DEFENSE INFORMATION SYSTEMS AGENCY
P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

NOV 1 8 2013

DISA CIRCULAR 270-A85-1*

REPORTS

System Equipment Reporting System (SERS)

1. **Purpose.** This Circular prescribes policy and assigns responsibility for the System Equipment Reporting System (SERS). It also provides detailed information on the System Equipment Report (SER).

2. **Applicability.** This Circular applies to the Defense Information Systems Agency (DISA), the military departments (MILDEPs), and other entities of the Department of Defense (DoD) that are responsible for the operation and maintenance (O&M) of communications facilities.

3. **Scope.** This Circular applies but is not limited to Enterprise Satellite Communications (SATCOM) terminals, Military Strategic and Tactical Relay System (MILSTAR) terminals, Standardized Tactical Entry Point (STEP), DoD Teleport, Wideband SATCOM Operations Centers (WSOCs), Technical Control Facilities (TCFs), and Digital Communications Satellite Subsystems (DCSS).

4. **Authority.** This Circular is published in accordance with the authority contained in DoD Directive 5105.19, Defense Information Systems Agency (DISA), 25 July 2006.

6. **Policy.** SERs shall be submitted for all systems (to include online and spare), in accordance with criteria specified in this Circular.

7. **Objective.** The objective of a SER is to collect communications equipment performance for those items that potentially transport or connect to the Defense Information Systems Network (DISN). Reportable equipment includes terminal station equipment; such as, transmitters, receivers, frequency converters, timing sources, cryptographic, monitor and control (M&C) subsystems, antennas, tracking systems, modems, multiplexers, air handlers, commercial and generator power, and uninterruptible power supplies (UPSs). Information derived

from these reports, through trend analysis, will assist DISA in assessing operational equipment readiness, evaluating maintenance and repair procedures, and identifying equipment deficiencies and life-cycle issues.

7. **System Equipment Reports (SERs).** SERs record equipment failures, operating hours, maintenance, logistics information, and configuration changes. SERs are to be submitted for all systems (to include online and spare), in accordance with the guidelines specified in this Circular. (Guidance on and examples for preparing a SER are provided in the enclosure.)

7.1 **Criteria and Timeline for Submission.**

7.1.1 **Criteria.** SERs shall be submitted for the following reasons:

7.1.1.1 Failure of online or offline equipment, regardless of the effect on operational capability. (Reportable failures are events that cause unscheduled maintenance or repair actions.)

7.1.1.2 Reporting maintenance, repair actions taken, or scheduled maintenance that require replacement parts.

7.1.1.3 Maintenance and repair actions conducted by military, contracted, or other personnel on equipment that may impact the terminal's ability to support communications, to include air conditioning, power, and other support systems.

7.1.1.4 Permanent changes in station equipment configurations to include removing or installing end item equipment or entire systems due to a new mission requirement, upgrade, or turn-in.

7.1.1.5 Shutdown and subsequent startup of a system for reasons other than equipment failure (e.g., a scheduled maintenance authorized service interruption (ASI), ASI for modifications, emergency ASI, etc.).

7.1.1.6 To provide a status of all open SERs and open hazardous conditions (HAZCONs) at the beginning of each quarter.

7.1.2 **Timeline.**

7.1.2.1 Equipment failure or event (e.g., high winds that cause the antenna to be placed in stow, fire, earthquake damage, etc.) that causes a station to open a HAZCON requires the SER to be submitted within 8 hours.

7.1.2.2 Any other event that does not require the site to open a HAZCON must be submitted within 24 hours. (If the event(s) occurs during the weekend or on a holiday, the SER is to be submitted during the next working day.)

7.1.2.3 If an event or equipment failure is resolved within 8 hours, only one SER is required. (See subparagraph 7.2.3.)

7.2 **Types of Reports.** There are four types of reports: initial, interim, final, and quarterly. (ASI and configuration change reporting can be incorporated as an initial, interim, or final report.)

7.2.1 **Initial.** The first report submitted for an event in accordance with the criteria outlined in subparagraph 7.1.1.

7.2.2 **Interim.** A follow-on report used to update an open SER when additional information becomes available. (Interim reports should be submitted when parts are placed on order, received, replaced, or when other significant changes in status occur.)

