

STP 9-94D34-SM-TG

April 2006

**SOLDIER'S MANUAL
and
TRAINER'S GUIDE**

MOS 94D

**AIR TRAFFIC CONTROL
EQUIPMENT REPAIRER**

SKILL LEVELS 3 and 4

HEADQUARTERS, DEPARTMENT OF THE ARMY

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

**This publication is available at Army
Knowledge Online <www.us.army.mil>
and the General Dennis J. Reimer Training and
Doctrine Digital Library at <www.train.army.mil>.**

SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 94D

Air Traffic Control Equipment Repairer

Skill Levels 3 and 4

CONTENTS

| | Page |
|---|------------|
| Preface | iii |
| Chapter 1. Introduction | 1-1 |
| 1-1. General..... | 1-1 |
| 1-2. Task Summaries | 1-1 |
| 1-3. Soldier's Responsibilities..... | 1-2 |
| 1-4. NCO Self-Development and the STP..... | 1-2 |
| 1-5. Commander's Responsibilities..... | 1-3 |
| 1-6. Trainer's Responsibilities | 1-3 |
| 1-7. Training Support..... | 1-3 |
| Chapter 2. Trainer's Guide | 2-1 |
| 2-1. General..... | 2-1 |
| 2-2. Subject Area Codes | 2-2 |
| 2-3. Duty Position Training Requirements..... | 2-2 |
| 2-4. Critical Task List..... | 2-3 |
| Chapter 3. MOS/Skill Level Tasks | 3-1 |
| Skill Level 3 | |
| Subject Area 1: Maintenance Operations | |
| 093-SSG-3001 Inspect Section/Shop Safety..... | 3-1 |
| 093-SSG-3003 Maintain Section/Shop Calibration Program..... | 3-3 |
| 093-SSG-3004 Submit a Quality Deficiency Report (QDR)..... | 3-5 |
| 093-SSG-3005 Submit Equipment Improvement Recommendation (EIR)..... | 3-9 |
| 093-SSG-3008 Provide Technical Assistance to Repairers | 3-11 |
| 093-SSG-3009 Perform Initial Inspections..... | 3-12 |
| 093-SSG-3010 Perform Final Inspections | 3-13 |

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

| | Page |
|--|---------------------|
| 093-SSG-3011 Write a Standing Operating Procedure (SOP)..... | 3-14 |
| 093-SSG-3012 Perform In-Process Inspections..... | 3-16 |
| 093-SSG-3014 Assess Battlefield Damage..... | 3-17 |
| Subject Area 2: Maintenance Management | |
| 093-SSG-3002 Manage Section/Shop Security | 3-19 |
| 093-SSG-3006 Plan Work Flow..... | 3-21 |
| 093-SSG-3007 Direct Performance of Preventive Maintenance | 3-22 |
| 093-SSG-3013 Maintain Property Accountability | 3-24 |
| 093-SSG-3015 Manage Demand Supported Repair Parts Listed on the Prescribed Load List (PLL)..... | 3-25 |
| 093-SSG-3016 Monitor Bench Stock Operations | 3-27 |
| 093-SSG-3017 Monitor Shop Stock Operations..... | 3-28 |
| 093-SSG-3019 Inspect Maintenance Support Team Operations | 3-29 |
| 093-SSG-3020 Inspect Maintenance Reporting and Management Data | 3-30 |
| 093-SSG-3021 Review SAMS-1 Reports | 3-32 |
| Skill Level 4 | |
| Subject Area 3: Senior Maintenance Operations | |
| 093-SFC-4101 Manage a Shop Security Program | 3-33 |
| 093-SFC-4106 Manage Maintenance Shop Operations..... | 3-34 |
| 093-SFC-4107 Manage Logistics Support..... | 3-36 |
| 093-SFC-4111 Coordinate Activities Between Production Control and Supply Support Activity..... | 3-37 |
| 093-SFC-4112 Manage Shop Supply Operations | 3-38 |
| 093-SFC-4114 Manage Operational Readiness Float (ORF) Transactions..... | 3-39 |
| Subject Area 4: Senior Maintenance Management | |
| 093-SFC-4103 Prepare Input to Materiel Condition Status Report | 3-40 |
| 093-SFC-4104 Manage SAMS-1 System Administration | 3-41 |
| 093-SFC-4105 Manage Hand Receipt Functions..... | 3-42 |
| 093-SFC-4108 Manage Shop Personnel Actions..... | 3-44 |
| 093-SFC-4109 Review SAMS-2 Reports..... | 3-45 |
| 093-SFC-4110 Conduct Site Reconnaissance | 3-46 |
| 093-SFC-4113 Provide Liaison to Supported Units..... | 3-47 |
| Appendix A DA Form 5164-R (Hands-On Evaluation) | A-1 |
| Appendix B DA Form 5165-R (Field Expedient Squad Book)..... | B-1 |
| Glossary | Glossary-1 |
| References..... | References-1 |

PREFACE

This soldier training publication (STP) is intended for soldiers holding MOS 94D, Skill Levels 3 and 4, their supervisors, trainers, and commanders. It contains an MOS training plan providing information needed to plan, conduct, and evaluate unit training, one of the most important jobs of military leaders. It includes standardized training objectives in the form of task summaries that can be used to train and evaluate soldiers on critical tasks supporting unit missions during wartime.

Soldiers holding MOS 94D should have access to this publication. Trainers and first-line supervisors should actively plan for soldier access; making it available in work areas, unit learning centers, and unit libraries. However, it is not intended for an individual copy to be provided to each MOS holder. The STP is obtainable on-line from the Reimer Digital Library (RDL).

This publication applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the United States Army Reserve unless otherwise stated.

The proponent of this publication is Headquarters, United States Army Training and Doctrine Command (HQ TRADOC). Submit comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Department of the Army, Training Directorate, Fix/Arm Division, ATTN: ATCL-AO, 401 First Street, Suite 225, Fort Lee, VA 23801-1511.

This page intentionally left blank.

CHAPTER 1

Introduction

1-1. General. This STP identifies individual military occupational specialty (MOS) training requirements for soldiers holding MOS 94D. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. The STP is the primary MOS reference for supporting self-development, evaluating MOS proficiency, and training of 94D soldiers. Commanders employ two primary methods to evaluate soldier proficiency:

- Commander's evaluation. Commander's evaluations are local tests or assessments of soldiers' performance of MOS-specific and common tasks critical to the unit mission. They may be conducted year-round.
- Common task test (CTT). CTTs are hands-on tests used to evaluate proficiency on common tasks. Alternate written tests are provided if equipment is not available for hands-on testing.

a. This publication is the soldier's primary reference to prepare for a commander's evaluation of MOS-specific tasks. It contains task summaries for all critical tasks specific to the MOS and skill level (SL). Commanders and trainers will use this soldier's manual/trainer's guide (SM/TG) to plan and conduct training and commander's evaluations.

b. Chapter 2, Trainer's Guide, contains information needed to plan training requirements for this MOS. The trainer's guide—

- Identifies subject areas in which soldiers must be trained.
- Identifies critical tasks for each subject area.
- Specifies where soldiers are initially trained on each task.
- Recommends how often each task should be trained to sustain proficiency.
- Recommends a strategy for cross-training soldiers.
- Recommends a strategy for training soldiers to perform higher-level tasks.

c. Use this STP along with STP 21-1-SMCT (Soldier's Manual of Common Tasks, Skill Level 1), STP 21-24-SMCT (Soldier's Manual of Common Tasks, Skill Levels 2-4), Army training and evaluation programs (ARTEPs), FM 25-4 (How to Conduct Training Exercises), FM 25-5 (Training for Mobilization and War), FM 7-0 (Training the Force), and FM 7-1 (Battle-Focused Training) to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

1-2. Task Summaries. Task summaries outline wartime performance requirements for each critical task in the STP. They provide both soldier and trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information soldiers must know and skills they must perform to standard for each task. Following is the task summary format:

- Task number. The task number is a 10-digit number that identifies the task and skill level. Include the task number and title in any correspondence relating to the task.
- Task title. The task title identifies the action to be performed.

- **Conditions.** The task conditions statement describes the field or garrison conditions under which the task will be performed and identifies the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime.
- **Standards.** The task standards describe how well and to what level of proficiency the soldier must perform the task under wartime conditions. Standards are typically expressed in terms of accuracy, completeness, duration, sequence, speed, and tolerance.
- **Performance steps.** This section provides, in detail, what is required on how to perform the task.
- **Performance measures.** This section identifies specific actions that the soldier must accomplish to complete the task successfully. Performance measures appear in a GO/NO-GO rating format for easy evaluation. Some tasks may also include detailed training information in a Training Information Outline and an Evaluation Preparation Section. The Evaluation Preparation Section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.
- **References.** This section identifies references that provide more detailed explanations of task performance requirements than are given in the task summary.
- **Warnings.** Warnings alert users to the possibility of immediate personal injury or equipment damage.
- **Notes.** Notes provide additional supportive explanations or tips relating to task performance.

1-3. Soldier's Responsibilities. Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining performance of all common tasks listed in the SMCTs at their current skill level and below. Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

1-4. NCO Self-Development and the STP. Self-development is a key component of leader development. Leaders follow planned, progressive, sequential self-development programs developed by the individual NCO and his/her first-line supervisor to enhance and sustain military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment. The self-development concept requires NCOs, as Army professionals, to take responsibility for remaining current in all phases of their MOS. The STP is the NCO's primary source for maintaining MOS proficiency. Another important resource for self-development is the Army Institute for Professional Development (AIPD), which administers many distributed learning courses and the Army Correspondence Course Program (ACCP). The AIPD web site, <http://www.atsc.army.mil/accp/aipdnew.asp> provides course listings with detailed eligibility requirements and enrollment information.

1-5. Commander's Responsibilities. Commanders must ensure that their unit training plans prepare the unit for war by enabling soldiers to develop and sustain proficiency in their MOS and skill level tasks. Commanders should design unit training programs to provide individual training for all soldiers assigned to the unit and to evaluate soldier proficiency routinely as part of the commander's evaluation program. The unit training program should also integrate individual training with crew drills and other collective training. The MOS training plan provides information on which to base integration, cross-train, train-up, and sustainment training programs. Commanders should use the MOS training plan when developing unit training plans.

1-6. Trainer's Responsibilities. Training is the business of all unit leaders. First-line leaders are the principal trainers in the unit because they directly supervise soldiers and lead crews, squads, sections, and teams.

a. Trainers can use the MOS training plan to determine the critical tasks each soldier is responsible for. They should tell each soldier which tasks he/she must be able to perform. Trainers should evaluate task performance to determine which tasks each soldier can or cannot perform to standard. Soldiers who cannot perform a task to standard need further training. This STP helps the trainer do what trainers get paid to do—train. Developing effective training is explained in detail in FM 7-0 and FM 7-1.

b. Trainers can monitor the progress of their soldiers by recording task GO/NO-GO results. Trainers may use DA Form 5164-R (Hands-On Evaluation) to record the performance measures a soldier passed or failed. The form, which may be locally reproduced, applies to all tasks in this STP. Trainers may have DA Form 5164-R overprinted with information unique to their training requirements before reproducing it. See Appendix A for instructions on how to obtain and fill out a copy of a DA Form 5164-R.

c. Trainers may use DA Form 5165-R (Field Expedient Squad Book) to record hands-on GO/NO-GO results for a group of soldiers (for example, a crew, section, or squad) having the same MOS and skill level. This form supports conduct of commander's evaluations, and can be used to record training results gathered in the field during slack time for all MOSs and skill levels. Use of this form is optional. See Appendix B for instructions on how to obtain and fill out a copy of a DA Form 5165-R. Trainers should work with each soldier until tasks can be performed to specific task summary standards.

1-7. Training Support. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

This page intentionally left blank.

CHAPTER 2

Trainer's Guide

2-1. General. The MOS Training Plan identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MOS Training Plan should be used as a guide for conducting unit training and not a rigid standard. The MOS Training Plan consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

a. Part One of the MOS Training Plan shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

b. Section I lists subject area numbers and titles used throughout the MOS Training Plan. These subject areas are used to define the training requirements for each duty position within an MOS.

c. Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position Column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area Column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross-Train Column.** This column lists the recommended duty position for which soldiers should be cross-trained.
- **Train-Up/Merger Column.** This column lists the corresponding duty position for the next higher skill level or military occupational specialty code (MOSC) the soldier will merge into on promotion.

d. Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area Column.** This column lists the subject area number and title in the same order as Section I, Part One of the MOS Training Plan.
- **Task Number Column.** This column lists the task numbers for all tasks included in the subject area.
- **Title Column.** This column lists the task title for each task in the subject area.
- **Training Location Column.** This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, and so on), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

| | |
|--------------|---------------------|
| BNCOC | Basic NCO Course |
| ANCOC | Advanced NCO Course |
| UNIT | Trained in the Unit |

Figure 2-1. Training Locations

- **Sustainment Training Frequency Column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

| | |
|-----------|----------------|
| BA | - Biannually |
| AN | - Annually |
| SA | - Semiannually |
| QT | - Quarterly |
| MO | - Monthly |
| BW | - Biweekly |
| WK | - Weekly |

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level Column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

2-2. Subject Area Codes

Skill Level 3

- 1 Maintenance Operations
- 2 Maintenance Management

Skill Level 4

- 3 Senior Maintenance Operations
- 4 Senior Maintenance Management

2-3. Duty Position Training Requirements

| | Duty Position | Subject Areas |
|----------------------|--|----------------------|
| Skill Level 3 | Air Traffic Control Equipment Repairer | 1 - 2 |
| Skill Level 4 | Air Traffic Control Equipment Repairer | 1 - 4 |

