Department of the Army
Pamphlet 750–3

Maintenance of Supplies and Equipment

Soldiers' Guide for Field Maintenance Operations

Headquarters
Department of the Army
Washington, DC
18 September 2013

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SUMMARY of CHANGE

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

This major revision, dated 18 September 2013--

- Adds various maintenance levels of use for field maintenance operations (para 1-4).
- Revises routing procedures for submitting DA Form 5988-E (para 3-2c(6)).
- Revises maintenance of scheduled service forms (para 3-2*d*(1)).
- Updates publication account holder responsibilities (para 3-5*d*).
- Identifies additional duties for the readiness division officer in charge of support operations sections (para 4-14*e*).
- Updates modification work order procedures (para 7-2*a*(6)).
- Adds left behind equipment guidance (chap 8).
- Adds RESET guidance (chap 9).
- Adds predeployment training equipment (chap 10).
- Adds non standard equipment guidance (chap 11).
- Replaces Combat Service Support Automation Management Office with Sustainment Automated Support Management Office (throughout).
- Replaces Unit Level Logistics System-Aviation System with Standard Army Maintenance System-Enhanced (throughout).
- Makes administrative changes (throughout).

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Maintenance of Supplies and Equipment

Soldiers' Guide for Field Maintenance Operations

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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Administrative Assistant to the Secretary of the Army

History. This publication is a major revision.

Summary. This pamphlet describes procedures for field maintenance operations.

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

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

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

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

Contents (Listed by paragraph and page number)

*This publication supersedes DA Pam 750–3, dated 29 September 2006.

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Chapter 1
Introduction

1–1. Purpose

a. This pamphlet provides information needed for field maintenance operations. It does not replace other publications. Instead, this pamphlet takes the applicable maintenance regulations and provides a single go-to reference for field maintenance operations. It applies to all Army equipment except installation equipment (see AR 420–1 and technical manual (TM) 5–600 series), industrial production equipment, and nonstandard equipment that is locally purchased and has not been type-classified or assigned a national stock number (NSN) (however, non-tactical (commercial) wheeled vehicles are covered by this pamphlet), equipment procured with non-appropriated funds, and medical equipment covered by AR 40–61.

b. The guidance found in this pamphlet can be applied to any field maintenance operation, regardless of the density of equipment, or if field maintenance support is organic in direct support or attached from a forward support company (FSC) or received on an area support basis at echelons above brigade (EAB) level.

1–2. References

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

1–3. Explanation of abbreviations and special terms

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

1–4. Maintenance levels

a. The Army Maintenance System, less aircraft, is a two-level system that consists of field and sustainment. Each unique level makes a different contribution to the overall system.

b. The field-level maintenance—

(1) Is generally characterized by on-(near) system maintenance, often utilizing line replaceable units (LRUs) and component replacement, in the owning unit, using tools and test equipment found in the unit.

(2) Is not limited to simply “remove and replace actions,” but it also allows for repair of components or end items on-(near) systems. Field maintenance also includes adjustments, alignments, services, applying approved field-level modification work orders (MWOs), faults and failure diagnoses, battle damage assessment, repair, and recovery.

(3) Always repairs and returns equipment to the user, and includes maintenance actions able to be performed by operators.

c. The sustainment-level maintenance—

(1) Is generally characterized by "off system” component repair or end item repair and return to the supply system, or by exception, back to the owning unit. It is performed by national-level maintenance providers (including the Army Materiel Command (AMC) and installation director of logistics (DOL) maintenance activities).

(2) Can be employed at any point in the integrated logistics chain. The intent of this level is to perform commodity-oriented repairs on all supported items to return them to a national standard, provide a consistent and measureable level of reliability, and to execute maintenance actions not able to be performed at the field-level of maintenance.

Chapter 2
Field Maintenance Standing Operating Procedures

2–1. Army modular units

This publication updates guidance and procedures after force structure designs to the Army Modular Force. The transition from Army of Excellence and, in some cases, Force XXI, into the Army Modular Force has changed the Army from a division-focused organization to a brigade-centric force. Prior to this conversion, divisions had unique brigades including airborne, air assault, heavy, mechanized, and light infantry, as well as the Force XXI and limited Force XXI designs. Army force managers designed each division headquarters and their respective capabilities by the few brigades they would command and control. The Army Modular Force, however, standardizes the design of division headquarters and gives them the capability to have battle command of any type of brigade in the Army inventory. This necessitates standardizing procedures to achieve interoperability. When operational command of a unit is transferred to a new division, the receiving division G–4 must transmit any unique requirements to the incoming organization.

2–2. Need for standing operating procedures

All units performing maintenance are required to have a maintenance standing operating procedures (SOP) signed by the unit commander per AR 750–1. The maintenance SOP may be an annex to the unit’s SOP, an annex to the unit’s logistics SOP, or a stand-alone document. The purpose of the SOP is to formally describe the way a unit performs maintenance on weapons, vehicles, communication equipment, chemical, biological, radiological and nuclear gear, and

other individual and unit equipment. The unit maintenance SOP will be written in enough detail to give recently assigned personnel, a firm grasp of how maintenance is to be accomplished in the unit. Personnel should have an opportunity to review it during in-processing.

2–3. Areas to address in standing operating procedures

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 or FSC field maintenance platoon and section is organized.

c. The Army Maintenance Management System (TAMMS) which addresses minor deviations or procedures not covered in DA Pam 750–8 as follows:

(1) Dispatch procedures for unit equipment.

(2) Standard Army Maintenance System-Enhanced (SAMS-E), SAMS-E operations, and automation enablers as follows:

(a) Routine transaction and report requirements.

(b) Connectivity (for example, very small aperture terminals and Combat Service Support Automated Information Systems Interface).

(c) Logistics information warehouse (LIW), DA Form 2408–9 (Equipment Control Record), requisition status, asset visibility, usage verification, and publication listings.

(d) The LIW (portion that was formerly Integrated Logistics Analysis Program (ILAP) requisition status).

(e) MWO, Modification Management Information System (MMIS), safety of use (SOU) message, product quality deficiency report submissions online, and weapons data management online).

(f) Quality control procedures for maintenance and dispatching equipment.

(g) LIW (for example, unit Reset planner, including Automatic Reset Management Tool (ARMT) and Reset Common Operating Picture (RCOP) tool).

(3) Preventive maintenance checks and services (PMCS) as follows:

(a) Procedures to be followed by personnel during scheduled field-level PMCS periods.

(b) Procedures to be followed by all unit personnel associated with field-level PMCS checks and scheduled services.

(c) Fault recording and correction procedures.

(d) Support provided to operators for PMCS by field-level maintenance activity.

(4) Army Oil Analysis Program (AOAP).

(5) Calibration of tools and test, measurement, and diagnostic equipment (TMDE).

(6) Tool accountability and control procedures.

(7) Safety requirements, as follows:

(a) All applicable safety guidance associated with equipment maintenance.

(b) SOP and SOU messages.

(c) Environmental and hazardous materials waste management.

(d) Lifting and holding device servicing.

(e) Arc welding and cutting.

(f) Chemical agent resistant coating.

(g) Storage and handling of compressed gases.

(8) Unit maintenance training as follows:

(a) The unit's programs for operator/crew and mechanic field-level cross training.

(b) Procedures required for acquiring a Government equipment operator's license (DA Form 5984–E (Operator's Permit Record) and OF 346 (U.S. Government Motor Vehicles Operator's Identification Card)).

(c) The unit driver and mechanic badge awards program.

(9) Motor pool security.

(10) Readiness reporting.

(11) Publications.

(12) Work order management as follows:

(a) Maintenance priorities and task management.

(b) Controlled exchange procedures and requirements.

(c) Man-hour accounting.

(d) Maintenance evacuation requirements and procedures.

(13) Equipment classifications as follows:

(a) End item and component classifications.

(b) Estimated cost of damage (ECOD) and actual cost of damage (ACOD) preparation procedures.

(c) Maintenance expenditure limit (MEL).

(14) Battlefield damage, assessment, and repair, and recovery (BDAR/R).
(15) Repair parts (Class IX) management as follows:
(a) Standard Form (SF) 368 (Product Quality Deficiency Report (PQDR)) preparation and reporting.
(b) Involvement in equipment dispatch, scheduled services, and command inspections.
(16) Development of shop stock list.
(17) Battery management program.
(18) Recoverable management.
(19) Scrap material management (non-hazardous material).
(20) Warranty management program.
(21) Army Record Information Management System filing system.
(22) Equipment winterization and extreme climate program.

2–4. Motor pool and shop safety

Every unit SOP will address safety. Motor pool operations and field maintenance are inexorably linked with safety. The U.S. Army Combat Readiness Center has a safety Web site at https://safety.army.mil.

2–5. Sample maintenance standing operating procedure

A sample maintenance SOP can be found on Army Knowledge Online (AKO) at https://www.us.army.mil/suite/page/253307 in the file labeled SOP.

Chapter 3
Essential Functional Areas within Field Maintenance

3–1. Preventive maintenance checks and services

a. AR 750–1 states that "operator/crew maintenance is the most critical operation of the Army maintenance system." PMCS is the foundation of field-level maintenance. PMCS as a system includes all checks and services performed by the operator/crew and the field maintenance section. It is utilized as a preventive maintenance measure to identify and correct faults as early as possible, and to perform the required services on all assigned equipment, to maintain its useful service life. AR 750–1 further states that commanders are required to maintain equipment at operator and field maintenance PMCS standards according to the appropriate TMs.

b. No amount of operator/crew level maintenance (–10 PMCS) can make up for improperly performed field-level scheduled services (–20 PMCS). The most efficient field-level PMCS program will not counter the adverse impact of improperly performed operator/crew level PMCS. Unit commanders and maintenance managers must develop a PMCS program as a unified effort of operator/crew, and field-level maintenance checks and services. This complete package can help avoid the adversarial relationship that can develop between operators and maintainers at the field-level. As a minimum, a well-organized PMCS program should include:

(1) The commander's commitment to the enforcement of published guidance on the proper performance of PMCS by operator/crew and field maintenance personnel.

(2) A training program that results in leaders, supervisors, and operators being fully qualified and dedicated to performing or supervising PMCS tasks correctly.

(3) Sufficient time blocked in the unit's training schedule specifically for the performance of operator PMCS on a weekly basis.

(4) Sufficient time blocked in the unit's training schedule specifically for the performance of field-level PMCS (–20 level scheduled services) based on time estimates provided by the maintenance officer and noncommissioned officer in charge (NCOIC).

(5) As few as possible unscheduled distractions that take equipment operators, maintenance personnel, and supervisors away during scheduled PMCS periods.

(6) The establishment of strict quality control procedures for repairs and scheduled services.

(7) All special tools, lubricants, and publications on hand to accomplish any PMCS task required by the applicable TMs at the field-level.

(8) Proper PMCS performance by the equipment operator to ensure early detection of faults and maintenance requirements.

3–2. The Army Maintenance Management System

a. Functional use of The Army Maintenance Management System. Every Soldier who operates equipment, functions in accordance with DA Pam 750–8, whether the equipment is maintained in vehicle motor pools or supply rooms. The following paragraphs describe the forms used to dispatch and maintain equipment, and the process to manage the maintenance workflow.

b. Operation of The Army Maintenance Management System. DA Pam 750–8 serves as a reference for the performance of field maintenance. A unit's TAMMS functions are performed by one or more school-trained Automated Logistical Specialists, military occupational specialty (MOS) 92A. The 92A must be under the direct supervision of the NCOIC of the maintenance administration section or the motor sergeant. TAMMS is either operated manually or automated using the SAMS-E. The SAMS-E is an automated system that improves the timeliness, accuracy and reporting of maintenance data. This is the most important automated system to field maintenance managers. Regardless of the system being used, the purpose of a unit's TAMMS operation is to create, maintain, and properly dispose of operational, maintenance and equipment historical records.

c. Operational records. Commanders and maintenance managers utilize the operational procedures in chapter 2 of DA Pam 750–8 to plan, manage, and fully utilize equipment and personnel. Field maintenance personnel record operations per DA Pam 750–8. The procedures used by a unit to dispatch equipment should be tightly controlled and clearly explained in the maintenance portion of the unit SOP. The detailed steps within the dispatch process (fig 3–1) can vary from unit to unit, but the essential TAMMS clerk tasks are to:

(1) Check to see if the operator listed any new faults or deficiencies DA Form 5988–E (Equipment Inspection/ Maintenance Worksheet) that require any action.

(2) Check the operator's DA Form 5984–E (Operator's Permit Record) to ensure validity for equipment requested.

(3) Ensure that requested equipment is fully mission capable (FMC), no scheduled services are due and no maintenance actions are overdue by checking AWCMF 452 (Service Schedules Due Form)/DD Form 314 (Preventive Maintenance Schedule and Record).

(4) Check and verify that all operator entries are properly logged on DA Form 5987–E (Motor Equipment Dispatch)/ DD Form 1970 (Motor Equipment Utilization Record).

(5) Make all required entries on DA Form 5982–E (Dispatch Control Log).

(6) Route any DA Form 5988–E submitted by an operator upon return to the motor pool to the appropriate maintenance supervisor. Report any new faults not previously recorded on the DA Form 5988–E.

