

a. For vehicles, put the place, farthest away, that the vehicle is expected to travel.

b. For other equipment, put the location where the equipment will be operating that is farthest from its normal site. If column f is the same as column b, leave this column blank.

(g) Unit Identification Number. The equipment bumper or admin number.

(h) Type of Equipment. Enter the equipment's model identification number (for example, enter M35A2).

(i) Registration Number. Enter the equipment serial number. For equipment you manage by registration number, put the registration number in this column.

(j) Operator's Name and Grade. Enter the last name, first name, MI, and rank/grade of the equipment operator.

(k) Time Out. Log in the time the equipment was dispatched.

(l) Time In.

a. Log in the time the equipment returned. Get this time from the "IN" Block on the DD Form 1970.

b. For equipment coming off an extended dispatch, put the day, month, and time of return in this column.

(m) Remarks.

a. When an assistant or second operator is needed, enter that person's last name, first name, MI, and rank/grade.

b. When a change of dispatcher takes place during the day, the new dispatcher signs in column m for that item dispatched. When a change of dispatcher takes place at the beginning of the day, the new dispatcher signs in column m on the date line.

c. Note any towed equipment, that will come back with the prime mover, in this column. Write the noun for the towed equipment here. (Make separate entries for towed equipment that will not come back with the prime mover.) Treat towed equipment that will not come back with the prime mover as if it were not towed. Complete all columns except the expected time of return.

d. For equipment on extended dispatch, enter the words "EXTENDED DISPATCH" and the expected date of return.

e. Identify equipment involved in accidents or unusual circumstances.

f. When more room is needed, use NEXT open line. Line out all unneeded columns, (a-1).

Chapter 3 Maintenance Forms

3-1. General

a. The forms in this chapter help in scheduling, doing, recording, and managing maintenance on equipment.

b. The forms show the results of inspections, tests, and maintenance performed. They also show the results in diagnostic checks and form the bond between maintenance and supply actions.

c. This chapter provides procedures and examples of maintenance forms used by manual units as well as those units supported by the Standard Army Maintenance Systems (SAMS). Unique SAMS forms are addressed in chapter 13.

d. In addition to the forms within this chapter, maintenance forms for non-standard air traffic control (ATC) and navigational aid (NAVAID) equipment, when specified in the equipment's technical publications, will also be maintained. Maintain each designated form using guidance found within appropriate technical publication. Examples of non-standard equipment are, but not limited to—

(1) Instrument Landing System (ILS) and all associated marker beacons.

(2) Distance Measuring Equipment (DME) System.

(3) Airport Surveillance Radar (ASR) System.

(4) Automated Radar Terminal System (ARTS).

(5) Air Traffic Control Beacon Interrogator (ATCBI) System.

(6) Flight Data Input/Output (FDIO) System.

(7) Digital Brite Radar Indicator Tower Equipment (D-BRITE) System.

(8) Radar Video Mapper.

(9) Programmable Indicator Data Processor (PIDP).

e. The flow of maintenance forms is shown on DA Poster 750-77 (TAMMS/Supply Crossroads). DA Poster 750-77 is automatically distributed to units who mark the DA poster block on DA Form 12-4-E (Subscription Numbers, Part 1 for Miscellaneous Administrative Publications and Posters).

3-2. DA Form 2402 (Exchange Tag)

a. *Purpose.* DA Form 2402 serves as an identification tag. (See fig 3-1.)

b. *Use.*

(1) To identify items held for warranty claims.

(2) To identify other items as needed.

(3) As a receipt for test, measurement, and diagnostic equipment (TMDE) items needing calibration.

c. *General instructions.*

(1) The DA Form 2402 has four copies and is handled as follows:

(a) Copy one is normally used as a receipt for the unit.

(b) Copy two is a receipt for the battalion level except for warranty claim items. When DA Form 2402 is used to identify or show action completed on a warranty item or claim exhibit, send copy two to the Supporting Warranty Control Office (WARCO). The WARCO will use DA Form 2402 to close out or complete any needed warranty actions or claims.

(c) Copy three serves as a receipt for support units.

(d) Copy four stays with the item until it is repaired and issued. After repair is done, the tag identifies the item as fixed. This form will go with each item sent to supporting maintenance shops (direct support (DS), general support (GS), depot, or contractor for warranty repairs).

(e) Depending on the item, repair needed, and level of work, not all copies may be needed.

(2) Use a separate DA Form 2402 for each item.

d. *Disposition.*

(1) Destroy the DA Form 2402 when the part or component it applies to is installed or disposed of.

(2) After the action is completed, destroy copies used as a receipt.

(3) When the DA Form 2402 identifies a warranty claim or SF Form 368 (Product Quality Deficiency Report) exhibit, the DA Form 2402 stays on the exhibit until the item is no longer needed.

3-3. DD Form 314 (Preventive Maintenance Schedule and Record)

a. The DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also keeps up with not mission capable (NMCM/NMCS) time, except for missile system/missile subsystem and FAA flight check data of ATC navigational aids. See figures 3-2 through 3-6.

b. DD Form 314 is used to—

(1) Schedule periodic services on equipment, to include components in a system or subsystem, when the technical manual requires a PMCS service to be performed by unit maintenance personnel. This form is also used to schedule the following services performed under the supervision of unit maintenance personnel:

(a) Schedule all non-operator services one service in advance.

(b) The next scheduled due date may fall in the following year. In that case, put the date, miles, and hours due in the Remarks block until a new DD Form 314 is started.

(c) You may mark out weekends and holidays. When these are marked out, schedule services on the next working day.

(d) Use the following symbols to show the type of service scheduled:

1. "T" any test.

2. "I" any inspection.

3. "L" lubrication.

4. "R" recoil exercise.

5. "W" weekly service.

6. "M" monthly (1 month) service.

7. "Q" quarterly (3 months) service.
8. "S" semiannual (6 months) service.
9. "A" annual (1 year) (12 months) service.
10. "E" 18 months service.
11. "B" biennial (2 years) service.
12. "F" quadrennial (4 years) service.
13. "H" tire rotation/inspection.
14. "Z" oil sampling.

(e) The symbol "L" will be used for all periodic lubes required by a lubrication order (LO). The interval block on an LO only tells when to schedule the lubes. It does not tell what services to schedule or symbol to use.

(f) You will get the miles, kilometers, or hours between services from the TM and/or LO.

(g) Other symbols or subsymbols may be used as long as they do not conflict with the symbols required by this pamphlet. Explain those symbols or subsymbols in the Remarks block of the DD Form 314 or in your SOP. For example, you might use S1, SB2, or Lm, L5, L6, L12, or others to show difficult services or manage the services pulled. You may also use subsymbols to explain a service and lube pulled at the same time.

(h) Schedule services in pencil. To schedule a service, put its symbol in pencil in the date due block with its miles, kilometers, or hours beside it as shown below. (Not all services will have miles or hour intervals.)

1. You may not always be able to pull a service when it is scheduled. So you are given a 10 percent variance before or after the schedule of days, miles, or hours. If you stay within the variance, the service is treated as if you did it on the day/miles/hours you scheduled it.

2. Some services may be too critical to have a variance. The equipment maintenance manual will tell you if no variance is allowed.

3. When you do the service within the variance, ink in the symbol with the equipment's miles, kilometers, or hours on the date it was scheduled. When a service outside the variance is completed, erase the scheduled symbol and data, and ink in the symbol with data on the actual day the service was completed. Schedule the next service from the new date.

(i) Lubrications vary the most when the LO requires a lube—

1. By hours, miles, or kilometers only. Put the miles, kilometers, or hours when the next lube is due in the Remarks block. Ink in the symbol "L" and the hours, miles, or kilometers on the equipment in the block for the day you did the lube.

2. On a date interval. Put the symbol "L" on the date block the lube is due. Enter the miles, kilometers, or hours (when they apply) next to the symbol. When the lube is done, ink in the "L" and the miles or hours.

(2) Show completed periodic services and lubes, by inking in the symbol or symbols and miles or hours. DD Forms 314 are tied to unit level services and their intervals. The number of DD Forms 314 you need varies, based on the equipment and how and where your maintenance is pulled. Normally, one DD Form 314 covers one piece of equipment. Several like items may be covered by one DD Form 314 if the services are scheduled and pulled on the same date. Examples of "like items" are small arms and M11 decons. When scheduling services on more than one item, put each item's serial number in the Remarks block. Like equipment or subsystems, reportable under AR 700-138, cannot be combined on one DD Form 314.

(3) Show NMC days on equipment reported under AR 700-138.

(a) NMC time is kept on equipment that is reported under AR 700-138, tables B-1 and B-2, as a single item or as a subsystem.

(b) Equipment reportable under AR 700-138, tables B-1 and B-2, need a record of not mission capable (NMCM/NMCS) time. Keep NMC days on that equipment on the reverse of the DD Form 314 or on a separate DD Form 314 as follows:

1. NMC time is kept only when the equipment has a deficiency defined as not mission capable in the PMCS "not mission capable if" column.

2. Deficiencies that are not covered by the PMCS "not mission capable if" column or equivalent will carry a status symbol X or CIRCLED X, but NMC time will not be counted for those deficiencies. Those deficiencies will be carried on the DA Form 2404.

(c) Show unit NMCM days with the symbol "O". Put an "S" inside the "O" for unit NMCS. Post unit NMCM/NMCS days as they occur. Use the letter "X" for each day the equipment is NMCM at support. Put the letter "S" over an "X" on the days it was NMCS at support. If support does not give you a day-by-day breakout, put the total number of support NMCM/NMCS days in the Remarks block. Use the front side of the DD Form 314 to schedule services. Use the reverse side or another DD Form 314 to show NMCM/NMCS time.

(d) Support maintenance will tell you which or how many days were NMCM/NMCS on the DA Form 2407 or a printout. Post this time to the DD Form 314. NMC time on equipment still in support maintenance at the end of a report period will be provided to the owning unit by telephone or other local means.

(e) For NMC time, equipment that is NMC at the end of the day is counted NMC for the whole day. Equipment that is FMC at the end of the day is counted as FMC for the whole day. A day is the normal work day for your command. See AR 700-138, chapter 4, for missiles.

(f) When equipment is loaned to another unit or activity, a copy of the DD Form 314 will go with the equipment. The borrowing unit will tell the owning unit about any NMCM/NMCS time on the equipment. This information will be given to the owning unit at the end of the reporting period and when the equipment is returned.

(g) Show system NMC time. Post NMC time on a separate DD Form 314 for each subsystem specifically identified in AR 700-138, tables B-1 and B-2. You will keep another separate DD Form 314 on the overall system, which is the system card. The system DD Form 314 shows the NMCM/NMCS time on the combined system.

(4) Schedule oil samples. Scheduling oil samples on the DD Form 314 is optional when the lab gives you a printout that lists when the next sample is due. Schedule oil samples in pencil on the DD Form 314. When the sample is taken, erase the symbol and hours from the DD Form 314 and schedule the next sample in pencil.

(5) Manage maintenance, services, or inspections locally as directed by the unit commander. This can include services performed by other echelons or units when the commander so directs. If a commander wants operator or crew services scheduled, put them in the Remarks block.

(6) Warranty information.

(7) Floating equipment.

(8) Document ATC required data as follows:

(a) Show PMCS technical reference. Within remarks section, exact PMCS technical reference will be shown, down to specific paragraph.

(b) Show PMCS time. Within remarks section, normal time required for each PMCS interval will be shown.

(c) Show flight check data. Within remarks section, show date of last flight check of navigational aid.

c. DD Form 314 is NOT USED for—

(1) Periodic services designated for the operator or crew.

(2) Showing oil samples taken.

(3) Training aids and devices (equipment used ONLY for training). Small arms/weapons must be classified as unusable per AR 190-11 before they can be considered training aids.

(4) Equipment provided with an ADP printout or automated forms that list DD Form 314 data.

(5) Record unit services on test, measurement, and diagnostic equipment (TMDE) when the services are performed by operators without supervision by unit maintenance personnel.

(6) Record NMC time for missile system/missile subsystem per AR 700-138, Chapter 4.

d. Use a signal system to show when a service is scheduled in the current month. A month can be from the first day to the last day of the month (e.g., 1 May through 31 May), or from a day in 1 month to the same day in the next month (e.g., 13 September to 13

October). At the start of each month, put your signals on the date blocks for the service. When the service is pulled, take the signal off the card or move it from the date block to one corner. Use the following signals:

- (1) Green signal. A green signal indicates a lube (L) is needed.
- (2) Yellow signal. A yellow signal indicates a T, I, R, W, M, Q, S, A, B, H, E, F, Z, or other service is due.
- (3) Red signal. Put a red signal over the right corner of the card when equipment is NMC. For equipment reported as a system in AR 700-138, table B-2, use the red signal only on the system card. Take the signal off the card when the equipment is fixed.

e. Low usage is as follows:

(1) *Definition.* Services for equipment that accumulates or is anticipated to accumulate less than a specific mileage/kilometers or hours in the previous or current year may have unit (-20) and direct support services (-34) extended. (See (3) below.)

(2) *Use.*

(a) To place equipment into the low usage servicing system, all service and lubrication tasks in the equipment's -20 and -34 TMs/LOs (W,M,Q,S,A,E,B) must be performed. After equipment is placed in the program, all services and lubrications will be combined with the annual service. The date, miles/kilometers, and hours when the equipment was placed into the low usage servicing system will be entered in the Remarks block of DD Form 314.

(b) Equipment that exceeds the specified criteria at any time during the year will immediately return to scheduled servicing at normal TM/LO intervals, to be scheduled from information that was entered in the Remarks block of DD Form 314.

(c) Servicing, evaluation, and exercising of recoil mechanisms and tubes will be done per applicable TBs and TMs.

(d) Communications and other subsystems mounted on "low usage" equipment will be serviced when the primary system is serviced.

(e) Low usage servicing will not be used for equipment under warranty and armament, equilibrating, fire control, equipment used within ATC, and sighting components of combat vehicles and missile systems.

(f) Operator/crew level (-10) maintenance intervals in TMs/LOs will not be changed to low usage.

(g) AOAP will not be extended; see chapter 4.

(3) *Criteria.*

(a) Tactical vehicles, trailers assigned to prime movers, and trailers without prime movers accumulated or anticipated to accumulate less than 3000 miles/4800 kilometers in the current year.

(b) Combat vehicles (except armament, equilibrating systems, fire control, and sighting components), missile systems (except fire control and sighting components), material handling equipment, and construction equipment anticipated to accumulate less than 750 miles/1200 kilometers or 75 hours in the current year.

(c) Generators, pumps, air compressors, support equipment (RO-WPU, bath units, etc.), watercraft, rail equipment, power driven NBC equipment, engine driven heaters, and air conditioners anticipated to accumulate less than 75 hours in the current year.

(d) Communication equipment in communication shelters anticipated to accumulate less than 75 hours of operation in the current year.

(e) Non-power driven NBC equipment anticipated to accumulate less than 75 hours of operation in the current year.

(f) Tentage/canvas items, immersion heaters, field ranges and space heaters/stoves, that are not used, will be erected or put up annually.

(g) Small arms and crew served weapons (machine guns, mortars, etc.) that are maintained in a humidity controlled room and not removed (for any reason) at any time during the year will be serviced annually.

(4) *Inspection /exercise.* All equipment, except that stated in (3)(f) above, will be inspected/exercised by operators semiannually. Inspection/exercise will include the following:

(a) Perform all Before (B) through Monthly (M) PMCS checks per the equipment operator's TM.

(b) Tactical (including trailers) and combat vehicles will be driven at least 5 miles to insure their performance is within parameters listed in the operator's TM. Vehicles equipped with radios will have Before (B) through Monthly (M) PMCS performed per the communication equipment operator's TM.

(c) Construction, engineer, and material handling equipment, wreckers, and combat vehicles will be operated sufficiently to ensure hydraulic systems reach operating temperature and equipment is mission capable.

(d) Generators, air compressors, support equipment, pumps, and power driven NBC equipment will be operated for 30 minutes under load or 1 hour no load.

(e) Small arms and crew served weapons will be inspected, without leaving humidity controlled room, for rust and corrosion. High humidity area inspections may be required more often.

(f) Visual inspections, to ensure lubricant is present on all lubrication points, will be performed by the operator/ crew.

(g) Visual inspections will be used to identify, report, or remove any new corrosion that may have formed.

(5) Low usage criteria provides guidance, and does not relieve commanders of their responsibility for adequate maintenance of their equipment.

f. Disposition of the DD Form 314 is as follows:

(1) The DD Form 314 is used for 1 year for equipment reported under AR 700-138. It can be used for 2 years on non-reportable equipment.

(2) Destroy a completed form after transferring needed information to a new form. Transfer the information from these blocks:

(a) Registration number.

(b) Administrative number.

(c) Nomenclature.

(d) Model.

(e) Assigned to.

(f) Remarks: NMCM/NMCS data for the current report; hour meter or odometer change information; symbols; and any other needed maintenance data.

(g) Schedule, in pencil, any services needed.

(3) The current DD Form 314 will go with the equipment when it is transferred. But, the losing unit will keep a record of NMCM/NMCS time for the current report period up to the day the equipment was dropped from the property book. The gaining unit reports the equipment's NMC time after the item is added to their property book.

(4) Destroy the DD Form 314 when the equipment is sent to salvage. However, the losing unit will keep a record of NMCM/NMCS time for the current report period.

(5) System DD Form 314 transfers any NMCM/NMCS data for the current reporting period to a new form. Then, destroy the old DD Form 314.

3-4. DA Form 2404 (Equipment Inspection and Maintenance Worksheet)

a. Purpose. DA Form 2404 has three major purposes. (See figs 3-7 through 3-13.) Operators and crews, first-line leaders, maintenance supervisors, and commanders are equally responsible for keeping information current and correct on the DA Form 2404. This form is the central record for managing and controlling maintenance as follows:

(1) It is a record of faults found during an inspection. These faults include PMCS, maintenance activity inspections, diagnostic checks, and spot checks, except as noted in paragraph b(10) below:

(2) It shows faults and repairs required for estimated cost of damaged reports.

(3) It shows Battlefield Damage and Assessment and Repair (BDAR) performed.

b. Use. The DA Form 2404 will be used by personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, marine condition surveys on watercraft, and PMCS, except as noted in (10) below:

(1) To inspect all components or subsystems that make up one

equipment system. You may use one DA Form 2404 or separate forms for each subsystem.

(2) To inspect several like items of equipment; e.g., one DA Form 2404 to inspect 25 M16A1 rifles.

(3) As a temporary record of required and completed maintenance.

(4) To list faults that operators or crews cannot fix and list parts replaced.

(5) By unit maintenance during periodic services to list all faults found and action taken to fix faults. When used to inspect several like items, the DA Form 2404 will list all deficiencies, shortcomings, and corrective action taken.

(6) On initial inspection by support maintenance to list all faults found. Attach the initial inspection to the DA Form 2407 that will be given to the person making the repairs. The DA Form 2404 will be used as the worksheet for correcting faults found and reporting any uncorrected unit level faults. Results of the maintenance action will be entered on the DA Form 2407.

(7) On final inspection by support maintenance to list faults found. Attach the final inspection to DA Form 2407 that will be given to the person that performed the repairs. The repairer will correct all faults found during the final inspection.

(8) To collect all maintenance and services performed on equipment that is involved in a DA approved SDC plan. In addition to the requirements in this pamphlet, the applicable FPG may identify additional data required as mandatory entries on the DA Form 2404.

(9) To report battlefield damage repair and/or replacement actions by all personnel. AR 750-1 and the individual equipment battle damage technical manuals govern when and how battlefield damage repairs should be accomplished.

(10) Within ATC maintenance, FAA Form 6030-1 will be used for recording PMCS results in lieu of DA Form 2404.

c. General instructions.

(1) The way you fill out some blocks and columns on the DA Form 2404 varies with the form use. Make sure you read the instructions that apply to your use of the form.

(2) When you need more than one DA Form 2404 for an inspection or service, print the page number in the right side of the form's title block. (Put 1 of 2 on the first page and 2 of 2 on the second, etc.)

(3) Parts on order or actions pending under anticipated not mission capable (ANMC) conditions may go on the DA Form 2408-14 with a diagonal status symbol.

(4) Administrative motor pools, using ADP cards or other automated forms, do not need the DA Form 2404.

d. Disposition.

(1) The DA Form 2404 will be kept in the equipment record folder or in a protected cover until it is completed if no faults have been found. If faults are found during an operator's or crew's PMCS, it will be given to the maintenance supervisor for action.

(a) Maintenance section leaders will review the DA Form 2404 prior to destruction to ensure all corrective actions have been completed.

(b) Transfer faults that must be fixed at support maintenance to the DA Form 2407 and attach DA Form 2404.

(c) Faults that cannot be fixed until a part comes in or that must be deferred go on the DA Form 2408-14.

(d) Status symbol X faults cannot go on the DA Form 2408-14. When there is a NMC deficiency on the DA Form 2404, keep until the deficiency has been repaired. This includes the DA Form 2404 on equipment sent to support maintenance. The form or a locally used signal will be kept in the equipment record folder to keep the equipment from being dispatched.

(2) The DA Form 2404 used for scheduled services will be kept on file for quality control until the next service is performed. All uncorrected faults will be moved to DA Form 2408-14 or DA Form 2407 and the service will be recorded on the DD Form 314. Forms carrying a status symbol X will be kept until the fault is corrected.

(3) Keep the DA Form 2404 that shows a periodic service on equipment that does not have historical records or a DD Form

314. Destroy the form only when the next periodic service is done. Any open faults at that time will go on the new DA Form 2404 unless a separate DA Form 2408-14 is used. This situation normally applies to the form used for services on more than one item or when an operator level service is required and must be documented. If the form lists no faults from previous service, use the same form to show the results of the current service.

