



Annex A
Example Unit Maintenance SOP

1-7 CAVALRY
GARRY OWEN

MAINTENANCE SOP

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DEPARTMENT OF THE ARMY
1st Squadron, 7TH Cavalry Regiment
1st Armored Brigade Combat Team, 1ST Cavalry Division
Fort Hood, Texas 76544

AFVA-UAI-GCO

5 June 2021

MEMORANDUM FOR RECORD

SUBJECT: 1-7 CAV Maintenance SOP

1. Commander's Guidance.

- a. According to AR 750-1, the Army has one maintenance standard. It is based on the technical manuals of the operator's -10 manual and the unit level maintenance -20 manuals. The unit level maintenance program provides the cornerstone that will sustain our equipment readiness level at a go to war posture. Maintenance requires continuous emphasis by all leaders and maintenance managers.
- b. The Commander must approve any deviations from this SOP. However, sections may amplify applicable portions of the SOP which require modification or clarification. Maintenance leaders will review and update this SOP semiannually and when needed due to changes in policies and procedures.
- c. All Officers, Non-Commissioned Officers, and Troopers must read and comply with the provisions of this SOP. The Commander will ensure this SOP is always readily available down to section level.
- d. There are constant changes in policies and procedures throughout the Army that may require changes to this SOP. As we gain maintenance experience throughout the command, there may be occasions where this SOP requires revisions. Therefore, Soldiers and leaders can submit their written recommendations for changes through the commander. The commander must approve the recommendation before implementing the change. This document is a living document requiring semi-annual updates or as needed.
- e. This SOP supersedes all previous Maintenance SOPs.

2. PURPOSE. This SOP is standardizing organizational maintenance policies, training procedures, and operations. It intends to provide the necessary guidance for 1-7 CAV, 1ABCT, 1CD with the goal of achieving and maintaining maximum materiel readiness and mission capability of all equipment assigned.

3. POLICY.

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- a. Maintenance is a continuous process. Supervisors must evaluate in both field and garrison environments. Commanders will ensure that maintenance periods, scheduled services, command maintenance, and PMCS days are scheduled on the Troop training calendars and approved copies are provided to MCS. The Troop's short range and long-range calendars will also reflect maintenance requirements IAW FM 25-101. Troops will conduct these activities in a manner that will provide the most benefit from a maintenance and training standpoints. The leadership will be present during services along with the assigned driver to each vehicle.
 - b. Troop Commander will designate an officer who will perform the duties of troop maintenance officer.
4. SCOPE – This SOP applies to all personnel assigned or attached to 1st Squadron, 7th Cavalry Regiment.
5. OBJECTIVES:
- a. Maintain equipment at -10/-20 standards.
 - b. Obtain maximum operational readiness of equipment.
 - c. Enhance the unit's materiel readiness program by identifying areas requiring special attention.
 - d. Meet the maintenance goals and objectives.
 - (1) Operational readiness of all fleets more than 90 percent
 - (2) SSL zero balance less than 6 percent
 - (3) Class IX recoverable items turned in within Army standard of 10 days – 100%
 - (4) AOAP and calibration: 100 percent enrolled and less than 2 percent delinquent.
 - (5) All items post good receipted (PGR) from 115th BSB SSA within 3 days and all discrepancies corrected with the SSA's Accountable Officer.
 - e. Clarify maintenance policies and procedures as they pertain to this Troop.
 - f. Ensure the maximum service life of all equipment.
6. MAINTENANCE PRIORITIES: The Troop and unit's maintenance efforts will be directed according to the following order of priorities:
- a. Safety.
 - b. Deadline Deficiencies: Identify, repair, or order part within 24-hours. Create a job order for equipment requiring DS maintenance support 72 hours. Install non-

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mission capable repair parts 02 priority on equipment within 24 hours from received date.

- c. Schedule services: Execute services within 10 percent tolerance from date issued from the GCSS-A computer.
 - d. Non-deadline deficiencies: These deficiencies can wait for scheduled services or as directed otherwise by the Commander. However, correct deficiencies as soon as time is available.
7. CONCEPT: This SOP sets, describes and provides sustainment for unit level maintenance policies and procedures. It will also allow the Commander, platoon leaders, and leaders at all levels the flexibility they need in designing and implementing an effective maintenance operational plan that will ensure maximum equipment operational readiness.
8. The point of contact for this action CW3 Jane Doe at jane.c.doe.mil@mail.mil or (210) 724-xxxx.

John M. Doe
LTC, AR
Squadron Commander

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Appendix A Responsibilities

- 1. Purpose:** The purpose of this appendix is to describe the responsibilities of all personnel involved in the Squadron Maintenance Program from the Squadron Commander to the Operator.
- 2. General:** Maintenance is everyone's responsibility, and everyone listed in this appendix plays a vital role in the success or failure of the Squadron Maintenance Program. Every area of responsibility listed is necessary for success and all Troopers and leaders in the Squadron must be familiar with these responsibilities.
- 3. Responsibilities:**

A. Squadron Commander

- (1) Commands, directs, and supervises the Squadron and attached units' maintenance plan. Conducts Command Maintenance Discipline Program (CMDP) inspections at random intervals; requires subordinate Commanders to conduct their own Troop CMDP inspections.
- (2) Gives guidance and directs the planning and execution of the Squadron level maintenance program.
- (3) Provides command supervision to Squadron maintenance activities.
- (4) Advises higher headquarters of maintenance and repair parts supply requirements, support status, problem areas, recommended solutions, and anticipated future requirements.
- (5) Implements maintenance and repair parts supply policies.
- (6) Monitors the Army Maintenance Management System data accumulation.
- (7) Reports improper supply economy or abuse of equipment and takes or recommends corrective actions.
- (8) Establishes priorities for maintenance support.

B. Squadron Executive Officer

- (1) The Squadron Commander's appointed administrator for all maintenance functions and operations within the Squadron.

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- (2) Directs and supervises the Squadron maintenance program IAW with the Squadron Commander's intent.
- (3) Gives guidance and directs the planning and execution of the Squadron maintenance program IAW III Corps, 1CD, and 1ABCT policies and procedures.
- (4) Reviews instructions issued by the staff to ensure conformity with established policies.
- (5) Supervises plans, and reviews periodic reports and special reports to be submit to higher headquarters.
- (6) Directs staff analysis to maintenance situations.
- (7) Evaluates the maintenance program and recommends changes as required.

C. Squadron S-1

- (1) Monitors personnel status.
- (2) Programs assignments of maintenance personnel in coordination with the Squadron Maintenance Control Supervisor, FSC First Sergeant, and Squadron Command Sergeant Major.
- (3) Ensures equal distribution of maintenance personnel unless directed by the Squadron Commander to prioritize a specific Troop as a line of effort.
- (4) Assigns personnel based on Commander's guidance.
- (5) Processes recommendations for citations, honors, and awards.

D. Squadron S-3

- (1) Serves as the main staff coordinator on the relocation of units and mission assignments.
- (2) Prepares, publishes, confirms, and distributes operation orders, movement orders, and SOP's, to include maintenance and recovery plan.
- (3) Allocates training time, including maintenance training.

- (4) Coordinates with MCO and Troop Commanders on individual training requirements; for example: MOS schools, on-the-job training, cross training, skill qualification training, and professional development training.
- (5) Programs, allocates, obtains, and fills appropriate school allocations.
- (6) Coordinates with Commanders and staff to forecast training, and associated maintenance and logistics requirements.
- (7) Annotates all Troop Services windows on Squadron Long Range Training Calendar to avoid conflict with taskings from higher, etc.

E. Squadron S-4

- (1) Monitors equipment status for availability (new equipment).
- (2) Coordinates with SMO on equipment turn in procedures.
- (3) Monitor changes in equipment authorizations.
- (4) Allocates and monitors funds for all expendable/durable items.
- (5) Consolidates the supply requirements for organic and attached units.
- (6) Coordinates with the S-1 on EM requirements.
- (7) Maintains Durable/Expendable Shortage Annexes for all end items by Troop at the Squadron Level, ensures the Troop Commander has authorized all shortages and appropriate requisition initiated.
- (8) Ensures the BDE Property Book Office maintains Non-Expendable Shortage Annexes for all end items. Validates that all shortages are properly authorized and have a valid requisition.

F. Squadron S-6

- (1) Provides dedicated communications personnel to each Troop for each command maintenance day, training exercise, and services.
- (2) Establishes Communications Shop to provide -20 Level support to all Troops and to interact with -30 Level C&E Shop for all communications equipment in the Squadron.

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- (3) Ensures timely and accurate reporting of all communication equipment maintenance on all appropriate GCSS-A reports to include Troop NMC.
- (4) Ensures all Joint Capabilities Release (JCR) parts are on order, tracked by document number and FMC/NMC, and accurately reported to Brigade S-6.
- (5) Principle collection point for all radio batteries; both rechargeable and non-rechargeable batteries.

G. Squadron Command Sergeant Major

- (1) Attends scheduled Command Maintenance periods.
- (2) Ensures First Sergeants and first line supervisors attend scheduled maintenance periods.
- (3) Advises the Squadron Commander of the unit's personnel gains, losses, strengths, and weaknesses.
- (4) Checks maintenance operations from operator level through Squadron maintenance level and makes corrections where applicable.
- (5) Identifies maintenance weaknesses, makes corrections through the NCO chain, and advises the Squadron Commander as needed.
- (6) Distributes Squadron detail requirements between the Troops to limit distractions to maintenance.
- (7) Ensures maximum participation of operator and first line supervisor during command maintenance periods.
- (8) Ensures Troops comply with Motor Pool Safety, Organization, and Cleanliness standards through the NCO Chain, advises the Squadron Commander as needed.
- (9) Ensures maintenance personnel (mechanics, clerks, armament, etc.) are not assigned duties that are not directly related to maintenance to include Staff Duty, Charge of Quarters, etc.

H. Squadron Maintenance Officer

- (1) Plans, evaluates, and analyzes the maintenance program.

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- (2) Monitors the Squadron's maintenance program.
- (3) Keeps the Squadron Commander, Squadron XO, and staff informed of the maintenance situation and the operational status of equipment.
- (4) Supervise shop operations as needed.
- (5) Supervise AOAP.
- (6) Monitor operator/crew maintenance of equipment.
- (7) Recommend new maintenance procedures to the Maintenance Technician.
- (8) Supervise the maintenance operation administrative sections.
- (9) Develop maintenance-related training programs.
- (10) Manage the Brigade warranty and recovery programs, and environmental programs.
- (11) Perform quality assurance checks based upon the Brigade Commander's guidance.
- (12) Assist GCSS-A operators when required.
- (13) Provide technical assistance as required.
- (14) Conduct SAV/TAVs, Roadside Inspections.
- (15) Ensure the timely submission of records and reports to higher headquarters in a timely manner.
- (16) Runs the Squadron's Unit Maintenance Collection Point, including:
 - reporting to Squadron TOC/TAC
 - overseeing maintenance and recovery missions
 - ensuring security is emplaced.
 - selecting future UMCP sites IAW the Squadron's scheme of maneuver

I. Maintenance Control Officer (MCO).

- (1) Is directly responsible to the Squadron Executive Officer for planning, organizing, and supervising the Squadron maintenance operations.

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- (2) Keeps the Squadron Executive Officer informed on the operational status of equipment.
- (3) Supervises the Squadron maintenance program.
- (4) Plans, evaluates, and analyzes the maintenance program.
- (5) Directs and coordinates scheduled services windows with Squadron units.
- (6) Monitors environmental compliance.
- (7) Directly responsible for all Shop Stock List (SSL), GCSS-A procedures.
- (8) Attends all brigade level maintenance meetings.
- (9) Reconciles Class II/IX VL06I for the Squadron with 115th BSB SSA to ensure the Squadron receives all items within the five-day requirement.

I. Maintenance Control Technician (SMT)

- (1) Monitors and supervises the Squadron maintenance section.
- (2) Monitors the flow of requests for parts, scheduled maintenance, and repairs.
- (3) Monitors the scheduling of preventive maintenance services, quality control inspections of maintenance operations and records, and analyze equipment deficiencies/failures.
- (4) Monitors calibration requirements and coordinates with calibration coordinator for calibration support.
- (5) Monitors the Squadron Army Oil Analysis (AOAP) program.
- (6) Recommends and advises Squadron and Troop maintenance managers on new maintenance procedures, trends or patterns, and technical matters related to the maintenance of equipment.
- (7) Coordinates with Supply Support Activity (SSA) on all matters related to SSL/Class IX repair parts.

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- (8) Assists the MCO in the preparation of the Squadron monthly readiness and AMSS reports.
- (9) Maintains maintenance records IAW DA Pam 750-8 and other governing regulations.
- (10) Provides technical assistance and guidance on all operator and organizational level maintenance.
- (11) Attends brigade level maintenance meetings as required.
- (12) Serves as the Squadron's Accountable Officer for all Shop Stock Listings; works with Troop Team Chiefs to ensure Shop Stock is accurately inventoried.

J. Maintenance Control Supervisor (MCS)

- (1) Is the principal assistant to the Squadron Maintenance Officer and Squadron Maintenance Technician and assumes the SMO/SMT duties in their absence.
- (2) Organizes and supervises shop operations and records section.
- (3) Supervises testing, troubleshooting, repair, use of tools, replacement parts, and shop safety.
- (4) Ensures all assigned mechanics have on hand, quality tools, toolboxes, and TMDE equipment to perform their daily maintenance tasks. Ensures mechanics and their supervisors maintain accountability of tools, protective clothing, and safety equipment.
- (5) Organizes, conducts and/or supervises MOS related training and cross training personnel within the maintenance section.
- (6) Monitors or ensures inventories are complete and ensures replacements are on order IAW AR 735-5 Cyclic and Annual Inventory requirements.
- (7) Serves as the Squadrons Maintenance Talent Manager and assist the FSC First Sergeant in assigning maintenance personnel where they best support the maintenance section and its mission.
- (8) Supervises Service and Recovery (SNR), GSE, Armament, evacuation, and combat repair team (CRT) procedures.

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- (9) Keeps the MCO informed on the status of all scheduled and unscheduled maintenance service and/or repairs.
- (10) Supervises and monitors the maintenance operation administrative section.
- (11) Mentors Troop Maintenance Teams in maintenance fundamentals, provides technical assistance, leadership, and development of the teams when necessary.
- (12) Attends brigade level maintenance meetings as required.

K. Technical Inspector NCOs:

- (1) Primary NCOs for all QA/QC of all vehicles for services, dispatching, and NMC fault repairs.
- (2) Create and Maintain the Squadron QA/QC Schedule for all vehicles within the Squadron.
- (3) Responsible for QA/QC bay to include all posted safety standards, work area, and inspection flow.
- (4) Advises the MCS, SMT, and MCO of issues with the QA/QC schedule and forecasted need of additional QA/QC NCO support.

L. Troop Level Mechanics

- (1) Troubleshoot, test, adjust, diagnose, and replace parts, assemblies, and/or subassemblies within their organizational responsibilities.
- (2) Perform scheduled and unscheduled maintenance on all organic equipment IAW the applicable publications.
- (3) Advise, teach, and/or supervise the equipment operators in their performance of operator maintenance during the repair/service process.
- (4) Responsible for the care, maintenance, and accountability of all assigned tools, to include any tools signed out from the tool room (Contact Trucks, FRSs and SATS).
- (5) Perform quality repairs and services on Squadron equipment as you would on your own POV, equipment must be safe to operate and perform its mission without risking the health of its operators and crew.

- (6) Notify supervisor of any faults or deficiencies in which you do not understand, beyond your capabilities to research, or beyond your capabilities to repair.

M. GCSS-A Section NCOIC

- (1) Responsible for supervising GCSS-A clerks in all administrative processes under GCSS-A, SSL, electronic maintenance, and dispatching operations.
- (2) Ensure forms and reports for higher headquarters are accurate and complete IAW DA Pam 750-8 and DA Pam 710-2.
- (3) Ensures and monitors unit dispatchers and dispatching procedures. Ensures operators are properly qualified to dispatch equipment.
- (4) Ensure clerks maintain, account for, and replenish unit SSL.
- (5) Ensures only authorized personnel have access to equipment/parts bins, SLL areas, and access to GCSS-A systems/files in consultation with SMO, SMT, and MCS.
- (6) Will be Exempt from Duty (ED) from Troop and Squadron duty rosters as directed by the Squadron Executive Officer and Squadron Command Sergeant Major.

N. GCSS-A Clerks.

- (1) Responsible for operation of GCSS-A systems IAW End User Manual, DA Pam 750-8, DA Pam 710-2, and all other governing policies and SOPs.
- (2) Prepare and submit all required reports on time, i.e., daily, and monthly NMC reports, SSL Zero Balance reports, etc.
- (3) Provides maintenance management information to Squadron maintenance managers as required.
- (4) Pick up, turn in, and requisition repair parts daily from SSA during prescribed duty hours and annexes in this SOP.
- (5) Inventory SSL quarterly or at the discretion of supervisors to ensure proper balance of repair parts are on hand or on valid request.

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- (6) Safeguard GCSS-A systems security passwords and user identification codes.
- (7) Act as equipment dispatcher and ensure each operator requesting dispatch possesses proper documentation prior to issuing dispatch.
- (8) Maintain GCSS-A systems hardware, software, and associated components IAW End User Manual and appendix in this SOP.
- (9) Will be Exempt from Duty (ED) from Troop and Squadron duty rosters as directed by the Squadron Executive Officer and Squadron Command Sergeant Major.

O. Troop Tool Room Custodian (All Contact Trucks, FRSs, and SATS):

- (1) Accounts for all tool Sets, Kits, and Outfits (SKO) assigned by utilizing the tool sign out register (DA Form 5519-R).
- (2) Maintains locator cards for all tools in accordance with DA Pam 710-2-1, paragraph 6-3.

P. Troop Commanders

- (1) Commands, directs, supervises and is responsible for the Troop's maintenance program. Conducts random inspections of their Troop's CMDP program to ensure compliance and CMDP feeds into their War Fighting Function responsibilities.
- (2) Gives guidance and directs the planning and the execution of the Troop maintenance program in accordance with Squadron Commander's intent and unit METL.
- (3) Publish a Commander's policy statement on materiel readiness.
- (4) Appoints a Troop Maintenance Officer.
- (5) Appoints an Army Oil Analysis Program and assistant coordinator.
- (6) Appoints a TMDE/calibration coordinator.
- (7) Hold supervisors and operators accountable for the readiness and maintenance posture of assigned equipment.
- (8) Post equipment services by administration number and service due on unit training schedule.

- (9) Establish a Troop level internal and external maintenance SOP; forward one copy to MCO.
- (10) Ensures crews are as stable as possible. Trains crews to ensure continuity when crews fluctuate.

Q. Troop Maintenance Officer (TMO).

- (1) Will be the Troop Executive Officer appointed in writing.
- (2) Supervises maintenance of Troop equipment and directs maintenance training as required. Interfaces daily with the Squadron XO in reference to his or her Troop CMDP issues.
- (3) Primary point of contact for all maintenance actions between the maintenance section and the Troop. Coordinates with the MCO or MCS on all matters related to organizational and direct support level maintenance support for equipment assigned to his/her Troop.
- (4) Validates NMC operator reported deficiencies; ensures DA 5988-E is filled out corrected with dates, technical status per the TM, faults, quantities, and FEDLOG'd NIINs.
- (5) Assigns a primary and alternate operator to all Troop equipment.
- (6) Keeps Troop Commander informed on the status of his/her equipment.
- (7) Ensures dispatches are closed out with proper miles and hours readings.
- (8) Maintains inspection dates for all lifting devices, i.e., hydraulic jacks, jack stands, wheel dollies. Inspects lifting devices monthly to ensure serviceability and safe use of equipment.

R. First Sergeants.

- (1) Attends command maintenance periods.
- (2) Ensures NCO/supervisors attendance at scheduled command maintenance periods.

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- (3) Ensure operators are available for equipment in scheduled or unscheduled maintenance.
- (4) Restrict equipment maintenance distractors.
- (5) Ensures individual Troop complies with Motor Pool Safety, Organization, and Cleanliness standards through the NCO Chain, advises the Troop Commander as needed.
- (6) Ensures all operators have required NCO supervision for any activity in the motor pool and all operators are in the correct uniform and have the proper PPE. This includes serviceable mechanic's coveralls for all mechanics and vehicle crewmen.
- (7) Completes motor pool cleanliness closeout checks weekly.
- (8) Primary POC for all details provided by the Troop to ensure motor-pool cleanliness/HAZMAT compliance.

S. Platoon Leaders

- (1) Supervises the maintenance procedures of his or her platoon.
- (2) Verifies DA Form 5988-E accurately reflects the current statuses of all assigned equipment. Ensures the platoon 5988-Es contain all faults for each piece of assigned equipment.
- (3) Enforces all safety procedures during maintenance operations.
- (4) Ensures operators are trained in proper use of all equipment.
- (5) Ensure Soldiers properly safeguard, operate, and maintain all equipment as prescribed by appropriate publications.
- (6) Notify TMO of any maintenance faults that renders any equipment unserviceable.
- (7) Service all assigned platoon equipment within 10% tolerance of published service date.

T. Platoon Sergeants

- (1) Assist Platoon Leader in the performance of maintenance duties.

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- (2) Make frequent inspections of platoon equipment to ensure operator's performance is satisfactory. Inspect operator equipment qualification records to ensure they are up to date and valid.
- (3) Supervise the performance of operator maintenance through first line supervisor.
- (4) Ensure publications, forms, tools, and other required items are on hand for the performance of operator maintenance.
- (5) Supervise and instruct first line supervisors on maintenance aspects and ensure that they are thoroughly familiar with their assigned equipment.
- (6) Ensure Soldiers properly safeguard, operate, and maintain assigned equipment as prescribed by appropriate publications.
- (7) Will keep a status of all assigned equipment in consultation with their Platoon Leader's 5988-E scrubs.
- (8) Ensure all operators within their platoon are in the correct uniform and have the proper PPE.

U. First Line Supervisor/Squad Leader

- (1) Supervise and train squad personnel on operator maintenance and maintenance of equipment records.
- (2) Be familiar with the contents of the operator's manual, lubrication order, and the operator's phase of equipment forms and records as outlined in DA Pam 750-8.
- (3) Enforce safety practices/procedures during performance of operator's maintenance.
- (4) Identify and report shortcomings and deficiencies beyond the capability of the operator to the Platoon Sergeant on DA Form 5988-E.
- (5) Ensure that all forms filled out by the operator are accurate and IAW DA Pam 750-8.
- (6) Maintain assigned equipment as prescribed by the appropriate publication.

- (7) Ensure the service of all assigned equipment 10% tolerance of published service date.

V. Operator/Crew

- (1) Perform operator level maintenance on assigned equipment as authorized and required by the applicable Technical Manuals and Lubrication Orders.
- (2) Assist organizational maintenance personnel on all scheduled services and unscheduled maintenance.
- (3) Properly maintain equipment forms and records contained in the equipment logbook.
- (4) Report all discrepancies that the operator cannot correct to the Squad Leader on DA Form 5988-E.
- (5) Be familiar with the contents of the equipment operator's manual, lubrication order, and the operator's responsibilities of the equipment records and forms IAW DA Pam 750-8.
- (6) Maintain assigned equipment as prescribed by the appropriate publications.
- (7) When the operator's equipment is being serviced or repaired at the organizational maintenance level, the operator will consider this as their appointed place of duty and will:
 - A. Assist the mechanic in the performance of the required service or repair action.
 - B. Learn the proper maintenance procedure as outlined in the applicable technical manual.
 - C. Help keep the maintenance area clean and orderly.

Note: Operator maintenance is the most important phase in the overall maintenance process and program. Without this vital link, the Squadron readiness report will not be accurate or reflect the true condition of the maintenance program. The operators are directly responsible to their immediate supervisor for the accomplishment of operator level maintenance and services on their assigned equipment.

