From: Commandant of the Marine Corps
To: Distribution List

Subj: Marine Corps Technical Publication Management

Ref: (a) MCO 5215.1K
(c) DON Policy on Digital Product/Technical Data, October 23, 2004
(d) SECNAVINST 5000.2E
(e) SECNAVINST 4120.24
(f) SECNAV M-5210.1
(g) MCO 4790.2
(h) SECNAVINST 5400.15C
(i) OPNAV 5215.17
(j) 5 U.S.C. 552a
(k) SECNAVINST 5211.5E

Encl: (1) Technical Publications Management

1. Situation. To provide policy for Marine Corps technical publications management, per references (a) through (k). Sponsor-approved publications in support of assigned programs hereafter are referred to collectively as “technical publications.” Marine Corps sponsors of technical publications issued for the Commandant of the Marine Corps shall refer to reference (a), MCO 5215.1K for technical publication policy.

2. Cancellation. MCO P5215.17C.

3. Mission. This Order provides policy for the development, approval, and maintenance of Marine Corps technical publications. All Marine Corps technical publications shall be in compliance with this Order.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
4. Execution

a. Commander’s Intent and Concept of Operations

(1) Commander’s Intent

(a) The Marine Corps shall maintain a single, streamlined, uniform system for the development, approval, and maintenance of technical publications in accordance with references (b), (c), and (d). The enclosure contains detailed definitions, and procedural guidance.

(b) Marine Corps technical publications shall be managed following standardization guidance per reference (e) SECNAVINST 4120.24:

(2) Concept of Operations

(a) Current technical publications will not be revised for the sole purpose of complying with this Order.

(b) Newly developed publications shall comply with this Order.

(3) As publications are revised they shall comply with this Order when cost effective.

(a) Sponsors will ensure publications under their purview comply with this Order.

(b) Internal Reviews. Sponsors shall review their publications annually to ensure they are necessary, current, and consistent with statutory authority and enterprise policies. The results of the review shall be documented per the enclosure and retained according to reference (f), SECNAV M-5210.1.

b. Subordinate Element Missions

(1) Headquarters Marine Corps Installations and Logistics (HQMC I&L) Logistics Policies and Capabilities (LPC) shall:

(a) Co-chair the United States Marine Corps (USMC) Technical Publications Council (USMC-TPC).

(b) Provide enterprise policy on the mandatory data requirements in support of the Major Automated Information
(c) Provide enterprise policy on Marine Corps-unique technical publication requirements.

(d) Provide member to Joint and Army/Navy Technical Publications Integrated Product Teams (IPT)/Working Groups (WG) to represent Marine Corps interests.

(2) USMC Technical Publications Council (USMC-TPC) shall:

(a) Council Membership. Consist of voting council membership representatives from HQMC I&L, Marine Corps Systems Command (MARCORSYSCOM), Program Executive Officers (PEOs), and Marine Corps Logistics Command (MARCORLOGCOM). Council members may invite such additional specialists to participate in a regular meeting as necessary to accomplish the agenda items of that particular meeting. The council may invite representatives from Deputy Commandant, Combat Development and Integration; other services, other commands, and industry to participate at regular meetings and workshops on a nonvoting basis.

(b) Approve any changes to the technical publications management processes that will have an enterprise impact.

(c) Provide enterprise guidance and advice for Marine Corps technical publications management.

(d) Advance state-of-the-art aspects of technical publications management, development, and delivery techniques.

(e) Increase professional competence of key technical publications personnel.

(f) Promote the informal and timely interchange of technical publications knowledge.

(3) Marine Forces Commanders shall:

(a) Participate in technical publication planning, development and verifications when requested by the technical publication sponsor.
(b) Register and maintain technical publication allowances in the authorized Marine Corps publications IT system per reference (g) (MCO 4790.2).

(c) Ensure that technical publications are maintained per reference (g) (MCO 4790.2).

(4) **Commander Marine Corps Systems Command** shall:

(a) Co-chair USMC-TPC.

