

**Directorate of
Training
Sustainment
(DOTS)**



**TACOM FMX
Directorate
Fort Benning**



**EXTERNAL STANDING OPERATING
PROCEDURES
EXTERNAL SOP**



30 October 2012

DOTS and TACOM FMX

External Standing Operating Procedures

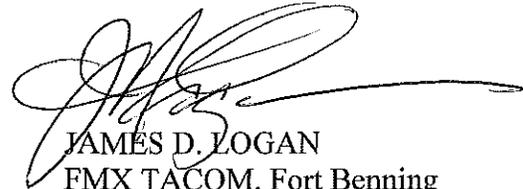
1. **PURPOSE:** Provides MCoE training units the procedures, responsibilities, and guidance for achieving responsive logistics and Field Level Maintenance support for institutional training.
2. **SCOPE:** This SOP applies to MCoE training brigades that utilizes the services of TACOM FMX for field level maintenance support and MCoE DOTS for logistics services. It applies to brigades such as the: 192nd IN, 194th AR, 197th IN, 198th IN, 199th IN, 316th CAV, 209th MP's, Ranger Training Brigade (RTB), Aviation at Fort Benning, Georgia, and the 1st Aviation Brigade at Fort Rucker, AL.
3. **MISSION:** The DOTS provides primary hand receipt accountability for all tactical equipment assigned to MCoE with exception of equipment assigned to the RTB and aircraft and aviation equipment assigned to the 197th IN BDE. The DOTS also provides logistics support operations to include ammunition, transportation, fuel handling, and medic coverage. TACOM FMX performs all Field Level Maintenance (FLM) support on all ground and aviation equipment assigned to the MCoE and TRADOC units. Together, both agencies work to provide and sustain fully mission capable equipment to MCoE units in support of institutional training and to other users in response to formal tasking.
4. **PROCEDURES:** The following procedures covered within this EXSOP are listed below.
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 - c. General Safety and Environmental Procedures **Pages 7-8**
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5. **PROPONENT:** The TRADOC MCoE DOTS and TACOM FMX are joint proponents for this External SOP. Any recommended changes or additions can be submitted via email to DOTS Support Operations Division at joe.massouda@us.army.mil, to TACOM FMX Directorate at james.a.shaddox2.civ@mail.mil or to the MCoE G-4 at john.d.campbell58.civ@mail.mil.



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ANNEX A

a. **HOURS OF OPERATION:**

FMX Track Division (Abrams, Bradley, M88 Recovery):	Mon-Fri 0730-2300 Sat 0700-1730 (or as mission dictates)
FMX Wheel Division:	Mon-Fri 0800-1730
FMX Communication/Electronics Section: Harmony Church:	Mon-Fri 0730-1700
FMX Communication/Electronics Section: Kelley Hill:	Mon-Fri 0800-1730
FMX Weapons Maintenance:	Mon-Fri 0730-1700
FMX QA/QC: Harmony Church:	Mon-Fri 0730-1700
FMX QA/QC: Kelley Hill:	Mon-Fri 0800-1730
FMX 4 th RTB Maintenance Site, Fort Benning, GA	Mon-Fri 0730-1600
FMX 5 th RTB Maintenance Site, Dahlonge, GA	Mon-Fri 0730-1600
FMX 6 th RTB Maintenance Site, Eglin AFB, FL	CST Mon-Fri 0700-1530
Aviation, Fort Benning, Georgia	See Annex
1 st Aviation Brigade, Fort Rucker, AL	CST Mon-Fri 0700-1600
DOTS Crescenz Consolidated Equipment Pool (CCEP): (Closed every 2 nd Friday of the month for inventory)	Mon- Fri.0700-1800
DOTS Harmony Church Weapons Pool:	Mon-Fri 0730-1700
DOTS Transportation Branch:	Mon-Fri 0730-1700
DOTS Primary Hand Receipt Holder Section:	Mon- Fri 0800-1630
DOTS Ammunition Support:	Mon- Sat 0530-2300
DOTS Harmony Church Wash Rack:	Mon-Sun 0730-1700

Note for after hours: For issues related to the DOTS Supply and Services and requiring immediate resolution call the Supply and Services Division Chief at cell# (706) 905-1420. After hours maintenance support issues/requirements are scheduled in advance (6 weeks out) through Enterprise Scheduling Capability (ESC). For emergencies or coordination requirements that are not covered in ESC, call the respective Fleet Manager:

FMX Heavy Track: Office (706) 626-7378 / Cell (706) 718-0740
FMX Light Track: Office (706) 626-7502 / Cell (706) 662-6914
FMX Heavy Wheel: Office (706) 544-5970 / Cell
FMX Light Wheel: Office (706) 544-3042 / Cell

ANNEX B

b. KEY POINTS OF CONTACT AND LOCATIONS

DOTS Support Operations (SPO) Division Chief: Building 5310, office #103, phone (706) 545-8435. The SPO is responsible to manage the MCoE's tactical fleet and synchronize logistical support for institutional training.

DOTS Logistics Liaison Officers: Building 5310, office phone (706) 545-8435. These individuals serve as senior logisticians and primary points of contact for coordinating logistical services. One is assigned for Infantry support, (706) 545-7301 and one for Armor support, (706) 626-6013 .

DOTS Supply and Services Division Chief: Building 5310, office phone (706) 544-4766, cell (706) 905-1420. The S & S Chief is directly charged with providing the following support functions: Class III, Class V, Transportation, and Property Support Branches.

DOTS Class III/V Branch Chief: Building 5310, office phone (706) 544-3262, cell (706)-464-8526. This individual has the overall responsibility for the day-to-day operations within the fuel/POL operations and operations within the Class V Branch.

DOTS Logistics Specialist for Rolling Stock: Building 5310, office phone (706) 545-5819, serves as COR for the Commercial HET, Operator Maintenance and Wash Rack contracts and is responsible for allocating combat and tactical rolling stock for use by the MCoE.

DOTS Logistics Specialist for Troop Support: Building 5310, office phone (706) 545-5132, schedules the delivery of ammunition, fuel, potable water and provides medic coverage for MCoE High Risk Training.

DOTS Property Support Branch Team 1 (Tracks/ Commo/Wheels): Building 5310, office phone (706) 544-5671, cell (706) 905-1312. This branch also maintains property accountability for tactical equipment consolidated under the DOTS, less weapons and other sensitive items.

DOTS Property Support Branch Team 2 (Weapons and other sensitive items): Building 5310, office phone (706) 544-1947, cell (706) 505-4635. This individual has the overall responsibility for weapons accountability.

FMX TACOM, Fort Benning Director: Building 5405, office phone (706) 544-4681, cell (706) 604-4251. The Director is responsible for all Field Level Maintenance in support of TRADOC training base equipment.

FMX TACOM, Fort Benning Deputy Director: Building 5405, office phone (706) 544-4682, cell (706) 761-5272. The Deputy is responsible for Operations of Field Level Maintenance in support of TRADOC training base equipment.

FMX Track Division Chief: Building 5405, office phone (706) 626-7405, cell (706) 761-0394. This supervisor is responsible for providing Field Level Maintenance for the M1 Abrams, M2/M3 Bradley, M1064A3s, M88A1/A2, and M113s.

FMX Heavy Track Fleet Manager: Building 5405, office phone (706) 626-7378, cell (706) 718-0740 . This supervisor is responsible for providing Field Level Maintenance for the M1 Abrams, M88A1/A2.

FMX Light Track Fleet Manager: Building 5405, office phone (706) 626-7502, Cell (706) 662-6914. This supervisor is responsible for providing Field Level Maintenance for the M2/M3 Bradley, M1064A3s, and M113s.

FMX Wheel Division Chief: Building 9116, office phone (706) 544-4207, cell (706) 575-8328. This supervisor is responsible for providing Field Level Maintenance for all tactical wheel vehicles.

FMX Heavy Wheel Fleet Manager: Building 9111, office phone (706) 544-5970, cell (706) 718-6316. This supervisor is responsible for providing Field Level Maintenance for all heavy tactical wheel vehicles.

FMX Light Wheel Fleet Manager: Building 9116, office phone (706) 544-4207, cell (706) 718-3645. This supervisor is responsible for providing Field Level Maintenance for all light tactical wheeled vehicles.

FMX Weapons and Electronics Supervisor: Building 5405, office phone (706) 626-3263, cell (706) 718-9695. This supervisor is responsible for performing Field Level Maintenance for weapons and communications equipment.

ANNEX C

c. GENERAL SAFETY AND ENVIRONMENTAL PROCEDURES

References: Units requiring service from the DOTS and the FMX should be familiar with and adhere to the following safety and environmental regulations: MCoE Hazardous Waste Management Plan, AR 385-10 "The Army Safety Program," AR 200-1 and DA Pam 200-1, "Environmental Protection and Enhancement".

1) Motor Pool Safety:

- a) Privately Owned Vehicles (POVs) are not authorized in any of the motor pools.
- b) Horse play is not permitted in maintenance facilities or motor pool areas.
- c) Smoking is not permitted except in designated smoking areas.
- d) Hearing protection will be used in all high noise areas.
- e) Material Safety Data Sheets (MSDS) are readily accessible in each maintenance facility.
- f) Personal Protection Equipment (PPE), i.e. safety shoes, ear and eye protection etc., will be worn, as required.
- g) Visitors will report to the appropriate fleet manager or division chief upon entering the maintenance facility. No unaccompanied personnel in the work bays.

2) Vehicle Safety:

- a) Personnel shall adhere to all CAUTIONS and WARNINGS stated in the applicable technical manuals and AR 385-10.
- b) All personnel will be properly trained and licensed on the vehicle or equipment they are operating.
- c) All personnel will wear a CVC Helmet, Kevlar or Hard Hat at all times while operating or as a passenger in a tactical vehicle.
- e) Maximum speed in motor pool areas is 5 mph.
- f) Operators are to maintain "three points of contact" when climbing on vehicles.
- g) All tracked vehicles must have a front and rear ground guide when the vehicle is motion in the motor pool area. All LMTV sized vehicles and above must have a front ground guide when moving forward within the motor pool or a congested area and two ground guides

when backing up. HMMWV models must utilize two ground guides when backing into a confined space or when using a trailer.

h) Vehicles will not be left unattended with the engine running. Specific guidance is contained in the vehicle's technical manual.

i) Parking brake will be applied when the vehicle is parked.

j) Wheeled vehicles will use a chock block when parked.

k) Track vehicles will use two chock blocks when parked.

l) Track Commanders must ensure the area is clear prior to traversing turrets. Gun tubes must be in travel lock position during administrative movement.

3) **Environmental Guidance:**

a) Anyone responsible for a spill of hazardous materials will clean it up immediately IAW Fort Benning Hazardous Waste Management Plan. When 20 gallons or more are spilled, the responsible organization will report the spill to the Environmental Management Division, Directorate of Public Works (DPW) and their chain of command.

b) While operating in a field environment, units must operate within their established SOPs and the Fort Benning Hazardous Waste Management Plan. When waste is generated due to maintenance actions/problems on the ranges, the unit will contain and collect the waste. Units will coordinate with the DOTS Supply & Services Division to transport the HAZMAT to the HAZMAT control point.

c) Units will maintain, at all times, a sufficient number of spill kits to contain and clean up any spills they generate while conducting training or day-to-day activities. These kits will be issued by the DOTS S&S Div POL Section, (706) 544-3448.

d) If operating in a DOTS or FMX facility, oily rags and used dry-sweep will be put into appropriately marked containers available within all facilities.

e) When parked, all track vehicles will be tarped and must have at a minimum of two drip pans placed under the final drives or where needed.

f) Wheeled vehicles will have at least one drip pan placed where needed.

ANNEX D

d. SCHEDULING THE USE OF EQUIPMENT

This section provides procedures for scheduling the use of training equipment. Following these procedures will help ensure units are issued the correct equipment, on time and in sufficient quantity. The authority for the use of the MCoE's tactical training equipment is the DOTS, Support Operations Division, building 5310.