7.2.3 **Final.** A final report closes out an open SER or event. These reports are submitted once all repair actions are completed to include burn-in time.

7.2.4 **Quarterly.** A quarterly report provides a status of all open SERs for the respective quarter. (This report is due the first week of each calendar quarter [April, July, October, and January] for the statistics of the prior quarter. All stations are required to submit a quarterly SER.)

7.3 **Addressing.** Reports shall be addressed to the Chief, SATCOM Gateway Evolution and Sustainment Branch, DISA NS112 with an information copy to the respective O&M commands, the U.S. Army Communications-Electronic Life Cycle Management Command (C-E LCMC), and applicable Theater Network Operations (NetOps) Center (TNC). A list of addresses may be found at https://east.esps.disa.mil/DISA/ORG/NS1/NS11/NS112/default.aspx.

7.4 **Classification.** SERs shall be classified in accordance with DISAC 800-A110-1, DSCS Security Classification Guide. SERs that detail ongoing outages may be classified Secret and are authorized for submission by a classified medium. At a minimum, all SERs will be transmitted as "For Official Use Only" (FOUO) and "Encrypted for Transmission Only." Any classified SER shall reference a classification

authority and be marked in accordance with volume 2 of DoD Manual 5200.01, DoD Information Security Program: Marking of Classified Information. The SER classification is to be marked at the top and bottom of each page and each paragraph marked with the appropriate classification and a declassification date, e.g., "Classified by: (list source), Declassify on (date)." An example of a classified SER is provided in figure F2.

8. **Responsibilities.**

8.1 **Defense Information Systems Agency (DISA) Network Services Directorate (NS) SATCOM Gateway Evolution and Sustainment Branch (DISA/NS112).** The Chief, NS112, shall analyze satellite communications (SATCOM) systems performance by implementing a SER reporting procedure to collect, process, and analyze the data for all SATCOM systems.

8.2 **Department of Defense (DoD), Government Agencies, Military Departments (MILDEPs), and Combatant Commands.** The DoD, Government Agencies, MILDEPs, and Combatant Commands submit SERs for all systems for which they have O&M responsibilities.

9. **Trend Analysis Reports.** A SER database used for trend analysis and report generation is maintained by DISA. Trend analysis reports are available upon a written request to the Chief, SATCOM Gateway Evolution and Sustainment Branch (DISA NS112), ATTN: System Equipment Reports, P.O. Box 549, Fort Meade, MD 20755-4549.

10. **Report Retention.** The originator shall retain SERs for 1 year after the end of the calendar year.

11. **Suggested Changes.** Suggested changes to the SERS reporting procedures should be addressed to the Chief, SATCOM Gateway Evolution and Sustainment Branch (DISA NS112), ATTN: System Equipment Reports, P.O. Box 549, Fort Meade, MD 20755-4549.

Enclosure a/s

FREDERICK A. HENRY
Brigadier General, USA
Chief of Staff

SUMMARY OF SIGNIFICANT CHANGES. This revision includes the name change from Satellite Communications (SATCOM) Equipment Reporting System (SERS) to System Equipment Reporting System (SERS) and the name change from SATCOM Equipment Report (SER) to System Equipment Report (SER). Teleport equipment tables to submit SERs were added. Requirements for classification marking on each paragraph were added and changes were made to the SER format. The report format was modified to provide more detailed information.

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DISTRIBUTION: P

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SYSTEM EQUIPMENT REPORT (SER) PREPARATION AND EXAMPLES

An example of the format of the SER is provided in figure 1, examples of the types of reports are provided in figures 2 through 5, and an example of a classified SER is provided in figure 6. A line-by-line explanation of the SER is as follows:

Subject Line. The subject line consists of the title, three or four letter station designator, system type, terminal/ system serial number, and SER number.

Title. "System Equipment Report."

Three or Four Letter Designator. As assigned to site; for example, BED, GND, CPX, BOC, or KNI.

System Type. Use the nomenclature of the system with the failed equipment; such as, AN/GSC-52A, AN/FSC-78C, AN/MSC-66, or AN/FSC-131.