(b) Program Objective Memorandum (POM) for the development, initial printing, reproduction, and procurement of program technical publications to include other service publication requirements.

(c) Establish technical publications policy, procedures, and authoritative technical data repository per reference (h) (SECNAVINST 5400.15C).

(d) Maximize use of Department of Defense (DOD) agency, other service, or commercial activity developed manuals in lieu of developing Marine Corps-unique manuals whenever possible.

(e) Establish or extend cross-service agreements when feasible, to other military services and the Defense Logistics Agency Disposition Services.

(f) Have signature authority for technical publications developed in support of acquisition programs. This signature authority shall not be delegated below the Program Manager (PM) level and will not be “by direction”.

(g) Provide member to Joint and Army/Navy Technical Publications IPT/ WG to represent Marine Corps interests.

(5) **Program Executive Officers** shall:

(a) Provide representative personnel to USMC-TPC.

(b) POM for the development, initial printing, reproduction, and procurement of program technical publications to include other service publication requirements.
(c) Have signature authority for technical publications developed in support of acquisition programs. This signature authority shall not be delegated below the PM level.

(6) **Commander Marine Corps Logistics Command (COMMARCORLOGCOM)** shall:

(a) Maintain Marine Corps Technical Publications Web Portal.

(b) POM for replenishment, storage, distribution, and disposal of sponsor-approved technical publications.

(c) Submit any technical publication removed from the authorized technical data repository to national archive per reference (i).

(d) Provide a member to the USMC-TPC.

(7) **Marine Corps Schools and Test Activities** shall:

(a) Provide subject matter expertise participation in development, analyses, or verification of technical publications as requested by the sponsors.

(b) Marine Corps Schools and Test Activities. Participate in review/evaluation of draft TM’s and assist in TM verification effort.

c. **Coordinating Instructions.**

(1) Marine Corps Total Force shall submit change requests, procedural clarifications, and improvement recommendations for technical publications utilizing NAVMC 10772.

(2) Technical publications shall only be authored using Marine Corps enterprise approved authoring software.

5. **Administration and Logistics**

   a. Forward recommendations concerning the contents of this Order to Deputy Commandant, HQMC I&L, Attention Maintenance Policy and Capabilities Branch (Attn-LPC) via the appropriate chain-of-command.
b. Records created as a result of this Order shall be managed according to National Archives and Records administration approved disposition per reference (f) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (j)) and implemented per reference (k).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

M. G. DANA
Deputy Commandant
Installations and Logistics

DISTRIBUTION: PCN 10207590200
RECORD OF CHANGES

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Forward

1. **General.** This Order provides detailed information on the definitions and procedures associated with the preparation of Marine Corps technical publications.

2. **Background.** The Marine Corps technical publications management program shall be administered in accordance with this order.

3. **Scope.** This guide is applicable to Marine Corps Total Force. The provisions herein apply specifically to technical publications.
Chapter 1

Types of Technical Publication

1. Definitions. The term technical publication includes all of the following:

a. Sponsor. Technical publication approver, developer, owner, or signature authority.

b. Technical Data. Technical Data is recorded information, regardless of form or method of the recording, of a scientific or technical nature (including computer and software documentation). This information provides source data for Technical Manual (TM) development, training, and provisioning. The term does not include computer software or data incidental to contract administration, such as financial or management information.

c. Technical Publications. Publications authorized by the sponsor for Total Force use. Technical publications are official documents the Marine Corps uses to support the fielding, operation, maintenance, and disposal of materiel and equipment.

   (1) Technical Manual (TM). Publications that contain instructions for the installation, operation, maintenance, training, and support of weapon systems, weapon system components, support equipment, or other items the Marine Corps procures. A TM includes operational and maintenance instructions, parts lists or parts breakdown, and related technical information, or administrative procedures. The two types of TMs are as follows:

      (a) Operator’s Manuals. Contain general information; unpacking, inspection, installation, and safety guidelines; assembly/disassembly; crew/operator preventative maintenance, checks and services (PMCS); operating instructions, weapon system employment, and lubrication procedures. Operator TMs specifically contain user, operator, or crew required technical data.

