



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLAM 4151.1

DLA-OW

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DLA MANUAL
NO. 4151.1

DLA MISSION MATERIEL MANAGEMENT MANUAL

FOREWORD

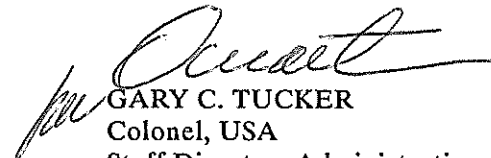
(Supplementation is permitted by primary level field activities (PLFAs).)

This manual reissues DLAM 4151.1, DLA Mission Materiel Maintenance Management Manual. It provides for program planning, development and execution of the DLA Mission Materiel Maintenance Program (hereinafter referred to as the DMMMP) by Defense Distribution Regions and Defense Supply Centers.

The revision of this manual contains significant changes in policy and procedures and should be reviewed in its entirety.

Copies of any supplement to this manual, or other implementation directives by PLFAs, will be provided to DLA-OWS within 30 days of issuance. Users of this manual are encouraged to submit recommended changes and comments to improve the publication through channels to HQ DLA, ATTN: DLA-OWS.

BY ORDER OF THE DIRECTOR


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Colonel, USA
Staff Director, Administration

COORDINATION: DLA-CB, DLA-CI, DLA-KS,
DLA-LP, DLA-LR, DLA-OS, DLA-PP, DLA-QL,
DLA-SE, DLA-WS

This DLAM supersedes DLAM 4151.1, 5 Jul 83, and Change 1.

* Denotes changes.

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Chapter 1--GENERAL

PURPOSE AND SCOPE. To prescribe policy, responsibilities and procedures to manage the DMMMP. This manual implements DoD Directive 4151.1, Use of Contractor and DoD Resources for Maintenance of Materiel, regarding policies and responsibilities concerning the use of DoD materiel maintenance resources consistent with references listed in appendix F. This manual applies to HQ DLA, Defense Supply Centers (DSCs) with management responsibility for mission stock, and for the Defense Distribution Regions with an assigned stock maintenance mission, modification, and/or assembly responsibility. It is to be used to develop, plan, program, schedule and report essential requirements that are to be accomplished by in-house personnel pursuant to the DMMMP.

A. DLA is responsible for effective and economical materiel management. Repairable managed items

which can be restored and reissued in lieu of acquiring new items represent a significant monetary investment and are a valuable source of assets to the DLA Supply System. These items are generated from customer returns, deterioration, or damage either in transit or in storage, and from stock in the DLA distribution system, which require repair, modification, alteration, conversion, assembly, and/or reconditioning.

B. Many items managed by the DLA Supply System are composed of several individual stock numbered items which, when assembled by a DLA assembly activity, are given another stock number for management purposes. These items may be assembled and reidentified for stock against future anticipated customer orders or for immediate use against known requirements.

Chapter 2--POLICY, PROCEDURES, AND RESPONSIBILITIES

2-1 POLICY

A. DLA shall have an effective and efficient program for the maintenance/assembly of repairable DLA-managed items to provide for mobilization and surge requirements as specified in the most current DoD guidance and to meet peacetime readiness and combat sustainability objectives.

1. When economically favorable, repairable DLA-managed items should be restored by maintenance/assembly actions to a designated condition code and reissued in serviceable status rather than purchased in a new acquisition.

2. To the most practicable extent possible, maintenance/assembly shall be accomplished by using an appropriate combination of in-house DLA facilities, commercial contractors, and interservice agreements with the Military Services.

B. The ongoing peacetime maintenance/assembly operation should be structured by programs based on prescribed budgeting and programming cycles; management plans which ensure supervision of the maintenance/assembly schedule programs and operations at all organizational levels with approval by HQ DLA; established maintenance and accounting policies; a standardized organization of DLA maintenance/assembly facilities; continually improved management techniques and information systems; quality policies which ensure that the highest quality products are produced; and appropriate training of maintenance/assembly personnel and their supervisors.

C. DLA personnel at all levels of the maintenance/assembly organization shall continually appraise program operations and effectiveness with the objective of improving program performance.

D. Interservice sources shall be considered as specified in DLAR 4000.7, Defense Regional Interservice Support (DRIS) Program.

E. The selection of a commercial contractor for maintenance/assembly work shall be in accordance with the Federal Acquisition Regulations (FAR) and the DoD supplement (DFARS). Consideration for contracting out or in-house retention of workload at core logistics activities (PL 99-145, Sec. 1231) shall be in accordance with DoDD 4100.15, Commercial Ac-

tivities Program and DoDI 4100.33, Commercial Activities Program Procedures.

2-2 PROCEDURES

A. The principal maintenance/assembly objective is to provide mission stock in serviceable status. This objective includes the following procedures:

1. DSCs will coordinate their maintenance/assembly requirements with DLA-OWS and the maintenance/assembly facilities so the best possible workload schedules can be developed to meet stock-age objectives.

2. Defense Distribution Regions will:

a. Develop a management and surveillance system to facilitate a high level of productivity, efficiency, and quality of work performed.

b. Establish and apply standards and controls to ensure materiel conservation.

c. Exercise control of costs of maintenance/assembly programs.

d. Assure that the required level of competence is maintained by providing personnel with necessary training.

2-3 RESPONSIBILITIES

A. HQ DLA

1. The Comptroller, DLA (DLA-C) will provide funding for maintenance/assembly requirements to accomplish the program. This program is reimbursable from the DLA stock fund or other non-DLA activities establishing the requirements.

