

**OFFICIAL
FSMAO
FY-11 MAINTENANCE
CHECKLIST**

Maintenance Administration

1*. Is the current MMSOP and maintenance policy letters available to commodity personnel? (MCO P4790.2C, paras 1004.4; and Appendix A, para 2.b; MCO P4400.150E, para 1006.1)(Weight: 4)

Method: -Review MMSOP and policy letters and validate they are on hand within the commodity.

-Identify in detail which policy letters are not on hand.

-1st requirement: Is the current MMSOP available to commodity personnel via hard copy or electronic? Yes 100% or No 0%

-2nd requirement: Are the current applicable maintenance policy letters available to commodity personnel? If 9 of 10 on hand = 90.

-Grade = $(100 + 90)/2 = 95\%$.

2*. Have current desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (MCO P4790.2C, para 1005)(Weight: 4)

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

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

NOTE: Review in conjunction with each section/commodity inspected.

-1st requirement: Are Desktop/Turnover folders available? If 9 of 10 folders are available = 90%.

-2nd requirement: Do Desktop/Turnover folders contain the information required and are they current? If 8 of 10 available Desktop/Turnover folders contain required information = 80%

-Grade = $(90 + 80)/2 = 85\%$.

3*. Is equipment in either an administrative storage or administrative deadline program maintained IAW ref? (MCO P4790.2C, para 3002.11)(Weight: 4)

Method: -Review Commander's Authorization Letter verifying serial numbers of equipment placed on an administrative storage or administrative deadline program.

-Verify all steps are completed according to reference.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Is equipment in an administrative storage maintained IAW ref? yes or no = 100% or 0%. If inventory resulted in 9 of 10 equipment in an administrative storage maintained IAW ref, then the accuracy rate and grade is 90%.

-2nd requirement: Is equipment in an administrative deadline program maintained IAW ref? If inventory resulted in 9 of 10 equipment in an administrative deadline program maintained IAW ref, then the accuracy rate and grade is 90%.

-Grade = $(90 + 90)/2 = 90\%$

Equipment Records

1*. Is the Ordnance Vehicle Logbook stored in the vehicle at all times except during appropriate maintenance cycles or long term storage? (REF: TM 4700-15/1H page 5-2-1 para 5-2d.)(Weight: 2)

Method: -Verify the Ordnance Vehicle Logbook is stored in the vehicle at all times except during appropriate maintenance cycles or long term storage IAW with TM 4700-15/1H.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 forms/records stored in vehicle, then the accuracy rate and grade is 90%.

2*. Are Ordnance Vehicle Daily Log forms NAVMC 10393 and NAVMC 10393a located in the Logbook and is the Vehicle Commander making entries in accordance with the instructions contained on the NAVMC 10393a? (REF: TM 4700-15/1H page 5-4-1 para 5-4d)(Weight: 4)

Method: -Sample size derived from the total population of equipment. -Verify that NAVMC 10393 and NAVMC 10393a located in the Logbook are filled out correctly IAW with TM 4700-15/1H. -Areas to focus on are: -Verify day to day operation of the vehicle; miles, hours, fuel and oil consumption (oil that vehicle burns or leaks) are recorded. -Verify completed PMCS are recorded. -Verify any malfunctions noted during operations are recorded. -NOTE: Additionally, the daily page for any recovery vehicle must have an entry in the Remarks/Malfunctions column, pertaining to the results of the CRANE inspection IAW MCO P11262.2A. The daily log is destroyed after the completion of the next scheduled PMCS. The hours and miles on the vehicle tachometer and speedometer do not have to match due to the rounding off to the nearest whole mile or hour of operation as directed on the NAVMC 10393a (Ordnance Vehicle Daily Log General Instructions). Ensure that all blocks are completed with the appropriate information or enter "NONE". No blocks will be left blank. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Is the NAVMC 10393A located in the logbook? If 9 of 10 forms/records located within logbook = 90%. (If the form is there but the information is still incorrect, the card is not being utilized) -2nd requirement: Is the Vehicle Commander making their entries in the NAVMC 10393? If 8 of 10 forms/records with correct entries within logbook = 80%. -Grade = $(90 + 80)/2 = 85\%$.

3*. Is all information contained on the NAVMC 10393 being summarized and transcribed, monthly to form NAVMC 10394 Ordnance Vehicle Monthly Log? (REF: TM 4700-15/1H page 5-5-1, para 5-5a)(Weight: 4)

Method: -Verify NAVMC 10394 (Ordnance Vehicle Monthly Log) Information for the monthly log is transcribed from the daily log on the last day of the month to record the monthly operational hours, miles, fuel and oil consumption, and scheduled PMCS IAW with TM 4700-

15/1H. -NOTE: Entries will be made on the last working day of the month. When the last day of the month falls on a Saturday, Sunday, or holiday, entries will be made the first working day of the following month. Ensure that all blocks are completed with the appropriate information or enter "NONE". No blocks will be left blank. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 forms/records transcribed on form, then the accuracy rate and grade is 90%.

4*. Are Ordnance Vehicle Service Record forms NAVMC 10398 located in the Logbook and properly filled out? (REF: TM 4700-15/1H page 5-6-1 para 5-6d), (REF: TM 4700-15/1H page 5-6-1)(Weight: 4)

Method: -Verify that NAVMC 10398 and NAVMC 10398a is located in the Logbook and filled out correctly IAW with TM 4700-15/1H.

-All blocks on the Vehicle Service Record shall be completed with the appropriate information.

-If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Are the Ordnance Vehicle Service Record forms located in the logbook? If 9 of 10 forms/records located within logbook = 90%.

-2nd requirement: Are the forms filled out correctly? If 8 of 10 forms/records filled out correctly within logbook = 80%.

-Grade = $(90 + 80)/2 = 85\%$.

5*. Has an equipment record (NAVMC 696D) been established for all Motor Transport, Engineer, and garrison mobile equipment, to include component items, and does it contain the required information? (TM-4700-15/1H, chapter 2-18 and applicable commodity chapters, MCO 4105.2 encl 2, para 3.c). (Weight 2)

Method: -One 696D equals one form. Any discrepancy for that 696D equals a zero for that form. -Verify the NAVMC 696D contains the following information: -Marine Corps registration number -Chassis serial number -TAM Control Number (of the principle end item to which it belongs if a component) -NSN and ID number of the TAMCN (of the principle end item to which it belongs if a component) -When equipment operational time indicator is replaced, the date changed and the miles/hours from the unserviceable and replacement meters are entered.

This allows proper rescheduling of PMCS. -CARC paint dates -Antifreeze change dates and type

- Trunnion bearing services -If no discrepancy exists for the requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-Grade = $(90+90)/2 = 90\%$ -1st Requirement: Does each item requiring a NAVMC 696D have a record established? YES = 100%. If NO, then 9 of 10 forms/records are established = 90%. -2nd Requirement: Does each established NAVMC 696D contain all required information and is it correct? YES = 100%. If NO, then if 9 of 10 forms/records are correct then this requirement = 90%.

Note: Some entries on the 696D are addressed by questions in other functional areas. In order to avoid multiple hits for the same discrepancy, do not evaluate the following items

under this question; Hook Throat Spread Measurements, Recording of Load Test/ACI, and Warranty Commencement Dates.

6*. Upon receipt of the equipment, or as appropriate, are the commencement dates of the warranty recorded in the remarks portion of the equipment record? (MCO 4105.2 enclosure 2 par 3.c; applicable PEI or SL-3 component SI or FP)(Weight: 4)

Method: -Review equipment record (NAVMC 696D) or appropriate documentation to verify warranty dates. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 equipment records have the commencement dates of the warranty recorded in the remarks portion of the equipment records upon receipt of the equipment, then the accuracy rate and grade is 90%

7*. Is the issue and/or recovery of weapons accomplished with the proper forms and records (NAVMCs 10576, 10520, 11186)? (MCO P4400.150E para 5011.3 TM 4700-15/1H, Chapter 7; and UM 4400-124 para 2.9 pg 3-2-10)(Weight: 5)

Method: -Verify that all forms and records are properly completed IAW with TM 4700-15/1H and UM 4400-124 paragraph 2.9.

-If no discrepancy exists, then the answer to question is "YES", and 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 issue/recovery of equipment resulted in 9 of 10 required forms properly completed, then the accuracy rate and grade is 90%.

8*. Does the commodity follow the preparation, filing and disposition instructions on all forms and records for all Principle End Items (PEI) possessed? (For forms and records not analyzed) (MCO P4400.150E, para 5011.3) (TM 4700-15/1H, Chapter 2 and applicable commodity chapters)(Including Engineers, small craft, MT, Ordnance, and Comm)(Weight: 2)

Method: -Verify that all forms and records not previously identified are filled out correctly IAW TM 4700-15/1H.

-Verify proper issue and recoverability of equipment with ECR cards.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Are the forms prepared correctly? If 9 of 10 forms/records are prepared correctly then = 90%.

-2nd requirement: Are the forms filed correctly? If 8 of 10 forms/records are filed correctly then = 80%.

