UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4790.22
3DF3

28 SEP 1990

STATION ORDER 4790.22

From: Commanding Officer
To: Distribution List

Subj: SUPPLY PROCEDURES

Ref: (a) OPNAVINST 4790.2G
(b) NAVSUP P485
(c) CNAPINST 4710.10E

Encl: (1) Pre Expended Bin (PEB) addition/deletion request form

1. Purpose. To establish responsibilities and procedures for ordering Aircraft parts/supplies, screening of parts received/turned in, and affected inventory records within this squadron.

2. Background. Expeditiously ordering the correct part or supplies necessary to maintain Naval Aircraft is a complex and difficult problem. In order to simplify both the system of ordering parts or supplies and the management of the system, it is imperative that standardization of procedures be implemented and maintained to ensure quality control in supply procedures.

3. Responsibilities

a. Maintenance/Materiel Control Officer (MMCO) Maintenance/ Materiel Control (MMC) NCOIC shall:

(1) Ensure that all Non-Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) high priorities (HIPRI's), are validated with Repair Materiel Section (RMS) on a daily basis and maintain, by Aircraft Bureau Number (BUNO), current NMCS/PMCS status records.

(2) Validate all other outstanding supply requirements on a bi-monthly basis with Customer Service.

(3) Control the priority of all parts or supplies being ordered, and ensure that Maintenance Control (M/C) personnel are aware of the following Project/Priority Codes:

(a) AKO-03 NMCS-Non Mission Capable Supply.

(b) AK7-03 PMCS-Partial Mission Capable Supply.

(c) ZA9-06 Projected NORS/High Time Components.

(d) ZK3 Aviators Flight Equipment.

(e) Z09-06 Technical Directive compliance.

(f) AK1-06 Low Priority Consumable or Repairable.

(g) AP5 Petroleum, Oil and Lubricant Items or Items For General Shop Use.

(h) YY9 Medical Supplies.

(4) Ensure that MMC personnel are familiar with the Document Number Series used in this Command.

(5) Ensure that all Not Ready For Issue (NRFI) repairables are turned into RMS in a timely manner and verify all delinquent items weekly.

(6) Ensure that all repairables turned-in to RMS are signed for by the duty driver and that the yellow copy (part 4) of DD Form 1348 is returned to MMC after price tech is complete. Copy 4 constitutes proof of turn-in.

(7) Ensure that MMC inventories the PEB weekly for any shortages that may occur.

(8) Ensure that all MMC requests are retained for a minimum of one year from the date ordered.

(9) Screen all PEB listings for consumables prior to passing any documents to Station Supply Department.

(10) Ensure that all Scheduled Removable Component (SRC) or Assembly Service Record (ASR) Cards received with components are verified against the component for proper serial number and are routed to Maintenance Administration.

(11) Ensure that items of repairable materiel listed in the Consolidated Remain in Place Listing (CRIPL), are turned in to RMS within the allotted time (24 hour window), unless other arrangements are made with the RMS NCOIC. Repairable components not listed in the CRIPL will be ordered only after a turn-in is available unless other arrangements are made between MMC and Station Supply.

(12) Ensure that when items of materiel are received in excess of quantity ordered, the excess material is retained by MMC and incorporated into the PEB.

(13) Ensure that parts and supplies are orderd efficiently following the procedures outlined in this instruction.

b. Work Center Supervisor shall:

(1) Ensure Visual Information Display System/Maintenance Action Forms contain the following information prior to routing to M/C.

(a) Block 14 - Manufacturer of part required.

(b) Block 19 - Part Number.

(c) Block 34 - Nomenclature.

(d) Block 41 - Quality of items being ordered.

(e) Block A22 - Work Unit Code for item under repair.

(2) M/C will assign Priority and MMC will screen all required parts against PEB listing. Those parts carried in the PEB will be issued and remainder will be placed on order, assigned the appropriate document number and routed to Station Supply.

(3) Constantly be aware of trends identifying high/low use items that would warrant their addition/deletion to the PEB. Enclosure (1) will be utilized to identify these items and request their addition/deletion to the PEB.

(4) Ensure that Collateral Duty Inspectors (CDIs) are aware of their responsibility for complete and accurate order information.

(5) Ensure that NRFI material is handled in the same manner as RFI material.

(6) Ensure that fragile or easily damaged parts are wrapped in a protective material such as bubble wrap and that all turn-in documentation is complete prior to routing to MMC.

(7) Be responsible for the material condition of repairable components returned for overhaul or rework. To ensure quality control the following guidelines shall be followed:

(a) Determine with assistance from the Quality Assurance/Analysis (QA/A) Division if failed parts warrant the submission of a Quality Deficiency Report (QDR) or an Engineering Investigation (EI).

