

"HOW TO"

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Maintenance
Operations
"How To"
Handbook



UNIT MAINTENANCE OFFICERS

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DISCLAIMER

Use this handout as a reference only. As a rule use the proper Army Regulations

The Warrant Officer Advance Class 915E 01-01 wrote the basic document.

The Warrant Officer Advance Class 915E 01-02 wrote the techniques that work.

MOTORPOOL SHOP LAYOUT

A motor pool shop layout that is conducive to unit maintenance personnel and operators/crews is as important as the maintenance management setup. There are no Army publications covering specific shop layouts or setup; it will be dependant on the facilities, type of unit, and common sense. One must remember that motor pools are garrison operations and should be setup with that intent; however, field operations will apply in the same manner but with a different area.

Situation: You arrived into a unit that seems to have unorganized offices and a shop setup that is under utilized. This handout will assist you with having the right offices, PLL room, tool room, bays, lifts, safety equipment, pits/racks, and other shop items setup correctly to maximize efficiency.

Security: In references to areas listed in this section, refer to AR 190-13 and AR 190-51 for the security setup of keys, offices, tools and other items in the shop area.

Offices

Motor pool offices should be set up with the minimum rooms necessary to accomplish the day-to-day mission. Trying to have an office for everybody will be a big hindrance, not to mention the amount of “junk” that will collect over time. At a minimum, motor sergeant, motor officer, TAMMS/PLL clerk and fuel handler/HAZMAT personnel should have an office and/or desk.

- TAMMS/PLL clerks will have a filing system IAW AR 25-400-2 and local SOP, ULLS-G and desktop computer, and storage space for logbook, forms, and other records. This office should be close or adjacent with the motor sergeant and set up with operator/crew interface (this can be a counter or window)
- Mechanics should have a room containing lockers for coveralls and safety shoes, toolboxes, publications, and a table w/chairs.

- Fuel handler / HAZMAT personnel should have storage area for records, forms and materials to accomplish their mission.

Remember that these areas must be controlled in order to control the traffic of personnel in the office requesting maintenance and dispatches.

PLL Room (Ref: DA Pam 710-2-1)

Here we are referring to all Class IX repair parts (PLL, ordered repair parts and service parts). If not uploaded, select a room that will accommodate the needs. For “parts received and not installed” and service parts, bins are the best organization. Bins should be labeled by bumper number and parts labeled. Post the “parts received not installed” report daily to account for items and have service parts labeled as such. Identify separate bins for unserviceable turn-ins (ORLs) and serviceable turn-in items.

- Under serviceable items, load into ULLS-G as excess for accountability and if needed, ULLS-G will issue until a turn-in time is available.

PLL must be stored and maintain IAW DA PAM 710-2-1. Remember that ALL class IX repair parts are to be treated with the same security measures; does not matter if it is PLL or ordered repair parts for a specific piece of equipment.

Tool Room (Ref DA Pam 710-2-1)

Tool room procedures are outlined in DA Pam 710-2-1, chapter 6, para 6-3. If a tool room is up loaded or stored in the motor pool the same measure will apply. Must have adequate room to store the SKO IAW AR 710-2-1. If items are disorganized and/or stored in the bay, they will come up missing and will take away from bay space that is usually in demand.

If toolboxes have to be stored in the bays because of space and location, place them out of the way, preferably against a wall locked and secured.

Safety

Regardless of facility, equipment, room, garrison or field environment, safety will have a zero tolerance for deficiency. Inspect offices and bays at least once a month for the following items to

we ensure that you are in compliance with the Army safety program and that all OSHA standards are met.

- Fire extinguishers, exits, and evacuation routes
- All safety signs (no smoking, compressed air, open pit, hearing protection required, grounding points, outlets with proper voltage)
- Exhaust ventilation
- Tire cages and machines
- Floor markings
- Pit/rack markings
- Ground points
- Eye/body emergency wash area
- Safety board(s) (complete)
- Spill kits / HAZMAT supplies
- Overhead crane & lifting devices, and jack stands load tested
- Part cleaners (use a contractor)
- Rags, floor sweep, and trash cans

Conduct monthly inspections and insure they are annotated and filed. If deficiencies are noted, correct them ASAP. Use external support to assist in inspections, i.e. fire department, local environmental office, and local safety office. Broken or inoperable equipment will just frustrate your efforts to maximize your maintenance program.

Bays, Pits and Racks

These items will depend on what you are given for a facility. Bays are the heart of your operation, if cluttered, disorganized, and unsafe, your operation will fail. "JUNK" is the biggest problem in the motor pool. All mechanics think that nothing should be thrown away and operators that don't know what to do with parts just leave them in the bay. Minimize this problem by not having open storage areas in the bays. Workbenches should be workbenches not parts bin. Consumable hardware should be in bins that are secured and managed for reordering and organization. If open part bins are in the bays, they will collect "junk".

Bottom-Line

Use common sense, organization, and inspections to establish and enforce the standard.

MOTOR POOL SHOP LAYOUT TECHNIQUES THAT WORK

1) The layout and organization of the motor pool is very important. Ensure that it is set up in a way that allows for maximum functionality. Ensure sufficient clearance, turning radius, and travel in and out of work bays free of obstacles. If you have to share bays with other units, have a good working relationship with them in case your workload is heavier and you need the space. Everyone does not need a desk! Mechanics offices usually become hangouts; a mechanic's office is a toolbox. The maintenance Tech, Motor Sergeant, and Shop Foreman need a desk.

2) Ensure that your office/desk is out of the traffic flow. If not, you will find yourself answering questions from operators that should be directed to their supervisor or the motor sergeant.

3) Office space should be limited to the personnel who actually need an office. Set the office up in such a way that the personnel who need to be there actually have an office. The shop foreman can have his desk on the shop floor to control the workflow. The parts room needs to be centrally located with the PLL clerk. Only authorized personnel (i.e. clerks, BMT, BMS) have access to the parts and make sure that parts are signed out. This will ensure a controlled flow of repair parts. The operators are able to look on their DA Form 5988-E to see if they have any parts for their vehicle. The tool room needs to be located next to the shop. Having the tool room away from the shop has a disrupting effect. Recommend a portion of the bay be set aside for the tool room. This can be accomplished by making a tool cage in the bay.

4) Ensure that work areas are free from clutter and clearly marked in compliance with local SOP. Clean areas, bay or office space invites fewer questions and creates fewer distractions.

5) The PLL office should be off limits to everyone except the Motor Sergeant, Shop Foreman, and Maintenance Tech. This will keep traffic down ensuring a more organized operation in the shop office so the clerk can perform his/her duty correctly. Set hours of operations for all transactions.

TRAINING PROGRAM

MOS Training

Maintenance training consists of service schools, scheduled classes, OJT, integrated training, special training, and cross training. You are responsible for the state of maintenance training within your unit. It is a continuous program that never ends. You must constantly monitor and evaluate your maintenance personnel, identify training deficiencies and schedule training. Non-scheduled maintenance training happens daily. It can be as simple as assisting one soldier to stopping all work and conducting opportunity training for all your soldiers.

Situation: You arrive in a motor pool that has no Maintenance Training Program. This guide assist you in the process of setting up a maintenance-training program.

Check list for starting a maintenance-training program in your Motor Pool:

- Review applicable FMs, unit and external SOPs, and post regulations concerning maintenance training requirements and regulations.
- Update the training annex in the Unit Maintenance SOP
- Review all applicable training materials at the learning center and library

Establish a Maintenance Training Program

To understand what maintenance training requirements exist, you must know the strengths and weaknesses of your soldiers. You must constantly evaluate your soldiers, both formally and informally. You must learn to watch and recognize what your soldiers are doing right and what they are doing wrong. When fielding new equipment, you must ensure that the soldiers receive new equipment training (NET) on this equipment. Once you understand what training requirements exist, you must develop a course of action.

- Evaluate maintenance personnel and identify specific areas of training
- Contact Higher-level maintenance for additional maintenance training assets
- Contact DOL for additional maintenance training assets

- Contact post IG, MAIT, and COMET teams for additional maintenance training assets

Conduct A Maintenance Training Program

- Organize and prioritize training requirements
- Select qualified soldiers and support units to perform training
- Monitor all training
- Maximize Sergeant's Time training time
- Ensure the unit commander and first sergeant understand the importance of maintenance training
- Place all training on unit training schedules
- Have your NCOs present the training to your senior NCO or you to make sure they fully understand all requirements and are prepared to give the training
- Conduct AARs for all training. Discuss positive and negative aspects of training and how to improve future training.

References

FM 22-100
FM 25-101
FM 25-100
DA PAM 750-35

Major problems that occur:

- Training distracters will always be your biggest challenge. Eliminate all distracters and ensure all scheduled training is to standard.
- Maintenance skills of soldiers not working in their MOS (orderly room, training room etc...) will degrade quickly and they will not receive necessary training
- You cannot afford to lose valuable training time on useless and ill-prepared training.

Leader Training and mentorship

You will primarily train and mentor the officers and NCOs of your unit. You are the maintenance expert for that unit and your battalion and company commanders will continually seek your advice on training requirements for their leaders. Always provide an honest and accurate assessment of issues. You must ensure that when you outline problems; you **must** provide possible solutions.

- Conduct OPD on maintenance training issues
- Effectively use command maintenance as not only PMCS but also a training opportunity. This is your best opportunity to take the junior officers and provide maintenance training.
- Pre-rollout inspections
- Field site inspections
- AARs
- Your mentorship will primarily come from the senior warrants in your unit, support units, and post. Make every effort to research and understand all problems and issues and seek advice and counsel from the senior warrant for all issues.
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MAINTENANCE TRAINING TECHNIQUES THAT WORK

1) *Operator sustainment training is critical in order to maintain equipment to technical manual (TM) -10 standards. The foundation of maintenance success is Preventive Maintenance Checks and Services. Operators of assigned equipment are directly responsible for performing TM -10 level maintenance. However, first line supervisors are also responsible for ensuring their operators are properly trained on TM -10 maintenance. First line supervisors must take an active role in the PMCS process. First line supervisors must continually train their operators and will seek assistance when required. Supervisor involvement is a major contributor to operator sustainment training. The Battalion Maintenance Technician (BMT) is the technical expert in the battalion concerning maintenance. The BMT is the primary trainer for all subordinate units. The BMT will utilize the experience and knowledge of the Battalion Motor Sergeant (BMS) and the Battalion Master Driver (BMD) in order to complete his training requirements.*

The BMT/BMS will schedule maintenance OPD with the Battalion S3. The program is designed to train leaders. The Battalion Commander enforces this program. Battalion Command Inspection Program also serves as operator sustainment training. During a Battalion CIP, the Battalion Maintenance Section inspects vehicles for proper PMCS procedures. The operator goes through the PMCS with the inspector and receives valuable training on his equipment. Bottom line; make sure you train the operators and leaders as well as mechanics.

2) *Incorporate the Automotive Service Excellence (ASE) program into your training. This program teaches soldiers fundamentals, enhances troubleshooting skills and awards civilian certification. These courses are offered for free at military education centers. This is a great motivator for those seeking civilian employment after government service while enhancing the individual on active duty.*

3) *The most successful training program can be integrated into sergeant's time training. Taking the time to get with the NCO in charge of the section and helping him plan his training is a useful tool. Taking the time to actually give the class gives the mechanics confidence in the Chief's ability. I have found time you spend educating the mechanics their productivity increases and their respect for a Maintenance Technician. The use of technical experts is also a plus. Getting a job order to the local DOL will enable you to use some of the local experts to assist you in training your soldiers. This is especially important for component repair. By participating in the class with DOL, you further your own technical knowledge. Cross training is usually a necessity rather than a plan. For example, you have one generator mechanic and twenty wheeled vehicle mechanics. You also have three generators and about one hundred vehicles; you generally focus all your assets on the vehicles, and little on the generator. So to help out where you are short handed you have your generator mechanic help your wheel vehicle mechanic. This is good until you go to the field and your generators don't work. Your only generator mechanic is also the driver for the commander. Take the time to cross train all mechanics.*

4) *As the Maintenance Technician you must make sure that training is completed at all levels, not just the maintenance personnel.*

Leaders and operators must be trained to fill out and identify –10 level faults correctly.

5) If feasible, make service team(s) and unscheduled maintenance team(s). Assign new mechanics to the service team (services introduce them to the whole spectrum of maintenance) alongside personnel who are experienced. As they develop troubleshooting & repair skills, assess their abilities and assign them to unscheduled maintenance, recovery, or contact teams if qualified. Do NOT assign new personnel to stand alone operations (unit mech in light, contact, or recovery teams) unless it is the absolute last resort.

ARMY ENVIRONMENTAL PROGRAM

Environmental management is the Army's means of conserving, protecting, and restoring natural and cultural resources while accomplishing the mission. Proper adherence with the regulations will result in minimized hazardous waste generation, reduce Battalion procurement costs, improved safety, health and environmental protection.

Establish An Environmental Program

- Ensure the Bn Commander appoints a primary/alternate Environmental Coordinator (O4) and a POC in writing (probably you) to manage, inspect, and train personnel in HM/HW management activities within the unit. Appointed personnel must attend installation Environmental Training.
- Coordinate a courtesy inspection with installation environmental office.
- Ensure commander appoints a HW/HM manager, in writing, to request, store, issue, dispose of POL products, maintain waste storage site and MSDS files. Appointed personnel must attend installation Environmental Training.
- Ensure that a current copy of the installation down unit level SOPs are on-hand.
- Update the Environmental Program Annex in the Unit Maintenance SOP.

Managing the Environmental Program

Weekly Requirements:

- Ensure Waste Manager performs/records inspections and inventories of the

following areas:

- a. POL products
- b. waste storage sites
- c. maintenance bays and pits
- d. motor park

Monthly Requirements:

- Ensure Environmental Coordinator inspects Waste Manager Monthly to insure compliance with Battalion SOP.

Guidance:

- Place drip pans are placed under parked engine-driven equipment.
- Place all spills are cleaned up immediately.
- Place dry-sweep is available for use in HM/HW storage facilities, motor pools.
- Place that Right-to-Know Stations/MSDS are present in maintenance bays.
- Place all HW containers are clearly labeled.
- Place all liquid HW storage containers have secondary containment.
- Place all HW storage containers are closed unless being filled or emptied.
- Place unit environmental training is conducted and recorded.

Reference:

AR 200-1 Environmental Protection and Enhancement
AR 420-49 Fire Prevention
TC 5-400 Hazardous Waste Self-Assessment Checklist

NOTE:

The Army Environmental Hotline:

CONUS – 1-800-USA-3845

OCONUS – 1-410-671-1699

DSN: 584-1699

Army Correspondence Course Program
Environmental Sub-courses: EN5700, Junior Enlisted Environmental Awareness Training
EN5702, Small Unit Leader Environmental Awareness Training
EN5704, Senior Leader Environmental Awareness Training

Major Problems:

- Unit does not conduct annual HW/HM training.
- No community spill plan on file.

