

INSTRUCTIONS FOR COMPLETING SUPPORT MAINTENANCE WORKSHEET

1. **Heading.**
 - a. **FROM.** Enter reporting unit designation.
 - b. **TO.** Enter supporting CSMS.
 - 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.). If services were performed on other than a military equipment end item, such as fabrication of a rack on which welding or machining was required, enter the noun for the service performed.
3. **Acct Code CSMS** will enter appropriate account number corresponding to the equipment identified in the nomenclature block.
4. **Item Rec.** If work orders were received from the CSMS, leave blank. If work orders were received from units supported or MATES/UTES enter quantity of work orders received for equipment or services recorded in nomenclature block.
5. **Item Comp.** If work orders were received from CSMS, leave blank. If work orders were received from units supported or MATES/UTES, enter number completed. as applicable.
6. **Item Canc.** If work orders were received from CSMS, leave blank. If work orders were received from units supported or MATES/UTES, enter number cancelled as applicable.
7. Columns labeled **Maint M/H, Weld M/H, Paint M/H, Canv M/H, Mach M/H, Wood M/H, Met Bdy Rep M/H, Insp M/H** and rust proof M/H. Enter military manhours performed on equipment or services identified in the nomenclature block in the appropriate block(s) representing the type work performed.
8. **Cost of Rep Pt.** Enter the cost of repair parts for commercial administrative use vehicle(s) identified in the nomenclature block.
9. **General.** A separate form may be used for each day or the total period can be combined on one form. All completed or cancelled work orders received from the CSMS will be forwarded with the report.

