

3 October 2011

SERMC CODE: 200

**Waterfront Maintenance Note Number 7**

**Documentation for Calibration of Test Measurement Diagnostics**

Ref: (a) COMFLTFORCOMINST 4790.3 REV A, JFMM VOL IV CH 9  
(b) MEASURE Users Manual OP43P6A

1. Purpose: To establish procedures for Calibration of Test Measurement Diagnostics.
2. Background: Per references (a) and (b), the direction contained herein will ensure expeditious turn-around and quality calibration service. The Southeast Regional Calibration Center (SERCC) is located within the Naval Aviation Depot, Bldg 101U, at NAS Jacksonville, FL.
3. Procedure.
  - a. MEASURE customers in the Mayport area will deliver equipment requiring calibration to the Issue/Receipt area located at the east end of Bldg 191 (Southeast Regional Maintenance Center (SERMC) Warehouse doorway 10E), at Naval Station Mayport for transport to SERCC. Activities outside the Mayport area ship equipment requiring calibration to following address:

SERMC Warehouse, Bldg 191 Doorway 10E  
Naval Station Mayport  
Mayport, FL 32228  
Attention: SERMC Calibration Coordinator
  - b. Per reference (a) and (b), equipment being delivered for calibration should have a pre-printed meter card. Submitting activities need to request printing services via email ([SERMCCALCOORD@navy.mil](mailto:SERMCCALCOORD@navy.mil)), printing request should contain the following information; Model Number, Serial Number and ECN (equipment control number), printing requests should be submitted 24 hours before delivery of items. MCMS customers should submit an Asset Manifest when requesting printing services. Customers provide a copy of MEASURE inventory format 310 or 350 with the equipment being delivered for calibration if internet services are down.
  - c. In cases when a hand scribed meter card is delivered with test equipment to Issue/Receipt, a MEASURE inventory 310 or 350 must be delivered to allow verification of proper documentation reference (a) and (b). However, reference (b), directs that only when a new piece of test equipment is to be added to the MEASURE inventory should a hand-scribed

card be used. Special circumstances such as OOC printers are permitted on a case-by-case basis. Hand scribed meter cards must contain complete documentation, i.e., equipment control number, model, name of equipment, and serial number. Errors will result in unmatched meter card data being entered into the database, which creates problems in updating measure inventories 310/350 and recall format 802.

d. Per reference (b), requesting calibration services from SERCC for equipment not already scheduled for JAQ/JFB labs requires TYCOM approval. Proper authorization is essential to ensure appropriate funding is in place for the unscheduled workload. A copy of the approval message must be delivered with the equipment unless previously verified with issue/receipt at Mayport or Jacksonville.

e. The Defense Distribution Depot Jacksonville, Florida (DDJF) is making daily scheduled pick-up and delivery runs between Mayport Issue/Receipt and the SERCC. Equipment needs to be delivered to Mayport issue/receipt prior to 0900, to be checked-in and placed on that day's truck. Equipment delivered later during the workday will be placed on the next scheduled truck.

f. Recommend the ship, squadron, or activity Test Equipment Petty Officer Call ahead to Issue/Receipt to ensure a minimum amount of time is spent waiting behind other customers. 2-kilos are not required for work to be performed at the SERCC. All calibration and repair will be documented in the measure system.

g. Equipment identified as, "Beyond Economical Repair" (BER), will be retained by Mayport issue/receipt unless specifically requested by the customer. Initial assistance will be provided by issue/receipt in obtaining a replacement from CTRA assets.

h. Upon completion of calibration, SERMC issue/receipt will notify the customer and set-up a time for pick-up. Equipment will be signed for and the pink copy of the measure card will be returned to the customer.

i. Hours of Operation: Normal Issue/Receipt hours are 0700-1500 Monday through Friday. Emergent calibration requirements outside of normal working hours can be arranged with the Issue/Receipt reps or by contacting the SERMC QD at 270-5126 or directly with the SERCC Deputy Director at 518-3238 (pager), NADEP CDO at 519-4536 (pager), or NADEP section leader at 817-2971.

4. Points of Contact: Questions, concerns or suggestions related to documentation for calibration of test measurement diagnostics can be directed to:

a. SERMC CAL COORD, Mayport, FL, Tel: Com (904) 270-5434, DSN 270-5434.

b. OIC, SERCC, Jacksonville, FL, Tel: Com (904) 790-5833, DSN 942-5833.

c. ISSUE/RECEIPT, SERCC, Jacksonville, Fl, Tel: Com (904) 790-5860, DSN 942-790-5860.

d. ISSUE/RECEIPT, SERCC, Mayport, Fl, Tel: Com (904) 270-5613, DSN 270-5613.