(4) DA Form 2404 used for technical inspections will stay with the item until all maintenance is performed or item is disposed of. A copy of the technical inspection will go with an item evacuated to support maintenance units or depots for repair or overhaul.

(5) When the form has been used to report BDAR action, mail the DA Form 2404 to Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFFDL/FES/CDIC, Wright-Patterson AFB, OH 45433.

(6) DA Form 2404 used for estimated cost of damage (ECOD) is handled as follows:

(a) Two copies will be attached to copy 4 of the DA Form 2407 that requested the ECOD and returned to the requesting unit. One copy will be returned with the DA Form 2407 that requests repair of the damage.

(b) The third copy will be filed with copy 5 of DA Form 2407 at the maintenance support activity.

3-5. DA Form 2405 (Maintenance Request Register)

a. Purpose. The DA Form 2405 is used to record all work requests (DA Form 2407) received and handled by maintenance activities. (See fig 3-14.)

b. Use.

(1) SAMS-1 automates the DA Form 2405 at the DS/GS support maintenance activity. It is used as a consolidated record of all DA Forms 2407 received. The automated form, PCN AHN-007, provides a consolidated list of all open work orders, man-hours, and work order status.

(2) Units supported by a SAMS DS/GS maintenance activity use the manually prepared DA Form 2405 when assigning organization work order number (ORGWON) to the DA Form 2407 for tracking organization work orders reflecting NMC conditions for INOP equipment. Routine maintenance requests (DA Form 2407) sent to support may also be recorded on the DA Form 2405.

(3) The DA Form 2405—

(a) Is a maintenance management record at both unit and support levels.

(b) Is a ready source for information on maintenance requests. It also gives information for management reports (like backlog status reports, etc.).

(c) May be used (but not required) at unit level as a record of maintenance requests sent to support activities or for internal management.

(d) Will be used by support activities to record and control DA Form 2407s sent and returned from commercial activities.

c. Disposition.

(1) The DA Form 2405 will be kept for 1 year after last date entered in column "h".

(2) If used for making budgets or planning, it may be kept beyond 1 year until budget or plans are completed. Then, destroy the form.

(3) You may choose to move open work order numbers to a new register if DA Form 2405 is closed at the end of a calendar or fiscal year.

3-6. DA Form 2407 (Maintenance Request) and DA Form 2407-1 (Maintenance Request Continuation Sheet)

a. Purpose. The DA Forms 2407/2407-1 serve as a request for maintenance support and give information to all levels of maintenance management. (See figs 3-15 through 3-22.) The DA Forms 2407/2407-1 are the source of information for the Army's work order data base at USAMC Logistics Support Activity (LOGSA). This data base, called the Work Order Logistics File (WOLF), provides statistical weapon analyses such as mean time to repair and repair parts usage at the DS/GS levels of maintenance for selected

major weapon systems. Submit the maintenance request data to LOGSA through the Standard Army Maintenance System (SAMS) or the Maintenance Information Management System (MIMS).

b. Use. Use the DA Forms 2407/2407-1 as a maintenance request as follows:

(1) At the unit level, they are used to—

(a) Request support maintenance, to include the following:

1. Repairs beyond the unit's authorized capability or capacity.
2. Application of MWOs. (See para 3-7.)
3. Fabrication or assembly of items.

(b) Report work on DA directed items under an approved sampling plan. AR 750-1 governs this program. The specific FPG identifies mandatory data elements for the forms.

(c) Initiate work requests that may become warranty claim actions.

(d) Show all support maintenance done on general purpose and passenger-carrying vehicles, combat and tactical equipment.

(e) Request an estimated cost of damage (ECOD) or technical inspection to determine the serviceability/repairability of an item prior to repair or turn-in for replacement.

(2) At support maintenance levels, they are used to—

(a) Record all work done and repair parts used, except common hardware and bulk material.

(b) Report all MWOs as they are applied as well as all previously applied MWOs.

(c) Send in warranty claim actions.

(d) Ask for repair of components, assemblies, and subassemblies in the reparable exchange program. You may use one form for as many items under an NSN as needed. For example, one DA Form 2407 might cover 10 rifles or 5 starters or 30 carburetors, etc.

(e) Ask for maintenance from another activity or supporting unit.

(f) Report work done on DA data sampling items under AR 750-1 and the specific FPG.

(g) Report battlefield repair actions. AR 750-1 and the individual equipment battlefield damage repair technical manuals govern how such repairs should be done.

(h) Serve as a dispatch record when road testing vehicle being repaired.

(i) Record support maintenance done under contract.

(j) Track serial numbered items within SAMS (see table 13-1 for a list of SNT reportable items).

(3) At the depot level, they are used to—

(a) Report MWOs as they are applied as well as all previously applied MWOs.

(b) Send in warranty claim actions.

(c) Show "onsite" work done by depot personnel.

(d) Report "repair and return to user" work done.

(e) Report work done on DA data sampling items.

(f) Record depot maintenance done under contract.

c. Organization work order number (ORGWON).

(1) *Purpose.* The ORGWON is assigned to all work orders for purposes of tracking INOP equipment and all equipment sent to the support maintenance activity for repair.

(2) *Use.* The ORGWON is the key to the inoperative equipment process.

(3) *General Instructions*

(a) The ORGWON is assigned sequentially from the DA Form 2405. Paragraph 3-5 gives details on the use of DA Form 2405.

(b) Assign an ORGWON when reportable equipment listed in AR 700-138, or when a command maintenance-significant item designated by the local commander, becomes inoperative. Also assign an ORGWON when a nonreportable subsystem of a reportable weapon system causes the weapon system to become inoperative. The positions of the ORGWON are as follows:

1. The first five positions of the ORGWON are the unit identification code (UIC) minus the W. A unit with a UIC of WABCD0(zero) would use ABCD0 (zero) as the first five positions of each ORGWON. The letters "I" and "O" are not permitted in a UIC. Numeric 0 (zero) is authorized to be used in a UIC.

2. If the sixth position of the ORGWON has a zero (0) or one(1),

it identifies ground or missile maintenance equipment, and whether it is reportable or not. A zero (0) identifies an end item as reportable under AR 700-138, or when a command maintenance-significant item, selected by a local commander, becomes inoperative. Also assign a zero (0) when a nonreportable subsystem of a reportable weapon system causes the weapon system to be inoperative. A one (1) is used if the item of equipment is not reportable. Also, a one (1) is used if a reportable item needs repair but is not inoperative (INOP); e.g., painting. If the sixth position of the ORGWON has a two (2) or a three (3), it identifies aircraft maintenance equipment, and whether it is reportable or not. A two (2) identifies an end item as reportable under AR 700-138, or when a command maintenance-significant item, selected by a local commander, becomes inoperative. Also assign a two (2) when a nonreportable subsystem of a reportable weapon system causes the weapon system to be inoperative. A three (3) is used if the item of equipment is not reportable. Also, a three (3) is used if a reportable item needs repair but is not inoperative (INOP); e.g., painting.

3. The seventh position of the ORGWON is the year within the decade. For example, the seventh position for each ORGWON assigned in 1992 would be 2.

4. The last five positions of the ORGWON are the sequence number of the work order. The sequence number is assigned at the unit maintenance platoon/section on DA Form 2405 for manual units.

5. The first seven positions of the ORGWON stay the same during the year and will be the same for each work order. The last five positions, however, are unique to each work order (i.e., 00001-99999 or HHC12).

(c) An ORGWON must be assigned for all INOP equipment, even if it is immediately evacuated to DS without any maintenance performed at the unit.

d. General Instructions

(1) The DA Form 2407/2407-1 show the specific item(s) being sent to support maintenance as follows:

(a) A separate DA Form 2407 will be filled out on each item reported under AR 700-138. A separate form will also be filled out on each component of an item reported under AR 700-138, when submitted separate from end item.

(b) You may combine items with the same make, model, and NSN on a single DA Form 2407 when they are not reported under AR 700-138. DA Form 2407-1 may be used when more room is needed.

(c) Items turned in for classification will be on separate forms.

(2) Send a copy of DA Form 2408-5 (Equipment Modification Record) with the equipment going to support maintenance.

(3) The organization asking for maintenance fills out Section I of the DA Form 2407 and sends all copies of the form with the equipment.

(4) The support unit fills in Block 24 and puts a local work order number on the form. Copy one then goes back to the organization as a receipt for the equipment. The unit returns copy one when the equipment is fixed and ready for pickup.

(5) If parts needed for maintenance are not available when a maintenance request is made, the supporting unit may defer the maintenance, except NMC equipment, by printing in the Remarks block "Equipment returned to user, awaiting parts (date). Equipment owner will be notified when parts are available". Support maintenance will retain copy number 1 and the equipment owner will retain all other copies. The unit will return the equipment and maintenance work request no later than the end of the following work day of being notified by support maintenance.

e. Disposition.

(1) *Receipt copy one.* Destroy when the equipment is returned to the unit.

(2) *NMP copy two.* Handle as directed by the local command. Retain for 180 days if copy is turned into SSA or PBO.

(3) *Control copy three.* Handle as directed by the local command. When the form is used for BDAR, mail this copy to the Survivability/Vulnerability Information Analysis Center (SURVIAC), ATTN: AFFDL/FES/CDIC, Wright Patterson AFB, OH 45433.

(4) *Organization copy four.*

(a) The unit keeps this copy for 180 days after the equipment is fixed. For items under a DA approved sampling plan, hold this copy as directed by the plan. The organization may keep the DA Forms 2407/2407-1 showing services (i.e., calibration and load/proof test) until the next service is performed or data transferred to DD Form 314.

(b) When the form is used for ECOD, keep this copy and associated correspondence until released by investigator at the completion of the investigation.

(c) Attach to DA Form 2765-1 (Request for Issue or Turn-In) for items turned into property book office or SSA.

(5) *File copy five.* The maintenance activity/installation maintenance activity keeps this copy for 1 year after the equipment is accepted by owning unit.

3-7. DA Forms 2407/2407-1 used to request or report an MWO

a. Purpose. The DA Forms 2407/2407-1 both request an MWO be applied and show MWOs done. (See figs 3-17 and 3-18.)

b. Use. The DA Forms 2407/2407-1 will be used to—

(1) Request that an MWO be applied. MWOs are normally applied by support, depot maintenance, or commercial contractors.

(2) Report applied MWOs on end items, installed components, and uninstalled components.

(3) Report an MWO against an end item when a modified component replaces an unmodified one.

Note. Note. The responsible sponsoring agency will ensure that equipment owners know when MWOs apply to their equipment. Report MWOs applied at depots as directed by AMC automated procedures. Depot teams and contractors applying MWOs in the field will report applied MWOs on DA Forms 2407/2407-1.

c. General Instructions

(1) The requesting unit will send all copies of the DA Forms 2407/2407-1 to the activity that will apply the MWO. The equipment normally does not go to that activity until MWO kits are on hand. If MWO kits are already on hand, the equipment will go with the form.

(2) When URGENT MWO kits are not on hand, the equipment normally goes to the maintenance activity with the form. The receipt copy one will be returned to the unit.

(3) For other than URGENT MWOs, the maintenance activity will get only the form until the kits arrive. The maintenance activity will print in the Remarks block "Receipt of MWO Request(Date) (Name or Initials)" and return copies 2, 3, 4, and 5 to the unit. Keep copy one of the DA Forms 2407/2407-1. When the MWO kits or parts come in, the unit asking for the MWO will be contacted. The unit will send the equipment and all copies of DA Forms 2407/2407-1 to the maintenance activity. The maintenance activity will fill in Block 24 of the DA Form 2407. The unit asking for the MWO will get copy one as a receipt. All other copies of the form stay with the support maintenance activity.

(4) When an applied MWO changes the NSN of the end item, send in a DA Form 2408-9. See paragraph 5-6c(9).

(5) Reporting MWOs accomplished and applicable to the same vehicle configuration can be listed by serial number on one DA Form 2407-1.

d. Disposition. When the MWO has been applied.

(1) Destroy the receipt copy one when the equipment goes back to the owning unit.

(2) Send NMP copy two to the DA MWO sponsoring agency within 3 working days. The MWO publication will tell you who the agency is and what address to use.

(3) The control copy three is handled as directed by the MWO pub or Materiel Fielding Plan (MFP). Otherwise, handle as directed locally.

(4) Destroy organization copy four.

(5) The maintenance activity keeps file copy five until the next MWO validation.

3-8. Warranty claim action (WCA)

a. Purpose. DA Forms 2407/2407-1 (Maintenance Request and Maintenance Request Continuation Sheet) are the only forms used to file WCAs. Figure 3-20 shows how to prepare the DA Form 2407 for WCAs.

b. Use.

(1) The DA Form 2407 is used to send in WCAs for items with bad components, parts, or assemblies covered by a factory warranty. Do not use SF Form 368 to report warranty claims.

(2) Report all WCAs, settled or unsettled, to the national level on DA Form 2407. (See settled or unsettled below:)

(a) Settled WCAs are for warranted items that have been repaired by organic maintenance units or by a local contractor/dealer.

(b) Unsettled WCAs are for warranted items awaiting disposition instructions or items being retrograded for repair at a higher level of maintenance or to a contractor facility.

c. General Instructions

(1) The Army's Warranty Program covers all items under warranty. Check the warranty technical bulletins (WTB) and with your warranty control office (WARCO) for specific items under warranty. WARCOs are listed in appendix C.

(2) AR 700-139 governs the warranty program. HQ AMC, ATTN: AMCAQ-PM, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001, manages the Army's Warranty Program. The commands/addresses in figures 3-25 through 3-31 consolidate information for WARCOs and equipment under warranty. Items purchased after early 1984 and some items prior to that time will have technical bulletins that describe the actions required for the particular warranty and equipment.

(3) Submission of WCAs will be mostly limited to GS and depot level, except when specifically required by the WTB.

(4) The WARCO will normally operate from the GS, Directorate of Logistics (DOL), Directorate of Installation and Services, supporting maintenance battalion, division/corps, or theater maintenance management center.

(5) The WARCO at support maintenance levels acts as liaison between Army units and local contractors or dealers. The WARCO manages the warranty program at post, camps, or stations. The WARCO—

(a) Establishes local procedures to control WCAs.

(b) Receives, verifies, administers, processes, and distributes WCAs.

(c) Handles local warranty claims that are completed by Army units or contractor dealer/service networks.

(d) Acts as the point of contact for the AMC major subordinate commands (MSC) that buy the equipment for the Army.

(e) Controls shipments of items for warranty work.

(f) Reports on WCAs.

(6) When WCAs, reflecting local contractor/dealer repairs, are completed, that is, all work has been accomplished, the DA Form 2407 will be marked "Information Only" and submitted to the MSC representative listed in figures 3-25 through 3-31.

(7) If there is a disagreement between the Army and a local contractor/dealer/manufacturer over a warranty claim, the WARCO will try to resolve the problem at that level. When the disagreement cannot be resolved locally, the WARCO will contact the MSC representative listed in figures 3-25 through 3-31. In U.S. Army Europe (USAREUR), the WARCO will contact the Logistics Assistance Office (LAO) for help in resolving warranty disputes.

(8) The WARCO must be aware that, when contractors or dealers perform warranty work, other work not covered by the warranty may be done or needed. The contractor or dealer will expect to be paid for that work. The WARCO must stipulate, at the time of delivery, that either no non-warranty work be done or be prepared to pay for the work.

(9) The DA Form 2407 is the only form used to file warranty claim actions. No other forms are authorized as substitutes or replacements. The information listed in the blocks on the DA Form 2407 are placed into the Deficiency Reporting System (DRS) at the MSC to track particular warranties. Performance, part failure, and warranty cost effectiveness can be determined, just to list a few. It is

very important that all the blocks shown in Figure 3-20 be as accurate as you can make them. The DA Form 2407 should list the end item in the header blocks (blocks 1- 11). All WCAs will be processed through the WARCO.

(10) Any component, part, or assembly under warranty that fails during the warranty period becomes a warranty claim exhibit. All exhibits will carry a DA Form 2402 marked "Warranty Exhibit". Exhibits will be retained until disposition instructions are obtained. Normally, disposition instructions will be in the supporting WTB. When the supporting WTB does not provide disposition instructions, the materiel manager provides disposition instructions to you within 30 calendar days after receiving your WCA.

(11) Warranty items evacuated under the Repairable Exchange Program will have DA Form 2407, WCA, initiated prior to sending the item. The WCA will be completed at the normal level of repair.

(12) See appendix C for a list of WARCOs and LAOs.

(13) Each AMC MSC will publish a WTB listing all equipment under warranty.

d. Disposition.

(1) Copy one is kept by the owning unit until the equipment is returned or action is completed.

(2) Copy two is sent to the address listed in figures 3-25 through 3-31 for the item's NSN.

(3) Copy three is sent as directed by the WTB or with copy two. Copy three will normally go with copy two. A few WTBs, however, may require that copy three be sent to a separate location or at a different time when special or expedited parts support is needed.

(4) Copy four is returned to the owning unit or filed by the WARCO.

(5) Copy five stays with the item until the warranty action is completed. Then, dispose of the form.

3-9. Addresses for WCAs

Send WCAs on DA Forms 2407/2407-1 to the addresses in figures 3-25 through 3-31. These addresses are the screening points where all WCAs are to be sent regardless of who furnished the item to you. The screening point is identified in position one of the Materiel Category Structure Code (MAT CAT) in the Army Master Data File (AMDF) for each NSN. If you can't find the MAT CAT Code of the item using the AMDF, use the item's Federal supply class (the first four numbers of the NSN).

**MAT CAT Position 1: B, E, F, J, R, S, T
or FSC:**

1070-1080, 1510-1740, 1860-2305, 2620, 2810-2840, 3110-3230, 3455-3770, 3820¹, 3830-3835, 3915, 3940, 3960, 3990², 4010-5210, 5305-5430, 6115-6116, 6210-6350, 6605-6610, 6620, 6630-6640, 6670-6675, 5810-6810, 6930, 7105-7720, 8145, 8305-8475, 9110-9160, 9310-9999

Send to:

Commander
U.S. Army ATCOM (TROOP)
ATTN: AMSAT-I-MDO
4300 Goodfellow Blvd
St. Louis, MO 63120-1798
DODAAC: W81D18

Call or send message to:

Call:
DSN 693-1955
Comm: (314) 263-1955

Electronic Mail box:

KHUDSON@ST-LOUIS-EMH7.ARMY.MIL

Send Message to:

CDR ATCOM ST LOUIS MO//AMSAT-I-MDO//

Notes:

- ¹ (well drilling equipment only)
² (cargo net only)

Figure 3-25. ATCOM (TROOP)

**MAT CAT Position 1: D or M
or FSC:**

1005-1055, 1090-1270, 1285-1330, 1345-1398, 3405-3450, 3611, 3620, 3645, 3650, 3660-3685, 3690, 3693-3695, 4921-4925, 4931-4933, 4940, 5220-5280, 6650, 6665, 6920, 8140
1336 (To determine correct address for particular NSNs under FSC 1336, check the AMDF for position 1 of the MAT CAT.)
1340 (except free rockets)
2320 and 2350 (SP artillery and antiaircraft guns only)

Send to:

Commander
U.S. Army AMCCOM
ATTN: AMSMC-QAD-(R)
Rock Island, IL 61299-6000
DODAAC: W52HIC

Call or send message to:

Call:
DSN 793-7580 ext 733
Comm: (309) 782-7580 ext 733

24-Hour Warranty HOTLINE:

DSN 793-4109
Comm: (309) 782-4109

Electronic Mail box:

AMCCOM.DRS@RIA-EMH1.ARMY.MIL

Send Message to:

CDR AMCCOM ROCK ISLAND IL//AMSMC-QAD//

Figure 3-26. AMCCOM

**MAT CAT Position 1: G, P, Q, U
or FSC:**

2596, 2598, 2691, 5450, 5805, 5811, 5815-6080, 6105, 6110, 6125-6145, 6605, 6615, 6625, 6660, 6680, 6695-6780, 6920, 6940-7050, 7450, 7550, 8130

Send to:

Commander
U.S. Army CECOM
ATTN: AMSEL-PA-MS-N
Ft. Monmouth, NJ 07703-5000
DODAAC: W15P6Z

Call or send message to:

Call:
DSN 992-0523/0525/0544
Comm: (201) 532-0523/0525/0544

24-Hour Warranty HOTLINE:

DSN 992-1276
Comm: (201) 532-1276

Send Message to:

CDR CECOM FT MONMOUTH NJ//AMSEL-PA-MS-N//

Electronic Mail box:

AMSEL-PA@MONMOUTH-EMH2.ARMY.MIL

Figure 3-27. CECOM

**MAT CAT Postion 1: H
or FSC:**

1510-1730, 2810, 2840, 2915, 2925, 2935, 2945, 2995, 3110-3130,
4920, 5303-5365, 6340, 6605, 6610, 6615, 6620

Send to:

Commander
U.S. Army ATCOM (AIR)
ATTN: AMSAT-I-MDO
4300 Goodfellow Blvd
St. Louis, MO 63120-1798

Call or send message to:

Call:
DSN 693-1955
Comm: (314) 263-1955

Send Message to:

CDR ATCOM ST LOUIS MO//AMSAT-I-MDO//

Electronic Mail box:

KHUDSON@ST-LOUIS-EMH7.ARMY.MIL

Figure 3-28. ATCOM (AIR)

**MAT CAT Postion 1: K
or FSC:**

2310-2315, 2325-2340, 2410-2430, 2520, 2590, 2610, 2630-2805,
2815, 2910-2950, 3020, 3040, 3110-3130, 3805, 3810, 3815, 3990¹,
4310, 5430, 3820², 3825, 3895, 3910, 3920, 3930, 3950
2320 and 2350 (except SP artillery and antiaircraft guns)

Send to:

Commander
U.S. Army TACOM
ATTN: AMSTA-MMA
Warren, MI 48397-5000
DODAAC: W56HZY

Call or send message to:

Call:
DSN 786-7537
Comm: (313) 574-7537

Send Message to:

CDR TACOM WARREN MI//AMSTA-MMA//

Electronic Mail box:

AMSTAMMA@TACOM.EMH1.ARMY.MIL

Notes:

- ¹ (except cargo nets)
² (except well drilling equipment)

Figure 3-29. TACOM

**MAT CAT Postion 1: L
or FSC:**

1280, 1337, 1338, 1410-1450, 1810-1850, 2845, 4935, 4960, 6920,
8140, 9135

1336 (To determine correct address for particular NSNs under FSC
1336, check the AMDF for position 1 of the MAT CAT.)

