



UNITED STATES MARINE CORPS  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
3399 STRAUSS AVENUE, SUITE 219  
INDIAN HEAD, MD 20640-5035

4790  
MMO

POLICY LETTER 11-11

7 AUG 2011

From: Commanding Officer, Chemical Biological Incident Response Force

To: All Sections

Subj: CENTRALIZED CALIBRATION POLICY

Ref: (a) MCO P4790.2C  
(c) CBIRFO 4790.1B  
(b) TM 4700-15/1H

Encl: (1) Monthly Calibration Report Example

1. Purpose. To establish a centralized calibration policy that will be adhered to by all personnel assigned to the battalion. In accordance with the references, the Maintenance Management Office (MMO) is responsible for monitoring the battalion's calibration program. In order to better manage this program, the battalion MMO has activated a centralized automated calibration program.

2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.

3. Information. All personnel assigned to the battalion will adhere to the following responsibilities and procedures:

a. MMO

(1) Provide each section with a Monthly Calibration Due and Past Due report during the first week of each month.

(2) Ensure the proper and timely input of all calibration data.

(3) Ensure the monthly validation of commodity section calibration reports.

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(4) Responsible for delivery and pick up of individual commodity items to CBIRF Supply.

b. Commodity Managers

(1) Return an accurate report of all items that require calibrations to the MMO office in order for the MMO calibrations clerk to create a master report for the battalion utilizing enclosure (1).

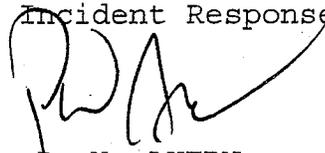
(2) Ensure the calibration report accurately reflects the status of all assigned equipment.

(3) Submit all corrections to the MMO utilizing enclosure (1) by the 15<sup>th</sup> of each month.

(4) Conduct record jacket inventory, verify you have the most current Equipment Record order.

c. MMO will conduct an annual test, measurement, and diagnostic equipment (TMDE) review and inventory within each commodity section during the month of July. Upon completion of review, the MMO will have the OIC or SNCOIC sign the TMDE review form, and return it to the designated sections. This form must be maintained in the Calibrations NCO Desktop Procedures.

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



P. W. AHERN

# CALIBRATION

ENCL (1)

TAMCN	Component Nomen	Component Ser	E/C						
ID Nr	End Item Nomenclature	End Item Ser	End Item NSN	Type	Last Cal	Due Cal	Section	Location	
	ANTTENUATOR, FIX	BX6388							
Remarks:	TEST SET, RADIO MO 300101428 6625015380285 F 3/29/2010 3/29/2013 S-6 COM BLDG 901 RM COMPONENT OF MODEL 3515N, TO BE CALIBRATED SEPERATLY								
	ANTTENUATOR, FIX	PP578							
Remarks:	TEST SET, RADIO MO 300102130 6625015380285 F 3/29/2010 3/29/2013 S-6 COM BLDG 901 RM COMPONENT OF MODEL 3515N, TO BE CALIBRATED SEPERATLY								
	ANTTENUATOR, FIX	BX6458							
Remarks:	TEST SET, RADIO MO 300102130 6625015380285 F 3/29/2010 3/29/2013 S-6 COM BLDG 901 RM COMPONENT OF MODEL 3515N, TO BE CALIBRATED SEPERATLY								
	ANTTENUATOR, FIX	PX074							
Remarks:	TEST SET, RADIO MO 300101428 6625015380285 F 3/29/2010 3/29/2013 S-6 COM BLDG 901 RM COMPONENT OF MODEL 3515N, TO BE CALIBRATED SEPERATLY Awaiting to be								
A7060									
10479A	OSCILLOSCOPE	B058865	6625014518727	F	6/10/2007	6/10/2011	S-6 COM	CAL LAB Cam	
Remarks:	These general purpose, 500-MHz bandwidth, digital oscilloscopes are intended to support								
A7072				C					
09419B	J4843A/GRM	575005628	6625014328368		3/30/2009		S-6 COM	BLDG 901 RM	
Remarks:	CAL NOT REQUIRED. NOT A STANDALONE ITEM.								
A7080				E					
11290A	TEST SET, RADIO MO	300102130	6625015380285	F	3/30/2010	3/30/2011	S-6 COM	CAL LAB Cam	
Remarks:	The 3515N is capable of finding radio, antenna, and cabling failures as well as taking "dri								
A7080				E					
11290A	TEST SET, RADIO MO	300101428	6625015380285	F	3/29/2010	3/15/2013	S-6 COM	BLDG 901 RM	
Remarks:	The 3515N is capable of finding radio, antenna, and cabling failures as well as taking "dri								
A7082				E					
09311A	TS-4317/GRM	2597	6625013092825	S	8/16/2010	8/16/2011	S-6 COM	BLDG 901 RM	
Remarks:	IS THE STAND ALONE TEST EQUIP WHICH THE J-4843 ATTACHES TO.								
C7073	MULTIMETER	93880205		C					
10025A	COMMON 1	20364019	4910012388115		2/16/2009	2/16/2012	ENG	BLDG 700	
Remarks:	TO CHECK PROPER VOLTAGE (12V120V)BETWEEN BATTERIES/ CIRCUITS ON								