-3rd requirement: Is disposition accomplished correctly? If 7 of 10 forms/records have correct disposition then = 70%.

-Grade = $(90+80+70)/3 = 80\%$.

9*. Has the equipment officer designated in writing all individuals dispatching equipment? (TM 4700-15/1H, para 2-15.c and 15-3.b)(Weight: 4)

Method: -View Dispatcher(s) appointment letter

-If no discrepancy exists, then the answer to the question is "YES" and the score is 100

-If a discrepancy exists, then the answer to the question is "NO" and the score is 0

10*. Are NAVMC 10031's (Daily Dispatching Record of Vehicles) completed and retained IAW references? (TM 4700-15/1H para 2-15)(Weight: 4)

Method: -Verify that NAVMC 10031's are completed IAW with TM 4700-15/1H. -Use the last 30 calendar days for sample size. -One day worth of entries equals one form. Any discrepancy for that day equals zero for that form. -Areas to focus on are: -Verify dispatched operators have an operator's license (OF-346), a Driver Improvement Card (if applicable), and Medical Certification Card (when applicable)? -Compare dispatched vehicle serial numbers to CMR. - Verify in/out times entered? -Verify dispatcher signature/initials present. - Verify equipment officer/designee signature present? -Verify that one year worth of logs is retained. -1st requirement: Are NAVMC 10031's filled out IAW references (Total # of forms minus # of discrepant forms divided by total # of forms = accuracy rate) If 20 of 30 forms are correct = 67%. -2nd requirement: Are NAVMC 10031's retained as required? If 8 of 10 forms are maintained as required = 80%. -Grade = $(67 + 80)/2 = 74\%$.

11*. Are NAVMC 10627's (Vehicle and Equipment Operational Records) filled out correctly and retained IAW references? (TM 4700-15/1H, para 2-19-4 thru 2-19-7)(Weight: 4)

Method: -Verify that NAVMC 10627 is filled out correctly IAW with TM 4700-15/1H.

-Areas to focus on are:

-Verify operator has an operator's license.

-Compare dispatched vehicle serial number to CMR.

-Verify in/out times entered.

-Verify dispatcher and operator signatures present.

-Verify release signature present (in user's signature block).

-Verify NAVMC 10627s are retained for 30 days, or longer, if equipment is under investigation.

-1st requirement: Are NAVMC 10627's filled out IAW references?

If 9 of 10 forms are correct = 90%.

-2nd requirement: Are NAVMC 10627's retained for 30 days as required?

If 8 of 10 forms are maintained as required = 80%.

-Grade = $(90 + 80)/2 = 85\%$.

12*. Are Operator's Daily Checklists for load lifting equipment utilized and retained IAW current directives? (MCO P11262.2A, para 1001.2; and TM 4700-15/1H, Chapter 2, para 2-24; and NAVMC 10393)(Weight: 4)

Method: -Verify daily checklist(s) is being used.

-1st requirement: Is a checklist(s) used IAW references?

-If 9 of 10 forms are correct = 90%.

-2nd requirement: Are the checklist(s) retained IAW reference?

- If 8 of 10 forms are maintained as required = 80%.
- Grade = $(90 + 80)/2 = 85\%$.

13*. Are NAVMC 10523/10524 (Engineer Equipment Operational Record/Consolidated Log) filled out in accordance with the current references? TM 4700-15/1H, para 2-20-1, 2-21-1(Weight: 4)

Method: -Ensure the NAVMC 10523 is retained for minimum of 30 days unless equipment is under investigation and retain the last completed or filled NAVMC 10524

-Verify that NAVMC 10523/10524 is filled out correctly IAW with TM 4700-15/1H.

-Areas to focus on are:

-Equipment serial number.

-Preventive maintenance services block.

-Operator/dispatcher signature.

-Released by signature.

-Foreman signature block.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 forms/records were correct, then the accuracy rate and grade is 90%.

-1st Requirement: Is the NAVMC 10523/10524 filled out correctly?

-2nd Requirement: Are they retained IAW reference?

Example $(90+90)/2=90$

Training

1*. Does the commodity manager maintain current T&R/ITS events, paper or electronic copy, for Military Occupational Specialties (MOS) under his/her cognizance? (NAVMC 3500.XX T&R MANUAL; MCO 1553.3; MCRP 3-0B, appendix H; MCRP 3-0A, Chapter 4; MCO P4790.20 (MATMEP); and applicable ITS orders (www.usmc.mil/publications))(Weight: 2)

Method: -Verify Training & Readiness Manuals (T&R) or Individual Training Standards (ITS) are on hand and current within commodity.

-If no discrepancy exists for the requirement, then the answer to 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 inventory resulted in 9 of 10 are current and O/H, then the accuracy rate and grade is 90%.

2*. Does the commodity manager plan and conduct maintenance training? (MCO P4790.2C, para 1004.3.f(7)(a) & 2003.2, NAVMC 3500.XX T&R MANUAL (MOS ITS); MCRP 3-0A chapter 5; MCRP 3-0B Appendix B; and MCO 1553.3A, page , 6b,(4),(d),3) .(Weight: 3)

Method: Review T&R events and individual training records.

Review the annual, quarterly, monthly and weekly training schedules to ensure required operator, technical, and supervisory training periods are being scheduled in accordance with the MMSOP.

Review the documentation on file (lesson plans, attendance rosters).

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

If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

1st requirement: Is training planned and scheduled at the commodity level IAW the MMSOP/MMPLs?

Yes or No either 100 or 0.

2nd requirement: Is training conducted IAW the minimum requirements established by the MMSOP/MMPLs?

8 of 10 "documents" on file = 80%.

Grade = $(100 + 80)/2 = 90\%$.

3*. Is the commodity manager ensuring required personnel are attending maintenance management training per the MMO published training schedule? (MCO P4790.2C, Chapter 1004.3.b, 1004.3.f.7.a, Chapter 2003.2. d; MCRP 3-0A, Chapters 5, and 6; and MCRP 3-0B, Chapters 5, and 6)(Weight: 3)

Method: -Obtain copy of MMO training schedule.

-Verify with the MMO/MMO analyst whether the MMO published a training schedule. If no training schedule is published then this question is N/A at the commodity level.

Review individual training records for documentation of training received.

-1st requirement: Does the commodity have a copy of scheduled MMO training?

Yes = 100% and No is 0%.

-2nd requirement: Do training records document Maintenance Management training completed?

If 8 of 10 records of reflect MMO training conducted = 80%.

-Grade = $(100 + 80)/2 = 90\%$.

4*. Does the unit have procedures to maintain a record of COMSEC maintenance training (DD-1435 or equivalent) for all Marines trained in COMSEC maintenance? (EKMS 5, section 111.(b); NSTISSI 4000, para 7.(a).5 and OPNAVINST 2221.3D para 4.c).(IMA specific) (Weight: 4)

Method: -Review copy of DD-1435 or equivalent and procedures to maintain that document.

-If no discrepancy exists for the requirement, then the answer to 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 inventory resulted in 9 of 10 are current and O/H, then the accuracy rate and grade is 90%.

5*. Does the unit conduct training to ensure that all personnel handling COMSEC material are familiar with and adhere to proper COMSEC procedures, to include all personnel tasked with any level of maintenance of COMSEC equipment, a system employing COMSEC functions, or equipment containing cryptographic components, to a level commensurate with their involvement with the equipment or system and are these records available? (NSTISSI 4000, para 7.(a).5; OPNAVINST 2221.3D par 5.a EKMS1B par 455.f; MCO 2281.1 para 4.b.(7)(b)5)(Weight: 2)

Method: -Review training records.

-Verify all personnel who work on or handle COMSEC have a "COMSEC Acknowledgement form" on file.

-Any personnel not holding a security clearance will need to have an "Incidental Operator form" filled out and on file.

-These records may be kept by the Local Element Custodian.

-If no discrepancy exists for the requirement, then the answer to 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 inventory resulted in 9 of 10 Marines that handle COMSEC have the required forms, then the accuracy rate and grade is 90%.

6*. Do the Individual Training Records (ITRs) document Mastery/Non-Mastery of individual tasks based upon the METL and ITS/T&R events? (MCO 1553.3, enclosure 1; MCO P3500.72A; MCRP 3-0A, Chapter 5; and MCRP 3-0B, Appendix B; NAVMC 3500.XX T&R MANUAL, and www.usmc.mil/publications)(Weight: 3)

Method: -Review Individual Training Records(ITRs)for Mastery/Non-Mastery of individual ITS/T&R tasks per MOS. Documentation must include:

-Mastery of tasks - Deficiency of tasks

-Scheduling of remedial training

-If no discrepancy exists for the requirement, then the answer to 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 inventory resulted in 9 of 10 ITRs, then the accuracy rate and grade is 90%.