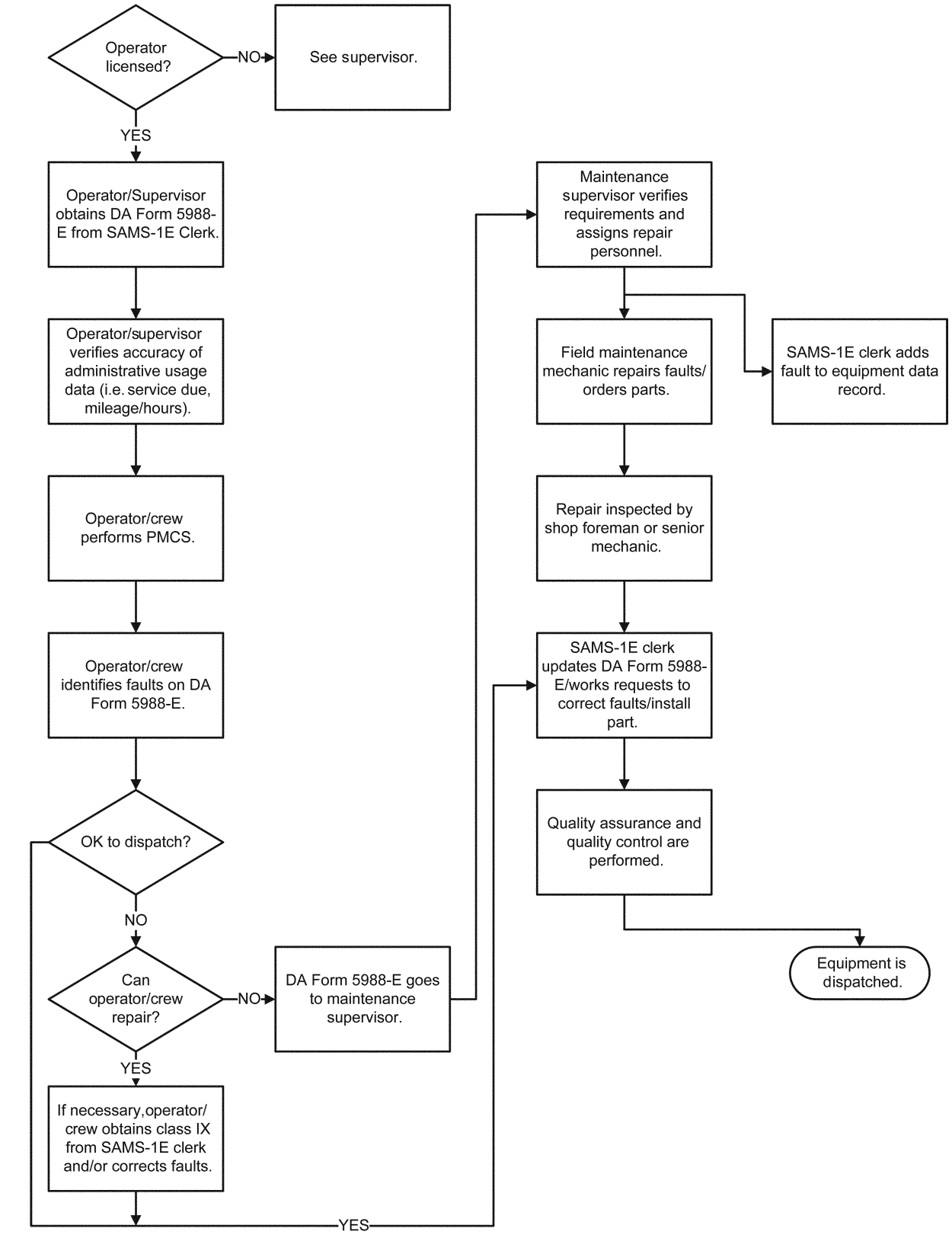


Figure 3–1. Equipment dispatch flowchart

d. Maintenance records. Maintenance records, with the exception of DA Form 5988–E, differ from operational records because they have little effect on the daily operation of equipment. They are primarily used for scheduling, performing, and managing maintenance on equipment. When faults are identified or servicing is required, field maintenance personnel record and initiate required maintenance actions and reasons for delay as described in DA Pam 750–8. The entire field maintenance section uses maintenance records to track maintenance, perform services, and manage workloads. Therefore, it is essential that field maintenance managers and supervisors regularly evaluate and monitor the flow of information. The most critical tasks that TAMMS clerks must accomplish are to—

(1) *Maintain scheduled services.* Maintain the AWCMF 452 per DA Pam 750–8. Supply rooms and other areas in units without SAMS-E, must complete this information and forward it to the field maintenance activity to ensure the development of accurate shop stock lists and authorized stockage lists. Maintenance managers must be experts on the numerous entries that TAMMS clerks must make on this form. The constant updating of scheduled 20 level PMCS, lubrication, AOAP, and non-mission capable information is extremely important. If TAMMS managers allow the AWCMF 542 to become outdated, it becomes difficult to manage scheduled maintenance and adversely impacts on the accuracy of equipment readiness rates reported by the Army Material Status System (AMSS).

(2) *Manage non-mission capable information on equipment.* The DA Form 5988–E reflects all uncorrected faults and the reason they have not been corrected. This form requires frequent attention from unit level commanders and field-level maintenance managers. TAMMS clerks must constantly update the DA Form 5988–E as new faults are reported by operators and old faults are corrected by maintenance personnel. Equipment operators and maintainers use the DA Form 5988–E as a reference when performing field-level PMCS to avoid duplicate reporting of faults that have already been identified and actions that have been deferred. This form is a valuable tool that can be used to identify systemic problems in a unit's maintenance operation. For example, comparing this form against its equipment can reveal inefficiencies in field-level PMCS and the prompt requesting of repair parts. TAMMS clerks are the critical link in the flow and disposition of the DA Form 5988–E. Per DA Pam 750–8, the DA Form 5988–E annotated with faults is not destroyed until all faults are transferred to another form or corrected. Tight control of the flow of this form once a fault has been entered on it should be thoroughly covered in the units field maintenance SOP.

(3) *Service packets.* When field maintenance personnel perform scheduled services on a piece of equipment, they should complete and return the following forms as part of the service packet:

(a) The original DA Form 5988–E used for field-level PMCS (with signatures and corrective action initials) (operators submit with equipment to be serviced).

(b) The original DA Form 5988–E used for quality control inspection to close out service (with signatures and corrective action initials).

(c) An updated DA Form 5988–E with all uncorrected faults and parts required entered in Standard Army Maintenance System-1 Enhanced (SAMS–1E) upon completion of the scheduled service.

(d) A copy of the closed DD Form 1970 for initial and final road tests upon completion of the scheduled service (for motor vehicles only).

e. Historical records. Historical records differ from operational and maintenance records in that most of them provide information to other Army agencies. These records show required information and specific events in the life cycle of a piece of equipment in accordance with DA Pam 750–8. Most of these forms accompany specific components and major end-items throughout the life of the equipment. Other historical records are mailed to a collection agency rather than being disposed of at the field-level maintenance, such as the DA Form 2408–4 (Weapons Record Data). Some of these forms are not kept in hard copy in units equipped with SAMS–E. The frequently used historical forms that TAMMS clerks must maintain are listed here:

(1) *DA Form 2408–4.* This form is used to record the firing and maintenance tasks on weapons with cannon or mortar tubes. Commanders and field level maintenance managers should review these forms often, to check the condition of these forms and the procedures used to enter information on them. Maintenance personnel use information from the DA Form 2408–4 to determine the serviceability of cannons and mortars. Incorrect information can cause continued use of unsafe weapons. Active Army units closeout and mail their manual DA Forms 2408–4 to the address shown in DA Pam 750–8. This is done when the form is full or twice each year on the dates listed. Reserve and National Guard units mail their DA Forms 2408–4 once a year. When a DA Form 2408–4 is used for Air Defense Weapons Systems, the form is disposed of per DA Pam 750–8. The electronic DA Form 2408–4 does not have to be mailed. Soldiers can create, edit, and view firing and non firing data for gun, artillery, and mortar tubes on AEPS Web site at http://aeps.army.mil.

(2) *DA Form 2408–20 (Oil Analysis Log).* This form is maintained by TAMMS clerks to record every oil sampling action and result of an oil analysis returned by the AOAP laboratory. A DA Form 2408–20 is maintained on each component enrolled in the AOAP, as directed by DA Pam 750–8. It is essential that information is maintained current on the DA Form 2408–20, since it must accompany the component when turned in for repair or rebuild. Additionally, field maintenance managers use this form to identify recurring problems in sampling techniques, indicating a need for

additional training. Units that receive the Non Aeronautical Components Enrolled Report in AOAP no longer maintain this form. If the supporting AOAP laboratory is automated and printouts with all data from DA Form 2408–20 are received, then the DA Form 2408–20 is not required.

(3) *DA Form 2408–5 (Equipment Modification Record).*

(a) This form is used to show published and applied MWOs on all equipment listed in DA Pam 750–8. A DA Form 2408–5 will be initiated only upon notification of the first published DA MWO. The organization that applies the MWO will usually make the entries in this section. It is essential that all MWOs are kept current on the DA Form 2408–5 since it must accompany the equipment when it is turned in for repair or rebuild. The electronic DA Form 2408–5 will be a permanent log book record. Soldiers have the ability to research MWO requirements and applications through the MMIS at https://www.mmis.army.mil/, which is where the electronic DA Form 2408–5 can be submitted.

(b) The commander of the field maintenance operation will designate an assigned individual or individuals as MWO coordinator and assistant coordinator to transfer the data from the DA Form 2408–5 to the MMIS Web site at https://www.mmis.army.mil/index01.asp.

(4) *DA Form 2408–9 (Equipment Control Record).* This form gives maintenance managers at all levels a record of equipment acceptance and other inventory and maintenance data. It also tracks ownership, location, usage, transfers, gains, losses, NSN changes, registration numbers, overhauls, rebuilds, and recapitalizations. AR 710–3 controls registration numbers on specified Army vehicular equipment in order to be used on public roads and highways. The registration numbers of equipment are recorded on DA Form 2408–9. Equipment requiring DA Forms 2408–9 are found in DA Pam 750–8. Other equipment may need these forms when directed by Headquarters, Department of the Army (HQDA), or other commands. AR 710–3 also has equipment requiring registration by equipment category. When both DA Pam 750–8 and AR 710–3 cover equipment, keep only one set of forms. Separate forms are unnecessary.

3–3. Vehicle operators licensing

Units could receive maintenance from operationally controlled FSCs, organic maintenance assets, or on an area basis. Regardless of who maintains maintenance records for units, commanders are responsible for the licensing of their assigned Soldiers. Field maintenance activities are authorized to dispatch vehicles by written delegation from the commander accountable for the vehicles. Field Maintenance Team repairmen and inspectors performing diagnostic road tests, will use the support work requests as the dispatch and annotate the DA Form 5988–E and DA Form 2407 (Maintenance Request) with maintainer's number and account for road-test inspection time. Instructions for completing licensing of vehicle operators should be incorporated in the unit SOP. AR 600–55 provides the basic requirements for a good licensing program. Use FM 55–30 and training circular (TC) 21–306 (track vehicles) for additional information on licensing vehicle operators.

3–4. Shop stock

a. Units authorized personnel, tools, and equipment to perform field-level maintenance will normally have shop stock. A shop stock list consists of field maintenance repair parts that are demand supported, non-demand supported and specified initial stocked repair parts for newly introduced end items (see AR 710–2). Most, but not all of the repair parts stocked on a shop stock list are demand supported.

b. The unit's shop stock functions are performed by one or more school trained Automated Logistics Specialists (92A), under the direct supervision of the NCOIC of the maintenance administration section or motor sergeant.

c. Automated Logistics Specialists and maintenance managers use the publication from the Standard Army Management Information System (STAMIS) to manage shop stock. The SAMS-E End Users Manual and local SOP dictate how Class IX repair parts are ordered. When under an automated supply system, information is transmitted daily to the supporting unit. Units operating under the manual system will find detailed guidance in DA Pam 710–2–1. Regardless of the system used, the essential daily tasks for the clerk managing shop stock are to—

(1) Know which Class IX repair parts are authorized in the unit and in what quantities.

(2) Ensure that stock locations and quantities on hand match the shop stock records.

(3) Track the issue of repair parts and ensure demand history is captured to establish accurate requisition objectives and re-order points. Ensure parts are ordered when they reach the re-order point.

(4) Ensure all repair parts are secured in a controlled area using appropriate security measures. Also ensure that repair parts are protected from damage.

(5) Ensure that partial parts received are controlled and stored in a secure area to prevent pilferage.

(6) Ensure that excess parts are turned in promptly, in accordance with appropriate turn in procedures.

(7) Maintain a neat and accurate document register as well as ensure that the commander or designated representative initials the commander's exception report for high priority requests.

(8) Understand TAMMS records and their interface with the shop stock list.

(9) Reconcile the document register with the current status received from the supply support activity (SSA).

(10) Reconcile commander's financial transaction listing with the document register.

(11) Understand how to properly use federal logistics and ensure that a copy is available.

(12) Request, pickup, and receive repair parts.

