Maintenance of Supplies and Equipment

Army Reserve Materiel Maintenance Management

Department of the Army
Office of the Chief, Army Reserve
Washington, DC 20310-2400
1 MAY 2016

SUMMARY OF CHANGE

USAR Reg 750-1
Army Reserve Materiel Maintenance Management

Changes to USAR 750-1, 1 MAY 2016

- Removes references to Driver Training and Equipment Operator Training
- Changes the minimum quantity / percent of services each unit is to perform (para 2-4, g and para 2-7, a)
- Adds maintenance programs to be addressed by all command levels in their regulation or SOP (para 2-4, aa)
- Establishes priority of work based on units assigned to mission (para 2-6, s)
- Adds AMSS requirements for units operating on GCSS-Army (para 6-3, d)
- Establishes the utilization of the Automated Inspection Program when conducting inspections (para 8-5, n)
- Establishes additional guidance regarding Low Usage equipment (para 8-8, b)
- Establishes Battery Management (para 8-9)
- Establishes Corrosion Prevention Control (8-10)
- Establishes deadlining overdue services for medical equipment (para 10-1, e)
- Updated guidance on processing medical repair parts (para 10-6)
- Establishes requirement for Equipment Concentration Sites (ECS) to provide owning units of ECS stored equipment a yearly service schedule for stored equipment (para D-3, g)
- Establishes required Reports and Frequency for Army Reserve (Appendix F)
- Establishes Additional Duty / Appointment Order appendix (Appendix G)

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Army Reserve Materiel Maintenance Management

For the Commander:

MEGAN P. TATU
Major General, US Army
Chief of Staff

Official:

CYNTHIA S. MCCARTY
Colonel, GS
USAR Deputy Chief of Staff, G-1

History. This regulation was originally published on 30 April 1993 and subsequent revisions were published 1 September 1995, 1 August 2000, 1 August 2006 and 14 August 2014.

Summary. This regulation contains policy, procedures, and responsibilities for ground and watercraft maintenance and maintenance management of Army Reserve (AR) equipment. It is not intended to supplement AR 750-1 but rather to provide additional guidance in materiel maintenance management in those areas that are unique to the Army Reserve.

Applicability. This regulation applies to all elements of the Army Reserve. During mobilization, the proponent may modify chapters and policies contained in this regulation. (For the purpose of standardization, these instructions are directly distributed to Army Reserve units and activities to minimize the need for Army Reserve subordinate commanders to develop separate implementing guidance.).

Proponent and exception authority. The proponent of this regulation is the AR DCS G-4. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11-2, Management Control. It contains management control provisions but does not contain checklists for conducting management control evaluations.

Suggested improvements. Users are invited to send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Army Reserve, ATTN: AFRC-LGM 4710 Knox Street, Fort Bragg, NC 28310-5000.

Distribution. This regulation is on the Maintenance Branch SharePoint site at https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-4/Maintenance/Maintenance/default.aspx This regulation is intended for command level A. Local reproduction is authorized.

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Chapter 1
Introduction

1-1. Purpose
This regulation establishes policies, procedures and general responsibilities for the maintenance of all Army Reserve equipment in accordance with AR 750-1 (Army Material Maintenance Policy). The structure and doctrine of maintenance in the USAR has changed. Maintenance specialists are being streamlined along with the transformation of the Army to a more modular force. Military Occupational Specialty (MOS) producing schools have changed to skills based training, requiring the Soldier to train to MOS proficiency at the unit.

1-2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this publication are explained in the glossary.

Chapter 2
Responsibilities

2-1. USAR Deputy Chief of Staff, G–1

The USAR Deputy Chief of Staff, G–1 (DCS, G–1) will develop plans, policies, and programs for the management of military and civilian maintenance personnel.

2-2. USAR Deputy Chief of Staff, G–3/5/7

The USAR Deputy Chief of Staff, G–3/5/7 (DCS, G–3/5/7) will—

a. Approve the US Army Reserve force structure requirements and authorizations for maintenance support.

b. Approve requirements and priorities for all equipment identified in basis of issue plans (BOIPs) (see AR 71–32).

c. Direct the coordination and use of operational test results in the development of force structure training and materiel requirements and authorizations.

d. Develop US Army Reserve policy and guidance on maintenance training.

2-3. USAR Deputy Chief of Staff, G-4

The USAR Deputy Chief of Staff, G-4 (DCS G-4) is responsible for developing policies and implementing procedures for the United States Army Reserve material maintenance operations and will:

a. Provide command policy, guidance, and overall management of the Army Reserve Material Maintenance Program.

b. Conduct review and analysis of maintenance operations.

c. Coordinate with installations responsible for providing support to the Army Reserve.

d. Provide command supervision of administrative, logistical, and technical assistance to Army Reserve commands in support of the Army Reserve Material Maintenance Program.

e. Conduct command staff visits and management evaluations, Command Logistics Review Program (CLRP), and Command Maintenance Discipline Program (CMDP) of Table of Distribution and Allowances (TDA) and Modified Table of Organization and Equipment (MTOE) units to assist and evaluate maintenance operations and maintenance training.

f. Provide command policy and guidance for reporting equipment readiness and usage, and implementation and execution of the man-hour accounting system.

g. Ensure the management and training controls are in place and operating effectively in the Army Reserve Material Maintenance Program.

h. Ensure commands are coordinating with US Army Reserve Command (USARC) G-3/7 to provide maintenance training.

i. Manage, validate and monitor execution of Army Reserve Depot Maintenance Program.

2-4. Commanders at All Levels

Maintenance is a command responsibility. Commanders at All Levels will:

a. Provide leadership, technical supervision, and management control of material maintenance programs of subordinate commands and activities.

b. Exercise management controls sufficient to ensure prudent and efficient use of all resources (people, money, material, and time) required to maintain material readiness.

c. Publish a maintenance standard operating procedures (SOP) or supplement, IAW DA PAM 750-3, to address unique maintenance policies and procedures not covered in existing Department of Army (DA) or Army Reserve regulations.

d. Emphasize the importance of safety and maintenance and ensure that subordinates are held accountable for the conduct of maintenance operations.

e. Follow safety policies identified in AR 385-10 and USAR Reg 385-2.

f. Provide command emphasis and supervision of preventive maintenance checks and services (PMCS) performed at unit level. Ensure that all field level PMCS, including field level services, are scheduled and performed as required by the appropriate technical manual(s) (TM).

g. Schedule time for equipment maintainers to spend 50% of their Battle Assembly (BA) and Annual Training (AT) engaged in equipment maintenance and / or maintenance training. Units will conduct and complete as many field level services on each commodity within their capability.

h. Schedule time on monthly training schedule to perform operator level monthly PMCS for equipment at home station.

i. Ensure all assigned and / or hand receipted equipment is PMCS'd every month. Many monthly level PMCS required equipment to be brought to normal operating temperature. The following guidance is provided to ensure equipment is brought to normal operating temperature:

(1) Tactical vehicles, including trailers, will be driven at least 5 miles.

(2) Generators, air compressors, support equipment, pumps, power driven Chemical, Biological, Radiological, Nuclear, and High Yield Explosives (CBRNE) equipment will be operated at least 30 minutes with a load or 1 hour without a load.

(3) Construction, engineer, material handling equipment, wreckers, and combat vehicles are operated sufficiently to ensure hydraulic systems reach normal operating temperature.

j. Ensure material is not neglected or abused. Investigate evidence of neglect or abuse and take corrective measures IAW AR 735-5 for other than fair wear and tear repairs.

k. Ensure that sufficient numbers of personnel are trained in various Battle Damage Assessment and Repair (BDAR) skills so combat resilience requirements can be met in wartime operations.

l. Recommend improvements to Army maintenance policies.

m. Ensure equipment modifications are only IAW AR 750-10.

n. Ensure only Soldiers with Additional Skill Identifier (ASI) "H8" operate recovery vehicles. In accordance with Tank and Automotive Command (TACOM) LCMC MI, dated 25 February 2011, H8 (Additional Skill Identifier for Operating recovery vehicles), the goal for units should be to have at least two ASI H8 qualified personnel assigned per wheeled recovery vehicle/system, four per tracked recovery vehicle.

o. Establish and enforce unit's recovery / repair effort. First option will be to self recover or repair; second option is use of the Voyager tactical credit card. Coordination with Area Maintenance Support Activity (AMSA)/Equipment Concentration Site (ECS) support may be a third option, but it will be on a case-by-case basis since recovery is not part of the AMSA/ECS mission and not all AMSA/ECS facilities have recovery assets.

p. Encourage establishment of an aggressive awards programs.

q. Ensure submissions of Product Quality Deficiency Reports (PQDR's) and Equipment Improvement Recommendations (EIR's) are accomplished per DA Pam 750-8.

r. Manage repair parts IAW AR 710-2.

s. Emphasize prompt turn in of unserviceable repairable items through the supply system.

t. Conduct inspections and staff visits to determine the adequacy of command maintenance operations. Document all faults to ensure that corrective actions are taken and to ensure the accuracy of readiness reports.

u. Comply with the provisions of AR 750-43 for Test Measurement and Diagnostic Equipment (TMDE) used in support of maintenance operations.

v. Implement an effective quality program per AR 70-1. Quality programs will be defined, quantified, specified, measured, assessed, and included with command standing operating procedures (SOP's), regulations, and all applicable guidance.

w. Ensure each Tactical Enterprise Logistics System (TELS) (SAMS1-E, SAMS2-E, SAMS-FM and GCSS-Army [Global Combat Support System – Army] designated laptop) is turned on and connected to the AR net at all times.

x. Ensure each TELS is maintained and operated by trained and proficient personnel. This includes the web-based Logistical Data Warehouse (LogDAT) maintenance portal, which can be assessed at https://logdat.ar.ds.army.mil/LogDAT.

y. Ensure usage (mileage/hours) is properly reported for all applicable equipment in designated SIS.

z. Ensure that MOA for units requiring field level maintenance support are reviewed and approved by both the supported and supporter unit's higher headquarters (sample MOA - Figure 3-1).

aa. Address the following maintenance programs in command regulation or SOP in addition to the requirement within the chapters of this regulation:

(1). Tool Accountability and Control
(2). Shop and Ground Maintenance Safety
(3). Environmental / Hazardous Material
(4). Lifting / Holding Device Maintenance and Servicing
(5). Welding Procedures
(6). CARC Paint Use
(7). Security and Key Control
(8). Controlled Exchange Process

(9). Class IX Operations
(10). Warranty Procedures
(11). Battery Management
(12). Corrosion Prevention
(13). Weapon and CBRN Maintenance

2-5. Operational, Functional, Training, and Supporting (OFTS) Commands

The OFTS commands will:

a. Supervise command maintenance program and assigned maintenance elements in accordance with AR 750-1 and this regulation. This will include staff assistance / inspection visits to subordinate commands.

b. Publish a maintenance support plan that provides command unique maintenance policies and procedures not covered by DA or Army Reserve guidance. Send copy of plan to USAR G-4 Maintenance Division at usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil.

c. Establish communication with Army Reserve RSC maintenance staffs, AMSA and ECS supervisors, and Support Maintenance Companies (SMC's) to facilitate ground, medical and watercraft maintenance.

d. Approve hands on training (HOT) maintenance missions for MTOE maintenance elements in accordance with USAR Regulation 700-1. Submit request for outside training support to RSC's at least 45 days prior to training event.

e. Ensure the development of an effective unit maintenance training program for each unit.

f. Ensure units schedule an appropriate amount of time to perform PMCS IAW AR 750-1.

g. Coordinate with USARC G-37 to provide maintenance training through Centers of Excellence (COE), HOT Missions, and any other formal or informal maintenance training that becomes available.

h. Ensure training on single piece or multi-piece wheel rim training is in accordance with AR 750-1, para 8-12e, and documented on DA Form 348, Equipment Operators Qualification Records.

i. Identify specific maintenance or training functions that cannot be accomplished due to lack of resources to the DCS G-4.

j. Manage all unit status reports (USR) reportable equipment in accordance with AR 220-1 and AR 700-138.

k. Validate subordinate unit Army Material Status System (AMSS) data for accuracy and completeness and ensure 100% of units are reporting within the required 96 hour timeline (16th thru 19th monthly). Ensure 100% of equipment identified in the Master Maintenance Data File (MMDF) is loaded in the appropriate TELS.

l. Ensure reporting units review equipment mileage/hours reported on monthly AMSS. Units will correct any inaccuracies identified.

m. Ensure quarterly reconciliations of all unit Property Book Unit Supply Enhanced PBUSE and SAMS-E systems. Verify by visual inspection any discrepancy between PBUSE and SAMS-E. Provide copy of latest quarterly reconciliation upon requests to USARC G-4 Maintenance Division at usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil.

n. Ensure maintenance managers use turn around time (TAT) reports in Logistics Information Warehouse (LIW), 17R Report in LogDAT, and GCSS-Army (when applicable) to monitor and take corrective action in improving maintenance operations at field level and maintenance support activity facilities.

o. Plan for, provide maintenance, and repair parts in support of contingency or emergency plans as directed.

p. Develop and enforce procedures to monitor, disseminate, and report receipt and compliance by subordinate units and activities on Ground Safety Notification Messages in accordance with AR 750-1 and the Modification Management Information System (MMIS). MMIS is located within Logistics Information Warehouse (LIW).

q. Implement the Army Award for Maintenance Excellence (AAME) program throughout the entire command to enhance visibility and emphasis on unit maintenance.

r. Establish and disseminate hazardous material (HAZMAT) handling procedures and guidelines in accordance with DA, Federal, and local regulations and policies.

s. Appoint Maintenance Officers, Command Maintenance Discipline Program (CMDP), Ground Safety Officer, Battery Maintenance Management, Corrosion Prevention Control (CPC), Army Oil Analysis Program (AOAP), and Test Measurement and Diagnostic Equipment (TMDE), Safety of Use Messages (SOUM), Modification Work Order (MWO), and Warranty coordinators, in writing, at all levels.

t. Manage command's AOAP.

u. Manage command's TMDE Program. Ensure equipment requiring calibration is reported and processed through the AMSA or ECS TMDE coordinator. Units within close proximity to TMDE labs have the option to directly coordinate with the lab for TMDE support. Items enrolled and items delinquent reports can be found at

either the TMDE application within LIW or US Army TMDE Activity (USATA) websites; links to sites can be found at the USAR G-4 Maintenance Branch SharePoint site.

v. Comply with small arms repair policies (SARP) as specified in paragraph 8-4 of this regulation.

w. Conduct CMDP evaluations IAW paragraph 8-5 of this regulation.

x. Ensure man-hour accounting is conducted IAW AR 750-1, chapter 7 of this regulation, and either the SAMS1-E or GCSS-Army End User Manuals.

y. Ensure that MOA for units requiring field level maintenance support are reviewed and approved by both the supported and supporting unit's higher headquarters (sample MOA - Figure 3-1).

2-6. Regional Support Commands (RSC's)

RSC's will:

a. Establish, operate, and maintain AMSA's, ECS's and Branch Maintenance Activity (BMA)'s as required in support of the AR forces within area of responsibility.

b. Ensure AMSA's and ECS's provide maintenance labor support to all Army Reserve units operating within their geographical support area, regardless of assigned command and control. Army Reserve units passing through the AMSA/ECS support area will receive maintenance support, without charge, during normal operating hours.

c. Provide maintenance training assistance to units during Extended Combat Training (ECT), inactive duty for training (IDT), or other regularly scheduled training assemblies if capability exists. Assistance will be provided based on resources available to the RSC. Requests for assistance will go through command channels a minimum of 30 days prior to the date assistance is required or IAW written guidance of the supporting activity/RSC.

d. Provide resources for technical training on new equipment.

e. Provide assistance in support of OFTS HOT Mission program.

f. Ensure repair and return of equipment is within the priority and TAT standards as specified in AR 750-1 or priority listing from USAR G-3/5/7, see 2-6, s.

g. Ensure management controls are in place and operating effectively in the command maintenance program and assigned maintenance activities.

h. Maintain USAR Form 16-R, Mission Support Summary and update as required; as a minimum USAR 16-R will be updated annually, NLT 30 September (app B contains instructions for completing the form as well as additional information and guidance). This information will be updated utilizing LogDAT.

i. Assign a Supervisory Equipment Specialist (SES) to manage AMSA's and ECS's by region.

j. Conduct semi-annually site visits and management evaluations of AMSA and ECS operations to evaluate maintenance activities.

k. Conduct Command Maintenance Discipline Program (CMDP) to evaluate maintenance activities annually. Provide the evaluation schedule to DCS G-4 Maintenance Branch at usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil NLT 1 October of current fiscal year.

l. Submit memorandums to the DCS G-4 Chief Maintenance Division to establish or relocate AMSA's, BMA's and ECS's based on equipment density requirements prior to submission of changes to Civilian Personnel Management Office (CPMO).

m. Submit memorandum for approval to request personnel changes to TDA to DCS G-4, Chief, Maintenance Division prior to submission of changes to Civilian Personnel Management Office (CPMO).

n. Ensure work order status (AHN4LD.DAT and AHN4LD.HDR) is sent to supported units on or before the 15th of each month or when requested by the unit to ensure current work order status for readiness reporting.

o. Ensure that AMSA/ECS's return Equipment Density and Maintenance Schedule, USAR Form 18-R, SAMS1-E or GCSS-Army equivalent, NLT 30 September annually to supported units.

p. Ensure ECS's review actual equipment mileage / hours with mileage / hours in supporting maintenance TELS system and correct any inaccuracies identified before the 15th of each month.

q. Ensure each AMSA/ECS appoints AOAP and TMDE coordinators in writing.

r. Perform monthly PMCS on equipment stored in ECS.

s. Prioritize work orders based on the following categories / missions:

(1) Command and Control Response Element (C2CRE)

(2) Mobilizing in next 180 days

(3) Army Emergency Response Force (AERF) / Army Contingency Force (ACF) currently on mission

(4) AERF / ACF first future mission

(5) All remaining units not on any of the above missions.

2-7. Unit Commanders

Unit Commanders will:

a. Ensure units with field level capabilities perform as many scheduled services and repairs of home station equipment within their capability. Required maintenance not performed by unit personnel will be submitted to the unit's supporting AMSA/ECS or Support Maintenance Company (SMC).

b. Provide a list of equipment requiring scheduled maintenance on USAR 18-R, 18-R-E, SAMS1-E or GCSS-Army equivalent, Equipment Density List and Maintenance Schedule, identifying scheduled services that will be performed by the owning unit and the supporting AMSA/ECS. This list will be updated as requirements change, but as a minimum, the list will be submitted annually by 1 September to the supporting activity/activities for approval. Commanders will conduct this support agreement mission with AMSA/ECS supervisory personnel.

c. Establish performance incentives to encourage excellence such as Mechanics badges and Safety Awards.

d. Provide Assumption of Command orders and Delegations of Authority to supporting activities.

e. Submit requests for technical assistance to the AMSA or ECS, via memorandum format, at a minimum of 30 days prior to the date assistance is required or IAW written guidance of the supporting activity/RSC.

f. Comply with the provisions of AR 750-1 and DA Pam 750-8 for all equipment enrolled in AOAP.

g. Ensure units without organic field level maintenance assets coordinate to ensure that TAMMS, to include AMSS, support is provided by an outside organization or the next higher level of command.

h. Units requiring field level maintenance support from outside their chain of command (C2) will have a MOA approved by their higher headquarters and the higher headquarters of the unit providing field maintenance support. Units will use the MOA formatted in Figure 3-1.