(b) Ensure that the component to be returned is free of dirt and grease and packaged per paragraph 3b(6) of this MI or in an approved container.

(c) Ensure that all Electrostatic Discharge sensitive (ESD) components are properly wrapped in approved ESD bubble wrap utilizing the ESD bench located in M/C.

c. The QA/A Division shall:

(1) Provide M/C, MMC, and the Work Center with technical assistance in ordering components to ensure applicable technical directives have been incorporated prior to ordering or issuing parts to the Work Center.

(2) Screen all repairable Power Plant, Dynamic, and Avionics components for material condition, Technical Directive compliance, and documentation upon receipt or prior to returning component to RMS for disposition.

C. J. TURNER

DISTRIBUTION: SPL
SAR (10)

28 SEP 1990

PEB ADDITION / DELETION REQUEST

Date _____

From: _____
To: Station Supply PEB

Subj: REQUEST FOR PEB ADDITION / DELETION / CHANGE (circle one)

1. The following information is provided concerning subject PEB request:

Nomenclature _____ U/I _____
Request H/L _____ L/L _____(if applicable)
MFG: Code _____ P/N _____
Remarks/justification: (PEB Number, if applicable)
_____
_____
_____

OIC/NCOIC _____

1. PEB Unit

NSN_____ACC_____U/I_____
Part Number _____Unit Price_____
Item is carried/not carried:

Site Code_____Due_____On-Hand_____

DEMAND
Demand frequency for current and past four (4) quarters:

Current	1st	2nd	3rd	4th	Recommended
_____	_____	_____	_____	_____	High_____
					Low_____

ENCLOSURE (1)

StaO 4790.22

28 SEP 1998

From: Customer Support Officer, Supply Department, MCAS Yuma, Az
To: _____

1. Approved as requested _____

2. Approved with the following modification: H/L _____L/L_____

3. Disapproved _____

4. CO signature required, for items over $50.00
_____

5. Comments (if any):
_____
_____
_____

_____
Customer Support Officer

ENCLOSURE (1)

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4790.22
3DF3

STATION ORDER 4790.22

From: Commanding Officer
To: Distribution List

Subj: SUPPLY PROCEDURES

Ref: (a) OPNAVINST 4790.2G
(b) NAVSUP P485
(c) CNAPINST 4710.10E

Encl: (1) Pre Expended Bin (PEB) addition/deletion request form

1. Purpose. To establish responsibilities and procedures for ordering Aircraft parts/supplies, screening of parts received/turned in, and affected inventory records within this squadron.

2. Background. Expeditiously ordering the correct part or supplies necessary to maintain Naval Aircraft is a complex and difficult problem. In order to simplify both the system of ordering parts or supplies and the management of the system, it is imperative that standardization of procedures be implemented and maintained to ensure quality control in supply procedures.

3. Responsibilities

a. Maintenance/Material Control Officer (MMCO) Maintenance/ Material Control NCOIC (MMC) shall:

(1) Ensure that all Non-Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) high priorities (HIPRI's), are validated with Repair Material Section (RMS) on a daily basis and maintain, by Aircraft Bureau (BUNO), current NMCS/PMCS status records.

NUMBER

(2) Validate all other outstanding supply requirements on a bi-monthly basis with Customer Service.

(3) Control the priority of all parts or supplies being ordered, and ensure that Maintenance Control (M/C) personnel are aware of the following Project/Priority Codes:

(a) AKO-03 NMCS-Non Mission Capable Supply.

(b) AK7-03 PMCS-Partial Mission Capable Supply.

(c) ZA9-06 Projected NORS/High Time Components.

(d) ZK3 Aviators Flight Equipment.

(e) Z09-06 Technical Directive compliance.

(f) AK1-06 Low Priority Consumable or Repairable.

(g) AP5 Petroleum, Oil and Lubricant Items or Items For General Shop Use.

(h) YY9 Medical Supplies.

(4) Ensure that MMC personnel are familiar with the Document Number Series used in this Command.

(5) Ensure that all Not Ready For Issue (NRFI) repairables are turned into ~~Repairable Material Section~~ RMS in a timely manner and verify all delinquent items weekly.

(6) Ensure that all repairables turned-in to RMS are signed for by the duty driver and that the yellow copy (part 4) of DD Form 1348 is returned to MMC after price tech is complete. Copy 4 constitutes proof of turn-in.

(7) Ensure that MMC inventories the PEB weekly for any shortages that may occur.

(8) Ensure that all MMC requests are retained for a minimum of one year from the date ordered.