1340 (Free rockets only)

Send to:

Commander
U.S. Army MICOM
ATTN: AMSMI-MMC-CS-AC
Redstone Arsenal, AL 35898-5180
DODAAC: W81D17

Call or send message to:

Call:
DSN 746-0447
Comm: (205) 876-0447

Send Message to:

CDR MICOM REDSTONE ARS AL//AMSMI-MMC-CS-AC//

Electronic Mail box:

CFO@REDSTONE-EMH2.ARMY.MIL

Figure 3-30. MICOM

**MAT CAT Postion 1: U
or FSC: 5810**

Send to:

Commander
U.S. Army Communications-Electronics Command
Communications Security Logistics Activity
ATTN: SELCL-LO-A
Fort Huachuca, AZ 85613-7090
DODAAC: W61QL1

Call or send message to:

Call:
DSN 879-7538
Comm: (602) 538-7538

Electronic Mail box:

CSLA-LAD@MONMOUTH-EMH2.ARMY.MIL

Send Message to:

CDRUSACSLA FORT HUACHUCA AZ//SELCL-LO-A//

Notes:

If you cannot decide where the report should go, send it to:

Commander
US Army Materiel Command
ATTN: AMCAQ-PM
5001 Eisenhower Avenue
Alexandria, VA 22333-0001.

Figure 3-31. CECOM CSLA

3-10. DA Form 2408-14 (Uncorrected Fault Record)

a. Purpose. The DA Form 2408-14 is a record of uncorrected faults and deferred maintenance actions on equipment. Deferred maintenance actions are authorized delays for repair or maintenance. (See fig 3-21.) Equipment with deferred maintenance does not meet the Army maintenance standard as addressed in AR 750-1, paragraph 3-1a.

b. Use.

(1) Serves as a record of uncorrected faults and deferred maintenance. That is, an authorized delay for maintenance actions.

(2) Deferred or delayed maintenance can affect operation of the equipment, mission performance, and safety. Therefore, the commander or the commander's designated representative will determine when a fault will be transcribed to DA Form 2408-14. Faults not requiring parts, or faults for which parts are on hand, will be corrected without delay per AR 750-1. Status symbol X faults will not be entered on DA Form 2408-14.

(3) The DA Form 2408-14 will be kept on any item or group of

items that has an open deferred maintenance action. This form is not required when an automated system provides you with a list or printout of deferred maintenance and uncorrected faults that includes all elements on the DA Form 2408-14.

c. General Instructions

(1) Maintenance status symbol HORIZONTAL DASH (–) and DIAGONAL SLASH (/) faults will be annotated on the DA Form 2408-14.

(2) When a deferred maintenance action exists on an item of equipment, the DA Form 2408-14 will be with the equipment when the equipment is undergoing maintenance, on dispatch, under operation, or undergoing a service or inspection.

(3) Separate forms are not required for items (except reportable subsystems) like rifles, protective masks, and M11 decons, when one DA Form 2404 has been used to inspect and record the status of those items. A single form may be used to show deferred faults on such items as long as each fault entry is preceded in column b by the item's administration or serial number.

(4) Operators or crews will check the form before each dispatch. Look for faults that may affect the mission and faults that are overdue to be fixed. For example, look at any dates in column c that have passed or actions that have already been taken. Tell the maintenance supervisor about any you find.

(5) Maintenance supervisors and section leaders (platoon) will review the forms periodically (not less than every 2 weeks for Active Army and 1 month for NG/Reserve Components). Check on the status of parts on order. Look for any faults that have been fixed, but not closed out. Check for any faults overdue to be fixed.

(6) The form will be kept in the equipment record folder or in a protective cover when a deferred maintenance action or uncorrected fault exists on the item of equipment.

(7) Do not start a DA Form 2408-14 until there is an uncorrected equipment fault that cannot be corrected due to lack of repair parts or deferred action.

(8) A second copy of the DA Form 2408-14 may be kept wherever and whenever needed for maintenance supervisors or section leaders.

(9) Parts on order for or actions pending under ANMC conditions may go on the form with a DIAGONAL SLASH status symbol. Line out the entry if the ANMC condition changes to an NMC condition. The status symbol for the NMC condition then changes to an X and the entry can no longer stay on the form. Enter the NMC condition on the current DA Form 2404.

d. Disposition. Destroy the DA Form 2408-14 after the form has been filled up and all the faults have been fixed or moved to a new DA Form 2408-14.

3-11. FAA Form 6030-1 (Facility Maintenance Log)

a. Purpose. FAA Form 6030-1 is a record of all maintenance actions performed at any ATC facility and/or navigational aid. (See fig 3-24.)

b. Use.

(1) FAA Form 6030-1 provides a complete record of all maintenance actions performed at any ATC facility and/or navigational aid. It logs document equipment performance and maintenance activities, as well as provides a historical record of site events.

(2) An FAA Form 6030-1 will be maintained at each navigational aid or ATC equipment area.

(3) One FAA Form 6030-1 may be used to cover all ATC equipment at one specific tactical site.

(4) FAA Form 6030-1 will be used instead of DA Form 2404 for recording organizational preventive maintenance checks and services. Clearly annotate PMCS.

c. General Instructions

(1) *Basic log format.* Log entries will be clear, complete, and concise. The log documents fact, as perceived by the person making the entry. Elaborate detail or opinion will be avoided. The use of standard abbreviations and references to substantive records is encouraged in expressing activities in the clearest manner. Legible entries will be made in ink. All information noted will correlate with

related data on other forms, records, and reports. Maintenance activities logged will cite the appropriate technical reference needed to support the entry as a complete, understandable statement.

(2) *Location of logs.* Logs will be kept in the immediate vicinity of the log subject. Exceptions are allowed where this is impractical, but the location will be designated within the maintenance standard operating procedures.

(3) *Log corrections.* There will be no erasures or deletions of any entered data. A corrected entry is mandatory for erroneous entries relating to a facility interruption. Errors will be corrected by one of the following two methods:

(a) The person making the error can void the entry with a single line strikeout followed by their initials and the corrected version. This method will only be used when the correction can be entered adjacent to or immediately below the erroneous entry.

(b) An entry in error will be corrected with an additional entry referenced to the erroneous entry by date and time. The person making the correction will then note the date and time of the corrected entry and their initials in the margin adjacent to the erroneous entry.

(4) *Activities requiring log entries.* Entries in the logs will provide a complete accounting of activities related to facility status, certification, operation, or performance. Entries will include but are not limited to—

(a) Arrivals and departures at facilities not manned. At least one entry will include the purpose of the visit, if not apparent from other entries.

(b) Scheduled or unscheduled interruptions/outages and related activities.

(c) Start and completion of PMCS or corrective maintenance actions performed.

(d) Identification of failed equipment components by reference designation, part number, NSN, or serial number.

(e) Start and completion of flight inspections (where onsite personnel are involved or notified), technical inspections, and aircraft accident investigations.

(f) Equipment changes or replacement, including transfers and channel changes.

(g) Modification, commissioning, or decommissioning activities.

(h) Pilferage, vandalism, or related events.

(i) Adverse weather effects, commercial power failures, access road problems, or any other conditions deemed to have impact on facility or air traffic operations.

(j) Certification or decertification.

(k) Visits by nonsite personnel.

(5) *Initials.* The originator will initial the entry in the area provided on the last line of the entry. Two-party entries will be initialed by the originator's initials on top, a slash (/), and the second party's (observer or second technician) initials under the slash in the initial box.

(6) *Page numbering.* All serialized log pages will remain in numerical order with any exceptions noted. When starting a new log, the serial number of the last page of the old log will be referenced in the first entry of the new log. The serial number of the first page in the new log will be referenced in the last entry of the old log or in the lower right margin of the last page.

(7) *Month and year.* The month and year corresponding to the beginning entry on each page of the log will be entered in the "month and year" block at the top of each page of the log.

(8) *Date and time.* All entries will be referenced to date and local time. Consecutive entries on the same calendar date need not be dated at each entry, but the date is required on the first and last entry of each page. Entries continued from the previous page need not have a date and time on the continued portion.

(9) *Initial/final remarks entries.* Begin a new page with each calendar month. On the first line put "First Entry Month of (month)". After last entry of each month, state "Last Entry Month of (month)". Draw a slash (/) through all unused lines.

(10) *Technician's signature.* At the end of each month, the technician having the primary responsibility for the maintenance of the facility or navigational aid covered by the log, is responsible for

reviewing and signing the log page(s) in the lower right hand corner under "Signature of Maintenance Technician".

(11) *Supervisor's signature.* The maintenance supervisor conducts an onsite log overview prior to removal of the white page(s). Review will address log procedural or policy discrepancies, technical completeness, detection of facility performance trends, and recurring malfunctions. Mistakes or unclear entries will be corrected

by an additional entry referenced to the erroneous entry by date and time. After verifying that the yellow copy is a reproduction of the white page, the supervisor will date and sign in the lower left block at the bottom of each page reviewed. The white page(s) will be removed for filing at the maintenance office.

(12) *Disposition instructions.* Retain facility maintenance logs on file a minimum of 5 years from date of last monthly entry, or until no longer needed.

Edition of MAY 81 is obsolete.



★ U.S. GPO: 1986 - 161-818

EXCHANGE TAG	1. SUPPORT AGENCY (DODAAC) DODAAC UIC WACTAO		2. DATE 1292		
	3. ORGANIZATION (DODAAC) UIC WACCBO		4. <input type="checkbox"/> WARRANTY <input type="checkbox"/> EIR EXHIBIT <input checked="" type="checkbox"/> EXCHANGE		
	5. NSN 2805-01-039-3500		6. NOUN NOMENCLATURE ENGINE, GASOLINE		
	7. PD 02		8. PD AUTHENTICATION Ryan O. Bow, Jr.		
	END ITEM IDENTIFICATION		9. END ITEM NOUN NOMENCLATURE SLEB CNT MNT		
			10. MODEL SELM1975	11. SERIAL NO. 54782	
	12. DEFICIENCY OR SYMPTOM ENGINE SEIZED				
	13. DATE ACCEPTED 1292		14. SIGNATURE Ryan M. Lee		15. NMCS yes
	16. JON A803862		17. INITIALS DL		
	18. DATE REPAIRED 1295		19. INITIALS RML		

Figure 3-1. Sample of a completed DA Form 2402

Legend for Figure 3-1:

Completion instructions by block number and title

(1) Support Agency (DODAAC).

- a. Line through the word "DODAAC" and enter the word "UIC."
- b. Enter the UIC of the support activity that will receive, hold, or Work on the item for you.

(2) **Date.** Enter the Julian date the form was initiated.

(3) **Organization (DODAAC).**

- a. Line through the word "DODAAC" and enter the word "UIC."
- b. Enter the UIC of the owning unit or organization.

(4) **Warranty/EIR Exhibit/ Exchange.** Mark the block to show the use of the form. If form is being used for other than the options indicated in Block 4 (e.g., receipt for TMDE), print the use of the form above the exchange block.

(5) **NSN.** Enter the NSN of the item.

(6) **Noun Nomenclature.** Print the noun abbreviation of the item to be exchanged.

(7) **PD.** Enter the priority designator (PD) that applies to the action. The unit or organization listed in Block 3 normally assigns the PD. When the form supports a customer maintenance request, use the PD of the maintenance request.

(8) **PD Authentication.**

- a. The commander or the commander's designated representative signs when a PD of 01 through 10 is in Block 7.
- b. Enter the maintenance work order number when a PD of 01 through 10 is taken from a maintenance request.

(9) **End Item Nomenclature.** Enter the noun abbreviation of the end item for the part or component in Block 6.

(10) **Model.** Enter the model number of the end item.

(11) **Serial No.** Enter the serial number of the end item.

(12) **Deficiency or Symptom.** Briefly describe the problem.

(13) **Date Accepted.** When the form is used as a receipt, the support unit will enter the Julian date.

(14) **Signature.** The person who receives the item signs.

(15) **NMCS.** Print the word "Yes" for NMC condition.

(16) **JON.** The facility that will repair the item enters the maintenance work order number.

(17) **Initials.** The person receiving the item for repair initials in this block.

(18) **Date Repaired.** The person doing the work enters the Julian date that the work was finished.

(19) **Initials.** The person doing the work initials in this block.

DD FORM 314 1 DEC 93 PREVIOUS EDITIONS OF THIS FORM MAY BE USED SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
REGISTRATION NUMBER	ADMINISTRATION NO.										NOMENCLATURE										MODEL					ASSIGNED TO										
JAN											09700																									
FEB											L10700																									
MAR	411700																																			
APR											L12700																									
MAY																					413700															
JUN	L14700																																			
JUL											515700																									
AUG																																				
SEP																																				
OCT																																				
NOV																																				
DEC																																				
REMARKS																																				
Next Service Annual - 21,700 9 Jan 94																																				
Next Tire Rotation Due: 17,700																																				
Antifreeze Data: -40 Alkalinity: Blue Date 9 Jan 93																																				
DATE RECEIVED								RECEIVED FROM														DISPOSITION														
REGISTRATION NUMBER								ADMINISTRATION NO.								NOMENCLATURE						MODEL					ASSIGNED TO									
5c1263								A-60								TRK COO Subsystem HI 440831						M54A2					CoA 14IECB									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

This portion is provided for convenience in typing the lower lines on BOTH SIDES.
To be detached prior to placing in KARDEX or other visible-type file.

Figure 3-2. Sample of a completed DD Form 314 (Front side)

Legend for Figure 3-2:

Completion instructions by block title

Use either the blocks at the top or the bottom of the card.

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Enter the registration number, if the equipment has one assigned, or the serial number.

Administration No. Enter the equipment's administration number (bumper or locally assigned number). If the equipment does not have an assigned administration number (bumper or locally assigned number), pencil "none assigned" in this block.

Nomenclature.

a. Put the noun abbreviation in this block.

b. For equipment reported under AR 700-138, put the equipment category code (ECC) and line item number (LIN) under the noun. You will find ECCs in appendix B, Table B-18. LINs are in SB 700-20. Use the exact nomenclature format listed in AR 700-138.

c. If the item is a system or part of a subsystem, enter either "system" or "subsystem" as applicable.

Model. Enter the model number; for example, M1009. Use the exact model format listed in AR 700-138.

Assigned To. Enter the name of the unit or organization owning the

equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks.

a. In pencil, annotate any maintenance information that will be needed in the future or on the replacement form for the next year. This information may include service symbols, dates for current and next year, and warranty information. If the equipment is under warranty, print in pencil "Warranted Item" and the length of the warranty in miles, months, hours, or years. Your Warranty Control Office or Logistics Assistance Office can assist you with warranty data for specific pieces of equipment. Use it when filling out the DA Form 2407.

b. Antifreeze entries will be made in the Remarks Block for equipment under warranty or using commercial or arctic antifreeze. For additional information, see TB 750-651.

c. Cooling systems serviced with antifreeze, Mil-A-46153, require the degree of protection, the condition of the cooling system, and the use of antifreeze extender, Mil-A-53009, recorded in this block. See TB 750-651.

d. PMCS reference, PMCS time, and flight check data will be shown for all ATC equipment.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

Date Blocks. Indicate services scheduled with pencil entries and services completed with ink pen entries.

DD FORM 314 PREVIOUS EDITIONS OF THIS FORM MAY BE USED FOR SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
REGISTRATION NUMBER	ADMINISTRATION NO.											NOMENCLATURE										MODEL					ASSIGNED TO												
JAN												O S S S S S S																											
FEB	O X X X X X X X X X X X X X X X X																																						
MAR																																							
APR																																							
MAY																																							
JUN																																							
JUL																																							
AUG																																							
SEP																																							
OCT																																							
NOV																																							
DEC																																							
REMARKS																																							
DATE RECEIVED								RECEIVED FROM														DISPOSITION																	
REGISTRATION NUMBER								ADMINISTRATION NO.								NOMENCLATURE								MODEL					ASSIGNED TO										
5C1263								A-60								TRKCGO Subsystem HE x40231								M54A2					COA 141ECB										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								

This portion is provided for convenience in typing the lower lines on BOTH SIDES.

To be detached prior to placing in KARDEX or other visible-type file.

GPO : 1987 O - 185-749

Figure 3-3. Sample of a completed DD Form 314 (Reverse side)

Legend for Figure 3-3:

Completion instructions by block title

Use either the blocks at the top or the bottom of the card.

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Enter the registration number, if the equipment has one assigned, or the serial number.

Administration No. Enter the equipment's administration number (bumper or locally assigned number). If the equipment does not have an assigned administration number (bumper or locally assigned number), pencil "none assigned" in this block.

Nomenclature.

- Put the noun abbreviation in this block.
- For equipment reported under AR 700-138, put the equipment category code (ECC) and line item number (LIN) under the noun. You will find ECCs in appendix B, Table B-18. LINs are in SB 700-20. Use the exact nomenclature format listed in AR 700-138.
- If the item is a system or part of a subsystem, enter either "system" or "subsystem" as applicable.

Model. Enter the model number; for example, M1009. Use the exact model format listed in AR 700-138.

Assigned To. Enter the name of the unit or organization owning the

equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks.

a. For equipment reported under AR 700-138, Tables B-1 and B-2, note any NMCM/NMCS time reported as totals by support maintenance. (When support gives you a day-by-day breakout of NMC time, mark the days in the date block.)

b. For equipment with hourmeters or odometers, show the total time of miles on the equipment at the last meter change. For example, "Odometer replaced at 23,169 miles, new reading 0 (zero) miles" or "Hourmeter replaced at 1,327 hours. New reading 5 hours." The "replaced at" number is the total (cumulative) hours or miles on the equipment at the time the meter was replaced. The "new reading" number is the hours or miles on the new meter when you put it on the equipment. The "replaced at" and "new reading" numbers will be in pencil. When you next replace the meter, add the usage from the meter you're replacing to the "replaced at" figure, and show any miles or hours on the new meter. This information is needed for the DA Form 2408-9 Usage report and others.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

Date Blocks. Show day-by-day breakout of NMC time. Mark the days in the date block.

DD FORM 314 PREVIOUS EDITIONS OF THIS FORM MAY BE USED FOR SCHEDULE AND RECORD
 PREVENTIVE MAINTENANCE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
REGISTRATION NUMBER	ADMINISTRATION NO.										NOMENCLATURE										MODEL					ASSIGNED TO													
JAN																																							
FEB																																							
MAR																																							
APR																																							
MAY																																							
JUN																																							
JUL																																							
AUG																																							
SEP																																							
OCT																																							
NOV																																							
DEC																																							
REMARKS																																							
Pump Ser # 421565 Tank Ser # 124798 Heater Ser # 455531																																							
DATE RECEIVED								RECEIVED FROM														DISPOSITION																	
REGISTRATION NUMBER								ADMINISTRATION NO.								NOMENCLATURE								MODEL					ASSIGNED TO										
See Remarks								A-60								Decon Appt System SN FB1880								M12A1					Co A 14IECB										
93	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								

This portion is provided for convenience in typing the lower lines on BOTH SIDES.

To be detached prior to placing in KARDEX or other visible-type file.

*U.S. GPO: 1989-252-101

Figure 3-4. Sample of a completed DD Form 314 Front Side (System)

DD FORM 314
 PREVIOUS EDITIONS OF
 THIS FORM MAY BE USED
 PREVENTIVE MAINTENANCE
 SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
REGISTRATION NUMBER	ADMINISTRATION NO.										NOMENCLATURE										MODEL					ASSIGNED TO											
JAN																																					
FEB																																					
MAR	X																																				
APR																																					
MAY																																					
JUN																																					
JUL																																					
AUG																																					
SEP																																					
OCT																																					
NOV																																					
DEC																																					
REMARKS Pump Ser # 421565 Tank Ser # 124798 Heater Ser # 455531																																					
DATE RECEIVED								RECEIVED FROM														DISPOSITION															
REGISTRATION NUMBER								ADMINISTRATION NO.								NOMENCLATURE								MODEL					ASSIGNED TO								
See Remarks								A-60								Decon Appr System ECC F31890								M12A1					C. A MIECB								
93	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

This portion is provided for convenience in typing the lower lines on BOTH SIDES.
 To be detached prior to placing in KARDEX or other visible-type file. *U. S. GPO: 1989-252-101

Figure 3-5. Sample of a completed DD Form 314 Reverse Side (System)

Legend for Figure 3-5:

Completion instructions by block title

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Leave blank.

Administration No. Leave blank or use as needed locally.

Nomenclature.

a. Enter the noun abbreviation of the primary item of the system (for example, TRK CGO 1 1/4 T), and the word "System" under it.

b. Put the ECC and LIN of the primary item in the system beside the word "System." AR 700-138 tells you what the primary item in the system is, its noun abbreviation, ECC, and LIN.

Model. Leave blank.

Assigned To. Enter the name of the unit or organization owning the

equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks.

a. List each subsystem in the system. AR 700-138 tells you what the subsystems are. Put the serial number or other identifying number in pencil beside the subsystem.

b. NMC time for all subsystems will be combined.

c. A system DD 314 is needed only to combine NMC time on equipment reported as a system. Those items are listed in AR 700-138, Tables B-1 and B-2.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

Date Blocks. Show day-by-day breakout of NMC time for system. Mark the days in the date block.