2. The Executive Director, Directorate of Supply Operations, DLA (DLA-O) will:

a. Perform the management duties listed in DLAM 5800.1, Headquarters Organization, Missions, and Functions, Annex B as they relate to the DMMMP.

b. Develop and execute Depot Maintenance Interservice Support Agreements (DMISAs) for maintenance/assembly of items, as required.

c. Monitor the maintenance/assembly production effort on those items referred to maintenance/assembly sources other than DLA maintenance activities.

d. Review all requests for maintenance/assembly work received at DLA maintenance/assembly activities from sources external to DLA.

e. Ensure the annual DMMMP forecast is updated periodically by the DSCs, Military Services and maintenance/assembly activities.

B. DLA FIELD ACTIVITIES

1. The Commanders of DSCs Managing Items will:

a. Develop and coordinate maintenance/assembly forecast requirements for current and one future fiscal year in accordance with the procedures prescribed herein and follow the supply control procedures and objectives of this manual. The DSCs are required to forecast work, for which no Project Orders have been established, on the DLA Form 431, DLA Maintenance Schedule, for the stock maintenance/assembly activities.

b. In coordination with maintenance/assembly activities, determine turnaround time and availability of items in need of maintenance/assembly.

c. Submit, for processing, DLA mission materiel requirements for maintenance/assembly to maintenance/assembly activities on Project Order(s) in accordance with DLAM 4140.2, Supply Operations Manual, vol II, part 3, appendix E-258P. (See Project Order sample at appendix E.) (Materiel input to interservice/contractual activities will be in accordance with established agreements/contracts.) Ensure that all Project Orders and work requests to maintenance/assembly activities provide specific information on the type and amount of work to be accomplished, i.e., completion or required delivery dates and destination of completed items. Provide appropriate technical data/parts breakdown with project orders. Ensure that Block 11A on the DLA Form 531, Project Order, designates a specific expiration date, and is not expressed in terms such as "until complete," "indefinite," or left blank.

d. Assure the availability of maintenance/assembly assets, except for potency dated materiel, at maintenance/assembly activities before assignment of job orders and make timely adjustment to Project Orders/Work Requests to meet approved supply program requirements.

e. Review maintenance/assembly accomplishments against the approved annual programs and effect revisions as necessary. Ensure that all changes, additions, and/or deletions to approved programs in excess of plus or minus 10 percent are submitted to the respective distribution site with an information copy to HQ DLA, ATTN: DLA-OWS.

f. Coordinate the availability and adequacy of the maintenance production base for peacetime and expansion for mobilization conditions, which are essential to assure quantitative and qualitative repair/overhaul/assembly support (includes commercial sources, as required).

g. Report to HQ DLA, ATTN: DLA-OWS, recommendations for improvement and/or deficiencies requiring corrective action which are observed during liaison visits to maintenance/assembly facilities.

h. When directed by HQ DLA, assist in development and execution of DMISAs and/or commercial contracts for maintenance/assembly of DSC-managed items. All contractual services shall be evaluated on the same total cost basis as Government operated facilities.

i. Develop, analyze, and maintain data reflecting the status of programs, Project Orders/work requests, workloads, facility capability, processing time, and cost of processing items through maintenance/assembly.

2. The Commanders of DLA Distribution Regions with a Maintenance/Assembly Mission will:

a. Review the DLA Form 431 from each DSC and other appropriate HQ DLA approved planning documents in accordance with procedures in appendix B.

b. Determine what portion of the annual forecast can be accomplished with available resources, giving full consideration to existing backlogs.

c. Prepare briefing for accomplishment of annual maintenance/assembly program, for presentation to DLA-OWS prior to return of DLA Forms 431 to the DSCs and other appropriate HQ DLA approved planning documents to the originating activity.

d. Provide to the Commanders of DSCs and other requesting activities, upon request, data on the operation of maintenance/assembly activities for the purpose of accomplishing annual comparative reviews for placement of maintenance/assembly workloads.

e. Conduct appropriate studies and research to ensure that methods and procedures utilized in accomplishing the programs are economical and assure product quality and reliability in accordance with DLAM 4155.8, Quality Assurance Program Manual for DLA Depots.

f. Establish and maintain man-hour and other performance standards for maintenance/assembly

of materiel. These standards will be used in cost estimating and evaluation of efficiency of operations.

g. Ensure that responsible maintenance/assembly management personnel sign the Project Order/Service Order indicating acceptance of the specified work and conditions for completion. (Sample Project Order at appendix E.) Copies will be provided to the respective originator and the Distribution Site Comptroller.

h. Comply with DSCs specified priorities in the planning, scheduling, and processing of workloads.

i. Ensure that maintenance/assembly processing is accomplished in accordance with accepted Project Orders or work requests.

j. Advise DSCs promptly of changes in work completion or delivery schedules.

k. Assure that only current and appropriate work specifications, (e.g. maintenance instructions, manufacturer's specifications, statement of work (SOW), performance work statement (PWS), Military technical orders, technical manuals or engineering drawings) will be used for accomplishing maintenance/assembly actions.

l. Advise DLA-OWS and the DSCs when projected workloads fall below or exceed currently authorized capabilities by 10 percent. When appropriate, advise as to resource requirements which are necessary for that portion of the program over and above the currently authorized capabilities.

m. Provide technical inspection services and technical assistance in support of product improvement programs.

n. Perform quality assurance and quality control functions in with applicable directives. Review open Quality Assurance recommendations for corrective action to ensure prompt action.

o. When directed by HQ DLA, assist in development and execution of DMISAs and/or commercial contracts for maintenance/assembly of DSC-managed items.

p. Provide personnel with technical, on-the-job, and apprentice training to develop and maintain proficiency levels in required skills.

q. Maintain liaison with the other DLA maintenance/assembly activities. Such liaison would include:

(1) Visits on the functional branch level to ensure compatibility of techniques and/or processes.

