

**OFFICIAL
FSMAO
FY-11 MMO
CHECKLIST**

Maintenance Administration

1*. Has a Maintenance Management Officer (MMO) been assigned in writing? (MCO P4790.1B par 4000.1.a & b; MCO P4790.2C par 1004.3) (Weight: 1)

Method: - Commanders at all levels, including detached or separate commands, are required to assign a maintenance management officer (MMO) in writing when the unit's T/O does not identify the billet line number and the unit is authorized second echelon or higher maintenance for more than one commodity area.

- A copy of the assignment document must be on hand with the MMO.
- If no discrepancy exists, then the answer to the question is "YES", and the grade is 100%.
- If a discrepancy exists, then the answer to the question is "NO", and the grade is 0%.

2*. Does the unit's Table of Organization and Equipment (T/O&E) contain a Mission & Tasks statement along with a logistics capability paragraph? (MCO P4790.2C, paragraph 1003.1g and para 2001.2, and Para 4.a of Appendix E.) Data Collection question.

Rollup UIC#:Date: _____

MISSION:

LOGISTICS CAPABILITY:

- Method: - A copy of the unit's T/O&E report should be on hand.
- Record the unit's rollup UIC and date downloaded from TFSMS.

2a. Authorized Level or echelon of maintenance:

Method: - Record the unit's authorized level or echelon of maintenance as noted on the downloaded TFSMS Unit T/O&E report.

2b. Supporting maintenance sources/ISSA:

Method: - Record the Unit's supporting intermediate maintenance activity (IMA) or Inter-Service Support Agreement (ISSA)

3*. Is the unit performing only authorized level/echelon of maintenance actions as prescribed in their respective T/O&E logistics capabilities statement or the authority has been delegated per the references? (MCO P4790.2C par 1003.1.g & 2001.2; par 4.a of Appendix E, MARADMIN 110/00) (Weight: 5)

Method: - Compare the authorized EOM on the unit's T/O&E to the EOMs shown on the TAM Report, EROs, EROSLs, and DPRs, as well as verifying the SMR codes for repair parts being requisitioned.

- Coordinate with commodity SMEs on maintenance actions.
- If authority has been delegated, verify requirements and documentation as established in references.
- If no discrepancy exists, then the answer to the question is "YES", and the grade is 100%.

- If the unit is performing maintenance actions that exceed the respective T/O&E and has not been authorized, then the answer to the question is “NO”, and the grade is 0%.

4*. Has the command published Maintenance Management Standing Operation Procedures (MMSOP) or local written procedures identifying the commander’s additional policy guidance requirements when deviation from or amplification to the Major Subordinate Command (MSC) MMSOP is required? (MCO P4790.2C par 1004.4 & Appendix A) (Weight: 5)

- Record the “level” (MSC / Unit) and “date” of the MMSOP for the unit.

- Record the “title” and “date” of each policy letter for the unit if applicable.

Method: - An SOP reduces the impact of personnel turnovers by establishing a reference point for all members of the command. The MMSOP also reduces training requirements by standardizing the manner that maintenance management and maintenance operations are performed within the unit. Further, an MMSOP conserves time by prescribing how repetitive functions will be accomplished. A unit must use the MSC MMSOP or publish one of the following:

- Unit MMSOP: When maintenance management procedures are not adequately covered in the MSC MMSOP.

- Policy Letters: When deviation or amplification to the MSC MMSOP is required. If local maintenance policy letters are used, they must also include rationale as to why the MSC MMSOP guidance is inappropriate or require clarification.

- Maintenance Management Policy Letters do not exist without a published MSC MMSOP.

- Reconcile with Maintenance analysts to determine if MMPL’s are required – such as warranty/CLS policy.

- When reviewing policy letters always check for conflicts between the Letters and MSC MMSOP and HQMC policy/directives.

First Requirement: MMSOP (MSC or unit) published and not in conflict with HQMC policy/directives. Published/MSC MMSOP on hand and no conflicts = a grade of 100%.

Published/MSC MMSOP on hand but with conflicts = a grade of 50%. Unpublished = a grade of 0%.

Second Requirement: Are policy letters published when deviation or amplification to the MSC MMSOP is required? Policy letters meet requirements = a grade of 100%. Required policy letters not published = grade of 0%.

Score = (Requirement 1 + Requirement 2) / 2

5*. Does the MMO assist commodity managers in the development and maintenance of desktop procedures/turnover files for each maintenance management functional area? (MCO P4790.2C par1004.3.e.1.e & 1005; MSC MMSOP) (Weight: 3)

Method: - The MMSOP/policy notice must state the requirements, contents, details, and the billets that require desk-top procedures and turnover files.

- If no discrepancy exists, then the answer to the question is “YES”, and the grade is 100%.

- If a discrepancy exists, then the answer to the question is “NO”, and the grade is 0%.

6*. Are current desktop procedures/turnover folders maintained for each billet involving administrative and management functions within the MMO? (MCO P4790.2C, paragraph 1005) (Weight: 2)

Method: - Identify all billets requiring Desktop/Turnover procedures, IAW MMSOP.

- Ensure that contents are in compliance with MCO P4790.2C and MMSOP.

Review in conjunction with each MMO section reviewed.

As a training point: Desk Top procedures should be written/validated by supervisory level personnel to ensure that required tasks and conduct of tasks are complete.

- First requirement: Are current Desktop/Turnover folders available? If 9 of 10 folders are available = 90%.

- Second requirement: Do Desktop/Turnover folders contain the information required? Do they meet the minimum required per the references? If 8 of 10 available Desktop/Turnover folders contain required information = 80%

- Score = (1st requirement + 2nd requirement) / 2

7a. Plan detailed maintenance related inspections? (MCO P4790.2C par 1004.3.e.1.d & 4007.4.d, Appendix A par 5000) (Weight: 5)

Method: - If inspections are planned, then the accuracy rate and grade for question 7.A is 100%.

- If inspections are not planned, then the accuracy rate and grade for question 7.A is 0%.