3–5. Publications

a. A unit's management of its publications account, can enhance or degrade both operator/crew and field-level maintenance operations. Operators must have current TMs for proper equipment operation and performance of PMCS. Army publications are available online, on maintenance support devices or have links at the Army Publishing Directorate (APD) Web site (https://www.apd.army.mil). The SAMS-E and interactive electronic training manuals are capable of accessing this site and updating themselves. In the event that the APD Web site is unavailable, users may access Army electronic publications and forms files, and the Standard Army Publication System online Ordering System from the Army Home page (http://www.army.mil/usapa/index.html). Please retain and bookmark the alternate universal resource locators to access APD services when the user is unable to connect to this Web site.

b. Whether using hard copy or electronic manuals, field-level maintainers and supervisors must have current field-level maintenance TMs, lubrication orders (LOs), TCs, and technical bulletins (TBs) to properly maintain and service assigned equipment.

c. Maintenance managers need ARs, DA Pams, FMs, and supply catalogs to ensure their unit is operating per Army doctrine and federal law.

d. A publications account is established for every unit that has an active DA Form 12–R (Request for Establishment of a Publication Account) on file at the Directorate of Logistics-Washington, Media Distribution Division (DOL-W, MDD). The publications account holder will access the Standard Army Publication System online Ordering System and establish subscription requirements using the initial distribution number (IDN) for the publications and quantity that they are required to keep current for the unit. The account holder will use the resupply process to order replacement copies of publications or previously printed publications that they are required to keep current.

e. As a minimum, a field maintenance operation should have the following: one operator's manual –10 and LO for each piece of equipment (with posted changes), one set of TMs and LOs for each combat repair team, field maintenance team and one complete set of TMs, LOs, FMs, TBs, supply catalogs, and ARs for the field maintenance platoon/section headquarters.

f. There should be enough manuals so that maintenance personnel do not need to leave their worksite to use a manual. The DA Pam 25–30 provides the maintenance manager with all needed publications information. During change of commands, deployments, and at other periodic points in time, it may be necessary for units to ensure that all required publications are included in their publications library. A listing of all required publications can be obtained from Logistics Support Activity (LOGSA). The publications tailored index listing may be ordered by sending an e-mail from a military e-mail account to usarmy.redstone.logsa.mbx.eopdb@mail.mil. The e-mail must include—

(1) Unit's identifier code (UIC).

(2) The maintenance levels performed within your unit. Most requests are for 10 through 30 level operator and maintenance manuals.

(3) Requestor's full name and rank.

(4) Requestor's telephone number.

3–6. Logistics information warehouse

The LIW maintenance management umbrella and other tools and reports are available in LIW which can assist maintenance managers and supervisors with their daily maintenance management functions. This includes access to electronic technical manuals, federal logistics, *PS Magazine: The Preventive Maintenance Monthly* (referred to as *PS* henceforth), Parts Tracker, Web logistics integrated database, ILAP, Unit Reset Planner, including ARMT and COP tool, and a suite of reports that will help managers locate parts locally for not mission capable equipment. They can also view the status of equipment evacuated to other sources of repair (SORs) (including visibility of parts on order at the other maintenance activity). Also available are the managers' 026 report in ILAP completely integrated with current Standard Army Retail Supply System status (from Corps/Theater Automated Data Processing Service Center), as well as other maintenance reference documents such as maintenance master data files. Register for LIW by completing a systems access request at https://liw.logsa.army.mil. If you have problems accessing LIW, contact LIW Support by email (usarmy.redstone.logsa.mbx.help-desk@mail.mil), or telephone (commercial: 1–866–211–3367, CONUS DSN: 645–7716, and OCONUS DSN 312–645–7716).

3–7. PS: The Preventive Maintenance Monthly

Commanders will ensure that Soldiers have access to *PS* , a monthly TB that provides operators, maintainers, and TAMMS clerks in field-level maintenance information and updates in clear, concise terms with effective graphics. The *PS* Magazine Web site is https://www.logsa.army.mil/psmag/pshome.cfm. With a publications account, the unit can order a subscription to the monthly *PS* Magazine on the Internet by going to http://www.apd.army.mil. Click on Order/ Subscriptions, and then from the drop-down menu, select Point/Click Ordering System and follow the instructions. The *PS* is listed as IDN 340312. Soldiers can access *PS* online at the Web site: https://www.logsa.army.mil/psmag/psonline.

cfm. Users need Adobe Acrobat version 7.0 or higher. Units should maintain one set of *PS* on hand for the last 3 years in accordance with FM 4–30.31.

3–8. Tools and test, measurement, and diagnostic equipment

a. The types of vehicles and weapons systems found in motor pools today cannot be maintained properly without the authorized tool sets and TMDE. Commanders, field maintenance managers, and supervisors must ensure that all sets, kits, outfits, and special tools are being used and maintained properly; properly accounted for; and promptly replaced when unserviceable or lost. Field level maintainers cannot be expected to properly troubleshoot, remove, or replace components, unless the right tool is readily available and serviceable as called for in the equipment TM. Tool room procedures are explained in DA Pam 710–2–1. A copy of DA Form 5519–R (Tool Sign Out Log/Register) can be found in DA Pam 710–2–1. The procedures used to account for lost, damaged, or destroyed tools issued from tool rooms can be found in AR 735–5.

b. The TMDE is of little value if not used, and or calibrated. It is any system or device capable of measuring or evaluating the specified or operational condition of equipment and components. TMDE identifies or isolates actual or potential malfunctions. The accuracy of TMDE will have an effect on the quality of work:

(1) AR 750–43 covers the Army's TMDE Calibration and Repair Support Program.

(2) Users should have knowledge the calibration requirements and spot check equipment at random for compliance.

(3) In accordance with TB 750–25, all activities providing calibration will use DA Label 80 (U. S. Army Calibrated Instrument), DA Label 163 (U. S. Army Limited or Special Calibration), and DA Form 2417 (U. S. Army Calibration System Rejected Instrument).

(4) Some common maintenance items requiring calibration are torque wrenches, multimeters, and simplified test equipment.

(5) Ensure operator/crew identify built-in test/built-in test equipment to field maintenance. The built-in test/built-in test equipment are analysis tools to diagnose data results to isolate faults within the system or systems and may require recalibration.

(6) If there is an item that is believed to need calibration, but is not on the list, verify it in TB 43–180, which is part of EM 0022 for interactive electronic training manual readers. Ensure the TMDE is being used frequently. The three types of tools commonly found at field-level are as follows:

(a) Mechanic tool kits that consist of common hand tools authorized by the unit table of organization and equipment. These tool kits are based upon the number of mechanics authorized.

(b) Standard Army tool set which contain tools and TMDE tailored to field-level sections and are issued from tool rooms and vehicles.

(c) Equipment special tools required to perform field-level maintenance on specific equipment and listed in the applicable field-level repair parts TM.

3–9. Tactical maintenance

For maintenance under field and training exercise conditions (see ATTP 4–33).

3–10. Battle damage assessment, repair, and recovery

a. FM 4–30.3 provides doctrinal guidance on the use of field-level recovery and repair assets on the battlefield. Practical methods of recovering or repairing disabled or immobilized vehicles due to terrain, mechanical failures, or hostile actions are also addressed in this publication. It is directed toward both the leader and the technician. It provides a layout of how BDAR/R assets are employed on the battlefield. Technically it provides principles of resistance and the mechanical applications to overcome them. Equipment rigging techniques, and expedient repairs are summarized as a refresher for H8 additional skill identifier (ASI) (recovery-trained) Soldiers and as general guidance for others.

b. Recovery and BDAR are subsets of field maintenance. Both are the owning unit's responsibility and have a fundamental purpose of recovering or returning combat assets to the battlefield as soon as possible. These types of vehicles will be operated by Soldiers who are school trained in recovery operations (H8 ASI). Low-risk BDAR/R procedures will be incorporated in peacetime maintenance training in both field and training base scenarios. Soldiers trained in BDAR/R prior to deployments will have a better advantage in crises. The following paragraphs outline recovery and BDAR separately.

c. Recovery actions typically involve towing, lifting, and winching. Recovery has a dual function on the battlefield.

(1) Recovery will—

(a) Free equipment immobilized due to terrain, such as mud or soft sand, and return it to the fight.

(b) Rapidly remove disabled vehicles to a maintenance site for repair.

(2) There are three types of recovery:

(a) Self-recovery. Actions taken by the operator/crew to enable their own equipment to return to operation or move to a maintenance location. These actions are initiated at the location where a vehicle becomes mired or disabled. The operator/crew uses basic issue items (BII) and additional authorized list items to perform self-vehicle recovery. In addition, all vehicles should carry a BDAR/R kit to aid in recovery and repair operations.

(b) Like-vehicle recovery. When self-recovery fails, Soldiers can utilize another piece of equipment, of the same weight class or larger to extract or tow the mired vehicle by using any of the following:

1. Tow bars.

2. Chains.

3. Tow cables.

4. Allied kinetic energy recovery rope.

(c) Dedicated vehicle recovery. Dedicated recovery vehicles are used when self-recovery or like-vehicle recovery is not possible because of the severity of the situation, safety considerations, or mission requirements. Actions require assistance from a vehicle specifically designed and dedicated to recovery operations.

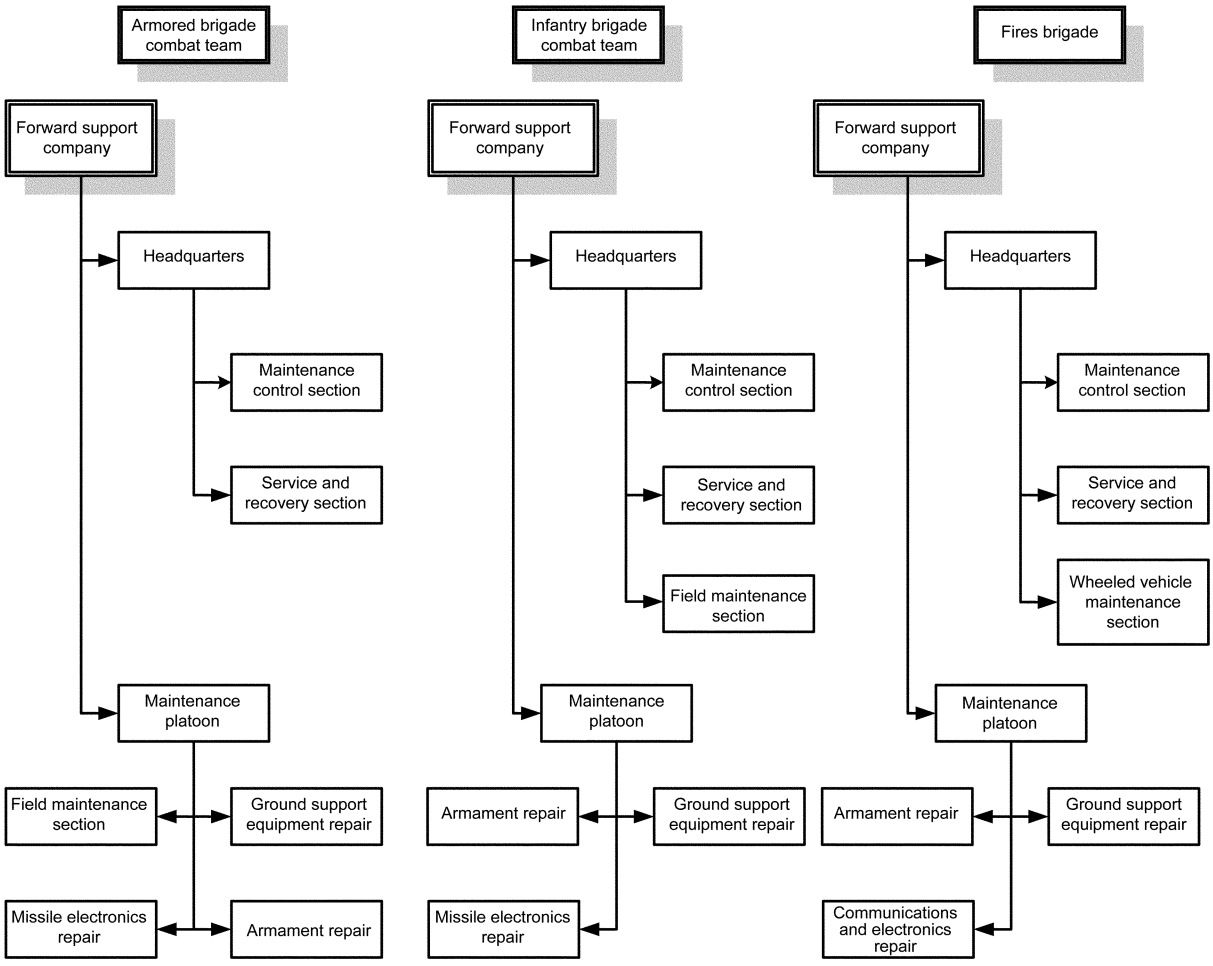
d. The purpose of BDAR is to return disabled equipment rapidly to combat and to enable the equipment to self-recover. Training for BDAR should include some training in recovery techniques (see AR 750–1 for guidance on BDAR training).

Chapter 4
Field Maintenance Personnel

4–1. Maintenance managers

Field maintenance managers are those officers, warrant officers, and noncommissioned officers who plan, organize, direct, coordinate, and control field-level maintenance assets and processes. Brigade Combat Team maneuver units will receive field maintenance support from FSCs attached or in direct support to their respective units, with the remainder of the brigade receiving maintenance on an area support basis from the Brigade Support Battalion, Field Maintenance Company. Army corps, division commands, and modular support brigade elements will either be assigned maintenance support units or receive field maintenance support on an area basis from support maintenance companies. Regardless of how a unit accomplishes field maintenance, the most influential maintenance manager in a unit is its commander. Most management tasks are accomplished by the maintenance control officer (MCO) and motor sergeant or maintenance team chief in the FSC or organic maintenance element. At battalion and squadron level, the maintenance officer or technician and motor sergeant are the key maintenance managers. Refer to figure 4–1 for sample field maintenance management structure.