Appendix B Maintenance Platoon Section Organization

1. **Purpose:** The purpose of this appendix is to describe the organization of the maintenance platoon.
2. **General:** All members of the Maintenance Platoon must work tirelessly to support all aspects of the Squadron maintenance program.
3. **Platoon Organization:**
 - A. **Headquarters Section:** Includes the Maintenance Platoon Leader and Platoon Sergeant; all administrative functions from through this section.
 - B. **Maintenance Control Section:** Central point of management on all maintenance, logistics, and support related issues. The Maintenance Control Section includes the MCO, SMT, MCS, Technical Inspectors, and shop office section. The NCOIC leads the shop office and a total of eight 92As. This section controls and directs all class IX flow for the Squadron and operates six GCSS-A systems. The Technical Inspectors run all QA/QC for the Squadron for services, dispatching, and NMC fault repair. Shop Office maintains operational control of Darkhorse's Armament, GSE, and SNR sections.
 - C. **Service and Maintenance Section:** Includes all assigned organizational and support maintenance level wheeled mechanics. The section performs services, organizational and direct support level unscheduled maintenance on all wheeled vehicles within the DH/HHT; provides technical support and expertise to all other Troops for wheeled vehicle maintenance. The service and maintenance section also act as the primary maintenance support for all vehicles in HHT and the FST.
 - D. **Recovery Section:** This section includes at least seven personnel that are responsible for recovery operations for the platoon and includes Allied Trades. In addition, they augment Troop maintenance teams during deployment and field exercises. Operationally controlled by MCS.
 - E. **Combat Repair Teams (CRT):** There are four Combat Repair Teams. These teams each provide organizational and direct support maintenance for one tank and three Cavalry Troops.
 - F. **Armament Section:** Consists of all small arms assigned to the unit. The armament section serves as liaison between the FST and the BSB armament shop for all line replaceable unit (LRU) repairs. They also perform organizational and direct support maintenance for all arms rooms within the Squadron.

Appendix C Shop Operations

1. **Purpose:** This appendix describes the conduct of Shop Operations for all maintenance sections within the Squadron.
2. **General:** This appendix describes routine shop operations for the support Troop maintenance sections. This appendix applies to all repair shops conducting maintenance within the Squadron motor pool.
3. **Daily operations:** The following paragraphs describe a routine workday without regard to any other extraordinary events. Without a DA 5990-E, mechanics will not begin work on any equipment.
 - A. The daily duty day starts at 0630 hours with physical training (PT) unless otherwise directed by the Commander. Conduct PT daily or as directed by Troop training schedule and the platoon PT plan.
 - B. The maintenance control team conducts their meeting with team chiefs every morning at 0845 to disseminate information and to discuss upcoming events.
 - C. On PT days, the first work call formation is at 0900 in the motor pool for maintenance personnel unless otherwise dictated by the platoon sergeant and/or training schedule. Team chiefs gain accountability of their Troopers begin work for the day after the accountability formation.
 - D. Troop Executive Officers are responsible for printing all DA 5988-Es for their Troops to include ancillary equipment. Troops cannot dispatch any vehicles until they close out all overdue dispatches. This applies to all vehicles organic to the Troop.
 - E. Mechanics begin daily maintenance operations based on the maintenance team chief's workload schedule. All maintenance team chiefs are required to use basic workload management tools to assign maintenance jobs. The maintenance chief tracks all maintenance requirements and uses this information to plan his/her Troopers' activities for the next day. This allows him/her to plan which vehicles to work on and at what times and notifies vehicle crews in advance. It lists each Trooper's work assignments by time slot, bumper number, task, and any remarks pertaining to a particular job. The team chief and shop foreman complete work assignment sheets listing the next day's schedule prior to COB each day. This process effectively manages the time available for conducting maintenance operations.
 - F. The team chief normally releases maintenance personnel for lunch by 1200 hours or as he or she sees fit. However, it may be necessary for the team chief to rotate Troopers through lunch if he or she feels the need to continue

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working on a particular project or vehicle service. In any case, the team chief must provide Troopers ample time to eat lunch and get back to the motor pool. Normal lunchtime is between 1200-1300 hours.

- G. After lunch, Troopers continue work until recall formation at 1700 hours. If Troopers complete their assigned tasks for the day before recall, the team chief will assign them other tasks to best use their time. The duty day ends with 1700 hours recall formation except when certain circumstances exist:
 - (1) The maintenance team has 02 parts on hand required to repair a pacing item; they will continue work until equipment is FMC.
 - (2) A Troop Commander can hold their Troopers after 1700 hours recall if he/she has jobs to complete to support upcoming unit missions with the Squadron Commander approval.
- H. Maintenance team chiefs ensure that all shop bays, offices, and maintenance vehicles are secure at the end of the duty day. The Staff Duty Officer will check the security of the motor pool and if he/she finds any unsecured shops, offices, or vehicles, he/she will contact the unit First Sergeant or Maintenance Control Sergeant to correct the problem.
- I. Clear out all parts pick-up boxes before COB each day. Troop cannot dispatch vehicles or order parts until they clear their box each morning.

4. Equipment Inspection and Maintenance Worksheet (DA Form 5988-E) Cycle:

- A. The Troop Executive Officer Equipment will print out DA Form 5988-Es before COB on the last duty day of the week to use during the next command maintenance period.
- B. The Troop Executive Officer will disseminate DA Form 5988-Es the day prior or the day of Command Maintenance to the Platoon Leaders/Sergeants and all HQ elements.
- C. Troopers perform command maintenance on designated equipment and return DA Form 5988-Es to maintenance teams after supervisors screen them. Troop Executive Officers along with their maintenance chief check the forms for completeness and turn into Shop Office or their assigned clerks. Notify the SMO/SMT/MCS immediately if you find any deadline deficiencies on vehicles so the MCS Section can work on resourcing the part within the Army's 72-hour troubleshooting period.

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- D. The Troop Executive Officer prints out any work orders for the Troop's team chief's action. This is an important part of the Troop's internal prioritization of work and to capture demand analysis and man-hours as part of CMDP.
- E. Upon receipt, maintenance teams screen DA Form 5988-Es to immediately address any deadlines.
- F. On the second duty day of the week, maintenance teams begin to process DA Form 5988-Es and take corrective action on all new faults listed. Corrective actions include:
 - (1) Make repairs as necessary and initial off faults.
 - (2) Defer work to the commodity shops by opening a W/O in GCSS-A requesting additional specified support.
 - (3) Open work order for BSB support maintenance.
 - (4) Order request parts by entering legible fault descriptions, NSNs, noun/nomenclatures, quantities of parts required and priorities of requests.
- G. Forward original copies of DA Forms 5988-E and parts requests to the shop office for processing. Team chiefs will forward forms to the shop office NLT 1300 of the third day of work week. The respective Platoon leader maintains copies of DA Form 5988-Es. Delays in 5988-E flow require approval from Squadron XO.
- H. The shop office clerks process the DA Form 5988-Es and parts requests by ordering required parts and adding faults in the GCSS-A computers. Resolve all discrepancies immediately with team chiefs before new DA Form 5988-Es are re-printed.
- I. The shop office returns all finished forms to the maintenance chiefs, who return to their Troops. Platoon Leaders and Platoon Sergeants are responsible for keeping all maintenance records for their platoon's vehicles.
- J. Troop maintenance team chiefs will actively track Equipment Maintenance and Inspection Worksheets throughout the entire cycle. They will maintain DA Form 5988-Es on file for a minimum of one month. Team chiefs will maintain a log of all DA Form 5988-Es received and processed on file each week. Maintenance teams will inform the Maintenance Control Officer of units not complying with DA Form 5988-E standards.

5. **BSB support maintenance:** The BSB conducts direct support maintenance is conducted in the same manner as organizational level maintenance with the following exceptions:
 - A. **Work Request:** Units start all direct support maintenance by opening a work request through the GCSS-A box, and then immediately send that transaction to the GCSS-A (v2) box. Units cannot order major through the GCSS-A box.
 - B. The units close the job out in GCSS-A after equipment is returned to an FMC status.

6. **GCSS-A equipment records:** The following are procedures concerning records that are not included in other appendices:
 - A. **Equipment Record Folder:**
 - (1) Maintain equipment record folders for each piece of equipment that requires dispatch. This includes all wheeled and tracked vehicles. Maintain generators and trailers records in their respective prime mover's folder.
 - (2) Platoon Leaders maintain all vehicle logbooks. Drivers will be issued logbooks when dispatching their equipment.
 - (3) Vehicle operators/crews are responsible for required records and forms in equipment record folder as listed in DA Pam 750-8, Chapter 2 and required local forms (i.e., SQDN QA/QC Check list). Folders will not contain paperwork or forms other than those listed in DA Pam 750-8 and local SOPs.
 - B. DA Forms 2408-4: Used to record firings and components replacements of 120mm cannons, M242 25mm, and mortar tubes. Troop Master Gunners maintain DA Forms 2408-4s IAW DA PAM 750-8 and updated in TULSA NLT seven days post services or use of weapons systems.

Appendix D Scheduled Services

1. Purpose: This appendix provides guidance and instructions for the performance of the Squadron Service Program.

2. General: The Squadron Service Program is our opportunity as a professional force to ensure that we properly maintain all our equipment and Troopers are prepared to sustain the fight. Due to the nature of the deployment, units conduct scheduled services at the platoon level to allow Troops to stay on mission. This requires that leadership at the platoon level fully understands the Squadron Commander's intent and guidance and rigidly enforces standards.

Scheduled services are the basis for an effective preventative maintenance program, and it provides unit leadership with a tool to ensure that the entire unit is compliance with the Army Maintenance Standard. With proper preparation, inspections, maintenance, and reconciliation, platoon leaders within the unit use the Squadron Service Program to not only ensure compliance to Army and Unit standards, but to establish their own standards for their equipment and Troopers.

This requires properly invested mental energy to create comprehensive and creative check lists for all components involved in services from vehicles and weapons to Troopers. To do this, leaders must make use of all the technological tools at their disposal and their subordinate leaders. At all times, platoon leadership must articulate the mission and intent during their scheduled service period both up and down the chain of command.

3. Scheduling: Enter all scheduled maintenance services in the GCSS-A system IAW DA Pam 750-8. Use the appropriate technical manual, lubrication order, or other written directives to determine the proper intervals of scheduled maintenance. Coordinate and schedule all services with the Squadron S-3 and reflect on the Squadron/Troop long range training calendar (LRTC). It is Troop leadership's responsibility to ensure that the appropriate scheduled service period takes place within the required service interval for equipment with minimal effect on the Troop mission.

- A. Schedule Maintenance Services by platoon and allow for sufficient time to complete services on all assigned equipment. to include weapons, NVDs, CBRN, and communications plus all requirements for personnel.
- B. The MCO provides the Troop XO's a monthly schedule for scheduled services at least six weeks in advance. The Troop Training Schedule or Patrol matrix will reflect these services.
- C. Maintain service schedules in GCSS-A with MCS oversight. Troop Command teams are responsible for services scheduling, standards, and completion.

D. The Garry Owen resources to use to plan, implement, and track maintenance are in **Appendix AB, Appendix, AC, Appendix, AD, Appendix AE, and Appendix AF**. **Appendix AB** is a graphical timeline for planning and completing services. **Appendix AC** is a coversheet for service packets that depicts all the forms and steps needed to properly complete a service. **Appendix AD** is a service task tracker to use as a template for outlining daily mission requirements to complete services. **Appendix AE** is a service personnel tracker to use for tracking personnel readiness metrics. **Appendix AF** is an overall service tracker that outlines task completeness for an entire Troops' services.

4. **Management and Control:** Overall control of all personnel involved in scheduled services will belong to the Troop Executive Officer. The Troop Executive Officer must ensure that the vehicle maintenance team under the CRT Team Chief, the platoon under the Platoon Leader, the Troop armorer and armament section representative, communications shop representative, medics, and Troop supply sergeant are all operating in conjunction with one another and with the same understanding of the schedule, roles, and desired end state for the platoon in services. The MCO and the Platoon Leader assist the XO in control of all the various participants. The primary means of control by the Troop Executive Officer is the Service In-brief, Daily Out-brief, and Service Out-brief.

A. Maintenance Team Chiefs are responsible for all the maintenance personnel assigned to their CRT. The Team Chief will assign maintenance personnel to the vehicles that are due scheduled maintenance services. Assignment of maintenance personnel to vehicles entering services is based upon skill levels and availability. Pair semi-skilled maintenance personnel with skilled, experienced maintenance personnel. No unskilled or non-MOS qualified individuals will perform unsupervised maintenance on any piece of equipment.

B. Platoon Leaders and Platoon Sergeants are responsible for all operators. They will ensure that a **qualified operator with qualified, NCO supervision and IAW the Team Chief's guidance service all equipment**. If separated between several locations, the platoon leadership will designate an NCO to supervise each location. Ensure the designated NCO has a clear task and purpose. The Platoon Leader and Platoon Sergeant position themselves at the two most critical points of the services to provide needed senior leadership. As with any Platoon mission, during services the Platoon Leader and Platoon Sergeant must be present with their platoons. The Platoon Leader ensures **the service of all** equipment.

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- C. During a service period for a platoon, the Troop Executive Officer must ensure that each platoon has a dedicated Commo Representative and Medic and has ample support and attention from the Troop Supply Sergeant, Admin Sergeant, and Troop Armorer. The XO must also coordinate for EWO support and support from the Armament Section. After publishing of the schedule of support in the Service In-brief, the XO should delegate control to the Platoon Leader or Platoon Sergeant.
- D. The Platoon Leader runs the Service In-brief before executing platoon level services. At a minimum, the Troop Commander, Executive Officer, Platoon Leader, Platoon Sergeant, and CRT Team Chief must attend. In the absence of the Squadron Commander or a designated representative, the Squadron Executive Officer receives the Service In-brief. If possible, the MCO, SMT, and/or the MCS should also attend in addition to all available participants such as the Supply Sergeant and Armorer. The purpose of Service In-Brief is part confirmation brief and to identify and resolve potential problems prior to beginning any services. Additionally, the in-brief confirms the equipment being serviced and that all proper check sheets are updated and finalized. This In-brief occurs approximately 24 hours prior to the start of scheduled services. The brief should include:
- (1) Platoon mission and Platoon Leader guidance to subordinates.
 - (2) Bumper number, vehicle type, last service date, and comments of vehicles being serviced.
 - (3) Table of equipment by type including type of equipment, number of pieces assigned, last service date, and comments.
 - (4) Table of personnel including name, rank, PT/Gunnery scores, longevity in position, and comments.
 - (5) Schedule of inspections and maintenance including action, location, time, personnel allocated to the activity, and OIC/NCOIC.
 - (6) Daily work schedule including Platoon PT plan, times to report for work, appropriate breaks for meals.
 - (7) Composite Risk Management Worksheet.
 - (8) Any scheduling conflicts.
 - (9) Sample copies of all available check lists for all maintenance, personnel, and inventory actions.

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- E. The Platoon Leader conducts daily out-briefs to the Squadron Executive Officer. The purpose of this meeting is to check for compliance with the schedule and make any necessary adjustments. Immediately report any significant delays or events that interrupt services to the Troop Commander and MCO.

 - F. The Platoon Leaders facilitates the Service Out-brief after the completion of all services, to include reconciliation. The Troop Commander, Executive Officer, Platoon Leader, Platoon Sergeant, and CRT Team Chief must attend at a minimum. The Squadron Executive Officer will attend the Service Out-brief in the absence of the Squadron Commander. If possible, the SMO, MCO, SMT, and/or the MCS should also attend. The purpose of this meeting is to report on the outcome of all services and the mission readiness of all equipment and personnel. The brief includes any significant loss of combat power or change of personnel status. Include the following topics in the brief:
 - (1) Vehicles serviced including bumper number, vehicle type, service date, status, and comments.
 - (2) Table of equipment including type of equipment, number of pieces assigned, service date, status, and comments.
 - (3) Table of personnel to including name, rank, all checks completed, and comments.
 - (4) Any remaining reconciliatory actions required and scheduled date for those actions.
- 5. Performance:** Conducting Platoon Services involves multiple participants working to complete complex tasks. Some tasks are independent of each other, some must be conducted in order. The three main areas of performance are Preparation, Maintenance and Inspections, and Reconciliation and Reporting.

A. Preparation before Platoon Services Begin

- (1) 5988-Es printed for all pieces of equipment requiring services.
- (2) Clothing records available for all Troopers.
- (3) BII/COEI/AAL Inventory Lists from -10 TMs for all pieces of equipment.
- (4) -10 TMs and Lubrication Orders available for all pieces of equipment.

- (5) Vehicles Cleaned inside and out, all additional equipment and BII, Class I, Class III, and Class V removed from vehicle.
- (6) All necessary cleaning materials, tools, and POL are on hand.
- (7) All scheduling conflicts resolved before start of services.

B. Maintenance and Inspections

- (1) Operator level PMCS (before, during, after, daily, weekly, monthly)
- (2) Initial road test.
 - (3) -20 level checks, services, and lubrications (performed per vehicle technical manual (TM) and lubrication order (LO)).
 - (4) All checks and services completed IAW technical manuals and service checklists i.e., Hull, turret, gun, communications.
 - (5) All ancillary equipment and weapons inspected and gauged/serviced per TM requirements.
 - (6) All communications equipment and CREW devices inspected and cleaned.
 - (7) Completion of all deferred maintenance (i.e., welding and higher echelon repairs).
 - (8) Final road test, if applicable.
 - (9) Inventory Basic Issue Items BII/COEI/AAL.
 - (10) Inventory and inspect all personnel TA-50 for cleanliness and completeness.
 - (11) Inspect and review all personnel records for completeness to include medical, counseling, administrative data, and PT scores.
 - (12) Review all Drivers Training Records and licenses for completeness and accuracy.
 - (13) Inspect all Trooper living areas and interview all Troopers regarding mental, emotional, and spiritual health.

C. Reconciliation

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- (1) All deficiencies for equipment have correct part on order with a valid requisition document number or other appropriate corrective action.
 - (2) All shortages properly annotated on platoon shortage annexes and matched with a valid requisition document number for all property shortages.
 - (3) All Hand Receipts and Sub-Hand Receipts updated and filed with Supply Sergeant/S4/PBO.
 - (4) All TA-50 shortages have completed Statement of Charges or Cash Collection Voucher.
 - (5) All medical or personnel actions scheduled at earliest date.
 - (6) All Service Packet QA/QC completed by SMT or MCS.
 - (7) Gun Cards for the M1A2 and M2A3 updated by the Troop Master Gunner and present in the finalized services packet.
- C. Inspect all equipment using only the equipment's DA Form 5988-E/5990-E and applicable technical manuals. Use DA Form 2404 only if GCSS-A is non-functional. Qualified personnel will individually inspect each subsystem that is due service (automotive, generator, communications, and trailers) using a separate DA Form 5988-E. Annotate all faults with the corrective action taken.
- D. Organizational level maintenance is complete after making all quality control checks, completing the final road test, and ordering all required parts. Once complete, the SMT or MCS will inspect all service packets and filed in the shop office section. Units will maintain the service on file until next completed service.
- 6. Quality control:** Prior to any vehicle being released from a scheduled maintenance service, the following checks will be made:
- A.** Check all open entries on the maintenance worksheet against the vehicle and the list of "parts requested" on DA 5988-E. Annotate all open entries showing parts on hand with a solid line through the fault and "remove" written on the left side of the DA 5988-E by the operator and/or mechanic performing the scheduled maintenance service. Platoon Leaders are responsible for ensuring all DA 5988-Es are updated correctly and for deconflicting with the CRT when parts show as on-hand but have not been installed.

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- B.** The SMT and MCS will spot check all services, who will decide how many and what items to check. The maintenance control sergeant and/or the maintenance team chief should spot-check additional items.
 - C.** Only the SMT or MCS will perform final inspections. For remote stations, the CRT Team Chief will conduct the QA/QC. If possible, the Troop Commander will assign another CRT to conduct the QA/QC.
 - D.** The operator will also perform the highest level of -10 PMCS (before, during, and after, daily, weekly, and monthly) to ensure that they are receiving a fully serviced vehicle.
- 7. Service intervals:** Record the scheduled maintenance services and lubrications using the intervals in the appropriate TM and LO. Perform all services and lubrications that fall under the checks that are due (i.e., if an annual is due, then all also conduct all semi-annual checks). DA Pam 750-8 states that services can have a ten- percent tolerance when determining a date to complete the service; however, make every effort to perform the service on or before its due date.

Appendix E Command Maintenance

1. **Purpose:** This appendix provides guidance and instruction for performance of the Squadron's Command Maintenance Program to include Dispatching Procedures while deployed.
2. **References:** DA Pam 750-8, AR 385-55
3. **General:** Vehicle accidents can be catastrophic. The chances of a military vehicle accident increases when operators do not properly maintain and operate their vehicle properly. The risk associated with an uncontrolled maintenance and dispatch program is extremely high. To mitigate this risk, Commanders use command maintenance and dispatch procedures to ensure Troopers properly maintain and operate their equipment. It is the Commander's responsibility to authorize the use and dispatch of one of his or her vehicles. However, the Maintenance Control Section and the unit mechanics assist the Commander with additional checks that utilize superior mechanical knowledge and the Army's automated maintenance systems. The following dispatch procedures ensure the checks and verification of the key components of a proper dispatch at multiple levels and create a thorough, complete vehicle dispatch system.

These include ensuring that proper -10 Level Maintenance has been performed and properly recorded by a qualified individual, the vehicle has been through Quality Assurance and Quality Control checks from a -20 Level mechanic, the vehicles data is recorded in the GCSS-A system for services, the actual vehicle operator is licensed and acknowledges that the vehicles has been maintained and prepared properly, and the Commander authorizes the use of the vehicles after ensuring all proper dispatch procedures have been followed. The responsibility to properly dispatch vehicles rests with all levels of the chain of command, the Maintenance Control Section, Unit Mechanics, SHOP OFFICE, and the Troop Commander who owns the equipment and is responsible for the Troopers.

4. **Procedures:** The following procedures will be used during command maintenance periods:
 - A. Due to the nature of combat operations and multiple complex Troop missions, command maintenance, the squadron will conduct maintenance at the Platoon Level with emphasis from the Troop Commander and Troop 1SG. The Troop Executive Officer will establish a command maintenance Schedule. The Troop Executive Officer (XO) should submit the dispatching schedule to the MCS Section NLT five days before a major training event and NLT three days for minor training events, details, and/or taskings. Emergency dispatches are at the discretion of the MCS Section unless directed by SCO/SXO/CSM. Troops can request to adjust this schedule to accommodate operational requirements. The Squadron Commander is the approval

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- authority to dispatch any equipment that is NMC for a mechanical fault or safety. Troop Commanders/XOs approve the dispatch in GCSS-A and submit to the SCO with the restrictions for use that result from the faults for the SCO's consideration.
- B.** For units located at remote stations, the Troop XO must adapt the following procedures acting in place of the MCO. However, the Troop XO must notify the MCO of the changes. It is the Troop XO's responsibility to ensure Troops follow all appropriate standards and checks in the dispatch procedures outlined below IAW regulations and the Squadron Commander's intent.
 - C.** On a platoon's assigned day, the Squadron or Troop will hold accountability formation in the motor pool NLT 0930. Once all required operators and leaders are present, the Platoon Leader will supervise the conduct of command maintenance.
 - D.** Immediately following formation, PL, PSG, and appropriate Section Sergeants will attend a 15-minute class from the MCO, SMT, or led by a CRT on an area of how to properly supervise command maintenance. The intent of this class is to continue to train the trainers and develop our Leaders and Operators; ensuring all personnel are knowledgeable in command maintenance.
 - E.** Following the 0930 Class, the Platoon Sergeant will prepare the platoon for PMCS by having all operators and supervisors stand by their assigned vehicle on the platoon's vehicle line with appropriate TMs present and opened to the PMCS section. Vehicles must be free of excess equipment, loose TA-50, and trash. The vehicle must also be clean.
 - F.** The PL/PSG will receive their DA 5988-E from their Troop XO. The only acceptable 5988-E for dispatching a vehicle will be the one from the last command maintenance session. Use the 5988-E from the previous dispatch for interim before, during, and after PMCS **ONLY** based on mission requirements. Transfer new information not added by the SHOP OFFICE to a new 5988-E on command maintenance day. For remote stations, send the 5988-Es to a designated "clerk" (via email) who is responsible for ensuring that the MCS clerks correctly updated the 5988-Es.
 - G.** Mechanics PMCS their equipment weekly, as is the standard for all other operators. After this PMCS, they are available to make on the spot corrections/repairs, diagnose problems, assist in replacing parts, and troubleshooting/verifying faults for the Troop. Team Chiefs sign out operator and organizational maintenance level parts to maintain accountability. Mechanics initial 5988-Es after operators/maintenance personnel correct faults. Install parts as soon as time is available and/or the next services date; **no vehicle will finish services until after installing on parts on hand.**

- H. Once all conditions are set, operators will perform all appropriate PMCS checks in accordance with the -10 technical manual and lubrication order. The operator who on the dispatch conducts the PMCS IAW the Garry Owen dispatching SOP. However, during command maintenance, it is recommended, but not required, for Troopers to conduct a command maintenance PMCS. The operator signing the dispatch is verifying that the vehicle has been maintained to his or her standards, regardless of who conducts the PMCS.
- I. Regardless of who conducts the PMCS,
- (1) Perform a full Daily PMCS each day the equipment is used. **Especially during checks while equipment is in use in the field/training.**
 - (2) Perform full Daily and Weekly PMCS each Command Maintenance Day. Additionally, perform Monthly PMCS on the 1st Command Maintenance Day of the month.
 - (3) Use Lubrication Orders during Command Maintenance and time intervals that correspond with the command maintenance day.
- J. Operators will not annotate on the spot correctable faults unless it is a recurring fault indicating a larger, mechanical issue.
- K. Once a vehicle crew completes the PMCS, the Platoon Leader or Platoon Sergeant will check the maintenance worksheet (DA Form 5988-E) and equipment for the following:
- (1) The individual conducting the PMCS is licensed for the equipment and fills out all appropriate information in the header of the 5988-E.
 - (2) Correct or annotate all previous faults on the 5988-E sheet (i.e., job order number or parts request document number).
 - (3) All corrected faults marked for removal from the 5988-E; verified by a mechanic during faults verification.
 - (4) Match all faults on the maintenance work sheet against the equipment to verify all faults still exist.

