



**UNITED STATES MARINE CORPS**

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MARINE CORPS BASE ORDER 4790.1A

From: Commander  
To: Distribution List

Subj: MAINTENANCE MANAGEMENT STANDARD OPERATING PROCEDURES  
(MMSOP)

Ref: (a) DoDI 1348.30  
(b) Marine Corps Manual W/CH 1-3  
(c) JAG Manual  
(d) MCO 1553.3A  
(e) MCO 3000.11E  
(f) MCO P3500.72\_  
(g) MCO 4105.2 W/CH1  
(h) MCO 4400.150  
(i) MCO 4400.160  
(j) MCO 4400.16H  
(k) MCO 4400.39  
(l) MCO P4400.82F W/CH1-2  
(m) MCO 4733.1B  
(n) MCO P4790.2 W/CH1-2  
(o) MCO 4855.10B W/CH1  
(p) MCO P5215.17C  
(q) MCO 5600.31A  
(r) MCO P10150.1  
(s) MCO 11240.106B  
(t) MCBO 11262.1B  
(u) MCBUL 3000  
(v) MCRP 3-0A  
(w) MCRP 3-0B  
(x) NAVMC 2761  
(y) NAVMC 3500.XX  
(z) UM 4400-123  
(aa) UM 4400-124  
(ab) UM 4790-5 W/CH1  
(ac) UM-PLMS W/ERRAT CH1-2 Procedures  
(ad) TI-4733-15/11  
(ae) TI 4733-15/21D  
(af) TM 10209-10/1 W/CH1-7  
(ag) TM 4700-15/1\_  
(ah) CMC Clarification Message 051502ZSEPT12  
(ai) GCSS-MC Procedural Notices (GPN)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

- (aj) MCO 4790.25
- (ak) MCBO 5040.3 W/CH1
- (al) Maintenance Support Team Request

Encl: (1) Locator Sheet

1. Situation. In accordance with references (a) through (al), this order promulgates standing maintenance management policies and procedures for the implementation and management of maintenance and maintenance management programs (MMP) within Marine Corps Base Quantico (MCBQ). When properly implemented, MMP will significantly increase equipment readiness and reduce the consumption of maintenance resources.

2. Cancellation. MCBO P4790.1

3. Mission. To establish policies and procedures for the conduct of an effective maintenance and maintenance management programs as directed by the listed references in order to improve and maintain equipment readiness to effectively execute all assigned missions.

4. Execution. It is a command responsibility to ensure that assigned materiel is maintained in operating condition to perform designated functions effectively. Commanding officers/Heads of activities are responsible for the management, proper employment and maintenance of all equipment on loan, attached, or charged to their authorized property accounts. Upon receipt, commanders will verify compliance with this MMSOP across their units/activities. Additionally, commanders will continuously emphasize the importance of equipment accountability and proper maintenance management.

5. Administration and Logistics. Recommendations to increase the effectiveness of this SOP are invited and should be submitted via the chain of command to this headquarters (ATTN: MCBQ G-4/MMO).

6. Command and Signal

a. Command. This MMSOP serves as the source document for the conduct of equipment maintenance management except when directives by higher headquarters take precedence and is applicable to MCBQ units' equipment as outlined herein:

(1) To Table of Organization and Equipment (T/O&E), and assigned items, and materiel supporting established T/O&Es, and special allowance listings except as indicated below:

(a) Musical instruments.

(b) Industrial plant equipment.

(c) Government Furnished Materiel (GFM), Government Furnished Property (GFP), Government Furnished Equipment (GFE), or Garrison Mobile Equipment (GME), when specific procedures are delineated in other directives.

(d) Class V (W), ground conventional ammunition.

(2) This Order applies to equipment maintained by MCB Quantico under approved PBA, ISA, MOA, MOU, Statements of Work (SOW), etc.

b. Signal. This Order is effective upon date signed.

ALLEN D. BROUGHTON  
CHIEF OF STAFF

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## CHAPTER 1

GENERAL INFORMATION

1. PURPOSE. The purpose of this SOP is to promulgate policies, procedures and technical instructions for the administration of maintenance management programs at MCBQ. This SOP is not designed to be a complete guide to all maintenance management procedures; various Marine Corps Orders already do that. Rather, this SOP simply reflects current specific practices and clarifies existing policy previously established by higher headquarters.

2. ORGANIZATION. MCBQ is comprised of a headquarters and two subordinate battalions: Headquarters, Headquarters and Service Battalion, and a Security Battalion. Headquarters, MCBQ consists of General Staff sections (G-1, G-3, G-4, etc.) that provide personnel administration, human services, facilities, logistic, legal, base operating, training, and administrative support for organic and tenant organizations, units and activities. Headquarters and Service Battalion is a subordinate unit to MCBQ and provides administrative and training support (to include essential military subjects, troop information, individual training, career training, but not military occupational specialty training), as well as limited logistic support coordination for tenant activities and the battalion's nucleus. Security Battalion is a subordinate unit to MCBQ and provides law enforcement and fire and emergency services in order to protect the lives, property, and rights of all Marines, residents, employees, and visitors aboard MCBQ. Each organization consists of military and civilian functional manager/head and a mix of military and civilian personnel. For the implementation of Maintenance Management at this base, the provisions of this Manual apply to MCBQ units with assigned T/OE equipment. References to the "commander" should be interpreted to imply that responsibilities of the commander are to be carried out by "managers" or "heads" in the statement of equipment maintenance requirements and responsibilities.

3. COMMAND RESPONSIBILITIES

a. Commanders are responsible for the management, proper employment, and maintenance of all equipment on loan or charged to their authorized property accounts. Additionally, commanders will ensure maintenance management procedures are conducted in accordance with this SOP and the listed references.

b. Command interest in maintenance management processes is vital to ensure material readiness. Because of its importance, commanders must be personally involved in the maintenance management supervision within their respective unit and will ensure that a sound and continuing equipment maintenance program exists within the unit and that proper maintenance procedures are established and followed. To

ensure that an effective equipment maintenance program is established and implemented, commanders will:

(1) Provide guidance in the form of SOP or policy notices when necessary deviation from or amplification to this MMSOP is required.

(2) Ensure that the necessary tools, test and measuring equipment, publications, supplies and facilities are available.

(3) Meet weekly with the S-4, MMO, supply officer, and all commodity managers to conduct a material readiness brief of equipment deficiencies, availability, and maintenance-related problems. These meetings will create shared situational awareness.

(4) Provide the impetus for the MMP through an active, continuous and visible display of command emphasis and interest. The accomplishment of this program by maintenance and maintenance management personnel will depend on the emphasis and interest afforded to the program by commanders. The importance of expeditiously accomplishing required equipment preventive maintenance at the lowest level to preclude costly corrective maintenance must be stressed continuously. Equipment cannot be allowed to deteriorate through neglect.

c. Commanders will ensure that only the authorized levels of maintenance are conducted. The logistics capabilities statement contained in the unit's table of organization (T/O) authorizes the performance of specific levels of maintenance and establishes supporting maintenance activities. Report all maintenance problems that cannot be resolved through proper channels to higher headquarters.

d. Commanders who are authorized field level maintenance, in accordance with reference (aj), for more than one commodity area must assign a maintenance management officer (MMO) in writing. Units, authorized field level of maintenance (LOM) in only one commodity area do not require a designated MMO, however a Maintenance/Commodity Manager will be assigned in writing if applicable. In this case, the commodity manager shall perform all required maintenance management functions.

#### 4. STAFF RESPONSIBILITIES

##### a. Assistant Chief of Staff, Manpower G-1 (AC/S G-1)

(1) Serves as the principal Base staff officer on matters pertaining to personnel management and publication control.

(2) Exercises staff cognizance over the Base Adjutant and Base Personnel Officer.

(3) The Adjutant shall work with the MMO to annually review

the unit publications listing (PL) and determine the unit's technical publication requirements.

b. Assistant Chief of Staff, Operations G-3 (AC/S G-3)

(1) Serves as the principle Base staff officer on matters pertaining to base operations and training support in regards to base functions.

(2) Exercise staff cognizance over the Base's Combat Visual Information Center, Explosive Ordnance Disposal (EOD) and Mission Assurance/Force Protection Branch, Range Management and Quantico Marine Band.

c. Assistant Chief of Staff, Logistics G-4 (AC/S G-4)

(1) Serves as the principle Base staff officer on logistical matters pertaining to maintenance management, material readiness, supply, garrison and T/E property accountability, fuel farm support, food service, ammunition supply, bachelor housing, distribution management, intermediate ordnance maintenance, motor transportation, and maintenance of GME (motor transport and engineer) equipment to include load test.

(2) Exercises staff cognizance over the Base's MMO, Supply Officer, and Ordnance Officer.

d. Assistant Chief of Staff, Installation and Environment Division (AC/S G-F). Serves as the principal Staff Officer on matters pertaining to public works, environment, and facilities to include the base's load testing program of WHE load lifting equipment.

e. Assistant Chief of Staff, Communications (AC/S G-6)

(1) Serves as the principal Base staff officer on matters pertaining to communications, electronics, information systems, calibration of Test Measurement Diagnostics Equipment (TMDE), and intermediate communication electronic maintenance support.

(2) Exercises staff cognizance over the Head of the Maintenance Logistics Branch (MLB).

f. Base Adjutant

(1) Serves as special staff officers to the Commander under staff cognizance of the AC/S G-1 with respect to publication distribution and control.

(2) Coordinates with the Base MMO on all matters pertaining to technical publications.

g. Base Personnel Officer

(1) Serves as special staff officer to the Commandeer, under the staff cognizance of the AC/S G-1 with respect to personnel and management, including the assignment and replacement of maintenance and maintenance management personnel.

(2) Coordinate with the Base Military Occupational Specialty (MOS) sponsor on the assignment of maintenance and maintenance management personnel.

h. Base Supply Officer. Serves as a special staff officer to the Base Commander under the cognizance of the AC/S G-4 with respect to supply support, supply personnel and administration and coordinates with the Base MMO and maintenance commodity managers on Equipment requirements and supply support.

i. Base Maintenance Management Officer (MMO)

(1) Serves as a special staff officer to the Base Commander under the cognizance of the AC/S G-4 with respect to matters pertaining to organizational and intermediate equipment maintenance.

(2) Advises the AC/S G-4 on all matters relating to equipment policies and programs, and their impact on the Base's equipment readiness.

(3) Supervises and coordinates the equipment maintenance/ maintenance management programs and maintenance information and reporting systems.

(4) Plans and conducts semiannual inspections to ensure effectiveness of maintenance effort and programs.

(5) Plans and coordinate all equipment maintenance resources.

(6) Coordinates with the Base Personnel Officer relative to maintenance and maintenance management personnel authorizations, allocations, and assignments.

(7) Assist subordinate units and commodity managers in establishing maintenance programs such as maintenance production, quality assurance (QA) programs, calibration control programs, publication control program, modification control points, and product quality deficiency report (PQDR) reporting.

(8) Maintains and updates this SOP.

j. Unit S-1/Adjutant. The adjutant has staff responsibility for publication allowances, publication requisitioning, maintenance of publications, and internal distribution control. The Adjutant shall review the unit's publications listing (PL) and determine the unit's

requirements by coordinating with sections that use and maintain publications. Additionally, the Adjutant will verify the completion of the PL review per references (n and q). All of these efforts will be coordinated with the appropriate level MMO if applicable.

k. Unit S-3. As the staff officer responsible for operations, the S-3 must be concerned with technical training of support personnel in addition to general military subjects and tactical training. Additionally, the S-3 officer must know which equipment is essential and stay informed of equipment availability. The S-3 officer:

(1) Coordinates the quotas for technical and maintenance-related school seats.

(2) Coordinates with the MMO/Commodity Manager to ensure all scheduled technical training meets the commander's intent and is published in the unit's annual training plan.

(3) Coordinates with the MMO/Commodity Manager to verify that there is sufficient training time scheduled for maintenance requirements, to include maintenance stand-downs.

