



FSMAO FY-13 MAINTENANCE CHECKLIST

Sample Size Chart

(Using Statistical Yamane (1967) Sampling Formula)

<u>Population size</u>		<u>Sample size</u>
<10		All
10	To 14	9
15	To 19	13
20	To 24	17
25	To 29	20
30	To 34	23
35	To 39	26
40	To 44	29
45	To 49	31
50	To 54	33
55	To 59	35
60	To 64	38
65	To 69	39
70	To 74	41
75	To 79	43
80	To 84	44
85	To 89	46
90	To 94	47
95	To 99	49
100	To 124	50
125	To 149	56
150	To 174	60
175	To 199	64
200	To 224	67
225	To 249	69
250	To 274	71
275	To 299	73
300	To 349	75
350	To 399	78
400	To 449	80
450	To 499	82
500	To 749	83
750	To 999	88
1000	To 1499	91
1500	To 1999	94
2000	To 9999	95

Formula parameters:
95% confidence level
10% level of precision

$n = \frac{N}{1 + Ne^2}$

n = sample size

N = population size

e = level of precision

Maintenance Administration

1. Are the current MMSOP and maintenance policy letters on hand within each maintenance commodity and available to personnel? (MCO P4790.2C, para 1004.4; Appendix A, para 2.b; Appendix B para 14.b.2.) (Weight:4) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review MMSOP and policy letters and validate they are on hand within the commodity.
- Review the Policy Letter that identifies all current Policy Letters.
- Identify in detail, which policy letters are not on hand.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify the current MMSOP, in either hard copy or electronic format, on hand within each maintenance commodity and available to commodity personnel?
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%
- 2nd Requirement:
 - Verify current applicable maintenance policy letters are available to commodity personnel via hard copy or electronic.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 policy letters are on hand, the accuracy rate = 90%.

Score = (R1 + R2)/2

2. Have current desktop procedures/turnover folders been prepared for each billet involving administrative and management functions? (MCO P4790.2C, para 1005; MSC MMSOP and MMPLs)(Weight: 3) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.

- 1st Requirement:

- Verify that the commodity/IMA have Desktops/Turnover folders created and available for each billet listed in the MMSOP/MMPL.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 8 of 10 required Desktop/Turnover binders are created and available, the accuracy rate = 80%.

- 2nd Requirement:

- Verify that the Desktops/Turnover Folders contain the required information per MCO P4790.2C and MMSOP/MMPL?

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 6 of 8 Desktop/Turnover folders contain required information, the accuracy rate = 75%.

Score = (R1 + R2)/2

Note: If a Desktop/Turnover Folder is missing or has incorrect information, that Desktop/Turnover Folder receives a “0”

Equipment Records

1. 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; MARADMIN 162/10, and FSMAO-W Waiver for use of full SSN on select NAVMC and Standard Forms dtd 15 Nov 11) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify that all forms and records are properly completed IAW with TM 4700- 15/1H.
- Look at a sample of 10576, 11186 resident in the armory and a sample of 10520s for weapons that are checked out.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If issue/recovery of equipment resulted in 9 of 10 required forms properly completed, the accuracy rate = 90%.

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

“HOW TO”

- 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 discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 forms/records stored in vehicle, the accuracy rate = 90%.

3. 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? (TM 4700 - 15/1H page 5 - 4 - 1 para 5 - 4d; MCO P11262.2A)(Weight: 3) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- 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 vehicles: 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.
 - Verify that the NAVMC 10393 and 10393a are located in the logbook?
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms/records are located within logbook with correct entries, the accuracy rate = 90%. (If the form is there but the information is still incorrect, the card is not being utilized)

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

"HOW TO"

- 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.
- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms/records transcribed on form, the accuracy rate = 90%.

**5. Are Ordnance Vehicle Service Record forms NAVMC 10398 located in the Logbook and properly filled out? (TM 4700 - 15/1H page 5 - 6 - 1 para 5 - 6d)(Weight: 3)
(Pertains to Using Unit/Organic accounts only)**

"HOW TO"

- Verify that the Ordnance Vehicle Service Record (NAVMC 10398 and NAVMC 10398a) is located in the Vehicle 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.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify that the Ordnance Vehicle Service Record (NAVMC 10398) forms are located in the logbook.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms/records are located within the logbook, the accuracy rate = 90%.

- 2nd Requirement:

- Verify that the forms are filled out correctly.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 8 of 10 forms/records are filled out correctly within the logbook, the accuracy rate = 80%.

Score = (R1 + R2)/2

6. Have “item instances” been created for all Motor Transport and Engineer, Ordnance and Communication equipment, and do they contain all required information? (CMC Message 121722Z APR 12 GPN 4- 12; TM - 4700 - 15/1H, Para 2 - 14 and applicable commodity chapters) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- One “PEI” item instance equals one record.
- Verify the item instance contains the following information as required:
 - Marine Corps registration number
 - Chassis serial number
 - TAM Control Number (of the principal 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
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify that each PEI requiring an item instance has a record established.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If “item instances” have been created for 9 of 10 items, the accuracy rate = 90%.
- 2nd Requirement:
 - Verify that the item instances contain all required information as listed in the “How To”
 - If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 item instances contain the required entries, the accuracy rate = 90%.

$$\text{Score} = (R1 + R2)/2$$

Note: Do not evaluate the following items under this question; Hook Throat Spread Measurements, Recording of Load Test/ACI, and Warranty Commencement Dates.

7. Have all individuals, dispatching equipment, been designated in writing by the Equipment Officer? (TM 4700 - 15/1H, para 2 - 15.c and 15 - 3.b)(Weight: 2) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Review the daily dispatch log to obtain the names of individuals that dispatched in the last 30 days

- If no vehicles were dispatched in the last 30 days keep looking into historical dispatching records to answer the question

- Verify that each dispatcher has a current appointment letter.

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 3 of 4 dispatchers are properly appointed, the accuracy rate = 75%.

8. Are master logs, maintained within TCPT and used to dispatch equipment, completed IAW the reference? (MCBul 4081; TM 4700 - 15/1H para 2 - 15)(Weight: 4) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Verify that the master log is 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 one error

- Areas to focus on are:

- Compare dispatched vehicle serial numbers to the IB.