- 1) The Enterprise Scheduling Capability (ESC) is the system of record that provides the authoritative scheduling of resources required to support training (e.g. facilities, equipment, ranges and ammunition).
 - a) The unit scheduler must use ESC in order to request equipment (vehicles, communications equipment, heavy equipment transport, and weapons), as well as any additional support (ammunition, fuel, maintenance support and medics).
 - b) Units must make downward adjustments to equipment requests if training fills are less than optimum level or use as in the case of LTHR.
 - c) Vehicles should be scheduled for pick up three (3) working days prior to the start of training to allow for unit preparation time. Turn-ins will occur within five (5) working days of training completion to allow for recovery time (preparation for turn-in).
 - d) Vehicles on long term hand receipt sets still must be scheduled for use in ESC or no dispatch will be provided.
 - e) Exceptions to the issue and turn-in timelines must be coordinated with the appropriate equipment S&S Division PHRH and the DOTS Logistics Liaison Officers.
 - f) If a unit fails to keep their scheduled appointment to dispatch/pick up vehicles/equipment without contacting the appropriate S&S Division PHRH, equipment will be re-designated to the next priority mission after 24 hrs.
 - g) Equipment requests submitted less than 6 weeks (T6) prior to start date of the mission, to include upward adjustments of an existing request, must be supported by a written explanation for the T6 violation and signed and approved by the Brigade level (COL/O6) Commander. Brigade Commander may delegate this responsibility to the BDE DCO, XO or S-3 only. The T6 memo is not required when units are submitting requirements for Operation Order (OPORD) from the MCoE G-3 that are within the T6 window. Requests inside the T6 window can only be supported as availability of equipment permits.
 - h) Units can check the "View Approved" or "Approved" page in ESC for the status of their request. At T4, the units can begin coordination with the appropriate PHRH for drawing (hand receipting) equipment.

i) Heavy Equipment Transporter (HET): Based on the approved requirements in ESC, the DOTS Logistics Specialist for Rolling Stock, (706) 545-5819, will schedule commercial or military HET support. DOTS will forward requests for HET use for Non-POI events to the G-3 for approval.

j) Ammunition & Fuel: The DOTS Logistics Specialist for Troop Support, (706) 545-5132 will schedule the delivery of ammunition and fuel. The unit will finalize requests for support 24 hours prior to the start date. (Procedures for fuel and ammunition support are further explained in ANNEXs M, N and O).

2) DOTS Support Operations Division conducts weekly T-6-2-1 meetings every Thursday of from 1400-1500 at Building 5310, Room 119, with customers and DOTS personnel. T-6-2-1 meetings are broken into one week for Mech Infantry and Armor units (197th IN, 194th AR, and 316 CAV) and one week for light Infantry units (199th IN, 198th IN, 192d IN, NCOA, RTB, WHINSEC). Recommended attendees for the T-6-2-1 meetings include DCOs, S-3s and unit schedulers. T-6-2-1 may be performed virtually through email methods, however, unit representatives are always encouraged to visit and meet with DOTS resources managers during the allotted T-6-2-1 time frame.

The agenda includes:

POI changes impacting equipment and maintenance.

Equipment issue/turn-in for current week.

Issues/turn-ins for upcoming week.

The 6-week outlook.

Special requirements, fuel, ammunition, HETs, contact team, maintenance efforts.

Coordination of equipment hand-offs as necessary.

External Taskings.

Other logistics topics, as appropriate.

3) Training Sets/Tallies. Whenever practical DOTS will issue training sets to units on long-term HR. A training set/tally is defined as a group of equipment organized and issued to support specific training missions such as ABOLC, 19K OSUT, 19D OSUT, and functional training provided by 197th IN BDE for Infantry. Training sets/tallies issued on long-term HR do not relieve units from properly scheduling equipment in ESC for required dispatch and logistical support. While out on long-term tally, the responsibility for PMCS, IAW applicable TMs, falls on the unit. The requirement to conduct monthly/quarterly sensitive items inventories fall on the using unit when those items are in the unit's possession on a sub-hand receipt.

ANNEX E

e. LICENSING OF OPERATORS

References: The governing regulations for this section are AR 600-55 "The Army Driver and Operator Standardization Program" and DOD Instruction 6055.4 "Traffic Safety Program".

Standards for selecting, training, testing, and licensing drivers of wheeled vehicles are contained in AR 600-55, FM 55-30, FM 21-305, TB 600-1, TB 600-2, TC-21-305 and TC 21-306 Tracked vehicle driver's training.

- 1) Individuals must have received *comprehensive training* for the vehicle/equipment they will operate, which incorporates safe, legal operation of vehicles on and off post.
- 2) Operators must receive accident avoidance training IAW Training program and AR 385-10.
- 3) Individuals must know how to perform an "Operator PMCS" using the appropriate IAW Technical Manual and how to properly fill out the vehicles DA Form 5988-E (Equipment Maintenance and Inspection Worksheet).
- 4) Operator permits are issued in accordance with AR 600-55 and the SAMS-E End User Manual (EUM). Information entered on the permit must be accurate and include the appropriate Equipment Identification Code (EIC) to be dispatched.

Responsibilities:

- 1) Drivers training and operator licensing, are the responsibility of the using unit.
- 2) Prior to receiving vehicles or equipment from the DOTS, it is the direct responsibility of each Unit Commander/Director to ensure that all of his/her personnel are properly trained, tested, and licensed in accordance with AR 600-55 for vehicle/equipment required.
- 3) Coordinate SAMS-E support for the generation of automated licenses with the FMX Fleet Manager or Senior Work Supervisor. FMX will provide multiple SAMS-E terminals for use by unit Master Drivers at the maintenance facilities at Harmony Church and Kelley Hill. FMX will also provide SAMS-E operator assistance, as necessary
- 4) SAMS-E generated 5983-1-E or DA Form 348-E for each qualified operator will be maintained by the Commander's/Director's appointed individuals.
- 5) FMX SAMS-E clerk will *verify* SAMS-E generated DA Form 5984-E (Operator Permit) for the specific vehicle/equipment by (EIC/Model) being issued. The license will be stamped "Army Standard", expiration date, unit Commander's signature, and current Accident Avoidance Card (AAC) or Defensive Driving Card (DDC) during the dispatch process.

ANNEX F

f. ISSUE OF EQUIPMENT (other than Sensitive Items)

The governing regulations for this section are AR 710-2, "Supply Policy Below the National Level", Chapter 2, paragraph 10 and DA PAM 710-2-1 "Using Unit Supply System (Manual Procedures)", Chapter 9, paragraph 2.

The S&S Division will not issue equipment without approval in ESC. All equipment will be signed for on DA Form 2062 IAW DA Pam 710-2-1 or equivalent. Once the customer signs for the vehicles/equipment, the unit will have responsibility to safeguard equipment against pilferage, damage, or loss. All personnel who receive equipment from the S&S Division will give his/her organization's phone number, including the name and number of the Commander or First Sergeant (in the case of civilians, the Section, Branch or Division Chief).

Procedures:

- 1) S&S Division Primary Hand Receipt Holders (PHRH) reviews ESC generated requests daily. Requests are confirmed at the T-6-2-1 meeting by the DOTS Commodity Manager and Unit representatives.
- 2) All customers requesting equipment from the DOTS S&S Division must produce a signature card (DA Form 1687) and a copy of their commander's assumption of command orders before any equipment is issued.
- 3) The S&S Division PHRHs prepare documentation (DA Form 2062) for equipment to be issued.
- 4) Customer arrives on scheduled ESC pick up date and time. Additional coordination is encouraged directly with the S&S Division PHRH.
- 5) Customer will perform a complete operator's PMCS IAW applicable Technical Manual. The DA Form 5988-E will be given to the FMX Fleet Manager for verification and fault correction.
- 6) Equipment found Non-Mission Capable (NMC) will not be issued. When a deadline fault is noted, the operator/customer will inform the FMX Fleet Manager or designated representative. If the vehicle cannot be repaired to a Fully Mission Capable (FMC) condition before 24 hours prior to mission day, it will be replaced with another vehicle.
- 7) The S&S Division PHRH and customer/operator perform a joint inventory on all end items, Basic Issue Items (BII), and Components of End Item (COEI). Units are required to receive all BII and CEOI items. No partial issues.
- 8) The S&S Division PHRH issues vehicle/equipment on the prepared DA Form 2062 or equivalent. The customer will then dispatch the vehicle per instructions found in ANNEX H and move it to the staging area or training location.

ANNEX G

g. PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

References: The governing regulations for this section are AR 750-1 "Army Materiel Maintenance Policy" and DA Pam 750-8 "Functional Users Manual for The Army Maintenance Management System (TAMMS)". DA Form 5988-E (Equipment Inspection and Maintenance Worksheet) will be used to document equipment condition. If this form is not available, lost or destroyed, then a DA Form 2404 (Equipment Inspection and Maintenance Worksheet) may be used in lieu of the DA Form 5988-E.

1) When the vehicle/equipment is hand receipted to a customer, it becomes the responsibility of that sub-hand receipt holder and the unit to ensure that each vehicle/equipment is properly maintained in accordance with the appropriate "Operators Technical Manual (TM)."

2) The operator/crew will use the appropriate operator level TM and the Lubrication Order (LO) to conduct PMCS within the required interval stated in the TM. Operators will work off deficiencies or shortcomings within their capability, such as filling all fluid levels, cleaning battery terminals, tightening loose bolts, or applying lubricant to their individual and crew-served weapons. All faults that the operator cannot fix will be annotated on the DA Form 5988-E.

3) Operators will perform a daily PMCS IAW the technical manual and identify deficiency(s) or faults on DA Form 5988-E or DA Form.

4) FMX will provide the mission commander or the individual in charge with a new DA Form 5988-E, as needed so that operators can continue to perform PMCS at the proper intervals.

5) A deficiency will be immediately reported to the FMX Fleet Manager or senior work supervisor for action. The FMX Fleet Manager will provide DOTS and/or the unit with a repair status on the piece of equipment within 7 days.

Note: IAW AR 750-1 the decision to Circle X a non-mission capable fault will only be made by the Unit Commander under the technical advice of maintenance personnel. FMX maintenance personnel will be notified immediately upon discovery of any NMC fault. Note: Circle X of equipment is only good for one mission and not to exceed 24 hours.

ANNEX H

h. DISPATCH OF EQUIPMENT

The procedures outlined in this section are covered in AR 600-55 "The Army Driver and Operator Standardization Program", AR 750-1, "Army Material Maintenance Policy" and DA Pam 750-8 "Functional Users Manual for The Army Maintenance Management System (TAMMS)".

Unit Responsibilities:

- 1) Commanders will ensure that all individuals are properly trained, tested, and licensed in accordance with AR 600-55. For equipment requiring licensed operators, the operator's OF 346 or DA Form 5984-E must list the item by EIC that is being requested for dispatch.
- 2) Make prior coordination with respective FMX Fleet Manager or supervisor to ensure all maintenance requirements are met.
- 3) Perform the required PMCS IAW the equipment Technical Manual (TM) prior to receiving a dispatch. Annotate the type of PMCS performed on the DA Form 5988-E upon completion of the PMCS.
- 4) Provide the FMX Dispatcher with a copy of the valid DA Form 2062 or equivalent hand receipt for short term issue and a copy of ESC screen shot showing resource has been approved for mission. In the case of long term hand receipts, units must identify bumper numbers being used for the mission in the remarks/comments block.

FMX Dispatcher Responsibilities:

- 1) Check the operator's OF 346 or DA Form 5984-E (U.S. Government Motor Vehicle Operator's Identification Card), making sure the operator is licensed for the equipment requested. Verify that the Commander's signature is on each operator's permit, that the permit is stamped "Army Standard" and ensure the license is not expired.
- 2) Check that the operator has a valid Accident Avoidance Card or Defensive Driving Card (DDC).
- 3) Ensure all required forms are present in the equipment's record folder, to include the vehicle's DA Form 5988-E (Equipment Maintenance and Inspection Work Sheet). Verify that a SF91 (Motor Vehicle Accident Report Form) and two copies of DD518 (Accident Identification Card) for the equipment are in the record folder. Replace any missing forms.
- 4) Ensure required services are performed prior to issuing the dispatch.
- 5) Verify QC has been performed and equipment is authorized for use by ESC print.

6) Ensure a copy of DA Form 2062 or equivalent hand receipt for Short term issue is shown by operator. For long term hand receipt holders the dispatcher will ensure equipment is listed on the appropriate memorandum provided by the Primary Hand Receipt Holder.

Dispatch Procedures:

1) Vehicle operator reports to FMX Dispatcher.

2) Dispatcher gives the operator the forms that will be needed during the mission/training, which includes the vehicle's DA Form 5988-E (Equipment Maintenance and Inspection Work Sheet).

