

CAPT B

Pls. review  
the attached and  
advise me of  
what actions  
are need to  
correct discrepancies

RWD

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2911

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**FIELD SUPPLY  
AND MAINTENANCE  
ANALYSIS**



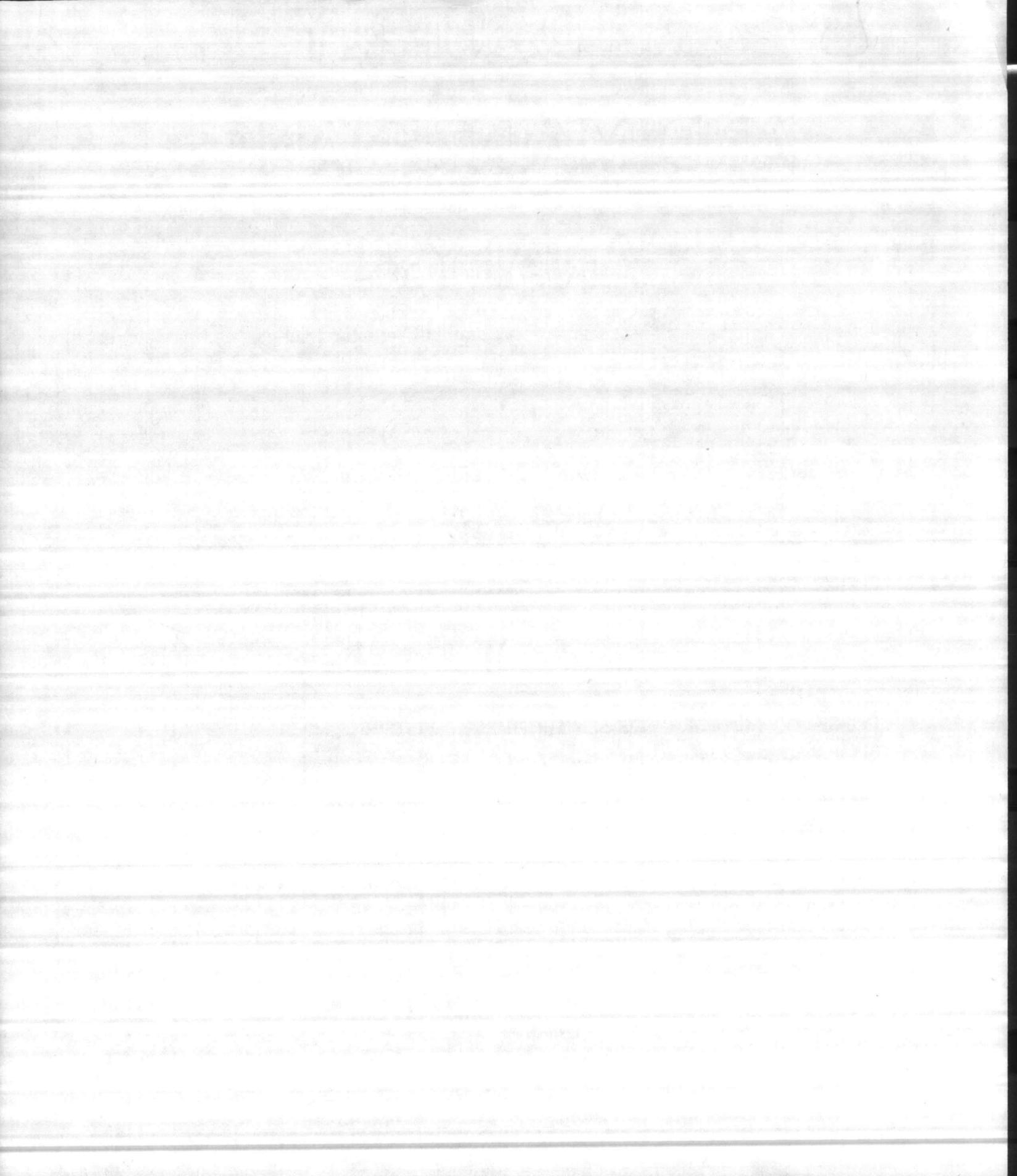
**OF**

**BASE MAINTENANCE DIVISION**

**MARINE CORPS BASE**

**CAMP LEJEUNE, NORTH CAROLINA 28542**

**COPY**



10. General Comments.

a. During the entrance briefing the Base Maintenance Officer identified material control as an area of particular concern. The analysis team reviewed the procedures in effect for material control and conducted a random inventory sampling of pre-expended bins (PEBs), insurance items, and special operating stocks on-hand in seventeen of the twenty-seven shops under the supervision of the Maintenance and Repair Branch. The review and sampling and discussion with the shop planners and the Work Management section supervisor disclosed the following:

(1) At the time of the analysis, procedures for positive, centralized control of the material on-hand in the various shops had not been fully established. The Work Management Section supervisor stated that procedures for centralized control had been initiated and that, through the use of a word processor, an up-to-date inventory of all materials on-hand will be maintained at the Work Management section. The word processor was expected to be available during March 1983. In addition, plans had already been made to fully automate the material inventory process during October 1983 through the use of a computer.

(2) The inventory sampling conducted in the shops during the analysis did not reveal any apparent discrepancies. A review of documentation on file in the shop and discussion with the shop planners disclosed that each shop planner, under the managerial supervision of the Work Management section, maintains a complete inventory of materials on-hand in his assigned shop using manual record-keeping procedures (i.e. Stock Inventory Cards, MCBCCL form 11011/2).

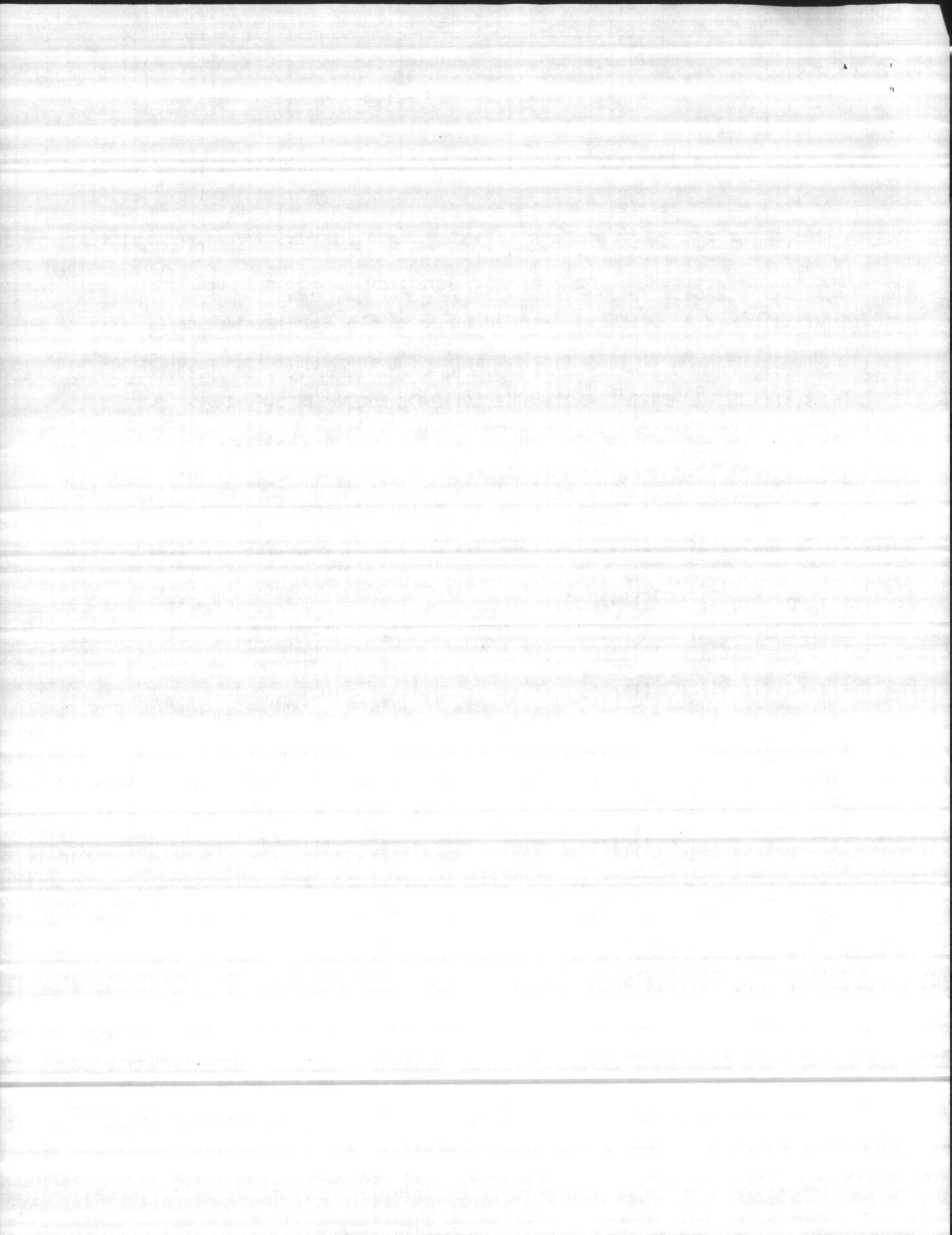
b. In the opinion of the analysis team, the planned procedures for centralized control of the material inventory, when instituted, should result in significant improvements in the identification, availability, handling and disposition of the special operating stocks held by Base Maintenance in accordance with MCO 4400.158.

c. The requisitioning problems addressed on page D-1-A of this checklist were mainly attributed to non-supply personnel performing supply functions within the work management section. Within Base Maintenance two requisitioning points are established (i.e. at the Work Management Section for parts and supplies for work projects, and at the Property Management Section for all other property). The requisitioning procedures within the Property Management Section were sound and complied with Marine Corps directives, whereas the requisitioning procedures in the Work Management Section did not comply with Marine Corps directives.

d. It is the opinion of the analysis team that, since the requisitioning expertise is available at the Property Management Section, this expertise should be utilized to perform all requisitioning procedures within Base Maintenance by consolidating requisitioning actions/responsibilities under one section. Mr. Bill C. Richardson, currently a supply clerk within the Property Management Section recognized this problem and addressed it by use of a Beneficial Suggestion dated 12/29/82. This analysis team concurs with the main point of the Beneficial Suggestion, that is, that requisitioning should be consolidated. The remainder of the suggestion pertaining to numbers of personnel and where the function should be located requires an internal decision within Base Maintenance.

e. The analysis team was favorably impressed by the positive actions initiated by supervisory personnel to correct discrepancies noted during previous analyses of this unit. Significant improvement was noted in equipment recordkeeping procedures, tool control, control of PEB items, and Property Management procedures.

f. At the conclusion of the analysis, the analysis team noticed that the work management section was initiating the use of a DD form 1348-1 (DOD single line item release/receipt document) as a requisition document to the Direct Support Stock Control (DSSC). Discussion with Mr. J. Sellers (Supervisor, Work Management Section) disclosed that, in anticipation of the soon to be installed word processor (scheduled for March 83), Base Maintenance intended to use the DD 1348-1 in lieu of the DOD single line item requisitioning system document (DD 1348) because the design of the DD 1348-1 was better suited for use with the word processor (i.e., all documents are attached in a package/box so that, when the first form is loaded to the word processor, succeeding forms follow automatically. Further discussion with the Head, DSSC disclosed that he did not foresee any problems associated with the use of the DD 1348-1 as a requisition. However, since the DD 1348 is used primarily as a receipt transaction, it was recommended that permission be requested from Headquarters to deviate from Chapter 4 of UM 4400-15 that requires the use of either a DD 1348 (manual) or a DD 1348 (mechanized) as a requisition.



## DIRECTIVES AND PUBLICATIONS

Note to Analysts: Complete the Publications Control Matrix of this checklist as follows:

1. Line out any columns and/or distribution codes that do not apply to the type unit you are analyzing (e.g., "GME" column for tactical units, distribution code "CN" for tactical units, etc.).
2. Use the latest Table of Allowance (T/A) for Publications to determine the current, actual allowance quantity for each distribution code and record these allowances in the "T/A ALLOW" column on the Publications Control Matrix.
3. Use the unit's Publication Distribution Control Forms, NAVMC 10975/ Enclosures (1) and (2) of MCO 5600.45B to determine:
  - a. the distribution code allowances for each supply/maintenance section. These allowance quantities should be entered on the Publications Control Matrix under the appropriate section column.
  - b. the total quantity required as determined by the unit for each distribution code. This quantity is reflected on the NAVMC 10975 as the "T/A Requirement" or on Enclosures (1) and (2) of MCO 5600.45B as "Auth" and should be entered in the "T/A REQR" column of the Publications Control Matrix. (This quantity on the unit's internal distribution control forms includes the requirements for all sections/billets in the unit, not just supply and maintenance section requirements.) The quantity in the "T/A REQR" column may be adjusted to reflect requested changes to the T/A for Publications.
4. For each distribution code/list on the Publications Control Matrix, total up the number of supply/maintenance sections that should have an internal allowance quantity but do not (i.e., those that reflect a "0"), enter this total in the "supply/ maintenance-short (S/M SHT)" column (e.g., if supply, MMO and GME are all supposed to be receiving a particular distribution code but the internal distribution control forms indicate no distribution to these sections, a quantity of "3" should be entered in the "S/M SHT" column for that distribution code.
5. The total number of supply and maintenance sections listed on the Publications Control Matrix that should have an internal allowance quantity has already been entered in the "S/M REQR" column for each distribution code. Remember, however, if you line out any section columns that do not apply to the type of unit you are analyzing, the "S/M REQR" quantity must be decreased accordingly.
6. The internal distribution control forms and the T/A for Publications normally are held by the unit S-1/Directives and Publications Control Officer. Use the reference documents and the information obtained from them to answer Questions 1 through 4 below. Questions 5 through 7 summarize data obtained in the "Supply-General," "Maintenance Management" and separate commodity maintenance sections of this checklist and completion of these latter questions will require close coordination with the individual(s) analyzing these sections.
7. Remember the "T/A REQR" quantity is the total quantity of the distribution code/list the unit has determined it requires. The "S/M REQR" quantity is the total quantity of the distribution code/list the analyst has determined the unit requires only for its logistics mission.

PUBLICATIONS CONTROL

DISTRIBUTION CODE ALLOWANCES

NOTE: "XX" denotes not normally required to have publications on this distribution.  
 "S/M" denotes supply and maintenance.

DIST CODE	SUBJ	Prop Cont/SUP	NOTE	NOTE	NOTE	NOTE	NOTE	NOTE	S/M REQR	S/M SHT	NOTE	NOTE
			C	C	C	C	C	C			B	A
			OPS	M&R	MT	BMO	UTIL	GFE			T/A REQR	T/A ALLOW
E	SUPPLY MATTERS	1	XX	XX	XX	XX	XX	XX	1		1	15
A38	MCO P7100.8	1	XX	XX	XX	XX	XX	XX	1		1	13
E2	UM 4400-15	1	XX	XX	XX	XX	XX	XX	1		1	24
E14	MCO P4790.1	XX	1	1	XX	XX	XX	XX	2		3	8
E15	MCO P4790.2	1	1	1	XX	XX	XX	1	4		4	9 NOTE D
CM	SECNAV 5216.5	1	1	3	XX	1	3	XX	1		9	86
CT	TM-4700-15/1	XX	1	1	1	XX	XX	1	4		4	19 NOTE D
EE	NAVMAT P-5100 (ONE PER UNIT)	XX	XX	1	XX	XX	XX	XX	1		1	9
GI	NAVCOMPTMAN VOL III	1	XX	XX	XX	XX	XX	E	1		1	9
IN	MCO P4400.19	1	XX	XX	XX	XX	XX	XX	1		1	18
TR	MCO P4400.20	1	XX	XX	XX	XX	XX	XX	1		1	15
IT	MCO P4400.21	1	XX	XX	XX	XX	XX	XX	1		1	14
IE	MCO P4400.160 (FSMAO PROGRAM)	XX	XX	XX	XX	1	XX	XX	1		1	18

See page B-3-A(1) for explanation of notes.

NOTE: "XX" denotes not normally required to have publications on this distribution.

DIST CODE	SUBJ	NOTE C	NOTE C	NOTE C	NOTE C	NOTE C	NOTE C	NOTE C	S/M REQR	S/M SHT	NOTE B	NOTE A
		PROP CONT/SUP	OPS MMO	M+R	MT	BMO	UTIL				GNE	T/A REQR
IW	PS MAGAZINE	XX	F	1	1	XX	2	2	6		6	13
IZ	TI-5600	XX	0	2	XX	XX	XX	XX	3	1	2	5
JA	TI-4700	XX	1	XX	XX	XX	XX	XX	1		1	6
JB	TI-4790	XX	1	XX	XX	XX	XX	XX	1		1	6
ZB	MCO P5600.31											
	MCO P5600.45	1	XX	XX	XX	1	XX	XX	1		2	21
ZB2	SL 1-2/1-3	G	G	G	G	1	XX	XX	1		1	20
ZB3	MC DIRECT SEMI ANNUAL CHECKLIST	G	XX	1	XX	2	XX	1	4		4	47
ZB4	MCO P5215.1	G	XX	XX	XX	1	XX	XX	1		1	34
ZB5	NAVY DIRECT QTRLY CHECKLIST	0	XX	XX	XX	XX	XX	XX	1	1	0	0
110	MCO 11260.3	XX	XX	XX	XX	XX	XX	0	1	1	0	2
AB	GEN CALIBRATION INFORMATION	XX	1	1	XX	XX	1	D	3		3	6

Note: Supply required direct access to a copy of MCOs 4410.9 and 4430.3.