7*. Does the unit/commodity have a licensing program and is it in compliance with appropriate orders and directives? (MCO 11240.66_D; MCO 5110.1_; MCO P11240.106B, para 2012; TM 11240-15/3F; MCO 8400.6 and TM 11275-15/4)(Weight: 3)

Method: ANALYTICAL REQUIREMENTS: 1. Determine whether the unit requires a licensing program, ie do they issue licenses. -If no, question is N/A -If yes analyze 2 -4. 2. Check whether the unit has licensing code. -MT requires a Licensing Code -Ordnance vehicles require a Licensing Code -Engineers does not require a Licensing Code 3. Validate licensing officer/official. -The motor transport designated licensing official will be a Staff Non-Commission Officer, Officer or civilian assigned in writing by that licensing office's Company Commander or Commanding Officer. -The ordnance vehicle Licensing Officers shall be

designated in writing, as an additional duty, by unit commanders. The licensing officers should be knowledgeable in the operation of all ordnance vehicles under their cognizance. Their responsibilities include selecting competent licensing examiners, ensuring the completion of required training/testing, and completing the OF 346 vehicle operator permits. -The engineer designated licensing officer shall be designated in writing, as an additional duty, by Unit Commanders. Licensing Officers should be knowledgeable in the operation of all tactical engineer equipment for which they are responsible. They will have access to and responsibility for the items of tactical engineer equipment to be licensed. 4. Validate licensing examiner. - The motor transport designated licensing examiner will be designated in writing, as an additional duty, by unit commanders. -The ordnance vehicle designated licensing examiner should have through knowledge of vehicle operating techniques and test administration. The licensing examiner will be designated in writing, as an additional duty, by unit commanders. - The engineer designated licensing examiner will be designated in writing, as an additional duty, by unit commanders. GRADING REQUIREMENTS: -1st requirement: Is the license officer/official appointed in writing by the Commanding Officer? yes or no = 100% or 0%. -2nd requirement: Is a qualified licensing examiner appointed in writing by the licensing Officer? yes or no = 100% or 0%. - Grade = $(100 + 0)/2 = 50\%$.

8*. Are the required licensing program documents kept on file in accordance with the reference (i.e. licensing log and driver's history file)? (TM 11240-15/3F, TM 11275-15/4 ch 2, and MCO 8400.6)(Weight: 3)

Method: -Verify training (outlines, written test, and practical application test), logbooks, and history files are on hand and IAW appropriate orders and directives. -Determine sample size from licensed drivers inventory -review drivers history file (one discrepancy equals one invalid file) MOTOR TRANSPORT (TM 11240-15/3F) 1. NAVMC 10964 X2 (learners permit/ license) 2. Student driver log 3. OF346 4. Marine Net certificate 5. Written test 6. Road test 7. Skills test 8. Vehicle record check report 9. Go to table 2-1 (requirement by vehicle type) ORDNANCE (MCO 8400.6 encl 2 page 1) 1. Application 2. Interview notes 3. Test scores 4. Documentation of any special action taken 5. Copies of notifications 6. Letters concerning applicant - review licensing log book ENGINEERS (TM 11275-15/4 page 23) Operator History File Action Date File Licensing Logbook -If no discrepancy exists for the requirement, then the answer to 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 inventory resulted in 9 of 10 forms/records are kept on file, then the accuracy rate and grade is 90%.

MIMMS Reporting

1*. Do commodity personnel use an Equipment Repair Order (ERO) in all instances where required, in the performance of requested maintenance? (TM 4700-15/1H, para 2-2.a (1))(Weight: 4)

Method: -Verify all equipment (MARES and NonMARES) within the maintenance cycle has an ERO associated where required.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory (MARES and NonMares) resulted in 9 of 10 equipment in the maintenance shop are on ERO, then the accuracy rate and grade is 90%.

2*. Are items of equipment added to or deleted from deadline as appropriate? (MCO P4790.2C, para 1000.2.g (1) and Appendix G, para 2)(Weight: 5)

Method: -Review TAM/DPR to verify DCDs are assigned for all CAT Code M EROs (and Category C & P EROs when deadlined).

-Review an adequate sample of EROs.

-Check equipment availability.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 items on ERO added or deleted from deadline appropriately, then the accuracy rate and grade is 90%.

3*. Is the current Marine Corps Automated Readiness Evaluation System (MARES) Equipment, MCBul 3000 maintained on site, and is it used to report ground equipment status? (MCO 3000.11D_, paras 13, and 16.e; TM 4700-15/1H, para 2-2.d (22); and MCBul 3000 MCO P5600.31g para 3206.1)(Weight: 4)

Method: -Confirm that MIMMS clerk/section possesses or has access to a current copy of the MCBUL 3000; hard copy or electronic. -Review DPR, LM2 and TAM reports. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Does the Commodity have the most current MCBUL 3000 yes or no = 100% or 0%. -2nd requirement: Does the section use the MCBUL 3000 to report deadlined equipment. If inventory resulted in 9 of 10 EROs utilizing MCBUL 3000, then the accuracy rate and grade is 90%. -Grade = $(100 + 90)/2 = 95\%$.

4*. Do equipment serial numbers on the EROs match equipment data plates (local set numbers if applicable) and unit property records? (UM 4400-124, Part III, Section 2, paras 2.6 and 2.14; and TM 4700-15/1H, para 2-2.d (11))(Weight: 5)

Method: -Compare serial numbers on ERO's to equipment data plates and unit property records.

-Do all serial numbers match?

-9 of 10 match = 90%

5*. Are authorized personnel properly assigning priority designators? (MCO 4400.16G; MCO P4400.150E, para 3001.5, TM 4700-15/1H 2-2-7, para. 2.d.17a)(Weight: 5)

Method: -View authorization letter signed by Commanding Officer or By Dir and compare to ERO.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 EROs assigned the correct priority designator by an authorized individual, then the accuracy rate and grade is 90%.

6*. Does equipment in a Unit Recall status have valid parts requisitions? (TM 4700-15/1H, para 2-2.f (3); and UM 4790-5, Chapter 24-7 (Code 24))(Weight: 3)

Method: -Compare DPR to the ERO and EROSL to ensure valid requisitions. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 EROs in a unit recall status having parts on order, then the accuracy rate and grade is 90%.

7*. Do Category Codes, Job Status Codes, and Defect Codes accurately reflect the current status of the equipment? (TM 4700-15/1H, paras 2-2.d (18), 2-2.d (22), 2-2.d (23), 2-2.f; and UM 4790-5, Chapter 24)(Weight: 5)

Method: -Compare, ERO, EROSL, and layettes for accurate Category Codes, Job Status Codes and Defect Codes. - Physically inspect equipment for accurate reporting. -1st requirement: Are Category Codes properly assigned? If inventory of equipment and source documents resulted in 9 of 10 correct Category Codes the score is 90% -2nd requirement: Do Job Status Codes accurately reflect the current status of equipment and match the ERO? If inventory of equipment and source documents resulted in 9 of 10 reflecting current status the score is 90%. -3rd requirement: Do Defect Codes accurately reflect current status of equipment and match the ERO? If inventory of equipment and source documents resulted in 9 of 10 reflecting current defect the score is 90%. -Grade = $(90 + 90 + 90) / 3 = 90\%$.

8*. Does a comparison of the MIMMS reports matched against the source data, (ERO/EROSL) indicate that unit personnel are validating and reconciling information as required in accordance with the current directives? (MCO P4790.2C, Appendixes C and G; MCO P4400.150E, para 3001.6; MCO 4400.16G; TM 4700-15/1H, para 2-2; and UM 4790-5, Chapter 24)(Weight: 5)

Method: -Compare and validate source documents (ERO / EROSL) to MIMMS AIS reports. (DPR, TAM, DTL, LM2, Weekly Exceptions and weekly material)

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 EROs being reconciled / validated, then the accuracy rate and grade is 90%.

Supply Support

1*. Has the unit commander approved PEB items, in writing, and are they stocked in accordance with current directives? (MCO P4400.150E, para 5018; and MCO P4790.2C, para 2004.7)(Weight: 2)

Method: -Compare authorization letter from CO against the PEB inventory.

-Verify each page of the enclosure has been initialed by the CO.

-Verify PEB is in accordance with orders.

-Take a sample size of parts and check usage, ROP, etc.. to determine if the parts are stocked and maintained IAW references .

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Is the PEB authorized in writing IAW references.

Yes or no = 100% or 0%.

-2nd requirement: Is the PEB stocked and maintained in accordance with references.

-If inventory resulted in 9 of 10 items in PEB stocked correctly, then the accuracy rate and grade is 90%.

-Grade = $(100 + 90)/2 = 95\%$.

2*. Are repair parts/assemblies, excluding PEB items, held in maintenance facilities associated with an open ERO or broken unit of issue; and maintained in accordance with current directives? (MCO P4790.2C, para 2004 5, 7.e.(1) and Appendix C; MCO P4400.150E, para 5018(6); and current PEB waiver)(Weight: 2)

Method: -Verify parts in layette bin are associated to an open ERO, or issued to technicians. Parts must be marked with associated ERO.

-Visually inspect for parts on desks, tables, benches, tool boxes, etc. all unserviceable or incorrect parts should be in a designated area awaiting disposal, or roll back via supply.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Are all items associated to an ERO maintained in accordance with references?

