USAR Regulation 750-1

Maintenance of Supplies and Equipment

Army Reserve Materiel Maintenance Management

Department of the Army United States Army Reserve Command 4710 Knox Street, Fort Bragg, NC 28310-5010 5 DEC 2021

SUMMARY OF CHANGE

USAR Regulation 750-1 Army Reserve Materiel Maintenance Management

This is a major revision and supersedes USAR Reg 750-1, dated 1 May 2016.

- o Re-establishes percent of services maintenance capable units are to perform (paragraph 2-5g)
- o Defines maintenance capable units (paragraph 3-2d)
- Adds maintenance programs to be addressed by all command levels in their Standard Operating Procedures (SOP) in addition to those identified in DA Pam 750-3 (paragraph 2-4z)
- Establishes additional guidance regarding Low Usage equipment with bridging language for transition to Non-Combat Operations Maintenance Plans (NCOMP) (paragraph 7-8)
- o Establishes requirement for Equipment Density and Unit Maintenance Plan for all equipment at home station (paragraph 2-8c)
- o Updates required Reports and Frequency for Army Reserve (Appendix B)
- o Updates Additional Duty/Appointment Order (Appendix C)
- Establishes Global Combat Support System-Army (GCSS-A) specific guidance and processes (throughout)
- o Establishes Supported and Supporting responsibilities and alignment (paragraph 2-4y)
- o Adds requirements for maintenance of Fire and Emergency Service vehicles (paragraph 3-6)
- Adds requirements for intense management for maintenance of low density equipment (paragraph 3-19)

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Maintenance of Supplies and Equipment Army Reserve Materiel Maintenance Management

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History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

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

Applicability. This regulation only applies to the United States Army Reserve.

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

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix F).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the USARC DCS, G–4, 4710 Knox Street, Fort Bragg, NC 28310-5010.

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 USARC DCS G-4, ATTN: AFRC-LGM 4710 Knox Street, Fort Bragg, NC 28310-5010.

Distribution. This regulation is available in electronic media only on the USARC publications page located on the USARC Home SharePoint page at https://xtranet/usarc/g1/pubs/SitePages/Home.aspx. It is also available on the USARC G4 Maintenance Division SharePoint site. This regulation is intended for all U.S. Army Reserve units and is intended for command level A. Local reproduction is authorized.

*This regulation supersedes USAR Regulation 750-1, dated 1 May 2016.

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Chapter 1 Introduction

1-1. Purpose

This regulation establishes policies, procedures and responsibilities for the maintenance of all USAR equipment in accordance with Army Regulation (AR) 750-1 (Army Materiel Maintenance Policy). If any provision of this regulation conflicts with any provision of AR 750-1, the provision contained within AR 750-1 controls. Effective equipment maintenance programs are the Commander's tool toward generating and sustaining combat power. The effectiveness of the unit's maintenance program directly impacts a unit's ability to accomplish their mission.

1-2. References

See Appendix A.

1-3. Explanation of abbreviations and terms

See the Glossary.

1-4. Responsibilities

Responsibilities are assigned in chapter 2 of this regulation.

1-5. Records Management (recordkeeping) Requirements

The records management requirement for all record numbers, associated forms and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms and reports are located in Army Records Information Management System (ARIMS)/RRS–A. If any record numbers, forms, and reports are not current, addressed and/or published correctly in ARIMS/RRS–A, see Department of the Army (DA) Pamphlet (Pam) 25-403 for guidance. Records are maintained in accordance with AR 25-400-2.

Chapter 2 Responsibilities

2-1. United States Army Reserve Command (USARC) Deputy Chief of Staff (DCS), G-1

- a. The USARC DCS G-1 publishes guidance for the management of military maintenance personnel.
- b Responsible for publications management.

2-2. USARC DCS, G-3/5/7

a. Approve the USAR force structure requirements and authorizations for maintenance support.

b. Approve requirements and priorities for all equipment identified in Basis Of Issue Plans (BOIP) (see AR 71–32).

- c. Direct the coordination and use of operational test results in the development of force structure training materiel requirements and authorizations.
 - d. Publish USAR guidance on equipment operator training.
 - e. Publish USAR guidance on maintenance training and equipment maintenance priorities.
 - f. Include maintenance operations training in the framework of all major training exercises.

g. Document all peacetime maintenance man-hour shortfalls identified by the USARC DCS, G-4 during the Program Planning Budget Execution (PPBE) process.

2-3. USARC DCS, G-4

The USARC DCS, G-4 is responsible for developing policies and implementing procedures for the USAR materiel maintenance operations including:

- a. Provide command policy, guidance, and overall management of the USAR Materiel Maintenance Program.
- b. Conduct review and analysis of maintenance operations.
- c. Coordinate with installations responsible for providing support to the USAR.

d. Provide command supervision of administrative, logistical, and technical assistance to Army Reserve Major Subordinate Commands (MSC) in support of the Army Reserve Materiel 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. Review, manage, and report trend analysis on personnel utilization and USAR compliance with DA standards for military and civilian maintenance manpower accounting.

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

h. Ensure commands are coordinating with USARC DCS, G-3/5/7 to include maintenance training as part of every major exercise.

i. Coordinate, manage, validate and monitor execution of USAR Depot Maintenance Program.

j. Determine requirements and develop, program, and budget for depot maintenance requirements.

k. Validate a list of "potential depot maintenance candidates" by National Stock Number (NSN) and quantity detail and provide the list to each MSC for review NLT 60 days prior to the start of each Fiscal Year (FY).

I. Provide Depot Maintenance Coordinators to assist in the depot process.

m. Issue each MSC a Depot Maintenance tasking memorandum with serial number detail. Equipment will be moved to depot locations via Decision Support Tool (DST) using the Second Destination Transportation (SDT), Depot Rebuild Module.

n. Provide logistical technical assistance to USAR units Outside the Continental United States (OCONUS) in support of Army materiel maintenance programs.

o. Review requests for exception to policy to exceed the Maintenance Expenditure Limit (MEL) and endorse with recommendation to approve or disapprove to the FORSCOM CG.

p. Review and keep on file DA Form 7723 (Maintenance Expenditure Limit Waiver – DA Administrative Publications) for all requests to exceed MEL.

q. Provide input to changes in Management Decision Package (MDEP) and modernization resourcing plans in Depot Maintenance Ops Planning System (DMOPS).

r. Provide input to Army Organic Industrial Base Corporate Board (OIBCB) through Strategic Equipping Division of United States Army Reserve Command (USARC) Headquarters Fort Bragg and Fort Belvoir.

s. Participate in the Army Maintenance Board (AMB) to collaborate on Army maintenance and logistical challenges.

t. Manage the reset program for USAR materiel and provide oversight of the execution of reset plans within USAR units.

u. Identify capability gaps in personnel, training, or resourcing to the USARC G3/5/7, which inhibit the USAR capability to execute maintenance to standard at all assigned maintenance activities and organizations.

v. Identify and request resources from U.S. Army Forces Command (FORSCOM) for established TDA maintenance activities in Continental United States (CONUS) to support USAR Materiel Maintenance Program.

w. The USARC DCS, G-4 maintains oversight to ensure proper maintenance is being conducted for USAR watercraft.

x. Maintain oversight of DA G4 OPTEMPO Program within the USAR, collect and validate data submitted from MSCs.

y. Provide assistance, as needed, to select Full Spectrum Training Mileage units and their higher headquarters to educate and assist them with having a positive impact on USAR future training dollars.

2-4. Commanders at All Levels

Commanders at All Levels are responsible for 100% of the maintenance of their assigned equipment regardless of location. The Commander's maintenance duties are:

a. Report equipment readiness and provide comments on maintenance concerns for Commanders Unit Status Report (CUSR).

b. Provide leadership, technical supervision, and management control of materiel maintenance programs of subordinate commands and activities. Recommend improvements to Army maintenance policies.

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

d. Publish a maintenance Standard Operating Procedures (SOP) or supplement, in accordance with (IAW) DA Pamphlet (Pam) 750-3, to address unique maintenance policies and procedures not covered in existing DA or Army Reserve regulations.

e. Emphasize the importance of safety and maintenance to ensure that subordinates are held accountable for the conduct of maintenance operations. Follow safety policies identified in AR 385-10.

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, identified on the monthly training schedule and performed as required by the appropriate technical manual(s) (TM).

g. Schedule time for equipment maintainers to meet the DA standard of 50% direct labor (work order tasks) for military maintenance manpower IAW AR 750-1.

h. Schedule adequate time on monthly training schedule to perform operator level monthly PMCS for equipment at home station and ensure all equipment for PMCS is dispatched and usage (mileage/hours) updated at completion of PMCS period in Global Combat Support System – Army (GCSS-A).

i. Ensure operator PMCS is complete on all assigned and/or hand receipted equipment every month. Monthly PMCS requires 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, are driven at least 5 miles or until engine and transmission has reached normal operating temperature, and speeds high enough to ensure all gears of the transmission have been engaged.

(2) Generators, air compressors, support equipment, pumps, power driven Chemical, Biological, Radiological, Nuclear, and High Yield Explosives (CBRNE) equipment are operated at least 1 hour under appropriate load for power generation capacity.

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

j. Ensure only Soldiers with Additional Skill Identifier (ASI) "H8" operate wheeled recovery vehicles, and ASI "H9" operate tracked recovery vehicles. The goal for units should be to have at least two ASI H8 qualified personnel assigned per wheeled recovery vehicle/system and four ASI H9 per tracked recovery vehicle.

k. Investigate evidence of neglect or abuse and take corrective measures IAW AR 735-5 for other than fair wear and tear repairs.

I. 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.

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

n. Ensure actions required in Ground Safety and Maintenance Notification Messages are completed IAW AR 750-1.

o. Comply with the provisions of AR 750-43 and TB 43-180 for Test Measurement and Diagnostic Equipment (TMDE) used in support of maintenance operations.

p. Comply with provisions of AR 750-1, DA Pam 750-8 The Army Maintenance Management System (TAMMS), DA Pam 738-751 The Army Maintenance Management System-Aviation (TAMMS-A), and TB 43-0211 for all equipment enrolled in Army Oil Analysis Program (AOAP).

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

r. Encourage establishment of an aggressive awards programs. Establish performance incentives to encourage excellence such as Mechanics badges and Safety Awards.

s. Compete in the Chief of Staff, Army (CSA) logistics awards programs such as the Army Award for Maintenance Excellence and the Supply Excellence Awards IAW annual announcements and guidance through Headquarters Department of the Army (HQDA) messages and AR 750-1.

t. Ensure submissions of Product Quality Deficiency Reports (PQDRs) and Equipment Improvement Recommendations (EIRs) are accomplished per Product Discrepancy Report (PDREP) website (<u>https://www.pdrep.csd.disa.mil/</u>).

u. Ensure that shop stock and bench stock provisions are established and parts on hand are managed IAW AR 710-2, AR 750-1, and GCSS-A End User Manual Plus (EUM+) to support organic field level maintenance efforts.

v. Direct prompt turn-in of unserviceable reparable items through the supply system.

w. Implement an effective quality control program per AR 702-11. Quality control programs will be defined, quantified, specified, measured, assessed, and included with command SOPs, regulations, and other applicable guidance.

x. Ensure all Tactical Enterprise Logistics System (TELS) (Transportation Coordinator – Automated Information for Movement System (TC-AIMS), Unit Level Logistics System - Aviation (ULLS-A), Standard Army Ammunition System – Modernization (SAAS-MOD), GCSS-A designated laptops) are turned on and connected to the Army Reserve Network (ARNET) at all times. Ensure TELS are maintained and operated by trained and proficient personnel.

y. Connect Combat Service Support Automated Information System Interface (CAISI)/Very Small Aperture Terminal (VSAT) during Battle Training Assemblies (monthly) is required for effective training to build Soldier Efficiency. Ensure the CAISI/VSAT software is up to date.

z. Ensure GCSS-A operations are covered at a minimum:

(1) Appoint GCSS-A master trainers for Brigade and Battalion levels by business area for Supply, Maintenance, and Master Driver programs. These appointed individuals are responsible to provide system

sustainment training to primary system operators within their Mission Command to ensure data integrity and sustainment of GCSS-A proficiency within each respective business area.

(2) All commanders with field maintenance capability (mechanics and major tool sets on hand) ensure update of assigned manpower in GCSS-A monthly and include Personnel Strength and Manpower utilization rates in their command reviews and similar performance-monitoring programs.

(3) Submit GCSS-A maintenance request to AMSA/ECS shop for equipment identified for USAR Depot Rebuild Program.

(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) Ensure equipment usage (mileage/hours) is properly reported for all applicable equipment in GCSS-A

aa. Ensure a Memorandum of Agreement (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. See AR 25-50 for details on format of MOA).

ab. Address all items listed in DA Pam 750-3 in command maintenance regulations and/or SOPs as well as the following programs:

(1) Equipment Servicing, Repair, and Evacuation

- (2) Corrosion Prevention
- (3) Weapon and Chemical, Biological, Radiological, and Nuclear (CBRN) Maintenance

(4) Modification Work Order (MWO) procedures

- (5) Ground Safety Message Notification Management (GSMNM) procedures
- (6) CMDP management

ac. Appoint in writing a primary and alternate Unit Reset Officer (URO) from the unit's Battle Roster for deployment.

ad. Determine the home station equipment quantities required for maintaining Soldier Efficiency during battle training assemblies. Coordinate with supporting ECS for storage of remaining on hand equipment. USARC DCS, G-4 Maintenance Division recommends retaining enough on hand equipment for home station requirements.

ae. Ensure units with field level capabilities perform as many scheduled services and unscheduled repairs of home station equipment within their capability for a minimum of 20% of assigned equipment at home station. Ensure that scheduled maintenance services are identified by admin number on the unit monthly training schedule and yearly training plan. Ensure that required maintenance not performed by unit personnel is submitted to the unit's supporting AMSA/ECS or SMC IAW EDUMP.

af. Develop and publish an EDUMP identifying density of equipment and establishing supported and supporting partnership IAW instruction at Paragraph 8-4 of this regulation. Completed, signed EDUMPs are to be submitted to Command Maintenance Managers NLT 1 October annually.

ag. Commanders of SMCs and FSCs establish a supporting relationship with local AMSA and ECS facilities to provide pass back support.

ah. Submit requests for technical assistance and/or facility use to the AMSA or ECS, via memorandum format, a minimum of 45 days prior to the date assistance is requested or IAW written guidance of the supporting activity/RD.

ai. Units without organic maintenance capability can request support from their supporting AMSA/ECS shop for the removal and replacement of these items.

aj. Pick up equipment once notified within 5 business days, correct the NMC fault in 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.

ak. Place equipment in a NMC status and create an NMC notification (X) under Fault Management with a fault description of "Depot Maintenance."

al. Ensure that the equipment identified for rebuild is the correct NSN, model, serial number and registration number prior to shipment.

am. Units requiring field level maintenance support establish an MOA approved by unit commanders and supporting elements (sample MOA – Figure 3-1).

2-5. Major Subordinate Commands (MSC)

a. Supervise command maintenance program and assigned maintenance elements IAW AR 750-1 and this regulation. This will include staff assistance and inspection visits to subordinate commands IAW AR 1-201.

b. Establish communication with USAR Readiness Divisions (RD) Directorates of Logistics (DOL), maintenance staffs, Area Maintenance Support Activities (AMSA) and Equipment Concentration Site (ECS) supervisors, and Support Maintenance Companies (SMCs) to facilitate ground, medical and watercraft maintenance.

c. Submit requests for outside training support to RDs and support facilities at least 45 days prior to training event.

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

e. Provide oversight and guidance to SMCs and Forward Support Companies (FSC) located within 200 miles of a Regional Training Site – Maintenance (RTS-M) (see maps on G4 Maintenance Division SharePoint) to establish and execute support maintenance of RTS-M equipment and training.

f. Ensure units schedule an appropriate amount of time to perform PMCS IAW AR 750-1 and applicable -10 level TM. Ensure all equipment for PMCS is dispatched and mileage updated at completion of PMCS period in GCSS-A. Provide command emphasis and supervision of PMCS performed at unit level. Ensure that all field level maintenance, including operator PMCS and field level services, are scheduled and performed as required by the appropriate TMs.

g. Schedule time for equipment maintainers to meet the DA standard of 50% direct labor (work order tasks) for military maintenance manpower. Units with on hand major tool sets (Standard Automotive Tool Set (SATS) and/or Forward Repair System (FRS)) will conduct a minimum of 20% of all scheduled and unscheduled maintenance on equipment maintained at home station. 100% of operator PMCS will be performed by unit equipment operators at all units.

h. Coordinate with USARC DCS, G-3/5/7 for maintenance operations training using Centers of Excellence (COE), Hands On Training (HOT) Missions, Maintenance Sustainment Readiness Program (MSRP), other formal training through Army Reserve Readiness Training Center (ARRTC) and RTS-M schools and informal maintenance training that becomes available.

i. Identify specific maintenance functions that cannot be accomplished due to lack of resources, and provide this list to the USARC DCS, G-4.

j. Manage all Commanders Unit Status Reports (CUSR) reportable equipment in accordance with AR 220-1 and AR 700-138.

k. Validate Army In Motion (AIM) Force Structure of subordinate units within GCSS-A and the AIM Force Structure within Army Readiness – Common Operating Picture (AR-COP). Provide changes to the USARC DCS, G-4 Maintenance Division in a format that identifies the Unit Identification Code (UIC) that needs to be moved, what UIC it is currently subordinate to, which UIC it needs to be subordinate to, and if the UIC has reportable equipment. Refer to chapter 8 of this regulation for change report submission and processing.