Chapter 3
Maintenance Policies and Operations

Section 1
Maintenance Policy

3-1. Army Reserve Maintenance Strategy

a. The AR Maintenance Strategy recognizes that the limits of time available prior to mobilization likely preclude accomplishment of all intended maintenance tasks. MTOE units are organized IAW wartime requirements. Selected units have organic maintenance capabilities while others are designed to receive maintenance support beyond operator-level tasks from a Support Maintenance Company (SMC).

b. The intent of the AR Maintenance Strategy is for unit personnel to perform a sufficient scope of maintenance tasks as to ensure proficiency in all expected tasks upon mobilization. This is primarily a training outcome.

3-2. Command Maintenance Support Plans

Each level of command will develop and publish a material maintenance policy that will:

a. Assign responsibilities for the accomplishment of material maintenance within the command.

b. Provide material maintenance training guidance to all subordinate units.

c. Allocate resources to commanders to maintain equipment at prescribed readiness levels and build MOS proficiency for maintenance Soldiers.

3-3. Maintenance Standards and Performance Measures

a. Army Reserve equipment will be maintained to TM 10/20 standards IAW AR 750-1.

b. Backlog is the overall measure of direct labor resources required in terms of the number of days that would be required to accomplish the existing workload with available direct labor. Compute backlog IAW AR 750-1. The Army Reserve backlog objective is 21 days or less.

c. Turn Around Time (TAT) is the overall measure of the duration of the maintenance cycle. It covers the period of time from acceptance of the work order to close out, but does not include time awaiting customer pickup. TAT is computed by commodity and initial rejects are excluded. Compute TAT IAW AR 750-1.

3-4. Deferred Maintenance

a. Deferred Maintenance is appropriate when equipment is required by the owning unit for a specific mission, the equipment is fully mission capable, all non deadline parts are on order, and no additional maintenance can be accomplished until receipt of the outstanding parts.

b. NMC equipment will not be placed in a deferred maintenance status.

3-5. United States Army Civil Affairs and Psychological Operations Command (USACAPOC) Special Operation Forces (SOF) Unique Equipment Repair

Units with SOF Unique Equipment will:

a. Ensure all equipment is properly accounted for on the Property Book.

b. All equipment will be loaded in the SAMS1-E.

c. Ensure equipment is added to the unit's 18-R-E and the supporting AMSA/ECS is provided an updated copy.

d. Contact appropriate Help Desk to troubleshoot at lowest level.

SOFSA / LOCKHEED MARTIN
Equipment Help Desk
24/7 Support: 1-888-763-7259
DSN: 745-3114

SPAWAR
24/7 Support @ 1-866-535-3739
CDN-M techsupport@baysidesupport.com
PDS (FoS), BAK, SDN-L (v3a) PDS-support@jwistsupport.com

e. When possible, submit a work order to the supporting AMSA/ECS using the SAMS1-E or GCSS-Army. Only open a work order, do not ship the equipment to the supporting AMSA/ECS. Use a manual form (DA Form 2407) to request maintenance through the supporting AMSA/ECS if a SAMS1-E or GCSS-Army generated form cannot be used.

f. Ensure the highest priority is used per the units FAD using UND A.

g. Wait for guidance from the supporting AMSA / ECS.

h. Special Operations Peculiar (SO-P) Equipment returning from a contingency operations that is inspected and inventoried and declared fully mission capable (FMC) IAW TM 10 series PMCS table or obsolete may waive Reset induction. Units waiving Reset induction guidance are required to submit a Memorandum for Record (MFR) to the source of repair and USARC G4 Maintenance Division. The MFR shall identify equipment by serial number/NSN and must be signed by the unit commander.

AMSA/ECS will:

a. Accept all work order requests from USACAPOC units for SOF Unique equipment.

b. Verify the serial number by 18-R-E and priority of the request.

c. Contact the required contractor to request an estimate for required repair and cause of damage (FWT, neglect, etc) prior to any work being performed or the equipment being shipped unit.

d. Schedule repair once fault is verified and fault is FWT.

e. Follow Shop SOP for items of FWT prior to authorizing repair if fault is due to neglect.

f. Verify with the unit that repair is adequate (QA/QC) once repair is complete and equipment is on hand.

g. Close work order.

h. Notify USACAPOC (A) ACofS G-4, Maintenance Branch of repair requests requiring use of LCSM for COR approval.

Contractor POC's:

SOFSA / LOCKHEED MARTIN
Kim Doyle
kim.m.doyle.ctr@imco.sofa.mil
1-859-566-5678 (Office)
1-859-321-3084 (Cell)

SPAWAR
James Henry
james.b.henry@navy.mil
1-813-269-6385 (Office)
1-813-758-1283 (Cell)

SOF Unique Equipment and Contractor:

SYSTEM NAME	USSOCOM PEO	CONTRACTOR
Product Distribution System - Light (PDS-L)	C4	SPAWAR
Fly Away Broadcast System (FABSv2)	C4	SOFSA / LOCKHEED
MISO Print - Medium (MISOP-M)	C4	SOFSA / LOCKHEED
Media Production Center - Medium (MPC-M)	C4	SOFSA / LOCKHEED
SOF Deployable Node - Light (SDN-L)	C4	SPAWAR
SOF Deployable Node - Medium (SDN-M)	C4	SPAWAR
Special Operations Tactical Video Surveillance	SR	SOFSA / LOCKHEED
Media Production Center - Light (MPC-L)	C4	SOFSA / LOCKHEED
Next Generation Loudspeaker System - Manpack	C4	SOFSA / LOCKHEED
Next Generation Loudspeaker System - Vehicle	C4	SOFSA / LOCKHEED
MISO Print - Light (MISOP-L)	C4	SOFSA / LOCKHEED

Section II
Maintenance Operations

3-6. Area Maintenance Support Activity (AMSA) / Equipment Concentration Site (ECS)

AMSA's/ECS's will:

a. Provide field level maintenance support on all equipment issued or loaned to supported units which cannot be accomplished by assigned unit maintenance personnel, as agreed upon by Commander and AMSA/ECS, on USAR Form 18-R or SAMS1-E / GCSS-Army equivalent.

b. Perform maintenance beyond the unit's capability but not assume unit commander's responsibility for overall performance of unit maintenance.

c. Provide technical advice and assistance to supported units.

d. Receive and enter into their production control system all DA Form 2407-E's (Maintenance Requests) submitted by the customer. Upon receipt of the maintenance request, the AMSA and ECS will perform an initial inspection of the equipment using a DA Form 5988-E (Equipment Inspection and Maintenance Worksheet). The time standard for initial inspection is one working day for NMC equipment and three working days for mission capable (MC) equipment.

c. Units are authorized to submit weapon gauging work orders and night vision device servicing work orders to their supporting AMSA or ECS in groups of ten items with the same national stock number on one work order and will include each weapons serial number in the remarks block. If an item is found to have deficiencies during the gauging /servicing, the unit will open a second work order for that item individually.

f. Provide liaison between the customer unit and the TMDE support activity for TMDE services and other maintenance support activity for higher levels of maintenance. Provide copy of TMDE report to customer unit monthly.

g. Provide field level maintenance support for all equipment categories agreed upon by the owning unit commander and the AMSA/ECS on USAR Form 18-R or SAMS1-E / GCSS-Army equivalent spreadsheet.

h. Not allow maintenance support for non-Army Reserve customers to impact backlog, Army Reserve resources or Army Reserve mission. The AMSA's/ECS's will accomplish all reimbursable support outside normal operating hours or with personnel other than authorized by the assigned mission.

i. Provide contact maintenance teams to units when it is more economical than evacuating equipment to the AMSA or ECS. Provide contact teams in support of Combat Service Support Battalion (CSSB) HOT Missions, as requested by owning units.

j. Conduct and document liaison visits to supported units and support agencies to facilitate technical assistance, scheduling, workload planning, and resource requirements.

k. As a minimum, on a quarterly basis, conduct and document liaison and assistance visits to each BMA to facilitate scheduling, technical assistance, workload planning, and resource requirements.

l. Manage repair of equipment by priority. Priority will be based on supporting unit's force activity designator (FAD) and urgency of need designator (UND) IAW AR 750-1 and unit readiness status.

m. Provide units work order status updates on the 15th of each month in order to complete unit's AMSS report and per request supported units.

n. Perform technical inspections to determine condition codes for reporting of equipment IAW AR 750-1 and AR 725-50. Technical and verification inspectors will be technically qualified in the commodity in which they are assigned.

o. Implement and operate licensing program IAW AR 600-55, AR 56-9 and USAR 600-3. The AMSA and ECS will license dual status technicians separate from the employee's unit of assignment. The AMSA and ECS license will address only the technician's civilian employment requirements. An AMSA or ECS supported by an installation licensing station may obtain initial training, testing, and licensing support from the license station. The AMSA or ECS license issue ledger will include personnel trained, tested, and licensed through this method to ensure proper accomplishment of annual reviews, updates, and renewals.

p. Ensure NO Non Mission Capable (NMC) tasks are added to work orders opened for Non NMC faults. Shops will coordinate with owning unit to open a separate work order for the NMC faults.

3-7. Branch Maintenance Activity (BMA)

a. Can be established when the density of equipment is sufficient to require at least five maintenance technicians, IAW USAR PAM 570-1, and when such an operation is more cost effective than transporting to and from the main shop.

b. Management, administration, and supply support will be provided by the parent AMSA or ECS.

3-8. Support Maintenance Company (SMC)

a. Commanders of a SMC will ensure the unit is compliant with all regulations for field level maintenance.

b. Commanders will develop a training program that includes proficiency training for each MOS authorized to ensure the unit is fully capable of performing its mission. Cross-training of personnel to ensure availability of adequately trained personnel to perform low-density MOS-specific tasks and development of personnel in their career path will be included. Cross-training should not be abused.

c. Commanders will plan for the employment of maintenance personnel to perform maintenance tasks identified as field level.

d. Conduct field level maintenance for supported units as designated by mission, detailed or Operation Order (OPORD).

e. May be designated to support units within the assigned mission control C2 structure or assist a collocated AMSA or ECS.

f. May be designated to perform HOT mission activities to assist a collocated AMSA, ECS or other activity. Individual augmentee's assisting an AMSA, ECS, or BMA will report to the Shop Supervisor.

g. The unit will conduct at least six IADT periods and annual training exercises where each section performs its mission essential tasks, including the Maintenance Control Section receiving and processing work orders, ordering parts, coordinating with each shop section for the completion of work and closing work order returning equipment to customer. Each shop section will process the work order and completion of work for section efficiency and skill proficiency.

3-9. All Maintenance Activities

a. Will provide work order status (AHN4LD.DAT and AHN4LD.HDR) to the owning unit of equipment on the 15th of each month or last working day prior, and as requested by the unit.

b. Will maintain Internal and External SOP's. External SOP's will be provided to customers.

c. Personnel assigned Inspector duties are encouraged to attend Inspector Certification courses provided by the RSC's Center of Excellence (CoE) or the Regional Training Site - Maintenance at Fort McCoy.

3-10. Support Installations (SI's)

SI's may provide support to AMSA's and ECS's within geographical areas of responsibility. Support provided will be based on an Inter/Intra Service Support Agreement.

3-11. Evacuation Procedures

a. Units are responsible for evacuating equipment to the AMSA or ECS when required. The unit will notify the AMSA or ECS prior to evacuation. AMSA's and ECS's will evacuate equipment requiring maintenance beyond their capability to the applicable support activity.

b. Transportation units or activities will be used to transport equipment when feasible.

c. Commercial civilian transportation through Force and Asset Search Tool (FAAST) / Decision Support Tool (DST) using Second Destination Transportation (SDT) can be used when there is no AMSA or ECS support.

3-12. Maintenance Management Systems

TELS use is the Army standard for maintenance management processes. Use of manual maintenance management procedures as identified in DA Pam 750-8 will not be used unless it is the normal expected standard.

3-13. Records Disposition

a. The forms and records produced by maintenance management automation systems will be maintained on file by all maintenance activities. In addition to these form and reports, the work order detail and mechanics worksheet (DA Form 2404, DA Form 2407-E or DA Form 5988-E) will be kept on file with the closed out work order.

b. Maintenance and man-hour accounting records will be maintained IAW regulatory guidance.

3-14. Repair Parts Operations

The AMSA and ECS will use shop stock and bench stock for their repair parts operations IAW AR 710-2 and DA Pam 710-2-2. Use of the Government Purchase Card (GPC) to locally purchase repair parts will be IAW published RSC guidance. Demands (document identifier code "DHA") for all repair parts purchased with a GPC will be entered into the maintenance activities appropriate automated maintenance management system. DHA data is critical information used in budget analysis.

3-15. Maintenance Support for Units without Organic Field Level Maintenance Assets

a. Army organizations with equipment that requires inspections, services, calibration and dispatching, but don't have TAMMS/Maintenance capability IAW Army Tactics, Techniques, and Procedures ATTP 4-33, are still required to perform these functions or have them performed by an outside organization. Based on this requirement, commanders will ensure that units without organic field level maintenance assets coordinate with its next higher level of command or an outside organization to ensure necessary Maintenance Management, TAMMS, and AMSS support is provided. Commanders will ensure that MOA for units requiring Maintenance Management, TAMMS, and AMSS support are reviewed and approved by first units involved higher headquarters (sample MOA - Figure 3-1).

b. At a minimum, the following responsibility areas will be addressed in a unit's support MOA:

(1) Maintenance Management to include a SOP IAW AR 750-1

(2) AMSS Reporting

(3) Dispatching

(4) Drivers Licensing Program
(5) Services on unit assigned equipment
(6) USAR Form18-R-E Service Schedule
(7) TAMMS Support for annotating services performed by unit
(8) Inspection unit equipment for performance of PMCS as required
(9) Compliance with all Maintenance Action Messages (MAM's), SOUM's, and MWO's
(10) Monitor completion of PMCS on all assigned unit equipment
(11) Comply with HAZMAT/HAZCOM requirements
(12) Comply with Safety regulations
(13) Monitor accuracy of USAGE Report
(14) Provide Class IX support for unit performing PMCS and operator repairs
(15) Provide training oversight of unit assigned maintainers

Figure 3-1
Sample Memorandum of Agreement (MOA) for Unit Field Level Maintenance Support

DEPARTMENT OF THE ARMY
HEADQUARTERS XXX[th] ENGINEER BRIGADE
XXX XXXXXXXX STREET
XXXXXX, XX 99999

XXXX-XXX-XX

DATE

MEMORANDUM OF AGREEMENT BETWEEN (*Supported Unit*) and (*Outside Organization*)

SUBJECT: Memorandum of Understanding between the (*Supported Unit*) and (*Outside Organization*) necessary Maintenance Management, TAMMS, and AMSS support

1. This memorandum of agreement establishes a maintenance management relationship between the (*Supported Unit*) and (*Outside Organization*) in support of the (*Supported Unit*) maintenance program.

2. Each area of emphasis will identify specifically who is performing the function. The unit commander is not relieved of ensuring that whoever is performing the supporting role is providing necessary support IAW all related Army regulations and policies. The unit commander is ultimately responsible for ensuring all logistics functions are performed to standard, and that all data submitted to LOGSA is accurate.

3. Areas of emphasis are as follows:

a) Maintenance Management to include a SOP IAW AR 750-1 ___(*Outside Organization*) _____
b) AMSS Reporting ____(*Outside Organization*) _____
c) Dispatching _____(*Outside Organization*) _____
d) Drivers Licensing Program/Licensing _____(*Supported Unit*) _____
e) Services on unit assigned equipment _____(*Outside Organization*) _____
f) USAR Form 18R's Service Schedule _____(*Outside Organization*) _____
g) TAMMS Support for annotating services performed by unit _____(*Outside Organization*) _____
h) Inspect unit equipment for performance of PMCS as required ___(*Outside Organization*) _____
i) Compliance with all MAM's, SOUM's, MWO's _____(*Supported Unit*) _____
j) Monitor completion of PMCS on all assigned unit equipment _____(*Outside Organization*) _____
k) Comply with HAZMAT/HAZCOM Requirements _____(*Outside Organization*) _____
l) Comply with Safety regulations _____(*Supported Unit*) _____
m) Monitor accuracy of USAGE Report ____(*Outside Organization*) _____
n) Provide Class IX support for unit performing PMCS and operator repairs __(*Outside Organization*) _____
o) Provide training oversight of unit assigned maintainers _____(*Outside Organization*) _____

4. MOA point of contact is (*Supported Unit POC*), (*Position*), (*Phone*), (*Email Address*).

5. This MOA will be reviewed every 12 months and/or when there is a change in signatory. Regardless of signatory change the MOA remains in force until updated, rescinded, or changed. The undersigned agree to, and will ensure their activities abide by, the terms set forth in this MOU.

_____	_____	_____	_____
Unit CDR	Outside Organization CDR	Supported Units Higher HQ CDR	Outside Organization Higher HQ CDR
Rank	Rank	Rank	Rank
Position	Position	Position	Position
Date:_____	Date:_____	Date:_____	Date: _____

DISTRIBUTION:
(Supported Unit Staff)
(Outside Organization Staff)
(Support Units Higher HQ CDR)
(Outside Organization Higher HQ CDR)

Chapter 4
Maintenance of Watercraft

4-1. Basic Policies

This chapter outlines policies, procedures, and responsibilities for the maintenance of Army watercraft not including Tactical River Crossing Equipment and Engineer peculiar items.

4-2. Maintenance Mission, AMSA Watercraft (W) and AMSA Ground-Watercraft (GW)

AMSA's (W) have the mission to provide Field and limited Sustainment maintenance support to AR watercraft units.

4-3. Responsibilities

a. The Army Reserve G-4 maintains oversight to ensure proper maintenance is being conducted for AR watercraft.

b. US Army Tank Automotive and Armament Command (TACOM) is responsible for contractual support when maintenance is beyond AMSA capabilities (ie. NMC Sustainment level repairs or scheduled On Conditioned Cyclic Maintenance (OCCM).

c. The 377th Theater Support Command and 79th Sustainment Support Command, and 9th Mission Support Command (MSC) have overall responsibility for field level maintenance on AR watercraft.

d. RSC's and MSC's will budget and fund the maintenance program, to include repair parts, mandatory certifications, and required inspections.

e. Owning units maintain responsibility for vessel mission readiness to include, but not limited to, maintenance and all required inspections and certifications.

4-4. Maintenance Policies

All USAR watercraft maintenance must be planned, coordinated, and tracked by the owning unit's Maintenance NCO and/or Maintenance Officer. All services, deficiencies, and repairs that cannot be accomplished by vessel crew members must be verified and then submitted to the local AMSA on a work order by the unit's Maintenance NCO and/or Maintenance Officer. The AMSA will support the owning unit upon receipt of a work order and provide status updates to the unit maintenance personnel as progress is made, but not less than once per week.

a. Units having a dockside maintenance team, platoon, or section will establish maintenance procedures within their authorization and capability.

b. AMSA (W) and (GW) may only perform Sustainment level maintenance if they possess the proper technical manuals, special tools, parts, time, and competent personnel. Lack of any previously mentioned items mandate the work order must be evacuated to the Watercraft Inspection Branch (WIB) as soon as possible. A request for approval to perform Sustainment level maintenance must be submitted through USARC to WIB for approval on a case by case basis.

c. Vessel crews will maintain all interior and exterior painted surfaces using spot painting techniques to prevent metal deterioration between intervals of complete painting. Paint systems applied by the crew shall be compatible with the paint systems applied to the vessel during OCCM.

d. Field level maintenance is not to be deferred to OCCM.

e. Vessel surveyors are co-located at units and work for the Army Reserve under a TACOM contract. Vessel surveyors will follow all local safety procedures and will help to ensure mission success by providing the following services:

(1) Inspect and operate all equipment on USAR watercraft. AGR engineers and/or AMSA personnel will provide assistance to the surveyor on an as needed basis.

(2) Provide a list of deficiencies identified to the unit maintenance section for repair determination.

