

1963 Series

PS

Issue 115

THE
PREVENTI
MAINTENA
MONTHLY

**COMPLETE
ISSUE**

ON THE ARMY'S
NEW EQUIPMENT
RECORD SYSTEM

Learn all the facts
and all about the ARMY'S

**NEW
EQUIPMENT
RECORD
SYSTEM.**



A Message from the Chief of Staff—



OFFICE OF THE CHIEF OF STAFF
THE ARMY, WASHINGTON

Dear Mr. Staff:

Special attention is given to the more important responsibilities which are assigned to members of committees. This task becomes so the more it is needed in the fields of equipment plans, and the attention has been turned to the completion of equipment programs.

Very truly yours,

John H. M. Smith

Chief of Staff

There are all questions that are presented to you by the members of the staff of staff in the same manner - special, ready, and more completely in all cases of equipment, the Army has developed a new equipment program. This program has been designed to provide complete equipment, to help in the development of a new equipment, and to help in the development of the equipment program. The program has been developed to help in the development of the equipment program, and to help in the development of the equipment program. The program has been developed to help in the development of the equipment program, and to help in the development of the equipment program. The program has been developed to help in the development of the equipment program, and to help in the development of the equipment program.

I know that the Army's "policy" was that the staff of the Army should be able to understand the system and why it works.

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John H. M. Smith
Chief of Staff
The Army, Washington
D. C. 20315

Mr. John H. Smith
Chief of Staff
The Army, Washington
D. C. 20315



Initiated by the Department of Defense for the safety of all operational equipment and people involved, preventive maintenance means scheduled, planned, systematic, and organized maintenance. This means that maintenance can be planned in advance to prevent equipment failure before it occurs.

459102

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Preventive maintenance, and equipment performance, from an efficient service is essential.



Subscribe to PREVENTIVE MAINTENANCE MONTHLY TODAY.

EQUIPMENT RECORD SYSTEM



You've heard about it, and read about it—the Army's new maintenance record system. It was called "Operation T&P&R" while it was under test in 1961. And maybe now you'll be reading it here too. It's covered by Change 2 to AR 750-1, "Maintenance of Supplies and Equipment" (Apr. 62). And, it's being set up world-wide per the schedule in DA Circular 750-11, "Instructions for Implementation of the New Equipment Record System" (1 Apr. 62).

Now it's in its 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 works up.

In official terms it "Army Equipment Record System and Procedures." It applies to all categories of Army equipment: trucks, tanks, tractors, generators, generators, artillery, aircraft, guided missiles, r-ty machines, materiel, hand-lug equipment, etc., etc., except some motor vehicles and all nuclear items.

The book also gets the new system rolling in TM 10-740, May 62, which explains instructions on maintenance forms and procedures in old manuals like TM 9-2018, TM 9-2021, TM 9-2111, TM 10-1400, and TM 10-2000.



AND PROCEDURES ...



If ever you don't take one kind of a change, it might help you to get started off on the right foot if you realize that the new system consolidates many directions and whacks off a bunch of horns. This should make your job easier and simpler and give management info to command at 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 pencil prodding and forms shoving for you, the user.

The log supported by the worksheet for example, is designed to give the Old Man (and anybody else concerned) accurate, no-hoops 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, MPMG info (which MWO's have been applied with, also, if any are due), and depending on the item, mileage/hour meter readings, info info, on the item's maintenance money story.

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 unit will tell the command and management people how the equipment is op-

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



and any time it's due modification, fix, or special work. This direct feed-back of maintenance data, from the unit, 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 to the highest command



level... you can see why the penalty for so much re-tilting a big book will come high... about neck-high to a matter of feet.

The change-over to the new system is scheduled in different times in different areas, but the critical areas it does to be completed by 31 Dec 1962.

The logs for the equipment now in the field (in case you've been wondering) will be made up by you — the user. You'll need to transfer the needed maintenance info from the old records to the log and the control form.



But, you needn't get undinged 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.



THE BEAUTY OF THE PLAN



- 1. A single equipment tag record (see first panel) at all stations of maintenance, outside the equipment's complete maintenance and service history.
- 2. Company easy-to-use maintenance and operation records.
- 3. Differentiated and individual storage space controls for everyone, including the very well trained.
- 4. A simple, direct reporting system which links maintenance and operator as partners already in the national agency.
- 5. A common maintenance language for all stations of maintenance.



Like the operator and the maintenance people (up all levels) will now work closer with, and right from the TM, LO, and other national publications.

The new reports look for three kinds of information:

OPERATOR SPEAKS	MAINTENANCE	REPORTING

But, those forms are a bit particular about the kind of stuff they collect... you'll find that they ask for only certain essential facts and figures.

Like so—the operator'll now do his before, during and after operation checks with a new inspection and maintenance worksheet (on which is coded the equipment's base TM, LO, or S, but he doesn't have to make a check mark every time he looks a nut or flips a switch.

As a matter of fact, he doesn't even writing until he finds something wrong... which he can correct immediately. Also, he'll pull his PM checks by the TM, but he'll do 'em in a more orderly fashion—instead of jumping in and out, and chattering around the equipment, he'll make 'em in a logical sequence as called for in a

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

At the end of the day he records equipment operation and service only in the equipment log—hours and/or miles it operated, fuel and jobs it used, and if it ended the day in good running order.

The log also helped the whole works to see he is on time's best paperwork and has everything through regulations, for you in the control center. It's almost to help you do a better job... and give you more time to tend to other important jobs.

HEY NOW!



What, that, buddy—just a retro-pickin' mine. You can put down the "gone-fishing" 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 gun 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 above 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 close-thingin' pride and satisfaction... 'Cause it makes you a real-live, honest-to-goodness partner



with the management people all the way up the business ladder. It's organized in real-time red-logs, by-part system holes, and break-break-calls.

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

equipment and procedure improvements) should now take the short route right to the top brass who work with equipment design, improvement and replacement, and repair parts ordering.

This creates feed-back of "field-views," from all maintenance levels, and every work-and-crew in between, will help the big-wheel-ship-up exactly how all equipment behaves, or mis-behaves, under normal field use... and, will have a whole of a lot to do with what they decide to do about which items. You, the crew, 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 system's standard, maintenance request form. And, this ERB procedure will be used for making reports on all categories of Army equipment. (The standard maintenance request form—a subordinated five-copy form, with carbon forms used for each copy—is passed or put by the user and as the following page it can be handled manually, or its info filled and prepared for handling by electronic data processing machines).

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

An ERB will go to replace any part

of your equipment in unsatisfactory or defective, out of order, or when it needs anything more than normal maintenance.

It can be submitted by anyone or any officer of maintenance . . . and it goes directly to the agency responsible for collecting maintenance history on the item concerned. When you have a card box, message, ERB, you can even send it in by priority TWX, or phone it in, and then follow it up with a regular ERB form.



For the five points on working up an ERB see page 17



THE SIMPLICITY OF THE PLAN



The new portable system—change a bag full of old forms and procedures for keeping records—will hand you a single TM tonight . . . TM 00-756, "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 folder. It's DA Form 4791,

and other "on equipment cards," including the old gas books, DA Form 9-13 and EA Form 9-13-1.

An equipment log will be the mandatory record for all equipment listed in Appendix II of TM 00-756 and, it'll be a permanent part of the equipment's career. It'll stay by logs 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 guidance, 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 to come in: good and clear—the stuff 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 bound book.

The log book record is an assembly of DA numbered forms. They're "waffle-egg" forms, and they're usually 4 1/2" x 5 1/2", have easy-closing covers, and come prepackaged and ready to insert in a Spring, knock-out, plastic binder.

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

In white cards are for in and out vehicles use.

The blue ones are for recording fuel, oil and oil change work.

There are some yellow colored forms which are the equipment's Army birth certificate . . . or, in 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 military pieces will not include weapon record data forms which won't be needed in logs for equipment without weapons.

Likewise, logs for administrative use equipment designed to include post (including material handling equipment) and repair and utility equipment will not insert forms which won't be needed in logs for normal type equipment.

But putting an equipment log book together for any item is easy to do.

All you have to do is follow Appendix II in TM 38-758. Also, a pre-ordered, buff-colored index card, states the log's location 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

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



All special needs organizations are required to use approved equipment forms. These are DA Form 2400 & 2400A.

THE INDEX

The plastic log binder, itself, carries the name "U.S. Army Equipment Log Book," and is issued under ISBN 7530-480-1404 (QM).

SINGLE CARD LOG

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

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

WHITE LOG

Oh, yes—there's also the Army Purchase Log Record, DA Form 2402, that'll continue to be used with the new system.

LOG TALK

Anything of important operation or maintenance value which happens to a piece of equipment (or any vehicle) will be carefully noted in the proper place in its log.

Although the average equipment log book may have ten or more forms (for many items), normally, when the equipment is in use or in the shop the unit'll make daily entries in only one or three forms at most. And, the unit'll always had 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 condensed, copied and transferred to a fresh form.

Order 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 rebuild or a complete over-haul job, of course, depot will pull all the item's former utilization operational and maintenance records, and then the reworked item will start out again with a fresh pack of those forms. NOTE: Historical records—RFWD, acceptance and good records, etc., may wish to keep for keeps—they're not removed till the item's retired.

