Research Product 86-23

Transitional Performance Aid for the Equipment Records and Parts Specialist (MOS 76C)

Training and Simulation Technical Area
Training Research Laboratory

June 1986

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

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NOTICES

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NOTE: This Research Product is not to be construed as an official Department of the Army document in its present form.
The Transitional Performance Aid (TPA) is designed to guide the action sequences required of the Equipment Records and Parts Specialist (MOS 76C). It consists of 15 flowcharts and accompanying doctrinal references that provide guidance for performing all critical tasks for each of the four duty positions comprising MOS 76C. The TPA is intended for classroom and field use by persons learning to perform 76C operations.
Research Product 86-23

Transitional Performance Aid for the Equipment Records and Parts Specialist (MOS 76C)

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Education and Training

Approved for public release; distribution unlimited.
The U.S. Army Research Institute, in conjunction with the Training Technology Activity TRADOC, is engaged in research and development to increase Army training effectiveness through the implementation of improved instructional methods and, where appropriate, advanced technology. The four Army Training Technology Field Activities (TTFA) currently participating in this program are these: 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 Transitional Performance Aid (TPA) presented herein was developed under the Fort Lee TTFA Program for the Equipment Records and Parts Specialist (MOS 76C).

The necessity for the TPA is a function of the variety of duty positions and the working conditions at the duty site. In training the 76C, a principal difficulty is the integration of the larger number of distinct actions that must be performed for each of the four duty positions. Moreover, once at the duty site, the 76C often has no one from whom to seek advice while operating in a key position in a complex, highly proceduralized supply system. The TPA integrates and organizes information from the official publications, which although useful and necessary as references do not provide an integrated picture of the decisions and actions required to execute the jobs. The TPA provides this integration by depicting an overall view of the full set of required procedures and doctrinal references in a single document. To permit timely updates of the TPA, computer files and plotting software have been developed. The TPA is designed for the beginning student and for newly assigned instructors.

The Quartermaster School has participated continuously in the design and development of the TPA and has begun its introduction into the classroom and subsequent field use.

EDGAR M. JOHNSON
Technical Director
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OVERVIEW

Introduction

The working environment of the Equipment Records and Parts Specialist (MOS 76C) is both varied and pressured. The 76C operates in four duty positions across two levels of maintenance activity (organizational and direct support). In several duty positions, the clerks can operate in either a manual or automated mode. The clerk frequently works alone which precludes receiving advice or guidance from others. A principal activity of the 76C is to provide the mechanics with the parts needed to repair the unit's equipment; the guidance for the activity and other related 76C tasks is found in five Army publications. The Transitional Performance Aid (TPA) is a source document which provides organization and direction for the performance of the procedures which the 76C is to learn in school and apply in the unit.

Development

The first attempt to develop the TPA was a joint venture between the U.S. Army Research Institute (ARI) researchers and members of the Directorate of Training and Doctrine (DOTD), Quartermaster School, Fort Lee, with subject matter expert (SME) input from the Enlisted Supply Department (ESD) on the accuracy of listed procedures. The joint effort produced a handbook which provided an organization of the duty position, concise summary statements (with references) of the procedures to follow and accompanying illustrations of the forms used. However, this handbook (in excess of 130 pages) was considered to be difficult to keep current (and therefore accurate) and a publishing burden. Therefore, a second effort with ESD and approved by DOTD was initiated which resulted in the present TPA.

The present TPA (35 pages) has the same scope as the original but has an altered emphasis. Originally, the flow charts were chiefly used to depict the general nature and organization of the tasks in the various 76C duty positions. Now the flow charts provide prescriptive instructions for task performance. Also, rather than having summary narrative procedures and accompanying illustrations derived from Army publications, the specific Army references for complete task procedures are presented. This format allows more information to be provided in the flow charts without a reprinting of interpretations of published Army procedures and forms which are available to the user.

Description

The TPA encompasses all critical 76C Soldier Manual Tasks. The TPA is comprised of two sections which operate together to provide organization and guidance for the actions required of the 76Cs in their various duty positions. The first section has detailed flow charts which act as
procedural guides for each duty position. The procedural guides (developed as Research Product 86-20) depict the operations and actions for which the 76C is responsible in the given task. The second section of the TPA is a reference section which lists the Army publications (by paragraph) which provide instructions and illustrations for task performance. The flow chart actions are keyed to the task reference listing which eases user access to the full doctrinal procedure required.