Forward Support Company Organizational Chart



Field Maintenance Platoon Organizational Chart

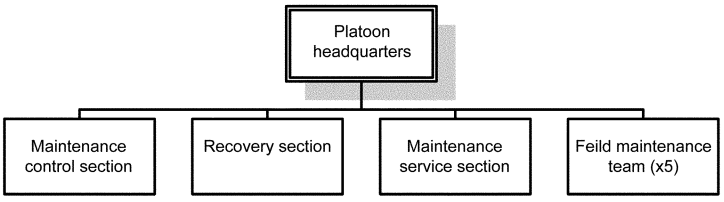


Figure 4–1. Field-level maintenance management structures

4–2. Maintenance standards

To achieve the operator and field maintenance PMCS standards required by AR 750–1, maintenance managers should focus on the following:

a. The unit commander's maintenance requirements for accomplishing the unit's tactical mission.

b. Recommending equipment maintenance goals and objectives to the commander responsible for the maintenance of assigned equipment.

c. Assisting the unit commander in the planning of operator/crew and field maintainer equipment sustainment training.

d. Managing resources (for example, money, people, time, and materiel).

e. Reporting accurate readiness.

f. Recommending improvements to TAMMS.

g. Evaluating the constant performance of functional areas of field maintenance.

h. Performing high quality field-level PMCS using the applicable equipment TMs.

i. Integrating safety into all tasks associated with field maintenance.

j. Reporting usage accurately.

k. Coordinating with property book and unit supply-enhanced (PBUSE) to ensure serial numbers and registration numbers are the same.

4–3. Guidance for Soldiers

a. Soldiers at brigade level and below, occupy the most critical positions in the Army maintenance process. If they give maintenance operations the appropriate priority in relationship to overall unit mission requirements, the unit will succeed and achieve mission accomplishment.

b. Soldiers must implement the policies contained in AR 750–1, the procedures contained in DA Pam 750–8 (DA Pam 738–751 for aviation units) and the automated processes contained in Unit Level Logistics System-Aviation Enhanced (ULLS-AE), Standard SAMS-E and in succeeding generations of maintenance software. Each Soldier has assigned and implied responsibilities. Dedication, teamwork, and coordination are required to get the maintenance program implemented correctly.

4–4. Points for emphasis

a. Some of the key questions that each Soldier must ask are as follows—

(1) Am I technically competent enough to inspect my equipment?

(2) Have I been in the motor pool, hangar, or equipment storage area frequently?

(3) Have I established maintenance as a priority in my unit ororganization?

(4) Have I allotted training time strictly for the care, preservation, and maintenance of equipment and maintenance training?

(5) Have I provided sufficient manpower to accomplish the mission?

(6) Do I foster an ownership relationship with regard to equipment?

(7) Do I ensure equipment reports and data are correct and are forwarded by the proper means?

(8) Are there H8 qualified operators for dedicated recovery vehicles?

b. Leadership indicators for junior leaders—

(1) Do I exercise maintenance discipline, and what am I doing to foster it?

(2) Am I present and an active participant during scheduled maintenance periods?

(3) Do I respond promptly and correctly to maintenance conditions that my subordinates identify?

c. Indicators of good maintenance management in my unit—

(1) Am I familiar with the elements of the Army Maintenance Standard? (See AR 750–1 and table 4–1, below.)

(2) If I have a resource shortfall, have I reported the results of this assessment to my chain of command?

(3) Are all of the SOPs applicable to my unit work and have I tested them?

(4) Do I enforce the TM XX–10 and TM XX–20 series PMCS standard for my equipment?

(5) Are all PMCS (for example, daily, weekly, monthly, quarterly, semiannually and annually) actually performed for all assigned equipment?

(6) Are scheduled PMCS and equipment services placed on the unit-training schedule?

(7) Are PMCS being properly performed in accordance with applicable technical publications?

(8) Do I have the necessary tools, test equipment, supplies, and TMs for field maintenance operations?

(9) Are my subordinate leaders present and active participants during scheduled maintenance periods?

(10) Are members of the field maintenance section available during PMCS to provide technical assistance to operator/crew while still having time to perform PMCS on their own equipment?

(11) Do I review my maintenance operation's transactions and reports daily?

Table 4–1
Elements of the Army Maintenance Standard

Element	Short title
FMC	FMC status
Equipment faults identified	Faults identified
Unit repairs and services (up to maintenance allocation chart (MAC))	Services and repairs done
Parts and supplies needed to complete repairs and work on funded requisition	Parts on order
Uncorrected faults above field-level (up to MAC) on valid work request with required parts and with projected man-hours identified	Work orders submitted
Scheduled services performed at required intervals	Services completed on time
Applicable emergency MWOs applied and completed: SOU and safety of flight messages implemented	MWOs: SOU and safety of flight messages
BII, component of end item, special tools, and aircraft flyaway items on hand and serviceable or on funded requisition	BII/associated support items of equipment/flyaway

4–5. Operators and crews

To have a successful field maintenance program that supports mission accomplishment, leaders must start with their operators/crews. Operators and crews must know how to detect and report malfunctions as well as operate equipment properly and safely. An atmosphere of pride and ownership on the part of operators/crews for equipment, enables that to happen. A disciplined routine and a self-motivated pursuit of excellence, help to ensure operators/crews performing PMCS achieve the Army maintenance standard. Do operators/crews—

a. Know their responsibility in achieving the Army Maintenance Standard for their assigned equipment and on a teamwork basis for all unit equipment (see para 2–1)?

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

c. Ensure that all equipment faults are identified and corrected? If faults identified are beyond operator/crew capabilities, do crews report them to field maintenance personnel?

d. Understand the fault-reporting process?

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

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

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

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

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

j. Participate with field maintenance personnel during services?

k. Have adequate supervision by technically competent leaders?

4–6. Supervisors

Unit supervisors provide leadership to the operator/crew and support the achievement of the Army Maintenance Standard by—

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

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

c. Being technically competent.

d. Checking and updating SOPs.

e. Knowing their responsibilities for their areas of supervision and field maintenance operation procedures.

f. Enforcing the Army Maintenance Standard for the equipment for which they are responsible and ensuring that the desired sense of ownership applies to subordinate supervisors, leaders, crews, and operators.

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

h. Enforcing safety.

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

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

4–7. Maintenance Soldiers and other support personnel

Maintenance personnel are the first line of support to operators/crews. Without maintenance, Soldiers, Army combat power cannot be sustained in order to meet mission requirements. They assist the unit in maximizing equipment readiness by properly performing TM XX–20 and TM XX–30 series field-level maintenance and repairs.

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

b. Commanders and leaders often find that maintenance cells are small. Critical skills that are obtained from formal training courses are often possessed only by a single individual at the unit level. In those unique cases, the commander or leader must ensure that multiple individuals are cross-trained and cross-supportive. By doing so, the mission will not be hampered by a temporary absence or short-term mission overload. Some units have authorized and assigned supply clerks, while other units do not. Flexibility and versatility are required under these types of circumstances.

c. Some unit-level skill positions require Soldiers who have undergone such extensive training that they have been formally awarded an Army ASI code along with the appropriate MOS code required for the position. In such cases, as with TAMMS clerks, commanders will ensure that such personnel are fully utilized in these positions.

d. Transactions with the SSA must be conducted promptly and in accordance with maintenance and issue priorities assigned by the unit commander or leader. Maintenance Soldiers will fully understand and practice the disciplined evacuation of unserviceable and excess serviceable assets, as this is critical to the success of the Army Maintenance System.

e. Soldiers must comply with all licensing, dispatching, and maintenance procedures required by AR 600–55, DA Pam 750–8, DA Pam 738–751, and local SOPs. These are fundamental to unit safety, management, and equipment reliability.

f. Operators/crews, mechanics, and other maintenance personnel are the first and most important link to the capture of data necessary for Army maintenance management.

g. Soldiers will prepare (and leaders check) work requests, DA Form 2407, for submission to support maintenance, when required. In transformed, modularized organizations, this capability may be internal to the organization at battalion or brigade level. Internal organization SOPs will govern the flow of these procedures. Work requests will be processed in accordance with the priority time frames required by AR 750–1 and using procedures in DA Pam 750–8 or DA Pam 738–751.

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

4–8. Forward support company maintenance platoon headquarters

The FSC maintenance platoon headquarters contain the platoon command and control elements and the maintenance control section. It consists of the platoon leader, a MCO or shop officer who is the platoon leader in units not authorized an MCO, the maintenance technician (MT), the platoon sergeant, and the maintenance control supervisor (MCS). Based on the concept of support developed by Training and Doctrine Command during the design of modular units, not all units will have FSCs. For units with organic field maintenance, refer to the unit's modification table of organization and equipment (MTOE) for specific authorizations. For units without organic maintenance or FSCs, refer to the unit's table of organization and equipment to determine if the unit receives maintenance support on an area basis, and to the operations orders, logistics SOPs, and higher headquarters to determine which unit provides field maintenance support.

4–9. Maintenance control officer

The MCO will—

a. Control the total maintenance effort of the maintenance platoon when there is no assigned platoon leader.

b. Prioritize the maintenance workload to support the commander's mission based on priorities received from the support operations section's readiness division.

c. Ensure that maintenance records are recorded in SAMS-E and reported to LOGSA at least monthly as required by AR 750–1.

d. Ensure all reportable equipment is reported accurately through the AMSS process.

e. Evaluate the overall battalion PMCS operation.

f. Enforce the Army Maintenance Standard within the battalion (see para 4–2).

g. Assist the commander in planning tactical maintenance support.

h. Coordinate frequently with support maintenance organizations to ensure that total logistics response time on work requests are kept to a minimum (see AR 750–1).

i. Ensure that work request submission time and completed job pickup time are kept within standards.

j. Ensure that sufficient copies of TMs and LOs are available to battalion units for performance of PMCS and organizational maintenance.

j. Assess training and competence level of battalion operators/crews, and maintenance personnel. Conducts training or ensures that training and instruction are provided to meet skill requirements.

k. Request support from the Brigade Logistics Support Team, Army Field Support Battalion or logistics assistance representative and equipment logistics assistance representative, as required.

l. Ensure unit Reset plans are entered in ARMT and maintenance status is entered in the RCOP.

4–10. Maintenance platoon leader

The platoon leader will—

a. Be responsible for the total maintenance effort of the maintenance platoon.

b. Be accountable for personnel, equipment and training of the platoon.

c. Coordinate with the MCO to focus training on battle tasks, using mission requirements both present and projected.

d. Develop platoon tactical plans in coordination with external maintenance mission requirements. Examples include:

(1) Platoon defense (including sector sketches).

(2) Details to accomplish platoon and company mission, taking into account the maintenance workload and Soldiers most engaged in maintenance workload.

(3) Formulate tactical road march and convoy plans for the platoon.

e. Oversee the PMCS program for platoon equipment.

f. Serve as shop officer in units not authorized an MCO due to the number of mechanics assigned.

g. Perform other duties as assigned by the commander.

h. In units with organic maintenance, not authorized a shop officer, annually assess the battalion (or unit, as applicable) maintenance mission versus maintenance capabilities on behalf of the battalion commander. Ensure that the battalion commander is fully informed of the results. (This does not apply to units with FSCs, as the support operations section will provide that assessment.)

4–11. Maintenance technician

The MT will—

a. Fulfill the role of technical expert for maintenance and maintenance management in the battalion.

b. Assist the MCO and platoon leader in the performance of duties, serve as the MCO and platoon leader in their absence.

c. Organize the company, troop, and battery maintenance team.

d. Monitor the scheduling and performance of scheduled services.

e. Monitor the battalion quality assurance program.

f. Implement and monitor the maintenance, safety, modification work management, warranty, calibration, oil analysis, and technical and verification inspection programs within the organization.

g. Conduct technical training for maintenance personnel.

h. Assist unit commanders in setting up PMCS training programs.

i. Monitor the flow and status of FSC maintenance work orders to ensure the maintenance activity adheres to prescribed maintenance timelines.

j. Monitor the flow and status of FSC repair parts requisitions to ensure parts are picked up in a timely manner.

k. Coordinate and control FSC recovery assets and operations.

l. If assigned to an organization without internal capabilities to perform field-level maintenance on the MAC, coordinate requirements for mobile support teams with supporting field maintenance. If assigned to an organization with internal direct support modules and capability, coordinate directly with the senior battalion maintenance officer as required to dispatch mobile support teams as required.

4–12. Maintenance control supervisor

The MCS will—

a. Assist the MCO and MT in the performance of duties.

b. Assign work to the various sections.

c. Supervise the scheduling and performance of scheduled services.

d. Supervise TAMMS and shop stock procedures.

e. Supervise platoon equipment inventories and control (especially tools).

f. Supervise quality control inspectors.

g. Enforce safety standards within the motor pool.

h. Maintain the maintenance publications library.

i. Inspect garrison facilities used by battalion units.

j. When required, submit work requests to the installation facilities engineer using DA Form 2407.

k. Account for all man hours in accordance with DA Pam 750–8.

l. Supervise recovery operations (if applicable).

m. Establish customer accounts with supporting maintenance and supply units in accordance with supporting unit SOPs, ARs, and DA Pams using DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) and a copy of the commander's assumption of command orders.

n. Enforce standards.

4–13. Brigade support battalion field maintenance company operations

MCOs and leaders performing maintenance tasks will—

a. Receive requests for support from the MT and the battalion motor sergeant.

b. Provide support to meet AR 750–1 required turnaround times by the maintenance priority designator on work requests.

c. Maintain shop stock and bench stock in accordance with AR 710–2.

d. Return unserviceable recoverable supply items to the supply system in accordance with AR 750–1.

e. Work as a team with other maintenance leaders and managers within the organization to achieve the Army maintenance standard for assigned and attached equipment and achieve the operationally ready rate profile required of the organization.

f. Accept evacuation work orders from the FSCs for back-up support and low density type maintenance.

g. Evacuate all work orders external to the brigade combat team and brigade.