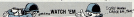
HANDLING THE LOGS

Normally, with tracked equipment, the operator will be issued the log, and the inspection and maintenance workshops for putting his PM checklists, when the equipment is dispatched. The log

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

Logs for manual handling equipment or repairs and utilities items and administrative-use vehicles may be kept in the motor pool when the equipment is being operated.

The logs for daily-records accept... operational records go with the aircraft at all times... maintenance records stay in the maintenance shops.



Logs will collect a wealth of important info, and in some cases may even indicate security risks, 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 documents.

LOST LOGS

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



FOR NOW AND LATER...

Once the system gets rolling full steam, logs will be OEM (as equipment material) for equipment that gets 'em. They'll be made upon the factory before the item's delivered. These logs will come with the equipment identification upon and the historical records filled in.



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

RECORD SWAP

DA Circular 70045 tells you what info you take from the old records to 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 conversion, of course, will be set by your command... but, everyone's supposed to be rolling with the new forms by the end of 1962.

The only point that may take a little more time in some cases 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 58-4, and its latest changes the way to check MWO's listed under specific components and assemblies in the index.

You'll also file 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.



Now, when the system's implemented an initial MWO report (as recommended) has to go to the responsible national agency. The circular also gives you a number 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 (that are pulled apart) to find out if the "urgent" MWO's have been applied.

This report is a very important part of the new system, and is needed 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 lighter equipment, administrative-use vehicles, or on tank and successive equipment which was used in "Operation EXPLOR."!

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

When a unit receives any MWO on its equipment, it'll immediately record it by title, number and date, in a special section (Modification Required) of the form in the item's log book. Later, whenever the maintenance'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 wear on any item, is to scan the log.

THE OLD RECORDS

For now, and until you hear otherwise, if you are being queried on a matter of regulation for equipment records and procedures . . . cross, out, T3 (2873), hit the head up on April, remember, the big daddy looking up the T3's Change 2 in AR 730-5.

DEAL THE LOG CARDS

Each card is an equipment log entry. **DO NOT** delete cards that have already been incorporated into a log. **DO NOT** delete cards that have already been incorporated into a log. **DO NOT** delete cards that have already been incorporated into a log.

Log's AR-730 No.	Form/Title	Notes
2000	Equipment Log Book Assembly (Monthly Record) Personnel Log	All
2000	Equipment Log Book Assembly (Monthly Record) Command and military design administrative tables and personnel design tables—see administrative use logs.	All
2000-1	Equipment Entry in Monthly Log	See
2000-2	Equipment Information Record	See
2000-3	Equipment Maintenance Record (Departmental)	See
2000-4	Equipment Maintenance Record (Departmental) For related Service Appendix 11, TM 28-731.	See
2000-5	Weapon Record Form	See, Support
2000-6	Equipment Modification Record	See, Support
2000-7	Equipment Maintenance Record (Support Activities— Field or Support)	Support
2000-8	Equipment Transfer Record	All
2000-9	Equipment Storage Record	Support
2000-10	Field Acceptance Record	Support
2000-11	Equipment Component Register	See, Support
2000-12	Assembly Register Card Record	See
2000-13	Army Activity's Log Record	See
2000-14	Asset Register and Maintenance Record	See
2000-15	Structural Load Record	See
2000-16	Service Record for Keyhole	See, Support
2000-17	Component and Installation and General Record	See, Support
2000-18	Keyhole Inventory Record	See
2000	Equipment Maintenance Log (Departmental) Complex maintenance used by field or base unit in a log book for a component and/or other register.	All

For more equipment log records, see pages W-44-1

Equipment and maintenance records are a critical part of the Army's readiness and safety. They provide a clear and concise record of the equipment's history and condition, which is essential for ensuring that the equipment is always ready for use. The Army's equipment and maintenance records are a vital part of its operational readiness and safety.





HAND-OVERS

It's time to hand over your log. You'll need to fill out a log book for the new operator. You'll also need to fill out a log book for the new operator. You'll also need to fill out a log book for the new operator.

For example:

DA Form 144

Driver's Qualification Record

DA Form 145

Operator's Report of Motor Vehicle Accident

DA Form 146

Operator's Permit

DA Form 147

DA Form 200

PM Schedule and Record. This is the log which the record will be used for scheduling various the activities for the equipment—for example, commercial vehicles and BUs.

Parts Shop and Work Required. List of maintenance equipment maintenance shop, and it'll provide info on repair parts, labor and other charges for the equipment's log.

DA Form 144, Request for Issue or Transfer; DA Form 145, Title Events; DA Form 146, Change Card; and DA Form 147, Request for Issue or Transfer (used combination logs) will work with the new system. Only the DA Form 144 was updated. (See below.)

THE NEW FORMS

DA Form 200—Equipment Utilization Record. This form provides an equipment usage time sheet and places used mileage traveled between start, stoppage and usage levels, and some information relating the equipment to each operator. This record fills the bill for the operator's maintenance record that's provided by the log record sheet.

DA Form 200 may also be used to duplicate other types of equipment, if local SOP calls for use along with the equipment log duplicate system. (See page 27, 47 and 62.)



DA Form 2401—Departmental Control Record for Equipment. For dispatcher's record, it tells who is using the log and what equipment, when, and for how long. (See page 62.)

DA Form 2602—Exchange Tag. This is the new ID tag. Works like the old one, but takes a lot more time identification. It's also for logging maintenance times and with BUs. (See pages 12 and 65.)



DA Form 2402—Preventive Maintenance Bulletin. For scheduling PM records of everything, except that that's scheduled under DA Form 144. (See page 72.)



DA Form 2404 - 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 books in the new system.

It's for use on all categories of equipment and will record 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 front and information levels of the booklets, for example, DTI replace DA Form 443, DA Form 443-1, DA Form 1492, and the lower half of DA Form 100. Another category of equipment the worksheet replaces is a part of maintenance checklists.

DTI also is used on all vehicles, all maintenance, and even for pulling DM's.

To be a legit worksheet like a quality form, at any vehicle or maintenance, the form must show the number of the equipment's (3000 maintenance manual hand changes) and its file... make sure you're using the latest publication. (See pages 10, 11 and 41.)



A DA Form 2404 will be given to the operator when the equipment is dispatched, 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 faults found and parts used—all he does the work.

When the log is returned, the 2404 will be used by the organization mechanics to correct the problem. 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.



information from the 2404 will lead by items:

DA Form 2404-1, Equipment Daily or Weekly Log.

DA Form 2404-2, Equipment Lubrication Record.

DA Form 2404-3, Equipment Maintenance Record (Operational).

DA Form 2404-3-1, Equipment Maintenance Record (Operational).

DA Form 2404-4, Weapon Record Data.

DA Form 2404-5, Equipment Modification Record.

DA Form 2404-6, Equipment Maintenance Record (Support, Side-Arm, Field and Support).

DA Form 2404-11, Equipment Component Register.

DA Form 2404-12, Ammunition Repair Cost Record.

DA Form 2404-13, Aircraft Inspection and Maintenance Record.



DD Form 2402 Maintenance Repair Register. It's handy 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 units.

DD Form 2404 Equipment Status and Deadline Report. This form registers the latest info on readiness of equipment to your outfit.

DD Form 2407 Maintenance Report. This is the system's standard maintenance report form, and it's the other work form in the system.

DD Form 2402-2, Equipment Substitution Record.

DD Form 2402-3, Message Record Data.

DD Form 2402-5, Equipment Modification Record.

DD Form 2402-6, Equipment Maintenance Record (Support).

DD Form 2402-10, Equipment Component Register.

DD Form 2402-17, Accumulator Repair Cost Record.

DD Form 2402-18, Aircraft Inspection and Maintenance Record.

DD Form 2402-14, Restricted Fuel Record.

DD Form 2402-13, Inventory Record for Aircraft.

DD Form 2402-11, Aircraft Inventory Record.

DD Form 2407, Equipment Maintenance Log (Unpublished).

Instructions on its use are listed for each schedule on its top page. On the back of page 2 (right column) and other numbered cards for use in recording and easily describing various maintenance actions are the form.

For illustrations and detailed know-how on use of DD Form 2407, see page 34

And there's DD Form 2404, Component Removal and Repair Identification Record, which covers itself only with a thumb. See pages 34, 37-39.

...and you'll find the answers to all your questions about it in the reader service guide **DD Form 2407** (page 34).



DA FORM 2404

EQUIPMENT INSPECTION AND MAINTENANCE



The DA Form 2404 is a simplified form to be used for periodic inspection and maintenance on heavy and light armor, developmental and organic equipment. It'll apply to a specific item of equipment (or component) when the item's description, maintenance manual number and class 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 ready 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 ORL personnel to record inspection results on several M4 rifles.

If it you inspect the same piece of equipment for several days you could use one form for more than one day. If you don't find any deficiencies, or if you do, you do find deficiencies right away. To use it for more than one day you write in a new date on the next open line in column 4 through a "One piece..." when operators are changed this, the form may give a new form.

WORKSHEET

Equipment	Job number
Machine gun	100
Water pump	101
Truck	102
Truck	103
Truck	104
Truck	105
Truck	106
Truck	107
Truck	108
Truck	109
Truck	110

Use one of the tips on the use of this form.