(2) Exchange of technical data relating to maintenance/assembly processes.

r. For activities with a stock maintenance function, establish and support a Production Control System within the Production Control Branch (see DLAM 5810.1, Organization of DLA Field Activities), which will assist in the management of all maintenance/assembly workloads. Functional elements within the maintenance/assembly activities will utilize (as a minimum) the methods, forms, and procedures on file at the respective activity.

s. Initiate prompt review of incoming Project Orders.

t. Review existing backlogs of Project Orders and coordinate with the DSCs to revalidate requirements.

u. Monitor open Project Orders to preclude cost overruns.

v. Establish and maintain bench stock locations/stations which are readily accessible to shop personnel. Bench stocks are low cost, high use common use consumable items used by maintenance/assembly personnel, such as common hardware, consumable tool parts, bulk materials, and others. Stockage levels, material type, and quantity shall be developed and maintained using the Base Operation Support System (BOSS).

w. Establish and maintain a spare parts storage location(s) for repair parts, spares, modification kits, and consumable items not qualified for bench stocks. Stockage levels will be developed and maintained using BOSS. Spare parts requirements identifiable to specific jobs will be (1) developed by the shop and ordered through BOSS or (2) charged to the specific appropriate job through the Job Order. Spares requirements will be reviewed and adjusted appropriately at least annually.

x. Provide to the managing DSC the NSN, Part Number, nomenclature, and a brief description of repair/maintenance to be accomplished on item(s) when requesting technical data support.

Chapter 3--PROGRAM DEVELOPMENT AND EXECUTION

3-1 GENERAL

A. The Commanders of the DSCs will propose annual maintenance/assembly workload, and subsequently, specific work requirements and revisions to Defense Distribution Sites and HQ DLA, ATTN: DLA-OWS for review, coordination, and approval in accordance with timeframes in appendix A. The items programmed for maintenance/assembly must be scheduled in time to meet stockage objectives and requirement forecasts. Other HQ DLA approved workload forecasts will be provided as agreed by HQ DLA and the customer for timely input to annual workload planning.

B. The Commanders of the DLA Defense Distribution Regions will use the annual forecasts and program planning data to ensure that the necessary resources and capabilities are available for the maintenance/assembly workloads.

3-2 TIME-PHASED PROGRAMMING ACTIONS - APPENDIX A.

The basic elements of these actions are:

A. Step 1. Maintenance/Assembly Capability. The Commanders of the Defense Distribution Regions with maintenance/assembly missions and other maintenance/assembly activities in support of DLA will develop a Statement of Maintenance/Assembly Capability for the fiscal year (planning year) and provide this documentation to the DSCs, Military Service activities directly supported, and HQ DLA, ATTN: DLA-OWS, NLT 15 Nov. The statement must include information relative to manpower resources, technical skills, tools, test equipment and special plant equipment available to accomplish the maintenance/assembly requirements for the next fiscal year. Any portion of this capability which is identified to a specific task will be so identified. Examples include bearing repack and the electronics shop at Defense Depot Ogden (DDOU) gas cylinder refurbish at DDOU and Defense Depot Richmond (DDRV).

B. Step 2. DSCs/Military Service Activities Develop Annual Maintenance/ Assembly Program Forecasts. The Commanders of the DSCs/Military Service activities will develop their maintenance/assembly program forecasts for the next fiscal year for each

maintenance/assembly activity. (Defense Personnel Support Center (DPSC) will provide the monthly shoe last requirement.) DLA Form 431 will be used for this purpose and forwarded to the respective maintenance/assembly activities with an info copy to HQ DLA, ATTN: DLA-OWS, NLT 31 Jan. Workloads which cannot be serviced by DLA maintenance/assembly activities will be considered first for accomplishment on DMISA if available; if not available, consider placement on commercial contract, in accordance with DLAR 4151.10, Policy Governing Contracting for Materiel Maintenance Support.

C. Step 3. Maintenance/Assembly Activity Review and Markup. Maintenance/assembly activities will determine by 28 Feb whether the proposed maintenance/assembly program can be accomplished with the resources indicated in the Shop Capability Statement. To assess the capacity to accept the proposed DLA Form 431, workload consideration of past/current year carry-over work must be included in the total work to be accepted by the maintenance/assembly activity.

D. Step 4. Maintenance/Assembly Activity Annual Program Briefing. Each maintenance/assembly activity will brief DLA-OWS by 15 Mar on all aspects of their proposed annual maintenance/assembly program prior to return of completed DLA Forms 431 and/or other workload documents to the originating DSCs/activities.

E. Step 5. Reply to Annual Forecast. After the annual program briefing for DLA-OWS, the maintenance/assembly activity will send transmittal letters with the completed DLA Forms 431 and/or other workload documents to the respective originator with a copy to DLA-OWS. This action will be completed no later than 31 Mar. Transmittal letters will indicate whether there is excess/deficient capability to process the workload for specific items for the applicable period.