(4) Coordinates with the MMO/Commodity Manager to ensure defense readiness reporting system (DRRS) accuracy if applicable.

l. Unit S-4. The S-4 plays a critical role in the unit's supply and maintenance operations. The S-4 officer must be constantly aware of the unit's equipment availability and readiness. Additionally, the S-4 officer, along with the MMO/Commodity Manager, must keep the commander aware of availability/readiness and the actions underway to source shortfalls and correct deficiencies. The S-4 officer:

(1) Coordinates with the MMO/Commodity Manager and S-3 to ensure equipment availability for operational commitments.

(2) Coordinates with the S-3 to ensure the MMO's/Commodity Manager's and supply officer's efforts support the commander's equipment readiness requirement.

m. Unit Supply Officer. The supply officer provides a critical capability in the unit's effort to improve, and maintain a state of high material readiness. The supply officer:

(1) Administers the unit supply program in support of unit's logistical requirements.

(2) Along with the MMO/Commodity Manager, reconciles all maintenance related Service Requests for equipment that are in a "pending parts" status and takes corrective action.

(3) Submits budgets, budget reviews, and other fiscal information as required. Once approved by the commander, the supply officer must maintain accurate visibility of the obligated percentage throughout the fiscal year to ensure that funds are available at all times for mission-essential items. For all maintenance-related expenditures, the MMO maintains the responsibility, along with the commodity, to establish the monetary requirements for all commodities.

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

(1) Advise the commander and other staff officers in matters related to equipment maintenance and the impact of the unit maintenance effort on equipment availability.

(2) Plan, organize, and coordinate the use of all organic maintenance activities and resources within the unit.

(3) Plan, organize, and coordinate the use of all external supporting agencies (LOGCOM, FSRs and Warranty).

(4) Review, revise and submit for approval all maintenance related policies and distribute all higher and unit level policies.

(5) Monitor and supervise effective and efficient use of the publication control program in support of maintenance and maintenance management.

(6) In coordination with the S-1, S-3, and commodity managers conduct a T/O&E review proposed changes to the commander.

(7) Monitor the unit's MARES-reportable equipment to verify prompt and accurate maintenance-related report submissions and coordinate with the S-3 for readiness reporting.

(8) Reconcile the mechanized allowance list (MAL)/supply "S" readiness report on a weekly basis with the supply officer. Any discrepancies noted should be corrected immediately to ensure accurate reporting.

(9) Plan, schedule, and conduct semi-annual detailed maintenance and maintenance management inspections of all commodity areas to verify the effectiveness of the maintenance effort.

(10) Assist in the proper recording of maintenance information and upkeep of maintenance records.

(11) Verify that the procedures for coordination with supporting maintenance activities are published.

(12) Coordinate with the supply officer to requisition all non-system repair parts and supplies. Assist in the unit audit process by identifying maintenance funding requirements.

(14) Supervise the unit's submission for maintenance-related programs.

(15) The MMO will monitor unit calibration program, including the annual calibration inventory.

(16) The MMO will maintain a list of all warranted equipment.

(17) Reconcile with supporting maintenance activities monthly on all evacuated equipment.

(18) Conduct and evaluate maintenance management training.

o. Commodity Managers. Commodity managers' supervision is critical to every unit's maintenance effort. These commodity managers serve as the subject matter experts for their respective commodity. It is their responsibility to coordinate with the MMO and supply officer to ensure that the commodity is receiving the required maintenance and supply support. The Head, Material Logistics Branch G-6, Ordnance Maintenance Branch G-4, Explosive Ordnance Disposal G-3, and Armory Officers are responsible for the equipment and maintenance programs in their respective commodity areas.

(1) Monitors maintenance programs and policies.

(2) Advises the commander and MMO of critical maintenance problems and recommended courses of action to remedy these problems.

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

(4) Inspects equipment and equipment records no less than quarterly. Ensure that required records are maintained properly and that performed maintenance conforms to established standards.

(5) Establishes and conduct a technical training program using the Training and Readiness Manuals as the basis for scheduling training on the skills required by rank, billet, and MOS.

p. Mechanics, Technicians, and Operators

(1) General. The performance of operators and mechanics/technicians in carrying out their individual maintenance tasks determines the overall condition and equipment readiness of the unit.

(2) Mechanics and Technicians. The mechanic's/Technician's

responsibilities include, but are not limited to the following:

(a) Diagnosing problems using authorized tools and test equipment.

(b) Performing inspections and identifying deficiencies and shortcomings in accordance with the published technical manuals and maintenance standards.

(c) Repairing and servicing equipment within authorized maintenance levels in accordance with the procedures established in the appropriate technical publications.

(d) Identifying and requisitioning required authorized repair parts.

(e) Accurately recording the maintenance accomplished on the maintenance Service Request (SR) and appropriate equipment records.

(3) Operators. The equipment operator's responsibilities include, but not limited to the following:

(a) Using and maintaining assigned equipment in a conscientious manner in order to preclude premature and unnecessary repairs.

(b) Performing proper care, cleaning, and other operator's preventive maintenance.

(c) Detecting and reporting equipment failure as they occur.

## 5. DESKTOP PROCEDURES AND TURNS

a. Purpose. The frequent change of personnel with units results in a lack of expertise and continuity in day-to-day operations. Because of this, desktop procedures and turnover folders are essential. When desktop procedures and turnover folders are properly organized and maintained, they provide the continuity necessary for newly assigned personnel to carry out their duties, and improve the overall efficiency of an organization. Figure 1-1 lists the minimum personnel requirements to maintain desktop procedures and turnover folders.

b. Desktop Procedures. Desktop procedures need not to be all inclusive or formalized, but should be an aid to the day-to-day operations of the billet. The contents of desktop procedures folder will vary with the particular billet for which it was established. At a minimum, desktop procedures will include responsibilities, detail procedures for carrying out required duties, point of contact with phone numbers, list of current references pertaining to the billet.

The listing of procedures should not be voluminous, as this will tend to discourage its use.

c. Turnover Folders. Turnover folders are to be maintained by supervisory personnel. At a minimum, turnover folders will contain the following information:

- (1) Appointment letters.
- (2) Title of billet.
- (3) Billet reports to and incumbent billets subordinate thereto.
- (4) Billet mission (broad billet responsibilities).
- (5) The functions involved in accomplishing the mission (principle action taken).
- (6) Tasks and basic operations regularly performed in accomplishing specific functions.
- (7) List of references that pertain to the billet.
- (8) Required reports and their dates of submission, etc.
- (9) Relationships with activities in and outside the command, including unofficial liaison and coordinating functions. Brief statement concerning the type of matters on which these agencies are consulted should be included.
- (10) Points of contact internal and external to the command and their purpose.
- (11) Past, pending, and anticipated projects should be itemized and continuously kept current. A short resume of past projects considered usually important, a status report of each pending project, and a brief outline of projects considered worthwhile for future implementations should be included.
- (12) Miscellaneous information should be included, for example, administrative or operational procedures peculiar to the billet, such as dual responsibility, and any other data which might assist relief in carrying out the responsibilities.

d. Review. Desktop procedures and turnover folders will be reviewed and updated quarterly by the Commodity Managers and at a minimum yearly for accuracy by the maintenance management office. These binders will contain a review sheet to track these reviews.

Figure 1-1. Desktop and Turnover Folders

BILLET	DESKTOP PROCEDURES	TURNOVER FOLDER
Maintenance Management Officer	O	M
Maintenance Management Chief	O	M
Shop/Maintenance	O	M
Shop/Maintenance Chief	O	M
Commodity Manager	O	M
Validation/Reconciliation Clerk	M	O
Tool Room Non-Commissioned Officer (NCO)	M	O
Technical Training NCO	M	O
Maintenance Management NCO/Clerk		
Supply/Admin NCO/Clerk	M	O
Shop Chief	M	O
Quality Control NCO	M	O
Publication Clerk (Librarian)	M	O
Modification Control Clerk	M	O
Layettes NCO	M	O
Calibration Control NCO	M	O
Dispatcher	M	O
UUAM	O	M
GCSS-MC Approver	M	O
Other personnel as directed	M	O
Legend: M=Mandatory O=Optional		

6. STANDARD OPERATING PROCEDURES (SOP). Per reference (n), a MMSOP below the Base level is not required. However, a unit commander is not precluded from publishing a MMSOP. Duplication of information and guidance found in this MMSOP or in any of the references is not necessary or desired. Commanders with only one commodity area will publish a maintenance management procedures in either a commodity maintenance/logistics SOP except when maintenance procedures are adequately cover by this SOP.

7. MAINTENANCE MANAGEMENT POLICY LETTERS. When commanders deem that additional specific procedures not covered by this manual are required, unit policy letters will be published and distributed to commodities as required. Maintenance management policy letters will be published periodically to discuss procedures or changes in policy and to provide guidance and/or clarification when necessary. Policy letters are effective until canceled or superseded. Information promulgated in these notices will be reviewed for inclusion in future changes to this SOP.

## CHAPTER 2

MAINTENANCE OPERATIONS1. MAINTENANCE POLICY

a. The modernization of Marine Corps Logistics Automated Information Systems (AIS) and the requirements of Total Asset Visibility (TAV) have prompted changes in maintenance policies and procedures. When conflict exist between this SOP and higher headquarters policies, higher headquarters policies will take precedence. These policies will be implemented and inspected for compliance.

b. Success in combat and training depends upon equipment availability and readiness. Equipment availability and proper readiness requires managed supply support and continuous attention to maintenance. The focus of effort within the Base will be:

(1) A systematic PMCS program that consists of inspecting, cleaning, servicing, lubricating, and adjusting on a routine basis. Maintenance must be continuous and thorough at all times.

(2) Quality control (QC) functions at the shop level. Competent SNCOs and NCOs must be assigned QC duties to verify that the operators and mechanics are properly supervised and trained.

(3) Accomplishment of proper maintenance on equipment within the authorized level of maintenance in accordance with applicable publications.

(4) Accurate reporting of material readiness.

2. ASSIGNMENT OF OPERATORS

a. Individuals will be assigned to all equipment that requires operator/crew PMCS in accordance with applicable Marine Corps technical manuals. This enables accountability and appropriate level of maintenance to be placed on an individual which results in increased combat readiness. Only if necessary should operators be assigned responsibility for more than one item of equipment. When responsibility for equipment cannot be assigned to a specific operator due to a surplus in gear, the commander must consider placing equipment in a deferred maintenance program such as administrative storage or administrative deadline. For additional information on deferred maintenance program, see chapter 8.

b. When an individual is required to operate equipment they are not assigned, that individual will ensure that all operator/crew level PMCS are accomplished prior to the use of the equipment.

c. Each commodity manager/OIC will maintain a list of assigned operators in the following format: TAMCN, serial number, nomenclature and assigned operator. This list should be maintained in the RO Turnover folder.

### 3. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

a. The unit's annual training plan will include the commander's policies on maintenance and maintenance management training. This specific training requires emphasis equal to that given to operational and tactical training. This emphasis does not necessarily mean equal time allotted, however, it must be balanced within the schedule. See chapter four of this SOP for additional guidance.

b. Before and after exercises or other training, commanders will ensure the allocation of adequate time to complete any and all required equipment maintenance.

c. Schedule PMCS in accordance with references (ab and ai), and equipment-specific TMs. When due, conduct PMCS under the supervision of qualified personnel per the applicable equipment technical publications. Commanders and Commodity Managers are responsible for the execution of scheduled maintenance. Commanders shall ensure a thorough inspection of equipment, record jackets, SL 1-2, modification control records, and TI-5600 series publications to ensure all applicable maintenance and modifications have been performed.