- Verify in/out times entered

- Verify that the dispatcher enters total miles traveled or total hours operated
- Verify dispatcher signature/initials present.
- Verify equipment officer/designee signature present.

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 20 of 30 entries are filled in correctly, the accuracy rate = 67%.

9. Are NAVMC 10627's (Vehicle and Equipment Operational Records) filled out correctly and retained IAW references? (TM 4700 - 15/1H, para 2 - 19)(Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify that the NAVMC 10627s are 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.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.

- 1st Requirement:
 - Verify that the NAVMC 10627's are filled out IAW references?

 - If no discrepancies exist, the accuracy rate = 100%.

 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 forms are correct, the accuracy rate = 90%.

- 2nd Requirement:
 - Verify that the NAVMC 10627's are retained for 30 days as required.

- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 8 of 10 forms are maintained as required, the accuracy rate = 80%.

$$\text{Score} = (R1 + R2)/2$$

10. 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, para 2 - 24; and NAVMC 10393)(Weight: 4) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Verify daily checklists are being used upon dispatch or operation of cranes.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.
- 1st Requirement:
- Verify that checklists are used IAW the references?
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms are properly completed, the accuracy rate = 90%.
- 2nd Requirement:
- Verify that the checklists are retained IAW the references.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 8 of 10 forms are maintained as required, the accuracy rate = 80%.

$$\text{Score} = (R1 + R2)/2$$

11. Are NAVMC's 10523/10524 (Engineer Equipment Operational Record/Consolidated Log) filled out in accordance with the reference? (TM 4700 - 15/1H, para 2 - 20 - 1 and 2 - 21 - 1)(Weight: 3) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- 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.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.
- 1st Requirement:
 - Verify that the NAVMC 10523/10524s are filled out correctly.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms/records were correct, the accuracy rate = 90%.
- 2nd Requirement:
 - Verify that the NAVMC 10523/10524 are retained IAW the reference?
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 forms/records were retained IAW the reference, the accuracy rate = 90%.

Score = (R1 + R2)/2

12. Upon receipt of the equipment, or as appropriate, are the commencement dates of the warranty recorded as a “maintenance details” note of the item instance? (MCO 4105.2 enclosure 2 para 3.c; applicable PEI or SL - 3 component SI or FP; CMC Message 121722Z APR 12 GPN 4- 12)(Weight: 1) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review item instances or appropriate documentation to verify the recording of warranty commencement dates.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PEIs have the commencement dates of the warranty recorded in the “maintenance details” notes portion of the item instance upon receipt of the equipment, the accuracy rate = 90%.

TRAINING

1. Does the commodity manager plan and conduct maintenance and operator level training? (SECNAV M- 5210.1 Chapter 3 page III- 3- 1 SSIC 3000- 3999 and page III- 3- 37 SSIC 3502 para 1 ; 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; MMSOPs and MMPLs)(Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review T&R events and individual training records. Review the long, mid and short term 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).

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.

- 1st Requirement:

- Verify that training is planned and scheduled at the commodity level IAW the references

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the rate = 0%.

- 2nd Requirement:

- Verify that training is conducted IAW the minimum requirements established by the references?

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 8 of 10 “documents” are on file to show training being conducted, the accuracy rate = 80%.

- 3rd Requirement:

- Verify that training records are being maintained for a period of two years. (IAW SECNAV M- 5210.1)

- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 11 of 12 months of documents are kept on file, the accuracy rate = 92%

$$\text{Score} = (R1 + R2 + R3)/3$$

2. 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, equipment containing cryptographic components to a level commensurate with their involvement with the equipment or system, and are these records available? (OPNAVINST 2221.3D par 5.a; EKMS1B par 455.f; MCO 2281.1 para 4.b.(7) (b).5) (Weight: 1) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Review training records to verify if any COMSEC training (Required Annual PDS Training; Incidental Operator (IO) Indoctrination Training (if command uses incidental operators, view Incidental Operator Acknowledgement of Responsibility forms)) has been conducted.
- Review results of Required Annual Emergency Action Plan Exercises.
- Verify all personnel who work on or handle COMSEC have a COMSEC Acknowledgement form on file (Acknowledgement Forms are kept in the Chronological File).
- These records may be kept by the EKMS Manager or the Local Element Custodian (Training documentation is kept in the EKMS Correspondence File).
- If no discrepancies exist for the requirement, the answer to the question is "YES," the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 Marines that handle COMSEC have the required forms on file, the accuracy rate and grade is 90%.

3. Do the Individual Training Records (ITRs) document Mastery of individual tasks based upon the METL and ITS/T&R events? (MCO 1553.3A, enclosure 1; MCO P3500.72A; MCRP 3 - 0A, Chapter 5; MCRP 3 - 0B, Appendix B; NAVMC 3500.XX T&R MANUAL) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review Individual Training Records (ITRs) for Mastery of individual ITS/T&R tasks per MOS.
- Documentation must include:
 - Mastery of tasks (per P3500.72A, only the date of mastery is required. Per SECNAV M- 5210.1, retention is 2 years).
 - Commanding Officer Waiver or Deferment
- If no discrepancies exist for the requirement, the answer to the question is “YES,” the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 ITRs were properly annotated, the accuracy rate = 90%.