- HW/HM storage containers not clearly labeled, cleaned, orderly and secured.
- HW/HM not properly segregated according to hazard category
- HM stocks are not being rotated; least remaining shelf life is utilized before HM stock with long shelf life.
-

ENVIRONMENTAL PROGRAM TECHNIQUES THAT WORK

1) *This will almost always be one of your additional duties. The bulk of your environmental effort will be keeping the motor pool in compliance. But do not overlook your other commodity areas such as Arms and NBC rooms, communication shops and supply rooms. Conduct unannounced inspections monthly.*

2) *Each post will have their own set of environmental policies and laws. It is important that the Maintenance Supervisor become extremely familiar with the rules and regulations. One of the biggest mistakes that numerous units make is using unprofessional personnel for this job. This is often disastrous; you open yourself and the commander to a number of potential failures. This person needs to be a self-starter, who needs little supervision, and takes pride in a job well done. This program also needs both the Commander's and Maintenance Supervisor support to ensure a successful HAZMAT program.*

3) *Establish an environmental control center, in which all items that pertain to environmental concerns, with exception to training, can be maintained. This would be a board similar to a safety board, but would include MSDS, Inspection Checklists, Endangered Species/Plants/Animals information, name and phone number of Unit Environmental Coordinator, and spill plan.*

4) *Get involved with environmental compliance! If you are not the Environmental Coordinator, find out who is and get your shop up to speed and make sure it stays in compliance. Regularly send as many of your mechanics to HAZCOM\HAZMAT classes as mission will allow.*

CLASS III PETROLEUM, OILS AND LUBRICANTS (POL)

Unit level maintenance is the first and most critical level of the Army maintenance system. All units performing preventive maintenance and scheduled services require Class III, petroleum, oils and lubricants. A basic load or 15 day supply of POL products will be on hand at all times.

Situation: You arrive at your new motor pool and find there are inadequate stocks of POL products.

This section will provide guidance for the use, storage and stockage of POL products.

Establish a POL Inventory

The first step in establishing a POL inventory is to determine the amount of POL required to support your maintenance operation. POL products come in two forms (packaged & bulk). They include oils, fuels, cleaning solvents, and lubricants. Automated systems above unit level maintain demand history for Class III packaged. Combat consumption rates for packaged petroleum products are in SB 710-2, Chapter 2. Tables in SB 710-2 list both sustained and intense combat rates. Actual consumption requirements will depend on the type and quantities of using equipment on hand in the unit. Environmental considerations must be made for the storage of Class III products. See FM 10-15 for more information on environmental considerations. The following is used to determine fuel forecasts:

- The prescribed load for fuel and the capacity of all fuel tanks and fuel cans.
- Consumption data from previous operations.
- The amount and type of equipment.
- The quality and rate that each piece of equipment uses fuel.
- The type of fuel each item uses.
- Operational plans from the S-3.
- Local use limitations.

Class III Bulk

The battalion S-4 forecasts the fuel requirements for the unit. Battalion forecasts are reviewed and consolidated at brigade. They are then

forwarded to the appropriate MMC or support operations section of an FSB. Although the Army is moving toward a multipurpose fuel concept, fuel requirements vary with the types of equipment. Tactical vehicles need JP8. Some heaters, generators, and M-2 burners need MOGAS. Special measures must be taken to ensure fuel is not contaminated. Bulk fuel needs depend on the number of major items of fuel-consuming equipment in each phase of operation.

Basic Load

Basic loads of Class III packaged products are based on vehicle densities and do not require formal property book accounting. Units/activities must request basic load authorization that justifies only material needed to accomplish the mission and in the minimum quantities necessary. Process the request through channels to the MACOM in writing. Update basic load authorization lists at least annually. Upon approval of the basic load, stock only quantities authorized. Turn in all excess material within ten days. Stock non-hazardous or less hazardous substitute material when possible.

Accountability

AR 710-2 prescribes accountability procedures for Class III supplies. Expendable items that are not part of the basic load but consumed during normal use, require no formal accountability after issue. Drivers sign DA Form 3643 when their vehicles are fueled. Either the Support Platoon or the S-4 maintains these forms. The S-4 will prepare a monthly abstract of issues from DA Forms 3643. More information on fuel accountability is in AR 710-2 and DA Pam 710-2-1.

Re-supply

Companies submit their requisitions for Class III packaged items through the S-4 to the appropriate support activity. The transportation of these items should consider environmental consequences as well. Class III should never be transported on the same vehicle as Class I subsistence items. POL is normally obtained by the battalion transportation section from the Class III supply point. However, the maneuver battalions must go through at least a basic request for fuel from the supply point. Stockage

problems and misunderstandings develop if units think they can just show up at the fuel point and get whatever they want when they want it. This forecasting also helps the supply point coordinate a schedule so that all the battalions do not show up at the same time. No formal request is needed for bulk at a supply point. Requests from companies are not required for Class III re-supply. POL tankers move forward with each LOGPAC. Requests are submitted to the combat trains CP for unusual requirements. The support platoon delivers Class III bulk and packaged to the companies. The first sergeant requests re-supply from the battalion combat trains. If tankers are attached to the companies, they return to the Class III point in the BSA to refill as soon as they refuel their companies. Each tactical vehicle stores a small amount of Class III packaged.

Packaged POL Shelf life

Products with expired shelf life may not be used pending assurance that the items suitability for use has been verified through laboratory analysis. AR 710-2, appendix C, requires all package products on hand/in storage be inspected every 90 days to determine if the product is within shelf life usability, and to determine container condition. User level procedures should prescribe inspecting products upon receipt for satisfactory shelf life and periodically thereafter to ensure outdated products are not issued for use.

POL Rotation

Rotation of POL stocks will ensure that the oldest package products are issued/used first. When expired products are found in storage, prepare a DA Form 5832-R (Packaged Petroleum, Oils, and Lubrications Submission Log) to report the NSN, contract number, lot/batch number, size of container, and quantity on hand to the installation petroleum manager/next higher supply level for consolidation to turn-in.

De-fueling Operations

De-fueling operations become necessary when an end item or component requires repair or replacement. De-fueling is the removal / transferring of fuel or contaminated fuel from a fuel tank. De-fueling from a contaminated source should not contaminate another system.

(M88 for example) Contaminated fuel must be disposed of IAW local Environmental SOP.

1. 1st Battalion 27th Field Artillery- Class III Package Products Operational Load.

Sample of Class III, Package Products Operational Load

2. The following is a SAMPLE list of what a firing battery needs to have on hand or on order:

<u>NOMENCLATURE</u>	<u>NSN</u>	<u>UNIT OF ISSUE</u>	<u>OPERATIONAL LOAD</u>
LUB OIL 10 WT	1950-00-189-6727	1 QT	24
LUB OIL 15/40 WT	9150-01-152-4117	1 QT	36
LUB OIL 15/40 WT	9150-01-152-4118	5 GAL	15
LUB OIL 75 WT	9150-01-035-5391	5 GAL	05
LUB OIL 80/90 WT	9150-01-035-5893	5 GAL	10
LUB OIL 85/140 WT	9150-01-035-5395	5 GAL	05
GAA	9150-01-197-7692	35 LB	03
DEXTRON II	9150-00-698-2382	1 QT	12
BRAKE FLUID	9150-01-102-9455	1 GAL	06
CLEANING SOLVENT	6850-00-110-4498	1 PT	08
SILICONE COMPOUND	8030-01-159-4844	8.5 TU	12
SEALANT ADHESIVE	8040-00-877-9872	KIT	12
SEALING COPMOUND	8030-01-054-0740	BOX	12
ANTIFREEZE	6850-01-441-3218	1 GAL	48
ANTIFREEZE	6850-00-181-7933	5 GAL	06
HYDR FL FRH	9150-00-111-6254	1 GAL	24
CLEANER COMPOUND	6850-00-105-3084	16 OZ	12
LUB COMPOUND	9150-00-823-7860	16 OZ	12
METHANOL TECH	6810-00-275-6010	5 GAL	01
DISTILLED WATER	6810-00-356-4936	1 GAL	06
DENATURED ALCOHOL	6810-00-201-0907	5 GAL	03
ANTIICING FLUID	6850-00-835-0484	16 OZ	24
WINDSHIELD CLN COMPOUND	6850-00-296-2275	1 PT	24
HYDR FL FRH	9150-00-111-6256	1 QT	48
LUB OIL TWO CYCLE	9150-00-117-8791	1 PT	06
HYDR FLUID OHA	9150-00-223-4134	1 GAL	02
HYDR FLUID OHA	9150-00-252-6383	1 QT	08
PENETRATING OIL	9150-00-261-7899	1 PT	12
DEXTRON II	9150-00-657-4959	5 GAL	03
GMD	9150-00-754-2595	1.75 LB	06
HYDR FLUID OHT	9150-00-935-9808	1 GAL	03
HYDR FLUID OHT	9150-00-935-9809	1 QT	24
GREASE ACFT WTR	9150-00-145-0268	1 CN	06
GREASE GIA WTR	9150-00-944-8953	1 LB	03
HYDR FL TURBOSHAFT	9150-00-985-7099	1 QT	24
BRAKE FREE CLP	9150-01-053-6688	1 GAL	06
BRAKE FREE CLP	9150-01-054-6453	1 PT	24
BRAKE FREE CLP	9150-01-079-6124	4 OZ	48
BRAKE FREE CLP	9150-01-102-1473	0.5 OZ	48
LUB OIL 15/40 WT	9150-01-178-4725	1 QT	48
LUB OIL 30 WT	9150-01-178-4726	1 QT	24
LUB OIL 15/40 WT	9150-01-422-8899	1 QT (Dozen)	48
LUB OIL 15/40 WT	9150-01-422-8750	CO 5 GAL CN	12

References

FM 10-27-4 Organizational Supply and Services for Unit Leaders
AR 710-2-1 Using Unit Supply System (Manual Procedures)
(Inventory Management)
DA PAM 738-750, The Army Maintenance Management System.
DA PAM 750-35, Functional Guide for Motor Pool Operations.
FM 10-69 Petroleum Supply Point Equipment and Operation.
FM 43-5, Unit Maintenance Operations.

CLASS III PETROLEUM, OIL AND LUBRICANTS (POL) TECHNIQUES THAT WORK

1) *In conjunction with your POL inventory and re-supply process, ensure that your POL manager checks the status of all open documents for package POL. This will let you know what you actually have on order and not what you think is on order.*

2) *This POL management program is a must for good motor pool operations. You need to have on hand at least a seven-day supply of POL products. This is to include any AOAP supplies that you may need. Most installations are going to a HMCC operation where they stock and manage all POL products for a post. All you have to do is go and sign for the POL products that you need. You must appoint someone, in writing, to manage this system. It can be an additional duty for the Master Driver, or the HAZMAT person. It is a simple program that requires some discipline. The POL products need to be neat and organized, a 100% accurate inventory needs to be maintained at all times. It is best that the POL products be stored in a separate building with an adequate Spill Plan in place*

3) *Appoint a competent individual to manage stock, ensure rotation, and monitor shelf life*

COMMAND MAINTENANCE

Command Maintenance is a program set up to help the commander review the equipment readiness posture of the unit. The operators for each piece of equipment will PMCS their assigned equipment on a set day of the week. Vehicles, weapons, NBC items, generators, and anything requiring a PMCS will be inspected. Command Maintenance plays a key role in the success of your maintenance program.

SITUATION: You arrive in a motor pool that doesn't have a Command Maintenance Program set up.

Establish Command Maintenance Program

- First, find out what day of the week the Battalion Commander has time to block off to PMCS vehicles and equipment.
- This program is a COMMANDER'S Program and he/she is responsible for the success or failure.
- Ensure time doesn't conflict with anything on the training schedule, check with S-3 and put on the Training Calendar every week.
- Ensure the motor pool is working with the operators to quickly fix minor faults.
- Develop training standards and a plan to train Operators, Squad Leaders, Platoon Sergeants, XOs, and Commanders.
- Identify what is checked every week (vehicles and generators) and what is checked once a month (NBC, weapons, and other items) recommend separate area for once a week.
- Manage and monitor the program and recommend changes if needed.

Checklist to start Command Maintenance Program

- Identify a day for Command Maintenance (usually Monday...gives you more time to fix deficiencies)
- Assist in the set up of training for each level from operators to Commanders, remember it's the commanders' program and your guidance is essential for the program to be productive.
 - a. Operators – Go over PMCS and how to identify problems or future problems
 - b. Leaders – How and what to supervise
 - c. Commanders – Be there and make it a priority for ALL to attend.

- Make sure sufficient TMs are available to conduct PMCS. Use TMs, and don't let operators sit in the vehicles and perform PMCS.
- Have mechanics on line to fix minor faults or help operators identify problems.
- Track deficiencies, repair or order parts as needed.

Managing Command Maintenance

- Remember, this is the Commander's program, without his support, there is no program.
- Monitor the progress of the mechanics, you may need to adjust times or days if they fall too far behind.
- Ensure all operators and Commanders are attending
- At the end of the day, report to the Battalion Commander or Battalion XO the readiness of the equipment.
- Make sure to get the Company Commanders involved with the program. Give them ideas for improving or what you saw as an area that needs additional work.
- The Battalion Commander can motivate the Company Commanders so use the BC to improve the program.
- If you get overwhelmed and can't keep up with the 5988-Es, try only PMCSing that area every other week or less if needed.

References:

AR750-1 Army Materiel Maintenance Policy and Retail Maintenance Operations
 DA Pam 750-35 Guide for Motor Pool Operations

Major Problems

- Overwhelmed by the number of equipment faults each week. Try to break the items up so the mechanics aren't overwhelmed.
- No Command Emphasis. It is the Commander's program not yours don't let this fall on your shoulders. It must be a concerted effort between you and the commanders to produce a quality program.

COMMAND MAINTENANCE PROGRAM TECHNIQUES THAT WORK

1) *Three Pillars of the Program. SOP must cover these in detail: a) Weekly PMCS must*

have command enforcement with consequences for noncompliance. b) Scheduled Maintenance must be on the training schedule, operators and equipment. c) QA/QC prior to Dispatch.

2) Use command maintenance training opportunity as well. Initiate all command maintenance periods with a 10-15 minute training class.

3) Not enough can be said about Command Maintenance. The word Command says it all, if the command is not the one enforcing the program, the program is doomed to fail. The command maintenance programs are best when the Commander, and ISG are a vital part of the process. During command maintenance it is helpful to have the mechanics out on line with the crew to assist them in doing their maintenance. While the operators are on line checking their vehicles, the mechanics could be there to check the faults after the operator identified them. All the mechanic has to do is verify the fault and identify any parts needed, noting it on the DA 5988-E. If the mechanic spends too much time on one vehicle, it would be counterproductive.

4) Ensure that you and maybe some selected mechanics spot-check individual PMCSs. Use it as a training event for that soldier, section chief, and platoon leader.

DRIVER'S TRAINING PROGRAM

A Driver's Training Program is essential to ensure that soldiers are properly trained and licensed on military equipment. Properly trained and licensed operators are the key to preventing accidents resulting in injury to personnel and damaged to equipment. Command emphasis is essential in having an effective Driver's Training Program.

Establish A Driver's Training Program

- Ensure the commander appoints a MD (Master Driver) in writing. The MD will serve as the Driver's Trainer Program Administrator. Ensure MD is certified by attending an installation Driver's Training Course.
- Ensure Commanders appoint Road Test Examiners, in writing, to train and license personnel on specific equipment.

Examiners must be licensed on the equipment they train and license soldiers on.

- Ensure that a current copy of the next higher level of command Driver's Training SOP is on-hand.
- Update the Driver's Training Annex in the Unit Maintenance SOP.

Managing the Driver's Training Program

Ensure the following processes are being conducted and annotated;

- Commander's interviews.
- 40 hr. Mandatory Driver's Training Instruction/Installation Driver's test for newly licensed personnel.
- Sustainment Training/Check Ride for licensed operators conducted annually.
- Remedial Training
- Training/Licensing for organic equipment; weed eaters, lawn mowers, generators, air compressors, heaters, stoves and etc.
- MD conducts periodic inspections of subordinate unit driver's training programs.
- Incentive Program for Drivers; Driver's Badges and Safety Certificates.

Major Problems

- Sustainment Training/Check Rides not being conducted or class rosters not being maintained for verification/inspection purposes.
- All required entries indicating training and testing not annotated prior to issuance of the DA Form 5984-E.
- Incorrect equipment class codes/training codes on the DA Form 5984-E
- Required signatures on DA Form 5984-E missing. All DA Form 5984-E not maintained on file for verification inspection purposes.
- Road Test Examiners not qualified to test personnel and/or their qualification is not annotated on DA Form 5984-E.

