

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

F201

STUDENT OUTLINE

EQUIPMENT RECORD PROCEDURES

LEARNING OBJECTIVES

1. Terminal Learning Objectives:

a. Given the billet of a maintenance management chief, equipment records, and the references, monitor the maintenance of equipment records, to ensure equipment records reflect current status on all equipment during its process through the various phases of maintenance per the references.

b. Given the billet of a maintenance management chief, Product Quality Deficiency Report (PQDR), an identified equipment deficiency, and the references, complete a PQDR (SF 368), to ensure PQDR accurately reflects deficiencies and is submitted per the references.

2. Enabling Learning Objectives:

a. Given the billet of a maintenance management chief, equipment records, an Equipment Repair Order (ERO), a Daily Process Report (DPR), and the references, to ensure equipment records reflect current status on all equipment during its process through the various phases of maintenance:

- (1) Identify the purpose of various equipment records.
- (2) Identify the responsibilities associated with completing equipment records.
- (3) Identify filing instructions for various equipment records.
- (4) Identify disposition instructions for various equipment records.
- (5) Identify the preparation instructions for equipment records.
- (6) Validate equipment records.

b. Given the billet of a maintenance management chief, SF 368 (PQDR), an identified equipment deficiency, and the references, identify, per the references:

- (1) The requirements for initiating a PQDR.
- (2) Individual responsibilities for processing a PQDR.
- (3) The report control number.
- (4) The address of the screening point.
- (5) Filing and disposition instructions for the PQDR.

OUTLINE

1. **PURPOSE OF TM-4700-15/1.** This Manual provides instructions for the preparation, use, and disposition of required forms and records associated with the operation and maintenance of Marine Corps Equipment. Using unit Asset Tracking for Logistics and Supply System (ATLASS) will maintain the forms and records information per the applicable ATLASS requirements in the place of the paper forms and records contained in this Manual. TM 4700-15/1_ covers all required forms and records for all Marine Corps ground equipment commodity areas.

2. **GENERAL INFORMATION.** The smooth operation of the maintenance system depends on the understanding and completion of specified forms and records and the availability on all pertinent publications applicable to the end items of equipment.

a. These forms, records, and publications provide a means for establishing uniform procedures for control, operation, and maintenance.

b. It is imperative that all commands use the same system for maintenance requirements for Marine Corps ground equipment.

c. The forms and records described in the TM 4700-15/1H is the minimum required for proper operation and maintenance and are mandatory for use in the Marine Corps.

d. Alteration of the forms and records described in the TM 4700-15/1_ are not authorized.

e. Equipment forms and records will accompany equipment when transferred or evacuated for maintenance.

3. **RESPONSIBILITIES**

a. Commander of Marine Corps Logistics Bases

(1) The Commander of Marine Corps Logistics bases will ensure that all required forms and records are complete, up to date, and included with each item of equipment shipped or returned to the operating forces.

(2) An entry may be made in the record certifying that all modifications are completed. The using unit will use the Logistic bases' modification checklist to update the commodity manager's modification control record.

b. Commanding Officer

(1) The Commanding Officer of the unit having custody of the equipment is responsible for ensuring that all required forms and records are properly maintained on equipment possessed.

(2) Responsible for constructing all necessary forms and records for new equipment received directly from the manufacturer.

(3) Responsible for reconstructing any necessary forms and records that may be damaged, lost, or destroyed.

(4) The commanding officer will periodically have equipment forms and records inspected for completeness and accuracy by comparison of record entries with equipment condition.

c. Maintenance Management Officer

(1) The MMO serves as a special staff officer charged with the supervision and coordinating the combined maintenance efforts within the unit.

(2) The MMO will ensure compliance with established maintenance policy and procedures including maintenance of equipment forms and records.

d. Commodity Managers/Maintenance Officer: Every commodity/maintenance officer will ensure that all required forms and records are maintained on equipment within their commodity area. Plus, all required entries are made on those records and forms at the time the maintenance action is accomplished.

e. Operators/Maintenance Personnel: Operators/maintenance personnel will perform the required preventive maintenance checks and services and corrective maintenance and will enter the required information in all applicable forms and records.