DD FORM 314
 PREVIOUS EDITIONS OF THIS FORM MAY BE USED
 PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
REGISTRATION NUMBER						ADMINISTRATION NO.					NOMENCLATURE										MODEL			ASSIGNED TO										
JAN																																		
FEB																	Q																	
MAR																																		
APR																																		
MAY																	Q																	
JUN																																		
JUL																																		
AUG																	Q																	
SEP																																		
OCT																																		
NOV																																		
DEC																																		
REMARKS	1. 47980					6. 32168					11. 79351										16. 56215													
	2. 47988					7. 32125					12. 79210										17. 58172													
	3. 48023					8. 32562					13. 81215										18. 58612													
	4. 62379					9. 32698					14. 81315										19. 60210													
	5. 12348					10. 42168					15. 82510										20. 31528													
DATE RECEIVED											RECEIVED FROM										DISPOSITION													
REGISTRATION NUMBER	See Remarks					Pistol # 1 - # 20					Pistol cal 45										M1911 A1			B Co 50th S.g.										

Figure 3-6. Sample of a completed DD Form 314 to record more than one serial number

Legend for Figure 3-6:

Completion instructions by block title

Put the last two digits of the calendar year in the shaded box at the upper left or lower left of the card.

Registration Number. Enter "See Remarks".

Administration No. Enter the number of items being recorded in the Remarks block. (For example, Pistol # 1 - # 20).

Nomenclature. Enter the noun of the item.

Model. Enter the model number.

Assigned To. Enter the name of the unit or organization owning the equipment. Pencil entry if the item is authorized for Operational Readiness Float (ORF).

Remarks. When using the form to show services on more than one nonreportable item, serial numbers or administration numbers will be listed in ink in the Remarks block on the front side of the form. At the end of the year, the back side of the form will be used. The serial or administration numbers do not require recopying on the reverse side of the DD Form 314. Print "See Remarks Block Front Side" in the Remarks block. For ATC equipment, PMCS time will show total time required for performance of PMCS on all like items supported by the form.

Date Received. Leave blank or use as needed locally.

Received From. Leave blank or use as needed locally.

Disposition. Leave blank or use as needed locally.

(2) Nomenclature and Model.

- a. Enter the noun abbreviation and the model of the equipment.
- b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

- a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available.
- b. For watercraft, enter the DA Hull Number.

(4a) Miles.

- a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.
- b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is kilometers.
- c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

- a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.
- b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the deficiency or shortcoming was found.

(6) Type Inspection. Enter "PMCS".

- a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e.
- b. When no faults are found, this form can be used for more than 1 day even if form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c after the PMCS was performed.

(7) TM Number and TM Date.

- a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second number and date block.
- b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past current dispatch.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. Maintenance supervisor or the commander's designated representative will sign when corrective action is taken.

(9b) Time. Leave blank or use as needed locally. For a missile system

and missile subsystems reported under AR 700-138, (chapter 4), enter the time when item was found to be NMC.

(10) Man-Hours Required. Leave blank or use as needed locally.

Column a. TM Item No.

a. Put the PMCS item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment is not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 (Materiel Condition Status Report) unless they are in the PMCS "not ready" column or the "not mission capable" column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Enter the status symbol that applies to the fault or deficiency.

Column c. Deficiencies and Shortcomings.

a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist.

b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions they take.

c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

d. When using one DA Form 2404 for more than one item of equipment, enter the serial or administration number for the item with the fault. Write the fault on the line below the serial number.

e. When you list faults not covered by the PMCS, add the pub that covers them; for example, SOP or AR 385-55.

Column d. Corrective Action. Explain corrective actions taken.

Column e. Initial When Corrected. The mechanic initials any faults that have been fixed. The initials will go on the last line for the entry in column d. The maintenance supervisor will review the faults corrected and those still not fixed to decide what other action is needed. For quality control, the inspector or a designated representative will check all corrected status symbol X faults. The inspector will then initial the status symbol.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET										
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCILOG										
1. ORGANIZATION B Co 214th Ayn					2. NOMENCLATURE AND MODEL Trk Cgo 1/4 T m1008					
3. REGISTRATION/SERIAL/ASN 345678		4. MILES 18310	5. HOURS	6. ROUNDS FIRED	7. HOT STARTS	8. DATE 5 Jan 92		9. TYPE INSPECTION PMCS		
7. APPLICABLE REFERENCE										
TM NUMBER Tm 9-2320-259-10 w/c 3			TM DATE Jul 86			TM NUMBER		TM DATE		
COLUMN a - Enter TM item number.					COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.					
COLUMN b - Enter the applicable condition status symbol.					COLUMN e - Individual ascertaining completed corrective action initial in this column.					
COLUMN c - Enter deficiencies and shortcomings.										
8. STATUS SYMBOLS										
<p>"X"-Indicates a deficiency in the equipment that places it in an inoperable status.</p> <p>CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.</p> <p>HORIZONTAL DASH "-"-Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.</p>					<p>DIAGONAL ("/)"-Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT-Status symbols will be recorded in red.</p>					
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.										
9a. SIGNATURE (Person(s) performing inspection)				9b. TIME		9c. SIGNATURE (Maintenance Supervisor)		9d. TIME		10. MANHOURS REQUIRED
SPC Mark Houbal						Robert W. Potts 14				
TM-ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS			CORRECTIVE ACTION			INITIAL WHEN CORRECTED		
		4 Jan 92						M.H.		
(5a)	X	transfer will not shift to low			Cleared for limited operation to transfer vehicle to support maintenance on 5 Jan 92			RWP.		
(5a)	X	transfer will not shift to low.								

DA FORM 2404
1 APR 78

Replaces edition of 1 Jan 84, which will be used

Figure 3-9. Sample of a completed DA Form 2404 used for changing an "X" condition

Legend for Figure 3-9:
Completion instructions for DA Form 2404 used for changing an "X" condition

Note: Administrative/bumper number will be placed in upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

- a. Enter the noun abbreviation and the model of the equipment.
- b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

- a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available.
- b. For watercraft, enter the DA Hull Number.

(4a) Miles.

- a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.
- b. Round to the nearest mile or kilometer. Put the letter "K" if the reading is kilometers.
- c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

- a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.
- b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the deficiency or shortcoming was found.

(6) Type Inspection. Enter "PMCS".

- a. Use the same DA Form 2404 for more than 1 day. If you find no faults during the BEFORE OPERATION checks in the PMCS, put the date in column c. If no faults are found DURING or AFTER OPERATION, initial in column e.
- b. When no faults are found, this form can be used for more than 1 day even if the form was used for concurrent PMCSs, i.e., W/M. Just place the first letter of the type of PMCS performed (W/M) in column d, by that day's date in column c.

(7) TM Number and TM Date.

- a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second number and date block.
- b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When a deficiency or shortcoming is found, the operator or supervisor signs and enters rank. A signature in this block keeps the form from being used past the current dispatch.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The commander or the commander's designated representative will sign name and rank when making a status symbol change or changing from an X to a CIRCLED X status symbol for one time operation.

(9b) Time. Leave blank or use as needed locally. For missile system and missile subsystems reported under AR 700-138, (chapter 4), enter the time when item was found to be NMC.

(10) Man-Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number.

- a. Put the TM item number that applies to the fault listed in column c.

If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment not ready/available if" column or "Not Mission Capable if" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the Materiel Condition Status Report (MCSR) unless they are in the PMCS "not ready" column or the "not mission capable" column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Repair of status symbol X faults cannot be postponed or delayed, but they may be changed to a CIRCLED X status symbol for limited operation. The commander or the commander's designated representative may change an X status symbol fault to a CIRCLED X status symbol. Changing of status symbols should only be done when the equipment is crucial to the mission. No X status symbol faults will be changed to a CIRCLED X if it endangers the operator/crew or causes further damage to the equipment. CIRCLED X conditions will be for one time operation or mission. (Common sense must be used.)

Column c. Deficiencies and Shortcomings.

- a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults that have been repaired on the DA Form 2404. Continue the PMCS to make sure no other faults exist.
- b. Briefly describe the fault. Skip one or two lines between faults. This will give maintenance room to note actions taken.
- c. When more than one TM covers the equipment, draw a line under the last entry for one TM. Under the line, write the TM number of the manual you will use next. After you finish the PMCS and list all faults you cannot fix, give the form to the maintenance supervisor.

Column d. Corrective Action.

- a. Print "Cleared for limited operations," and the specific limits under which the equipment can be operated. For example, limits may involve speed, type of mission, distance, weather, or time. The change may affect a subsystem of a system listed in AR 700-138. If so, make sure the limits include the part of the mission the system can no longer do.
- b. Deficiencies changed to a CIRCLED X will return to an X status symbol at the end of the day or mission.
- c. Equipment cleared for limited operations will still be carried as NMC for the DA Form 2406, DA Form 3266-2R, and the DD Form 314.
- d. When a deficiency is corrected immediately or changed to a CIRCLED X, entries in blocks 4 and 5 will be made at the end of the dispatch or operation.

Column e. Initial When Corrected.

- a. The commander or the commander's designated representative initials for limited operation entries.
- b. The person taking the action or transferring the document/NSN initials other entries.
- c. The initials will go on the last line of the entry.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET					
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCBLOG					
1. ORGANIZATION B Co 214th Avn			2. NOMENCLATURE AND MODEL Trk C90 1/4 T m1008		
3. REGISTRATION/SERIAL/NSN 67890	4. MILES 10389	5. HOURS	6. ROUNDS FIRED	7. HOT STARTS	8. DATE 16 Apr 92
9. TYPE INSPECTION Annual					
APPLICABLE REFERENCE					
TM NUMBER Tm 9-2320-289-206	TM DATE Jan 88	TM NUMBER Tm 9-2320-289-206	TM DATE		
COLUMN a - Enter TM item number. COLUMN b - Enter the applicable condition status symbol. COLUMN c - Enter deficiencies and shortcomings.			COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e - Individual ascertaining completed corrective action initial in this column.		
STATUS SYMBOLS					
<p>"X"-Indicates a deficiency in the equipment that places it in an inoperable status.</p> <p>CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.</p> <p>HORIZONTAL DASH "-"-Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.</p>			<p>DIAGONAL "/"-Indicates a material defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.</p> <p>LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.</p> <p>FOR AIRCRAFT-Status symbols will be recorded in red.</p>		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.					
10a. SIGNATURE (Person(s) performing inspection)		10b. TIME	10c. SIGNATURE (Maintenance Supervisor)		10d. TIME
PFC Chuck Palmer			SSG John Mora		
11. MANHOURS REQUIRED					
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS	CORRECTIVE ACTION	INITIAL WHEN CORRECTED	
8	/	Class II leak at rear diff. cover	torgued bolts to 35# ft. checked fluid level	C.P.	
			annotate on 2408-14.30*	J.M.	
			CDRAAA212345		
9	/	Rear shock bushings starting to dry rot.	2310-01-561-1083 4E9 pg. 98 fig. 5 item 2 Doc. # 2108-0010	Annate on 2408-14. J.M.	

DA FORM 2404
1 APR 79

Replaces edition of 1 Jan 64, which will be used

Figure 3-10. Sample of a completed DA Form 2404 used for maintenance services/inspections

Legend for Figure 3-10:
Completion instructions for DA Form 2404 used for maintenance services/inspections

Note: Administrative number/bumper number will be put in the upper right hand corner or as prescribed by local SOP.

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

- a. Enter the noun abbreviation and the model of the equipment.
- b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

- a. Enter the serial or registration number. Enter the NSN when no serial number or registration number is available.
- b. For watercraft, enter the DA hull number.
- c. For more than one item, leave blank.

(4a) Miles.

- a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.
- b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is in kilometers.
- c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

- a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.
- b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the service is performed.

(6) Type Inspection.

- a. Enter the type of inspection or service to be done (lubrication, monthly, quarterly, semiannual, etc.).
- b. When doing more than one inspection or service at the same time, put the service symbols in block 6 (L/S, etc.).

(7) TM Number and TM Date.

- a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second number and date block.
- b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. Personnel performing service/ inspection signs and enters rank after inspection is completed.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The maintenance supervisor or the commander's designated representative signs name and rank after service/inspection is completed.

(9b) Time. Leave blank or use as needed locally. For missile systems and missile subsystems items reported under AR 700-138, (Chapter 4), enter the time when item was found to be NMC.

(10) Man-Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number.

- a. Put the PMCS item number that applies to the fault listed in column c.
- b. If the PMCS has no item numbers, list the page, paragraph, or

sequence number. Circle the number if the fault is listed in the "Equipment not ready/ available" column or "Not Mission Capable" column of the PMCS. If the PMCS has no ready/available or not mission capable column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

- b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 unless they are listed in the PMCS "not ready" column or the "not mission capable" column. But you will list them if you find a problem with one of them.

- c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Enter the status symbol that applies to the fault or deficiency.

Column c. Deficiencies and Shortcomings.

- a. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults on the DA Form 2404 that you have repaired. Continue the PMCS to ensure no other faults exist.

- b. Briefly describe uncorrected faults.

Column d. Corrective Action.

- a. Explain corrective action taken.
- b. For equipment needing a DA Form 2409, note repair work done and parts replaced. Put that information on the DA Form 2409. Print "DA Form 2409" in column d for those items.
- c. If parts are needed, the PLL clerk will order them and enter the document numbers.
- d. Faults that need support maintenance will go on a DA Form 2407. Print "DA Form 2407 (SPT)" in column d.
- e. The commander's designated representative will decide what maintenance can be delayed. Faults that do not affect the operation of the equipment and the operator's safety can be deferred because:
 - (1) Support is backed up and cannot get to the equipment right away.
 - (2) The needed repair part is not on hand.
 - (3) Other reasons at the CO's discretion.

f. Faults that the commander's designated representative decides to defer go on the DA Form 2408-14. Print "DA Form 2408-14" in column d for those items.

- (1) Support is backed up and cannot get to the equipment right away.
- (2) The needed repair part is not on hand.
- (3) Other reasons at the CO's discretion.

f. Faults that the commander's designated representative decides to defer go on the DA Form 2408-14. Print "DA Form 2408-14" in column d for those items.

Column e. Initial When Corrected.

- a. The person taking the action or transferring the information initials other entries.

- b. The initials will go on the last line of the entry.

- c. For quality control, the inspector or commander's designated representative will check all corrected status symbol X faults to ensure proper repairs have been completed. If properly repaired, the inspector or the commander's designated representative will initial the status symbol.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET										
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG										
1. ORGANIZATION					2. NOMENCLATURE AND MODEL					
B Co 214 th Avn					Rifle 5.56 mm M16A1					
3. REGISTRATION/SERIAL/NSN		4a. MILES	4b. HOURS	4c. ROUNDS FIRED	4d. HOT STARTS	5. DATE		6. TYPE INSPECTION		
1645-01-073-9421						22 Oct 92		Quarterly		
APPLICABLE REFERENCE										
TM NUMBER		TM DATE		TM NUMBER		TM DATE				
TM 9-1645-249-24 + P		Nov 83								
COLUMN a - Enter TM item number.					COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c.					
COLUMN b - Enter the applicable condition status symbol.					COLUMN e - Individual ascertaining completed corrective action initial in this column.					
COLUMN c - Enter deficiencies and shortcomings.										
STATUS SYMBOLS										
"X"-Indicates a deficiency in the equipment that places it in an inoperable status.					DIAGONAL ("/)-Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.					
CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.					LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.					
HORIZONTAL DASH ("-)-Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.					FOR AIRCRAFT-Status symbols will be recorded in red.					
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREBON.										
8a. SIGNATURE (Person(s) performing inspection)			8b. TIME		8c. SIGNATURE (Maintenance Supervisor)			8d. TIME		9. MANHOURS REQUIRED
SGT Dennis Bugonichy					SFC Lawrence Carey					
TM ITEM NO.	STATUS	DEFICIENCIES AND SHORTCOMINGS			CORRECTIVE ACTION			INITIAL WHEN CORRECTED		
		SN 16235								
②	X	barrel assy loose			DA Form 2407 (SPT)			DB		
		SN 23832								
4	/	loose bolt carrier			DA Form 2407 (SPT)			DB		
		SN 73875								
6	/	ejection port cover spring broken			5360-00-978-1025 Doc. # 2298-0025			DB		

DA FORM 2404
1 APR 79

Replaces edition of 1 Jan 64, which will be used

Figure 3-11. Sample of a completed DA Form 2404 used for services on more than one like item

Legend for Figure 3-11:
Completion instructions for DA Form 2404 used for services on more than one like item

(1) Organization. Enter the name of the unit to which the equipment belongs.

(2) Nomenclature and Model.

a. Enter the noun abbreviation and the model of the equipment.

b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

a. Enter the serial or registration number. Enter the NSN when no serial number or registration number is available.

b. For watercraft, enter the DA hull number.

c. For more than one item, leave blank.

(4a) Miles.

a. When a deficiency or a shortcoming is found, enter the miles or kilometers on the equipment's odometer at the end of the day's dispatch or operation.

b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is in kilometers.

c. Leave blank if the item does not have an odometer or if no faults are found.

(4b) Hours.

a. When a deficiency or a shortcoming is found, enter the meter reading at the end of the day's dispatch or operation.

b. Leave blank if hours do not apply to the equipment or if no faults are found.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date the service is performed or the shortcoming was found.

(6) Type Inspection.

a. Enter the type of inspection or service to be done (lubrication, monthly, quarterly, semiannual, etc.).

b. When doing more than one inspection or service at the same time, put the service symbols in block 6 (L/S, etc.).

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second TM number and date block.

b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in TM date block.

(8a) Signature. Personnel performing service/inspection signs and enters rank after inspection is completed.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The maintenance supervisor or the commander's designated representative signs name and rank after service/inspection is completed.

(9b) Time. Leave blank or use as needed locally. For missile systems or missile subsystem items reported under AR 700-138, (Chapter 4), enter the time when item was found to be NMC.

(10) Man-Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number.

a. Put the PMCS item number that applies to the fault listed in column c. If the PMCS has no item numbers, list the page, paragraph, or sequence number. Circle the number if the fault is listed in the "Equipment not ready/available" column or "Not Mission Capable" column of the PMCS. If the PMCS has no ready/available or not mission capable

column, circle the TM item number, page, or paragraph number of any fault that makes the equipment NMC.

b. Pubs or TM sections other than PMCS may be required for safety faults or local dispatching. For example, AR 385-55 lists safety checks that may not be in the PMCS. Those faults will not be counted as NMC for the DA Form 2406 unless they are listed in the PMCS "not ready" column or the "not mission capable" column. But, you will list them if you find a problem with one of them.

c. For those faults not covered by the PMCS, leave this column blank.

Column b. Status. Enter the status symbol that applies to the fault or deficiency.

Column c. Deficiencies and Shortcomings.

a. When using one DA Form 2404 for more than one item of equipment, enter the serial or administration number for the item with the fault. Write the fault on the line below the serial or administration number.

b. If you find a fault that can be repaired, stop the PMCS and correct the fault. Do not enter faults on the DA Form 2404 that you have repaired. Continue the PMCS to ensure that no other faults exist.

c. Briefly describe uncorrected faults.

Column d. Corrective Action.

a. Explain corrective action taken.

b. For equipment needing a DA Form 2409, note repair work done and parts replaced. Put that information on the DA Form 2409. Print "DA Form 2409" in column d for those items.

c. If parts are needed, the PLL clerk will order them and enter the document numbers.

d. Faults that need support maintenance will go on a DA Form 2407. Print "DA Form 2407 (SPT)" in column d.

e. The commander's designated representative will decide what maintenance can be delayed. Faults that do not affect the operation of the equipment and the operator's safety can be deferred because:

(1) Support is backed up and cannot get to the equipment right away.

(2) The needed repair part is not on hand.

(3) Other reasons at the commander's discretion.

f. Faults that the commander's designated representative decides to defer go on the DA Form 2408-14. Print "DA Form 2408-14" in column d for those items.

Column e. Initial When Corrected.

a. The person taking the action or transferring the information initials other entries.

b. The initials will go on the last line of the entry.

c. For quality control, the inspector or commander's designated representative will check all corrected status symbol "X" faults to ensure proper repairs have been completed. If properly repaired, the inspector or the commander's designated representative will initial the status symbol.

(2) Nomenclature and Model.

- a. Enter the noun abbreviation and the model of the equipment.
- b. For watercraft, use the noun abbreviation and Hull Design Number.

(3) Registration/Serial/NSN.

- a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available.
- b. For watercraft, enter the DA Hull Number.

(4a) Miles.

- a. Enter the miles or kilometers on the equipment's odometer as of the date in block 5.
- b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is kilometers.
- c. Leave blank if the item does not have an odometer.

(4b) Hours.

- a. Enter the meter reading in hours as of the date in block 5.
- b. Leave blank if hours do not apply to the equipment.

(4c) Rounds Fired. Leave blank.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date.

(6) Type Inspection. Enter the letters "BDAR."

(7) TM Number and TM Date.

- a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second TM number and date block.

- b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. When the repair or replacement has been accomplished, the person doing the job will sign name and enter rank.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. The maintenance supervisor or the commander's designated representative will sign name and rank. This is to ensure that when corrective actions are taken, no safety faults still exist that would endanger the operator or cause further damage to the equipment.

(9b) Time. Leave blank or use as needed locally.

(10) Man-Hours Required. Leave blank or use as needed locally.

Column a. TM Item Number. Leave blank.

Column b. Status. Leave blank.

Column c. Deficiencies and Shortcomings.

- a. Briefly describe the fault.

- b. If more than one deficiency or shortcoming is noted, leave enough room between entries to allow for corrective action taken to be annotated.

