UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
Training Command
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AOM 6207

STUDENT OUTLINE

MOTOR TRANSPORT MAINTENANCE FORMS AND RECORDS

LEARNING OBJECTIVES: Learning objectives are not specified for this lesson; however, content is controlled to provide:

1. The dual purpose of the Motor Vehicle and Engineer Equipment Record Folder, NAVMC 696D,

2. Filling and disposition procedures for the NAVMC 696D,

3. The purpose of the Product Quality Deficiency Report, SF 368,

4. Submission requirements for the SF 368, and

5. The purpose of Recommended Changes to Publications/Logistics- Maintenance Data Coding, NAVMC 10772.

OUTLINE

1. U. S. MARINE CORPS TM 4700-15/1, GROUND EQUIPMENT RECORD PROCEDURES MANUAL

a. TM 4700-15/1 is the identifying number for the official publication that contains instructions for record keeping procedures for Marine Corps ground equipment.

b. An example of each specific form and record that must be completed and maintained in conjunction with the operation and maintenance of motor transport equipment is shown in TM 4700-15/1. Instructions pertaining to the preparation, use and disposition of the prescribed forms and records are also contained in this publication. This manual provides instructions on records keeping for all Marine Corps commodity areas including engineer, ordnance, communications- electronic, motor transport and others. For ease of understanding and

locating information, the manual is organized into chapters. Information that applies to motor transport equipment is contained in Chapter 2 and Chapter 4.

c. Chapter 2, TM 4700-15/1

(1) Certain forms and records included in the Marine Corps Equipment Records System apply to all commodity areas, including motor transport. General use forms and records that apply to all commodity areas are identified and explained in detail in Chapter 2 of TM 4700-15/1.

(2) Examples of forms and records that are explained in Chapter 2 include the ERO, ERO Shopping/Transaction List, Preventive Maintenance Rosters, and Product Quality Deficiency Report.

d. Chapter 4, TM 4700-15/1. Chapter 4 of TM 4700-15/1 lists forms and records that apply to all tactical motor transport equipment.

2. FORM NAVMC 696D, MOTOR VEHICLE AND ENGINEER EQUIPMENT RECORD FOLDER

a. The Motor Vehicle and Engineer Equipment Record Folder is identified by the Navy and Marine Corps number (NAVMC 696D) as well as its long title.

b. Motor transport equipment that belongs to a unit or under their charge must have a record folder on file. Not all motor transport equipment items are vehicles. Therefore, every end item/major piece of equipment must have a NAVMC 696D Motor Vehicle and Engineer Equipment Record Folder.

c. First, as the title indicates, NAVMC 696D is an equipment record folder used as a file for completed forms and records that must be maintained for a specific item of equipment. Forms that are filed in the record folder include:

(1) Equipment Repair Order (ERO NAVMC 10245),

(2) Limited Technical Inspection (LTI NAVMC 10284),

(3) and others, some of which we will cover later in this block of instruction. All required forms and records are maintained in a pouch made within the NAVMC 696D.

d. Second, the front middle part of the NAVMC 696D is designed to provide recording of historical events. Notations pertaining to transfers, receipt, modifications and major assembly replacements, and other required data are recorded on the middle of the NAVMC 696D as a permanent historical record for NONTACTICAL EQUIPMENT.

(1) The descriptive data at the top of the NAVMC 696D is normally filled out by personnel at Marine Corps Logistic Base (MCLB) prior to the issue of the vehicle to the using unit. However, if the using unit is issued a vehicle and the NAVMC 696D is lost or destroyed, it is the responsibility of the using unit to record such data and begin this history recording process.

(2) The following information is recorded.

(a) Descriptive data.

1 MC registration number. The Marine Corps registra- tion number can be obtained from the equipment's data plate.

2 Chassis serial number. The chassis serial number is also located on the equipment's data plate. If the data plate is missing, the chassis serial number is stamped on the frame rail below the left fender.

