Research Product 86–20

Procedure Guides for the Equipment Records and Parts Specialist (MOS 76C)

Training and Simulation Technical Area
Training Research Laboratory

May 1986

U. S. Army Research Institute for the Behavioral and Social Sciences

Approved for public release; distribution unlimited.
### Procedure Guides for the Equipment Records and Parts Specialist (MOS 76C)

This product presents 15 Procedure Guides describing the sequence of actions required of the Equipment Records and Parts Specialist (MOS 76C). All critical tasks for each of the four duty positions comprising the MOS are covered within the Guides, which are intended to be used in the classroom or field by anyone performing in 76C positions. Supervisors and instructors may also use the Guides as a means of ensuring uniformity of instruction.

**Key Words**
- Procedure guides
- PLL clerk
- 76C MOS
- Flowcharts
- Shop clerk
- Shop stock clerk
- TAMMS clerk

**Abstract**

This product presents 15 Procedure Guides describing the sequence of actions required of the Equipment Records and Parts Specialist (MOS 76C). All critical tasks for each of the four duty positions comprising the MOS are covered within the Guides, which are intended to be used in the classroom or field by anyone performing in 76C positions. Supervisors and instructors may also use the Guides as a means of ensuring uniformity of instruction.
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Procedure Guides for the Equipment
Records and Parts Specialist
(MOS 76C)

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Office, Deputy Chief of Staff for Personnel
Department of the Army

May 1986

Army Project Number
2U263743A794

Education and Training

Approved for public release; distribution unlimited.
The U.S. Army Research Institute, in conjunction with the Training Technology Activity (TTA), TRADOC, is engaged in research and development to increase Army training effectiveness through the implementation of improved instructional methods and advanced technology. The four Army Training Technology Field Activities (TTFA) currently participating in this program are Quartermaster School, Fort Lee, VA; Armor School, Fort Knox, KY; Aviation School, Fort Rucker, AL; and the National Guard and Reserve Training Center, Gowen Field, ID. The Procedure Guides presented herein were developed under the Fort Lee TTFA Program for the Equipment Records and Parts Specialist (MOS 76C).

The requirement for the Procedure Guides was identified following observations in the classrooms and interviews with 76C instructors at the Enlisted Supply Department, Fort Lee. The principal difficulty in training 76C clerks is integrating the large number of distinct actions that must be performed for each of the four 76C duty positions. The official publications describing procedures of the 76C are useful as references, but do not provide an integrated picture of the decisions and actions required by these duty positions. The Guides provide this integration by depicting in a single document an overall view of the full set of required procedures for each duty position. To permit timely updates of the Guides, computer files and plotting software have been developed. The Guides are designed for the beginning student, for newly assigned instructors, and for field use by recent 76C graduates.

The Quartermaster School has participated continuously in the design and development of these Procedure Guides and has begun their introduction into the classroom. The Procedure Guides will also be incorporated into a Transitional Performance Aid for classroom and field use.

EDGAR M. JOHNSON
Technical Director
The authors would like to thank CPT David Merritt, Mr. Gary LaMarr, and Mr. Lewis Thayer of the Enlisted Supply Department, U.S. Army Quartermaster School, for their support of this project.
PROCEDURE GUIDES FOR THE EQUIPMENT RECORDS AND PARTS SPECIALIST (MOS 76C)

CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVERVIEW</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Development</td>
<td>1</td>
</tr>
<tr>
<td>Description</td>
<td>1</td>
</tr>
<tr>
<td>Application</td>
<td>4</td>
</tr>
<tr>
<td>USE OF THE PROCEDURE GUIDES</td>
<td>5</td>
</tr>
<tr>
<td>General Information</td>
<td>5</td>
</tr>
<tr>
<td>Use</td>
<td>5</td>
</tr>
<tr>
<td>PROCEDURE GUIDES</td>
<td></td>
</tr>
<tr>
<td>The Army Maintenance Management System (TAMMS) Clerk</td>
<td></td>
</tr>
<tr>
<td>TAMMS</td>
<td>7</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
<tr>
<td>Prescribed Load List (PLL) Clerk (Manual)</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Document Register</td>
<td>13</td>
</tr>
<tr>
<td>PLL Review and Inventory</td>
<td>23</td>
</tr>
<tr>
<td>Management of Nonstocked Item Demand File</td>
<td>25</td>
</tr>
<tr>
<td>Mandatory Parts List, Manual Procedures</td>
<td>27</td>
</tr>
<tr>
<td>Request For Issue and Turn-In, Manual</td>
<td>29</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
<tr>
<td>Prescribed Load List (PLL) Clerk (Automated)</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Document Register</td>
<td>13</td>
</tr>
<tr>
<td>Management of PLL/SSL Lists</td>
<td>31</td>
</tr>
<tr>
<td>Customer Due-Out Reconciliation</td>
<td>35</td>
</tr>
<tr>
<td>Mandatory Parts List, Automated Procedures</td>
<td>41</td>
</tr>
<tr>
<td>Request For Issue and Turn-In, Automated</td>
<td>43</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
<tr>
<td>Shop Clerk (Automated)</td>
<td></td>
</tr>
<tr>
<td>Maintenance Reporting Management System</td>
<td>45</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
<tr>
<td>Shop Stock Clerk (Manual)</td>
<td></td>
</tr>
<tr>
<td>Maintenance of Document Register</td>
<td>13</td>
</tr>
<tr>
<td>Shop Stock Review and Inventory</td>
<td>49</td>
</tr>
<tr>
<td>Management of Nonstocked Item Demand File</td>
<td>25</td>
</tr>
<tr>
<td>Bench Stock/Shop Stock Lists</td>
<td>51</td>
</tr>
<tr>
<td>Request For Issue and Turn-In, Manual</td>
<td>29</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
</tbody>
</table>

vii
## CONTENTS (Continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Stock Clerk (Automated)</td>
<td></td>
</tr>
<tr>
<td>Management of PLL/SSL Lists</td>
<td>31</td>
</tr>
<tr>
<td>Request For Issue and Turn-In, Shop Stock</td>
<td>53</td>
</tr>
<tr>
<td>Signature Card Update</td>
<td>11</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>55</td>
</tr>
</tbody>
</table>

### LIST OF TABLES

Table 1. MOS 76C Procedure Guide Organization                           | 2    |
The four duty positions of the Equipment Records and Parts Specialist, MOS 76C support maintenance activities at the unit and direct support levels. The Army Maintenance Management System Clerk (TAMMS) and the Prescribed Load List (PLL) Clerk are the unit level positions; the Shop Clerk and Shop Stock Clerk are the direct support positions. The PLL Clerk and Shop Stock Clerk positions occur in either of two environments—manual or automated. The separate environments for these two positions, together with the single environment TAMMS and Shop Clerk positions, result in a total of six different sets of procedures to be trained under the 76C MOS.

A principal difficulty in training 76C clerks is providing a framework which integrates the large number of distinct actions required for successful performance of each duty position. To address this difficulty, a set of 15 Procedure Guides depicting the relationship of the various decisions and actions critical to each duty position was developed. The primary purpose of the Guides is to enable the user to recognize the appropriate occasion for each of the numerous job activities trained in the 76C course. The requirement for the Procedure Guides was identified following observations in the classrooms and interviews with 76C instructors at the Enlisted Supply Department, Fort Lee. The Guides are designed to supplement DA PAMs 710-2-1, 710-2-2, 738-750, TMs 38-L32-11, 38-L09-11 and TB 43-0210, which define the requirements for the 76C.

Table 1 identifies each duty position Procedure Guide by level (unit or direct support), activity (maintenance or supply), and environment (manual or automated).

The decision to use the flowchart format for these Guides was based on work by Kammann (1975), Krohn (1983), and Wright and Reid (1973), which points to the advantages of flowcharts when complex procedural sequences are to be trained. The 15 Procedure Guides were developed with the assistance of 76C subject matter experts, and are fully consistent with all 76C official publications. All 76C critical tasks have been covered in the Guides. To ensure currency with periodic updates of the official publications, the specifications for each Guide have been entered into computer files, and software has been developed to permit automated plotting of each Guide.

