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Research Product 86-23

**Transitional Performance Aid for the
Equipment Records and Parts Specialist
(MOS 76C)**

**Training and Simulation Technical Area
Training Research Laboratory**

June 1986

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Technical review by

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) → The Transitional Performance Aid (TPA) is designed to guide the action sequences required of the Equipment Records and Parts Specialist (MOS 76C). It consists of 15 flowcharts and accompanying doctrinal references that provide guidance for performing all critical tasks for each of the four duty positions comprising MOS 76C. The TPA is intended for classroom and field use by persons learning to perform 76C operations.		

Research Product 86-23

**Transitional Performance Aid for the
Equipment Records and Parts Specialist
(MOS 76C)**

**J. Douglas Dressel, Paul J. Tremont,
and John J. Kessler**

**Training and Simulation Technical Area
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**U.S. ARMY RESEARCH INSTITUTE FOR THE BEHAVIORAL AND SOCIAL SCIENCES
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**Office, Deputy Chief of Staff for Personnel
Department of the Army**

June 1986

**Army Project Number
2Q263743A794**

Education and Training

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FOREWORD

The U.S. Army Research Institute, in conjunction with the Training Technology Activity TRADOC, is engaged in research and development to increase Army training effectiveness through the implementation of improved instructional methods and, where appropriate, advanced technology. The four Army Training Technology Field Activities (TTFA) currently participating in this program are these: Quartermaster School, Fort Lee, VA; Armor School, Fort Knox, KY; Aviation School, Fort Rucker, AL; and the National Guard and Reserve Training Center, Gowen Field, ID. The Transitional Performance Aid (TPA) presented herein was developed under the Fort Lee TTFA Program for the Equipment Records and Parts Specialist (MOS 76C).

The necessity for the TPA is a function of the variety of duty positions and the working conditions at the duty site. In training the 76C, a principal difficulty is the integration of the larger number of distinct actions that must be performed for each of the four duty positions. Moreover, once at the duty site, the 76C often has no one from whom to seek advice while operating in a key position in a complex, highly proceduralized supply system. The TPA integrates and organizes information from the official publications, which although useful and necessary as references do not provide an integrated picture of the decisions and actions required to execute the jobs. The TPA provides this integration by depicting an overall view of the full set of required procedures and doctrinal references in a single document. To permit timely updates of the TPA, computer files and plotting software have been developed. The TPA is designed for the beginning student and for newly assigned instructors.

The Quartermaster School has participated continuously in the design and development of the TPA and has begun its introduction into the classroom and subsequent field use.



EDGAR M. JOHNSON
Technical Director

TRANSITIONAL PERFORMANCE AID FOR THE EQUIPMENT RECORDS
AND PARTS SPECIALIST (MOS 76C)

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OVERVIEW

Introduction

The working environment of the Equipment Records and Parts Specialist (MOS 76C) is both varied and pressured. The 76C operates in four duty positions across two levels of maintenance activity (organizational and direct support). In several duty positions, the clerks can operate in either a manual or automated mode. The clerk frequently works alone which precludes receiving advice or guidance from others. A principal activity of the 76C is to provide the mechanics with the parts needed to repair the unit's equipment; the guidance for the activity and other related 76C tasks is found in five Army publications. The Transitional Performance Aid (TPA) is a source document which provides organization and direction for the performance of the procedures which the 76C is to learn in school and apply in the unit.

Development

The first attempt to develop the TPA was a joint venture between the U.S. Army Research Institute (ARI) researchers and members of the Directorate of Training and Doctrine (DOTD), Quartermaster School, Fort Lee, with subject matter expert (SME) input from the Enlisted Supply Department (ESD) on the accuracy of listed procedures. The joint effort produced a handbook which provided an organization of the duty position, concise summary statements (with references) of the procedures to follow and accompanying illustrations of the forms used. However, this handbook (in excess of 130 pages) was considered to be difficult to keep current (and therefore accurate) and a publishing burden. Therefore, a second effort with ESD and approved by DOTD was initiated which resulted in the present TPA.

The present TPA (35 pages) has the same scope as the original but has an altered emphasis. Originally, the flow charts were chiefly used to depict the general nature and organization of the tasks in the various 76C duty positions. Now the flow charts provide prescriptive instructions for task performance. Also, rather than having summary narrative procedures and accompanying illustrations derived from Army publications, the specific Army references for complete task procedures are presented. This format allows more information to be provided in the flow charts without a reprinting of interpretations of published Army procedures and forms which are available to the user.

Description

The TPA encompasses all critical 76C Soldier Manual Tasks. The TPA is comprised of two sections which operate together to provide organization and guidance for the actions required of the 76Cs in their various duty positions. The first section has detailed flow charts which act as

procedural guides for each duty position. The procedural guides (developed as Research Product 86-20) depict the operations and actions for which the 76C is responsible in the given task. The second section of the TPA is a reference section which lists the Army publications (by paragraph) which provide instructions and illustrations for task performance. The flow chart actions are keyed to the task reference listing which eases user access to the full doctrinal procedure required.

Although paper-based, the TPA is computer supported to facilitate the updating of graphics and documentation.

Application

The TPA will be used as an instructional aid and a job aid. The students will use the TPA during their course of study at Fort Lee. With familiarity established, the newly graduated 76C will take the TPA to the first duty assignment. The TPA will provide assistance in the initial months of the duty assignment until the new 76C becomes accustomed to the required actions of the duty position. The TPA will be used in conjunction with standard Army publications.



TRANSITIONAL PERFORMANCE AID

**EQUIPMENT
RECORDS**

and

**PARTS
SPECIALIST
MOS 76C**

Students Name: _____

Class: _____

INTRODUCTION

This Transitional Performance Aid (TPA) is intended to help you. It will help you to learn the tasks of the 76C while in school and to perform those tasks in the field after you graduate.

The TPA has two parts which operate together. The first part has flow charts which show how the major 76C tasks are performed. The second part has the Army references which provide directions and illustrations for performing the diagrammed tasks.

When learning a task, it is recommended that you first look at the flow chart to see how the task is done. Then read the indicated task references which provide specific instructions. An illustration of this procedure is presented on the next page.

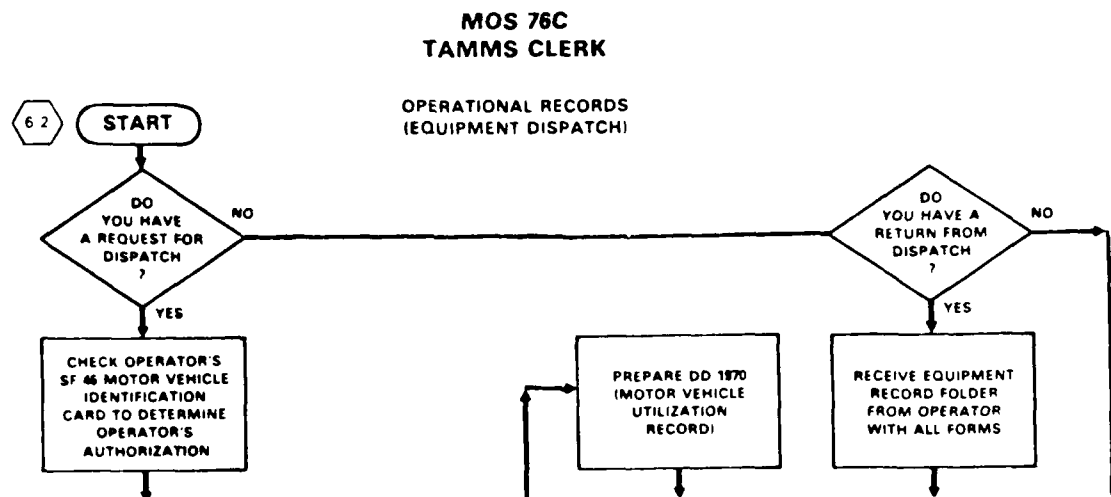
The TPA was accurate and complete at the time of its printing. However, procedures do change and therefore you should always use the latest Update or TM when performing the task. To keep your TPA current, we recommend that you use a pencil to make any needed changes.


HOW TO USE THE TPA

Step 1. Use the TABLE OF CONTENTS (pages ii and iii) to find your duty position and locate the flow chart which has the procedure you want to perform. For example, if you are a TAMMS clerk and you want to maintain dispatch records, find the "TAMMS Clerk" section of the TABLE OF CONTENTS on page iii. The Table of Contents indicates that TAMMS procedures begin on page 27.

Step 2. Turn to the indicated page and read the flow chart which diagrams the sequence of actions to follow. For example, the following is part of the flow chart that appears on page 27.

1 OF 2



Step 3. Find the hexagon, , on the flow chart. The hexagon contains a task code for the diagrammed procedure. The first number of the code (6) corresponds to the subject area as listed in the table of contents (in this case, TAMMS clerk tasks). The second number of the code (2) helps you to identify the task title as listed in the reference section (in this case, "Maintain Dispatch Records").

If two different task codes appear next to the procedure, use only the task code for your duty position.

[The subject area numbers and task titles are listed in the TPA as they appear in the Soldier's Manual.]

PRINCIPAL SOURCE: DA PAM 738-750

TAMMS CLERK TASKS (SUBJECT AREA 6)	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
6-1 MAINTAIN A CONSOLIDATED EQUIPMENT LOG	5-1,2,10,11; APP. E	-	-	28
	5-3,4	5-1,2,3,4,5	DA 2408-4	
	5-5	5-6	DA 2408-5	
	5-6	5-7,8,9	DA 2408-9	
	5-7	5-10	DA 2408-20	
	5-8	5-11	DA 2409	
	6-2 MAINTAIN DISPATCH RECORDS	2-2	-	
2-3		2-1	ERF	
2-4		2-1	EIC	
2-5		2-2,3,4	DD 1970	
2-6		2-5	DA 2401	
6-3 MAINTAIN A PREVENTIVE MAINTENANCE SCHEDULE AND RECORD	3-3	3-3,4,5	DD 314	28

16

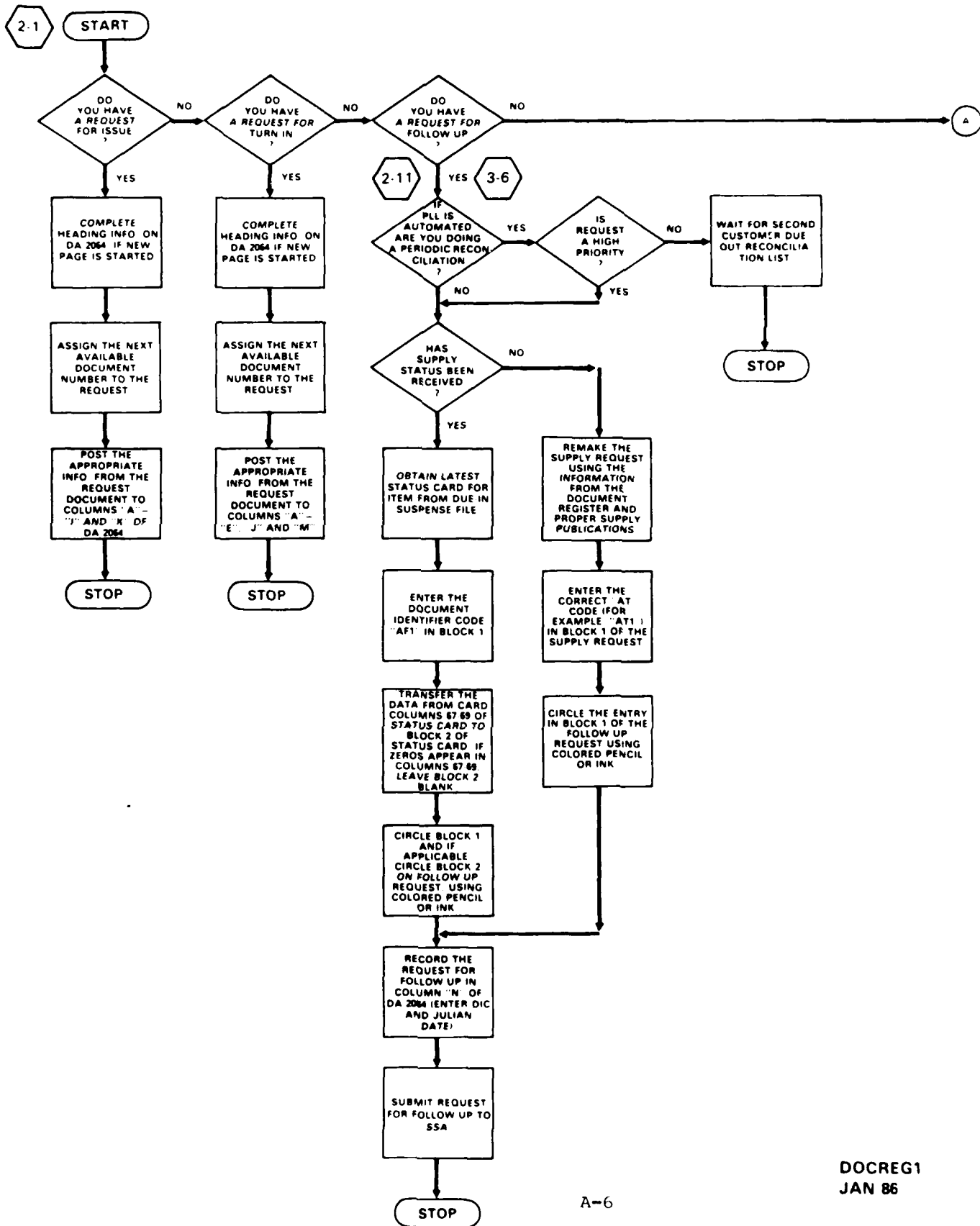
Step 4. Find the task code in the reference section of the TPA. The subject area code appears at the bottom of each page, 6- . The task code appears with the task title, 6-2 Maintain Dispatch Records. Use the DA PAM or TM listed at the top of the page unless otherwise noted by a reference in parentheses, ().

Step 5. Read the given references including figures. Perform the necessary actions.

