

**ORGANIZATIONAL MAINTENANCE UNIT WORKSHEET**

**FROM:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **REPORT PERIOD:** \_\_\_\_\_ **TO:** \_\_\_\_\_

<b>NOMENCLATURE</b>	<b>ACCT CODE 11-15</b>	<b>SCHED SERV MIL 33-35</b>	<b>SCHED M/H MIL 36-39</b>	<b>UNSCHED M/H MIL 40-44</b>

## INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL MAINTENANCE UNIT WORKSHEET

### 1. Heading.

- a. FROM. Enter reporting unit designation.
- b. TO. Enter supporting OMS or MATES/UTES if reporting maintenance performance on equipment issued by the MATES/UTES.
- c. REPORT PERIOD. Enter the beginning and ending date of training period.

2. NOMENCLATURE. Enter complete end item noun nomenclature of each type equipment item on which maintenance was performed, (i.e., truck cargo 2 ½ ton, generator set 1.5 KW, rifle M16, radio set AN/VRC-46, etc.)

3. Acct Code. OMS, MATES, or UTES will enter appropriate account code corresponding to the equipment identified in the nomenclature block.

4. Sched Serv Mil. Enter the number of completed scheduled services performed, as applicable, for items identified in the nomenclature block.

5. Sched M/H Mil. Enter the number of military manhours employed in the performance of scheduled services for equipment identified in the nomenclature block. Manhours will be entered even if the scheduled service was not completed.

6. Unsched M/H Mil. enter the number of military manhours employed in the performance of unscheduled maintenance for equipment identified in the nomenclature block.

7. General. Only productive maintenance manhours will be reported on this form. It should not be used as a means of reporting all available manhours or manhours expended in the performance of administrative tasks. Maintenance manhours performed by operators/crews in the performance of user maintenance will not be unscheduled maintenance.