

Military Publication
STANDARDIZATION OF COMPANY AND BATTALION MAINTENANCE STANDING
OPERATING PROCEDURES

SUGGESTED IMPROVEMENTS. *The proponent of this pamphlet is the ACofS, G4. Users are invited to send comments and suggested improvements to the Commander III Corps and Fort Hood, ATTN: AFZF-GL.*

1. FH Pamphlet 310-3, 16 December 1983, is changed as follows:

Page I-3. Paragraph 3b(7), change so much as reads "deferred maintenance 2404 in accordance with Appendix F, Disposition and Control of DA Forms 2404." to read "DA Form 2408-14 (Uncorrected Fault Record) in accordance with DA Pamphlet 738-750, paragraph 3-9."

Page I-B-1. Paragraph 1. BATTALION MOTOR OFFICER. 1o. (Added) Supervise the daily functions that take place in a ULLS PLL/motor pool.

Page I-B-1. Paragraph 2. AUTOMOTIVE MAINTENANCE TECHNICIAN. 2l. (Added) Supervise the daily functions that take place in a ULLS PLL/motor pool.

Page I-B-2. Paragraph 3. BATTALION MOTOR SERGEANT. 3h. (Added) Supervise the daily functions that take place in a ULLS PLL/motor pool.

Page I-B-2. Paragraph 4. RECORDS SECTION. 4b(4)(Added) Performs the daily functions that take place in a ULLS PLL/motor pool.

Page I-B-2. Paragraph 4. RECORDS SECTION. 4c(4)(Added) Performs the daily functions that take place in a ULLS PLL/motor pool.

Page I-D-1. Paragraph 2b, line 2, change so much as reads "three" to read "four".

Page II-3. Paragraph 3b(2), line 5, change so much as reads "Deferred Maintenance DA Form 2404" to read "DA Form 2408-14".

Page II-A-2. Paragraph 3e, line 2, change so much as reads "Deferred Maintenance DA Form 2404" to read "DA Form 2408-14".

2. Remove old pages and insert new pages as follows.

Remove page

I-i
I-F-1
I-G-1
I-H-1
I-H-2
I-H-3
I-L-1
I-M-1
I-G-1
II-H-1

Insert page

I-i
I-F-1
I-G-1
I-H-1
I-H-2
I-H-3 and I-H-4
I-L-1
I-M-1
II-G-1
II-H-1

3. Post this change per DA Pam 310-13.
4. File this change in front of the publication.

FOR THE COMMANDER:



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DISTRIBUTION:
IAW FH Form 1853, ATTN: G4, S4, Motor Pools
22(70), 33(2), 35(1), 36(100), 61(150), 62(150)
63(15), 64(30), 68(6), 71(20), 73(7), 74(3)
Plus: IM-AO (2)
IM-A (1)

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APPENDIX F
DISPOSITION AND CONTROL OF DA FORMS 2404 AND DA FORMS 2408-14

(NOTE: The battalion will herein prescribe the procedures for use and control of the DA Form 2404, including the DA Form 2408-14 (Uncorrected Faults Record), in accordance with DA Pam 738-750, TAMMS, and FH Regulation 750-2. The use of a document flow chart, such as the suggested chart below, is recommended.)

| | |
|--|---|
| OPERATOR CREW | Prepare PMCS 2404; sign block 8a |
| FIRST-LINE LEADER | Verify PMCS DA Form 2404; sign block 8a |
| MOTOR SERGEANT | Direct Corrective Actions (including Organizational Repairs and Identification of Repair Parts Required) |
| TAMMS CLERK | Prepare or Revise DA Form 2404 |
| PLL CLERK | Order Parts; Annotate DA Form 2408-14 with Document Numbers Where Appropriate |
| MOTOR SERGEANT (COMMANDER'S DESIGNATED REPRESENTATIVE | *Check DA Form 2408-14, Verify Reasons for Delay |
| TAMMS CLERK | Return Completed Documents to Equipment Record Folder |

*Commander designates individual in writing to verify entries on DA Form 2804-14.

APPENDIX G
READINESS REPORTING

1. SUBORDINATE UNITS:

- a. Submit a vehicle status report (reverse side, DA Form 2406) to the battalion motor officer weekly.
- b. Submit a quarterly DA Form 2406 (Materiel Condition Status Report) IAW AR 700-138.
- c. Forward the unit DA Form 2406 within 1 day after the end of the report period.

