

  c. GCSS-MC readiness reporting system compares possessed quantities and equipment deadlines. The result of this comparison is a readiness percentage which appears on the ESR.

  d. The MAGTFTC MMO will conduct regular reviews of the MPR, ESR, Calibrations Reports, Modification Reports, and PMCS Reports. In addition to these automated reports, the MAGTFTC MMO will review Demand-Supported Items (DSI) within GCSS-MC to ensure that this is correctly reflecting physical on-hand inventories. Discrepancies will be documented and addressed with the unit MMO/R and commodity managers.

2008. <u>MODIFICATION OF EQUIPMENT</u>

1. <u>Responsibility</u>. Owning units are responsible for ensuring that all equipment modifications are properly applied, recorded, and reported through the use of a modification control program.

2. Modifications consist of maintenance actions required to effect necessary design changes in equipment or components to improve function, maintenance, reliance, or safety. References (a), (c), and (g) contain additional information regarding modification control.

3. Urgent and Normal Modifications. Modifications required to prevent death or serious injury to personnel, prevent major damage to equipment, or are changes 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 normally accomplished on a scheduled basis within one year of the MI effective date.

4. Modification Control Procedures. The objective is to ensure that all organic equipment requiring modification is maintained in the most up to date configuration possible. Reference (c) requires each section that is accountable for equipment, regardless of the LOM authorized, to establish a modification control program.

    a. Responsibility for Modification Control. The unit MMO/Rs and commodity managers are responsible for establishing and monitoring their commodities modification control program. The unit commodity managers are to ensure proper application, verification, publications, and recording of required modifications. Furthermore, ROs have the responsibility of ensuring that their respective equipment has applicable modifications installed.

    b. Establishment of the Modification Control Program. Each unit will establish a single control point responsible for monitoring the modification control program. Commodity managers will:

        (1) Ensure modification records for each item or component in their charge, for which an MI has been published, is accurately documented in GCSS-MC.

        (2) Physically verify all modifications.

        (3) Ensure the completion of pending modifications.

    c. Identification of Modifications. Required MIs are populated in GCSS-MC by LOGCOM. They will appear as a child to the item that requires the modification. Do not expire these items. Modifications will also be identified on a GCSS-MC Modification Report with various statuses such as MI-CREATED, MI-COMPLETE, MI-VERIFIED, etc. showing the documented status for each modification.

    d. Request for Modification

        (1) Owning units having equipment requiring modification

will request such work by contacting the appropriate maintenance activity and initiating a service request. The evacuation process previously outlined in this chapter will be utilized to induct equipment to a supporting maintenance activity for the application of required modifications. If assistance is needed in procuring a required kit, coordinate with the MAGTFTC MMO for requisition, receipt, and install. The actual performance of the modification may be deferred depending on operational tempo, requirement to utilize the equipment requiring the modification, etc. A GCSS-MC SR will be opened for all modifications in order to receive parts for modifications. When the parts for the modification are received, the maintenance shop should notify the owner immediately and telephonically provide the date and time that the equipment is required in the shop to perform the modification.

       (2) If the application of a modification is not within the owning unit's maintenance capability, the equipment will be evacuated to a supporting / external maintenance activity. Evacuation procedures as established in reference (g) and outlined in paragraph 2005 of this SOP will be utilized to conduct this process.

       (3) It is the owning unit's responsibility to document the correct status of modifications within GCSS-MC. Amplifying guidance regarding Modification Control Records can be found in reference (g) and CMC WASHINGTON DC L LP(UC) 091558Z Jan 14.

    e. <u>Requisitioning Modification Kits</u>. A modification kit is a group of individual components required to modify one piece of equipment. Most MIs will specify "modification kit" and give the NSN or NIIN to be requisitioned. Modification kits that are requested within one year of the publication of the MI will not be the responsibility of the owning unit. Kits requisitioned after the one year period become financially responsible. Some MIs will not specify a modification kit but will list material required to perform the modification. Coordinate with the MAGTFTC MMO for amplifying guidance.

2009. <u>SUPPORT AND TEST EQUIPMENT</u>. Support and test equipment consists of sets, kits, chests, Test Measurement Diagnostic Equipment (TMDE), and other maintenance-related support equipment authorized by unit T/O&E or special allowance. Poor tool control results in their disappearance and additional expenditures. Proper inventory and effective control will reduce this expense.

1. <u>Control</u>. MAGTFTC units will establish tool control per references (a) and (b). Calibration control will be conducted per

reference (a), (c), and (g).

2. Responsibility. Commanders, Directors, and OICs are responsible for the calibration of all TMDE assets. Special care should be taken during scheduling to ensure sufficient assets are on hand for day to day operations. Scheduling will be conducted utilizing GCSS-MC.

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

4. In addition to published inventory requirements for all sets, kits and chests, items designated as TMDE require an annual inventory in accordance with reference (a). This inventory provides a basis for the unit's calibration program. The unit MMO/R will coordinate this inventory.

3. Calibration. TMDE are tools that are used to perform qualitative/quantitative measure and generally require control, inventory, and maintenance. The main emphasis of TMDE maintenance is accuracy assured through calibration. The Marine Corps Logistics Base (MCLB) Barstow calibration facility and the calibration facility operated by Combat Logistics Company 13 (CLC-13) are MAGTFTC's primary sources for calibration support. For these items, the evacuation procedures outlined in paragraph 2005 of this chapter and reference (g) will be utilized. Calibration for infantry weapons gauges will be conducted per reference (j).

2010. SAFETY. The MMO, unit MMO/R, and commodity managers should coordinate closely with the unit safety officer and S-3 / Operations officer to ensure that safety training requirements are being met.

1. Safety of Use Alert and Maintenance and Supply Advisories.
These advisories are published to ensure the safety of Marines by rapidly notifying them of hazards associated with the operation or maintenance of Marine Corps equipment. Additionally, they provide procedures to assist in maintaining equipment readiness by rapidly providing emerging maintenance and supply information.

    a. Safety of use alerts address information of a nature that would prevent injury or loss of life, hazardous and/or unauthorized maintenance from being performed, damage to equipment, or enhance safety.
    b. Maintenance advisories address information of a nature that

would prevent inordinate extension of a maintenance cycle time, prevent unauthorized maintenance from being performed, prevent damage to equipment, provide for more economical operations, or increase equipment readiness.

c. Supply advisories address information of a nature that would reduce the order shipment time or maintenance cycle time, enhance supply support, provide for more economical operations, or increase the equipments readiness.

2. Commanders, Directors, and OICs are responsible for the development and supervision of the unit safety program. MCO 5100.8 is the primary reference for safety matters.

3. Shop OICs and commodity managers are responsible for the safety programs in their respective areas.

2011. RECOGNITION OF PERFORMANCE

1. Every Marine is responsible for evaluating the performance of his/her subordinates. Early recognition of either superior or substandard performance is a function of leadership as it is in any other occupational field.

2. Recognition. Procedures will be established to recognize maintenance personnel for significant contributions to the mission of the unit. Maintenance personnel will have the opportunity to compete in all organizational recognition programs on an equal basis with personnel of other specialties.

3. Correction. Supervisors at all levels will take corrective action where evaluation indicates substandard performance. Disciplinary action, if required, is the consequence for negligence, indifference, and inadequate performance of assigned maintenance.

2012. MAXIMUM DEADLINE TIME. Maximum deadline time originates with the Deadline Control Date (DCD). Maximum deadline times for MAGTFTC units are 120 days for ME and 60 days for secondary repairables (SECREPs). In order to provide effective support for this policy, aggressive supply action and maintenance expertise will be applied to the deadlined equipment. Units that do not have intermediate maintenance capability with ME or SECREPs that exceed established maximum deadline times will consider evacuating the equipment to the appropriate supporting maintenance activity or requesting for disposition.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

UNIT HEADING

From: Commanding Officer or Director
To: Commodity Managers
Via: Maintenance Management Officer

Subj: AUTHORIZATION TO ASSIGN PRIORITY DESIGNATORS WITHIN GCSS-MC
        SERVICE REQUESTS AND ALL PARTS REQUIREMENTS, TO INCLUDE
        DD-1348S AND RECEIPT/DELIVER EQUIPMENT FOR UNIT X

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

Encl: (1) Authorization for Commodity, Section, or Unit

1. Reference (a) establishes the Uniform Material Movement and
Issue Priority System (UMMIPS). Reference (b) provides detailed
instructions for the preparation, use and disposition of ground
equipment record forms. Accordingly, the authority to authorize
(sign) requirements based on Urgency of Need Designators A and B
has been delegated to those personnel listed in enclosures (1)
through (_).

2. All personnel have been properly training in UMMIPS
requirements.

3. The point of contact regarding this matter is Unit Maintenance
Management Representative at (760)830-XXXX.

                         X. X. DIRECTOR

Figure 2-1. Sample Format of Urgency of Need Designator (UND)
            Authorization Letter
                Commodity, Section, or Unit

1. In accordance with the references, the below listed personnel are authorized to assign Urgency of Need Designator (UND) A and B service requests (SR), approve UND A and B parts requirements, and deliver/receipt for parts and equipment for the designated commodity area.

NAME	RANK	BILLET	SIGNATURE
Marine, I.M.	Capt	MMO	_____
Marine, I.M.	Capt	Supply Officer	_____

2. In accordance with the references, the below listed personnel are authorized to assign Urgency of Need Designator (UND) B service requests (SR), approve UND B parts requirements, and deliver/receipt for parts and equipment for the designated commodity area.

NAME	RANK	BILLET	SIGNATURE
Marine, I.M.	GySgt	Commodity Chief	_____
Marine, I.M.	Sgt	Armorer	_____
Marine, I.M.	LCpl	MT Rep	_____

Figure 2-1. Sample Format of Enclosure (1) to Urgency of Need
Designator (UND) Authorization Letter

NAVMC 11869 (11-12) (EF)
FOUO - Privacy sensitive when filled in.

`Print Form`

NOTICE OF DELEGATION OF AUTHORITY	DATE:
Purpose: To identify delegated individuals with the authority to request, receipt, or turn-in supplies on behalf of the appointed Responsible Officer in accordance with MCO 4400.150F.	2014-02-13

AUTHORIZED REPRESENTATIVE(S)

2. ORGANIZATION RECEIVING SUPPLIES	3. LOCATION
USMC UNIT (CMR ACCT IF APPLICABLE)	MCAS CHERRY POINT

4. LAST NAME, FIRST NAME, MI	AUTHORITY			8. SIGNATURE AND INITIALS
	5. REQ	6. REC	7. TURN IN	
ARMOUR, VERNICE	YES	YES	NO	
BOLT, JOHN	NO	YES	NO	
O'BANNON, PRESLEY	NO	YES	NO	
SALINAS, ANGELA	YES	YES	YES	

AUTHORIZATIONS BY RESPONSIBLE OFFICER, SUPPLY OFFICER, OR ACCOUNTABILE OFFICER

9. THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE

THE AUTHORITY TO: REQUISITION, RECEIPT FOR, AND TURN IN GEAR AS MARKED ABOVE FOR ACCOUNT M00201

10. REMARKS

I ASSUME FULL RESPONSIBILITY

11. UNIT IDENTIFICATION CODE	12. DODAAC / ACCOUNT NUMBER		
M00201	M00201		

13. LAST NAME, FIRST NAME, MI	14. GRADE	15. PHONE NUMBER	16. EXPIRATION DATE
DOG, DEVIL T.	1STLT	+1 (012) 345-6789	ROTATION DATE

17. SIGNATURE

Completion instructions by block number for NAVMC 11869:

(1) Date - Enter the calendar date the form is prepared.
(2) Organization receiving supplies - Enter the name of the unit and, if prepared by a Responsible Officer to delegate authority to request, receipt, or turn-in supplies, the CMR account number or name of the section involved.
(3) Location - Enter the name of the installation on which the unit is located.