The Procedure Guides cover such tasks as review and inventory and requests for issue and turn-in. Some tasks are performed by more than one duty position (e.g., Maintenance of Document Register) while others are applicable to only one position (e.g., Customer Due Out Reconciliation).
<table>
<thead>
<tr>
<th>TAMMS CLERK</th>
<th>PLL (MANUAL)</th>
<th>PLL (AUTOMATED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMMS</td>
<td>Maintenance of Document Register (Page 13)</td>
<td>Management of PLL/SSL Lists (Page 31)</td>
</tr>
<tr>
<td></td>
<td>PLL Review and Inventory (Page 23)</td>
<td>Customer Due-Out Reconciliation (Page 35)</td>
</tr>
<tr>
<td></td>
<td>Request for Issue and Turn-In, Manual (Page 29)</td>
<td>Mandatory Parts List, Automated Procedures (Page 41)</td>
</tr>
<tr>
<td></td>
<td>Management of Nonstocked Item Demand File (Page 25)</td>
<td>Request for Issue and Turn-In, Automated (Page 43)</td>
</tr>
<tr>
<td></td>
<td>Signature Card Update (Page 11)</td>
<td>Signature Card Update (Page 11)</td>
</tr>
</tbody>
</table>
## DIRECT SUPPORT LEVEL

<table>
<thead>
<tr>
<th>MAINTENANCE</th>
<th>SUPPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHOP CLERK (AUTOMATED)</strong></td>
<td><strong>SHOP STOCK (MANUAL)</strong></td>
</tr>
<tr>
<td>Maintenance Reporting Management System (Page 45)</td>
<td>Maintenance of Document Register (Page 13)</td>
</tr>
<tr>
<td>Signature Card Update (Page 11)</td>
<td>Shop Stock Review and Inventory (Page 49)</td>
</tr>
<tr>
<td></td>
<td>Request for Issue and Turn-In, Shop Stock (Page 53)</td>
</tr>
<tr>
<td></td>
<td>Request for Issue and Turn-In, Manual (Page 29)</td>
</tr>
<tr>
<td></td>
<td>Management of Nonstocked Item Demand File (Page 25)</td>
</tr>
<tr>
<td></td>
<td>Bench Stock/Shop Stock Lists (Page 51)</td>
</tr>
<tr>
<td></td>
<td>Signature Card Update (Page 11)</td>
</tr>
</tbody>
</table>
The maintenance activities at the unit level and direct support levels are each covered by two Procedure Guides, while the supply activities at unit and direct support activities range from three to six Guides, depending on the environment. Each Guide depicts a major job sequence or several sequences related to a particular procedure and defines the actions and decisions required to perform that procedure. Each job sequence has a distinct starting point and ending point.

Two basic symbols are used on the Guides: diamonds and boxes. Diamonds indicate decisions to be made; boxes contain information specifying an action to be taken. For simplicity, all diamonds are answerable with either a "yes" or "no", and most boxes contain a single action. As far as possible, the flow of actions is from left to right and from top to bottom of the page. Right to left and bottom to top sequences do occasionally occur; however, these have been minimized. The other symbols used are the oval for "start" and "stop", the circle connector, and the arrows indicating the path to be followed. The computer file name and publication date of each Guide appear in the lower right hand corner.

Application

The Procedure Guides are designed to complement, rather than replace, the official 76C publications. The Guides may be used in the classroom or field by anyone performing in 76C positions. Supervisors and instructors may also use the Guides as a means of ensuring uniformity of instruction.
USE OF THE PROCEDURE GUIDES

General Information

This section contains the 76C Procedure Guides. The Guides are intended to supplement rather than replace the official 76C publications. In cases of disagreement between the Guides and the official publications, the publications take precedence. The set of Guides appropriate to each duty position, by level, activity, and environment, is shown in Table 1. All critical tasks required of the 76C are contained within the Guides. The Guides are designed to show the relationship of all major decisions and actions required and will enable a visualization of each duty position as a whole.

Use

Use Table 1 to determine which Guides are applicable to the duty position under consideration. After locating the Guide, follow the sequence of decisions (DIAMONDS) and actions (BOXES) within the Guides to determine the appropriate procedures for the duty position. Some Guides do not fit onto a single page; in those cases note the round CONNECTOR symbol on the current page, locate the same symbol on the following page and continue reading from this location. The key below identifies each symbol and its meaning.

START .................. The beginning of a Guide or sequence of actions.

.................. A decision point. Decisions ask a single question and are always answerable with a "yes" or "no".

.................. An action which needs to be taken. Most boxes contain only a single action.

.................. A connector indicating that the Guide is continued on the following page.

.................. The direction to follow when reading the Guide.

STOP .................. The end of a Guide or sequence of actions.
MOS 78C
SIGNATURE CARD UPDATE

START

ARE CURRENT SIGNATURE CARDS VALID?

