**OSCAR BATTERY**

**MOTOR**

**TRANSPORTATION**

**ERO BIN/**

**PARTS CLERK**

**DESKTOP**

**PROCEDURES**

**ERO BIN/ PARTS CLERK Desktop Procedures**

**Contents: Title of Billet 1**

**To whom the individual occupying the billet reports 2**

**Mission of billet 3**

**Procedures for carrying out required duties 4**

**Telephone numbers of individuals to contact 5**

**Current References 6**

**Reports Required 7**

**TITLE OF BILLET**

**MOTOR T**

**ERO BIN/ PARTS CLERK**

**To whom the individual occupying the billet reports**

**sGT bIRD**

**MMC**

**CAPT LE GETTE**

**MMO**

**Mission of billet**

**to follow procedures given by the MMO and listed in the MMSOP.**

**Procedures for carrying out required duties**

**The ERO Bin Parts Clerk is responsible for picking up, receiving for, and updating EROSL’s used in the armory. The Clerk is responsible for maintaining parts bin until mechanic applies part. Work with supply to reconcile parts on order.**

**Telephone numbers of individuals to contact**

**MMC (562) 626-6204**

**Current References**

**MCO P4790.2C**

**ForO P4790.3A**

**Reports Required**

**Daily Process Report (DPR)**

**Due in and Status File (DASF)**