Department of the Army
Pamphlet 750–1

Maintenance of Supplies and Equipment

Commanders' Maintenance Handbook

Headquarters
Department of the Army
Washington, DC
4 December 2013

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SUMMARY of CHANGE

DA PAM 750–1
Commanders' Maintenance Handbook

This administrative revision, dated 4 December 2013--

- Adds title for DA Form 348 (para 4-4b(1)).
- Adds title for DA Form 5991-E (para 6-7a(3)).
- Adds title for Standard Form 368 (para 6-13).

This major revision, dated 8 November 2013--

- Moves command emphasis checkpoints from chapter 2 to chapter 10 (paras 1-4*k* and 2-1*h*).
- Adds field maintenance procedures for garrison evacuation (para 3-1).
- Adds equipment Reset (chap 7).
- Adds predeployment training equipment (chap 8).
- Adds non-standard equipment maintenance and sustainment (chap 9).
- Adds Command Maintenance Discipline Program (chap 10).
- Replaces antiquated forms from ULLS-G (throughout).
- Makes administrative revisions (throughout).

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***Department of the Army Pamphlet 750–1**

Maintenance of Supplies and Equipment

Commanders' Maintenance Handbook

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This pamphlet provides an overview of the wide spectrum of maintenance topics required for day-to-day maintenance operations. The pamphlet will provide guidance, assistance, and procedures to support Army units with a two-level allocation of maintenance tasks.

Applicability. This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, the proponent may modify chapters contained in this pamphlet.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–4 (DALO-MNF), 500 Army Pentagon, Washington, DC 20310–0500.

Distribution. This pamphlet is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/ Army National Guard of the United States, and the U.S. Army Reserve.

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*This publication supersedes DA Pam 750–1, dated 2 February 2007.

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Glossary

Chapter 1
Introduction

1–1. Purpose

This handbook assists commanders, staff, leaders, and Soldiers, at the division level and below achieve and sustain the Army Maintenance Standard for assigned and attached equipment as prescribed in AR 750–1. The Army Maintenance Standard is the foundation of the overall maintenance program. It is the required end state for Army equipment, enabling Army combat and combat support forces to generate combat power to accomplish assigned missions. The Army is transforming and reorganizing for 21st century operations and this pamphlet is intended to give day-to-day assistance to maintenance Soldiers and their leaders. Although the primary target audience for this pamphlet includes commanders, leaders, and Soldiers at division level and below, where maintenance operations take place, leaders at all command levels will find it useful. This pamphlet is to be used as a daily guidebook to the references, authorities, and principles of successful Army maintenance operations.

1–2. References

Required and related publications and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this publication are explained in the glossary.

1–4. Overview

a. Chapter 1, Introduction, provides an overview of the Army Maintenance Standard, Army maintenance mission objectives, benchmarks, performance measures (metrics), a leadership self-test, and other assistance to the unit leader and commander.

b. Chapter 2, Key Personnel and Duties, describes key organizations, personnel and duties for maintenance operations.

c. Chapter 3, Maintenance Structure, discusses the Army's maintenance organization. The central objectives of chapter 3 are to achieve the Army Maintenance Standard for all Army equipment and the rapid return of equipment to the user.

d. Chapter 4, Operations and Procedures, outlines maintenance operations and procedures in 21st-century Army organizations in the continental United States and overseas and guides the reader on how the Army's maintenance processes work. Internet sites provide access to technical references on the World Wide Web.

e. Chapter 5, Preventive Maintenance Checks and Services, Equipment Technical Literature, and Standard Army Maintenance System, describes the role and importance of preventive maintenance checks and services (PMCS) to unit maintenance programs. It also includes a listing of technical manuals (TMs) recorded on compact disc (CD) and available online from the Logistics Support Agency (LOGSA). This pamphlet provides procedures for obtaining updated TM listings, LOGSA CDs, and related information.

f. Chapter 6, Maintenance Programs, discusses Army's enablers and programs that are most critical to the success of maintenance, with a focus on field-level maintenance.

h. Chapter 7, Equipment Reset, is a subset process for field and sustainment maintenance within the Army RESET force pool of the Army Force Generation (ARFORGEN) readiness strategy. Specifics regarding ARFORGEN and RESET are in AR 525–29.

i. Chapter 8, Pre-deployment Training Equipment, is equipment prepositioned at selected installations to support pre-deployment training and replicates equipment units required to accomplish their deployed mission.

j. Chapter 9, Nonstandard Equipment Maintenance and Sustainment, discusses the maintenance and sustainment of tactical nonstandard equipment (N-SE) used by Army forces and defines requirements for performance and management.

k. Chapter 10, Command Maintenance Discipline Program, outlines procedures and checklists for the Command Maintenance Discipline Program (CMDP). It does not prohibit or replace the formal or informal evaluation of maintenance programs conducted at the discretion of commanders (for example, maintenance assistance and instruction team (MAIT), command maintenance evaluation team (COMET), or inspector general (IG) inspections).

1–5. Purpose of Army maintenance operations

a. The purpose of Army maintenance operations is to generate and regenerate combat power and to preserve the capital investment in combat systems and equipment over their life cycle.

b. Preventive maintenance operations performed by Soldiers in field organizations that preserve the operational condition and inherent reliability of equipment, comprise the most critical of all of the building blocks in the Army

maintenance system. The maintenance team will achieve success when the organization sustains organizational equipment with operational readiness rates at required levels while achieving the Army Maintenance Standard for assigned and attached equipment.

1–6. Army Maintenance Standard

The Army Maintenance Standard is found in TM XX–10 and TM XX–20 series and is achieved when the following conditions are met in accordance with AR 750–1:

a. The Army Field Maintenance Standard is fully mission capable (FMC) with required parts on valid requisitions (TM XX–10 and TM XX–20 series).

b. Aviation maintenance standards are determined by using the aircraft preventive maintenance inspection and service found in the TM XX–10 and TM XX–20 series manuals and AR 700–138.

c. Nonstandard equipment maintenance standards are determined by using the equipment user manual and visual checks that the equipment can perform what it was designed to do.

1–7. Leadership

Leadership's emphasis and commitment strengthen the probability of success of any task, mission, or course of action. Maintenance tasks require effective leadership to get the job done in accordance with policy and in the best manner possible. This pamphlet has been developed with the purpose of adding the management of maintenance to the leadership skill set for leaders and their Soldiers.

1–8. Commander and leader self-test for maintenance management competence

Commanders and leaders must be able to answer yes to the following questions to ensure that field maintenance operations achieve the mission. Positive answers to these questions will serve as benchmarks and metrics for successful management.

a. Are junior leaders and Soldiers aware that their mission is to achieve the Army Maintenance Standard for assigned and attached equipment?

b. Do junior leaders and Soldiers provide feedback on how well that mission is being accomplished?

c. Do maintenance personnel have the appropriate training and resourcing to accomplish assigned missions and tasks?

d. Have maintenance operations integrated AMC, Defense Logistics Agency (DLA) or the local National Guard/ Army Reserve maintenance activities to provide maintenance and supply assistance as required?

e. Do Soldiers and leaders use maintenance enablers, The Army Maintenance Management System (TAMMS), and automated information systems to manage operations and record and report maintenance data?

f. Are the standard operating procedures (SOPs) up to date?

g. Are unserviceable reparable items promptly returned through retrograde channels or to the designated addressee or source of repair (SOR)?

h. Are maintenance leaders technically competent to supervise Soldiers and inspect equipment? If not, what is the corrective action?

i. Are Soldiers with special skills in the appropriate military occupational specialty (MOS) positions? Have they attended schools current with their skill sets (for example, H8 recovery training, Army Oil Analysis Program (AOAP) training, test, measurement, and diagnostic equipment (TMDE) monitoring training)?

j. Has the commander, supervisor, or small-unit leader been in the motor pool or equipment storage area daily and inquired about maintenance operations?

k. Is there a positive ownership relationship between the Soldiers and their equipment?

l. Do Soldiers know the maintenance system within the organization and comply with requirements to accomplish tasks and objectives?

m. Do Soldiers have the necessary resources (to include access to TMs) to perform maintenance?

n. Are incentive awards and similar recognition initiatives part of the maintenance program?

1–9. Equipment maintenance and evaluation by equipment users, operators, and Soldiers

a. Observation of equipment performance and condition is the basis of Army PMCS. PMCS is crucial to the success of unit maintenance operations and is required by TMs (printed electronic technical manuals (ETMs) and interactive electronic technical manuals (IETMs)) before, during, and after operating the equipment. Through observation, an operator compares equipment performance and condition against an established technical standard and reports problems before they inhibit equipment performance. The operation and maintenance standards found in the TM XX–10 and TM XX–20 series specify the technical standards that apply to Army equipment.

b. Unit leaders must supervise maintenance operations to ensure that operators, crews, and maintenance Soldiers work as a team to sustain equipment to standard.

c. The operator (or crew) is often the first to detect changes to equipment condition and performance and is the basis for the new Army program called condition-based maintenance plus. The condition-based maintenance plus approach

notes equipment condition variances from standard and combines diagnostics and prognostics to determine required maintenance actions.

1–10. Essential Army programs for effective maintenance management

The Army has developed numerous solutions to typical field maintenance problems and management challenges. Headquarters, Department of the Army (HQDA) develops programs and provides enablers, policies, and resources based on input from the field. Army programs, enablers, and policies that are most critical to the success of maintenance operations are found in chapter 6:

Chapter 2
Key Personnel and Duties

2–1. Commanders and staffs at echelons above brigade

a. Training and maintenance time. Allocate sufficient time in training schedules to enable units to accomplish their maintenance missions and help Soldiers achieve and maintain MOS proficiency. Commanders are responsible for allocating adequate time for maintenance as outlined in AR 750–1 and AR 570–4.

b. Maintenance manpower. Make available adequate manpower within the time allotted for units to perform their maintenance tasks to standard and to ensure equipment condition and reliability are met.

c. Maintenance proficiency and training. Utilize personnel in their MOS and applicable additional skill identifier specialties (see AR 750–1).

(1) Effective training is the key to success, and many resources are available to guide the organizations maintenance training program. Among them are—

(a) Soldier manuals.

(b) Leader books.

(c) Field manuals (FMs).

(d) Mission training plans.

(e) Training circulars (TCs).

(f) TMs.

(g) Technical bulletins (TBs).

(2) There is no single formula for successful unit maintenance training, but there are four broad objectives that all effective maintenance training programs strive to achieve:

(a) Increase the technical skills of Soldiers and mechanics, including cross-training and on-the-job training. Ensure that maintenance MOS-related training is being conducted using proper tools.

(b) Make maximum use of time for technical training. Integrate operators/crews into the training program.

(c) Develop Soldiers' skills and focus these skills towards successful maintenance operations.

(d) Ensure Soldiers review the units mission training plan.

(3) Determine if operators/crews perform accurate PMCS and properly document uncorrected faults that reflect the true condition of their equipment. This will require inspection of a sample number of the DA Form 5988–E (Equipment Inspection/Maintenance Worksheet) and DA Form 2408–14 (Uncorrected Fault Record) actions executed daily.

(4) MOS training is important. Commanders must properly utilize personnel who received specialized training. These Soldiers are a special organizational resource.

d. Maintenance augmentation support. Units will use all organic maintenance capability to perform field maintenance to the maximum extent possible. However, when requirements exceed field maintenance capacity and require immediate repairs prior to deployment or training, units may transfer field maintenance to echelons above brigade (EABs) units when available. If the EABs SOR is not available, units may pass back equipment to the director of logistics (DOL).

(1) If unit commanders determine there is insufficient work force to accomplish the mission, then they may request through their higher headquarters, additional maintenance and logistics capability when the workload at the EABs or DOL cannot support additional maintenance operations for 90 days or longer. Support for this capability must be through AMC, Army National Guard (ARNG)/Army Reserve maintenance activities, Army contractor logistics support (CLS), or other Army maintenance units and activities off-installation.

(2) If contract personnel become available to augment Soldiers, they will work under the close supervision and coordination of unit maintenance leaders and commanders in order to maximize efficiency and promote teamwork.

e. Repair parts, repair kits, service kits, and general maintenance supplies. These are hardware supplies and assets that commanders must provide to achieve and sustain the maintenance mission.

f. Test equipment. Refer to AR 750–1 and AR 750–43 for additional information.

g. Maintenance facilities. These structures are significant maintenance enablers and centers of production that ensure the unit meets the maintenance and readiness standards. Commanders should work closely with garrison officials to ensure the installation maintains buildings, hardstands, sheds, utilities, and waste and environmental systems.

h. Commanders check points. See chapter 11 to understand the key elements of a successful maintenance program.

2–2. Field level and below maintenance procedures

a. Leaders must implement the policies contained in AR 750–1, the procedures contained in DA Pam 750–8 and DA Pam 738–751, the automated processes contained in the Unit Level Logistics System-Aviation Enhanced (ULLS-AE) and Standard Army Maintenance System-Enhanced (SAMS-E), and in succeeding generations of maintenance software. Each level of command has its assigned and implied responsibilities.

b. The brigade support battalion headquarters contains the command and control elements for the brigade combat team maintenance organization, including the support operations officer (SOO), senior maintenance technician, support operations noncommissioned officer (NCO), maintenance control officer (MCO), and maintenance control supervisor.

c. The SOO—

(1) Synchronizes and coordinates the brigade maintenance program for the brigade commander.

(2) Makes a formal assessment of the brigade maintenance mission as described in chapter 11 at least annually, on behalf of the brigade support batallion commander.

(3) Monitors the brigade maintenance workload to support the commander's mission.

(4) Provides the brigade commander with equipment status for all brigade units (accuracy here depends on the accuracy and timeliness of unit reports). The SOO fully understands materiel and unit equipment status reporting and ensures that all reporting units within the brigade comply with reporting requirements in AR 220–1, AR 700–138, and as supplemented by DA Pam 750–8 and DA Pam 738–751.

(5) Ensures that maintenance records are recorded in SAMS-E and reported to LOGSA as required by AR 750–1.

(6) Evaluates the overall brigade PMCS operation.

(7) Enforces the Army Maintenance Standard within the brigade.

(8) Assists the commander in planning tactical maintenance support.

(9) Coordinates with external support maintenance organizations.

(10) Ensures TMs and lubrication orders (LOs) are available to brigade units.

(11) Assesses training and competence level of brigade operators, crews, and maintenance personnel.

(12) Requests support from the AMC logistics assistance representative (LAR).

d. The senior maintenance technician—

(1) Fulfills the role of technical expert in maintenance operations for the brigade.

(2) Assists the SOO.

(3) Organizes battalion, company, troop, and battery maintenance teams.

(4) Monitors the scheduling and performance of equipment services.

(5) Monitors the brigade quality assurance program.

(6) Implements and monitors the maintenance, SOUMs, modification work orders (MWOs), warranty, calibration, and oil analysis programs within the brigade.

(7) Plans and conducts technical training for maintenance personnel.

(8) Assists unit commanders in setting up PMCS training programs.

(9) Monitors the flow of brigade work requests to external support maintenance organizations and ensures that requested repair cycle time is achieved.

(10) Monitors the flow of brigade requests to external supply support activities and ensures that required delivery date timelines are achieved. Ensures that brigade supply personnel submit supply requests (using DA Form 2765–1 (Request for Issue or Turn-In) and DD Form 1348–1A (Issue Release/Receipt Document)) and make pickups in accordance with SOPs.

(11) Coordinates the use of unit recovery assets.

(12) Coordinates requirements for external support teams with a supporting sustainment maintenance provider organization.

e. The support operations NCO—

(1) Executes and supervises the mission by assigning tasks.

(2) Assigns work to the various sections.

(3) Supervises TAMMS and supply procedures.

(4) Supervises quality-control inspectors.

(5) Enforces safety standards within the brigade's maintenance operations.

(6) Coordinates directly on support issues with installation support organizations.

(7) Submits work requests to the installation facilities engineer, when required.

(8) Coordinates and monitors the brigade test measurement and diagnostic equipment calibration requirements.

f. The MCO—

(1) Controls the total maintenance effort of the maintenance platoon when no assigned platoon leader is available.

(2) Prioritizes the maintenance workload to support the commander's mission based on priorities received from support operations section.

(3) Coordinates frequently with support maintenance organizations to ensure that logistics response time on work requests is kept to a minimum.

(4) Implements the brigade's corrosion prevention program.

(5) Ensures that work request submission time and completed job pickup time are within standard.

g. The maintenance control supervisor—

(1) Assists the MCO and senior maintenance technician.

(2) Assigns work to various sections.

(3) Supervises the scheduling and performance of scheduled services, TAMMS and shop supply list procedures.

(4) Supervises the actions of all sections and combat repair teams based on the guidance of the MCO.

(5) Monitors overall responsibility for the actions of each section or combat repair team and the utilization, cleanliness, and organization of all maintenance facilities.

(6) Interfaces daily with the MCO to receive guidance on job orders, mission requirements, and administrative requirements; and directs each shop section based on this guidance; discusses actions required and resolves potential conflicts for each open job order with the MCO.

(7) Directs the production control functions of the MCO for all maintenance and supply actions, including opening and closing direct support job orders, status changes, requisition of Class IX, and receipt and processing of parts.

(8) Monitors the pickup of supplies from the supply support activity (SSA) and the turn-in of recoverable items.

(9) Ensures that all maintenance facilities (including maintenance bays, welding bays, equipment maintenance facilities, missile shop areas, base shop section offices, and storage areas) are cleaned daily and secured when not in use.

(10) Enforces safety standards and provides a safe working environment for all Soldiers by maintaining neat and orderly maintenance bays and ensuring the presence and serviceability of safety equipment (such as fire extinguishers, gloves, and hearing and eye protection).

(11) Directs the turn-in of all recoverable items by each section to the shop office within 72 hours of job completion.

2–3. Maintenance Soldiers and other support personnel

a. The commander must ensure that maintenance SOPs provide clear guidance to the maintenance platoon and maintenance section. The size and capability of the internal maintenance operations may vary from command to command, however roles of unit leaders, the unit equipment records clerk, and TAMMS clerk generally are common to all organizations.

b. The commander or leader often finds that maintenance cells are small. Critical skills that are obtained from formal training courses are often only possessed by a single individual at the unit level. In those cases where skills are one deep, the commander or leader must ensure that multiple individuals are cross trained.

c. Some unit-level skilled positions in the modified table of organization and equipment (MTOE) require Soldiers to undergo extensive training that identifies them with a three-character additional skill identifier code along with the appropriate MOS code. Commanders will fully utilize these personnel in these positions.

d. Transactions with the SSA are in accordance with priorities assigned by the unit commander or leader. Unit leaders will ensure that Soldiers fully understand and practice the disciplined evacuation of unserviceable and excess serviceable assets, as this is critical to the success of the Army maintenance system.

e. Soldiers must comply with all licensing, dispatching, and maintenance procedures outlined in DA Pam 738–751, DA Pam 750–8, associated Logistics Information System (LIS), and local SOPs. These are fundamental to unit safety, management, and equipment reliability.

f. Soldiers must complete the records and forms (DA Form 2408–4 (Weapon Record Data), DA Form 2408–5 (Equipment Modification Record), DA Form 2408–9 (Equipment Control Record), DA Form 2408–14 (Uncorrected Fault Record), and DA Form 2408–20 (Oil Analysis Log)) as required by DA Pam 738–751, DA Pam 750–8, and local SOPs in order to capture data necessary for maintenance management.

g. Process work orders within the priority timeframe required by AR 750–1 and in accordance with procedures in DA Pam 738–751 and DA Pam 750–8.

h. In cases where support is required from local organizations and commands that are external to the command (for example, installation and corps-level organizations), leaders and Soldiers will use the external SOPs of these organizations to request support.

2–4. First-line supervisors

The unit's supervisors provide leadership to the operators/crews and support the achievement of the Army Maintenance Standard by—

a. Preparing for and ensuring that their subordinates fully participate in scheduled preventive maintenance periods.

b. Attending, leading, and supervising preventive maintenance operations.

c. Being technically competent.

d. Checking and updating SOPs.

e. Knowing the responsibilities for their areas of supervision and maintenance operations procedures.

f. Enforcing maintenance standards for the equipment and ensuring that the desired sense of ownership applies to subordinate supervisors, leaders, crews, and operators/users.

g. Training operators/crews to operate equipment and perform PMCS properly.

h. Enforcing safety.

i. Recording and reporting maintenance data in accordance with DA Pam 738–751, DA Pam 750–8, and associated LIS.

j. Informing the chain of command when sufficient time, personnel, funding, tools, TMs, or other maintenance means are not available to accomplish required equipment maintenance.