2-4. Critical Task List

**MOS TRAINING PLAN
94D34**

CRITICAL TASKS

| Task Number | Title | Training Location | Sust Tng Freq | Sust Tng SL |
|---|---|-------------------|---------------|-------------|
| Skill Level 3 | | | | |
| <i>Subject Area 1. Maintenance Operations</i> | | | | |
| 093-SSG-3001 | Inspect Section/Shop Safety | BNCOC | QT | 3 |
| 093-SSG-3003 | Maintain Section/Shop Calibration Program | BNCOC | QT | 3 |
| 093-SSG-3004 | Submit a Quality Deficiency Report (QDR) | BNCOC | QT | 3 |
| 093-SSG-3005 | Submit Equipment Improvement Recommendation (EIR) | BNCOC | QT | 3 |
| 093-SSG-3008 | Provide Technical Assistance to Repairers | BNCOC | QT | 3 |
| 093-SSG-3009 | Perform Initial Inspections | BNCOC | QT | 3 |
| 093-SSG-3010 | Perform Final Inspections | BNCOC | QT | 3 |
| 093-SSG-3011 | Write a Standing Operating Procedure (SOP) | BNCOC | QT | 3 |
| 093-SSG-3012 | Perform In-Process Inspections | BNCOC | QT | 3 |
| 093-SSG-3014 | Assess Battlefield Damage | BNCOC | QT | 3 |
| <i>Subject Area 2. Maintenance Management</i> | | | | |
| 093-SSG-3002 | Manage Section/Shop Security | BNCOC | QT | 3 |
| 093-SSG-3006 | Plan Work Flow | BNCOC | QT | 3 |
| 093-SSG-3007 | Direct Performance of Preventive Maintenance | BNCOC | QT | 3 |
| 093-SSG-3013 | Maintain Property Accountability | BNCOC | QT | 3 |
| 093-SSG-3015 | Manage Demand Supported Repair Parts Listed on the Prescribed Load List (PLL) | BNCOC | QT | 3 |
| 093-SSG-3016 | Monitor Bench Stock Operations | BNCOC | QT | 3 |
| 093-SSG-3017 | Monitor Shop Stock Operations | BNCOC | QT | 3 |
| 093-SSG-3019 | Inspect Maintenance Support Team Operations | BNCOC | QT | 3 |
| 093-SSG-3020 | Inspect Maintenance Reporting and Management Data | BNCOC | QT | 3 |
| 093-SSG-3021 | Review SAMS-1 Reports | BNCOC | QT | 3 |
| Skill Level 4 | | | | |
| <i>Subject Area 3. Senior Maintenance Operations</i> | | | | |
| 093-SFC-4101 | Manage a Shop Security Program | ANCOC | MO | 4 |
| 093-SFC-4106 | Manage Maintenance Shop Operations | ANCOC | QT | 4 |
| 093-SFC-4107 | Manage Logistics Support | ANCOC | QT | 4 |
| 093-SFC-4111 | Coordinate Activities Between Production Control and Supply Support Activity | ANCOC | MO | 4 |
| 093-SFC-4112 | Manage Shop Supply Operations | ANCOC | QT | 4 |
| 093-SFC-4114 | Manage Operational Readiness Float (ORF) Transactions | ANCOC | AN | 4 |

| Subject Area 4. Senior Maintenance Management | | | | |
|--|---|-------|----|---|
| 093-SFC-4103 | Prepare Input to Materiel Condition Status Report | ANCOC | QT | 4 |
| 093-SFC-4104 | Manage SAMS-1 System Administration | ANCOC | SA | 4 |
| 093-SFC-4105 | Manage Hand Receipt Functions | ANCOC | SA | 4 |
| 093-SFC-4108 | Manage Shop Personnel Actions | ANCOC | SA | 4 |
| 093-SFC-4109 | Review SAMS-2 Reports | ANCOC | SA | 4 |
| 093-SFC-4110 | Conduct Site Reconnaissance | UNIT | AN | 4 |
| 093-SFC-4113 | Provide Liaison to Supported Units | ANCOC | AN | 4 |

CHAPTER 3**MOS/Skill Level Tasks**

Skill Level 3

Subject Area 1: Maintenance Operations

Inspect Section/Shop Safety**093-SSG-3001**

Conditions: In a contemporary operating environment (COE), given a requirement to inspect an electronics or avionics maintenance shop area and given Army regulation (AR) 40-5, AR 385-10, Department of the Army (DA) Pamphlet 40-501, DA Pamphlet 385-1, Technical Bulletin (TB) 385-3, TB 385-4, TB Medical (MED) 523, unit and local standing operating procedures (SOPs), and unit safety checklist. This task can be performed in a field or garrison environment.

Standards: Conduct inspection to ensure that all Army, company, and maintenance shop safety policies, regulations, and local SOPs were followed; all safety hazards were identified; environmental risk assessment to determine high risks areas was performed; and all deficiencies were corrected. Establish an inspection schedule covering what to inspect and how frequently. Record deficiencies and recommended corrective actions and retained these reports to check progress. Follow up to ensure deficiencies had been corrected.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Reviewed the Army, company, and maintenance shop safety policies, regulations, and local SOPs. | — | — |
| 2. Ensured that all of the Army safety references and company and maintenance shop SOPs were being followed. | — | — |
| 3. Planned inspections so that all areas were covered periodically. <ul style="list-style-type: none"> a. Identified hazards to the environment prior to the inspection process. b. Assessed the probability of environmental damage/violations using environmental risk assessment matrices before the inspection process. | — | — |
| 4. Scheduled the inspection so that normal operations were disrupted as little as possible. | — | — |
| 5. Inspected areas with the greatest potential for accident severity and those having the highest accident frequency more frequently. | — | — |
| 6. Developed a suitable checklist of items to be inspected in accordance with AR 385-10, AR 40-5, DA Pamphlet 40-501, DA Pamphlet 385-1, TB 385-3, TB 385-4, TB MED 523, and maintenance section/shop SOPs. | — | — |
| 7. Inspected the maintenance section/shop to ensure that all test equipment calibration dates were current. | — | — |
| 8. Inspected the maintenance section/shop to ensure that all equipment and benches were properly grounded. | — | — |
| 9. Inspected the maintenance section/shop to ensure that a mounted safety board was present. | — | — |
| 10. Inspected the maintenance section/shop to ensure that rubber floor mats or similar insulating materials were provided for each repair position. | — | — |

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 11. Inspected the maintenance section/shop to ensure that all power attachments, plugs, and connectors were serviceable with no exposed parts carrying electric current except the prongs. | — | — |
| 12. Inspected the maintenance section/shop to ensure that all physical and high-voltage hazards had been identified. | — | — |
| 13. Inspected the maintenance section/shop to ensure it was complying with host nation, local, state, and federal environmental laws and regulations. | — | — |
| 14. Briefed the chain of command on the results, potential high-risk areas, and recommendations from the safety inspection. | — | — |
| 15. Identified all safety hazards and took corrective action. | — | — |
| 16. Ensured that any deficiencies found were corrected. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

AR 385-10
 AR 40-5
 DA PAM 385-1
 DA PAM 40-501
 TB 385-3
 TB 385-4
 TB MED 523

Related

AR 200-1
 AR 385-40
 DA PAM 200-1
 FM 3-04.500
 FM 4-30.3
 TB 43-0129
 TC 3-34.489

Maintain Section/Shop Calibration Program
093-SSG-3003

Conditions: In a contemporary operating environment (COE), given the maintenance section/shop calibration program, to include test, measurement, and diagnostic equipment (TMDE) master listing for the program; Department of the Army (DA) Form 3758-R (Calibration and Repair Requirements Worksheet); DA Label 80 (US Army Calibrated Instrument); Technical Bulletin (TB) 43-180; TB 750-25; and company standing operating procedures (SOPs). This task can be performed in a field or garrison environment.

Standards: Maintain a master listing for all calibrated equipment assigned to the maintenance section/shop in accordance with TB 43-180, TB 750-25, and company SOPs. Review the section/shop calibration listing for equipment due calibration on a monthly basis and update status of all calibration equipment still turned in to the calibration support unit.

Performance Steps

1. Identify all equipment listed on section/shop hand receipts that might require a calibration label.
 - a. Test equipment.
 - b. Equipment modules.
 - c. Dummy loads.
 - d. Voltage test probes.
 - e. Radiation detection, indication, and computation (RADIAC) equipment.
 - f. Motor pool equipment.
 - g. Power supplies.
2. Determine which equipment identified was listed in TB 43-180.
 - a. Equipment that required calibration.
 - b. Calibration not required (CNR) equipment.
3. Prepare DA Form 3758-R if any new equipment not listed in TB 43-180 required calibration.
4. Maintain a master listing for all calibrated items in the maintenance section/shop.
5. Schedule equipment for calibration.
 - a. Stagger like equipment, when possible, so that equipment was always available on site.
 - b. Assign a higher priority for critical TMDE, when necessary.
 - c. Schedule plug-in modules and accessories for calibration with the major piece of equipment.
 - d. Review signature cards and orders, as required locally, to update customer files and for the first appointment.
6. Prepare CNR labels for remaining equipment, as required.
7. Turn in/pick up equipment from the calibration facility.
 - a. Turn in equipment with a minimum of accessories and covers.
 - b. Obtain signed and dated receipt for equipment.
 - c. Inspect equipment for damage and accessories before signing.
 - d. Obtain calibration listings when available.
8. Update calibration listing.
 - a. Verify calibration due dates.
 - b. Delete entries.
 - c. Add entries.

Performance Steps

9. Maintain a temporary storage area for calibrate before use (CBU) equipment.
 - a. Identify CBU equipment as appropriate.
 - b. Identify a limited access storage area.
 - c. Prepare DA Label 80 for CBU.
 - d. Update calibration listing for CBU items.
 - e. Store equipment until required.
 - f. Has equipment calibrated prior to use.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|-----------|--------------|
| 1. Identified all equipment listed on section/shop hand receipts that might require a calibration label. | — | — |
| 2. Determined which equipment identified was listed in TB 43-180. | — | — |
| 3. Prepared DA Form 3758-R if any new equipment not listed in TB 43-180 required calibration. | — | — |
| 4. Maintained a master listing for all calibrated items in the maintenance section/shop. | — | — |
| 5. Scheduled equipment for calibration. | — | — |
| 6. Prepared CNR labels for remaining equipment, as required. | — | — |
| 7. Turned in/picked up equipment from the calibration facility. | — | — |
| 8. Updated calibration listing. | — | — |
| 9. Maintained a temporary storage area for calibrate before use (CBU) equipment. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

- Required**
 DA FORM 3758-R
 DA LABEL 80
 TB 43-180
 TB 750-25

Related

Submit a Quality Deficiency Report (QDR)

093-SSG-3004

Conditions: In a contemporary operating environment (COE), given the requirement to submit a quality deficiency report (QDR) for a serious or recurring maintenance problem and given Army regulation (AR) 95-1, AR 725-50, Department of the Army (DA) Form 2404 (Equipment Inspection and Maintenance Worksheet), DA Form 2407 (Maintenance Request), Department of Defense (DD) Form 1575 (Suspended Tag-Materiel), DD Form 2332 (Product Quality Deficiency Report Exhibit), DA Pamphlet 750-8, DA Pamphlet 738-751, Standard Form (SF) Form 368 (Product Quality Deficiency Report), and Technical Bulletin (TB) 43-0001-series. This task can be performed in a field or garrison environment.

Standards: Identify conditions that indicate a quality deficiency exists, prepare the appropriate report form, and identify and retain QDR exhibits that had been disposed of.

Performance Steps

NOTE: Follow steps 1 through 10 for all equipment except aviation equipment. For aviation equipment, follow steps 11 through 18.

1. Identify one or more conditions that indicate a quality deficiency existed.
 - a. A condition in or with the equipment dangerous to people, other equipment, or the mission.
 - b. An item or equipment that does not work right or lasts as long as it should have because of bad design or materials.
 - c. Items that are not within the approved equipment specifications.
 - d. Low-quality workmanship.
 - e. Dangerous situations due to incorrect or missing data.
 - f. Maintenance problems.
 - g. Conditions that prevents use of the equipment.
 - h. Repeat problems that take a lot of time with no solutions in sight.
 - i. Problems requested to be reported by the national maintenance point (NMP).
 - j. Corrosion problems in or on parts, components, assemblies, weapon systems, and/or equipment.
 2. Identify defect as a Category I or Category II deficiency.
 - a. Identify as a Category 1 deficiency any defect that--
 - (1) May have caused death, injury, or severe job illness.
 - (2) Would have caused loss or major damage to a weapon system.
 - (3) Would have critically restricted the combat readiness capabilities of the unit.
 - b. Identify any defect as Category II deficiency that does not meet the criteria for a Category I deficiency.
 3. Prepare appropriate QDR for Category I or Category II.
 - a. Prepare Category I report in message format copy of SF Form 368 in accordance with DA Pamphlet 750-8.
 - b. Prepare Category II report on SF Form 368 in accordance with DA Pamphlet 750-8.
 4. Forward SF Form 368 to the major subordinate command (MSC) within 48 hours (Category I deficiencies) or 5 working days (Category II deficiencies) after the defect or problem was found.
- NOTE: Category I reports may be phoned in or brought in for immediate assistance, with message following within the 48-hour time frame.

Performance Steps

5. The MSC acknowledges receipt and begins screening stocks within 24 hours of the report.
 6. Files one copy of the SF Form 368 until the Army screening point closes the case.
 7. Sends one copy of the SF Form 368 to the support maintenance activity.
- NOTE: Sent SF Form 368 even if--
- a. Correspondence indicates the problem is known to exist.
 - b. Other units send in a QDR on the same problem.
8. Identify defective equipment as exhibits.
 9. Retain QDR exhibits in accordance with DA Pamphlet 750-8.
 10. Follow disposition instructions received from the MSC action office responsible for the exhibits.
- NOTE: Follow steps 11 through 18 for preparation of QDRs on aviation equipment.
11. Identify any of the following conditions that indicate an aviation quality deficiency exists in accordance with DA Pamphlet 738-751, Chapter 3.
 - a. A condition involving personnel safety or safety of flight (SOF) as defined in AR 95-1.
 - b. Suspected or confirmed materiel failure that causes a Class A, B, C, D, or E aircraft mishap.
 - c. Materiel failure or fault that would cause a hazard to personnel or equipment or hinder safe completion of the mission.
 - d. Equipment did not work properly because of bad design and/or materiel or low-quality workmanship during manufacture, modification, conversion, repair, overhaul, or rebuild.
 - e. Environmental conditions that cause the failure of aircraft or aviation associated equipment, to include mission related equipment, components and modules, repair parts, systems, and/or subsystems.
 - f. During initial test or use, found a defective stock funding of depot level repairables (SFDLR) item, and such defect was not caused by user accident, misuse, improper installation, and/or operation, unauthorized repair, or alteration.
 12. Identify deficiencies as Category I or Category II.
 - a. Identify any of the following as a Category I deficiency.
 - (1) An unsafe condition, operation, or maintenance procedure for aircraft, mission related equipment, component and module, or repair part whose use was critical to airworthiness.
 - (2) Any failure that could be expected to cause loss of the aircraft and/or serious injuries to the aircrew or ground personnel.
 - (3) The reason for failure, identified or suspected, did not provide enough warning for the aircrew to complete a safe landing, and it was reasonable to assume that the problem could be present in other aircraft of the mission, design, and series (MDS).
 - (4) Incorrect or missing data in technical publications that may have caused a hazardous operational or maintenance problem.
 - b. Identify as a Category II deficiency any defect that did not meet the criteria for a Category I deficiency.
 13. Prepare SF Form 368 for Category I or Category II deficiency in accordance with DA Pamphlet 738-751, Chapter 3.
 14. Submit a Category I or Category II report in accordance with DA Pamphlet 738-751.
 15. Distribute file copies of the SF Form 368 in accordance with DA Pamphlet 738-751.
- NOTE: Sent SF Form 368 even if --
- a. Manufacturer representatives have shown that they are aware of the problem.
 - b. Another unit within your command has already sent a deficiency report on the same problem.
16. Identify defective equipment as exhibits.

