**Miscellaneous Information**

TAB TOPIC

. . . . Additional Useful Information

7 . . . Early Calibration Request Example Letter Head

8 . . . Overdue Calibration Request Example Letter Head

9 . . . Annual TMDE Review Example Letter Head

Types of Calibration:

* There are four types of calibration. Calibrated items are instruments with all ranges and functions that have applicable tolerances.
1. FULL CALIBRATION – Items that to be accurate across the full range of measurements.
2. SPECIAL CALIBRATION – Items that to be accurate across only a portion of measurements.
3. CAL NOT REQUIRED – Items that are used for other than quality or quantity measurements and therefore the accuracy of the measurement is not a factor.
4. INACTIVE – Items which will not be used to make measurements of a non-critical nature or for instructional purposes only. Some instructional equipment will require full/special calibration. These items will not be calibrated within specific timeframes.

Four steps in the Calibration Control Program:

* **IDENTIFY:** Using T/E and Allowance List, identify all TMDE. Using these two reports and FedLog, check for Operational Test Code 3, an indicator of required calibration. TI-4733-15/1 also provides guidance on required calibration items.
* **LOCATE:** Check with Supply to see who owns specific calibration items. Once determined where items are, establish a calibrations Control Record per TM-4700-15/1. Many calibration items are components of end items.
* **INVENTORY:** Once items are located, MMO and Maintenance Rep will match the item, calibrations record, T/E, and Allowance to ensure all is accounted for and complete.
* **SCHEDULE:** End result is establishing Calibration Due Dates. It is the section responsibility that adequate items are on hand to accomplish its mission.

Condition Codes:

* **A:** Serviceable – issuable without qualification. New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction.
* **B:** Serviceable – issuable with qualification. New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
* **C:** Serviceable –priority issue. Items which are serviceable and issuableto selected customers but which must be issued before Condition Code A or B material to avoid loss as a usable asset.
* **D:** Serviceable – test/modification. Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
* **E:** Unserviceable – limited restoration. Material involves only limited expense or effort to restore to serviceable condition, which is accomplished in the storage where the stock is located. Repair cost is 0-10% of the standard unit price.
* **F:** Unserviceable – repairable. Economically reparable material which requires repair, overhaul, or reconditioning and includes repairable items which are radioactively contaminated.
* **G:** Unserviceable – incomplete. Material requiring additional parts or components to complete the end item prior to issue.
* **H:** Unserviceable – condemned. Material which has been determined to be unserviceable and uneconomical to repair. This includes items condemned items which are radioactively contaminated.

DRMO of Calibration Gear:

* Receive gear from the calibrations lab with the Rejection Tag attached to the gear.
* Research NSN of gear and inform Supply that gear is to be taken to DRMO. Supply will then write up a DD 1348 to turn the gear into DRMO.
* A call is placed to DRMO to set up a date to turn in the gear. Once that date is set, the gear is set aside until is time to turn it in. Supply will be notified that the gear has been turned in via DD 1348 (COPY IS GIVEN TO SUPPLY). New gear is then ordered for the shop.

Early or Late Calibration Request:

* When submitting an early calibration request, anything more than fifteen days prior to the calibration due date, the letter head provided should be utilized with the following information:
	1. **16-30** days prior, the letter must be signed by a Staff Non-Commissioned Officer (SNCO)
	2. **31** days or more prior, the letter must be signed by the Staff Non-Commissioned Officer in Charge (SNCOIC)
* When submitting a late calibration request, anything more than fifteen days after the calibration due date, the letter head provided should be utilized with the following information:
1. **16-30** days after, the letter must be signed by a SNCO
2. **31-60** days after, the letter must be signed by the SNCOIC
3. **61** days or more after, the letter must be signed by the MMO