



UNITED STATES MARINE CORPS  
11TH MARINES  
1ST MARINE DIVISION (REIN), FMF  
BOX 555504  
CAMP PENDLETON, CA 92055-5504

IN REPLY REFER TO  
4790  
CO

JUN 29 2022

REGIMENTAL POLICY LETTER 03-22

From: Commanding Officer  
To: Distribution List

Subj: ENGINEER MAINTENANCE PROCEDURES

Ref: (a) MCO 4790.2  
(b) DivO 4790.2A  
(c) MCO 4790.25  
(d) UM 4000-125  
(e) TM 4700-15/1H  
(f) MCO 11262.2C

Encl: (1) Bravo TAMCN Maintenance Steps  
(2) Courtesy Copies for Engineers

1. Purpose. This policy establishes the maintenance process for preventative and corrective maintenance on engineer equipment within 11th Marine Regiment.

2. Background. 11th Marines possesses engineer equipment distributed throughout the Regiment's subordinate units. At present, Headquarters Battery (M11303) conducts all repairs and funds all parts requisitions for engineer equipment.

3. Action. Regimental Engineers are responsible for all organizational level, and limited intermediate level, maintenance performed on engineer equipment in the Regiment's Table of Organization and Equipment (TO&E), to include those assets assigned to subordinate battalions' supply accounts. In order to fairly distribute maintenance costs, this policy will direct unit's requesting maintenance to fund repairs for their equipment with their unit funds. The following subparagraphs outline details and requirements for executing the maintenance process on engineer equipment.

a. Reconciliations. The objective of reconciliations is to ensure all parties are informed on the status of their engineer equipment. Conducting monthly reconciliations with a Regimental Engineer representative and a representative from each Responsible Officer (RO) that is responsible for engineer equipment will achieve this end state. During reconciliations, both parties will discuss the conduct of preventative/corrective maintenance, the status of annual conditions inspections for load lifting equipment, and the presence of administrative errors/actions within Global Combat Support System- Marine Corps (GCSS-MC).

(1) Regimental Engineers will conduct monthly Joint Limited Technical Inspections (JLTI) on all engineer equipment within the Regiment. During the JLTI process, the Regiment Engineer representative and owning section representative will conduct the following actions:

(a) Verify the equipment has properly completed operator/crew level Preventative Maintenance Checks and Services (PMCS); Regimental Engineers will provide guidance, as needed, to the owning unit on how to perform operator/crew level PMCS properly.

(b) Inspect the PMCS report in GCSS-MC to ensure all operators have scheduled all calendar-based



Subj: ENGINEER MAINTENANCE PROCEDURES

PMCS one month in advance of its due date and all hourly-based PMCS 25 hours prior to the next scheduled PM cycle.

(c) Inspect the accuracy of the Modifications Report via GCSS-MC; physically ensure all modifications are current and appropriately reported in GCSS-MC.

(d) Validate that Annual Conditions Inspections (ACI) are current in the install base; ensure owning units submit engineer equipment to Regimental Engineers a minimum of a month prior to the expiration of the current ACI for appropriate action.

(e) Update the equipment operating hours (counters) on engineer equipment within the install base.

(f) Identify items requiring corrective maintenance, initiate courtesy service requests, and submit equipment to Regimental Engineers for action.

(2) The Regimental Engineer Maintenance Chief, Engineer Officer, and a representative from RO's owning engineer equipment will conduct monthly reconciliations. This meeting will provide all parties with updated statuses of equipment in the maintenance cycle.

b. Maintenance Cycle. The maintenance cycle includes inducting equipment into maintenance via GCSS-MC, transporting the equipment to Regimental Engineers, funding the parts requirements, installing the repair parts on the equipment, and returning the end item to the owning unit.

