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

4790
CO
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CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE POLICY LETTER 15-14

From: Commanding Officer
To: All Hands

Subj: COMMERCIAL OFF THE SHELF (COTS) EQUIPMENT MAINTENANCE PROCEDURES

Ref: (a) CBIRFO 4790.1_

Encl: (1) COTS Equipment Maintenance Procedures
(2) Family of Incident Response System (FIRS) Visual Guide

1. Purpose. This policy letter establishes the process for induction of COTS equipment into the maintenance cycle. Responsible officers and commodity heads will enforce this policy and will ensure personnel assigned to CBIRF understand this policy in order to maintain the readiness of CBIRF equipment.

2. Cancellation. Policy Letter 17-11.

3. Action. In accordance with reference (a), the Maintenance Management Office is responsible for managing the readiness of CBIRF's COTS equipment and the contracted logistics support personnel who perform maintenance on this equipment. In order to better manage this program, CBIRF personnel will utilize the web based maintenance production program called Family of Incident Response System (FIRS) which is utilized by the contract logistics support office.

a. FIRS is a web-based system that can be accessed at https://firsmax.camber.com.

b. Access to FIRS will be granted to commodity maintenance representatives designated by the responsible officers/commodity heads.

c. Training in the use of FIRS will be conducted by the Regional Contract Logistics Support (RCLS) Managers or by trained maintenance representatives.

d. Procedures outlined in enclosures (1) and (2) will be utilized while conducting maintenance on CBIRF equipment managed by RCLS team members.

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

5. Point of Contact. Point of contact for this matter is the CBIRF Maintenance Management Officer at (301)744-2047.

S. E. REDIFER

COTS Equipment Maintenance Procedures

1. Preventative Maintenance Procedures. The following serves as a guideline for Section Maintenance Representatives (SMR) and will be utilized for induction and tracking of Preventive Maintenance Checks and Services (PMCS).

a. Unlike corrective maintenance Work Orders (WO), PMCS WOs are generated automatically within FIRS according to the PMCS schedule maintained by the RCLS. When the PMCS WO is generated, the SMR's first action will be to contact a Regional Contract Logistics Support (RCLS) team member to schedule a time to bring in his/her equipment. This action will be completed no later than the fifth business day of the month. If a SMR needs to reschedule their turn in, RCLS needs to be notified. Failures to notify RCLS of scheduling conflicts will be reported to the MMO.

b. At the scheduled time, the SMR will bring all of their equipment (SL-3 complete) requiring PMCS to Bldg. 700. Prior to the equipment being inducted into maintenance, an LTI will be performed to identify any missing SL-3 or damaged equipment. Any discrepancies will be added to the Log Notes section of the WO. In the case of missing SL-3, PMCS will be put on hold until the missing SL-3 is found or a missing gear statement is completed and the SL-3 is placed on order.

c. After completion of the LTI, a RCLS team member will inform an MMO representative as to what equipment has been inducted into maintenance.

d. The WO will then be approved in the FIRS system, and the SMR will be given a printed copy of the approved WO as a receipt. This WO will be placed in the equipment record jacket and made available for inspection.

e. RCLS team members will execute the PMCS and notify the MMO and the SMR when work is completed utilizing the FIRS system. At that time, equipment will be available for pickup by the SMR. During weekly reconciliation meetings, the status of all equipment will be discussed in order to ensure equipment is picked up promptly and there are no discrepancies between the SMR and the RCLS.

f. Once the equipment is picked up, the WO will be closed and the RCLS will print out a copy of the completed WO to be placed in the equipment record jacket and kept available for inspection.

COTS Equipment Maintenance Procedures

2. Corrective Maintenance Procedures. The following serves as a guideline for the Section Maintenance Representatives (SMR) and will be utilized for induction and tracking of Corrective Maintenance. All deadline/inoperable/damaged CBIRF mission essential equipment requires immediate notification to the CBIRF Commanding Officer. A current list of reportable mission essential equipment can be obtained through the CBIRF maintenance management office.

a. When a piece of equipment is found to be damaged or inoperable, the SMR will create a CM WO in the FIRS system for all equipment requiring CM.

b. The SMR will notify a RCLS team member that equipment is being inducted for maintenance and notify them of all issues pertaining to the equipment.

c. The SMR will bring the equipment (SL-3 complete) requiring CM to Bldg. 700. Prior to the equipment being inducted into maintenance, an LTI will be performed to identify any missing SL-3 or damaged equipment. Any discrepancies will be added to the Log Notes section of the WO. In the case of missing SL-3, the CM will be put on hold until the missing SL-3 is found or a missing gear statement is completed and the SL-3 is placed on order.

d. After completion of the LTI, a RCLS team member will inform an MMO representative as to what equipment has been inducted into maintenance. The WOs will then be approved in the FIRS system, and the SMR will be given a printed copy of the approved WO as a receipt which will be placed in the appropriate equipment record jacket.

e. RCLS team members will then complete CM for the equipment (i.e. repairs, parts ordering, equipment evacuation) and notify the MMO as well as the SMR. During weekly reconciliation meetings, the status of all equipment will be discussed in order to ensure equipment is picked up promptly and there are no discrepancies between the SMR and the RCLS.

f. Upon completion of repairs, RCLS team members will notify the MMO and the SMR utilizing the FIRS system. At this time equipment will be available for pick-up by the SMR.

g. Once the equipment is picked up the WO will be closed and the SMR will print out a copy of the closed WO to be placed in the equipment record jacket and kept available for inspection.