Terminal/System Serial Number. Use the serial number as assigned to the system being reported

SER Numbering. The SER number consists of nine or more characters. The two leftmost characters depict the year of the first reported SER for a specific event. If an additional report is submitted the year after the initial report, the two leftmost characters will remain the same as the year on the initial report. The center characters depict the SER event number, while the remaining characters indicate the number of submissions for that event and type of report.

The first report of a calendar year is numbered "YY-001-01." SERs on subsequent events are numbered sequentially: "YY-002-01," "YY-003-01," etc. All stations must follow the SER numbering system described in this Circular.

The center characters of the report tie all follow-up messages to the initial SER. If a SER is not numbered properly, it cannot be tracked, leaving the event log open in the database. All open SERs carried over from previous years retain their original sequence number. Follow-on SERs will be sent when additional significant information becomes available, using

the same sequence number and the subsequent report number with the year of submission as the left most number (e.g., 12-018-03I).

Example: 12-018-01F
12 - indicates year of SER
018 - indicates sequence number
01 - indicates first report
F - indicates the Final report

Initial. The initial SER number will not contain an ending suffix unless the repair action is completed within 8 hours (figure F2).

Interim. Submit follow-on SERs when additional significant information becomes known. Interim SERs (figure F3) pertaining to this event will end with the suffix "I" and are numbered "12-001-02I," "12-001-03I," and so forth.

Final. The final SER of an event carries the suffix "F" after the SER number even if only one SER is submitted for the event (figure F4).

Quarterly. A quarterly SER will be numbered as follows: 12-000-01Q for January - March, 12-000-02Q for April - June, etc. (figure F5).

Lines 1 through 11. (For a quarterly report, lines 1 through 11 will be listed as N/A [nonapplicable].)

Time of Failure (TOF), (Line #1). Enter the Zulu date-time group (DTG) when the equipment failed. The format for a DTG is Day, Hour, Minute, Month, and Year (DDHHMM MMM YYYY). Use line #11A, if the terminal was intentionally shutdown for an ASI.

Time of Repair (TOR), (Line #2). Use for Final SERs only. Enter the Zulu DTG when the repair action was completed. Use line #11B, if the repair is accomplished during an ASI.

Time of Communications Loss (TCL), (Line #3). Enter the Zulu DTG when communications capability is lost. Enter "N/A" if equipment failure did not cause a loss of communications.

Time of Communications Restoral (TCR), (Line #4). Enter the Zulu DTG that the communications capability was restored.

Failure Identification, (Line #5). Identify the failed end item and all repairs and parts replaced regardless of the entity that performed the repair action. If one failure results in another, or there are multiple failures during repair, treat these events as one failure, and identify all failed equipment.

Assembly Identification Code, (Line #5A). Enter the applicable system/subsystem name, unit, and assembly codes from Tables T2 through T29, Equipment Identification Codes. The assembly code tables may be found at https://east.esps.disa.mil/DISA/ORG/NS1/NS11/NS112/default.aspx

Example: 07010301
07 - Indicates system
01 - Indicates subsystem
03 - Indicates unit
01 - Indicates assembly

The identification code tables are not all inclusive. If the failed equipment is not listed, substitute "XX" for unlisted codes and provide a detailed description of the part in line #5B2.

Description of Failure, (Line #5B). This section of the report is used to explain the failure. This section should include the nomenclature of the end item along with the parts replaced or actions taken.

Narrative Description of Failure, (Line #5B1). Describe the failure as fully as possible and the circumstances leading to its occurrence. All system failures, including Defense Satellite Communications System (DCSS), must be properly reported. It is critical that the exact nature of the symptoms be described in detail. This information will assist DISA to identify and resolve systemic failures and document all recurring system failures.

Module Identification, (Line #5B2). Provide a detailed description of parts that were replaced but not included in the tables. Include nomenclature, National Stock Number (NSN), part number, manufacturer's part number, reference designator, and serial number for each part.

Repair (Corrective) Action, (Line #6). Describe in detail the repair action accomplished or planned. If a temporary fix is used, provide details. If a requisition is initiated because no spare is available, provide requisition details both here and line #9 under Logistics Action.

Identification of Parts Replaced, (Line #7A through #7D). This section is only to be filled out when parts were replaced or repaired. Enter the following information for all parts that are replaced or repaired. Do not fill in this section before the item is repaired or replaced.