3 Complete nomenclature. The complete nomenclature is shown on the item of equipment's data plate. When information is not listed on the data plate or the equipment does not have a data plate, use information listed in the parts manual for the equipment.

4 Table of Authorized Material (TAM) number. The TAM number maybe obtained from NAVMC 1017, USMC Table of Authorized Materiel or it may be listed in TM 11240-15, Motor Transport Characteristics Manual.

5 National Stock Number (NSN). The NSN for the item of equipment is located on the data plate. If the data plate is missing, the NSN may be obtained from technical manuals for the vehicle.

6 ID number. The ID number may be found in the SL-6-1.

(b) Remarks section

1 When an hour meter/odometer is replaced on an item of equipment, note the date of change and reading of the hours/miles of the hour meter/odometer that was replaced.

2 Another item annotated in the remarks section is the date of the base dimension measurement of the hook throat spread determined during the annual hook inspection for load lifting equipment. This includes all tactical wreckers.

3 When the item of equipment has the antifreeze changed, enter type of antifreeze used and date it was changed. Temporary entries may be entered in pencil, for example, load tested and antifreeze changed.

e. Filing/Disposition

(1) NAVMC 696D will be filed in the administrative office of the custodian of the equipment or as designated by the Commanding Officer and will be maintained the entire life of the equipment.

(2) Upon transfer, NAVMC 696D will be mailed along with shipping invoice by certified mail. If the shipping and receiving units are in the same vicinity, then NAVMC 696D can be hand delivered.

(3) When the face of the folder becomes filled, descriptive data is transferred to the face of a new folder. Then the face of the original folder, the part containing the historical data, is cut out and inserted in the new folder.

(4) When equipment is determined unserviceable and a Letter of Unserviceable Property (LUP) is received, destroy all records.

3. STANDARD FORM 368 PRODUCT QUALITY DEFICIENCY REPORT

a. Product Quality Deficiency Report, commonly known as a "PQDR", is identified by the standard form number - SF 368. SF 368 is used by all government agencies to report deficiencies in equipment.

b. Problems must be identified before they can be solved. The purpose of the "PQDR" is to provide a standard method for government organizations to report deficiencies in equipment to

activities responsible for developing, purchasing, and managing that equipment. After problems are identified to the responsible agency, appropriate corrective action is taken.

c. The person who discovers a defect in government owned equipment is responsible for submitting the "PQDR" to properly report the problem. If you, as a working automotive mechanic, discover any deficient condition in equipment that you are working on, discuss that situation with your supervisor. He will help you to prepare the report if there is a requirement for that action.

d. A PQDR should be submitted whenever deficiencies are detected. There are numerous conditions that require the submission of a PQDR. For example, a PQDR shall be submitted when a deficiency in materiel occurs:

(1) Which constitutes a hazard to personnel or materiel,

(2) as a result of a design of items or components which impedes the proper operation, maintenance, or handling of material,

(3) as a result of faulty material or poor workmanship,

(4) as a result of excessive wear or deterioration for the period of time and conditions under which the item was in use or on hand,

(5) as a result of unsatisfactory operation or performance of equipment in the course of normal operations,

(6) as a result of circumstances other than those indicated, but considered to be of sufficient importance to warrant reporting, and

(7) on items known to be under warranty.

e. A Category I deficiency is a defect in material which may cause death, injury, or severe occupational illness; would cause the loss of or major damage to a weapons system; or directly restricts combat readiness of the using organization. This is an example of a Category I deficiency:

(1) A situation developed wherein a M925 vehicle was traveling at less than ten miles per hour when the transmission to transfer case propeller shaft universal joint broke loose

from the transmission output shaft. The universal joint struck the frame support directly above it. This stopped the transmission output shaft, causing the transmission to twist, cracking the transmission housing. This caused a deficient condition that could result in major damage to the vehicle or cause an accident. This clearly is a Category I deficiency.