4 . Does the unit/commodity have a licensing program and is it in compliance with appropriate orders and directives? (MCO 11240.66D; TM 11240 - 15/3F; MCO 8400.6; TM 11275 - 15/4; MARADMIN 162/10, and FSMAO-W Waiver for use of full SSN on select NAVMC and Standard Forms dtd 15 Nov 11)(Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Determine whether the unit requires a licensing program, i.e. do they issue licenses.
- If no, question is N/A - If “yes” analyze steps 2 - 3 below.
- 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
- Validate licensing officer/official.
- The motor transport designated licensing official will be a Staff Non-Commissioned Officer, Officer or civilian assigned in writing by that licensing office’s 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 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.
- Validate licensing examiner. The motor transport licensing examiner will be designated in writing, as an additional duty, by the Licensing Official and must have the secondary MOS of 3538, Licensing Examiner. All appointed License Examiners without MOS 3538 will attend a formal school to obtain skill designator 3538 within 6 months of appointment.
- The ordnance vehicle designated licensing examiner should have thorough 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 licensing examiner will be designated in writing, as an additional duty, by the Licensing Officer.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify the license officer or licensing official is appointed in writing by the Commanding Officer

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%

- 2nd Requirement:

- Verify that a qualified licensing examiner is appointed in writing by the licensing Officer

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%

Score = (R1 + R2)/2

5. 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; MCO 8400.6;) MARADMIN 162/10, and FSMAO-W Waiver for use of full SSN on select NAVMC and Standard Forms dtd 15 Nov 11)(Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- 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 driver's inventory
- Review drivers history file (one discrepancy equals one invalid file) MOTOR TRANSPORT (TM 11240 - 15/3F)
 - NAVMC 10964 X2 (learners permit/ license)
 - Student driver log
 - OF346
 - Marine Net certificate
 - Written test
 - Road test
 - Skills test
 - Vehicle record check report
- Go to table 2 - 1 (requirement by vehicle type) ORDNANCE/ENGINEER (MCO 8400.6 encl 2 page 1, TM 11275- 15/4)
 - Application.
 - Interview notes.
 - Test Scores.
 - Documentation of any special action taken.
 - Copies of notifications.
 - Letters concerning applicant.
- Review licensing log book ENGINEERS (TM 11275- 15/4 page 23) Operator History File Action Date File Licensing Logbook
 - If no discrepancies exist for the requirement, the answer to question is “YES”, and the grade = 100%.
 - If discrepancies exist, the answer to the question is “NO”, and the accuracy rate will be the grade. Example: If 9 of 10 forms/records are kept on file, the accuracy rate and grade is 90%

MAINTENANCE REPORTING

1. Do commodity or IMA personnel use a Service Request in all instances where required in the performance of maintenance? (TM 4700 - 15/1H, para 2 - 2.a (1); CMC Message DTG 161920Z FEB 12 GPN 3- 12) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Compare MPR to equipment in shop.
- Identify broken equipment in the maintenance shop without an SR opened
- Verify if the higher echelon of maintenance SR matches the information on the lower echelon SR
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify all equipment within the maintenance section have an open SR associated when required
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PEIs in the maintenance cycle have open SRs, the accuracy rate = 90%.
- 2nd Requirement:
 - Verify that when an item is evacuated to a higher echelon of maintenance that, is the higher echelon SR is properly related to the originator’s SR
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 SRs were properly related, the accuracy rate = 90%.

Score = (R1 + R2)/2

2. Are the operational statuses of Materiel Readiness Reportable Principal End Items accurately reported on the Maintenance Production Report? (MCO P4790.2C, para 1000.2.g (1) and Appendix G, para 2) (Weight: 5) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Using a sample size of the total number of MARES PEIs, verify that the operational status is accurately reported on the Maintenance Production Report (MPR).
- If no discrepancies exist, the answer to the question is “YES,” and grade = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade: Example: If operational status was accurately reported on 98 of 100 PEIs, the accuracy rate = 98%.

3. Does the maintenance section ensure equipment serial numbers or set numbers from the data plate are accurately reflected on Service Requests before accepting equipment into the maintenance cycle? (UM 4400 - 124, Part III, Section 2, para 2.6 and 2.14; and TM 4700 - 15/1H, para 2 - 2.d (11)) (Weight: 1) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Verify serial numbers on SRs match equipment data plates/serialization and unit property records.
- If no discrepancies exist, the answer to the question is “YES”, and grade = 100%.
- If discrepancies exist, the answer to the question is “NO”, and the accuracy rate will be the grade. Example: If the serial numbers on 9 of 10 SRs are accurate, the accuracy rate and grade is 90%.

4. Are authorized personnel assigning proper Urgency of Need Designators on the Service Requests? (MCO 4400.16H; MCO P4400.150E, para 3001.5; TM 4700 - 15/1H 2 - 2 - 7, para.2.d.17a) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- View UND authorization letter signed by Commanding Officer and compare to SR.

- View the “log and notes” section of the SR to validate that authorized personnel are approving the initial SR priority and are making any priority changes.
- Verify that the SR is authorized by approved personnel when the equipment is accepted or when priority increases.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 SRs were assigned by authorized personnel, the accuracy rate = 90%.

5. Does the use of Job Status Codes reflect the transition through maintenance phases and the current status of the equipment? (TM 4700 - 15/1H, para 2 - 2.d (18), 2 - 2.d (22), 2 - 2.d (23), 2 - 2.f; and UM 4790 - 5, Ch 24; MCO P4790.2C, appendix C and G; CMC Message 161920ZFEB12 GPN 3- 12) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Validate SRs against physical condition of the equipment to ensure the accuracy of the job status codes being reported.
- If no discrepancies exist, the answer to the question is “YES,” and grade = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 SRs reviewed reflect the transition through maintenance phases and the current status of the equipment, the accuracy rate = 90%.

6. Does GCSS - MC source data indicate that commodity/IMA managers are reconciling/ validating information, and are they taking corrective action as required IAW current directives?(MCO P4790.2C, appendixes C and G; MCO P4400.150E, para 3001.6; MCO 4400.16H; TM 4700 - 15/1H para 2 - 2; UM 4790 - 5 Chapter 24; Current GCSS - MC GPNs)(Weight:3) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Validate source documents to reports. (SR and PR to MPR, ESR, On- Hand Qty Report (OHR)).
- Look for discrepancies that exist in excess of two weeks with no action taken.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify that records indicate that the commodity/IMA manager is performing a reconciliation/validation.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 records reflect reconciliation is conducted, the accuracy rate = 90%.

Note. 1 record equals 1 SR on a MPR

- 2nd Requirement:

- Verify that the records indicate that corrective action has been initiated when required?

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 records reflect that corrective action has been taken, the accuracy rate = 90%.