Although paper-based, the TPA is computer supported to facilitate the updating of graphics and documentation.

Application

The TPA will be used as an instructional aid and a job aid. The students will use the TPA during their course of study at Fort Lee. With familiarity established, the newly graduated 76C will take the TPA to the first duty assignment. The TPA will provide assistance in the initial months of the duty assignment until the new 76C becomes accustomed to the required actions of the duty position. The TPA will be used in conjunction with standard Army publications.
TRANSMITIONAL PERFORMANCE AID

EQUIPMENT RECORDS

and

PARTS SPECIALIST

MOS 76C
INTRODUCTION

This Transitional Performance Aid (TPA) is intended to help you. It will help you to learn the tasks of the 76C while in school and to perform those tasks in the field after you graduate.

The TPA has two parts which operate together. The first part has flow charts which show how the major 76C tasks are performed. The second part has the Army references which provide directions and illustrations for performing the diagrammed tasks.

When learning a task, it is recommended that you first look at the flow chart to see how the task is done. Then read the indicated task references which provide specific instructions. An illustration of this procedure is presented on the next page.

The TPA was accurate and complete at the time of its printing. However, procedures do change and therefore you should always use the latest Update or TM when performing the task. To keep your TPA current, we recommend that you use a pencil to make any needed changes.
HOW TO USE THE TPA

Step 1. Use the TABLE OF CONTENTS (pages ii and iii) to find your duty position and locate the flow chart which has the procedure you want to perform. For example, if you are a TAMMS clerk and you want to maintain dispatch records, find the "TAMMS Clerk" section of the TABLE OF CONTENTS on page iii. The Table of Contents indicates that TAMMS procedures begin on page 27.

Step 2. Turn to the indicated page and read the flow chart which diagrams the sequence of actions to follow. For example, the following is part of the flow chart that appears on page 27.

Step 3. Find the hexagon, ②, on the flow chart. The hexagon contains a task code for the diagrammed procedure. The first number of the code (6) corresponds to the subject area as listed in the table of contents (in this case, TAMMS clerk tasks). The second number of the code (2) helps you to identify the task title as listed in the reference section (in this case, "Maintain Dispatch Records").
If two different task codes appear next to the procedure, use only the task code for your duty position.

[The subject area numbers and task titles are listed in the TPA as they appear in the Soldier's Manual.]

**PRINCIPAL SOURCE:** DA PAM 738-750

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| 2-6 | 2-5 | DA 2401 |

| MAINTAIN A PREVENTIVE MAINTENANCE SCHEDULE AND RECORD | 3-3 | 3-3, 4, 5 | DD 314 | 28 |

**Step 4.** Find the task code in the reference section of the TPA. The subject area code appears at the bottom of each page, (**-**). The task code appears with the task title, (**-**). Maintain Dispatch Records. Use the DA PAM or TM listed at the top of the page unless otherwise noted by a reference in parentheses, (**-**).

**Step 5.** Read the given references including figures. Perform the necessary actions.
FLOW CHARTS
MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 1

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

2-1 START

DO YOU HAVE A REQUEST FOR ISSUE?

YES NO

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, J AND M OF DA 2064

STOP

DO YOU HAVE A REQUEST FOR TURN-IN?

YES NO

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, J AND M

STOP

DO YOU HAVE A REQUEST FOR FOLLOW UP?

YES NO

IT IS AUTOMATED ARE YOU DOING A PERIODIC RECONCILIATION?

YES NO

HAS SUPPLY STATUS BEEN RECEIVED?

YES NO

REQUEST A HIGH PRIORITY?

YES NO

WAIT FOR SECOND CUSTOMER DUE OUT RECONCILIATION LIST

STOP

ENTER THE DOCUMENT IDENTIFIER CODE AT I IN BLOCK 1

TRANSFER THE DATA FROM CARD COLUMNS 87 - 89 OF STATUS CARD TO BLOCK 2 OF STATUS CARD IF ZEROS APPEAR IN COLUMNS 87 - 89 LEAVE BLOCK 2 BLANK

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

CIRCLE BLOCK 1 AND M, CIRCLE BLOCK 2 OR FOLLOW UP REQUEST USING COLORED PENCIL OR INK

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

SUBMIT REQUEST FOR FOLLOW UP TO SSA

STOP
MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 1

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

FLOW CHART:

