



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

4790
MMO

12 AUG 2011

POLICY LETTER 17-11

From: Commanding Officer, Chemical Biological Incident Response Force

To: All Sections

Subj: COMMERCIAL OFF THE SHELF (COTS) EQUIPMENT REPAIR ORDER

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

Encl: (1) Equipment Repair Order (ERO)
(2) Procedures for completing ERO

1. Purpose. This letter establishes a uniform means for inductions of COTS equipment into the maintenance cycle. This policy will be adhered to by all personnel assigned to the battalion. In accordance with references (a) and (b), the Maintenance Management Office (MMO) is responsible for monitoring the battalion's maintenance program. In order to better manage this program, the battalion MMO has activated an ERO program.

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

3. Information. The section requesting maintenance is responsible for the following procedures:

a. Conduct an equipment Limited Technical Inspection (LTI) recording all maintenance that is required on an ERO.

b. Prepare the ERO (enclosure 1) in accordance with directions outlined in enclosure (2).

c. Deliver the ERO to the MMO within 24 hours of completing the LTI.

POLICY LETTER 17-11

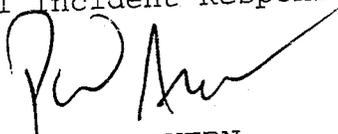
- d. Maintain the yellow copy of the ERO.
- e. Conduct a weekly reconciliation with the MMO and the Kalman Maintenance Representative.
- f. After completion of maintenance, ensure proper performance of the maintenance actions.
- g. Upon receipt of the repaired equipment, ensure proper close out of the ERO through MMO. Return the yellow copy of the ERO and retain the original (white) copy of the ERO with the equipment record jacket.
- h. Report all equipment returned directly to the owning section to the MMO and Kalman Maintenance Representative immediately upon receipt of equipment.
- i. Ensure that the white copy of the ERO is filed in the equipment record jacket (NAVMC 696D) as applicable.
- j. The Maintenance Management Office will be responsible for the following procedures:
 - (1) Ensure the proper and timely input of all equipment discrepancies.
 - (2) Receive all EROs from sections requesting maintenance.
 - (3) Deliver to the Kalman Maintenance Representative the white copy of the ERO for equipment requiring maintenance.
 - (4) Conduct a weekly reconciliation with the Kalman Maintenance Representative and the owning section.
- k. The Kalman Maintenance Representative will be responsible for the following procedures:
 - (1) Enter all required information into the Prime Vendor Information Technology (PVIT).
 - (2) Retain the white copy of the ERO until all services are rendered to the equipment is complete.

POLICY LETTER 17-11

(3) Conduct a weekly reconciliation with the MMO and the owning section.

(4) Print a copy of the PVIT and fastening it to the white copy of the ERO and returning it to the section upon completion.