7b. Conduct detailed maintenance related inspections? (Ref: MCO P4790.2C par 1004.3.e.1.d & 4007.4.d, Appendix A par 5000) (Weight: 5)

Method: - If the minimum requirements to conduct inspections are met, then the accuracy rate and grade for question 7.B. is 100%.

- If the minimum requirements to conduct inspections are not met, then the answer to the question is "NO", and the grade for question 7.B. will be the number inspected divided by the minimum requirements.

Example: If 3 of 4 were conducted, then the accuracy rate and grade for question 7.B. is 75%).

Note – the MMO/applicable ROs/shops must be included in this assessment for Inspections that they have the lead on.

7c. Does the inspection program include follow-up action as required? (Ref: MCO P4790.2C par 1004.3.e.1.d & 4007.4.d, Appendix A par 5000) (Weight: 5)

Method: - If follow up actions are completed, then the accuracy rate and grade for question 7.C. is 100%.

- If follow up actions are not completed, then the answer to the question is "NO", and the grade for question 7.C. will be the number completed divided by number required.

Example: If 3 of 4 were conducted, then the accuracy rate and grade for question 7.C. is 75%).

Note – the MMO/applicable ROs/shops must be included in this assessment for Inspections that they have the lead on.

8*. Has the unit retained a copy of the most recent FSMAO report/checklist (# _____ dated _____)? (MCO P4400.160B par 2003 & 4000.2.f) (DATA COLLECTION)

Method: - Units are required to maintain a copy of the most recent FSMAO report/checklist for 3 years or until superseded by next analysis.

- Review Plan of Corrective Action from previous FSMAO analysis and checklist.

Personnel and Training

1*. Does the MMO coordinate an annual review of the T/O&E by equipment commodity section? (MCO P4790.2C, paragraphs 1004.3.e.(2)(a) and 2003.1.a.). (Weight 2)

Method: - Annually, the MMO is responsible for coordinating a review of the T/O&E by equipment commodity section and advising the commanding officer and G-I/S-I of recommended changes.

- Review the last annual submission (see paragraph 2003.1.a.) to HHQ.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and the accuracy rate will be the grade: Coordinate an annual review of the T/O&E by equipment commodity sections. If 3 of 5 commodities/MMO are conducting an annual review, then the accuracy rate and grade is 60%).

2*. Does the assignment of maintenance personnel adequately support the unit's maintenance production requirements? (MCO P4790.2C, paragraphs 1004.3.e.(2)(a) and 2003.1.b.(1), Appendix H paragraphs 3, 7, 9) (Weight 5)

Method: - Every effort should be made to ensure that maintenance and maintenance management personnel are not assigned to non-technical MOS billets. Any correlation between discrepancies noted within the functional areas of maintenance management and mismanagement of personnel will be noted in this section of the checklist. Use the information learned in Steps 1-3 below to explain the cause and effect of maintenance personnel assignment, or the lack of maintenance personnel (by T/O&E or by staffing).

Step 1 (Appendix H paragraph 3): determine if the unit's non availability of on hand equipment is high. Use the standard of 30% to determine high non availability (dead line) of MARES equipment by commodity area. Then work with maintenance analysts, MMO personnel, and commodity personnel to determine if personnel shortages or improper assignment of maintenance personnel contribute to the situation. Review for improper PMCS procedures, knowledge deficiencies, and greater use of equipment because of unit commitments.

Step 2 (Appendix H paragraph 7): determine if the unit has an excessive ERO backlog. Use the

standard of 10 days in each commodity area based on a sample of all open dead lining EROs.

Then work with maintenance analysts, MMO personnel, and commodity personnel to determine if personnel shortages or improper assignment of maintenance personnel contribute to the situation. Review for inadequate supply support, and improper or insufficient facilities/support/test equipment.

Step 3 (Appendix H paragraph 9): determine if the unit generally fails to meet standard delivery dates for ERO priorities assigned or meet RDD. Take a sample of all open UND A CM/CAL/MOD EROs and then determine if at least 30% fall behind the 15 day UND A UMMIPS standard (in MCO 4400.16H). Then work with maintenance analysts, MMO personnel, and commodity personnel to determine if personnel shortages or improper assignment of maintenance personnel contribute to the situation. Review for inadequate supply support, improper assignment of RDD's, and improper or insufficient maintenance practices (see reference).

- If none of the thresholds are met, then the answer to the question is "YES", and the grade = 100%.
- If one of the thresholds is met (i.e. Step 1) and attributable to personnel shortages or assignment, then the score is a 66%.
- If two of the thresholds are met (i.e. Step 1 and Step 2) and attributable to personnel shortages or assignment, then the score is a 33%.
- If all three thresholds are met and attributable to personnel shortages or assignment, then the score is a 0%.

3*. Does the MMO coordinate with the S-3 to ensure the Annual Training Plan reflects maintenance and maintenance management training IAW the command MMSOP? (MCO P4790.2C par 2003.2.d; Appendix A par 4001) (Weight: 4)

Method: - The MMSOP or policy letters must state the minimum time requirements of higher headquarters for both maintenance management and maintenance training in the MSCs and subordinate unit's annual training plan.

- The MMO must coordinate with the G-3/S-3 to ensure the annual training plan reflect the commander's policy on maintenance and maintenance management training.
- Review the annual training plan to ensure there's a paragraph or statement addressing the commander's policy on maintenance and maintenance management training.
- The annual training plan must include the minimum maintenance and maintenance management training requirements.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and the grade = 0%.

4*. Does the MMO conduct or ensure that maintenance supervisor training occurs in conjunction with the commodity managers training program with emphasis placed on the implementation, direction, control, and review of the maintenance programs? (MCO P4790.2C par 1004.3.e.2.b & 2003.2.c.) (Weight: 3)

Method: - Check the MMSOP and annual training plan for the commander's policy on maintenance and maintenance management training.

- Supervisor training should place emphasis on the implementation, direction, control, and review of the maintenance programs.