2–5. Equipment operators/crews

To have a successful unit maintenance program that supports mission accomplishment, leaders must start with their operators/crews. Operators/crews must know how to detect and report malfunctions as well as operate equipment properly and safely. Do operators/crews—

a. Know their responsibility in achieving the Army Maintenance Standard for their assigned equipment and, on a teamwork basis, for all unit equipment?

b. Have appropriate TMs on hand and in use during PMCS and scheduled services?

c. Ensure that all equipment faults are identified and corrected?

d. Understand the fault-reporting process?

e. Verify that all associated support items of equipment are on hand or on order?

f. Follow TM safety procedures when operating and maintaining the equipment?

g. Have up-to-date licenses to operate all assigned equipment?

h. Keep the equipment in a clean and secured condition?

i. Have the necessary facilities, manuals, tools, and time for maintenance?

j. Participate with maintenance personnel during services?

k. Have adequate supervision by technically competent leaders?

Chapter 3
Maintenance Structure

3–1. The Army maintenance structure

a. Field maintenance. Field level maintenance is generally characterized by on-(near) system maintenance, often utilizing line replaceable units (LRU's) and component replacement, in the owning unit, using tools and test equipment found in the unit. Field Level maintenance is not limited to simply "remove and replace" actions but also allows for repair of components or end items on-(near) system. Field maintenance also includes adjustment, alignment, service, applying approved field-level MWOs, fault and failure diagnoses, battle damage assessment, repair, and recovery. Field level maintenance is always repair and return to the user, and includes maintenance actions able to be performed by operators.

(1) Crew maintenance is the responsibility of a using organization's operators/crews to perform maintenance on its assigned equipment. These operators/crews receive formal training from their proponent (for example, normally advanced individual training and new equipment training) on a specific system. Tasks normally consist of inspecting, servicing, lubricating, adjusting, replacing minor components and assemblies as authorized by the maintenance allocation chart (MAC) using basic issue items and onboard spares. The remove and replace authority for this level of maintenance is indicated by the letter "C" in the third position of the source maintenance and recoverability (SMR) code. A "C" appearing in the fourth position of the SMR code, though rare, would indicate complete repair is possible at the crew maintenance level.

(2) Operator and maintainers are system specialists in those military occupational specialties (for example, signal, military intelligence, or a maneuver unit's Master Gunner) that receive formal training from their proponent (normally advanced individual training, and specialized functional courses) on diagnosing specific system faults. Their primary focus is on a system's performance and integrity. These personnel troubleshoot the entire system using simplified (or

embedded) diagnostic equipment to identify, isolate, and trace problems to a faulty LRU, LRU replacement (utilizing on-board spares), and identifying or correcting crew training deficiencies.

(3) Maintainer maintenance is maintenance accomplished on a component, accessory, assembly, subassembly, plug-in unit, or other portion either on the system or after it is removed by a trained maintainer in CMF 91 or 94. The remove and replace authority for this level of maintenance is indicated by the letter "F" appearing in the third position of the SMR code. An "F" appearing in the fourth position of the SMR code indicates complete repair is possible at the field maintenance level. Items are returned to the user after maintenance is performed at this level.

b. Sustainment maintenance. Sustainment-level maintenance is generally characterized by “off system” component repair or end item repair and return to the supply system, or by exception, back to the owning unit. It is performed by national-level maintenance providers (including the Army Materiel Command (AMC) and Installation DOL Maintenance Activities). The sustainment maintenance function can be employed at any point in the integrated logistics chain. The intent of this level is to perform commodity-oriented repairs on all supported items to return them to a national standard, providing a consistent and measureable level of reliability, and to execute maintenance actions not able to be performed at the field level of maintenance. Sustainment maintenance supports both operational forces and the Army supply system. There are exceptions when sustainment level maintenance activities may conduct maintenance and return items to the using unit. Sustainment maintenance will normally be performed by industrial-type activities operated by the Army; it may also be performed by contract and interdepartmental or interagency agreement. Sustainment maintenance is comprised of below depot sustainment and depot sustainment.

(1) *Below depot sustainment level maintenance.* This level of maintenance is maintenance accomplished on a component, accessory, assembly, subassembly, plug-in unit, or other portion generally after it is removed from the system. The remove and replace authority for this level of maintenance is indicated by the letter "H" appearing in the third position of the SMR code. An "H" appearing in the fourth position of the SMR code indicates complete repair is possible at the below depot sustainment maintenance level. Items are returned to the supply system after maintenance is performed at this level. Below depot sustainment level maintenance can also apply to end item repair and return to the supply system.

(2) *Depot maintenance.* Depot maintenance is maintenance accomplished on end items or on a component, accessory, assembly, subassembly, plug-in unit, either on the system or after it is removed. The remove and replace authority for this level of maintenance is indicated by the letter "D" or "K" appearing in the third position of the SMR code. Depot sustainment maintenance can be performed by either depot personnel or contractor personnel when authorized by AMC. A "D" or "K" appearing in the fourth position of the SMR code indicates complete repair is possible at the depot maintenance level. Items are returned to the supply system, or by exception directly to a using unit after maintenance is performed at this level.

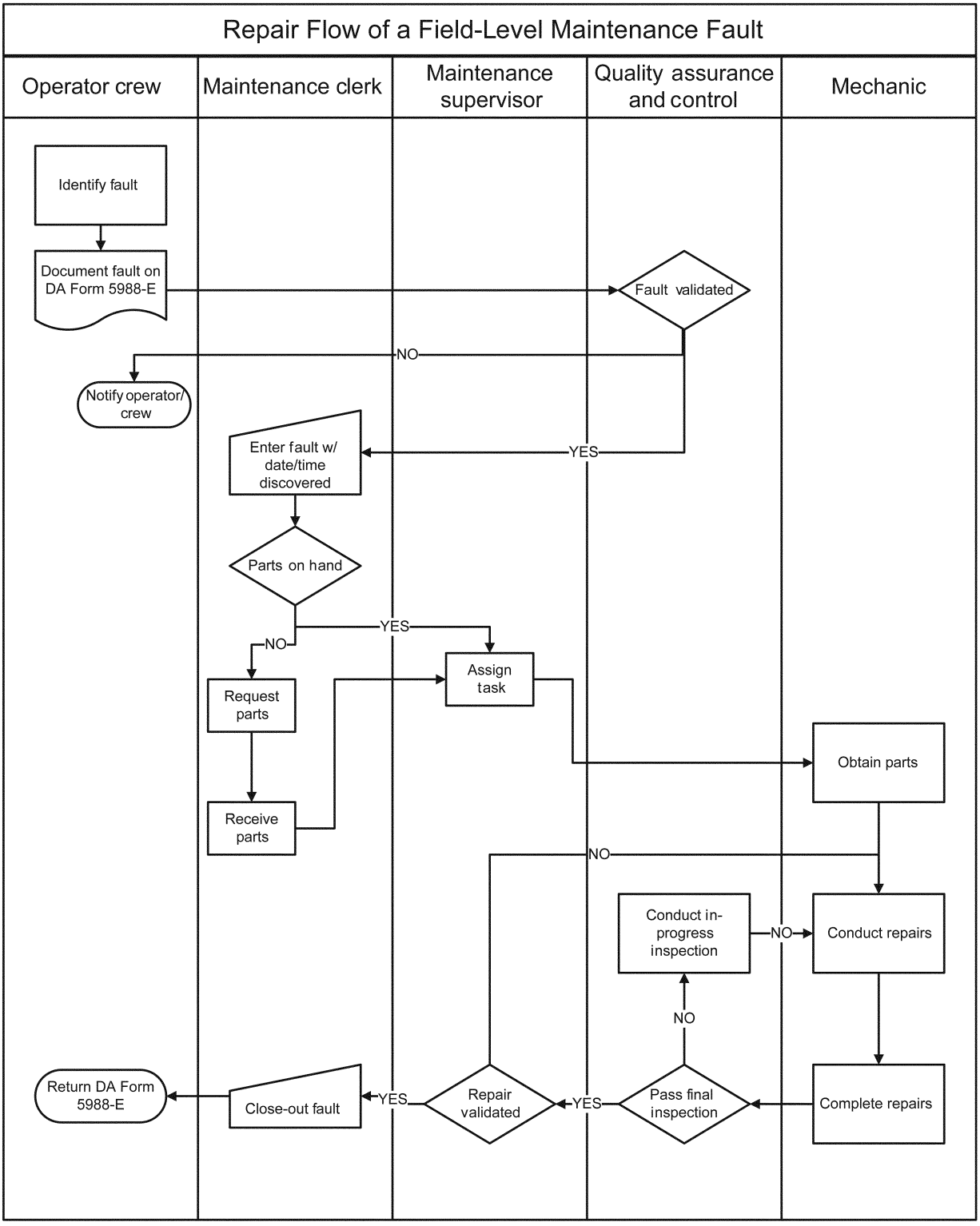


Figure 3–1. Repair flow of a field-level maintenance fault

3–2. Support to modification table of organization and equipment organizations from external maintenance and supply organizations

a. Unit leaders are encouraged to become familiar with the types of support obtainable from support organizations on their installations or otherwise available to provide support. These organizations typically publish external SOPs for use by organizations requiring service. External SOPs are often the best source of information on how to obtain maintenance services, supplies, technical expertise, and other support. Units will need this assistance to sustain equipment operational readiness rates at required levels and to maintain equipment at the Army Maintenance Standard. A sample of typical support organizations and officials includes the following:

(1) Unit organic maintenance capability.

(2) MTOE or supporting SSA.

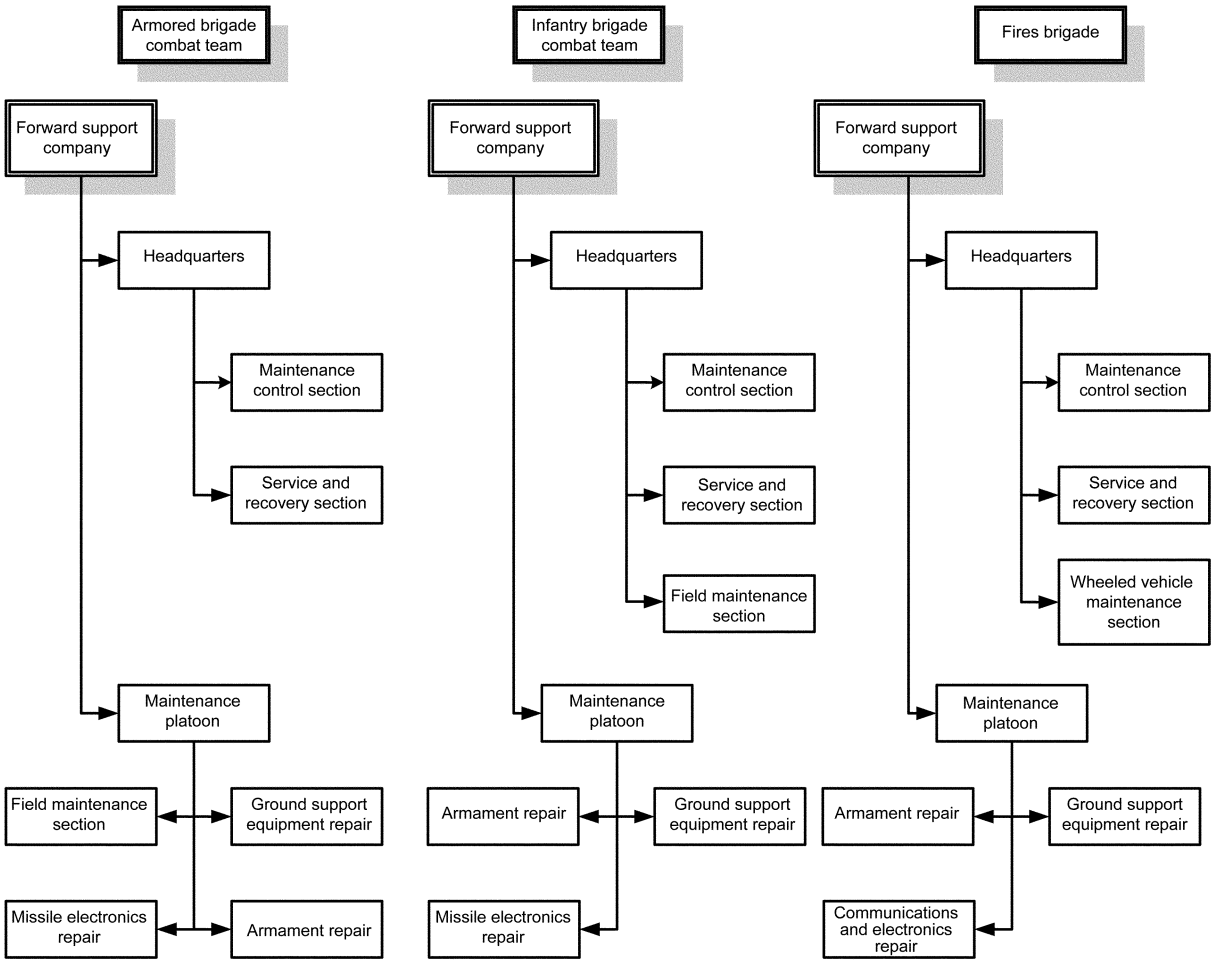
b. Maintenance augmentation requirements for Soldier shortfalls should be addressed through your higher chain of command or your local AMC representative or DOL.

c. For installation supply or local procurement support, contact AMC, DLA, or the DOL.

d. Inter-Service support agreements are documented arrangements between organization officials of different military Services for the provision of support from a designated provider in one Service to a recipient organization in another Service. As we continue to deploy as a Joint force, we will continue to rely on other Services for logistics support from non-Army providers. When this occurs, follow Army policy found in AR 5–10 to establish and maintain support agreements with organizations from other military Services.

e. Figure 3–2 depicts a typical field maintenance management structure.

Forward Support Company Organizational Chart



Field Maintenance Platoon Organizational Chart

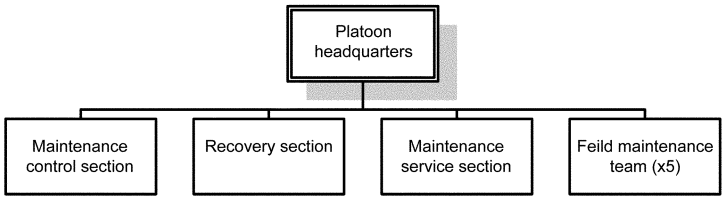


Figure 3–2. Field maintenance management structure

f. Units will use all organic maintenance capability to perform field maintenance to the maximum extent possible. However, when maintenance requirements (for example, time to repair the equipment once supplies are on-hand) exceed capability for 8 days or longer or require immediate repairs prior to deployment or training for deployment, units may pass back maintenance to EAB units when available (for example, to the installation sustainment brigade or Soldier maintenance activity (maintenance company) on the installation). If the EAB's SOR is not available or maintenance is beyond its capability or capacity, then pass back maintenance is to the DOL.

3–3. Retrograde of serviceable excess and unserviceable reparable items

a. All commanders and maintenance managers must ensure that serviceable excess, unserviceable reparable items, critical items, intensively managed items, and automatic return items are returned through retrograde channels within the timeframes required by AR 750–1. These items must be returned to the SSA within 10 days after change of item status to excess or unserviceable. Additional guidance is in AR 710–2, AR 725–50, and AR 750–1. Commanders will establish local controls and SOPs and closely monitor performance in this area.

b. Commanders should monitor their supply and maintenance personnel by using information management reports from the LIS, including exchange price management reports.

3–4. Contractors on the battlefield

Refer to AR 715–9 for additional information.

Chapter 4
Operations and Procedures

4–1. Maintenance and supply procedures at organization or unit level

a. Commanders, leaders, and supervisors must emphasize the importance of establishing and implementing effective maintenance and supply procedures in all Army units. In order to do this effectively, they must understand the relationship between the policies in ARs and the procedures in DA Pamphlets and local SOPs.

b. Army policies found in AR 710–2, AR 750–1, and similar publications are expressed in general language and often establish broad goals and objectives. Army procedures found in pamphlets and similar publications are more specific and help Soldiers implement these policies. DA Pamphlets and SOPs provide detailed, step-by-step guidelines and successful methods for achieving policy objectives. In order for a unit or organization to have a successful and effective maintenance program, the unit must have successful and effective maintenance and supply procedures along with local SOPs to implement them.

c. In addition to this pamphlet, DA Pam 738–751 (aviation materiel), DA Pam 750–3, DA Pam 750–8, and provide important procedural guidance for maintenance. DA Pam 710–2–1 provides detailed procedural guidance for unit supply operations. The LIS described in paragraph 4–2 and the detailed procedural manuals that support them will enable implementation of policies and procedures in a faster, more complete and precise manner.

4–2. Logistics information systems

Many maintenance and supply management operations and procedures used to assist commanders in the management of maintenance operations are accomplished through LIS. LIS are automated systems that support maintenance management, record-keeping, and the reporting of mission critical readiness and logistics information to higher command levels.

a. SAMS-E and SAMS–1Enhanced (SAMS–1E) are the primary LIS for field maintenance operations and will transition to the Global Combat Service Support-Army as the future LIS.

b. ULLS-AE supports the specialized equipment control, readiness reporting, system safety/surveillance and maintenance management procedures of aviation assets.

c. Property book unit supply-enhanced (PBUSE) supports related property accounting, management and general supply functions in units.

4–3. The Army Maintenance Management System and Standard Logistics Information System

It is critical that all commanders, leaders, Soldiers, and their supervisors know how the Army maintenance system works. Two pamphlets describe TAMMS, DA Pam 738–751 for aviation materiel and DA Pam 750–8 for ground equipment. This procedural guidance provides information and assistance to Soldiers in a systematic format. LIS are enablers to assist commanders in accomplishing their mission and achieving the maintenance standard.

a. Using the LIS, leaders may track a large number of maintenance actions that are on-going and require monitoring. Because Army maintenance is a technical operation, accurate records are essential to success.

b. Digital data transfer devices include optical and electromagnetic scanners, radio frequency identification devices, and electronic contact sensors. These devices use automatic identification technology (AIT) to capture data from equipment and feed the data to the LIS.

4–4. Managing the battalion (or company) maintenance program

a. Managing a successful unit program.

(1) Commanders are responsible to screen, train, license, and supervise Soldiers who are selected as system operators, drivers, and users. Unit leaders and supervisors who employ and dispatch equipment during training and mission operations are also in this group.

(2) Commanders must ensure that preventive or corrective maintenance is performed in accordance with TMs and under the supervision of trained leaders.

(3) Commanders will ensure that daily LIS maintenance records are forwarded to LOGSA. This reduces the burden on the commander to keep complete and extensive records in local files and enables the Army to develop reports that are useful to commanders at all levels.

b. Managing mission operations and equipment usage. TAMMS records and procedures in DA Pam 738–751, DA Pam 750–8, and associated LIS provide information to identify, qualify, and control equipment usage by users and operators.

(1) DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)) will be maintained on each vehicle (or equipment) operator. They are a record of an operator's qualifications, experience, and performance and a permanent record maintained by the unit. DA Form 348 is also a record of training and accompanies the operator when reassigned.

(2) Optional Form (OF) 346 (U.S. Government Motor Vehicle Operator's Identification Card) is the equipment operators permit or drivers license. The operator must carry it when operating Army equipment. Vehicle or equipment operators retain the card to identify vehicles and types of equipment they are qualified to operate.

(3) DA Form 5823 (Equipment Identification Card) is not required when a unit uses LIS.

(4) DA Form 5987–E (Motor Equipment Dispatch). Figure 4–1 depicts the dispatch process for equipment operators.