NOTE: Notify the team chief of any faults that do not match to take corrective action.

- (5) All new faults entered on the 5988-E have appropriate Item Number annotated in the first column, and the appropriate fault in the third column. The Maintenance Team Chief or Shop Foreman must initial

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any *X*, or *Circle X* verifying the correction of the fault before removing (this verification cannot be done by the same mechanic who completed the work).

(6) If there are no new faults found during that PMCS, fill the header out with the information of the Trooper conducting the PMCS. For example: "No New Faults – PFC Joe Snuffy, 27 MAY 2020."

(7) Once the 5988-E completed to standard, the PL or PSG must print, sign, and date below the last annotated fault.

- L. Once the PMCS is complete and the 5988-E verified and signed by the PL or PSG, the vehicle proceeds to the appropriate maintenance bay for QA/QC by the Troop mechanics. Crews present their 5988-E and blank QA/QC Checklist with complete header information to the mechanics for verification, then the vehicle will enter the bay for QA/QC. Any Troop mechanic reject any vehicle from QA/QC if it is dirty, has trash in it, or an incomplete 5988-E or QA/QC Checklist.
- M. Complete the QA/QC using the most up to date QA/QC Checklist attached as Appendix 1: 1-7 CAV QA/QC Checklist.
- N. Occasionally, it is not possible to correct all faults on maintenance day due to parts availability and time, therefore mechanics may call operators and/or equipment back for maintenance throughout the week. It is essential that all platoons schedule a time with the team chief to complete installation of all parts.
- O. Once QA/QC is complete the Maintenance Team Chief or Shop Foreman signs the QA/QC Checklist. The then vehicle moves back to the platoon line and the PSG or PL takes the completed QA/QC Checklist and 5988-E to the shop office for the 5987-E (Dispatch Form). It is the PL or PSG responsibility to ensure that the 5987-E indicates the proper Primary and Secondary Operator for that vehicle and trailer if applicable.
- P. Troopers must complete and a properly filled out 5988-E and QA/QC form before the shop office will prepare and issue the Dispatch Form. The clerk will ensure that both the operator who conducted the PMCS and the operator(s) annotated on the 5987-E have valid licenses for the dispatched equipment. They will also ensure that the last 5987-E is complete and to standard with all necessary signatures and miles and hours. The clerk will issue a new, updated 5988-E and Dispatch form to the PL or PSG after meeting all dispatch conditions. It is the PL/PSG's responsibility to keep the previous 5988-E, 5987-E, and QAQC Checklist on file.

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- Q.** If a Platoon Leader or Platoon Sergeant cannot redispach a vehicle due to an NMC fault, they must properly close out the previous dispatch.
- R.** At this point, the vehicle has been officially re-dispatched within the GCSS-A system. However, the Troop Commander still has not authorized the vehicle for use. It is the PL/PSG's responsibility to ensure the vehicle operator signs the Dispatch form to indicate that he or she is satisfied that the is maintained to the TM's 10/20 Standard.
- S.** Once this is complete, the Dispatch packet is ready for review by the Troop Commander for authorization for use by the assigned operator. Once the Troop Commander/Executive Officer's signs the 5987-E the operator on the dispatch can operate the vehicle.

5. Dispatch Length:

- A.** Troops can dispatch vehicles for up to seven days.
- B.** Only the Squadron Commander or a designated representative has the authority to extend a dispatch. Extensions will only be long enough to meet mission requirements.

6. Reoccurring dispatches: Each Troop must keep a portion of their wheeled vehicles dispatched for emergency missions and late taskings.

Appendix F Dispatching Procedures

1. **Purpose:** This appendix establishes the policies governing the Quality Control and dispatching of equipment and provides maintenance personnel with a time management tool.
2. **References:** DA Pam 750-8, FH REG 750-2
3. **General:** Dispatching is how the Commander controls the use of equipment. The following procedures ensure that leaders check and verify key components of a proper dispatch at multiple levels to create a thorough, complete system for dispatching vehicles. These include ensuring that:
 - Qualified individuals perform and record proper -10 Level maintenance.
 - A -20 Level mechanic performed Quality Assurance and Quality Control checks.
 - The vehicles data is recorded in the GCSS-A system for services.
 - The actual vehicle operator has a license for the vehicle and acknowledges that the vehicle is maintained and prepared properly.

The Commander authorizes the use of the vehicles after ensuring all proper dispatch procedures were followed. The responsibility to properly dispatch vehicles rests with all levels of the chain of command, the Maintenance Control Section, Unit Mechanics, SHOP OFFICE, and the Troop Commander who owns the equipment and is responsible for the Troopers.

4. Procedures:

- A. The following procedures ensure uniformity for dispatching equipment within the Squadron. Leaders must strictly enforce these procedures to ensure equipment is available for missions. Do not dispatch equipment that is NMC for a mechanical or safety fault unless approved by the Squadron Commander or a designated representative in writing that outlines restrictions for use that result from the faults. Do not dispatch vehicles that do not have current maintenance records (i.e., brake test, services) unless approved by the Squadron Commander.
- B. The Squadron Technical Inspectors will establish a weekly Squadron dispatch schedule by Troop based on input from both the MCS and the Troop XOs. The time will be adequate to meet the needs of the Squadron, but it will also allow the MCS internal time management. All wheeled vehicles will be QA/QC checks conducted in the QA/QC bay while all tracked vehicles will have QA/QC checks done on-line.

C. Troops may only dispatch vehicles during designated times. If the mission requires, Troop Commanders can request to dispatch vehicles outside of these hours. The Troop Commander must provide a signed memorandum stating the reason for requesting dispatch outside of normal dispatching hours. Dispatching hours for the week will be as follows:

- a. Monday: 1300-1600
- b. Tuesday: 0900-1130 and 1300-1600
- c. Wednesday: 0900-1130 and 1300-1600
- d. Friday: 0900-1130 and 1300-1600

D. Before Dispatching:

- (1) The licensed operator reports to the Technical Inspection Section with the following:
 - (a) Valid driver's license.
 - (b) Current 5988-E with complete daily before operation PMCS completed that day, verified by the supervisor.
 - (c) Equipment Records Folder with required forms listed on the III Corps and 1CD Roadside Inspection Checklist.
 - (d) Blank QA/QC sheet with heading filled out completely.
 - (e) Refer to Command Maintenance Section on requirements and processes for Circle X of NMC faults.
- (2) Follow the procedures listed above. The Technical Inspection Section will ensure operators have completed all items. If the section finds a -10-operator fault the operator will move the vehicle out of the bay and perform a proper PMCS. The section will reinspect the vehicle only when the vehicle supervisor verifies repairs. Any vehicle that needs a QA/QC outside the scheduled hours of operation must have approval from the MCO, SMT or the MCS.
- (3) Line teams and the recovery section require the same actions for QA/QC, but dispatching times vary from team to team. Team Chiefs will ensure their mechanics fully understand the severity and standards of QA/QCs.

- E. During QA/QC Procedures:** Operators must correct any faults found during QA/QC or record any faults they cannot immediately correct.

Note: If the inspectors identify the equipment as non-mission capable during the QA/QC, the fault must be corrected before dispatching the equipment.

F. Completion of Mission Procedures:

- (1) Clean the equipment.
- (2) Top off fuel tank if the vehicle is below 3/4 of a tank.
- (3) Perform after operation PMCS and operator lists uncorrected faults on the 5988-E.
- (4) Park vehicle online in the motor pool and place the drip pan underneath the vehicle.
- (5) Chock block wheels.
- (6) Empty vehicle of trash.
- (7) Secure BII.
- (8) Lock vehicle.
- (9) Supervisor prints and signs his name in the equipment dispatch.
- (10) Operator turns in the dispatch packet to GCSS-A section after the supervisor inspects forms for completeness.

- F.** As some mission's end after duty hours or on weekends, the operator or supervisor must return the dispatch as soon as possible.

- G.** Troop Commanders or their Executive Officers as delegates of the Troop Commanders authority and approve on-post dispatches. Off-post dispatches require approval from the Squadron Commander.

K. Alert Dispatches:

- (1) Shop office will maintain alert dispatches for all vehicles in a secure location.

- (2) In case of an alert, the Troop XO issues dispatches to required vehicles.
- (3) Only properly licensed operators will dispatch vehicles.
- (4) Operators must perform a before operations PMCS prior to departing the motor pool.

Note: Only use Alert Dispatches for valid Alerts or immediate, last-minute Troop or Squadron Missions. Poor Prior Planning does not constitute an Alert.

5. Reoccurring dispatches: Each Troop must keep a portion of their wheeled vehicles dispatched for emergency missions and late taskings. It is especially important that the Supply and Transportation Platoon keep a minimum number of M978s and M1120s dispatched.

6. Motor Pool Departure

- A.** Motor Pool gate guards will inspect all vehicles leaving the motor pool. Guards will ensure operators have required documents to leave motor pool IAW III Roadside Inspection Checklist and have all safety equipment on hand. The checklist is posted in each guard shack and is in each logbook.
- B.** All vehicles leaving Squadron motor pool will have a valid inspection completed by a Technical Inspector NCO. (QAQC)
- C.** Unless heading out to the field, all wheeled vehicles will depart the main (south) gate of the motor pool only. The North Gate is for track vehicles and vehicles heading to the field.
- D.** Vehicles and operators that fail the QA/QC inspection report to the Maintenance Team Chief.
- E.** North (tracked) gate of the motor pool is locked to allow walk through traffic only. Coordinate with the 1-7 CAV SDNCO or gate guard for the use of the back gate.

Appendix G Operator Licensing and Training

1. **References:** At a minimum, keep the following regulations on-hand or on order for all Troop driver's training programs:
 - a. AR 600-55, 17SEP19, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).
 - b. AR 385-10, 24FEB17, Army Safety Program.
 - c. AR 190-5, 22MAY06, Motor Vehicle Traffic Supervision.
 - d. AR 25-400-2, 02OCT07, The Army Records Information Management System (ARIMS).
 - e. DA PAM 385-10, 23MAY08, Army Safety Program.
 - f. DA PAM 385-40, 18MAR15, Accident Reporting Investigations and Records.
 - g. AR 600-8-22, 05MAR19, Military Awards.
 - h. AR 40-501, 22DEC16, Standard of Medical Fitness.
 - i. ATP 4-11, 05JUL13, Army Motor Transport Operations.
 - j. FHR 750-2, 05APR12, Maintenance Policies and Procedures.
 - k. FHR 190-5, 11OCT13, Fort Hood Traffic Code.
 - l. FHR 210-20, 17SEP84, Convoy Movements, Road Closures, and Blackout Driving on the Fort Hood Military Reservation.
 - m. FHR 600-15, 02FEB89, Driver Selection, Training, Testing, and Licensing.
 - n. FHR 385-1, 02Mar92, Rail Operations Safety Requirements.
 - o. TC 21-305, 25APR03, Training Program for Wheeled Vehicle Accident Avoidance.
 - p. TC 21-305-1, 04FEB14, Training Program for the Heavy Expanded Mobility Tactical Truck (HEMTT), Palletized Load System (PLS), and Load Handling System (LHS) Family of Vehicles.
 - q. TC 21-305-2, 17JAN14, Training Program for Night Vision Device Driving Operations.
 - r. TC 21-305-3, 01AUG97, Training Program for the M939 Series 5-TON Tactical Cargo Truck.
 - s. TC 21-305-4, 031MAY94, High Mobility Multipurpose Wheeled Vehicle (HMMWV).
 - t. TC 21-305-5, 12DEC99, Equipment Transporters (C-HET, MET, and LET).
 - u. TC 21-305-6, 31DEC91, Training Program for the Tractor and Semi-trailer (M915, M931, and M932).
 - v. TC 21-305-7, 09SEP92, Training Program for Light Vehicles.
 - w. TC 21-305-8, 16SEP92, Training Program for Medium Vehicles.
 - x. TC 21-305-9, 05JUN97, Heavy Equipment Transporter System.
 - y. TC 21-305-10, 20SEP94, Training Program for the Palletized Load System.
 - z. TC 21-305-11, 20MAY99, Training Program for the Family of Medium Tactical Vehicles Operation.
 - aa. TC 21-305-20, 12JAN2016, Manual for the Wheeled Vehicle Operator.
 - bb. TC 21-305-100, 19AUG96, The Military Commercial Driver's License Drivers Manual.

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- cc. TC 21-305-200, 19OCT92, The Army Commercial Driver's License Examiners Manual.
- dd. TC 21-306, 05MAY09, Tracked Combat Vehicle Driver Training.
- ee. TC 7-31, FEB 2011, Mine Resistant Ambush Protected (MRAP) Family of Vehicles Driver Training.
- ff. TC 55-60-17, Date Pending, Training Program for the 50,000-Pound Rough-Terrain Container Handler.
- gg. TC 55-60-18, OCT08, Training Program for the Kalmar 53,000-Pound Rough Terrain Container Handler (RTCH).
- hh. TC 55-HEAT: 18JUL07, Training Program for the High Mobility Multipurpose Wheeled Vehicle (HMMWV) Egress Assistance Trainer (HEAT).
- ii. TM 4-14.21, 24FEB15, Rail Safety.

2. **Purpose:** This appendix will standardize vehicle operator training and licensing throughout the Squadron. It defines responsibilities for the design and conduct of the driver's training program, and defines the procedures and resources required for conducting the driver's training program.
3. **General:** The Squadron Commander will appoint, on orders, a Squadron Master Driver. The Master Driver serves as the senior driver's trainer for the Squadron. Troop Commanders will appoint License Examiners for their Troop to serve as the Troop representative for operator licensing. The Troop Commander will also appoint License Instructors to assist the License Examiner in conducting Troop level Driver's Training Program. The License Examiner is responsible for training operators at the Troop level and inspecting platoon driver's license packets for accuracy and completeness. The Squadron Master Driver supervises the driver's training program throughout the Squadron. The License Examiner and License Instructor from each Troop will assist the Squadron trainer. The training approach emphasizes Task, Condition, and Standards format with hands-on, performance-oriented training and testing. The result is a well-trained, safety conscious driver who knows how to drive and can properly maintain his vehicle to -10 standards. This program has four phases.

Selection Process: Troop Commanders will screen prospective drivers for valid civilian license and must interview each candidate. The Troop License Examiner will create a folder for all prospective drivers which includes:

- DA Form 348 with stamp from the Transportation office
- A copy of a valid driver's license
- Commander's interview, DWI prevention, and Driver's pledge

Use the interview checklist, enclosed in the Trooper's driver training folder, as a tool to conduct the interview. The Troop Commander will also sign all learner permits and the Commander's interview for Troopers approved to attend training.

- A. Phase I: Classroom instruction:** During this phase, The Troop Driver Training Instruction and the Squadron Master Driver will conduct the mandatory classroom instruction. Upon completion of this phase, students must pass a written examination.

- B. Phase II: Hands on PMCS and driving:** Troopers will receive hands-on driver training and instruction by unit road test examiners and the Squadron Master Driver. This also includes PMCS procedures, defensive driving, highway, off-road, convoy operations and night driving instruction.

- C. Phase III: Final road exam:** This exam is the responsibility of the Squadron Master Driver. After the troop road test examiner completes all classroom and hands on training, they will then schedule a final road exam for the prospective candidates. The troop road test examiners and the Squadron Master Driver will test each student on the road test. Using the road test sheet, road test examiners will test each student on all required measures. The test will take from 20 to 30 minutes per student. Once the student has passed the road test, the Squadron Master Driver will then provide the Unit Instructor Driver (UID) a DA Form 348 with "ARMY STANDARD" printed in "type of license" block of all students who have completed the entire training course. The Troop UID will in turn input operator data into GCSS-A for licensing.

4. Responsibilities:

A. Squadron S-1

- (1) Provide publications as required.
- (2) Process award recommendations (Driver/Mechanic's Badges).

B. Squadron S-3

- (1) Publish class dates in training guidance.
- (2) Coordinate for use of the driver's training site.
- (3) Provide necessary training aids.
- (4) Task Troops for personnel and vehicles for training.

C. Squadron S-4

- (1) Provide training support items as required.

D. Troop Commanders

- (1) Provide Squadron Master Driver with a list of personnel requiring training.
- (2) Inform Squadron Master Driver of all drivers' accidents and traffic violations.
- (3) Ensure traffic violators attend remedial training.
- (4) Provide vehicle for hands-on training and road test.
- (5) Assign a responsible NCO as the Troop UID.
- (6) Track density of trained drivers and equipment operators in the Troop.
- (7) Ensure supervisors conduct an annual review of DA Form 348.

E. Squadron Master Driver

- (1) Adjust POI IAW any updates to regulations and policies.
- (2) Ensure adequate supply of training materials is on hand for training.
- (3) Conduct training IAW applicable Army regulations and 1-7 CAV requirements.
- (4) Produce, revise, and maintain lesson plans and outlines for Drivers Training.
- (5) Serve as the primary instructor for all drivers training. Supervise the Troop trainers in executing their duties.
- (6) Road test drivers and issue DA Form 348's with "ARMY STANDARD" to qualified operators.
- (7) Conduct annual sustainment, remedial, and refresher driver training as directed.
- (8) Train newly assigned Unit Instructor Drivers.
- (9) Provide UIDs with packets for prospective drivers to attend training.
- (10) Conduct quarterly inspections of Troop UIDs on a checklist.

- (11) Issue Certificates of Training to new drivers after completion of Driver's Training

F. License Examiner

- (1) Coordinate with the Squadron Master Trainers for sustainment, remedial, refresher and initial training.
- (2) Train all prospective drivers prior to sending them to the Squadron Master Driver for testing.
- (3) Assist master driver in conducting Driver's Training classes.
- (4) Keep a ledger with names of licensed driver's names, date of examination and qualification, vehicle codes qualified for, and license expiration dates. (May build report from SDI)
- (5) Update automated DA Form 348s after completion of training.
- (6) Maintain and update all Troop operators' driving packets in GCSS-A.
- (7) Be the senior driver trainer for the Troop.

5. Driver selection criteria: When selecting personnel to be drivers in the unit, Commanders must consider the following criteria:

- (1) All personnel not previously licensed on any equipment requiring a license.
- (2) Recommended by the chain of command. Record of good performance.
- (3) Motivated and demonstrated the ability to assume responsibility.
- (4) Meets physical requirements.

6. LICENSING STANDARDS: Troopers must meet the following standards for licensing.

- a) Possess a valid civilian driver's license valid in the state in which they wish to drive.
- b) All training must be successfully completed and recorded on the DA Form 348.
- c) Students who pass the written examination will proceed to the hands-on training. The road test will determine if the student possesses adequate

driving / operating skills to qualify for a license. The student must score 70% or higher on the road test checklist to qualify for a vehicle license.

- d) Students who successfully complete all phases will have their DA Form 348 posted to the GCSS-A computer.

7. Sustainment training: Driver's training is a perishable skill that unit leadership and must constantly check and update. Recognize drivers who demonstrate maturity and skill and award with appropriate citations. When planning and conducting sustainment training, Commanders must consider the following standards.

- a) Document all training and keep on file.
- b) Unit is responsible for all nighttime driver's training to include the use of NVGs.
- c) Unit Instructor Drivers will complete annual recertification.
- d) Upon verification of meeting the requirements, the UID submits Driver awards. Units will make every effort to award qualified drivers Driver's Badges.

8. License Suspension and Revocation

A. Drivers identified as unsafe due to accidents, traffic violations, roadside spot checks, or by the senior occupant will enroll in remedial driver's training and /or have their license revoked or suspended. Drivers involved in an accident that results in injury to any person will automatically have their license suspended. The Squadron Commander may reinstate Drivers after successful completion of remedial training. Only the Squadron Commander may grant reinstatement. Drivers who have had their civilian license revoked or suspended will also have their military license revoked or suspended for a period not less than that imposed on the civilian license IAW AR 600-55.

B. Annotate if an incident occurs that causes debits (accidents and traffic violations) individuals DD Form 348. The information will include the following.

- (1) The time and date of the incident.
- (2) The location of the incident.
- (3) The weather and road conditions.
- (4) Casualties, circumstances, agencies notified and driver identification data.
- (5) Remedial training conducted.

- (6) Attach the operator's military driver's license to the DA Form 348. The Troop UID must maintain the license and DA 348 until resolving the issue.

9. Annual Check Ride

- A.** The Squadron conducts annual refresher training for all licensed operators in the Squadron and adhere to the following standards during the annual check ride:
 - (1) Training will consist of winter driver and safety training.
 - (2) The UID will annotate the annual refresher training on each operator's DA Form 348. Additionally, the UID will review and update all 348s as needed.
 - (3) The UID will maintain a roster of class attendees and keep on file.

10. DRIVER'S TRAINING BOOKS: The following list consists of binders that the UID will keep to manage the unit program. Each program could have binders depending on the number of regulations and number of operators.

A. BOOK 1: Orders and Local Regulations

- (1) Appointment orders for the Squadron Master Driver, Unit Instructor Driver, and Troop Examiners
- (2) Division/Brigade Driver's Training SOP
- (3) 1-7 CAV Driver's Training SOP
- (4) Troop Driver's Training SOP
- (5) Copy of UID, Troop Examiner's DA Form 348
- (6) List of all licensed drivers in the Troop with class codes; also used as the ledger.
- (7) List of class codes (GCSS-A box)

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(8) Copies of classes conducted with attendance rosters attached (i.e., winter driving, safety)

B. Book 2: Army Regulations

C. Book 3: Field Manuals

D. Book 4: Training Circulars

E. Book 6: Department of the Army Pamphlets

F. Book 7: Technical Bulletins

G. Book 8: Program of Instruction (POI) for Driver's Training Class

Appendix H Safety

- 1. Purpose:** To appendix establishes the safety policies governing fire prevention, accident prevention, vehicle operation, personnel safety, security, and environmental awareness.
- 2. General:** An effective safety program is essential during all types of maintenance operations. Personnel must understand the importance of working in a safe environment. The entire chain of command must be safety conscious.
- 3.** All Master Drivers, Fire Marshalls, Safety Officers, Environmental Compliance Officers, etc. are additional duties and require, on file, annual appointment orders and/or during Changes of Command.
- 4. Procedures:**

A. Fire Prevention

- (1) Post "No Smoking" signs in shop areas and designate a smoking area at least 50ft from doors or flammables.
- (2) Post "No Smoking or Open Flames within 50 Feet" signs on paint, flammables, fuel points, and package POL storage areas.
- (3) Store paint, POL products, and cleaning solutions only in designated areas. Do not use gasoline as a cleaning solution.
- (4) Use covered metal containers to store dirty or oily rags.
- (5) Do not refuel equipment when the engine is running, hot from operation, or inside a building (i.e., power generation equipment).
- (6) Store industrial gases (Oxygen and acetylene) IAW AR 700-68.
- (7) All maintenance bays will have serviceable fire extinguishers and first aid kits present, prominently displayed, and accessible.
- (8) Train assigned personnel on the proper use of fire extinguishers.
- (9) Inspect fire extinguishers regularly and certify for serviceability (Monthly and Initialed).
- (10) Designate primary and alternate fire extinguisher operators from assigned personnel.

