

**FORT MOORE LOGISTICS READINESS CENTER**  
**(LRC) FORT MOORE, GEORGIA**  
**MATERIAL MAINTENANCE DIVISION**  
**(MMD)**

**External Standard Operating Procedures**

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This SOP has been approved for use, Thaddous Kelly

LRC Moore, Chief, Maintenance Division

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### 1. PURPOSE:

This Standard Operating Procedure (SOP) provides information concerning maintenance services provided by the Logistical Readiness Center (LRC), and outlines procedures to be used by customers to request and obtain Field and Sustainment Maintenance. It also provides a general description of the services available from the Installation Maintenance Division, of the LRC.

### 2. SCOPE:

The External Standing Operating Procedure (SOP) is applicable to all Fort Moore commands, activities, and southeast area activities dependent on Fort Moore Logistical Readiness Center (LRC) for material maintenance support and those units under the Service Support Agreements, Memorandums of Understanding or as directed by the Contracting Officer, LRC Director or Installation Materiel Maintenance Officer (IMMO). This SOP may be found on the LRC SharePoint page on the Fort Moore Installation website.

<https://www.moore.army.mil/tenant/lrc/Maintenance.html>

### 3. MISSION:

- a. The Material Maintenance Division (MMD), at the direction of the Installation Materiel Maintenance Officer (IMMO), is responsible for monitoring and coordinating the installation support Contractor's maintenance efforts. The IMMO and staff ensures that the MMD contractor meets all contractual obligations, complies with all regulatory, higher Command directives, and technical guidelines; coordinates the disposition of requests for support not within the scope of the installation support contract; and sets Fort Moore Installation and area maintenance policy. The LRC MMD provides a variety of services on a reimbursable funded basis as well as normal pass back maintenance support covered under AR 750-1.
- b. The Mizener Complex (located on Wood Road, Harmony Church) has a full range of services to include preventive maintenance checks and services, routine maintenance, unscheduled maintenance and repair, fabrication of specialized items/components not available in the Army inventory, and authorized modifications to military and civilian equipment, Gasoline & Diesel Power Generators, Emergency Vehicles as well as Commercial Equipment (i.e. Forklifts Lawn Mowers, Street Sweepers, Water Trailers, Construction equipment, Trucks, ATVs, Golf carts, etc.).
  - (1). The Combat Work Center provides limited on-site support for TOW Verification and major turret equipment repair on the M1A1 Main Battle Tank and M2A2/M2A3 Infantry Fighting Vehicle.

- (2). Allied Trades Work Center is equipped with a machine workshop, welding shop, and a paint work center that includes bead blast. The machine shop can handle most precision fabrication work needed with its four lathes, two milling machines, surface grinders, threaders, and other assorted machines. The welding shop is equipped for Tungsten Inert Gas (TIG), Metal Inert Gas (MIG), stick, aluminum, steel, stainless steel, cast iron, armor plate, and torch welding; additionally, the work center is capable of torch and plasma cutting. Metal Fabrication of complex items like weapons racks, worktables, sling load weights, immersion tanks, various brackets, hydraulic hoses, and vehicle parts are additional tasks performed.
  - (3). The paint work center is capable of bead blasting and painting of all tactical & commercial vehicles/trailers, special static display vehicles, fire trucks, forklifts, and construction equipment.
- c. Army Sustainment Command's (ASC's) Single Source of Repair on Fort Moore performs Pass- Back, Field & Sustainment maintenance for the Installation's Directorates, FORSCOM, U.S. Army Reserve Command, 75<sup>th</sup> Ranger Regiment, TRADOC and AR 59 area support.
- d. The Corrosion Prevention and Control (CPC) Program is a fundamental management tool for effectively addressing and reducing corrosion. CPC is not simply a sustainment concern; it needs to be addressed from program/system/equipment inception to disposal (i.e., cradle to grave"). CPC is the responsibility of the owning unit/hand receipt holder IAW AR 750-1 and AR 750-59. LRC is responsible for two types of CPC:
  - (1). Applies preservation coatings, lubricants, sealants, and water displacement compounds IAW procedures outlined in TB 43-0213 and applicable technical manuals and COTs manuals on all BASOPS supported equipment during scheduled services and when out of cycle significant equipment repairs require re-applications.
  - (2). Equipment repair that requires metal, fiberglass work, sanding, major body repair and painting (CDR's damage statements are required if applicable). This level of CPC will be conducted on a reimbursable basis within the core of the LRC using pass back procedures. This is a 100% reimbursable service in which customers must pay for labor and materials.
- e. Manages the Army Warranty and Modification Program on Fort Moore.
- f. Provides oversight and assistance to the Test Measurement and Diagnostic Equipment Lab (TMDE Lab).
- g. Provides maintenance and service support for the Army Sustainment Command (ASC), UME, and RESET programs on behalf of the Army Material

Command (AMC) for Combat and Tactical vehicles, Weapons, Communications equipment, Fire Control equipment, and Night vision optics.

- h. Container Maintenance is performed at the Mizener Complex in compliance with DOD standards and Military Standards Handbook (MIL-STD-3037), Inspection Criteria for International Organization for Standardization (ISO) Containers and Department of Defense Standard Family of ISO Shelters. MMD has the capability to inspect, repair, and certify 40' and 20' MILVANS, QUADCON, and TRICON containers. This is a 100% reimbursable service in which all customers must pay for labor and materials.
- i. The Mata Weapons & Electronic Sustainment Facility (MWESF) located at entrance to Kelley Hill.
  - (1). MWESF provides Installation Field and Sustainment Maintenance support on Small Arms, Crew-Served Weapon's, Communication including Commercial off the Shelf (COTS) items, Fire Control, and Optical Equipment including Mortar sights.
  - (2). The Mata Fire Control/Optics work center has a dark room to perform the high resolution/low resolution test on night vision devices. Additionally, this work center is equipped to nitrogen purge capabilities supporting night vision optics. CECOM LCMC has determined that the LRC FBG, meets the requirements of the Special Technical Inspection and Repair (STIR) 10/20 standard and is STIR certified to perform NVD/NVS maintenance.
  - (3). The Mata Communications work center performs in-house repairs and services on all commercial radios (i.e., P5100/P7100, XG75/25/100 models) as well as tactical communications equipment such as Single Channel Ground to Air Radio Systems (SINGARS), AN/PRC- 148 Joint Tactical Radio System (JTRS) Enhanced Multiband Inter/Intra Team Radio, or JEM. The Mata meets the requirements of the (STIR) 10/20 standard and is certified to perform SINGARS RESET on the SINGARS Ground ICOM Radio Components.

#### 4. POLICIES:

Maintenance is a command responsibility. All maintenance operations will be performed by the lowest category of maintenance activity with the capacity, capability, and authority to perform the work as authorized by the Technical Manual "TM", Army Regulation "AR" and Commercial-Off-The Shelf (COTs) manufacturer's technical manuals. Commanders and Department Directors will vigorously address maintenance issues on a continuous basis to determine the most expeditious and economical means of repair.

## 5. HOURS OF OPERATIONS:

- a. Routine maintenance for Fort Moore customers is available from all shops during the hours of 0800 to 1630 (Eastern Standard Time), Monday through Friday excluding federal holidays.
- b. Maintenance and logistical support outside of normal working hours including weekends and federal holidays, incurring overtime cost in support of special events, training evolutions and contingencies are available by coordination with the appropriate shop supervisor who must seek approval from the Contract Maintenance Manager and the IMMO. All requests for support outside of normal working hours must be submitted in writing (7 working days prior to require over time) unless otherwise approved by the IMMO.