F. Step 6. Forecast Update. The DSCs/Military Service activities will develop, for the proposed workload assignment, any update revisions (annotated on Block 9 offered, DLA Form 431) and submit them to the maintenance/assembly activities with an info copy for DLA-OWS no later than 31 July. The DSCs/

Military Service activities will initiate timely Project Orders and Work Requests for items on the approved program. All items scheduled on Project/Work Orders must be physically located at the maintenance/assembly activity prior to the time work is scheduled to begin. The DSCs will ensure all component parts, except for potency dated materiel, required for assemblage are available before releasing the Project Work Order. For maintenance work, A5E cards will be forwarded with the Project Order to the maintenance site for verification of quantity availability and selection of material and movement to the maintenance/assembly site, as required, to meet production schedules and minimize maintenance storage costs. Otherwise, the maintenance activity must notify requiring DSC of the deficiency. Telephone notification, when practical, is acceptable and must be followed by written confirmation. The DSC will act expeditiously to have the items moved to the maintenance/assembly site if they are in the supply system. The DSC and maintenance/assembly activity will notify DLA-OWS of actions taken to correct the problem and when it is finally resolved.

G. Step 7. Workload Revisions. When required, the DSCs/Military Service activities will revise approved program workloads for each maintenance/assembly activity if deviations in workload occur (throughout the execution year) in excess of plus or minus 10 percent, and provide a revised DLA Form 431 to the maintenance/assembly activity with an info copy to DLA-OWS. The maintenance/assembly activity will review and mark up any updates/revisions.

H. Step 8. Reply to Workload Revisions. Maintenance/assembly activities will repeat the procedures in steps 3, 4, and 5 above. Reply transmittal letters will be sent to originators, with copy to DLA-OWS, within 30 days of receipt of revision.

I. Step 9. Project Order/Work Request. DSCs/Military Service activities will prepare and forward accurately funded and timely Project Orders/Work Requests to maintenance/assembly activities for expeditious review, acceptance/rejection, and distribution.

3-3 RESPONSIBILITIES

HQ DLA

A. The Chief, Depot Operations Division, Directorate of Supply Operations, DLA (DLA-OW) will:

1. Review, coordinate, and approve the annual maintenance/assembly programs as briefed and submitted to HQ DLA.
2. Monitor activity production for compliance with established schedules and Project Orders.

B. The Commanders of DSCs managing repairable items/Military Service activities will develop the annual forecast requirements using DLA Form 431 or other HQ DLA approved planning documents. These DLA Forms 431 will be submitted to the appropriate maintenance/assembly activity with a copy to DLA-OWS. Military Service activities will submit planning documents to DLA-OWS with copy to the appropriate maintenance/assembly activity. DSCs/Military Service activities will initiate revised DLA Forms 431/planning documents at any time that review indicates a workload change of plus or minus 10 percent of a total line item quantity; the DLA Forms 431/planning documents will be processed as indicated in paragraph 3-2 above.

C. The Commanders of DLA maintenance/assembly activities will use the annual programs and related planning data to develop estimates of operations to secure necessary functional capabilities to process the maintenance/assembly requirements. The DLA Form 431, and other HQ DLA approved planning documents, are used specifically for the planning of workload and is operational in nature. It is, therefore, exempt from Report Control requirements under the provisions of DLAR 5000.12, Management and Control of DLA Information Requirements. In order for the maintenance/assembly activity to accept a Project Order, the activity must intend to begin work within the current fiscal year. All Project Orders must be properly issued and accepted to be valid. Project Orders may be accepted anytime in the fiscal year provided the obligation life of the financial appropriation is current. Where developments cause a delay in starting the Project Order beyond a reasonable time, action will be taken by the performing activity to obtain approval of delay. The ordering activity will amend or cancel the Project Order if the performing activity cannot meet the specified requirements.

Chapter 4--FORMS AND REPORTS

4-1 GENERAL. Progress or status reporting will be accomplished to the maximum extent feasible through use of the Report Control Symbol (RCS) DLA(M)26(C)MIN, DLA(M)48(C)MIN and DLA(M)1174(C)MIN reports. It will be necessary, however, to supplement that data as provided herein.

4-2 FORMS. Maintenance/Assembly Schedule - DLA Form 431

A. Maintenance/Assembly Program Development. The Commanders of DSCs managing recoverable items and/or assembly requirements will prepare DLA Form 431, in accordance with the time-phased plan (appendix A). Submit the DLA Form 431 to maintenance/assembly activities by 31 January with an information copy to HQ DLA, ATTN: DLA-OWS.

B. Commanders of DLA maintenance/assembly activities will use the DLA Form 431, and other HQ DLA approved planning documents, to mark up proposed programs, indicating acceptance of programs,

or proposed changes thereto in accordance with timeframes specified in appendix A.

4-3 REPORTS

A. DLA maintenance/assembly activities will provide DLA-OWS a monthly report by the 10th workday of the following month which indicates by respective DSC/Military Service, Project Orders/Service Orders:

1. On hand at beginning of this month.
2. Accepted this month.
3. Worked (labor hours charged) this month.
4. Required delivery date (RDD) this month.
5. Completions this month.
6. On hand at end of this month.

B. Following the above, totals will also be reported, for each of the above categories, which indicate the aggregate of all DSC/Military Service Project Orders/Service Orders.

C. The above reports are operational in nature and, as such, are exempt from RCS requirements per DLAR 5000.12, subparagraph ID3.