AUTHORIZED REPRESENTATIVE(S) Section
(4) Last Name, First Name, Middle Initial - Enter the name of authorized representative. When more than four persons are to be delegated and a follow on card is deemed necessary, enter the statement "Continuation to NAVMC 11869 dated" in the remarks block of the follow on card. Enter "not used" on next available line when all lines are not used.
(5) REQ - Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO".
(6) REC - Enter "YES" in this block for each person authorized to receive supplies. Otherwise, enter "NO".
(7) TURN IN - Enter "YES" in this block for each person authorized to turn in supplies. Otherwise, enter "NO".
(8) Signature and initials - Enter the signature and initials of authorized representative.

AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER Section

(9) Enter an "X" in the appropriate box "DELEGATES TO" or "WITHDRAWS FROM" to show that the authorized representative is delegated or withdrawn from the authority to request, receive, and/or turn-in supplies. Specify the classes of supplies for which the representatives may sign in "THE AUTHORITY TO:" section.
(10) Remarks - Enter the Supply Section or other activity to which the form is being sent.

I ASSUME FULL RESPONSIBILITY Section
(12) Unit identification code - Enter the assigned unit identification code (UIC).
(13) DODAAC/Account Number - Enter the unit DODAAC and any locally assigned account number.
(14) Last Name, First Name, Middle Initial - Enter the name of the responsible officer.
(15) Grade - Enter the grade or rank of the responsible officer.
(16) Telephone number - Enter the office telephone number of the responsible officer.
(17) Expiration date - Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
(18) Signature - Enter the signature of the responsible officer.

`Reset Form`   FOR OFFICIAL USE ONLY   Adobe LiveCycle Designer 9

Figure 2-2. Sample NAVMC 11869, Notice of Delegation of Authority

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of certifying and accountable officers' appointments, and termination of those appointments. The information will also be used for identification purposes associated with certification of documents and/or liability of public records and funds.
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve banks to verify authority of the accountable individual to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published in the Federal Register.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointment.

SECTION I - FROM: APPOINTING AUTHORITY

1. NAME *(First, Middle Initial, Last)*	2. TITLE	3. DOD COMPONENT/ORGANIZATION
LEWIS B. PULLER	COMMANDING OFFICER	USMC / UNIT

4. DATE *(YYYYMMDD)*	5. SIGNATURE
20140213	

SECTION II - TO: APPOINTEE

6. NAME *(First, Middle Initial, Last)*	7. SSN	8. TITLE
DEVIL T. DOG	000-00-0000	RESPONSIBLE OFFICER

9. DOD COMPONENT/ORGANIZATION	10. ADDRESS *(Include ZIP Code)*
USMC / UNIT	125-171 S. FRONT ST. PHILADELPHIA, PA 19106 (TUN TAVERN)

11. TELEPHONE NUMBER *(Include Area Code)*	12. EFFECTIVE DATE OF APPOINTMENT *(YYYYMMDD)*
(012)345-6789	20140213

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))*

☐ DISBURSING OFFICER	☐ DEPUTY DISBURSING OFFICER	☐ DISBURSING AGENT
☐ PAYING AGENT	☐ CASHIER	☐ COLLECTION AGENT
☐ CHANGE FUND CUSTODIAN	☐ IMPREST FUND CASHIER	☐ CERTIFYING OFFICER
☒ DEPARTMENTAL ACCOUNTABLE OFFICIAL		

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

DELETE THE ONES THAT DO NOT APPLY

SUPPLY OFFICER
RESPONSIBLE OFFICER ACCOUNT (Y___)
FUND HOLDER
RECEIPT AND ACCEPTOR
GOVERNMENT COMMERCIAL PURCHASE CARD HOLDER (GCPC) CARDHOLDER

YOU ARE REQUIRED TO PERFORM ALL DUTIES AND RESPONSIBILITIES AS ESTABLISHED BY YOUR APPOINTMENT LETTER/LETTERS

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:
DoD 7000.14-R, NAVSUP 4200.99, DON EBUSOPSOFFINST 4200.1A, MCO 4400.150_, UM 4400.124, LOCAL GCPC GUIDANCE, INSTALLATION GCPC SOP, DMFR 7000.14-R, DoDI 5000.64, MCO 5750.1, MCO P10520.3_, MCBul 4410,

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.

16. PRINTED NAME *(First, Middle Initial, Last)*	17. SIGNATURE
DEVIL T. DOG	

SECTION IV - TERMINATION OF APPOINTMENT

The appointment of the individual named above is hereby revoked.	18. DATE *(YYYYMMDD)*	19. APPOINTEE INITIALS
	20140213	

20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE
LEWIS B. PULLER	COMMANDING OFFICER	

DD FORM 577, FEB 2011   PREVIOUS EDITION IS OBSOLETE.   [Reset]   Adobe Professional 8.0

Figure 2-3. Sample DD FORM 577, Appointment / Termination Record

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INSTRUCTIONS FOR COMPLETING
APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

This form may be used to:

1. Appoint disbursing officers and their agents, e.g., deputy disbursing officers, disbursing agents, paying agents, cashiers, change fund custodians, and collection agents.

2. Appoint certifying officers. Certifying officers are those individuals, military or civilian, designated to attest to the correctness of statements, facts, accounts, and amounts appearing on a voucher for payment.

3. Appoint accountable officials. Accountable officials are those individuals, military or civilian, who are designated in writing and are not otherwise accountable under applicable law, who provide source information, data or service to a certifying or disbursing officer in support of the payment process.

4. Appoint other individuals for which an appointing authority considers this form appropriate; see item 13.

SECTION I.

1. Enter the name of the commander/appointing authority.

2. Enter the commander/appointing authority's title.

3. Enter the commander/appointing authority's DoD component/organization location.

4. Enter the date the form is completed.

5. The commander/appointing authority must place his or her legal signature in the block provided. **Enter a digital signature in this item ONLY after completion of items 6 through 16, as this signature will "lock" those items.**

SECTION II.

6. Enter the appointee's name.

7. Enter the appointee's social security number. The full social security number is required for pecuniary liability determination purposes.

8. Enter the appointee's title.

9. - 11. Enter the name, complete address, and telephone number of the DoD component/organization activity to which appointed.

12. Enter the date the appointment is to be effective.

13. Mark X in the appropriate box indicating the purpose for the appointment. For "other", specify the type of appointment.

14. The appointing authority should identify the types of payments affected, but need only be specific as he or she considers necessary. Include any other pertinent information (e.g., system involved).

15. List all regulations the appointee must review and follow in order to adequately fulfill the requirements of the appointment.

SECTION III.

16. - 17. The appointee prints his or her name and enters his or her legal signature in the spaces provided.

SECTION IV.

Completing this section terminates the original appointment as of the effective date. If partial authority is to be retained, complete a new DD Form 577.

18. Enter the date the termination is effective.

19. The appointee will initial in the space provided acknowledging revocation of the appointment.

20. - 22. The appointing authority must place his or her name, title and legal signature in the spaces provided.

DD FORM 577 (BACK), FEB 2011

Figure 2-3. Sample DD FORM 577 (Back), Appointment / Termination Record

CHAPTER 3

SUPPLY SUPPORT

CHAPTER 3

SUPPLY SUPPORT

3000. GENERAL INFORMATION

1. Requisitioning, receipt, storage, and issue of repair parts and materials will be conducted per references (a), (b), (c), and (g). Identification of repair parts, accurate technical research, timely processing, and aggressive follow-up actions are the critical elements of supply support.

2. The key to any effective maintenance management program is the ready availability of repair parts and materials to perform PM/CM services. Accurate identification of required repair parts and timely processing of demands is an essential part of a unit's maintenance program. Equally important are the aggressive follow-up actions on pending demands. The ultimate goal of the supply support program is to provide, on a timely basis, the appropriate repair parts and materials in support of maintenance efforts.

3. The maintenance management program requires close coordination between supply and maintenance personnel. The passing of accurate and timely information is the foundation for cooperative actions between supply and maintenance activities. Maintenance personnel must correctly identify repair parts and material requirements and submit demands to the appropriate supply activity for issues or establishment of backorders. Supply personnel must ensure maintenance demands are processed in a timely manner and that all appropriate follow-up actions are taken.

1. Supply Support Agencies

    a. Center Logistics Division (CLD) is responsible for providing a wide range of supplies and services to both the permanently assigned units and the deployed Fleet Marine Force; as well as to a variety of organizations deployed to the Combat Center for training/exercises. CLD coordinates supply support between the internal sections and outside activities. CLD is also the command liaison for DRMO.

    b. The Consolidated Material Support Center (CMSC), under the operational control of CLD, provides support to the Combat Center, MWTC Bridgeport, tenant and visiting exercise forces with property, supply, and maintenance support.

c. ESD Material Readiness Branch (MRB) will work directly with the applicable sources of supply, item managers, and Repairable Issue Point (RIP) for class IX repair parts and SECREPS. ESD will requisition SL-3 and class IX repair parts for equipment belonging to ESD.

3001. REPAIR PARTS REQUEST SYSTEM

1. A SR will be used whenever parts are applied and/or labor hours exceed 0.3 hours. When repair parts or materials are required to complete services, these requirements will be identified on a GCSS-MC parts requirement form per reference (g). Units that are unable to complete the requisition process through GCSS-MC due to issues with cost JONs, etc., parts requirements will be listed in a task under the associated SR and assigned to the respective supply section. NIIN and quantity is the minimum information that will be provided. The supply section will take necessary action to complete the requisition.

1. Priority Designators for Repair Parts. Instructions for the assignment of requisition priority designators and the controls for their proper use are contained in reference (d). Priority assignments for parts requirements will be consistent with applicable SRs.

    a. UND A and B requisitions must be approved by the unit commander or head of activity with requisitioning authority per reference (d), or those authorized via the UND authorization letter. Any individual assigning priorities to requisitions or SRs must receive applicable UMMIPS training and the MMO/R must retain documentation of training completion.

        1) UND "A" (Priority 02/03/07). Use when requisitioning items required in direct support of training operations and combat missions. This includes SL-3 deficiencies deadlining an end item.

        2) UND "B" (Priority 05/06/09). Use to requisition items which would impair the operational capabilities of the unit.

        3) UND "C" (Priority 12/13/14). Use for routine repair, replenishment of DSIs, non-deadlining SL-3 components, and PM of equipment.

2. Required Deliver Date (RDD) / Non-Mission Capable Supply (NMCS) Indicators. NMCS indicators and RDDs will be used in accordance with references (a), (c), (d), (e), and (g). NMCS indicators do

not have a data entry point in GCSS-MC, however NMCS indicators of N or E may be entered in the RDD field per references (c) and (d). Per reference (g), in no instance will the RDD field be left blank.

3002. REPAIR PARTS CONTROL. Units are not authorized to maintain repair parts or components except when associated with a specific SR or DSI. Upon receipt of requested repair parts one of the following courses of action will be taken:

  a. Repair parts are issued by supply to authorized representatives of each commodity, section, or unit. Parts will be receipted for by signing form DD 1348-1. A copy will be given to the commodity, section, or unit. The commodity will apply the parts to the equipment and debrief the parts to the associated SR.

  b. 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 to the end item and placed in a layette/parts bin until all repair parts are received and the end item is scheduled for maintenance. However, deadlining parts received will be applied as soon as practical.

2. Parts Bins

  a. Description. A parts bin is a controlled location in the maintenance area where parts received from supply are stored until they are applied. It is a bin, shelf, or box which is labeled with the respective SR number and located in a practical and secure area. Parts which are too large to fit in the central location will be tagged or marked with the SR and document numbers and held in a specified area. The location of each part stored outside the layette will be indicated on the SR.

  b. Repair parts are traced from requisition to receipt by the supply activity through GCSS-MC.

  c. Sections are required to inventory each bin on a weekly basis and reconcile once every two weeks.

3. Excess Parts and Rollback Procedures. Keep excess parts in original packing and rollback excess parts to the Source of Supply (SOS) immediately, either at CLD or ESD depending on the level of maintenance. Commodities, sections, or units will provide the using unit Supply Officer with listings of excess repair, SECREPs or DSI items identifying the NSN, U/I and quantity of items to be returned to the supply system.