Make it the type of inspection or service (Daily, Weekly, 100, ORL, etc.)

Make it clear it will be filled in by the operator, maintenance operator, or inspector. Indicate why the form.

Equipment	Job number	Inspected by
Machine gun	100	John Doe
Water pump	101	John Doe
Truck	102	John Doe
Truck	103	John Doe
Truck	104	John Doe
Truck	105	John Doe
Truck	106	John Doe
Truck	107	John Doe
Truck	108	John Doe
Truck	109	John Doe
Truck	110	John Doe

Labels 1-14 identify each deficiency or deterioration listed in column 1 of the equipment log—four in the left, when the log describes engine condition, you put them in the space, paragraph, or figure number.

The person in personal possession of the equipment or vehicle will sign for items and parts or put the date completing all corrective maintenance items which require further explanation of parts and maintenance report.

Labels 15-18 describe some condition status symbols after equipment has "R" or inspection code.

Robert Hollcroft		John Winchell		15
EQUIPMENT LOG				16
DATE	DEFICIENCY OR DETERIORATION	REPAIRS	REMARKS	17
1	Exhaust pipe not tight	Repacked		18
2	Exhaust leaking	See 10/17/54, 10/18/54		
3	Oil leak	Check for leaks		
4	Ignition lead part broke	See 10/18/54, 10/19/54		
5	Setting terminal incorrect	Checked		
6	Gas leak level	Adjusted		

DA FORM 2404 (REV. 5-54)

158 77 2404

NOTE: If you're an operator, you'll fill out deficiencies and deteriorations that you can't immediately correct, or are you caused by replacing a repair part or component.

Operators and/or other maintenance personnel on the other hand, will fill out deficiencies and deteriorations they find during any inspection or service.

Labels 19-24 describe action taken by the operator or mechanic when the work job is fixed or by the maintenance operator or clerk if the job needs repair parts not stocked at the organization, and it's necessary to prepare a maintenance report. In these cases, an entry will give the equipment number and date or it will show that a Maintenance Report (DA Form 2405) has been prepared from the job history number tag.

Block 24-26 the total man hours required for the inspection or service. The block also set time to be completed when it's usually an operator or the number of man hours maintenance inspection operation is by the DPM inspection.

In technical support maintenance shop the man hours recorded will be only for the reported in the inspection.

Column 27-28 in the column after equipment is completed.



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

DA Form 2404 will be kept until all corrective action possible (within an authorized time frame) has been taken care of, or until the next periodic service is done. Deteriorations and deficiencies not corrected when the scheduled PM check rolls around will be transferred to the new DA Form 2404 used for the service.

The old form will then be destroyed (AR 600-100).

When a 2404 is initiated at field maintenance, it'll be destroyed after the equipment log has been passed, and the equipment has been returned (AR 600-100).

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. However, an organizational maintenance shop may keep a DA Form 2403, apart from those made out by the other maintenance shops. All separate rosters must be coordinated, that is, no 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, machine tools, cranes, lifters, Winman-Milam hoists, etc.).

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

Here are a few tips—

For operators' complete attention:



Be thorough when the roster goes.

On the day when the scheduled periodic service is actually done, check off either "complete" hours or time, both in the pencil entry and check under the actual mileage or hours. You're allowed a ten percent variance in time, hours, or mileage.

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

Remember these things too:

1. Equipment of the equipment for use.
2. Equipment identified for tests of repair part.
3. Equipment identified due to accident.
4. Equipment identified from parent unit.
5. Equipment involved.
6. Equipment in storage.

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

After a new roster is made use and all services on the old roster are completed, use the old one as completed, use the old one as (AK 544-201).

Don't let any remaining days. Plan the periodic service to be worked in consecutive rotations throughout the three month period. Don't preplan in the appropriate symbol for the periodic service (they're listed at the head of the form) except check them on the date the service is scheduled. You can continue in the use of additional systems. ... In the above, if it usually, as it might want you to number it under 'A', 'B', 'C'.

List the equipment registration or serial number.

Equipment identification and model number as listed in the equipment maintenance log or OR (last page of equipment that needs scheduled service) get listed on a separate line unless it's recorded on a periodic checklist used by a maintenance team.



The number on identification number. On mounted equipment, you can use the vehicle's unique number.

How you know the scheduled portion of the form. By month, and year.

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 28 and exchange Receipt copy for the Organization (blue) copy. Keep this copy to check the return in your log's OMB-6, then destroy it.

Your support keeps the File (buff) copy and sends the **DMSP** (yellow) copy to the national agency for items selected items listed in Appendix III of TM 14-750, otherwise, it's discarded. They also send the Control (white) copy to the major command or other headquarters as required.



On Completing An MPO

Here's the way you'll report a modification which your unit mechanics have installed (Blocks 7 thru 11 are filled in the same as for a work request done at other levels in Part I Manual):

Block 14 - MPO type and unit date MPO was filed		Block 15 - MPO use for and date completed	
<p>Block 14 - MPO type and unit date MPO was filed</p> <p>Block 15 - MPO use for and date completed</p>			
<p>Block 16 - Issues that make parts and materials are not part of log list</p>			
<p>Block 18 - If work applied to more than one item, show the total number operations, hrs, miles or feet for each item modified</p>			
<p>Block 20 - Date in use hours to complete work</p>			
<p>Sign Block 24 to complete</p>			

Organization copy—Destroy—after entering MPO application on equipment log (TM Form 2408-1).

Control copy—if modification is installed on an aircraft item, send to your Air activities shop. Otherwise, send to the major command or other headquarters as required.

NAIP copy—Send to assigned national agency.

Receipt copy—Not required.

Support activity copy—Send to your OEL.

The EIR

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

Preparing An EIR On Equipment

Block 14—Enter unit work report.

Block 17—No applicable.



Block 11—If block which describes action to be taken.

Block 16—Describe EIR here because in Block 7 include both USN and manufacturer's part num. Use for complete identification.

Block 15—Give story of failure. Include details, type of operation, climate conditions, any identifying symbols or markings on the part that failed—something for a complete picture. Give your opinion of failure. Identify component with and from.

Good thing to do: take photo, or if you cut the bad part—tagged with a TAG. This helps the failure on the working end.

If you find more wear, continue in the space under "Repair and Issues", Block 25. Otherwise, use Construction Sheet, SA Form 240-1.



Block 8—Enter Equipment Improvement Recommendation before heading, check all Block which applies to your EIR's priority.

Block 23—Yes, add info, or enter here to complete.

Block 26—This is for the national agency control number. . . or leave it blank.



"X" the block, which is right for the priority of the **ER**.

On receipt **ER**'s, the **NMP** copy can be sent to the national agency by your support area repair base team. This means you can send in an **ER** whenever you believe a failure is now occurred, but which you want your support area team to do the close they make repairs. However, this doesn't stop you from sending an **ER** directly to the national agency on another **ER**.

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

Anyone using Army equipment can submit **ER**, with his ideas on improved equipment, materials, or procedures, or if equipment requires excessive maintenance effort.

Priorities

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

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

Get an **EMERGENCY ER** to the national agency by **TWX** or telephone. Follow that up with a **1407** by airmail

within few days.

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

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

What Happens Next?

When work is complete, attach it to "Remarks" section of the Equipment Maintenance Record, Ent. 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 2408-11, Service Record For Aircraft.

Organization copy—Mail to 9C days—(AR 141-10).

Receipt copy—Retain immediately.

Control copy—Retain immediately unless otherwise directed.

NMP copy—Mail directly to national agency for reports **ER**'s.

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



MR OF SE, PQQ

You may need to look on to a copy of AR 750-41 19 Mar 621 as soon as you can, to get the latest word on reporting the material conditions of certain selected equipment. This report must use an property book level, to-be-kept and in any separate computer must to grab a look at it.

JOE'S DOPE

TITLE THE
ARMY'S
EQUIPMENT
RECORD SYSTEM
PAGE 1

TAKE 1

WELL
COULD
RETRY

DON'T
SAL-FRONT!

WHY
WINDSOCK!

ON
SET...
PLEASE!

PEECH
SPOOKY!

NO
MUSIC!

WRITES THE
SCRIPT... YOU
EACH KNOW
YOUR PARTS!

NOW, WE OPEN THIS SCENE WITH
WALFRAD TALKING TO THE SGT'S
HERE... SPOOKY WILL KEEP THE
LIPS... CLAY... SPOOKY... LEAVES... ALL
CAMERA... HOLD THE! THIS IS
A TAKE!

(Caption) ... AND... WORKS UNDER THE
THE ARMY'S EQUIPMENT... AND
ACCELERATED ITS SYSTEM OF EQUIPMENT
RECORDS AND REPORTS.





WRIGHT AS WELL. GAVE THE
HARD FACTS...YOUR ABILITY TO
FOIGHT IN A MODERN WAR IS ONLY
AS GOOD AS THE CONCEPTS
IN YOUR EQUIPMENT. AT THE
TIME THE BALLS GO DOWN...

BUT BEHOLD, WHAT HE
TEACHES WITH... KNOWS
THE STUFF I HAVE LEARN'
HARDS WHEN THE
MIND IS BLIND IN DARK
I KNOW THIS!

FOIGHT? SO WE
GOTTA
THINK I
GIVE
ABOUT
THINK...