-If inventory resulted in 9 of 10 layettes maintained correctly, then the accuracy rate and grade is 90%.

-2nd requirement: Are all items associated as broken unit of issue maintained in accordance with references?

-If inventory resulted in 9 of 10 items maintained correctly, then the accuracy rate and grade is 90%.

-3rd Requirement: Are there any repair parts not associated to an ERO, PEB or broken unit of issue?

Yes = 0% no = 100%

-Grade = $(90 + 90 + 100)/3 = 93\%$.

3*. Are repair parts properly authorized by designated personnel? (MCO 4400.16G UMMIPS para 7, Enclosure (1))(Weight: 5)

Method: -Verify authorized personnel are initialing or signing the EROSL IAW MMSOP -Sample size consist of MARES and Non-MARES -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 EROSLs have the proper initials or signature, then the accuracy rate and grade is 90%.

4*. Are the priorities of parts listed on EROSLs or forms used in lieu of the EROSLs equal to or lower than the priority of the associated Equipment Repair Order (ERO) and consistent with the mission essentiality of the item being requisitioned? (MCO P4790.2C, para 2004.2; and MCO 4400.16G, Enclosure (1))(Weight: 4)

Method: -Determine sample size by the numbers of EROs on the DPR
-Review all EROSLs for identified sample to ensure priorities are used correctly.
-Review DPR for same sample of EROs to ensure priorities are properly assigned.
-If no discrepancy exists, then the answer to question is "YES", and the grade = 100%.
-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:
-1st requirement: Are priorities properly assigned on the EROSL?
-If inventory resulted in 9 of 10 document numbers have priorities properly assigned, then the accuracy rate and grade is 90%.
-2nd Requirement: Are Priorities properly assigned on the DPR?
-If inventory resulted in 9 of 10 document numbers have priorities properly assigned, then the accuracy rate and grade is 90%.
-Grade= $(90+90)/2 = 90\%$

5*. Does the commodity enter the NMCS indicator on the 4 parts transaction as required during initial preparation of the EROSL, and are they properly assigned on the DPR? (MCO 4400.16G; TM 4700-15/1H, para 2-3c (2)(I))(Weight: 4)

Method: -Determine sample size by the number of EROs with outstanding requisitions on DPR.
-Review all EROSLs for identified sample to ensure NMCS indicator codes are used correctly. -Review DPR for same sample of EROs to ensure NMCS indicators are properly assigned. -If no discrepancy exists, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Are NMCS indicators properly assigned on the EROSL? -If inventory resulted in 9 of 10 document numbers have indicators properly assigned, then the accuracy rate and grade is 90%. -2nd Requirement: Are NMCS indicators properly reflected on the DPR? -If inventory resulted in 9 of 10 document numbers have indicators properly assigned, then the accuracy rate and grade is 90%. -Grade= $(90+90)/2 = 90\%$

6*. Does the commodity enter the advice codes on the 4 parts transaction as required during initial preparation of the EROSL, and are they properly assigned on the DPR? (UM 4400-124 pg 4-2-154; TM 4700-15/1H, para 2-3c (2)(m))(Weight: 3)

Method: -Determine sample size by the numbers of EROs on the DPR -Review all EROSLs for identified sample to ensure advice codes are used correctly. -Review DPR for same sample of

EROs to ensure advice codes are properly assigned. -If no discrepancy exists, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Are advice codes properly assigned on the EROSL? -If inventory resulted in 9 of 10 document numbers have codes properly assigned, then the accuracy rate and grade is 90%. -2nd Requirement: Are advice codes properly reflected on the DPR? -If inventory resulted in 9 of 10 document numbers have codes properly assigned, then the accuracy rate and grade is 90%. -Grade= $(90+90)/2 = 90\%$

7*. Do the EROSLs and forms used in lieu of the EROSL, document all part transactions for the equipment-undergoing repair (receipts, cancellations, and reordering of partial issues)? MCO 4105.2 (MCO P4790.2C, paras 2004.2 and 2004.5; UM 4400-124, Part III, Section 5, para 5.1.3; and TM 4700-15/1H, paras 2-3.a, d, and e)(Weight: 4)

Method: -Ensure that the EROSL has been properly annotated upon receipt and issue of parts (quantity and date), this includes documentation of cancellations, transfers, and partial issues. -The MMSOP should contain guidance on how to annotate the EROSL. Annotation on the EROSL is not required if all parts are installed upon receipt from the unit supply. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 part transactions documented on forms, then the accuracy rate and grade is 90%.

8*. Are reconciliations being conducted between the commodities, supply, MMO, and supporting activities and are corrective actions initiated by the commodity? (MCO P4790.2C, para 2004.3 and Appendix C; UM 4400-124 para 5.1.3; and TM 4700-15/1H, para 2-3c.(2) and 2-3.e(2))(Weight: 5)

Method: -Review MMSOP/policy letters for required intervals. -Compare records (DPR/TAM/DASF/Weekly Exceptions Reports/LM2 report, etc) to identify discrepancies and the corrective actions initiated for any identified discrepancies. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Are reconciliations conducted? Yes or no = 100% or 0%. -2nd requirement: Are corrective actions initiated by the commodity? -Grade = $(100 + 90)/2 = 95\%$.

9*. Is a biweekly validation of the ERO, EROSL, and layettes being conducted? (MCO P4790.2C, para 2004.4 and Appendix C; and MCO P4400.150E, para 3001.6)(Weight: 4)

Method: -Review the EROSL and compare/reconcile it with repair parts in the layette to ensure that all repair parts have been accurately requisitioned, maintained and paperwork documented accordingly. -If no discrepancy exists within the layette, then the answer to question is "YES", and grade = 100%.

- If a discrepancy exists within the layette, then the answer to the question is “NO”, and the accuracy rate will be the grade:
- For example: If inventory resulted in 9 of 10 layette validations, then the accuracy rate and grade is 90%.

Preventive Maintenance

1*. Are equipment operator or crew PMCS being conducted in accordance with applicable TMs, and have corrective maintenance requirements been identified and reported? (MCO P4790.2C, para 3002; and TM 4700-15/1H, applicable commodity Chapters; and MMSOP)(Weight: 4)

Method: -Become familiar with the operator/crew PMCS required for the equipment owned by the unit within the commodity.

-Compare the appropriate equipment form or record (i.e., NAVMC 1018, Trip Tickets, Local PM Forms, etc.) to the actual state of the equipment and verify operator or crew PMCSs has been performed.

-For instances where operator or crew PMCSs forms are not utilized or absent from MMSOPs, a sampled sized visual exterior inspection will used to capture if the unit is performing operator or crew PMCSs (i.e., rust, missing exterior components, etc...).

-Compare the appropriate equipment form or record (i.e., NAVMC 1018, Trip Tickets, Local PM Forms, etc.) to the CM ERO and DPR of the equipment and verify corrective maintenance has been requested.

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

-If a discrepancy exists, then the answer to the question is “NO”, and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Are operator/crew PMCS conducted? If inventory resulted in 9 of 10 PMCS conducted, then the accuracy rate and grade is 90%.

-2nd requirement: Are Corrective actions identified?

-If inventory resulted in 9 of 10 corrective actions identified, then the accuracy rate and grade is 90%.

-3rd requirement: Are corrective actions completed or initiated through the maintenance facility? If inventory resulted in 9 of 10 repairs initiated, then the accuracy rate and grade is 90%.

-Grade = $(90 + 90 + 90)/3 = 90\%$.

2*. Does equipment on-hand have PMCSs scheduled, evenly distributed, and performed in accordance with applicable equipment technical manuals (TMs)? (MCO P4790.2C, para 3002; and TM 4700-15/1H, paras 2-4.b, c and applicable commodity Chapters)(Weight: 4)

Method: -Ensure all applicable equipment is listed on a PMCS Roster. Review PMCS Roster to ensure equipment is scheduled for PMCS and evenly distributed.- Compare the PMCS roster with completed EROs (maintained in the equipment records) to ensure that the scheduled PMCS was completed, and the dates match. Ensure annotations are made in the remarks block

for any PMCS completed during a month other than originally scheduled. - PMCS can be validated by physical inspection of equipment. - If no discrepancy exists for all requirements, then the answer to question is "YES", and the grade = 100% if answer is no, the grade = 0%. - If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: - 1st requirement: Are PMCS scheduled? If inventory resulted in 9 of 10 PMCS scheduled, then the accuracy rate and grade is 90%. - 2nd requirement: Are PMCS evenly distributed? If inventory resulted in 9 of 10 PMCS evenly distributed, then the accuracy rate and grade is 90%. - 3rd requirement: Are PMCS performed in accordance with equipment technical manuals (TMs)? If inventory resulted in 9 of 10 PMCS performed in accordance with equipment technical manuals (TMs), then the accuracy rate and grade is 90%. - Grade = $(90 + 90 + 90)/3 = 90\%$.