I. Request exception to policy for exceeding MEL by memorandum of request and DA Form 7723 specifying:

(1) A replacement item is not available by the required delivery date.

(2) Resources are available or can be made available to the requesting organization to do the repairs prior to the required delivery date.

(3) Develop a repair cost estimate and justification for retention and provide copy with request for exception to policy.

(4) That the request does not exceed the DA Form 7723 ceiling, as calculated IAW AR 750-1, Table 4-1.

m. Ensure monthly reconciliations of all unit equipment stored at ECS in GCSS-A with correctly completed Long Term Assignment (LTA) and Work Center to Cost Center alignment. Maintenance managers and Property Book Officers (PBOs) will verify that LTAs are completed and synched in the system for ECS stored equipment NLT the 15th monthly.

n. Ensure maintenance managers use Turn-Around-Time (TAT) reports in GCSS-A or latest business information tools to monitor and take corrective action in improving maintenance operations at field level and maintenance support activities.

o. Coordinate with U.S. Army Combat Capabilities Development Command (CCDC) to develop deployment shop and bench stock lists to support assigned equipment for ordering upon receipt of notification for missioning or deployment. Plan to provide maintenance in support of contingency or emergency plans as directed. Manage on hand stocks sufficient to conduct internal maintenance operations for support of Soldier and equipment readiness.

p. Monitor, disseminate, and report receipt and compliance by subordinate units and activities on Ground Safety Notification Messages in accordance with AR 750-1, Army Readiness Common Operating Picture (AR-COP), and the Modification Management Information System (MMIS). MMIS is located within Army Enterprise System Integration Portal (AESIP) and in AR-COP.

q. Monitor critical maintenance metrics including equipment readiness, usage, personnel efficiency, scheduled services overdue, MWO completion, GSMNM compliance, TMDE, and AOAP. Track these metrics closely and provide status updates to all respective command teams, maintenance managers and the USARC DCS, G4 Maintenance Division NLT the 25th monthly.

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

s. Establish and disseminate Hazardous Materiel (HAZMAT) handling procedures and guidelines in accordance with DoD, DA, Federal, State, and local laws, ordinances, regulations, and policies.

t. Appoint Soldiers to manage maintenance programs as outlined in Appendix C of this regulation.

u. Comply with AOAP requirements as specified in paragraph 7-1 of this regulation, AR 750-1 and Technical Bulletin (TB) 43-0211.

v. Comply with TMDE requirements as specified in paragraph 7-2 of this regulation, AR 750-1 and TB 43-180. Units can refer to their supporting AMSA/ECS SOP for information to establish TMDE support. Items enrolled and items delinquent reports can be found at either the TMDE module in AR-COP within the Army Enterprise Portal (AEP) or U.S. Army TMDE Activity (USATA) websites; links to sites can be found at the USARC DCS, G-4 Maintenance Division SharePoint site accessed from the USAR homepage on the ARNET.

w. Comply with Small Arms Repair Part (SARP) policies as specified in paragraph 7-4 of this regulation.

x. Conduct CMDP evaluations IAW paragraph 7-5 of this regulation.

y. Ensure that MOA for units requiring field level maintenance support are reviewed and approved by both the supported unit and SMC/FMC supporting unit commanders (sample MOA – Figure 3-1).

z. Support the USAR Depot Maintenance Program by:

(1) Review and validate the list, offer up replacements and/or additional depot maintenance candidates and reply back to the USARC DCS, G-4 Maintenance Division NLT 30 days prior to the start of the FY.

(2) Ensure owning units configure equipment properly before releasing it for shipment to the supporting depot.

(3) Prepare a request for shipment via DST using the SDT, Depot/Rebuild Work Order (WO) Number selection. MSC's will not permit any equipment shipments with ancillary equipment installed unless instructed to do so in the Depot Maintenance memorandum.

(4) Direct units to properly annotate equipment sent to depot maintenance in GCSS-A by placing in deadline condition with notification stating "Depot Maintenance" and maintenance status code of "N". Do not remove equipment from the unit property books, unless otherwise directed by USARC DCS G-4.

(5) Direct units to inspect and coordinate movement of equipment ready for pickup within 15 days of notification at the Depot/Rebuild site.

aa. Appoint primary and alternate Points of Contact (POCs) for full spectrum training mileage actions, task subordinate units to appoint primary and alternate POCs for full spectrum training mileage actions.

ab. Ensure full spectrum training mileage reports are submitted to the USARC DCS, G-4 Maintenance Division POCs IAW Appendix B of this regulation.

2-6. Readiness Divisions (RD)

a. Establish, operate, and maintain AMSAs, ECSs and Branch Maintenance Activities (BMA)s as required in support of the AR forces within their geographical area of responsibility.

b. Ensure AMSA's and ECS's provide maintenance labor support to 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 RD. Requests for assistance will go through command channels a minimum of 45 days prior to the date assistance is required or IAW written guidance of the supporting activity/RD.

d. Provide assistance in support of Unit mission training.

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

f. Assign a Supervisory Maintenance Specialist (SMS) to manage AMSA's and ECS's by region.

g. Conduct site visits and management evaluations of AMSA and ECS operations to evaluate maintenance activities.

h. Conduct CMDP evaluations on maintenance activities annually and capture results in the Automated Inspection Program (AIP).

i. Ensure that AMSA/ECS's return Equipment Density and Unit Maintenance Plans (EDUMP) Signature page for support, NLT 1 September annually to supported units.

j. Issue equipment packages using GCSS-A on short term loan to enable units to execute equipment dispatches, requisitions and work orders to reduce reporting inaccuracies (See Appendix E for details on LTA Process and equipment packages for training).

k. Ensure all equipment stored at the ECS is dispatched and miles/hours updated in GCSS-A upon return to reduce reporting inaccuracies.

I. Ensure each AMSA/ECS appoints AOAP and TMDE coordinators.

m. Perform monthly PMCS on equipment stored in ECS.

n. Provide standard customer support for the USAR Depot Maintenance program. Open maintenance

requests will be maintained for all equipment sent to Depot until it is returned. AMSA's/ECS's prepare a request for shipment via DST using SDT, Depot/WO Number selection and follow below standard procedures.

(1) Coordinate with and support units to ensure that equipment on work order for Depot Maintenance is carried in a Non Mission Capable (NMC) status.

(2) Provide any necessary assistance to units to generate maintenance request with specified "Depot Maintenance" NMC fault and maintenance status code "N" to indicate equipment was an evacuated to DEPOT.

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

(4) Coordinate with Units to prepare a request for shipment via DST 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 USARC DCS, G-4 Depot Program Manager (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 RD 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.

o. Task ECSs to appoint primary and alternate POCs for full spectrum training mileage actions.

p. Ensure select equipment actual odometer/hour meter readings are reconciled with GCSS-A readings before submitting reports.

q. Ensure reports are submitted to the USARC DCS, G-4 Maintenance Division POCs IAW Appendix B of this regulation.

2-7. Training Commands (TC)

a. Establish communication with Proponent Offices, USARC DCS, G3/5/7, MSC training staffs, and Regional Training Site supervisors to facilitate effective training courses to increase individual and collective readiness within all technical fields.

b. Receive training requests for training support from MSC's and work collectively to establish requested training with effective evaluations that cover all identified Combined Arms Training Strategy (CATS) collective and individual tasks.

c. Ensure the development of an effective training program focused on building skills in the areas of maintenance, supply, and transportation as well as in low density equipment operator and maintenance skill sets.

d. Ensure all commanders of schools and training sites maintain assigned equipment and training sets in a fully mission capable status leveraging all available resources and manpower within the staff, students, SMC and FSC prior to submitting work orders to AMSA or ECS.

e. Regional Training Sites coordinate support with nearest SMC and FSC for continuous maintenance support beyond the capability of the school staff and students for ground, support, and engineer equipment (see USARC DCS, G-4 Maintenance Division SharePoint page in the SMC-FSC_Information folder at: <u>https://xtranet/usarc/ARG4/maintdiv/Shared%20Documents/Forms/AllItems.aspx</u> for SMC-FSC locations and Field

Maintenance Capable unit listing).

f. Provide command emphasis and supervision of PMCS performed at schools and training sites. Ensure that all field level PMCS, including field level services, are scheduled and performed as required by the appropriate TMs.

g. Schedule adequate time on monthly training schedules to perform operator level monthly PMCS for assigned equipment for both training and training support operations.

h. Ensure all equipment is dispatched and mileage updated at completion of PMCS period in GCSS-A.

Chapter 3 Maintenance Policies and Operations

Section I Maintenance Policy

3-1. USAR Maintenance Policy

a. The USAR Maintenance Policy recognizes structure and resource limitations that create a challenge for the accomplishment of intended maintenance tasks, this does not excuse unit Commanders from establishing plans and coordinating capabilities to do so. MTOE units are organized IAW wartime requirements.

b. Select units have organic maintenance capabilities while others are designed to receive maintenance support beyond operator/crew level tasks from an SMC or other like organization.

c. The intent of the USAR Maintenance Policy is for unit personnel to perform a sufficient scope of maintenance tasks to ensure efficiency in individual and collective technical tasks upon mobilization.

3-2. Command Maintenance Support Plans

Each level of command develops and publishes a materiel maintenance policy to:

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

b. Provide materiel maintenance training guidance to all subordinate units within their yearly training guidance, monthly command and staff meetings, and monthly training meetings.

c. Allocate resources to commanders to maintain equipment at prescribed readiness levels and build Military Occupational Specialty (MOS) efficiency for Soldiers.

d. Reinforce alignment of supported and supporting units within their respective structure and in support of units across the USAR structure. All Maintenance Capable Units, those with major tool sets for full Field Maintenance Operations (Standard Automotive Tool Set or FRS), have a supporting relationship to their derivative platoons and/or sections.

e. Supporting units such as the SMCs must establish both internal and external support relationships. Those with customers within their chain of command and for customer units within their area of support but outside their chain of command.

3-3. Maintenance Standards and Performance Measures

a. The Army has one maintenance standard, 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.

c. Manpower utilization standard is based on total available personnel multiplied by the work schedule hours for mechanics. DA standard for manpower direct labor utilization for military manpower is 50 percent; the goal is 75 percent. DA standard for manpower direct labor utilization for civilian manpower is 85 percent; the goal is 90 percent. Direct labor/Productive Labor is defined as time expended in performance of maintenance tasks required by the technical publication.

d. Equipment usage standard is 100% of operational equipment. Proper usage of equipment requires that equipment be dispatched using GCSS-A. Equipment operations requirements are IAW guidance in paragraph 2-4i (1)-(3) above.

3-4. Deferred Maintenance

a. Deferred Maintenance is appropriate when equipment is required by the owning unit for a specific mission.

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

c. Commanders have the authority to Circle X faults on assigned equipment to enable accomplishment of mission objectives or to recover movement of equipment to repair the deadline faults. Commanders are responsible for these decisions and should establish all necessary precautions for safety of personnel and detriment of equipment.

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

a. Units with Special Operations Forces (SOF) Unique Equipment:

(1) Ensure all equipment is properly accounted for on the Property Book in GCSS-A.

(2) All equipment in GCSS-A must have all required maintenance plans established IAW available technical manuals.

(3) Ensure equipment density and service schedule is provided to the supporting AMSA/ECS.

(4) Contact appropriate Help Desk to troubleshoot at lowest level.

(5) When possible, submit a work order to the supporting AMSA/ECS using GCSS-A. Only open a work order, do not ship the equipment to the supporting AMSA/ECS.

(6) Ensure the highest priority is used per the units Force Activity Designator (FAD) and Urgency of Need Designator (UND) A.

(7) Wait for guidance from the supporting AMSA/ECS.

(8) Special Operations Peculiar Equipment returning from a contingency operation that is inspected, inventoried and declared 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 DCS, G-4 Maintenance Division. The MFR shall identify equipment by serial number/National Stock Number (NSN) and must be signed by the unit commander.

- b. AMSA/ECS supporting units with SOF Unique Equipment:
 - (1) Accept all work order requests from USACAPOC units for SOF Unique equipment.
 - (2) Verify the serial number by EDUMP and priority of the request.

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

- (4) Schedule repair once fault is verified and determined to be due to FWT.
- (5) Follow shop SOP for items prior to authorizing repair if fault is due to neglect.

(6) Confirm with the unit that repair is adequate (Quality Assurance (QA)/Quality Control (QC)) once repair

is complete and equipment is returned to the unit. Confirm that the unit has closed the work order.

(7) Verify in GCSS-A that work order is closed.

(8) Notify USACAPOC (A) Assistant Chief of Staff (ACofS) G-4, Maintenance Branch of repair requests requiring Contract Officer Representative (COR) approval.

3-6. Fire and Emergency Services Equipment (F&ES)

a. Units are responsible to perform all PMCS inspections required by the associated TMs including hoses, ladders, pumps, air bottles, breathing apparatus, and chain saws as well as the truck. Maintenance Plans are built for these annual inspections as required by the associated TMs.

b. National Fire Protection Association (NFPA) 1071 certification requirements will be performed by a commercial entity and paid for using the unit Government Purchase Card (GPC). This includes the pumps, hoses, ladders, air bottles, and breathing apparatus. NFPA 1071 "does not require a mechanic to be certified but outlines the requirements for qualification. Means of evaluating those qualifications include, schooling, training, practical experience, and existing certification programs such as Automotive Service Excellence (ASE) and Emergency Vehicle Technicians (EVT) Certification Commission..."

c. TM -10 and -20 are the guiding documents for maintenance of the truck itself minus the associated emergency service equipment mentioned above.

d. AR 420-1 and NFPA requirements will be used as guidelines for certification and testing requirements of the Fire & Emergency Services personnel and specific equipment.

3-7. Admin Number Naming Convention

a. All unit equipment admin numbers will conform to the below format in GCSS-A dependent on whether the equipment is maintained at home station or is stored at an ECS.

(1) Home station equipment:	Unit Identification Code (UIC)-Admin Number
Examples:	W47AAA-TRK01
	W47AAA-RADIO01
(2) ECS stored equipment:	UIC-ECS###-Admin Number
Examples:	W47AAA-ECS001-TRK01
	W47AAA-ECS001-RADIO01

b. The above examples are only for entry and update in GCSS-A, actual equipment will be marked with only the admin portion of the naming convention (TRK01 or RADIO01 per examples) and IAW MSC guidance specifics.

c. To adjust admin numbers in GCSS-A, follow the "maintain admin number" process in T-Code: /ISDFPS/DISP_EQU_SIT and ensure that all assigned equipment is correctly annotated with the correct admin number naming conventions as identified above in 3-7a.

3-8. Long Term Assignment (LTA) of Equipment Stored at ECS (Issues with the LTA process should be addressed to the USARC DCS G4 Supply and Services Division)

a. USAR units are required to store materiel and equipment at ECS. Equipment stored and managed at these locations can only be maintained if on an LTA, not on short-term loan (See Appendix E and GCSS-A EUM+ for details on LTA Process for storage and Equipment Package for Training). See Figure E-1 and E-2 for the process flow for both LTA and Equipment Package for receipt of equipment for training from an ECS.

b. The long-term assignment process must be carried out by the supporting unit Supply Sergeant for any unit that stores equipment at a remote location. This ensures that the remote facility personnel are able to manage and maintain the remotely stored equipment while it remains on the contributor's property book and visible to both the contributing unit and the ECS where the equipment is physically located (Refer to the *Unit-to-Unit and MATES/UTES/ECS- to-Unit Equipment Loans* job aid in the *Unit Supply* section of the GCSS-A EUM+ for details).

- c. The LTA process also enables the following actions for stored equipment:
 - (1) Dispatch of equipment for use and required exercise.

(2) Scheduled and unscheduled maintenance to be completed.

(3) The short-term loan of the equipment to other units as equipment packages.

d. Unit Supply Sergeants and Maintenance Managers will verify correct LTA completion monthly prior to Enterprise Material Status Report (EMSR) reporting.

e. Units request short term loan of equipment for training or withdrawal for deployment using the USAR Form 163 (USAR ECS EQUIPMENT LOAN REQUEST – USARC DCS G1 Publications and Forms Library) and GCSS-A Equipment Package Process (See GCSS-A EUM+ and Appendix E for details on LTA and Equipment Package Process). USAR Forms can be downloaded from the USARC G-1, Adjutant General Division, Records Management and Publications Branch SharePoint page.

f. Units use USAR Form 164 (USAR REQUEST TO POSITION/WITHDRAW EQUIPMENT FROM AN ECS – USARC DCS G1 Publications and Forms Library) to request long term storage of equipment in an ECS or to withdraw equipment from an ECS to be maintained at the unit's home station.