Performance Steps

- 17. Receive acknowledgment of receipt of Category I report within 48 hours or Category II report within 7 days from Aviation and Missile Command (AMCOM). The acknowledgement included the disposition instructions for exhibits.
- 18. Follow disposition instructions received from the AMCOM action office for the exhibits.

Performance Measures

GO **NO-GO**

NOTE: Follow steps 1 through 10 for all equipment except aviation equipment. For aviation equipment, follow steps 11 through 18.

| | | |
|---|-------|-------|
| 1. Identified one or more conditions that indicated a quality deficiency existed. | _____ | _____ |
| 2. Identified defect as a Category I or Category II deficiency. | _____ | _____ |
| 3. Prepared appropriate QDR for Category I or Category II. | _____ | _____ |
| 4. Forwarded SF Form 368 to the major subordinate command (MSC) within 48 hours (Category I deficiencies) or 5 working days (Category II deficiencies) after the defect or problem was found. | _____ | _____ |
| 5. The MSC acknowledged receipt and began screening stocks within 24 hours of the report. | _____ | _____ |
| 6. Kept one copy of the SF Form 368 until the Army screening point closed the case. | _____ | _____ |
| 7. Sent one copy of the SF Form 368 to the support maintenance activity. | _____ | _____ |
| 8. Identified defective equipment as exhibits. | _____ | _____ |
| 9. Retained QDR exhibits in accordance with DA Pamphlet 750-8. | _____ | _____ |
| 10. Followed disposition instructions received from the MSC action office responsible for the exhibits. | _____ | _____ |
| NOTE: Follow steps 11 through 18 for preparation of QDRs on aviation equipment. | | |
| 11. Identified any of the following conditions that indicated an aviation quality deficiency existed in accordance with DA Pamphlet 738-751, Chapter 3. | _____ | _____ |
| 12. Identified deficiencies as Category I or Category II. | _____ | _____ |
| 13. Prepared SF Form 368 for Category I or Category II deficiency in accordance with DA Pamphlet 738-751, Chapter 3. | _____ | _____ |
| 14. Submitted a Category I or Category II report in accordance with DA Pamphlet 738-751. | _____ | _____ |

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 15. Distributed file copies of the SF Form 368 in accordance with DA Pamphlet 738-751. | — | — |
| 16. Identified defective equipment as exhibits. | — | — |
| 17. Received acknowledgment of receipt of Category I report within 48 hours or Category II report within 7 days from Aviation and Missile Command (AMCOM). The acknowledgement included the disposition instructions for exhibits. | — | — |
| 18. Followed disposition instructions received from the AMCOM action office for the exhibits. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

- AR 725-50
- AR 95-1
- DA FORM 2404
- DA FORM 2407
- DA PAM 750-8
- DD FORM 1575
- DD FORM 2332
- SF FORM 368
- TB 43-0001-SERIES

Related

- AR 702-7
- AR 702-7-1
- DA PAM 738-751

Submit Equipment Improvement Recommendation (EIR)**093-SSG-3005**

Conditions: You have found a better way to repair a piece of electronic equipment. In a contemporary operating environment (COE), submit an equipment improvement recommendation (EIR) given the following: Army regulation (AR) 672-20, Department of the Army (DA) Pamphlet 750-8, and Standard Form (SF) Form 368 (Product Quality Deficiency Report). This task can be performed in a field or garrison environment.

Standards: Prepare the appropriate report forms for a recommended equipment improvement and check AR 672-20 to see if the EIR qualified as a suggestion.

Performance Steps

1. Identify conditions that indicate a need to improve the performance and/or maintenance of equipment.
 - a. A condition in or with the equipment that was dangerous to people, other equipment, or the mission.
 - b. An item or piece of equipment that did not work right or last as long as it should because of bad design or materials.
 - c. Items that were not within the approved equipment specifications.
 - d. Low quality workmanship.
 - e. Dangerous situations due to incorrect or missing data.
 - f. Maintenance problems.
 - g. Conditions that prevented using the equipment.
 - h. Repeated problems that took a lot of time with no solutions in sight.
 - i. Problems requested to be reported by the national maintenance point (NMP).
2. Report Category I or Category II recommendations for improvements.
 - a. Reports Category I recommendations for any of the following improvements.
 - (1) Improvements that prevent death, injury, or severe job illness.
 - (2) Improvements that prevent loss or major damage to equipment.
 - (3) Improvements that will affect the combat readiness capabilities of the unit.
 - b. Reports as a Category II recommendation any recommendation that does not meet the criteria of a Category I equipment improvement recommendation.
3. Send in a Category I or Category II equipment improvement recommendation.
 - a. Prepares SF Form 368 in accordance with DA Pamphlet 750-8, Chapter 10.
 - b. Sends a message within 48 hours (Category I recommendation) or 5 days (Category II recommendation) after defect or problem was found.
 - c. Keeps one copy of the SF Form 368 until the Army screening point closed the case.
 - d. Sends one copy of the SF Form 368 to the support maintenance activity.
4. Check AR 672-20 to see if the EIR qualified as a suggestion.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Identified conditions that indicated a need to improve the performance and/or maintenance of equipment. | — | — |
| 2. Reported Category I or Category II recommendations for improvements. | — | — |
| 3. Sent in a Category I or Category II equipment improvement recommendation. | — | — |
| 4. Checked AR 672-20 to see if the EIR qualified as a suggestion. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

AR 672-20
 DA PAM 750-8
 SF FORM 368

Related

DA PAM 738-751

Provide Technical Assistance to Repairers

093-SSG-3008

Conditions: A repairer in the electronics/avionics maintenance shop requires technical assistance. In a contemporary operating environment (COE), given Department of the Army (DA) Form 2404 (Equipment Inspection and Maintenance Worksheet) or DA Form 5988-E (Equipment Inspection Maintenance Worksheet [EGA]), DA Form 2407 (Maintenance Request) or DA Form 5990-E (Maintenance Request [EGA]), DA Pamphlet 750-8, DA Pamphlet 738-751, and Technical Bulletin (TB) 385-4, provide needed assistance to the repairer. This task can be performed in a field or garrison environment.

Standards: Provide technical assistance that will enable the repairer to perform repair procedures correctly.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Determined the type of assistance needed by the repairer, such as isolating the malfunction, repairing the malfunction, or making proper entries on the paperwork. | — | — |
| 2. Reviewed DA Form 2404 or DA Form 5988-E and DA Form 2407 or DA Form 5990-E to determine reason for maintenance or repair. | — | — |
| 3. Verified repairer observed WARNING, CAUTION, and NOTE statements in applicable references and observed all safety precautions. | — | — |
| 4. Reviewed the repair procedures performed by the repairer. | — | — |
| 5. Provided technical assistance to the repairer. | — | — |
| 6. Counseled repairer on areas of technical weakness. | — | — |
| 7. Recommended technical material and training to increase repairer's expertise. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

- DA FORM 2404
- DA FORM 2407
- DA FORM 5988-E
- DA FORM 5990-E
- DA PAM 738-751
- DA PAM 750-8
- TB 385-4

Related

Perform Initial Inspections
093-SSG-3009

Conditions: In a contemporary operating environment (COE), given applicable technical manuals (TMs), the equipment to be inspected, Department of the Army (DA) Form 2404 (Equipment Inspection and Maintenance Worksheet) or DA Form 5988-E (Equipment Inspection Maintenance Worksheet [EGA]), DA Form 2407 (Maintenance Request) or DA Form 5990-E (Maintenance Request [EGA]), DA Pamphlet 750-8, and DA Pamphlet 738-751. This task can be performed in a field or garrison environment.

Standards: Perform the initial inspection, ensuring that the equipment was repairable according to the applicable TMs; identify all defects, and complete all maintenance forms according to DA Pamphlet 750-8 or DA Pamphlet 738-751.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Checked submitted paperwork for completeness and accuracy. | — | — |
| 2. Inspected the equipment for physical damage and determined if it was feasible to repair the equipment. | — | — |
| 3. Ensured that operator maintenance had been performed on the equipment. | — | — |
| 4. Inventoried the equipment to ensure that it was complete. | — | — |
| 5. Ensured that all modification work orders (MWOs) had been completed. | — | — |
| 6. Performed self-tests or checks on the equipment, if necessary. | — | — |
| 7. Recorded all defects or reasons for rejecting the equipment on DA Form 2404 or DA Form 5988-E. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

DA FORM 2404
DA FORM 2407
DA FORM 5988-E
DA FORM 5990-E
DA PAM 738-751
DA PAM 750-8

Related

DA PAM 750-1
FM 4-30.3
TM 750-245-4

Perform Final Inspections

093-SSG-3010

Conditions: In a contemporary operating environment (COE), given applicable technical manuals (TMs), equipment to be inspected, Department of the Army (DA) Form 2404 (Equipment Inspection and Maintenance Worksheet) or DA Form 5988-E (Equipment Inspection Maintenance Worksheet [EGA]), DA Form 2407 (Maintenance Request) or DA Form 5990-E (Maintenance Request [EGA]), DA Pamphlet 750-8, and DA Pamphlet 738-751. This task can be performed in a field or garrison environment.

Standards: Perform final inspection. Ensure that equipment was complete according to applicable TMs, all defects identified in previous inspections had been corrected, any additional defects had been recorded on DA Form 2404 or DA Form 5988-E, and all forms had been completed according to DA Pamphlet 750-8 or DA Pamphlet 738-751.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Checked the equipment to determine if it was complete and that all defects found on the initial and in-process inspections had been corrected. | — | — |
| 2. Ensured that all forms and records were complete and correct. | — | — |
| 3. Recorded any additional defects on DA Form 2404 or DA Form 5988-E and returned the equipment to production control. | — | — |
| 4. Signed and dated DA Form 2407 or DA Form 5990-E when the equipment passed inspection. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

DA FORM 2404
 DA FORM 2407
 DA FORM 5988-E
 DA FORM 5990-E
 DA PAM 738-751
 DA PAM 750-8

Related

DA PAM 750-1
 FM 4-30.3
 TM 750-245-4

Write a Standing Operating Procedure (SOP)

093-SSG-3011

Conditions: In a contemporary operating environment (COE), given the unit's old standing operating procedure (SOP), Army regulation (AR) 750-1, Department of the Army (DA) Pamphlet 600-67, Field Manual (FM) 4-30.3 (FM 9-43-1), FM 24-16, FM 5-0, and Training Circular (TC) 43-4. This task can be performed in a field or garrison environment.

Standards: Write a new SOP that was reviewed by the supervisor/commander and approved by the commander/supervisor. Implement all recommended changes.

Performance Steps

1. Develop a basic SOP format to ensure it meets organization/element specific needs and/or requirements for the maintenance facility.
 - a. Purpose statement.
 - b. Scope statement.
 - c. Organization statement.
 - d. Conformity statement.
 - e. References.
 - f. Annexes.
2. Include guidance in the SOP on the following as they pertained only to the maintenance facility.
 - a. Personnel administration.
 - b. Security.
 - c. Security and intelligence.
 - d. Area security.
 - e. Physical security of weapons and property.
 - f. Safety program.
 - g. Maintenance operations.
 - h. Management of hand receipts.
 - i. Standard warnings.
 - j. Alert procedures.
 - k. Chemical, biological, radiological, nuclear (CBRN) warfare.
 - l. Defense against nuclear attack.
 - m. Logistics.
 - n. Motor pool operations.
 - o. Motor movement and traffic control.
 - p. Tactical operations.
3. Ensure that all references used were current.
4. Staff the draft through the supervisor/commander.
5. Implement any approved SOP changes.
6. Has the supervisor/commander sign the final version of the SOP.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Developed a basic SOP format to ensure it met organization/element specific needs and/or requirements for the maintenance facility. | — | — |
| 2. Included guidance in the SOP on the following as they pertained only to the maintenance facility. | — | — |
| 3. Ensured that all references used were current. | — | — |
| 4. Staffed the draft through the supervisor/commander. | — | — |
| 5. Implemented any approved SOP changes. | — | — |
| 6. Had the supervisor/commander sign the final version of the SOP. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

- AR 750-1
- DA PAM 600-67
- FM 24-16
- FM 4-30.3
- FM 5-0
- TC 43-4

Related

Perform In-Process Inspections
093-SSG-3012

Conditions: In a contemporary operating environment (COE), given applicable inspection forms and technical manuals (TMs), Department of the Army (DA) Pamphlet 750-8, and DA Pamphlet 738-751, conducts in-process inspection of a repairer performing repairs on equipment. This task can be performed in a field or garrison environment.