- (11) Post a fire evacuation plan for all work areas. Mark the location of fire extinguishers and first aid kits on a posted building map.
- (12) Maintain good housekeeping to reduce fire and other safety hazards. Require personnel to police and clean the area as they work.
- (13) Inventory first aid kit contents on a regular basis and restock if necessary.

B. Vehicle Operations

- (1) Only properly licensed drivers will start or operate vehicles.
- (2) Do not leave vehicles unattended with engine running.
- (3) Goggles will be available for use in dusty environments.
- (4) All engines running in shop will have the exhaust connected to shop ventilation system or the bay doors in the area completely open.
- (5) All vehicles will have serviceable fire extinguishers and first aid kits present during operations.
- (6) Spacing and arrangement of parked vehicles will provide ready access and not hinder fire lanes.
- (7) Vehicle operators will use troop safety straps and ensure Troopers are seated when transporting personnel in cargo type vehicles. All occupants will use seat belts during operation if vehicle is equipped with restraint devices.
- (8) Tie downs must be present for all vehicle antennas.
- (9) Use ground guides when backing any vehicle. Ground guides will always remain visible to the driver and always wearing a reflective belt. Ground guide(s) will never run when guiding a vehicle. Ground guide(s) will know proper hand and arm signals and will never stand between a moving vehicle and a stationary object or another vehicle. Ground guides will have a safe distance between them and the vehicle. Ground guides must never allow anyone to pass between them and the vehicle. Ground guides will not be an excessive distance away from the vehicle they are guiding.
- (10) Single vehicles operating in isolated terrain will maintain radio communications with higher headquarters.

C. Personnel

- (1) No horseplay in maintenance facilities or areas.
- (2) Use hearing protection in areas with high noise levels. All operators and maintenance personnel must always have hearing protection available.
- (3) Always wear face and eye protection when performing welding, cutting, grinding, sanding, hammering, or chipping.
- (4) Wear protective clothing when performing welding operations or when handling batteries.
- (5) When performing maintenance, use jack stands or trestles to support equipment when necessary.
- (6) Personnel will not lean on, stand, or sit under equipment suspended by recovery vehicles, A-frames, jacks, or other forms of lifting devices.
- (7) Properly lock hydraulic lifts in the fully raised position when using for equipment maintenance.
- (8) Maintain and inspect all lifting and support devices at regular intervals.
- (9) Inspect and maintain the tire inflator cage regularly. Use when inflating tires. (25 ft min safety zone)
- (10) Properly ground power generation equipment during use, maintenance, and servicing.
- (11) Remove jewelry, chains, rings, and watches while performing maintenance or servicing equipment.
- (12) Maintain a safety board in all bay areas.

D. Security

- (1) Do not climb over fences or gates.
- (2) Secure all vehicles with a 5200 series lock and security devices when not in use.

- (3) Lock individual toolboxes and secure to the toolbox rack.
- (4) No privately owned vehicles are allowed in the motor pool.
- (5) Lock motor pool gates during non-duty hours and keys controlled at Squadron level IAW Physical Security procedures.
- (6) During duty hours, vehicles will use one gate for an entrance and exit.

E. Split Rim Tire Servicing: IAW TM 9-2610-200-20, OSHA standard 29CFR 1910.77.

- (1) Servicing and inflation equipment split rim tires: Troopers will have the following tire servicing equipment to safely service and inflate split rim tires.
 - (a) Guard, safety tire inflation, NSN 4910-00- 204-2448.
 - (b) Inflator gage pneumatic tire, NSN 4910-00- 441-8685. This gage and 10-foot hose connect to the air hose in the NO.1 Common Tool Set.
 - (c) Adapter, NSN 4730-00-391-3771. Use the adapter from the NO. 1 Common Tool Set to connect the 25-foot air hose to the gage.
- (2) Split rim servicing standards: Standards for servicing a tire mounted on a split rim include.
 - (a) Remove the valve core and completely deflate the tire before removing a wheel from the vehicle for tire repair.
 - (b) Inspect wheel components, clean, and lubricate before mounting. Do not weld, braze, or heat any bent, pitted, broken, or cracked components. Verify tire size and type rim compatibility before assembly.
 - (c) Use the tire inflation cage and servicing equipment when inflating a tire. Clip the airing chuck on the valve stem and clear the trajectory hazard area (10 feet) before airing. The operator must be at least 10 feet away from the tire and cage to avoid being struck by fragments if the tire separates from the rim while in the cage.

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- (d) After inflation, inspect the tire assembly for proper seating and locking before removal from the tire cage.
- (3) Procedures for inflating a low tire: Determine the current tire pressure before inflating the tire, then:
 - (a) If the pressure is less than 50% of the recommended split rim wheel tire pressure, deflate the tire must, remove from the vehicle, inspect, and inflate in a tire cage.
 - (b) If the pressure is more than 50% recommended split rim wheel tire pressure, you may inflate the tire while on the vehicle. However, the operator must use the clip-on inflating device, ensure that all personnel are not closer than 10 feet from the tire. The operator must take a position not closer than 10 feet from the tire. (System design: install the air gage and air control lever at the outlet of the compressor source. Ensure the compressor source is 10 feet or more from the inflating tire. Where possible, install the compressor source and air gage "around the corner" from the tire inflation cage).
 - (c) **WARNING. SEVERE PERSONNEL INJURY OR DEATH MAY OCCUR IF YOU IGNORE THE PRINCIPLES OF RESTRAINT AND DISTANCE. SUPERVISORS MUST BE KNOWLEDGEABLE IN THESE PROCEDURES AND EXERCISE THE APPROPRIATE LEVELS OF TRAINING AND DIRECT SUPERVISION.**
- (4) **FIELD EXPEDIENT METHODS FOR SPLIT RIM WHEEL TIRE INFLATION:** Commanders may consider the following field expedient alternatives for split rim wheel tire inflation.
 - (a) Portable cage method. IAW local directives, Units can transport tire cages used in garrison for use in a field environment. When used in a field environment, units must bolt the cage to floors of vehicle beds or secure to a tree or other structure with 5/8-inch minimum gage chain.
 - (b) Units not having sufficient vehicle cargo space to carry tire cages for field operations may consider using the following field expedient methods for inflating split rim wheel tires.

[1] Spade method. Units may use this method if they possess heavy equipment such a M88 vehicles or engineer equipment. This method employs heavy equipment with blades. The bladed vehicles lay the

blade directly on the tire/rim being inflated. All personnel will remain a minimum of 10 feet from the tire being inflated.

[2] Five chain method. This method employs four each 5/8-inch chains to exploding rims and another chain of sufficient length to secure the tire to a secure object (tree, another vehicle, or piece of heavy equipment). Each of the four chains must be a minimum of 60 inches long which is suitable for securing tires up to size 14 x 24. Wrap chains snugly around the tire at quartering points. Secure the ends of the chains using chain locks or a shackle system and use a U bolt w/nut to secure the ends of the chains. You do not need to weight test the chains. Do not allow personnel closer than 10 feet from the secured tire while inflating.

[3] Bolt on vehicle method. Troopers may bolt the wheels to inner hubs of vehicles with the split rim pointed towards the center of the vehicle. Inflation occurs with the vehicle functioning as a buffer for potentially exploding split rims.

[4] Steel cross-bar method. Place two 1/2-inch (minimum) steel bars of sufficient length through the hub holes and extend across the entire width of the tire. These bars will serve as restraints for exploding split rims. After the bars are in place, chain the entire tire to a secure object such as a tree, another vehicle, or piece of heavy equipment. Troopers may have to bend the bars to accommodate passage through the hub holes. The inflator and other personnel must remain at least 10 feet from the secured tire being inflated.

5. Risk Assessment (Per 385-10 and Countermeasure vol 12 No 11 (Nov-Dec 91))

A. Purpose: To establish a risk management procedure that are easy to incorporate into the decision-making process outlined in FM 5-19.

B. Principles of Risk Management

- (1) The need for risk management--statistics on accident losses.
- (2) What is risk management? A smart, systematic, decision-making process; a way of thinking through a mission to balance the risks with the mission needs.
- (3) Benefits of risk management:
 - a) Conservation of resources.
 - b) Enhanced training.

- c) Training realism.
- d) Improved combat effectiveness.
- e) Enhanced mission accomplishment.

(4) Four principles of risk management:

- a) Accept no unnecessary risks.
- b) Make risk decisions at the proper level.
- c) Accept risk when benefits outweigh the costs.
- d) Integrate into all training planning.

C. The Risk Management Process

- (1) Identify the hazards-- potential sources of while performing a task or mission.
- (2) Assess the hazards and determine risk-- Determine the severity of adverse impact of an event and the probability that the event would occur. Determine the level of risk based on the Risk Assessment Matrix.
- (3) Make a risk decision--weigh the risks against the benefits of performing an operation.
- (4) Implement the controls--based on the results of steps a-c above.
- (5) Supervise and evaluate--follow up before, during and after.

D. Procedures:

- (1) Use DA Form 7566: Composite Risk Management Worksheet.
- (2) Fill out the worksheet by filling out each block in the order indicated by the block numbers. List risks in order of the level of risk, starting with the highest risk.
- (3) Ensure your Composite Risk Management Worksheet approved by the appropriate authority.
- (4) Brief your Risk Assessment to the Troopers under your control.
- (5) Maintain a copy of your Risk Assessment with you and continuously supervise.

Appendix I Environmental Protection

1. **Purpose:** This appendix establishes standardized procedures for environmental protection training, waste, and hazardous waste management. Failure to comply may result in:
 - a) Endangerment of personal health and safety
 - b) Citations by federal or state agencies
 - c) Civil or military penalties against offenders

2. **General:** This SOP delegates responsibilities, procedures, and command guidance concerning the environmental and used product management. This SOP applies to all Troopers assigned/attached to this Squadron.

3. **References:**
 - a) Army Regulation 200-2 Environmental Effects of Army Actions
 - b) Ft. Hood Suppl 1 to AR 385-10 The Army Safety Program
 - c) Ft. Hood Reg 420-1 Fire Regulations
 - d) Ft. Hood Reg 420-2 Environmental and Natural Recourses
 - e) Ft. Hood Reg 420-6 Recycling Program
 - f) 1st Cavalry Division Environmental Protection SOP

4. **Responsibilities:**
 - A. Squadron Commander.** Will appoint an Environmental Compliance Officer (ECO) and alternate. The person will be in the grade of E-6 or above. He/she will ensure they have the time and resources to perform their duties daily. Responsible for the training of all Troopers within his/her command, from initial in brief to sustainment training. Will appoint a HAZMAT Representative in all Troops that order, issue, or store hazardous materials, (i.e., DISTRIBUTION, CBRN, supply, etc.) to assist the ECO in consolidating the monthly inventory. The main collection point of all unused POL is the Squadron POL shed; UNITS WILL NOT STORE EXCESS (beyond UBL) POL outside of the POL Shed.

 - B. Environmental Compliance Officer.** Responsible for the over-all management of the Squadron's environmental program. Acts as the squadron commander's principal advisor concerning environmental and hazardous material management issues.

 - C. Environmental Compliance NCO.** Is responsible for the execution of the Squadron's Environmental Program. Conducts environmental inspections, consolidates the hazardous material inventory and forwards to III CORPS. Ensures proper procedures are followed in the maintenance bays, and acts

as a liaison between the Squadron and Troop EPA managers to ensure personnel follow proper procedures with the Used Product Reclamation Point (UPRP)

D. Individual Troopers. All Troopers assigned/attached to the Squadron are responsible for protecting the environment and for preventing damage through their action or inaction when using products. They are also personally liable for any damage they cause and can be charged with a State/Federal crime and be held accountable in State/Federal court.

5. USED product reclamation point (UPRP): The Support Troop controls and supervises the UPRP in the motor pool. It consists of three 600-gal storage pods for used oil, antifreeze, and another pod for off-spec fuel. The UPRP area has one HAZMAT container for drained fuel filters, one container for grease, one container for drained oil filters, and one container for used absorbent material. There is a shelter to prevent the containers from accumulating rainwater. In each maintenance bay are 1 or 2 containment pallets for the draining of filters, cans, and recoverable's. There are recycle containers for plastic, cardboard, office paper, wood, and empty metal POL cans. There are 3 containers for scrap metal to the east of Hellfighter's line collocated with 3 more containers for scrap wood. Troopers may place parts in the scrap metal container or dumpster once they have been determined as non-recoverable by maintenance personnel. NCO's need to ensure that their Troopers understand where to place used products and supervise their disposal. Improper dumping of POL products in the wrong container can turn hazardous material into hazardous waste.

6. Motor Pool:

A. Do not wash vehicles outside the maintenance building. Conduct steam cleaning at the wash rack after coordinating with maintenance. Park vehicles so water flows into oil water separator drains. Do NOT use detergents or solvents during steam cleaning operations as this breaks down the oil in the separator and makes it unsaleable.

B. The maintenance bays do not have drains for any type of fluid. Clean up spills immediately.

C. There are containers for trash, used dry sweep, aluminum cans, and used rags. Do not mix items. Dispose of dry sweep no longer usable at in the collection points located in the Troop's bays. Always cover the used rags and used dry sweep cans.

D. There are separate containment pallets for the storage of batteries removed during services, and open POL products. Check daily and take all empty containers to the UPRP. Return all unopened serviceable POL products units

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did not need that day to the POL section after coordinating with the Distribution Platoon.

- E. All vehicles in the bay will have empty drip pans. Use dry sweep to clean up oil and fuel spills. Do not leave dry sweep on the floor. Collect and properly dispose of the dry sweep after completing the maintenance procedure causing the spill. Make every effort to use drip pans to collect spills.
 - F. Each bay has contracted solvent bins. Keep the lid closed when not in use. Do not use the solvent bins without safety goggles and gloves. See the maintenance teams for these items.
 - G. Do not sweep trash and garbage into the floor drains or mix with the dry sweep. Place trash into the proper receptacles. Unless contaminated by POL; there is a special receptacle at the UPRP for this type of waste.
 - H. Do not use solvent or other unauthorized materials to clean heavily soiled floors. Clean the bays daily IAW the published bay cleanliness checklist (Appendix CC).
7. **Safety data sheets (MSDS):** All Troopers have the right to know the hazards of the materials they are working with and how to minimize the risks. This is the purpose of the Material Safety Data Sheet. MSDS's are in the Right-To-Know bulletin board in the motor pool and maintained by the Environment Control NCO. Each section ordering, issuing, or storing HAZMAT will maintain MSDS's on all materials, promptly posted, and produce them when requested.
8. **Hazmat inventories:** The Environment Control NCO must provide a HAZMAT inventory to III CORPS monthly. The format for the inventory is:
- a) NSN
 - b) Nomenclature
 - c) Manufacturer (if more than one manufacturer per NSN list each separately.
 - d) Unit of Issue
 - e) Quantity on hand
 - f) MSDS on hand
 - g) MSDS serial #
 - h) Building location

The HAZMAT OIC/NCO will maintain a copy of the complete HAZMAT inventory for the Troop and a copy posted at the "Right to Know" bulletin board in the motor pool.

9. **Vehicle parking:** Do not park vehicles on the grass or landscaped areas in the garrison. Vehicle maintenance is not allowed in the POV parking lots. All vehicles will have a drip pan under them. Place drip pans as needed to contain drips, not to

create a uniform appearance. Use as many drip pans as needed to contain the leaks. Check drip pans and empty as needed, especially before the weekend or after a rainfall.

10. POL storage areas:

- A.** Store POL in the POL Shed next to Hellfighter COF.
- B.** Service and Maintenance Team from Distribution Platoon maintain the POL shed. Store all POL not actively in use in the shed under direct control of the shed's NCOIC. Post MSDS's for these products and containers and labels checked monthly.
- C.** Inspect containers and labels weekly for expired lots and illegible labels, as well as leaking or damaged containers. Stop leaks and unpack and transfer the contents to a non-leaking container. Labels will remain legible and reflect actual contents. Retest expired lots and either remark or turn in as required. Do not issue expired products until after receiving the new test date.
- D.** The shed NCOIC will inventory of POL products by NSN and manufacturer and update weekly. The NCOIC will submit the list to the MCS, who will use the list to order needed POL products.
- E.** All products are issued on a first in first out basis.
- F.** Place drip pans under all supply valves and nozzles.

11. Inspections and Training

- A.** The Troop EPA NCO will use the checklist to perform weekly inspections of the maintenance bays, CBRN room, supply room, and the vehicle line.
- B.** All Environmental Compliance Officers/NCOs will attend the III Corps Environmental Management Course. Troopers can schedule the class through the SQDN S-3.
- C.** The troop commander will ensure all incoming troopers receive an initial in brief regarding spill prevention, recycling, location of MSDS's and the UPRP.
- D.** Post monthly spill prevention briefings to the training schedule and a by name roster with signature.
- E.** Post quarterly environmental training consisting of HAZMAT minimization, pollution abatement and the UPRP to the training schedule and with a by name roster. Keep both on file until the next scheduled class.

- F. HAZCOM training occurs twice a year. All personnel who do not have this class annotated on a DA Form 1556 must attend. The HAZCOM NCOIC will provide a copy of the DA Form 1556 to the Trooper for their personnel file and will retain a copy for the environmental compliance files.
- G. Maintain the inspection results and training records on file for 3 years.

12. CBRN and Supply Rooms

- A. Do not store petroleum products store in the supply, arms, or CBRN rooms. Store CLP in a HAZMAT locker location determined by the Troop Commander.
- B. Place a placard on CBRN rooms when storing an M8A1 alarm indicating the presence of a radiological hazard.
- C. Store decontaminating materials in the HAZMAT locker.
- D. Do not store flammable materials in the CBRN or supply rooms.
- E. Store all lawn mowing and gas-powered equipment outside of the building. Store on a concrete or containment dev to prevent soil contamination.
- F. The CBRN and supply rooms will maintain a hazardous material inventory and update it weekly. A copy of this inventory is due to the EPA NCO every month. They will also maintain MSDS's on the products they store or issue. Both the inventory and the MSDS's will be in an easily accessible location for the Troopers to read.

13. Field Operations:

- A. Leaving garrison does not minimize the responsibility of protecting the environment.
- B. Contact the Central Station Fire Department at 287-3908 and Range Control if there is a spill of 5 gal or more of POL, a spill that covers a 100 sq. ft area, or the substance threatens human health or the environment. Attempt to safely stop the spread of the spill, without endangering personnel, while awaiting assistance.
- C. Dig up smaller spills to include the contaminated soil, triple bag and take to the TFSA.

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- D.** Conduct all maintenance procedures requiring pack pulling over the vehicle's tarp.
 - E.** The UMCP has containment pallets and 55 gal drums on site for used product collection. The Squadron ECO is responsible for ensuring the Squadron follows this requirement.
 - F.** Triple bag oil filters, fuel filters, and empty POL cans and return to the TFSA.
- 14.** It is the responsibility of every Trooper to protect the environment, and to prevent injury to themselves, the environment, and others. This is done through training and the diligent supervision by leaders, and a concerted effort on the part of every Trooper.

Appendix J Motor Pool Security

1. **Purpose:** To outline security procedures and responsibilities to ensure maintenance facilities and all assigned vehicles, equipment, sets, kits, and outfits (SKOs) IAW AR 190-13, 190-51, and FH Reg 190-3.
2. **General:** Every individual is responsible for securing his/her own equipment upon completion of all tasks and missions. Immediately report unsecured equipment to the MCO or SMT.
3. **Procedures:**
 - A. **Wheeled vehicles:**
 - (1) Affix a 1/4 -inch hardened steel chain (or larger) and medium security lock to the steering wheel IAW TB 9-2500-242-2. Vehicles with attached steel cables already in place do not require a steel chain. Do not lock FUEL TANKERS UNDER ANY CIRCUMSTANCE FOR ANY REASON DUE TO SAFETY CONCERNS. STORE BII IN CONTAINERS TO PREVENT PILFERAGE.
 - (2) Close windows.
 - (3) Place the gear selector in neutral or "park" position, parking brake applied, and proper chock block placed under the front or rear wheels preventing the vehicle from rolling.
 - B. **Communications Equipment:**
 - (1) Always secure C&E items.
 - (2) Secure with 1/4-inch hardened steel chain and a medium security lock.
 - (3) Chain CCI when mounted and zeroed upon completion of the mission.
 - C. **Facilities:** Facilities include the maintenance building and any other container/shed provided. At the end of each workday, supervisors will ensure that:
 - a. All windows are closed.
 - b. All doors are secured and locked.
 - c. Firelights are turned on.
 - d. Any keys signed out are returned to the key control custodian.

The Squadron Staff Duty NCO is responsible for securing the main gate at the close of each business day. Troop motor sergeants/team chiefs will secure their

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prospective entrances at the end of each day. The MCS ensure the Squadron Staff Duty has the current keys. It is the responsibility of Commanders and their appointed UKLCs to ensure compliance with Fort Hood Physical Security Requirements.

- D.** Secure all SKOs in a way to prevent removal or forced entry IAW the following guidelines:
- (1) Always lock tool rooms (FRSs, SATS, and Contact Trucks) when not in use.
 - (2) Return all tools signed out and secure in the tool room unless signed out overnight.
 - (3) Secure toolboxes with a 1/4-inch hardened steel chain affixed with a medium series lock to an immovable rack in the motor pool bay designed solely for that purpose.
 - (4) Do not leave tools unattended at any time.
- E.** The SQDN SDO/SDNCO will check the motor pool after duty hours IAW staff duty SOP to ensure the building and the front and rear gate is secure.
- F.** Appendix BB provides a motor pool physical checklist, though not all-inclusive, for unit motor pools to use as a guideline in physical security measures. The motor pool gate is secured with a guard from Hellfighter and Darkhorse that have the following responsibilities: (1) ensure all vehicles leaving the motor pool are dispatched, with all required safety equipment, and all crews are wearing the appropriate personal protective equipment (PPE), (2) ensure all FSRs/LARs/DOD Civilians check in with shop office, and (3) ensure all local vendors are licensed with III Corps/1 CD G-4.

Appendix K Awards (Driver and Mechanics Badge)

- 1. Purpose:** To establish procedures for selection, procurement, and award of Driver and Mechanic Badges.
- 2. General:** An excellent motivator for Troopers is to reward them for good work performance. Platoon leadership will establish and manage an active program of awards for mechanics. Selection, procurement, and award for Mechanic Badges are based upon AR 385-55, AR 672-5-2, FM 21-17, FM 21-305, and CTA 50-900.
- 3. Eligibility Requirements for Drivers Badge:**
 - A.** A driver must possess a current DA Form 5984-E valid for the equipment, issued as prescribed in AR 600-55.
 - B.** An equipment operator or assistant must operate the equipment for at least 12 consecutive months without a recorded accident or traffic violation on the DA Form 348 (DA Form 5983-E), Driver Qualification Record. Safe vehicle operation of at least 8,000 miles will also qualify an operator.
 - C.** Equipment operators or assistant operators must perform all other assigned duties as an operator in a satisfactory fashion for at least 12 months. Equipment operation instructors and qualified motor vehicle driver examiner are also eligible.
- 4. Eligibility Requirements for Mechanics.**
 - A.** The individual's primary duty must be as an equipment mechanic at organizational or higher level of maintenance.
 - B.** An individual must demonstrate competence by job performance or by sufficient skill to justify the rating of automotive or power generation equipment mechanic.
- 5. Authority:** Squadron Commanders or other officers in the grade of LTC (O-5) or higher can authorize the Drivers or Mechanics Badge.
- 6. Procedures:**
 - A.** First-line supervisor will establish a system to monitor and identify individuals that qualify for mechanic awards.
 - B.** Submit a memorandum to the S-1 containing the following information on the award recommendation:

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- (1) Name and rank.
 - (2) DOD ID Number
 - (3) Number of months assigned as a driver/mechanic.
 - (4) PMOS/ASI.
 - (5) Type of award (driver/mechanic badge).
- C.** The S-1 will verify all information and ensure the Trooper meets the eligibility requirements.
- D.** The S-1 awards clerk requests the order for the award.
- E.** The S-4/supply sergeant requests the award (Badge).

