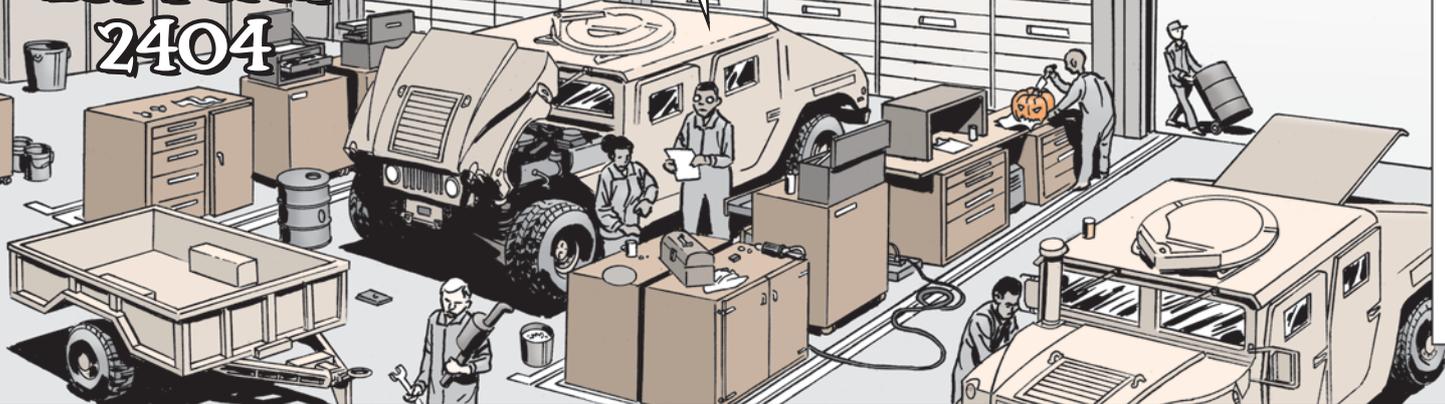


# No Field Days with DA Form 2404

HEY, CHECK OUT THIS COOL CHECKLIST I MADE FOR DA FORM 2404!

NOW WE CAN BREEZE RIGHT THROUGH PMCS ON THIS PUPPY!

UHHH... I'M NOT SURE WE'RE S'POSED TO TAMPER WITH THAT FORM. BETTER ASK HALF-MAST.



Dear Half-Mast,  
DA Pam 750-8, *The Army Maintenance Management System (TAMMS) Users Manual*, shows examples of how to use DA Form 2404 for PMCS, quarterly inspections, annual services, battlefield damage assessment and repair and estimated cost of damage. My concern is with the proper use of section 10c, "Deficiencies and Shortcomings."

I think only those examples listed should be included in 10c. But I have seen some units turn column 10c into a checklist. For example: "Inspect tank, pump and plumbing for leaks." Is this permitted?

Mr. A.A.

MR. A.A., WE'VE RECEIVED SIMILAR INQUIRIES FROM OTHER READERS, SO THIS SEEMS TO BE A COMMON CONCERN.



HQDA G-4 TELLS US A FORM IS **NOT** CONSIDERED ALTERED OR MODIFIED AS LONG AS IT'S BEING USED FOR ITS INTENDED PURPOSE.

FOR EXAMPLE, IF A UNIT WANTS TO FILL IN INSPECTION CHECKS OR SERVICES INFORMATION ON DA FORM 2404 AND PRINT IT LOCALLY, THAT FALLS WITHIN GUIDELINES.

**IMPROPER FORM MODIFICATIONS INCLUDE THINGS LIKE CHANGING FORM FIELD TITLES. FOR EXAMPLE, CHANGING THE ORGANIZATION BLOCK TO READ CORPORATION OR MOVING AROUND THE DATA FIELDS WOULD INVALIDATE THE FORM.**

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET				
For use of this form, see DA Pam 750-8; the reporting agency is DCS, 5-4.				
1. ORGANIZATION <b>CORPORATION</b>		2. NOMENCLATURE AND MODEL		
3. REGISTRATIONSERIAL/NSN	MILES	b. HOURS	c. ROUNDS FIRED	d. HOY STARTS
7. DATE				
7. TM NUMBER		APPLICABLE REFERENCE		
TM NUMBER		TM NUMBER		
COLUMN a - Enter TM item number.		COLUMN d - Show corrective action shortcoming listed in Column c.		
COLUMN b - Enter the applicable condition status symbol.		COLUMN e - Individual ascertain action initial in this column.		
COLUMN c - Enter deficiencies and shortcomings.		STATUS SYMBOLS		
"X" - Indicates a deficiency in the equipment that places it in an inoperable status.		DIAGONAL "/" - Indicates a deficiency which must be corrected to make the item efficient or to make the item safe.		
CIRCLED "X" - Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.		LAST NAME INITIAL IN BLACK, BLUE OR PENCIL - Indicates that a condition exists.		
HORIZONTAL DASH "-" - Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.		FOR AIRCRAFT - Status symbols		
ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM.				

IT'S A GOOD IDEA FOR YOU TO CHECK WITH THE LCMC RESPONSIBLE FOR THE PIECE OF EQUIPMENT YOU ARE SERVICING.

THEY MAY ALREADY HAVE AN APPROVED VERSION OF DA FORM 2404 YOU CAN USE THAT IS EQUIPMENT-SPECIFIC.



IN THAT CASE, WHY REINVENT THE WHEEL?

FOR DETAILED GUIDANCE ON FORMS, SEE DA 25-31, *FORMS MANAGEMENT, ANALYSIS AND DESIGN*. PARA 1-9 COVERS STEPS FOR GETTING NEW FORMS OR MODIFICATIONS APPROVED:

[http://www.apd.army.mil/pdf/files/p25\\_31.pdf](http://www.apd.army.mil/pdf/files/p25_31.pdf)