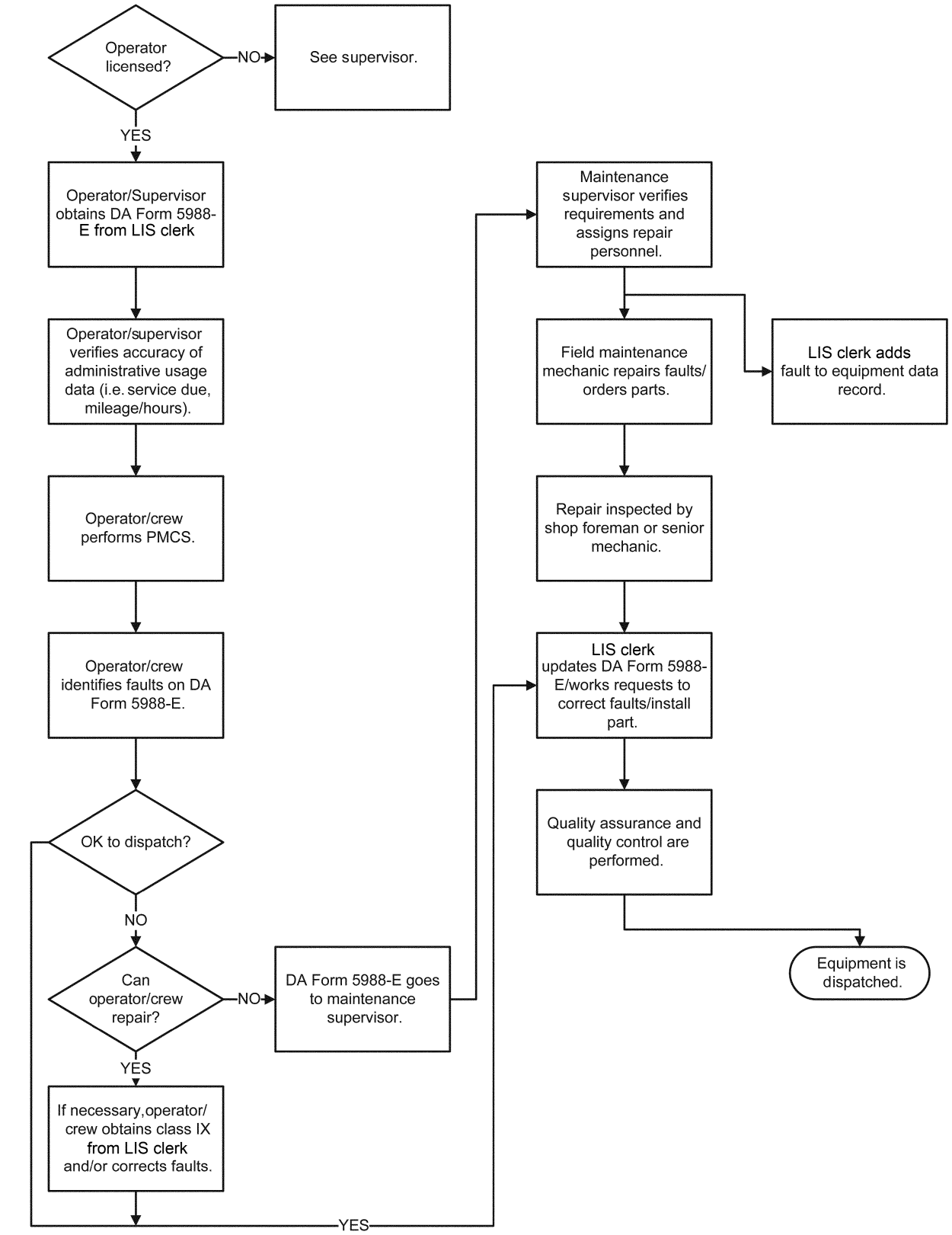


Figure 4–1. Equipment dispatch flowchart

(5) DA Form 5982–E (Dispatch Control Log).

(6) AR 600–55 provides the basic requirements for the Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). DA Pam 750–3 and TC series 21–305 contain more details.

c. Managing maintenance operations.

(1) The LIS will provide a record of all completed daily workload by local commanders, maintenance leaders, and supervisors. These records are the foundation for directing unit maintenance priorities toward meeting operational readiness rate requirements and achieving the maintenance standards for assigned equipment. Details of these records will indicate where the priority workload is and how organization manpower and materiel assets are allocated.

(2) Units will forward closeout records to the logistics information warehouse (LIW) within 30 days upon completion and will be part of the organizations maintenance history. These records will also be highly useful in managing day-to-day maintenance operations at the unit level.

(3) Commanders will use the basic mission metrics of total logistics response time-maintenance (TLRT-M) and turnaround time in modularized organizations in accordance with AR 750–1. Commanders will also use the metrics in AR 750–1 to manage exclusively the MAC code F capable element in modularized commands.

(4) On a priority basis, commanders and leaders will focus closely on uncorrected faults found on individual equipment. The maintenance LIS software records all uncorrected faults from DA Form 5988–E and automatically updates DA Form 2408–14 (Uncorrected Fault Record).

(5) TAMMS procedures are established to assist commanders and maintenance leaders in workload prioritization, scheduling, inspection, maintenance, and repairs. These procedures outline how to report, request outside support, and record equipment maintenance, services, and repair work. They also help determine the status of equipment for readiness, equipment use, and logistics reports. Some of the more frequently used maintenance forms and reports include the following:

(a) DA Form 5988–E (Equipment Inspection/Maintenance Worksheet).

(b) DA Form 2407 (Maintenance Request).

(c) AHN 007 (Work Order Register Status).

(6) Maintenance leaders will assign all fault correction, PMCS, and other service tasks using DA Form 5988–E as a working document for the Soldier. Leaders will list all work requested on DA Form 5989-E (Maintenance Request Register) and record all work performed on DA Form 2407 in accordance with TAMMS procedures. The DA Form 5988–E and DA Form 2404 (Equipment Inspection and Maintenance Worksheet) will serve as the equipment fault correction record for that day. DA Form 5989–E will reflect assigned maintenance tasks and status so that leaders can manage and prioritize assets.

d. Managing total logistics response time-maintenance.

(1) Commanders will use LIS to manage TLRT-M.

(2) Commanders will take expeditious action to obtain support and return equipment to serviceability. AR 750–1 describes TLRT-M as the period of time that elapses between the time an item of equipment or component becomes unserviceable and the time the item or component is returned to a serviceable status, after receiving requested maintenance repair or services.

(3) The TLRT-M countdown begins when the item becomes unserviceable. The unit has 3 calendar days to deliver the item for field-level repairs or to the designated maintenance activity for repair. DA Pam 738–751 and DA Pam 750–8 requires submission of DA Form 2407 to a field-level capable maintenance provider.

(4) Units and organizations that have undergone transformation, and have internal field-level capable maintenance cells, have a time and capability advantage. These units will follow internal SOPs to work order equipment to internal maintenance providers. All organizational elements will follow the applicable procedures in DA Pam 738–751 and DA Pam 750–8. Once the equipment is received on a work order from the owning unit, the turnaround time clock starts for the field-level repairs, whether the provider is internal or external to the requesting organization. Turnaround time standards, established in AR 750–1, depend upon which maintenance priority designator the requestor lists on the work order. Turnaround time is the period from acceptance of a work order to closeout but does not include time awaiting customer pickup. Commanders will use sound judgment when selecting maintenance priority designators because of their effect on readiness and significant impact on the maintenance provider workforce and resources. A monthly metric report provides average turnaround times for work orders completed by SOR. Turnaround time metrics ratings are calculated by dividing average turnaround times for a SOR by the turnaround time national average (for national item identification numbers repaired at the SOR). The turnaround time cycle begins when all parts and supplies are on hand in the maintenance shop to complete a work order.

(5) The turnaround time requirements associated with maintenance priority designators are as follows:

(a) Maintenance priority designator 01–03: turnaround time standard 5 days.

(b) Maintenance priority designator 04–08: turnaround time standard 8 days.

(c) Maintenance priority designator 09–15: turnaround time standard 30 days.

(6) If repairs are not required within 30 days, the requesting unit is required to specify a required delivery date on the work order.

(7) All organizational elements will follow the applicable procedures in DA Pam 738–751 and DA Pam 750–8.

e. Managing historical maintenance records.

(1) There are two primary locations for unit historical records.

(a) The first location is with the unit, in the LIS electronic files, in leadership paper files, and on the equipment. These records show the receipt, operation, maintenance, modification, transfer, and disposal of equipment. These records assist commanders in maintaining maintenance standards and achieving operational readiness rates.

(b) The second location for unit historical records is in the LIW. The LIW is a database with the capability of storing and manipulating logistics data for Armywide or individual unit management. Successful maintenance management programs require units to forward designated reports to LOGSA as required by AR 750–1.

(2) Some of the most frequently used historical records are—

(a) DA Form 2408–4 (Weapon Record Data).

(b) DA Form 2408–5 (Equipment Modification Record).

(c) DA Form 2408–9 (Equipment Control Record).

(d) DA Form 2408–14 (Uncorrected Fault Record).

(e) DA Form 2408–20 (Oil Analysis Log).

Note. While historical records are important to ensure the overall success of unit maintenance operations, leaders must review DA Form 2408–14 frequently to determine if maintenance was deferred because of a shortage of repair parts, labor, time, tools, or other factors. An automated review of historical record from all commands will assist in determining Armywide requirements for future missions. Therefore, it is imperative that commanders and leaders complete the DA Form 2408–14.

4–5. Managing unit and organization repair parts and maintenance-related supplies

In order to ensure that Army units can independently sustain successful operations for brief periods, Army policy requires commanders to establish and maintain limited quantities of supplies.

a. Shop supply listings and their maintenance-related supplies of common hardware and other items will be combined as directed in AR 750–1. AR 710–2 outlines Army policy for managing individual elements of these stocks. Commanders will develop an overall listing of repair parts assets in accordance with supply policy in AR 710–2.

b. Maintenance and supply managers will conduct semiannual shop supply listing reviews using the LIS and in accordance with AR 710–2.

(1) Maintenance providers will maintain shop supply listings when not co-located with a SSA. Under co-location conditions, supplies must be made accessible within minutes of the supply requirement. These conditions apply equally to MTOE or table of distribution and allowances (TDA) organizations.

(2) Bench stocks must be available in all maintenance operations.

(3) Repair parts needed to complete repairs and not available from shop supply listings will follow AR 710–2, with issue priority designator consistent with the maintenance priority designator.

4–6. Using The Army Maintenance Management System and spares management for successful maintenance operations

a. Leaders and commanders must ensure that supply and TAMMS team members are fully cross trained with backups available from other elements in the organization as necessary. The operation of this organization should be in unit SOPs so that the unit's mission is not inhibited by unexpected absences or losses.

b. TAMMS clerks must conduct the following operations:

(1) Record data from equipment inspections and fault correction worksheets (see DA Form 2404, DA Form 5988–E, and DA Form 5989–E).

(2) Record data on work referred to support maintenance (see DA Form 2407).

(3) Record equipment faults that could not be corrected that day (see DA Form 5988–E or DA Form 2408–14).

c. When the operator finds equipment faults that cannot be worked off by the operator, the TAMMS clerk records it on a DA Form 5988–E or DA Form 2404. If using DA Form 2404, post the fault to the DA Form 2408–14. The DA Form 5988–E generated by LIS includes both uncorrected faults and parts ordered. This alerts the equipment operator and unit leader of the current condition of the equipment. When an operator/crew identifies a non mission capable (NMC) fault, they will notify unit maintenance immediately. Unit maintenance will verify the NMC item and initiate repair actions in accordance with AR 750–1 and the appropriate TMs. When an equipment operator/crew identify a NMC fault, unit maintenance will coordinate with the operator/crew for verification and corrective actions in accordance with AR 750–1 and appropriate TMs. Once the unit completes all corrective action, the clerk will update DA Form 5988–E or DA Form 2408–14 with the new information.

d. Unit maintenance personnel will conduct maintenance and supply operations in accordance with applicable ARs, pamphlets, and local SOPs.

4–7. Using supply support activity to support maintenance operations

The SSA provides Class IX and other supply support to assigned customer units and transient organizations on an area support basis. Quantities stocked are based on demand history in accordance with applicable policy in AR 710–2.

a. The SSA receives and processes unit requisitions in accordance with AR 710–2, DA Pam 710–2–1, and local SOPs. The SSA will compare requests for issue (or turn-in) against SSA stock records.

(1) Parts are issued in accordance with unit assigned priorities.

(2) If stock is not available, the SSA will establish a due-out status to the unit and pass the requirement to the next supply level (see AR 710–2).

(3) The SSA periodically provides status reports on open requests to all supported units in accordance with AR 710–2 (for example, daily supply status updates and parts received report).

b. Controlled exchange is the removal of serviceable components from unserviceable, economically repairable end items for immediate reuse to restore a like item or weapon system to a FMC condition. Controlled exchange is authorized only when—

(1) Required components are not available from the source of supply within the timeframe reflected by the issue priority designator.

(2) A valid requisition is submitted to replace the unserviceable item.

(3) The maintenance effort required to restore all of the unserviceable reparable material involved is within the MAC authorization and the capability of the unit performing the controlled exchange.

(4) The end item or weapon system from which the serviceable component is removed is classified not mission capable supply.

(5) Classify serviceable components removed from aircraft as one of the following: not mission capable supply, NMC-maintenance, or partially mission capable.

(6) Aircraft maintenance manual instructions require that a known serviceable component be temporarily used while troubleshooting. Such components may be temporarily exchanged from a FMC or preventive maintenance check aircraft.

(7) The end item or weapon system will not be degraded to an uneconomically reparable condition.

(8) Protect the end item or weapon system from further degradation.

(9) Tag and retain the unserviceable component with the end item or weapon system the serviceable item came from. In addition, record the removal of the component on DA Form 2407 or DA Form 5988–E/DA Form 2404 or DA Form 2408–13–3 (Aircraft Technical Inspection Worksheet) for the end item or weapon system. This retains the identity and integrity of the reparable end item or weapon system.

(10) The organization performing the controlled exchange takes prompt action to restore the unserviceable equipment to a FMC condition.

(11) When the controlled exchange take place when a requisition is already in the Army supply system, use the incoming part to restore the unserviceable end item or weapon system to FMC.

(12) All the unserviceable reparable material involved is owned or under control of the organization performing the controlled exchange.

(13) It is the only means reasonably available to eliminate an adverse effect on the operational readiness of the unit, organization or activity performing the controlled exchange.

(14) Approved by the commander of the organization performing the controlled exchange.

c. Controlled exchange by direct support field and DOL levels of maintenance will be authorized only when—

(1) It is the only means of providing a FMC end item or weapon system to a supported unit within the timeframe indicated by the issue priority designator on the maintenance request.

(2) The direct support commander, DOL, or a designated representative approves the exchange.

d. During mobilization or combat, Army command (ACOM), Army service component command (ASCC), direct reporting unit (DRU), or Joint commanders may modify the controlled exchange conditions as deemed necessary.

e. Controlled exchange is not authorized when the investigating officer has not formally released materiel involved in an accident or AR 15–6 investigation.

f. Controlled exchange is not authorized on operational readiness float assets.

g. Maintain controlled exchange documents and logs in accordance with AR 25–400–2 with documentation filed with the record retention schedule located at https://www.arims.army.mil.

4–8. Automated readiness reporting using the Army Materiel Status System

The Army Materiel Status System. is a component of the maintenance LIS. It collects, calculates, and reports materiel readiness data for ground and missile equipment. Army Materiel Status System (AMSS) reduces the level of effort needed to report readiness and ensures data accuracy.

a. Readiness reporting provisions. AR 700–138 outlines Army policy on readiness reporting and sets the following provisions:

(1) It contains guidance on collecting and reporting the materiel status of equipment.

(2) It requires units to submit readiness data to LOGSA no later than 2400 hours on the seventh workday (excluding weekends and Federal holidays). Report periods extend from the 16th of the previous month to the 15th of the current month.

b. General reporting instructions. To report readiness status, units will enter reportable equipment into the LIS, Equipment Data File. Personnel will also use the subsystem configuration process to configure a major item with its associated subsystems to report readiness for a complete system (for example, subsystems of an M1A2 tank system would consist of the tank, a radio, and machine guns).

(1) The AMSS application automatically tracks maintenance and supply actions for equipment. Unit personnel update maintenance faults associated with specific items using LIS. They also obtain digital status records from their field-level maintenance providers. These records contain information on maintenance and supply actions. Unit personnel need to reconcile their records with work orders and requisitions from LIS and the Standard Army Retail Supply System, respectively. The use of manual reporting procedures is only authorized when automated AMSS capability is not available.

(2) The LIS uses the maintenance master data file (MMDF) to identify equipment for readiness reporting. The MMDF identifies reportable items, system configurations, and authorized substitutes as well as pertinent maintenance and supply information. Units upload the MMDF into the maintenance LIS. The LIS have edit checks that restrict readiness reporting to only those items listed in the MMDF. The Sustainment Automation Support Management Office (SASMO) typically distributes the MMDF to units.

(3) Company-level units provide readiness data to their battalion. Personnel at the battalion headquarters consolidate company-level data into a battalion readiness report using their LIS. Battalion personnel send the consolidated battalion readiness data to brigade personnel who then send the data to LOGSA in accordance with AR 220–1 and AR 700–138. LOGSA stores organization readiness reports in the LIW readiness integrated database.

4–9. Manual readiness reporting

a. The most useful part of the DA Form 2406 (Materiel Condition Status Report) is page 2 of the completed form. Some commanders require their maintenance personnel to complete the second page daily, to ensure the visibility of NMC equipment. Equipment that is non-operational for administrative or safety reasons should also be noted on the page 2.

b. Page 1 of the completed monthly DA Form 2406 is the historical report on equipment availability over the reporting period. Leaders should review this completed form carefully to ensure its accuracy.

(1) Check first hand to ensure the quality of preparation by your organization. Check random DA Form 5988–E/DA Form 2404 against the corresponding DD Form 314 (Preventive Maintenance Schedule and Record).

(2) Check a specific model and compare the authorized quantity with the MTOE authorization, counting items that make up a system. If a part of a system is NMC, the whole system is NMC. Check AR 700–138 against the MTOE equipment line item numbers to determine if the correct number and types of systems are included on the report.

(3) Compare the on-hand quantity of an equipment model against the number of copies of DD Form 314, noting substitute line items. Check the report period to verify the possible days for reporting purposes.

(4) Total the non-available days taken from the copies of DD Form 314 and subtract from the possible days to verify available days.

(5) Ensure that the non-available days are divided correctly into the supply and maintenance categories.

(6) Compare these numbers to the daily DA Form 2406 (see DA Form 5409 (Inoperative Equipment Report)/DA Form 5410 (Unit Level Deadlining Parts Report), if not using LIS) and file copies of DA Form 2407.

(7) In modularized organizations, readiness information is available from the internal field maintenance element. If the field maintenance provider is external to your organization and uses SAMS/SAMS-E, request automated reports to double-check DA Form 2406. Ask for the following:

(a) A nonoperational equipment report covering the number of reported days, compiled for each unit (reparable items by unit report and product control number (PCN) AHO 003).

(b) A nonoperational equipment report covering the number of reported days, compiled for each battalion (reparable items by battalion report, PCN AHO 026).

(c) Customer work order reconciliation report, PCN AHN 004.

(8) Ensure SAMS–2 Enhanced (SAMS–2E) adds maintenance significant items prior to distribution and uploads. The SAMS-2E, located in the SOO office, downloads the MMDF from LOGSA and pushes the updated data to the SAMS-1E.

(9) Request the equipment nonoperational reports to cover a company or battalion-sized units for as many days as needed. The report period for a DA Form 2406 should provide data to match the DA Form 2406 backside. The customer reconciliation report lists all work orders the maintenance organization has in an open status for the customer unit. The report contains non-mission capable-supply and NMC maintenance time.

c. Examine readiness profiles in the unit status report closely and identify any degradation to readiness. Review broad factors and indicators, including the following:

(1) Unit maintenance performance during the most recent readiness exercise or the Army Training Evaluation Program.

(2) Availability of maintenance leadership and skills.

(3) Maintenance training requirements and shortfalls. Commanders decide the overall readiness status based on their observations, statistical data, and informed judgment. If help is needed, note this on the unit status report.