Column d. Corrective Action. Explain actions taken to correct or repair the fault. Note any parts replaced, parts ordered, and work done.

Column e. Initial When Corrected. The person taking the action initials here.

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET							
For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG							
1. ORGANIZATION B Co 214 th Avn				2. NOMENCLATURE AND MODEL Trk Cgo 1/4T m398			
3. REGISTRATION/SERIAL/NSN 890123		4a. MILES 23910	4b. HOURS	4c. ROUNDS FIRED	4d. HOT STARTS	5. DATE 11 Nov 92	6. TYPE INSPECTION ECOD
7. APPLICABLE REFERENCE							
TM NUMBER Tm 9-2320-289-20		TM DATE Jan 88		TM NUMBER Tm 9-2320-289-34P		TM DATE Jan 87	
COLUMN a - Enter TM item number. COLUMN b - Enter the applicable condition status symbol. COLUMN c - Enter deficiencies and shortcomings.				COLUMN d - Show corrective action for deficiency or shortcoming listed in Column c. COLUMN e - Individual ascertaining completed corrective action initial in this column.			
STATUS SYMBOLS							
"X"-Indicates a deficiency in the equipment that places it in an inoperable status. CIRCLED "X"-Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished. HORIZONTAL DASH "-" -Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.				DIAGONAL "/" -Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable. LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists. * FOR AIRCRAFT-Status symbols will be recorded in red.			
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.							
8a. SIGNATURE (Person(s) performing inspection) John T. Usher, SGT 725 th Maint. Co. DAW78-7545			8b. TIME	8c. SIGNATURE (Maintenance Supervisor) Kevin Arbanas, 1LT 725 th Maint Co		8d. TIME	8e. MANHOURS REQUIRED
TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c		CORRECTIVE ACTION d		INITIAL WHEN CORRECTED e	
	STEP 1	Technical Inspection					
1	/	tailgate crushed		replace		2.0	
2	/	rear bumper bent		repair		1.5	
3	/	R/s rear corner panel bent		replace		1.5	
4	/	left rear panel bent		replace		1.5	
5	/	left outer side panel bent		replace		1.5	
6	/	L/s tail light assy. broken		replace		1.0	
7	/	R/s tail light assy. broken		replace		1.0	
8	/	R/s rail assy. bent		replace		2.0	
9	/	L/s rail assy. torn		replace		2.0	
10	/	tailgate rail assy. bent		replace		2.5	
11	/	L/s door shell bent		replace		3.5	
	2	Date of Manufacture:		1978			
	3	Time Since New:		32,611 miles			
	4	Outstanding Modification Work Orders:		None			
	5	Total Manhours to Repair:		20 hrs			
	6	Total Man-hours Cost:		20 x 8.50 =		\$170.00	
	7	Maintenance Expenditure Limits:		TB 43-002-9			
	8	Repair Cost Factor:		25%			

DA FORM 2404
1 APR 78

Replaces edition of 1 Jan 84, which will be used

Figure 3-13. Sample of a completed DA Form 2404 used for ECOD

a. Enter the serial or registration number. Enter the NSN when no serial or registration number is available.

b. For watercraft, enter the DA Hull Number.

(4a) Miles.

a. Enter the miles or kilometers on the equipment's odometer as of the date in block 5.

b. Round to the nearest mile or kilometer. Put the letter "K" before the number if the reading is kilometers.

c. Leave blank if the item does not have an odometer.

(4b) Hours.

a. Enter the meter reading in hours as of the date in block 5.

b. Leave blank if hours do not apply to the equipment.

(4c) Rounds Fired. Enter the rounds fired as of the date in block 5. Leave blank if rounds fired does not apply to the equipment.

(4d) Hot Starts. Leave blank.

(5) Date. Enter the calendar date.

(6) Type Inspection. Enter the letters "ECOD."

(7) TM Number and TM Date.

a. Enter the number and date of the PMCS TM. When two TMs cover an item, put the second TM number and date in the second TM number and date block.

b. When the manual has changes, print "W/C" and the latest change number after the TM number. Then, put the latest change date in the TM date block.

(8a) Signature. Enter name, rank, duty phone number, signature, and organization of the inspector preparing the DA Form 2404.

(8b) Time. Leave blank or use as needed locally.

(9a) Signature. Enter name, grade, signature, and organization of the maintenance/ motor officer or commander's authorized representative.

(9b) Time. Leave blank or use as needed locally.

(10) Man-Hours Required. Leave blank or use as needed locally.

Note: In columns a, b, c, d, and e, enter required information as instructed in the following steps. If additional space is required, use an additional DA Form 2404.

Enter Step "1." Print "Technical Inspection."

Column a. TM Item Number. Enter the fault number.

Column b. Status. Enter the status symbol that applies to the fault.

Column c. Deficiencies and Shortcomings. Enter each fault detected during the technical inspection that requires repair or replacement to restore equipment serviceability.

Column d. Corrective Action. Enter the maintenance action (repair or replace) required to correct the fault entered in column c.

Column e. Initial When Corrected. Enter the man-hours required to correct the fault identified in column c.

Enter Step "2." Print "Date of Manufacture:" followed by the date the equipment was manufactured as shown on the equipment data plate or the date entered in block 11 of the item's DA Form 2408-9.

Enter Step "3." Print "Time Since New:" followed by the total (cumulative) miles or kilometers and hours on the equipment.

Enter Step "4." If an outstanding modification work order has not been applied to the equipment, print "Outstanding Modification Work Orders." List all applicable modifications that have not been accomplished. Next to each modification, enter the man-hours required to apply the MWO.

Enter Step "5." Print "Total Man-hours to Repair" followed by the total estimated man-hours required to restore the equipment serviceability.

Enter Step "6." Print "Total Man-hour Cost". In column d, enter total hours required to do the repair multiplied by the current local labor rate. In column e, enter total dollar cost.

Enter Step "7." Enter "Maintenance Expenditure Limits" followed by the applicable Technical Bulletin (TB).

Enter Step "8." Print "Repair Cost Factor" followed by the repair cost factor (percentage and dollar factor, if applicable) cited in the TB listed in step 7.

Enter Step "9." Print "Required Replacement Parts" followed by a listing of the parts (NSN, noun, qty, and cost) required to replace/ repair the item.

Enter Step "10." Print "Total Cost of Replacement Parts" followed in column e by the total cost of required replacement parts (Total of Step 9).

Enter Step "11." Print "Total Cost of Repairs" followed by the total of Step 6 and Step 10 entries. Enter total in column e.

(1) Do not enter a number if only one item is listed on the DA Form 2407.

(2) When more than one item is listed in block 12 of the DA Form 2407, enter that number.

(3) Enter the information from block 9 of the DA Form 2407.

(4) If further identification is required, enter the model.

(c) Work Requested By. Print the name of the unit or activity asking for the work. Get this information from block 1b of the DA Form 2407.

(d) Serial or USA Registration Number.

(1) Enter the numbers in block 11 of the DA Form 2407.

(2) If no serial or registration number is listed, enter the administration number or a locally assigned identification number.

(3) For watercraft, use the DA Hull number.

(4) You may use separate lines when more than one serial or registration number is on the DA Form 2407.

(e) Brief Description of Work or Remarks. Briefly describe the equipment fault or the action taken. Action includes MWO to be applied, one-time inspection, etc.

(f) Date Job Order Received. Enter the Julian date the request for maintenance came in.

(g) Started. Enter the Julian date the repair action started. **(h) Finished.** Enter the Julian date when the item was fixed.

(h) Man-Hours.

(1) Enter the total number of man-hours needed to do the repair. Block 28M of the DA Form 2407 gives you that information.

(2) Leave blank when the form is used at organization level.

(i) Labor. Leave blank or use as needed locally.

(j) Parts. Leave blank or use as needed locally.

(k) Total Cost of Job. Leave blank or use as needed locally.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG			PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA			SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER WX3.WY.F	1b. CUSTOMER UNIT NAME 3 Co 214th AV	1c. PHONE NO 278-5419	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO
2a. SAMS-2 UIC/SAMS-ITDA	2b. UTILIZATION CODE Φ	2c. MCSR Y	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME	
SECTION III - EQUIPMENT DATA					
5. TYPE MNT REQ CODE	6. ID A	7. NSN 2320000701616	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751		A
8. MODEL M35A2	9. NOUN Trk C90 2/2T		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751	16. MILES/KILOMETERS/HOURS/ROUNDS M 37,218 K	
10a. ORG W/ON/DOC NO WX3.WY.F 30303211	10b. EIC 31M/A		17. PROJECT CODE (If assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY (enter Y or N) N
11. SERIAL NUMBER 17326	12. QTY 1	13. PD Φ.3	20. ADMIN NO		125
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)			21. REIMBURSABLE CUSTOMER (If Intransit customer enter Y or N)	N	
			22. LEVEL OF WORK F	23. SIGNATURE Richard Hatch	
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)					
Class III leak, steering gear box					
25. REMARKS					
PREPARATION INSTRUCTIONS FOR THIS PAGE					
SECTION I Block 1a. Enter UIC of submitting organization. Block 1b. Enter name of submitting organization. Block 1c. Enter number to be called when maint. is completed. Block 2a. Enter UIC of supporting SAMS-2/SAMS-ITDA if work is requested while intransit and away from your support maintenance unit. Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751. Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank.			SECTION III (Cont'd) Block 12. Enter the quantity of items being submitted. Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1. Block 14. For DSU, GSU/AVIM, DEPOT use. Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751. Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751. Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting. Block 17. Enter the project code if one has been assigned. If not, leave blank. Block 18. See DA Pamphlets 738-750 and 738-751. Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty. Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted. Block 21. For DSU/GSU/AVIM/Depot use. Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act. Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank. Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint. Block 25. Self-explanatory.		
SECTION II Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT.					
SECTION III Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751. Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751. Block 7. Enter the NSN or stock number of the item being submitted. Block 8. Enter model of item being submitted. Block 9. Enter noun/nomenclature of item being submitted. Block 10a. Enter Work Order Number (WON)/DOC NO assigned when item is submitted. Otherwise, leave blank. Block 10b. Enter End Item Code. See AMDF. Block 11. Enter serial number of item being submitted.					
34a. SUBMITTED BY R. Hatch	35a. ACCEPTED BY	35c. DATE	Block 34a. Enter first initial and last name of submitter. Block 34b. Enter ordinal date submitted (YYDDD). Block 35a. Enter first initial and last name of person accepting maint. request. Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751. Block 35c. Enter ordinal date accepted (YYDDD). Block 35d. Enter military time.		
34b. DATE 13005	35b. STATUS	35d. TIME			

DA FORM 2407, JUL 94

RECEIPT COPY 1

Figure 3-15. Sample of a completed DA Form 2407 to request support maintenance

Legend for Figure 3-15:

Completion instructions for DA Form 2407 to request support maintenance

Section I-Customer Data.

Note: Blocks (BLK) 1, 5, 6, 7, 10a, 10b, 11,12, 13, 15, 16, 20, and 24

are mandatory if equipment is inoperable. Inoperable equipment is equipment that is NMC, in accordance with AR 700-138, a subsystem of a reportable weapon system, or command maintenance significant. (1a) UIC Customer. Enter the UIC of the customer that owns the equipment.

(1b) Customer Unit Name. Enter the name of the unit identified by the UIC in block 1a.

(1c) Phone number. Enter the phone number of the unit identified by the UIC in block 1a.

(2a) SAMS-2 UIC/SAMS-I/TDA. If intransit, enter UIC for SAMS-2 or SAMS-1 /TDA unit.

(2b) Utilization Code. Enter Utilization Code. See Appendix B.

(2c) MCSR Item. Print the word "yes" or the letter "Y" if the item is reported under AR 700-138. This also applies to components and subsystems of an item/system that is reportable. If not, leave this block blank.

Section II—Maintenance Activity Data. To be completed by support maintenance DSU/GSU/AVIM/DEPOT.

Section III—Equipment Data.

(5) Type MNT REQ Code. Enter the Type Maintenance Request Code. Appendix B, Table B-20, lists the codes.

(6) ID. Enter the Identification (ID) Code as shown below that identifies the type of number you will enter in Block 7.

A—National/NATO Stock Number.

C—Manufacturer's Code and Reference Number (Part Number).

D—Management Control Number (MCN).

P—Other Numbers.

(7) NSN. Enter the National Stock Number or appropriate number identified in block 6.

(8) Model. Enter model number.

(9) Noun. Enter noun nomenclature of item.

(10a) ORGWON/DOC NO. Enter organization work order number or organization document number. For assignment of organization work order number (ORGWON), see Paragraph 3-6c.

(10b) EIC. Enter the end item code (EIC). See AMDF.

(11) Serial Number.

a. Enter the serial number of the item in Block 9.

b. For nontactical wheeled vehicles, use the registration number.

c. For ammunition, use the lot number.

d. Leave blank if the form is used for more than one item.

e. Leave blank if the equipment has more than one serial number.

f. Mandatory entry if equipment is INOP.

(12) QTY. Enter the number of items. (Must be only one item listed if equipment is reportable under AR 700-138 and is NMC.)

(13) PD. Enter the Priority Designator. (See DA Pam 710-2-1).

(14) Malfunction Description. (DS, GS, AVIM, Depot Use.)

(15a) Failure Detected During/When Discovered Code.

a. Enter failure detected code from Table B-3 or When Discovered Code from DA Pam 738-751.

b. Leave blank if no failure occurred.

(15b) First Indication of Trouble/How Recognized Code. Enter first indication of trouble code from Table B-4 or How Recognized Code from DA PAM 738-751.

(16) Miles/ Kilometers/ Hours/Rounds. Enter the miles or kilometers from the odometer on the equipment beside the "M" or "K". Round to the nearest mile or kilometer. If the equipment has no odometer, leave blank. Enter the hour reading (to the nearest hour) beside the "H" from the hour meter mounted on the equipment. If the equipment has no meter, leave blank. Enter the total equivalent full charge (EFC) rounds fired beside the "R". See the item's DA Form 2408-4. If rounds do not apply to the equipment, leave blank.

(17) Project Code. Enter the project code if one has been assigned. If not, leave blank.

(18) Account Processing Code. Enter the Account Processing Code (APC) if required by your unit. The APC is a code prescribed locally for

costing and budget identification of customers and organizations (reference TM 38-711-13). If not required, leave blank.

(19) In Warranty? Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty. If "Y", submit one work request for each serial numbered item.

(20) Admin Number. Enter the bumper number/material control number, or administrative number assigned to the item of equipment.

(21) Reimbursable Customer. For DSU/GSU/AVIM/ Depot use.

(22) Work Performed By. Enter code for level of work from Table B-24.

(23) Signature. The commander or the commander's designated representative will sign for all priority 01 through 10 requests. This signature approves the use of the PD.

(24) Describe Deficiencies or Symptoms.

a. Using the information in column "c" of DA Form 2404, briefly describe the fault or symptoms. For example, Print "Engine does not develop full power" or "Equipment uses two quarts of oil daily," etc. Do not ask for general or specific repair of parts to be replaced; for example, do not tell support to "replace the hydraulic system" or "repair as needed."

b. When the form is asking for work on more than one item with the same NSN, list the number of items, their serial numbers (if they have serial numbers), and anything else support will need. INOP equipment (equipment reported on the Materiel Condition Status Report), components/ subsystems of reportable equipment, or command maintenance significant equipment) must have its own separate forms.

c. When the form is for components or assemblies with a recoverability code of A, D, F, H, or L, give the end item NSN. Put the NSN on the last line of block 25. You will find recoverability codes in the RC code column on the Army Master Data File (AMDF). You will also find the codes listed as part of the item's Source, Maintenance, and Recoverability (SMR) code in the parts manual.

d. If you need more room, use a DA Form 2407-1.

e. When the form is requesting standard repair after a battle-damage expedient has been applied, print "BDAR" in bold letters before describing the fault or symptoms. NOTE: The end item's BDAR TM and AR 750-1 describe when and how BDAR repairs will be made.

(25) Remarks.

a. When the item in block 7 needs "onsite" or "deferred" maintenance, support will note that action here. Shop office NCO will make one of these entries for onsite or deferred work:

(1) Maintenance request received on (date), signature of shop office NCO.

(2) Onsite repair scheduled for (date), signature of shop office NCO.

(3) Owner to return item on (date) for repair, signature of shop office NCO.

b. Block 35a will be filled in by support only when the onsite repair is started or the deferred item is brought back to support.

c. The receipt copy will be sent to the support unit. The owning unit keeps all other copies until the onsite repair is started or deferred item is taken back to support.

Section VII. Action Signatures.

(34a) Submitted By. The person sending in the DA Form 2407 enters first initial and last name in this block.

(34b) The person signing the forms enters the original ordinal date the form was given to support.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)																													
SECTION I - CUSTOMER DATA				SECTION II - MAINTENANCE ACTIVITY DATA																															
1a. UIC CUSTOMER W X 3 W Y F 3 Co	1b. CUSTOMER UNIT NAME 214 th AV	1c. PHONE NO 278-5419	3a. WORK ORDER NUMBER (WON) CDRRAA 212345	3b. SHOP A	3c. PHONE NO 278-7920																														
2a. SAMS-2 UIC/SAMS-UTDA	2b. UTILIZATION CODE Φ	2c. MCSR Y	4a. UIC SUPPORT UNIT W X 3 A B C A Co	4b. SUPPORT UNIT NAME 53 rd Maint																															
SECTION III - EQUIPMENT DATA																																			
5. TYPE MNT REQ CODE 1	6. ID A	7. NSN 2320000791616	15a. FAILURE DETECTED DURING WHEN DISCOVERED CODE (Enter code) See 738-750 and 738-751 A																																
8. MODEL M35A2		9. NOUN TRK Cgo 2 1/2 T		15b. FIRST INDICATION OF TROUBLE NOW RECOGNIZED CODE (Enter Code) See 738-750 and 738-751 Φ99		16a. MILES/KILOMETERS/HOURS/ROUNDS M 37218 K R																													
10a. ORG WON/DOC NO X 3 W Y F 3 Co 3211		10b. EIC BMA		17. PROJECT CODE (If assigned)		18. ACCOUNT PROCESSING CODE																													
11. SERIAL NUMBER 1736	12. QTY Φ1	13. PD Φ3	19. IN WARRANTY? (Enter Y or N) N		20. ADMIN NO 1025																														
14. MALFUNCTION DESCRIPTION (for DSU, GSNVMM, DEPOT use) Class 3 steering gear				21. REIMBURSABLE CUSTOMER (If Intransit customer enter Y or N) F		23. SIGNATURE Richard Hatch																													
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) Class III leak, steering gear box																																			
25. REMARKS																																			
26. TECHNICAL REFERENCES TM 9-2320-209-34																																			
SECTION IV - TASK REQUIREMENTS DATA																																			
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MH PROJ	27i. MH EXP																											
A	T11	F	Initial Inspection	Φ1	InsP		105	105																											
A	A11	A	Replace steering gear	Φ1	Auto	318.1	8	610.5																											
A	T21	G	Final Inspection	Φ1	InsP		105	105																											
SECTION V - PART REQUIREMENTS																																			
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$																								
A	A11	A	2320000791616	1	Φ1	Φ1	N	318.1	12-31	WP	3500																								
28m. TOTAL MANHOURS			28n. TOTAL MANHOURS COSTS \$			28o. TOTAL PARTS COSTS \$																													
7.5			7.5011Φ			3.5ΦΦΦ																													
SECTION VI - COMPLETION DATA																																			
29. QTY RPR			30. QTY CONDEMN			31. QTY NRTS			32. EVAC WON			33. EVAC UNIT NAME																							
SECTION VII - ACTION SIGNATURES																																			
34a. SUBMITTED BY R. Hatch			35a. ACCEPTED BY C. Daniels			35c. DATE 93005			36a. WORK STARTED BY R. Parker			37a. INSPECTED BY C. Daniels			38a. PICKED UP BY R. Henderson																				
34b. DATE 93005			35b. STATUS A			35d. TIME 1000			36b. STATUS 3			36c. DATE 93007			36d. TIME Φ800			37b. STATUS F			37c. DATE 93008			37d. TIME 0915			38b. STATUS U			38c. DATE 93008			38d. TIME 1315		

Figure 3-16. Sample of a completed DA Form 2407 to show work done at support maintenance

Legend for Figure 3-16:

Completion instructions for DA Form 2407 to show work done at support maintenance

Page No. Enter the page number when all needed entries are in Sections IV-VII. Enter page numbers as required.

No of Pages. Enter the total number of pages used when entries are in Sections IV-VII. Enter page numbers as required.

Section I-Customer Data. This section will be filled in by the unit requesting the support maintenance.

Section II-Maintenance Activity Data

(3a) Work Order Number (WON). Enter WON (see paragraph 3–6c for assignment of WONs).

(3b) Shop. Enter shop section code. These codes are assigned to uniquely identify a particular maintenance shop section. Codes A through Z are assigned locally by each maintenance battalion operating SAMS. Examples: A=Automotive Shop, B=Battery Shop, C=Commo Shop, etc.

(3c) Phone No. Enter the phone number of the Maintenance Activity.

(4a) UIC Support Unit. Enter the UIC of the Maintenance Activity.

(4b) Support Unit Name. Enter the unit name of the Maintenance Activity.

Section III—Equipment Data.

(14) Malfunction Description (For DSU/GSU Use). Enter a short description of the problem (16 position entry.)

(21) Reimbursable Customer. Enter “Y” if the customer must pay for maintenance cost.

(25) Remarks.

a. When the item in block 7 needs “onsite” or “deferred” maintenance, shop office NCO will make one of these entries:

(1) Maintenance request received on (date), signature of shop office NCO.

(2) Onsite repair scheduled for (date), signature of shop office NCO.