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



P. W. AHERN

EQUIPMENT REPAIR ORDER (ERO) AND SHOP SECTION MATRIX

<u>Commodity</u>	<u>Shop Section</u>	<u>Sub-Shop Section</u>	<u>Usage</u>	<u>ERO Matrix</u>
Armory	6	R	CM	ZHA00-ZHA99
		S	PMCS	ZHA00-ZHA99
		T	SL-3/Shop Overhead	ZHA00-ZHA99
		1	Calibrations	ZHA00-ZHA99
Engineers	2	D	CM	ZHB00-ZHB99
		E	PMCS	ZHB00-ZHB99
		F	SL-3/Shop Overhead	ZHB00-ZHB99
		1	Calibrations	ZHB00-ZHB99
Communications	4	K	CM	ZHC00-ZHC99
		L	PMCS	ZHC00-ZHC99
		M	SL-3/Shop Overhead	ZHC00-ZHC99
		1	Calibrations	ZHC00-ZHC99
Motor Transport	5	N	CM	ZHD00-ZHD99
		P	PMCS	ZHD00-ZHD99
		Q	SL-3/Shop overhead	ZHD00-ZHD99
		1	Calibrations	ZHD00-ZHD99
Embark	3	3	CM	ZHE00-ZHE99
		9	PMCS	ZHE00-ZHE99
		J	SL-3/Shop Overhead	ZHE00-ZHE99
		1	Calibrations	ZHE00-ZHE99
EOD	3	3	CM	ZHF00-ZHF99
		9	PMCS	ZHF00-ZHF99
		J	SL-3/Shop Overhead	ZHF00-ZHF99
		1	Calibrations	ZHF00-ZHF99
General Supply	3	3	CM	ZHG00-ZHG99
		9	PMCS	ZHG00-ZHG99
		J	SL-3/Shop Overhead	ZHG00-ZHG99
		1	Calibrations	ZHG00-ZHG99
Alpha Co	3	G	CM	ZHH00-ZHH99
		G	PMCS	ZHH00-ZHH99
		G	SL-3/Shop Overhead	ZHH00-ZHH99
		1	Calibrations	ZHH00-ZHH99
IDP	3	3	CM	ZHI00-ZHI99
		9	PMCS	ZHI00-ZHI99
		J	SL-3/Shop Overhead	ZHI00-ZHI99
		1	Calibrations	ZHI00-ZHI99
CBRND Warehouse	3	3	CM	ZHJ00-ZHJ99
		9	PMCS	ZHJ00-ZHJ99
		J	SL-3/Shop Overhead	ZHJ00-ZHJ99
		1	Calibrations	ZHJ00-ZHJ99
Bravo Co	3	H	CM	ZHK00-ZHK99
		H	PMCS	ZHK00-ZHK99
		H	SL-3/Shop Overhead	ZHK00-ZHK99
		1	Calibrations	ZHK00-ZHK99

COTS OFF THE SELF IN HOUSE WORK ORDER MATRIX

<u>Commodity</u>	<u>Shop Section</u>	<u>Sub-Shop Section</u>	<u>Usage</u>	<u>Work Order</u>
Engineers	2	D E	CM PMCS	WO000-WO999 WO000-WO999
Communications	4	K L	CM PMCS	S6000-S6999 S6000-S6999
Motor Transport	5	N P	CM PMCS	MT000-MT999 MT000-MT999
IDP	3	3 9	CM PMCS	ID000-ID999 ID000-ID999
Tech Rescue	3	3 9	CM PMCS	TR000-TR999 TR000-TR999
Medical	3	H H	CM PMCS	MD000-MD999 MD000-MD999

Procedures For Completing ERO

1. ERO No. The maintenance section enters the ERO number.
2. Serial Number Turned In If Different From Below. The preparing activity enters the serial number of the equipment actually turned in for repair when different from the serial number of the system entered in the "Serial Number Block CC's 26-35". This section pertains to Category Codes "C," "D" "F" "H" and "K", and is optional for all other Category Codes.
3. Accepted By (Signature). The individual authorized to accept the equipment for the maintenance section performing the repairs signs the ERO. This signature acknowledges the transfer of custody for the equipment. No entry is required for deferred ERO's until the equipment is delivered to the maintenance section. When the individual authorized to accept the equipment is also the individual having the authority to authorize the ERO this entry is optional.
4. DRIS (Date Received In Shop). The maintenance section enters the Julian date the equipment is accepted. No entry is required for deferred ERO's until the equipment is actually accepted by the maintenance unit.
5. ORF (Operational Readiness Float). Leave this field blank.
6. Organization Doing Repairs. The preparing activity enters the name of the organization doing the repairs. This field may be left blank when the:
 - (a) Unit performing the maintenance action is also the equipment owner.
 - (b) Equipment is evacuated to a higher EOM and the destination AC is entered on the ERO.
7. DEST UIC (Destination Unit Identification Code). The preparing activity enters the Unit Identification Code (UIC) of the unit that is conducting the maintenance only when equipment is being evacuated to a supporting maintenance section; otherwise, leave blank. If the equipment is evacuated to a unit external to MIMMS, (i.e. civilian agency), enter 66666.
8. Request No/Old ERO No. The preparing activity enters the ERO number assigned to its ERO when equipment is being evacuated beyond its authorized EOM.
 - (a) On Category Code "C" ERO's, using the end item ERO number in the request number CC's will help match the component with the end item.