NO
PREPARE DA 1087 IN ENOUGH COPIES TO MEET LOCAL NEEDS.

YES
ARE PERSONNEL BEING ADDED TO SIGNATURE CARD?

NO
PERSONNEL ARE BEING DELETED AS AUTHORIZED REPRESENTATIVES.

YES
PREPARE DA 1087 TO "ADD" PERSONNEL AS AUTHORIZED REPRESENTATIVES.

ENTER THE STATEMENT "ADDED, PREVIOUS ADDITIONS REMAIN IN EFFECT" IN THE REMARKS BLOCK.

OBTAIN ALL REQUIRED SIGNATURES AND INITIALS.

FILE ONE COPY OF COMPLETED DA 1087 IN UNIT FILE IAW AR 340 SERIES.

SUBMIT OTHER COPIES TO THE PROPER SSA.

STOP
MOS 78C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 1

REQUISITION, TURN-IN, FOLLOW-UP, CANCELLATION
AND MODIFIER REQUESTS

START

DO YOU HAVE A REQUEST FOR ISSUE?

NO

DO YOU HAVE A REQUEST FOR TURN-IN?

NO

DO YOU HAVE A REQUEST FOR FOLLOW UP?

NO

PLL IS AUTOMATED ARE YOU DOING A PERIODIC RECONCILIATION?

NO

HAS SUPPLY STATUS BEEN RECEIVED?

NO

POST THE APPROPRIATE INFO FROM THE REQUEST DOCUMENT TO COLUMNS "A", "E", "F" AND "M" OF DA 2064.

STOP

POST THE APPROPRIATE INFO FROM THE REQUEST DOCUMENT TO COLUMNS "A", "E", "F" AND "M".

STOP

COMPLETE HEADING INFO ON DA 2064 IF NEW PAGE IS STARTED.

ASSIGN THE NEXT AVAILABLE DOCUMENT NUMBER TO THE REQUEST.

COMPLETE HEADING INFO ON DA 2064 IF NEW PAGE IS STARTED.

ASSIGN THE NEXT AVAILABLE DOCUMENT NUMBER TO THE REQUEST.

POST THE APPROPRIATE INFO FROM THE REQUEST DOCUMENT TO COLUMNS "A", "E", "F" AND "M".

POST THE APPROPRIATE INFO FROM THE REQUEST DOCUMENT TO COLUMNS "A", "E", "F" AND "M".

REMATE THE SUPPLY REQUEST USING THE INFORMATION FROM THE DOCUMENT REGISTER AND PROPER SUPPLY PUBLICATIONS.

ENTER THE CORRECT "AT" CODE (FOR EXAMPLE "AT" I IN BLOCK 1 OF THE SUPPLY REQUEST)

CIRCLE THE ENTRY IN BLOCK 1 OF THE FOLLOW-UP REQUEST USING COLORED PENCIL OR INK.

TRANSFER THE DATA FROM CARD COLUMNS "A" OR "E" TO BLOCK 2 OF THE STATUS CARD. IF ERRORS APPEAR IN COLUMNS "A" OR "E", LEAVE BLOCK 2 BLANK.

CIRCLE BLOCK 1 AND IF APPLICABLE CIRCLE BLOCK 2 ON FOLLOW UP REQUEST USING COLORED PENCIL OR INK.

RECORD THE REQUEST FOR FOLLOW UP IN COLUMN "N" OF DA 2064 (ENTER DTC AND JULIAN DATE)

SUBMIT REQUEST FOR FOLLOW UP TO SSA

STOP
MOB 70C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2004-PART 1

REQUISITION, TURN-IN, FOLLOW-UP, CANCELLATION
AND MODIFIER REQUESTS

A

DO YOU HAVE A REQUEST FOR CANCELLATION?

YES

PLL AUTOMATED?

YES

ARE YOU DOING A PERIODIC RECONCILIATION?

NO

HAS SUPPLY STATUS BEEN RECEIVED?

NO

SEE "CUSTOMER DUE-OUT RECONCILIATION" CHART, PART 2 OF 2.

YES

HAS SUPPLY STATUS BEEN RECEIVED?

NO

REMAKE THE SUPPLY REQUEST USING THE INFO. FROM THE DOCUMENT REGISTER AND PROPER SUPPLY PUBLICATIONS. ENTER MODIFIED INFO. IN APPROPRIATE BLOCKS.

