



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
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SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

15 FEB 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 14 – Roadside Inspection Program

1. References:

- a. AR 385-10, The Army Safety Program, 24 February 2017.
- b. AR 600-55, The Army Driver and Operator Standardization Program, 1 May 2017.
- c. AR 750-1, Army Materiel Maintenance Policy, 3 August 2017.
- d. DA PAM 750-1, Commander's Maintenance Handbook, 04 December 2013.
- e. DA PAM 750-8, The Army Maintenance Management Systems (TAMMS) User's Manual, 22 August 2005.

2. Purpose. The purpose of this policy is to provide guidance within 25ID for roadside inspections of military vehicles.

3. Policy. The intent of the 25ID Roadside Inspection Program (RIP) is to support the Commanding General's assessment of units operating military vehicles in accordance with (IAW) applicable standards. The RIP is specifically designed to validate operator level Preventive Maintenance Checks and Services (PMCS), Quality Assurance/Quality Control (QA/QC) for PMCS, dispatch procedures, and motor vehicle safety.

4. The objective is to validate this program IAW applicable field level Technical Manuals (TM) to ensure our Soldiers are safe, trained, licensed, and have the proper equipment.

5. Roadside Inspection.

a. Operator Qualifications. Soldiers operating tactical vehicles must possess a valid operator's permit (DA Form 5984-E). The permit must identify the various types of equipment the Soldier is trained to operate. The Soldier's commander must sign the permit (Standard or Learner) for the Soldier to be authorized to operate that military equipment. Learner's permits are valid for 90 days from the date of issue. Soldiers who

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are operating a vehicle under a Learner's permit must be accompanied by a Soldier with a Standard permit on that specific vehicle.

b. Equipment Record Folder. Equipment record folders are evaluated for proper documentation applicable to Army and local regulations/guidance and must include the following:

- (1) Current Technical Manual.
- (2) DD Form 518 (2 each) Accident Information Card.
- (3) SF 91 (1 each) Operators Record of Motor Vehicle Accident.
- (4) Daily DA Form 5988-E or DA Form 2404, Equipment Inspection and Maintenance Worksheet.
- (5) DA Form 5987-E Motor Equipment Dispatch or DD Form 1970 Motor Equipment Utilization Record. These are the only authorized documents to dispatch equipment.
- (6) Alert Dispatches will use DA Form 5987-1-E.
- (7) DA Form 2408-4 (Weapon Record Data) required for weapons when transported to be fired, serviced, or repaired.

c. Dispatch. Operators must have in their possession a valid civilian driver's license for off post dispatches. The Company/Battery/Troop Commander (CDR) is authorized to sign on and off post dispatches up to seven (7) days. The Battalion/Squadron Executive Officer (XO) is authorized to sign on and off post dispatches up to fourteen (14) days. These may be delegated, but a memorandum for record (MFR) must be signed and locally filed. Dispatches are only transferable between licensed operators.

d. Quality Assurance / Quality Control (QA/QC). The QA/QC program is an integral part of the overall maintenance management system. Commanders must incorporate 25ID Roadside Inspection Checklist in unit dispatch QA/QC procedures. Commanders must ensure Soldier's perform the daily PMCS on dispatched equipment before the equipment is placed into operation. The daily PMCS performed will be annotated on DA Form 5988-E or DA Form 2404. The vehicle operator will perform the PMCS and the first line supervisor will confirm its completion by initialing on the DA Form 5988-E or DA Form 2404.

e. Safety Equipment. Vehicles found with missing or faulty safety equipment during roadside inspections will be rendered "Non-Mission Capable". The unit will recover the vehicle and return it to the unit motor pool or have the missing or faulty equipment

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delivered by the operator's first line supervisor, First Sergeant, or Commander. The vehicle will contain at a minimum the following items:

(1) Serviceable fire extinguisher(s) with valid annual inspection tag IAW the vehicle's TM.

(2) Vehicle carrying Class V (ammunition) materiel will possess two (2) serviceable fire extinguishers.

(3) Serviceable highway warning kit.

(4) Complete and serviceable first aid kit with valid date or a certified extension.

(5) Troop safety strap (if transporting Soldiers).

(6) Vehicle Basic Issue Item (BII).

(7) If equipped, vehicle tarps and bows must be serviceable, secured, and fastened.

6. Roadside Procedures

a. Vehicles are directed by G4 Maintenance team to pull over at designated locations.

b. Vehicle operator and occupants are required to be courteous and cooperative with evaluators.

c. Vehicle operators are provided the opportunity to perform "during operations checks" by evaluators during the roadside inspections. Vehicles with on-the-spot safety or Non-Mission Capable faults that cannot be corrected without operating the vehicle will be recovered by the owning unit and returned to unit's motor pool.

7. Reporting Procedures

a. Results of the roadside inspection are annotated on 25ID Roadside Inspection Checklist. The evaluators then brief the senior occupant on identified faults or deficiencies and then signs the checklist.

b. The 25ID G4 Inspection team provides electronic copies of roadside inspections to the Division Command Sergeant Major (DCSM), Brigade Command Sergeant Majors (BDE CSMs), and Brigade Executive Officers (XOs) within 48 hours after consolidating inspection results.

8. Roadside Failures within a 12-month period

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a. Reply by Endorsement (RBE). Units receiving unsatisfactory ratings are required to submit a RBE through their Brigade to the 25ID Deputy Commander - Support. RBEs are submitted within 72-hours for each vehicle receiving an unsatisfactory rating during all 25ID Roadside Inspections. The RBE will outline actions taken and appropriate steps implemented to prevent future deficiencies.

b. Units receiving additional unsatisfactory ratings during follow-on 25ID Roadside Inspection. The owning Brigade Commander will schedule an office call with the 25ID Deputy Commander - Support to review the deficiencies and the corresponding corrective procedures implemented.

9. Roadside inspections are conducted under the authority of the 25ID Commander. The results of the roadside inspections will be briefed monthly during the Division Sustainment Readiness Review (DSRR) and the Corps Sustainment Readiness Review (CSRR). Units with unsatisfactory ratings will brief actions taken to correct deficiencies.

10. Commanders will post a copy of this policy on unit bulletin boards and motor pool common areas. This policy supersedes all existing roadside inspection policies.

11. The point of contact for this policy is the Division G4 Chief of Maintenance, CW5 Archie D. Cato at 808-655-4559 or archie.d.cato.mil@mail.mil and SGM Danny J. Burky at 808-655-4447 or danny.j.burky.mil@mail.mil



RONALD P. CLARK
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Commanding

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