Note: The long-term assignment process is a prerequisite only for equipment that is stored and maintained at remote locations and which will be loaned to other units. It does not apply to unit-to-unit equipment loans.

Section II

Maintenance Operations

3-9. Area Maintenance Support Activity/Equipment Concentration Site (AMSA/ECS)

a. Provide field level maintenance support on all MTOE/TDA Assigned or loaned equipment for supported customer units which cannot be accomplished by assigned unit maintenance personnel, as agreed upon by Commander and AMSA/ECS Supervisors, on GCSS-A EDUMP.

 b. Perform maintenance beyond the unit's capability. Unit commander remains responsible for overall performance of unit maintenance on all assigned on hand equipment as established on the Unit Maintenance Plan.
 c. Provide technical advice and assistance to supported units.

d. Receive 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 Maintenance and Inspection Worksheet – GCSS-A). The time standard for initial inspection is 72 hours for NMC equipment and 120 hours for Mission Capable (MC) equipment received for scheduled service or non-NMC faults.

e. Units are authorized to submit weapon gauging work orders and night vision device servicing work orders to their supporting AMSA or ECS with one work order for all like Materiel Number (National Item Identification Number (NIIN)) items.

f. Shops are authorized to refuse equipment maintenance requests from units for below reasons:

(1) Requested maintenance is for operator/crew level maintenance tasks.

(2) Work Order was opened under the wrong Plant Maintenance work order type (i.e.: PM06 vs PM01).

(3) Work Request is for equipment that is obsolete or listed on the Master Divestiture List (MDL) (Divest All) unless approved exception to policy is received.

(4) Equipment delivered more than five days after work order released in GCSS-A.

(5) Units have not picked up equipment in "R" (Ready for Pickup) status within 60 days.

g. Shops will not allow maintenance support for non-USAR customers to impact backlog, Army Reserve resources or Army Reserve mission. The AMSA/ECS will accomplish all reimbursable support outside normal operating hours.

h. Provide contact maintenance teams to units when it is more economical than evacuating equipment to the AMSA or ECS.

i. At 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.

j. Manage repair of equipment by priority. Priority is based on supporting unit's FAD and UND IAW AR 750-1 and unit mission priorities as established by USARC DCS, G3/5/7.

k. Perform TIs to determine condition codes for reporting of equipment IAW AR 750-1 and AR 725-50.

I. Implement and operate licensing program IAW AR 600-55. 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.

m. Ensure NMC notifications are on their own PM01 order separate from services and other repair order packets.

3-10. 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 (Manpower and Equipment Control Guide to Full-Time Support Requirements Determination – USARC G1 Publications Library), 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.

3-11. Support Maintenance Company (SMC) / Field Maintenance Company (FMC)

a. The mission of the SMC is critical to the readiness of the USAR for equipment, personnel technical skill efficiency, and specific mission accomplishment relative to Disaster Support to Civil Authorities (DSCA) operations and immediate response requirements.

b. Commanders of SMCs ensures the unit is compliant with all regulations for field level maintenance.

c. Commanders develop a training program that includes efficiency 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.

d. Commanders will plan for the employment of maintenance personnel to perform maintenance tasks identified as Field Level (F Level) in the Maintenance Allocation Charts (MAC).

e. Conduct field level maintenance for supported units as designated by mission, geographic location or Operation Order (OPORD) and this regulation.

f. Are designated to support units within a 200 mile radius of the unit and detachment locations, assist collocated AMSA, ECS facilities, and support any RTS-M within their area of support.

g. All support missions will be captured in the GCSS-A throughout the Work Order process which will be spot checked at command levels as well as during CMDP execution using the GCSS-A Transaction code (T-Code): ZPMWOCOST details report.

h. The unit will conduct at least six IDT periods and Annual Deployment 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 to return equipment to customer. Each shop section will process the work order and completion of work for section efficiency and skill efficiency.

i. The Maintenance Control Section of each Support Maintenance Company will coordinate with local AMSA/ECS Supervisors to integrate the assigned armament repair teams and electronic systems repair teams into the schedule to augment the AMSA/ECS Small Arms Repair Teams as well as the purging of Night Vision Devices (NVDs) in their areas to provide increased coverage of units in the area of support.

3-12. All Maintenance Activities

a. Will publish and provide maintenance support plans and SOPs to customer units.

b. Manpower and Personnel Strength Reporting will be conducted IAW GCSS-A EUM+ and Chapter 6 of this regulation.

3-13. Maintenance Plans (MP)

a. One of two methods will be used by units and ECSs for stored equipment to schedule required services of equipment. Maintenance plans are based on either a date or a counter (such as miles or hours) or a combination of both.

(1) Single-cycle maintenance plans are used to create maintenance plans that are based on either a date or counter.

(a) Examples of a single-cycle date maintenance plan include a biennial service, an annual service or a semiannual service.

(b) Examples of a single-cycle counter maintenance plan include a 3,000 miles service, a 5,000 kilometers service or a 50 hour service.

(2) Multi-counter maintenance plans are used to create maintenance plans that are based on a combination of a date and a counter.

- Examples of a multi-counter maintenance plan include a semiannual and/or a 3,000 miles service or an annual and/or a 6,000 miles service.

b. Units and ECS facilities will use both Single Cycle and Multi-counter service types as determined by requirements in the appropriate equipment TMs.

c. Maintenance Plans for like items such as weapons, masks, and NVD (see below examples of equipment that can be consolidated in one Maintenance Plan (MP)) will be created with one maintenance plan for all like Materiel Number items. Copy all serial numbers for equipment model into the maintenance plan using the create MP job aide for all required services of these items. This rule does NOT apply to rolling stock or ground support equipment which must have individual maintenance plans for each item. Table 3–1 below, gives more examples of acceptable consolidated MPs.

d. Required quarterly inspection of small arms and crew served weapons can be conducted by school trained unit armorers.

Table 3-1

Consolidated Maintenance Plan (MP) Equipment Examples

LIN (Line Item Number)	NIIN	Model	Nomenclature
C06935	013820953	M4A1	Carbine 5.56Mil M4A1
F55485	013079446	M40A/P	Pwr Dist Illum Sys El
JA1004	015079310		Modern Burner Unit
M12986	015124431	M-50	Mask System Chemical
M13236	015124435		Mask System Chemical
N05482	012280937	PVS7B	Night Vision Goggle
P98152	011182640	M9	Pistol 9MM
R14154	000822153	M59	Range Outfit M59
R97234	012310973	M4Rifle	Rifle 5.56MM M4
R95035	011289936	M16A2Rifle	Rifle 5.56MM
U89185	012089751	M46	Utility Receptacle

3-14. Evacuation Procedures (Input Policy & SARs Stuff)

a. Units are responsible for the evacuation of equipment to the maintenance support organization or applicable support activity. The unit will notify the AMSA or ECS prior to evacuation. AMSAs and ECSs 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 DST using SDT can be used when there is no available transportation units within the immediate area to facilitate movement of equipment AMSA or ECS for repair support.

3-15. Maintenance Automation

TELS is the Army standard for equipment accountability, use, and maintenance management processes. Use of manual maintenance management procedures as identified in DA Pam 750-8 will not be used except in cases of total power outage with no access to TELS.

3-16. Repair Parts Operations (ADD Inventory Time Line)

a. The AMSA and ECS will use shop stock and bench stock for their repair parts operations IAW AR 710-2 and DA Pam 710-2-1. Use of the GPC to locally purchase repair parts will be IAW published MSC guidance.

b. Units will use the Movement Type code: MIGO and Materiel Batch code: MB21 processes to capture demands for repair parts purchased with a GPC in GCSS-A.

c. Units with field maintenance responsibility establish and inventory Shop and Bench stock to support organic maintenance operations IAW AR 710-2 and DA Pam 710-2-1. Initial stock will be exempt from demand criteria requirements for two full cycles (demand cycles are 365 days) after which demand review will begin and adjustments made. Initial stocks are limited to the following specifications in addition to restrictions identified in DA Pam 710-2-1.

(1) Unit must be capable of organic movement of all stocked parts to operations site for both training and deployment operations.

(2) Initial stocks will be no more than 100 lines for field maintenance teams and maintenance platoons or 150 lines for support maintenance companies.

d. Supply Discrepancy Report (SDR) is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper. This is a Defense Logistics Agency (DLA) managed site and permissions need

to be obtained which are available through this site. For assistance with this process refer to web SDR help at: https://www.dla.mil/HQ/InformationOperations/DAAS/Offers/WEBSDR.aspx (1) Request access to webSDR: https://www.transactionservices.dla.mil/daashome/websdr.asp and submit

SDR.

(2) Work with supporting RIC manager for return of incorrect part to obtain return credit.

3-17. Product Quality Deficiency Reporting

a. The PQDR process is used to identify "form, fit, or function" issues with end items, components, and repair parts and is the primary method in which units get reimbursed for defective items. PQDRs are submitted through the web application PDREP and can be accessed through the USARC DCS, G4 Maintenance Division Website SharePoint site. It is critically important that units identifying PQDR submit the report so POC familiar with issue can be contacted should further feedback be required. Life Cycle Management Commands (LCMCs) such as Tank-Automotive and Armament Command (TACOM), Communications Electronics Command (CECOM), and Aviation and Missile Command (AMCOM) will contact POCs identified in PQDR to provide proper disposition instructions related to issue.

b. Track process online at the PDREP website (https://www.pdrep.csd.disa.mil/). See TB 43-PS-770. January 2017 for more on how to request access and for more help on submission process.

3-18. Maintenance Expenditure Limit (MEL)

a. U.S. Army Materiel Command establishes the MEL along with the MDL to inhibit commands and units from expending critical resources to maintain obsolete equipment and/or equipment that is beyond its life cycle maintenance model. MELs are now available on FEDLOG which can be downloaded through FEDMALL or AKO.

b. Units that have equipment that has been identified on the MDL that is still required for operations and missions or does not have a replacement identified can request exception to repair systems beyond the established MEL.

c. Approval authority for exception to policy is the FORSCOM CG.

d. Units request exception to policy through memorandum, with above identified justification, to the USARC DCS, G4 for recommendation of approval/disapproval by the FORSCOM CG.

3-19. Low Density Equipment Maintenance Requirements

a. Command Maintenance Managers with organizations that have on hand low density equipment including: Laundry Advanced System (LADS), Nuclear Biological Chemical Reconnaissance Vehicle (NBCRV), Armored vehicle-launched bridge (AVLB), Tactical Water Purification System (TWPS), Reverse Osmosis Water Purification Systems (ROWPU), Armored Personnel Carrier (APC), Mobile Integrated Remains Collection System (MIRCS), and Rough Terrain Container Handlers (RTCH) will develop an in depth maintenance support plan that addresses readiness down to admin number detail.

b. NMC systems will be identified and intensively tracked for long lead repair parts, work order status, and estimated completion dates.

c. PM contacts can be found in the appropriate LCMC agency directorates (TACOM, CECOM, AMCOM) for specific equipment. Some information for low density equipment is below to assist in POC search on i2LOG at: https://lrcweb1.apg.army.mil/i2log/search.cfm by searching the NIIN and/or GCSS-A Material Number and then looking up the analyst code for the specific item manager.

3-20. Maintenance Support for Units without Organic Field Level Maintenance Capability

a. Army organizations with equipment that requires inspections, services, calibration and dispatching, but don't have authorized maintenance personnel, are still responsible for and required to perform these functions. Based on this requirement, commanders will ensure that units without organic maintenance personnel or major tool sets coordinate with the next higher level of command or an outside organization to ensure necessary Maintenance Management, The Army Maintenance Management System (TAMMS), and Enterprise Materiel Status Reporting support is provided. Commanders will ensure that MOA for units requiring Maintenance management and field maintenance support are reviewed and approved by higher headquarters of units involved (sample MOA - Figure 3-1).

- b. At a minimum, the following areas of responsibility will be addressed in a unit's support MOA:
 - (1) Maintenance Management to include an SOP IAW AR 750-1
 - (2) Services on unit assigned equipment
 - (3) Equipment Density and Unit Maintenance Plan
 - (4) TAMMS Support for annotating services performed by unit's different supporting organizations

- (5) Inspection of unit equipment for performance of operator/crew tasks and PMCS
- (6) Compliance with all Equipment Safety and Maintenance Notifications.

MEMORANDUM OF AGREEMENT BETWEEN (<u>Supported Unit</u>) and (Supporting Organization)

SUBJECT: Maintenance Management, TAMMS, and Readiness Reporting support

1. BACKGROUND: Areas of emphasis are established to identify which unit is performing the function. The supported unit XXXX-XXX-XXX commander is not relieved of ensuring that his assigned equipment is maintained IAW all related Army regulations and policies.

2. REFERENCES:

- a. AR 220-1 Unit Status Reporting
- b. DA Pam 700-138 Logistics Readiness and Sustainability
- c. AR 750-1 Army Materiel Maintenance Policy
- d. DA Pam 750-8 The Army Maintenance Management System
- e. USAR regulation 750-1 Army Reserve Materiel Maintenance Management

3. AUTHORITIES: N/A

4. PURPOSE: This memorandum of agreement establishes a maintenance management relationship between the (<u>Supported Unit</u>) and (<u>Supporting Organization</u>) in support of the (<u>Supported Unit</u>) maintenance program.

5. RESPONSIBILITIES OF THE PARTIES:

- a. Maintenance Management to include an SOP IAW AR 750-1 (Supported Unit)
- b. Services on unit assigned equipment <u>(Supporting Organization)</u>
- c. Equipment Density and Unit Maintenance Plan <u>(Supported Unit)</u>
- d. TAMMS Support for annotating services performed by unit <u>(Supported Unit)</u>
- e. Performance of Operator/Crew PMCS and maintenance tasks <u>(Supported Unit)</u>
- f. Compliance with all MAM's, GSMNM's, MWO's _____ (Supported Unit)

6. PERSONNEL: Personnel assigned to both parties will abide by this agreement when conducting maintenance operations.

7. GENERAL PROVISIONS:

- a. MOA points of contact are:
 - 1) (Supported Unit POC), (Position), (Phone), (Email Address).
 - 2) (Supporting Unit POC), (Position), (Phone), (Email Address).

SUBJECT: Maintenance Management, TAMMS, and Readiness Reporting support

b. Review of Agreement: This MOA will be reviewed Annually or when there is a change in signatory and submitted along with GCSS-A Equipment Density/Unit Maintenance Plan and DA Form 1687s with assumption of command order to supporting organizations NLT 1 August. Regardless of signatory change the MOA remains in force until updated, rescinded, or changed.

c. Modification of Agreement: This MOA may be modified only by the written agreement of the Parties, duly signed by their authorized representatives.

d. Disputes: Any disputes relating to this MOA will be settled by collaboration between the higher headquarters G4/S4 maintenance supervisor.

e. Termination of Agreement: This MOA will be terminated upon the inactivation of the supported or supporting organization.

f. Transferability: This MOA may be transferred from the supported organization to the rear detachment upon mobilization and deployment of the supported organization.

g. Entire Agreement: It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

h. Effective Date: This MOA takes effect upon signature by supported and supporting organization Commanders and/or Supervisors as noted below.

i. Expiration Date: This Agreement expires on 30 September XXXX.

j. Cancellation of Previous Agreement: this MOA cancels and supersedes the previously signed agreement between the same parties.

8. FINANCIAL DETAILS. Availability of Funds: Funds are allocated to Readiness Divisions and to Major Subordinate Commands (those with assigned Field Maintenance Capable units) for Class IX and Class IIIP to support field level maintenance operations of the organization and its customers.

9. The undersigned agree to, and will ensure their activities abide by, the terms set forth in this MOA.

Supported Unit CDR	
Rank	
Position	
Date:	

Supporting Organization CDR/Supervisor
Rank
Position
Date:

Supported Units Higher HQ CDR Rank Position Date:_____

Supporting Organization Higher HQ CDR
Rank
Position
Date:

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

Chapter 4 USAR Depot Maintenance Program

4-1. Purpose

Provide policy guidance for the execution of the USAR Depot Maintenance Program

4-2. Scope

a. The USAR Depot Maintenance 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 depot.

b. MSCs have the inherent support requirement to ensure every item submitted to the Depot Maintenance Program is properly accounted for within GCSS-A throughout the entire depot maintenance process until equipment is returned to the unit.

c. Units use maintenance notification code "N" for depot maintenance and for watercraft in OCCM for ease of identification on Equipment Status Reports and for tracking depot NMC time on the EMSR.

d. Substitutions by serial number for like NSN items can only be authorized by the USAR Depot Maintenance Program manager after maintenance has been initiated.

Chapter 5 Man-Hour Accounting

5-1. Policy.

All Maintenance Organizations (MTOE and TDA) are responsible for accounting for direct and indirect labor as cost factors in maintaining Army equipment IAW AR 750-1. This Chapter provides maintenance man-hour accounting procedures for all maintenance organizations within the USAR. Automated procedures have replaced previous manual reporting formats and will be accomplished using GCSS-A IAW guidance below.