4. Demand-Supported Items (DSI)

    a. A DSI may be established in unit maintenance activities in strict accordance with references (a), (b), and this Manual. A DSI is not a substitute for the normal means of obtaining seldom used repair parts. Planning conducted between the MMO, maintenance section, and supply officer on the items to be stocked in the DSI can ensure adequate stockage of fast-moving items and avoid excess and unused stockages.

    b. DSIs will be authorized by commanding officers or heads of activities with requisitioning authority per paragraph 4.b.9 of reference (d). The decision by the commander, director, or OIC to authorize a DSI should be made with consideration of associated costs.

    c. When it is determined that a DSI will enhance the maintenance effort, the unit commander, director, or OIC will publish a letter authorizing specific items to be included in the DSI. The letter will contain, at a minimum, the following information concerning the items authorized for storage:

        (1) Nomenclature

        (2) NSN/Part number

        (3) Maximum quantity authorized

        (4) Reorder Point

        (5) Unit of Issue (U/I)

        (6) Unit Price

        (7) Extended Price (Quantity authorized x unit price)

        (8) If enclosures are used on the DSI authorization letter, the commander, director, or OIC must initial each page of the enclosure.

    d. Items selected for the DSI must be reviewed and approved in writing by the commander, director, or OIC at least annually. The maintenance section will submit a copy of the DSI listing to the commander, director, or OIC via the unit MMO/R and the unit's supply section. Upon approval by the commander, director, or OIC, copies of the listing, along with the letter of approval, will be

forwarded to the CMSC supply officer and the MAGTFTC MMO, and kept on file as official authorization to maintain a DSI.

5. DSI Criteria. Dollar and unit of issue criteria for stockage of DSI items will be per reference (b). Only items for which there are known or anticipated requirements will be stocked. Key DSI stock decisions should include consideration of the lead-time and the readiness impact.

6. Broken Unit of Issue (U/I). Broken U/Is of common hardware (i.e. bolts, nuts, screws, washers, etc.) costing less than or equal to $5 per U/I which are ordered against a corrective maintenance SR that do not meet DSI stockage criteria, do not require further control or accounting once the U/I is applied to the equipment. The unused portion will be maintained in a parts bin, in plain view of the shops maintenance personnel and used until exhausted. Strict control and accountability is not required; however, maintenance supervisors must ensure mechanics/technicians use the on-hand supply before ordering replenishment. Broken U/Is costing less than or equal to $5 will not be added to the authorized DSI list, instead they will be placed on a locally established broken U/I listing so they can be identified and retained or used until exhausted, if not used within one year report excess back to supply for disposition. Broken U/Is costing more than $5 per U/I will be added to the authorized DSI list and may be retained as a DSI until exhausted. Broken U/Is will be maintained in accordance with reference (b).

3003. SELECTIVE INTERCHANGE, CANNIBALIZATION, AND RECLAMATION

1. Selective Interchange. Selective interchange is the exchange of selected serviceable repair parts and components from a deadlined item of equipment for unserviceable repair parts and components from a like item. The exchange must be complete to qualify as selective interchange.

2. Cannibalization. Cannibalization is the removal without replacement of selected serviceable repair parts and components from a deadlined item of equipment to be applied to a like item.

3. Conditions. Procedures for conducting cannibalization and selective interchange are outlined in reference (g). Selective interchange and cannibalization are considered to be exceptional maintenance procedures and will not be employed, except:

    a. When authorized for mission-essential combat equipment when an operational commitment is imminent, and only when it appears

that the required part and component may not be obtained on a timely basis.

    b. When all other means of repair and replacement have been exhausted.

4. Repair Parts Reclamation. Reclamation of repair parts and components from Defense Reutilization Marketing Officer (DRMO) or other like sources will be accomplished in accordance with reference (r). Strict accountability of such repair parts and components will be affected to ensure excesses are not held. Commodity managers will go through their unit supply office to get the proper authority to draw materials from DRMO.

3004. DIRECT EXCHANGE (SECREP ITEMS PROGRAM)

1. General. Policies for the use, control and management of the Marine Corps SECREP item program are contained in references, (a), (b), and (r).

    a. Responsibilities

        (1) The commodity will determine requirements for replacement of SECREPs using the Consolidated Asset Listing (CAL) and appropriate Source Maintenance and Recovery (SMR) codes.

        (2) Prepare the SR and the NAVMC 1018 (Inspection/Repair Tag) in accordance with reference (c). The NAVMC 1018 tag will be attached to the item. GCSS-MC will produce a 1348 document for the transaction. The 1348-1 and the old part will be taken to the RIP to be exchanged with the new part.

        (3) Deliver the complete unserviceable components to the RIP in a clean, complete, and properly packed condition.

        (4) The float representative will receipt for the unserviceable item and arrange for its inspection.

        (5) The commodity will take the 1348-1 to the subordinate RIP to receive a condition code "A" replacement or establish a backorder.

        (6) 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.

3005. INTRODUCTION OF NEWLY FIELDED EQUIPMENT

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

2. Information. Prior to releasing the equipment to the field, Headquarters Marine Corps (HQMC) will publish a Fielding Plan providing specific guidance with respect to allowances, requisitioning authority, required tools and equipment, initial logistics provisioning, supporting publications, training requirements, and warranty information.

3. Responsibilities

    a. Create a SR to document the acceptance LTI and de-processing. The DD FORM 1149, Requisition and Invoice/Shipping Document will be attached to the item instance notes.

    b. Review the Fielding Plan 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.

    c. Ensure all new items of equipment received are kept in an administrative deadline (ADMDL) status until operationally released.

    d. Initiate and submit reports required and promptly report to G-4/MMO any deficiencies encountered with placing the equipment into service.

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

    f. Ensure readiness reportable assets are properly inputted into GCSS and reported on the unit ESR report.

    g. Ensure PQDRs and Supply Discrepancy Reports (SDR) are submitted when necessary.

3006. VALIDATION AND RECONCILIATION

1. General.   All units or sections are required to validate

maintenance records on the maintenance production report (MPR). It is imperative each commodity conduct in-shop validations as well as reconciliations with the unit MMO/R and their respective supply section. Validation and reconciliation requirements are outlined in references (a) and (b). Reconciliation procedures will be conducted per reference (g). It is the responsibility of the commodity shop OIC or chief to ensure all validations and reconciliations are accomplished by the commodity shop.

2. Frequency of Validations and Reconciliations

    a. Validations. Validations will occur on a daily, weekly, and monthly basis.

        (1) Daily. Conducted by the mechanic / operator.

        (2) Weekly. Conducted by the unit MMO/R and the commodity shop OIC or chief.

        (3) Monthly. Conducted by the MAGTFTC MMO.

    b. Reconciliations. Reconciliations will occur on a bi-weekly basis by the unit MMO/R with the commodity shop personnel.

3. In addition to the requirements stated above, unit MMO/Rs will maintain reconciliation documentation on hand for a period of at least two months. Reconciliation documentation will include an annotated copy of the reports used along with signatures and dates of commodity representatives.

3007. COLLATERAL EQUIPMENT / SL-3 COMPONENTS

1. All SL-3 components will be on-hand or on-order.

2. Scope, numbering, content, use, and distribution of SL-3s are contained in reference (l).

3. SL-3 will be requisitioned via GCSS-MC SR. SL-3 can be ordered for an individual end item on an associated SR or can be ordered in bulk on a single SR. Special care must be taken to ensure adequate funds are allotted for procurement. CMSC will provide assistance with the requisitioning of SL-3 to MAGTFTC units as required.

3008. SETS, CHESTS, AND KITS

1. A copy of the applicable SL-3, applicable inventory listing, or TM 4700-15/1 extract will be maintained for all tools. Special

tools for garrison peculiar use and locally fabricated tools must also be inventoried. MMO/Rs are the supervisory level for control measures applicable to tool sets, chests, and kits. Technical Publications guidance and templates can be found on the Logistics Command (LOGCOM) publications website.

2. Inventory

   a. Inventory sheets will be set up so they can be used for semi-annual or annual 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 supervising authority will not be the same individual conducting the inventory.

   b. Inventory Criteria. The following criteria will be used to determine the frequency of inventories:

      (1) For tool kits, sets, or chests and individual hand/portable power tools, which are not issued and are securely stored, annual inventories are required.

      (2) Tool kits, sets or chests which are issued to and used by the same individual on a semi-permanent basis, and where locks and a secure storage area are provided will be inventoried at least semi-annually.

      (3) All other tool kits, sets, and chests and individual hand/portable power tools will be inventoried on a quarterly basis.

      (4) Discrepancies noted during an inventory (e.g., missing or damaged components) will be resolved per references (a) and (g), and/or the Manual of the Judge Advocate General (JAG Manual).

      (5) Shortages within kits, sets, and chests discovered at the time of initial issue from the supply system will be ordered by the owning unit. The exceptions are those items which are not the owning unit's responsibility.

      (6) Per reference (a), inventory control forms will be maintained on hand for one year and will contain the signatures of the individual conducting the inventory, the supervisor and the date of the inventory. Ensure that the inventory contains a listing of all component tool kits.

3. Replenishment. Using units must budget for replacement of

components that become unserviceable through normal use/wear. Commanders, directors, and OICs must ensure that each missing/unserviceable component is placed on order and that supply maintains current validation of these documents.

4. Loss/Breakage. The individual responsible for the loss of sets, chests, kits, or components thereof, as a result of negligence shall be given the opportunity to reimburse the government. If deemed necessary, disciplinary action may be taken. Upon evaluation of the loss, action will be taken to replace the items immediately. Training deficiencies must be identified and corrected in order to prevent the loss of assets due to negligence or lack of training.

5. Maintenance. The inventory will include an inspection of all tools for serviceability and cleanliness, ensuring the tools are free of rust and dirt and maintained per TM 10209-10/1. Tools that are unserviceable will be repaired, e.g. replacement of broken handles, dressing of chisels and screwdrivers, etc., or replaced.

6. Excess Tools. Excesses resulting from changes to authorized allowances, quantity changes or any other condition will be returned to the supply system.

3009. SPECIAL TOOL ALLOWANCES. Commanders, directors, and OICs are authorized to establish, in writing, special tool allowances that are required to meet garrison peculiar tool requirements and locally fabricated tool requirements via the MMO and supply section.

1. Garrison peculiar tools are defined as those tools needed to support requirements that would not exist in a deployed situation. If specific tools are required for mission essential operations while deployed, but are not garrison peculiar, a modification of allowance should be submitted. These tools, however, do not meet the special tool criteria and should not be placed on the authorization letter. The tools required to conduct authorized levels of maintenance on organic equipment are TO&E items or components of TO&E items and are not garrison peculiar tools.

    (a) For individual tools required to complete an existing Marine Corps stock list set, kit, or chest (already loaded to the unit's TO&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 appropriate commodity officer. (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.)

(b) For tools which, 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 maintain a special tools allowance letter.

(c) If the individual tool, set, kit, chest, or test equipment is not required to perform the unit's tactical mission nor qualifies as garrison peculiar, e.g., excess tools; request redistribution instructions or rollback the excess tools in accordance with references (b) and (g).

2. <u>Locally fabricated tools</u>. Locally fabricated tools are those tools whose fabrication is directed by a technical publication. The authorization list for the locally fabricated tools will reference the technical publication that sets the requirement for the tool.

(a) All other locally fabricated tools, e.g. those developed by unit personnel to meet a perceived Marine Corps requirement; are not authorized for use until approved by HQMC. Units must submit an OPNAV 5305/1, Department of the Navy Suggestion, per MCO 1650.17F to obtain the proper authorization.

(1) Non-rated tools that are currently on-hand should be retained pending allowance and SL-3 change.

(2) T/OECRs and copies of NAVMC 10772s must be maintained when changes are approved.

(3) No tools, sets, chest, kits, or test equipment are to be procured based on pending changes.

3. Special tool allowances will be reviewed and updated annually and must be kept on file in the commodity area.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 4

MAINTENANCE RELATED TRAINING

CHAPTER 4

MAINTENANCE RELATED TRAINING

4000. GENERAL INFORMATION

1. Maintenance/maintenance management training is a command responsibility. Every MAGTFTC unit has the responsibility of ensuring completion and overall management of maintenance of respective O/H equipment. Maintenance and maintenance management training must be conducted commensurate with the LOM authorized and functions / responsibilities performed.