References:

At a minimum, the following regulations will be on-hand or on order for all driver's training programs:

AR 385-55 Prevention of Motor Vehicle Accidents

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

FM 21-305 Manual for Wheel Vehicle Drivers

FM 55-30 Motor Transport Units and Operations

TB 600-1 Licensing Operators (Support Equipment)

TB 600-2 Licensing Construction Equipment Operators

Local Traffic Laws Publication

Drivers Training Homepage <http://www.astdl.army.mil/cgi-bin/atdl.dll?type=tc>

DRIVERS TRAINING PROGRAM TECHNIQUES THAT WORK

1) Give the Driver's Training NCO and the alternate limited (password-controlled) access to ULLS only to update licenses. Make them schedule time with you to update licenses. They are not to disrupt the ULLS Clerk routine duties.

2) Issue licenses for only twelve months. When drivers renew their license ensure that mandatory training, sustainment training/check ride, accident avoidance and night vision device training is current. This is also an excellent time to check eligibility for drivers' awards.

3) Drivers' training program is usually thrust upon the maintenance personnel not by choice. If this program is run correctly it helps eliminate the problem with operators not knowing how to properly operate equipment within the unit. It also helps the operator learn general maintenance on the vehicle. It is imperative that the command knows how important the program is. You can't give this job to a Motor Sergeant, or any other person with full time duties, it takes too much of their time. This program is most successful if a SSG, or above, is running the program. This needs to be their full time position. If it is not then that person will not take the job as seriously as needed. This is a time sensitive program. The regulation requires that a specific number of man-hours be taught to the students, and there is not much wiggle room. The drivers training job is made easier by having interactive CD ROMS that have the drivers training program already on them. They are free of charge to the unit, and can be ordered on line. These help only with the classroom portion of the class, they do nothing for the hands-on portion.

EXTERNAL SUPPORT

External support will be one of your most valuable resources. No maintenance facility is successful without the assistance of external support. It is vital to any organization to know what external resources are available to assist in accomplishing maintenance functions.

Situation: You have recently been assigned to a new unit. During your in brief from your BMO or senior NCO, you inquire about what external resources are available to assist you in performing higher echelons of maintenance and solving other logistical problems.

Make a face to face visit with your Direct Support Maintenance Unit and Supply Support activity

- Meet with the Shop Officer to introduce yourself and find out what types of support are available (automotive, engineer, armor, F & E, etc.)
- Meet with your MST Team chief to establish rapport
- You will also need to review all external SOPs to ensure your organization conforms
- Obtain a copy of all external SOPs and review and incorporate into your unit's SOP.
- Also visit the SSA Officer where you requisition parts and supplies
- During this visit, you may also be able to find out where your automation support comes from (normally at DISCOM for Divisional units)
- It is also a good idea to know who your contacts are at DMMC. They are usually in day to day contact with the Shop Officer. Most of your significant reports (AMSS, AOAP, etc.) eventually end up there before forwarding to LOGSA or DA. Item managers, CSSAMO, and Class IX representatives can be normally found at your DMMC.
- Non-Divisional are sometimes supported by a DOL at the intermediate level instead of a military support unit. Some services may be contracted out.

- In Divisional units, you can normally find out who your TACOM and CECOM LARs are. In Non-Divisional units, your LARs may not be as local. Remember that there are representatives assigned to all military installations, Whether they are based there or not. Contact someone at your Brigade or Corps to find out.
- Your LARs will be able to assist you with supply and maintenance problems should the need arise.
- New Equipment Training Teams (NETT Teams) are available for training on new equipment. Your LARs can also assist in finding out where NETT team can be found
- Ensure that training sites are reserved when scheduling training and make use of Regional Training Site Maintenance.
- Many units are now funding Class IX requirement using credit cards. There are numerous businesses now conducting business with the military. It all depends on your location. Your DSU or LARs will be able to assist you in finding out who you may be able to purchase from.
- Remember that operator and maintenance training is also available from TACOM and CECOM at your unit's expense.

Online assistance (This is just a few helpful sites. Some of these sites will have links to many other helpful sites to assist you with any maintenance function)

www.dla.mil Defense Logistics Agency - you can find a link to many DLA sites here
www.supply.dla.mil Defense Logistics Support Command
www.ilap.com Integrated Logistics Assistance Program - supply status
www.desex.com Defense Emergency Supply Expert System - supply status, shipping, etc.
www.tacom.army.mil Tank Automotive Command
www.cecom.army.mil Communications and Electronics Command
www.drms.dla.mil DRMO
www.logsa.army.mil LOGSA
www.books.army.mil - Army Regulations, DA Pamphlets, etc.
<https://aeps.army.mil/> after applying for a password this site offers a vast of information on various maintenance related functions.
<http://www.vamilitary.net/army/firstshirt/mtrpool.html>

Civilian external support

Checklist

- Notify someone when you have exhausted all of your internal resources. Normally, your support DSU can find the answer or someone who knows the answer.
- Inform your supervisor before it is too late.
- Submit required reports to solve problems, (i.e. Reports of Discrepancies (ROD), Recommended TM changes (DA Form 2028-2))

References

DLA handbook
FM 10-27-4 Organizational Supply and Services for Unit Leaders
FM 54-23 Materiel Management Center Corps Support Command
Update 14 Maintenance Management

Major problems that occur

- Some Technicians will never develop a working relationship with external support assets therefore, making it difficult to get things accomplished.
- Do not wait until a piece of equipment is NMC for 30 days before you decide to call for help.
- Many people do not use LARs, because it may be difficult to find them. Give them a chance! That's what they are paid for.
- Take the time to report discrepancies and deficiencies. If companies, units, or personnel providing support do not know of shipping or repair problems, they will never get fixed.

EXTERNAL SUPPORT TECHNIQUESTHAT WORK

1) Your supporting DSU is an important part of your unit's maintenance program. A proactive Unit Maintenance Technician will interact with their counter part at the DSU regularly. The DSU is designed to take care of the problems that the unit maintenance does not have the time to do (i.e. replace an engine). They are no better than the organizational unit in troubleshooting, although they maybe helpful in component troubleshooting. For this reason a through inspection of the vehicle is a must prior to going to DS. The more time support spends

fixing organizational faults the longer it will be down. As a rule, the DSU will take three times as long to figure out what is wrong with a vehicle than the unit normally does. You should not expect your supporting unit to do the inspections for you prior to accepting of the job. Too many units just send the vehicle over to support and have them inspect it rather than doing it themselves. This gives the DSU the impression that the unit doesn't know how to perform proper maintenance.

2) Know who, what, and where your external support is and get copies of their SOP's. Establish a working relationship with them prior to needing support.

FIELD OPERATIONS

The objective of combat maintenance operations is to fix equipment as far forward on the battlefield as the situation will permit, maximizing combat power in support of current and future tactical missions. Efforts should concentrate on returning equipment to the user in time to influence the outcome of the battle while minimizing time required for repair or evacuation. Situation Your unit is deploying to the field or other tactical environment, and you must establish battalion maintenance operations in support of current and future tactical missions.

Checklist for Field Maintenance Operations

- Ensure the unit TACSOP includes procedures for field maintenance operations and that unit procedures compliment procedures for support within the forward support battalion.
- Control Tactical Unit Maintenance Collection Point (UMCP) Operations
- Shift maintenance assets to meet unit requirements and the commander's priorities.
- Provide accurate equipment status information to the commander.
- Coordinate maintenance support requirements with the battalion staff and the forward support battalion.
- Perform maintenance operations IAW established environmental standards.

Organize the Maintenance Platoon

- Provide Maintenance Support to Maneuver Company Companies.
- Repair equipment as far forward as possible IAW established time guidelines and commander's priorities established in the OPOD.
- Provide all levels of maintenance forward if time permits (Organizational and Direct Support).
- Integrate BDAR into field training.
- Establish Unit Maintenance Collection Point.
- Recover equipment that cannot be repaired forward to the UMCP.
- Integrate the Maintenance Support Team (MST) into your UMCP.
- Perform maintenance IAW established time guidelines and commander's priorities established in the OPOD.
- Employ camouflage in the UMCP to prevent the enemy from knowing the quantity and type of equipment which is not available in support of combat operations.
- Provide additional maintenance in the Field Trains.
- Perform PLL and supply replenishment operations throughout the duration of the operation.

- Limit exposure of over garments to petroleum products.
- Establish inspection points to assess and integrate equipment suspected of chemical contamination into the maintenance area.
- Establish disposal procedures for contaminated parts and filters.

Night Maintenance Operations

- Practice light discipline.
- Perform night maintenance operations in training just as you would in combat situations.

References

FM 9-43-1 Maintenance Operations and Procedures.
 FM 9-43-2 Recovery and Battlefield Damage Assessment and Repair
 AR 750-1 Army Materiel Maintenance Policy
 DA Pam 738-750 The Army Maintenance Management System
 DA Pam 750-1 Functional Users Guide for Motor Pool Operations

FIELD OPERATIONS TECHNIQUES THAT WORK

1) *As Maintenance Techs we are assigned to a diverse range of units. You may be assigned to Field Artillery, then Air defense, then Engineers etc. One unit could be heavy and another light. All have different methods to perform their missions in the field. You can't expect to walk in and know your way right from the start, unless you've been in that situation before. Talk to another tech in a like unit, find out how they do things, get a copy of the TACSOP and read it thoroughly prior to any deployment. Follow the TACSOP. Study it carefully prior to deployment and determine changes that need to be made prior to rolling out.*

2) *Field operations are dedicated by the conditions that you face. Most of the time you will not have a choice in where you set up your maintenance operations. If the commanders ask for you recommendations, by all means provide the guidance that they request, or you may be in a position that you do not really like. You want to set up in a manner that best supports the unit's mission. You need to be away from the dining facility, and close to the main flow of traffic. You need to bring enough spill supplies*

Perform Class IX and Maintenance Support Request Operations

- Process class IX transactions to SARSS daily.
- Process maintenance to SAMS daily.

NOTE:

Failure to perform regular Class IX and maintenance transactions will result in loss of maintenance visibility above the unit level.

Perform Recovery Operations

- Perform recovery operations IAW recovery priorities set by the commander.
- Maximize recovery assets forward by establishing maintenance collection points (MCP).

Maintenance Operations Under NBC Conditions

- Expect maintenance operations to take at least three times as long as usual.

and set up a HAZMAT area. You also need to set up a maintenance tent if it is possible. The maintenance area needs to be set up so that the work being performed does not hinder the flow of traffic. Field operations are similar to garrison operations. All the work is really quite the same. During field exercises you will have extra time to get things accomplished that you could not do in garrison. There are no appointments, spouses to take care of, or any other distracters that you have in garrison. Familiarize yourself with all the data in the TACSOP especially the various reports, and remember that it is a living document and determine changes to be made prior to and after deployments.

3) Ensure that you push the issue of PMCS through LOGPACs. Being in the field (or NTC, JRTC, etc) is no reason to ignore the PMCS information flow. Establish a flexible plan to provide consistency (daily, every other day, etc.). Have backup plans in place and make sure your maintenance teams are fully ready.

GROUND SUPPORT EQUIPMENT MAINTENANCE PROGRAM

The unit's ground support equipment is provided for the efficient handling of materials when deployed in a war time scenario. This critical equipment is often overlooked during garrison operations and rarely receives the proper maintenance required by the TM.

Situation: You arrive in a motor pool that has no established maintenance program for the ground support equipment. Operators have not been assigned to the ground support equipment and the equipment has not been maintained. This will guide you through the process of establishing a program to start maintaining the unit ground support to Department of the Army standards.

Establish a Ground Support Maintenance Program

- Ensure the Commander is advised of the number of assigned operators for the ground support equipment explaining why it is critical to the maintenance program (often MHE is not dispatched and when it is needed to be used, unlicensed personnel operate it without any type of PMCS).

- Ensure all equipment is placed into the ULLS-G computer and scheduled maintenance is placed on the unit-training calendar.
- Ensure that a current service packet is on-hand.
- Review and update the Ground Support annex in the Unit Maintenance SOP as needed.
- Talk with the Commander about the BII inventories to insure all items are on hand

You to need to accomplish the following objectives:

- Ground support training is being performed and all operators are being licensed for the equipment assigned
- Unit supply orders all class II supplies.
- Services are being performed to standard as scheduled (personally become involved as needed).
- The ULLS clerk is updating the equipment file with a properly prepared and posted service packet.
- Prompt and proper action is taken when a NMC status is reported on the equipment's 5988E .

Check list for starting Ground support services in your Motor Pool

- First, identify all equipment (consisting of MHE, air compressor units, NBC Decon M17, engine powered heaters) to be serviced by reviewing the Property Book Listing for the battalion and referencing the ULLS files to insure the equipment data is correct and service intervals are correct.
- Review the ground support equipment in the unit for assigned operators. Make sure all unassigned equipment is noted by MFR to the unit Commander to allow the Commander to rectify the problem.
- Verify all required Technical Manuals are on hand and order mandatory service parts by Admin number.
- Identify ground support equipment BII items that are not on hand during the service QA and report to the Commander the missing items and/or to the technical manuals.

Managing A Ground support Equipment Service Program

- Ensure equipment operator training is conducted.
- Monitor and verify that a quality service is being conducted (discuss services during weekly training meeting).
- Ensure adequate supplies of Class IX mandatory replacement service parts are on-hand for each type of ground support equipment.

Reference:

AR 750-22 Maintenance of Supplies and Equipment
 DA Pam 750-35 Motor Pool Operations
 DA Pam 738-750 Unit Maintenance Update

Major problems that occur

- Ground support equipment may not have TMs, scheduled services, enrolled in AOAP, or assigned operators

Corrective actions

The S1 section will order all required publications. The Unit Supply clerk or the ULLS clerk will requisition the needed BII, the ULLS clerk will insure equipment is scheduled for service, see DA Pam 738-750 Unit Maintenance Update page 5 for models and components to be enrolled in the AOAP, and the Unit Commander will insure equipment is assigned to properly trained and licensed operators

**GROUND SUPPORT EQUIPMENT
 MAINTENANCE TECHNIQUES THAT
 WORK**

- 1) *This area tends to get less focus. Ensure that all the unit's GSE is in the ULLS-G and is serviced IAW the TM.*
- 2) *Ensure that all GSE has an assigned licensed operator. Spot check operations to ensure they have the equipment dispatched.*

PERSONNEL MANAGEMENT

Personnel assets assigned to your maintenance organization should be regarded as your most valuable resource. How we manage our

personnel assets will have a significant impact on maintenance management. Your senior NCO will probably handle most of the personnel management details; however, you and your NCO will be responsible for implementing your Commander's intent as well as managing day to day operations.

Situation: You are assigned to a company or battalion maintenance section/platoon. There are several different MOS skill levels assigned to your section/platoon. This section will offer some guidance in managing your personnel assets and establishing a clear organizational chart.

Establish an organizational chart

- Obtain the most current copy of the unit MTOE with authorized personnel
- Verify personnel assigned and on-hand with unit S-1 section
- If not known, verify duty descriptions of each MOS in accordance with AR 611-1, Military Occupational Classification Structure Development and Implementation.
- ASI (additional skill identifiers) code descriptions can be found in DA PAM 611-21.
- Establish a section/platoon organizational chart after verification of unit and section mission and personnel strength.
- Chart can be used as another tool to manage personnel assets. Update the chart regularly to maintain good visibility of your personnel status.

Define each section's responsibilities

- Assign a leader to each section. (Make every effort to ensure best qualified individual)
- Ensure that each section fully understands all duties, responsibilities and functions related to their respective areas.
- FM 4-30 (Maintenance Operations) summarizes the responsibilities of most maintenance related sections or organizations. (service section, recovery, engineer, etc.)
- Update the unit SOP to reflect how your particular section/platoon is organized and the responsibilities and functions of each area.