5-2. General

a. Man-hour accounting identifies attendance types and accounting indicators for direct labor, indirect labor, and non-productive time. (See Tables 6.1, 6.2. and 6.3).

b. Work measurement time standards for all operations are listed in equipment MAC appendix within the appropriate TM. Inspectors will use these time standards to estimate time to complete maintenance request operations and measure performance. Local documented experience standards may be applied where published standards differ from local experience. The inspector will record and validate, estimated and actual time taken on each maintenance request by task. All maintenance activities will use accounting records located in GCSS-A. Additional man-hours identified by the inspector to complete work must be added to original estimate.

c. Direct labor is captured in GCSS-A using the work order process and is related to a work order number, which displays in the Maintain Time Sheet (CAT2) and the Display Time Sheet (CAT3) transactions, along with the associated Accounting Indicator. Direct labor can also be displayed using the Display Confirmations (IW47) transaction. Direct labor is not displayed in the Display Working Times (CATS_DA) transaction.

5-3. Standards.

a. HQDA Standards for direct labor utilization are identified in AR 750-1.

b. The USAR standards for personnel efficiency coincide with the HQDA standards for direct labor utilization as established in AR 750-1.

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

d. Employee time spent on Orders will be input to GCSS-A the same day the work is performed or NLT the last day of the calendar month in which the work was completed.

5-4. Attendance, Absence, and Labor Accounting Indicators

a. Direct labor: Direct labor is not associated with any Attendance/Absence Types. Direct labor is captured using the work order process and is related to a work order number, which displays in the CAT2 and the CAT3 transactions, along with the associated Accounting Indicator. Direct labor can also be displayed using the IW47 transaction. Direct labor is not displayed in the CATS_DA transaction.

b. Indirect labor: Indirect labor is associated with various Attendance Types and Accounting Indicators. Indirect labor is displayed in the CAT2, the CAT3 and the CATS_DA transactions.

c. Non-productive time: Non-productive time is associated with various Absence Types and Accounting Indicators. Non-productive labor is displayed in the Maintain Time Sheet (CAT2), the Display Time Sheet (CAT3) and the Display Working Times (CATS_DA) transactions.

d. Code definitions.

(1) Direct Labor (see Table 6-1 for Direct Labor Codes)

(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: 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 Direct Labor Code (DLC) when performing quality assurance inspections in support of the ECS Maintenance Branch.

(2) Indirect Labor (see Table 6-2 for Indirect Labor Codes)

(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 materiel reproduction, and maintenance of training records and files.

(c) Code 05: Maintenance Technical/Efficiency Training. Man-hours expended: attending lectures, movies, and job demonstrations pertaining to skill development, career progression, or cross-training in or for a specific occupational series; technical publication familiarization; equipment or vehicle operator testing or licensing (written or oral); 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 Labor Designation Code (LDC) of the job.

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

(h) Code 14: Military Equipment. Man-hours expended by ECS Storage Branch Operations which is used when issuing, receiving, 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 (i.e.: 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.]

(3) Nonproductive Labor (see Table 6-3 for Non-Productive Labor Codes)

(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.

• Man-hours charged to the above codes contribute nothing to the accomplishment of the

maintenance mission.

• 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 34: Temporary Duty (TDY) Maintenance. Man-hours expended on TDY status to support unit maintenance operations.

(c) Code 35: TDY Other. Man-hours expended on TDY status for other than maintenance operations - as a member of total Quality Management Teams, Union Duties, Partnership Councils, and Process Action Teams.

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

(e) 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.

(f) Code 55: Hazardous Materiel Management. Man-hours expended in the administration of the hazardous materiel 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, storing, and issuing of HAZMAT will be captured by the maintenance support team (MST) as LDC 13.

(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: Absent without leave (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 Soldiers 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: Job related Injury. Man-hours spent on authorized leave as a result of a job-related traumatic injury. This leave cannot exceed 45 days.

5-5. Unit Identification Code Work Centers

a. All maintenance activities are responsible to correctly use work centers and establish commodity shops for assignment of personnel and management of workload.

b. Work centers that have the same name as the UIC are always assigned to the force element that is associated with the Property Book (PB) that holds the equipment. Equipment that is inducted into the PB are assigned this work center. Inspection services and maintenance work orders are assigned to this work center. If the maintenance work orders need to be forwarded, the User assigns Maintenance work center that supports the Unit. *Note*: Refer to the Maintenance Department of Defense Activity Address Code (DODAAC) Work Centers section in this document and also to the XBRPM230b Manage Work Order Forwarding training materials on the EUM+ for additional business process information and also for the step-by-step instructions.

5-6. Maintenance Work Centers

Maintenance work centers use the naming convention of UIC+1(4). If the UIC is WG2CT0, drop the first and the last character in the UIC (G2CT) and combine it with the Storage Location (SLoc).

Example: WG2CT0 is the UIC; therefore, G2CT, combined with the SLoc 000E, is the Maintenance work center G2CT000E.

5-7. Commodity Shop Work Centers

a. Commodity shop work centers represent workshops or work areas that exist inside of a single Main Work Center. The commodity shop work centers are not directly linked to the force element. They should not be assigned as the main work center since this creates an issue for GCSS-A when requesting repair parts. GCSS-A is not able to properly determine the correct Customer Fund Code (CFC) and the SLoc that is to be used in the work order. Commodity shop work centers are assigned to the work order operations. Commodity shop work centers allow the maintenance manager to assign individuals to the work order once the work center feature has been enabled. For commodity shop work centers use the UIC (without the first character "W") and combine it with the

commodity shop code. Example: WH98B0 is the UIC; therefore, H98B0, combined with the commodity shop code: ARM (Armament), is the commodity shop work center H98B0ARM.

Note: Refer to the XBRPM230b Manage Work Order Forwarding and the XBRPM700a Manage Maintenance Work Center training materials on GCSS-A EUM+ for additional business process information and also for the step-by-step instructions.

b. All maintenance activities build commodity shops based on their MTOE/TDA structure using commodity shop codes identified in the GCSS-A EUM+ in order to assign maintenance personnel and account for man-hours as well as manage workload.

5-8. Maintaining Employee Time Sheets

a. Frequency: Daily/Weekly.

b. Purpose: To enter indirect labor and/or non-productive time that was completed by the Unit personnel on a daily, weekly, or monthly basis in the employee time sheets for the Unit.

c. Using the Man-Hour Accounting Worksheet that was completed by the Unit personnel, enter the indirect labor and/or non-productive time that was completed in the employee time sheets for the Unit. According to local policy, the indirect labor and/or non-productive time must be entered in the employee time sheets for the Unit on either a daily or weekly basis.

Note: Refer to the EUM+ for step by step instructions to Maintain Employee Time Sheets.

Table 5-1

Direct Labor Codes (DLCs) Reference End User's Manual plus (EUM+)

	Direct Labor (DL)		Accounting Indicators
Code	Description	Code	Description
N/A	Direct Labor	01	Direct Labor
		06	Quality Inspection
		A1	OT – Direct Labor
		A6	OT – Quality Inspection

Table 5-2

Indirect Labor and Accounting Indicators

	Indirect Labor (Attendance Types)		Accounting Indicators
Code	Description	Code	Description
0801	Maintenance Management	03	Civilian Supervision
0802	Maintenance Administration	04	Maintenance Administration
		08	Maintenance Meeting
0803	Equipment Operations	11	Vehicle Operation
		14	Military Equipment
		18	Travel Time To & From Job
0804	Support Operations	09	Plant/Equipment
		10	Cleaning and Policing
		12	Stock Chasing
0810	Overtime	03	Civilian Supervision
		04	Maintenance Administration
		08	Maintenance Meeting
		10	Cleaning and Policing
		12	Stock Chasing
		14	Military Equipment
		17	Equipment Operation
		18	Travel Time To & From Job
		20	LAG – Awaiting Assist
		21	LAG – Awaiting Equipment
		22	LAG – Awaiting Transport
		23	LAG – Weather
		24	LAG – Parts
		25	LAG – Break
0820	Maintenance Technical Training	05	Maintenance Technical/Proficiency Training

	Non-Productive (NP) Time		Accounting Indicators
	(Absence Type)		
Code	Description	Code	Description
0821	Lag Time	20	LAG – Awaiting Assist
		21	LAG – Awaiting Equipment
		22	LAG – Awaiting Transport
		23	LAG – Weather
		24	LAG – Parts
		25	LAG – Break
0822	Military Duties	30	Military Training
0823	Military Unit Duties	31	Orginizational or Installation
		32	Flying
0824	TDY	34	TDY-Maintenance
		35	TDY-Other
0825	Other	36	Personnel Processing
		40	Compensatory Time-Off
		41	Excuse for Duty
		42	Leave –Official
		43	Sick Leave –Civilian
		44	Medical Absence
		46	AWOL/Confined
		47	Leave Without Pay
		48	Job-Related Injury
		49	Administrative Leave
		50	Union Duties

Table 5-3 Non-Productive and Accounting Indicators

Chapter 6 Maintenance Programs

6-1. Purpose.

This chapter provides an overview of maintenance fundamentals and establishes the model for maintenance programs across the USAR.

6-2. Scope.

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 is 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).

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Safety Duties

HAZMAT Duties

6-3. 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 TB 43-0211 Army Oil Analysis Program (AOAP), Guide for Leaders and Users, 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 are responsible to submit all required oil (engine, transmission, and/or hydraulic) samples to their supporting AOAP laboratory IAW AR 750-1, DA Pam 750-8, DA Pam 738-751 and TB 43-0211 for all equipment enrolled in AOAP. The list of equipment that requires enrollment and supporting laboratory is located at the AOAP application within the Logistics Data Analysis Center (LDAC) AESIP. 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 coordinate with the ECS for sample submission.

e. ECS Storage Branches will coordinate with owning units to enroll AOAP required equipment under the "AA"

UIC of the owning unit. ECSs will submit samples to the laboratory that supports them identified by the AOAP application within AESIP.

f. MSCs/DRUs will provide monthly AOAP enrollment and sample submission metrics to the USARC DCS, G-4 Maintenance Division monthly as part of their maintenance management metrics report. Commands that fail to submit or fail to maintain a five (5) percent or less delinquency rate are required to brief updated status during Mission Readiness Reviews (MR2).

6-4. 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 AR 750-43 and TB 43-180 and supporting TMDE activity requirements.

c. All commands will monitor overall TMDE delinquency rates and provide percentage rates as part of monthly maintenance management metrics.

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. 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 DCS, G-4 Maintenance Division SharePoint site, https://xtranet/usarc/ARG4/maintdiv/SitePages/Home.aspx, click on the Documents button and look within the TMDE folder.

e. The TMDE tool in AESIP portal and AR-COP provide owning unit UIC and serial number details for enrolled and delinquent equipment.

6-5. Chief of Staff, Army Award for Maintenance Excellence (AAME)

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

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), 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 and is categorized by size of the organization.

c. Maximum participation by all Army Reserve MSCs is mandatory. Support Maintenance Companies are expected to compete. Maintenance capable units are strongly encouraged to compete as are maintenance dependent units.

d. Milestones for the AAME Program are as follows:

(1) Annual guidance to the field for the conduct of the program NLT 1 May.

(2) Submission of electronic MSC unit nomination packets to USARC DCS, G-4 (ATTN: AFRC-LMD) NLT 15 August.

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

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

e. Awards.

(1) The DA level winners receive awards from the Senior Army Leadership in an appropriate command level ceremony.

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

f. The USARC DCS, 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 USAR AAME board for the USAR level competition. The panel will consist of no less than five highly qualified logisticians selected from nominations by MSCs.

(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 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 USAR 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 DCS, G-4 (ATTN: AFRC-LMD) IAW annual guidance published based on HQDA guidance.

(7) Nominate highly qualified logisticians for the USAR AAME board to evaluate nomination packets and select nominees. The nominating command must fund the individual's 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.

(5) Recommend knowledgeable senior NCOs and Warrant Officers to participate in the USAR and DA level AAME boards.

6-6. 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 4160.28,V3, 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 5990-E for small arms maintenance support to 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 of all small arms repair parts.

(2) Control the turn-in of all small arms repair parts identified for disposal

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

(4) 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.

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

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

(7) Report discrepancies (i.e., excess or shortage) in small arms repair parts inventories to the unit commander and/or AMSA/ECS supervisor (as applicable) upon discovery.

(8) 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 4160.28, V3 and the demilitarization (DML) codes listed in the Army Master Data 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 Maintenance Request in GCSS-A listing all small arms repair parts requiring demilitarization each time demilitarization is performed.

(4) Prepare a demilitarization certificate documenting the demilitarization IAW DoD Manual 4160.28, V3 and attach the documenting certificate to the Work Order Detail Report.

(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 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 work order detail report 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 maintenance inspection work sheet (DA Form 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 will 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 of support.

6-7. Command Maintenance Discipline Program (CMDP)

Reference DA Pam 750-1 for guidance and overview.

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 USAR units. 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 and repeat deficiencies.
- c. Higher headquarters is the organizational element between the MSC and parent organization.
- d. The parent organization is the level immediately above the field maintenance level.
- e. Field maintenance units are those MTOE/TDA units with maintenance support missions.

f. The USARC DCS, G-4 will exercise overall staff supervisory responsibility and authority over the CMDP program within the USAR.

g. Primary and alternate USARC DCS, G-4 CMDP coordinators will be appointed and a copy of the appointment given to the FORSCOM CMDP coordinator.

- h. The USARC DCS, G-4 CMDP coordinators:
 - (1) Schedule CMDP evaluations of MSCs and subordinate elements.
 - (2) Provide a copy of USARC evaluation schedule to FORSCOM coordinator.
 - (3) Provide assistance to MSC's with development and implementation of their CMDP.
- i. The USARC DCS, G-4 Maintenance Division:
 - (1) Provide the alternate USARC CMDP coordinator.
 - (2) Maintain USARC CMDP and checklist.

(3) Provide a subject matter expert (SME) to support USARC coordinators with CMDP evaluations.

(4) Provide supervisory oversight and administration of CMDP.

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

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

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

j. MSC Commanders:

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

(2) Appoint a CMDP coordinator to oversee the 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.

k. MSC 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 MSC 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 MSC commander on CMDP climate within the MSC on a yearly basis.

(9) Verify deficiencies identified by CMDP evaluation are corrected within 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 a copy available to USARC CMDP coordinators upon request.

I. Parent organization and other higher headquarters (headquarters below MSC/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 MSC 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.

m. Evaluations procedures:

(1) Evaluations will be scheduled on a 12-month cyclic 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 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) Evaluations 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 at home station:

(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 by evaluators and qualified equipment operators. 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, re-evaluation will be documented in AIP. 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 process 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.

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

a. Army Reserve equipment will not be modified without the publication of an official MWO IAW AR 750-10.

b. Commanders are responsible to ensure MWOs are applied on organic equipment IAW published MWO message instructions. Commanders and/or designated representatives are responsible to ensure application of an MWO is properly annotated in MMIS located within the AESIP portal. USAR standard is zero (0) equipment with messages past compliance due date.

c. Army Reserve Command standard for MWO completion is 100% by message suspense. Only exception for completion of MWO by suspense date is unfunded requirements. Field maintenance capable units are authorized to complete field level MWOs as specified in the MWO instructions and update completion in MMIS.

d. 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.

e. USARC DCS, G-4 Contract MWO coordinator will:

(1) Notify the USARC DCS, G-4 Maintenance Division Depot coordinator when an MWO affecting the status of equipment within the USAR is published.

(2) Provide guidance to subordinate MWO coordinators.

(3) Track individual MWO's published by LCMC.

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

(5) Assist commanders with establishing and maintaining organic MWO program(s).

(6) 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.

(7) Assist MSC maintenance managers with proper procedures to input data into MMIS. Unit Commander is responsible to ensure data in MMIS is updated.

(8) 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 DCS, G-4.

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

g. AR-COP's MMIS Dashboard, located within the Maintenance Shop Operations Workbook, will be the Business Intelligence (BI) tool used to query and report applied and not-applied MWO's.

6-9. Ground Safety and Maintenance Notification Messages (GSMNM's)

a. GSMNM consist of SOU, Ground Precautionary Action (GPA), and Maintenance Action/Maintenance 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. Army Reserve Command standard for ground safety message compliance is 100% by message suspense.

d. 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.

e. Request access to update GSMNMs through the MMIS application within the AESIP Portal.

f. 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 DCS, G-4 Maintenance Division GSMNM coordinator.

(6) Units that have technical issues related to MMIS operations should submit an email to the LDAC helpdesk: usarmy.redstone.ldac.mbx.service-desk@army.mil

(7) Maintain access and subscriptions in Safety First within the TACOM-Unique Logistics Support Applications (TULSA) portal. Safety and maintenance message will be delivered directly to mailbox once subscription is setup. See the USARC DCS, G-4 Maintenance Division SharePoint Maintenance Related Website Links for current URL to the Tulsa portal.

g. Commands will notify USARC DCS, G-4 Maintenance Division of any Activating, Deactivating, or MSC changes of units. This will ensure both the commands and USARC DCS, G-4 Maintenance Division can track the same information.

h. AR-COP's MMIS Dashboard, located within the Maintenance Shop Operations Workbook, will be the BI tool used to query and report completed and not completed safety and maintenance messages.