Standards: Perform in-process inspection. Ensure that the proper tools and equipment were being used and all safety rules and warnings were being followed according to applicable TMs. Complete all forms according to DA Pamphlet 750-8 or DA Pamphlet 738-751 and report inspection results.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Ensured that the proper tools and equipment were used. | — | — |
| 2. Ensured that the proper repair procedures were followed. | — | — |
| 3. Ensured that only authorized repair parts and supplies were used. | — | — |
| 4. Ensured that only authorized repairs were performed on the equipment. | — | — |
| 5. Ensured that only authorized personnel made the repairs. | — | — |
| 6. Ensured that all safety rules and warnings were followed. | — | — |
| 7. Ensured that all forms were filled out correctly. | — | — |
| 8. Made an oral or written report of the inspection to the repair section chief and the quality control section supervisor. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required
DA PAM 738-751
DA PAM 750-8

Related
FM 4-30.3
TM 750-245-4

Assess Battlefield Damage
093-SSG-3014

Conditions: In a contemporary operating environment (COE), supervise the performance of an organizational maintenance team or a direct support (DS) maintenance support team (MST) performing battlefield assessment. Given a disabled vehicle or equipment; repairers to assess the equipment; applicable technical manuals (TMs) -10, -20, -30, repair parts manuals, and tool kits; Department of the Army (DA) Form 2404 (Equipment Inspection and Maintenance Worksheet) or DA Form 5988-E (Equipment Inspection Maintenance Worksheet [EGA]), DA Form 2407 (Maintenance Request) or DA Form 5990-E (Maintenance Request [EGA]), DA Pamphlet 750-8, DA Pamphlet 738-751, Department of Defense (DD) Form 1577 (Unserviceable (Condemned) Tag - Materiel), DD Form 1577-1 (Unserviceable (Condemned) Label - Materiel), DD Form 1577-2 (Unserviceable (Reparable) Tag - Materiel), DD Form 1577-3 (Unserviceable (Reparable) Label - Materiel), Field Manual (FM) 4-30.3 (FM 9-43-1), and FM 9-43-2. This task can be performed in a field or garrison environment.

Standards: Supervise the organizational maintenance team or DS MST that identified and performed repairs needed to restore a disabled piece of equipment to the minimum essential combat capabilities necessary to support a specific combat mission or to enable the equipment to self-recover. Complete all required paperwork according to DA Pamphlet 750-8, DA Pamphlet 738-751, FM 4-30.3 (FM 9-43-1), and FM 9-43-2.

Performance Steps

1. Brief the organizational maintenance team or DS MST on the upcoming mission to assess battlefield damage. (FM 4-30.3)
 - a. Identify point of contact at unit/site.
 - b. Identify the equipment that was to be assessed for battlefield damage.
 - c. Identify the equipment that was needed for the upcoming mission.
 - d. Explain logistics support.
 - e. Plan primary and secondary routes to unit.
 - f. Ensure team received a copy of supported units' radio frequencies and call signs.
2. Monitor assigned personnel to the team according to their qualifications and availability to meet the mission needs.
3. Arrange for transportation to the site.
4. Ensure that the proper battlefield assessment procedures were followed.
 - a. Review the operator/crew assessment and the safety checks made.
 - b. Interview the operator/crew, if available.
 - c. Conduct visual inspection.
 - d. Perform self-test.
 - e. Test equipment with the organizational/DS maintenance equipment.
5. Ensure the MST provided technical assistance to the organizational maintenance team, as required.
6. Ensure the MST prioritized repairs according to battlefield damage time guidelines.

Performance Steps

7. Ensure that all required maintenance forms were filled out correctly in accordance with DA Pamphlet 750-8 and DA Pamphlet 738-751.
 - a. DA Form 2404 or DA Form 5988-E.
 - b. DA Form 2407 or DA Form 5990-E.
 - c. DD Form 1577.
 - d. DD Form 1577-1.
 - e. DD Form 1577-2.
 - f. DD Form 1577-3.
8. Ensure a system assessment summary was filled out correctly and turn in.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|--|-----------|--------------|
| 1. Briefed the organizational maintenance team or DS MST on the upcoming mission to assess battlefield damage. (FM 4-30.3) | — | — |
| 2. Monitored assigned personnel to the team according to their qualifications and availability to meet the mission needs. | — | — |
| 3. Arranged for transportation to the site. | — | — |
| 4. Ensured that the proper battlefield assessment procedures were followed. | — | — |
| 5. Ensured the MST provided technical assistance to the organizational maintenance team, as required. | — | — |
| 6. Ensured the MST prioritized repairs according to battlefield damage time guidelines. | — | — |
| 7. Ensured that all required maintenance forms were filled out correctly in accordance with DA Pamphlet 750-8 and DA Pamphlet 738-751. | — | — |
| 8. Ensured a system assessment summary was filled out correctly and turned in. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

- DA FORM 2404
- DA FORM 2407
- DA FORM 5988-E
- DA FORM 5990-E
- DA PAM 738-751
- DA PAM 750-8
- DD FORM 1577
- DD FORM 1577-1
- DD FORM 1577-2
- DD FORM 1577-3
- FM 4-30.3
- FM 9-43-2

Related

- FM 4-30.3
- TM 750-245-4

Subject Area 2: Maintenance Management

Manage Section/Shop Security
093-SSG-3002

Conditions: In a contemporary operating environment (COE), given Army regulation (AR) 25-2, AR 190-13, AR 380-5, AR 380-40, Department of the Army (DA) Pamphlet 190-51, Field Manual (FM) 3-19.30, and local and unit standing operating procedures (SOPs). This task can be performed in a field or garrison environment.

Standards: Ensure that all Army security policies and regulations and the maintenance shop and local SOPs were followed. Identify and report all security deficiencies and ensured that all deficiencies were corrected.

Performance Steps

1. Review all of the Army security policies and regulations and the maintenance shop and local SOPs.
2. Ensure a work place risk analysis is performed.
3. Ensure that physical security policies, regulations, and SOPs are followed.
4. Ensure that classification and marking policies are followed.
5. Ensure that all security control policies and regulations are followed.
6. Ensure that personnel security and signal training policies are followed.
 - a. Initial security training and briefing for newly assigned personnel.
 - b. Refresher security training for assigned personnel.
 - c. Procedures for identifying and reporting insecurities.
7. Ensure that signal security (SIGSEC) policies and regulations are followed.
 - a. Ensure subordinates follow all Army and unit policies and regulations covering communications security (COMSEC) procedures.
 - b. Ensure subordinates follow all Army and unit policies and regulations covering electronics security (ELSEC) procedures.
8. Identify and report all security deficiencies and ensure that all deficiencies are corrected.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|--|-----------|--------------|
| 1. Reviewed all of the Army security policies and regulations and the maintenance shop and local SOPs. | — | — |
| 2. Ensured a work place risk analysis was performed. | — | — |
| 3. Ensured that physical security policies, regulations, and SOPs were followed. | — | — |
| 4. Ensured that classification and marking policies were followed. | — | — |
| 5. Ensured that all security control policies and regulations were followed. | — | — |
| 6. Ensured that personnel security and signal training policies were followed. | — | — |
| 7. Ensured that signal security (SIGSEC) policies and regulations were followed. | — | — |
| 8. Identified and reported all security deficiencies and ensured that all deficiencies were corrected. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

AR 190-13
AR 25-2
AR 380-40
AR 380-5
DA PAM 190-51
FM 3-19.30

Related

AR 5-12
DA PAM 25-380-2
FM 24-33
FM 34-60
FM 4-30.3

**Plan Work Flow
093-SSG-3006**

Conditions: In a contemporary operating environment (COE), given Department of the Army (DA) Form 2407s (Maintenance Request) or DA Form 5990-Es (Maintenance Request [EGA])/job packets with various issue priority designators, a visible index file showing the shop workload summary, and Technical Manual (TM) 38-L09-11. This task can be performed in a field or garrison environment.

Standards: Distribute all DA Form 2407s or DA Form 5990-Es/job packets by issue priority designators, highest priorities first. Ensure the visible index file was up to date, legible, and complete according to TM 38-L09-11.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Arranged the DA Form 2407s/DA Form 5990-Es/job packets by issue priority designators, highest priorities first. | — | — |
| 2. Used the DA Form 2407s/DA Form 5990-Es/job packets in the same order to assign jobs to repairers. | — | — |
| 3. Monitored work as the jobs went through the repair process. | — | — |
| 4. Assigned new jobs to the repairers as they completed those assigned. | — | — |
| 5. Reviewed all paperwork within the job packets for completeness. | — | — |
| 6. Updated the visible index file. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

DA FORM 2407
DA FORM 5990-E
TM 38-L09-11

Related

DA FORM 2407-1
DA PAM 738-751
DA PAM 750-8
FM 4-30.3

Direct Performance of Preventive Maintenance
093-SSG-3007

Conditions: In a contemporary operating environment (COE), given personnel to perform preventive maintenance checks and services (PMCS), Department of the Army (DA) Form 2408-14 (Uncorrected Fault Record), DA Form 2404 (Equipment Inspection and Maintenance Worksheet) or DA Form 5988-E (Equipment Inspection Maintenance Worksheet [EGA]), Department of Defense (DD) Form 314 (Preventive Maintenance Schedule and Record), DA Pamphlet 750-8, DA Pamphlet 738-751, equipment, and vehicle -10 series technical manuals (TMs). This task can be performed in a field or garrison under normal, extreme heat, and extreme cold environment conditions.

NOTE: All the information from DA Form 2408-14 is now included in DA Form 5988-E.

Standards: Perform all PMCS according to the applicable -10 series TMs. Complete DA Form 2404 or DA Form 5988-E and DA Form 2408-14 and DD Form 314 according to DA Pamphlet 750-8 or DA Pamphlet 738-751.

Performance Steps

1. Coordinate with the motor pool section prior to performing section/shop vehicle PMCS.
2. Review the DD Form 314 and the applicable -10 series TMs to conduct weekly vehicle PMCS.
 - a. Identify which PMCS service operation must be performed.
 - b. Identify each piece of equipment for which operation under conditions inspection must be performed.
 - (1) Operation under usual conditions.
 - (2) Operation under unusual conditions.
 - (a) Operation in extreme cold weather.
 - (b) Operation in extreme heat weather.
 - (c) Operation in dusty or sandy areas.
 - (d) Operation under rainy or humid conditions.
3. Identify hazards to the environment before starting PMCS.
4. Assign jobs and ensure that repairers know what PMCS must be performed.
5. Spot-check the work being performed and ensure that the repairers are using the applicable TMs.
6. Assess the probability of environmental damage/violations using environmental risk assessment matrices during PMCS.
7. Spot-check corrective actions taken for all defects listed on DA Form 2404.
8. Coordinate with the maintenance sergeant to repair vehicles requiring services beyond the driver's responsibility.
 - a. Ensure the repairer placed a drip pan under any equipment leaking fluids onto the ground.
 - b. Make sure parts needed for repair that are not available are entered on DA Form 5988-E or DA Form 2408-14.
9. Check the DD Form 314 for correctness.
10. Report vehicle status to section/shop supervisor.
11. Brief the chain of command on any observed environmental potentially high-risk areas during PMCS.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Coordinated with the motor pool section prior to performing section/shop vehicle PMCS. | — | — |
| 2. Reviewed the DD Form 314 and the applicable -10 series TMs to conduct weekly vehicle PMCS. | — | — |
| 3. Identified hazards to the environment before starting PMCS. | — | — |
| 4. Assigned jobs and ensured that repairers knew what PMCS must be performed. | — | — |
| 5. Spot-checked the work being performed and ensured that the repairers were using the applicable TMs. | — | — |
| 6. Assessed the probability of environmental damage/violations using environmental risk assessment matrices during PMCS. | — | — |
| 7. Spot-checked corrective actions taken for all defects listed on DA Form 2404. | — | — |
| 8. Coordinated with the maintenance sergeant to repair vehicles requiring services beyond the driver's responsibility. | — | — |
| 9. Checked the DD Form 314 for correctness. | — | — |
| 10. Reported vehicle status to section/shop supervisor. | — | — |
| 11. Briefed the chain of command on any observed environmental potentially high-risk areas during PMCS. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

DA FORM 2404
 DA FORM 2408-14
 DA FORM 5988-E
 DA PAM 738-751
 DA PAM 750-8
 DD FORM 314

Related

AR 200-1
 DA PAM 200-1
 FM 4-30.3
 TC 3-34.489

Maintain Property Accountability
093-SSG-3013

Conditions: In a contemporary operating environment (COE), perform this task given a quarterly review of all hand receipts with hand receipt holders in the maintenance section/shop, issued new equipment, and tagged unserviceable equipment for turn-in, Army regulation (AR) 25-400-2, AR 710-2, Department of the Army (DA) Form 2062 (Hand Receipt/Annex Number), DA Pamphlet 710-2-1, hand receipts, applicable equipment, and applicable technical manuals (TMs). This task can be performed in a field or garrison environment.

Standards: Issue supplies and equipment to hand receipt holders while maintaining property and supply accountability.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Notified hand receipt holders of quarterly inventory. | — | — |
| 2. Reviewed file copies of all hand receipts and signature cards for each maintenance section/shop. | — | — |
| 3. Assembled all new equipment to be issued into separate groups for issuing to hand receipt holders during the quarterly inventory. | — | — |
| 4. Issued new equipment to hand receipt holders before inventorying. | — | — |
| 5. Inventoried hand receipts. | — | — |
| 6. Updated each hand receipt holder's equipment shortage list, as needed. | — | — |
| 7. Ensured that only authorized personnel on the hand receipt holder signature card signed the hand receipt. | — | — |
| 8. Ensured that all forms were filled out correctly. | — | — |
| 9. Filed hand receipts in appropriate hand receipt holder files. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

- AR 25-400-2
- AR 710-2
- DA FORM 2062
- DA PAM 710-2-1

Related

**Manage Demand Supported Repair Parts Listed on the Prescribed Load List (PLL)
093-SSG-3015**

Conditions: In a contemporary operating environment (COE), conduct this task during the normal performance of your daily duties within an electronics/avionics maintenance shop. Manage demand supported repair parts for an electronics/avionics maintenance shop given Army regulation (AR) 710-2, Department of the Army (DA) Pamphlet 710-2-1, DA Form 2063-R (Prescribed Load List), DA Form 2064 (Document Register for Supply Actions), DA Form 3318 (Records of Demands-Title Insert), copy of Federal Logistics (FEDLOG) discs, unit's initial mandatory parts list (IMPL), unit's prescribed load list (PLL), and technical parts manuals. This task can be performed in a field or garrison environment.

Standards: Complete review and correct the prescribed load list (PLL) in accordance with the equipment technical parts manual, AR 710-2, and DA Pamphlet 710-2-1 for the electronics/avionics repair parts listed on the PLL.

