

**DEPARTMENT OF THE ARMY
D CO, 702d MAIN SUPPORT BATTALION
2d INFANTRY DIVISION
APO AP 96224-0353**

EAID-SC-MT-D

2 FEBURARY 1999

MEMORANDUM FOR DISTRUBUTION

SUBJECT: Inspection Section Internal Standard Operating Procedures (SOP)

1. **PURPOSE:** This SOP outlines the procedures for operations in Inspection Section and delegating responsibilities to assigned personnel. To provide internal guidance to every member within the section as to the daily operation and procedures set forth. All policies and directives from a higher echelon will take precedence and will become a part of this SOP when published.
2. **SCOPE:** This SOP applies to all personnel assigned, attached, or temporarily working with the Inspection Section. Any change to this SOP will be published and distributed in memorandum format.
3. **MISSION:** The Inspection Section provides initial, in process, final and classification inspections on all equipment supported by the DSU, determine parts and man-hours for all equipment to be repaired and to participate in technical assistance functions when needed.
4. **SAFETY:** The safety of our soldiers is our top priority. Safety is more important than speed in accomplishing any task. Every soldier is a Safety Officer and is responsible for the safety of those around him or her. The following rules will be followed in the shop:
 - A. No horseplay in the work area.
 - B. Know where the closest fire extinguisher is and how to use it.
 - C. Use a ground guide when moving a vehicle larger than a HMMWV.
 - D. Speed Limit in the motor pool is 5MPH.
 - E. Only qualified personnel will operate a military vehicle.

This list is not inclusive; COMMON SENSE takes precedence when all else fails.

5. **Security / Key Control:**
 - A. The Section Sergeant will ensure that the shop and all the section's vehicles are physically secured at the end of the duty day.
 - B. The Section Sergeant is designated as the section's key custodian. Key and locks will be maintained in accordance with the Company's key control program.
6. **Energy Conservation:** It is every soldier's responsibility to turn off unused equipment and lights. This includes turning off radios, coffeepots and ventilation systems.
7. **Publications:** The Section Sergeant will select a soldier to maintain the section's publication library. The soldier will coordinate with the Company's publication NCOIC to order new publications.
8. **Shop Cleanliness:** The work areas and office areas will remain clean, free of trash and unserviceable repair parts. House cleaning is a daily responsibility for everyone.
9. **Daily Work Flow**
 - A. Account for personal

- B. Review print.
 - C. Ensure correct parts are ordered for each job.
 - D. Inspect all jobs in A Status and do a Final Inspection on work completed.
 - E. Turn in a 3999-3-R daily.
10. Section Sergeant Responsibilities:
- A. Responsible for the quality of all works that the Section performs.
 - B. Accountable for subordinates at all times
 - C. Maintain the proper required publications to perform the mission.
 - D. Provide the soldiers with a clean, well-lit, safe working area.
 - E. Monitor the safety of all work performed in the shop.
 - F. Inventory 10% of sub-hand receipt every 30 days.
 - G. Inventory 100% of sub-hand receipt upon returning from FTXs and deployments.
 - H. Insure all equipment is sub-hand receipted down to the user.
11. Technical Inspector Duties and Responsibilities:
- A. Perform initial, in process, final and classification inspections on all equipment supported by the DSU in accordance with applicable TMs and TBs.
 - B. Determine parts and man-hours for all equipment to be repaired.
 - C. Participate in technical assistance functions as required.
12. POC is SSG Brown at 730-6906.