See page B-3-A (1) for explanation of notes.

NOTES FOR PAGES B-2 and B-3

A. Quantities in the "T/A Allow" column reflect allowance quantities authorized on the Base Table of Allowance for Publications (TAP) maintained by the Base Adjutant. The Base Adjutant's Office controls the requisitioning and distribution of publications for Base staff sections, special staff divisions, including Base Maintenance.

B. Quantities in the "T/A Reqr" column reflect the quantities shown on the Publication Distribution Control Forms (NAVMC 10975s) maintained by the Base Adjutant and the Base Maintenance publications control point.

C. Information concerning the sections listed is as follows:

(1) Property Control/SUP - Property Control Section performs the limited supply function required for Base Maintenance.

(2) OPNS/MMO - Operations Branch/Maintenance Management Officer. The Assistant Operations Officer performs the MMO functions for Base Maintenance.

(3) M&R - Maintenance and Repair Branch supervises the GME (Motor Transport) and GME (Garrison Mobile Equipment - Heavy Equipment) sections and the various shops in the General Trades, General Services and Emergency Services Sections.

(4) BMO - The Base Maintenance Officer's office serves as the publication control point for Base Maintenance.

(5) Util - The Utilities Branch supervises the steam generation, water treatment, sewage treatment, cold storage and Utilities Maintenance Automated Control System sections.

(6) The Prop Con, Opns, M&R, BMO, Util Branches and most of the General Trades shops are colocated in Building 1202. The GME (Heavy Equipment Section)

is located outside the Main Gate in Building 45. ~~THE~~ GME MT section is located in Building 1203.

(7) The MT section maintains only dispatching records for assigned GME (automotive) vehicles.

D. The present internal distribution for this code/list is considered sufficient to meet the minimum needs of the unit. However, the MMO and M R Branch should evaluate the needs of those subordinate GME, General Trades, General Services, and Emergency Service shops which participate in the tool control and calibration control programs and provide either a copy of the publications or applicable extracts to the shops to ensure that adequate, up-to-date guidance is available.

E. The GME section should be provided information contained in the publication applicable to hourly labor rates to be used in estimation/calculation of equipment maintenance labor costs.

F. Publications under this code are not strictly required, however, pertinent information concerning GME, tools, and calibration is often contained in PS Magazine.

G. Since the supervisory sections are colocated with BMO and internal procedures ensure routing and review of the publications on this code/list, the present internal distribution of the publications is considered sufficient to meet the minimum needs of the unit.

H. Distribution list L97 is a new list for NAVMC 2599, Commanders Guide for Material Management. The unit should be on distribution for one copy.

1. Has the Table of Allowances for Publications (TAP) been reviewed and certified within the required 20-day period by the unit Commanding Officer?

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

IACN: 3700001

Date of Table of Allowances for Publications: 24 November 1982

Date Table of Allowances for Publications received: 1 December 1982

Date Table of Allowances for Publications certified: 22 December 1982

2. Are the total unit allowance requirements ("T/A REQR") equal to or greater than the minimum total quantities required by the supply section ("SUP REQR") in all cases?

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

a. If "No," list the distribution codes/lists where the "T/A REQR" is "Ø" and the "SUP REQR" is other than "Ø."

ZB5, L10

b. List the distribution codes/lists, that have not been listed in paragraph 2a, where the "T/A REQR" is less than the "SUP REQR":

17

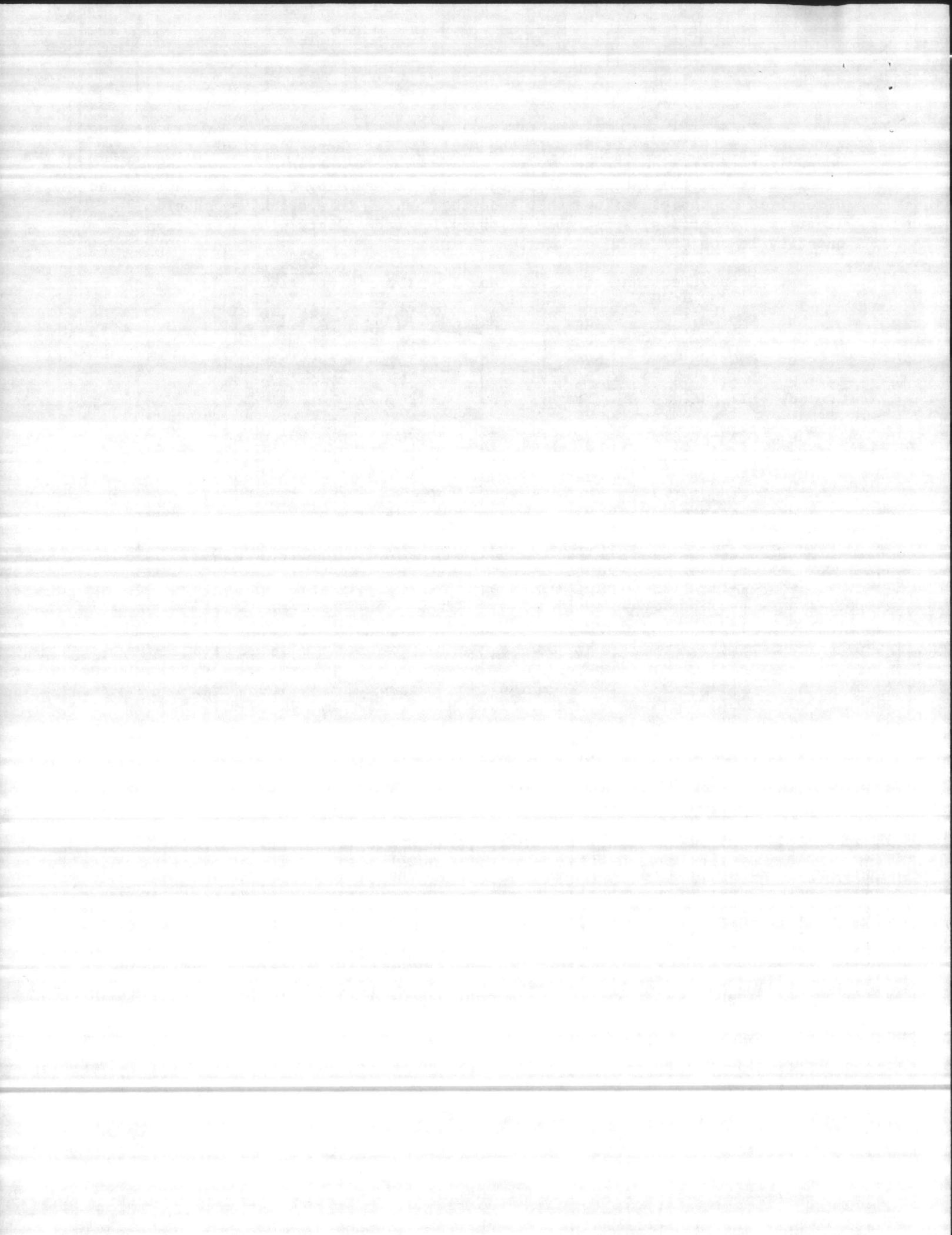
3. Based on the data obtained in the matrix, does the unit's internal distribution control provide adequate distribution to support the logistics mission of the unit (i.e., to allow distribution of at least one copy of each publication to each commodity/section that requires it) for those distribution codes/lists that the unit's TAP provides an adequate allowance (i.e., the "T/A ALLOW" including changes is equal or greater than the "S/M REQR" and the "S/M SHT" column indicates a positive quantity)? List distribution codes/lists that are not sufficient.

Yes

Note to Analyst: The internal distribution forms can be cross-checked to determine what sections are, in fact, receiving the publications. In some cases, due to the organization, manning level and/or operational commitments of the unit, the control of publications may be better managed by not distributing them to the individual sections. For example, the MMO may maintain a central library of technical publications for one or more maintenance sections, or two or more maintenance sections may be located in a single facility and use a common library. Co-location frequently negates the requirement for additional publications.

4. Based on the data outlined in the matrix, list those distribution codes/lists for which the supply/maintenance sections have a "need-to-have" requirement but the internal distribution is not sending these publications and directives to those sections that need them (i.e., this breakdown should identify, by Section, applicable distribution codes/lists with a positive quantity in the "S/M SHT" column).

				<u>CODES/LISTS REQ</u>
a. Supply Section:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	ZB5
b. MMO:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	IZ
c. ENG:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
d. MT:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
e. COMM-ELECT:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
f. ARMORY:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
g. ORDNANCE:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
h. GME:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	L10
i. NBC:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	



5. Are the current publications checklists (MCBul 5215/SL 1-2/1-3) available and used to ensure that required and "need-to-have" supply and maintenance publications are on hand and current? (MCBul 5215; UM 4400-15, para 01004)

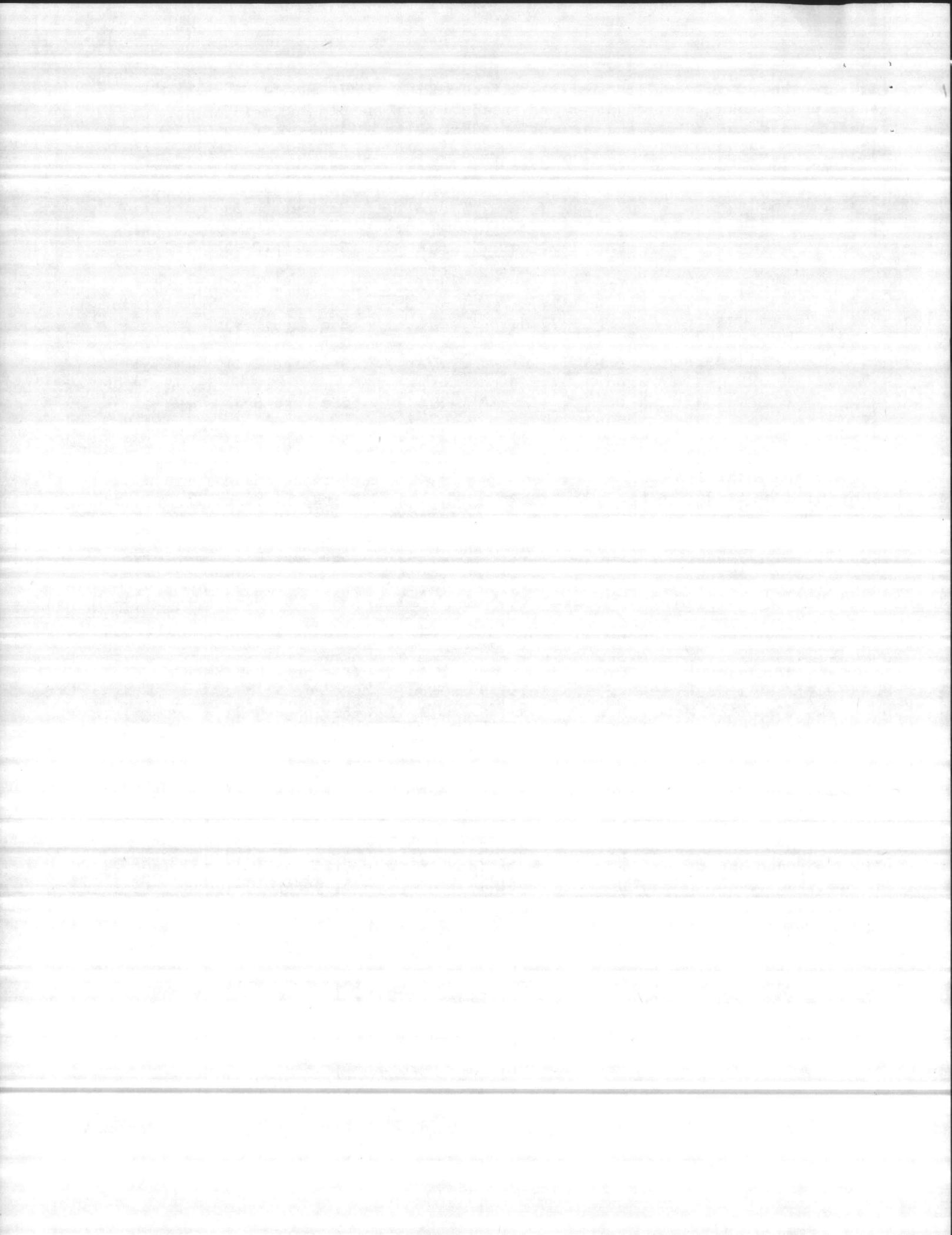
- a. Supply Section: Yes  No  N/A  (See page M-1)
- b. MMO: Yes  No  N/A  (See page N-5)
- c. ENG: Yes  No  N/A  (See page O-9)
- d. MT: Yes  No  N/A  (See page P-9)
- e. COMM-ELECT: Yes  No  N/A  (See page Q-9)
- f. ORD/ARMORY: Yes  No  N/A  (See page R-11)
- g. GME: Yes  No  N/A  (See page S-6)
- h. NBC: Yes  No  N/A  (See page T-7)

6. Has the maintenance of directives files, to include filing changes and all authorized/on hand directives and removing all cancelled/unauthorized directives, been properly accomplished? (MCO P5215.1E, para 103.2)

- a. Supply Section: Yes  No  N/A  (See page M-1)
- b. MMO: Yes  No  N/A  (See page N-5)
- c. ENG: Yes  No  N/A  (See page O-9)
- d. MT: Yes  No  N/A  (See page P-9)
- e. COMM-ELECT: Yes  No  N/A  (See page Q-9)
- f. ORD/ARMORY: Yes  No  N/A  (See page R-11)
- g. GME: Yes  No  N/A  (See page S-7)
- h. NBC: Yes  No  N/A  (See page T-7)

7. Are proper procedures being used for identification, filing and maintenance of required technical publications? (SL 1-1, UM 4400-15, para 01004; MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

- a. Supply Section: Yes  No  N/A  (See page M-2)
- b. MMO: Yes  No  N/A  (See page N-6)
- c. ENG: Yes  No  N/A  (See page O-9)
- d. MT: Yes  No  N/A  (See page P-9)
- e. COMM-ELECT: Yes  No  N/A  (See page Q-9)



REQUISITIONING AND FOLLOW-UP ACTION

1. Primary accounting records and analysis coverage.

<u>RECORD</u>		<u>RECORDS ON HAND</u>	<u>NUMBER REVIEWED</u>
a. Pending requisitions	<i>PROPERTY MANAGEMENT</i> Work Management	259 851	47 153
b. Pending requisitions for directive and publications		<u>N/A</u>	<u>N/A</u>

2. Is the document control register properly maintained with at least the required information? (UM 4400-15, para 03007.2)

Yes  No  N/A

3. Are requisition priorities assigned in accordance with the provisions of the priority system? (UM 4400-15, para 04021; MCO 4400.16F)

Yes  No  N/A

4. Does a review of the requisition file indicate proper coding of demands (i.e., "R" and "N")? (UM 4400-15, para 03001.2b and Appendix C)

Yes  No  N/A

5. Are the pending requisition file and the completed transaction file maintained separately in document number sequence by fiscal year? (UM 4400-15, paras 03000.3a and 03000.3b)

Yes  No  N/A  See page D-1-A

6. Are requisitions being submitted promptly upon receipt of requirements from supported customers? (MCO P4400.19B, para 2030.3) If not, explain.

Yes  No  N/A  See page D-1-A

7. Are the supply sources providing status for requisitions/follow-ups? (UM 4400-15, para 04005; MCO 4400.16F, para 13 of enclosure (1))

Yes  No  N/A

8. Is status data received from the supply source interpreted and used correctly? (UM 4400-15, Appendix L; UM-4400-71)

Yes  No  N/A

9. Is a direct delivery procurement file (DIC AB ) established that cross-references the ICP document number to the unit's original document number? (UM 4400-15, para 03000.3b)

Yes  No  N/A  None on file

10. Have all commercial supplies and equipment, not specifically excluded by current directives, been procured from local sources whenever economy and efficiency dictate? (UM 4400-15, para 04030 and 04032)

Yes  No  N/A

11. Are follow-ups being submitted to the last known supply source as indicated in the supply status card? (UM 4400-15, para 04001.6)

Yes  No  N/A

12. Has proper lost shipment tracer action been taken when status cards are on hand indicating shipment, but materiel has not been received in normal shipping time? (UM 4400-15, paras 03011.3 and 04005.5)

Yes  No  N/A  Performed by the RMS Section of the DSSC

13. Are materiel obligation validation (MOV) requests promptly and accurately accomplished when received from a source of supply? (UM 4400-15, para 04007)

Yes  No  N/A  Performed by the DSSC

14. Does the completed transaction file contain copies of all completed documents resulting from requisitioning and invoicing transactions? (UM 4400-15, para 03000.3)

Yes  No  N/A  Dee D-1-A

15. Has the Commanding Officer developed a tailored decision chart, which identifies the appropriate Urgency of Need Designators to be used for specific, day-to-day operational/requisitioning requirements in his unit? (MCO 4400.16F, para 7b)

Yes  No  N/A

a. If Yes, is this chart being used by all requisitioning units/sections within the organization?