4–10. Maintenance module of the logistics information warehouse

a. All organizations can obtain access to the LIW to assist with improving internal operations and identifying support from external organizations.

b. A section in the maintenance module identifies each reporting organization by a unit identification code.

c. Unit commanders, leaders, and managers in the chain of command can access records in the LIW in order to assess performance and provide direction, support, and resources to ensure the accomplishment of the overall mission.

d. All unit commanders and leaders are strongly encouraged to use the resources of the LIW maintenance module to achieve readiness rate objectives for assigned and attached equipment.

e. An additional data capability related to the LIW is the Integrated Logistics Analysis Program which leverages the data in the LIW to present frequently used management reports for the benefit of commanders of field organizations.

f. Permissions and access to the LIW can be obtained through a system access request via https://liw.logsa.army.mil.

g. The SAMS-E/PBUSE Reconciliation Tool is in the LIW/Integrated Logistics Analysis Program. This tool validates on-hand equipment and serial/USA registration numbers between SAMS-E and PBUSE and enhances the accuracy for readiness reporting.

Chapter 5
Preventive Maintenance Checks and Services, Equipment Technical Literature, and Standard Army Maintenance System

5–1. Overview

PMCS are the primary building blocks and the starting point for Army maintenance operations. Equipment performance and condition observation by operators/crews is the basis for PMCS and requires documentation and reporting of findings. The equipment TMs require PMCS before, during, and after operation. A key point to remember is commanders must provide adequate supervised time during operations and training for Soldiers to perform PMCS.

5–2. The preventive maintenance checks and services process

The commander will appoint, in writing, maintenance, readiness, and CMDP officers. The TM XX–10 and TM XX–20 series designate the maintenance standards for all equipment. DA Pam 750–8 establishes the elements of the process. An abbreviated version is described below.

a. Operators/crews will use the TM to perform PMCS before, during, and after operation.

b. During before-operation checks, correct all repairable faults. Enter uncorrected faults not already recorded on a previously completed DA Form 5988–E or posted to DA Form 2408–14 (Uncorrected Fault Record) on the current DA Form 5988–E.

c. Make operation check during actual operation of the weapon system, vehicle or other equipment, using the TM. If during the equipment mission, an opportunity is not presented for corrective action, the operator/crew chief will report the fault to the leadership at the dispatch point.

d. During after-operation checks, the operator/crew and mechanic will correct all known new faults. The commander's representative will decide if any remaining faults require recording on the uncorrected fault section of DA Form 5988–E or DA Form 2408–14. The nature of any uncorrected faults may dictate that the equipment may or may not be cleared for future use until the faults are corrected.

e. Leaders and Soldiers will use the TAMMS and LIS procedures to record equipment faults.

5–3. Technical manuals and other technical literature for Army equipment

Army commodities are unique and each has its own maintenance and sustainment requirements. No one checklist can identify the specific maintenance requirements of all commodities or equipment systems. Each equipment system has its own TM, ETM, and IETM. Army policy for complying with the special requirements of each commodity is contained in AR 750–1. Maintenance Soldiers and their leaders must follow the technical procedures applicable to the equipment at hand. LOGSA maintains the Army TM library. Equipment TMs are available electronically and may be requested by any command at https://www.logsa.army.mil/etms/welcom1.cfm. Technical publication CDs for major end items can be obtained at http://www.apd.army.mil/.

5–4. Standard Army Management Information System used to support maintenance operations

a. Tactical LIS software packages include the following:

(1) ULLS-AE.

(2) SAMS-Level 1(SAMS–1)/SAMS–1E and SAMS-Level 2 (SAMS–2)/SAMS–2E.

(3) SAMS-Installation Enhanced (SAMS-IE).

(4) Global Combat Service Support-Army.

b. The unit's information system personnel, in coordination with the SASMO, will support the user/operator in diagnosis and restoration of LIS computer systems. The SASMO provides a mobile support team to restore and repair LIS.

Chapter 6
Maintenance Programs

6–1. Recognition of Soldiers and units

Soldiers perform best when commanders and supervisors check and recognize performance. Command review and recognition of high achievement are elements of command emphasis for the success of an organizations maintenance program.

a. Individual and Soldier recognition. Effective commanders identify numerous methods to recognize individual achievement. In accordance with AR 600–8–2, commanders (lieutenant colonel (LTC) or higher) can award driver and mechanic badges (with appropriate bar(s)) to persons who demonstrate a high degree of ability in equipment operation or mechanical maintenance.

b. Unit recognition. DA has established a unit recognition program-the Army Award for Maintenance Excellence (AAME) program that can serve as the catalyst or cornerstone for ACOM, ASCC, or DRU unit maintenance recognition programs.

(1) The objectives of the AAME program are to—

(a) Improve and sustain maintenance readiness.

(b) Assess the status of total unit maintenance operations.

(c) Improve efficiency and reduce waste.

(d) Recognize outstanding accomplishments and initiatives.

(e) Promote competition at major commands, HQDA, and Department of Defense (DOD) levels.

(2) The four component competition areas are—

(a) Active Army table of organization and equipment (TOE)/MTOE units.

(b) ARNG TOE/MTOE units.

(c) U.S. Army Reserve TOE/MTOE units.

(d) TDA units (any component).

(3) Representatives from winning units receive their award and recognition at a ceremony conducted annually by the Chief of Staff, Army in Washington, DC. A winning unit and runner up are selected for each of the three categories (light, medium, and heavy) for each of the four components listed above. Each of the 12 winning units can select up to three Soldiers to represent their unit at the awards ceremony.

c. The Secretary of Defense Maintenance Award Program. This program annually recognizes the top six maintenance units across all services. An HQDA board selects nominees from a list of units that won the AAME. The top AAME winners are the Army's nominees for the DOD Maintenance Award. The Secretary of Defense Phoenix Trophy is given to one of the six units as the best overall throughout DOD.

6–2. Unit safety management and maintenance advisory messages

Maintenance-related accidents are responsible for 20 percent of all on-duty injuries. Accidents reduce a unit's effectiveness, impact adversely on morale and discipline, and degrade operational capabilities. Army policy for the prompt notification by field commands for safety issues is in AR 750–6.

a. Unit-level safety inspections and command emphasis in the motor pool and equipment areas. Inspections, including management by walking around, are a must for units to have an effective safety program. A dirty or disorderly shop should be a supervisors first indicator of unsafe maintenance operations.

b. Ground Safety Notification System. This is the Army's system used to disseminate high, medium, and low category safety messages to the field. When safety conditions surrounding operation of equipment meet risk levels or accidents occur, AMC or Army-level organizations send messages to the field to alert them of potential hazards. AR 750–6 defines these procedures which are characterized by two defining conditions:

(1) Materiel defects or hazardous conditions that cause death or injury to personnel.

(2) Materiel defects or hazardous conditions that cause damage to equipment.

c. Message types and action required.

(1) A safety of use message (SOUM) is used to notify Army field commands of a medium or high level of risk condition or factor associated with equipment. Major commands are to acknowledge receipt immediately and disseminate to all subordinate commands within 24 hours for compliance. Users are to execute provisions without delay and report compliance in accordance with instructions and directives. An official in the Army Program Office or other Army level official, called a program sponsor, will initiate the SOUM.

(2) A ground precautionary message (GPM) is a medium- to low-risk safety notification to the field. The GPM is for low-risk safety notifications to field commands; however, the program sponsor may notify field commands via GPM if other factors indicate that the less urgent notification method is appropriate. For more information regarding SOUM information, go to https://www.mmis.army.mil/ and https://tulsa.tacom.army.mil/. For detailed guidance on disseminating, tracking, managing, and responding to safety of flight messages, SOUMs, aviation safety actions, field alerts, ground precautionary actions, GPMs, maintenance actions, maintenance advisory messages (MAMs), and maintenance information messages (see AR 750–1 and AR 750–6).

6–3. Test, measurement, and diagnostic equipment

TMDE is any system or device to evaluate the operational condition of equipment or subsystems or to determine if a part or item is installed within specifications.

a. AR 750–43 explains the Army TMDE Calibration and Repair Support Program and requires units to appoint, on orders, a TMDE calibration coordinator.

Note. Commanders must ensure that a unit TMDE calibration coordinator is actively providing support to commands as outlined in AR 750–43.

b. TB 43–180 is the authority to validate calibration items. Units will receive their monthly calibration listing from the TMDE support unit.

c. TB 750–25 addresses TMDE records keeping. The following labels and forms require review:

(1) DA Label 80 (U.S. Army Calibrated Instrument).

(2) DA Label 163 (U.S. Army Limited or Special Calibration).

(3) DA Form 2417 (U.S. Army Calibration System Rejected Instrument).

6–4. Technical publications

The Army Publishing Directorate (APD) is the primary source for publications (visit Web site http//:www.apd.army.mil for additional information). Units and activities can use, review, print, and download the electronic version of both publications and forms at this site or be linked to another library.

a. Technical manuals. TMs are available in multiple formats and from numerous sources.

(1) *Paper technical manuals.* Paper TMs are available for all operator manuals, wiring diagrams or schematics, firing tables, safety of use and safety of flight TBs, and pre-combat/flight checklists. Commanders may elect to maintain limited paper copies for contingency plan purposes in accordance with DA Pam 25–33. APD will provide paper copies only by request. Operator manuals (for example TM XX–10, TM XX–12, and TM XX–13 series) will continue to be printed on paper even when they are part of an electronic manual.

(2) *Electronic technical manuals and interactive electronic technical manuals.* ETMs and IETMs are intended for use at field and sustainment levels of maintenance to support operator/crew, and user requirements. Many TMs, TBs, and safety bulletins are available on CD for use on electronic maintenance support devices. The LOGSA Web site (http://www.logsa.army.mil) will provide the information upon request.

b. Technical publication compact discs. There are two types CDs available at LOGSA. One includes major end items or weapons systems, including publications on their components. A second type includes publications covering common-use equipment. CDs for grouped equipment generator sets, tools, and shop sets are available to each Active Army, Army Reserve, and ARNG account.

c. Manufacturers (User) manuals. Commanders and supervisors will use manufacturers' manuals for commercial materiel (for example, N-SE) procured or leased for use at all levels of maintenance.

6–5. Tools and the Tool Improvement Program

Maintenance cannot be accomplished correctly without proper tools. This includes not only MTOE authorized tools, but also special tools. Leaders of units with effective maintenance programs do the following routinely:

a. Check and ensure that authorized MTOE and TM tools are on-hand and replace missing tools promptly.

b. Account, control, and maintain tools in accordance with AR 710–2 and DA Pam 710–2–1. Assign accountability and properly hand receipt tools. Use hand receipts and supply catalogs when conducting inventories. Commanders and leaders should ask the following key questions for the tool program:

(1) Are authorized tools on hand or on order?

(2) Are tool kit component lists from the most current supply catalogs?

c. Conduct 100 percent physical inventory of tools when taking command of a unit or responsibility for an element

or section. After the 100 percent inventory is completed, 10 percent monthly inventories should continue by selecting several tool sets/kits at random. Do the same with special tools. Proper accountability is the responsibility of the commander as well as of the hand-receipt holder.

d. Give special attention to inventory sets, kits, and outfits. Inventory sets, kits and outfits must be accounted for in the same timeframe as individual tool kits and toolboxes. Some of these collections contain other end items such as multi-meters, which when not part of a collection are considered separate accountable items.

6–6. Maintenance assistance and instruction team

The primary purpose of the MAIT is to upgrade materiel and units to a high state of readiness by providing effective and responsive assistance and instruction. This is a decentralized program.

a. Teams are at installations or comparable levels in continental United States and at corps, division, separate brigade, or comparable levels in overseas areas. MAITs instruct units and assist with improving operations and management in the following areas:

(1) Operator requirements.
(2) Preventive maintenance and equipment repair.
(3) Equipment condition and serviceability.
(4) Materiel condition status reporting.
(5) Administrative storage.
(6) Maintenance records and reports management.
(7) Calibration management.
(8) Proper use of tools and test equipment, troubleshooting, and fault diagnosis.
(9) Maintenance personnel management and training.
(10) Proper use of publications and distribution procedures.
(11) Shop layout.
(12) Planning, production, and quality control procedures.
(13) Safety.
(14) Shop operations, including SOPs.
(15) Facilities.
(16) SSL, bench stock, and spares procedures and accountability.
(17) Equipment recovery and evacuation.
(18) Proper implementation of the Army Warranty Program.
(19) Army modernization training.
(20) AOAP.
(21) DOD Phoenix Award.
(22) AAME.
(23) Quality deficiency reports.
(24) Scheduled services.
(25) Chemical agent resistant coating and camouflage painting pattern.
(26) Hazardous materials (HMs) handling.
(27) Tire maintenance.
(28) Corrosion prevention.

b. Upon conclusion of the visit, the MAIT chief conducts an informal review of the visit. The review should cover the total scope of the visit and include problem areas, remedial action initiated or recommended, areas requiring follow-up, and discussion with the unit commander on areas requiring external assistance. MAITs provide semiannual overview briefings or published status reviews to brigade, division, corps, installation, and senior-level Reserve component (RC) commanders. Briefings may highlight significant problems encountered that apply command wide.

6–7. Army Oil Analysis Program

a. The purpose of the AOAP is to assist unit leaders by providing an oil analysis and report service on combat equipment, aircraft, and watercraft. The AOAP can detect potential equipment component failures, and unit leaders can prevent catastrophic failure of equipment if they take prompt action. Specifically, AOAP identifies lubricant conditions through evaluation of equipment oil samples. The AOAP can save oil, repair parts, labor, and organization funds. The AOAP cycle consists of the following steps:

(1) Complete DA Form 2408–20 for each component. Detailed procedures and equipment identified for AOAP are in DA Pam 738–751, AR 750–1, and DA Pam 750–8.

(2) Schedule sampling dates on DD Form 314.

(3) Complete and label the oil sample bottle, place the bottle in the plastic bag and insert into the shipping sack or box along with DD Form 2026 (Oil Analysis Request) and DA Form 5991–E (Oil Analysis Request).

(4) Send the completed DD Form 2026 and oil sample to the laboratory as soon as possible.

b. When the laboratory analyzes the sample, one of two things occur:

(1) The lab returns DD Form 2026, stating if results are normal. File the DD Form 2026 and DA Form 5991–E and annotate DA Form 2408–20.

(2) Using DA Form 3254–R (Oil Analysis Recommendation and Feedback), the laboratory will advise the unit of any suspected problems and indicate the required actions. If MAC-Code F or higher maintenance is required, the unit will submit DA Form 2407, DA Form 2408–20, and DA Form 3254–R to the appropriate support activity along with the equipment. The maintenance provider will annotate the forms, indicating the actions taken.

c. Units will record a laboratory identified deficiency on equipment maintenance records and notify the laboratory using DA Form 3254–R (Oil Analysis Recommendation and Feedback) within 5 days of the action taken. Each organization will ensure that subordinate units implement AOAP procedures within the command in accordance with AR 750–1.

6–8. Army Warranty Program

The overall policies for the Army Warranty Program are contained in AR 700–139. Highlights for Army maintainers and their leaders include the following:

a. ACOMs acquire warranties only when they are in the Army's best interest. Acquiring commands or activities are to establish local warranty implementation procedures.

b. AR 700–139 requires each command to appoint a warranty control officer.

c. In warranty applications, unit readiness and mission effectiveness take priority over warranty actions. If the field maintenance provider is not able to get an effective response through the warranty process in a timely manner, the maintenance provider will repair first and initiate settlement action later in accordance with local SOPs and AR 700–139. Notify the supporting warranty control officer immediately when equipment requires repair first and the warranty settled later.

d. The warranty bulletin will specify the application of the AOAP to items under warranty. AOAP procedures supplement the instructions directing oil changes for equipment under warranty.

e. Apply via a MWO all warranty actions that require a modification. Apply and report the MWO per AR 750–10.

f. Units may accept manufacturers' standard warranties for locally procured items. Special warranties are included in local purchases only when they are cost effective and executable by the user.

g. When warranty actions are completed they will be reported in accordance with DA Pam 738–751 and DA Pam 750–8.

h. AMC LAR personnel are available to assist field organizations. Commanders and leaders should call the local AMC representative for assistance with warranty issues.

6–9. Unique Item Tracking Program

The Unique Item Tracking (UIT) Program requires the visibility and tracking by serial number of selected items and installed components as outlined in DOD 4140.1R and AR 710–3. The objective of the UIT program is to maintain visibility of each unique identified asset for the primary purpose of inventory control and engineering analysis. Security, accountability, safety, maintenance, operational readiness, warranty, and other areas that may benefit from the tracking process are subsets of the inventory control or engineering analysis functions.

a. UIT reporting requirements for Army-controlled small arms, security risk non-nuclear missiles and rockets, controlled cryptographic items, and radiological testing and tracking assets are outlined in AR 710–3. HQDA will approve additional assets for serial number tracking via UIT.

b. All assets within the supply system subject to UIT tracking have a unique item identifier for each individual asset being controlled or managed. A unique item identifier can be the item's serial number, the vehicle identification number, and so on as long as no other UIT asset has the same identifier within the national stock number or national item identification number. Installed components, as specified in AR 710–3, also require unique item identifier assignment.

c. All UIT programs will include provisions for data entry into LIS and other information systems using AIT. AIT enables the capturing of source data in an almost error-free process, enhancing the maintainers ability to identify, track, document, and control materiel and maintenance processes. Optical and digital scanning and reading devices are included in the family of AIT enablers.

d. Army procurement policies for the 21st century require materiel developers to ensure manufacturers place readable serial number markings on equipment.

6–10. Logistics Assistance Program

a. The Commanding General, AMC manages the worldwide Logistics Assistance Program. Each AMC Life Cycle Management Command (LCMC) and Army Sustainment Command (ASC) provide technical and logistical assistance to the field for maintenance and commodities of equipment. LARs provide logistics and technical assistance in direct

support of brigades via the brigade logistics support team (BLST) or support provided on an area basis via the Army Field Support Battalion (AFSBn) that are strategically located in all major Army geographic areas.

b. LARs are typically found on Army installations in established areas and can perform such assistance services as:

(1) Tracking down the exact status of a critical requisition.

(2) Finding a critical part, module, or subassembly.

(3) Helping resolve systemic supply and maintenance problems.

(4) Providing assistance on warranty issues.

(5) Coordinating and conducting specialized training on the maintenance of equipment.

(6) Providing on-site technical assistance when needed.

(7) Spot checking total package fielding for the LCMC.

(8) Assisting maintenance personnel with identifying and fixing complex equipment problems.

(9) Assisting units to obtain and expedite critical parts.

c. Army field support brigades are the forward command and control teams representing AMC through ASC that have been designated to supervise and coordinate all in-theater support provided by AMC activities.

6–11. Army Modification Program

The Army Modification Program is a coordinated process that the Army uses to develop, apply, and document changes in both hardware and software for end items, components, weapons, and information systems. Modification is any alteration, conversion, or modernization of an end item or component which changes or improves the original purpose or operational capacity in relation to effectiveness, efficiency, reliability, or safety of that item. Modifications to Army materiel are done with a MWO. There are three types of MWOs: emergency, urgent, and routine. Detailed policy guidance is in AR 750–10.

a. The proponent for the MWO is responsible for its application.

b. Equipment awaiting application of an emergency MWO is in a NMC status until application of the modification.

c. Urgent modifications require application within 2 years from the MWO effective date. The equipment is in a NMC status if the MWO application exceeds 2 years, except in the case where the Deputy Chief of Staff, G–4 (DCS, G–4) (Maintenance Directorate, DALO-MNF) grants an extension per AR 750–10.

d. Routine modifications require application within 5 years from the MWO effective date. Failure to apply the MWO within 5 years does not cause the equipment to be NMC.

e. Commanders will not modify their equipment unless there is an official MWO.

f. In accordance with AR 750–10, the activity applying a MWO will report its application to the modification management information system at Web site https://www.mmis.army.mil/.

g. Units must annotate all MWOs in the applicable maintenance LIS with an appropriate fault code based on the classification of the MWO.

h. Commanders should list all urgent and routine MWOs on DA Form 2406 until the MWO is applied.

6–12. Battlefield damage, assessment, and repair

The purpose of battlefield damage, assessment, and repair (BDAR) is to return disabled equipment to combat or to enable the equipment to self-recover. BDAR is the commander's responsibility and based on mission, enemy, terrain, troops, time, and civil considerations. The operator/crew and field maintenance personnel perform BDAR. Realistic training during peacetime will ensure wartime proficiency (see AR 750–1 for additional information).

