

DA PAMPHLET  
38-750

**NEW**




HEADQUARTERS, DEPARTMENT OF THE ARMY  
WASHINGTON 25, D.C. • OCTOBER 1962




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*See what inhabit the wild blue... yonder*

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DA FORM 1000

The graphical content of this DA FORM is the work of the Headquarters/Headquarters Detachment, Department of the Army, and is published by the Department of the Army, Office of the Secretary of Defense.

DA FORM 1000-1  
 (REVISED 1988 EDITION)  
 (GPO)

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THE ARMY'S BOUND NEW...

## EQUIPMENT RECORD SYSTEM...



You've heard about it, and read about—the Army's new maintenance record system for men called "Operation TAMPER" while it was under test in 1961, and you'd say now you'd like nothing better to face. It's currently Change 1 to AR 750-5, "Maintenance of Supplies and Equipment" (Apr 62). And, it's being set up now to work per the schedule in DA Circular 700-15, "Instructions for Implementation of the New Equipment Record System" (Apr 57).

Here it's to be your new maintenance way of life. Here's your chance to stand back a little ways and take a thoughtful look at how this important change made up.

In official terms is "Army Supply and Equipment System and Procedures." It applies to all categories of Army equipment (tracks, tanks, helicopters, generators, flamethrowers, antitank, aircraft, guided missiles, crew machines, material handling equipment).

The book that gets the new system rolling is TM 38-750, May 62, which reproduces instructions on maintenance forms and procedures in old manuals like TM 9-2895, TM 3-905, TM 3-143, TM 18-1400, and TM 10-1400.



## AND PROCEDURES ...



In case you don't take me kindly to changes, it might help you to get started off on the right foot if you realize that the new system consolidates many directives and wheels off a bunch of forms. This should make your job easier and simpler and give management info to commanders all up the line.



The new method is based on an equipment log.

A piece of equipment will go in the log at the very beginning when the item's brought into the Army supply system. From then on the log remains a permanent and vital part of the equipment. It'll contain the equipment's complete maintenance and service history—from its acceptance into the Army to its retirement.





The log along with an inspection worksheet, and a maintenance report, are the key items in the system.

The whole business is aimed at creating a standard, simple, efficient and effective maintenance record system for all Army equipment... with a minimum amount of general pushing and brass chasing for you, the user.

The log supported by the worksheets for example, is designed to give the Old Man (and anybody else concerned) accurate, on-the-spot info on the maintenance status of his outfit's gear.



The book can give him not only the daily condition of an item, but also its past maintenance and service history, MWO info (which MWO's have been applied and, also, if any are due), and depending on the item, mileage/usage notes, overalls, tube info, or the item's maintenance history strip.

The system's also got special built-in features which will provide maintenance intelligence data to all levels of command and support, including the national maintenance activity which is responsible for the equipment's being in the Army.

Simple, automatic reports from the user will tell the command and management people how the equipment is op-

erating, its combat-ready record, and where in the world it is, at all times, so higher echelon people can track it



For any time it's due maintenance, for special work. This direct feed-back of maintenance data, from the user, is set up to help keep better designed, better maintained equipment in the hands of the troops.

The log can be a fountain of maintenance and operation information for everybody from the operator on the equipment to the highest command



level... you can see why the penalty for as much as mislaying a log book will come high... about week-high as a matter of fact.

The change-over to the new system is scheduled at different times in different areas, but the entire conversion is due to be completed by 31 Dec. 1962.

The logs for the equipment now in the field (the ones you've been wondering) will be made up by you - the user. You'll need to transfer the mechanical/technical info from the old records to the log and the manual forms.



But, you wouldn't get sidetracked just yet... you'll not be doing it all alone. There'll be special teams going out in all directions to help get the system started, and to train local maintenance people, who in turn will train others.





check-list in the equipment's maintenance manual. The check-list inspection plan helps him do his work with less back-breaking, back-tracking stress.

At the end of the day he records equipment operation and service logs in the equipment log-books and/or makes a spreadsheet, log and logs it good, and if it needed the day is good running order.

The big idea behind the whole works is to do it as there's less paperwork and less stumbling through regulations, for you in the control center. It's aimed to help you do a better job... and give you more time to tend to other important jobs.



Woo, there, buddy—just a cotton-pickin' minute. You can put down the "you-likin'" sign. The new system will help you a lot, but not quite that much. It won't do your maintenance chores for you. It doesn't replace the old "wrench-and-grease you" techniques... It simply provides better and more accurate ways-and-means-of getting your job done.

What's more, friend, like with any new, important, big step forward... it'll take some patience, know-how, and show all a good measure of honest effort and teamwork—by everyone—to get the new system to produce like it's meant to.

For example—all the old ways of reporting unsatisfactory equipment and repair parts failures are out.

Now, you've got a deal that should give you real three-triangle' pride and satisfaction... 'cause it makes you a real free, honest-to-goodness partner



with the management people all the way up the logistic ladder. It's organized to reduce red-tape, by-pass pigeon holes, and break backlogs.

Your reports (on equipment and repair parts failures and delays, and your

equipment and procedures improvements ideas) now take the short route right to the top brass who work with equipment design, improvements and replacement, and repair parts stocking.

This routine feed-back of "field-data," from all maintenance fronts, and every work-and-crank-in-between, will help the big wheels line-up exactly how all equipment failures, or mis-failures, under actual field use... and, will have a whole of a lot to do with what they decide to do about whole items. You, the user, the guy who lives with, and knows the equipment best, get a better chance to call the shots exactly as you see them.

The new way is called "Equipment Improvement Recommendation" (EIR).

This report'll be made out on the agency's standard maintenance request form. And, this ER procedure will be used for making reports on all categories of Army equipment. (The standard maintenance request form—a color-coded five-copy form, with carbon inserts—can be made out in pencil or pen by the user and at the following point it can be handled manually, or its info listed and prepared for handling by electronic data processing machines).

It's a simple form, easy to fill out, and, the user doesn't even have to decide where each copy goes—each page of the form is already pre-marked for distribution to the right place.

An ER will go to replace any part

of your equipment if unsatisfactory or defective, and, particular, on when it needs anything more than normal maintenance.

It can be submitted by anyone at any station of maintenance . . . and it goes directly to the agency responsible for collecting maintenance history on the item concerned. When you have a mal fun, most go, ER, you can even send it in by priority TWX, or phone if it is, and then follow it up with a regular ER form.



For the fine points on working up on ER see page 27



## THE EMPLOYMENT OF THE PLAN



The new records system dumps a bagful of old forms and procedures (in keeping them) and hands you a single TM to go by . . . TM 14-710, "The Army Equipment Record System and Pro-

cedure." It's a loose-leaf type TM, and it tells you how to make up and maintain a log record, and how to use its companion maintenance and operation forms, on any item.



## THE EQUIPMENT LOG



The equipment log replaces the old equipment jacket file (DA Form 450),

and other "on equipment records," including the old gas books, ER Form 9-15 and DA Form 9-13-1.



An equipment log will be the mandatory record for all equipment listed in Appendix H of TM 14-710 and, it'll be a permanent part of the equipment's career. It'll also be kept with, or easily available to the equipment at all times.

The log's main job is to provide quick, complete and accurate information on maintenance status of an item. Since it'll also contain an item's lifetime "health record," it will also provide important management guidelines, and, like any other health record, the more it's used, the more important it'll become, and the harder it'll be to replace. And, this is where you have no room for good and cheap—the cost you record on the equipment log forms must be exact and legible...and, also, anytime an equipment log is in your hands you're responsible for its safety.



### COMPACT, PORTABLE...VALUABLE

Here's what an equipment log record is all about...

You'll have either a regular log book record, or a single card log record, or a small board book.

The log book record is an assembly of DA numbered forms. They're "card-type" forms, and they're usually 6 1/2" x 9 1/2", have easy-calling numbers, and come gaspunched and ready to insert in a filing, loose-leaf, plastic binder.

The log forms are numbered in sequence, and they're also color-coded for each edition of maintenance.

In white cards are for 1st and 2nd edition use.

The blue ones are for recording 3rd, 4th and 5th edition work.

There are some yellow-colored forms which are the equipment's Army birth certificate... or, its original maintenance records, you might say.



All equipment log books will contain certain standard forms. Their other forms, however, will depend on the

kind of equipment they cover.

For example, a general purpose log book (which will be used by most equipment) won't need the special forms designed for aircraft. And, equipment log books for artillery pieces will use a weapon record data form which won't be needed in logs for equipment without weapons.

Likewise, logs for administrative-use equipment assigned to a motor pool (including material handling equipment and repair and utility equipment) will use forms which won't be needed in logs for tactical type equipment.

But putting an equipment log book together for any item is easy as pie.

All you have to do is follow Appendix B to TM 58-750. Also, a rounded, half-colored index card, since the log's business and gives instructions on the log's use and care, on one side. On the other side it provides a helpful chart showing examples of which log forms to use for each type of equipment.

## DA FORMS 2400 & 2400A

One equipment log book index is DA Form 2400. It covers forms for just about all kinds of equipment... except aircraft and administrative vehicles.



DO NOT WRITE IN THE CHECKED AREA  
RECORD OF THE EQUIPMENT IS IN THE  
LOG BOOK AND NOT IN THE LOG BOOK  
OF THE EQUIPMENT.

### THE INDEX

The plastic log binder, itself, carries the name "U.S. Army Equipment Log Book," and it carries under FSM 7102-000-1400 (QM).

### SINGLE CARD LOG

The single card log, DA Form 2400, is called an Equipment Maintenance Log (Consolidated).

It's to be used by itself, as a complete log for the less complicated equipment (like the average truck, a combat generator, medical equipment, etc.), and also as a card index in the log book, to record the service history of separate components installed on a major item... like equipment mounted on a trailer van, or a bulldozer on a tank.

### CRUZE LOG

Oh, you don't have the Army Purchase Log Record, DA Form 10-62, that'll continue to be used with the new system.

### LOG TALK

Anything of importance (operation or maintenance-wise) which happens to a piece of equipment (as scheduled) will be carefully noted in the proper place in the log.

Although the average equipment log book may have one or more forms (let me guess), normally, when the equipment is in use or in the shop the unit'll make daily entries in only two or three forms at most. And, the unit'll never feed with some forms in the log... they're strictly for the use of the support units.

Most of the forms become permanent records and stay in the log for keeps.

but some get tossed out after their information's been combined, sorted and transferred to a fresh form.

Other forms get mailed regularly to keep the responsible national agency up to date on the maintenance and operational needs of specific items.

When an item goes in for overhaul or a complete over-haul job, of course, depot will pull all the form's lower section operational and maintenance records, and then the re-worked item will start out again with a fresh pack of these forms. **NOTE:** Unworked records -MPO, acceptance and proof records, etc., may still be items for keeps-they're not removed till the item's retired.

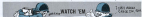
## HANDLING THE LOGS

Normally, with correct equipment, the operator will be issued the log (and the inspection and maintenance worksheets for pulling his PM checks), when the equipment is dispatched. The log

will serve as the operator's authority for using the equipment, and he must return it (and the worksheets) properly filled out—to the dispatcher or supervisor, when his job's done.

Logs for material handling equipment or spalls and utilities items and all maintenance-on vehicles may be kept in the same pool when the equipment is being operated.

The logs for dump trucks or spalls . . . operational records go with the trucks at all times . . . maintenance records stay in the maintenance shops.



Logs will collect a wealth of important info, and in some cases may even contain safety data, so operators and maintenance people (and everyone else) will have to handle the logs with great respect at all times, and safeguard 'em like any other highly valuable document.

## LOST LOGS

Lost logs can be replaced, but first, more than likely, the log-less equipment will have to be disabled for a complete inspection . . . and, then there'll be the usual grind of search, inquiries, daily bulletin notices, etc., which are O&M when any critical item disappears, and disciplinary notices hang over head.



## FOR NOW AND LATER...

Once the system gets rolling full steam, logs will be OEM (on-equipment material) for equipment that gets 'em. They'll be made up at the factory before the item's delivered. These logs will come with the equipment identification specs and the theoretical records filled out.



And including a log simply means switching the current maintenance history from the old records to the appropriate log form. Any unentered deficiencies will have to be filled in the new inspection and maintenance worksheets.



## RECORD CHOP

DA Circular 700-15 tells you what info you take from checked records on the new forms, and in its Appendix II, you'll find a list of expanded forms, along with the new forms which are taking over.

The deadline for completing the expansion of forms, will be set by your command . . . but, everyone's supposed to be rolling with the new spreads by the end of 1962.

The only point that may take a little more time to come online is the log's MWO record. This record'll tell which MWO's have been applied, and which haven't. You can get MWO info from the current index, DA Form 110-4, and its latest changes (the way to check MWO's listed under specific components and assemblies in the index).

You'll also list all info on MWO's which have been applied—from the equipment's existing records—this should include all MWO's applied, even if they're no longer listed in the index.



Also, when the system's implemented on initial MWO report (see some items) let us go to the responsible national agency. The circular also gives you a run-down on getting this report together. It calls for all MWO's which have been applied—including MWO's on components. Equipment's to be closely checked (but not pulled apart) to find out if its "target" MWO's have been applied.

This report is a very important part of the new system, and it needs to get a lot of old stuff cleared out and updated.



This one-time MWO report applies to equipment that gets a log book. That, it'll not be needed on items using the single-card log, on administrative-use vehicles, or on tank . . . and automotive equipment which was used in "Operation TAPER."

And, once you get a log's MWO info up-to-date you shouldn't have any more keeping it current . . . (see another feature of the new way of doing things, it is distribute all MWO's for your equipment, all the way to the using unit, (regardless of what's responsible for applying 'em). And here's why:

When a unit receives any MWO on its equipment it'll immediately record it by date, number and class, in a special section (Modification Required) of the form in the form's log book. Later, whenever the modification's applied, another entry on the form will tell who applied it and when. This way, all anyone has to do, to find out the MWO were on any item, is to scan the log.



## THE OLD RECORDS



For now, and until you hear otherwise, if you run into a question on matters of regulations for equipment records and procedures ... visit, visit, TM 58-118, for the final say on. And, remember, the big liability-hunking-up the TM is Chapter 2 on AR 750-1.