- Check attendance rosters, critique sheets, and other forms of documentation to validate that maintenance supervisor training is scheduled and conducted.

First requirement: Are lesson plans available and maintained? (100%)

Second requirement: Are attendance rosters and critique sheets maintained. (100%)

- If no discrepancy exists for both requirements, then the answer to the question is "YES", and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is "NO", and the grade is 0%.

- The overall grade is the sum of both requirements

$(1ST\ REQUIREMENT + 2ND\ REQUIREMENT) / 2 = score.$

5*. Does the MMO maintain a maintenance management training program? (MCO P4790.2C, paragraphs 1004.3.(2)(b)) (Weight 4)

Method: This question focuses on personnel performing maintenance management related functions.

- Check attendance rosters, critique sheets, and other forms of documentation to validate that maintenance training is scheduled and conducted.

- Review the last calendar year.

First requirement: Are lesson plans available and maintained? (100%)

Second requirement: Are attendance rosters and critique sheets maintained. (100%)

- If no discrepancy exists for both requirements, then the answer to the question is "YES", and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is "NO", and the grade is 0%.

- The overall grade is the sum of both requirements $(1ST\ REQUIREMENT + 2ND\ REQUIREMENT) / 2 = score.$

6*. Has a regular training program and tailored decision charts on the proper application of Uniform Material Movement and Issue Priority System (UMMIPS) for all personnel who assign urgency of need designators been established? (MCO 4400.16H Enclosure 1 par 7.b; MCO P4790.2C Appendix A par 2003.4) (Weight: 3)

Method: - The unit must conduct regularly scheduled training and develop tailored decision charts in the use, development and application of the UMMIPS for all personnel assigned and identified by the Commanding Officer to authorize/assign priority codes.

- A reconciliation of the UMMIPS class attendance roster with the personnel authorized to assign priority codes letter will aid in the determining if this requirement is being met.

First requirement: Has a regular training program been established? (0-50-100%)

Second requirement: Have personnel authorized to assign urgency of need designators been properly trained? (0-100%)

- If no discrepancy exists for both requirements, then the answer to the question is "YES", and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is "NO", and the grade is 0%.
- The overall grade is the sum of both requirements

$$(1\text{st Requirement} + 2\text{nd Requirement})/2 = \text{score}$$

7*. Are Individual Training Records (ITRs) for Military Occupational Specialties (MOS) under the cognizance of the MMO established and do they document Mastery/Non-Mastery of individual tasks utilizing the T&R? (MCO P4790.2C par 2003.2.d; MCO 1553.3A Enclosure 1; MCRP 3-0A, chapter 5; MCRP 3-0B, Appendix B; T&R Manual 3500.xx) (Weight: 3)

Method: - The MMO will have individual training records for the Marines under his/her cognizance.

- Review the records to verify documentation of mastery/non-mastery of the training and readiness requirements.

First requirement: Are Individual Training Records established?

Example: If 3 of 4 are established, then the accuracy rate and grade is 75%.

Second requirement: Do ITRs document Mastery/Non-mastery of individual tasks?

Example: If 3 of 4 are documented, then the accuracy rate and grade is 75%.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.
- If a discrepancy exists with a requirement, then the answer to the question is "NO", and the accuracy rate is the grade.
- The overall grade is the sum of both requirements $(1\text{ST REQUIREMENT} + 2\text{ND REQUIREMENT})/2 = \text{score}$.

Records and Reporting

1a. Review the Weekly Maintenance Exception Report to identify where problems exist and take corrective actions? (MCO P4790.2C par 1004.3.e.3.g; UM 4790-5 par 17.3.10; MERIT <https://merit.locom.usmc.mil>) (Weight: 5)

Method: 1a. Review and compare consecutive exception reports (last 30 days) to determine if corrective action was taken. There are personnel or procedural problems.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.
- If a discrepancy exists with a requirement, then the answer to the question is "NO", and the accuracy rate and grade is the average of the requirements.

Example: If 1 of 10 active EROs is not in compliance, then the answer to the question is "No", and the accuracy rate and grade is 90%.

1b. Use the Weekly Material Report to validate maintenance related requisitions and identify trends? (MCO P4790.2C par 1004.3.e.3.g; UM 4790-5; MERIT <https://merit.locom.usmc.mil>) (Weight: 5)

Method: 1b. Review the material report to identify problems with supply requisitions. Sample requisitions on material report.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

- If a discrepancy exists with a requirement, then the answer to the question is “NO”, and the accuracy rate and grade is the average of the requirements.

Example: If 1 of 10 active requisitions is not in compliance, then the answer to the question is “No”, and the accuracy rate and grade is 90%.

1c. Use the Owning Unit TAM Report to identify discrepancies in equipment status reporting? (MCO P4790.2C par 1004.3.e.3.g; UM 4790-5; MERIT <https://merit.locom.usmc.mil>) (Weight: 5)

Method: 1c. Review TAM report for information concerning current status of equipment undergoing repair (sample of corrective maintenance)

- Ensure that equipment that exceeds max maint cycle time (whether evac'd or not) is part of the sample size.

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.

- If a discrepancy exists with a requirement, then the answer to the question is “NO”, and the accuracy rate and grade is the average of the requirements.

Example: If 1 of 10 active EROs is not in compliance, then the answer to the question is “No”, and the accuracy rate and grade is 90%.

2*. Does the MMO coordinate with commodity managers to ensure the establishment and maintenance of inventory control records and procedures? (MCO P4790.2C par 2004.11, 2005.2 & Appendix D; MCO P4400.150E par 2011 & 2012; TM-4700-15/1H par 2-6) (Weight: 4)

Method: - The MMSOP or policy letters must establish and outline the procedures for inventory control.

- Check the MMOs internal maintenance related inspection records for documentation associated with the review of inventory control records.

First requirement: Does the MMO review the inventory control procedures? (75%)

Example: If 3 of 4 sections have been reviewed, then the accuracy rate and grade is 56.25%.