3) Operator performs the PMCS IAW the operator's technical manual. Any faults the operator can fix will be fixed. Faults that the operator cannot fix will be brought to the attention of the FMX Fleet Manager for repair or parts requisition.

4) FMX Fleet Manager or Senior Work Supervisor decides, if time permits, whether to repair the vehicle to Fully-Mission-Capable status or contact the PHRH for replacement of a like vehicle that is FMC.

5) SAMS-E Clerk provides DA Form 5987-E (Motor Equipment Utilization Record), and verifies the equipment logbook contains the required accident forms (SF 91 & DD Form 518 (two each)).

6) PMCS will be verified by FMX Fleet Manager or senior work supervisor to authorize dispatch.

7) Once the equipment's DA Form 5988-E is stamped by FMX Fleet Manager or senior work supervisor, the dispatcher will dispatch the vehicle/equipment from the SAMS-E computer and validate the DA Form 5987-E (Motor Equipment Dispatch) with signature and date. Normal vehicle dispatch duration is two (2) weeks. In the event a longer vehicle dispatch is needed, a Memorandum For Record signed by the Company Commander requesting an extended dispatch up to 30 days is required. If a vehicle can't be dispatched due to a scheduled service or an NMC fault, a similarly equipped vehicle will be substituted by DOTS Supply & Services Division.

8) Dispatches will be given only to primary vehicle operators or unit NCO's, but only if they have the primary operators military license and AAC or DDC card.

Note: The Weapon Record Data card (DA Form 2408-4) or the Army Electronic Product Support (TULSA) electronic 2408-4 "gun cards" will be drawn for gunnery ranges. The using unit is responsible for updating the rounds fired on the TULSA printout or DA Form 2408-4.

ANNEX I

i. EQUIPMENT TURN-IN PROCEDURES

Procedures:

- 1) Unit coordinates with the S&S Division PHRH for turn in appointment.
- 2) Equipment must be re-fueled to $\frac{3}{4}$ full before the vehicles leave the range and are transported to the wash rack. S&S inspectors will inspect vehicles prior to leaving the wash rack for cleanliness and damages.
- 3) Unit will wash/clean the vehicles and equipment and perform after-operations PMCS IAW TM.
- 4) The annotations for damage will be entered on the operators DA Form 5988-E and the S&S Division PHRH will be notified. The responsible Unit Commander/sub-hand receipt holder will produce damage statements/FLIPL paperwork for any damage to the vehicle caused during the dispatch. See figure J1 for an example of a vehicle damage statement.
- 5) Dispatcher checks the DA 5988-E for any maintenance faults or needed actions and verifies that the DA Form 5987-E has been fully completed. Dispatcher closes dispatch in SAMS-E.
- 6) Unit POCs will be contacted by the equipment dispatcher in cases where dispatches are overdue. Vehicles with an expired dispatch must be re-dispatched if still required for mission. Track and wheeled vehicles may receive a dispatch QC in the field with prior coordination between the unit and FMX fleet managers.
- 7) The Unit Commander will be contacted by the FMX Division Chief and/or Fleet Manager to resolve any issues in case of non-compliance. Lost dispatch paperwork (DA Form 5987) requires a memorandum signed by the unit commander detailing his/her knowledge of the incident and the nature of the loss. This must be completed and turned in to the dispatcher as soon as possible.
- 8) Weapon Record Data Cards (DA Form 2808-4 or TULSA electronic 2408-4) are turned-in with number of rounds fired documented, when applicable. DOTS has an appointed Master Gunner for all DOTS owned equipment located in building 5310 Support Operation Division.
- 9) **Damage statements or notification of a formal investigation are due to the S&S Division PHRH within 5 calendar days of the date of incident.** Delinquency of damage statements and the formal investigations are reviewed on a monthly basis during the MCoE Logistics Review (MLR). An example of a Damage Statement that does not assign negligence is provided in this EXSOP. The same format can be used to release the equipment for ECOD/ACOD repair pending further investigation. The statement that explains the circumstance must be clear and concise.

UNIT OFFICE SYMBOL

20 September 2012

MEMORANDUM FOR RECORD

SUBJECT: Damage Statement for an M1 Tank B102 front left side fender skirt

1. The front left side fender skirt from the M1 Tank B102 was damaged on 15 September 2012 during maneuvers in support of Basic Officers Leadership Course (BOLC) exercise.
2. On 15 Sep 12, at Beaver Range, at approximately 2230 hours, while conducting a night maneuver exercise the operator/crew was driving the tank down a tank trail and while negotiating a right turn, slid off the trail and hit a tree. Visibility was somewhat poor due to foggy/misty conditions at night. The fender was damaged beyond repair. The driver was properly licensed on this piece of equipment, PMCS was up to date and conducted IAW the applicable TM, and Accident Avoidance class was completed and current prior to the accident.

<u>NSN</u>	<u>Nomenclature</u>	<u>U/I</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Total Price</u>
1821-01-197-5550	Fender Skirt	EA	1	\$242.66	\$242.66

Overall total \$242.66

3. The circumstances surrounding the damage to the above item have been conducted and found no evidence of negligence or willful misconduct. The items were damaged due to fair wear and tear and are released for repair or turn-in.
4. Point of contact is CPT John Doe, XXX Brigade, at 544-XXXX.

JOHN A. DOE
 CPT, XX
 Commanding

ANNEX J

j. WEAPONS ISSUE AND MAINTENANCE SUPPORT

1) Weapons to support Infantry School POIs are maintained, issued and turned-in at the Crescenz Consolidated Equipment Pool (CCEP). See MCoE Regulation 700-5, Operation of the MCoE Crescenz Consolidated Equipment Pool for CCEP related procedures and requirements.

2) Weapons to support Armor School POIs are issued from Bldg 5114. FMX performs maintenance on Armor School weapons from Bldgs 5405 and 5415 and at select unit arms rooms.

3) For turn-in, Armor School units will take their issued weapons to FMX for inspection. Before weapons are turned in to FMX facilities, the unit representative is responsible for ensuring all weapons are clean and cleared of ammunition, regardless if the weapon was used or not.

4) If a weapon, device or component cannot be immediately repaired at the FMX facilities, that piece of equipment will be tagged unserviceable, kept by FMX and a job order will be opened to repair that piece of equipment. Units will turn-in all serviceable weapons to the DOTS at Bldg 5114.

ANNEX K

k. **MEDICAL SUPPORT.** Contact Resource Manager @ (706) 545-5132 for scheduling.

See MCoE Policy Memorandum 40-2-2 (Medical Requirements for MCoE Training)

ANNEX L

1. CONTACT MAINTENANCE SUPPORT

General Information:

FMX provides on-site unscheduled maintenance (field contact) for vehicles and equipment that become non-mission capable during the mission, as necessary to prevent adverse training impacts. When operators identify a deficiency (deadline) or fault (shortcoming) they will record it on their DA Form 5988-E and inform the FMX field contact representative. This support must be scheduled in ESC. All requests for Track, Wheeled, and Commo maintenance support in the field must be scheduled in ESC or contact the Troop Support Resource Manager @ (706)-545-5132 for exceptions.

Procedures:

- 1) Units are required to conduct daily operator level (-10) PMCS while equipment is in use.
- 2) FMX field contact representative must be notified immediately when operator/crew identifies an NMC deficiency or if the vehicle becomes mired/disabled.
- 3) FMX Fleet Managers and Senior Work Supervisors, to include the communication / weapons are responsible for providing field contact support within two hours of unit notification during normal operating hours, and within three hours after normal operating hours, for issued POI equipment. Contact appropriate fleet managers and work supervisors found in section B.
- 4) POI vehicles/equipment will be repaired or replaced within six hours of the unit notifying FMX of the NMC status. The six hour time period starts when the FMX representative can access the vehicle.
- 5) FMX will provide dedicated on site or roving contact teams in support of POI courses as required. The contact team is the initial POC for contact maintenance support for all platforms. If unavailable, contact the appropriate work supervisor, fleet manager or division chief for support.
- 6) All Armor School units requiring crew served weapon support will contact the FMX Weapons and Communications Supervisor at 706-718-9695. Infantry School units will refer to MCoE Reg 700-5 which covers the Kelley Hill CCEP.

ANNEX M

m. FUEL SUPPORT

Procedures:

1) Fuel Resource Manager is at 545-5132 for scheduling. It is the unit's responsibility to request/coordinate fuel support for the required date, time, approximate amount, and location within ESC.

2) It is the unit vehicle operator's responsibility to ensure proper fueling procedures are followed in accordance with the vehicle's TM.

3) S&S Division will deliver fuel at the approved date, time, in the correct amount, at the designated location and will operate the fuel truck.

4) Requesting unit will pump the fuel into the vehicles. S&S Division will provide the Soldiers with required personal protective equipment (i.e. goggles, gloves).

5) The Supply and Services Division, Fuel Support Personnel are located in Bldg. 5310, phone (706) 544-3448.

6) Unit operators will fill the vehicles and sign the DA Form 3643 (Daily Issues of Petroleum Products).

7) S&S operates two motor pool fuel points, one at Kelley Hill near building 9116 and one at Harmony Church near building 5405.

8) S&S provides an on-site HEMTT fuel tanker to the VMI north hardstand every Monday to provide units fuel support for their training sets.

ANNEX N

n. PACKAGED POL SUPPORT

Procedures:

- 1) It is the unit's responsibility to request POL packaged products from the DOTS S&S Division POL Section. The requestor should inventory their POL on Friday morning during the field exercise and order quantities needed no later than (NLT) Friday at 1300 hours to replenish any POL products used. The POL section does not work on weekends.
- 2) It is the unit vehicle operator's responsibility to ensure that the proper lubrication procedures are followed in accordance with the vehicle's TM and/or Lubrication Order (LO).
- 3) It is the DOTS S&S Division's responsibility to ensure that sufficient types and quantities of packaged products are on hand and available to support training units' requests.
- 4) Commanders of supported units will provide their assumption of command orders and DA Form 1687 (Delegation of Authority), to the DOTS POL section Bldg 5310. The DA Form 1687 will have individual's names listed that will be authorized to sign for POL products. The forms will be kept on file at the POL section for a period of up to one year or when the commander leaves the unit (whichever occurs first).
- 5) Units will request their initial packaged POL products (Push Packages) requirements when requesting equipment in ESC.
- 6) Unit personnel will make an appointment with the DOTS POL Section for issue and turn-in of POL products. Scheduled operating hours of the POL section are Monday-Friday 0900-1130 and 1300-1700hrs.
- 7) All POL containers and spill kits will be clean at the time of turn-in. All unopened serviceable containers will be accounted for by the customer and turned in to the DOTS POL Section, Bldg 5310, within three (3) working days of completion of training. If items are not turned in, the unit will be considered delinquent and put on the delinquent list. Delinquent units and individuals appearing on the POL delinquent list will not be allowed to receive additional POL products until the delinquent item(s) is/are turned in or the unit Commander completes a Memorandum for Record (MFR) explaining the disposition of the item(s). Missing items, such as spill kits or storage containers, require the initiation of a Statement of Charges or a Financial Liability Investigation of Property Loss (FLIPL).
- 8) All POL products required when replacing major assemblies or repairing major leaks will be coordinated and supplied by the FMX Fleet Manager or Senior Work Supervisor that is providing the field/range support. All other POL requirements will be provided during normal operating hours following the procedures above.

ANNEX O

o. AMMUNITION SUPPORT

See MCoE Policy Memorandum (Ammunition Support Requirements for MCoE Training)

Procedures:

1) DOTS Supply & Services will:

a) Inventory, draw, load, and transport ammunition, and sign accountability of it over to the using unit in accordance with (IAW) AR 190-11, AR 710-2, IMCOM Regulation 5-13 and DA PAM 710-2-1.

b) Maintain ammunition within above ground storage magazines for up to a 30-day period on behalf of supported units.

c) Maintain ammunition accountability document control.

d) Maintain support schedules (or drop schedules) by date, training event, location, and ensure the ammunition resources are delivered on time, at the right place and in the right quantities.

Note: The DOTS S&S Ammunition Branch Operations can be reached at 706- 626-6014/6015/6016.

e) Draw ammunition from the installation Ammunition Supply Point (ASP) and transport to ranges and training areas on behalf of supported units.

f) Provide ammunition drops at ranges between the hours of 0630 and 0930 Monday through Saturday, holidays and training holidays with Malone 1 and other high explosives ranges having priority.