Appendix L TMDE (Calibration Equipment)

1. Purpose: To outline procedures and establish responsibilities for test, measurement, and diagnostic equipment (TMDE) calibration IAW AR 750-43 and TB 43-180.

2. General:

- A.** Troop commanders will appoint the TMDE Support Coordinator (TSC) on orders, as the Troop TMDE coordinator.
- B.** Each Troop will appoint a coordinator to manage Troop programs. These personnel have the responsibility to submit TMDE equipment to the TMDE lab for calibration and/or repair. The primary TSC should be an NCO and assigned as the Troop's CBRN NCOIC. The alternate should be the Team Chief or Shop Foreman.
- C.** The Troop CBRN NCO is responsible for sending CBRN TMDE equipment to the Troop TMDE coordinator when calibration is due. The CBRN NCO must work closely with the Troop TMDE coordinator to ensure the Troop meets calibration deadlines.

3. Responsibilities:

A. Troop TMDE Coordinator:

- (1) Maintain updated density list of all TMDE in the Troop. (TB 43-180)
- (2) Ensure TMDE listing is an accurate reflection of TMDE equipment assigned.
- (3) Submits items for calibration IAW the Unit Maintenance SOP (TMDE).
- (4) Prepare and submit new TMDE equipment for calibration.
- (5) Attach filled out DA Label 80s to the equipment. This includes "Calibrate Before Use" (CBU) equipment and "Calibration Not Required" (CNR) equipment.

B. Troop CBRN NCO:

- (1) Ensure TMDE coordinator has an accurate list of CBRN related TMDE equipment on hand.
- (2) Attach filled out DA Label 80s to CBRN TMDE equipment.

- (3) Submit CBRN TMDE equipment to Troop TMDE coordinator 10 working days before next calibration is due.

4. Calibration Procedures:

- A.** Submit TMDE equipment requiring calibration to the Troop TMDE coordinator 10 working days prior to the calibration due date shown on the DA Label 80 with a DA Form 2404 requesting repair or calibration. The calibration facility will not accept incomplete equipment.
- B.** The TMDE facility will notify the Troop TMDE coordinator when calibration is complete, and equipment is ready for pick-up. The TMDE coordinator then informs the appropriate team that the item(s) are ready for pickup and ensures the Troop promptly picks up the items. The TMDE coordinator and section will annotate on the TMDE listing the date of calibration.

Appendix M AOAP

1. **Purpose:** To set procedures and responsibilities in the 1-7 CAV to effectively manage and implement the Army Oil Analysis Program (AOAP). AOAP improves equipment readiness through monitoring automotive drive trains and selected hydraulic systems and detecting early signs of mechanical failure. AOAP allows for restorative maintenance at a lower maintenance level and reduces unnecessary consumption of engine, transmission, and hydraulic system oils and lubricants. This reduces maintenance costs and directly effects the reduction of equipment being non-Mission capable (NMC).
2. **General:** Commanders at all levels of maintenance are responsible to participate in the AOAP program. This program tests oil samples of all assigned equipment/components in tables 4-1 through 4-8 of DA Pam 750-8 and Department of the Army Directives (FORSCOM Memos). 1-7 CAV's AOAP goal is a 0% delinquency rate.
3. **Applicability:** This SOP applies to all units and personnel assigned or attached to 1-7 Combined Arms Squadron.
4. **AOAP OBJECTIVE:** AOAP is a condition monitoring program designed to:
 - A. Improve equipment reliability and readiness by early detection of potential failures.
 - B. Lower support costs by reducing the number of catastrophic failures and curtailing excessive component wear.
 - C. Reduce resource usage by conserving petroleum products by adhering to the On-Condition Oil Change policy.
5. **Types of Samples:**
 - A. **Routine Samples.** Submit routine samples at the prescribed intervals below. Take samples as near the prescribed interval as possible. Occasionally, the equipment is not available for testing. In such instances a 10 percent variance before or after the scheduled date, hours, or miles for sampling is permissible. The GCSS-A system tracks and posts equipment requiring routine AOAP samples.

(1) Tracked Vehicles:	25 hours or 90 days.
(2) Wheeled Vehicles:	On Condition Only

B. Special Samples. Special samples are those other than routinely scheduled. Special sample request forms will be clearly marked "Special," and its border outlined in red. Special samples will be submitted to the Post AOAP laboratory under the following conditions:

- (1) At the request of the laboratory.
- (2) Immediately before transfer among commands or overseas deployment of equipment. The laboratory will process these special samples prior to the transfer or deployment.
- (3) After maintenance, overhaul, or replacement of the component.
- (4) After indication of a problem, for example, overheating, excessive oil loss, or loss of oil pressure.
- (5) After indication of contamination, that is, cloudy, sludge, water, excessively dirty, visible metal particles, etc.

C. Resample. Resample is a special sample specifically requested by the laboratory. Resample requests from the AOAP laboratory will specify detailed instructions to clarify any unusual properties found in initial oil samples. Submit resamples to the laboratory within **three (3) working days** of laboratory notification.

6. Sampling rules: If the equipment was operated within the last 30 days, operators can submit an oil sample without warming the equipment to operating temperature. If not, take the sample after bringing to operating temperature. This applies to both routine and special oil samples. The laboratory may request operating the component before sampling. Units must comply with all such requests from the laboratory. Equipment under the low usage service program submit samples as normal. They are not exempt from the AOAP program.

7. Sampling Methods:

- A. Sampling valve method.** Take the oil samples from the attached pre-installed sampling valve. Refer to equipment TM for location of valve(s).
- B. Pump method.** This procedure utilizes a hand operated vacuum pump to draw oil samples from individual components by the components fill tube (where dip stick attaches to component).

8. Responsibilities:

- A. Squadron AOAP Monitor.**

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- (1) Primary and Assistant Squadron AOAP monitors must be E-5 or above and certified by Ft. Hood AOAP Coordinator. Troop Commander's must appoint a Primary and Assistant Coordinator as well. The Troop Commanders should appoint non-maintenance personnel as AOAP Monitor to not overburden maintenance personnel.
- (2) The Squadron commander must assign and appoint on orders and place a copy in the Squadron CMDP book.
- (3) Review the monthly AOAP printout and ensure all Squadron equipment that requires sampling are enrolled in the AOAP program. Also confirms the correct equipment administration numbers, serial numbers, components, and components model and serial numbers. Annotate any changes or corrections made on the printout IAW Post AOAP Coordinator's SOP and policies and submit to laboratory by the 15th of each month.
- (4) Notify Troop AOAP coordinators of oil sample requests due NLT COB of following working day of lab notification with bumper number, component, and recommendations.
- (5) Submit a Memorandum for Deferment to AOAP lab requesting TDY status for equipment in support maintenance by COB of the following day of maintenance request to support Troop.
- (6) Log all telephone transactions between AOAP lab and unit coordinators for oil resample accountability.
- (7) Report all delinquent resamples through MCO to SQDN XO for action.
- (8) Notify Troop Executive Officers to announce AOAP requirements during maintenance meetings.
- (9) Inspect each oil sample for proper identification, component sampled, and accuracy of documentation.
- (10) Publish an early calendar identifying equipment due for routine samples.
- (11) Ensure a 90-day supply of sampling and oil change supplies are on hand.
- (12) Sampling supplies consist of the following:

a) Tubing, Nonmetallic	4720-00-964 -1433	2 Rolls (2,000 ft)
b) Pump, Oil Sampling	4930-01-119-4030	2 per Troop (8 min)
c) Bottle, Oil Sampling	8125-01-082-969	2 Boxes (240 ea.)
d) Bag, Plastic	8105-00-837-7754	2 Boxes (2,000ea.)

- (13) Conduct quarterly inspections of Troop AOAP programs.

B. Troop Commanders.

- (1) Overall responsible for the unit AOAP program.
- (2) Appoint a primary and assistant AOAP coordinator in writing in the rank of E-5 or above, post certified, and assigned by duty appointment orders endorsed by the MCO.
- (3) Submit oil samples to Fort Hood AOAP Lab within two (2) working days of notification.
- (4) Do not task or dispatch equipment/vehicles overdue an oil sample.
- (5) Ensure operators the properly training of operators to pull AOAP samples. Ensure operators receive annual refresher training. Annotate AOAP on the operators OF 346/348E.
- (6) Appoint replacement AOAP coordinators within 30 days of outgoing primary and/or assistant AOAP coordinators.

C. Troop AOAP coordinator.

- (1) Primary point of contact for the Squadron AOAP monitor. Contacts and interacts with operators and supervisors on AOAP.
- (2) Issues AOAP bottles and tubing when oil samples are due. Collects and submits samples to Squadron AOAP monitor for turn in.
- (3) Ensures information is accurate and complete on oil sample request forms.
- (4) Subject Matter Expert (SME) to train operators on AOAP procedures and perform annual refresher training to his/her platoon.
- (5) Identify equipment with missing or damaged AOAP sampling valves. Order sampling valve kits for equipment missing valves.

- D. Operator.** The assigned operator will draw the component oil sample as required and will submit it to the Troop AOAP Coordinator along with the miles, hours, component, and vehicle administration number labeled on the bottle lid. Indicate an “E” for engine samples, “T” for transmission samples and “HYD” for hydraulic samples.

9. Feedback data, DA FORM 3254-R

- A.** The AOAP lab will contact the Squadron AOAP monitor when equipment requires maintenance. The Maintenance Control Sergeant will receive the DA Form 3254-R for corrective action. The Squadron AOAP monitor will return the DA Form 3254-R Packet to the AOAP lab within five (5) working days or by the AOAP lab suspense date of completed repairs. The DA Form 3254-R will list the lab recommendations and the maintenance activity action to complete the repairs.
- B.** If evacuating the item to support maintenance for further evaluation and/or repair, attach the DA Form 3254-R and AOAP labels to the Maintenance Request and turn the item into support maintenance. The Direct Support Unit must submit a special oil sample and the DA Form 3254-R Packet to the AOAP lab within five (5) working days after taking corrective maintenance action.
- C.** If replacing a component, the Squadron AOAP monitor will enter all necessary information into the GCSS-A computer to update the Equipment Data File (EDF) information.

10. Training

- A.** The Post AOAP Coordinator administers a four-hour block of instruction to Squadron and Troop AOAP monitor during the certification process and every two years after.
- B.** Operators will receive their initial AOAP training during the Squadron Drivers Training Course on the basic equipment they are qualified to operate. The Troop AOAP coordinator or the Commander’s delegated AOAP trainer trains specialized equipment operators. Annotate initial AOAP training and refresher training on all operators OF346/348E. Operators that do not attend Driver’s training will be AOAP qualified by the Troop AOAP coordinator and/or the Commander’s designated trainer.
- C.** The Post AOAP Coordinator has AOAP certification courses scheduled every Wednesday morning and one Thursday afternoon per month. The Squadron and Troop AOAP personnel assists Commanders in reserving slots for prospective AOAP coordinators and monitors.

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11. Publications: The Squadron AOAP Monitor and Troop AOAP monitors must have the following publications on hand or on order.

- a) AR 750-1, Para 4-36, Army Oil Analysis Program (AOAP) (Current Maintenance Update)
- b) DA Pam 750-8, Chapter 4, Non-aeronautical Equipment, AOAP (Current Maintenance Update)
- c) FH Reg. 750-2, Appendix L, AOAP Non-aeronautical Equipment
- d) TB 43-0211 AOAP, Guide for Leaders and Users
- e) FH AOAP User's Guide

Appendix N Tool Control Procedures

- 1. Purpose:** To establish policies governing security, accountability, and maintenance of hand tools, SKO, and TMDE. References: AR 735-5, AR 710-2.
- 2. General:** An effective tool control program is essential during all types of maintenance operation. Personnel must understand the importance of having adequate and serviceable tools on hand for the unit's ability to accomplish its mission.
- 3. Security/Storage:**
 - A.** Catalog all sets, kits, outfits (SKO), test measuring diagnostic equipment (TMDE), and tools using a card index file or hand receipt with pictures.
 - B.** Store all SKO's, TMDE, and hand tools in a secure location such as a tool truck, room, or toolbox.
 - C.** Secure tool trucks when unoccupied.
 - D.** Lock toolboxes and secure to a permanent fixture, in the tool room or a toolbox rack in the motor pool.
- 4. Accountability:**
 - A.** Inventory all shop sets and general mechanic toolboxes quarterly and after training exercises.
 - B.** Appoint a tool custodian using a memorandum signed by the Commander.
 - C.** Account for all tools, SKO, and TMDE by hand receipting to the user and inventory IAW AR 710-2.
 - D.** The individual requesting tools must sign out those tools using FH Form 550, DA Form 5519-R, DA Form 3161 or DA Form 2062.
 - E.** The team chief approves all tools signed out for an extended period (more than 24 hours). Tools are hand receipted to the requester on a DA Form 3161 or DA Form 2062.
 - F.** Inventory and update tool room hand receipts quarterly. Order any missing items and annotate a valid document number.

5. Maintenance:

- A.** Keep all SKO, TMDE, and tools clean, free of rust and perform preventive maintenance IAW TM's.
- B.** Tool Room Custodian will not accept dirty tools for turn-in.
- C.** Tools that have cutting edges or tips will have protective covers on cutting surfaces.
- D.** The operator or the tool custodian will identify unserviceable tools and turn in to the Troop Supply Sergeant accompanied with a turn-in document for reorder.

Appendix O SSL Procedures

- 1. Purpose:** To provide guidance for managing units' Shop Stock Listing (SSL), ordering repair parts, and maintaining related forms and records.
- 2. General:** SLL is a fifteen (15) day supply of organizational repair parts used to support maintenance operations. Equipment technical manuals (TM) identify repair parts by National Stock Number (NSN) or part number, nomenclature, Useable on Code (UOC), and Sources, Maintenance, and Recoverability (SMR) Code. They also prescribe the level of maintenance authorized to request and use repair parts.
- 3. Technical manuals:** Each piece of equipment, vehicle, or Family of Vehicles (FOV) in the Army inventory have a Parts (-P) Technical Manual. The last three characters of the TM number represents the level of maintenance authorized to use the manual, i.e., -20P Organization/Crew level maintenance, -24P Organizational/DS Maintenance, -30/34P DS/GS Maintenance. Operators and unit level mechanics must use the correct manual to request repair parts. Under the GCSS-A system units cannot order DS/GS level repair parts.

4. Repair Parts Control

A. Squadron Maintenance Technician

- (1) The Squadron Maintenance Technician ensures 100% SSL inventories are conducted quarterly on each SSL container. The Commander reviews, signs and dates the SSL listing upon completion of the inventory and GCSS-A system update.
- (2) Review the quarterly SSL Demand Analysis and make recommendations to the Troop Commander. He/she will review each SSL line and either concurs or non-concurs with the recommendation to add, delete, or increase an SSL stockage line. The Commander will indicate changes by annotating a "Y" (Yes, he/she agrees with the Demand Analysis), "N" (He/she wants to maintain the current on hand quantity or increase/decrease current stockages) or annotate a number along the right-hand column indicating the stockages level he/she wishes to maintain.
- (3) Forward a memorandum through the first General in the Chain of Command to request retention of Non-Demand-Supported (NS) items or to exceed the authorized SSL line stockages based on the quarterly demand analysis.

- (4) Submit an access roster to the Shop Office NCOIC of all personnel authorized to receive Class IX (12) priority repair parts. Update the access roster quarterly to reflect incoming and outgoing personnel.

B. Troop maintenance officers (TMO). TMOs will inspect the equipment parts bins weekly for repair parts waiting for operators to install and are not awaiting additional parts or components. He/she will compare repair parts on hand in the equipment parts bins to the **Parts Received Not Installed** listing and the latest DA Form 5988-E PMCS produced by the GCSS-A system. The CMO will issue parts that do not require additional parts or assemblies to the operator's first line supervisor and ensure the GCSS-A operator updates the equipment files in the GCSS-A system. Turn in repair part(s) that are no longer required to the Shop Office section for reissue or turn in to SSA.

C. GCSS-A Operators (GCSS-A Clerks)

- (1) When receiving a part, the GCSS-A Clerk will identify the part by labeling (with a felt tip marker) the document number, the corresponding vehicle number, priority, and placing it in the appropriate vehicle parts bin. The GCSS-A clerk updates the Parts Received Not Installed process in the GCSS-A system only if verified by team chiefs. The clerk will immediately notify the Maintenance Control Sergeant (MCS) or the MCO after receiving 02 parts.
- (2) The GCSS-A Clerk ensures that the operator's supervisor signs for all (12) priority repair parts taken from the equipment parts bin. High priority (02/05) repair parts are only issued to the following:
 - i. MCO
 - ii. SMT
 - iii. MCS
 - iv. Unscheduled Maintenance NCOIC
 - v. Service Section NCOIC
 - vi. Contact Team Leaders
 - vii. Shop Office NCOIC
 - viii. Mechanics approved by MCS

Additionally, the GCSS-A Clerk updates the equipment fault record in the GCSS-A system after operators/mechanics install the part on the equipment. Turn in repair parts no longer required or not installed (12 priority) within 10 working days to the SSA. Keep repair parts awaiting additional parts or assemblies until receiving all required parts.

- (3) The GCSS-A Clerk will secure all repair parts until issued to authorized personnel. GCSS-A Clerks will not store Class IX SSL in

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office area, desk, or wall lockers. Move and secure parts away from the office area after processing for issue or turn-in.

- (4) The GCSS-A Clerk will pick up repair parts daily from supporting SSA.
- (5) Conduct monthly 10% inventories and ensure that all authorized SSL stocks are always on hand or on a valid request.
- (6) Responsible for requisitioning and controlling the Shop Stock Listing stockage and the maintenance of all forms and records in accordance with the Supply Management Update (update 12) and GCSS-A End User Manual.
- (7) Only allow personnel in the SSL stockage room if their names appear on the access roster signed by the Troop Commander.
- (8) Conduct a 100% SSL stockage inventory quarterly. The GCSS-A operator will update any adjustments in GCSS-A following the inventory. Print out a new SSL inventory report confirm the adjustments. The Commander signs and dates the SSL listing upon completion of the inventory. Maintain the SSL inventory report on unit file until the completion of the next quarterly SSL inventory.
- (9) Customer Reconciliation. The GCSS-A clerk will conduct a bi-weekly reconciliation with the opened/closed DCR at unit level. The GCSS-A clerk will conduct a face-to-face customer reconciliation with the supporting SSA if recon rate is below 95%.
- (10) Under no circumstances will a Troop carry Small Arms Repair Parts (SARPS) on their SSL.**

D. Troop Motor Sergeant/Shop Foreman will spot check all part installation the quality of work.

- 6. Shop stock listing (SSL) stockage:** A revised stockage criteria for SSL stocked lines/items is six demands in a 180-day control period to add lines/items and three demands in a 180-day control period to retain lines/items. Units can have no more than 300 lines of repair parts for stockage on their SSL. The first general Officer in the Chain of Command must approve any non-demand stocked items. Approvals for non-demand items cannot exceed 10% of the total demand supported line SSL stock.

7. Request for Issue

- A. The Shop Foreman or Service Section NCOIC will verify the description, NSN, and quantity on all parts requested prior to submitting to the Motor Sergeant for approval. Line Troop supervisors will verify NSN, UOC, SMR codes, and need prior to submitting repair parts requests for (12) priority repair parts.
- B. The MCS or SMT will review, verify, and assign priority for all parts requests prior to submitting to the Supply Support Activity (SSA), therefore preventing abuse of priority, and validating the requirement.
- C. The Squadron Commander or designated representative will authenticate all (02/05) priority requests. The Squadron Executive Officer must review the Squadron's ZPARK to verify all expenditures and approve all expenditures within S-8/G-8 guidance.
- D. Ensure personnel requesting repair parts from equipment parts bins are on access roster authorized to receive parts. Inventory parts as part of cyclic monthly inventories. Troop Commanders will do a 100% inventory every quarter.

8. Repairable Exchange (RX): The Troop Team Chief will designate a secure holding area for all unserviceable recoverable parts pending turn in.

- A. The Shop Office NCOIC, GCSS-A Clerk and Team Chief (primarily) will ensure Troopers clean and tag all unserviceable repair parts (NSN, nomenclature, and date), before turn-in to the SSA. Damaged or unserviceable recoverable items with missing parts require a damage statement (APPENDIX BB) or a Missing Parts Statement (APPENDIX BB). Parts that require any sort of fluids require a drainage statement verifying all fluids are drained and the part is clean (APPENDIX BB).
- B. The Troop GCSS-A Clerk will FEDLOG all Class IX Repair Part requisitions. Repair parts with a Recoverability Code (RC) of A, D, F, H, or L, require an unserviceable exchange prior to requisition, except for items described in paragraph c. Dispose of repair parts with a RC of O or Z at unit level. Turn in recoverable repair parts to the 115th BSB SSA within 10 ten days of receipt. The SHOP OFFICE clerk will highlight the NSN, annotate a "R" next to the NSN for a recoverable part, and mark a large "R" at the top of the DA Form 5988-E. Return the DA Form 5988-E to the CRT Chief or TMO. The clerk will order the new part after the unserviceable part is turned in.

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- C. Retain recoverable repair parts such as tires, HMMWV hoods, seat covers, and any safety item with the vehicle until receiving the replacement part, however, the parts must meet turn in cleanliness and turn in standards.
- D. The operator must clean, drain, and mark all unserviceable recoverable repair parts prior to turning into GCSS-A clerk. Turn in the DA Form 5988-E with the NSN or Part Number, QTY, and brief description of fault to the GCSS-A clerk when dropping off recoverable part.
- E. The SHOP OFFICE NCOIC will ensure repairable/recoverable parts are prepared for next following parts turn in appointment. Coordinate special turn in appointments through the SMT and SSA.
- F. The MCO is responsible to ensure GCSS-A Clerks make scheduled appointments on time to turn in repair parts, to include all necessary documentation, packaging requirements, and transportation requirements.

9. Excess Management

- A. Tag all repair parts identified as excess and prepared for turn in within 10 days of identifying as excess. Tags will include NSN, nomenclature, and the date of identifying the item as excess. Standard pricing takes priority over excess turn in unless directed by the Commander.
- B. Separate excess parts from the SSL stock and scheduled for turn in to the SSA.
- C. The MCO/MCS must approve any excess parts issued to maintenance personnel or operators.
- D. Turn in all excess SARP SSL immediately after identifying as excess.
- E. The GCSS-A Clerk will list all parts identified as excess on the excess management report and controlled.

10. Small Arms Repair Parts (SARP)

- A. Units will not stock SARP SSL their SSL.
- B. GCSS-A Clerks will not accept SARP items unless approved by Squadron Executive Officer for SSL stockage.
- C. The SMT will inspect unit SSL's monthly to ensure there are no SARP in stock.

