

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support Schools  
Training Command  
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F203

**STUDENT OUTLINE**

**MODIFICATION CONTROL PROGRAM**

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the billet of maintenance management chief, modification instructions (MI's), Commodity Managers Modification control records (NAVMC 11053 and NAVMC 11054), ERO's, T/O&E, and the references, inspect unit's modification control program, to ensure the equipment and modification control records are current and reconciled and required modifications are performed per the references.

2. Enabling Learning Objectives: Given the billet of maintenance management chief, modification instructions (MI's), Commodity Managers Modification Control Records (NAVMC 11053 and NAVMC 11054), ERO's, T/O&E, and the references, identify:

- a. Equipment on hand quantities,
- b. Equipment associated publications using Publications Library Management System (PLMS),
- c. Equipment by Table of Authorized Material Control Number (TAMCN), and identification (ID) number,
- d. All modification instructions pertaining to an item of equipment,
- e. Time compliance periods on modification instructions,
- f. Modifications control records against PLMS,

3. To ensure the equipment and modification control records are current and reconciled and required modifications are performed per the references.

**OUTLINE**

1. **MAINTENANCE FUNCTION-MODIFICATION**

a. Responsibility. The owning unit must ensure that all the unit's equipment requiring modifications have been completed and are recorded in the equipment records per the TM 4700-15/1\_. Equipment modifications are published in MI's and listed in the Marine Corps SL-1-2 (MI's are announces in TI-5600).

b. General Information

(1) Equipment modification consists of those maintenance actions performed to change the design or assembly characteristics of equipment systems, end items, components, assemblies, subassemblies, or parts in order to improve equipment functioning, maintainability, reliability, and/or safety characteristics. Field recommendations for equipment improvement (PQDR's, beneficial suggestions) frequently establish the requirement for equipment modification. In such instances, the maintenance engineering activity of the Marine Corps uses these recommendations as the basis of the engineering analysis to correct the equipment deficiency.

(2) Modifications required to prevent death or serious injury to personnel, prevent major damages to equipment, or make changes considered so essential to equipment that their application must be accomplished at the earliest possible time are designated "URGENT." Other modifications are designated "NORMAL."

(3) Requirements for equipment modification, including the detailed step-by-step procedures for accomplishment, are published as MI's. They identify specific types and items of equipment to be modified as well as the maintenance resources, skills, and time necessary for their accomplishment. MI's specify the echelon of maintenance authorized to perform the modification. Equipment to be modified is identified by nomenclature, ID number, NSN, and the manufacturer's serial number for individual equipment, when appropriate. Modification kits, or parts and fabrication materials when kits are not prescribed, are identified by NSN and quantity.

(4) Marine Corps equipment will be modified only as directed by the CMC.

c. Modification Requirements Determination. Upon initial receipt of equipment items, they will be inspected to determine if all required modifications have been properly completed. When the nature of a required modification is such that the owning unit cannot determine if it has been completed, the

equipment will be evacuated to an intermediate maintenance activity for such determination. Upon completion of the inspection, initiate an ERO requesting missing modifications be applied, and update the required equipment records per TM 4700-15/1\_.

d. Urgency of the Required Modification

(1) "Urgent" MI's require that equipment be deadlined or its use sharply curtailed until modifications are applied. Under such conditions, acceptance scheduling normally will not be feasible. Other "URGENT" modifications, though requiring timely application, may lend themselves to acceptance scheduling. In all instances, the urgency of the required modifications must be considered when establishing the priority for its accomplishment. "URGENT" MI's specify a required completion date and may contain restrictive operating conditions. Instructions restricting operating conditions may be disseminated by message.

(2) "NORMAL" modifications usually lend themselves to acceptance scheduling. Their scheduling should be planned, when possible, to coincide with the performance of other required maintenance actions. "NORMAL" MI's are accomplished on a scheduled basis within 1 year of the effective date of the MI, unless the MI indicates otherwise. Equipment in level "A" Pack need not be opened to perform "NORMAL" MI's. The required modification kits will be requisitioned and placed in an ERO bin. The modification will be applied as soon as the equipment is removed from level "A" pack.

(3) Operational requirements of the using unit are a major factor in determining the time for application of modifications. Whenever possible, application of modifications should be planned so that they do not interfere with such requirements. Units should plan for the application of required modifications before deploying or going on extended operations.

e. Modification Control. The command will establish a single point responsible for reviewing the modification control program during unit internal reviews. When the unit is required to assign an MMO, the MMO will be responsible for reviewing the modification control program. When the unit is not required to assign an MMO, the commodity maintenance officer will be responsible for reviewing the modification control program. Equipment commodity managers will maintain modification control records per TM 4700-15/1\_.

## **2. NAVMC 11053 AND 11054, COMMODITY MANAGERS MODIFICATION CONTROL RECORDS**

a. Purpose. The purpose of the Commodity Managers Modification Control Record is to provide the unit commodity managers with a readily available means of accurately determining the modification status of assigned equipment. Each MI published contains specific instructions, when required, for identifying modified equipment. Where specific instructions have not been provided in an existing MI, action must be initiated to record the MI by entry on the modification control record and individual equipment record.

b. Responsibility. Unit commodity managers will maintain the Commodity Managers Modification Control Record based on information obtained from other records and physical observation of the equipment. An automated system is authorized providing the automated system contains the same information required by NAVMC 11053 or 11054.