2. BATTALION MOTOR OFFICER:

- a. Submits a consolidated current vehicle status report (reverse side, DA Form 2406) to the battalion commander and the material readiness officer (MRO) weekly.
- b. In coordination with the S4, prepares the battalion consolidated cumulative DA Form 2406, and submits it to the battalion XO within 2 days after the end of the report period.
- c. Provides the equipment status and equipment readiness rating to the S3 for incorporation into the DA Form 2715 (Unit Status Report Worksheet) (AR 220-1).
- d. MSCs will provide one copy of consolidated cumulative DA Form 2406 to CMMO within 5 working days of report period.

APPENDIX H
PUBLICATIONS

Commanders ensure that needed publications are on hand, or are on requisition and that on hand publications are current. The following is a suggested list of publications which can be used to form the core of a maintenance library:

1. ARMY REGULATIONS.

- a. AR 11-14, Logistic Readiness.
- b. AR 190-51, Security of Army Property at Unit and Installation Level.
- c. AR 220-1, Unit Status Reporting.
- d. AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications.
- e. AR 340-2, Maintenance Disposition of Records TOE Units of the Active Army, The Army Reserve and the National Guard.
- f. AR 350-1, Army Training.
- g. AR 385-10, Army Safety Program.
- h. AR 385-30, Safety Color Code Marking and Signs.
- i. AR 385-32, Protective Clothing and Equipment.
- j. AR 385-40, Accident Reporting and Records.
- k. AR 385-55, Prevention of Motor Vehicle Accidents.
- l. Not used.
- m. AR 600-55, Motor Vehicle Driver-Selection, Testing, and Licensing.
- n. AR 672-5-1, Military Awards
- o. AR 700-4, Logistics Assistance Program.
- p. AR 700-9, Policies of the Army Logistics System.
- q. AR 700-98, Materiel Assistance Designated (MAD) Report.
- r. AR 700-138, Army Logistics Readiness and Sustainability
- s. AR 725-50, Requisitioning, Receipt, and Issue System.
- t. AR 735-5, Basic Policies and Procedures For Property Accounting.
- u. AR 746-1, Packaging of Army Material For Shipment and Storage.
- v. AR 750-1, Army Materiel Maintenance Concepts and Policies.
- w. AR 750-22, Army Oil Analysis Program.
- x. AR 750-25, Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support Program.
- y. AR 750-37, Sample Data Collection-The Army Maintenance Management System.

- z. AR 750-43, Test, Measurement, and Diagnostic Equipment.
- aa. AR 750-51, Maintenance Assistance and Instruction Team (MAIT) Program.
- bb. AR 750-52, Equipment Operationally Readiness Standards.
- cc. AR 750-58, Printing, Camouflage Painting, and Marking of Army Materiel.

2. DEPARTMENT OF THE ARMY PAMPHLETS.

- a. DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms.
- b. DA Pam 310-10, The Standard Army Publications System (STAR PUBS) Users Guide.
- c. DA Pam 310-13, Posting and Filing Publications.
- d. DA Pam 738-750, Maintenance Management Update.
- e. DA Pam 750-1, Organizational Maintenance Guide for Leaders.
- f. DA Pam 750-5, Army Oil Analysis Program (AOAP): Guide for Leaders.
- g. DA Pam 750-10, US Army Equipment Index of Modification Work Orders.
- h. DA Pam 750-19, Quality Management for Direct Support/General Support Maintenance Operations.
- i. FH Pam 750-21, Logistic Support Modeling.
- j. DA Pam 750-22, Troubleshooting Equipment in Combat Units.
- k. DA Pam 750-31, The M561/M792 Gama Goat - Operation and Preventive Maintenance.
- l. Not used.
- m. DA Pam 750-33, Charging System Troubleshooting.

3. TECHNICAL MANUALS.

- a. TM 9-237, Operator's Manual for Welding Theory and Application.
- b. TM 9-243, Use and Care of Handtools and Measuring Tools.
- c. TM 9-2610-200-24, Organizational Care, Maintenance, and Repair of Pneumatic Tires, Inner Tubes, and Radial Tires.
- d. TM 9-2530-200-24, Organizational, DS, and GS Maintenance Manual for Inspection and Classification of Track Components and Solid Rubber Tires.
- e. TM 9-6140-200-14, Operator's and Organizational Direct Support and General Support Maintenance Manual for Lead-Acid Storage Batteries.
- f. TM 9-8000, Principles of Automotive Vehicles.
- g. TM 38-L22-15-2, Functional User's Manual for DLOGS.
- h. TM 38-L32-11, Functional User's Manual for Direct Support Unit Standard Supply System.
- i. TM 750-116, Organizational, Direct Support, and General Support Maintenance Procedures for Purging and Charging of Fire Control Instruments.