4. LOCAL FORMS AND RECORDS

a. Preparation and maintenance of forms and records consumes personnel and material resources (time, funds, personnel, etc.).

b. Keep local forms and records (those maintained in addition to those required by Marine Corps directives) to the minimum necessary to satisfy unit requirements.

c. Initiate local forms and records only when a definite requirement has been determined and the forms and records required by higher authority will not satisfy the requirement.

d. Commanders will submit local forms and records with written justification to the Commandant of the Marine Corps (Code LPP) for approval.

5. TEMPORARY LOAN OF EQUIPMENT RECORDS AND FORMS. From time to time equipment will be loaned to another unit. Temporary loan is the instance when any short term transfer from the equipment owner to a temporary holder of equipment of the equipment that does not involve a formal transfer of equipment custody.

a. The owning unit will provide a skeleton equipment record for the temporary loan of equipment.

b. At a minimum, skeleton equipment records will consist of an equipment record jacket and a current Limited Technical Inspection.

c. Tag each skeleton equipment record with the type and due date of the next scheduled preventive maintenance checks and service.

d. Skeleton records will not be used in place of gun books or ordnance vehicle logbooks.

e. The unit borrowing the equipment will maintain equipment records/skeleton records up-to-date including entries on all maintenance actions performed.

f. The borrower will update the Field Maintenance Subsystem (FMSS) when loaded to FMSS, or provide the information necessary to the owning unit to update the FMSS.

g. Upon return of the equipment, the borrower will return the up-to-date equipment forms and records containing maintenance actions performed (to include all white copies of equipment repair orders for maintenance actions performed during the temporary loan).

h. The lender will up-date all original records and file the copies of maintenance actions performed per instructions provided by TM 4700-15/1_.

6. NAVMC 10284, LIMITED TECHNICAL INSPECTION-MOTOR TRANSPORT

a. The purpose of the NAVMC 10284 is to serve as a guide allowing maintenance personnel to perform a limited technical inspection (LTI) on motor transport vehicles without any disassembly.

b. Occasions when LTI's are performed

(1) An acceptance LTI will be performed by personnel from the intermediate maintenance activity upon receipt of equipment and before the equipment is placed into service.

(2) Organizational maintenance personnel will perform a LTI under the following conditions:

(a) To support investigations and adjustment vouchers and turn-in documents covering vehicles returned to stock account by using units.

(b) To determine the condition code of vehicles requiring maintenance. All equipment requiring repairs will be inspected to determine if it is economical to accomplish the required maintenance.

(c) Upon request from the CMC or other appropriate authority to ascertain the mechanical condition of motor vehicles.

c. Preparation Instructions for the NAVMC 10284.
Instructions for the preparation of the LTI are contained on the back of the form.

(1) The administrative unit completes the first two lines at the top of the NAVMC 10284. This information, except for the mileage, can be extracted from the equipment record folder, NAVMC 696D, and the equipment data plates. The following is an example of what information administrative personnel will enter on the first two lines:

- (a) Type of vehicle - Truck Cargo.
- (b) Unit assigned - 2d Tank Bn.
- (c) Size - 5-ton.
- (d) Drive - 6X6.
- (e) Manufacturer - AM General.
- (f) Model - M925.
- (g) Chassis serial No.- A 234-5679-74.
- (h) Year of manufacturer - 1988.
- (i) Registration No. - 379521.

(2) The maintenance activity is responsible for completing the remainder of the NAVMC 10284.

(a) First, in the Condition Code section enter the assigned code. The condition code can only be determined after the inspection of the equipment. Detailed explanations of the condition codes are contained in UM 4400-71 and on the back of the form. The condition letter determined as a result of an inspection will be marked upon the vehicle in large type in a conspicuous place with gasoline-soluble paint.

(b) The mileage that is entered should be the true total mileage as determined from records if the speedometer reading is known to be incorrect. If the vehicle record folder indicates that the speedometer was replaced at 37,410 miles and the speedometer in the vehicle has 15,000 miles recorded on it. At the time of the inspection, add the two readings and subtract the speedometer mileage reading of the new speedometer at the time of replacement (Example: 0002 miles) for a true mileage of 52,408 miles.