Note: If the NCO is not present one more attempt to deliver will be made after all the other ranges have had their ammunition delivered. After the second attempt to deliver, the unit requiring the ammunition will make coordination through Brigade S-3 to DOTS S&S, Ammunition Branch Operations Section for delivery.

g) Conduct pick-ups at the ranges and training sites from 1300-2300 Monday through Saturday (Federal holidays and training holidays included).

h) Complete the turn-in to the Ammunition Supply Point (ASP) on schedule.

2) MCoE Training Brigades Will:

a) Request ammunition based on TRADOC approved POI through the MCoE G3 support using the Training Ammunition Management Information System (TAMIS).

b) Provide S&S Ammunition Branch a spreadsheet that details ammunition support required by Unit, Date of Training, Location, Event, DODIC, and quantities. This schedule will be done six weeks out and approved by the Brigade ammunition manager and forwarded to DOTS S&S.

c) Appoint an NCO that has completed the Fort Benning Ammunition Handlers Course to sign for the responsibility of the ammunition on DA Form 5515-R (ENCL1).

Note: The Fort Benning Ammunition Handlers Course is given on the second Thursday of each month. Coordination is made with Building 6000, ASP Assistant Manager at 706-544-6104. Upon completion of the course, an individual will be issued a DD Form 577 Card; this card will be required to receive ammunition from the DOTS S&S Ammunition Representative.

d) Provide an NCO (E5) or above to sign for custody Category I and II ammunition IAW IMCOM regulation 5-13 paragraph 9-5.

Note: Category I/ II ammunition and DODIC K765 (CS Capsules) and G900 (Grenade Smoke HC) require a DA Form 5692-R (ENCL 2), Consumption Report. The unit Range Safety Officer in charge (SSG & above) will certify quantity consumed at the training range.

e) Immediately notify the DOTS Ammunition Branch office when ammunition drops are cancelled due to whatever circumstance at 706-626-6015 or 6014 at BLDG 5310.

f) Provide the DOTS Supply & Services Division Chief with an appointment order and Brigade Commander's Assumption of Command to authorize S&S to receive Class V from the ASP using a DA 1687 on the unit's behalf.

g) Provide DOTS S&S Ammunition Branch with all documentation required to clear their account at the ASP; (DA Form 5811-R, Certificate of Loss/Damage Ammunition (ENCL 3), DA Form 5692-R Ammunition Consumption Certificate (ENCL 4), and Dud Reports (ENCL 5).

h) Ensure required ranges and training areas are reserved with Range Control.

i) Inventory and sign for the ammunition from the DOTS S&S Ammunition Branch representative on a DA Form 5515-R.

Note: The NCO signing for the ammunition must be on site with his detail and must have a current DD Form 577 Card.

j) Ensure ammunition has been screened and segregated upon clearing the range; brass, links and live ammunition must be in separate containers. All residue cans or boxes will be marked with tape and black marker to identify unit, range, date, document number, and event. Opened ammunition containers will require a repack slip (ENCL 6). This slip verifies the DODIC, lot#, quantity, and the date repacked. Repack slips must be filled out prior to arranged pick up time.

k) Sign the DA Form 5515-R and turn-in the residue and live ammunition to the DOTS S&S Ammunition Representative after a joint inventory. All ammunition with a non-manufacturer seal will be physically inventoried to verify the contents.

l) Submit DA Form 5811-R, Certificate of Loss/Damage, for any shortages such as live rounds, brass or other residue such as pull-rings, safety clips and spoons.

3) Central drop/pick up locations are designated for the following Areas:

TRAINING AREA

Mike, November, & Oscar
Lima
Delta, Juliet, & Tango
Snake Pit

CENTRAL DROP POINT

AO Yellow, Green
Britten Range
McBride Bridge
Eagle Talon

4) Units requesting afternoon (PM) issues at ranges other than Duke, Young, and Malone 21 will send an exception to policy letter (ETP) to their BDE resource manager.

5) The unit is required to report all unexploded ordnance (duds) and provide that report to Ammunition Branch representative upon pick-up. Upon delivery, dud reports will be given to the Customer NCO signing for the ammunition. The Range Officer must ensure that this Dud Report is generated for the required ammunition, IAW MCoE Regulation 350-19, 23 July 2010. While conducting range operations, if the unit has a misfire or DUD round, unit will notify Range Control.

6) Units that require changes to an approved request must provide an Exception to Policy (ETP) memorandum signed by the Brigade S3 who will forward request to the DOTS S&S Ammunition Branch. Once the required amount of ammunition has been verified, the DOTS S&S Ammunition Branch will inform the Brigade Ammunition Manager who will then inform the unit.

NOTE: If the request is just to change a range then email or telephone notification to the Ammunition Branch is all that is required (706-626-6015/6014).

7) In order to maximize serviceability of ammunition, boxes or containers will not be opened until they are ready to be used and when opened, protected from harmful effects of weather.

8) Ammunition removed from its original configuration for firing, but which is not fired, will be identified and returned complete in every respect to its packing container, including inner and outer containers. Ammunition will not be disassembled, delinked, modified, or altered in any manner. The ammunition usage briefing is provided as (ENCL 7).

9) Units will schedule ammunition /residue turn-in to DOTS Ammunition Branch immediately after training event, typically on same day issued. Exception to this procedure include ammunition issued for multiple-day events e.g. BRM 4a-c and BRM 5a-b., which is a five day event.

ANNEX P

p. COMMUNICATION SUPPORT

The governing regulations for this section are AR 380-40 and DA Pam 710-2-1. Units/Customer will use ESC when requesting communication equipment. The communication equipment is centrally managed by DOTS COMMO Supply and Service Division, Primary Hand Receipt Holder (PHRH), Bldg 5417. FMX Communications repair section is responsible for providing maintenance support for TDA communication equipment. It is also important that a unit representative coordinate directly with the appropriate FMX Communication Work Supervisor to ensure that the details of the support requirement are communicated.

Procedures:

- 1) Units must request communication equipment through the ESC system. It is the unit's responsibility to make telephonic contact with the DOTS Communication Supervisor, to confirm an appointment was made through ESC
- 2) DOTS S&S Division PHRH is responsible to hand receipt communication equipment to the customer.
- 3) Support Operation's Equipment Scheduler is responsible to review the unit's request for communication equipment and approve based on POI.
- 4) FMX's Electronics/Communication Shop Supervisors are located at Bldg 5415 Harmony Church and Bldg 9116, Kelley Hill, phone (706)-544-1203).
- 5) All maintenance contact team mission support must be requested through ESC and confirmed by mail/phone directly with the FMX Communication Supervisor to ensure specific support requirements are met.
- 6) The FMX Communication Supervisor is responsible for providing onsite support for unit/customers at field training sites. In the event of equipment failure of the magnitude which cannot be repaired at the field site, the TACOM/FMX Communication Technician will inform the unit/customer of the non-repairable equipment status. It is the unit/customer's responsibility to coordinate with DOTS Communication Supply and Service Division PHRH to arrange for exchange of the faulty equipment for one that is serviceable.
- 7) The unit provides a DA Form 1687, and their unit commander's assumption of command orders to the S&S Division PHRH for the purpose of receiving and turning-in equipment.
- 8) For issue: The unit representative will coordinate with the DOTS Communication PHRH at the Electronics/Communication facility 24 hours in advance to confirm exact times of draw and will inspect and inventory all communications equipment and verify the equipment turn-in date with the DOTS supply representative.

9) For Turn in: Units will ensure all equipment is clean and dry. If equipment is inoperable or damaged, it must be accompanied by DA Form 5988-E or DA Form 2404, Equipment Inspection and Maintenance Worksheet, and/or a damage statement. The unit representative will be present in the DOTS Commo facility for turn-in and clearing the hand receipt.

ANNEX Q

q. FMX SUPPORT OF UNIT COMMAND MAINTENANCE

The procedures outlined in this section are for vehicles/equipment issued to units on a long term hand receipt. It describes the support that FMX can provide for Command Maintenance efforts. Units are highly encouraged to schedule a weekly command maintenance day.

Procedures:

- 1) Units must make coordination with the respective FMX Fleet Manager for all Command Maintenance issues.
- 2) The unit maintenance POC can request a DA Form 5988-E for unit equipment prior to Command Maintenance by email from the appropriate Fleet Manager or Senior Work Supervisor.
- 3) Units will ensure each operator is properly trained in the performance and documenting of the PMCS on a DA Form 5988-E for the vehicles they are assigned or issued. Maintain vehicle condition as prescribed by the appropriate TM and LO.
- 4) Units will report deadlined equipment immediately to FMX Fleet Manager or Senior Work Supervisor.
- 5) Maintain equipment in accordance with the appropriate TM and LO.
- 6) FMX will provide technical assistance and feedback to unit personnel, when required and be present at unit maintenance meetings to ensure continuity and accurate maintenance status.
- 7) The 5988-E will be inspected by the unit chain of command or representative prior to turn in to FMX personnel.
- 8) FMX Fleet Manager or Senior Work Supervisor will collect DA Form 5988-Es, in order to validate faults, correct deficiencies, and order all Class IX repair parts.
- 9) FMX SAMS-E clerks will attempt to update all DA Form 5988-Es prior to the following week's Command Maintenance period. FMX Fleet Managers will provide the customer with updated DA 5988-E's for their next command maintenance day.

ANNEX R

r. PROCEDURES FOR EQUIPMENT SCHEDULED SERVICES

General: All equipment will be serviced IAW the applicable technical manual. Scheduled service requirements for tracked/wheeled vehicles normally occur every six months, i.e. semi-annual, annual, and bi-annual. A service schedule will be provided on a quarterly basis to units upon request. Fleet Managers will coordinate the service scheduled with training requirements to the fullest extent possible, though services are mandated by regulation to be accomplished at the specified intervals. Special requirements for equipment service scheduling should be directed to the appropriate Fleet Manager. Equipment Service procedures are as follows:

1) Units/DOTS will make contact with the appropriate Fleet Manager approximately 30 days prior to coordinate services.

2) Units/DOTS must ensure the equipment is properly cleaned prior to turn-in to FMX.

3) Vehicle/equipment is turned into the FMX maintenance (Fleet Manager) activity 15 days prior to the date the service is due for pre-service inspection, to order parts, and to work-off faults. Units will receive a DA2407E from FMX to serve as a hand receipt for equipment placed in maintenance. DOTS will provide the unit with a replacement vehicle or piece of equipment, when required.

4) Vehicles will stay in service an average of 3-10 working days. During this time, all systems will be serviced, i.e. hull, turret, communication, etc. Units are encouraged to check on the status of their equipment services on a regular basis. An active status of service progress can be requested by contacting the appropriate Fleet Manager or Work Supervisor.

5) Units that fail to turn-in vehicle/equipment within the 15 day window of the service or out of the 10% variance will have the equipment administratively deadlined. The Fleet Manager will then notify the DOTS LNO for further action and **provide DA2407E to serve as a hand receipt.**

ANNEX S

s. PROCEDURES FOR REQUESTING FABRICATION AND WELDING SUPPORT:

1) FMX has welding and fabrication capability outside of the normal FMX maintenance mission. Requests will be made by submitting a DA Form 2407 to the Tracked Vehicle Fleet Manager. The following restrictions apply.

2) All fabrication projects require authorization by the Fleet Manager and funding of the requested fabrication and welding must be approved prior to the start date of the work.

3) Items requested to be fabricated must not be readily available through the supply system, to include at cannibalization points.

4) Fabrication must be beyond the capabilities of the supported unit.

5) Detailed drawings, instructions, or samples must accompany each work request.

ANNEX T

t. PROCEDURES FOR REQUESTING FLM SUPPORT:

1) Field Level Maintenance (FLM) to support training events/activities will be requested through ESC.

2) Maintenance, inspection and services are initiated by the submission of DA Form 5988-E (Maintenance and Inspection Work Sheet), completed in accordance with instructions found in AR 750-8, the Operator's Technical Manual (TM) and this SOP.

3) Vehicles and equipment submitted for service or repair will be delivered to the applicable maintenance facility: Bldg 5405 Harmony Church for Heavy Track, Bldg 5415 Harmony Church for Light Track, and Bldg 9111 or 9116 Kelley Hill for Wheeled Vehicles.