(3) Owner to return item on (date) for repair, signature of shop office NCO.

b. Block 35a. Will be filled in only when the onsite repair is started or the deferred item is brought back.

c. Print “ORF candidates” when an ORF asset will be issued or would have been issued if a serviceable ORF asset was available.

(26) Technical References. Enter the reference TM or technical publication.

Section IV—Task Requirements Data. This section of the work order can be used in various ways by the support maintenance activity. Enter one task repair action for the work order; one task for each center/shop section that is to work on the equipment; or a task management to allow the capturing of man–hours expended on equipment. The task sequence number is not to be confused with work request status code changes.

(27a) File Input Act CD. Enter file Input Action Code:

A—Addition of a new record file.

C—Correction to the file records.

D—Deletion of record from the file.

(27b) Task No. Enter the Task Number. How to use this field is up to the support maintenance activity. However, at least one character (letter or number) must be used and task numbers must be different for each task listed. Some of the various ways this field can be used follow.

a. A single task (e.g., task number 1) for all work needed to be done.

b. A task for each work center/shop section for work needed to be done at each work center/shop section. The task number can be the shop section code.

c. A task for each action specified to be done by inspectors. The task number can then be the character for the shop followed by a different number for each task. For example, tasks A1, A2, and A3 for the Automotive Section and tasks S1 and S2 for the service section.

(27c) Act Code. Enter Action Code. Table B–5 lists the action codes.

(27d) Task Description. Enter brief description of task to be accomplished.

(27e) Qty To Be Rpr. Enter number of items to be repaired.

(27f) Work Center. Enter the Work Center Code of the shop that will do the task. (See Unit SOP.)

(27g) Failure Code. Enter the Failure Code. Table B–1 lists the failure codes.

(27h) MH Proj. Enter number of man–hours projected to accomplish the task. (Add Total Man–hours Block.)

(27i) MH EXP. After completion, enter number of man–hours actually expended to accomplish the task.

Section V—Part Requirements.

(28a) File Input Act CD. Enter the File Input Action Code:

A—Addition of a new record file.

C—Correction to the file records.

(28b) Task No. Enter Task Number from Block 27 which granted the part requirement.

(28c) ID No. Enter Identifying Number. These codes identify the type of information in the NSN field:

A—National Stock Number.

C—Manufacturer’s Code and Reference Number.

D—Management Control Number.

P—Other numbers.

(28d) NSN or Part Number. Enter National Stock Number, Manufacturer’s Part Number, or other number, as identified in Block 28c, for the required part.

(28e) SFX CD. If applicable, enter Suffix Identification Code. This code allows the operator to use the same record key (i.e., work order number, task number, identification code, and NSN), when adding the same NSN to a file. It enables the operator to bypass edits that normally would reject as being duplicate. Each new entry should be in sequential order. (Blank, A–Z, 0–9 are the allowed entries.)

(28f) Qty Rqd. Enter quantity of part(s) required.

(28g) Qty Issued. When part(s) is issued to mechanic, enter quantity of part(s) issued.

(28h) NMCS Cd. If failure to get a part caused the item to become NMCS, enter “Y”(YES). If item will not become NMCS, enter “N”(NO).

(28i) Failure Code. Enter the Failure Code. Table B–1 lists the failure codes.

(28j) Storage Location. If ASL item, enter Storage Location Code.

(28k) Initials. Enter initials of ASL clerk releasing part to mechanic.

(28l) Cost. Enter total cost. Example, multiply 28g by AMDF unit price and enter total (i.e., \$50x3 = \$150).

(28m) Total Man–hours. Enter total of man–hours of block 27 from all pages (DA Forms 2407 and 2407–1.)

(28n) Total Man–hours Cost. Enter total man–hour cost. You get this figure by multiplying the current local labor rate times the total number of man–hours used in 28m.

(28o) Total Parts Cost. Enter total cost of blocks 281 on all pages (DA Forms 2407 and 2407–1.)

Section VI—Completion Data.

(29) Qty Rpr. Enter quantity of items repaired.

(30) Qty Condemn. Enter quantity of items condemned.

(31) Qty NRTS. Enter quantity of items not repairable at the repair activity.

(32) Evac WON. If item is evacuated, enter Work Order Number assigned by receiving maintenance unit.

(33) Evac Unit Name. Enter name of unit to whom item is evacuated.

Section VII—Action Signatures.

(35a) Accepted By. The person accepting the work request enters first initial and last name in this block.

(35b) STATUS. Enter the work request status code. Appendix B, Table B–21, lists these codes.

(35c) Date. Enter ordinal date accepted (YYDDD).

(35d) Time. Enter the military time that the work was started.

(36a) Work Started By. The person assigned the work enters first initial and last name in this block.

(36b) STATUS. Enter the completed work request status code. Appendix B lists these codes.

(36c) Date. Enter the ordinal date the work was completed (YYDDD).

(36d) Time. Enter the military time that the inspection was completed.

(37a) Inspected By. The person clearing the work enters first initial and last name in this block.

(37b) Status. Enter the work request status code. Appendix B lists these codes.

(37c) Date. Enter the ordinal date the inspection was completed.

(37d) Time. Enter the military time that the inspection was completed.

(38a) Picked Up By. The person picking up the equipment for the owner enters first initial and last name in this block.

(38b) STATUS. The support maintenance clerk enters work request

status code "U"(picked up). Appendix B lists work request status codes.

(38c) Date. Enter the ordinal date the equipment was picked up.

(38d) Time. Enter the military time that the equipment was picked up.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG			PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA			SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER WX3BFC	1b. CUSTOMER UNIT NAME 42d Maint Co	1c. PHONE NO 632-1215	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO
2a. SAMS-2 UIC/SAMS-I/TDA	2b. UTILIZATION CODE 0	2c. MCSR	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME	
SECTION III - EQUIPMENT DATA					
5. TYPE MNT REQ CODE 2	6. ID A	7. NSN 2320011077155	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751		
8. MODEL M998	9. NOUN Trk Utl Cgo MHT		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751	16. MILES/KILOMETERS/HOURS/ROUNDS M 7315 K	
10a. ORG WONO/DOC NO X3BFC03000311	10b. EIC R080		17. PROJECT CODE (If assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY? (enter Y or N) N
11. SERIAL NUMBER 132176	12. QTY 1	13. PD 13	20. ADMIN NO	21. REIMBURSABLE CUSTOMER (If Intransit customer enter Y or N) N	
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)			22. LEVEL OF WORK F	23. SIGNATURE Matthew J. Spurlink	
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) Apply MWO 9-2320-290-30-2					
25. REMARKS					
PREPARATION INSTRUCTIONS FOR THIS PAGE					
SECTION I Block 1a. Enter UIC of submitting organization. Block 1b. Enter name of submitting organization. Block 1c. Enter number to be called when maint. is completed. Block 2a. Enter UIC of supporting SAMS-2/SAMS-I/TDA if work is requested while intransit and away from your support maintenance unit. Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751. Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank. SECTION II Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT. SECTION III Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751. Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751. Block 7. Enter the NSN or stock number of the item being submitted. Block 8. Enter model of item being submitted. Block 9. Enter noun/nomenclature of item being submitted. Block 10a. Enter Work Order Number (WON)/DOC NO assigned when item is submitted. Otherwise, leave blank. Block 10b. Enter End Item Code. See AMDF. Block 11. Enter serial number of item being submitted.			SECTION III (Cont'd) Block 12. Enter the quantity of items being submitted. Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1. Block 14. For DSU, GSU/AVIM, DEPOT use. Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751. Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751. Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting. Block 17. Enter the project code if one has been assigned. If not, leave blank. Block 18. See DA Pamphlets 738-750 and 738-751. Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty. Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted. Block 21. For DSU/GSU/AVIM/Depot use. Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act. Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank. Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint. Block 25. Self-explanatory.		
34a. SUBMITTED BY C. Gainhart	35a. ACCEPTED BY	35c. DATE	Block 34a. Enter first initial and last name of submitter. Block 34b. Enter ordinal date submitted (YYDD). Block 35a. Enter first initial and last name of person accepting maint. request. Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751. Block 35c. Enter ordinal date accepted (YYDD). Block 35d. Enter military time.		
34b. DATE 93025	35b. STATUS	35d. TIME			

DA FORM 2407, JUL 94

RECEIPT COPY 1

Figure 3-17. Sample of a completed DA Form 2407 to request an MWO

Legend for Figure 3-17:

Completion instructions for DA Form 2407 to request an MWO

Section I-Customer Data.

Note: Blocks (BLK) 1, 5,6,7, 10a, 10b, 11,12,13,15,16,20, and 24 are

mandatory if equipment is inoperable. Inoperable equipment is equipment that is NMC, in accordance with AR 700-138, a subsystem of a reportable weapon system, or command maintenance significant.

(1a) UIC Customer. Enter the UIC of the customer that owns the equipment.

(1b) Customer Unit Name. Enter the name of the unit identified by the UIC in block 1a.

(1c) Phone No. Enter the phone number of the unit identified by the UIC in block 1a.

(2a) SAMS-2 UIC/SAMS4/TDA. If in transit, enter UIC for SAMS-2 or SAMS-I/TDA unit.

(2b) Utilization Code. Enter Utilization Code. See Appendix B.

(2c) MCSR Item. Print the word "yes" or the letter "Y" if the item is reported under AR 700-138. This also applies to components and subsystems of an item/system that is reportable. If not, leave this block blank.

Section II—Maintenance Activity Data. To be completed by support maintenance DSU/GSU/AVIM/DEPOT.

Section III—Equipment Data.

(5) Type Mnt Req Code. Enter the Type Maintenance Request Code. Appendix B, Table B-20, lists the codes.

(6) ID. Enter the Identification (ID) Code as shown below that identifies the type of number you will enter in Block 7.

A—National/NATO Stock Number.

C—Manufacturer's Code and Reference Number (Part Number).

D—Management Control Number (MCN).

P—Other Numbers.

(7) NSN. Enter the National Stock Number or appropriate number identified in block 6. NOTE: When applying an MWO to a component, put the end item's NSN in this block.

(8) Model. Enter model number.

(9) Noun. Enter noun nomenclature of item.

(10a) ORGWON/DOC NO. Enter organization work order number or organization document number. For assignment of organization work order number (ORGWON), see Paragraph 3-6c.

(10b) EIC. Enter the end item code (EIC). See AMDF.

(11) Serial Number.

a. Enter the serial number of the item in Block 9.

b. For nontactical wheeled vehicles, use the registration number.

c. For ammunition, use the lot number.

d. For watercraft, use DA Hull number.

e. Leave blank if the form is used for more than one item.

f. Leave blank if equipment has more than one serial number.

g. Mandatory entry if equipment is INOP.

(12) Qty. Enter the number of items. (Must be only one item listed if equipment is reportable under AR 700-138 and is NMC.)

(13) PD. Enter the Priority Designator. (See DA Pam 710-2-1).

(14) Malfunction Description. (DS, GS, AVIM, Depot Use.)

(15a) Failure Detected During/When Discovered Code. Leave blank.

(15b) First Indication of Trouble/How Recognized Code. Leave blank.

(16) Miles/Kilometers/Hours/Rounds. Enter the miles or kilometers from the odometer on the equipment beside the "M" or "W". Round to the nearest mile or kilometer. If the equipment has no odometer, leave blank. Enter the hour reading (to the nearest hour) beside the "H" from the hour meter mounted on the equipment. If the equipment has no meter, leave blank. Enter the total equivalent full charge (EFC) rounds fired beside the "R". See the item's DA Form 2408-4. If rounds do not apply to the equipment, leave blank.

(17) Project Code. Enter the project code if one has been assigned. If not, leave blank.

(18) Account Processing Code. Enter the Account Processing Code (APC) if required by your unit. The APC is a code prescribed locally for costing and budget identification of customers and organizations (reference TM 38-711-13). If not required, leave blank.

(19) In Warranty? Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty. If "Y", submit one work request for each serial numbered item.

(20) Admin Number. Enter the bumper number/material control number, or administrative number assigned to the item of equipment.

(21) Reimbursable Customer. For DSU/GSU/AVIM/Depot use.

(22) Level of Work. Enter code for level of work from Table B-24.

(23) Signature. The commander or the commander's designated representative will sign for all priority 01 through 10 requests. This signature approves the use of the PD.

(24) Describe Deficiencies or Symptoms.

a. Enter the MWO numbers. If more than one MWO is listed, make sure all the MWOs apply to each component or end item covered by the form.

b. Give the serial number of each component or end item you have that needs those MWOs.

c. If you need more room, use a DA Form 2407-1.

(25) Remarks. Use as needed locally or as prescribed by local SOP.

Section VII. Action Signatures.

(34a) Submitted By. The person sending in the DA Form 2407 enters first initial and last name in this block.

(34b) Date. The person signing the forms enters the original ordinal date the form was given to support maintenance.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R7)											
SECTION I - CUSTOMER DATA				SECTION II - MAINTENANCE ACTIVITY DATA													
1a. UIC CUSTOMER W X 3 B F C	1b. CUSTOMER UNIT NAME 42d Maint Co	1c. PHONE NO 632-1215	3a. WORK ORDER NUMBER (WOW) C D R A A A 2 1 2 3 4 5	3b. SHOP A	3c. PHONE NO 632-1835												
2a. SAMS-2 UIC/SAMS-1/DA	2b. UTILIZATION CODE φ	2c. MCSR	4a. UIC SUPPORT UNIT W X 3 B F C	4b. SUPPORT UNIT NAME A Co 710th Maint Bn													
SECTION III - EQUIPMENT DATA																	
5. TYPE MNT REQ CODE 2	6. ID A	7. NSN 2320011631245	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) Seq 738-750 and 738-751			15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) Seq 738-750 and 738-751											
8. MODEL M999			9. NOUN Trk Util Cap 114T			16a. MILES/KILOMETERS/HOURS/ROUNDS M 7315 K		H R									
10a. ORG WOV/DOC NO X 3 B F C φ φ φ φ 3 1 1		10b. EIC R 5 1 D	11. SERIAL NUMBER 132716	12. QTY φ	13. PD 113	17. PROJECT CODE (if assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY? (enter Y or N)	20. ADMIN NO N 210								
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)				21. REIMBURSABLE CUSTOMER (if intrasuit customer enter Y or N)		22. LEVEL OF WORK F											
				23. SIGNATURE Matthew Spaulock													
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs)																	
Apply MWO 9-2320-290-30-2																	
25. REMARKS																	
26. TECHNICAL REFERENCES																	
SECTION IV - TASK REQUIREMENTS DATA																	
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MM PROJ	27i. MM EXP									
A	11	F	Initial Inspection	φ	Insp			5	5								
A	11	H	Apply mwo 280 30 2	φ	Auto			1	1								
A	12	G	Final Inspection	φ	Insp			5	5								
SECTION V - PART REQUIREMENTS																	
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$						
A	11	A	2320011631245	1	φ	φ	N		5A3C (RW)								
A	11	A		2	φ	φ	N		4C8B (RW)								
28m. TOTAL MANHOURS			28n. TOTAL MANHOURS COSTS \$			28o. TOTAL PARTS COSTS \$											
2																	
SECTION VI - COMPLETION DATA																	
29. QTY RPR			30. QTY CONDEMN			31. QTY NRTS			32. EVAC WOV			33. EVAC UNIT NAME					
SECTION VII - ACTION SIGNATURES																	
34a. SUBMITTED BY C. Gairhart			35a. ACCEPTED BY M. Reso			35c. DATE 93025			36a. WORK STARTED BY S. Powell			37a. INSPECTED BY M. Reso			38a. PICKED UP BY C. Gairhart		
34b. DATE 93025			35b. STATUS A			35d. TIME φ A φ φ			36b. STATUS 3			36c. DATE 93028			36d. TIME φ A 15		
37b. STATUS F			37c. DATE 93029			37d. TIME 1430			38b. STATUS U			38c. DATE 93029			38d. TIME 1520		

Figure 3-18. Sample of a completed DA Form 2407 to report an MWO done at support maintenance

Legend for Figure 3-18:
Completion instructions for DA Form 2407 to report an MWO done at support maintenance

Page No. Enter the page number when all needed entries are in Sections IV-VII. Enter page numbers as required.

No of Pages. Enter the total number of pages used when entries are in Sections IV-VI. Enter page numbers as required.

Section I—Customer Data. This section will be filled in by the unit requesting the support maintenance.

SECTION II—Maintenance Activity Data.

(3a) Work Order Number (WON). Enter WON (see paragraph 3–6c for assignment of WONs).

(3b) Shop. Enter shop section code. These codes are assigned to uniquely identify a particular maintenance shop section. Codes A through Z are assigned locally by each maintenance battalion operating SAMS. Examples: A =Automotive Shop, B =Battery Shop, C =Commo Shop, etc.

(3c) Phone No. Enter the phone number of the Maintenance Activity.

(4a) UIC Support Unit. Enter the UIC of the Maintenance Activity.

(4b) Support Unit Name. Enter the unit name of the Maintenance Activity.

SECTION III—Equipment Data.

(14) Malfunction Description (For DSU/GSU Use). Leave blank.

(21) Reimbursable Customer. Enter “Y” if the customer must pay for maintenance cost.

(25) Remarks. Use as needed locally or as prescribed by SOP.

(26) Technical References. Enter the referenced TM or technical publication.

SECTION IV—Task Requirements Data. This section of the work order can be used in various ways by the support maintenance activity. Enter one task repair action for the work order; one task for each center/shop section that is to work on the equipment; or a task management to allow the capturing of man–hours expended on equipment. The task sequence number is not to be confused with work order request status code changes.

(27a) File Input Act CD. Enter the file input action code.

A—Addition of a new record file.

C—Correction to the file records.

D—Deletion of record from the file.

(27b) Task No. Enter the task number. The use of this field is up to the support maintenance activity. However, at least one character (letter or number) must be used and task numbers must be different for each task listed. Some of the various ways this field can be used follows.

(a) Single task (e.g., task number 1) for all work needed to be done.

(b) A task number for each work center/shop section for work needed to be done at each work center/shop section. The task number can be the shop section code.

(c) A task for each action specified to be done by inspectors. The task number can then be the character for the shop followed by a different number for each task. For example, tasks A1, A2, and A3 for the automotive section and tasks S1 and S2 for the service section.

(27c) Act Code. Enter Action Code. Table B–5 lists the action codes.

(27d) Task Description. Enter brief description of task to be accomplished.

(27e) Qty To Be Rpr. Enter number of items to be repaired or leave blank.

(27f) Work Center. Enter the Work Center Code of the shop that will do the task. (See Unit SOP.)

(27g) Failure Code. Leave blank.

(27h) MH Proj. Enter number of man–hours projected to accomplish the task.

(27i) MH EXP. After completion, enter number of man–hours actually expended to accomplish the task.

SECTION V—Part Requirements.

(28a) File Input Act CD. Enter the File Input Action Code:

A—Addition of a new record file.

C—Correction to the file records.

(28b) Task No. Enter Task Number from block 27b which granted the part requirement.

(28c) ID No. Enter Identifying Number. These codes identify the type of information in the NSN field:

A—National Stock Number.

C—Manufacturer’s Code and Reference Number.

D—Management Control Number.

P—Other Numbers.

(28d) NSN or Part Number. Enter National Stock Number, Manufacturer’s Part Number, or other number, as identified in block 28c, for the required part.

(28e) SFX CD. It applicable, enter Suffix Identification Code. This code allows the operator to use the same record key (i.e., work order number, task number, identification code, and NSN), when adding the same NSN to a file. It enables the operator to bypass edits that normally it would reject as being duplicate. Each new entry should be in sequential order. (Blank, A–Z, 0–9 are the allowed entries.)

(28f) Qty Rqd. Enter quantity of parts required.

(28g) Qty Issued. When part(s) is issued to mechanic, enter quantity of part(s) issued.

(28h) NMCS CD. If failure to get a part caused the item to become NMCS, enter “Y”(YES). If item will not become NMCS, enter “N” (NO).

(28i) Failure Code. Leave blank.

(28j) Storage Location. If SSL item, enter Storage Location Code. If not, leave blank.

(28k) Initials. Enter initials of SSL clerk releasing parts to mechanic.

(28l) Cost. Leave blank or use as needed locally.

(28m) Total Man–hours. Enter total of man–hours of block 27 from all pages (DA Forms 2407 and 2407–1.)

(28n) Total Man–hours Cost. Leave blank or use as needed locally.

(28o) Total Parts Costs. Leave blank or use as needed locally.

SECTION VII—Action Signatures.

(35a) Accepted By. The person accepting the work request enters first initial and last name in this block.

(35b) STATUS. Enter the work request status code. Appendix B, Table B–21, lists these codes.

(35c) Date. Enter ordinal date accepted (YYDDD).

(35d) Time. Enter the military time that the work was started.

(36a) Work Started By. The person assigned the work enters first initial and last name in this block.

(36b) Status. Enter the completed work request status code. Appendix B lists these codes.

(36c) Date. Enter the ordinal date the work was completed (YYDDD).

(36d) Time. Enter the military time that the inspection was completed.

(37a) Inspected By. The person clearing the work enters first initial and last name in this block.

(37b) Status. Enter the work request status code. Appendix B lists these codes.

(37c) Date. Enter the ordinal date the inspection was completed.

(37d) Time. Enter the military time that the inspection was completed.

(38a) Picked Up By. The person picking up the equipment for the owner enters first initial and last name in this block.

(38b) Status. The support maintenance clerk enters work request status code “U”(picked up). Appendix B lists work request status codes.

(38c) Date. Enter the ordinal date the equipment was picked up.