- j. Technical Manual (-10, -20, 20P and ESC Manuals) for each type of equipment supported.
 - k. TM 9-4910-571-12 and P, Operator and Organizations Maintenance For STE/ICE.
4. SUPPLY CATALOGS.
- a. Component list (CL) supply catalog for each type toolkit authorized. MCRL 1, 2, 3, and Appendix F, CDA Pam 18-1.
 - b. Unit Supply Update.
5. FIELD MANUALS (FM).
- a. FM 5-36, Route Reconnaissance and Classification.
 - b. FM 10-68, Aircraft Refueling.
 - c. FM 10-69, Petroleum Supply Point Equipment and Operations.
 - d. FM 20-22, Vehicle Recovery Operations.
 - e. FM 21-6, How To Prepare and Conduct Military Training.
 - f. FM 21-17, Driver Selection, Training and Supervision, Tracked Combat Vehicles.
 - g. FM 21-305, Manual for the Wheeled Vehicle Driver.
 - h. FM 21-306, Manual for the Track Combat Vehicle Driver.
 - i. FM 29-2, Organizational Maintenance Operations.
 - j. FM 43-1 (Test), Organizational Maintenance Manager's Guide.
 - k. FM 43-1-1 (Test), Organizational Maintenance Manager's Guide - Indicator Lists.
 - l. FM 55-30, Unit Motor Transport Units and Operations.
6. Fort Hood Regulations.
- a. FH Reg 190-3, Administration and Management of Physical Security.
 - b. FH Reg 600-15, Drivers Selection, Training, Testing and licensing.
 - c. FH Reg 350-1, Active Component Training.
 - d. FH Reg 700-5, Direct Exchange Operating Procedures.
 - e. FH Reg 700-12, Contractor Operated Parts Store (COPARS).
 - f. FH Reg 750-2, Maintenance of Supplies and Equipment.
 - g. FH Reg 750-3, Corps Readiness Assistance Team (CRAT)
 - h. FH Reg 750-9, Operational Readiness Float (ORF).
 - i. FH Reg 750-15, The Installation Calibration Program.
 - j. FH Reg 750-18, Responsibility for Maintenance Support.
 - k. FH Reg 750-19, Fort Hood Warranty Program.

- l. FH Reg 750-37, Cold Weather Starting System for Track Vehicles.
 - m. Not used.
 - n. FH Reg 750-50, Cleaning of Tactical and Combat Vehicle and Their Components.
7. Technical Bulletins.
- a. TB 600-1, Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by Troop Support and Aviation Material Readiness Command.
 - b. TB 600-2, Procedures for Selection, Training, Testing, and Licensing Operators of Construction Equipment, Materiel Handling Equipment, and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by US Army Tank-Automotive Materiel Readiness Command.
 - c. TB 43-0142, Safety Inspection and Testing of Lifting Devices.
 - d. TB 43-0151, Inspection and Test of Air and other Gas Compressors.
 - e. TB 43-180, Calibration and Repairs Requirements for the Maintenance of Army Material.
 - f. TB 43-0210, Nonaeronautical Equipment Army Oil Analysis Program.
 - g. TB 43-0211, Army Oil Analysis Program (AOAP) Users Guide for Nonaeronautical Equipment.
 - h. TB 750-651, Use of Antifreeze Solutions and Cleaning Compounds in Engine Cooling Systems.

**APPENDIX L
REPAIR PARTS SUPPLY**

1. REPAIR PARTS CONTROL.

- a. All repair parts for the battalion may be collocated under the control of the battalion motor officer.
- b. The battalion repair parts specialist identifies all parts requests by unit.
- c. The battalion repair parts specialist provides the company motor sergeant with the document number when a part is placed on request.
- d. When parts are received, the battalion repair parts specialist places it in the appropriate unit bin and notifies the company motor sergeant of its arrival.
- e. Unit repair parts specialists deliver parts to company parts bins at least daily.
- f. Unit repair parts specialists pick up recoverable unserviceable parts from bins at least daily.