Procedures For Completing ERO

9. DCD (Deadline Control Date). The preparing activity enters the DCD (the Julian Date that the equipment was actually deadlined). This entry is required for all Marine Corps Automated Readiness Evaluation System (MARES) reportable (Category Code "M") equipment when the equipment is actually deadlined. Leave this field blank when the equipment is not actually deadlined. A DCD must be assigned when non-MARES reportable Category Code "P" equipment is deadlined. Leave this field blank when non-MARES reportable (Category Code "P") equipment is degraded. For Category Code "C" EROs on components of end items that deadline the end item, enter the DCD of the mother (Category Code "M" or "P") ERO.

10. ECH (Echelon). The preparing activity enters the EOM (1, 2, 3, or 4) that represents the EOM performing the repairs. (A "1" is entered only when ordering SL-3 components and Category Code is "S").

11. Serial Number. The preparing activity enters the serial number of the equipment. The serial number is obtained from the equipment data plate; for example, the serial number for communication vehicle (AN/MRC--) is taken from the data plate, not registration number for the vehicle. When the serial number is placed on an ERO, use the last 10 characters of the serial number, including symbols exactly as on the equipment. Right-justify the serial number; that is, the last number of the serial number will always appear in CC 35. Close up the serial number and eliminate spaces; for example, equipment serial number 2109 8A 421-8 would be placed on the ERO as 1098A421-8. In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per the UM-4400-124. Reparable issue points entering components into maintenance activities will enter the serial number of the component. When more than one item is being batch-entered, enter a zero in CC 35 and list the serial numbers in the "Description of Work" block. Except for batching weapons for LTI/PFI condition code, attach the LTI/PFI sheet listing serial numbers to the ERO in lieu of transcribing information to the Description of Work Block. For Category Code "C" and "K" ERO's, place the serial number of the end item in the "Serial Number" block. Enter the serial number of the component turned in for repair in the block marked "Serial No. Turned In If Different From Below" block. To help track and identify a component ERO, units may enter the component serial number from the "Serial Number Turned In If Different From Below" block of the ERO. The entry of the component serial number will help match with the end item.

12. Job ID. Leave this field blank.

13. QTY (Quantity). The preparing activity enters the total number of equipment to be repaired under this specific ERO. Right-justify the QTY; that is, the last number of the QTY will always appear in CC 39.

Procedures For Completing ERO

14. RDD (Required Delivery Date). The preparing activity enters the RDD (Julian date) the equipment is required. When a RDD is not required leave this field blank.

15. Owning Organization. The preparing activity enters the noun name of the owning organization. When an ERO is being prepared by the using unit, enter the designation (short noun) of the activity (may be the parent unit) that is accountable for the equipment to SASSY; for example, MWSS-17, MWSG-17. When the ERO is being prepared by a supporting service unit, enter the designation of the using unit; for example, H&MS-17, MWSG-17. This field may be left blank when the owning unit AC is entered on the ERO.

16. Owner UIC (Unit Identification Code). The preparing activity enters the Unit Identification Code of the unit the equipment belongs to as reflected on the RUAF.

17. Authorized By (Signature) Date. The individual authorizing work at the preparing activity signs and enters the Julian date. The Date field may be left blank.

(a) Commanders will either personally authorize or delegate in writing to specific personnel the authority to authorize all requirements based on Urgency of Need Designator (UND) "A".

(b) When the priority of the ERO requires an upgrade; for example, Priority 13 to Priority 06, and the original signer did not have the authority for the new priority, enter the new priority and date in the "Description of Work" block and the signature of the authorized signer in the "Mechanics Signature" block.

(c) When an item of equipment is under investigation, the authorized individual must ensure that all investigation efforts are completed before authorizing CM.

18. Defect. The preparing activity enters the defect code that best describes the maintenance action on the equipment undergoing repairs. This entry is optional for units not supported by MIMMS AIS. Defect Codes are contained in the UM-4790-5.

