UNITED STATES MARINE CORPS
25TH MARINE REGIMENT
4TH MARINE DIVISION
MARINE FORCES RESERVE
4 LEXINGTON STREET, BOX 140
DEVENS, MASSACHUSETTS 01434-4476

IN REPLY REFER TO:
4790
MMO
18 Jan 07

MAINTENANCE MANAGEMENT POLICY NOTICE 2-07

From: Commanding Officer, 25th Marine Regiment
To: Commanding Officer, 1st Battalion, 25th Marines
Commanding Officer, 2nd Battalion, 25th Marines
Commanding Officer, 3rd Battalion, 25th Marines
Commanding Officer, Headquarters Company, 25th Marines

Subj: RECONCILIATION/VALIDATION PROCEDURES AND SCHEDULE

Ref: (a) MCO P4790.2C
(b) ForO P4790.3A

1. PURPOSE. To publish policy and procedures for the validation and reconciliation of repair parts within the Regiment in accordance with the references.

2. CANCELLATION. None.

3. RESPONSIBILITY. Each Commodity Manager is responsible for ensuring all required parts for vehicles/equipment under their cognizance, once identified, are promptly placed on valid requisition through the supply system and validated bi-weekly until parts are received. This is especially important for deadlining parts. Priority of work must be directed at acquiring parts and reconciliation is a key element of ensuring timely receipt of repair parts.

4. ACTION. In an effort to increase equipment readiness, all personnel will adhere to the following procedures:

a. Immediately after required repair parts are identified, promptly place items on order; one day for deadlining parts, two days for all other items. Ensure supply personnel are aware of all deadlining items. Deadlining parts will be keypunched immediately by supply personnel ensuring that Not Mission Capable Supply indicators are used. All other parts and supplies will be keypunched within two days.

b. Monitor the Daily Processing Report (DPR) to ensure required parts post in the Marine Corps Maintenance Management System; which occurs normally within three days of being key punched.

c. Reconcile with Regimental/HQ Co Supply personnel to ensure repair part requisitions post and receive a valid status in the supply system.

d. Inform the Regimental Maintenance Management Chief (MMC) of problems that cannot be reconciled by the respective supply section.

e. Reconciliation will be conducted between the Regimental MMC, Due and Status File Clerk, and the unit's Maintenance Chief every second and fourth Thursday of each month via telephone. The following schedule applies:

UNIT SITE	TIME (EST)
Devens, MA HQ Company	0900
Devens, MA 1/25	1000
Brookpark, OH 2/25	1100
Garden City, NY 3/25	1300

5. Reconciliation and Validation Procedures. Commodity Managers will ensure that a biweekly validation and reconciliation is conducted and documented in accordance with Appendix C of reference (a). Document all reconciliations using a logbook.

a. All commodities will prepare for reconciliation by validating their DPR with outstanding parts requisition and open Equipment Repair Orders.

b. Validation/Reconciliation can be conducted during weekend drills to assist in the training of Selected Marine Corps Reserve Marines. Battalion MMCs must coordinate drill weekend reconciliations with the Regimental MMC prior to the scheduled time stated in paragraph 4.e. of this Maintenance Management Policy Notice.

c. Units are responsible for contacting the Regimental MMC when they are unable to reconcile during their scheduled time.

6. Point of contact is the Regiment MMC at (978) 796-3739.

M. F. BELCHER