A

1. DO YOU HAVE A REQUEST FOR CANCELLATION?
   - NO
   - YES

2. PLL IS AUTOMATED (MANUAL/AUTOMATED)
   - ARE YOU DOING A PERIODIC RECONCILIATION?
     - NO
     - YES

3. HAS SUPPLY STATUS BEEN RECEIVED?
   - NO
   - YES

4. OBTAIN LATEST STATUS CARD FOR ITEM TO BE CANCELLED FROM DUE IN SUSPENSE FILE

5. ENTER THE DOCUMENT IDENTIFIER CODE 'ACT' IN BLOCK 1

6. ENTER QUANTITY TO BE CANCELLED IN BLOCK 8

7. ENTER QUANTITY TO BE CANCELLED IN BLOCK 8

8. CIRCLE BLOCKS 1 AND 8 ON THE CANCELLATION REQUEST USING COLORED PENCIL OR INK

9. RECORD THE REQUEST FOR CANCELLATION IN COLUMN 'N' OF DA 2064

10. SUBMIT REQUEST FOR CANCELLATION TO SSA

11. STOP

12. FINALIZE THE SUPPLY REQUEST USING THE INFO FROM THE DOCUMENT REGISTER AND PROPER SUPPLY PUBLICATIONS

13. ENTER DUE IN MODIFIED DATE ON BLOCK 1, ENTER MODIFIED DATA IN APPROPRIATE BLOCKS CIRCLE THESE ENTRIES WITH COLORED PENCIL OR INK

14. CHANGE MODIFIED DATA ON DOCUMENT REGISTER DA 2064

15. SEND DOCUMENT MODIFIED TO SSA

16. STOP
MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 2

SUPPLY STATUS

1. Status Code No. of a cancellation confirmation on reconciliation?
   - NO
   - YES

2. Does QTY in QTY field indicate a full cancellation?
   - YES
   - NO

3. Enter status code and current Julian date in column 'M' of document register (pencil entry)

4. Is there a quantity still due in?
   - NO
   - YES

5. Change the entry in column 'J' to ink, enter same date as status card in column 'M'

6. Change the entry in column 'K' of the document register (pencil entry)

7. Post cancellation action to other applicable supply records

8. Adjust due in QTY in column 'K' of document register (pencil entry)

9. Remove previous status cards from due in suspense file and destroy

10. Remove previous status cards from due in suspense file and destroy

11. Adjust due in QTY field indicate a full cancellation?

12. Enter status code and Julian date in column 'M' of document register (pencil entry)

13. Remove previous status cards from due in suspense file and destroy

14. Change the entry in column 'J' to ink, enter same date as status card in column 'M'

15. Remove previous status cards from due in suspense file and destroy

16. Analyze status code and/or remarks to determine reason for rejection

17. Make sure reason for rejection has been corrected and re-order item if still needed

18. Adjust due in QTY in column 'K' of the document register (pencil entry)

19. Place status card in due in suspense file

20. Analyze status code and/or remarks to determine reason for rejection

21. Make sure reason for rejection has been corrected and re-order item if still needed

STOP
MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP CLERK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 3

RECEIVING SUPPLIES

1. Start

2.13

Items due in from SSA are ready for pick up. Report to SSA to pick up items.

Ensure qty being issued agrees with qty being signed for.

Inform SSA of all discrepancies in qty on serviceability of items.

Have all discrepancies been corrected by SSA?

Report short shipment to the DSU.

Is receipt document a DA 2795-17?

Enter qty received in block 5 and Julian date and signature in block 8.

Enter QTY received in block 4 of document register (ink entry).

Enter Julian date of receipt in column "$" of document register (ink entry).

Enter the qty received in column "$" of document register (ink entry).

Enter QTY received in column "$" of document register (ink entry).

Enter QTY received in column "$" of document register (pencil entry).

Submit a request for cancellation. See maintenance of document register part 1.

Stop
YOU HAVE RECEIVED A REQUEST FOR A NONSTOCKED ITEM

CHECK NONSTOCKED ITEM DEMAND FILE FOR DA 3318 FOR THE ITEM

WAS DA 3318 AVAILABLE?

PREPARE DA 3318 FOR THE ITEM AND POST CURRENT DEMAND

RETURN DA 3318 TO NONSTOCKED FILE

START

POST CURRENT DEMAND TO DA 3318

LINE OUT ANY DEMANDS MORE THAN 180 DAYS OLD.