Yes  No  N/A

Questions #5, 6 pages D-1 and Question #14 page D-2

1. A review of requisitioning procedures and related files at the Work Management Section for repair parts/projects and at Property Management Section for property disclosed the following:

a. Work Management Section

(1) The pending and completed requisition files were not maintained separate and in document number sequence by fiscal year. When material was placed on requisition a DD form 1348 was prepared and placed in a file box, however, when the material was received the requisition (DD 1348) was not removed and placed in a completed file. Additionally, as status cards were received, they were not filed with the pending requisition. Supervisory personnel stated that the above actions were taken to save time, and that a log book is used to record completed/cancelled documents. However, a review of status cards on-hand containing cancellation status revealed no related entry in the log book.

(2) A review of 153 of 153 Requisition Data Maintenance, Form MCBCL 11014/2 (maintenance section request for material) disclosed that in 96 instances, the 11014/2 forms were prepared in December and January and the material had not been placed on requisition as of the date of the analysis (14 Feb 83). The following applies.

<u>Qty of MCBCL 11014/2 forms</u>	<u>Priority</u>	<u>Month Submitted</u>
72	09	Jan
6	14	Jan
<u>20</u>	14	Dec
TOTAL	96	

The remainder of the 153 requests (57) were prepared in February and were not considered in the sampling.

(3) All requisitions reviewed contained a required delivery date (RDD). The RDD was computed by adding an established number of days (by the Work Management Section) to the document draft date. The established number of days were, Priority 07 = 12 days, Priority 09 = 20 days, and Priority 14 = 30 days. UM 4400-15 states in part "activities requisitioning on the supply system will determine whether the priority delivery date (PDD) standards meet their requirements. If so, no required delivery date will be placed on the requisition. An RDD shorter than the established PDD may be included only if the material must be delivered to a specific point by that particular day to meet one of the two following conditions:

(a) The specific scheduled departure date of a vessel or other carrier.

(b) The scheduled deployment date of an operational force".

None of the documents reviewed by the analysis team met the conditions cited above, therefore none of the requisitions reviewed should have contained RDD's.

b. Property Management Section

(1) A review of 47 pending requisitions for property revealed 17 documents that were excessively delayed from the date of MCBC 11014/2s (maintenance request form) to the document draft date. The delays ranged from 11 to 22 days. The following examples apply.

<u>Maint Shop Request Date</u>	<u>Date DOC Prepared</u>	<u>Delay</u>
1-3-83	1-25-83	22
1-4-83	1-25-83	21
1-10-83	1-25-83	15
1-14-83	1-25-83	11

(2) Discussion with cognizant personnel disclosed that those particular documents were mixed with a backlog of documents at the Work Management Section prior to being forwarded to the Property Management Section. Property management personnel stated that those requests were converted to requisitions on the day they were received from the Work Management Section. Review of other requisitions within the Property Management Section disclosed that normally a requisition was prepared on the same day that the request was received.

16. Have all requisitions which contain priorities based on Urgency of Need Designator "A" been reviewed by the Commanding Officer, or in his absence, the Acting Commanding Officer or specific personnel as designated in writing by the Commanding Officer to perform these reviews? (MCO 4400.16F, para 7c)

Yes  No  N/A

17. Have all requisitions which contain priorities based on Urgency of Need Designator "B" been reviewed by specific personnel designated by the Commanding Officer to perform such reviews? (MCO 4400.16F, para 7d)

Yes  No  N/A

18. Do requisitions for organizational clothing (i.e., cook's and messman's clothing, etc.) and grade insignia, service stripes and trouser stripes cite local O&M funds appropriation data? (MCO P10120.28D, para 08100.6)

Yes  No  N/A

19. Do requisitions submitted for ammunition reflect the authorized activity address code and fund code? (MCO 7301.65K; UM 4400-15, Figure 9-1)

Yes  No  N/A  Ammunition is not maintained.

20. Are missing or additional required publications requisitioned properly for all sections within the unit? (SL 1-3; MCO P5600.31E, Chapter 3, Section 3)

Yes  No  N/A  From Base Maintenance to the Base Adjutant.

21. Is follow-up and cancellation action, if required, taken on all requisitions for publications? (MCO P5600.31E, Chapter 3, Section 3)

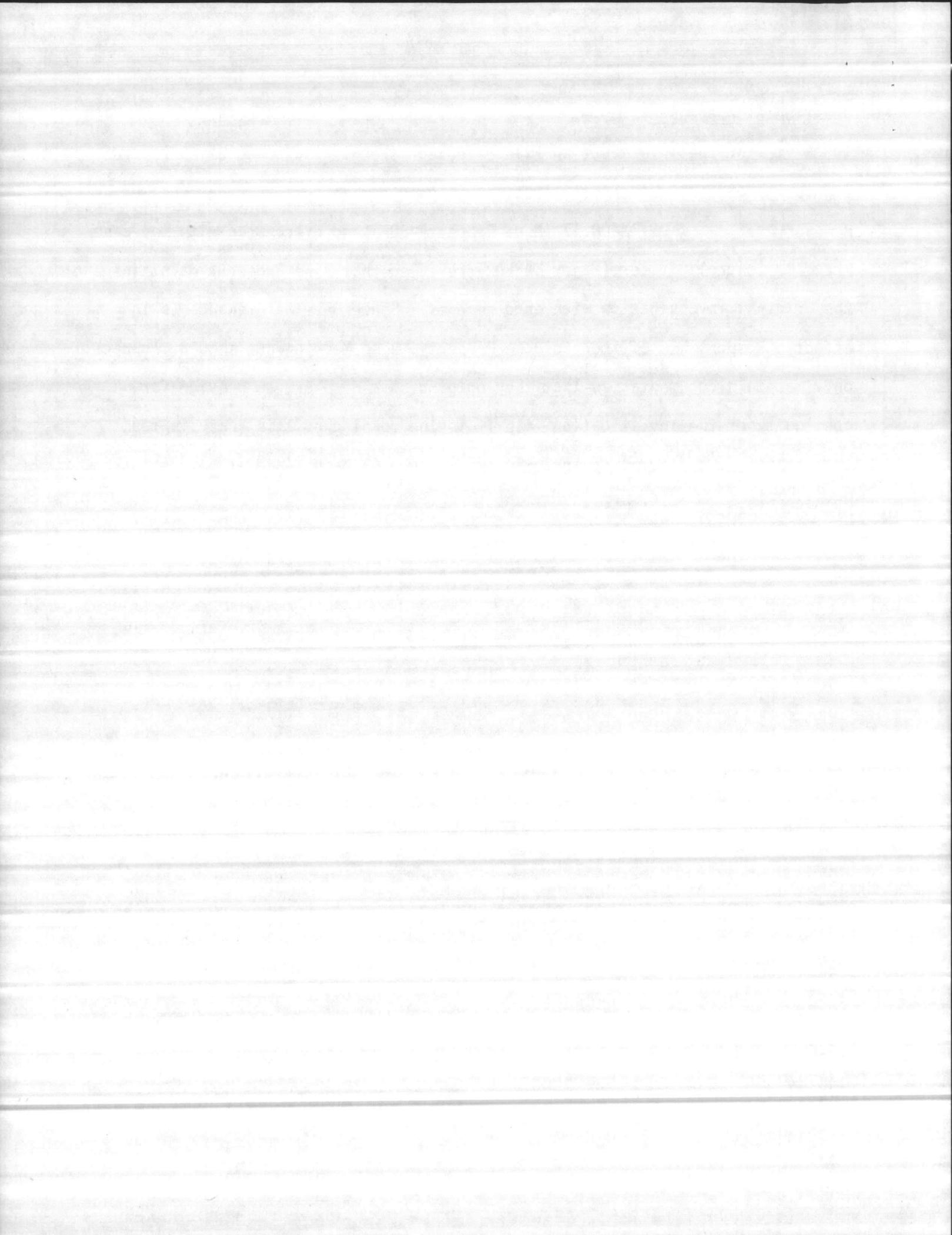
Yes  No  N/A  From Base Maintenance to the Base Adjutant.

22. Has the semiannual Backorder Validation for directives/publications been properly annotated and returned to Marine Corps Logistics Base, Albany, GA (Code A826)? (MCO P5600.31E, para 3303)

Yes  No  N/A  Performed by the Base Adjutant.

Question #10 page E-2

1. Review of the Investigation File revealed several discrepancies in regards to missing endorsements, certifications, signed completed investigations, etc. However, review of BO P4400.17 (Base Property SOP) and discussion with the Base Property Control Officer (Major TAYLOR) revealed that Base Property maintains the original investigation with endorsements. Since Base Maintenance is in effect a Responsible Officer to Base Property, Base Maintenance should technically only maintain documentation that they originated. However, to provide for continuity of the Investigation file it is the opinion of this analysis team that copies of the complete investigation should be maintained at Base Maintenance.



PROPERTY CONTROL PROCEDURES

1. Does the commanding officer have the relieving certificate from the previous commanding officer? (UM 4400-15, para 06070)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Has the unit property officer been designated in writing by the commanding officer? (UM 4400-15, para 01002)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No unit property officer assigned, however, Mrs. Rita Hise has been appointed as the Responsible Officer for the Base Maintenance Division since 14 November 1975.

3. Has the unit property officer signed the original custody records maintained by the property control officer? (UM 4400-15, para 06072.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X The MAL is signed by Mrs. Rita Hise and returned to Base Property.

4. Are delegation of authority letters from ROs on file in the supply office authorizing specific personnel to receipt for materiel? (UM 4400-15, para 03004.3)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

5. Has the commanding officer designated, in writing, the custodian of the Marine Corps Seal? (MCO P4400.19B, para 2103.3)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

6. Does the unit property officer maintain copies of interim receipts pending changes to the custody records? (UM 4400-15, para 03004.3)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

7. ~~Is unserviceable property dropped from the property account by miscellaneous adjustment when no fault is known or suspected? (UM 4400-15, para 030211c)~~

Yes XXXXXXXXXX No XXXXXXXXXX N/A XXXXXXXXXX

8. Are proper accounting and replacement procedures used for nonexpendable components of sets, chests and kits that have become lost, damaged, or unserviceable? (UM 4400-15, para 06032.2)

Yes  No  N/A

9. Has a report of investigation, transfer document, or letter of unserviceable property, as appropriate, been initiated/completed for each lost or unserviceable component from sets, chests and kits? (UM 4400-15, para 06032.2)

Yes  No  N/A

10. Have the following requirements been adhered to regarding reports of investigations? (UM 4400-15, Appendix AA)

Yes  No  N/A  See page E-2-A

a. Are requests for investigations submitted, in writing, to the convening authority via the supply officer? (MCO P4400.19B, para 4014)

Yes  No  N/A  See page E-2-A

b. Is missing, lost, stolen or recovered (M-L-S-R) Government property of a highly negotiable nature reported to CMC and proper authorities in accordance with current instructions, and is the M-L-S-R report made part of the completed report of investigation? (SECNAVINST 5500.4; UM 4400-15, Appendix AA)

Yes  No  N/A

c. Are completed reports of investigation assigned a document number, if applicable? (UM 4400-15, para 06022)

Yes  No  N/A  See page E-2-A

d. Are completed reports of investigation used to adjust property records, if applicable? (UM 4400-15, para 06022)

Yes  No  N/A  See page E-2-A

e. Has the supply officer certified, in writing, that approved recommendations in the completed report of investigation have been complied with? (UM 4400-15, para 06022.1 and Appendix AA)

Yes  No  N/A  See page E-2-A

f. Is a signed copy of the completed report of investigation retained on file in the supply office? If not, why? (UM 4400-15, para 06022.1; MCO P4400.19B, paras 4023.1 and 4023.2)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ *See page E-2-A*

g. Are items for which the Government has been reimbursed by cash/checkage sales red-lined off the investigation, and has the Cash Collection Voucher (NAVCOMP 2277) or the Cash Sales/Request for Checkage for Government Property document (NAVMC 6) been used to adjust property control records? (UM 4400-15, Appendix AA, and para 06022.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

11. Are security blank forms maintained by the supply section? (UM 4400-15, para 03000.4h) If, yes:

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

a. Are forms maintained in locked storage?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

b. Is a register maintained which reflects all receipts and issues?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

c. Is a monthly inventory conducted?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

d. Are shortages investigated?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

e. Are missing or recovered ID cards which cannot be accounted for reported properly?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No ID cards maintained.

12. Is the unit assigning local stock numbers to locally managed of procured items received from any source outside the Marine Corps? (MCO 4410.9, UM 4400-15, para 03001.3)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

Local NSN's are assigned by DSSC, and the Base Property Control Officer.

13. If utilized, are NAVMC 713s maintained properly? (UM 4400-15, para 03002.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

14. Does the accountable on hand quantity reflected on the CMR/ECR from the property ~~XXX~~ reconcile properly with stock on hand, amount charged out on subcustody management receipt, etc., for non-expendable supplies? (UM 4400-15, paras 03000.2 and 03004.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

15. Is the Money Value Report of Inventory submitted within 30 days after the close of each fiscal year? (UM 4400-15, para 06011)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X Submitted by the Base Property Control Officer.

a. Is money value extended properly? (UM 4400-15, para 06011.1d)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

b. Is the report submitted in the proper format? (UM 4400-15, para 06011.1c)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

16. Are sets, kits, chests, major combinations, etc. carried on the stock record cards as complete? (UM 4400-15, para 06030; MCO P4400.19B, para 2033)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No T/E sets, kits, chests maintained.

17. Have SL-3s (or extracts from the SL-3s) for sets, kits and chests been furnished to responsible officers/individuals, and has a copy been kept in the supply office? (UM 4400-15, para 06030)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X See question 16 above.

18. Is small arms collateral equipment accounted for in accordance with MCBul 4400 dtd 7 April 1981 and CMC msg 281502Z Aug 81, ALMAR?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No small arms maintained.

19. Is the accounting for trunk lockers and/or suitcases in accordance with current instructions? (MCO P4400.19B, para 2109)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X None issued or maintained.

a. Are entries made in OQRs and SRBs upon issue? (MCO P4400.19B, para 2109.1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

20. Is controlled item reporting accomplished by the Unit Property Office or the major Property Control Office?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ Accomplished by the Property Management Officer. Only one item applicable; generator set, B1050.

21. If reporting is accomplished by the Unit Property Office, is the reporting in accordance with MCO P4400.82E?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

22. Are "as occurring" reports for controlled items submitted when required? (MCO P4400.82E, para 0104)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X None required.

a. Are confirmation reports submitted when controlled items are received? (MCO P4400.82E, para 1302)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X None noted.

23. Are disposition instructions for recoverable items in accordance with MCO P4400.82E?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

a. Are disposition codes clearly understood for the recoverable items report? (MCO P4400.82E)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X None reported.

Question #1 page E-6

1. A comparison of 20 of 201 Table of Authorized Material (TAM) numbers resident on the units Mechanized Allowance List (MAL) dated 8 February 1983 with the Master Consolidated Memorandum Receipt (CMR) dated 7 February 1983 disclosed seven instances (35% inaccuracy) where quantitative imbalances existed. The following applied.

<u>ITEM</u>	<u>MAL</u> <u>OH</u>	<u>CMR</u> <u>OH</u>	<u>DIFFERENCE</u>	<u>U.P</u>
Saw Circular	69	68	-1	\$ 90.00
Threader, Pipe	17	14	-3	400.00
Lawnmower	73	70	-3	329.00
Leaf blower	2	1	-1	355.00
Radio Sets	94	97	+3	433.00
Refrigerators	64	62	-2	206.00
Wheelbarrow	27	28	+1	35.31

3. If discrepancies exist, list examples.

N/A

4. Date of last annotated inventory.

Non-expandable: 7 February 1983

Expandable: N/A; controlled by individual Shop Supervisors

GARRISON PROPERTY

1. Has a responsible officer been designated, in writing, by the Commanding Officer for control of garrison property belonging to the base/station? (UM 4400-15, para 01002)

Yes  No  N/A

2. Have sub-responsible officers been designated, in writing, by the Commanding Officer to control garrison property issued to the units/sections within the Command? (UM 4400-15, para 01002)

Yes  No  N/A

3. Are signatures that are recorded on the Equipment Custody Record Card (~~XXXXXXXXXXXX~~)/CMR those of current sub-responsible officers? (UM 4400-15, para 03003)

Yes  No  N/A

4. Does the quantity for each item on the CMR/ECR card of the responsible officer equal the sum of the quantities for each item on the ECR card/CMR for each sub-responsible officer? (UM 4400-15, para 03003.3)

Yes  No  N/A

5. Does each sub-responsible officer possess the number of items reflected on his ECR card/CMR maintained by the responsible officer? (UM 4400-15, para 03003.3)

Yes  No  N/A

6. Are the serial numbers, for which the sub-responsible officer is responsible for, recorded on the ECR cards/CMR? (UM 4400-15, para 03003, Figure 3-6)

Yes  No  N/A

7. Has the responsible officer for the command conducted the required annual inventory and returned the CMR to the Base/Station Property Control Officer in a timely manner? (UM 4400-15, para 06010)

Yes  No  N/A

EQUIPMENT CUSTODY RECORDS (ECRs)  
(NAVMC 10359-SD/CONSOLIDATED MEMORANDUM RECEIPTS (CMRs))

1. Primary accounting records and analysis coverage.

<u>RECORDS</u>	<u>LINE ITEMS? RECORDS</u>	<u>NUMBER REVIEWED</u>
a. Consolidated Memorandum Receipts	<u>25</u>	<u>12</u>
b. Equipment Custody Record cards	<u>99</u>	<u>23</u>
c. Memorandum Receipts for Individual Garrison Equipment	<u>0</u>	<u>0</u>

2. Are ECRs prepared, maintained and filed properly (i.e., stock number sequence within account)? (UM 4400-15, paras 03003 and 03004; Figure 3-6A)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Is adequate control established for items on temporary loan? (UM 4400-15, para 03017)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X Material is not loaned.