4) 4th RTB vehicles and equipment submitted for repair will be delivered to the field maintenance support office Bldg 5830 on Camp Rogers.

5) 5th RTB vehicles and equipment submitted for repair will be delivered to the field maintenance support office Bldg 20 on Camp Merrill.

6) 6th RTB vehicles and equipment submitted for repair will be delivered to the field maintenance support office Building 6054 on Camp Rudder.

7) Recovery of vehicles after normal working hours or outside previously coordinated activities will be limited to emergencies, (accidents, rollovers, blocking roadways, etc...).

8) For aviation maintenance support, refer to the AMSA SOP dated 1 October 2010.

ANNEX U

u. PROCEDURES FOR WORK ORDERING EQUIPMENT (ACCEPTANCE CRITERIA)

General: Vehicles and equipment submitted for service, inspection, or repair will be required to meet the following criteria:

- 1) A properly completed DA Form 5988-E (Equipment Inspection and Maintenance Worksheet).
- 2) All corrective actions previously taken are recorded on the DA Form 5988-E.
- 3) Equipment must be clean, with particular attention given to areas that require repair, i.e., differential, engine, transmission, etc. (consideration will be given regarding weather and road conditions).
- 4) Equipment damaged by other than fair wear or tear will require a damage statement signed by the using unit commander and the appropriate DOTS property owner. Vehicles involved in an accident will require a completed vehicle accident report: Standard Form 91 and a completed DA Form 5988-E, in order to be inspected for Estimated Costs of Damage (ECOD). After the ECOD is completed, the unit will submit a signed release statement from their surveying officer or a damage statement signed by their commander to DOTS. DOTS will then submit their release statement to the respective FMX Division Chief or Fleet Manager prior to FMX initiating any repairs.
- 5) Equipment failing to meet the above criteria will be rejected back to the customer for corrective action. A copy of the DA Form 5988-E, Acceptance Inspection, will be provided showing the reason for rejection.
- 6) Weapons requiring repair, will be coordinated through the appropriate support activity with an automated work request (DA Form 5988-E or 2404-E) for authorization to repair.
- 7) All equipment retained by FMX requiring repair will have a SAMS DA Form 2407 generated to act as the accountability document to enable sub-handreceipt holders to clear their DOTS hand receipt. In the event a SAMS automated DA Form 2407 is delayed, a Memorandum for Record may substitute until such time as an automated DA Form 2407 can be generated.

Requests for Status: Inquiries concerning the status of items submitted to FMX maintenance support shall be addressed to the appropriate Fleet Manager or Work Supervisor. Maintenance or supply status will be released to the commander, unit maintenance representative, or other designated representative upon request. Automated listings that provide status for all unit maintenance requests are available.

Notification of Completed Maintenance Requests: Upon completion of all repairs and final inspection, the appropriate Fleet Manager or Work Supervisor will notify the customer by

telephone, or official correspondence, that the item is ready for pick-up. Units are required to pick-up equipment within 72 hours after receiving notification.

Inspection and Classification Services: FMX provides inspections for equipment being issued, transferred or turned in. Estimated Cost of Damage (ECOD), Actual Cost of Damages (ACOD), verification inspections, and other miscellaneous inspections can be performed at the request of the supported customer. All requests for this service will be coordinated through the appropriate Division Chief or Fleet Manager. Normal acceptance, initial inspections, in processing, and final inspections are part of the repair process.

Classification Inspection: Equipment requiring classification will be job ordered to the appropriate FMX Fleet Manager. Excess or uneconomically repairable end items, major assemblies, supplies, and equipment with condition codes above "F" will be classified by a DOL inspector and a condition code assigned IAW AR 710-2, AR 725-50 and AR 750-1.

ANNEX V

v. VEHICLE ACCIDENT REPORTING

The governing regulations for this section are AR 385-40 "Accident Reporting and Records", DA Pam 385-40 "Army Accident Investigation and Reporting," AR 735-5 "Policies and Procedures for Property Accountability."

General Information:

Vehicle Accidents involving damage to equipment or injury to personnel must be reported to the Military Police and the FMX Director or Deputy Director. The LAR will contact the Logistics Support Team (LST) to complete a Malfunction Accident Incident Report (MAIR) at (706) 545-5390. All classes of Army accidents are reportable to the Post Safety Office immediately following the accident. Units are required to complete a US Army Abbreviated Ground Accident Report (AGAR): (DA Form 285-AB-R) for all accidents (regardless of the cost of damages) and submit it to the Post Safety Office. A copy of the accident report will be furnished to the FMX Director or Deputy Director within 7 days of the accident. Units will follow the Damage Statement and/or Financial Liability Investigation of Property Loss procedures when turning in damaged equipment.

Operator/Crew Responsibilities:

- 1) Take immediate action to prevent injury or further injuries to all personnel involved.
- 2) Take immediate action to prevent further damage to equipment.
- 3) Take immediate action against theft or loss of government and personal property.
- 4) DO NOT MOVE THE VEHICLE. Notify chain of command/supervisor of the accident. They will notify proper authorities to report the accident (i.e. range control, Military Police, Post Safety and the Logistics Assistance Office). The vehicle may be moved after it is released by the command and/or MPs.
- 5) Complete DD form 518, Accident Identification Card, SF 91, Motor Vehicle Accident Report, and prepare a statement on the events surrounding the accident.

Unit Responsibilities:

- 1) Take all the actions above, if operator/crew was unable to accomplish.
- 2) Notify the appropriate Fleet Supervisor (Ref. Section B) immediately following an accident.

3) Provide the following information for all accidents:

Date of occurrence

Time and location

Unit/organization

Brief description of the accident

Vehicle Operational Status (drivable/recovery)

FMX Responsibilities: Recover vehicle/equipment to the appropriate maintenance facility.

Upon owning unit completion of investigation and release of equipment, perform an ECOD to be presented to the Commander or Investigating Official, as requested.

ANNEX W

w. BASIC ISSUE ITEM (BII) ISSUE AND TURN-IN

This section outlines procedures for the issue and turn-in of vehicle BII. Procedures for items lost, damaged destroyed or unserviceable are also covered in this section. The governing regulation is AR 735-5 "Policies and Procedures for Property Accountability."

Location and hours of operation

Track BII Section

Bldg #5417

Phone # 706-544-5672

Hours of operation:

0800-1600 hrs

Issue/Turn In Hours:

* 0900-1530 hrs

Monday thru Friday

Wheel Vehicle BII Section

Bldg #9137

Phone # 706-905-0913/Office: 706-626-6002

Hours of operation:

0800-1600 hrs

Issue/Turn In Hours:

* 0900-1530 hrs

Monday thru Friday

* Units may coordinate with the Supply and Services Primary Hand Receipt Holder (S&S Division PHRH) for an exception to policy, if necessary by email memorandum from the unit S-3 to the DOTS SPO.

Property Accountability General Information:

- 1) It is a command responsibility to ensure the proper supply discipline is maintained down to the lowest level.
- 2) It is an individual and command responsibility to protect government property against pilferage, loss or damage.
- 3) It is the sub-hand receipt holders' direct responsibility to ensure proper accountability of government property is maintained during the entire hand receipt process. Units will ensure that the property is sub hand receipted down to the lowest user on a DA Form 2062.
- 4) It is the unit's responsibility to lay-out, inspect and clean the equipment prior to returning it to the S&S Division PHRH for turn in.
- 5) The unit will identify any additional damaged or missing items during the layout and identify the individuals responsible for loss.

Procedures for drawing BII:

- 1) Units must provide the S&S Division PHRH with a DA Form 1687, along with a current copy of their Commander's Assumption of Command letter signed by the current unit commander. To ensure there is Command Supply Discipline, it is recommended that a limit of 10 Soldiers per unit be authorized to turn in or draw equipment.

2) Units must schedule an appointment to draw or turn in BII. Appointments will be made with the appropriate BII section at least seven days in advance of training start date. If Soldiers are going to be more than 20 minutes late for their appointment they must inform the S&S Division PHRH. Units should provide at least 24 hours notice if they must cancel their scheduled appointment.

3) All requests for equipment must be scheduled in ESC. The requesting unit representative will coordinate with the appropriate S&S Division PHRH seven working days prior to training start date to schedule an appointment to draw the equipment. During this time the unit representative will also provide a list of BII equipment to be drawn.

4) The unit will provide the S&S Division PHRH with the contract from ESC.

5) Upon contacting the S&S Division PHRH for a BII draw, a turn-in appointment will be established, which is normally during recovery.

6) The unit will provide the needed labor and transportation to handle the equipment being drawn.

7) The units will assist the S&S Division PHRH in pulling the equipment from the storage location to be laid out and inventoried prior to accepting the equipment. The unit, along with the S&S Division PHRH, will inspect the BII for completeness and serviceability prior to the unit signing for the BII.

8) BII will be issued to the requesting unit using DA Form 2062, hand receipt or bar code generated equivalent.

9) The mission commander will be present during the draw and oversee the loading of the equipment. He/she will ensure that a reasonable amount of care is exercised not to damage the equipment during loading, unloading and transportation.

Procedures for turning in equipment (BII):

1) The unit will turn in the equipment BII on the scheduled date. For Command Supply Discipline, the individual that signed for the equipment will be the same person that turns in the equipment. Exceptions must be approved by the S&S Division PHRH.

2) The equipment will be returned in a clean and serviceable condition with no rust, mud or grease.

3) The unit will ensure that all supporting documentation for any damaged or missing equipment is presented at the time of the turn in.

4) No equipment will be off loaded until the S&S Division PHRH has reviewed the supporting documents.

5) The unit will off load and lay out the equipment according to the current TM until inventoried by the S&S Division PHRH. The unit will assist the S&S Division PHRH in returning the BII to the proper storage location.

6) The Mission Commander or designated representative will be present during the turn in to ensure that reasonable care is taken during the off loading and handling of equipment and ensure proper procedures are followed.

7) When all equipment has been returned to the S&S Division PHRH and all documentation has been presented to clear any missing or damaged equipment from the original hand receipt, the S&S Division PHRH will sign, date and stamp "Cleared" on the last page of the original hand receipt. The original hand receipt will be given to the customer and a copy will be kept on file by the S&S Division PHRH.

SUPPLY AND SERVICES Division CHECKLIST:

Before BII turn-in items are unloaded the following questions will be asked:

1. Do you have all of your equipment (BII)?

(If the answer is yes, proceed with number 2, if the answer is no then go to number 3).

2. Do you have any damaged equipment (BII)? If so do you have damage statements for those items?

(If the answer is no, the turn-in process is stopped until criteria is met for proper turn-in.)

3. Do you have relief documents for missing items (Statement of Charges/Cash Collection Vouchers or DD Form 200, Financial Liability Investigation of Property Loss)?

(If the answer is yes, the turn in continues. If the answer is no, the S&S Division PHRH will stop the process and tell the customer to return when the criteria is met for proper turn-in).

4. During the turn-in process if items/relief documents are not present as stated, and can't be produced before the conclusion of the inventory, the PHRH will adjust the customer's hand receipt to reflect the items that were turned in. The customer will have five working days to

produce the missing items and/or documentation or the unit's account will be suspended and the unit commander will be notified.

5. If unserviceable items are discovered and are not identified on any of the above relief documents, with proper signatures, and items can't be repaired before the inspector completes the inventory, the damaged/unserviceable equipment (BII) will be returned to the customer(s). The customer will have five working days to produce the proper documentation from their commander and give it to the S&S Division PHRH or their unit's account will be suspended and the unit commander will be notified.

Procedures for turning in damaged equipment (BII):

1) A damage statement signed by the Unit Commander will be presented along with the damaged item during the time of turn-in.

2) The damage statement will include the following:

- 1) Statement of incident
- 2) Explain in detail the circumstances
- 3) Findings (fault or no fault)
- 4) NSN of the item
- 5) Individual cost of the item(s)
- 6) Total cost of the item(s)
- 7) Quantity of equipment

3) The monetary limit that the unit commander (CPT/O-3) or General Schedule civilian equivalent GS-11 can sign off as damaged with no negligence or willful misconduct will not exceed \$100.00 (durable items) per incident.

4) The limit that the battalion/squadron commander LTC/O5 or civilian GS-13 can sign off as damaged with no negligence or willful misconduct will not exceed \$1,000.00 per incident. If the damage is over \$1,000.00, with no negligence or willful misconduct, the first COL/O6 or civilian GS-14 in the chain of command will endorse the damage statement.