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- D. Secure SARP parts on hand awaiting installation under double barrier until authorized personnel sign for and receive repair parts (a locked container in a locked room).
- E. Commanders will designate authorized person (s) unaccompanied access to SARP Room. Unit armorers will not have unaccompanied access to the SARP Room at any time. Access roster must be on file in SSL area, posted outside and inside controlled barriers, and in a hand receipt folder or binder.
- F. GCSS-A Clerks:
 - (1) Serves as the Troop's principal maintainer of all electronic maintenance to include the ordering of parts, creation of work orders, creation of AOAP sample labels, etc. This is the primary electronic maintainer for the troop.
 - (2) Ensures that the Troop SARP manager reviews all requests for small arms repair parts.
 - (3) Determines whether the requester is authorized use to the repair part IAW the assigned SMR and CIIC codes. When the requested SARP does not have a CIIC of 1-8 or a pilferable item code of "J", the replacement part may be issued without regard to restrictions.
 - (4) Requires the requester to turn in the unserviceable SARP prior to issuing the replacement. If the damaged part is not available for turn in, the requester presents a 15-6 or FLIPL. Maintain this statement on file for a period of one year.
 - (5) Turns in parts with a completed certificate witnessed by a second person, attesting to the turn in of SARP for demilitarization, or Demilitarization Statement (APPENDIX BB). Maintain a copy of witness/demilitarization for one year.
 - (6) Takes the following actions upon receiving a request for issue of SARP, before issuing that part:
 - a. Matches the name of individual making request against the name of the individual authorized to request/receive, as shown on the file copy of DA Form 1687 (Notice of Delegation of Authority/Receipt for Supplies).
 - b. Determine whether the assigned MUC and MRC codes as indicated by the appropriate Technical Manual, authorizes the requester/requisitioner use of SARP.

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- c. Does not process the transaction, but notifies the maintenance officer if the review reveals:
 - (i) The MUC or MRC code does not authorize the repair part to the requester.
 - (ii) There is no authorization form on file.
 - (iii) The DA Form 1687 does not specifically state the individual has the authority to request/receive SARP.
- d. Issue SARP parts on a DA Form 3161 (hand receipt).
- e. Will not have access to SARP container key.
- f. Will maintain a SARP inventory for all parts received, including quantity issued and on hand, used for issuance of repair parts to the armors. Maintain a log for all SARP transactions.

Appendix P GCSS-A Operations

1. Purpose: To prescribe policies and procedures to assist unit personnel in operating the GCSS-A system. The policies and procedures in this appendix are in addition to those contained in the GCSS-A Functional End User Manual (EM) and User's Manual (UM).

2. Responsibilities:

A. Commander.

- (1) Appoint an individual to perform additional duties as the GCSS-A Commander's Representative.
- (2) Appoint an individual to perform additional duties as Unit Dispatcher.

B. System Administrator.

- (1) Monitor the daily administrative operation of the GCSS-A.
- (2) Monitor all accounts within the Troop for lock outs, correct level of access, and correct usage of GCSS-A rights.
- (3) Ensure that the unit maintains proper control of all files.
- (5) Monitor the daily preventive maintenance of the GCSS-A hardware.
- (6) Ensure that the GCSS-A is operating properly and report any problems to Shop Office.
- (7) Ensure that the GCSS-A software is the correct version for current operations.

C. GCSS-A Operator

- (1) Operate the GCSS-A system to include pulling ZOAREP, VLO6I, ESR, AOAP and other necessary reports. Note, some users may carry dual responsibilities in GCSS-A.
- (2) Perform daily electronic maintenance within the guidelines of other parts of this SOP to include dispatching, ordering of parts, updating of work orders, etc. **WHEN IN DOUBT, ASK SMO, SMT, MCS, or MCO BEFORE COMPLETING ANY UPDATES IN THE SYSTEM. ONLY THE TROOP'S CLERK AND SUPPLY PERSONNEL SHOULD BE**

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MAKING EDITS; ALL OTHER USERS SHOULD ONLY BE VIEWING
REPORTS.

(3) Report problems to the unit system administrator.

Appendix Q Controlled Exchange

1. References

- a) AR 750-1
- b) AR 710-35

2. General: This appendix serves to minimize, monitor, and ensure proper authorization of controlled exchanges.

3. Objective:

- A.** To ensure the Squadron monitors and properly authorizes controlled exchanges.
- B.** To keep the number of controlled exchanges to a minimum and ensures that controlled exchanges do not become cannibalization.

3. Responsibilities:

- A.** Squadron Maintenance Technician (SMT) and Maintenance Control Supervisor (MCS) shared responsibilities:
 - (1) Ensures that the SMT/MCS attempt to take other measures to obtain the repair parts prior to requesting permission to conduct a controlled exchange.
 - (2) Return the NMC equipment to FMC as soon as possible after a controlled exchange.
 - (3) Obtains authorization from the Squadron Commander to perform all controlled exchanges.
 - (4) Verifies non-availability of parts through various resources.
 - (5) Advises the Squadron XO on part status.
 - (6) Verifies cannibalization is not taking place.
- B.** Squadron Commander is the authorizing official for all controlled exchanges up to 3 parts; to conduct controlled exchanges above this level it requires the Brigade Commander for a maximum of five parts.

4. Procedures:

- A.** The SMT/MCS ensures all required components are not available through the supply system and undocumented sources, prior to requesting permission to conduct a controlled exchange.
- B.** The maintenance control technician ensures there is a valid to replenish used part.
- C.** The SMT/MCS depletes all other resources and verifies that exchanging the part is the best solution.

APPENDIX R RECOVERY OPERATIONS

1. References:

- a) FM 20-22
- b) FM 29-2
- c) Rigging card for vehicle recovery.

2. **Objective:** To provide a standard procedure for recovering disabled vehicles and equipment.

3. Responsibilities:

E. Operator/Crew:

- (1) Pull the vehicle off to the far side of the road. Set warning triangles to the front and rear of the vehicle IAW AR 385-55.
- (2) The operator/crew stays with the vehicle until the recovery mission is complete and restores the vehicle to FMC status.
- (3) If the vehicle becomes operational after submitting the request, the operator may move the vehicle only if a representative (i.e., maintenance team) remains at the grid coordinate until the recovery vehicle arrives.
- (4) The operator/crew assists the recovery team in evacuating the vehicle.
- (5) If the disabled vehicle is carrying ammunition, the crew will coordinate to download the ammunition to another vehicle if using dedicated recovery assets. The crew should make sure that self-recovery and like vehicle recovery is not an option before submitting a request for dedicated recovery.
- (6) Submit the request using the following format:
 - i. The fault resulting in requesting recovery assets and any necessary details about the vehicle.
 - ii. What actions the crew has taken?
 - iii. Any required special tools.
 - iv. Location.

- v. Type of vehicle and any significant secondary load.
- vi. Enemy and CBRN activity (tactical).
- vii. Terrain type i.e., muddy, grade of slope, wooded.
- viii. Unit and bumper number.
- ix. Condition of vehicle i.e., can start, can move, safety issue.

A. Recovery Operator (MUST BE H8/H9 Certified):

- (1) Ensure that all required equipment and towing devices are on hand.
- (2) Know the methods and procedures for recovering a vehicle in any type of situation. The operator must also know the capabilities of the recovery equipment.
- (3) **The H8/H9 certified operator is the subject matter expert on all recoveries. Follow all instructions by the recovery operator regardless of rank. The Commander may overrule this operator, but it is strongly discouraged due to the unacceptable level of risk in damage to equipment and Trooper safety.**

B. Recovery NCOIC (Preferably H8/H9 Qualified):

- (1) Train recovery section in recovery methods, techniques, theory, and BDAR.
- (2) Recover a disabled or mired vehicle IAW FM 20-22.
- (3) Must be able to locate a vehicle with a given grid coordinate.
- (4) Use ground guides during hook-up and observe safety measures.

4. Procedures:

A. Towing Procedures:

- (1) Follow minimum and maximum speeds according to vehicle TM's and local speed limits.
- (2) Do not allow personnel to ride in the recovered vehicle.

B. Request Procedures:

- (1) Submit requests for recovery requests through the Troop CRT Chief to the MCS Section, Maintenance PSG (Garrison only), or SPO for BSB/CSSB support.

5. Combat Systems and Self Recovery

- A.** The first option for towing NMC combat systems is to tow using a like vehicle. Do not conduct a like vehicle recovery with M1A2, M2A3, and all M113 family variants except on level grades over short distances.
- B.** Each platoon will have ample tow bars and heat shields to allow for internal platoon towing capabilities.
- C.** Only use an M88 when self-recovery is not possible due to mission requirements.

Appendix S AOM (After Operations Maintenance)

- 1. Reference:** Omitted.
- 2. Purpose:** To establish minimum requirements for the conduct of recovery operations following a deployment or field exercise. This SOP contains those actions a unit must execute to be fully mission capable in the event of an emergency deployment. Troop Commanders may add to the requirements in this SOP to accomplish any recovery activity peculiar to certain situations.
- 3. Objectives:**
 - A.** Assist Troop Commanders in the planning and execution of recovery operations.
 - B.** Provide a means of maximizing the use of time by establishing a Squadron standard for performing tasks and the timeline for completion of all recovery tasks.
 - C.** Provide a standard of excellence for the Troops which will contribute to overall mission accomplishment and sustainment of combat readiness in the Squadron.
- 4. Scope:** This SOP applies to all units assigned or attached to 1-7 CAV.
- 5. Responsibilities:**
 - A. Individuals.** Individual Troopers are personally responsible for properly maintaining all equipment assigned to them.
 - B. Commanders.**
 - (1) Providing command emphasis and resources while supervising all aspects of the recovery process.
 - (2) Ensuring the unit's key leaders are present on-site during recovery operations.
 - (3) Coordinating for the required logistical support for all recovery activities.
 - (4) Submitting a recovery progress report to the Squadron S3 at the end of each recovery day. This report will include the status of the completion of each phase and associated tasks.

- (5) Ensure recovery operations are on the Troop Training Schedule.

C. Squadron S3.

- (1) Notifying the Brigade S3 of completion of Phases II and IV.
- (2) Monitoring the Training Schedule to protect unit recovery operations from taskings to the maximum extent possible.
- (3) Monitoring the recovery status reports from the Troop Commanders and briefing the Squadron Commander at the close of each recovery day as to the status of completion of each phase and task by Troop.

6. Procedures:

A. General. There are four phases in recovery operations. Each phase includes specific tasks to accomplish prior to a unit advancing to the next phase. Phase I through IV are normally take five days to complete. The Squadron Commander must approve any extensions or changes to the normal five-day recovery timeline. Normal duty day hours do not exist during recovery operations. The Troop Commander determines the length of the duty day based on the unit's progress in completing all required tasks for each phase. The following paragraphs outline the general requirements for each phase of recovery. Specific tasks are in Enclosures 1-5. (Note: for the purpose of this SOP, D-Day is the day of redeployment from the field).

- (1) Phase I (D-Day): Consists of those actions required to account for personnel and property prior to the unit's departure from the field site.
- (2) Phase II (D-Day): Consists of those actions requiring completion immediately upon return from the field and prior to the release or dismissal of personnel.
- (3) Phase III (D +1 to +4): Consists of those tasks required to return personnel and equipment to a combat ready state.
- (4) Phase IV (D +5): Consists of a comprehensive inspection to ensure the unit is ready to assume follow on tasks and training.

Enclosure 1 (Phase I Tasks) to the 1-7 CAV AOM SOP

Phase I (D-Day) consists of nine tasks completed in the field. Units must complete all tasks prior to departure from the range or field site to garrison.

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1. Account for all personnel, equipment, and sensitive items. Account for sensitive items by serial number.
2. Inspect all personnel and equipment for contraband (verified by COC and reported to Squadron).
3. Turn in all Class III (P), IV, and V (residue & live). Retain Class III (P) vehicle basic load for AOM.
4. Turn in all classified material to the Squadron S2 at the Squadron Tactical Operations Center.
5. Begin after operations PMCS. Note: Distribute 5988-Es on the evening LOGPAC on D-1 (day prior to REDEPLOYMENT).
6. Reload vehicles IAW established load plan.
7. Use available waiting time prior to REDEPLOYMENT to conduct preliminary cleaning of weapons and MTO&E equipment.
8. Remove MILES, conduct initial cleaning of MILES, Hoffman devices, and other training aids.
9. Police training area/range/facility prior to departure. Clean up any oil spills.

Enclosure 2 (Phase II Tasks) to the 1-7 CAV AOM SOP

Phase II (D-Day) consists of thirteen tasks to complete upon a unit's immediate return from the field and prior to releasing or dismissing personnel for the day. Units will not advance to Phase III until completing all Phase II tasks.

1. Wash and clean all vehicles and trailers at 1CD wash rack; the facility requires an SFC (E-7) or higher NCOIC.
2. Refuel all vehicles.
3. Account for all personnel, equipment, and sensitive items upon closure at the MP (within 2 hours of closing in the MP).
4. Punch gun tubes and conduct initial cleaning.

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5. Conduct initial after operations PMCS. Deadline items repaired and /or parts ordered and /or work order requirements identified.
6. Properly close out and turn in all dispatches. Note: operator annotates miles, hours, fuel, and oil added.
7. All vehicles and equipment parked and properly aligned in MP with tarps, drip pans, and chock blocks in place.
8. Ensure all radios "z-off" with fill erased (wheeled radios secured w/lock).
9. Account for and secure all MILES equipment, and other training aids.
10. Turn in all unit level CBRN equipment.
11. Turn in all sensitive items to include COMSEC to arms room and conduct 100% inventory of arms room by serial #.
12. Initiate DA Form 285 for all recordable accidents.
13. Submit a closing report to the Squadron S-3.

Enclosure 3 (Phase III Tasks) to the 1-7 CAV AOM SOP

Phase III (D +1 to D +4) consists of thirty-one tasks and will normally begin at D +1. The Squadron Commander can delay the start of Phase III to allow sufficient time for Troopers to obtain adequate rest. It normally takes four days to complete the thirty-four Phase III tasks.

1. After Operations PMCS complete on all vehicles and equipment. Verify all faults and install parts or place on order. Update and verify all 5988-Es. Update all GCSS-A records to reflect proper equipment status.
2. Confirm status of maintenance requests submitted for NMC equipment.
3. Complete lube order on all vehicles
4. Submit maintenance request for equipment requiring BSB (evacuation work order) repair.
5. Second cleaning of Main Gun and update of all gun cards in TULSA.
6. Clean, service, and inspect all Weapons. Submit work orders if required.

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7. Clean, service, and inspect all CBRN equipment. Submit work orders if required.
8. Replenish all basic loads.
9. Clean, service, and inspect all TA-50. DX complete.
10. Clean and inventory MILES / Hoffman equipment, and other training aids. Initiate adjustment documents for damaged or missing items.
11. Spot paint / repaint bumper numbers as needed.
12. Drain, clean, and store common use items such as stoves, tents, fuel, and water cans.
13. Turn in MREs not consumed to the mess sergeant or supply sergeant. Turn in all ration accountability documents (i.e., memorandum for Troopers receiving separate rations).
14. Drain, clean and service water trailers.
15. Clean common use areas to include motor pool, storage, wash racks, dumpsters, and UPRP.
16. Complete washing of vehicles (interior, exterior). DO NOT WASH THE INTERIOR OF M1A2/M2A3 turrets. Clean with brushes/brooms. Units will police the wash rack of all trash and debris before turning the wash rack over to the next unit. The Squadron S-4 will schedule and clear the units at the wash rack.
17. Clean, repair, inventory, inspect and secure COEI, BII, AAL, and other MTOE equipment. Replace as required.
18. Clean, service, repair, and inventory tents, cots, camo systems and other CTA items. Order necessary shortages and prep torn tents for canvas repair shop.
19. Inventory and replenish field sanitation kits.
20. CONNEX's, QUADCON's and ISU-90's cleaned and repacked.
21. 100 percent inventory of SSL (if applicable).
22. Verify that SSL replenishment requisitions are submitted or have valid status (if applicable).

23. Submit requisitions to replenish basic loads for all classes of supply maintained by the unit.
24. Identify all damaged and lost property. Submit damage statements and shortage lists to troop commander. Initiate relief of accountability actions (ROS, SOC, FLIPL, etc.).
25. Submit required property adjustment documents with the S-4.
26. Schedule medical, finance, and legal appointments.
27. Complete admin requirements resulting from deployment.
28. Schedule compensatory time for Troopers as appropriate. To include compensatory time for mechanics and GCSS-A clerks who routinely work past normal duty hours.
29. Complete DA Form 285 for all accidental injury reports and investigations as required.
30. Ensure shortage annexes are up to date, accurate and signed by the Commander.
31. Review and update alert rosters.

Enclosure 4 (Phase IV Tasks) to the 1-7 CAV AOM SOP

Phase IV (D +5) consists of six tasks that to complete within one day of completing Phase III. Phase IV is a comprehensive inspection of all vehicles and related BII/AAL, individual and crew served weapons, other equipment (CBRN, mess, communications, etc.), OCIE, billets, maintenance areas, storage areas, and other areas specified by the Squadron Commander. The Squadron XO will publish the inspection schedule.

1. The Squadron Commander inspects vehicles for cleanliness, completion of operator/crew maintenance, and the accountability and condition of the BII/AAL. Preparation for the inspection is as follows:
 - (A) Vehicles unlocked and driver/crew present in duty uniform.
 - (B) All BII/AAL displayed IAW the Troop SOP. Hand receipts and Shortage annexes are on hand. A copy of the most recent DA Form 5988-E is present for each vehicle/piece of equipment. Communications equipment, both mounted and dismounted, is ready for operation and inspection.

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Squadron Signal Officer will establish a distant station for radio checks during the inspection.

2. The Squadron Executive Officer inspects maintenance facilities, to include tool rooms, for organization, cleanliness, and accountability. Inspects POL package storage site.
3. The Squadron Master Gunner will inspect individual, and crew served weapons for serviceability and cleanliness. He/she will also inspect required records for completeness.
4. The Squadron CBRN Officer/NCO will inspect CBRN equipment and rooms for cleanliness, serviceability, and accountability.
5. The Squadron S-4 will inspect unit supply rooms and records for completion of recovery-related tasks (e.g., the initiation of property adjustment documents, restocking of the basic loads, turn in of excess, etc.).
6. Operationally controlled (OPCON) elements return to HHT/FST or another unit as applicable.

Appendix T Maintenance Training

1. General: To achieve an effective maintenance posture, the Squadron must train all personnel, including officers, NCO's, technical specialists, and operators in their maintenance requirements.

2. Operator Level Training

- A.** First line supervisors are responsible to train their assigned operators on performance of Preventive Maintenance Checks and Services (PMCS) per the applicable equipment Technical Manual (TM) and Lubrication Order (LO). Additionally, supervisors will train equipment operators on the operation and control functions of his/her assigned equipment and proper maintenance of forms and records, i.e., DA Form 5988-E, DA Form 5987-E.
- B.** Platoon leaders and Platoon sergeants will conduct refresher training for all personnel within their platoon annually.
- C.** Troops will conduct special operator training, i.e., night driving, NVG training, winter driving, convoy training, annually and annotate on the operator's Equipment Qualification Record.
- D.** Newly assigned equipment operators without a military driver's license receive initial PMCS training through the Squadron Drivers Training Course by Subject Matter Experts (SME) and/or instructors. Troop level SMEs certify operators E-5 and below transferring from another unit with a valid DA Form 348/E. Annotate PMCS training for all personnel on operator's equipment qualification record (DA Form 348-E). Indicate with the special training code "OO" and PMCS Certified with date and verifying official signature in the Code, Date, Description, and Verified Section restriction/action area. A qualified command delegated Master Driver will train operators who operate unique equipment. E-5s and below must be PMCS certified every two years.
- E.** Upon request, maintenance personnel will assist and/or instruct operators on any subject matter requested.

3. Unit Level Mechanic Training

A. Unit Level Training

- (1) The Maintenance Control Sergeant (MCS), Team Chief, Shop Foreman, and Section NCOs are responsible to train all assigned and/or attached mechanics to perform organizational and direct support maintenance tasks, operate, and recover equipment assigned and/or maintained by the Maintenance Platoon.

- (2) The Shop Foreman and Section NCO's will train assigned mechanics to perform -10 and -20 level maintenance tasks that pertains to the individuals MOS on equipment maintained or operated by the Squadron. Cross training of mechanics may be necessary due to mission requirements and availability of key MOS trained personnel. In preparation for deployment and/or personnel shortages all assigned mechanics will receive familiarization training on equipment unique to the Squadron in special sessions, during Sergeant's Time Training by qualified NCOs/instructors, and on the spot training.

B. Service Schools.

- (1) Make maximum use of all available maintenance related courses at DA level and III Corps service schools to enhance Squadron level mechanics technical and maintenance management skills.
- (2) The MCS will request quotas for service schools as far in advance as possible. Fill all requested quotas.
- (3) Service schools, i.e., Non-Commissioned Officer Development Courses (NCOES), are available to Department of the Army and Military Branch select Troopers. Leaders should encourage Troopers to participate in all available service schools for career and technical skill enhancement.
- (4) Carefully interview individuals considered for attendance at service schools to ensure they meet the prerequisites for the training.

C. Military Education.

- (1) The following is a list of military\civilian education opportunities available to maintenance personnel.
 - a. **Army correspondence courses.** This program offers self-paced study courses tailored to the MOS skill of the Trooper.
 - b. **Automotive Excellence Service (ASE) certification program.** This program certifies individuals in specialized automotive available repair at a nominal fee per test, (available through Central Texas College).
 - c. **Squadron and Post maintenance training courses.** III Corps Troop School offers courses in GCSS-A management, Motor pool Maintenance Management, Power Generation, Fuel Handlers

course, etc. Schedule maintenance refresher training through the 1CD Logistics Assistance Office (LAO). Ft. Hood offers maintenance training from COMET, TACOM and DOL personnel to units to enhance their equipment maintenance programs.

- d. **Army sponsored college/technical school courses.** These courses are available to selected personnel to train maintenance personnel in technical skills related to unique Engineer equipment, i.e., Armored Combat Engineer Vehicle School in Michigan.
- e. **Post and community college courses.** Ft. Hood educational services offers accredited and technical degrees in maintenance technical and management courses through Central Texas College, Texas A&M, and many other local and nationally recognized universities/colleges.
- f. **Train the Trainer Programs.** The Squadron will conduct mandatory Noncommissioned Officers Development Programs (NCOPD) and Officer Development Programs (OPD) for key leaders during one Command Maintenance period per month. The purpose is to train the chain of command members to on how to train and supervise their subordinates in maintenance subjects.

D. On-the-job training (OJT). Use OJT to alleviate MOS shortages and to meet 1CD directives. The MCO/MCS use the following guidelines in OJT.

- (1) The MCS and/or the SMT will strictly monitor and supervise the On-The-Job Training and Cross Training of personnel.
- (2) Team inexperienced or newly assigned mechanics/GCSS-A clerks with an experienced mechanic/GCSS-A clerk to perform assigned tasks.
- (3) The section NCOIC will counsel their personnel undergoing OJT monthly on their performance and progress in their duties.
- (4) The MCO and MCS are responsible for the overall OJT program and will keep the Squadron Executive Officer informed on the progress of all personnel.
- (5) Upon successful completion of OJT program or reassignment, the MCO/Motor Sergeant will submit a request for award of a secondary MOS through Squadron Commander.

E. Certifications. All MCS Personnel will certify on GCSS-A. Personnel must complete the certification within 90 days of assignment through GTRAC.

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F. Standard Army Maintenance System Enhanced (GCSS-A) for Leaders Certification. This program is a 16 hour on site class designed to teach Squadron level leaders a hands-on working knowledge of GCSS-A. Attendance is mandatory for Squadron Commanders, Executive Officers, and Troop Commanders. This class is an annual training requirement for Squadrons and is available through III Corps G3 Education Services.

Appendix U Publications

- 1. General:** Troop Maintenance Team Chiefs will maintain a library of all maintenance publications essential to their Troop's equipment. Maintain the library IAW the ARMIS system. Mark publications with "Deployment" or "Field."
- 2. Procedures:** To ensure that all publications remain up to date, the follow procedures below:
 - A.** Assign personnel additional duty as publication clerk.
 - B.** Have current military references required for maintaining your publication account with your Troop publication clerk.
 - C.** Have current requisition printout from Troop publication clerk and make sure it coincides with your records.
 - D.** Conduct semi-annual review of 12-series subscription.
 - E.** Use Army Publishing Directorate web site (<http://www.apd.army.mil/>) when ordering publications with the following information:
 - (1) Account letter and number
 - (2) Publication item (i.e., AR 670-1)
 - (3) Unit of issue
 - (4) Quantity
 - (5) Change number
 - F.** Order FT Hood publications separately.
 - G.** Pick up publications weekly from Squadron publications clerk.
 - H.** Review accounts every 6 months with the unit publications clerk.
 - I.** Post all changes immediately to the applicable publications, make additional copies as needed.
 - J.** Return excess publications to the unit publication clerk for distribution and/or storage.