### 4. SHOP OPERATIONS

a. Reference (n) provides guidance for shop organization and administrative procedures. Unit MMOs and Commodity Managers are responsible to their commander for the effective operation of maintenance shops. They will ensure that procedures are established which provides for a systematic forecasting and scheduling of equipment maintenance to prevent a backlog, orderly work flow, safe and efficient use of resources and a functional quality control system. Maintenance scheduling will be consistent with required time frames necessary to complete the required services. Effective and efficient scheduling and prioritizing of both PM and CM services will contribute to proper use of shop space and utilization of maintenance personnel.

b. Unit commanders will designate the locations where maintenance is conducted. Commanders shall use prudent management for maintenance performed outside the normally designated facilities to ensure the safety of personnel, handling of hazardous materials and the effectiveness of the maintenance.

c. Unit commanders will designate by appointment letter the title, authority, and responsibilities of key personnel in each maintenance shop's organization.

d. Commanders will assign priorities to all service requests in accordance with reference (j) in addition to the following guidance:

(1) Assign priority 06/09 at a minimum for all deadlining repairs.

(2) Priority 03/07 maintenance and supply support requests must be used sparingly. Widespread use of priority 03/07 requests at all levels will diminish the effectiveness of the priority system, particularly when deadlined equipment is required for operational commitments.

(3) Unit Commanders will review or delegate in writing, personnel to review and sign Urgency of Need Designator (UND) "A" and "B" service requests per reference (j). Commanders delegate in writing personnel authorized to sign priority 03/07 (UND A) will personally review and approve service requests before induction of the equipment into the maintenance cycle. This will prevent an abuse of the priority system. Commanders will have personnel authorized to receipt for repaired equipment on a continuous basis.

(4) Commanders will notify the IMA of personnel authorized to sign evacuated service requests, and delivery and pick up of equipment from the IMA. The notification will be in letter form and will specify which priorities the individual is authorized to approve.

e. When equipment has been evacuated to the supporting intermediate maintenance activity (IMA) and requires a priority change, the unit commander or designated personnel will submit a letter to that activity requesting change of priority of the established service request.

## 5. EQUIPMENT THAT EXCEEDS MAINTENANCE CAPABILITIES

a. All equipment exceeding the unit's maintenance capabilities will be evacuated to the IMA. Evacuation of equipment is performed in accordance with GPN 1-13: Preparation, Filing, and Disposition of a Global Combat Support System - Marine Corps (GCSS-MC) Service Request (SR). The maintenance support/evacuation channels for ordnance and communications/TMDE assets are Ordnance Maintenance Branch G-4 and Maintenance Logistics Branch G-6. All other commodity type equipment will be supported by contracts or ISSA/MOU. Request for contract maintenance support for common used items will be initiated by the activity head assigned responsibility for maintenance support for the commodity area/equipment type involved. Request for contract maintenance support for one of a kind or special use items will be initiated by the activity head holding the item after ascertaining that support cannot be provided by or through appropriate maintenance support activity.

b. The owning unit remains responsible for its authorized level of maintenance for equipment evacuated to a higher level of maintenance.

c. When equipment has exceeded the maximum maintenance cycle time in accordance with reference (n) and a positive supply status has not been received for pending requisitions, the IMA will submit for WIR per reference (l) and include documentation of all actions taken to obtain required parts.

d. The maximum maintenance time limit may be extended by the IMA Maintenance Officer, subject to approval of the equipment's unit commander, when economically justified and advantageous to mission completion. Such approval and actions will be documented in GCSS-MC.

e. Maintenance support teams (MSTs) can be requested when it is impractical to deliver the equipment to the intermediate support facility. For additional information on MSTs refer to chapter 8.

## 6. PERFORMANCE OF MAINTENANCE SERVICES

a. Ensuring continual PMCS is one of the commander's most important responsibilities regarding maintenance management. Commanders may shorten PMCS intervals when the unit is operating under adverse climatic or terrain conditions for an extended period of time. Commanders will require special PMCS, other than mandated, when equipment is operated in harsh and caustic environments such as salt water, sand, or extreme temperatures. Equipment will be checked for all probable areas of contamination, washed thoroughly with fresh water, and serviced per the applicable TM. This special PMCS will serve as the semiannual, annual, or biennial PMCS, providing all PMCS requirements are completed.

b. Commanders must ensure both maintenance services and operational commitments are balanced. These efforts must be balanced to ensure mutual support. Proper maintenance services should not be postponed until it is convenient.

c. All operator/crew levels of maintenance (LOM) tasks will be performed by the assigned individual operator on the condition the unit has the proper training, equipment, and personnel. A concerted effort must be made to ensure that these responsibilities are not tasked to the trained maintainers. This will ensure that a manageable workload is maintained for the mechanics and will breed a culture of equipment accountability by the operators. Commanders are ultimately responsible to ensure proper maintenance is conducted on all pieces of gear in accordance with reference (aj).

7. RECORDS AND REPORTS. Maintenance records and reports provide the basis for the management of the unit's equipment maintenance program. Their proper completion makes possible the analysis and evaluation of individual equipment performance and the unit's maintenance program.

a. Records. Forms and records for all equipment in MCBQ will be maintained in accordance with references (ab and ai). The forms and records described in this reference are the minimum required for proper operation and maintenance. Alteration of these forms is not authorized. MMOs will verify that all equipment records are maintained in accordance with the references.

(1) Maintenance management procedures require updating applicable records as services, repairs, and modifications are completed. Procedures also require frequent auditing of equipment records and unannounced records inspections by responsible commodity managers to ensure accuracy.

(2) Per GCSS-MC Procedural Notices, contact information, serial number, service request type, priority, echelon, group, problem summary, problem codes, operational status and notes are required fields when opening a service request.

(3) Responsibilities for the preparation, care, and handling of equipment records remain with the responsible officer. The MMO will continually work with all commodities to ensure compliance with this requirement.

b. Reports. Maintenance reports provide data and information for use in determining policy, planning, controlling, evaluating operations, and performance: and preparing reports for higher authority.

(1) Unit MMO/Commodity Managers will report to the Base MMO identifying readiness discrepancies due to erroneous AIS system data.

(2) Units will ensure that local reports are required only to meet definitive requirements, that they are economically designed, that the information cannot be obtained from an existing report and that they are cancelled when no longer justified.

(3) Recommendations concerning HQMC AIS output reports will be submitted via the Base MMO.

(4) Base MMO will reconcile maintenance program reports with subordinate units.

## 8. MODIFICATION CONTROL POINTS/EQUIPMENT CHANGE PROPOSAL (ECP) OF Equipment

a. Modification control points and ECP control points may be established at the commodity. However, when the unit is required to assign an MMO, the MMO will be responsible for reviewing the modification/ECP control program. When the unit is not required to

assign an MMO, the commodity maintenance officer will be responsible for maintaining the modification/ECP control program.

b. The responsible officer is responsible for completing and recording all equipment modifications/ECPs. Equipment modifications are published in modifications instructions (MIs) and listed in the Marine Corps Publications Distribution System (MCPDS) and Publication Library Management System (PLMS). ECPs are published as MIs or via naval message.

c. Upon initial receipt of equipment, operators/maintenance personnel, as appropriate, inspect items to ensure all applicable modifications/ECPs have been applied. When the nature of the modification/ECP is such that the responsible officer is unable to determine if the modification/ECP has been completed, evacuate the equipment to the appropriate level of maintenance for verification. Upon completion of the inspection, initiate a service request requesting application of any applicable modification/ECP and update all equipment records per reference (ai).

#### 9. SUPPORT AND TEST EQUIPMENT

a. Support and test equipment consists of tools, test, measurement, diagnostic equipment (TMDE), monitoring equipment, maintenance stands, load lifting equipment, and handling devices required to support equipment maintenance and are authorized by organizational T/E and garrison tool allowances approved by the commander per reference (h).

b. Because of its importance to conducting proper maintenance; all authorized support and test equipment is required to be on-hand, serviceable, and properly used to maintain equipment. To this end, support and test equipment will be properly inventoried, controlled, and given PMCS, CM, calibration, and modification as required.

c. Commanders are responsible for all support and test equipment and will verify that it is used in accordance with the appropriate TM's, properly accounted for, and stored securely when not in use.

d. The precision required for TMDE requires periodic calibration and load-testing. Apply strict attention to the calibration and/or load-testing requirements contained in reference (ab).

(1) Units will utilize GCSS-MC for scheduling calibration on all TMDE except Survey Equipment and those included in the Infantry Weapons Gage Calibration Exchange Program (IWGCEP).

(2) Evacuate all items requiring calibration to the supporting IMA using a service request, except for items in the IWGCEP. Evacuate IWGCEP items in accordance with reference (ad). Evacuate survey equipment per TI-4733-OD/21, the Survey Instrument Calibration Program.

(3) MMO will monitor TMDE schedule and reconcile monthly with the commodities to ensure TMDE are calibrated and properly scheduled.

10. SAFETY

a. Subordinate unit's safety procedures are to be in accordance with all Marine Corps orders, higher headquarters, and unit-level safety SOPs.

b. The unit's safety program is ultimately the commander's responsibility. However, it is incumbent upon all commodity OICs to ensure that maintenance occurs in a safe environment. This will not only ensure force preservation, but also increase maintenance productivity.

c. A comprehensive review of safety programs should occur yearly by reviewing and updating all applicable safety orders.

d. Safety training for all maintenance personnel will be integrated with other maintenance training and will be annotated in the unit's annual training plan.

## CHAPTER 3

SUPPLY SUPPORT1. GENERAL INFORMATION

a. To ensure continuity across the supply system, all units will follow higher headquarters policy regarding the requisition and management of repair parts and materials.

b. The key to an effective maintenance program is availability of sufficient repair parts and materials to perform equipment maintenance. Accurate identification of required repair parts and timely processing of demands with aggressive follow-up actions on pending demands is essential.

c. Reconciliations must be documented and occur, at minimum, on a weekly basis. These reconciliations will ensure accurate and actionable information increasing requisition efficiency and readiness. At least once a month, these reconciliations will be attended by a SNCO or Officer from each commodity.

d. The MMO must ensure that maintenance demands are processed in a timely manner and that all appropriate follow-up actions are taken.

2. REPAIR PARTS REQUEST SYSTEM. The performance of maintenance services requires that the equipment owner open a service request in accordance with current Global Combat Support System Marine Corps (GCSS-MC) procedural notices. When repair parts or materials are required to complete such services, prepare a service request with parts requirement per current GCSS-MC procedural notices.

a. Service requests with parts requirements will be submitted to the supply section for processing in GCSS-MC, to order and track repair part requisitions.

b. Assign requisition priority designators and establish necessary controls for their proper use per references (j and ab). Priority assignments for requisitions must be consistent with the applicable service requests. Supervision and frequent verification must occur to ensure that all items are shipped in accordance with their previously established required delivery date.

c. When a valid NIIN cannot be used, order the repair part as a non-system item (NSI) using the unit's local open purchase request process. When ordering a NSI the commodity/maintenance officer will review the request to verify that the part number does not have a corresponding NSN and that the SMR code is within the unit's LOM.

### 3. REPAIR PARTS CONTROL

a. Maintenance activities are not authorized to maintain repair parts or components except those associated with specific service requests or associated with demand-supported stock. Upon receipt of requested repair parts, use one of the following courses of action:

(1) When an item of equipment is in active maintenance production, identify the repair parts with the item and turn them over to the mechanic/technician for immediate application.

(2) When an item of equipment requires multiple repair parts which are to be applied at one time, receive and identify incoming repair parts with the end item and place the repair parts in a Locator parts bin until the end item is scheduled for maintenance.

(3) Excess repair parts, materials, or Secondary Reparables (SecRep) will not be held by maintenance shops. Identify excess repair parts to unit supply section for roll-back.

#### b. Demand-supported Items

(1) The primary goal for maintaining demand-supported items is to place fast moving, low-cost repair parts at the same location as the mechanic/technician who applies them. Stocking these items at the maintenance commodity allows an expedited return of critical assets to an operational status; accordingly, it is imperative the commanders monitor demand-supported items usage to ensure that only required parts are stocked and to prevent these items from becoming an undue logistical burden.

(2) Commands may maintain demand-supported items as long as they meet the stockage criteria in reference (h). Stockage levels for eligible items will be in accordance with reference (h).

