



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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IN REPLY REFER TO:
MCINCR-MCBQO 4790.2
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MCINCR-MCBQ ORDER 4790.2

From: Commanding Officer
To: Distribution List

Subj: MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

Ref: (a) MCO 4790.2 Field Level Maintenance Management Policy (FLMMP)
(b) MCO 4790.25 Ground Equipment Maintenance Program (GEMP)
(c) MCO 4400.16 Uniform Materiel Movement and Issue Priority System (UMMIPS)
(d) UM 4000-125 Retail Supply and Maintenance Execution Procedures
(e) TM 4700-15/1H Ground Equipment Records and Procedures
(f) MCO 4000.150 Consumer Lever Supply Policy
(g) MCBUL 3000 Marine Corps Readiness Reportable Ground Equipment
(h) MCO 3000.11 Ground Equipment Condition Supply Materiel Readiness Reporting (MRR) Policy
(i) MCO 5311.1 Total Force Structure Process
(j) MCO 1553.3 Unit Training Management (UTM) Program
(k) NAVMC 3500.27 Logistics Training and Readiness Manual
(l) MCO P3500.72 Marine Corps Ground Training and Readiness (T&R) Program
(m) MCRP 3-0A Unit Training Management Guide
(n) MCRP 3-0B How to conduct Training
(o) MCO 4855.10 Product Quality Deficiency Report (PQDR) Program
(p) MCO 5600.31 Marine Corps Printing and Publishing Regulations
(q) TM 1029-10/1 Use and care of Hand Tools and Measuring Tools
(r) TI 4733-OD/1 Marine Corps Test, Measurement and Diagnostics Equipment Calibration and Measurement Program
(s) TI 4733-15/11 Infantry Weapons Gage Calibration Program
(t) MCO 5215.1 Marine Corps Directives Management Program
(u) MCO 4400.201 Vol 1-13 Management Property in Property in possession of the Marine Corps
(v) CMC MSG DTG 191845Z Jun 18, Maintenance Cycle Time (MCT) for Field Level
(w) CMC MSG DTG 021635Z Jul 19 Management of Infantry Weapons Gage Calibration Program (IWGCP)
(x) CMC MSG DTG 091747Z Jan 19 Revised inventory frequency for Sets, Kits, Outfits, and Tools (SKOTS)

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

2. Cancellation. MCBO 4790.1A

Subj: MAINTENANCE MANAGEMENT STANDING OPERATING PROCEDURES (MMSOP)

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. 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 MCINCR-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.

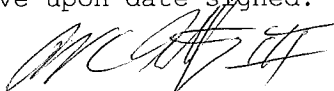
(b) Industrial plant equipment.

(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 MCINCR-MCBQ under approved PBA, ISA, MOA, MOU, Statements of Work (SOW), etc.

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


W. C. BENTLEY III

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Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
CHAPTER 1	GENERAL INFORMATION	
1	Introduction	1-1
2	Command Responsibilities	1-2
3	Staff Responsibilities	1-3
4	Unit Command and Staff Responsibilities	1-5
5	Desktop Procedures and Turnover Folders	1-10
6	Maintenance Management Standing Operating Procedures (MMSOP)	1-12
7	Maintenance Management Policy Notices (MMPNs)	1-12
8	Table of Organization and Equipment (T/O&E) review	1-13
Figure 1-1	Desktop Procedures and Turnover Folders	1-14
Figure 1-2	Sample Unit Policy Notice(s)	1-15
Figure 1-3	Sample Semi-Annual Review Effective Policy Notices	1-16
CHAPTER 2	MAINTENANCE OPERATIONS	
1	Maintenance Policy	2-1
2	Allocation of Maintenance Training/Performance Time	2-1
3	Shop Operations	2-2
4	Equipment that Exceeds Organic Maintenance Capabilities	2-3
5	Maintenance Support Team (MST)	2-4
6	Performance of Maintenance Services	2-5
7	Phases of Maintenance	2-6
8	Records	2-7
9	Reports	2-8
10	Modification of Equipment	2-9
11	Support and Test Equipment	2-10
12	Maximum Maintenance Cycle Time (MMCT)	2-12
13	Safety	2-13
14	Replacement of Unserviceable Recoverable Items	2-14
15	Quality Control (QC)	2-14
16	Product Quality Deficiency Report (PQDR)	2-15
Figure 2-1	Sample Urgency of Need Designator and Maximum Cycle Time (MMCT)	2-17
Figure 2-2	Sample of Personnel Authorized to receive and deliver material and equipment	2-19
CHAPTER 3	SUPPLY SUPPORT	
1	General Information	3-1
2	Supply Support	3-1
3	Repair Parts Request System	3-2
4	Repair Parts Control	3-3
5	Demand Supported Items (DSI)	3-4
6	Selective Interchange and Cannibalization	3-6
7	SECREP Exchange	3-8
8	Introduction of Newly Fielded Equipment	3-10
9	Validation and Reconciliation	3-11

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
CHAPTER 3	SUPPLY SUPPORT cont...	
10	Sets, Kits, Outfits and Tools (SKOT)/Tool Control	3-13
11	Using Unit Responsibility Items (UURI)	3-17
12	Garrison Peculiar or Special Tool Allowances	3-18
13	Fiscal	3-19
CHAPTER 4	TRAINING	
1	General Information	4-1
2	Training Requirements	4-2
3	Training Schedules	4-3
4	Training Documentation	4-4
5	Training Sources	4-4
CHAPTER 5	INSPECTIONS	
1	General Information	5-1
2	Formal Inspections	5-1
3	Unit Level Internal Scheduling, Conduct, Documentation, and Reports	5-1
4	Informal Inspections	5-2
CHAPTER 6	FACILITIES	
1	Assignment and Responsibilities	6-1
2	Organization of the Maintenance Area	6-1
3	Storage and Control	6-1
CHAPTER 7	PUBLICATIONS	
1	General Information	7-1
2	Responsibility	7-1
3	NAVMC 10772/Errors in Technical Publications	7-4
4	Publications Control	7-4
CHAPTER 8	MAINTENANCE RELATED PROGRAMS	
1	General Information	8-1
2	Deferred Maintenance Programs	8-1
3	Enterprise Lifecycle Maintenance Program (ELMP)	8-2
4	Corrosion Prevention and Control (CPAC) Program	8-3
5	Maintenance Stand-Down	8-3
6	Warranty Program	8-4
7	Temporary Loan of Equipment	8-6

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
APPENDIX A	Inspection Report Summary Sample	A-1
	Corrective Action Report Sample	A-2
	Follow-up Inspection Report Sample	A-3
	Using Unit Responsibility Items Authorization Sample	A-4
	Special Tools Allowance Authorization Sample	A-5
	Annual TMDE Review Sample	A-6
	Annual Publications Review Sample	A-7
APPENDIX B	GCSS-MC to Legacy Terms	B-1

CHAPTER 1

GENERAL INFORMATION

1. Introduction. The purpose of this SOP is to promulgate policies, procedures and technical instructions for the administration of maintenance management programs at Marine Corps Installations National Capital Region - Marine Corps Base, Quantico (MCINCR-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 reflects current specific practices and clarifies existing policy previously established by higher headquarters.

a. This order defines and standardizes MCINCR-MCBQ maintenance and maintenance management procedures and provides a detailed guide for the management of equipment maintenance. Equipment management requirements are identified herein and procedures for their accomplishment are assigned to the appropriate staff section responsible for implementation and application. Additionally, this order establishes command and staff relationships in the conduct of MCINCR-MCBQ equipment maintenance programs and identifies interactions between GCSS-MC and related maintenance management programs.

b. Adherence to the policies and procedures set forth in this order will assist commanders and maintenance personnel in the planning, control, administration, and implementation of the maintenance management program. The procedures herein are publicized in accordance with current orders and directives.

c. MCINCR-MCBQ organizations. MCINCR-MCBQ is comprised of a headquarters and three subordinate commands: Headquarters, Headquarters and Service Battalion (H&S Bn), Security Battalion (Sec Bn), and Marine Corps Air Facility (MCAF). MCINCR-MCBQ consists of General Staff sections (G-1, G-3, G-4, G-6 etc.) that provide personnel administration, human services, facilities, logistic, legal, base operating, training, and administrative support for organic and tenant organizations, units and activities. H&S Battalion, 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, 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 MCINCR-MCBQ. MCAF, provides air facility support, primarily to, HMX-1 which currently flies the President of the United States. Each organization consists of military and civilian functional manager/head and a mix of military and civilian personnel.

(1) For the implementation of maintenance management at this base, the provisions of this Manual apply to MCINCR-MCBQ units with assigned T/O&E 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.

d. Non-Military Equipment. Units and organizations in possession of non-military equipment will conduct maintenance and maintenance management in accordance with reference (a), when applicable, and all other directives that pertain to that particular type of equipment.

2. Command Responsibilities

a. Commanders are responsible for all aspects of the maintenance management program. The monitoring and managing of this program is further delegated to the AC/S G-4. Additionally, commanders are responsible for ensuring maintenance management procedures are conducted in accordance with the listed references. In cases where conflicts exist with respect to maintenance directives previously issued within MCINCR-MCBQ, this order takes precedence.

b. Per the Table of Organization and Equipment (T/O&E) mission statement, commanders are responsible for the management, proper employment, and maintenance of all equipment that is owned or on loan to their property accounts. Detailed guidance for discharging these responsibilities are contained in references (a), (g) and (h). The foundation for this assignment and responsibility is contained in reference (a).

c. Command interest in maintenance management processes is vital to ensure material readiness. Because of its importance, commanders will be personally involved in the maintenance management supervision within their respective units. To ensure that an effective equipment maintenance program is established and implemented, commanders will:

(1) Assign a Maintenance Management Officer (MMO) in writing when the billet is not identified by the T/O. Units with only one maintenance commodity are still required to appoint a MMO in writing. In this case, the commodity manager may perform all required maintenance management functions.

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

(3) Ensure that only authorized levels of maintenance are conducted. The logistics capabilities statement contained in the unit's T/O&E 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.

(4) The commander, or his executive officer, is expected to 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 and their impact on the unit's operational mission/requirements. The commander should be asking:

(a) The commodity manager (owner/operator) about their deadlined/degraded equipment and parts problems/status.

(b) The supply officer about supply readiness to include equipment allowances and GCSS-MC reporting, military equipment (ME) deficiencies and excesses/requisitioning repair parts problems/status.

(c) The MMO about future maintenance concerns or possible impacts on upcoming operational/Training Exercise and Evaluation Plan (TEEP) events.

d. Commanders and Responsible Officers (ROs) are responsible for the conduct of the maintenance and maintenance management programs as it applies to their unit. This includes:

(1) Advising the unit commander regarding equipment availability.

(2) Reporting all maintenance problems that cannot be resolved through proper channels to higher headquarters.

(3) Ensuring equipment accountability and availability of all assigned equipment through the performance and quality of all authorized maintenance and associated records.

e. Functional managers, including department heads, the head of separate centers, divisions, branches, sections, or other organizational entities are responsible for the equipment maintenance programs within their organization.

3. Staff Responsibilities. The commander's staff is composed of the G-1/S-1, G-3/S-3, G-4/S-4, G-6/S-6. Special staff is composed of the Adjutant, Maintenance Management Officer, Supply Officer and Maintenance Officer, where assigned. All staff officers will contribute to the overall effectiveness of the maintenance management programs. In addition to standard staff action requirements, staff officers must establish appropriate maintenance management relationships between the commander, MMO and other staff and supervisory personnel.

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

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

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

b. Assistant Chief of Staff, 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) Exercises staff cognizance over the Base's, Explosive Ordnance Disposal (EOD), Mission Assurance/Force Protection Branch, Range Management, Ceremonial Platoon, and Quantico Marine Band.

c. Assistant Chief of Staff, G-4 (AC/S, G-4). Serves as the principle base staff officer on logistic 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 testing. Exercises staff cognizance over the Base's MMO, Supply Officer, and Ordnance Officer.

(1) MCINCR-MCBQ, Maintenance Management Officer (MMO). Serves as the special staff officer to the Base Commander under the staff cognizance of the AC/S G-4 with respect to matters pertaining to organizational equipment maintenance.

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

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

(c) Coordinates and assists units in establishing maintenance and maintenance management programs.

(d) Plans and conducts internal assessments/inspections to ensure effectiveness of the maintenance effort.

(e) Coordinates with the G-1/S-1 in regards to maintenance personnel authorizations, allocations and assignments.

(2) MCINCR-MCBQ, 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.

(3) MCINCR-MCBQ, Ordnance Officer. Serves as a special staff officer to the Base Commander under the cognizance of the AC/S, G-4 with respect to ordnance support and supports the sustainment of weapons systems throughout the National Capital Region.

d. Assistant Chief of Staff, G-6 (AC/S, G-6): 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. Exercises staff cognizance over the Head of the Maintenance Logistics Branch (MLB).

e. Assistant Chief of Staff, General Facilities (GF). Serves as the principal Staff Officer on matters pertaining to the repair and maintenance of facilities, environmental compliance, family housing, and land use and management. Facilities, to include the base's load testing program of WHE load lifting equipment.

4. Unit Command and Staff Responsibilities:

a. S-1 Officer. The S-1 serves as principal staff officer with respect to personnel management. The S-1 will:

(1) Review records of personnel during the check in/out process/to ensure each individual is assigned/unassigned the proper Billet Identification Code (BIC).

(2) The S-1 with the assistance of the Using Unit Account Manager (UUAM), will ensure all check in/out sheets include the "UUAM" section in order to ensure GCSS-MC users are added or end dated/removed, as required.

(3) As directed by the unit Commanding Officer (CO), a Unit Publications Control Point (UPCP) will be appointed in writing. This individual will be responsible for publication allowances, ordering of publications through the Marine Corps Publications Distribution System (MCPDS), and internal distribution control. The UPCP, who may also be the unit's Maintenance Management Officer (MMO), will review the unit Publication Listing (PL) and determine the unit's requirements by coordinating with sections that use and maintain publications. Additionally, the UPCP, in coordination with the MMO, will ensure that a Publication Library review is conducted annually and as required. The UPCP shall establish an internal distribution control system for the distribution/retention of incoming publications. All publications will be ordered by the UPCP. As publications are received by the mailroom, they will be issued to the section that submitted the requisition for each publication.

b. S-3 Officer. 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. Before publishing the unit's training schedule, the S-3 should check with the S-4/MMO to determine the feasibility of each evolution. The S-3 officer will:

(1) Coordinate the quotas for technical and maintenance- related

school seats.

(2) Coordinate with the MMO and all commodity managers relative to scheduling, conducting, and recording of technical training of maintenance personnel.

(3) Coordinate with the MMO, those requirements for monitoring both the Individual Training Standards (ITS) and Marine Corps Ground Training and Readiness (T&R) Program.

(4) Coordinate with the MMO to ensure sufficient time for garrison or field training is scheduled into the Training and Exercise Employment Plan (TEEP).

(5) Coordinate with the MMO to determine equipment availability for support of operational commitments.

(6) Coordinate with the MMO to determine the equipment readiness portion of the Defense Readiness Reporting System Marine Corps (DRRS-MC).

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

(1) Implement logistical directives from higher headquarters and prepares local directives and policy statements for the CO.

(2) Have the responsibility of supervising policy implementation, allowance changes, maintenance of equipment and disposition of excesses.

(3) Coordinate with the staff officers and special staff officers to ensure the most effective use of facilities, material, transportation, and personnel within the Organic Maintenance Program.

(4) Coordinate with the MMO to ensure equipment availability for support of operational commitments.

(5) Monitor work requests to ensure that facilities are in the safest and most functional condition possible.

d. MMO. The MMO serves as a special staff officer to the commanding officer (CO) and will exercise control over the maintenance management functional areas as listed in reference (a). The MMO will:

(1) Be appointed in writing by the unit's current Commanding Officer (CO).

(2) Coordinate with the other primary and special staff officers to plan, organize, and coordinate the use of all organic maintenance activities and resources within the unit.

(3) Advise the commander on all matters related to equipment maintenance and the impact of the unit's maintenance effort on equipment readiness.

(4) Coordinates with organic commanders, commodity managers and supply officer to ensure that weekly reconciliations/validations are conducted.

(5) Reconciles the Mechanized Allowance Listing (MAL) and the Equipment Status Report (ESR) at a minimum monthly, with Supply.

(6) Conduct an annual T/O&E review with the S-1 and maintenance commodities. Submits proposed changes to the commander for approval and follow on action, as required.

(7) Semi-annually, plan, schedule, and conduct one detailed maintenance and maintenance management inspection/assessments of all commodity areas to verify the effectiveness of the maintenance effort and that policies and procedures are being adhered to.

(8) Conduct follow-up inspections within 30 days of the completion of an internal inspection.

(9) Advise, update and assist in the preparation of all maintenance management/maintenance related turnovers, desktops, maintenance management/maintenance policies and standard operating procedures (SOPs).

(10) Ensure that personnel assigned cognizance over maintenance management functional areas have established turnover folders and desktop procedures in each commodity areas.

(11) In coordination with the S-1/Adjutant, monitor and supervise the effective use of the publication control program.

(12) Ensure that required allowances of current technical publications are on hand, properly distributed, and monitor training in the proper use of technical publications.

(13) Coordinate and assist commodity managers in establishing maintenance production and quality control programs and the unit's Product Quality Deficiency Report (PQDR) program.

(14) Coordinate an annual inventory of all test measurement

diagnostic equipment (TMDE) within the command.

(15) Monitor unit support and test equipment allowances, ensure that on-hand equipment is being properly maintained, calibrated, and, in coordination with the supply officer, ensure prompt action on excesses and deficiencies.

(16) Monitor the calibration control, modification control and inventory control programs to ensure accurate reporting and compliancy with directives.

(17) Monitor proper recording of maintenance information and proper upkeep of required maintenance records.

(18) Provide guidance and maintains a list of all equipment currently under warranty.

(19) Act and coordinate as the unit's MOS sponsor for maintenance personnel authorizations, allocations, and assignments in conjunction with the unit's personnel section and the base MOS sponsor.