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- K.** The SMT and MCS will periodically review and check the unit's 12 series subscription to ensure that it is current and working.
- 3. Maintenance publications:** Refer to DA Pam 750-8 for the required publications for Troop maintenance. At a minimum, keep these publications on hand or on order. This is in addition to each unit's equipment publications.

Appendix V Motor Pool Appearance

1. **Purpose:** To provide policy and procedures for maintaining a professional appearance of vehicles, maintenance areas, and Troop areas within the motor pool, and parking of vehicles and equipment within the motor pool.
2. **Procedures:**
 - A. **Vehicle Chock Blocks.** Use chocks blocks every time when parking a vehicle, regardless of location and the duration. Each vehicle (including trailers) will have two positioned as follows:
 - (1) **Vehicles under 2.5 tons:** Place one chock block against the left front tire (e.g., driver's side) and one chock block against the right rear tire on the downhill side of both tires. The minimum size chock block is 6" high by 7" long by 6" wide. (NSN 2540-00-406-4588 is the preferred chock block). Chock blocks will remain with the vehicle during operations; secure chock blocks in the vehicle to prevent loss or damage to vehicle or other vehicles. If parking the vehicle on even terrain, simply place one chock block against the front of the left front tire and one against the rear of the right rear tire. Park vehicles with tailgates down and roll up tarps (if applicable, in a method that prevents water collection) to show they are free of trash.
 - (2) **FMTVs and above:** Place one chock block against the left front tire on the downhill side of the tire. Place one chock block between the right-side duels against the down-hill side of the outer up-hill tire. The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute. NSN 2540-01-165-6136 is the preferred chock block). M916s when coupled to a trailer (loaded or unloaded); place one chock block against the down-hill side of the left front tire and one against the down-hill side of the right rear #2 axle outer tire. When vehicles are in operation, store chock blocks in the cab, storage box, or a secure compartment on vehicle to prevent loss, damage to vehicle, and/or damage to other vehicles. For vehicles parked on even terrain, simply place one chock block against the front of the left front tire and one against the rear of the right rear tire.
 - (3) **HEMMTTs/LHS'/PLS':** Place one chock block against the left front tire on the down-hill side of the tire. Place one chock block against the right tire on the rear most axle on the downhill side of the tire. Use approved rubber or nonmetallic chock blocks for HEMMTT Fuel Tankers (M978). The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute NSN 2540-01-165-6136 is the preferred

chock block.) Secure and safeguard chock blocks during operation as stated in Para 2a (1-2).

- (4) **TRACKED VEHICLES:** Place the chock blocks on the down-hill side of both tracks. The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute.)

B. Trailers: Each trailer will have two chock blocks positioned as follows, they will have tailgates down and tarps installed (if applicable, rolled up in a method that prevents water collection):

- (1) **One-Axle Trailers:** Place one chock block against each tire on the down-hill side of the tires. The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute. NSN 2540-01-165-6136 is the preferred chock block).
- (2) **Two-Axle Trailers:** Place a chock block against the down-hill side of each of the tires on the down-hill axle. The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute. NSN 2540-01-165-6136 is the preferred chock block).
- (3) **Lowboy Trailers:** Place a chock block against the down-hill side on the rear-most axle. The minimum size chock block is 5.5" high by 15" long by 5.5" wide. (The standard metal chocks that are 12" high by 14" long by 9.5" wide are an acceptable substitute. NSN 2540-01-165-6136 is the preferred chock block).

C. Drip Pans:

- (1) **Wheeled Vehicles:** There will be a minimum of one drip pan beneath each wheeled vehicle. Place drip pan beneath the front differential unless there is a leak elsewhere under the vehicle. In that case, place one pan beneath the drip. If there are several leaks beneath a vehicle, place an adequate number of drip pans to prevent ground contamination. If an oil leak is a Class III leak, report leak to the maintenance section for action. NSN 4910-00-387-9592 is the standard drip pan. #10 cans are an acceptable substitute. Standardize drip pans within each platoon. Place drip pans underneath the vehicle anytime it is parked, regardless of where it is parked. Secure drip pans in vehicle during operation to prevent damaging and/or losing drip pan. Mark each drip pan with the vehicle bumper number. Inspect drip pans daily and drain water accumulation. During weather of high winds, attach drip pans to vehicle to prevent the drip pans from blowing away

or toppling over. Operators/crews will remove drip pan and place it in vehicle prior to driving away.

- (2) Tracked Vehicles: There will be a minimum of two drip pans beneath each tracked vehicle. Place one drip pan under each final drive. If there are other leaks beneath a vehicle, place an adequate number of drip pans to prevent ground contamination. NSN 4910-00-387-9592 is the standard drip pan. #10 cans are an acceptable substitute. Standardize drip pans within each platoon. Report excessive fluid leaks to maintenance for verification and repair. Place drip pans underneath vehicle after parking, regardless of the parking location. Secure drip pans in the vehicle during operation to prevent damaging and/or losing drip pan. Mark each drip pan with the vehicle bumper number. Inspect drip pans daily and drain water accumulation. During high winds, attach the drip to vehicle to prevent drip pan from blowing away or toppling over. Operators/crews will remove drip pan and place it in vehicle prior to driving away.

D. Parking Plan: Units will park vehicles and equipment IAW the Squadron parking plan. Request temporary exceptions or permanent changes through the MCS. Do not park trailers against the fence line. No parking on gravel or grassy areas in motor pool. If parking vehicles around the maintenance facility, ensure to park perpendicular to building with all doors, access panels, and hoods closed. When maintenance is complete for the day, equipment will be clean, chocked, and have the appropriate number of drip pans in place as prescribed in Para. 2c (2).

E. Maintenance Area. The SMT and MCS will routinely inspect the maintenance facility and surrounding areas for the following:

- (1) Obvious safety violations
- (2) Environmental compliance policy violations.
- (3) Security of vehicles/equipment in for maintenance (i.e., closed hoods, doors, access panels).
- (4) Unsecured operator and mechanics tools and toolboxes.
- (5) Area cleanliness, to include cabs, cargo, and hulls areas of vehicles.
- (6) Unsecured repair parts (new or unserviceable).
- (7) Industrial health hazards.

- (8) Remove all BII/operator belongings and unlock vehicles if inside maintenance bay. Secure the maintenance bays or open a work order for the security deficiency.

F. Miscellaneous.

- (1) Commanders and First Sergeants inspect their lines weekly and report results to the Squadron Commander and Command Sergeant Major.
- (2) Keep vehicles and containers clean, secure, free of trash and excess serviceable/unserviceable repair parts, and free of excess POL products and POL containers.
- (3) Locations: Park vehicles and equipment in the areas specified in the 1-7 CAV parking plan.
- (4) Use of wash racks: Motor pool wash racks provide an area for preparing vehicles and equipment for maintenance and final cleaning of equipment after missions, services, and field exercise only. Equipment returning from missions or field exercises are to utilize the **Division** wash rack for cleaning excessive build-ups of mud, grease, and debris. Do not use soaps, detergents, and cleaning on the motor pool wash rack for any reason. Do not drain vehicle/equipment fluids on wash rack. However, operators can drain drip pans with oil and water mixtures in the wash rack.
- (5) Fuel tanks. Keep fuel tanks at least 3/4 full when parked in the motor pool or overflow lot.
- (6) Antennas. Leave antennas in the "up" position.

Appendix W Small Arms Repair

1. Purpose: To provide a standard for operator and unit level maintenance of individual and crew served weapons.

2. Operator Level Maintenance:

- A.** In garrison, Troopers conduct operator/crew level maintenance on assigned individual and crew served weapons each time they sign them out of the arms room or monthly (whichever comes first). This includes conducting all operator level checks and services and filling out the appropriate form. Individual and crew served weapons are in the GCSS-A databases and will therefore be PMCSd using a GCSS-A generated Equipment Maintenance and Inspection Worksheet (5988-E).
- B.** In the field, operators/crews conduct maintenance IAW the operator level technical manual. Upon return to home station, perform operator maintenance before returning the weapon to the arms room. In all cases, perform proper PMCS checks according to the appropriate TM and complete a DA Form 5988-E.
- C.** After firing weapons, a perform a PMCS IAW the appropriate TM and complete a DA Form 5988-E. The operator will field strip and clean each weapon thoroughly. A supervisor will inspect each weapon for cleanliness and verify the PMCS before the operator returns the weapon to the arms room.

3. BSB Support Level Maintenance:

- A.** BSB level work requests will be job ordered to the FST armament section. All equipment will be job ordered using GCSS-A generated DA 5990-Es. A DA Form 5988-E listing all organizational deficiencies or shortcomings must accompany the request. Weapons submitted for repair must be clean, complete, and include spare barrels, if applicable.
- B.** Make requests for classification of weapons using GCSS-A work request.

4. Maintenance Records:

A. Reportable Crew Served Weapons:

- (1) Reportable crew served weapons include those weapons that are subsystems of vehicles that are reportable items.

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- (2) The armorer will maintain DA Form 5988-Es on all crew served weapons.
 - (3) Armorers must immediately report deadlined reportable equipment to their Troop maintenance team. Armors have 24 hours to repair weapons or have definitive action taken (definitive action includes either ordering necessary parts or job ordering equipment to FST support maintenance).
- B.** The Troop armorer will maintain a DA Form 5988-E in the Troop arms room on each piece of equipment kept in the arms room. The armorer will maintain operator level 5988-Es until 30 days after correcting the last fault. Maintain service 5990-Es until completion of the next service.

Appendix X QA/QC Program

- 1. General:** This appendix covers the inspection criteria for use by appointed technical inspectors when inspecting organizational and direct support maintenance tasks, and dispatch QA/QC. Maintenance supervisors, as well as vehicle supervisors, are responsible for ensuring all mechanics and operators complete assigned tasks to standard and in accordance with applicable technical manuals and references. The inspection section will verify compliance with these established guidelines.
- 2. Purpose:** The purpose of this appendix is to establish guidelines as well as a checklist for use by appointed QC inspection personnel for organizational and direct support level maintenance tasks. In addition, commanders use information from QC inspection is used to further enhance the unit's organizational and direct support level maintenance procedures.
- 3. References:** TM 750-245-4, DA PAM 750-8, AR 750-1.
- 4. Responsibilities:**
 - A. Commander:**
 - (1) Appoint all technical inspectors on appointment orders.
 - B. Maintenance Control Officer:**
 - (1) Establish an effective QA/QC program that ensures operators and maintenance personnel repair in accordance with applicable references.
 - (2) Ensure all necessary and relevant references are on hand or on a valid requisition for QA/QC personnel.
 - C. Maintenance Control Technician:**
 - (1) Assist MCO is establishing guidelines and standards for the unit QA/QC program.
 - (2) Enforce all established guidelines and standards for conducting organization and direct support level repairs by maintenance and QA/QC personnel.
 - (3) Provide technical advice and assistance to maintenance personnel.
 - (4) Act as a mediator when there is a discrepancy between maintenance personnel and QA/QC personnel.

- (5) Conduct periodic spot checks of QA/QC program to ensure compliance with established standards.
- (6) Maintain a copy of all final inspections completed on BSB support level jobs at the Maintenance Control Section.

D. Maintenance Control Supervisor:

- (1) Assist MCO and SMT in enforcing QA/ QC inspection standards.
- (2) Make recommendations and interview prospective candidates for the unit's QA/QC program.
- (3) Assist QA/QC and maintenance personnel in obtaining required publications.
- (4) Conduct periodic spot checks of QA/QC program to ensure compliance with established standards.
- (5) Provide technical assistance and guidance to QA/QC and maintenance personnel on equipment repairs.
- (6) Approve finalized QA/QC schedule the Technical Inspectors and all subsequent adjustments submit. Ensure all CRT Chiefs have the current QA/QC schedule.

E. CRT Chief:

- (1) Ensure maintenance personnel assigned to jobs are qualified to perform that task.
- (2) Ensure maintenance personnel use technical manuals when performing all assigned tasks, regardless of how many times they have completed that task.
- (3) Assign section sergeants to verify mechanics work before sending equipment to QA/QC.
- (4) Perform periodic spot checks of direct support level tasks to enforce standards.
- (5) Report all problems to Maintenance Control Sergeant.

- (6) Coordinate with Troop XOs regarding scheduling for QA/QC of Troop equipment.
- (7) Provide input to Technical Inspectors during QA/QC scheduling and advise Troop XOs on the resulting schedule.

F. Inspection Section Personnel:

- (1) When conducting any inspection, ensure all technical data comes from the equipment's -10 and -20 technical manual.
 - (2) Ensure maintenance personnel meet established repair standards and guidelines during the conduct of the inspection.
 - (3) Report findings in writing to SMT or MCS upon completion of inspection on checklist provided. (See APPENDIX BB for Checklists)
 - (4) Provide maintenance section with written results of your inspection.
 - (5) Utilize all technical data and tools available to assist you in your inspection.
 - (6) Work with CRT Chiefs and MCS to create QA/QC schedule for all vehicles in the SQDN and submit schedule to MCS for approval.
- 5. Procedures:** The inspection section will complete a QA/QC on all dispatches, scheduled services, and direct support level maintenance jobs. This includes both tracked and wheeled vehicles. Complete the inspection on a QA/QC checklist and turn in to Maintenance Control Section after completing the final inspection. The signature of QA/QC personnel is final. Only the Maintenance Control Sergeant or Maintenance Control Technician have the authority to contradict the opinion of an inspector. If the inspectors reject a piece of equipment for any reason, they share the results of inspection to the senior maintenance person with specific instructions on the nature of the deficiencies. The original inspector conducts all re-inspections whenever possible, under the same standards.
- 6.** Designated technical inspection personnel will report to the MCS or SMT once daily to brief status or get updates of on-going direct support level actions and dispatch QA/QC results.

Appendix Y Maintenance Meetings

- 1. Purpose:** This appendix outlines the times, locations, and requirements of the various maintenance meetings.
- 2. General:** To designate maintenance priorities, check progress, and maintain proper awareness of equipment, there will be meetings of regular frequency across the chain of command. This provides directions to the Troopers performing maintenance and gives guidance to the leadership who then create maintenance plans of action.
- 3. CRT Team Chief Meeting**
 - A.** The CRT Team chief meeting is every morning at 0845 in the Shop Office unless stated otherwise. The purpose of this meeting is to maintain proper awareness of maintenance progress and disseminate maintenance priorities to the team chiefs. The team chiefs must be prepared to brief all things maintenance within their line Troops including but not limited to: jobs finished, jobs in shop, jobs scheduled to go into shop, 02 parts statuses, ESR projections, Standard Pricing, training focus, and issues or concerns.
- 4. Squadron Maintenance Meeting**
 - A.** The Squadron maintenance meeting will take place every Tuesday and Thursday from 1600-1700 in the Squadron conference room unless stated otherwise. The purpose of this meeting is to inform the Squadron XO of major maintenance events and voice Troop maintenance concerns. The audience for this meeting is all Troop Team Chiefs and XOs, MCS, SMT, SMO, and the Squadron XO. The Troop XOs must be prepared to brief all this maintenance in their Troop including but not limited to scheduled services, NMC report, equipment out of the motor pool, and major maintenance concerns. The MCS will send the Troop XOs the initial slide deck on the last working day of the week. The XOs must update the information and return them to the MCS NLT Monday at 1600.
- 5. Brigade Maintenance Meeting**
 - A.** The Brigade maintenance meeting will take place every Thursdays from 1000-1130 in the SPO conference room unless otherwise stated. The purpose of this meeting is to inform the Brigade XO on major maintenance movements within the Squadron. The audience required from 1-7 CAV at this meeting is the SMO, SMT, and the SXO. The maintenance control officer must be prepared to brief all things maintenance within 1-7 CAV including but not limited to: 026 report, scheduled services, recoverable items, and major maintenance concerns.

Appendix Z Sample Forms

1. **Purpose:** This appendix provides examples of forms and checklists referenced in this SOP IOT give a reference for correct completion.
2. **General:** This SOP delegates responsibilities, procedures, and command guidance concerning the environmental and used product management. This SOP applies to all Troopers assigned/attached to this Squadron.

3. Form Reference:

1-7 CAV QA/QC and request for dispatch:	Page 104
1CD Roadside Inspection Checklist:	Page 106
DD Form 518 Accident Identification card:	Page 107
SF 91 Report of Motor Vehicle Accident:	Page 108
1CD Policy Letter 4-1 Vehicle Dispatching Requirements:	Page 109

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QA/QC Checks (Completed by Mechanic)				
Deficiencies found during QA/QC will be added to the DA Form 5988-E and submitted to maintenance supervisor for action prior to dispatch			GO	NO-GO
Does vehicle contain a serviceable validated fire extinguisher? (VEH carrying CL V requires 2ea). Ref: APPLICABLE -10 manual, AR 385-10 CHP 11-10 b. (1)				
Do any NMC faults (deficiencies) exist, as described in applicable TMs? If yes, equipment is NMC Ref: AR 750-1, CH 3-2, b (2)				
Does last service exceed 10% variance? If so, equipment is administratively deadline. Ref: DA PAM 750-8, CH 2-4, E (4)				
Is there any improper functioning or condition of steering, lights, windshield wipers, horn, warning signals, side or rearview mirrors, restraint devices, reflectors, or other safety devices that are broken, cracked, discolored, or covered with frost, ice, snow, dirt, mud, or grime Ref: AR 385-10, PARA 11-3 (a,b) & Applicable TM				
Is there any defective, inoperable, or out-of-adjustment service or parking brakes Ref: AR 385-10, PARA 11-3 & Applicable TM				
Any condition likely to cause injury to personnel or failure of a component. Examples are cracked wheel hubs, worn or frayed tie down straps, torn sheet metal with exposed sharp edges, damaged or missing exhaust, low, flat or tires worn past tread wear indicator, improper track tension, loose half shaft / prop shaft bolts, loose end connectors, missing center guides. Ref: AR 385-10, PARA 11-3 & Applicable TM				
Are occupant restraint devices and other safety devices serviceable and operational? Ref: AR 385-10, PARA 11-3 & Applicable TM				
Any fuel or Coolant leak; Any CI III Oil Leaks?				
Appropriate fluid levels (ex: engine, transmission, brake, coolant)? Ref: AR 385-10, PARA 11-3 & Applicable TM				
Is the battery box clean and serviceable, battery terminals secure and clean (not corroded) and battery hold-downs secure? Ref: Applicable TM				
QA/QC Name		Rank		Date of Inspection
QA/QC Signature				
Dispatch and Vehicle Operation Guideline				
1.	Operator uses DA Form 5988-E from command maintenance and completes a PMCS IAW equipment -10.			
2.	Dispatch request and PMCS submitted to maintenance and a QA/QC is scheduled.			
3.	Operator and QA inspector complete QA/QC IAW Squadron Dispatch Inspection Checklist.			
4.	Corrective action taken by maintenance on NMC and administrative deadlines.			
5.	Repairs or action taken on un-corrected faults. (ie parts ordered or faults added to DA form 5988-E that cannot be corrected prior to mission).			
6.	Maintenance supervisor reviews dispatch packet for completeness and submits to dispatcher for action.			
7.	Dispatcher updates DA form 5988-E, verifies all documents are in equipment records folder are present, checks for overdue service, dispatches equipment, verifies operator qualifications and issues dispatch packet.			
8.	TC conducts PCC using checklist on the front of this form prior to rolling out.			
9.	TC or operator ensures "During" PMCS IAW equipment -10 is completed and annotated on DA Form 5988-E, as well as <u>subsequent daily PMCS is completed for every day equipment is used.</u>			
10.	Senior occupant notifies maintenance of any NMC or safety deficiencies upon identification of such faults and obtains approval to continue operating the vehicle.			
11.	Upon completion of the mission, operator completes the "after" operations PMCS IAW equipment -10, annotates the odometer reading on the dispatch form and submits to the senior occupant for a release signature. Completed DA Form 5988-E, dispatch form, logbook with all its required documents are returned back to dispatcher to be closed out.			
NOTE: If equipment is NMC or administratively dead-lined, (either overdue service or IAW AR 385-10) the squadron commander may use the circle X fault and write restrictions and limitations for a one time use of the vehicle. The circle X is only good for a one-time use, not an entire mission.		Important Contacts Troop Commander Contact # _____ Troop 1SG Contact # _____ Troop XO Contact # _____		TC Confirms with driver: ◇ Road conditions / weather ◇ Route ◇ Speed limits ◇ Proper PPE / uniform ◇ Adequate rest past 24-48hrs
NOTE: Amber roads require SQDN XO's signature on dispatch.				