(3) Provide supervision and assistance during site surveys and when contract work is being performed.

(4) Help to identify and locate repair parts.

f. USAR units and AMSA shops will establish and post an emergency response plan along with contact information to ensure AMSA/unit personnel can be contacted in order to render assistance in the event of vessel emergencies. This will include, but not limited to, fuel spills, fire and flooding situations. Local vessel surveyors will not be responsible to be part of this process, but will be included in the notifications.

g. Vessel access must be controlled and documented.

(1) All access to the vessel for inspections, MWO installations, and other contract repairs must be requested in advance and approved by to the owning unit.

(2) A visitor log must include, but not limited to, date, name, agency and work to be done.

h. The visitor log will remain on the vessel and will be available for entries by the supporting AMSA Mil-techs and local surveyor. Inspections, work performed, and engine run hours are examples of items to be annotated in the log.

i. MWO Applications to be performed by TACOM/NAVSEA will be coordinated by USARC G-4. OCCM schedule, missions and battle assembly training plans will be reviewed prior to making final arrangements.

j. Defective Command, Communication, Computers, Control and Intelligence (C4I) electronic systems will be reported for repairs to Program Executive Office (PEO) C3T/PM Command Post at toll free 1-877-839-0813 or email c4isr.support@us.army.mil, using the following format:

1. POC Information:
   Person:
   Phone Number:
   Email Address:
   Location of Vessel:
   Vessel Number:
   ASSIGNED UNIT OF VESSEL:
2. Specific asset and piece of equipment with model number or part number:
3. Detailed description of problem/s:
4. Mariner Urgency (1=HIGH, 2=MEDIUM, 3 and 4 LOW):
5. Does this deadline the vessel?:
6. When is the next scheduled launch / mission date for this vessel:

In addition, a report will be made to the supporting AMSA and USARC G-4 at 910-570-9514 or usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil, when the system is reported defective and when it is repaired.

k. Owning units are responsible for maintaining a spreadsheet that annotates and tracks all required vessel inspections and certifications. All equipment inspection reports and certificates must be kept on file.

(1) Units are responsible for arranging periodic surveys required by the U.S. Coast Guard (USCG) and the American Bureau of Shipping (ABS) for retention of "load-line" certification IAW 46 Code of Federal Regulation (CFR), sub chapter E, and TB 55-1900-201-45/1. This is an owning command funding responsibility.

(2) Units will submit a work order to their supporting AMSA shop for certifications of cargo-handling gear, including cranes as per 29 CFR 1919.15, 29 CFR 1919.21 and TM 4-14.21. This will include vessels stokes litters if applicable.

(3) Life raft recertification is required every five years for the Navy Mark Series of life rafts. Units are responsible for making the necessary arrangements for certification of the life rafts. Supporting AMSA's will assist in the removal and reinstallation by providing the requested material handling equipment and operating personnel.

l. Repair parts and supply.

(1) Units will ensure each vessel maintains its complete required onboard spares (repair parts) and common table of allowances (CTA) supplies. Submit replenishment requisitions, as necessary, to maintain required stock levels. These parts are not subject to demand support.

(2) Vessel masters and chief engineers are responsible to the unit commander for accountability of vessel equipment, components, tools, and test equipment, IAW AR 710-2 and DA Pam 710-2-1.

m. During emergencies at sea, the vessel crew is authorized, and may be required, to perform tasks higher than normally assigned by the MAC, but the capability is still limited by skills, tools, and onboard spare parts. Emergency repairs must be inspected by the appropriate maintenance authority as soon as the vessel returns to port. Inspection will be made to ensure repairs were made in accordance with application technical manuals for series 10 and 20 series standards. This process will be conducted through the normal work order process.

n. Vessels that have sustained damage that breaches watertight integrity will:

(1) Seek the nearest safe harbor whenever possible.

(2) Establish watertight boundaries and limit the amount of flooding to the fullest extent possible.

(3) Contact the USCG for cleanup activities when required.

(4) Contact Supervisor Ship salvage for salvage assistance, when required, at 202-781-3889.

(5) Contact crisis action team to work the hand off from USCG to AR control.

(6) Follow operational command notification procedures.

(7) Contact the Marine Safety Office IAW AR 56-9.

o. Vessels that have arrived in safe harbor will be considered in depot repair at that time. Further movement from that point will be coordinated through AR G-4. This is for repair purposes only and all cleanup efforts will remain within the ESC control.

p. Turn in of Army Reserve Watercraft.

(1) Unit will submit a work order to supporting AMSA for proper classification code.

(2) Units will demilitarize vessels within unit capabilities.

(3) Units will provide turn-in documentation to appropriate Defense Reutilization and Marketing Service (DRMS) and establish a Memorandum of Agreement (MOA) for receipt in place of equipment.

(4) AMSA will assist with demilitarization of vessels when additional assistance is requested through the work order process.

4-5. On-Condition Cyclic Maintenance

a. Units will adhere to OCCM within mission requirements. If more than three months deviation beyond normal OCCM is anticipated, the unit will forward a request for waiver with justification through command channels to USARC G-4.

b. The following will apply when requesting WIB support for OCCM or Sustainment level repairs:

(1) The AR watercraft unit will initiate and submit a DA Form 2407-E to its supporting AMSA (W).

(2) The supporting AMSA (W) will initiate and submit a DA Form 2407 (Maintenance Request) to the WIB. The DA Form 2407 will be submitted by fax: 757-878-5109, or email: usarmy.detroit.tacom.mbx.ilsc-wib@mail.mil or janice.d.stewart.civ@mail.mil. Emergency repair requests must be coordinated through USARC G-4 Maintenance Division at 910-570-9514 or usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil to ensure emergency funds are available. Work orders requesting OCCM surveys shall not be coded at a higher priority than 12. The OCCM survey work order shall be closed upon completion of the vessel survey.

(3) The WIB Surveyor does not sign for the vessels undergoing OCCM. The contractor has vessel responsibility while in OCCM. Their responsibility begins upon transfer of the vessel from the unit or AMSA to the contractor. The reverse applies when OCCM is completed. Regardless, the unit must initiate the steps to account for and secure equipment being removed or remaining with the vessel during OCCM.

(4) Prior to movement by the contractor, the owning unit will remove tactical radios, gun mounts, pyrotechnics, ammunition, weapons components, basic issue items list/onboard spares list (BIIL/OBSL) and ship store items. AMSA shops are authorized to support the unit in loading and off-loading operations for OCCM and/or missions. AMSA support is defined as operating heavy machinery, such as forklifts and cranes.

(5) In accordance with AR 56-9 and other AR policies, designated unit personnel will accompany vessels while undergoing OCCM. Funding will be provided by the owning command.

(6) The owning unit and supporting AMSA will make every effort to observe all dock and sea trials along with a middle in-progress review of the shipyard availability. The unit/AMSA will bring any concerns identified during the inspections and observations to the marine surveyor's immediate attention.

(7) The unit will report vessels in OCCM as not mission capable maintenance (NMCM) IAW AR 700-138.

(8) The NMC time will start when the vessel is picked up for delivery to the shipyard and end when the vessel is returned to home station and towing securements have been removed by the contractor. The 90 day post-OCCM warranty period will not be considered NMC time for sustainment maintenance.

(9) TACOM surveyors co-located at watercraft locations will serve as a point of contact for units and AMSA to receive updates and information about vessels after the OCCM work order has been submitted to WIB.

c. All warranty items, regardless of OCCM or new equipment, will be submitted from the unit to the supporting AMSA for resolution.

d. AMSA (W) supporting watercraft and the owning unit will maintain a copy of the vessel dry dock report and the DA Form 2407-E that was submitted to WIB.

4-6. Fuel and Sludge Transfer Operations

Watercraft fuel and sludge transfer operations are dangerous and environmentally sensitive situations. Responsibility for transfer operations belong to the USAR unit, unless the vessel is at OCCM, and may not be delegated to AMSA or contractors. Transfer operations indicated below apply to fueling, de-fueling, and sludge transfers:

a. Ensure a chief engineer of a Class A vessel is present and in charge of any fueling operation involving Class A vessels as defined in AR 750-1, table 6-1 and TM 4-15.21.

b. Class B or C vessels will have a senior qualified and licensed engineer at the respective level in charge of any fueling operations.

c. Follow fueling procedures IAW 33 CFR Part 155 Subpart C, TM 4-15.21 and local watercraft fuel transfer SOP.

d. Supporting AMSA shops are authorized and required to assist unit fuel and sludge transfer operations when requested by unit work order submission. Units will notify and coordinate all fuel deliveries with the supporting AMSA in advance.

e. Unit fueling work orders will take priority over all other submitted work orders.

f. All AGR crew members will support fueling transfer operations.

g. Any crewmember discovering an overboard spill/discharge shall immediately notify the person in charge. Refer to TB 55-1900-252-14, 33 CFR Part 155, and local SOP for cleanup and notification procedures.

h. The chief engineer will ensure an entry is made in the vessel Oil Record Book and vessel Log Book. In addition to inputting quantity received for the applicable day, the date; amount of fuel; where the fuel was received from (vendor), and costs must be annotated in the notes section of the Log Book. The unit maintenance officer/NCO will maintain a copy of the information in unit files for a period of three years from date of receipt.

Chapter 5
Depot Maintenance

5-1. Purpose

Provide guidance and procedure for the execution of the Army Reserve G-4 Depot Overhaul Program

5-2. Scope

The Army Reserve G-4 Depot Overhaul Program is designed and operated as a maintenance transaction unless otherwise directed, meaning all equipment is repaired and returned to the same unit. Equipment is submitted on a unit level maintenance work order request to the supporting maintenance facility. The Operational, Functional, Training and Support Commands (OFTS)'s have the inherent support requirement to ensure every item inducted into the Depot Overhaul Program is properly accounted for, from unit level through supporting maintenance facility to the overhaul facility and return, to include reporting of NMC time on the AMSS report. Substitutions by serial number for like national stock numbers NSN items can only be authorized by the AR G-4 Depot Program Manager (PM) after program has been initiated.

5-3. Responsibilities

a. DCS G-4 will:

(1) Validate a list of "potential candidates" by NSN and quantity detail and will provide the list to each OFTS for review NLT 60 days prior to the start of each FY.

(2) Provide Depot Maintenance Coordinators to assist in the depot process.

(3) Issue each OFTS an overhaul tasking memorandum by serial number detail. Equipment will be moved to overhaul locations via Force and Asset Search Tool (FAAST) using the SDT, Depot Rebuild Module.

b. OFTS commands will:

(1) Review/validate the list and offer up replacements or potential new overhaul candidates and reply back to the Army Reserve G-4 Maintenance Division NLT 30 days prior to the start of the FY.

(2) Follow all tasking special instructions outlined in tasking memorandum.

(3) Direct owning units to submit maintenance requests for equipment enrolled into the Army Reserve G-4 Depot Overhaul Program to their supporting AMSA/ECS shop.

(4) Ensure owning units configure equipment properly before releasing it to the AMSA / ECS shop for shipment.

(5) Direct units to properly annotate equipment sent to depot overhaul in PBUSE by placing the code "CW" in the ECS field. Do not remove equipment from the unit property books, unless otherwise directed by USARC G-4.

c. RSC's will:

(1) Provide standard customer support for the overhaul program. Open maintenance requests will be maintained for all equipment sent to Depot until it is returned.

(2) Ensure AMSA's/ECS's prepare a request for shipment via FAAST using SDT, Depot/WO Number selection.

d. AMSA's / ECS's will:

(1) Will ensure that equipment on work order for Depot Overhaul is carried in an NMC status.

(2) Generate maintenance request using work request status code "N" to indicate equipment was an evacuation (EVAC) to DEPOT by AMSA's/ECS's.

(3) Ensure that the equipment is the correct NSN, model, serial number and registration number prior to shipment.

(4) Prepare a request for shipment via FAAST using the SDT, Depot/Rebuild WO Number selection. AMSA's/ECS's will not permit any equipment shipments with ancillary equipment installed unless instructed to do so in the overhaul memorandum. All equipment must ship to and from an AMSA/ECS shop so Technical Inspections (TI's) can be performed prior to going to and upon receipt from Depot Overhaul facilities. Deviation from this is by exception only and must be approved by the Army Reserve G-4 Depot PM.

(5) Perform an acceptance TI within 15 days of equipment return from Depot activity. If no faults are found, copies of the TI will be furnished to the owning unit and the RSC Depot Overhaul Coordinator when the original maintenance request is closed. If faults are found, the work order will remain open until faults are corrected. The AMSA/ECS support activity will work directly with the Depot facility to resolve any faults found during the receipt TI. All faults will be covered under the Depot support activities Warranty program. All faults will be identified and documented in writing for inclusion in the work order packet.

c. Unit Commanders will:

(1) Ensure that the equipment is the correct NSN, model, serial number and registration number prior to shipment.

(2) Submit DA Form 2407-E to AMSA / ECS shop for equipment identified for AR Depot Program.

(3) Place equipment in a NMC status and create an NMC fault (X) under Fault Management with a fault description of "ARMY RESERVE G-4 DEPOT OVERHAUL".

(4) Configure equipment properly before releasing it to the AMSA / ECS shop for shipment. All BII and ancillary items: radios, radio mounts, antennas, bows and canvas, troop seats and spare tires, will be removed and stored by owning unit unless otherwise directed in the tasking memo.

(5) Unit without organic maintenance capability can request support from their supporting AMSA / ECS shop for the removal and replacement of these items.

(6) Pick up equipment once notified within 30 business days, correct the NMC fault in SAMS-1E or GCSS-A, and return the equipment to a fully mission capable (FMC) status. If a unit needs AMSA / ECS support to return the equipment to the original configuration, they must return the ancillary and other items to the AMSA / ECS support facility for installation.

Chapter 6
Material Status Data Flow/Army Material Status System (AMSS) Reporting

6-1. Purpose

To provide guidance to Commanders at all levels that will ensure accurate reporting of readiness data through the AMSS process for equipment other than missiles and aircraft IAW AR 220-1, AR 700-138 and DA Pam 750-8.

6-2. Scope

This chapter applies to all Army Reserve units and maintenance activities required to submit equipment readiness data. All data input and extract procedures will be IAW applicable automated system's end user manuals. Army Reserve Commanders and their subordinate MTOE and TDA organizations forward AMSS reports to LOGSA through LogDAT between the 16th and 1600 EST, 19th of each month. AMSS reports will include readiness data on all MMDF designated reportable equipment, authorized and excess. The USAR and the Army standard for AMSS reporting is 100 percent.

6-3. Responsibilities

a. The Operational, Functional, Training and Support Commands (OFTS's) / Direct Reporting Commands (DRC's) will:

(1) Ensure all required units submit readiness data on time.

(2) Review AMSS readiness data received from units to ensure reports are accurate.

(3) Establish procedures for distributing the MMDF to units when file updates occur.

(4) Validate the USAR Unit Equipment Status and Serviceability Report (UESSR) Change Request List and provide changes to the USARC G-4 Maintenance Branch NLT the 5th of each month. If the 5th falls on a holiday or weekend, changes will be due on the next business day.

(5) Provide feedback on readiness reporting (units that didn't report or didn't report correctly). A signed memorandum from the G-4 of the direct reporting command (DRC) will be sent to the Army Reserve, ATTN: USAR Deputy Chief of Staff, G-4, 4710 Knox Street, Fort Bragg, NC 28310-5000, explaining the cause of not reporting and a course of action to correct the shortfall.

(6) Ensure that personnel assigned to report readiness data are adequately trained.

(7) Appoint a Primary and Alternate trained AMSS POC in writing. It is mandatory that one of these contacts be available throughout the AMSS period to manage the reporting process and correct any errors or rejections. The 16th thru 19th of each month will be considered duty days, whether they fall on a weekend or holiday.

(8) Ensure SMC's provide work order status (AHN4LD.DAT and AHN4LD.HDR) to the owning unit of equipment by the 15th of each month, and as requested by the unit.

(9) Obtain required maintenance and readiness reports from LIW and LogDAT.

(10) Will ensure that all units have the current MMDF version loaded on the SAMS1-E and 2-E systems.

b. AMSA's/ECS's.

(1) Will provide work order status (AHN4LD.DAT and AHN4LD.HDR) to the owning unit of equipment by the 15th of each month and as requested by the unit.

(2) Units with ECS stored equipment will retrieve their feeder report (ASSET CONTROL RPT.DAT and ASSET CONTROL RPT.HDR) from \\ZNC121A7SS16456\sams-fm_amss. This report will be in electronic format and will be available to the unit NLT 0900 (EST) on the 16th of each month.

(3) Both the AMSA and ECS will report TDA equipment on hand IAW the current MMDF.

(4) ECS Storage Branches will review equipment actual miles and hours prior to AMSS and update the SAMS-FM in order to ensure accurate usage data is transmitted for AMSS rollup and processing.

c. Units will:

(1) Use their unit maintenance TELS (SAMS1-E / 2-E / GCSS-Army) to report readiness status. Units that do not have a maintenance TELS will be supported as directed by their higher headquarters. The goal of USARC is to have all readiness data electronically reported through a TELS.

(2) Validate AMSS data for accuracy and completeness and submit within the required 96 hour timeline (16th thru 19th of each month). Ensure 100% of equipment identified in the current MMDF is loaded in the appropriate TELS.

(3) Process AMSS on the 16th of the reporting month and send to LogDAT NLT 1600hrs on the 19th of the month through LogDAT.

(4) Ensure that unit's maintenance TELS is using the most current software version. Ensure the TELS system is connected to the AR net at all times.

(5) Reconcile SAMS1-E data with data in PBUSE on a quarterly basis.

(6) Utilize SAMS2-E to consolidate and forward material readiness/status files, (i.e. closed work order) (AHOD1F), National Maintenance Office (NMO) file (AHN4CD), and Total Cost of Ownership (TCO) file (AHN4FD) directly to LIW's national data repository at LOGSA on a weekly basis. SAMS2-E systems will allow Integrated Logistics Analysis Program (ILAP) connectivity to pull the required files into LIW.

(7) Obtain required maintenance and readiness reports from LIW and LogDAT.

(8) Units will review equipment actual miles and hours prior to AMSS and update the SAMS1-E / GCSS-Army prior to AMSS processing.

d. Units operating GCSS-Army will:

(1) Continue to manage the UESSR Change Request process to account for units with reportable equipment.

(2) Monitor the Logistical Mission Support business area within GCSS-Army for units with reportable equipment to ensure the Force Element number of the Parent UIC is populated in the AMSS Rptg FE field.

Chapter 7
Man-Hour Accounting

7-1. General

a. Man-hour accounting identifies work centers and related equipment commodity code and labor distribution codes (ECC's/LDC's).

b. Work measurement time standards for all tasks are listed in equipment TM MAC. Inspectors will use these time standards to estimate time to complete DA Form 2407-E tasks and measure performance. Local documented experience standards may be applied that published standards differ from local experience. The inspector will record and validate, estimated and actual time taken on each DA Form 2407-E by task. All maintenance activities will use accounting records using an automation maintenance system (SAMS1-E, SAMS-FM or GCSS-Army). Additional man-hours identified by the inspector to complete work must be added to original estimate.

c. For military manpower, the standard utilization rate is 50 percent; the goal is 75 percent. For civilian manpower, the standard utilization rate is 85 percent; the goal is 90 percent.

d. The standard for the efficiency rate is 80 to 100 percent for both military and civilian.

e. New fielded equipment or commercial equipment without updated repair times noted in the MAC, will estimate projected time.

7-2. Purpose

Provide man-hour accounting procedures all maintenance activities within USARC. Automated procedures have replaced previous manual reporting formats and will be conducted using authorized automation maintenance systems (SAMS1-E, SAMS-FM, or GCSS-Army) IAW guidance below.