(9) Screen all PEB listings for consumables prior to passing any documents to Station Supply Department.

(10) Ensure that all Scheduled Removable Component (SRC) or Assembly Service Record (ASR) Cards received with components are verified against the component for proper serial number and are routed to Maintenance Administration.

(11) Ensure that items of repairable material listed in the Consolidated Remain in Place Listing (CRIPL), are turned in to RMS within the allotted time (24 hour window), unless other arrangements are made with the RMS NCOIC. Repairable components not listed in the CRIPL will be ordered only after a turn-in is available unless other arrangements are made between MMC and Station Supply.

quantity

(12) Ensure that when items of material are received in excess of quality ordered, the excess material is retained by MMC and incorporated into the PEB.

(13) Ensure that parts and supplies are orderd efficiently following the procedures outlined in this instruction.

b. Work Center Supervisor shall:

(1) Ensure Visual Information Display System/Maintenance Action Forms contain the following information prior to routing to M/C.

(a) Block 14 - Manufacture of part required.

(b) Block 19 - Part Number.

(c) Block 34 - Nomenclature.

(d) Block 41 - Quality of items being ordered.

(e) Block A22 - Work Unit Code for item under repair.

(2) M/C will assign Priority and MMC will screen all required parts against PEB listing. Those parts carried in the PEB will be issued and remainder will be placed on order, assigned the appropriate document number and routed to Station Supply.

(3) Constantly be aware of trends identifying high/low use items that would warrant their addition/deletion to the PEB. Enclosure (1) will be utilized to identify these items and request their addition/deletion to the PEB.

(4) Ensure that Collateral Duty Inspectors (CDIs) are aware of their responsibility for complete and accurate order information.

(5) Ensure that NRFI material is handled in the same manner as RFI material.

(6) Ensure that fragile or easily damaged parts are wrapped in a protective material such as bubble wrap and that all turn-in documentation is complete prior to routing to MMC.

(7) Be responsible for the material condition of repairable components returned for overhaul or rework. To ensure quality control the following guidelines shall be followed:

(a) Determine with assistance from the QA/A Division if failed parts warrant the submission of a Quality Deficiency Report (QDR) or an Engineering ~~Report~~ INVESTIGATION (EI).

(b) Ensure that the component to be returned is free of dirt and grease and packaged per paragraph 4b(6) of this MI or in an approved container.

(c) Ensure that all Electrostatic Discharge sensitive (ESD) components are properly wrapped in approved ESD bubble wrap utilizing the ESD bench located in M/C.

c. The Quality Assurance/Analysis (QA/A) Division shall:

(1) Provide M/C, MMC, and the Work Center with technical assistance in ordering components to ensure applicable technical directives have been incorporated prior to ordering or issuing parts to the Work Center.

(2) Screen all repairable Power Plant, Dynamic, and Avionics components for material condition, Technical Directive compliance, and documentation upon receipt or prior to returning component to RMS for disposition.

C. J. TURNER

DISTRIBUTION: SPL
SAR (10)

StaO 4790.22

PEB ADDITION / DELETION REQUEST

Date _____

From: _____
To: Station Supply PEB

Subj: REQUEST FOR PEB ADDITION / DELETION / CHANGE (circle one)

1. The following information is provided concerning subject PEB request:

Nomenclature _____ U/I _____
Request H/L _____ L/L _____(if applicable)
MFG: Code _____ P/N _____
Remarks/justification: (PEB Number, if applicable)
_____
_____
_____

OIC/NCOIC _____

1. PEB Unit

NSN_____ACC_____U/I_____
Part Number _____Unit Price_____
Item is carried/not carried:

Site Code_____Due_____On-Hand_____

DEMAND
Demand frequency for current and past four (4) quarters:

Current	1st	2nd	3rd	4th	Recommended
_____	_____	_____	_____	_____	High_____
					Low_____

StaO 4790.22

From: Customer Support Officer, Supply Department, MCAS Yuma, Az
To: _____

1. Approved as requested _____

2. Approved with the following modification: H/L _____ L/L _____

3. Disapproved _____

4. CO signature required for items over $50.00 _____

5. Comments (if any):

_____

_____

_____

_____
Customer Support Officer

StaO 4790.22
3DF3

STATION ORDER 4790.22

From: Commanding Officer
To: Distribution List

Subj: SUPPLY PROCEDURES

Ref: (a) OPNAVINST 4790.2G
(b) NAVSUP P485
(c) CNAPINST 4710.10E

Encl: (1) Pre Expended Bin (PEB) addition/deletion request form

1. Purpose. To establish responsibilities and procedures for ordering Aircraft parts/supplies, screening of parts received/turned in, and affected inventory records within this squadron.

