

# Maintenance SOP

## Focused on the Warfighter

<b>From:</b>	Combat Camera & Printing Officer
<b>To:</b>	Combat Camera & Printing Personnel
<b>Subject:</b>	<b>Maintenance Standard Operating Procedures</b>
<b>References:</b>	<ul style="list-style-type: none"> <li>(a) TM 09779A-15 &amp; P1, MPL Technical Publication</li> <li>(b) TM 09818A-14 &amp; P1, LRF Technical Publication</li> <li>(c) TM 09818B-14 &amp; P1, Reproduction Set Technical Publication</li> <li>(d) Various Equipment Operation Manuals</li> <li>(e) MCO 1510.54C ITS OCCFLD 46</li> <li>(f) MCO 3104.1 VI and COMCAM Support Manual</li> </ul>
<b>Purpose of this SOP:</b>	<p>The purpose of this SOP is to ensure that CCP personnel understand the following:</p> <ul style="list-style-type: none"> <li>• Importance of preventive maintenance</li> <li>• Responsibilities of CCP personnel in regards to maintenance</li> <li>• Contract maintenance procedures</li> <li>• Lithographic maintenance procedures</li> <li>• Military equipment maintenance procedures</li> <li>• CCP Maintenance Chief duties</li> <li>• Camera and Printing Maintenance NCO duties</li> <li>• Supply/Fiscal NCO duties</li> <li>• CCP maintenance operations</li> </ul>
<b>Importance of Training:</b>	Equipment will operate correctly only if it is properly maintained. Every piece of CCP equipment has preventive maintenance requirements. These must be followed to ensure our equipment is ready to support the mission. If our equipment fails -- then we will fail in our mission.
<b>CCP Personnel are responsible to:</b>	<p>Combat Camera &amp; Printing personnel are responsible to:</p> <ul style="list-style-type: none"> <li>• Read &amp; understand this SOP.</li> <li>• Be familiar with all references.</li> <li>• Perform preventive maintenance per the published procedures and under Maintenance NCO guidance.</li> </ul>
<b>Contract Maintenance procedures:</b>	<p>All copiers and COMCAM equipment is under contract for maintenance. These are serviced and repaired by numerous vendors. Follow these procedures for repair:</p> <ol style="list-style-type: none"> <li>1. Copiers:</li> </ol>

	<ol style="list-style-type: none"> <li>a. Report failure to Printing Production Chief and Printing Maintenance NCO.</li> <li>b. The contractor will report in a specified period of time and repair the copier.</li> </ol> <p>2. COMCAM Equipment:</p> <ol style="list-style-type: none"> <li>a. Report all issues to Production Chief, Ops Chief or SNCOIC (Follow this chain of Command order if someone is not available)</li> <li>b. The Supply NCO will ship all portable equipment to the contractor per the contract. A technician will fix all other items, i.e. Fuji, HP, etc....</li> <li>c. <u>Cameras</u>: If your camera fails and mission dictates you need one immediately, the Supply NCO will issue you a temp loan camera. Yours will be returned to you once repaired. If it is beyond repair, the Supply NCO will issue you a camera.</li> </ol> <p><u>Note</u>: Some components within the Video Dub Rack are under contract. These will be serviced as noted above. The Camera Maintenance NCO is responsible for the other items and the operation of the Dub Rack as a system. Report Dub rack issues to the Maintenance NCO for troubleshooting, he will determine what needs to be done.</p>
<b><i>Lithographic Maintenance procedures:</i></b>	The 4616 Marines maintain all lithographic equipment. These Marines are assigned these duties upon completion of the maintenance course at Fort Belvoir. The Reprographic Maintenance Chief is in charge of all lithographic repairs. All problems and issues shall be reported to this Marine.
<b><i>Military Equipment Maintenance Procedures:</i></b>	Engineers in Comm. Company and FSSG maintain military equipment, often called "green gear". The CCP Maintenance SNCO is responsible for supervising this program. All issues with green gear shall be reported to this Marine.
<b><i>Maintenance Chief Duties:</i></b>	<p>References (a) through (e) provide detailed guidance on all required maintenance. These must be utilized to create an efficient and effective preventive maintenance program. The following duties apply to your billet:</p> <ul style="list-style-type: none"> <li>• Supervise maintenance operations, to include ERO's, part ordering etc....</li> <li>• Supervise maintenance of record jackets.</li> <li>• Ensure Communications Company, Engineer Platoon, maintains our air conditioners. Document in our record jackets.</li> <li>• Maintain accurate accountability of all tools and maintenance gear.</li> <li>• Post preventive maintenance checklists in every van. Utilize operation manuals to establish the checklists.</li> <li>• Post A/C maintenance checklists in every van.</li> <li>• File all checklists in appropriate record jackets every month.</li> </ul>

<b>Camera &amp; Printing Maintenance NCO duties:</b>	<p>These two billets are the Maintenance Chief's assistants. They help the Chief carry out his duties. They are responsible for performing many of his duties in his absence. The Maintenance Chief will give specific guidance, but the following duties shall be performed as well:</p> <ul style="list-style-type: none"> <li>• Perform a weekly walk-through inspecting the maintenance checklists.</li> <li>• Monitor and train section Marines only daily/weekly preventive maintenance requirements.</li> <li>• Perform tasks identified in the above sections.</li> </ul>
<b>CCP Maintenance Operations:</b>	<p>As noted above, this unit and various types of equipment maintained in various manners. All procedures noted above will be followed. The rest of maintenance operations rest on the shoulders of the operators. Follow the posted procedures and the following tasks:</p> <ul style="list-style-type: none"> <li>• Keep the equipment clean, free of dust and dirt. Use canned air, vacuums, and other approved cleaning materials every week during field day and maintenance.</li> <li>• Tactical operations require maintenance numerous times a day. Clean the equipment when it gets dirty. We operate in a desert environment; continuous maintenance is required.</li> <li>• Prepare the equipment for field operations. Cover cracks and crevices with approved materials as required.</li> </ul>
<b>Authority:</b>	<p>J. A. SANDERS, Officer In Charge, Combat Camera &amp; Printing Unit</p>