6–13. Standard Form 368

All Army materiel is subject to quality deficiency reporting. The purpose of submitting an Standard Form (SF) 368 (Product Quality Deficiency Report (PQDR)) is to report conditions that are the result of below-standard quality workmanship or materiel deficiencies and to file claims for initial failure credit from the Army working capital fund for depot level repairs. Reporting instructions for SF 368 are in AR 702–7–1, DA Pam 738–751, and DA Pam 750–8 . For non-aviation and non-missile warranty, submit an SF 368 through the PQDR Web site, including all U.S. Army CECOM Life Cycle Management Command managed (B16) items at https://www.pdrep.csd.disa.mil. Submit Aviation and Missile Command (aviation and missile) deficiency reports online (warranty and quality deficiency) through the Joint Deficiency Reporting System at https://jdrs.mil/DR_Initiate.cfm?serviceAR.

6–14. Army Corrosion Prevention and Control Program

a. The Army Corrosion Prevention and Control (CPC) Program responsibilities and guidance are in accordance with AR 750–1 and AR 750–59. Corrosion prevention starts with Soldiers and leaders enforcing PMCS, which includes cleaning, servicing, spot painting, identifying and replacing gaskets and seals, and properly storing equipment and repair parts. The first step in CPC is ensuring operators/crews perform PMCS and identify corrosion at its earliest stages. Keeping equipment clean and in serviceable condition is the first line of defense against corrosion.

(1) When cleaning, remove dirt, salt, and other contaminants as these accelerate corrosion. Authorized cleaning equipment, compounds, and procedures will depend on the type of surface being cleaned and the supplies being used.

The associated TM outlines the frequency of cleaning along with consideration of the operating environment. Good maintenance programs require a minimum of a monthly fresh water and detergent cleaning. Heavy-use equipment will require cleaning at least twice a month or immediately after operation, if based within 1.25 miles of a salt-water environment. Perform a wash and rinse when directly exposed to dirt, mud, salt spray or splash, and other contaminants.

(2) Neutralize, clean, and treat spilled electrolyte and corrosive deposits found around battery terminals and battery areas. Clean areas of the equipment exposed to corrosive fire extinguishing substances within 4 hours after application. Clean saltwater deposits including equipment exposed to significant amounts of salt water after shipment. Washers and a detergent cleanser are an acceptable method of cleaning for non-electronic equipment. It is important that water pressure not damage the equipment. The maximum pressure used on equipment varies (see the associating TM or TB for further guidance). Do not force water into a surface or at gaskets, seals, and protective coatings. Unplug drain holes and ensure water-pooling areas are dried.

b. Thorough inspection of equipment is the second step in the CPC process. Check the condition of the equipment for corrosion, coating damage, trapped water, and contaminated surfaces. The frequency of the corrosion inspection should increase with the operational tempo and severity of the operational environment. Visual inspection is an effective method for detection and evaluation of corrosion. The most common tools used in a visual corrosion inspection are a flashlight or magnifying glass to check pitting and cracking, an inspection mirror, and a non-metallic scraper. If there is evidence of corrosion, such as blistering or peeling, attempt to dislodge the paint by scraping with a non-metallic scraper. If paint does not easily dislodge and corrosion is not present, the irregularity is probably confined to the paint film itself and no further action is required. Where paint is removed, inspect and determine the extent of corrosion (if any). Remove the corrosion and clean, treat, or repaint accordingly. Document corrosion and corrective action taken in the maintenance records. Special attention for inspection should include fasteners, crevices, hinges, and points where metals join.

c. Always check water entrapment areas, battery compartments, vent openings, drain holes, and electrical connectors as well as bare metal components and surfaces.

d. Preservation of clean, corrosion-free equipment is the third step of the CPC process. Preservation helps protect equipment and parts by providing coatings, lubricants, sealants, and water displacement compounds. Reapply preservatives and sealants after washing, before and after deployment, and for extended periods of equipment storage. Corrosion preventive compounds or preservatives are used to protect metal parts and components. They function by preventing electrolytes from contacting and corroding bare metal surfaces. Many of these compounds are also able to displace water and other contaminants from the metal surface and provide lubrication and corrosion protection as well. Use approved corrosion preventive compounds provided through the supply system. The LAR can recommend alternative corrosion preventive compounds when materials are not available.

6–15. Maintenance of low-usage equipment

Services for equipment that have accumulated or are anticipated to be less than 65 percent of the forecasted annual mileage and hours of operation may have field (TM XX–20 and TM XX–23 series) and field or sustainment (TM XX–24 and TM XX–40 series) services extended. Use of low-usage criteria does not relieve commanders of the responsibility for adequate maintenance of their equipment.

a. To determine if your unit's equipment qualifies for low-use maintenance—

(1) Calculate the low-usage target mileage and hours by taking 65 percent of the unit's planned operational tempo by vehicle or equipment category. Use the mileage and hours outlined in DA Pam 750–8 when the unit's anticipated operational tempo is uncertain or unknown.

(2) Compare the actual accumulated mileage and hours and forecasted training or operational use (mileage and hours) against the low-use target mileage and hours calculated above. If the equipment item's forecasted actual mileage is less than or equal to the low-use target mileage and hours, low-use maintenance is authorized.

b. Perform all services and lubrication tasks in the equipment's TM XX–20, TM XX–34, and TM XX–40 series LO before inducting the equipment in low-usage status. Log the date, miles and hours when the equipment entered low-usage status and enter the information on DD Form 314 (Preventive Maintenance Schedule and Record) by serial number in accordance with local policy for SAMS-E users.

c. Return equipment that exceeds the specified criteria at any time during the year to scheduled services at normal TM/LO intervals from the date and usage data that were entered in SAMS-E or DD Form 314.

d. Servicing, evaluating, and exercising recoil mechanisms and gun tubes in accordance with applicable TBs and TMs.

e. Communications and other subsystems mounted on equipment in low-usage status require servicing in conjunction with the primary system.

f. Low-usage equipment service standards do not apply to armament subsystems, equilibrating systems, fire control components, sighting components of combat vehicles, and missile systems and air traffic control equipment.

g. Operator/crew level (TM XX–10 series) maintenance intervals in TMs/LOs will not change due to low usage unless HQDA or the LCMC provides additional guidance.

h. The AOAP testing will remain on-schedule.

i. Specific criteria for equipment in a low-usage status are—

(1) Tactical wheel vehicles and trailers that have accumulated or are forecasted to accumulate less than 65 percent of the listed equipment utilization rate in accordance with DA Pam 750–8.

(2) Combat vehicles (except armament, equilibrating systems, fire control components, and sighting components), missile systems (except fire control components), material handling equipment, and construction equipment anticipated to accumulate less than 65 percent of the equipment utilization rate in accordance with DA Pam 750–8.

(3) Generators, pumps, air compressors, support equipment (for example, reverse osmosis water purification units and bath units), watercraft, rail equipment, power-driven nuclear-biological-chemical equipment, engine driven heaters, and air conditioners anticipated to accumulate fewer than 75 hours in the current year.

(4) Communications-electronic equipment in communication shelters anticipated to accumulate fewer than 75 hours of operation in the current year. All remaining communications-electronics equipment, such as ground and vehicle mounted radios, switchboards, and individual night vision goggles, will have annual services if they accumulate fewer than 75 hours of operation in the current year.

(5) Non-power-driven nuclear-biological-chemical equipment anticipated to accumulate fewer than 75 hours of operation in the current year.

(6) Erect unused tenting and canvas items, immersion heaters, field ranges, and space heaters or stoves annually.

(7) Small arms and crew-served weapons (for example, machine guns and mortars) maintained in a humidity-controlled area and not removed (for any reason) at any time during the year require annual services.

j. Operators/crews that conduct inspections will—

(1) Perform all PMCS monthly (including daily, weekly, and monthly), except where HQDA or the LCMCs provide additional guidance.

(2) Drive combat vehicles, tactical vehicles, and pull trailers sufficiently (5 miles is suggested) to exercise seals and ensure mission capability. Perform all PMCS on mounted radios monthly (including daily, weekly, and monthly) per the TM.

(3) Operate construction equipment, engineer equipment, wreckers, and material handling equipment and combat vehicles with hydraulic systems sufficiently to reach operating temperature and ensure mission capability.

(4) Operate generators, air compressors, support equipment, pumps and power-driven nuclear, biological, chemical equipment to reach operating temperature and ensure mission capability (recommend 30 minutes under load or 1 hour with no load).

(5) Inspect small arms and crew-served weapons for corrosion without leaving a humidity-controlled room.

(6) Emphasize visual inspections to identify corrosion that may have formed. Inspections may be required more frequently in high humidity geographical regions.

(7) Remove corrosion found during inspections and ensure preventive measures are taken to inhibit future corrosion.

Chapter 7
Equipment Reset

7–1. General guidance

The Army conducts activities to restore equipment to a desired level of combat capability commensurate with future missions and maintains accurate visibility over equipment repair, replacement, recapitalization, and expenditures in order to meet operational requirements. Equipment Reset is a process to conduct field and sustainment maintenance while in the RESET force pool. Specifics regarding ARFORGEN and RESET are in AR 525–29.

7–2. Equipment reset principles

a. The diversity of today's missions demand a more tailored approach to unit Reset. In the near term, senior commanders will individually assess unit needs prior to units entering the Available Phase and through an integrated analysis of last and next missions across the unified land operations and determine what sustainment augmentation and full sustainment support the unit requires upon entering RESET. Condition-based Reset support will leave units more responsible for repairing their own equipment both during (unit-maintained equipment support) and after Contingency Expeditionary Force (CEF) and Deployment Expeditionary Force (DEF) missions.

b. The forward employment and funding of depot special repair teams will be a unit expense when units do not deploy on a named operation, depending on the ongoing integrated analysis during the Available Phase. The RESET phase of the future will become more or totally unit-funded, selectively supplemented by overseas contingency operation accounts if available (other than units redeploying from named operations with supplemental appropriations available for Reset).

c. Sustainment programs, such as automatic reset induction (ARI), intensively managed items, and medical sustainment items, will not exist and will be used sparingly for units redeploying from unnamed operations and major training exercises.

d. MTOE units with an organic field level maintenance capability are expected to perform their own field level maintenance. When unable to perform their own field level maintenance due to lack of expertise or urgency of need, MTOE units will pass back their field level maintenance requirement(s) to their supporting EAB MTOE maintenance unit or activity. When no supporting EAB MTOE maintenance capability is available, MTOE units may pass back field level maintenance requirement(s) to installation DOL or satellite maintenance support activities.

e. When MTOE units with an organic maintenance capability pass back field level maintenance requirement(s) to installation DOL or satellite maintenance support activities that do not meet DOL core capabilities all parts, supplies and labor utilized in performing that maintenance will be reimbursed to the DOL. In the case of field level maintenance that meets DOL core capabilities, use management decision package "WSUS" to fund the labor costs.

f. MTOE units with an organic maintenance capability will adhere to pass back maintenance guidance, for example, maximize their own, and then EAB maintenance unit capabilities (where available), and then utilize installation DOL/ satellite maintenance support activities in that order.

g. MTOE units with no organic maintenance capability will first request support from their supporting EAB maintenance unit, and if no capability exists, Utilize installation and satellite maintenance support activities in that order.

h. Units will continue to use the LIS as the primary means to track individual equipment Reset while in RESET. While in the Available Phase, units will continue to implement and execute the Automated Reset Management Tool (ARMT) to plan and predict workload at unit, EABs, DOL, ASCC, and field maintenance shop or combined support maintenance shop SOR prior to entering RESET.

i. Units will use the Army Reset Common Operating Picture (COP) tool to track and report Reset operations while in the RESET phase. The Army Reset COP is an automated tool that portrays field and sustainment Reset data as well as left behind equipment (LBE). Future development will incorporate unit-maintained equipment, giving commanders a complete picture of their overall Reset status. The tool will also standardize reporting and serve as a central repository for unit Reset completion.

(1) Units will be responsible for tracking field-level Reset execution and completion.

(2) A system access request is required to enter unit Reset information in the Reset COP located in the LIW. The initial Reset COP is created when units execute their ARMT plans and is a combination of data populated from the LIS and manual entries made by the unit.

(3) The LCMCs will enter sustainment-level maintenance data in the Reset COP. LBE and future visibility of unit-maintained equipment is an automated pull directly from the LBE Visibility Tool.

j. For non-deploying units, the owning unit will perform field-level Reset and only when specified by an operation execution order will automatic induction of equipment at the sustainment level occur. Units can nominate equipment for higher-level maintenance during Reset if conditions warrant in accordance with the MAC. HQDA centrally funds sustainment-level maintenance. All other sustainment-level Reset above the DOL/ASCC (such as, special repair teams provided through AMC) is reimbursable unless specified in an operation execution order.

k. Units in the Train-Ready and Available force pools will conduct after operations PMCS immediately following operations. Units should not wait until the RESET force pool to conduct after operations maintenance.

l. CEF units, in addition to after operation PMCS, will conduct the following sustainment activities: MWO installations; 100 percent inventories; LIS reconciliations between PBUSE, the Standard Army Retail Supply System, and SAMS-E (or Global Combat Support System-Army when fielded); and command-focused validation of property books, locating, and turning in excess equipment, and receiving new or replacement equipment.

m. Units that are unable to meet the Army boots on the ground dwell ratio of 1:2 years due to global operational requirements will require commensurately prioritized support and resourcing from HQDA and AMC. These unit's force pools are compressed in comparison to standard ARFORGEN force pools, resulting in abbreviated Reset force pools and requiring coordination with HQDA and AMC for applicable Army Reset policies.

n. U.S. Army Special Operations Command (USASOC) is the designated Army special operations force (ARSOF) generator and manager, in accordance with AR 525–29. ARSOF is solely reliant on the Army for Reset of Army-standard equipment. Special Operations-peculiar equipment is Reset through support from USASOC. ARSOF equipment Reset is not managed through ARFORGEN and Army-designated aim points. USASOC plans, synchronizes, and coordinates ARSOF Reset support, to include resourcing and prioritization against other Army Reset support requirements with HQDA and AMC.

7–3. Automatic reset induction

a. The ARI program is for units redeploying from a named operation and does not apply to non-deploying units or units participating in unnamed operations and exercises in general. The list contains items that are automatically inducted into the sustainment level Reset program. Items on the ARI list require repair because of extensive wear and tear that require refurbishment or rebuilding. Unless a unit receives a waiver, they are required to enter 100 percent of

their ARI equipment into ARMT so that their ARI equipment can receive the appropriate disposition instructions before the unit departs theater.

b. Sustainment level Reset is initiated through a supply transaction. The equipment is removed from the units property book and the unit receives a similar piece of equipment in return at home station. Units must requisition replacement items upon return to home station.

c. Units that do not meet the 1:2 boots on the ground dwell and have compressed force pools will not require waivers and will receive ARI support by exception only with coordination through AMC and HQDA.

7–4. Non-standard equipment maintenance

a. N-SE Reset maintenance standard: N-SE meets the maintenance standard when the equipment is FMC and safe to operate (as best as can be determined from the applicable manufacturers TM), uncorrected faults are identified, repaired or recorded, it has been serviced in accordance with the manufacturer specifications, and it is complete with all associated items of equipment for operation.

b. Units must document maintenance actions for N-SE in SAMS-E. In general, the AMC LCMCs will be the lead for repair and Reset of N-SE and are the only agencies authorized to enter into maintenance contracts with N-SE manufacturers or service providers.

c. Modification or alteration of N-SE has potential operational and safety implications and will not be made without clearing the action through the original equipment manufacturer or materiel developer. Requests for modifications of N-SE by the manufacturer will only be made through the appropriate AMC LCMC.

d. Maintenance policies, programs, and procedures unique to N-SE medical equipment will be maintained in accordance with AR 40–61.

7–5. Automated Reset Management Tool

a. LOGSA developed ARMT to provide an automated capability for unit commanders to claim and execute both field-level and sustainment-level plans. Once executed, these plans trigger centralized visibility of the equipment Reset for units as they migrate through the RESET force pool. ARMT also provides a collaborative integrated tool for commanders to view Reset planning and disposition. The repair status for both field and sustainment maintenance is captured in the Army Reset COP.

b. LOGSA has enhanced ARMT to allow the automatic build of Reset plans, which eliminates the need for units to build plans. ARMT auto-generates Reset plans for unit identification codes using PBUSE data to identify on-hand equipment eligible for Reset.

c. Deployed units will use ARMT to claim Reset plans no later than 120 days before return. Non-deployed units must do so no later than 120 days before leaving the available force pool. Execution of Reset plans is no later than Return –90 days for deployed units or –90 days before leaving the available force pool for non-deployed units.

d. The ACOM and ASCC will ensure redeploying units induct all equipment to the appropriate SOR not later than 30 days after the equipment arrives at home station and 30 days after a non-deployed unit leaves the available force pool.

7–6. Army reset common operating picture

a. AMC developed and automated the COP as a tool to portray Reset data as well as LBE. The COP gives commanders a complete picture of their overall Reset status. The tool will also standardize reporting and serve as a central repository for unit Reset completion. Units are responsible for tracking field-level Reset execution and completion.

b. Units will use the COP to track and report Reset operations and completion while they are in the RESET phase. Units must update COP (found in LIS) a minimum of once per month or as directed by their higher headquarters. ACOMs, ASCCs, and DRUs will set the monthly report date in coordination with the Deputy Chief of Staff, G–4 (Maintenance Directorate, DALO-MNF).

c. LOGSA teams will train COP users upon request; however, it is the units responsibility to begin reporting upon return + 60 days for redeploying DEF units and at reception station date for CEF and non-deploying DEF units. COP training should occur before the return date or reception station date.

7–7. Reports and metrics

a. Reset execution requires the monitoring and reporting of financial accountability in our efforts to restore equipment readiness to ensure effective management of Army resources.

b. Misinformation and the lack of Reset information could result in the lack of funding support to effectively regenerate forces and capabilities for the next fight.

c. It is important to continue to capture and report the effects of terrain and weather on our Reset requirements and what this means to our Reset efforts in terms of level of effort, time, cost, and readiness.

d. AMC and ASC will focus on field-level and sustainment-level Reset reporting, including the Army Reset COP.

ACOMs, ASCCs, and DRUs in coordination with AMC and ASC, will input their unit Field Reset data in the Army Reset COP.

e. At the macro level, the metrics fall into four categories: cost, schedule, performance, and readiness.

(1) Cost is the award of contracts and the obligation of dollars within a certain time period.

(2) Schedule is the number of systems to be completed within a certain time period.

(3) Performance is procurement, recapitalization, and repair of systems within a threshold of estimated cost and time.

(4) Readiness is the impact on R (equipment serviceability) and S (equipment on hand) in accordance with Army readiness metrics. The Army Reset COP will capture Reset readiness as units progress through RESET.

f. Electronic transmission is the preferred means to facilitate speed and consolidation efforts above the ACOM, ASCC, and DRU level.

g. USASOC will develop similar reports and metrics as they apply to Special Operations Force Generation and submit them through AMC and HQDA.

Chapter 8
Pre-Deployment Training Equipment

8–1. Predeployment training equipment maintenance

a. Units that lateral transfer equipment to the predeployment training equipment (PDTE) property book will perform a Joint PMCS with the designated PDTE site manager in accordance with the equipment TM prior to lateral transfer. Units will transfer electronic maintenance and service records for all equipment as part of the transfer process.

b. Transfer standard is in TM 10/20 condition with shortage annex.

c. Unit equipment work ordered to a SOR prior to designation as PDTE will transferred after release from the SOR. The Joint inspection by the unit and gaining PDTE site manager is required upon release of the equipment.

d. Evacuated PDTE for sustainment maintenance is a supply transaction and may not return to the PDTE site.

e. Using unit is responsible for field maintenance during and after use:

(1) Units will perform all field maintenance for standard Army and MRAP family of vehicles while in their possession. For MRAP maintenance support, if special tools are required, the unit will coordinate support requirements with the PDTE site manager. The PDTE site manager will hand receipt to the unit MRAP special tools to repair the equipment. Units will work order equipment to the SOR once determined it is outside their repair capability.