(2) Corrective action was taken in response to that reported deficiency to prevent recurrence of the problem.

f. A Category II deficiency involves defects in materiel that do not meet the criteria established for Category I. Let's examine a hypothetical situation wherein super single radial tires were purchased for our 5-ton series vehicles. The manufacturer guaranteed the tires for 12,000 miles under normal driving conditions. After 5,000 miles, the tires showed excessive wear. This is an example of a Category II deficiency.

g. Submission Requirements. In order that timely action can be taken to correct deficiencies in equipment, PQDR's are administratively processed as follows:

(1) Category I defects, being of extreme importance, are reported by the fastest method possible, usually phone call. They are reported by E-mail, (PERFORMANCE ASSESSMENT MB@LCO808@MCLB Albany) message or electronic facsimile and should be submitted as soon as possible after discovery of the defect. If supporting documents will aid the investigation, the message is then followed by mail with an SF 368 within 48 hours IAW MCO 4855.10B.

(2) Category II defects are reported utilizing SF 368 and should be submitted within 3 days of discovery.

h. In order for the Marine Corps to make sound investments when purchasing vehicles, repair parts, tools, and other items of equipment, every Marine must keep alert for deficiencies and properly report any defect that may be observed to your supervisor.

4. PREPARATION OF THE SF 368 PQDR

a. Items 1 thru 23 will be completed by the originating point where information is applicable.

(1) Item 1a, originating point's activity name and address are entered here.

(2) Item 1b, name, telephone no., and signature, are self-explanatory.

(3) Item 2a, originating point shall enter address of the screening point. Commander (Code 808-1), MCLB, Albany, GA 31704-5000.

(4) Item 2b, upon receipt, the screening point will enter the date, name, and duty phone of the individual processing the report. Signature of the individual processing the report will also be shown in this block.

(5) Item 3, you are not responsible to complete this entry. Notify your supervisor for assistance.

(6) Item 4, enter date the deficiency was discovered.

(7) Item 5, enter NSN of the deficient material. The NSN is located in the technical manual.

(8) Item 6, enter noun name of the material found to be deficient. The noun name should be the same as in the technical manual.

(9) Item 7a, for motor vehicles or components thereof, enter the name of the manufacturer of the vehicle or component, as appropriate.

(10) Item 7b, enter code of the manufacturer as listed in the Cataloging Handbook H4.1 (Name to Code) Federal Supply Code for Manufacturers (United States and Canada). This catalog can be found in your supply or unit property office.

(11) Item 7c, when the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name, city, and state.

(12) Item 8, manufacturer's part number as listed in the technical manual.

(13) Item 9, as applicable, enter serial, lot, or batch number of the deficient material. This information may be taken from the item.

(14) Item 10, enter contract, purchase order, requisition, or other authorizing document number from the requisition system document.

(15) Item 11, check the appropriate block to identify if the material is new or repaired/overhauled. This information may be obtained from the data plate or ERO.

(16) Item 12, enter date manufactured. If material is repaired or overhauled, enter last repair/overhaul date.

(17) Item 13, indicate time the material had been in operation since new or overhaul/repair when the deficiency was discovered using appropriate performance elements. (Example: miles, cycles, hours.)

(18) Item 14, government furnished material is any material which belongs to the government and furnished to a contractor for production purposes. If in doubt, contact the supporting supply unit.

(19) Item 15, quantity shall be a count of each individual item disregarding unit of issue.

(a) Item 15a, enter total number of items received in the lot or batch in which the deficiency was found, if known.

(b) Item 15b, enter number of items inspected.

(c) Item 15c, enter number of items which were determined to be deficient as a result of inspection.

(d) Item 15d, enter number of items in stock, as applicable. Your supply section will provide this information.

(20) Item 16, deficient item works on/with:

(a) Item 16a, list major weapon system, item or commodity the deficient item is to be used on or with. (Example: M16 rifle; 155 Howitzer; Truck, Cargo, M923.)

(b) Item 16b, enter national stock number, nomenclature, part number, and serial number of next higher assembly of the deficient item. This information is located in the technical manual.