Personnel Counseling

- All soldiers should be counseled regularly using DA Form 4856-E (Developmental Counseling Form).
- This form is used to inform soldiers of their specific duties and responsibilities as well.

NCOERs

- All Noncommissioned officers should be counseled quarterly on DA Form 2166-8-1. Use DA Form 4856-E if you need more room.
- Use DA Form 2166-8 for NCO evaluation reports.
- Use DA Pam 623-205 for NCO evaluation report procedures.

Checklist

- To maintain an updated copy of personnel authorizations and assignments.(MTO&E)
- Use assigned personnel in their proper duty positions.
- Eliminate redundancy by rotating personnel with qualifying MOSs to different sections.
- Additional duties are distributed fairly.
- Soldiers are counseled regularly!
- Use DA Pam 600-67 (Effective Writing for Army Leaders) to improve your writing skills as well as those of your immediate subordinates.
- Keep Commander informed on all critical personnel shortages and issues.
- Know your soldiers and keep them informed!

References

AR 600-100 Army Leadership
AR 611-1 Military Occupational Classification Structure Development and Implementation
AR 635-200 Enlisted Personnel
DA Pam 600-67 Effective Writing for Army Leaders
DA Pam 632-205 NCOER System
FM 4-30 Maintenance Operations

Major problems that occur

- Lack of knowledge on number of personnel authorized and assigned

- Working soldiers outside of their MOS for extended periods.
- Lack of regular counseling. Good and Bad.
- Mismanagement of personnel leaves, authorized absences, and details in such a way that doesn't allow you to accomplish your mission standard.
- Late NCOERs and awards

PERSONNEL MANAGEMENT TECHNIQUES THAT WORK

1) *Keep the commander, ISG, and USR Officer informed about personnel shortages. Eventually you will get the people you need. In the interim borrow soldiers with maintenance related MOS's from other platoons/sections, companies if possible.*

2) *Enlisted personnel management is handled by the CSM. However, you should know the authorized and on-hand strength for all maintenance and supply related MOSs for both your battalion and the brigade. In some cases you will find a 92A working in a supply room or maybe short personnel while a sister battalion has excess. If you see this, bring it to the motor sergeant's attention so he can work this issue through the ISG and CSM.*

3) *Some of the common mistakes made in personnel management is taking the female mechanics and putting them in the office. This should not be done. Manage your personnel by rank and by MOS. Review the MTOE to ensure that all the personnel that you have are authorized are on hand. When assigning personnel to job positions, ensure that you assign quality people to the job positions that require them (i.e. Master Driver). Too many times we assign people to positions that we do not want in our shops. This gives the rest of the soldiers the impression that if they mess up they will be rewarded.*

4) *Create a matrix for accountability of all personnel assigned by MOS and grade to reflect shortages, cross leveling of duties, and percentage of personnel on hand. This can be achieved utilizing the MTOE. Before you can reflect problems in personnel strength, you must know the authorizations.*

5) *Every motor pool has its problem children. Do not pawn those soldiers on to*

subordinate units. Those units (battery\company or battalion in light units) need to have the best soldiers forward. The parent unit is equipped much better to deal with difficult soldiers, and has more leadership and assets to do that. The subordinate unit Commanders should not have to concern themselves with the “problem” mechanics. You rehab, retrain, and/or process them out at your level.

PREScribed LOAD LIST (PLL)

A PLL is kept to support a unit's daily maintenance operation. This is for a prescribed number of days of supply (15), depending on the average customer wait time (ACWT) IAW AR 710-2-1. The prescribe load list is a tool used by motor pools to enhance the operational readiness of the unit's equipment. By maintaining repair parts on hand that have showed enough demands to indicate the need for maintaining stock on hand. The PLL procedures may vary from unit to unit and some commands have been known to set policy letters restricting the use and sometimes eliminating PLLs. Based on this fact it will be vital to obtain policy letters or local regulations that will effect PLL procedures.

Situation: You arrive in a motor pool that has no PLL or a PLL that has not been managed properly. This will guide you through the process of setting up the PLL.

Establish a PLL or Check the existing PLL procedures

- Become familiar with AR 710-2-1 (especially Chapter 8 on PLL) and AR 710-2
- Gather all policy letters and local regulations covering PLL (if any exist)
- The total number of PLL lines carried on the PLL will not exceed 150; however, a unit may request an exception to the 150-line limit. The request for exception must be justified in accordance with DA PAM 710-2-1.
- Review current PLL listing and ensure all parts on current PLL has an essentiality code (EC) of “C” and a Maintenance of Use (MOU) code of “O”. If an item has an EC code other than “C” and it would render a piece of equipment NMC submit an AMDF challenge to have the EC code changed and maintain a copy on file if you maintain that

NSN on PLL. (Remember this in the future as you add parts to PLL. Note: You may submit an AMDF/price challenge through the Logistics Support Agency (LOGSA) homepage at <http://www.logsa.army.mil/>

- Ensure the parameters set forth to add/retain a part on PLL and Average Customer Wait Time (ACWT) IAW AR710-2-1 in the ULLS box are set correctly.
- Check history files to see if prior personnel have been running the monthly demand analysis in the ULLS box. If there is no record, this may indicate that the current PLL may have been ignored in the past and may be in the need for some attention. If there is a current report on file, review it to see if someone has just been running the report and filing it or if they have been taking action such as adding lines to PLL that were recommended as an add candidate or deleting ones that were suppose to be deleted. (Remember that this report is supposed to be reviewed and signed by the commander).
- Conduct a PLL inventory with the PLL clerk to check for inventory and location accuracy. If quantity on hand or bin locations are not as indicated in the ULLS box, this may also indicate problems or signs that someone has not been doing his or her job. Note: PLL inventories are suppose to be done at least once a quarter.
- After the first demand analysis has been run, ensure you take time to review it closely and be extra careful adding lines that the report recommends you add. Remember you are new, and it will take some time for you to get a true idea of what parts you will truly need on your PLL. Also remember to run an excess management report in ULLS after the demand analysis has been performed; because PLL lines deleted and lines with quantities decreased are sent to the excess management report to notify the PLL clerk to turn in those parts.
- Run a PLL listing and check to ensure that you have due-ins against all shortages on your PLL. If there were shortages (example 2 authorized and 1 on hand) and no due-ins this may indicate that the clerk has not been running the PLL/DCR reconciliation or the clerk has not been reordering parts that may be getting cancelled.
- Run a daily management report in the ULLS box to find out what your PLL zero

balance is. Ensure that PLL lines that are zero balance have valid due-ins and lines that have been zero balance over 30 days should have the status checked to ensure they are valid.

- Ensure that storage of PLL parts are maintained in a secure area with access limited to those individuals listed on an access roster. Also ensure that small arms repair parts are secured in a secure area, which means they should be locked up in an area that is also locked. (Don't allow individuals not on the access roster in the PLL storage site).
- Review current maintenance SOP to ensure PLL procedures are addressed.

Managing the PLL

- Once you have arrived in your unit and followed the procedures addressed above, just remember this is an ongoing process that you must follow and you should always review these reports as follows:
 1. Daily Management Report (Daily)
 2. Demand Analysis (Monthly)
 3. PLL Inventory (Quarterly)
 4. Also ensure that the PLL/DCR reconciliation is run at least once a week. This process will automatically reorder parts on PLL that do not have valid due ins.
- Make sure that access to PLL is restricted to personnel on the access roster and parts are not removed from the PLL bin until it reflects so in the computer.

References

AR 710-2
AR 710-2-1

PREScribed LOAD LIST (PLL) TECHNIQUES THAT WORK

1) Create a matrix for all your PLL clerks to post near their ULLS boxes. This matrix will designate tasks that will be conducted daily, weekly, BI-weekly, monthly, quarterly. It will also have reports and disposition.

2) The PLL section should be the only personnel with access to PLL. You should inventory about five lines per week. If you find any discrepancies, give the PLL supervisor a counseling statement.

3) You need to maximize your use of the QSS. The QSS is any parts that have to be replaced when repairing another component (i.e. seals). You also need to monitor the PLL clerks ordering habits. Ensure that the PLL clerk orders one per vehicle, per deficiencies. This will help capture demands. You are also authorized 15 commander stocked items. These items need to be closely monitored as well. If you have 5 companies under you, with 5 separate ULLS boxes, you need to ensure that not all five companies are stocking the same items.

4) Do not hold on to your PLL if some one needs a part. Give it to them as it helps you build demands. If your zero balance is high this is good it shows that you are working, just make sure you always have valid replenishment requisitions. Make sure that your soldiers are doing post-post transactions for all those parts they scrounge. Ensure records are kept and posted on a regular basis (daily or weekly).

POWER GENERATION EQUIPMENT MAINTENANCE PROGRAM

The unit power generation equipment is provided for the efficient generation of electricity when deployed in a war time scenario. This critical equipment is often overlooked during garrison operations and rarely receives the proper maintenance required by the TM.

Situation: You arrive in a motor pool that has no established maintenance program for the power generation equipment. Operators have not been assigned to the power generation equipment and the equipment has not been maintained. This will guide you through the process of establishing a program to start maintaining the unit power generation to Department of the Army standards.

Establish a Power Generation Maintenance Program

- Ensure the Commander is advised of the status of assigned operators for the power generation equipment explaining why it is critical to the maintenance program.
- Ensure all equipment is placed into the ULLS-G computer and scheduled

maintenance is placed on the unit-training calendar.

- Ensure that a current service packet is on hand
- Review and update as needed the Power Generation annex in the Unit Maintenance SOP as needed.
- Talk with the Commander about the BII being inventoried to insure all items are on hand

You to need to accomplish the following objectives

- Power Generation training is being performed and all operators are being licensed for the equipment assigned.
- Unit supply orders all class II supplies
- Services are being performed to standard as scheduled.
- The ULLS clerk is updating the equipment file with a properly prepared and posted service packet.
- Prompt and proper action is taken when a NMC status is reported on the equipment's 5988E.

Check list for starting Power Generation services in your Motor Pool:

- First, identify all equipment to be serviced by reviewing the Property Book Listing for the battalion and referencing the ULLS files to insure the equipment data is correct and service intervals are correct.
- Review the power generation equipment in the unit for assigned operators. Make sure all unassigned equipment is noted by MFR to the unit Commander to allow the Commander to rectify the problem
- Verify all required technical manuals are on hand and order mandatory service parts by Admin number
- Identify power generation equipment BII items that are not on hand during the service QA.

Managing A Power Generation Equipment Service Program

- Ensure equipment operator training is conducted to standard, even if this means you must personally supervise the training.
- Monitor and verify that a quality service is being conducted (discuss services during weekly training meeting)

- Ensure adequate supplies of Class IX mandatory replacement service parts are on hand for each type of power generation equipment

Reference

DA Pam 738-750 Unit Maintenance Update

Major problems that occur

- Power generation equipment may not have TMs, grounding rods, power cables, scheduled services, or assigned operators

Corrective actions

The S1 will order all required publications. The Unit Supply clerk or the ULLS clerk will requisition the needed BII, the ULLS clerk will insure equipment is scheduled for service, and the Unit Commander will insure equipment is assigned trained and licensed operators

POWER GENERATION EQUIPMENT TECHNIQUES THAT WORK

1) This is another area that tends to get less emphasis that it requires. Ensure that all power generation equipment has an assigned licensed operator and assistant. The operators should lay out their TMs and BII monthly during command maintenance.

2) This program should closely mirror your command maintenance program. The generators need to be hooked up and run at least once a month. This is often overlooked and not inspected until the unit goes to the field

3) You must understand that all equipment must be exercised at least two times a month. Generators need to run and also have to be load tested and not with a coffee pot or computer. Most FSBs and MSBs have generator load testers and never use them. Get with them and check your equipment right. No load running of a generator will cause wet stack and make equipment look like it has many class III leaks. The key to MHE and power generation is ownership; it tends to be overlooked due to its size and lack of use. The stenciling and admin numbers on equipment is a clear sign of ownership

4) Cross train all mechanics, regardless of MOS, to know the basics of power generation troubleshooting in fuel and electrical systems. There is usually a wheel or track mechanic at or closer to a problem generator in the field than your actual generator mechanic. They can be conversant on the problem if they require parts or assistance.

RECOVERY OPERATIONS

Recovery is retrieving, or freeing immobile, inoperative, or abandoned material from its current position and returning it to operation or to a maintenance site for repair. Procedures for recovery are in FM 9-43-2 and FM 5-125.

Situation: You arrive in a motor pool that does not have a functional SOP, which covers Recovery.

Perform Recovery using the Eight Step Recovery Method

- Reconnoiter the Area:
 - Always perform a thorough recon.
 - A recovery asset becomes a deficit when it becomes mired or disabled.
- Estimate Situation:
 - Determine the best angle of pull for the recovery operation.
 - Remember, you can apply reduction factors to tracked vehicles if they can be recovered in the opposite direction of original travel, and if power can be applied to the tracks.
 - Reduction factors do not apply to wheeled vehicles.
- Calculate Ratio:
 - Divide the weight of the load (minus reduction factors) by the available winch capacity.
 - Remember, full winch capacity may only be available when the drum has only a few wraps remaining.
- Obtain Resistance:
 - Ensure you include tackle resistance when determining overall resistance. If tackle resistance causes you to exceed available winch capacity, you must recalculate your ratio.
- Verify Solution:
 - Divide estimated load weight (including tackle resistance) by the available winch capacity.

- Erect Rigging:
 - Ensure all openings are placed in the rigging with the face or opening up.
 - Never cross a laid cable by stepping over it; always step on it to cross.
- Recheck Rigging:
 - Ensure all required pins and fasteners are correctly installed. (Cotter pins on tow pintles are easily overlooked).
 - Double check all connections made by the recovery and disabled vehicle crew. Accidents resulting from improperly erected riggings are the responsibility of the senior recovery person on-site. If you are on site, that is you.
- You are Ready
 - Ensure that all safety procedures are adhered to when performing recovery operations.
 - High-tension cables are deadly. Always ensure that all personnel are a safe distance from the recovery operation.

Safety Checklist for Recovery using Cables

- Ensure the rigging has been erected utilizing the correct mechanical advantage for the recovery operation.
- Ensure all hooks or openings in the rigging are rigged with the throat in the up position to prevent injury or death should the equipment fail.
- Ensure all personnel are at least the length of the longest cable in the rigging away from the operation in the opposite direction as the angle of pull.
- Never step over a rigged cable, always step on the cable to cross it.

Tow Equipment Utilizing Wheeled Recovery Equipment

- Tow utilizing the Highway Tow method.
 - Attach a tow bar to disabled vehicles lifting eyes, and to the tow pintle of the towing vehicle.
 - Never stand between an erected tow bar and the vehicle; sudden movement by the recovery vehicle could cause serious injury or death. Always install tow bar

- from each side using the appropriate number of personnel for the task.
- A driver is not required in the towed vehicle.
- Tow utilizing the Cross-Country Tow method.
 - Refer to the operator's manual of your recovery vehicle for cross-country tow procedures.
 - Follow all safety precautions in the operator's manual for cross-country towing.
- Tow utilizing the Lift Tow method.
 - Refer to the operator's manual of your recovery vehicle for lift tow procedures.
 - Follow all safety precautions in the operator's manual for lift towing.

Tow Equipment Utilizing Tracked Recovery Equipment

- Tow utilizing the Highway Tow method.
 - Connect the tow bar to the tow lugs on the disabled vehicle.
 - Place the lunette of the tow bar in the recovery vehicle's tow pintle. Secure tow pintle with cotter pin.
 - A driver is not required in the towed vehicle.

NOTE:

If the recovery vehicle is lighter than the disabled vehicle, a holdback vehicle or a driver to operate the brakes of the towed vehicle is required so the towed vehicle will not overrun the recovery vehicle.