(20) Coordinate with the S-3 and training representative in regards to the unit's maintenance operations and training of maintenance personnel.

(21) Coordinate the overall conduct of the organization's equipment maintenance programs.

(22) Coordinate with the supply officer in matters relative to repair parts and other supply support.

(23) Assist in the unit budget process by identifying maintenance funding requirements.

(24) Report all maintenance problems that cannot be resolved through normal channels and procedures to MCINCR-MCBQ, G-4/MMO.

e. Supply Officer. The supply officer serves as a special staff officer, and provides a critical capability in the unit's effort to improve and maintain a state of high material readiness. The supply officer will:

(1) In coordination with the MMO, maintains liaison with the commander and commodity managers to ensure reconciliations are conducted. When reconciliation procedures are not complied with the supply officer shall coordinate with the S-4 to resolve the matter.

(2) Coordinate with the MMO to validate GCSS-MC reports with all pertinent supply documents (e.g. Consolidated Memorandum Receipt (CMR), Mechanized Allowance Listing (MAL), Install Base (IB), temporary loan deck, special allowances, command adjustments, etc.) to ensure the

accurate reporting of ground equipment condition and supply material readiness reporting (MRR) equipment.

(3) Advise the unit commander on the status of requisitions pertaining to equipment organic to the unit.

(4) Ensure that all requisitions are aggressively managed in order to ensure they have valid supply statuses and estimated shipping dates.

(5) Plan, coordinate, and supervises the acquisition, storage, control, recovery, and distribution of the unit's organic equipment.

(6) Prepare and submit budgets, budget reviews and other budget information in conjunction with the MMO. This is normally done as required or by the direction of higher headquarters, and includes current short funds requirements and during the planning phase of cyclical operations.

(7) Monitor the expenditure of funds, ensures compliance with budget restraints and reports discrepancies to the unit commander.

(8) Function as the central control point for all unit requests for disposition of equipment through GCSS-MC. Coordination and strict management is paramount to ensure equipment is properly identified for specific programs with amplifying remarks by either the MMO or commodity manager.

(9) Coordinate the issue of unit assets on extended temporary loan by maintaining the equipment custody records to ensure accountability and crediting the account of the original owning unit for the equipment supplied by that unit. The supply officer shall ensure the redistribution of equipment upon return.

(10) Ensure timely and accurate submission of appropriate input to the supply management unit to correct excesses and deficiencies as they occur on the unit's perpetual inventory.

(11) Coordinate with the MMO to endorse and provide Demand Supported Items (DSI) authorization letters to the commander as requested by the maintenance commodities.

(12) Maintain on hand all current GPNs pertaining to supply and be familiar with their content.

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

maintenance resources and developing policies for all supported sections. The commodity manager:

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

(2) Must ensure that maintenance sections and maintenance personnel maintain the tools, repair parts, test equipment, facilities, and publications needed to perform the level of maintenance authorized. Close coordination with the supply officer is required in order to establish effective demand supported items (DSI) stock levels when authorized.

(3) Serves as the technical advisor to the CO on commodity maintenance functions.

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

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

(6) Ensures maintenance actions are accurately completed and recorded in GCSS-MC. Also, must ensure all maintenance is performed to established standards.

(7) Ensures the accuracy of GCSS-MC Service Requests (SR) within the respective commodity areas.

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

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

(10) Ensures effective communication between crew/operators and maintainers to assess equipment condition and performance, and to diagnose and correct deficiencies or failures.

(11) Incorporate continuous process improvement strategies which support total lifecycle systems management.

(12) Must be familiar with current GCSS-MC policies.

(13) Must perform other specific duties listed in reference (a).

5. Desktop Procedures and Turnover Folders. The frequent turnover of personnel results in a lack of long-term expertise and continuity in many day-to-day operations. 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 with minimal confusion. A list of the required desktops and turnover folders can be found on Figure 1-1.

a. Turnover folders. Are to be maintained by supervisory personnel. They include information about policy, personnel, status of pending projects, references, management controls, and functions of the section, the means of accomplishing routine as well as infrequent tasks, and information that would be of value to an individual newly assigned to that billet. Figure 1-1 lists the minimum personnel requirements to maintain desktop procedures and turnover folders. Turnover folders will contain the following at a minimum:

- (1) Quarterly review sheet
- (2) Title of billet
- (3) To whom the individual occupying the billet reports and incumbent billets subordinate thereto
- (4) Mission of the billet
- (5) Functions involved in accomplishing the billet mission
- (6) Tasks and basic operations regularly performed in accomplishing specific functions
- (7) List of orders, directives and technical manuals deemed pertinent to the billet
- (8) List of required reports received and submitted, including dates and/or time frame of receipt/submission
- (9) Internal and external relationships within the official chain of command, including unofficial liaison and coordinating instructions. Brief statements concerning the type of matters on which the internal and external agencies are consulted
- (10) Internal and external personnel contact list, phone numbers and/or addresses, and purpose of contact
- (11) Past, pending, and anticipated projects which should be itemized and continuously kept current
- (12) Miscellaneous information will be included. For example: Administrative or operational procedures peculiar to the billet, such as dual responsibility for certain functions or limitations in responsibility or authority within particular functions. Include any other information that might assist in carrying out the responsibilities.

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

- (1) Quarterly review sheet
- (2) Current title of billet
- (3) Assignment letter
- (4) References
- (5) Points of contact
- (6) Reports required
- (7) Procedures for carrying out required duties
- (8) Miscellaneous (if needed)

c. Desktop procedures and turnover folders and will be reviewed, at a minimum, quarterly for accuracy and applicability. Additionally, they will be reviewed 30 days prior to job turnover. These files will contain a review sheet for this purpose. Note: Desktop/Turnover folders will not be "review" by the Desktop/Turnover owner. For example, if you are assigned as the Calibrations NCO someone else within your commodity must review the desktop, preferably the commodity OIC/Chief.

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

6. Maintenance Management Standing Operating Procedures (MMSOP). MMSOPs below the major subordinate command level are not required; however, commanders are not precluded from publishing MMSOPs. Units below this level will ensure they do not duplicate the contents of this SOP.

7. Maintenance Management Policy Notices (MMPNs). When commanders deem that additional specific procedures not covered by this manual are required, unit policy letters will be published. Policy notices are effective until cancelled or superseded. Figure 1-2 shows an example.

a. Published MMPLs will state if the policy is required to amplify or clarify contents within this MMSOP. Additionally, these will include a rationale as to why the MSC MMSOP guidance is inaccurate or inappropriate.

b. A semi-annual checklist of effective MMPNs will be published or sooner than a semi-annual basis due to major policy changes (Figure 1-3).

c. The MMO will ensure distribution of the MMSOP and MMPNs to the maintenance commodities and ensure that the commodities are familiar with, and have access to, all policy notices to include this SOP.

8. Table of Organization and Equipment (T/O&E) review.

a. The numbers, grades, and allocations of MSE personnel are the primary staff responsibilities of the G-1/S-1 and are determined by the MSE's T/O as modified by manning levels.

b. Annually, the MMO will be responsible for coordinating a T/O&E review with each commodity, S-1 and S-shops and advise the commanding officer of recommended changes. When the logistics capabilities statement or concepts of employment are changed, the MMO will coordinate the review of these changes by equipment commodity section to determine the impact.

c. During the review, each commodity will document the equipment to maintainer/operator ratio to determine if current manning levels are able to support the equipment on-hand. Documentation will include all maintainers/operators that are either Temporary Assigned Duty (TAD) or in a Fleet Assistance Program (FAP) duty status. These results will also determine possible redistribution, Table of Organization and Equipment Change Request (TOECR) submissions to make changes or possible disposition.

d. As required, unit MMOs will reconcile TOECRs on a "Pending" status until approved and/or rejected.

e. All results of the T/O&E review will be retained by the MMO for a minimum of three years or upon TFSD approval.

BILLET	TURNOVER FOLDER	DESKTOP PROCEDURES
Maintenance Management Officer	X	
Maintenance Management Chief	X	
Maintenance Officer/Commodity Manager	X	
Maintenance Chief/Shop Chief	X	
GCSS-MC Unit User Account Manager (UUAM)	X	
Commodity Validation/Reconciliation NCO		X
Commodity Calibration Control NCO		X
Commodity Modification Control NCO		X
Commodity Tool Room/Inventory Control NCO		X
Commodity Publication NCO		X
Commodity Training NCO		X
Commodity Quality Control/Assurance NCO		X
Commodity Safety/Hazmat NCO		X
Unit Publications Control Point (UPCP) NCO (S-1)		X

Figure 1-1. Desktop and Turnover Folders

Unit Header

4790
Code
Date

MAINTENANCE MANAGEMENT POLICY LETTER X-XX

From: Commanding Officer
To: Distribution List

Subj: PUBLICATION CONTROL

Ref: (a) MCO 4790.2
(b) MCINCR-MCBQO 4790.2

1. Purpose. (Include amplification or clarification to the MSC MMSOP and rationale for why the MSC MMSOP guidance is inaccurate or inappropriate).
2. Cancellation. This Letter will remain in effect until revised or when indicated by the appropriate authority.
3. Information.
4. Scope.
5. Certification. (If necessary, this and other paragraphs can be utilized.)

CO's Signature

Copy to:

Figure 1-2. Sample Unit Policy Notice

Note: Ensure the applicable reference(s) are listed on each individual policy notice(s).

Unit Header

4790

Code

Date

From: Commanding Officer

To: Distribution List

Subj: SEMI-ANNUAL REVIEW OF EFFECTIVE POLICY NOTICES CHECKLIST

Ref: (a) MCO 4790.2

(b) MCINCR-MCBQO 4790.2

1. Purpose. Per reference (a), a semiannual checklist of effective MMPLs will be published, as required due to major policy changes or upon revision of the MMSOP. Additionally, (UNIT) will adhere to the policies and procedures set forth in the MMSOP. Listed below is a list of effective policy notices.

2. Cancellation. This letter cancels the Maintenance Management Publications Index dated (input date, if any previous MMPLs published). This letter will remain in effect until revision or when indicated by the appropriate authority.

<u>NUMBER</u>	<u>DATE</u>	<u>SUBJECT</u>
1-XX	25 Jun XX	Authorized Levels of Maintenance (LOM)
2-XX	02 Aug XX	Reconciliation and Validation Procedures
3-XX	02 Aug XX	Publication Control Procedures

4. A copy of this policy will be maintained by all commodity managers and be disseminated to appropriate commodity sections within the unit. Adherence to the contents in this policy letter will be verified during the (UNIT) MMO's semi-annual internal inspections/assessments.

6. The point of contact concerning this matter is the Maintenance Management Office at DSN XXX-XXX-XXXX.

CO's Signature

Copy to:

Figure 1-3. Sample Semi-annual Effective Policy Notices

Note: Ensure the applicable reference(s) are listed on each individual policy notice(s).

CHAPTER 2

MAINTENANCE OPERATIONS

1. Maintenance Policy

a. The management of equipment maintenance will be in accordance with the references, this order, and other maintenance-related directives and publications issued by this MSC or HHQ. Maintenance and upkeep of equipment is the responsibility of the unit commander. Accountability and accurate maintenance reporting of the equipment, is the responsibility of all users and their supervisors. This point must be made clear to all personnel. In turn, they must be held accountable for their actions.

b. Global Combat Support System-Marine Corps (GCSS-MC). A GCSS-MC Service Request (SR) will be used in all instances of maintenance that require configuration management, corrective maintenance (CM), field level preventive maintenance checks and services (PMCS), modifications, calibrations, Limited Technical Inspections (LTI) and SL-3 replenishment on all ground equipment within the unit's organic maintenance capability. The SR is used for transmitting work between maintenance activities and recording and reporting the maintenance performed. Maintenance personnel will use an SR in all instances where maintenance resources, repair parts, or secondary reparable are required to perform requested maintenance. Using an SR is not required when total labor hours are less than 0.3 hours and no repair parts are utilized. Detailed instructions for preparing a SR and its associated tasks are contained in reference (d).

c. Operator/crew maintenance will be performed by an individual who has been trained on the specific end item. PM should be performed and supervised at the lowest level. Equipment deficiencies must be identified quickly, evaluated, and then placed into corrective maintenance (CM).

d. CM will only be performed by authorized maintenance personnel within their respective commodity areas. It is imperative that the need for CM be reported immediately upon discovery.

e. Units will not exceed the maintenance capabilities supported by the T/O&E and unit mission statement or approved by higher headquarters.

2. Allocation of Maintenance Training/Performance Time

a. General. Equal time should be allocated to maintenance and operator training. Developing a close working relationship with the S-3 and having familiarity with the TEEP will help ensure maintenance is scheduled and considered a priority along with the unit's training.

b. A maximum effort must be made to get all equipment to an optimum state of readiness with emphasis on operator/crew PMCS and equipment scheduled PMCS.

c. When equipment is transferred or temporarily loaned, a Joint Limited Technical Inspection (JLTI) and inventory of SL-3 components will be conducted and documented in GCSS-MC. Procedures for conducting JLTI's will be performed in accordance with reference (d).

d. Before, during and after exercises or training activities, adequate time must be allotted to accomplish PMCS and CM.

e. Scheduled PMCS will be performed under the control of qualified supervisors, using the applicable Technical Manuals (TMs). Operators will perform PMCS under the supervision of mechanics or technicians. Field level PMCS will be documented per service requests and entered into GCSS-MC.

3. Shop Operations

a. Unit MMO's and commodity officers/managers are responsible to their COs for the effective operation of maintenance shops. They will establish procedures for systematic forecasting and scheduling of equipment maintenance, and they will establish a functional quality control (QC) program within all commodity/work centers in the unit. Unskilled personnel and personnel who possess only basic skill levels will be provided skilled supervision during maintenance operations. Detailed shop operations requirements is provided in reference (a).

b. Unit commodity officers/managers will designate the title, authority, and responsibility of key maintenance personnel, to include Quality Control (QC) inspectors in writing.

c. Commanders with the assistance of the MMO will ensure priorities are assigned to all service requests in accordance with reference (c) in addition to the following guidance:

(1) 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.

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

(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 (c). 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 ensure the IMA is notified 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.

4. Equipment that Exceeds Organic Maintenance Capabilities

a. Equipment exceeding the maintenance capabilities as defined in the unit's T/O&E will be evacuated to the higher supporting maintenance activity, commonly referred to as the Intermediate Maintenance Activity (IMA). Ownings units remain responsible for performing PMCS while equipment is evacuated. In the event that equipment is due for PMCS while awaiting or undergoing corrective maintenance (CM) at the IMA, arrangements will be made to accomplish scheduled PMCS by contacting the shop officer at the appropriate supporting maintenance facility.

b. Criteria. Equipment will be evacuated to the next Level of Maintenance (LOM) when repairs exceed the unit's authorized LOM. Owing units are authorized to request maintenance support without having all lower level maintenance actions completed. The following guidance applies:

(1) Maintenance support providers shall induct equipment into the maintenance cycle without all lower level maintenance being completed if that maintenance is unrelated to the needed repair. Proper coordination with the IMA, prior to evacuation, must be coordinated.

(2) In circumstances where a higher maintenance task cannot be performed until lower level maintenance is completed, coordination will be made between the equipment owner and the supporting maintenance activity to ensure that the required task(s) are completed. This may include the intermediate category assisting, identifying, or performing any additional maintenance tasks necessary for the equipment.

(3) This policy does not relieve the equipment owner from the responsibility of performing the maintenance tasks designated for that level. It only allows for the execution of maintenance support without the precondition that all lower maintenance be performed and completed prior to induction.

c. Evacuation Procedures:

(1) The owning unit will follow instructions provided in reference (d) and open a Service Request (SR) in GCSS-MC in order to evacuate the equipment. Reference (d) also provides guidance for units without GCSS-MC access.

(2) Complete all organic maintenance to the maximum extent possible, prior to evacuation.

(3) Ensure operator/crew PMCS is completed and all

associated records are updated prior to evacuation.

(4) Remove collateral gear prior to evacuation.

(5) Equipment owners, prior to weekly reconciliation with the MMO will reconcile with the IMA and/or supporting activity all equipment evacuated and provide a status of repairs.

(6) Once equipment is repaired at the IMA or at the supporting, equipment owners must ensure records are properly updated within GCSS-MC and all associated service requests are closed per reference (d).

d. Pickup of Equipment from Supporting Maintenance Activities:

(1) For UND A SRs, pickup will be made immediately upon notification. Units will establish procedures to ensure that notifications are systematically recorded and acted upon. This will require detailed planning on the part of the unit S-4, MMO, and maintenance commodities.

(2) Unit MMOs and commodity officers/managers will review the Maintenance Management Report (MMR) and Maintenance Progress Report (MPR) in order to identify SRs which are in a 'PCKP HECH' job status. Units then will contact the appropriate repair company/section in the event that telephonic notification has not been received. This equipment is to be retrieved as quickly as possible so as to place the equipment back into service by the owning unit.

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

(4) In most cases, equipment which has been evacuated for repair will not be recovered by the unit until repairs have been completed. The IMA may release equipment awaiting non-critical repair parts at the owning unit's request once the initial induction phase is complete. Coordination is required between the owning units and supporting IMA to ensure the maintenance process is not interrupted.

5. Maintenance Support Team (MST). MSTs can be requested for the following reasons: Onsite IMA support, organizational category maintenance tasks for which the unit is not manned or equipped to perform, and overflow maintenance.

a. Onsite IMA support may be requested when it is impracticable to physically move the equipment to the supporting maintenance facility. Onsite intermediate category maintenance support requests will be submitted to the supporting IMA. These requests do not require higher headquarters approval. Requests will contain at a minimum: TAMCN, nomenclature, type of maintenance required, owning unit service request number, quantity, location, points of contact, and telephone numbers.

b. Organizational category maintenance tasks the unit is not manned or equipped, by T/O&E to perform, may be requested. Each level of command will validate the request and attempt to support internally, prior to submitting to higher level. Units should coordinate with the supporting activities if additional requirements are required other than those listed within this SOP.