(3) When it is determined that a demand-supported items will enhance the maintenance effort, commodity manger will submit a request via the MMO and supply officer to the unit commander for approval. The letter will contain, at a minimum, the following information concerning the items authorized for stockage:

- (a) Nomenclature
- (b) NSN/Part Number
- (c) Maximum Quantity
- (d) Minimum Quantity
- (e) Operating Level
- (f) Customer Wait Time (CWT)

(g) Unit of Issue (U/I)

(h) Unit Price

(i) Extended Price (for the Quantity Authorized)

(4) Commanders will review and approve (in writing) items for demand-supported items at least annually. If an enclosure is used to list the demand-supported items, the commander must initial each page of the enclosure. Once established, the (MMO) and supply officer will review the demand-supported stockage listing quarterly to ensure the expenditure of funds is consistent with the needs of the unit. Periodic reviews during the year will be conducted by the MMO or commodity manager to ensure demand-supported stockage levels are maintained at the appropriate range and depth. Additionally, the commander may approve changes to this listing based on quarterly reviews.

(5) Once approved, units will use GCSS-MC to manage demand-supported items.

(6) Inventory adjustments to demand-supported inventory will be executed in accordance with reference(h): inventory; balance record transactions; and adjustments procedures.

c. Broken Unit of Issue

(1) Broken U/Is of common hardware (e.g., bolts, nuts, screws, or washers) costing less than or equal to \$5 per U/I which are ordered against a corrective maintenance service request or task that do not meet DEMAND-SUPPORTED ITEMS criteria, do not require further control or accounting once the U/I is applied to the equipment. The leftover portion will be displayed in a parts bin, in plain view of the shops maintenance personnel, and used until exhausted. Strict control and accountability is not required, but maintenance supervisors must ensure mechanics/technicians know how to use the on hand supply before ordering more.

(2) Broken U/Is not considered common hardware or costing more than \$5 per U/I will be added to the authorized demand-supported stockage listing (or placed on a locally established broken U/I listing in cases where a demand-supported stockage list has not been established). They must be identified on the list as broken U/Is and reflect the date they were added to the list. They may be retained as a demand-supported items item until exhausted.

(3) Third party provided or stocked demand-supported items bins, such as contracted bolts and nut bins etc., are not authorized. These third party vendors circumvent the supply chain, do not build usage data and are normally funded from outside the maintenance budget.

d. Cannibalization and Selective Interchange

(1) Cannibalization

(a) Definition. Cannibalization is the removal of serviceable parts or components, without replacement, from one unserviceable end item of equipment in order to install them on another unserviceable end item of equipment. The purpose of cannibalization is to restore equipment items to operational condition when those items are required for mission accomplishment and the required repair parts are not readily available through the supply chain.

(b) Authority for approving and conducting cannibalization. Marine Corps Logistics Command (MCLC), as the Marine Corps ground equipment inventory manager per reference (aj), is the sole approval authority for cannibalization. Cannibalization will be requested and approved via the recoverable item report (WIR) process per the GPN. Commands and maintenance activities will submit WIR cannibalization requests and MCLC will respond with disposition instructions authorizing removal of repair parts from the WIR equipment item. When cannibalization has been authorized by a MCLC item inventory manager, serviceable parts will be returned to the supply system for accountability and reissue. Commands and maintenance activities will not conduct cannibalization with the objective of building an inventory of operational stocks.

(c) Documenting cannibalization. Commands and maintenance activities will use the cannibalization advice code "CN" in GCSS-MC when parts or components are removed from equipment that will not be returned to service and applied to other equipment in order to render it operational. An electronic copy of the WIR authorizing the cannibalization will be attached to the service request within GCSS-MC.

(d) Unit internal inspections will include a review of all service requests that contain cannibalization advice codes and the supporting documents.

(2) Selective-interchange

(a) Definition. Selective interchange is the controlled removal and replacement of an unserviceable repair part or component from one end item with a serviceable part or component from another end item to return the end item to an operational status. Parts or components must be exchanged between end items for the action to qualify as selective interchange. A requisition for the replacement part or component may be used in lieu of the actual unserviceable part or component in the exchange.

(b) Authority for approving and conducting selective interchange. Unit Commanders are authorized to approve and conduct

selective interchange under the conditions specified in the following paragraphs and per reference (ai). Selective interchanges will be endorsed by the MMO and approved in writing. Delegation of approval is not authorized. In the event the commander is not available the request must be approved by the appointed acting commander or the next higher headquarters.

1. The equipment receiving the part is required for immediate operations or training and the equipment providing the serviceable part does not become uneconomical to repair once selective interchange is conducted.

2. The maintenance activity performing the selective interchange has the authority to remove and replace the part(s) identified for selective interchange based on the source maintenance recoverability (SMR) code.

3. Supporting maintenance activities must obtain approval for the commander of the unit that owns the equipment from which the serviceable part or secondary reparable is to be removed.

(c) Documenting Selective Interchange

1. Commands and maintenance activities will use the selective interchange advice code "SE" in GCSS-MC when serviceable parts or components are removed from equipment in exchange for unserviceable parts or components.

2. Selective interchange approval letters will contain the following information: owner AAC; end item TAMCN, serial number, and service request number; repair part NIIN, nomenclature, requisition document number, current status, and estimated shipping date (ESD). An electronic copy of the approval letter will be attached to the service request, in GCSS-MC, on which the selective interchange was performed.

(d) Unit MMOs and maintenance commodity managers will review selective interchange requests and ensure that selective interchanges do not adversely affect the repair cycle time for dead lined equipment. Unit internal inspections will include a review of all service requests that contain selective interchange advice codes and the supporting documents.

e. Repair Parts Reclamation. Reclamation of repair parts and components from Defense Logistics Agency-Disposition Services (DLA-DS), or similar sources, will be accomplished only with the approval of the unit commander. Maintain strict accountability of such repair parts and components according to current GCSS-MC procedural notices to verify excesses are not held. The source maintenance recoverability (SMR) code will translate to the maintenance level authorized to recover the reparable item: Code "O" in the 3rd, 4th, and 5th positions of the maintenance and recoverability codes denotes

"Field LOM", Organizational Category. Code "F" in the 3rd, 4th, and 5th positions of the maintenance and recoverability codes denotes "Field LOM", Intermediate category. Code "H" in the 3rd, 4th, and 5th positions of the maintenance and recoverability codes denotes "Field LOM", Intermediate category, component Repair Activity. Code "L" in the 3rd, 4th, and 5th positions of the maintenance and recoverability codes denotes "Depot LOM" for Marine Corps programs only. Code "D" in the 3rd, 4th, and 5th positions of the maintenance and recoverability codes denotes "Depot-LOM" for Marine Corps programs only.

(1) The authorized reference for the maintenance code of the SMR code is listed in the equipment appropriate stock list (SL) or TM. The SMR code in the appropriate SL or TM is for the specific part to an end item.

(2) When no SMR code can be found in either the appropriate SL-4 or TM, use the SMR code listed in the SL-6 or Federal Logistics data (FedLog). When the appropriate SL-4 or TM lists a SMR code different from the SL-6 or FEDLOG SMR code, use the appropriate SL-4 or TM SMR code. When any part obtained from DLA-DS is required to repair an item of equipment, record its usage in GCSS-MC using advice code "SC". This usage accounting for parts obtained from DLA-DS does not differ from the AIS accounting of parts obtained through regular channels.

e. Locators. A locator parts bin, also known as a layette, is a secure area where parts received are stored while waiting to be placed on the equipment. The area can be a shelf, box, or similar storage area. All small parts from the same service request are kept together in the same locator parts bin assigned to that service request. Maintenance commodity managers are responsible for the control and maintenance of locator parts bins. These are a means of controlling and accounting for repair parts. The locator parts bin will be established when the first repair part is received or storage is required for removed serviceable parts. The following guidance is provided:

(1) Update the location, in GCSS-MC, of all parts if they are transferred from one locator parts bins to another.

(2) All repair parts must be debriefed from location parts bin prior to closing the service requests per current GCSS-MC procedural notices.

(3) All on hand repair parts must be associated to; a locator parts bins, approved pre-expended bin, or listed as a broken unit Of issue item. Any other on hand repair parts must be returned to supply for disposition/rollback.

(4) Repair parts held in locator bins must be inventoried by the layette clerk weekly and by the shop maintenance officer/chief every two weeks. Validation procedures will be in accordance with

Appendix C of reference (n) and the procedures outlined in this manual.

#### 4. DIRECT EXCHANGE (SECONDARY REPARABLE ITEMS PROGRAM)

a. General. References (h) and (z) contain policies for the use, control, management and amplified application procedures for maintenance management of the Marine Corps Secondary Reparable Items Program.

b. Information. The secondary reparable items program provides a pool of serviceable components available for direct exchange of unserviceable like-items. The program consists of two categories: depot reparable ("D" and "L" coded) at depot-level of maintenance (LOM), and field-level reparables ("F" and "H" coded) at field LOM at the intermediate or component repair activity. Determination of support requirements is as follows:

(1) Depot Reparables "D" or "L" Coded. Depot repairable items are those components identified by a "D" or "L" in the 5th digit of the source, maintenance and recoverability (SMR) code. Maintenance sections will return all "D" and "L" coded items to the reparable issue point (RIP). Only the RIP is authorized to order replacement secondary reparables from the supply system.

(2) Field-Level Secondary Reparables (SecRep). Field-level SecRep items are those items identified by an "F" or "H" in the 5th digit of the SMR Code as listed in the Marine Corps SL 6-2. The recoverability code will translate to the maintenance level authorized to condemn the reparable item. Example, "F"- Field LOM at the intermediate maintenance activity.

c. The authorized reference for the SMR codes is the equipment SL-6 first, as it is updated more often. The SL-4, repair parts list, can also be used. The maintenance code in the SL-4/repair parts list is for the specific part within the end item. If there is no applicable SL-4, then the SMR code cited in the appropriate TM should be used. If a part is used more than once on an end item, it may have different maintenance codes listed in the SL-4 series due to its applicability within the equipment.

d. Maintenance sections will determine what SecRep items are available for exchange at the RIP via GCSS-MC.

e. Using units will initiate direct exchanges with the RIP facility per the procedures established by the RIP.

f. The receipting process is conducted by supply. When SecRep items are picked up from the RIP the replacement SDN DD-1348 must be taken to supply in order to finalize the order and remove the doc from the DASF.

g. Weekly reconciliation of backorders will be conducted between the RIP, corresponding unit supply officer and maintenance representative.

#### 5. INTRODUCTION OF NEW EQUIPMENT

a. New equipment requires the same degree of operator training, maintenance training, repair parts, and supporting tools and test equipment as equipment already in use.

b. Headquarters Marine Corps will publish a support concept in the form of a fielding plan under which new items of equipment will be issued, implemented, used, and maintained. Notification will come in the form of electronic publications and Automated Message Handling System (AMHS) messages.

#### c. Responsibilities

(1) The MMO, supply officer, and commodity managers will review the fielding plan for each new item of equipment, with particular emphasis on the support concept, total quantity, and associated requirement (e.g. training and facilities).

(2) Ensure that all new items of equipment received are kept in an administrative deadline (ADL) status until authorized to be placed in service by the program manager via naval message.

(3) Verify readiness reportable assets are reported on the unit supply "S" readiness report.

(4) MMO will maintain a list of all MARES equipment under warranty.

(5) Verify PQDRs and supply discrepancy report (SDR) are submitted as necessary.

(6) Verify an acceptance LTI is conducted.

#### 6. VALIDATION AND RECONCILIATION

a. Validation involves confirmation of required repair parts and end items, cancellations, receipts, scrounges, and current status. When confirming requirements, the customer must verify that the need still exists, and that the requisition is resident in the supply system.

b. Reconciliation is the process by which a unit verifies that validated requirements are properly logged within the AIS output reports and data.

c. MAL/supply "S" readiness report reconciliation should occur bi-weekly. However, it must occur at least monthly. The active due

in status file reconciliation will occur at least weekly between the supply officer, MMO and commodity manager.

d. Reconciliations and Validations will be recorded with the minimum information of date, time, individuals present (include section/commodity, printed name and signature) and areas of concern.