## 6. REFERENCES:

- AR 190-11, Physical Security of Arms, Ammunition and Explosives
- AR 190-13, The Army Physical Security Program
- AR 700-4, Logistic Assistance Program
- AR 700-138, Army Logistics Readiness and Sustainability
- AR 700-139, Army Warranty Program Concepts and Policies
- AR 710-2, Supply Policy below the National 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
- AR 750-59, Army Corrosion Prevention and Control Program
- AR 750-10, US Army Equipment Index Modification Work Orders
- ASC Supplement to AR 750-1 Army Material Maintenance Policy for Logistics Readiness Centers
- DA PAM 25-380-2, Security Procedures for Controlled Cryptographic Items (CCI) (FOUO)
- DA PAM 710-2-1, Using Unit Supply System Manual Procedures Update
- DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures
- DA PAM 750-8, The Army Maintenance Management System (TAMMS) User's Manual
- B 750-43, Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support Program
- TB 43-0142, Safety Inspection and Testing of Lifting Devices
- TB 43-0211, Army oil Analysis program
- TB 43-0213, Corrosion Prevention and Control for Tactical Vehicles
- AR 58-1, Management, Acquisition, and Use of Motor Vehicles

## 7. REIMBURSABLE CUSTOMER SUPPORT

Units/activities (except BASOPs customers) receive maintenance support from Fort Moore LRC on a 100% reimbursable basis. This means that customers must establish a line of accounting through their Resource Management Office with the LRC Budget Office located in Bldg.6 on Main Post; contact numbers are (706) 545- 1370/545-5801/626-0393. This line of accounting will be used for labor, Class IX repair parts purchased via GCSS-A for military equipment, and local procurement requests for COTs equipment.

- (1) In compliance with HQDA directive to support MTOE Soldier Repairable Equipment (SRE) through a standard Pass Back maintenance program the following guidelines must be adhered to receive support from Logistics Readiness Center (LRC) Maintenance Division (MMD). All work orders must be submitted IAW procedures of paragraph 6.6 Work order Acceptance.
  - (2) Pass Back Maintenance to LRC MMD using MDEP WSUS funding (per DFAS Manual 37-100-10) is defined as any field maintenance that meets the following criteria: Units have exhausted all organic maintenance capability to perform field maintenance to the maximum extent possible; however, when requirements exceed field maintenance capacity for four (4) work days or longer or requires immediate repairs prior to deployment or training, and Echelons Above Brigade (EAB) support capacity is not available, unit Commanders will Pass Back equipment to LRC for support.
  - (3) WSUS Funding Management and Workload Priorities (FORSCOM/SOCOM Units): All customers should be aware that WSUS funding is limited and that execution or curtailment of Pass Back maintenance support will be driven by the mission priorities as set by the Fort Moore Senior Mission commander (SMC). Any questions or concerns regarding these priorities should be addressed to the IMMO staff located at the Mizener Complex, Bldg. 5305, Room 206; telephone numbers (706)545-3468/2076.
  - (4) Non-MDEP WSUS (OPTEMPO) funded Pass Back Maintenance is defined as any field maintenance requirements such as unit services, preparation of equipment for Left Behind Equipment (LBE) induction to meet 10/20 standards or equipment enrolled in UME program may be work loaded to LRC but funding to perform the maintenance labor and parts is a unit responsibility. *It is imperative that unit commanders ensure that they have sufficient funding available to support this requirement prior to submitting any work orders to LRC MMD.*
- b. Reimbursable units requiring support maintenance will follow normal procedures prescribed herein. If a repair cost estimate is required prior to equipment inspection, a request for such must be made through the office of the Installation Materiel Maintenance Officer. Point of contact telephone number is 706-544- 1422/545-3468/545-8882.

*CAVEAT: Estimates based on historical data for uninspected equipment are not precise. Lesser or greater expense to the customer may be uncovered during the maintenance process.*

- c. When an estimate is completed, the MMD Contract Maintenance Manager, Assistant Maintenance Manager or appropriate work center shop supervisor will provide the work order estimate to the office of the IMMO staff who will review and send it to the requesting unit/activity for finding decision and further action as desired.

8. ACCESS TO MATA WEAPONS AND ELECTRONICS SUSTAINMENT FACILITY (MWESF):

- a. Entry/Exit at the MWESF Bldg. 9074 is controlled as follows: Personnel delivering equipment for maintenance support or to pick-up equipment must report to the guard building 9090 with identification and speak at the service window with an internal security guard who will electronically unlock the door after validating the requirement to enter the compound. Once inside the compound visiting personnel must report directly to the PCCreception desk located in the main entry of building 9074 with the purpose of the visit. Other than the area of the loading dock, only personnel with cleared DA Form 7281-R will be permitted unescorted access inside building 9074. All others with a valid requirement to visit inside building 9074 will be escorted.
- b. All personnel exiting the compound through building 9090 must walk through a metal detector and may have a wand pass over the body if the metal detector alarms. All bags and persons are subject to search. All vehicles exiting are subject to searched.
- c. Government vehicles will only be permitted inside the compound for the purpose of picking up or delivering equipment. No government vehicle will be permitted inside the compound solely for the user's convenience. Government or civilian service provider vehicles may be permitted entry if use of heavy tools or delivery of large quantities or heavy loads is involved. **Privately owned vehicles are prohibited entry.**

9. CUSTOMER SUPPORT PROCEDURES (MAINTENANCE ACCOUNT ESTABLISHMENT):

- a. Authorized units/activities who have not established a maintenance account with the LRC Maintenance Division must accomplish the following before any work orders can be accepted (documentation must be submitted to MMD Shop Office at Mizener Complex (Building 5300):
  - (1). Submit a copy of Assumption of Command orders and a notice of delegation of authority DA Form 1687/ to identify unit personnel authorized to verify the commander's/activity director's priority designation.



written on DA Form 5990E. Electronic versions of 1687's with (digital signatures) sent to any MMD work center is acceptable.

- (2). Submit a copy of Assumption of command orders and a delegation of authority DA Form 1687 to identify unit/activity personnel authorized to deliver and pickup equipment work ordered.
- b. It is a unit/activity's responsibility to maintain up-to-date copies of Command Orders and DA Form 1687's on file at the MMD's Mizener and Mata Complexes.
- c. When establishing a new account personnel must show proof of identification prior to maintenance support being provided. Valid proofs of identification are Uniformed Services Identification Card, Common Access Card (CAC) and IDS badges.
- d. *All customers must ensure that appropriate funding is in place by their Resource Management Office prior to requesting any support from MMD.* Work orders cannot and will not be accepted at MMD without appropriate funding being in place and maintained on established WBSs or MIPRs. **(NO EXCEPTIONS). Funding must be provided every Fiscal Year that support is required.**

#### 10. WORK ORDER ACCEPTANCE REQUIREMENTS:

- a. Authorized customer submits DA Form 5990E with appropriate sections filled in, in accordance with DA PAM 750-8. The support UIC for customers to use is: W6YGAA. The shop production, planning and control (PP&C) section verifies the validity of the customer representative and priority designator signatures on the work order with the appropriate DA Forms 1687 and will validate that the equipment is maintenance visible in GCSS-A. If not visible the customer must provide a copy of the actions being taken by property Book to resolve the issue (i.e., serial number challenge, etc.) prior to a manual work order (PM06) being authorized by a member of the IMMO staff located in Bldg. 5305. *The designated MMD Contract Inspector will conduct a PMCS inspection with the customer prior to acceptance of any work order.* This inspection will be documented on a DA Form 5990E prior to equipment acceptance.
- b. The Fort Moore Logistics Readiness Center Maintenance service provider currently utilizes the GCSS-Army. Where it is indicated in this Standard Operating Procedure (SOP) that units/activities may request support via a DA Form 5990E.
- c. Damaged equipment. equipment beyond fair wear and tear, and equipment missing components/parts will require a memorandum signed by the commander, indicating that the equipment is no longer under investigation, and is released for repair IAW AR 735-5. This memorandum must be provided.

with the DA Form 5990E at work order opening; *no work order can accept at MMD without this document.*

