



UNITED STATES MARINE CORPS  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
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4790  
MMO  
MAR 1 1990

POLICY LETTER 1-10

From: Commanding Officer, Chemical Biological Incident Response Force  
To: All Sections

Subj: MODIFICATION CONTROL PROCEDURES

Ref: (a) MCO P4790.2  
(b) TM 4700-15/1

Encl: (1) Blank NAVMC 11053 Example  
(2) Blank NAVMC 11054 Example

1. Purpose. Clarify modification instructions and procedures for the Battalion's modification control program.

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

3. Information. All equipment on commodity Consolidated Memorandum Receipt's (CMR's) with Modification Instructions (MI's) published on the equipment will have a NAVMC 11053 enclosure (1) or 11054 enclosure (2), or combination of the two, completed.

a. Per the references the equipment owner will retain a hard copy or an electronic copy of the actual MI and of the NAVMC 11053/11054. The forms will be updated as changes occur, and will have all items of a temporary nature written in pencil. If used, electronic forms will be completed.

b. On the first Tuesday of every month, the modification representative in each section will conduct modification reconciliation with the Battalion MMO. The commodity representative will bring the section's latest CMR, along with an updated copy of a NAVMC 11053, NAVMC 11054, or a combination of the two.

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

  
J. M. POLLOCK



2-5. NAVMC 11053 and 11054, Commodity Managers Modification Control Record Form A, Figures 2-5-1 and 2-5-2 and Form B Figures 2-5-3 and 2-5-4

a. Purpose. The purpose of the Commodity Managers Modification Control Record is to provide the unit commodity managers with a readily available means of accurately determining the modification status of assigned equipment. Each MI published contains specific instructions, when required, for identifying modified equipment. Where specific instructions have not been provided in an existing MI, action must be initiated to record the MI by entry on the modification control record and individual equipment record.

b. Responsibility. Unit commodity managers will maintain the Commodity Managers Modification Control Record based on information obtained from other records and physical observation of the equipment. An automated system is authorized providing the automated system contains the same information required by NAVMC 11053 or 11054.

(1) Commodity managers modification control forms will be used by both FMSS supported and non-FMSS supported units. Either or a combination of NAVMC 11053 or 11054 may be used by the commodity section depending upon the density of equipment versus the number of modification instructions published for an item of equipment.

(2) The only difference between Form A and Form B is the quantity of Modification Instruction (MI) numbers compared to the quantity of serial numbers. Form A allows the commodity manager to list more MI numbers than serial numbers and Form B allows the commodity manager to list more serial numbers than MI numbers.

c. Preparation Instructions. A Modification Control Record is prepared for each T/E and special allowance item with a modification instruction published. A separate modification control record is prepared for each ID number. Modification instructions on components/secondary reparables are indicated on the record for the end item.

(1) In the appropriate fields enter the equipment nomenclature, TAMCN, and ID No. for each T/E and special allowance item with a modification instruction published.



**Preparation Instructions.** A modification control record will be prepared for each major item of T/E or special allowance equipment for which a modification instruction has been issued. Modification instructions on components/secondary reparables will be indicated on the record for the end item.

1. Determine the equipment nomenclature, TAM number, and ID No., using NAVMC 1017; and enter this information in the appropriate blanks on the form.

2. Enter the serial numbers of the organic equipment held. (The quantity of equipment held may require preparation of multiple sheets for a given type of equipment.) Information on unserialized equipment can be maintained by quantity only unless local serial numbers are assigned.

3. Using the current edition of the SL-1-2 and TI-5600, determine the MI's which apply to the equipment. List on the control record all MI's which are applicable.

4. Determine the MI category (urgent or normal). Enter N for normal and U for urgent.

5. Determine the required completion date. The required completion date:

a. Is one year from the issue date of normal MIs unless otherwise indicated.

b. Is found in the "time compliance period" paragraph of the MI. If the urgent MI does not have a time compliance paragraph or indicates "upon receipt" enter "N/A" for the required completion date.

6. Enter the appropriate action code, as follows, and the Julian date the action was completed for Action Codes NA, C, and V on the maintenance section control record:

a. NA (NOT Applicable). Since some MI's only apply to specific serial numbers, Action Code NA will identify those items to which the MI does not apply.

b. PR (Publication Required). This code is used to identify those MI's for which the unit requires the publication in order to verify/complete the modification. Indicate the document number for required publications in "remarks."

c. AR (As Required). This code is used to identify those MI's which apply to an item when the equipment requires a specific repair action, such as fifth echelon MI's for rebuild, contact team application, or when a specific component is repaired/replaced.

d. C (Completed). This code identifies equipment modified while in custody (on the property records) of the unit.

e. V (Verified). This code indicates that prior application of the modification has been verified (utilized normally upon initial receipt of the equipment).

f. ERO No. The ERO number will be used to identify those items which have been identified as requiring modification. It indicates a modification has been requested on the ERO from the maintenance facility, and the equipment is waiting to be modified.

7. The remarks column may be utilized to provide amplifying information on a specific MI or serial number. Some examples are: document numbers, indication of the sec-rep the modification is applicable to or non availability of an item.

8. Use a pencil to record those entries of a temporary nature. Included in this category are instructions which apply to secondary reparable components; remarks; and Action Codes PR, AR, and ERO No. Use ink for all other entries.

See the current issue of TM-4700-15/1 and MCO P4790.2 for further guidance.

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## Figure 2-5-2. NAVMC 11053, Commodity Managers Modification Control Record Form A Back