      (b) Maintenance Manuals. Contain general information, safety guidelines, specific information for the assigned level of maintenance; PMCS; lubrication procedures, maintenance instructions, assembly/disassembly procedures, and repair parts lists to include Repair Parts & Special Tools List.
(c) Military Equipment (ME) Fielding Process will require TM’s to have Maintenance Allocation Charts (MAC), or their equivalent included in all future TM’s.

1. The MAC designates overall authority and responsibility for the performance of maintenance functions on an item of equipment. Repair time guidelines are provided in the maintenance allocation charts for both field and sustainment tasks. An effective MAC should outline the following functions:

   a. List group numbers, which identify components, assemblies, and modules with the next higher assembly.

   b. Component/Assembly: Contains noun names of components, assemblies, subassemblies, and modules for which maintenance is authorized.

   c. Maintenance Function: Lists functions to be performed on components/assembly.

   d. Maintenance Level: Specifies the lowest level of maintenance authorized to perform the function and the average repair time to complete each task.

   e. Tool and Equipment: Names, common tool sets, special tools, and test/support equipment required to perform the designated function.

   f. Remarks: List references to the page at the end of the maintenance chart.

(2) Stock List (SL). Provide all levels of the Marine Corps supply and maintenance operations with essential, up-to-date information for Marine Corps-managed items. SLs are broken down into the following categories:

(3) Publication Stock List (SL). Contain components and repair parts for principal end items:

   a. SL-3 Components List. Provides National Stock Number (NSN), Federal item names, Federal item descriptions, reference part numbers, illustrations, unit of issue, unit of measure, identification (ID) numbers, supply system responsibility items, collateral material, using unit responsibility items, and other related end item data.
1. The SL-3 will contain all components of collection-type items, such as chests, sets, kits, outfits and assortments; and components to such ME as vehicles, weapons, and communications equipment.

2. SL-3s shall be an extract to the TM’s as a standalone document. If equipment has less than 5 components, the components list is required.

3. SL-3’s will have configuration management with respect to HQMC approved Table of Authorized Materiel Control Numbers (TAMCN) associations, quantities, and ratio used in Total Force Structure Management System. Accordingly, primary ME and the associated using unit responsibility item/supply system responsibility item (SSRI) will be stated in the SL-3 in order to establish and maintain proper accountability of configuration management. (e.g./ ME B2565/EET has a ratio of 1:1 w/B2483 and a 1:2 w/B0040 and a 1:3 w/B2566).

(b) SL-4 Repair Parts List. Contains repair parts in top-down breakdown sequence with illustrations and cross-references used to order repair parts from the USMC supply system. They provide the supply and maintenance information for identifying repair parts required to support Marine Corps equipment. SL-4s should only be used as a cost effective means of providing a repair parts list when not already included in the maintenance TM.

(4) Application/Special SL. Provide cross-reference lists, types of authorized publications, identification of repair part applications, stock numbers, item names and descriptions, and other supply management information.

(a) SL-1-2 Publications Index. Provides a listing of publications used for equipment supply and maintenance support. Included are publications prepared by other Services and commercial contractors that have been adopted for Marine Corps use. Marine Corps units shall use this index to determine the authorized publications required to accomplish the assigned mission. MARCORSYSCOM maintains the SL-1-2.

(b) SL-1-3 Publications Stocked by the Marine Corps. Marine Corps authorized publications stocked at MARCORLOGCOM, Albany, GA. It includes publications prepared by other DoD activities that have been adopted and/or authorized for Marine Corps use. Marine Corps units shall use this index to determine the publications required to accomplish the assigned mission.
Units must maintain a copy of all publications for equipment on hand. They may not use publications that are not listed in the SL-1-3. MARCORSYSCOM maintains the SL-1-3.