Second requirement: Are inventory control records established and maintained in each commodity? (25%)

Example: If 3 of 4 sections have been reviewed, then the accuracy rate and grade is 18.75%.

- If no discrepancy exists for both requirements, then the answer to the question is “YES”, and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is “NO”, and the accuracy rate is the grade.

- The overall grade is the sum of both requirements (56.25% + 18.75% = 75%).

3*. Does the MMO review the modification control program and coordinate with commodity managers to ensure that modification control records are established and maintained? (MCO P4790.2C par 1004.3.e.3.c, d & par 3004.5; TM-4700-15/1H par 2-5) (Weight: 4)

Method: - The MMSOP or policy letters must designate the method of modification control within the unit.

- The MMO will compare the unit's modification records against the SL 1-2 to ensure that all applicable modifications are listed and recorded in accordance with current directives.

- Check the MMOs internal maintenance related inspection records for documentation associated with the review of inventory control records.

First requirement: Does the MMO review the modification control program? (75%)

Example: If 3 of 4 sections have been reviewed, then the accuracy rate and grade is 56.25%.

Second requirement: Are Modification control records established and maintained in each commodity? (25%)

Example: If 3 of 4 sections have been reviewed, then the accuracy rate and grade is 18.75%.

- If no discrepancy exists for both requirements, then the answer to the question is "YES", and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is "NO", and the accuracy rate is the grade.

- The overall grade is the sum of both requirements (56.25% + 18.75% = 75%).

4*. Has the MMO established standardized procedures for submission and management of the Product Quality Deficiency Reports (PQDR)? (MCO P4790.2C par 1004.3.e.3.b; MCO 4855.10B; TM-4700-15/1H par 2-13) (Weight: 2)

Method: - The standardized procedures must be identified within the MMSOP or within the unit's maintenance policy letters.

- These policies should provide instructions which will ensure that PQDRs are understood by all personnel required to submit/process them.

- Procedures must outline the requirement for PQDRs to be accurately and promptly submitted.

- Exhibits (if applicable) must be properly maintained or submitted if required, and follow-ups and or corrective actions to PQDRs are performed.

- If no discrepancy exists for both requirements, then the answer to the question is "YES", and the grade is 100%.

- If a discrepancy exists with a requirement, then the answer is "NO", and the grade is 0%.

5*. Does the PQDR originating point monitor the status of active PQDRs and ensure unit compliance with directed action/disposition instructions when received from the PQDR Screening/Action/Support Point? (MCO P4790.2C paragraph 1004.3.e(3)(a), MCO 4855.10B, paragraphs 7.f., 9, and figure 3; TM4700-15/1H paragraph 2-13-1.b.) (Weight 4)

Method: Take a sample of all open PQDRs and all closed PQDRs (within the last six months).

Coordinate with maintenance and supply analysts and key commodity personnel to determine if the unit complied with directed action/disposition instructions. The analyst may go back one year if there are no open or closed PQDRs within the last six months.

The MMO typically acts as the originating point, but the unit CO can designate another person to act as the originating point.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and the score is the accuracy rate. Example: 10 of 15 open and closed PQDRs since Nov 09 were correctly worked by the unit resulting in an accuracy rate of 75%. The answer should note the location of the discrepancy: which RO/Supply/commodity area.

6*. Has the MMO established standardized procedures for the proper establishment, control, and requirements for an annual inventory of a calibration control program? (MCO P4790.2C par 1004.3.e.3.e, 2005.2, 2005.5 & Appendix D par 2; TM 4700-15/1H par 2-7.b) (Weight: 4)

Method:- The MMSOP or policy letter must designate the method of calibration control.

- The establishment of this program is the MMOs responsibility
- The Unit Criteria Report (UCR) is an example of an automated calibration report.

First requirement: Does the MMSOP or policy letters designate the method of calibration control program within the unit? (Yes: 100% No: 0%)

Second requirement: Has an annual TMDE review been conducted? (Yes: 100% No: 0%)

Third requirement: Is the units calibration reports in accordance with current directives? (Yes: 100% No: 0%)

Fourth requirement: Is the unit MMO monitoring the IWGCP/SICP? (Yes: 100% No: 0%)

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and the grade = (Requirement 1 + Requirement 2 + Requirement 3 + Requirement 4)/ 4

Publications Control

1*. Has the Command established a publication control method and internal distribution procedures? (MCO P4790.2C par 1004.3.e.4.b, 2008.1.b & Appendix B par 14.d; MCO 5600.31 Para 3210.2.a) (Weight: 3)

Method: - The MMSOP or policy letter must specify the method to be used for publications control and internal distribution.

- Publications which have been requisitioned normally arrive at the unit through the unit's mail room. Publications need not necessarily be routed from the G/S-1's office through the MMOs office prior to further distribution. However, receipting, distributing and issuing procedures must be in place for both technical and non-technical publications.
- Publications which may accompany equipment during the initial fielding process must also be receipted for and recorded on the unit's PL and IDL.

First Requirement: publication control method established (0-100%)

Second Requirement: is internal distribution procedures established (0-100%)

Score = (1st Requirement + 2nd Requirement) / 2

- If the MMSOP or policy letter specifies the established method for publication control and internal distribution, then the answer to the question is "YES", and the grade = 100%.

- If the MMSOP or policy letter does not specify the established method for publication control and internal distribution, then the answer to the question is "NO", and the grade = 0%:

2*. Are required quantities of maintenance, maintenance management, and maintenance related publications resident on the unit's publications listing (PL)? (MCO P4790.2C, paragraphs 1004.3.e. (4)(a), 2008.1.a.(1), and paragraph 12 and 14 of Appendix B; and MCO 5600.31 Para 3206.1) (Weight 2)

Method: - The PL MUST list ALL publication requirements within the unit.

Note: ELECTRONIC PUBS (those labeled as EDO) are not resident on the unit's PL.