(c) Now enter a checkmark (,) to indicate the appropriate condition of the listed items according to the following categories:

1. Satisfactory - The unit is not considered to require any repairs.

2. Repair - Requires repairs which can be accomplished without major disassembly of the unit or the equipment.

3. Replace - The unit is in need of repairs which will necessitate major disassembly, or the unit is considered to be beyond economical repair.

4. Missing - The unit listed as missing will require replacement if the equipment is completed and placed in serviceable condition. Missing items must be fully justified in the "Remarks" column. Items missing due to cannibalization will not be condoned.

(d) Where there is more than one unit of the listed item on the vehicle, enter the appropriate number rather than a checkmark in the column to indicate their condition.

(e) Draw a line through any item that does not pertain to the equipment and enter N/A in the condition section.

(f) Cost figures need only be entered when:

1. The economical reparability of the vehicle is to be determined.

2. The disposition instruction for the vehicle is requested, or;

3. Facts for the support of an accident investigation are requested.

(g) In the MI/TI to be made block enter any modifications which are known not to be completed. This determination will be made by visual inspection of the equipment, without disassembly or inspection of equipment records. It may be necessary to evacuate the equipment to the next higher echelon of maintenance to verify if the MI has or has not been completed.

(h) For the block Other Shortages enter such missing items as are not otherwise shown and which will affect the class and service of the vehicle. If none are missing, enter "None" in the space provided.

(i) In the block Major Damage Obviously Due to Other Than Fair Wear and Tear enter items such as frozen cylinder block, damage in transit, and damage due to wrecks, that are required to establish responsibility for this condition. If not damaged, enter "None" in the space provided.

(j) Letter of Investigation Reference. When the LTI is being conducted in conjunction with an investigation, the number and date assigned to the appointing order is entered in this section.

(k) Letter of Unserviceable Property (LUP) Reference. When the LTI is being conducted to determine the economic reparability for nominating the equipment for the Recoverable Items Program (RIP), the number and date of the Recoverable Items Report (WIR) is entered in this section.

(l) In the Total Cost of These Repairs block, enter the total cost of all repairs in accordance with MCO 4710.8. To estimate repair cost to determine whether an item is economically repairable, the following elements of costs shall be included as applicable:

1. Direct labor cost is determined by figuring in the following:

a. Hours recommended in the equipment technical manual Maintenance Allocation Chart (MAC) or commercial flat rate manuals to repair or replace the particular items.

b. Direct labor hourly rate for military or civilian workers. Civilian hourly rates differ depending upon which depot maintenance activity (DMA) is performing the repairs. Direct civilian and military labor costs can be found in MCO 4710.8.

c. When labor hours and labor cost are identified, they are computed to determine the estimated direct labor costs. Example:

$$\text{Labor Hours (23)} \times \text{Labor Cost } (\$42.42) = \text{Direct Labor Cost } (\$975.66)$$

2. Direct materiel cost includes all materials (components and assemblies) applied directly to the item being repaired. (Example: \$43,627.00 is needed to replace the engine, transmission, transfer, and intermediate axle.) The Federal Logistics Data on Compact Disc (FED LOG) can be used to find the costs of the materials.

3. Indirect or overhead costs which are included in the total labor man-hours shall include the following:

a. Manufacturing or production expenses, such as costs incurred in general management or supervision, which are measurable costs chargeable to the maintenance activity. Of the total man-hours at a cost of \$42.42 per hour, \$7.93 of that total is for production expense. MCO 4710.8 contains data on production and general and administrative costs.

b. General and administrative expenses, such as costs incurred in general management or supervision, are measurable costs chargeable to the maintenance activity. Like production expenses, \$16.75 of the total direct labor cost of \$42.42 per hour is included for general and administrative expenses.

4. Other direct charges/costs to include the following:

a. Contractual services, if required. If a contractor is to perform a portion of the maintenance, the cost estimate shall show the projected charges for labor and parts furnished in addition to the total contract price.

b. Readyng for shipment costs incurred to prepare the item for shipment regardless of its destination are included in the estimate to repair the vehicle.

c. The freight cost to ship an item from overseas to a repair facility in CONUS should be included as an element of the costs.