3*. Are all appropriate entries annotated in the associated Weapons Record Books, Part I and Part II (NAVMC 10558/10558a)? (TM 4700-15/1H, paras 7-2 and TM 9-1000-202-14)(Weight: 5)

Method: -Visually inspect weapon records book for annotation of PMCS and verify with ERO. - Review paragraph 2-7.c of the TM 4700-15/1H to determine which ordnance items require parts I and II of the weapons record book. - If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 entries annotated, then the accuracy rate and grade is 90%.

4*. Has the unit Commander assigned, in writing, a load test certification officer and has the certification officer designated a test director and inspection and test personnel? (MCO P11262.2A, para 1001.8)(Weight: 1)

Method: -Ensure Certifying Officer has been assigned in writing
- Ensure that the Certifying Officer has designated a Test Director and inspection/test personnel in writing.
- If no discrepancy exists, then the answer to question is "YES", and grade = 100%.
- If a discrepancy exists, then the answer to the question is "NO", and grade = 0%.

5*. Is a Load Test/Annual Condition Inspection (ACI) of cranes/aerial personnel devices, retrievers and other load lifting equipment accomplished, documented and is the load test date stenciled on the equipment? (MCO P11262.2A, para 1001.11) (MCO P11262.2A, para 2005; and TM 4700-15/1H, applicable commodity Chapters)(Weight: 5)

Method: -Review inspection results from the current load test/ACI, these signed documents should be located in the 696D or Ordnance Vehicle Logbook.
-Verify Equipment is stenciled, with the test date and capacity, usually on the boom or in plain view of the operator as they enter the vehicle.
-Certification of annual condition inspection (ACI) and/or load test shall be signed by the test director, test inspector, and certifying officer.

GRADING

-1st requirement: Are load tests completed or has action been initiated IOT have the load test completed?

- If all equipment has had a load test complete: Yes = 100%
- If an item of equipment is currently being utilized for load lifting without a load test being performed: No = 0%
- If the equipment is not dispatched, does not have a current, and no action has been initiated IOT have the load test completed: 9 of 10, then the accuracy rate and grade is 90%.
- 2nd requirement: Are load tests/ACI's documented? If inventory resulted in 9 of 10 tests documented, then the accuracy rate and grade is 90%.
- 3rd requirement: Are load tests dates and capacity stenciled on equipment? If inventory resulted in 9 of 10 dates stenciled, then the accuracy rate and grade is 90%.

6*. Is the hook throat spread measurement recorded and updated in accordance with current directives? (REF: MCO P11262.2 para 2002.2)(Weight: 4)

Method: -Review appropriate equipment records in accordance with orders for hook throat spread.

- If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 hook throat spreads correctly documented, then the accuracy rate and grade is 90%.

Corrective Maintenance

1*. Do the equipment records indicate unit actions in resolving CM requirements? (MCO P4790.2C, paras 1003 and 3003; and TM 4700-15/1H, Chapter 2 and applicable commodity Chapters)(Weight: 5)

Method: -Review LTI and trip tickets if applicable.

- Verify daily process report.
- View Percentage of EROs.
- Check dates on NAVMC 1018, ERO, EROSL and DPR to ensure CM requirements are being resolved.
- If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 equipment records reflect that CM requirements are being resolved, then the accuracy rate and grade is 90%.

2*. Are acceptance inspections conducted in accordance with the references? (MCO P4790.2C, para 3001.1.a (1)(Weight: 5)

Method: -Compare equipment record jackets, ERO, and actual equipment to validate if acceptance inspections are conducted in accordance with the references. -If no discrepancy exists, then the answer to question is "YES", and 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

inventory resulted in 9 of 10 acceptance inspections conducted in accordance with the references, then the accuracy rate and grade is 90%.

3*. Does the unit ensure only CMC directed modifications are applied to Marine Corps equipment? (MCO P4790.2C para 3004.2.d)(Weight: 4)

Method: -Identify all published modifications and Modification Work Orders (MWO) for any equipment owned by unit and they are recorded on NAVMC 11053/11054.

-Compare equipment to MI records (NAVMC 11053/11054) for modifications applied that are not CMC directed.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 equipment verified did not have unauthorized modifications applied, then the accuracy rate and grade is 90%.

4*. Is CM performed in accordance with applicable equipment TMs and in consonance with the echelon of maintenance, as prescribed in the unit's respective T/O Logistics capabilities statement? (MCO P4790.2C, paras 1003.1.g and 3003; the current Table of Organization)(Weight: 4)

Method: -Observe for maintenance actions outside echelon of maintenance according to applicable TMs and T/O&E.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 equipment were being worked in the appropriate echelon, then the accuracy rate and grade is 90%.

5*. Is the unit taking advantage of the Common Sense Approach to Maintenance for specific tasks that exceed the authorized echelon of maintenance in accordance with current directives and has the unit commander authorized the common sense approach to maintenance tasks in writing? (MARADMIN 110/00)(Weight: 4)

Method: -Review Common Sense Approach to Maintenance Authorization Letter. -Observe for maintenance actions outside authorized increased echelon of maintenance according to Common Sense Approach to Maintenance Authorization Letter. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 authorized equipment repairs then the accuracy rate and grade is 90.

6*. Are directives available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness, and are worksites where ESDs are handled, affording adequate protection against electrostatic damage by grounding stations and packaging material? (MCO 2410.2B; TM 9999-15/1; TM 9999-15/2; TI-4400-15/1A; and SI-4400-15/5)(Weight: 4)

Method: -Ensure that directives are available.

-Inspect grounding station for proper connectivity.

-View percentage of packing material for ESD sign.

-Verify personnel are able to identify items with ESD sensitivity.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Are directives available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness? Yes or no = 100% or 0%.

-2nd requirement: Are worksites where ESDs are handled, affording adequate protection against electrostatic damage by grounding stations and packaging material? If inventory resulted in 9 of 10 workstations within worksite have appropriate ESD protection, then the accuracy rate and grade is 90%. - Grade = $(100 + 90)/2 = 95\%$.

7*. Has the unit identified warranty items and are they following established procedures for all equipment repairs?(MCO 4105.2 enclosure 2, Applicable SIs)(Weight: 4)

Method: -Review MMSOP and identify all warranty items. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Has the unit identified warranty items? If inventory resulted in 9 of 10 warranty items identified, then the accuracy rate and grade is 90%.

-2nd requirement: Has the unit followed established procedures for all equipment repairs on warranty? If inventory resulted in 9 of 10 warranty items followed established procedures, then the accuracy rate and grade is 90%. Note: PQDR submission is captured under question 8.- Grade = $(90 + 90)/2 = 90\%$

8*. Are equipment failures to include warranty items being identified and product quality deficiency reports (PQDRs) being prepared in accordance with reference? (MCO 4105.2 enclosure 2 par 4.a; MCO 4855.10; Applicable SIs)(Weight: 4)

Method: -Review MMSOP or MMPN for PQDR procedures. -Review maintenance history and sample equipment for failures that would require a PQDR. -Pull list of PQDRs submitted by unit if applicable (<http://www.logcom.usmc.mil/pqdr/>). -Are the PQDR's followed up on until final disposition have been received.. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Are equipment failures requiring PQDRs identified? If inventory resulted in 9 of 10 items failures or warranty items were identified, then the accuracy rate and grade is 90%. -2nd requirement: Are PQDRs submitted when applicable for equipment failures to include warranty items? If inventory resulted in 9 of 10 PQDRs submitted, then the accuracy rate and grade is 90%. - Grade = $(90 + 90)/2 = 90\%$.

9*. Are the criteria and principles for determining the eligibility of economical repair being complied with? (MCO P4790.2C, par 3001.3.c (2) (a) MCO P4400.150E par 6006.2, MCO P4400.82F Para 5001)(Weight: 3)

Method: -Verify if cost of repair is economical and does not exceed 65 percent of the current unit price of equipment.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 of equipment complying with criteria for eligibility of economical repair, then the accuracy rate and grade is 90%.

10*. Have all efforts been exerted to ensure that reparable equipment does not exceed maximum maintenance cycle time, and is supporting documentation available to support those instances where maximum maintenance cycle time is exceeded (IMA)? (MCO P4790.2C, paras 3003.5.b, 3003.5.c (1), and 3003.5.c(2))(Weight: 3)

Method: -Review Weekly Exception Report for equipment that exceed the maximum cycle time.

-Review TAM report.

-If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade 0%.

-For example: Does the IMA have supporting documentation available to support those instances where maximum maintenance cycle time is exceeded? If inventory resulted in 9 of 10 EROs exceeds maximum maintenance cycle time have supporting documentation, then the accuracy rate and grade is 90%.