2. Background. Expeditiously ordering the correct part or supplies necessary to maintain Naval Aircraft is a complex and difficult problem. In order to simplify both the system of ordering parts or supplies and the management of the system, it is imperative that standardization of procedures be implemented and maintained to ensure quality control in supply procedures.

3. Responsibilities

a. Maintenance/Material Control Officer (MMCO) Maintenance/ Material Control NCOIC (MMC) shall:

(1) Ensure that all Non-Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) high priorities (HIPRI's), are validated with Repair Material Section (RMS) on a daily basis and maintain, by Aircraft Bureau (BUNO), current NMCS/PMCS status records.

(2) Validate all other outstanding supply requirements on a bi-monthly basis with Customer Service.

(3) Control the priority of all parts or supplies being ordered, and ensure that Maintenance Control (M/C) personnel are aware of the following Project/Priority Codes:

(a) AKO-03 NMCS-Non Mission Capable Supply.

(b) AK7-03 PMCS-Partial Mission Capable Supply.

(c) ZA9-06 Projected NORS/High Time Components.

(d) ZK3 Aviators Flight Equipment.

(e) Z09-06 Technical Directive compliance.

(f) AK1-06 Low Priority Consumable or Repairable.

(g) AP5 Petroleum, Oil and Lubricant Items or Items For General Shop Use.

(h) YY9 Medical Supplies.

(4) Ensure that MMC personnel are familiar with the Document Number Series used in this Command.

(5) Ensure that all Not ready for Issue (NRFI) repairables are turned into Repairable Material Section in a timely manner and verify all delinquent~~s~~ items weekly.

(6) Ensure that all repairable turned in to RMS are signed for by the duty driver and that the yellow copy (part 4) of DD form 1348 is returned to MMC after price tech is complete. Copy 4 constitutes proof of turn-in.

(7) Ensure that MMC inventories the PEB weekly for any shortages that may occur.

(8) Ensure that all MMC requests are retained for a minimum of one year from the date ordered.

(9) Screen all PEB listing for consumables prior to passing any documents to Station Supply Department.

(10) Ensure that all Scheduled Removable Component (SRC) or Assembly Service Record (ASR) Cards received with components, are verified against the component for proper serial number and routed to Maintenance Administration.

window

(11) Ensure that items of repairable material listed in the Consolidated Remain in Place Listing (CRIPL), are turned in to RMS within the allotted time (24 hour), unless other arrangements are made with the RMS NCOIC. Repairable components not listed in the CRIPL will be ordered only after a turn-in is available unless other arrangements are made between MMC and Station Supply.

(12) Ensure that when items of material are received in excess of quality ordered, the excess material is retained by MMC and incorporated into the PEB.

(13) Ensure that parts and supplies are ordered efficiently following the procedures outlined in this instruction.

b. Work Center Supervisor shall:

(1) Ensure Visual Information Display System/Maintenance Action Forms contain the following information prior to routing to M/C.

(a) Block 14 - Manufacture of part required.

(b) Block 19 - Part Number.

(c) Block 34 - Nomenclature.

(d) Block 41 - Quality of items being ordered.

(e) Block A22 - Work Unit Code for item under repair.

(2) M/C will assign Priority and MMC will screen all required parts against PEB listing. Those parts carried in the PEB will be issued and remainder will be placed on order, assigned the appropriate document number and routed to Station Supply.

(3) Constantly be aware of trends identifying high/low use items that would warrant their addition/deletion to the PEB. Enclosure (1) will be utilized to identify these items and request their addition/deletion to the PEB.

(4) Ensure that Collateral Duty Inspectors (CDIs) are aware of their responsibility for complete and accurate order information.

(5) Ensure that NRFI material is handled in the same manner as RFI material.

(6) Ensure that fragile or easily damaged parts are wrapped in a protective material such as bubble wrap, and that all turn-in documentation is complete prior to routing to MMC.

(7) Be responsible for the material condition of repairable components returned for overhaul or rework. To ensure quality control the following guidelines shall be followed:

(a) Determine with assistance from the QA/A Division if failed parts warrant the submission of a Quality Deficiency Report (QDR), or an Engineering Report (EI).

(b) Ensure that the component to be returned is free of dirt and grease and packaged per paragraph 4b(6) of this MI, or in an approval container.

(c) Ensure that all electrostatic discharge sensitive (ESD components are properly wrapped in approved ESD bubble wrap utilizing the ESD bench located in M/C.

c. The Quality Assurance/Analysis (QA/A) Division shall:

(1) Provide M/C, MMC, and the Work Center with technical assistance in ordering components to ensure applicable technical directives have been incorporated, prior to ordering or issuing part to the Work Center.