DOES THIS ITEM MEET STOCKAGE CRITERIA OF 3 DEMANDS IN 180 DAYS?

ENTER THE STATEMENT COMMANDER DOES NOT DESIRE TO STOCK THIS ITEM ON THE NEXT AVAILABLE LINE OF THE DEMAND SECTION OF THE DA 3318

RETURN DA 3318 TO THE NONSTOCKED FILE AND CONTINUE TO KEEP TRACK OF DEMANDS

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

COMPLETE THE TITLE INSERT OF THE DA 3318 AND FILE IN STOCKED FILE

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

STOP
YOU HAVE REC'VD A MANDATORY PARTS LIST (MPL) FOR YOUR UNIT
COMPARISON YOUR PLL TO THE MPL

IS THE ITEM ON THE PLL ONLY?

YES

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)

HAS EACH ITEM ON BOTH LISTS BEEN CHECKED?

YES

NO

PREPARE A NEW CONSOLIDATED DA 2063-R (PRESCRIBED LOAD LIST) AND GET CMDR'S APPROVAL

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

SUBMIT TWO COPIES OF DA 2063-R AND REQUESTS FOR ISSUE FOR STOCKAGE INCREASES TO THE SSA

STOP

IS THE MPL QTY EQUAL TO THE PLL QTY?

YES

NO

PREPARE DA 3318 (RECORD OF DEMAND TITLE INSERT) FOR ITEM USING STOCKAGE CODE "CS" AND DATE OF MPL

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

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

ENTER MPL STOCKAGE QTY IN QTY. BLOCK OF DA 3318 (TITLE INSERT)

PREPARE A REQUEST FOR ISSUE (DA 2765-1) FOR THE AMOUNT OF INCREASE (USE "CS")

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

SUBMIT TWO COPIES OF DA 2063-R AND REQUESTS FOR ISSUE FOR STOCKAGE INCREASES TO THE SSA

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

PREPARE A REQUEST FOR ISSUE (DA 2765-1) FOR THE AMOUNT OF INCREASE (USE "CS")

POST THE REQUEST TO DA 2064 (DOCUMENT REGISTER) AND TO DA 3318 (RECORD OF DEMANDS TITLE INSERT)
MOS 76C
PLL AND SHOP STOCK CLERK (MANUAL)
REQUEST FOR ISSUE AND TURN-IN, MANUAL

START

DO YOU HAVE A TURN IN?

IS ITEM ON PLL SSL?

ADJUST BALANCE ON HAND ON DA 3218

POST REQUEST FOR TURN IN TO DOCUMENT REGISTER (DA 2064)

FORWARD ITEM FOR TURN IN TO SSA USING DA 2785-1

GET RECEIPT FOR TURN IN (DA 2785-1) AND CLOSE OUT DOCUMENT REGISTER FOR ITEM BEING TURNED IN

IF THE ITEM IS UNSERVICEABLE IS A REPLACEMENT PART NEEDED?

STOP

IS ITEM ON RX LIST?

PREPARE A DA 2785-1 REQUEST FOR TURN IN

POST REQUEST FOR ISSUE TO DA 3218 AND POST BOTH REQUESTS TO DA 2064

RECEIVE ITEM AND RETURN TO YOUR UNIT

CLOSE OUT DOCUMENT REGISTER FOR THOSE REQUESTS AND POST TO DA 3218

FORWARD REQUEST USING DA 2785-1 OR DA 1346-6 TO YOUR SSA

STOP

2-10

YOU HAVE A PART REQUEST

IS ITEM ON PLL SSL?

PREPARE PLL SSL RECEIVE SLIP FOR ITEM

BRING ITEM AND BOTH REQUESTS TO THE REPAIRABLE EXCHANGE ACTIVITY

STOP

2-14

IS ITEM ON RX LIST?

PREPARE A REQUEST FOR TURN IN (DA 2785-1) AND A REQUEST FOR ISSUE (DA 2785-1) FOR ITEM

POST REQUEST FOR ISSUE TO DA 3218 AND POST BOTH REQUESTS TO DA 2064

RECEIVE ITEM AND RETURN TO YOUR UNIT

CLOSE OUT DOCUMENT REGISTER FOR THOSE REQUESTS AND POST TO DA 3218

FORWARD REQUEST USING DA 2785-1 OR DA 1346-6 TO YOUR SSA

STOP

2-6

IS THE ITEM HAVE AN NSN?