3. Are signatures obtained on the ECRs within 10 days, after any change to the balance on charge or change of RO? (UM 4400-15, para 03003.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. When a responsible individual is absent over 30 days, is appropriate action taken? (UM 4400-15, para 06073)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No absenteeism noted over 30 days.

4. Are ECRs with a "0" balance returned to the RO? (UM 4400-15, para 03003.1a)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

5. Are old (filled) ECR cards returned to the RO after a new signature is obtained? (UM 4400-15, para 03003.1b)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

6. Are equipment or item serial numbers recorded on ECRs when required? (UM 4400-15, para 03003.3 and Figures 3-6 and 3-6A)

Yes  No  N/A

7. Has the commander opted to use Consolidated Memorandum Receipts in lieu of ECR cards? (UM 4400-15, para 03003)

Yes  No  N/A  However, CMRs are used for items loaded to the MAL. ECRs are used for items on the Commander's allowance list which at the time of the analysis was being loaded to the MAL.

a. Is the unit, quarterly and upon change of ROs, forwarding new CMRs to the ROs along with a cover letter that outlines required processing procedures?

Yes  No  N/A

b. Upon receipt of a new, up-to-date CMR, are the ROs verifying the on-hand balance, accounting for any differences, and returning a signed copy to the supply officer with each page initialed?

Yes  No  N/A

c. Are the USMC/serial numbers for which the RO is responsible recorded on all copies of the CMR?

Yes  No  N/A

d. Is the unit maintaining all CMRs with adjustment transactions for one year?

Yes  No  N/A

NON-FMF ALLOWANCE LISTS

1. Has a Non-FMF Allowance List been prepared and approved by the Commanding Officer? (UM 4400-15, para 02004)

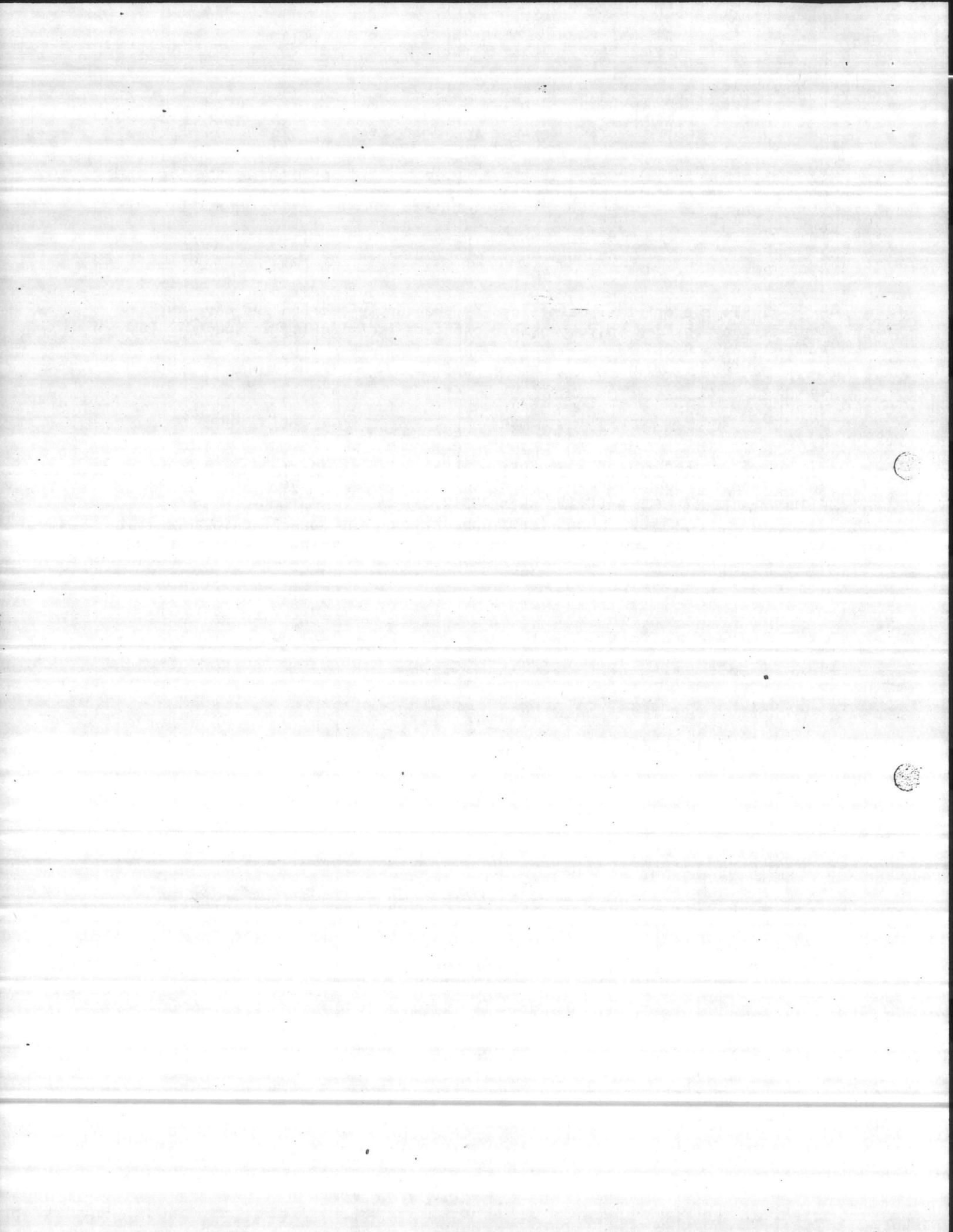
Yes  No  N/A

a. Is the original maintained by the supply section and have working copies been provided to responsible officers/individuals, as needed? (UM 4400-15, para 02004.3)

Yes  No  N/A

2. Are Stock Record and Inventory Control Cards (NAVMC 708s) prepared/maintained for controll-expendable items appearing on the unit's Non-FMF Allowance List? (UM 4400.15, para 03012.2e)

Yes  No  N/A  Items appearing on the Non-FMF allowance list are in the process of being loaded to the MAL.



REQUIREMENTS DETERMINATION

1. Primary accounting records and analysis coverage.

<u>RECORDS</u>	<u>RECORDS ON HAND</u>	<u>NUMBER REVIEWED</u>
a. Non-expendable stock record cards	<u>N/A</u>	<u>N/A</u>
b. Expendable stock record cards	<u>          </u>	<u>          </u>
c. Expendable stock record cards with ICD (Inventory Control Date) computed	<u>          </u>	<u>          </u>
d. Expendable stock record cards with available for issue	<u>          </u>	<u>          </u>
e. Expendable stock record cards with recorded due in	<u>          </u>	<u>          </u>

2. Are stock levels established for repair parts and other expendables? (UM 4400-15, para 03012)

Yes        No        N/A   X   *stock levels are not required.*

3. Is the leadtime posted to the stock record cards? (UM 4400-15, Figure 3-1)

Yes        No        N/A   X  

4. Are requisitioning objectives and reorder points, established on the stock records for non-allowance items, computed correctly? (UM 4400-15, para 03012)

Yes        No        N/A   X  

5. Are the established reorder points and requisitioning objectives used by supply personnel to initiate replenishment action for non-allowance items? (UM 4400-15, para 03012)

Yes        No        N/A   X  

6. Are appropriate blocks and columns of stock record cards for expendable items utilized properly? (UM 4400-15, para 03001)

Yes        No        N/A   X

7. Are phrase codes understood and used properly? (UM 4400-15, Appendix I)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

8. Are NAVMC 10123s, Back Order Record Cards, used where applicable? (UM 4400-15, para 03001.2a)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

9. Are recurring demands and movements accumulated, starting with zero at the beginning of each fiscal quarter? (UM 4400-15, Figure 3-1)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

10. Is the average monthly recurring demand (AMRD) computed at least semiannually on the basis of cumulative recurring demands recorded in the previous two, three, or four quarters? (UM 4400-15, para 03012.4)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

11. Are stock levels adjusted after computation of new AMRD? (UM 4400-15, para 03012.7)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

12. Are repair parts stocked by supporting activities and under the cognizance of the supply/property control officer? (UM 4400-15, para 03000.1)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_  
Repair parts requisitioning comes under the cognizance of the work management section, and parts are stocked by the DSSC shop stores.

13. Are insurance items stocked? (UM 4400-15, para 03012.1d and Appendix Y)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. If yes, has the Commanding Officer approved the allowance for these "insurance items"? (UM 4400-15, para 03012.2d)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

14. Are inactive stock record cards maintained in accordance with current instructions? (UM 4400-15, para 03009)

Yes  No  N/A

15. Are stock record cards, NAVMC 708s, maintained on items for which stock levels are established, excluding office supplies and blank forms? (UM 4400-15, para 03000.4b)

Yes  No  N/A

a. Are expendable items issued for immediate use only? (UM 4400-15, paras 03000.4c and 07013)

Yes  No  N/A

b. Are supported units authorized a 10-day supply of expendables/consumables? (UM 4400-15, para 03000.4c)

Yes  No  N/A  Supported by DSSC shop stores/self-service.

16. Are effective control measures utilized to guard against layering of supplies/blank forms in excess of authorized levels?

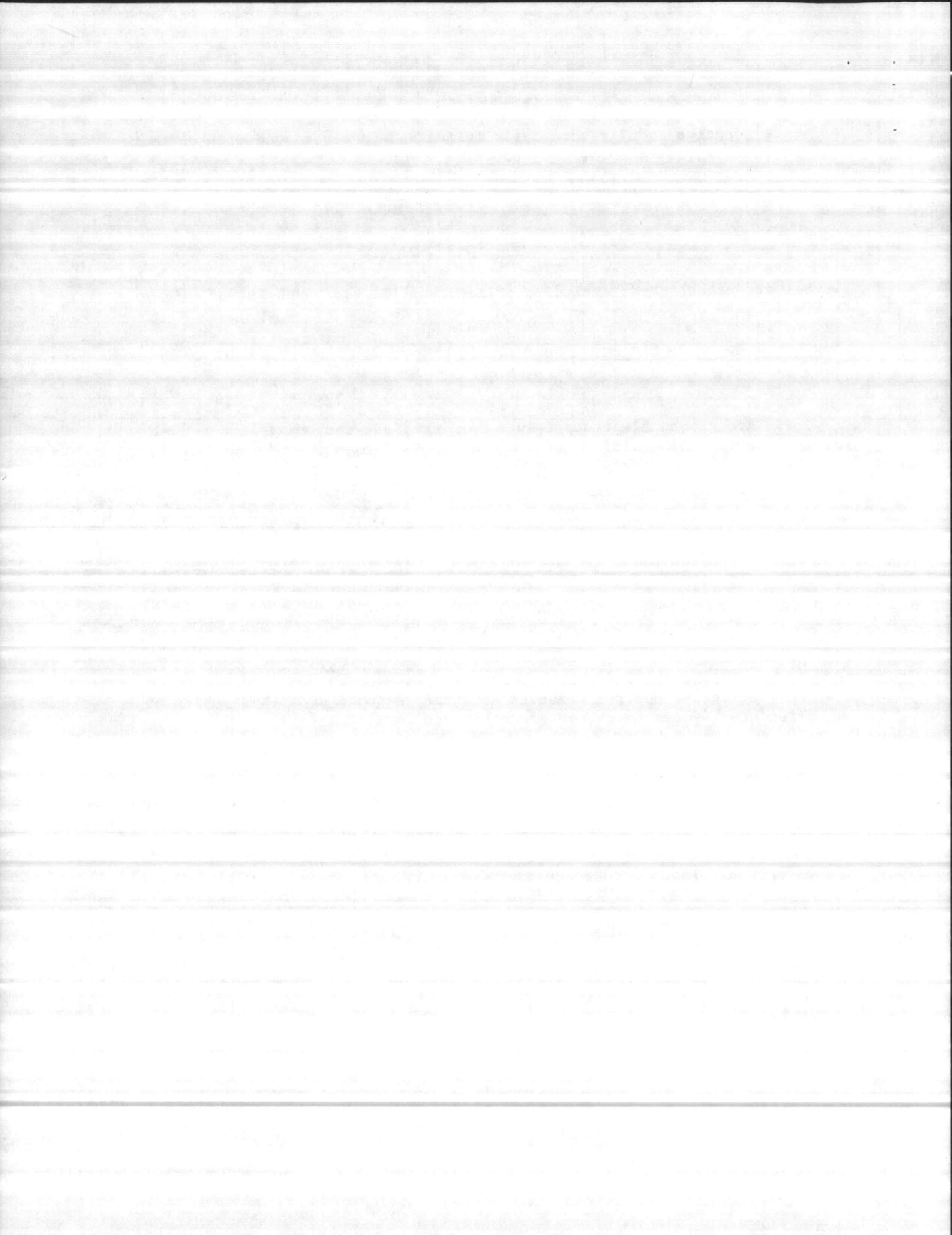
Yes  No  N/A

17. What measures are employed to ensure stock of blank forms do not exceed authorized stock levels?

Blank forms are requisitioned on as required basis.

a. Does a review of the unit stock of self-service items indicate procedures are in effect to guard against "over-stocking" in relation to normal consumption and the timeframes established for normal replenishment?

Yes  No  N/A



SUPPLY - GENERAL

1. Has the unit published a comprehensive directive for Supply (SOP)? (If not define the discrepant area(s) below.) (UM 4400-15, para 01000.1g; MCO P4400.150, para 1005.3)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

Order Number MO 4400.1 Date Published 23 Mar 1981

- \* a. Management of the Mechanized/Master Allowance List
- N/A b. Directives and publications/organic property
- \*\* c. Follow-up procedures
- N/A d. Ammunition accounting procedures
- N/A e. Reporting of serialized small arms
- \*\* f. Reconciliation/validation
- N/A g. Individual clothing control procedures
- \* h. Procedures for obtaining DPDO Supply Support
- N/A i. Procedures for collecting and accounting for public funds
- N/A j. Warehouse procedures
- \*\*\* k. Priority assignment
- \*\*\* l. Inventory procedures
- \*\*\* m. Training
- \*\*\* n. Maintenance procedures in relationship to supply operations
- \*\*\* o. Issue/receipt procedures
- N/A p. General Supply maintenance
- N/A q. Purchasing Procedures

2. Are records retention standards applied to the supply files? (SECNAVINST P5212.5B)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

- \* Instructions provided in the Base Property SOP BO P4400.17.
- \*\* Instructions provided on cover letter of reconciliation listing from RMS, DSSC.
- \*\*\* Adequately covered in MO 4400.1

7. Does the unit utilize the Defense Property Disposal Office (DPDO) as a supply source? (MCO 4570.14D, para 4)

Yes  No  N/A

8. Are assets obtained from DPDO accounted for properly? (MCO 4570.15D, para 6c)

Yes  No  N/A

9. Are procedures for obtaining supply support outlined in local SOP?

Yes  No  N/A  Acquisitions are only periodic, i.e., only one item was obtained in the last year.

10. Do local procedures require approval of a higher headquarters prior to using units withdrawing items from DPDO in order to ensure that withdrawal is not indiscriminate/arbitrary and meets the needs of the command?

Yes  No  N/A  Controlled by the Property Management Section.

11. Are procedures in effect to guard against repetitive withdrawal and subsequent disposal of Principal End Items (PEIs) for cannibalization of individual repair parts to include Secondary Reparables in order to determine if the same item of equipment is being consistently withdrawn?

Yes  No  N/A  See question #10 above.

12. Are procedures in effect to screen items prior to turn-in to DPDO in order to ensure a requirement does not exist within the command?

Yes  No  N/A  See question #10 above.

MAINTENANCE MANAGEMENT

1. Has the Maintenance Management Officer (MMO) been assigned? (MCO P4790.1A, para 0102.4, Chapter 4; MCO P4790.2A, para 0104.3)

Rank/Name: Captain D. D. BLASKE Date Assigned: 9 Sep 1982

2. If the unit has been granted authority to perform maintenance of a higher echelon than the unit's T/O authorizes include a copy of the authorization as an addendum page. (MCO P4790.1A, para 0301.4; MCO P4790.2A, para 0103.1h)

N/A

a. If the authorized increase in echelons of maintenance are required beyond and/or has exceeded six months, has a T/O review been conducted and a change requested? (MCO P4790.2A, para 0103.1h; MCO P5310.6)

Yes  No  N/A

3. Is a copy of the T/O Cover Page available to the maintenance management personnel to provide information on the unit's authorized maintenance capabilities?

Yes  No  N/A

4. Does the MMO centrally coordinate the unit's QDR program? (MCO P4790.2A, para 0104.3)  
Only the Heavy Equipment Shop of the Maintenance and Repair Branch was involved in the QDR Program.  
The assigned MMO was not involved in the coordination of a unit QDR program. Instruction was provided during the analysis.