YES

REMAKE THE SUPPLY REQUEST USING THE INFO. FROM THE DOCUMENT REGISTER AND PROPER SUPPLY PUBLICATIONS. ENTER MODIFIED INFO. IN APPROPRIATE BLOCKS.

ENTER DIC "AM" IN BLOCK 1. CIRCLE DIC AND MODIFIED INFO. WITH COLORED PENCIL OR INK.

DOBRI
JAN 8
MOS 76C
PLL (MANUAL)
SHOP STOCK (MANUAL)
MANAGEMENT OF NONSTOCKED ITEM DEMAND FILE

START

YOU HAVE RECEIVED A REQUEST FOR A NONSTOCKED ITEM.

CHECK NONSTOCKED ITEM DEMAND FILE FOR DA 3316 FOR THE ITEM.

WAS DA 3316 AVAILABLE?

YES

PREPARE DA 3316 FOR THE ITEM AND POST CURRENT DEMAND.

NO

NO

RETURN DA 3318 TO NONSTOCKED FILE.

POST CURRENT DEMAND TO DA 3316.

LINE OUT ANY DEMANDS MORE THAN 180 DAYS OLD.

DOES COMMANDER DESIRE TO STOCK THIS ITEM?

YES

TOTAL THE QUANTITY DEMANDED AND DETERMINE THE INITIAL STOCKAGE LEVEL.

PREPARE A REQUEST FOR ISSUE USING UNDC AND POST TO THE REQUEST SECTION OF THE DA 3318.

NO

ENTER THE STATEMENT "COMMANDER DOES NOT DESIRE TO STOCK THIS ITEM" ON THE NEXT AVAILABLE LINE OF THE DEMAND SECTION OF THE DA 3316.

RETURN DA 3316 TO THE NONSTOCKED FILE AND CONTINUE TO KEEP TRACK OF DEMANDS.

COMPLETE THE TITLE INSERT OF THE DA 3316 AND FILE IN STOCKED FILE.

PREPARE A CHANGE TO THE SHOP STOCK LIST/PLL AND SUBMIT TO SSA.

STOP

STOP
START

YOU HAVE RECEIVED A MANDATORY PARTS LIST (MPL) FOR YOUR UNIT. COMPARE YOUR PLL TO THE MPL.

IS THE ITEM ON THE PLL ONLY?

NO

ITEM IS NOT CHANGED BY MPL. CONTINUE TO STOCK ITEM AS LONG AS IT MEETS RETENTION CRITERIA. (DO NOT EXCEED TOTAL NUMBER OF LINES AUTHORIZED.)

YES

IS THE MPL QTY. EQUAL TO THE PLL QTY.?

NO

PREPARE A REQUEST FOR ISSUE (DA 2785-1) FOR THE AMOUNT OF INCREASE. (USE UND "C").

YES

POST THE REQUEST TO DA 2064 (DOCUMENT REGISTER) AND TO DA 3318 (RECORD OF DEMANDS-TITLE INSERT).

PREPARE A NEW CONSOLIDATED DA 2083-R (PRESERVED LOAD LIST) AND GET CMDR'S APPROVAL.

SUBMIT TWO COPIES OF DA 2083-R AND REQUESTS FOR ISSUE FOR STOCKAGE INCREASES TO THE SRA.

STOP

IS THE MPL QTY. GREATER THAN THE PLL QTY.?

NO

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

YES

CHANGE JULIAN DATE ON DA 3318 (TITLE INSERT) TO DATE OF THE MPL.


PREPARE A REQUEST FOR ISSUE (DA 2785-1) FOR THE AMOUNT OF INCREASE. (USE UND "C").

POST THE REQUEST TO DA 2064 (DOCUMENT REGISTER) AND TO DA 3318 (RECORD OF DEMANDS-TITLE INSERT).

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

CHANGE JULIAN DATE ON DA 3318 (TITLE INSERT) TO DATE OF THE MPL.

CHANGE JULIAN DATE ON DA 3318 (TITLE INSERT) TO DATE OF THE MPL.

CHANGE JULIAN DATE ON DA 3318 (TITLE INSERT) TO DATE OF THE MPL.

DECLARE THE ITEM ON THE PLL AS (RECORD OF CHANGE CHANGE CHANGE JULIAN LONG AS IT MEETS DEMAND-TITLE STOCKAGE CODE STOCKAGE CODE DATE ON DA 3316 (TITLE ON DA 3318 (TITLE INSERT) TO "CS".)