7-3. Responsibilities

a. The DCS G-4 will:

(1) Provide staff guidance for implementation and execution of the prescribed man-hour accounting system.

(2) Take action or make appropriate recommendations to resolve problem areas disclosed in the analysis of the workload summary based upon input from the RSC.

(3) Assign Work Center Codes and LDC's.

b. The RSC's will:

(1) Exercise overall supervision for the implementation and execution of procedures and reporting requirements prescribed herein.

(2) Evaluate activities to determine adequacy of maintenance being provided to supported units and activities. Take corrective action when deficiencies are identified by internal audit or inspections.

c. OFTS Commands will:

(1) Establish procedures to support the SAMS1-E/2-E data flow policy, implement the procedures and actively monitor reporting process to ensure data is reported on time and accurately.

(2) Report man-hour accounting to SAMS2-E on a monthly basis (AHN4GD).

(3) Units will use procedures, codes, and forms listed in the SAMS1-E End User Manual (EUM).

(4) Ensure all military labor (including work leaders and inspectors) meet the required standards of maintenance utilization (50%).

d. The AMSA and ECS supervisors will:

(1) Ensure all civilian labor, including work leaders and inspectors, meet the required standards of maintenance utilization (85%).

(2) Evaluate operations to determine the adequacy of maintenance being provided to supported units and activities and take corrective action when warranted.

(3) Maintain man-hour accounting IAW this chapter and provide information as required.

(4) Submit requests for additional Work Center Codes through the chain of command to the DCS G-4, Maintenance Division Chief.

7-4. Labor Distribution Codes (LDC's)

a. LDC's are a designation of man-hour expenditures. Table 7-1 contains a list of LDC's used to identify the category of each individual task on a work request. All USAR maintenance activities will use these codes.

Table 7-1
Labor Distribution Codes (LDCs)

Productive-Direct	
01	Direct Labor
06	Quality Inspection
Productive-Indirect	
03	Supervision
04	Maintenance Administration
05	Maintenance Technical/Proficiency Training
08	Maintenance Meeting
09	Plant Equipment Maintenance
10	Cleaning and Policing
13	Material Control
14	Military Equipment
17	Equipment Operation
18	Travel Time to and from Maintenance Jobs
31	Additional Duties
32	Unit Support other than Maintenance
33	Maintenance Technical Assistance
54	Safety Duties
55	Hazardous Material Management
Nonproductive	
23	Lag-Weather
25	Lag-Break
Duty Absence	
30	Military Training
35	Meetings – Other
50	Union Duties
34	Temporary Duty (TDY)
Non-Duty Absence	
40	Compensatory Time-Off for Overtime
41	Excused from Duty (pass, VOCO, etc)
42	Leave-Official
43	Sick Leave – Civilian
46	AWOL/Confined
47	Leave without pay (LWOP)
48	Job Related Injury

b. Code definitions.

(1) Productive Direct Labor

(a) Code 01: Direct Labor. All field level maintenance labor expended on equipment, components, or parts for which a work center is given maintenance repair or manufacture responsibility. Man-hours expended on maintenance services (scheduled or non scheduled), repairs, and replacement of components or parts. Work may be performed at or away from the activity.

(b) Code 06: Quality Inspection. Man-hours expended in performing routine and special quality assurance inspections of equipment and equipment records. Inspections include researching and conducting special subject inspections (such as condition coding for excess equipment). Work may be performed at or away from the activity. Inspectors assigned to an ECS Storage Branch will use this LDC when performing quality assurance inspections in support of the ECS Maintenance Branch.

(2) Productive Indirect Labor

(a) Code 03: Supervision. Man-hours expended by work center supervisors (military and civilian) in planning, organizing, coordinating, directing, and controlling the efforts of the maintenance personnel under their supervision. When performing direct labor, the supervisor will record the time under code 01.

(b) Code 04: Maintenance Administration. Man-hours expended preparing reports, filing, typing, time records, messenger, stenographic, statistical, administrative material reproduction, and maintenance of training records and files.

(c) Code 05: Maintenance Technical/Proficiency Training. Man-hours expended in the following manner:

1. Attending lectures, movies, and job demonstrations pertaining to skill development, career progression, or cross-training in or for a specific occupational series.

2. Technical publication familiarization. This does NOT include the use of technical publications during actual work.

3. Equipment or vehicle operator testing or licensing (written or oral).

4. Receiving formalized instruction (including contractor technician) or familiarization in the operation and maintenance of tools and equipment, such as new equipment training (NET).

(d) Code 08: Maintenance Meetings. All time spent in meetings (such as maintenance scheduling and safety) and in meetings called by the commander or maintenance supervisor to discuss maintenance, production, supervisory matters, etc.

(e) Code 09: Plant Equipment Maintenance. All man-hours expended in repair, upkeep. and servicing of maintenance facility equipment (not requiring an organizational control record for equipment).

(f) Code 10: Cleaning and Policing. Man-hours expended in general housekeeping (including cleaning) policing around, and removal of snow from industrial areas, etc. Charge the routine cleaning or policing at the end of job or shift to the LDC of the job.

(g) Code 13: Material Control. Man-hours expended in the operation or maintenance of tool cribs, bench and shop stocks, requisitioning, inventory, receiving, crating, or uncrating supplies.

(h) Code 14: Military Equipment. Man-hours expended by ECS Storage Branch Operations which is used to issue, receive handling, loading, unloading, processing, and de-processing of military equipment.

(i) Code 17: Equipment Operation. Man-hours expended by personnel in the operation of equipment assigned to maintenance (including operator maintenance). For example, evacuation of equipment to higher levels of maintenance. Direct labor code, Code 01 will not be used when the time can be charged to another LDC (ie. operating a crane in conjunction with removal of a power pack, gun tube, etc.).

(j) Code 18: Travel Time (Maintenance Technicians Only). Man-hours spent traveling to and from separate work areas to perform direct labor. Travel time that takes three-tenths of an hour or less will be charged to the LDC of the job. [Example: A contact team traveling from the shop to a Reserve Center 50 miles away. The travel time from the shop to the center and return will be charged to this LDC and recorded on the daily time card referencing the work request number. The time spent at the center (less breaks) will be direct labor.]

(k) Code 31: Additional Duties. Man-hours expended in the administration of additional duties such as: key control, security officer, operator licensing administrator, instructors, and testers. This will cover all duties other than LDC 54 and 55.

(l) Code 32: Unit Support other than Maintenance. Man-hours expended in support of units that do not pertain to maintenance (i.e. drivers training, loading/off-loading equipment, fueling of vessels, and life raft inspections).

(m) Code 33: Maintenance Technical Assistance. Man-hours expended in preparing or providing technical assistance at home station or away. Technical assistance is hands-on oriented, not operating a forklift to unload a truck.

(n) Code 54: Safety Duties. Man-hours expended in the management of the activities safety program. This includes duties and functions associated with safety administration, safety inspections, fire marshal inspections, and accident prevention.

(o) Code 55: Hazardous Material Management. Man-hours expended in the administration of the hazardous material program. Examples of program management are HAZMAT storage inventories and labeling of storage containers to include maintenance of the accumulation points. [NOTE: Individual actions such as moving oil containers to the accumulation point or cleanup during and after a normal maintenance task will be captured as part of the work order or LDC 10. Receiving, storage, and issue of HAZMAT will be captured by the maintenance support team (MST) as LDC 13.]

(3) Nonproductive Labor

(a) Code 23: Lag-Weather. Man-hours lost due to inclement weather when work is interrupted and personnel remain at the duty location.

(b) Code 25: Lag-Break. Man-hours lost due to authorized breaks taken during the day.

1. Man-hours charged to the above codes contribute nothing to the accomplishment of the maintenance mission.

2. Lag time, which exceeds three-tenths of an hour, will be charged to the applicable code. Lag time under three-tenths of an hour, will be charged to the LDC of the job.

(4) Duty Absence

(a) Code 30: Military Training. Man-hours expended in military training. Civilian technicians attending annual training, battle assemblies, military schools, etc.

(b) Code 35: Meetings-Other. Man-hours expended as a member of total Quality Management Teams, Union Duties, Partnership Councils, and Process Action Teams. Duties need not be related to maintenance.

(c) Code 50: Union Duties. Man-hours expended during the conduct of official union duties.

(d) Code 34: Temporary Duty (TDY). Man-hours expended while on temporary duty to another activity / facility in a borrowed labor category. All these man-hours are non-productive time at the losing activity / facility.

(5) Non-duty Absence

(a) Code 40: Compensatory Time-Off for Overtime. Man-hours spent during duty time as time-off to compensate for overtime. If the overtime was performed outside the assigned work center, the time-off will be loaded to the work center that used the overtime.

(b) Code 41: Excused for Duty. Man-hours expended for such things as: Army Physical Fitness Training (military and dual status), voting, jury duty, inability to report for work due to inclement weather, government witness, blood donations, administrative absences, and assignments not pertaining to shop operations (other than codes 40, 42, and 43).

(c) Code 42: Leave, Official. Man-hours spent on official leave..

(d) Code 43: Sick Leave, Civilian. Man-hours charged to civilian sick leave.

(e) Code 46: AWOL/Confined. Man-hours charged to unauthorized absence, including tardiness, will be charged to this code. This code will also be used to record man-hours lost as a result of an individual being retained in either civil or military custody until he or she is dropped from assignment or returns to work.

(f) Code 47: Leave without pay (LWOP). Authorized or unauthorized absence from maintenance duty by civilian personnel in a LWOP status.

(g) Code 48: Injury on Job, Civilian. Man-hours spent on authorized leave as a result of a job-related traumatic injury. This leave cannot exceed 45 days.

7-5. Equipment Category Codes (ECC's) and Work Center Codes (WCC's)

a. Use the ECC's shown in DA Pam 750-8, appendix B, for computing maintenance production, workload, and man-hour accounting.

b. The ECC's are groupings for reporting on USARC Form 17-R (see app C). Each work center will use the ECC regardless of the level of maintenance. Work Center Codes are identified in table 7-2.

c. Man-hour accounting records. Use a daily man-hour accounting record to track and assist in data entry into the automated maintenance management system. A monthly man-hour accounting worksheet is only needed if the activity is not using an automated maintenance management system. Activities will use the following methods for developing man-hour accounting records.

(1) Direct + Indirect Labor + Nonproductive = Available Hours

(2) Direct + Indirect + Nonproductive + Duty Absence + Non-duty Absence = Possible Man-hours.

(3) A daily man-hour accounting worksheet to summarize daily man-hour expenditures (see para 7-6).

(4) A monthly man-hour summary worksheet to consolidate weekly man-hour expenditures (see para 7-7).

(5) Workload Summary, USARC Form 17-R, which provides the maintenance activity supervisor, the RSC / ECS and the Army Reserve a means to evaluate maintenance effectiveness in support of Army Reserve Equipment.

Table 7-2
Work Center Codes (WCCs)

Work Center	
Z 000 Maintenance Management	
	Foreman/Supervisors
	Maintenance Administration Technician (MAT)
	Maintenance Administration and Supply Technician (MAST)
	Production Control Clerk
	Work Order Clerk
	Tool and Parts Attendant or Leader
	Maintenance Supply Technician (MST) or Clerk
	Records Clerk
	Management Assistant
Z 400 ECS Storage Branch Personnel	
	Foreman
	Storage Branch Inspector
	Warehouse Worker/Leader
	Materiel Handler Leader/Supervisor
	Materiel Handler
	Motor Vehicle Operator/Supervisor
	Mobile Equip Servicer/Leader
	Warehouse Material Inspector/Supervisor
	Records Clerk
	Supply Technician/Clerk
B Tactical / Commercial Vehicles	
ECC code(s)	H, V
C Combat Vehicles	
ECC code(s)	G
D Construction Equipment	
ECC code(s)	N
E Communication and Electronics	
ECC code(s)	J, K
F Missile Systems	
ECC code(s)	C
G Watercraft	
J Rail	
I Weapons	
ECC code(s)	D, E,
K Support Equipment	
ECC code(s)	Q, P, U
L Commodity Group	
M Audio / Visual Equipment	
ECC code(s)	X
N Allied Trades	
	Commodity Fabrication and Repair

7-6. Preparing a daily man-hour accounting worksheet

Use a daily man-hour accounting record to track and assist in data entry in to the automated maintenance management system. At a minimum, the worksheet should contain the following items:

a. Employee's name
b. Employee's number
c. Assigned Work Center (see table 7-2)
d. AMSA/ECS number
e. Calendar date
f. Maintenance request number
g. LDC (see table 7-1)
h. Hours (use tenths)
i. Total hours for the day
j. Supervisor signature

7-7. Preparing a monthly man-hour accounting summary worksheet

A monthly man-hour accounting worksheet is only needed if the activity is not using an automated maintenance management system. At a minimum, the worksheet should contain the following elements:

a. Employee's name
b. Week of the month
c. LDC's
d. Direct labor. Enter man-hours expended under each ECC recorded on the daily man-hour accounting worksheet. Record man-hours in two-level blocks as follows: Post man-hours expended on direct labor on the top half and man-hours expended on inspection on the bottom half of each square. Enter the LDC in the appropriate column.
e. Indirect labor and nonproductive man-hours expended, by LDC, as recorded on the daily man-hour accounting summary worksheet.
f. Total man-hours expended by each employee for each week.
g. A summary of total man-hours expended by equipment maintenance mission code and LDC for the specific month.

Chapter 8
Maintenance Programs

In the modular Army, maintenance elements are increasingly required to anticipate, analyze, and tailor available resources for effective and timely support of complex equipment and systems. Adaptive planning requires maintenance managers to embrace change, innovation, and flexibility. Success will continue to be based on how quickly equipment can be returned to service when it becomes inoperable (maintainability), how long the user can anticipate failure free performance (reliability), and ensuring equipment remains operational (availability). This chapter provides an overview of maintenance fundamentals and establishes the model for maintenance programs across the USAR.

8-1. Army Oil Analysis Program (AOAP)

a. The Army Reserve goal for the delinquency rate of AOAP sampling is five (5) percent or less.

b. Management of AOAP by commands will be IAW applicable DA publications and supporting AOAP laboratory requirements.

c. All commands will monitor overall AOAP delinquency rate and be prepared to provide percentage rates upon request.

d. Units will submit all required oil (engine, transmission, and / or hydraulic) samples to their supporting AOAP laboratory IAW AR 750-1, DA PAM 750-8 and TB 42-0211. The list of equipment that requires enrollment and supporting laboratory is located at the AOAP application within LOGSA's Logistics Information Warehouse (LIW) at https://liw.logsa.army.mil. Units will enroll equipment using their "AA" level unit identification code (UIC). Units will ensure that any equipment that requires AOAP stored at an ECS is enrolled and managed by the ECS.

e. ECS Storage Branches will enroll equipment that requires AOAP under the "AA" UIC of the owning unit. ECS's will submit samples to the laboratory that supports them identified by the AOAP application within LIW.

f. OFTS's/DRU's will provide quarterly AOAP enrollment and sample submission metrics to the USAR G-4 Maintenance Division Chief via usarmy.usarc.usarc-hq.mbx.g-4-maintenance-division@mail.mil NLT 1 Jan, 1 Apr, 1 Jul and 1 Oct each year. Commands that fail to submit or fail to maintain a 5% delinquency rate or less, will submit a Memorandum for Record, endorsed by their Commander, reason(s) for not meeting standards and what actions will take place to ensure compliance.

8-2. Test, Measurement, and Diagnostic Equipment (TMDE)

a. The Army Reserve goal for the delinquency rate of TMDE is two (2) percent or less.

b. Management of the TMDE program by commands will be IAW applicable DA publications and supporting TMDE activity requirements.

c. All commands will monitor overall TMDE delinquency rate and be prepared to provide percentage rates upon request.

d. USATA has developed a USAR TMDE rollup tool that allows commands the ability to view TMDE enrollment and delinquency data at command UIC levels (https://usata.redstone.army.mil/usata). This program was designed as a tool for managers. It allows managers the ability to monitor and detect potential issues within their commands. Specific instructions for use of this tool are available on the USARC G-4 Maintenance Branch SharePoint site.

e. The TMDE tool in LIW provides owning unit UIC and serial number details for enrolled and delinquent equipment.

8-3. Chief of Staff, Army Award for Maintenance Excellence (AAME) Program

The program provides an incentive for improving the effectiveness and efficiency of maintenance operations within units and activities, while recognizing exceptional performances and achievement of standards.

a. The goal of the program is to:

(1) Improve and sustain unit maintenance readiness.

(2) Evaluate the status of total unit maintenance operations.

(3) Recognize outstanding unit level accomplishments and initiatives.

(4) Promote competitions at Major Command (MACOM), Headquarters, Department of the Army (HQDA), and Department of Defense (DOD) level.

(5) Serve as a management tool to ensure unit level maintenance functions and procedures are standardized.

(6) Improve the ability to support and sustain our forces.

b. This program is open to all Army Reserve organizations with maintenance capability and is categorized by size of the organization.

c. Maximum participation by all Army Reserve OFTS commands is mandatory.

d. Milestones for the AAME Program are as follows:

(1) An Army Reserve memorandum to the field providing annual guidance for the conduct of the program NLT 1 May.

(2) Submission of USAR OFTS unit nomination packets to HQ, USARC NLT 15 August.

(3) Conduct annual USARC AAME board to review all unit nomination packets and determine recommended USARC nominations for the DA level competition, NLT 15 October.

(4) Submit an Army Reserve memorandum to the field announcing the Army Reserve nominees NLT 10 days after the USAR G-4 approves the USARC AAME board selections.

(5) Conduct the DA level Phase I board to review all unit nomination packets and select participants for DA level Phase II (on-site evaluations) by 30 September.

(6) Conduct a DA level Phase II (on-site evaluation) between January and March.

(7) Submit the Army Reserve awards to the nominating command of winning units (Army Reserve level competition) by 1 April.

(8) Provide a HQDA message to the field announcing DA level winners and runners-up by 15 April.

(9) The HQDA awards presentation (Combined Logistics Excellence Awards [CLEA] ceremony) by 30 June.

e. Awards.

(1) The DA level winners receive awards from the Senior Army Leadership in the CLEA ceremony, hosted by the Chief of Staff, Army. Headquarters, DA will fund one representative of each winning unit to attend the ceremony.

(2) All Army Reserve nominees will receive appropriate recognition commending unit achievement for reaching the DA level competition.

f. The USARC G-4 Logistics Management Division (LMD) will:

(1) Publish detailed guidance and implementation instructions for the Army Reserve units and activities.

(2) Select and nominate both Army Reserve MTOE and TDA units and activities in each category of competition. Selection is based upon information provided by subordinate commands in the nomination packets described in AR 750-1 and annual command guidance.

(3) Chair the USARC AAME board for the USARC level competition. The panel will consist of no less than five highly qualified logisticians selected from nominations by USAR OFTS's.

(4) Review command nominations and select qualified nominees in each category to represent the Army Reserve at DA level competition.

(5) Coordinate and monitor awards and recognition regarding the program within the Army Reserve.

g. The DRU commanders will:

(1) Support the AAME Program by publishing command guidance which will identify command winners in applicable categories.

(2) Establish an AAME Command Maintenance Discipline Program (CMDP) to improve maintenance operations and identify candidates for the AAME Program.

(3) Designate an AAME Program for their respective commands.

(4) Establish a panel or other appropriate administrative body to review and evaluate unit nominations and select nominees for the USARC level competition.

(5) Conduct on-site evaluations of each nominated unit or activity prior to selecting and forwarding final recommendations, where possible.

(6) Nominate two organizations in each applicable category of competition. Forward nominations to USARC G-4 (ATTN: AFRC-LMD) by 15 August.