Yes  No  N/A

5. Are desk-top procedures prepared for each billet involving administration and management functions in the MMO section? (MCO P4790.2A, para 0105.1)

Yes  No  N/A

6. Have turnover folders been established by key personnel as identified in the unit maintenance management SOP? (MCO P4790.2A, para 0105.2)

Yes  No  N/A

7. Do the unit's maintenance personnel understand the procedures for obtaining supporting maintenance services? (MCO P4790.2A, Appendix A)

Yes  No  N/A

NOTE: See page N-1-A for discussion of the Maintenance Management Program within Base Maintenance.

MAINTENANCE MANAGEMENT SOP

1. Has the unit published a comprehensive maintenance management directive (SOP) delineating the maintenance responsibilities? (If not, define the discrepant area(s) below.) (MCO P4790.2A, para 0104.4 and Appendix A)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ However, see page N-2-A.

Order Number: MO P4790.1A Date Published: 9 Mar 1982

General Information:

- a. Introduction
- b. Command responsibilities
- c. Desk-top procedures and turnover folders to include key personnel

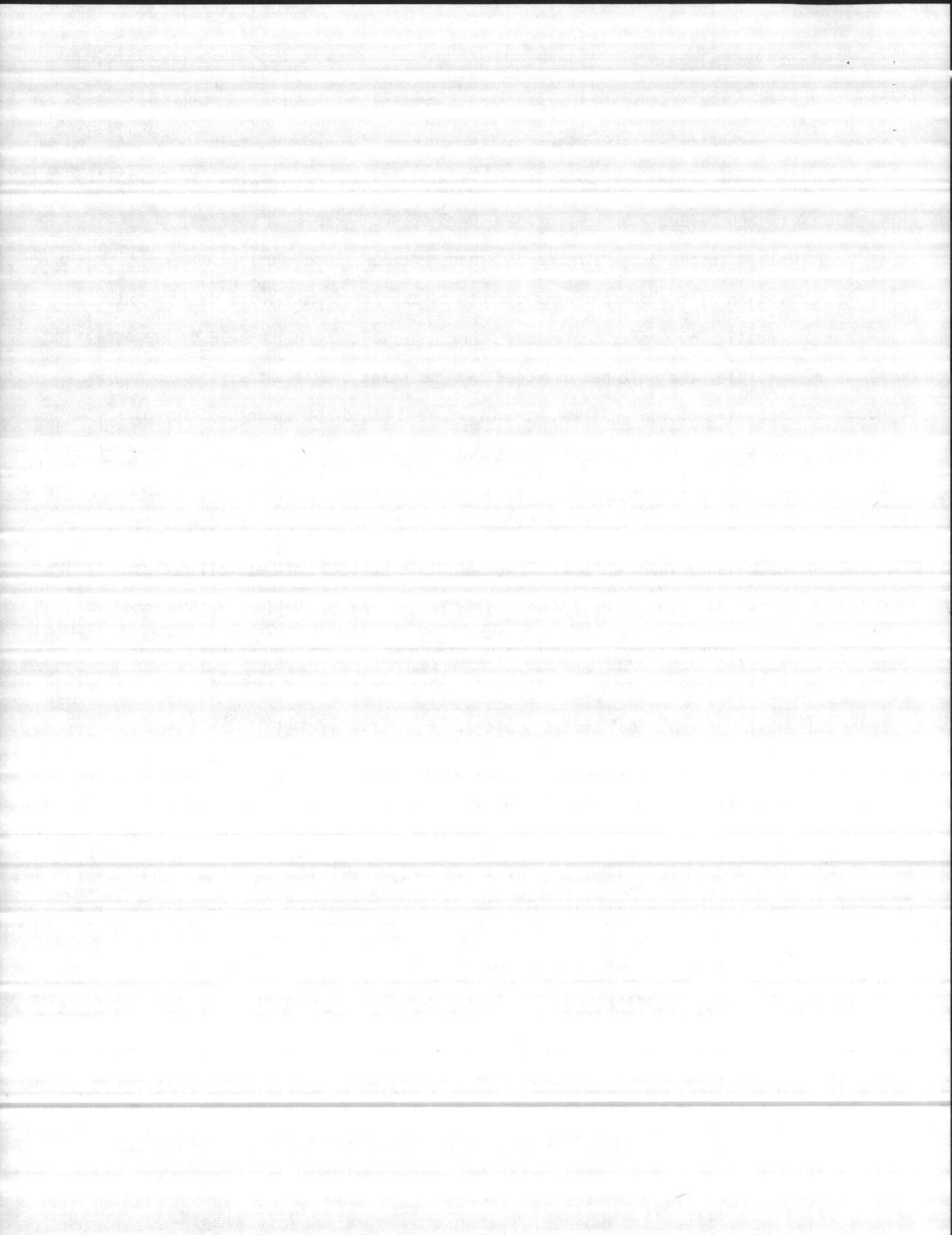
Operations:

- d. Maintenance policy
- e. Allocation of maintenance training/performance time
- f. Shop operations
- g. Equipment that exceeds maintenance capabilities
- h. Performance of maintenance services
- i. Records
- j. Reports
- k. Modification of equipment
- l. Support and test equipment
- m. Safety

Supply support:

- n. Repair parts request system
- o. Repair parts control to include method of annotating EROSLs/DD 1348s
- p. Direct exchange
- q. New equipment
- r. Validation and reconciliation to include ERO requirement and additional demands
- s. Tool sets, chests and kits

1. Base Maintenance was authorized second echelon maintenance or higher in only one commodity area (Garrison Mobile Equipment: Engineer), therefore, the assignment of an MMO was not strictly required in accordance with paragraph 0102.4 of MCO P4790.1A and paragraph 0104.3 of MCO P4790.2A. However, in accordance with the Base Maintenance Management SOP (BO P4790.1 ) and in consideration of the quantity and variety of the functions; Test, Measurement and Diagnostic Equipment; tools; and other equipment for which Base Maintenance is responsible, the unit had assigned the Assistant Operations Officer as the MMO.
2. At the time of the analysis, the assigned MMO had not attended a formal course of Maintenance Management training.
3. The analysis team noted that, although the Base Maintenance SOP for Maintenance Management (MO P4790.1A of March 9, 1982) assigns the MMO specific responsibilities, the MMOs office had not, in practice, been established as the focal point for guidance/coordination concerning the various maintenance management and maintenance-related programs (e.g. maintenance/maintenance management training, quality deficiency/quality reliability reporting; calibration control, tool control, etc.). Each branch supervisor was assigned responsibility for managing these functions/programs within his branch, however, the MMOs office did not routinely receive feedback concerning the procedures established and/or any problems encountered. Consequently, the MMO was not fully aware of specific procedures being followed in individual shops. It was apparent, however, that the assigned MMO had identified this condition prior to the analysis and had initiated corrective action. Instruction was provided during the analysis and further corrective actions were initiated.



Question #1 on pages N-2 and N-3

1. Since Base Maintenance was authorized second echelon maintenance or higher in only one commodity area, the unit was not strictly required to publish a Maintenance Management SOP (MMSOP) in accordance with paragraph 0104,4 of MCO P4790.2A. However, in consideration of the organization, functions, and equipment assigned, the unit had published an MMSOP (MO P4790.1A dated 9 March 1982) in order to provide uniform guidance for the Maintenance Management program.

2. A review of the MMSOP disclosed the following

a. The MMSOP did not address the following functions/programs

(1) Procedures for the reconciliation and validation of repair parts on-hand and/or on requisition.

(2) Procedures for authorizing, performing, and recording modifications to Garrison Mobile Equipment (GME).

(3) Sources of maintenance support and procedures for obtaining maintenance support, including calibration support.

(4) Procedures for performance and recording the GME safety inspection required by MCO 11240. 48C.

(5) Procedures concerning maintenance by cannibalization.

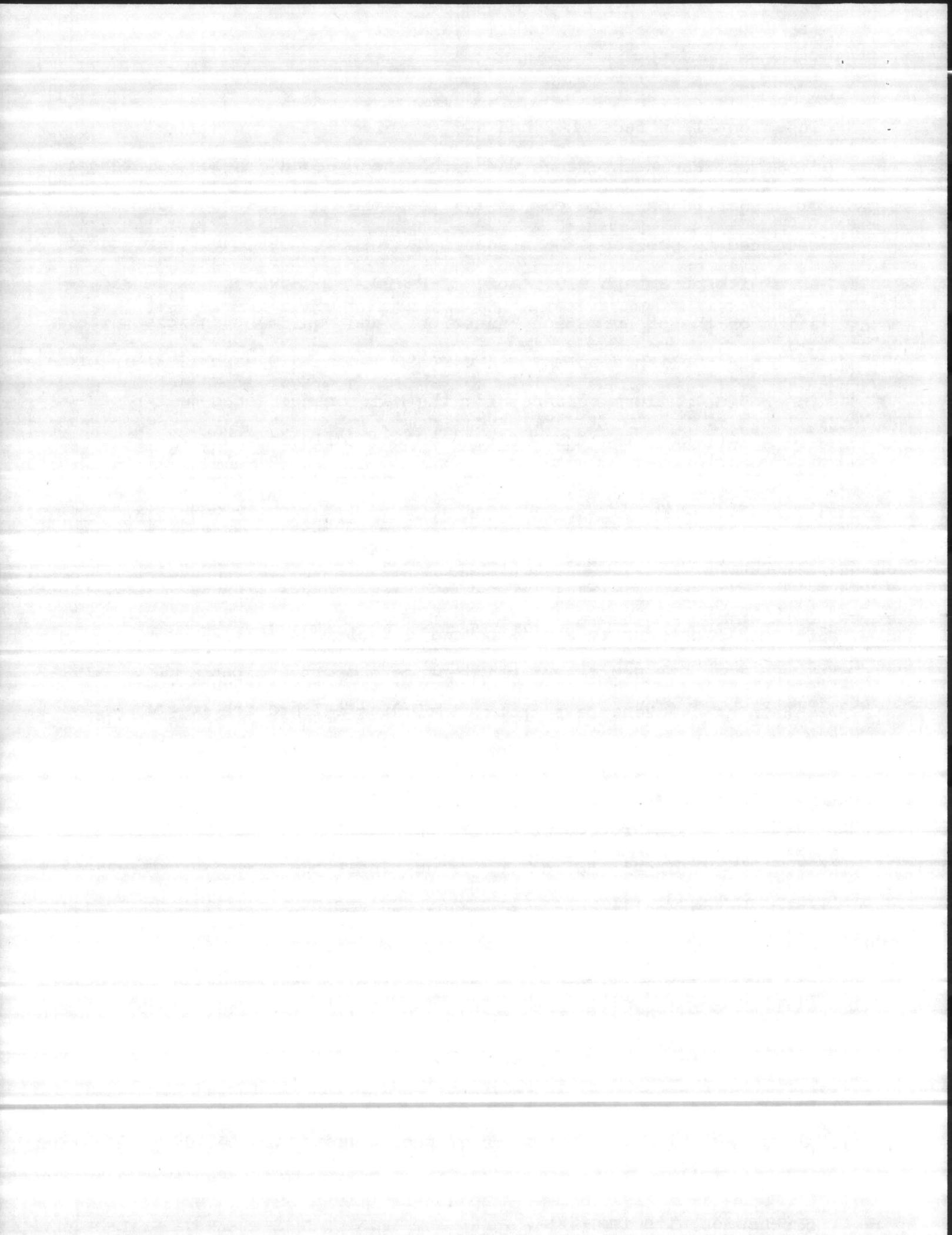
(6) Procedures for requesting replacement and disposition of Garrison Mobile Equipment when required.

b. The following areas required amplification

(1) Procedures for requisitioning directives and technical publications.

(2) Use of the Shop Repair Order and the Equipment Repair Order.

3. A copy of the MMSOP was reviewed, annotated with recommendations for review/amplification, and left with the unit after thorough discussion with the MMO. N-2-A



Maintenance training

- t. General information
- u. Training requirements
- v. On-the-job training
- w. Technical training
- x. Cross-training

Inspections/visits

- y. General information
- z. Formal inspections
- aa. Informal inspections
- bb. Inspection reports
- cc. Correction of discrepancies
- dd. Quality control

Publications

- ee. Policy
- ff. Responsibilities

Maintenance-related programs

- gg. Maintenance-related programs

2. Are procedures for use of 3d echelon, vice 2d and 3d echelon, EROs for calibration included in the SOP if the unit is not using 2d and 3d echelon EROs for the evacuation of equipment for calibration? (CMC Msg 121409Z AUG 80)

Yes \_\_\_\_\_ No  N/A \_\_\_\_\_ The unit uses \_\_\_\_\_ 3d echelon EROs for the evacuation of equipment for calibration in accordance with instructions received from the Calibration Facility, 2d Maintenance Battalion. However, procedures were not included in the MMSOP. Instructions were provided during the analysis.

MAINTENANCE MANAGEMENT TRAINING

1. Does a review of the unit training program indicate maintenance training is being conducted commensurate with the level of maintenance authorized? (MCO P4790.2A, para 0203.2)

See page N-4-A for discussion of the maintenance training program within Base Maintenance.

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

a. If only OJT is conducted, has the training been formalized (i.e., instructors assigned, lesson plans established, specific training periods, training documented)?

See page N-4-A

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

2. How many hours in the unit's annual training plan are devoted to each of the following maintenance and maintenance management training requirements? (MCO P4790.2A, para 0203.2b)

See page N-4-A

Data from \_\_\_\_\_ Qtr, FY \_\_\_\_\_, \_\_\_\_\_ Qtr, FY \_\_\_\_\_, \_\_\_\_\_ Qtr, FY \_\_\_\_\_, \_\_\_\_\_ Qtr, FY \_\_\_\_\_

OJT | \_\_\_\_\_

Maintenance Management:

- Technical Publication System and Control \_\_\_\_\_
- Modification Control \_\_\_\_\_
- Calibration Program and Control \_\_\_\_\_
- Maintenance-Related Programs \_\_\_\_\_
- Preventive Maintenance Indicators \_\_\_\_\_
- Use of the Form NAVMC 10772 \_\_\_\_\_
- Equipment Record Procedures \_\_\_\_\_
- Validation Procedures \_\_\_\_\_

Maintenance:

- Use of Technical Manuals and Other Technical Publications \_\_\_\_\_
- Tool Care and Control \_\_\_\_\_
- Quality Deficiency Report \_\_\_\_\_
- Conducting a Limited Technical Inspection \_\_\_\_\_
- Test Equipment Use \_\_\_\_\_
- Troubleshooting Procedures/Diagnostic Techniques \_\_\_\_\_
- ERO and EROSL Preparation \_\_\_\_\_
- Safety \_\_\_\_\_
- Shop Procedures \_\_\_\_\_
- Use of Pre-expended Bins \_\_\_\_\_
- ERO Parts Bin Procedures \_\_\_\_\_

Operator:

- Equipment Records \_\_\_\_\_
- Preventive Maintenance Services \_\_\_\_\_
- Safety \_\_\_\_\_

Questions #1, 2, 3, 4, 5 (Maintenance Management Training) on pages N-4 and N-5

1. A review of the maintenance/maintenance management training program disclosed that training for civilian personnel assigned to Base Maintenance was planned, scheduled and coordinated through the Base Civilian Personnel Office(CPO). Each shop and branch supervisor provides input to the Administration Branch concerning training requirements. The Administration Branch coordinates the training requirements with the CPO and publishes a schedule for each fiscal year which lists the quotas available to each branch for each type of instruction. This schedule primarily concerns formal and informal instruction in procedures for planning, estimating and performance of facilities and commercial equipment maintenance functions and to qualify personnel to perform the duties prescribed in their position descriptions. However, an internal training plan was not established for providing military and civilian personnel training in the areas listed in figure 2-2 of MCO P4790.2A. Training assistance in calibration control, engineer equipment recordkeeping, and technical publications control procedures had been requested and was being coordinated with the Calibration Facility, 2d Maintenance Battalion and the Marine Corps Engineer School.

2. Only eight military personnel were permanently assigned to Base Maintenance at the time of the analysis. Technical training for military personnel was largely informal in nature.

3. The unit MMSOP assigned the MMO responsibility for planning, coordination and conduct of the internal maintenance/maintenance management training program to ensure compliance with the requirements of MCO P4790.2A.

4. The analysis team recommended that an internal training plan and program be established and structured around the weak maintenance management areas identified in the checklist for this analysis. The program should be designed and conducted to ensure that military and civilian personnel receive the training necessary to keep them informed of the maintenance, control, and record-keeping requirements applicable to the tools and equipment on-hand in the unit and to ensure that military personnel remain current in their MOS. In particular, the training program should ensure that military and civilian personnel become thoroughly familiar with the procedures and requirements for acquisition, control, reporting, recordkeeping, maintenance and disposition of Garrison Mobile Engineer Equipment; the specific procedures for inspection and load-testing of Marine Corps owned commercial and tactical load-lifting equipment; and the procedures and requirements of the Marine Corps Calibration Control Program.

3. Are standard lesson plans prepared for scheduled subjects? (MCO P4790.2A, para 0203.2d)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ See page N-4-A.

4. Are qualified instructors assigned to specific training periods? (MCO P4790.2A, para 0203.2d)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ See page N-4-A.

5. Does the unit conduct maintenance/maintenance management training for supervisors? (MCO P4790.2A, para 0203.2b)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ Informally conducted. See page N-4-A.