11*. Are WIRs submitted as required? (MCO P4790.2C, paragraphs 3001.3.c (2) (a), 3003.5, 3009.5, and 3009.6; APPN A #2004; MCO P4400.82F, Chapter 5; and MCO P4400.150E par 6006.2). (Weight: 3)

Method: Take a sample of all open CM EROs and review EROs that indicate a WIR may be required for one of the following conditions: Economical repair Exceeds maximum maintenance cycle time Lack of supply support Exceeds maintenance capability

-1st Requirement: Reconcile DPR/ERO/EROSL/LTI to determine if a WIR was required per any of the four conditions listed above. (Do not include any ERO that was authorized to exceed maximum maintenance cycle time) (# submitted / # required)

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

- If a discrepancy exists, then the answer is "NO" and the accuracy rate will be the grade: for example if 9 of 10 required WIRs were submitted then the grade is 90%

-2nd Requirement: Reconcile ERO status with submitted WIRs. Note the length of time it took for a WIR to be submitted once the ERO was in a WIR SUBMIT status and include in answer. (# submitted / # required)

-If no discrepancy exists, then the answer is "YES" and the grade is 100% - If a discrepancy exists, then the answer is "NO" and the accuracy rate will be the grade: for example if 9 of 10 statuses match then the grade is 90%

-3rd Requirement: Review submitted WIRs (based on the ERO sample) and look for reply disposition instructions. Determine if directed action was complied with, and the time delay between instructions received to equipment disposition (DD-1348). (# complied with instructions / # disposition instructions)

-Review submitted WIRs (based on sample) and look for WIRs w/o response from "TO" addressee longer than 14 days without follow-up by the unit for UND A and B EROs. Provide training on follow-up procedures.

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

- If a discrepancy exists, then the answer is "NO" and the accuracy rate will be the grade: for example if 9 of 10 disposition instructions were complied with then the grade is 90%-Grade = $(90+90+90) / 3 = 90\%$

12*. Does the Quality Control utilize inspection standards, checklists, or templates to inspect completed maintenance actions and/or record equipment specifications to ensure performance standards are within tolerance levels, in accordance with the applicable technical manuals? (MCO P4790.2C, paras 3001.3.d, 3001.3.e, and 3007.3; TM 4700-15/1H, para 15-6 ;)(Weight: 5)

Method: -Review the Q.C. procedures and Q.C. Desktop/Turnover folder to ensure that all inspection standards, checklists, or templates designated by the appropriate technical manual or MMSOP are being utilized.

-Ensure that all noted defects have been addressed and corrective action has been accomplished.

-1st requirement: Does QC have required forms for inspection as required? Yes = 100% or No = 0%

-2nd requirement: Is QC using those required forms to conduct inspection? If inventory resulted in 9 of 10 instances where inspection forms were used the accuracy rate would be 90%

-Grade = $(100 + 90)/2 = 90\%$

13*. Upon completion of repair, is the customer notified when the equipment is ready for pick-up? (MCO P4790.2C, para 3001.4.b; and TM 4700-15H, para 2-2.d (57); MCO 4400.16G, encl 1, para 9.a(1))(Weight: 3)

Method: -Verify the final Q.C. date to the owner notified date on the ERO (block 56 and 57), and review any logbook associated with documenting when the customer was notified (if applicable).

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 customers are notified after completion of repairs, then the accuracy rate and grade is 90%.

Inventory Control

1*. Are special tool allowances established for garrison peculiar tools, and are these tools properly authorized and accounted for?. (MCO P4400.150E, para 2012; and MCO P4790.2C, Appendix D, para 3.c. (3)) (FMF Units only)(Weight: 1)

Method: -FMF Unit Commanders (not to go below Battalion/Squadron level, except for detached units) are authorized to establish in writing special tool allowances for tools not currently maintained within TE sets, kits, and chests. -During the analysis, verify authorization letters for garrison peculiar tools and ensure tools are listed on the SL/SL-3 extract and that inventories are conducted and maintained IAW orders and directives. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Have garrison peculiar tools that are not included in any T/E allowance set, chest, or kit been identified and properly authorized in writing? If inventory resulted in 9 of 10 garrison peculiar tools properly authorized in writing, then the accuracy rate and grade is 90%. -2nd requirement: Are garrison peculiar tools being inventoried? If inventory resulted in 9 of 10 garrison peculiar tools properly inventoried, then the accuracy rate and grade is 90%. - Grade = $(90 + 90)/2 = 90\%$.

2*. Is the authorization to maintain locally fabricated tools, established in writing? (MCO P4400.150E) (Weight: 1)

Method: -Review the letter from the CO authorizing locally fabricated tools.
-Locally fabricated tools are those tools whose fabrication is directed by a technical publication.
-The authorization list for the locally fabricated tools will reference the technical publication which sets the requirement for the tool.
-1st Requirement: Are locally fabricated tools supported by a TM or TI. Yes=100, No=0
-2nd Requirement: Verify fabricated tools have been authorized on a special tool allowance letter. If inventory results in 9 of 10 locally fabricated tools on letter, score is 90%
Grade: $(100+90)/2=95$

3*. Has the unit commander established in writing all Using Unit Responsibility Items (UURIs) allowances to include both "As Required" quantities and those quantities held less than the stated quantity? (MCO P4400.150E, para 2011.c)(Weight: 2)

Method: -Review UURI letter with CO signature. -Verify updated TMs and SL-3s - View inventory records. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 PEIs with Using Unit Responsibility Items properly authorized in writing, then the accuracy rate and grade is 90%.

4*. Are all T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits authorized, accounted for, maintained in a serviceable condition, and inventoried as required in accordance with current SL-3 or extract from applicable manual (TMs, service manuals, commercial publications, etc)? (MCO P4400.150E, paras 2011 and

2012; MCO P4790.2C, page 2—11, para 2004.11, page 2-12, para 2005, 2005.4; and Appendix D; TM-10209-10/1, UM 4400-15, Chapter VI, part D, para 06030 and 06036; TM 4700-15/1H, page 2-6-4, para 2-6.e and page 15-7-1, para 15-7)(Weight: 4)

Method: -Verify current SL-3/extract is being used. -Compare the information from the source document (SL-3, packing list for commercially procured items, TM-10) with that found on the extract. -Ensure published changes are incorporated into the extract and verify that the inventory by, supervised by, and date blocks are complete. -View inventory records/authorization letters. -Review records of inventory intervals -Inspect percentage of tools/end items for SL-3 completeness or misidentification. -If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: -1st requirement: Are inventories conducted and retained for all T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits using current SL-3 or extracts from technical publications and are those inventories retained on-hand in accordance with current directives? If the inventory resulted in 9 of 10 inventories conducted using current extracts and retained then the accuracy rate and grade is 90%. - 2nd requirement: Are all T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits accounted for/on-hand? If inventory resulted in 9 of 10 T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits accounted for/on-hand, then the accuracy rate and grade is 90%. -3rd Requirement: Are all T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits maintained in a serviceable condition? If inventory resulted in 9 of 10 T/E allowance tools, sets, kits, chests, SL-3, and TM components to end items to include sub-kits serviceable, then the accuracy rate and grade is 90%. $(90+90+90)/3 = 90\%$

5*. Are shortages of sets, kits, chests, and end item SL-3 components properly requisitioned? (MCO P4790.2C, Appendix D, para 3.f(2); Part III, Section 6, para 6.1; TM 4700-15/1H, para 2-6.b; and MCO P4400.150E, paras 2011.3 and 2011.4) a change to the um revisions(Weight: 4)

Method: -Only applies to shortages previously identified by the unit. -Review inventory records and Daily Process Report (DPR) (account for open purchase requests or serve mart requisitions). -Review percentage of ERO/EROSLs or open purchase requests. - Ensure missing SL-3 is properly reported and on requisition. -If no discrepancy exists, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: Requirement: Are shortages of sets, kits, chests, and end item SL-3 components requisitioned? If inventory resulted in 9 of 10 of sets, kits, chests, and end item SL-3 components requisitioned, then the accuracy rate and grade is 90%.

6*. When the lack of an SL-3/TM-10 component causes an item to be dead-lined, is that component requisitioned under a category code M or P ERO? (MCO P4790.2C, Appendix C, para 2.a (2); and TM 4700-15/1H, para 2-2.f. (12), and para 2-6 b)(Weight: 5)

Method:-Verify daily process report (DPR) and TAM report. - Review Percentage of EROs. -Verify if component is being ordered as an SL-3 item on an SL-3 ERO or on a CAT Code "M" or "P" ERO.

- If no discrepancy exists, then the answer to question is “YES”, and 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 inventory resulted in 9 of 10 SL-3/TM-10 components that causes an item to be dead-lined, are requisitioned under a category code M or P ERO, then the accuracy rate and grade is 90%.

7*. Are procedures established for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2C, paras 2005.2 and Appendix D, para 3.f (4))(Weight: 4)

- Method:-Review MMSOP, Desktop Procedures, and inspect documentation. -If no discrepancy exists, then the answer to question is “YES”, and 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 inventory resulted in 9 of 10 items issued from sets, kits, and chests have control procedures, then the accuracy rate and grade is 90%.

