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UNITED STATES MARINE CORPS

3D MARINE DIVISION (I) (REIN)

UNIT 35840

FPO AP 96602-5840

DivO P4790.1F
G-4 MMO

08 MAY 1996

DIVISION ORDER P4790.1F

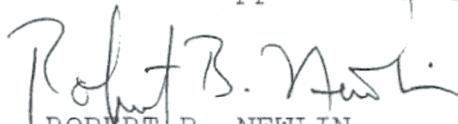
From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MARINE CORPS INTEGRATED
MAINTENANCE MANAGEMENT SYSTEM (SHORT TITLE: SOP FOR
MIMMS)

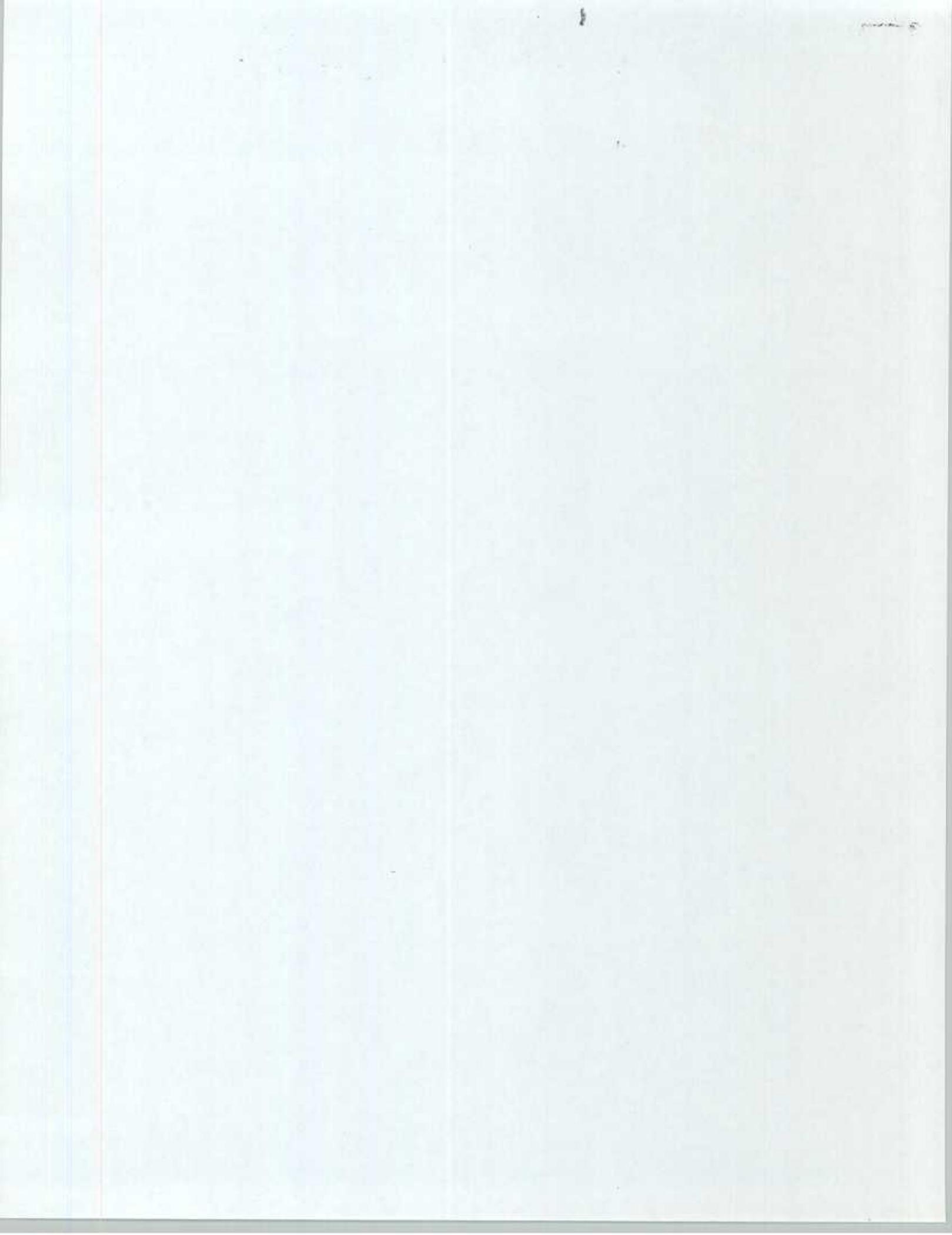
- (a) MCO P4790.1B
- (b) MCO P4790.2C

(1 LOCATOR SHEET

1. Purpose. To set forth policies and procedures as required by references (a) and (b) for the conduct of effective maintenance management programs within the 3d Marine Division.
2. Cancellation. DivO P4790.1E, DivO P4790.7.
3. Action. Effective upon receipt, commanding officers will ensure compliance with, and issue appropriate amplifying instructions relative to this Manual.
4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.
5. Recommendations. Recommendations concerning the content of this SOP are invited. Such recommendations will be forwarded to this Headquarters (Attn: AC/S G-4/MMO) via the chain of command.
6. Applicability. This Manual is applicable to all organizations organic to or attached to the Division. It will serve as the basic source document for the conduct of all maintenance management activities except for subsequent directives issued by this and higher headquarters which take precedence.
7. Certification. Reviewed and approved this date


ROBERT B. NEWLIN
Chief of Staff

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DivO P4790.1F

08 MAY 1996

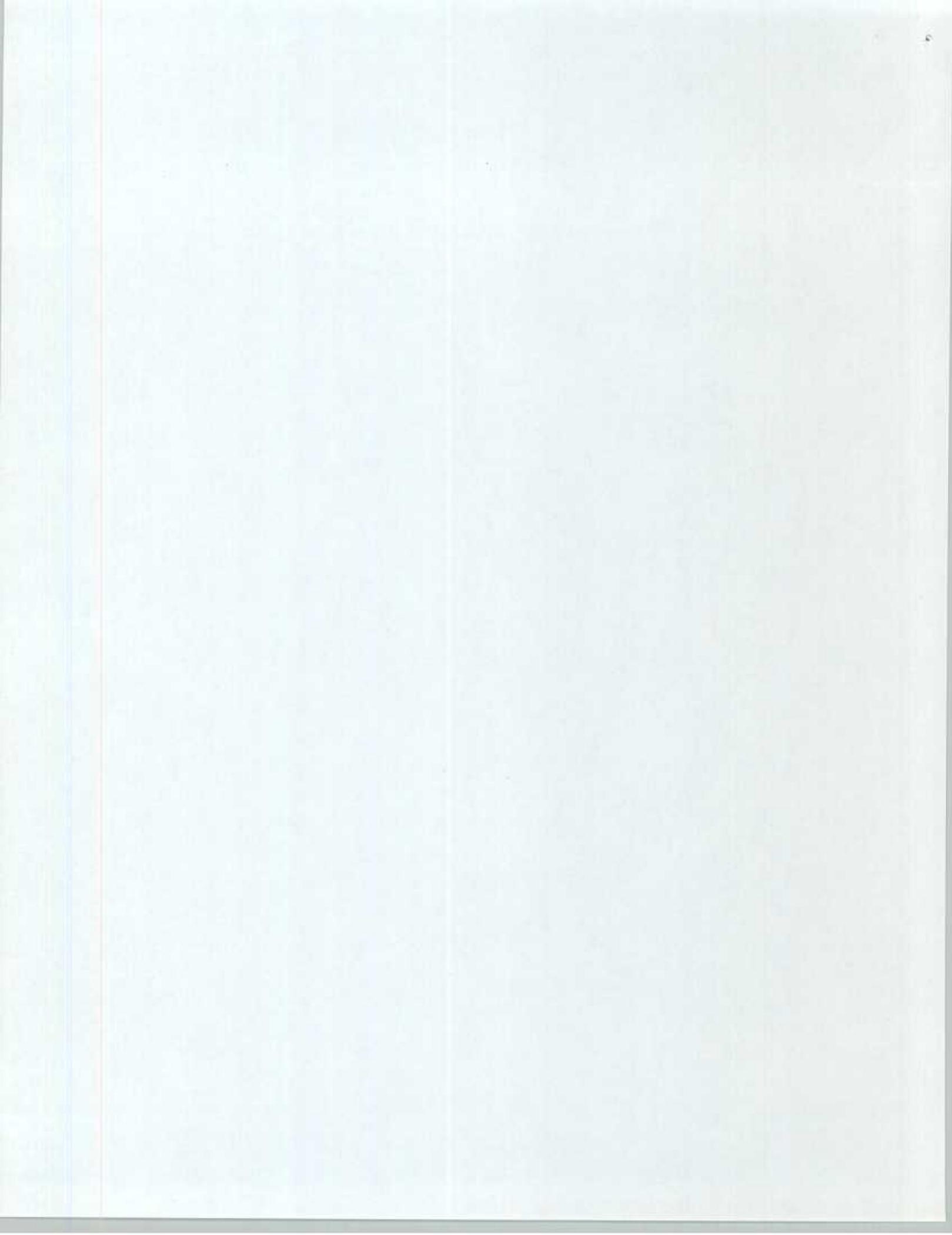
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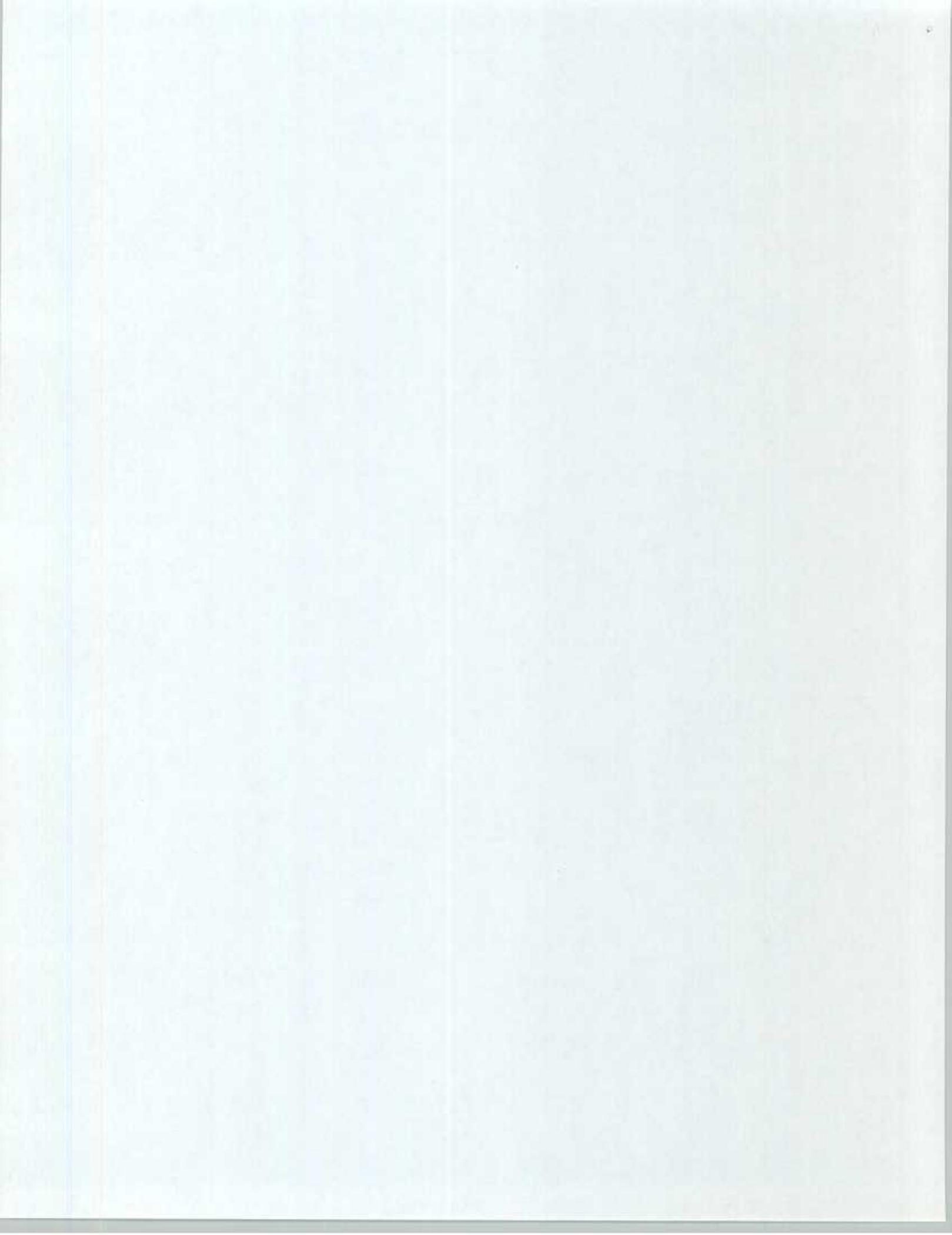
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ENCLOSURE (1)





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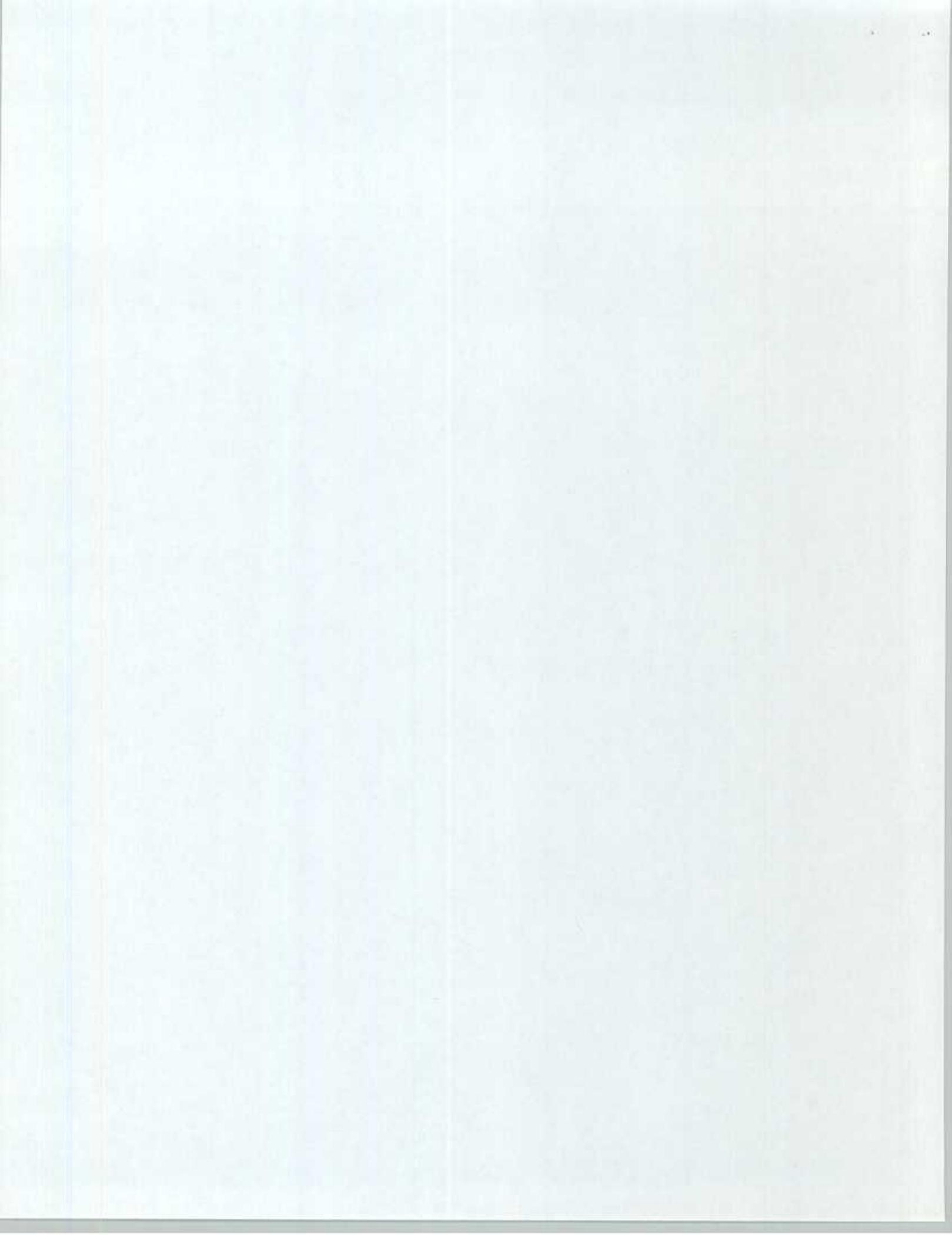
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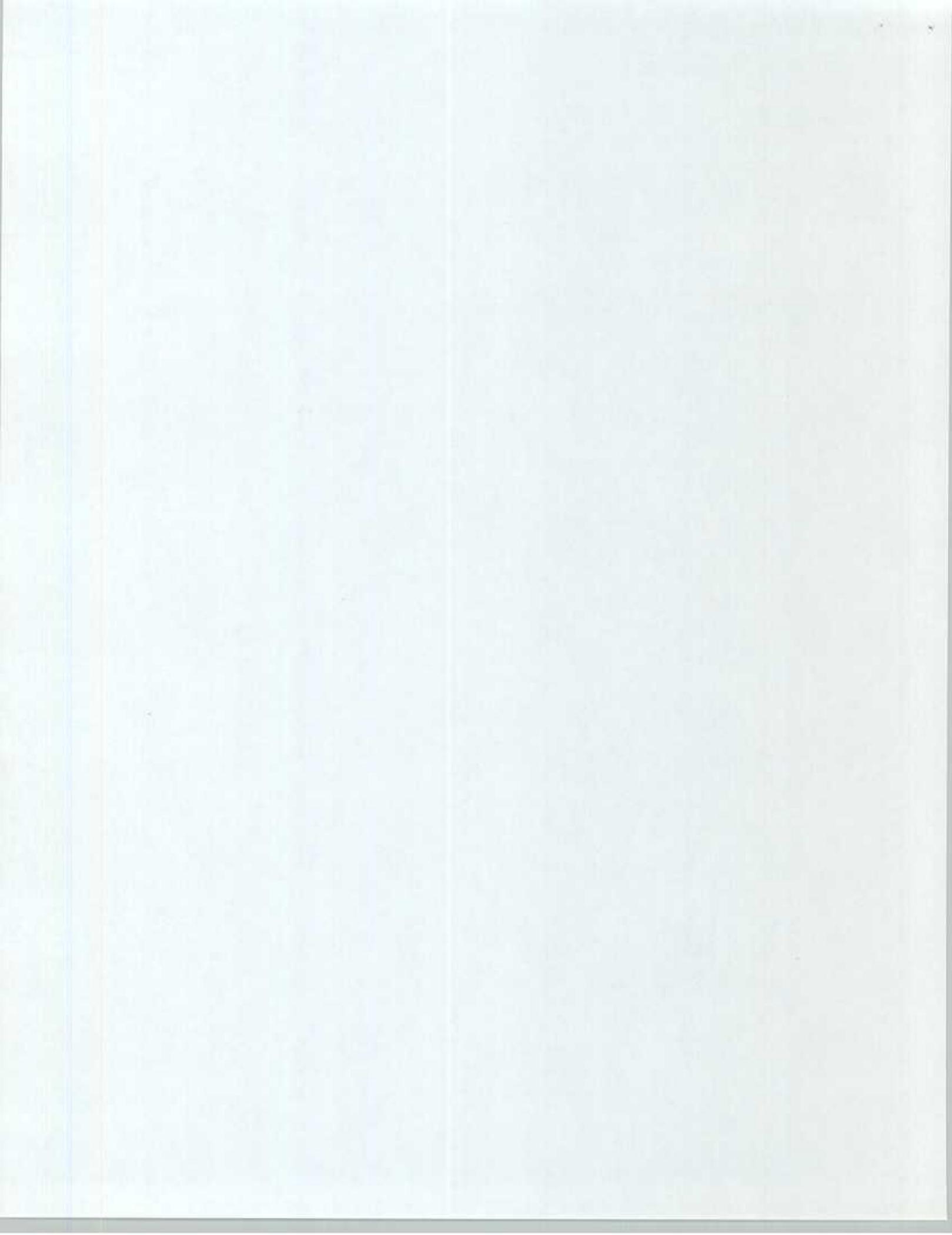


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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. SCOPE. In recent years the Marine Corps has experienced an influx of new and increasingly sophisticated equipment and weapons systems. This influx, with its attendant increase in cost and technical considerations, has resulted in the requirement for increased control of maintenance resources and more effective utilization of personnel, money, repair parts, facilities, and equipment. The primary purpose of this Manual is to establish procedures designed to improve the Division's equipment readiness.

1. Objectives. This Manual provides a detailed guide for the management of equipment maintenance at all levels of command. Equipment maintenance management requirements are identified and the responsibilities for their accomplishment are assigned to the appropriate command level and staff agency. This Manual further establishes command and staff relationships in the conduct of the Division's equipment maintenance program and identifies relationships between the Marine Corps Integrated Maintenance Management System (MIMMS) and related Marine Corps programs.
2. Adherence to the policies and procedures set forth in this Manual will assist commanders and maintenance personnel in the planning, control, and administration of the Division's maintenance management program.

1001. COMMAND RESPONSIBILITIES

1. As delegated in Table of Organization (T/O) mission statements, commanding officers are responsible for the management, proper employment, and maintenance of all equipment on loan or charged to their authorized property accounts. The foundation for this assignment of responsibility is contained in the Marine Corps Manual, chapter 4. Detailed guidance for discharging this responsibility is contained in MCO P4400.150 (Consumer Level Supply Management Policy Manual), MCO P4790.1 (MIMMS Introduction Manual), and MCO P4790.2 (MIMMS Field Procedures Manual). In discharging this responsibility, commanders are authorized specific items of equipment on their Table of Equipment (T/E), and selected Military Occupational Specialty (MOS) qualified personnel in their T/O. The MIMMS program does not relieve the commanding officer of his inherent maintenance responsibilities, rather it is a tool which can assist him in influencing the maintenance posture of his organization. Establishment of staff

responsibilities within MIMMS does not circumvent the chain of command. The MIMMS program assists the commanding officer in the evaluation of the maintenance effort and allows him to view his readiness posture.

2. The logistics capabilities statement contained in the cover page of an organization's T/O authorizes the performance of specific levels of maintenance. These levels will not be exceeded except as authorized by higher headquarters. Maintenance that is beyond organic capabilities will be performed by the 3d Force Service Support Group (3d FSSG).

3. Organizational commanders will establish and conduct equipment maintenance programs per the procedures set forth in higher headquarters directives, technical publications and this Manual.

4. Organizational commanders will be prepared at all times to advise this Headquarters (AC/S, G-4/MMO) on the status of equipment readiness and maintenance within their respective organizations.

5. Organizational commanders will report to this Headquarters (AC/S, G-4/MMO) all maintenance related difficulties which cannot be resolved through normal channels and procedures.

6. Commanders will be assisted in the discharge of their responsibilities relative to equipment maintenance by the unit Maintenance Management Officer (MMO).