#### PUBLICATION CONTROL

1. Have written procedures been established for quarterly review and validation of technical publication requirements and the associated updating of the T/A for Publications? (MCBul 5600 dtd 7 Dec 78; MCO P5600.31E, Chapter III; MCO P4790.2A, Appendix B)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

A semi-annual review is conducted. See page N-5-A for discussion of procedures for requisitioning, distribution, and control of publications.

a. Are missing/required publications on requisition?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ Publications are requisitioned through the Base Adjutant's office.

b. Do key personnel understand procedures for requisitioning publications?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ However, see page N-5-A.

2. Are the current publications checklists (SL 1-2/1-3, MCBul 5215) available and are they used to ensure that required and "need-to-have" supply and maintenance publications are on hand and current? (MCBul 5215; MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

Date of SL 1-2/1-3 on hand 01 Oct 82  
Date of MCBul 5215 available 16 Aug 1982

3. Has the maintenance of directives files, to include filing changes and removing all cancelled/unauthorized directives, been properly accomplished? (MCO P5600.31E, para 3201)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ A change to a superceded directive was on file, i.e. change #6 to MCO P10120.28D which superceded by MCO P10120.28E.

4. Are proper procedures being used for identification, filing and maintenance of required technical publications? (MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

Yes  No  N/A  However, see page N-5-A.

#### MODIFICATION CONTROL

1. Has the unit MMO established a Modification Control Program? (TM-4700-15/1D, para 2-2f; MCO P4790.2A, para 0304 and Appendix G; MCO P4400.84)

The unit did not possess equipment for which an Applicable Modification Instruction had been published.  
Yes  No  N/A  One MEP 009A generator was on hand to which existing MIs did not apply. Instructions were provided during the analysis.

2. Does the unit MMO properly maintain the MMO modification Control Record (NAVMC 11055)? (MCO P4790.2A, Appendix G; TM-4700-15/1, para. 2-2f)

Modification Control records had not been established for one of one MEP 009A generator (TAMCN B1050) assigned as a permanent substitute item for a GME generator.  
Yes  No  N/A

#### CALIBRATION CONTROL

1. Has the unit established a Calibration Control Program? (MCO 4733.1; TM 4700-15/1D; MCO P4790.2A, Appendix D)

Each branch is responsible for the calibration of Test, Measurement, and Diagnostic Equipment assigned to the shops under their supervision. Calibration support is provided by the Calibration Facility, 2d Maintenance Battalion, 2d FSSG. However, see the individual sections of this checklist for discussion of discrepancies in Calibration Control noted in each shop.  
Yes  No  N/A

Questions #1, 2, 3, 4, 5, 6 (Publications Control) on Pages N-5 and N-6

1. A review of the procedures for requisitioning, distribution, and control of publications and publications on-hand/on order within Base Maintenance and discussion with the publication control personnel in Base Maintenance and at the Base Adjutant's Office disclosed the following:

(a) Authorized publications for Base Maintenance are listed on the Base Table of Authorized Publications (TAP) maintained by the Base Adjutant's office.

(b) Publications for Base Maintenance and 36 other Base staff sections, special staff sections, divisions, and offices are requisitioned, distributed and controlled through the Base Adjutant's office. Only one civilian clerk in the Base Adjutant's office was assigned responsibility for the functions involved at the time of the analysis.

(c) The Base Adjutant's office maintains Publication Distribution Control forms (NAVMC 10975s) which reflect distribution made for all publications authorized on the Base TAP. The Base Maintenance Division publications control clerk maintains NAVMC 10975s which reflect the internal distribution for all publications distributed to Base Maintenance. However, the analysis team noted that, although Base Maintenance has been on distribution for Technical Instructions (TIs) in the 4700, 4790, 4733 and 5600 series since October 1981, current copies of these publications were not on-hand/on file. Discussion with the publications clerk in the Base Adjutant's office and review of available documentation on file in that office indicated that appropriate distribution of the publications had been made to Base Maintenance. The missing publications were on requisition at the time of the analysis. During further discussion, the Base Maintenance publication control clerk indicated that frequent turnover occurs among the publications control clerks within the various sections and branches of Base Maintenance. This turnover of personnel may have contributed to a lack of

continuity in the maintenance of publications files.

2. At the time of the analysis, the Base Maintenance publications clerks had established desk-top procedures and turnover folders and adequate procedures.

ENGINEER SECTION

EQUIPMENT AND SUPPORT RECORDS

1. Are the following records properly prepared and maintained for engineer and general supply items of equipment listed in the current edition of TM-4700-15/1D, Chapter 3?

	<u>Records completed/ partially completed on hand/reviewed</u>
NAVMC 10561a/10561 (PM Roster and Supplementary PM Roster)	/
NAVMC 10560 (Worksheet for "Q" PM and Technical Inspection for Engineer Equipment) to include templates	/
NAVMC 10524 (Consolidated Engineer Equipment Operation Log and Service Record)	/
NAVMC 10523 (Engineer Equipment Operational Record)	/
NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder)	/
NAVMC 10031 (Daily Dispatching Record of Vehicles)	/
SF 91 (Operators Report of Motor Vehicle Accident)	/
NAVMC 10626 (Storage Tank Test, Repair and Use-Age Record)	/
OPNAV Form 4790/50 (Ground Support Equipment Sub-Custody and Periodic Maintenance Record)(GSE)	/
Repair Log	/
Yes _____ No _____ N/A _____	

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapters 2 and 3)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is the annual safety inspection and load-testing of Marine Corps load/lifting equipment conducted and recorded? (MCO 11262.2, TM 4700-15/1D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

NOT APPLICABLE: This unit did not possess tactical engineer equipment. See Section "S" for discussion of Garrison Mobile Equipment (Engineer).

MOTOR TRANSPORT SECTION  
EQUIPMENT AND SUPPORT RECORDS

1. Are the following records properly prepared and maintained for tactical wheeled and tracked motor transport equipment? (TM-4700-15/1D, Chapter 4)

	<u>Records completed/ partially completed on hand/reviewed</u>
NAVMC 1056 1a/1056 1 (PM Roster and Supplementary PM Roster)	/
NAVMC 10284 (LTI)	/
NAVMC 10627 (Vehicle and Equipment Operational Record)	/
NAVMC 10031 (Daily Dispatching Record of Vehicles)	/
NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder)	/
SF 91 (Operators Report of Motor Vehicle Accident)	/
Repair Log	/

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapters 2 and 4)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is the annual safety inspection and load-testing of Marine Corps load/lifting equipment conducted and recorded? (MCO 11262.2, TM 4700-15/1D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is appropriate authorization on file to support instances where maintenance by cannibalization is evidenced? (MCO P4400.19B, Chapter 3; MCO P4790.2A, para 0103.11)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

NOT APPLICABLE: This unit does not possess tactical motor transport. See Section S for discussion of Garrison Mobile Equip (automotive)

COMM-ELECT SECTION

1. Are the following records properly prepared and maintained for communication, encryption/decryption, radiation detection, mine detection, navigation aids, weapons control and electronic counter-measures equipment and Hawk, Redeye, Tow and Dragon missile systems? (TM 4700-15/1D, Chapters 7 & 8)

Records completed/  
partially completed  
on hand/reviewed

NAVMC 10561a/10561 (PM Roster and Supplementary PM Roster)

\_\_\_\_\_/\_\_\_\_\_  
/

Repair Log

\_\_\_\_\_/\_\_\_\_\_  
/

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapters 2 and 7)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Are performance characteristics (power output, sensitivity), as applicable, entered on the ERO when scheduled PM Services are performed for Comm-Elect equipment? (TM 4700-15/1D, Chapter 7)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

NOT APPLICABLE: This unit did not possess comm-elect equipment requiring records. Commercial radios mounted in vehicles were controlled and maintained through the Base Comm-Elect Officer (CEO) and /or by commercial contractor maintenance.

ARMORY SECTION

EQUIPMENT AND SUPPORT RECORDS

1. Are the following records properly prepared and maintained for ordnance tracked vehicles and weapons in use and in stock? (TM-4700-15/1D, Chapters 5 and 6)

	<u>Records completed/ partially completed</u> <u>On hand/Reviewed</u>
NAVMC 1018 (Ordnance Inspection/Repair Tag)	<u>          /          </u>
NAVMC 10520 (Weapons Custody Receipt)	<u>          /          </u>
NAVMC 10558 (Weapon Record Book, Part I)	<u>          /          </u>
NAVMC 10558A (Weapon Record Book, Part II)	<u>          /          </u>
NAVMC 10576 (Memorandum Receipt for Individual Weapons and Accessories)	<u>          /          </u>
NAVMC 11003 (Ordnance Serialized Items/Rounds Fired Data Card)	<u>          /          </u>
Repair Log	<u>          /          </u>

Yes  No  N/A

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapters 2 and 6)

Yes  No  N/A

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes  No  N/A

4. Is optical equipment properly maintained? (TI-8210-14/1)

Yes  No  N/A

5. Is appropriate authorization on file to support instances where maintenance by cannibalization is evidenced? (MCO P4400.19B, Chapter 3; MCO P4790.2A, para 0103.11)

Yes  No  N/A  R-1

NOT APPLICABLE: This unit did not possess weapons nor an armory section.

GARRISON MOBILE (AUTOMOTIVE, ENGINEER, AND MATERIELS HANDLING)  
EQUIPMENT SUPPORT AND RECORDS

1. Are the following records properly prepared and maintained in accordance with the instructions contained in TM-4700-15/1D, for each item of equipment? (If not, define discrepant area(s) below)

	Records completed/ partially completed On Hand/Reviewed
a. <u>Garrison Mobile Automotive Records:</u>	
NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder)	N/A / _____
DD Form 314 (PM Schedules and Records)	N/A / _____
NAVMC 10284 (LTI)	N/A / _____
NAVMC 10031 (Daily Dispatching Record of Vehicles) 14Feb82 to 15Feb83 / 10Oct82 to 15Feb83	_____ / _____
NAVFAC 9-11240/9 (Activity Utilization Report)	N/A / _____
NAVMC 9-11200/3A (Shop Repair Order)	N/A / _____
DD Form 1970 (Motor Vehicle Utilization Report)	78 / 30
SF 91 (Operators Report of Motor Vehicle Accident)	N/A / _____
Yes <input checked="" type="checkbox"/> No _____ N/A _____	
Dispatching is conducted by Base Maintenance. All other recordkeeping and maintenance is accomplished by Base Motor Transport	

b. <u>Garrison Mobile Engineer Records:</u>	
NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder)	195 / 25
DD Form 314 (PM Schedules and Records)	No Yes 275 / 50
NAVMC 10560 (Worksheet for "Q" PM and Technical Inspection for Engineer)	Yes 195 / 25
NAVMC 10524 (Consolidated Engineer Equipment Operation Log and Service Record)	195 / 50
NAVMC 10523 (Engineer Equipment Operational Log)	600 / 70
NAVMC 10031 (Daily Dispatching Record of Vehicles) 16Feb82 to 15Feb83 / 15Dec82 to 19Feb83	_____ / _____
NAVFAC 9-11200/3A (Shop Repair Order) 34 active/7,000 complete	_____ / 10 active/100 complete
SF 91 (Operators Report of Motor Vehicle Accident)	10 / 3
Yes _____ No <input checked="" type="checkbox"/> N/A _____	
See page S-1-A	

2. Are Garrison Mobile Equipment Record Cards (NAVMC 10242-5D) on hand for all items of equipment with an acquisition cost of \$1,000.00 or more? (MCO 4440.27)

Yes  No \_\_\_\_\_ N/A \_\_\_\_\_ S-1

3. Are copies of SF 91s maintained for six years for vehicles involved in an accident? (TM-4700-15/1D, para 9-2F, 0303)

Yes  No  N/A

4. Are preventive maintenance services properly scheduled and accomplished? (MCO 11240.48; TM-4700-15/1D)

Yes  No  N/A  However, see page S-2-A

5. Are warranty provisions employed to the fullest extent possible for automotive vehicles? (MCO 11240.48)

Yes  No  N/A

6. Is preliminary inspection performed and a cost estimate prepared prior to starting repair work on each item of equipment requiring repairs? (MCO 11240.75; MCO 11240.27)

Yes  No  N/A

7. Does an examination of equipment indicate that corrective maintenance has been identified and that corrective action has been initiated? (MCO P4790.2A, para 0302; TM-4700-15/1D, Chapter 9)

Yes  No  N/A

8. Do the vehicles have the proper paint and identification markings? (MCO P11240.46; MCO 11240.47; MCO 11260.3, para 0203.7; MCO 5100.8E)

Yes  No  N/A

9. Is the annual safety inspection and load-testing of Marine Corps load lifting equipment conducted and recorded? (MCO 11262.2)

Yes  No  N/A  However, see page S-2-B

10. Is appropriate authorization on file to support instances where maintenance by cannibalization is evidenced? (MCO P4400.19B, Chapter 3; MCO P4790.2A, para 0103.11)

Yes  No  N/A  See page S-2-C

Question #1 page S-1.

1. The analysis team noted that one MEP 009A generator (serial # VZ 00512, Plant Account #211768, Table of Authorized Material Control Number B1050) had been permanently installed at Building #2 (2nd Marine Division Headquarters) as an emergency power source. A review of equipment/maintenance resource records and other documentation on file at the Heavy Equipment Section, examination of the generator, and discussion with the section supervisor disclosed the following:

(a) Garrison Mobile Engineer Equipment records in accordance with Chapter 9 of TM 4700-15/1D had not been established for the generator.

(b) Required Preventive Maintenance (PM) services for the generator were not scheduled or recorded as performed on the Preventive Maintenance Schedule and Record (DD form 314). PM services were performed on a weekly basis and recorded in a log book. Documentation was not on file to indicate that a deferred maintenance schedule had been established.

(c) No preventive or corrective maintenance discrepancies were noted during an examination of the generator.

2. During the analysis instruction was provided and corrective action initiated.

GARRISON MOBILE EQUIPMENT (Engineer)

Question #4 on page S-2

The analysis team examined 25 of 82 items of available equipment maintained by the Heavy Equipment Unit and found it to be generally well maintained. It should be noted, however, that attachments (i.e. disk harrows, gang mowers, bush hogs, dozer blades, buckets, etc.) for the heavy equipment were being painted before being properly cleaned (e.g. disk harrow had mud and wire caked between the disks that were painted over, bush hogs and rotary mowers had been painted on top of flaking paint and surface rust that had not been wire brushed, hydraulic lines and hydraulic connections to the attachments were laying in the dirt/mud and were not tied back to/affixed to the item to prevent contamination.) Discussion with the equipment chief and a review of the Preventive Maintenance (PM) schedule disclosed that the items were scheduled for regular PMs, however, the analysis team would recommend that closer supervision of the attachments be conducted to eliminate future PM discrepancies on attachments that have seasonal use.

Question #9 page S-2

A review of the facilities, procedures, and local directives in effect at the Base Maintenance Heavy Equipment Section for the conduct of the Marine Corps Base Annual Safety Inspection and Load-Test Program, observation of the load test of three <sup>items</sup> of load-lifting equipment, and discussion with the section supervisor and the assigned Base certifying officer disclosed the following:

a. In accordance with MCO 11262.2, the Base Order for Inspection and Load-Testing of Marine Corps Owned Commercial and Tactical Load-Lifting Equipment (BO 11262.1 dated 8 September 1982) provides the standard procedures to be utilized in the load-testing and inspection of Marine Corps owned commercial and tactical load-lifting equipment in use by Marine Corps units located at Camp Lejeune. Maintenance Order 11262.1 dated 6 Oct 1982 establishes procedures for inspection and load-testing of load-lifting equipment located within the Base Maintenance Division and provides supplemental instructions to load-testing personnel assigned to the Heavy Equipment Unit. A review of BO 11262.1 and MO 11262.1 disclosed that the Base Order tasks the Base Maintenance Department to provide the test director and test personnel for all load-tests involving other than tactical forklifts and tactical hoists. The Base order further tasks commanding officers to ensure that inspection and load-testing programs are implemented in accordance with the instructions contained in the order. Maintenance Order 11262.1 tasks the Transportation General Foreman, Heavy Equipment Unit for appointment of test directors and inspection/test personnel capable of performing required tests and with the scheduling and conduct of requested inspections from the user organizations as required by Base Order 11262.1.

b. Presently, load-testing is accomplished at Building 45 and, when required, at the using/owning unit. A load-test director was assigned during July 1982, however, he has never received any formal training, was not thoroughly familiar

with the requirements of MCO 11262.2 and BO 11262.1, and was limited in the performance of load-testing since his background was as a motor transport maintenance inspector. A comparison of actual load-test and inspection procedures with the requirements of MCO 11262.2 and BO 11262.1 disclosed the following:

(1) Load-test of MC-2500, 30 Ton, Drott Crane. (Maximum weight limitation of 22 tons vice 30 tons was used as the test weight in accordance with CG FMFLANT 082120Z Oct 82).

(a) Main Hoist Static Test. The test was performed at only one boom length and angle (42 feet and 75 degrees) vice with the boom fully retracted and fully extended with two different weights as prescribed in MCO 11262.2 and BO 11262.1.

(b) Boom Operation Test. The test was performed at minimum radius only vice minimum and maximum radius with two different weights as prescribed in MCO 11262.2 and BO 11262.1.

(c) Hydraulic Crane Slippage Test. The test was not performed. The test load must be lifted at the maximum radius and held suspended for ten minutes as prescribed in MCO 11262.2 and BO 11262.1.