6. Performance of Maintenance Services. Commanding officers will exert every effort to combine optimum utility and efficiency from all available maintenance resources. When maintenance requirements exceed capabilities, commanders will explore alternate sources of internal maintenance support prior to requesting overflow maintenance. These efforts must be balanced to ensure mutual support. Proper maintenance services should not be postponed until it is convenient.

a. All operator/crew levels of maintenance (LOM) tasks will be performed by the assigned individual operator only if 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 equipment.

b. Preventive Maintenance Checks and Services (PMCS). PMCS includes the checking and servicing performed by personnel for maintaining equipment in satisfactory operating condition. These services will be scheduled per applicable Technical Manual's, Letter Order's, and references (a), (d) and (e). A systematic PMCS program consisting of inspecting, cleaning, servicing, lubricating, and adjusting is the key to equipment readiness. Effectively administered PMCS will help prevent early breakdown or failure of equipment, and prevent costly, complex, and time-consuming repairs, allowing optimum use of maintenance resources.

(1) Responsible Officers (ROs) and commodity managers are responsible for ensuring all equipment requiring PMCS is properly scheduled and recorded. PMCS will be evenly distributed (staggered) so that all items of one type of equipment are not scheduled for PMCS at the same time. Monthly, commodity managers will review the GCSS-MC PM schedule and will ensure that the intervals established allow the equipment to be on hand and available for the performance of the required PMCS.

(a) Operator maintenance of an end-item will normally be performed by the individual assigned to that piece of equipment and/or an individual assigned to perform this task. Operator level maintenance usually does not require special training or tools to effect repairs, (i.e., repair or replace caps, fuses, dust covers, reflectors, etc.), however, the operator must have the prescribed Technical Manual (TM) available for reference while performing operator's maintenance.

(b) When a requirement does not exist in the TM to schedule a PMCS at a minimum, an interval of annual PM will be established.

(c) Equipment owners are required to review other applicable references, technical manuals, HQMC messages pertaining to the equipment the unit possesses, in order to capture additional requirements for recording preventive/corrective maintenance, modifications, equipment counters etc. For example: In addition to GCSS-MC, equipment counters (round counts) for some ordnance equipment is also required to be recorded within the Asset Enterprise Management Information Tool (AEMIT).

(2) PMCS intervals will be set in the equipment's technical publication.

(a) The commodity chapter of reference (e) will be used to schedule PMCS for equipment that does not possess a PMCS schedule in the equipment's technical publications.

(b) Most PMCS intervals are pre-populated in GCSS-MC for each item of equipment. These are done through the GCSS-MC program office. When a schedule set in GCSS-MC conflicts with the schedule set in the equipment's technical publication, the schedule in the technical publication will be used.

(c) When a defect is discovered during PMCS, procedures listed in reference (d) will be followed. Once the CM repairs are complete, resume the PMCS and close the SR.

(3) The MMO will coordinate with commodity managers and the S-3 to ensure PMCS periods (operator/crew) are established in the units training schedule or TEEP (e.g. weapons cleaning, motor stables, generator start-ups etc.). Operator/crew PMCS does not need to be scheduled in GCSS-MC.

c. Deferred PMCS services. Reduced or extended PMCS intervals may be authorized at the commander's discretion per reference (a). Deferred PMCS services are restricted to equipment in an Admin Deadline, Admin Storage, or low usage posture programs. In these instances, the CO will approve, in writing, the equipment affected by deferred PMs. Equipment in the field does not warrant deferred status, as maintenance is also required to be performed while in the field.

d. Corrective Maintenance (CM). Corrective maintenance is a maintenance function performed to restore an item of equipment to a specific condition because it failed or malfunctioned. CM services are the responsibility of assigned commodity managers/maintenance officers. CM actions will be performed per procedures established within the appropriate TM's.

7. Phases of Maintenance. As found in reference (d), the actual accomplishment of equipment maintenance is divided into the following

four phases:

a. Acceptance of Equipment Phase. This phase is the initial step of the maintenance process. It consists of inspection, scheduling and shop assignment.

b. Active Maintenance Phase. Maintenance commodity personnel will perform a limited technical inspection (LTI) once the equipment has been accepted into maintenance. This inspection is the basis for the performance of the maintenance to be conducted.

(1) The maintenance commodity will accomplish all repairs within its authorized maintenance capability and record that information in the SR as prescribed within reference (d).

c. Equipment Induction Phase. Induction is the physical commitment of the work to be conducted on the task and associated equipment. Induction of equipment should be in accordance with the priority established in the acceptance phase.

d. Close out Maintenance Phase. This phase commences when equipment has been repaired and is ready to be returned to the owner. Commodities will follow instructions to close out the SR as prescribed within reference (d). Additionally, equipment owners will ensure records are updated and equipment counters are updated (if applicable).

8. Records.

a. Equipment Records. The functionality of GCSS-MC eliminates or alters the preparation, filing, and disposition of selected general use forms and records previously used in the maintenance management of Marine Corps ground equipment. All required equipment records, both maintenance resource form records and equipment records, along with other pertinent directives related to specific items of equipment will be maintained in accordance with references (d), (i), and (v).

b. Resource Records. Resource records are those which are maintained to document a unit's maintenance effort, e.g., set, kit and chest inventories, PM schedules, Product Quality Deficiency Report (PQDR) and training records. Reference (d) and (v) contain specific instructions regarding the purpose, use, and completion of many maintenance resource records. Maintenance history captured on the SR will remain associated to the item instance/serial number for the life of the item. GCSS-MC functionality retains historical equipment resource records; all equipment owners will manage and update modifications, calibrations, and PMCS within GCSS-MC.

c. Responsibility. The preparation and maintenance of equipment and resource records are the owning unit's responsibility. Entries will normally be entered in records at the time the maintenance or maintenance related action is completed. Commodity managers and maintenance officers

are responsible for the input of all resource records under their charge. MMOs are responsible for the periodic review of all equipment and resource records to ensure that record-keeping procedures comply with current directives.

d. Local Records Discouraged. Since the maintenance of required equipment and resource records consume valuable maintenance man-hours, record-keeping requirements will be held to an absolute minimum. Units employing GCSS-MC are not authorized to develop or utilize locally-produced automated programs that replace capabilities already resident in GCSS-MC.

9. Reports

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

(1) Total Force Structure Management System (TFSMS) is the authoritative data source for equipment requirements information used for materiel readiness and operational readiness reporting, to include MEE and PEI equipment T/E quantities.

(2) GCSS-MC is the authoritative data source for possessed equipment inventories and materiel readiness reporting.

(3) Commanders are responsible for the accuracy of GCSS-MC records and must continually endeavor to achieve the maximum materiel readiness given the resources at their disposal. Commanders will perform required validation/reconciliations to ensure that records are accurately tracked, recorded and reported in GCSS-MC. MMOs will validate/reconcile the Equipment Status Report (ESR) weekly to ensure:

(a) Authorized allowances are correct by comparing the unit's TFSMS allowances against the ESR allowances.

(b) Possessed on hand quantities identified during physical inventory are equal to the quantities reported on both the ESR and the MAL.

(c) The operational status of the equipment in the installed base (IB) match the status reported on the ESR and MMR.

(d) That readiness status of all MRR equipment is accurately reflected.

b. T/E, MAL, and ESR Reconciliations. These monthly reconciliations will be jointly performed by the MMO and supply officer to ensure allowance and on-hand accuracy. If issues are identified during reconciliation the necessary steps will be taken to correct any discrepancies. Whether it's submitting a TOECR via the chain of command to TFSD, a trouble ticket to the GCSS-MC help desk or a discrepancy letter to Supply from the Responsible Officer.

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

a. Responsibility. Owning units are responsible for ensuring that all equipment modifications are properly applied, recorded, and reported via GCSS-MC.

(1) MMO. The MMO will monitor and oversee the overall modification control program throughout the command. Will assist commodities by providing training and guidance on how to update the equipment records once the modifications are applied, verified etc. The MMO will ensure a modification control program is established within the commodities (as required), monthly review records and inspect this program during internal inspection/assessments.

(2) Supply. Supply sections, in coordination with the MMO and commodity managers will update equipment records if there is a change with the National Stock Number (NSN), ID number, TAMCN etc.

(3) Commodities. Are responsible for establishing modification control procedures within their section(s).

(a) Assign, in writing, a modification control clerk responsible for monitoring the modification control program and establish procedures within a desktop. Ensure modifications clerk receives the proper training prior taking over this responsibility.

(b) Upon initial receipt of equipment, operators/maintenance personnel, as appropriate, will inspect items to ensure all applicable modifications have been applied. When the nature of the modification is such that the RO is unable to determine if the modification has been completed, the equipment will be evacuated to the appropriate level of maintenance for verification.

(c) Monthly, validate the GCSS-MC Modification report to ensure no new modifications have been published requiring action, and/or

if any new equipment has been loaded to the owner's records. Once the modifications are applied or verified, ensure records are updated. If there is an NSN, ID number or TAMCN change etc., ensure supply is informed and the proper documentation is submitted in order to update the records.

(d) Review the applicable references for additional guidance, procedures, types of modifications, time required to complete, etc.

11. Support and Test Equipment. Support and test equipment consists of sets, kits, chests, TMDE, and other maintenance related support equipment authorized by the unit Table of Equipment (T/E), special allowance, or garrison tool allowance. Because of its importance to conduct proper maintenance; all authorized support and test equipment is required to be on-hand, serviceable, and properly used to maintain equipment. Support and test equipment will be properly inventoried, controlled, and given PMCS, CM, calibration, and modification (as required).

a. The calibration program managed by the Maintenance Logistics Branch (MLB) Marine Corps Base, Quantico will be the primary source of calibration support and test equipment. However, if turnaround time provided by MLB will not meet the unit's requirements, units may evacuate their TMDE to the nearest calibration facility such as Electronic Maintenance Company (ELMACO) in Camp LeJeune, NC or others as approved by the Marine Corps and command. If the unit chooses this option, it is their responsibility to ensure equipment is dropped off, picked up, and records are updated.

b. Responsibility. Owning units are responsible for ensuring that a calibration control program is established throughout their command.

(1) MMO. Monthly, monitor the GCSS-MC calibrations report and schedule. Ensure Test Measurement and Diagnostics Equipment (TMDE) is properly scheduled. It is imperative that TMDE is staggered in order to maintain enough assets to perform the unit's mission. This program will be reviewed during internal inspection/assessments.

(a) Ensure a calibration control program is establish throughout the commodities that possess TMDE. Provide training and guidance as required.

(2) Supply. As required and in coordination with the MMO and commodity managers ensure equipment records match.

(a) Ensure TMDE and children are properly added/removed off the unit's property records in order to properly establish parent/child relationships (as required).

(b) Endorse annual TMDE review and ensure the necessary corrective actions are taken if discrepancies are identified during

the wall-to-wall inventory.

(3) Commodities. Are responsible for establishing calibration control procedures within their section(s).

(a) Ensure they coordinate and turn-in to supply the appropriate documentation to add/remove new/old TMDE off property records. Ensure appropriate parent/child relationships are established.

(b) Assign, in writing, a calibrations control clerk responsible for monitoring the calibration control program and establish procedures within a desktop. Ensure the calibrations clerk receives the proper training prior taking over this responsibility.

(c) Monthly, review/reconcile the GCSS-MC calibration report to ensure TMDEs are calibrated and properly scheduled. It is imperative that TMDE is staggered in order to maintain enough assets on hand to perform the unit's mission.

(d) As directed by the MMO, ensure an annual inventory is conducted of a TMDE the commodity possesses. If discrepancies are identified, ensure these are properly routed to supply and follow-up is completed to ensure corrective actions are taken.

(4) Calibrations clerks.

(a) TMDE items that are components of a ME will have the parent/child relationship created within the IB. Units will utilize the GCSS-MC serial number generation function to assign a serial number for all operational test code (OTC)-3 TMDE assets where a USMC/manufacture serial number does not exist, but is required, in order to create the parent/child relationship.

(b) Monthly, review/reconcile the GCSS-MC calibration report and ensure equipment is submitted for calibrations with ample time prior to the expiration of the cal due date.

(c) Ensure GCSS-MC records are updated and records match i.e. calibrations stickers, forms, etc.

(d) Clarification and guidance from reference (e) on how records should be updated for Special Calibrations, Inactive and Calibrations Not Required (CNR):

1. Special Calibrations. Within the remarks column, input how the TMDE will be calibrated off the calibration sticker i.e. "Clockwise", "+/-100 PSI" etc.

2. Items Designated as Inactive or CNR. Use guidance provided in reference (e) and GCSS-MC PM/CAL scheduling form.

c. Annual TMDE Inventory. The unit MMO will initiate and ensure an annual TMDE inventory is conducted by commodity officers/managers using the current T/E, CMR, GCSS-MC Calibration Report, as well as physically accounting for all TMDE on hand. The review will include all TMDE assets within GCSS-MC and Infantry Weapons Gage Calibration Program (IWGCP) gages. Questionable TMDE items will be referred to the calibration facility to determine proper classification.

(1) Upon completion of the annual TMDE inventory, commodity officers/managers will forward a copy of the inventory results to the MMO via Supply. The RO must ensure all discrepancies are corrected prior to forwarding the TMDE review through the appropriate channels. If these cannot be corrected within a justifiable time frame, the RO will annotate within the review approximate correction date.

(2) During the inventory, the commodity officer/manager and the MMO will evaluate the calibration category of each item to determine if a lesser category is practical. References (a) and (e) provide guidance in this area. If the category is in doubt, consult the appropriate calibration facility.

(3) Supply will endorse the inventory, verifying that reported quantities match the unit/commodity property records. Supply will not endorse the review unless all identified discrepancies have been corrected. If identified discrepancies cannot be corrected within a justifiable time frame, the Supply will annotate an approximate correction date within the review.

(4) A complete annual TMDE review will be forwarded to the Commanding officer. The MMO and commodity officers/managers will maintain a copy of the inventory until the next annual inventory is conducted. The MMO must also follow-up with commodities to ensure those discrepancies identified during the annual TMDE review are corrected.

12. Maximum Maintenance Cycle Time (MMCT). Reference (v), cancels MCO 4790.2 chapter 3 para 3, and provides further guidance on policy regarding MMCT. Reference (v) will be used until new guidance is published. It requires equipment owners to focus on minimizing the MMCT and will only reach it by exception. This is why it is important to ensure requisitions are placed on order in a timely manner. MMCT for end items, component items, and SECREPS is 120 days conus. These thresholds should be monitored, managed, and only exceeded by exception; e.g., economically justifiable, advantageous to mission completion, or availability of resources. MMCT thresholds only apply to dead-lining/degraded services requests that are corrective in nature.

a. Expiration and Extension of MMCT. COs will designate, in writing, personnel authorized to approve extension to MMCT. All extension requests must be initiated 10 days before MMCT expiration date. The following procedures will be used to request and document extensions to MMCT:

(1) Organizational/Field Level Maintenance Activity Actions. In cases where the delay is not due to supply support or maintenance resources, the Commander/Accountable officer or equivalent may extend MMCT if current operational requirements or resources prevent completion of maintenance actions within the prescribed thresholds.

(a) All efforts to avoid exceeding MMCT must be properly documented on the service request tasks and/or task notes. If submitting for disposition due to lack of supply support refer to reference (w) paragraph 4, for additional requirements.

(b) Documentation. When Commanders deem that additional guidance is required other than what is listed on this SOP, local procedures for the extension of MMCT shall be established. Ensure all commodities being affected by change of policy receive a copy of these procedures.

1. Commanders shall delegate, in writing, appointed personnel who have the authority to extend MMCT. Individuals may be appointed utilizing the template provided on Figure 2-1 or be appointed in writing in a separate authorization letter.

2. Review reference (v), for minimum requirements that must be listed within the MMCT extension request.

3. When requesting for an extension, a new "Task" will be created under the associated service request and be labeled "MMCT Extension". Within the task "Task Notes", identify the justification for the extension, the new expiration date, and the approver's name. All required approval documentation shall be uploaded to the service request.

4. Multiple requests for extension of the MMCT may be listed on a single authorization request, however; it must list each item and service request, individually. Upon approval, the documentation shall be uploaded to each service request that an extension was requested for.

13. Safety. Safety requirements are set forth in reference (u) and all MCINCR-MCBQ safety orders. The MMO and commodity officers/managers will coordinate closely with the unit safety officer and S-3 officer to ensure that safety training requirements are being met.

a. The responsibility of each commanding officer to publish and post safety regulations peculiar to specific facilities under his authority extends to maintenance spaces. Directives should be utilized to develop procedures to locate and neutralize any hazards that may result from maintenance operations.

b. Safety of Use Alert and Maintenance and Supply Advisories. These advisories are published to ensure the safety of Marines by rapidly notifying them of hazards associated with the operation or maintenance of Marine Corps weapon systems or equipment. Additionally, they provide

procedures to assist the Marine Forces in maintaining equipment readiness by rapidly providing emerging maintenance and supply information. These alerts should be maintained by the unit MMO and safety commodity manager. Information can be found in the reference (u).

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

(2) Maintenance advisories address information of a nature that would preclude inordinate extension of a maintenance cycle time, prevent unauthorized maintenance from being performed, prevent damage to equipment, provide for more economical operation, or increase equipment readiness.

14. Replacement of Unserviceable Recoverable Items. Using unit supply activities will no longer requisition class VII ME T/E deficiencies. A push-fulfillment equipment sourcing process will ensure that class VII ME are sourced and aligned with Commandant of the Marine Corps (CMC) equipping strategies and are in accordance with (IAW) CMC established priorities per DODI 5000.64.

a. Units with an organizational level of authority are not authorized to dispose of equipment on their own unless specific instructions are provided. Equipment will be evacuated to the IMA where they will assess the equipment and submit for WIR if the equipment is deemed beyond repair. Equipment owners are responsible for providing the IMA the required DD1348 form. Supply System Responsibility Items (SSRI) WIR request will be submitted to appropriate disposition resource group.