Noun Nomenclature, (Line #7A). List the noun nomenclature of all repaired or replaced parts, or both. Use descriptive terms, such as "Upconverter Interface CCA A3" instead of "Circuit Card Assembly" or "CCA."

National Stock Number (NSN), (Line #7B). Enter the corresponding NSN for each part.

Drawing Number or Manufacturer's Part Number and Code plus Reference Designator, (Line #7C). Identify the respective drawing number or manufacturer's part number (if applicable), and identify the reference designator for each part (e.g., SM-F-719103; 14A17A1).

Serial Number (S/N), (Line #7D). Report the serial number of the defective item, if known.

Time to Repair (TTR), (Line #8). State the total man-hours of corrective maintenance TTR in days, hours, and minutes. Include the preparation time, fault location, fault correction, and checkout. If a temporary fix is made, include that time. TTR does not include supply time or administrative delays. Computation of TTR involves the following:

Preparation time includes the time it takes to obtain and setup the necessary test equipment, conduct the maintenance or repair, and gain access to the equipment.

Fault location time includes the time to test and analyze an item to isolate a malfunction.

Fault correction time is the time spent to correct the malfunction, either with the faulty item in place or removing, replacing, and reinstalling parts.

Burn-in test time required to burn-in equipment. This computation is for total man-hours required, including repair time and testing.

Logistics Action, (Line #9). This section should be filled out for all parts placed on order.

Supply Information, (Line #9A). This section contains the time the part was placed on order, the time the part was received, and the requisition number.

Time Ordered Part (TOP), (Line #9A1). Enter the Zulu DTG that the part was placed on order. Time begins when the site personnel determine a need for a part but the part is not immediately available.

Time Received Part (TRP), (Line #9A2). Enter the Zulu DTG that the part was received.

Requisition Priority, (Line #9A3). Enter the requisition number and Uniform Material Movement and Issue Priority System (UMMIPS) priority designator as assigned to the requisition. Any supply difficulties shall be completely explained here, such as the part being placed on back order.

Part Identification, (Line #9B). This section lists the parts placed on order.

Assembly Identification Code, (Line #9B1). Enter the applicable system/subsystem name, unit, and assembly codes from tables T1 through T29, Equipment Identification Codes. The assembly code tables may be found at https://east.esps.disa.mil/DISA/ORG/NS1/NS11/NS112/default.aspx

Noun Nomenclature, (Line #9B2). Enter item name nomenclature (e.g., power supply).

National Stock Number (NSN), (Line #9B3). Enter the national stock number(s) for the item(s).

Drawing Number, Manufacturer's Code, and Reference Designator, (Line #9B4). Enter the part number and reference designator plus the five-digit federal manufacturer's code (e.g., LMC28YR, 32A1A11PS1, 80103).

Configuration Change, (Line #10). Report equipment gains, losses, or both to include software and firmware. Enter equipment name, type, quantity, serial number, and date of any permanent site configuration changes. Include removal/ installation of racks if applicable.

Dates of Installation, (Line #10A). Enter the start and completion dates of the installation or deinstallation.

Gains/Losses of Equipment, (Line #10B). Enter equipment name, type, quantity, serial number, and date of any permanent site configuration changes. Include removal/installation of racks if applicable.

Authorized Service Interruption (ASI), (Line #11). When an authorized equipment service interruption (e.g., emergency, scheduled, or unscheduled downtime) occurs, provide the following information:

Actual Shutdown Time, (line #11A). Enter the Zulu DTG.

Actual Startup Time, (Line #11B). Enter the Zulu DTG.

Shutdown/Startup Maintenance Accomplished, (Line #11C). Identify and describe any maintenance accomplished during the authorized system shutdown. If equipment repair takes place during this downtime, submit SERs, as applicable. The following data must be mentioned in the ASI SER: uplink alignments were performed and results reported; antenna was properly lubricated and exercised; training conducted during ASI; converter transfer switches were tested and exercised; pillow blocks on OE-222 and OE-371 antennas were inspected; and additional shutdown/startup remarks and, if inadequate time or circumstances prevent these items from being performed, state the reasons.

Status, (Line #12). This section provides the impact of this SER on the status of the site.