FLOW CHARTS

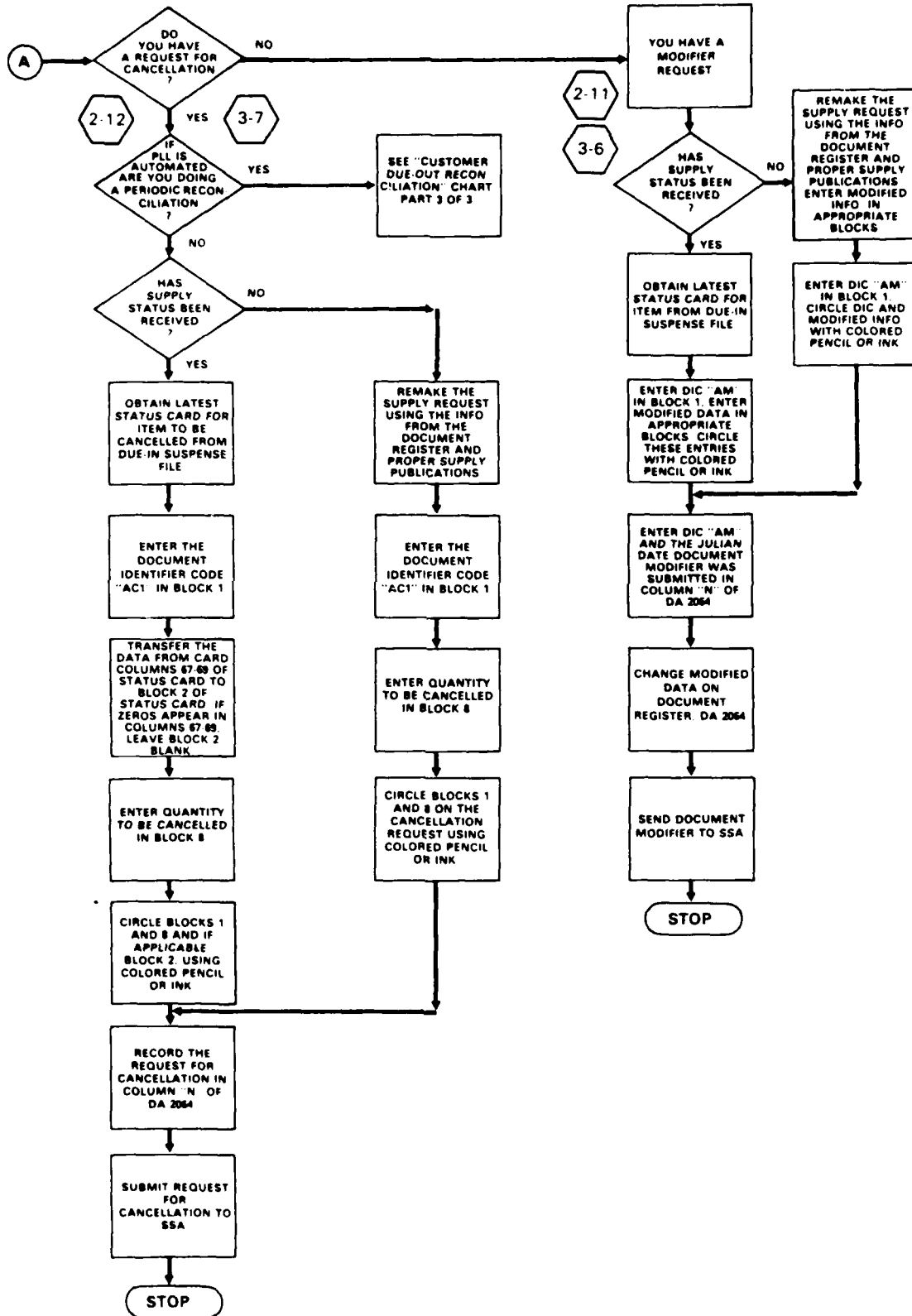
MOS 76C PLL (MANUAL/AUTOMATED) SHOP STOCK (MANUAL) MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 1

REQUISITION, TURN-IN, FOLLOW-UP, CANCELLATION AND MODIFIER REQUESTS

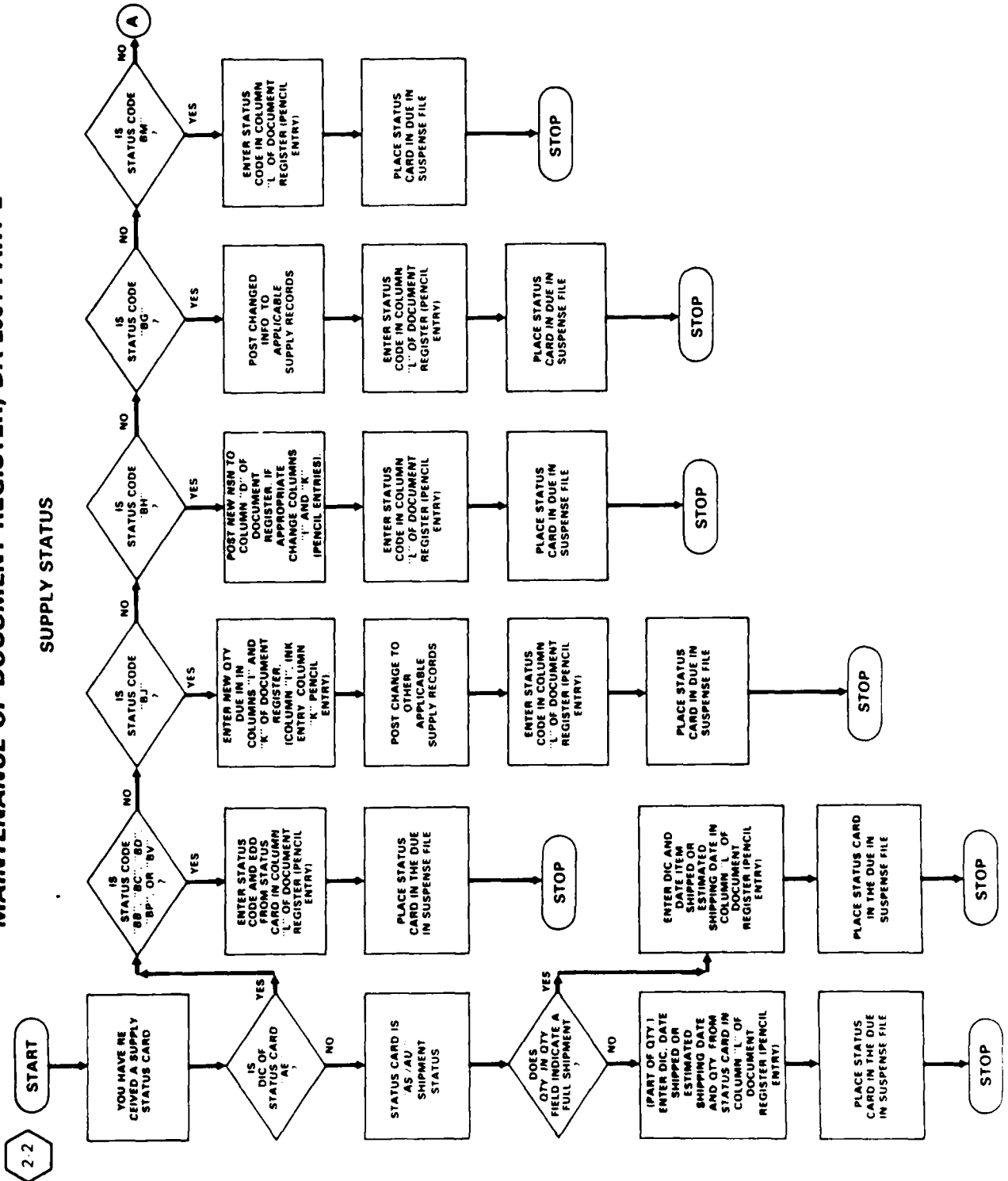


MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 1

**REQUISITION, TURN-IN, FOLLOW-UP, CANCELLATION
 AND MODIFIER REQUESTS**

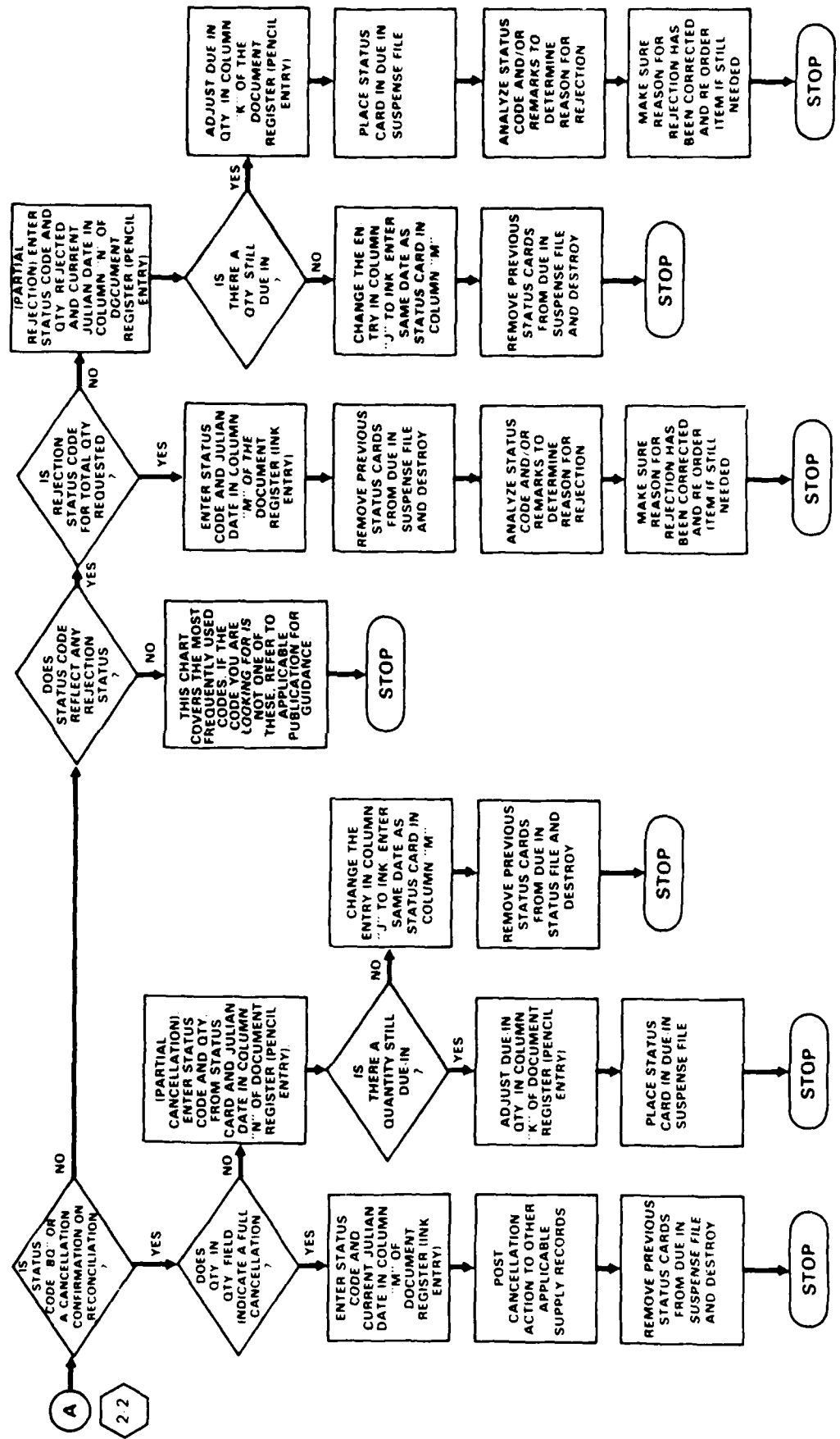


MOS 76C
PLL (MANUAL/AUTOMATED)
SHOP STOCK (MANUAL)
MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 2



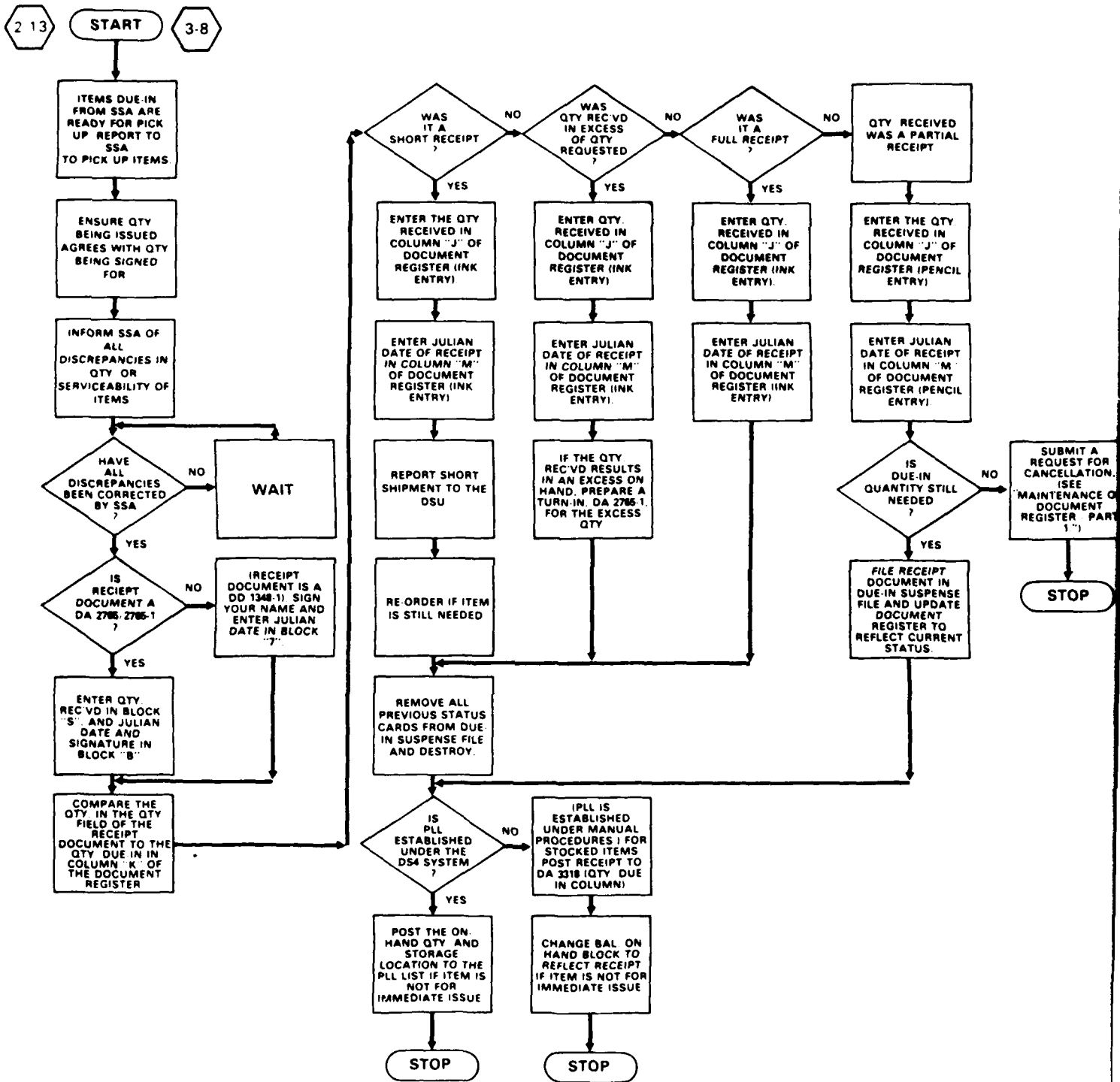
**MOS 76C
 PLL (MANUAL/AUTOMATED)
 SHOP STOCK (MANUAL)
 MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 2**