APPENDIX A
TIME-PHASED PROGRAMMING ACTIONS

STEP	ACTION ACTIVITY	ACTION	FORM USED	SENT TO	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
1	Maintenance /Assembly Activities	Develop Maintenance /Assembly Capability	Letter/ TWX	DSCs Mil. Svs. Activities DLA-OWM		15											
2	DSCs Military Service Activities	Develop Annual Program Forecast	DLA Form 431/Other HQ DLA Appvd Format	Maintenance/ Assembly Activities DLA-OWM			31										
3	Maintenance /Assembly Activities	Review/ Mark Up Indicate Acceptance	DLA Form 431/Other HQ DLA Appvd Format	Input to Briefing				28									
4	Maintenance /Assembly Activities	Annual Program Briefing	Stand-UP Briefing with Copies of Visuals	DLA-OWM						15							
5	Maintenance /Assembly Activities	Reply to Annual Forecast	DLA Form 431/Other HQ DLA Appvd Format	DSCs Mil. Svs. Activities DLA-OWM						31							
6	DSCs Military Service Activities	Forecast Update	DLA Form 431/Other HQ DLA Appvd Format	Maintenance/ Assembly Activities DLA-OWM										31			
7	DSCs Military Service Activities	Workload Revisions + 10%	DLA Form 431/Other HQ DLA Appvd Format	Maintenance/ Assembly Activities DLA-OWM													
8	Maintenance /Assembly Activities	Reply to Workload Revisions	DLA Form 431/Other HQ DLA Appvd Format	DSCs Mil. Svs. Activities DLA-OWM													
9	DSCs Military Service Activities	Project Order/ Work Request	DLA Form 531	Maintenance/ Assembly Activities													

INSTRUCTIONS FOR DLA FORM 431 COMPLETION

These instructions for DLA Form 431 completion indicate first the DSC responsibilities (To, From, Blocks 1-9) then the maintenance/assembly activity responsibilities (Blocks 9, 10, and 11). DLA Form 431 (reverse) will be used when more lines are required than are available on the DLA Form 431.

1. **To:** - DSC indicate the maintenance/assembly activity (Defense Distribution Site, Military Service activity, or contractor) to whom the forecast workload is being offered for acceptance.

2. **From:** - DSC and office symbol originating the workload forecast.

3. **Block 1** - DSC indicate the fiscal year for which the forecast workload is being offered.

4. **Block 2** - Enter the facility recommended for maintenance/repair.

5. **Block 3** - Enter the signature of the individual specifically authorized to approve the DSC workload forecast.

6. **Block 3a** - Enter the date of the signature in Block 3.

7. **Block 4** - DSC enter the most definitive identification possible for each line item forecast.

8. **Block 5** - DSC enter the noun/nomenclature appropriate to the Block 5 entry.

9. **Block 6** - DSC enter "M" for maintenance or "A" for assembly appropriate to the entries preceding in Blocks 5 and 6.

10. **Block 7** - DSC enter the dollar value (in thousands of dollars) of the line item(s) forecast.

11. **Block 8** - DSC enter the authorized cost of processing (maintenance or assembly) the forecast item.

12. **Block 9** - DSC enter in the upper box the quantity of this specific line item forecast/offered for this period.

13. **Block 9** - Maintenance/assembly activity will indicate in the lower box the quantity of the specific line item accepted for this period.

14. **Block 10** - Maintenance/assembly activity will indicate the estimated man-hours required to accomplish the Quantity Accepted indicated in lower Block 9.

15. **Block 11** - Maintenance/assembly activity will indicate the estimated cost to work the Quantity Accepted. This cost will include the projected cost of the labor hours in Block 10 plus projected nonlabor costs associated with the maintenance/assembly.