System Status, (Line #12A). Enter the following system status codes:

O - For Operational if all trunks and carriers are operational.

P - For Partially Operational if any trunk or carrier is not operational.

M - For Scheduled Maintenance.

N - For Nonoperational if all trunks and carriers are nonoperational.

Remarks, (Line #13). This section is used to provide additional information on the event or failure. Hazardous condition (HAZCON) [H for HAZCON] details shall be entered in line #13. (For a quarterly report, line #13 will contain the following information: SER number, failed end item, current status, and HAZCON.)

Point of Contact (POC), (Line #14). Enter name, e-mail address, and phone number.

FIGURE 1. **FORMAT**

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FM    (SENDING STATION)
TO    DISA SATCOM MANAGER FORT MEADE MD
INFO  DISA SATCOM MANAGER FORT MEADE MD
BT
Classification (UNCLASSIFIED/CONFIDENTIAL/SECRET)
SUBJ:  (U) System Equipment Report, XXX, AN/GSC-52A, Terminal Serial
Number, SER Numbering
(U/S) 1.  TOF  (Time of Failure)
(U/S) 2.  TOR  (Time of Repair)
(U/S) 3.  TCL  (Time of Communication Loss)
(U/S) 4.  TCR  (Time of Communication Restored)
(U/S) 5.  Failure Identification
    (U/S) A.  Assembly Identification Code
    (U/S) B.  Description of Failure
        (U/C/S) 1.  Narrative Description of Failure
        (U/C/S) 2.  Module Identification for items not listed in
tables.
(U/S) 6.  Repair (Corrective) Action
(U/S) 7.  Identification of Parts Replaced:
    (U/S) A.  Noun Nomenclature
    (U/S) B.  NSN  (National Stock Number)
    (U/S) C.  Drawing Number or Manufacturer's Part Number and Code,
plus Reference Designator
    (U/S) D.  Serial Number
(U/S) 8.  TTR  (Time to Repair)
(U/S) 9.  Logistics Action
      (U/S) A.  Supply Information
          (U/S) 1.  TOP  (Time Ordered Part)
          (U/S) 2.  TRP  (Time Received Part)
          (U/S) 3.  Requisition Priority
      (U/S) B.  Part Identification
          (U/S) 1.  Assembly Identification Code
          (U/S) 2.  Noun Nomenclature
          (U/S) 3.  NSN  (National Stock Number)
          (U/S) 4.  Drawing Number, Manufacturer's Code, and Reference
Designator
(U/S) 10.  Configuration Change
      (U/S) A.  Dates of Installation
      (U/S) B.  Gains/Losses of Equipment
(U/S) 11.  Authorized Service Interruption (ASI)
      (U/S) A.  Actual Shutdown Time
      (U/S) B.  Actual Startup Time
      (U/S) C.  Shutdown/Startup Maintenance Accomplished.
(U/S) 12.  Status
      (U/S) A.  System Status
      (U/S) B.  Station HAZCON Status
(U/S) 13.  Remarks
(U/S) 14.  POC (Point of Contact)
BT
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FIGURE 2. **INITIAL SER EXAMPLE**

FM (SENDING STATION)
TO DISA SATCOM MANAGER FORT MEADE MD
BT
UNCLASS
SUBJ: (U) System Equipment Report, XXX, AN/GSC-52A, Terminal Serial Number 022, SER Numbering 12-005-01
(U) 1. TOF 101010Z Nov 2013
(U) 2. TOR
(U) 3. TCL 101010Z Nov 2013
(U) 4. TCR 101015Z Nov 2013
(U) 5. Failure Identification
    (U) A. 780102
    (U) B. Description of Failure
        (U) 1. During normal operation, technician observed terminal processor displayed downconverter #4 faulted. Converter did not auto swap because converter #8 is nonoperational; see SER # 08-003-02I.
        (U) 2. N/A
(U) 6. Repair (Corrective) Action:
Troubleshooting revealed failed power supply assembly PS1. Part was placed on order.
(U) 7. Identification of Parts Replaced: N/A
(U) 8. TTR N/A
(U) 9. Logistics Action
    (U) A. Supply Information
        (U) 1. TOP 111115Z Nov 2013
        (U) 2. TRP
        (U) 3. Requisition Priority: 05
    (U) B. Part Identification
        (U) 1. 7801020305
        (U) 2. Power Supply
        (U) 3. 6130-01-423-3123
        (U) 4. A3187825-001, 2A5PS1, 80063
(U) 10. Configuration Change: N/A
(U) 11. Authorized Service Interruption (ASI): N/A
(U) 12. Status
    (U) A. O
    (U) B. No HAZCON
(U) 13. Remarks: This station has no open HAZCONs.
(U) 14. POC: John Doe, john.doe@usarmy.mil, Comm: 555-555-5555, DSN 312-111-5555.
BT