Modifications Control

1*. Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established when required, and do these records and equipment indicate that required modifications are properly applied, recorded, and reported? (MCO P4790.2C, para 3004; and TM 4700-15/1H, para 2-5, TI 8000-OI)(Weight: 5)

- Method: -Review modification records to equipment.
- Utilizing the MAL/CMR and SL-1-2/1-3 or PLMS make a comparison of the Modification control record for the ID number.
 - Check serial number accuracy and that MIs and appropriate action codes are listed on the record.
 - Conduct a physical sampling of the equipment to ensure validity.
 - Ensure that the NAVMC 11053/11054 has been established and that all CMC required modifications are indicated on these records.
 - Check equipment for unauthorized modifications. Data collection for question 2 in CM checklist.
 - Are Urgent Modifications applied as directed by the MI?
 - If no discrepancy exists for both requirements, then the answer to question is “YES”, and the grade = 100%.
 - If a discrepancy exists, then the answer to the question is “NO”, and the average of the accuracy rates for each requirement will be the grade:
 - 1st requirement: Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established and properly annotated when required?
 - If inventory resulted in 9 of 10 modification records required are established, then the accuracy rate and grade is 90%.
 - 2nd requirement: Are urgent modifications applied to the equipment?

- If all equipment has urgent modifications applied: Yes = 100%, if No = 0%.
- 3rd requirement: Are normal modification applied to the equipment? If inventory resulted in 9 of 10 modification are properly applied, then the accuracy rate and grade is 90%.
- Grade = $(90 + 0 + 90)/3 = 60\%$.

2*. When the application of a modification changes the capability of the PEI and direction has been given to change the TAMCN, ID or NSN, are administrative changes made to applicable equipment record jackets and submitted to the supply section by the R/O to adjust property records? (MCO P4790.2C para 1004, applicable TM, MI and Automated Message Handling System (AMHS) LOGCOM or MARCORSYSCOM messages) (Weight: 5)

Method:-Review the MAL/CMR/Crane, applicable equipment records, Equipment data plate, and NAVMC 11053/11054 to ensure all documents and the equipment coincide.

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

*0: * This is an accountability issue and regardless of sample size would be a zero

3*. Does the comparison of the NAVMC 10392 Ordnance Vehicle Acceptance Record and form NAVMC 11053 or NAVMC 11054 Commodity Managers Modification Control record accurately reflect the configuration of the vehicle(REF: TM 4700-15/1H page 2-5-1, page 5-3-1 para.b[k18])(Weight: 0)

Method:-Review modification records and equipment.

-Review MAL/CMR and SL-1-2/1-3 to verify modifications coincide with the configuration of the vehicle and the equipment.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 NAVMC 10392 Ordnance Vehicle Acceptance Record and form NAVMC 11053 or NAVMC 11054 Commodity Managers Modification Control record accurately reflect the configuration of the vehicle, then the accuracy rate and grade is 90%.

Publications

1*. Does the commodity manage a control system, that facilitates internal distribution of publications, and has a Method been established for the identification, filing, and maintenance of publications? (MCO P5215.17C, para 1002.6; MCO 5600.31, MCO P4790.2C, paras 2008.1.b(1), 2008.1.c, and Appendix B; MMSOPs; and GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02)(Weight: 4)

Method: -Review MMSOP, verify identification, location, filing, and maintenance of publications. Ensure authorized pubs are available, internal distribution procedures are established, publications are maintained (ie: revisions/changes annotated/filed as required), a control point is established, deficiencies identified.

-If any civilian or other service publications are on hand, verify that a proper control method

has been established and that all publications are current.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Does the commodity utilize a publication control system, that facilitates the identification of required publications, update and internal distribution of publications yes or no = 100% or 0%.

-2nd requirement: Has the commodity identified their required publications?

If inventory resulted in 9 of 10 publications identified that were required, then the accuracy rate and grade is 90%.

-3rd requirement: Does the commodity possess required publications and are they current with all applicable changes?

-Grade = $(90 + 90=90) / 3 = 90\%$

2*. Is the commodity performing quarterly publication reconciliations/update inventories? (MCO P4790.2C appendix B, MCO P4400.150E, pg 1-11 para 1006.3; MMSOPs) (Weight: 3)

Method:-Request/review MMSOP to determine if there is an established process for publication control.

-Validate publication control procedures,(ie. PLMS or MCPDS)

-Review publications on hand against publication listing and reconciliation documentation.

-If documentation of current quarter reconciliation exists the answer is yes and the score is 100.

-If no documentation exists the answer is no and the score is 0.

3*. Does the commodity have access to NAVMC 10772s, and are personnel familiar with the use and procedures involved in submission of recommended changes/corrections? (MCO P4790.2C, para 2008.3; MCO P5215.17C, para 6002; TM 4700-15/1H, para 2-23; GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02)(Weight: 1)

Method:-Check for availability of 10772s.

-Review procedures for requesting changes to publications and ask personnel are they familiar with these procedures.

-If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Does the commodity have access to NAVMC 10772s? yes or no = 100 or 0%.

-2nd requirement: Are personnel familiar with the use and procedures involved in submission of recommended changes/corrections? If inventory resulted in 9 of 10 personnel are familiar with the use and procedures involved in submission of recommended changes/corrections, then the accuracy rate and grade is 90%.

-Grade = $(100 + 90)/2 = 95\%$.

Calibration Control

1*. Does the commodity have a Calibration Control Program and does it meet the requirements established in the current directives? (MCO P4790.2C, para 3005, Appendix D, para 2.e; MCO 4733.1B; TM 4700-15/1H, para 2-7.d); TI 4733-OD/1; TI 4733-OD/10; MMSOPs)(Weight: 4)

Method: -Refer to MMSOP and MMPN to verify calibration program requirements.

-Review the calibration control system to determine if it has been properly established

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Is the commodity utilizing a Calibration Control Program?

Yes=100, no=0.

-2nd requirement: Does the program in use contain the required elements established in the current directives (ie.. cal due date, type of cal, etc...) and is it accurate?If inventory resulted in 9 of 10 items contained accurate required information then the accuracy rate and grade is 90%.

-Grade = $(100+90)/2 = 95\%$.

2*. Does the commodity perform an annual inventory and are procedures established to validate correct calibration categories consistent with the unit's mission, as well as to determine whether an item is required/not required?(MCO P4790.2C, para 3005.2 and Appendix D; and TM 4700-15/1H, para 2-7.c; TM 10510-OD/1L; MMSOPs)(Weight: 4)

Method: -Review records of inventory ie.. letter, logbook, If not available review cal due dates cal performed dates for dates of annual validation/inventory

-Determine if calibration categories are consistent with the units mission and if the equipment is required. Example: a piece of gear inactive for five years with no action taken.

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

-If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Does the commodity perform an annual inventory?

Yes or no = 100% or 0.

-2nd requirement: Are calibration categories consistent with the unit's mission, and for inactive items has the determination been made if the unit requires the item?

-If inventory resulted in 9 of 10 items validated with the correct category and determined if required/not required, then the accuracy rate and grade is 90%.

-Grade = $(100 + 90)/2 = 95\%$.

3*. Is TMDE requiring calibration identified against logistics documents (e.g., equipment fielding plans), FEDLOG OTC 3 value, or from calibration facilities included in the commodities' Calibration and Maintenance Program (CAMP)? (MCO P4790.2C, Appendix D, para 2; TI-4733-OD/1, para 5; TM 4700-15/1H, para 2-7.c)(Weight: 4).

Method:-Review the calibration records to ensure that equipment from the sample size requiring calibration has been identified by utilizing the following methods:

1. Review applicable User Logistics Supply Summaries (ULSS), Fielding Plans (FP), Supply Instructions (SI) and Technical Bulletins (TB).
2. Use FEDLOG to check OTC code on all on hand items (to include SL components).
3. Contact calibration facility to verify if equipment requires calibration.

-Is all required TMDE resident in the CAMP? If the inventory resulted in 9 of 10 TMDE is identified as requiring calibration and is included in the commodities' Calibration and Maintenance Program (CAMP), then the accuracy rate and grade is 90%.

4*. Is TMDE requiring calibration submitted in accordance with current directives? (MCO P4790.2C, para 3005 and Appendix D, para 2.e (2); and TM 4700-15/1H, para 2-7.g (1))(Weight: 4)

Method: -Review a sample of equipment requiring calibration to ensure the calibration is current i.e. Special, CNR, Inactive. -If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 TMDE requiring calibration submitted in accordance with current directives, then the accuracy rate and grade is 90%.

5*. Is the commodity taking advantage of Special Calibration, and are those items properly identified? (MCO P4790.2C, para 3005; TI4733-OD/1; TI4733-OD/10; and MCO P4733.1B, para 6.a, (1) (f))(Weight: 4)

Method: -View Special Calibration list and identification stickers on equipment.

-If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade:

-1st requirement: Is the commodity taking advantage of "Special Calibration? Yes or no = 100% or 0.

-2nd requirement: Are Special Calibration items properly identified? If inventory resulted in 9 of 10 special calibration items are properly identified, then the accuracy rate and grade is 90%.