DONNIE M. MILLER
CPT, OD
Commanding

ANNEX A: MAINTENANCE REQUEST PROCEDURES

1. General Procedures:
 - a. All organizational dead lining deficiencies will be completed prior to DS level acceptance. The DS inspectors will inspect the equipment to determine the general condition ie. (fair wear and tear). All organizational faults not noted on the 2404 will be annotated, and the equipment will be diagnosed for the faults requiring DS maintenance. Unit personnel will be on site during inspection.
 - b. On non-reportable items, up to ten items may be submitted on a single maintenance request form. There is no requirement for an ORGWON on non-reportable items.
 - c. Notice of Delegation of Authority DA Form 1687, will be used.
 1. Designate personnel authorized to turn in, request and receive equipment at Delta Company, 702d MSB on a DA Form 1678.
 2. Designate personnel authorized to sign high priority (02-05) maintenance requests as the commander's representative by either memorandum or DA Form 1687 IAW AR738-750.
 - d. DA Form 1687's will be authenticated by company commanders and submitted with a copy of assumption of command orders. They must be kept current and completed IAW DA PAM 710-2-1. A separate DA Form 1687 will be completed for the turn in of communications / electronics and automated data processing equipment (TACCS & MCS).
 - e. Units will ensure their equipment complies with the acceptance criteria in ANNEX B.
 - f. Job order numbers from Delta Company, 702d MSB will be assigned by the production control after acceptance by inspectors.
2. On-Site Maintenance: Units may request assistance or courtesy inspections on any equipment by contacting the shop office. Prior to performing any on-site maintenance or inspection, organizational level cleaning and maintenance must be completed. Organizational personnel must be present to assist whenever DS team / inspectors perform any on site maintenance or technical assistance.
3. Supported units are not authorized to perform DS maintenance. Deferred maintenance requests may be opened on (05-12) priority work requests when deficiencies on equipment require DS maintenance but not deadline equipment or affect its operational readiness. Only under unique circumstances will equipment submitted on a 02 Work request be retained by the unit. Such instances must be approved by the MCO.
 - a. Customer unit will inspect items prior to accepting them. Once an item is turned over to the unit, it becomes the responsibility of the unit.
 - b. If a supported customer is not satisfied with the quality of work, they must immediately notify the Shop Office and the Inspection Section. Additionally, a DA Form 2404 should be prepared by the customer listing all faults that caused the equipment's rejection.
1. Damaged-Other than Fair Wear and Tear (FWT) – Equipment:
 - a. Equipment submitted to Delta Company 702d MSB for repair that, upon technical inspection, is deemed to have been damaged by other than fair wear and tear (FWT) will not be repaired until the owning unit has submitted the proper documentation to the Shop Office.
 1. The commander is responsible for the property and will investigate the circumstances causing the damages. If negligence is involved, the commander will prepare and sign a statement describing the cause of the damage. The unit report of survey appointing authority will review this statement,

concur or non concur, and sign the statement. If the appointing authority concurs that no report of survey is required, this statement will be attached to the maintenance requests or turn in document.

2. If a report of survey is required, the surveying officer must prepare a statement stating that the equipment is no longer needed for the investigation and is released for repair or turn in. If this statement is not received prior to all DS parts being received, the unit Battalion Commander will be notified. A sample release can be found in AR 735-5 and ANNEX K.

b. Requests for Estimated Cost of repair of Damage (ECOD and Actual Cost of Damage (ACOD):

1. Units requesting an ECOD should complete an automated work request for support maintenance and annotate block 24 with "Request ECOD and Repair."
2. Delta Company's Inspection Section will complete a DA Form 2404 used for ECOD (IAW para 1 DA PAM 738-750), return a copy to the customer unit, and requisition CL IX DS Level repair parts while awaiting release from the surveying officer. Customer units are responsible for ordering and installing all organizational parts.
3. Customer units are encouraged to expedite "release for repair" from the surveying officer so work may begin when all the parts are received.

ANNEX B: ACCEPTANCE CRITERIA

1. The standing procedures established by this annex will be used by the Inspection Section to accept equipment requiring direct support maintenance on automated maintenance request.
2. Unit Responsibilities:
 - a. Submit a DA Form 2404 (not more than three working days old) identifying both direct support and organizational faults signed by both the operator and his supervisor. Unit level faults must have appropriate corrective action annotated as prescribed by DA PAM 738-750.
 - b. Ensure equipment logbooks are available, updated and accurate.
 - c. Equipment must be cleaned sufficiently to permit accurate fault detection and repair (with out further cleaning) to the inspectors satisfaction.
 - d. Ensure equipment is winterized down to -30 degrees (F)
 - e. Ensure fuel tanks are at least ½ full.
 - f. Provide a lock and key with equipment.
 - g. Equipment will have drip pans.
3. Initial Inspection (Acceptance):
 - a. Units job ordering equipment for direct support (DS) maintenance must submit an initial inspection on a DA Form 2404, IAW the equipment's technical manuals (TMs) and other appropriate 2ID regulations. The DA Form 2404 (3 copies) will be prepared IAW the current DA PAM 738-750 and contain all faults found by the unit. The DA Form 2404 will be current (72 hrs), through and signed by both the operator and his supervisor. Direct Support inspectors will inspect the item of equipment to:
 1. Validate the unit's inspection.
 2. Determine the general condition of the equipment.
 3. Identify any organizational maintenance faults not noted.
 4. Diagnose faults to be repaired by DS maintenance.
 - b. The person submitting the equipment for repair will accompany the inspector and perform on-the-spot correction of deficiencies to preclude rejection and unnecessary days in accepting equipment for DS maintenance.
 - c. Document numbers for missing parts and unit level replacement parts will be provided on the DA Form 2404 submitted by the customer unit (Ref.: para 2-7. C. 2ID Cir 750-1). Document numbers cannot be accepted for any unit level deficiencies that preclude safe repair of the equipment or prevent DS level repairs. Equipment accepted by DS with obvious safety problems, missing repair parts, or requiring unit level maintenance prior to the successful completion of DS repair will have a copy of the technical inspection forwarded to the next level of the owning unit's command.
 - d. When equipment is accepted under the conditions of a dead check (i.e., engine won't start), the unit remains responsible for correcting all unit level faults and deficiencies identified by the Inspection

Section as a result of DS level maintenance being completed. These faults were not identifiable when the equipment was originally accepted on job order because of inoperable components. For example, instrument and gauges could not be properly inspected prior to the installation of a new engine since the engine must operate for the gauges to function.