HEP. ROBERT TLE SUPERNOVOY
STUFF ON THE DEATHS BOARD...
THE SHIRT ISN'T GORNA HAT!



...HOLVES GOT NO CHOICE... YOU
GOTTA JAWSTEN YOUR DEAR AT
CONCEPTS, AND YOUR
COMMANDER'S... AND IN SOME
AT ALL. MAKE THE EXACT
LOCATION, CONDITION, AND
CAPABILITY OF EACH PRIDE IN
HIS OUTFIT...



AND THIS BRINGS US RIGHT BACK
TO THIS PROBLEM...
OF DOGS JUST THAT!

HEY DODGE,
GET ARE A PRIDE
OF EQUINE ENT...
AND...
THE SYSTEM
APPLIED TO
EVERYTHING!

RIGHT,
WALFRAHT!
WE, WE,
NOT THAT
WELL!

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 "dig" the New System shown here.

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

IF YOU WANT TO DISPLAY THIS CONCEPT ON YOUR MESSAGE BOARD, WHEN ORDERING, COPY IT ON THE BOTTOM OF THE





Continued operation of equipment that needs repairs.



I THINK IT'S GOING TO HOLD UP ANOTHER WEEK, SIR!

... REPAIRS REPORT AND THE PERFORMANCE WAS WONDERFUL! YOU...



Delays in shop action.



WE'VE BEEN LATE. I GOT A STACK UP AND TRAY. WE JUST PUT IN THE. GIVE YOU THAT TOO, IS A MESS?

OPERATIONAL REPORT AND LATE. ALSO THE PROBLEMS HELP YOU CORRECT THAT?



Poor supply action.



SURE I GOT A PORTAL. THE AN AIRPORT. AND? I-M-S-T-I-M-E-T

THE DELIVERY REPORT. YOU'RE 2400. AND THE DELIVERY'S TOO LATE. WHAT'S THE PROBLEM?



THAT IS SOME OF THE BEST MATERIAL I'VE FOUND. BUT THE ONLY WAY TO DO FOR NOW!

STOP!

LOOK, THE SCRIPT EVERYTHING THAT WAS NOT THE SCRIPT WE HAD PREPARED!



IT SEEMED TO BE A REALLY GOOD INTRODUCTION TO THE SYSTEM!

IT DID SOUND LIKE THAT... BUT...



CAN YOU RUN THAT BY AGAIN, MR. BELFRANT?

SURE, BUT YOUR CAMERA'S ROLLING!



CAN'T GET IT STARTED, BOB...

WHEN CHAMPLAIN ABOUT THE SPONSOR? CAN HE HELP CAMERA FOR MONTHS?

TO WHOM? I NEVER HEARD ABOUT IT!

NEVER HEAR THAT, WHICH WAS THE LAST TIME IT WAS IN THE SHOP?

I THINK, IT WAS MENTIONED LAST MONTH AND PASSED, BUT I DON'T REMEMBER WHO REQUESTED IT!



When you're assigned on a job or "job" on a log book from all 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 requires DD FORM 2408-1 (2408-1) and a few loose forms.

The first form in the log book will be a page of general instructions with an index. (But forms 2408 (or 2408A if it's for administrative-use equipment or air craft).

The log can be the dispatch authority for medical equipment. But the Equipment Utilization Record, DA Form 2400, may also be used with medical equipment if the CG and your medical unit fit. (See it says in para 2 to 15 of TM 38-158.

The basic log book for a major item of equipment, is made up a few loose cards so let's take 'em up as they'll normally appear, when issued with new equipment... or made up for equipment now in use.

EQUIPMENT UNIT LOG, DA FORM 2408-1

This form is to be filled in by the user to show change of the equipment transferred or repaired and checked by the person leader or supervisor.



Keep your log book up to date!

EQUIPMENT LUBRICATION

RECORD, DA FORM 2408-2

Always use the correct number and class of oil that is used in the upper right-hand corner of the form. If there's an oil, leave it blank.

The correct number and class of the oil that is used in the upper right-hand corner of the form. If there's an oil, leave it blank.

Enter the day, month and year of the take service log and the location or vehicle number (if).

Good, Heavy Duty, SAE 30

DATE	LOCATION	VEHICLE	TYPE OF OIL	AMOUNT USED	REMARKS
1 APR 1951			SAE 30	1 GAL	
2 APR 1951			SAE 30	1 GAL	
3 APR 1951			SAE 30	1 GAL	

In the "oil change" column (4), enter the number of quarts of oil used to fill each component of the equipment with additional components as required for your equipment. Leave blank space in the heading. If you use oil, leave space blank.

In column 5, enter "Y" or "N" to indicate if the filter was serviced or changed. Write "Y" provided the filter is lubricated. Blank space for the equipment.



DATE	LOCATION	VEHICLE	TYPE OF OIL	AMOUNT USED	REMARKS
1 APR 1951			SAE 30	1 GAL	
2 APR 1951			SAE 30	1 GAL	
3 APR 1951			SAE 30	1 GAL	

Write "Y" or "N" to indicate whether a complete lubrication record has been done on components listed in equipment. Incomplete lubrication means servicing all points listed in the equipment log.

Enter "Y" or "N" to indicate whether a filter was serviced or changed. Write "Y" in the space for "service" and again for each column.

Write "Y" or "N" to indicate whether a filter was serviced or changed. Write "Y" in the space for "service" and again for each column.

Files in lubrication record forms will be destroyed one year after the date of the last entry on form DA 2408-2. Also, check your local SOP.



EQUIPMENT MAINTENANCE

RECORD (ORGANIZATIONAL) DA FORM 2408-3-1 OR DA 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 3-1, check copy form in Appendix III of TM 9-176.

DATE	LOCATION	VEHICLE	TYPE OF OIL	AMOUNT USED	REMARKS
1 APR 1951			SAE 30	1 GAL	
2 APR 1951			SAE 30	1 GAL	
3 APR 1951			SAE 30	1 GAL	



When you're using DA Form 2408-3-1, the white control copy (No. 1) is for use by higher headquarters. The yellow copy is to be filled and mailed to the national agency. (The white or electronic equipment mail weekly or when filled in, an entire form-mail quarterly or when filled in, which have come down.) The white log book copy (No. 3) stays in the log.

This notice was required at the top of this form. It is information that lists the equipment and installation where located, CE serial number, and CE expiration number (E) manufacturer, and CE (or CE#) with serial no. (F) (page 1).

CE # CE # CE #	CE # CE # CE #	CE # CE # CE #	CE # CE # CE #
----------------------	----------------------	----------------------	----------------------

When several components are worked at one time, the date is placed in area for removal only on the first line used for that service.

Enter date when working, month, day, or hours equipment was operated in column.

Each letter for use in columns C, D and E are listed on the left hand side on the back of the first copy of this form. Each number for column F also are listed on the back. If the correct is something like checking and adjusting road wheels or wheel bearings, it's okay to just draw a line for the columns C, D and E.

DATE	TYPE OF SERVICE	EQUIPMENT IDENTIFICATION NUMBER	MANUFACTURER	CE #	CE #	E	F	
							CE #	CE #
12/20/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/21/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/22/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/23/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/24/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/25/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/26/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/27/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/28/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/29/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234
12/30/2010	REPAIR	123456789	ABC	1234	5678	9101	2010	1234

A brief description of the work done goes in column G. Usually the part number(s) of the component worked will do it. If CE (component involved). Each is being developed for electronic items and radio-only. Sometimes the name of the manufacturer of the component that's worked or repaired may be needed to pinpoint the problem. Control number or serial number from equipment manufacturer may help to identify it. Use form on page 400.

Enter date when hours in column H, the CE # and quantity of parts used (I), and the serial number of component removed and the serial number of the component installed to replace it if they're not numbered in column H, with a dash between the numbers. (See form on page 401).

Remarks, listed to the left they refer to, go at the bottom. When operational maintenance is performed by field maintenance units on their own equipment and recorded on this form (400), the DA Form 2400-2-1 applies here this entry under Remarks, (See page 400).



EQUIPMENT IDENTIFICATION NUMBER CE # CE # CE #	CE # CE # CE #	CE # CE # CE #	CE # CE # CE #
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DA FORM 2408-3

"I'm not recording this because I don't want to get in trouble."



"I'm not recording this because I don't want to get in trouble."



For equipment that doesn't get the 4-1 form, a single card DA Form 2408-3 is used.

Enter the date, hourmeter or odometer reading or month fixed, a brief description of the service or repair, man-hours, and PDI or part number and quantity of parts used. Then indicate under "remarks" if an Equipment Improvement Recommendation Card (EIRC) Form 2402 was submitted and sign the entry (mechanic or supervisor).

EQUIPMENT		EQUIPMENT NUMBER	
TRUCK, UTILITY, M-700, 4x4, NEW JI		4-80-4-302	
DATE	DESCRIPTION	MAN-HOURS	REMARKS
1/15/52	REPLACEMENT OF	2	<i>John J. Smith</i> <i>John J. Smith</i> <i>John J. Smith</i> <i>John J. Smith</i>
1/15/52	and QUARTER SERVICE	4	
1/15/52	and Axle Grease Service	1	
1/15/52	and Axle Grease Service	1	

Whenever organizational equipment maintenance record forms in use, it's to be filled in by the mechanic who performs the service or repair. And it's used whenever an organization makes major service or repair to equipment at periodic intervals or in between. And a copy stays with the equipment log until the equipment gets a dipos overhaul or rebuilt.