(c) SL-6-1 Application List (AL). Cross-reference of all centrally managed end items, major components, secondary depot reparable items, and modification kits maintained in a database for system management with assigned, changed, or deleted ID numbers. It includes a cross-reference between current ID numbers; NSN, item name, model or type number and TAMCN. COMMARCORLOGCOM, Albany sponsors the SL-6-1. The data is available in Federal Logistics (FEDLOG) where it is updated monthly, and on the LOGWAY Portal where it is updated daily using a batch process. MARCORSYSCOM equipment specialist inputs information into Item Applications that feeds the SL-6-1.

(d) SL-6-2 Application List. Identifies repair parts application for supply management use. Repair parts are listed in NSN sequence. The SL-6-2 lists the ID number of each end item, major component, depot reparable item, or modification kit beneath the NSN to show the application of the NSN. The data is available in FEDLOG where it is updated monthly, and on the LOGWAY Portal where it is updated daily using a batch process. MARCORSYSCOM equipment specialist inputs information into Item Applications that feeds the SL-6-2.

(e) SL-8 Special List. SL-8 comprises a catalog of forms and miscellaneous printed items required for use throughout the Marine Corps. The SL-8 is used as a convenient reference source of information on special groups of items. MARCORSYSCOM PM develops SL-8 for equipment as required.

(f) Master Components List (MCL). MARCORLOGCOM uses the MCL to delineate which specific SL-3 Supply System Responsibility Item (SSRI) components are procured and installed by the depots in accordance with applicable Statements of Work. MARCORLOGCOM Distribution Management Center procures and boxes items not installed for follow-on shipment of Principal End Items (PEIs) to Operational Forces.

d. Instructional Type (I-Type) Publications. Provide instructions on equipment/weapons lubrication, modification, supply action, professional techniques and maintenance procedures. I-Type publications consist of the following:

(1) Lubrication Instruction (LI). Prescribes lubrication instructions, identifies the proper lubricants,
appropriate levels of lubricants, and required intervals for equipment. Incorporate lubrication instructions into the appropriate level TM in lieu of a separate LI.

(2) Modification Instruction (MI). Modification instructions implements an approved change to the equipment product baseline. MIs provide instructions for uniformly modifying equipment to correct deficiencies in equipment design; and to add tactical and technical advantages. This includes direction/authority to change and/or upgrade software/firmware versions. MIs may also be cited as authority for requisitioning parts needed to complete equipment modification; or for requisitioning repair or replacement parts. An MI shall include the following criteria:

(a) Urgency

(b) Indispensability to an item or to a system's operation, or effectiveness.

(c) Guidance on the use of kits, parts, or necessary maintenance actions.

(d) Instructions for the unit Supply Officer to adjust the unit property records if the modification changes the PEI’s NSN, ID number, or TAMCN once the modification is completed.

(3) Supply Instruction (SI). Furnishes supply information on equipment acquisition, regulation, availability, warranty, and disposition. It explains technical aspects of supply matters but does not provide administrative instructions.

(4) Technical Instruction (TI). Provides technical information pertaining to a PEI shall include:

(a) Professional techniques and maintenance procedures.

(b) Interim/supplemental technical information that will be incorporated into a permanent technical manual at a later date.

(c) Administrative technical details (primarily concerning equipment maintenance), that can be more suitably disseminated by an instruction than by any other type of
publication. Examples are current forms to be used, special safety measures, serviceability standards, etc.

(d) Testing and inspection procedures.

g. Supplementary Documents. Compliments/augments information contained in a technical publication; primarily a TM, (e.g., a firing table or quick reference guide (QRG))

2. Supporting Documentation. Includes Marine Corps Total Force documents required to effectively employ, operate, maintain, or plan for equipment receipt and or disposal, which is not included in a technical publication category listed above. Supporting documentation will be referenced in the SL 1-2.
Chapter 2

Technical Publication Presentation, Numbering, Content and Publication Control Number Assignment

1. Technical Publication Presentation. Information presented in technical publications requires that it be aligned, when appropriate, to maintenance categories within the field level of maintenance. When a technical publication is developed by a DoD agency using a short title that fits within the accepted Marine Corps configuration, the Marine Corps may use the sponsors short title.