15. Quality Control (QC). The objective of each QC program is to maximize equipment readiness through increased equipment efficiency and reliability by ensuring that proper and effective maintenance is performed on all equipment undergoing repair or servicing. MMOs and commodity officers/managers are responsible for ensuring compliance with all QC specifications, as established in applicable technical manuals during the accomplishment of all maintenance activities.

a. Shop Procedures. An effective QC effort is critical to equipment readiness and mission accomplishment.

(1) Responsibility. Quality Control is a joint effort between the MMO and commodity managers/officers.

(a) MMO. Although it is the responsibility of the commodity officer/manager to establish QC procedures within their respective commodities, the MMO will review this program during internal inspections/assessments. Periodically, the MMO will take a sample of closed SRs and review to ensure commodities are properly capturing QC inspections within the respective Final QC tasks.

(b) Commodities. Ensure a QC program is established within the commodity and QC personnel are assigned in writing. Assigned QC personnel will be adequately trained in their responsibilities and the importance of their position. Experienced personnel must be assigned to supervise, mentor, and train inexperienced personnel at every level.

16. Product Quality Deficiency Report (PQDR). 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. PDREP is a web-based system and the primary source used to create and submit a PQDR. This system is designed to track quality and delivery performance on material/services procured by the Navy, Marine Corps, and Defense Logistics Agencies. Units are required to submit PQDRs (Standard Form 368) in accordance with references (a), (o), and this order

a. Responsibility. Maintenance personnel should clearly understand the PQDR program and that reports are required to be submitted on appropriate occasions. Reference (o), provides detailed guidance on how to fill out the SF368.

(1) MMO. The MMO will function as the central control point for submission and tracking of PQDRs. The MMO will ensure proper training is being conducted in order to ensure data requirements are being met as well as proper submission procedures are being followed.

(a) Is designated as the Originating Point and will review the PQDR information for completeness, validity, accuracy, and correct the information as necessary.

(b) Will assign a Report Control Number and forward all PQDR submissions to the Screening Point.

(c) Will track the submission of PQDRs via a locally generated tracking method. This could be a logbook, or an electronic database, as long as the records are properly tracked. This method will list at a minimum: Report Control Number (RCN), date submitted, remarks/action, and date closed. The means of tracking will be reconciled, on a quarterly basis, against the PDREP database.

(2) Commodities. Personnel should clearly understand the PQDR program and that reports are required to be submitted on appropriate occasions.

(a) The originator is any individual that identifies a discrepancy. The originator will report the discrepancy by using a PQDR and must familiarize themselves with the PQDR Users Guide to ensure strict guidance is adhered to.

(b) Once the PQDR is completely filled out, it will be

forwarded to the MMO for review, RCN assignment and submission. If additional information is required, the originator will provide it to the MMO. Ensure proper causative research is conducted prior to submission.

(c) Should the originator receive a response to any PQDR, a copy of the response will be forwarded to the MMO for quality assurance and tracking.

(3) Retention. PQDRs, with final action, will be kept on file for one year.

Unit Header

4790

Code

Date

From: Commanding Officer
To: Distribution List

Subj: URGENCY OF NEED DESIGNATOR AND MAXIMUM CYCLE TIME (MMCT) FOR
AAC-MXXXXX

Ref: (a) MCO 4400.16
(b) MCO 4400.150
(c) MCO 4790.2
(d) TM 4700-15/1H
(e) MMSOP (List current MMSOP)

1. References (a) thru (e) establish the Uniform Material Movement and Issue Priority System (UMMIPS). Reference (e), provides unit level instructions for the assignment, preparation and use of the priority system. Accordingly, the authority to approve service requests (SR) and parts requirements (PR) based on Urgency of Need Designators (UND) is delegated to those personnel listed in paragraphs 2 thru 3.

2. All personnel listed on this letter is required to attend regular Uniform Materiel Movement and Issue Priority System (UMMIPS) training. Thereafter; UMMIPS training will be conducted at a minimum, semi-annually. Also, personnel that approve service requests or tasks with parts requirements will be trained in those duties required to hold that particular billet i.e. Supply personnel.

3. Personnel listed on this paragraph are authorized to extend the limits of the Maximum Maintenance Cycle Time (MMCT) on the behalf of the Commanding Officer due to unique scenarios that are not due to supply support or maintenance resources when economically justified and advantageous to mission completion. MMCT thresholds only apply to deadline and degraded service requests that are corrective in nature. 30 day extensions at the time are authorized but not to exceed 90 for end items, components, and SecReps. At the end of the 90 day period an assessment will be conducted to validate if its cost effective and in benefit to the unit to keep extending the equipment MMCT or begin the disposition process. If the equipment is evacuated to an Intermediate Maintenance Activity (IMA), the maintenance officer of that activity may extend the limits of the MMCT with approval from the owning unit. Documentation to support this decision must be retained by the maintenance and maintenance management officer and uploaded to the service request.

4. Per the references, the personnel listed below are authorized to approve SR and PR for UND A and B, Force/Activity Designator (List F/AD),

priority (___).

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
		XO
		MMO
		SupO

5. Per the references, the below listed personnel are authorized to approve SR and PR for UND B and Force/Activity Designator (List F/AD), priority (___ and ___). UND C is automatically assign when the user is granted access to GCSS-MC.

<u>NAME</u>	<u>RANK</u>	<u>BILLET</u>
		Maintenance NCO
		Supply Clerk

6. This letter supersedes all previous letters submitted by this command.

7. The point of contact concerning this matter is the Maintenance Management Office at DSN XXX-XXX-XXXX.

C. O. SIGNATURE

Distribution List:
(As appropriate)

Figure 2-1. Urgency of Need Designator and Maximum Cycle Time

Note: The billets listed on paragraph 2, are provided only as an example. Per reference (c), the unit commander may delegate the authority to assigned UND A to whomever he desires.

Unit Header

4790
Code
Date

From: Commanding Officer
To: Commanding Officer, (list local Intermediate Maintenance Activity)
Subj: PERSONNEL AUTHORIZED TO RECEIVE AND DELIVER MATERIAL AND EQUIPMENT FOR AAC-MXXXXX
Ref: (a) MCO 4400.150
(b) MMSOP (List current MMSOP)

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

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

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

4. The point of contact concerning this matter is the Maintenance Management Office at DSN XXX-XXX-XXXX.

C. O. SIGNATURE

Distribution List:
(As appropriate)

Figure 2-2. Personnel authorized to receive and deliver material and equipment

CHAPTER 3

SUPPLY SUPPORT

1. General Information. Requisitioning, receipt, storage, and issue of repair parts and materials will be conducted per references (a), (d), (e), and (f). Identification of repair parts, accurate technical research, timely processing and aggressive follow-up actions are the critical elements of quality supply support. To ensure continuity across the supply system, units will follow higher headquarters policy regarding the requisition and management of repair parts and materials.

a. 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.

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

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

2. Supply Support. Supply requisitions are reflected on the Due and Status File (DASF) within the document management area of GCSS-MC. Additional demands encompass all requisitions, whether they are for canteens or repair parts. The GCSS-MC DASF is updated on a "near-real-time" basis. The management of additional demands is not complete without follow-up actions. The SupO, MMO, and the commodity manager(s) must ensure that additional demand follow-ups, lost shipment action, modifiers and cancellations are initiated and processed when required by utilizing a SR based validation approach. Validations are not to be confused with reconciliations. Reconciliations will still occur in person (face-to-face).

a. Maintenance and Supply Coordination

(1) Unit commanders and commodity managers must ensure only authorized and required supplies are requested.

(2) Maintenance personnel must provide the unit supply section with information concerning normal and special requirements.

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

(4) Unused materials and repair parts must be returned to supply.

(5) Back ordered material for which requirements no longer exist must be identified and cancelled. Documents with a "BA" status (Being process for shipment) cannot be cancelled.

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

3. Repair Parts Request System. When repair parts or materials are required, these requirements will be listed and forwarded to the supply source using the maintenance task on a service request through GCSS-MC.

a. The requisitioning, receipt, storage, and issue of repair parts and materials shall be conducted per applicable references. The key to any effective maintenance management program is the availability of sufficient repair parts and materials to perform preventive and CM services. Accurate identification of required repair parts and timely processing of demands is the cornerstone of equipment readiness. The culmination of supply support efforts is aggressive follow-up actions on pending demands.

b. If a repair part is required, it must be order under the associated "Maintenance" task. Due to the functionality of GCSS-MC, the priority of a part requirement will directly reflect the priority of the task for which identified. All part requirements must be made under a "Maintenance" task in order to properly assigns an operational status to the task. A separate task will be created for each major defect. Part requirements will not be made under a "Supply" task due to the inability to assign an operational status to the requisition.

c. It is recommended that part requirements with the same priority be identified on a maintenance task reflecting the same urgency of need. However, when all part requirements by "Task" are received and applied, the operational status of that "Task" will be changed as repairs are completed. Doing so, will allow for easier SR reconciliation and help to mitigate errors in processing part requirements and the operational status of service requests.

d. Maintenance sections are not authorized to maintain excess repair parts and/or components. Exceptions include those associated with specific maintenance SRs, Demand Supported Items (DSI), or select low density class IX parts that were issued with new equipment to be expressly held by the using MSE maintenance activity. Upon receipt of requested repair parts one of the following courses of action will be taken:

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

(2) If a piece of equipment requires multiple repair parts which are to be applied at one time, place the repair parts in a bin that is associated to the end item until all repair parts are received.

e. Open Purchase. If the required requisition cannot be processed through GCSS-MC, then an open purchase request must be generated.

(1) Supply will provide further guidance on the process and required documentation. Supply will also be responsible for ensuring that the request is processed in a timely manner and updates are provided to the maintenance section.

(2) Open purchase requests will also be part of the weekly reconciliation between MMO, maintenance, and supply.

(3) Upon approval and receipt, all documentation will be uploaded to the associated service request.

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

g. Non-System Demands. There will be cases when a repair part is required for which there is not a valid NSN; this could result from an NSN not being assigned in a TM, the NSN not listed in GCSS-MC, or if the item is under warranty. In any of these cases, the unit will submit an Item Master Organization (IMO) load request to the Supply Management Unit (SMU) to load the NSN, cataloged at the enterprise level, or open purchased.

4. Repair Parts Control. Units are not authorized to maintain repair parts or components except when associated with a specific maintenance service request, shop over-head, planning service request, or DSI. Commodities must review the applicable references for guidance on the receipt and storage of repair parts. As needed, MMOs, in coordination with Supply and maintenance commodities, will publish additional guidance for receipt and storage of repair parts within their unit.

a. Service Request Parts Bins. SR parts bins, otherwise known as layette bins, are a means of controlling and accounting for repair parts within the shop. Repair parts can be traced from date of requisition to receipt through GCSS-MC. The "debrief" of the repair part is the final step in this phase.

(1) Responsibility.

(a) MMO. Will periodically conduct random checks of closed SRs to ensure commodities are properly debriefing material and labor.

(b) Supply. Upon receipt of any parts, ensure these are assigned to the proper commodity stages and inform the owning commodity for pick-up.

(c) Commodities. Accounting for parts received or issued to a technician for application will be validated weekly from the commodities sub-inventory in GCSS-MC. Along with the validation of parts in the bins, the parts/supply clerk will also validate the maintenance layettes sub-inventory report to ensure that there are no parts listed in GCSS-MC that are not on-hand. Maintenance chiefs and QCs will ensure these steps are taken and parts are properly debrief prior to closing the SR.

1. Excess repair parts or Secondary Reparables (SECREP) will not be held by maintenance commodities. Excess repair parts will be identified to unit supply for rollback transactions.

5. Demand Supported Items (DSI). DSI's provide the advantage of having selected repair parts on hand at maintenance facilities to expedite the completion of work. Continuous monitoring of DSI allowances is required to ensure that types, amounts, and usage of items warrant their stockage. DSI's may be established in maintenance activities in accordance with references (a), (b), (d), (f), (u), and this order as long as it meets the history usage criteria.

a. DSI Stockage Criteria. Commands may maintain demand-supported items as long as items meet the stockage criteria and the following requirements are met:

(1) Commodities are responsible for initiating the process of establishing a DSI. They will ensure proper procedures are in place and items placed on a DSI meet the stockage criteria.

(a) Commodities may modify or use their own DSI listing as long as it meets the minimum requirements listed below. Ensure that each enclosure, on the bottom right corner, has a line for the unit commander's initials.

1. Nomenclature

2. National Item Identification Number (NIIN) or National Stock Number (NSN)

3. Min/Max (Quantity to be retained)

4. Unit of Issue (U/I)

5. Unit Price (U/P)6. Extended Price (Quantity authorized multiplied by U/P)

(2) Prior to routing the request to the CO for approval, all requests will be reviewed by the MMO to ensure items listed on the request meet the required criteria. Thereafter, the MMO in coordination with the Supply Officer, will formally request DSI to the CO.

(3) DSI approval(s) will be reviewed and updated in writing and forwarded to the CO on an annual basis. If an enclosure is used to list the DSI, the CO must initial each page of the enclosure.

(4) Once approved, the MMO, Supply Officer and commodities will review the DSI stockage listing quarterly, to ensure that the expenditure of funds is consistent with the needs of the unit. Periodic reviews during the year will be conducted to ensure that DSI stockage levels are maintained at the appropriate range and depth. COs may approve changes to the approved annual listing based on quarterly reviews.

b. Storage. Once the items have been received, separate them by NIIN and store in separate compartments/boxes/containers that are labeled with a locator number. Ensure that the physical location of the part matches the locator number within GCSS-MC.

c. Inventory. Commodities will inventory their DSI quarterly. Maintain a quarterly inventory log with date inventoried, last name, first name, and signature of the person conducting the inventory.

d. Review. If an item is determined that it no longer qualifies as DSI, set the MIN/MAX quantity to "0" and use until exhausted. Once exhausted, remove it from the DSI authorization letter and resubmit for signature. A new DSI letter will be submitted for signature only when changes are required.

e. Debriefing parts. To show DSI parts usage, perform a negative debrief within the maintenance SR. When debriefing a task, select the material tab, the Service Activity Code (SAC) should be "Issue from Inventory" and the War Reserve System (WRS) entry will be "PB" (for DSI/Pre-Expended Bin) or "BU" (for Broken Unit of Issue). This transaction will automatically remove the item used from the DSI/PEB sub-inventory and applied to the SR as a repair part.

f. Broken Unit of Issue (BUI). When a repair part has been ordered for a SR that comes in with a U/I of "hundred," "box," "package," etc., and is not normally stocked in the DSI, take the following action:

(1) Broken U/I's not considered common hardware or costing more than \$5 per U/I must be identified on the list as broken U/I's and reflect the date they were added to the list. These items may be kept

on hand until exhausted. BUIs must also be clearly labeled in order not to mistake them as DSI.

(2) Apply the amount needed to complete the repair. Annotate on the notes section of the SR that the remaining quantity will be temporarily added to the DSI as BUI. If the box came with a quantity of ten and only two pieces were used, debrief "0.2."

(3) Perform a sub-inventory transfer from the SR to the BUI locator within your section's DSI sub-inventory.

(4) 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.

6. Selective Interchange and Cannibalization. By definition, selective interchange is a lesser degree of cannibalization. The approval authority of selective interchange differs from cannibalization. Such procedures will be done at the lowest level having the maintenance capability to accomplish the task. Reference (d) lists instructions on selective interchange and cannibalization.

a. Selective Interchange. Selective interchange is the 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. The end item that provided the serviceable the part must already be in the maintenance cycle. Units are not authorized to remove a part from an operational end item. 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.

(1) Authority for selective interchange. Commands and maintenance activities will implement strict internal control procedures to ensure that selective interchange is not conducted unless authorized by the appropriate commander.

(a) Organizational level. Unit commanders are authorized to approve selective interchange in cases where it is deemed appropriate and necessary to meet operational commitments. Equipment in a temp loan status must have approval from the owning unit commander.

(b) Intermediate Maintenance Activities. Direct and general support maintenance activities are authorized to conduct selective interchange for equipment within their purview, and under the following conditions:

1. Equipment/secondary reparable is in the intermediate

category of maintenance, or the commander of the unit accountable for the equipment from which the serviceable part or secondary reparable is to be removed has authorized the interchange.

2. Organizations conducting maintenance of Marine Corps ground equipment via Memorandum of Agreement or maintenance contract will not conduct selective interchange without prior approval from the appropriate commander (accountable officer for the equipment).

(3) Documentation of Selective Interchange. GCSS-MC captures the minimum data requirements for reporting. All documentation associated with the approved selective interchange request will be uploaded to the service request(s).

(4) Reporting of Selective Interchange. 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. A requisition for the replacement part or component may be used in lieu of the actual unserviceable part or component in the exchange.

b. Cannibalization. Cannibalization is the removal of serviceable parts or components from one unserviceable item of equipment in order to install them on another unserviceable end item of equipment without replacement in order to return it to an operational status. Cannibalization is considered to be an exceptional maintenance procedure and is authorized only for mission-essential equipment when an operational commitment is imminent, and only when it appears that required repair parts cannot be obtained on a timely basis. Cannibalization will only be used when all other means of repair/replacement have been exhausted.

(1) Authority for Cannibalization. Marine Corps Logistics Command (MCLC) is the sole approval authority for cannibalization. Cannibalization will be requested and approved via the disposition process. Commands and maintenance activities will submit cannibalization request(s) to MCLC. The item manager from MCLC will respond with disposition instructions authorizing removal of repair parts from the equipment being disposed of.

(2) Commands and maintenance activities will not conduct cannibalization with the objective of building an inventory of operational stocks. When cannibalization has been authorized by a MCLC item inventory manager, serviceable parts will be returned to the supply system for accountability and reissue.

(3) Organizations conducting maintenance on Marine Corps ground equipment via memorandum of agreement or maintenance contract will not conduct cannibalization without prior approval from the appropriate MCLC inventory manager.

(4) Commands and maintenance activities will implement strict internal control procedures to ensure that cannibalization is not conducted unless authorized by MCLC.