6-10. Low Usage Program Requirements and Transition to Service Extension for Optimized Maintenance Requirements during Non-Combat Operations (NCOMP)

The Army is transitioning equipment service intervals from a predominantly time-based interval to a usage-based interval in non-combat environments. Units can still identify and manage equipment for low usage IAW current guidance, see below, but will transition to new guidance and standards contained in Non-Combat Operations Maintenance Plans (NCOMP) when they are released. Intent of NCOMPs is to extend service intervals for equipment assigned to units that are not in combat environments.

a. In accordance with AR 750-1, 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. All USAR units with equipment that meets criteria for low usage may place their equipment into low usage service, but must meet all requirements listed below and follow specific guidance in this chapter. Low usage will no longer be permitted once PM approved NCOMP are published. Units will follow all instructions as published in NCOMPs.

b. Equipment stored in ECS will be considered in low usage and will transition to NCOMPs as they become available with all supporting documents and all TM -10/20 level inspections, scheduled services, and lubrication requirements have been performed.

c. Commanders will identify all home station equipment in low usage service, by GCSS-A equipment number, in a standard memorandum format. This is to ensure commanders are aware of maintenance and usage posture of their equipment.

d. All Annual services for equipment will include: operator (TM -10) level PMCS records as noted in f(3) below.

e. Annual (A-12mo), Sesquiennial (E-18mo) and Biennial (B-24mo) services required by equipment TMs will be scheduled on an alternating basis. These services will include all TM requirements for that level Service and all lower level service and inspection requirements.

f. If there is no forecasted annual mileage/hours, the below will be utilized to identify candidates for enrollment of equipment into low usage:

(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), materiel 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, engine driven heaters, and air conditioners anticipated to accumulate fewer than 75 hours of operation in a 12-month period.

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

(6) 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.

g. Prior to placing any equipment into low usage, all scheduled services and lubrication listed in the equipment's Field Level TM's and Lubrication Orders (LO) will be performed. After the equipment is placed in the low-usage program, all lower level services and lubrications are combined with the annual service.

h. Equipment requiring an 18-month and biennial service will be scheduled and performed in accordance with the appropriate TM and LO at these scheduled service intervals.

i. Specific guidance follows:

(1) AOAP intervals will not be extended.

(2) Field level services for equipment in low usage will not be extended past an annual service. NCOMPs will take precedence and be followed once they are published.

(3) Monthly operator PMCS (including all daily, weekly, and monthly checks) will be conducted on each piece of low usage equipment.

(4) Quarterly exercise of all low usage and any NCOMP transitioned equipment will be conducted with the below duration/distance requirements:

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

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

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

(5) Equipment usage data will be validated on all equipment and updated in GCSS-A.

i. Equipment that exceeds low usage criteria (as identified in paragraph 7-5g of this regulation) will immediately be placed back into the normal service interval as determined by the appropriate technical manuals and references.

j. Units will inactivate NCOMPs and activate normal schedule requirements per the appropriate -20 TM once they receive a Force Tracking Number (FTN) for deployment.

k. Commanders will establish effective process to implement all support documents to mitigate risk associated with extended service NCOMPs as published with the Maintenance Action Message (MAM).

I. Operator TM -10 level PMCS will not be extended and will include completion of a monthly-level (daily, weekly, monthly) operator PMCS with all before, during, and after operation checks completed and verified by the operator's supervisor.

m. NCOMPs will include all service requirements IAW the NCOMP work package requirements.

n. Prior to implementing an NCOMP, all scheduled services and lubrication listed in the equipment's Field Level TM's/LO's will be performed.

o. Specific guidance follows:

(1) Field level services will not be extended past the allowable time and/or mileage specified in the NCOMP MIM.

(2) Quarterly exercises will be conducted for the duration and/or distance specified in the published NCOMP MIM.

p. Required quarterly inspection of small arms and crew served weapons can be conducted by school trained unit armorers.

6-11. Department of the Army G4 Operations Tempo Program

a. Purpose. The purpose of the DA OPTEMPO program is to address Congressional, OSD, and Army concerns regarding OPTEMPO execution. Selected Army Reserve units will monitor and report their ground OPTEMPO execution using a Full Spectrum Ground OPTEMPO metric while executing a Sustainable Readiness Model (SRM) full spectrum operations training strategy IAW their command G357 and Commander's training guidance.

b. Scope. The DA OPTEMPO program is a composite metric that includes a cross-section of vehicles across components. The program provides oversight and control measures to address ground OPTEMPO execution concerns on the part of Congress, OSD, and DA. The metric includes all training activity conducted at home station, Combat Training Centers (CTC), Europe, Korea, and other Rotational Forces. Unit training (UT) activity is the primary metric evaluated in the Monthly Army Performance Review (MAPR). The goal is for the select units to

execute their funded OPTEMPO miles on the select equipment whenever possible. The USARC DCS G4 will measure reported execution against funded projections.

6-12. Battery Maintenance and Management Program (BMMP)

a. Army Reserve Battery Maintenance and Management Program (BMMP) guidance is intended to assist unit commanders, AMSA Supervisors, and ECS managers with understanding and implementing requirements set forth in the Army's Battery Maintenance and 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. USARC DCS, G-4 will:

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

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

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

(4) Incorporate BMMP into the USARC CMDP.

d. MSCs 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) Designate a BMMP Manager.

e. Unit commanders and ECS/AMSA Supervisors 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) Incorporate BMMP into their CMDP checklist and validate program compliance during 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 TM 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 IAW TB 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.

6-13. Corrosion Prevention and Control (CPC)

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

b. CPC is a critical consideration in ensuring 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, manufacturing, all levels of maintenance, supply, and 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, materiel limitations, environmental extremes, storage and ready conditions, preservation and packaging requirements, repairs, overhaul, and spare parts requirements.

d. The USARC DCS, G-4:

(1) Participate on the Army Corrosion Board (ACB) and designate a USARC DCS, G-4 representative for the Army Corrosion Integrated Planning Team (IPT).

(2) Emphasize to all subordinate organizations the importance of CPC actions 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, 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 command program.

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

(6) 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. MSCs:

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

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

(3) Ensure that all subordinate command activities understand and fulfill their responsibilities under the USAR and MSC CPC command program.

(4) 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.

(5) Plan and budget resources to comply with the program requirements regulation and USAR CPC Program identified previously.

(6) MSCs will forward their subordinate units' Corrosion Preventive and Control (CPC) requirements to the USARC DCS, G-4 CPC Program Manager via email or letter.

(7) The initial request must be signed by the MSC 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.

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

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

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

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

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

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

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

6-14. Controlled Exchange

a. IAW AR 750-1, it is the policy of this command that cannibalization of any equipment is strictly forbidden.

b. Controlled exchange is the removal of serviceable repair parts from deadline equipment for the sole purpose of installing repair parts to other NMC equipment in order to help restore a unit's readiness standard to support its operational mission support requirements. Strict administrative actions and standards must be recorded before controlled exchange can be performed.

c. Controlled exchange will only be used as a last resort to support immediate mission requirements. When used, the following actions must be taken:

(1) The program is controlled by battalion and written authorization is obtained from the first O5 level commander.

(2) Controlled exchanged will only be used to bring mission critical equipment to a mission capable status to support immediate mission requirements by meeting the following standard:

(a) Controlled exchange will be documented on the DA Form 5988-E.

(b) Applied Repair Part requisitions are transferred to the deadline candidate.

(c) Memorandum of Record for Justification of controlled exchange with attached DA Form 5988-E signed by the Battalion Commander.

d. All controlled exchange will be strictly monitored by the Battalion S4 to prevent misuse of this program.

e. AMSA/ECS operations may request to use this program through the Readiness Division with coordination through owning unit's Battalion Commander approval.

Chapter 7 Reports

7-1. Purpose

To provide guidance to Commanders at all levels that will ensure accurate reporting of key maintenance management metrics to include Equipment Readiness, Equipment Usage, Equipment Services, EDUMP, TMDE, AOAP, MWO, and SOU IAW AR 750-1, AR 220-1, AR 700-138 and DA Pam 750-8.

7-2. 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 end user manuals. Army Reserve Commanders and their subordinate MTOE and TDA organizations perform PMCS and field maintenance to their level of capability to ensure equipment readiness and Soldier skill efficiency. The completion of these activities will also provide the updates to correct system status in GCSS-A to provide visibility in AR-COP as well as other AESIP Portal applications.

7-3. Enterprise Materiel Status Reporting (EMSR)

a. Units will use AR-COP on the AESIP portal to pull the EMSRs for USR data input of critical equipment fleet status.

b. The Logistics Data Analysis Center (LDAC), AESIP, GCSS-A, and the Combined Arms Support Command (CASCOM) have coordinated to develop a readiness reporting solution that utilizes current Enterprise Resource Planning (ERP) capabilities to replace the Army Materiel Status System (AMSS) processes. This new solution has been named the EMSR system which resides in the AESIP Portal. The new EMSR solution will receive data from Army ERP systems, authoritative data sources, bridging systems, and other non-ERP systems to support readiness data reporting and data analytics at all levels within the Enterprise. EMSR consolidates ground, missile, Army prepositioned stocks (APS), and aviation data from both ERP and non-ERP data sources.

c. Battalion, Brigade, and Command appointed AIM Coordinators (maintenance managers and readiness officers) will request access to AR-COP through the AESIP in order to pull required reports for USR input and reporting. These Coordinators will be responsible for verifying Force Structure of subordinate units within GCSS-A and the AIM Force Structure within AR-COP. Provide changes to the USARC DCS, G-4 Maintenance Division in a format that identifies the UIC that needs to be moved, what UIC it is currently subordinate to, which UIC it needs to be subordinate to, and if the UIC has reportable equipment.

d. Property Book Officers and Maintenance Managers will verify their unit AMSS reporting Force Element in GCSS-A under LSP-2 or ZPBOSTRUC to ensure that all DUICs have the correct Parent or derivative UIC identified.

7-4. Equipment Density and Unit Maintenance Plan (EDUMP)

a. Unit Commanders are responsible for completing a Unit Maintenance Plan that includes their equipment density along with a signature page for the supporting maintenance shops (AMSA, ECS or SMC) and supported organization Commander.

b. The purpose of the EDUMP is to establish maintenance support partnerships between units and maintenance support activities (AMSA/BMA/ECS with FM Capabilities or SMC/FMC) for managing maintenance requirements of a MTOE/TDA elements. Instructions for generating a GCSS-A automated report is listed on the USARC DCS, G-4 Maintenance Division SharePoint site

(https://xtranet/usarc/ARG4/maintdiv/SitePages/Home.aspx).

c. The equipment density will be exported from GCSS-A with units running the Equipment Situation Report for all unit SLocs under the Materials Management View option for Plant 2000 and deleting the A and the E equipment category codes to run for all property book items.

d. The EDUMP is applicable to all MTOE/TDA organizations (unit level and detachments) which will receive FM support from another organization.

e. Units use the "Room" field to identify the organization expected to complete the scheduled service for each end item.

f. All levels of command will appoint an EDUMP Coordinator.

g. Each unit will submit a completed GCSS-A Equipment Density and Unit Maintenance Plan to the supporting organizations by 1 August annually.

h. Each Supporting organization will return the signed EDUMP to the supported unit by 1 September annually.

i. Units will provide a completed EDUMP with all signatures to their higher headquarters by 1 October annually.

j. Units receiving support from different supporting activities will be required to submit an EDUMP to each supporting activity.

k. Units will provide a signature page with the GCSS-A generated equipment list (exported to excel) to their supporting shops along with updated DA Forms 1687 (Notice of Delegation of Authority – Receipt for Supplies – DA Administrative Publications and Forms), and Assumption - of Command Orders.

7-5. Army Readiness Common Operating Picture (AR-COP) To access website link refer to USARC DCS G4 Maintenance SharePoint page and Maintenance Related Website links.

a. AR-COP is a good tool for commanders and logistics professionals that provides visibility across the Army on critical equipment fleets, readiness, MWO, SOU and AOAP statistics as well as shop and work order summary reports.

b. MWO statistics are pulled into AR-COP from MMIS and provide the capability to pull by command levels. From the AR-COP landing page select Maintenance, then scroll to the right and select Shop Operations. From this location select any of the optional reports in the lower section for MMIS dashboard and details, AOAP, Open Work Order Summary, Shop Summary Detail, and Notification Performance.

c. Once in a selected report, filter by ACOM for USAR and then drill down to the level of detail you or your leaders require.

d. All Command Maintenance Managers will use AR-COP to pull their MMIS statistics at least monthly and provide listings of overdue MWOs and Safety Messages to mission command Maintenance Managers. Statistics will be included in monthly maintenance metric tracker and provided to all command teams within the respective command C2.

7-6. Maintenance Metric Tracker

a. The Monthly Maintenance Metric Tracker (M3T) is a tool for maintenance managers at senior levels to inform their senior leaders of up to date maintenance program status for their overall command and subordinate elements.

b. Maintenance managers (Enlisted, Warrant, and Officer) will complete their command's maintenance metric tracker by the 25 of each month and will provide this report to their command teams and the USARC DCS, G-4 Maintenance Division.

c. The M3T is a rollup report which provides eight critical metrics including: Equipment Readiness, Equipment Usage, Scheduled services, Personnel Strength Efficiency, MWOs, GSMNMs, AOAP, and TMDE rates (as a rollup) from battalion up to Command level.

d. Maintenance critical supporting data from GCSS-A including (NIIN Lists for equipment requiring -20 level services, AOAP, TMDE, Usage) will be provided for maintenance managers at lower levels by the USARC DCS, G-4 Maintenance Division.

e. An updated format and template will be provided to Command Maintenance Managers annually or as changes are required by the USARC DCS, G-4 Maintenance Division NLT 10CT annually.

Chapter 8 Reset

8-1. 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.

8-2. Scope

The Army Equipment Reset program conducts activities to restore equipment to a desired level of combat capability that supports future missions and maintains accurate visibility over equipment repair, replacement, recapitalization (RECAP), and expenditures in order to sustain equipment availability and meet operational requirements. First

Army manages the redeployment, demobilization and Field-Level Reset of USAR equipment, to include identification of demobilization sites and establishment of validation procedures for repaired and Reset equipment.

8-3. Lead Materiel Integrator (LMI)

The Army Materiel Command's LDAC developed the DST Reset Planner to provide an automated capability for unit commanders to claim both Field and Sustainment Level plans. Unit Reset Officers (URO) are responsible for submitting a System Access Request (SAR) in the AESIP/LIW portal to have permissions to manage their unit(s) Reset Plans. With the correct permissions, the URO is able to "Claim" the plans, associate PSDs to the plan, set individual NIIN rows to complete and suspend items that are not going to be reset. Reset plans are automatically built 30 days after the unit's "Go Over There" (GOT) month and property book split. Once plans are claimed, they will trigger centralized visibility of the equipment nominated for Reset and the applicable LCMC will post disposition instructions. DST Reset Planner also provides a collaborative integrated tool for commanders to view Reset planning and disposition instructions. All units will claim Decision Support Tool (DST) field and sustainment plans by reset start date (RSD) and/or reset pre-deployment (RPD)–120 (claim) and –90 days (execute).

8-4. 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.

8-5. 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 the DST Reset Planning Tool.

8-6. Unit Equipment Preparations prior to Reset and Equipment Reporting

a. Units will suspend all Maintenance Plans in GCSS-A for equipment going into Reset. Maintenance Plans suspended for reset will not affect aggregate service numbers for monthly maintenance metrics.

b. Units will contact the AOAP lab to ensure equipment components requiring AOAP remain in suspense until returned from Reset.

c. Unit maintenance manager will ensure that all required maintenance plans are re-activated once equipment is returned from Reset.

d. Units will submit equipment to Reset on work order with dead-lined fault text of "At LRC Reset not available for mission" in GCSS-A, consider the equipment as not available for Equipment On Hand rating, as well as note training impacts to the unit T rating on the Commander's Unit Status Report until equipment is returned from Field Level Reset.

Chapter 9

Maintenance of Medical and Dental Equipment

Section I Maintenance Operations

9-1. Maintenance Policy

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

b. Commanders will report the status of selected medical items of equipment IAW AR 220-1, DA PAM 220-1, and AR 700-138.

c. Medical Maintenance Activities 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 materiel maintenance programs.

d. Medical Maintenance Activities will accomplish their support missions to ensure that supported activities comply with applicable standards pertaining to maintenance of medical devices promulgated under:

(1) NFPA 99 and NFPA 101

(2) All other applicable DoD, DA, Federal, State, and local laws, ordinances, regulations, policies, and health and safety standards.

(3) OEM recommendations.

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 devices that has not been serviced per OEM recommendations 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 with a qualified Biomedical Equipment Specialist (BES) (reference SB 8-75-S11 for qualifications).

• Qualified BES will hold the MOS of 68A (Biomedical Equipment Specialist/Sergeant), 670A (Health Services Maintenance Technician) or qualified civilian position (qualifications based on position description (PD) slated for medical maintenance activities).