4–14. Support operation's readiness division officer in charge

The support operation's readiness division officer in charge will—

a. Provide the commander with accurate equipment status for all brigade units; accuracy here depends on the accuracy and timeliness of unit reports. Manage materiel and unit equipment status reporting. With the brigade S–3 and S–4, ensure that all reporting units within the brigade fully comply with reporting procedures described in AR 700–138, DA Pam 750–8, and DA Pam 738–751.

b. Prioritize the battalion maintenance effort to support the commander's mission.

c. On behalf of the battalion commander and at least annually, make the assessment of the support battalion maintenance mission, versus maintenance capabilities. Use unit MTOEs, PBUSE documentation of equipment on hand by users and field maintenance, and electronic military personnel office (eMILPO) information as to personnel on station. Ensure that the battalion commander is fully informed of the results.

d. Supervise the operation of Standard Army Maintenance–2 Enhanced (SAMS–2E) and submit all STAMIS transactions in accordance with Theater Sustainment Command guidance-either to a Distribution Management Center SAMS–2E site, or directly to LOGSA. Also ensure that current maintenance master data files are distributed to all subordinate SAMS–1E operators.

e. Monitor field maintenance passback to EAB when available, and to the DOL to accomplish field maintenance tasks. Army National Guard units will continue to coordinate their pass back through the surface maintenance manager to the field maintenance shop (FMS) or combined support maintenance shop (CSMS).

f. Ensure unit Reset plans are entered in ARMT and maintenance status is entered in the RCOP.

Chapter 5
Unit Considerations

Section I
Training

5–1. Training programs

See AR 350–1 for proper methodology on establishing training programs.

5–2. External challenges

External challenges and how they are managed, can spell success or failure to a maintenance training program. Some external factors the commander cannot influence are as follows:

a. Personnel turbulence.
b. Skill shortages.
c. Leader experience.
d. Complexity of equipment.
e. Soldier experience.
f. New equipment training
g. Other maintenance distractions.

5–3. Internal challenges

Internal challenges can be influenced by commanders. Their effects can be minimized to ease the effects of external challenges. Some internal factors and distractions are as follows:

a. Workload.
b. Lack of operator maintenance.
c. A poor maintenance training plan or none at all.
d. First line leaders not involved in maintenance operations.
e. First line leaders with little or no maintenance training.
f. Little or no operator/crew maintenance training.
g. Personnel not having or using maintenance publications.
h. Improper use of assigned personnel.
i. TMDE or AOAP not being used.
j. Poor quality control procedures.
k. Available training assistance not being used.
l. Technical experts not consulted to resolve issues.

5–4. What the operator or supervisor and leader knows

a. The company commander or unit commander must verify the level of knowledge equipment operators and their leaders have about the status of equipment, and about the capabilities of operators to perform maintenance.

b. All units must have their own testing and training programs.

c. All personnel require equipment and inspection-process training to be effective.

d. The leader must know what the operator knows about performing PMCS and the capability of the operator's equipment.

e. When additional training is required, the leader should provide the training or advise the unit commander that training assistance is needed.

f. Continual testing and training must be provided in order to instill confidence and improve competence of assigned personnel.

5–5. Commanders' maintenance training

Consider the following methods in improving maintenance training:

a. Analyze the unit's maintenance training.
b. Develop a maintenance training plan from the analysis.
c. Identify personnel skill shortfalls and the available training courses.
d. Train leaders to supervise and conduct the necessary maintenance training.
e. Train first line leaders in inspection techniques for their equipment as well as its operation.
f. Leverage both formal and on-the-job training assistance from external sources:
(1) Maintenance assistance and instruction teams.
(2) Sustainment maintenance units.
(3) AMC logistics assistance representatives.
(4) Exportable training packages.
(5) Command maintenance evaluation and training teams.
(6) LOGSA teams to train ARMT and the RCOP.

g. Maintenance begins with the equipment operators, so commanders who invest time in operator training will receive dividends in equipment availability.

5–6. Vehicle operator licensing

a. Commanders retain responsibility for the licensing of their assigned Soldiers.

(1) Designate, in writing, an individual to certify drivers testing.

(2) The maintenance support team providing dispatcher support will have a copy of the memorandum.

(3) Leaders are responsible for ensuring their subordinates can operate assigned equipment.

b. Include instructions for completing licensing of vehicle operators in the unit SOP. Per chapter 3 of this pamphlet, AR 600–55 provides the basic requirements for a good licensing program. Use FM 55–30 and TC 21–305 for additional information on licensing vehicle operators. The SOP will also address the requirements for driver and operator badges outlined in chapter 6 of this pamphlet.

5–7. Receipt of equipment

TAMMS tracks the use of Army equipment. Dispatchers must maintain accurate information for purposes of tracking usage, award of driver and mechanic badges, and responsibility in the event of property damage. If a primary operator must let someone else operate a piece of equipment he or she is signed for, the primary operator will ensure that additional operators fill out subsequent entries on DA Form 5987–E. Not doing so could leave the primary operator liable for damages incurred when he or she was neither in physical possession nor control of the vehicle. If the dispatched operator is unable to ensure a new operator signs for the equipment, the supervisor will ensure the new operator information is added to DA Form 5987–E. Before someone other than the dispatched operator is allowed to replace the operator, supervisors will check the new operators DA Form 5984–E/OF 346 to ensure operator qualifications have been met.

Section II
Motor Pool Security

5–8. General information

Security of equipment is a command responsibility. All Army personnel have the duty to ensure the proper security of equipment under their responsibility. Personnel do not have to be hand-receipted for an item to be held liable for its loss or damage. (See AR 190–16 and AR 190–51 for additional requirements.)

5–9. Garrison considerations

While in garrison, most vehicles, generators, weapons, and chemical, biological, radiological and nuclear equipment (for example) are secured. Access to the unit motor pool should be limited to unit members, more specifically to members of the maintenance teams, operators/crews with log books performing PMCS or using the equipment, and their supervisors. Vehicles and generators are generally stored in the unit motor pool. Vehicles are normally secured with a chain wrapped through the steering wheel and padlocked. The log book normally has the padlock key. Leaders presence are essential to demonstrate the priority given to equipment maintenance in the motor pools and back lots where vehicles and generators are routinely stored.

Chapter 6
Recognition of Drivers, Operators, and Mechanics

6–1. Driver and mechanic badges

a. Unit commanders are responsible for establishing and maintaining the program for awarding driver and mechanic badges. AR 600–8–22 provides the guidance for the award of badges for mechanics, drivers, and operators. Although it is one badge (Driver and Mechanic Badge) Soldiers and civilians will receive different component bars depending on whether their duties were to drive, operate, or fix Army equipment. Personnel can receive multiple component bars, as appropriate.

b. Appurtenances available are as follows:

(1) Driver-W (for wheeled vehicles).

(2) Driver-T (for tracked vehicles).

(3) Driver-M (for motorcycles).

(4) Driver-A (for amphibious vehicles).

(5) Operator-S (for special equipment).

(6) Mechanic (for mechanics).

c. Approval authority pertains to commanders of brigades, regiments, separate battalions, or any commander in the rank of lieutenant colonel or higher.

d. Unit commanders should forward requests through personnel channels to the appropriate commander as outlined above.

6–2. Unit Driver Badge Program

a. SAMS-E tracks the hours of usage as well as the dates that licenses are issued. Dispatchers should prepare this information quarterly for the maintenance platoon leader or as directed by the approval authority to ensure Soldiers' information is accurate for promotion boards and DA photographs.

b. The requirements for the Vehicle Driver Badge include the following:

(1) Be qualified for and possess a current OF 346 or DA Form 5984–E, issued as prescribed by AR 600–55.

(2) Be assigned duties and responsibilities as a driver or assistant driver of Government vehicles for a minimum of 12 consecutive months or during at least 8,000 miles with no Government motor vehicle accident or traffic violation recorded on his DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)/DA Form 348–1 (Equipment Operator's Qualification Record (Except Aircraft)).

(3) Perform satisfactorily for a minimum period of one year as an active qualified driver instructor or motor vehicle driver examiner.

(4) Follow verification procedures contained in paragraph 6–5.

6–3. Special Operator Badge

The Special Operator Badge is an appurtenance (Operator-S) of the Driver and Mechanic Badge, which is designed primarily for operators of material handling equipment and other mechanical equipment.

a. Requirements are as follows:

(1) Soldier or civilian whose primary duty involves the operation of Army materials handling or other mechanical equipment.

(2) Completed 12 consecutive months or 500 hours of operation, whichever comes later.

(3) Without accident or written reprimand as the result of his or her operation.

(4) Operating performance must have been adequate in all respects.

b. Verification documentation (see para 6–5).

6–4. Mechanic Badge

The Mechanic Badge is an award for mechanics, unit or higher, who meet the requirements as specified in AR 600–8–22.

a. Requirements.

(1) Complete the standard mechanics course with a skilled rating or have demonstrated possession of sufficient previous experience as an automotive or engineer equipment mechanic to justify such a rating.

(2) Be assigned to primary duty as an automotive or engineer mechanic, unit level or higher, or is an active automotive or engineer mechanic instructor.

b. Submission.

(1) Verification methods are addressed in paragraph 6–5 for Soldiers who received their training at an Army MOS-producing school.

(2) Soldiers who receive their MOS through a civilian-acquired skills program or similar work experience must have their experience validated per those rules.

6–5. Verification procedures

a. The maintenance platoon leader who oversees the SAMS-E activity should coordinate with other affected platoon leaders (or their master drivers if assigned) and forward to the company commander with recommendations for the approval authority in a standard memo format. The supporting documentation will include:

(1) Verification of assignments and miles operated.

(a) Either eMILPO verification of Soldier assignments meeting minimum time requirements (including written verification from other platoon leaders for Soldiers not assigned to the maintenance platoon).

(b) Or SAMS-E verification of miles driven for driver badges (if the assigned driver meets the 8,000 miles requirement prior to 1 year of duty) or hours operated for special operator appurtenances.

(2) Verification of OF 346 issue date.

(3) Unit commander certification that personnel have had no Army motor vehicle accident or traffic violation recorded on his or her DA Form 348.

b. For the Mechanic Badge, the maintenance platoon leader who oversees the SAMS-E activity should coordinate with other affected platoon leaders (for example, supply platoon for any material handling equipment maintainers assigned to modular supply sections), and forward to the company commander with recommendations for the approval authority in a standard memo format. The supporting documentation should include:

(1) MTOE or tables of distribution and allowances position assigned.

(2) The eMILPO verification that the Soldier is assigned primary duty as an automotive or engineer mechanic, unit

level or higher, or is an active automotive or engineer mechanic instructor and is duty military occupation specialty qualified.

6–6. Unit maintenance awards

Commanders have the discretion to award their subordinate organizations and Soldiers for maintenance excellence. AR 600–8–22 sets the parameters for military awards. As part of a unit maintenance program, unit maintenance awards encourage Soldiers to strive for better readiness, and to build esprit de corps. Commanders cannot set higher standards for the mechanic and driver badges than established in this publication.

6–7. Army Award for Maintenance Excellence

a. The Chief of Staff, Army encourages all units to participate in the Army Award for Maintenance Excellence (AAME). The AAME is an annual awards program prescribed in AR 750–1. Guidance is at http://www.hqda.army.mil/logweb/aame.html.

b. The top winners from the AAME will be nominated for the Secretary of Defense Maintenance Award. This program affords the Army's best units to be recognized at the Department of Defense.

Chapter 7
Maintenance Control Functions

7–1. Overview

Field maintenance tasks are on-system, return-to-user tasks. It is the responsibility of the field maintenance activity to classify equipment and to determine whether it is reparable at the field-level. The field maintenance section must perform technical inspections (TIs), estimated and ACODs, manage the work flow in the maintenance shop, establish command priorities within the shop, establish production goals as necessary, evacuate end items, and coordinate for disposal.

7–2. Technical inspections

a. Before a work order is accepted for a shop to perform field-level maintenance, a TI must be performed. Technical inspectors as assigned by commanders in accordance with AR 750–1, are responsible to the commander to ensure that Army maintenance standards are maintained. They may be assigned to the maintenance control section or to the platoon headquarters, but they represent the commander. Where technical inspectors are not assigned, the section chief bears the responsibility to the commander for quality assurance. A TI will be performed prior to repair, evacuation, or turn-in of unserviceable end items or components. The TIs are to be made by technically qualified individuals assigned to a field maintenance activity. Inspections will be performed according to equipment maintenance and serviceability standards applicable to the maintenance level performing the repair. The results of TIs are used to—

(1) Determine completeness and serviceability and verify accomplishment of unit maintenance.

(2) Determine the economic reparability of the item.

(3) Determine the extent of maintenance effort and repair parts required to restore the item to the prescribed serviceable condition.

(4) Determine if unserviceable items were rendered unserviceable due to other than fair wear and tear.

(5) Determine ECOD.

(6) Determine if all applicable MWOs have been applied. MWOs that have not been applied will be reported to the senior maintenance noncommissioned officer (NCO) or officer in charge of daily maintenance operations. Contact the appropriate materiel developer for disposition or additional guidance.

b. Technical inspectors will—

(1) Accept work orders as representatives of the supporting unit commander.

(2) Perform quality assurance through all phases of field maintenance operations for a work order.