Performance Steps

1. Review the unit's PLL for electronics/avionics maintenance shop's repair parts.
2. Verify that the electronics/avionics shop's repair parts qualify to be on the PLL list.
3. Review demand supported unit maintenance repair parts documents and ensure they meet the following:
 - a. Three demands were made within the control period of 180 days for Active Army.
 - b. Parts were essential and had a maintenance use code of "O" (except for nontactical telecommunications systems, air traffic control, or lifesaving systems).
4. Review non-demand supported unit maintenance repair parts documents and ensure they meet the following:
 - a. Approval by the first general officer staff level in the chain of command required in order to stock.
 - b. Parts essential, with a maintenance use code of "O" (except for nontactical telecommunications systems, air traffic control, or lifesaving systems).
5. Review the initial stockage of repair parts for newly introduced end items as identified by the support list allowance card (SLAC) deck.
 - a. The stockage level will not be reduced the first year.
 - b. If the end item is under warranty, the first year (as stipulated above) will begin upon expiration of warranty.
6. Review the mandatory stockage of repair parts as identified in the IMPL.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Reviewed the unit's PLL for electronics/avionics maintenance shop's repair parts. | — | — |
| 2. Verified that the electronics/avionics shop's repair parts qualify to be on the PLL list. | — | — |
| 3. Reviewed demand supported unit maintenance repair parts documents and ensured they met the following: | — | — |
| 4. Reviewed non-demand supported unit maintenance repair parts documents and ensured they met the following: | — | — |
| 5. Reviewed the initial stockage of repair parts for newly introduced end items as identified by the support list allowance card (SLAC) deck. | — | — |
| 6. Reviewed the mandatory stockage of repair parts as identified in the IMPL. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required
 AR 710-2
 DA FORM 2063-R
 DA FORM 2064
 DA FORM 3318
 DA PAM 710-2-1
 FEDLOG

Related
 FM 4-30.3

**Monitor Bench Stock Operations
093-SSG-3016**

Conditions: In a contemporary operating environment (COE), perform this task given Army regulation (AR) 710-2, Department of the Army (DA) Pamphlet 710-2-2, and a copy of Federal Logistics (FEDLOG) discs. This task can be performed in a field or garrison environment.

Standards: Maintain bench stock in accordance with AR 710-2 and DA Pamphlet 710-2-2.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Ensured that the bench stock was made up of low-cost expendable items. | — | — |
| 2. Ensured that the bench stock was stored near the work area. | — | — |
| 3. Ensured that bench stock replenishment tags and lists were maintained with the bench stock. | — | — |
| 4. Ensured that bench stock was ordered on a prescribed schedule or as needed. | — | — |
| 5. Ensured that the bench stock was ordered under the correct urgency of need designator (UND). | — | — |
| 6. Ensured that the bench stock was reviewed semiannually. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required
AR 710-2
DA PAM 710-2-2
FEDLOG

Related

**Monitor Shop Stock Operations
093-SSG-3017**

Conditions: In a contemporary operating environment (COE), perform this task given a current copy of the shop stock list, Army regulation AR 710-2, Department of the Army (DA) Pamphlet 710-2-2, and a copy of Federal Logistics (FEDLOG) discs. This task can be performed in a field or garrison environment.

Standards: Maintain the shop stock according to AR 710-2 and DA Pamphlet 710-2-2.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Ensured repair parts and consumables listed on the shop stock met the criteria listed in AR 710-2 and DA Pamphlet 710-2-2. | — | — |
| 2. Ensured each item was demand supported. | — | — |
| 3. Ensured stockage levels were developed in accordance with DA Pamphlet 710-2-2. | — | — |
| 4. Ensured excess stocks were turned in within 10 days of review. | — | — |
| 5. Ensured replenishment of stock was based on the reorder point (ROP). | — | — |
| 6. Ensured controlled cryptographic item (CCI) repair parts required by communications security (COMSEC) maintenance activities for diagnostic purpose were hand-receipted on temporary loan. | — | — |
| 7. Ensured the shop stock was inventoried during the scheduled review period. | — | — |
| 8. Ensured the shop stock list was signed by the unit commander and submitted to the supply support activity (SSA). | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required
AR 710-2
DA PAM 710-2-2
FEDLOG

Related

**Inspect Maintenance Support Team Operations
093-SSG-3019**

Conditions: In a contemporary operating environment (COE), perform this task given the necessary personnel to perform an electronics/avionics maintenance support team (MST) operation, Department of the Army (DA) Pamphlet 611-21, DA Pamphlet 750-8, DA Pamphlet 738-751, and Field Manual (FM) 4-30.3 (FM 9-43-1). This task can be performed in a field or garrison environment.

Standards: Ensure the correct military occupational specialty holders were assigned to a support team, briefed, and provided with transportation.

Performance Steps

1. Monitor assigned personnel according to their qualifications and availability.
2. Arrange for transportation to the site.
3. Brief the support team on mission requirements.
 - a. Identify point of contact at unit.
 - b. Identify equipment needed for the support mission.
 - c. Explain logistics support.
 - d. Plan primary and secondary routes to unit.
 - e. Ensure team received a copy of supported units' radio frequencies and call signs.
4. Provide technical assistance to the support team as required.
5. Ensure that all maintenance forms are filled out correctly.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Monitored assigned personnel according to their qualifications and availability. | — | — |
| 2. Arranged for transportation to the site. | — | — |
| 3. Briefed the support team on mission requirements. | — | — |
| 4. Provided technical assistance to the support team as required. | — | — |
| 5. Ensured that all maintenance forms were filled out correctly. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

| | |
|-----------------|----------------|
| Required | Related |
| DA PAM 611-21 | FM 3-25.26 |
| DA PAM 738-751 | |
| DA PAM 750-8 | |
| FM 4-30.3 | |

**Inspect Maintenance Reporting and Management Data
093-SSG-3020**

Conditions: As a senior repairer, one of your responsibilities is to inspect the paperwork used in an electronics/avionics maintenance facility. In a contemporary operating environment (COE), you must inspect and manage all of the maintenance forms and records used in reporting the maintenance status of equipment repaired in the maintenance facility. If needed, the following forms, records, and publications will be available for each piece of equipment job-ordered: Department of the Army (DA) Form 2402 (Exchange Tag), DA Form 2404 (Equipment Inspection and Maintenance Worksheet), DA Form 2405 (Maintenance Request Register), DA Form 2407 (Maintenance Request), DA Form 2407-1 (Maintenance Request Continuation Sheet), DA Form 2408-12 (Army Aviator's Flight Record), DA Form 2408-13 (Aircraft Status Information Record), DA Form 2408-13-1 (Aircraft Maintenance and Inspection Record), DA Form 2410 (Component Removal and Repair/Overhaul Record), Department of Defense (DD) Form 1574 (Serviceable Tag - Materiel), DD Form 1574-1 (Serviceable Label - Materiel), DD Form 1575 (Suspended Tag - Materiel), DD Form 1575-1 (Suspended Label - Materiel), DD Form 1576 (Test/Modification Tag - Materiel), DD Form 1576-1 (Test/Modification Label - Materiel), DD Form 1577 (Unserviceable (Condemned) Tag - Materiel), DD Form 1577-1 (Unserviceable (Condemned) Label - Materiel), DD Form 1577-2 (Unserviceable (Reparable) Tag - Materiel), DD Form 1577-3 (Unserviceable (Reparable) Label - Materiel), DA Pamphlet 750-8, and DA Pamphlet 738-751. This task can be performed in a field or garrison environment.

Standards: Inspect the electronics/avionics maintenance forms and records for errors and forms missing from the job packets.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Located closed-out and active job order packets within the electronics/avionics maintenance facility. | — | — |
| 2. Matched all job-ordered equipment serial numbers with closed-out and active job packets within the electronics/avionics maintenance facility. | — | — |
| 3. Ensured that all required forms and records were in the job order packets. | — | — |
| 4. Verified that all forms and records within the job packets were properly completed. | — | — |
| 5. Ensured that all discrepancies had been corrected. | — | — |
| 6. Ensured that all forms and reports were distributed or filed in accordance with DA pamphlets and Army regulations. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

Required

DA FORM 2402
DA FORM 2404
DA FORM 2405
DA FORM 2407
DA FORM 2407-1
DA FORM 2408-12
DA FORM 2408-13
DA FORM 2408-13-1
DA FORM 2410
DA PAM 738-751
DA PAM 750-8
DD FORM 1574
DD FORM 1574-1
DD FORM 1575
DD FORM 1575-1
DD FORM 1576
DD FORM 1576-1
DD FORM 1577
DD FORM 1577-1
DD FORM 1577-2
DD FORM 1577-3

Related

FM 4-30.3
TM 38-L09-11

**Review SAMS-1 Reports
093-SSG-3021**

Conditions: In a contemporary operating environment (COE), perform this task given Standard Army Maintenance System-Level 1 (SAMS-1) installed, completed set of required SAMS-1 reports and forms, Automated Information System Manual (AISM) 25-L21-AHN-ZZZ-EM, Department of the Army (DA) Pamphlet 750-8, DA Pamphlet 738-751, and Field Manual (FM) 4-30.3 (FM 9-43-1). This task can be performed in a field or garrison environment.

NOTE: This task may be performed in a chemical, biological, radiological, and nuclear (CBRN) environment.

Standards: Review all required SAMS-1 reports and forms and correct discrepancies according to AISM 25-L21-AHN-ZZZ-EM and DA Pamphlet 750-8 or DA Pamphlet 738-751. File all reports properly and forward copies, as required.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Ensured that all required SAMS-1 reports and forms required for electronics/avionics maintenance operations were being used. | — | — |
| 2. Reviewed new copies of all SAMS-1 reports and forms needed to run the electronics/avionics maintenance operations. | — | — |
| 3. Compared the previous SAMS-1 reports and forms with the newly printed reports and forms for discrepancies. | — | — |
| 4. Reviewed the new SAMS-1 reports and forms for discrepancies. | — | — |
| 5. Ensured that all discrepancies were corrected. | — | — |
| 6. Ensured that all SAMS-1 reports and forms were distributed or filed in accordance with Army regulations. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are performed correctly. Score the soldier NO-GO if any performance measure was performed incorrectly. If the soldier fails any performance measure, show the soldier what was done wrong and how to perform it correctly.

References

| Required | Related |
|------------------------|----------------|
| AISM 25-L21-AHN-ZZZ-EM | |
| DA PAM 738-751 | |
| DA PAM 750-8 | |
| FM 4-30.3 | |

Skill Level 4

Subject Area 3: Senior Maintenance Operations

Manage a Shop Security Program

093-SFC-4101

Conditions: Given local standing operating procedures (SOPs), pencil or pen, Army regulation (AR) 190-13, AR 190-51, AR 25-2, AR 530-1, and Field Manual (FM) 3-19.30. This task can be performed in a field or garrison environment.

Standards: Reviewed the shop security program and made required corrections in accordance with required references.

Performance Steps

1. Enforce physical security.
 - a. Determine shop's mission essential or vulnerable areas (MEVAs). (AR 190-13, SOP)
 - b. Determine minimum security standard. (AR 190-51)
 - c. Identify physical and procedural measures in shop security program. (FM 3-19.30)
 - d. Evaluate physical and procedural measures needed to maintain minimum security standard. (FM 3-19.30)
 - e. Implement needed changes to shop security program. (AR 190-51)
2. Enforce information system security (INFOSEC). (AR 25-2, SOP)
 - a. Identify need for INFOSEC.
 - b. Identify threat to information systems.
 - c. Identify malicious logic and how it enters systems.
 - d. Identify differences in handling classified and unclassified information.
 - e. Identify roles and responsibilities.
3. Implement operations security (OPSEC) measures. (AR 530-1, SOP)
 - a. Ensure compliance with regulatory guidance.
 - b. Demonstrate knowledge of OPSEC principles.

Performance Measures

GO **NO-GO**

- | | | |
|--|---|---|
| 1. Enforced physical security. | — | — |
| 2. Enforced information system security (INFOSEC). (AR 25-2, SOP) | — | — |
| 3. Implemented operations security (OPSEC) measures. (AR 530-1, SOP) | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

AR 190-13
 AR 190-51
 AR 25-2
 AR 530-1
 FM 3-19.30
 LOCAL SOP

Related

AR 380-40
 DA PAM 190-51
 FM 4-30.3
 TB 380-41

Manage Maintenance Shop Operations

093-SFC-4106

Conditions: Given local standing operating procedure (SOP), Army regulation (AR) 710-2, Department of the Army (DA) Pamphlet 710-2-2, DA Pamphlet 738-750, Field Manual (FM) 4-30.3, commander's guidance, and unit mission. This task can be performed in a field or garrison environment.

Standards: Accomplished all required maintenance tasks in accordance with procedures in required references.

Performance Steps

1. Review maintenance control procedures. Assign work to shop sections to keep all sections working at optimum capacity. Screen maintenance requests to determine appropriate level of maintenance. Screening may show that unit level maintenance has not been done or that evacuation of an item is needed. Keep abreast of the status and quantity of work in each section to prevent overload. Aggressively pursue repair parts that are not readily available.
2. Review production control procedures. Production methods in a maintenance unit include the on-site, bay shop, bench shop, and production line methods. Select the most efficient method of repairing based on available equipment, facilities, and time. Ensure work order status files are maintained.
3. Review quality control procedures. Accurate initial, in-process, and final inspections are vital in maintaining efficient shop operations and ensuring quality repairs. Initial inspection is used to determine tools, personnel, parts, cost, and so on, needed to accomplish repair. Shop supervisory personnel conduct in-process inspections to ensure work is being performed properly. Final inspections verify the adequacy of repairs and require a technical inspection of the item. Ensure production control procedures are current and valid.
4. Review work flow process. Work should be assigned to the appropriate section and repair person based on military occupational specialty (MOS), technical ability, certification and/or training. Observe work flow to ensure item is assigned to appropriate section and repair person.
5. Review job evacuation procedures. Evacuation of backlogged maintenance requests may allow equipment to be repaired and returned to the using unit in a timelier manner. Determine evacuation decision based on initial inspection, current or projected workload, availability of tools/personnel, and required level of repair.
6. Review maintenance management tools and techniques. The Standard Army Maintenance System (SAMS) is the primary tool used for maintenance management. Analysis of maintenance printouts will reveal trends/situations that require action. Examples of problems to watch out for include significant increases in shop input, excessive number of jobs awaiting parts, and low production. Review submission of daily man-hour accounting and/or status changes as appropriate.
7. Review operational readiness float (ORF) procedures. ORF is a quantity of selected items authorized for stockage at maintenance facilities to extend their capabilities to respond to the material readiness requirements of supported units. This is done by providing supported activities with serviceable replacements from ORF when like items of equipment cannot be repaired or modified in time to meet operational requirements. Ensure procedures are current and valid.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Reviewed maintenance control procedures. | — | — |
| 2. Reviewed production control procedures. | — | — |
| 3. Reviewed quality control procedures. | — | — |
| 4. Reviewed work flow process. | — | — |
| 5. Reviewed job evacuation procedures. | — | — |
| 6. Reviewed maintenance management tools and techniques. | — | — |
| 7. Reviewed operational readiness float (ORF) procedures. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

AR 710-2
 DA PAM 710-2-2
 DA PAM 750-8
 FM 4-30.3
 LOCAL SOP

Related

AISM 25-L21-AHN-ZZZ-EM
 AR 750-1
 DA PAM 710-2-1
 DA PAM 750-1
 TC 43-4

**Manage Logistics Support
093-SFC-4107**

Conditions: Given local standing operating procedure (SOP), Army regulation (AR) 750-1, Department of the Army (DA) Pamphlet 738-750, and Field Manual (FM) 4-30.3. You also have access to the operations order (OPORD), Materiel Condition Status Report (MCSR), shop stock, bench stock, and the Standard Army Maintenance System (SAMS) reports. This task can be performed in a field or garrison environment.