PREPARE A DA 2785-1 REQUESTING AN NSN ITEM

POST REQUEST FOR ISSUE TO DA 3218 STOCK OR NONSTOCK FILE

POST TO DOCUMENT REGISTER (DA 2064)

STOP

2-3

2-9

WAIT

GET RECEIPT FOR TURN IN (DA 2785-1) AND CLOSE OUT DOCUMENT REGISTER FOR ITEM BEING TURNED IN

IF THE ITEM IS UNSERVICEABLE IS A REPLACEMENT PART NEEDED?

STOP

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO

YES

NO
MOS 76C
SIGNATURE CARD UPDATE

**START**

ARE CURRENT SIGNATURE CARDS VALID?

YES

ARE PERSONNEL BEING ADDED TO SIGNATURE CARD?

YES

PREPARE DA 1687 TO "ADD" PERSONNEL AS AUTHORIZED REPRESENTATIVES.

PREPARE DA 1687 TO "ADD" PERSONNEL AS AUTHORIZED REPRESENTATIVES.

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

FILE ONE COPY OF COMPLETED DA 1687 IN UNIT FILE IAW AR 340 SERIES.

SUBMIT OTHER COPIES TO THE PROPER SSA.

STOP

NO

PREPARE DA 1687 IN ENOUGH COPIES TO MEET LOCAL NEEDS.

PREPARE DA 1687 IN ENOUGH COPIES TO MEET LOCAL NEEDS.

ENTER THE STATEMENT "DELETED. OTHER PERSONNEL LISTED REMAIN IN EFFECT" IN THE REMARKS BLOCK.

NO

PERSONNEL ARE BEING DELETED AS AUTHORIZED REPRESENTATIVES.

PREPARE DA 1687 ENTER AN "X" IN THE "WITHDRAWS FROM" BLOCK. CIRCLE THIS ENTRY IN INK OR COLORED PENCIL.

PREPARE DA 1687 ENTER AN "X" IN THE "WITHDRAWS FROM" BLOCK. CIRCLE THIS ENTRY IN INK OR COLORED PENCIL.

OBTOAIN REOUIRED SIGNATURES AND INITIALS.

OBTOAIN RESPONSIBLE OFFICER'S SIGNATURE ONLY.

FILE ONE COPY OF COMPLETED DA 1687 IN UNIT FILE IAW AR 340 SERIES.

SUBMIT OTHER COPIES TO THE PROPER SSA.

STOP

**SIGCD**

**JAN 8**
MOS 76C
PLL AND SHOP STOCK (AUTOMATED)
MANAGEMENT OF PLL/SSL LISTS

MAINTENANCE OF PLL/SSL CHANGE LIST

START

1. HAVE YOU RECEIVED THE MOST CURRENT PLL/SSL CHANGE LIST FROM THE UNIT?
   - NO: WAIT
   - YES: CHECK THE ACTION CODE FOR THE FIRST OR NEXT ITEM ON THE LIST

2. IS THERE A PROPOSED CHANGE IN THE PLL/SSL LEVEL?
   - NO: DRAW A SINGLE LINE THROUGH THE ENTRY ON THE LIST
   - YES: DOES THE UNIT COMMANDER APPROVE THE CHANGE?

3. DOES THE UNIT COMMANDER APPROVE THE CHANGE?
   - YES: ENTER A CHECK MARK IN THE REMARKS COLUMN
   - NO: DRAW A SINGLE LINE THROUGH THE ENTRY ON THE LIST

4. HAVE YOU REACHED THE END OF THE ANNOTATED LIST?
   - NO: ENTER THE END ITEM NAME IN THE REMARKS COLUMN
   - YES: SUBMIT THE ANNOTATED LIST TO THE UNIT

STOP
MOS 76C
PLL AND SHOP STOCK (AUTOMATED)
MANAGEMENT OF PLL/SSL LISTS

QUARTERLY PLL/SSL UPDATE

START

HAVE YOU RECEIVED YOUR QUARTERLY PLL OR SSL UPDATE?

YES

ARE MANUAL DA 3318'S MAINTAINED IN YOUR UNIT?

YES

SEE MANUALLY PLL CHART.

NO

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.

YES

ANY MORE ITEMS?

NO

SUBMIT ALL DISCREPANCIES TO DSU.