7. Organizations, to include detached or separate battalions, which are authorized second echelon or higher maintenance capability for more than one commodity area will assign an officer, in writing, as the MMO. The MMO will provide supervision over equipment maintenance. The MMO will assist in the management of equipment maintenance by coordinating the proper utilization of all maintenance resources and efforts within the organization.

a. In organizations authorized second or higher echelon maintenance in only one commodity area, the individual designated as the commodity manager will perform the maintenance management functions and need not be designated as the MMO.

b. A MMO need not be assigned in the Headquarters and Service Company of a battalion, or in the Headquarters Company of a regiment when the parent organization has a MMO assigned and maintenance functions are performed under the cognizance of members of the executive/special staff.

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1002. STAFF RESPONSIBILITIES

1. G-1/S-1. The G-1/S-1 serves as the principal staff officer in all matters pertaining to personnel management. The adjutant has staff responsibility for publication allowances as well as internal distribution control.
2. G-2/S-2. The G-2/S-2 serves as the principal staff officer on all matters pertaining to combat intelligence.
3. G-3/S-3. The G-3/S-3 serves as the principal staff officer on all matters pertaining to operations and training, including operator, technical, and maintenance supervisor training. The MMO, in conjunction with commodity managers, must effect coordination with the G-3/S-3 to ensure selected training in required technical subjects is provided for all maintenance personnel. The MMO must determine total maintenance requirements and make appropriate recommendations to the G-3/S-3 for allocating time to conduct equipment maintenance operations. The equipment maintenance operations will be included in all training schedules.
4. G-4/S-4. The G-4/S-4 serves as the principal staff officer in matters pertaining to logistics, including those matters directly related to equipment readiness, maintenance, and management of equipment maintenance resources. The AC/S, G-4 has staff responsibility for maintenance management within this Division.
5. G-6. The G-6 serves as the principal staff officer in all matters pertaining to communication systems planning, electronic maintenance, and automated data processing matters pertaining to organizational and tactical operations.
6. MMO. The MMO is responsible to the G-4/S-4 for exercising staff supervision over all aspects of the Division/organization maintenance programs. The MMO will assist the commander by coordinating the Division/organization's maintenance resources. Duties of the MMO are outlined in MCO P4790.2.
7. Supply Officer. The supply officer serves as a special staff officer to the Division/organization commander per FMFM 3-1. The supply officer is responsible for general supply matters, including supply support for the Division/organization maintenance program. The MMO will assist the supply officer in determining supply support requirements for maintenance operations under all operating conditions.

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8. Commodity managers. Commodity managers are those special staff officers assigned duties as managers of special or technical commodity areas. Commodity managers will maintain their normal staff relationships with their commanders per FMFM 3-1, but will work closely with the MMO in developing maintenance programs. Special staff officers in roles as commodity managers will function under staff cognizance of the appropriate general/ executive staff officer in accordance with FMFM 3-1. A list of the duties of the maintenance officer/commodity manager is contained in MCO P4790.2. The commodities that require maintenance management in most Division organizations are:

- a. Communications-Electronics.
- b. Engineer.
- c. Motor Transport
- d. Ordnance (includes small arms in unit armories).
- e. Food Service.
- f. General Supply
- g. Nuclear, Biological, Chemical.

003. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. Commanders will verify preparation and use of desktop procedures and turnover folders by key maintenance management and maintenance personnel, per procedures set forth in MCO P4790.2.
2. Desktop procedures and turnover folders will encompass those areas outlined in MCO 4790.2 and will be reviewed as required for accuracy and applicability.
3. Turnover files and desktop procedures belonging to outgoing Unit Deployment Program (UDP) battalions will be reviewed by the incoming UDP battalion advance party. This enhances the transition of the battalions and provides new personnel the opportunity to ask questions prior to the outgoing battalion's departure.
4. Desktop procedures and turnover folders will be maintained by personnel filling the billets as indicated below. The list is not all inclusive. Smaller units may have one individual performing in

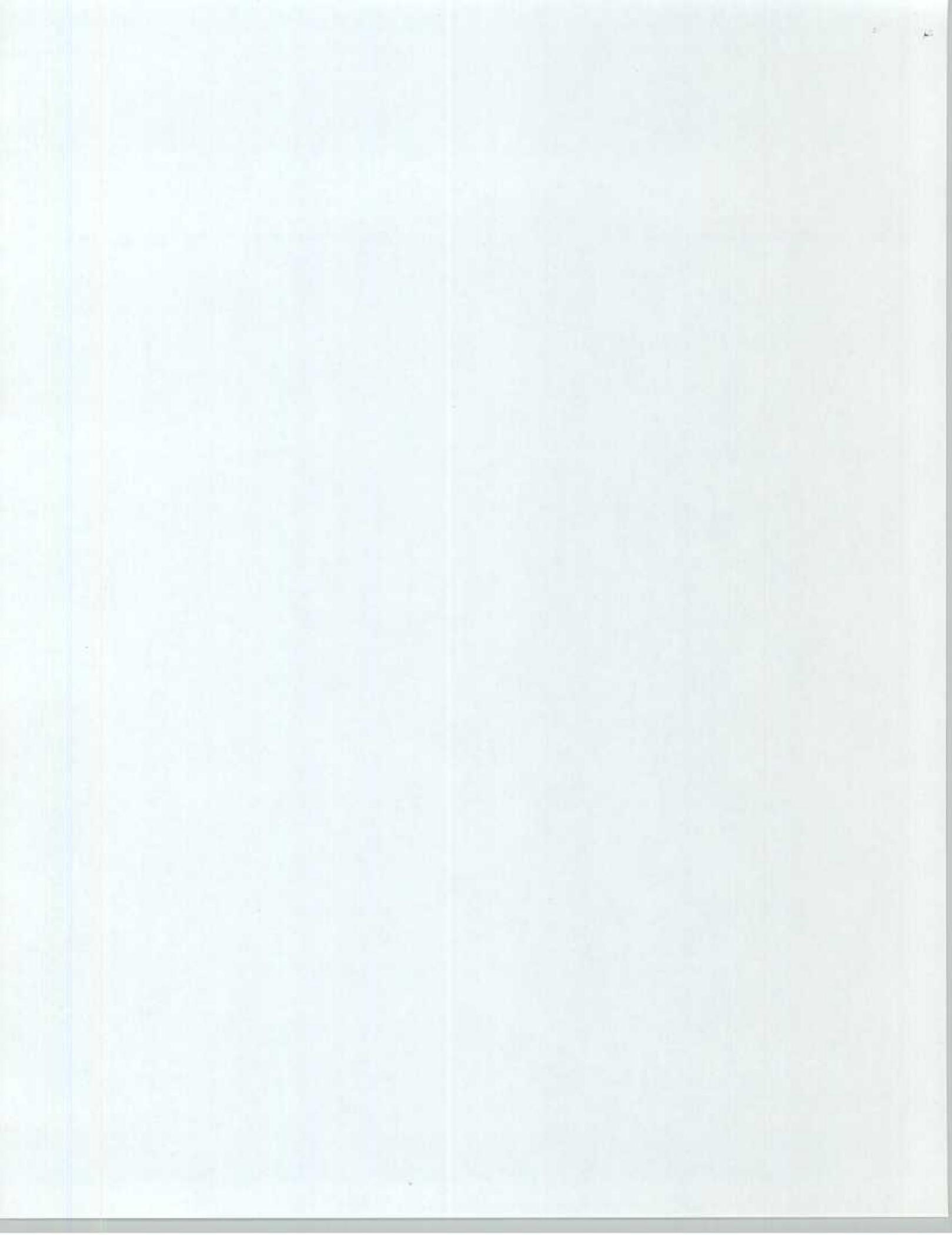
several billets, therefore, it may be more practical to have the desktop procedure/turnover folder address each billet separately to accommodate assignment changes.

	Desktop Procedure	Turnover Folder
a. Maintenance Management Officer	O	M
b. Maintenance Management Chief	O	M
c. Commodity Manager	O	M
d. Maintenance Officer	O	M
e. Maintenance Chief	O	M
f. MIMMS Clerks	M	O
g. Calibration Control Clerks	M	O
h. Publications Clerks (Librarians)	M	O
i. Modification Control Clerks	M	O
j. Records Clerks	M	O
k. ERO Bin/Parts Clerks	M	O
l. Tool Room NCO	M	O
m. Technical Training NCO	M	O
n. Quality Control NCO	M	O

M = Mandatory

O = Optional

5. MMOs will ensure that all current Commandant of the Marine Corps (CMC) maintenance management policy clarification notices are maintained by the appropriate billets, and that all current copies are on file at the MMO office.



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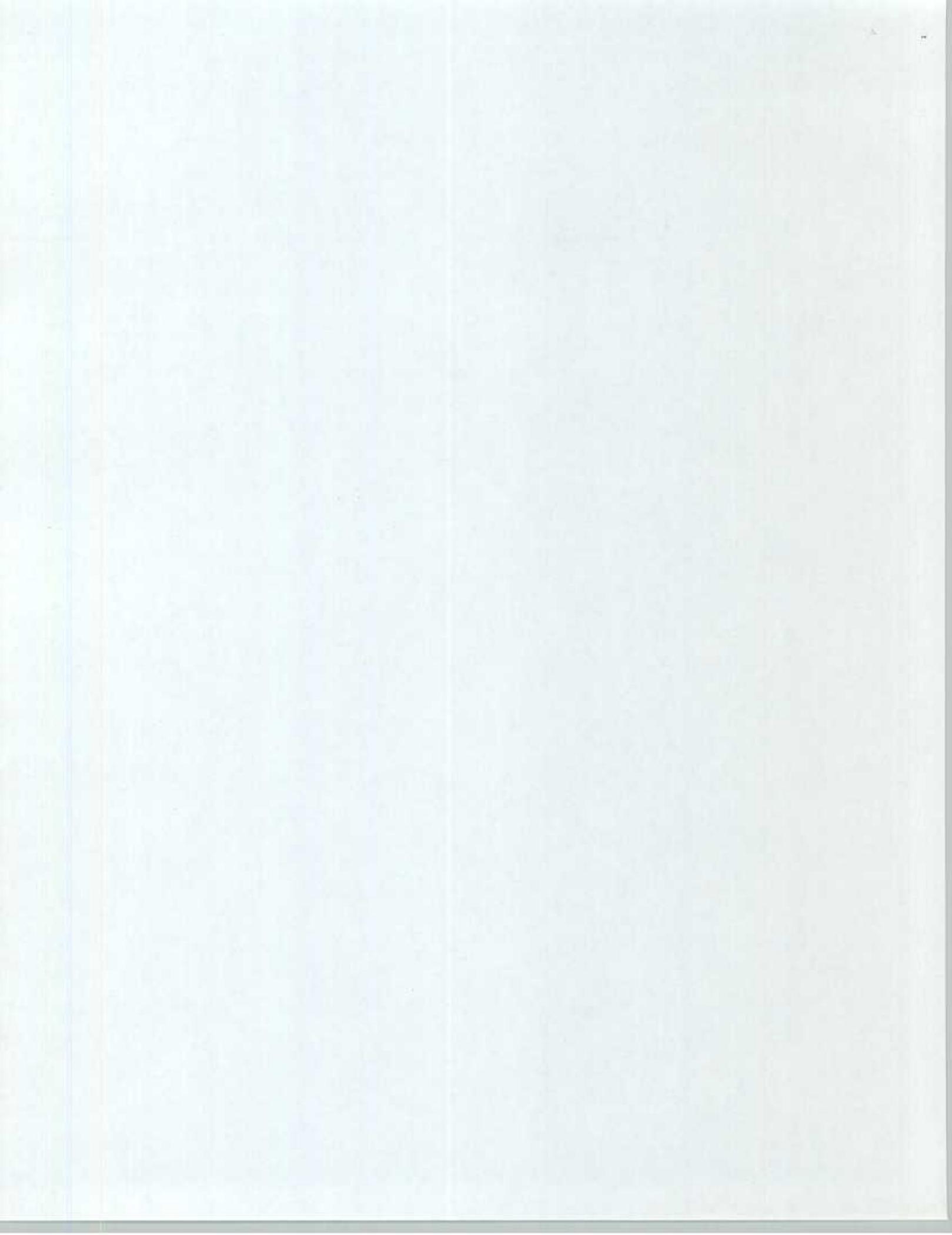
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4. The S-4/MMO in coordination with the S-3 must schedule adequate time following each training exercise, tactical operations, and deployments to perform preventive and needed corrective maintenance. This maintenance must be concurrent with the training requirements of the organization.

2006 RECORDS

1. The smooth operation of the maintenance system is extremely dependent on the understanding and completion of specific forms and records and the availability of all pertinent publications applicable to end items of equipment. These forms and records provide a means for establishing uniform procedures for control and operation of the maintenance system. It is imperative all organizations utilize the established system for maintenance administration. The forms and records described in the current edition of TM 4700-15/1 are the minimum required for proper operation of the maintenance system. Alteration of these forms is not authorized. Problems/recommendations concerning records/reports should be brought to the attention of this Headquarters (AC/S, G-4/MMO). The use of locally generated forms or reports is highly discouraged. Class II reports can and should be used to satisfy unit requirements for reports above and beyond those provided by AIS. MMOs will ensure all equipment records are maintained in accordance with the current edition of TM 4700-15/1. Maintenance management procedures will require updating applicable records as services, repairs, modifications, and fabrications are completed. Procedures will also require frequent auditing of equipment records and unannounced spot checks by responsible commodity managers/MMOs.

2. Status and Status Date column entries are mandatory for 3d Marine Division units. All appropriate changes to status and status date will be annotated on the ERO. The last status of the day will be entered into MIMMS/AIS.

3. Responsibilities

a. Commanding Officer. The commanding officer is responsible for ensuring all required records for the organization's equipment are properly maintained. He will establish a program to inspect equipment records at least quarterly to ensure all entries accurately reflect equipment condition. Units will establish records for all equipment received without records, in accordance with TM 4700-15/1.

b. MMO. The MMO will ensure compliance with established record keeping procedures by conducting internal reviews on a quarterly basis.

(2) The end-item organizational-maintenance shop will then deliver the component and the category code C ERO to the appropriate maintenance section to perform the repairs/PMCS.

(3) Maintenance sections repairing components must induct the category code C ERO into the MIMMS-AIS. Accordingly, the following information will be submitted on an O/A and "T" transaction and annotated on the ERO per MCO P4790.2 and TM 4700-15/1:

(a) ID and serial number will be that of the major end item. For items with multiple serial numbers refer to TM 4700-15/1

(b) A Deadline Control Date (DCD) will be entered if the component is deadlined. Additionally, a DCD will be entered on the end item (M or P) ERO if a component causes the major end item to be deadlined. If a previously degraded component is identified as dead lined while in the maintenance activity, the repairing maintenance activity must notify the owning commodity so that the end item ERO can be changed to cat code M or P and a DCD entered to match the component ERO. Paragraph 2003.5E applies.

(c) Once the category code C ERO has been submitted with the ID and serial number of the major end item, a 3 card must be submitted concurrently citing the nomenclature of the actual component undergoing repair. This will identify the component that is in the maintenance cycle and post to the Weekly owning Unit TAM Report for visibility.

(4) The priority of the category code C ERO must be equal to or be less than the priority of the end item ERO. Component EROs which deadline an end item will have the same priority as the end item. Assign an Required Delivery Date (RDD) equal to that of the base ERO for all category code C EROs that require critical repairs.

(5) Deadlining repair parts needed to repair components must be ordered with the appropriate priority and Not Mission Capable Supply (NMCS) indicators.

(6) MMOs and commodities must validate category code C EROs with end item EROs to verify the true equipment status, using the TAM report, on a weekly basis.

(7) Specific guidance for Comm/Elect category code "C" and inter-shop EROs, refer to TM 4700-15/1.

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CHAPTER 2

MAINTENANCE OPERATIONS

2000. MAINTENANCE POLICY

1. The management of equipment maintenance at all levels of command, will be accomplished through the established maintenance management system set forth in MCO P4790.1, (MIMMS Introduction Manual), MCO P4790.2, (MIMMS Field Procedures Manual), maintenance related directives issued by higher headquarters, and as set forth in this Manual.
2. Abuse and neglect of equipment will not be tolerated. Leaders at every level will take immediate corrective action when signs of equipment abuse or neglect becomes apparent. Proper preventive maintenance checks and services (PMCS) provide an excellent means of detecting abuse and neglect.
3. The primary mission of each organization is stated in the organization's T/O. The organic maintenance element within each organization is also assigned a mission to provide support for equipment possessed. Specific authorizations for maintenance echelons will be located in the logistics capabilities paragraph of the T/O. Commanding officers will view their maintenance mission as an integral part of the tactical and operational mission of the organization. Maintenance required per existing technical directives will be performed on all equipment consistent with established schedules and/or upon detection of failures.
4. Organizations will not exceed the echelon of maintenance assigned in the T/O without authority from this Headquarters.
5. The organization MMO will publish a policy letter that clearly states the authorized echelons of maintenance and the sources of maintenance support for all equipment the organization is authorized.

2001. ASSIGNMENT OF OPERATORS

1. A specific operator will be assigned to each principal end item of equipment for the performance of operator maintenance. When responsibility for an item of equipment cannot be assigned to a specific operator, the commander is encouraged to place that equipment in an appropriate out-of-service storage program; i.e. Combat Ready Storage Program (CRSP), local administrative storage, or level "A" pack.

2. Organization MMOs will have, in writing, the conditions under which operators may operate items of equipment other than those to which they are assigned. Operator maintenance requirements must be specified in such assignments.
3. Regimental MMOs will specify in writing those items of equipment requiring assignment of operators within the regimental headquarters and within their subordinate battalions. This equipment will be identified by Table of Authorized Material Control Number (TAMCN), ID number and nomenclature. MMOs of separate battalions/units (Combat Assault Battalion, Headquarters Battalion (HQBN), SubUnit One) that do not fall under a regimental headquarters will generate this list for their organic equipment.

2002. ALLOCATION OF MAINTENANCE TRAINING/PERFORMANCE TIME

1. Equipment maintenance and maintenance management training will receive emphasis equal to that given to operations and tactical training.
2. Before, during, and after periods of deployment, tactical exercises, or other training, commanders will ensure that adequate time is allocated for completion of required equipment maintenance; for example, maintenance stand-downs.
3. Scheduled maintenance services (PMCS) will be performed by qualified personnel per appropriate technical manuals and/or directives and under proper supervision.

2003. SHOP OPERATIONS

1. The Organizational MMO and commodity managers are responsible to their commanding officers for the effective operation of maintenance shops. They will ensure that procedures are established which provide for systematic forecasting and scheduling of equipment maintenance, orderly work flow, safe and efficient use of resources, and a functional quality control program. Detailed shop operation requirements are provided in MCO P4790.2. This process is evaluated periodically by this headquarters through the Logistics Readiness Inspection Program (LRI) in accordance with DivO P5040. . . .
2. Providing and identifying adequate maintenance facilities is the responsibility of organizational S-4s in close coordination with the MMO, maintenance officer and maintenance commodity Officer-in-Charge (OIC).
3. Commanders will designate the title, authority, and responsibility of key maintenance personnel, to include quality control inspector.

4. Maintenance personnel will use the Equipment Repair Order, (ERO) ,NAVMC 10245, in all instances when repair parts or maintenance resources are consumed in the performance of required maintenance, except as follows:

a. The ERO will not be used to request or record operator maintenance (1st echelon) or depot level maintenance (5th echelon).

b. No ERO is required for maintenance where the time to accomplish the maintenance is less than 0.3 hours and total parts cost is under \$25.00 and all parts are on hand.

5. Commanders will ensure priorities are assigned to EROs and associated ERO Shopping/Transaction Lists (EROSL) per MCO 4400.16, Uniform Material Movement and Issue Priority System (UMMIPS), and the following guidance:

a. 3d Marine Division units based on Okinawa are assigned a Force Activity Designator (FAD) of II (priorities 02,05 and 12). Hawaii based units are assigned a FAD of III (priorities 03, 06 and 13).

b. All readiness reportable equipment listed in MCBul 3000, which cannot perform its assigned mission, will be combat deadlined and assigned a minimum priority of 05/06.

c. Priority 02/03 Assignments

(1) Priority 02/03 maintenance and supply support requests must be used on a judicious and conservative basis only. Widespread use of these requests will "inflate" the system and ultimately dilute the effectiveness of the priority request system. The below listed matrix depicts the relationship of priority codes.

PRIORITY ASSIGNMENT

CATEGORY CODE	URGENCY OF NEED DESIGNATOR
"M"	A OR B
"N"	C
"P"	A OR B
"X"	B
**"C"	A, B OR C
"O" OR "S"	C
"D", "F" OR "H"	A OR B
"K"	A, B OR C

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* NOTE - For a Category "C" ERO the urgency of need designator must be equal to or lower than the priority of the associated end item.

(2) Organizational Maintenance and Supply Support. The use of priority 02 requirements will be at the unit commanders discretion.

(3) Intermediate Maintenance Support. The use of priority 02 for equipment evacuated to the Intermediate Maintenance Activity (IMA) will be closely scrutinized and personally authorized by commanders, acting commanders or designated representatives. Commanders will have resources available at all times to receive equipment from the IMA which has been repaired on a priority 02 request.

d. ERO Signature Authority. Commanders will designate personnel to sign EROs/EROSLs in writing. Sample signatures of personnel authorized to sign evacuation EROs, EROSLs, and Release/Receipt Documents, and those personnel authorized to receive and deliver material and equipment will be forwarded directly to 3d FSSG. Sample formats are provided as figures 2-1 and 2-2. In addition, the letter of authorization will specify which priorities each individual is authorized to approve. Authorization letters will be updated as changes occur.

e. ERO Priority Upgrade.

(1) At the organizational level, maintenance and supply priorities may be upgraded to meet operational commitments by authorization from an individual authorized to sign the higher priority.

(2) The upgrade of priority designators for equipment that has been evacuated to IMA will be accomplished by letter, message or Local Area Network (LAN). In the case of a high priority (i.e.. immediate deployment), an upgrade priority request may be made by telephone to the appropriate IMA with the same information required for a routine upgrade. Figure 2-3 provides an example priority upgrade letter.

f. Changing Priorities. When the priority of the ERO is upgraded, for example, priority 12/13 to 05/06, an additional signature and date will be required if the original signer does not have the authority to assign a higher priority as specified in MCO 4400.16. The priority will be entered in the "Description of Work" block and the signature if required in the "Mechanics Signature" block. Changes in ERO priority and category code may also require changes in EROSL priorities.

g. Changing Category Codes. When the requirement exists to change Category Codes on an ERO, the old Category Code will be crossed out (X) and the new code circled. Further guidance on changing category codes may be found in Chapter 2 of TM 4700-15/1.