7. TOOL SETS, CHESTS, KITS AND COMPONENTS OF PRICIPLE END ITEM'S

a. References (h and n) establish the criteria for the accountability of tool sets, chests, kits and SL-3 items. All units will maintain a copy of the applicable SL-3, SL-3 extract, or applicable inventory listing in the tool kit, set, chest, or in a file folder. The tool NCO/commodity manager will maintain the inventories in a secure area. The unit's MMO, supply officer, and maintenance officer will match tool sets, kits, and chests to the T/E and allowance list to ensure all items are on hand. Additionally, those individuals will conduct an inventory on those common tools for which the unit commander has established allowances. MMO's will provide supervision of control measures applicable to tool sets, kits, and chests.

b. Inventory Criteria. Use the following criteria to determine the minimum frequencies of inventories:

(1) Conduct quarterly inventories of SL-3 items, individual power tools, tool sets, chests, and kits, which are in use and not banded to prevent pilferage.

(2) Conduct annual inventories of all SL-3 items, individual power tools, and tool sets, chests, and kits which are not in use and have been banded and securely stored to prevent pilferage.

(3) The RO or individual designated by the RO and the individual to whom the equipment is issued will conduct the inventory. All inventories will be supervised, and the individual supervising the inventory will ensure that the inventory is conducted properly and corrective action has been initiated. Discrepancies must be noted during inventories in accordance with references (c), (h), and (aa).

(4) The owning unit will order shortages within sets, chests, and kits discovered at the time of initial issue from the supply system, with the exception of those items which are not the using unit's responsibility. If this is the case, also submit a record of discrepancy (ROD) per reference (aa).

(5) Maintain inventory control forms for one year in accordance with reference (ab). Inventory control forms will contain the signatures of the individual conducting the inventory, individual supervising, the date of the inventory, and a listing of all component tool kits.

c. Maintenance. Inventories will include an inspection of all

tools for accountability and cleanliness. Tools will be free of rust and dirt and maintained in accordance with reference (af). Tools that are unserviceable will be repaired/replaced in a timely manner.

d. Replenishment. Make replacement of tool sets, chests, or kits and individual hand/portable power tools by submitting additional demands to the appropriate supply support activity, DLA, direct support stock control (DSSC) activity, or commercial vendor. Using units must budget for replacement of those items that become unserviceable through normal use. Commanders must ensure that each missing/unserviceable component is placed on order and that the supply section maintains current validation of these documents. If the tool is not in stock at DSSC or available through the supply system, an open purchase is authorized.

e. Excess. Return excesses resulting from changes to authorized allowances, quantity changes, or any other condition that generates excesses to the supply system. Maintain a copy of the authorization for special allowance tools on file in the commodity area. Maintain locally produced inventory forms, similar to forms displayed in reference (ab), for all special allowance tool sets on file.

f. As Required

(1) Commanders must authorize, in writing, all "as required" items associated with SL-3 extracts. Any pages attached to the letter must contain the commander's initials. The authorization letter will at a minimum contain the following information:

- (a) End Item TAMCN
- (b) End Item Quantity
- (c) AR Items NIIN
- (d) AR Items Nomenclature
- (e) AR Unit of Issue
- (f) Quantity authorized to be maintained

(2) Using Unit Responsibility Items (UURI). These are items that are not issued with the end item during initial provisioning and subsequent fielding. The using unit must requisition items in this category. The commander may authorize, in writing, the unit to hold less than the stated quantity. Additionally, where "AR" (as required) is the stated quantity, the commander must establish, in writing, the authorized quantity to be held by the command even if the quantity to be maintained is zero. To facilitate this requirement, units should add the following statement to their commodity as required letters: "Unless otherwise stated in the enclosure, the quantity to be maintained for items with a U/I of 'AR' will be zero". Place a copy

of the letter in all pertinent SL-3 extract folders. These quantities will be reviewed and updated at least annually. The authorization letter will at a minimum contain the following information:

- (a) End Item TAMCN
- (b) End Item Quantity
- (c) UUIR Items NIIN
- (d) UUIR Items Nomenclature
- (e) UUIR Unit of Issue
- (f) Quantity authorized to be maintained

(3) UURI's that are identified as having a type 1 or 2 TAMCN should be validated against the unit's T/O&E and accounted for on the unit property records. These items remain in the unit and are not transferred with an end item during redistribution, rebuild or other changes in custody. An exception would be a directed redistribution because of force modernization, retrograde, or a unique maintenance requirement where the UURI is not needed by the unit but may be of use with the associated end item.

g. Secure tool sets, chests or kits issued to individuals when not in the custody of the individual. Maintain tool boxes held in the section's tool room for issue to individuals in an area secure from pilferage. Units will establish logbooks in tool rooms to account for issues and receipts of special/component tool kits and individual tools.

h. Commanders will establish specific periods for the conduct of tool accounting and inventories in their unit's training schedule.

## CHAPTER 4

MAINTENANCE TRAINING1. GENERAL INFORMATION

a. Maintenance and maintenance management training is a command responsibility. Reference (d) establishes the training management process for the conduct of individual and collective training. Reference (y) addresses tasks, conditions, and standards to be used to determine individual proficiency and to establish training plans within the unit. References (v and w) provides policies, procedures and instructions for the conduct of training within the unit. Every unit has the responsibility to implement maintenance and maintenance management training commensurate with its level of authorized maintenance and maintenance management personnel.

b. The Base MMO and other base commodity managers with maintenance-related functions will provide supervisory and skill-progression training to complement unit programs through scheduled training and assist visits. Formal courses of instruction will be coordinated by Headquarters and Service Bn (S-3), while unit training will be coordinated by the individual commodity section. However, to ensure training is emphasized and conducted properly, the command must take an active interest in its completion and ensure that maintenance training is listed on the unit's training schedule.

c. The effective planning for, and execution of, maintenance training is a collective staff effort. Of course, the commanding officer must provide his intent and guidance to establish his training goals. The maintenance management officer and the operations officer must take the commander's training guidance and de-conflict other training priorities. Once the training has been planned, all other levels of leadership must ensure that the training is properly supervised and recorded.

d. Commodity managers in coordination with the MMO will conduct a thorough review of the unit's maintenance training posture to determine what specific training areas will receive emphasis during the upcoming year. Compile this information and submit it to the S-3 for inclusion to the annual training plan.

2. TRAINING REQUIREMENTS

a. Maintenance and maintenance management training programs must be contained in the unit's published training schedule. Units will conduct monthly maintenance and maintenance management training at a minimum of one hour for supervisors and two hours for subordinates. Commanders will include the minimum time requirements for maintenance and maintenance management training requirements in the annual

training plan. Unit's material readiness briefs are considered training and should be documented as such.

b. To ensure that eligible personnel are attending career progression schools, the MMO must work in concert with the operations officer to identify available schools in support of the unit's maintenance and maintenance management personnel.

c. Commanders must ensure that only qualified personnel are nominated for school seats. Additionally, a long-term plan must be in place to balance the need to send Marines to resident schools, and the requirement to maintain specific maintenance capabilities at the unit.

### 3. ON-THE-JOB TRAINING (OJT)

a. OJT is a valuable process, but must be closely supervised by trained personnel to be effective. Supervisors must ensure that the training is focused to meet specific goals and is scheduled with the proper amount of time to meet these goals. Additionally, the Marines participating in OJT must be tested periodically to ensure that knowledge and proficiency is being gained. The results of this testing should be recorded to ensure the OJT program is effective.

b. In some cases, adequate subject matter expertise is not available to supervise OJT. In these situations, contact higher headquarters with the established training requirements. Assistance will be provided by either adjacent units or higher headquarters.

c. To maximize effectiveness, OJT should be paired with Marine Corps Institute (MCI) distance learning courses to establish mutually supportive learning. Some recommended resources are: maintenance and maintenance management related MCIs and Marine Net courses.

### 4. TECHNICAL TRAINING

a. Although there is not a lot of variety of equipment resident in MCBQ units, mechanics must be well trained in technical matters. In addition to previously established training programs, a training program shall be established for all newly fielded gear sets. Often, this is conducted by mobile training teams or by the manufacturer. Additionally, this type of technical training should occur for all newly assigned Marines unfamiliar with the unit's gear set.

b. Periodic evaluation of technical knowledge is essential to ensure the retention of knowledge by all required Marines. Although no time requirement is established in this SOP, this evaluation should be scheduled in the unit's and commodity training schedule and should support T&R and individual training standards. Additionally, this evaluation is a method of determining what refresher training is required.

c. Due to the large amount of various tools and TMDE, particular focus should be placed on ensuring that Marines are well trained in these items. This training should not only include the proper use of these items, but also safety and accountability procedures as well.

#### 5. CROSS-TRAINING

a. While the cross-training of maintenance personnel is not directed by this or higher headquarters, it is encouraged as a personnel management tool to be used at the organizational level to assist the unit's maintenance effort. Additionally, cross-training provides the maintenance leadership increased flexibility in performing maintenance operations.

b. When cross-training is used, MMO's will verify that:

(1) Cross-training of personnel is being accomplished to fill a commander's requirement. This training can range from a very limited scope to one which resembles the array of skills acquired in MOS schools.

(2) Maintenance personnel conducting the cross-training must keep accurate records of all unit personnel who have been cross-trained and the depth of the training received.

c. Although cross-training is a valuable tool, commanders should be advised that cross-trained personnel are not fully qualified with an additional MOS. Therefore, school-trained Marines must retain their duties as the primary mechanics, while the cross-trained personnel can provide overflow capabilities.

#### 6. TRAINING RECORDS

a. Training records provide leaders with the means to efficiently administer unit level training programs. Without such records, the training program may suffer from an inadvertent omission of necessary training.

b. Commanders will ensure that a T&R evaluation sheet is maintained for all Marines in their unit or commodity.

c. The unit sections/commodities and MMO will maintain a copy of the following records for a minimum of one year (digital copies are permitted):

(1) Annual Training Plans. Annual training plans contain information on training planned for the upcoming calendar year.

(2) Attendance Roster. Legible attendance rosters for each period of instruction will be maintained with the topic covered and the instructor.

(3) Class Lesson Plans. Class lesson plans will be maintained for all classes taught. These should contain a brief summary of class material and its application within the unit.

(4) Instructor evaluation. Instructor evaluation forms for each class will be maintained.

## CHAPTER 5

INSPECTIONS/VISITS1. GENERAL INFORMATION

a. In an effort to ensure effective and efficient maintenance management procedures, a formal inspection program has been established within both the Marine Corps and MCBQ. The primary inspections that occur are the Field Supply and Maintenance Analysis Office (FSMAO) and the MCBQ Command Inspection Program (CIP). In addition to these inspections, the unit commander shall establish his own internal inspection program. These inspection programs are mutually supportive and will ensure compliance and effectiveness of all maintenance-related processes within a unit.

2. FORMAL INSPECTIONS

a. Formal inspections are announced in advance and a standard procedure for the conduct of the inspection is published. A standardized checklist has been established and will be used by the inspection team. These inspections are not only used to determine current discrepancies, but also to examine current processes in an effort to make inspected units more effective and efficient. Formal inspections become the primary activity of the inspected unit during the inspection, with personnel and equipment being made available to the fullest extent possible.

b. A commander should prepare for these inspections by conducting internal inspections using the established checklist. The FSMAO checklists are available on the FSMAO website or can be obtained by contacting the Base MMO. Following the inspection, a unit inspection report is given to the inspected unit. The inspection checklist becomes the skeleton for this inspection report, presenting a logical sequence of discrepancies, and providing information for a summary analysis of the inspected unit's readiness.

c. Commanders will conduct a formal internal inspection of equipment, maintenance, and maintenance management procedures at least annually and ninety days prior to a FSMAO inspection. Units are directed to include unit inspections in their annual training plan. All commodities are subject to unit inspections. These inspections should not be scheduled near other inspections to ensure maximum effectiveness. In order to be effective, commanders must ensure corrective action is taken on discrepancies and trends identified during the internal inspection. Once complete, the internal inspection report will be kept on file in the MMO for a minimum of two years.

d. When a FSMAO or CIP inspection is conducted, corrective action taken will be validated. The corrective action plan (CAP) must be

submitted to higher headquarters and will be validated against the original inspection results. The FSMAO inspection CAP is due to MCBQ G-4 within 30 days of the receipt of the final report. The CIP CAP is submitted in accordance with reference (ak).