- d. Organizations with subsystems as identified in AR 700-138, Appendix B-2, will ensure subsystems (i.e., Communication shelter, vehicle, generator, and trailer) are annotated as such on-work request).
- e. The initial inspection standard for equipment acceptance is the completion of the applicable technical manual/COTS Civilian equipment owners' manual specifics regarding operator level cleaning (dirty equipment will not be accepted) and lubricating; and organizational level completion of Preventive Maintenance Checks and Services (PMCS). Also, all corrosion prevention requirements must be met at this time.
- f. Equipment with organizational faults which does not preclude support maintenance from testing and safely operating the equipment can be accepted provided the fault(s) are annotated on the DA Form 5990E. The equipment will be returned without the annotated organizational faults corrected (unless the customer requests the faults to be corrected and provide the necessary funding to cover those repairs).
- g. Results of compression checks and Army Oil Analysis Program (AOAP), DA Form 2026 information must be annotated on the DA Form 5990E.
- h. \*\* All Equipment must be submitted with appropriate packaging, security (i.e., locks/chains) and preservation to prevent (i.e., drip pans) damage or loss and for compliance to Army and Fort Moore security and safety guidelines while in any of the MMD's shops.
- i. Work Order Acceptance Process:
  - Cooling systems must have adequate antifreeze protection in accordance with Technical Bulletin TB 750-651 and applicable manufacturers' recommendations for COTs such as ATVs, trucks, engineer/construction equipment, trailers.
  - Vehicles must be lubricated in accordance with the applicable lubrication orders.
  - Batteries fully charged and fuel tanks full of uncontaminated fuel.
  - Interior and exterior surfaces must be free of mud, dirt, and trash.
  - Hulls must be drained.
  - Drip pans and chock blocks must be provided for each vehicle and properly placed under the vehicle prior to work order acceptance.
  - Security, ignition, and power/battery keys must be provided as applicable. Steering wheel chain, padlock and key must be provided for each vehicle to ensure vehicle security in accordance with Army Regulation 190-51.
  - Equipment must be free of hazardous and explosive materials that jeopardize the health and welfare of maintenance personnel.

- Vehicular canvas, tarpaulins, end curtains, BII and pilferage such as tools and vises must be removed. Additionally, sensitive items such as weapons and night vision devices must be removed.
- Equipment that requires complete paint and stenciling will have all canvas shelter, and tools removed prior to submission to the Mizener Complex. Damaged equipment, equipment beyond fair wear and tear, and equipment missing components will require a memorandum signed by the commander, indicating that the equipment is no longer under investigation, and released for repair IAW AR 735-5.
- Unserviceable equipment must be submitted with appropriate packaging, security, and preservation to prevent damage or loss while in the field/sustainment support shop.
- Organization personnel will accompany vehicles recovered and/or transported into the maintenance facility by wrecker.

j. Purging Requirement

- Any equipment that requiring purging, must have the following steps performed by the unit/activity prior to turn in for support. This does not apply to BASOPS units/activities that receive field support from LRC.
- Drain all petroleum products from fuel compartments, piping, manifolds, meters, retail hoses and filter separator.
- Remove filter elements and GO/NO GO fuses from filter separator.
- Remove meter screen and nozzle screen, drain all petroleum products from filter separator's water pump and then close all valves and ports.

k. The following guidelines will be followed for commercial items requiring maintenance support:

- The cost of commercial items and year of purchase must be listed on the maintenance request. This is required in order to determine the allowable repair cost Maintenance Expenditure Limit (MEL) for the item IAW Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL) Policy for TDA/CTA Non-tactical Vehicle (NTV), Nonstandard Equipment (N-SE) and Tactical Equipment In addition to the applicable technical equipment for MEL rates and AR 58-1, MMD will also use the COTs rates located, see Appendix A for reference.
- Units/activities having its own field support must submit their maintenance requests through their field support activity who will then pass equipment back to MMD if required.
- Units/activities will not be permitted to place more than one serial numbered item on a work request (DA Form 5990E); therefore, work orders for service and/or repair must have only one item.

- Unit/activity personnel will use the appropriate Readiness Criteria Chart for all tactical reportable equipment to determine if equipment is NMC before submitting for maintenance. This is particularly important for communications systems. If equipment is NMC and reportable, the PD Authentication will be signed by the commander or the designated representative on DA FORM 5990E.

#### 11. ON-SITE MAINTENANCE:

a. Requests for on-site maintenance will typically be limited to those items that are permanently installed and cannot be brought to the Mizener/Mata maintenance facilities for repair. All on-site work requests will be coordinated through the supporting maintenance shop, who will determine if the work can be accomplished on-site (after approval of IMMO/staff) or is to be evacuated to the applicable repair shop for maintenance. Request for on-site maintenance which require 24-hour maintenance support, such as a Field Training Exercise (FTX) will be sent to the IMMO for approval, at least two weeks in advance of the start date. On-site maintenance will be administered as follows:

- The customer will submit a maintenance request for on-site maintenance. The word "ON- SITE" will be clearly printed.
- The support activity verifies completeness of the maintenance request and annotates the request, "RECEIPT OF MAINTENANCE REQUEST ONLY" on the bottom of the work request, assigns a work order, and returns the receipt copy to the customer.

b. When on-site work request is scheduled for work, the following actions occur:

- The repairer will notify the point of contact listed on the maintenance request and plan for the equipment to be made available for maintenance. When these arrangements have been made, maintenance personnel will go to the site where the equipment is located and accomplish the work.
- Upon completion of the work, the maintenance request will be completed and presented to the customer for signature. The customer signature verifies that the repairs were completed properly. The entire maintenance request (including the customers receipt copy) is then sent the shop PCC Section. If the customer is not available to accept and sign for completed job, "On- Site" will be annotated on the DA Form 5990E and the work order will be closed.
- Customers must be aware that on-site maintenance will increase the cost of completing each job. Labor transactions (costs), transportation to/from on- site location, delays, etc., are computed from the maintenance work center responsible for performing the required inspection/repair

## 12. WORK ORDER STATUS REPORTING:

The customer may weekly, or more frequently if operationally driven, contact via email or telephone the appropriate PCC section to obtain the status on accepted work orders. See Annex A for contact telephone numbers. Units may request with the appropriate PCC section weekly ad-hoc equipment status reports.

NOTE: Any customer with dissatisfaction concerning equipment status should first seek resolution with the shop supervisor. If no satisfaction is gained from the supervisor, contact the Maintenance Manager, or contact the Government staff located in Suite 206 Bldg. 5305 at Mizener complex. See *paragraph 26* for contact numbers.

## 13. EQUIPMENT PICKUP:

- Shop PCC employees normally notify the customer via telephone or email that equipment is ready for pickup. The DA Form 5990E is annotated by PCC that notification for pickup has been made.
- The customer sent to pick-up the equipment must be listed on a valid DA Form 1687 authorizing that person to take receipt of unit equipment and must present to the PCC section copy #1 of the work order. The receiving customer must sign the DA Form 5990E indicating the equipment has been picked up and validated for equipment readiness. The customer is presented a copy of the completed work order.
- NOTE: Work orders with maintenance priority designators of 1 through 3 are required to be picked up within 24 hours of notification. For all other work orders, priority 4 through 15, the PCC section will wait no more than three days before notifying the chain of command of a unit's failure to pick-up. LRC MMD will be notified by the contractor when equipment is not picked up within 72 business hours. MMD will then contact the Unit Commander/Activity director or designated representative requesting pick up of the equipment as soon as possible or if appropriate, arrange for delayed acceptance/pickup.
- In the case that copy #1(hand receipt copy) is lost; a memorandum signed by the unit commander and addressed to the appropriate shop supervisor will suffice. The memorandum must contain at a minimum the following information: work order number, nomenclature, full name, and rank with signature of the commander and an assurance statement that if found subsequent to work order closure, the original hand receipt copy will be destroyed.

- In the event of rejected repair work, the customer will annotate items being rejected on a DA Form 5990E furnished by the repair shop. A technical inspector will validate the rejected work. The customer and the technical inspector will stamp and sign the reject deficiencies on the DA Form 5990E and turn it into the PCC section. A rejected work order will immediately be placed into a reject status "8" and returned for rework.
- If the customer believes the rejected work is substantially noteworthy, he/she should contact the IMMO or a member of the MMD Government staff, see paragraph 26.

