

Rinky-Dink Typewriter Ink?

MAINTENANCE
CAFE



WELCOME TO THE
MAINTENANCE CAFE!

UHH, I'LL
TAKE DA FORM
2404 TO GO!

WOULD YOU
LIKE THAT
HANDWRITTEN
OR TYPED?

DOES IT
MATTER?

Dear Half-Mast,

A question came up in our shop about filling out DA Form 2404 for -10 and -20 services. Someone said faults can only be handwritten on the form according to DA Pam 750-8, *The Army Maintenance Management System (TAMMS) Users Manual*. But I can't find anything that says the forms must be handwritten. Can entries be typed instead, for the sake of neatness?

Mr. P.R.

Dear Mr. P.R.,

DA Pam 750-8 never directly addresses the matter of ink versus typed entries. Nothing in 750-8 forbids someone from typing up a DA Form 2404. However, the examples in the pamphlet clearly show hand-printed faults as the norm, and in some cases describe the entering of fault information as being "printed" (with the examples shown printed by hand).

Most mechanics won't haul a typewriter along when doing PMCS; they'll fill out the forms by hand. Even taking forms back to the office and typing them up adds a step that isn't listed in the pamphlet. (Remember, too, that not all Soldiers have ready access to typewriters or computers.)

Chapter 5 in DA PAM 750-8 states that either typed **or** handwritten records are acceptable, or even by pencil if the designated form so instructs:

"5-1 (g): Historical records are always filled out in ink or typewritten, unless the specific instructions for the form say to use pencil. Blue or black ink is used."

So it seems the choice is yours.

Half-Mast