INSTRUCTIONS FOR COMPLETING DLA FORM 769

- a. Item 1. Enter the job order number assigned.
- b. Item 1a. Enter the date the job order number was assigned.
- c. Item 2. Enter the project order number, work order number, or other authorization identifier.
- d. Item 3. Enter the NSN or Production Equipment Code of item(s).
- e. Item 4. Enter the Identification Number/Serial Number for items of Industrial Plant Equipment (IPE). For other items leave blank.
- f. Item 5. Enter name of manufacturer. Do not use name of dealer or distributor.
- g. Item 6. Enter the name or nomenclature.
- h. Item 7. Enter the year of manufacture for IPE. If unknown, enter an estimated year with a prefix "E", i.e., E 1955. For items other than IPE, leave blank.
- i. Item 8. Enter the model number.
- j. Item 9. Enter the complete serial number of the equipment as assigned by the manufacturer.
- k. Item 10. Enter the date maintenance must be completed in order to satisfy DSC/DIPEC priority.
- l. Item 11. Enter the Uniform Materiel Movement and Issue Priority System code. Perpetuate the code provided by the respective DSC.
- m. Item 12. Enter the number of pieces or units.
- n. Item 13. Enter the weight of items of IPE. For other items leave blank.
- o. Item 14. Check the appropriate block. For reimbursable orders indicate the program, i.e., DCSC, DGSC, or Military Service providing reimbursable funds.
- p. Item 15. Indicate appropriate technical data (technical manual, manufacturer's specification, etc.) required in performing scheduled maintenance action.
- q. Item 16. Indicate the appropriate preservation/packaging/packing level requirement.
- r. Item 17. Enter the shop building and/or work center to which the item(s) is being assigned.
- s. Item 18. Enter the maintenance code assigned by the DSC.
- t. Item 19. Enter the test pattern for items of IPE where applicable. If no test pattern applies, enter "N/A". For items other than IPE, leave blank.
- u. Item 20. For nationally stock numbered items, enter the standard price of the item(s). For items not nationally stock numbered, enter the acquisition cost regardless of current value.
- v. Item 21. Enter the expenditures authorized prior to negotiation with Production Control.
- w. Item 22
 - (1) Direct Man-hours. Enter the total number of direct man-hours required to accomplish specified maintenance.
 - (2) Direct Man-hours Cost. Enter the total direct man-hours cost required to accomplish specified maintenance.
 - (3) Shop Overhead Cost. Enter the shop overhead cost based upon predetermined proration factors.
 - (4) Direct Materiel Cost. Enter the direct materiel cost required to accomplish specified maintenance. Cost of materiel will include all items purchased or manufactured to accomplish the function.
 - (5) Total Cost. Enter the total cost required as identified to direct man-hour cost, direct materiel cost, and shop overhead cost.
 - (6) Accessory Cost for IPE Items Only. Enter the total cost of accessories procured or estimated to complete an item in accordance with specific requirements for IPE items. For other items, leave blank.
 - (7) Estimated. Enter the estimated total man-hours and cost under the appropriate heading to return the item(s) to the appropriate condition code cited on the project order/work request. (Note: Condition Codes 01, E1, 02, E2, and 03 are for use with IPE and codes A and B for use with Mission Stocks. When estimates are made for Condition Code E2 or E1, the code 02 or 01 will be blocked out accordingly.)
 - (8) Expended. Enter the total man-hours and costs incurred under the appropriate heading for work accomplished.
- x. Item 23. Enter a check mark in the appropriate box as work is accomplished.

y. Item 24. Upon completion of required maintenance action, enter the appropriate condition code of the item(s).

z. Item 25. Use as necessary. This section will be used to record work required with estimated man-hours to accomplish or any other statement of clarification required.

aa. Item 26

(1) Item 26a. For use when submitting a job order to DSCs for evaluation. Check the appropriate block indicating the maintenance activity's recommendation. If disposal is the action recommended, the reasons for disposal will be reflected in Section 25, "Remarks."

(2) Item 26b. For use when submitting final report on completed maintenance action(s).

(3) Item 26c. Enter the signature of the person responsible for the inspection of work performed and date of inspection.

(4) Item 26d. Enter the signature of the authorized official responsible for reviewing work accomplished and for the accuracy of form. Enter date signed.

ab. Item 27

(1) Item 27a. Disposition instructions will be indicated by the authorized official.

(2) Item 27b. The official responsible for evaluating the form and determining disposition to be taken will enter their signature and date of review.

JOB ORDER		1. JOB ORDER NUMBER 1A1020	1a. DATE 1/09/92	2. AUTHORITY WP210A		
3. NSN/PEC 2500-01-230-6794		4. IDENTIFICATION/SERIAL NUMBER BA69506		5. MANUFACTURER UNITED AUTOMOTIVE INC.		
6. NOMENCLATURE FRICTION CLUTCH ASSEMBLY			7. YEAR MANUFACTURED 84	8. MODEL NUMBER 8610-M	9. MANUFACTURERS SERIAL NUMBER BA69506	
10. REQUIRED MAINTENANCE COMPLETION DATE 10MAY1992	11. PRIORITY 08	12. NUMBER PIECES/UNITS 1	13. WEIGHT	14. PROGRAM <input type="checkbox"/> DIRECT <input checked="" type="checkbox"/> REIMBURSABLE <u>DCSC</u>		
15. TECHNICAL DATA DIDS AND MANUAL			16. PRESERVATION/PACKAGING/PACKING LEVEL REQUIREMENT COMMERCIAL PACK			
17. WORK CENTER WHSE 64	18. MAINTENANCE CODE 364.01	19. TEST PATTERN	20. ACQUISITION VALUE 4000.00	21. AUTHORIZED EXPENDITURE 1600.00		
22. LABOR/COST DATA						
	DIRECT MANHOURS	DIRECT MANHOURLY COST	SHOP OVERHEAD COST	DIRECT MATERIAL COST	TOTAL COST	ACCESSORY COST (IPE Items Only)
ESTIMATED 01 - E1 - A	35	608.40	784.68	151.98	1544.99	
ESTIMATED 02 - E2 - B						
ESTIMATED 03						
EXPENDED						
23. WORK ACCOMPLISHED <input type="checkbox"/> ANALYTICAL INSPECTION <input type="checkbox"/> OPERATIONAL TEST <input type="checkbox"/> STANDARD REPAIR <input type="checkbox"/> REBUILD <input type="checkbox"/> MAJOR REPAIR <input type="checkbox"/> ACCESSORIES						24. CONDITION CODE
25. REMARKS (Mission Stock Items - Enter Work Required With Estimated Man-Hours) SHOP CONCUR: YES _____ NO _____ DATE _____ NAME _____ 1. CLEAN AND REPLACE PARTS 2. INPROCESS INSPECTION 3. PPD & M 4. FINAL INSPECTION						
26. FOR MAINTENANCE ACTIVITY USE						
26a. RECOMMENDED ACTION <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> DISPOSE			26b. <input type="checkbox"/> REPORT OF COMPLETION			
26c. SIGNATURE OF INSPECTOR AND DATE			26d. SIGNATURE OF ACTIVITY AUTHORIZED OFFICIAL AND DATE			
27. FOR DSC/DIPEC USE						
27a. DISPOSITION INSTRUCTIONS			27b. SIGNATURE OF AUTHORIZED OFFICIAL AND DATE			