(5) Documentation of Cannibalization. GCSS-MC captures the minimum data requirements for reporting. All documentation associated with the approved cannibalization request will be uploaded to the service request.

(6) Reporting of 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.

7. SECREP Exchange. There are two types of secondary repairable items are: depot repairable (SMR code of D and L) and field (SMR code of O, F, and H) intermediate and organizational repairable. The management of secondary repairable items is based upon the SMRC assigned to each item. The authorized reference for the SMRC is the equipment SL-4/technical manual. The maintenance code in the SL-4/technical manual is for the specific part within the end item. If there is no applicable SL-4, then the SMRC cited in FEDLOG, or appropriate TM, should be used.

a. Upon determination that a SECREP is required, units will immediately commence the exchange process for a serviceable like-item from the Repairable Issue Point (RIP). If a like item is available in the RIPs inventory, it will be issued. If a replacement item is not available, the RIP will issue backorders by priority and then on a first come, first serve basis.

b. As part of the process, a maintenance service request is opened and the condition code "F" item is sent to the RIP for exchange. The RIP fulfills component exchange or places item on backorder if not in inventory. The unit receives component from the RIP; the unit supply receives condition code "A" component into inventory (via DD-1348) and places component in sub-inventory for section to complete SECREP exchange procedures.

c. Unit/Customer Responsibilities

(1) The secondary repairable exchange process requires a unit to open a service request to float components to the RIP.

(2) Attach a completed NAVMC 1018 (Inspection and/Repair Tag) to the SECREP.

(3) Ensure that unserviceable components delivered to the maintenance float are clean, complete and properly packed.

(4) Conduct reconciliations with the supporting maintenance

float activity weekly.

d. The following 3 system actions will be achieved with a single SECREP transaction line entered by the user:

(1) A defective part is virtually removed from the end item configuration within the IB.

(2) The defective part is virtually shipped to the RIP.

(3) A replacement part is ordered from the RIP.

e. Secondary reparable exchange procedures are provided in reference (d). In addition, when the SECREP requiring exchange is not configured to the end item and does not exist in the IB, it can be created during the exchange process.

f. Turn-in Without Issue. If a commodity determines that an item can be turned into the RIP and does not require a replacement, a turn-in without issue letter must accompany the item. The letter will be signed by the unit commander.

g. Delayed Turn-in. When an immediate item swap cannot be accomplished, the commodity must request a delayed turn-in waiver. For example, if the SECREP requires a container to be transported and the only container available is the one that the serviceable SECREP comes in. This letter can be signed by the commodity OIC.

h. MMO Responsibilities

(1) Conduct bi-weekly reconciliations with the supply section to identify SECREPs that are resident within the IB.

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

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

i. Intermediate Maintenance Activity Responsibilities

(1) Upon receipt of a SECREP, verify that NAVMC 1018 tag data is correct and complete (e.g. the correct Responsible Party name).

(2) Enter the information on side B of the NAVMC 1018.

(3) In those instances where an IMA is required to float a sub-assembly out of a major SECREP they will enter the same Weapons System Code (WSC) on the sub-assembly's NAVMC 1018 as it appears against the major SECREP.

8. Introduction of Newly Fielded Equipment. New equipment will require the same degree of operator training, maintenance training, repair parts, supporting tools, and test equipment as equipment already in use. HQMC will publish a "support concept", commonly in the form of a Fielding Plan (FP). Other support concepts may be found in a Material Fielding Plan (MFP), Users Logistics Support Summary (ULSS), or Supply Instruction (SI) under which new items of equipment will be issued, implemented, used, and maintained.

a. Responsibilities. Placing newly fielded equipment into service is a joint responsibility by the MMO, Supply Officer and Responsible Officer/Commodity manager. All, are required to follow the guidance listed below if applicable for their section:

(1) Review the Fielding Plan (FP) for each new item of equipment, with particular emphasis on the support concept and related correspondence to determine the total quantity, complexity, and associated requirements.

(2) Ensure all new items of equipment received are physically kept in an administrative deadline status and recorded as such in GCSS-MC until operationally released for service.

(3) Be prepared to initiate, submit reports (as required) to MCB Quantico G-4 MMO if any deficiencies encountered with placing the equipment into service.

(4) Ensure sufficient security is provided to prevent unauthorized use, cannibalization, or other abuse.

(5) Ensure RRGE assets are reported on the unit ESR and are reconciled against the unit's MAL, current edition of the Marine Corps Bulletin (MCBul) 3000, and T/O&E.

(6) Ensure a letter authorizing equipment to be placed into service is scanned and added to the IB for all item instances that the request pertains to.

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

(8) Ensure an acceptance LTI is conducted and scanned into the IB for each serialized asset in GCSS-MC.

(9) Ensure a thorough SL-3 inventory is conducted and documented.

(10) Ensure all items listed in the FP and warranty procedures are addressed prior to placing the equipment into service.

(11) Ensure all equipment, components are on hand and

appropriate training (as required, i.e. licenses, certifications) are obtain before equipment is placed into service.

(12) Ensure the Disposal Plan (DP) is thoroughly reviewed and appropriate actions are taken to dispose of obsolete/old equipment.

9. Validation and Reconciliation. All commodities are required to validate and reconcile maintenance and supply records on the Maintenance Production Report (MPR). Daily, commodity manager(s) will conduct in-house validations against their MPR, layettes, and actual equipment.

a. Validation. The process used to confirm repair part requirements. It involves confirmation of requirements that are still needed, cancellations, receipts, scrounges, and current status. When confirming needed requirements, the customer must ensure that the items have been made known, still exist, and are resident in the supply system.

b. Reconciliation. Reconciliation is a joint responsibility of the MMO, SupO, and commodity managers. The reconciliation and validation process must ensure repair parts are validated at the shop level and requirements are recorded in GCSS-MC.

c. SR Parts Bins. An area where the parts ordered on an SR are stored while waiting to be placed on the equipment. The area can be a shelf, box, or something similar. The location is normally indicated by the SR number.

d. Responsibilities. Validation and Reconciliation will be accomplished weekly, by the commodity officer/chief, supply and MMO.

(1) Maintenance Management Office

(a) The MMO should chair this function personally and should only delegate this task to another individual by exception.

(b) Upon completion of reconciliation/validation, ensure requirements for corrective action are documented and a follow-up plan established.

(c) Maintain key documentation from reconciliation/validation for a period of no less than six months. This documentation will be used as a tool to conduct trends analysis and implement improvements in the maintenance process.

(d) Monitor the transaction-status task in the Universal Work Queue (UWQ) and ensure that appropriate actions are taken in a timely manner.

(e) Provide assistance to respective commodities when issues arise that rest outside the support of the Supply section.

(f) Reconcile with commodity managers equipment that is EVAC to a higher echelon of maintenance and ensure its fix within the appropriate amount of time.

(g) Reconcile equipment being fixed at the organizational as well at the IMA (EVAC) to ensure it is fixed within the appropriate amount of time not exceeding the Maximum Maintenance Cycle Time (MMCT) of 120 days.

(2) Commodity Managers. A current Maintenance Production Report (MPR) will be used by the maintenance personnel. Sections need to be prepared to answer questions on identified discrepancies, forecasted issues, and pending corrective actions. Weekly and prior to reconciliation with the MMO commodity managers/maintenance chiefs will:

(a) Conduct reconciliations with maintenance supporting activities (Marine Corps or Contracting) all equipment evacuated outside the commodity/command prior to reconciliation with the MMO.

(b) Validate SRs contain all the required information in accordance with reference (d). Focus should be on ensuring SR header information matches equipment the SR is open for, equipment status, priorities are matching, job status codes are correct, and defect codes are current etc.

(c) Validate parts identified in the sub-inventory in perpetual to ensure that all received parts are properly transferred and debriefed when installed.

(d) Ensure parts requirement(s) are order under the associated maintenance task. Once the repair parts have been identified, the associated maintenance task must be assigned to the Supply resource group, not an individual.

1. Ensure proper causative research is conducted on all parts being placed on order.

(e) Monitor the Universal Work Queue (UWQ) daily. Upon receipt of all requisitions placed on order and all maintenance actions completed; ensure all part(s) and labor is properly debrief and all task(s) closed (not complete status); prior to closing the service request.

(f) Monthly, commodity managers will validate all outstanding GCSS-MC reports not used during the validation/reconciliation (i.e. Modifications, PMCS, Calibrations etc.). Corrective actions will be taken on identified discrepancies.

(3) Supply Section. A current Maintenance Production Report (MPR) will be used by the supply personnel. Supply needs to be prepared to answer questions on identified discrepancies, forecasted issues, and

pending corrective actions. Weekly and prior to reconciliation with the MMO and commodity managers/maintenance chiefs Supply will:

(a) Review and reconcile all SRs that belong to Supply "Supply or Service". Ensure SRs contain all the required information in accordance with reference (d).

(b) Present a Due-in and Status File (DASF) during the weekly reconciliation/validation. Ensure DASF is reconciled for discrepancies and annotated prior to event. Validate parts requirements within sub-inventories to ensure proper transactions have been made for materiel transferred and debriefed (as required).

1. Initiate corrective actions on identified discrepancies noted during the weekly reconciliation. Ensure feedback is provided to the appropriate commodity and/or MMO.

(c) Validate parts identified in the sub-inventory in perpetual inventory to ensure that all received parts are properly transferred to the appropriate commodity stages or debriefed if these belong to supply.

(d) Review all parts request and approve. Once placed on order reassign task(s) back to the appropriate commodity. Ensure if there are any issues with the parts request, these are immediately identified to the requestor for corrective action.

(e) In case of SHT FUNDS, supply will provide a valid justification for short funds status within the "Task Notes" and re-assign the maintenance task(s) back to the originating customer. Supply will "not" change the job status of the SR to SHT FUND, only the equipment owner will perform this change.

(4) Additional guidance.

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

(b) On a monthly basis, maintenance management personnel in coordination with commodity managers will validate all outstanding GCSS-MC reports not used during the validation/reconciliation (i.e. Modifications, PMCS, Calibrations etc.).

10. Sets, Kits, Outfits and Tools (SKOT)/Tool Control. References, (a), (e), and (u) 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 as applicable to sets, kits, outfits and tools.

a. Accountability. A SL-3 component list describes all components of collection-type items (i.e., sets, chests, and kits, outfit and assortments, and components to PEI's such as vehicles, weapons, and communications equipment).

b. Responsibilities. The unit MMO, supply officer, and commodity officer's/managers should match sets, chests and kits to the T/O&E to ensure all items are on hand.

(1) Commodities will maintain a copy of the most current and applicable SL-3, SL-3 extract or inventory listing in the tool kit, set, or chest, or in a file folder. Additionally, common tools for which the CO has established allowances will be inventory. The commodity officer/manager will ensure that inventories are maintained in a secure area.

(2) There may be instances where a SL-3 inventory sheet is not available. In this instance, a locally inventory sheet will be generated. Detailed instructions for inventories and record keeping requirements are contained in reference (e) and will be used for all SL-3 inventories.

(3) TAMCN children that have a SL-3 inventory will also be inventory.

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

(5) All unissued tool sets, chests, and kits and individual portable power tools that are band and stored in a secure area due to a lack of personnel, will be inventoried and sealed. These tool sets, chests, and kits and individual portable power tools will be inventoried annually or when they are issued and not to be used as "community" tools.

c. Classification. Within the SL-3, listed under the column "Item Identification" there are three general item listings: Supply System Responsibility Item (SSRI), Collateral Material (CM), and Using Unit Responsibility Item (UURI). Review the SL-3 for a definition of each category.

d. Inventories Procedures. Inventory procedures will be conducted

and documented per references (a), (e), (u), (x), applicable SL-3 extracts and technical manuals. Based off T/O&E personnel and equipment ratio units will conduct SL-3 inventories on all sets, chests, kits, and individual portable power tools. This includes locally generated SL-3 inventories. Items will also be checked for serviceability during this inventory. Use the additional guidance below to determine the minimum frequencies of inventories:

(1) SKOTs will be inventory upon change of a Responsible Officer (RO) and/or prior to issue and recovery.

(2) Annually, inventory SKOTs and individual portable power tools that are not being used and securely stored. These must be 65% complete and banded. An authorization letter must be created by the RO, listing the band serial number(s), this will prevent tempering and/or loss of stored items.

(3) Quarterly, inventory SKOTs and individual portable power tools that are issued for the exclusive use of an individual. Inventories will also be conducted upon issue and recovery. A secure storage area with locks is required.

(4) Locally generated SL-3 inventories will also be inventory on a quarterly basis unless otherwise directed differently in writing by the Commanding Officer.

e. Conduct and documentation of inventories. Inventories will be conducted and documented in accordance with the applicable references and this order.

(1) Inventory sheets will be set up so they can be used for quarterly, semi-annual or annual inventories.

(2) Inventories will be documented using the legend provided within the SL-3 extract. Permanent remarks will be documented in pen and temporary remarks will be documented in pencil.

(3) Commodity managers/officers will ensure the latest SL-3 extracts and/or locally generated inventories are utilize. Reference (e), lists in detail how these inventories should be documented.

(4) Upon completion of the inventories, ensure on hand Using Unit Responsibility Items (UURI) are included on the authorization letter. Reference (u) speaks to what items should be listed on this authorization letter.

(5) Upon completion of the inventories any missing, unserviceable or incomplete SL-3 items will be placed on order. Deficiencies will be placed on order in accordance with reference (d). The service request will be annotated in accordance with reference (e).

(6) Principal End Items (PEI) may have children that are TAMCN items. These children may possess SL-3 extracts. Commodity officers/Managers will validate if there is an applicable SL-3 and ensure inventories are also conducted on this items.

(7) Inventory records will be maintain for two years. The previous year and current year.

f. Replacement of SL-3 components. SL-3 components will be requisitioned through GCSS-MC in accordance with reference (d). For items not available to be requisition through GCSS-MC a service request still required. Commodities will document within the task notes the items are unserviceable, missing or incomplete and follow supply's guidance in regards to open purchase.

(1) SL-3 items that deadline the end-item will be requisitioned via a maintenance SR using a deadline status. A remark will be entered in the notes block stating that the SL-3 item is deficient and deadlines the PEI.

(2) Units that are short funds are still required to requisition parts within GCSS-MC. When funding becomes available, SR job status will be changed from 'SHT FUNDS' to 'SHT PART'.

(3) Loss. Commanders are encouraged to utilize missing gear statements for missing SL-3. The individual responsible for the loss of sets, chests, kits, or components thereof, as a result of negligence shall be given the opportunity to reimburse the government. If deemed necessary, disciplinary action may be taken. Upon evaluation of the loss, action will be taken to replace the items immediately.

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

g. Unfunded Deficiencies. Per references (d), (f) and (u), SSRI and Collateral Materiel (CM) items are required to be maintained on hand, on order, or identified as an unfunded deficiency unless otherwise directed within the SL-3. Units within will make every effort to requisition any deficient SL-3 in order to ensure on hand equipment is SL-3 complete.

(1) Corrective maintenance requisitions will not be placed on the unfunded deficiency letter. All efforts will be made to obtain funds

to requisition these parts and complete repairs within the MMCT of 120 days. Any issues should be brought up to the MMO and SupO as soon as possible for corrective action.

(2) It is the commodity officer/manager responsibility to identify any SL-3 deficiencies and ensure these are placed these on order. If there are no funds available, the commodity officer/manager will identify the funds shortage to the comptroller via the MMO and SupO. The request must be endorsed by the Commanding Officer.

(3) Throughout the calendar year commodities have three opportunities to identify deficiencies to the comptroller. During the annual budget review, midyear review and/or closeout review. If a deficiency is identified earlier then these timeframes, the commodity officer/manager must submit their request as soon as possible.

(4) When there is a deficiency, commodities will open a SL-3 SR and place these items on order.

(a) The commodity officer/manager will submit an unfunded deficiency letter to the comptroller via the MMO, and SupO. This letter must be endorse by the Commanding Officer.

(5) Unfunded deficiency letters must contain at a minimum, the following:

(a) TAMCN and nomenclature for the item(s) that are deficient. Example: E1442 Riffle, 5.56MM, M16A4.

(b) NSN/NIIN, nomenclature and quantities of each SL-3 item(s) deficient.

(c) Unit price and total price per item deficient.

(d) Total cost for all identified deficiencies.

(6) Using Unit Responsibility Items (UURI) will not be placed on the unfunded deficiency letter, these items are as required/optional. Unless, the unit deems that these items required and pertinent to their mission.

h. Excess Tools. Excesses resulting from changes to authorized allowances, quantity changes, or any other condition will be returned to the supply system. Identification and return of excess tools will be accomplished in the same manner as excess parts. All excess tools returned to the source of supply must be new. Like-new or used tools will be turned in to DLA Disposition Services.

11. Using Unit Responsibility Items (UURI). These are items not issued with the end item during initial provisioning and subsequent fielding. 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.

a. UURI 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.

b. Items in this category must be requisitioned by the using unit, not to exceed the stated quantity.

c. The CO may authorize, in writing, the unit to hold less than the stated quantity. These quantities will be reviewed and the UURI letter updated at least annually and/or as changes occur with the SL-3 extracts.

d. The UURI letter will contain at a minimum the following information:

(1) Equipment TAMCN and nomenclature for UURI that is being requested.

(2) SL-3 number and date of the SL-3 used to generate letter.

(3) For the items being requested to be authorized: Item number, NSN/NIIN, Nomenclature, Unit of Issue (U/I), and quantity authorized to be maintained.

(4) If an enclosure is used, the CO must initial each page of the enclosure.

e. When "AR" (as required) is the stated quantity, the CO must establish, in writing, the authorized quantity to be held by the command. If the "AR" quantity to be held is 0, the item is not required to be listed on the UURI letter. Review references (u) and (x) for additional guidance.

f. A copy of the letter must be on hand and available during inventories.

g. The MMO must ensure all information is accurate prior to forwarding it to the CO for approval.

