**Inspectors General Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **MOTOR TRANSPORT OPERATIONS 11240** | | | |
| This checklist applies to all commands granted Licensing Authority for Motor Transport Tactical Wheeled Vehicles. | | | |
|  | | | |
| **Functional Area Sponsor:** LPC-1 | | **Name of Command** |
| **Subject Matter Expert:**  MGySgt Jeffery S. Harper | | **Date** |
| (DSN) 260-7107 (COML) 571-256-7107 | | **Inspector** |
| **Revised:** 12 November 2018 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | | |
| Subsection 1 – DISPATCHING | | | |
| 0101 | Does the unit have desktop procedures for dispatching and are they current?  Reference: MCO P4790.2C, para 1005 | | |
| Result | Comments | | |
| 0102 | Have all individuals, dispatching equipment, been designated in writing by the Equipment Officer?  Reference: TM 4700 - 15/1H, para 2 - 15.c and 15 - 3.b | | |
| Result | Comments | | |
| 0103 | Does the unit provide personnel, equipment and license information into the Transportation Capacity Planning Tool (TCPT) data base?  Reference: TM 4700-15/1H (AMHS 3.1.3 12.7.0.15) | | |
| Result | Comments | | |
| 0104 | Does the unit dispatch GME vehicles utilizing TCPT?  Reference: TM 4700-15/1H (AMHS 3.1.3 12.7.0.15) | | |
| Result | Comments | | |
| 0105 | Are NAVMC 10627’s (Vehicle and Equipment Operational Records) filled out correctly and retained IAW references?  Reference: TM 4700 - 15/1H, Page 2-19-4, Paragraph (c) | | |
| Result | Comments | | |
| 0106 | Are master logs properly closed out in TCPT?  Reference: TM 4700-15/1H, page 2-15-1, para (d); TM 4700-15/1H (AMHS 3.1.3 12.7.0.15) | | |
| Result | Comments | | |
| 0107 | Are “Reviewed by” electronic signatures associated to each dispatching day?  Reference: TM 4700-15/1H, page 2-15-1, para (d); TM 4700-15/1H (AMHS 3.1.3 12.7.0.15) | | |
| Result | Comments | | |
| 0108 | Are Trip Tickets (NAVMC 10627) maintained for 30 days?  Reference: TM-4700-15/1H, Page 2-19-7, Paragraph (d) | | |
| Result | Comments | | |
| 0109 | Are Motor Vehicle Accident Reports (SF-91), Accident Identification Cards (DD-518), and Statement Of Witness Form (SF-94) issued with each dispatched vehicle?  Reference: TM-4700-15/1H, Page 2-17-1, Paragraph (d) applies; TM-4700-15/1H, Page 2-16-1, Paragraph (e) applies | | |
| Result | Comments | | |
| 0110 | When a vehicle that was involved in an accident appears on a Daily Dispatching Record (NAVMC 10031) does the Dispatcher keep the Daily Log for a year or until the completion of the investigation and repair or disposition of the vehicle which ever happens last?  Reference: TM-4700-15/1H, Page 2-15-6, Paragraph (g) | | |
| Result | Comments | | |
| Subsection 2 - ON VEHICLE EQUIPMENT (OVE) PROCEDURES | | | |
| 0201 | Does the unit have desktop procedures for OVE and are they current?  Reference: MCO P4790.2C, para 1005 | | |
| Result | Comments | | |
| 0202 | Has the OVE custodian been assigned in writing?  Reference: Unit MMSOP | | |
| Result | Comments | | |
| 0203 | Are all SL-3, and TM components to end items to include sub-kits authorized, accounted for, maintained in a serviceable condition, and inventoried as required in accordance with current SL-3 or extract from applicable manual (TMs, service manuals, etc….)?  Reference: TM 4700 - 15/1H, para 2 - 6 and para 15 – 7 | | |
| Result | Comments | | |
| 0204 | Are items contained in the OVE and SL-3 maintained in a clean and serviceable condition?  Reference: MCO P4790.2C, Paragraph 2005.4 | | |
| Result | Comments | | |
| 0205 | Are OVE and SL-3 inventories maintained on hand for one (1) year?  Reference: TM-4700-15/1H, Paragraph 2-6-4 Paragraph (e) | | |
| Result | Comments | | |
| 0206 | Does the unit have access to GCSS-MC and are they filling out the appropriate information in the item instance as the equipment owner?  Reference: UM 4000-125 Part 4, Section 2, Paragraph 3.a (1); Paragraph 3.c of Enclosure 2 to MCO 4105.2; Paragraph 2-14 of TM 4700-15/1H; Paragraph 6 of CMC 100228Z JUN 14 (MARADMIN 277/14) | | |
| Result | Comments | | |
| Subsection 3 - PREVENTIVE MAINTENANCE CHECKS AND SERVICES | | | |
| 0301 | Does the unit have access to GCSS-MC and are they filling out the appropriate information in the item instance as the equipment owner?  Reference: UM 4000-125 Part 4, Section 2, Paragraph 3.a (1); Paragraph 3.c of Enclosure 2 to MCO 4105.2; Paragraph 2-14 of TM 4700-15/1H; Paragraph 6 of CMC 100228Z JUN 14 (MARADMIN 277/14) | | |
| Result | Comments | | |
| 0302 | Do “item instance notes” for all equipment contain required Information in GCSS-MC?  Reference: UM 4000-125 Part 4, Section 2, Paragraph 3.a(1; Paragraph 3.c of Enclosure 2 to MCO 4105.2; Paragraph 2-14 of TM 4700-15/1H; Paragraph 6 of CMC 100228Z JUN 14 (MARADMIN 277/14) | | |
| Result | Comments | | |
| 0303 | Is a Load Test of cranes, aerial personnel devices, retrievers, and other load lifting equipment properly documented and retained?  Reference: Paragraph 4 of Chapter 1 of MCO 11262.2B; Paragraph 2.c(2)(j) of Chapter 4 of MCO 11262.2B; Applicable Commodity Chapters of TM 4700-15/1H; UM 4000-125 Part 4, Section 2, Paragraph 3.a(2) | | |
| Result | Comments | | |
| 0304 | Has the Licensing Authority established a road test route and is it in compliance with the references?  Reference: MCO 11240.118, par 5c; TM 11240-15/3G, par 4-5 | | |
| Result | Comments | | |
| 0305 | Does the unit have current copies of publications needed to conduct proper PMCS?  Reference: MCO P5215.17C, Para. 1002.6; MCO 5600.31 Para. 4.c.(2), (4), 5.b; MCO P4790.2C, Para. 2008.1.b(1), 2008.1.c, and Appendix B; MMSOP; and GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02; Applicable TM’s | | |
| Result | Comments | | |
| 0306 | Is the unit utilizing the appropriate Preventive Maintenance Checklist?  Reference: TM 10 Series Manuals apply | | |
| Result | Comments | | |
| 0307 | Has on hand equipment requiring Field-Organizational LOM or higher PMCS been properly scheduled in GCSS-MC?  Reference: Paragraph 3002 of MCO P4790.2C; Paragraphs 2-4.b thru 2-4.c and Applicable Commodity Chapters of TM 4700-15/1H; UM 4000-125 Part 4, Section 4, Paragraph 1) | | |
| Result | Comments | | |
| 0308 | Have members of the commodity submitted a NAVMC 10772 (change request to a publication)?  Reference: MCO P4790.2C, Para. 2008.3; MCO P5215.17C, Para. 6002; TM 4700-15/1H, Para. 2-23; GENADMIN/MARCORSYSCOM/PSD/JAN// DTG R291445Z JAN 02 | | |
| Result | Comments | | |