INSTRUCTIONS FOR COMPLETING DLA FORM 770

1. Instructions for completing the Services Control Record are as follows:

a. **To:** Enter Production Control and/or other operating element(s) having subsequent work to be performed.

b. **From:** Enter the operating element requesting or completing the assigned work to be performed.

c. **Job Order Number.** Enter the job order number assigned for accounting man-hours and materiel.

d. **Identification/Serial Number.** Enter the item identification/serial number.

e. **Movement Notice Number.** Enter the number of the movement notice, project order or other authorization identifier when appropriate.

f. **Maintenance Code.** Enter the appropriate maintenance code.

g. **Estimated Completion Schedule.** Enter the scheduled date for completion. Annotate revisions to original schedule.

h. **Estimated Shipping Date.** Enter the scheduled shipping date. Annotate revisions to original shipping schedule.

i. **Estimated/Actual Delivery Date(s) for Parts/Accessories/Technical Data.** Used to provide status between functional elements on status of parts/accessories or technical data.

j. **Number of Pieces and Description.** Enter the quantity of pieces and nomenclature.

k. **Work Request/Accomplished.** Check appropriate block to indicate work which has been accomplished or reason for delay.

l. **Remarks.** Use as required.

m. **Signature/Date.** Enter the signature of the person preparing the form and date.

2. This form will be initiated by each operating element responsible for accomplishing work required and forwarded to the Production Control Office, as required. The form will also be forwarded between operating elements, as required, to ensure interacting functions are performed in a timely manner. Production Control will utilize the data contained on this form to post the Production Control Item Status Card and to ensure work is accomplished within established time schedules.

SERVICES CONTROL RECORD	
TO: TSR SHOP	FROM: TSP PRODUCTION CONTROL OFFICE
JOB ORDER NO. 1A1020	IDENTIFICATION/SERIAL NO. BA 69506
MOVEMENT NOTICE NO./PROJECT ORDER NO./OTHER AUTH. ID WP210A	MAINTENANCE CODE 364.01
ESTIMATED COMPLETION DATE 26 APRIL 1992	ESTIMATED SHIPPING DATE 29 APRIL 1992
ESTIMATED/ACTUAL DELIVERY DATE(S) FOR PARTS/ACCESSORIES/TECHNICAL DATA:	
O-RINGS DELIVERY DATE 28 MARCH 1992	
MODE 8610-M	
NUMBER OF PIECES AND DESCRIPTION	
1 EA BALL BEARING ASSEMBLY	
WORK REQUESTED/ACCOMPLISHED (Check appropriate block/blocks)	
<input type="checkbox"/> TECHNICAL DATA FORWARDED TO: _____ <input type="checkbox"/> TEST or <input type="checkbox"/> INSPECTION COMPLETED <input type="checkbox"/> ITEM(S) PREPARED FOR STORAGE AND PLACED IN STORAGE <input type="checkbox"/> ITEM SERVICEABLE <input type="checkbox"/> ITEM(S) PREPARED FOR SHIPMENT <input type="checkbox"/> REPAIR REQUIRED (Estimated Man-Hours: _____) <input type="checkbox"/> REQUEST MADE FOR BILL OF LADING <input type="checkbox"/> OVERHAUL REQUIRED (Estimated Man-Hours: _____) <input type="checkbox"/> ITEM(S) MOVED TO: _____ <input type="checkbox"/> PARTS/ACCESSORIES/TECHNICAL DATA ORDERED <input checked="" type="checkbox"/> ITEM(S) PLACED IN WORK FOR: <input checked="" type="checkbox"/> INSPECTION <input type="checkbox"/> TEST <input type="checkbox"/> WORK COMPLETED: <input checked="" type="checkbox"/> REPAIR <input type="checkbox"/> OVERHAUL <input type="checkbox"/> REPAIR <input type="checkbox"/> OVERHAUL <input type="checkbox"/> WORK DELAYED (Explain reason): _____	
REMARKS:	
TYPED OR PRINTED NAME AND SIGNATURE OF PREPARER	
J. K. DOE	DATE 2/10/92