12. Garrison Peculiar or Special Tool allowances. Commanders are authorized to establish, in writing, special tool allowances that are needed to meet garrison peculiar requirements and for required locally fabricated tools. Garrison peculiar tools are defined as those tools needed to support requirements that would not exist in a deployed situation.

a. Locally fabricated tools are those tools whose fabrication is

directed by a technical publication. The authorization list for the locally fabricated tools will reference the technical publication which sets the requirement for the tool.

b. Special tool allowances will be reviewed by the MMO before submission to the unit commander for authorization. The authorization list must contain at a minimum: Nomenclature, NSN or PN, U/I, quantity required and authorized quantity. Locally produced inventory forms for all special allowance tools will be generated and inventories will be conducted quarterly. The special tool allowances authorization will be reviewed, updated, and approved by the Commanding Officer annually.

c. Tools required to conduct authorized Level of Maintenance (LOM) on organic equipment are T/ E items or components of T/ E items and are not garrison peculiar tools.

13. Fiscal. Whether in terms of hard dollars, budgets, or operating targets, are not directly seen by the MMO or maintenance sections. The adequacy of funding is indicated in a maintenance section by the availability of repair parts, tools, and other maintenance related supplies. Even though the impact of funding is indirect, the role of the MMO is vital. The MMO must coordinate and ensure the input of maintenance requirements for all commodity areas.

a. Funds. Requisition authority "soft dollar" funds are authorized for the requisition of repair parts. Should additional funds or an adjustment of existing funds become necessary, the commander or commodity manager will submit a written request and statement of justification to the supply officer. Receipts from DSSC and open purchase requisitions must be forwarded to the supply officer as soon as possible to effect prompt payment.

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

c. Short Funds Status. Units will use "SHT FUND" when repair parts or labor costs cannot be obligated to complete repairs. "SHT FUND" status will not be used for deadlined Readiness Reportable Ground Equipment (RRGE) unless the unit is in fact completely out of funds.

(1) Requests for additional funds will be forwarded to the MCB Quantico, Comptroller via the unit's chain of command. Therefore, any requisition that cannot be ordered by the unit due to lack of funds, regardless of priority will be entered into the GCSS-MC service request status field using "SHT FUND".

CHAPTER 4

TRAINING

1. General Information. Maintenance training is a command responsibility. MCO 1510 (Individual Training Standards System) and the NAVMC 3500 series (T&R Manuals) establish MOS training standards to be achieved in order to remain MOS proficient. Commodity managers, must continually evaluate the training of maintenance personnel to ensure their skills are sufficient to accomplish the unit's maintenance mission as outlined in the unit's T/O logistics capability statement.

a. A complete maintenance training program is essential to the effective accomplishment of the unit's maintenance mission. An effective training program will include maintenance/ technical, maintenance management, operator, maintenance supervisor, and safety training in accordance with reference (a).

b. Training Approach. Reference (j) outlines the systems approach to training. By definition, unit training programs should be "performance oriented and prioritized by the commander relative to assigned missions". The baseline of this systems approach is the ITS or T&R manuals published for each MOS. Unit maintenance training programs will be structured using this approach.

c. Responsibility. The MMO, commodity officers, and commodity managers are responsible for the development, execution, prioritization of standards to be taught, and supervision of all maintenance and maintenance management training.

(1) The MMO/MMC will:

(a) Establish the unit maintenance management training program.

(b) Disseminate information in applicable maintenance orders and directives.

(c) Provide training to correct deficiencies noted during inspections and/or assist visits.

(d) Conduct maintenance management supervisor and clerk training with emphasis on policy compliance, correction of commodity discrepancies, and methods to improve maintenance management efficiency.

(e) Ensure maintenance management personnel are proficient in their MOS and billet responsibilities.

(f) Review commodity training schedules to confirm the minimum level of requirements based off T&R standards is attained, resolve scheduling conflicts, and maximize training time.

(g) Ensure a copy of the maintenance and maintenance management related training is forwarded to the S-3 for inclusion on the unit's annual training plan.

(h) Ensure that commodities training schedules, internal inspections and operator/crew time periods are included in the unit's annual training plan.

(i) Maintain training records for both formal and informal maintenance management training.

(2) Commodity Officers/Managers will:

(a) Ensure Marines within their commodity areas are trained to the level of MOS technical proficiency as set forth by the Training and Readiness standards (T&R) for the MOS, and record the mastery and non-mastery of the T&R of each Marine in the Individual Training Record (ITR).

(b) Identify and schedule training requirements for maintenance-related billets within their commodities.

(c) Ensure Marines attend scheduled maintenance and maintenance management training.

(d) Document and maintain training records of all formal and informal maintenance/technical training provided to the Marines under their cognizance.

(e) Schedule and conduct technical training on newly fielded equipment, or equipment upgrades and modifications.

(f) Ensure training schedule is forwarded to the MMO for inclusion in the unit's training plan.

2. Training Requirements. In order for training to be effective training must be overlapping and interconnected. It will also require each individual within the command in a maintenance billet receive no less than one hour of maintenance training per month. Leaders at all levels should remain cognizant that the training addressed herein is considered minimum. Additional training (scheduled, as well as impromptu) should be targeted toward areas which do not meet minimum standards. Commanders are encouraged to consider the results of CGIP, SMAT, FSMAO, and internal command inspections in their development and implementation of their training plan.

a. Monthly, units will schedule, conduct, and record, at a minimum, the following:

(1) Maintenance Management Clerk Training - One Hour. The MMO will ensure that a minimum of one hour of maintenance management clerk

training is conducted per month. Classes should encompass the eight functional areas to include GCSS-MC training. As all mechanics/technicians in command have an inherent responsibility to learn these functions, all technical Military Occupational Specialties (MOS) should attend these classes, not just the Marines who happen to be serving in a particular billet.

(2) Maintenance Management Supervisor Training - One Hour. The MMO will ensure that a minimum of one hour of maintenance management supervisor training is conducted per month. Topics include any area covered in the above categories, but centered on implementation, direction, control and review of procedures and programs. This training is applicable to, and should be directed towards all Marines in the unit who have, or potentially will have supervisory responsibilities over any maintenance function, to include administration. Training is not limited to SNCOs and officers.

(3) Maintenance (Technical) Training - One Hour. The MMO will ensure that a minimum of one hour of maintenance training is conducted per month. Referred to as 'T&R requirements', classes should be "hard skill", (i.e., trouble shooting, mechanical, electrical, fault isolation, diagnoses, functional repair procedures, functional QC, etc.)

(4) Operator Training - One Hour. The MMO will ensure that a minimum of one hour of operator training is conducted per month. The broader scope of this training should be directed towards the operator MOS vice technical; however, most technicians are required to either have knowledge of equipment operation and/or a "shop license" and commanders should ensure that applicable training is conducted.

(5) Safety Training - Frequency will be based off commodity/section requirements. In terms of this order, such training is applicable to every maintenance-related MOS in the organization, focusing on the new Marine that checks into the unit. Topics should cover all aspects, from operations to shop safety.

(6) Uniform Materiel Movement and Issue Priority System (UMMIPS) Training. The MMO will ensure that all Marines authorized to assign/approve SRs and parts requirements will receive UMMIPS training prior to being granted access to GCSS-MC. Thereafter; frequency of UMMIPS training will be listed within the unit's training plan. Upon completion of the initial training, it is imperative that MMOs conduct refresher training to ensure commodities are not abusing the priority system.

3. Training Schedules. Marine Corps Reference Publication (MCRP) 3-0A and 3-0B defines the various types of training directives. Units are required to publish an Annual training plan.

a. Unit's Annual Training Plan (ATP). Training plan will include the commander's policy on maintenance and maintenance management training

standards. These standards will address, at a minimum, the hourly training requirements outlined earlier in this chapter. It is paramount that the MMO, commodity managers and S-3 work together prior to the release of the annual training plan. An example of a maintenance training statement may look like:

(1) "This unit must be able to effectively execute all assigned missions. In order to do this we must maintain maximum effective readiness of equipment. All personnel must constantly remind themselves that the purpose of maintenance is simple and direct; to keep equipment available to fight. Training will be conducted as follows: At a minimum, sections will conduct one hour of Maintenance Management Clerk Training, one hour of maintenance management supervisor training, one hour of maintenance (technical) training based off 'T&R requirements', and one hour of operator training per month. Moreover, a regular training program will be conducted semi-annually on the proper application of Uniform Material Movement and Issue Priority System (UMMIPS) for all personnel who assign urgency of need designators. The unit Maintenance Management Officer (MMO) will provide overarching maintenance management training and commodity managers will conduct appropriate Military Occupations Skills (MOS) training at the lowest level possible. Commodity officers will exhaust all efforts to ensure that their designated maintenance and maintenance management personnel attend scheduled training."

4. Training Documentation. Training documents will be kept by the MMO, commodity or maintenance sections (as applicable). It is recommended that a separate file be maintained for lesson plans, attendance rosters and class course critiques. The following will be maintained for one full calendar year:

a. Annual training plan.

b. Monthly training folder/binder containing the following:

(1) Lesson Plan. This provides an instructor with already reference of the material to be covered in the class. The instructor will review the lesson plan for accuracy and validity prior to being presented to a class. Lesson plans from logistics schools and GCSS-MC program office may be used to instruct maintenance personnel. Lesson plans may be downloaded onto the computer, disk or hard drive. Instructor must have access to these and/or show that these are on hand.

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

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

5. Training Sources

a. Formal Schools. Formal schools will be used to augment unit training. The unit S-3 will exercise staff cognizance over quotas and nominations for all formal schools, not including GCSS-MC training. The MMO must work commodities to ensure that the appropriate schools are available to support the unit and that only qualified personnel are nominated for school seats.

b. On the Job Training (OJT). OJT may be used as a program leading to the assignment of an MOS or as refresher training on new or unfamiliar procedures and equipment. Personnel undergoing on the job training (OJT) must be teamed with experienced and qualified personnel to ensure that only proper methods and procedures are highlighted to trainees. OJT must be organized, scheduled, recorded, and evaluated in order to be effective. This type of training is often done on an opportune basis, particularly when a new or unfamiliar method, problem, or procedure is encountered during normal maintenance production. When applied properly, OJT can be used to effectively accomplish MOS training, maintenance cross training and new equipment training. Supervision and instruction of OJT will stress the application of approved maintenance procedures and techniques to instill sound maintenance practices and habits in the personnel being trained.

(1) 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.

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

(3) The Marine Corps Institute (MCI), the Department of the Army, as well as other services offers a wide range of maintenance related correspondence courses. Commodity managers are strongly encouraged to coordinate with MMOs and S-3s to determine the content and availability of such courses for unit maintenance personnel. MMOs will pay close attention to the series of maintenance related courses developed and offered by MCI. Group enrollment is strongly encouraged for those MCI courses related to the maintenance management functional areas.

c. Individual Training Record (ITR). Commodity managers will maintain ITR's for all maintenance personnel within their section. A Mastery of Tasks document will be resident in the ITR and updated on a regular basis to reflect proficiency on T&R Events. At a minimum, the date the event was mastered will be entered and initialed by the evaluator. Competent evaluators will verify the completion of all individual T&R events. Evaluators will have accomplished at least the level of the events being evaluated.

d. Technical Training. Training is published as either an Individual Training Standard (ITS) manual in the MCO 1510 series or T&R manual in

the NAVMC 3500 series. All ground occupational fields have been directed to replace current ITS orders with T&R manuals. Individual standards prescribe the tasks that a Marine of a particular MOS and grade must be able to perform for the MSE to successfully execute its combat mission and ensures that these tasks are performed to a standard level of proficiency. Commanders will use the tasks/events to establish training programs, develop training plans, train additional skills, reinforce proficiencies, or remediate observed deficiencies. Individual standards are also used as the basis for distance learning courses developed in support of MOS training.

(1) T&R mastery and non-mastery will be conducted and documented for each individual based on their MOS and the frequency listed within the T&R. A date will be set for re-evaluation when a non-mastery even is noted. To ensure mastery, all steps listed within the T&R event must be completed/passed.

(2) Due to the variety of equipment resident in many subordinate 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 equipment.

(3) Periodic testing of technician knowledge is essential to ensure the retention of knowledge by all required Marines. Testing should support all Individual Training Standards (ITS) in the MOS manuals.

(4) When the unit does not possess the required equipment in order to assess individuals on the required T&R for their MOS, commodity officers/managers may draft a T&R event deferment letter. This will justify personnel for non-mastery of certain event(s).

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

(1) Cross-training is confined to personnel within the same or related occupational fields.

(2) Cross-trained personnel are used effectively within the organizational maintenance program.

(3) Training records are kept for all personnel who are cross-trained.

f. Inspections. Inspections by internal/external agencies or other evaluators offer excellent opportunities to enhance the unit training program.

g. Intermediate Maintenance Activity (IMA). The IMA normally possess a level of technical expertise surpassing that at the unit level and training assistance is often available. Training requests should be addressed to the appropriate IMA facility and submitted via the chain of command. Support, will depend upon commitments, availability, and approval by the IMA personnel.

h. Higher Headquarters. Maintenance and maintenance management related expertise is available throughout the chain of command. Units in need of training support should not ignore this option however, it must be properly requested well in advance through the appropriate channels.

CHAPTER 5

INSPECTIONS

1. General Information. Inspections are one of the principal means available to the unit commander to ascertain whether planning and organization are sound, their staffs are functioning effectively, and directives are clear, well understood, and being effected by subordinates.: formal and informal.

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

a. Field Supply and Maintenance Analysis Office (FSMAO). Conducts comprehensive analyses of logistics functional areas in order to assess compliance with orders and directives and improve overall Marine Corps equipment accountability and readiness. FSMAO provides direct field representation for the Commandant of the Marine Corps (CMC) and Deputy Commandant for Installation and Logistics (DC I&L). The latest FSMAO checklist(s) will be used to analyze the different commodities. MCB Quantico and subordinate commands will be inspected by FSMAO, every three years.

b. Commanding General's Inspection Program (CGIP). CGIPs are designed to promote economy, efficiency, effectiveness, readiness, and to ensure adherence to all pertinent Marine Corps orders, directives, and policies. CGIP inspectors will utilize the Functional Area (FA) checklist(s), supplemental questions, or supplemental checklists if applicable. The CGIP program is managed by the MCB Quantico Inspector General (IG) office and they will dictate the frequency of these inspections.

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

3. Unit Level Internal Inspections Scheduling, Conduct, Documentation and Reports.

a. Scheduling. The commanding officer may direct that internal inspections/assessments to be conducted more frequently, but at a minimum, internal inspections/assessments will be scheduled and conducted semi-annually. Inspections/assessments or Staff Assist Visits (SAV) conducted by outside agencies (e.g. FSMAO, CGIP, base SME's) will not substitute unit level internal inspections. The MMO will schedule annual internal inspections/assessments with the S-3, ensuring that the published training schedule reflects inspection dates. The schedule may be published via a Letter of Instruction (LOI) or policy notice.

b. Checklist. The unit MMO, maintenance commodity and/or designated inspectors will utilize the most current FSMAO checklist(s) pertaining to the commodity being inspected. Created unit level checklist(s) are authorized as long as they contain all FSMAO questions pertinent to the commodity being inspected.

c. Reports.

(1) After Action Report (AAR). The MMO will provide an AAR to the Commander and commodity officer/manager within three working days of the internal inspection/assessment. Commanders and commodity officer/managers will analyze and evaluate inspection/assessment results for indications of trends that could adversely affect mission accomplishment.

(2) Corrective Action Report (CAR). If discrepancies are discovered during the inspection, commodity officer/manager will provide the unit Commander (via the MMO), a written CAR to correct discrepant areas. The CAR will be submitted within 10 working days from the date that the internal inspection/assessment report was received by the commodity.

(3) Follow-up inspection(s). Follow up inspection(s) will be conducted and documented on all identified discrepancies. This will be completed within 30 days from the date of the CAR.

(4) Inspection Reports. Reports will be held by the MMO and commodity officer/managers for a period of three years.

d. The MMO will consolidate all internal inspection/assessment reports (initial inspection, CAR, follow-ups) and forward to the Commanding Officer. These reports may be submitted individually or together all at once; once all requirements have been met i.e. initial internal inspection/assessment, CAR, and follow-up.

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

a. Staff Assistance Visits (SAV). The most common type of a visit is

the staff assistance visit, whereby one or more staff officers of a senior Headquarters visit a subordinate unit for a specific purpose. Staff assistance visits are performed to evaluate troublesome areas and exchange information, not as a "blanket coverage" assistance visit for all commodity areas.

(1) SAVs are available to units aboard MCB Quantico and based on the inspectors availability the SAV will be approved, deferred or rejected.

(2) Units must request a SAV well in advance, at a minimum within 30 days of the desire SAV date(s), since multiple units may be requesting the same support.

(3) SAVs within 180 days of a formally scheduled inspection i.e. FSMAO and CGIP will be considered on a case by case basis.

(4) SAVs will be conducted utilizing the most current Field Supply Maintenance Analysis Organization (FSMAO) checklists and will not exceed 10 days in duration unless, the assessment is being conducted during a scheduled holiday or unforeseeable event.

(5) Commands will ensure that key personnel are available throughout the assessment (i.e. MMO, Commodity/Maintenance OICs/Chiefs, Responsible Officers, and commodity key billet holders) and prompt action is taken to correct deficiencies identified during SAV.

b. Units are encouraged to coordinate informal inspections between each other in order to get inspection experience and outside reviews of unit procedures. Units should not solely rely on their HHQ.

CHAPTER 6

FACILITIES

1. Assignment and Responsibilities. Units are assigned to maintenance facilities by the base commander. The responsibility for the cleanliness of maintenance facilities is an occupant's function therefore, commanders should ensure his subordinate leaders and staff take pride on caring for these.

a. Base garrison facilities do not normally present many variables in maintenance space allocation. Commodity officers/managers must thoroughly evaluate assigned facilities to ensure efficient use. 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.

b. The unit's Commanding Officer will request new/additional facilities and improvement of assigned 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.

c. Maintenance Request(s). All requests for maintenance of facilities will be submitted to the unit S-4 on maintenance work request forms. The S-4 officer will approve or disapprove all work requests and forward them for appropriate action.

d. Emergency maintenance requests. Emergency maintenance request(s) will be forwarded directly to AC/S General Facilities (Emergency Maintenance) for action and should be followed up by the unit's S-4.