STOP

MONTHLY CATALOG UPDATE

START

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

YES

CHECK ACTION CODE FOR EACH ITEM.

IS ACTION CODE X1?

NO

IS ACTION CODE X2?

NO

ACTION CODE IS X3.

YES

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.

HAVEN'T ALL ITEMS ON MONTHLY PLL/SSL CAT UPDATE BEEN REVIEWED?

YES

DISCARD THOSE PREPUNCHED PREPRINTED REQUESTS FOR ISSUE & TURN-IN (DA 2766), WHICH WERE CHANGED AS A RESULT OF THE CATALOG UPDATE AND REPLACE WITH NEW CARDS.

STOP

A-17
PLLSSAL
JAN 86
MOS 76C
PLL (AUTOMATED)
CUSTOMER DUE-OUT RECONCILIATION

YOU HAVE RECEIVED A CUSTOMER DUE OUT RECONCILIATION LIST COM Pare your unit's DOCUMENT REGISTER TO THE ITEMS ON THE LIST.

IS REQUEST ON DOCUMENT REGISTER ONLY?

YES NO

IS THIS THE SECOND LIST SINCE LAST SUBMITTED?

YES NO

ENTER NO RECORD AND JULIAN DATE OF RECONCILIATION LIST IN COLUMN 'N' OF DOCUMENT REGISTER (DA 2686)

IS REQUEST A HIGH PRIORITY?

YES NO

WAIT FOR SECOND CUSTOMER DUE OUT RECONCILIATION LIST

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

STOP

RECORD THE REQUEST FOR ISSUE ON A BLANK DA 2686 AND LINE OUT REMAINING BLANK SPACES LINES ON THAT PAGE

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

USE THE SAME PAGE NUMBER AS THE PRECEDING PAGE PLUS A LETTER FOR EXAMPLE PAGE 10 AND PAGE 10A

UPDATE STATUS AS INDICATED BY THE RECONCILIATION LIST

A-1H

RECON JAN 86
MOS 76C
PLL (AUTOMATED)
CUSTOMER DUE-OUT RECONCILIATION

1. ACTION COLUMN IS BLANK ON THE RECONCILIATION LIST, ITEM IS DUE OUT?
   - YES
     - HAS ITEM BEEN RECEIVED?
       - NO
         - ENTER CANCEL IN COMMENT COLUMN OF RECONCILIATION LIST
       - YES
         - IS ITEM STILL NEEDED?
           - NO
             - ENTER 'X' IN COMMENT COLUMN OF RECONCILIATION LIST
           - YES
             - ENTER ACT AND CURRENT JULIAN DATE IN COLUMN 'W' OF DOCUMENT REGISTER (PENCIL ENTRY)
   - NO
     - WAS FULL QUANTITY RECEIVED?
       - NO
         - ENTER REC IN COMMENT COLUMN OF RECONCILIATION LIST
       - YES
         - IS QUANTITY STILL NEEDED?
           - NO
             - UPDATE STATUS (IF AVAILABLE) ON UNIT'S DOCUMENT REGISTER (PENCIL ENTRY) IN COLUMN 'L'
           - YES
             - ENTER ACT QUANTITY TO BE CANCELLED AND CURRENT JULIAN DATE IN COLUMN 'W' OF DOCUMENT REGISTER (PENCIL ENTRY)

2. CHECK DOCUMENT REGISTER TO ENSURE THAT RECEIPT OF ITEMS HAS BEEN POSTED
MOS 76C
PLL (AUTOMATED)
MANDATORY PARTS LIST, AUTOMATED PROCEDURES

START

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

IS THE ITEM ON THE PLL ONLY?

YES

IS THE ITEM ON THE MPL LIST ONLY?

NO

NO

NO

NO

IS THE MPL QTY EQUAL TO THE PLL QTY?

YES

PREPARE A DA 2632 (PLL CHANGE REQUEST) USING DIC YPL CHANGE CODE "A"

PREPARE A DA 2632 (PLL CHANGE REQUEST) USING DIC YPL CHANGE CODE "C"

IMPL QTY. IS LESS THAN PLL QTY! PREPARE A DA 2632 (PLL CHANGE REQUEST) USING DIC YPL CHANGE CODE "C".