19. PRI (Priority). The preparing activity enters the priority of the ERO per MCO 4400.16.

20. ID Number. The preparing activity enters the system ID (Item Designator) number. Ensure that the alpha character of the ID number (06533A) is the correct designation for the specific equipment. For Category Code "0" ERO's, enter a dummy ID number of 00000A, 00000B, 00000C, 00000D, 00000E, or 00000F. For category "F," "H," and "D"

Procedures For Completing ERO

ERO's, enter the secondary reparable ID number (when it exists). For all other Category Codes, and for Category Codes "F", "H", and "D" without an ID number, enter the end item ID number.

(a) For Category Code "O" ERO's the ID number will be determined by the last character of the ID number. The last character of the ID number will be the same as the first letter in the commodity area TAM.

(b) For Category Codes "F," "H," and "D", a "3" transaction will be submitted indicating the nomenclature of the actual secondary reparable. This will appear on the Daily Process Report to assist in determining the item under repair.

(c) For Category Codes "C" and "K" a "3" transaction will be submitted indicating the nomenclature of the actual component.

21. Nomenclature. The preparing activity enters the short noun nomenclature and/or model number of the equipment.

22. Category Code (Circle One). The preparing activity circles the Category Code that describes the category of the equipment undergoing repairs. These codes indicate such things as MARES reportable equipment, components of deadlined equipment, secondary reparables, etc.

Code	Definition
"M"	MARES reportable equipment deadlined requiring critical repairs. Marine Corps Bulletin 3000 contains all MARES reportable equipment.
"N"	MARES or non-MARES reportable end items requiring non-critical maintenance.
"P"	Non-MARES reportable deadlined or degraded requiring critical repairs.
"X"	MARES reportable, requiring critical repair that does not deadline the equipment but does degrade the item of equipment's operational capability.
"C"	Component of an end item requiring repair. Category Code "C" ERO's are primarily for inter-shop use. The status of the end item must be reported through use of a Category Code "M" "X" "P" or "N" ERO. Category Code "C" is used to distinguish between repair for return to the end item/user as opposed to return to the supply system of a repairable (maintenance float) as is the case of Category Code "F,"

Procedures For Completing ERO

"H," or "D". There are cases when the Category Code "C" will apply to the inter-shop of end items.

(a) An infantry battalion communications shop opens a Category Code "M" ERO on a mobile radio set (ANIMRC--) using the set's ID number and serial number. After initial inspection, they ascertain that the radios are not the cause for the set being inoperative. Further inspection reveals that the motor transport portion is not producing power to the radios. Therefore, the communications shop prepares a Category Code "C" ERO to inter-shop the item that is a major component of the mobile radio set, to the battalion motor transport maintenance shop. The Category Code "C" ERO contains the ID number and serial number of the mobile radio set. The serial number of the component is entered on the ERO in the "Serial No. Turned In If Different From Below" block. When it requires repairs, the radio itself could also be under a Category Code "C" ERO in the communications shop.

(b) Motor transport accepts the Category Code "C" ERO and assigns a motor transport ERO number and shop section. (The communications shop's ERO number of the Category Code "M" ERO will be entered on the Category Code "C" ERO as the request number). Motor transport will repair and return the component to the ERO originator shop. When motor transport must evacuate the component to a supporting maintenance activity, motor transport will prepare another Category Code "C" ERO in the same manner as the communications shop.

(c) The various Category Code "C" ERO's would appear under their respective shop section, depending on the shop repairing the component. When it is desired to further differentiate between the Category Code "C" and the end item ERO, a "3" transaction could be submitted for each Category Code "C" ERO, listing the nomenclature and serial number of the component. The ID number and serial number must be the same as the end item. Additionally, a "T" transaction could be submitted to join the ERO's. For instance, the motor transport section of the example above could submit a "T" transaction with the "O/A" transaction when the communications shop provided a request number on the Category Code "C" ERO, and the request number is the end item ERO number. When motor transport evacuated the component to a higher EOM, the EOM would follow normal "O/T" and "T" transaction procedures. Following the above procedure, will allow a Category Code "C" ERO to display on the Weekly Owning Unit Maintenance TAM Report matched with the TAMCN and serial number of the end item.

"D" Depot level secondary reparable requiring repair, as indicated by the item's recoverability code.