2. The unit MMO/R will ensure maintenance and maintenance management hourly training requirements are coordinated with the operations section and are included in the unit's annual training plan. Five areas of maintenance related training require emphasis: operator training, technician training, maintenance supervisor training, maintenance management functional area training, and safety training.

3. Operator and technician training requirements are determined by the NAVMC 3500 series (Training and Readiness Manuals), applicable TMs, and an inventory testing of operator and technician knowledge levels. The Logistics Training and Readiness standards can be found in the current version of the NAVMC 3500.27. Maintenance supervisor and maintenance management functional area training programs should be aimed at isolating trouble spots and implementing corrective actions to upgrade procedures. Functional area training should be aimed at clerk level personnel who operate functional area programs in the commodity area. Reference (a) contains examples of maintenance supervisor and functional area training topics. The responsibility of maintenance and maintenance management training falls on the unit MMO/R and commodity managers.

4. The MAGTFTC MMO will publish a quarterly maintenance / maintenance management training schedule. Unit MMO/Rs and commodity managers will remain responsible for the scheduling, conduct, and documentation of operator, technician, and safety training.

4001. TRAINING REQUIREMENTS

1. Commanders, Directors, and OICs will ensure that a minimum of five hours of maintenance and maintenance management related

training is conducted and documented each quarter. Attendance at the training provided by the MAGTFTC Maintenance Management office will meet this requirement.

2. Maintenance related training is a requirement for MMO/Rs, maintenance personnel, equipment operators, and personnel responsible for the administration and management of equipment for any MAGTFTC unit.

3. Maintenance/maintenance management training may be accomplished in a number of different ways. The methods used include: formal schools, organizational training, on-the-job training (OJT), correspondence courses (MarineNet), training at intermediate maintenance facilities, and civilian courses. Regardless of the method, all training must be documented at the unit level.

    a. Maintenance Management. Maintenance management training will be conducted for all maintenance management personnel, commodity managers, and selected supply/logistics personnel. Training will be conducted at the organizational level, under the direction of the MAGTFTC MMO or unit MMO/Rs. Reference (a) lists recommended topics for maintenance management training.

    b. GCSS-MC. Global Combat Support System – Marine Corps (GCSS-MC) training will be incorporated into the quarterly training program conducted by the MAGTFTC MMO. In addition to the training provided, units will develop a continuous program for training all personnel involved with GCSS-MC input, equipment maintenance status, and other related automated equipment and maintenance management reports.

    c. Supervisory. One hour of Maintenance Management Supervisor training will be conducted per quarter. Training will center on the implementation, direction, control, and review of procedures and programs. This training is applicable to, and should be directed toward all Marines in the unit who have supervisory responsibilities over any maintenance function to include administration.

    d. MOS Training. MOS training will be conducted under the supervision of the unit's MMO/R or the appropriate commodity manager who is responsible for developing maintenance training programs and performance objectives. Unit level commodity managers will be responsible for ensuring that all scheduled training is adequate and will recommend changes to the training schedule as required. Commanders, Directors, and OICs will ensure applicable training is conducted a minimum of 4 hours a month.

e. Safety. In terms of this MMSOP, such training is applicable to every maintenance-related MOS in the organization. Topics should cover all aspects, from operations to shop safety, e.g., safe use of tools, and equipment by technicians and operators, safety program requirements, and inspection/training techniques for managers and supervisors 1 hour a month. Installation safety training will meet this requirement provided that appropriate documentation is maintained.

3. Additional Requirements/Concerns

a. Licensing. Operators will be licensed in accordance with applicable directives. Issuance will be recorded in the individual's training jacket. In addition, units that utilize the Transportation Capacity Planning Tool (TCPT) will ensure licensing information is documented in the system.

b. Special Technical Training. This training is directed at a specific MOS or item of equipment. It may be used to upgrade or refresh maintenance knowledge or to provide instructions on new items of equipment.

c. Formal Schools.

(1) Formal schools will be used to augment unit training. Requests for quotas for courses will be routed to A/CS G-3 MAGTFTC for consideration.

(2) Mobile Material Readiness Training Cell (MRTC) courses will be scheduled periodically. Quotas will be allocated to subordinate units by this headquarters (G-4/MMO).

4002. FIELD TRAINING

1. Commanders will ensure 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.

2. Field Training and field maintenance will be performed using only T/E equipment. The performance of organizational maintenance is more challenging during deployments and/or field operations due to increased equipment usage and dispersion of equipment and

maintenance assets. During such periods, commanders must place an increased emphasis on the performance of operator level and preventive maintenance.

4003. ON THE JOB TRAINING (OJT)

1. OJT may be used as a program leading to the assignment of an MOS or as refresher training on new or unfamiliar procedures and equipment. Personnel undergoing OJT must be teamed with experienced and qualified personnel to ensure only proper methods and procedures are practiced. OJT must be formally scheduled and documented in training records. Classroom and correspondence courses should be integrated as required.

2. MarineNet offers a wide range of maintenance-related correspondence courses. For GCSS-MC specific training material, courses are available through the Online Training portal of the official GCSS-MC website. While these courses are ideal for individuals detached from the command, they are also ideal for use in the unit's established training program.

4004. TECHNICAL TRAINING

1. Technical training (skill progression MOS training) is required for all technicians and maintenance supervisors and will provide the level and degree of instruction necessary to perform maintenance duties commensurate with rank and MOS. Specific technical training classes will be scheduled and conducted when new types of equipment are introduced or new maintenance personnel are introduced to unit equipment.

2. The baseline for MOS training is the Training and Readiness (T&R) Manual. The unit MMO/R and commodity managers will structure MOS training using these standards. Documentation of Mastery / Non-Mastery of T&R standards will be annotated in each individual training jacket.

3. Cross-Training. Although not required by this or higher headquarters, cross-training is encouraged as a management tool to be used at the organizational level to assist in the overall maintenance efforts.

4005. TRAINING RECORDS. Units are required to publish two basic documents: the annual training plan and the quarterly training schedule.

1. Annual Training Plan. The annual training plan includes the

commander's policy on maintenance-related training. Due to the nature of MAGTFTC, the policy established in this MMSOP will serve as the annual training plan. However, any subordinate unit within MAGTFTC that deviates from established policy will publish a maintenance management policy letter (MMPL) dictating an internal annual training plan and justification, to be signed by the commander, director, or OIC.

2. <u>Quarterly Training Schedule</u>. The quarterly training schedule delineates specifically what classes will be conducted, as driven by the front-end analysis and the requirements outlined above. It will outline objectives, scope, and proficiency level required. The MAGTFTC MMO will publish a quarterly training schedule. Furthermore, subordinate units will publish a supplemental quarterly training schedule to include additional requirements (i.e. operator, technician, and safety training).

3. <u>Course Documents</u>. For each period of instruction, an attendance roster, lesson plan, and evaluation forms will be maintained.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 5

INSPECTIONS

CHAPTER 5

INSPECTIONS

5000. GENERAL INFORMATION

1. Equipment and maintenance management inspections are instruments by which a commander may ascertain equipment status and ensure effective maintenance procedures are being followed.

2. Maintenance inspections are conducted by Commanders or staff as well as by higher headquarters in the form of staff visits or command inspections. Such inspections may be conducted through various methods and for a variety of reasons. Detailed information regarding maintenance and maintenance management inspections can be found in reference (a).

5001. FORMAL INSPECTIONS

1. Quarterly Inspections. Quarterly inspections will be conducted by the MAGTFTC MMO. A quarterly maintenance and maintenance management inspection schedule will be published to provide specific guidance regarding the inspection and areas to be inspected. Quarterly inspections conducted by the MAGTFTC MMO will be focused on problem areas and general areas of concern.

2. Commanding General's Inspection Program (CGIP). The Command Inspector General's office will conduct short-notice/no-notice inspections. The Ground Maintenance Management Functional Area Checklist, as well as other functional areas as applicable, from the Inspector General of the Marine Corps will be utilized as the evaluation material for CGIs. The purpose of these inspections is to identify issues requiring higher headquarters' resolution. CGI inspectors will both assess and assist in order to improve operational readiness, safety, and efficiency, as well as ensure compliance with Marine Corps regulations. Each functional area will receive an overall outcome of either mission or non-mission capable and discrepancies and findings will be documented.

3. Field Supply Maintenance Analysis Office (FSMAO). FSMAO conducts inspections focused on conducting analysis with an emphasis on compliance, education, monitoring, and continuous process improvement within supply, maintenance, maintenance management and commodity areas. FSMAO will publish units to be inspected via AMHS and will utilize the most current FSMAO

checklist. The MAGTFTC MMO can provide instructions on obtaining a copy of the checklist.

4. MMO Internal Inspections. The unit MMO/R will conduct semi-annual inspections of all the commodities and sections. Each inspection will encompass the eight maintenance management functional areas. Results will be documented and retained on file for a two-year period.

5002. INFORMAL INSPECTIONS

1. General. Informal inspections are used to obtain first hand information about a unit and its operating procedures. The feature which distinguishes a visit from an inspection is the absence of a senior commander or officer designated as an inspector.

2. Staff Assistance Visits. An unofficial evaluation requested by the unit or directed by a senior commander or senior staff officer. The results are used exclusively for the purpose of training personnel, and are not used to compare or to provide the basis of evaluation of past performance. The results are provided to the unit commander or officer in charge of the visited unit via the senior staff officer and senior unit commander (as applicable).

3. Liaison Visits. Visits for the exchange of information, familiarization, and coordination are frequently necessary and always beneficial between units without a senior/subordinate relationship, although they may have a common superior. Visits between maintenance managers of units operation adjacent to each other and between supported units and their supporting maintenance activity are encouraged. Units may request an informal visit through the G-4/MMO.

5003. INSPECTION REPORTS

1. Oral Reports. CGIP inspection teams will provide an out-brief to commanders/staff covering all findings noted during formal inspections. Out-briefs will be detailed in nature and provide for immediate resolution of findings.

2. Written Reports. Inspection reports will be prepared by inspectors for all formal inspections conducted by this headquarters. In addition to completed checklists, formal inspection reports will include comments and recommended corrective actions for noted discrepancies.

3. Retention

   a. Maintenance and maintenance management inspection reports conducted at the MSC level and below will be maintained by the unit MMO/R for a period of at least two years.

   b. Formal inspection reports, such as those inspections conducted by FSMAO or as part of a CGIP, will be maintained for a period of at least five years.

5004. CORRECTION OF DISCREPANCIES. Corrective Action Plans will be completed for all formal inspections conducted. Specific guidance for the completion of the corrective action plan will be provided by the inspector or inspection team conducting that inspection. All discrepancies noted during inspections, formal or informal, will be corrected in an expeditious manner. Preparation for future inspections will include special emphasis on previously noted discrepancies to ensure that repeat findings do not occur. The MAGTFTC MMO will conduct inspections as necessary to ensure timely implementation of all corrective actions.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 6

FACILITIES

CHAPTER 6

FACILITIES

6000. GENERAL. Reference (a) should be reviewed for specific guidelines concerning the assignment, responsibilities, use, upkeep, and control of maintenance facilities and storage areas.

6001. ASSIGNMENT AND RESPONSIBILITIES

1. Tactical Considerations. Maintenance area site selection is governed by the following physical characteristics: Terrain, environment, tactical situation, size and mission of the unit, and associated maintenance requirements. The unit MMO/R, with the recommendations of the maintenance officer(s), will advise the commander and commander's staff on the arrangement of maintenance facilities.

2. Garrison Environment. With the exception of tactical situations, considerations in selecting maintenance areas in garrison do not differ appreciably from field site considerations. While assignment to base garrison facilities does not normally present many variable in maintenance space allocation, the MMO and commodity managers must thoroughly evaluate assigned facilities to ensures efficient use.

6002. STORAGE AND CONTROL. MMO/Rs will coordinate the organization of maintenance areas with unit staff officers applying the following principles:

1. Facilities will be assigned in accordance with equipment size, density, and the anticipated maintenance workload.

2. Shops will be positioned according to equipment types. Structures should be assigned according to equipment protection needs and essential personnel comfort.