FIGURE 3. **INTERIM SER EXAMPLE**

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FM    (SENDING STATION)
TO    DISA SATCOM MANAGER FORT MEADE MD
BT
UNCLASS
SUBJ:  (U) System Equipment Report, XXX, AN/GSC-52A, Terminal Serial
Number 022, SER Numbering 12-005-02I

(U) 1.  TOF  101010Z Nov 2013
(U) 2.  TOR
(U) 3.  TCL  101010Z Nov 2013
(U) 4.  TCR  101015Z Nov 2013
(U) 5.  Failure Identification:
    (U) A.  7801020305
    (U) B.  Description of Failure
        (U) 1.  During normal operation, technician observed terminal
processor displayed downconverter #4 faulted.  Converter did not auto
swap because converter #8 is nonoperational, see SER # 11-003-02I.
        (U) 2.  N/A
(U) 6.  Repair (Corrective) Action:
Troubleshooting revealed failed power supply assembly PS1.  Received
PS1 and installed part.  Waiting to complete sweeps and 24-hour burn-
in to close SER.
(U) 7.  Identification of Parts Replaced:
    (U) A.  Power Supply
    (U) B.  6130-01-423-3123
    (U) C.  A3187825-001, 2A5PS1, 80063
(U) 8.  TTR     N/A
(U) 9.  Logistics Action
    (U) A.  Supply Information
        (U) 1.  TOP  101115Z Nov 2013
        (U) 2.  TRP  150800Z Nov 2013
        (U) 3.  Requisition Priority:      05
    (U) B.  Part Identification
        (U) 1.  7801020305
        (U) 2.  Power Supply
        (U) 3.  6130-01-423-3123
        (U) 4.  A3187825-001, 2A5PS1, 80063
(U) 10.  Configuration Change:  N/A
(U) 11.  Authorized Service Interruption (ASI): N/A
(U) 12.  Status
    (U) A.  O
    (U) B.  No HAZCON
(U) 13.  Remarks:  This station has no open HAZCONs.
(U) 14.  POC:  John Doe, john.doe@usarmy.mil, Comm:  555-555-5555,
DSN 312-111-5555.
BT
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FIGURE 4. **FINAL SER EXAMPLE**

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FM    (SENDING STATION)
TO    DISA SATCOM MANAGER FORT MEADE MD
BT
UNCLASS
SUBJ:  (U) System Equipment Report, XXX, AN/GSC-52A, Terminal Serial
Number 022, SER Numbering 12-005-03F

(U) 1.  TOF  101010Z Nov 2013
(U) 2.  TOR  160900Z Nov 2013
(U) 3.  TCL  101010Z Nov 2013
(U) 4.  TCR  101015Z Nov 2013
(U) 5.  Failure Identification:
    (U) A.  7801020305
    (U) B.  Description of Failure
        (U) 1.  During normal operation, technician observed terminal
processor displayed downconverter #4 faulted.  Converter did not auto
swap because converter #8 is nonoperational; see SER # 07-003-02I.
        (U) 2.  N/A
(U) 6.  Repair (Corrective) Action:
Troubleshooting revealed failed power supply assembly PS1.  Received
PS1 and installed part.  Completed sweeps and 24-hour burn-in;
converter is fully operational.
(U) 7.  Identification of Parts Replaced:
    (U) A.  Power Supply
    (U) B.  6130-01-423-3123
    (U) C.  A3187825-001, 2A5PS1, 80063
(U) 8.  TTR     1 day 2 hours 5 minutes
(U) 9.  Logistics Action
    (U) A.  Supply Information
        (U) 1.  TOP  101115Z Jan 2012
        (U) 2.  TRP  150800Z Jan 2012
        (U) 3.  Requisition Priority:      05
    (U) B.  Part Identification
        (U) 1.  7801020305
        (U) 2.  Power Supply
        (U) 3.  6130-01-423-3123
        (U) 4.  A3187825-001, 2A5PS1, 80063
(U) 10.  Configuration Change:  N/A
(U) 11.  Authorized Service Interruption (ASI): N/A
(U) 12.  Status
    (U) A.  O
    (U) B.  No HAZCON
(U) 13.  Remarks:  This station has no open HAZCONs.
(U) 14.  POC:  John Doe, john.doe@usarmy.mil, Comm:  555-555-5555,
DSN 312-111-5555.
BT
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FIGURE 5. **QUARTERLY SER EXAMPLE**