2. Marine Corps Numbering System. The Marine Corps number assigned to a technical publication may consist of as many as six elements, and will be referred to as the Short Title. Short title numbering will remain the same, regardless of media output type. This section provides details on how to assign technical publications numbers. Figures 3-1 and 3-2 provide examples of short title numbering.

   a. Type of Publication (Abbreviated). The abbreviation indicates the type of publication (e.g., TM, SL, MI, TI, LI, SI, QRG, etc.).

   b. Basic Number. One of the following classifications of numbers is assigned in the following order of preference:

      (1) Identification (ID) Number. Consists of five digits suffixed by a letter of the alphabet (excluding O and I) and is assigned to a system, major item, or multiple-use major component. When the publication covers more than one model of the same system, major item, or multiple-use major component, the suffix letter is dropped and manual cover lists the specific models.

      (2) Federal Supply Class (FSC) Number. Four-digit commodity classification number assigned to materiel based on the group and class used to serve the functions of supply per H2 SB 708-21: Cataloging Handbook Department of the Army Supply Bulletin. (e.g., 6115, 6665).

      (3) Standard Subject Identification Code (SSIC). Standard system of numbers used throughout the DoN to categorize and classify Navy and Marine Corps records and is only used if the ID or FSC numbers are not applicable. The four or five
digit SSIC number assigned is selected from the current edition of SECNAVINST 5210.1.

c. Maintenance Designator Numbers. The maintenance designator number separates instructions across organizations based on personnel with varying functional missions, capabilities and maintenance authority. Use the maintenance designators below to align technical instructions to the optimal organization or activity for completing the instructions based on assigned capability and maintenance authority.

(1) Field - Operator/Crew (-10). Provides instructions for operation, theory of operation, operator maintenance, checks and adjustments, inventory, cleaning, and inspecting. Includes minor repairs and parts replacement with limited training and can be completed with equipment available to the operator/crew.

(2) Field - Organizational Maintenance Activity (-20). Provides instructions to, allow specially trained maintenance technicians at the unit level, to assess and maintain equipment under battlefield conditions. This includes performing scheduled PMCS, diagnosis and isolation of equipment malfunction and replacement of minor parts, assemblies and subassemblies.

(3) Field - Intermediate Maintenance Activity (IMA) (-30). Provides instructions that include inspection/in-depth diagnosis, modification, modular parts replacement, adjustment, and limited repair or evacuation/disposal of PEIs. Intermediate manuals also include calibration and repair of Test, Measurement and Diagnostic Equipment as well as item fabrication, precision machining, and various welding methods.

(4) Field - Intermediate Maintenance Activity - Component Repair (-40). Provides instructions for diagnosis, isolation, adjustment, alignment and in-depth repair of internal component parts and pieces.

(5) Depot (-50). Provides instructions for performing major repair, overhaul, or complete rebuild of parts, subassemblies, assemblies or principal end items. Includes manufacturing parts and conducting required modifications, testing, calibration and reclamation.

(6) Maintenance Designator Combinations. For use when a publication would apply to more than one organization or activity:
(a) -12. Operator and Organizational tasks.
(b) -13. Operator through IMA tasks.
(c) -14. Operator through IMA Component Repair tasks.
(d) -15. Operator through Depot tasks.
(e) -23. Organizational through IMA tasks.
(f) -24. Organizational through IMA Component Repair tasks.
(g) -25. Organizational through Depot tasks.
(h) -34. IMA through IMA Component Repair tasks.
(i) -35. IMA through Depot tasks.

I&L
(j) -45. IMA Component Repair through Depot tasks.