## DEAL THE LOG CARDS

Now that you've documented your army's equipment status, the next step is to make sure you have the right kind of equipment log cards. The following table lists the equipment log cards that are used by the Army and the Department of Defense.

| Log's ID Item No. | Item Title   | Notes        |
|-------------------|--|--------------|
| 1001              | Equipment Log Book Assembly (General) General Purpose Log  | All          |
| 1002              | Equipment Log Book Assembly (General) General Purpose Log (with additional and other log information as shown and approved log volume for administrative purposes) | All          |
| 1003              | Equipment Book to Monitor Log  | All          |
| 1004              | Equipment Information Record   | All          |
| 1005              | Equipment Maintenance Record (Departmental)  | All          |
| 1006              | Equipment Maintenance Record (Departmental) for attached items in reports to DA, DOD   | All          |
| 1007              | Report Record Book   | Gen. Support |
| 1008              | Equipment Maintenance Record   | Gen. Support |
| 1009              | Equipment Maintenance Record (Support/Reliability) Field or Record   | Support      |
| 1010              | Equipment Transfer Record  | All          |
| 1011              | Equipment Inspection Record  | All          |
| 1012              | Item Acquisition Record  | All          |
| 1013              | Equipment Component Register   | Gen. Support |
| 1014              | Replacement Register Card Record   | All          |
| 1015              | Army Inspector's Report Record   | All          |
| 1016              | Receipt Inspection and Maintenance Record  | All          |
| 1017              | Revised Item Record  | All          |
| 1018              | Service Record for Receipt   | Gen. Support |
| 1019              | Component and Subassembly and Removal Record   | Gen. Support |
| 1020              | Stock Inventory Record   | All          |
| 1021              | Equipment Maintenance Log (Standard) Complex maintenance used by field or contract in a log book for a component used with inspection                              | All          |

For more on equipment log records, see page 28-41.



For more information on equipment records, visit [www.army.mil](http://www.army.mil). For more information on equipment records, visit [www.army.mil](http://www.army.mil). For more information on equipment records, visit [www.army.mil](http://www.army.mil).





## HAND-OUTS

A new system makes it easier to manage permits for utility work. Working with the new system is simple. Just use the old forms. And use the new forms. And use the old forms. And use the new forms. And use the old forms.

For example:

DA Form 246

**Driver's Qualification Record**

DR-1

**Operator's Report of Motor Vehicle Incident**

DR-8

**Operator's Permit**

DD Form 134

**Equipment Identification Record**

DD Form 135

**Equipment Identification Card**

DD Form 246

**Equipment Identification Card**

**DR-1 Schedule and Record.** This is the old vehicle log record and will be used for scheduling services for activities for new equipment—for example, commercial vehicles and DR-1.

**Form Slip and Work Required.** Used at administration equipment maintenance shops, and it'll provide info on repair parts, labor and other shops for the equipment's log.

DA Form 246, Request for Issues or Transfer; DA Form 1345, Title Inquiry; DD Form 118, Accident Identification Card; and DD Form 1156a, Request for Issues or Transfer (and continuation sheet) will work with the new system. Only the DD log, DA Form 135, was replaced. (See below.)

## THE NEW FORMS

**DA Form 246C Equipment Identification Record.** The new record provides info on equipment usage like dates and places used, mileage traveled between stops, passenger and cargo loads, and notes of individual activity for equipment for each operator. This record fills the bill for the DR-1 who want more detail than's provided by the log record alone.

DA Form 246C may also be used to dispatch other types of equipment, if used with DR-1 if for use along with the equipment log dispatch system. See page 17, 21 and 22.



**DA Form 246B Departmental Control Record for Equipment.** The dispatcher's record. It tells who is using for the controlled equipment, where, and for how long. (See page 22).

**DA Form 246D Exchange Tag.** This is the new DR-1 log. Works like the old one, but takes a lot more time identification. It's also for tagging commercial vehicles used with DR-1. (See pages 22 and 24).



**DA Form 135C Preventive Maintenance Record.** For scheduling PM services on everything, except stuff that's scheduled on DD Form 134. See page 23.

## DA Form 2454 Equipment Inspection and Maintenance Worksheet

This is the worksheet that will be the operator's and organizational mechanic's daily companion, and is one of the work forms in the new system.

It's for 90% of categories of equipment and will cover all checks and maintenance from the daily before, during and after checks to regularly scheduled maintenance and inspection work, plus any other maintenance work required.

In the table and automatic branch of the form, for example, 2454 applies DA Form 487, DA Form 603, DA Form 2143, and the lower half of DA Form 130. In other categories of equipment the worksheet replaces a patch of maintenance worksheets.

It'll also be used at all stations of maintenance, and even for getting DDT's.

To be a light workload for a specific form at any station of maintenance, the form must show the number of the equipment's EM or maintenance manual best-kept and its date...more on you're using the latest publications (see pages 10, 11 and 12.)

A DA Form 2454 will be given to the operator when the equipment is inspected, and the operator will use the form to record any maintenance or operational shortcomings or deficiencies which he can't correct immediately.

The operator must also show any deficiencies that he can't fix.

When work is completed the mechanic signs the form and records the maintenance work or service performed in the equipment's log. The log is then reviewed by the supervisor.



When the log is scanned, the DA Form will be used by the organization mechanic to correct the problem. When

information from the 2454 will feed log forms:

DA Form 2454-1, Equipment Daily or Monthly Log.

DA Form 2454-1, Equipment Information Board.

DA Form 2454-1, Equipment Maintenance Board (Organizational).

DA Form 2454-2-1, Equipment Maintenance Board (Organizational).

DA Form 2454-4, Weapons Record Data.

DA Form 2454-3, Equipment Modification Board.

DA Form 2454-4, Equipment Maintenance Board (Support, Garrison Field and Depot).

DA Form 2454-10, Equipment Component Register.

DA Form 2454-11, Accumulation Report Card Board.

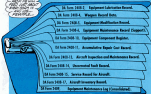
DA Form 2454-12, Armament Inspection and Maintenance Board.



**DA Form 2401** Maintenance Request Register. It's useful for maintenance support shops to record job orders. Your organizational shop may use it to keep track of work requests, but for them it's not a formal register, like it is for the support outfit.

**DA Form 2404** Equipment Status and Readline Report. The form provides the latest info on readiness of equipment in your outfit.

**DA Form 2407** Maintenance Request. This is the system's standard maintenance request form, and it's the other work form in the system.



Instructions on its use are listed (for work obtained on its log copy) on the back of copy 1. It provides and notes essential codes for use in accurately and easily describing various maintenance actions on the form.

**For illustrations and detailed know-how on use of DA Form 2407, see page 24**

And here's DA Form 2410, Component Removal and Repair/Overhaul Record, which covers fault only withdrawal. See pages 14, 17 - 18.



# DA FORM 2404

## EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET



The DA Form 2404 is a completed form to be used for getting inspection and maintenance services and diagnostic checkouts on all types of equipment.

It'll apply to a specific item of equipment (or component) when the item's description, maintenance manual number and date are entered on the form.

A 2404 will go along with each piece of equipment, and it'll be used along with the maintenance standards and procedures in the item's equipment maintenance manual.

The form's mainly to show the results of each inspection or service on one piece of equipment, but it may also be used for inspection of several like items. For instance, one form may be used by CRE personnel to record inspection results on several M14 rifles.

If it's for one piece of equipment (or several) that you could use one form for more than one day, if you don't find any deficiencies, or if you put out the deficiencies right away. To use it for more than one day you write in a new date on the next open line in columns 1 through 4. One point ... when operators are changed too, the new man gets a new form!

Here are a few tips on the use of this form—

Make 1 through 4 will be filled in by the operator, maintenance operator, or inspector before using the form.

Block 4—the type of inspection or service (Daily, 8 weeks, Initial, CR), etc.)

**Column 4**—To identify each deficiency or shortcoming listed in Column 3 by the equipment number in the IIR. When the IIR doesn't give equipment numbers, you get them from logs, workpapers, or figure numbers.

The person for personnel performing the inspection or service will sign his name and grade or job title after completing all corrective actions—except those which require further requisitioning of parts or maintenance request.

**Column 5**—The seventh column contains dates required after equipment under "M" or inspection code.

| NO. | DEFICIENCY OR SHORTCOMING | EQUIPMENT NUMBER       | PERSONNEL PERFORMING INSPECTION OR SERVICE | DATE | REMARKS |
|-----|---------------------------|------------------------|--|------|---------|
|     |                           |                        |  |      |         |
| 1   | Inspected upon completion |                        | Robert Hoffcroft                           |      |         |
| 2   | Engineer missing          | 10 1111/1024/111-10    | John Hoffcroft                             |      |         |
| 3   | Wheel drag                | 2025 linkage adjusted  |  |      |         |
| 04  | Engine had push back      | 10 1111 1111 1111 1111 |  |      |         |
| 05  | Spring terminal involved  | cleaned                |  |      |         |
| 06  | See IIR level             | Adjusted               |  |      |         |

D.A. Form 3404

**Column 6**—The seventh column taken by the operator or mechanic who does and job. It should be by the maintenance supervisor or chief if the job needs special parts or stock of the organization, or if it's necessary to prepare a maintenance request. In these cases, no entry will give the equipment number and date or it will show that a Maintenance Request (MR) has been prepared for the job later by another shop.

Block 6 for the total man hours required for the inspection or service. This block does not have to be completed when it's used by an operator or crew member to record daily maintenance inspections or services or by the OIR Inspector.

Block 7—Total flight maintenance shop; the mechanic recorded within only the time operators do the inspection.

Column 8—Initials in the column of personnel performing specific job.



**Disposition**—All necessary data, especially where repair parts are used will be extracted from this form and entered in the equipment log.

IIR Form 3404 will be kept until all corrective action possible (within an effort) has been taken care of, or until the next periodic service is done. Both checks and shortcomings are corrected when the scheduled PM check rolls around will be transferred to the new DA Form 2494 used for the service. The old form will then be destroyed (AR 345-201).

When a IIR is initiated at field maintenance, it'll be destroyed after the equipment log has been posted, and the equipment has been returned (AR 345-201).

# DA FORM 2403 PREVENTIVE MAINTENANCE ROSTER

This form is a worksheet for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment.

Separate preventive maintenance rosters may be prepared by each organizational maintenance shop or section if it makes it easier to schedule work. For instance, an organizational radio repair shop may keep a DA Form 2403, apart from those made out by the motor maintenance shop. All separate rosters must be coordinated, tho, so equipment won't be out of use any longer than necessary.

All equipment which is maintained by one organizational maintenance shop should be scheduled on a single PM roster (for example, combat vehicles, trailers, Herman-Milburn loaders).

The supervisor responsible for the periodic services is the man who'll use that the form is prepared and kept up. Instructions on filling it out are on back of the form.

Here are a few tips—



The supervisor's complete roster.

The three months which the roster covers.

On the date when the scheduled periodic service is actually done, the technician (shop/section or line, ink in the pencil entry and then enter the actual mileage or hours. You're allowed a one percent variance in days, hours, or mileage.

The man in charge should check to see if the services have been entered on the Equipment Maintenance Roster (Organizational) in the equipment maintenance log.

- The following types of info go there:
1. Equipment on the upper unit for repair.
  2. Equipment checked by test of open gear.
  3. Equipment checked for its condition.
  4. Equipment checked from parent unit.
  5. Equipment maintained.
  6. Equipment in storage.



You can make out a new roster about at time (before the three-month period ends). Carry the equipment pointers over to the new form in the same order as listed on the old roster. The scheduled services on the new roster should be listed on the last scheduled or completed service.

After a new roster is made out and all services on the old roster are completed, use the old one on (AR 147-100).

Just the last remaining days. Run the periodic services so the unit will be ready to move through the three-month period. The program is the appropriate guide for the periodic service (there's a list on the back of the form opposite each item on the list the service is checked. You'll use another for the use of additional copies — be it stores, if he wants, or it might want use a number 2 series 8", 8", 8", 8".

List the equipment registration or serial number.

Equipment manufacturer and model number included in the equipment maintenance log or EM log (each piece of equipment that needs scheduled services gets listed on a separate line whether it's mounted on a particular chassis or listed by a certain prime mover.

The longer an administrative number the more detailed equipment — you can use the vehicle bumper number.

Now you have the schedule portion of the form. The month, and year.





# MAINTENANCE REQUEST DA FORM 2407



The Maintenance Request, DA Form 2407, is another of the key forms which includes the data to simplify maintenance record keeping.

You use this form for . . . requesting repairs and maintenance services, reporting completion of MRO's, and submitting equipment improvement recommendations (EIR's) and reporting the receipt of defective material.

## Here's How It's Used

The DA Form 2407 is a two-copy form which is divided into three parts. And, like its copy on the form, you use a ballpoint pen or hard pencil—and some number—to record this info on all the copies. You're not required to type 'em.

Part I, Work Request, is filled out when you ask for help from your support unit.

Part III, Equipment Improvement Recommendations, is used with Part I, Work Request to let the national agency know of failures and deficiencies in equipment and to suggest improvements.

You support people take care of Part II, Work Accomplished, when they complete the work you requested. This covers parts used, man-hours, and cost of repairs.

The only time you use Part II is for reporting completion of an MRO by your own shop.

Your field maintenance and support people will also use the DA Form 2407 for repairs or services between shops when they need a job-order, requesting work by another field maintenance unit, recording work done and parts used, reporting completion of MRO's, submitting EIR's and reporting the receipt of defective material.

## Here's How It Works

Here's how you fill out a DA Form 2407 when you request help from your support unit.

**Work 1—Remember** Check an equipment log on DA Form 2404 record a component or assembly for repair. Describe the steps you'll use to repair this.

**Work 2—If you work on this** Check whether it's a Work Request or a request for Parts 12—Date, unit location if you're STAC, or Unit ID.

**Work 3—Have your own number** Be sure you or your support unit.

**Work 4—Have Work** on this actually completed. Check off the type of work needed to use a part on.

**Work 5—Done only** Use DA Form 2404 Work Order for a Service or operation. In quality-control program. For best repair record. Report your time. Expenses for your equipment made and made when the DA Form 2407 was request rate or responsible from components, assemblies, etc. with DA.