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

h. Medical maintenance operations will use GCSS-A or DCAM to manage all repair parts. All Class VIII parts will be loaded by manufacturer part number only.

i. BESs will be used for medical maintenance duties. Do not assign BESs additional duties that may adversely affect the maintenance of medical devices. Do not routinely use BESs for duties not related to maintenance of medical devices. 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 devices.

(2) Unit readiness.

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

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

k. All 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 higher headquarters must have copies of their subordinate medical maintenance activities SOPs.

I. Medical maintenance activities will prioritize work orders based on supported unit's FAD and UND IAW AR 750-1 and unit mission priorities as established by USARC DCS, G-3/5/7.

9-2. Levels of Maintenance

a. Maintenance of medical materiel 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 Army Medical Department (AMEDD) capability for the performance of maintenance operations. This capability includes individual and unit training, a medical Efficiency training program, and a rotation base to ensure readiness for mobilization or peacetime surge.

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

9-3. Electrical Safety Inspections and Tests

a. BES will test patient care related electrical medical devices 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 devices annually and upon completion of electrical repairs to ensure the equipment operates within the limits specified in NFPA 99.

9-4. Calibration, Verification, and Certification (CVC)

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

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

c. Only qualified personnel will perform maintenance and calibration services on medical devices 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 devices 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. Based on OEM scheduled services, thoroughly evaluate and test defibrillators using defibrillator analyzers. Record evaluation results on DA Form 5624–R (DC Defibrillator Inspection Record - DA Administrative Publications and Forms). DA Label 175 (Defibrillator Energy Output Certification - DA Administrative Publications and Forms) 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, at a minimum, 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 is medical material used specifically for testing, calibrating, and repairing medical devices. 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 MTOE. 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 devices 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.

I. 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 identified 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.

9-5. Remedial Maintenance

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

b. Remedial maintenance consists of:

(1) 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.

9-6. Repair Parts Operations

Medical repair parts will be ordered via approved and authorized systems. USARC DCS, G4 Medical Logistics

NCO is the authorized person for CL VIII actions. Verify with the USARC, G4 Medical Logistics NCO for what system and process is currently relevant.

9-7. Evacuation Procedures

a. When medical and dental equipment maintenance is beyond the unit's capabilities, the MOS 68A Non Commissioned Officer In Charge (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 Medical Maintenance Policy and Analysis (M2PA): 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 devices.

Section II Responsibilities

9-8. USARC DCS, G4 Medical Logistics Branch

The USARC DCS, G4 Medical Logistics Branch is the Army Reserve Manager for Medical Logistics (MEDLOG); responsibilities include:

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

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 assemblies 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. Medical Equipment Concentration Sites

a. The 88th and 99th RD's have been authorized to add medical devices maintenance and storage to the ECS concept; Medical Equipment Concentration Site.

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 GCSS-A.

c. All medical Equipment must be in GCSS-A with required MP established IAW EUM+ and AR 750-1 for enrollment into Medical Equipment Concentration Site program.

9-10. Major Subordinate Commands

a. Ensure all assigned medical Equipment is in GCSS-A with required maintenance plans IAW EUM+ and AR 750-1.

b. Medical Commands must coordinate with Medical Brigades to provide biomedical maintenance support for all of subordinate units with dental and medical devices assets. Area support will be provided to all MSC units with MD/MDS embedded within their units.

• Non-medical MSC units will comply with MEDLOG Company's external SOP for support of MD/MDS.

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

d. Each MSC will ensure that supporting MEDLOG Company's SOP are available to all subordinate units within their command.

9-11. Medical Brigades

a. The primary duty of the BES are medical maintenance duties; any additional duties assigned outside the scope of medical will drastically impact readiness management 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 devices.

(2) Unit readiness.

(3) Costs of repair required to return medical devices to an operational status IAW manufacturer's

requirements and all applicable DoD, DA, Federal, State, and local laws, ordinances, regulations, policies, and health and safety standards.

b. Medical Brigades will ensure that medical maintenance activities establish and maintain shop stock for medical repair parts, based on published guidance. Once the medical maintenance activity establishes the shop stock, the Medical Brigade will review and validate the stock levels on an annual basis.

c. Each Medical Battalion - Multi-Functional Medical Battalion (MMB) has one authorized MOS 68A (AGR) Soldier with the following primary duties as the Senior 68A Medical devices 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 devices operators.

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

(7) Monitors all medical maintenance sustainment missions (MMSM) and maintenance sustainment

activities. Performs quality control functions relevant to the performance of medical maintenance operations for MMSM and Medical Equipment Concentration Site 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 devices 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 GCSS-A 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 GCSS-A.

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

9-12. Unit Commanders

a. Commanders will provide medical maintainers to support their medical device assets within their areas of responsibility, stored at the 88th RD Medical Equipment Concentration site in Ogden, UT and 99th RD Medical Equipment Concentration site at Ft Dix, NJ.

b. All biomedical maintenance significant and reportable equipment must be loaded into GCSS-A 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 MMSM. 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.

Chapter 10

Maintenance of Aircraft (Issues and questions regarding Aviation Maintenance should be addressed to the G357-Aviation and Watercraft Directorate)

Section I

Aviation Maintenance Operations

10-1. Basic Policies

This section outlines the policies, procedures, and responsibilities for the maintenance of Army aircraft including aviation ground support equipment (AGSE).

10-2. Maintenance Mission, Aviation Support Facilities

Aviation Support Facilities (ASF) have the mission to provide aviation units Field-Level maintenance support for Army Reserve aircraft and maintenance training of Army Reserve aviation personnel.

10-3. Responsibilities

The functional responsibilities of Army aviation maintenance are to provide aircrews with safe, reliable, and FMC aircraft; sustaining materiel in an operational status and/or restoring equipment to a FMC condition; enhancing or upgrading aircraft functional usefulness through MWOs, materiel changes, and product improvement.

a. USARC G-3/5/7, Aviation Directorate, Maintenance and Logistics Division –

(1) Maintain oversight to ensure maintenance is being conducted for Army Reserve aircraft.

(2) Is responsible for contractual support when maintenance is beyond ASF capabilities (i.e., NMC Sustainment-Level repairs or pass-back maintenance).

b. The Army Reserve Aviation Command (ARAC) will -

- (1) Ensure evaluation of aviation maintenance is included in the Command Inspection Program (CIP).
- (2) Ensure that maintenance operations within the command are properly supervised.

(3) Establish and supervise training programs for equipment operators and maintenance personnel in the conduct of maintenance operations.

(4) Ensure timely and accurate submission of maintenance data to management systems IAW AR 700-138 and other Army directives.

c. The Aviation Program Manager (AVIATION PROGRAM MANAGER) will -

(1) Have overall responsibility for field-level maintenance conducted by Army Reserve Aviation Support Facilities within the Army Reserve Aviation Command.

(2) Manage ASF program resource forecasting, allocation, distribution, and utilization

d. The Aviation Support Facilities will -

(1) Provide supported units with aviation field-level maintenance and supply support.

(2) Provide supported units with aviation field-level maintenance training.

(3) Ensure an adequate Prescribed Load List (PLL) is on hand and submit replenishment requisitions, as necessary, to maintain required stock levels.

(4) Service and maintain AGSE.

(5) Notify USARC immediately when staffing levels drop below 85% of requirements, except for normal turnover, not to exceed 120 days, to obtain a waiver for the ASF to continue flight operations. Safety is the primary concern.

e. Aviation Unit Commanders and ASF Supervisor, in addition to paragraph 2-4 and 2-7, will -

(1) Ensure that automated Logistics Information System are turned on and connected to the ARNET at all times.

(2) Make every effort to achieve aircraft readiness goals listed in AR 700-138 through effective supply and maintenance management and efficient use of manpower and available resources.

(3) Review and analyze their unit's DA Form 1352 (Army Aircraft Inventory, Status, and Flying Time - DA Administrative Publications and Forms) submission to ensure accurate reporting prior to submitting data to EMSR.

f. Aircraft repairers and aircraft system repairers will comply with material maintenance standards set forth in the appropriate IETM, DA Pam 738-751, AR 700-138, TM 1-1500-328-23, and maintenance-related logistical performance and readiness standards found in AR 750-1.

g. Owning units maintain responsibility for aircraft mission readiness to include, but not limited to, maintenance and all required inspections.

10-4. Maintenance Policies

Policies for Army Reserve aviation maintenance will adhere to guidance in AR 140-1, AR 710-2, AR 750-1, TM 1-1500-328-23 and DA Pam 738-751.

a. The Aviation Support Facility will support the owning unit with all field-level maintenance provided they are staffed, equipped, and trained accordingly.

b. Maintenance Engineering Call will be used to address any deviations from prescribed maintenance procedures, inspection criteria, process and/or procedures in the appropriate maintenance technical manual for the end item. Maintenance Engineering Calls will be requested IAW TM 1-1500-328-23.

c. MWO applications and installation of Mission Equipment Package (MEP) to be performed by AMCOM, and RESET of aircraft will be coordinated by USARC. Deployment schedule, missions and annual training plans will be reviewed prior to making final arrangements.

d. Transfer of USAR aircraft to other agencies or components will be coordinated through USARC and will be IAW TM 1-1500-328-23.

e. Transfer of aircraft within the USAR will be coordinated through the ARAC G-3 and AVIATION PROGRAM MANAGER, and approved by the ARAC commander. The ARAC commander may authorized the transfer without accomplishment of the transfer inspection. However, accurate completion of all forms and records is still required.

10-5. Safety and Maintenance Messages

Safety (Safety of Flight, SOU, Aviation Safety Action Messages (ASAM), and GPA) messages, Aviation Maintenance Action Messages and Maintenance Information Messages (AMAM and MIM) are electronically transmitted notifications. Safety of Flight and ASAM are notifications where an initial risk determination (safety condition) has been made per AR 385-10. For specific information on SOFs, ASAMs, Safety of Flight funding, and the safety message process, see AR 750-6.

a. The ARAC Commander will -

(1) Establish an SOP to track, disseminate, consolidate, and report receipt and actions taken for compliance of safety and maintenance messages by subordinate units and ASFs.

(2) Designate the ASFs to track, consolidate, and report receipt and actions taken for compliance to the issuing command for all safety and maintenance messages.

b. Commanders of aviation units and ASF Supervisors will -

(1) Establish an SOP to receive, consolidate, and report receipt and action taken for compliance of safety and maintenance messages.

(2) Designate personnel to submit compliance reports.

(3) Evaluate the need to submit PQDR in the event a condition is identified which may result in a Safety of Flight (SOF) or Safety of Use (SOU) message (providing the message does not direct otherwise).

c. Designated personnel to submit compliance reports will -

(1) Report compliance with Safety and Maintenance messages via the AMCOM Message Tracking System (AMTRACKS) at <u>https://amtracks.redstone.army.mil</u>.

(2) Establish a profile in AMTRACKS.

10-6. Sustainment-Level (Depot) Maintenance

a. Reserve Forces budget for their own programmed sustainment-level maintenance. Aviation systems (aircraft and AGSE) scheduled for sustainment-level repair are to be processed on a reimbursable basis. USARC Aviation Directorate will provide the USARC G4 with sustainment-level repair requirements for aviation systems. USARC G4 will budget for the programmed sustainment-level repairs of aviation systems in the appropriate MDEP. Sustainment-level repair of aviation systems are initiated by the unit through the USARC Aviation Directorate for approval and funding.

b. Mission essential aviation systems are programmed for reset, RECAP and/or overhaul under the On Condition Maintenance (OCM) concept based on the aircraft condition profile index as designated by AMCOM or the Life Cycle Manager (LMC). These programs are managed by AMCOM, coordinated through USARC Aviation Directorate and are processed on a non-reimbursable basis.

c. Aviation Support Facilities, Aviation Maintenance Companies and Aviation Support Companies may only perform sustainment-level maintenance if approved and they possess the proper technical manuals, special tools, parts, time and competent personnel. Approval to perform sustainment-level maintenance will be initiated by an AMCOM Logistics Assistant Representative (LAR) on a case by case basis.

10-7. Aviation Maintenance Training

Commanders will establish, maintain, and conduct training of operators, crews, and maintenance personnel to properly use and maintain Army Reserve aircraft, aircraft systems and aviation support equipment. The Aviation Maintenance Training Program (AMTP) outlined in Training Circular (TC) 3-04.71 standardizes aviation maintenance training for the Army. It provides predictability and builds the knowledge base needed to provide

maintenance excellence and skills through a progressive, cumulative, and regulatory training path that professionally develops maintainer's skills and understanding of their MOS.

10-8. Aviation Support Equipment

Aviation Support Equipment has two distinct classifications: AGSE and Peculiar Ground Support Equipment (PGSE)

a. AGSE is defined as equipment that is common to general aviation maintenance support and aviation component repair operations, and is designed to support multiple mission design series (MDS) aircraft. This type of equipment includes, but is not limited to: the Aviation Ground Power Unit (AGPU) (line item number (LIN): P44627), Generic Aircraft Nitrogen Generator (GANG) (LIN: G90261), Standard Aircraft Towing System (SATS) (LIN: S21580), Common Aviation Tool System (CATS), Aviation Foot Locker (AFL) (LIN: T65997), Pitot-Static Test Set (LIN: T03597), aviation vibration analyzer (AVA) (LIN: T53635), AVIM Shop Sets, Tool Set Aviation Unit Maintenance: Set #2 Airmobile (A92) (LIN: W60206), and Shop Equipment Contact Maintenance vehicles (SECM) (LIN: S30224).

b. PGSE tooling is maintenance support equipment with unique application to a peculiar or specific MDS (mission, design and series) aircraft. PGSE is developed and managed by each aircraft Product Management Office (PMO). The aircraft PMO determines the BOIP for all PGSE and are provided on an initial issue basis. After the initial issue sustainment of PGSE is the responsibility of the unit. PGSE fielded to units, regardless of source or whether paid for or not, will be accounted for IAW AR 710-2 and other applicable Army regulations.

10-9. Forms and Records for Aviation Ground Support Equipment

a. All AGSE major end items will be accounted for in the GCSS-Army.

b. Commanders of units and organizations that own AGSE will ensure forms and records are present, complete, and accurate on all AGSE. These forms and records will be used to determine the equipment's readiness status, provide a history of past maintenance performed, and load certifications, AOAP results, operating hours and future schedule maintenance and inspections.

c. Field level PMCS are based on an interval schedule of hours, weeks, or months. Field level maintenance must be complete, to include documenting all of the checks and services found in the TMs or commercial publications.

d. Commanders will ensure the AGSE maintenance program is outlined in the unit's maintenance SOP. SOPs must address both operator PMCS (before, during, after), and field maintenance section PMCS (hourly, daily, weekly, monthly, quarterly, semi-annually, annually).

e. Document all field level checks and services per DA Pam 750-8 and DA Pam 738-751. Both operators and the field maintenance section will document all PMCS on DA Form 2404 (Equipment Inspection and Maintenance Worksheet – DA Administrative Publications and Forms)/DA Form 5988-E (Equipment Maintenance and Inspection Worksheet – DA Administrative Publications and Forms). Scheduled services and inspections are documented on DD Form 314 (Preventive Maintenance Schedule and Record), or included on the automated DA Form 5988-E. Oil samples are documented on DA Form 2408-20 (Oil Analysis Log).

f. AGSE requiring calibration IAW TB 43-180 (e.g., Pitot Static Test Set, LIN T03597) and are readiness reportable equipment on the maintenance master data file (MMDF) will be considered NMC if calibration has expired or is in the process of being calibrated. Use DA Form 2407 (Maintenance Request – DA Administrative Publications and Forms) /DA Form 5990-E (Maintenance Request – DA Administrative Publications and Forms) to record the NMC time for reporting purposes.

g. CPC inspections for all ground support equipment will be performed at 180 day intervals unless a more frequent schedule is addressed in the equipment technical manual.

h. AGSE will be stenciled and reflective tape applied per TM 1-1500-204-23-9 (General Aircraft Maintenance [Tools and Ground Support Equipment]).

i. Load test documentation will be present for all lifting devices per TB 43-0142. A lifting device is any device or component used to raise, lower, hold, or position a load from one location or elevation to another. Examples of lifting devises and fixtures are jacks, maintenance stands, hoists, cranes, forklift trucks, manual or motorized pallet jacks, wreckers, slings, ropes, wire ropes, and hooks. O-rings, pear rings, spreader bars, lifting clamps, beams, safety stands, jack stands, H-beam with nylon slings with ropes, and any other device are also considered a lifting device. Lifting devices that are a "special application" are exempt unless a repair affecting the lifting capability has been accomplished, or they have been procured through the AGSE PMO and have been properly tested prior to fielding.

j. Commanders will appoint a Master Driver Trainer for motorized AGSE and will ensure a training program is established to train/certify individuals on motorized AGSE. Commanders will also ensure individuals trained have the motorized AGSE posted to their DA Forms 5984-E/OF 346 (Operator's Permit Record/U.S. Government Motor

Vehicle Operator's Identification Card), and the training is posted to DA Form 348 (Equipment Operator's Qualification Record (Except Aircraft)).