- Tow utilizing the Cross-Country Tow method.
 - Connect crossed tow cables between vehicles.
 - Use only in extreme cases or as a back-up method or towing.

NOTE:

Whenever crossed-cables are utilized in recovery, a holdback vehicle or a driver to operate the brakes of the towed vehicle is required so the towed vehicle will not overrun the recovery vehicle.

NOTE:

Prior to any towing operation, always ensure that the vehicle to be towed is properly prepared. Remove all drive shafts and disconnect final drives before extended towing operations. Failing to properly prepare equipment for towing will result in damage, and is the responsibility of the recovery crew.

Reference

FM 9-42-2 Recovery and Battlefield Damage Assessment and Repair.
 FM 5-125 Rigging Techniques, Procedures, and Applications.
 TM applicable to organic equipment.

**R RECOVERY OPERATIONS
 TECHNIQUESTHAT WORK**

1) Ensure your recovery operators are licensed and properly trained. AIT ASI is not enough.

2) It is an excellent ideal to have two trained recovery specialists. Many installations offer recovery training courses. Check with your S-3/G-3 Schools. Incorporate recovery sustainment training into your maintenance training program. Recovery operators have skills that are perishable and need to be sustained and trained on a consistent basis.

3) This program is an important part of daily operations within the motor pools. A wrecker needs to be on valid dispatch at all times. Too often the motor pool does not have a plan. Most of the time it's not a problem until the wrecker is needed, and then there is a flurry of activity to get it dispatched on the road. Having several qualified wrecker operators is another important part of your recovery operations. Too often there is only one qualified individual in the unit, and when that person is out of the net it creates a hardship on the unit. When conducting recovery operations as part of the unit movement, be sure to have the maintenance and recovery sources in the rear of the convoy. This will enable the recovery operator to police up anything that was left behind, or broken down. The recovery operator also needs an excellent brief on where the unit is going, and what the

planned route is. The recovery operator would also benefit from having a cell phone. Do not leave your recovery crew out on the road to fend for themselves.

4) Ensure that operators and section chiefs are properly trained in self-recovery procedures, (hit that hard in driver training annex of your SOP) many organizational recovery missions are found to be unnecessary.

SAFETY

Safe motor pool operations contribute to an effective maintenance program. Everyone must be involved in the success of a unit safety program. Only command emphasis will ensure an effective safety program.

Establish A Safety Program

- Ensure a primary (yourself) and an alternate (NCOIC) motor pool safety officer is appointed in writing; including subordinate units.
- Update the safety annex in the Unit Maintenance SOP.
- Coordinate a courtesy walk-thru inspection by the installation/area safety office.
- Set up/update maintenance safety board(s).

Manage A Safety Program

- Conduct and record monthly safety inspections of the entire motor pool IAW local area safety inspection SOP/checklist
- Establish a suspense date to ensure all safety faults/violations are corrected.

Guidance:

a. Vehicle Operations

- 5 mph max motor pool speed limit
- 2 ½ ton and above vehicles must have a ground guide(s).
- Position chock blocks underneath parked equipment
- Use troop safety straps while transporting personnel.
- Ensure equipment record folders have all required safety forms.
- never leave a running vehicle unattended
- use safety chains while towing equipment
-

b. Fire Prevention

- smoking is not permitted in the motor pool
- paint, POL and any flammable products will be stored in environmentally safe storage areas.
- fire extinguishers will be posted and inspected at least monthly.

c. Personnel

- horseplay will not be permitted in the motor pool.
- hearing protection must be used in high noise level areas.
- face and eye protection must be used during welding, cutting, grinding, sanding or chipping operations.
- tools will only be used for their intended purpose.
- tire cages, ten foot safety hose must be used be used during tire inflation.
- power generators must be properly grounded.
- no jewelry will be worn while working on equipment.
- maintenance bay pits must be covered and roped off when not in use.

Reference

AR 385-55
AR 385-40
AR 420-90
TB 43-0142

SAFETY PROGRAM TECHNIQUES THAT WORK

1) *Load testing on all lifting devices. Ensure it's done. Have a safety board and conduct safety classes. Safety is paramount. Use all agencies available to assist in your maintenance safety program (get their checklist). Have a Safety SOP or at least cover safety extensively in your Unit SOP.*

2) *Give a platoon safety briefing before every long weekend. Toward the end of the briefing take a platoon photo and remind them that they are only one bad decision from making this their last photo*

3) *Not enough can be said about this program. Often this program is overlooked until*

someone is hurt. Safety needs to be managed at the NCO level. Without NCO enforcement the safety program is doomed to fail. Contact the local safety installation coordinator to help your unit by giving you a courtesy inspection. Use the inspection results to help organize your safety program.

4) Coordinate to have the installation safety officer to give you an inspection and see what the trends are.

5) You need to assign a primary and alternate fire /safety person(s) within the motor pool and have them make checks monthly and back brief you or the motor sergeant. Make spot checks and let the assigned personnel know you are checking.

6) Ensure that safety issues are constantly being looked for. Ingrain it in your soldiers and leaders daily. All it takes is a few minutes a day to look around and ask the questions

SCHEDULED SERVICE PROGRAM

Scheduled Services are essential to properly maintain equipment. The preventive maintenance checks and services inspections are the single most important inspection conducted in the maintenance cycle. A successful scheduled maintenance service program is the key to a good overall maintenance program and a high level of combat readiness. The chain of command must be involved in the planning and execution of an effective scheduled service maintenance program, additionally, they ensure that all scheduled services are placed on the unit training scheduled. (DA Pam 750-35, para 2-5b)

Situation: You arrive in a unit motor pool that has no visible service program. This will guide you the process of setting up a sustainable schedule maintenance service program.

Establish a Schedule Service Program

- Ensure all equipment requiring services is entered in the ULLS-G computer (Small Arms, NBC, Commo, GSE, MHE, etc.).
- Ensure all equipment has the appropriate services entered (IAW Appropriate

Technical Manuals and Lubrication Orders).

- Establish equipment maintenance folder for all assigned equipment and insure all forms are maintained until next service is completed.
- Organize a QA/QC team to inspect all completed services for quality and completeness of services.
- Set up a 5 mile road course as part of service program to insure performance is within parameters listed in the operator's TM.
- Ensure the chain of command, from first line supervisor through Commander is involved in the Scheduled Maintenance Service Program.(use attachment 1)

Check list for starting a Scheduled Service Program in your unit motor pool

- First verify that every piece of equipment on hand that requires a service is entered in ULLS-G with the correct types of service required.
 - Print the end item by serial number from the ULLS-G computer and compare it with the property book.
- Evaluate your unit's scheduled maintenance service program to see what corrections are needed.
 - Print a service schedule by DODDAC to verify that all required services are scheduled and are within the 10% variance.
 - Inspect all service files to ensure all required documents are present.
- Identify the type of service program that would best work for your unit (platoon, section or individual equipment). Schedule all the platoons' equipment together by blocking off time periods for each platoon. This would also include all items that pertain to the platoon's deployment requirements (weapons, NVGs, NBC equipment, field equipment, commo, TA50, etc.). When platoons are large schedule them as a section.
- Identify the service teams and QA/QC team. The ones doing your QC should not be the same ones performing the service and also should report directly to the BMT/BMO.
- Schedule the services throughout the year taking into account all of the major events taking place during the year. With the long

range training calendar identify all training events, deployments and holidays that will impact on services. Schedule services around these events to minimize backlog of services so you can maintain the 10% variance and eliminate overdue services.

The main things to make sure of

- All scheduled services are placed on the unit training schedule.
- The Platoon Leader is fully briefed on the service procedures and requirements.
- The Platoon Leader in-briefs the Battalion Commander and/or XO on their plan to perform the platoon's services and out-briefs at the completion of services. This will fix ownership for the services.
- Platoon Leader/Platoon Sergeant will account for all personnel. Place of duty for the platoon during scheduled services is at the place of services. All leaves and appointments should be scheduled around services. During scheduled services all personnel involved with services should be exempt from all duty (attachment 1).
- All services are preformed to standard, with a quality QA/QC program.
- Ensure all required forms are prepared correctly and maintained on file until next like service.
- All service parts are ordered in advance to ensure ample time to receive parts prior start of service.

Managing a Scheduled Service Program

- Conduct a scheduled service brief with the platoon leader to ensure that they are aware of all requirements and time lines for services.
- Support and assist platoon leader's briefs to the Battalion Commander or XO
- Print the service schedule off the ULLS by date range to ensure that the services are being completed with in the 10% variance.
- Oversee the QA/QC program to insure that a quality service is being preformed.
- Monitor all service packets. Make certain they are completed correctly and filed until next service is completed.
- Ensure that the service team has all required POL and service parts on hand prior to the service.

Reference

- AR 750-1 Army Materiel Maintenance Policies
- DA Pam 738-750 Unit Maintenance Update
- DA Pam 750-35 Functional Users Guide for Motor Pool Operations
- Appropriate Technical Manuals
- Appropriate Lubrication Orders
- Long Range Training Schedule

Major problems that occur

- Files are not maintained properly on completed services. All services forms will be kept on file for quality control until next service is preformed. Without all completed paperwork the service is not complete.
- Poor quality of services due to lack of standards and QA/QC program.
- Command involvement in the service program. Briefing the platoon/section leader will help to get more command involvement.
- SOPs don't adequately address Schedule Maintenance Service Program. Use the SOP to set the standards that are required of personnel.

(Attachment 1) SCHEDULED SERVICE PROGRAM PLATOON/SECTION BRIEFING FOR SCHEDULED SERVICES

1. From _____ thru _____
 ___ the following vehicle (s) and, or vehicle system components will be undergoing a scheduled maintenance service.

<u>BUMPER #</u>	<u>TYPE SERVICE</u>	<u>DATE DUE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Services will be conducted Monday thru Friday according to the times specified below:

Monday	0900 to 1200	1300 to 1700
Tuesday	0730 to 1200	1300 to 1700
Wednesday	0900 to 1200	1300 to 1700
Thursday	Sergeant Time Training 1330 to 1500	
Friday	0900 to 1200	1300 to 1600

3. Prior to services beginning, the vehicle (s) must be cleaned thoroughly inside and out to

The personnel listed above will be exempt from duty during the period of conducting services.

ISG, USA

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(Attachment 2) SCHEDULED SERVICE PROGRAM
EQUIPMENT SERVICE PACKET CHECK LIST

Bumper # _____ Type SVC _____ Date Due _____

		Initials
1. Maintenance Supervisor	Create SVC packet	_____
	Vehicle DA 5988E	_____
	Trailer DA 5988E	_____
	Generators DA 5988E	_____
	Commo DA 5988E	_____
2. Equipment's Section Chief	PMCS IAW -10 Manual	_____
	Vehicle Cleaned IAW SOP	_____
	Commo PMCS IAW -10	_____
	Trailer PMCS IAW -10	_____
3. Maintenance Shop Foreman	Org. Maint PMCS -20 Manual (Include turret)	_____
	Correct all faults/service requirements	_____
	Lubed IAW -12 LO	_____
	Repair Parts installed or NSN's	_____
	5 Mile road test – DA Form 5987E	_____
4. Maintenance Supervisor	DA 5988E with Corrective Action / NSN's	_____
	SVC Parts for Next SVC ordered	_____
	Equipment Lubed IAW -12 LO	_____
	All Forms IAW DA Pam 738-750	_____
5. ULLS Clerk	DA 5988E(all parts ordered and updated)	_____
6. QA/QC Team	Equipment PMCS'd IAW -10/-20	_____
	Equipment Lubed IAW -12 LO	_____
	Are Forms Complete IAW DA Pam738-750	_____
	Equipment SVC Complete IAW SOP	_____
7. Maint Supervisor /ULLS Clerk	Service Complete	_____
	Equipment SVC updated in ULLS	_____
	Updated DA 5988E Printed	_____
	All Equipment Records Updated	_____
8. Forms Inventory	DA 5988E (-10 PMCS)	_____
	DA 5988E (-20 PMCS)	_____
	DA 5988E (Commo/Turret)	_____
	All updated DA 5988E	_____

Dispatch DA Form 5987E _____
SVC Schedule by Admin # _____
SVC Checklist _____
(Service Packet complete must be filed until next like service) _____

9. BMT/BMO Verification _____

NOTE: This form will be filled with the complete packet until completion of the next like service.

**SCHEDULED SERVICES TECHNIQUES
THAT WORK**

1) *Scheduled Services is one of the 3 critical Pillars of your maintenance program. You must monitor services and ensure that they are done properly according to the training schedule. Fight all distracters to services.*

2) *The Service program is a company-training event requiring close coordination between a company's leadership and its maintenance personnel. The service program requires proper planning for long range, short range, and near term scheduling. Companies must allocate adequate resources, to include time, to meet required standards. A scheduled service program that is properly planned, resourced and executed will reduce NMC equipment in the future. Each company's service program schedule will be addressed as a critical training event during the Company Training Cycle Brief (TCB) to the Battalion Commander. Platoon/section services will be scheduled to ensure they are completely integrated into the company's training schedule. The commander and platoon leader should attempt to schedule services as close to they're due date IAW scheduled services printed from the ULLS-G box. When unable to schedule the services within the required service window, a memorandum for record will be placed in the service file to state the reason. Bottom line, make sure you, as the maintenance technician, participate in the unit training meetings to make sure services are briefed and put on the training calendars.*

3) *Publish quarterly service schedules and require platoon leaders/sergeants to "lock-in" their services six weeks out.*

4) *Low usage program. Too many times we tend to over service our vehicles. Using the low usage programs enables the units to better manage their service programs. Make*

sure that when you schedule your services. They are actually completed. Establish a system of checks and balances. The person completing the services is not the person checking the services after they are completed.

5) *As the maintenance technician you must get involved with the service program. Get out on the floor and talk to the mechanic doing the service. Question them and show them you care about what they are doing and how important their work is. This will make the soldier have more pride in his/her work.*

6) *Command emphasis must go hand in hand with the service program. The commander must understand the consequences of not complying with service data and the benefits of a strong service program.*

7) *Make sure Commanders, XO's, and Platoon Leaders are welcomed into and included in the scheduling process. They will know when their stuff is available and when it isn't they'll appreciate the say they have in scheduling. Do your best to accommodate them and schedule them for the shop at least three months in advance. Once they agree to a day, lock it in and hold them to it!*

STANDING OPERATING PROCEDURES

All units performing maintenance are required to have a maintenance SOP according to AR 750-1, chapter 2. The maintenance SOP may be an annex to the unit's logistics SOP, or a stand-alone document. Regardless of where it's found, its purpose is to formally describe the way a unit performs unit maintenance on assigned equipment. This also includes equipment stored outside the motor pool. The unit maintenance portion of the SOP should be written in enough detail to give recently assigned personnel a firm

grip of how maintenance is to be accomplished in the unit.

Situation: You arrive at your new motor pool and there isn't a maintenance SOP or it is outdated.

Preparing a maintenance SOP

- First step in writing a maintenance SOP is learning how your unit does maintenance on its assigned equipment by observing, interviewing key maintenance personnel, reviewing maintenance policy letters, and maybe most important! Get guidance from your commander.
- Ensure present maintenance procedures are IAW all ARs, DA PAMs, FMs, TMs, and FMs.
- Review the brigade, division, higher SOPs, and external SOPs to ensure your unit is presently complying with their procedures.
- Recommend changes to the present maintenance procedures to your XO and/or commander for approval.