(3) Conduct normal types of inspections (inspectors serve as the commander's quality control and assurance mechanism), including the following:

(a) Initial inspections. Includes ECOD in conjunction with TAMMS clerks and the determination of acceptance of item for repair by the activity. Technical inspectors must report their findings to the MCO and commander, as necessary.

(b) In-process inspections. In-process inspections includes quality control. Technical inspectors report their findings of efficiencies and deficiencies to the commander.

(c) Final inspections. Determine if end item can be returned to the user and notify the commander of serious deficiencies.

(d) Verification inspections. Ensure the accuracy of final TIs when that inspection shows the item remains unserviceable. As a management control, this cannot be performed by the same inspector(s) who performed the final inspection.

c. Where maintenance activities are divided between a company-level field maintenance team and a FSC field maintenance platoon, the company level TIs are performed under the auspices of the team motor sergeant or senior mechanic for quality assurance at that level.

d. When the technical inspector is in a senior mechanic position as appointed by orders, the person selected must be both technically competent and senior enough in rank to represent the field maintenance units commander to other senior NCOs within the company, senior NCOs and officers from supported units (including battalions, brigades or higher) as well as the support battalions support operations staff.

e. The TI sheets, DA Form 461–5 (Vehicle Classification Inspection) DA Form 3590 (Request for Disposition or Waiver), or DA Form 2402 (Maintenance Tag), whichever is applicable, will accompany all requests for disposition to the national inventory control point. An inspector, MT, or maintenance/motor officer as specified by the unit commander, will verify each request. The TI sheet will accompany the turn-in documentation to the managing national inventory control point so that accurate disposition instructions can be provided for the major end item.

f. When a technical inspector detects damage to an end item or Class IX component through other than fair wear and tear, this damage will be documented on DA Form 5988–E/DA Form 2408–13–3 (Aircraft Technical Inspection Worksheet). The inspector's rationale for this determination will also be included on the form. A copy of DA Form 5988–E will be forwarded to the battalion or equivalent-level commander of the unit that ordered the maintenance work or turned in the damaged end item or Class IX component. The commander will determine if further action will be taken under the provisions of AR 735–5. Damaged property will be released for repair or turn-in as soon as the inspector has physically examined the damaged property. Turn-in or repair of a damaged end item or component will not be started until AR 735–5 requirements are satisfied.

g. DA Form 5988–E/DA Form 2408–13–3 will be used to record results of TIs. Follow guidance for processing and retaining work orders for repairs per DA Pam 750–8.

7–3. Estimated and actual costs of damage

a. When an owning unit suspects that damage to the end item or Class IX component has been caused by negligence or willful misconduct, a work order for the component will be sent to the supporting maintenance activity for determination of the ACOD. After completion of the ACOD, the end item and Class IX component will be turned in or a work order for repair will be created as soon as possible, consistent with evidentiary requirements of AR 735–5.

b. When the TI supports an investigation of pecuniary liability and actual costs cannot be determined, inspectors will prepare an ECOD on DA Form 5988–E (Equipment Inspection/Maintenance Worksheet). Basic policy guidance for an ECOD in support of a report of survey is in AR 735–5.

7–4. Combat losses

Per changes to AR 735–5, AR 710–1, AR 710–2, and DA Pam 750–8, the following procedures will be used for equipment lost due to combat:

a. In order to capture combat loss, units will submit an electronic DA Form 2408–9 (Equipment Control Record), via LIW with an equipment loss code of I in block 17D for all equipment listed in DA Pam 750–8, classified as uneconomically repairable as a result of contact with the enemy. Equipment must meet the standards for condition codes H, P, or S.

b. DA Pam 750–8 provides procedures for filling out DA Form 2408–9.

c. Property book officers will require that a copy of the DA Form 2408–9 accompany turn-in paperwork prior to assigning a document number.

d. Monthly, the Coalition Force Land Component Command will reconcile those items reported as uneconomically repairable with LOGSAs Asset Management Section, Equipment Control Record, and Automated Reconciliation, to ensure battle losses are accurately recorded.

7–5. Maintenance expenditure limits

a. The TB 43–0002 series will maintain a MEL, which is the total acceptable one-time cost to repair an end item or reparable component to a fully serviceable condition as prescribed in the appropriate TM. Current MELs and MEL procedures are listed in the TB 43–0002 and the individual TBs in the TB 750 (Maintenance Expenditure Limits) series.

b. Requests for waiver will be submitted through channels to Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs), as ACOM, ASCC, and DRU commanders have one-time approval authority on requests for waiver of published MEL when the required maintenance can be accomplished at field-level maintenance or by local contract. Include all supporting documentation.

7–6. Establishing maintenance priorities

a. AR 750–1 contains an in depth explanation of maintenance priorities for garrison, pre-mobilization, and pre-deployment operations regarding urgency of need designators and force activity designators.

b. Army maintenance tasks and operations will be conducted in established maintenance mission priority sequence.

c. Commanders will establish maintenance priorities based on mission, enemy, terrain, troops, time, and civil considerations.

d. Normally, priorities will be derived from higher headquarters operation orders and logistics plans.

e. Maintenance priorities can change during each phase and sub-phase of a tactical operation.

f. There is no set length of time that a phase can last. Using Operation Desert Shield and Desert Storm as an example, some phases, normally pre-operations, can comprise days, weeks, or longer, while phases and sub-phases of the battle may be hours or even a few days.

g. Maintenance Soldiers need to understand that their priority of work can change as a result. The shop office is responsible for managing this workload for the shop. While this probably will not be an issue where field maintenance is performed by either organic support or FSCs that are operational control to the supported unit, units that receive their field maintenance on an area support basis might be affected.

h. Document equipment changes in the automated reporting systems.

7–7. Modification work order

a. No MWO is authorized for application unless it has an approved MWO number that is the product of the MWO process in accordance with AR 750–10.

b. MWO kits and applications are at no cost to the user per statutory requirements as laid out in Title 31, United States Code (31 USC), and interpreted in Financial Management Regulation (FMR) 7000–14R.

c. When a modification is developed for an item, that modification must be identified against an end items standard study number, line item number, NSN, Army part number, and end item serial number.

d. The MWO coordinator, designated by the commander per chapter 3, will ensure the transfer the data from DA Form 2408–5 to the MMIS Web site at https://www.mmis.army.mil/index01.asp.

7–8. Commercial off-the-shelf items

a. It is often more economical for the Government to purchase and field commercial off-the-shelf (COTS) items to units rather than develop its own service-unique equipment. The Army benefits from technologies that change rapidly, have a greater economy of scale than an Army-unique system would have, and have the potential for interoperability with systems external to the Army. Another advantage is that COTS systems can come with warranties and service contracts, which is of concern to the field maintenance shop office.

b. A greater portion of the acquisition process is using COTS, as a result. There are also some specialty units that rely heavily on COTS. Unique maintenance challenges exist with COTS equipment in the field because field use could void warranty, units may not have the technical capability to maintain the item, and because it increases workload on the maintenance section since COTS equipment is usually not part of the MTOE design. If maintenance of COTS equipment is to be through outsourced or contractor support, then this will be identified so units can develop budgets and plans for proper maintenance.

c. AR 750–1 contains guidance for COTS as it applies to computers.

d. All Automated Information System STAMIS will be maintained as follows:

(1) The unit Automated Information System maintenance personnel, in coordination with the Sustainment Automation Support Management Office (SASMO), will support the user and operator in diagnosis and restoration of STAMIS computer systems to an operational status. Failed LRUs will then be turned into the supporting SSA.

(2) To the greatest extent possible, the SASMO in coordination with the maintainer, will provide a mobile support team to restore and repair STAMIS systems onsite.

(3) The SASMO may in coordination with the supporting maintenance activity and on a case-by-case basis, perform hardware repair of STAMIS systems to facilitate systems availability.

(4) Software-related problems will be resolved in coordination with the supporting SASMO, personnel automation section, or other appropriate automation office.

(5) The SASMO or supporting maintenance activity will provide a replacement STAMIS tactical computer exchange (TCX) asset to unit personnel from on-hand TCX assets and work order the faulty TCX to the supporting maintenance activity.

(6) If an LRU is under warranty, it will be screened by the maintenance activity or SASMO for evidence of failure. If an LRU under warranty is found to be unserviceable after testing, the warrantor should be contacted and the item returned to the warranty provider. LRUs not under warranty will be forwarded to the maintenance activity for repair or disposition. Repaired assets will be returned to the SASMO TCX. The LRUs found not repairable this station by the maintenance activity will be turned into the SSA for disposal.

(7) Maintenance (hardware and software), including float transactions, will be managed and documented using maintenance STAMIS.

e. The decision to repair and upgrade COTS computers, personal digital assistants and associated devices will be based upon a cost-benefit analysis of replacing versus repairing or upgrading the system. With the rapid advancement in technology, the repair or upgrade of COTS may not be the best economic choice.

(1) The following factors should be considered during the decision process:

(a) Cost of replacement from General Services Administration (GSA) Schedule.

(b) Warranty and no warranty.

(c) Age of the equipment (consider substantially improved technology).

(d) Mission impact while the system is being repaired or upgraded.

(e) Extent of repair or upgrade.

(f) Cost of repair and upgrade versus the MEL constraints.

(g) Availability of parts.

(h) Manpower availability versus manpower required in accomplishing the repair or upgrade.

(i) Estimated service life after repair or upgrade.

(j) Most timely method of getting system back into the hands of the end user.

(2) The maintenance of military equipment and standard, common, and unique Army systems will have priority over the repair of locally procured COTS computer systems.

(3) The cumulative cost to repair or upgrade a COTS computer must not exceed 65 percent of the replacement cost of the individual LRU (the central processing unit, monitor, and printer). Accounting of expenditures for each LRU (by serial number) is the responsibility of the repair activity. Units must be able to produce records when required, such as—

(a) Copy of buy versus repair cost-benefit analysis. If audited, the unit must be able to produce these reports upon direction from higher headquarters.

(b) Cost of expenditures and work requests in support of the COTS computer repair or upgrade effort must be maintained. If audited, the repair shop must be able to produce these reports upon direction from higher headquarters.

(4) A COTS computer will not be upgraded if the upgrade requires replacement of more than 50 percent of the internal major shop replaceable units or assemblies (for example, motherboard, hard drive, disk drive, compact disc, central processor, and memory chips).

(5) Upgrade of a COTS computer must retain the original system configuration integrity of fit and form. The upgrade may improve the function but must not change fit or form (for example, a COTS computer will not be upgraded if the upgrade requires replacement of the external LRU case (the black box) or modification of the internal chassis).

(6) Residual modules will not be used to assemble additional STAMIS and COTS computers. After repair or upgrade of a STAMIS and COTS computer, removed shop replaceable units will not be retained. Cascading is authorized; residual assemblies may be used for an upgrade to another COTS computer. However, this additional upgrade must be accomplished within 72 hours. After the 72 hour time period, all residual parts must be sanitized and turned in to the local SSA. During deployments, mission requirements, will dictate the scope of this requirement but all modules must be accounted for.

(7) The procurement of limited additional equipment and software (for example, special tools and diagnostic software to support COTS systems) is authorized. Owning organizations will fund this requirement. TMDE will not be acquired to support a COTS computer repair effort.

f. The U.S. Army Communications-Electronics Command Logistics Readiness Center is the Army lead organization for STAMIS logistics sustainability.

g. Any computers procured by an ACOM, ASCC, or DRU to support a tactical STAMIS may be repaired using these procedures, provided the ACOM, ASCC, or DRU has coordinated and funded that support.

h. The TCX is composed of COTS computer systems and their associated peripheral equipment used to operate or support tactical STAMIS applications. TCX will be located at the SASMO and must be 100 percent deployable (see AR 750–1).

i. The Electronic Sustainment Support Center at the Tobyhanna Army Depot Forward Repair Activity (FRA) is an integrated maintenance activity that provides the field with a dedicated support structure for STAMIS hardware. The FRA also supports tier III office automation equipment at selected installations and when deployed as part of the AMC logistics support element.

7–9. Information technology warranties

The overall policies and procedures for the Army Warranty Program for information technology are contained in AR 700–139 and AR 70–1. Highlights for the maintenance community are—

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

b. In warranty applications, unit readiness and mission effectiveness take priority. If the maintenance activity is not or has not been able to get an effective response through the warranty process, the activity should repair first and attempt to settle later through the acquisition support activity. This can only be authorized by the commander of the maintenance activity. Local warranty procedures will include notification procedures when the maintenance activity has to exercise this option.

c. Information technology warranties, to the greatest extent possible, are structured to allow field maintenance to perform maintenance on automation systems hardware without violating the warranty. Warranty provisions allow field maintainers to replace specific items (for example, power supplies, interface cards, input, output, video cards, internal hard drives, CD/ROMs, modems, and internal hard drives and floppy drives).

7–10. Non information technology warranties

Per AR 700–139, materiel under warranty will be identified and maintained as follows:

a. Unit readiness and mission effectiveness take priority over warranty actions. The maintenance activity commander will notify the acquiring command or activity when equipment must be fixed first and then attempt to settle the warranty later.

b. AOAP procedures enhance the instructions directing oil changes for equipment under warranty. Manufacturer's standard warranties are accepted when items are locally procured. Special warranties are included in local purchases only when they are cost effective and executable by the user.

c. Warranty actions that require a modification must be applied by a valid MWO. The MWO is applied and reported in the MMIS in accordance with AR 750–10. The person applying the MWO is responsible for reporting application of the MWO to the MMIS in accordance with AR 750–10.

d. It is the responsibility of the unit owning equipment to inform the maintenance office that a warranty is available.

e. The maintenance control section will keep a copy of supported units equipment known warranties. This does not alleviate the supported commander from knowing if his or her equipment is under warranty.