5. The following costs shall not be included in the estimated cost of repairs:

a. Cost of such items as tires, batteries, and antifreeze, except where replacement is the result of accidental damage.

b. The cost of applying modification work orders may be included in the cost of repair estimate only when the modification is applied at the time of repair or induction.

c. The cost to overhaul or replace accessory items used to adapt the equipment to special uses such as flashing lights, two-way radios, fire extinguishers, tool kits, and so forth is not to be included in the cost of repair estimates.

(m) Individual Repair Expenditure Limit - This is the maximum allowable repair cost for onetime repair. Expenditure limits for motor transport vehicle maintenance is located in MCO 11240.84.

1. Expenditure limits are the product of current replacement costs in effect at the time of end item repair multiplied by the applicable cost factor.

2. The current replacement cost for a motor transport end item can be found in Table 4B1 of MCO P7000.14.

3. The maximum permissible repair cost for a motor transport vehicle is computed as follows:

a. First, determine the vehicle's age in months or years since the date of purchase. The vehicle data plate should provide you with the required information

b. Next, determine the number of hours or miles of operation since purchase or procurement. The equipment hour meter or odometer and the equipment record jacket should be used to obtain the required information.

c. After determining the cost factor, determine the current replacement cost of the vehicle. The current replacement cost of a specific model and type of vehicle can be located in Table 4B1 of MCO P7000.14.

d. Now multiply the replacement cost by the cost factor.

e. The result is the maximum expenditure permitted for repair of a vehicle up through intermediate maintenance.

f. The maximum permissible expenditure limit at depot maintenance for rebuild, depot overhaul, or limited depot overhaul is sixty-five percent of the replacement cost. The maximum expenditure limit for depot maintenance may be waived by HQMC upon specific request and upon determination that overriding factors necessitate a waiver.

(n) Under Remarks:

1. Enter any other information not otherwise included that is considered of importance and to have a bearing on the classification assigned.

2. Annotate in the remarks section any condition indicated for an item other than what is satisfactory along with the item group number and a brief explanation of the defect.

3. The annotation of information in the remark section is optional if the comments are written directly to the Equipment Repair Order (ERO).

(o) In the first date block at the bottom of the form the mechanic who performed the LTI will enter the date the LTI was completed and place his signature in the Mechanic Signature block.

(p) Under Activity enter the name of the unit performing the LTI.

(q) In the Date block enter the date the inspection was completed.

(r) Finally, in the Signature of Maintenance Officer block the maintenance officer of the unit performing the LTI will audit the form and affix his signature.

d. Disposition of the LTI. The disposition of the LTI is as follows:

(1) LTI's used in conjunction with corrective maintenance (CM) or preventive maintenance checks and services (PMCS) will be destroyed when the maintenance officer/chief has verified that all requirements have been transferred to the ERO.

(2) LTI's conducted in conjunction with an accident investigation will be retained until the investigation has been completed and the equipment is either repaired or the letter of unserviceable property is received to dispose of the equipment.

7. NAVMC 10560, WORKSHEET FOR PREVENTIVE MAINTENANCE AND TECHNICAL INSPECTION FOR ENGINEER EQUIPMENT

a. Purpose. The Purpose of the NAVMC 10560 is to provide a checklist for performing and recording preventive maintenance checks and services (PMCS) and LTI's (limited technical inspections), to include acceptance LTI's, LTI's prior to major repair, and LTI's at the discretion of the Engineer Equipment Officer/Chief on Tactical Engineer Equipment and GME Fleet Manager on Garrison Mobile Equipment. The NAVMC 10560 is also used as a guide when performing an annual safety/condition check.

b. Occasions when LTI's are Performed. LTI's are performed by the maintenance personnel upon receipt of equipment prior to the unit placing the equipment into service to determine the overall condition. This LTI is called the acceptance LTI.

c. Responsibilities for Tactical Engineer Equipment. The equipment chief is responsible for preparing the worksheet for the PMCS. Prepare a template indicating the required PMCS for each item of equipment to facilitate the preparation of the worksheet.

d. Preparation Instructions for the NAVMC 10560. Instructions for the preparation of the LTI sheet are contained in TM 4700-15/1_.