Section II

Aviation Systems Readiness Reporting of Army Reserve Aircraft

10-10. Purpose

To provide guidance to Commanders at all levels that will ensure accurate reporting of Army Reserve Aviation systems readiness data IAW AR 220-1, AR 700-138, and DA Pam 738-751 and any messages or directives issued by HQDA (e.g., ALARACT, AMAM, EXORD, etc.).

10-11. Scope

This section applies to all Army Reserve aviation units and Aviation Support Facilities required to submit aircraft readiness data. All data input and extract will be IAW applicable automated system's end user manuals. The primary method of reporting readiness information is through electronic means to the EMSR. The reporting period begins at 0001 CST the 16th day of a month and ends at 2359 CST on the 19th day of the month. The 16th thru the 19th of each month will be considered duty days, whether they fall on a weekend or holiday.

10-12. Responsibilities

Army Reserve Commanders and their subordinate MTOE and TDA organizations will provide HQDA and commanders at all levels with accurate reporting of aviation weapons systems inventory, status, and flying time. Aviation readiness reporting is essential to inform the senior leadership of the Army regarding the status of Army aviation systems on a monthly basis and will not be waived. The USAR and HQDA standard is to report 100 percent aircraft on hand and report on time.

a. The ARAC Commander will -

- (1) Ensure all required units submit readiness data to management systems IAW AR 700-138.
- (2) Review readiness data received from units to ensure reports are accurate.

(3) Establish procedures for distributing readiness reports from aviation units to the aviation commands and USARC G-3/5/7 Aviation Directorate.

(4) Provide feedback on readiness reporting (units that didn't report or didn't report correctly). A signed memorandum from the ARAC CG to the USARC DCG detailing which organization(s) did not report IAW AR 700-138, explaining the reason of not reporting or reporting late and a course of action to correct the shortfall. If the reason for reporting late is due to technical problems with the Logistic Information Systems (LIS) file or EMSR system the memorandum will contain a description of the problem, when the problem was identified and what action was taken to resolve the problem (other than reporting to higher HQs). The memorandum will be submitted to the DCG NLT the 27th of the month following the reporting period.

b. Commanders of aviation units and ASF Supervisors will -

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

(2) Appoint a Primary and Alternate trained Readiness Reporting POC in writing. It is mandatory that one of these contacts be available throughout the reporting period.

(3) Use their automated system to report readiness status. Units that do not have an automated system will manually complete a DA Form 1352-1 (Daily Aircraft Status Record – DA Administrative Publications and Forms) and DA Form 1352 to manually submit their readiness data.

(4) Validate readiness data for accuracy and completeness. Ensure 100% of aircraft on hand is reported.
 c. Readiness Reporting POC (Primary or Alternate) will –

(1) Begin to process their DA Form 1352 as soon as possible on the 16th of the month.

(2) Forward to USARC DCS G357 Aviation Branch and upload to EMSR their readiness data NLT COB on the 17th of the month.

(3) Submit corrected reports to EMSR NLT 2359 CST on the 19th day of the month to quality as an ontime report (the corrected report will replace all previously submitted data for that report).

(4) Be available throughout the reporting period to manage the reporting process and correct any errors or rejections.

(5) Validate AESIP's "Gold Book" inventory with aircraft on hand and report discrepancies to usarmy.redstone.logsa.mbx.readiness@army.mil.

(6) Provide a Daily Status Report (DSR) to USARC DCS G357 Aviation Branch. At a minimum, the DSR will contain the MDS of the aircraft, tail number, location, current hours, hours to phase, aircraft status (FMC, Partial Mission Capable (PMC), Non Mission Capable Supply (NMCS), or NMCM), Fault/Remarks, Daily FMC%, Bank Time (hours), Bank Time percentage, and monthly flights hours for the report period.

10-13. Commander's Statement and Mandatory Comments

a. Commander's statement will include logistics support problems causing other than FMC aircraft in order to provide the logistical support structure with accurate system reliability for determining sustainment requirements.

b. A mandatory commander's statement, by aircraft serial number and aircraft status, for aircraft failing to meet DA goals (FMC, PMC, NMCS and NMCM) listed in AR 700-138. The statement will include:

(1) Description of fault or maintenance action (e.g., RESET, Phase Maintenance, PMI-1, engine replacement, HMU fuel pump, No. 1 generator, etc.) for aircraft failing to meet FMC goal. For aircraft modifications, record the MWO number (e.g., MWO 1-1520-271-50-04, Product Improvement Program 0.5).

(2) For PMC time include the system/subsystem causing the PMC condition (e.g., hoist squib expired, restricted from hoist operations).

(3) For NMCS or PMCS time include the component requisitioned, document number, and estimated ship date (ESD) or date received (e.g., main rotor blade, W90FJM91890001, ESD 20 Jul 19 or main rotor blade, received 10 Aug 19).

(4) For NMCM or Partial Mission Capable Maintenance (PMCM) time include estimated completion date (ECD) or date completed (e.g., replaced main transmission, completed 5 Sep 19, replacing hoist squib, ECD 4 Jul 19). For aircraft in phase maintenance include number of days in phase (e.g., PMI-2, ECD 26 Oct 19, 30 days in phase or 400HR PMS, completed, 35 days in Phase).

10-14. Aviation Ground Support Equipment (AGSE) Policy

a. Commanders and ASF Supervisors of units and organizations that own AGSE will coordinate with their assigned LAR per AR 700-4, to report all accurate status of AGSE under their control in WEBDESK at: https://webdesk.redstone.army.mil. Currently the status of the AGPU and GANG are required to be annotated in the commander's comments section of the automated DA Form 1352.

b. All AGSE deficiencies can be reported using the AGSE Help Ticket System located within the Joint Technical Data Integration (JTDI) website: https://www.jtdi.mil.

AGSE has its' own independent tab.

c. AGSE PM maintains a list of all AGSE by model and serial number to meet the inventory tracking requirements. If a unit is in possession of AGSE and cannot access the website, the unit will notify AGSE PM for corrective action.

10-15. Reporting Aviation Ground Support Equipment (AGSE)

a. Reporting policy for AGSE currently applies to the AGPU, GANG, SATS and Pitot Static Test Set. All equipment designated as reportable are captured on the MMDF with the most updated HQDA approved listing available at https://liw.logsa.army.mil/res/mmdf/index.html. LIW users shall begin using the new Logistics Modernized Reporting (LMR) tool located in the LIW Portal to view and download the most up-to-date MMDF. Instructions for how to use the LMR tool are located at https://liw.logsa.army.mil/Imr/assets/documents/LMR.pdf. For additional information or assistance with MMDF issues, contact LDAC: usarmy.redstone.logsa.mbx.mmdf@army.mil.

b. The objective of AGSE readiness management is to help achieve the unit's highest aircraft materiel airworthiness goals by maintaining an AGSE readiness FMC rating per AR 220-1, and to provide the logistical support structure with accurate system reliability for determining sustainment requirements. Commanders should make every effort to achieve AGSE readiness goals through effective supply and maintenance management. Aircraft readiness is the primary mission of all aviation maintenance and logistics support personnel, and AGSE status directly affects aircraft readiness.

c. Units will report the status of all on hand AGPUs, SATs, GANGs and Pitot Static Test Sets by individual serial numbers via the commander's comments section of the automated DA Form 1352 at the end of every recurring reporting period. The reporting status will be a snap shot in time of the AGSE identified during the report generation period. Units are not required to track hourly or daily status, just report the status of the identified AGSE when the commander's comments are generated (e.g., APGU, S/N 0257, FMC; AGPU, S/N 0257, PMC (Hydraulics), Pitot Static Test Set, S/N 4051182, NMC for calibration). Units may need to query both unit level logistics system aviation and ground to verify accurate status reporting.

d. Reportable AGSE systems/subsystems:

- (1) Hydraulics
- (2) Electrical
- (3) Pneumatic
- (4) Drive systems

e. Report AGPU and GANG under the following categories:

- (1) FMC (all systems are fully operational)
- (2) PMC (one or more systems are fully operational)

(3) Not Mission Capable (NMC) (none of the systems are fully operational)

f. The reporting of AGSE readiness via the commander's comments on the DA Form 1352 is not a substitute for the ground equipment status reporting to LOGSA. Units will submit the status of AGSE via ground equipment AMSS electronically to LOGSA with the applicable LIS or tactical enterprise logistics system. Production Control (PC) will notify the ground equipment maintenance control section the status change (FMC to NMC) of reportable AGSE in order to initiate a work order for repair and to capture the NMC time for readiness reporting.

Appendix A References

Section I Required Publications

AR 1-201 Army Inspection Policy

AR 15-6 Procedures for Administrative Investigations and Boards of Officers

AR 25-50 Preparing and Managing Correspondence

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

AR 56-9 Watercraft

AR 140-1 Mission, Organization, and Training

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

AR 385-10 The Army Safety Program

AR 420-1 Army Facilities Management

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 700-139 Army Warranty Program

AR 700-138 Army Logistics Readiness and Sustainability

AR 702-7 Product Quality Deficiency Report Program

AR 702-11 Army Quality 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 Materiel 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 Corrosion Prevention and Control for Army Materiel

Code of Federal Regulations (CFR) Title 29 Occupational Safety and Health Standards

Code of Federal Regulations (CFR) Title 33 Navigation and Navigable Waters

Code of Federal Regulations (CFR) Title 46 Shipping

FRAGO 4 TO ANNEX F TO HQDA EXORD 010-15 GCSS-A Global Combat Support System – Army Wave 2 Fielding

DA PAM 220-1 Defense Readiness Reporting System – Army Procedures

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

DA Pam 738-751 Functional User's Manual for the Army Maintenance Management System-Aviation (TAMMS-A)

DA PAM 750-1 Commander's Maintenance Handbook

DA PAM 750-3 Soldier's Guide for Field Maintenance Operations

DA PAM 750-8 The Army Maintenance Management System (TAMMS) User's Manual

NFPA 1071

Standard for Emergency Vehicle Technician Professional Qualifications (NFPA publications are only required for organizations with F&ES equipment and can be obtained on GPC at https://www.nfpa.org/.)

TB 9-6140-252-13 Recharging Procedures for Automotive Valve Regulated Lead-Acid Batteries

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

TB 43-180

Calibration and Repair Requirements for the Maintenance of Army Materiel

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

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

TC 3-04.71 Aviation Maintenance Training Program

TM 1-1500-328-23 Aeronautical Equipment Maintenance Management Procedures

TM 4-15.21 Army Watercraft Safety

TM 9-6140-200-13 Operator's Unit, Direct Support and General Support Maintenance Manual for Lead-Acid Storage Batteries

USAR 570-1 Manpower and Equipment Control Guide to Full-Time Support Requirements Determination

Section II Referenced Publications

ATP 4-33 Maintenance Operations

AR 40-61 Medical Logistics Policies

AR 70-62 Airworthiness Qualification of Aircraft Systems

AR 190-11 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 380-5 Army Information Security Program DA PAM 385-1 Small Unit Safety Officer/NCO Guide

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

DoD Manual 4160.21-M-1 Defense Demilitarization Manual

DOD Manual 4160.28, Volume 3

Defense Demilitarization: Procedural Guidance

DoD 5100-76M

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)

TB 43-0213

Corrosion Prevention and Control (CPC) for Tactical Vehicles

TB 55-1900-201-12/1

Watercraft Preventive Maintenance

TB 55-1900-202-12/1 & 2

Time between Overhaul (TBO) for all Marine Engines

TB 55-1900-205-24

Watercraft Information and Reporting System (WIRS) Data Collection for Configuration Control

TB 55-1900-252-14,

United States Army Watercraft Oil Spill And Shipboard Pollution Response Plan

TB 600-1

Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by the U.S. 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 U.S. Army Tank Automotive Materiel Readiness Command

TC 3-04.7

Army Aviation Maintenance

Section III Prescribed Forms

USAR Form 163

USAR Request to Borrow Equipment from an ECS for training

USAR Form 164

USAR Request to Position/Withdraw Equipment from an ECS

Section IV Referenced Forms

DA Form 11-2 Internal Control Evaluation Certification

DA Form 348 Equipment Operators Qualification Record (Except Aircraft)

DA Form 1352

Army Aircraft Inventory, Status and Flying Time

DA Form 1352-1 Daily Aircraft Status Record

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

DA Form 2028 Recommended Changes to Publications and Blank Forms

DA Form 2404 Equipment Inspection and Maintenance Worksheet

DA Form 2407 Maintenance Request

DA Form 5624–R DC Defibrillator Inspection Record

DA Forms 5984-E Operator's Permit Record

DA Form 5987-E Motor Equipment Dispatch

DA Form 5988-E Equipment Maintenance & Inspection Worksheet

DA Form 5990-E Maintenance Request

DA Form 7723 Maintenance Expenditure Limit Waiver

DD 314 Preventive Maintenance Schedule and Record

DD Form 2163 Medical Devices Verification/Certification Label

DA Label 80 U.S. Army Calibration Instrument

DA Label 175 Defibrillator Energy Output Certification

OF 346 U.S. Government Motor Vehicle Operator's Identification Card

Appendix B

Part 1. Global Combat Sustainment System-Army Battle Rhythm by Business Area and Required reports with Frequency (also available on G4 Maintenance Division SharePoint at:

		GCSS-A PLANT MAINTENANC	CE CYCLIC PROCESSES	
CYCLIC	DAILY	WEEKLY	MONTHLY	PERIODIC
	Log onto GCSS-A	Monitor maintenance service schedule activities IP10	Identify inventory documents that are open.Monitor inventory list MI24.	Create a vehicle dispatch notification. ISDFPS/DISP_EQU_SIT.
	Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Material that requires turn in to the SSA. Monitor recoverable/repairable conversion by material. YOBUX.	Initiate inventory for stocked material. Select data for Physical inventory MI31.	Open work order. ISDFPS/DISPL_EQU_SIT.
	Monitor the overall status of equipment. Display status board. ISDFPS/LMSTB1		Print inventory documents. Print physical inventory documents M21.	Manage the usage of dispatched equipment. Update measurement document. SDFPS/DISPL_EQU_SIT: M/41
	Create notification on equipment. ISDFPS/DISP_EQU_SIT		identify the inventory differences . List inventory differences M20.	Monitor the activity of open requisitions. Order status report. ZPROSTAT.
стевк	Display list by type notifications display notification IW28.		Enter count of inventoried items. Enter Invertory Count MI04.	Add material items to a work order. ISDFPS/DISPL EQU SIT.
o sayo	Display work order list for multiple selection of orders IW38.		Enter a recount of an inventoried item. Change inventory count M05.	Process materials for Goods Receipt to open work order. ISDFPS/DISPL_EQU_SIT. MIGO.
та кес	Check the on hand provisions of the unit. Display material situation. ISDFSPS/DISP_MAT_SIT.		Manage equipment administrative data. Maintain functional location. Change equipment E02	Display Operator qualification profile. PPPD.
ЪАЯ	Manage unit equipment. Display equipment level. ISDFPS/DISP_EQU_SIT		Maintain Stock Material tems. Maintain Bench Stock storage bins ZBSU.	Look up material item characteristics. Manage stock status. MM03.
	Check items that are ready for pickup at the SSA Monitor inbound deliveries VL06i		Read PS Magazine	Remove an engine or transmission component. Dismantle equipment ISDFPS/DISPL_EQU_SIT. IE4N
	Goods receipt for unit. PGR ASAP once parts are direct delivered or picked up at the SSA			Install an engine or transmission component. Install equipment ISDFPS/DISPL_EQU_SIT.ZFNQ
	Monitor the material items that are associated with work orders. Goods movements for an order MBK.			Idnetify an operator that is licensed to operate equipment. Find a qualified operator. ZFNQ.
				Display stock material quantities in the unit and interchangeability. Stock overview MMBE. PIC03.
	Log onto GCSS-A	Conduct analysis when monitoring equipment readiness. Manage equipment readiness reports. B/B/W.	Identify inventory documents that are open. Monitor inventory list. M24	Research items to identify document history. Display document flow. ZEDF.
	Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Manage functional location structures. ISDFPS/DISPL_EQU_SIT.IH01.	Post inventory counts found during the inventory. Post inventory differences. MD7.	Create a service for a single requirement. Create single cycle maintenance plan. IP41.
(၁)	Display a list of notifications by type. Change Notification list. 1N28.	Monitor the return of Overage Repairable material. Manage Overage Repairable Report ZOAREP.	Display unit information and support relationships. Logistical mission support. ISDFPS/LSP2.	Create a service schedule for a date range and usage requirement. Create multy counter maintenance plan. P43.
ори) Я	Manage unit equipment //NISDFPS/DSPL_EQU_SIT.	Display a list of equipment service requirements. Manage preventive maintenance schedules . IP24	Read PS Magazine	Analize movement requirements for a material. Display stock requirements situation. MD04.
озіля	Monitor equipment readiness. Manage equipment status report. Z EQUST.	. Manage provisions for a unit. Manage shop stock requirements. ZMMRP .		Research to find serail numbers for material items. Display material serial numbers. IQ09.
IAUS 3:	Monitor status board. /N/SDFPS/L/MSTB1.	Research items to see where the material was used. Monitor material where used list. 1013.		Research movement requirements for a material item. Material document list. 2MB59.
риаиз.	View a list of work orders by unit. Manage work orders IW38.	Review ZPARK and communicate with ZPARK manager for release strategy of maintenance critical parts.		Research material that is waiting approval through the release strategy. Purchase requisitions Isit display. ME5A
INIAM	Monitor movement activities for work orders for a unit. Manage goods movement for orders IN/3M.			Display stock material quantities in the unit and interchangeability. Stock overview. MMBE. PIC03.
	Monitor the activity of open requisitions. Order status report. ZPROSTAT.			Requisition material that is not associated with equipment. Create reservation. MB21.
	Look up material item characteristics. Manage stock status MM03.			Identify material reservations for a unit. Reservation list management. MB25.
	Monitor the material items that are associated with work orders. Monitor material availability information IWBK.			Maintenance Access Admin: Annually reafirm positions for units to enable continued operations by key personnel