Grade = $(100 + 90)/2 = 95\%$. Note: May be N/A for some commodities)

6*. Is TMDE designated as Calibration Not Required (CNR) or INACTIVE maintained in a clean/complete condition, and not used outside of its calibration status? (MCO P4790.2C, para 3005 and Appendix D; and TM 4700-15/1H, paras 2-7.d, e (2), and (3))(Weight: 2)

Method: -Validate Calibration Not Required (CNR) or INACTIVE items are maintained in a clean/complete condition. - Validate TMDE designated as Inactive is not being used by the unit.

-Validate TMDE designated as CNR is not being used in applications where accuracy is important. -If no discrepancy exists for all requirements, then the answer to question is "YES", and the grade = 100%. -If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade. -1st Requirement: Is TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" maintained in a clean/complete condition? If inventory resulted in 9 of 10 Calibration Not Required (CNR) or

INACTIVE items are maintained in a clean/complete condition, then the accuracy rate and grade is 90%. -2nd Requirement: Ensure TMDE designated as Inactive is not being used by the unit? If the unit is using an item designated as inactive then the answer is NO and the score is 0. If the unit is not using items designated as INACTIVE this requirement is N/A. 3rd Requirement: Is TMDE designated as CNR being used in applications where accuracy is important? If the unit is using an item designated as CNR in an application where accuracy is important then the answer is NO and the score is 0. If the unit is not using items designated as CNR in applications where accuracy is important this requirement is N/A. -Example $(90+0+N/A)/2=45$

7*. Is a calibration schedule being used to enable the unit to maintain sufficient instruments on hand to perform its day to day operations? (MCO 4733.1B, para 6.a; MCO P4790.2C, para 3005 and Appendix D, para 2.d; and TM 4700-15/1H, para 2-7.g(3))(Weight: 5)

Method: -From the UCR, ensure units schedule all TMDE for calibration to maintain a sufficient amount of TMDE on hand to preclude the loss of required test capabilities (e.g. stagger).

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 items are scheduled to enable the unit to maintain sufficient instruments on hand, then the accuracy rate and grade is 90%

8*. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Program? (IWGCP) (TI 4733-15/11M)(Weight: 4)

Method: -Ensure that all IWGCP TMDE is represented on a corresponding IWGCP report of certification.

-For IWGCP TMDE that has been submitted to IWGCP CF for calibration, review the following documents:

1. IWGCP calibration request (The document is obtained from the IWGCP website once the commodity has requested calibration from IWGCP.)

2. Unit copy of the DD 1149 (Requisition and invoice/shipping document)

-1st requirement: Is all IWGCP TMDE represented on a corresponding IWGCP report of certification.

If no discrepancy exists, then the requirement is valued at 100%.

if a discrepancy exists, subtract from the total IWGCP TMDE reviewed (e.g., 9 of 10=90)

-2nd requirement: For IWGCP TMDE that has been shipped to the IWGCP CF is there a corresponding DD 1149 on hand.

If no discrepancy exists, then the requirement is valued at 100%.

If inventory resulted in 9 of 10 IWGCP TMDE is not on hand and a corresponding DD 1149 can not be produced, then the accuracy rate and grade is 90%

Score: $(90 + 90) / 2 = 90$

9*. Is the commodity complying with the requirements for the Survey Instrument Calibration Program (SICP)? (TI 4733-15/21C)(Weight: 4)

Method: -Utilize Survey Instrument Calibration Program (SICP) website annotated in TI 4733-15/21C for information, inventories, shipping records, status reports, points of contacts or

special instructions/procedures.

-If no discrepancy exists, then the answer to question is "YES", and 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 inventory resulted in 9 of 10 comply with the requirements for the Survey Instrument Calibration Program (SICP), then the accuracy rate and grade is 90%

Armory Security

1*. Are daily sight counts conducted in accordance with current directives? (Encl 1, Para 5 of MCO 5530.14A and MSCSOP)(DATA COLLECTION ONLY) (Weight: 0)

Method: - Sight counts are conducted twice daily (opening and closing) - Through means of random sample, ensure that entries, ie O/H, R/R, Field, Evacuated to higher echelon, or TAD all add up in the total block. - Ensure the sight counts provide the name of the inventorying individual, signature, date, and time on the inventory. - The unit is required to maintain 3 years of sight count records on file - Sight counts will include all items stored in the armory, to include, museum/war trophy weapons, personally owned weapons, weapons owned by another unit being temporarily stored in the armory. - 1st requirement: 36 samples will be determined by qty and specific dates as requested by analyst. For the sight counts that cannot be produced, the analyst will utilize the access control log for validation. If the requirement is not met, grade is 0%. If requirement is met grade is 100%. Scenario: During the analysis the unit is conducting business without opening sight count; the 1st requirement grade is 0%. - 2nd requirement: a review of the last 30 days sight count records are completed IAW the current directives. For example: 20 of 30 day's sight counts reflect discrepancies = 67% - Grade = $(0 + 67)/2 = 34\%$

2*. Has the unit requested a Physical Security Survey to PMO in writing at least annually? (DOD 5100.76-M, "Physical Security of Sensitive Conventional Arms, Ammunition and MCOExplosives," August 12, 2000 and MCO 5530.14A Encl(1) p.3-4 para 5.a) (DATA COLLECTION ONLY) (Weight: 0)

Method: - Contact local PMO Physical Security Section. - If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and grade = 0%.

2a. Does the unit maintain records of the three most recent surveys or documentation from PMO as to why the survey was not completed? (MCO 5530.14A p.3-6 para 12) (DATA COLLECTION ONLY) (Weight: 0)

Method: - These records need not necessarily be retained in the armory however; armory personnel must have access to them. - The unit should have 3 years of records on file the AA&E officer/armory personnel must ensure that discrepancies (if noted) are corrected in a timely manner. - If additional information is needed on physical security or to have a survey conducted, contact the local physical security office. Check to see if any discrepancies are

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

2b. Have identified discrepancies been corrected? ((MCO 5530.14A p.3-6 para 13) (DATA COLLECTION ONLY) (Weight: 0)

Method: - This is the responsibility of the building owner. If your armory is located inside another units building, the unit that owns the building is responsible for ensuring surveys are conducted, discrepancies are corrected and waivers/exceptions are initiated / approved. Tenant units will coordinate with the AA&EO of the owning unit for copies of the survey results and waivers/exceptions.- If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the accuracy rate will be the grade: - Example: Survey 1 = 10 discrepancies, Survey 2 = 20 discrepancies, and Survey 3 = 10 discrepancies for a total of 40 discrepancies, grade = 40%.

3*. Has the unit appointed an Access Control Officer to be directly responsible for all security related key and lock control functions? (MCO 5530.14A para 3007.1) (DATA COLLECTION ONLY) (Weight: 0)

Method: - Verify that an appointment letter is on hand and current from the Commanding Officer designating the Key Control Officer in writing, and those functions of that appointment.- If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the grade = 0%.

4*. In facilities not continuously manned, are arms in an armory properly stored in banded crates, standard or locally made arms racks, or Class 5 GSA-approved containers? (MCO 5530.14A, p. 7-20 para 4, 8005(1)(i), 8005(1)(i)(4)) (DATA COLLECTION ONLY) (Weight: 0)

Method: - Weapons level (A) packed should be banded in groups equaling 500 lbs or more, or secured in some manner to fulfill the requirement. - If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the grade = *0%: * Sample size does not matter. Any violation would be a 0%.

5*. Are certificates of items prepared for demilitarization of AA&E items on file, and are the items loaded on property records and afforded proper security? (MCO 5530.14A Para 8003.1, Para 8018, Para 8018.6, and Encl (1) p. A4)(DATA COLLECTION ONLY) (Weight: 0)

Method: - Check for war trophies, these weapons must have Certificates of limited demilitarization located on file in the armory. - A technically qualified technically qualified U.S. government representative must sign these certificates. - These records may be with the unit Supply. - If no discrepancy exists for both requirements, then the answer to question is "YES", and the grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the average of the accuracy rates for each requirement will be the grade: - 1st requirement: Are certificates of items prepared for demilitarization of AA&E items on file? If inventory resulted in 7 of 10 warranty items followed established procedures, then the accuracy rate and grade is 70%. - 2nd requirement: are the items loaded on property records? Yes or no = 100% or 0%. -

3rd requirement: are the items afforded proper security? Yes or no = 100% or 0%. - Grade = $(70 + 100 + 100)/3 = 90\%$

6*. Are personal weapons secured and stored separately from Government AA&E weapons? (MCO 5530.14A, p. 8-58 and 8-59 para 8029)(DATA COLLECTION ONLY) (Weight: 0)

Method: -Verify through visual inspection that personal weapons are stored and secured separately from government AA&E weapons. - If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the grade = 0%.

7*. Has the Commanding Officer given authorization for storage of personal weapons, firearms, and ammunition in writing to the unit armory personnel? (MCO 5530.14A, p. 8-58 and 8-59 para 8029)(DATA COLLECTION ONLY) (Weight: 0)

Method: - Ensure Commanding Officer's authorization for storage letter is on hand. - If no discrepancy exists, then the answer to question is "YES", and grade = 100%. - If a discrepancy exists, then the answer to the question is "NO", and the grade = 0%.