SUPPLY STATUS



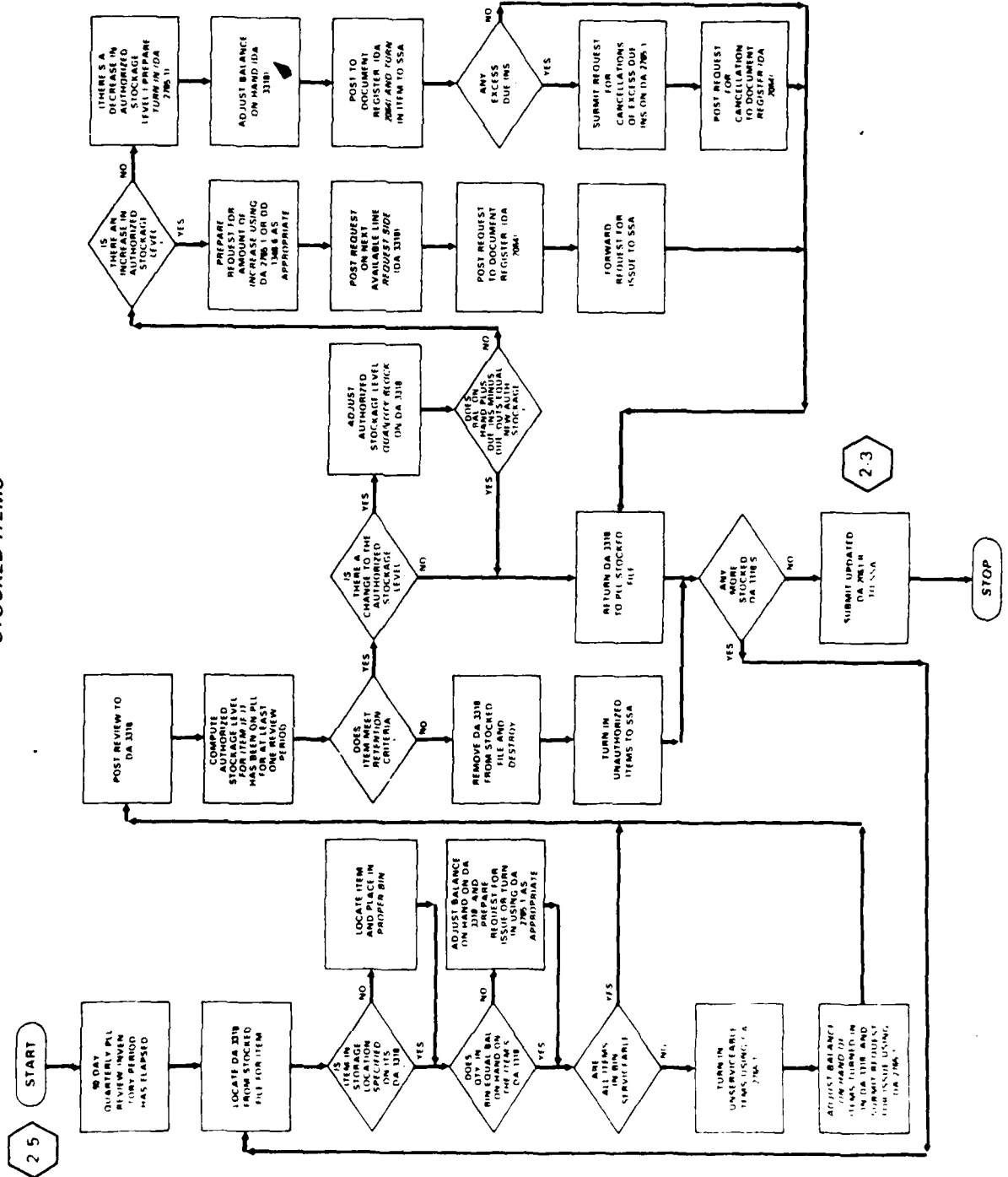
PLL (MANUAL/AUTOMATED)
 SHOP CLERK (MANUAL)
 MAINTENANCE OF DOCUMENT REGISTER, DA 2064-PART 3

RECEIVING SUPPLIES

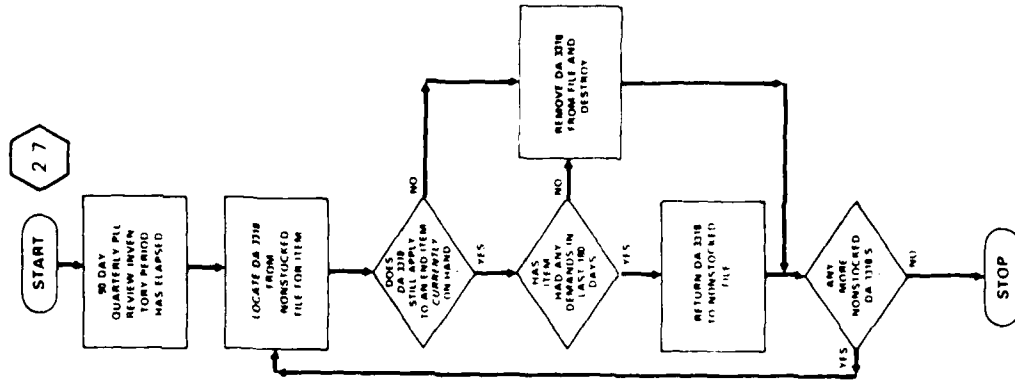


MOS 76C PLL (MANUAL) PLL REVIEW AND INVENTORY

STOCKED ITEMS

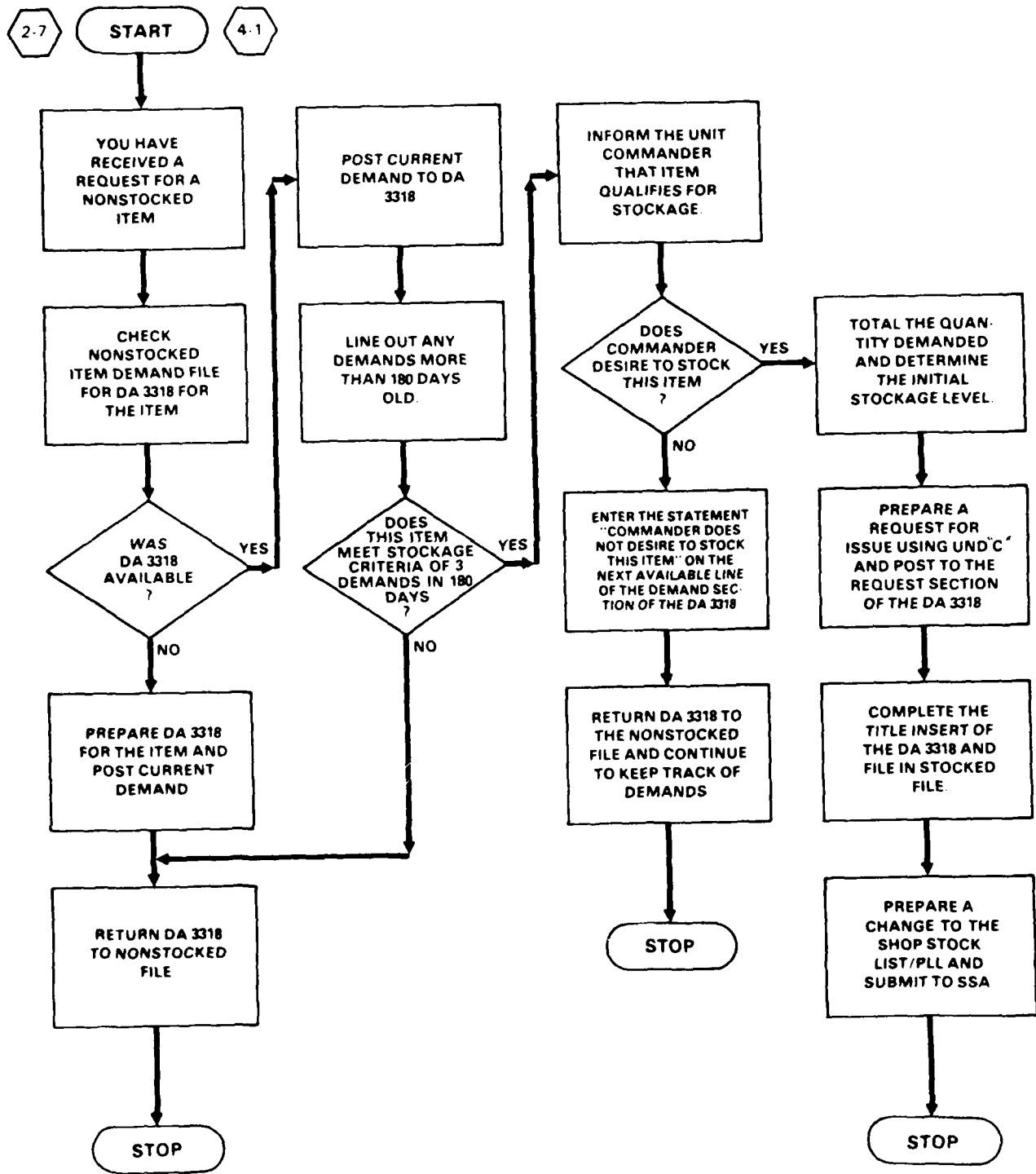


NONSTOCKED ITEMS

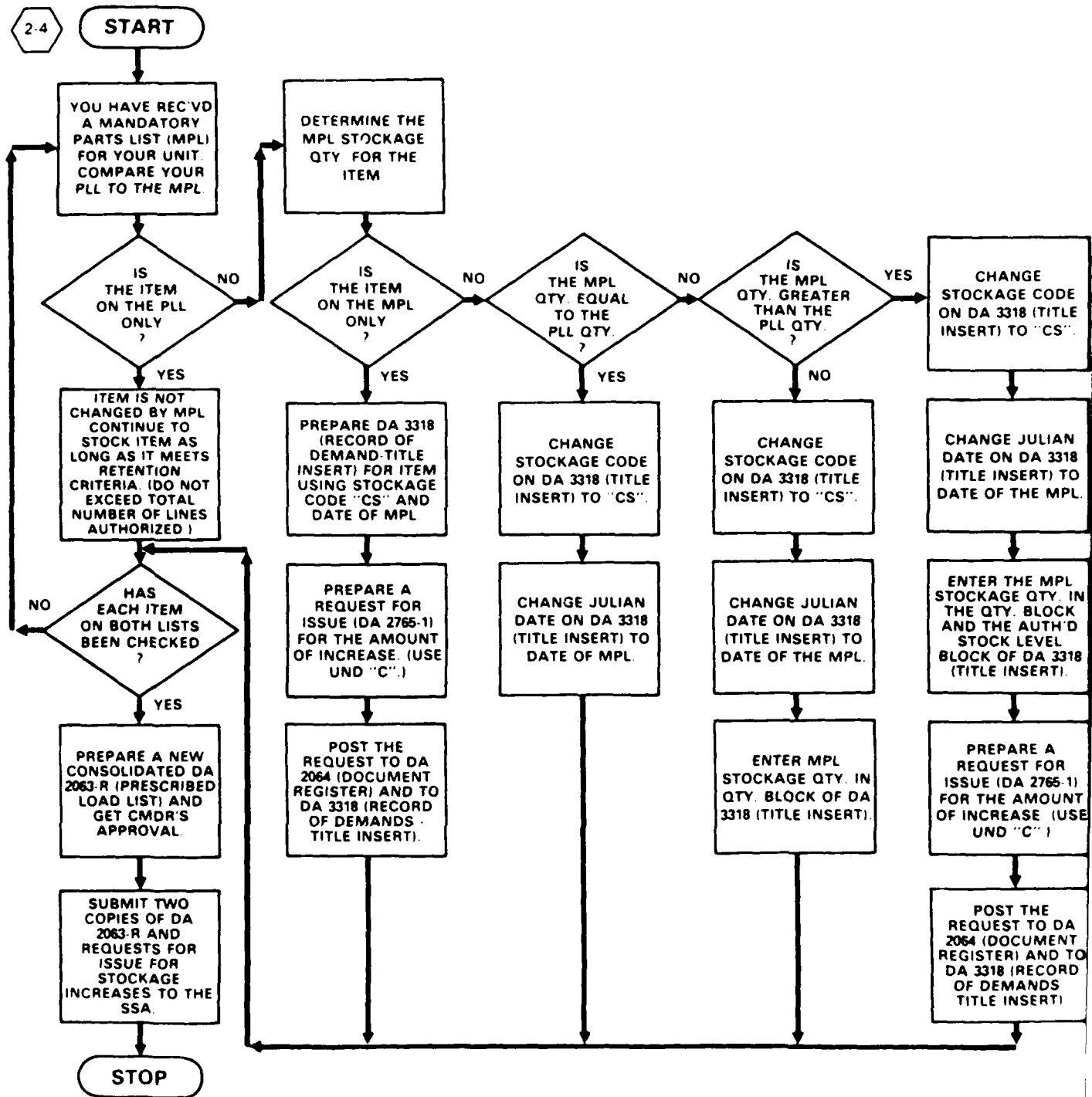


1 OF 1

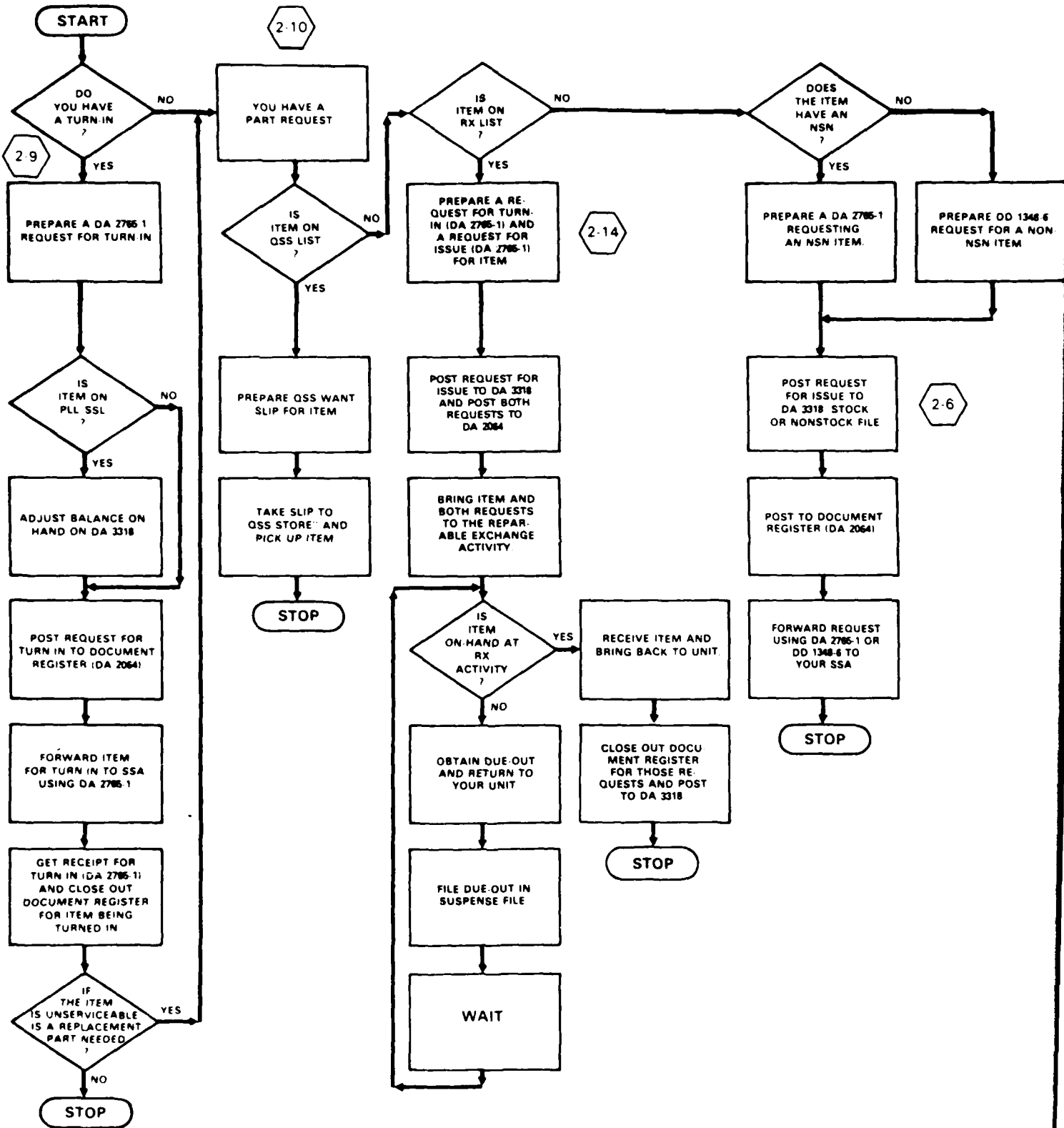
**MOS 76C
PLL (MANUAL)
SHOP STOCK (MANUAL)
MANAGEMENT OF NONSTOCKED ITEM DEMAND FILE**