(7) Nominate highly qualified logisticians for the USARC AAME board to evaluate nomination packets and select nominees. The nominating command must fund the individuals participation, if selected.

h. Commanders at all levels will:

(1) Establish and maintain an effective unit level maintenance program and CMDP as cornerstones for awards program.

(2) Ensure nomination packets are prepared IAW applicable guidance.

(3) Select highly qualified units and activities within their command.

(4) Forward nominations through command channels.

8-4. Small Arms Repair and Parts (SARP) Program

a. SARP demilitarization (less receiver) is authorized at AMSA's and ECS's with a small arms mission IAW AR 710-2. The demilitarization activity will maintain a copy of DOD 4160.21-M-1, with changes.

b. Unit commanders and/or AMSA/ECS supervisors will:

(1) Be responsible for proper security, use, and accountability of SARP maintained in support of small arms repair.

(2) Establish internal operating procedures concerning SARP operations.

(3) Conduct unannounced inspections of internal SARP storage and repair operations.

(4) Ensure access to SARP is limited to personnel authorized by applicable access roster(s). Personnel not on access roster will be accompanied by someone who is on the access roster.

(5) Ensure access roster is maintained inside the arms storage and repair area.

(6) Ensure arms racks and containers are properly secured within the storage area.

(7) Ensure any DA Form 2407-E for small arms maintenance support by the AMSA/ECS is submitted by the supported unit and ECS Storage Branch, NOT by the supporting activity's (AMSA/ECS) small arms repairer.

(8) Verify and authenticate requirements for small arms repair parts before the small arms repairer/armorer requests the repair parts from the shop stock or bench stock as applicable.

(9) Ensure discrepancies discovered during small arms repair parts inventories are documented, investigated, reported, and resolved IAW AR 735-5 and AR 15-6.

c. The unit and/or AMSA/ECS supply section will:

(1) Control the issue and turn-in of all small arms repair parts identified for disposal.

(2) Issue small arms repair parts using an issue log system, requiring the small arms repairer to sign for the repair parts issued.

(3) Stock small arms repair parts as shop stock/bench stock. Only small arms parts controlled inventory item code (CIIC) "U" are authorized for bench stock.

(4) Safeguard small arms repair parts under lock and key. Small arms repair parts with a CIIC of "4" require a double lock security.

(5) Conduct quarterly inventories of small arms repair parts shop stocks and unserviceable parts pending disposition. Turn in excess repair parts IAW AR 710-2.

(6) Report discrepancies (ie, excess or shortages) in small arms repair parts inventories to the unit commander and/or AMSA/ECS supervisor (as applicable) upon discovery.

(7) Request and coordinate demilitarization of unserviceable small arms repair parts with the AMSA or ECS supervisor, Production Control Section, small arms repairer, and maintenance technicians.

d. The AMSA/ECS small arms repairer and unit armorer will:

(1) Turn in unused and/or unserviceable repair parts to the unit or activity's Supply Section IAW local regulatory guidance and SOPs. Procedures for turn in of parts to the supporting supply activity or small arms supporting AMSA/ECS will be addressed in unit and AMSA / ECS SOPs.

(2) Report small arms being repaired that require replacement of missing parts before taking repair actions to the unit commander and AMSA/ECS supervisor, as applicable.

e. The AMSA/ECS production control section will follow regulatory guidance when demilitarizing small arms parts. To maintain accountability of unserviceable small arms repair parts, the following minimum procedures will be followed:

(1) Ensure small arms repair parts are demilitarized IAW DOD Manual 4160.21-M-1 and the demilitarization (DML) codes listed in the Army Master Date File (AMDF).

(2) Ensure small arms repair parts are demilitarized at the appropriate level for small arms repaired in house. Use the DML codes, maintenance repair codes (MRC's), and recoverability codes (RC's) listed in the AMDF to make this determination.

(3) Assign a separate work order task for the DA Form 2407-E or DA Form 2407 listing all small arms repair parts requiring demilitarization each time demilitarization is performed.

(4) Prepare a demilitarization certificate documenting the demilitarization IAW DOD Manual 4160.21-m-1 and attach the documenting certificate to the DA Form 2407-E or DA Form 2407.

(5) Ensure the individual performing the demilitarization places the demilitarized small arms repair part, a packing list, and a copy of the demilitarization statement in an appropriate container. The packing list must include the National Stock Number (NSN), nomenclature quantity, and maintenance request number of the work order. The individual will return the container to the Supply Section which will sign for receipt of the demilitarized part.

(6) Ensure the appropriate individual's activity supervisor and maintenance technician initial and post their employee number under the demilitarization action on the DA Form 2407-E and on the demilitarization certificate.

(7) The forms and records produced by maintenance and repair of small arms and small arms demilitarization will be maintained on file by all maintenance activities. In addition to these forms and reports, the work order detail and the mechanic's work sheet (DA Form 2404, 2407 or 5988-E) will be kept on file with the closed out work order.

(8) Dispose of the demilitarized parts IAW established supply guidelines and procedures.

f. The Maintenance Control Section of each Support Maintenance Company can coordinate with local AMSA/ECS Supervisors to integrate the assigned armament repair teams into the schedule to augment the AMSA/ECS Small Arms Repair Teams in their areas to provide increased coverage of units in the area.

8-5. Command Maintenance Discipline Program (CMDP)

a. The CMDP is the commander's program. It provides commanders:

(1) Maintenance management oversight.

(2) Ability to monitor adherence to existing regulatory guidance.

(3) Visibility to identify units for participation in the AAME.

b. The CMDP is used to enforce policies and responsibilities for maintenance of equipment owned or supported by USARC. CMDP will be used to:

(1) Establish maintenance discipline as a command priority.

(2) Ensure maintenance supports equipment readiness.

(3) Standardize equipment requirements within regulatory guidance.

(4) Assist commanders with maintenance oversight and adherence to standards.

(5) Identify and resolve logistical problems adversely affecting readiness.

(6) Eliminate policy noncompliance.

(7) Eliminate repeat deficiencies.

c. OFTS's are defined in appendix B of USAR Circular 25-13-50, August 2013.

d. Higher headquarters is the organizational element between the OFTS and parent organization.

e. The parent organization is the level immediately above the field maintenance level.

f. Field maintenance units are those MTOE/TDA units with maintenance support missions.

g. The USARC G-4 will exercise overall staff supervisory responsibility and authority over the CMDP program within USARC.

h. A primary and alternate USARC CMDP coordinator will be appointed and a copy of the appointment will be given to the US Armed Forces Command (FORSCOM) CMDP coordinator.

i. USARC CMDP coordinators:

(1) Provide supervisory oversight and administration of USARC's CMDP.

(2) Assist OFTS's with development and implementation of their CMDP.

(3) Schedule and conduct evaluations of USARC OFTS's. Schedule and evaluation will correspond with the USARC Command Logistics Review Program (CLRP) schedule, developed by the Logistics Evaluation and Audit Branch.

(4) Provide a copy of the USARC evaluation schedule to the FORSCOM CMDP coordinator.

(5) Evaluate OFTS level commands. Based on the requirements of the commander, coordinators may evaluate other subordinate organizations.

(6) Document results of evaluations of OFTS's and coordinate follow-up evaluations to validate corrective action of deficiencies.

(7) Review results of evaluations and identify strengths and weaknesses throughout USARC.

j. The USARC G-4 Maintenance Branch:

(1) Provides the alternate USARC CMDP coordinator.

(2) Provides a subject matter expert (SME) to support USARC coordinators with CMDP evaluation.

(3) Maintains USARC CMDP and checklist.

(4) Provides assistance to OFTS's with development and implementation of their CMDP.

k. OFTS Commanders:

(1) Implement a CMDP for their units IAW USARC CMDP.

(2) Appoint a CMDP coordinator to oversee program and provide a copy of the appointment to the USARC CMDP coordinators within 30 days of appointment.

(3) Ensure deficiencies identified during CMDP evaluations are corrected within established criteria, but not to exceed 180 days. Deficiencies that cannot be corrected will be reported to the USARC CMDP coordinators.

(4) Utilize CMDP evaluations as a tool to determine candidates for the AAME program.

l. OFTS CMDP coordinators:

(1) Assist subordinate commands with development and implementation of their CMDP.

(2) Ensure CMDP coordinators are appointed at each subordinate command.

(3) Maintain a current list of subordinate command CMDP coordinators and forward a copy to the USARC coordinators as changes occur.

(4) Conduct evaluations on subordinate organization(s) using the USARC CMDP checklist. USARC's checklist identifies minimum requirements. Additional checks and format changes may be implemented based on OFTS commander's requirements.

(5) Evaluate command at next lower level, but may evaluate other subordinate organizations based on requirements of the commander.

(6) Analyze results of CMDP evaluations and identify strengths and weaknesses throughout command. Analysis will include basis of findings, corrective actions, assistance requested, and any other pertinent information as necessary.

(7) Advise the evaluated unit's commander on the CMDP climate within the organization after evaluation has been completed. Two copies of the evaluation will be left with evaluated unit.

(8) Advise OFTS commander on CMDP climate within the OFTS on a yearly basis.

(9) Verify deficiencies identified by CMDP evaluation are correct with 180 days.

(10) Provide a copy of command's evaluation plan and schedule to the USARC CMDP coordinators NLT 1 October every year.

(11) Maintain a copy of latest CMDP evaluation, re-evaluation, and analysis on findings on all organizations within the command and make copy available to USARC CMDP coordinators upon request.

m. Parent organization and other higher headquarters (headquarters below OFTS / DRU):

(1) Conduct evaluations on subordinate units using the USARC CMDP checklist. USARC's checklist identifies minimum requirements. Additional conditions may be added based on OFTS commanders' requirements.

(2) Evaluate command at next lower level. Based on the requirements of the commander, organizations may evaluate other subordinate organizations.

(3) Provide evaluated organizations with written feedback.

(4) Maintain a copy of latest CMDP evaluation, with re-evaluation when required, for all organizations within their command.

n. Evaluations procedures:

(1) Evaluations will be scheduled on an 12-month basis.

(2) Each command level CMDP coordinator will evaluate their immediate subordinate command. Evaluations of other subordinate levels are at the discretion of the commander.

(3) Evaluations will be scheduled, conducted and recorded using the Automated Inspection Program (AIP).

(4) Items on the evaluation checklist that are not applicable to the unit being evaluated will be removed from the evaluation checklist prior to closing the inspection in AIP.

(5) On-the-spot corrections will be allowed.

(6) Evaluation of MTOE/TDA organizations possessing the types of equipment listed below will include an operator level PMCS inspection on a minimum of 10% of the equipment:

(a) Tactical vehicles

(b) Individual and crew serve weapons

(c) CBRNE equipment

(d) Communication and Electronic equipment

(7) PMCS will be conducted from the applicable TM and evaluation results will be based on content of faults and deficiencies identified by the evaluator versus faults and deficiencies identified by equipment operators.

(8) Evaluated organizations will be briefed on findings and will be supplied with written results of evaluation.

(9) The CMDP coordinator will determine a re-evaluation date when deficiencies are uncovered, in agreement with evaluated organization. Organizations will be allowed up to 180 days to correct deficiencies and will be re-evaluated by the end of that 180 day period. Extensions may be granted on a case-by-case basis.

(10) Previous evaluations will be reviewed to identify any systemic or long-term issues; repeat issues will be identified to the chain of command during the out brief and written evaluation so action can be taken to reestablish compliance with regulatory guidance.

(11) Each parent organization will maintain the latest copy of their subordinate units' CMDP evaluation until the next evaluation is completed.

(12) Two copies of the CMDP evaluation report will be provided to evaluated unit.

(13) Demobilized organizations will not be scheduled for CMDP evaluations until the RESET phase of the Army Force Generation (ARFORGEN) is finished.

(14) Evaluations performed on units with MOA's in place will note the organization responsible for maintenance support on the CMDP Checklist and will follow-up within 30 days to complete the CMDP inspection. The MOA will be attached to the CMDP as a supporting document for the unit's maintenance management program.

8-6. Modification Work Orders (MWO's)

a. Army Reserve equipment will not be modified without the publication of an official MWO.

b. Commanders are responsible to ensure MWOs are applied on organic equipment IAW published MWOs. Commanders and/or designated representatives are responsible to ensure application of MWO is properly annotated in the Modification Management Information System (MMIS) application located within LIW at https://liw.logsa.army.mil. USAR standard is zero (0) equipment with messages past compliance due date.

c. ECS Storage Branches are responsible to ensure that all applicable MWO's are applied to equipment in storage. ECS Storage Branches will keep the owning units informed of MWO status as requested. They will report completion of MWO application via MMIS and provide the owning unit status once completed.

d. Contract MWO coordinator at USARC G-4 will:

(1) Notify the USARC G-4 Maintenance Division Branch Depot coordinator when a MWO affecting the status of equipment within USARC is published.

(2) Provide guidance to subordinate MWO coordinators.

(3) Track individual MWO's published by Life Cycle Management Commands (LCMC).

(4) Coordinate with individual LCMC Managers/POC's for clarification of specific issues and for required support (kits/funding).

e. Contract MWO Coordinators at the OFTS commands will:

(1) Assist commanders and their MWO Coordinators with establishing and maintaining organic MWO program(s).

(2) Coordinate with unit and AMSA/ECS shops to ensure that they have the proper resources (kits) and assist with procuring parts or kits if necessary.

(3) Assist with input of data into MMIS. Unit Commander is responsible to ensure data in MMIS is updated.

(4) Review and edit MMIS to validate accuracy of serial number and ownership information. Discrepancies will be brought to the attention of the owning unit Commander and the MWO coordinator at the USARC G-4.

f. Commands will notify AR G-4 Maintenance Division of any Activating, Deactivating, or MSC changes of units. This will ensure both the commands and USARC G-4 Maintenance Division can track the same information when querying MMIS for Compliant and Not Compliant messages.

8-7. Ground Safety and Maintenance Notification Messages (GSMNM's)

a. GSMNM consist of Safety of Use (SOU), Ground Precautionary Action (GPA), and Maintenance Action/Information (MA/MI) messages. GSMNMs are used to disseminate safety and non-safety related maintenance or operational messages to the field in an expedient method.

b. Commanders are responsible to ensure that actions required on organic equipment identified in SOU/GPA/MA/MI messages are accomplished within suspense of message. Commanders, and/or designated representatives, are responsible to ensure GSMNMs are properly updated in MMIS. USAR standard is zero (0) equipment with messages past compliance due date.

c. ECS Storage Branches are responsible to ensure that all applicable SOU's are applied to equipment in storage. ECS Storage Branches will keep the owning units informed of SOU status as requested. They will report completion of SOU application via MMIS and provide the owning unit status once completed.

d. Request access to update GSMNMs through the MMIS application within LIW at https://liw.logsa.army.mil.

e. Coordinators will:

(1) Assist commanders with establishing and maintaining their GSMNM Program.

(2) Track individual non-compliant/compliant status of all GSMNM's for assigned organization.

(3) Coordinate with individual LCMC Managers/POC's for clarification of specific issues and for required support.

(4) Coordinate with unit and AMSA / ECS shops to ensure that they have the proper resources and assist with procuring parts or kits if necessary.

(5) Review and edit MMIS to validate accuracy of serial number and ownership information. Discrepancies will be brought to the attention of the owning organization Commander and the USARC G-4 Maintenance Division Branch GSMNM coordinator at the USARC G-4.

(6) Any issues that are beyond the unit's ability to correct they are to contact the MMIS helpdesk at usarmy.redstone.logsa.mbx.mmis@mail.mil for assistance.

f. Commands will notify AR G-4 Maintenance Division of any Activating, Deactivating, or MSC changes of units. This will ensure both the commands and USARC G-4 Maintenance Division can track the same information when querying MMIS for Compliant and Not Compliant messages.

8-8. Maintenance of Low Usage Equipment

a. In accordance with AR 750-1, para 4-2, field level services for equipment that have accumulated, or are anticipated to accumulate less than 65 percent of the forecasted annual mileage/hours of operation may be extended.

b. If there is no forecasted annual mileage/hours, the below will be utilized to identify and enroll equipment into low usage per DA PAM 750-8, 3-9, b, (10):

(1) Light tactical vehicles, trailers assigned to prime movers, and trailers without assigned prime movers that accumulate or are anticipated to accumulate fewer than 3,000 miles in a 12-month period.

(2) Heavy tactical vehicles that accumulate fewer than 1,200 miles in a 12-month period.

(3) Combat vehicles (minus exceptions in DA PAM 750-8)material handling equipment, and construction equipment anticipated to accumulate fewer than 500 miles or 125 hours in a 12-month period.

(4) Generators, pumps, air compressors, support equipment (bath units, water purification units, etc), watercraft, rail equipment, power-driven NMC equipment, engine driven heaters, and air conditioners anticipated to accumulate fewer than 75 hours of operation in a 12-month period.

(5) Communication equipment anticipated to accumulate fewer than 75 hours of operation in a 12-month period.

(6) NBC equipment anticipated to accumulate fewer than 75 hours of use in a 12-month period.

(7) Tentage and canvas items, immersion heaters, mobile kitchen trailers, bakery ovens, field ranges, and space heaters/stoves will be serviced annually if not used more frequently.

c. Prior to placing into low usage, all scheduled services and lubrication listed in the equipment's -20 and -34 TM's/LO's will be performed. Equipment requiring an 18-month and biennial service is performed in accordance with the appropriate TM/LO at regularly scheduled service intervals. After the equipment is placed in the low-usage program, all services and lubrications, except 18 month and biennial, are combined with the annual service.

d. Specific guidance follows:

(1) AOAP intervals will not be extended.

(2) Field level services will not be extended past an annual service.

(3) Semi-annually, a monthly-level (daily, weekly, monthly) operator PMCS will be conducted on each piece of low usage equipment, with these additional requirements:

(a) Tactical and combat equipment will be driven (towed if trailer) at least 10-15 miles to ensure equipment is mission capable.

(b) Construction, engineer, material handling equipment, and/or any equipment with a hydraulic system will be operated sufficiently to get hydraulic systems to operating temperatures to ensure equipment is mission capable.

(c) Generators, air compressors, pumps, and other soldier support type equipment will be operated to operating temperatures to ensure equipment is mission capable.

(4) Equipment usage data will be validated on all equipment. (ie. mileage on odometer will be validated with mileage in supporting TELS.)

e. Equipment that exceeds low usage criteria will immediately be placed back into the normal service interval as determined by the appropriate technical manuals and references.

8-9. Battery Maintenance Management Program (BMMP)

a. Army Reserve BMMP guidance is intended to assist unit commanders, AMSA managers, and ECS managers with understanding and implementing requirements set forth in the Army's Battery Management Program.

b. Additional BMMP references can be found in AR 750–1, TB 9-6140-252-13 and TM 9-6140-200-13.

c. United States Army Reserve Command, G-4 will:

(1) Exercise overall responsibility and authority over the AR BMMP.

(2) Provide administrative oversight and guidance for the AR BMMP.

(3) Assist subordinate commands with implementation of their BMMP.

(4) Incorporate BMMP into the USARC CMDP.

d. Operational, Functional, Training and Supporting Commands, G-4 will:

(1) Establish a BMMP for their command and include the program within their command maintenance regulation/SOP.

(2) Establish measures to ensure maintenance activities and personnel within their command are properly trained to maintain, test, and recover (charge) lead-acid batteries to prevent premature disposal of serviceable batteries.

(3) Incorporate BMMP into their CMDP checklist and validate program compliance during CMDP visits.

(4) Develop and document a tracking mechanism to validate proper testing, recovering, and disposal of unserviceable lead-acid batteries. Tracking mechanism will be validated during unit CMDP visits.

(5) Designate a BMMP Manager.

c. Unit commanders and ECS/ AMSA Maintenance Managers will:

(1) Ensure all lead-acid batteries are properly tested and/or recovered in accordance with applicable technical bulletins and references to prevent premature disposal of serviceable batteries.