2004. EQUIPMENT THAT EXCEEDS MAINTENANCE CAPABILITIES

1. General. All equipment exceeding the maintenance capabilities of Division organizations, as defined in current T/Os, will be evacuated to the IMA per the 3d FSSG SOP for Support Maintenance, a copy of which will be maintained by all organization MMOS. Equipment awaiting or undergoing corrective maintenance (CM) at the IMA must receive scheduled maintenance services. Units will make arrangements to accomplish scheduled maintenance services by coordinating with the appropriate IMA facility. Organization MMOs/commodity managers will reconcile every other week (twice monthly) when their organization has equipment evacuated to the IMA. This reconciliation should be accomplished in person to facilitate better IMA support.

2. Evacuation Criteria. Equipment will be evacuated to the appropriate section/company of 3d Maintenance Battalion (Hawaii units are similarly supported by Combat Service Support Group-3 (CSSG-3)) in the following manner:

a. Equipment which exceeds the organization's designated EOM. This equipment will have:

(1) A properly completed ERO at the highest echelon of maintenance authorized the owning unit.

(2) All 1st and 2d echelon maintenance complete prior to evacuation.

b. Overflow Maintenance. Overflow maintenance is an exceptional procedure used only when an organization cannot accomplish their maintenance mission due to a shortage of technicians/mechanics, shop space, facilities, maintenance equipment, or, in unusual circumstances supply support. The latter is considered an exceptional case in that improper or inadequate supply reconciliation follow-up procedures are often the cause of the problem.

(1) Organization commanders will notify the Commanding General (AC/S, G-4/MMO) when their maintenance mission cannot be accomplished. Overflow maintenance requests will be submitted to this Headquarters, per Figure 2-4, via the chain of command.

(2) Requests for overflow maintenance will be approved when circumstances warrant. However, overflow maintenance is not a substitute for accomplishing the inherent maintenance responsibilities within an organization. Workload surge, requirements to meet pre-deployment schedules or post deployment requirements, urgent modification on high density equipment, etc. will be taken into consideration.

(3) Maintenance required for utility equipment belonging to UDP battalions will be accomplished in accordance with DivO P11270.1B.

c. Contact Team Maintenance. Contact Team Maintenance (CTM) support is provided by 3d Maintenance Battalion, 3d FSSG/ Maintenance Company, CSSG-3, on a case-by-case basis. Organizations will contact the appropriate Maintenance Operations Section (MOS) by message/phone to arrange for CTM. Further guidance on Maintenance Contact Team support is located in 3d Maintenance Battalion Order P4790.1_.

d. Authorization to Exceed Designated Echelon of Maintenance. All requests for authority to exceed the designated echelon of maintenance will be submitted to this Headquarters (AC/S, G-4/MMO) via the chain of command, per the criteria established in MCO P4790.2. Requests approved by this Headquarters will not exceed a period of six months and will be maintained in the organizational MMO's turnover file. Increases required beyond the initial six month period will not be considered without the addition of a copy of the letter to Headquarters Marine Corps (HQMC) requesting a change to the organization's T/O mission statement, per MCO P5211._.

e. Limited Technical Inspection (LTI) Maintenance Support. LTIs are generally intended to determine the extent and level of maintenance required to restore equipment to a specific condition. Responsibility for the conduct of LTIs is divided between organic shops and the IMA based on the type of LTI and the following guidance

(1) Organizations will utilize organic maintenance resources to perform LTIs required by the following conditions:

(a) Equipment temporary loans, internal and external to the Division.

(b) Small arms pre-fire inspections.

(c) Equipment declared excess and designated for internal redistribution within the Division.

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- (d) Equipment turnover before and after UDP deployments
- (e) Acceptance LTIs for all equipment new to the organization.
- (f) Condition coding for excess equipment WIR when cost estimates can be prepared by the owning organization.

(2) LTIs of Division equipment will be requested from the IMA, 3d FSSG for the following situations unless directed otherwise by this Headquarters:

- a Induction of the equipment at the IMA
- (b) Recoverable item report (WIR) submitted by the IMA as a result of a decision not to repair an item.
- c Accident investigation involving intermediate repairs.

3. IMA Equipment Pick-up Procedures

a. Equipment which has been evacuated to the IMA for repair will not be recovered by the owning organization until repairs have been completed, except in the following circumstances:

- 1 As specifically authorized by this Headquarters (AC/S,G-4
- (2) While awaiting noncritical repair parts on valid requisition

b. Owners that have lost the receipt (yellow) copy of the ERO must prepare a letter with the following information:

- 1 Organization's identity
- (2) A statement that the yellow copy of the ERO has been lost. A complete description of the item submitted for repair on the ERO, to include TAMCN, NSN, NOMEN, SRNR (if applicable).
- (3) A statement that this letter constitutes authorization to sign/receipt for the item repaired on the organization ERO number.
- (4) The letter must bear the commander's or acting commander's signature.

4. COMBAT READY STORAGE PROGRAM (CRSP). Organizations will participate in the CRSP to the fullest extent possible. The goal for participation has been established as 15% of an organization's eligible equipment. While it may be impractical for all organizations to meet this goal at all times, participation in this program to the fullest extent possible will reduce the burden on material and man-power resources.

2005. PERFORMANCE OF MAINTENANCE SERVICES

1. Preventive maintenance checks and services (PMCS) will be scheduled per applicable technical manuals (TM), lubrication orders and TM 4700-15/1 Equipment Record Procedures.

a. First echelon (operator) maintenance will be performed by the assigned equipment operators.

b. Reduced PMCS intervals may be authorized at the commander's discretion per MCO P4790.2.

2. Corrective maintenance (CM) action will be performed per procedures established in appropriate TMs.

3. The equipment chief (engineer, motor transport, etc.) is responsible for scheduling all required PMCS, using the PMCS schedule established in the appropriate commodity chapter of the TM 4700 and guidance contained in the MCO 4790.2. When a stated requirement exists in the equipment's manual to schedule PMCS but no interval is recommended, the local commander will establish an interval of no less frequently than semi-annually per MCO 4790.2. When no requirement is stated or no equipment manual exists, PMCS schedule is not required. This does not relieve the unit from its responsibility to perform first echelon PMCS. In preparing PMCS rosters, care must be taken to ensure that the workload is staggered so that all items of one type of equipment are not scheduled for PMCS at the same time. Preventive Maintenance Checks and Services will be integrated with CM (and vice versa) to the greatest extent practical to obtain the most economical use of all available equipment.

a. Follow these procedures for the use of category code "C" EROs:

(1) The owning commodity prepares a base ERO on the major end item for the components that require maintenance. The end item organizational maintenance shop will prepare a category code "C" ERO.

SOP FOR MIMMS

c. Commodity Managers/Maintenance Officers. Responsible officers will ensure that required records are maintained as required by the current edition of TM 4700-15/1.

d. Operators/Maintenance Personnel. Those personnel assigned operator or maintenance duties will perform the required PMCS or CM services and enter required data in the applicable records.

4. All personnel should ensure suggestions for improvement of records/forms are submitted expeditiously via the chain of command.

2007. REPORTS. The Marine Corps Automated Readiness Evaluation System (MARES) is designed to provide commanders and the CMC with the up-to-date readiness posture of combat essential items of equipment. By properly utilizing MARES reports, organizational commanders can determine their equipment readiness posture. The MARES is contained in the current editions of UM-4790-5 MIMMS (AIS) FMSS Users Manual and MCO P3000.11, Marine Corps Automated Readiness Evaluation Systems Introduction Policy Manual.

2008 MODIFICATION OF EQUIPMENT

1. The Division MMO will be the primary point of contact of modification of equipment within 3d Marine Division. MMOs will be responsible for reviewing the modification control program within their respective organization. Detailed information concerning modification control is contained in MCO P4790.2 and TM 4700-15/1. Equipment commodity managers will maintain modification records per TM 4700-15/1.

2. Organizations may use an automated modification control program, however, the data elements must include those found in the NAVMC 11053 and/or NAVMC 11054.

3. The owning organization is responsible for ensuring that all modifications required on unit equipment have been completed and are recorded in the equipment records. Required equipment modifications are published in Modifications Instructions (MI) and listed in the Marine Corps Stock List SL -1-2. MIs are also announced in TI-5600.

a. Upon initial receipt of equipment, items will be inspected to determine if all necessary modifications have been applied. When the nature of the modification is such that the owning unit is unable to determine if it has been completed, the equipment will be evacuated to the IMA for a determination.

Modifications will be verified during scheduled Annual PMCS and recorded on the ERO.

b. Completed modifications will be recorded in the appropriate record jacket/gun book and on NAVMC 11053/11054/10400.

c. Upon completion of the inspection, if required, initiate an ERO requesting the modification be applied. Once completed, ensure the equipment records and modification records are updated accordingly.

d. Modifications will be accomplished, at the lowest EOM authorized, by qualified mechanics/technicians. Further guidance can be found in appdx. F of the MCO 4790.2 and chapter 2 of TM 4700-15/1.

2009. SUPPORT AND TEST EQUIPMENT.

1. Support and test equipment consists of tools, test measurement and diagnostic equipment (TMDE), monitoring equipment maintenance stands and handling devices required to perform equipment maintenance. Support and test equipment/load-lifting equipment is authorized by the organization's T/E, Mechanized Allowance List (MAL), or list of required equipment and consistent with the maintenance mission of the organization.

2. Commanders are responsible for all support and test equipment and will ensure secure storage areas are provided for the equipment when not in use. Checkout procedures will be established in a policy letter generated by the unit MMO. Test, measurement and diagnostic equipment will be inventoried annually. A copy of the annual inventory will be maintained in the MMO's office.

3. The accuracy needed in TMDE makes periodic calibration and load-testing essential. Strict attention will be applied to calibration/load-testing requirements contained in the current edition of MCO 4733.1 and MCO 11262.2. In addition, all organizations will establish calibration/load-testing control programs accordance with the current edition of TM 4700-15/1 and appendix B of this manual. All items requiring calibration will be evacuated to the supporting IMA using an ERO. Requests for load-testing will be submitted in accordance with the current edition of MCO P11262.2.

4. Units will maintain a card system or automated calibration record for calibration control using the format contained in the current edition of TM 4700-15/1 in those units or sections with more than ten items of TMDE. Units or sections with ten or less items of TMDE may use the Calibration Control Chart using the format contained in the current edition of TM 4700-15/1. The terms "unit" and "section" are used to allow units to establish either centralized or decentralized calibration control. The use of an automated calibration control system is highly recommended.

2010. SAFETY.

1. A conscientious effort must be made to recognize, eliminate, and warn against safety hazards encountered in maintenance areas. The overall program of safety for each organization shall be under the cognizance of the Division Safety Officer.

2. The responsibility for the safety program within spaces used for maintenance and in the conduct of maintenance activities shall be defined in all unit maintenance SOPs. The supervisors of designated key billets will work directly with the organizational safety officer

3. The responsibility of each commanding officer to publish and post safety regulations peculiar to specific facilities under his authority extends to maintenance spaces.

4. NAVMC 2692 (Safety Program Management Manual) and MCO 5100.8 are publications in which safety precautions may be found. These directives should be utilized to develop procedures to locate/neutralize any hazards that may result from maintenance operations.

2011. RECOGNITION OF PERFORMANCE

1. General. Every Marine is responsible for evaluating the performance of his subordinates. Early recognition of either superior or substandard performance is a function of leadership in maintenance as is any other occupational area.

2. Recognition. Procedures shall be established to recognize significant contributions of maintenance personnel to the mission of the unit. An organization's maintenance mission has the same source as its operational mission, and maintenance personnel shall have the opportunity to compete in all organizational recognition programs on an equal basis with personnel of other specialties.

SOP FOR MIMMS

4790
Code
Date

From: Commanding officer, Unit
To: Commanding Officer, 3d Maintenance Battalion, 3d
Force Service Support Group (MOS)
Officer in Charge, Maintenance Float (MFAG-4), 3d Supply
Battalion, 3d Force Service Support Group

Subj: AUTHORIZATION TO SIGN EQUIPMENT REPAIR ORDERS (EROs), NAVMC
10245 AND EQUIPMENT REPAIR ORDER SHOPPING LISTS EROSLs), NAVMC
10925

Ref: (a) MCO 4400.16
(b) DivO P4790.1

1. Per the references, the below priority authorization are assigned:

a. The personnel below are authorized to sign all priority 02 EROS, EROSLs and DD-1348s.

<u>NAME</u>	<u>RANK</u>	<u>SSN/MOS</u>	<u>BILLET</u>	<u>SIGNATURE</u>
			CO _____	
			XO _____	

b. The below listed personnel are authorized to sign all priority 02 EROSLs once the Commanding Officer has authorized the priority 02 ERO:

<u>NAME</u>	<u>RANK</u>	<u>SSN/MOS</u>	<u>BILLET</u>	<u>SIGNATURE</u>
			CO _____	
			XO _____	

c. The following personnel are authorized to sign priority 05 and 12 EROS/EROSLs and DD-1348s:

<u>NAME</u>	<u>RANK</u>	<u>SSN/MOS</u>	<u>BILLET</u>	<u>SIGNATURE</u>
-------------	-------------	----------------	---------------	------------------

2. This letter supersedes all other letters of authorization.

(Commanding Officer

Figure 2-1.--Sample Format of a Letter Authorizing Personnel to Sign Equipment Repair orders.

SOP FOR MIMMS

4790
CODE
DATE

From: Commanding Officer, Unit
To: Commanding Officer, 3d Maintenance Battalion, 3d Force
Service Support Group (MOS)
Officer in Charge, Maintenance Float (MFAG-4), 3d Supply
Battalion, 3d Force Service Support Group
Officer in Charge, Customer Ser-vice, 3d Supply Battalion,
3d Force Service support Group

Subj: AUTHORIZATION TO RECEIPT/DELIVER EQUIPMENT

Ref: (a) DIVO P4790.1

1. Per the reference, the following personnel are authorized to receipt/deliver equipment to supporting maintenance facilities.

<u>GRADE</u>	<u>NAME</u>	<u>SSN</u>	<u>MOS</u>	<u>BILLET</u>	<u>SIGNATURE</u>
--------------	-------------	------------	------------	---------------	------------------

2. This letter supersedes all previous letters of authorizations.

(Commanding Officer

Figure 2-2.--Sample Format of a Letter of Authorization to Receipt /Deliver Equipment.

SOP FOR MIMMS

4790
CODE
DATE

From: Commanding Officer, Unit
To: Commanding Officer, 3d Maintenance Battalion, 3d Force
Service Support Group (MOS)
Officer in Charge, Maintenance Float (MFAG-4), 3d Supply
Battalion, 3d Force Service Support Group
Officer in Charge, Customer Service, 3d Supply Battalion,
3d Force Service Support Group

Subj: EQUIPMENT REPAIR ORDER (ERO) UPGRADE OF PRIORITY/
ESTABLISHMENT OF REQUIRED DELIVERY DATE (RDD) AND
REQUIREMENTS

Ref: a) DivO P4790.1

1. Per the reference it is requested that the priorities of the
below listed EROs be upgraded and RDDs and ORF requirements be
established as indicated:

<u>UNIT</u>	<u>FSSG</u>				<u>OWNING</u>			
<u>ERO</u>	<u>ERO</u>	<u>SERIAL NR</u>	<u>RDD</u>	<u>PRI</u>	<u>NOMEN</u>	<u>UIC</u>	<u>DATE</u>	<u>EVAC</u>

2. Point of contact for this request is
extension .

3. State the reason for request. (The reference would be
message authorizing FAD II if applicable).

(Commanding Officer

Figure 2-3.--Sample Format of a Letter Requesting Upgrade of
Priority/Establishment of Required Delivery Date

SOP FOR MIMMS

4790
CODE
DATE

From: Commanding officer, Unit
To: Commanding officer, 3d Maintenance Battalion (MOS)
Via: (1) Commanding General, 3d Marine Division (MMO)
(2) Commanding General, 3d Force Service Support Group
(G-3/MSE)

OVERFLOW MAINTENANCE

(a) MCO P4790.2

1. Per the reference, it is requested that overflow maintenance be provided for the following equipment:

TAMCN

QTY

2. Justification.

3. POC this command is _____ telephone number is,

(Commanding Officer

Figure 2-4.--Sample Letter to Request Overflow Maintenance

SOP FOR MIMMS

RTTUZYUW RUHBABA0001 0530424-UUUU-RUWFSUU RUHBABA.
ZNR UUUUU
R 220424Z FEB 96 ZYB
FM (UNIT; ENSURE PLAD IS CORRECT)
TO CG THIRD MARDIV//G-4/MMO//
BT
UNCLAS //NO4790//
MSGID/GENADMIN//
SUBJ/OFF-ISLAND CONTACT TEAM REQUEST//
REF/A/RMG/3D FSSG/021022ZMAY89//
NARR/REF A IS 3D FSSG MSG ON CONTACT TEAM REQUESTS.//
RMKS/1. RQST A CONTACT TEAM BE PROV. THE FOL INFO IS PROVIDED:
A. NAME OF REQUESTING UNIT.
B. RUC OF REQUESTING UNIT.
C. PERSON SUBMITTING REQUEST.
D. PHONE NUMBER OF PERSON SUBMITTING REQUEST.
E. POINT OF CONTACT.
F. POINT OF CONTACT PHONE NUMBER.
G. INSTALLATION WHERE EQUIP IS LOCATED.
H. BLDG NUMBER/AREA WHERE EQUIP IS LOCATED.
I. 2ND ECH ERO NUMBER AND DATE OF DPR.
J. CATEGORY CODE.
K. PRIORITY.
L. TAMCN.
M. NOMENCLATURE AND ID NUMBER.
N. USMC/SERIAL NUMBER.
O. QTY OF EQUIP.
P. DEFECT CODE.
Q. DESCRIPTION OF DEFECTS.
R. SPECIAL REQUIREMENT.
S. PERSONNEL AVAIL TO ASSIST CONTACT TEAMS (BY MOS).
T. EQUIPMENT, TOOLS, SUPPLIES, AND PARTS AVAIL ON SITE. INDICATE
NORMAL SOURCE OF SUPPLY FOR PARTS.
U. GOVERNMENTS QTRS AVAIL.
V. POINT OF CONTACT FOR BILLETING.
W. GOVERNMENT MESSING AVAIL.
X. POC FOR TRANSPORTATION FROM AIRPORT AND REQUIREMENTS.
Y. PHONE NUMBER FOR TRANSPORTATION POINT OF CONTACT.
Z. CONTACT TEAM SHOULD REPORT TO.
2. POC IS RANK, NAME, DSN.//
BT
#0001
NNNN

Figure 2-5.--Format for Off-Island Contact Team Requests

SOP FOR MIMMS

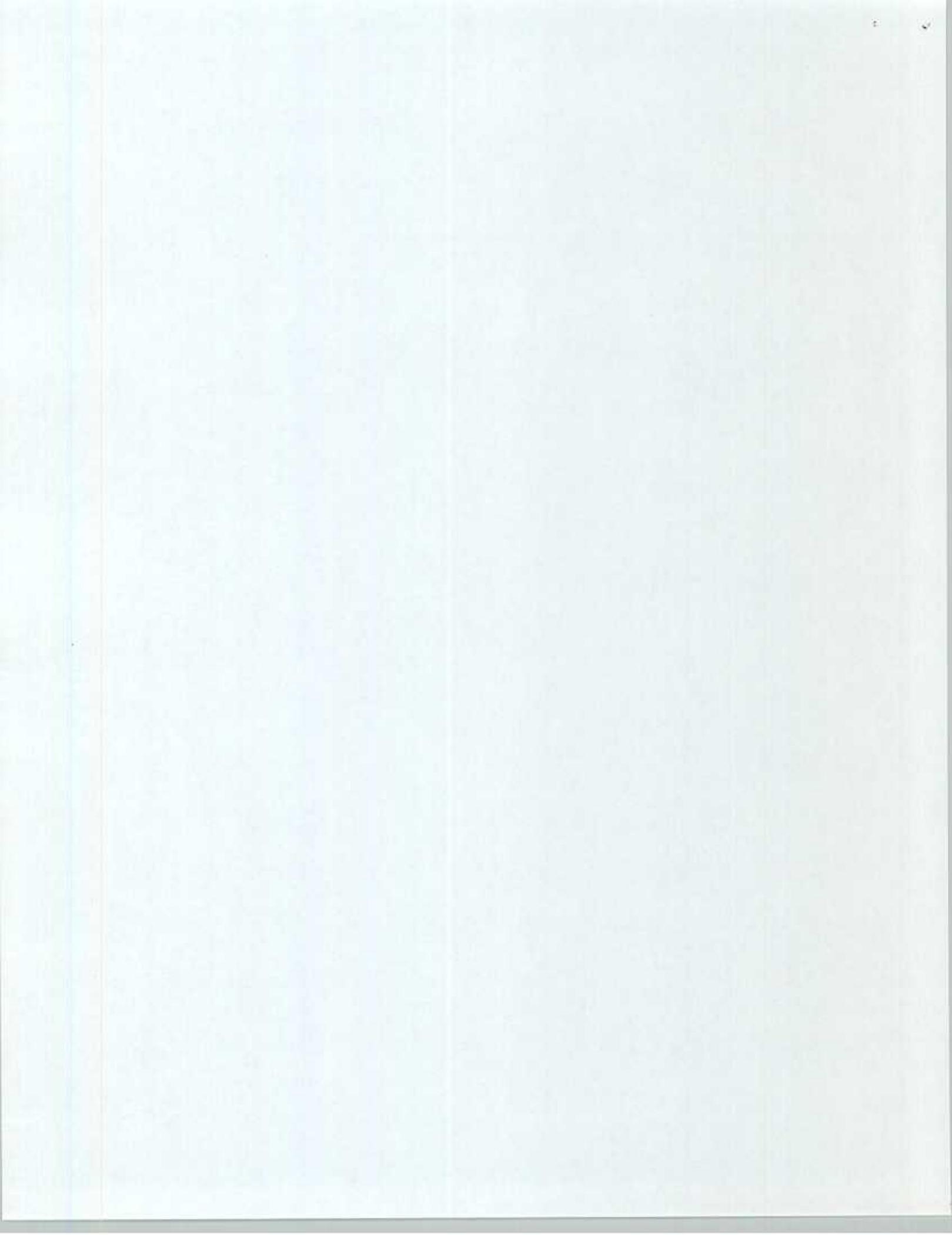
CHAPTER 3

SUPPLY SUPPORT

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SOP FOR MIMMS

CHAPTER 3

SUPPLY SUPPORT

3000. GENERAL INFORMATION

1. The requisitioning, receipt, storage, and issue of repair parts and materials shall be conducted per UM 4400-124, MCO P4790.2, DivO P4400.22 and this Manual.

2. The key to any effective maintenance management program is the ready availability of sufficient repair parts and materials to perform preventive and corrective maintenance services. Accurate identification of required repair parts and timely processing of demands is the cornerstone of equipment readiness programs. The ultimate goal of the supply support program is to provide the appropriate repair parts and materials for maintenance efforts in a timely manner. The culmination of supply support efforts is aggressive follow-up actions on pending demands.

3. The maintenance management program requires total coordination between supply and maintenance personnel. The passing of accurate and timely information is the foundation for cooperative actions between supply and maintenance activities.