**Work 6—Age for**

**Work 7—Use Work** to

**Work 8—Use Work** to

**Work 9—Use Work** to

**Work 10—Use Work** to

**Work 11—Use Work** to

**Work 12—Use Work** to

**Work 13—Use Work** to

**Work 14—Use Work** to

**Work 15—Use Work** to

**Work 16—Use Work** to

**Work 17—Use Work** to

**Work 18—Use Work** to

**Work 19—Use Work** to

**Work 20—Use Work** to

**Work 21—Use Work** to

**Work 22—Use Work** to

**Work 23—Use Work** to

**Work 24—Use Work** to

**Work 25—Use Work** to

**Work 26—Use Work** to

**Work 27—Use Work** to

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**Work 31—Use Work** to

**Work 32—Use Work** to

**Work 33—Use Work** to

**Work 34—Use Work** to

**Work 35—Use Work** to

**Work 36—Use Work** to

**Work 37—Use Work** to

**Work 38—Use Work** to

**Work 39—Use Work** to

**Work 40—Use Work** to

**Work 41—Use Work** to

**Work 42—Use Work** to

**Work 43—Use Work** to

**Work 44—Use Work** to

**Work 45—Use Work** to

**Work 46—Use Work** to

**Work 47—Use Work** to

**Work 48—Use Work** to

**Work 49—Use Work** to

**Work 50—Use Work** to

**Work 51—Use Work** to

**Work 52—Use Work** to

**Work 53—Use Work** to

**Work 54—Use Work** to

**Work 55—Use Work** to

**Work 56—Use Work** to

**Work 57—Use Work** to

**Work 58—Use Work** to

**Work 59—Use Work** to

**Work 60—Use Work** to

**Work 61—Use Work** to

**Work 62—Use Work** to

**Work 63—Use Work** to

**Work 64—Use Work** to

**Work 65—Use Work** to

**Work 66—Use Work** to

**Work 67—Use Work** to

**Work 68—Use Work** to

**Work 69—Use Work** to

**Work 70—Use Work** to

**Work 71—Use Work** to

**Work 72—Use Work** to

**Work 73—Use Work** to

**Work 74—Use Work** to

**Work 75—Use Work** to

**Work 76—Use Work** to

**Work 77—Use Work** to

**Work 78—Use Work** to

**Work 79—Use Work** to

**Work 80—Use Work** to

**Work 81—Use Work** to

**Work 82—Use Work** to

**Work 83—Use Work** to

**Work 84—Use Work** to

**Work 85—Use Work** to

**Work 86—Use Work** to

**Work 87—Use Work** to

**Work 88—Use Work** to

**Work 89—Use Work** to

**Work 90—Use Work** to

**Work 91—Use Work** to

**Work 92—Use Work** to

**Work 93—Use Work** to

**Work 94—Use Work** to

**Work 95—Use Work** to

**Work 96—Use Work** to

**Work 97—Use Work** to

**Work 98—Use Work** to

**Work 99—Use Work** to

**Work 100—Use Work** to

SECURITY COPY  
OPERATION COPY  
MAINTENANCE COPY  
WORK ORDER



## What Happens To The Form

When equipment goes to support, they assign a job order number, sign the Receipt (green) copy, and return it to you.

When you get the equipment back, you sign Block 25 and exchange Receipt copy for the Organization (blue) copy. Keep this copy to check the status in your log's DDMS-6, then destroy it.

Your support keeps the file (blue) copy and sends the **AMMO** (yellow) copy to the national agency for those selected items listed in Appendix III of TM 34-730, otherwise, it's discarded. They also send the Control (white) copy to the major command or other headquarters as required.



## On Completing An AMMO

Here's the way you'll report a modification which your arm mechanic has installed (Blocks 7 thru 10 are filled in the same way for a work request. Enter all other blocks in Part 2 blocks):

|   |  |   |
|---|--|---|
| <b>Block 1-3</b> - Use your own and item #100 use |  | <b>Block 20-21</b> - AMMO use for and item completed  |
| <b>Block 4</b> - <i>100</i>                       |  | <b>Block 24</b> - Enter block when parts and items not on next period AMMO is.  |
| <b>Block 5</b> - <i>100</i>                       |  | <b>Block 25</b> - If stamp applied to show time use item, show the serial number organization use, when or when the work item modified. |
| <b>Block 6</b> - <i>100</i>                       |  | <b>Block 26-31</b> - Enter or use space to complete AMMO  |
| <b>Block 7</b> - <i>100</i>                       |  | <b>Use Block 34 to complete</b>   |
| <b>Block 8</b> - <i>100</i>                       |  |   |
| <b>Block 9</b> - <i>100</i>                       |  |   |
| <b>Block 10</b> - <i>100</i>                      |  |   |
| <b>Block 11</b> - <i>100</i>                      |  |   |
| <b>Block 12</b> - <i>100</i>                      |  |   |
| <b>Block 13</b> - <i>100</i>                      |  |   |
| <b>Block 14</b> - <i>100</i>                      |  |   |
| <b>Block 15</b> - <i>100</i>                      |  |   |
| <b>Block 16</b> - <i>100</i>                      |  |   |
| <b>Block 17</b> - <i>100</i>                      |  |   |
| <b>Block 18</b> - <i>100</i>                      |  |   |
| <b>Block 19</b> - <i>100</i>                      |  |   |
| <b>Block 22</b> - <i>100</i>                      |  |   |
| <b>Block 23</b> - <i>100</i>                      |  |   |
| <b>Block 27</b> - <i>100</i>                      |  |   |
| <b>Block 28</b> - <i>100</i>                      |  |   |
| <b>Block 29</b> - <i>100</i>                      |  |   |
| <b>Block 30</b> - <i>100</i>                      |  |   |
| <b>Block 32</b> - <i>100</i>                      |  |   |
| <b>Block 33</b> - <i>100</i>                      |  |   |
| <b>Block 35</b> - <i>100</i>                      |  |   |
| <b>Block 36</b> - <i>100</i>                      |  |   |
| <b>Block 37</b> - <i>100</i>                      |  |   |
| <b>Block 38</b> - <i>100</i>                      |  |   |
| <b>Block 39</b> - <i>100</i>                      |  |   |
| <b>Block 40</b> - <i>100</i>                      |  |   |
| <b>Block 41</b> - <i>100</i>                      |  |   |
| <b>Block 42</b> - <i>100</i>                      |  |   |
| <b>Block 43</b> - <i>100</i>                      |  |   |
| <b>Block 44</b> - <i>100</i>                      |  |   |
| <b>Block 45</b> - <i>100</i>                      |  |   |
| <b>Block 46</b> - <i>100</i>                      |  |   |
| <b>Block 47</b> - <i>100</i>                      |  |   |
| <b>Block 48</b> - <i>100</i>                      |  |   |
| <b>Block 49</b> - <i>100</i>                      |  |   |
| <b>Block 50</b> - <i>100</i>                      |  |   |
| <b>Block 51</b> - <i>100</i>                      |  |   |
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| <b>Block 57</b> - <i>100</i>                      |  |   |
| <b>Block 58</b> - <i>100</i>                      |  |   |
| <b>Block 59</b> - <i>100</i>                      |  |   |
| <b>Block 60</b> - <i>100</i>                      |  |   |
| <b>Block 61</b> - <i>100</i>                      |  |   |
| <b>Block 62</b> - <i>100</i>                      |  |   |
| <b>Block 63</b> - <i>100</i>                      |  |   |
| <b>Block 64</b> - <i>100</i>                      |  |   |
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| <b>Block 67</b> - <i>100</i>                      |  |   |
| <b>Block 68</b> - <i>100</i>                      |  |   |
| <b>Block 69</b> - <i>100</i>                      |  |   |
| <b>Block 70</b> - <i>100</i>                      |  |   |
| <b>Block 71</b> - <i>100</i>                      |  |   |
| <b>Block 72</b> - <i>100</i>                      |  |   |
| <b>Block 73</b> - <i>100</i>                      |  |   |
| <b>Block 74</b> - <i>100</i>                      |  |   |
| <b>Block 75</b> - <i>100</i>                      |  |   |
| <b>Block 76</b> - <i>100</i>                      |  |   |
| <b>Block 77</b> - <i>100</i>                      |  |   |
| <b>Block 78</b> - <i>100</i>                      |  |   |
| <b>Block 79</b> - <i>100</i>                      |  |   |
| <b>Block 80</b> - <i>100</i>                      |  |   |
| <b>Block 81</b> - <i>100</i>                      |  |   |
| <b>Block 82</b> - <i>100</i>                      |  |   |
| <b>Block 83</b> - <i>100</i>                      |  |   |
| <b>Block 84</b> - <i>100</i>                      |  |   |
| <b>Block 85</b> - <i>100</i>                      |  |   |
| <b>Block 86</b> - <i>100</i>                      |  |   |
| <b>Block 87</b> - <i>100</i>                      |  |   |
| <b>Block 88</b> - <i>100</i>                      |  |   |
| <b>Block 89</b> - <i>100</i>                      |  |   |
| <b>Block 90</b> - <i>100</i>                      |  |   |
| <b>Block 91</b> - <i>100</i>                      |  |   |
| <b>Block 92</b> - <i>100</i>                      |  |   |
| <b>Block 93</b> - <i>100</i>                      |  |   |
| <b>Block 94</b> - <i>100</i>                      |  |   |
| <b>Block 95</b> - <i>100</i>                      |  |   |
| <b>Block 96</b> - <i>100</i>                      |  |   |
| <b>Block 97</b> - <i>100</i>                      |  |   |
| <b>Block 98</b> - <i>100</i>                      |  |   |
| <b>Block 99</b> - <i>100</i>                      |  |   |
| <b>Block 100</b> - <i>100</i>                     |  |   |

Organization copy—Destroy after entering AMMO application on equipment log (DA Form 2496-1).

Control copy—If modification is installed on an already item, send to your arm cabinet shop. Otherwise, send to the major command or other headquarters as required.



NMP copy—Send to assigned national agency.

Receipt copy—Not required.

Support activity copy—Send to your DRI.

## The EIR

Complete Part III, Equipment Improvement Recommendations, when you find the failure or deficiency was due to improper design, faulty assembly, poor workmanship, unusual wear, or a safety hazard.

### How to Prepare an EIR on Equipment

Block 1—See 10-200 on EIR report.

Block 20—See 10-200.

Form 10-200 (EIR report) showing the 'EQUIPMENT IDENTIFICATION' section. The section includes fields for 'EQUIPMENT', 'SERIAL', and 'QUANTITY'. The 'EQUIPMENT' field contains the text 'AIR HOIST (200' HOIST) - 1, 350' HOIST'.

Block 11—If block 11, which describes when to file.

Block 12—See EIR Form Instructions on Block 1. Include both EIR and manufacturer's report upon file to complete identification.

Block 21—Use story of failure. Include terms, type of operation, climate conditions, use, identifying numbers or markings on the part that failed—something for a complete picture. Give your opinion of failure. Identify component with end item.

Send along a sketch, photo, or X if needed to help document report with a 200. This helps the file on the receiving end.

If you need more space, continue to the space under 'Remarks and Remarks.' Block 22. If necessary, use a Continuation Sheet, DA Form 2407.

Form 10-200 (EIR report) showing the 'REMARKS' section. The text reads: 'WHEN THE AIR CLEANSER FUNCTIONING AS DESCRIBED IN THIS REPORT WAS USED IN A FACTORY, THE CLEANSER BEGAN TO VIBRATE AND FREQUENTLY SHUT OUT. THIS LEAVES THE AIR FREE TO ENTER. AFTER SEVERAL MINUTES, THE NORMAL OPERATION OF THE LIFTING CRANE WAS NOT INTERRUPTED AND ALL WERE THE INFLUENCE REMOVED. THE CRANE SHOULD BE DAMAGED BY POLICE AND AUTOS. THE AIR IN THE AIR CLEANSER WAS NOT AS APPLICABLE IN THE CASE OF IT CANNOT (REMOVED BY BLOCK 21)'. The signature 'Tom Green, DRI, 1000 A, 10000, 10' is visible at the bottom.

Part III—EIR Report Improvement Features. Enter leading zeros in block which applies to your DRI priority.

Block 23—See 10-200, add file, report advice to center.

Block 24—This is for the national agency control number. Use form 10-200.

“X” the blank, which is right for the priority of the **ER**.

On another **ER**'s, the **NMP** copy can be sent to the national agency by your support after repairs have been made. This means you can send in an **ER** when ever you believe a failure is not correct, but which you want your support to check out at the time they make repairs. However, this doesn't stop you from sending an **ER** directly to the national agency on another 2407.

In any event, the national agency acknowledges a copy of the **ER** whether it's combined with a work report or an **MPO** report, or sent in separately.

Anyone using Army equipment can submit **ER**'s with his ideas to improve equipment, materials, or procedures, or if equipment requires extensive maintenance effort.

## Priority

There're three priorities for **ER**'s: **EMERGENCY**, **URGENT**, and **ROUTINE**.

An **EMERGENCY ER** is submitted when you can find unusual conditions that could mean serious or fatal injury to the operator or crew, the destruction of property, or affect national security.

Use an **EMERGENCY ER** to the national agency by **TWX** or telephone. Follow this up with a 2407 by airmail

within five days.

An **URGENT ER** is air mailed directly to the national agency when you have an unusual condition that could result in personal injury or property damage, or would reduce your chances in combat. Equipment must be operated with extreme caution under these conditions.

A routine **ER** by regular-mail covers all other corrections or improvements.

## What Happens Now?

When work is complete, record it in "Remarks" section of the Equipment Maintenance Record, DA Form 2408-3, to show that you've submitted an **ER** and the date it was submitted. For TC air items, send this info to Historical Data, DA Form 2408-13, Service Record For Aircraft.

**Organization copy**—Mail to HQ days—MR 240-202.

**Receipt copy**—forward immediately.

**Control copy**—forward immediately unless otherwise directed.

**NMP copy**—Mail directly to national agency for repairs (if).

**File copy**—file in your field maintenance group. When a deficiency for which a separate **ER** also results in a work report, the File copy of the **ER** is attached to the work report.



## MR OF SE, POQ

You may need to look up or use a copy of AR 750-13 (5 Mar 82) as soon as you can, to get the latest word on reporting the material readiness of certain selected equipment. This report starts out at property book level, or battalions and many separate companies want to grab a look at it.



FROM A FEW HUNDRED OF FORMS AND DIRECTIVE DOWN TO A FEW STANDARDIZED CHEAT SHEETS THE WAY TO THE BATTLE FRONT IS TW 38-280.



AS YOU DO YOUR WORK, MAINTENANCE OFFICERS, SUPPLY OFFICERS, WILL MAKE IT EASIER FOR YOU TO KEEP A PERMANENT RECORD AND TAKE CARE OF EQUIPMENT. THE BROWN CARD WITH IT GOES EASTWARD TO BATTLE FRONT... LET YOUR RECORD RECORD!