(7) Repair Parts List (RPL) Designator. For a repair parts list (RPL), the alpha character "P" will immediately follow the maintenance designator number "-##P", as applicable. For a parts list incorporated into a manual with maintenance instructions, the characters "&P" will immediately follow the maintenance designator number "-##&P", as applicable.

d. Sequence Number. The sequence number indicates a manual as being one of a series for a specific piece of equipment. The sequence number follows the maintenance designator. The sequence number is separated from the TM number by a forward slash (/).

e. Edition Designator. The edition designator is an alphabetic character, starting with the capital suffix "A" that indicates each revision of a technical publication after its initial printing. Succeeding revisions shall be indicated by the other letters in alphabetical sequence, except that the letters I, O, Q, S, and Z shall not be used. The edition designator appears immediately after the maintenance designator or sequence number, as appropriate.

f. Volume Designator. When a single publication is too large it will be divided into volumes. In such cases, each publication cover will clearly show the volume number and the
total number of volumes in the publication in addition to the usual cover information. In the case of CD/DVD media, each cover will clearly show the volume or disc number and number of volumes, or discs in the publication.

3. **Standard Contents.** Standard contents for TMs include a cover, warning page (if applicable), copyright release for commercial manuals, promulgation/signature page, record of change, list of effective pages, table of contents, list of illustrations and tables; safety summary, and technical contents. The TM cover date shall be the month and year of signature. The promulgation/signature page and a list of effective pages date shall reflect the same month and year as the cover, to include the last working day of that month.

4. **Publication Control Number (PCN).** A PCN is an eleven-digit number assigned to a publication to denote distribution and serve as a stock number for requisitioning purposes.

   a. **PCN Assignment.** Technical publications are assigned PCNs in accordance with User Manual-MCPDS 5605 and NAVMC 2761, Catalog of Publications.

   b. **Examples of TM Numbering Scheme.** See figures 2-1 through 2-5.

![Figure 2-1](image-url)

**TM 11240-15/14A Volume 1**

- Technical Manual
- SSIC for Automotive
- Maintenance Designator (Operator - Depot)
- Publication Sequence No. (14th in the series, 1st revision)
- Volume Designator (1st in multi-volume set)

*Multi-volume publication with SSIC in short title*

Figure 2-1
c. Legacy Numbering System.

(a) The Legacy TM numbering system includes the following construct and is not valid for new publications. Legacy TMs will be modified to the new TM numbering system when revised or at the PM’s discretion when cost effective:

1. OR - Organizational (operator maintenance which includes some minor repairs and parts replacement).

2. IN - Field Level Maintenance (includes previous 2nd through 4th echelon maintenance less the tasks that migrated to Organizational and some major 4th echelon tasks which will migrate to depot).

3. DE - Depot Maintenance (Maintenance actions taken on material or software involving the inspection, repair, overhaul, or the modification or reclamation (as necessary) of weapon systems, equipment end items, parts, components, assemblies, and sub-assemblies that are beyond field maintenance capabilities.

(b) Additional codes that were used if the publication encompasses more than one level of maintenance are as follows:

1. OI - Publication that includes organizational and Intermediate Maintenance. Some technical publications may have used “O” to cover Operator/Crew tasks through Intermediate level tasks.

2. OD - Publication that includes organizational through depot. Some technical publications may have used “O” to cover Operator/Crew tasks through Intermediate level tasks.
(3) ID - Publication that includes intermediate and depot.

(c) The "&P" was not used.

(d) For "parts list" only, the alpha character "P" may have followed the maintenance designator.
### Appendix A

#### Acronyms

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<td>Commander Marine Corps Logistics Command</td>
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<td>Commercial-Off-The-Shelf</td>
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<td>Depot Maintenance</td>
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A-1 Enclosure (1)
MCO 5215.17
26 OCT 2016

MCO
Marine Corps Order

NAVMC
Navy, Marine Corps

NSN
National Stock Number

OD
Operator through Depot Maintenance

OI
Operator through Field Maintenance

PCN
Publication Control Number

PM
Program Manager

PEI
Principal End Item

PMCS
Preventive Maintenance Checks and Services

POM
Program Objective Memorandum

QRG
Quick Reference Guide

SI
Supply Instruction

SL
Stock List

SSIC
Standard Subject Identification Code

SSRI
Supply System Responsibility Item

TAMCN
Table of Authorized Materiel Control Number

TI
Technical Instruction

TM
Technical Manual

TPC
Technical Publications Council

USMC
United States Marine Corps