(2) Develop, incorporate, and document a tracking mechanism to validate proper testing, recovering, and disposal of unserviceable lead-acid batteries. Tracking mechanism will be validated during unit CMDP visits.

(3) Disposition of documentation of battery testing and disposal will coincide with related document control register records.

f. Lead-acid Battery Maintenance:

(1) Testing and recovery of all lead-acid batteries will be in accordance with platform specific equipment technical manuals and Technical Manual 9-6140-200-13 before batteries are declared unserviceable and identified for disposal. Testing and recovery will be documented to ensure serviceable batteries are not identified for disposal.

(2) Valve-regulated lead-acid batteries, "commonly referred to as Gelatin Type Electrolyte (GEL) or Absorbed Glass Mat (AGM), will be tested and recovered in accordance with paragraph Sa, but will also be tested and recovered IAW Technical Bulletin 9-6140-252-13 before batteries are declared unserviceable and identified for disposal. Testing and recovery will be documented to ensure serviceable batteries are not identified for disposal.

8-10. Corrosion Prevention and Control (CPC) Program

a. Army Reserve CPC Program responsibilities and guidance are in accordance with AR 750–59.

b. CPC is a critical consideration in assuring the sustained performance, readiness, economical operation, and service life of Army systems and equipment. It requires active consideration in the materiel development, acquisition, fielding, operation, and storage processes. CPC requires life cycle management planning and action in design, development, testing, fielding, training, and maintenance.

c. CPC will be achieved by incorporation of the latest state-of-the-art corrosion control technology in the original equipment design, in the manufacturing, in all levels of maintenance, in supply, and in the storage processes. The objective is to minimize corrosion by using design and manufacturing practices that address selection of materials; coatings and surface treatments; production processes; process specifications; system geometry; material limitations; environmental extremes; storage and ready conditions; preservation and packaging requirements; and repairs, overhaul, and spare parts requirements.

d. United States Army Reserve Command, G-4 will:

(1) Participate on the Army Corrosion Board (ACB) and designate an AR Corrosion Integrated Planning Team (IPT) representative.

(2) Appoint a CPC manager to administer the command-level program.

(3) Emphasize to all subordinate organizations the importance of CPC actions in reducing life cycle costs, improving materiel and equipment readiness.

(4) Establish, manage and execute a command-level CPC program for equipment consistent with the U.S. Army Corrosion Prevention and Control Strategic Plan, with an emphasis on conscious prevention, detection of corrosion, and aggressive remediation.

(5) Ensure that all subordinate command activities understand and fulfill their responsibilities under the command program.

(6) Plan, program, and budget resources to comply with the requirements outlined in AR 750-59.

(7) Participate in and provide host support to Army Materiel Command Life Cycle Management Command, (AMC LCMC) CPC survey teams based on their survey schedules.

e. Operational, Functional, Training and Supporting Commands, G-4 will:

(1) Appoint a CPC manager to administer the command-level program.

(2) Emphasize to all subordinate organizations the importance of CPC planning in reducing life cycle costs, improving materiel and equipment readiness.

(3) Establish, manage and execute a command-level CPC program for equipment consistent with the U.S.Army Corrosion Prevention and Control Strategic Plan, and USARC Corrosion Prevention and Control (CPC) Program with an emphasis on conscious prevention, detection of corrosion and aggressive remediation.

(4) Ensure that all subordinate command activities understand and fulfill their responsibilities under the USARC/OFTS CPC command program.

(5) Establish a CPC training program for organizational personnel to identify, correct, and report corrosion and employ prescribed corrosion control practices. Ensure that a training program is established at all levels of the command to reinforce CPC Inspections, detection, and treatment skills.

(6) Plan and budget resources to comply with the requirements outlined in AR 750- 59 and USARC Corrosion Prevention and Control (CPC) Program.

(7) OFTS Commands will forward their subordinate units' Corrosion Preventive and Control (CPC) requirements to the AR G-4 CPC Program Manager via email or letter.

(8) The initial request must be signed by the OFTS G-4 CPC Manager and include the following information:

(a) Each supported unit ("AA" UIC).

(b) Density and type equipment formatted by LIN, nomenclature, and quantity.

(c) Corrosion Preventive and Control (CPC) request/priority.

(9) Ensure subordinate commands take proactive measures to resolve any identified CPC issues.

(10) During CMDP, conduct a statistical sampling/site visits of subordinate commands to discuss CPC program objectives and review of the command/unit's CPC policies and program using the CPC Checklist in DA PAM 750-1.

f. Unit commanders and ECS/ AMSA Maintenance Managers will:

(1) Appoint corrosion monitor(s) on unit orders, as an additional duty.

(2) Ensure corrosion monitor receives training in corrosion prevention, mitigation and safety from an accredited corrosion course or program.

(3) Ensure all unit personnel receive CPC training appropriate for their duties.

(4) Integrate CPC awareness into all levels of maintenance including depot, Inter-Service contracts and life cycle contractor support.

(5) Ensure that unit SOP CPC procedures are complete, revised as necessary and all unit personnel are aware and comply with them.

(6) Establish a training program at all levels to reinforce CPC inspection, detection and treatment skills.

(7) Forward their units' Corrosion Preventive and Control (CPC) requirements to OFTS CPC Program Manager in OFTS G-4 Maintenance Division via email or letter.

g. Unit Corrosion Monitors will:

(1) Implement and coordinate the commander's CPC program.

(2) Maintain training and performance records for the unit's CPC Program. At a minimum, it will include annual refresher training appropriate to the skill level and duties of all maintenance, support, supply and operations personnel involved with preventive maintenance checks and services (PMCS) functions.

(3) Monitor the techniques and proficiency of unit personnel accomplishing CPC functions.

(4) Work with maintenance and supply personnel to ensure that equipment in storage is monitored for corrosion in accordance with AR 750-59, AR 710-2. AR 740-3 and TM 38- 400.

(5) Work with maintenance supervisors, quality assurance, supply, and maintenance technicians to determine the effectiveness of the unit's CPC Program. Advise commander of all CPC concern and findings.

(6) Monitor equipment corrosion inspections to assess Technical Manual procedures and/or corrosion control inspection (CCI) checklists are followed.

h. Policy Implementation: Currently, the AR CPC program consists of Field Level corrosion migration through chemical agent resistant coating (CARC) spot painting and touch up painting preventive measures. In accordance with AR 750-59, Corrosion Prevention and Control for Army Materiel, units are now required to employ the below Corrosion control methods and procedures to reduce the effects of corrosion on their equipment. The effective execution and implementation of this program is dependent on commanders at all levels having a thorough understanding of Corrosion Prevention in order to reduce the effects of corrosion consistency in keeping the equipment clean, maintaining protective coatings, inspecting and reporting corrosion problems, taking corrective actions, and training equipment operators and maintainers is paramount in effectively employing the following corrosion controls methods.

(1) Operator PMCS. The first line of defense against corrosion is operator PMCS. In accordance with AR 750-1, field maintenance is the first function of the Army Maintenance System. Maintenance operations normally assigned to operators and/or crew to address corrosion include: identification, annotation, corrective and preventive actions, outlined in AR 750-1. Also within the operator's capability includes storage, wash and paint procedures, and the application of corrosion inhibiting compounds.

(a) Scratches, chips, or marring of the paint surface observed during operator PMCS will be repaired at field level to prevent corrosion damage (see TB 43-0242, for all CARC paint schemes and TM 55-1500-345-23 for aircraft).

(b) For each system and item of equipment, TMs, and TBs will contain corrosion inspection procedures and techniques for preventing and controlling corrosion. The TM that will include a section for operator, crew, field, and sustainment-level maintenance, as appropriate.

(c) The TM will reference existing TBs for CPC that have specific details and procedures, to include the national stock numbers, units of issue, and nomenclatures of coatings; preservatives; abrasive materials; papers; tools; brushes; and applicators that will be used by equipment operators and/or maintainers.

(2) Spot Painting. The primary purpose for painting Army materiel is to protect metals from corrosion. Proper paint touch-up involves a series of preparatory steps prior to top-coat application. These steps include contaminant removal, cleaning, pretreatment, and priming (see TB 43-0242 and TM 55-1500-345-23).

(3) Protective Coatings. The application of a Corrosion Prevention Compound, supplemented by a full vehicle/unit inspection, assessment, and corrosion preventative measures will considerably reduce the maintenance costs related to corrosion. An annual assessment with a repeat of the same process/application has proven to increase readiness and enhance the service life of the equipment. CPC inhibitors can be applied by field-level personnel and are encouraged as a minimum measure to prevent the effects of corrosion. (Only the use of approved CPC products is authorized)

(4) Equipment Covers. Protective equipment covers are available in various sizes and costs depending on the type of vehicle and the level of protection desired. The covers are tailored made with Vapor Corrosion Inhibitors (VCI) that reduces the effects of atmospheric corrosion for up to four years. This option, while less effective than shelters, is less costly while still offering some protection for equipment which cannot be sheltered.

(5) Controlled Humidity Protection, (CHP). The theory behind CHP is simply to provide an environment where the relative humidity (RH) remains below 50%, with an ideal range between 30% and 40% RH. At this RH level, moisture-induced corrosion, mold and mildew are essentially benign and do not accumulate on material surfaces and consequently the detrimental impact of corrosion is prevented. These temporary shelter-systems involve placing equipment into a fully enclosed shelter, normally pre-engineered steel or tension fabric composition.

(6) Depot Rebuild. Equipment that is inducted into the AR depot rebuild program will be assessed for existing corrosion. Corrosion that has been identified will be corrected per depot CPC procedures.

i. Training and Awareness: CPC training efforts will be initiated towards greater awareness of corrosion and corrosion prevention on the part of equipment operators, first line leaders and maintenance managers.

(1) Organizations will integrate CPC procedures into training of personnel to increase awareness and improve Army materiel readiness. Individuals must have knowledge of the types and the causes of corrosion, the ability to detect and recognize corrosion, and the expertise to select and implement preventative measures.

(2) All new equipment training, for both operators and maintainers, will include a block of instruction intended to aid the user in the identification and mitigation of the effects of corrosion on that equipment to include, nondestructive inspection and testing.

(3) At a minimum, unit personnel engaged in duties that use CPC procedures will receive initial and annual corrosion training. This CPC training will include the following:

(a) Corrosion Theory
(b) CPC publications
(c) Cleaning
(d) Inspection
(e) Preservation
(f) Storage
(g) Mitigation
(h) Reporting

j. Command CPC Surveys. The purpose of the Army Materiel Command Life Cycle Management Command, (AMC LCMC) CPC surveys is to identify corrosion trends on Army materiel and evaluate the CPC program management, CPC procedures (awareness training, performance measures and assessment requirements) and equipment maintenance facilities. The results will report corrosion-prone areas of Army weapons systems (for example, vehicles, aircrafts, and trailers) to determine the cause of the corrosion problem. The survey team will discuss corrosion problems with operators and maintainers, and provide guidance and assistance in solving corrosion problems.

Chapter 9
RESET

9-1. Purpose
Provide guidance and procedure that systematically restores redeploying units to a level of equipment readiness that permits the resumption of training for future missions.

9-2. Scope
The Army Equipment Reset program conducts activities to restore AR equipment to a desired level of combat capability that supports future missions and maintains accurate visibility over equipment repair, replacement, recapitalization and expenditures in order to sustain equipment availability and meet operational requirements. First Army manages the redeployment, demobilization and Field-Level Reset of USARC equipment, to include identification of demobilization sites and establishment of validation procedures for repaired and Reset equipment.

9-3. Responsibilities
a. DCS G-4 will:

(1) Maintain oversight on redeploying AR units to ensure they are on track to meet aim points as they progress through the RESET phase of the Army Force Generation (ARFORGEN) model.

(2) Monitor redeployment of equipment taken to theater unless otherwise directed by HQDA.

(3) Equip units in RESET IAW established Army priorities and current equipment distribution allocations.

(4) Support FORSCOM/First Army in execution, integration, and synchronization of RESET.

b. OFTS commands will:

(1) Designate a Reset Coordinator.

(2) Reset POC's that do not have access to LIW must submit a System Access Request (SAR) at https://liw.logsa.army.mil/.

(2) Coordinate Automated Reset Management Tool (ARMT) training with Army Materiel Command's LOGSA NLT 90 days before deployment.

(3) Ensure information is accurate in PBUSE and the property book split is completed prior to the unit reporting to the mobilization station.

(4) Ensure subordinate units claim and execute ARMT plans NLT) return (RTN) -90 days and turn-in 100% Automatic Reset Induction (ARI) items in accordance with disposition guidance provided in ARMT. ARI will be a turned before units depart theater.

(5) Ensure TAT equipment is carried and not shipped in containers with unit equipment.

(6) Ensure redeploying containers are shipped to the Source of Repair (SOR) designated in ARMT before onward movement to Home Station (HS).

(7) Identify and provide funding for AR Soldiers to participate in redeployment Global War on Terrorism (GWOT) inspections.

(8) Ensure units maintain all documents directing the transfer of equipment and copies of all equipment transfer documents (i.e. ARI list, Fragmentary Orders (FRAGO)'s, DD Form 1348-1's documents, etc). The DD Form 1348-1 must be returned to the property book manager.

9-4. Automated Reset Management Tool (ARMT)
The Army Materiel Command's Logistics Support Activity (LOGSA) developed the ARMT to provide an automated capability for unit commanders to claim and execute both Field and Sustainment Level plans. Once executed, these plans trigger centralized visibility of the equipment Resetting of units as they cycle through the RESET Phase of Army Force Generation (ARFORGEN). ARMT also provides a collaborative integrated tool for commanders to view Reset planning, disposition, distribution, transportation, in-transit visibility and repair status for both Field and Sustainment equipment. Reset plans are automatically built at deployment (D) + 30 days and available for units to claim and execute at any time after that, but no later than Return – 90 days. However, it is recommended that units wait until Return – 120, but no later than Return - 90 days to claim Reset plans due to possible battle losses, lateral transfers, etc. Once executed, plans are forwarded to the applicable LCMC for disposition instructions.

9-5. Automated Reset Induction (ARI)
a. ARI is equipment that is automatically inducted into sustainment level Reset Program as a supply transaction and taken off the property book upon turn-in. HQDA has placed items on the ARI list because of expected

extensive wear and tear experienced in theater. The list identifies equipment that will receive sustainment level maintenance.

b. 100% of ARI will be turned in before units depart theater.

9-6. Intensively Managed Items (IMI)

a. IMI is equipment that is automatically inducted into sustainment level Reset program as a maintenance transaction and remains on the unit property book. HQDA has placed items on the IMI list because of expected extensive wear and tear experienced in theater. The list identifies equipment that will receive original equipment manufacturer (OEM) or sustainment level maintenance. Induction primarily occurs at home station.

b. Further disposition guidance will be provided in ARMT.

9-7. Medical Sustainment Items (MSI)

a. MSI is clinically relevant medical equipment in the U.S Central Command (CENTCOM) area of responsibility (AOR), to be returned to home station with the unit for induction into sustainment level Reset Program. MSI turned in at home station may be a supply or maintenance transaction.

b. Further disposition guidance will be provided in ARMT.

Chapter 10
Maintenance of Medical Equipment

Section I
Maintenance Operations

10-1. Maintenance Policy

a. Medical material maintenance is ultimately the responsibility of medical MTOE commanders. Commanders will establish effective maintenance management programs for all medical material issued to or under the responsibility of area support mission.

b. MTOE commanders will report the status of selected medical items of equipment IAW AR 220-1 and AR 700-138.

c. MEDLOG battalions will establish support agreements with supported unit commanders. These agreements must define requirements of both the supported units and the supporting activities for administration of proactive medical material maintenance programs.

d. MTOE medical maintenance activities will accomplish their support missions to ensure that supported activities comply with applicable standards pertaining to maintenance of medical equipment promulgated under:

(1) NFPA 99 and NFPA 101

(2) All other applicable federal safety and health standards.

e. Scheduled periodic maintenance services take precedence over all but emergency repair requirements. Equipment maintenance managers make the final decision regarding precedence. Any and all medical equipment that has not been serviced at least annually will be placed in NMC status for "Overdue Service" until the scheduled service is completed.

f. Maintenance services will be performed at the lowest level of maintenance authorized with the capability and capacity to perform the service.

g. Each item of medical equipment will be tested for serviceability and electrical safety prior to initial use, and at least annually thereafter. Electronic work orders will be processed using SAMS1-E or GCSS-Army.

h. MTOE medical maintenance operations will use SAMS-E, SAMS-FM, GCSS-Army, or DCAM to manage all repair parts. All Class VIII parts will be loaded by manufacturer part number only.

i. Biomedical Equipment Specialist (BES) will be used for medical maintenance duties. Do not assign BESs additional duties that may adversely affect the maintenance of medical equipment. Do not routinely use BESs for duties not related to maintenance of medical equipment. Do not assign BESs additional duties if the chief of medical maintenance has identified and documented additional duties will impact the following:

(1) The need for repair or inspection of medical equipment.

(2) Unit readiness.

(3) Costs of repair required to return medical equipment to an operational status IAW manufacturers' requirements or federal standards.

j. Each MTOE commander with a medical equipment maintenance mission will publish a directive emphasizing the responsibilities of supervisors and equipment operators regarding care and maintenance of medical equipment.

k. All Medical Maintenance Battalion (MMB) MEDLOG Companies, Medical Equipment Concentration Site (MECS) Combat Support Hospital (CSH) and Dental Company medical maintenance activities will publish their internal and external maintenance support procedures for customers' use annually or whenever a change or update occurs (i.e. Command changes). Each MMB must have copies of their down trace MEDLOG Company SOPs. Regional Training Site - Medical (RTS–MED's) and United States Army Medical Material Agency (USAMM) maintenance divisions will publish external maintenance support procedures for their customer use.

l. 3 and 807 Medical Command Deployment Support will prioritize work orders based on the following categories / missions:

(1) Command and Control Response Element (C2CRE)

(2) Mobilizing in next 180 days

(3) Army Emergency Response Force (AERF) / Army Contingency Force (ACF) currently on mission

(4) AERF / ACF first future mission

(5) All remaining units not on any of the above missions.

10-2. Levels of Maintenance

a. Maintenance of medical material includes maintenance engineering and medical maintenance operations.

b. The objective of medical maintenance operations is to support the health care mission. To support this objective, it is necessary to establish and maintain AMEDD capability for the performance of maintenance operations. This capability includes individual and unit training, a medical proficiency training program, and a rotation base to ensure readiness for mobilization or peacetime surge.

c. Medical maintenance operations encompass both unit and direct support levels. BES provides services and functions for organic medical equipment within MTOE units, in addition to area support missions.

10-3. Electrical Safety Inspections and Tests

a. BES will test patient care related electrical medical equipment on a scheduled basis IAW NFPA 99

b. BESs will ensure electronic maintenance records denoting that initial or periodic safety tests were performed.

c. BESs must take immediate action to correct identifiable electrical safety hazards.

d. At a minimum, BESs will test the current leakage and ground resistance of all electrically operated medical equipment annually and upon completion of electrical repairs to ensure the equipment operates within the limits specified in NFPA 99.