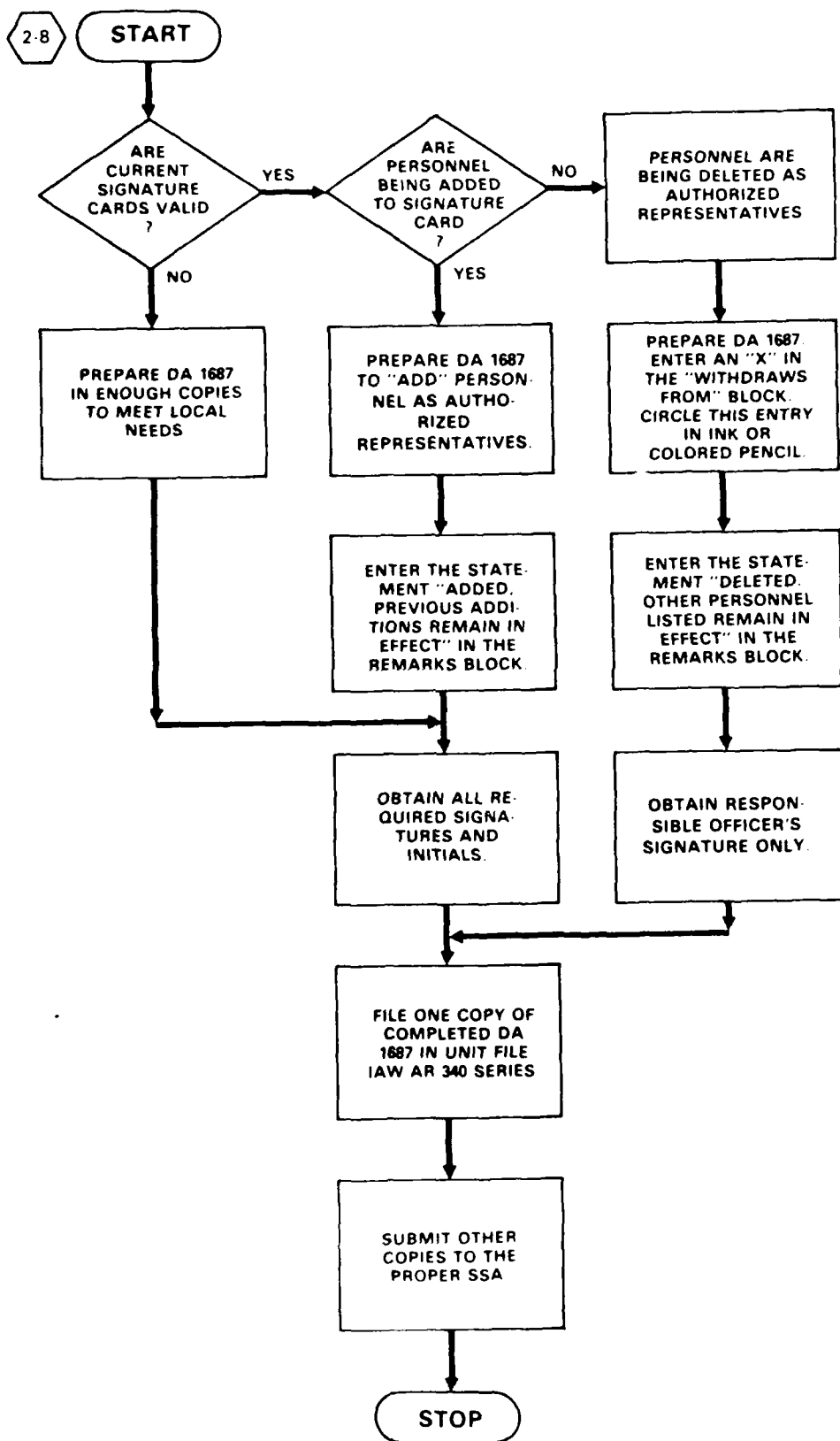
**MOS 76C
PLL (MANUAL)
MANDATORY PARTS LIST, MANUAL PROCEDURES**



MOS 76C
PLL AND SHOP STOCK CLERK (MANUAL)
REQUEST FOR ISSUE AND TURN-IN, MANUAL

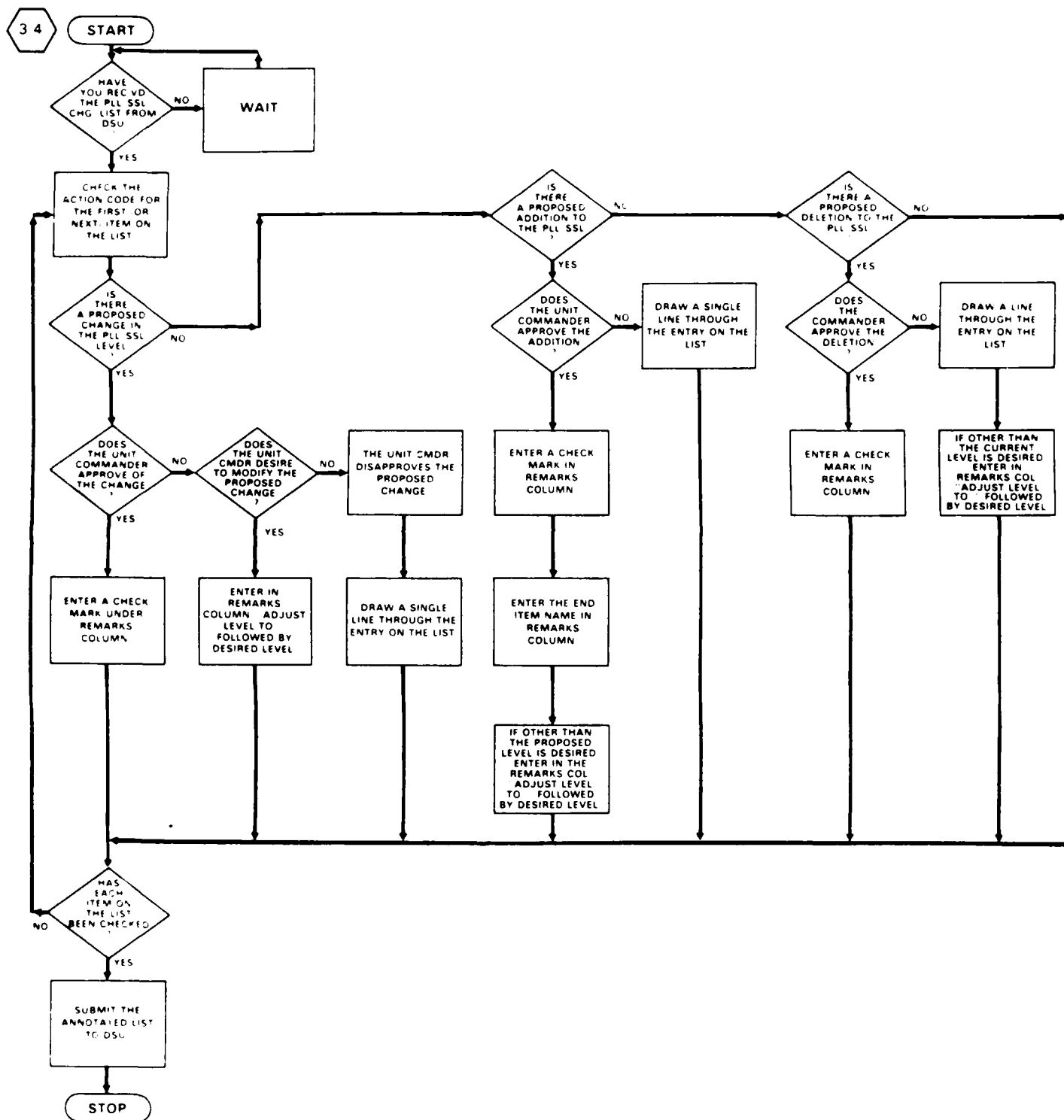


MOS 76C SIGNATURE CARD UPDATE

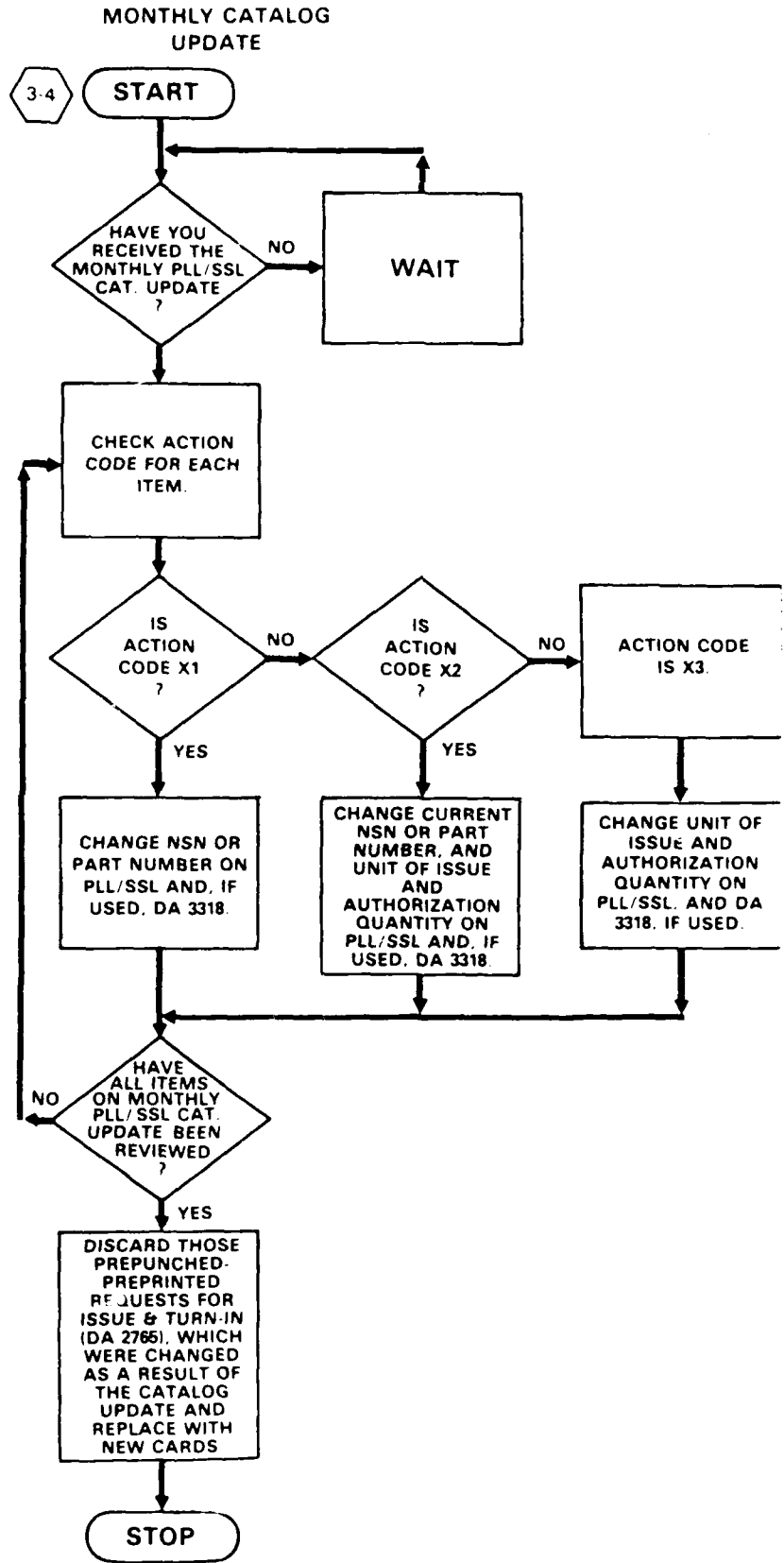
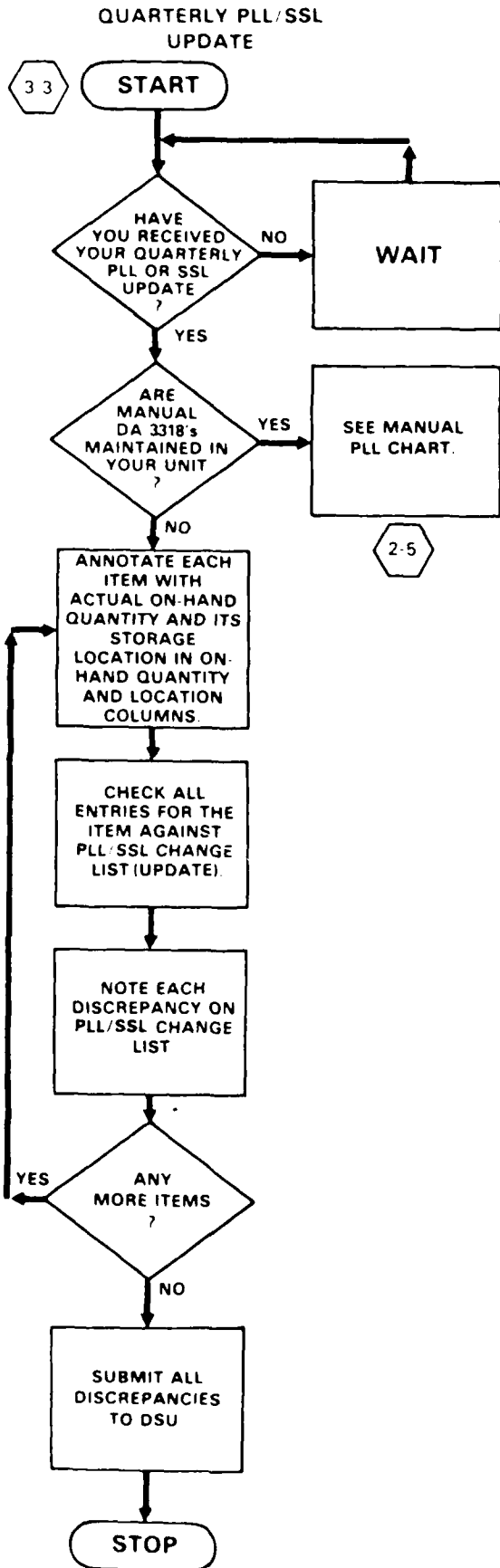