Score = (R1 + R2)/2

Supply Support

1. Has the unit commander approved PEB items in writing, are they stocked in accordance with current directives, and are they resident in GCSS - MC? (MCO P4400.150E, para 5018; MCO P4790.2C, para 2004.7: MCO P4450.7E) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Compare annual authorization letter from CO against the PEB inventory.
- Verify each page of the enclosure has been initialed by the CO.
- Verify PEB is arranged in accordance with orders.
- Validate sub- inventory on hand quantity report against PEB for accuracy.
- Verify that the PEB items utilized for IMA support are identified separately from the organic account.
- Take a sample size of parts and check usage, ROP, etc. to determine if the parts are stocked and maintained IAW references.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.
- 1st Requirement:
 - Verify that the PEB is authorized in writing IAW the references.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.
- 2nd Requirement:
 - Verify that the PEB is stocked and maintained in accordance with the references.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 items in PEB stocked correctly, the accuracy rate = 90%.
- 3rd Requirement:
 - Verify that the data elements for PEB items are accurately maintained in GCSS- MC.
 - NIIN

- Min/Max values
- Qty on hand
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PEB items are accurately maintained, the accuracy rate = 90%.

Score = (R1 + R2 + R3)/3.

(Note: if the 1st Req is a “NO” then the question receives a 0%)

2. Are priorities for repair parts requirements properly assigned by authorized personnel? (MCO 4400.16H, para 4.b.(9)(1) - (d); and Enclosure (1) para 5 and 7) (Weight: 3) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- View UND authorization letter signed by Commanding Officer and compare to SR.
- Verify only authorized personnel are assigning priorities.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 parts requirements have priorities properly assigned by authorized personnel, the accuracy rate = 90%.

3. Does the user enter the proper Operational Status for a parts requisition? (MCO 4400.16H; TM 4700- 15/1H, para 2- 3.c.(2)(I) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Determine sample size by the number of SRs with outstanding requisitions on the MPR.
- Review all parts requisitions on the MPR from same sample of SRs to ensure Operational Statuses are properly assigned on the tasks (e.g., Operational Degraded (for degrading parts), Operational Deadlined (for deadlining parts)).

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 tasks have operational statuses properly assigned, the accuracy rate = 90%.

4. Does the commodity/IMA coordinate with supply to ensure the appropriate advice codes for parts requirements prior to submitting for approval? (TM 4700 - 15/1H, para 2-3.c.(2)(m).3); CMC Message 151955Z Nov 11 GPN 3- 11) (Weight: 1) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Determine sample size by the number of open requisitions on the MPR.

- Review all parts requirements within identified sample to ensure that advice codes are entered.

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 open parts requirements have appropriate advice codes assigned, the accuracy rate = 90%.

5 . Are all repair parts/assemblies held in maintenance facilities that are not associated with established PEB, Layettes or broken unit of issue sub- inventories reported to supply for disposition guidance? (MCO P4790.2C, para 2004 5,7.e.(1); and Appendix C; MCO P4400.150E, para 5018 (6) (Weight: 2) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Visually inspect desks, tables, benches, tool boxes, etc., repair parts/assemblies that are not associated with sub- inventories supporting the maintenance effort.

- Verify if there is a designated area for repair parts/assemblies with no associated maintenance requirements that are awaiting coordination with supply for disposal or rollback action. Confirm if contact has been initiated with the unit’s supply section.

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If repair parts/assemblies are adrift in the maintenance facilities or contact with supply has not been initiated for items in areas designated as pending disposal or rollback, the answer to the question is "NO," the accuracy rate = 0%

6. Is a biweekly validation of the Service Request and layettes being conducted? (MCO P4790.2C, para 2004.4 and Appendix C; and MCO P4400.150E, para 3001.6) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Verify sub- inventory on hand quantity report for Layettes accuracy.

- Review the SR Parts Requirement Task and reconcile it with repair parts in the layette to ensure that all repair parts are accurately accounted for.

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 layette validations were correct, the accuracy rate = 90%.

7. Are validations being conducted between the commodities (supply, MMO, and supporting activities), and are corrective actions initiated by the commodity/IMA? (MCO P4790.2C, para 2004.3 and Appendix C; MCO P4400.150E para 3001.6; CMC Message 301107Z SEP 11 GPN 1- 11) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Review MMSOP/policy letters for required intervals.

- Review maintenance production data to identify discrepancies and the corrective actions initiated for any identified discrepancies.

- Review commodities'/IMA's Task submitted to supply for follow up actions.

- Review owning organization's task submitted to support activities for follow up actions.

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 follow up actions were requested from supply and supporting activities, the accuracy rate = 90%.

Preventive Maintenance

1. Are equipment operator/crew PMCS being conducted in accordance with applicable technical publications and directives? (MCO P4790.2C, para 3002; TM 4700 - 15/1H, applicable commodity Chapters; and MSC MMSOP/Unit MMPNS) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify the operator/crew PMCS required for the unit's equipment.
- Compare the appropriate equipment form or record (e.g., NAVMC 1018, Trip Tickets, etc.) to the actual state of the equipment and verify if operator/crew PMCS has been performed.
- Verify that all sampled equipment received required operator/crew PMCS per applicable technical publications, MSC MMSOPs, and MMPNs.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PMCS were properly conducted, the accuracy rate = 90%.

Note. Where operator or crew PMCS forms are not utilized or absent from MMSOPs and MMPNs, a sampled visual inspection will be used to verify if the unit is performing operator/crew PMCS (e.g., evidence of rust, dirt, dry - rot, missing or damaged exterior components, etc.).

2. Are operator or crew PMCS corrective maintenance requirements identified and reported? (MCO P4790.2C, para 3002; TM 4700 - 15/1H, applicable commodity Chapters; and MMSOP) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Use the same sample group from question 1.
- Compare the appropriate equipment form or record (i.e., NAVMC 1018, Trip Tickets, etc.) to the CM SR and MPR of the equipment and verify corrective maintenance has been requested.
- Verify that requests for corrective maintenance are initiated.

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 requests for repairs were initiated, the accuracy rate = 90%.

3. Does on hand equipment requiring 2nd echelon or higher preventive maintenance have PMCS properly scheduled and evenly distributed? (MCO P4790.2C, para 3002; TM 4700 - 15/1H, para 2 - 4.b, para 2 - 4.c, applicable commodity chapters, and equipment technical manuals; CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Ensure all applicable equipment is listed on a PMCS Roster, and review PMCS Roster and completed SRs to ensure equipment is properly scheduled and evenly distributed for PMCS.
- Validate that SSRI PEI components are properly configured in Installed Base.
- One serial number equals one record.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify that PMCSs are properly scheduled.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PMCSs are properly scheduled, the accuracy rate = 90%
- 2nd Requirement:
 - Verify that PEI PMCSs are evenly staggered.
 - If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PMCSs are evenly distributed, the accuracy rate = 90%.