10-4. Calibration, Verification, and Certification (CVC)

a. Perform CVC services on medical equipment in accordance with manufacturer literature, applicable MAC, or other applicable standards.

b. Upon completion of CVC services, attach DD Form 2163 (Medical Equipment Verification/Certification) label to the item.

c. Only qualified personnel will perform maintenance and calibration services on medical equipment producing ionizing radiation. Services will be conducted to verify that equipment meets performance requirements outlined in the applicable maintenance allocation chart or manufacturer's literature.

d. BES's will calibrate all MTOE (fixed or mobile) medical equipment that produces ionizing radiation annually. BES's will calibrate medical ionizing radiation-producing equipment that undergoes repair service and requires an exchange of parts or certified components that could affect overall calibration integrity.

e. At least annually, thoroughly evaluate and test defibrillators using defibrillator analyzers. Record evaluation results on DA Form 5624–R (DC Defibrillator Inspection Record). DA Label 175 (Defibrillator Energy Output Certification) must be affixed as close as possible to the control panel. DD Form 2163 is not required for defibrillators. If used for direct patient use, defibrillators will be inspected by BES every six months.

f. At least annually, perform scheduled CVC services in MTOE units. Portions of CVC requirements affected by replacement of components or repairs to assemblies will be performed upon completion of the service(s). BES's will
perform CVC services in accordance with applicable MAC. If the MAC does not specify, the BES will perform CVC services at the first authorized level that has capabilities and TMDE.

g. TMDE measures, generates, gauges, tests, inspects, diagnoses, or otherwise examines equipment. Such equipment identifies or isolates actual/potential malfunctions or determines compliance with specifications established in technical documents. Medical special purpose TMDE (TMDE–SP) is medical materiel used specifically for testing, calibrating, and repairing medical equipment. Such TMDE does not include items used to diagnose or treat patients.

h. United States Army Medical Materiel Agency (USAMMA) is the AMEDD focal point for TMDE policy. As the AMEDD TMDE manager, USAMMA will
manage, direct, and control the AMEDD TMDE program. This applies only to Special Purpose Medical TMDE. Scheduling will still be performed through the local scheduling TMDE center.

i. USAMMA will provide life-cycle management for all type classified medical TMDE–SP in support of Table of Equipment (TOE) organizations. TMDE life-cycle management includes the acquisition approval, repair, and calibration support responsibility and modernization of TMDE requirements.

j. All TMDE used in support of medical equipment will be calibrated IAW calibration intervals specified in TB 43–180.

k. TMDE used in support of minimum essential equipment for training (MEET) will be calibrated in accordance with calibration intervals specified in TB 43–180.

l. TMDE used at RTS-Medical sites will be calibrated.

m. TMDE support will be accomplished as follows:

(1) All TMDE owners and users will perform operator level maintenance

(2) TMDE repair and calibration support will be provided by the area calibration repair center responsible for supporting the geographic area where the TMDE owner and user is located. Calibration intervals are indentified in TB 43-180.

(3) All TMDE calibration procedures will be traceable to the National Institute of Standards and Technology, or to a natural standard such as the content of oxygen in air at normal pressure and altitude.

(4) All commercial contracts for calibration and repair support will specify adherence to American National Standards Institute (ANSI) Z540.1-94, at a minimum.

(5) DA Label 80 (U.S. Army Calibration Instrument) will be used to document TMDE CVC services. TMDE that is limited in capability will not be partially calibrated.

10-5. Remedial Maintenance (Repairs)

a. Remedial maintenance is the repair of medical equipment. Repairs will only be performed by or under the direct supervision of clinical engineering and maintenance technicians (military occupational specialty (MOS) 670A), BESs (MOS 68A), or civilian equivalent.

b. Remedial maintenance consists of:

(1) Technical Inspections (TI's) will be performed prior to repair or evacuation of unserviceable equipment.

(2) Verification Inspections (VI's) will be performed prior to repair or evacuation of unserviceable equipment.

(3) All actions necessary to return items to fully mission capable status.

(4) Those CVC services and electrical safety tests incidental to repair actions.

10-6. Repair Parts Operations

Medical repair parts will be ordered via approved and authorized systems. USARC Surgeons Logistics NCO is the authorized person for CL VIII actions. Verify with the USARC Surgeons Logistics NCO for what system and process is currently relevant.

10-7. Evacuation Procedures

a. When medical and dental equipment maintenance is beyond the unit's capabilities, the MOS 68A NCOIC or MOS 670 OIC will work within their Medical Brigade command for support from the closest Medical Logistic Companies, Medical ECS, or USAMMA Medical Depots. All Army Reserve units must exhaust all Army Reserve capabilities before sending medical and dental equipment to USAMMA Depots for support.

b. USAMMA National Maintenance Program (NMP): Promote medical maintenance support for the Army Medical Department through development, review and update of maintenance policy, provide support for special initiatives, and exercise strategic oversight for the development, acquisition and sustainment of medical equipment. http://www.usamma.amedd.army.mil/nmp/index.cfm.

Section II
Responsibilities

10-8. USAR Surgeon

The USAR Surgeon is the Army Reserve Manager for MEDLOG, responsibilities include:

a. Approve all aspects of organizational, administration, and staff supervision of activities that manage medical material.

b. Approve medical materiel management systems (including automated and manual) and the medical materiel acquisition process, programs, and program data throughout the Army Reserve. This includes the composition and budgeting of medical assemblages and procurement appropriation-funded medical materiel equipment.

c. Provide advice and assistance to Army Reserve activities on MEDLOG procedures and MEDLOG systems.

d. Provide the Army Reserve functional input to DOD MEDLOG systems and serve as the functional proponent of Army Reserve MEDLOG systems.

e. Exercise overall responsibility as the force provider for all medical materiel mobilization programs and support for deployed and deploying forces of the Army Reserve.

10-9. Operational, Functional, Training, and Supporting (OFTS) Commands

a. The 88th and 99th RSC's have been authorized to add medical equipment maintenance and storage to the ECS concept.

b. Medical units are issued general and special purpose TMDE. Special purpose TMDE is sent to USAMMA Depot in Tracy, CA for calibration. All Medical TMDE must be loaded into SAMS1-E or GCSS-Army.

c. Medical Commands must coordinate with Medical Brigades to provide biomedical maintenance support for all of down trace units with dental and medical equipment assets. Regional biomedical maintenance support is required for medical equipment embedded into Medical Evacuation, Engineer, and Military Police units.

d. Ensure reporting units review equipment mileage/hours reported on monthly AMSS. Units will correct any inaccuracies identified. Medical equipment such as ventilators and oxygen generation systems has hour meters primarily used for manufacturers' maintenance intervals.

10-10. Medical Brigades

a. BESs will be used for medical maintenance duties. Do not assign BESs additional duties that may adversely affect the maintenance of medical equipment. Do not routinely use BESs for duties not related to maintenance of medical equipment. Do not assign BESs additional duties if the chief of medical maintenance has identified and documented those additional duties will impact the following:

(1) The need for repair or inspection of medical equipment.

(2) Unit readiness.

(3) Costs of repair required to return medical equipment to an operational status IAW manufacturer's requirements or federal standards.

b. Each Medical Battalion - Multi-Functional (MMB) has one authorized MOS 68A (AGR) Soldier with the following primary duties as the Senior 68A Medical Equipment Coordinator:

(1) Monitors all work orders and man-hours to assure proper utilization of MOS 68A's.

(2) Develops medical maintenance SOPs, ensures all regulatory policies and regulation are followed by both military and civilians, monitors all safety operations and programs, and coordinates training for safety programs.

(3) Conducts training of subordinate maintenance personnel. Coordinates sustainment training for all 68A's, and is the advisor for all advance schooling for 68A MOS.

(4) The senior enlisted mentor for career development of all 68A's.

(5) Coordinates In-Service PMCS training programs for medical equipment operators.

(6) Coordinates and establishes direct support agreements with supported unit commanders.

(7) Monitors all HOT missions and maintenance sustainment activities. Performs quality control functions relevant to the performance of medical maintenance operations for HOT missions and MECS operations.

(8) Prioritizes scheduled periodic maintenance services and other maintenance functions of customer units that are required in attaining a high level of operational readiness.

(9) Supervises a more responsive maintenance system, improves operational readiness, and increases mobility and flexibility at the lowest overall cost.

(10) Establishes adequate administrative procedures for control and documentation of maintenance services and functions.

(11) Coordinates on-site mobile support teams for on-site maintenance services for customer units. Performs customer service to established accounts and submits recommendations for improvements.

(12) Conducts regular CMDP inspections on customers and servicing units to ensure standards are being met and maintained for medical maintenance policy and procedure requirements.

(13) Reviews all USR. Verifying all medical equipment sets are being reported correctly and that all notes are complete.

(14) Projects annual budget requirements for missions and training in all units under command.

(15) Monitors, measures, and controls the performance of maintenance activities.

(16) Reviews scheduling to assure priorities of work and mission requirements.

(17) Ensures all TMDE are loaded in the SAMS-E and enrolled in a calibration program.

(18) Coordinates procurement of needed supplies and medical parts for servicing and maintenance of equipment being serviced for supported units.

(19) Ensures electronic reporting of all medical maintenance work orders are properly entered and reported into SAMS-E and SAMS-FM.

(20) Assists with escalating equipment that is coded for turn-in and needs a higher level of servicing.

10-11. Unit Commanders

a. Unit commanders must provide medical maintainers to support their medical equipment assets within their areas of responsibility, stored at the 88th RSC ECS site in Ogden, UT and 99th RSC ECS site at Ft Dix, NJ.

b. All biomedical maintenance significant and reportable equipment must be loaded into SAMS-E system to track critical data used to formulate operational and training resource model funds. These funds must be used to support the biomedical maintenance operations at unit levels, ECSs, MMBs, and HOT missions. Medical and dental

equipment readiness must remain visible in Army automation systems. Defense Medical Logistics Standard Support (DMLSS) is a Medical Treatment Facilities (MTF) systems program, which will NOT be used in the Army Reserves for MTOE medical and dental equipment reporting.

Appendix A
References

Section I
Publications

AR 5-9
Area Support Responsibilities

AR 11-2
Managers' Internal Control Program

AR 15-6
Procedures for Investigating Officers and Boards of Officers

AR 25-1
Army and Information Technology

AR 25-30
The Army Publishing Program

AR 25-50
Preparing and Managing Correspondence

AR 25-52
Authorized Abbreviations, Brevity Codes and Acronyms

AR 25-400-2
The Army Records Information Management System (ARIMS)

AR 40-61
Medical Logistics Policies

AR 56-9
Watercraft

AR 70-1
Army Acquisition Policy

AR 140-1
Mission, Organization, and Training

AR190-11
Physical Security of Arms, Ammunition, and Explosives

AR 190-13
The Army Physical Security Program

AR 190-51
Security of Unclassified Army Property (Sensitive and Non Sensitive)

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

AR 335-15
Management Information Control System

AR 380-5
Department of Army Information Security Program

AR 385-10
The Army Safety Program

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

AR 700-4
Logistics Assistance

AR 700-132
Joint Oil Analysis Program

AR 700-138
Army Logistics Readiness and Sustainability

AR 700-139
Army Warranty Program

AR 710-2
Supply Policy Below the National Level

AR 725-50
Requisition, Receipt, and Issue System

AR 735-5
Property Accountability Policies

AR 750-1
Army Material Maintenance Policy

AR 750-6
Army Equipment Safety and Maintenance Notification System

AR 750-10
Army Modification Program

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

AR 750-59
Army Corrosion Prevention and Control Program

ATP 4-33
Maintenance Operations

DA PAM 25-30
Consolidated Index of Army Publications and Blank Forms (online only)

DA PAM 25-33
User's Guide for Army Publications and Forms

DA PAM 385-1
Small Unit Safety Officer / NCO Guide

DA PAM 710-2-1
Using Unit Supply System (Manual Procedures)

DA PAM 710-2-2
Supply Support Activity Supply System: Manual Procedures

DA PAM 750-1
Commander's Maintenance Handbook

DA PAM 750-8
The Army Maintenance Management System (TAMMS) Users Manual

DOD Manual 4160.21-M-1
Defense Demilitarization Manual Available at http://www.dtic.mil/whs/directives/corres/pubs.htm

DOD 5100-76M
Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)

FM 21-305
Manual for the Wheeled Vehicle Driver

FM 55-30
Army Motor Transport Units and Operations

TB 43-0211
Army Oil Analysis Program (AOAP), Guide for Leaders and Users

TB 43-0213
Corrosion Prevention and Control (CPC) for Tactical Vehicles and Trailers

TB 43-180
Calibration and Repair Requirements for the Maintenance of Army Material

TB 55-1900-201-45/1
Guide to Army Watercraft Survey Inspection, Repair Procedures, and Repair Specifications Preparation

TB 55-1900-201-12/1
Watercraft Preventive Maintenance

TB 55-1900-202-12/1 & 2
Time between Overhaul for all Marine Engines

TB 55-1900-205-24
Watercraft Information and Reporting System (WIFS) Data Collection for Configuration Control

TB 600-1
Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by the US Army Troop Support and Aviation Materiel Readiness Command

TB 600-2
Procedures for Selection, Training, Testing, Qualifying, and Licensing Operators of Construction Equipment, Materiel Handling Equipment, and Armored-Vehicle-Launched Bridge (AVLB) Managed/Supported by US Army Tank Automotive Materiel Readiness Command

TB 750-25
Maintenance of Supplies and Equipment: Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program

USAR Regulation 25-1
Information Resources Management Program

USAR Regulation 600-3
The Army Driver and Operator Standardization Program

USAR Regulation 700-1
Logistics Combat Service Support Battalion Hands-On-Training Mission Program

Section II
Prescribed Forms

DA Form 11-2
Internal Control Evaluation Certification

DA Form 348
Equipment Operators Qualification Record (Except Aircraft)

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2404
Equipment Inspection and Maintenance Worksheet

DA Form 2407-E
Maintenance Request

DA Form 5988-E
Equipment Inspection and Maintenance Worksheet

USAR Form 16-R
Mission Support Summary

USAR Form 17-R
Workload Summary

USAR Form 18-R, SAMS1-E or GCSS-Army Equivalent
Equipment Density List / Maintenance Schedule

Appendix B
Mission Support Summary, USAR Form 16-R (RCS: RCLG-012)

B-1. General

Mission Support Summary, USAR Form 16-R, is used to identify supported customers and will be updated as changes occur and / or it will be updated annually, at a minimum NLT 30 September. Each AMSA/ECS facility will maintain this information for their supported customers.

B-2. Availability

The Mission Support Summary, USAR Form 16-R, function is accessible through the shop information and/or shop dashboard selections from the Maintenance menu within LogDAT. The URL for LogDAT is https://logdat.ar.ds.army.mil/logdat/logdat_main.cfm.

Appendix C
Workload Summary, USARC 17-R (RCS: RCLG-012)

C-1. General

Workload Summary USARC 17-R, is the result of automated processes that identify personnel summary information, man-hour accounting, TAT, utilization and efficiency, production and workload summaries, and production control statuses for each AMSA / ECS facility. Rollup functionality also exists at the RSC level for management purposes. Data input through SAMS-FM at each facility is processed and shown in LogDAT to provide different report details. General information explaining the Workload Summary USARC 17-R is shown below.

C-2. Availability

Workload Summary USARC 17-R, is accessible through the Maintenance menu on LogDAT. The URL for LogDAT is https://logdat.ar.ds.army.mil/logdat/logdat_main.cfm.

C-3. Workload Summary, USARC 17-R, Information

a. PERSONNEL INFORMATION: personnel required, authorized, and on hand at end of report.

b. MAN-HOUR ACCOUNTING SUMMARY: contains man-hours expended in each of the applicable LDC's (Table 7-1) and percentage of man-hours expended as productive (direct and indirect) and non-productive labor.

c. TURN AROUND TIME (TAT): measures the duration of the maintenance cycle, from the time a work order is accepted until it is closed out. TAT does not include awaiting customer pickup time (see AR 750-1, appendix B-4 for greater detail of TAT).

d. UTILIZATION RATE: measures the percent of direct labor man-hours actually expended in performance of direct labor maintenance tasks (LDC 01 and 06). Formula for determining utilization is:

$$\left[\frac{\text{Total Direct Labor Man-hours expended (for specific time frame)}}{\text{Total Direct Labor man-hours available (for same specific time frame)}}\right]\left[\ \right]$$

e. EFFICIENCY RATE: measure of skill proficiency within a maintenance organization. Efficiency rates are dependent upon establishment and maintenance of a set of task time standards that are representative of maintenance performance under local situations. Inspectors use task time standards to estimate man-hours required to complete each work order.

$$\left[\frac{\text{Total man-hours estimated (completed work orders for specific time frame)}}{\text{Total man-hours expended (completed work orders for same specific time frame)}}\right]\left[(\%)\right] = \text{Efficiency Rate}$$

f. EQUIPMENT WORK CENTER and EQUIPMENT CATEGORY CODES (these codes are explained in para 7-5 and table 7-2)

g. PRODUCTION SUMMARY.

(1) Column U7A. Outstanding work orders at the beginning of reporting period.
(2) Column U7B. Number of work orders received during reporting period.
(3) Column U7C. Estimated man-hours for work orders closed during reporting period.
(4) Column U7D. Number of work orders closed during the report period.
(5) Column U7E. Total man-hours expended on closed work orders during reporting period.
(6) Column U7F. Total number of man-hours expended on work orders during reporting period.

h. WORKLOAD SUMMARY.

(1) Column U8A. Number of outstanding work orders for each work center at the end of reporting period. (Entries from column U7A, plus entries from column U7B, minus entries from column U7D equals column U8A.)

(2) Column U8B. Number of maintenance technicians on hand at end of reporting period.

(3) Column U8C. Number of man-hours remaining on outstanding Maintenance Requests at the end of reporting period.

(4) Column U8D. Backlog computation is computed separately for each shop. It is the overall measure, in days, of direct labor resources required to complete the estimated man-hours still required for work in shop or awaiting shop at the end of reporting period.

i. PRODUCTION CONTROL STATUS: ALL MAINTENANCE REQUESTS. Number of all work orders remaining open at the end of reporting period. Shown by shop, status, total work order count, and work order count over 90 days old.

Appendix D
Equipment Density List and Maintenance Schedule, USAR Form 18-R, 18-R-E, Standard Army Maintenance System - Enhanced (SAMS1-E), or Global Combat Support System – Army (GCSS-Army) Equivalent

D-1. Purpose

Provide a standard format listing USAR equipment requiring maintenance scheduled service and/or repair. Instructions for both the manual and automated reports are listed on the USARC G-4 Maintenance Branch SharePoint site: https://xtranet/Organization/DCGUSARC/CoS/Coordinating/DCSG-4/Maintenance/Maintenance/default.aspx

D-2. Scope

Applicable to all organizations, units, and detachments receiving maintenance support from an AMSA or ECS maintenance activity.

D-3. General

a. All levels of command will appoint an 18-R-E Coordinator.

b. Each unit will submit a completed USAR Form 18-R, 18-R-E, or SAMS1-E / GCSS-Army equivalent to the supporting activity by 1 September annually and as changes occur.

c. Units receiving support from different supporting activities will be required to submit an 18-R to each shop supporting them.

d. Units are to have forms completed and signed by all supporting activities. Submissions are NLT 1 October annually.

e. USAR Form 18-R or 18-R-E can be downloaded from the USAR G-4 Maintenance Branch SharePoint site.

f. SAMS1-E users will provide a signature page along with the automated generated list to their supporting shops.

g. Each ECS will provide a service schedule for stored equipment to the owning unit NLT 30 September. This list will not be included with the 18-R-E packets units are required to have completed NLT 1 October. The service schedule provided for ECS stored equipment is to be utilized by the owning unit to track and inquire of their units' stored equipment when necessary.

Appendix E
Internal Control Evaluations

Section I
Maintenance Management Operations (USAR Deputy Chief of Staff/USARC, G-4)

E-1. Function
The function covered by this evaluation is maintenance management systems.

E-2. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating key internal controls listed below. It is not intended to cover all controls.

E-3. Instructions
Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-4. Test Questions
a. Are Maintenance SOP's established and trained?
b. Is a maintenance officer appointed, in writing, to manage maintenance operations?
c. Has the command established a CMDP program?
d. Are Army maintenance TELS the primary means of managing maintenance?