DLA FORM 770
APR 68

REPLACES DDTC FORMS 25 AND 496 & ALL OTHER SIMILAR PURPOSE
LOCAL FORMS WHICH ARE OBSOLETE WITHIN DLA

PROJECT ORDER		1. "X" APPLICABLE BOX <input type="checkbox"/> FIXED PRICE <input checked="" type="checkbox"/> COST REIMBURSEMENT	2. DATE 12/20/91
<i>(SEE REVERSE SIDE FOR INSTRUCTIONS FOR ISSUING PROJECT ORDER)</i>			
3. ORDERING COMPONENT			4. PROJECT ORDER NO. WP210A
3A. NAME COMMANDER DEFENSE CONSTRUCTION SUPPLY CENTER	3B. ADDRESS ATTN: DCSC-OPR (DSN850-3492) COLUMBUS, OH 43216-5000		5. AMENDMENT NUMBER
6. PERFORMING ESTABLISHMENT			
6A. NAME COMMANDER DEFENSE DISTRIBUTION REGION EAST, RICHMOND SITE	6B. ADDRESS DDRV-TSP (MR. DOE) RICHMOND, VA 23297-5000		6C. STATION NUMBER 1M3819
7. DELIVERY INSTRUCTIONS			
7A. PLACE DDRV	7B. DATE 5/10/92	7C. METHOD WORK COMPLETION	
8. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS <i>(If additional space is required, use additional sheet(s) or reverse side of this form)</i>			
<p>A. THIS REPORT IS ISSUED FOR REPAIR/REBUILD/TEST OF UNSERVICEABLE DCSC ASSETS TO CONDITION CODE A STANDARDS, LIKE NEW IN APPEARANCE AND MECHANICAL CONDITION: (1) NATURE OF WORK: REPLACE PARTS (2) NSN: 2500-01-230-6794 (3) NOMENCLATURE: FRICTION CLUTCH ASSEMBLY (4) QTY: 1 (5) U OF I: EA (6) UNIT PRICE: \$4000.00 (7) MILSTRAP IPD: 08 (8) TOTAL ESTIMATED COST OF REPAIRS: \$1600.00</p> <p>B. THE REPAIR LIMITATION IS <u>40%</u> OF THE UNIT COST AND MUST NOT BE EXCEEDED WITHOUT THE APPROVAL OF DCSC-OPR.</p> <p>C. TECHNICAL MAINTENANCE STANDARDS (TMS) AND SPECIFICATIONS, APPLICABLE TO THE WORK TO BE ACCOMPLISHED ARE AVAILABLE AND WILL BE PROVIDED TO THE MAINTENANCE FACILITY WHEN REQUESTED.</p> <p>D. UPON COMPLETION OF THE REQUIRED WORK, RETURN MATERIAL TO THE STORAGE DIVISION AS CONDITION CODE A, MARKED FOR DCSC STOCK.</p> <p>E. PREPOSITION RECEIPT CARD DOCUMENT NO. SC070012461714 APPLIES.</p>			
SAMPLE			
9A. DATE ORDERED 12/20/91	9B. TYPED NAME AND TITLE OF ORDERING OFFICIAL JOHN TORRANCE, REPAIR MONITOR SUPPLY SYS ANALYST, DCSC-OPR		9C. SIGNATURE
10A. ACCOUNTING CLASSIFICATION 97X4820.5963 01 26 S42268			10B. AMOUNT \$1600.00
11A. THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 USC 23, AND DEPARTMENT OF DEFENSE DIRECTIVE 7220.1. WORK TO BE PERFORMED AND MATERIAL TO BE PROCURED PURSUANT TO THIS OFFER ARE PROPERLY CHARGEABLE TO THE APPROPRIATION OR OTHER ACCOUNTS INDICATED ABOVE UNTIL _____ <i>(Day, Month, Year)</i> THE EXPIRATION DATE OF THIS PROJECT ORDER. FUNDS IN THE AMOUNT INDICATED ABOVE HAVE BEEN COMMITTED AND WILL BE OBLIGATED UPON RECEIPT OF ACCEPTANCE COPY.			
11B. TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL JANE SMITH, FINANCE AND ACCOUNTING OFFICER			11C. SIGNATURE
12. THE ABOVE TERMS AND CONDITIONS ARE SATISFACTORY AND ARE ACCEPTED.			
12A. DATE ACCEPTED 09JAN1992	12B. TYPED NAME AND TITLE OF ACCEPTING OFFICIAL JOHN K. DOE, CHIEF, PRODUCTION CONTROL OFFICE, STOCK MAINTENANCE DIVISION		12C. SIGNATURE

REFERENCES

1. DoD Directive 4000.19, Interservice, Interdepartmental, and Interagency Support.
2. DoD Directive 4005.1, Industrial Preparedness Program.
3. DoD Directive 4100.15, Commercial Activities Program.
4. DoD Directive 4151.1, Use of Contractor and DoD Resources for Maintenance of Materiel.
5. DoD Directive 4151.16, DoD Equipment Maintenance Program.
6. DoD Directive 5124.2, Assistant Secretary of Defense (Force Management and Personnel).
7. DoD Instruction 4100.33, Commercial Activities Program Procedures.
8. DoD Instruction 4151.15, Depot Maintenance Programming Policies.
9. DoD Instruction 5000.2, Defense Acquisition Management Policies and Procedures.
10. DoD 4100.33-H, DoD In-House vs. Contract Commercial and Industrial Activities Cost Comparison Handbook.
11. DoD 4100.39-M, Defense Logistics Information (DLIS) Procedures Manual (Volumes 1 - 16) (A&L).
12. Defense Federal Acquisition Regulation (DFAR).
13. OMB Circular No. A-76 Policies for Acquiring Commercial or Industrial Products and Services Needed by the Government.
14. DLAR 4000.7, Defense Regional Interservice Support (DRIS) Program.
15. DLAM 4505.1, Administration, Control, and Reporting of DLA Operating Equipment.
16. DLAR 4151.10, Policy Governing Contracting for Material Maintenance Support.
17. DLAR 4155.18, Quality Control and Reliability Management of Depot Maintenance Operations.
18. DLAR 5000.12, Management and Control of DLA Information Requirements.
19. DLAM 4140.2, Volume II, Part 3, Supply Operations Manual
20. DLAM 4140.3, Materiel Management Manual.
21. DLAM 4155.8, Quality Assurance Program Manual for DLA Depots.
22. DLAM 5810.1, Organization of DLA Field Activities.