



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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4400
MMO
MAR 17 2010

POLICY LETTER 6-10

From: Commanding Officer, Chemical Biological Incident Response Force
To: All Sections

Subj: COMMERCIAL OFF THE SHELF (COTS) EQUIPMENT RECORD JACKETS

Ref: (a) MCO P4790.2C
(b) TM 4700-15/1H

Encl: (1) Sample Equipment Record Jacket Forms

1. Purpose. Per the references, this policy letter sets forth the procedures for creating standardized equipment record jackets for all COTS equipment. It is imperative that Marines and Sailors maintain thorough equipment record jackets for the proper operation and maintenance of the equipment that they employ.
2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.
3. Information. The CBIRF standardized equipment record jacket will be broken down into six sections: Technical Manual(s), SL-3 List/Authorization, SL-3 Inventory, Schedule Preventive Maintenance Checks and Services (PMCS), Maintenance Records, and Calibration Records. Utilize the references as guidance for filling out specific forms. A description of each section is as follows:
 - a. Technical Manuals. All user manuals associated with a piece of COTS equipment will be inserted into the record jacket if possible. If the user manual cannot be attached, a user manual inventory will be generated and maintained within the record jacket. The operating section will maintain a library of all user manuals. The owning section must obtain as much information as possible regarding the operation and maintenance of a piece of equipment and maintain this on file. These user manuals should outline operator level maintenance.
 - b. SL-3 List/Authorization. Since SL-3 associated with COTS equipment is not recognized in the Marine Corps system, it is necessary to generate special authorization letters. These authorization letters must be signed by the Commanding Officer. In many cases, it may be more effective to establish kits with associated tools listed as SL-3 to that kit.

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c. SL-3 Inventory. A standard form will be generated for the monthly inventory of all SL-3. SL-3 inventories will be conducted, at minimum, once a month. An example is provided in enclosure (1).


d. Scheduled PMCS. The Maintenance Management Office can assist in the establishment of regularly scheduled PMCS but it is ultimately the owning section's responsibility to ensure that all aspects of an end item are covered. A good source of information will be the user's manual that accompanied that equipment. PMCS will be conducted once a month, at minimum, and historical records will be maintained for up to one year. An example is provided in enclosure (1).

e. Maintenance Records. Policy Letter 5-10 provides the COTS maintenance procedure so that the owning section can maintain consistent historical records utilizing the Equipment Repair Order (ERO). This section of the equipment record jacket will illustrate the maintenance disposition of an end item. An example is provided in enclosure (1).

f. Calibration Records. When the end item is inducted into the maintenance cycle for calibration, a Calibration Control Card (NAVMC 11052) will be generated and placed into the equipment record jacket. An example of this form is located in enclosure (1).

g. Guidance. It is the responsibility of the Maintenance Management Office, with assistance from Kalman contracted employees, to provide guidance in the creation of these equipment record jackets within the operating sections. It is ultimately the operating section's responsibility to create and maintain equipment record jackets in accordance with this policy letter.

4. Scope. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force.



J. M. POLLOCK

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| SERIAL NO. (1) <u> </u> RECEIVED BY SIGNATURE (3) <u> </u> | | | | | | | | | | DATE (4) <u> </u> (5) <u> </u> | | | | | | | | | | ORGANIZATION USING REPAIRS (6) <u> </u> DEST AC (7) <u> </u> | | | | | | | | | |
| PROJECT NO. (8) <u> </u> | | | | | | | | | | SERIAL NUMBER (9) <u> </u> | | | | | | | | | | OWMING ORGANIZATION (15) <u> </u> | | | | | | | | | |
| OWNER AC (16) <u> </u> | | | | | | | | | | TECH (10) <u> </u> | | | | | | | | | | (15) <u> </u> | | | | | | | | | |
| AUTHORIZED BY SIGNATURE (17) <u> </u> | | | | | | | | | | DATE (18) <u> </u> | | | | | | | | | | (21) <u> </u> | | | | | | | | | |
| CATEGORY CODE (19) <u> </u> | | | | | | | | | | PHO (20) <u> </u> | | | | | | | | | | (26) <u> </u> | | | | | | | | | |
| DISPOSITION REFERENCE (22) <u> </u> | | | | | | | | | | JOB STAT (23) <u> </u> | | | | | | | | | | (29) <u> </u> | | | | | | | | | |
| OWNER'S PHONE NO (24) <u> </u> | | | | | | | | | | SEC REP RSN (25) <u> </u> | | | | | | | | | | REMARKS (30) <u> </u> | | | | | | | | | |
| MSN OF ITEM (26) <u> </u> | | | | | | | | | | WSS (27) <u> </u> | | | | | | | | | | (32) <u> </u> | | | | | | | | | |
| DESCRIPTION OF WORK (37) <u> </u> | | | | | | | | | | MECHANIC SIGNATURE (40) <u> </u> | | | | | | | | | | (45) <u> </u> | | | | | | | | | |
| LABOR HOURS (39) <u> </u> | | | | | | | | | | STATUS (41) <u> </u> | | | | | | | | | | (44) <u> </u> | | | | | | | | | |
| DATE CLOSED (49) <u> </u> | | | | | | | | | | WIL LABOR HRS (50) <u> </u> | | | | | | | | | | (53) <u> </u> | | | | | | | | | |
| DEFECT 1 (56) <u> </u> | | | | | | | | | | DEFECT 2 (55) <u> </u> | | | | | | | | | | DEFECT 3 (58) <u> </u> | | | | | | | | | |
| OWNER NOTIFIED INAME (57) <u> </u> | | | | | | | | | | DATE (58) <u> </u> | | | | | | | | | | (58) <u> </u> | | | | | | | | | |

EQUIPMENT REPAIR ORDER (ERO) (11240)
 NAVMC FORM REV 0811-14-78 and 3-88 Editions will be used.
 54 0000-00-027-1005 UN SET

ORIGINAL

Figure 2-2-1. NAVMC 10245, ERO (Equipment Repair Order)