Standards: Planned logistics support for maintenance operations that anticipates requirements for personnel, equipment, repair parts, and the effective use of these resources.

Performance Steps

1. Identify support requirements. Review appropriate documents to identify requirements. These may include local SOPs, OPORDs, and others. Determine information, such as type and number of supported units and type and number of supported equipment. If available, also review battle damage assessment and review (BDAR) and MCSR.
2. Identify available resources. Identify the resources on hand and the resources already committed after support requirements have been determined. Assets to consider include personnel; parts; tools; test, measurement, and diagnostic equipment (TMDE); publications; and transport capabilities. Other assets to consider include operational readiness float (ORF), facilities, location of maintenance support teams (MSTs), unit maintenance collection points (UMCPs), maintenance collection points (MCPs), and recovery/evacuation capabilities.
3. Identify other considerations. Other intangibles must be considered when managing support. Other considerations include: command priorities, environmental impact, maintenance workload, exchange/cannibalization policy, weather/terrain conditions, security, safety, certifications/training, tactical situation, and operational tempo (OPTEMPO).
4. Allocate resources. Allocate and organize resources to provide needed support after considering all requirements, resources, and other considerations.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Identified support requirements. (AR 750-1, DA Pamphlet 738-750, FM 4-30.3, SOP) | — | — |
| 2. Identified available resources. (FM 4-30.3, SOP) | — | — |
| 3. Identified other considerations. | — | — |
| 4. Allocated resources. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

| | |
|-----------------|----------------|
| Required | Related |
| AR 750-1 | FM 4-0 |
| DA PAM 750-8 | TB 385-4 |
| FM 4-30.3 | TC 43-4 |
| LOCAL SOP | |

**Coordinate Activities Between Production Control and Supply Support Activity
093-SFC-4111**

Conditions: Given Army regulation (AR) 710-2, Department of the Army (DA) Pamphlet 710-2-1, DA Pamphlet 710-2-2, and Field Manual (FM) 4-30.3. This task can be performed in a field or garrison environment.

Standards: Accounted for repair parts in accordance with references listed above.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Reconciled the movement of parts between production control and the supply support activity in accordance with references listed in the Condition statement. | — | — |
| 2. Reconciled the movement of repairable exchange (RX) items between production control and RX. | — | — |
| 3. Reconciled reports from production control and shop supply. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

AR 710-2
DA PAM 710-2-1
DA PAM 710-2-2
FM 4-30.3

Related

**Manage Shop Supply Operations
093-SFC-4112**

Conditions: Given Army regulation (AR) 710-2, Department of the Army (DA) Pamphlet 710-2-1, DA Pamphlet 710-2-2, Field Manual (FM) 4-30.3, DA Form 2064, and DA Form 3318. This task can be performed in a field or garrison environment.

Standards: Maintained shop supply in accordance with AR 710-2 and DA Pamphlet 710-2-2.

Performance Steps

1. Monitor shop stock operations. (AR 710-2, DA Pamphlet 710-2-1, FM 4-30.3)
2. Check the shop stock for the following:
 - a. List of items stocked.
 - b. Reorder point (ROP).
 - c. Location.
3. Check the demand supported shop stock records for the number of records within the control period and other considerations.
4. Ensure that the demands on the DA Form 3318 and those listed on the DA Form 2064 matched.
5. Compare the physical location with the location listed on the DA Form 3318.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|--|-----------|--------------|
| 1. Monitored shop stock operations. (AR 710-2, DA Pamphlet 710-2-1, FM 4-30.3) | — | — |
| 2. Checked the shop stock for the following: | — | — |
| 3. Checked the demand supported shop stock records for the number of records within the control period and other considerations. | — | — |
| 4. Ensured that the demands on the DA Form 3318 and those listed on the DA Form 2064 matched. | — | — |
| 5. Compared the physical location with the location listed on the DA Form 3318. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

- AR 710-2
- DA FORM 2064
- DA FORM 3318
- DA PAM 710-2-1
- DA PAM 710-2-2
- FM 4-30.3

Related

- DA PAM 750-8

**Manage Operational Readiness Float (ORF) Transactions
093-SFC-4114**

Conditions: Given Army regulation (AR) 710-2, AR 750-1, Department of the Army (DA) Pamphlet 710-2-2, local standing operating procedure (SOP), maintenance records, operational readiness float (ORF) equipment, and applicable technical manuals (TMs). This task can be performed in a field or garrison environment.

Standards: Maintained and issued ORF equipment in accordance with required references.

Performance Steps

1. Maintain ORF equipment. (AR 750-1, AR 710-2)
 - a. Ensure that ORF assets were maintained at 10/20 maintenance standard.
 - b. Direct the repair of unserviceable ORF assets.
 - c. Use highest appropriate priority designator for items being repaired for return to ORF stock.
 - d. Ensure that appropriate service and maintenance forms were completed.

2. Coordinate transactions of ORF equipment. (AR 710-2, DA Pamphlet 710-2-2, SOP)
 - a. Account for ORF assets per AR 710-2 and DA Pamphlet 710-2-2.
 - b. Issue assets when priority designator and estimate repair time met established criteria.
 - c. Ensure ORF items were exchanged on a one-for-one basis.
 - d. Coordinate with supported unit, as required.
 - e. Ensure that all supply and maintenance forms were completed.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|--|-----------|--------------|
| 1. Maintained ORF equipment. (AR 750-1, AR 710-2) | — | — |
| 2. Coordinated transactions of ORF equipment. (AR 710-2, DA Pamphlet 710-2-2, SOP) | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

| Required | Related |
|-----------------|----------------|
| AR 710-2 | AR 710-1 |
| AR 750-1 | DA FORM 2404 |
| DA PAM 710-2-2 | DA FORM 2407 |
| LOCAL SOP | DA PAM 710-2-1 |
| | DA PAM 750-1 |
| | DA PAM 750-8 |
| | FM 4-30.3 |

Subject Area 4: Senior Maintenance Management

**Prepare Input to Materiel Condition Status Report
093-SFC-4103**

Conditions: Given Army regulation (AR) 220-1, AR 700-138, Department of the Army (DA) Form 2406 (Materiel Condition Status Report), DA Form 3266-1 (Army Missile Materiel Readiness Report), DA Form 3266-2 (Missile Materiel Condition Status Report Worksheet), DA Pamphlet 738-750, paper and pencil or pen. You also have access to data from DA Form 5990-E or equivalent (Department of Defense [DD] Form 314 and DA Form 2407). This task can be performed in a field or garrison environment.

Standards: Prepared the Materiel Condition Status Report (MCSR) correctly using AR 700-138.

Performance Steps

1. Prepare input to DA Form 2406 (Materiel Condition Status Report).
 - a. Complete blocks 1 through 8. (Refer to AR 700-138.)
 - b. Complete columns 9a through 9e(3)(b). (Refer to AR 700-138 and maintenance forms.)
 - c. Complete columns 9f(1) through 9f(5), as locally prescribed.
 - d. Complete block 10, as locally required.
 - e. Complete block 11 (REMARKS), as required.
 - f. Submit for commander's signature.
 - g. Complete block 12(b).

NOTE: Ensure the date the report is signed is entered.

2. Prepare input to DA Form 3266-1 (Army Missile Materiel Readiness Report).
 - a. Enter applicable system operational data in Part 1. (Refer to AR 700-138.)
 - b. Enter data on missile equipment that was non-mission capable (NMC) during the reporting period in Part 2.
 - c. Enter data on missile equipment that was NMC at the close of the reporting period in Part 3.
 - d. Review the form and correct any errors.
 - e. Submit the completed DA Form 3266-1 to the correct agency.

NOTE: This step is only performed in units performing missile maintenance.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Prepared input to DA Form 2406 (Materiel Condition Status Report). | — | — |
| 2. Prepared input to DA Form 3266-1 (Army Missile Materiel Readiness Report). | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

| Required | Related |
|-----------------|----------------|
| AR 220-1 | DA FORM 2407 |
| AR 700-138 | DD FORM 314 |
| DA FORM 2406 | |
| DA FORM 3266-1 | |
| DA FORM 3266-2 | |
| DA FORM 5990-E | |
| DA PAM 750-8 | |

**Manage SAMS-1 System Administration
093-SFC-4104**

Conditions: Given Standard Army Maintenance System-Level 1 (SAMS-1) end user manual, local standing operating procedure (SOP), and Training Circular (TC) 43-4. This task can be performed in a field or garrison environment.

Standards: Reviewed SAMS-1 administrative procedures for compliance with SAMS-1 end user manual and took required corrective action.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Ensured the system access roster was current. (Automated Information System Manual (AISM) 25-L21-AHN-ZZZ-EM, and TC 43-4.) | — | — |
| 2. Identified the SAMS-1 system senior operator. | — | — |
| 3. Identified SAMS-1 problem reporting procedures. | — | — |
| 4. Identified SAMS-1 data backup procedures. | — | — |
| 5. Ensured the shop/personnel database was current. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance, show what was done wrong and how to do it correctly.

References

Required

AISM 25-L21-AHN-ZZZ-EM
LOCAL SOP
TC 43-4

Related

AR 25-2
DA PAM 25-1-1
DA PAM 750-8

Manage Hand Receipt Functions

093-SFC-4105

Conditions: Perform task given local standing operating procedure (SOP), pencil and paper, Army regulation (AR) 25-400-2, AR 735-5, Department of the Army (DA) Form 2062, DA Pamphlet 25-30, DA Pamphlet 25-380-2, DA Pamphlet 710-2-1, Technical Bulletin (TB) 380-41, and commander's guidance. This task can be performed in a field or garrison environment.

Standards: Attained 100 percent accountability in accordance with DA Pamphlet 710-2-1.

Performance Steps

1. Prepare for inventory. Review the hand receipt (HR) before beginning the inventory to see type of items to be inventoried. If unfamiliar with the type of equipment, select personnel to assist in the inventory. Check with the commander/supervisor for any special instructions before starting the inventory. Review DA Pamphlet 25-30 to ensure the most current supply catalogs, component lists, technical manuals, and other related publications are used during the inventory. In the event the most current publications are not on hand, they will be placed on order. The inventory will be conducted with the references on hand, and a memorandum will be prepared stating the procedures used for the inventory, if applicable. Verify facilities and space are available to conduct the inventory. Notify sub-hand receipt holders of when and how the inventory will be conducted.
2. Conduct inventory. Check all items to make sure their national stock number (NSN), model, and their description on the HR match. Make a list of any differences. Visually check the condition of the property. Make a list of any damaged equipment. Report damaged equipment to unit maintenance personnel for repair. Ensure the on-hand quantity and quantity on the HR match. Make a list of any overages and shortages. Use the proper technical manual (TM) or supply catalog (SC) to identify components of end items. Make a list of any overages and shortages. Serial numbers on the HR should match those on the item. All open maintenance requests must be checked with the supporting maintenance facility. Report any discrepancies to the accountable officer.
3. Conduct post inventory procedures. Inform the commander of inventory results. Provide copy of all discrepancies discovered during the inventory to accountable officer. Make sure that component shortages are listed on HR shortage annexes. Request shortages not already on order. Turn in overages according to local procedures.
4. Issue sub-hand receipt for property to user. Appoint sub-hand receipt users. Prepare separate HR for installation and organizational property. Prepare DA Form 2062 or equivalent in two copies to issue sub-hand receipt for property. The person transferring the property keeps the original; the copy is provided to the person receiving the property.
5. File HR according to AR 25-400-2. File HR and sub-hand receipt according to AR 25-400-2, as applicable.
6. Maintain HR and files. Regularly inventory property in accordance with applicable standard (for example, monthly, quarterly). Keep all copies of HR and sub-hand receipts current. Upon receipt of the current publication, conduct an inventory to determine any overages or shortages. Overages will be turned in. Shortages will be accounted for in accordance with DA Pamphlet 710-2-1 or AR 735-5, as appropriate. Shortage of controlled cryptographic items (CCI) or communications security (COMSEC) items also requires the initiation of an insecurity report per DA Pamphlet 25-380-2 or TB 380-41. Submit requests for issue to replace any shortages.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|-----------|--------------|
| 1. Prepared for inventory. (DA Pamphlet 710-2-1.) | — | — |
| 2. Conducted inventory. | — | — |
| 3. Performed post-inventory procedures. | — | — |
| 4. Issued sub-hand receipt for property to user. | — | — |
| 5. Filed HR in accordance with AR 25-400-2. | — | — |
| 6. Maintained HR and files. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References**Required**

AR 25-400-2
 AR 735-5
 DA FORM 2062
 DA PAM 25-30
 DA PAM 25-380-2
 DA PAM 710-2-1
 LOCAL SOP
 TB 380-41

Related

AR 710-2
 DA FORM 2765-1
 DA FORM 3161

**Manage Shop Personnel Actions
093-SFC-4108**

Conditions: Given pencil or pen, paper, local standing operating procedure (SOP), Army regulation (AR) 600-8-10, AR 600-8-19, AR 600-8-22, AR 623-205, AR 635-200, and Field Manual (FM) 22-100. This task can be performed in a field or garrison environment.