14. REPAIR OF EQUIPMENT EXCEEDING THE MAINTENANCE EXPENDITURE LIMIT (MEL):

- MEL is defined as the total acceptable cost to repair an end item or reparable component to a fully serviceable condition as prescribed in the appropriate technical manual, technical bulletin, DA messages, and guidance IAW Army Sustainment Command (ASC) MEL Waiver Policy. Generally, if repair cost exceeds the MEL, it is considered more economical in terms of operational as well as maintenance efficiencies to replace the item.
- Following initial inspection where it is determined that repair will exceed the MEL, commanders/activity directors with an operational need to have the equipment repaired may request such in writing to the Contract Maintenance Manager in Building 5300, Harmony Church. The Contract maintenance Manager will then submit all MEL waiver approvals to the IMMO/Staff for approval. Telephone number of the Contract Maintenance Manager is 706- 626-4838.
- Requests to exceed MEL must include the following documentation and information.
  - One copy of the DA Form 5990E, 5988E and DA 7723 executed by the technical inspector of the field support unit noting the deficiencies found.
- Provided the request does not exceed the MEL waiver ceiling (see AR 750-1 page 38 & AR 58-1 pg. 47 (NTV/NSE), and the repair can be affected at the field or sustainment level, the Contract Maintenance Manager will submit the request through the IMMO and or to the appropriate chain of command to the applicable ACOM for a repair decision. If repair (s) must be performed at Depot level or a fleet waiver is being requested the approval must be processed through the applicable LCMC such as TACOM or CECOM. If approval is received, the appropriate MMD shop will affect the repair(s). \*\*

## 15. FABRICATION:

- a. The Allied Trades Shop can fabricate items with Acquisition Advice Code ("AAC" Code of "F"), and repair IAW technical manual.
- b. Requests for fabrication must include as much detailed information as available but as a minimum the following will be included.
  - i. Nomenclature
  - ii. End item nomenclature, If applicable
  - iii. Physical sample if amiable or technical drawing with speciation's
  - iv. NSN and/or part number
  - v. Detailed technical description:
    - a. Material and hardness
    - b. Dimensions
    - c. Weight loading
    - d. Operating pressure
    - e. Drawings (blueprints preferred)
- c. Convenience fabrications requested by reimbursable customers will be fully reimbursable to the Logistics Readiness Center. Fabrication performed in support of a non-reimbursable customer's work order of an end item or repairable component will remain as necessary non-reimbursable work required to complete the work order to 10/20 standard.
- d. Customers are encouraged to call the Allied Trades Shop Supervisor at 706 527- 3062 before hand to determine if the desired item to be fabricated is within the section's capability.

## 16. VERIFICATION AND CLASSIFICATION INSPECTIONS:

- a. Equipment assigned condition codes "P" and "H" requires certification by MMD prior to being accepted for turn-in at the Supply Support Activity (SSA) BLDG 9058.
- b. Units/activities will submit a "Classification inspection via a DA Form 5990E to the PCC at Mizener/Mata for the appropriate maintenance shop.
- c. All mechanical, electrical, electronic, and general support items require a TI prior to turn-in to the supply system. In those cases where a large quantity of items are involved, or the equipment must be installed to be operated, arrangements for on-site inspection may be made by contacting the IMMO or designated MMD Government representative at BLOG 5305. Customers are reminded that classifications are only valid for 30 days from date of completion



- d. Should the customer be unable to meet the 30-day turn-in time frame due to turn-in appointment scheduling or operational considerations, the submission of a "new" TI work order may not be necessary. The customer should contact the maintenance activity that conducted the original TI to determine if the original TI can be administratively updated, or if a "new" TI work order is required.

17. ESTIMATED COST OF DAMAGE (ECOD):

- a. Units/activities without organic field support may submit an "ECOD" work request via DA Form 5990E. A release statement from the investigating or survey officer is required to be submitted along with the maintenance request. An example of such statement follows: Damage to Cargo Truck, 2.5 ton, M1078A1, serial number 022514047 is subject to investigation for fault in accordance with AR 735-5. However, the vehicle is no longer required for investigative purposes and is therefore released for repair.
- b. Following the statement must be a signature block containing printed name, rank, and command.
- c. Equipment accepted by a shop under a routine repair request may determine that damage found was due to causes other than fair wear and tear. The shop supervisor will in such instances notify the Contract Maintenance Manager who in turn will confer with the IMMO or MMD Government representative. Repair work would cease, and the work order will be closed if a Financial Liability Investigation of Property Loss is deemed appropriate.

18. DE-PROCESSING OF EQUIPMENT:

- a. De-processing inspection of equipment received by customer may be requested via a DA Form 5990E. Any defects found or services found to be required can be accomplished on the same work order if approved by the IMMO. \*(Note: MMD cannot de process equipment that has been produced via a local contract through MICC) \*
- b. To capture into the program, the LRC SSA Logistics Manager must develop internal procedures for identifying and reporting all new equipment issued to units on this installation to the Warranty Coordinator.
- c. Copies of receiving documents (DD Form 250, Materiel Inspection and Receiving Report and/or DD Form 1348, DOD Single Line-Item Requisition System Document (Manual)) which identify the in-service dates should be provided to the Warranty Coordinator.



- d. All received commercial equipment should be inspected by supply personnel for warranty cards. All warranty cards will be withdrawn and annotated with the receiving unit name and copies provided to the MMD Warranty Coordinator.

19. LOAD TESTING OF LIFTING DEVICES:

- Inspection and load testing of lifting devices (non-facilities) will be performed in accordance with Technical Bulletin 43-0142 and/or technical manual. All lifting devices shall be load tested prior to use of new, repaired, altered lifting devices or when safe serviceability is in doubt. After load testing is complete the equipment will be appropriately stenciled with next date load testing is due or tagged as applicable. All tested equipment will be correctly annotated on the work order and DA Form 5990E.

20. AUTHORITY GRANTED TO PERFORM LIMITED SUSTAINMENT LEVEL REPAIR:

- a. Customers with equipment known to require certain sustainment level repair may submit a Request for Maintenance Level Deviation" memorandum addressed to the Maintenance Manager to perform the maintenance. Accompanying the memorandum must be a DA Form 5990E listing all equipment deficiencies. Within the memorandum must be details specifying the deviation of maintenance level repair required.
- b. The Maintenance Manager will forward the request to the IMMO who has final approval authority. Approval will be based on shop capability and capacity to perform the higher level of maintenance. If approved, the customer may open a work order at the appropriate shop with DA Form 5990E.

21. INSTALLATION WARRANTY PROGRAM:

- a. A warranty is defined as an agreement between the purchaser (U.S. Government) and commercial supplier whereby materials and workmanship are guaranteed for a period and/or mileage/hours. Direct contact between installation units or activities and local dealerships, manufacturers, or other government agencies regarding repair of items under warranty is prohibited.
- b. The Installation Warranty Coordinator is in Building 5300, Harmony Church, 544-8704 or 706- 527-3030. The Warranty Coordinator is responsible for the overall coordination and management of the Warranty Program. Specific functions of the Warranty Coordinator are:

- Maintain a current list of all items under warranty.
- Coordinate warranty claim repair actions between user and local dealership, warrantor, and other government agencies claim.
- Provide technical assistance in determining if specific failure of items, qualify as a warranty claim.
- Distribute copies of the completed Maintenance Request and dealer work orders as prescribed by DA PAM 750-8 and warranty agreements.
- Prepare and forward documents for reimbursement when warranty repair is accomplished using Government resources.