"0" Shop overhead, pre-expended bin items requiring requisition.

Procedures For Completing ERO

"F" Field level secondary reparables requiring repair, as indicated by the item's recoverability code.

"H" Field level secondary reparables requiring repair, as indicated by the item's recoverability code.

(a) A secondary reparable inducted for repair and return to the end item/user must be inducted under a Category Code "C" ERO, and a Category Code "M", "X," or "P" ERO must exist on the end item and the ID number and serial number of the end item are used to identify the reparables to the end item.

A secondary reparable inducted for repair and return to the reparable issue point, must be inducted under a Category Code of "F," "H," or "D" ERO.

"K" Calibration equipment requiring calibration.

"S" SL-3 components for end items requiring requisition. When the lack of an SL-3 component deadlines equipment, order the SL-3 component using a Category Code "M" or "P" ERO that deadlines the equipment.

23. Job Stat (Status). The maintenance section enters the job status code that describes the maintenance status of the equipment. Job status codes are contained in UM-4700-5. This entry is optional for units not supported by MIMMS AIS.

24. JON (Job Order Number). Leave this field blank.

25. Shop Sect (Section). The maintenance section enters the shop section code that describes the commodity maintenance shop performing the maintenance. Shop section codes are contained in UM-4790-5. This entry is optional for units not supported by MIMMS AIS.

26. Released From Investigation (Signature). Leave this field blank. The individual authorizing the ERO must ensure that all investigation efforts are completed before authorizing Corrective Maintenance.

27. Disposition Reference. The intermediate maintenance activity enters the reference documentation when the equipment has been declared unserviceable. When the ERO has been opened for more than one item (batched), indicate the reference documentation in the "Description of Work" by the serial number declared unserviceable unless the disposition instructions pertain to all of the equipment batched.

Procedures For Completing ERO

28. Owner's Phone No. The preparing activity enters the telephone number of the individual to be notified when equipment is ready for pickup.
29. Sec Rep NSN (Secondary Reparable NSN). Leave this field blank.
30. Remarks. Enter any other information considered appropriate by the preparing activity or maintenance section. Required entry is old and new equipment operational time indicator readings when equipment operational time indicator is replaced.
31. Card Type (Circle One). The maintenance section circles either T for "T" transaction or 3 for "3" transaction to indicate the desired additional transaction.
32. NSN of Item. The maintenance section enters the NSN of the item for the "3" submission. This entry may be left blank when not required. Leave the NSN blank for Category Code "C" ERO's. For Category Code "F," "H," or "D" ERO's, when the ID number CC's are blank or the secondary reparable ID is not on the MIMMS ID Standards File, the secondary reparable NSN is a required entry.
33. T-DRIS. The maintenance section enters the Julian date the equipment was accepted in the shop performing repairs. This entry is only required for the "T" transaction.
34. WSC. The maintenance section enters the weapon system code of the equipment to be repaired, when applicable, for the "T" transaction. Weapon system codes for MARES reportable equipment are found in the current Marine Corps bulletin 3000. For Category Code "C" ERO's use the WSC of the end item.
35. Nomenclature. The maintenance section enters the nomenclature for the "3" transaction. Enter the nomenclature of the item being repaired. For Category Code "C" and "K" ERO's submit a "3" transaction changing the nomenclature to that of the component. For Category Code "F" "H," or "D" ERO's, when the ID number CC's are blank or the secondary reparable ID is not on the MIMMS ID Standards, the secondary reparable nomenclature is a required entry.
36. TAMCN ID No. For the "3" transaction, maintenance section enters the TAM number of the equipment being repaired. For Category Code "C" and "K" ERO's, enter the TAM of the end item that the component was removed from. Intermediate maintenance activities will enter the end item ID for secondary reparables. Right-justify entry; for example, enter ID number 04078C as 4078C. For "F," "H," or "D" coded secondary reparables enter the last five digits of the actual end item ID number.

Procedures For Completing ERO

"3" transaction may contain the TAMCN in these CC's for general information even when none of the above apply.