3. INFORMAL INSPECTIONS. Informal inspections may examine the entire unit or functional areas within the unit. A spot-check inspection of equipment or personnel in the conduct of routine operations is an example of the simplest of informal inspections. The instructional aspect of this type of inspection may be more readily achieved when the informal nature of the inspection is emphasized. Inspection checklists may be prescribed and either written or oral reports may be rendered. Informal inspections shall supplement formal inspections and not conducted in lieu of them.

#### 4. FSMAO/CIP VISITS

a. FSMAO teams analyze the management and performance of equipment maintenance within the Marine Corps and are used to evaluate the effectiveness of equipment maintenance in supporting the organization's operational objectives. As part of the analysis, they determine the command's compliance with maintenance directives and publications issued by HQMC. Because the visit is designed to determine the compliance with published directives and publications, the only way to prepare and ensure unit success is by conducting all functions of maintenance management and supply procedures in compliance with established, HQMC-approved procedures.

b. CIP inspections enhance unit readiness, ensure compliance with higher headquarters orders and directives, preserve a culture of accountability and discipline, and reinvigorate traditional Marine Corps inspection skills per reference (ak). The primary method for accomplishing this is through centralized inspections of every unit within MCB Quantico. Units will be inspected in core functional areas (FAs) and troop events. These inspections are coordinated by the Office of the Base Inspector General.

5. COMMAND MAINTENANCE MANAGEMENT INSPECTION (CMMI). The CMMI will be conducted on each activity's maintenance/commodity area annually or as part of the CIP. The Base MMO will coordinate the inspection and request technical personnel to augment the inspection team as may be required. The CAP compliance inspection of discrepancies will be conducted by a team from the Base MMO.

#### 6. INSPECTION REPORTS

a. Following all inspections conducted with external agencies, an internal debrief shall be held to ensure that all parties are aware of the inspection's findings. This debrief should describe strengths, weaknesses, and recommended corrective actions.

b. In addition to the internal debrief, an inspection report shall be submitted to the commander following the inspection. Additionally, the inspected unit's higher headquarters should consolidate and analyze inspection results. This report should be kept on file by the MMO of the inspected unit for a period of two years.

## CHAPTER 6

FACILITIES1. ASSIGNMENT AND RESPONSIBILITIES

a. In order to ensure that maintenance is conducted safely, effectively, and efficiently, every unit conducting maintenance must have proper facilities to complete these maintenance actions. Although it is often beyond the unit's control to choose where assigned maintenance facilities are located, every unit, along with its leadership, can positively impact this maintenance factor. The Commanding Officer should ensure that his subordinate leaders and staff are taking pride in the assigned facilities to ensure that these maintenance areas remain clean and safe. The Maintenance management officer should work closely with the S-4/Commodity Managers to ensure that all maintenance facilities have the required space and auxiliary equipment to safely conduct maintenance.

b. If current maintenance facilities do not support the established requirement for space, all efforts will be made to utilize and reallocate space within the unit's ownership before requesting additional facilities to higher. The unit's Commanding Officer will request new/additional facilities from the commander, via the AC/S GF. This request must include justification as to why the current facilities are inadequate to perform the current mission.

2. STORAGE AND CONTROL

a. In many cases, not all equipment on-hand is required due to operational tempo or low mechanic-equipment ratios. In many of these cases, storage programs for excess gear remain a viable option.

b. Long-term storage of equipment should only come after a thorough mission analysis of equipment is conducted. Long term storage requests must be submitted by the commander to the MCB Quantico G-4 for approval. Further information regarding these programs can be found in chapter 8.

## CHAPTER 7

PUBLICATIONS

1. GENERAL INFORMATION. Units must have all publications associated with the operation and maintenance, for authorized levels of maintenance only, of all equipment assigned and in their possession. Along with the equipment associated publications units must possess the publications that provide policy or procedures for tasks accomplished at their unit. Detailed steps to determining required publications are identified in Reference (c), Appendix b.

a. Unit Publications Listing (PL). All MCBQ units will use the Marine Corps Publications Distribution System (MCPDS) to manage their unit PL. MCPDS allows the designated user to view the current listing of publications, manage the unit's PL, and order publications online. Reference (b) outlines the responsibilities for PL management.

b. Section Libraries. Section libraries will be managed using the Publication Library Management System (PLMS). PLMS provides the user an automated SL-1-2/1-3 with the ability to mark publications as required, record on hand quantities, and establish the location of publications within the library. PLMS also provide multiple output reports and is updated every month.

c. Annual Publications Listing (PL) review. A complete review of the unit PL is required on an annual basis. Units will schedule, conduct and document these annual reviews in the form of an LOI. The previous year PL reviews, with documented changes, will be retained in the S-1.

d. Quarterly publication validation and reconciliations are necessary in order to ensure that all required publications are on hand or on order. Units will publish a schedule and document the accomplishment of the reconciliation and validation events.

e. Electronic Publications

(1) On hand publications can be electronic.

(2) Electronic publications must be included on the section library list and unit PL. In these cases, the location field in PLMS can describe to the user where to find the pub (e.g. CD 1, Unit MMO SharePoint under shared documents).

2. RESPONSIBILITIES

a. S-1 Officer. The responsibility for an effective unit maintenance and maintenance management effort, to include a technical publications control system, rests with the commander. As the directives control point, the overall operation of a unit's

publications control point and publication distribution is the responsibility of the S-1 officer with the assistance of the MMO and other commodity managers. Accordingly S-1's must:

(1) Gain access to MCPDs in order to manage the unit PL and establish automatic distribution for required publications. Additional information on automatic distribution can be found in References (b) and (c).

(2) Manage the internal distribution of publications within the unit. The creation of the internal distribution list (IDL) is an automated function of PLMS, and is accomplished by the directives control point (DCP) or UPCP. The UPCP must collect all of the commodities' PLMS library data files from all sections. These data files are then merged to create the IDL in PLMS. The IDL from PLMS lists all publications marked as required in the unit and the subordinate section library's on-hand and deficient quantities.

(3) Schedule and conduct an annual PL review and quarterly back order validation.

(4) Establish publications requisition documents and procedures for the unit. Requisition forms should include the following information; Section name, short title, publication control number (PCN), required quantity, and OIC or SNCO approval. These forms should also identify if there is a required PL change or the publications is ordered as a replacement due to wear or loss. These forms can be used during the quarterly back order validation if a status column and last date of reconciliation are included. The MMO can provide an example document upon request.

b. Maintenance Management Officer

(1) Assist the S-1 with the PL management, annual PL review and establishing internal distribution.

(2) Provide training to sections and commodities on publications management and PLMS.

(3) Review publications libraries during internal inspections verifying that those publications shown in the current PLMS as applicable to the types of equipment and LOM authorized the unit are on hand or on order. Modification Instructions will be maintained in order to ensure the timely application of modifications. On hand publications must be complete and serviceable.

(4) Ensure sections and commodities conduct the monthly PLMS update.

(5) Review desktop procedures for publications NCOs during internal inspections.

(6) Recommended changes to publications. Unit MMOs will serve as the central point for submission of changes to publications. The MMO will include the NAVMC 10772 and change submission process in the annual maintenance related training schedule.

c. Section or Commodity OICs

(1) Appoint a publication NCO in writing.

(2) Establish a publication library or libraries for all assigned equipment and required tasks, using the steps identified in Reference (n), Appendix B. Maintaining a separate library for contingency operations is a good practice. All publication libraries require management and inspections.

(3) Update PLMS on a monthly basis and ensure required changes are applied to the library.

(4) Requisition through the DCP all required pubs not on hand.

(5) Conduct wall to wall inventories a minimum of twice a year. One inventory should be in conjunction with the unit annual PL review.

(6) Conduct quarterly inventories when a wall to wall will not be accomplished during the quarter.

(7) Establish desktop procedures for all publications NCOs. Desktops will include procedures for distribution, inventory, ordering publications and publications control.

(8) Coordinate with the unit MMO for any required changes to publications.

## CHAPTER 8

MAINTENANCE-RELATED PROGRAMS1. GENERAL INFORMATION

a. Although the focus of the unit's maintenance effort is placed on organic maintenance capabilities and activities, HQMC and higher headquarters has established numerous programs to facilitate improved material readiness. Each of these programs must be properly integrated into a unit's plan for operations and maintenance. Additionally, these programs should be fully utilized in order to improve equipment readiness.

b. Although all personnel should work to ensure maintenance-related programs are properly integrated into the unit's plan, it is incumbent upon the commander to drive this initiative. The MMO maintains the responsibility for ensuring that the commander is properly informed of these opportunities.

2. ENTERPRISE LIFECYCLE MAINTENANCE PLANNING (ELMP). This program is a HQMC-directed program focused on lengthening the lifecycle of various types of equipment. Nominations for this program should be in condition code 'F', and /or meet established criteria and submitted for recoverable item report (WIR). This gear is rebuilt or refurbished in accordance with the Master Work Schedule promulgated by LOGCOM. Equipment that has been refurbished is then released to fill existing deficiencies. A message is published quarterly directing units to provide nominations along with coordinating instructions. All other questions regarding this program can be directed to the Base's Maintenance Management Office.

3. CORROSION PREVENTION AND CONTROL (CPAC). The corrosive environment common to the Marine Corps' operating areas often causes a severe decrease in the life expectancy of equipment, which increases deadline time and maintenance costs. To facilitate material readiness and prevent premature corrosive degradation, Marine Corps Systems Command has establish corrosion repair facilities (CRF) and mobile CRF. The closest CRF is located aboard Camp Lejeune, NC and is managed by II MEF. Items inducted into the CRF will be disassembled into major components, sandblasted, and repainted with HQMC-approved CARC paint. The Base MMO will coordinate the Base's CPAC requirements and induction of equipment.

4. DEFERRED MAINTENANCE PROGRAM

a. The deferred maintenance program is intended to provide commanders the means to conserve limited personnel and fiscal resources by placing the equipment in programs that limit their use. This program consists of two related components: the administrative deadline program and the administrative storage program. Information

regarding these programs is listed in reference (n). Equipment inducted will be monitored by the unit's MMO.

b. Administrative Deadline Program (ADL)

(1) ADL is the more flexible of the two programs as it allows the unit to conserve resources without expending additional funds for the preparation of storage. Additionally, this program can be authorized by the owning unit commander. Once the decision is made to place equipment in ADL, it will be stored in accordance with reference (n). Requirements include:

(a) Identification by TAMCN, description, serial number, and date inducted.

(b) Verify that the equipment is in serviceable condition. Serviceable condition is defined as an end item requiring no maintenance except priority designator "13" non-critical repair, or replacement of SL-3 components. To be inducted into the program, any non-critical repair parts must be requisitioned and have a valid requisition status.

(c) Secure and account for complete SL-3 components before induction. Band the components with a numbered seal when appropriate to facilitate monthly inventories.

(d) The last entry in the description of work column of the PMCS service request used to induct the item into the program will be "Placed on ADL this date." Verify that the same entry is made in all vehicle record jackets and weapon record books.

(e) Optical sights inducted will be tagged with a NAVMC 1018 tag marked with the parent item serial number, date, and marked "ADL."

(f) Equipment should be placed in the program at staggered intervals to ensure balanced rotations.

(2) Equipment will not be accepted into the ADL program under the following circumstances:

(a) Equipment is deadlined.

(b) Equipment is short parts with no valid requisition.

(c) A SL-3 inventory is not completed and shortages are not on requisition.

(d) Urgent modifications are not completed.