Writing a maintenance SOP

As a minimum, the following areas of the SOP should be addressed in detail:

- a. Maintenance related duties and responsibilities for key unit personnel.
- b. How the unit maintenance platoon/section is organized.
- c. Procedures to be followed by personnel during scheduled operator level PMCS periods.
- d. Procedures to be followed by all personnel associated with unit level PMCS (scheduled services).
- e. The procedures used to dispatch equipment in the unit.
- f. The procedures required to obtain a government equipment operator's license (SF 46/OF 346).
- g. Tool accountability and control procedures.
- h. The unit driver/mechanic awards program.
- i. All applicable safety guidance associated with equipment maintenance.
- j. Quality control procedures for maintenance/dispatching equipment.

- k. The unit's program for operator/crew and mechanic sustainment training.
- l. The proper handling and disposal of hazardous chemicals.
- m. Motor pool security.
- n. Calibration of tools and equipment.
- o. AOAP.
- p. Readiness reporting.
- q. Environmental Hazards.
- r. Safety SOP.
- s. Publications.

Other areas to consider are

- a. PLL operations.
- b. ULLS G operations and maintenance.
- c. Vehicle recovery and evacuation of equipment (to DSU).
- d. Unscheduled maintenance.
- e. Quartermaster equipment (tents, camouflage nets, stoves, etc)
- f. NBC
- g. Weapons maintenance.
- h. Generator maintenance.
- i. POL
- j. Command maintenance procedures.
- k. C&E and Commo shop operations.
- l. All other areas that might be important to address in your maintenance SOP.

Points to remember

- Remember to write so that the average soldier can understand.
- Remember the tool room custodian (and maybe PLL clerk) should be exempt from all duties and details. Ensure the SOP states the duty exemptions.
-
- Do not rewrite TMs and FMs in your SOP. Refer to them instead.
-
- Give enough detail to be efficient. Be careful not to have too much. Keep it short and simple (KISS).
- The SOP should be written the way your unit does maintenance and IAW applicable regulations and publications.
- Review higher SOPs and publications to ensure your SOP is in compliance with theirs.

- Do a spell check of the entire document. Ensure proper paragraph alignment and format, and proper spacing.

Review Process

- This is an important process in writing a maintenance SOP to ensure the final product is correct and that all areas of maintenance are covered. You need to make sure this is the maintenance SOP that you want to publish. You will be held to it, and you will hold personnel to it. It will be the law of your maintenance program. Be careful, this process could be lengthy and hold back the publishing of your SOP.
- Have the personnel in charge of the areas listed above review your draft maintenance SOP before you finalize it (i.e. Have tool room custodian review the tool accountability and control procedures).
- Have a Senior Automotive Maintenance Officer or one of your peers review your draft maintenance SOP before you submit it to your commander.
- Have your BN XO review and approve your draft maintenance SOP.
- Have your BN Commander review and sign the maintenance SOP.

Publishing a maintenance SOP

- You may create a cover page with your unit crest.
- Double check your formatting and page settings.
- Print a copy of your maintenance SOP and have reproduction office print enough copies for all areas and companies.
- Ensure you give your battalion commander and all company commanders a copy. Distribute other copies as needed.
- Add changes to your SOP when maintenance procedures change.

- You should review the maintenance SOP at least annually and update it. You should also update the maintenance SOP when you have a new BN commander. This can be done with an additional page with his signature endorsing the maintenance SOP. Add the new page to existing document. You should revise and reprint the SOP if you have major changes.
- Make sure your SOP is available on the net if possible.

References

Maintenance Update 14, AR 750-35

This Website has a sample SOP for download and other useful links.

<http://www.vamilitary.net/army/firstshirt/mtrpool.html>

SOP TECHNIQUES THAT WORK

1) Must have one. Ensure it covers all areas pertaining to your unit operations scope. Make it user friendly, simple, clear, and easy for soldiers to read. Don't make it an encyclopedia, or no one will read it. Stick to the basics if you want it to be effective.

2) Establish a program for testing and certifying all personnel in the unit on the SOP. Make this your priority and get it to your commander for signature quickly.

TOOL ROOM OR TOOL CRIB PROCEDURES

To ensure policies, standardize procedures and assign responsibilities for the accountability of all tools and test equipment. Control of all tools and Test Measure and Diagnostic Equipment (TMDE) is a mandatory maintenance requirement.

Situation: You arrive in a motor pool that has no tool room procedures or Test Measure and Diagnostic Equipment control procedures.

Establish Tool room procedures

- Ensure unit commander appoints primary and alternate tool room custodian on orders.
- Designate by memorandum unaccompanied access roster to the tool room.
- Designate by memorandum a by-name list of all personnel authorized to sign out tools.
- Ensure accountability of all tool sets, kits, or outfits (SKO). Ensure they are inventoried IAW up to date supply catalogs, hand receipts, technical manuals, or component listings IAW AR 710-2 and IAW DA Pam 710-2-1.
- When more than one SKO is maintained in the tool room, do not mix tools among the SKOs.
- Use AR 735-5 to account for lost, damaged, or destroyed tools stored in or issued from the tool room.
- Ensure all missing tools are placed on a shortage annex for tool sets, kits, or outfits and initialed by the Commander.
- Ensure inventories are conducted and hand receipts are adjusted.
- Ensure tools are maintained IAW TM 9-243 Care and Maintenance of Hand tools.
- Maintain accurate 5x8 locator cards on all tools IAW Pam 710-2-1.
- Ensure Tools are signed out in ink on a DA Form 5519-R Tool Sign Out Log/Register or IAW DA Pam 710-2-1 depending on the amount of time.
- Maintain a list of calibrated equipment with type of equipment/tool, NSN, serial number, date calibrated, and date due in the tool room or tool truck.
- Ensure tools are secured IAW AR 190-51.
- Ensure all tools are marked IAW AR 190-51.
- Excess tools must be turned in to supply on hand receipt.
- Toolboxes will be in the owner's possession when in use or locked IAW AR 190-51.

http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P710_2_1/CCONTENTS
 TM 9-243
 DA Form 5519-R
ftp://pubs.army.mil/pub/eforms/pdf/a5519_r.pdf

TOOL ROOM PROCEDURES TECHNIQUES THAT WORK

1) Hold quarterly inventories. Document field loss inventories. Tool control, accountability and security (access rosters). Ensure your tool room custodian is on orders, has an alpha roster and locator cards. Turn-in unserviceable tools immediately. Get shortages on order and track with unit Supply. All tools will be returned the same day unless signed on a 3161

2) Hand receipt torque wrenches to your team leaders and insist that they are used during scheduled and unscheduled maintenance

3) The tool room needs to be located as close to the work area as possible. Making the tool room close to the shop floor will assist the mechanic in getting the jobs done in a timely manner. Make it a point to check and see if proper tools are signed out to complete scheduled and unscheduled maintenance.

4) Tool control, accountability, serviceability and security are the important factors of tool maintenance. Ensure your tool room custodian is on orders, and is a self-starter, someone who can work with little supervision.

5) Rotate your low-density mechanics (52D, 63J, etc) as tool custodians. Rarely can you afford to take a wheel or track mechanic off the floor to operate the tool room.

6) Ensure that mechanics have the most efficient support equipment available (i.e. air impact wrenches, air ratchets, floor jacks, quick disconnects, latest bolt extractors)

Tool Room References

AR 190-51
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R190_51/CCONTENTS
 AR 710-2
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R710_2/CCONTENTS
 AR 735-5
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R735_5/CCONTENTS
 DA Pam 710-2-1

SAMPLES ONLY !!!!!!!!!!!!!!!

TOOL ROOM

1. REFERENCES. DA PAM 710-2-1 para 6-3.

2. PURPOSE. To establish policies governing accountability, security and maintenance of hand tools, sets and outfits. This SOP applies to all personnel authorized to sign out tools from the Battalion Tool Room.

3. OBJECTIVE. To have zero discrepancies during change of command inventories due to lost tools.

4. RESPONSIBILITIES:

a. Company Commander.

(1) Assign a Tool Room Custodian on memorandum type orders.

(2) Designate by memorandum a by-name list of all personnel authorized to sign out tools.

(3) Publish an unaccompanied access roster to the tool room.

b. Tool Room Supervisor.

(1) Inventory tool room IAW AR 710-2 Appendix B, Command Supply Discipline Program.

(2) Ensure tools are maintained IAW TM 9-243 Care and Maintenance of Hand tools.

c. Tool Room Custodian.

(1) Maintain tools IAW TM 9-243.

(2) Maintain the tool room in a clean and organized matter.

(3) Account for all tools IAW DA PAM 710-2-1 and this SOP.

(4) Maintain accurate locator cards on all tools.

(5) Check suspense files daily and notify tool room supervisor of any tools not returned within the proper suspense.

5. PROCEDURES.

a. Security.

(1) All hand tools, sets, kits, outfits (SKO), and test, measurement and diagnostic equipment (TMDE) will be secured in a tool room, tool cabinet, etc. with a 200 series lock. All toolboxes locked at all times unless properly hand receipted IAW the accountability procedures in this SOP or actually in use.

(2) Tools will be signed out only to those individuals authorized by memorandum.

(3) Tool room access is limited to those individuals on the access roster.

b. Accountability.

(1) All tools maintained in the tool room will be catalogued using a index card files system with the NSN, noun, nomenclature, and specific location.

(2) Supplement and Common #1 tool sets and hand receipted mechanic tool sets will be inventoried once a month and missing tools will be replaced using supply procedures. Unserviceable tools will be turned in to supply and the status of tools will be checked periodically to ensure good status.

(3) All tools will be marked in such a manner that the specific tool/tool kit they belong to can be identified, i.e. USA 82nd BMP.

(4) All tools will be clean, free of rust, and serviceable.

(5) The presence of any unserviceable tools will be immediately brought to the attention of the tool room supervisor for turn-in to supply.

(6) Tools, SKO, and TMDE will be hand receipted down to the user level and inventoried according to AR 710-2 and DA PAM 710-2-1.

(7) Tools having cutting edges will have protective covers on the cutting surfaces.

(8) POL products and paint will not be stored in the tool room/truck.

(9) All authorized tools not on hand will be on valid requisition. A valid requisition is a document number and valid status from supply.

The document number and status will be written in pencil on the tool room custodian's component listing or shortage annex.

c. Controlling Issues of Tools for One Day or less. When a soldier requests a tool and is authorized by memorandum from the commander to sign for tools, issue tools for one day or less in one of the following manners.

(1) Log Procedures.

(a) Each SKO will have a separate log. The log will be prepared for the end item only i.e. each SKO may contain individual sets, kits, within the set.

(b) The log will be maintained on a DA Form 5519-R (Tool Sign out Log/Register). If DA Form 5519-R is unavailable, a book or locally designed form may be used with the following minimum entries: NSN and Noun nomenclature of the tool, quantity issued, date of issue, signature of individual receiving the tool, and initials of the tool room custodian when the tool is returned. ALL ENTRIES ARE IN INK!

(c) The log will be checked at the end of each day. If any tools are not returned, notify the tool room supervisor and attempt to find the individual who signed for the tool. The individual must return the tool or sign a temporary hand receipt for the tool before the tool room custodian can leave for the day. If the individual cannot be found notify the Company commander and/or first sergeant.

(2) Card File Procedures.

(a) Prepare a separate 5 x 8 card for each tool authorized in the SKO. If there is more than one tool of the same NSN then make a separate card for each tool.

(b) Enter the NSN, tool nomenclature, and the LIN of the SKO to which the tool belongs at the top of each card if the card file is kept in a card box; at the bottom of the card if the card file is kept in a visible index file. Use the rest of the card for dates of issue signatures of the individuals receiving the tool, and initials of the tool room custodian upon each return of the tool. ALL ENTRIES ARE IN INK! When the card is filled, destroy and make a new one.

(c) Attach tabs to cards for tools not on hand that are listed on the hand receipt annex or for lost, damaged, or destroyed tools being processed by supply.

(d) Prepare a separate card file for every SKO in the tool room.

(e) File cards in NSN, NIIN, or nomenclature sequence using the same sequence for each card file.

(f) When a tool is issued, file the card in a suspense file reserved for issued tools using separate suspense files for each SKO card file.

(g) If the tool is issued for more than one day on a temporary hand receipt, file copy number 2 of the hand receipt and the card(s) for the tool(s) in sequence order in the issued tool suspense file. Separate them from daily issue cards.

(h) Re-file the cards when the tool is returned.

(i) At the end of the day, check the tool suspense file for tools not returned. If any tools are not returned, notify the tool room supervisor and attempt to find the individual who is signed for the tool. The individual must return the tool or sign a temporary hand receipt for the tool before the tool room custodian can leave for the day. If the individual cannot be found, notify the company commander and/or first sergeant.

(3) Temporary Hand Receipt Procedures.

(a) Prepare DA Form 3161 in 3 copies to issue the tool.

(b) If more than one SKO is stored in the tool room, enter the SKO LIN in block 8.

(c) File DA Form 3161 in a separate suspense file for each SKO.

(d) Check the suspense file at the end of the day for any tools not returned. If any tools are not returned notify the tool room supervisor. If the tool has been signed out for 30 days and not returned, follow the instructions in paragraph d - Controlling Issues of Tools for more than 1 day but less than 31 days.

d. Controlling Issues of Tools for more than one day but less than 31 days.

(1) Prepare DA Form 3161 in 3 copies as a temporary hand receipt.

(2) Find out how long the tool must be signed out for and annotate a return date in the Date Material Required block.

(3) File the original in a suspense file arranged in alphabetical sequence by the recipient's last name.

(4) File copy #2 in another suspense file in tool NSN, NIIN, or nomenclature sequence.

(5) Give copy #3 to the recipient of the tool.

(6) Check suspense files daily to ensure no return dates have passed without the return of the tool. If the tool is not returned by the return date, notify the tool room supervisor. If the tool is not returned within 30 days, the tool room custodian will notify the company commander and/or first sergeant and will not leave until the tool is returned or the recipient signs a permanent hand receipt IAW paragraph e - Controlling Issues of Tools for 31 days or more.

(7) Destroy all copies when the tool is returned.

e. Controlling Issues of Tools for 31 days or more.

(1) Prepare a DA Form 2062 in 3 copies to issue the tool.

(2) Find out how long the recipient needs to use the tool and assign a return date in the top margin of the DA 2062.

(3) File the original in a suspense file arranged in alphabetical sequence by the recipient's last name.

(4) File copy #2 in another suspense file in tool NSN, NIIN, or nomenclature sequence.

(5) Give copy #3 to the recipient.

(6) Check the suspense file daily and notify the tool room supervisor of any tools not returned by the return date.

(7) Once the tool is returned, destroy all copies of DA Form 2062.

f. Calibration.

(1) Those items requiring calibration will be maintained IAW equipment technical manuals and TM 43-180.

(2) The Company Calibration Coordinator will maintain one copy of the latest calibration listing and the tool room custodian in the tool room or truck will maintain one copy.

(3) Test Measurement, and Diagnostic Equipment (TMDE) items will be turned-in for calibration services before the calibration due date. See Calibration SOP.

(4) Equipment being transported will be in suitable containers to prevent damage.

(5) All TMDE listed in TB 43-180 will be calibrated at the time prescribed by the master listing.

6. FILES.

a. Copy of Tool Room Custodian's Hand Receipt will be on file with document numbers and status for all items not on hand written in pencil.

b. An accurate locator card file will be on hand in the tool room.

c. Separate suspense files for each SKO for DA 3161 and DA 2062.

CALIBRATION AND REPAIR SUPPORT

a. Company calibration coordinator.

(1) Submit TMDE requiring calibration to the designated calibration activity or supporting Direct Support unit as prescribed by the projected item list (Calibration printout).

(2) Ensure that TMDE is turned in for calibration at least one day prior to the "calibration void" date on the DA Label 80. TMDE can be turned in as much as 20 days prior to this date.

(3) Ensure that organizational maintenance is performed IAW the appropriate maintenance allocation chart or operator's manual.

(4) Ensure that adapters, special cables, connectors, batteries, manual, and other material required for calibration are present with the instrument.