(2) Screen all repairable Power Plant, Dynamic, and Avionic components for material condition, Technical Directive compliance, and documentation, upon receipt or prior to returning component to RMS for disposition.

C. J. TURNER

DISTRIBUTION: SPL
SAR (10)

(b) AK7-03 PMCS-Partial Mission Capable Supply.

(c) ZA9-06 Projected NORS/High Time Components.

(d) ZK3 Aviators Flight Equipment.

(e) Z09-06 Technical Directive compliance.

(f) AK1-06 Low Priority Consumable or Repairable.

(g) AP5 P. O. L. Petroleum, oil and Lubricant Items or Items For General Shop Use.

(h) YY9 Medical Supplies.

(4) Ensure that MMC personnel are familiar with the Document Number Series used in this Command.

(5) Ensure that all Not ready for Issue (NRFI) repairables are turned into Repairable Material Section RMS in a timely manner and verify all delinquents items weekly.

(6) Ensure that all repairable turned in to RMS are signed for by the duty driver and that the yellow copy (part 4) of DD form 1348 is returned to MMC after price tech is complete.
Copy 4 constitutes proof of turn-in.

(7) Ensure that MMC inventories the PEB weekly for any shortages that may occur.

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(13) Ensure that parts and supplies are order efficiently following the procedures outlined in this instruction.

b. Work Center Supervisor shall:

Visual Information Display system/Maintenance Action form

(1) Ensure VIDS/MAFs contain the following information prior to routing to M/C.

(a) Block 14 - Manufacture of part required.

(b) Block 19 - Part Number.

(c) Block 34 - Nomenclature.

(d) Block 41 - Quality of items being ordered.

(e) Block A22 - Work Unit Code for item under repair.

(2) M/C will assign Priority and MMC will screen all required parts against PEB listing. Those parts carried in the PEB will be issued and remainder will be placed on order, assigned the appropriate document number and routed to Station Supply.

(3) Constantly be aware of trends identifying high/low use items that would warrant their addition/deletion to the PEB. Enclosure (1) will be utilized to identify these items and request their addition/deletion to the PEB.

(4) Ensure that Collateral Duty Inspectors (CDIs) are aware of their responsibility for complete and accurate order information.

(5) Ensure that NRFI material is handled in the same manner as RFI material.

(6) Ensure that fragile or easily damaged parts are wrapped in a protective material such as bubble wrap, and that all turn-in documentation is complete prior to routing to MMC.

(7) Be responsible for the material condition of repairable components returned for overhaul or rework. To ensure quality control the following guidelines shall be followed:

From: Aircraft Maintenance Officer

Subj: SUPPLY PROCEDURES

Ref: (a) OPNAVINST 4790.2G
(b) NAVSUP P485
(c) CNAPINST 4710.10E

Encl: (1) Pre Expended Bin (PEB) addition/deletion request form

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c. The Quality Assurance/Analysis (QA/A) Division shall:

(1) Provide M/C, MMC, and the Work Center with technical assistance in ordering components to ensure applicable technical directives have been incorporated, prior to ordering or issuing part to the Work Center.

(2) Screen all repairable Power Plant, Dynamic, and Avionic components for material condition, Technical Directive compliance, and documentation, upon receipt or prior to returning component to RMS for disposition.

E. W. Hanna

PEB ADDITION / DELETION REQUEST

Date _____

From: _____
To: Station Supply PEB

Subj: REQUEST FOR PEB ADDITION / DELETION / CHANGE (circle one)

1. The following information is provided concerning subject PEB request:

Nomenclature _____ U/I _____
Request H/L _____ L/L _____(if applicable)
MFG: Code _____ P/N _____
Remarks/justification: (PEB Number, if applicable) _____
_____
_____

OIC/NCOIC _____

1. PEB Unit

NSN _____ACC_____U/I_____
Part Number _____Unit Price_____
Item is carried/not carried:

Site Code _____Due_____On-Hand_____

DEMAND
Demand frequency for current and past four (4) quarter:

Current	1st	2nd	3rd	4th	recommended
_____	_____	_____	_____	_____	High_____
					Low_____

From: Customer Support Officer, Supply Department, MCAS, Yuma, Az
To: _____

1. Approved as requested _____
2. Approved with the following modification: H/L _____L/L_____
3. Disapproved _____
4. CO signature required, items over $50.00 _____
5. Comments (if any): _____
_____
_____

Customer Support Officer
encl 1