3001. REPAIR PARTS REQUEST SYSTEM

1. The performance of most maintenance services requires that the equipment owner open an ERO. When repair parts or materiel are required to complete such services, these requirements will be listed and forwarded to the appropriate source of supply on an EROSL (NAVMC 10925). The EROSL becomes a record for pending/issued demands until the ERO has been closed. Additionally, the EROSL is used as the source document for entry of demands into the Advanced Tracking for Logistics and Supply System (ATLASS). Detailed instructions for requisitioning system and non-system repair parts may be found in chapter 3, DivO 4400.22 (Division Supply SOP). Instructions for exchanging secondary reparable may be found in chapter 12 of DivO 4400.22. Guidance for operating pre-expended bins is located in chapter 12 of DivO 4400.22.

2. Policies and procedures for identifying, locating and reordering of PEB items is located in para. 3002.2 of this Manual.

3. Priority Designators for Repair Parts. Instructions for the assignment of requisition priority designators and for establishing necessary controls for its proper use are contained in MCO 4400.16 and DivO P4400.22. Priority assignments for EROSLs shall be consistent with applicable EROs as outlined in paragraph 2003 of this Manual.

4. RDD. Commanders will ensure when repair of readiness reportable and mission essential equipment is required to meet operational commitments, the equipment will be inducted into the maintenance cycle with an established RDD. The RDD establishes the latest possible date that the equipment must be ready to meet operational commitments. All supply actions required to assist in the repair of combat essential equipment must be expeditiously handled consistent with the established RDD. If equipment has been evacuated to the IMA, a letter will be prepared as indicated in figure 2-3 and sent via the chain of command to the Commanding Officer, 3d Maintenance Battalion/Commanding Officer CSSG-3, requesting a change/establishment of an RDD on the ERO. In those instances when an operational readiness float (ORF) exchange is made based on an RDD, the organic repair parts received against the "turned in" item will be promptly forwarded to the maintenance facility managing ORF assets. Units will establish strict control procedures for repair parts identified with ORF exchanged items to ensure that back-ordered repair parts are delivered to the ORF assets manager.

3002. REPAIR PARTS CONTROL

1. Maintenance activities are not authorized to maintain repair parts and/or components except for those associated with specific maintenance EROs, shop overhead EROs, or Pre-Expended Bin (PEB). Upon receipt of requested repair parts one of the following courses of action will be taken:

a. If a piece of equipment is in the active maintenance phase, the repair parts will be identified with the item and turned over to the mechanic/technician for immediate application.

b. If a piece of equipment requires multiple repair parts which are to be applied at one time, incoming repair parts will be received and identified with the end item and placed in an ERO bin until all repair parts are received and the end item is scheduled for maintenance. Repair parts with NMCS Indicator N, 9 and E with priority 02, 03, 05, or 06 will be applied immediately.

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2. Pre-Expended Bins

a. PEBs may be established in organizational maintenance activities in strict accordance with MCO P4790.2, DivO P4400.22, and this Manual. While PEBs are not a substitute for the normal means of obtaining seldom-used repair parts, PEBs are encouraged. The first source of supply for low-cost fast-moving repair parts is the PEB. When an organization unit deploys, the PEB is even more critical than while in garrison. Planning/communication between the MMO, maintenance section, and supply officer on the items to be put in the PEB will ensure each item meets stockage criteria.

b. Storage Criteria

(1) Cost for PEB items is outlined in MCO P4400.150.

(2) Fast-moving, meaning PEB items that are low cost expendable items that enhance maintenance operations and economical repairs of unit assets.

(3) PEB consumables will not exceed 30 days of supply for each using unit, based on average demands over the previous 12 months.

(4) Those demands applied in quantities less than U/I; BX, MX, etc, will not be held to exceed 2 full U/I except if 30 days of supply is the greater quantity.

c. The decision by the organization commander to authorize PEBs, and what they may contain, should be made with the below considerations:

(1) Time and effort of maintenance personnel required to store, stock, and account for the materiel.

(2) An organization's funds will be expended before the materiel is used, rather than when used, as is the case with Purpose Code A stocks.

d. When it is determined that a PEB will enhance the maintenance effort, the unit commander or designated representative will publish a letter authorizing specific items to be included in the PEB. Letters of authorization must be reviewed and approved at least every six months. Format letters for authorizing the PEB, and for identifying items that are to be dropped from the PEB but used until supply is exhausted, are represented in figures 3-1.

e. Once an item is procured and issued to the PEB, normal management dictates that simple procedures are required for locating/identifying the items and establishing when to replenish the items in the PEBs. Some examples of such procedures are:

(1) Within the PEBs, separate the items by specific NSN into a separate compartment/box/container which is labeled with the NSN.

(2) Establish a reorder point (ROP) in the authorization letter. This requires periodic review of assets held within the PEB to determine if the ROP has been reached.

(3) Place the reorder point quantity of items in a bag, and when the mechanic/repairman must open the bag for the item, it is time to reorder.

f. Internal procedures established for identifying, locating, and reordering PEB items must be published by the unit maintenance/maintenance management office.

g. For those repair parts where only a portion of the repair part is required, such as items with the unit of issue of a hundred, the unused portion should be placed in the PEB with a note identifying the item as a broken unit of issue and the date added to the PEB. These parts will be used until exhausted.

h Requisition Procedures

(1) All PEB items will be ordered using shop overhead EROs, utilizing the "dummy" ID number and TAMCN (currently loaded to the MIMMS ID Standards File) corresponding to the commodity area.

(2) Each PEB item applied in a quantity equal to, or in multiples of the U/I, will be recorded against an open ERO for that item of equipment with a 4/Add parts transaction citing advice code "PB".

(3) Parts costing under \$25.00, and thus not associated with an ERO, will be accounted for and tracked using a logbook.

3. Excess Repair Parts. Excess repair parts or materials for secondary reparables will not be held by maintenance shops. Excess repair parts obtained through normal requisitioning channels represent wasted maintenance dollars. Excess repair parts obtained through non SASSY means represent repair parts not available to other organizations that may have a need. The monetary loss to organizations and the Marine Corps based on stockage of excess repair parts is unacceptable and will not be tolerated at any level. Excess

repair parts will be identified to unit supply officers for rollback transactions.

4. Cannibalization and Selective Interchange

a. Cannibalization and selective interchange are defined in MCO P4790.2 and are considered to be exceptional maintenance procedures and are authorized only for mission-essential combat equipment when an operational commitment is imminent, and only when it appears that required repair parts cannot be obtained in a timely manner. Cannibalization and selective interchange will be accomplished only with the approval of this Headquarters (AC/S, G-4/MMO) on a case-by-case basis except if paragraph 4b below is applicable.

b. Commanders/OICs of intermediate maintenance shops may authorize, as outlined in MCO P4790.2, the interchange of component end items/secondary reparable as a normal maintenance/maintenance management process to ensure the maximum readiness of the organization's readiness reportable equipment. Within the Division these units are: Headquarters Battalion for communications and for Position Location Reporting System (PLRS) equipment; 12th Marines for communications support equipment for survey, battery computer systems, counter fire and radar, and meteorological equipment; and Combat Assault Battalion for AAVs/LAVs. At the time of the interchange, strict managerial control practices must be implemented and caution must be exercised to ensure this process does not create items which are permanently deadlined.

c. Repair Parts Reclamation. Reclamation of repair parts/components from Defense Reutilization Marketing Office (DRMO), or other like sources, can be requested by the organization commander. Strict accountability of such repair parts/components will be reported via a "4" transaction with advice code "SC".

5. ERO Parts Bins. ERO parts bins are a means of controlling and accounting for repair parts within the unit. Repair parts can be traced from date of requisition to receipt through ATLASS and MIMMS AIS output reports; however, once repair parts are received by the organization, automated accounting stops. There is, therefore, a requirement to establish internal manual accounting control procedures within the organization.

a. An ERO parts bin is defined as a controlled location in the maintenance area where parts received from supply are stored until installation can be effected.

b. Each ERO parts bin will be clearly marked with the appropriate ERO number and equipment serial number for which the parts were ordered. Separate ERO parts bins will be set aside for storage of replacement parts received on each open ERO. All small parts received for the same ERO will be stored together in the same ERO Parts Bin. Large parts, by virtue of their size, require a larger area and are normally stored together in an appropriate location and clearly tagged with the applicable ERO and document number to which they belong.

c. The shipping document will be attached to each part stored in the ERO parts bin. If a shipping document was not issued with the part, the part must be tagged or marked with the pertinent ERO/Document number prior to departure from the supply point.

d. Accounting for parts received, issued to a technician for application, or canceled will be as indicated in MCO P4790.2 and TM 4700-15/1.

e. Parts that have been removed from an item of equipment to facilitate repair may be stored in the ERO parts bin; however, the parts will be tagged or marked with the appropriate ERO number. Parts that have been removed from an item of equipment will not be used to repair another item of equipment because the transfer of parts would constitute cannibalization, except as identified in paragraph 4a above.

6. "SC" Advice Code. Usage of repair parts received from other than the normal sources of supply (other than PEB) will be reported via a "4" transaction with advice code "SC".

7. EROSL Annotation

a. When a maintenance shop receipts for repair parts at the organizational supply the following actions will be accomplished:

(1) The NSN on the part will be compared to the NSN on the applicable EROSL.

(2) Verify the existence and the serviceability of the repair part

(3) The maintenance shop representative will annotate the appropriate parts trailer (on the left hand side) with the date, quantity received, and his initials.

b. When parts are transferred from the ERO Parts Bin to the mechanic/technician for application, the following actions will be accomplished:

SOP FOR MIMMS

(1) The mechanic/tecnician will inventory all parts in the parts bin against the applicable EROSL.

(2) Verify the serviceability of the part.

(3) The mechanic/technician will annotate the appropriate parts trailer (on the right hand side) with the date, quantity received, and his initials.

c. An EROSL will be annotated to indicate the transfer of received parts from one ERO to another. Such transfer actions will be documented in MIMMS/AIS in accordance with the current edition of UM 4790-5.

d. Any part removed from an ERO bin must be substantiated by a maintenance action noted on the ERO.

8. Repair parts held in ERO bins must be validated at least every t weeks. Validation procedures will be per appendix C of MCO P4790.2.

3003. MAINTENANCE FLOAT

1. General. Policies for the use, control, and management of the Marine Corps Secondary Reparable Items Program are contained in UM 4400-125. Application procedures are amplified herein for maintenance management. Organic units will effect exchange with the maintenance float facility procedures established by the float manager. Transactions which result in back-ordered float items deadlining combat essential equipment will be reported per MIMMS (AIS) input reporting procedures as contained in UM 4790-5.

2. Concept. The secondary reparable items program provides a pool of serviceable components available for direct exchange of unserviceable like-items. The program consists of two categories: depot reparable ("I", "D" and "L" coded) 5th echelon, and non-depot reparables ("O", "f", and "H" coded) 2d-4th echelon terminal. The management of secondary reparables is based upon the Source, Maintenance and Recoverability (SMR) code assigned each item and the MCO P4400.82 and UM 4400-125.

3 Maintenance Float Operation

a. The SASSY Management Unit (SMU) publishes a listing of items managed/control by Maintenance Float (3d FSSG/CSSG-3). Maintenance sections utilizing maintenance float will maintain a current listing or catalog of secondary reparables managed by their supporting maintenance float. This will enable the maintenance section to determine what secondary reparables they have available to exchange at the maintenance float.

b. Field level reparable (non-depot) not included in the maintenance float catalog are obtained from the supporting general account by submission of normal requisitions to the SMU. However, should the SMR code indicate that the items should be on the maintenance float listing, check with Maintenance Float and/or the IMA.

4. Information. The authorized reference for the SMR codes 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 SMR code cited in the SL-6, FEDLOG, or appropriate TM should be used.

5. Customer Responsibilities. Using organization will:

a. Determine requirements for replacement of secondary reparable items utilizing the maintenance float catalog and appropriate SMR codes.

b. Prepare an EROSL for each secondary reparable item turned into the Maintenance Float.

c. Attach a NAVMC 1018 Inspection/Repair Tag), prepared as follows, to the equipment:

(1 Customer AC (equipment owner

NSN.

Item Condition.

4) Float Issue Point

(5 Customer ERO Number

(6) Priority.

7 End Item ID Number used to assign Weapons System Code by
MIMMS

d. Deliver unserviceable components to the appropriate 3d FSSG maintenance shop in a clean, complete condition with an EROSL.

e. Receipt for serviceable like-items. The EROSL original will be returned with the serviceable component.

f. Conduct reconciliation with the Officer-in-Charge, Maintenance Float per the schedule published by the 3d FSSG.

g. Recommend changes to current float allowances, per UM 4400-125, to the Commanding General, 3d FSSG via this Headquarters (AC/S, G-4/MMO).

h. Ensure that appropriate MIMMS AIS "4" and "8" transactions are entered into MIMMS AIS by the Maintenance Float.

3004. INTRODUCTION OF NEW EQUIPMENT

1. General. New equipment is continuously being introduced into the Marine Corps inventory. All new equipment will require some degree of operator training, maintenance personnel training, and required repair parts, publications, and support/test equipment.

2. Concept. Prior to releasing the equipment to the field, HQMC will publish an User Logistics Support Summary (ULSS) directing specific guidance with respect to allowances, requisitioning authority, required tools and equipment, initial logistics provisioning, and publications and training requirements.

3. The review of Letter of Adoption and Procurement (LAP)s/ULSSs and related correspondence comes under cognizance of the Assistant Chief of Staff, G-4/MMO. The policy for support of new equipment is outlined in the current edition of MCO 4105.3.

4 Responsibilities

a. Commanding officers of organizations receiving new items of equipment will:

(1) Ensure all new items of equipment received are maintained on Administrative Deadline (ADL) until operationally released for service by this Headquarters.

(2) Promptly report any deficiencies encountered with placing the equipment into service to this Headquarters (AC/S, G-4/MMO and appropriate Division commodity manager).

(3) If the equipment is MARES reportable, ensure RM4 remark cards are entered reflecting equipment placed on ADL.

b. Commanders will ensure that an acceptance check is performed. Unless a deficiency or a problem area is discovered no administrative action will be required. However, if a problem is discovered, it will be reported on a Product Quality Deficiency Report (PQDR).

c. Equipment that has not been placed in service may be used to meet urgent requirements or for the training of operator and

maintenance personnel. Prior to using new items for training, units must request approval from this Headquarters. Figure 3-3 provides a sample request. When equipment is used, and it becomes deadlined or degraded, it will be reported in MIMMS AIS with the appropriate category code.

d. MCO P4105.3 provides specific guidance on requirements to place equipment in service. The CG, III MEF will grant approval to place an item of equipment in service. Using organizations will request to place an item of equipment in service through the CG, 3d MarDiv (AC/S, G-4/MMO) once all of the following actions have been completed:

(1) Ensure adequate stock levels/allowances of initial support items are on hand.

(2) Trained operators for the new item of equipment are available at the using unit level.

(3) Trained technicians/mechanics for the new item of equipment are available at each appropriate echelon of maintenance.

3005. MOUNT-OUT

1. Mount-out stocks include those quantities of equipment end items, reparable, and repair parts which support a force in combat.

2. Mount-out stocks are held by 3d FSSG. The combat service support element will be issued appropriate Class IX repair parts blocks to support equipment end items for deploying units. Computation of Class IX mount-out is based on demand history generated through MIMMS/SASSY data. Reporting units must accurately associate repair parts with end items to ensure accurate and sufficient Class IX mount-out stocks are developed.

3006. VALIDATION AND RECONCILIATION

1. Validation. Validation is the process by which you confirm your supply requirements. It involves confirmation of requirements which are still needed, cancellations, receipts, scrounges, and current status. When confirming needed requirements, the customer must ensure the need still exists and the requisition is resident in the supply system.

2. Reconciliation. Reconciliation is the process by which an organization ensures that validated requirements are properly logged

within the MIMMS/ATLASS output reports. As required in paragraph 2000, this personal responsibility is assigned to commanders, the organization MMO, supply officer, and commodity managers assisted by MIMMS/ATLASS clerks.

3. Documents and Reports Required for Reconciliation

a. ERO.

b. EROSL.

c. Daily Process Report (DPR). The MIMMS report that lists the materiel, repair parts and secondary reparable needed to support the ERO and EROSL on all active short part EROs.

d. Daily Transaction Listing (DTL). The DTL provides the originator with an audit trail of all input transactions which were rejected, accepted, or accepted with non-critical errors. Those transactions which were rejected and those accepted with non-critical errors will be displayed with the associated error code(s).

e. Document Control File (DCF) by ERO. This ATLASS report list the pending documents for materiel and repair parts that have been requisitioned by the maintenance shop or section.

f. Reparable Issue Point Backorder List (RIPBOL). This Reparable Issue Point (RIP) report lists the pending documents for secondary reparable that have been requisitioned by the maintenance shop or section and must be reconciled twice monthly with the RIP activity.

g. Weekly Materiel Report. This report lists all outstanding repair parts in NSN or document number sequence and current supply status.

h. Weekly Owning Unit Maintenance TAM Report. This report lists, in TAM number sequence, all of the organization EROs open in the organization and 3d FSSG MIMMS DPR data base.

i. LM2 Report. This report shows all MARES reportable items that have been reported deadlined and their current status.

4. Reconciliation/Validation of organizational EROs is required every two weeks in accordance with Appendix C of the current edition of MCO P4790.2. and Appendix C of this Manual. Leaders at all levels are required to oversee the reconciliation/validation process. MMOs, Commodity Officers, and supply officers will be personally involved in this process at least twice monthly.

5. Materiel Readiness. Twice monthly, all outstanding EROs reflecting evacuation to higher echelon will be reconciled with the

supporting IMA. The date of this reconciliation will be documented by the commodity managers/MMOs.

3007 TOOL SETS, CHESTS, AND KITS

1. Accountability of tool sets, chests, and kits will be in accordance with Appendix D of MCO P4790.2. MMOs will ensure that control measures (e.g., Internal Inspection Program and Training) are exercised over tool sets, chests, and kits.

a. Shops will establish a method to account for issues and receipts of special/components tool kits and individual tools. This method will be established in a unit policy notice. The following examples are a few methods to account and receipt for tools:

Log book.

Stamped tags.

(3) Sign - out cards.

b. As part of the inventory, supervisors should ensure that serviceability of tools is carefully reviewed. This will preclude maintenance actions halting due to broken/unusable tools.

c. MMOs and supply officers need to be especially sensitive to requisitions for tools. Verification of changes to SLs, investigations into excessive missing/lost tools, and monitoring of expenditure of SL-3 moneys are just a few methods of ensuring resources are not wasted. It is recommended that all tool sets, chests, and kits that are issued to an individual are inventoried at least quarterly. Organization MMOs will establish the frequency required for tool inventories in a policy letter. Shop SNCOICs/Officers will sign the inventory as "Supervised By".

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

3008. COLLATERAL EQUIPMENT/SL-3 COMPONENTS. SL-3 components may be requisitioned through the MIMMS AIS. When doing so, a category code "S" ERO will be opened. A materiel usage code of "6" has been established for use with a 4 card to identify a requisition for SL-3 requisitioning costs to a specific end item in the Master Equipment File (MEF).

SOP FOR MIMMS

Code
Date

From: Commanding Officer, -Unit
To: Commodity Manager,
(i.e., Motor Transport Officer)

Subj: AUTHORIZATION TO MAINTAIN A PRE-EXPENDED BIN

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

1. Per the references, the following Class IX repair parts are authorized to be maintained in a pre-expended bin.

NOMEN	NSN	QTY	UNIT	EXTENDED
		AUTH ROP U/I	PRICE	PRICE

2. The following items have been deleted from the PEB authorization and will be held until exhausted.

NOMEN	NSN	QTY	UNIT	EXTENDED
		AUTH ROP U/I	PRICE	PRICE

(Commanding Officer)

Figure 3-1.-- Sample Letter Authorizing a Pre-expended Bin.

SOP FOR MIMMS

4105
Code
Date

From: Commanding Officer, Unit
To: Commanding General, 3D Marine Division (G-4/MMO)
Subj: REQUEST FOR TRAINING USE OF EQUIPMENT NOT YET PLACED IN SERVICE
Ref: (a MCO P4105.3

1. As identified in the reference, request authorization to use the following items of equipment for training purposes.

TAMCN	NOMENCLATURE	QTY
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2. POC this command is telephone number is

(Commanding Officer

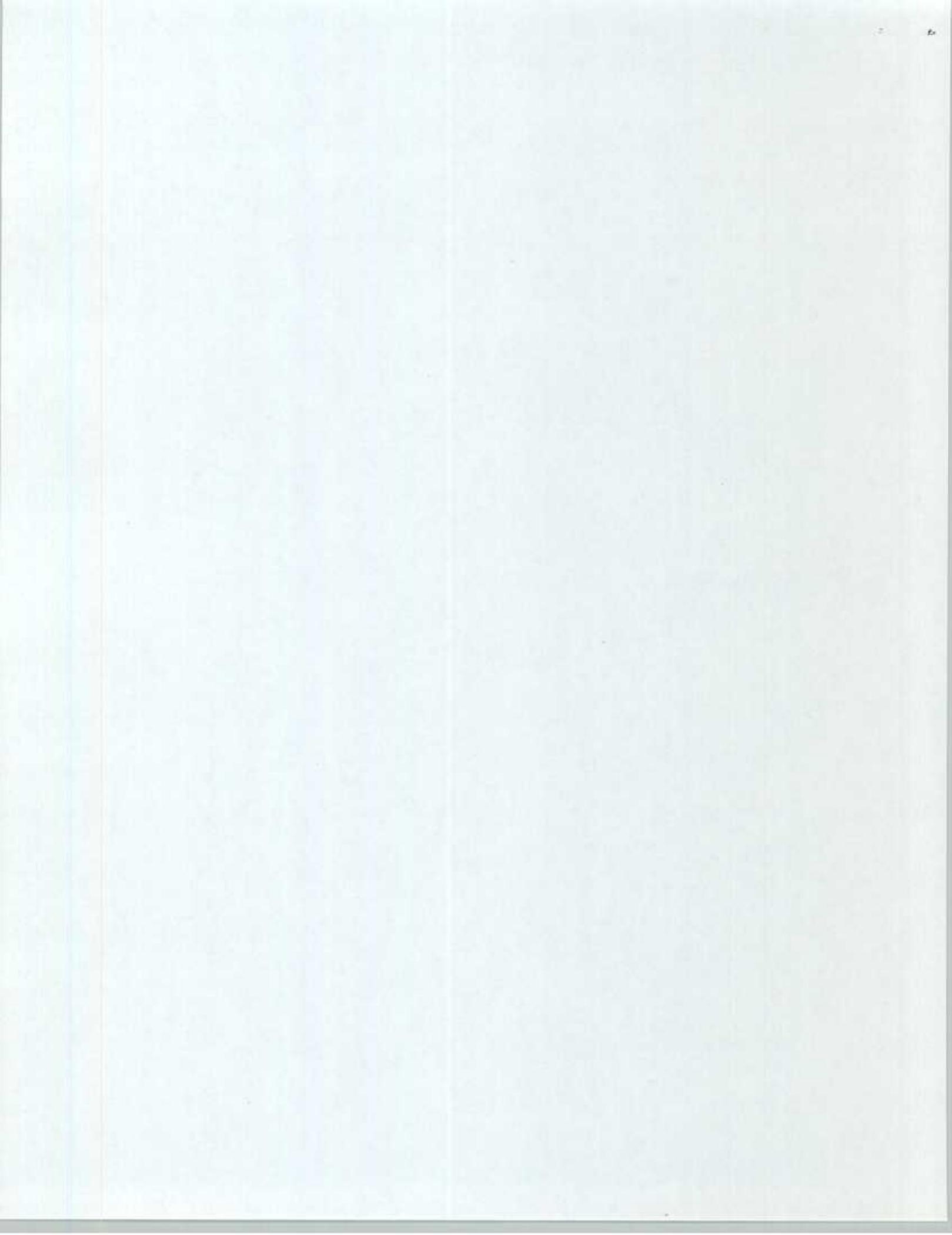
Figure 3-3.-- Sample Format of a Letter Requesting the Use of Equipment Not Yet in Service for Training Purposes

SOP FOR MIMMS

CHAPTER 4

MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING

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SOP FOR MIMMS

CHAPTER 4

MAINTENANCE/MAINTENANCE MANAGEMENT TRAINING

4000. GENERAL INFORMATION

1. Maintenance and maintenance management training is a command responsibility. The current edition of MCO 1553.3 establishes the training management process for the conduct of individual and collective training. MCO 1510.61 Individual Training Standards (ITS) System for Logistics Occupational Field (OCCFLD) 04 addresses tasks, conditions, and standards to be used to determine individual proficiency and to establish training plans within the Division. DivO P1500.25A, SOP for Training and DivBul 1500, 18 Month Training Plan provide policies, procedures, and instructions for the conduct of training within the Division. Every 3d Marine Division organization has a responsibility to implement maintenance and maintenance management training commensurate with its level of authorized maintenance and maintenance management personnel.