## 22. WARRANTY CLAIM ACTION:

- Once the Warranty Coordinator determines that an equipment deficiency falls within the warranty limitations, a DA Form 5990E will be used to initiate the warranty claim with the commercial supplier and track progress in GCSS-ARMY. At this point, the Warranty Coordinator will fill out a supply procurement request identifying the commercial service provider.
- Owning units of warranty equipment and government maintenance activities are cautioned that no attempts should be made to repair items under warranty because it may void the warranty.
- If the commercial warrantor authorizes the installation maintenance support activity to make repairs and provide means to reimburse the government, replaced warranty parts, components or assemblies will be tagged with a DA Form 2402 and marked "WARRANTY EXHIBIT" and returned to the warrantor. The DA Form 2402 will have the following information: serial number, USA registration number, name of owning unit, bumper number if available, date item became defective, and manufacturer contract number.

## 23. MODIFICATION WORK ORDER (MWO):

- The installation MWO Coordinator is in Building 5300, 706-544- 8704 or 706-527-3030. The MWO Coordinator will negotiate the MWO Fielding Plan (MWOFP) with the sponsoring Army agency for the modification of materiel and supplies belonging to army and reserve components in the Fort Moore geographical area of responsibility.
- The MWO Coordinator will implement the MWOFP with units/activities affected by the MWO. The coordinator will require timely submission of the affected equipment density list by UIC, model and serial numbers. The coordinator will act as the catalyst to ensure units comply with the fielding plan as scheduled.
- The MWO Coordinator will maintain security and accountability of MWO kits until time of installation 23 equipment. Post installation, the coordinator will

document unit/activities compliance by recording completion in the Department of Army Modification Management Information System.

24. ARMY OIL ANALYSIS PROGRAM (AOAP):

- a. The LRC MMD provides delivery assistance of AOAP samples to the AOAP laboratory at Fort Liberty, NC
- b. Customers may bring AOAP samples along with a properly filled out DA Form 5991-E Oil Analysis Request and DA Form 200 Transmittal Record for each sample to Building 5300, 544-8704 or 706-527- 3030. The MMD AOAP Coordinator will package and ship to:  
Fort Liberty AOAP Laboratory  
ATTN: Lab Chief  
Material Maintenance BLVD  
Fort Liberty, NC 28303
- c. Results are mailed by the AOAP lab directly to the customer's unit.
- d. Governing guidance for the Army Oil Analysis Program Is Technical Bulletin 43-0211. Page 4-1 delineates the AOAP sampling supplies by national stock number the customer needs to obtain uncontaminated samples from external sources to the system being sampled. The maintenance department cannot ship samples not contained in the approved sample bottle listed in TB 43- 0211.

25. CUSTOMER SATISFACTION AND FEEDBACK:

Customer satisfaction is the goal of all maintenance shops. Customers are encouraged to submit through Interactive Customer Evaluation (ICE), QR Code located through the shop. Any instance where a customer feels dissatisfied with the service received from shop personnel should ask to speak with the shop supervisor for resolution or contact the Government staff located in Bldg.5305 before leaving the Mizener or Mata complexes.

26. MATERIEL MAINTENANCE DEPARTMENT POINTS OF CONTACT:

**GOVERNMENT STAFF:**

Building 5305, Suite 206 second floor, Harmony  
Church Installation Material Maintenance Officer  
(IMMO), 545-2076 Readiness Officer, 545-3468

Mata Weapons & Electronics Sustainment Facility Program Manager, 706- 626-6705  
Equipment Specialists, 544-1422, 545-8882, 626-6700/6701 LRC CCR,  
Bldg. 6, Suite 230B, 6650 Meloy Drive, 706 545-2469

**CONTRACTOR STAFF:**

- Maintenance Manager, Bldg. 5300, 626-4838 office
- Shop A Supervisor, Bldg. 5300, 544-8639 office
- Allied Trades Supervisor, Bldg. 5315, 544-9878 office
- Shop B Supervisor, Bldg. 5305, and 545-8746 office
- Modification Work Order Coordinator, Bldg.5300, 544-8704
- Warranty Program Coordinator, Bldg.5300, 544-8704
- TMDE Coordinator, Bldg. 5300, 544-8704
- Mata Weapons & Electronics Sustainment Facility, Bldg. 9074, 626-8179
- NON-DUTY HOURS POC: (Contact for extreme urgency for mission critical repair)
- Maintenance Manager, 626-4838 office
- Equipment Specialist, 545-8882 office;

*Information needed to be passed on to the action person:*

- The requesting organization point of contact name and telephone number.
- Nature of the maintenance emergency
- Equipment Nomenclature
- Malfunction
- Exact location

END MAINTENANCE EXTERNAL SOP



[illegible]



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DEPARTMENT OF THE ARMY

HEADQUARTERS US ARMY SUSTAINMENT COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND IL 612 8500

AMAS-CG

25 Feb 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL) Policy for TDA/CTA No 1111 tactical Vehicle (NTV), Nonstandard Equipment (N-SE) and Tactical Equipment

1. References:

- a. AR 750-1, Army Materiel Maintenance Policy, 3 August 2017.
- b. AR 700-138, Army Logistics Readiness and Sustainability, 26 February 2004.
- c. ASC Supplement to AR 750-1, Army Materiel Maintenance Policy for Logistics Readiness Centers (LRCs).
- d. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 June 2014.
- e. Army Sustainment Command FY19 Program Guidance.
- f. DoDM 4500.36, Department of Defense Manual, 7 July 2015.
- g. HQ ASC, AMSAS-SPI-M, 1 October 2018, subject: MEL Swim Lanes (enclosure 1)
- h. HQ ASC, AMSAS-SPI-M, 1 October 2018, subject: Accessing Master Divestiture Unit (MDL) on AKO (enclosure 2).

2. Purpose: To provide guidance to Army Field Support Brigades (AFSBs), Army Field Support Battalions (AFSBns), and Logistics Readiness Centers (LRCs) on MEL standards for NTV and N-SE supported by ASC. All changes directed in this policy will be updated in ASC Program Guidance and the ASC Supplement to Army Regulation 750-1.

3. Background: Implementation of MEL guidance in accordance with Army regulations and policies is not conducive to effective maintenance management decisions in TOA organizations where 90 percent of the equipment consists of NTV and N-SE in support of BASOPS.

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SUBJECT: Anny Sustainment Command (ASC) Maintenance Expenditure Limit (MEL)  
Policy Guidance for TDA/CTA Nontactical Vehicle (NTV), Nonstandard Equipment (N-SE)  
and Tactical Equipment

4. Policy Guidance:

a. The determination for retention, repair, or retirement of NTV and N-SE will be based on age, mileage, and/or cost of repairs. This criteria will be used as a basis *for* determining whether commercial vehicles will be retained and repaired or retired.

b. LRC personnel will review the Master Divestiture List (MDL) to determine if a piece of equipment is in a "divest all" status before performing maintenance. LRCs can access the MDL through AKO IAW enclosure 2. If equipment has a "divest all" status, but is determined to be mission critical by the USAG Commander, a local level Exception to Policy (ETP) for the mission critical item is authorized. The ETP approval/disapproval authority is the LRC Director or AFSBn Deputy.

c. AFSBn and IRCs will not request reimbursement of funds from IMCOM to repair NTV or N-SE equipment that exceeds MEL. If the equipment is not properly accounted for in GCSS-A, but is determined to be mission critical by the USAG Commander, a local level ETP may be approved for the LRC to perform maintenance on the equipment. The LRC and Garrison shall enter this equipment into GCSS-A immediately after it is identified and repaired. This equipment is only authorized a one-time repair until it is properly brought to record in GCSS-A. The LRC Director or AFSBn Deputy will brief status of the equipment and progress of bringing it to record in GCSS-A to the USAG Commander during monthly Logistics Readiness Review (LRR) meetings.

d. Determination as to whether an NTV or N-SE may be economically repaired, returned to service, or retired will be developed as follows:

(1) The MEL Repair or Replacement standard for NTV and N-SE will follow technical inspection guidance IAW this policy, and will be based on age, mileage, hours, and/or cost of repair IAW paragraphs below and AR 58-1. ASC will no longer require MEL waivers IAW AR 750-1 for NTV and N-SE. The MEL determination will consist of, at a minimum, work order data from GCSS-A or local vendor invoice showing total estimated cost of repair; to include labor and repair parts cost. Any repair above 50 percent of the replacement value will require a Memorandum for Recorded (MFR) signed by the authorities IAW paragraphs below, will be kept on file with the equipment service packet and a copy of the MFR provided to the ASC G4. Equipment with an Accounting Requirements Code (ARC) of "X" Expendable or "D" Durable will not be repaired using LRC resources.