(21) Item 17, enter dollar value of the material reported as being deficient in the report if known (cost of the defective

component only). This information may be found in MHIF or FED LOG.

(22) Item 18, enter the estimated cost, including overhead, for correcting all the deficient material in the report, if it can be determined. Your supervisor will assist you with this entry.

(23) Item 19, check one of the blocks to indicate whether the deficient item is covered by a warranty, if that is known. Your supervisor/supply section will provide this information.

(24) Item 20, for Marine Corps, leave blank.

(25) Item 21, check one of the blocks to indicate the nature of action taken or requested concerning the deficient material. If an exhibit is being held, indicate number of days the exhibit will be held by completing the space provided (Holding Exhibit for _____ Days). If none of the blocks indicate action/disposition taken or requested, check "other"; and identify nature of the action taken or requested in Item 22.

(26) Item 22, this item provides valuable information; information concerning the deficiency. For a fully comprehensive report, the following types of information should be entered in this item, if applicable and available:

(a) Explain what is wrong with the item, to include how and why the item does not function with relating parts.

(b) Include a description of the difficulty, suspected cause, if known, and identify action taken on the deficient material, including disposition.

(c) Indicate recommendations for corrections.

(d) Indicate location of exhibit.

(e) Include and list supporting documents to be submitted with the report.

(27) Item 23, enter actual location of the deficient material.

b. The action point is responsible for completing lines 24a and 24b.

c. The remaining lines are the responsibility of the support point.

5. NAVMC 10772 RECOMMENDED CHANGES TO PUBLICATIONS/LOGISTICS-MAINTENANCE DATA CODING

a. Recommended Changes to Publications/Logistics-Maintenance Data Coding, commonly known and referred to by its standard form number, NAVMC 10772, is used by all Navy and Marine Corps agencies to report deficiencies in technical publications procured through the supply system. MCO P5215.17 provides information relative to the purpose of the NAVMC 10772 and procedures for obtaining the form.

b. The person who discovers the error or deficiency in a publication is responsible for submitting the NAVMC 10772.

c. As you can see, NAVMC 10772 is divided into two parts. To report a deficiency in a publication, the reporting individual will complete the appropriate blocks as required in Part 1.

(1) Publication No. Enter complete number of the publication being reported and prefix control number (PCN).

(2) Publication date. Enter date of the publication.

(3) Equipment name. Enter equipment name, type, model number, and NSN that the publication pertains to. If the publication is not equipment related, enter publication title and application.

(4) Page No. Enter page(s) where the discrepancy is located.

(5) Paragraph. Identify the paragraph that contains the discrepancy.

(6) Figure No. Enter figure number that identifies the deficient item on the page(s) indicated, if applicable.

(7) Item No. Enter item number as indicated by the publication that applies to the deficient item, or group of items if applicable.

(8) What is wrong and changes to be made. Enter exactly what is wrong with the item indicated and recommended change that would correct the discrepancy. Be specific.

(9) Submitted by. Print your name, grade, organizational mailing address, and Defense System Network (DSN) telephone number in this block. This information is required by MCLB Albany, GA in order to
return the NAVMC 10772 to the originator with the corrective action taken indicated on the form or contact the originator for more information.

(10) Date. Enter date the NAVMC 10772 was completed at the originating point.

d. All other portions of Part I of the NAVMC 10772 are completed by MCLB Albany, GA.

e. Part II of the NAVMC 10772 is applicable to logistics maintenance data coding technical and mechanical applications other than publications for example SMR CODES, NSN, ID, or problems with MICROFICHE FILMS and FED LOG.

f. As you can see, the NAVMC 10772 is a self-addressed type form. To mail the form, you simply fold it at the points indicated on the front of the form, staple it once, and drop it in a mail box or submit recommended changes by Electronic Mail by using the following account, COMMARCORLOGBASES-853 SMB@ILS 853@MCLB ALBANY.

REFERENCE:

TM 4700-15/1