



UNITED STATES MARINE CORPS  
11TH MARINES  
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CAMP PENDLETON, CA 92055-5503

IN REPLY REFER TO:

4000

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JUL 01 2020

REGIMENTAL POLICY LETTER 3-20

From: Commanding Officer

To: Distribution List

Subj: 11TH MARINES MOTOR STABLES POLICY

Ref: (a) DivO 4790.2  
(b) DivO 11240.32A  
(c) Regimental Policy Letter 3-20  
(d) TM 4700-15/1H

Encl: (1) Drive-away Inspection Standard Operating Procedures

1. Situation. 11th Marine Regiment provides all-weather fire support to 1st Marine Division (1MarDiv) and I Marine Expeditionary Force (I MEF). In order to sustain an effective, highly mobile force, the regiment must maintain a high level of motor transport readiness. Despite the challenges presented by a high operational tempo and a low motor transport maintainer to equipment ratio, 11th Marines must always be ready for the fight. Therefore, it is imperative that the unit maximize the effectiveness of its operator/crew level and second echelon motor transport maintenance capabilities as it strives to sustain a 90 percent readiness rate in accordance with the 1MarDiv readiness goal. In particular, operator/crew level preventative maintenance checks and services (PMCS) are crucial to the overall readiness of motor transport equipment.

2. Mission. Effective immediately, 11th Marine Regiment will conduct weekly motor stables in order to accomplish the required operator/crew level maintenance and Stock List-3 (SL-3) inventories in accordance with references (a) and (b).

3. Execution

a. Commander's Intent

(1) Purpose. The purpose of this policy is to standardize the schedule of PMCS and SL-3 accountability and establish a strong operator level preventative maintenance program for all 11th Marines motor transport assets.

(2) Method. Assigned operators will conduct required weekly and monthly PMCS and SL-3 inventories on motor transport equipment at the Commander's discretion and internal motor stables policy. Motor Transport mechanics will verify and sign off on all PMCS checklists. Leadership will ensure that all deficiencies are either corrected on the spot by appropriate maintenance personnel, or that the equipment is immediately inducted into the maintenance cycle.

(3) End State. Increase unit readiness by spread loading all corrective maintenance issues through early identification and corrective action. Maintain 100 percent accountability of vehicle SL-3.

b. Concept of Operations. Commanders will develop a motor stables schedule that will commence with PMCS and SL-3 inventory. All equipment owners, stakeholders, and operators (battery commanders, responsible officers, battery staff, section OICs, section chiefs, drivers, assistant drivers, etc.) will remain at the motor pool through the completion of motor stables on assigned equipment or designated location.

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c. Tasks

(1) Commanders. Ensure Motor Stables are conducted by incorporating them in the unit's weekly training schedule in accordance with this policy letter and performing periodic spot checks on equipment record jackets and SL-3 inventory.

(2) Regimental S-3. Ensure all battalion S-3 offices capture motor stables into their training plan.

(3) Regimental S-4. Ensure this policy serves a guide to develop each subordinated unit's internal motor stables policies.

d. Coordinating Instructions

(1) Corrective Maintenance. Identified deficiencies are either corrected on the spot by appropriate maintenance personnel or the equipment is immediately inducted into the maintenance cycle.

(2) Maintenance of Records. PMCS sheets will be maintained in the equipment record jacket in accordance with reference (c). Vehicles that are not current on weekly PMCS will not be dispatched.

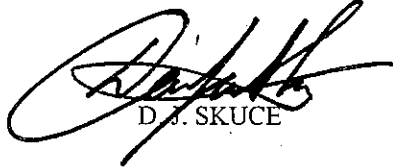
(3) Validation. The Motor Transportation Officer, Motor Transportation Chief, and Motor Transportation Quality Control Noncommissioned Officer will verify PMCS checklists through monthly spot checks to ensure that discrepancies are being addressed in a timely manner. In addition to spot checks Regimental staff will supervise quarterly drive-away inspections in accordance with enclosure (1) in order to validate equipment readiness.

(4) Holidays. In the event of a holiday, motor stables will be conducted the day following the unit's return from liberty.

(5) Exceptions. Commanders may request an exception to this policy on a case-by-case basis.

4. Administration and Logistics. This policy will remain in effect until further notice.

5. Command and Signal. The point of contact for this policy letter is the Regimental Logistics Officer at (760) 763-6215.



D. J. SKUCE

Distribution:

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Commanding Office, 1st Battalion, 11th Marines  
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