(38d) Time. Enter the military time that the equipment was picked up.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)					
SECTION I - CUSTOMER DATA				SECTION II - MAINTENANCE ACTIVITY DATA							
1a. UIC CUSTOMER W.Y.3.B.F.C	1b. CUSTOMER UNIT NAME 42d Maint Co	1c. PHONE NO 273-9131	3a. WORK ORDER NUMBER (WON) CDR.A.A.A.212345	3b. SHOP A	3c. PHONE NO 272-4003						
2a. SAMS-2 UIC/SAMS-1/DA Φ		2b. UTILIZATION CODE Φ	2c. MCSR Y	4a. UIC SUPPORT UNIT W.C.D.R.A.A	4b. SUPPORT UNIT NAME A Co 710th Maint Bn						
SECTION III - EQUIPMENT DATA											
5. TYPE MNT REQ CODE A	6. ID A	7. NSN 2320005798940		15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See 738-750 and 738-751		H					
8. MODEL M35A2			9. NOUN Trk Co 212T		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See 738-750 and 738-751		077				
10a. ORG WON/DOC NO W.Y.3.B.F.C.Φ30ΦΦΦ		10b. EIC B.M.A		16a. MILES/KILOMETERS/HOURS/ROUNDS		M 52,310 K					
11. SERIAL NUMBER 38412		12. QTY Φ		13. PD 113		H 712 R					
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)				17. PROJECT CODE (if assigned)		18. ACCOUNT PROCESSING CODE					
				21. REIMBURSABLE CUSTOMER (if Intranet customer enter Y or N)		19. IN WARRANTY? (enter Y or N) N					
				22. LEVEL OF WORK F		20. ADMIN NO 313					
				23. SIGNATURE Mark Carlson							
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) Request ECOD											
25. REMARKS Total Cost of ECOD \$621.86											
26. TECHNICAL REFERENCES TM 9-2320-209-34P											
SECTION IV - TASK REQUIREMENTS DATA											
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MH PROJ	27i. MH EXP			
A	11	F	Initial Inspection		Inspr	7117		1105			
A	13	A	Check damaged area		Inspr	7117		1105			
A	12	G	Final Inspection		Inspr	7117		1105			
SECTION V - PART REQUIREMENTS											
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMACS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$
28m. TOTAL MANHOURS 20			28n. TOTAL MANHOURS COSTS \$ 1,710.00			28o. TOTAL PARTS COSTS \$ 651.86					
SECTION VI - COMPLETION DATA											
29. QTY RPR		30. QTY CONDEMN		31. QTY NRTS		32. EVAC WON		33. EVAC UNIT NAME			
SECTION VII - ACTION SIGNATURES											
34a. SUBMITTED BY L. Daniels		35a. ACCEPTED BY D. Spauld		35c. DATE 93210		36a. WORK STARTED BY S. Beore		37a. INSPECTED BY D. Spauld		38a. PICKED UP BY L. Daniels	
34b. DATE 93210		35b. STATUS A		35d. TIME 1000		36b. STATUS E		37b. DATE 93211		37d. TIME 0800	
36c. DATE 93212		36d. TIME 1500		37c. DATE 93212		37d. TIME 1500		38b. STATUS U		38c. DATE 93212	

Figure 3-19. Sample of a completed DA Form 2407 used for ECOD

Legend for Figure 3-19:

Completion instructions for DA Form 2407 for estimated cost of damage (ECOD)

Page No. Enter the page number when all needed entries are in Sections IV-VII Enter page numbers as required.

No. of Pages. Enter the total number of pages used when entries are in Sections IV-VII. Enter page numbers as required.

SECTION I—Customer Data. This section will be filled in by the unit requesting the support maintenance. (See Figure 3-15.)

SECTION II—Maintenance Activity Data.

(3a) Work Order Number (WON). Enter WON (see paragraph 3–6c for assignment of WONs).

(3b) Shop. Enter shop section code. These codes are assigned to uniquely identify a particular maintenance shop section. Codes A through Z are assigned locally by each maintenance battalion operating SAMS. Examples: A =Automotive Shop, B =Battery Shop, C =Commo Shop, etc.

(3c) Phone No. Enter the phone number of the Maintenance Activity.

(4a) UIC Support Unit. Enter the UIC of the Maintenance Activity.

(4b) Support Unit Name. Enter the unit name of the Maintenance Activity.

SECTION III—Equipment Data.

Items 5–13 and 15–23 to be filled out by requesting unit. (See Figure 3–15.)

(14) Malfunction Description (For DSU/GSU Use). Leave blank.

(24) Describe Deficiencies or Symptoms Print “Request ECOD.”

(25) Remarks. Print “Total Cost of ECOD.” Figures from blocks 28n and 28o will be added and put in this block.

(26) Technical References. Enter the reference TM or technical publication.

SECTION IV—Task Requirements Data. This section of the work order can be used in various ways by the support maintenance activity. Enter one task repair action for the work order; one task for each center/shop section that is to work on the equipment; or a task management to allow the capturing of man hours expended on the equipment. The task sequence number is not to be confused with work order request status code changes.

(27a) File Input Act CD. Enter file input action code.

A—Addition of a new record file.

C—Correction to the file records.

D—Deletion of record from the file.

(27b) Task No. Enter the task number. The use of this field is up to the support maintenance activity. However, at least one character (letter or number) must be used and task numbers must be different for each task listed. Some of the various ways this field can be used follows:

(a) Single task (e.g., task number 1) for all work needed to be done.

(b) A task for each work center/shop section for work needed to be done at each work center/shop section. The task number can be the shop section code.

(c) A task for each action specified to be done by inspectors. The task number can be the character for the shop followed by a different number for each task. For example, tasks A1, A2, and A3 for the automotive section and tasks S1 and S2 for the service section.

(27c) Act Code. Enter Action Code. Table B–5 lists these codes.

(27d) Task Description. Enter brief description of task to be accomplished.

(27e) Qty To Be Rpr. Enter number of items to be repaired or leave blank.

(27f) Work Center. Enter the Work Center Code of the shop that will do the task. (See unit SOP.)

(27g) Failure Code. Leave blank.

(27h) MH Proj. Enter number of man–hours projected to accomplish the task.

(27i) MH Exp. After completion, enter number of man–hours actually expended to accomplish the task.

SECTION V—Part Requirements. Note: Leave items 28a–28l blank or use as needed locally.

(28m) Total Man–hours. Enter total man–hours from DA Form 2404, Step 5. (See Figure 3–13, Preparation instructions for preparing DA Form 2404 for ECOD.)

(28n) Total Man–hour Costs. Enter total man–hour costs from DA Form 2404, Step 6. (See Figure 3–13, Preparation instructions for preparing DA Form 2404 for ECOD.)

(28o) Total Parts Costs. Enter total parts costs from DA Form 2404, Step 10. (See figure 3–13, Preparation instructions for preparing DA Form 2404 for ECOD.)

Note: (Blocks 28n and 28o will be added and put in Block 25 by “Total Cost of ECOD.”)

SECTION VI—Completion Data.

(29) Qty Rpr. Leave blank.

(30) City Condemn. Leave blank.

(31) City NRTS. Leave blank.

(32) Evac WON. Leave blank.

(33) Evac Unit Name. Leave blank.

SECTION VII—Action Signatures.

(35a) Accepted By. The person accepting the work request enters first initial and last name in this block.

(35b) Status. Enter the work request status code. Appendix B, Table B–21, lists these codes.

(35c) Date. Enter ordinal date accepted (YYDDD).

(35d) Time. Enter the military time that the work was started.

(36a) Work Started By. The person assigned the work enters first initial and last name in this block.

(36b) Status. Enter the completed work request status code. Appendix B lists these codes.

(36c) Date. Enter the ordinal date the work was completed (YYDDD).

(36d) Time. Enter the military time that the inspection was completed.

(37a) Inspected By. The person clearing the work enters first initial and last name in this block.

(37b) Status. Enter the work request status code. Appendix B lists these codes.

(37c) Date. Enter the ordinal date the inspection was completed.

(37d) Time. Enter the military time that the inspection was completed.

(38a) Picked Up By. The person picking up the equipment for the owner enters first initial and last name in this block.

(38b) Status. The support maintenance clerk enters work request status code “U”(picked up). Appendix B lists work request status codes.

(38c) Date. Enter the ordinal date the equipment was picked up.

(38d) Time. Enter the military time that the equipment was picked up.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)					
SECTION I - CUSTOMER DATA					SECTION II - MAINTENANCE ACTIVITY DATA						
1a. UIC CUSTOMER WX3B.FC	1b. CUSTOMER UNIT NAME 42d Maint Co	1c. PHONE NO 645-9727	3a. WORK ORDER NUMBER (WON) ACDRAA212345	3b. SHOP A	3c. PHONE NO 645-9918						
2a. SAMS-2 UIC/SAMS-VTDA	2b. UTILIZATION CODE Φ	2c. MCSR Y	4a. UIC SUPPORT UNIT WX3B.Y.F	4b. SUPPORT UNIT NAME ACo 710th Maint Bn							
SECTION III - EQUIPMENT DATA											
5. TYPE MNT REQ CODE A	6. ID A	7. NSN 2320011077155	15a. FAILURE DETECTED DURING WHEN DISCOVERED CODE (Enter code) See 738-750 and 738-751		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See 738-750 and 738-751						
8. MODEL M998	9. NOUN Trk U11 Cgo 112T		16a. MILES/KILOMETERS/HOURS/ROUNDS M 358 K		16b. MILES/KILOMETERS/HOURS/ROUNDS H R						
10a. ORG WON/DOC NO X3B.FC 3000311	10b. EIC B.B.D	11. SERIAL NUMBER 132152	12. QTY Φ	13. PD Φ3	17. PROJECT CODE (if assigned)	18. ACCOUNT PROCESSING CODE	19. IN WARRANTY? (enter Y or N)	20. ADMIN NO Y 15			
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVM, DEPOT use) Neutral, Road, Bient			21. REIMBURSABLE CUSTOMER (if Intransit customer enter Y or N)		22. LEVEL OF WORK F						
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) Shifts hard, linkage bent, neutral red too short, Field opns. Factory installed neutral red that is too short.			23. SIGNATURE Robert Hebert								
25. REMARKS start date: Jan 92 Ted Colburn DSN 645-9694 WX3BFA Contract #DAAG095-C126											
26. TECHNICAL REFERENCES											
SECTION IV - TASK REQUIREMENTS DATA											
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MM PROJ	27i. MM EXP			
A	A1	F	Initial Inspection	Φ	Insp			5	5		
A	A1	A	Replace Rod	Φ	Auto	381		1	1		
A	A2	G	Final Inspection	Φ	Insp			5	5		
SECTION V - PART REQUIREMENTS											
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$
A	A1	A	2320015102538	1	Φ	Φ	N	381	15-110	RS	58.00
28m. TOTAL MANHOURS			28n. TOTAL MANHOURS COSTS \$	28o. TOTAL PARTS COSTS \$							
2			1503.00	580.10							
SECTION VI - COMPLETION DATA											
29. QTY RPR		30. QTY CONDEMN		31. QTY NRTS		32. EVAC WON		33. EVAC UNIT NAME			
SECTION VII - ACTION SIGNATURES											
34a. SUBMITTED BY R. Spurlink		35a. ACCEPTED BY M. Powell		35c. DATE 9.30.15		36a. WORK STARTED BY M. Carlson		37a. INSPECTED BY M. Powell		38a. PICKED UP BY R. Spurlink	
34b. DATE 9.30.15	35b. STATUS A	35d. TIME 1000	36b. STATUS B	36c. DATE 9.30.16	36d. TIME 0815	37b. STATUS F	37c. DATE 9.30.15	37d. TIME 1520	38b. STATUS U	38c. DATE 9.30.17	38d. TIME 1630

Figure 3-20. Sample of a completed DA Form 2407 used for warranty claim actions

Legend for Figure 3-20:

Completion instructions for DA Form 2407 for warranty claim actions (WCA)

SECTION I—Customer Data.

Note: Blocks (BLK) 1, 5, 6, 7, 10a, 10b, 11, 12, 13, 15, 16, 20, and 24

are mandatory if equipment is inoperable. Inoperable equipment is equipment that is NMC, in accordance with AR 700-138, a subsystem of a reportable weapon system, or command maintenance significant. (1a) UIC Customer. Enter the UIC of the customer that owns the equipment.

(1b) Customer Unit Name. Enter the name of the unit identified by the UIC in block 1a.

(1c) Phone No. Enter the phone number of the unit identified by the UIC in block 1a.

(2a) SAMS-2 UIC/SAMS-I/TDA. If in transit, enter the UIC of the SAMS-2 or SAMS-I/TDA unit.

(2b) Utilization Code. Enter Utilization Code. See Appendix B.

(2c) MCSR Item. Print the word "Yes" or the letter "Y" if the item is reported under AR 700-138. This also applies to components and subsystems of an item/system that is reportable. If not, leave this block blank.

SECTION II—Maintenance Activity Data. To be completed by support maintenance DSU/GSU/AVIM/DEPOT.

SECTION III—Equipment Data.

(5) Type Mnt Req Code. Enter the Type Maintenance Request Code. Appendix B, Table B-20, lists the codes.

(6) ID. Enter the Identification (ID) Code as shown below that identifies the type of number you will enter in Block 7:

A—National/NATO Stock Number.

C—Manufacturer's Code and Reference Number (Part Number).

D—Management Control Number (MCN).

P—Other Numbers.

(7) NSN. Enter the National Stock Number or appropriate number identified in Block 6.

(8) Model. Enter model number.

(9) Noun. Enter noun nomenclature of item.

(10a) ORGWON/DOC NO. Enter organization work order number or organization document number. For assignment of organization work order number (ORGWON), see Paragraph 3-46c.

(10b) EIC. Enter the end item code (EIC). See AMDF.

(11) Serial Number.

a. Enter the serial number of the item in Block 9.

b. For nontactical wheeled vehicles, use the registration number.

c. For ammunition, use the lot number.

d. For watercraft, use DA Hull number.

e. Leave blank if the form is used for more than one item.

f. Leave blank if equipment has more than one serial number.

g. Mandatory entry if equipment is INOP.

(12) Qty. Enter the number of items. (Must be only one item listed if equipment is reportable under AR 700-138 and is NMC.)

(13) PD. Enter the Priority Designator. (See DA Pam 710-2-1).

(14) Malfunction Description. (DS, GS, AVIM, Depot Use.)

(15a) Failure Detected During/When Discovered Code. Leave blank.

(15b) First Indication of Trouble/How Recognized Code. Leave blank.

(16a) Miles/ Kilometers/ Hours/Rounds. Enter the miles or kilometers from the odometer on the equipment beside the "M" or "K" Round to the nearest mile or kilometer. If the equipment has no odometer, leave blank. Enter the hour reading (to the nearest hour) beside the "H" from the hour meter mounted on the equipment. If the equipment has no meter, leave blank. Enter the total equivalent full charge (EFC) rounds fired beside the "R". See the item's DA Form 2408-4. If rounds do not apply to the equipment, leave blank.

(17) Project Code. Enter the project code if one has been assigned. If not, leave blank.

(18) Account Processing Code. Enter the Account Processing Code (APC) if required by your unit. The APC is a code prescribed locally for costing and budget identification of customers and organizations (reference TM 38-711-13). If not required, leave blank.

(19) In Warranty? Enter "Y" to indicate that equipment is still under manufacturer's warranty. Submit one work request for each serial numbered item.

(20) Admin No. Enter the bumper number, materiel control number, or administrative number assigned to the item of equipment.

(21) Reimbursable Customer. For DSU/GSU/AVIM/Depot use.

(22) Level of Work. Enter code for level of work from Table B-24.

(23) Signature. The commander or the commander's designated representative will sign for all priority 01 through 10 requests. This signature approves the use of the PD.

(24) Describe Deficiencies or Symptoms.

a. Enter brief, but specific description of failure as a result of complete checkout and diagnosis.

b. Include such factors as weather conditions and type of operations. Give your opinion of why it failed. If more room is needed, use DA Form 2407-1.

c. When the warranty technical bulletin provides instructions to ship the failed warranted item to another location, the WARCO will enter the "shipped to" DODAAC.

(25) Remarks.

a. Enter the warranty start date of the component/end item. That date will be the warranty decal on the item or on the DA Form 2408-9 of the item.

b. The WARCO will enter his or her name, complete phone number (DSN or commercial), UIC, and contract number.

(26) Technical References. Enter the referenced TM or technical publication.

SECTION IV—Task Requirements Data. This section of the work order can be used in various ways by the support maintenance activity. Enter one task repair action for the work order; one task for each center/shop section that is to work on the equipment, or a task management to allow the capturing of man-hours expended on equipment. The task sequence number is not to be confused with work request status code changes.

(27a) File Input Act CD. Enter file Input Action Code:

A—Addition of a new record file.

C—Correction to the file records.

D—Deletion of record from the file.

(27b) Task No. Enter the Task Number. The use of this field is up to the support maintenance activity. However, at least one character (letter or number) must be used and task numbers must be different for each task listed. Some of the various ways this field can be used follow:

a. A single task (e.g., task number 1) for all work needed to be done.

b. A task number for each work center/shop section for work needed to be done at each work center/shop section. The task number can be the shop section code.

c. A task for each action specified to be done by inspectors. The task number can then be the character for the shop followed by a different number for each task. For example, tasks At, A2, and A3 for the Automotive Section and tasks S1 and S2 for the Service Section.

(27c) Act Code. Enter Action Code. Table B-5 lists the action codes.

(27d) Task Description. Enter brief description of task to be accomplished.

(27e) Qty To Be Rpr. Enter number of items to be repaired or leave blank.

(27f) Work Center. Enter the Work Center Code of the shop that will do the task (see Unit SOP).

(27g) Failure Code. Enter Failure Code from Appendix B, Tables B-1 and B-2.

(27h) MH Proj. Enter number of man-hours projected to accomplish the task.

(27i) MH EXP. After completion, enter number of man-hours actually expended to accomplish the task.

SECTION V—Part Requirements.

(28a) File Input Act CD. Enter the File Input Action Code:

A—Addition of a new record file.

C—Correction to the file records.

(28b) Task No. Enter the task number from Block 27b which granted the part requirement.

(28c) ID No. Enter Identifying Number. These codes identify the type of information in the NSN field:

A—National Stock Number.

C—Manufacturer's Code and Reference Number.

D—Management Control Number.

P—Other numbers.

(28d) NSN or Part Number. Enter National Stock Number, Manufacturer's Part Number, or other number, as identified in Block 28c, for the required part.

(28e) SFX CD. If applicable, enter Suffix Identification Code. This code allows the operator to use the same record key (i.e., work order number, task number, identification code, and NSN) when adding the same NSN to a file. It enables the operator to bypass edits that normally would reject as being duplicate. Each new entry should be in sequential order. (Blank, A–Z, and 0–9 are the allowed entries.)

(28f) Qty Rqd. Enter quantity of part(s) required.

(28g) Qty Issued. When part(s) is issued to mechanic, enter quantity of part(s) issued.

(28h) NMCS CD. If failure to get a part caused the item to become NMCS, enter "Y" (YES). If item will not become NMCS, enter "N" (NO).

(28i) Failure Code. Enter Failure Code from Appendix B, Tables B–1 and B–2.

(28j) Storage Location. If ASL item, enter Storage Location Code.

(28k) Initials. Enter initials of ASL clerk releasing part to mechanic.

(28l) Cost. Leave blank or use as needed locally.

(28m) Total Man–hours. Enter total of man–hours of block 27 from all pages (DA Forms 2407 and 2407–1).

(28n) Total Man–hours Costs. Leave blank or use as needed locally.

(28o) Total Parts Cost. Leave blank or use as needed locally.

SECTION VII. Action Signatures.

(34a) Submitted By. The person sending in the DA Form 2407 enters first initial and last name in this block.

(34b) Date. The person signing the forms enters the ordinal date the form was given to support maintenance.

(35a) Accepted By. The person accepting the work request enters first initial and last name in this block.

(35b) Status. Enter the work request status codes. Appendix B, Table B–21, lists these codes.

(35c) Date. Enter ordinal date accepted (YYDDD).

(35d) Time. Enter the military time that the work was started.

(36a) Work Started By. The person assigned the work enters first initial and last name in this block.

(36b) Status. Enter the completed work request status code. Appendix B lists these codes.

(36c) Date. Enter the ordinal date the work was completed (YYDDD).

(36d) Time. Enter the military time that the inspection was completed.

(37a) Inspected By. The person clearing the work enters the first initial and last name in this block.

(37b) Status. Enter the work request status code. Appendix B lists these codes.

(37c) Date. Enter the ordinal date the inspection was completed.

(37d) Time. Enter the military time that the inspection was completed.

(38a) Picked Up By. The person picking up the equipment for the owner enters first initial and last name in this block.

(38b) Status. The support maintenance clerk enters work request status code "U" (picked up). Appendix B lists these codes.

(38c) Date. Enter the ordinal date the equipment was picked up.

(38d) Time. Enter the military time that the equipment was picked up.