In addition, all inspections of the equipment (annual, seasonal, spot checks) will be recorded on the DA Form 2408-5 or DA Form 2408-3-1



on the form open file. Even the type of inspection under "repair and service" columns. Remarks in other columns will be made by the inspector. Any defects detected will have been recorded on a DA Form 2404, completed in the usual way (See page 14).

WEAPON RECORD DATA, DA FORM 2408-4

Whenever your equipment includes or carries a rifled weapon 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, common or lineal, and to make a record of its condition. Entries may be made by a rank commander, Platoon, or by the section chief or platoon leader.


 All the data on this form should be recorded in the equipment log. The log should be kept in a safe place and should be available for inspection.

Date	Type of rounds fired	No. fired	Type of rounds fired	No. fired	Remarks		
					Remarks	Remarks	
1/1/54	100mm High Explosive	10	100mm High Explosive	10	100mm High Explosive	100mm High Explosive	
1/1/54	100mm High Explosive	10	100mm High Explosive	10	100mm High Explosive	100mm High Explosive	
1/1/54	100mm High Explosive	10	100mm High Explosive	10	100mm High Explosive	100mm High Explosive	
1/1/54	100mm High Explosive	10	100mm High Explosive	10	100mm High Explosive	100mm High Explosive	
1/1/54	100mm High Explosive	10	100mm High Explosive	10	100mm High Explosive	100mm High Explosive	
Total					50	50	50

III, charge or case, or velocity of fired rounds

IV, propellant type and weight, load-including device.

VI, unaccounted total rounds.

VI, type of round carrier.

III, type of velocity measurement - by Ordnance team.

VI, total estimated remaining life - in 100 rounds.


 Records in this form should be kept in the equipment log. The log should be kept in a safe place and should be available for inspection.

Totals from the previous page, page totals, and overall totals for the equipment get entered at the bottom of the form.

If the tube's reloaded as savings, the form's removed from the log and stored with the tube. When the tube's installed on a new savings, the form's put in the log for the new carrier. When a form is filled on both sides, or the tube is reloaded the form gets mailed to the responsible national agency. (Before mailing, transfer column totals to new forms.)

Ext. Form 2408-4 along with DA Form 2408-3 replaces the Weapon Record Book, Ext. Form 7-11 and Ext. Form 7-11-1.

EQUIPMENT MODIFICATION RECORD, DA FORM 2408-5

All authorized modifications of the equipment are covered on this form. And the creating organization or unit file is the info on the left side of the form as soon as the MWO is created, no matter what's supposed to do the modification job (except MWO's are found in DA Pam 113-1).

Enter the MWO number (a), date of the MWO (b), U for urgent or N for normal (c), the number of the regulation that's supposed to apply to (d), and the MWO title and its number—if there's a hit with an FSM 1-3. If a normal date's needed for this entry, draw a line thru other columns on the normal line.



Date, Hour, Shop, Price				MWO No.		
DATE	HOURS	SHOP	PRICE	NO.	BY	REMARKS
10-11-54	1.0	101	10.00	101	101	101
10-11-54	1.0	101	10.00	101	101	101
10-11-54	1.0	101	10.00	101	101	101

When the MWO's applied, enter—on 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 ORGANIZATIONS—FIELD AND DEPOT), DA FORM 2493-6

Date, Hour, Shop, Price				MWO No.		
DATE	HOURS	SHOP	PRICE	NO.	BY	REMARKS
10-11-54	1.0	101	10.00	101	101	101
10-11-54	1.0	101	10.00	101	101	101
10-11-54	1.0	101	10.00	101	101	101

This form is the responsibility of the support organization (field and depot) that does the work. Its info comes from the Maintenance Reports, DA Form 2497. It's signed by the mechanic or supervisor, who also writes in the organization making the repair.

This form works with the equipment used depot overhaul or rebuild.

EQUIPMENT TRANSFER RECORD, DA FORM 2498-7

This four-copy form is used to record any transfer of responsibility for "taken and loaned" of equipment which have log books. This means any transfer or shipment to another organization, storage, disposal or loss in combat. It's not used for equipment no longer maintained for repair.

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



Block 1 lists the organization having or receiving the equipment. Block 10 gives the receiving organization and Block 11 shows the original source. Block 2 is used to record changes in attachments on the equipment.

Block 12 shows the date of the transfer or location of attachment replacement—the date of the replacement.

EQUIPMENT ACCEPTANCE RECORD, OR FORM 2408-1

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

Many AFPC's will not be recorded on this form—only with modification DA Form 2408-1 (see page 44.)

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

The four copies are distributed like an OMA copy in supporting field maintenance yellow-copy transactions; log entry; white control copy to organization's major command; white copy copy in the equipment log as a part of the permanent record.

For Engineer items, see AR 711-541.



PROOF ACCEPTANCE RECORD, OR FORM 2408-2

When the log covers a rifle 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 in 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.

RECEIVED BY: <i>John J. Smith</i> DATE: <i>10/15/54</i>		RECEIVED BY: <i>John J. Smith</i> DATE: <i>10/15/54</i>	
TITLE: <i>PROOF TEST</i> (UNIT OR EQUIPMENT)		TITLE: <i>PROOF TEST</i> (UNIT OR EQUIPMENT)	
APPROVED BY: <i>John J. Smith</i> (NAME)		APPROVED BY: <i>John J. Smith</i> (NAME)	
DATE: <i>10/15/54</i>		DATE: <i>10/15/54</i>	

EQUIPMENT COMPONENT REGISTER, OR FORM 2408-10

DA Form 2408-10 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 end item.

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

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

(The "old" columns is filled in when the 2409-10 is used as a log transfer index.)

NEW COMPONENT		OLD COMPONENT			
Date, Serial, Mfg. No., etc.		Date			
NO.	DESCRIPTION	DATE	REASON	REASON	REASON
	Engine	1/15/50	Replaced		
	Transmission	1/15/50	Replaced		
	Engine	1/15/50	Replaced		
	Engine	1/15/50	Replaced		
<p>REASON FOR CHANGE</p> <p>REASON FOR CHANGE</p>					

For other use of this form, consult instruction equipment 1 on page 12.

EQUIPMENT MAINTENANCE LOG (CONSOLIDATED)

DA 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 equipments. [Watch out for the Part 24.](#)

Here is a few things you'll need to do in your equipment log book:

First make sure you enter the right book it should have the equipment registration or serial number, or both, at the top and on each line.

Second, make sure all parts of the book are in it. They're listed in the index illustrated inside the book

cover, DA Form 2409 or 2408, and Appendix E of the IM.

Third, see that the Equipment Information Board, EM Form 2820-2, lists the latest 1-2 for the equipment (Check the Part 24-4).

Hang onto that equipment log with a firm grip and keep it out of the fire and away from water. Like it says on the instruction card inside the front cover:

"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 56-76, for the missile equipment that'll get logs, and also for which forms each item'll use. In a basic log book for missile systems equipment, for example, you'll have:

- DD Form 249-2, Equipment Identification Record
- DD Form 249-3, Equipment Maintenance Record (Organizational)
- DD Form 249-3-1, Equipment Maintenance Record (Organizational)
- DD Form 249-4, Equipment Identification Record
- DD Form 249-4, Equipment Maintenance Record (Support Material)
- DD Form 249-5, Equipment Inventory Record
- DD Form 249-6, Equipment Inspection Record
- DD Form 249-7, Equipment Component Report
- DD Form 249-8, Equipment Maintenance Log (Individual)*

* The use can be used as an insert in a log book, it must maintain link to a separate component with the main 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 say 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 any longer. If you can't say exactly—by reading a meter—just when the total mileage or hours figure are, put "N/A" (Not Available or Applicable) in the blank.

The best form you could use in your log book for missile systems equipment is **DA Form 249-2**, the Lubrication Record. Even though you haven't been recording lubrication on any forms in the past, you shouldn't waste its reaching an available (See top of page 40).

The idea of the 249-2 is to set up a record of scheduled and unscheduled lubrications of equipment. The form is kept in the equipment log for use year after the day you make the log entry. Then it's destroyed.



DA Form 2493.1,

Equipment Maintenance Record, (Organizational) is maybe important in the missile systems maintenance records because things. The 2493-1 is so much important that you want to be accurate in filling it out—write out in's, and's or don't's. This is just like with the old DA 7-105, the Component Evaluation Report.

Item No.	Item Name	Location	Condition	Remarks
1	Missile	Warehouse	Good	
2	Missile	Warehouse	Good	
3	Missile	Warehouse	Good	
4	Missile	Warehouse	Good	
5	Missile	Warehouse	Good	
6	Missile	Warehouse	Good	
7	Missile	Warehouse	Good	
8	Missile	Warehouse	Good	
9	Missile	Warehouse	Good	
10	Missile	Warehouse	Good	

There's good reason for being accurate. The national agency wants to know what equipment and components go near and in what way. Then they can dig into the why's. So a 2408-1-1 will be made out as easy and clear—which means maintaining—in a neatly square-numbered file box or it is included in a log book. Those which don't go with a log may be filed locally after the "branded" copy has been "mailed to Boston," as the log book copy may go to "file 13." Your command will tell you where to send the correct copy.