(1) Commodity managers modification control forms will be used by both FMSS supported and non-FMSS supported units. Either or a combination of NAVMC 11053 or 11054 may be used by the commodity section depending upon the density of equipment versus the number of modification instructions published for an item of equipment.

(2) The only difference between Form A and Form B is the quantity of Modification Instruction (MI) numbers compared to the quantity of serial numbers. Form A allows the commodity manager to list more MI numbers than serial numbers and Form B allows the commodity manager to list more serial numbers than MI numbers.

c. Preparation Instructions. A Modification Control Record is prepared for each T/E and special allowance item with a modification instruction published. A separate modification control record is prepared for each ID number. Modification instructions on components/secondary reparable are indicated on the record for the end item.

(1) In the appropriate fields enter the equipment nomenclature, TAMCN, and ID No. for each T/E and special allowance item with a modification instruction published. The SL-6-1 and SL-6-2 may be used to identify "consists of" ID numbers for end items. "Part of" is an item, which is a component or repair part to another item. "Consists of" refers

to one item that consists of different components or different repair parts having individual ID numbers.

(2) Enter the serial number for each T/E and special allowance item with a modification instruction published. (The quantity of equipment may require preparation of multiple sheets for a given type of equipment.) In those cases where a serial number has not been assigned, a local serial number must be assigned to the item per UM 4400-124.

(3) Enter all MI's listed in the SL-1-2 and TI-5600 for the item's ID number.

(4) Enter "U" for urgent and "N" for normal and enter the required completion date.

(a) Urgent MI's are identified in the SL-1-2 by the letters "URG" following the MI number. The required completion date can be found in the "time compliance period" paragraph of the MI. When the urgent MI indicates "upon receipt," enter "NA" for the required completion date. "URGENT" MI's require that the equipment be deadlined or its use sharply curtailed until modifications are applied. Under such conditions, acceptance scheduling normally will not be feasible. Other "URGENT" modifications, though requiring timely application, may lend themselves to acceptance scheduling. In all instances, the urgency of the required modification must be considered to establish its priority.

(b) MI's not designated as urgent in the SL-1-2 fall into the normal category. The required completion date of normal MI's is 1 year from the date of the MI, unless the MI indicates otherwise. Equipment in level "A" Pack need not be opened to perform "NORMAL" MI's. Requisition the required modification kits, place them in an ERO bin or other secured storage area and apply the modification as soon as the equipment is removed from level "A" pack. "NORMAL" modifications usually lend themselves to acceptance scheduling. Their scheduling should be planned, when possible, to coincide with the performance of other required maintenance actions.

(5) Determine the applicability of each MI to each item of equipment listed. This information can be found in the "major item affected" paragraph of the MI.

(6) Determine the current status of applicable MI's by either inspection of the equipment or from the records for the individual equipment.

(7) Enter the appropriate action codes as follows:

(a) NA (Not Applicable). Some MI's only apply to specific serial numbers, action code "NA" identifies those items to which the MI does not apply. This action code requires a Julian date entry.

(b) PR (Publications Required). This action code identifies those MI's that the unit requires the publication in order to verify/complete the modification. Indicate the date the publication was ordered through the Marine Corps Publication Control System in the Remarks block.

(c) AR (As Required). This action code identifies those MI's which apply to an item when the equipment requires a specific repair action, such as fifth EOM MI's for rebuild, contact team application, or when a specific component is repaired/replaced.

(d) C (Completed). This action code identifies equipment modified while in custody (on the property records) of the unit. This includes items modified for the unit by the intermediate maintenance activity. This action code requires a Julian date entry.

(e) V (Verified). This action code identifies equipment modification has been verified (normally used upon initial receipt). This action code requires a Julian date entry.

(f) ERO No. This action code is the ERO No. that identifies an open ERO for items requiring modification and the modification has been requested, or the equipment is waiting to be modified.

(8) The remarks block indicates additional information, such as the nomenclature of the secondary reparable modified, the date the publication was ordered, etc. This provides a management tool to ensure positive control of the unit's modification control program and is to be used as required.

(9) Use each revision of the SL-1-2 and TI-5600 and the modification control record to verify all required MI information is current.

(10) Upon receipt of a new MI for on hand equipment:

(a) Enter the MI number, category, and required completion date on the applicable control record.

(b) Determine applicability to those items of equipment held.

(c) Update the modification control record based on information provided by operation/maintenance sections from equipment records/inspection. Use a pencil to record those entries of a temporary nature. Included in this category are instructions that apply to secondary reparable components, remarks, and action codes PR, AR, and ERO No. Use ink for all other entries.

(11) When an item requiring modification control has been dropped from the unit's accounting records, it is not necessary to reconstruct Modification Control Records. The only requirement is to neatly delete the item from the records and indicate the reason for the deletion; for example, Letter of Unserviceable Property (LUP), dropped excess to needs, replaced by new model, etc.

d. Filing. Maintain the Commodity Managers Modification Control Record in the commodity manager's office. When an item of equipment is transferred or evacuated beyond the using unit, make a copy of Commodity Managers Modification Control Record and send the copy with the item of equipment's record jacket/folder.

e. Disposition. The Commodity Managers Modification Control Record is retained for as long as the unit holds the item of equipment.

**REFERENCES :**

1. MCO P4790.2\_
2. TM 4700-15/1\_
3. PLMS
4. Modification Instructions