Standards: Managed administrative and personnel actions impacting on shop personnel in accordance with applicable references.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Reviewed recommendation for advancement/promotion to determine eligibility. (AR 600-8-19) | — | — |
| 2. Reviewed request for leave/pass to maintain proper manning level. (AR 600-8-10) | — | — |
| 3. Reviewed an award recommendation for errors. (AR 600-8-22) | — | — |
| 4. Reviewed entries on personnel evaluations for errors. (AR 623-205) | — | — |
| 5. Reviewed entries on counseling forms for errors. (FM 22-100) | — | — |
| 6. Identified requirements for administrative separations. (AR 635-200) | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

AR 600-8-10
AR 600-8-19
AR 600-8-22
AR 623-205
AR 635-200
FM 22-100
LOCAL SOP

Related

AR 220-45
AR 25-50
DA FORM 638

**Review SAMS-2 Reports
093-SFC-4109**

Conditions: Given commander's intent, local standing operating procedure (SOP), Standard Army Maintenance System Level 2 (SAMS-2) end user manual, SAMS-2 reports, Automated Information System Manual (AISM) 25-L26-AHO-222-EM, and Training Circular (TC) 43-4. This task can be performed in a field or garrison environment.

Standards: Determined if maintenance performance was within unit's acceptable range of performance.

NOTE: Unit's acceptable range of performance can be found in the unit SOP and/or commander's intent.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Identified reportable and maintenance significant items. (AISM 25-L26-AHO-ZZZ-EM, TC 43-4, SOP) | — | — |
| 2. Identified work orders that were more than 30 days old. | — | — |
| 3. Identified maintenance turnaround time in days by unit/activity. | — | — |
| 4. Identified operational readiness float (ORF) monthly usage and accumulation. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required

AISM 25-L26-AHO-ZZZ-EM
LOCAL SOP
TC 43-4

Related

AISM 25-L21-AHN-ZZZ-EM

Conduct Site Reconnaissance
093-SFC-4110

Conditions: Given pencil or pen, paper, lensatic compass, protractor, local standing operating procedure (SOP), Field Manual (FM) 4-30.3, operations order/operations plan (OPORD/OPLAN), maps of the surrounding area, stakes or other marking material, and a vehicle. This task can be performed in a field environment.

Standards: Selected a satisfactory site and marked it in accordance with FM 4-30.3, local SOP, and applicable references.

Performance Steps

1. Review site reconnaissance requirements. (FM 4-30.3, SOP)
 - a. Specific requirements for the site are contained in the mission OPORD/OPLAN. Ensure you take note of personnel, equipment, and logistic requirements when preparing for site selection.
 - b. Review local SOP for unit-specific requirements for the site.
2. Select potential sites by map reconnaissance. Consider the following areas as a minimum:
 - a. Observation and fields of fire.
 - b. Concealment and cover.
 - c. Obstacles.
 - d. Key terrain.
 - e. Avenues of approach.
3. Evaluate potential sites by physical reconnaissance. Evaluation of potential sites must include at a minimum:
 - a. Accessibility. Can the site be reached regardless of the weather or time of year? What must travel the roads/paths? What is the condition of these roads/paths?
 - b. Terrain. Is the site relatively flat and well drained?
 - c. Camouflage/concealment. Does the potential site provide adequate camouflage and concealment?
 - d. Survivability. Can the potential site be adequately defended in case of attack?
 - e. Technical suitability. Is the site location within the range, capabilities, and limitations of the equipment to be deployed?
4. Review marking requirements. Once the best site is selected, the site will be marked for location of equipment and control points. Mark the site in accordance with local SOP and availability of materials.

| Performance Measures | <u>GO</u> | <u>NO-GO</u> |
|--|------------------|---------------------|
| 1. Reviewed site reconnaissance requirements. (FM 4-30.3, SOP) | — | — |
| 2. Selected potential sites by map reconnaissance. | — | — |
| 3. Evaluated potential sites by physical reconnaissance. | — | — |
| 4. Reviewed marking requirements. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

| | |
|--|-----------------------|
| <p>Required FM 4-30.3 LOCAL SOP</p> | <p>Related</p> |
|--|-----------------------|

**Provide Liaison to Supported Units
093-SFC-4113**

Conditions: Given Army regulation (AR) 750-1, Department of the Army (DA) Pamphlet 738-750, Field Manual (FM) 4-30.3, and direct support (DS) maintenance standing operating procedure (SOP). This task can be performed in a field or garrison environment.

Standards: Provided liaison support in accordance with FM 4-30.3 and SOP.

Performance Steps

1. Issue external SOP to supported unit. (FM 4-30.3, SOP, AR 750-1, DA Pamphlet 738-750, SOP.)
2. Coordinate on-site maintenance training.
3. Identify and coordinate required support maintenance.
 - a. Scheduled.
 - b. Unscheduled.
 - c. Special (Command Inspection Program (CIP), gunnery, training centers, and so forth).
4. Provide supported unit updated status of open work requests.

Performance Measures

| | <u>GO</u> | <u>NO-GO</u> |
|---|------------------|---------------------|
| 1. Issued external SOP to supported unit. (FM 4-30.3, SOP, AR 750-1, DA Pamphlet 738-750, SOP.) | — | — |
| 2. Coordinated on-site maintenance training. | — | — |
| 3. Identified and coordinated required support maintenance. | — | — |
| 4. Provided supported unit updated status of open work requests. | — | — |

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

| Required | Related |
|-----------------|----------------|
| AR 750-1 | |
| DA PAM 750-8 | |
| FM 4-30.3 | |
| LOCAL SOP | |

This page intentionally left blank.

APPENDIX A**Hands-On Evaluation (DA Form 5164-R) Instructions**

DA Form 5164-R (Hands-On Evaluation) allows the trainer to keep a record of the performance measures a soldier passes or fails on each task.

Before evaluation:

1. Obtain a blank copy of [DA Form 5164-R](#), which you may locally reproduce on 8 ½ x 11 paper.
2. Enter the task title and 10-digit number from the STP task summary.
3. In Column a, enter the performance measure numbers from the task summary.
4. In Column b, enter the performance measure corresponding to the number in Column a (you may abbreviate this information, if necessary).
5. Locally reproduce the partially completed form when evaluating more than one soldier on the task or when evaluating the same soldier more than once.

During evaluation:

1. Enter the date just before evaluating the soldier's task performance.
2. Enter the evaluator's name, the soldier's name, and the unit.
3. For each performance measure in Column b, enter a check in Column c (PASS) or Column d (FAIL), as appropriate.
4. Compare the number of performance measures the soldier passes (and, if applicable, which ones) against the task standards specified in the task summary. If the standards are met or exceeded, check the GO block under STATUS; otherwise, check the NO-GO block.

| HANDS-ON EVALUATION For use of this form, see AR 350-57; the proponent agency is ODCSOPS | | DATE 1 November 2004 | |
|--|--|---|---------------------------------------|
| TASK TITLE Prepare an Equipment Maintenance Work Request | | TASK NUMBER 101-92A-1113 | |
| ITEM a | PERFORMANCE STEP TITLE b | SCORE (Check One) | |
| | | PASS c | FAIL d |
| 1. | Prepared a DA Form 2407 for direct support maintenance for a not mission capable (NMC) item of equipment. | <input checked="" type="checkbox"/> P | <input type="checkbox"/> F |
| 2. | Prepared a DA Form 2407 for direct support maintenance requesting a Modification Work Order (MWO) to unit equipment. | <input type="checkbox"/> P | <input checked="" type="checkbox"/> F |
| 3. | Prepared a DA Form 2407 for direct support maintenance requesting an estimated cost of damage (ECOD). | <input checked="" type="checkbox"/> P | <input type="checkbox"/> F |
| 4. | Copied the work order request information from DA Form 2407 to DA Form 2405. | <input checked="" type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| | | <input type="checkbox"/> P | <input type="checkbox"/> F |
| EVALUATOR'S NAME SSG Powell | | UNIT W Co, 244th QM BN | |
| SOLDIER'S NAME PV2 Howard | | STATUS <input type="checkbox"/> GO <input checked="" type="checkbox"/> NO GO | |
| DA FORM 5164-R, SEP 85 | | EDITION OF DEC 82 IS OBSOLETE | |
| | | USAPPC V2.00 | |

Figure A-1. Sample of a completed DA Form 5164-R

APPENDIX B**Field Expedient Squad Book (DA Form 5165-R) Instructions**

DA Form 5165-R (Field Expedient Squad Book) allows the trainer to keep a record of task proficiency for a group of soldiers.

Before evaluation:

1. Obtain a blank copy of [DA Form 5165-R](#), which you may locally reproduce on 8 ½, x 11, paper.
2. Locally reproduce the partially completed form if you are evaluating more than nine soldiers.

During evaluation:

1. Enter the names of the soldiers you are evaluating, one name per column, at the top of the form.
2. Under STATUS, record (in pencil) the date in the GO block if the soldier demonstrated task proficiency to soldier's manual standards. Keep this information current by always recording the most recent date on which the soldier demonstrated task proficiency. Record the date in the NO-GO block if the soldier failed to demonstrate task proficiency to soldier's manual standards. Soldiers who failed to perform the task should be retrained and reevaluated until they can meet the standards. When the standards are met, enter the date in the appropriate GO block and erase the previous entry from the NO-GO block.

After evaluation:

1. Read down each column (GO/NO-GO) to determine the training status of an individual. This will give you a quick indication of which tasks a soldier needs training on.
2. Read across the rows for each task to determine the training status of all soldiers. You can readily see which tasks to focus training on.
3. Line through the STATUS column of any soldier who leaves the unit.

| FIELD EXPEDIENT SQUAD BOOK | | SOLDIER'S NAME | | | | | | | | | | | | | | | | |
|---|---------|----------------|---------|-------|---------|-------|---------|-------|---------|-------|-------|-------|--|------|--|--|--|--|
| USER APPLICATION | | SHEET / OF 3 | | | | | | | | | | | | | | | | |
| For use of this form, see STP 10-92A10-SM-TG; the proponent agency is TRADOC. | | | | | | | | | | | | | | | | | | |
| STP 81-1-SMCT Soldier's Manual of Common Tasks | | Hughes | | | Murphy | | | Smith | | | Jones | | | Gray | | | | |
| TASK NUMBER AND TITLE | STATUS | | | | | | | | | | | | | | | | | |
| | GO | NO-GO | GO | NO-GO | GO | NO-GO | GO | NO-GO | GO | NO-GO | GO | NO-GO | | | | | | |
| 071-326-0512 Estimate Range | 5-17-04 | | 3-17-04 | | 5-17-04 | | 3-17-04 | | 4-20-04 | | | | | | | | | |
| 071-329-1001 Identifying Terrain | 4-2-04 | | | | | | 4-20-04 | | 4-5-04 | | | | | | | | | |
| 071-311-2004 Battlesight Zero | 4-6-04 | | 4-6-04 | | 4-15-04 | | | | 4-5-04 | | | | | | | | | |
| 878-920-1001 Armored Vehicles | 5-8-04 | | 5-8-04 | | | | | | 5-8-04 | | | | | | | | | |
| 071-329-1002 Grid Coordinates | | | | | | | | | | | | | | | | | | |
| 071-229-1003 Azimuth | | | | | | | | | | | | | | | | | | |
| 071-311-2001 Aerial Rifle | | | | | | | | | | | | | | | | | | |
| 071-503-1001 M17-SERIES | | | | | | | | | | | | | | | | | | |
| 051-503-1007 Dismounts | | | | | | | | | | | | | | | | | | |
| 051-503-1009 MOPP Gear | | | | | | | | | | | | | | | | | | |
| 081-831-1021 Buddy-Aid | | | | | | | | | | | | | | | | | | |
| 081-831-1005 Revent Shock | | | | | | | | | | | | | | | | | | |
| 081-831-1009 Frostbite | | | | | | | | | | | | | | | | | | |
| 071-326-0511 Revert to Flares | | | | | | | | | | | | | | | | | | |
| 071-325-4407 Employ Hand Grenades | | | | | | | | | | | | | | | | | | |
| 081-503-1003 Exchange MOPP Gear | | | | | | | | | | | | | | | | | | |
| 081-831-1005 Revert Shock | | | | | | | | | | | | | | | | | | |

SAMPLE

Figure B-1. Sample of a completed DA Form 5165-R

GLOSSARY**Section I**
Acronyms & Abbreviations

| | |
|---------------|---|
| ACCP | Army Correspondence Course Program |
| AIPD | Army Institute for Professional Development |
| AIMS | automated information systems manual |
| AMCOM | Aviation and Missile Command |
| AN | annually |
| ANCOC | advanced noncommissioned officer course |
| AR | Army regulation |
| ARTEP | Army Training and Evaluation Program |
| ATTN | attention |
| BA | biannually |
| BDAR | battle damage assessment and repair |
| BN | battalion |
| BNCOC | basic noncommissioned officer course |
| BW | biweekly |
| CBRN | chemical, biological, radiological, and nuclear |
| CBU | calibrate before use |
| CCI | controlled cryptographic item |
| CIP | Command Inspection Program |
| CNR | calibration not required |
| Co | company |
| COE | contemporary operating environment |
| COMSEC | communications security |
| CTT | common task test |
| DA | Department of the Army |
| DA PAM | Department of the Army pamphlet |

| | |
|----------------|--------------------------------------|
| D.C. | District of Columbia |
| DD | Department of Defense |
| DS | Direct Support |
| EIR | equipment improvement recommendation |
| ELSEC | electronic security |
| FEDLOG | Federal Logistics |
| FM | field manual; frequency modulation |
| Freq | frequency |
| HQ | headquarters |
| HR | hand receipt |
| IMPL | initial mandatory parts list |
| INFOSEC | information system security |
| MCP | maintenance collection point |
| MCSR | Materiel Condition Status Report |
| MDS | mission, design, and series |
| MED | medical |
| METL | mission essential task list |
| MEVA | mission essential or vulnerable area |
| MO | monthly |
| MOS | military occupational specialty |
| MOSC | military occupational specialty code |
| MSC | major subordinate command |
| MST | maintenance support team |
| MWO | modification work order |
| NCO | noncommissioned officer |
| NMC | non-mission capable |
| NMP | national maintenance point |

| | |
|----------------|--|
| No. | number |
| NSN | national stock number |
| OPLAN | operations plan |
| OPORD | operations order |
| OPSEC | operations security |
| OPTEMPO | operational tempo |
| ORF | operational readiness float |
| PAM | pamphlet |
| PLL | prescribed load list |
| PMCS | preventive maintenance checks and services |
| PV2 | private two |
| QDR | Quality Deficiency Report |
| QM | quartermaster |
| QT | quarterly |
| RADIAC | radiation detection, indication, and computation |
| RDL | Reimer Digital Library |
| ROP | reorder point |
| RX | reparable exchange |
| SA | semiannually |
| SAMS | Standard Army Maintenance System |
| SAMS-1 | Standard Army Maintenance System-Level 1 |
| SAMS-2 | Standard Army Maintenance System-Level 2 |
| SC | supply catalog |
| SF | standard form |
| SFDLR | stock funding of depot level repairables |
| SIGSEC | signal security |
| SL | skill level |
| SLAC | support list allowance card |

| | |
|---------------|---|
| SM | soldier's manual |
| SM/TG | soldier's manual/trainer's guide |
| SMCT | soldier's manual of common tasks |
| SOF | safety of flight |
| SOP | standing operating procedure |
| SSA | supply support activity |
| SSG | staff sergeant |
| STP | soldier training publication |
| Sust | sustainment |
| TB | technical bulletin |
| TB MED | technical bulletin (medical) |
| TC | training circular |
| TG | trainer's guide |
| TM | technical manual |
| TMDE | test, measurement, and diagnostic equipment |
| Tng | training |
| TRADOC | Training and Doctrine Command |
| UMCP | unit maintenance collection point |
| UND | urgency of need designator |
| UNIT | Trained in the unit |
| VA | Virginia |
| WK | weekly |

Section II**Terms****FEDLOG**

The logistics information system published by the Defense Logistics Information Service (DLIS). FED LOG contains information on more than 7 million stock numbers and 12 million part numbers. Updated monthly, FED LOG is available in CD-ROM or DVD format.