(1) The preparing activity is responsible for initial preparation of the NAVMC 10560. The preparing activity completes the items marked with a pound sign(#).

e. Tactical Engineer Equipment. For Tactical Engineer Equipment, use NAVMC 10245 (ERO) in conjunction with the NAVMC 10560 to record scheduled maintenance(SM) and corrective maintenance (CM) performed and parts.

f. Disposition of the NAVMC 10560 (LTI). When the maintenance officer/chief has verified that all requirements listed in section B of the worksheet have been transferred to an ERO/SRO, the NAVMC 10560 will be destroyed. Retain any NAVMC 10560 used in conjunction with an investigation until released from the investigation. Treat a NAVMC 10560 released from investigation as CM.

8. NAVMC 10561, PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER

a. The purpose of the NAVMC 10561 is to provide units with a means of scheduling and recording, in monthly increments, preventive maintenance services on equipment. The NAVMC 10561 allows a unit to schedule equipment for preventive maintenance (PM) services for up to thirty-six months.

b. Units are authorized to schedule preventive maintenance services via locally automated programs, provided the information duplicates the NAVMC 10561.

c. The equipment officer, equipment chief, or appointed individual or individuals are responsible for scheduling the required services, utilizing the preventive maintenance schedule in the equipment technical manual or Materiel Fielding Plan (MFP) for equipment under warranty and TM 4700-15/1_ as guides.

(1) PM scheduling conflicts between TM 4700-15/1_ and the equipment's technical manual (organizational maintenance manual) for equipment not under warranty will be resolved in favor of TM 4700-15/1_.

(2) In preparing the NAVMC 10561, care must be taken to ensure that there is an even workload throughout the month and that all items of one type are not scheduled for preventive maintenance at the same time.

(a) Equipment of the same type should be scheduled evenly throughout the year. Personnel responsible for scheduling equipment for preventive maintenance services (PMCS) should be aware of those months that have long weekends and holidays, such as November, December, and January.

(b) The personnel responsible for scheduling equipment for PMCS should also be careful in scheduling equipment for PM services during known long periods of unit training and deployments.

(c) Like items of equipment and those items whose PM service take longer to perform, should be evenly spaced/scheduled throughout the year.

d. Motor transport equipment will have its preventive maintenance (PM) services scheduled as follows:

(1) All motor transport vehicles (prime movers and non-prime movers) will have their PM services scheduled on an annual/12,000 mile basis and, if applicable technical manual dictates, biennial/24,000 mile basis.

(2) PM service intervals for motor transport equipment not under a warranty period may be deferred or extended if the equipment is placed in administrative storage or on administrative deadline per the instructions outlined in MCO P4790.2_.

(3) Preventive maintenance services for equipment under warranty will be scheduled per the equipment technical publication until the warranty expires, and then scheduled per TM 4700-15/1_.

e. Preparation of the NAVMC 10561, Preventive Maintenance Roster

(1) A completed NAVMC 10561 of scheduled services will be retained in the office files for one year and may then be destroyed except for equipment requiring a separate and unique biennial service in accordance with the equipment technical manual.

(a) Preventive maintenance services for all items of motor transport equipment will be scheduled on form NAVMC 10561 no less frequently than annually. Annual and biennial PMCS will be scheduled for required items as applicable.

(b) The instructions and symbols to be used when completing the roster are located on the back of the form. If symbols other than those identified on the form are required, they should be identified.

(2) Preparation instructions

(a) Model/USMC No. - On the first line enter the type of equipment (example: M923, M998, MK48/14, and so forth) and on the subsequent lines list the items by USMC/serial

number. Skip a line between different types of equipment.

(b) Year - In the "Year" blocks, enter the calendar year.

(c) Month - In pencil, enter the appropriate symbol for the type of maintenance under the required month for and across from each item of equipment listed.

1. When the maintenance service has been completed as scheduled, trace over the pencil symbol in ink.

2. If the maintenance service was not completed during the scheduled month, enter the symbol in ink for the month the service was actually completed. Reschedule the subsequent service in pencil based on the new date (completion date), and enter the reason for not completing the service as scheduled in the remarks block at the bottom of the form.