Take a sample of MARES/CRANE TAMCNS that spans all RO's (I.e. 60 MARES/CRANE TAMCNS would require a review of 38 TAMCNS). Compare the PL for all ROs that possess the sample of MARES/CRANE assets to PL. Focus on technical publications as presented in PLMS or LogCom Technical Pubs SL 1-2 listing to determine if required quantities of publications resident on the PL.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and the accuracy rate will be the grade: (For example: If 7 of 10 ROs with MARES/CRANE assets have all required technical publications listed on their PL, then the accuracy rate is 70%). No answers will contain the RO account and the TAMCN that did not have all technical publications.

3*. Does the unit conduct validation and review of their maintenance related publications on the PL upon issuance of an updated NAVMC 2761 or SL 1-3/1-2? (MCO P4790.2C, paragraph 2008.1.a.(1); appendix A par 7000.5; Appendix B, par 13.c. and MCO 5600.31 Para 3210.2.b, c) (Weight 4)

Method: - The MMSOP or policy letters must specify the procedures for validation of technical publications.

- The activity's S-1/adjutant, with the advice and assistance of the MMO, is responsible for the maintenance and review of the PL and for ensuring that all necessary publications are established as required.

- Review the preceding fiscal quarter. Note that question 1 documents deficiencies in the PL. This question is asking whether or not the quarterly validation is being conducted.

- The MMO may represent the commodities during these reviews.

The IDL AND the PL must be reviewed for accuracy.

- Determine the total number of PCNs on the unit PL. Take a sample of PCNs and then reconcile PLMS IDL to the MCPDS PL and determine if the two files match for the sample PCNs. The sample should focus on technical publications but is not limited to them.

The score is the accuracy of the reconciliation between the IDL and the PL. If 80 of 98 PCNs match from the IDL to the PL, then the score is 82%

Preventive/Corrective Maintenance

1*. Does the unit have a PMCS program established? (MCO P4790.2C, paragraphs 1004.3.e.(6)(a)(b) and 3002.1)(Weight 3)

Method: - The MMSOP or policy letters must outline the commander's policy for scheduling and the performance of required PMCS, to include changing the frequency of scheduled PMCS.
- The intent is to ensure that equipment will be available for the performance for the required operator PMCS.

First requirement: The unit establishes time periods (MMO – S-3 coordination) for operator/crew PMCS. (Yes: 100% and No 0-99% based on commodity area/RO PMCS scheduled with S-3). Review last 6 months. 10 of 15 (75%) RO/commodity sections established time periods in the unit training plan/TEEP.

Second requirement: Does the MMO coordinate with commodity managers for follow up procedures based on corrective maintenance deficiencies noted during PMCS? Coordinate with maintenance analysts to determine if dead lining deficiencies noted during PMCS resulted in CM EROs. If 3 of 4 commodity sections did open CM ERO's as a result of deficiencies noted in PMCS, then the score is 75%.

Score = (requirement 1 + requirement 2) / 2

2*. Does the MMO coordinate with commodity managers to ensure procedures are established for the evacuation and reconciliation of equipment with respective supporting maintenance activities? (MCO P4790.2C par 1004.3.e.6.d; Appendix A par 2004) (Weight: 3)

Method: - The MMSOP or policy letters must outline the MMO's coordinating responsibilities with the commodity managers to identify equipment that cannot be repaired, modified, serviced, or used by unit. Equipment in this category will be evacuated to supporting maintenance activity.

- The owning unit must reconcile the status of equipment evacuated to a supporting maintenance activity. This does not necessarily mean that the MMO must perform the reconciliations. Rather, that reconciliation is occurring on a scheduled basis.

Take a sample from all open ERO's that are evacuated to a supporting maintenance activity.

From that sample review the DPR/TAM REPORT: ORGANIZATIONAL MAINT as compared to supporting maintenance activity (internal and external).

Use following as indicators to identify that reconciliation is being conducted:

CAT CODE
DEFECT

PRIORITY
SERNR
TAMCN
DCD
JOB STATUS

Yes: 100%

No: 0%-99% based on sample (i.e. 15 of 20 evacuated EROs had status w/in acceptable standards for 75%). Include the ERO number and discrepancy.

3*. Has the unit established a quality control program? (MCO P4790.2C, paragraphs 1004.3.e.(6)(e); 3001.3.e; and appendix A par 2004; appendix E par 4.b.(3)(c)3) (Weight 3)

Method: First requirement: The MMSOP or policy letters must outline the MMO'S coordinating responsibility with the commodity to managers to ensure quality control programs are established. (Yes: 100% and No: 0%).

Second requirement: It is important to understand that quality control equipment checks WILL BE performed by QUALIFIED SUPERVISORY personnel and in accordance with the applicable TM. Obtain this information from maintenance analysts. If 3 of 4 commodities have qualifies supervisory personnel conducting QC, then the score is 75%.

Score = (requirement 1 + requirement 2) / 2

4*. Has the unit established maintenance production procedures? (MCO P4790.2C paragraph 1004.3.e.(6)(c), 3001.3 and Appendix F paragraph 4) (Weight of 5)

Method: Active Maintenance Phase (MCO P4790.2C: Paragraph 3001.3.)

Production actions performed following induction of the ERO and its associated equipment into a maintenance shop constitute the active maintenance phase and the beginning of the repair process. This phase is performed in a sequence of logical steps designed to ensure that the required services are conducted in an efficient and effective manner. During this phase, continual emphasis is placed on quality control of the actions and tasks performed. The frequency of quality control inspections will depend on the skill and experience of the individual technicians or mechanics and the overall complexity of the actions.

Take a sample of all open CM EROs.

The primary function of this question is to review "rework" and it serves to assist supervisory personnel in identifying potential maintenance production shortfalls. Each ERO identified as having rework must be reviewed and reconciled with the Maintenance analyst/RO/maintenance commodity section to determine the cause for the rework. In certain cases the cause will not be attributed to rework but to improper MIMMS AIS transactions.

The Active Maintenance phase can be made into four generic steps that are depicted below.

The steps will be used to assess the unit's performance.