IS THE MPL QTY. GREATER THAN THE PLL QTY.?

NO

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

YES

CHANGE JULIAN DATE ON DA 3318 (TITLE INSERT) TO DATE OF THE MPL.


PREPARE A REQUEST FOR ISSUE (DA 2785-1) FOR THE AMOUNT OF INCREASE. (USE UND "C").

POST THE REQUEST TO DA 2064 (DOCUMENT REGISTER) AND TO DA 3318 (RECORD OF DEMANDS-TITLE INSERT).

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".

CHANGE STOckAGE CODE ON DA 3318 (TITLE INSERT) TO "CS".
MOS 76C
PLL AND SHOP STOCK (AUTOMATED)
MANAGEMENT OF PLL/SSL LISTS

MAINTENANCE OF PLL/SSL
CHANGE LIST

START

HAVE YOU RECEIVED THE PLL SSL CHG LIST FROM DSU?

WAIT

YES

CHECK THE ACTION CODE FOR THE FIRST OR NEXT ITEM ON THE LIST?

IS THERE A PROPOSED ADDITION TO THE PLL/SSL LIST?

NO

IS THERE A PROPOSED DELETION TO THE PLL/SSL LIST?

NO

YES

DOTE THE UNIT COMMANDER APPROVE THE ADDITION?

YES

DOTE THE UNIT COMMANDER APPROVE THE DELETION?

YES

DRAW A SINGLE LINE THROUGH THE ENTRY ON THE LIST.

YES

NO

THE UNIT CMGR DISAPPROVES THE PROPOSED CHANGE.

ENTER A CHECK MARK IN REMARKS COLUMN.

YES

NO

ENTER A CHECK MARK IN REMARKS COLUMN.

ENTER A CHECK MARK UNDER REMARKS COLUMN.

ENTER IN REMARKS COLUMN "ADJUST LEVEL TO..." FOLLOWED BY DESIRED LEVEL.

ENTER THE END ITEM NAME IN REMARKS COLUMN.

YES

NO

IF OTHER THAN THE CURRENT LEVEL IS DESIRED, ENTER IN REMARKS COL. "ADJUST LEVEL TO..." FOLLOWED BY DESIRED LEVEL.

If OTHER THAN THE PROPOSED LEVEL IS DESIRED, ENTER IN THE REMARKS COL. "ADJUST LEVEL TO..." FOLLOWED BY DESIRED LEVEL.

END

ENTER IN REMARKS COLUMN.

DRAW A SINGLE LINE THROUGH THE ENTRY ON THE LIST.

YES

NO

END

YES

NO

SUBMIT THE ANNOTATED LIST TO DSU.

STOP
MOS 78C
PLL AND SHOP STOCK (AUTOMATED)
MANAGEMENT OF PLL/SSL LISTS

**QUARTERLY PLL/SSL UPDATE**

**START**

HAVE YOU RECEIVED YOUR QUARTERLY PLL OR SSL UPDATE?

ARE MANUAL DA 3318's MAINTAINED IN YOUR UNIT?

ANNOTATE EACH ITEM WITH ACTUAL ON-HAND QUANTITY AND ITS STORAGE LOCATION IN ON-HAND QUANTITY AND LOCATION COLUMNS.

CHECK ALL ENTRIES FOR THE ITEM AGAINST PLL/SSL CHANGE LIST (UPDATE).

NOTE EACH DISCREPANCY ON PLL/SSL CHANGE LIST

ANY MORE ITEMS?

YES NO

SUBMIT ALL DISCREPANCIES TO OSU.

STOP

**MONTHLY CATALOG UPDATE**

**START**

HAVE YOU RECEIVED THE MONTHLY PLL/SSL CAT. UPDATE?

CHECK ACTION CODE FOR EACH ITEM.

IS ACTION CODE X1?

IS ACTION CODE X2?

ACTION CODE IS X3.

CHANGE NSN OR PART NUMBER ON PLL/SSL AND, IF USED, DA 3318.

CHANGE CURRENT NSN OR PART NUMBER, AND UNIT OF ISSUE AND AUTHORIZATION QUANTITY ON PLL/SSL AND, IF USED, DA 3318.

CHANGE UNIT OF ISSUE AND AUTHORIZATION QUANTITY ON PLL/SSL AND DA 3318, IF USED.