2. Organization of the Maintenance Area. Shop layout should provide for efficient work flow, safety to personnel, and economical use of support and test equipment. Reference (a) provides guidance for basic shop layout.

3. Storage and Control. Reference (a) should be reviewed concerning assignment, responsibilities, use, upkeep, and control of maintenance facilities and storage areas.

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. One of the essential resources contributing to an effective equipment maintenance program is an up-to-date library of maintenance related publications. Commanders will ensure that adequate quantities of required maintenance-related publications are on hand, effective internal distribution control procedures are established and that prompt action is taken to increase or decrease inventories as requirements change. Libraries will be based on the unit's concept of employment, to include task organizations, detachments, and deployments.

a. Some of the most common terms used within publication control are: Marine Corps Publications Distribution System (MCPDS), Publication Library Management System (PLMS), Publication Listing (PL) and Internal Distribution List (IDL). Review each applicable reference for each definition and use.

b. Types of Publications are: Technical and Non-Technical Publications, Technical Manuals (TM), Technical instructions (TI), Modification instructions (MI), Supply instructions (SI), Support Concepts (SC), User manuals (UM), Fielding plans (FP), Disposal plans (DP), Lubrication Instructions (LI), and Stock lists (SL). Review each applicable reference for each definition and use.

2. Responsibility

a. S-1/Adj. 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 (DCP), the overall operation of a unit's publications control point and publication distribution is the responsibility of the S-1/Adj with the assistance of the MMO and other commodity managers. The S-1/Adj is responsible for all administrative publications.

(1) Identify and assign in writing a Unit Publication Control Point (UPCP)/Distribution Control Point (DCP) clerk.

(2) Ensure UPC gains access to MCPDs via 3270 in order to manage and maintain the units PL and establish automatic distribution for required publications.

(3) Manage the internal distribution of publications within the unit. The creation of the IDL is an automated function of PLMS, and is accomplished by the UPCP/DCP. The UPCP must collect all of the commodities' PLMS Library data files from the MMO. 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.

(4) Annually, in coordination with the MMO and maintenance commodities reconcile the units PL against the IDL. Additions, deletions or changes to the unit PL will be submitted to the UPC.

(5) Upon completion of all additions, deletions or changes the UPC will provide the MMO an up to date PL for inclusion on the annual publications review.

(6) As required, the UPCP will consolidate all electronic libraries within the command. This includes all other sections not managed by the MMO (i.e. S-1, S-2, S-3, S-4, etc.).

(7) The UPCP will reconcile all publications that are not for Electronic Distribution Only (EDO) that were placed on order until received, ensure these are provided to the appropriate commodity and PL is updated.

b. MMO

(1) Enforce compliance with the requirements listed in this chapter.

(2) Assist the S-1/Adj/UPCP/DCP with the PL management, annual PL review and establishing internal distribution control.

(3) Assist commodity Publications clerks with establishing and maintaining their publications libraries. Provide training on publications management and PLMS.

(4) Monthly, ensure commodities conduct the monthly PLMS update.

(5) Annually, consolidate all electronic libraries from the maintenance commodities and provide a copy of the consolidated library to the UPCP for PL validation. Ensure a PL review is conducted and documented in coordination with the S-1/Adj/UPCP/DCP and commodities. Upon completion, provide after action data to the Commanding Officer for review.

(6) During internal inspections/assessments review publications libraries and applicable desktop procedures. Verifying that those publications shown in the current PLMS on hand or on order are applicable to the types of equipment and LOM authorized within the unit. Ensure on hand publications are complete and serviceable.

(7) Ensure a training program on the proper use and submission of NAVMC 10772s is establish.

c. Commodity Officer/Manager

(1) Appoint in writing, and supervise a commodity/section Publications Clerk. Ensure desktop control procedures are established and

personnel receives the appropriate training to perform their duties as the commodity's publications clerk.

(2) Ensure a publication library or libraries are establish for all assigned equipment and required tasks, using the steps identified in this chapter. Maintaining a separate library for contingency operations is a good practice. All publication libraries require management and inspections.

(3) Monthly, ensure PLMS is updated and conduct an update inventory. Ensure required changes are applied to the library.

(4) Annually, ensure a wall-to-wall PL review/inventory of the commodity/section's publications libraries is conducted and documented. Upon completion, forward results to the MMO for inclusion on the units PL review.

(5) Most publications are available electronically however, as required; requisition through the UPC all required publications not on hand. Once on order, ensure backorder listings are reconciled to validate the status of requisitioned publications/directives.

(6) As needed, complete and submit NAVMC 10772's. Ensure a copy is forwarded to the MMO.

d. Commodity Publications Clerk

(1) Ensure procedures are establish within a desktop procedures in accordance with chapter 1 paragraph 5. Ensure there is a clear understanding of the publications clerk duties.

(2) Monthly, download and install the current edition of the PLMS from the publications section of the Marine Corps website. Reconcile PL in concurrence with the monthly PLMS update; ensuring all required changes to the section library are completed and annotated within PLMS. A copy of any changes/update will be forwarded to the MMO.

(3) As required, submit requisitions for hard copy publications to the UPC via the MMO. Once the publication has been placed on order retain request form until the publication is received.

(4) Maintain current publication inventory control forms, locator sheets, and positive control of individual publications within the section publications library.

(5) Annually, conduct a wall-to-wall inventory of the commodity on-hand publications library. Validate these against the on hand quantities. Ensure IDL within PLMS is updated with any changes and an electronic copy provided to the MMO.

(6) Errors in TMs and SLs that impair effective maintenance

and/or supply support should be documented with a NAVMC 10772. Any individual within the command who discovers a deficiency in this area should submit a NAVMC 10772. Ensure a copy is forwarded to the MMO for tracking purposes.

3. NAVMC 10772/Errors in Technical Publications. The purpose of the NAVMC 10772 is to recommend changes to technical publications and report identified typographical errors. Reference (e), provides procedures on how to fill out a NAVMC 10772.

(1) The preferred method of submitting a NAVMC 10772 allows direct access to the Albany Publications/NAVMC SharePoint site. This requires LOGCOM SharePoint access and a Common Access Card (CAC). At <https://portal.logcom.usmc.mil/sites/pubs/> Part I or Part II form can be submitted for action.

(2) If the recommendation cannot be submitted digitally, a paper NAVMC 10772 can be mailed to: Commander, Marine Corps Systems Command, Attn: Assistant Commander Acquisition Logistics and Product Support (AC ALPS)/TP, 814 Radford Blvd., STE 20343, Albany, Georgia 31704-0343.

(3) Recommended changes to non-technical publications will be submitted by separate correspondence via the chain of command.

(4) The MMO will ensure training on the proper use, when to use it and how to fill out NAVMC 10772s is included in the units training plan. Additionally, the MMO will ensure NAVMC 10772 submissions are tracked until completion/correction and kept for a minimum of one year.

(5) Commodities, any individual that discovers an error can submit a NAVMC 10772. Commodity officer/managers must review and ensure causative research is conducted prior to submission. A copy will be forwarded to the MMO for tracking purposes. (Note: If the change is for additional tools, do not requisition these until the recommended change is approved. Submission of the form does not constitute authority to maintain the item. However, a special tool allowance can be authorized by the unit CO). NAVMC 10772 submissions will be tracked until completion/correction and kept for a minimum of one year.

4. Publications Control. Publications control is divided into four functional areas: allowance control, internal distribution control, inventory control, and requisition control.

a. Allowance Control. An allowance is the total quantity of all publications maintained within the command. This allowance is commonly referred to as the MSE publications listing and is resident in MCPDS. Allowance control begins with determining type and amount of publications required and results with an updated PL.

(1) Directive Control Point (DCP). DCP is a responsibility of the S-1. The S-1 has primary staff cognizance in the area of overall publications control and distribution for the unit and will manage the units PL within Marine Corps Publication Distribution System (MCPDS).

(a) MCPDS is a system that provides services in support the initial issue of Marine Corps publications and supports publication management for the unit via MCPDS. MCPDS will be managed by the S-1/Adj.

(b) Publications Listing (PL). A PL is an electronic display of all publications in MCPDS.

1. The unit PL is a listing of all publications automatically distributed to the unit from the publications stock control point at Marine Corps Logistics Base, Albany, Georgia.

2. The unit PL must be kept current allowing revisions and new publications to be received via automatic distribution.

3. Required changes will be identified during the PL review.

a. Commodity managers will review and update their section library within the PL, as only a section can accurately determine which publications are required. The quantity will be determined based on the unit's mission and the judgment of supervisory personnel.

b. Once commodity managers have determined their total publications inventory and requirements, an allowance must be established on the commodity section library within PLMS. Use the PLMS Users Guide for establishment of the sections library.

(c) PLMS. PLMS will be used as the single control point of publications. Commodity managers will use PLMS to manage all technical and non-technical publications within their commodity.

(d) Section Library. Each commodity manager is responsible for maintaining all required publications via a section library in PLMS. All sections will configure their library as a "Section w/DCP" while the DCP will configure its library as "DCP w/1 to many sections".

b. Internal Distribution Control. The publications internal distribution control system ensures publications are properly routed to the sections that need them. The internal distribution control system is managed by the UCP with the advice and assistance of the MMO. Below are the publication distribution procedures once a publication has been received from the publication stock control point.

(1) All publications received through the supply system or through regular mail will go to the DCP for initial inventory. Procedures will be established for received/issued publications by the DCP.

(2) After the DCP accounts for received maintenance and maintenance management related publications, the commodity publications clerk will be notified.

(3) The section publications clerk will pick up their publications from the DCP and sign for custody. The section publications clerk is responsible for updating their on-hand quantities and adding a location for each publication in PLMS.

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

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

(2) On-hand quantities in each library will match the quantities shown on the section's Publication Data Sheet/Inventory Control Form from PLMS. If on-hand quantities continually fall short of quantities required and authorized allowances, the cause may be an ineffective internal distribution control system. Other causes may be poor publication check-out procedures or the absence of locator sheets.

(3) Two inventory methods which may be employed to determine on-hand quantities are wall-to-wall and update inventories. Wall-to-wall inventories will be conducted semiannually or when libraries are in extreme disrepair. Update inventories must be taken, monthly, or upon receipt of an updated publications checklist (i.e., monthly update of PLMS or command 5215 bulletins). An effective inventory control system will preclude rapid decay of publications libraries.

(4) All on-hand non-technical orders and directives will be validated using the most current monthly PLMS update and command 5215 bulletins.

(5) Publications declared Electronic Distribution Only (EDO) and maintained on hand shall not be printed in whole, however specific pages, paragraphs, appendices, enclosures, tables, charts or portions which are frequently required may be printed and retained in a desktop or turnover binder. Publications maintained in electronic format regardless of type (MCOs, TMs, SL-3s, etc.) will be downloaded and retained on portable media (external hard drive, CD) for ready-reference upon demand and made available to every Marine. On-hand EDO publications must be accounted for in PLMS.

(6) No outdated, obsolete, or marked "For Reference Only" publications should be held in any library.

(7) Publication Control Forms. Each commodity/section will maintain publication control forms for each of the three categories of publications. The publication control form is required for each library to identify, account for, and locate publications (hard copy and electronic).

(8) Changes to Publications. Publication changes are issued either by naval message or published document. Changes range from simple pen changes to page replacements. When a change to a publication is received, take the following action:

(a) Complete the change in the basic publication as directed, ensuring pen changes are complete and legible and old pages are removed and destroyed.

(b) Annotate the cover page of the publication with "W/Ch XX" immediately following the publication short title.

(c) Update the "Record of Changes" page in the basic pub, if applicable.

(d) Update the pub control card, IDL and PL as applicable.

Note: All copies of the same publication must have the applicable changes incorporated in them, not just the main library copy. Those publications that are EDO do not require these procedures; however, all electronic media will require the updated version.

e. Requisition Control. The requisition control system is an outgrowth of the inventory control system. If publications are worn out, or on-hand quantities are less than required quantities, shortfalls must be replaced. The publications requisition system is a direct interface between the using unit and MCLB, Albany. The UPCP/DCP is responsible for the processing of publication requisitions. All publications will be ordered through MCPDS.

(1) Requisitioning Procedures. The commodity/staff section will determine if a valid requirement exists by reviewing publication control forms. Monthly, after receiving and reviewing SL 1-2/1-3 or PLMS, commodities and sections will update their SL and submit any necessary requisitions to UPCP/DCP.

(2) Follow-up Procedures. Status for publications can be received on-line through MCPDS. At least quarterly, commodities and sections will reconcile with the UPCP/DCP regarding those requisitions still outstanding. This review will determine whether or not requisitions are still needed. Publications that are no longer required can be canceled.

CHAPTER 8

MAINTENANCE RELATED PROGRAMS

1. General Information. Maintenance related programs are an integral part of any maintenance program and must be given appropriate emphasis in day-to-day maintenance operations. Generally, maintenance related programs are equally applicable in all commodity areas. It is imperative to understand that not all maintenance related programs may apply to MCB Quantico and subordinate commands.

a. Although all personnel should work to ensure maintenance-related programs are properly integrated, 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. If there is doubt, commodities need to reconcile with their MMO and establish procedures as required.

b. Due to the location, type of equipment and maintenance conducted by MCB Quantico and subordinate commands, not all maintenance related programs may be applicable to the command. Should a need to establish these program(s) arise, units will follow guidance listed within this chapter. Additional, unit guidance/clarification may be establish via unit policy letter.

2. Deferred Maintenance Programs. 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: Administrative deadline program and Administrative storage program.

a. Administrative Deadline (ADMDL) Program. The ADMDL program will be used as a management tool to conserve resources at the unit level. The primary reasons for placing equipment on ADMDL is for a lack of trained operators or maintenance personnel to properly maintain the equipment. Equipment may be placed on ADMDL by either the unit commander or higher authority.

(1) Deadline equipment or equipment requiring urgent modification will not be placed in ADMDL unless directed by MCB Quantico G-4 or HHQ.

(2) Commanding Officers may authorize administrative deadline. When administrative deadline programs are authorized, the equipment must be stored in accordance with reference (a). The following additional guidelines apply:

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

(b) Normal procedures for routine and urgent modifications

will be accomplished on equipment while in the program.

(c) Ensure that the Commanding Officer's letter authorizing equipment to be placed into the ADMDL program is scanned and added into the GCSS-MC Installed Base for each item instance that it pertains to.

(d) An easily noticeable marker will be placed on equipment identifying that it is in an ADMDL status and the earliest date authorized for removal. Smaller items (e.g. weapons, optics) will be tagged with a NAVMC 1018 tag marked with ADMDL and the earliest date of removal.

b. Administrative Storage Program (ASP). The ASP is an out-of-service storage program designed to conserve combat and mission essential assets and reduce the maintenance cost required to ensure an operationally ready unit. However, it does not relieve unit commanders of their responsibility to maintain their organic T/E equipment. Proper utilization and management of the program will improve equipment readiness, balance the ratio of maintenance personnel to equipment and increase the time and money available to conduct essential unit operational and technical training.

(1) Establishing a unit level ASP requires authorization from the MCB Quantico, Base Commander. Requests for induction will be submitted to the AC/S G-4 via the unit commander. The request will include: Equipment TAMCN, serial number, justification, and date of induction. Once approved by the MCB Quantico, Base Commander, equipment inducted into an ASP will meet the criteria listed in reference (a).

(2) Ensure that the Commanding Officer's letter authorizing equipment to be placed into the ADMDL program is scanned and added to the GCSS-MC Installed Base for each item instance that it pertains to.

(3) An easily noticeable marker will be placed on equipment identifying that it is in an ASP status and the earliest date authorized for removal. Smaller items (e.g. weapons, optics) will be tagged with a NAVMC 1018 tag marked with ASP and the earliest date of removal.

3. Enterprise Lifecycle Maintenance Program (ELMP). ELMP is defined as an enhanced, collaborative approach to maintenance planning that expands the existing Depot Level Maintenance Program (DLMP), to include all relevant stakeholders across the Marine Corps.

a. ELMP improves upon previous methods of planning and executing depot level maintenance by addressing challenges with communication and coordination among Marine Corps stakeholders, standardization of planning processes across weapon systems, and visibility of maintenance requirements data. ELMP supports the broader TLMC effort across the DOD and is structured to support the Marine Corps' Ground Equipment Maintenance Program (GEMP).

b. ELMP represents depot level maintenance requirements for each ground weapon system in the Marine Corps, regardless budget, depot capacity, operational forces' returns availability and commitment. This demand incorporates programs cited in MCO 4790.24 the Enterprise Lifecycle Maintenance Program (ELMP) directive, which include: Service Life Extension Programs (SLEP), Product Improvement Programs (PIP), Weapon Exchange Programs (WEP), and mid-life rebuild [Inspect and Repair Only as Necessary (IROAN)].

c. Although rare for installations commands to be tasked to provide equipment for participation of ELMP, units will contact MCB Quantico MMO via their unit MMO for guidance on how to prepare and submit equipment into this program.

4. Corrosion Prevention and Control (CPAC) Program. Unit commanders will establish an effective CPAC program to extend the useful life of all their Marine Corps tactical ground and ground support equipment, and to reduce maintenance requirements and associated costs through the identification and induction of all equipment showing corrosive damage. The use of the CRF and Corrosion Service Team (CST) will repair existing corrosion damage and prevent, or at least significantly retard, future corrosion damage on all Marine Corps tactical ground and ground support equipment. Detailed guidance can be found in MCO 4790.18B and ForO P4795.1.

a. CRF is designed to extend the service life of the equipment if equipment requires camouflage painting, undercoating, and/or exhibits rust inhibitors.

b. Units aboard MCB Quantico are responsible for establishing and coordinating with the CFR facility assessments and service.

c. The CPAC program is monitored by III MEF G-4/MRB and subsequently publishes a mid-month progress report highlighting progress made by each unit for the current month. To have equipment assessed by CPAC, commodities/sections will reach out to their unit MMO and coordinate. As required, unit MMOs will establish internal procedures via policy within their unit.

