

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
Training Command  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

E206

**STUDENT OUTLINE**

TOOL CONTROL

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the billet of maintenance management specialist, applicable Consolidated Memorandum Receipt (CMR), and the references, maintain a commodity section tool control program, to ensure accountability of all tool sets, kits, chests, and individual hand/portable tools on the Table of Equipment (T/E) per the references.
2. Enabling Learning Objectives: Given the requirement to maintain a toolroom, and the references, identify:
  - a. Tool control procedures.
  - b. Requirements for inventorying tool sets, chest, and kits.
  - c. The filing and disposition requirements for tool inventories.
  - d. Special tool allowances.

**OUTLINE**

1. **TOOL CONTROL**

- a. Identify. Using the unit's T/E and allowance list (to include special allowances), the MMO, supply officer, and maintenance officers must identify all tool sets, chests, and kits.
- b. Locate. Each tool set, chest, and kit within the unit should be located; and responsibility for accounting for and maintaining the tool set, chest, or kit should be assigned.
- c. Inventory. When all of the equipment has been located,

the MMO, supply officer, responsible officer (RO), maintenance officers should match the tool sets, chests, and kits to the T/E and allowance list to ensure that all items have been accounted for. A complete inventory of all tool sets, chests, and kits should be made using the appropriate SL-3, SL-3 extract, or U.S. Army supply catalog. Additionally, those common or special tools for which allowances have been established by the unit commander, because they are above T/E and special allowance requirements, must also be inventoried and contained on a SL-3 Inventory/SL-3/SL-3 extract. Each SL-3 Inventory/SL-3/SL-3 extract will be maintained per TM 4700-15/1.

(1) SL-3 - Marine Corps Stock Lists

(a) Lists all components of collection-type items, such as chests, sets, kits, outfits and assortments, and components to such principal items as vehicles, weapons, and communications equipment.

(b) The data is arranged in columnar form and presents the information needed to identify the item and determine its type of issue.

(2) SL-3 Extracts

(a) Information on the extract is from the SL-3 and the form is locally reproduced.

(b) The last page of the extract should have space for the signature of the person conducting the inventory, date of the inventory, and signature of the person supervising the inventory.

(3) U.S. Army Supply Catalogs

(a) This catalog provides an alphabetized listing of all components of a specified tool kit.

(b) The components list is arranged in alphabetical sequence by item name.

(c) The data is arranged in columnar form and presents the information needed to identify the item and determine its type of issue.

(4) Automated System. Providing the automated system contains the same information required by the manual system.

d. SL-3 Deadline Equipment. When the lack of an SL-3 component deadlines equipment, order the SL-3 component using a Category Code "M" or "P" ERO that deadlines the equipment.

e. The following information must be contained in the SL-3 Inventory/SL-3/SL-3 extract for preparation instructions:

(1) In the Inventory for section, enter the noun name of the tool kit, set, or chest.

(2) In the Extract of section, enter publication number and date of the publication that contains the items. For locally procured kits, enter the authorizing letter and date as the reference publication.

(3) In the Tool Box # section, enter the number assigned the tool set, chest, or kit. In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per the UM 4400-124.

(4) In the Item No. section, enter the item number for each item contained in the tool set, chest, or kit as listed in the tool set, chest, or kit.

(5) In the Nomenclature section, enter the nomenclature of the item. Entering the NSN in this section will aid in ordering items that are missing or unserviceable and is optional.

(6) In the U/I section, enter the unit of issue or unit of measure of the item.

(7) In Qty section, enter the quantity authorized for the tool set, chest, or kit.

(8) In the Month section, enter the calendar date the inventory was conducted. Use the **symbols** contained in the legend block to indicate the status of the item.

(9) In the Remarks section, enter the document number, or the ERO number when an ERO is used for each item on order. Enter temporary marks in pencil.

(10) In the Inventoried By (Signature) section, the individual conducting the inventory signs certifying that the inventory was properly conducted.

(11) In the Supervised By section, the individual supervising the inventory signs certifying that the inventory was properly supervised, conducted, and corrective action has been started on all defects.

(12) In the Date section, the supervisor enters the date the inventory was conducted.

f. Filing. Maintain a copy of the completed inventory/SL-3/SL-3 extract in the tool kit, set or chest, or in a file folder maintained by the tool NCO/commodity manager in a secure area.

g. Disposition. Maintain completed SL-3 Inventory/SL-3/SL-3 extracts for 1 year.

2. EXCESS TOOLS. Excess tools will be rolled back to the supply system. Special allowances should be established T/E allowances per MCO P4400.150; for example, tools for first echelon PM and first echelon corrective maintenance. A tool list will be established for tool sets, chests, and kits for which an SL-3 or U.S. Army supply catalog is not available; for example, commercial tap and dye sets. A local tool list is also required listing the tools in a toolroom. These local tool lists will provide the basis for the required inventories.

### 3. CONTROL

a. Categories that tool sets, chests, or kits can be placed in and their required inventory intervals are as follows:

(1) Tool sets, chests, and kits that are issued to an individual where locks and a secure storage area are provided will be inventoried at least semiannually.

(2) Tool sets, chests, and kits that are securely stored will be inventoried at least annually.

(3) Tool sets, chests, and kits that are issued to a RO will also be inventoried upon change of RO.

b. All tool sets, chests, or kits will be inventoried using the SL-3, SL-3 extract, or U.S. Army supply catalog. It is imperative that the unit budget for tool replacements to eliminate a shortage of funds when critical tools are required.

c. Tool sets, chests, or kits issued to individuals will be secured when not in the custody of the individual. A duplicate key or a copy of the lock's combination should be maintained by the RO.

d. Tool sets, chests, or kits held by the section's toolroom for issue to individuals should be maintained in an area secure against piferage. The MSC MMSOP will include a method to account for issues and receipts. Some examples of suggested techniques are:

- (1) Logbook
- (2) Stamped Tags (ID tag blanks).
- (3) Sign-out cards

e. Control must also be maintained over requisitions for components of tool sets, chests, or kits. Several techniques are available to exercise this control:

- (1) Logbook
- (2) Suspense copies of the requisition.
- (3) Use of the reporting unit's demand listing by citing designated supplementary addresses on the requisitions (SASSY-supported units).
- (4) Use of MIMMS/AIS DPR by using ERO'S as outlined in TM 4700-15/1 and appendix C of this Manual.

**4. INSPECT.** Despite the requirement to conduct required inventory intervals, there still remains a requirement for the MMO to inspect tools and verify inventory records and requisitions during normally scheduled inspections with a unit.

**5. SPECIAL TOOL ALLOWANCES.** FMF unit commanders (not to go below the battalion/squadron level except for detached units) are authorized to establish in writing special tool allowances for tools not currently maintained within T/E sets, kits, and chests needed to meet garrison peculiar requirements and for required locally fabricated tools.

a. Garrison peculiar tools are defined as those tools needed to support requirements that would not exist in a deployed situation. The tools required to conduct authorized

levels of maintenance on organic equipment or in support of the T/O mission will be either T/E items or componenets of T/E items.

b. Locally fabricated tools are those tools whose fabrication is directed by a technical publication. The authorization list for the locally fabricated tools will reference the technical publication which sets the requirement for the tool.

c. Prior to submitting requests for modification of allowances (MOA) or SL-3/TM changes (especially on tools that are unit peculiar), other end items/tool kits already on the unit's T/E should be checked as a source of required tools.

**REFERENCES:**

1. MCO P4790.2C
2. TM 4700-15/1H
3. MCO P4400.150E