		GCSS-APLANT MAINTENANC	CE CYCLIC PROCESSES	
CYCLIC	DAILY	WEEKLY	MONTHLY	PERIODIC
	Log onto GCSS-A	Monitor activity open requisitions. Order status report. ZPROSTAT.	Identify purchasing requirements. Verify financial transactions.	Research items to identify document history. Display document flow. ZEDF.
(၁၊၀	Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Check items that are ready for pick up at SSA. Monitor inbound deliveries. VL06i.	Maintain Stock Material Lems. Maintain Bench Stock storage bins. ZBSU.	Aralize movement requirements for a material. Display stock requirements stituation. MD04.
) NAIDII	Manage unit equipment. //VISDFPS/DISPL_EQU_SIT.	Manage equipment readiness reports.	Perform demand analysis. Manage MRP forecasting requirements. ZCON1.	Authorize user permission to receive material at the SSA. AIT user maintenance. ZAIT.
тесни	Monitor equipment readiness. Manage equipment status report. Z_EQUST.	Monitor the return of Overage Repairable material. Manage Overage Repairable Report ZOAREP.	Perform movement actions on stocked material items. Goods I Movement MGO. (311, 309, 501).	Research movement requirements for a material item. Material document list. ZMB59.
ЭЭИАИ	Monitor the material items that are associated with work orders. Monitor material availability information IWBK.	Review ZPARK and communicate with ZPARK manager for release strategy of maintenance critical parts.	Add additional stock requirements for provisions. Command I adds to MRP planning. ZSAF.	Research to find serail numbers for material items. Display material serail numbers. IQ09.
ATNIAN			Identify material items that are excess on unit's stock. Excess I inventory report. ZMD07X.	Research material that is waiting approval through the release strategy. Purchase requisitions lait display, ME5A.
N			Display zero balance material stock items. Authorized to Forecast. ZATF.	Display stock material quantities in the unit and interchangeability. Stock overview. MMBE. PIC03.
			Read PS Magazine	Maintenance Access Admin: Annually reafirm positions for units to enable contrued operations by key personnel
	Log onto GCSS-A	Monitor activity open requisitions. Order status report. ZPROSTAT.	Identify purchasing requirements. Verify financial transactions.	Approve dispatch notification. SBWP.
	Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Review equipment readiness reports.	Approve Stock Material Lems.	Disaprove dispatch notification. SBWP.
		Logging onto GCSS-A	Logging onto GCSS-A	Research items to identify document history. Display document flow. ZEDF.
ander		Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Use GCSS-A email and work flow items. Review SAP Business Workplace (SBWP)	Analize movement requirements for a material. Display stock equirements situation. MD04.
mmoʻ) i			Read PS Magazine	Authorize user permission to receive material at the SSA. AIT user maintenance. ZAIT.
inU				Research movement requirements for a material item. Material document list. 2MB59.
				Research to find serail numbers for material items. Display material seral numbers. (209.
				Research material that is waiting approval through the release strategy. Purchase requisitions lsit display, ME5A.
				Display stock material quantities in the unit and interchangeability. Stock overview. MMBE, PIC03.

Part 2. Command Reports with Frequency and Senior Level Forums with Command Maintenance Input Required

Description	Purpose	Sent By	Sent To	Frequency	Reference
Full Spectrum Training Mileage Report	Capture training miles for OPTEMPO funding	Select Units	ARMET Branch of the USARC DCS, G- 4 Maintenance Division	M – 5th	USAR 750-1
MMIS Statistics (MWOs and GSMNMs)	Track Command Completion Compliance	MSC	USARC DCS, G-4 Maintenance Division SharePoint in Metric	M – 25th	USAR 750-1
AOAP Statistics	Track Command Standards Compliance	MSC	USARC DCS, G-4 Maintenance Division SharePoint in Metric	M – 25th	USAR 750-1
TMDE Statistics	Track Command Standards Compliance	MSC	USARC DCS, G-4 Maintenance Division SharePoint in Metric	M – 25th	USAR 750-1
Command Maintenance Metric Report	Track Maintenance Readiness	MSC	USARC DCS, G-4 Maintenance Division SharePoint in Metric	M – 25th	USAR 750-1
Equipment Density and	Establish Supported and	All Units with Equipment	Support Maintenance Activities (SMC, FSC, AMSA, ECS)	A – 1Aug	
Unit Maintenance Plans (EDUMP) with EDUMP Signature Page	Responsibilities for Scheduled Services and Unscheduled	Supporting Activities Review and Sign	Supported (Customer) Units	A – 1Sep	USAR 750-1
	Repairs	All Units with Equpment	MSC	A – 1Oct	
Command Maintenance Metric Report Format	Provide template for MSC Maintenance Readiness Tracking	USARC DCS, G-4 Maintenance Division	All MSCs and posted to USARC DCS, G-4 Maintenance Division SharePoint in Metric	A – Sep	USAR 750-1
M = Monthly; A = Annually					

Appendix C Required Additional Duty/Appointment Orders

Command Maintenance Discipline Program (CMDP), Army In Motion Coordinator, and GCSS-A Master Trainers will be appointed in writing, at Battalion and higher levels.

The below are the minimal Additional Duty/Appointment Orders required:

Title	Reference
Maintenance Access Administrator	FRAGO 4 TO ANNEX F TO HQDA EXORD 010-15 GCSS-A
Maintenance Officer	AR 750-1, 3-7, a
TMDE Coordinator	AR 750-43 & TB 750-25
AOAP Monitor	AR 750-1
Warranty Program Control Coordinator	AR 750-1 & AR 700-139
Environmental Control Officer	AR 200-1
AAME Program Coordinator	USAR Reg 750-1
Command Maintenance Discipline Program	Coordinator USAR Reg 750-1
AIM Coordinator	USAR Reg 750-1
Global Combat Support System – Army (GC (Brigade and Battalion Levels)	SS-A) Master Trainer USAR Reg 750-1
Unit Reset Officer (URO)	USAR Reg 750-1
Equipment Density and Unit Maintenance Pl	an Coordinator USAR Reg 750-1

Appendix D Enterprise Materiel Status Reporting (EMSR) Reporting Process and Unit Materiel Status System Report Change Request Form

D-1. EMSR will run monthly and populate in the EMSR module of AR-COP based on the AIM reporting structure.

D-2. Unit Maintenance and Supply NCOs will verify AMSS Reporting Force Element in GCSS-A LSP-2 or ZPBOSTRUC monthly prior to USR submission and identify any necessary corrections to the supporting PBO.

D-3. Unit alignment and status changes must be identified to the USARC DCS, G-4 Maintenance Division NLT 5th monthly.

Appendix E Long Term Assignment (LTA) Process and Equipment Packages for Training

E-1. Purpose. Equipment stored, managed and maintained at an ECS is considered a LTA within GCSS-A. The LTA process enables the owning unit and the ECS to both have visibility of stored equipment and also enables the ECS to perform required services, maintenance, and create Equipment Packages within the Army system (GCSS-A) for further loan equipment out for training exercises.

E-2. Reference. The End User's Manual plus (EUM+) is the first level of support and assistance to provide the specific process steps users must take to effectively complete the LTA and Equipment Packages processes followed by the Live Chat available from within the EUM+ if answers are not found within the EUM+. The Live Chat provides 24/7 support availability for all users across the Army.

E-3. Instructions.

a. Long Term Assignment – Process begins when the Commander identifies equipment for long term storage and ends with the ECS Storage Branch Manager synchronizing the ECS Work Center with the CFC or Work Breakdown Structure Element (WBSE).



Figure E-1 Flow of the Long Term Assignment Process to store equipment in an ECS

b. Equipment Loan Package for Training – Process begins with an approved Unit request for equipment on a USAR Form 163 form and ends with the Unit turn-in of equipment following the joint inspection by the Unit and ECS inspectors.



Figure E-2 Flow of the Equipment Package Process for receipt of equipment for training from an ECS

E-4. Verification Requirements.

- a. Unit Supply and Maintenance NCOs will verify all LTAs monthly prior to the submission of USR.
- b. Unit Supply NCOs will verify all LTAs during the Change of Command inventory process.

Appendix F Internal Control Evaluations

Section I Maintenance Management Operations (USARC DCS, G-4)

F-1. Function

The function covered by this evaluation is maintenance management systems.

F-2. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating key internal controls listed below. It is not intended to cover all controls.

F-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).

F-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. Does the Commander, Executive Officer and Maintenance Manager have operational access to GCSS-A for their respective roles?

F-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 (USARC DCS, G-4)

F-6. Function

The function covered by this evaluation is manpower utilization.

F-7. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

F-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).

F-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?

F-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 (USARC DCS, G-4)

F-11. Function

The function covered by this evaluation is the AOAP.

F-12. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

F-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).

F-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?

F-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 (USARC DCS, G-4)

F-16. Function

The function covered by this evaluation is TMDE.

F-17. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating key internal controls, listed below. It is not intended to cover all controls.

F-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).

F-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?

F-20. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the USARC DCS, G-4, ATTN: AFRC-LGM, 4710 Knox Street, Fort Bragg, NC 28310-5000.

Section V

Equipment Safety and Maintenance Notification System (USARC DCS, G-4)

F-21. Function

The function covered by this evaluation is the equipment safety and maintenance notification system.

F-22. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating the key internal controls listed below. It is not intended to cover all controls.

F-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).

F-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?

F-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 (USARC DCS, G-4)

F-26. Function

The function covered by this evaluation is the equipment safety and maintenance notification system.

F-27. Purpose

The purpose of this evaluation is to assist the USARC DCS, G-4 in evaluating the key internal controls listed below. It is not intended to cover all controls.

F-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).

F-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?

F-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.

Glossary

Section I Abbreviations

AAME Army Award for Maintenance Excellence

AESIP Army Enterprise Systems Integration Program

AGPU Aircraft Ground Power Unit

AGR Active Guard Reserve

AGSE Aviation Ground Support Equipment

AIM Army in Motion

AIP Army Inspection Program

AMAM Aviation Maintenance Action Message

AMCOM Aviation and Missile Command

AMEDD Army Medical Department

AMDF Army Master Data File

AMSA

Area Maintenance Support Activity (G) AMSA (Ground) (GW) AMSA (Ground/Watercraft) (W) AMSA (Watercraft)

AOAP Army Oil Analysis Program

ARAC Army Reserve Aviation Command

AR-COP Army Readiness – Common Operating Picture

ARI Automated Reset Induction

ARIMS Army Records Information Management System ARNET Army Reserve Network

ASAM Aviation Safety Action Message

ASF Aviation Support Facility

ASI Additional Skill Identifier

BES Biomedical Equipment Specialist

BI Business Intelligence

BMA Branch Maintenance Activity

BMMP Battery Maintenance Management Program

BOIP Basis of Issue Plan

CAISI Combat Service Support Automated Information System Interface

CBRNE Chemical, Biological, Radioactive, Nuclear and High Yield Explosives

CECOM Communications Electronics Command

CFC Customer Fund Code

CFR Code of Federal Regulation

CIIC Controlled Inventory Item Code

CMDP Command Maintenance Discipline Program

CTA Common Table of Allowances

DA Department of the Army

DLA Defense Logistics Agency

DML Demilitarization **DoD** Department of Defense

DST Decision Support Tool

ECS Equipment Concentration Site

EDUMP Equipment Density and Unit Maintenance Plan

EMSR Enterprise Materiel Status Reporting

EUM+ End User Manual Plus

FAD Force Activity Designator

FMC Fully Mission Capable

FORSCOM U.S. Army Forces Command

FRS Forward Repair Set

FSC Forward Support Company

FWT Fair Wear and Tear

FY Fiscal Year

GCSS-A Global Combat Support System – Army

GANG Generic Aircraft Nitrogen Generator

GPA Ground Precautionary Action

GPC Government Purchase Card

GSMNM Ground Safety and Maintenance Notification Messages

HAZMAT Hazardous Materiel

HQDA Headquarters, Department of the Army IAW In accordance With

IDT Inactive Duty Training

IMI Intensively Managed Item

LAR Logistics Assistance Representative

LCMC Life Cycle Management Commands

LDC Labor Distribution Code

LDAC (formerly LOGSA) Logistics Data Analysis Center

LMR Logistics Modernized Reporting

LO Lubrication Order

LTA Long Term Assignment

MA/MI Maintenance Action/Maintenance Information

MAC Maintenance Allocation Chart

MAM Maintenance Action Message

MDEP Management Decision Package

MDL Master Divestiture List

MEC Maintenance Engineering Call

MEDLOG Medical Logistics

MEL Maintenance Expenditure Limit

MFR Memorandum for Record

MIM Maintenance Information Message **MMB** Multifunctional Medical Battalion

MMDF Maintenance Master Data File

MMIS Modification Management Information System

MMSM Medical Maintenance Sustainment Missions

MOA Memorandum of Agreement

MOS Military Occupational Specialty

MSC Major Subordinate Command

MTOE Modified Table of Organization and Equipment

MWO Modification Work Order

MTF Medical Treatment Facilities

NAVSEA Naval Sea Systems Command

NCO Non Commissioned Officer

NCOMP Non-Combat Operations Maintenance Plan

NFPA National Fire Protection Association

NIIN National Item Identification Number

NMC Not Mission Capable

NMCM Not Mission Capable Maintenance

NMCS Not Mission Capable Supply

NSN National Stock Number

NVD Night Vision Devices **PB** Property Book

PBO Property Book Officer

PDREP Product Data Reporting and Evaluation Program

PM Program Manager

PMC Partial Mission Capable

PMO Product Management Office

PMCS Preventive Maintenance Checks and Services

PQDR Product Quality Deficiency Report

RECAP Recapitalization

RD Readiness Division

RRS-A Records Retention Schedule – Army

RTS-M Regional Training Site – Maintenance

SARP Small Arms Repair and Parts Program

SATS Standard Aircraft Towing System

SDR Supply Discrepancy Report

SDT Second Destination Transportation

SLOC Storage Location

SMC Support Maintenance Company

SMS Supervisory Maintenance Specialist **SOF** Special Operation Forces

SOP Standard Operating Procedure

SOU Safety of Use

TACOM Tank Automotive and Armament Command

TAMMS The Army Maintenance Management System

TAMMS-A The Army Maintenance Management System-Aviation

TB Technical Bulletin

TC Training Circular

TDA Table of Distribution and Allowances

TDY Temporary Duty

TELS Tactical Enterprise Logistics System

TI Technical Inspection

TM Technical Manual

TMDE Test Measurement and Diagnostic Equipment

UND Urgency of Need Designator

URO Unit Reset Officer

USACAPOC (A) United States Army Civil Affairs and Psychological Operations Command (Airborne)

USAR United States Army Reserve

USARC United States Army Reserve Command

USAMMA U.S. Army Medical Materiel Agency USATA

United States Army TMDE Activity

USCG

United States Coast Guard

USR

Unit Status Report

VSAT

Very Small Aperture Terminal

wo

Work Order

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.

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.

Demilitarization

The dismantling or demobilization of a military, and the eventual destruction of military equipment, the destruction of weapons and explosives, and the incineration and destruction of chemical and biological weapons.

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 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 Deployment 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 the mission essential subsystems installed and operating. Has no faults recorded in the "Not Mission Capable If" column of the PMCS checklist in either TM-10 or TM-20.

Labor Distribution Code (LDC)

Designation of labor expenditures.

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.

MSC

The Major Subordinate Commands of the U.S. Army Reserve. These include regional commands such as the Readiness Divisions and Mission Support Commands as well as Functional commands such as Theater Engineer Commands, Signal Commands, Training Commands, and Theater Sustainment Commands.

Not Mission Capable (NMC)

A materiel condition indicating that equipment cannot perform its mission. NMC faults are identified in technical manuals under the "not ready or available if" column of PMCS checklist.

Not Mission Capable Maintenance (NMCM)

Equipment that cannot perform its mission because of maintenance underway or needed.

Not Mission Capable Supply (NMCS)

Equipment that cannot perform its 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 Maintenance Specialist (SMS)

Responsible for supervising and providing staff guidance and direction over Area Maintenance Support Activity (AMSA) and Equipment Concentration Site (ECS) within an assigned Geographical area.

Support Maintenance

Army Reserve MTOE 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.

Urgency of Need Designator (UND)

Used with FAD to determine PD as determined by the equipment readiness code.

Work Center

A group of personnel that perform similar operations.