(d) Crane Rotation Test. The crane was only rotated left 90 degrees from its longitudinal axis vice a full 360 degrees with boom fully extended and retracted and two different weights as prescribed in MCO 11262.2 and BO 11262.1.

(2) Load-Test of Tractor, Wheeled, 72-31 MP V/R.

(a) Test conducted in accordance with MCO 11262.2 and BO 11262.1.

(3) Load-test of Truck Wrecker, 5 ton, M543A2.

(a) Vehicle refused certification due to leaking hydraulic lift cylinder and turn table gears not being lubricated.

c. The test site used to conduct load-testing is unsurfaced (i.e. clay and sand surface) vice a hard surface such as concrete. Documentation is not on-hand to substantiate that rigging used in load-testing is certified to 150 percent of working capacity as prescribed in MCO 11262.2 and BO 11262.1. During the tests observed by the analysis team the crane/wrecher hooks were not disassembled in the presence of the test director and/or documentation was not provided to the test director that the hooks had been disassembled and inspected prior to testing as prescribed in MCO 11262.2 and BO 11262.1.

d. Although MCO 11262.2 requires that calibrated weights be used as the test loads during load tests, the weights on-hand and in use at the Heavy Equipment Section had not been identified to the calibration control program.

e. The analysis team examined four of four equipment record jackets (NAVMC 696Ds) and load-test certificates for cranes maintained by the Base Maintenance Heavy Equipment Section. The examination disclosed that, in all instances reviewed, the recording of load-testing data was not being accomplished in accordance with MCO 11262.2. The following specific discrepancies apply.

(1) In all instances, an annotation was not made on the certification of load-test and condition inspection as to the minimum/maximum radius at which the load-test was conducted.

(2) In all instances, an annotation was not made as to the hook measurement before and after the test on the certification of load-test and condition inspeciton.

(3) In all instances, the "Test Director" and the "Certifying Official" had not signed the certification of load test and condition in the blocks provided.

(4) In three instances, the crane hook dimension was not recorded in the remarks section of the NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder).

Question #10 on page S-2

1. An examination of Garrison Mobile Equipment on-hand, associated equipment/resource records and documentation on file, and discussion with the Heavy Equipment Section Supervisor disclosed that, in two instances, maintenance by cannibalization had been performed without appropriate authorization. The section supervisor stated that parts had been removed from two deadlined Terrain King Rotary Mowers USMC #265576 and 265577 (TAM #G3500; acquisition cost \$2,498 each) and that the parts had been used to repair other mowers. The section supervisor provided a copy of CMC letter LME-5-56/lgb over 4200/3 dated 27 Dec 1982 which indicated that Headquarters Marine Corps intended to authorize funds for procurement of replacements for 36 items of equipment, including one of the mowers (USMC #265577) in accordance with the provision of MCO 11260.3C. The letter did not provide disposition instructions for the equipment to be replaced. Documentation was not on file to indicate that authorization to use the two mowers in performing maintenance by cannibalization had been requested and/or received. In addition, documentation was not on file to indicate that maintenance by interchange of component end items/secondary repairables vice cannibalication had been considered/authorized.

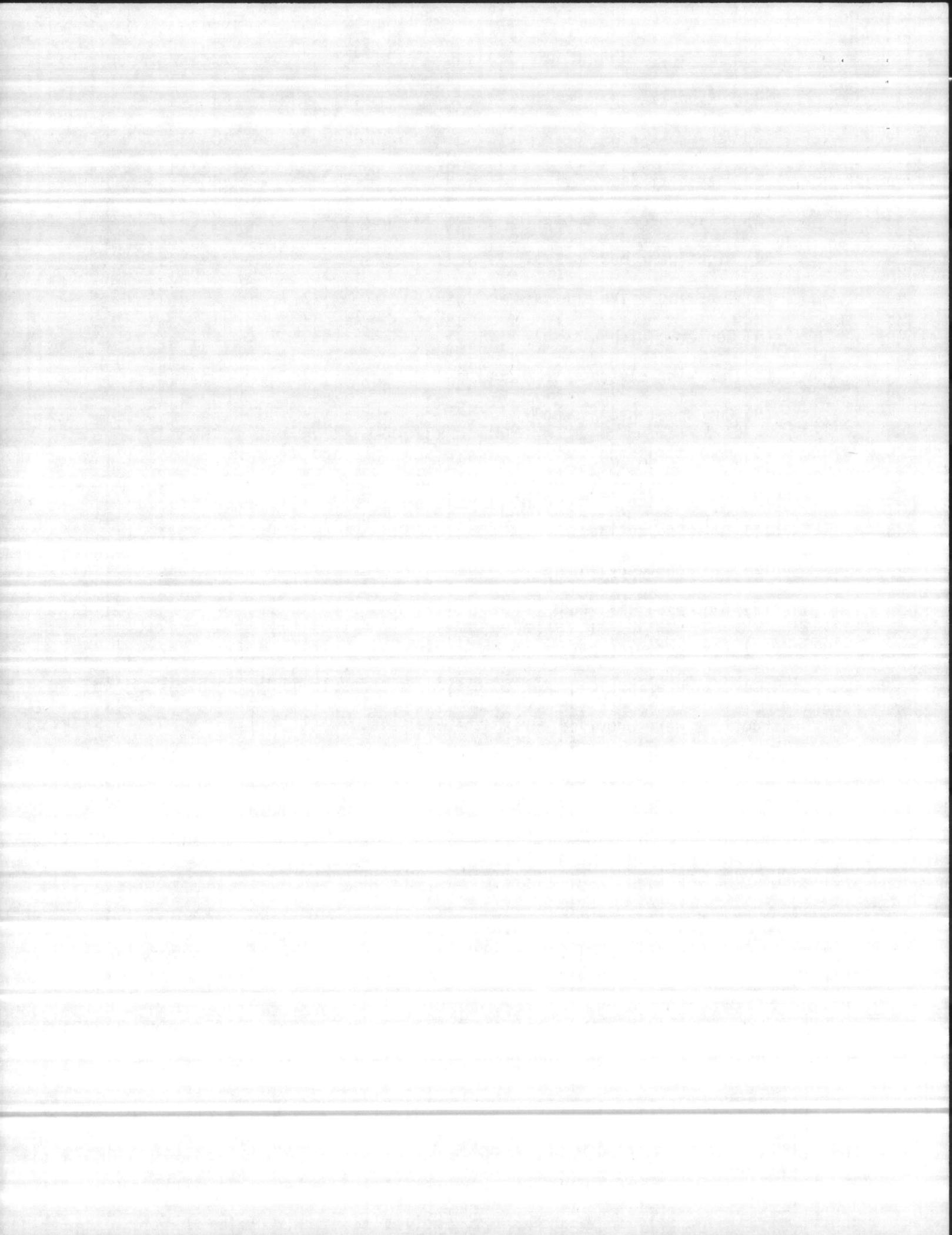
2. Components/parts that were missing from the two mowers are listed below:

a. Mower #265576

- (1) Center gear box assembly
- (2) Jackshaft assembly
- (3) Pillow block and bearing
- (4) Rear chain guard (center section)
- (5) Front and rear chain guards (wing sections)

b. Mower #265577

- (1) Center gear box assembly
  - (2) Jackshaft assembly
  - (3) Pillow block and bearing
  - (4) Right gear box assembly
  - (5) Two-wing drive shafts
  - (6) Center clutch assembly
  - (7) Two-wing clutch assemblies
  - (8) One-wheel hub assembly
  - (9) Four-tires and wheels
  - (10) Center bar blade assembly
  - (11) Two-wing cylinders
  - (12) Two-tongue cylinders
  - (13) Two-level lift rods
  - (14) All hydraulic hoses and fittings
3. Both mowers were in a degraded condition as a result of the cannibalization.
  4. Instructions were provided during the analysis.



11. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes  No  N/A

12. Can repair parts/assemblies held in the maintenance facilities be identified with a pending shop repair order (SRO) and end item? (MCO P4790.2A, para 0204.5 and Appendix C)

Yes  No  N/A  See page S-3-A

13. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes  No  N/A

14. Do maintenance personnel prepare a Shop Repair Order (SRO) each time labor and/or material is expended for maintenance, modification, alteration or improvement of an item of equipment, except for minor work which does not exceed .3 man hours labor and during which time no material is used? (TM-4700-15/1D, para 9-2i)

Yes  No  N/A

15. Are SROs properly prepared and do they contain all essential information? (TM-4700-15/1D, para 9-2i)

Yes  No  N/A

16. Are personnel properly trained in the use of the units support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes  No  N/A

#### TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year?  
(MCO P4790.2A, Appendix D)

Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest?  
(UM 4400-15, para 06030) No tool sets, kits or chests were on-hand for which  
SL-3s had been published or were applicable.

Yes  No  N/A

4. Are shortages of tool sets, kits and chests identified and properly  
requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A

5. Are tools maintained in a serviceable condition and free of rust? (MCO  
P4790.2A, para 0205.4)

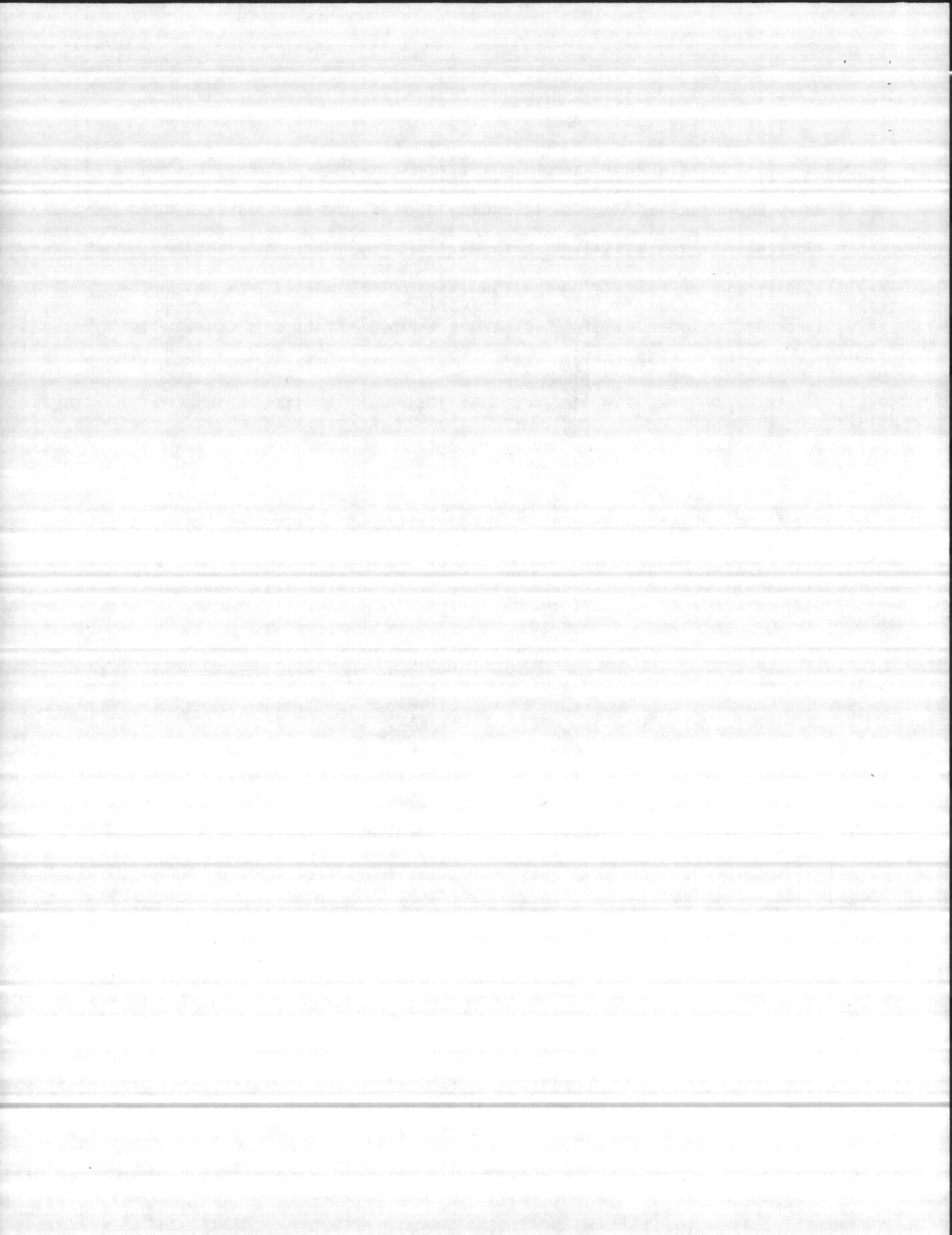
Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g.,  
logbooks, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A

Question 12, Page S-3

Discussion with and accompanied by the commodity personnel for the Heavy Equipment Section, located in Building 45, the analysis team noted six repair parts (two valves, one gasket set, one piston ring set, one hose coupler and one rod bearing set) that were not associated to a pending SRO (Shop Repair Order - NAVFAC-9-11200), pre-expended bins or a Commander's Insurance Item listing. Further discussion with the commodity personnel disclosed that these repair parts were insurance type items which were provided as an overpack by the manufacturers/installer when the equipment items (three emergency generators) were placed in service, however, the items had never been included in the Commander's Insurance Item listing.



CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes   X   No        N/A       

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes   X   No        N/A       

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes   X   No        N/A       

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes   X   No        N/A       

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes   X   No        N/A       

6. Test and measuring instrument calibration control.

<u>Possess</u>	<u>Calibrated</u>	<u>Special Calibration</u>	<u>Inactive</u>	<u>CNR</u>	<u>Overdue</u>	<u>In Calibration</u>
28	21	3	0	4	0	1

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes   X   No        N/A

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X This section does not have any TMDE designated as "inactive".

PUBLICATION CONTROL

1. Are the following publications governing the use of Garrison Mobile Equipment on hand and in use?

a. Garrison Mobile, Automotive and Materiels Handling:  
(Identify missing publications with an \*)

MCO 4440.27(CN) _____	MCO 11240.48 (CN) _____
MCO P4790.2 (E15) _____	MCO 11240.66 (A) <u>Missing ch #1</u>
MCO 11240.46 (CN) _____	MCO 11240.75 (CN) _____
MCO 11240.47 (CN) _____	TM-4700-15/1 (CT) _____

Chilton or Motors Flat Rate Manual. \_\_\_\_\_  
(For Garrison Mobile Automotive only)

b. Garrison Mobile, Engineer (Equipment):

MCO 4440.27 (CN) <u>Missing Ch #1</u>	MCO 11260.3 (L10) _____
MCO P4790.2 (E15) _____	TM-4700-15/1 (CT) <u>Missing Ch #1, 2 &amp; 3</u>

2. Are manufacturers parts list and repair manuals on hand for each make/model vehicle maintained?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Are missing/required publications on requisition?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

b. Do key commodity personnel understand procedures for requisitioning publications?

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are commodity personnel using NAVMC 10772s to report errors and recommended changes concerning equipment publications? (MCO P4790.2A, para 10, Appendix B, MCO 5215.14C, para 10)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ However personnel were made aware of its use during the analysis.

4. Are the current publications checklists (SL-1-2/1-3, MCBul 5215) available, and does the section use them to ensure that required and "need-to-have" supply and maintenance publications are on hand and current? (MCBul 5215; MCO P5600.31E, para 3201)

Yes  No  N/A

Date of SL 1-2/1-3 on hand 1 Oct 1982  
Date of MCBul 5215 available Aug 1982 w. Ch #1

5. Has the maintenance of directives files, to include filing changes and removing all cancelled/unauthorized directives, been properly accomplished? (MCO P5600.31E, para 3201)

Yes  No  N/A

6. Are proper procedures being used for identification, filing and maintenance of internally-required technical publications? (SL-1-1, para 1-3-1; MCO P5600.31E, para 3201)

Yes  No  N/A

7. Are missing or additional required publications requisitioned properly? (SL-1-3; MCO P5600.31E, para 3201; MCO P4790.2A, Appendix B)

Yes  No  N/A

#### DESK-TOP PROCEDURES, TURNOVER FOLDERS

1. Are desk-top procedures prepared for each billet involving administration and management functions? (MCO P4790.2A, para 0105.1)

Yes  No  N/A

2. Have turnover folders been established by key personnel? (MCO P4790.2A, para 0105.2)

Yes  No  N/A

#### MISCELLANEOUS

1. Do the section's maintenance personnel understand the procedures for obtaining supporting maintenance services? (MCO P4790.2A, Appendix A)

Yes  No  N/A

2. Are the requirements and criteria for submitting Quality Deficiency Reports (QDRs) understood? (MCO 4855.1C)

Yes  No  N/A

3. Are the requirements and criteria for submitting Quality/Reliability Reports (QRRs) understood? (MCO 4855.6)

Yes  No  N/A

4. Is the maintenance management SOP readily available to and understood by responsible maintenance/maintenance management personnel? (MCO P4790.2A, Appendix A)

Yes  No  N/A

5. Are all maintenance personnel in the section filling billets commensurate with their MOS? (MCO P1000.6D, para 3107)

Yes  No  N/A

/. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes   X   No        N/A       

1 of 1        Active EROs reviewed

10 of 78        Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*-----	Sec Rep NSN*
DCD (for CAT P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No Unser**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM-4700-15/1D for specific instructions.