E-5. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section II
Manpower Utilization (USAR Deputy Chief of Staff/USARC, G-4)

E-6. Function
The function covered by this evaluation is manpower utilization.

E-7. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

E-8. Instructions
Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-9. Test Questions
a. Do military maintenance personnel perform maintenance mission tasks at least 50% of total available time?
b. Do civilian maintenance personnel perform maintenance mission tasks at least 85% of total available time?

E-10. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section III
Army Oil Analysis Program (USAR Deputy Chief of Staff/USARC, G-4)

E-11. Function
The function covered by this evaluation is the AOAP.

E-12. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

E-13. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-14. Test Questions
a. Have AOAP monitors at each level of command been assigned and properly trained, if applicable?
b. Are commanders executing AOAP for those items listed in TB 43-0211?

E-15. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section IV
Test, Measure, and Diagnostic Equipment (USAR Deputy Chief of Staff/USARC, G-4)

E-16. Function
The function covered by this evaluation is TMDE.

E-17. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

E-18. Instructions
Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-19. Test Questions
a. Have TMDE monitors been established, in writing, at each level of command?
b. Are commanders executing TMDE for those items listed in TB 43-180?
c. Are units submitting items requiring calibration to a supporting facility on time?

E-20. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section V
Equipment Safety and Maintenance Notification System (USAR Deputy Chief of Staff/USARC, G-4)

E-21. Function
The function covered by this evaluation is the equipment safety and maintenance notification system.

E-22. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating the key internal controls listed below. It is not intended to cover all controls.

E-23. Instructions
Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-24. Test Questions
a. Has the command appointed a Safety of Use and Ground Precautionary Action coordinator in writing?
b. Has the command appointed a Modification Work Order coordinator in writing?
c. Has the command implemented a Safety of Use and Ground Precautionary Action program?
d. Has the command implemented a Modification Work Order program?

E-25. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section VI
Army Corrosion Prevention and Control Program (USAR Deputy Chief of Staff/USARC, G-4)

E-26. Function
The function covered by this evaluation is the equipment safety and maintenance notification system.

E-27. Purpose
The purpose of this evaluation is to assist the USAR Deputy Chief of Staff/USARC, G-4 in evaluating the key internal controls listed below. It is not intended to cover all controls.

E-28. Instructions
Answers must be based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, and/or other). Answers that indicate deficiencies must be explained and corrective action(s) identified in supporting documentation. Internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on a DA Form 11-2 (Internal Control Evaluation Certification).

E-29. Test Questions
a. Has the command appointed a CPC manager in writing?
b. Has the command established a written CPC Program?
c. Is the commands CPC published and disseminated to subordinate organizations?
d. Has the command made a routine assessment of the organization's CPC Program?
e. Does the command have a systematic method (schedule) to conduct a statistical sampling of subordinate units and review of the command CPC policies and program?
f. Has the command conducted training for organizational personnel to identify, correct, and report corrosion and employ prescribed corrosion control practices?
g. Has the command taken proactive measures to resolve any identified CPC issues?

E-30. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Army Reserve, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Appendix F
Reports and Frequency

F-1. The below are the recurring maintenance reports within the Army Reserve.

REPORT	FREQUENCY	FROM	TO	REMARKS
DAILY INOP SEND TO HIGHER (AHN4AD)	WEEKLY	SAMS1-E	SAMS2-E	GENERATED INTERNALLY IN GCSS-ARMY
NMO EXTRACT (AHN4CD)	WEEKLY	SAMS1-E	SAMS2-E	NOT REQUIRED IN GCSS-ARMY
TCO EXTRACT (AHN4FD)	WEEKLY	SAMS1-E	SAMS2-E	NOT REQUIRED IN GCSS-ARMY
MANHOUR ACCOUNTING SEND TO HIGHER (AHN4GD)	MONTHLY	SAMS1-E	SAMS2-E	GENERATED INTERNALLY IN GCSS-ARMY
WO HISTORY RECEIVE FROM HIGHER (AHN4LD)	WEEKLY & 15TH OF MONTH	AMSA, ECS, FSC, SMC	SAMS1-E	UPDATE WORK ORDER STATUS FOR JOBS SUBMITTED TO SUPPORT SHOPS
AMSS – RECEIVE ASSET CONTROL REPORTS	16-19 MONTHLY	SAMS-FM	SAMS1-E	ROLLUP AND ACCOUNT FOR ECS STORED EQUIPMENT WITH THE AMSS
AMSS – SEND 130.DAT TO HIGHER	16-19 MONTHLY	SAMS1-E or 2-E	LogDAT	SUBMISSION OF AMSS REPORT
EQUIPMENT USAGE REPORT	MONTHLY	USARC G-4	OFTS COMMANDS	TRACKS EQUIPMENT USAGE BASED ON CURRENT AND PREVIOUS AMSS REPORTS
UESSR CHANGE REQUEST LIST	MONTHLY (5TH OF MONTH)	OFTS COMMANDS	USARC G-4	UPDATE THE REQUIRED TO REPORT UIC'S FOR AMSS
PBUSE / ILAP RECON	MONTHLY	SAMS1-E	ILAP	IDENTIFY DISCREPANCIES BETWEEN PBUSE AND SAMS1-E
18-R-E (EQUIP SERVICE SCHEDULE) TO SUPPORT SHOPS	YEARLY (1 SEPT)	UNIT	SUPPORT SHOPS	ESTABLISH FY SERVICE SCHEDULE
18-R-E (EQUIP SERVICE SCHEDULE) SIGN BY ALL ENTITIES	YEARLY (1 OCT)	UNIT	C2	FINALIZES THE SERVICE SCHEDULE AGREEMENT BETWEEN UNITS AND SHOPS
18-R-E (EQUIP SERVICE SCHEDULE) TRACKER	YEARLY (15 SEPT, 15 OCT, 15 NOV, 15 DEC)	OFTS COMMANDS	USARC G-4	TRACK UNIT AND SHOPS AGGREEMENT TO SERVICE SCHEDULE
TMDE STATUS	MONTHLY	USARC G-4	OFTS COMMANDS	TRACK OFTS DELINQUENCY RATE OF ENROLLED CALIBRATION ITEMS
MODIFICATION WORK ORDER STATUS	MONTHLY	USARC G-4	OFTS COMMANDS	TRACK OFTS STATUS OF COMPLETED / NOT COMPLETED MWO MESSAGES
SAFETY OF USE MESSAGE STATUS	MONTHLY	USARC G-4	OFTS COMMANDS	TRACK OFTS STATUS OF COMPLETED / NOT COMPLETED SOU MESSAGES
ARMY OIL ANALYSIS PROGRAM STATUS	QUARTERLY (1 OCT, 1 JAN, 1 APR, 1 JUL)	OFTS COMMANDS	USARC G-4	STATUS OF APPLICABLE OFTS COMMANDS AOAP REQUIRED EQUIPMENT
NMC WORK ORDERS OVER 90 DAYS	BI-MONTHLY (1 JAN, 1 MAR, 1 MAY ...)	RSC	USARC G-4	STATUS OF NMC WORK ORDERS OVER 90 DAYS
RSC AMSA / ECS MANPOWER STRENGTH	QUARTERLY (1 OCT, 1 JAN, 1 APR, 1 JUL)	RSC	USARC G-4	MANPOWER CHANGES THAT COULD EFFECT MISSION CAPABILITIES

Appendix G
Required Additional Duty / Appointment Orders

G-1. The below are the minimal Additional Duty / Appointment Orders required:

Title	Reference
Maintenance Officer	AR 750-1, 3-7, a
Logistics Readiness Officer	AR 750-1, 2-20, t
Command Maintenance Discipline Program Coordinator	USAR 750-1, 8-5, k, (2)
Ground Safety Officer	AR 385-10, 1-4, y, 4, (a)
Battery Maintenance Management Program Manager	AR 750-1, 8-9, d, (5)
Corrosion Prevention Control Manager	AR 750-59, 2-9, a
Army Oil Analysis Program Monitor	AR 750-1, 8-2, b, (4)
Test, Measurement and Diagnostic Equipment Coordinator	AR 750-43, 2-10, a
Safety of Use Message Coordinator	AR 750-6
Modification Work Order Coordinator	AR 750-10, 2-16, b
Warranty Coordinator	AR 700-139, 1-11, d, (7)
18-R-E Coordinator	USAR 750-1, D-3, a
AMSS Coordinator	USAR 750-1, 6-3, a, (7)
RESET Coordinator	USAR 750-1, 9-3, b, (1)

Glossary

Section I
Abbreviations

AAME
Army Award for Maintenance Excellence

ABS
American Bureau of Shipping

ACF
Army Contingency Force

AERF
Army Emergency Response Force

AMEDD
Army Medical Department

AGR
Active Guard Reserve

AMDF
Army Master Data File

AMSA
Area Maintenance Support Activity

AMSA (G)
AMSA (Ground)

AMSA (GW)
AMSA (Ground/Watercraft)

AMSA (W)
AMSA (Watercraft)

AMSS
Army Materiel Status System

AOAP
Army Oil Analysis Program

AOR
Area of Responsibility

AR
Army Regulation

ARFORGEN
Army Force Generation

ARI
Automated Reset Induction

ARMT
Automated Reset Management Tool

Army MTF
Army Medical Treatment Facilities

ASI
Additional Skill Identifier

AT
Annual Training

ATTP
Army Tactics, Techniques, and Procedures

AWOL
Absent Without Leave

BA
Battle Assembly

BDAR
Battle Damage Assessment and Repair

BIIL/OBSL
Basic Issue Items List / Onboard Spares List

BMA
Branch Maintenance Activity

BMMP
Battery Maintenance Management Program

BES
Biomedical Equipment Specialist

BOIP
Basis of Issue Plan

C4I
Command, Communication, Computers, Control and Intelligence

CBRNE
Chemical, Biological, Radioactive, Nuclear and High Yield Explosives

CENTCOM
Central Command

CIIC
Controlled Inventory Item Code

CLEA
Combined Logistics Excellence Award

CLRP
Command Logistics Review Program

CMDP
Command Maintenance Discipline Program

COE
Center of Excellence

COMSEC
Communications Security

CPMO
Civilian Personnel Management Office

CSH
Combat Support Hospital

CTA
Common Table of Allowances

DA
Department of the Army

DML
Demilitarization

DMLSS
Defense Medical Logistics Standard Support (MTF's ONLY)

DOD
Department of Defense

DRC
Direct Reporting Command

DRMS
Defense Reutilization Marketing Service

DST
Decision Support Tool

ECC
Equipment Category Code

ECOD
Estimated Cost of Damage

ECS
Equipment Concentration Site

EIR
Equipment Improvement Recommendations

ERC
Equipment Readiness Code

EUM
End User Manual

EVAC
Evacuation

FAAST
Force and Asset Search Tool

FAD
Force Activity Designator

FMC
Fully Mission Capable

FORSCOM
US Army Forces Command

FRAGO
Fragmentary Order

FST
Forward Surgical Team

FWT
Fair Wear and Tear

GCSS-Army
Global Combat Support System - Army

GPA
Ground Precautionary Action

GPC
Government Purchase Card

GSMNM
Ground Safety and Maintenance Notification Messages

GWOT
Global War on Terrorism

HAZMAT
Hazardous Material

HCA
Health Care Activity

HOT
Hands on Training

HQDA
Headquarters, Department of the Army

HS
Home Station

ILAP
Integrated Logistics Analysis Program

IMI
Intensively Managed Item

IDT
Inactive Duty Training

LCMC
Life Cycle Management Commands

LDC
Labor Distribution Code

LIW
Logistics Information Warehouse

LogDAT
Logistical Data Analysis Tool

LOGSA
Logistics Support Activity

LWOP
Leave Without Pay

LRU
Line Replaceable Units

MA/MI
Maintenance Action / Maintenance Information

MAC
Maintenance Allocation Chart

MACOM
Major Command

MAM
Maintenance Action Message

MAST
Maintenance Administrative and Supply Technician

MC
Mission Capable

MECS
Medical Equipment Concentration Site

MEDLOG
Medical Logistics

MEET
Minimum Essential Equipment for Training

MEL
Maintenance Expenditure Limit

MMB
Multifunctional Medical Battalion

MMDF
Master Maintenance Data File

MMIS
Modification Management Information System

MOA
Memorandum of Agreement

MOS
Military Occupational Specialty

MRC
Maintenance Repair Code

MSI
Medical Sustainment Items

MST
Maintenance Support Team

MTOE
Modified Table of Organization and Equipment

MWO
Modification Work Order

NMC
Not Mission Capable

NMCM
Not Mission Capable Maintenance

NMCS
Not Mission Capable Supply

NMO
National Maintenance Office

NMP
National Maintenance Point

NSN
National Stock Number

OCCM
On Condition Cyclic Maintenance

OEM
Original Equipment Manufacturer

OFTS
Operational/Functional/Training and Supporting Commands

OPORD
Operation Order

PBUSE
Property Book Unit Supply Enhanced

PD
Priority Designator

PEO
Program Executive Office

PM
Program Manager

PMCS
Preventive Maintenance Checks and Services

PQDR
Product Quality Deficiency Report

RC
Recoverability Code

RSC
Regional Support Command

RTN
Return

RTS-MED
Regional Training Site - Medical

SAMS1-E
Standard Army Maintenance System-Enhanced

SAMS-FM
Standard Army Maintenance System - Fleet Management

SAR
System Access Request

SARP
Small Arms Repair and Parts Program

SDT
Second Destination Transportation

SES
Supervisory Equipment Specialist

SI
Support Installation

SLMS
Supervisory Logistics Management Specialist

SMC
Support Maintenance Company

SME
Subject Matter Expert

SMMS
Supervisory Maintenance Management Specialist

SOF
Special Operation Forces

SOP
Standard Operating Procedure

SOR
Source of Repair

SOU
Safety of Use

SOUM
Safety of Use Message

TACOM
Tank Automotive and Armament Command

TAMMS
The Army Maintenance Management System

TAT
Turn Around Time

TB
Technical Bulletin

TCO
Total Cost of Ownership

TDA
Table of Distribution and Allowances

TELS
Tactical Enterprise Logistics System

TI
Technical Inspection

TM
Technical Manual

TMDE
Test Measurement and Diagnostic Equipment

TOE
Table of Organization and Equipment

TPU
Troop Program Unit

UESSR
Unit Equipment Status and Serviceability Report

UMP
Unit Maintenance Profile

UND
Urgency of Need Designator

USAR
United States Army Reserve

USAMMA
U.S. Army Medical Materiel Agency

USAMMA NMP
U.S. Army Medical Materiel Agency, National Maintenance Program

USATA
United States Army TMDE Activity

USCG
United States Coast Guard

USR
Unit Status Report

VI
Verification Inspection

WIB
Watercraft Inspection Branch

Section II
Terms

Area Maintenance Support Activity (AMSA)

a. Regional Maintenance facility that provides technical assistance and unit maintenance support beyond the supported units' capabilities to accomplish during scheduled training assemblies. They are regionally located based on unit density and perform field level maintenance.

b. AMSA Ground: Provides maintenance support for equipment, other than aircraft and marine items, assigned to Army Reserve units.

c. AMSA Ground/Watercraft: Provides maintenance support for ground and watercraft equipment.

d. AMSA Watercraft: Provides maintenance support for USAR watercraft.

Available man-hours

Total number of available hours times the number of personnel available.

Backlog

Backlog is the overall measure of direct labor resources required, in terms of number of days needed, to accomplish existing workload with available direct labor, current utilization, and efficiency rates and without regard to repair parts availability.

Branch Maintenance Activity (BMA)
Sub-elements of AMSAs or ECSs established when the density of equipment is sufficient to require at least five maintenance technicians, IAW USAR PAM 570-1, and when such an operation is more cost effective than transporting to and from the main shop.

DRC
Direct Reporting Command reporting directly to the USARC

Electronic Format
Consists of computer interface, e-mail data transfer.

Equipment Category Code (ECC)
Groupings used for reporting on the Workload Summary.

Equipment Concentration Site (ECS)
An Equipment Concentration Site is a strategically consolidated staging site that consists of a Storage Branch and Maintenance Branch. Its purpose is to store and maintain unit modification table of organization and equipment (MTOE), TDA, and CTA equipment that the unit cannot store and maintain at home station. Generally an ECS is located in close proximity to or on an installation that is used by Army Reserve units for Annual Training or as a Mobilization Station.

Equipment Readiness Code (ERC)
A one-digit code explaining the importance of required materiel items to a unit's combat, combat support, or combat service support mission. The codes are assigned to items on MTOE governed by AR 220-1.

Field Maintenance
Field level maintenance is generally characterized by on-(near) system maintenance, often utilizing line replaceable units (LRU's) and component replacement (in the owning unit), using tools and test equipment found in the unit.

Force Activity Designator (FAD)
A code explaining the priority of importance to the Army combat, combat support, or combat service support units.

Fully Mission Capable (FMC)
Systems and equipment that are safe and have all mission essential subsystems installed and operating. Has no faults recorded in the "Not Mission Capable If" column of either TM-10 or TM-20 PMCS.

Labor Distribution Code (LDC)
Designation of labor expenditures.

Logistics Management Specialist (LMS)
Full-time civilian that performs duties relating to supply, services, maintenance, and transportation.

Maintenance Capability
Availability of qualified maintenance personnel, tools, test equipment, authority, and facilities to perform a maintenance mission.

Military Technicians (MTs)
Full-time civilian technicians who normally have dual status as members of Army Reserve units; military technicians assigned to Army Reserve TDA maintenance activities.

OFTS
Are the Operational, Functional, Training and Support Commands of the U.S. Army Reserve Command.

Not Mission Capable (NMC)
A materiel condition indicating that equipment cannot perform its combat mission.

Not Mission Capable Maintenance (NMCM)
Equipment that cannot perform its combat mission because of maintenance underway or needed.

Not Mission Capable Supply (NMCS)
Equipment that cannot perform its combat mission because of a maintenance work requirement for repair parts.

Preventive Maintenance Checks And Services (PMCS)
Operator or crew and unit maintenance personnel checks and services (performed at intervals prescribed in equipment TM-10/20 PMCS tables) for purposes of determining condition of an item or system to perform its assigned mission.

Priority Designator (PD)
A numerical code that equates to a unit's FAD with the equivalent urgency of need.

Supervisory Equipment Specialist (SES)
A civilian position supervised by the SLMS and authorized on the basis of one SES for each five AMSAs and ECSs or any combination or major fraction thereof.

Supervisory Logistics Management Specialist (SLMS)
A civilian position assigned to provide day-to-day staff and administrative supervision of personnel and logistics functions.

Support Maintenance
Army Reserve TOE maintenance units, supporting installation, and TDA activities having the mission of providing maintenance support to Army Reserve units during IDT or AT.

Sustainment Maintenance
Sustainment-level maintenance is generally characterized by "off system" component repair and/or end item repair and return to the supply system, or by exception, back to the owning unit.

The Army Maintenance System
The Army Maintenance System consists of two levels, Field and Sustainment. Field maintenance, also known as on-system maintenance, repairs and returns equipment to the operator or the user. Operator/crew performing PMCS from the applicable TM XX–10 series is the cornerstone of the Army Maintenance System. Sustainment maintenance, also known as off-system maintenance, primarily repairs and returns equipment and components to the supply system. Sustainment maintenance is characterized by commodity-oriented repair of components and end items in support of the Army.

Urgency of Need Designator (UND)
Used with FAD to determine PD as determined by the equipment readiness code.

Watercraft
Both propelled and non-propelled, consisting of harbor craft generally confined to harbor and inland waterway operation (landing, cargo, and patrol craft employed in tactical operations) and vessels of oceanic voyages.

Work Center
A group of personnel that perform similar operations.