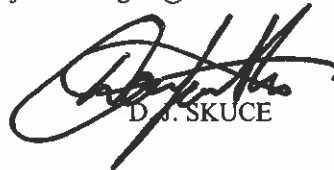
(1) During the induction process for B TAMCN maintenance, equipment owners will coordinate with Regimental Engineers and identify maintenance requirements for each item. The equipment owner will then conduct a JLTi with Regimental Engineers in order to identify any other discrepancies; equipment owners will note these discrepancies on the GCSS-MC service request. Equipment owners will submit a GCSS-MC service request courtesy copy to Regimental Engineers. After sending the courtesy copy, the equipment owner will transport the end item(s) to the Regimental Engineer shop for maintenance.

(2) Then the equipment arrives at the Regimental Engineer shop, Engineer personnel will create the acceptance task on GCSS-MC, accepting the item into the maintenance cycle. The assigned mechanic for that item will identify and input the parts requirements into the service request's shopping cart. After Regimental Engineers identifies and inputs all repair parts into the service request, they will assign the parts requirement task to the owning Unit's Supply Section for approval and funding/requisition of the parts. Owing units will provide funding for the preventative maintenance and corrective maintenance parts out of their line of accounting.

(3) Once Headquarters Battery Supply receives the parts from outside supply sources, a Regimental Engineer representative will draw the parts from Supply. Regimental Engineers will then install the repair parts on the equipment needing maintenance. After the installation of all parts, the owning unit and the Regimental Engineers will conduct the final JLTi and quality control inspection. Upon completion of the JLTi and quality control inspection, Regimental Engineers will close the courtesy copy of the service request and the Owing Unit will close their GCSS-MC service request.

6. Every Battalion will maintain this policy letter in their Battalion publication library and make it available to those individuals requiring its use.

7. The point of contact for this matter is the Regimental Engineer Officer, Warrant Officer Justin R. Douglas, at (760) 725-5272 or via email correspondence at [justin.douglas@usmc.mil](mailto:justin.douglas@usmc.mil).

  
D. J. SKUCE



# **BRAVO TAMCN MAINTENANCE STEPS**

Step 1: Owing unit identifies corrective/ preventative maintenance requirement and notifies Regimental Engineers.

Step 2: Regimental Engineers and owning unit conduct Joint Limited Technical Inspection (JLTI) to identify all required maintenance.

Step 3: Owing unit opens a service request on the equipment and sends a courtesy copy to Regimental Engineers. **(Utilize enclosure (2) for further instruction on how to send the courtesy copy of the service request)**

Step 4: Transportation of the equipment to the Regimental Engineer shop for repairs.

Step 5: Engineer mechanic will identify the repair parts requirement and input them into the shopping cart on the parts requirement task on GCSS-MC.

Step 6: The parts requirement task will be sent to the owning unit's supply section for funding and procurement of the repair parts utilizing the owning unit's line of accounting. Regimental Engineers will notify the owning unit when the task is assigned to them via phone and email.

Step 7: Once parts are delivered to Headquarters Battery Supply and Regimental Engineers are notified of parts arrival, the Regimental Engineers will receive the parts from supply and install them onto the equipment.

Step 8: Once repair parts are installed, the owning unit will be notified of the equipment completion via phone call and email to the owning section with-in the unit. Upon notification the service request status will be changed by the Regimental Engineers to owner notified.

Step 9: Owing section will send a representative to the Regimental Engineer shop to conduct the final JLTI and quality control inspection. Once the final JLTI is complete the owning unit will retrograde the equipment and close the service request.

**ENCLOSURE ( 1 )**



# COURTESY COPIES FOR ENGINEERS

BY CPL MARTIN

ENCLOSURE (2)

- Open your side of the SR as 1st Ech and use your SR group

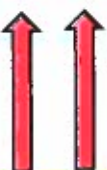
Service Request - Eastern Time

**GCSS-MC Service Request**

Log and Notes Dashboard/P

Contact Type	Employee	Customer Type	Organization	TAMCN/ID/Motel	D00177K.1132K	Number		
First	Cpl	JACOB	Name	M11303 HOTRS B	NIIN	015435794	Reported	02-MAY-2022 16:4
Last	MARTIN	Number	1618	Desc	LIGHT TACTIC.	Type	Maintenance - PM	
Email	jacob.t.martin1@ur	Account	UIC-M11303	TAMCN	D00177K	Status	Open	
Number	797045	Email	Instance	18101534	Serial	636152	Ech. Of Maint	1st
Relationship	Phone	Phone Type	DCD	Group	AAC-M11303_E			