(3) Once equipment is inducted into the program, the following specific guidelines apply:

(a) Equipment will not be removed from the program without approval of the unit commander.

(b) Equipment will not remain in the program in excess of 12 months.

(c) SL-3 equipment will not be used to fill shortages for other equipment while the associated equipment is in the program. Inventories will be conducted quarterly and all shortages will be on valid requisition.

(d) Normal procedures for routine and urgent modifications will be performed on equipment while in the program.

(e) All equipment is subject to semiannual visual inspection by higher headquarters during previously scheduled CGRIs or FSMAOs.

c. Administrative Storage Program (ASP). This program is less flexible and requires authorization from the commander. Requests for induction will be submitted to the AC/S, G-4/MMO, via the unit commander. The request will include justification, equipment TAMCN, serial # and date of induction. Once approval is granted to place equipment in the ASP, it will be stored in accordance with reference (n).

#### 5. MAINTENANCE STAND DOWN (MSD)

a. As mentioned in Chapter 2 of this SOP, units will conduct a MSD at least annually to maintain a state of high material readiness. The length of the MSD will depend upon material condition and other operational and training commitments. However, the MSD shall be at least 5 full working days. This MSD should focus not only on improving material condition, but also maintenance training and all maintenance-related administration.

b. In order for a MSD to be of maximum value, adequate preparation of personnel, resources, and equipment is imperative. The following actions are required during the conduct of a maintenance stand-down:

(1) Unit commanders and leaders at all levels must be included in planning and executing the MSD.

(2) Submit supply requisitions using the appropriate priority, taking into consideration anticipated backorder times and fiscal limitations.

(3) Verify that demand-supported stocks and quantities are inventoried, and shortages are ordered prior to the MSD.

(4) Review all personnel assignments before the MSD to verify that essential personnel are available for duty. Mechanics, technicians, and operators will not be assigned any duties that conflict with the MSD.

(5) Incorporate MSD activities in unit training schedules to include information relative to type of equipment, maintenance functions to be performed, location, dates, times, and name of Marine in charge.

(6) Limit other training (rifle range, annual training, etc) during MSD.

c. It is recommended that commanders conduct abbreviated MSDs in order to improve the readiness and availability of equipment used during exercises.

d. Coordinate with the Base Maintenance Management Office 60 days prior to the MSD to ensure that proper support and advice is provided.

6. MAINTENANCE SUPPORT TEAM. MST support is provided by the Base's Ordnance Maintenance Branch on a case-by-case basis. MSTs are used when it is impractical to deliver equipment to the intermediate support facility or when large amounts of identical or similar equipment requiring similar intermediate repairs or inspections are in one location. Commanders must consider that MSTs requirements to perform maintenance on large numbers of equipment are potentially disruptive to the timely performance of CM at OMB. Units will submit MST requests per reference (al).

7. OVERFLOW MAINTENANCE. Overflow maintenance is the maintenance within the unit's LOM but beyond its current capability because of restrictive and/or unusual circumstances and is consequently performed by another unit, usually a support activity.

a. Units will request overflow maintenance support via the Base MMO to the respective Division within MCBQ. This letter will contain the following information:

- (a) TAMCN and quantity of equipment requiring support.
- (b) Support effort required (ie CM, PM, LTI).
- (c) Resources available. Parts/kits on hand, petroleum oil and lubricants (POL).
- (d) Personnel posture.
- (e) Actions taken to facilitate corrections internally.
- (f) Commodity requiring support point of contacts.

(g) Requested date of completion.

#### 8. WARRANTY COORDINATORS AND PROCEDURES

a. All maintenance-related personnel must be aware of the processes to ensure warranty support. Reference (g) provides guidance concerning warranty programs. All commodities will appoint in writing a warranty coordinator who will be familiar with the type of equipment, warranty procedures, and act as a direct liaison with the warranty administrators, field service representatives (FSR), and the Albany Warranty Customer Service Desk. The warranty coordinator is not to participate in warranty disputes. All warranty disputes will be transmitted from the warranty coordinator to the warranty administrator at MCLB Albany for review and evaluation.

b. Upon initial fielding of warranty items, commodity managers will ensure the commencement dates and duration of the warranty are recorded in the equipment record jackets. A service request will be opened until such time all administrative processes are in place. These processes include, but are not limited to, new equipment training (NET), licensing, publications and tools on hand, and warranty procedures established.

c. Upon receipt of the equipment, or as appropriate, the commencement dates of the warranty will be recorded as a "maintenance details" note of the item instance in GCSS-MC Install Base (IB).

d. The warranty coordinator will notify the MCLB Albany warranty administrator of any failed warranty item via PQDR. In addition to the procedures outlined in the warranty item supply instruction, the warranty coordinators will complete the SF 368 (PQDR) to process through the MMO. A NAVMC 1018 inspection tag will be used on the defective part. A service request will be opened on the defective warranty item and a service request with parts requirement will be used as the source document to report repair parts provided by the warranty dealership using a "WP" advice code in order to establish usage history.

e. The MMO will maintain a list of all MARES equipment under warranty

#### 9. PRODUCT QUALITY DEFICIENCY REPORT

a. PQDRs provide information to the activities responsible for the development, procurement, or management of equipment which contain deficiencies in material, design, or function so that action may be initiated to correct the reported deficiency. The PQDR program provides the user with a system of data feedback through documented action, resolution, and specific points of contact for all phases of the PQDR process. PQDR submission criteria is listed in reference (o)

b. The unit MMO is responsible for establishing standardized PQDR procedures and all action regarding submission, control, management and coordination of the unit PQDR program, to include tracking PQDR submissions.

c. Open PQDRs will be reconciled on a weekly basis by the originator with the MMO.

d. The PQDR originator and MMO will file and maintain the PQDR for a year after the PQDR has been closed by the action point.

APPENDIX A

**GCSS-MC TO LEGACY TERMS**

<b>GCSS-MC Term</b>	<b>Legacy Term</b>	<b>Definition</b>
01A	LUBF Balance File (Report 0099)	A 'holding' area for all serviceable equipment coming in and out of the unit. Similar to Purpose Code A Condition Code A (AA). 01A works in conjunction with warehouse locators for Operational Stock.
01F	LUBF Balance File (Report 0099)	A 'holding' area for all unserviceable equipment coming in and out of the unit. Similar to Purpose Code A Condition Code F (AF). 01F works in conjunction with warehouse locators for Operational Stock.
<b>A</b>		
Active Due-In File	Active Due in file	New file name, same basic functionality.
Add Party	Document Identifier Code (DIC) YRU	GCSS-MC does not use transactions to effect changes to the database. If an item is assigned to an RO the user updates the Party Owner field.
Asset/Item Location and Serial File	RTLS	New file name, same basic functionality.
<b>B</b>		
Bill of Material	Table of Equipment/Table of Organization	Data from Total Force Structure Management System (TFSMS) is directly incorporated into GCSS-MC and it is found in the Bills of Material module.
<b>C</b>		
Calibration Report	Calibration Report	No change.
Cancel a Requisition	Document Identifier Code ZC1/B/D and Blan:8/2,8/3,8/4 cards and AK1, AK2 & AK3 (cancellation follow-up)	Same functionality as legacy however one action (AC1) does the work of six legacy transactions.
Confirmation of Receipt (COR)	Acknowledgement of receipt	A formalized and electronic process which was previously a manual process. If a Service Request has parts on order it cannot be closed until the COR is done.
Condition Code	Condition Code	No actual application in GCSS-MC. Condition Code will be derived from the last character of the sub inventory where that the item is exists.

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GCSS-MC Term	Legacy Term	Definition
Consolidated Memorandum Receipt (CMR)	Consolidated Memorandum Receipt (CMR)	Same functionality as legacy system however, all installed base equipment will require assignment to a responsible officer and subordinate unit code (to include warehouse equipment).
Cost Account Code (CAC)	CAC	4 digit data segment which is utilized to classify transactions to their purpose "why" funds were spent and who supported it.
Custody Receipt	ERO Copy - Yellow	Same functionality. New name.
<b>D</b>		
Debrief	Document Identifier Code ZZZ	A separate manual step to show final usage of an item and to decrement it out of inventory. In SASSY a D6T/1 generated an internal ZZZ to decrement the item off the LUBF however; GCSS-MC requires manual decrement from 01A via the Debrief process.
Demand Planning	None	Software that allows for gathering of historical demand streams to be used as a basis for driving future anticipated demand plans based on 10 generally accepted forecast algorithms. Anticipated demand events can be modeled also. Demand plan worksheets can be generated, distributed for evaluation and edits, the consolidated programmatically not a overall master demand plan to be used to drive the master supply plan through the supply chain structure.
Descriptive Flex Fields (DFFs)	80 Card Column	DFFs provide a flexible means for GCSS-MC to implement and provide customizable "spaces" within a page or pages of an application. DFF segments are added during configuration and are thereafter treated like any other type of label/data or tabular data. GCSS-MC will use DFFs to manage Marine Corps unique attributes not normally dealt with in industry (i.e. CIC or IUID). The fields that contain necessary supply codes for the processing of supply transactions (i.e. JON, Advice Code, Signal Code, etc.)

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GCSS-MC Term	Legacy Term	Definition
<b>E</b>		
Equipment Requirement	Approved Allowance Objective (AAO)	GCSS-MC incorporates the data from Total Force Structure Management System (TFSMS) directly into GCSS-MC and it is found in the Bills of Material
<b>F</b>		
<b>G</b>		
Group	Responsible Unit Code (RUC)	Same functionality. New name.
<b>H</b>		
History Due-In File	HDIS	New file name, same basic functionality
<b>I</b>		
Install Base  <i>*Oracle Install Base (IB) is an application within GCSS-MC that will allow the Marines to track and manage items (or assets) throughout their life cycle. Items or assets are individually identified and can be tracked regardless of region, command, location, or status. An item or asset that is tracked within IB is known as an 'item instance' or simply an 'instance.' Each instance has a unique identifier (Instance ID) that functions much like IUID does today.</i>	Consolidated Memorandum Receipt (CMR)	This file is the combined LUAF (MAL), Retail Inventory (RUIAF), and Retail LocSerf (CMR Serial Numbers) contained within GCSS. This file is NIIN/AAC/SUC/SerNbr based and reflects what a unit has "On Hand" (By Serial Number if/when required). Although these Install Base items are mostly Principal End Items (PEI), there are some non-serialized assets that will be tracked in Install Base. The Install Base will record the unit that "owns" the item, the item location, and the accountable and responsible officer.
Install Base Instance	None	A unique tracking numbered instance of a specific installed base record that would define a particular customer unit (UIC) to the individual assets they are responsible and accountable for down to the level of the responsible and accountable officer per asset.
Install Base Item Instance	Record Jacket	The new GCSS-MC term represents a function of the Install Base Item Instance which records routine and detailed information about a particular item.
Internal Commitments	None	Expenditures incurred by internal activities. No impact within USMC processes.