MOS 76C PLL AND SHOP STOCK (AUTOMATED) MANAGEMENT OF PLL/SSL LISTS

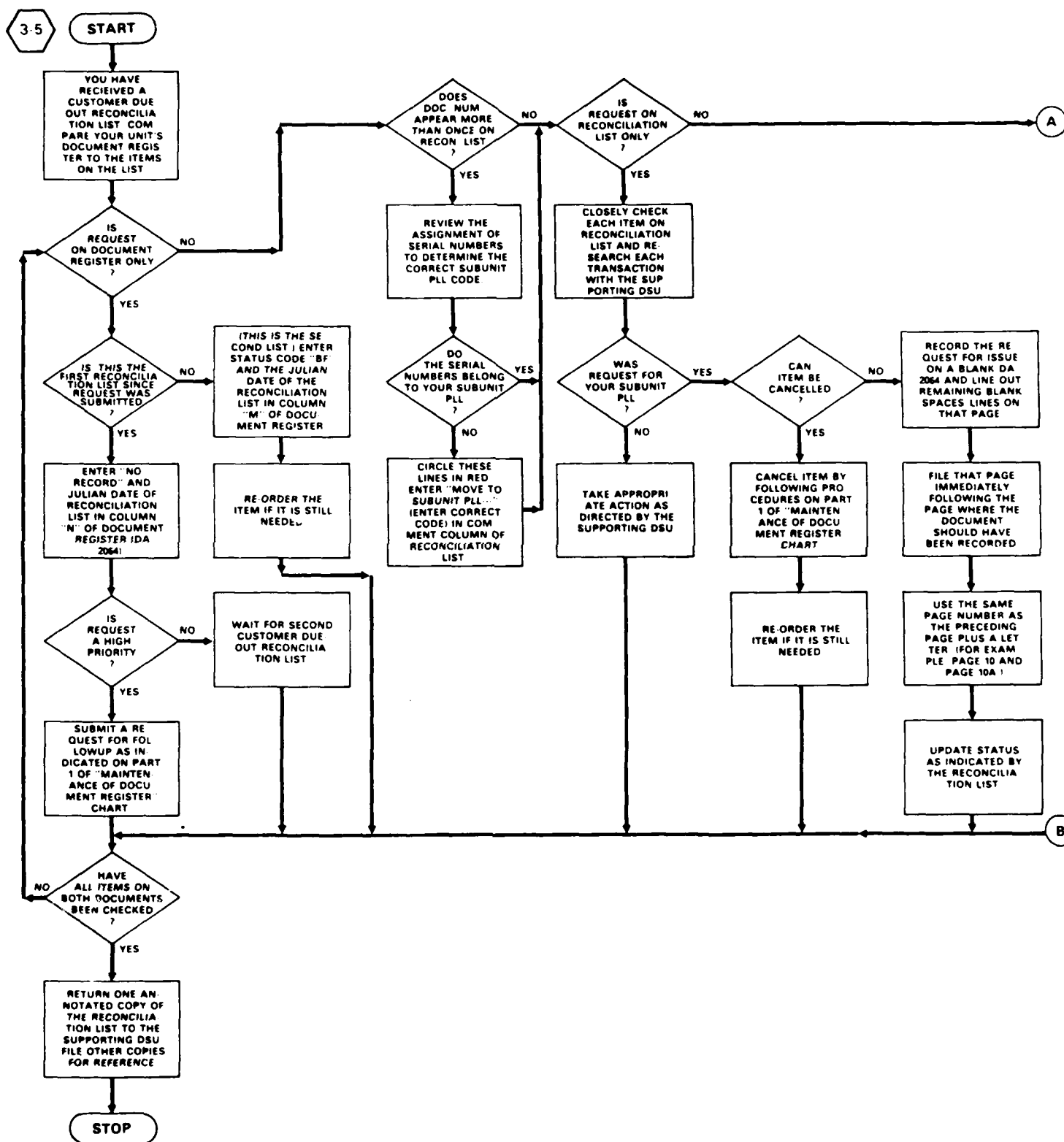
MAINTENANCE OF PLL/SSL CHANGE LIST



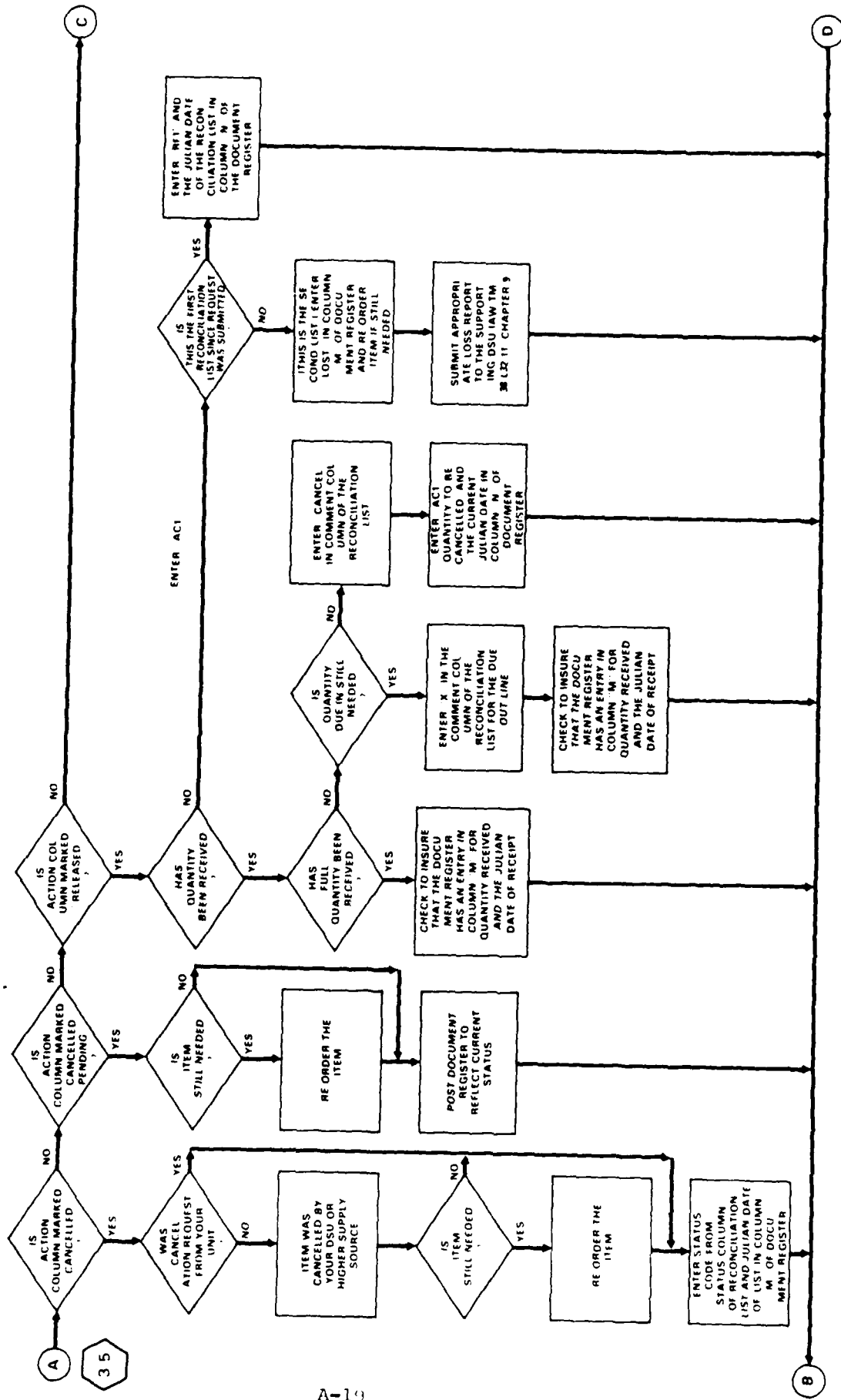
MOS 76C
PLL AND SHOP STOCK (AUTOMATED)
MANAGEMENT OF PLL/SSL LISTS



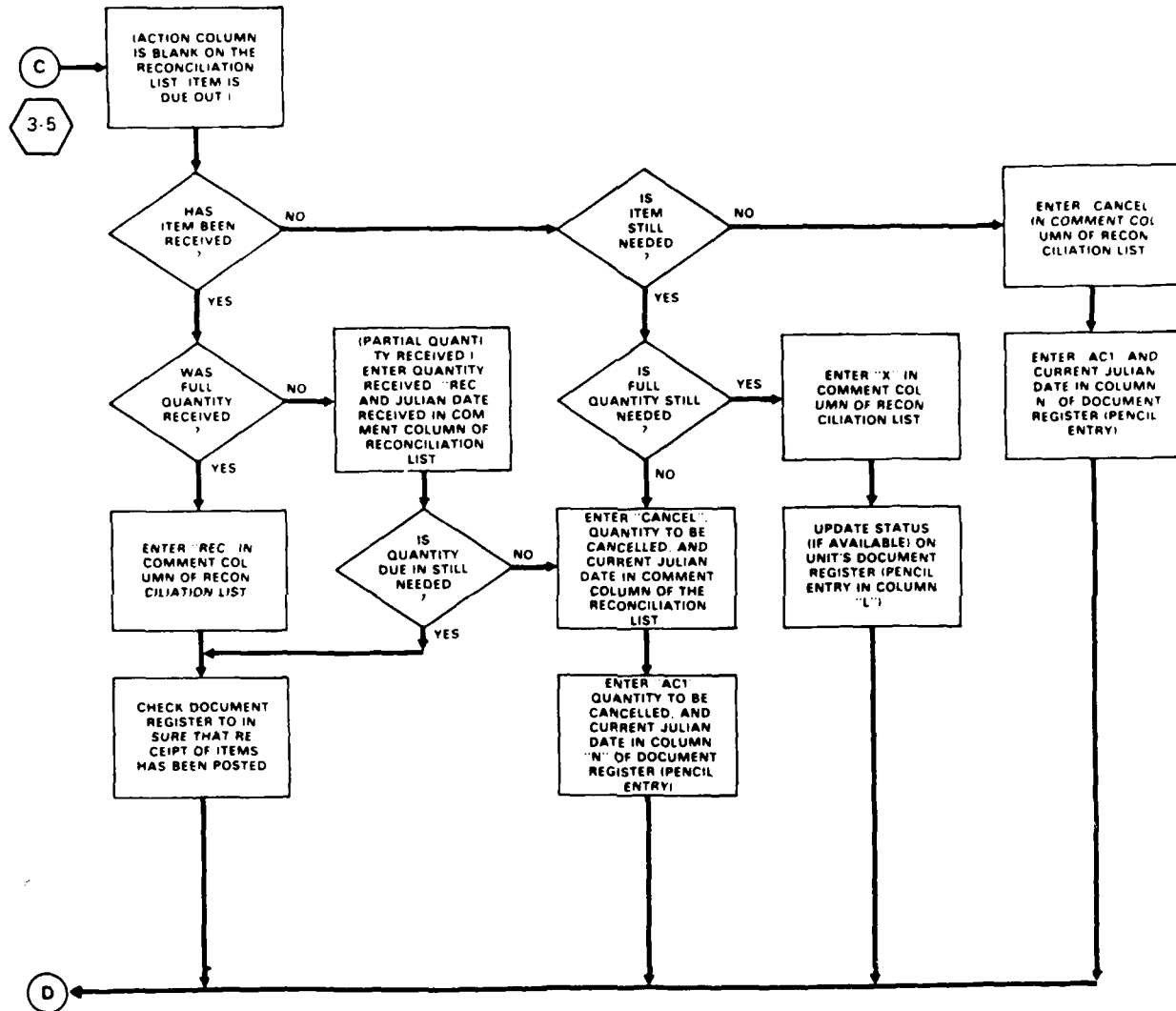
MOS 76C PLL (AUTOMATED) CUSTOMER DUE-OUT RECONCILIATION



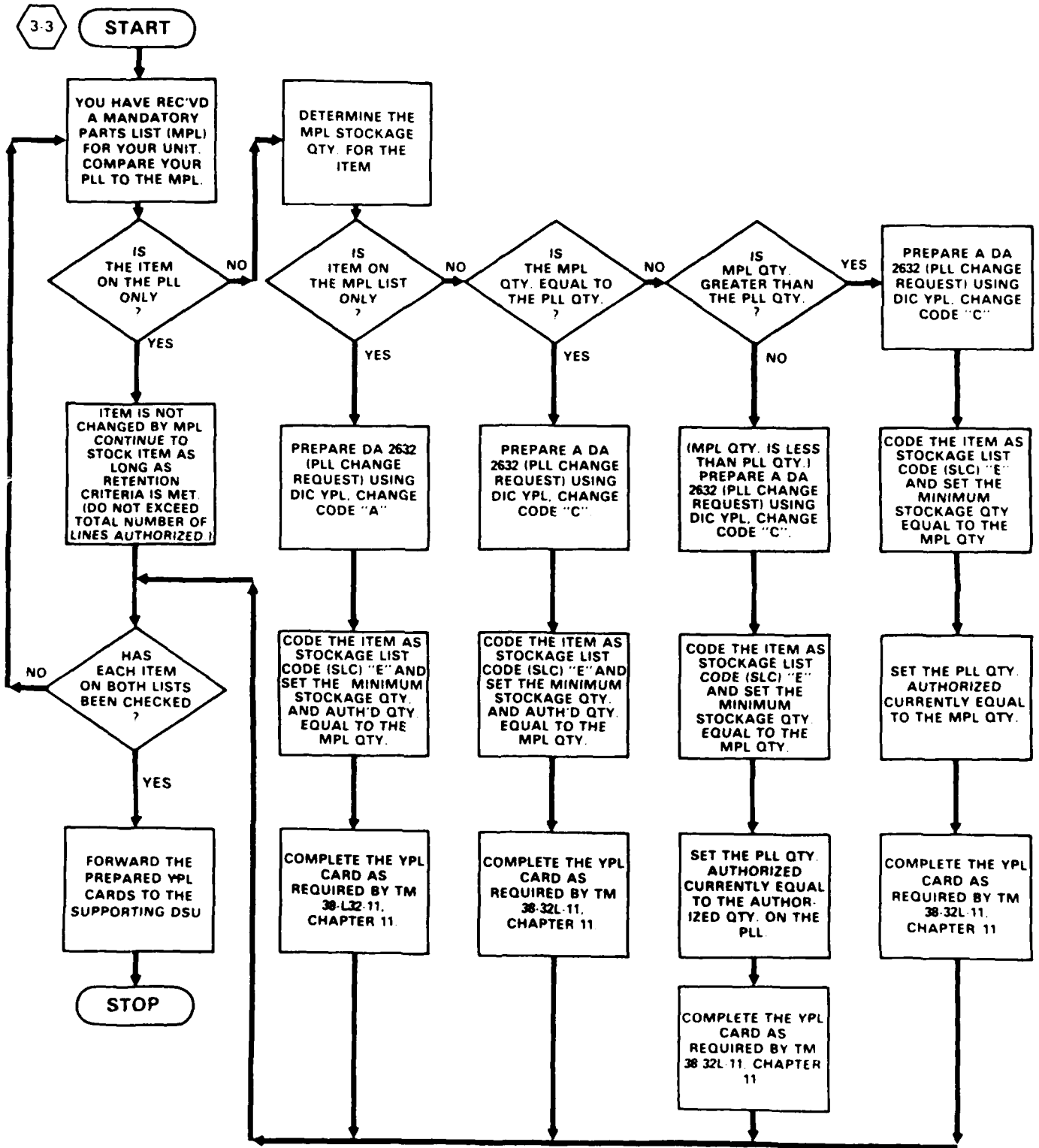
MOS 76C PLL (AUTOMATED) CUSTOMER DUE-OUT RECONCILIATION