7–11. Ground equipment usage reporting

a. ACOMs, ASCCs and DRUs will establish, as part of an organizational inspection program, regular periodic inspections of unit usage data in SAMS–1E against actual equipment odometer or hour meter readings. Inspections will include, at a minimum, usage data validation and reporting of inspection results and corrective actions to the next higher command.

(1) Units will inspect and validate 25 percent of equipment usage data in SAMS–1E versus actual odometer or hour meter readings.

(a) Active component units will conduct these inspections quarterly.

(b) National Guard and Reserve units will conduct these inspections semi-annually.

(2) If usage data on 20 percent or more of the equipment inspected is inaccurate, the unit must inspect and validate 100 percent of all equipment usage data, report inspection results to the next higher command, and update SAMS–1E with the correct usage data.

(3) Equipment selected for inspection and validation will be chosen on a random basis and not repeated from one inspection cycle to the next.

(4) ACOMs, ASCCs and DRUs will establish annual SAMS–1E refresher training for all SAMS–1E clerks and their supervisors. This training will include emphasis on dispatch procedures and closing the dispatch loop so equipment data is captured.

(5) Commanders at all levels will ensure that equipment operators and their supervisors receive annual training on dispatch procedures emphasizing the importance of properly recording usage data when equipment is returned from dispatch.

(6) Operators and supervisors will verify equipment usage data (miles and hours) and update dispatch documentation as necessary during PMCS.

b. Units are required to submit ground usage reports to LOGSA monthly using the AMSS end of period report process. For usage data, units will review the actual equipment mileage and hours against the SAMS–1E, Equipment Usage Report to identify and correct usage data inaccuracies prior to submitting to higher headquarters.

Chapter 8
Left Behind Equipment

8–1. General guidance

a. The units may elect to not induct equipment into the Army Left Behind Equipment (LBE) program and maintain their organizational equipment as part of the unit maintained equipment program. Headquarters, Forces Command

(FORSCOM), United States Army Pacific (USARPAC), or DRU commander is the approving authority to not induct unit equipment into the Army program.

b. The AMC is the lead agency for the Army LBE program, including performing maintenance and accountability of LBE in continental United States and within USARPAC. AMC will coordinate with the U.S. Army Medical Command (MEDCOM), the lead for life cycle management of Class VIII material, to store and maintain medical LBE.

c. Army units electing to induct their equipment into the Army LBE program will identify maintenance significant items (MSI) not required for deployment that will remain at home station: Units participating in the Army LBE program will coordinate with their supporting Army Field Support Brigade (AFSB) and assist with the transfer of LBE property to the unit derivative UIC maintained by AMC. AMC will coordinate with MEDCOM for maintenance requirements and any required transfer of Class VIII material:

(1) Non-MSI equipment will not transfer to AMC. Units will obtain an exception to this guidance from their headquarters (FORSCOM, USARPAC or DRU) to enable coordination with AMC elements. Upon approval, the units parent command (O–6/Colonel or higher) will establish a memorandum of agreement (MOA) with the supporting AFSB, along with the commitment to transfer funds to cover the storage of non-MSI equipment. The MOA is required prior to induction of equipment.

(2) If non-MSI equipment is part of MSI equipment (as part of a system configuration), the inducting unit is not required to de-install at induction. AMC will induct non-MSI that is part of a system at no cost to the deploying unit. AMC will sustain and account for non-MSI inducted as part of a system.

d. Deploying units that elect to induct equipment into the Army LBE program will identify LBE to their supporting AFSB no later than 90 days prior to the equipment transfer date. Upon redeployment, units will draw all LBE from AMC when merging the unit property books, but not later than 180 days after return. Once property books merge, AMC will immediately transfer all equipment to the unit.

e. Units incurring changes to their MTOE while deployed will draw all LBE and will turn-in unauthorized MTOE equipment and comply with Army disposition guidance. The same requirement remains in effect for items declared obsolete. FORSCOM, USARPAC or a DRU, in coordination with senior commanders are highly encouraged to review MTOEs for authorization changes and obsolete items and have disposition in place for unit excess no later than 90 days after return.

f. Prior to equipment transfer to the Army LBE program, units will ensure items meet the TM 10/20 standard. Requests for exception to this standard require HQDA, G–4 authorization.

(1) Deploying units and AMC elements will perform a joint PMCS in accordance the equipment TM prior to transfer. All Class VIII material (except BII first aid kits) will be inventoried by MEDCOM designated representative. AMC will coordinate with the owning unit for assistance with PMCS on Class VIII material or request assistance from MEDCOM as required.

(2) Equipment turn-in at less than TM 10/20 condition (for example, at FMC or in a maintenance work order status), is authorized if the unit has less than or equal to 12 months dwell at home station.

(3) Equipment turn-in at less than TM 10/20 condition because of dwell will have all repair parts ordered and work ordered to the appropriate SOR.

g. Units will transfer maintenance and service records for all LBE to AMC. Equipment service packets transfer may be in hard copy. AMC elements on installations will transfer maintenance and service records back to the receiving unit upon re-issue.

h. Units will transfer equipment to AMC that is job ordered to a SOR upon designation as LBE. Units are responsible to notify the SOR upon transfer to AMC.

i. Inbound Class VII and Class VII MSI will become LBE if received after the unit deploys. The unit's rear detachment will receive and account for non-MSI equipment.

j. Installation kits will remain on vehicles in the same configuration as turned in by the unit. The directing authority will fund new configurations and kits for equipment laterally transferred to another unit.

8–2. Equipment low usage programs

a. LBE entered into low usage maintenance programs requires induction at TM 10/20 condition and must be within the window for the last service schedule per TM/LO. AMC will verify—

(1) Unit maintenance records.

(2) Whether the equipment is already in low usage.

(3) If the service was performed within the last 90–180 days (depending on the type of equipment - wheel or track vehicle).

(4) Induction into LBE low usage program (LUP).

b. Vehicles in low usage maintenance will have a PMCS with 5 mile road test or exercise (to include exercising all auxiliary equipment) performed every 90 days.

c. LBE in a LUP status when temporarily loaned to another unit will receive all services and lubrication tasks in

accordance with the equipment's TM/LO if the prescribed low usage miles and hours exceed LUP standards prior to return to AMC.

d. Upon re-issue or lateral transfer, equipment in low usage programs does not require an additional maintenance service. Receiving units will plan and perform an annual service within six months from date of receipt (for example, unit re-issued LBE on 1 August, the next annual service is 1 February (10 percent variance is authorized in accordance with AR 750–1)). LBE in low usage programs that exceed 18 months storage will have an annual service performed by AMC prior to re-issue or transfer to the unit.

e. AMC will provide a verification PMCS with all maintenance faults corrected prior to re-issue.

f. AMC life cycle management commands will provide instructions to sustain MSI that will not enter into low usage programs and require special maintenance while being stored.

8–3. Left behind equipment aircraft sustainment

a. AMC will coordinate the transfer of aircraft with the losing and gaining command and the aviation and missile life cycle management command for sustainment operations.

b. ACOM, ASCC will identify aircraft as left behind at home station 120 days prior to available to load date.

c. LBE-aircraft will be transferred in accordance with the maintenance standards for serviceability requirements as listed in TM 1–1500–328–23 and the phase requirements listed below. Requests for exception to this standard will be submitted to the HQDA, G–4 (DALO-ORS-AV), 500 Army Pentagon, Washington, DC 20310-0500.

(1) A transfer inspection will be conducted in accordance with the aircraft TM preventive maintenance daily checklist and the results provided to AMC and AMCOM, Aviation Field Maintenance Directorate prior to transferring LBE-aircraft.

(2) All aircraft will be inventoried per DA Form 2408–17 (Aircraft Inventory Record) by military occupation specialty qualified personnel by losing and gaining organizations. AMC will coordinate with the Aviation and Missile Command for assistance with qualified personnel, if necessary, to assist in TIs on aircraft.

d. If the gaining and losing organizations cannot come to agreement on the condition of LBE-aircraft prior to induction or redistribution, they will contact HQDA, G–4, Aviation for adjudication and final decision.

e. Maintenance and historical records for all LBE-aircraft will be transferred to the gaining organization in the current authorized Standard Army Maintenance Information System format electronically and with required paper backup copies by the losing organization, deviations are not authorized.

f. Units are responsible for notifying the SOR that work ordered aircraft has transferred as LBE to AMC per DA Pam 738–751. Prior coordination is required to facilitate Aviation and Missile Command, Aviation Field Maintenance Directorate assistance with and completion of maintenance required on aircraft identified as LBE. The phase, component, and times to major inspections will be implemented per guidance listed in TM 1–1500–328–23. Commands will forward requests for exceptions to HQDA, G–4, Aviation (DALO-ORS-AV), through the ACOM or ASCC G–4 aviation office.

(1) Aircraft will be maintained in flyable storage at a FMC status per AR 700–138 and the applicable TMs. Aircraft incapable of transferring in an FMC status will transfer with prior coordination.

(2) LBE-aircraft will transfer or be inducted with all equipment required to maintain the aircraft in a FMC status as outlined in AR 700–138. Specific instructions will be provided in the transfer order.

g. Loans as previously outlined in the definitions of this chapter are not permitted for aircraft. Lateral transfers will be accomplished in accordance with the procedures outlined.

h. Due to the intensively managed profile by HQDA of the low density tactical rotary wing aircraft, paragraph 8–2, low usage program, does not apply to LBE-aviation.

Chapter 9
Equipment RESET

9–1. General guidance

The Army conducts activities to restore its personnel and equipment to a desired level of combat capability commensurate with future missions, and maintains accurate visibility over equipment repair, replacement; recapitalization and expenditures in order to sustain equipment availability and meet operational requirements. Equipment Reset is a subset process for field and sustainment maintenance within the Army RESET force pool of the Army Force Generation (ARFORGEN) readiness model. Specifics regarding ARFORGEN and RESET can be found in AR 525–29.

a. Diversity among Contingency Expeditionary Force and Deployment Expeditionary Force missions demand a more tailored approach to unit Reset. Senior commanders will assess unit needs, prior to the unit entering the Available phase and continuing through an integrated analysis of the last and next missions across the full spectrum of operations. Senior commanders will also determine what sustainment augmentation and full sustainment support the unit will require upon entering RESET. Customized Reset support will leave units more responsible for repairing their

equipment both during unit maintained equipment support, and after Contingency Expeditionary Force and Deployment Expeditionary Force missions alike.

b. The employment and funding of depot special repair teams to come forward may be a unit expense, depending on the on-going integrated analysis during the Available phase. The RESET phase will become more or totally unit funded and selectively supplemented by Overseas Contingency Operation accounts, if available (other than units redeploying from named operations (including Operation Enduring Freedom) with supplemental appropriations available for Reset).

c. Sustainment programs such as automatic RESET induction, intensively managed items, and medical sustainment items may not exist or used sparingly for units redeploying from un-named operations and major training exercises.

d. Units in RESET will continue to use pass back maintenance procedures with EAB and the DOL when available, to accomplish field maintenance tasks. Army National Guard units will continue to coordinate pass back maintenance procedures through the Surface Maintenance Manager to the FMS or CSMS. Sustainment assets, the EAB and DOL, and FMS or CSMS capabilities must augment and complement unit organic assets with resourcing through unit funding, unless redeployment is from a named operation with Overseas Contingency Operation funding.

e. Units will continue to use Logistics Information Systems as the primary means to track organization equipment Reset while in RESET, but while in the Available Phase, units will continue to implement and execute the ARMT to plan and predict workload at unit, EAB and DOL SORs prior to entering RESET. Units will use the RCOP tool to track and report RESET operations and completion while they are in the RESET phase.

f. The AMC will develop and automate the RCOP tool. This automated tool portrays unit and field Reset data as well as LBE, and gives commanders a complete picture of their overall Reset status. The tool will also standardize reporting and serve as a central repository for unit RESET completion. Units will begin using this tool in FY 12 and be responsible for tracking field-level Reset execution and completion.

9–2. Automated Reset Management Tool

a. The ARMT provides an automated capability for unit commanders to claim and execute both field and sustainment-level plans. Once executed, these plans trigger centralized visibility of the equipment RESET for units as they migrate through the RESET Force Pool within the ARFORGEN model. ARMT also provides a collaborative integrated tool for commanders to view RESET planning, disposition, distribution, transportation, in-transit visibility, and repair status for both field-level and sustainment-level equipment.

b. AMC, LOGSA has enhanced this tool to allow the automatic build of RESET plans which has eliminated the need for units to build ARMT plans. ARMT auto-generates RESET plans for deployed UICs using PBUSE data to identify on-hand equipment eligible for RESET in the following categories:

(1) Automatic RESET induction list.

(2) Sustainment maintenance (intensively managed items and medical sustainment items).

Chapter 10
Pre-Deployment Training Equipment

10–1. General guidance

a. Pre-deployment training equipment (PDTE) is a pool of standard and non-standard equipment (N-SE) that is low density, high demand and required to supplement the MTOE. PDTE is authorized by HQDA, Requirements and Resourcing Board, to be pre-positioned at selected installations to support pre-deployment training for equipment that would otherwise not be available, and replicates the equipment units will use in theater. The PDTE pool is not designed or sized to satisfy all equipment requirements. Its purpose is to augment unit shortages, where there is a disparity between the deploying units MTOE and Mission Essential Equipment List. The PDTE pool may also provide the entire training equipment requirements when a small unit or team has no organic MTOE equipment.