2. PRESCRIBED LOAD LIST.

- a. PLLs are established in accordance with current unit supply update and user manuals such as TM 38-L32-11 (Test) for DS4 or TM 38-LO3-19 for SAILS.
- b. Leaders inventory PLLS every 90 days.
- c. Request for issue:
 - (1) Company repair parts specialists:
 - (a) Verify the description, NSN, quantity, and parts manual number on DA Form 2404.
 - (b) Complete DA Form 2765 (if a PLL item, use preprinted DA Form 2765).
 - (c) Maintain PLL records at battalion PLL office.
 - (2) Battalion repair parts specialist submits requisitions to the DSU at least daily.
 - (3) Commanders or their designated representative initial the document register for items requested using IPD (01 through 08) and sign the actual requisition.
- d. Quick Supply Store (QSS).
 - (1) Units submit requests for QSS items to the battalion repair parts specialist NLT-----each-----.
 - (2) The battalion repair parts specialist visits the supporting QSS at least twice a week.
 - (3) The battalion repair parts specialist lists all parts not available at the store on a want slip for subsequent action.
 - (4) QSS items will not be carried on unit PLLs.

3. PARTS BINS.

- a. Companies maintain platoon and section parts bins for parts awaiting installation.
- b. Companies maintain a bin for recoverable unserviceable parts.
- c. All parts will be properly protected and preserved.

(NOTE: This appendix pertains to units which have battalion and company level maintenance activities where PLLs are collocated under the battalion maintenance activity.)

APPENDIX M
DISPATCH PROCEDURES

1. **REQUEST FOR DISPATCH.** Requests for the dispatch of vehicles will be submitted to the approving authority at least 24 hours in advance. Requests will specify vehicle number, date required, destination, and the names of the operator and the first-line leader. Maximum effort will be made to consolidate transportation requirements to eliminate the unnecessary dispatch of vehicles.

2. **VEHICLE INSPECTION.**

a. Upon approval of a request for dispatch, the operator and first-line leader will perform preoperational checks and services IAW the operator's manual and correct all operator deficiencies noted. The first-line leader will verify the operator's DA Form 2404 by signing block 8a above the operator's signature, and turn in the completed document to the maintenance activity.

b. Defects beyond the scope of operator maintenance will be corrected by the maintenance activity. When all defects have been corrected, the maintenance leader will sign block 9a of the DA Form 2404.

c. When the vehicle is ready for dispatch, the operator will take the completed DA Form 2404 to the dispatcher who will initiate DD Form 1970, Motor Vehicle Utilization Records, after ascertaining that the operator has the following items:

(1) Valid SF 46, US Government Motor Vehicle Operator's Identification Card.

(2) Equipment Record Folder containing the following: SF 91, Operator Report on Motor Vehicle Accidents; DD Form 518, Accident Identification Card; Valid DA Form 2404 daily; Deferred Maintenance DA Form 2404 (if vehicle has uncorrected faults).

(3) Operator's Manual, TM -10.

(4) Lubrication Order (LO).

Dispatch data will then be entered on DA Form 2401 (Organizational Control Record for Equipment). The vehicle will then be released to the operator.

NOTE: DD Form 1970 and DA Form 2401 are not needed when unit is under Unit Level Logistics System (ULLS).

APPENDIX G
DISPATCH PROCEDURES

1. Dispatching of equipment will be done IAW Appendix M, _____ Battalion Maintenance SOP.
2. Mechanics will not be used to provide routine pre-dispatch technical inspections. The chain of command is responsible for ensuring equipment serviceability. Before dispatch, the first-line leaders will verify the operator's pre-operational checks and services DA Form 2404 by signing block 8a above the operator's signature.
3. Operators will have the following items on hand at all times during equipment operation:
 - a. Operators Manual TM-10.
 - b. Operators Permit (SF 46).
 - c. Lubrication Order (LO)
 - d. Equipment Record Folder containing: DA Form 2404 daily, DA Form 2408-14 (if vehicle has uncorrected faults), DD Form 518, and SF 91.

**APPENDIX H
INCENTIVE AWARDS**

1. Driver, mechanic, and special equipment operator badges will be awarded IAW Appendix O, _____ Battalion Maintenance SOP, and AR 672-5-1 (Military Awards).
2. Recommendations for badges will be submitted by the responsible section chain of command to the commander. Recommendations will include the individual's standard name line (SNL), the type of badge recommended, and a certification that the recommended individual has met eligibility criteria as stated in paragraph 5-29, AR 672-5-1.
3. The commander will approve recommendations and forward them to the battalion commander for approval of badge awards. Approved badge awards will be documented on permanent orders.