THE HEART OF TW 38-280 IS THE "LOOK" CARD... THERE IS SOMETHING JUST LIKE THAT--STRICTLY IT'S A BROWN STANDARD CARD... AS YOU SEE IT, THEY KEEP THE CO AND THE MAINT RECORDS WITH THE EQUIPMENT RECORDED ON THE CONDITION AND PERFORMANCE OF EACH PIECE!



SO, NAT'S ALL THIS TO ME?



WHY SHOULD NAT... THERE IS NOT IN THE SERVICE?

...MAIL IT IS EVERYTHING TO YOU?

IT'S BETTER WORKING EQUIPMENT!

AND BETTER EQUIPMENT IS GENERAL...



Y'RIGHT AS WELL FACE THE HARD FACTS... YOUR ABILITY TO FIGHT IN A BOMBED AREA IS ONLY AS GOOD AS THE **CONDITION OF YOUR EQUIPMENT AT THE TIME THE BALLOONBOYS GO!**

THAT MEANS WHAT I'M TALKING WITH... **SAVES THE DOLLAR I HAVE IN MY POCKET WHEN THE BATTLE BLINDS TO WHAT I FIGHT WITH.**

RIGHT? SO WE GOTTA TAKE A NEW ATTITUDE ABOUT THESE...



HEY, **FORGET THE SUPERDOOPER STUFF ON THE TRAINING BOARDS... THE BOMBAY ISN'T BOMBING THAT!**



...YOU'VE GOT NO CHOICE... **YOU GOTTA ANALYZE YOUR GEAR AT COMBAT READY AND YOUR COMMANDER HAS TO KNOW AT ALL TIMES THE EXACT LOCATION, CONDITION, AND CAPABILITY OF EACH PIECE IN HIS BATTERY.**



AND THIS BRINGS US RIGHT BACK TO **YOUR ORIGINAL QUESTION... IT DOES JUST THAT!**



HEY, **POPER, GET ME A PIECE OF EQUIPMENT ANY KIND... THE BOMBAY APPLIES TO EVERYTHING!**

RIGHT, **WALFMARK?**  
NO, NO, **NOT YOUR MOUTH!**



JOE'S

# Dope Sheet

TM 38-750

TELLS  
YOU ALL  
ABOUT  
THE ARMY'S  
NEW  
EQUIPMENT  
RECORD  
SYSTEM

Your commander must know if his gear  
will perform when the "bad-guys" are near.  
The records will show  
a clear "Yes" or "No"—  
If you "dly" the New System shown here.

WE HAVE THE WORLD'S BEST EQUIPMENT ... *Take care of it*

IF YOU WANT TO DISPLAY THIS KENTUCKY ON YOUR BULLETIN BOARD, OPEN DISPLAY, LET IT DRY AND PIN IT UP.







### Continued operation of equipment that needs repair.



I thought the  
fuel was loaded  
with fuel.

... READ THE REPORT  
AND THE DISCUSSION!  
LET ME HEAR YOUR  
SIDE!



### Delays in ship action.



BEFORE WEAS LASH...  
I GOT A STACK OF AIR TANKS  
WE MADE WITH BELL HOPPER-  
BUT YOU'VE A MESS!

READING REPORT AND  
LOOK AT THE FACTS!  
WHAT YOU WANT?  
TACT?



### Fair supply action.



WELL I GOT A MESSAGE  
AND BY INSTANT MAIL!  
I-M-S-T-I-W-O-T

THE READ THE REPORT, YOU  
JUNE AND THE EQUIPMENT!  
LET ME HEAR YOUR  
SIDE!





When you're assigned to a job or "job" on a log book form of Army equipment, you're going to find yourself "going steady" with a book.

It's called the Equipment Log Book. And it's an "assembly," made up of a special binder that covers ESM 71 13-880-1104 (1981) and a few loose forms.

The first form in the log book will be a page of general instructions with an index, DA Form 2488-1 or 2488-2 if it's for administrative-use equipment (2488-1 or 2).

The log can be the dispatch authority for medical equipment. But the Equipment Utilization Record, DA Form 2488, may also be used with medical equipment if the CG of your outfit says so, like it says in para 21.1.1.1 of TM 18-118.

The basic log book for a major item of equipment, is made up of a few loose forms. So let's take 'em up as they'll normally appear, when issued with new equipment.... or made up for equipment that is old.

### EQUIPMENT DA FORM 2488-1

This form is to be filled in by the user to show change of the equipment (acquire, re-issued, repaired and checked by the given leader or operator).



The first entry will show the hours and minutes working for the unit in the month.

Mark it to show it's correct even from the previous month.

Enter the date (day, month) used in column 1, and enter hours and minutes working in column 2.



Enter total gallons of fuel added during the day in column 3 and enter square of oil added to fuel components in column 4 (if no fuel or oil is added leave both 3 and 4 blank or 0). Also, check marks or initials other components that may need to be added in blank space in the heading of column 4. Oil changes go on 2400-1.

Always be sure of operation when not indicated in the way to enter an hour equivalent value of time if desired for equipment fuel MP.

This form is the same one that's used for the daily log, except that on this one you check "monthly" in section 5. The equipment commander or operator completes and makes the entries on this form at the end of each month.

Each month enter the day (month and year) and the hours or miles of operation for the month. To go total hours or miles from your daily log, subtract the reading for the beginning of the month from the reading at the end of the month.

Enter total gallons of fuel added during the month and total square of oil

### EQUIPMENT DAILY LOG.

### DA FORM 2400-1



*Good, Motor Day, 2400-1*

| DATE     | HOURS | FUEL | OIL | REMARKS    |
|----------|-------|------|-----|------------|
| April 22 | 10:00 | 10   | 1   | Oil change |
| April 23 | 10:00 | 10   | 1   |            |
| April 24 | 10:00 | 10   | 1   |            |
| April 25 | 10:00 | 10   | 1   |            |
| April 26 | 10:00 | 10   | 1   |            |
| April 27 | 10:00 | 10   | 1   |            |
| April 28 | 10:00 | 10   | 1   |            |
| April 29 | 10:00 | 10   | 1   |            |
| April 30 | 10:00 | 10   | 1   |            |

*Good, Motor Day, 2400-1*

| DATE     | HOURS | FUEL | OIL | REMARKS    |
|----------|-------|------|-----|------------|
| April 22 | 10:00 | 10   | 1   | Oil change |
| April 23 | 10:00 | 10   | 1   |            |
| April 24 | 10:00 | 10   | 1   |            |
| April 25 | 10:00 | 10   | 1   |            |
| April 26 | 10:00 | 10   | 1   |            |
| April 27 | 10:00 | 10   | 1   |            |
| April 28 | 10:00 | 10   | 1   |            |
| April 29 | 10:00 | 10   | 1   |            |
| April 30 | 10:00 | 10   | 1   |            |

**DAILY**

Make a check 1, 1 under column 1 to indicate whether equipment has an operational deficiency. If check indicates an deficiency in column 1, the crew chief or operator makes a check in column 1 and signs the entry in column 2, but when a deficiency is noted in column 1, the number of days the equipment is non-operational will be entered in column 3, and the entry will then be signed by the mechanic or maintenance officer in operation when the deficiency is corrected.



Remember to file the equipment and engine hour or mile number on within last 10 days of the form.

added during the month in each of the components. Use same area listed on the daily log 1. If more was added, leave space blank.

Total days the equipment was non-operational (check marks) during the month will be entered in column 3 and the entry will be signed by the equipment commander or operator.

After the daily log data is made and transferred to the monthly log, any daily log forms that are completely filled in (both sides) will be destroyed. But take care you don't run 'em away before the info is transferred.

### EQUIPMENT MONTHLY LOG.

### DA FORM 2400-1

*Good, Motor Day, 2400-1*

| DATE     | HOURS | FUEL | OIL | REMARKS |
|----------|-------|------|-----|---------|
| April 1  | 10:00 | 10   | 1   |         |
| April 2  | 10:00 | 10   | 1   |         |
| April 3  | 10:00 | 10   | 1   |         |
| April 4  | 10:00 | 10   | 1   |         |
| April 5  | 10:00 | 10   | 1   |         |
| April 6  | 10:00 | 10   | 1   |         |
| April 7  | 10:00 | 10   | 1   |         |
| April 8  | 10:00 | 10   | 1   |         |
| April 9  | 10:00 | 10   | 1   |         |
| April 10 | 10:00 | 10   | 1   |         |
| April 11 | 10:00 | 10   | 1   |         |
| April 12 | 10:00 | 10   | 1   |         |
| April 13 | 10:00 | 10   | 1   |         |
| April 14 | 10:00 | 10   | 1   |         |
| April 15 | 10:00 | 10   | 1   |         |
| April 16 | 10:00 | 10   | 1   |         |
| April 17 | 10:00 | 10   | 1   |         |
| April 18 | 10:00 | 10   | 1   |         |
| April 19 | 10:00 | 10   | 1   |         |
| April 20 | 10:00 | 10   | 1   |         |
| April 21 | 10:00 | 10   | 1   |         |
| April 22 | 10:00 | 10   | 1   |         |
| April 23 | 10:00 | 10   | 1   |         |
| April 24 | 10:00 | 10   | 1   |         |
| April 25 | 10:00 | 10   | 1   |         |
| April 26 | 10:00 | 10   | 1   |         |
| April 27 | 10:00 | 10   | 1   |         |
| April 28 | 10:00 | 10   | 1   |         |
| April 29 | 10:00 | 10   | 1   |         |
| April 30 | 10:00 | 10   | 1   |         |

*Good, Motor Day, 2400-1*

| DATE     | HOURS | FUEL | OIL | REMARKS |
|----------|-------|------|-----|---------|
| April 1  | 10:00 | 10   | 1   |         |
| April 2  | 10:00 | 10   | 1   |         |
| April 3  | 10:00 | 10   | 1   |         |
| April 4  | 10:00 | 10   | 1   |         |
| April 5  | 10:00 | 10   | 1   |         |
| April 6  | 10:00 | 10   | 1   |         |
| April 7  | 10:00 | 10   | 1   |         |
| April 8  | 10:00 | 10   | 1   |         |
| April 9  | 10:00 | 10   | 1   |         |
| April 10 | 10:00 | 10   | 1   |         |
| April 11 | 10:00 | 10   | 1   |         |
| April 12 | 10:00 | 10   | 1   |         |
| April 13 | 10:00 | 10   | 1   |         |
| April 14 | 10:00 | 10   | 1   |         |
| April 15 | 10:00 | 10   | 1   |         |
| April 16 | 10:00 | 10   | 1   |         |
| April 17 | 10:00 | 10   | 1   |         |
| April 18 | 10:00 | 10   | 1   |         |
| April 19 | 10:00 | 10   | 1   |         |
| April 20 | 10:00 | 10   | 1   |         |
| April 21 | 10:00 | 10   | 1   |         |
| April 22 | 10:00 | 10   | 1   |         |
| April 23 | 10:00 | 10   | 1   |         |
| April 24 | 10:00 | 10   | 1   |         |
| April 25 | 10:00 | 10   | 1   |         |
| April 26 | 10:00 | 10   | 1   |         |
| April 27 | 10:00 | 10   | 1   |         |
| April 28 | 10:00 | 10   | 1   |         |
| April 29 | 10:00 | 10   | 1   |         |
| April 30 | 10:00 | 10   | 1   |         |

**MONTHLY**

## EQUIPMENT LUBRICATION

## RECORD, ON FORM 2408-2

For information on equipment maintenance and repair, contact your nearest GSA office. For more information on this program, call 1-800-451-5017.

You enter the number and date of the oil that's used in the upper right-hand corner of the form (Block 2). If there's no oil, leave it blank.

Enter the day, month and year of the later service (3) and the frequency or schedule (making 3).

*Land, 2000 Ave., 44442*

| DATE          | QUANTITY | TYPE       | REMARKS |
|---------------|----------|------------|---------|
| 1. 10-10-2000 | 1.00     | SAE 15W-40 |         |
| 2. 10-20-2000 | 1.00     | SAE 15W-40 |         |
| 3. 10-30-2000 | 1.00     | SAE 15W-40 |         |

In the "oil-change" column (4), enter the number of quarts of oil used to refill each component of the equipment (add additional components as required for your equipment in blank space in the heading). If none was added, leave space blank.

In column 5, enter "Y" or "N" to indicate if the filter was changed. Mark "X" in the space for listing additional filters that may be on the equipment.



Write "yes" or "no" to indicate whether a complete lubrication service has been done on components listed in column 4. A complete lubrication means servicing all points listed in the equipment (5).

If there's additional components to be listed, write "yes" in the blank space in the heading.

Write any remarks under special conditions or reasons for the service (like "after loading") in the space for "remarks" and sign in the last column.

*P-R 2227 2-2000 10-10-00*

| DATE        | QUANTITY | TYPE       | REMARKS | INITIALS |
|-------------|----------|------------|---------|----------|
| 1. 10-10-00 | 1.00     | SAE 15W-40 |         |          |
| 2. 10-20-00 | 1.00     | SAE 15W-40 |         |          |
| 3. 10-30-00 | 1.00     | SAE 15W-40 |         |          |

Filled-in lubrication record forms will be destroyed one year after the date of the last entry on "yes" (5B 242-4001). Also, check your local GPO.

## EQUIPMENT MAINTENANCE

## RECORD (ORGANIZATIONAL) ON FORM 2408-3-1 OR AN FORM 2408-3

Your equipment log will carry either DA Form 2408-3-1 or DA Form 2408-3. You'll find the selected list of equipment items that get the -3's, check-out form in Appendix III of TM 38-750.

| DATE     | DESCRIPTION | INITIALS | REMARKS |
|----------|-------------|----------|---------|
| 10-10-00 | Oil change  |          |         |
| 10-20-00 | Oil change  |          |         |
| 10-30-00 | Oil change  |          |         |



When you're using DA Form 2408-3-1, the white control copy (2a, 1) is for use by higher headquarters. The yellow copy is to be filled and mailed to the national agency. (For mobile or electronic equipment mail weekly or when filled in, or other forms mail quarterly or when filled in, whichever comes first.) The white log book copy (2a, 2) stays in the log.