2. Four areas of maintenance-related training require emphasis: operator training, technician training, maintenance supervisor training, and maintenance management functional area training. Operator and technician training requirements may be identified by a review of the appropriate ITS by OCCFLD (MCO 1510 series).

3. Commanders will ensure all technicians are proficient and able to perform all authorized maintenance services under tactical conditions

4001. TRAINING REQUIREMENTS

1. Maintenance training programs will be contained in the organization's published training plans/schedules. Documentation of maintenance and maintenance management training will be in accordance with the current edition of DivO P1500.25A. Maintenance Management and MOS training must be scheduled in accordance with the reference. Additionally, records for this training must be maintained for two years. The organization MMO will include maintenance and maintenance management training requirements in the long range training plan of the organization.

2. Maintenance/maintenance management training may be accomplished by formal schools, on-the-job training (OJT), or class room instruction at the organization level.

a. Maintenance management training will be conducted for maintenance management personnel, commodity managers, and selected supply/logistics personnel.

b. MIMMS AIS training will be conducted periodically by the MMO/commodity manager for all maintenance management personnel. In addition to the training provided, organizations will develop a continuous program for training of all personnel involved with MIMMS input, equipment maintenance status, and other related automated logistical management reports.

c. MOS training will be conducted under the supervision of the organization MMO or appropriate commodity manager who are responsible for developing maintenance training programs within their commodity to include performance objectives. Training of maintenance personnel will include, but not be limited to:

(1) Mechanics and technicians will be provided the level and degree of instructions to enable them to perform maintenance duties commensurate with their rank and MOS.

(2) Unskilled mechanics and technicians will be placed on a planned schedule of directed training.

(3) Maintenance supervisory training will be provided all personnel, SSgt and above, involved in the maintenance effort. This training requirement must provide the expertise required to effectively and economically operate the organization's maintenance program and to achieve the desired end results. Organization MMOs are the focal point for providing this training. Sgts who are filling a SNCO line number in a maintenance activity will be considered supervisors for this purpose.

3. Formal Schools

a. The Division G-3 will exercise staff cognizance over quotas and nominations for all Marine Corps formal schools. Requests for quotas for formal school training will be submitted to this Headquarters (AC/S, G-3/TRNG) for consideration as quotas become available.

b. Service schools will be used to the fullest extent possible. The Division School conducts a two week MIMMS Clerk Course and a two week Supervisor Course. In addition, targeted training can be requested on an "as required" basis.

c. Quotas and prerequisites for all school training will be published by this Headquarters (G-3/TRNG).

4002 FIELD TRAINING

1. Commanders will ensure that maintenance personnel are provided maintenance training in a field environment and are technically proficient in the performance of all authorized maintenance services under tactical conditions. Commanders will also ensure that necessary maintenance periods are specifically designated on training schedules while operating under field conditions.
2. Field training and field maintenance will be performed utilizing only T/E equipment. The performance of organizational maintenance is more challenging during deployments and/or field operations due to increased equipment usage and dispersion of equipment. During such periods, commanders must place an increased emphasis on the performance of 1st and 2d echelon maintenance. Field maintenance training exercises will include equipment recovery, evacuation, and the use of field maintenance expedients. Also, this provides maximum training for maintenance personnel to perform unit maintenance functions in simulated combat conditions. Maintenance is not deferred until the war is over

4003. MANAGED-ON-THE-JOB TRAINING (MOJT)

1. MOJT may be used as a program to enhance MOS proficiency or as required training as identified in applicable ITS orders. Personnel undergoing MOJT must be teamed with experienced and qualified personnel to ensure that only proper methods and procedures are highlighted to trainees. MOJT will be formally scheduled, documented, and recorded in training records. 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. Another example is the use of "Motor Stables" which is a demonstration/application class and should be documented as such. When applied properly, MOJT can be used to effectively accomplish MOS training, maintenance cross training, and new equipment training. Supervision and instruction of MOJT must stress the application of approved maintenance procedures and techniques to instill sound maintenance practices and habits in personnel being trained. Personnel undergoing MOJT will be periodically tested at least annually to determine their progress. Results of the testing will be documented.
2. Maintenance training is available from the IMA, 3d FSSG. Requests for maintenance training will be submitted to 3d FSSG via the chain of command. Training support from IMAs will be dependent on commitments and availability of FSSG personnel.

3. The Marine Corps Institute (MCI), the Department of the Army, as well as other services offer 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. Maintenance management officers 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.

4004. TECHNICAL TRAINING

1. Specific technical training classes will be scheduled and conducted when new equipment is introduced, when new maintenance personnel are introduced to unit equipment, and as required by appropriate ITS.
2. Periodic testing of technician knowledge will be conducted upon completion of technical training using the ITS manual as a guide, and refresher training will be conducted for noted deficiencies. Moreover, specific classes will be scheduled and conducted regarding the use and maintenance of all support and test equipment, use and care of tools, etc.
3. All commodity sections will ensure personnel are adequately trained in the proper use and care of tools and equipment (TMDE) within their respective commodities.

4005. CROSS-TRAINING

1. While the cross-training of maintenance personnel is not directed by this or higher headquarters, it is encouraged as a management tool to be used at the organizational level to assist in the overall maintenance effort.
2. Additionally, cross-training provides the shop/maintenance officer increased flexibility in maintenance operations.
3. When cross-training is used, commodity managers and/or MMOs will ensure that:
 - a. Cross-training is normally confined to personnel within the or related occupational fields.

b. Cross-training of personnel from different occupational fields is being accomplished only to fill valid requirements.

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

d. Maintenance shops keep a record of all personnel who have been cross-trained.

4006. TRAINING DOCUMENTATION

1. Training records provide the manager with the means to record training that has been accomplished. The training program may suffer from an inadvertent omission of necessary training.

2. The following training records will be kept by MMOs/commodity officers for training which falls under their purview:

a. Long range training plans are published yearly and contain information on training planned for the calendar year for which published. A thorough review of the organization's maintenance training areas will receive emphasis during the upcoming year. This information is then compiled and committed to writing for incorporation into the annual training plan. Commanders will provide their intent and minimum maintenance and maintenance management training to be performed during the next year. (At a minimum, 12 hours per year will be conducted)

b. The quarterly training directive identifies, specifically, what classes will be conducted during the quarter.

c. Periodic (quarterly at a minimum) evaluation of maintenance training will be conducted. This evaluation will be accomplished by the MMO and respective maintenance/commodity officers. Records of such evaluations will be maintained by the sponsor of this training. A sample format for monitor evaluation is in appendix D of this Manual.

d. The MMO will maintain a current file of lesson plans for maintenance management training. Commodity/maintenance officers will maintain a file of current lesson plans pertaining to their respective section. The MMO or commodity manager will review and validate all lesson plans one week prior to their being taught. A sample format for lesson plans is in appendix D of this Manual.

e. Attendance rosters and critique sheets will be completed for each period of instruction given. Sample critique sheets are contained in appendix D. These records will be maintained for one year.

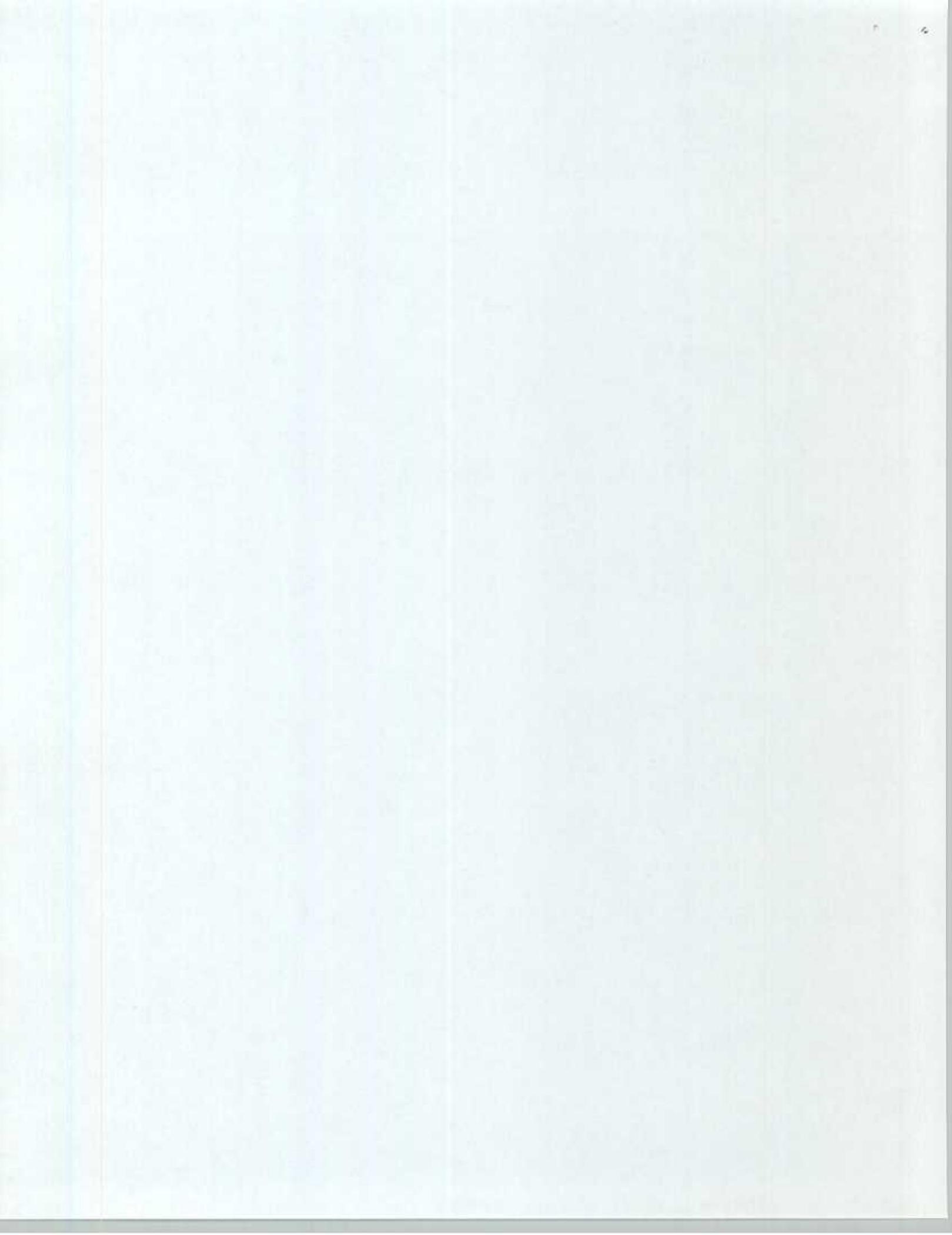
f. The use of formal school lesson plans is highly recommended and will foster continuity of training throughout the Division. Lesson plans are available from the Division Maintenance Management School.

SOP FOR MIMMS

CHAPTER 5

INSPECTIONS/VISITS/QUALITY CONTROL

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SOP FOR MIMMS

CHAPTER 5

INSPECTIONS/VISITS/QUALITY CONTROL

5000. GENERAL INFORMATION

1. Equipment and maintenance management inspections are instruments by which a commander may ascertain equipment serviceability and whether effective maintenance procedures and a sound maintenance management program are in place. Inspections will be constructive and critical. This will maximize the training benefit of the inspection. The inspection will be objective and based on realistic and measurable inspection standards. Judgments must be objective.

a. Maintenance inspections are conducted at all levels by commanders and staffs. Such inspections may be conducted utilizing various methods for a variety of reasons. The type inspection used should be determined by the inspection objective desired.

b. There are two basic types of inspections: formal inspections and informal visits. The names are descriptive of the atmosphere in which the inspections are conducted and not necessarily of the content of the inspection itself.

2. The frequency and scope of internal inspections conducted by organization/unit commanders and their staffs will be determined by those individuals based on the perceived condition of the organization/unit and mission requirements. The frequency and scope of inspections/visits conducted by this Headquarters will be in accordance with DivO P5040.3E.

3. Commanders will ensure quality control (QC) procedures are established and followed in accordance with MCO P4790.2C.

5001. FORMAL INSPECTIONS

1. Formal inspections are those conducted by the FSMAO team and the Commanding General (CG), 3d MarDiv. Formal inspections are usually announced in advance. This Headquarters will coordinate, schedule, and/or conduct all formal inspections of division organizations. Inspection schedules for Logistic Readiness Inspections (LRIs) will be promulgated by the AC/S, G-4/MMO. Formal inspections will require the inspected unit to make available all required personnel and equipment. All aspects of the unit are subject to inspection during the inspection period.

2. The Marine Corps Manual requires commanders to conduct inspections of their organizations to ensure combat readiness. Division MMO provides MMOs with current copies of the LRI checklists via the Division Shared Drive (K). These checklists are recommended for use in internal inspections.

3. Organization commander's inspections may be classified as formal inspections depending on the inspection objectives, the areas inspected and inspection procedures. When the formal technique is utilized to inspect technical areas, commanders must ensure:

a. That checklists utilized are accurate and current for each functional area inspected.

b. That follow-up corrective action is taken to correct discrepancies.

c. That all functional/technical areas are covered

d. That all discrepancies are recorded and reported appropriately.

4. Each organization will conduct an internal maintenance management inspection quarterly. Results will be documented and retained on file for a one-year period. A report of the results of these inspections will be forwarded via the chain of command to the commanding officer. The MMO will require corrective action reports be submitted by the inspected commodity/section head, and conduct follow-up inspections to ensure such action has been taken/initiated.

5. Regimental MMOs will review the internal inspection programs of their subordinate battalions semi-annually. The duration and scope of this review will be sufficient to determine the effectiveness of the subordinate battalion's inspection program. A written report of this review will be submitted to this Headquarters (AC/S, G-4/MMO).

5002. INFORMAL INSPECTIONS

1. Informal inspections are used to obtain first hand information about an organization and its operating procedures. Visits may be conducted in a formal manner, in which case they take on the aspects of a formal inspection; or they may be conducted in an informal manner, which stresses the exchange of information and ideas. The feature which distinguishes a visit from an inspection is the absence of a senior commander or officer designated as an inspector.

2. The most common type of visit is the staff assistance visit (SAV), whereby one or more staff sections/commodities of a senior headquarters visit a subordinate organization for a specific purpose. Staff assistance visits are performed between scheduled inspections to investigate troublesome areas and to exchange information with the opportunity for immediate feedback. The unit commander should always be notified of the visit beforehand, with entry and exit briefings provided if so desired.

3. Visits for the exchange of information, familiarization, and coordination are frequently necessary and are beneficial between units without a senior/subordinate relationship, although they may have a common superior. Visits between maintenance managers of units operating adjacent to each other and between supported units and their support maintenance activity are encouraged. Organizations may request an informal visit through this command (AC/S, G-4/MMO).

5003. FSMAO ANALYSIS VISITS

1. FSMAO visits are established to provide the CMC with direct field representation at the organization level by analyzing the effectiveness of supply and maintenance management procedures. The purposes of FSMAO are to:

a. Analyze the effectiveness of supply and maintenance procedures.

b. Determine the efficiency of the organization being analyzed

c. Furnish assistance and guidance in supply and maintenance operations and procedures.

2. Analysis visits are announced approximately 30 days in advance by letter from FSMAO to the unit concerned. Analyses are scheduled and conducted in two separate functions: supply and maintenance management. Analysis visits are normally one week in duration for infantry and artillery organizations, and two weeks or longer for equipment intensive organizations.

3. MCO P4400.160 provides detailed information/requirements concerning FSMAO analysis visits.

SOP FOR MIMMS

FORMAL INSPECTION REPORTS

1. Inspecting parties from this Headquarters will provide oral critiques to commanders covering all findings noted during formal inspections. Such critiques will be detailed in nature, provide for immediate resolution of findings and should provide an overall grade or rating.
2. Inspection reports will be prepared by all maintenance management and commodity area inspectors for all formal inspections conducted by this Headquarters. In addition to completed checklists, formal inspection reports will include comments and recommended corrective actions for noted discrepancies. Formal inspection reports will not cite discrepancies which have not been briefed during post-inspection oral critiques.
3. Formal inspection reports prepared by this and higher headquarters will be reviewed by the AC/S, Readiness and consolidated, analyzed, and maintained by cognizant Division staff officers.
4. Inspection reports prepared by this and higher headquarters as well as FSMAO reports with endorsements will be maintained for a minimum of two years.

5005. CORRECTION OF DISCREPANCIES

1. All discrepancies noted during inspections will be corrected in an expeditious manner. Preparation for future inspections will include special emphasis of previously noted discrepancies to ensure they are not repeated.
2. Reports of action taken/planned to correct noted discrepancies will be submitted to this Headquarters (Division AC/S, Readiness via AC/S, G4/MMO) based upon requirements contained in related inspection reports not later than 30 days after conclusion of the inspection.

5006. QUALITY CONTROL AND QUALITY ASSURANCE

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

equipment, or in equipment design. MMOs and commodity managers are responsible to their commanders for implementing positive control procedures required to ensure all equipment is repaired according to direct specifications and that personnel are properly supervised in the accomplishment of all equipment maintenance activities associated with equipment repair and servicing. These procedures are an integral part of maintenance production/shop operation procedures and are outlined in MCO P4790.2.

a. Each commodity will assign as a minimum, a primary and an alternate Quality Control Inspector.

b. Such assignment will be made in writing.

2. Quality Control Procedures

a. Initial Receipt of Equipment

(1) Upon receipt of an item into the organization maintenance facility, the item will be inspected to determine repair and/or modifications required. This initial inspection must be conducted with the intent/desire to identify all equipment defects, above and beyond the defect(s) which cause the equipment to be introduced into the maintenance cycle. Required modifications will be noted on the ERO and action initiated to accomplish the modification, if authorized at the unit level, or to evacuate the equipment for modifications to be performed at a higher echelon.

(2) The item will then be sent to the appropriate section where it will be inspected by the supervisor who will determine the degree and nature of the repairs and the parts required. This will be determined without regard as to what is specified in the ERO. Any additional repairs or parts requirements will be added to the ERO and the shop office control section will be notified. This will ascertain the repair costs as well as the quality of maintenance procedures. Where fault isolation is required, the inspector will conduct the isolation/troubleshooting process, using applicable TMs, and will annotate the ERO with appropriate maintenance tasks.

b. Repairs in Progress

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

(2) Work in progress will be inspected at appropriate stages to ensure completeness, accuracy of assembly, and installation of each component. Items considered borderline should be replaced while the equipment is being repaired or disassembled.

(3) Appropriate support and test equipment will be used to the fullest extent during all maintenance phases. After final assembly, equipment will be tested to determine proper functioning. This should include road testing and performance testing whenever possible.

(4) Inspection conducted by an inspection section does not relieve the particular maintenance section supervisor of the responsibility for supervision and inspection to ensure quality work performance at the using shop level.

c. When the repair section has determined that the equipment repair is completed, the item will be processed through a final inspection phase. The inspector will perform a detailed inspection to include visual and operational checks to the degree necessary to assure that no additional repairs are required. If the work performance is unsatisfactory or marginal, the shop officer will be notified and appropriate action taken to determine the nature and cause of the deficiency. Prompt and thorough action to fix the cause and/or responsibility for the discrepancy will be taken and appropriate corrective measures initiated to prevent the recurrence of the discrepancy. The final phase of the quality control inspection will be a review of associated equipment records to ensure that they are correct. The review of equipment records will include a verification of commodity modification control records as they apply to that particular end item or component, and the equipment record jacket. When the equipment and its associated records have passed the quality control inspection, the inspector will complete the "9 card portion" of the ERO and sign it in the "inspected by" block.

3. Quality assurance is a planned system of actions, beginning with the manufacturers, with the objective providing confidence that an item of equipment will meet or surpass all specifications of its intended role by providing feedback from the user to the procurement agency with respect to design, function, and performance.

4. Product Quality Deficiency Reports (PQDRs)

a. Maintenance shops are strongly encouraged to submit PQDRs (Standard Form 368) per MCO 4855.10. PQDRs are used to provide information to Department of Defense activities concerning deficiencies in materiel, design, or procurement so that corrective action may be initiated.

b. A PQDR will be initiated by the individual who discovers the deficiency, with the advice and assistance of the cognizant commodity officer/chief. MMOs will establish a QDR log book as indicated by appendix I. They will:

(1) Establish a control number log and issue control numbers upon demand per TM 4700-15/1.

(2) Review all organizational PQDRs prior to submission to ensure correctness of required information, as specified by MCO 4855.10.

(3) Maintain a file of all PQDRs submitted. This file will contain:

(a) Copy of the PQDR.

(b) MCLB Albany Notification.

c Photographs

(d) Summary Reports.

Investigation.

Defense Logistics Agency Letters.

Final reports from MCLB Albany

c. Review the status pending PQDRs and report current status to appropriate originating point within the organization.

d. Forward a copy of all organizational PQDRs submitted to the Division MMO and appropriate Division commodity managers.

e. Ensure copies of PQDRs are maintained either in the initiating commodity or in the MMO office for one year.

f. A PQDR shall be submitted when a deficiency in materiel meets the criteria set forth in MCO 4855.10 and TM-4700-15/1.