HAVE ALL ITEMS ON MONTHLY PLL/SSL CAT. UPDATE BEEN REVIEWED?

DISCARD THOSE PREPUNCHED-PREPRINTED REQUESTS FOR ISSUE & TURN-IN (DA 2786), WHICH WERE CHANGED AS A RESULT OF THE CATALOG UPDATE AND REPLACE WITH NEW CARDS.

STOP
MOS 76C
PLL (AUTOMATED)
CUSTOMER DUE-OUT RECONCILIATION

START

YOU HAVE RECEIVED A CUSTOMER DUE-OUT RECONCILIATION LIST. COM-PARE YOUR UNIT'S DOCUMENT REGISTER TO THE ITEMS ON THE LIST.

IS THERE A REQUEST ON DOCUMENT REGISTER ONLY?

YES

REVIEW THE ASSIGNMENT OF SERIAL NUMBERS TO DETERMINE THE CORRECT SUBUNIT PLL CODE.

RECORD SERIAL NUMBERS BELONGING TO YOUR SUBUNIT PLL.

IS THE REQUEST ON RECONCILIATION LIST ONLY?

YES

CLOSERLY CHECK EACH ITEM ON RECONCILIATION LIST AND RESEARCH EACH TRANSACTION WITH THE SUPPORTING DSU.

NO

DOES DOC. NUM. APPEAR MORE THAN ONCE ON RECONCILIATION LIST?

YES

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

NO

RECORD THE REQUEST FOR ISSUE ON A BLANK DA 206 AND LINE OUT REMAINING BLANK SPACES/LINES ON THAT PAGE.

NO

CANCER ITEM BY FOLLOWING PROCEDURES ON PART 1 OF "MAINTENANCE OF DOCUMENT REGISTER" CHART.

NO

CAN ITEM BE CANCELED?

NO

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

YES

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

NO

FILE THAT PAGE IMMEDIATELY FOLLOWING THE PAGE WHERE THE DOCUMENT SHOULD HAVE BEEN RECORDED.

NO

SUBMIT A REQUEST FOR FOLLOW-UP AS INDICATED ON PART 1 OF "MAINTENANCE OF DOCUMENT REGISTER" CHART.

YES

SUBMIT A REQUEST FOR FOLLOW-UP AS INDICATED ON PART 1 OF "MAINTENANCE OF DOCUMENT REGISTER" CHART.

NO

WAIT FOR SECOND CUSTOMER DUE-OUT RECONCILIATION LIST.

IS REQUEST A HIGH PRIORITY?

YES

SUBMIT A REQUEST FOR FOLLOW-UP AS INDICATED ON PART 1 OF "MAINTENANCE OF DOCUMENT REGISTER" CHART.

NO

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

NO

FILE THAT PAGE IMMEDIATELY FOLLOWING THE PAGE WHERE THE DOCUMENT SHOULD HAVE BEEN RECORDED.

YES

RE-ORDER THE ITEM IF IT IS STILL NEEDED.

RETURN ONE ANOTATED COPY OF THE RECONCILIATION LIST TO THE SUPPORTING DSU. FILE OTHER COPIES FOR REFERENCE.

STOP

NO

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CANCER ITEM BY FOLLOWING PROCEDURES ON PART 1 OF "MAINTENANCE OF DOCUMENT REGISTER" CHART.

NO

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MOS 76C
PLL (AUTOMATED)
CUSTOMER DUE-OUT RECONCILIATION

C

ACTION COLUMN IS BLANK ON THE RECONCILIATION LIST. ITEM IS DUE OUT?

NO

WAS ITEM BEEN RECEIVED?

NO

IS ITEM STILL NEEDED?

YES

ENTER "CANCEL" IN COMMENT COLUMN OF RECONCILIATION LIST

NO

ENTER "X" IN COMMENT COLUMN "N" OF DOCUMENT REGISTER (PENCIL ENTRY)

YES

WAS FULL QUANTITY RECEIVED?

YES

ENTER "REC" IN COMMENT COLUMN OF RECONCILIATION LIST

NO

PARTIAL QUANTITY RECEIVED.

ENTER QUANTITY RECEIVED. "REC" AND JULIAN DATE RECEIVED IN COMMENT COLUMN OF RECONCILIATION LIST

D

CHECK DOCUMENT REGISTER TO ENSURE THAT RECEIPT OF ITEMS HAS BEEN POSTED

YES

IS QUANTITY DUE-IN STILL NEEDED?