5) Financial statements will be processed and stamped by finance prior to clearing the hand-receipt in the event there is neglect by the user of the equipment.

6) Examples of damage statements are provided in figures T-1, T-2, and T-3.

Procedures to Exchange Unserviceable BII:

1) Unserviceable items can only be exchanged if additional equipment is available. Individuals should call in advance to check the availability of common items prone to becoming damaged because of high usage. Unserviceable BII will be clean upon turn in to the S&S Division PHRH.

2) The individual that signed for the item must be present to exchange the BII.

Estimated Cost of Damages (ECOD) Request Procedures:

1) The unit/customer will return the damaged equipment to the PHRH along with a Memorandum for Record (MFR), requesting an ECOD, signed by the unit commander.

2) The MFR will include the following: Example T-4 shows an example ECOD

- Statement of incident
- Explain in detail the circumstances
- Findings (fault /no fault)
- NSN of the item, registration number/serial number, admin number
- Individual cost
- Total cost
- Quantity
- Request an ECOD on the subject line
- If survey officer is assigned, provides release statement

Procedures for clearing lost equipment BII:

1) Hand receipts, DA Form 2062, will not be cleared until all Statement of Charges and Cash Collection Vouchers have been completely processed through the local finance office. The Financial Liability Investigation of Property Loss (FLIPL) will have been processed and signed by the Installation Property Book Officer and an Inquiry/Investigation Number will have been assigned by the supported unit's S4.

2) If liability is admitted (AR 735-5, 12-2b or 12-3 and the amount does not exceed one month base pay) a Statement of Charges/Cash Collection Voucher will be completed on individuals admitting liability and processed by finance prior to clearing those items lost through neglect from the hand receipt. Appropriate depreciation amount will be applied per AR 735-5.

3) If liability is not admitted or the amount exceeds one month base pay, (AR 735-5, chapter 13) a Financial Liability Investigation of Property Loss (FLIPL) is warranted. The using unit will initiate the FLIPL paperwork through the Installation Property Book office within 15 calendar days of discovering the discrepancy.

4) The unit will provide an MFR (damage statement) to the S&S Division PHRH during the scheduled turn-in appointment. The MFR (damage statement) will explain that FLIPL procedures have been initiated.

EXAMPLE

UNIT OFFICE SYMBOL

13 October 2012

MEMORANDUM FOR RECORD

SUBJECT: Damage Statement for BII

1. The following component was damaged between 7 October 2012 and 11 October 2012 in support of AOB Full Spectrum Field Training Exercise.
2. During maneuver training at CP 38, grid EG 8665 9438, while conducting night exercises in the rain, the crew used the wrench to tighten some bracket bolts. The wrench was dropped in the mud and not found until the next day. During the time it laid in the mud another vehicle drove over the wrench and damaged it.

<u>NSN</u>	<u>Nomenclature</u>	<u>U/I</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Total Price</u>
1234-01-234-567	Wrench	EA	1	\$25.58	\$25.58

**Total cost:
\$25.58**

3. The circumstances surrounding the damage to the above item has been conducted and found no evidence of negligence or willful misconduct. The item was damaged due to fair wear and tear and is released for repair or turn-in.
4. Point of contact is SSG John Doe, XXX BDE, S4 at XXX-XXXX.

JOHN A. COMMANDER
CPT, XX
Commanding

CONCUR/NON-CONCUR

JOHN B. DOE
LTC, XX
Commanding

EXAMPLE
Figure T-1

UNIT OFFICE SYMBOL

20 September 2012

MEMORANDUM FOR RECORD

SUBJECT: Damage Statement for Tank BII

1. The following component of Tank BII was damaged between 04 September 2012 and 16 September 2012 while conducting BOLC III Full Spectrum Field Training Exercise.
2. During Maneuver training at CP 38, grid EG 8665 9438 while in heavy rain and night operations, a night vision viewer was dropped while moving it to another vehicle. Two students exercised care while carrying the viewer but one slipped on the wet ground. When the cadre and students lifted the night vision viewer from the ground they noticed the lens was broken.

<u>NSN</u>	<u>Nomenclature</u>	<u>U/I</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Total Price</u>
5855-01-096-0872	Viewer, Night Vision	EA	7	\$5,821.00	\$5,821.00
				Overall Total	\$5,821.00

3. The circumstances surrounding the damage to the above items have been conducted and found no evidence of negligence or willful misconduct. The items were damaged due to fair wear and tear and are released for repair or turn-in.
4. Point of contact is SSG John Doe, XXX BDE, S-4 at XXX-XXXX.

GEORGE PATTON
COL, XX
Commanding

EXAMPLE
Figure T-2

UNIT OFFICE SYMBOL

20 September 2012

MEMORANDUM FOR RECORD

SUBJECT: Request ECOD on the following damaged items.

1. The following components of Tank BII were damaged between 04 September 2012 and 16 September 2012 while conducting BOLC III Full Spectrum Field Training Exercise.
2. During Maneuver training at CP 38, grid EG 8665 9438 while in heavy rain and night operations, a night vision viewer was dropped while moving it to another vehicle. Two students exercised care while carrying the viewer but one slipped on the wet ground. When the cadre and students lifted the night vision viewer from the ground they noticed the lens was broken.

<u>NSN</u>	<u>Nomenclature</u>	<u>U/I</u>	<u>QTY</u>	<u>Unit Price</u>	<u>Total Price</u>
5855-01-096-0872	Viewer, Night Vision	EA	1	\$5,821.00	\$5,821.00

2. The XXX Battalion requests an ECOD on the item listed above. A Financial Liability Investigation of Property Loss is currently being conducted.
3. Point of contact is SSG John Doe XXX BN, S4, at 544-XXXX.

JOHN A. COMMANDER
CPT, XX
Commanding

ANNEX X

x. VEHICLE/EQUIPMENT DAMAGE STATEMENT AND/OR FINANCIAL LIABILITY INVESTIGATION of PROPERTY LOSS (FLIPL).

The governing regulations for this section are AR 735-5 "Policies and Procedures for Property Accountability". See also MCoE Policy Memorandum 735-5-7, "Financial Liability Investigation of Property Loss (FLIPL)".

Procedures for turn in of damaged equipment other than BII:

- 1) Operators or users of the vehicle/equipment are responsible for informing their chain of command when damage has occurred.
- 2) Unit Commanders are responsible for determining that damage was either through negligence or "fair, wear, and tear" (FWT).
- 3) FMX Fleet Manager is available to assist Unit Commanders in determining mechanical failure or operator neglect. The DOTS Supply and Services Division hand receipt holders are responsible to keep on file all MFRs/Damage Statements received. Brigade level S4 sections will be responsible for the FLIPL process, if required.

Note: Submerged vehicles sustain a significant amount of damage to expensive components and will be treated as serious incidents. These vehicles require immediate evacuation to the FMX where the extent of damage will be determined.

Damage Statement Procedures:

- 1) As soon as damage occurs on a vehicle or communication device, Unit Commanders will prepare an MFR/Damage Statement for all vehicles/equipment damaged during training, regardless if damage is considered FWT or negligence. The Damage Statement will be provided to the Primary Hand Receipt Holder during the turn in process.
- 2) If negligence or willful misconduct was not involved, a statement signed by the Unit Commander will state "*I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct.*"
- 3) Wheeled Vehicles: If the damage is \$1,000.00 or less, the unit commander (CPT/O3) or General Schedule civilian equivalent (GS-11) will sign the damage statement *and the Battalion Commander will concur/non-concur with the Company Commander's findings.* If the damage is more than \$1,000.00 but less than \$3,000.00 the Battalion Commander (LTC/O5) or civilian GS-13 must sign/approve the damage statement. Damages over \$3,000.00 require the Brigade Commander (COL/O6) or civilian GS-14 must endorse the damage statement.

4) Tracked Vehicles: If the damage is \$1,000.00 or less, the unit commander (CPT/O3) or civilian GS-11 will sign the damage statement *and the Battalion Commander will concur/non-concur with the Company Commander's findings*. If the damage is over \$1,000.00 but less than \$5,000.00 the Battalion Commander (LTC/O5) or civilian GS-13 will sign/approve the damage statement. Damages over \$5,000.00 require the Brigade Commander (COL/O6) or civilian GS-14 to also endorse the damage statement.

5) Weapons/Communication Equipment: If the damage is \$100.00 or less, the company/troop commander (CPT/O3) or civilian (GS-11) will sign the damage statement. If the damage is more than \$100.00 but less than \$500.00 the Battalion Commander (LTC/O5) or civilian GS-13 must sign/approve the damage statement. Damages over \$500.00 require the Brigade Commander (COL/O6) or civilian GS-14 to also endorse the damage statement.

Financial Liability Investigation of Property Loss (FLIPL) Procedures:

1) If negligence or willful misconduct has been determined, the unit has 5 calendar days from the time the damage occurred to initiate the FLIPL and process through the appointing authority (Battalion Commander). The company commander is responsible for gathering **ALL** the facts through sworn statements (DA Form 2823) before requesting a FLIPL number from the PBO (for lost items only).

2) Unit/organizations will route FLIPL's through their approving authority to obtain an inquiry/investigation number prior to receiving a document /voucher number from the accountable officer or office maintaining the durable/expendable register.

3) The appointing authority will ensure the FLIPL is processed to the approving authority within 75 days from the time the equipment was damaged.

4) The approving authority will ensure all FLIPLs are reviewed by the SJA when financial liability is recommended/assessed.

ANNEX Y

y. KEY CONTROL

The governing regulation for this section is AR 190-51 "Security of Unclassified Army Property (Sensitive and Nonsensitive).

FMX and S&S Division will use the above referenced regulation, specifically AR 190-51, Appendix D, "Keys, Locks, Locking Devices (including Hasps and Chains), and Protective Seals" for the purpose of protecting the Army's property when it is in their possession. All DOTS customers, military or civilian, should become familiar with the content of AR 190-51 and implement SOPs to address the security of Army property while it is in their use.

Procedures:

- 1) It is the responsibility of the individual to safeguard keys and locks issued to him/her.
- 2) It is S&S Division responsibility to maintain overall accountability and safeguard keys/locks when equipment is not issued. Additionally, it is S&S Division responsibility to properly issue and retrieve keys/locks during the equipment receipt process.
- 3) Unit representative will go to a location identified by DOTS Supervisor, and sign for keys on a DA Form 5513-R (Key Control Register and Inventory). If keys and locks are issued simultaneously with the vehicle, the keys and locks will be issued on DA Form 2062 (Hand Receipt) along with the vehicle.
- 4) If keys or locks are lost while in the possession of the customer, the customer will provide a new government approved lock with two keys at time of turn-in; or will provide a DD Form 362, Statement of Charges, during the turn-in process.

Procedures when keys and locks are not issued (Long-Term):

- 1) Units must provide a government approved lock and keys to protect vehicle against theft or unauthorized entry.
- 2) Prior to turning vehicles into the DOTS PHRH, units must remove all locks.
- 3) Prior to turning vehicles into FMX units must remove the lock from the hatch.

ANNEX Z

z. DOTS and FMX CUSTOMER COMPLAINT/DISPUTE PROCEDURES

All customers are encouraged to take the following steps when they receive unsatisfactory service from the DOTS or FMX.

Step 1: Attempt to resolve the problem/issue with parties directly involved.

Step 2: Discuss matter with his/her Unit Chain of Command and Division Chief.

Step 3: Unit representative addresses the issue with the DOTS Support Operations Officer or FMX Deputy Director.

Step 4: Brigade level Commander/DCO will address the issue with the DOTS Director or FMX Director.

ANNEX AA

aa. LIAISON VISITS:

General: All requests for visits, tours or additional meetings will be made in writing to the respective Deputy Director of the applicable Directorate (FMX or DOTS) two weeks in advance.

ANNEX BB

bb. EMERGENCY SERVICES:

1) Requests for emergency services at any time can be coordinated through the appropriate DOTS SPO or FMX Fleet Manager or Senior Work Supervisor

2) To ensure timely and appropriate response to emergency requests, the following information will be included:

- a) Name, location and telephone number of reporting individual.
- b) Nature of emergency in as much detail as possible.
- c) Nomenclature and type of item.
- d) Nature of deficiency or malfunction.
- e) Exact location of item.
- f) Initial actions taken to prevent further damage to equipment, personnel or environment.
- g) Any noteworthy considerations related to safety or mission accomplishment.