- e. The shop office will issue work order numbers after all requirements of the DS Inspection section have been fulfilled.
4. Rejections:
- a. If customer units are not in compliance with any item in para. 2 above, the equipment will be rejected by the inspection section. The customer unit commander will be provided a copy of the DA Form 2404 for the rejection item.
 - b. Equipment rejected by Delta Company will not require a new inspection if it is resubmitted within three working days; provided the condition of the equipment is accurately reflected in the initial inspection and the inspection section revalidates the inspection.

ANNEX C: OPERATIONAL READINESS FLOAT (ORF) OPERATIONS

1. Purpose: The operational float (ORF) is used to maintain supported units readiness condition by exchanging an operational piece of equipment for a non-operational, but DS level repairable item. An ORF asset is considered for issue when the MCO/MCS determines that the time required to repair the item exceeds 15 days.
2. Float Procedures:
 - a. After an item is job ordered with D CO 702d MSB and the MCO/MCS recommends a transaction, the decision to issue an ORF asset will be made by the Maintenance Management Office (MMO) ORF manager. The only exceptions to this procedure are ORF transactions for COMMEL and ADPE items. In these cases, the DS MCO/MCS will make the final decision to issue an ORF asset. ORF assets will only be used for 02 priority designated work requests. Due to the limited quantities of ORF assets, these priorities and repair times are used as guidelines in conjunction with division maintenance priorities for equipment that has been cannibalized, scheduled for the GSRP program, or for equipment that is not repairable this station (NRTS). ORF assets will not be used to make up equipment shortages.
 - b. All ORF transactions are permanent. The supported unit's unserviceable item becomes an ORF asset and the issued ORF asset becomes the supported unit's MTOE property. ORF assets will not be loaned or issued on a temporary basis.
 - c. Component ORF exchanges, e.g. tacfire items, do not require property book transactions. The supported unit's maintenance request will be closed out and the ORF component will be given to the supported unit with the completed copy of the DA Form 5504 (blue copy).
 - d. When an ORF exchange is made, a lateral transfer is accomplished. Prior to the ORF transaction, the following action must be completed:
 1. D CO MCO/MCS will:
 - a. Ensure the potential float candidate is on valid work order and physically in the possession of the DS shop.
 - b. Ensure that there are no recoverable parts missing from the item.
 - c. Ensure equipment meets requirements for ORF transaction.
 - d. Complete a DA Form 2404, and a 100% technical inspection to identify all organizational part requirements in order to reduce total supply down time.
 - e. Furnish the owning unit with the following:
 2. DA Form 5504, "blue copy" of DS work request
 3. DA Form 5504, "green copy" completed
 4. DA Form 2404, 100% technical inspection
 5. ORF transaction checklist

3. The Owning Unit will:
 - a. Coordinate with the MMO ORF manager and D CO MCO for an exchange date / time and coordinating instructions.
 - b. Close owning unit's work order with the company and turn -in the blue copy to the MCO.
 - c. Obtain transaction document numbers from the respective division property book team and post on two DA Form 2765-1, (1-AOA, 1-D6Z).
 - d. Provide the MCO with the following paperwork for float transaction:
 1. DA Form 2765-1, DIC: AOA
 2. DA Form 2765-1, DIC: D6Z
 3. DA Form 5504, blue copy, closed in DS work order
 4. DA Form 5504, green copy, opened for C Co
 5. DA Form 1687, and Assumption of Command Orders
 6. DA Form 2404, 100% TI
 7. Missing parts statements, signed by commander
 8. DD 314 with all scheduled services
 9. DA Form 2408-9
 10. DA Form 2408-14
 11. DA Form 2408-20
 12. BII Retention Statement
 13. Fair Wear and Tear Statement
 14. DA Form 2026
 6. D CO MCO/MCS will:
 - e. Ensure the potential float candidate is on valid work order and physically in the possession of the DS shop.
 - f. Ensure that there are no recoverable parts missing from the item.
 - g. Ensure equipment meets requirements for ORF transaction.
 - h. Complete a DA Form 2404, and a 100% technical inspection to identify all organizational part requirements in order to reduce total supply down time.
 7. The MCO will:
 - a. Meet all float criteria outlined in EUSA Reg 750-8.