WHEN EQUIPMENT IS TO BE MAINTAINED, THE MAINTENANCE PERSONNEL WILL BE NOTIFIED BY THE OPERATOR.

WHEN EQUIPMENT IS TO BE MAINTAINED, THE MAINTENANCE PERSONNEL WILL BE NOTIFIED BY THE OPERATOR.

For equipment that doesn't fit the DA Form, a single used DA Form 2408-1 is used.

Enter the date, location or alternate reading or record filed, a brief description of the work or repair, man-hours, and PM or part number and quantity of parts used. Then indicate under "remarks" if an Equipment Improvement Recommendation Card on DA Form 2409-1 was utilized and sign the entry (checkmark or approved).

| EQUIPMENT NO.                        |             | EQUIPMENT TYPE      |             |
|--------------------------------------|-------------|---------------------|-------------|
| TRENCHER, UTILITY, 4-1/2, 400, 400-1 |             | 4-1/2-400-1         |             |
| DATE                                 | LOCATION    | DESCRIPTION OF WORK | REMARKS     |
| 4-10-68                              | REPAIR SHOP | REPAIR OF ENGINE    | REPAIR SHOP |
| 4-10-68                              | REPAIR SHOP | REPAIR OF ENGINE    | REPAIR SHOP |
| 4-10-68                              | REPAIR SHOP | REPAIR OF ENGINE    | REPAIR SHOP |
| 4-10-68                              | REPAIR SHOP | REPAIR OF ENGINE    | REPAIR SHOP |
| EQUIPMENT NO.                        |             | EQUIPMENT TYPE      |             |
|                                      |             |                     |             |
| EQUIPMENT NO.                        |             | EQUIPMENT TYPE      |             |
|                                      |             |                     |             |

Whichever organizational equipment maintenance record form is used, it's to be filled in by the mechanic who performs the service or repair. And it's used whenever an organization maintenance service or repair is required on periodic intervals or in between. And a copy stays with the equipment log until the equipment gets a depot overhaul or rebuild.

In addition, all inspections of the equipment (annual, command, operator) will be recorded on the DA Form 2408-2 or DA Form 2408-3.



on the first operation. Enter the type of inspection in the "repair and service" column. Entries in other columns will be made by the inspector. Any faults detected will have been recorded on a DA Form 2404, completed in the usual way (See page 10).



## WEAPON RECORD DATA, DA FORM 2498-4

Whenever your equipment includes or carries a rifled cannon tube, the equipment log will include this form. It's to be used to record the number and type of rounds fired during the life of the tube, cannon or liner, and to make a record of its condition. Entries may be made by a tank commander, Platoon Leader, or by the section chief or platoon leader.

AT THE END OF THE ACTION CHECK THE TUBE FOR DAMAGE TO THE TUBE AND TO THE LINER AND RECORD IT IN THE LOG.

YOU CAN USE A COPY OF THIS FORM TO RECORD THE NUMBER AND TYPE OF ROUNDS FIRED DURING THE LIFE OF THE TUBE, CANNON OR LINER. YOU CAN ALSO RECORD THE CONDITION OF THE TUBE AND LINER AT THE END OF THE ACTION.

| DATE   | TIME | TYPE OF WEAPON | TYPE OF PROJECTILE | AMOUNT FIRED | CONDITION OF TUBE AND LINER | REMARKS          |
|--|------|----------------|--------------------|--------------|-----------------------------|------------------|
|  |      |                |                    |              |                             |                  |
| 1954   | 1000 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| 1954   | 1100 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| 1954   | 1200 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| 1954   | 1300 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| 1954   | 1400 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| 1954   | 1500 | 105mm          | AP                 | 100          | GOOD                        | 100 rounds fired |
| (1) change in rate, or velocity of fired rounds<br>(2) projectile type and amount fired - including blanks<br>(3) accumulated total rounds<br>(4) date of next service<br>(5) gauge or velocity measurement - by reference frame<br>(6) and estimated remaining life - in 100 rounds |      |                |                    |              |                             |                  |

Enter the projectile type, gauge, and rate of fire for the equipment get entered at the bottom of the form.

If the tube is included in storage, the form is removed from the log and stored with the tube. When the tube is installed on a new carriage, the form is put in the log for the new carriage. When a form is filled on both sides, or the tube is condemned the form goes mailed to the responsible national agency. (Before mailing, transfer column numbers new form.)

DA Form 2498-4 along with DA Form 2498-3 replaces the Weapon Record Book, DA Form 9-15 and DA Form 9-13-3.

## EQUIPMENT MODIFICATION RECORD, DA FORM 2498-5

All authorized modifications of the equipment are entered on this form. And the owning organization or outfit file in the file on the left side of the form as soon as the MWO is received, no matter who's supposed to do the modification job (unless MWO's are listed in DA Pam 210-11).

Enter the MWO number (1), date of the MWO (M, D) for month or Y for year) (2), the number of the section that's supposed to apply it (3), and the MWO title and kit number (if there's a kit with an FSM (4)). If a second line's needed for this entry, draw a line thru other columns on the second line.



| Date, from day, month |         |            |         | MWO No.   |      |
|-----------------------|---------|------------|---------|-----------|------|
| Kit                   | Section | Applicable | Remarks | Signature | Date |
| 1                     | 2       | 3          | 4       | 5         | 6    |
| 1                     | 2       | 3          | 4       | 5         | 6    |
| 1                     | 2       | 3          | 4       | 5         | 6    |

When the MWO's applied, enter—in the right side of the form—the date (1), the man-hours required (2), and the shop or organization that applied the MWO. This entry is completed and signed by a representative of the organization that applies the MWO. This form is a permanent part of the equipment log.

### EQUIPMENT MAINTENANCE RECORD (SUPPORT ECHELONS—FIELD AND DEPOT), DA FORM 2408-6

| Date, from day, month |         |            |         | MWO No.   |      |
|-----------------------|---------|------------|---------|-----------|------|
| Kit                   | Section | Applicable | Remarks | Signature | Date |
| 1                     | 2       | 3          | 4       | 5         | 6    |
| 1                     | 2       | 3          | 4       | 5         | 6    |
| 1                     | 2       | 3          | 4       | 5         | 6    |

This form is the responsibility of the support organization (field and depot)—not the user. Its file comes from the Maintenance Report, DA Form 2407. It's signed by the mechanic or supervisor, who also writes in the organization making the repair.

This form stays with the equipment until depot overhaul or rebuild.

### EQUIPMENT TRANSFER RECORD, DA FORM 2408-7

This four-copy form is used to record any transfer of accountability for "selected items" of equipment which have tag books. This means any transfer or shipment to another organization, salvage, disposal or loss in combat. It's not used for equipment no longer requested for repair.

Normally, the route where the equipment's coming from prepares the form, if delivery is direct to receiver. (The form will be received by both the sender and the receiver if delivered thru a transportation organization or by common carrier.)



Block 1 lists the organization leasing or receiving the equipment; Block 10 gives the receiving organization and Block 11 shows the original source. Block 7 is used to record changes in attachments on the equipment.

Block 12 shows the date of the transfer, or—in case of an attachment replacement—the date of the replacement.

### EQUIPMENT ACCEPTANCE RECORD, DA FORM 2488-2

This form is the equipment's "birth certificate." It shows the equipment's status, including engineering and design changes, when received from the manufacturer. Entries are made by the accepting inspector.

Army AFMCO's will not be recorded on this form—only White Consolidated DA Form 2488-2. (See page 44.)

The Equipment Acceptance Record is a permanent part of the log.

The four copies are distributed like so: Blue copy to supporting field maintenance; yellow copy to national agency; white control copy to organization's major command; white copy stays in the equipment log as a part of the permanent record.

For Engineer Items, use AR 711-140.



### PROOF ACCEPTANCE RECORD, DA FORM 2488-3

When the log covers a rifled cannon tube, or equipment on which one is installed, it'll have this form with a record of the tube's proof test. The proof test certification is made by the inspector before the tube is delivered to supply.

This is a permanent record, but the form will be removed and packaged with the tube if it goes into storage or added to the log of any other equipment on which the tube is installed.

|  |   |
|--|---|
| APPROVED FOR ISSUE: <i>[Signature]</i><br><i>John, Man, etc.</i> <i>John, Man, etc.</i><br>DATE: <i>1 JUL 48</i> <i>1 JUL 48</i> | THE INSPECTOR HAS<br>INSPECTED THIS<br>EQUIPMENT AND<br>FOUND IT TO BE<br>IN ACCORDANCE WITH<br>THE REQUIREMENTS OF<br>THE TECHNICAL<br>SPECIFICATIONS AND<br>STANDARDS OF THE<br>ARMY. |
| NAME AND ORGANIZATION:<br><i>John M. Stevens, Army</i><br><i>1 JUL 48</i> <i>1 JUL 48</i>  |   |

### EQUIPMENT COMPONENT REGISTER, DA FORM 2488-10

DA Form 2488-10 will be used three different ways. It will be used as an index when several equipment logs are kept in a single binder.

It will also be used when you replace a serially-numbered major component on an used item.

When it records a serially-numbered major component on the end item, insert this form in the end item log book (It's for engines, transmissions, final drives, compressors, winches, scroll mechanisms, power-control units, auxiliary power plants, etc.)

At the top, enter the end item identification and serial number. Leave "old" columns blank, for components installed with date and serial number, and keep as a permanent part of the end item log.

(The "old" column is filled in when the 2409-30 is used as a log transfer index.)

| Date: <u>10/20/88</u> , <u>10:00 AM</u> , <u>10001</u> |               | SERIAL NUMBER |       |       |       |
|--|---------------|---------------|-------|-------|-------|
| Old  | NEW           | Old           | NEW   | Old   | NEW   |
|  |               | 10001         | 10002 | 10003 | 10004 |
|  | <u>Engine</u> | <u>10001</u>  |       |       |       |
|  | <u>Engine</u> | <u>10002</u>  |       |       |       |
|  | <u>Engine</u> | <u>10003</u>  |       |       |       |
|  | <u>Engine</u> | <u>10004</u>  |       |       |       |
| EQUIPMENT IDENTIFICATION NUMBER                        |               | DATE          |       |       |       |
| TYPE   |               |               |       |       |       |

For detailed use of this form (with vehicle equipment) see page 53.

## EQUIPMENT MAINTENANCE LOG (CONSOLIDATED)

### DM FORM 2409

This is the single-card log. It can be used as an insert in a log book, or as a separate log on other equipment. **NOV 88 7:40 AM PAGE 64**

Having a log book, you'll want to check it over **regularly** by law.

First, make sure you've got the right book. It should have the equipment registration or serial number, or both, on the front and inside cover.

Second, make use of all parts of the book so it is properly filed in the index. (Detailed instructions for best

practices, DM Form 2409 or 2409A, and Appendix II of the TM.

Third, see that the equipment lubrication record, DM Form 2409-2, fits the form (it fits the equipment block, DM Form 2409-0).

Keep your data equipment log with a fire extinguisher and keep it out of the fire and away from water. Take it away on the maintenance stand inside the front canopy. "Damage, loss, or destruction of this book as a result of negligence will be cause for disciplinary action."



# MISSILE

# SYSTEMS FORMS

You can check Appendix B, TM 36-740, for the missile equipment forms you use, and also for which forms each form'll use. In a handy log book for missile systems equipment, for example, you'll have:

- 24 Form 700-2, Equipment Lubrication Record
- 24 Form 700-3, Equipment Maintenance Record (Departmental)
- 24 Form 700-3.1, Equipment Maintenance Record (Departmental)
- 24 Form 700-4, Equipment Notification Record
- 24 Form 700-4, Equipment Maintenance Record (Support/Initial)
- 24 Form 700-7, Equipment Transfer Record
- 24 Form 700-8, Equipment Inspection Record
- 24 Form 700-10, Equipment Component Report
- 24 Form 700, Equipment Maintenance Log (Optional)\*

\*This one can be used as an add-on to a log book, to record maintenance info on a separate component and with the major log, or it can be used by itself as a complete log.

One thing you'll see on some of the forms is space where you're supposed to "file how many miles or hours the equipment has run. In the old days, you could make an estimate if you didn't know for sure. That's not so easy today. If you can't see exactly by reading a meter—just what the total mileage or hours figure are, you "log" the log available or applicable in the books.

The first form you come on in your log book for missile systems equipment is **24 Form 700-2**, the Lubrication Record. Even though you haven't been recording tube service on any forms in the past, you shouldn't forget its reading on in this one. (See top of page 48.)

The idea of the 700-2 is to set up a record of scheduled and unscheduled lubrications of equipment. The time is kept in the equipment log for one year after the day you make the last entry. Then it's discarded.



## 24 Form 700-3.1,

**Equipment Maintenance Record, (organization)** is maybe the proudest in the missile systems maintenance record subfamily. The 700-3.1 is used to record important things you want to be sure to file it out—like an O's, and I's or D's. That is, you file with the old 24 (3-10), the Component Evaluation Report.



**DA Form 2406-5, Equipment Maintenance Record (Support Labels - Field and Repair).** This form's for recording what support does on your equipment ... you don't feel with it.

This form that you want to take away when it's **DA Form 2406-7, the Equipment Transfer Record.**

This record "transfer" tells most of the story behind the form. You fill out the 2406-7 whenever you take a piece of equipment—one that's in the equipment log—off your property book ... and someone else picks it up. You also use it when the equipment is declassified, is salvaged or disposed of or that it's stolen. For more, this form is used only on the selected items listed in Appendix B1 of TM 11-710. For the story on this see page 45.

| DA Form 2406-5 (Rev. 1-67) (GPO)                                      |                  | FORM NO. 2406-5 | CLASSIFICATION |
|---|------------------|-----------------|----------------|
| EQUIPMENT MAINTENANCE RECORD (Support Labels - Field and Repair)      |                  | 1               | UNCLASSIFIED   |
| 1. Equipment Name   | 2. Serial Number | 3. UIC          | 4. Activity    |
| 5. Date   | 6. Location      | 7. Activity     | 8. Remarks     |
| 9. Name of Person   | 10. Signature    | 11. Title       | 12. Date       |
| <p>13. Remarks (Do not use for recording operations on this form)</p> |                  |                 |                |

**DA Form 2406-6, the Equipment Appearance Record,** is a map to take care of. You don't do a thing with it—except keep it in your log book.

It's filled out by an inspector long before the equipment works its way from the manufacturer to your outfit. Of course, it doesn't hurt any to give the form a good look-see when you get it. If you have any questions on spaces left blank, ask questions.