The following is an example from a DPR that was w/in the sample size.

Based on this example, the following research was conducted.

Example: This ERO could have as many as four (4) rework defects – after reconciling with the Maintenance analyst, there are three (3) rework defects.

This ERO went from Step C to Step B twice (two defects Step C). Part not ordered (9324) (one defect Step B).

After the Maintenance analyst reconciled with the maintenance commodity section it was learned that the part was never ordered (they thought it was), then the first part was bad and the second part was lost.

Finally, the Maintenance commodity reported that the 9345 RPR PRGS was a MIMMS key punch mistake (so this is not included as a defect for rework).

To compute the performance score:

First determine the amount of CM EROs being reviewed.

Secondly, determine how many CM EROs had “rework” due to improper procedures during induction/inspection of equipment, requisitioning of repair parts, correcting faults, or quality control (refer to the four basic steps above).

The answer to the question will include the ERO, the type of rework, and the cause (as provided by the Maintenance analyst/RO/Maintenance commodity section). The analysts will draw conclusions about the Maintenance production procedures based on validated rework and its causes. Tie recommendations to the causes.

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.
- If a discrepancy exists, then the answer to the question is “NO”, and the accuracy rate will be the grade: (For example: If 3 of 4 EROs did not have “rework”, then the accuracy rate and grade is 75%)

5*. Is the time reparable materiel remains unserviceable kept to a minimum? (MCO P4790.1 paragraphs 2000, 3001.6, 4001.2.b., MCO P4790.2c paragraphs 3001.3, 3003.5, 2004.1, and 2004.2, and Appendix H, paragraph 5.) (Data Collection)

Method: Compute and record the average number of days, by commodity area/section, that equipment is in the following active maintenance phases (take a sample of open EROs by commodity)

By “A” “B” “D” “E”

NOTE: this can be done in spreadsheet format with EROs across top, job status on left, the

number of days in status (either a whole number or blank for "0", and averages to right.

AWAITING INSP
SHORT TECH
INSP IN PROGRESS
SHORT PARTS
REPAIRS IN PROGRESS
AWAITING PICK UP
WIR SUB
PEND WASH
DISP RECD

Record the number of open ERO's

Record the number of techs/mechanics available to that commodity section and the number per T/O

Equipment Availability

1*. Are all MARES reportable TAMCNs, as identified by the current MCBul 3000, either possessed by the unit or reflected on the unit's T/E, accurately reflected on the LM2 Report? (MCO P4790.2C Appendix C par 2.c.4.c; MCO 3000.11D, par 4.b & 8; MCBul 3000; UM 4790-5 Chapter 7) (Weight: 5)

Method: - The focus of this question is to determine if all MARES reportable equipment rated or possessed by the unit has been identified and reported on the unit's LM2 readiness report.

First requirement:

- Conduct a reconciliation between the equipment (by TAMCN) with an allowance on the unit's T/E in TFSMS and the MCBul 3000. This effort is to identify what equipment the unit rates against what is readiness reportable by the CURRENT MCBul 3000.

- Conduct a second reconciliation using the results of the 1st reconciliation, the MAL, the physical inventory conducted during the analysis and the LM2. These actions will assist in identifying if all MARES reportable equipment rated or possessed by the unit is accurately reported.

Second requirement: Are Mission Essential Items designated on the LM-2?

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

Same procedure for requirement 1 and 2:

- If a discrepancy exists, then the answer to the question is “NO”, and the grade is determined by an indexed score. To determine the indexed score, first divide the # of discrepancies by the total TAMCNs reviewed times 100.

Requirement 1:

$(\# \text{ of discrepancies} / \# \text{ of TAMCNs reviewed (on LM2 or rqd to be on LM2)}) \times 100 = \text{accuracy}$

Requirement 2:

$(\# \text{ of discrepancies} / \# \text{ of TAMCNs reviewed (on LM2 or rqd to be on LM2)}) \times 100 = \text{accuracy}$

Determine accuracy percentage = (requirement 1+requirement 2)/2

2*. Is the unit accurately reporting its report requirement quantity (REPT RQMT) on the unit LM2? (MCO P4790.2C Appendix C par 2.c.4.c.1; MCO 3000.11D par 4.b and 8; MCBul 3000; UM 4790-5 pg 17.3.8; MCBul 4400; CMC DTG 071752Z Oct 09) (Weight: 5)

Method: Ensure that MIMMS LM2 report requirement quantity matches the authorized quantity in TFSMS, reported possessed quantity is validated against the SASSY MAL, and adjustments made accordingly for either report to reflect actual numbers. The standard Table of Organization & Equipment (TO&E) excess RM4 remarks will be reported to higher headquarters. For example:

TAMCN TFSMS
AUTH SASSY HQMC AUTH QTY SASSY
OH QTY SASSY
CMD_ADJ QTY MIMMS LM2
REP AUTH MIMMS LM2
REP POS
AXXXX7 0 0 54 0 0 54

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.

- If a discrepancy exists, then the answer to the question is “NO”, and the grade is determined by an indexed score. To determine the indexed score, first divide the # of discrepancies by the total TAMCNs reviewed times 100.

% Percentage = $(\# \text{ of discrepancies} / \# \text{ of TAMCNs reviewed (on LM2 or rqd to be on LM2)}) \times 100$

3*. Is the unit accurately reporting its current on hand inventory (REPT POSS) on the unit LM2? (MCO P4790.2C Appendix C par 2.c.4.c.2) (Weight: 5)

Method: - The focus of this question is to ensure the Possessed Quantity on the unit’s LM2 matches the validated MAL On-Hand quantity for each MARES reportable TAMCN.

- The quantities identified during the physical inventory will be the certified on hand quantity to be reported on both the LM2 and MAL.

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.

- If a discrepancy exists, then the answer to the question is “NO”, and the grade = the number

of discrepancies divided by the number of TAMCNs on the LM2 times 100.

- To determine the indexed score, first divide the # of discrepancies by the total TAMCNs reviewed times 100.