(2) Tactical Equipment that is supported by an LCMC will follow MEL guidance IAW AR 750-1 and the applicable Technical Bulletin

(3) LRCs will ensure the equipment is a Maintenance Significant Item (MSI). MSI can be any NTV or N-SE that meets the following definition IAW AR 700-138: an end item,

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SUBJECT: Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL) Policy Guidance for TDA/CTA Nontactical Vehicle (NTV), Nonstandard Equipment (NSE) and Tactical Equipment assemblage, component, or system proposed or intended for issue to the Army in the field, for which the maintenance support concept requires the performance of corrective maintenance services on a recurring basis.

- (4) The following are considered when deciding to repair or replace a NTV or N-SE:
  - (a) Is the equipment used in supported life, health, and safety?
  - (b) What is the availability of repair parts relative to the age of the equipment?
  - (c) Would it be cost efficient for the organizations to lease or temporarily rent equipment?
  - (d) What is the state of corrosion level of the equipment? (e) What is the retention cycle for the platform?
- (5) Value of NTV and N-SE will be determined by using current acquisition cost of an equivalent platform. Any equipment requiring an MFR IAW paragraphs below will be addressed at the local level by the LRC Director/AFSBn DCO and the Garrison Commander to determine if funding is available in the FY budget and/or if equipment is not categorized as MSI. Prioritization of resources is expected at the local level.
- (6) When the estimated cost of repair is less than 15 percent of the current acquisition cost of a like item, the decision to repair is authorized to be made by the LRC Maintenance Division Ch.et.
- (7) When the estimated cost of repair is more than 15 percent, but less than 50 percent of the current acquisition value, the following data is required to be maintained; work order data from GCSS.A or local vendor invoice used to determine if repair cost are within FY budget constraints and prioritization as MSI. Historical data will be kept within GCSS--A or vendor invoice with equipment service packet. This information will be used for Commands to make informed decisions of future repairs venues acquisition.
- (8) When the estimated cost of repair is determined to be more than 50 percent, but less than 60 percent of the current acquisition value of a like item, work order data from GCSS.A or local vendor invoice would be used to determine the acquisition versus repair cost difference. If repairing the equipment is the only option an MFR is required. The MRF shall address repair cost, decision to repair the equipment and acknowledgement of the impact to the budget. The MFR will be signed by the LRC Director or AFSBn Deputy and the Garrison Commander, will be maintained on file with the equipment service packet and a copy provided to the ASC G4.

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SUBJECT: Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL)  
Policy Guidance for TDA/CTA Nontactical Vehicle (NTV), Nonstandard Equipment (N-SE)  
and Tactical Equipment

(9) IAW DA PAM 750-1, repair of N-SE is not authorized when maintenance cost exceeds 60 percent of the current acquisition value. In recognition of the fact that over 68% of IMCOM/LRCs equipment exceeds the age and miles of MEL guidance within DA PAM 750-1 and AR 58-1, ASC authorizes the LRCs and Garrison Commanders to grant ETP for repair. A MFR shall be required to address acquisition to repair cost difference using work order data from GCSS-A or local vendor invoice. In addition, it will provide justification for the decision to repair the equipment and impact to the budget. The MFR will be signed by the LRC Director or AFSBn Deputy and the Garrison Commander. The MRF will be kept on file with the equipment service packet and a copy sent through the LRC/AFSBn to AFSB SPO and ASC G4 for Life Cycle Management recording.

(10) If, within a 12 consecutive month period, repair costs are 60 percent or more of the current acquisition value of a like item, refer to para 9.

5. The POC for this action is Mr. Richard A. Bezold, Commercial: (309) 782-5178 Email: richard.a.bezold.civ@mail.mil.

2 Encls  
as

  
DUANE A. GAMBLE  
Major General, USA  
Commanding

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Commander, A05<sup>th</sup> AFSS, Danenner Kaserne, Bldg 3107, APO AE 09227  
Commander, 406<sup>th</sup> AFSB, Bldg F-4130, Lane St, Fort Bragg, NC 28310  
Commander, 407<sup>th</sup> AFSB, 89010 Tank Destroyer Blvd, Fort Hood, TX 76544

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## Appendix A (Publications)

All MMD employees (Government and Contractors) will abide by all applicable regulations, publications, military and commercial manuals, and local policies/procedures. All employees are solely responsible for reviewing the following website and ensuring use of the latest, most applicable Army publications <http://www.apd.army.mil/>. The below listing is for the MMD employees' reference and convenience only, it is not all inclusive of the references that will be required for mission performance.

Number	Title/Classification
• AR 5-9	• Area Support Responsibilities
• AR 11-34	• Army Respiratory Protection Program
• AR 15-6	• Procedures for Investigating Officers and Boards of Officers
• AR 25-1	• Army Information Resources Management Program
• AR 25-30	• Army Integrated Publications and Printing Program
• AR 25-400-2	• Army Records Information Management System (ARIMS)
• AR 58-1	• Management, Acquisition, and Use of Motor Vehicles
• 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 Non-sensitive)
• AR 200-1	• Environmental Protection and Enhancement
• AR 335-15	• Management Control Information System
• AR 380-5	• Department of the Army Information Security Program
• AR 380-40	• Policy for Safeguarding and Controlling Communications Security
• AR 600-55	• Army Driver and Operator Standardization Program (Selection, Training Licensing)
• AR 530-1	• Operations Security (OPSEC)
• AR 700-138	• Army Logistics Readiness and Sustainability
• AR 700-139	• Army Warranty Program
• AR 700-141	• Hazardous Material Information Resource System
• AR 700-143	• Packaging of Hazardous Materials

- AR 708-1
- AR 710-2
- AR 710-7
- AR 725-50
- AR 710-3
- AR 735-5
- AR 735-11-2
- AR 750-1
- AR 750-10
- AR 750-43
- DA Pam 750-1
- DA PAM 750-8
- Logistics Management Data and Cataloging Procedures for Army Supplies and Equipment
- Supply Policy below the National Level
- Hazardous Materiel Management Program 31 Jul 07
- Requisition, Receipt, and Issue System
- Asset and Transaction Reporting System
- Policies and Procedures for Property Accountability
- Reporting of Supply Discrepancies
- Army Materiel Maintenance Policy
- Army Modification Program
- Army Test, Measurement, and Diagnostic Equipment
- Commanders Maintenance Handbook
- Army Maintenance Management System (TAMMS)

## Appendix B (GCSS-A Work Order Status Codes)

### ENCLOSURE 3

#### GCSS-A WORK ORDER STATUS CODES

<b>Operating condition</b>	
0	EVAC awaiting non-NMC parts
1	Awaiting deadlining NMCS Parts
2	Await deadlining NMCS parts-local pur
3	Await NON-NMCS parts-local pur
4	EVAC awaiting maintenance
5	Scheduled services
6	Re-inspection
7	Awaiting float transaction
8	Rework, return to shop
9	Begin in-transit time
A	Awaiting initial inspection
B	In Shop
C	Awaiting Shop
D	Deferred
E	Awaiting final inspection
F	Final inspection complete
G	Road Test/Test Flight
H	Awaiting disposition from higher
I	In shop while awaiting non-NMC parts
J	In shop awaiting NMCS parts
K	Awaiting non-NMC parts
L	EVAC NMCS
M	EVAC NCM
N	EVAC Depot
O	Awaiting evacuation
P	NMC for lack of resources
Q	Awaiting estimated cost of damage (ECOD)
R	Awaiting pickup
S	Closed, technically complete
T	Closed, completed by other maint. Activity
U	Picked up, must be closed first
V	Work request closed, ORF exchange
W	Work request closed, uneconomical
X	Work request closed, exceeds time limit
Y	Work request closed, failed accept. stds
Z	Work request closed, w/out comp

#### **MMD Maintenance Management:**

GCSS-A is the primary tool used for maintenance management. Daily review of data from GCSS-A reports allow all managers and supervisors to stay abreast of the maintenance situation in every shop. The daily analysis of GCSS-A reports will reveal trends or situations requiring GINSTAFF/Contractor staff action. Examples of problems to watch for are:

1. Work orders greater than 30-60-90 days.
2. Significant increases or decreases in shop input.
3. Excessive number of items awaiting parts.
4. Excessive time in any status.
5. Class IX requests with no status.