Score = (R1 + R2)/2

4. Has required 2nd echelon or higher PMCS been performed in accordance with applicable equipment technical manuals (TMs)? (MCO P4790.2C, para 3002; TM 4700 - 15/1H, para 2 - 4.b, para 2 - 4.c; and applicable commodity chapters) (Weight: 4) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- One serial number equals one record.
- Compare the PMCS roster to completed PMCS SRs to ensure 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.
- On Engineer equipment verify that an annual safety/condition check (AS/CC) has been conducted on all equipment failing to receive a second EOM or higher hourly PMCS during a one year period.
- PMCS can sometimes be validated by physical inspection of equipment.
- MERIT/IB may be utilized to validate past PMCS actions when no records exist (e.g., equipment was transferred to the unit with no records).
- Verify that PMCSs are properly conducted and documented.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 PEI PMCSs are properly conducted and documented, the accuracy rate = 90%

5. Has the unit Commander assigned in writing a load test certification officer; and has the certification officer designated a test director, and test personnel? (MCO P11262.2A, para 1001.8) (Weight: 1) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Ensure Certifying Officer has been assigned in writing

- Ensure requirement is spelled out for Certifying Officer, Inspector, Director so all required signatures are verified and inspected.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.
- 1st Requirement:
 - Verify that a Load Test Certification Officer been assigned in writing.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.
- 2nd Requirement:
 - Verify that the Certification Officer designated a Test Director and Inspection and Test Personnel.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.

Score = (R1 + R2)/2

6. Is a Load Test and/or Annual Condition Inspection (ACI) of cranes, aerial personnel devices, retrievers and other load lifting equipment accomplished and documented upon completion of repairs/alterations of critical load bearing parts? (MCO P11262.2A, para 2005; TM 4700 - 15/1H, and applicable commodity chapters; CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Review inspection results from the current load test/ACI, these signed documents should be located in the installed base item instance and Ordnance Vehicle Logbook.
- Certification of annual condition inspection (ACI) and/or load test shall be signed by the test director, test inspector, and certifying officer.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

Note: If equipment is in use or on the ready line but the ACI is expired, the question will be answered "NO" and the grade for this question = 0%.

- 1st Requirement:

- Verify that load tests/ACIs are completed or that action has been initiated IOT have the load test/ACIs completed.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 load tests/ACIs were completed or initiated, the accuracy rate = 90%.

- 2nd Requirement:

- Verify that load tests/ACIs are documented.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 load tests/ACIs were documented, the accuracy rate = 90%.

- 3rd Requirement:

- Verify that the equipment is stenciled IAW the reference.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 PEIs were stenciled, the accuracy rate = 90%.

Score = (R1 + R2 + R3)/3

7. Are all PMCS entries annotated in the associated Electronic Weapons Record Books (EWRB) and legacy Weapons Record Books, Part I and Part II (NAVMC 10558/10558a)? (TM 4700 - 15/1H, para 7- 2 and TM 9 - 1000 - 202 - 14, TI 8000 - OD) (Weight: 2) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Visually inspect electronic and legacy weapon record books for annotation of PMCS and verify with SR.
- Review TI 8000 - OD, Section 3 and 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 discrepancies exist, the answer to the question is "YES," and grade = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 required PMCS entries were annotated, the accuracy rate = 90%.

8. Is the hook throat spread measurement recorded in accordance with current directives? (MCO P11262.2A para 2002.2; CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 4) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Review appropriate equipment records in accordance with orders for hook throat spread.
- If no discrepancies exist, the answer to the question is "YES," and grade = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 hook throat spread measurements were correctly documented, the accuracy rate = 90%.

Corrective Maintenance

1. Are acceptance inspections conducted in accordance with the references? (MCO P4790.2C, para 3001.1.a (1), CMC MSG 161920Z Feb 12 GPN 3- 12) (Weight: 5) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Verify acceptance inspection entries are made by checking the “log and notes” in the SR.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 acceptance inspections were conducted in accordance with the references, the accuracy rate = 90%.

Note: Reiterate to maintenance personnel to print a copy of the Equipment (Transfer of) Custody Receipt for the customer upon acceptance of equipment into the maintenance cycle.

2. Are detailed inspections of inducted equipment and requisition of known faulty components (secondary repairable and/or piece parts) completed within 5 working days from the IMA generated DRIS? (MCO P4790.2C, para 3003.5.b.(2) (a)) (Weight: 5) (Pertains to IMA accounts only)

“HOW TO”

- Determine sample size by the number of open requisitions on the MPR.
- Review all parts requirements within identified sample to ensure that secondary repairable or part’s requirement tasks were assigned to the RIP or fiscal approver within 5 working days from the IMA’s SR Date Received In Shop (DRIS).
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 open secondary repairable or part’s requirement tasks were not submitted to the RIP or fiscal approver within 5 working days, the accuracy rate = 90%.

3. Is CM performed in accordance with applicable equipment TMs and within the unit's authorized echelon of maintenance, or within the limitations of the Common Sense Approach to Maintenance? (MCO P4790.2C, para 1003.1.g, and 3003; the current Table of Organization; MARADMIN 110/00) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Observe for maintenance actions outside echelon of maintenance according to applicable TMs and T/O&E.
- Obtain a copy of this unit's approval for increased echelon of maintenance per the GEMP.
- Check to ensure personnel are formally school trained and the required tools are available.
- Check to ensure approved tasks have been forwarded to the MSC for consideration of SMR code changes on an annual basis.
- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 repairs were being conducted IAW applicable TMs and within the appropriate echelon, the accuracy rate = 90%.

4. Is the unit taking advantage of the Common Sense Approach to Maintenance for specific tasks and is it restricted to the authorized limitations established by the commander? (MARADMIN 110/00) (Weight: 2) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Review the 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 the unit is not utilizing this program, the answer to the question is "N/A".