% Percentage = (# of discrepancies / # of TAMCNs reviewed (on LM2 or reqd to be on LM2) x 100

4*. Are RM4 entries accurate? (MCBul 4400 paragraph 3. b. (1) (a), (b), 3. b. (4)(a),(b), UM 4790-5, Chapter 7) (Weight 4)

Method:First requirement: Are RM4 remarks that causes adjustments to authorized quantities entered correctly and do they accurately portray a true representation of authorized command adjustments?

Supporting units will ensure the MIMMS LM2 reported authorized quantity reflects the authorized quantity in TFSMS, capturing the full unit combat requirement. The LM2 Report will identify the transfer of that capability to the supported unit and ensure the reported possessed quantity is validated against the SASSY MAL. Adjustments will be made accordingly for either report to reflect actual numbers possessed. Use the standard MAGTF reporting RM4 remarks (DPYD QTY XXX TO UIC MXXXXX) and reference the correspondence directing the authorized transfer with the estimated return date.

Supported units will ensure that the MIMMS LM2 reported authorized quantity reflects the SASSY MAL total authorized quantity, capturing the supported unit's combat requirement in order to show the increase in capability beyond their TFSMS authorized quantity. They will identify the increased capability on the MIMMS LM2 Report using the standard MAGTF reporting RM4 remark (DPYD QTY XXX FM UIC MXXXXX) and reference the correspondence directing the authorized transfer with the estimated return date. For example:

UNIT TAMCN TFSMS
AUTH SASSY HQMC AUTH QTY SASSY
OH QTY SASSY
CMD_ADJ QTY MIMMS LM2
REP AUTH MIMMS LM2
REP POS

SUPPORTING AXXXX7 58 58 54 - 4 58 54

SUPPORTED AXXXX7 0 0 4 + 4 4 4

The analyst will validate with Supply analysts on the QTY's that were received/transferred (look

for the transfer document/DD-1348) – the QTY on the message/directive is not the automatic default QTY to be command adjusted.

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.
- If a discrepancy exists, then the answer to the question is “NO”, and the grade = number of discrepancies divided by the number of TAMCNs requiring Command Adjustment / change to authorized quantity.

Second requirement: Are RM4 entries referencing the temporary loan of equipment entered correctly, do they reflect all required information, and has the existence of a valid temporary loan been confirmed through the unit’s supply section?

MARFORs or SE Commands will publish guidance for the transfer of equipment in support of temporary loans.

Supporting units will ensure that the MIMMS LM2 reported authorized quantity reflects the authorized quantity in TFSMS to capture the full unit combat requirement. The LM2 Report will also identify the loss of that capability and ensure that the reporting possessed quantity is validated against the SASSY MAL on hand quantity. Adjustments to either report will be made as necessary to reflect actual numbers possessed. Use the standard Command adjust RM4 remark (CMD ADJ QTY XXX TO UIC MXXXXX) and reference the correspondence directing the authorized transfer with the estimated return date.

Supported units will ensure that the MIMMS LM2 reported authorized quantity reflects the authorized quantity in TFSMS, not the adjusted total authorized quantity in SASSY. They will identify the authorized excess on the MIMMS LM2 Report using an excess equipment RM4 remark (EXC QTY XXX FM UIC MXXXXX) and reference the correspondence directing the authorized transfer with the estimated return date. For example:

UNIT TAMCN TFSMS
AUTH SASSY HQMC AUTH QTY SASSY
OH QTY SASSY
CMD_ADJ QTY MIMMS LM2
REP AUTH MIMMS LM2
REP POS

SUPPORTING AXXXX7 58 58 54 - 4 58 54

SUPPORTED AXXXX7 0 0 4 + 4 N/A 4

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.
- If a discrepancy exists, then the answer to the question is “NO”, and the grade = number of TAMCNS with discrepancies divided by the number of TAMCNS requiring temp loan remarks.

Third requirement: Are RM4 entries referencing excesses and/or deficiencies of T/E assets entered correctly, do they reflect all required information, and has current supply status been confirmed through the unit’s supply section?

Excess. An RM4 remark will be submitted explaining why (MARES reportable) items are excess and the appropriate reference correspondence must be cited. Score yes = 100 and no is the percentage of accurate excess status (see above).

Deficiency. A command/unit will have on-hand valid requisition all T/O&E PEI allowances, unless otherwise directed by higher authority. An RM4 remarks will be submitted citing

Document number

Document Status and date

Document last known holder

Note: when reconciling with Supply personnel ensure that all requisitions are reviewed (Purpose Code C and Purpose Code A (WIR/AOA).

- If no discrepancy exists, then the answer to the question is “YES”, and the grade = 100%.
- If a discrepancy exists, then the answer to the question is “NO”, and the grade = number of TAMCNS with discrepancies divided by the number of TAMCNS requiring RM4 remarks for excesses or deficiencies.

Question Score =

(1ST REQUIREMENT+2ND REQUIREMENT+3RD REQUIREMENT)/3

5*. Is the readiness status of all MARES reportable equipment accurately reflected on the unit’s LM2? (MCO P4790.2C Appendix C par 2.c.4.a; MCO 3000.11D par 4.b; UM 4790-5 Chapter 7)(Weight: 5)

Method: (Note: Include whether or not all deadline MARES Reportable equipment identified in Question 5, and/or the physical inventory, are reported on the LM2, and whether all equipment reported as deadline on the LM2 is actually deadline.

Include results of operational/functional checks/inv control/information received from maintenance analysts.

“How to”:

- Equipment inducted into the maintenance cycle under category code “M” automatically generates the associated MARES transaction to post the record on the unit’s LM2 readiness report.

For each requirement:

% Percentage = (# of TAMCN discrepancies / # of TAMCNs reviewed (on LM2 or reqd to be on LM2) x 100

First requirement - All equipment inducted into the maintenance cycle under category code "M" EROs must be reflected on the unit's LM2 readiness report.

