

Think Ink



Dear Half-Mast,

Some motor pool mechanics, inspectors and QA folks say it's OK to use a pencil to fill out DA Form 2404, *Equipment Inspection and Maintenance Worksheet*. But DA Pam 750-8, *The Army Maintenance Management System (TAMMS) Users Manual*, says a pencil can only be used when special instructions allow. Is it OK to fill out 2404s with a pencil?

Mr. S.P.

Dear Mr. S.P.,

A working draft of DA Form 2404 may be filled out with a pencil or your writing instrument of choice. But only blue or black ink, handwritten or typed, should be used for the **official** form of record.

Watch for the updated version of DA Pam 750-8, *The Army Maintenance Management System (TAMMS) Users Manual*, coming in 2014. You'll find additional procedures and forms guidance in that publication.

Half-Mast

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET									
CLASSIFICATION AND CONTROL INFORMATION									
1. ORGANIZATION	2. IDENTIFICATION NUMBER	3. MAKE	4. MODEL	5. SERIAL	6. CLASS	7. DATE	8. TIME	9. LOCATION	10. TYPE
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6. CLASS		7. DATE		8. TIME		9. LOCATION		10. TYPE	
11. OPERATOR		12. INSPECTOR		13. APPROVER		14. DATE		15. TIME	
16. COMMENTS		17. DEFECTS		18. ACTIONS		19. RESULTS		20. SIGNATURE	
21. DEFECTS		22. ACTIONS		23. RESULTS		24. SIGNATURE		25. DATE	
26. COMMENTS		27. DEFECTS		28. ACTIONS		29. RESULTS		30. SIGNATURE	
31. COMMENTS		32. DEFECTS		33. ACTIONS		34. RESULTS		35. SIGNATURE	
36. COMMENTS		37. DEFECTS		38. ACTIONS		39. RESULTS		40. SIGNATURE	
41. COMMENTS		42. DEFECTS		43. ACTIONS		44. RESULTS		45. SIGNATURE	
46. COMMENTS		47. DEFECTS		48. ACTIONS		49. RESULTS		50. SIGNATURE	
51. COMMENTS		52. DEFECTS		53. ACTIONS		54. RESULTS		55. SIGNATURE	
56. COMMENTS		57. DEFECTS		58. ACTIONS		59. RESULTS		60. SIGNATURE	
61. COMMENTS		62. DEFECTS		63. ACTIONS		64. RESULTS		65. SIGNATURE	
66. COMMENTS		67. DEFECTS		68. ACTIONS		69. RESULTS		70. SIGNATURE	
71. COMMENTS		72. DEFECTS		73. ACTIONS		74. RESULTS		75. SIGNATURE	
76. COMMENTS		77. DEFECTS		78. ACTIONS		79. RESULTS		80. SIGNATURE	
81. COMMENTS		82. DEFECTS		83. ACTIONS		84. RESULTS		85. SIGNATURE	
86. COMMENTS		87. DEFECTS		88. ACTIONS		89. RESULTS		90. SIGNATURE	
91. COMMENTS		92. DEFECTS		93. ACTIONS		94. RESULTS		95. SIGNATURE	
96. COMMENTS		97. DEFECTS		98. ACTIONS		99. RESULTS		100. SIGNATURE	