5. Maintenance Stand-Down. Maintenance stand-downs are a pause in training that permits the unit to focus on maintenance requirements. The ultimate responsibility for equipment readiness rests with the commanding officer. The key to a high state of equipment readiness is the effective use PM programs. Based off operational commitments, units are encouraged to conduct maintenance stand-downs as frequently as possible.

a. Procedures. Effective maintenance stand-downs must contain the following features:

(1) Maintenance stand-downs will be directed by the unit commander and oversee by the MMO and commodity officer/managers. Stand-

downs will be documented on unit TEEP and a detailed Letter of instruction (LOI) will be published containing events and deliverables to the CO.

(2) After action(s) of detailed maintenance stand-downs will be forwarded to the commander via the MMO. This report should highlight the stand-down results.

(3) Command presence, maximum participation of assigned operators, repairmen, technicians, and mechanics. Adequate tools, equipment, and protective clothing will be on hand.

(4) Detailed initial inspections and final quality control inspections upon completion of maintenance will be documented.

(5) As needed, maintenance stand-down periods will be coordinated with supported units.

(6) Any maintenance related training conducted during the stand-downs will be appropriately documented.

(7) Maintenance costs incurred during the maintenance stand down should be captured and recorded, particularly for post-exercise stand-downs, in order to apply these costs to exercise cost JONs if available, or to apply to the following year's maintenance budget for reoccurring annual training evolutions/exercises.

6. Warranty Program. The objective of the Marine Corps warranty program is to ensure that the weapon systems acquired perform as required, conform to the design and manufacturing requirements specified, are free from defects in materials and workmanship, and finally, to ensure that the new weapons system/equipment contribute to increased readiness throughout the Marine Corps. Warranty claims will be submitted per the standard warranty procedures listed in MCO 4105.2, Marine Corps Warranty Program and the provisions of reference (o), Product Quality Deficiency Report (PQDR).

a. Responsibilities. Equipment owners of items under warranty will be the point of contact for all warranty actions between the commodity and warranty contractor.

(1) MMO.

(a) Coordinate with commodities and commodity warranty coordinator to ensure equipment under warranty is properly being tracked.

(b) In coordination with the commodity warranty coordinator, ensure the warranty contractor is notified when a warranty items has failed. The warranty contractor at the designated command/area will notify the warranty administrator immediately thereafter and make a report.

(c) Ensure a PQDR is submitted to initiate/activate the warranty in accordance with warranty procedures published (if any). The MMO will follow procedures within this order for the submission, tracking and retention of all PQDRs.

(d) As required, training will be provided to the commodities in regards to warranty procedures.

(e) Because of the amount of equipment under warranty that the unit may possess, a central control point may need to be established to achieve a complete understanding of operational impacts that warranties may have on unit mission. Should this situation arise, the MMO will coordinate with commodities that possess equipment under warranty and procedures will be established.

(f) Warranty procedures and/or equipment under warranty will be inspected as required, and during internal inspections/assessments by the MMO.

(2) Commodities.

(a) Upon receipt of equipment under warranty, commodities will notify the MMO. It is paramount that commodities effectively communicate with the MMO of all items that have active warranties. This will ensure the MMO has a full understanding of all issues pertaining to warranties and contracts of all unit equipment.

(b) Ensure that all warranty items are identified and established procedures for repairs are adhered to.

(c) Ensure all personnel are familiar with what equipment is under warranty, what is covered under the warranty, expiration etc. in order to avoid cancellation of the warranty.

(d) Ensure a PQDR is submitted to initiate/activate the warranty in accordance with warranty procedures published (if any). The PQDR will be forwarded to the MMO in accordance with procedures listed on this order.

(e) The section(s) warranty coordinator shall notify the warranty contractor within two working days after discovering a defect. Thereafter, follow instructions provided by the warranty contractor.

(f) In the event of a warranted failure, the unit may be required to deliver the equipment to an authorized facility or warranty service shop. Commodities will coordinate the delivery and pick up of equipment.

(g) When a contractor, or an authorized dealer declines to repair an item under warranty, the equipment owner should notify the warranty coordinator/administrator listed in the applicable technical

manual and proceed to repair the item. Normal supply and maintenance procedures will be used. Equipment owner will also notify the unit MMO.

(h) Because of the amount of equipment under warranty that the unit may possess, a central control point may need to be established to achieve a complete understanding of operational impacts that warranties may have on unit mission. Should this situation arise, commodities that possess equipment under warranty will coordinate with the MMO to establish procedures.

7. Temporary Loan of Equipment. The temporary loan of organic property to external organizations is neither desired nor encouraged, but is sometimes necessary to ensure operational readiness.

a. As a general rule, a temporary loan of organic equipment will be made for 30 days and can be extended up to 120 days. If equipment is required beyond 120 days, the commands involved will coordinate the transfer of equipment with the appropriate commodities and Responsible Officer (RO).

b. The command providing the equipment will retain ownership of the equipment within the GCSS-MC Install Base (IB) along with the applicable CMR, RO, and AO information.

c. Responsibilities and procedures:

(1) Supply. Coordinate the issue and return of assets on temporary loan with ROs along with documenting within GCSS-MC or maintaining the Equipment Custody Record (ECR) cards (when applicable) to ensure accurate accountability of the equipment.

(2) Supply, MMO and Commodities. Procedures below are a joint effort and responsibility. Depending on the task(s) required, each section should take the initiative and responsibility in order to transfer/receive temp-loan equipment while maintaining proper accountability.

(a) Validate GCSS-MC reports with all pertinent supply documents (e.g. Consolidated Memorandum Receipt (CMR), Mechanized Allowance Listing (MAL), Install Base (IB), temporary loan deck, special allowances, command adjustments, etc.) to ensure the accurate reporting of ground equipment condition and supply material readiness reporting (MRR) equipment.

(b) Equipment that is temp-loaned to another unit will continue to be reported under the owning possessed numbers and equipment readiness will be reported.

(c) Monthly, active temporary loans will be reconciled. Responsible parties will ensure the status of the equipment is accurately identified within GCSS-MC.

1. Issuance. The command providing the equipment will retain ownership of the equipment within the GCSS-MC IB along with the applicable CMR, RO, and AO information.

a. Within the IB, add the party relationship sub-custody with the name, rank, and telephone number of the individual taking possession of equipment. Additionally, add the start date of the sub-custody.

b. Re-assign equipment status to loaner. Attach the property receipt documents (signature document), authorization, etc., to the 'Notes' section of the item instance.

c. A SR will be opened on the equipment being temporarily loaned to capture the JLTII. The SR problem summary will state "JLTII for temp loan" to Department of Defense Activity Account Code (DODAAC) MXXXXXX. Where MXXXXXX appears, input the DODAAC of the receiving unit. The SR notes should identify the name, rank, and telephone number of the individual who will be accepting the equipment.

d. Once the JLTII is complete, the JLTII task and SR will be closed. The purpose of the JLTII SR is to capture the condition of the equipment when loaned.

2. Return Procedures. Returning units will open a SR on the equipment loaned, with a JLTII technical inspection being performed prior to return.

a. The SR problem summary should state: "JLTII return from temp loan to AAC-MXXXXXX", input the DODAAC of the owning unit. The SR notes should identify the name, rank, and telephone number of the individual who will be accepting the returning equipment.

b. Once the JLTII is complete, the JLTII task and SR will be close. The purpose of the JLTII SR is to record the return and equipment condition as a matter of record for historical reference.

c. When equipment is returned, the lending unit will execute an end date sub-custody in GCSS-MC IB and update the item status from loaned to "Latest."

APPENDIX A

Unit Header

4790
Code
Date

From: Maintenance Management Officer
To: Commanding Officer (Unit)

Subj: (SECTION) INSPECTION REPORT SUMMARY

Ref: (a) MCO 4790.2
(B) (MMSOP)

Encl: (1) FY-__ FSMAO (Section) checklist
(2) Example of Commodity Corrective Action Report (CAR)

1. Per the references, (section) was inspected (date). The inspector was (Rank, Name). Enclosure (2) is an example of the commodity CAR.
2. Overall comments, list what you observed during the inspection.
3. Regardless of compliance, all functional area(s) and/or question(s) that were discrepant (answered "no") will be listed on the CAR. Submit your commodity's CAR within 10 days of receipt of this letter (NLT Date) to the Maintenance Management Office
4. A follow-up inspection will be conducted within 30 days of receipt of the CAR (NLT Date).
5. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790
Code
Date

From: (Section) Officer
To: Maintenance Management Officer
Subj: (SECTION) CORRECTIVE ACTION REPORT
Ref: (a) MCO 4790.2
(B) (MMSOP)

1. Per the references, utilizing the FY-__ FSMAO (Section) checklist an internal inspection was conducted by the MMO from (date(s), on (Section). Listed below are the discrepancies and corrective actions.

a. (Functional Area):

(1) (List question #, full question and discrepancy)

(a) Corrective Action: (List how is the discrepancy going to be fixed)

b. (Functional Area):

(2) (List question #, full question and discrepancy)

(a) Corrective Action: (List how is the discrepancy going to be fixed)

2. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790

Code

Date

From: Maintenance Management Officer
To: (Section) Officer

Subj: (SECTION) FOLLOW-UP INSPECTION REPORT

Ref: (a) MCO 4790.2
(B) (MMSOP)

Encl: (1) FY-__ FSMAO (Section) follow-up checklist

1. Per the references, (Section) received a follow-up inspection on (date). The inspector was (Rank, Name). Enclosure (1) contains amplifying details regarding the follow up inspection. Only those questions that were answered as "No" during the initial inspection are capture on this report.

2. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790
Code
Date

From: (Section) Officer
To: Commanding Officer (Unit)
Via: Maintenance Management Officer

Subj: USING UNIT RESPONSIBILITY ITEMS (UURI) FOR (SECTION)

Ref: (a) MCO 4790.2
(b) MCO 4400.201 vol 3
(c) (MMSOP)

Encl: (1) (Section) UURI Listing

1. Per the references, the enclosed UURI list and their quantities are requested to be authorized for the (Section).
2. The SL-3 items will be inventoried and maintained in accordance with the references and any deficiencies will be placed on order.
3. Changes to the UURI list must be submitted to the (Section) Officer and forwarded to the Maintenance Management Officer for review.
4. Unless otherwise stated in the enclosure, the quantity to be maintained for items with a U/I of 'AR' will be zero". All other items with a listed quantities will be maintain at zero unless stated separately within the enclosure.
5. This authorization supersedes all previous UURI authorization letters. This authorization letter will be reviewed and validated annually.
6. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790

Code

Date

From: (Section) Officer
To: Commanding Officer (Unit)
Via: Maintenance Management Officer

Subj: SPECIAL TOOL ALLOWANCE AUTHORIZATION LETTER FOR (SECTION)

Ref: (a) MCO 4790.2
(b) MCO 4400.201 vol 3
(c) (MMSOP)

Encl: (1) (Section) Special Tools List

1. Per the references, the enclosed Special Tools Items List and their quantities are requested to be authorized for the (Section).
2. The Special Tools will be inventoried and maintained in accordance with the references and any deficiencies will be placed on order.
3. Changes to the Special Tools Items List must be submitted to the Branch Chief and forwarded to the Maintenance Management Officer for review.
4. This authorization supersedes all previous special tools authorization letters. This authorization letter will be reviewed and validated annually.
5. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790
Code
Date

From: (Section) Officer
To: Commanding Officer (Unit)
Via: (1) Supply Officer
(2) Maintenance Management Officer

Subj: (SECTION) ANNUAL TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT
(TMDE) REVIEW

Ref: (a) MCO 4790.2
(b) MCO 4733.1C
(c) TM 4700-15/1H
(d) UM 4000-125
(e) TI 4733-OD/10
(f) TI 4733-15/21
(g) MCBO 4790.1A
(h) (MMSOP)

Encl: (1) (Section) GCSS-MC Calibrations Report
(2) (Section) Discrepancies/Corrective actions report (as
required)

1. Per the references, an annual inventory of all TMDE was conducted on (date). All equipment requiring calibration has been identified and properly reported on Enclosure (1). All calibration information (e.g., calibration due dates) has been verified and a copy of the last calibration service request is on file.

2. Enclosure (2) lists the discrepancies/corrective actions report identified during the (section) wall to wall inventory. A discrepancy letter was submitted to Supply by the () CMR RO for corrective action.

3. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

APPENDIX A

Unit Header

4790
Code
Date

From: (Section) Officer
To: Commanding Officer (Unit)
Via: Maintenance Management Officer

Subj: (SECTION) ANNUAL PUBLICATIONS REVIEW

Ref: (a) MCO 4790.2
(b) (MMSOP)

Encl: (1) (Section) PLMS library dtd _____

1. Per the references, an annual publication inventory was conducted on (date). All required publications are on hand and/or electronically within the commodities C: drive. At the time of the review there was no requirement to place any of the publications on order. As needed, these will be printed off the publications website and be available to the user/operator or mechanic/technician.

2. The point of contact concerning this matter is (POC) at DSN XXX-XXX-XXXX.

SIGNATURE

Distribution List:
(As appropriate)

Note: If discrepancies are identified during the wall-to-wall inventory these will be noted during the annual review. Shortages, will be requested to the S-1/Adj/UPCP/DCP via the MMO

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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.
A		
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		
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.
C		
Calibration	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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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 the item is exists.
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.
D		
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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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 an 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.)
E		
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.
F		
G		
Group	Responsible Unit Code (RUC)	Same functionality. New name.
H		
History Due-In File	HDIS	New file name, same basic functionality.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
I		
Install Base *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.	Consolidated Memorandum Receipt (CMR)	This file is the combined LUAF (MAL), Retail Inventory (RUAF), 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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
Internal Commitments	None	Expenditures incurred by internal activities. No impact within USMC processes.
Internal Sales Order (ISO)	Requisition	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.
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
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.
J		

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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.
K		
L		
Locator	Location Layette/Bin/PEB	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.
M		
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	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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
Min - Max	Reorder Point (ROP) and Authorized Quantity (Auth) as related to a Pre-Expended 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.
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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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.
N		
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.
O		
Operational Status	Category Codes	Legacy Category Codes have been replaced by GCSS-MC Operational Status.
Organizational Item Master	Unit ATLASS 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.
P		

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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).

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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).
Q		
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).
R		
Readiness Reportable	MRR/RRGE	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.
Retail Inventory File	GABF	New file name, same basic functionality.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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.
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.
S		
Sales Order (SO)	Requisition	Created in NIPR Instance (Deployed or Enterprise)
Service Request Number	Rapid Request Number	A number auto generated and assigned to a Service Request.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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.
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 Block1.
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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
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 ZOA in its association with those Z0_ transactions interfaced into GCSSS-MC from STRATIS controlled warehouses.
Supply "S"	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.
T		
TCA	None	Trading Community Architecture. The
TEEP (Training	TEEP (Training Exercise	Same functionality.
U		
Unit Install Base Asset	RUAF	New file name, same basic functionality.
Unit Install Base Asset	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.

APPENDIX B

GCSS-MC TO LEGACY TERMS

GCSS-MC TERM	LEGACY TERM	DEFINITION
User Productivity Kit (UPK)		Electronic training packages designed for system learning and located at https://gcssmc-trng.gcds.disa.mil/index.htm
V,W,X,Y,Z		



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO

4400

9 Mar 20

From: Master Sergeant McDonald, Delford L. 1238589203/2311,
Account Y30
To: Commander, Marine Corps National Capital Region - Marine
Corps Base Quantico
Via: (1) AC/S G4
(2) Personal Property Manager, UIC: M00264
Subj: TERMINATION OF RESPONSIBLE OFFICER ACCOUNT Y30
Ref: (a) MCO 4400.150
(b) UM 4000.125
(c) CMDR, MCBQ ltr 4400/B10 11 Mar 2019

1. Per reference (a), this letter is to inform the Commander that I am in receipt of Permanent Change of Area (PCA) Orders to Marine Corps Systems Command, Quantico VA. As such, I must be relieved as the Responsible Officer for Custodian Asset Report (CAR) Account Y30. My anticipated departure date from the command is 30 April 2020.

2. Per reference (b), Master Sergeant McIntosh, Steven W. 1249285869/2311 is the proposed successor for Custodian Asset Report Y30.

3. A physical inventory has been conducted and all of the equipment listed has been identified. Once the inventory and CAR reconciliation has been accomplished, the appointed Responsible Officer will sign and return the original CAR and acceptance letter to the Commander via the Personal Property Manager.

D. L. MCDONALD

Copy to:
AC/S, G-4 (MSB)
File



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134 5001

IN REPLY REFER TO
4400
9 Mar 20

From: Master Sergeant McDonald, Delford L. 1238589203/2311,
Account Y70
To: Commander, Marine Corps National Capital Region - Marine
Corps Base Quantico
Via: (1) AC/S G4
(2) Personal Property Manager, UIC: M00264
Subj: TERMINATION OF RESPONSIBLE OFFICER ACCOUNT Y70
Ref: (a) MCO 4400.150
(b) UM 4000.125
(c) CMDR, MCBQ ltr 4400/B10 11 Mar 2019

1. Per reference (a), this letter is to inform the Commander that I am in receipt of Permanent Change of Area (PCA) Orders to Marine Corps Systems Command, Quantico VA. As such, I must be relieved as the Responsible Officer for Custodian Asset Report (CAR) Account Y70. My anticipated departure date from the command is 30 April 2020.
2. Per reference (b), Master Sergeant McIntosh, Steven W. 1249285869/2311 is the proposed successor for Custodian Asset Report Y70.
3. A physical inventory has been conducted and all of the equipment listed has been identified. Once the inventory and CAR reconciliation has been accomplished, the appointed Responsible Officer will sign and return the original CAR and acceptance letter to the Commander via the Personal Property Manager.

D. L. MCDONALD

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AC/S, G-4 (MSB)
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