If an MWO changes the equipment once it's in your hands, remember that the modification is recorded on **Ed. Form 2406-3**—not the 2406-6.



You might say that DA Form 2408-10, the Equipment Component Register, is tailor-made for mobile system equipment. And it does, in a way, besides.

| EQUIPMENT                       |                                | EQUIPMENT |         |      |         |
|---------------------------------|--------------------------------|-----------|---------|------|---------|
| REGIMENT, BATTAL, COMPANY, etc. |                                | LOGBOOK   |         |      |         |
| NO.                             | DESCRIPTION                    | DATE      | REMARKS | DATE | REMARKS |
| A                               | Plut + MT Body Recharge        | 1954      |         |      |         |
|                                 | Workshop overhaul              | 1954      |         |      |         |
|                                 | Exp. Parts. Mts. MAF           | 1954      |         |      |         |
|                                 | Recharge. Motor. 10430         | 1954      |         |      |         |
|                                 | Recharge. Motor. 10442         | 1954      |         |      |         |
|                                 | Recharge. + Working Circuit.   | 1954      |         |      |         |
|                                 | Maintenance. Repair. Station.  | 1954      |         |      |         |
| B                               | Trans. number. Control. Group. | 1954      |         |      |         |
| EQUIPMENT REGISTER              |                                |           |         |      | 1954    |

The 2408-10 you used as an index for logs when your's use log is kept under one log book...and it becomes a permanent section of the log.

The 2408-10 also is used as an index in a log book so's you can keep track of minor components and their replacements. Once the index is filed, the index is sent back to the national agency.

When it comes to equipment which doesn't get a log book, but still needs a maintenance record, then you use DA Form 2409, the Equipment Maintenance Log (Continued).

You can use the 2409 as a maintenance log for specified equipment that's an end item in itself...or as an index in a log book to take care of equipment that's installed on other end items. When it's used as an index, you maintain it just like a separate log. And make sure it goes along whenever the equipment is sent out for repair or is transferred.

In work for the equipment log forms, all other maintenance and operation forms apply as described elsewhere in this issue.

#### PROF + LINE

Parshall Got any questions about this system of records for the Army's equipment? Oh, maybe you've got some good ideas you'd like to pass along. Well, just shoot 'em along to me in a letter or a post card.



# THREE MORE FORMS



## DA FORM 2402—EXCHANGE TAG

You use it to identify parts, components or assemblies turned in on direct exchange. You also use it to identify an unserviceable item turned in as an ER-104 Form 2407' substitute.



## DA FORM 2405—MAINTENANCE REQUEST REGISTER

It's usually for field maintenance, but you can use it at organizational level so you'll have a record of work you've requested.

Fill it out after all jobs are finished; support people have to keep it for a year after the close of the fiscal year.

## DA FORM 2485—EQUIPMENT STATUS AND DEADLINE REPORT

This report is usually required by command at all levels. It keeps you updated on what equipment's ready for operation.

Company or battery level use this report and they are consolidated as they go up the line.

On the back, your CO may use the normal date (28 Oct 60) or the last number for the year—"1" for 1960 and the number of the day in the year, like "301" for 28 Oct. So, "101" gives you 18 Oct 61.

FOR AIR TYPES USE THE

# AIRCRAFT

# LOG



The DA Form 2408 Index says each aircraft log will consist of some of the general forms used with all types of Army equipment along with the special forms peculiar to aircraft.

General forms have already been discussed, so we'll show you the forms that are peculiar to aircraft—right now.

Only one of them—the DA Form 2413, "Component Removal and Repair/Overhaul Record"—deserves being in the top. It's the historical record for components during the time they're removed from an aircraft.

## White Forms in the Cockpit

The new 2408-12 Army Aviator's Flight Record, 2408-11 Aircraft Inspection and Maintenance Record, and 2408-14 Unscheduled Parts Record are its white to show that they will be kept in the aircraft along with any weights and balances forms that may be required.

The remaining aircraft forms are blue and will be kept in the maintenance shack. In any case you want to keep an entire log in the aircraft, you make two duplicates of the blue forms for that purpose.



## 2408-12

The basic change in the new flight record (12) is the alteration of those lines for major aircraft flights. The extra space is to cover the increasing number of flying hours you're being

assigned to missions. Because of the four-space grouping in Column 6, you now have an extra space in Column 11 for recording round-trip type flights.

## 2408-11

This new inspection and maintenance record (11) doesn't provide for calendar inspections and until all the TMs on individual aircraft are brought in line you may have to inspect like using Block 10 for calendar inspections. Block 9 is laid out according to the current thinking of inspection by aircraft hours only. The "Daily" inspection is always recorded by Blocks 17, 20 and the "other" space in Block 9 is for any future use or special requirements that might come up.

Some guys for Blocks 10 and 11. It's extra space that local commanders can use.

Back over to Block 7 now. Keep in mind that lower 1, 2 & 3 refer to the aircraft's status.

Remember that communication, navigation and identification equipment cannot be observed from the rest of the aircraft and is considered "mission essential equipment." Under current operating procedures, your aircraft has no other way to go on a red disposal status if your VHF or Omni is out. For example, if the IFF is broken, you don't want to find that found for the wild blue as a result of a simulated mission, either. I'll be (pp. 24.)



But if surveillance-type equipment—like cameras or side-looking radars—are not operational, the aircraft can still be flown without any limitations. The difference is that you can't schedule any surveillance missions until the end of it removed from the "aircraft" list.

| Block | Task                    | Due Date   | By Whom  | Remarks | Signature | Date       |
|-------|-------------------------|------------|----------|---------|-----------|------------|
| 1     | Pre-flight inspection   | 08/15/2011 | John Doe | OK      | John Doe  | 08/15/2011 |
| 2     | Engine oil change       | 08/20/2011 | John Doe | OK      | John Doe  | 08/20/2011 |
| 3     | Landing gear inspection | 08/25/2011 | John Doe | OK      | John Doe  | 08/25/2011 |
| 4     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 5     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 6     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 7     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 8     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 9     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 10    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 11    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 12    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 13    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 14    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 15    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 16    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 17    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 18    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 19    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 20    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |



Blocks 11 and 12 require an entry only when you're filling the tasks. An entry for drabbing tasks. A servicing entry is still required for a simple cycleball check—since your signature means all tasks topped off.

Drilling down to Blocks 17-20, the old system numbers have disappeared. Inspection items are listed by sequence numbers and, eventually, all aircraft TN's will show you in the inspection section of the -88 for use with the new EMI worksheet (page 187).

TCTN's posted to the -88 service record that include inspection requirements must also be entered in Blocks 17-20 on the -88. Reporting requirements will be issued as changes to the inspection chapter of the TM. Until the next TM change a reminder should be issued into Block 18, but as each recurring inspection comes due, it must be entered and signed off in Blocks 17-20. MFC's and TCTN's which direct modifications are posted to the -88.

### M88-14

The Unmanned Flight Record (U-14) is familiar looking. The only point to note here is that when you give you your own reference supply action on needed repair parts—be explicit that a non-safety of flight repair or inspection is being delayed until the next scheduled maintenance inspection.

| Block | Task                    | Due Date   | By Whom  | Remarks | Signature | Date       |
|-------|-------------------------|------------|----------|---------|-----------|------------|
| 1     | Pre-flight inspection   | 08/15/2011 | John Doe | OK      | John Doe  | 08/15/2011 |
| 2     | Engine oil change       | 08/20/2011 | John Doe | OK      | John Doe  | 08/20/2011 |
| 3     | Landing gear inspection | 08/25/2011 | John Doe | OK      | John Doe  | 08/25/2011 |
| 4     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 5     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 6     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 7     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 8     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 9     | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 10    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 11    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 12    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 13    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 14    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 15    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 16    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 17    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 18    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 19    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |
| 20    | Annual inspection       | 09/01/2011 | John Doe | OK      | John Doe  | 09/01/2011 |

### THE REST FORMS

The -11 (Service Record for Aircraft) is a consolidated historical record for the entire aircraft, the -15 (Component Installation and Removal Record) does the same job for aircraft components, and the -17 (Aircraft Inventory Record) covers aircraft property.



another, you just transfer its info from the first aircraft's -35 to the second's -35.

No serviceable item that's taken off your aircraft will go anywhere without a 2420. This is that component's 201 kit, if it's lost or missing.

lated, that component will show up on the other end with 1702/10/10/10/10. That means making an allowable (170/10/22-10) but dangerous assumption—without some testing or throwing away other serviceable or repairable items. Becausey dollars drive the clock.



## COMPONENT REMOVAL



The first step after removal is to attach the appropriate tag to the item, per 28 14-11 Quid d'it. The 2420 or 2422 exchange tag (page 28) does not replace this action. Then fill out all of Section I and II on the 2420 from the info on your -35.

If the item is new, Block 11 can take an "N/A" or be left blank. Blocks 14 and 15 should correspond to the tag info.

In addition, all completed modifications affecting this component should be listed in Block 11. If there's not enough room, just reference an attached copy of 2420-3 which you extract from the aircraft's -3.

If any extracted modifications deal only with this component, you can list out and initial the same MWD's on the -4 for the aircraft, since the replacement component installed at a later date may or may not have the same modifications completed on it. Then the modification record would no longer show the new configuration on that aircraft.

By the way, configuration control is the responsibility of the station, although Tool or Tool may be authorized to do the actual job of accomplishing the modification, because of its maintenance importance.

After completing Section I and II, you mail the 2420's carbon copy to the TMC address in TM 36-750 and place the original copy in a wrapped envelope. (Put the envelope right inside the shipping container or, if the container's too small, attach the envelope to the outside with mailing tape.)



## QCA ACCESSORIES



Each accessory attached to a quick change assembly will also need a separate 2420, because the individual accessories which are part of the assembly may decide to become unserviceable before the normal TBO of the entire assembly.



DO YOU HAVE AN ACCESSORY?

## REPAIR OR REPLACE

WHAT ABOUT YOUR -35?



The 2420 part will then be repaired by your direct support—or evaluated as your overhead activity for repair, overhaul or disposal. If repaired, Section III will be filled in . . . if overhauled or disposed of, Section IV takes the necessary

into Blocks 20 and 22 will only be used if a component is modified in a different configuration and then returned for continued service by the overhaul activity.

## COMPONENT INSTALLATION

Every replacement component you receive must have the original copy of its 2410 attached to its container. If it doesn't, you can write to TMC for a copy of the info on the carbon copy. That's the reason for this carbon copy business . . . also why failing to mail it to TMC can leave you the whole deal.

You just read off the 2410 info for your new container on the -14 for the aircraft receiving that replacement. If MPWOs are referenced in Block 13 of the 2410, you enter them on the aircraft's -14 modification record. Then we may open space in either Block 15 or 16 of the 2410 to write in the tail number of the aircraft on which you're installing this component.

**FIGURE 1** TMC Form 2410, Component Installation Record

This helps to complete the configuration control story for TMC when you mail in the 2410 original. This also completes the cycle and gives TMC a continuous history of that component from the time it left one aircraft and was installed on another.

## AIRCRAFT PROPERTY, -17

| NO. | DESCRIPTION       | QUANTITY |          | UNIT | REMARKS |
|-----|-------------------|----------|----------|------|---------|
|     |                   | ISSUED   | RECEIVED |      |         |
| 1   |                   |          |          |      |         |
| 2   | 100 lbs. - 100000 | 1        | 1        |      | REMOVED |
| 3   | 100 lbs. - 100000 | 1        | 1        |      | REMOVED |

| NO. | DESCRIPTION       | REMARKS |
|-----|-------------------|---------|
| 1   | 100 lbs. - 100000 |         |
| 2   | 100 lbs. - 100000 |         |
| 3   | 100 lbs. - 100000 |         |

Since the -17 inventory record takes the place of both the old DD Form 780-1 and 780-2, the old -2 storage info has been consolidated into this single form in column 4. You may find it helpful to enter these temporarily removed in Block 14 of the -15, copying it forward on the -13 and replaced on the aircraft. But only when the aircraft is out due for inventory or transfer at

the time of removal. This could reduce the quantity of equipment checks, thereby cutting down the number of times you'd have to enter the same item in column 4 and conserving space in column 4 of the -17.

You take the area designation in Block 5 from the aircraft number breakdown shown in the TM -26 for that aircraft.



IT SHOWS THE USE

# DA FORM 2400— EQUIPMENT UTILIZATION RECORD

This form should be on every rig you because it's a first cousin to the rig sticker, DD Form 118, Vehicle and Equipment Operational Record.

The 2400 is used to dispatch equip-

ment, show of departures and arrivals, loads, volume or hour readings, fuel used, plus notes on any unusual happenings—things not recorded on the equipment's DD Form 1184 worksheet.

## WHY MORE NOTES

Commanders of tactical units may use DA Form 2400 *ALONG* with the log book to dispatch their equipment. Mainly, tho, DA Form 2400 is for authorizing dispatch of equipment that needs maintenance plus record of use.

## HOW IT'S USED

The appearance of the DA Form 2400 is similar to the old DD Form 118. It doesn't have the space for the daily checks—otherwise the forms are alike. For example:

The bottom part of the new form has the same space to be filled in that you found on the back of the old rig sticker.

The back of the form is a continuation of the bottom portion of the front of the form with the exception of the REMARKS space. This space is for listing any unusual or abnormal occurrences. That is, anything that's not a mechanical failure and, therefore, not reported on a 1184.