EA Form 2408-2, another Equipment Maintenance Record Designation 1, is used along with the 2408-1-1. And it sure is simple to work on since the only thing you say to with inside systems is when you transfer the usage from 2408-1-1 to it. You make the transfer so you can have a permanent equipment record if the equipment happens to be backed up by a log.

EQUIPMENT MAINTENANCE RECORD DESIGNATION 1			
EQUIPMENT	OPERATOR	DATE	REMARKS
MAGNETIC STORAGE	MAGNETIC STORAGE	10/10/63	MAGNETIC STORAGE
MAGNETIC STORAGE	MAGNETIC STORAGE	10/10/63	MAGNETIC STORAGE

You inside and electronic files will want to get acquainted with the direct designations and component breakdown (CD) codes which are being developed specially for inside equipment and electronic items. You'll also need this step in filling out the 2408-1-1 and the 2407.

EA Form 2408-5



EO Circular 318-9 (12 Apr 63) authorized your unit extra copies of this issue of PS Magazine as initial distribution.

EM Form 2488-6, Equipment Maintenance Record (Support Echelon—Field and Depot). This form is for recording what supports does to your equipment... you don't deal with it.

The form that you won't be using very often is **EM Form 2488-7, the Equipment Transfer Record.**

This word "transfer" tells most of the story behind the form. You fill out the 2488-7 whenever you take a piece of equipment—use that's in the equipment log—off your property back... and someone else picks it up. You also use it when the equipment is declared excess, is assigned or disposed of or lost in combat. For now, this form is used only on the selected items listed in Appendix III of TM 38-710. For the story on this see page 93.

The image shows a sample of EM Form 2488-6. The form is a grid with several sections. At the top, there are fields for 'Equipment Name', 'Serial Number', and 'Manufacturer'. Below these are sections for 'Description', 'Location', and 'Status'. A blue speech bubble is drawn over a section of the form, containing the text: "Be sure you don't put equipment maintenance on log forms." The form is filled with some handwritten text and numbers, but it is mostly blank.

EM Form 2488-8, the Equipment Inspection 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 have any to give the form a good looking when you get it. If you have any questions or questions left blank, ask questions.

If an AFSC changes the equipment name it's in your hands, remember that the modification is recorded on **EM Form 2488-5—not the 2488-8.**



You might say that **DA Form 2408-10**, the Equipment Component Register, is sufficient for vehicle systems equipment. And it does include that, besides.

EQUIPMENT COMPONENT REGISTER		DATE			
VEHICLE: OLYMPIA, AIR COMMAND, 441		1964A			
NO.	DESCRIPTION	MAKE	MODEL	YEAR	TYPE
01	Front to RT Body Section	Boeing	441		
	Midbody section	Boeing			
	Engine, H&H, H&H	Boeing			
	Rotary Motor 24 50	Boeing			
	Rotary Motor 24 40	Boeing			
	Safety Warning System	Boeing			
	Accessory Power Supply	Boeing			
02	Transponder Control Group	Boeing			
EQUIPMENT TOTALS					

The 2408-10 you used as an index for logs when there's one log to keep under one log header . . . and it becomes a permanent section of the log.

The 2408-10 also is used as an index in a log book so you can keep track of minute components and their replacements. Once the minute is fixed, the index is sent back to the medical 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**, (Equipment Maintenance Log Component).

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

Be ready for the equipment log forms. All other maintenance and operation forms apply as described elsewhere in this issue.

AS YOU WERE

The Command Maintenance Inspection Form listed in Change 5 (11 Jan 61) to DA Form 2402 is being obsolete and will not be command maintenance inspections. If your local publications stock room has run out of these forms, they have the OK from their supporting AG publications center to reproduce them.

But—if surveillance-type equipment—like cameras or still-looking radars—is not operational, the aircraft can still be flown without any limitations. The difference is that you can't schedule any surveillance missions until the red J is removed from the "electronic" box.

Task	Code	Priority	Remarks	Completion
1	100	1	Engine oil change	10/15/01
2	100	1	Oil filter change	10/15/01
3	100	1	Oil drain	10/15/01
4	100	1	Oil fill	10/15/01
5	100	1	Oil level check	10/15/01
6	100	1	Oil pressure check	10/15/01
7	100	1	Oil temperature check	10/15/01
8	100	1	Oil leak check	10/15/01
9	100	1	Oil system flush	10/15/01
10	100	1	Oil system seal	10/15/01
11	100	1	Oil system test	10/15/01
12	100	1	Oil system clean	10/15/01
13	100	1	Oil system inspect	10/15/01
14	100	1	Oil system repair	10/15/01
15	100	1	Oil system replace	10/15/01
16	100	1	Oil system remove	10/15/01
17	100	1	Oil system install	10/15/01
18	100	1	Oil system adjust	10/15/01
19	100	1	Oil system lubricate	10/15/01
20	100	1	Oil system degrease	10/15/01
21	100	1	Oil system polish	10/15/01
22	100	1	Oil system buff	10/15/01
23	100	1	Oil system wax	10/15/01
24	100	1	Oil system sealant	10/15/01
25	100	1	Oil system primer	10/15/01
26	100	1	Oil system paint	10/15/01
27	100	1	Oil system clear	10/15/01
28	100	1	Oil system buff	10/15/01
29	100	1	Oil system wax	10/15/01
30	100	1	Oil system sealant	10/15/01

Checklist 11 and 12 require an entry only when you're filling the tanks. No entry for draining tanks. A servicing entry is still required for a simple eye-ball check—since your signature means all tanks topped off.



Blocks 11 and 12 require an entry only when you're filling the tanks. No entry for draining tanks. A servicing entry is still required for a simple eye-ball check—since your signature means all tanks topped off.

Rolling down to Blocks 17-20, the old system numbers have disappeared! Inspection items are listed by sequence numbers and, eventually, all aircraft TM's will show 'em in the inspection section of the 20 for use with the new 2004 worksheet (page 18).

TCM's posted to the -15 service record that include inspection requirements must also be entered in Blocks 17-20 on the -16. Recording requirements will be listed as changes to the inspection chapter of the TM. Until the next TM change a reminder should be taped into Block 18, but as each recurring inspection comes due, it must be entered and signed off in Block 17-20. MWO's are posted to the J modification record.

200-14

The Uncovered Fuel Record (UFR) is familiar looking. The only point to make here is that column gives you space to

Item	Remarks
1	Engine oil change
2	Oil filter change
3	Oil drain
4	Oil fill
5	Oil level check
6	Oil pressure check
7	Oil temperature check
8	Oil leak check
9	Oil system flush
10	Oil system seal
11	Oil system test
12	Oil system clean
13	Oil system inspect
14	Oil system repair
15	Oil system replace
16	Oil system remove
17	Oil system install
18	Oil system adjust
19	Oil system lubricate
20	Oil system degrease
21	Oil system polish
22	Oil system buff
23	Oil system wax
24	Oil system sealant
25	Oil system primer
26	Oil system paint
27	Oil system clear
28	Oil system buff
29	Oil system wax
30	Oil system sealant

to reference supply orders or needed repair parts—or explain that a non-entry of flight repair or inspection is being delayed until the next scheduled maintenance inspection.

THE BEST FORMS

The -15 Service Record for Aircraft is a consolidated historical record for the entire aircraft, the -16 (Component Installation and Removal Record) does the same job for aircraft components, and the -17 (Aircraft Inventory Record) covers aircraft inventory.

AIRCRAFT HISTORY (-15). There's no need to write a record in column c.

Your component replacements are being recorded on the aircraft's -15, as well as experiences that affect the aircraft as a whole. (See form on page 50.)

Things like major overhauls and inspections, accidents and crash landings (complete with explanation of cause, repairs, date, time, etc.) and anything else you yourself would want to know about that aircraft's service life if it were being transferred to you instead of vice versa.

No routine maintenance info here—please!

The key is noted that Block 4 means the data for Army, and your serial, adopted this label from the manufacturer.

For ease of reading, it might help to make your "B" entry in column a show it at least one line before the end of the last column a entry. That way the column a entries can be indexed according to which organization or activity made 'em.

COMPONENT HISTORY (-16) (2410)

REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT				REPLACEMENT			
				REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT
REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT	REPLACEMENT

The -16 now serves as the storehouse for component information on each aircraft. But since the -15 stays with the individual aircraft log, the 2410 (Component Record and Report/Overhaul Record) fills the gap as individual components move they've removed from your aircraft—and stays with each component until it's installed on the same or another aircraft as ends its service life.

The items you've required to list on the -16 are those you'll find listed in Section III, Chapter 3, of the aircraft's -50 (Replacement and Retirement Schedule). In addition, TM 835 23-62 (May 62) shows you on which items will be replaced on a "condition" basis rather than a time

The only difference in recording both is that condition items take entry (2410) in columns d, e, g, i and k. For ease of handling both types of items, keep a separate -16 for condition items.

Once a component is removed from the aircraft, the -16 info on it will have been transferred to the 2410 and the -16 entry can then be filed out. The component currently installed to replace the removed one is the only one that's important to your aircraft. The replacement entry info on the -16 will be taken from the 2410 accompanying the replacement.