ANNEX CC

cc. UNIT CLASS IX REQUIREMENTS:

- 1) FMX will process all unit Class IX supply requirements using SAMS-E. Units will submit a memorandum requesting Class IX through their Brigade S-4 to FMX.
- 2) At a minimum the memorandum will include the following:
 - a) Unit requesting supplies
 - b) Item description of required supplies
 - c) Full NSN of required supplies
 - d) Unit of issue
 - e) Quantity required
 - f) Unit price
 - g) Extended price
 - h) Total price of requested supplies
 - i) Point of contact with phone number and email address who will be responsible for pick up after supplies are received by FMX
- 3) FMX will order required supplies, annotate document numbers and return an electronic copy of the memorandum via email to the unit so they can track status of requests via LOGSA's Logistics Information Warehouse (LIW).
- 4) After supplies are received, the point of contact will be notified. Supplies are expected to be picked up within 48-72 hours of notification.

ANNEX DD

dd. Heavy Equipment Transport (HET) Support:

1) **HOURS OF OPERATION:** All commercial HET missions will be conducted during daylight hours, Monday through Friday, 0730-1600. Special coordination can be made for weekend movement.

2) **REQUEST PROCEDURES:** ESC is the system of record for requesting all HET support missions. All HET requests must be entered into the Enterprise Scheduling Capability (ESC) six weeks prior to the date of execution/movement.

3) **HET BUSINESS PRACTICE:** It is MCoE policy to use commercial Heavy Equipment Transporters (HET) to move tracked vehicles to and from the training areas when the distance to that training range is 5 miles or more. This procedure serves to save on costly OPTEMPO associated with tracked vehicles, as well as preserve the installations' infrastructure. The MCoE's commercial HET service is under the contract administration of the Directorate of Training Sustainment's COR, who manages and approves the use of HETs on behalf of the MCoE. This service is paid for by the DOTS.

4) DOTS RESPONSIBILITIES:

a) Provide a Contracting Officer Representative (COR) and Quality Assurance Evaluator (QAE) to ensure the contractor and units are following the performance measures of the HET Contract, Performance Work Statement and the Quality Assurance Surveillance Plan (QASP).

b) Ensure all HET requests are approved in Enterprise Scheduling Capability (ESC).

c) Serve as the liaison between the units and contractor and resolve all complaints and issues involving HET moves.

5) UNIT RESPONSIBILITIES:

a) Request and coordinate HET support in ESC in accordance with DOTS EXSOP.

b) Verify vehicle type, model, and number of vehicles being shipped in the comments block of ESC.

c) Provide Exception to Policy (ETP) for requests inside of six weeks, signed by the Brigade and Battalion S3 or higher.

d) Mission commander confirms mission and resources with DOTS 10 days prior to movement and provides names and phone numbers so contact can be established 24 hours prior to mission.

e) Approved range location.

- f) Provide licensed & experienced crews for loading and off—loading equipment. Turrets will be in the travel-lock position and over the rear deck during all movements.
- g) Arrive at pickup site 30 minutes prior to scheduled time with operators and NCOIC.
- h) Schedule HET movement one day prior for all training starting at 0800-1130 the following day.
- i) Provide lead and rear convoy vehicles (tactical or GSA) with licensed operators to escort all HET moves.
- j) Post road guards at all major intersections 30 minutes prior to executing each movement. (Instructions are listed on the HET Movement Checklist at the end of this annex).
- k) Schedule HET moves for all training events that are more than five miles from the motorpool.

6) CONTRACTOR RESPONSIBILITIES:

- a) Provide commercial transporters for movement of combat vehicles.
- b) Secure all equipment on commercial transport trailer and provide all tie-down equipment.
- c) Assume accountability for all equipment in contractor possession while in transit.
- d) Ground-guide vehicles on and off commercial trailers.
- e) Arrive at pick up and return sites 30 minutes in advance to ensure timely movements.
- f) Provide winch loading capability for NMC Equipment.
- g) Provide a site manager to ensure sub-contractors are following guidelines in PWS, QA and HET Contract.

HET Movement Checklist

1. Request HET support in ESC.
2. Once resources have been approved, follow the instructions below for Road Guards.
3. Arrive on site 30 minutes prior to pickup/return time.
4. Provide a front & rear convoy to escort vehicles to and from ranges.
5. Provide road guards until mission is complete. Mission is complete when the HETs have returned to HET staging area.

BROOKS/CARMOUCHE/RUTH/WARE RANGES

- Post road guards at the following intersections at least 30 minutes prior to departing the VMI or Range (with/without load).
- ** 8th Division Road/3rd Armored Div St/Wood Road (2 road guards)
- ** Wood Road & 1st Division Road (1 road guard so trucks can make a wide right turn prior to crossing railroad tracks and bridge).
- ** Entrance of Brooks/Carmouche/Ware Range (1 road guard to stop traffic as trucks make a wide right turn onto Range).

DIGITAL MULTI-PURPOSE RANGE COMPLEX (DMPRC)

- Post road guards at the following intersections at least 30 minutes leaving VMI (with/without load):
 - ** 8th Division Road & 69th Armored Regiment Road (2 road guards).
 - ** Wood Road & 1st Division Road (1 road guard so trucks can make a wide right turn prior to crossing railroad tracks and bridge).
 - ** 1st Division Road/Hour Glass Road Tank Trail (2 road guards needed as trucks make left turn onto Hour Glass Road).
- Note: Road Guards are only needed at this intersection only going to Range.*

RED CLOUD RANGE

- Post road guards at the following intersections at least 30 minutes leaving VMI (with/without load):
 - ** 8th Division Road & 69th Armored Regiment Road (2 road guards).
 - ** 8th Division Road & Cusseta (2 road guards).
 - ** 8th Division Road & 1st Division Road (2 road guards). Post road guards at least 50 yards from intersection to stop traffic properly.

** Post 2 road guards at the intersection/entrance of Red Cloud Range (northeast bound lanes).

- Post road guards at the following intersections at least 30 minutes prior to leaving Red Cloud (with/without load):

** Red Cloud Range (2 road guards posted at the exit on 1st Division/Dixie Road as trucks depart Range).

** The intersection of Dixie Road & 1st Division Road at Red Light (2 road guards post at Red Light).

** 8th Division Road & Cusseta (2 road guards posted at Red Light).

GOOD HOPE RANGE

- Post road guards at the following intersections at least 30 minutes leaving VMI (with/without load):

** Trail vehicle and TC block traffic on 69th Armored Regiment Road as HETs depart VMI.

** Post 2 road guards at the intersection of Old Cusseta HWY and 6th Armored Division as HETs cross

** Post 1 road guard at the stop sign of 1st Division Road. Access road behind the 194th Armored Brigade intersection.

** Post 2 road guards at the intersection of Jamestown Axton Road and Jamestown Road.

** Post 3 road guards at the intersection of Jamestown Road & the Military Tactical Vehicle Bypass Road (post 2 at entrance & 1 as the vehicles are exiting bypass road).

- Post road guards at the above intersections at least 30 minutes prior to leaving Good Hope to VMI (with/without load):

** Post 3 road guards at the intersection of Jamestown Road & the Military Tactical Vehicle Bypass Road (post 2 at entrance & 1 as the vehicles are exiting bypass road).

** Post 2 road guards at the intersection of Jamestown Axton Road and Jamestown Road.

** Post 1 road guard at the stop sign of 1st Division Road. Access road behind the 194th Armored Brigade.

** Post 2 road guards at the intersection of Old Cusseta HWY and 6th Armored Division as HETs cross intersection.

** Lead vehicle and TC block traffic on 69th Armored Regiment Road as HETs exit off the tank trail access road and enter VMI.

ANNEX EE

ee. YANO WASH FACILITY OPERATION

1) General

Normal operating hours for the TVWF are Monday thru Friday, from 0730 to 1630 hours. If the units are required to conduct wash operations after normal duty hours they must coordinate and schedule this requirement through the MCoE scheduling process.

The TVWF has twenty two hose stations, two (w/6ea canons) wash canons points, and an automated wash point (bird bath) for washing the vehicle suspension area.

The TVWF shall be made fully functional for wash operations (weather permitting), with scheduled appointments. The facilities shall not be operated when the ambient temperature is 32 degrees Fahrenheit or below. Certain components of the facility could be damaged under these conditions, icing would hinder both vehicle and personnel movement, and personnel would become very susceptible to frostbite and hypothermia. Commanders will be required to complete a risk assessment card prior to beginning washing operations. Units who are interrupted by inclement weather will be rescheduled for the following day or as space permits. Lighting of the facility is adequate to allow for nighttime washing.

Normal washing operations are broken down into three phases (see PART C – MANPOWER REQUIREMENT for manning levels): Phase 1 Staging, Phase 2 Washing, Phase 3 Clean Up

Certain procedures have been established to check out facilities prior to Phase 1 and to secure facilities after Phase 3. The start up and the shut down procedures shall be performed by the TVWF staff.

The unit NCOIC (SSG or higher) and detail personnel will meet the TVWF operator no later than 72 hours prior to occupation and beginning of operations. The duties and responsibilities of the NCOIC and detail personnel are outlined in Part C. The operations are described as follows:

2) Phase 1 – Staging

Staging of the vehicles involves alignment of vehicles for orderly movement through the TVWFs, and it involves categorizing vehicles according to type and washing requirements. Communication between the unit NCOIC and the TVWF operator will be established upon arrival at the TVWF. The unit will be aided in staging and routing by traffic controllers (provided by washing unit). The standard military hand signals for ground guiding are to be used in staging vehicles at the TVWF.

Refuse/trash will be removed from all vehicles and deposited into the dumpster prior to moving to the Automated Suspension Wash and/or Hose Wash Points. Brass will be deposited in the amnesty boxes located next to the TVWF office before staging the vehicle in the wash assembly area. **MAINTENANCE WILL NOT BE PERFORMED ON VEHICLES AT THE TVWF.** This prevents oils, grease solvents, detergents, degreasers, etc. from contaminating the recycled wash water or entering storm drains. Under no circumstances are the vehicles to be left unmanned.

a) Wash Assembly Area The entrance point provides access to the wash assembly area. Under the direction of the Traffic Controller, vehicles are aligned into rows for entrance to the Automated Wash and Hose Wash Points. The Traffic Controller will determine which vehicles are washed at which station.

Two ground guides for each vehicle (2 ½ tons or heavier) will then guide the vehicle into its assigned position.

b) By-pass lanes A by-pass lane will be made available for vehicles that do not require movement through the Automated Wash.

c) HET Parking Area HETS with vehicles will dismount the vehicles in the TVWF HET parking area located on the west end of the TVWF. Vehicles will be ground guided to the TVWF staging and wash area.

3) Phase 2 - Washing

Washing of the vehicles involves moving vehicles from the staging areas through the Automated Wash or By-pass lanes to the Hose Wash Points. It is the responsibility of the Unit NCOIC to ensure that there is a safe orderly flow of traffic from the Automated Wash and By-Pass lanes to the Hose Points and out of the Facility.

Vehicles will exit only onto 3rd Armored Division Rd/69th Armored Regiment Road via the exit gate located on the north end of the TVWF.

a) Hose Wash Points Once a vehicle has been ground guided to the appropriate Hose Wash Point the vehicle crew will proceed to wash the vehicle.

The TVWF has 22 Hose Wash Points. Each wash point can be manned by 1 wash operator on each side of the vehicle or as required. Valves located at the base of each hose will activate the water into hoses. Use your hand to rotate the valve to the open position. Do not use your foot, stick, etc., due to damage to the valve. Due to the high pressure of the system, caution should be taken when handling the hoses. The hose should be under full control of the operator when the valve is opened. When washing of the interior and exterior is complete, the hose wash point will be shut off and hose properly rolled.

NOTE: Hoses are double lined and CAN NOT sustain tracked or wheeled vehicle traffic.

NOTE: Scrub pads with cleaning chemicals, mop buckets, steam cleaners, etc. will not be authorized to wash the vehicles. The only authorized washing equipment is with the hoses and brooms/brushes. Compartmentalization washing, to include engine compartments, crew compartments, driver compartments, turret floors and subfloors, is authorized. Emulsifiers are not authorized for use.