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FM    (SENDING STATION)
TO    DISA SATCOM MANAGER FORT MEADE MD
BT
UNCLASS
SUBJ: SYSTEM EQUIPMENT REPORT, ABC, AN/GSC-39B, SN 32,
SER 12-000-01Q
(U) 1. - 12.  N/A
(U) 13. REMARKS:
The following are outstanding SER from CY07:
SER# 07-022 - Tracking system - Awaiting FET Assy (HAZCON)
SER# 07-025 - LNA - Awaiting PS
SER# 07-034 - Antenna deicer igniter
The following are outstanding SER from CY08:
SER# 08-002 - Receive IF Amplifier (HAZCON)
SER# 08-010 - Fan tube axial
SER# 08-015 - Hoist assy, connector
(U) 14.  POC:  John Doe, john.doe@usarmy.mil, Comm:  555-555-5555,
DSN 312-111-5555.
BT
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FIGURE 6. **CLASSIFICATION MARKING**

Note: The security classification markings are used for illustrative purposes only.

SECRET

FM (SENDING DSCS STATION)
TO DSCS PROGRAM MANAGER WASHINGTON DC
INFO DSCS NETWORK MANAGER WASHINGTON DC
BT
Classification (UNCLASSIFIED/CONFIDENTIAL/SECRET)
SUBJ: (U) System Equipment Report, XXX, AN/GSC-52A, Terminal Serial Number, SER Numbering
(U/S) 1. TOF (Time of Failure)
(U/S) 2. TOR (Time of Repair)
(U/S) 3. TCL (Time of Communication Loss)
(U/S) 4. TCR (Time of Communication Restored)
(U/S) 5. Failure Identification
    (U/S) A. Assembly Identification Code
    (U/S) B. Description of Failure
        (U/C/S) 1. Narrative Description of Failure
        (U/C/S) 2. Module Identification for items not listed in tables.
(U/S) 6. Repair (Corrective) Action
(U/S) 7. Identification of Parts Replaced:
    (U/S) A. Noun Nomenclature
    (U/S) B. NSN (National Stock Number)
    (U/S) C. Drawing Number or Manufacturer's Part Number and Code, plus Reference Designator
    (U/S) D. Serial Number
(U/S) 8. TTR (Time to Repair)
(U/S) 9. Logistics Action
    (U/S) A. Supply Information
        (U/S) 1. TOP (Time Ordered Part)
        (U/S) 2. TRP (Time Received Part)
        (U/S) 3. Requisition Priority
    (U/S) B. Part Identification
        (U/S) 1. Assembly Identification Code
        (U/S) 2. Noun Nomenclature
        (U/S) 3. NSN (National Stock Number)
        (U/S) 4. Drawing Number, Manufacturer's Code, and Reference Designator
(U/S) 10. Configuration Change
    (U/S) A. Dates of Installation
    (U/S) B. Gains/Losses of Equipment
(U/S) 11. Authorized Service Interruption (ASI)
    (U/S) A. Actual Shutdown Time
    (U/S) B. Actual Startup Time
    (U/S) C. Shutdown/Startup Maintenance Accomplished.
(U/S) 12. Status
    (U/S) A. System Status
    (U/S) B. Station HAZCON Status
(U/S) 13. Remarks
(U/S) 14. POC (Point of Contact)
BT
Classified by: DSCS Security Classification Guide, April 1995
Declassify on: (10 years after SER date)

SECRET