Subject Workbench Contacts / Addresses Tasks Interactions Related Objects Service History Charges Work Orders Maintenance Requirements



ENCLOSURE (2)



- Create a courtesy copy

The screenshot shows a software application window with a menu bar and a data table. The menu bar includes: File, Edit, View, Folder, Tools, Tools1, Tools2, Window, Help. A dropdown menu is open under 'Tools2', listing: Enter Quality Results, Quick Menu, and Copy Request. A red arrow points to the 'Copy Request' option. Below the menu, there is a form for 'GCSS-MC Service Request' with fields for Contact Type, Employee, First, Last, Email, and Number. To the right, a table displays data for 'TAMCN/ID/Model' and 'HQTRES B'.

Organization	TAMCN/ID/Model	NIIN	Desc
13 HQTRES B		NIIN	
11303	TAMCN	Instance	Serial
		DCD	

ENCLOSURE (2)

- Click reference link

**Copy To Request**

<b>Customer</b> M11303 HOTRS BTRY 11TH MAR REGT 1ST MARDIV	<b>Account</b> UIC-M11303
<b>Group</b> AAC-M11303_ENG_	<b>Operational Status</b> Operational - Minor
<b>Summary</b> PERFORM ASPM	<b>Owner</b>
	<b>Type</b> Maintenance - PM

**Include**

<input type="checkbox"/> Address: Bill To	<input type="checkbox"/> Address: Ship To	<input type="checkbox"/> Contact Information
<input type="checkbox"/> Address: Covered Site	<input type="checkbox"/> Address: Incident	<input type="checkbox"/> Product Information
<input type="checkbox"/> Generate Tasks Automatically		

**Link Options**

No Link

- Create Reference Link (New service request is a Reference For the existing service request)
- Create Refers To Link (New service request Refers To the existing service request)
- Create Duplicate Link (New service request is a Duplicate Of the existing service request. Task will not be auto generated)
- Create Original For Link (New service request is the Original For the existing service request)
- Create Caused By Link (New service request is Caused By the existing service request)
- Create Root Cause Of Link (New service request is the Root Cause Of the existing service request)

- On the courtesy copy of the SR you will change the group name to AAC-M11303\_ENG\_HE for Heavy Equipment related SR's and AAC-M11303\_ENG\_UT for Utilities related SR's.
- Change the Ech. Of Maint. to 2nd Ech.

Service Request (32832648 - PERFORM ASPM) Eastern Time

GCSS-MC Service Request

Log and Notes Dashboard(P)

Contact Type	Employee	Customer Type	Organization	TAMCN/ID/Mod#	D00177K.11326	Number	32832648
First Cpl	JACOB	Name	M11303 HQTRS B	NIN	015435794	Reported	02-MAY-2022 16:5
Last	MARTIN	Number	1618	Desc	LIGHT TACTIC.	Type	Maintenance - PM
Email	jacob.l.martin1@us	Account	UIC-M11303	TAMCN	D00177K	Status	Open
Number	797045	Email		Instance	18101534	Priority	13 C-Routine
Relationship		Phone		Serial	636152	Ech. Of Maint	2nd
Phone		Phone Type		DCD		Group	303_ENG_HE -

Subject Workbench Contacts / Addresses Tasks Interactions Related Objects Service History Charges Work Orders Maintenance Requirements

ENCLOSURE (2)

Once that is done, email one of the following to notify:

- [U. S. A. Rosero@usmca.mil](#) GySgt Rosero - Utilities Chief
- [U. S. A. Villasebor@usmca.mil](#) Sgt Villasebor - Maintenance Chief
- [U. S. A. Mueller@usmca.mil](#) Sgt Mueller - A-Slash Maintenance Chief
- [U. S. A. Martin@usmca.mil](#) Cpl Martin - HE Quality Control NCO
- [U. S. A. Vazquez@usmca.mil](#) Cpl Vazquez - UT Quality Control NCO

ENCLOSURE (2)