When the vehicle commander has inspected the vehicle to cleanliness standard and/or the DOTS inspection team has completed their portion of the inspection, the vehicle will be promptly ground guided out of the facility.

UNITS WILL NOT WASH REFUSE, BRASS OR CONTAMINANTS INTO THE WASH TRENCH.

b) Wash Capability (Throughout) Although the time required to wash a group of vehicles depends on many factors, such as mix of vehicle types, the soiling condition, the weather, efficiency of the personnel, these facilities have been designed to give the following capabilities:

ONE EIGHT-HOUR OPERATING SHIFT

Tracked Vehicles

24

Large Wheeled Vehicles	60-100
Small Wheeled Vehicles	60-100

It is assumed that one half of the heavier wheeled vehicles use the Automated Wash prior to using the Hose Wash Points. These averages are based on keeping the Automated Wash and all 22 Hose Wash Points operating for the full shift.

Actual experience will dictate the performance that can be obtained. Estimating wash times is an essential part of scheduling.

4) Phase 3 - Clean Up

Clean up operations will occur at the end of the normal wash operation or at any time sediment build up on the hard stand and trench hinders washing capabilities. This operation is at the discretion of the TVWF operator. Clean up operations will only be done when the staging area, Automated Wash area, and Hose Wash Points are clear of vehicles. If clean up is done during a wash operation (rather than at the end), the TVWF operator shall schedule a 60-minute break in the vehicle arrival schedule (before any further vehicles enter the Automated Wash or the Hose Wash Points) to enable the hardstand to be cleared of debris.

Personnel to perform the cleanup will be detailed from the unit(s) using the facility and will be identified prior to the unit departing the facility. These personnel shall not be released until the TVWF operator verifies the area acceptably clean.

Using extension hoses, the cleaning detail will wash sedimentation into the wash trench beginning with the areas furthest away. Once the hardstand has been cleared of debris, the wash trenches will be cleared of sedimentation and any non-organic material. Simultaneously soldiers will be assigned to the skimmers to remove trash and debris that have accumulated in the pools. Poles with nets at the end will be provided by TVWF personnel.

The hoses will be rolled up neatly and supplies will be returned to the appropriate locations. Upon the TVWF operator completing a final inspection, the detail will be released back to the unit.

Report immediately all incidents of inoperable Wash facility equipment, wash point valves, hoses, HAZMAT spills, or discarded ammunitions or pyrotechnics

5) MANPOWER REQUIREMENTS

Washing and clean up of the TVWFs will be performed by the detailed personnel from the unit(s) using the facility. The number of vehicles, and/or the availability of personnel accompanying the vehicles will dictate the size of the detail required.

The unit NCOIC (SSG or higher) and detail personnel will meet with the TVWF operator 24 hrs prior to occupying and washing operations. The TVWF operator will assign spaces to the unit NCOIC who will be responsible for the clean up of the unit's assigned area. Additionally the NCOIC will be responsible for the discipline and safety of the unit's personnel. The NCOIC WILL remain at the facility until the unit has been cleared. If in the event the NCOIC is required to leave the facility, a replacement will be designated and coordination will occur with the TVWF operator prior to departure.

The various positions that need to be manned are as follows:

Hose Wash Point	1 Operator per hose
Automated Wash	2 Ground Guides per vehicle entering and exit
Water Cannon Points	1 operator per cannon

Moving Vehicles

Ground Guides as required

Clean Up Positions:

Automated Wash	2 Soldiers
Hard Stand	8 Soldiers
Pool Skimming	1-2 Soldiers

Given the full complement of personnel the facility can be cleaned in 30 to 60 minutes.

Units should provide enough personnel to enable wash detailed soldiers periodic breaks during extended operations.

6) ENVIRONMENTAL

All personnel utilizing the Wash Facility will ensure that water spray from the water hoses or canons does not enter the storm drains. The water used to wash vehicles is processed water (non-potable) and can't enter the storm drains at any time. The storm drains feed into the lower pond which will impact wild life. Currently we have metal covers with absorbent materials placed in front to help prevent processed water from entering the drain.

Due to health issues, personnel are not authorized to drink or spray other personnel with the processed water.

Flocculent is a chemical used to break down the petroleum products in the processed water. The flocculent may give the water a clean appearance but it is still non-potable.

7) SAFETY

The TVWF Operator is the final authority in determining if weather conditions are suitable for proper and safe operation. The TVWF Operator will also determine if users are in compliance with the SOP or whether they will be required to suspend their operations. Safety cannot be overemphasized at the TVWF. It is the responsibility of each soldier to identify as many of the potential safety hazards as possible and to inform others of these dangers to prevent accidents. Numbers and types of vehicles contribute to safety hazards. During a major washing operation upwards of 100 vehicles are being prepped and staged for washing. Wash facility personnel must exercise extreme caution in all paved areas. The primary wash water hazard is water blast from the Automated Wash and Hose Wash Points.

Cold Weather washing is extremely hazardous. When temperatures hover near 32 degrees, icing conditions can occur and this will affect both vehicles and personnel. In this situation the washing will be suspended. Soldiers have extreme difficulty maintaining traction on the hardstand once icing has occurred and can increase the chances of an accident or injury.

The risk of cold weather injuries is heightened dramatically with the introduction of water and ice. The threat of frostbite can occur during continued cold weather washing. Therefore NO washing will occur in temperatures below 32 degrees. Proper wet weather gear is required for all washing operations and will be provided by the unit.

Hot weather also poses risks to soldiers/personnel. Unit should schedule water trailer support or ensure soldiers stay hydrated by other means. The water at the wash facility is non-potable.

All users of the TVWFs shall practice a good personnel hygiene program. Certain diseases can and will be contracted by carelessness and ignorance of how they are transported. Since all wastewater is considered to be a potential hazard, safeguards must be established to warn and educate users of the consequences.

Certain steps shall be taken to prevent the spread of disease at the TVWFs as follows:

1. Never drink any water being used to wash vehicles. Water is recycled and may be contaminated with oils, greases and organic material.
2. Avoid skin contact with wash water as much as possible. Use a germicide or bactericide liquid soap as soon as possible after being in contact with wash water.

The aforementioned steps will help to eliminate the possibility of contracting diseases. Some diseases, which may spread by improper personal hygiene, are typhoid, parathyroid A and B, chorea, and other diseases of the intestinal tract.

Speed Limit: Vehicle speed limit within the TVWFs is five miles per hour and shall not exceed the speed of the ground guide.

Dangerous locations of the TVWFs are noted as below:

- a. Traffic lanes and staging areas are danger zones. Soldiers should never attempt to anticipate what a moving vehicle is going to do. Stay clear of traffic.
- b. Oils, greases and water on concrete surfaces should be avoided by personnel due to the possibility of slipping.
- c. During icy weather, soldiers should walk cautiously across paved areas.

Automated Wash Bay:

- a. Individuals should never enter the wash area while in operation due to the high pressure of the sprayers and the dangers associated with the vehicles.
- b. Individuals stepping in the path of a vehicle exiting the Automated Wash are a hazard.

Hose Wash Point dangers are:

- a. Soldiers stepping into the path of moving vehicles are an ever-present danger. Vehicle speed and ground guides through the wash area shall be strictly enforced.
- b. Soldiers must be careful not to trip on hoses lying on the ground.
- c. Oil, grease and water will cause the hardstand to become slippery.
- d. Water blast from hoses can be potentially dangerous. Supervisors must ensure there is no horseplay and that operators are aware of other soldiers.
- e. During icy weather, exercise extreme caution when walking in the wash area.

f. Any personnel not following the safety/environmental procedures and requirements outlined in this document will be told to leave the TVWF area.

DEFINITIONS:

Enterprise Scheduling Capability (ESC): The MCoE system of record that is used to schedule training events requiring equipment and system support. i.e. commo, contact teams support, range support, etc. ESC also provides the authoritative schedule of resources required to support training (e.g. facilities, equipment, ranges, ammunition and contact maintenance support).

Command Maintenance: The units devoted time period time and emphasis on Preventive Maintenance Checks and Services (PMCS). It is scheduled weekly and devoted to ensuring that all equipment functions properly (IAW applicable TMs) and is operationally ready to perform its intended purpose.

DOTS: The DOTS is the MCoE's principal organization for overall management of POI equipment and logistics support to training.

Field Level Maintenance: The performance of preventive maintenance services, inspections, adjustments, replacement of designated components and assemblies, and evacuation of unserviceable equipment beyond the operator's authorized level to repair as prescribed in the appropriate Maintenance Allocation Chart (MAC). FMX is responsible for executing field level maintenance for combat and tactical equipment assigned to MCoE and TRADOC organizations.

FMX: The field level maintenance support element that supports all MCoE equipment and TRADOC organizations. Provides contact team maintenance to support customers.

FMX Fleet Manager: Primary interface with the customers. Each of the Divisions, track and wheel, has two Fleet Managers, one light and one heavy. The Fleet Manager's are responsible for the day-to-day operation of the perspective fleet (i.e. light track, heavy track, light wheel, and heavy wheel).

FMX Directorate: TACOM LCMC sight lead for Field Level Maintenance and Support to TRADOC equipment.

Operator Level Maintenance: The performance of before, during, after, weekly and monthly operator maintenance, as defined in the appropriate technical manuals. Units are responsible for performing operator-level Preventative Maintenance Checks and Services (PMCS) while equipment is in their possession, whether in a field or a garrison environment.

T-6-2-1 Meeting: DOTS Support Operations conducts a weekly meeting at 1400 in building 5310 room 103. Operations Officers (S-3) or Executive Officers (XOs) or representatives from the supported units will attend. Representatives from the FMX and S&S Division will also attend. The purpose of this meeting is to coordinate and prioritize equipment use and support requirements such as fuel, ammunition, prior to the start of the training event. ESC requests are reviewed at the six week, two week and one week intervals and adjusted accordingly. T-6-2-1 meetings will be broken into one week for Mech Infantry and Armor units (197th IN, 194th AR, and 316 CAV) and one week for light IN units (199th IN, 198th IN, 192d IN, NCOA, RTB,

REFERENCES:

AR 190-11, Physical Security of Arms, Ammunition, and Explosives
AR 190-13, Army Physical Security Program
AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)
AR 200-1, Environmental Protection and Enhancement
AR 380-28, Department of the Army Sensitive Compartmented Information Security Program
AR 380-40, Safeguarding and Controlling Communications Security (COMSEC) Material
AR 380-381, Special Access Programs (SAPs) and Sensitive Activities
AR 385-10, The Army Safety Program
AR 385-40, Accident Reporting and Records
AR 385-64, Arms, Ammunition and Explosive Safety Standards
AR 600-55, Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)
AR 710-2, Logistics Inventory Management Supply Policy below the Wholesale Level
AR 725-50, Requisitioning, Receipt and Issue System
AR 735-5, Policies and Procedures for Property Accountability
AR 750-1, Army Materiel Maintenance Policy
DA Pam 200-1, Environmental Protection and Enhancement
DA Pam 385-40, Army Accident Investigation and Reporting
DA Pam 710-2-1, Using Unit Supply System (Manual Procedures
DA Pam 750-3, Soldiers' Guide for Field Maintenance Operations
DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual
FM 19-30, Physical Security
TC 21-306, Tracked vehicle driver's training
MCoE Policy Memorandum 40-2-2, Medical Requirements for MCoE Training
MCoE Policy Memorandum 735-5-7, Financial Liability Investigation of Property Loss (FLIPL)
The Fort Benning Hazardous Waste Management Plan

ACRONYMS:

MSDS: Material Safety Data Sheets

PPE: Personal Protection Equipment

PBUSE: Property Book Unit Supply Enhanced

CSDP: Command Supply Discipline Program

ECOD: Estimated Cost of Damage

ACOD: Actual Cost of Damage

PHRH: Primary Hand Receipt Holder

FWT: Fair, Wear, and Tear

LRR: Logistics Readiness Review

MHE: Material Handling Equipment

ILO: In Lieu Of

FLIPL: Financial Liability Investigation of Property Loss

CCEP: Crescenz Consolidated Equipment Pool

COEI: Components of End Item

DOTS: Directorate of Training Sustainment.

MCoE: Maneuver Center of Excellence

MWO: Modification Work Order

SAMS-E: Standard Army Maintenance System- Enhanced

SOUM: Safety of Use Message

TRADOC: Training and Doctrine Command