(2) PDTE will be returned in the same condition it was issued prior to clearing the supporting AMC and/or DOL installation. If a unit cannot perform or complete required maintenance prior clearing the DOL, units must provide a waiver (with a minimum of 06/colonel commander approval) to the DOL in conjunction with funds for labor and parts not provided based on required maintenance determined from a joint technical inspection.

8–2. Predeployment training equipment maintenance reporting

a. The PDTE team will continue to track and report AMSS for equipment on temporary loan for 30 days or less.

b. Units with temporary loans greater than 30 days will immediately load PDTE equipment into SAMS-E, track, and report AMSS for the duration of the loan.

Chapter 9
Non-Standard Equipment Maintenance and Sustainment

9–1. General guidance

This chapter outlines the procedures to sustain tactical N-SE used by Army forces and defines requirements for the performance and management of N-SE.

9–2. Non-standard equipment maintenance procedures and structure

a. The basis of tactical N-SE maintenance is does the N-SE provide the capability it was procured to do? N-SE operator manuals are likely the only information available to the user.

(1) Performance observation is the basis of the preventive maintenance checks per the operator.

(2) The user must document observed performance against established capability needed to accomplish the mission and report problems that degrade the equipments reliability.

(3) Maintenance standard: Tactical N-SE meets the maintenance standard when the following conditions exist:

(a) N-SE meets the maintenance standard when the equipment is FMC and safe to operate (determined from the

applicable manufacturer TM and Material Enterprise Non-Standard Equipment (MENS-E) database found at https://www.mens-e.army.mil/).

(b) Identify faults and record using SAMS-E in accordance with the owner/operator manual.

(c) Report corrective actions not provided at field-level to qualified personnel responsible to perform maintenance.

(4) Record scheduled services within SAMS-E and perform services at intervals required by the applicable manufacturer or by AMC/project manager (PM) organizations.

(5) Due to safety implications, units will not modify or alter N-SE and must request modifications through their ACOM, ASCC, or DRU Headquarters to AMC. AMC will consult the MENS-E database and manufacturer for approval to alter N-SE.

(6) Repair of N-SE is not authorized when maintenance costs exceed 60 percent of the replacement cost.

b. Maintenance records—

(1) Sustainers (for example, AMC and PM will ensure maintenance records are accurate, complete, and entered in the MENS-E Web site for items selected for storage. Records from LIS may also be used. Units will not enter unit-procured, unit-owned N-SE in LIW but will list items in the MENS-E data base in accordance with AMC process procedures.

(2) Separate SSLs to conduct user preventive maintenance are unauthorized for unit maintenance organizations when maintenance personnel have prompt, secure, walk up access to a SSA.

(3) Bench stocks recorded in SAMS-E are authorized for field maintenance operations (when N-SE is approved as part of the units Mission Essential Equipment List), except for unit procured, unit-owned N-SE.

9–3. Non-standard equipment inspection and repair

a. Units will conduct inspections according to equipment maintenance and serviceability standards applicable to the manufacturer.

b. A sustainment repair and return program is a process whereby N-SE is retrograded to AMC elements at posts, camps and stations, forward repair activities, contract facilities or PM and the same or like-item is direct exchanged or repaired and returned.

9–4. Non-standard equipment contractor logistics support

a. Depending on the sustainment strategy, AMC or the PM will determine when and how CLS is the primary source of repair. AMC or the PM is the only authorized activity to establish CLS contracts.

Note. N-SE providers such as rapid equipping force may let CLS contracts until the item transfers to AMC or the PM for sustainment.

b. The negotiating, awarding, funding and managing of all maintenance contracts are the responsibility of AMC or PM to support N-SE (see AR 700–127 for further guidance).

9–5. Non-standard equipment Army Warranty Program

a. The overall policies and procedures for the Army Warranty Program are contained in AR 700–139, which requires the Army to use warranties only when the warranty is in the Army's best interest. The decision to obtain a warranty is on a case-by-case basis.

b. If the maintenance activity cannot get an effective response within the warranty-specified timeframe, the maintenance activity will contact the acquiring provider or manufacturer for resolution.

c. AMC will manage unit procured, unit-owned N-SE warranties through a memorandum of agreement on a reimbursable basis for administrative time and labor.

d. Units issued N-SE items via an Operational Needs Statement or Joint Urgent Operational Needs Statement will enter the items in their respective SAMS-E. The data must include the date of manufacture and warranty expiration to facilitate the identification of items under warranty and populate the maintenance or service request DA Form 2407.

Chapter 10
Command Maintenance Discipline Program

Section I
Supervisory and Managerial Procedures and Checklists

10–1. Overview

This chapter establishes CMDP supervisory and managerial procedures and checklists to meet regulatory requirements and validate the units are adhering to existing Army policies. It does not prohibit or replace the formal or informal

evaluation of maintenance programs conducted at the discretion of commanders (for example, MAIT, COMET or IG inspections). The CMDP supplements other regulations and publications to form a solid maintenance program.

10–2. Overview

The CMDP is a commander's program. This program focuses commanders, directors and supervisors on maintenance management and operations core competencies. The CMDP is a tool to evaluate unit maintenance programs on a day-to-day basis. The CMDP will place emphasis on identifying those areas requiring attention by commanders and the resolution of systemic problems. The CMDP is oriented to combat readiness and sustainability. On the spot training and assistance is highly encouraged. The overriding principle of CMDP is the Soldier's and units' abilities to maintain their equipment in any environment.

a. This chapter implements the CMDP and lists Army management controls. The CMDP addresses supervisory and managerial responsibilities within the maintenance system from the user to the O–5/LTC and O–6/COL command levels.

b. The CMDP is a compilation of existing regulatory requirements. Therefore, commanders, supervisors and managers are required to implement the provisions of this chapter in order to standardize maintenance discipline throughout the Army. As a mandatory program, CMDP simplifies command, supervisory and managerial responsibilities by—

(1) Compiling various regulatory requirements.

(2) Standardizing evaluation requirements.

(3) Formalizing follow-up procedures.

c. Commanders will implement the CMDP by using their existing resources.

(1) Examples of existing resources include, Command Logistics Review Program, Command Inspection Program, Internal Review Office, and staff personnel (see AR 11–1).

(2) Whichever activity the commander designates to assist with implementing the CMDP, that designated activity will incorporate CMDP policy in its evaluation plans and procedures. All existing maintenance evaluation programs will absorb the CMDP. Additionally, local IGs at the commanders discretion may conduct special inspections using the systemic methodology for determining root causes for problems identified through the CMDP. Therefore, commanders should not establish new evaluation teams because of the CMDP.

10–3. Purpose

a. The purpose of the program is to—

(1) Establish maintenance discipline as regulatory guidance.

(2) Standardize maintenance discipline requirements.

(3) Provide responsible personnel with a single listing of maintenance policy requirements.

(4) Make the Army more efficient with respect to time spent monitoring subordinates actions.

(5) Eliminate repeated findings of non-compliance with policy.

(6) Serve as a checklist for internal management controls.

(7) Identify and resolve logistical problems adversely affecting readiness.

(8) Establish reporting procedures required to identify maintenance issues in order to improve the conduct of maintenance and sustainment of all MTOE and TDA equipment.

b. To achieve the stated purposes, implementation of the CMDP will—

(1) Ensure compliance with DA maintenance policy and procedures.

(2) Determine the adequacy of established DA maintenance policy and procedures.

(3) Identify maintenance problems to permit timely corrective action within the chain of command.

10–4. Applicability

These procedures apply to all personnel within the field maintenance arena, from unit to ACOM, ASCC, and DRU levels.

Section II
Program Guidance

10–5. Concept

To assure proper implementation of the CMDP, the intent of the program is as follows:

a. The CMDP in conjunction with other maintenance programs helps eliminate non-compliance with maintenance regulations and policies. To accomplish this, the CMDP assists commanders by making them aware of maintenance conditions in their command.

b. CMDP is an inspection program. Responsible personnel expect to use the program to—

(1) Gain familiarity with established policies.

(2) Enforce compliance with policy by subordinate personnel.

c. Inspections are a necessary part of the CMDP in order to monitor performance. The intended result of these evaluations is to present the facts to the commander so the chain of command can initiate prompt corrective action.

10–6. Requirements listing

a. Each command level will review the Requirements Listing for completeness and make the necessary additions to account for uniqueness within the command.

b. The intent of the Requirements Listings is to provide supervisors with a single source of maintenance policy requirements.

(1) Table 10–1 lists requirements checklist.

(2) Table 10–2 lists shop operations.

c. The following format outlines the information within each of the Requirements Listing:

(1) Regulatory requirements include a concise listing of the guidance.

(2) Administrative procedures include the actions needed to complete the regulatory requirement.

(3) References include the source of the requirement.

(4) Requirements detail how to meet the standard supported by a current regulation or publication.

10–7. Implementation

a. Each commander provides his or her personal interest and direction to establish an effective CMDP.

b. The CMDP integrates existing resources in the command to avoid redundancy and to ensure unity of effort.

c. Supervisors utilize the Requirements Listing in the normal performance of their duties.

d. When a requirement within the Requirements Listing is not complete, the affected organization must notify the immediate higher headquarters.

e. Commanders will appoint a CMDP coordinator (on orders) and ensure that they understand their responsibilities and coordination requirements.

f. CMDP coordinators will schedule formal and informal inspections and staff assistance visits.

10–8. Inspections

The CMDP is a day-to-day program conducted by commanders or their designated representatives. The frequency of internal inspections is set as desired. Commanders will conduct a formal inspection on brigade and lower size units by their parent organization that has training, resourcing and authority on a semi-annual basis (annual inspections by ARNG and RC units). ACOMs, ASCCs, and DRUs will conduct formal annual inspections on their next lower commands (for example, division and corps) (once every two years for ARNG and RC). The brigade, combat aviation brigade or equivalent O–6/COL command level will keep the results of the semi-annual (annual for ARNG and RC) inspections for 2 years. ACOMs, ASCCs, and DRUs will keep annual inspections on file for 2 years (4 years by ARNG and RC commands). Commands will review the results of the formal inspections as part of the overall maintenance program and ensure training and corrective actions occur.

a. User, battalion and brigade level staff, division or ACOM, ASCC, and DRU level—

(1) Supervisors will utilize the CMDP to ensure maintenance discipline. The most effective means of ensuring maintenance discipline is to have an internal self-administered program implemented on a routine basis.

(2) The normal recording of (for example, inventories and record keeping) is required.

(3) At the completion of an evaluation by a higher headquarters, the evaluation team along with the inspected unit or organization will determine a suspense date (get well date) to resolve discrepancies.

b. Parent organizations and higher commands—

(1) The immediate level above the unit or organization is the parent organization.

(2) The parent organization and higher command levels are required to evaluate the subordinate commands for compliance with established policy.

(3) Formal semi-annual evaluations (annual for ARNG and RC).

(a) Provide supervisors with feedback of their maintenance discipline performance.

(b) Identify maintenance problems and resolve difficulties before they become serious.

(c) Determine if resolution of past findings are complete and appropriate.

(4) Each organization and higher command (O–5/LTC) will maintain a file of evaluations per paragraph 10–8 above—

(a) Date of evaluation.

(b) Organization evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

(5) Some evaluation findings of non-compliance may be due to circumstances beyond the control of the evaluated

organization (for example, the discrepancy is a result of conflicting command or policy guidance). The level conducting the evaluation is then responsible for elevating a finding to the appropriate level capable of resolving the discrepancy.

c. Formal annual evaluations (every 2 years for ARNG and RC)—

(1) The purpose of the evaluation is to determine unit compliance to regulatory guidance.

(2) The requirements listings (tables 11–1 and 11–2) establish the minimum standards. Commanders are encouraged to develop command checklists using the Requirements Listing as a baseline.

(3) CMDP evaluations will include the following:

(a) The review of the unit maintenance files, SOP, LIS, tool rooms, safety program, HMs and programs such as equipment licensing and drivers training.

(b) School-trained maintenance personnel are working in maintenance positions. Verify and review labor to determine utilization efficiencies.

(c) A comparison of a representative sample of completed maintenance transactions crosschecked with equipment services or repairs.

(4) Personnel undergoing the evaluation may make on-the-spot corrections without deficiencies noted on the inspection report.

(5) Inspectors will record findings on each applicable requirement in the Requirements Listing. Review the results of the last inspection to determine if past discrepancies were resolved. Inspections will be on file with the unit and headquarters per paragraph 11–8 above.

(6) Evaluators will brief the organizations supervisors and commander on the findings. For each finding, the supervisor or commander will establish an internal suspense date for resolving of each discrepancy.

(7) In the case of repeat findings, the chain of command will take action to correct the problem and to re-establish compliance.

(8) The inspected organization will receive a copy of each inspection made under CMDP. The copy will specify all non-compliance findings along with the respective suspense dates determined by the supervisor or commander. The inspector will also retain a copy of the inspection and use it for follow-up on corrective actions during the next inspection.

(9) If major problems with procedure or policy surface during the CMDP inspection, the inspection team will elevate the findings up the chain of command to appropriate level capable of resolving the problems.

(10) In summary, the sequence of events is as follows:

(a) Organization inspected.

(b) Organization's supervisor or commander establishes suspense dates for corrective actions.

(c) Supervisor or commander is required to utilize inspection results to improve maintenance discipline.

(d) Future CMDP inspections will include a review of corrective action(s) taken on the last inspection.

(e) Repeat findings require chain of command notification and assistance.

10–9. Monitoring at Army command, Army service component command, direct reporting unit, and Department of Army levels

ACOMs, ASCCs, and DRUs will maintain visibility of the CMDP through its Command Logistics Review Program, under AR 11–1. ACOMs, ASCCs, and DRUs will forward formal inspection results on divisions and corps to DA, G–4 (DALO-MNF) under the virtual Command Logistics Review Program that allows non-unit trend analysis.

Section III
Maintenance Discipline Enforcement

10–10. Methods for enforcing maintenance discipline

Enforcement of maintenance discipline is accomplished through a combination of leadership, command emphasis, training, administrative and disciplinary measures.

10–11. Administrative measures

AR 735–5 provides various administrative measures for accounting for lost, damaged and destroyed property. The measures are not corrective or disciplinary actions.

10–12. Disciplinary measures

Military discipline goes hand-in-hand with maintenance discipline. The commander has several tools available to use, both deterrence and corrective actions. Disciplinary measures include reprimands, adverse efficiency reports and Uniform Code of Military Justice.

10–13. Reacting to incidents of non-financial liability

Use of administrative and disciplinary alternatives is not limited to cases involving the standards prescribed for

financial liability. Even when no financial liability is found, the facts may warrant some form of command action, such as a failure to properly supervise an operation or a subordinates actions. For example, there is little doubt that strong measures should be taken against a maintenance person whose stocks were found by a command inspection to be 10,000 short because of his or her misconduct, neglect or inefficiency. However, similar action might also be appropriate against supervisors and commanders in the chain of command if an investigation revealed inadequate command supervision (fore example, failure to conduct or verify inventories and failure to conduct checks).

10–14. Ensuring maintenance discipline and management controls

The best means of ensuring maintenance discipline is to be proactive and not reactive in maintenance operations. Maintenance discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain maintenance discipline, commanders and supervisors must routinely adhere to CMDP procedures and conduct maintenance discipline training for all subordinates.

Table 10–1
Field level Requirements Checklist

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
1. Has an officer or civilian equivalent been appointed in writing as maintenance officer?	An officer or civilian equivalent qualified in maintenance management will be appointed as maintenance officer, in writing, at each level of command. Maintenance officers will provide staff supervision of materiel maintenance operations within the organization. MTOE units that have insufficient officers for these duties may appoint a qualified NCO, E–7 or above as the maintenance officer.	AR 750–1	Upon new appointment, posted in unit area
2. Has the command established a CMDP?	Program procedures and processes are (for example, written policy directive or SOP memorandum).	DA Pam 750–1 Unit training calendar	CMDP is formal evaluation(s) annotated on the unit training calendar. CMDP is conducted semi-annual and annual formal evaluations (ARNG and RC will conduct annual and biennial formal evaluations).
3. Has a CMDP coordinator been appointed at the higher command and does the coordinator have direct coordination with the evaluation team?	Appointment must be in writing and direct coordination with evaluation teams authorized.	DA Pam 750–1	Upon new appointment, validate annually appointment memorandum
4. Is there a CMDP coordinator appointed at each O–5/LTC and O–6/COL command?	Appointment orders must be in writing and a copy consolidated at the O–6/ COL command-level.	DA Pam 750–1	Upon new appointment, validate annually appointment memorandum
5. Is there a maintenance SOP or Annex published and is it up-to-date (signed copy by current commander)?	All Army organizations and activities performing maintenance operations will establish and maintain SOPs.	AR 750–1	Update SOP by current commander with signed copy on file
6. Does the maintenance SOP clearly define responsibilities?	The SOP should address in detail maintenance related duties and responsibilities for key unit personnel.	DA Pam 750–3	Defines key leader responsibilities with appointment orders.
7. Are maintenance managers registered to access LIW	LIW assists maintenance managers with day-to-day maintenance management functions and provide access to ETMs, Federal logistics (FEDLOG), PS Magazine, Parts Tracker, web logistics integrated database, and integrated logistics analysis program.	DA Pam 750–3	Unit maintenance managers have access to LIW with valid and current passwords

Table 10–1
Field level Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
8. Has an AOAP been established?	The objectives of the AOAP are to improve operational readiness of Army equipment, enhance safety, detect impending component failures and conserve petroleum resources through application of the on-condition oil change policy.	AR 750–1	As part of SOP, local AOAP contact information must be available
9. Has a TMDE program been established?	Calibrate TMDE per the DA TMDE Calibration and Repair Support Program.	AR 750–43	As part of unit SOP, local contact information must be available
10. Establish an Army Warranty Program where appropriate.	Identify and maintain a materiel warranty program for selected equipment as appropriate.	AR 700–139 and AR 750–1	As part of SOP, list warranty Items on-hand with turn-in point of contacts (POCs)
11. Is tactical N-SE maintenance annotated in SAMS-E? Does the unit have a list of all N-SE that they support?	Units understand what tactical N-SE they must maintain and how the equipment is repaired or replaced.	AR 750–1 and DA Pam 750–3	Maintain a file copy of N-SE and list of SAMS-E transactions
12. Does the unit have access to print or download electronic versions of TMs, technical publication CDs and manufactures manuals?	The primary source for issue of publications is the U.S. Army Publishing Directorate (view Web site http://www.apd.army.mil). Units and activities can use, review, print, or download the electronic versions. Whether hard copy or electronic manuals, field-level mechanics and supervisors must have current field maintenance TMs, LOs, TCs, and TBs to maintain and service equipment.	DA Pam 750–1 and Pam 750–3	Access to APD, file copy or electronic copy and LIW
13. Were MWOs applied in a timely manner?	Mandatory MWOs are applied based on instructions published as an emergency, urgent or routine. Apply urgent MWOs within 2 years from effective date and routine MWOs within 5 years of effective date.	AR 750–1 and DA Pam 750–1	File all MWO completions
14. Has the commander established a quality control program for maintenance, repairs and scheduled services?	Fully integrate quality control into maintenance operations to ensure— (1) The identification of equipment faults. (2) Compliance with repair procedures and equipment standards contained in the TMs and equipment-specific publications.	AR 750–1	Inspected monthly by the unit maintenance supervisor(s)
15. Are units conducting controlled exchange within regulatory requirements and have authorization by the appropriate authority to perform controlled exchange. Document controlled exchanges for all transactions.	Units ensure that controlled exchange procedures are applied correctly based on urgency of need and proper approval. Units will document and file all controlled exchange transactions and ensure replacement parts are on valid requisitions.	AR 750–1	File copy of all transactions
16. Are results of the last command maintenance inspection on file (historical records)?	Retain the latest MAIT visit summaries.	AR 750–1	File copy of last command maintenance inspection
17. Is there a key custodian appointed by memorandum in the motor pool to maintain keys for vehicles, tool room, petroleum, oil, and lubricants, prescribed load list and toolboxes?	A primary and alternate key custodian is in writing, to issue and receive keys, and maintain accountability for office, unit or activity keys.	AR 190–51	Upon appointment, maintain orders on file Document on CMDP evaluation list