When you've finished a day's run, and completed all entries in the log, use the 2400 to file the dispatches or log run complete log records. Then be sure to file the 2400 if there's no further need for it.

| UNIT            |               | DATE  |     | TIME  |       | MILEAGE |      | FUEL  |      | REMARKS |      |
|-----------------|---------------|-------|-----|-------|-------|---------|------|-------|------|---------|------|
| REGIMENT        | COMPANY       | MONTH | DAY | START | STOP  | START   | STOP | START | STOP | START   | STOP |
| 1ST BATTALION   | 1ST COMPANY   | JUN   | 15  | 0600  | 1800  | 100     | 150  | 10    | 15   |         |      |
| 2ND BATTALION   | 2ND COMPANY   | JUN   | 15  | 0700  | 1900  | 120     | 180  | 12    | 18   |         |      |
| 3RD BATTALION   | 3RD COMPANY   | JUN   | 15  | 0800  | 2000  | 140     | 200  | 14    | 20   |         |      |
| 4TH BATTALION   | 4TH COMPANY   | JUN   | 15  | 0900  | 2100  | 160     | 220  | 16    | 22   |         |      |
| 5TH BATTALION   | 5TH COMPANY   | JUN   | 15  | 1000  | 2200  | 180     | 240  | 18    | 24   |         |      |
| 6TH BATTALION   | 6TH COMPANY   | JUN   | 15  | 1100  | 2300  | 200     | 260  | 20    | 26   |         |      |
| 7TH BATTALION   | 7TH COMPANY   | JUN   | 15  | 1200  | 2400  | 220     | 280  | 22    | 28   |         |      |
| 8TH BATTALION   | 8TH COMPANY   | JUN   | 15  | 1300  | 2500  | 240     | 300  | 24    | 30   |         |      |
| 9TH BATTALION   | 9TH COMPANY   | JUN   | 15  | 1400  | 2600  | 260     | 320  | 26    | 32   |         |      |
| 10TH BATTALION  | 10TH COMPANY  | JUN   | 15  | 1500  | 2700  | 280     | 340  | 28    | 34   |         |      |
| 11TH BATTALION  | 11TH COMPANY  | JUN   | 15  | 1600  | 2800  | 300     | 360  | 30    | 36   |         |      |
| 12TH BATTALION  | 12TH COMPANY  | JUN   | 15  | 1700  | 2900  | 320     | 380  | 32    | 38   |         |      |
| 13TH BATTALION  | 13TH COMPANY  | JUN   | 15  | 1800  | 3000  | 340     | 400  | 34    | 40   |         |      |
| 14TH BATTALION  | 14TH COMPANY  | JUN   | 15  | 1900  | 3100  | 360     | 420  | 36    | 42   |         |      |
| 15TH BATTALION  | 15TH COMPANY  | JUN   | 15  | 2000  | 3200  | 380     | 440  | 38    | 44   |         |      |
| 16TH BATTALION  | 16TH COMPANY  | JUN   | 15  | 2100  | 3300  | 400     | 460  | 40    | 46   |         |      |
| 17TH BATTALION  | 17TH COMPANY  | JUN   | 15  | 2200  | 3400  | 420     | 480  | 42    | 48   |         |      |
| 18TH BATTALION  | 18TH COMPANY  | JUN   | 15  | 2300  | 3500  | 440     | 500  | 44    | 50   |         |      |
| 19TH BATTALION  | 19TH COMPANY  | JUN   | 15  | 2400  | 3600  | 460     | 520  | 46    | 52   |         |      |
| 20TH BATTALION  | 20TH COMPANY  | JUN   | 15  | 2500  | 3700  | 480     | 540  | 48    | 54   |         |      |
| 21TH BATTALION  | 21TH COMPANY  | JUN   | 15  | 2600  | 3800  | 500     | 560  | 50    | 56   |         |      |
| 22TH BATTALION  | 22TH COMPANY  | JUN   | 15  | 2700  | 3900  | 520     | 580  | 52    | 58   |         |      |
| 23TH BATTALION  | 23TH COMPANY  | JUN   | 15  | 2800  | 4000  | 540     | 600  | 54    | 60   |         |      |
| 24TH BATTALION  | 24TH COMPANY  | JUN   | 15  | 2900  | 4100  | 560     | 620  | 56    | 62   |         |      |
| 25TH BATTALION  | 25TH COMPANY  | JUN   | 15  | 3000  | 4200  | 580     | 640  | 58    | 64   |         |      |
| 26TH BATTALION  | 26TH COMPANY  | JUN   | 15  | 3100  | 4300  | 600     | 660  | 60    | 66   |         |      |
| 27TH BATTALION  | 27TH COMPANY  | JUN   | 15  | 3200  | 4400  | 620     | 680  | 62    | 68   |         |      |
| 28TH BATTALION  | 28TH COMPANY  | JUN   | 15  | 3300  | 4500  | 640     | 700  | 64    | 70   |         |      |
| 29TH BATTALION  | 29TH COMPANY  | JUN   | 15  | 3400  | 4600  | 660     | 720  | 66    | 72   |         |      |
| 30TH BATTALION  | 30TH COMPANY  | JUN   | 15  | 3500  | 4700  | 680     | 740  | 68    | 74   |         |      |
| 31TH BATTALION  | 31TH COMPANY  | JUN   | 15  | 3600  | 4800  | 700     | 760  | 70    | 76   |         |      |
| 32TH BATTALION  | 32TH COMPANY  | JUN   | 15  | 3700  | 4900  | 720     | 780  | 72    | 78   |         |      |
| 33TH BATTALION  | 33TH COMPANY  | JUN   | 15  | 3800  | 5000  | 740     | 800  | 74    | 80   |         |      |
| 34TH BATTALION  | 34TH COMPANY  | JUN   | 15  | 3900  | 5100  | 760     | 820  | 76    | 82   |         |      |
| 35TH BATTALION  | 35TH COMPANY  | JUN   | 15  | 4000  | 5200  | 780     | 840  | 78    | 84   |         |      |
| 36TH BATTALION  | 36TH COMPANY  | JUN   | 15  | 4100  | 5300  | 800     | 860  | 80    | 86   |         |      |
| 37TH BATTALION  | 37TH COMPANY  | JUN   | 15  | 4200  | 5400  | 820     | 880  | 82    | 88   |         |      |
| 38TH BATTALION  | 38TH COMPANY  | JUN   | 15  | 4300  | 5500  | 840     | 900  | 84    | 90   |         |      |
| 39TH BATTALION  | 39TH COMPANY  | JUN   | 15  | 4400  | 5600  | 860     | 920  | 86    | 92   |         |      |
| 40TH BATTALION  | 40TH COMPANY  | JUN   | 15  | 4500  | 5700  | 880     | 940  | 88    | 94   |         |      |
| 41TH BATTALION  | 41TH COMPANY  | JUN   | 15  | 4600  | 5800  | 900     | 960  | 90    | 96   |         |      |
| 42TH BATTALION  | 42TH COMPANY  | JUN   | 15  | 4700  | 5900  | 920     | 980  | 92    | 98   |         |      |
| 43TH BATTALION  | 43TH COMPANY  | JUN   | 15  | 4800  | 6000  | 940     | 1000 | 94    | 100  |         |      |
| 44TH BATTALION  | 44TH COMPANY  | JUN   | 15  | 4900  | 6100  | 960     | 1020 | 96    | 102  |         |      |
| 45TH BATTALION  | 45TH COMPANY  | JUN   | 15  | 5000  | 6200  | 980     | 1040 | 98    | 104  |         |      |
| 46TH BATTALION  | 46TH COMPANY  | JUN   | 15  | 5100  | 6300  | 1000    | 1060 | 100   | 106  |         |      |
| 47TH BATTALION  | 47TH COMPANY  | JUN   | 15  | 5200  | 6400  | 1020    | 1080 | 102   | 108  |         |      |
| 48TH BATTALION  | 48TH COMPANY  | JUN   | 15  | 5300  | 6500  | 1040    | 1100 | 104   | 110  |         |      |
| 49TH BATTALION  | 49TH COMPANY  | JUN   | 15  | 5400  | 6600  | 1060    | 1120 | 106   | 112  |         |      |
| 50TH BATTALION  | 50TH COMPANY  | JUN   | 15  | 5500  | 6700  | 1080    | 1140 | 108   | 114  |         |      |
| 51TH BATTALION  | 51TH COMPANY  | JUN   | 15  | 5600  | 6800  | 1100    | 1160 | 110   | 116  |         |      |
| 52TH BATTALION  | 52TH COMPANY  | JUN   | 15  | 5700  | 6900  | 1120    | 1180 | 112   | 118  |         |      |
| 53TH BATTALION  | 53TH COMPANY  | JUN   | 15  | 5800  | 7000  | 1140    | 1200 | 114   | 120  |         |      |
| 54TH BATTALION  | 54TH COMPANY  | JUN   | 15  | 5900  | 7100  | 1160    | 1220 | 116   | 122  |         |      |
| 55TH BATTALION  | 55TH COMPANY  | JUN   | 15  | 6000  | 7200  | 1180    | 1240 | 118   | 124  |         |      |
| 56TH BATTALION  | 56TH COMPANY  | JUN   | 15  | 6100  | 7300  | 1200    | 1260 | 120   | 126  |         |      |
| 57TH BATTALION  | 57TH COMPANY  | JUN   | 15  | 6200  | 7400  | 1220    | 1280 | 122   | 128  |         |      |
| 58TH BATTALION  | 58TH COMPANY  | JUN   | 15  | 6300  | 7500  | 1240    | 1300 | 124   | 130  |         |      |
| 59TH BATTALION  | 59TH COMPANY  | JUN   | 15  | 6400  | 7600  | 1260    | 1320 | 126   | 132  |         |      |
| 60TH BATTALION  | 60TH COMPANY  | JUN   | 15  | 6500  | 7700  | 1280    | 1340 | 128   | 134  |         |      |
| 61TH BATTALION  | 61TH COMPANY  | JUN   | 15  | 6600  | 7800  | 1300    | 1360 | 130   | 136  |         |      |
| 62TH BATTALION  | 62TH COMPANY  | JUN   | 15  | 6700  | 7900  | 1320    | 1380 | 132   | 138  |         |      |
| 63TH BATTALION  | 63TH COMPANY  | JUN   | 15  | 6800  | 8000  | 1340    | 1400 | 134   | 140  |         |      |
| 64TH BATTALION  | 64TH COMPANY  | JUN   | 15  | 6900  | 8100  | 1360    | 1420 | 136   | 142  |         |      |
| 65TH BATTALION  | 65TH COMPANY  | JUN   | 15  | 7000  | 8200  | 1380    | 1440 | 138   | 144  |         |      |
| 66TH BATTALION  | 66TH COMPANY  | JUN   | 15  | 7100  | 8300  | 1400    | 1460 | 140   | 146  |         |      |
| 67TH BATTALION  | 67TH COMPANY  | JUN   | 15  | 7200  | 8400  | 1420    | 1480 | 142   | 148  |         |      |
| 68TH BATTALION  | 68TH COMPANY  | JUN   | 15  | 7300  | 8500  | 1440    | 1500 | 144   | 150  |         |      |
| 69TH BATTALION  | 69TH COMPANY  | JUN   | 15  | 7400  | 8600  | 1460    | 1520 | 146   | 152  |         |      |
| 70TH BATTALION  | 70TH COMPANY  | JUN   | 15  | 7500  | 8700  | 1480    | 1540 | 148   | 154  |         |      |
| 71TH BATTALION  | 71TH COMPANY  | JUN   | 15  | 7600  | 8800  | 1500    | 1560 | 150   | 156  |         |      |
| 72TH BATTALION  | 72TH COMPANY  | JUN   | 15  | 7700  | 8900  | 1520    | 1580 | 152   | 158  |         |      |
| 73TH BATTALION  | 73TH COMPANY  | JUN   | 15  | 7800  | 9000  | 1540    | 1600 | 154   | 160  |         |      |
| 74TH BATTALION  | 74TH COMPANY  | JUN   | 15  | 7900  | 9100  | 1560    | 1620 | 156   | 162  |         |      |
| 75TH BATTALION  | 75TH COMPANY  | JUN   | 15  | 8000  | 9200  | 1580    | 1640 | 158   | 164  |         |      |
| 76TH BATTALION  | 76TH COMPANY  | JUN   | 15  | 8100  | 9300  | 1600    | 1660 | 160   | 166  |         |      |
| 77TH BATTALION  | 77TH COMPANY  | JUN   | 15  | 8200  | 9400  | 1620    | 1680 | 162   | 168  |         |      |
| 78TH BATTALION  | 78TH COMPANY  | JUN   | 15  | 8300  | 9500  | 1640    | 1700 | 164   | 170  |         |      |
| 79TH BATTALION  | 79TH COMPANY  | JUN   | 15  | 8400  | 9600  | 1660    | 1720 | 166   | 172  |         |      |
| 80TH BATTALION  | 80TH COMPANY  | JUN   | 15  | 8500  | 9700  | 1680    | 1740 | 168   | 174  |         |      |
| 81TH BATTALION  | 81TH COMPANY  | JUN   | 15  | 8600  | 9800  | 1700    | 1760 | 170   | 176  |         |      |
| 82TH BATTALION  | 82TH COMPANY  | JUN   | 15  | 8700  | 9900  | 1720    | 1780 | 172   | 178  |         |      |
| 83TH BATTALION  | 83TH COMPANY  | JUN   | 15  | 8800  | 10000 | 1740    | 1800 | 174   | 180  |         |      |
| 84TH BATTALION  | 84TH COMPANY  | JUN   | 15  | 8900  | 10100 | 1760    | 1820 | 176   | 182  |         |      |
| 85TH BATTALION  | 85TH COMPANY  | JUN   | 15  | 9000  | 10200 | 1780    | 1840 | 178   | 184  |         |      |
| 86TH BATTALION  | 86TH COMPANY  | JUN   | 15  | 9100  | 10300 | 1800    | 1860 | 180   | 186  |         |      |
| 87TH BATTALION  | 87TH COMPANY  | JUN   | 15  | 9200  | 10400 | 1820    | 1880 | 182   | 188  |         |      |
| 88TH BATTALION  | 88TH COMPANY  | JUN   | 15  | 9300  | 10500 | 1840    | 1900 | 184   | 190  |         |      |
| 89TH BATTALION  | 89TH COMPANY  | JUN   | 15  | 9400  | 10600 | 1860    | 1920 | 186   | 192  |         |      |
| 90TH BATTALION  | 90TH COMPANY  | JUN   | 15  | 9500  | 10700 | 1880    | 1940 | 188   | 194  |         |      |
| 91TH BATTALION  | 91TH COMPANY  | JUN   | 15  | 9600  | 10800 | 1900    | 1960 | 190   | 196  |         |      |
| 92TH BATTALION  | 92TH COMPANY  | JUN   | 15  | 9700  | 10900 | 1920    | 1980 | 192   | 198  |         |      |
| 93TH BATTALION  | 93TH COMPANY  | JUN   | 15  | 9800  | 11000 | 1940    | 2000 | 194   | 200  |         |      |
| 94TH BATTALION  | 94TH COMPANY  | JUN   | 15  | 9900  | 11100 | 1960    | 2020 | 196   | 202  |         |      |
| 95TH BATTALION  | 95TH COMPANY  | JUN   | 15  | 10000 | 11200 | 1980    | 2040 | 198   | 204  |         |      |
| 96TH BATTALION  | 96TH COMPANY  | JUN   | 15  | 10100 | 11300 | 2000    | 2060 | 200   | 206  |         |      |
| 97TH BATTALION  | 97TH COMPANY  | JUN   | 15  | 10200 | 11400 | 2020    | 2080 | 202   | 208  |         |      |
| 98TH BATTALION  | 98TH COMPANY  | JUN   | 15  | 10300 | 11500 | 2040    | 2100 | 204   | 210  |         |      |
| 99TH BATTALION  | 99TH COMPANY  | JUN   | 15  | 10400 | 11600 | 2060    | 2120 | 206   | 212  |         |      |
| 100TH BATTALION | 100TH COMPANY | JUN   | 15  | 10500 | 11700 | 2080    | 2140 | 208   | 214  |         |      |

ment assigned to combat units (administrative-use equipment, R & U and 2042).