NO

ENTER "CANCEL" QUANTITY TO BE CANCELLED AND CURRENT JULIAN DATE IN COLUMN OF THE RECONCILIATION LIST

YES

ENTER "ACT" QUANTITY TO BE CANCELLED, AND CURRENT JULIAN DATE IN COLUMN "N" OF DOCUMENT REGISTER (PENCIL ENTRY)

UPDATE STATUS (IF AVAILABLE) ON UNIT'S DOCUMENT REGISTER (PENCIL ENTRY)
START

YOU HAVE RECEIVED A MANDATORY PARTS LIST (MPL) FOR YOUR UNIT. COMPARE YOUR PLL TO THE MPL.

IS THE ITEM ON THE PLL ONLY? NO

YES

ITEM IS NOT CHANGED BY MPL CONTINUE TO STOCK ITEM AS LONG AS RETENTION CRITERIA IS MET. "DO NOT EXCEED TOTAL NUMBER OF LINES AUTHORIZED".

IS EACH ITEM ON BOTH LISTS BEEN CHECKED? NO

YES

FORWARD THE PREPARED YPL CARDS TO THE SUPPORTING DSU.

STOP

DETERMINING THE MPL STOCKAGE QTY. FOR THE ITEM.

IS ITEM ON THE MPL LIST ONLY? NO

YES

PREPARE DA 2832 (PLL CHANGE REQUEST) USING DIC YPL, CHANGE CODE "A".

IS THE MPL QTY. EQUAL TO THE PLL QTY? NO

YES

IMPL QTY. IS LESS THAN PLL QTY. PREPARE A DA 2832 (PLL CHANGE REQUEST) USING DIC YPL, CHANGE CODE "C".

IN MPL QTY. GREATER THAN THE PLL QTY.?

IS YES

PREPARE A DA 2832 (PLL CHANGE REQUEST) USING DIC YPL, CHANGE CODE "C".

NO

CODE THE ITEM AS STOCKAGE LIST CODE (SLC) "E" AND SET THE MINIMUM STOCKAGE QTY. AND AUTH'D QTY. EQUAL TO THE MPL QTY.

SET THE PLL QTY. AUTHORIZED CURRENTLY EQUAL TO THE MPL QTY.

COMPLETE THE YPL CARD AS REQUIRED BY TM 38-32L-11, CHAPTER 11.

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SET THE PLL QTY. AUTHORIZED CURRENTLY EQUAL TO THE REQUIRED QTY. ON THE PLL.

COMPLETE THE YPL CARD AS REQUIRED BY TM 38-32L-11, CHAPTER 11.
YOU HAVE RECEIVED A COPY OF THE TRANSACTION ERROR LISTING.

FIRST, IDENTIFY THE ERROR ON THE TRANSACTION ERROR LISTING.

CROSS REFERENCE ERROR FROM AHE-002 TO MESSAGE NUMBER ON TROUBLESHOOTING GUIDE IN PARA D-1, APPENDIX D, TM 38-L08-11.

CROSS REFERENCE MESSAGE NUMBER CODE TO EXPLANATION AND CORRECTIVE ACTIONS IN PARA D-2, APPENDIX D, TM 38-L08-11.


YOU HAVE RECEIVED A COPY OF THE TRANSACTION ERROR LISTING.

FIRST, IDENTIFY THE ERROR ON THE TRANSACTION ERROR LISTING.

CROSS REFERENCE THE ERROR FROM AHE-002 TO THE MESSAGE NUMBER ON THE TROUBLESHOOTING GUIDE IN PARA D-1, APPENDIX D, TM 38-L08-11.

CROSS REFERENCE MESSAGE NUMBER CODE TO EXPLANATION AND CORRECTIVE ACTIONS IN PARA D-2, APPENDIX D, TM 38-L08-11.

PREPARE AND SUBMIT DA 2999-5-R AS INDICATED IN CORRECTIVE ACTION COLUMN, PARA D-2, APPENDIX D, TM 38-L08-11.
REFERENCES


Department of the Army Pamphlet 738-750, the Army Maintenance Management System (TAMMS), C6, December 1985.


Department of the Army Technical Bulletin 43-0210, Nonaeronautical Equipment Army Oil Analysis Program (AOAP), December 1984.