GCSS-MC Term	Legacy Term	Definition
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APPENDIX A

<b>Internal Sales Order (ISO)</b>	<b>Requisition</b>	<b>Created in the NIPR Instance (Deployed or Enterprise). A resupply authorization for an internal supply network that allows for both customer demands and receipts within that supply chain model.</b>
Inventory Organization (IO)	Unit Type	The Oracle term for a specific entity. For GCSS-MC, there will be one Inventory Organization for each AAC that exists. AAC is not being replaced.
Inventory Organization File	AIT (Automated Inventory Technology)	New file name, same basic functionality.
Item	None	Specific identifier that is at the "heart" of the software solution that signifies to the new system the goods/or services throughout the system. Analogous to item number, part number, SKU (stock keeping unit) etc. In the case of GCSS-MC it is the NIIN portion of the NSN.
Item Master File	Master Header Information File (MHIF)	The Item Master is the file that contains item characteristics and data. The Item Master File will be populated from Federal Logistics Information System. Similar in function as the MHIF however, contains specific attributes and properties on how the NIIN is handled within the GCSS-MC environment. Attributes assigned can be TAM controlled, SECREP, not transactable, etc. In some regards the IMF takes on some legacy GABF functions.
Item Master File Attributes	Requirement Codes Source Codes	The Item Master File will contain pertinent information related to items (NIINs). The information will be maintained on the base tables, in Descriptive Flex Fields, and in Product Lifecycle Management Attributes.
<b>J</b>		
JON	JON (Job Order Number)	In GCSS-MC the legacy 14 digit JON is replaced by the 10 data "segments" used on a Purchase Order to point back to the correct line of accounting.
<b>K</b>		

GCSS-MC Term	Legacy Term	Definition
<b>L</b>		

APPENDIX A

<b>Locator</b>	<b>Location Layette/Bin/PEB</b>	<b>The ability within the inventory control hierarchy to create physical or logical "locations" within the perpetual inventory system. They could be a rack, row, bin type logic or a state of inventory like good versus bad. Not all sub inventory levels need to be locator controlled and can be configured according to needs.</b>
<b>M</b>		
Maintenance Daily Process Report	Daily Transaction Listing (DTL)	Same functionality. New name.
Maintenance Executor	Mechanic	Same functionality. Responsibilities of the ME are decided and assigned by the Using Unit Account Manager (UUAM).
Maintenance Related Return	Secondary Reparable (SECREP)	Same functionality. New name.
Maintenance Readiness Report	Weekly TAM Report	This report is a hybrid of several legacy reports. The user sets filters to display desired information.
Material Transaction Issue	DIC D7A, D7P, D7L	New transaction name, same basic functionality.
Material Transaction STRATIS D6A	DIC D6_	New transaction name, same basic functionality. Referred to as the STRATIS D6A in its association with those D6_transactions interfaced into GCSS-MC from STRATIS controlled
Mechanized Allowance List	Mechanized Allowance List (Report 0160)	Same functionality as the legacy system.
Min - Max	Reorder Point (ROP) and Authorized Quantity (Auth) as related to a Pre-Expend Bin (PEB)	Similar to the legacy ROP and Auth, however, the GCSS-MC terms can be applied beyond the usage for a PEB, e.g. for CSSD / CLB units this system is a simplistic way of controlling inventory and making restocking decisions.
Miscellaneous Issues	DIC D9A, D9B, D9Z, D9L Loss	Replaces all 09 transactions. New transaction name, same basic functionality. Referred to as the STRATIS Gain in its association with those D9_transactions interfaced into GCSS-MC from STRATIS controlled warehouses. GCSS-MC does not distinguish between 'types' of losses. All losses are issues. However, this does not remove the necessity of the preauthorization process.
<b>GCSS-MC Term</b>	<b>Legacy Term</b>	<b>Definition</b>

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Miscellaneous Receipt	Document Identifier Code (DIC) D6A, D8A, DIC D8B, D8Z Gain	Replaces all D8 transactions. New transaction name, same basic functionality. Referred to as the STRATIS Gain in its association with those D8 transactions interfaced into GCSS_MC from STRATIS controlled warehouse. GCSS-MC does not distinguish between 'types' of gains. All gains are receipts. However, this does not remove the necessity of the preauthorization process.
Mobile Field Service (MFS)	Rapid Request or RRTS (Rapid Request Tracking System)	Client based mobile software that allows for units in war fighting zones to initiate requests for goods and/or services while not attached to their main system instance. They would later synch these requests in an attached mode to their solution instance for executing.
Modify a Requisition	Document Identifier Code ZM 1 and 4/C	Same functionality as legacy however 1 action does the work of two legacy transactions.
Money Value Gain/Loss Notice	Money Value Gain/Loss Notice (Report 0024)	Similar but not the same as the legacy MVGL.
Move Order	DIC "DAD" Transaction	Inventory or Install Base (from Inventory). Transferring items from one IO to another.
<b>N</b>		
Negative Debrief	NAVMC 1018	This GCSS-MC term serves several unique purposes. However, in light of legacy terminology, it most closely resembles the NAVMC 1018 in purpose and information. Records the removal of a SECREP from an Item.
NIIN	NSN/NIIN	A subset of an NSN, the NIIN is used throughout GCSS-MC. The NIIN is the NSN without the first four numbers (the Federal Supply Class - FSC). Equipment and parts are identified by the NIIN only.
<b>O</b>		
Operational Status	Category Codes	Legacy Category Codes have been replaced by GCSS-MC Operational Status.
Organizational Item Master	Unit ATCLASS TECHDATA	The Organizational Item Master is a subset of the Item Master. It provides the association of an item (NIIN) to a specific inventory organization. (e.g., using unit such as a CLB or an InfBn, etc.). An item MUST exist in the Organizational Item Master for a unit to transact against it.
<b>GCSS-MC Term</b>	<b>Legacy Term</b>	<b>Definition</b>
<b>Owner</b>	<b>Owning Organization</b>	<b>Same functionality. New name.</b>

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<b>P</b>		
Parts Request (Debrief) on a Service Request	Equipment Repair Order Shopping List (EROSL)	All requirements for parts are carried on the Service Request (SR). The SR will have a parts requirement for those parts required to accomplish the maintenance or SL-3 replenishment action. An individual assigned the responsibility within the Approver Group approves these parts requirements. GCSS-MC automatically passes these approved requirements on to the next level of sourcing, usually the SMU.
Parts Requirement	Requisition	Created in Mobile Field service or when on the SIPR Instance (Deployed).
Perpetual Inventory	Purpose Code A & G Stock	Identifies that inventory that is held at/by and organization that is consumable or expensed. Perpetual inventory is essentially Retail Stocks, Purpose Code 'A' Stocks, Purpose Code 'G' Stocks, and PEB/Layettes (if maintained in GCSS-MC).
Preventive Maintenance Schedule	Preventive Maintenance Schedule	Same functionality with added ability of being automated.
Priority Threshold Report (R-091)	Total General Account DASF List - By Doc (Report	Similar but not the same as the legacy DASF.
Product Lifecycle Management (PLM) Attributes	None	A means by which to extend the standard fields in the EBS outside the use of DFFs in the Item Master.
Purchase Order (PO)	Requisition	Created in the NIPR Instance (Deployed or Enterprise) by the SMU in preparation by the SMU in preparation to "pass" a requisition to the source of supply (e.g. DLA).
Purpose Code	Purpose Code	No actual application in GCSS- MC. Purpose code will be derived in one of two ways; 'A' and 'G' via the specific sub inventory that the item exists 01A and 01F.
Purchase Request (PR)	Requisition	Created in the NIPR Instance (Deployed or Enterprise) by the SMU in preparation to "pass" a requisition to the source of supply (e.g.DLA).

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GCSS-MC Term	Legacy Term	Definition
<b>Q</b>		
Quality Inspection	Quality Inspection (Warehouse)	A formalized and electronic process which was previously a manual process performed at the warehouse receiving section. (Legacy process UM 4400-124 pg 3-5-10 / figure pg 3-5-26).
<b>R</b>		
Readiness Reportable	MARES, MCGARES	As informed by the Advocate during Mar 08, MARES, as far as a word or acronym, will be replaced by the term "Readiness Reportable". No info on changes to orders/bulletins/policy.
Receipt	Document Identifier Code D6T	GCSS-MC receipts for all requisitions in a way that is similar to the legacy SASSY D6T blank process. All GCSS-MC receipts are D6T blanks and by default added to sub inventory 01A or 01F and a locator in the sub inventory. (Similar to ATLAS location "HOLD00000").
Requisition	Requisition	GCSS-MC has many terms that follow.
Responsible Individual	Individual Memorandum Receipt	An automation of a previously manual system or a bridging technology (BARBAR SIRS).
Retail Inventory File	GABF	New file name, same basic functionality.
Retire Install Base Item	DIC "D7J" Transaction	Individual Install Base Items exist as instances. When an instance is destroyed, to be disposed of, or transferred outside the control of the USMC PERMANENTLY, the Instance would be 'retired' or deactivated. This is native functionality in ORACLE and required to close the records for tracking the life cycle of that particular Instance.

GCSS-MC Term	Legacy Term	Definition
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Role Based Access Control (RBAC)	None	In Oracle Applications, a role represents a job function that confers the privileges required to perform that job. Roles can now be defined to determine what applications (responsibilities) as well as what data and functions within those applications a user has access to. Through roles, you can organize security access to navigation menus as well as confer permissions and privileges within that application. Roles can also be included in Role Inheritance Hierarchies. This allows you to set up roles such as a Sales Manager, Manager, Sales Representative and Employee and to link them together so that higher-level roles automatically include the lower level roles. The immediate benefit to the administrator is the ability to assign users a single role rather than multiple responsibilities.
<b>S</b>		
Sales Order (SO)	Requisition	Created in NIPR Instance (Deployed or Enterprise)
Serial Control	Local Serial Number Assignment	An attribute setting in GCSS-MC's item master that allows for the serial number control of a specific item throughout the system. These serial numbers can be dynamically created during receipt or issue transactions or could be pre-defined to a specific user defined format. Many Principal End Items (PEI) and Secondary Repairable will have serial control set to YES in GCSS-MC solution for Block 1. The current serial numbers will be programmatically created and maintained via the item conversion and interface RICE object's logic for Block 1.
Service Request Number	Rapid Request Number	A number auto generated and assigned to a Service Request.

GCSS-MC Term	Legacy Term	Definition
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Service Request (SR) (Supply/Service or Maintenance)	Equipment Repair Order	The starting point for the requesting of goods and/or services within the GCSS-MC supply chain. It defines the customer profile and the supplier of the appropriate goods and/or services and the item needed. It is created in Mobile Field Services and the Enterprise or Deployed Instance.
Service Request with parts requirement	EROSL (Equipment Repair Order Shopping List) Document Identifier Code 4/ Add Parts	All requirements for parts are carried on the Service Request (SR). The SR will have a parts requirement for those parts required to accomplish the maintenance or SL-3 replenishment action. Supply approves these parts requirements. GCSS-MC automatically passes these approved requirements on to the next level of sourcing, usually the SMU.
Sourcing Rules	Requirement Code	Similar to the GABF requirement in function as this attribute tells GCSS-MC how to proceed with a requisition of a NIIN. Works in conjunction with the Item Master File NIIN attributes.
STRATIS IOR ZOA	DIC Z01, Z0A, A0A issue on Request (IOR) Walk Thru to SMU	New transaction name, same basic functionality. Referred to as the STRATIS IOR Z0A in its association with those Z0_ transactions interfaced into GCSS-MC from STRATIS controlled warehouses.
Supply "S" Readiness Report	LM2	Same function. New name.
Supplier	Source of Supply	The direct supply profile that identifies a customer's external supply entity that is authorized to supply a given item (NIIN) for goods and/or services via a purchase order.
Sub-Inventory (as related to the IO)	None	Sub-Inventories will be used in GCSS-MC to identify warehouses and containers or type of storage.

GCSS-MC Term	Legacy Term	Definition
T		

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TCA	None	Trading Community Architecture. The Oracle Trading Community Architecture is a data model through which complex information about the customers, organizations, customer accounts, locations, people and their relationships (both hierarchical and circular) can be managed.
TEEP (Training Exercise U	TEEP (Training Exercise U	Same functionality.
Unit Install Base Asset File	RUAF	New file name, same basic functionality.
Unit Install Base Asset Custody File	Retail Inventory (RUAF)	New file name, same basic functionality.
Unit Inventory File	Loaded Unit Balance File (LUBF)	New file name, same basic functionality.
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.
Universal Work Queue (UWQ)	Rapid Request Tracking System (RRTS)	An electronic inbox that contains all work (Service, Supply & Maintenance Requests) assigned to a section or activity for action. GCSS-MC allows units to submit and receive support requests (known as Service Requests in GCSS-MC) from internal and outside activities while providing a dashboard console for tracking, status updates and tasking.
User Productivity Kit (UPK)		Electronic training packages designed for system learning and located at <a href="https://gcssmc-sso.csd.disa.mil/index.html.html">https://gcssmc-sso.csd.disa.mil/index.html.html</a>
V, W, X, Y, Z		