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO	NO OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)																	
SECTION I - CUSTOMER DATA				SECTION II - MAINTENANCE ACTIVITY DATA																			
1a. UIC CUSTOMER W.A.M. 7 B D	1b. CUSTOMER UNIT NAME 3169 AR Bn	1c. PHONE NO 683-3331	3a. WORK ORDER NUMBER (WON) H888329804960	3b. SHOP A	3c. PHONE NO 683-2242																		
2a. SAMS-2 UIC/SAMS-UTDA	2b. UTILIZATION CODE 0	2c. MCSR	4a. UIC SUPPORT UNIT N.H. 8.8 B.2	4b. SUPPORT UNIT NAME 203 CS Bn																			
SECTION III - EQUIPMENT DATA																							
5. TYPE MNT REQ CODE 1	6. ID A	7. NSN 2350010871095	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See 738-750 and 738-751 A																				
8. MODEL M1A1	9. NOUN Tank Combat 120mm		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See 738-750 and 738-751 099		16a. MILES/KILOMETERS/HOURS/ROUNDS M 10,500 K																		
10a. ORG WON/DOC NO A.M.T. B. 9. 8. 0. 3. 0.	10b. EIC A.A.B		17. PROJECT CODE		18. ACCOUNT PROCESSING CODE		19. IN WARRANTY? (Enter Y or N) Y																
11. SERIAL NUMBER 63188	12. QTY 1	13. PD 016	20. ADMIN NO 316																				
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVM, DEPOT use) Eng. inop. it. start.			21. REIMBURSABLE CUSTOMER (if intransit customer enter Y or N)																				
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) Engine case cracked. Task #1 ID:A 23501-216-8639			22. LEVEL OF WORK F		23. SIGNATURE Charles Daniels																		
25. REMARKS Old SN-1052 New SN-2489																							
26. TECHNICAL REFERENCES																							
SECTION IV - TASK REQUIREMENTS DATA																							
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MM PROJ	27i. MM EXP															
A	T1	F	Initial Inspection	1	Inspr		5	5															
A	A1	A	Replace Engine	1	Auto	070	12	12															
A	T2	G	Final Inspection	1	Inspr		5	5															
SECTION V - PART REQUIREMENTS																							
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$												
A	A1	A	235012168639		1	1	Y	0705-F		CD	26135.00												
28m. TOTAL MANHOURS 13			28n. TOTAL MANHOURS COSTS \$ 7,381.60			28o. TOTAL PARTS COSTS \$ 26,135.00																	
SECTION VI - COMPLETION DATA																							
29. QTY RPR		30. QTY CONDEMN		31. QTY NRTS		32. EVAC WON		33. EVAC UNIT NAME															
SECTION VII - ACTION SIGNATURES																							
34a. SUBMITTED BY S. Ross		35a. ACCEPTED BY P. Powell		35c. DATE 92228		36a. WORK STARTED BY R. Parker		37a. INSPECTED BY D. March		38a. PICKED UP BY C. Carlson													
34b. DATE 92228		35b. STATUS A		35d. TIME 1015		36b. STATUS B		36c. DATE 92228		36d. TIME 1300		37b. STATUS F		37c. DATE 92230		37d. TIME 1100		38b. STATUS U		38c. DATE 92230		38d. TIME 1300	

Figure 3-21. Sample of a completed DA Form 2407 used for serial number tracking

Legend for Figure 3-21:

Completion instructions for DA Form 2407 to show work done at support maintenance for a serial number tracked item

Page No. Enter the page number when all needed entries are in Sections IV-VII. Enter page numbers as required.

No of Pages. Enter the total number of pages used when entries are in Sections IV-VII. Enter page numbers as required.

SECTION I—Customer Data This section will be filled in by the unit requesting the support maintenance.

SECTION II—Maintenance Activity Data

(3a) Work Order Number (WON). Enter WON (see paragraph 3–6c for assignment of WONs).

(3b) Shop. Enter shop section code. These codes are assigned to uniquely identify a particular maintenance shop section. Codes A–Z are assigned locally by each maintenance battalion operating SAMS. Examples: A =Automotive Shop, B =Battery Shop, C =Commo Shop, etc.

(3c) Phone No. Enter the phone number of the maintenance activity.

(4a) UIC Support Unit. Enter the UIC of the maintenance activity.

(4b) Support Unit Name. Enter the unit name of the maintenance activity.

SECTION III—Equipment Data.

(14) Malfunction Description (for DS/GS use). Enter a short description of the problem (16 position entry).

(21) Reimbursable Customer. Enter “Y” if the customer must pay for maintenance cost.

(24) Describe Deficiencies. Blocks 24 and 25 are used by the SAMS–1 work center foreman to enter appropriate SNT data. In block 24, enter the task no., the ID, and component NSN.

(25) Remarks. Enter the old serial number and new serial number, if applicable.

a. When the item in block 7 needs “onsite” or “deferred” maintenance, explain here. One of these entries will be made for onsite or deferred work:

(1) Maintenance request received on (date).

(2) Onsite repair scheduled for (date).

(3) Owner to return item on (date) for repair.

b. Block 35a will be filled in only when the onsite repair is started or the deferred item is brought back.

c. Print “OFIF candidate” when an OAF asset was issued or would have been issued if a serviceable OAF asset was available.

(25) Technical References. Enter the referenced TM or technical publication.

SECTION IV—Task Requirements Data.

(27a) File Input Act CD. Enter file input action code:

A—Addition of a new record file.

C—Correction to file records.

D—Deletion of a record from the file.

(27b) Task No. Enter the task number. How to use this field is up to the support maintenance activity. However, at least one character (letter or number) must be used and task numbers must be different for each task listed. Some of the various ways this field can be used follow:

a. Single task (e.g., task number 1) for all work needed to be done.

b. A task for each work center/shop section for work needed to be done at each work center/shop section. The task number can be the shop section code.

c. A task for each action specified to be done by inspectors. The task number can then be the character for the shop followed by a different number for each task. For example, tasks A1, A2, and A3 for the automotive section and tasks S1, S2 and S3 for the service section.

(27c) Act Code. Enter action code. Table B–5 lists the action codes.

(27d) Task Description. Enter brief description of task to be accomplished.

(27e) Qty To Be Rpr. Enter number of items to be repaired.

(27f) Work Center. Enter the work center code of the shop that will do the task. (See unit SOP.)

(27g) Failure Code. Enter the failure code. Tables B–1 and B–2 list the failure codes.

(27h) MH Proj. Enter number of man–hours projected to accomplish the task.

(27i) MH Exp. After completion, enter number of man–hours actually expended to accomplish the task.

SECTION V—Part Requirements.

(28a) File input Act CD. Enter the file Input action code:

A—Addition of a new record file.

C—Correction to the file records.

(28b) Task No. Enter task number from block 26 which granted the part requirement.

(28c) ID No. Enter identifying number. These codes identify the type of information in the NSN field:

A—National Stock Number.

C—Manufacturer's Code and Reference Number.

D—Management Control Number.

P—Other Numbers.

(28d) NSN or Part Number. Enter National Stock Number, manufacturer's part number, or other number as identified in block 28c, for the required part.

(28e) SFX CD. If applicable, enter suffix identification code. This code allows the operator to use the same record key (i.e., work order number, task number, identification code, and NSN) when adding the same NSN to a file. It enables the operator to bypass edits that normally would reject as being duplicate. Each new entry should be in sequential order. (Blank, A–Z, and 0–9 are the allowed entries.)

(28f) Qty Rqd. Enter quantity of part(s) required.

(28g) Qty Issued. When part(s) is issued to mechanic, enter quantity of part(s) issued.

(28h) NMCS Cd. If failure to get part caused the item to become NMCS, enter “Y” (yes). If item will not become NMCS, enter “N” (no).

(28i) Failure Code. Enter the failure code. Tables B–1 and B–2 list failure codes.

(28j) Storage Location. If ASL item, enter storage location code.

(28k) Initials. Enter initials of ASL clerk releasing part to mechanic.

(28l) Cost. Enter Total Cost. (Multiply 28g by the AMDF unit price, and enter total (i.e., \$50 x 3=\$150.)

(28m) Total Man–hours. Enter total man–hours of block 27 from all pages (DA Forms 2407 and 2407–1).

(28n) Total Man–hours Costs. Enter total man–hour cost. You get this figure by multiplying the current local labor rate times the total number of man–hours used in 28m.

(28o) Total Parts Cost. Enter total cost of all blocks 28l of all pages (DA Forms 2407 and 2407–1).

SECTION VI—Completion Data.

(29) Qty Rpr. Enter quantity of items repaired.

(30) Qty Condemn. Enter quantity of items condemned.

(31) Qty NRTS. Enter quantity of items not repairable at the repair activity.

(32) Evac WON. If item is evacuated, enter work order number assigned by receiving maintenance unit.

(33) Evac Unit Name. Enter name of unit to whom item is evacuated.

SECTION VII—Action Signatures.

(35a) Accepted By. The person accepting the work order enters first initial and last name in this block.

(35b) Status. Enter the work request status code. Appendix B, Table B–21, lists these codes.

(35c) Date. Enter ordinal date accepted (YYDDD).

(35d) Time. Enter the military time that the work was started.

(36a) Work Started By. The person assigned the work enters first initial and last name in this block.

(36b) Status. Enter the completed work request status code. Appendix B lists these codes.

(36c) Date. Enter the ordinal date the work was completed (YYDDD).

(36d) Time. Enter the military time that the inspection was completed.

(37a) Inspected By. The person clearing the work enters first initial and last name in this block.

(37b) Status. Enter the work request status code. Appendix B lists these codes.

(37c) Date. Enter the ordinal date the inspection was completed.

(37d) Time. Enter the military time that the inspection was completed.

(38a) Picked Up By. The person picking up the equipment for the owner enters first initial and last name in this block.

(38b) Status. The support maintenance clerk enters work request

status code "U"(picked up). Appendix B lists the work request status codes.

(38c) Date. Enter the ordinal date the equipment was picked up.

(38d) Time. Enter the military time that the equipment was picked up.

MAINTENANCE REQUEST (Continuation Sheet) For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO 2	NO OF PAGES 2	REQUIREMENT CONTROL SYMBOL CSGLD-1047(A7)					
SECTION II - MAINTENANCE ACTIVITY DATA											
3a. WORK ORDER NUMBER (WON) H18183298104960			3b. SHOP SECTION CODE A		3c. PHONE NO 645-9727						
SECTION III - EQUIPMENT DATA											
25. REMARKS											
SECTION IV - TASK REQUIREMENTS DATA											
27a. FILE INPUT ACT CD	27b. TASK NO	27c. ACT CODE	27d. TASK DESCRIPTION	27e. QTY TO BE RPR	27f. WORK CENTER	27g. FAILURE CODE	27h. MH PROJ	27i. MH EXP			
A	A7	A	Replaced Transf Assy	01	Auto		2.5	2.5			
A	A2	G	Final Inspection	01	Insp		1	1			
SECTION V - PART REQUIREMENTS											
28a. FILE INPUT ACT CD	28b. TASK NO	28c. ID NO	28d. NSN OR PART NUMBER	28e. SFX CD	28f. QTY RQD	28g. QTY ISSUED	28h. NMCS CD	28i. FAILURE CODE	28j. STORAGE LOCATION	28k. INITIALS	28l. COST \$
A	A5	A	5310002125318		02	02	N		8A4C	BT	28.10
A	A6	A	2530002501835		01	01	N		15B1F	BT	15.40
A	A7	A	5420002183150		01	01	N		10A1B	BT	376.00
28m. TOTAL MANHOURS			28n. TOTAL MANHOURS COSTS \$			28o. TOTAL PARTS COSTS \$					
3.0			285.15			518.28					

DA FORM 2407-1, JUL 94

FILE COPY

Figure 3-22. Sample of a completed DA Form 2407-1

the DA Form 2408-14 only when they require a repair or definitive action. Class III leaks are deficiencies. Repair of Class III leaks will not be deferred.

g. Do not list faults that are on a support DA Form 2407 for repair, except support work order requests that do not render the equipment NMC (i.e., Communication shelters).

(d) Date. Enter the calendar date the entry was transcribed to DA Form 2408-14.

(e) Entry Approved (Signature). The commander or the commander's designated representative will sign in this block when the entry is made. Enter first name and last name.

(f) Date. Enter the calendar date the fault was actually corrected or transcribed to DA Form 2407. The individual correcting the fault will enter his or her last name initial over the status symbol in column a.

G- 1387507

FACILITY MAINTENANCE LOG			STATION CAMP HUMPHREYS, KORRA	MONTH AND YEAR JANUARY 1993
			SUBJECT OF LOG VOR	
DATE	TIME (24 HOURS)	CODE	REMARKS	INITIALS
4	0745		FIRST ENTRY MONTH OF JANUARY	TC
	0745		ARRIVED SITE TO PERFORM MONTHLY GROUND	
			CHECKS. SYSTEM NORMAL. TRANSMITTER #1	
			ON AIR. TRANSMITTER #2 ON STANDBY.	TC
	0800		RECEIVED PERMISSION FROM E.H. TO REMOVE	
			STATION FROM SERVICE FOR PMCS.	TC
	0900		COMPLETED GROUND CHECKS OF BOTH	
			TRANSMITTERS IAW TM 11-5825-266-14-1,	
			PARA 5-35 THROUGH PARA 5-38. DATA RECORDED	
			ON VOR GROUND CHECK DATA SHEET. BOTH	
			TRANSMITTERS WITHIN TM STANDARDS.	TC
	0915		SYSTEM RETURNED TO SERVICE. NOTIFIED E.H.	TC
	0930		DEPARTED SITE. SYSTEM NORMAL. TRANSMITTER	
			#2 ON AIR. TRANSMITTER #1 ON STANDBY.	TC
13	1300		ARRIVED SITE TO PERFORM SITE CLEANING AND	
			ASL ^{TR} PLL INVENTORY. SYSTEM NORMAL.	
			TRANSMITTER #2 ON AIR. TRANSMITTER #1	
			ON STANDBY.	TC DM
	1320		LOST COMMERCIAL POWER. EMERGENCY GENERATOR	
			ON LINE. SYSTEM STILL NORMAL	TC DM
	1345		COMMERCIAL POWER RESTORED.	TC DM
	1430		COMPLETED SITE CLEANING AND PLL INVENTORY.	
			NO PLL DISCREPANCIES FOUND.	TC DM
DATE	SIGNATURE OF SECTOR MANAGER/DESIGNEE		DATE	SIGNATURE OF MAINTENANCE TECHNICIAN
2 FEB 13	Richard Dimon		2 FEB 93	Terry Crouch

FAA Form 6030-1 (10-70) FORMERLY FAA FORM 406C

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Figure 3-24. Sample of a completed FAA Form 6030-1

G-1387550

FACILITY MAINTENANCE LOG			STATION CAMP HUMPHREYS, KORCA	MONTH AND YEAR JANUARY 1993
			SUBJECT OF LOG VOR	
DATE	TIME (24 HOURS)	CODE	REMARKS	INITIALS
13	1440		LOG CONTINUED FROM G-1387507.	TC DM
	1445		DEPARTED SITE. SYSTEM NORMAL. TRANSMITTER #2 ON AIR. TRANSMITTER #1 ON STANDBY.	TC DM
26	1000		ARRIVED SITE. TOWER REPORTED SYSTEM IN ALARM CONDITION. FOUND TRANSMITTER #1 ON AIR. TRANSMITTER #2 IN RED.	TC
	1010		RECEIVED PERMISSION FROM J.G. TO REMOVE STATION FROM SERVICE FOR TROUBLESHOOTING.	TC
	1100		COMPLETED TROUBLESHOOTING. REPAIRED TRANSMITTER #2. REPLACED POWER AMPLIFIER, 1A4AR1 (NSN 5825-01-061-6981).	TC
	1200		COMPLETED ADJUSTMENT PROCEDURES OF TRANSMITTER #2 IAW TM 11-5825-266-14-1, PARA 5-21. NO PROBLEMS FOUND.	TC
	1215		SYSTEM RETURNED TO SERVICE. NOTIFIED J.G.	TC
	1230		DEPARTED SITE. SYSTEM NORMAL. TRANSMITTER #2 ON AIR. TRANSMITTER #1 ON STANDBY.	TC
2 FEB	0900		(DELAYED ENTRY) LAST ENTRY MONTH OF JANUARY.	TC
DATE	SIGNATURE OF SECTOR MANAGER/DESIGNEE		DATE	SIGNATURE OF MAINTENANCE TECHNICIAN
2 FEB 93	Richard Dimon		2 FEB 93	Terry Crouch

FAA Form 6030-1 (10-76) FORMERLY FAA FORM 406C

☆ U.S. GOVERNMENT PRINTING OFFICE: 1980-782-884

Figure 3-24. Sample of a completed FAA Form 6030-1—Continued

Legend for Figure 3-24:
Completion instructions for FAA Form 6030-1

This form provides a complete record of all maintenance actions performed at any fixed base and tactical Air Traffic Control (ATC) facility and/or navigational aid.

Station. Enter name of installation or tactical site designation (Examples: Fort Rucker; Sun FOC).

Subject of Log. Enter type of equipment or facility for which maintenance log applies (Examples: ILS; NDB; R-401 Tactical Site).

Month and Year. Enter calendar month and year for which maintenance form applies (Example: June 1992).

Date. Enter calendar day of month (Example: 6).

Time. Enter local time of entry using 24 hour clock (Example: 1430).

Code. Leave blank.

Remarks.

a. Begin a new page with each calendar month. On the first line, put "First Entry Month of _____."

b. After last entry of each month, state "Last Entry Month of _____." Draw a slash (/) through all unused lines.

c. Upon each visit, show "Arrived Site" and "Departed Site," and show what was found and/or done. As a minimum document the following:

- (1) Purpose of site visit.
- (2) Condition /configuration of site upon arrival.
- (3) All actions or maintenance performed at site. Annotate change out of all circuit cards or electronic modules by nomenclature, National Stock Number (if one has been assigned), and/or manufacturer's part number.
- (4) Condition/configuration of site at departure.

Initials. Initials of person making each entry.

Date/Signature of Sector Manager/Designee. Enter date of maintenance supervisor's review of log entries followed by maintenance supervisor's signature.

Date/Signature of Maintenance Technician. Enter date of last entry and signature of technician closing out maintenance log.

Chapter 4 Nonaeronautical Equipment, Army Oil Analysis Program (AOAP)

4-1. Objectives

a. The AOAP is a condition monitoring program which is designed to—

(1) Improve equipment reliability and readiness by early detection of potential failures.

(2) Lower support costs by reducing the number of catastrophic failures and curtailing excessive component wear.

(3) Reduce resource usage by conserving petroleum products by adhering to the On Condition Oil Change (OCOC) policy. (See policy in (a) through c below:)

(a) This policy eliminates the wasteful requirement of changing component oil based on hours/miles/calendar days as currently specified by many TMs and LOs. Oil will not be changed unless recommended by the AOAP laboratory. When recommended, both the oil and the oil filter(s) will be changed at the same time.

Note. Oil filter(s) will be serviced/cleaned/changed when they are known to be contaminated, or clogged; service is recommended by AOAP laboratory analysis; or at prescribed hard time intervals as described in LO or TM.

(b) When a unit is deployed and oil analysis service is not readily available, the unit maintenance officer may authorize an oil and filter change when oil contamination is evident. A sample will be submitted to the laboratory as soon as AOAP service becomes available or the unit is redeployed, whichever comes first. The remarks block of the DD Form 2026 (Oil Analysis Request) accompanying this sample to the laboratory will be annotated to reflect the oil and filter change, because it may affect the trend analysis performed by the AOAP laboratory.

(c) The OCOC policy does not change or modify procedures and guidance for new equipment under manufacturer's warranty or seasonal oil change requirements in current TMs and LOs.

b. An effective AOAP is only possible when the AOAP is fully

integrated into the maintenance system. This chapter provides pertinent information and instructions to commanders and equipment users and encourages efficient performance of the AOAP.

c. AOAP is an effective maintenance diagnostic tool and not a maintenance substitute. This chapter will not be interpreted to mean AOAP minimizes, in any way, the need to employ good maintenance practices and strong maintenance discipline.

4-2. Description

a. Oil, hydraulic fluid, and grease analysis is used as a diagnostic tool to determine the physical condition of used lubricants and the internal condition of engines, transmission, hydraulic systems, and other fluid-wetted components.

b. Spectrometric analysis is used to determine the concentrations of various wear metals in oil samples. Wear metals are metal particles of microscopic size, produced by the friction of moving parts within mechanical systems, that enter the oil stream and are dispersed and suspended throughout the lubricating oil system. The kinds of metal particles, and the quantities in which they are present, are detected by spectroscopy. Analysis helps determine which component parts may have generated the particles. By periodically sampling and testing the lubricants from mechanical systems, abnormal wear can be detected, and worn parts can be repaired or replaced before they cause damage.

c. Physical property tests are analytical tests used to detect property changes in used oil. For example, changes in viscosity, fuel dilution, or water content may be indicative of faulty equipment, operating conditions, or maintenance procedures.

d. Ferrographic analysis is used as a supplemental oil analysis test on selected components to monitor wear metals that cannot be detected by spectrometric analysis. Ferrography is used not only to determine the size, shape, and type of wear-metal particles being generated by a piece of equipment, but also to determine the kind of wear (spalling, cutting, and rubbing) producing the wear-metal particles.

e. A resample is a sample specifically requested by the laboratory, of the same oil taken under the same condition as the previous sample.

f. Designated equipment/components are those enrolled in AOAP.

g. Contamination is a problem that most frequently affects sample integrity. Wear-metal, water, unusual color, and particulate matter are indications of contamination.

h. Installation management reports are computer-generated reports provided by the laboratories to installation/unit monitors and others on a monthly or as requested basis.

4-3. AOAP participation

Participation in the AOAP is mandatory. AOAP responsibilities of the commanders of major Army commands, the U.S. Army Reserve, the Army National Guard, and the Program Director (PD) are defined in AR 750-1.

4-4. What to sample

a. Only the equipment/components listed in tables 4-1 through 4-8, and other equipment/components authorized by the PD, AOAP, will be sampled. Exceptions will be through letters of authorization from major command level to laboratories. To be valid, letters must be issued from the major command that owns and supports the laboratory. Copies of any such correspondence will be provided to the PD, AOAP.

b. To request authorization for new enrollment in the AOAP, the following information will be submitted to the PD, AOAP:

- (1) Nomenclature and model of the end item.
- (2) End item NSN.
- (3) Component nomenclature and model.
- (4) End Item Code (EIC) assigned to the NSN of the end item.
- (5) Hydraulic system capacity.

4-5. When to sample

a. Routine samples are to be submitted at prescribed intervals as