## Appendix C (Logistics Information Management System (LIS))

Global Combat Support System (GCSS-A): The primary mission of the LRC Materiel Maintenance Division (LRC MMD) is to provide above brigade level, field and limited sustainment level maintenance support to Fort Moore tactical units and government civilian activities in the most cost effective, and efficient manner. Additionally, the LRC MMD provides support for other Army programs, not limited to the following: RESET, Pre-Deployment Training Equipment (PDTE), Contract Maintenance Team (CMT), All Army Excess (AAE) Program, and Unit Maintained Equipment (UME). Additionally, the LRC MMD also provides support as required in accordance with AR 5-9, support to TRADOC training units through the current Army LIS which is GCSS-A.

Management: The MMD Contract Maintenance Manager and supervisory contract staff will ensure all production control procedures are following GCSS-A processes to include process changes as they occur. GCSS-A will be used and maintained by PCC& Supervisors to dispatch, schedule services, track maintenance labor and parts expenditures, license operators and submit required reports to MMD GINSTAFF and to customers when requested IAW MMD External SOP. The PCC will ensure equipment information to include make, model, serial number, National stock number (NSN), Nomenclature and administrative number are correct and make changes as needed/requested. The Contract Maintenance Manager and staff will ensure compliance with below actions:

- Creation of and proper use of work order types, specifically PM01, PM02, and PM07 documents.
- Dispatching of Commercial -Off -the- Shelf (COTS) prime movers, trailers, and ground support equipment through loading in AESIP for all LRC BASOPS customers (includes LRC GFE, DPW, Range Control, Airfield, DES-Fire Dept. /Police, Safety Office and TASC). All BASOPS equipment will be dispatched at least monthly. Any activity that does not dispatch/re-dispatch equipment or have equipment that is overdue scheduled service will be reported thru supervisory chain to the IMMO or GINSTAFF. In addition, the equipment will be administratively deadlines and the owning customer will be notified in writing.
- Timely management of repair parts (G-Army & COTS local purchases) requisitioning/status updates/parts receipts/parts installed as required by paragraph 5-7 of the PWS.
- *Any commercial parts requested for COTS equipment repairs must be registered in AESIP unless used on a one-time only basis.*
- Execution of employee management which includes personnel position assignment within GCSS-A and calculation of direct labor utilization rates where applicable.
- All required scheduled services, to include load testing, will be scheduled in GCSS-A. A monthly service schedule will be provided to each BASOPS point of contact by the end of the current month to provide notification of upcoming service(s).
- Correct Project Codes (PC), Fund Codes (FCs), and equipment descriptions are applied to each, and every GCSS-A work order opened by MMD Production Control
- **Provisions (Shop stock/bench stock):** all Provisional items will be maintained IAW AR 710-2, AR 7355, Da Pam 710-2-1, and the GCSS-A End User Manual with associated updates.
- Proper execution of Shop Supply management to include Z-Park submissions by validating all Provisions ROPs to the include manual tracking and using a Microsoft Excel program for

the management of demand supported COTS repair parts until such time as a modification program is implemented for GCSS-A.

- A GCSS-A parts and COTS supplies will be inputted into GCSS-A into location for system and location tracking as well as manual tracking. These methods will be controlled by all production control and supply clerks ensuring cage codes and correct part numbers are recorded on every local purchase request submitted for approval and recorded on the correct work. Following this process is mandatory to allow accountability and correct justification for mission essential supplies to be added to the system. This also will allow items approval doing the quarterly review for addition Provisional lines; provided the criteria of at least 3 or more requisitions is met.
- **Overage Repairable Items Listings (ORIL) Management-** will be managed IAW GCSS-A published guidelines and turned IAW LRC SSA External operating procedures. Any ORIL line failed to be turned by deadline will be explained in a Memorandum from the Contract Maintenance Manager to the IMMO. Use the ZOAREP transaction to view customer Materiel due to be returned to the supporting SSA. The report displays document counts and total dollar values for each customer's returns. The list of returns can be filtered by reparable, recoverable, or excess. The report can be downloaded to Excel. GCSS-A tracks the age and progress of Materiel to be returned to the SSA.

#### **GCSS-A Reporting Requirements:**

- a. The IMMO and MMD GINSTAFF will be notified in writing when any GCSS-A process cannot be complied with along with reasons and a copy of the GCSS-A help desk ticket that has been submitted. All work orders must be opened in GCSS-A with a valid current project code, fund code (FC), Work Breakdown Structure (WBS) which has been loaded into GCSS-A, and the applicable Internal Order number (IO).
- b. All trouble reports/tickets will be provided the same day of submission to the MMD Readiness Officer and Support Operations Officer.
- c. BASOPS customers that are delinquent (48 hours after 3rd notification by Production Control clerk) turning in equipment for GCSS-A established services will be reported in writing to the MMD GINSTAFF, who will follow-up with customer to work out turn in plan. Report will include activity, name, phone number and dates they were contacted. Note: The same process will be used for customers delinquent in picking up completed work orders.
- d. Requisition notification requirement- a report of requisitions submitted to GCSS-A Z-park will be provided, at a minimum, daily to MMD government staff. This is required for the government staff to verify requisitions prior to approval being given to release from Z-park IAW ASC Supplement to AR 750-1 Army Materiel Maintenance. The report will also include the work order that each document is associated with and fund code. Failure to submit report will result in requisitions being rejected from Z-park. Provide GINSTAFF with rollover documents from SSA for any long lead GCSS-A parts as soon as identified but NLT 72 hours after status received indicating lead time issues. Provide IMMO direct labor utilization calculation results during weekly MMD meeting.
- e. MMD Production Control clerks will only use the work order requested status codes highlighted in yellow (Table B-21, DA PAM 750-8) when applying to any LRC MMD work order. Note: Code P will only be utilized after receiving written approval from the MMD GINSTAFF.

## Appendix D (General Maintenance Requirements)

The purpose of AOAP is to do the following:

- Detect potential component failure.
- Determine oil quality and need for oil change.
- Extend oil life and conserve resources.
- Reduce maintenance cost through preventive maintenance prior to major repairs.

The Contract Maintenance Manager will appoint an AOAP monitor who will be responsible for managing the MMD's oil analysis program Coordinator will:

- Requisition necessary kits and supplies on a timely basis.
- Ensure equipment is scheduled in GCSS-A to be sampled.
- Ensure samples are taken in accordance with DA Pam 738-750. Prepare and submit DD Form 2026 for each sample taken and submitted to the lab.
- Ensure required corrective action is taken on notification from the lab.
- Maintain an AOAP publication file.
- Ensure all special samples requested by the lab are taken and submitted immediately.
- The coordinator will use the monthly computerized reports generated by the lab to manage the AOAP.

### Equipment Services

All BASOPS equipment (includes LRC Government Furnished Equipment-GFE) requiring a service plan IAW MAC Chart or COTS owner's/service manual(s) will have a service plan loaded and executed in GCSS-A. In many cases the plans will include multiple services i.e., monthly, quarterly, annual, etc.