37. Item No. The maintenance section enters the number of each task performed in numerical sequence. This number may correspond to a task number in a TM (technical manual). If so, the TM must be referenced in the "Description of Work" block one time. When using task numbers from a TM during the performance of scheduled maintenance, only list those tasks where actual work is performed; for example, tighten, adjust, test, lubricate, remove, replace, etc. Do not include tasks such as checks, inspect, etc. When a work task is performed that calls for observation; for example, replace air filter when unserviceable, indicate this work task on the ERO.

38. Description of Work. The preparing activity will enter a brief description of each task to cover symptoms of the failure.

(a) Units supported by MIMMS AIS will also enter the primary and secondary defect codes per UM-4790-5; for example, perform annual PMCS (69), Equipment Operational Time Indicator replace (X34), replace R22 in R/T front panel (T40), etc. The maintenance section will indicate the tasks as performed. These will correspond to the defects listed in the lower portion of the ERO.

(b) When all available parts are placed on the equipment and this does not complete the task, indicate this in general terms with labor hours in the appropriate column; for example, replace R-I, replaced door handle, etc.

(c) Although procedures for PMCS may require actions such as lubricate, replace oil/air/fuel filter(s), adjust brakes, etc., which may be identified as defects, include these actions in the PMCS defect code. The defect codes used in conjunction with PMCS will not be individually annotated on the PMCS ERO.

(d) Authorized signature and date for priority upgrade. When a new priority signature is required enter the date and priority in the "Description of Work" block and the authorized signature in the "Mechanic (Signature)" block. Line out the original signature when a new signature is entered.

39. Labor (Hours). The maintenance section enters the total labor hours to the nearest one-tenth of an hour required to repair each defect listed in the "Description of Work" block; for example, perform annual PMCS (69) 6.3, replaced Equipment Operational Time Indicator (X34) 3.1, replaced R-22, R-23, and C-12 (T40) 9.5, etc.

Procedures For Completing ERO

40. Mechanic (Signature). The person repairing the defect will sign after correction of the defect. When more than one person performs the repair, the senior person will sign as the responsible individual.
41. Status. Enter the changes to equipment status as they occur; for example, short tech, repairs in progress, and repairs complete. This provides a history of the equipment on the ERO, and provides a vehicle for entering "O/C" transactions into MIMMS AIS. It is not necessary to indicate all of the changes of status that occur during the same day, unless the major subordinate command maintenance management SOP establishes a mandatory requirement.
42. Code. The maintenance section enters the job status code that corresponds to the job status entered in the status column. Entries in the column are mandatory/optional as established in the major command maintenance management SOP and optional for units not supported by MIMMS AIS. Job status codes are contained in the UM-4790-5.
43. Status Date. The maintenance section enters the Julian Date the status change occurred.
44. NON-SASSY Parts, Nomen, NSN or Part No. Leave this field blank.
45. Qty (Quantity). Leave this field blank.
46. Cost. Leave this field blank.
47. Civ Labor Chg (Civilian Labor Charge). The maintenance section enters the total civilian labor charge to the nearest cent. The cents are entered in CC's 18-1 9.
48. NON-SASSY Parts Chg. Leave this field blank.
49. Date Closed. The maintenance section enters the Julian date the equipment was returned to the owning unit.
50. Mil Labor Hrs (Military Labor Hour). The maintenance section enters the total military labor hours used during the repair of equipment to the nearest one-tenth of an hour. Enter tenths of an hour in CC 36.
51. Close Status. The maintenance section enters the appropriate job status code contained in the UM-4790-5. This entry is optional for units not supported by MIMMS AIS.
52. No Unser (Number Unserviceable). The maintenance section enters the number of secondary reparable items that were washed out during

Procedures For Completing ERO

the repair cycle. When the quantity was one, enter it as 01, etc. This entry is optional for units not supported by MIMMS AIS.

