



UNITED STATES MARINE CORPS  
11TH MARINES  
BOX 555503  
CAMP PENDLETON, CA 92055-5503

IN REPLY REFER TO:  
4790  
CO

AUG 24 2020

REGIMENTAL POLICY LETTER 4-20

From: Commanding Officer  
To: Distribution List

Subj: MAINTENANCE MANAGEMENT RECONCILIATION SCHEDULE

Ref: (a) MCO 4790.2  
(b) DivO 4790.2

1. Purpose. To set forth guidance with the objective of improving supply/maintenance support in accordance with the references.

2. Background. The preservation and management of resources through implementation of effective validation and reconciliation procedures ensures that repair parts, secondary repairable, components, and collateral equipment, unless properly controlled, will represent a continuing drain, degrading and decreasing trend on the Regiment's resources. Effective validation and reconciliation procedures will ensure that requirements are promptly known, processed, and applied when received.

3. Action. Commanders shall establish Maintenance Management Policy Letters (MMPLs) in order to provide internal policies, procedures and amplifying guidance from published references. Additionally, the following frequency of the validation and reconciliation will be implemented on the MMPLs with the purpose of accurately recording and reporting of materiel readiness.

a. Validations. Validations will occur on a daily, weekly, and monthly basis.

(1) Daily. Conducted by the clerks / mechanic / operator.

(2) Weekly. Conducted by the unit Maintenance Management Office (MMO) and the commodity.

(3) Monthly. Conducted between the Regimental Maintenance Officer/Chief and the unit MMO on the third week of each month. This reconciliation will be held in the Regimental MMO office according to the following schedule:

<u>Battalion</u>	<u>Day / Time</u>
HQ	Monday - 0900
1/11	Tuesday - 0900
2/11	Wednesday - 0900
3/11	Thursday - 0900
5/11	Friday - 1000

b. Reconciliations will occur in accordance with reference (a) and unit MMPLs.

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c. Reports. Unit MMO will conduct reconciliation utilizing the Maintenance Production Report and the Maintenance Related Programs (i.e. Cal, Mods and PMCS and etc.) in order to maintain and report a high level of readiness through the Weekly - Regimental Equipment Status Report (ESR).

(1) Discrepancies will be documented and addressed with the unit MMO and commodity managers.

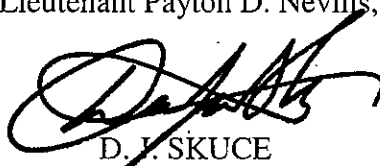
(2) Commodity managers and Responsible Officers are ultimately responsible for the Global Combat Support System-Marine Corps (GCSS-MC) input on all equipment under their cognizance.

(3) Supply sections will ensure that each requisition, receipt, issue, and adjustment transaction data entry against their supply reports are accurate in order to expedite the supply chain process in GCSS-MC.

4. Commodities are required to maintain all Regimental policy letters in each commodity publication library and must be available to those individuals requiring its use.

5. This policy letter will be reviewed annually, or immediately upon the publication/revision of any of the references.

6. The point of contact for all matters pertaining to this policy letter is the Regimental Maintenance Management Officer, First Lieutenant Payton D. Nevills, at (760) 763-5256.



D. J. SKUCE

Distribution:

Commanding Officer, Headquarters Battery  
Commanding Officer, 1st Battalion, 11th Marines  
Commanding Officer, 2d Battalion, 11th Marines  
Commanding Officer, 3d Battalion, 11th Marines  
Commanding Officer, 5th Battalion, 11th Marines