3. Pencil entries will not be erased prior to the new scheduled date.

f. Filing and Disposition of the NAVMC 10561.

(1) Current (active) copies of the NAVMC 10561 shall be maintained in the administrative office of the custodian of the equipment or as directed by the commanding officer.

(2) The form NAVMC 10561, on which all required maintenance services have been completed, will be retained in the office files as designated by the commanding officer for one year and then may be destroyed except for equipment requiring a separate and unique biennial service in accordance with the equipment TM. In those instances the PM roster shall be retained for two years and then destroyed.

(3) Units with a limited quantity of equipment may realist items for subsequent years on the same form.

(4) Units using an automated system for the scheduling of PMCS may retain printouts in place of the NAVMC 10561.

9. SF 368, PRODUCT QUALITY DEFICIENCY REPORT

a. The purpose of the PQDR is to provide information to activities responsible for development, procurement, or

management of equipment concerning deficiencies in materiel, design, or procurement so that action may be initiated to correct the reported deficiency.

b. PQDR's will be submitted by the equipment owner/user who discovers the deficiency. 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 materiel.

(3) As a result of faulty materiel or poor workmanship.

(4) As a result of excessive wear or deterioration for the period of time and for the 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 operation that fail to meet stated operational limits.

(6) When not attributed to normal wear and tear or maintenance/operator error.

(7) As a result of circumstances other than those indicated herein but considered to be of sufficient importance to warrant reporting, or;

(8) On items known to be under warranty as specified by special instructions contained in the equipment User Logistics Support Summary (ULSS) or supply instructions (SI).

c. PQDR Categories

(1) Category I Deficiency. A product quality deficiency which may cause death, injury, or severe occupational illness; would cause loss of or major damage to a weapon system; or directly restrict the combat readiness capabilities of using units; or which would result in production line stoppage.

(2) Category II Deficiency. A product quality deficiency, which does not meet the criteria, set forth for Category I.

d. PQDR Reporting/Processing Procedures

(1) Originating point (unit that discovers the deficiency).

(a) Category I. Notify Commander (Code 808-1) MCLB, Albany by oral communications and follow up by message, electronic mail (e-mail), or electronic facsimile of the SF 368 within twenty-four hours of the discovery of the deficiency. Submit a SF 368 within forty-eight hours after the message, e-mail, or electronic facsimile only when supporting documents will aid the investigation.

(b) Category II. Notify Commander (Code 808-1) MCLB, Albany by e-Mail, electronic facsimile of the SF 368, or the SF 368 within three days after the discovery of the deficiency. The actual SF 368 will be submitted in triplicate.

(2) Screening point (Commander (Code 808-1) Albany, GA).

(a) Acknowledge the receipt of the SF 368 to the originator within twenty-four hours after receiving a category I PQDR message and within ten days after receiving the SF 368 for a category II deficiency.

(b) Forward PQDR to the action point within twenty-four hours after receiving the category I PQDR message and within ten days after receiving the SF 368 for a category II deficiency.

(3) Action point

(a) Acknowledge receipt to screening point within twenty-four hours after receiving a category I Product Quality Deficiency Report for action. Status on the PQDR will be updated every twenty days after interim response until completed.

(b) Acknowledge receipt to screening point within ten days after receiving the SF 368 for a category II deficiency. Status of the PQDR will be updated every thirty days after interim response until completion.

(4) Screening point. Submit a final response to the originator within three days after receiving a response from the action point for either a category I or II PQDR.

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

a. The Purpose of the NAVMC 696D

(1) The purpose of the NAVMC 696D is to maintain a historical record of equipment transfers, receipts, modifications, and major assembly replacements.