- b. Ensure that all deadlining faults are corrected on ORF asset prior to floating.
- c. Make sure that all transaction paperwork from the supported unit is on hand and completed before the item is floated.
- d. Provide all historical documents to the supported unit for the new item.
- e. Prepare a DA Form 5504 on the unserviceable ORF asset.

ANNEX D: GENERAL SUPPORT REPAIR PROGRAM (GSRP)

1. GENERAL: The GSRP provides general support overhaul by the Material Support Command – Korea (MSC-K) to 2d ID readiness through scheduled cyclic overhaul of equipment. GSRP is divided into two categories.
 - A. Frontload (FL) .
 - B. Repair and Return (R&R).
2. Frontload (FL): A one for one exchange in which a serviceable asset is issued from War Reserve to permanently replace the item scheduled for GSRP. This action is a permanent property book transaction. The receiving unit must complete all necessary requisitioning and turn-in actions.
 - A. Front Load Procedures:
 1. 2ID DISCOM Material Office receives monthly allocations and distributes them throughout the division to units with valid equipment requirements. A basic letter is forwarded to units, with copies to Support Operations offices. The turn-in date for equipment is the 20th day of the month before turn-in.
 2. Owing unit will:
 - a. Upon notification of the availability of the exchange assets(s), perform a 100% technical inspection of equipment IAW the TM –10/20, identifying all deficiencies and unserviceable parts. It is not necessary to correct organizational deficiencies. However, equipment must be safe to handle.
 - b. Physically prepare the vehicle for turn-in as follows:
 1. Remove and retain cab and cargo canvas and bows.
 2. Remove and retain BII and OVM.
 3. Remove all installation kits and spare tires.
 4. Lower and secure to vehicles the smoke stack and windshield if applicable.
 5. Install front and rear shackles (required for tie down on rail or wheel transport).
 - c. Submit the vehicle to D Company accompanied with the following documents:
 1. DA Form 5504 with block 24 annotated in red: “ TI for Turn-in to GSRP Frontload”.
 2. DA Form 2404 (no more than 3 working days old).
 3. Damage Statement.
 4. Missing Parts Statement.

d. D Company will:

1. Perform a 100% technical inspection.
2. Inspect the equipment for completeness.
3. Ensure unit commander's missing parts statement accurately reflects all missing parts.
4. Annotate equipment classification code on DA Form 2404.

3. Repair and Return Procedures:

- A. 2d DISCOM Material Office receives monthly allocations and distributes them throughout the division to units with valid equipment requirements. A basic letter is forwarded to units, with copies to Support Operations offices. The turn-in date for equipment is the 20th day of the month before turn-in.
- B. Units must comply with this suspense date to ensure full use of the maintenance support available at MSC-K. Equipment and all necessary documents must be submitted to D Company NLT than the 20th day of the month preceding the month of induction. Failure to turn-in scheduled equipment degrades readiness and costs the army in terms of wasted resource (maintenance man-hours and pre-requisitioned materials).
- C. Failure to comply with the GSRP schedule will lead to a NO SHOW status. These NO SHOWS will be briefed by the Battalion Commander at the CLC brief.
- D. Owning units will
 1. Upon notification of the availability of the exchange assets(s), perform a 100% technical inspection of equipment IAW the TM -10/20, identifying all deficiencies and unserviceable parts. It is not necessary to correct organizational deficiencies. However, equipment must be safe to handle.
 2. Physically prepare the vehicle for turn-in as follows:
 - a. Remove and retain cab and cargo canvas and bows.
 - b. Remove and retain BII and OVM.
 - c. Remove all installation kits and spare tires.
 - d. Lower and secure to vehicles the smoke stack and windshield if applicable.
 - e. Install front and rear shackles (required for tie down on rail or wheel transport).
 3. Submit vehicle to D Company accompanied with the following documents:
 - a. 4ea GSRP Acceptance Letters.
 - b. 5ea Automated 5504 (Maintenance Requests with Block 24 Annotated in Red "GSRP R&R 99").

- c. 4ea 100% Technical Inspections by owning units.
 - d. 4ea DA Form 2408-9 (Equipment Control Record).
 - e. 4ea DA Form 2408-14 (Deferred Maintenance).
 - f. 4ea DA Form 2408-20 (AOAP – if applicable).
 - g. 4ea Missing Parts Statements.
 - h. 4ea BII Retention Statements.
 - i. 4ea Damage Statements.
 - j. 4ea Release Statements (ECOD or ACOD only).
4. D Company will:
- a. Inspect the equipment and completed DA Form 2404.
 - b. Ensure all required documentation is submitted.
 - c. Process the equipment for evacuation.
 - d. Coordinate for transportation of equipment to MSC-K.
 - e. Inspect the equipment upon its return from MSC-K.
 - f. Notify customer unit the equipment is ready for pick-up.