**MOS 76C
PLL (AUTOMATED)
CUSTOMER DUE-OUT RECONCILIATION**



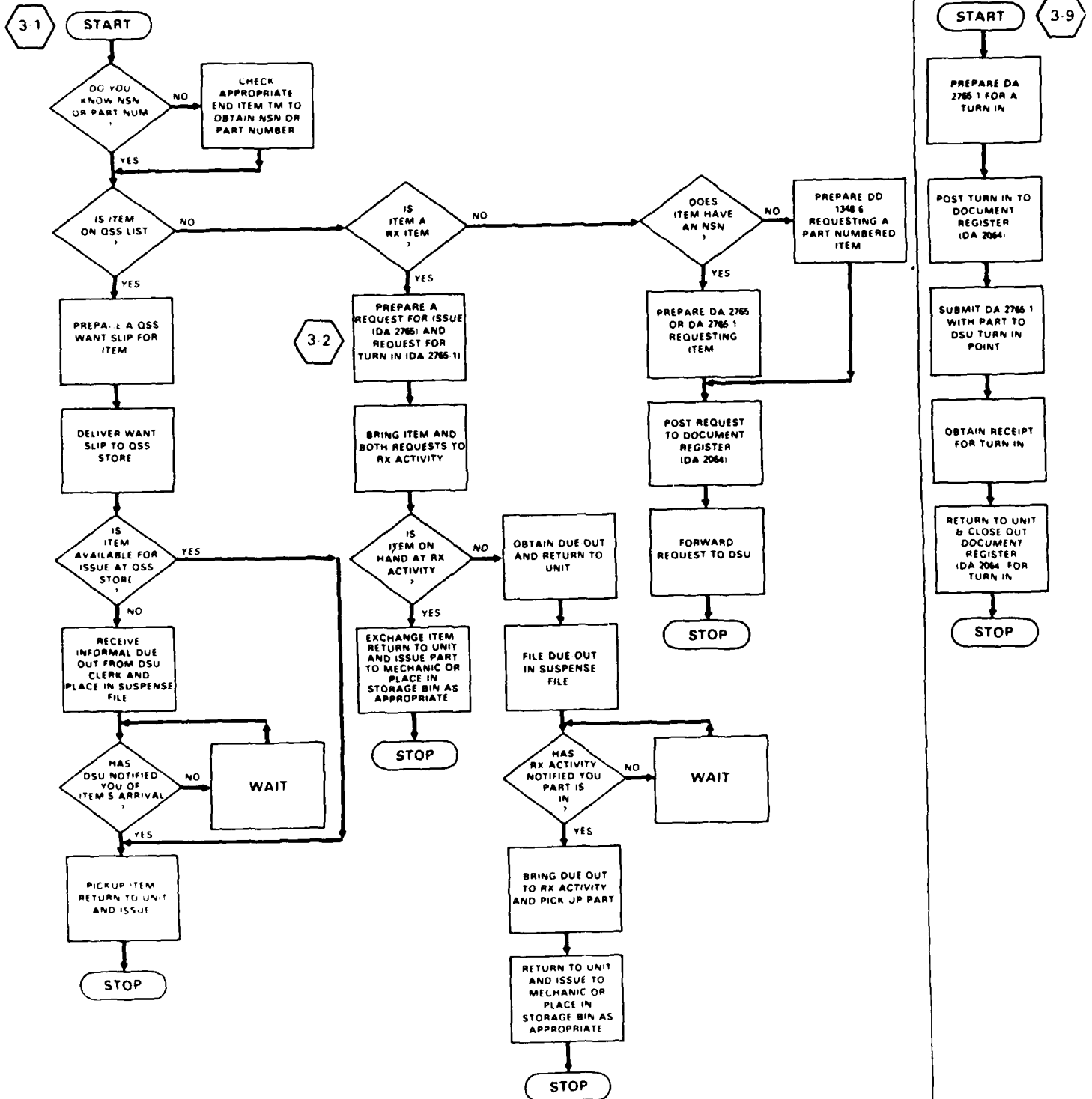
**MOS 76C
PLL (AUTOMATED)
MANDATORY PARTS LIST, AUTOMATED PROCEDURES**



**MOS 76C
PLL (AUTOMATED)
REQUEST FOR ISSUE AND TURN-IN, AUTOMATED**

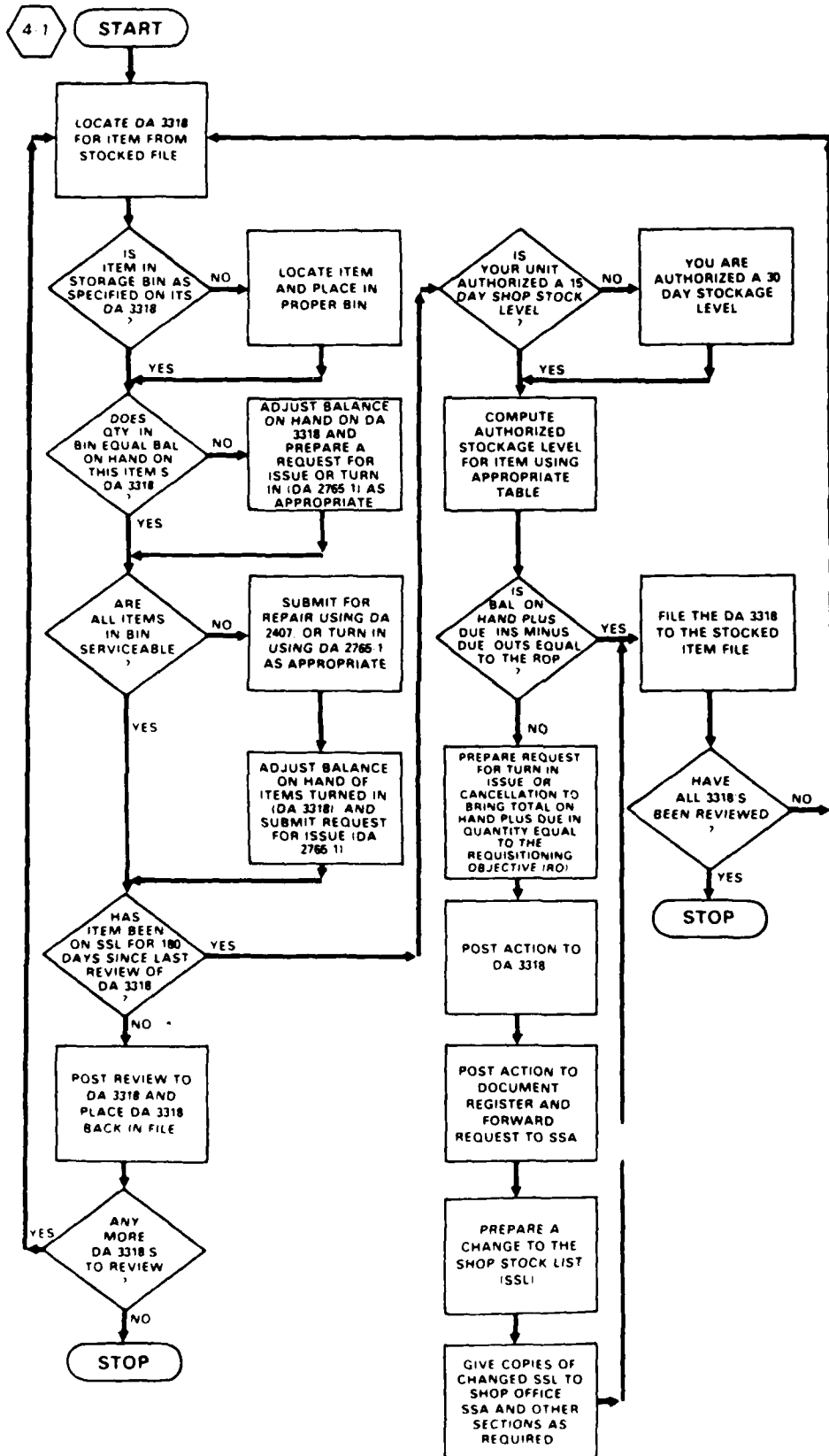
REQUEST FOR ISSUE

**REQUEST FOR
TURN-IN**

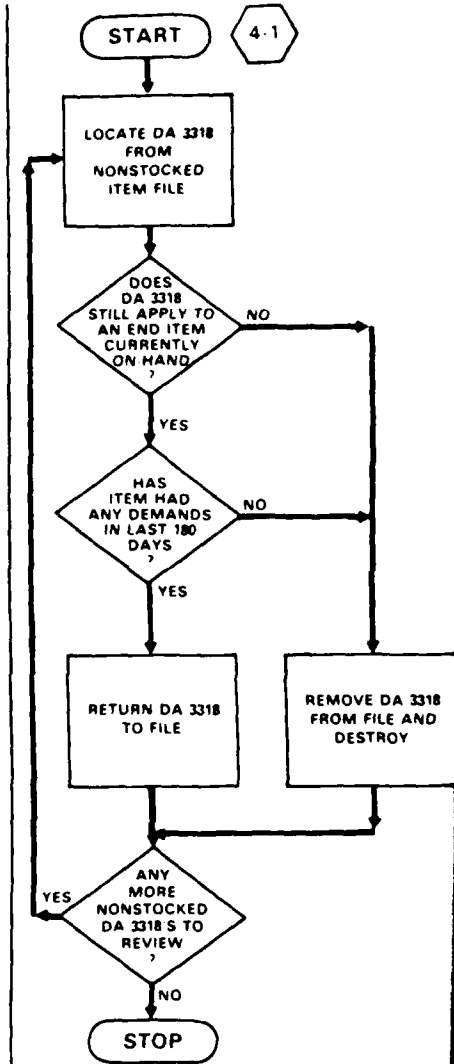


MOS 76C
SHOP STOCK CLERK (MANUAL)
SHOP STOCK REVIEW AND INVENTORY

STOCKED ITEMS

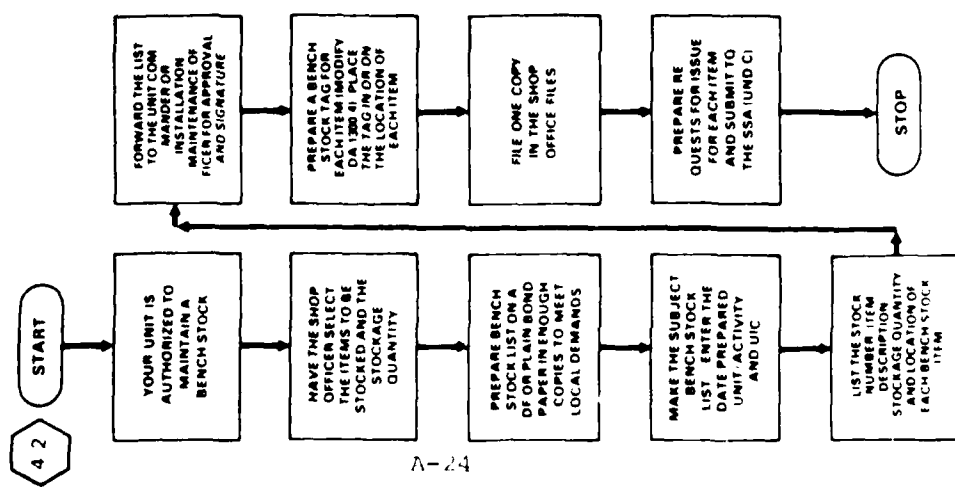


NONSTOCKED ITEMS

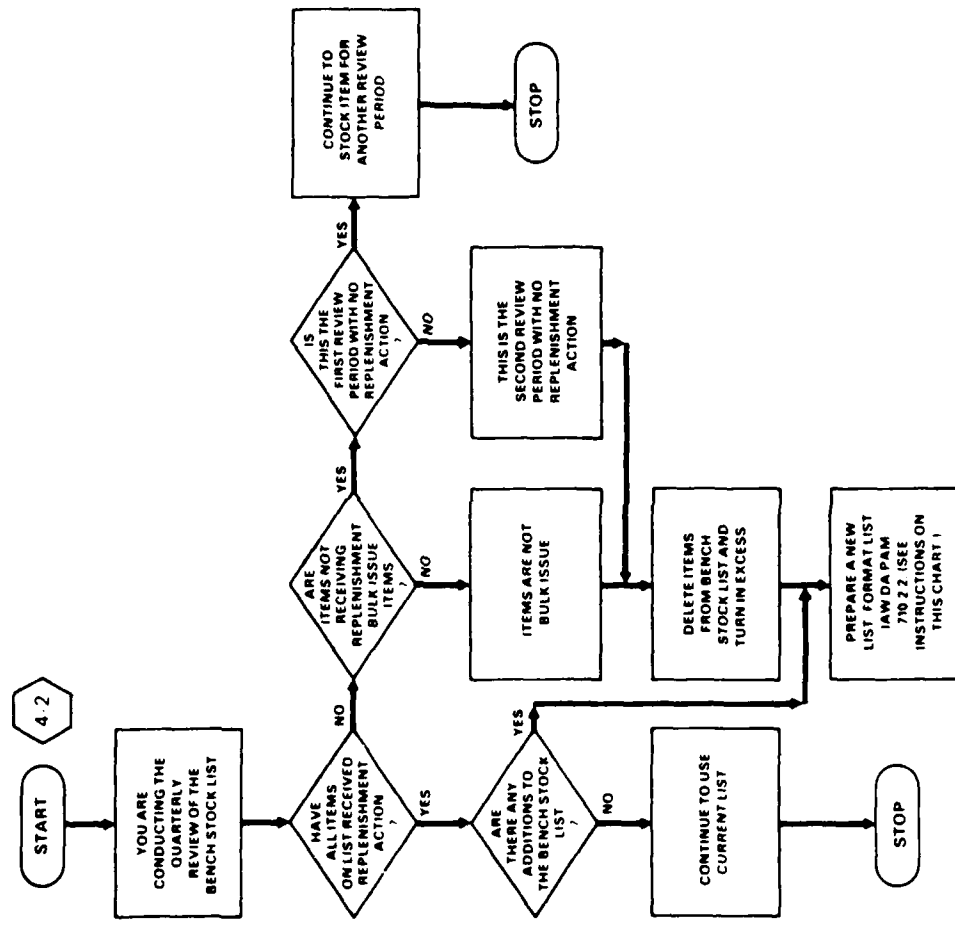


MOS 76C SHOP STOCK (MANUAL) BENCH STOCK/SHOP STOCK LISTS

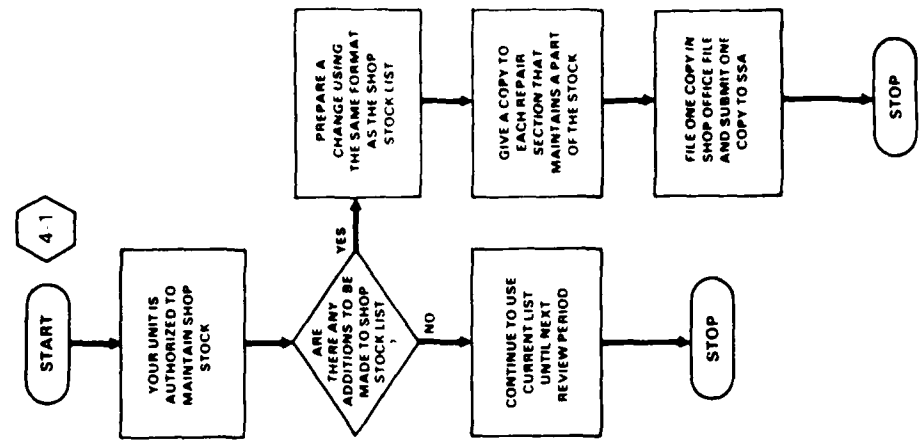
PREPARATION OF BENCH STOCK LIST