5. Unit Deployment Program (UDP) MMO Responsibilities. As a matter of quality control, each incoming UDP Battalion MMO should ensure that each of the following areas of concern are reviewed:

a. Ensure proper authorization letters are prepared and submitted through the appropriate chain of command to:

1 Sign EROs and EROSLs.

2 Turn-in and pick-up equipment from 3d FSSG maintenance shops

(3) Pick-up repair parts at the unit supply and SECREPS at the Maintenance Float.

b. Reconciliation of pending supply documents with the supporting unit supply and the Maintenance Float Issue Point.

c. Reconciliation of the LM2 Unit Readiness Report, the MAL and the current MCBul 3000.

d. Prompt evacuation of equipment requiring repairs by 3d FSSG and prompt recovery when FSSG repairs are completed.

e. Coordination with Maintenance Information Systems Coordination Office (MISCO), to ensure timely and accurate MIMMS LOI for deployment.

Review GruO 4790.3 outlining equipment storage programs.

g. Additionally, upon initial arrival the Battalion MMO should contact the Regimental MMO to ensure the following:

(1) That geographically unique publications and directives have remained in place.

(2) That local turnover folders are available and that the following information is on hand:

(a) Status of the organization's CRSP participation/copy of current CRSP listing.

(b) Status of the organization's R&E program participation.

c Temp loan status

(d) Copies of the most recent 3d Marine Division Logistic Readiness Inspection results.

(e Current copy of the maintenance float catalog

(3 That scheduled PMs are completely up to date

(4) That the receipt, yellow, copy of the ERO is present for all equipment that has been evacuated to the FSSG IMA.

(5) That commodity manager's modification records are on hand and up to date.

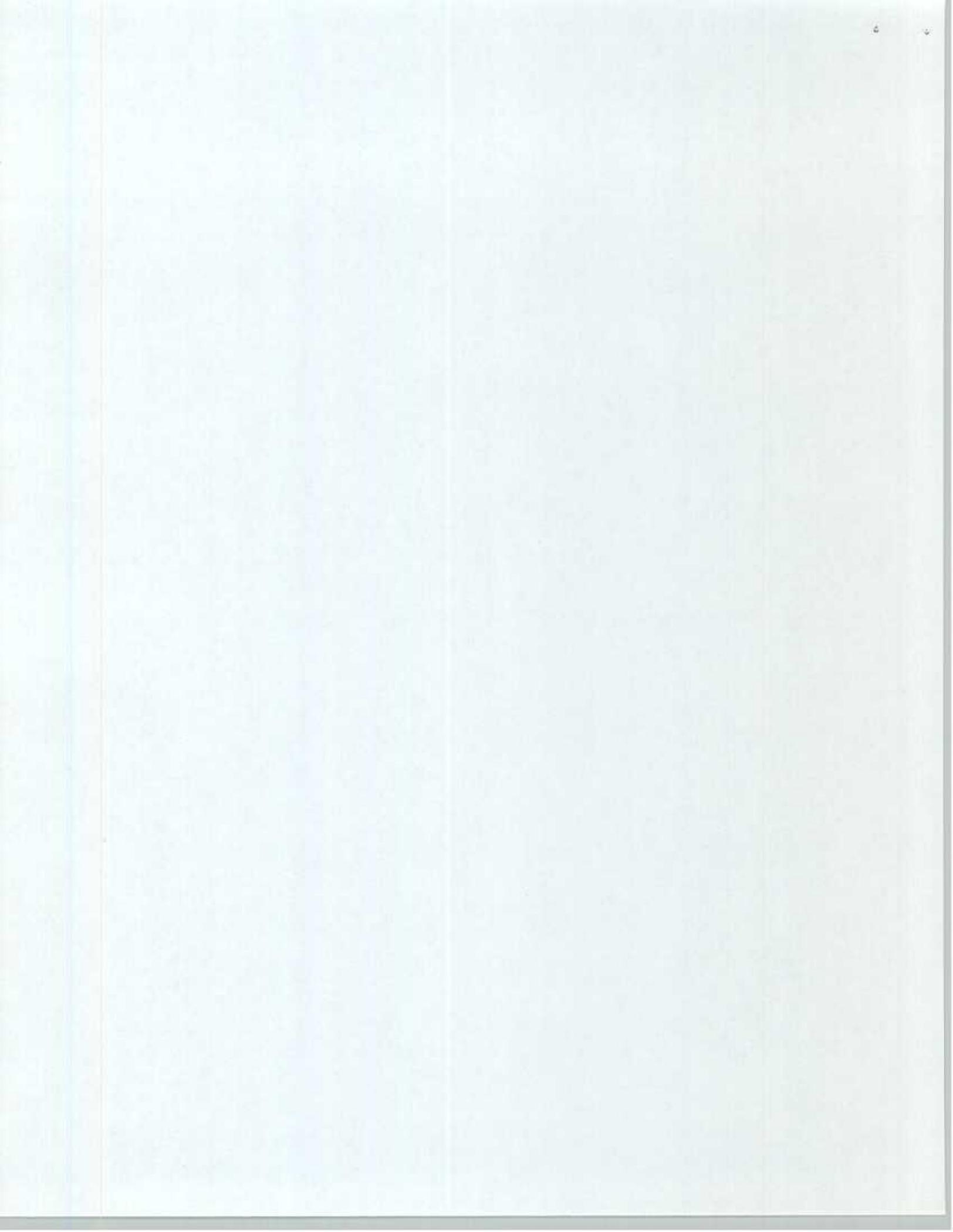
(6) That ERO parts bin/layettes are properly annotated and that Maintenance/Supply Worksheets for reconciliation are on-hand.

(7) That SL-3 inventories are up to date and that deficiencies have been placed on valid requisition.

(8) That PEB stocks are adequately replenished or on valid requisition.

SOP FOR MIMMS
CHAPTER 6
FACILITIES MANAGEMENT

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SOP FOR MIMMS

CHAPTER 6

FACILITIES MANAGEMENT

6000. GENERAL INFORMATION. An orderly and efficient flow of equipment maintenance can be achieved only when the organization has adequate maintenance facilities. Maintenance facilities consist of buildings, land, shelters, and all permanent improvements used for maintenance purposes. MCO P4790.2 should be reviewed concerning the assignment, use, upkeep, responsibilities, and control of maintenance facilities and storage areas.

6001. MANAGEMENT. The management of available facilities in support of equipment maintenance includes but is not limited to:

1. Determination of garrison and field requirements.
2. Security, access rosters and procedures for their operation and control.
3. Maintenance facilities, where feasible, will be co-located with, or in proximity to, other support facilities. Close coordination must be effected between maintenance management personnel and maintenance personnel to best use maintenance facilities.
4. A reallocation of facilities should be considered or effected when the organization has a change in mission, a change in the equipment supported, and/or the level of activity results in inefficient use of the available maintenance facilities.

6002. ASSIGNMENT AND RESPONSIBILITIES

1. Tactical Considerations. Maintenance area site selection is governed by the following physical characteristics: terrain, environment, tactical situation, size and mission of the organization, and associated maintenance requirements. The location of maintenance facilities is largely determined by the Headquarters Commandant who has the responsibility for selection of the specific command post site and allocation of space within it. The MMO will advise the commander and commander's staff on the arrangement of maintenance facilities.
2. Garrison Environment. With the exception of tactical influence, considerations in selecting maintenance areas in garrison do not differ appreciably from field site considerations. Since tactical mobility normally is not a major factor in garrison, restrictions on

the amount of maintenance capability to be collocated with commodity areas is limited only by the organization's maintenance capabilities. Commercial equipment resources should be utilized to the maximum extent practical in garrison to extend the life of tactical equipment. Proximity of maintenance areas to dining, billeting, and administrative facilities will reduce travel time. While assignment to camp or base garrison facilities does not normally present many variables in maintenance space allocation, the MMO and commodity managers must thoroughly evaluate assigned facilities to ensure efficient use.

3. Request for the assignment of additional facilities or improvement of assigned facilities will be submitted to this Headquarters, (AC/S, G-4/ENG).

4. Mobile and Portable Maintenance Facilities

a. Mobile maintenance facilities are authorized for organizations by T/Es or special allowances. These facilities are compact, self-contained units which are self-propelled, towed, or otherwise lend themselves to easy movement. They consist primarily of maintenance shop vans and shelters. The inherent mobility of these facilities allows the rapid deployment of support maintenance units with minimal interruption of maintenance efforts or loss of maintenance capabilities. While mobile and portable maintenance facilities augment organic maintenance capabilities in garrison, they serve as principal support facilities in field operations. These facilities will be utilized in garrison to enhance maintenance production and training efforts.

b. Organization maintenance managers are responsible for the proper upkeep, readiness and utilization of unit mobile maintenance facilities. Required preventive and corrective maintenance must be accomplished per applicable TMs. Scheduled PM must be accomplished so that the organization's regular mission will not be impaired.

6003. STORAGE AND CONTROL

1. Organizations will ensure maximum use is made of covered storage areas in garrison. Organizations requiring additional garrison facilities should submit requests to this Headquarters, (AC/S, G-4/ENG).

2. Maximum use of T/E equipment shall be made in the field environment to ensure adequate covered storage is available for organizational supplies and equipment. MMOs shall thoroughly evaluate T/E allowances to ensure adequate field storage availability.

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3. Maintenance managers will coordinate the organization of maintenance areas with organizational staff officers applying the following principals.

a. Facilities will be assigned based on equipment size, density, and anticipated maintenance workload.

b. Shops will be positioned according to equipment types. Tracked vehicle maintenance normally will be conducted outside or on the outer limits of the central maintenance area. Structures should be assigned according to equipment protection needs and essential personnel comfort. Drainage considerations are paramount when assigning outside work and storage area.

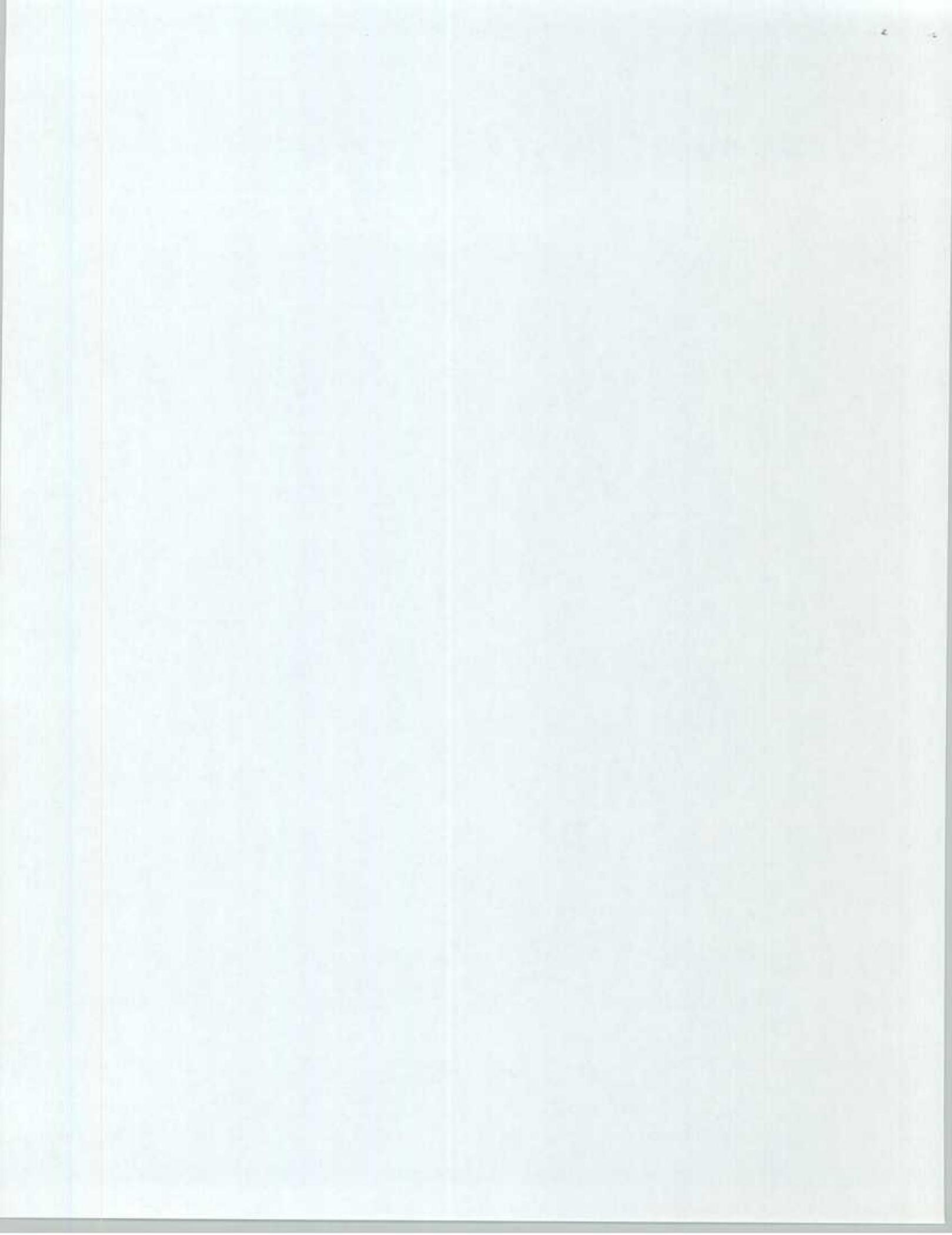
c. To conserve utilities, shops with common requirements for utility services will be collocated.

6004. SHOP ORGANIZATION

1. The maintenance personnel and support and test equipment authorized comprise the primary resource for the performance of an organization's maintenance mission. Since both are required to satisfy the unit's maintenance requirements, they must be considered as complementary to each other in determining the organization for maintenance. The mission may require the establishment of a central maintenance shop or the use of contact teams to perform maintenance on a site or a combination of both methods to accomplish the maintenance mission. When maintenance shops are established, their layout must be planned to ensure the efficient flow of equipment requiring maintenance. The establishment of standard procedures for maintenance operations, both within the maintenance shops and by contact teams, is essential to the efficient conduct of the equipment maintenance program.

2. The maintenance management techniques and procedures used in the accomplishment of maintenance requirements are standard; the same functions and tasks, regardless of unit echelon of maintenance must be performed. The maintenance workload will vary with the size of the organization, complexity of the mission, and the maintenance capabilities and requirements; but, basic maintenance management requirements will not change. The difference between shops will be the workload associated with each function or task and the specific resources required.

3. Detailed guidance concerning shop organization is contained in P4790.2.



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CHAPTER 7

DIRECTIVES AND TECHNICAL PUBLICATIONS

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TOP SECRET

CHAPTER 2

OBJECTIVES AND TECHNICAL PUBLICATIONS

1. POLICY

1. An integral part of an organization's combat readiness is the readiness of its equipment. One of the essential resources contributing to an effective equipment maintenance program is an up-to-date library of maintenance related publications. The MCO P1125.17 requires commanders to ensure that adequate authorized publications are on hand in the number and quality required, that publications are readily available to the user when the equipment and material are maintained, adequate internal distribution is made, and that prompt action is taken to report or request for replacement of publications when replacement is necessary. Accordingly, commanders will maintain a list of necessary maintenance related publications in compliance with the MCO P1125.17 and applicable fleet instructions.

2. Commanders will ensure that all necessary maintenance related publications are acquired and maintained in accordance with the MCO P1125.17 and applicable fleet instructions.

3. All activities will conduct an annual review of publications existing to evaluate publication requirements. The annual review will be conducted on a fiscal year basis and should include such review as required by the MCO P1125.17 and applicable fleet instructions.

7001. RESPONSIBILITIES

1. The responsibility for an effective maintenance and maintenance management effort, to include a technical publications control system, rests with the commander. The overall operation of an organization's publications control system is the responsibility of the G-1/S-1/Adjutant with the advice and assistance of the MMO.

a. Publications control system responsibilities are divided into four functional areas: allowance control, internal distribution control, inventory control, and requisition control. Specific responsibilities pertaining to these functional areas is contained in appendix B of MCO 4790.2.

2. Each activity receiving direct distribution of publications issued at the direction of the publications sponsor shall manage a control system which will facilitate internal distribution and retrieval of the publications it maintains. The control system shall be maintained by the Adjutant/S-1 section/administrative section and is comprised of:

a. A locally automated system

b. NAVMC 2761, Catalog of Publications,

c. Comprehensively annotated PL that shows locations and quantities of those publications being managed.

3. The key document in the internal distribution control system is the Internal Distribution List (IDL). An IDL is a list from each commodity/section containing the following information for each of their publications: PCN, short title, quantity required/authorized, and quantity on hand. Commodity managers/section heads must be aware of internal distribution control procedures in order to properly manage on-hand publications and recommend changes to the IDL. The most important feature of the IDL is the Req/Auth column for each line entry. The quantity shown in this column must match the corresponding quantity found on the PL. A mismatch causes confusion regarding exactly how many copies of certain publications are inbound and to whom they belong. Often an organization will diligently conduct a PL review and have changes made without ensuring that commodity/section IDLs are concurrently updated.

A simple comparison of the IDL with the PL will quickly pinpoint problem areas.

4. The number of publication libraries, including those needed to meet contingency/deployment requirements, and the number of copies of each publication per library, will be determined by the organization unit taking into account several factors:

a. The activity's concept of employment contained in the T/O cover page.

b. Contingency plans and periodic deployments, as well as mobilization.

c. Are shops spread out over several buildings or are they centralized? Factors to be considered in determining the number of copies of each publication in each library are:

(1) The quantity of each type of equipment to be supported by the library.

(2) The number of maintenance/operator teams that may simultaneously require a given publication.

d. Is the publication going to be used in a clean shop, or will it be used outside, or around oil and grease where it will last only a short time?

5. The G-1/S-1/Adjutant, in close coordination with the MMO, will be responsible for publications control within their command/organization/unit. Internal distribution control will be accomplished by section OICs/commodity managers, monitored and assisted by the MMO.

6. Publication Control/Internal Distribution Control

a. Each section/commodity within an organization/unit will maintain publication control forms for their publications. The publication control form is required for each library to identify, account for, and locate publications. Forms produced by PLMS or some other local procedures or databases may be used for this purpose, provided they contain all the data elements contained in MCO 4790.2. Publication control forms will be filed as follows:

1 Technical equipment associated pubs, by equipment-ID number

(2) Technical non-equipment associated pubs, by PCN.

(3) Non-technical pubs, by D code SSIC)

b. Publications may be filed using one of three methods:

By publication type, based on short title.

By equipment type.

By ID code (SSIC).

c. Checking out publications for use must be strictly monitored to maintain positive control. The following methods are recommended:

(1) Extended Periods of Time. When a publication is removed from its file location for an extended period of time (duration will be determined by the commodity/section manager), a locator sheet will be put in its place to indicate the current location of the publication.

(2) Short Periods of Time. When a publication is removed from its file location for a shorter period than specified above, a logbook will be used.

d. 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:

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

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

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

(4) Update the Pub control card, IDL and PL as applicable.

e. Excess Publications. Excess publications returned to stock must be currently published in the SL 1-3 and must be in "issue ready" condition, without changes inserted by means other than the original printing process. Excess publications should be returned for re-issue to the publications stock point, MCLB, Albany if:

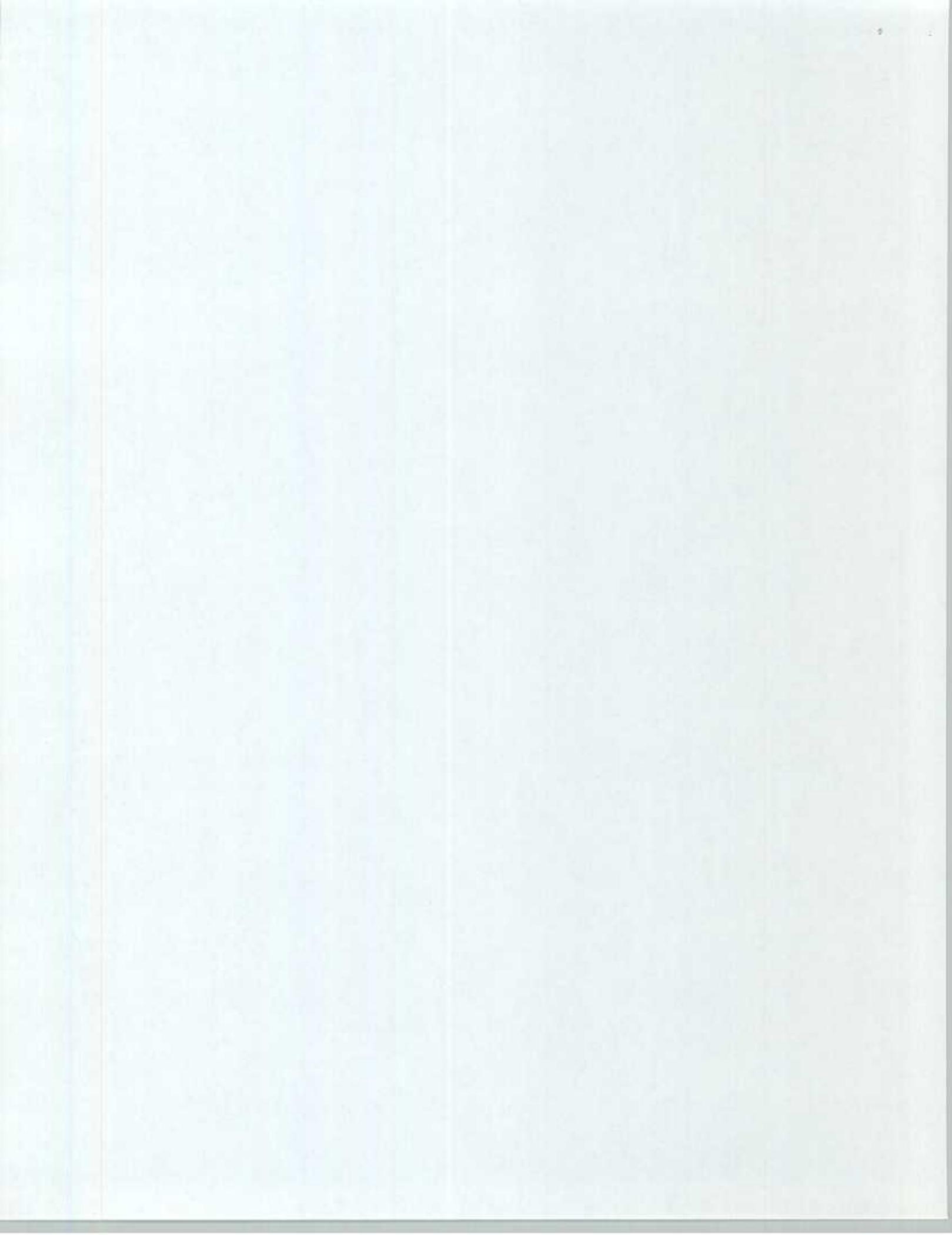
There are significant quantities, i.e. 10 or more copies.

2) They are serviceable binders.

(3 They have a total value of \$50 or more.