If a serviceable component is laterally transferred from one aircraft to

another, you just transfer its info from the first aircraft's -18 to the second's -18.

No unaccountable items that's taken off your aircraft will go anywhere without a 2418. This is that component's 200 lbs. If it's lost or mis-

placed, that component will show up at the other end with UNACCOUNTABLES. That means making an allowable (TR ANY 23-20) but dangerous assumption—useless time finding—or throwing away—either accountable or reportable items. Don't drop dollars down the drain.



COMPONENT REMOVAL



The last step after removal is to attach the appropriate AF Form 24-notice tag to the item. The 2418 or 2423 exchange tag (page 11) does not replace this write. Then fill out all of Sections I and II on the 2418—from the initial year -18.

If the item is new, Block 11 can take an "N/A" or be left blank. Blocks 14 and 15 should correspond to the AF 30 tag info.

In addition, all completed modifications affecting this component should be listed in Block 17. If there's not enough room, just reference an attached copy of 2423's which you remove from the aircraft's -18.

If any removed modifications deal only with this component, you can list out and initial the same MPWC's on the -5 for the aircraft, since the replacement component installed as a later date may or may not have the same modifications completed on it. Thus the modification record would no longer show the first modification on that aircraft.

By the way, configuration control is the responsibility of the release, although 2nd or 3rd may be authorized to do the actual job of accomplishing the modification, because of its maintenance importance.

After completing sections I and II, you mail the 2418's entire copy to the TMC address in TM 24-720 and place the original copy in a waterproof envelope. (Put the envelope right inside the shipping container or, if the container's too small, attach the envelope to the outside with masking tape.)



OCA ACCESSORIES



Each accessory attached to a quick change assembly will also need a separate 2418, because the individual accessories which are part of the assembly may divide or become unaccountable before the normal TMC of the main assembly.



REPAIR OR OVERHAUL



The 2418 part will then be repaired by your direct support—or evacuated to your nearest activity for repair, overhaul or disposal. If repaired, Section III will be filled in . . . if evacuated or disposed of, Section IV takes the necessary

info. Blocks 11 and 12 will only be used if a component is modified not different configuration and then removed for continued service by the overhaul activity.

COMPONENT INSTALLATION

Every replacement component you receive must have the original copy of its 1418 attached to the component. 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 mail off the 2418 info for your new entries on the -16 for the aircraft receiving that replacement. If RWQ's are referenced in Block 11 of the 1418, you enter them on the aircraft's -4 modification record. Then use any open space in either Block 11 or 12 of the 2418 to write in the tail number of the aircraft on which you're installing this component.

AIRCRAFT PROPERTY -17			
Block 1	Block 2	Block 3	Block 4
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000

1418-1000-1000-1000

This helps to complete the configuration control copy for TMC when you mail in the 1418 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

Block 1	Block 2	Block 3	Block 4
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000

1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000
1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000	1418-1000-1000-1000

Since the -17 inventory record takes the place of both the old DD Form 136-1 and 763-1, the old -3 storage info has been consolidated into this single form in column 4. You may find it helpful to enter items comparatively removed in Block 18 of the -13, carrying it forward on the -17 and replace on the aircraft. But only when the aircraft is not due for inventory or transfer at

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

You take the area designation in Block 1 from the position number breakdown shown in the TM -20 for that aircraft.

DA FORM 2401—ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT



This is the dispatch record. It's a lot like the old DA Form 24-146, Daily Dispatching Record of Motor Vehicles.

You can use a single DA Form 2401 to dispatch all types of such equipment. For example, you use it for trucks, generators, trailers, backhoes, tractors, cranes, etc., or, you can use a separate form for each type of equipment—if you've got that much stuff going.

When there's a large number of dispatches, a new form should be used each day. If several sheets are used each day, they'll be numbered, dated (in the upper right corner) and stapled together.

When dispatching is light, one form

can be used for more than one day, but a line and the date will separate the entries for each day.

When you dispatch a piece of equipment for more than one day, note it in the "Remarks" column.

The date and time a dispatch is completed go in Column 1.

You can use just one line for a trailer and its prime mover if they're hitched together back together—but enter a date in this in the Remarks column.

A dispatch form can be destroyed after 30 days unless it records an accident or unusual occurrence—then it'll be kept until proper authority says it's OK to junk it. (See AR 140-290).

IT SHOWS THE USE....

DA FORM 2400— EQUIPMENT UTILIZATION RECORD

This form should be on a stringer on your vehicle in a draw inside or the trip folder, DD Form 118, Vehicle and Equipment Operational Record.

The 2400 is used to dispatch equip-

ment, time of departure and arrival, loads, volume or hour readings, fuel used, plus notes on any unusual happenings—things not recorded on the equipment's DA Form 2400 worksheet.)

WHY CHANGE YOURS?

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 recording dispatch of equipment that needs a more-complex 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 check-in—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 trip ticket.

The back of the form is a continuation of the bottom portion of the front of the form with the exception of the R.R. MARKS space. That space is for listing any unusual or abnormal occurrences. That is, anything that's not a mechanical failure and, therefore not reported on a 2400.

And before you ask, there's one report on a 2400.

After you've finished a day's run, and completed all entries in the log, turn the 2400 in to the dispatcher so he can complete his records. Then he can destroy the 2400 if that's what he needs for it.

EQUIPMENT UTILIZATION RECORD			
DATE	TIME	LOCATION	OPERATOR
10/10/50	0800	Fort Belvoir	J. Smith
10/10/50	0900	Fort Belvoir	J. Smith
10/10/50	1000	Fort Belvoir	J. Smith
10/10/50	1100	Fort Belvoir	J. Smith
10/10/50	1200	Fort Belvoir	J. Smith
10/10/50	1300	Fort Belvoir	J. Smith
10/10/50	1400	Fort Belvoir	J. Smith
10/10/50	1500	Fort Belvoir	J. Smith
10/10/50	1600	Fort Belvoir	J. Smith
10/10/50	1700	Fort Belvoir	J. Smith
10/10/50	1800	Fort Belvoir	J. Smith
10/10/50	1900	Fort Belvoir	J. Smith
10/10/50	2000	Fort Belvoir	J. Smith
10/10/50	2100	Fort Belvoir	J. Smith
10/10/50	2200	Fort Belvoir	J. Smith
10/10/50	2300	Fort Belvoir	J. Smith
10/10/50	2400	Fort Belvoir	J. Smith
10/10/50	0100	Fort Belvoir	J. Smith
10/10/50	0200	Fort Belvoir	J. Smith
10/10/50	0300	Fort Belvoir	J. Smith
10/10/50	0400	Fort Belvoir	J. Smith
10/10/50	0500	Fort Belvoir	J. Smith
10/10/50	0600	Fort Belvoir	J. Smith
10/10/50	0700	Fort Belvoir	J. Smith
10/10/50	0800	Fort Belvoir	J. Smith
10/10/50	0900	Fort Belvoir	J. Smith
10/10/50	1000	Fort Belvoir	J. Smith
10/10/50	1100	Fort Belvoir	J. Smith
10/10/50	1200	Fort Belvoir	J. Smith
10/10/50	1300	Fort Belvoir	J. Smith
10/10/50	1400	Fort Belvoir	J. Smith
10/10/50	1500	Fort Belvoir	J. Smith
10/10/50	1600	Fort Belvoir	J. Smith
10/10/50	1700	Fort Belvoir	J. Smith
10/10/50	1800	Fort Belvoir	J. Smith
10/10/50	1900	Fort Belvoir	J. Smith
10/10/50	2000	Fort Belvoir	J. Smith
10/10/50	2100	Fort Belvoir	J. Smith
10/10/50	2200	Fort Belvoir	J. Smith
10/10/50	2300	Fort Belvoir	J. Smith
10/10/50	2400	Fort Belvoir	J. Smith
10/10/50	0100	Fort Belvoir	J. Smith
10/10/50	0200	Fort Belvoir	J. Smith
10/10/50	0300	Fort Belvoir	J. Smith
10/10/50	0400	Fort Belvoir	J. Smith
10/10/50	0500	Fort Belvoir	J. Smith
10/10/50	0600	Fort Belvoir	J. Smith
10/10/50	0700	Fort Belvoir	J. Smith
10/10/50	0800	Fort Belvoir	J. Smith
10/10/50	0900	Fort Belvoir	J. Smith
10/10/50	1000	Fort Belvoir	J. Smith
10/10/50	1100	Fort Belvoir	J. Smith
10/10/50	1200	Fort Belvoir	J. Smith
10/10/50	1300	Fort Belvoir	J. Smith
10/10/50	1400	Fort Belvoir	J. Smith
10/10/50	1500	Fort Belvoir	J. Smith
10/10/50	1600	Fort Belvoir	J. Smith
10/10/50	1700	Fort Belvoir	J. Smith
10/10/50	1800	Fort Belvoir	J. Smith
10/10/50	1900	Fort Belvoir	J. Smith
10/10/50	2000	Fort Belvoir	J. Smith
10/10/50	2100	Fort Belvoir	J. Smith
10/10/50	2200	Fort Belvoir	J. Smith
10/10/50	2300	Fort Belvoir	J. Smith
10/10/50	2400	Fort Belvoir	J. Smith
10/10/50	0100	Fort Belvoir	J. Smith
10/10/50	0200	Fort Belvoir	J. Smith
10/10/50	0300	Fort Belvoir	J. Smith
10/10/50	0400	Fort Belvoir	J. Smith
10/10/50	0500	Fort Belvoir	J. Smith
10/10/50	0600	Fort Belvoir	J. Smith
10/10/50	0700	Fort Belvoir	J. Smith
10/10/50	0800	Fort Belvoir	J. Smith
10/10/50	0900	Fort Belvoir	J. Smith
10/10/50	1000	Fort Belvoir	J. Smith
10/10/50	1100	Fort Belvoir	J. Smith
10/10/50	1200	Fort Belvoir	J. Smith
10/10/50	1300	Fort Belvoir	J. Smith
10/10/50	1400	Fort Belvoir	J. Smith
10/10/50	1500	Fort Belvoir	J. Smith
10/10/50	1600	Fort Belvoir	J. Smith
10/10/50	1700	Fort Belvoir	J. Smith
10/10/50	1800	Fort Belvoir	J. Smith
10/10/50	1900	Fort Belvoir	J. Smith
10/10/50	2000	Fort Belvoir	J. Smith
10/10/50	2100	Fort Belvoir	J. Smith
10/10/50	2200	Fort Belvoir	J. Smith
10/10/50	2300	Fort Belvoir	J. Smith
10/10/50	2400	Fort Belvoir	J. Smith
10/10/50	0100	Fort Belvoir	J. Smith
10/10/50	0200	Fort Belvoir	J. Smith
10/10/50	0300	Fort Belvoir	J. Smith
10/10/50	0400	Fort Belvoir	J. Smith
10/10/50	0500	Fort Belvoir	J. Smith
10/10/50	0600	Fort Belvoir	J. Smith
10/10/50	0700	Fort Belvoir	J. Smith
10/10/50	0800	Fort Belvoir	J. Smith
10/10/50	0900	Fort Belvoir	J. Smith
10/10/50	1000	Fort Belvoir	J. Smith
10/10/50	1100	Fort Belvoir	J. Smith
10/10/50	1200	Fort Belvoir	J. Smith
10/10/50	1300	Fort Belvoir	J. Smith
10/10/50	1400	Fort Belvoir	J. Smith
10/10/50	1500	Fort Belvoir	J. Smith
10/10/50	1600	Fort Belvoir	J. Smith
10/10/50	1700	Fort Belvoir	J. Smith
10/10/50	1800	Fort Belvoir	J. Smith
10/10/50	1900	Fort Belvoir	J. Smith
10/10/50	2000	Fort Belvoir	J. Smith
10/10/50	2100	Fort Belvoir	J. Smith
10/10/50	2200	Fort Belvoir	J. Smith
10/10/50	2300	Fort Belvoir	J. Smith
10/10/50	2400	Fort Belvoir	J. Smith