(2) The NAVMC 696D also serves as a file folder for the following annotated or completed forms and records required for each end item of motor transport equipment:

- (a) NAVMC 10245, Equipment Repair Order.
- (b) Condition Inspection Record (Wrecker).
- (c) Certification of Load Test Record (Wrecker).
- (d) DD Form 2026, Oil Analysis Request.
- (e) DD Form 2408-20, Oil Analysis Log.

b. A NAVMC 696D will be maintained on each item of motor transport equipment. For motor transport items that are a component of another commodity such as a radio vehicle, a NAVMC 696D must be maintained by the motor transport section for the component (vehicle).

c. Preparation Instructions. The Marine Corps Logistic Base (MCLB) that first receives the item of equipment will establish the NAVMC 696D. MCLB personnel will complete the descriptive data section and enter any modifications accomplished while the equipment is under their cognizance and control. When a unit other than the MCLB receives the equipment direct from the manufacturer, another unit, or the NAVMC 696D is lost, the unit receiving or possessing the equipment is responsible for establishing the NAVMC 696D. If that is the case this is what you must do:

(1) Under Descriptive data:

(a) First, in the MC Registration No. block, enter the vehicle serial number, which is located on the data plate.

(b) Next, in the Chassis Serial No. block, enter the vehicle chassis serial number located on the data plate or vehicle frame.

(c) In the upper right hand corner of the NAVMC 696D enter the TAMCN, NSN, and ID number of the equipment.

(d) Finally, in the Complete Nomenclature and Vehicle Code area of the record, enter the vehicle type, M-series designator, tonnage, and drive such as, Truck, Cargo, M923, 5-ton, 6x6. The vehicle code is not applicable.

(e) If the item that is being repaired is a component of a system, both the system and the component information will be entered in the descriptive data section. Example: MC Registration No. block will contain the system and component serial number, such as 123456/789101.

(2) The information required to be entered in the Transfer, Modification, and Major Unit Replacement Record section is a requirement only for Garrison Mobile Equipment (GME), not for tactical equipment.

(a) First, in the Date block, enter dates in five digit Julian date format (YYDDD) of the supply transactions or maintenance actions. (Example: 20 September 1995 will be 95263)

(b) Next, in the Account Serial No. block, enter the Activity Address Code (AAC) of the unit having custody of the item when the entry is made.

(c) Now in the Voucher No. block, enter the supply shipping invoice (document) number that is located on the shipping document.

(d) In the block for MI/TI No., enter the number of the modification or technical instructions directing the modification to be made to the item of equipment. Enter the number only upon completion of the task. Modification instruction numbers that have not been entered upon receipt of the equipment but have been verified as completed are not required to be entered on the record jacket; only those modifications that have been completed while the equipment is in your custody.

(e) Finally, in the Description of Modification Completed or Major Unit Assembly Replaced block enter a description of the event that occurred to include the following:

1. Equipment transfers.
2. Equipment receipts.
3. Modifications instruction description.
4. Technical instruction description.
5. Major assembly replacement. When a serialized major unit assembly is replaced, enter a brief description of the item and the serial number of the new major unit assembly.

(3) Remarks

(a) A notation will be made in the "Remarks" section of the NAVMC 696D concerning the replacement of the odometer/hour meter to permit proper scheduling of the equipment for PM services. The notation will indicate the date of the change, the old meter reading, and replacement item meter reading. For example 95140 odometer replaced - old meter reading 10,007 miles, new meter reading 00010.

(b) The "Remarks" section will also be annotated in pencil with a notation concerning the change of antifreeze in the engine's cooling system. The notation will indicate the date of the antifreeze change and the type of antifreeze.

(c) Also annotated in pencil in the remarks section is the date of the condition inspection nondestructive test and base dimension measurement of the hook throat spread determined during the annual hook inspection for load lifting equipment.

d. Filing and Final Disposition of the NAVMC 696D

(1) The NAVMC 696D will be filed in the administrative office of the custodian of the equipment concerned or as designated by the commanding officer.

(2) When the face of the folder becomes filled, a new folder is initiated with the descriptive data at the top of the folder completed; and the face of the completed NAVMC 696D is retained inside the new folder.

(3) When the vehicle is transferred, mail the NAVMC 696D with the supply invoice by certified mail. If both the shipping and receiving units are in the same immediate vicinity, the NAVMC 696D may be hand carried from the transferring unit to the new equipment owner. When the equipment is disposed of, all records may be destroyed by the unit/activity effecting the disposal.

REFERENCES:

1. TM 4700-15/1_
2. MCO P4790.2_
3. MCO 4855.10