53. EOTC (Equipment Operating Time Code). The maintenance section enters the appropriate EOTC for the equipment repaired. The valid

entries are "D" for days, "R" for rounds, "H" for hours, and "M" for miles. To use hours, the equipment must have an hour meter. In order to use miles, the equipment must have an odometer. The EOTC may be obtained from the MIMMS ID Standards File or the Daily Process Report. When the ERO is closed in MIMMS AIS, the EOTC is a required entry and must match the EOTC loaded to the MIMMS ID Standard File. The EOTC loaded to the MIMMS ID Standard File will post to the DPR. When the EOTC is blank or the item is not loaded to the MIMMS ID Standard File, use an EOTC of "D" for days.

54. Primary Meter Reading. The maintenance section enters the Equipment Operational Time Indicator reading at the time the equipment was repaired. The Equipment Operational Time Indicator reading must be compatible with the EOTC. The reading is taken to the nearest whole mile/hour. An entry is required for equipment with a primary EOTC of "H", "M", or "R". When the Equipment Operational Time Indicator was replaced during the repair cycle, enter the new reading and ensure that one of the defect codes in the task data field reflects the fact that the Equipment Operational Time Indicator was changed.

55. Task Data. The maintenance section enters the task data. The task data fields provide for entry of defects. In order to accumulate maintenance history information, every effort must be made to record Defect 1, Defect 2, and Defect 3. The following guidelines apply:

(a) No entries are required in these fields when the repairs were conducted and recorded on a higher EOM ERO.

(b) No entries are required in these fields when the repairs were conducted and recorded on commercial activity by contract.

(c) When more than three defects have been corrected as indicated under the "Description of Work" block, units must enter the three most prominent ones. When the equipment operational time indicator was changed, that task is considered the most prominent and must be entered. When a PMCS was performed, that task must also be entered.

(1) Defect 1, Defect 2, Defect 3. Enter the appropriate defect codes as recorded under the "Description of Work" block. Entries in

Procedures For Completing ERO

the defect code areas are optional for units not supported by MIMMS AIS.

(2) Tasks. Leave this field blank.

(3) Man-Hours. Leave this field blank.

56. Inspected By (Signature). The maintenance section person that performed the quality control inspection will sign here and enter the Julian date.

57. Owner Notified (Name). The maintenance section enters the name of the individual in the owning unit who was notified to pick up equipment when work was completed. Also, enter the date notified. When the unit is notified more than once, make additional entries under the first entry. When the unit performing the maintenance actions is also the owner, this entry is optional.

58. Delivered To (Signature). The preparing activity individual authorized by the owning unit signs and dates to receipt for the equipment upon completion of work.

59. Filing and Disposition (White Copy). Use the white copy of the ERO to update the other equipment records and maintain as the original ERO becoming part of the equipment's record. Retain the original ERO for a minimum of 1 year from date closed.

(a) When the interval between maintenance actions exceeds 1 year, retain the most recently completed ERO.

(b) When used for a single serial number, file the white copy in the equipment record jacket/folder.

(c) When used for multiple serial numbers (batch), file the white copy in a record jacket/folder designated for the specific ID number.

60. Filing and Disposition (Pink Copy). Use the pink copy of the ERO to update the white copy of the ERO and enter, update, and close equipment information in MIMMS AIS. Destroy the pink copy of the ERO, after the white copy of the ERO is updated and equipment information in MIMMS AIS is closed.

61. Filing and Disposition (Green Copy). Use the green copy of the ERO as a working copy for maintenance sections not having custody of the using/owning unit equipment records.

(a) Use the green copy of the ERO to update the original ERO and retention is optional.

Procedures For Completing ERO

(b) When the maintenance section has custody of the using/owning equipment records, the green copy will not be retained.

(c) When the maintenance section elects to use the white copy of the ERO as a working copy, use of the green copy is not required.

62. Filing and Disposition (Yellow Copy). Use the yellow copy of the ERO as a receipt, after the white copy is signed by the authorized individual of the maintenance section. Under no circumstances will more than one ERO serve as a receipt for equipment.

(a) When the maintenance section accepts the equipment and the ERO, the yellow copy is returned to the originator.

(b) When required services are completed, the yellow copy is returned to the maintenance section with the original ERO returned to the using/owning unit.

(c) When the white copy of the ERO is returned to the Using/owning unit, the maintenance section will destroy the yellow copy.