NOTE: The objective is disposal of all printed matter locally when the value is less than the administrative cost to return the material to stock. If the excess publications do not meet the above criteria, route them through the Distribution Control Point (DCP) for possible distribution to other sections, other organizations, or eventual disposal.

7. Recommended changes/corrections to publications and Logistics Maintenance Data Codes (SMR Codes) will be submitted to Marine Corps Logistics Base, Albany GA on NAVMC 10772 (Recommended Changes to Publications/Logistics Maintenance Data Coding). The use of NAVMC 10772 by all maintenance/operator personnel is strongly encouraged. Maintenance management officers and appropriate commodity/staff officer will maintain copies of all NAVMC 10772s submitted by subordinates. This information may now also be submitted via local area network (LAN) directly to Albany, by organizational MMOs.



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CHAPTER 8

MAINTENANCE-RELATED PROGRAMS/FUNCTIONS

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CHAPTER 8

MAINTENANCE-RELATED PROGRAMS FUNCTIONS

8000. GENERAL

1. The MIMMS concept provides for special logistics programs which are designed to ensure better management control and to achieve and maintain an increased readiness posture. This Chapter contains information concerning those maintenance related programs not previously discussed in this manual.
2. MMOs shall personally manage and monitor their organization participation in each program discussed herein.

8001. MAINTENANCE RELATED PROGRAMS

1 Replacement and Evacuation (R&E) Program

a. The R&E program establishes procedures for replacing selected major end items of equipment on a scheduled basis. This provides the means for maintaining a high standard of operational readiness at a minimum cost by replacing and evacuating certain equipment before its condition becomes unacceptably degraded or uneconomical to repair.

b. Guidelines for the R&E Program are found in TI 4710-14/1, MCO P4400.82, this Manual, and an annual R&E message.

c. The below additional procedures will apply when units are notified to exchange R&E assets:

(1) Contact the R&E coordinator at 3d FSSG and arrange for pickup of the R&E assets by the deadline indicated in the R&E document (notification letter/message).

(2) If the organization does not have sufficient assets meeting the R&E criteria to effect exchange of the quantity of the R&E document, they will notify the Division MMO immediately by telephone/LAN and follow up by correspondence. This should indicate the reasons why all of the assets cannot be exchanged.

(3) Upon receipt of the R&E assets ensure that an acceptance LTI is performed and appropriate records are established/annotated. (Note: Organizations receiving load lifting equipment must verify that items have been tested by depot maintenance, and weight capacity date stenciled as required to include appropriate equipment record entries.)

(4) Equipment selected for retrograde must be economically reparable and in the poorest overall mechanical condition as determined by an LTI. If, during an LTI an end item is determined to be in condition Code A, H, or P, that item ceases to be eligible for the R&E Program and an eligible replacement must then be selected.

(5) Upon receipt of the R&E asset, the retrograde R&E assets will be delivered to Maintenance Battalion with an ERO requesting "LTI for Condition Code, R&E FYXX." The retrograde R&E end item will be delivered in the same configuration as that equipment received.

(6) Ensure equipment records are updated and complete when accompanying equipment for LTI.

(7) Deliver to the IMA the LTI, ERO, equipment record jacket and ten copies of DD Form 1348-1 for each item of equipment to the 3d FSSG R&E Coordinator prior to turn in of equipment to Maintenance Battalion/Maintenance Company. Equipment retrograde must be accomplished within 10 working days after pickup of the new item of equipment. All first echelon must be performed to include removal of all dirt/mud deposits.

(8) As soon as it appears that the retrograde of the R&E assets cannot be accomplished by the due date indicated in the R&E document, the Division MMO and 3d FSSG R&E Coordinator will be notified.

(9) Retrograde equipment should only be marked after the IMA LTI and prior to turn in for PP&P.

(10) The turn in of the retrograde equipment to PP&P should be coordinated with the 3d FSSG R&E Coordinator.

2. Inspect and Repair Only as Necessary (IROAN) Program

a. The IROAN program is established for selected major end items of equipment on a scheduled basis. This program has proven cost effective and adequately serves to maintain a high standard of operational readiness. Equipment retrograde is scheduled and coordinated by G-3/MSE 3D FSSG/CSSG-3.

b. Once an organization has been notified to prepare an item for IROAN the following instructions apply:

(1) Contact the 3d FSSG/CSSG-3 IROAN coordinator as soon as in receipt of the notification document (letter or message) by the deadline date indicated.

(2) Ensure that the equipment is clearly marked with three inch, white stenciled letters on two sides as follows: "CMC IROAN PROGRAM".

(3) Perform all 1st echelon PMCS, including lubrication, as required by current directives. All components/parts serviceable or unserviceable, must be present prior to delivery, unless removal has been authorized per MCO P4790.2.

(4) Remove all deposits of mud and dirt from equipment. Interiors must be clean and free of debris.

5 Ensure that equipment records are up-to-date and complete.

(6) Prepare an ERO for each piece of equipment to the appropriate 3d FSSG maintenance facility requesting "LTI for condition code and acceptance into the CMC IROAN Program". Should a piece of equipment be determined to be in condition code "A", "P", or "Z" during the LTI, the item ceases to be eligible for the IROAN Program and will be managed per MCO P4400.82.

(7) Prepare six copies of DD form 1348-1 to be used as the retrograde shipping document.

(8) Upon completion of the LTI for condition code, the owning unit will deliver the piece of equipment and all applicable equipment records including log books, gun books, vehicle records jackets and maintenance records, when applicable to the IROAN coordinator, 3d FSSG. The original and three copies of the LTI and all copies of the DD 1348-1 will be reviewed by the Coordinator, stamped, signed and dated. The date and time of this delivery will be coordinated in advance with the IROAN Coordinator.

3. Recoverable Items Program (RIP). The Recoverable Items Program provides procedures for recovery, reporting, and management of recoverable items which cannot be repaired with the resources available to a field commander, become excess to an organization's allowances, or for disposal of items which are beyond economical repair. Policy and procedures for Recoverable Items Program are found in MCO P4400.82 (Controlled Items Management Manual), and MCO 4710.8 (Uniform Criteria for Repair Cost Estimates Used in Determination of Economical Repairs).

4. Transportation and Handling. Packing requirements associated with supplies and equipment will normally consist of positive means by which equipment can be protected during movement from the owning organization and the supporting maintenance activity. Packaging instructions contained in applicable technical manuals will provide

assistance to using organizations when more extensive packaging requirements exist.

5. Combat Ready Storage Program (CRSP). The CRSP is intended to provide commanders with the means to effect creditable conservation of personnel and equipment resources. Proper utilization and management of the program will improve equipment readiness, balance personnel-to-equipment ratios, and allow added time to conduct meaningful unit technical training. Division organizations participation in this program will be conducted in accordance with GruO P4790.6D. The Commanding General has established a Division wide goal of 15 percent of organization/unit equipment be inducted into this program to ensure the most economical use of manpower/maintenance resources. Nominations for induction, requests for extensions, and requests for early withdrawal of equipment will be sent via local area network (LAN) to Division MMO for action.

6. Local Administrative Deadline (ADL) Program. Organization commanders may place equipment on Administrative Deadline. When using ADL the guidelines in appendix A of this Manual will be followed.

7. Maintenance Stand-Down Program. Maintenance stand-downs provide organizations/units an opportunity to focus all their effort on improving their maintenance readiness posture. Preventive/Corrective maintenance, maintenance management training, and MOS specific training will be accomplished to the greatest extent possible. Maintenance stand-downs will be scheduled/conducted at the organization/unit's discretion as training schedules permit, to prepare for inspections, and following any off-island deployment by a significant portion of the organization. A letter of instruction (LOI) will be published by the MMO to govern the conduct of the maintenance stand-down. This LOI will include:

- a. Specific instructions for each commodity/shop section as to what tasks should be accomplished.
- b. A statement that all non-maintenance related training/operations will be deferred beyond the stand-down period.
- c. A statement of the commander's intent/goals to be accomplished during the stand-down.

8. Bill Of MATERIEL (BOM). BOM is a method, other than normal ERO/EROSL procedures, used to obtain repair parts for non-routine, scheduled maintenance projects such as maintenance stand-downs, exercises, or modification application. BOMs are often misused, causing an inefficient draw on scarce fiscal, maintenance, and supply resources. The decision to use a BOM should be carefully weighed against the following negative trade-offs.

- a. Organization dollars, never recovered, spent on unneeded parts.
- b. Increased man-hours required to account for and to control parts.
- c. Increased administrative effort
- d. Possible loss of valuable usage data into MIMMS and SASSY.
- e. Inaccurate fiscal appropriation
- f. Unauthorized stockpiling of operating or "A" stocks
- g. The use of a BOM is not appropriate for
 1. Parts requirements identified during
 - (2) Ordering parts for equipment that has already been identified as deadlined. These parts should be ordered by ERO/EROSL when identified, then applied as soon as possible. "Anticipated" deadlining parts, however, may be included in BOMs.
 - (3) Secondary reparable or DX items. Simply, a BOM is an "educated guess" for anticipated needs.
- h. If a BOM is used, the organization may submit requirements directly to their supporting supplier. Do this at least 60 days prior to your desired BOM release date. (See figure 8-1) Follow these steps:
 - (1) Appoint one person as the BOM coordinator. For organizations without a maintenance officer or for a BOM which includes more than one commodity shop it is recommended that the MMO or SupO be appointed as the BOM coordinator.
 - (2) Establish a spending ceiling.
 - (3) Establish inclusive dates to apply the BOM parts and strict accountability procedures to control BOM parts from receipt through application or roll back. (Normally published in your maintenance stand-down LOI).
 - (4) Use your organization's accounting data. Use a deployed data only to replenish your maintenance needs incurred during that deployment.

5) Plan a detailed list of parts required by nomenclature, NSN, qty, U/I, U/P, total price for submission to the Supply Officer

(6) If in doubt about the quantity of parts needed, be conservative. Do not inflate your needs.

(7) Submit requirements to unit supply

(8) On the release date, the BOM coordinator must go to the organization supply to inventory, then sign for parts. Return them to your organization and put the parts in a secure storage area.

(9) Issue parts only when the commodity maintenance shop provides a "4" parts transaction with an advice code of "SC" for an open ERO. Induct this "4" parts transaction into MIMMS AIS. This will ensure accurate MIMMS/SASSY usage history.

(10) At the end of the established BOM time period inventory the remaining parts; then, "roll back" these parts to the unit Supply "A" STOCKS ARE NOT AUTHORIZED.

(11) Keep a copy of the BOM request and a list of roll backin the BOM coordinator's turnover file. This will provide "lessons learned" for next time.

i. BOMs are only made successful by detailed, tailored planning from maintenance shops, close integration with unit operations, and strict accountability/supply procedures and execution. Think twice before using a BOM.

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From: Commanding Officer, Unit
To: Officer-In-Charge, SASSY Management Unit (SMU)
Subj: BILL OF MATERIAL (BOM), REQUEST FOR
Ref: (a) UM 4400.124

1. Per the reference, request a BOM to support our post "ROCKIEM SOCKIEM" maintenance stand-down. The requested release date is 10 NOV 87. The JON number is AF4A7B14Q7000T.

2. The following lists the repair parts required.

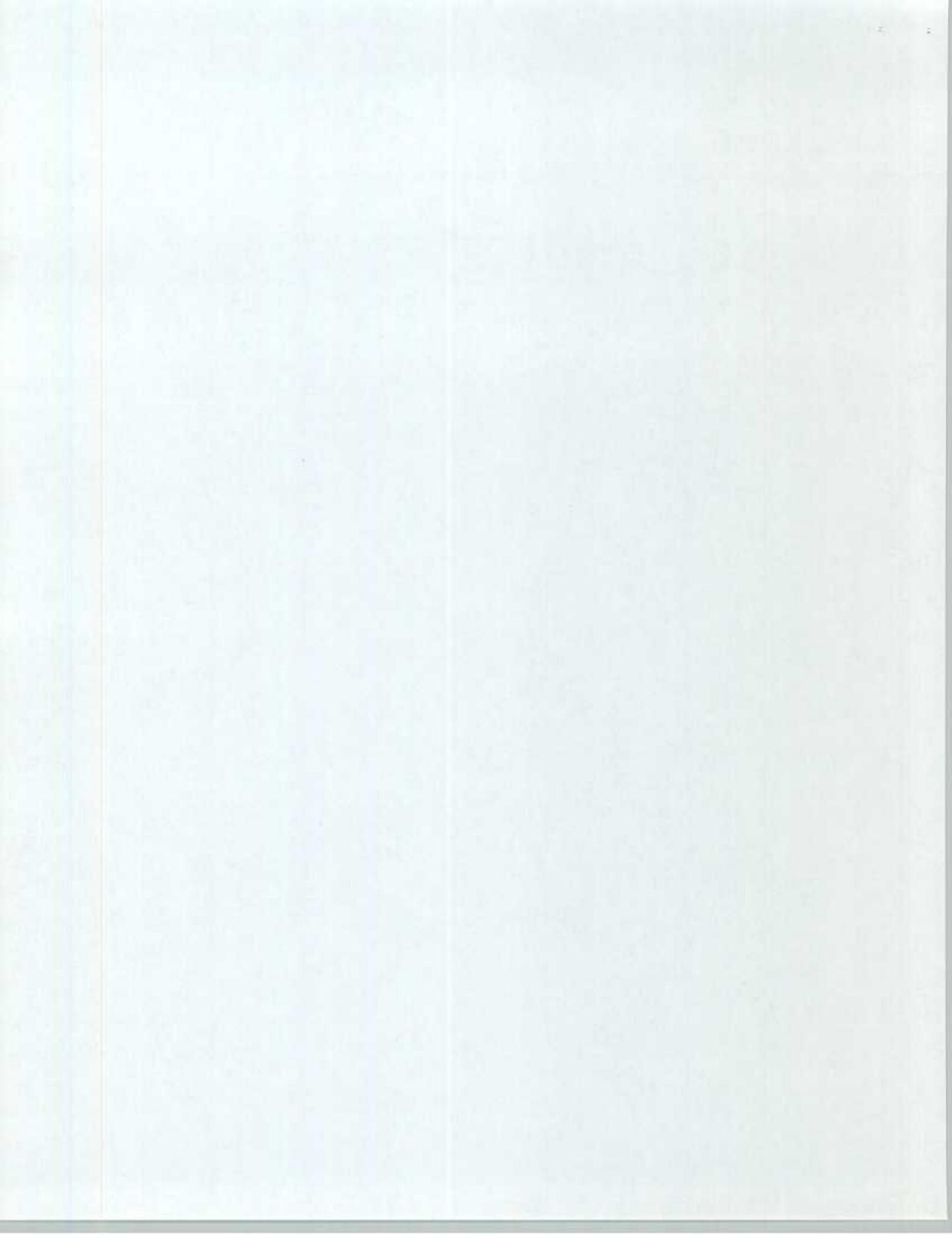
<u>NOMENCLATURE</u>	<u>NSN</u>	<u>U/P</u>	<u>TOTAL PRICE</u>
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Total BOM Cost

3. POC this Headquarters is Lt. M. M. OSCAR 622-0410.

(Commanding Officer)

Figure 8-1.--Sample Bill of Material Request



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APPENDIX A

LOCAL ADMINISTRATIVE DEADLINE (ADL) PROGRAM

1. The procedures to store or hold equipment from service are contained in a series of orders which provide guidance to organization commanders from higher headquarters. Administrative deadline is a management tool for responsible officers and commanders to provide a means to increase equipment readiness and decrease man-hours in the maintenance cycle for reduced operations.
2. Upon receipt of new equipment a commander must ensure that available resources, publications, and qualified personnel are available to place equipment in service. FMFPacO 4400.3 gives specific responsibilities prior to placing new equipment in service
3. When reduced personnel conditions exist commanders will utilize the Administrative Deadline Program to place operational equipment out of service. This provides a commander the opportunity to increase maintenance operations on active equipment and schedule concentrated efforts on assigned operational equipment maintenance. Once a commander has authorized equipment for the Administrative Deadline Program, only the commander can authorize equipment to be placed in operation again. Personnel assigned equipment must be responsible for the operational maintenance of this equipment and realize that AMDL equipment will not be substituted for equipment in the maintenance cycle.
4. Commanders, with the assistance of their special staff officers and MMO, must provide guidance in the use and preparation of equipment to the ADL program. Some recommended procedures for the ADL program are set forth below:
 - a. Identify equipment which will benefit the organization by placing the equipment on administrative deadline.
 - b. Prepare equipment area to hold identified ADL candidates.
 - c. Inspect items to ensure that all collateral equipment and components are on-hand with appropriate SL-3s.
 - d. Inspect equipment with appropriate technical manuals and determine if the item is in condition code A.

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- e. Determine length of stay in ADL Program.
 - f. Identify equipment in the ADL Program to special staff officers (i.e., S-4, MMO, CEO, CommO, SupO etc).
 - g. Provide personnel responsibilities for exercise periods and preventive maintenance.
 - h. Review equipment records and identify inactive equipment to dispatcher.
5. This program entails equipment maintained in a constant state of readiness, exercised and ready to deploy. Equipment will not be used for commitments until released by the commander. This program will ensure a constant pool of equipment ready for deployment or any other mission assigned by the commander.
6. This is equipment taken out of service by the commander in preparation for storage. This may be a local procedure to prepare equipment for the CRSP.
7. Items of equipment listed in MCBul 3000 require an RM4 remark on the LM2 as per paragraph 2007.6 of this Manual.

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APPENDIX B

CALIBRATION CONTROL AND LOAD-TESTING

1. The Marine Corps calibration control and load-testing program was developed to provide using units with a means to ensure that all authorized TMDE considered to be quantitatively and/or qualitatively necessary in the performance of their intended functions are serviced and maintained within prescribed standards of accuracy. TI 4733-15/11C provides guidance on the Infantry Weapons Gage Calibration Exchange Program (IWGCEP).

a. MCO 4733.1 requires calibration of TMDE authorized in support of the maintenance mission. TI 4733-15/.1 contains procedures for identification of items requiring calibration. MCO 11262.2 requires the load-testing of all equipment used for load lifting.

b. Commanding officers of all organizations assigned TMDE and load lifting equipment will:

(1) Maintain a card system (or automated system) for calibration control using the format contained in TM 4700-15/1 in those units/sections with more than ten items of TMDE. Units/sections with ten or less items of TMDE can use the Calibration Control Chart vice Automated/card system, using the format contained in TM 470015/1. The terms "unit/section" are used to allow units to establish either centralized or decentralized calibration control.

(2) Submit for calibration/load-testing all equipment requiring calibration/load-testing.

(3) Ensure that all equipment submitted for calibration/loadtesting is complete and has received all required/authorized PM/CM services before submission.

(4) Submit for recalibration/reload-testing any instrument/all equipment which has received repair between calibration/loadtesting intervals other than routine replacement of parts not affecting the capability of the instrument/equipment to measure/lift loads.

(5) Ensure that all items of equipment requiring calibration/loadtesting, which are received without current calibration labels/loadtesting stenciling affixed are not utilized until they have been calibrated/load-tested. All TMDE received from the storage system will have cross-checks applied before use.

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If the organization is unable to perform this cross-check, the equipment will be resubmitted for calibration.

(6) Request special calibration of all instruments known to be locally utilized only in specific areas of the complete range.

(7) Encourage cross-check practices between similar instruments by technicians/mechanics to ensure confidence in authorized instruments between calibration schedules.

(8) Ensure that an inactive label is affixed to each test instrument not expected to be used during the next full calibration cycle. Instruments which have been placed in an inactive status will be calibrated before they are authorized for use.

(9) Ensure that equipment that has not been load-tested is identified and that a load-testing waiver is authorized per MCO P11262.2.

(10) Establish and maintain a calibration/load testing recall system to ensure that required calibration/load testing intervals are strictly adhered to in all instances.

(11) Properly prepare equipment and the associated ERO for transportation to and from the intermediate maintenance shop to ensure against breakage or other accidental mishaps, which would cause the equipment to enter a repair cycle in addition to the calibration/load-testing.

(12) Ensure that equipment is submitted for calibration/load testing within fifteen days of the due date and that it is not used after the due date.

(13) Ensure that equipment is picked up within three working days from the intermediate maintenance facility after notification of completion of the calibration/load-testing action.

(14) EROs for calibration/load-testing of equipment will be maintained for one year after completion of the calibration/loadtesting, attached to/filed with the last repair ERO for the subject equipment.

(15) Ensure that operators of cranes, wreckers, and retrievers perform a daily inspection of their assigned equipment as part of their dispatching procedures. The Operators Daily Checklist will be completed by crane and wrecker operators per MCO 11262.2 and filed with the trip ticket. Operators of retrievers shall record their daily inspection in their ordnance Vehicle Daily Log (NAVMC 10393) in conjunction with the applicable technical manual for the retriever.

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In this instance, the priority of the item held by the intermediate maintenance facility should be upgraded to an appropriate priority to hasten the return in order for the unit to accomplish its mission. The sole remaining item of equipment should be retained until receipt of the item physically held by the intermediate maintenance facility; however, it should be noted that the items' capabilities are suspect.

(d) The MMO will maintain written documentation on hand authorizing changes in scheduling. The documentation will contain the item nomenclature, serial number, original due date, the planned induction date and reason for the rescheduling per MCO P4790.2.

(4) Control of TMDE Calibration/Load-Lifting Equipment Load-Testing

(a) The organization will specify if the unit is using a centralized or decentralized method of calibration control and which sections will maintain the card/chart system (see paragraph 1b (1) of this Appendix). Additionally, units/sections possessing loadlifting equipment requiring load-testing will use a scheduling system to control equipment.

(b) TMDE/load-lifting equipment requiring calibration /loadtesting will be physically removed from the shop/unit area to prevent its use and immediately inducted into the intermediate maintenance facility via an ERO.

(c) The MMO will coordinate the calibration/load testing control effort.