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%

5. Has the commodity/IMA manager identified warranty items and are they following established procedures for all warranty repairs? (MCO 4105.2 enclosure 2 para 3.c, Applicable SI, ULSS, ALO and FPs) (Weight: 4) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Review MMSOP for procedures to identify all requirements for establishing a warranty program.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify that the commodity manager/IMA has identified warranty items.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 warranty items are identified, the accuracy rate = 90%.

- 2nd Requirement:

- Verify that the commodity/IMA manager followed established procedures for all repairs on warranty items.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 warranty repairs followed established procedures, the accuracy rate = 90%.

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

6. Are units/IMAs following established procedures for equipment meeting WIR requirements? (MCO P4790.2C, paragraphs 3001.3.c (2)(a), 3003.5, 3009.5, and 3009.6; APPN A #2004; MCO P4400.82F, Ch 5; and MCO P4400.150E par 6006.2.) (Weight: 3) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Take a sample of all open CM SRs and review SRs that indicate a WIR may be required for one of the following conditions: repair costs exceed economical repair, lack of supply support, exceeds maintenance capability, or when directed by applicable equipment references (i.e. SI for DAGR requires submission of WIR by owning unit upon failure of warranted item.)

- Verify the IMA is adhering to the prescribed maximum maintenance times (based on the IMA DRIS) for PEI's and secondary repairable items inducted for requested services other than lack of supply support (not mission capable supply (NMCS)). (IMA only)

- Verify that the IMA is utilizing the organic DRIS for those items evacuated for NMCS. (IMA only)

- Verify that maintenance cycle time extensions are initiated by the IMA maintenance officer and approved by the equipment's unit commander. Documentation for required repair parts must support this decision. (IMA only)

- Verify the commodity/IMA following WIR procedures IAW the references

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If the WIR of 4 of 5 PEIs was executed IAW established procedures, the accuracy rate = 80%.

7. When required, are product quality deficiency reports (PQDRs) being prepared and submitted in accordance with reference? (MCO 4105.2 enclosure 2 par 4.a; MCO 4855.10B para 7.b(1) through (8); Applicable SIs) (Weight: 2) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- 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 a unit within the last 6 months (<https://www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm>).
- Verify that equipment failures requiring PQDRs have been identified.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 equipment failures were identified and PQDRs were submitted, the accuracy rate = 90%.

8. Are directives available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, 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: 1) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Only applies to units/commodities that handle ESD items.
- Ensure that directives are available.
- Inspect grounding station for 2 Megohms, measured with a multi-meter.
- View percentage of packing material for ESD sign.
- Verify personnel are able to identify items with ESD sensitivity.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.
- 1st Requirement:
- Verify that directives are available for the Electromagnetic Environmental Effects (E3) Program, Electrostatic Discharge (ESD) Management, and ESD Awareness.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO" and the accuracy rate = 0%.

- 2nd Requirement:

- Are worksites where ESDs are handled, afforded adequate protection against electrostatic damage by grounding stations and packaging material?

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 workstations within worksite have appropriate ESD protection, the accuracy rate = 90%.

Score = (R1 + R2)/2

9. 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, para 3001.3.d, 3001.3.e, and 3007.3; TM 4700 - 15/1H, para 15 - 6) (Weight: 3) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

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

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

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify that the QC has required forms for inspections.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%

- 2nd Requirement:

- Verify that the QC is using those required forms to conduct inspections.

- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 instances were inspection forms were used the accuracy rate would be 90%

$$\text{Score} = (R1 + R2)/2$$

10. 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); CMC DTG 311233Z Jul 12 GPN 3-12) (Weight: 3) (Pertains to both Using Unit/Organic and IMA accounts)

"HOW TO"

- Compare the final Q.C. date and the date the owner was sent an "owner notified" task in GCSS- MC
- If no discrepancies exist, the answer to question is "YES," and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 customers are notified after completion of repairs, the accuracy rate = 9

11. Is the calibration laboratory performing maintenance support solely for supported TMDE as listed in TM 10510-OD/1 or as supported by Marine Corps logistics documents? (TM 10510-OD/1; TI 4733 OD/1, par 5.c.; Applicable SI; OTC designation in GCSS-MC, ULSS, and Fielding Plans) (Weight: 3) (Pertains to IMA accounts only)

"How To"

- Take a sample of all TMDE inducted into the Calibration LAB and validate that it has an associated (CAL, CAL MAINT, and CM) SR, and combine samples for analysis.
- Compare TMDE SRs to GCSS-MC OTC, TM 10510-OD/1, Fielding Plans, ULSS, or SIs to determine if TMDE is supported.
- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If the 9 of 10 TMDE items were supported, the accuracy rate = 90%.

****NOTE**** The calibration laboratory is responsible for providing documentation identifying that their inducted TMDE is supported.

Inventory Control

1. Are garrison tool allowances established and are they 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) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- 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 T/E sets, kits, and chests.

- 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.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.

- 1st Requirement:

- Verify that garrison peculiar tools that are not included in any T/E allowance set, chest, or kit have been identified and properly authorized and accounted for in writing.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 garrison peculiar tools are properly authorized and accounted for in writing, the accuracy rate = 90%.

- 2nd Requirement:

- Verify that the CO has signed an authorization letter for 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 that sets the requirement for the tool.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 locally fabricated tools are on an authorization letter, the accuracy rate = 90%.

$$\text{Score} = (R1 + R2)/2$$

2. Has the unit commander established in writing all Using Unit Responsibility Items (UURIs) and Additional Authorization List (AAL) allowances to include both “As Required” quantities and those quantities held less than the stated quantity? (MCO P4400.150E, para 2011.c) (Weight: 2) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify that the CO has signed an authorization letter for UURI.
- Verify if quantities to be held have been established on the letter.
- Verify the commodity used updated TMs and SL- 3s publications. to identify UURI/AAL. .
- Verify that the inventory records properly reflect the authorization letter.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If written authorization exists for 9 of 10 UURI items, the accuracy rate = 90%.