3. To conserve utilities, shops with common requirements for utility services will be collocated.

4. Units will ensure maximum use is made of covered storage areas.

5. Coordinate with the Public Works Division (PWD) for the completion or update of a Basic Facilities Requirement (BFR) prior to the erection or modification of structures.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 7

PUBLICATIONS

CHAPTER 7

PUBLICATIONS

7000. POLICY

1. Units are required to maintain on site all publications sufficient in quantity to sustain its operations. Digitized publications must be downloaded and maintained as electronic files. Electronic files of required publications must be available to personnel at any given time (ie. During loss of internet connectivity, specific personnel not present or logged onto a computer, etc.). Paper publications will be utilized only as required. When utilizing paper copies, only the specific portion required will be printed.

2. Determination. The overall operation of a unit's publication control system is the responsibility of the MMO/R in conjunction with the S-1/Adjutant, or in the instance that the unit does not have an S-1/Adjutant, the appointed DCP / Publications Representative. Factors determining the scope of a unit's publications listing (PL) include its mission, number of personnel assigned or attached, type and quantity of equipment possessed, authorized LOM, and physical layout. Procedures for determining allowances are set forth in references (a), (l), (s), and (t).

3. Units will conduct a quarterly validation of all on hand technical publications. In conjunction with the quarterly validation, units are required to conduct a quarterly PL review. The Publications Library Management System (PLMS) will be utilized to manage publication programs.

4. Publication libraries will be located to facilitate operations.

7001. RESPONSIBILITIES

1. Subordinate Unit Maintenance Management Officer/Representative (MMO/R). The MMO/R will function as the focal point for all equipment and non-equipment associated technical and non-technical publications and is responsible for the following:

    a. Assisting the UPCP/DCP in maintaining and requisitioning maintenance related publications and utilization and maintenance of the MCPDS PL and PLMS IDL's.

   b.   Assisting all section and commodity managers in the
establishment and maintenance of adequate desktop/turnover
procedures.

   c.   Providing assistance to all publications personnel with
the installation and maintenance of the PLMS program.

   d.   Conducting periodic inspections of all commodity
publications libraries and providing training on the publications
program and PLMS as necessary.

   e.   Managing NAVMC 10772 submissions.

2.   Unit Publication Control Point (UPCP) / Directives Control
Point (DCP)

   a.   Management of the Marine Corps Publication Distribution
System (MCPDS) PL and the IDL.

   b.   Requisitioning all deficient publications for all
commodities / sections.

   c.   Scheduling, conducting, and recording quarterly PL and
backorder reconciliations with all commodities/sections.

   d.   Scheduling, conducting, and recording PL reviews in
accordance with reference (s).

   e.   Ensuring that all discrepancies noted during
reconciliations and reviews are corrected in MCPDS.

   f.   Distributing publications within the unit.

3.   Requisitions will be prepared at the commodity level per
procedures set forth in reference (s), and will be consolidated for
submission by the UPCP/DCP representative.

4.   Units will maintain access to all relevant and required
publications during deployments and operations.

5.   Publication Control. Each company/commodity/section will
maintain publication control forms. The publication control form
is required for each library to identify, account for, and locate
publications. PLMS produced forms will be used for this purpose.

6.   Internal Distribution Control. The publications internal
distribution control system ensures publications are properly

routed to the sections. The internal distribution control system is managed by the UPCP/DCP with the assistance of the unit MMO/R.

7002.   INVENTORY CONTROL. The inventory control system deals with the proper maintenance of publication libraries. Well-managed publications inventories complement sound allowance and internal distribution control systems. An effective inventory control system must ensure the adequacy of two elements: publication condition and on-hand quantities.

1. Publication condition relates to the status of directives and manuals on the shelf. Publications must be up-to-date with all changes properly entered and the publication must be serviceable.

2. On-hand quantities for all libraries must be equal to the quantities shown on the "Quantity Required" column of PLMS. If on-hand quantities continually fall short of quantities required and authorized allowances, the cause may be an ineffective internal distribution control system. Other causes may be poor publication check out procedures or the absence of locator sheets.

3. Two inventory methods which may be employed are wall-to-wall and update inventories. Wall-to-wall inventories should be conducted when libraries are in extreme disrepair and are primarily utilized to inventory paper copy libraries. Update inventories will be conducted in order to ensure libraries are current and effective.

    a. Each technical library will contain a sufficient amount of technical publications to support garrison maintenance activities based on the facilities and resources available. In addition, external drives will be utilized to establish libraries in support of field operations or contingency deployments as required.

7003.   ERRORS IN TECHNICAL PUBLICATIONS. Individuals have a responsibility to report critical errors in publications and to recommend changes. Critical errors and changes will be reported to MCLB, Albany using the NAVMC 10772 (Recommended Changes to Publications) via https://portal.logcom.usmc.mil/sites/pubs/default.aspx. This is a secure site and requires Common Access Card login. The unit MMO/R will serve as the central control point for management of NAVMC 10772s.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 8

MAINTENANCE RELATED PROGRAMS

CHAPTER 8

MAINTENANCE RELATED PROGRAMS

8000. GENERAL INFORMATION. Maintenance-related programs are designed to enhance equipment readiness and must be given appropriate emphasis in day-to-day maintenance operations. Generally, maintenance-related programs are equally applicable in all commodity areas.

8001. PREVENTIVE MAINTENANCE (PM) STAND DOWN

1. Commanders, directors, and OICs are encouraged to set aside one day per week while in garrison for PM. While in a deployed or operational environment, commanders will ensure PM periods are specifically identified as part of the training schedule.

    a. To be effective, PM periods must contain the following features:

        (1) Command presence

        (2) Participation by all operators

        (3) Operators must be provided adequate tools, protective clothing, technical manuals, and supervision

        (4) Quality control inspections

    b. The operator PM stand down period provides an excellent means to conduct operator and technician training. Operator training, which normally encompasses proper and safe equipment employment and operation, must also include periods of instruction dedicated to developing knowledgeable operator PM.

    c. PM stand down periods will be identified on unit training schedules. Unit MMO/Rs will coordinate with the operations section to establish PM time frames and attendance requirements.

8002. ADMIN DEADLINE (ADMDL)

1. The ADMDL program will be used as a management tool to conserve resources at the unit level.

2. Combat deadlined equipment or equipment requiring urgent

modification will not be placed in ADMDL unless directed by this or higher Headquarters.

3. Induction Criteria. Equipment may be placed in ADMDL for any one of the following reasons:

    a. Lack of trained operators or maintenance personnel to properly maintain the equipment.

    b. Conservation of resources, particularly when the equipment is not required to perform operational or training missions.

    c. Response to a directive or higher authority; e.g., new items of equipment that are not fully supportable by supply and maintenance resources.

    d. Lack of repair parts to maintain equipment in serviceable condition.

    e. Lack of sufficient funds to operate/maintain the equipment.

4. Management Procedures for ADMDL. Equipment placed on ADMDL will be closely controlled to prevent degradation of readiness.

    a. The equipment will not be stored less than six months or more than 12 months.

    b. The equipment must be maintained in a mission capable status.

    c. The equipment must be visibly inspected monthly.

    d. The equipment must have a daily or equivalent PMCS performed in conjunction with quarterly exercise.

    e. The equipment must have any due PMCS conducted and a new PMCS scheduled upon removal.

5. Withdrawal Criteria. Equipment may be removed from ADMDL for deployment, to comply with directives of this or higher headquarters, or to meet specific operational or training requirements. Equipment removed from ADMDL for such reasons should be returned to ADMDL at the conclusion of the commitment after required maintenance has been completed.

8003. INSPECT OR REPAIR ONLY AS NECESSARY (IROAN)

1. IROAN is defined as that maintenance technique which determines the minimum repairs necessary to restore equipment components or assemblies to prescribed maintenance serviceability standards by utilizing all available diagnostic equipment and test procedures in order to minimize disassembly and parts replacement.

2. MAGTFTC (G-4/MMO) will announce equipment quotas and procedures for processing IROAN candidates.

3. Equipment nominated for the IROAN program is not exempt from normal required PM and CM services. Commanders will ensure that equipment nominated for the IROAN program is not subjected to neglect, abuse or cannibalization.

8004. CORROSION PREVENTION AND CONTROL (CPAC)

1. CPAC is a 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. As part of the initial preventive maintenance corrosion process units are required to establish a baseline for corrosion prevention. This will be done through the use of Corrosion Service Teams (CST) sent to MAGTFTC units. The CST will inspect equipment and assign category codes, I through IV, based off of the level of corrosion identified. If PEIs exceed CAT II, units will evacuate equipment to the CPAC facility located at either, Camp Pendleton, CA or MCLB Barstow, CA. Temporary CPAC paint facilities aboard other installations will be utilized as available. CPAC will be conducted as directed by reference (o). Initial corrosion control can be accomplished by:

    a. Training and educating personnel in corrosion control procedures and the inspection, cleaning, painting, lubrication and preservation of ground equipment.

    b. Ensuring assigned equipment operators and maintenance personnel are thoroughly familiar with the operational characteristics and maintenance procedures associated with their specific equipment.

    c. The CPAC program will be managed through the use of the CPAC database.

2. Responsibilities. It is the responsibility of the unit commander, director, or OIC to ensure an effective corrosion control program is established and properly supervised. The unit MMO/R will manage the units corrosion prevention and control program. The following are associated responsibilities:

     a. Educate unit SNCOs on the construction and management of a corrosion control program.

     b. Instruct and supervise equipment operators and maintenance personnel on how to inspect, prepare and preserve equipment.

     c. Provide assistance and training to all deploying and post-deployed units.

     d. Maintain a turnover file that includes corrosion control PQDRs and deployment after action reports pertaining to corrosion control problems.

     e. Monitor the corrosion control program by conducting periodic inspections.

     f. Schedule training in accordance with chapter 4 of this MMSOP to ensure appropriate time is allocated for corrosion control education.

     g. Report all corrosion-related problems to MAGTFTC (G-4/MMO).

8005. LEVEL A PACK

1. Level A packing provides units a means of long term storage while retaining custody of equipment (ie. Weapons). Equipment may be placed in level packing for a period not to exceed three years.

2. Requests to place equipment in level A pack will be submitted to this Headquarters (G-4/MMO).

3. Units must provide Packing, Preparation, and Preservation (PP&P) the following:

     a. A LTI less than 30 days old.

     b. Serialized list of all equipment to be placed in level A pack.

     c. Valid Job Order Number (JON).

4. Equipment will be removed from level A packing when:

    a. Three year storage limit is reached.

    b. Serialized bands are broken.

    c. Deterioration is discovered during an annual 10% sampling.

    d. Urgent modifications are required.

    e. Operational tempo requires removal.

    f. Directed by higher headquarters.

5. Ten percent of equipment placed in level A pack will be inspected annually for deterioration.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

CHAPTER 9

UNIT USER ACCOUNT MANAGEMENT
(UUAM)

CHAPTER 9

UNIT USER ACCOUNT MANAGEMENT
(UUAM)

9000. GENERAL. GCSS-MC is the primary system for the management
and documentation of equipment accountability and maintenance. In
order for efficient use of GCSS-MC, system accounts must be managed
properly. The Unit User Account Manager (UUAM) is responsible for
the management of GCSS-MC accounts within their assigned command.
This chapter outlines the processes for the assignment of UUAMs
within MAGTFTC, as well as how individuals will be assigned GCSS-MC
roles and responsibilities. Further information regarding User
Account Management and UUAM responsibilities can be found in
reference (g).

9001. DEFINITIONS

1. Unit User Account Manager (UUAM). A senior logistician within
a using unit that assigns, revokes, and manages the GCSS-MC system
roles and responsibilities to users within their command and/or
assigned units.

2. Financial Approver. Any individual who has the authority to
obligate and expense funds within their command and/or assigned
units.

3. Accountable Officer (AO). An individual appointed by proper
authority to establish and maintain an organizations accountable
property records, systems, and/or financial records, in connection
with government property, irrespective of whether the property is
in the individual's possession. Detailed information on AOs is
provided in references (b) and DoD 7000.14-R.