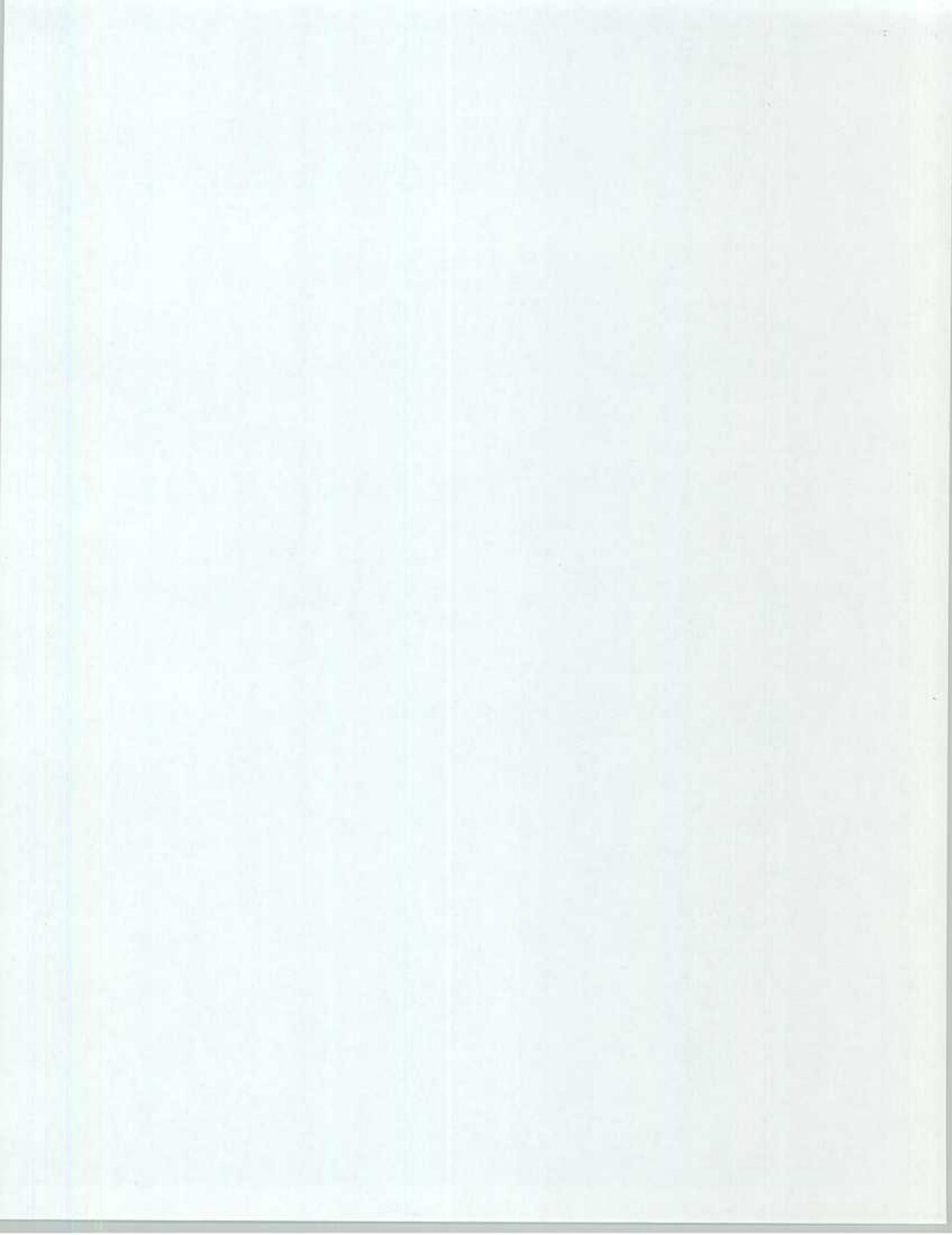
(d) Upon return of TMDE/load-lifting equipment from the maintenance facility, the calibration control cards will be upgraded accordingly to reflect that the calibration/load-testing was accomplished and the next due date.

(e) All EROs for calibration will be inducted into MIMMS.

(f) Preparation of a second echelon ERO for introduction of TMDE into the calibration lab is optional. However, all organizations, whether preparing a second echelon ERO for calibration or not, are required to establish a second echelon record on their DPR for TMDE evacuation for calibration. Units which do not open second echelon EROs on their TMDE must outline procedures for opening an ERO on, and evacuating, their TMDE.

SOP FOR MIMMS

(5) The MMO/maintenance officer will ensure that as part of the normal quarterly inspection process within the unit, that all equipment requiring calibration/loadtesting are properly labeled and are within the scheduled calibration/loadtesting time frames.



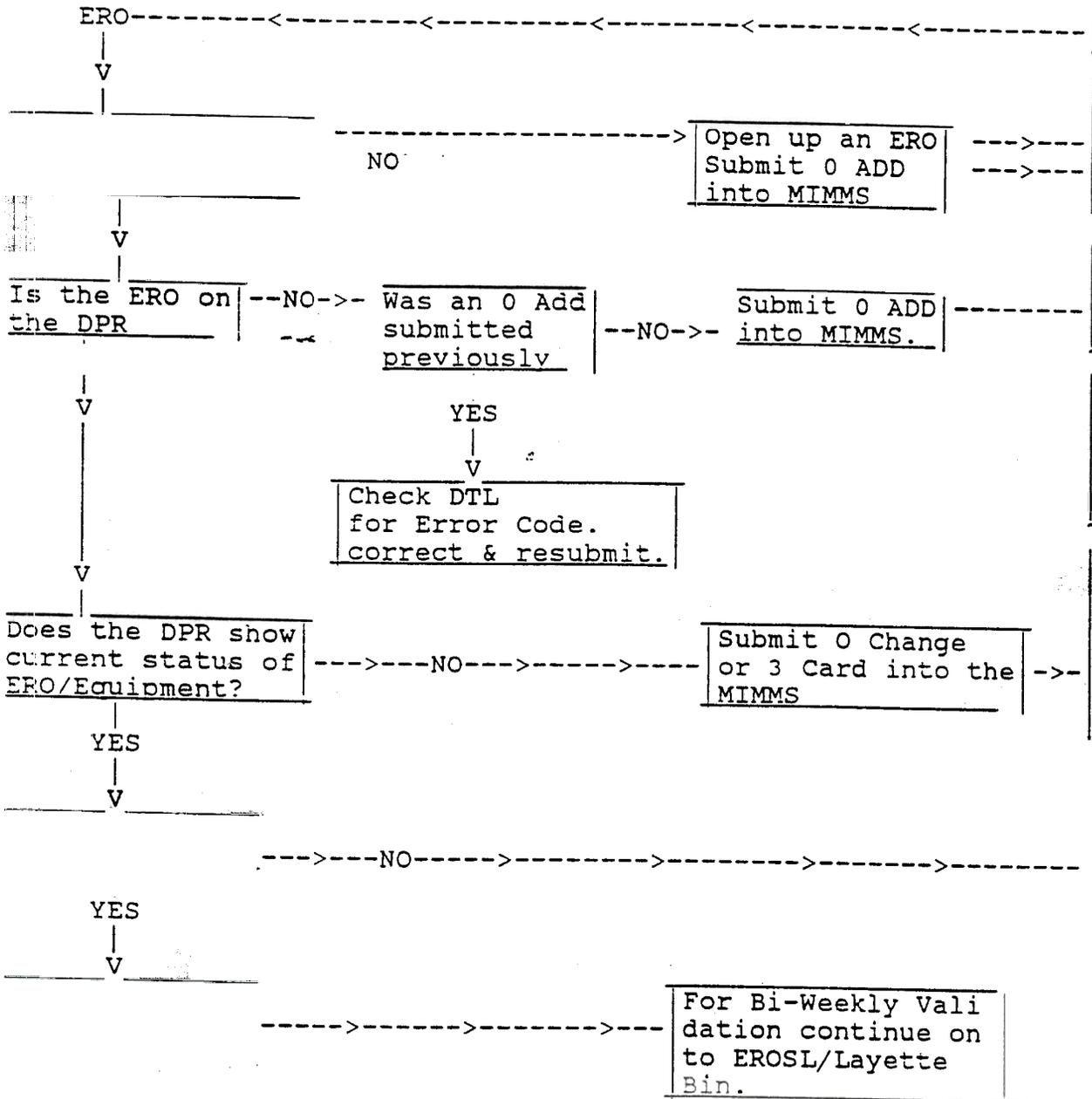
SOP FOR MIMMS

APPENDIX C

SHOP RECONCILIATION/VALIDATION PROCEDURES

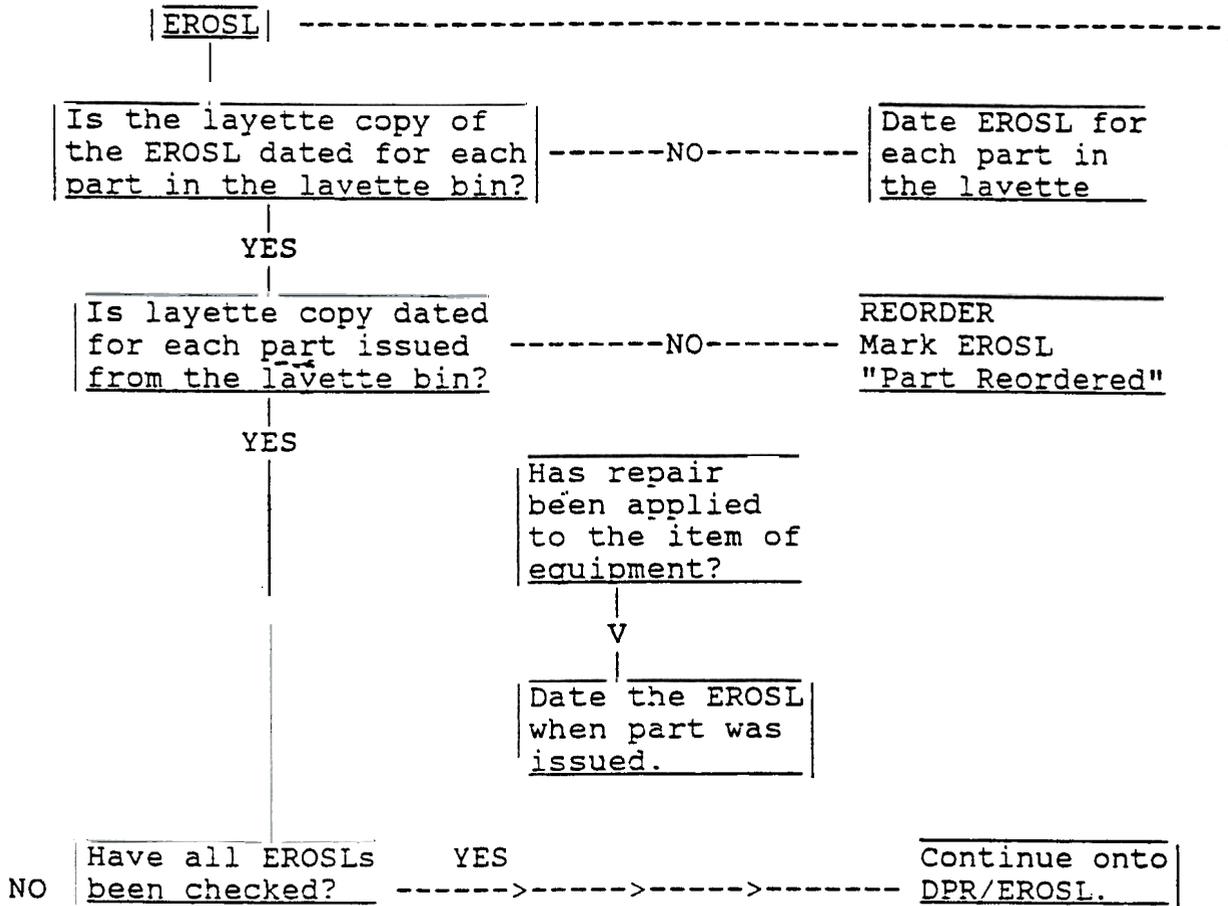
1. Reconciliation/validation is vital to the Maintenance/Supply effort. The figures C-1 and C-2 provides step by step guidance for conducting MIMMS/SASSY/ATLASS daily/weekly validation.
2. Figure C-3 will be used by all Division organizations to document commodity reconciliation with the Unit Supply.
 - a. Maintenance/Supply worksheets will be maintained on hand for 45 days
 - b. Maintenance/Supply worksheets will not be "Dropped Off", but will be physically worked by the Commodity Representative and the appropriate Supply Representative.
 - c. Reconciliation/Validation will be conducted every two weeks at a minimum.

SOP FOR MIMMS

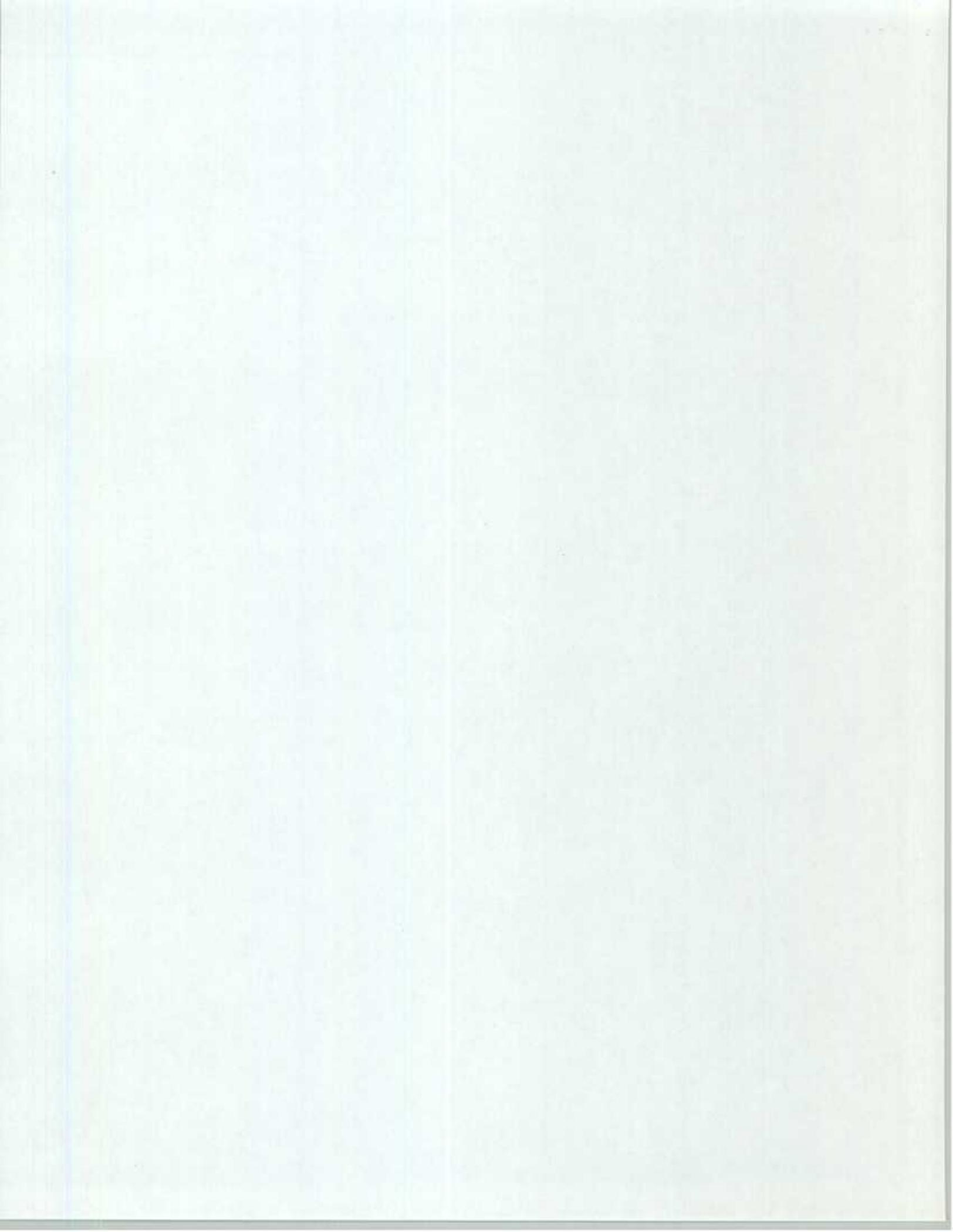


Sample ERO Reconciliation/validation flowchart.

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Sample EROSL Reconciliation/validation flowchart



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APPENDIX D

TRAINING DOCUMENTS (FORMATS)

1. Description

a. Course Critique. Students attending the class should be able to critique the course of instruction. This will assist each instructor with valuable feedback to improve the overall course content.

b. Review Sheet. Attached to the overall lesson plan which allows the reviewer to sign as approved or make remarks directed to the lesson content.

c. Lesson Plan. The main part of the course which provides the instructor ready reference to the information to be taught in class.

d. Student Outline. A prearranged handout to enable the student to reinforce learning objectives. They may have filled in the blanks or areas filled in prior to class.

f. Essential Data Sheet. A preview of the overall information required an instructor prior to class.

(1) Introduction. An area of the Lesson Plan which provides the instructor the ability to gain attention and motivate the class prior to the purpose and main ideas.

(2) Purpose and Main Ideas. Presents the overall purpose and requirements of the students during class.

(3) Transition. A smooth flow from one subject to another. A bridging of subjects.

(4) Body. The main content of information to be delivered to the class.

(5) Summary & Review. Reemphasis of information presented in the class. This information is not meant to reteach.

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(6) Closing Statement. A sharp statement which will emphasize the main points of the subject to each student.

2. Assembly and Filing. Each lesson plan package should be filed for future use. The information contained in each lesson will reduce costly reference and timely rewrite. The following assembly is recommended:

- a. Review Sheet
- b. Class Outline.
- c. Lesson Plan
- d. Course Critique

3. Formats. The following sample formats are provided for the Lesson Plan Package.

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CLASS OUTLINE

REFERENCES

ENABLING LEARNING OBJECTIVES -

LEARNING OBJECTIVES

OUTLINE

Sample Class Outline

SOP FOR MIMMS

LESSON PLAN

CLASS TITLE

A. INTRODUCTION	(2) MINUTES
1. GAIN ATTENTION:	
2. MOTIVATE:	
B. PURPOSE AND MAIN IDEAS:	(2) MINUTES
C. TRANSITION:	(1) MINUTE
D. BODY	(40) MINUTES
E. QUESTION & ANSWER PERIOD	(5) MINUTES
F. SUMMARY & REVIEW	(5) MINUTES
G. CLOSING STATEMENT	(2) MINUTES

Sample Lesson Plan

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COURSE CRITIQUE

COURSE TITLE _____ INSTRUCTOR _____
DATE _____ TIME _____ RATER _____

1. Did the instructor present the learning objectives prior to the class? YES NO
2. Was the period of instruction presented in a manner which was easy to follow? YES NO
3. Were training aids used? YES NO
4. Did the instructor provide answers to questions? YES NO
5. General Comments.

Sample Course Critique

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APPENDIX E

REFERENCE INDEX FOR DIRECTIVES

1. This Appendix is provided as a quick reference of pertinent maintenance/maintenance management publications. This listing does not encompass all publications required for an effective maintenance management program.

<u>Directive</u>	<u>Reference List</u>	<u>PCN</u>
ULSSs	User's Logistics Support Summary (on applicable equipment)	
MCBul 3000	Table of Marine Corps Automated Readiness Evaluation System (MARES) Logistics Reportable Items for the Unit Status and Identity Report	10201973300
MCO 3000.11	Marine Corps Automated Readiness Evaluation System, Logistics (MIMMS/MARES Log)	10203045100
4400.16	Uniform Material Movement and Issue Priority System (UMMIPS)	10204730000
4400.82	Controlled Items Management Manual	10205020000
P4400.84	Special Program Manual	10205040000
MCO 4400.150	Consumer Level Supply Policy Manual	10205247400
MCO P4400.160	Field Supply and Maintenance Analysis Officer Program (FSMAO)	10205048400
MCO 4430.3	Report of Item and Packaging Discrepancies	10205470000
MCO 4710.8	Uniform Criteria for Repair Cost Estimates used in Determination of Economical Repair	10206510003

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4733.1	Marine Corps Test, Measurement, and Diagnostic Equipment Calibration and Maintenance Program	10206528000
P4790.1	Marine Corps Integrated Maintenance Management System (MIMMS) Introduction Manual	10206545000
P4790.2	MIMMS Field Procedures Manual	10206545101
4855.2	Marine Corps Quality Program	10206600000
MCO 4855.10	Quality Deficiency Reporting	10206610700
MCO P5215.1	The Marine Corps Directives systems	10207570000
MCO P5215.17	Marine Corps Technical Publications System	10207590200
NAVMC 2766	List of Marine Corps Activities	10001345500
MCO P7000.14	Marine Corps Cost Factors Manual	10209631500
MCO 11262.2	Inspection and Load-testing of Marine Corps-Owned Commercial and Tactical Load-lifting Equipment	10211800000
	PS, The Preventive Maintenance Monthly	
NAVMC 1017	Table of Authorized Material(TAM)	10000041300
NAVMC 2599	A Guidebook for Commanders - Material Management	10001312500
SL 1-2	Index of Authorized Publications for Equipment Support	12100000300
SL 1-3	Index of Publications Authorized and Stocked by the Marine Corps	12100000300
SL 6-1/6-2	Applications Lists for End Items and NSNs	12600000600

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SI 5600 Series	Cancellations, Marine Corps Technical Publications System	
TI-4710-14/1	Replacement and Evacuation Criteria, USMC Equipment	16747100000
TI-4733-15/1	Calibration Requirements, Test, Measurement, and Diagnostic Equipment	16738355000
TI-4733-15/2	Sliding Calibration Interval Program, test, Measurement, and Diagnostic Equipment	16738355100
TI-4733-15/3	Requirement of Unstable or Unreliable Test, Measurement and Diagnostic Equipment	1673855200
TI-4733-15/6	Test-Measures Diagnostics Equipment Maintenance Support	16747104000
TI-4733-15/7	Procedural Publications Index for Marine Corps Measurement and Diagnostic Equipment, Calibration and Maintenance Program	16747104100
TI-4733-35/8	Marine Corps Standards Exchange Program, Calibration and Maintenance Program	16747104800
TI-5600 Series	Publications Information, Marine Corps Equipment	
TI-6135-15/1	Explosive Hazards Concerning Dry Cell Batteries	16761351500
TI-6135-15/2	Management and Storage Info for Batteries	16761351600
TI-6850-15/1	Conservation Procedures Antifreeze Solutions	16805000000
TI-8000-13/2	Technical Guidance for the Unit Ordnance Officer Ordnance Operation	16808047500
TI-8000-15/T	Publications Required for Armory Operations Ordnance Material	

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TI-8005-24/20	Prefire Inspection Small Arms Weapons Ordnance Materiel	16808082700
TI-8005-24/18	Prepacking Inspection for Serviceability Ordnance Material	16808082500
TI-8005-24/19	Trigger Pull Measurement, Small Arms Weapons	16808082600
TI-8005-35/17	Inscribing U.S. on Marine Corps Owned Commercial Weapons	16808078200
TI-8210-14/1	Storage Information Optical Material	16808221000
TI-8370-15/1	Identification Marking Small	16808385000
TM-4120-15/1	Principal Technical Characteristics of Marine Corps Military Standard Air Conditioners	18203639000
TM-4700-15/1	Equipment Record Procedures	18204600000
TM-6625-45/4	Automotive Test Equipment Operation and Calibration	18206653000
TM-6830-15/1	Gases Compressed Cylinder, Storage and Handling	18206830000
TM-8000-10/1	Preventive Maintenance Indicators for Ordnance Equipment	18000240000
TM-9130-12	Fuel Handling Procedures (Liquid Fuels)	18290013000
TM-11240-15/3	Motor Vehicle License Examiner's Manual	18000297500
TM-11310-15/1	Alternate Current Power Requirements	18000390600
TM-11310-15/2	USMC Electrical Power Manual	18000392000
UM 4400-15	Organic Property Control Procedures Manual	18844150000
UM 4400-124	Using Unit Procedures	18844012800

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