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

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

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

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

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

STOP

FORWARD THE PREPARED YPL CARDS TO THE SUPPORTING DSU
MOS 76C
SHOP CLERK (AUTOMATED)
MAINTENANCE REPORTING MANAGEMENT SYSTEM - PART 1

DAILY ACTIVITY

START

5.3

5.3

5.4

5.4

STOP

STOP
MOS 76C
SHOP STOCK CLERK (AUTOMATED)
MAINTENANCE REPORTING MANAGEMENT SYSTEM - PART 2

TRANSACTION ERROR LISTING
MAINTENANCE (AHE-002)

START

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-LO9-11

CROSS REFERENCE MESSAGE NUMBER CODE TO EXPLANATION AND CORRECTIVE ACTIONS IN PARA D-2. APPENDIX D, TM 38-LO9-11

PREPARE AND SUBMIT ON DA 3809-8-R DA 3809-2-R DA 3809-4-R DA 3822 AS INDICATED IN CORRECTIVE ACTION COLUMN. PARA D-2 APPENDIX D TM 38-LO9-11

STOP

TRANSACTION ERROR LISTING
REPAIR PARTS (AHE-003)

START

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-003 TO THE MESSAGE NUMBER ON THE TROUBLESHOOTING GUIDE IN PARA D-1. APPENDIX D, TM 38-LO9-11

CROSS REFERENCE MESSAGE NUMBER CODE TO EXPLANATION AND CORRECTIVE ACTIONS IN PARA D-2. APPENDIX D, TM 38-LO9-11

PREPARE AND SUBMIT DA 3809-5-R AS INDICATED IN CORRECTIVE ACTION COLUMN. PARA D-2 APPENDIX D TM 38-LO9-11

STOP
MOS 76C
TAMMS CLERK

OPERATIONAL RECORDS
(EQUIPMENT DISPATCH)

START

DO YOU HAVE A REQUEST FOR DISPATCH?

YES

CHECK OPERATOR’S SF 46 MOTOR VEHICLE IDENTIFICATION CARD TO DETERMINE OPERATOR’S AUTHORIZATION.

REVIEW OPERATOR’S DA 2404 (PMCS) FOR UNCORRECTED FAULTS.

ARE ANY UNCORRECTED FAULTS LISTED ON DA 2404 (PMCS)?

YES

SEND THE DA 2404 (PMCS) TO THE COMMANDER OR HIS REPRESENTATIVE FOR DISPATCH APPROVAL.

WAS VEHICLE APPROVED FOR DISPATCH?

NO

FORWARD THE DA 2404 (PMCS) TO THE MAINTENANCE SUPERVISOR

STOP

NO

STOP

DO YOU HAVE A RETURN FROM DISPATCH?

YES

RECEIVE EQUIPMENT RECORD FOLDER FROM OPERATOR WITH ALL FORMS.

NO

YES

PREPARE DD 1970 (MOTOR VEHICLE UTILIZATION RECORD).

MAKE APPROPRIATE ENTRIES ON DA 2401 (ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT).

CHECK THE EQUIPMENT IDENTIFICATION CARD AND UPDATE IF APPROPRIATE.

CHECK THE FORMS FOR ANY OPEN FAULTS OR NEEDED ACTIONS ENTERED BY THE OPERATOR DURING DISPATCH.

WAS EQUIPMENT RETURNED WITH ANY OPEN FAULTS?

NO

YES


INFORM MAINTENANCE SUPERVISOR OF OPEN FAULTS.

TRANSFER ALL NEEDED INFORMATION FROM (ORIGINAL DISPATCH) DD 1970 TO A NEW DD 1970 (INCLUDE FLUIDS ADDED AND SERVICES PERFORMED).

TRANSFER THOSE FAULTS FROM DA 2404 (PMCS) APPROVED BY CMDR (OR HIS REPRESENTATIVE) TO THE DA 2404 DEFERRED MAINTENANCE.

HAS THE Dispatch BEEN EXTENDED?

NO

YES

NOTE THAT THE Dispatch HAS BEEN EXTENDED IN COL M OF DA 2401 (ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT).

ENTER THE TIME OF RETURN ON THE DA 2401 (ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT).

STOP

STOP

STOP

NOTE THAT THE Dispatch HAS BEEN EXTENDED IN COL M OF DA 2401 (ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT).

ENTER THE TIME OF RETURN ON THE DA 2401 (ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT).

STOP

STOP

STOP

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<td>5-8 PROCESS CORRECTIONS TO THE TRANSACTION ERROR LISTING (REPAIR PARTS)</td>
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