ment assigned to control points (airfields, harbors, etc. equipment, R. R. and M.R.R.)

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

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

ADMINISTRATIVE – USE EQUIPMENT LOG BOOK



With administrative-use equipment—the kind that's normally handled by a central repair pool, the big thing is the "usage factor". In, some of their log

book forms and maintenance and cost forms are a bit different.

Log books for administrative-use vehicles, for example, will take

- SA Form 2400A**, Index For Equipment Log Book Assembly
- SA Form 2400-1**, Equipment Body or Monthly Log
- SA Form 2400-2**, Equipment Lubrication Record
- SA Form 2400-3**, Equipment Maintenance Record (Organizational)
- SA Form 2400-4**, Equipment Modification Record
- SA Form 2400-5**, Equipment Acceptance Record
- SA Form 2400-10**, Equipment Component Register
- SA Form 2400-11**, Accumulative Repair Cost Record and Record of Values
- SA Form 2400**, Equipment Maintenance Log (Consolidated)

All the above forms, except the 11, are covered elsewhere in this issue. The 11 is fairly easy to use, and its title tells the story. Here are a few tips.

SA Form 2400-11, 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 treatment repair cost allowance. Without this data 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 from from your equipment's EA Form 1010 and Etk Form 2407, plus bills for repairs in commercial garages, etc.

EQUIPMENT		EQUIPMENT IDENTIFICATION		EQUIPMENT CLASSIFICATION		EQUIPMENT STATUS	
ACQUISITION DATE (MM/YY) & PURCHASE PRICE		EQUIPMENT IDENTIFICATION		EQUIPMENT CLASSIFICATION		EQUIPMENT STATUS	
Year	Month	Year	Month	Code	Value	Code	Value
1980	01	1980	01	10	1000	10	1000
1981	02	1981	02	11	1100	11	1100
1982	03	1982	03	12	1200	12	1200
1983	04	1983	04	13	1300	13	1300
1984	05	1984	05	14	1400	14	1400
1985	06	1985	06	15	1500	15	1500
1986	07	1986	07	16	1600	16	1600
1987	08	1987	08	17	1700	17	1700
1988	09	1988	09	18	1800	18	1800
1989	10	1989	10	19	1900	19	1900
1990	11	1990	11	20	2000	20	2000
1991	12	1991	12	21	2100	21	2100

For their maintenance and control records, this equipment will use EA Form 2407, Maintenance Request, and also the old DD Form 114, Preventive Maintenance Schedule and Record, and EA Form 2208, Parts Slip and Work Required.

Log books for other kinds of equipment which collect usage info (MHE, SFE, and some Chemical boxes) will also use the 1088-11, (See Appendix E, TM 54-750).

EA Form 2408, Equipment Utilization Record, may be used for displaying all kinds of equipment (except E1 concepts administratively) and which do not use DD Form 114's... see AB 18-17.

EA Form 2408, Equipment Utilization Record, may be used for displaying all kinds of equipment (except E1 concepts administratively) and which do not use DD Form 114's... see AB 18-17.

DD Form 314, Preventive Maintenance Schedule and Record

This is the same white file card you've always used now back to PM services for administrative-use equipment and, perhaps, MHE. It can continue to

be used instead of the new Etk Form 1403 for scheduling services on administrative-use equipment at TC issue points and MHE.



DA FORM 2409



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

It may be used for such items as compressors, coolers, fluid reservoirs, multi-cell equipment or other separate items. For measured equipment like a collective pressure 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 entered on DA Form 2409. Because this form accompanies the item when it's removed from the major item to be repaired or considered for an alternative.

The PM number, serial number, location, and maintenance inspection frequency are recorded at the top of the form (serial should be replaced on to change when the equipment's moved, and you get the maintenance inspection frequency from the equipment's Maintenance Manual).

EQUIPMENT INFORMATION			
DA FORM NO.	REV.	DATE	ISSUE
2409-101	1	10/10/84	1
DA FORM NO.	REV.	DATE	ISSUE
2409-101	1	10/10/84	1

Equipment maintenance, its frequency and required time intervals are entered at the top, along with its equipment ID, part number and other maintenance data (except MPWD, which go in Section B, name of manufacturer, this part's serial and unit of the equipment).

EQUIPMENT MAINTENANCE LOG			
DATE	DESCRIPTION	TIME	REMARKS
10/10/84	Check fluid level	15 min	
10/11/84	Check fluid level	15 min	
10/12/84	Check fluid level	15 min	
10/13/84	Check fluid level	15 min	
10/14/84	Check fluid level	15 min	
10/15/84	Check fluid level	15 min	
10/16/84	Check fluid level	15 min	
10/17/84	Check fluid level	15 min	
10/18/84	Check fluid level	15 min	
10/19/84	Check fluid level	15 min	
10/20/84	Check fluid level	15 min	

The date of next scheduled maintenance inspection, or other critical repair job is indicated, like scheduled time and things like (M), but use the manual below, during and after operation unless other data require are made.

The initials of the one who makes the inspection and record of repair made during the inspection change is indicated. Entries listed into following year scheduled entries only on the condition, the "overhaul" or "modified."

CONSOLIDATED LOG



EQUIPMENT INFORMATION			
DATE	DESCRIPTION	TIME	REMARKS
10/10/84	Check fluid level	15 min	

In Section B, kind of work, nature of job, maintenance repair, job order number, description of repair, and man hours required. Repair vehicles include other work objects, and a date and time, if required by your major command.

All captured MPWDs for the equipment are entered at once in the working organization gets the publication (or make what vehicle applies "unit, date, 1" or "2" in column 4, the vehicle responsible is entered, and the date of the MPWD or the PM of the repair, if any, in column 5 (if there's no lot, the company is so marked).

EQUIPMENT MAINTENANCE LOG			
DATE	DESCRIPTION	TIME	REMARKS
10/10/84	Check fluid level	15 min	

The date the MPWD is applied, maintenance required, and the organization that applies the MPWD will be covered by the man who completes or backs the work. He'll also sign to show the job's done.

If extra space is needed, listing of MPWD's may be continued on a continuation DA Form 2409 or a DA Form 2409-1 attached to the consolidated log.

If more space is needed for Section B or C, add in the heading on a new consolidated log form, mark it "Continuation Log" on the bottom, and couple 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 item when it's not attached to a major item.





But...they still

NEED YOU