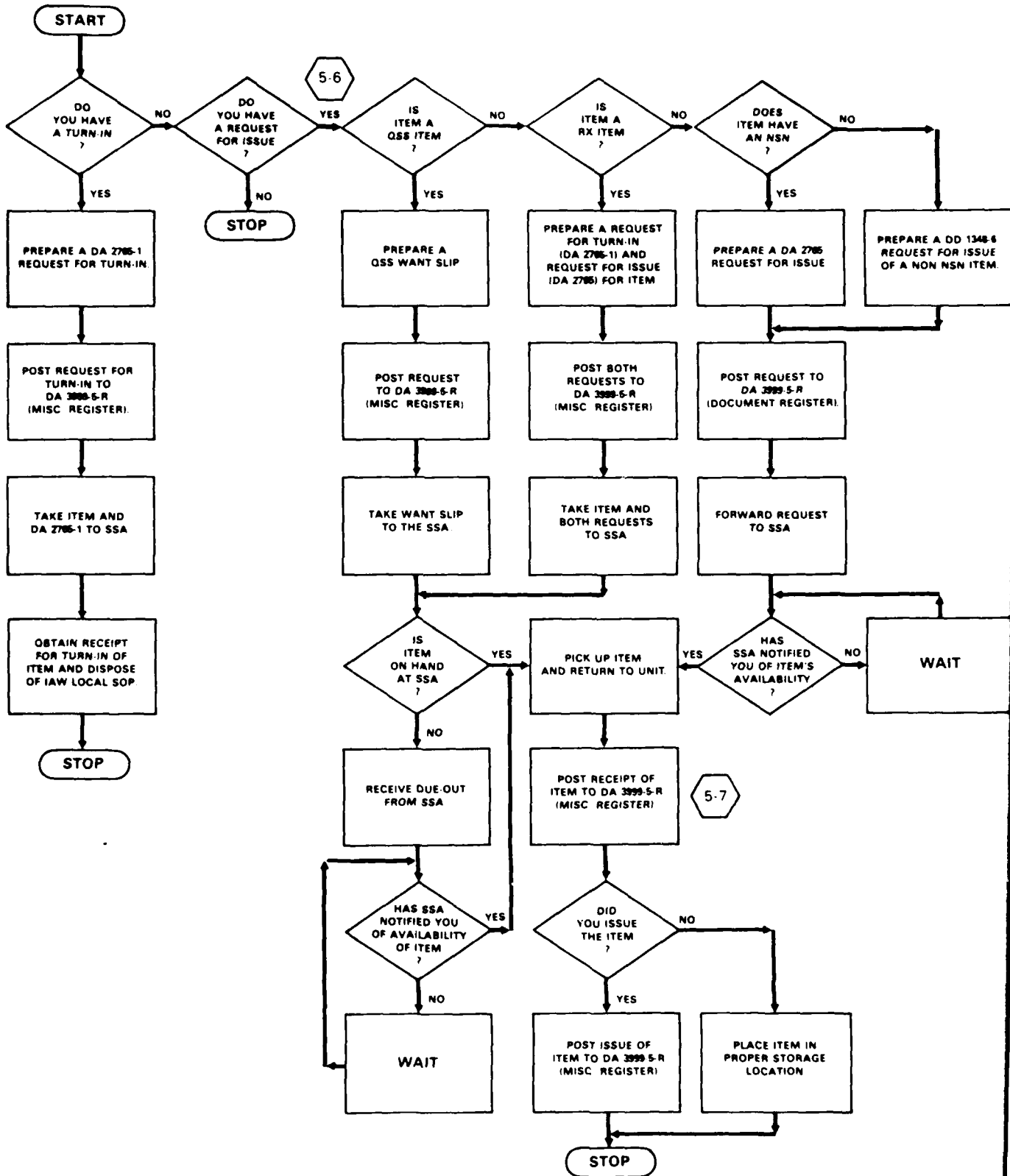
QUARTERLY REVIEW OF BENCH STOCK LIST



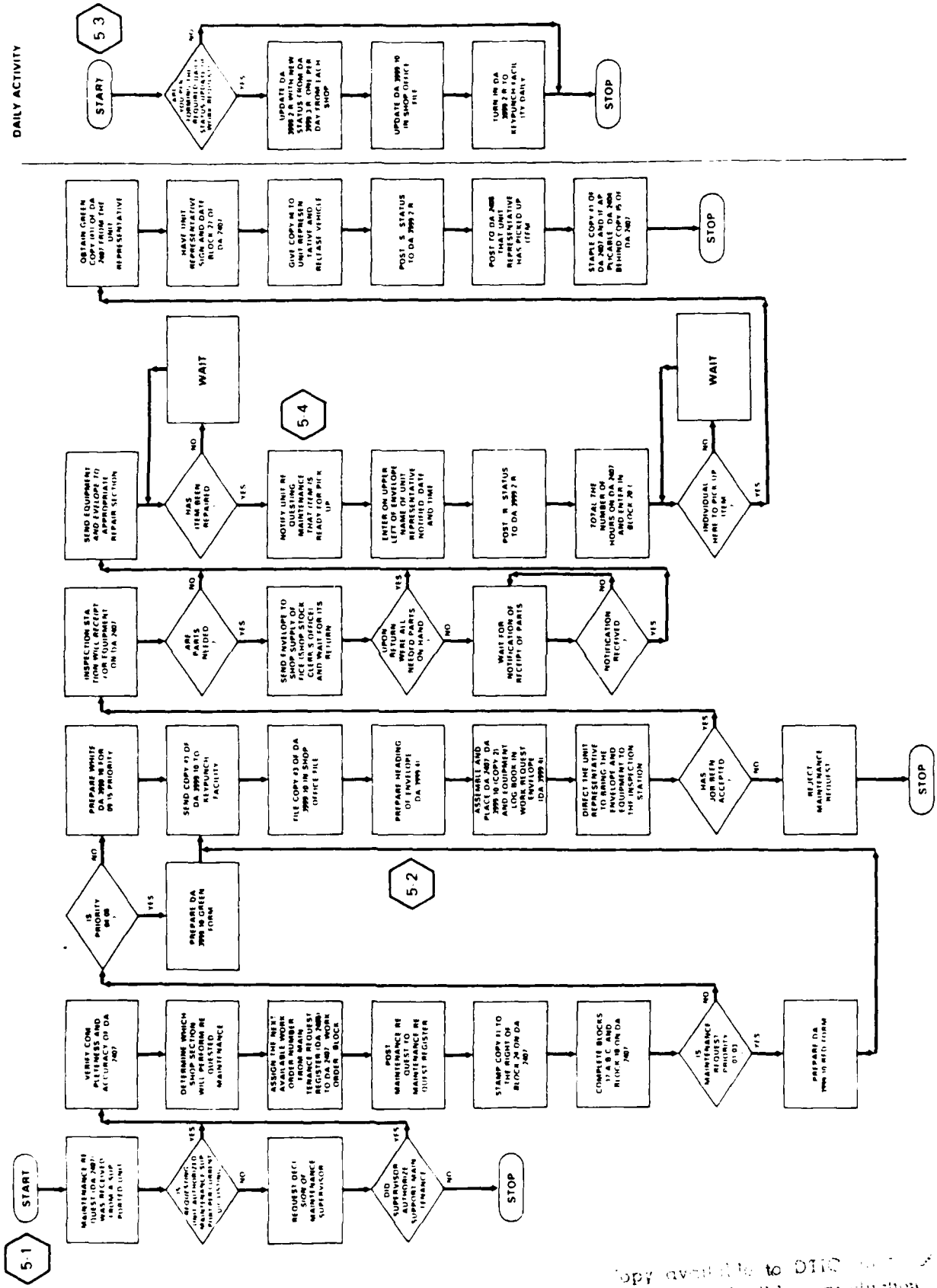
SHOP STOCK LIST



MOS 76C
SHOP STOCK CLERK (AUTOMATED)
REQUEST FOR ISSUE AND TURN-IN, SHOP STOCK



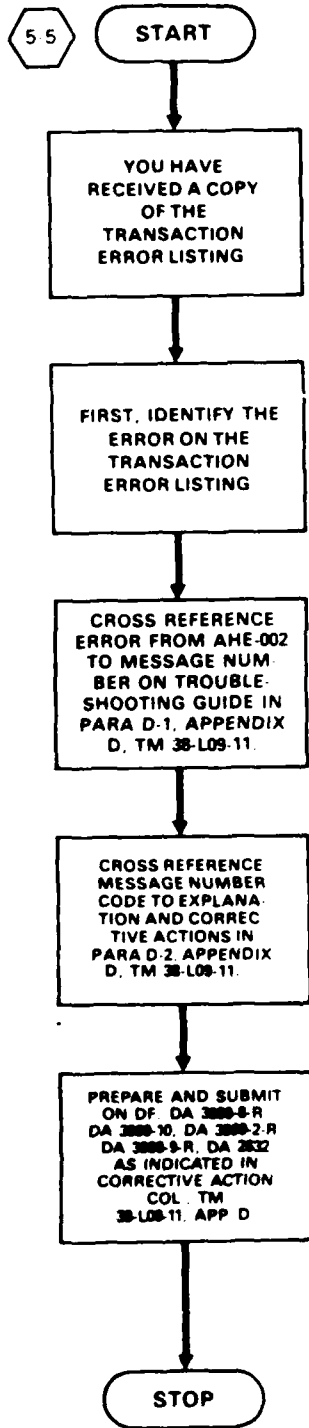
MOS 76C SHOP CLERK (AUTOMATED) MAINTENANCE REPORTING MANAGEMENT SYSTEM - PART 1



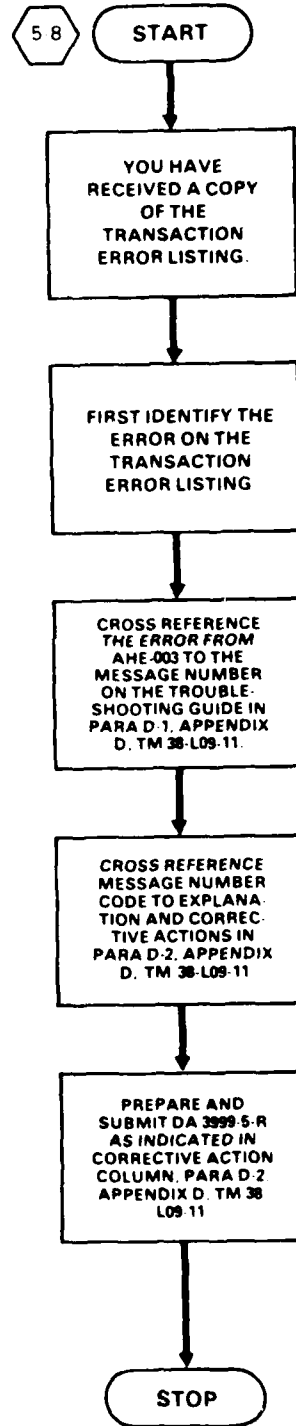
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SHOP STOCK CLERK (AUTOMATED) MAINTENANCE REPORTING MANAGEMENT SYSTEM - PART 2

TRANSACTION ERROR LISTING MAINTENANCE (AHE-002)

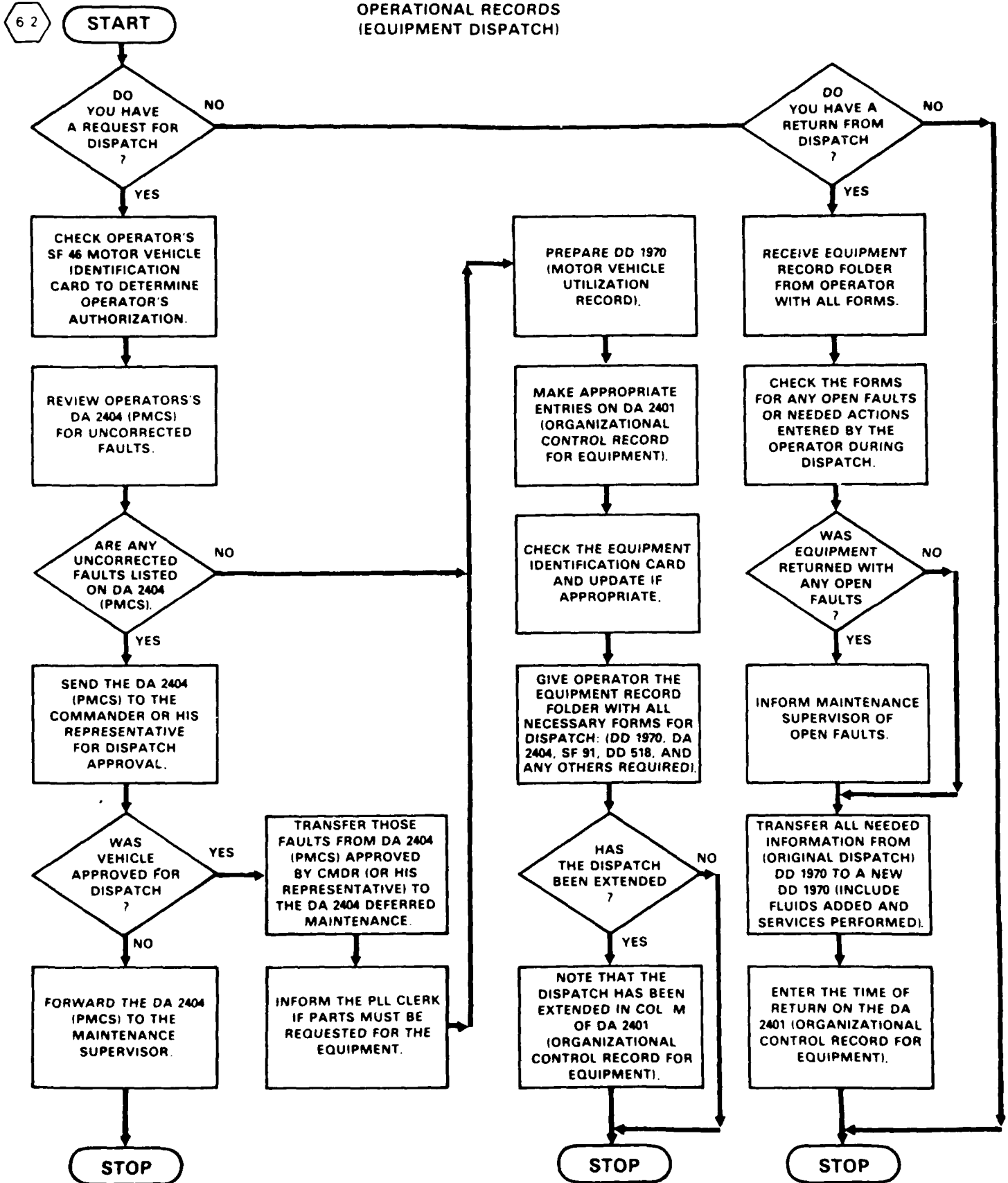


TRANSACTION ERROR LISTING REPAIR PARTS (AHE-003)