It'll tell commanders how much and where their equipment has been used.

That is—when completed, it'll contain a record of usage (where you've

used it).

When you've finished a day's run, and completed all entries in the log, use the 2400 to file the dispatches or log run complete log records. Then be sure to file the 2400 if there's no further need for it.



# ADMINISTRATIVE – USE EQUIPMENT LOG BOOK



While administrative-use equipment—the kind that's normally handled by a central maintenance shop, the big thing is the "usage factor". As most of these log

books learn and maintenance and control forms are a bit different.

Log books for administrative-use vehicles, for example, will also:

- EM Form 2468A Index for Equipment Log Book Assembly
- EM Form 2468-1 Equipment Daily or Weekly Log
- EM Form 2468-2 Equipment Identification Record
- EM Form 2468-3 Equipment Maintenance Record (Repetitive)
- EM Form 2468-4 Equipment Modification Record
- EM Form 2468-5 Equipment Replaces Record
- EM Form 2468-10 Equipment Component Register
- EM Form 2468-11 Accumulative Repair Cost Record and Record of Weight
- EM Form 2468 Equipment Maintenance Log (Consolidated)

All the above forms, except the 2468 are covered elsewhere in this issue. The 2468 is a fairly easy form, and its title will do the work. Here are a few tips.

## **EM Form 2468-11, Accumulative Repair Cost Record**

This form is used for all types of equipment which require a record of repair costs to support disposal actions.

It's needed to keep a record of the repair cost for the equipment because this equipment has a maximum repair cost allowance. Without this slip on file, you wouldn't know when to stop repairing and start "junking" and replacing.

You get the information on labor and parts for this form from your equipment's DA Form 2538 and DA Form 2495, plus bills for repairs in commercial garages, etc.

| Type of equipment |       | Description of equipment |      | Serial number |         | Date of purchase |         |
|-------------------|-------|--------------------------|------|---------------|---------|------------------|---------|
| Quantity          | Unit  | Make and model           | Year | Original      | Present | Original         | Present |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |
| 1                 | Truck | 1964 GMC                 | 1964 | 123456        | 123456  | 1/15/64          | 1/15/64 |

For their maintenance and control records, this equipment will use DA Form 2487, Maintenance Request, and also the old DD Form 504, Preventive Maintenance Schedule and Record, and DA Form 2318, Parts Slip and Work Request.

Log books for other kinds of equipment which collect usage info (MRE, MPE, and some Chemical forms) will also use the 2488-11. (See Appendix B, TM 38-7504.)

DA Form 2488, Equipment Collection Record, may be used for dispatching all kinds of equipment (except page 647, except administrative use vehicles) which use DD Form 115-1... see AR 56-11.

DA Form 2489, Equipment Collection Record, may be used for dispatching all kinds of equipment (except page 647, except administrative use vehicles) which use DD Form 115-1... see AR 56-11.

### DD Form 374, Preventive Maintenance Schedule and Record

This is the same vehicle file and you've always used to schedule PM services for administrative-use equipment and, perhaps, MRE. It can continue to

be used instead of the new DA Form 2487 for scheduling services on administrative use equipment at TC, repair points and MRE.



# DA FORM 2409



DA Form 2409—Equipment Maintenance Log (Consolidated)—is tailored for equipment that doesn't take a log book, but which will most have a history of maintenance.

It may be used for such items as compressors, trailers, flame throwers, medical equipment or other separate items. For mounted equipment like a collective gunner in a tank, your 2409 will become an insert in the major item's log book.

In either case, the equipment's maintenance info will be covered on DA Form 2409, because this form accompanies the item when it's removed from the major item or is repaired or transferred for use elsewhere.

The FSN, model number, serial number, location, and maintenance inspection frequency are recorded at the top of the form. Location should be updated as it needs change when the equipment's moved, and you get the maintenance inspection frequency from the equipment ID or Maintenance Manual.

| FSC (DA Form 2409)   |              | FSC (DA Form 2409) |         |
|--|--------------|--------------------|---------|
| Equipment  | DA Form 2409 | Form used          | 2409-10 |
| DA Form 2409, 2409-10, 2409-11, 2409-12, 2409-13, 2409-14, 2409-15, 2409-16, 2409-17, 2409-18, 2409-19, 2409-20, 2409-21, 2409-22, 2409-23, 2409-24, 2409-25, 2409-26, 2409-27, 2409-28, 2409-29, 2409-30, 2409-31, 2409-32, 2409-33, 2409-34, 2409-35, 2409-36, 2409-37, 2409-38, 2409-39, 2409-40, 2409-41, 2409-42, 2409-43, 2409-44, 2409-45, 2409-46, 2409-47, 2409-48, 2409-49, 2409-50, 2409-51, 2409-52, 2409-53, 2409-54, 2409-55, 2409-56, 2409-57, 2409-58, 2409-59, 2409-60, 2409-61, 2409-62, 2409-63, 2409-64, 2409-65, 2409-66, 2409-67, 2409-68, 2409-69, 2409-70, 2409-71, 2409-72, 2409-73, 2409-74, 2409-75, 2409-76, 2409-77, 2409-78, 2409-79, 2409-80, 2409-81, 2409-82, 2409-83, 2409-84, 2409-85, 2409-86, 2409-87, 2409-88, 2409-89, 2409-90, 2409-91, 2409-92, 2409-93, 2409-94, 2409-95, 2409-96, 2409-97, 2409-98, 2409-99 | Form used    | 2409-10            |         |
| DA Form 2409, 2409-10, 2409-11, 2409-12, 2409-13, 2409-14, 2409-15, 2409-16, 2409-17, 2409-18, 2409-19, 2409-20, 2409-21, 2409-22, 2409-23, 2409-24, 2409-25, 2409-26, 2409-27, 2409-28, 2409-29, 2409-30, 2409-31, 2409-32, 2409-33, 2409-34, 2409-35, 2409-36, 2409-37, 2409-38, 2409-39, 2409-40, 2409-41, 2409-42, 2409-43, 2409-44, 2409-45, 2409-46, 2409-47, 2409-48, 2409-49, 2409-50, 2409-51, 2409-52, 2409-53, 2409-54, 2409-55, 2409-56, 2409-57, 2409-58, 2409-59, 2409-60, 2409-61, 2409-62, 2409-63, 2409-64, 2409-65, 2409-66, 2409-67, 2409-68, 2409-69, 2409-70, 2409-71, 2409-72, 2409-73, 2409-74, 2409-75, 2409-76, 2409-77, 2409-78, 2409-79, 2409-80, 2409-81, 2409-82, 2409-83, 2409-84, 2409-85, 2409-86, 2409-87, 2409-88, 2409-89, 2409-90, 2409-91, 2409-92, 2409-93, 2409-94, 2409-95, 2409-96, 2409-97, 2409-98, 2409-99 | Form used    | 2409-10            |         |

Equipment manufacturer, life expectancy and expected date of retirement also are entered at the top, along with its organizational ID, part manual and other maintenance jobs (except 2409's, which go in Section B), name of manufacturer, date put in service and test of the equipment.

| DATE       | DESCRIPTION               | PERFORMED BY | REMARKS |
|------------|---------------------------|--------------|---------|
| 1988-10-15 | Weekly Service Inspection |              |         |
| 1988-10-22 | Weekly Service Inspection |              |         |
| 1988-10-29 | Weekly Service Inspection |              |         |
| 1988-11-05 | Weekly Service Inspection |              |         |
| 1988-11-12 | Weekly Service Inspection |              |         |
| 1988-11-19 | Weekly Service Inspection |              |         |
| 1988-11-26 | Weekly Service Inspection |              |         |
| 1988-12-03 | Weekly Service Inspection |              |         |
| 1988-12-10 | Weekly Service Inspection |              |         |
| 1988-12-17 | Weekly Service Inspection |              |         |
| 1988-12-24 | Weekly Service Inspection |              |         |
| 1989-01-01 | Weekly Service Inspection |              |         |
| 1989-01-08 | Weekly Service Inspection |              |         |
| 1989-01-15 | Weekly Service Inspection |              |         |
| 1989-01-22 | Weekly Service Inspection |              |         |
| 1989-01-29 | Weekly Service Inspection |              |         |
| 1989-02-05 | Weekly Service Inspection |              |         |
| 1989-02-12 | Weekly Service Inspection |              |         |
| 1989-02-19 | Weekly Service Inspection |              |         |
| 1989-02-26 | Weekly Service Inspection |              |         |
| 1989-03-05 | Weekly Service Inspection |              |         |
| 1989-03-12 | Weekly Service Inspection |              |         |
| 1989-03-19 | Weekly Service Inspection |              |         |
| 1989-03-26 | Weekly Service Inspection |              |         |
| 1989-04-02 | Weekly Service Inspection |              |         |
| 1989-04-09 | Weekly Service Inspection |              |         |
| 1989-04-16 | Weekly Service Inspection |              |         |
| 1989-04-23 | Weekly Service Inspection |              |         |
| 1989-04-30 | Weekly Service Inspection |              |         |
| 1989-05-07 | Weekly Service Inspection |              |         |
| 1989-05-14 | Weekly Service Inspection |              |         |
| 1989-05-21 | Weekly Service Inspection |              |         |
| 1989-05-28 | Weekly Service Inspection |              |         |
| 1989-06-04 | Weekly Service Inspection |              |         |
| 1989-06-11 | Weekly Service Inspection |              |         |
| 1989-06-18 | Weekly Service Inspection |              |         |
| 1989-06-25 | Weekly Service Inspection |              |         |
| 1989-07-02 | Weekly Service Inspection |              |         |
| 1989-07-09 | Weekly Service Inspection |              |         |
| 1989-07-16 | Weekly Service Inspection |              |         |
| 1989-07-23 | Weekly Service Inspection |              |         |
| 1989-07-30 | Weekly Service Inspection |              |         |
| 1989-08-06 | Weekly Service Inspection |              |         |
| 1989-08-13 | Weekly Service Inspection |              |         |
| 1989-08-20 | Weekly Service Inspection |              |         |
| 1989-08-27 | Weekly Service Inspection |              |         |
| 1989-09-03 | Weekly Service Inspection |              |         |
| 1989-09-10 | Weekly Service Inspection |              |         |
| 1989-09-17 | Weekly Service Inspection |              |         |
| 1989-09-24 | Weekly Service Inspection |              |         |
| 1989-10-01 | Weekly Service Inspection |              |         |
| 1989-10-08 | Weekly Service Inspection |              |         |
| 1989-10-15 | Weekly Service Inspection |              |         |
| 1989-10-22 | Weekly Service Inspection |              |         |
| 1989-10-29 | Weekly Service Inspection |              |         |
| 1989-11-05 | Weekly Service Inspection |              |         |
| 1989-11-12 | Weekly Service Inspection |              |         |
| 1989-11-19 | Weekly Service Inspection |              |         |
| 1989-11-26 | Weekly Service Inspection |              |         |
| 1989-12-03 | Weekly Service Inspection |              |         |
| 1989-12-10 | Weekly Service Inspection |              |         |
| 1989-12-17 | Weekly Service Inspection |              |         |
| 1989-12-24 | Weekly Service Inspection |              |         |
| 1989-12-31 | Weekly Service Inspection |              |         |

The date of each scheduled maintenance inspection, or other service or repair job, is Section B, also included here are things like O&T's, but not the normal before, during and after operation notices—unless some repairs are made.

The initials of the man who makes the inspection and account of repairs made during the inspection also go in Section B. Make a final note following your scheduled service entry on the condition, like "Serviceable" or "Unserviceable."

# CONSOLIDATED LOG



| EQUIPMENT IDENTIFICATION |                | DATE    |       | LOCATION |     |
|--------------------------|----------------|---------|-------|----------|-----|
| TYPE                     | MAKE AND MODEL | DATE    | TIME  | PROJECT  | JOB |
| 1496                     | 24-22          | 1/24/11 | 10:00 | 2nd      | 1st |
|                          |                |         |       |          |     |
|                          |                |         |       |          |     |
|                          |                |         |       |          |     |

In Section C, back of form, enter date of field measurements, repair, job order number, description of repair, and man-hours required. Support vehicles will also come out of gate, out of labor and intake, if required by your major command.

All authorized MRO's for the equipment are entered in case in the evening organization gets the publication for make which vehicle applies (and). Enter B or C in column c, the vehicle responsible in column d, and the title of the MRO or the IDB of the MRO required, if any, in column e. If there's no IDB, list components to be modified.

| EQUIPMENT IDENTIFICATION |                | DATE    |       | LOCATION |     |
|--------------------------|----------------|---------|-------|----------|-----|
| TYPE                     | MAKE AND MODEL | DATE    | TIME  | PROJECT  | JOB |
| 1496                     | 24-22          | 1/24/11 | 10:00 | 2nd      | 1st |
|                          |                |         |       |          |     |
|                          |                |         |       |          |     |
|                          |                |         |       |          |     |

The date the MRO is applied, man-hours required, and the organization that applies the MRO will be entered by the man who completes or checks the work. He'll also sign to show the job's done.

If extra space is needed, listing of MRO's may be continued on a continuation DA Form 2400 or a DA Form 2400-1 attached to the consolidated log.

If extra space is needed for Section B or C, fill in the heading on a new consolidated log form, mark it "Continuation Log" at the bottom, and staple the new and old forms together.

The consolidated log is a permanent record that stays in the log book for the major equipment that the item is attached to, or goes with the team when it's not attached to a major item.





But...they still

**NEED YOU**

