

# **Top 50 Checklist Ensure Upgrade/Repair Operations Generate Mission Power Preserve Equipment Service Life Extension**

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Marine Corps upgrade/repair tasks performed by Troops in field preserve operational conditions/reliability of equipment, comprise most critical of all building blocks in product support systems. Upgrade/repair teams will achieve success when organisation sustains mission critical equipment with operational readiness rates at required levels while achieving Maintenance Standards for assigned/attached equipment.

Equipment maintenance standards are determined by using equipment preventive maintenance inspection/service found in product support instructions. Nonstandard equipment maintenance standards are determined by using equipment visual checks to make sure equipment can perform what it was designed to do.

Site Visit Executive emphasis and commitment strengthens probability of success of any task, mission, or course of action. Maintenance tasks require effective leadership to get the job done in accordance with policy and in best manner possible. Here we provide checklist designed with the purpose of adding organisational maintenance structure to Troops leadership skill sets.

Site Visit Executive must be able to answer yes to the following questions to ensure field maintenance operations achieve mission requirements. Positive answers to these questions will serve as benchmarks/metrics for product support success.

1. Are Troops aware of mission tasks are required to achieve Maintenance Standards for assigned and attached equipment?
2. Do Troops provide feedback on how well mission is being accomplished?
3. Do Troops have appropriate training/resourcing to execute assigned missions/tasks?
4. Have Troops integrated administrative Logistics activities to provide maintenance/supply assistance as required?
5. Do Troops use maintenance enablers & automated information systems assist operations to report maintenance actions?
6. Do Troops promptly return unserviceable repairable items via retrograde channels or to designated source of repair?
7. Does Site Visit Executive have technical resources to supervise Troops and inspect

equipment? If not, what is required corrective action?

8. Have Troops given Site Visit Executive access to motor pool or equipment storage area inquired about maintenance operations?
9. Is there positive ownership relationship between Troops and their equipment include test, measurement, & diagnostic equipment monitoring training?
10. Do Troops completely understand maintenance system within organisation and comply with requirements to accomplish tasks & objectives?

***Top 10 Guidebook Dispatch Authorities & Principles Sustain Assigned Equipment Upgrade/Repair Foundation***

1. Introduce overview of equipment upgrade/repair standard, mission objectives, benchmarks, performance metrics test Site Visit Executive dispatch assistance
2. Define key dispatch duties & describe equipment upgrade/repair organisation function
3. Discuss upgrade/repair operations dispatch structure so achieve rapid return of equipment to the user.
4. Outline upgrade/repair Procedures to guide dispatch execution of work processes & provide access to technical references
5. Describe importance of preventive maintenance checks/services include listing provide dispatch procedures
6. Identify dispatch enablers and programmes most critical to the success of upgrade/repair operations focus on field-level maintenance.
7. Establish equipment reset subset dispatch process for field and sustainment maintenance within force pool readiness strategies
8. Format pre-deployment dispatch training equipment pre-position at selected installations to support replicate units required to accomplish mission.
9. Promote dispatch facilitation of maintenance/sustainment for technical non-standard equipment define performance requirements
10. Create dispatch procedures/checklists for maintenance programme not prohibit or replace equipment evaluation/inspection conducted at discretion of Site Visit Executive

### ***Top 10 Long Term Equipment Upgrade/Repair Work Order Planning Recommendations***

Navy weapons system programme recommendations depend on long term projections of fleet size and composition, projected Navy work order infrastructure appropriations requiring more and/or different types of Fleet Components, and any other changes that will change either the number or configuration of mobile equipment.

These work order issues are best addressed with creation of long term strategic Job Site plan to include such steps as:

1. Forecast future fleet size/mix and service level work order requirements
2. Compare existing parts stock supply capacities to projected future work orders
3. Estimate work order dependence on future space requirements based on Job Site Layout standards
4. Create future utilisation goals for Service conditions to accurately identify current work order problems
5. Predict Job Site personnel organisational work order requirements
6. Estimate gaps between existing fiscal resources and projected work order requirements
7. Implement Plans to serve as base upon future work order objectives can be built
8. Construct alternative work order implement of physical/operational plans to meet future requirements
9. Conduct economic service life assessment to rank each work order alternative
10. After considering external factors, identify best work order alternative course of action

### ***Top 10 Site Visit Executive recommendations for Updated Dispatch of Equipment Supply Systems***

1. Clearly define roles and responsibilities of Site Visit Executive to include oversight, enforcement & accountability of equipment supply programme
2. Design equipment track status update authority measures for each dispatch unit
3. Provide training to equipment supply dispatchers to reflect updated logistics systems operating procedures and business rules

4. Perform reconciliation of logistics systems, identify errors and inconsistencies
5. Establish plan of action and milestones for supply line corrections at specified dispatch intervals
6. Require Site Visit Executive to provide refresher training about update supply functions for dispatcher assignments
7. Determine effectiveness and feasibility of establishing dispatcher billet to provide stability and assist Logistics System performance
8. Assign Site Visit Executive oversight authority to ensure updated supply actions become established directives/instructions
9. Establish plan of action and milestones for accomplishing Supply Logistics actions recommended by Site Visit Executive
10. Make sure Logistics Systems provide for dispatch unit equipment asset visibility in supply lines

***Top 10 Steps Make Service Level Deal With Fleet Services Customers***

1. Obtain general guidance from Site Visit Executive
2. Meet with customer obtain detailed requirements
3. Identify services to be provided, assess protocols/priorities
4. Identify performance metrics to be measured
5. Identify responsibilities of customer
6. Issue preliminary agreement for customer review
7. Evaluate impact on existing fleet services operations
8. Create goals for meeting new operational requirements
9. Refine/finalise objectives for service level agreement
10. Implement plan to deliver customer service.