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Today's Date		Destination		
Date of Departure		Vehicle Information		
Date of Return				
1 st Operator's Name/		License #	Admin # - Primary Mov -	
2 nd Operator's Name/		License #	Admin # - Trailer At -	
Senior Occupant / TC Name / Rank		Admin # - Cargo		
Mission Supervisor Name / Rank				
Senior Occupant / TC (Prior to Rolling Out)			GO	NO-GO
Equipment record folder present and labeled with Admin number in front				
Dispatch DA Form 5987-E, signed by Dispatcher, Operator and Comamnder Ref. DA PAM 750-8 FIG 2-7				
Does the operator have their Military Operators License (Signed, licensed on the equipment, signed by current CDR, not expired...) Ref: AR 600-55, CH 6: DA PAM 750-1 CH 5-2				
Proper Authorizations on DA Form 5988-E if operating NMC or Admin dead-lined equipment				
SF 91 Operator Report of Motor Vehicle Accident (2ea.) and DD form 518.92 ea) and DA Form 1970. Ref. AR 385-10 PAR 2 d (4). DA PAM 750-8 PARA 2-8.				
If DA Form 5987 operator blocks are full, the senior occupant completes a DD Form 1970				
Is operator level TM/LO current and present? Ref: DA PAM 750-1 CH 5-2				
Daily PMCS completed and annotated on DA Form 5988-E				
The Service date is within 10% tolerance, (see DA form 5988-E) (no service date is the same as an overdue svc)				
First aid kit on hand, complete and not expired				
Warning triangles are present and serviceable				
Fire extinguisher present, sealed, and serviceable IAW the - 10				
Safety strap is present and serviceable. If transporting troops, this strap must be in use. Gunner restraints, if being used are present, sealed and serviceable. Ref: AR 385-10, PARA 11-5 c (2)				
Are all personnel wearing approved headgear, with chinstrap fastened and utilizing occupant restraints. REF: AR 385-10, CH 11-10 b (5)				
Improper functioning or conditioning of steering, lights, windshield wipers, horn, warning signals, side or rearview mirrors, restraint devices, reflectors, or other safety devices that are broken, cracked, discolored, or covered with frost, ice snow, dirt, mud, or grime Ref: AR 385-10, PARA 11-3 (a,b.) & Applicable TM				
Defective, inoperable, or out-of-adjustment service or parking brakes REF AR 385-10. PARA 11-3 & Applicable TM				
Any condition likely to cause injury to personnel or failure of a component. Examples are cracked wheel hubs, worn or frayed tie down straps, torn sheet metal with exposed sharp edges, damaged or missing exhaust, low flat or tires worn past tread wear indicator, improper track tension, loose half shaft / prop shaft bolts, loose and connectors, missing center guides. Ref: AR 385-10, PARA 11-3 & Applicable TM				
Occupant restraint devices, and other safety deveices are present and serviceable Ref: AR 385-10, PARA 11-3 & Applicable TM				
No fuel or coolant leaks. Any CI III Oil Leaks				
Appropriate fluid levels (ex: engine, transmission, brake coolant) Ref: AR 385-10, PARA11-3 & Applicable TM				
Battery box clean and serviceable, battery terminals secure and clean Ref: Applicable TM				
Signature:				

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QA/QC Checks (Completed by Mechanic)			
Deficiencies found during QA/QC will be added to the DA Form 5988-E and submitted to maintenance supervisor for action prior to dispatch		GO	NO-GO
Does vehicle contain a serviceable validated fire extinguisher? (VEH carrying CL V requires 2ea). Ref: APPLICABLE - 10 manual, AR 385-10 CHP 11-10 b. (1)			
Do any NMC faults (deficiencies) exist, as described in applicable TMs? If yes, equipment is NMC Ref: AR 750-1, CH 3-2, b (2)			
Does last service exceed 10% variance? If so, equipment is administratively deadline. Ref: DA PAM 750-8, CH 2-4, E (4)			
Is there any improper functioning or condition of steering, lights, windshield wipers, horn warning signals, side or rearview mirrors, restraint devices, reflectors, or other safety devices that are broken, cracked, discolored, or covered with frost, ice snow, dirt, mud or grime Ref: AR 385-10, PARA 11-3 (a,b) & Applicable TM			
Is there any defective, inoperable, or out-of-adjustment service or parking brakes Ref: AR 385-10, PARA 11-3 & Applicable TM			
Any condition likely to cause injury to personnel or failure of a component. Examples are cracked wheel hubs, worn or frayed tie down straps, torn sheet metal with exposed sharp edges, damaged or missing exhaust, low, flat or tires worn past tread wear indicator, improper track tension, loose half shaft / prop shaft bolts, loose and connectors missing center guides. Ref: AR 385-10, PARA 11-3 & Applicable TM			
Are occupant restraint devices and other safety devices serviceable and operational? Ref: AR 385-10, PARA 11-3 & Applicable TM			
Any fuel or Coolant leak: Any CI III Oil Leaks?			
Appropriate fluid levels (ex: engine, transmission, brake coolant)? Ref: AR 385-10, PARA 11-3 & Applicable TM			
Is the battery box clean and serviceable, battery terminals secure and clean (not corroded) and battery hold-downs secure? Ref: Applicable TM			
QA/QC Name		Rank	Date of Inspection
QA/QC Signature			
Dispatch and Vehicle Operation Guideline			
1.	Operator uses DA Form 5988-E from command maintenance and completes a PMCS IAW equipment -10.		
2.	Dispatch request and PMCS submitted to maintenance and a QA/QC is scheduled.		
3.	Operator and a QA inspector complete QA/QC IAW Squadron Dispatch inspection Checklist.		
4.	Corrective action taken by maintenance on NMC and administrative deadlines.		
5.	Repairs or action taken on un-corrected faults. (ie parts ordered or faults added to DA form 5988-E that cannot be corrected prior to mission).		
6.	Maintenance supervisor reviews dispatch packet for completeness and submits to dispatcher for action.		
7.	Dispatcher updates DA form 5988-E, verifies all documents are in equipment records folder are present, checks for overdue service, dispatched equipment, verifies operator qualifications and issues dispatch packet.		
8.	TC conducts PCC using checklist on the front of this form prior to rolling out.		
9.	TC or operator ensures "During" PMCS IAW equipment - 10 is completed and annotated on DA Form 5988-E, as well as <u>subsequent daily PMCS is completed for every day equipment is used.</u>		
10.	Senior occupant notifies maintenance of any NMC or safety deficiencies upon identification of such faults and obtains approval to continue operating the vehicle.		
11.	Upon completion of the mission, operator completes the "after" operations PMCS IAW equipment - 10, annotates the odometer reading on the dispatch form and submits to the senior occupant for a release signature. Completed DA Form 5988-E, dispatch form, logbook with all its required documents are returned back to dispatcher to be closed out.		
NOTE: If equipment is NMC or administratively dead-lined, (either overdue service or IAW AR 385-10) the squadron commander may use the circle X fault and write restrictions and limitations for a one time use of the vehicle. The circle X is only good for a one-time use, not an entire mission. NOTE: Amber roads require SQDN XO's signature on dispatch		Important Contacts Troop Commander Contact # _____ Troop 1SG Contact # _____ Troop XO Contact # _____	TC Confirms with driver ◇ Road conditions / weather ◇ Route ◇ Speed limits ◇ Proper PPE / uniform ◇ Adequate rest past 24-48hrs

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">ACCIDENT - IDENTIFICATION CARD</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 -SEE REVERSE)</i></td> </tr> <tr> <td colspan="2">Any correspondence regarding accident should be addressed to:</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">MAKE REFERENCE TO</td> </tr> <tr> <td colspan="2">DATE OF ACCIDENT</td> </tr> <tr> <td colspan="2">MAKE AND TYPE OF VEHICLE</td> </tr> <tr> <td colspan="2">REGISTRATION NO.</td> </tr> <tr> <td colspan="2">DRIVER (Last name - first name - middle initial)</td> </tr> <tr> <td style="width: 50%;">SSN</td> <td style="width: 50%;">GRADE</td> </tr> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </table> <p style="font-size: small; margin-top: 5px;">DD Form 518, OCT 78 PREVIOUS EDITION IS OBSOLETE Adobe Professional 7.0</p>	ACCIDENT - IDENTIFICATION CARD		<i>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 -SEE REVERSE)</i>		Any correspondence regarding accident should be addressed to:				MAKE REFERENCE TO		DATE OF ACCIDENT		MAKE AND TYPE OF VEHICLE		REGISTRATION NO.		DRIVER (Last name - first name - middle initial)		SSN	GRADE			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PRIVACY ACT STATEMENT</td> </tr> <tr> <td><i>AUTHORITY: See 638a, Title 31, USC and EO 9397.</i></td> </tr> <tr> <td><i>PRINCIPAL PURPOSE: To provide persons involved in an accident with a DOD owned/leased vehicle the identity of the person with the authority to act on the matter.</i></td> </tr> <tr> <td><i>ROUTINE USES: placed in each vehicle for purpose stated above. When a DoD vehicle is involved in an accident, the driver provides the other party(s) with a properly executed DD Form 518. The SSN is requested because of similarity of names, to further identify the driver of the DoD vehicle.</i></td> </tr> <tr> <td><i>DISCLOSURE IS VOLUNTARY: No disciplinary action is taken in cases where the SSN is not provided.</i></td> </tr> </table> <p style="font-size: small; margin-top: 5px; text-align: center;">DD Form 518 Reverse, OCT 78</p>	PRIVACY ACT STATEMENT	<i>AUTHORITY: See 638a, Title 31, USC and EO 9397.</i>	<i>PRINCIPAL PURPOSE: To provide persons involved in an accident with a DOD owned/leased vehicle the identity of the person with the authority to act on the matter.</i>	<i>ROUTINE USES: placed in each vehicle for purpose stated above. When a DoD vehicle is involved in an accident, the driver provides the other party(s) with a properly executed DD Form 518. The SSN is requested because of similarity of names, to further identify the driver of the DoD vehicle.</i>	<i>DISCLOSURE IS VOLUNTARY: No disciplinary action is taken in cases where the SSN is not provided.</i>
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UFVA-UAI-GCO
 SUBJECT: 1-7 CAV Maintenance SOP

MOTOR VEHICLE ACCIDENT REPORT		Please read the Privacy Act Statement on Page 3		INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled on by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.			
SECTION I - FEDERAL VEHICLE DATA							
1. DRIVER'S NAME (Last, first, middle)				2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER			
5. TAG OR IDENTIFICATION NUMBER		6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. DESCRIBE VEHICLE DAMAGE							
SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)							
12. DRIVER'S NAME (Last, first, middle)				13. SOCIAL SECURITY NO./ TAX IDENTIFICATION NO.		14. DRIVER'S LICENSE NO./STATE/LIMITATIONS	
15. a. DRIVER'S WORK ADDRESS				15b. WORK TELEPHONE NUMBER			
16a. DRIVER'S HOME ADDRESS				16b. HOME TELEPHONE NUMBER			
17. DESCRIPTION OF VEHICLE DAMAGE				18. ESTIMATED REPAIR COST \$			
19. YEAR OF VEHICLE		20. MAKE OF VEHICLE		21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE	
23a. DRIVE'S INSURANCE COMPANY NAME AND ADDRESS				23b. POLICY NUMBER			
				23c. TELEPHONE NUMBER			
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		25a. OWNER'S NAME(S) (Last, first, middle)		25b. TELEPHONE NUMBER			
26. OWNER'S ADDRESS(ES)							
SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)							
27. NAME (last, first, middle)				28. SEX		29. DATE OF BIRTH	
30. ADDRESS							
A		31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)		33. LOCATION IN VEHICLE	
34. FIRST AID GIVEN BY							
35. TRANSPORTED BY				36. TRANSPORTED TO			
37. NAME (last, first, middle)				38. SEX		39. DATE OF BIRTH	
40. ADDRESS							
B		41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)		43. LOCATION IN VEHICLE	
44. FIRST AID GIVEN BY							
45. TRANSPORTED BY				46. TRANSPORTED TO			
47. Pedestrian				a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NW corner, etc.) FROM TO	
c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)							
NSN 7540-00-634-4041 Previous edition not usable				STANDARD FORM 91 (2/2004) Prescribed by GSA-FPMR 102-34.295			

UFVA-UAI-GCO
SUBJECT: 1-7 CAV Maintenance SOP



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 75644-5002

GARRISON POLICY
DPW-04

19 JUN 2019

IMHD-PWE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood's Environmental Policy

1. REFERENCES:

- a. Executive Order 13824, Planning for Federal Sustainability in the Next Decade, dated 17 May 2018.
- b. Army Regulations 200-1 Environmental Protection and Enhancement, dated 13 December 2007.
- c. III Corps and Fort Hood Regulation 200-1, Environment and Natural Resources, dated 24 April 2014.

2. PURPOSE: To define the Fort Hood Environmental Policy in accordance with Executive Order 13834, Army regulations, and other guidance.

3. APPLICABILITY: This policy applies to all Soldiers and Civilians performing duties in units or activities assigned, attached, stationed, based, or otherwise located on the Fort Hood military reservation.

4. POLICY:

a. The Army has a comprehensive strategy to support energy security and sustainability with a focus on energy, water, and solid waste management at Army installations. That vision includes a culture that recognizes the value of sustainability measured not just in terms of financial benefits, but in terms of the benefits to quality of life, relationships with local communities, the preservation of options for the Army's future, and maintaining mission capability and resilience.

b. In support of the Army strategy and vision, Fort Hood's environmental program has adopted goals to significantly reduce the amount of waste going into our landfill, and to reduce our energy and water consumption. These programs will help to preserve both our natural and fiscal resources, and will enhance the installation's ability to support readiness, training, and deployment of military units.

UFVA-UAI-GCO
SUBJECT: 1-7 CAV Maintenance SOP

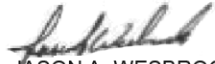
IMHD-PWE
SUBJECT: Fort Hood's Environmental Policy

c. To achieve these goals, Fort Hoos is committed to:

- (1) Continually improving our environmental stewardship
- (2) Evaluating oppotuniites for pollution prevention
- (3) An involved leadership who monitors activities impacting the environment.
- (4) Complying with all legal requirements as the minimum standard.
- (5) The inherent responsibility of all personnel to protect and preserve the environment.

5. EXPIRATION: This Fort Hood Command Policy memorandum will remain in effect until suspended or rescinded.

Encl


JASON A. WESBROOK
COL, IN
Commanding

DISTRIBUTION:
IAW FH Form 1853: A

UFVA-UAI-GCO
SUBJECT: 1-7 CAV Maintenance SOP



IMHD-SO


DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 75644-5002

GARRISON POLICY
SAFETY-01

MEMORANDUM FOR Directors and Support Office Chiefs/Managers

SUBJECT: Safety Policy

1. I am the Safety Officer for the Garrison. I expect every director, support chief, and leader to be a Safety Officer and take personal responsibility of the safety employees entrusted to their care.
2. Accident prevention in this Garrison is based on the philosophy that all accidents can be prevented, and that accident prevention is an inherent function of leadership and discipline. The employees of this Garrison must be so thoroughly trained in safety principals and procedures that safety awareness is a part of their thought process, both on and off duty. Disciplined organizations operate to standard because it is the right thing to do, and they do not take short cuts. As a result, they conduct safe, well thought out operations from start to finish. Leaders must nurture and enforce discipline, guarding against complacency short cuts.
3. At times, we are faced with accomplishing tough missions in challenging environments. During operations, leaders at each level manage risk and assure that our employees conduct all activities safely. We must remember that "nothing" we do is so important as to cost the life of an employee. Every operation will have a Risk Assessment completed to determine how risks will be managed, and will be approved at the appropriate level.
4. The safety policy of this Garrison is to achieve "Safety Through Thorough Operating Procedures". We will not use safety as an excuse for avoiding difficult and challenging support missions. We will use safety to enhance rather than undermine effectiveness. We will ensure that we prepare so thoroughly and intelligently that we avoid adhoc planning, which so often leads to the individual employee having make the choice between ineffective or "safe". Using a thoroughly thought out support plan and the maintenance of a constantly disciplined environment we can eliminate needless risk. When safety in doubt cease operations and consult your chain of command/leadership.
5. The point of contact for this policy is Mr. Orta, Garrison Director of Safety, at (254) 287-3323 or email at daniel.orta.civ@mail.mil.


JASON A. WESBROOK
COL, IN
Commanding

Appendix AA Overnight Storage Checklist

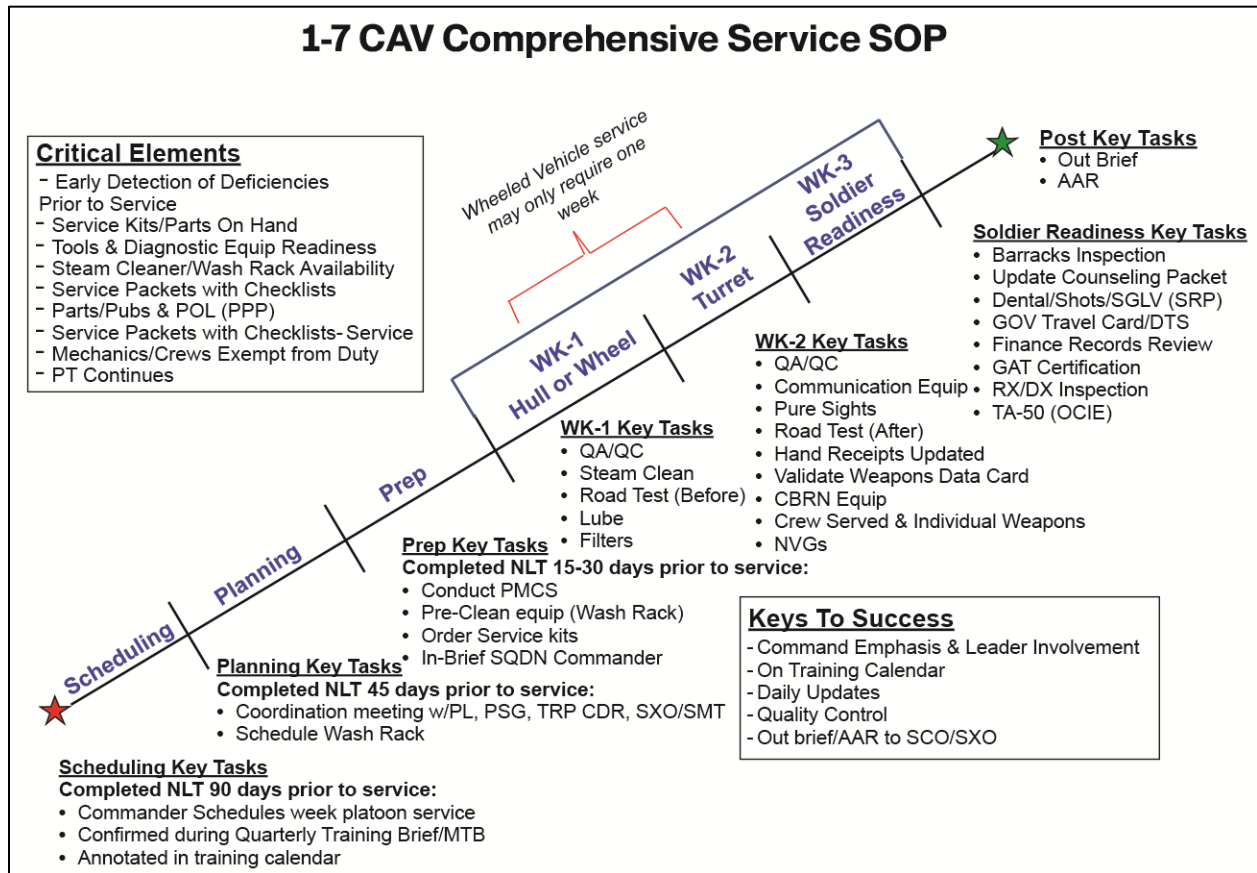
1-7 CAV Maintenance Bay Close-out Checklist

- T/I performed IAW AR750-1, chapter 3 to ensure vehicle is FMC, or there is no need to order more parts.
- All POL spills in work area cleaned to standard.
- All used POL products disposed of properly to include empty POL containers, filters, contaminated materials, and used dry sweep.
- Vehicle thoroughly inspected for items not belonging to crew or vehicle. I.E tools, parts, and/or trash.
- Wipe down open POL containers that have uncontaminated product and place on secondary containment pallets.
- Remove all trash from the work area.
- Nothing belonging to vehicle or crew left in bay.
- Clean, band, and complete all associated paperwork on all unserviceable parts needing turn in.
- Completion of any unrelated tasks needed by maintenance team to improve workflow, efficiency, and environmental compliance.
- Notify CRT team chief after completing this checklist, and releases vehicle crew from maintenance area.

Checklist for Vehicles Staying in Bay Overnight

- All task from Bay Closeout checklist complete to the extent possible
- All BII and other equipment belonging to crew secured elsewhere; to include any Sensitive/High Dollar Items
- Vehicle left unlocked.
- Chock blocks positioned in most effective place to prevent vehicle movement.
- Drip pans positioned in most effective place to prevent POL spillage.

Appendix AB Comprehensive Service SOP



ANNEX AC SERVICE PACKET DOCUMENT REQUIREMENTS



1-7 Cavalry, 1 ABCT
 FT HOOD, TX, 76544
 SERVICE PACKET CHECK LIST



Admin #	Model#	Mechanics Assigned	Service Type
Troop:		Operators Assigned:	

Start Date:	Form:	Comments	Verified by Motor SGT/NCOIC
REQUIRED	Operator 5988-E with 10 level before PMCS	PMCS Type: Before operation. Mileage, inspector # (GCSS-A), signature TM item numbers annotated, dates, status, mileage accuracy, and deficiencies or short comings annotated or corrected prior to dispatch.	
REQUIRED	Initial/Final Road Test Dispatch 5987 E W/ QA/QC Form	QA/QC form verifies equipment is safe to operate prior to dispatch and that operator has conducted PMCS. Operator/Crew performs an operational test and performs During, and After PMCS (Road Test, min 5 mi) and reports and issues and annotates faults on the 5988E.	
REQUIRED	Work Order DA 5990-E Service Performed	Svc Type: Usage based (Miles/Hrs), Quarterly, Semi, Annual, or Biennial. Initial inspection, tasked/LO performed, parts installed/issued to w/o, new deficiencies annotated with required material on order, final inspection.	
REQUIRED AS APPLICABLE	DA Form 5990-E 10/20 level Service, brake test, coolant test, or battery test if applicable	20 level Tasks IAW TM & LO, man hours specified. Signatures and dates	
REQUIRED	QC NCO final 5988-E	Troop QA/QC NCO (on appointment orders) performs final Quality Control inspection on DA 5988-E.	
REQUIRED	Updated 5988-E	Service closeout with accurate information, dates, mileage/hours, and service repair parts on order if found or updated if repaired or installed. Updated service interval.	
IF APPLICABLE	Low Usage Memo	Low Usage Memorandum for Record if applicable	
REQUIRED for M1A2, M2A3, BFIST, M1064	GUN CARD (DA 2408)	Master Gunner updates Gun Card in TULSA to reflect necessary services and EFCs (Borescope, Recoil, etc.)	
AS REQUIRED	MISC, MFR, etc.		

Equipment Repair/Parts Specialist (ERP) Squadron MCS/Maintenance Technician Signature:
 Signature: _____

Equipment Repair/Parts Specialist (ERP) Squadron MCS/Maintenance Technician Signature:
 Signature: _____

Appendix AD Service Task Tracker

Service Task Tracker					
Week 1					
	Day 1	Day2	Day3	Day4	Day 5
(BF V CREWS) M3 Hull Services Operators _____ Mechanics _____	<ul style="list-style-type: none"> • 10/20 level TI • Road test • Lube order • Suspension TI • Troop MG - Pull 25MM, service, and update digital and paper gun card for CFV 1 	<ul style="list-style-type: none"> • Hull TI • Drive.crew area TI • Troop MG - Pull 25 MM, service, and update digital and paper gun card for CFV 2 	<ul style="list-style-type: none"> • Engine compartment TI • Battery/coolant tests • Troop MG - Pull 25MM, service, and update digital and paper gun card for CFV 3 	<ul style="list-style-type: none"> • Initial trouble shooting - begin working on all hull faults identified • Troop MG - Pull 25MM, service, and update digital and paper gun card for CFV 4 	<ul style="list-style-type: none"> • Continue trouble shooting work off hull faults found • Repaint Bumper #s and Crew names • *M242 services completed
(HQs) Personnel and Equipment Services Operators _____ Mechanics _____	<ul style="list-style-type: none"> • M4/M9 services • COMMO equipment services 	<ul style="list-style-type: none"> • Crew-served weapon services • \$1 verification (DD93/SGLI) 	<ul style="list-style-type: none"> • Optics/Lasers services • Purge NVGs • MEDPROS verification (hearing/dental/vision/medical tags/immunizations) 	<ul style="list-style-type: none"> • OCIE Inventories • Counseling's/ personnel actions • Barracks inspection (Focus on serviceability of barracks and inventory of furniture rather than health and welfare) 	<ul style="list-style-type: none"> • Ancillary Equipment • NBC masks • Update shortage annexes
(Tank Crews) M1A2 Hull Services Operators _____ Mechanics _____	<ul style="list-style-type: none"> • Pull Packs • Change Fuel Filters • Inspect Fuel Tanks • Start 20 Level TI • Fluid Levels • Check Linkages • Pull and Drain EAPU's • Install New Terminal Guards 	<ul style="list-style-type: none"> • Ensure Labels And Weights Recorded From V-packs • Check Steering Controls • ADJ Brake Controls • Heater Fuel Lines And Filters • Continue To Install Service Kits 	<ul style="list-style-type: none"> • Engine Health Test • Ground Hop • 1600 Test • IGV AND PTS Adjustments • Check Connections, Lines, And Sensors • Meter Batteries 	<ul style="list-style-type: none"> • Remove NBC Covers • Pull Driver's Seat • Re-install Batteries • Engine Health Check Continued • Continued To Ground Hop Packs 	<ul style="list-style-type: none"> • Distribute Parts On Hand • Set Packs • Update 5988's And Service Packets

Appendix AF Service Overall Tracker

Platoon Services Overall Tracker		
Specified Tasks	Status	Issues:
Vehicle Services Complete	4/4	• AAR: •
COEI/BII Inventory, SHR and Shortage Annex Updates	100%	
Verify all Serial Numbered Equipment	100%	
Drivers Licenses	9/19	
PMCS on Commo Systems (FM/JBC-P/POP/SNE)	4/4	
LR Communications Checks	4/4	
Road Test / Rollout	4/4	
Service Packets	4/4	
Weapons Services (-10/-20/-30)	31/31	
Optics Services (-10/-20)	19/19	
NBC Services (-10/20)	19/19	
NVG Services (-10/-20-30)	17/17	
MBTR, and Manpack FM/HF (-10/-20)	1/2	
Platoon MAL Updated	100%	
Counseling Packets Updated	17/17	
OCIE Inventories Conducted	19/19	
Medical Readiness Verified with MEDO	18/19	
APFT/ACFT Complete	19/19	
Personnel Records Updated (DD93, SGLI, ERB/ORB)	19/19	