(5) Notify the battalion calibration coordinator when an item is due for calibration or repair.

b. Submission of TMDE for repair. Calibration and repair of all TMDE is submitted on an AMXTM34A.

(1) Complete all organizational maintenance on the item.

(2) Turn in the item to the calibration activity.

(3) Assign an 02 priority to the AMXTM Form 34A to restore critical TMDE to a serviceable condition (DA 2406 reportable items like the STE/ICE or important torque wrenches or NBC equipment).

(4) Damaged equipment must have a damage statement signed by the commander.

c. Calibration Not Required (CNR) equipment - Equipment coded as CNR will be turned to the calibration activity to ensure that the proper over stamped DA Label 80 is affixed to the instrument.

d. Training Aids. Instruments designated, as training aids will be turned in to the calibration support unit for initial calibration. At the time the calibration activity will affix an over stamped "TNG" DA Label 80 to the instrument.

TMDE

- Ensure unit commander appoints primary TMDE coordinator and alternate calibration coordinator on orders.
- Reconcile the calibration printout with the property book, hand receipts and TB 43-180 to ensure all TMDE is enrolled in the calibration program.
- Ensure the Unit Identification Code (UIC) master file (Calibration printout) is received from the calibration lab through

distribution. Corrections to this file and additions, deletions, or changes of UIC and addresses will be reported immediately to the calibration lab.

- All lifting devices and jack stands will be inspected and marked IAW TB 43-0142.
- Ensure that maintenance is performed IAW the appropriate technical manual and IAW TB 43-0142.
- Ensure that adapters, special cables, connectors, batteries, manual, and other material required for calibration are present with the instrument.
- Equipment coded as Training Aids will be turned in to the calibration support unit for initial calibration. At the time of the calibration activity who will affix an over stamped "TNG" DA Label 80 to the instrument IAW TB 750-43
- Equipment listed in TB 43-180 that is "Calibration not required" or "Calibration before Use" will have DA Label 80, with the statement "CNR" or "CBU" affixed to them.
- The Calibration Coordinator and the tool room custodian will maintain a copy of the printout.
- Go to the TMDE support facility and ask for all SOPs and guidelines for setting up your unit.
- Enroll like items throughout the calibration period so all of one type of equipment/tool will not be turned in at one time.
- Ensure equipment/tools coded out by your TMDE support facility are turned into supply with a hand receipt adjustment document and the document is maintained on file until hand receipt is updated.
- Maintain list of DA 2406 reportable items like STE/ICE, NBC equipment, or important torque wrenches.

Calibration References

AR 750-43
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R750_43/CCONTENTS
DA PAM 738-750
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P738_750/CCONTENTS
TB 43-0142
TB 43-180
TB 750-25
DA Label 80

TMDE TECHNIQUES THAT WORK

1) *The key to calibration management is just that, management! New TMDE is entering and exiting the unit frequently. The calibrations NCO, a competent NCO and alternate NCO must stay on top of the TMDE print, first by making sure all TMDE is enrolled. All TMDE must have a DA label 80 attached indicating calibration date and next date due. Have a company/battalion Calibrations NCO and alternate, but also have a calibrations rep from each platoon/company.*

2) *Ensure mechanics are properly trained on the use of the TMDE in the motor pool. The biggest problem with TMDE is that not all items that are supposed to be on the TMDE roster are on it. A through inspection of all the items in the company will be needed to ensure that they are all listed. To manage TMDE it takes an individual who possess the management skills to read an automated printout and the initiative to implement a plan to monitor new devices as well as to manage calibration due dates. This will preclude all of one specific tool requiring for calibration being evacuated at the same time.*

3) *Validate serial numbers on all TMDE equipment and make sure items turned in through supply are removed from the calibration listing.*

Component Hand Receipt/Shortage Annex

You may be given a component hand receipt (CHR) to sign or shortage annex initialed by the issuer, if you are receiving a set, kit, or outfit (SKO) or an end item that has components issued with it. The components that make up a SKO are listed in the supply catalog (SC) or component list (CL) for that SKO. The components that are issued with the end item are listed in that item's technical manual (TM).

a. The CHR is a list of all those component items that make up the SKO or come with the end item but are not listed separately on your hand receipt (HR). You are responsible for them too and must turn them in when you turn in the primary item. The CHR should not list the items

that are consumed in use, such as string, wire, paint, solder, or sandpaper. The end items, or SKO you are receiving, are listed at the top of the CHR and when you sign it you are accepting responsibility for the end item as well as all the other components listed below it.

b. The shortage annex is a different kind of document even though it uses the same form as the CHR. The shortage annex lists the components that you did NOT get with your SKO or end items, even though the SC, CL or TM shows them as included. Whoever issued you the end item will initial the quantity column of the form to verify the items and quantities you are short. Since you do not sign the shortage annex, the end item listed at the top of the shortage annex will also appear on your regular HR or SHR. When all the missing items listed on the shortage annex have been issued to you, your SKO or end items will be complete and the shortage annex will be destroyed.

c. The shortage annex, SC, CL, TM, and CHR are good aids to use during your inventories to make sure you still have all those items that go along with your end item or SKO. Be certain to use the most current version of the TM or SC. (See DA Pam 25-30 for current listing.) In summary, when you sign the CHR you are signing for the end items as well as the listed components. Do not sign for that end item again on your regular hand receipt.

Inventories

To track all the property issued to units, periodic inventories are conducted to ensure the property is still in place and in usable condition. AR 710-2, table 2-1 lists the various types of inventories and how often they must be performed. A part of the PBO's responsibilities is to ensure that those inventories are accomplished when needed. To do this the PBO will remind (in writing) the Primary Hand Receipt Holder (PHRH) when to conduct an inventory and, if cyclic, what items to include. The PBO will also request a response from the PHRH (in writing) to document when the inventory was completed and the results of that inventory. The PBO must also do his or her own inventory by making sure all the hand receipts are up-to-date and signed by the proper persons, and then physically counting all the other property that is not on a valid hand receipt.

Inventory procedures

All Hand Receipt Holders must conduct the required inventories when requested to do so and provide a written statement to the PBO of the results of that inventory. To conduct a proper inventory, take the following steps:

a. Verify all hand receipts are current and all turn-ins and issues (change documents) have been posted to your copy of the HR.

b. If you have some items that are sub-hand receipted to your subordinates --

(1) Instruct the Hand Receipt Holder (HRH) to do an inventory (if cyclic, identify the items to be inventoried).

(2) Ensure that the HRH has a current copy of the sub-hand receipt to use to conduct the inventory.

(3) Require a written response from the SHRH stating the date and results of the inventory.

c. Physically locate and count each item listed on your HR that is not listed on a valid sub-hand receipt. If possible all items should be brought to one central location. If the item has a serial number, verify that the number on the item matches the serial number shown on your HR.

(1) When you have several of the same items, affix a unique sticker with a discrete number or other identifying mark to each individual item as it is counted. If the items are too small to tag, collect them all in one place or container and count them all at the same time. This will help preclude counting the same item twice.

(2) If the items being counted are SKO, use the CL or current SC to ensure all the required tools, parts, and so on, are in place or otherwise accounted for (shortage annex) before considering the SKO as on hand. When possible use a mat or locator sheet that shows the outline and has a place for each required item. This ensures all items are correctly identified and counted.

(3) When items are spread among several locations, inventory all like items at the same time to preclude items from being moved

during the inventory and being double-counted or missed.

d. Look over each item when it is counted to ensure it has no obvious damage or other indications that it might be unserviceable; for example, scars, across the top of a radio case or a broken handle on a screwdriver.

e. Report property discovered during the inventory to the PBO. If additional quantities (more than are posted to your HR) are found, turn them in to your PBO or have the PBO add them to your HR.

f. Complete the inventory as soon as possible. Do not delay completion of the inventory because you are trying to locate missing equipment.

g. Prepare a memo showing the results of the inventory. Note any shortages. Sign and date the memo. If you are the PHRH, send it to the PBO. If you are the SHRH, send it to your PHRH. Keep one copy in your file.

h. Initiate adjustment action (such as, cash collection voucher, statement of charges, or report of survey) for any missing items per AR 735-5. If the items are found later, adjustment documents can be changed or canceled accordingly.

i. Make sure your HR is adjusted to reflect the results of your inventory.

New HRHs

If you are a new HRH or are assuming a HR from someone, inventory all the property, including components of end items, and verify the serial numbers before you sign the HR. Whenever possible, do the inventory jointly with the outgoing HRH. Once you sign the HR, you are responsible for the property and are held accountable. Verify component hand receipts and shortage annexes if there are any. For items on sub-hand receipts, verify that the SHRH is still authorized to have the property and is aware of his or her responsibility to safeguard the property, and obtain a current inventory from him or her. If time or distance prevents you from personally counting all your property, you may have someone assist in the inventory; however, you will still be responsible for the property. When distance prevents you from physically

viewing your property or randomly checking on it between inventories, you should consider issuing it on a sub-hand receipt to someone at that location.

Helpful hints

- a. Keep your hand receipts current.
- b. Make sure all your items are accounted for on a primary hand receipt (or a sub-hand receipt when necessary.)
- c. Verify quantities and serial numbers before you sign.
- d. Annotate your HR with the location or sub-hand receipt number next to each item listed.
- e. Don't loan your property to another organization unless your PBO or commander approves the action.
- f. Randomly spot-check the location and the physical condition of your property between inventories.
- g. When you no longer need an item, turn it in or request disposition from the PBO.
- h. Always keep copies of your turn-in and issue documents until they have been posted to your HR.

NOTE:

Destroy all hand receipt transactions during the hand receipt update process once you have verified that the transactions have been posted.

- i. Make sure change documents are posted to your hand receipt at least every 6 months.
- j. Maintain a current copy of all memos documenting the results of the inventories of your Sub-Hand Receipt Holders (SHRH).
- k. Frequently remind SHRHS of their responsibility to safeguard their property.
- l. Make sure your SHRHS do not leave your unit without clearing their sub-hand receipts.

m. Make sure damaged or missing items are reported in a timely manner.

n. Store your equipment in a secure area. Report any indications of theft or break-in to your supervisor, unit commander, or first sergeant.

o. Make sure the property you are signed for is protected when you go on leave or TDY. If you plan to be absent more than 30 days, have a temporary hand receipt holder assume your HRs during that time. Do a joint inventory before you depart and again when you return.

p. Report to your supervisor, unit commander, or first sergeant any circumstances that make it impossible to secure your property from loss or theft.

q. Clear your hand receipt or transfer your property responsibility to your successor before you leave your unit. Obtain a signed receipt.

r. Update sub-hand receipt holders before Master Hand Receipt is updated with the PBO.

s. Read and understand the PBO guidelines (if provided) for management of property and required inventories.

Summary

Being a good hand receipt or sub-hand receipt holder is not difficult nor does it have to be hazardous to your bank account. You cannot forget about your responsibilities. Keep the few simple rules above in mind, and treat the Army's property as if it were your own.

UNIT MOVEMENT

Movement of a unit is a fact of life due to Force Projection or in response to National Emergency.

- Soldiers, equipment, and supplies must be moved quickly and in a quantity large enough to support combat operations.
- Tactical actions require timely concentration of units and material for short notice movement.

Situation: You arrive in a unit that has NO UNIT MOVEMENT set up. The following will assist you in setting up a Unit Movement Program.

Establish The Unit Movement Program

- Ensure the Unit Movement Officer and alternate are appointed and school trained.
- Ensure all equipment is on Automated Unit Equipment List (AEUL) . Provide DTO or ITO an updated copy of AUDEL.
- Ensure Load Plans are current and documented to include Hazardous Materials.
- Ensure Teams are identified and trained for Air Loading, Rail Tie Down and Pallet Building.
- Ensure the Unit SOP covers Highway, Rail, Air, and Sea deployment contingencies.

Check list for UMO

- Identify Equipment to be deployed. Use PBO and MTOE with commander's input to develop a complete list. Enroll all equipment on the AUDEL and provide Division Transportation Officer or ITO with updated copy.
- Develop a movement book containing examples of forms used, who submits forms and time line for submitting forms for each type of deployment.
 - Air movement forms DD form 2327 or MAC551 aircraft utilization
 - Rail movement forms FORSCOM form 285-5-R
 - Highway convoy clearance forms DD Form 1265
- Identify personnel to certify hazardous material loading. Must be trained and certified to qualify.
- Identify oversize equipment requiring special hauling permits. DD form 1266
- Identify load teams. Soldiers with NCOIC for each team are required for Air load, Rail tie down, and Pallet building. Teams should know the where, when, and equipment needed to accomplish the mission. Training required must be documented.
- Transportation Control Numbers should be stenciled on all equipment on the AUDEL.
- Load plans need to be verified as valid and recorded on DD form 1750 or DA form 5748-R. Sensitive items must be identified on these forms.
- Identify the logistical support plans.
 - Material Handling Equipment requirements estimated. (MHE)

Convoy escort requirements and route recon.

Staging areas for Rail, Air, and Sea movements.

Pallets needed.

Chocks, tie down equipment, chains, and blocking material needed.

SOP For Movement should include:

- Alert procedures to include time line
- Milestones for movement (triggers for movement of load teams and equipment)
- Equipment loading and staging areas identified
- Loading procedures outlined for hazardous material I.E. ammo
- Internal convoy procedures
- Strip maps to staging areas (Rail, Air, Port and Highway)
- Safety guidance
- Communications
- Movement checklists
-

References

AR 220-10 Preparation for Overseas Movement of Units
FORSCOM Regulation 55-1 Unit Movement Planning
FORSCOM Regulation 55-2 Unit Movement Data Reporting and System Administration
TB 55-46-1 Standard Characteristics for Transportability
FM 55-56 Strategic Deployment
FM 55-30 Highway Movement
FM 55-9 Unit Air Movement Planning

Forms

DD Form 1265 Convoy Clearance
DD Form 1266 Special Hauling Permit
DD Form 1750 Packing List
DD Form 2327 Aircraft Utilization
MAC Form 551 Aircraft Utilization
DA Form 5748-R Packing List
FORSCOM Form 285-5-R Request for Rail Transport
FORSCOM Form 285-1-R Request for Commercial Transportation
AUDEL Automated Unit Equipment List

Major problems that occur

- Unit AEUL not reflecting new equipment gains and equipment losses. Adjustments to

AUEL are required annually. Closely monitor unit equipment gains and losses to include military vans and ISU90 containers.

- Unit load teams not being trained and team members lost to PCS not being replaced. Training of load teams is critical to smooth unit movement of equipment. Ensure the training of load teams is recorded and tracked by the BN S-3 and commanders keep their teams filled with team members with 1 year retention.

UNIT MOVEMENT TECHNIQUES THAT WORK

1) Always ensure that whatever is down is captured on the NMC report by COB. You never know when an alert/rollout will occur. Also, it is the right thing to do. Ensure your commander knows what he can put on the road at all times. Ensure Alert dispatches are run the last day of the month and signed by the Commander, and the dispatcher.

2) Ensure that as many soldiers as possible receive training on HAZMAT transportation standards. Generally, only one or two key people are qualified and it produces a bottleneck for certification of loads.