9002. RESPONSIBILITIES

1. Commanding Officer (CO) / Accountable Officer (AO). Commanding
Officers/Accountable Officers will be responsible for appointing,
in writing, Primary and Alternate UUAMs and Financial Approvers, as
appropriate.

    a. The CLD Director serves as the AO for equipment under AAC-
M35010. As such, the CLD Director will serve as the appointing
official of UUAMs responsible for managing all equipment accounts
under this AAC. UUAMs for AAC-M35010 will consist of personnel

from within the MAGTFTC Maintenance Management Office and the CLD CMSC.

b.   Separate commands with equipment accounted for under AACs outside of AAC-M35010 will have UUAMs assigned by their respective COs / AOs.

c.   UUAM appointing officials shall:

1)   Screen potential UUAM nominees in accordance with reference (g).

2)   Ensure individuals arriving and departing the unit are checking in/out with the UUAMs.

3)   Ensure UUAM replacements are identified no later than 21 days prior to the departing UUAMs exit from the command.

d.   Only COs, Acting COs, or AOs will appoint UUAMs. "By-Direction" appointments are not authorized for UUAM or financial approver.

2.   UUAM

a.   Ensure compliance with the requirements identified in reference (g). A sample appointment letter is shown in Figure 9-1 of this Order.

b.   Assign and revoke applicable GCSS-MC system roles and responsibilities to users within their assigned units.

c.   Review managed user accounts to ensure accuracy.

d.   Support unit resource group and inventory organization management by adding and/or removing users to and from calendars, resource groups, and sub-inventories.

e.   Maintain a turnover binder.

f.   Maintain documentation in accordance with reference (g).

3.   User Supervisors. User supervisors are required to assign and monitor the access granted to users under their charge.

a.   Assist the UUAM in reviewing access granted.

   b.   Provide users with a Role Assignment letter, as shown in Figure 9-2 of this Order.

   c.   Amend the Role Assignment letter as required.

4. GCSS-MC User

   a.   Upon check-in, obtain a Role Assignment letter.

   b.   Users authorized to create orders and obligate unit funds via GCSS-MC must obtain a Financial Approver appointment letter signed by the CO.

   c.   Identify necessary changes to the User Role Assignment letter as required.

   d.   Upon rotation out of the unit, check-out with the UUAM to ensure proper procedures are followed. It is essential to end account access correctly in order for personnel to receive access within another unit.

9003.   ACCOUNT ACCESS / ROLE ASSIGNMENT

1. Individuals requiring GCSS-MC access will request an account through the GCSS-MC homepage, located at: https://gcssmc-sso.csd.disa.mil/index.html

2. Once an account is created, the individual will then have a Role Assignment letter completed and signed by their commodity or section supervisor. See figure 9-2 for an example of this document.

3. The signed letter will be sent to the individuals respective UUAM. Maintenance personnel will contact the UUAM located in the MAGTFTC Maintenance Management Office. Supply personnel will contact the UUAM located in the CLD CMSC.

4. Submit an updated Role Assignment letter in the event roles and responsibilities require change.

5. Upon an individual being transferred out of the command, all user system roles, resource group roles, and sub-inventory assignments will be end-dated. Prior to the individual checking out, they will be removed from resource groups, territory assignments, calendars, and financial approver privileges.

6. In any case where an individual checks-in and is still an

active user within their previous unit, the receiving unit's UUAM will submit a support ticket to deactivate the user's previous sub-inventories. The receiving UUAM will end-date all active roles not required and listed on the role assignment letter, as prescribed by reference (g).

UNIT HEADING

4790
Code
Date

From: Commanding Officer / Accountable Officer, Unit X
To: Rank LName, FName, MI. EDIPI/MOS USMC

Subj: ASSIGNMENT TO DUTIES AS THE PRIMARY (ALTERNATE) UNIT USER ACCOUNT MANAGER (UUAM)

Ref: (a) UM 4000-125

1. Per the reference, you are appointed as the primary (alternate) UUAM for the command. This assignment will be an additional duty and will be reflected in sections B and D of your fitness report.

2. As a UUAM, adhere to the following principles:

    a. You are required to become familiar with the reference as it pertains to the responsibility of the UUAM

    b. Complete the UM 101 training requirement either by classroom participation or via the GCSS-MC online training application. This is an annual training requirement for this duty.

    c. Upon new user check-in:
       i.   Approve or redirect user self-registration account requests for users within the command
      ii.   Assign appropriate GCSS-MC user system roles based on the user role assignment letter generated by the user's direct supervisor. Ensure adequate justification supports the assignment of a role not traditionally associated to duty/billet the user fulfills.
     iii.   Add users to and from calendars, resource groups, sub-inventories, and territories
      iv.   Assign users as approvers when appointed by the commanding officer

    d. Upon user check-out:
       i.   End-date user roles
      ii.   End-date user from unit calendars, resource groups, sub-inventories, and territories

    e. Establish and maintain a turnover binder to collect pertinent duty, and functional changes and requirements. Pass the turnover binder on to your relief.

    f. Maintain a master file of all active user's role appointment/assignment letters (Original copy)

    g. Maintain all active primary and alternate UUAM and financial approver's record jackets
       i.   This appointment letter
      ii.   UUAM DD-2875 SAAR form
     iii.   Role appointment/assignment letter for access/duties outside the role of UUAM
      iv.   Commanding officer's financial approver appointment letter

    h. Maintain UUAM/Financial approver's record jackets and user master file in a central area.

3. If you have any questions pertaining to the functional duties of the UUAM, contact the GCSS-MC help desk or the local FSMAO office for assistance.

I. M. COMMANDER

Figure 9-1. Sample UUAM Appointment Letter

UNIT HEADING

4400
Code
Date

From: Commodity Supervisor, Unit X
To: Marine Air Ground Task Force Training Command Unit User Account Manager

Subj: ROLE ASSIGNMENT FOR RANK LNAME, FNAME MI. EDIPI/MOS USMC

Ref: (a) UM 4000-125

1. Per the reference, the following assignment is requested for the SNM.

2. Roles (note: roles of iSupport Requestor and Discoverer User are default roles that do not need assignment authorization):

    a. GCSS-MC Role 1

    b. GCSS-MC Role 2

    C. Justification: SNM requires all of the above listed roles IOT execute daily duties and responsibilities associated with . . .

3. Resource group(s):

    a. M35010_XXXXX

4. Sub-inventories:

    a. XXXXX_STAGE

5. Estimated Rotation Date for SNM: YYYYMMDD

6. Billet Identification Code (BIC):

7. Point of contact for this role assignment letter is (Commodity Supervisor) at (Phone Number).

I. M. INCHARGE

Figure 9-2. Sample UUAM Role Assignment Letter

UNIT HEADING

4400
Code
Date

From: Commanding Officer / Accountable Officer, Unit X
To: Rank LName, FName, MI. EDIPI/MOS USMC

Subj: APPROVER ASSIGNMENT

Ref: (a) DoD 7000.14-R

1. Per the reference, you are assigned as an approver in GCSS-MC.

2. As an approver, become aware of your financial responsibilities in obligating and expending funds in GCSS-MC on the behalf of the commanding/accountable officer. You are directed to work in the budgetary parameters set forth by the Fiscal Officer for your account.

3. You are financially liable for any over expenditures charged by you. Using your best judgment, take the utmost care to ensure an accurate accountable financial balance to prevent such over expenditures.

4. This letter constitutes authority for the UUAM to assign you into the approver group.

5. If you have any questions pertaining to your fiscal account, duties as an approver, or account reconciliation, direct them to the Fiscal Officer at DSN XXX-XXXX.

I. M. INCHARGE

Figure 9-3. Sample Approver Assignment Letter

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

APPENDIX A

GCSS-MC HOW-TO REFERENCE GUIDE

Create a Service Request

1.	Log into GCSS-MC
2.	Select desired role from the Navigator Menu.
3.	Once the role is selected, Click on "Create Service Requests" on the right hand side of the menu. The Oracle Program will load.
4.	Once Oracle loads, begin the process of filling out the form. Start on the upper right hand side of Create Service Request.
5.	Begin with the *Type* field: Maintenance-CM, Maintenance-PM, Maintenance - Cal, Maintenance - SL-3 or Supply or Service.
6.	Next the status will be changed to Equip Accepted. This is important to establish a DRIS date.
7.	*Prority* is next, and the priority will be 03, 06, or 13 (remember, only individuals authorized in writing can assign 03 / 06)
8.	Moving one column to the left, begin by filling out the *TAMCN* Field.
9.	Once you enter the TAMCN, an additional window will appear, enter the gear's serial number and the rest of the column will now auto populate.
10.	Click the *Last* field and find your point of contact.
11.	Move to the Workbench portion of the Service Request and enter the *Problem Summary*. Ie. "Engine will not start", "Requires quarterly PM" ect.
12.	Next is the *Operational status*, which is Deadline, Operational - Degraded, Operational - Minor, etc.
13.	Lastly, fill out the *problem code*, which will vary based on the equipment and maintenance required.
14.	Press Crtl+S to save your Service Request, which will now populate with a number on the upper left corner.
15.	Fill out any tasks you need for ordering parts, and relate any service request if applicable.

Create a Task

1.	Open the Service Request
2.	Select the "Tasks" tab.
3.	Enter 'Type' of task being created: Maintenance, Supply, Service, Calibration, etc.
4.	Enter 'Priority' of the task being created : 03 A-Critical, 06 B-Urgent, or 13 C-Routine.
5.	Enter Owner Information. This is the task owner.
6.	Enter Assignee Information. This is the individual or group being tasked.
7.	Under "Dates" enter the PLANNED start and end dates and times.
8.	Under "Effort" enter the PLANNED EFFORT or the amount of time projected to complete the task.
9.	Click on the 'Save' icon.
10.	Ensure the status is correct: In Planning, Assigned, etc.
11.	To create a new task, ensure the "Tasks" tab is selected and click the 'New' icon located in the upper left of the page on the icon tool bar.

Create a Courtesy Service Request

1.	Create the Service Request at your authorized level of maintenance. Save.
2.	Under the 'Tools' option at the very top of the page, select "Copy Request".
3.	In the dialogue box that appears, change the Group and Owner to that of the section/commodity you are sending the gear.
4.	Under the 'Include' portion, select all of the checked boxes.
5.	Select "Create Reference Link" - this is important because it will link the two SRs (owning unit and the higher echelon).
6.	Once you have changed / entered all required information, click the 'Copy' button on the bottom right of the dialogue box.
7.	When you return to the SR, under the 'Tools 2' option, select "Transfer of Custody Report".
8.	Two dialogue boxes will appear. In the *Parameters* box, select "Ok".
9.	In the *Submit Request* box, select "Submit".
10.	To view and print the transfer of custody document, under the 'View' option, select "Requests".
11.	Find the respective transfer of custody receipt and select "View Output".

Debrief Parts Requirements

1.	Find the respective Service Request for the parts to be debriefed.
2.	Select the *Tasks* Tab and highlight the task that the parts were ordered under.
3.	Assign the task to yourself and click the 'Save' icon.
4.	Click 'Debrief' at the bottom of the Service Request.
5.	Click on the Material Tab
6.	Under *Activity Code* input "Issue from Inventory"
7.	Enter the NIIN.
8.	Hit the "Tab" Key.
9.	Enter the QTY, ORG, Subinv, Locator, and WRS code.
10.	** If the Part has a Serial Number you can only Debrief one at a time
11.	Click on the Save button at the Top Left of the Screen

Pull a Maintenance Production Report (MPR)

1.	Log into GCSS-MC
2.	Select GCSS-MC Discoverer User
3.	Select Maintenance Production Report under DBI Custom Reports for Maintenance
4.	Select the LOV button next to the *Resource Group* Box
5.	Click in the top box of the dialogue box once and hit the 'F11' key on the keyboard.
6.	Once the dialogue box has cleared, click in the top box once to be able to enter text.
7.	Type *%M35010%* into the field and hit 'Ctrl + F11' on the keyboard.
8.	Select the Resource Group for which you want to pull the MPR and click OK.
9.	Click Submit in the Report Parameters window.
10.	Click Submit in the Submit Request window.
11.	Select No in the Decision window.
12.	Click View at the top of the page and select Requests.
13.	Click Find.
14.	A list of your recent requests will be listed, select the request you wish to view and click View Output.
15.	Select either Open or Save.