Table 10–1
Field level Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
18. Has a CPC program been established?	CPC is a critical consideration in assuring the sustained performance, readiness, economical operation and service life of Army systems and equipment. Include in a SOP that addresses corrosion prevention and treatment procedures.	AR 750–1 and AR 750–59	As part of SOP
19. Has a safety program been established with a safety officer/NCO?	General Army safety program responsibility lies with all Soldiers and Army civilians at all levels.	AR 385–10	As part of SOP— Copy of appointment orders. Copy of last safety inspection.
20. Do units use risk assessments for maintenance and drivers training operations?	Units need to incorporate risk assessment within all Army operations to include maintenance operations.	AR 385–10	Copies of risk assessment estimates on file
21. If the unit has equipment in administrative storage, are all regulatory requirements being met?	Administrative storage will be considered when all requirements listed in AR 750–1 are met.	AR 750–1	File copy of equipment in Admin storage
22. Does the unit have equipment properly enrolled in the Low Usage Program (LUP) and documented?	Document all equipment in the program and ensure scheduled services are in accordance with the program.	AR 750–1 and MAMs pertaining to the equipment in LUP	File copy of LUP equipment
23. Are the maintenance supervisor(s) training operators/crews to operate equipment and perform PMCS properly?	Unit supervisors provide leadership and training to operators/crews to achieve the Army Maintenance Standard.	DA Pam 750–1 Unit training schedules	Unit training schedule and training rosters Hands-on demonstration and instruction
24. Is the commander utilizing external maintenance training resources?	Leverage formal and on the job training assistance from external sources such as MAIT, LARs, COMET, and IGs.	DA Pam 750–3	List external maintenance sources, POCs and phone numbers
25. Is contract maintenance being utilized properly?	Commanders will not augment maintenance operations at the expense of Soldier readiness and proficiency in their MOS. ACOM, ASCC and DRU. Commanders will address contract maintenance augmentation during the planning and budgeting processes.	AR 750–1	Unit has trained contracting officer's technical representative (COTR) personnel when utilizing contractor support
26. Does the unit understand installation pass back maintenance procedures?	Units must be aware of Sustainment Brigade or other EAB capabilities on the installation to ensure a smooth flow and rapid return of equipment not repaired at the unit maintenance facility.	DA Pam 750–3	On-hand contact information and SOPs for Sustainment Brigade or other EAB maintenance units and Installation DOL
27. Does the unit understand and have POCs for installation LBE procedures?	Units must understand installation and AMC standards and procedures for induction and support of LBE equipment upon deployment and redeployment.	AR 750–1	Maintain contact and SOPs by Installation DOL and AMC maintenance units
28. Does the unit understand Reset procedures and have an appointed Reset Officer?	Unit Reset officer must understand Reset operations on the installation so they may quickly reintegrate and process their equipment to regain readiness.	AR 750–1 Installation Reset POC and SOP AMC POC	Copy of ACOM, ASCC, and DRU RESET SOP or regulation On-hand contact and SOPs for Installation DOL and EAB maintenance units
29. Does the unit coordinate with the installation or designated AFSBn?	Units must utilize AFSBn or BLST support that provide direct or area support. These AMC reps can coordinate critical maintenance and Class IX support.	AR 700–4 Installation AMC logistics assistance representatives	Contact information for local BLST or AFSBn representative
30. Does the unit know AAME procedures and submission timelines?	Units are aware of the timelines to submit packets to compete.	AR 750–1	ACOM, ASCC, and DRU G–4 POC

Table 10–1
Field level Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
31. Has an environmental program been established?	All Army maintenance operations are conducted in accordance with the environmental security provisions of AR 200–1 and the underlying federal, state and local laws and directives.	AR 750–1	As part of maintenance SOP detailing an environmental compliance plan.
32. If equipment is stored in a climate controlled container that has a gauge, is the gage working properly and is the container providing environmental protection in accordance with the TM?	n/a	Appropriate TMs	Check before and after using the equipment
33. Are maintenance operations such as motor stables, services, sustainment training and PMCS annotated on unit training schedules?	Services, PMCS and other routine maintenance are scheduled on unit training schedules to allow for resourcing, time and personnel to perform maintenance on equipment.	Unit training schedule	Unit training schedule
34. Is a SOP for weapon maintenance on hand?	Establish SOPs by all Army organizations and activities performing maintenance operations.	AR 750–1	As needed
35. Are authorized weapon repair parts properly maintained and inventoried?	Stocks are not subject to the demand supported criteria.	AR 710–2	As needed
36. Are the armor, assistant armor and arms room officer assigned by the unit commander in writing?	Commanders and directors will assign personnel to duties involving control of all categories of arms-ammunition and explosives.	AR 190–11	As needed
37. Are privately owned weapons, privately owned ammunition and authorized war trophies that are stored in the arms room inventoried in conjunction with, and at the frequency of, the inventory of government weapons?	Personal firearms will be registered in the Centralized Operations Police Suite, weapons registration module.	AR 190–11	As required
38. Are monthly arms room inventories being conducted?	By serial number, 100 percent monthly inventory, except for boxed and banded arms. In this latter case, the count and inventory will consist of a 100 percent count as reflected by the number of items listed on the boxes. Any evidence of tampering will be cause for that box to be opened and 100 percent count to be taken of the material in the box.	AR 710–2 and AR 190–11	As required
39. Are weapons cleaned and PMCS conducted before, during and after each use?	The Army has one maintenance standard, TM XX–10 and TM XX–20.	Latest copy of DA Form 5988–E or DA Form 2404	As required
40. Have scheduled services been completed on all weapons (weapon maintenance)?	Use of DA Form 5988–E and DA Form 2404. Personnel are performing inspections, maintenance services, diagnostic checks, technical evaluations, marine condition surveys on watercraft and PMCS.	Latest copy of DA Form 5988–E or DA Form 2404	As required
41. Has annual safety gauging been completed on all weapons as required?	Equipment services are specified maintenance actions performed when required. Equipment, components and systems are routinely checked, adjusted, changed, analyzed, lubed and so forth in accordance with engineer specifications.	Current record of DA Form 5990–E (Maintenance Request) or DA Form 2407) in accordance with AR 750–1 and DA Pam 750–8, and applicable TMs	As needed

Table 10–1
Field level Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
42. Are the Radiation Safety Officer, Chemical, biological, radiological, and nuclear defense (CBRND) primary, CBRND assistant and CBRND officer identified and appointed in writing by the commander?	Each commander or director will designate in writing a radiation safety officer.	DA Pam 385–24 and AR 350–4	As needed
43. Is there a copy of the unit CBRND SOP and Radiation Safety SOP signed by the Commander?	Develop and maintain a unit SOP for storage, inventory, tracking and leak testing of radioactive commodities and response to broken or damaged radioactive devices.	AR 50–6, AR 385–10, and DA Pam 385–24	As needed
44. Does the CBRND room have a TM XX–10 and TM XX–20 for each piece of equipment?	Ground equipment operator-level (–10 to –15) publications quantities: one per piece of equipment.	DA Pam 25–33	As needed
45. Are procedures outlined in the unit SOP for communication equipment maintenance and repair parts properly inventoried?	Evacuate communications security (COMSEC) equipment to a capable repair activity only after a qualified communications electronics maintainer certifies that evacuation is required per AR 25–12.	AR 750–1	As needed

Table 10–2
Shop Operations Requirements Checklist

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
1. Has the commander appointed a responsible person to the duties of a dispatcher?	The commander appoints a person to the duties of dispatcher. The dispatcher receives a password and given access to SAMS-E.	DA Pam 750–8	Validate appointment orders annually
2. Does the dispatcher check the operator's OF 346/DA Form 5984–E (Operator's Permit Record) to verify his or her qualifications to operate the requested equipment?	Ensures the operator is registered as a licensed, qualified operator within SAMS-E. If the operator is not registered in SAMS-E, check for a valid DA Form 5984–E and update SAMS-E.	DA Pam 750–8	As needed
3. Is the commander or a designated representative approving limited operations of NMC equipment (authorized Circled X status on DA Form 2404/DA Form 5988–E)?	A circled X means the equipment has a deficiency but may be operated under set limitations. The commander or the commanders designated representative may authorize limited operation. The limited operation is usually for a one-time only operation but is dependent on the mission.	DA Pam 750–8	As needed
4. Are dispatches being returned on or before the due date?	Enter close of business or the actual time the user expects to return with the equipment. For extended dispatches, enter the date and time (if known) that the user expects to return the equipment.	DA Pam 750–8	As needed
6. Is equipment dispatched when evacuated to maintenance located outside of unit motor pool?	Dispatch equipment going to and from support maintenance.	DA Pam 750–8	As needed
7. Does each piece of equipment requiring dispatch have an equipment records folder?	An equipment record folder is assigned to a specific item of equipment. DA Form 5823 in the front outside pocket ties the folder to the equipment.	DA Pam 750–8	Spot check dispatches
8. Has the commander or designated a representative signed off post dispatch authorization?	The commander or the commanders designated representative signs and enters rank for off post travel.	DA Pam 750–8	Memorandum on file

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
9. Is the unit retaining a DA Form 5982–E/DA Form 2401 (Organizational Control Record for Equipment) when dispatched equipment is involved in an accident?	If an accident or unusual situation occurs, keep DA Form 2401 until the investigator releases it.	DA Pam 750–8	File copy
10. Are maintenance personnel using DA Form 2404/DA Form 5988–E to document inspections, periodic services, faults found and actions taken?	Use of DA Form 5988–E and DA Form 2404 when performing inspections, scheduled services, diagnostic checks, technical evaluations, marine condition surveys on watercraft and PMCS.	DA Pam 750–8	As needed
11. Are DA Form 2404 and DA Form 5988–E used to record services kept on file until the next service is performed?	Keep DA Form 5988–E and DA Form 2404 used for scheduled services on file for quality control until the next service is performed.	DA Pam 750–8	As needed
12. Are all uncorrected faults listed on DA Form 2404 and DA Form 5988–E moved to SAMS-E automated DA Form 5988–E?	Uncorrected are entered into SAMS-E or go on DA Form 2408–14 if using manual procedures.	DA Pam 750–8	Spot check
13. Are DA Form 2404 and DA Form 5988–E that indicate NMC faults on file until the deficiency is repaired?	When there is a NMC deficiency, keep DA Form 2404 and DA Form 5988–E until the deficiency is repaired.	DA Pam 750–8	File copy
15. Are DA Form 2407 and DA Form 5990–E on file for 90 days after equipment is repaired at support maintenance?	The owning unit keeps the copies for 90 days after the equipment repair. For items under a DA approved sampling plan, hold this copy as directed by the plan.	DA Pam 750–8	File copy
16. Is equipment services performed within the scheduled service interval? (Print-out service schedule for 1 year period to verify performance of services)	When services are complete, the system automatically schedules the next service. Supervisors must calculate and enter the next special service, lube and AOAP.	AR 750–1 and DA Pam 750–8	File copy
17. Is equipment outside the service schedule administratively placed on NMC status until the service is performed?	When the service exceeds the 10 percent variance, the equipment is administratively designated NMC until the service is completed. NMC equipment, because of a late scheduled service, is not reportable on the net-centric unit status report.	AR 750–1 and DA Pam 750–8	As needed
Warranty			
18. Is the unit utilizing DA Form 2407 to file warranty claims actions? Does the unit know what equipment is on warranty and the POC?	DA Form 2407 and DA Form 2407–1 (Maintenance Request Continuation Sheet) are the only forms used to file warranty claim actions.	DA Pam 750–8	List of warranty items and warranty POCs
19. Is the unit retaining DA Form 2407 on file until the warranty work is complete?	Copy one is kept by the owning unit until the equipment is returned or action is complete.	DA Pam 750–8	File copy
20. Does the unit maintain a copy of a DA Form 2408–4 for each tanks, artillery, and mortar tubes?	DA Form 2408–4 is used to record firing and other information on the service life of weapons, cannons, and mortar tubes.	DA Pam 750–8	File copy
21. Are required maintenance reports reviewed (signed off) and analyzed prior to submission to the next higher headquarter?	The maintenance officer provides the commander with accurate equipment status for all battalion units. Maintenance officers must fully understand materiel and unit equipment status reporting; and ensure that all reporting units within the unit fully comply with reporting procedures described in AR 200–1 and AR 700–138, and as supplemented by DA Pam 750–8 and DA Pam 738–751.	DA Pam 750–1	As needed

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
22. Maintenance processes: Is the maintenance work order register reviewed daily to ensure accuracy?	Units review daily all open work orders with higher-level support maintenance activity.	DA Pam 750–8	Unit maintains file copy
23. Maintenance records: Are DA Form 2408–9 on-hand?	Equipment requiring DA Forms 2408–9.	DA Pam 750–8	File copy
Records			
24. Historical records: Are scheduled services on training schedules at least one month in advance?	Are PMCS and equipment services on the unit-training schedule?	DA Pam 750–1 Unit Training Schedule	File copy
25. Establish and perform regular periodic evaluations of the units usage data in SAMS?	Check data against actual vehicle odometer reading as part of command maintenance discipline.		Establish and perform regular quarterly evaluations of the units usage data in SAMS
Publications			
26. Rescinded, superseded, and obsolete publications: Are rescinded, superseded and obsolete publications promptly destroyed to prevent their inadvertent use?	When a publication is rescinded or superseded, it becomes obsolete. Immediately discard obsolete items using local disposition procedures.	DA Pam 25–33	As needed
Key Control			
26. Key control: Is there a key custodian appointed in the motor pool for maintaining vehicle, tool room, petroleum, oil, and lubricants, prescribed load list, and toolbox keys?	A primary or alternate key custodian is the person appointed in writing to issue and receive keys and maintain accountability.	AR 190–51	Upon appointment with orders on file
27. Are keys maintained under proper control with access roster?	Properly secure keys and document access to keys	AR 190–11	Key access and posted roster
28. Was the last key inventory conducted within the allotted period?	Locks and keys require semi-annual inventory by serial number	AR 190–11	Monthly
29. Are service packets for equipment complete with the following documents: initial operators DA Form 5988–E; Quality Control Inspection, DA Form 5988–E to close-out service; updated DA Form 5988–E with all uncorrected faults and required repair parts entered in SAMS-E; and copy of closed dispatch for final road test (vehicles only)?	When field maintenance personnel perform a scheduled service they should return with the equipment the following forms to the operator/crew as part of the service packet (DA Form 5988–E and closed dispatch).	DA Pam 750–3	Spot check packets
PMCS			
30. Is PMCS performed prior to accepting work orders in field maintenance?	Perform a PMCS before accepting a work order.	DA Pam 750–3	As needed
31. Is the correct documentation included in equipment disposition packets?	DA Form 2404 (PMCS), DA Form 461–5 (Vehicle Classification Inspection), DA Form 3590 (Request for Disposition or Waiver) or DA Form 2402 (Maintenance Tag), whichever is applicable, will accompany all requests for disposition to the SSA.	DA Pam 750–3	Spot check records
Environmental and Hazardous Material and Waste			
32. Is there a primary alternate Environmental compliance Officer/Environmental compliance Non-Commissioned Officer appointed in writing?	Appoint and train environmental officers at appropriate organizational levels to ensure compliance.	AR 200–1 and FM 3–34.5	Appointed and posted in writing

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
33. Is there a unit HM/hazardous waste (HW) SOP?	Incorporate environmental responsibilities and environmental risk management into unit SOPs and operation orders appropriate.	AR 200–1 and FM 3–34.5	As part of SOP
34. Do units conduct new personnel and sustainment HM/HW training?	Documented training for new personnel and sustainment training for HM/HW. Units document on training schedules and class attendance rosters on file.	AR 200–1 and FM 3–34.5	Posted
35. Are environmental records stored and maintained?	Store and maintain environmental records (in hard copy or electronic format) in such a way that they are readily retrievable and protected against damage, deterioration or loss.	AR 200–1	Reviewed monthly
36. Is there a spill prevention, control and countermeasures plan?	Develop and implement a spill prevention, control and countermeasures plan.	AR 200–1	Posted in writing
37. Do units train and exercise spill prevention, control and countermeasures plans?	Train Soldiers and conduct exercises for spill prevention, control and countermeasures plan, as required.	AR 200–1	Documented Spill kits accessible and serviceable
Operational Readiness Floats			
38. Is operational readiness float (ORF) policy established where appropriate?	Use of the ORF is to achieve the equipment availability objectives in AR 700–138 and unit readiness objectives in AR 220–1.	AR 750–1	As part of SOP
39. Are ORF transactions documented?	All ORF transactions are documented in SAMS-E.	AR 750–1	Review of SAMS-E data
TMDE Program			
40. Has the TMDE coordinator reviewed the instruments master record file (IMRF) against the property book to ensure all authorized TMDE is maintained and the information is accurate?	95 percent or above of the TMDE inventory identified in the owner/users IMRF is available to the user in a calibrated and repaired condition. Items placed in calibration before use status is subtracted from the owner/users IMRF when calculating availability.	AR 750–43 and TB 750–25	Monthly Appointment orders on file
Quality Assurance and Quality Control Program			
41. Quality control: Has the commander established a quality control program for maintenance, repairs and scheduled services?	Integrate quality control with maintenance operations to ensure— (1) The identification of equipment faults. (2) Compliance with repair procedures and equipment standards contained in the TMs and equipment-specific publications.	AR 750–1	As needed
Army Safety Program			
42. Is the unit safety officer appointed on orders and is safety discussed in the SOP?	n/a	AR 385–10	Appointment orders and SOP
43. Signs: Are all hazardous areas prominently marked with caution and warning signs?	n/a	TB 385–4	As needed in unit work areas
44. Safety training: Are all new personnel trained to recognize specific hazards and risks in shop areas?	All Army personnel will receive CRM training (initial and sustainment training) in those areas needed for a safe and efficient execution of their tasks.	AR 385–10	Document training on the training calendar or on file for new personnel
45. Cleanliness: Are shops well organized, uncluttered and the floors free of grease or oil accumulation?	All personnel will train on all aspects of Army Safety Program and the Army Occupational Health Program that affects their workplace.	AR 385–10	As needed

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
46. Has the shop area been inspected for proper safety signs, safety board and fire extinguishers?	n/a	AR 385–10	Unit Safety Board Recent safety inspection Eye wash stations Fire extinguishers
Army Awards Program			
47. Has the commander established an awards program for operators and maintainers to receive the driver and mechanic badge?	Unit commanders are responsible for establishing and maintaining the program for awarding driver and mechanic badges.	DA Pam 750–3	As part of unit SOP
48. Are supervisors reviewing driving records to identify candidates for the drivers award?	The maintenance platoon leader who oversees the SAMS-E activity should coordinate with other affected platoon leaders (or their master drivers if assigned) and forward to the company commander with recommendations for the approval authority in a standard memo format.	DA Pam 750–3	As part of unit SOP
AOAP			
49. Is an AOAP monitor assigned?	Ensure each organization enrolls equipment as required by regulation and appoints an AOAP monitor who will ensure that subordinate units implements AOAP procedures within the command.	AR 750–1	Appointment orders upon appointment of new monitor
50. Are oil samples taken as required by interval and sampling techniques?	At scheduled intervals, owning units will extract samples of lubricants from enrolled equipment and submit the sample to AOAP laboratories for analysis. Equipment users will complete DD Form 2026 (see TB 43–0211) and submit the form with the sample to the AOAP laboratory.	DA Pam 750–8 and TB 43–0211	As needed
51. Is DA Form 2408–20 or printouts maintained on all equipment required to have AOAP samples taken?	Maintain DA Form 2408–20 (Oil Analysis Log) for each AOAP enrolled item. Unless directed by local requirements, AOAP participating units receiving and maintaining OASIS laboratory reports with data normally listed on DA Form 2408–20 are not required to maintain DA Form 2408–20.	DA Pam 750–8	As needed
52. Are all equipment requiring oil sampling enrolled in the AOAP program?	Equipment and components listed in TB 43–0211 and other equipment and components authorized by PM AOAP require sampling.	DA Pam 750–8 and TB 43–0211	Monthly validation
Warranty Program			
53. Has an Army MWO program been established?	Modifications to Army materiel are either mandatory MWOs that are emergency, urgent, or routine or minor alterations and special purpose or special-mission modifications.	AR 220–1, AR 700–138, AR 750–1, AR 750–10, DA Pam 750–8, and DA Pam 738–751	As needed
Product Quality Deficiency Improvement Reports			
54. Is the quality deficiency program in place?	All Army materiel is subject to SF 368.	AR 750–1	As part of unit SOP
Ground Safety Notification System			