UNIT READINESS REPORTING

The Army Material Status System (AMSS) consists of a number of software processes that will collect, compile, and report materiel readiness information for ground, missile, and aviation equipment in Army units. ULLS is a tactical standard Army management information system (STAMIS) that is being fielded at company level throughout the Army. With the addition of AMSS processes, ULLS will perform all of the time-consuming and tedious calculations needed to produce feeder information for readiness reports. AMSS automates the Material Condition Status Report (MCSR). The AMSS option allows units to send and receive AMMS records from the ULLS-G (Unit Level Logistics Ground) through SAMS (The Standard Army Maintenance System) to the Logistics Support Activity (LOGSA). AMSS is the single materiel status reporting system in the Army. For ULLS-G users, AMSS replaces DA Form 2406 and DA Form 3266-1, Missile Materiel Readiness Report. These reports provide feeder information

to the unit status report under AR 220-1, Unit Status Report

Situation: You arrive at your new unit and must verify and submit monthly AMSS reports. This is a guide to show you how to correctly review and submit AMSS reports to your higher command

Check ULLS-G Database for equipment on hand

- Obtain a copy of unit property book from Property Book Officer (PBO).
- Obtain a copy of MTOE from battalion S4.
- Ensure that all reportable equipment data is correctly entered into the equipment database within ULLS-G (i.e. NSN, Serial number).
- Ensure latest version of Maintenance Master Data Files (MMDF) is applied to ULLS-G system (available from local SAMS-1).
- Authorizations of the equipment that is authorized by the MTOE and are reportable IAW AR 700-138 table B and the (Master Maintenance Data File) MMDF. Once all the information is identified in the MTOE an (Equipment Identification Code) EIC is needed for the reportable equipment (AR700-138/MMDF/AMDF) to be loaded into ULLS.
- Equipment will be added IAW End User Manual EUM. When adding equipment into the ULLS system, the operator must know the following information:

Admin #
NSN
Serial # / REG #
EIC if it is IN-LIEU-OF
ERC (P/A/B/C)
ECC (Equipment Class Code)
Mileage
Service data (20 Level only)
AOAP data

- Print and review the Equipment data records for all equipment and make necessary corrections using AR 700-138 tables B-1 and B-2

Prior to running End of Period Report

* All units with a Unit Identification Code (UIC) ending in "AA" will submit AMSS report to LOGSA

- Before the AMSS process can be performed, the following information must be updated or processed. Failure to do so will cause erroneous reports, ULLS program failures, and overall headaches.
- AMSS uses the Maintenance Request Register as its prime source of information for NMC equipment. If this file is not updated, work orders/NMC faults/parts, it will give erroneous information to the AMSS report. Likewise if information is in correct during the reporting period, it will cause the same problem.
- Usage is another area that must be correct to provide proper reports. Open dispatches that are not on extensions will be closed out. Operators must ensure that the correct odometer reading is in the ULLS.

STEP 1 Do not run AMSS until the morning of the 16th each month @ 0700

STEP 2 Ensure steps above have been completed

STEP 3 Data Backup (**Important**)

STEP 4 Run ROLLUP BY UIC

STEP 5 Run SEND AMSS TRANS HIGHER LVL (BN ONLY)

STEP 6 Run END OF REPORT PERIOD

- Once the AMSS process is complete, the following information will be forwarded higher after being verified by unit personnel:
- AWAME130.DAT (Diskette) to SAMS-1
- AWCAP131.DAT (Diskette) to Unit Supply

Submit AMSS reports for Unit Readiness Reporting

- The following steps are how to prepare the AMSS Reports:
- Review the information on the AWAME130.DAT file for correctness. Example shown:

PART 1 AUTHORIZATIONS

WPN								
DIC	UIC	EIC	SERIAL #	DATE	AUTH	O/H	RPT	
XMF	WCE4AA	HYD		98319	005	002	D	0
XMF	WCE4AA	VCM		98319	000	003	D	0
XMF	WCE4AA	VCN		98319	000	002	D	0
XMF	WCE4AA	VGJ		98319	000	001	D	0
XMF	WCE4AA	VJF		98319	001	001	D	0
XMF	WCE4AA	BEE HCN		98319	000	004	D	0
XMF	WCE4AA	HCN		98319	000	004	D	0
XMF	WCE4AA	BRY ZAL		98319	001	001	D	0
XMF	WCE4AA	ZAL		98319	001	001	D	0

PART 2 NON-MISSION CAPABLE

POSS	NMCS	NMCS	NMCM	NMCM	NMCD	NMCE	DAYS		SPT	ORG	SPT	ORG
XMF	WCE4AA	BBN	158230	98319018018D	00031	00000	00009	00000	00001	00000	00000	0

XMF WCE4AA BBU 161878 98319007015D 00031 00000 00006 00000 00001 00000 00000 0
 XMF WCE4AA BSS C523-08831 98319000006D 00031 00000 00025 00000 00000 00000 00000 0
 XMF WCE4AA BSW C52701071 98319001001D 00031 00000 00010 00000 00010 00000 00000 0
 XMF WCE4AA VJF RZ32839 98319001001D 00031 00031 00000 00000 00000 00000 00000 0

PART 3 USAGE

	NSN	REG #	TYPE	READING			
XMH WCE4AA SDN	00G1081328	98317	1000000000001	Y243113	M	014872	J
XMH WCE4AA SDN	--0G4126003	98317	1000000000001	B161780	M	012000	J
XMH WCE4AA SDN	--064138171	98317	1000000000001	S705835	M	001595	J
XMH WCE4AA SDN	--064133151	98317	1000000000001	W810003	M	005834	J
XMH WCE4AA FD2	--0G3230686	98317	2310010907709		M	000100	J
XMH WCE4AA BRY	00C523-07308	98317	2320010502084	NL0JCB	M	015527	J
XMH WCE4AA BRY	850C52307679	98317	2320010502084	NL0JNF	M	016388	J
XMH WCE4AA BRY	850C523-07681	98317	2320010502084	NL0JNH	M	103099	J
XMH WCE4AA BEE	840EF342170	98317	2320011275077	NG17BY	M	009998	J

- The unit will perform a backup prior to running the AMSS..
- Contact local CSSAMO office and obtain a copy of AMSS.EXE to check your data mistakes.

4) Make sure you verify the NMC data in ULLS daily. Use the projection report to highlight the portions of the fleet that may fall below DA standard.

5) Ensure all unit personnel are trained in AOAP collection procedures. Assign an individual and an assistant to perform duties of AOAP Monitor. Verify that all equipment components are enrolled and component/equipment data is accurate.

6) Verify that all component serial numbers are correct, ensure that components are not erroneously added to your print. Keep a local log of samples submitted to the lab.

References

AR 220-1
 AR 700-138
 ULLS -G End Users Manual
 DA PAM 738-750

READINESS REPORTING TECHNIQUES THAT WORK

1) This information could be used for your report card (OER). This should be on your mind all month from the 16th until the 15th. Insure your ULLS clerks know how to run the AMSS. Backups are a must, so ensure you have tapes/disks available for a 5-day week. Your monthly readiness will be determined by your daily maintenance operations.

2) Occasionally the Material Management Center (MMC) may fail to receive or are unable to read your AMSS data. Keep a back-up copy of your last AWAME130.dat file.

3) After running the AMSS functions keep a copy of the AWAME130.dat disk and keep it located on a separate directory per company. This will help ensure that if there is a problem you have a backup.

ARMY OIL ANALYSIS PROGRAM

AOAP is a DOD-wide effort to detect impending equipment component failures and to determine lubrication condition through periodic analytical evaluation of oil samples. It is a mandatory maintenance tool for all aeronautical and selected non-aeronautical equipment in the Army inventory. Like other maintenance tools, it must be used properly to be effective. Hundreds of different end items are included in the AOAP. They are identified and listed individually in TB 43-0210 and DA Pam 738-750.

Situation: You arrive in a motor pool that has NO AOAP set up. This will guide you through the process of setting up the Army Oil Analysis Program.

Establish An AOAP Program

- Ensure a primary (yourself) and an alternate (NCOIC) AOAP monitor is appointed in writing, for your unit as well as subordinate units.
- Ensure all equipment designated in TB 43-0210 is enrolled
- Ensure that a current copy of the AOAP Laboratory SOP is on-hand
- Update the AOAP annex in the Unit Maintenance SOP

Check list for starting AOAP in your Motor Pool

- First, identify all equipment to be enrolled.
- Get the property book of all equipment in unit. Make sure serial numbers and all component's serial numbers are correct in the ULLS-G computer component listing and Property book listing.
- Identify items required for enrollment according to manuals and TBs.
- Go to the AOAP Lab and ask for all SOPs and guidelines for setting up you unit.
- Get supplies and sampling valves for equipment as deemed necessary.
- Enroll all equipment at the AOAP Lab, but make sure to spread out the vehicles throughout the next 6 months. This way they all don't become due again on the same month. Accompany all entered vehicle components with an initial sample.
- Allow 5-7 days for results, then get a AOAP lab computer printout and double check all data. Make sure you focus on the serial numbers and admin numbers.

The main things to make sure of is

- AOAP training is being performed
- The unit maintains enough sampling supplies
- Samples are taken as scheduled
- The TAMMS clerk is forwarding samples with a properly prepared and posted ULLS generated Oil analysis form.
- Prompt and proper action is taken when an abnormal report is received
- Maintenance feedback is being supplied to the laboratory as required

- When DS/GS maintenance is required, the equipment and all forms are sent with it. (Along with Job Order forms also send AOAP data and forms so the Direct Support can submit a sample if required)

Managing An AOAP Program:

- Ensure equipment operator AOAP training is conducted
- Monitor and verify the accurate submission of AOAP samples (discuss during weekly training meeting)
- Ensure adequate supplies of Class III Bulk POL products are on-hand
- Verify that the ULLS Equipment Data Component Record and the AOAP Laboratory Print component information are accurate. Do this by cross referencing the Property book printout, ULLS end item component listing, and visually checking each component.

Sampling Supplies

Sampling bottle	8125-01-082-9697
Pump, oil sampling	4930-01-119-4030
Tubing nonmetallic	4720-00-964-1433
Shipping sack	8105-00-290-0340
Plastic bag	8105-00-837-7754

- * Recommend a 90-day stock of the listed AOAP supplies

References:

AR 750-22 Maintenance of Supplies and Equipment, Army Oil Analysis Program
TB 43-0210 Nonaeronautical Equipment Army Oil Analysis Program
TM 9-2300-422-23&P Army Oil Analysis Sampling Valves, Nonaeronautical Equipment
DA Pam 738-750 Unit Maintenance Update
TB 43-0211 AOAP guide for leaders and users

Major problems that occur

- When submitting samples ensure that the serial numbers are correct, because if one number is off it will start an additional line and component. In 10 days this will become a delinquent line.
- Not completing the cycle of an oil sample from submittal to a normal status returned. Make sure all issues with each sample are

correctly resubmitted and all problems corrected.

AOAP TECHNIQUES THAT WORK

1) Assign a competent monitor and alternate. Ensure all unit equipment components are enrolled and component admin data is in the ULLS and matches the AOAP print. Place equipment in TDY or Maintenance status when job ordered or loaned out to prevent delinquencies. Ensure the unit is trained on sample extraction and the importance of a clean catch.

2) When your unit deploys, pick-up a unit transfer disk for your home station AOAP lab. Once you arrive in Theater, turn the data over to your supporting AOAP Lab.

3) Ensure that you look at the AOAP print monthly. Do not take it for granted it must be checked for all actions. The print will tell you if it is due a resample or a special. It will also count the days on a maintenance request reply and how long it takes your motor pool to respond to the request.

4) Ensure all unit personnel are trained in AOAP collection procedures. Assign an individual and an assistant to perform duties of AOAP Monitor. Verify that all equipment components are enrolled and component/equipment data is accurate.

5) Verify that all component serial numbers are correct, ensure that components are not erroneously added to your print. Keep a local log of samples submitted to the lab.

ARMY ELECTRONIC PRODUCT SUPPORT (AEPS)

AEPS Mission: To serve as the Executive Agent for Army Material Command web logistics initiatives, in order to investigate, integrate and implement innovative web solutions to modern logistics issues, and establish a common operating environment with retail level logistics systems. Technical support information for AMC Logistics Assistance Representatives stationed throughout the world.

Situation: You arrive to a unit as the unit maintenance tech. In an effort to get support from AMC in the form of Safety of Use Message (SOU), Maintenance Work Order (MWO), Equipment Improvement Recommendation Report (EIR), and other logistical support issues. You can log onto the AEPS web site for this information. Before logging onto the site you must first submit a request for a password.

To ENTER the AEPS web site

- <https://aeeps.ria.army.mil/>

View an on line video to learn more information about the AEPS web site

AEPS VIDEO: <http://aeeps-real.ria.army.mil/ramgen/Aeeps/Whatisae/ps/Whatisaeeps.smi>

A few of the items that can be down loaded from the AEPS web site.

- SOUM (Safety of Use Message)
- GPM (Ground Precautionary Message)
- MAM (Maintenance and Modifications)
- MWO (Maintenance Work Order)
- EIR (Equipment Improvement Recommendation/Report)

Submit SMART ideas through AEPS

- SMARTOnline:
<http://aeeps.ria.army.mil/smart/smarthome.cfm>

AEPS Password Submittal

Your request form has been submitted successfully, and will be processed. As soon as authorization from your supervisor/COTR has been received. You will receive an email containing the needed information to access the AEPS website within 2 working days after receipt of the emailed authorization validating your request for access. If you don't receive an email from the AEPS website with your new username within 5 working days, contact your supervisor to verify that he/she emailed the authorization form to the AEPS office. If the email has been sent, then contact the AEPS office at DSN 793-6767, Comm.(309)782-6767 or email Jean Martin at martinj2@ria.army.mil.

You may check the status of your request for

access to the AEPS website by going to the AEPS Public Page and clicking on Authentication Assistance Area. That page will contain an option to Check Request Status.

NOTE:

If authorization of your request has not been received from you supervisor/COTR within 20 days, your request will be deleted and you will have to resubmit a request for access to the site.

(AEPS) TECHNIQUES THAT WORK

1) *Most all Army publications are available on the Internet or on CD. There is no reason why you should not have publications on hand. If you don't have hard copies get them on electronic format, locate your post printing plant and they will produce it for you in hard copy.*

2) *Accumulate a good list of all Army Internet sites (i.e. TACOM, LOGSA etc.). They are a great source of info.*

3) *Get an E-mail account with a Dot Mil extension. A lot of military agencies won't e-mail to you if you're address is not Dot Mil. They are free at to all Army personnel at www.us.army.mil. Then get on the E-Mail distribution list for important logistical personnel on your post; some examples are DMMC, G-4 Maintenance, LARs, Support operations etc. They often put out very valuable information and you may never receive it, because it gets sent to the S-4 or someone who doesn't think it's important.*

Publications & Admin:

www.usapa.army.mil is the army's publications home page. DA PAM 25-30 on CD-ROM (EM 0001) is your reference. To get your unit's account number look at the red label on the back (it's not on every pub) and look for the number, usually in the upper right hand corner. Sometimes each section will have a sub account so you may see the motorpool as E0412-A or E0412-8. Now go to the USAPA home page, and you can find out what is on order and what your 12 series is like. The difference is what you have on order will only come once, your 12 series comes everytime there is a new update.

Usually the unit's 12 series is something a Commander would be relieved for. Don't complain about it, fix it and take credit for it on your dash one (DA 67-9-1). Start with everything that is on the CI checklist. Run the CI checklist against DA PAM 25-30 to make sure the pub is current. DIV/BDE is notorious for obsolete or superceded pubs on their list. If the pub is current, make sure you put it on the 12 series and order it one time if you don't have it; if the pub is obsolete or superceded, print out a copy for your pubs notebook so you can show it to the inspector at CI time and put the replacement pub on your 12 series and order it if you don't have it. Either way, always order a couple more than you need. Another sneaky trick is to keep a list of superceded/obsolete pubs on the CIP checklist so you can show them to the inspector.

Now do the rest of your motorpool the same way. If you need updates as they come out (like your TMs) make sure they're on your 12 series in addition to what you order. PS Magazine is done on the 12 series.

You'll also notice on the web page that you can change the e-mail address of the publications status. Do not order pubs on a DA Form 17. USAPA will not accept the request.

Also keep in mind that there is a USAREUR web site that does the same pubs job the USAPA does. Use them too as they will have USAREUR pubs that are specific to Europe.