3. Are procedures established and followed for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2C, para 2005.2, and Appendix D, para 3.f (4)) (Weight: 2) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review MMSOP and Desktop Procedures for established control procedures.
- Verify that the commodity is following established procedures.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 items are issued from sets, kits, and chests using established control procedures, the accuracy rate = 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, pages 2 - 11, para 2004.11, page 2 - 12, para 2005, 2005.4; and Appendix D; TM - 10209 - 10/1; TM 4700 - 15/1H, para 2 - 6 and para 15 - 7 (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify that the SL – 3 extract being used is up to date. .
- Compare the information from the current 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.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify that all T/E allowance tools, sets, kits, chests, SL - 3, and TM components to end items, to include sub–kits, are authorized and accounted for.
 - If no discrepancies exist, the accuracy rate = 100%.
 - If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 T/E allowance tools, sets, kits, chests, SL - 3, and TM components to end items to include sub - kits are accounted for, the accuracy rate = 90%.

- 2nd Requirement:

-Verify that all T/E allowance tools, sets, kits, chests, SL - 3, and TM components to end items to include sub - kits are maintained in a serviceable condition.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 T/E allowance tools, sets, kits, chests, SL - 3, and TM components to end items to include sub - kits are in serviceable condition, the accuracy rate = 90%.

- 3rd Requirement:

- Verify that inventories are conducted and retained for all T/E allowance tools, sets, kits, chests, SL - 3, and TM components to end items.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 inventories were properly conducted and retained IAW references, the accuracy rate = 90%.

$$\text{Score} = (R1 + R2 + R3)/3$$

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; MCO P4400.150E, para 2011.3 and 2011.4; SI 10510- OR) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Verify if there are any letters of unfunded deficiencies.

- Verify the SL- 3 deficiencies against the MPR for SR parts requirements, open purchase requests or PMSKOT orders.

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 inventory deficiencies for sets, kits, chests, and end item SL - 3 components have been requisitioned, the accuracy rate =90%.

6. When the lack of a SL - 3/TM - 10 component causes an item to be deadlined, is that component requisitioned under a deadline task? (MCO P4790.2C, Appendix C, para 2.a (2); TM 4700 - 15/1H, para 2 - 2.f. (12), and para 2 - 6.b.) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review MPR to identify SL- 3 SRs.
- Verify the Combat Essentiality Code for the component NIIN in FEDLOG (a 5 for MARES or a 6 for Non- MARES will render the PEI deadlined. This CEC is also listed in the IMO under the item attributes PLM attributes field).
- Verify that deadlining components are ordered on a deadlined task.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 SL - 3/TM - 10 components that caused an item to be deadlined, were requisitioned under a deadlined task, the accuracy rate = 90%.

Modifications Control

1. Does the unit ensure only CMC directed modifications are applied to Marine Corps equipment? (MCO P4790.2C para 3004.2.d; CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 5) (Pertains to both Using Unit/Organic and IMA accounts)

“HOW TO”

- Identify all published modifications and Modification Work Orders (MWO) for any equipment owned by unit and ensure they are recorded in GCSS- MC modification report.
- Verify any modification to equipment is supported by published Modification Instruction
- If no discrepancies exist, then the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%

Note: Illegal modifications are both a safety concern and an improper use of unit funds. Any evidence of illegal modifications results in an overall Score of “0”.

2. Do all PEIs/components requiring modifications indicate that modifications have been applied to the equipment and recorded within the installed base under the item instance? (MCO P4790.2C, para 3004; TI 8000 – OI and CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Validate modification records to equipment for accuracy.
- If no discrepancies exist for all requirements, the answer is “YES,” and score = 100%.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.
- 1st Requirement:
 - Verify that modification records/item instances have been created and the appropriate status of required modifications have been recorded for all modifications
- If no requirements exist, the answer to the question is “N/A”.

- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 modification records were required and created, the accuracy rate = 90%.
- 2nd Requirement:
- Verify normal modifications have been applied to the equipment IAW the appropriate MI.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 modifications were properly applied, the accuracy rate = 90%.

$$\text{Score} = (R1 + R2)/2$$

3. Do all PEIs/components requiring urgent modifications indicate that modifications have been applied to the equipment and recorded within the installed base under the item instance? (MCO P4790.2C, para 3004 and CMC Message 121722Z APR 12 GPN 4- 12) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Validate modification records for equipment.
- Verify that modifications were applied to the equipment IAW the appropriate MI.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question for that MI is "NO," and the accuracy rate will be the grade. Example: if 1 of 2 modification instructions were properly applied, the accuracy rate is 50%.

4. When the application of a modification changes the capability of the PEI and direction has been given to change the TAMCN, ID or NIIN, are requests for applicable changes to the item instance submitted to the supply section by the RO to adjust property records? (MCO P4790.2C para 1004; applicable TM, MI and Automated Message Handling System (AMHS); LOGCOM or MARCORSYSCOM messages; CMC MESSAGE 121722Z APR 12 GPN 4- 12) (Weight: 4) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Verify the MAL/CMR/Crane, applicable equipment log records, Equipment data plate, and Item Instance, to ensure changed data elements coincide on match.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%

Publications

1. Does the commodity manage a publications control system that facilitates identifying, locating, reporting, filing, and maintaining publications? (MCO P5215.17C, para 1002.6; MCO 5600.31 para 4.c.(2), (4), 5.b; MCO P4790.2C, para 2008.1.b(1), 2008.1.c, and Appendix B; MMSOP; and GENADMIN/MARCORSYSCOM/PSD/JAN//DTG R291445Z JAN 02) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- Review MMSOP/MMPL, 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.

Note: 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.

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and the score = 100%.

- 1st Requirement:

- Verify that the commodity is utilizing a publication control system

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%.

- 2nd Requirement:

- Verify that the commodity has identified all required publications.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 required publications were identified, the accuracy rate = 90%.

- 3rd Requirement:

- Verify that the required publications are current on hand (or on order for any required hard copy pubs), properly filed, and serviceable.

- If no discrepancies exist, the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 publications that required changes had the changes properly applied, the accuracy rate = 90%.

Score = (R1 + R2 + R3)/3

2. Is the commodity performing quarterly/monthly publication reconciliations/update inventories? (MCO P4790.2C para 2008.1.c.2 and appendix B; MCO P4400.150E, pg 1 - 11 para 1006.3; PLMS UM pages 3 and 19 and MMSOP/MMPL) (Weight: 2) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

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

- Validate publication control procedures, (i.e. PLMS or MCPDS) (If PLMS is being used, reconciliations/update inventories must be performed monthly

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

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.