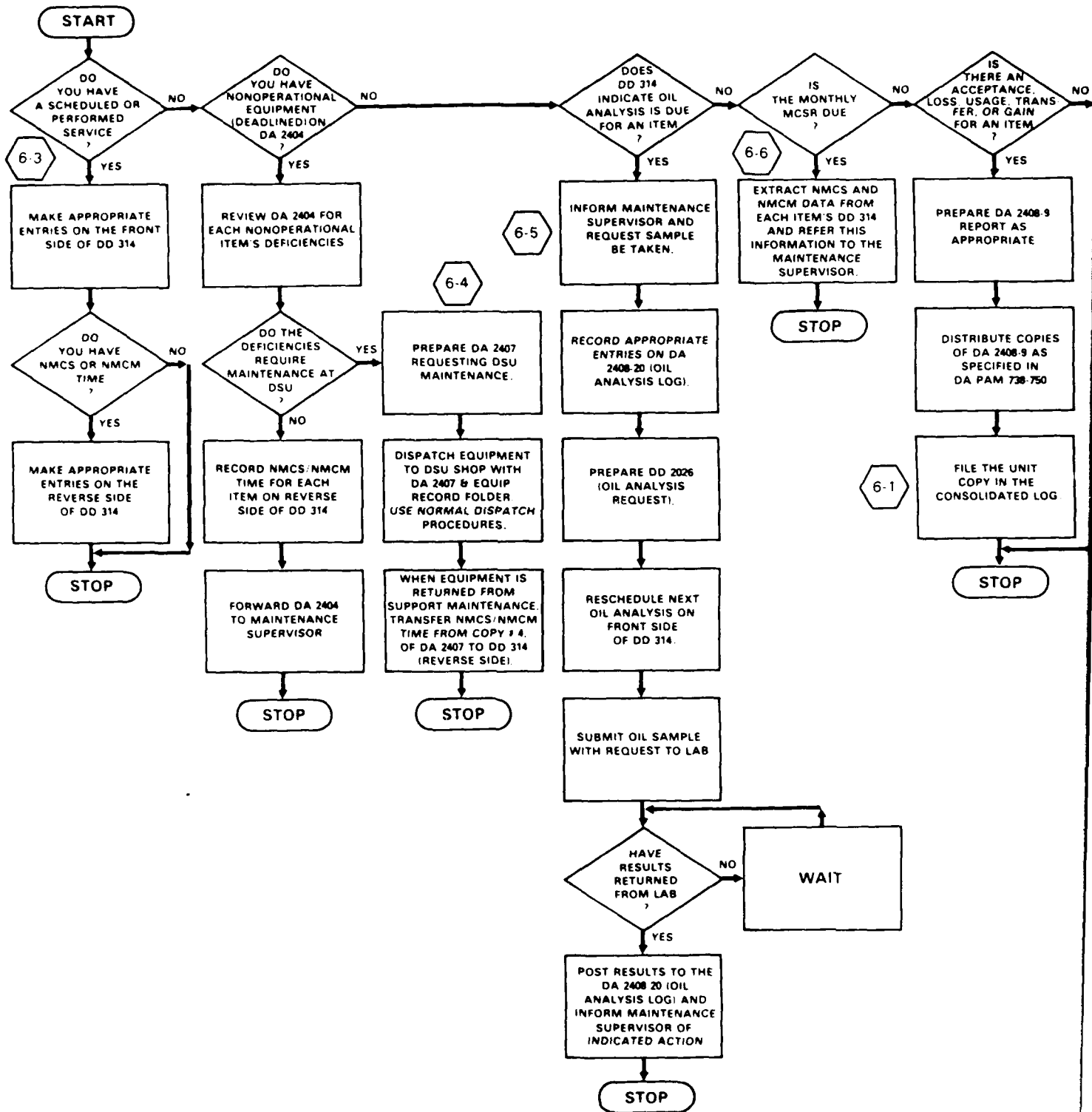
MOS 76C TAMMS CLERK

OPERATIONAL RECORDS (EQUIPMENT DISPATCH)



MOS 76C TAMMS CLERK

MAINTENANCE/HISTORICAL RECORDS



REFERENCES

PRINCIPAL SOURCE: DA PAM 710-2-1

PLL CLERK TASKS (MANUAL) (SUBJECT AREA 2)	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
2-1 PREPARE AND MAINTAIN A DOCUMENT REGISTER	2-19	2-6	DA 2064	5
2-2 MAINTAIN DUE-IN STATUS FILE FOR REQUESTED ITEMS	2-20, 21 TBL 2-4 2-19	2-7, 8, 9 - 2-6	DA 2765 - DA 2064	7
2-3 MAINTAIN A PRESCRIBED LOAD LIST (PLL)	8-1, 3, 4, 5, 9	8-1, 2	DA 2063-R	10
2-4 MANDATORY PARTS LIST (MPL) RECORD OF DEMANDS - TITLE INSERTS	8-6, 7, 8 8-9 8-18	- 8-1, 2 8-3, 4	- DA 2063-R DA 3318	12
2-5 CONDUCT A REVIEW AND INVENTORY OF DEMAND-SUPPORTED RECORD OF DEMANDS - TITLE INSERT FILE	8-19 8-22, 23 TBLS 8-3 THRU 7	8-3, 4 - -	DA 3318 - -	10
2-6 MAINTAIN A RECORD OF DEMANDS - TITLE INSERT	8-18, 20 8-21 TBLS 8-3 THRU 7	8-3 - -	DA 3318 - -	13
2-7 ADD A NONSTOCKED ITEM TO THE PLL	8-20 8-21 TBLS 8-3 THRU 7	8-5 - -	DA 3318 - -	10, 11
2-8 UPDATE SIGNATURE CARDS	2-28	2-15	DA 1687	14
2-9 TURN IN REPAIR PARTS	3-1, 2, 3 3-4 3-6	- 3-2 3-3	- DD 1348-1 DA 2765-1	13

PRINCIPAL SOURCE: DA PAM 710-2-1

PLL CLERK TASKS (MANUAL) (SUBJECT AREA 2)- CONT.

	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
<p>2-10</p> <p>PREPARE AND PROCESS A REQUEST FOR REPAIR PARTS</p>	2-6	-	-	13
	2-7	2-1	DA 2765-1	
	2-8	2-2	DA 3161	
	2-10	2-4, 5	DD 1348-6	
	2-11, 12, 13	-	-	
	2-19	2-6	DA 2064	
	8-18	8-3	DA 3318	
<p>2-11</p> <p>INITIATE FOLLOW-UP OR DOCUMENT MODIFICATION ACTION</p>	2-22, 23, 24	2-10	DA 2064, DA 2765	5, 6
	2-26	2-14	DA 2064 DA 2765-1	
<p>2-12</p> <p>INITIATE CANCELLATION ACTION</p>	2-25	2-11, 12, 13A/B	DA 2064 DA 2765	6
<p>2-13</p> <p>RECEIVE REPAIR PARTS</p>	2-29	2-16	DD 1348-1	9
		2-17	DA 2765	
		2-18	DA 3161	
		2-19	DD 850	
		2-20	DD 1155	
		-	-	
<p>2-14</p> <p>PREPARE AND PROCESS A REQUEST FOR A REPAIR PART DESIGNATED AS REPARABLE EXCHANGE (RX)</p>	2-30	-	-	13
	8-13	-	DA 2765-1	

PRINCIPAL SOURCE: TM 38-L32-11

PLL CLERK TASKS (AUTOMATED) (SUBJECT AREA 3)

	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
3-1 PREPARE AND PROCESS A REQUEST FOR A REPAIR PART	2-1 THRU 7	2-1	DA 2765 (Prepunched Preprinted)	21
		2-2	DA 2765	
		2-3	DD 1348-6	
		2-6	QSS WANT SLIP	
	(DA PAM 710-2-1) 2-19	2-6	DA 2064	
3-2 PREPARE AND PROCESS A REQUEST FOR A REPAIR PART DESIGNATED AS REPARABLE EXCHANGE (RX)	2-8	2-9	DA 2765-1	21
		2-10	DA 2765-1	
	(DA PAM 710-2-1) 2-19	2-6	DA 2064	
	8-13	-	DA 2765-1	
3-3 MAINTAIN A PRESCRIBED LOAD LIST (PLL)	11-1 THRU 7	11-1	PCN AGL-C39	16, 20
		11-4	PCN AGL-C34	
		11-5	YPL CARD	
3-4 PROCESS PRESCRIBED LOAD LIST (PLL) CHANGE LISTINGS CHANGE LISTINGS	11-5d	11-2	PCN AGL-C35 (PLL UPDATE)	15, 16
		11-3	PCN AGL-C35 (CATALOG UPDATE)	
3-5 PERFORM RECONCILIATIONS OF DUE-INS	7-1 THRU 4	7-1	PCN AGL-C56	17
		7-2	PCN AGLC48	
	(DA PAM 710-2-1) 2-19	2-6	DA 2064	

PRINCIPAL SOURCE: TM 38-L32-11

PLL CLERK TASKS (AUTOMATED) (SUBJECT AREA 3)- CONT.

	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
3-6 INITIATE FOLLOW-UP OR DOCUMENT MODIFICATION ACTION	3-1 THRU 4	3-1	DA 2765	5, 6
	5-1 THRU 4 (DA PAM 710-2-1)	5-1, 2, 3	DA 2765	
	2-19	2-6	DA 2064	
3-7 INITIATE CANCELLATION ACTION	6-1 THRU 4 (DA PAM 710-2-1)	6-1, 2, 3	DA 2765	6
	2-19	2-6	DA 2064	
3-8 RECEIVE REPAIR PARTS	8-1 THRU 4	8-1	DA 2765	9
	(DA PAM 710-2-1)	8-2	DD 1348-1	
	2-29d, e	2-19	DD 250	
	2-19	2-20	DD 1155	
		2-6	DA 2064	
3-9 TURN IN REPAIR PARTS	10-1 THRU 5 (DA PAM 710-2-1)	10-1	DA 2765	21
	2-19	2-6	DA 2064	

PRINCIPAL SOURCE DA PAM 710-2-2

MANUAL SHOP OPERATIONS (SUBJECT AREA 4)

	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
4-1	24-3	24-1, 2	DA 3318	11, 22, 23
4-2	24-2	24-23	DA 1300-4	23

MAINTAIN A SHOP STOCK

MAINTAIN A BENCH STOCK LIST

PRINCIPAL SOURCE: TM 38-L09-11

AUTOMATED SHOP OPERATIONS (SUBJECT AREA 5)	REFERENCE (PARAGRAPHS)	FIGURE	FORM	TPA CHART (PAGE)
5-1 PROCESS A REQUEST FOR MAINTENANCE OF EQUIPMENT	2-34 2-8a,b,c	- 2-1,2	- MAINT. REQ. NOS. DA 2405 PCN AHE-014 DA 3999-10	25
5-2 PROCESS MAINTENANCE WORK REQUEST ENVELOPE	2-12d 2-34	- -	- -	25
5-3 UPDATE MAINTENANCE WORK LOAD STATUS	2-12j(1),(2) 2-31 2-33	- 2-17 THRU 20.1 2-23	DA 3999-10 DA 3999-2-R DA 3999-3-R	25
5-4 PROCESS COMPLETED OR REJECTED REQUEST FOR MAINTENANCE	2-12j,k	-	-	25
5-5 PROCESS CORRECTION TO THE MAINTENANCE TRANSACTION ERROR LISTING	2-45 App D.	2-35	PCN AHE-002	26
5-6 MAINTAIN A PARTS REQUEST/STATUS REGISTER FOR A REQUEST	2-12e 2-36 2-37c	2-24,25 2-25,25.1 2-24 THRU 25.1	DA 3999-5-R DA 3999-5-R DA 3999-5-R	24
5-7 MAINTAIN A PARTS REQUEST/STATUS REGISTER FOR STATUS	2-12e(6) 2-37c(1) 2-37c(8) (c,d,g,h)	2-26 THRU 31 - -	DA 3999-5-R - -	24

PRINCIPAL SOURCE: TM 38-L09-11

AUTOMATED SHOP OPERATIONS (SUBJECT AREA 5) - CONT.

5-8 PROCESS CORRECTIONS TO THE TRANSACTION
ERROR LISTING (REPAIR PARTS)

REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
2-46 -	2-36 2-24 THRU 2-31	PCN AHE -003 DA 3999-5-R	26

PRINCIPAL SOURCE: DA PAM 738-750

TAMMS CLERK TASKS (SUBJECT AREA 6)	REFERENCE (PARAGRAPH)	FIGURE	FORM	TPA CHART (PAGE)
6-1 MAINTAIN A CONSOLIDATED EQUIPMENT LOG	5-1,2,10,11; APP. E 5-3,4 5-5 5-6 5-7 5-8	- - 5-1,2,3,4,5 5-6 5-7,8,9 5-10 5-11	- - DA 2408-4 DA 2408-5 DA 2408-9 DA 2408-20 DA 2409	28
6-2 MAINTAIN DISPATCH RECORDS	2-2 2-3 2-4 2-5 2-6	- 2-1 2-1 2-2,3,4 2-5	- ERF EIC DD 1970 DA 2401	27
6-3 MAINTAIN A PREVENTIVE MAINTENANCE SCHEDULE AND RECORD	3-3	3-3,4,5	DD 314	28
6-4 REQUEST REPAIR OR MODIFICATION OF EQUIPMENT	3-6,7,8 -	3-11,12,13,14 -	DA 2407, DA 2407-1	28
6-5 MAINTAIN OIL ANALYSIS RECORDS	5-7 (TB 43-0210) Pg. 15	5-10 3	DA 2408-20 DD 2026	28
6-6 PREPARE A MATERIEL CONDITION STATUS REPORT	APP. C(1-9)	C-1	DA 2406	28