MOS (military occupational specialty)

A term used to identify the skills of a group of related jobs and duty positions.

SAMS-1

Software package designed to manage maintenance operations, including work order registration, repair parts, stockage and requisition, manpower utilization, and readiness reporting.

Soldier training publication (STP)

Publications that contain critical tasks and other training information used to train soldiers and serve to standardize individual training for the whole Army; provide information and guidance in conducting individual training in the unit; and aid the soldier, officer, noncommissioned officer (NCO), and commander in training critical tasks. They consist of Soldier's Manuals, Trainer's Guides, Military Qualification Standards manuals, and Officer Foundations Standards System manuals.

This page intentionally left blank.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

| | |
|-------------|---|
| AR 25-2 | Information Assurance 14 November 2003 |
| AR 25-400-2 | The Army Records Information Management System (ARIMS) 15 November 2004 |
| AR 40-5 | Preventive Medicine 22 July 2005 |
| AR 95-1 | Flight Regulations 3 February 2006 |
| AR 190-13 | The Army Physical Security Program 30 September 1993 |
| AR 190-51 | Security of Unclassified Army Property (Sensitive and Nonsensitive) 30 September 1993 |
| AR 220-1 | Unit Status Reporting 10 June 2003 |
| AR 380-5 | Department of the Army Information Security Program 29 September 2000 |
| AR 380-40 | (O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U) 30 June 2000 |
| AR 385-10 | The Army Safety Program 29 February 2000 |
| AR 530-1 | Operations Security (OPSEC) 27 September 2005 |
| AR 600-8-10 | Leaves and Passes 15 February 2006 |
| AR 600-8-19 | Enlisted Promotions and Reductions 10 January 2006 |
| AR 600-8-22 | Military Awards 25 February 1995 |
| AR 623-205 | Noncommissioned Officer Evaluation Reporting System 15 May 2002 |
| AR 635-200 | Active Duty Enlisted Administrative Separations 6 June 2005 |
| AR 672-20 | Incentive Awards 29 January 1999 |
| AR 700-138 | Army Logistics Readiness and Sustainability 26 February 2004 |
| AR 710-2 | Supply Policy Below the National Level 8 July 2005 |
| AR 725-50 | Requisition, Receipt, and Issue System 15 November 1995 |
| AR 735-5 | Policies and Procedures for Property Accountability 28 February 2005 |
| AR 750-1 | Army Materiel Maintenance Policy 23 January 2006 |

Department of Army Forms

DA forms are available on the Army Electronic Library (AEL) and the APD web site, www.apd.army.mil.

| | |
|-----------------|--|
| DA FORM 2062 | Hand Receipt/Annex Number |
| DA FORM 2063-R | Prescribed Load List |
| DA FORM 2064 | Document Register for Supply Actions |
| DA FORM 2402 | Maintenance Tag |
| DA FORM 2404 | Equipment Inspection and Maintenance Worksheet |
| DA FORM 2405 | Maintenance Request Register |
| DA FORM 2406 | Materiel Condition Status Report |
| DA FORM 2407 | Maintenance Request |
| DA FORM 2407-1 | Maintenance Request Continuation Sheet |
| DA FORM 2408-12 | Army Aviator's Flight Record |

| | |
|-------------------|--|
| DA FORM 2408-13 | Aircraft Status Information Record |
| DA FORM 2408-13-1 | Aircraft Maintenance and Inspection Record |
| DA FORM 2408-14 | Uncorrected Fault Record |
| DA FORM 2410 | Component Removal and Repair/Overhaul Record |
| DA FORM 3266-1 | Army Missile Materiel Readiness Report |
| DA FORM 3266-2 | Missile Materiel Condition Status Report Worksheet |
| DA FORM 3318 | Records of Demands-Title Insert |
| DA FORM 3758-R | Calibration and Repair Requirements Worksheet |
| DA FORM 5988-E | Equipment Inspection Maintenance Worksheet |
| DA FORM 5990-E | Maintenance Request |

Department of Army Pamphlets

| | |
|-----------------|--|
| DA PAM 25-30 | Consolidated Index of Army Publications and Blank Forms 1 January 2006 |
| DA PAM 25-380-2 | Security Procedures for Controlled Cryptographic Items 10 January 1991 |
| DA PAM 40-501 | Hearing Conservation Program 10 December 1998 |
| DA PAM 190-51 | Risk Analysis for Army Property 30 September 1993 |
| DA PAM 385-1 | Small Unit Safety Officer/NCO Guide 29 November 2001 |
| DA PAM 600-67 | Effective Writing for Army Leaders 2 June 1986 |
| DA PAM 611-21 | Military Occupational Classification and Structure 31 March 1999 |
| DA PAM 710-2-1 | Using Unit Supply System (Manual Procedures)(Standalone Pub) 31 December 1997 |
| DA PAM 710-2-2 | Supply Support Activity Supply System: Manual Procedures 30 September 1998 |
| DA PAM 738-751 | Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A) 15 March 1999 |
| DA PAM 750-8 | The Army Maintenance Management System (TAMMS) Users Manual 22 August 2005 |

Department of Defense Forms

DD Forms are available from the OSD web site, www.dior.whs.mil.

| | |
|----------------|--|
| DD FORM 314 | Preventive Maintenance Schedule and Record |
| DD FORM 1574 | Serviceable Tag - Materiel |
| DD FORM 1574-1 | Serviceable Label - Materiel |
| DD FORM 1575 | Suspended Tag - Materiel |
| DD FORM 1575-1 | Suspended Label - Materiel |
| DD FORM 1576 | Test/Modification Tag - Materiel |
| DD FORM 1576-1 | Test/Modification Label - Materiel |
| DD FORM 1577 | Unserviceable (Condemned) Tag - Materiel |
| DD FORM 1577-1 | Unserviceable (Condemned) Label - Materiel |
| DD FORM 1577-2 | Unserviceable (Reparable) Tag - Materiel |
| DD FORM 1577-3 | Unserviceable (Reparable) Label - Materiel |
| DD FORM 2332 | Product Quality Deficiency Report Exhibit |

Field Manuals

FM 3-19.30 Physical Security 8 January 2001
 FM 4-30.3 Maintenance Operations and Procedures 28 July 2004
 FM 5-0 Army Planning and Orders Production 20 January 2005
 FM 9-43-2 Recovery and Battlefield Damage Assessment and Repair (FMFRP 4-34; TO 36-1-181) 3 October 1995
 FM 22-100 Army Leadership 31 August 1999
 FM 24-16 Communications-Electronics Operations, Orders, Records, and Reports 7 April 1978

Other Product Types

AISM 25-L21-AHN-ZZZ-EM Standard Army Maintenance System Level 1(SAMS-1) L21-10-00 End User Manual 1 June 1997
 AISM 25-L26-AHO-ZZZ-EM Standard Army Maintenance System Level 2 (SAMS-2) I26-10-00 End User Manual 1 June 1997
 DA LABEL 80 US Army Calibrated Instrument
 FEDLOG Federal Logistics information system (Updated Monthly CD-ROM/DVD) Defense Logistics Information Service (DLIS), Defense Logistics Agency (DLA)
 SF FORM 368 Product Quality Deficiency Report

Technical Bulletins

TB 43-0001-SERIES Equipment Improvement Report and Maintenance Digest for Tank, Automotive, and Armament Equipment 1 October 2000
 TB 43-180 Interactive Electronic Technical Manual (IETM) for Calibration and Repair Requirements for the Maintenance of Army Materiel 29 July 2005
 TB 380-41 Security: Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material 3 July 2003
 TB 385-3 Fire Prevention and Protection: Military Gasoline Cans 7 June 1968
 TB 385-4 Safety Requirements for Maintenance of Electrical and Electronic Equipment 1 August 1992
 TB 750-25 Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program 1 March 1997
 TB MED 523 Control of Hazards to Health From Microwave and Radio Frequency Radiation and Ultrasound 15 July 1980

Technical Manuals

TM 38-L09-11 Functional Users Manual for Maintenance Reporting and Management (MRM) (S&I CDR, USALOGC, ATTN: ATCL-SP, FT LEE, VA 23801-6000) 4 February 1985

Training Circulars

TC 43-4 Commander's and Shop Officer's Guide for Support Maintenance Management 8 May 1996

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

| | |
|------------|--|
| AR 5-12 | Army Management of the Electromagnetic Spectrum 1 October 1997 |
| AR 25-2 | Information Assurance 14 November 2003 |
| AR 25-50 | Preparing and Managing Correspondence 3 June 2002 |
| AR 200-1 | Environmental Protection and Enhancement 21 February 1997 |
| AR 220-45 | Duty Rosters 15 November 1975 |
| AR 380-40 | (O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U) 30 June 2000 |
| AR 385-40 | Accident Reporting and Records 1 November 1994 |
| AR 702-7 | Product Quality Deficiency Report Program 20 July 1993 |
| AR 702-7-1 | Reporting of Product Quality Deficiencies Within the US Army 25 April 2005 |
| AR 710-1 | Centralized Inventory Management of the Army Supply System 6 September 2005 |
| AR 710-2 | Supply Policy Below the National Level 8 July 2005 |
| AR 750-1 | Army Materiel Maintenance Policy 23 January 2006 |

Department of Army Forms

DA forms are available on the Army Electronic Library (AEL) and the APD web site, www.apd.army.mil.

| | |
|----------------|---|
| DA FORM 638 | Recommendation for Award |
| DA FORM 2028 | Recommended Changes to Publications and Blank Forms |
| DA FORM 2765-1 | Request for Issue or Turn-in |
| DA FORM 3161 | Request for Issue or Turn-In |
| DA FORM 5164-R | Hands-On Evaluation |
| DA FORM 5165-R | Field Expedient Squad Book |

Department of Army Pamphlets

| | |
|-----------------|---|
| DA PAM 25-1-1 | Information Technology Support and Services 1 November 2005 |
| DA PAM 25-380-2 | Security Procedures for Controlled Cryptographic Items 10 January 1991 |
| DA PAM 190-51 | Risk Analysis for Army Property 30 September 1993 |
| DA PAM 200-1 | Handbook for Environmental Impact Analysis 17 January 2002 |
| DA PAM 710-2-1 | Using Unit Supply System (Manual Procedures) (Standalone Pub) 31 December 1997 |
| DA PAM 738-751 | Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A) 15 March 1999 |

DA PAM 750-1 Leader's Unit Level Maintenance Handbook 3 October 2003
 DA PAM 750-8 The Army Maintenance Management System (TAMMS) Users Manual
 22 August 2005

Department of Defense Forms

DD Forms are available from the OSD web site, www.dior.whs.mil.

Field Manuals

FM 3-04.500 Army Aviation Maintenance 26 September 2000
 FM 3-25.26 Map Reading and Land Navigation 18 January 2005
 FM 4-0 Combat Service Support 29 August 2003
 FM 4-30.3 Maintenance Operations and Procedures 28 July 2004
 FM 7-0 Training The Force 22 October 2002
 FM 7-1 Battle Focused Training 15 September 2003
 FM 24-33 Communications Techniques: Electronic Counter-Countermeasures
 17 July 1990
 FM 25-4 How to Conduct Training Exercises 10 September 1984
 FM 25-5 Training for Mobilization and War 25 January 1985
 FM 34-60 Counterintelligence 3 October 1995

Other Product Types

AISM 25-L21-AHN-ZZZ-EM Standard Army Maintenance System Level 1(SAMS-1) L21-10-00 End
 User Manual 1 June 1997

Soldier Training Publications

STP 21-1-SMCT Soldier's Manual of Common Tasks Skill Level 1 11 October 2005
 STP 21-24-SMCT Soldier's Manual of Common Tasks (SMCT) Skill Levels 2-4
 31 August 2003

Technical Bulletins

TB 43-0129 Safety Requirements for Use of Antenna and Mast Equipment
 15 June 1986
 TB 380-41 Security: Procedures for Safeguarding, Accounting, and Supply Control
 of COMSEC Material 3 July 2003
 TB 385-4 Safety Requirements for Maintenance of Electrical and Electronic
 Equipment 1 August 1992

Technical Manuals

TM 38-L09-11 Functional Users Manual for Maintenance Reporting and Management
 (MRM) (S&I CDR, USALOGC, ATTN: ATCL-SP, FT LEE, VA 23801-
 6000) 4 February 1985
 TM 750-245-4 Direct Support and General Support for Quality Control Inspector's
 Inspection Criteria 25 January 1971

Training Circulars

TC 3-34.489 The Soldier and the Environment 8 May 2001
 TC 43-4 Commander's and Shop Officer's Guide for Support Maintenance
 Management 8 May 1996

This page intentionally left blank.

STP 9-94D34-SM-TG
6 April 2006

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army
0607501

DISTRIBUTION:

Active Army, Army Reserve, and Army National Guard: Not to be distributed.
Electronic media only.