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

c. PDTE is maintained at TM 10/20 condition but may be loaned to units in a minimum FMC safety condition due to deployment timelines. If the using unit cannot agree on the maintenance condition prior to loan, the unit will contact their ACOM, ASCC, or DRU, G–4.

10–2. Pre-deployment training equipment maintenance

a. Units laterally transferring equipment to the PDTE property book will perform a joint PMCS inspection with designated PDTE site manager in accordance with the equipment TM. Units will transfer electronic maintenance and service records for all equipment as part of the transfer process. Transfer standard is in TM 10/20 condition with shortage annex.

b. Unit equipment work ordered to a SOR prior to designation as PDTE, will transfer to the Army Sustainment

Command after release from the SOR. PDTE will receive the same maintenance priority as unit organizational equipment.

c. Units will perform all field maintenance for standard Army and mine resistant ambush protected series of vehicles while in their possession. If special tools are required for mine resistant ambush protected vehicles, the unit will coordinate support requirements with the PDTE site manager. Units will provide equipment with work orders to the SOR, when it has been determined that additional work outside of the organization's capability is necessary for repair.

d. When turning in equipment, the unit will perform and fund all maintenance, unless the time frame to redeploy to the home station as approved by the units parent headquarters (minimum of O–6/Colonel Commander) does not support the unit performing the maintenance. At that point the unit headquarters must transfer funds to AMC based on the parts issued during the training and the results of the Joint PMCS upon turn in.

e. U.S. Army Reserve/Army National Guard units will follow the same maintenance procedures as the active component.

Chapter 11
Tactical Non-Standard Equipment Maintenance and Sustainment

11–1. General guidance

This chapter provides guidance for the maintenance and sustainment of tactical N-SE used by Army forces and defines requirements for the performance and management of N-SE.

11–2. Non-standard equipment maintenance

a. Tactical N-SE maintenance is based on the capability of the equipment to provide the service it was intended to provide. (N-SE operator manuals are likely the only information available to the user.)

(1) Performance observation is the basis of the preventive maintenance checks required by the organization and the owner's manual.

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

b. Tactical N-SE meets the maintenance standard when the following conditions exist:

(1) The equipment is FMC and provides the capability it was designed to do.

(2) Faults are identified and recorded within SAMS-E or ULLS-AE in accordance with the owner's manual.

(3) Corrective actions not provided at field-level must be reported to qualified maintenance personnel responsible for performing the necessary maintenance.

(4) Scheduled services are to be recorded within SAMS-E or ULLS-AE and performed at intervals required by the applicable manufacturer or by AMC and program manager (PM) organizations.

c. Maintenance records:

(1) Qualified maintenance personnel (for example, AMC and PM) will ensure maintenance records are accurate, complete, and entered in the LIW or AMC Web site for items selected for storage. Records from SAMS-E, Standard Army Maintenance System-Installation Enhanced (SAMS-IE), or other HQDA approved systems may also be used.

(2) Unit-procured, unit-owned N-SE not sustained by AMC, AMC-managed contracts, or by the provider, will not be entered in LIW, but will be listed on the AMC Web site in accordance with AMC process procedures.

d. AMC will maintain repair parts where appropriate to repair tactical N-SE. When equipment malfunctions, users will direct exchange the item for a FMC item unless the item can be repaired on-site.

(1) Separate shop stocks to conduct user preventative maintenance are not authorized for unit or field maintenance organizations when maintenance personnel have prompt, secure, walk up access to spare parts.

(2) Field maintenance operations are authorized bench stocks recorded in SAMS-E or ULLS-AE for tactical N-SE authorized for training (for example, approved as part of the units Mission Essential Equipment List) except for unit procured, unit-owned N-SE.

11–3. Non-standard equipment inspection and repair

a. Inspections will be performed according to equipment maintenance and serviceability standards applicable to the manufacturer.

b. A sustainment repair and return program is a process whereby N-SE is retrograde to AMC elements at posts, camps and stations, FRA, contract facility, or PM for repair and the same or like item is returned to the user (for example, direct exchange, or repair and return).

11–4. Non-standard equipment contractor logistics support

a. Depending on the sustainment strategy, AMC or the PM will determine when and how contractor logistics

support (CLS) will be used as the primary SOR. AMC or the PM is the only authorized activity to establish CLS contracts. However, the providers may establish CLS contracts until they transfer sustainment to AMC or the PM.

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

11–5. Non-Standard Equipment Army Warranty Program

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

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

c. AMC will manage unit-procured, unit-owned N-SE warranties through a MOA on a reimbursable basis for administrative time and labor to administer the warranty.

d. Activities issued N-SE items will enter these into their respective SAMS-E or ULLS-AE and include the date of manufacture and warranty expiration date to facilitate the identification of items under warranty and populate the maintenance or service request DA Form 2407 (Maintenance Request).

Appendix A
References

Section I
Required Publications

AR 350–1
Army Training and Leader Development (Cited in para 5–1.)

AR 420–1
Army Facilities Management (Cited in para 1–1*a*.)

AR 700–139
Army Warranty Program (Cited in paras 7–9, 7–10, 11–5*a*.)

AR 710–1
Centralized Inventory Management of the Army Supply System (Cited in para 7–4.)

AR 750–1
Army Materiel Maintenance Policy (Cited in paras 2–2, 3–1, 3–10*d*, 4–2, 4–3, 4–4, 4–7*g*, 4–9, 4–13, 6–7, 7–2*a*, 7–6*a*, 7–8, 8–2.)

AR 750–10
Army Modification Program (Cited in paras 7–7*a*, 7–10*c*.)

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms (Online) (Cited in para 3–5*f*.)

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures) (Cited in paras 3–4*c*, 3–8*a*.)

DA Pam 738–751
Functional Users Manual for the Army Maintenance Management System-Aviation (TAMMS-A) (Cited in paras 4–3*b*, 4–14*a*, 4–6*i*, 4–7, 8–3*f*.)

DA Pam 750–8
The Army Maintenance Management System (TAMMS) Users Manual (Cited in paras 2–3*c*, 3–2, 4–3*b*, 4–6*i*, 4–7, 4–12*k*, 4–14*a*, 7–2*g*, 7–4.)

TC 21–306
Tracked Combat Vehicle Driver Training (Cited in para 3–3.)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Technical bulletins (TB) and technical manuals (TM) are available at Web site https://www.logsa.army.mil/etms.

31 USC
Money and Finance

AR 40–61
Medical Logistics Policies

AR 70–1
Army Acquisition Policy

AR 190–13
The Army Physical Security Program

AR 190–16
Physical Security

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

AR 220–1
Army Unit Status Reporting and Force Registration-Consolidated Policies

AR 385–10
The Army Safety Program

AR 525–29
Army Force Generation

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

AR 600–8–22
Military Awards

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

AR 700–127
Army Warranty Program

AR 700–138
Army Logistics Readiness and Sustainability

AR 710–2
Supply Policy below the National Level

AR 710–3
Inventory Management Asset and Transaction Reporting System

AR 725–50
Requisition, Receipt, and Issue System

AR 735–5
Property Accountability Policies

AR 750–43
Army Test, Measurement, and Diagnostic Equipment

ATTP 4–33
Maintenance Operations

FM 4–30.31
Recovery and Battle Damage Assessment and Repair

TB 43–0002
Series of Technical Bulletins regarding Maintenance Expenditure Limits (MELs) (Available at https://www.logsa.army.mil/etms.)

TB 43–0142
Safety Inspection and Testing of Lifting Devices (Available at https://www.logsa.army.mil/etms.)

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

TB 750–25
Maintenance of Supplies and Equipment; Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support Program (Available at https://www.logsa.army.mil/etms.)

TC 21–305
Training Program for Wheeled Vehicle Accident Avoidance (Available at https://www.logsa.army.mil/etms.)

TC 21–305–20
Manual for the Wheeled Vehicle Operator (Available at https://www.logsa.army.mil/etms.)

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

TM 5–600
Bridge Inspection, Maintenance, and Repair

FMR 7000–14R
DOD Financial Management Regulation (Available at http://www.comptroller.defense.gov/FMR)

Section III
Prescribed Forms
This section contains no entries.

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

DA Form 12–R
Request for Establishment of a Publication Account

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

DA Form 348–1
Equipment Operator's Qualification Record (Except Aircraft)

DA Form 461–5
Vehicle Classification Inspection

DA Form 1687
Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028
Recommended Changes to Publications and Blank Forms

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

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

DA Form 2408–4
Weapons Record Data

DA Form 2408–5
Equipment Modification Record

DA Form 2408–9
Equipment Control Record

DA Form 2408–13–3
Aircraft Technical Inspection Worksheet

DA Form 2408–17
Aircraft Inventory Record

DA Form 2408–20
Oil Analysis Log

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

DA Form 3590
Request for Disposition or Waiver

DA Form 5519–R
Tool Sign Out Log/Register

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

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

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

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

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

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

DD Form 314
Preventive Maintenance Schedule and Record

DD Form 1970
Motor Equipment Utilization Record

OF 346
U.S. Government Motor Vehicles Operator's Identification Card (Stock & Issued GSA Global Supply, Federal Agencies).

SF 368
Product Quality Deficiency Report (PQDR)

AWCMF 452
Service Schedules Due Form (SAMS-E form, which is on HQDA Log STAMIS)

Appendix B
Sample Maintenance Standing Operating Procedures

B–1. Sample field maintenance standing operating procedure

a. The Field Maintenance Policy site on AKO has a sample maintenance SOP at https://www.us.army.mil/suite/page/253307, which can be used to develop or revise unit SOPs. AKO access is required to use the Web site.

b. Although samples predate Army modularity, it is a good example that units can use to develop customized SOPs. When conflicts exists with a unit's customized SOP, current ARs and DA pamphlets have precedence over this example.

B–2. Developing field maintenance standing operating procedures

SOPs are based upon, but not limited to, the following sources—

a. Army regulatory guidance.

b. Higher headquarters guidance.

c. Mission, enemy, terrain, troops, time, and civil considerations.

d. Installation requirements.

e. Customer requirements.

f. Legal requirements.

g. Status of forces agreements and other host nation requirements.

h. Leader experiences.

Glossary

Section I
Abbreviations

AAME
Army Award for Maintenance Excellence

ACOD
actual cost of damage

ACOM
Army command

AFSB
Army Field Support Brigade

ARFORGEN
Army Force Generation

AKO
Army Knowledge Online

AMC
Army Materiel Command

AMSS
Army Materiel Status System

AOAP
Army Oil Analysis Program

APD
Army Publishing Directorate

AR
Army Regulation

ASCC
Army service component command

ASI
additional skill identifier

BDAR
battlefield damage, assessment, and repair

BDAR/R
battlefield damage, assessment, repair, and recovery

BII
basic issue item

CLS
contractor logistics support

CONUS
continental United States

COTS
commercial off-the-shelf

CSMS
combined support maintenance shop

DA
Department of the Army

DD
Department of Defense

DOL
director of logistics

DRU
direct reporting unit

DSN
defense switched network

EAB
echolons above brigade

ECOD
estimated cost of damage

eMILPO
electronic military personnel office

FM
field manual

FMC
fully mission capable

FMR
Financial Management Regulation

FORSCOM
U.S. Forces Command

FRA
forward repair activity

FSC
forward support company

GSA
General Services Administration

HQDA
Headquarters, Department of the Army

IDN
initial distribution number

ILAP
Integrated Logistics Analysis Program

LBE
left behind equipment

LIW
logistics information warehouse

LO
lubrication order

LOGSA
logistics support activity

LRU
line replacement unit

MAC
maintenance allocation chart

MCO
maintenance control officer

MCS
maintenance control supervisor

MEDCOM
U.S. Army Medical Command

MEL
maintenance expenditure limit

MMIS
modification management information system

MOA
memorandum of agreement

MOS
military occupational specialty

MT
maintenance technician

MTOE
modification table of organization and equipment

MWO
modification work order

NCO
noncommissioned officer

NCOIC
noncommissioned officer in charge

NSN
national stock number

OCONUS
outside the continental United States

OF
optional form

Pam
pamphlet

PBUSE
property book and unit supply-enhanced

PDTE
predeployment training equipment

PM
program manager

PMCS
preventive maintenance checks and services

PQDR
Product Quality Deficiency Report

SAMS–1E
Standard Army Maintenance System–1 Enhanced

SAMS–2E
Standard Army Maintenance System–2 Enhanced

SAMS-E
Standard Army Maintenance System-Enhanced

SAMS-IE
Standard Army Maintenance System-Installation Enhanced

SF
standard form

SOP
standing operating procedures

SOR
source of repair

SOU
safety of use

SSA
supply support activity

STAMIS
Standard Army Management Information System

TAMMS
The Army Maintenance Management System

TB
technical bulletin

TC
training circular

TCX
tactical computer exchange

TI
technical inspection

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

UIC
unit identifier code

USARPAC
United States Army Pacific

USC
United States Code

Section II
Terms

Reset
When viewed in lower case, reset is defined as a set of actions to restore equipment to a desired level of combat capability commensurate with a unit's future mission.

RESET
When viewed in all capital letters, RESET refers to the Army imperative that will systematically restore deployed units to an appropriate level of equipment, Soldier, and family readiness in preparation for future deployments and contingencies.

Section III
Special Abbreviations and Terms

ARMT
Automatic Reset Management Tool

ATTP
Army Tactics, Techniques, and Procedures

FMS
field maintenance shop

LUP
low usage programs

MSI
maintenance significant item

N-SE
non-standard equipment

RCOP
Reset Common Operating Picture

SASMO
Sustainment Automated Support Management Office

ULLS-AE
Unit Level Logistics System - Aviation Enhanced