- All equipment inducted into the maintenance cycle under category code "M" EROs not reflected on the unit's LM2 readiness report must be validated and have the appropriate manual LM2 transaction submitted.
- All equipment reflected on the unit's LM2 readiness report as not mission capable without a corresponding category code "M" ERO, must be validated and have the appropriate manual LM2 transaction submitted.

Second requirement – All equipment identified as dead lined by the FSMAO operational/readiness checks, or through the course of the analysis.

Third requirement – validate NMCM and NMCS status. Review TAMCN Report/DPR and reconcile with Supply analysts.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%. Same procedure for requirement 1, 2 and 3: - If a discrepancy exists, then the answer to the question is "NO", and the grade is determined by an indexed score. To determine the indexed score, first divide the # of discrepancies by the total TAMCNs reviewed times 100.

Determine accuracy percentage = (requirement 1 + requirement 2 + requirement 3) / 3

Supply Support

1*. Has newly fielded equipment been properly placed in service? (MCO P4790.2C, paragraphs 1004.3.e.(7)(a), and Appendix A paragraph 3004, and Applicable Fielding Plan, MCO 4105.2 par 5.d.1) (Weight 3)

Method: Review 100% of newly fielded MARES/CRANE items (within last calendar year).

Reconcile w/ Supply analyst.

First requirement: SOP/policy (Yes 100% No: 0%)

Did the unit follow all "Gaining Command" instructions per the Fielding Plan (Yes: 100% and No: 0%-99% # Gaining Command instructions fully complied with per fielding plan/new item / total # of Gaining Command instructions

Second requirement: Are equipment warranty procedures being followed? Yes: 100% and Instances of not being followed per commodity (3 of 4 commodities correctly conducting warranty = 75%) This would also include any specific supply instructions to WIR/DRMO replaced items.

Score = (Requirement 1 + Requirement 2) / 2

2*. Does the MMO validate statuses at least every two weeks to identify requisitioning delays? (MCO P4790.2C, paragraph 2004.3 and Appendix C; MCO 4400.16H, and UM-4400-124, Section 5, Part III, paragraph 5.1.3) (Weight 4)

Method: - Policies and procedures for validations should be well understood by all required to employ them. Inclusion of these policies in the MMSOP or within the unit's maintenance policy letters is essential to an effectively run reconciliations.

- Validation oversight must be properly supervised in order to be effective.
- The primary reason for validation is to ensure the equipment condition and requirements are accurately reflected on management reports in a timely manner.
- The secondary reasons validation are conducted is to ensure that errors in reporting between equipment and management reports are corrected in a timely manner.

PART 1:

First requirement: frequency (are validations conducted at least every two weeks). (Yes 100% and NO 0%)

PART 2:

Take a sample of all posted/open document numbers resident on the Weekly Materiel Report (and then break into UND A, B, and C and commodity sections/ROs).

Second requirement: UND A – Compare to UMMIPS standard of 1 day to get inducted in supply system from date of identification. The analyst may have to review EROSL, TAM Report, DPR, and reconcile with Maintenance and Supply analysts.

Score = 1 / average number of days for UND A to be inducted into supply system * 100 (In the event that the score is equal to or less than 1, then give a score of 100)

Third requirement: UND B Same as above

Score = 1 / average number of days for UND B to be inducted into supply system * 100 (In the event that the score is equal to or less than 1, then give a score of 100)

Fourth requirement: UND C Same but use 2 days

Score = 2 / average number of days for UND C to be inducted into supply system * 100 (In the event that the score is equal to or less than 1, then give a score of 100)

Score = (1st Requirement + 2nd Requirement + 3rd Requirement + 4th Requirement) / 4

3*. Have Pre-Expended Bin (PEB) items been approved in writing and if so, does the MMO coordinate with commodity managers to ensure proper stockage and utilization of PEB assets? (MCO P4790.2C par 2004.7; MCO P4400.150E par 5018.5; Current FSMAO Clarification Letter) (Weight: 3)

Method: First requirement:

- Pre-Expended Bin (PEB) items must be approved in writing, contain the required information, meet the stockage criteria and dollar value as established in the appropriate reference.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and the accuracy rate will be the grade: (For example: If 3 of 4 commodities are in compliance with the established MMSOP or policy letter, then the accuracy rate and grade is 75%).

Second Requirement: Does the MMO coordinate with commodity managers to ensure broken unit of issue items are managed in accordance with the applicable reference?

- When the multiple unit of issue is received, the unit will apply the quantity required to repair the item of equipment and determine additional requirements for the remaining.

- The remaining items will be maintained in accordance with the references.

- If no discrepancy exists, then the answer to the question is "YES", and the grade = 100%.

- If a discrepancy exists, then the answer to the question is "NO", and the accuracy rate will be the grade: (For example: If 3 of 4 commodities are in compliance with the established MMSOP or policy letter, then the accuracy rate and grade is 75%).

Score = (1ST REQUIREMENT + 2ND REQUIREMENT)/2

Maintenance Related Programs

1*. Does the MMO coordinate the unit's participation in maintenance related programs? (MCO P4790.2C, paragraph 1004.3.e(8); and MMSOP) (Weight 2)

Method: The following will be analyzed only when established by the using unit. In such cases they must be in compliance with the applicable references.

If the unit is not required to participate in the program, then the value for the requirement is not counted as "participating."

Reconcile with Maintenance analysts to for input into these answers (e.g. use of contact teams within MFR units).

First requirement: Administrative Deadline program.

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Second requirement: Maintenance Stand down program.

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Third requirement: Replacement and Evacuation (R&E).

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Fourth requirement: Inspect and Repair Only as Necessary (IROAN).

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Fifth requirement: Corrosion Prevention and Control (CPAC) Program.

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Sixth requirement: Contact team/limited technical inspection.

[Yes: 100% No: 0% - 99%: (# Commodity Sections/MMO correctly performing) / (# participating)] or N/A

Score = (REQ1+REQ2+REQ3+REQ4+REQ5+REQ6)/# commodity sections/MMO participating