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
55. Is a ground safety notification system in place?	The Ground Safety Notification System is used to disseminate high, medium and low-safety messages to the field when a materiel defect or hazardous condition that can cause death or injury to personnel or damage to equipment.	AR 750–1	As part of unit SOP
56. Are SOUM, MAM, and GPM promptly disseminated and complied with?	ACOMs, ASCCs and DRUs will disseminate SOUMs and GPMs within 24 hours to all subordinate units. ACOMs, ASCCs and DRUs will report compliance in accordance with the SOUM/GPM.	AR 750–1	Units notified, actions completed and documents filed
Drivers Training and Licensing			
57. Have drivers interviews been conducted by the commander or authorized representative when selecting driver and operators?	Commanders or authorized representatives conduct interviews. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness or any abnormal characteristics and medication, if used on a regular basis, that causes drowsiness, impairs vision, or affects coordination.	AR 600–55	Documented in file
58. Appointment orders: Are the driver training and assistant instructors appointed on orders?	Appoint instructors and assistant instructors in writing to train or instruct personnel.	AR 600–55	Appointment orders on file
59. Training: Is the instructor trained, licensed, technically knowledgeable and experienced in the equipment used in training?	All instructors and assistant instructors must be licensed to operate the vehicle or equipment.	AR 600–55	Appointed by commander
60. Training: Are first line supervisors or qualified individuals conducting annual check rides and annotating the operators DA Form 348 and OF 346/DA Form 5984–E?	First line supervisors will conduct an annual check ride (every 2 years for U.S. Army Reserve (USAR) and ARNG) for each driver to assess driving proficiency and identify weaknesses.	AR 600–55	Documented
61. Training: Is there a remedial training program for drivers or operators who have misused equipment, demonstrated a need for additional training or had a "driver at fault accident" traffic violation?	Commanders will establish a remedial training program for drivers or operators who have had driver at-fault accidents, traffic violations or misused equipment.	AR 600–55	As part of SOP Unit training calendar
62. Screening: Has each DA Form 348 been reviewed and updated annually by the designated individual?	Review DA Form 348 annually for: *(a)* Safety awards. *(b)* Expiration of permits. *(c)* Accidents and moving traffic violations. *(d)* Remedial, required or refresher training. *(e)* Re-examination. *(f)* License suspension.	AR 600–55	Documented
63. License: Is there a DA Form 348 on file for each operator?	All Active Army, ARNG, USAR and Army civilian personnel (excluding contractor personnel), including foreign nationals, whose positions require operating Government-owned or leased vehicles or equipment, will be trained and tested before issue of an OF 346.	DA Pam 750–8	On file
64. Night vision device (NVD) driving: Is there a NVD driver qualification program and is the training documented on DA Form 348?	Instructors will document qualification and refresher training on the individuals DA Form 348, Section III, and annotate on the OF 346 and DA Form 348, Section I, the specific type of NVD the individual is qualified.	AR 600–55	As part of SOP; documented

Table 10–2
Shop Operations Requirements Checklist—Continued

Regulatory Requirements	Administrative Procedures	References	Frequency/Standard
65. Hazardous materials: Are operators who are authorized to transport hazardous materials trained and certification annotated on DA Form 348?	Training in transporting hazardous materials will be consistent with Part 171, Title 49, Code of Federal Regulations (49 CFR 171). Military vehicle operators must meet the licensing requirements in paragraph 23, and must receive, as a minimum, introductory and familiarization training.	AR 600–55	Documented
66. Ground support equipment: Are operators trained, certified and licensed on power generation equipment, air compressors, heaters, forklifts, cranes, steam cleaners and pumping equipment? Is training/certification annotated on DA Form 348 and OF 346/DA Form 5984–E?	Applicants are required to demonstrate proficiency in operating each piece of equipment for which they are licensed. Enter qualifications on non-self-propelled equipment in DA Form 348, Section I, and enter training in Section III.	AR 600–55	Documented
67. Gas generating equipment: Are operators who perform tasks with oxygen, nitrogen, and acetylene certified as annotated on DA Form 348 and OF 346/DA Form 5984–E?	All military personnel and DA civilians must have an OF 346 and demonstrate their proficiency in order to operate the following mechanical or ground support equipment: gas generating equipment (all sizes and capacities, such as oxygen, nitrogen, and acetylene).	AR 600–55 and TB 600–1	Documented
Contracting Officer Technical Representative Training			
68. Does the unit require COTR training?	Where required, units must have COTR trained personnel when they work with or monitor contractor personnel performing maintenance on unit equipment. COTR must have the skill set to monitor or observe the contract.	AR 750–1	School trained COTR representatives Soldier training records
SSL Accountability and Demand Supported			
69. Does the unit properly account for SSL?	Units must maintain SSL and repair parts in accordance with AR 710–2.	AR 710–2	Unit conducts monthly 10 percent and Quarterly 100 percent inventory
70. Does the unit conduct demand analysis or dollar cost banding to determine appropriate stockage levels to include increases, decreases, adds or deletions?	Units must continuously adjust repair parts stockage based on requirements. Units must gain approval and add demand supported items.	AR 710–2	Quarterly review conducted and documented with recommended changes forwarded to the chain of command for approval
Usage			
71. Are units ensuring that vehicle usage is recorded and input into SAMS-E to support Army usage data?	n/a	DA Pam 750–8 and DA Pam 750–1	Spot check SAMS-E dispatches

Appendix A
References

Section I
Required Publications

AR 220–1
Army Unit Status Reporting and Force Registration-Consolidated Policies (Cited in paras 2–2*c*(4), 4–8*b*(3), and table 10–2.)

AR 700–138
Army Logistics Readiness and Sustainability (Cited in paras 1–6*b*, 2–2*c*(4), 4–8, 4–9*b*(2), and table 10–2.)

AR 700–139
Army Warranty Program (Cited in paras 6–8, 9–5*a*, and table 10–1.)

AR 710–2
Supply Policy Below the National Level (Cited in paras 3–3*a*, 4–1*b*, 4–5, 4–7, 6–5*b*, tables 10–1 and 10–2.)

AR 725–50
Requisitioning, Receipt, and Issue System (Cited in para 3–3*a*.)

AR 750–1
Army Materiel Maintenance Policy (Cited in paras 1–1, 1–6, 2–1, 2–2, 2–3*g*, 3–3*a*, 4–1, 4–4, 4–5*a*, 4–6*c*, 5–3, 6–2*c*(2), 6–7, 6–12, 6–14*a*, tables 10–1 and 10–2.)

AR 750–10
Army Modification Program (Cited in paras 6–8*e* and , 6–11.)

AR 750–43
Army Test, Measurement, and Diagnostic Equipment (Cited in paras 2–1*f*, 6–3*a*, tables 10–1 and 10–2.)

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures) (Cited in paras 4–1*c*, 4–7*a*, and, 6–5*b*.)

DA Pam 738–751
Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A) (Cited in paras 2–2*c*(4), 2–3, 2–4*i*, 4–1*c*, 4–3, 4–4, 6–7*a*(1), 6–8*g*, 6–13, and table 10–2.)

DA Pam 750–8
The Army Maintenance Management System (TAMMS) Users Manual (Cited in paras 2–2*c*(4), 2–3, 2–4*i*, 4–1*c*, 4–3, 4–4, 5–2, 6–7*a*(1), 6–8*g*, 6–13, 6–15, tables 10–1 and 10–2.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication. Unless otherwise indicated, publications are available on the Army Publications Directorate Web site at http://www.apd.army.mil. Technical bulletins are available at https://www.logsa.army.mil/etms/online.htm, unless otherwise indicated.

AR 5–10
Stationing

AR 11–1
Command Logistics Review Program

AR 15–6
Procedures for Investigating Officers and Boards of Officers

AR 25–12
Communications Security Equipment Maintenance and MaintenanceTraining

AR 25–400–2
The Army Records Information Management System (ARIMS)

AR 40–61
Medical Logistics Policies

AR 50–6
Nuclear and Chemical Weapons and Materiel Chemical Surety

AR 95–1
Flight Regulations

AR 190–11
Physical Security of Arms, Ammunition and Explosives

AR 190–51
Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 200–1
Environmental Protection and Enhancement

AR 385–10
The Army Safety Program

AR 525–29
Army Force Generation

AR 570–4
Manpower Management

AR 600–55
The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)

AR 600–8–2
Suspension of Favorable Personnel Actions (Flag)

AR 700–4
Logistics Assistance

AR 700–68
Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders

AR 700–127
Integrated Logistic Support

AR 702–7–1
Reporting of Product Quality Deficiencies Within the U.S. Army

AR 710–3
Inventory Management Asset and Transaction Reporting System

AR 715–9
Operational Contract Support Planning and Management

AR 735–5
Property Accountability Policies

AR 750–6
Army Equipment Safety and Maintenance Notification System

AR 750–59
Army Corrosion Prevention and Control Program

ATTP 4–33
Maintenance Operations

49 CFR 171
General Information, Regulations, and Definitions (Available at www.ecfr.gov.)

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms (online)

DA Pam 25–33
User's Guide for Army Publications and Forms

DA Pam 385–1
Small Unit Safety Officer/Noncommissioned Officer Guide

DA Pam 385–24
The Army Radiation Safety Program

DA Pam 611–21
Military Occupational Classification and Structure

DA Pam 700–16
The Army Ammunition Management System

DA Pam 708–3
Cataloging of Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (SB 700–20)

DA Pam 710–2–2
Supply Support Activity Supply System: Manual Procedures

DA Pam 750–1
Commanders' Maintenance Handbook

DA Pam 750–3
Soldiers' Guide for Field Maintenance Operations

DOD 4140.1–R
DOD Supply Chain Materiel Management Regulation (Available at http://www.dtic.mil/whs/directives.)

FM 3–34.5
Environmental Considerations

PS Magazine
Army TB 43PS-series, PS, The Preventive Maintenance Monthly (Available at https://www.logsa.army.mil/psmag/psonline.cfm.)

TB 1–1500–341–01
Aircraft Components Requiring Maintenance Management and Historical Data

TB 43–0144
Painting of Watercraft

TB 43–0211
Army Oil Analysis Program (AOAP) Guide for Leaders and Users (Available at https://www.logsa.army.mil.)

TB 43–180
Technical Bulletin Calibration and Repair Requirements for the Maintenance of Army Materiel (Available at https://www.logsa.army.mil.)

TB 55–1900–201–45/1
Guide to Army Watercraft Survey Inspections, Repair Procedures and Repair Specifications Preparation

TB 55–1900–205–24
Watercraft Information and Reporting System (WIRS) Data Collection for Configuration Control

TB 380–41
Security: Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Materiel

TB 385–4
Safety Requirements for Maintenance of Electrical and Electronic Equipment

TB 600–1
Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by U.S. Army Troop Support and Aviation Materiel Readiness Command

TB 750–25
Maintenance of Supplies and Equipment: Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support (CRS) Program

TC 21–305
Training Program for Wheeled Vehicle Accident Avoidance

TC 21–306
Tracked Combat Vehicle Driver Training

TM 1–1500–328–23
Technical Manual Aeronautical Equipment Maintenance Management Policies and Procedures

TM 55–2620–200–24
Inspection, Maintenance Instructions, Storage, and Disposition of Aircraft Tires and Inner Tubes

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil). DD forms are available from the Office of the Secretary of Defense Web site (http://www.dtic.mil/whs/directives/infomgt/forms/). SF Forms are available on the GSA Web site (http://www.gsa.gov/portal/forms/type/SF). OF Forms are available on the GSA web site (http://www.gsa.gov/portal/forms/type/OP).

DA Form 348
Equipment Operator's Qualification Record (Except Aircraft)

DA Form 461–5
Vehicle Classification Inspection

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2401
Organizational Control Record for Equipment

DA Form 2402
Maintenance Tag (Available through normal forms supply channels)

DA Form 2404
Equipment Inspection and Maintenance Worksheet

DA Form 2406
Materiel Condition Status Report

DA Form 2407
Maintenance Request (Available through normal forms supply channels)

DA Form 2407–1
Maintenance Request Continuation Sheet (Available through normal forms supply channels)

DA Form 2408–4
Weapon Record Data

DA Form 2408–5
Equipment Modification Record

DA Form 2408–9
Equipment Control Record

DA Form 2408–13–3
Aircraft Technical Inspection Worksheet

DA Form 2408–14
Uncorrected Fault Record

DA Form 2408–20
Oil Analysis Log

DA Form 2417
U.S. Army Calibration System Rejected Instrument (Available through normal forms supply channels)

DA Form 2765–1
Request for Issue or Turn-In

DA Form 3254–R
Oil Analysis Recommendation and Feedback

DA Form 3590
Request for Disposition or Waiver

DA Form 5409
Inoperative Equipment Report

DA Form 5410
Unit Level Deadlining Parts Report

DA Form 5823
Equipment Identification Card

DA Form 5982–E
Dispatch Control Log (Generated electronically in SAMS-I/IE)

DA Form 5984–E
Operator’s Permit Record (Generated electronically in SAMS-I/IE)

DA Form 5987–E
Motor Equipment Dispatch (Generated electronically in SAMS-I/IE)

DA Form 5988–E
Equipment Inspection/Maintenance Worksheet (Generated electronically in SAMS-I/IE)

DA Form 5989–E
Maintenance Request Register (Generated electronically in SAMS-I/IE)

DA Form 5990–E
Maintenance Request (Generated electronically in SAMS-I/IE)

DA Form 5991–E
Oil Analysis Request (Generated electronically in SAMS-I/IE)

DA Label 80
U.S. Army Calibrated Instrument (Available through normal forms supply channels.)

DA Label 163
U.S. Army Limited or Special Calibration (Available through normal forms supply channels.)

DD Form 1348–1A
Issue Release/Receipt Document

DD Form 314
Preventive Maintenance Schedule and Record

DD Form 2026
Oil Analysis Request

OF 346
U.S. Government Motor Vehicle Operator's Identification Card (Stocked and Issued through GSA Global Supply, Federal Agencies)

SF 368
Product Quality Deficiency Report (PQDR)

Glossary

Section I
Abbreviations

AAME
Army Award for Maintenance Excellence

ACOM
Army command

AIT
automatic identification technology

AMC
Army Materiel Command

AMSS
Army Materiel Status System

AOAP
Army Oil Analysis Program

APD
Army Publishing Directorate

AR
Army Regulation

ARFORGEN
Army Force Generation

ARNG
Army National Guard

ARSOF
Army special operations forces

ASCC
Army service component command

BDAR
battlefield damage, assessment, and repair

CBRND
chemical, biological, radiological, and nuclear defense

CD
compact disc

CEF
Contingency Expeditionary Force

CLS
contractor logistics support

COL
colonel

COMET
command maintenance evaluation team

COMSEC
communications security

COP
common operating picture

COTR
contracting officer's technical representative

CPC
corrosion prevention and control

DA
Department of the Army

DCS, G–4
Deputy Chief of Staff, G–4

DD
Department of Defense

DEF
Deployment Expeditionary Force

DLA
Defense Logistics Agency

DOD
Department of Defense

DOL
director of logistics

DRU
direct reporting unit

EAB
echelons above brigade

ETM
electronic technical manual

FM
field manual

FMC
fully mission capable

GPM
ground precautionary message

HW
hazardous waste

HQDA
Headquarters, Department of the Army

IETM
interactive electronic technical manual

IG
inspector general

LAR
logistics assistance representative

LBE
left behind equipment

LCMC
Life Cycle Management Command

LO
lubrication order

LOGSA
Logistics Support Agency

LRU
line replaceable unit

LTC
lieutenant colonel

MAC
maintenance allocation chart

MAIT
maintenance assistance and instruction team

MAM
maintenance advisory message

MCO
maintenance control officer

MMDF
maintenance master data file

MOS
military occupational specialty

MRAP
mine resistant ambush protected

MTOE
modification table of organization and equipment

MWO
modification work order

NCO
noncommissioned officer

NMC
non mission capable

NVD
night vision device

OF
optional form

ORF
operational readiness float

Pam
pamphlet

PBUSE
property book unit supply-enhanced

PCN
product control number

PDTE
predeployment training equipment

PM
project manager

PMCS
preventive maintenance checks and services

PQDR
Product Quality Deficiency Report

RC
reserve component

SAMS
Standard Army Maintenance System

SAMS–1
Standard Army Maintenance System-Level 1

SAMS-E
Standard Army Maintenance System-Enhanced

SAMS-IE
Standard Army Maintenance System-Installation Enhanced

SAMS–1E
Standard Army Maintenance System–1Enhanced

SAMS–2E
Standard Army Maintenance System–2 Enhanced

SASMO
Sustainment Automation Support Management Office

SF
standard form

SMR
source maintenance and recoverability

SOO
support operations officer

SOP
standard operating procedure

SOR
sources of repair

SOUM
safety of use message

SSA
supply support activity

TAMMS
The Army Maintenance Management System

TB
technical bulletin

TC
training circular

TDA
table of distribution and allowances

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

TOE
table of organization and equipment

UIT
unique item tracking

USASOC
U.S. Army Special Operations Command

Section II
Terms

Command Maintenance Discipline Program
A four-fold program addressing the following: responsibilities of commanders and supervisor personnel to instill maintenance discipline, guidance for evaluating maintenance discipline, feedback through command and technical channels for improving maintenance policy and procedures, and follow-up to maintain maintenance discipline.

Dues-in, dues-out
Dues-in is used to describe an obligated requirement that is scheduled to fill a supply support requirement, a dues-out (see AR 710–1, AR 710–2, and AR 725–50).

FEDLOG
A LIS published by the Defense Logistics Information Service that allows retrieval of information from the Federal Logistics Information System and service specific databases (see http://www.dlis.dla.mil/FedLog).

Flyaway items
Items taken on flights to assist in repair of aircraft.

Fully mission capable safety
FMC safety is defined as equipment FMC to accomplish the peacetime training mission with all safety related deficiencies corrected and urgent safety related MWOs applied.

Issue priority designator
Designates who or what will receive materiel first. The oldest requirement with the highest issue priority designator gets the materiel first (see AR 710–1 and AR 725–50).

Supervisory personnel
Supervisory personnel are individuals with responsibility to lead maintenance operations within or the unit. This applies to officers, warrant officers, NCOs and civilians. Examples are company commanders, TDA directors and TDA division chiefs.

Maintenance discipline
Compliance with DA policy to administer maintenance economies. Maintenance discipline applies to all functions and levels of maintenance (from unit/contractor through national users), including the effective use of funds.

Maintenance economy
Conservation of materials by every individual involved with maintenance to ensure the proper use of parts and labor. The term stewardship of resources is synonymous with maintenance economy.

Predeployment training equipment
PDTE is a pool of standard Army and N-SE pre-positioned at select installations to support pre-deployment training that replicates the equipment units require to accomplish its deployed mission. PDTE is low density, high demand, theater specific equipment not available on the installation or determined unavailable for hand receipt or lateral transfer from another unit or installation to support training requirements for 90 days or less. PDTE supplements shortages on the unit MTOE or is used to meet mission-essential equipment list requirements. PDTE is maintained at TM 10/20 condition but may be loaned to units in a minimum FMC safety condition due to deployment timelines.

Repeat findings
A discrepancy of non-compliance noted from a previous inspection and unresolved beyond the established suspense date.

Requirements listing
A compilation of existing regulatory requirements as a single source listing and organized by level of responsibility or function.

Section III
Special Abbreviations and Terms

AFSBn
Army Field Support Battalion

ARI
automatic reset induction

ARMT
Automated Reset Management Tool

ASC
Army Sustainment Command

BLST
brigade logistics support team

CMDP
Command Maintenance Discipline Program

HM
hazardous material

IMRF
instrument master record file

LIS
Logistics Information Systems

LUP
Low Usage Program

MENS-E
Material Enterprise Non-Standard Equipment

N-SE
non-standard equipment

SAMS-2
Standard Army Maintenance System–Level 2

TLRT-M
total logistics response time-maintenance

ULLS-AE
Unit Level Logistics System-Aviation Enhanced