

V. AVIATION MAINTENANCE

7. Test, Measurement, and Diagnostic Equipment (TMDE)

a. Standing Operating Procedures (SOP)

Does the unit TMDE Support Coordinator have a SOP? *(TB 750-25, para 3-10a(2))*

P / F / NA

b. The Army Records Information Management System (ARIMS)

(1) Are the record managers and coordinators registered at the appropriate level on the ARIMS website (<https://www.arims.army.mil>)? *(AE 25-400-2, para 5g)*

P / F / NA

(2) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMS website? *(AE 25-400-2, para 5h)*

P / F / NA

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager? *(AE 25-400-2, para 4b(5)b)*

P / F / NA

(4) Are units deployed or involved in CONOPS managing their records according to Appendix A? *(AE 25-400-2, Appendix A)*

P / F / NA

(5) Do the filing labels contain the correct information according to AE 25-400-2? *(AE 25-400-2, para 5a,b,c & d)*

P / F / NA

(6) Are all record information being identified and properly marked and stored? *(AE 25-400-2, para 5a-d)*

P / F / NA

(a) Paper, floppy disks, or similar media, labels may be handwritten or printed off of the ARIMS website.

(b) Digital record information on shared network drives, hard drives, or other similar storage devices will include the information in para 5d (1) a-e.

(c) All folders and containers used to store official record information, including personal e-mail folders and shared folders on servers, will be labeled.

(7) Is the checklist in Appendix C used to evaluate the records management program and? *(AE 25-400-2, para 5i)*

P / F / NA

c. Publications Management/Shop Library

(1) Does the unit TMDE Support Coordinator have AR 750-43, DA Pam 738-750, TB 43-180, command regulations, local SOP(s) and the supporting TSA's external SOP? *(TB 750-25, para 3-10a(3))*

P / F / NA

(2) Are publications filed correctly? *(FM 3-04.500, para 8-113 and DA Pam 25-40, para E-13)*

P / F / NA

(3) Are changes to publications posted correctly? (*DA Pam 25-40, Appendix E*) **P / F / NA**

d. Appointment Orders

(1) Is the unit TMDE Support Coordinator appointed in writing by the unit commander? (*AR 750-43, para 6-4*) **P / F / NA**

(2) Is a copy of the TMDE Support Coordinator appointment order kept in the QC files? (*FM 3-04.500, para 8-15*) **P / F / NA**

e. Training Documentation

Does the unit TMDE Support Coordinator have documentation of formal training from the local TMDE Support Activity? (*TB 750-25, para 3-9 b*) **P / F / NA**

f. Instrument Master Record File

(1) Does the TMDE Support Coordinator have a copy of the last quarterly Instrument Master Records File (IMRF)? (*TB 750-25, para 3-2h(1)*) **P / F / NA**

(2) Does the TMDE Support Coordinator have a copy of the last monthly Projected Items List? (*TB 750-25, para 3-2h(2)*) **P / F / NA**

(3) Does the TMDE Support Coordinator have a copy of the last monthly Delinquent Items List? (*TB 750-25, para 3-2 h (3)*) **P / F / NA**

(4) Is the Delinquency Rate (failure to submit for required support) 3% or below? (*AR 750-43, para 6-1b*) **P / F / NA**

g. Forms and Records

(1) Is a DA Form 7372 (TMDE Calibration and Repair Data) submitted to the supporting activity for each item requiring calibration? (*FM 3-04.500, para 8-15*) **P / F / NA**

(2) Is DA Label 80 or a DA Label 163 attached to items requiring calibration? (*TB 750-25, para 2-5; FM 3-04.500, para 8-15*) **P / F / NA**

h. Hand Receipt Procedures

Are items needing calibration turned into the TMDE coordinator using temporary hand receipt procedures outlined in DA Pam 710-2-1, Paragraph 5-4? (*DA Pam 710-2-1, para 5-4*) **P / F / NA**

i. Administrative Storage

(1) Does the unit TMDE Support Coordinator maintain a record of all items in administrative storage by nomenclature, model, and serial number? (*TB 750-25, para 3-10a(9)*) **P / F / NA**

(2) Does the unit TMDE Support Coordinator ensure that all items in administrative storage are operational and that the DA Label 80 is over stamped CBU? (*TB 750-25, para 3-10a(9)*) **P / F / NA**

(3) Has the unit TMDE Support Coordinator notified the supporting TSA in writing what items have been placed in administrative storage so the items can be removed from the cyclic calibration schedule? *(TB 750-25, para 3-10a(9))* **P / F / NA**

j. Program Administration

(1) Does the unit TMDE Support Coordinator ensure that all organizational maintenance has been performed on TMDE submitted for support, and all required accessories and manuals are provided with the TMDE? *(TB 750-25, para 3-10a(7))* **P / F / NA**

(2) Has the TMDE Support Coordinator used TB 43-180 to identify all TMDE requiring cyclic calibration or repair support? *(TB 43-180, para 4c)* **P / F / NA**

(3) Are torque wrenches properly stored? *(TM 1-1500-204-23-9, para 8-6)* **P / F / NA**

REFERENCES:

AR 25-400-2	18 Mar 03
AR 750-43	28 Nov 97
DA Pam 25-40	29 Dec 03
DA Pam 710-2-1	31 Dec 97
DA Pam 738-750	1 Aug 94
FM 3-04.500	26 Sep 00
TB 43-180	15 Sept 02
TB 750-25	12 Nov 99, Chg 1
TM 1-1500-204-23-9	15 Mar 01, Chg 4