\*\* Blank unless used for training

LAWN MOWER REPAIR

TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A  For two of two tool boxes on-hand.

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

6. Test and measuring instrument calibration control.

Possess   Calibrated   Special Calibration   Inactive   CNR   Overdue   In Calibration

1            1            0            0            0            0

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X      No items of TMDE on-hand designated "CNR"

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No items of TMDE on-hand. Designated "Inactive"

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>SHOP</sup> equipment repair order (ERO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ Director's letter MAIN/LDS/cas 4790 of 12 Jan 1983

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.5)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

NBC/GENERAL SUPPLY

EQUIPMENT SUPPORT AND RECORDS

1. Are the following records properly prepared and maintained for the "B" and "C" TAM type NBC items of equipment and the unit's radiation detection devices? (TM-4700-15/1D, Chapters 2, 3 and 7)

Records completed/  
partially completed  
On Hand/Reviewed

- \*NAVMC 10561a/10561 (PM Roster and Supplementary PM Roster) \_\_\_\_\_/\_\_\_\_\_
- \*NAVMC 10560 (Worksheet for "Q" PM and Technical Inspection for Engineer Equipment) \_\_\_\_\_/\_\_\_\_\_
- \*NAVMC 10524 (Consolidated Engineer Equipment Operation Log and Service Record) \_\_\_\_\_/\_\_\_\_\_
- \*NAVMC 10523 (Engineer Equipment Operational Record) \_\_\_\_\_/\_\_\_\_\_
- \*NAVMC 696D (Motor Vehicle and Engineer Equipment Record Folder) \_\_\_\_\_/\_\_\_\_\_
- \*NAVMC 10031 (Daily Dispatching Record of Vehicles) \_\_\_\_\_/\_\_\_\_\_
- Repair Log \_\_\_\_\_/\_\_\_\_\_

Note: Records preceded by an asterisk are required only for "B" and "C" TAM type equipment

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

2. Are preventive maintenance services accomplished in accordance with the schedule and procedures established in applicable equipment technical publications and Chapter 3 of TM-4700-15/1D for "B" and "C" TAM type equipment and Chapter 7 of TM-4700-15/1D for radiac instruments?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

3. Does an examination of equipment indicate that corrective maintenance has been identified and corrective action has been initiated? (MCO P4790.2A, para 0303)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is there any evidence that maintenance by cannibalization is being performed? (MCO P4400.19B, Chapter 3; MCO P4790.2A, para 0103.11)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ T-1

NOT APPLICABLE: This unit did not possess NBC equipment. In addition, General Supply type items on-hand consisted of Base Property/Plant Account type items and maintenance support was provided through commercial contractor.

GENERAL TRADES SECTION

MACHINE SHOP/METAL WORKING

Welding Shop  
TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A  No tool sets on-hand. Individual tools only.

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A  However, the tool room inventory of individual tools is established and maintained in yearly increments with inventories held monthly.

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A  No SL-3s established, however an inventory sheet for individual tools is maintained and a monthly inventory is accomplished for all tools.

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A  No tools were missing at the time of the analysis.

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A  Control of individual tools issued and recovered is worthy of note.

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ At the time of the analysis there were twenty items of TMDE that were not identified to the calibration program (i.e. two dial indicators, six outside micrometers and 12 oxygen gauges associated to welding sets).

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ See questions #1 and 7 on page 4-2

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

6. Test and measuring instrument calibration control.

Possess   Calibrated   Special Calibration   Inactive   CNR   Overdue   In Calibration

32

8

0

12\*

8\*

4

\*See question #1 above.

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ "12" oxygen gauges with CNR labels affixed to them did not have calibration control cards (NAVMC 11052) established.

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X There was no TMDE designated as "Inactive".

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>shop</sup> equipment repair order (SRO) and end items or as PE3 items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_

4 of 4 Active EROs reviewed

See page U-4-A

22 of 47 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No User**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

Question #1 on page u-4

1. A review of four of four active, and 22 of 47 completed Equipment Repair Orders (EROs), an examination of associated/additional resource records and equipment and discussion with the commodity manager in the metal/machine shop disclosed that 22 EROs were improperly completed/maintained.

a. In ten instances, "Serial Number turned in if different from below", "Released from Investigation" and "Sec Rep" blocks of the EROs were left blank vice annotating "N/A" if not applicable. (ERO #C1839, C0429, C0427, B7618, B9617, B6769, B6458, B6457, B5248 apply).

b. In 12 instances, National Stock Number (NSN) were annotated in the "Sec Rep" block of the ERO for major end items vice annotating the appropriate annotation of "N/A". (EROs #C7240, C6912, C6317, C6316, C4605, C4606, C2453 etc).

ELECTRIC/REFRIGERATION SHOPS  
TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No tool sets maintained. Individual tools only, and monthly inventories were being conducted.

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

6. Are adequate procedures established for the control of tools (e.g., logbook, tag tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

6. Test and measuring instrument calibration control.

	<u>Possess</u>	<u>Calibrated</u>	<u>Special Calibration</u>	<u>Inactive</u>	<u>CNR</u>	<u>Overdue</u>	<u>In Calibration</u>
Refrigeration	6	2	0	0	4	0	0
Electric	18	15	0	1	0	0	2

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>shop</sup> equipment repair order (SRO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ However, all material on-hand is identified as special operating stocks and stock inventory cards are established listing quantity on-hand, nomenclature and NSN (if applicable), location and source (i.e. salvage, residuals, etc).

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ For the maintenance vehicles.

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ Each vehicle has an individual PEB letter. All letters reference : MAIN/RES/jik 5000 of 10 Feb 1983.

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2 of 2 Active EROs reviewed

15 of 40 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No User**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

BUILDING TRADES UNIT

Carpenter Shop

TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A  Tools maintained are commercial design and are power (elec/pneumatic) tools in individual boxes.

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A  When required

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A  Unit utilizes "checkout chits" for individual tools.

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No equipment on-hand at the time of the analysis requiring calibration.

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

6. Test and measuring instrument calibration control.

Possess Calibrated Special Calibration Inactive CNR Overdue In Calibration

N/A

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending equipment repair order (ERO) and end items or as PED items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No repair parts on-hand.

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ Not feasible.

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_ Active EROs reviewed

\_\_\_\_\_ Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No Unser**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

EMERGENCY SERVICE SECTION (COURTHOUSE BAY)  
TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D) The section possessed no tool sets, kits or chests, only common/special tools for which allowances have been established by the unit commander, and inventories were being conducted on a monthly basis.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030) Common tools that were on-hand, were not components of an SL-3; however, inventory forms/log book, had been established and monthly inventories were being conducted/maintained.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030) There were no shortages noted at this time.  
Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

6. Are adequate procedures established for the control of tools (e.g., logbook, tag tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)  
Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ See page 4-14-A

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

6. Test and measuring instrument calibration control.

<u>Possess</u>	<u>Calibrated</u>	<u>Special Calibration</u>	<u>Inactive</u>	<u>CNR</u>	<u>Overdue</u>	<u>In Calibration</u>
9	6	0	0	3	0	0

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ Calibration control cards (NAVMC 11052s) were not established. See question #2 above.

Question #2 on page U-14

1. A review of the control procedures for test, measurement and diagnostic equipment (TMDE) and discussion with the commodity manager of the Emergency Service Section, Courthouse Bay, disclosed the following:

a. The calibration control chart/cards (NAVMC 11052s) had not been established for nine of nine TMDE items possessed (i.e., two multi-meters, one amp probe, three oxygen gauges, three acetylene gauges).

b. For three of nine items of TMDE designated as CNR, there was no evidence/documentation on file that semi-annual operation checks were scheduled/performed (i.e., oxygen gauges).

2. Additionally it was noted during the analysis that, applicable directives/publications pertaining to calibration control procedures were not on-hand/on file within the commodity section. Instructions were provided during the analysis.

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes  No  N/A  There were no TMDE designated as "inactive" on-hand in the section.

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes  No  N/A

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>Shop</sup> equipment Repair Order (SRO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes  No  N/A

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes  No  N/A

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes  No  N/A  COs ltr MAIN/RES/jik 5000 dated 16 February 1983.

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.5)

Yes  No  N/A

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

0 Active EROs reviewed

18 of 18 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No Unser**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

EMERGENCY SERVICE SECTION (MCAS)  
TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D) There were no tool sets, kits or chests maintained at the section only individual tools, these items were being inventoried monthly.  
Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)  
Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)  
Yes  No  N/A

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)  
Yes  No  N/A

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)  
Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, dog tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)  
Yes  No  N/A

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X All items of TMDE were designated as "CMR". See question #6 below.

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ However, see question #6 below

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No TMDE on-hand designated as "Special Calibration".

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

6. Test and measuring instrument calibration control.

<u>Possess</u>	<u>Calibrated</u>	<u>Special Calibration</u>	<u>Inactive</u>	<u>CMR</u>	<u>Overdue</u>	<u>In Calibration</u>
19	Ø	Ø	Ø	19*	Ø	Ø

\*A review/examination of ten of 19 items of TMDE, and a review of associated calibration control cards (NAVMC 11052s) disclosed that five acetylene gauges had been designated "CMR" vice being designated for calibration as required in accordance with CMC msg 2914077 Oct 80. Instruction was provided during the analysis. Are TMDE designated as CALIBRATION NOT REQUIRED (CMR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_ SEE QUESTION #6 Preceding.

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

There were no TMDE on-hand designated as "Inactive".

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>SHOP</sup> equipment repair order (SRO) and end items or as PER items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ BMO ltr MAIN/RES/jik 5000 dated 10 Feb 1983

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.5)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X \* \_\_\_\_\_

0 Active EROs reviewed  
0 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No Unser**	Inspected By
Date Closed	EOTC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

\*There were no EROs being used at the time of the analysis. Instructions were provided by the analysis team.

EMERGENCY SERVICE SECTION (FRENCH CREEK)

TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D) There were no tool kits, sets or chests on-hand, only common/special tools authorized by the unit commander, and monthly inventories were being conducted.  
Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A  Tools maintained required no SL-3s, however, inventory forms were established/maintained.

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A  No shortages were noted at the time of the analysis.

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, tag tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

However, during the analysis it was noted that, directives/publications pertaining to calibration control were not on file within the commodity section.

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

6. Test and measuring instrument calibration control.

Possess   Calibrated   Special Calibration   Inactive   CNR   Overdue   In Calibration

14

7

1

0

1

0

5

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g)

Yes  No  N/A  There was no TMDE designated, "Inactive".

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes  No  N/A

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending equipment repair order (ERO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes  No  N/A

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes  No  N/A

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes  No  N/A  BMO ltr MAIN/RES/jik 5000 dated 16 February 1983.

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes  No  N/A

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes  X  No   N/A

5 of 5 Active EROs reviewed

9 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No User**	Inspected By
Date Closed	EOIC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

Plumbing/Pipefitting  
Shop  
TOOL CONTROL

1. Are all tool sets, kits and chests inventoried as required? (MCO P4790.2A, para 0205.4 and Appendix D)

Yes  No  N/A

2. Are tool chest, set and kit inventories maintained on hand for one year? (MCO P4790.2A, Appendix D)

Yes  No  N/A

The only tool set, chest or kit on-hand was less than two months old.

3. Are current SL-3s or extracts maintained in each tool set, kit and chest? (UM 4400-15, para 06030)

Yes  No  N/A

4. Are shortages of tool sets, kits and chests identified and properly requisitioned? (UM 4400-15, para 06030)

Yes  No  N/A

5. Are tools maintained in a serviceable condition and free of rust? (MCO P4790.2A, para 0205.4)

Yes  No  N/A

6. Are adequate procedures established for the control of tools (e.g., logbook, tag tags, etc.)? (MCO P4790.2A, Appendix D, para 3d)

Yes  No  N/A

CALIBRATION CONTROL

1. Are Test, Measurement and Diagnostic Equipment (TMDE) due for calibration promptly submitted to the calibration facility? (MCO P4790.2A, para 0205 and Appendix F)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_  
Two items of TMDE (acetylene gauges #P-5 and P-6) that were due for calibration on 12 and 13 November respectively were not submitted for calibration until 3 Feb 83 and the reason for the delay was not annotated on the associated calibration control cards.

2. Is the required information for all TMDE properly annotated on the unit calibration wall charts or Calibration Control Cards (NAVMC 11052)? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, Appendix D)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ For those established.

3. Is an effective scheduling procedure in use to enable the unit to maintain sufficient instruments on hand to perform its mission? (TM-4700-15/1D, para 2-2g; MCO P4790.2A, para 0305.2)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

4. Is TMDE which is calibrated to "Special Calibration" properly identified? (MCO P4790.2A, Appendix D)

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X

5. Is the unit taking advantage of "Special Calibration"? (MCO P4790.2A, para 0305.2)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_  
TMDE on-hand (low pressure acetylene gauges) Require full range calibration.

6. Test and measuring instrument calibration control.

<u>Possess</u>	<u>Calibrated</u>	<u>Special Calibration</u>	<u>Inactive</u>	<u>CNR</u>	<u>Overdue</u>	<u>In Calibration</u>
8	2	0	0	4	0	2

7. Are TMDE designated as "CALIBRATION NOT REQUIRED" (CNR) maintained in a clean/complete condition and are semiannual operational checks (organizational PM) scheduled, performed and recorded as performed on the equipment calibration control cards/charts? (TM-4700-15/1D, para 2-2g)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_  
Equipment designated "CNR" (four oxygen gauges) did not have calibration control cards established. Instructions were provided.

8. Is intermediate PM scheduled, performed and recorded as performed on equipment calibration control cards/charts every three years for TMDE designated as "INACTIVE"? (TM-4700-15/1D, para 2-2g).

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A X No TMDE on-hand designated "Inactive".

MISCELLANEOUS

1. Does a review of maintenance areas and storerooms indicate that safety precautions and practices are in effect? (NAVMAT P-5100; MCO P4790.2A, para 0203.7; MCO 5100.8)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

2. Can repair parts/assemblies held in the maintenance facilities be identified with a pending <sup>shop</sup> repair order (BRO) and end items or as PEB items? (MCO P4790.2A, paras 0204.2, 0204.5 and Appendix C)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

3. Are pre-expended bins established, where feasible, in the unit maintenance facilities? (MCO P4790.2A, para 0204.7; UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

a. Have the items been approved, in writing, by the Unit Commander and are they stocked in accordance with the current stockage criteria? (UM 4400-15, para 03005)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_ BMO ltr MAIN/RES/jik 5000 of 10 Feb 1983

4. Are personnel properly training in the use of the unit's support and test equipment in order to achieve an effective maintenance program? (MCO P4790.2A, para 0203.6)

Yes X No \_\_\_\_\_ N/A \_\_\_\_\_

1. Are EROs properly prepared and do they contain all required information?  
 (TM-4700-15/1D, para 2-2a; MCO P4790.2A, para 0404 and Appendix H)

Yes \_\_\_\_\_ No X N/A \_\_\_\_\_  
 See page U-28-A

2 of 2 Active EROs reviewed

7 of 7 Comp EROs reviewed

Header Information

ERO No	Ser No	Nomenclature
Ser No Turned In If Different From Below*	Job ID**	Cat Code
Accepted By* (Signature)	Qty	Job Stat**
DRIS	RDD**	JON*
ORF**	Owning Org	Shop Sect
Org Doing Repairs*	Owner ACC	Released f/Invest*
Dest ACC*	Auth By Sig/Date*	Owner's Phone No
Request No*	Defect*	Sec Rep NSN*
DCD (for CAT M or P)	Pri	Remarks
ECH	ID No	

Body

Item No*	Mech Sig	
Description of Work*	Status*	Non-SASSY Parts*
Labor Hours	Status Date*	

Closing Information

Civ Labor Chrg	Close Stat**	Task Data Fields*
Non-SASSY Parts Chrg	No User**	Inspected By
Date Closed	EOIC**	Owner Notified/Date*
Mil Labor Hrs	Pri Meter Reading	Delivered To/Date*

\*Check TM 4700-15/1D for specific instructions.

\*\* Blank unless used for training

Question #1 page

A review of seven of seven completed Equipment Repair Orders (EROs) for calibration of acetylene gauges in the Pipefitting/Plumbing Shop disclosed that in all instances the EROs were improperly prepared.

a. In all instances an entry of N/A was not annotated in one or more of the following blocks "Serial Number Turned-In if Different From Below", "Released from Investigation" or "Sec-Rep NSN" EROs C1196, BYAJ2, C5695, B5265, B6731, C5797, C1197 apply.

b. In all instances, the end item NSN was annotated in the Sec-Rep NSN block EROs C1196, BYAJ2, C5695, B5265, B6731, C5797, C1197 apply.

SUMMARY

1. Are there any specific problem areas or supply directives which require clarification or interpretation that were not covered by this analysis?

No

2. Have discrepancies appearing on previous FSMAO and IG analysis reports and/or checklists been corrected, if applicable? (If not, list and explain.)

a. The following areas were noted as discrepancies in the previous formal report and/or checklist for this unit (FSMAO report #11003 dtd 20 Nov 1980 and the checklist dtd 20-31 Oct 1980 apply).

(1) Directives and publications (insufficient quantities to support the mission). Checklist.

(2) Calibration control. Formal

(3) Requisition procedures. Formal

b. Discrepancies noted in the checklist for this analysis in areas listed in paragraph 2(a) above may not be identical to those noted during the previous analysis. However, they are listed here as indicators of problem areas which may require further corrective action.

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