3. Are personnel familiar with the use of NAVMC 10772 and are procedures for the submission of recommended changes/corrections established? (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) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

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

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and the score = 100%.

- 1st Requirement:

- Verify that personnel are familiar with the use of the NAVMC 10772.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 personnel are familiar with the use of NAVMC 10772, the accuracy rate = 90%

2nd Requirement:

- Verify that there are procedures established for submission of recommended changes/corrections.
- If no discrepancies exist, the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.

$$\text{Score} = (R1 + R2)/2$$

Calibration Control

1. Is all equipment requiring calibrations included in the Calibration and Maintenance Program (CAMP) and is the calibrations 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; TI - 4733 - OD/1, para 5 and TM 4700 - 15/1H para 2 - 7) (Weight: 4) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and score = 100%.

- Review the calibration records to ensure that equipment from the sample size requiring calibration has been identified by utilizing the following methods:
- Review applicable User Logistics Supply Summaries (ULSS), Fielding Plans (FP), Supply Instructions (SI) and Technical Bulletins (TB).
- Use FEDLOG to check OTC codes on all on hand items (to include SL components).
- Contact the calibration facility to verify if equipment requires calibration.
- Verify that all required TMDE is resident in the CAMP.
- From the Calibration Report, 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).

1st Requirement:

- Is all equipment requiring calibration included in the commodities CAMP?
- If no discrepancies exist, the accuracy rate = 100%
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.

2nd Requirement:

- Does the calibration schedule allow the commodity to maintain sufficient amounts of TMDE on hand?

- If no discrepancies exist, the accuracy rate = 100%

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 items were properly designated as CNR/Inactive and identified as required, the accuracy rate = 90%.

Score = (R1 + R2)/2

2. Does the calibration program contain all required information? (MCO P4790.2C, para 3005, Appendix D, para 2.e; MCO 4733.1B; TM 4700 - 15/1H, para 2 - 7; TI 4733 - OD/1; TI 4733 - OD/10; MMSOPs; CMC Message 121722Z APR 12 GPN 4-12) (Weight: 2) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Verify that the calibration program contains the required information (accurately identifies last cal dates, cal due dates, cal type, special cal parameters, etc...)

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example if 9 of 10 items have the correct information then the accuracy rate = 90%

3. Has TMDE requiring calibration been submitted to the calibration facility in accordance with current directives? (MCO P4790.2C, para 3005, Appendix D, para 2.e; MCO 4733.1B; TM 4700 - 15/1H, para 2 - 7; TI 4733 - OD/1; TI 4733 - OD/10; MMSOPs; CMC Message 121722Z APR 12 GPN 4-12) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Review a sample of equipment requiring calibration to ensure the calibration is not lapsed.

- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 items were not overdue for calibration, the accuracy rate = 90%.

4. Does the commodity perform an annual inventory and are procedures established to validate that calibration categories are consistent with the unit's mission, as well as to determine whether an item designated as Inactive is 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: 3) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- Review records of inventory i.e. letter, logbook, etc. If not available, review Inactive /CNR cal due dates and cal performed dates for proof of annual validation/inventory.
- Determine if calibration categories are consistent with the unit's mission and if the equipment is required. Example: a piece of gear inactive for three years with no action taken (i.e., New sticker requested or TOECR submitted).
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is "YES," and score = 100%.

1st Requirement:

- Verify that the commodity performs an annual inventory.
- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.

If discrepancies exist, the answer to the question is "NO," and the accuracy rate = 0%.

2nd Requirement:

- Verify that assigned calibration categories are consistent with the unit's mission.
- If no discrepancies exist, the answer to the question is "YES," and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 items were assigned the appropriate calibration category, the accuracy rate = 90%.

Score = (R1 + R2)/2

5. 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, para 2 - 7.d, e (2), (3).) (Weight: 1) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- 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.
- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and score = 100%.

1st Requirement:

- Verify that TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" is maintained in a clean/complete condition.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 Calibration Not Required (CNR) or INACTIVE items are maintained in a clean/complete condition, the accuracy rate = 90%.

2nd Requirement:

- Verify that all TMDE designated, as Inactive are not being used.
- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%.

3rd Requirement:

- Verify that TMDE designated as CNR are not being used in applications where accuracy is important.

- If no discrepancies exist, the answer to the question is “YES,” and the accuracy rate = 100%.

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate = 0%

Score = (R1 + R2 + R3)/3

6. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Program (IWGCP)? (MCO 4733.1B; TI 4733-OD/11) (Weight: 5) (Pertains to Using Unit/Organic accounts only)

“HOW TO”

- 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)

- This is a multiple requirement question. If no discrepancies exist for all requirements, the answer is “YES,” and score = 100%.

1st Requirement:

- Verify that all IWGCP TMDE are represented on a corresponding IWGCP report of certification.

- If no discrepancies exist, the accuracy rate = 100%

- If discrepancies exist, the answer to the question is “NO,” and the accuracy rate will be the grade. Example: If 9 of 10 IWGCP TMDE are properly documented, the accuracy rate = 90%.

2nd Requirement:

- Verify that IWGCP TMDE that has been shipped to the IWGCP CF and that there is a corresponding DD 1149 on hand.
- If no discrepancies exist, the accuracy rate = 100%
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 IWGCP TMDE are not on hand and a corresponding DD 1149 cannot be produced, the accuracy rate = 90%

$$\text{Score} = (R1 + R2)/2$$

7. Is the commodity complying with the requirements for the Survey Instrument Calibration Program (SICP)? (MCO 4733.1B; TI 4733-OD/21) (Weight: 3) (Pertains to Using Unit/Organic accounts only)

"HOW TO"

- 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 discrepancies exist, the answer to question is "YES," and the accuracy rate = 100%.
- If discrepancies exist, the answer to the question is "NO," and the accuracy rate will be the grade. Example: If 9 of 10 items comply with the requirements for the Survey Instrument Calibration Program (SICP), the accuracy rate and grade = 90%