Schedule a MPR Pull

1.	Follow the instructions listed above to select the Resource Group.
2.	Once you return to the *Submit Request* dialogue box, click 'Schedule' under *At these Times*.
3.	Select how often you would like to pull the MPR - *Once, Periodically,* or *On Specific Days*.
4.	To schedule an MPR to run regularly, select 'On Specific Days' and click 'Ok'.
5.	Select either specific dates of every month or specific days of every week.
6.	Enter an *End At* date far enough out as to not impede your scheduling but as a fail safe if you forget to cancel once it's no longer needed.
7.	Click 'Ok'.
8.	Click Submit in the Report Parameters window.
9.	Click Submit in the Submit Request window.
10.	Select No in the Decision window.
11.	Click View at the top of the page and select Requests.
12.	Click Find.
13.	A list of your recent requests will be listed, select the request you wish to view and click View Output.
14.	Select either Open or Save.

Pull Preventive Maintenance (PM) and Calibration Reports

1.	Log into GCSS-MC
2.	Click GCSS-MC Dicscoverer Reports User
3.	Under Discover Custom Reports for Maintenance, Select either Preventive Maintenance or Calibration Report.
4.	You may receive an Error Message "Failed to bind to session using IOR", hit the 'F5' key on the keyboard until you are allowed into the system.
5.	If you selected Calibration Report, click on '**Calibration Details**' on the next page.
6.	If you selected Preventive Maintenance Report, click on '**Preventive Maintenance**' on the next page.
7.	You will see the same set of parameters regardless of which report you chose - the following instructions are the same.
8.	Select the Flashlight next to UIC. This is the very first available field.
9.	In the Search for field of the dialogue box, enter your UIC or a portion of your UIC (ex: %MS3510%) and select 'Go'.
10.	Click in the Selected Box on 'ALL', and then hit remove.
11.	Select your UIC under the Available Box, click 'Move'. This will place it under Selected. Click the 'Select' button.
12.	You may leave the SUC selection as 'All' to pull the report for the whole unit.
13.	OR you may select a specific or group of specific SUCs. This will essentially run the report for a specific CMR (ie. YS4, YMT, etc.)
14.	This process is the same as selecting a UIC. Select the flashlight to the right of the *SUC* field.
15.	In the *Search for* field of the dialogue box, enter the SUC or a portion of the SUC (ex: %YS4%) and select 'Go'.
16.	Remove the 'ALL' from the selected column and select the SUC(s) you would like to pull.
17.	You may chose one SUC or multiple. Once you have selected all of the SUCs you would like, hit the 'Select' button.
18.	Select an old date for 'DATE FROM' (ex: 01-APR-2012 [MAGTFTC GCSS-MC cutover])
19.	For the 'DATE TO', choose a far future date (ex: 01-JAN-2015). This is to ensure all of your gear is on the report.
20.	Hit '**GO**'. *NOTE: sometimes GCSS will have you input everything again before it starts to pull the report.
21.	While the request is processing, be sure to manually refresh the page regardless of the auto refresh to avoid timeout.
22.	After a few minutes, your report will appear below.

Pull a Modification Instruction (MI) Report

1.	Log into GCSS-MC
2.	Click GCSS-MC Dicscoverer Reports User
3.	Under Discover Custom Reports for Maintenance, Select *Modification Instruction Report.*
4.	If you receive an Error Message, hit the 'F5' key on the keyboard until you are allowed into the system.
5.	Select the Flashlight next to the *Party Owner* field.
6.	In the *Search for* field of the dialogue box, enter your unit or poriton of your unit. (ex: %MS3510%) and select 'Go'.
7.	Click in the *Selected* Box on 'ALL', and then hit 'Remove'.
8.	Select your unit under the *Available* Box, click 'Move'. This will place it under *Selected* . Click the 'Select' button.
9.	You may leave the SUC selection as 'All' to pull the report for the whole unit.
10.	OR you may select a specific or group of specific SUCs. This will essentially run the report for a specific CMR (ie. YS4, YMT, etc.)
11.	This process is the same as selecting a unit. Select the flashlight to the right of the *SUC* field.
12.	In the *Search for* field of the dialogue box, enter the SUC or a portion of the SUC (ex: %YS4%) and select 'Go'.
13.	Remove the 'ALL' from the selected column and select the SUC(s) you would like to pull.
14.	You may chose one SUC or multiple. Once you have selected all of the SUCs you would like, hit the 'Select' button.
15.	Hit 'Go'. *NOTE: sometimes GCSS will have you input everything again before it starts to pull the report.
16.	While the request is processing, be sure to manually refresh the page regardless of the auto refresh to avoid timeout.
17.	After a few minutes, your report will appear in the bottom portion of the web page.

Update Modification Status

1.	Log into GCSS-MC
2.	Select the *Installed Base User* role
3.	Select *Oracle Installed Base* on the right.
4.	Select either *Item Instance* or *Serial Number* from the *Quick Find* drop down menu.
5.	Enter either the item instance or serial number into the blank search field and click 'Go'.
6.	When the item populates on the screen, click on the *View Configuration* icon for that item.
7.	MIs will be configured as children to the parent item - do NOT expire MIs, this only moves them to the perpetual inventory.
8.	Click on the MI.
9.	Under the *General Attributes* section, delete the *Status* field, type '%' and click 'Go'.
10.	Towards the bottom of the page, click 'Last' to take you to the list of MI Status'.
11.	Select the appropriate MI Status from the list.
12.	Verify that the MI Status is correct and click 'Save'.
13.	Scroll to the bottom of the page and enter the *MI Status Date* .
14.	Click 'Save'.

Pull an Equipment Status Report (ESR)

1.	Log into GCSS-MC
2.	Click GCSS-MC Dicscoverer Reports User
3.	Under Discover Custom Reports for Maintenance, Select Equipment Status Report.
4.	If you receive an Error Message, hit the 'F5' key on the keyboard until you are allowed into the system.
5.	Select *Equipment Status Summary by TAMCN and Organization* .
6.	Click on the flashlight icon next to the *Top Unit Name* field.
7.	Type the unit or portion of the unit in the *Search For* field. Ex: %ME2999% or %MS3510%. Press "Go".
8.	Highlight the unit in the *Available* column and click "Move".
9.	Verify the unit(s) in the *Selected* column are correct - if "All" is listed under the *Selected* column, highlight and Remove.
10.	Click the "Select" button on the bottom right of the dialogue box.
11.	Click "Go" on the main parameters page.
12.	Manually refresh the query page to avoid the system timing out.
13.	After a few minutes, your report will appear in the bottom portion of the web browser.

Export Discover Reports

1.	Once the report has pulled and you are able to view it in the web browser - scroll back to the top of the page.
2.	Under the *Actions* column on the left side of the page, Click 'Export'.
3.	Choose the export type from the drop-down menu. Microsoft Excel Workbook is generally the most user friendly option.
4.	On the right side of the page, click 'Export'.
5.	Click 'Click to view or save'.
6.	Select 'Open' or 'Save' in the dialogue box. There is generally a dely if the *Open* option is chosen.
7.	Your report can now be viewed, printed, and saved from the export program chosen.

Change the Query Run Time for Discover Reports

1.	Log into GCSS-MC.
2.	Select *GCSS-MC Discoverer User.*
3.	Select any of the *Discover Custom Reports for Maintenance.*
4.	Regardless of the report chosen, once you get to the *Paramaters Needed* page, scroll to the bottom and click on 'Preferences'.
5.	Under the *Query Governor* section, extend the times for each of the fields.
6.	Click 'Apply'.

Schedule Preventive Maintenance Checks and Services (PMCS)

1.	Log into GCSS-MC
2.	Navigate to the *GCSS-MC Maintenance Chief* role.
3.	Select 'PM/CAL Scheduling Form' from the column on the right.
4.	The scheduling form will appear. Select the the LOV button next to the *Organization* field.
5.	Utilize the *Find* field in the dialogue box to select the correct unit. Select 'Ok'.
6.	Click in one of the top boxes under *Search Criteria* and then hit 'F11' on the keyboard.
7.	Enter at least one parameter (Serial Number, Instance Number, NIIN, or Nomenclature) and hit 'Ctrl + F11' on the keyboard.
8.	If the serial or instance number was used, only information for that item will appear.
9.	If the NIIN or Nomenclature was utilized, all items matching that information will appear - select the desired item.
10.	*PM or Calibration Remarks* is a free text line for comments. This may or may not be utilized.
11.	*PM-Last EOTC Action Type* - enter the last EOTC maintenance service performed on the item. Utilize the LOV as applicable.
12.	*PM-Last EOTC Action Date* - enter the date the last EOTC maintenance action was performed. Utilize the pop-up calander.
13.	*PM-Last EOTC Action Service Request No.* - This is only mannually entered if *PM-Manually Scheduled PM?* is set to yes.
14.	*PM-Last EOTC Counter Reading* - displays the counter reading recorded from the last PM SR.
14a.	This is only manually entered if *PM-Manually Scheduled PM?* Is set to yes.
15.	*PM-Next EOTC Action Type* - enter the next EOTC maintenance service which should be performed. Utilized the LOV as applicable.
16.	*PM-Last Time Based Action Type* - Enter the last time based maintenance service performed (Annual, Bi-Annual, etc.).
17.	*PM-Last Time Based Action Date* - Enter the date of the last time based maintenance action. Utilize the pop-up calander.
18.	*PM-Last Time Based Action Service Request No.* - This is only mannually entered if *PM-Manually Scheduled PM?* Is set to yes.
19.	*PM-Next Time Based Action Type* - Enter the next time based maintenance service which should be performed. Utilize the LOV as applicable.
20.	*PM-Next Time Based Action Date* - Enter the date in which the next time based maintenance action should be scheduled to occur. Utilize the pop-up calander.
21.	*PM-Last Service Request Closed Date* - This line is automatically updated by the system when a Service Request is closed. This cannot be manually changed.
22.	*PM-Manually Scheduled PM?* - this line gives the user the option to manually schedule an item for PMCS or allow automated maintenance scheduling.
23.	*Month the Last Time Based Action Occurred in Schedule* -
23a.	This is here to assist the concurrent program in properly scheduling time based action (annual, semi/bi - annual). Utilize the LOV as applicable.
24.	Click the 'Save' icon.

Pull a Sub-Inventory Report

1.	Log into GCSS-MC.
2.	Click GCSS-MC Discoverer Reports User.
3.	Select any of the listed Reports under Discoverer Custom Reports.
4.	When the Worksheet List appears, click on the "Discover Workbooks" link on the top left hand of the page.
5.	Find the FSMAO_W_Subinventory report and click the plus sign to expand the list.
6.	Select "Sheet 1" to view the parameters for the worksheet.
7.	Enter the AAC in the Parameter field.
8.	Select 'Go'.
9.	While the request is processing, be sure to manually refresh the page regardless of the auto refresh to avoid timeout.
10.	After a few minutes, your report will appear in the bottom portion of the web page.

Submitting for disposition (WIR)

1.	Log into GCSS-MC.
2.	On the Navigator page select the appropriate billet.
3.	On the right side of the Navigator page, under Service Request, select 'Create Service Request'.
4.	Header Section: a. Input contact information b. Input owning organization c. Input the NIIN only. Do not input an item instance or serial number in the header section of the this service request. d. Input SR Type: Return e. Input Status: Open f. Input Priority: Routine g. Input Group: AAC-MMSA01_WSMC_DISPO (MARCORLOGCOM's Universal Work Queue (UWQ)
5.	Tab Section: a. Workbench Tab, Problem Summary field: type the TAMCN and the category (Unserviceable Returns, Excess, or Disposal) for ME. Example: B2566/Disposal. b. Workbench Tab, Problem Summary field: type the Category and Item Type (Unserviceable Returns, Excess, or Disposal) for Secondary Items. Example: Unserviceable Returns/Secondary Items/CCI.
6.	Operational Status: Supply or Service
7.	Notes Section: a. Problem Description (Lower right hand side of the SR) Required Information. i. Complete NSN ii. Serial Number (s) iii. Quantity (Can be 1 or more for each nsn) iv. Condition Code v. Nomenclature vi. LTI Attached (attach LTI to SR), not required for SECREPS vii. POC (for LOGCOM communication if required) viii. RUC required if AAC is different from AAC in the header ix. Reason for Request for Disposition x. If Excess state "Approved By MEF G-4", not required for SECREPS xi. Associated Military Equipment (ME): Required only for Secondary Items w/replacement
8.	Save to commit the SR for action by MARCORLOGCOM.
9.	MARCORLOGCOM will coordinate disposition instructions. The user will review and execute disposition instructions IAW guidance provided in the dispostion task.

MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

APPENDIX B

TURNOVERS AND DESKTOP REQUIREMENTS

1. Desktop procedures and turnover folders will be maintained
for the areas / responsibilities listed below. The list is not
all encompassing and some units may not possess all of the
listed requirements. Some units may have one individual
performing in several billets or responsible for multiple areas.
Therefore, it may be practical to have the turnover folder /
desktop procedure address each separately, in order to provide
the information to individuals assigned one or more of these
areas of responsibility.

REQUIREMENT	DESKTOP PROCEDURES	TURNOVER FOLDER
Maintenance Management Officer / Chief		X
Maintenance Management Representatives		X
Supply Officer		X
Maintenance Officer/Commodity OIC		X
Maintenance Chief/Commodity Chief		X
Supply Chief		X
Unit User Account Manager (UUAM)		X
MIMMS Clerk	X	
Supply Clerk	X	
Calibrations Control*	X	
Publications	X	
Modifications Control	X	
Layette/Parts Clerk*	X	
Tool Room NCO*	X	
Training NCO	X	
Validation / Reconciliation	X	
Supply/Admin Clerk	X	
Quality Control NCO	X	
Maintenance Related Programs		X

* Not required for those subordinate units that do not possess that specific
equipment, area, or responsibility.

2. All of those identified with 'X' are mandatory. Additions
to the above listed requirements are optional.

3. MMRs will ensure those personnel assigned cognizance over
maintenance management functional areas have established
turnover folders and/or desktop procedures for each of their
commodity areas.

4. Supply desktop procedures and turnover folders will be in compliance with MCO 4400.150. Each unit/section shall prepare desktop procedures for each billet involving administrative and management functions of supply.
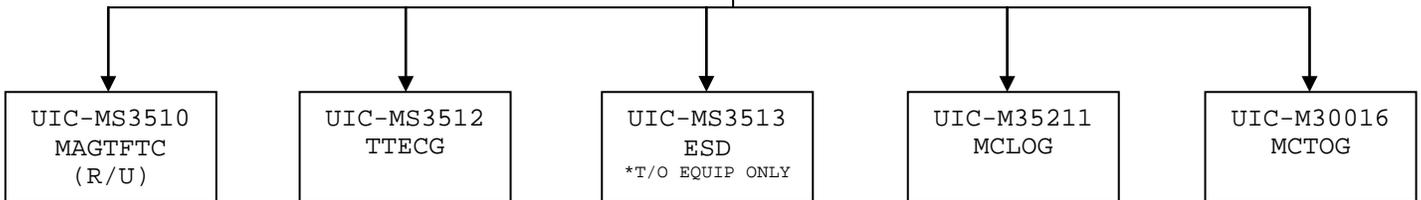
MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

APPENDIX C

MAGTF TRAINING COMMAND ORGANIZATIONAL STRUCTURE

AAC-M35010

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                    ┌──────────────────────┐
                    │     COMMANDING       │
                    │      GENERAL         │
                    │  (MAGTFTC/MCAGCC)    │
                    └──────────┬───────────┘
                               │
                    ┌──────────▼───────────┐       ┌──────────────────────┐
                    │    ACCOUNTABLE       │       │   SUPPLY OFFICER     │
                    │     OFFICER          ├──────▶│   CMSC; PER T/O      │
                    │   (DIRECTOR CLD;     │       └──────────────────────┘
                    │   BY APPOINTMENT)    │
                    └──────────────────────┘
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UIC-MS3510 MAGTFTC (R/U)	UIC-MS3512 TTECG	UIC-MS3513 ESD *T/O EQUIP ONLY	UIC-M35211 MCLOG	UIC-M30016 MCTOG

G-1 G-6 PAO HQBN ARMORY PMO PMO ARMORY FIRE DEPT NREA EOD EOD ARMORY FOOD SRVC RANGE MAINT COM CAM SIM CENTERS	S-2 OPERATIONS MOTOR T COMM	ARMORY *CO-LOCATED WITH HQBN	C2 ASSETS	C2 ASSETS

Marine Aviation Weapons and Tactics Squadron -1 (MAWTS-1) Yuma, AZ AAC – M01243 UIC – M00328	Mountain Warfare Training Center (MWTC) Bridgeport, CA AAC – M33611 UIC – M38600	ESD Enhanced Equipment Allowance Pool (EEAP) Equipment Twentynine Palms, CA AAC – M35014 UIC – ME2999

APPENDIX D

LIST OF REFERENCES

REFERENCE	TITLE
MCO P4790.2C W/CH 1-2	MIMMS Field Procedures Manual
MCO 4400.150	Consumer Level Supply Policy
TM 4700-15/1H W/CH 1-3	Ground Equipment Record Procedures
MCO 4400.16H	Uniform Material Movement and Issue Priority System (UMMIPS)
UM 4790-5 W/CH1	MMIMS (AIS) Field Maintenance Procedures
MCO P4400.82F W/CH1-2	Marine Corps Unified Material Management Systems Controlled Item Management
UM 4000-125	Retail Supply and Maintenance Execution Procedures
MCO 3000.11E	Ground Equipment Condition and Supply Material Readiness Reporting Policy
MCO 4790.25	Ground Equipment Maintenance Program (GEMP)
TI-4733-15/11M	Infantry Weapons Gage Calibration Program (IWGCP)
MCO 4855.10B W/CH1	Product Quality Deficiency Report (PQDR)
MCO P5215.17C	The Marine Corps Technical Publication System
MCO 4790.24	Enterprise Lifecycle Management

TI-4731-14/1C W/CH1	The USMC Oil Program
MCO 4790.18B	Corrosion Prevention and Control Program
MCO 4790.1B W/CH1-3	Marine Corps Integrated Maintenance Management System (MIMMS)
MCO 5100.8	Marine Corps Occupational Safety and Health (OSH)Policy Order
MCO P4400.151B W/CH1-2	Intermediate Level Supply Management Policy Manual
MCO 5600.31A	Marine Corps Printing and Publishing Regulations
MCO P5215.1K	Marine Corps Directives Management Program
MARADMIN 363/12	Equipment Accountability and Visibility: Class VII Principal End Item Management
MCO 5000.14D	Marine Corps Administrative Procedures
MCO P11262.2A	Inspection, Testing, and Certification of Tactical Ground Load Lifting Equipment
MCO 1650.17F	Marine Corps Military Incentive Awards Program
CMC WASHINGTON DC L LP(UC) 091558Z Jan 14	Policy Procedures and Management Requirements for Centralized Modification Control Records Program

APPENDIX E

LIST OF ACRONYMS AND ABBREVIATIONS

1. The following is a list of acronyms and abbreviations and long titles.

LONG TITLE	ACRONYM ABBREVIATION
Additional Demands List	ADL
Administrative Deadline	ADMDL
Anticipated Not Mission Capable Supply	ANMCS
Assistant Chief of Staff	AC/S
Blanket Purchase Agreement	BPA
Calibration Not Required	CNR
Center Logistics Division	CLD
Classified Material Security	CMS
Combat Logistics Company	CLC
Combat Ready Storage Program	CRSP
Commandant of the Marine Corps	CMC
Commanding General	CG
Commanding General Inspection Program	CGIP
Commanding Officer	CO
Consolidated Asset Listing	CAL
Consolidated Memorandum Receipt	CMR
Consolidated Material Support Center	CMSC
Corrective Maintenance	CM
Corrosion Prevention and Control	CPAC
Corrosion Service Team	CST
Deadline Control Date	DCD

Deadline	DL
Defense Re-utilization and Marketing Office	DRMO
Demand Supported Items	DSI
Department of Defense	DOD
Depot Level Maintenance Program	DLMP
Direct Support Stock Control	DSSC
Distribution Control Point	DCP
Document Identifier Code	DIC
Due and Status File	DASF
Equipment Custody Record	ECR
Equipment Density List	EDL
Equipment Operating Time Code	EOTC
Estimated Date of Return	EDR
Estimated Shipping Date	ESD
Executive Officer	XO
Exercise Support Division	ESD
Federal Logistics Data	Fed Log
Fleet Marine Force	FMF
Force Activity Designator	F/AD
Government Commercial Purchase Card	GCPC
Individual Activity Code	IAC
Individual Training Standard	ITS
Infantry Weapons Gauge Calibration Exchange Program	IWGCEP
Inspect and Repair Only as Necessary	IROAN
Intermediate Maintenance Activity	IMA
Inventory Control Point	ICP
Item Material Manager	IMM

Job Order Number	JON
Letter of Unserviceable Property	LUP
Limited Technical Inspection	LTI
Logistics Management Information System	LMIS
Logistics Plans and Policies	LPP
Lubrication Instruction	LI
Lubrication Order	LO
Maintenance Contact Team	MCT
Maintenance Engineering Analysis	MEA
Maintenance Management Chief	MMC
Maintenance Management Officer	MMO
Maintenance Management Standard Operating Procedure	MMSOP
Maintenance Support Team	MST
Major Subordinate Command	MSC
Marine Air Ground Task Force	MAGTF
Marine Air Ground Task Force Training Command	MAGTFTC
Marine Corps Order	MCO
Marine Corps Readiness Reportable	MRR
Marine Corps Publication Distribution System	MCPDS
Marine Corps Air Ground Combat Center	MCAGCC
Marine Corps Logistics Base	MCLB
Marine Corps Institute	MCI
Marine Corps Bulletin	MCBul
Marine Expeditionary Force	MEF
Marine Logistics Group	MLG
Material Fielding Plan	MFP
Mechanized Allowance List	MAL

Modification of Allowance	MOA
Modification Instruction	MI
Motor Transport	MT
Motor Transport Officer	MTO
National Stock Number	NSN
Non-Mission Capable Supply	NMCS
Not Mission Capable	NMC
Not In Stock	NIS
Officer In Charge	OIC
On-the-job Training	OJT
Point of Contact	POC
Preventative Maintenance	PM
Principal End Item	PEI
Product Data Reporting and Evaluation Program	PDREP
Product Quality Deficiency Report	PQDR
Publication Control Number	PCN
Publication Library Management System	PLMS
Publication Listing	PL
Quality Control	QC
Ready For Issue	RFI
Recoverability Code	RC
Recoverable Item Report	WIR
Regional Unit Code	RUC
Repair and Evacuation	R&E
Repair and Return	R&R
Repairable Issue Point	RIP
Required Delivery Date	RDD

Responsible Officer	RO
Secondary Repairable	SECREP
Source Maintenance and Recoverability Code	SMR
Source of Supply	SOS
Special Purpose Marine Air Ground Task Force	SPMAGTF
Standard Delivery Date	SDD
Standing Operating Procedures	SOP
Status of Resources and Training System	SORTS
Stock List	SL
Stores Account Code	SAC
Supply Assistance Request	SAR
Supply Discrepancy Report	SDR
Supply Instruction	SI
Supply Issue Point	SIP
Supply System Responsibility Item	SSRI
Support Concept	SC
Survey Instrument Calibration Program	SICP
Table of Authorized Material Control Number	TAMCN
Table of Organization and Equipment	T/O&E
Technical Bulletin	TB
Technical Instruction	TI
Technical Manual	TM
Test, Measurement and Diagnostic Equipment	TMDE
Uniform Material Movement and Issue Priority System	UMMIPS
Unit Publication Control Point	UPCP
Urgency of Need Designator	UND
Using Unit Responsibility Item	UURI