All service packets will include as a minimum the following:

- Contractor MEL Analysis Sheet: if MEL is 0 an approval packet must be enclosed.
- The original DA Form 5988-E used for field-level PMCS (with signatures and corrective action initials) (operators submit with equipment to be serviced).
- The original DA Form 5988-E used for quality control inspection to close out service (with signatures and corrective action initials).
- An updated DA Form 5988-E with all uncorrected faults and parts required entered in GCSS-A upon completion of the scheduled service.
- A copy of the closed DD Form 1970 for initial and final road tests upon completion of the scheduled service (for motor vehicles only).
- Load test if required.
- Completed work order detail.
- Shop supervisors will ensure that all completed services are correctly recorded in GCSS-A by PCCs

### Maintenance of low usage equipment

- IAW AR750-1, services for BAOPS equipment that have accumulated or are anticipated to be less than the forecasted annual mileage and/or hours of operation, may be placed into low usage service. All equipment eligible for low usage must have a Memorandum signed by IMMO before enrollment.



- Before enrollment in low usage equipment must have all service and lubrication tasks in the applicable equipment TMs and LOs must have been performed (includes any COTS items), in accordance with DA PAM 750–8. The date, miles, kilometers, or hours when the equipment was placed into low-usage status will be entered into the GCSS-A.
- Equipment that exceeds the specified criteria at any time during the year will be immediately returned to a normal scheduled service interval per the TM and/or LO from the date and usage data that was entered in GCSS-A. The IMMO will be provided an email notification of any equipment being removed from low usage.

## Dispatching Program

Dispatching is the method by which a commander controls the use of equipment. Commanders must make sure dispatching procedures are followed and understood. Therefore, all supervisors must ensure that all equipment operators read, understand, and comply with the contents of this SOP. Directorates will dispatch all Government Owned Vehicles (not GSA) and other motorized support equipment owned by the USAG / LRC until such time as AFSBn-Moore's Maintenance Division (IMD) has documented USAG / LRC operator's qualifications in GCSS-Army.

Application: Each Directorate/Agency/Section will dispatch their assigned equipment. Dispatches will be monthly. Branch/Activity Chiefs will be the Approving Authority for all dispatching actions.

**Equipment Record Folders:** The Equipment Record Folder is used each time equipment is dispatched. The folder will carry only the forms and records needed during a dispatch. The required forms are:

- Equipment Identification Card, DA Form 5823
- GCSS-Army generated equipment dispatch (5990) or DA Form 1970.
- GCSS-Army generated equipment inspection/maintenance work sheet (5988) or DA Form 2404.
- DD Form 518, 2 each.
- SF 91, 2 each.

**Dispatching:** The first line supervisor (FLS) will verify each operator is properly trained and licensed on the operated equipment. The FLS will assist the operator in the performance of the "Before" operation PMCS.

- Operators will perform a BEFORE operations PMCS using the appropriate manual for the equipment prior to dispatching. The operator will correct all faults within their scope of responsibility. Any faults the operator cannot repair will be annotated on the 5988-E or 2404. The operator will turn in the 5988-E or 2404 to their maintenance support shop for repair. Equipment Operator must be:
  - Properly licensed on the equipment being assigned to operate.
  - Know and understand the operation, capabilities, and characteristics of the equipment. Check operator's military license to verify that you are properly licensed on the equipment.

- Report to the dispatcher and sign/secure for the Equipment Record Folder.
- Inspect the Equipment Record Folders to verify all required forms are present.
- Check 5988-E or 2404 to ensure recorded admin / maintenance information is accurate, up to date and that no service or lubrication is due.

Perform the before operation PMCS, recording all faults found on the 5988-E or 2404.

Any fault that the operator has fixed will be annotated on the 5988-E or 2404 in the corrective action column with proper corrective action annotated. Ensure you know and understand the mission and safety standards.

The Dispatcher will:

- Ensure all open entries on the GCSS-Army generated work sheet (5988-E) or manual 2404 are checked against the vehicle and the uncorrected fault record within IW37N materials requisitioned against work orders.
- Ensure all faults on the 5988-E or 2404 have been corrected or recorded in GCSS-Army.
- Ensure all required documents are present in Record Folders and operator has required licenses to operate vehicle. If a section has an overdue dispatch, the section will be notified; no vehicles will be dispatched until the overdue dispatch is turned in.
- The Dispatcher will create the D1 Notification through GCSS-Army while ensuring the operator meets all the licensing requirements for the equipment.
- Commander or Designated Representative:
- Will access GCSS-Army via the portal to approve any off-post or other required dispatches.
- If there are deadline or safety deadlines that cannot be repaired during the pre-dispatch inspection, the commander or commander's representative will determine if the equipment must be dispatched and will circle (X) the fault.
- All "X" (Hard Deadline Faults) and "E" (Safety Deadline Faults) must be circled and initialed prior to requesting a dispatch. Equipment will not be dispatched without this step completed.

#### PMCS Procedures

- Preventive Maintenance Checks and Services (PMCS) is the foundation of Operator/Crew and Field Level Maintenance. With the use of the hands and eyes of the Operator assigned to the equipment and through the actions of finding, reporting, testing, adjusting, replacing, filling, correcting, and as well as repairing the equipment, the Commander can maintain the unit's equipment high readiness status.
- The Commander and operators must remember that PMCS is a continuous process. Operators will check and monitor the equipment with before, during, and after operation inspections.
- Supervisors will ensure that operators are knowledgeable in the use of DA Form 5988-E or 2404, and that they understand the process of the 5988-E/2404 within the maintenance program when discrepancies are noted during PMCS.

### Licensing

All Contract personnel will be licensed IAW PWS. The contractor shall provide the appropriate amount of personnel with required training, skills, and experience to accomplish the work required under this PWS. Additionally, the contractor must exercise due diligence in its hiring practices to validate required skills and ensure employee probity. Moreover, the contractor shall provide its employees with detailed instruction on government policies (e.g., ensuring employees do not attempt to perform inherently governmental functions, understand what government entity is authorized to make contractual changes) and regulations in the areas of safety, security, and environmental compliance as they pertain to the operations specified or implied in this PWS and subsequent modifications.

## **SUMMARY OF CHANGES May 04, 2017**

Section three pg. 2

(f) Deleted:

Manages the scheduling of maintenance tools and gages controlled by the Test Measurement and Diagnostic Equipment Program (TMDE)

Section three pg. 2. (g)

Deleted:

LBE

Added Global Combat Support System (GCSS Army) to replace SAMS.

## **June 18, 2018**

Added to 3 d (2) and 3h:

This is a 100% reimbursable service in which customer must pay for labor and materials.

Added to 6 a:

In compliance with HQDA directive to support MTOE Soldier Repairable Equipment (SRE) through a standard Pass Back maintenance program the following guidelines must be adhered to receive support from Logistics Readiness Center (LRC) Maintenance Division (MMD). All work orders must be submitted IAW procedures of paragraph 6.6 Work order Acceptance.

Pass Back Maintenance to LRC MMD using MDEP WSUS funding (per DFAS Manual 37-100-10) is defined as any field maintenance that meets the following criteria: Units have exhausted all organic maintenance capability to perform field maintenance to the maximum extent possible; however, when requirements exceed field maintenance capacity for four (4) work days or longer or requires immediate repairs prior to deployment or training, and Echelons Above Brigade (EAB) support capacity is not available, unit Commanders will Pass Back equipment to LRC for support.

WSUS Funding Management and Workload Priorities (FORSCOM/SOCOM Units): All customers should be aware that WSUS funding is limited and that execution or curtailment of Pass Back maintenance support will be driven by the mission priorities as set by the Fort Moore Senior Mission commander (SMC). Any questions or concerns regarding these priorities should be addressed to the IMMO staff located at the Mizener Complex, Bldg. 5305, Room 206; telephone numbers 706-545-3468/2076.

Non-MDEP WSUS (OPTEMPO) funded Pass Back Maintenance is defined as any field maintenance requirements such as unit services, preparation of equipment for Left Behind Equipment (LBE) induction to meet 10/20 standards or equipment enrolled in UME program may be work loaded to LRC but funding to perform the maintenance labor and parts is a unit responsibility. It is imperative that unit commanders ensure that they have sufficient funding available to support this requirement prior to submitting any work orders to LRC MMD.

Added to 9m (1)

In addition to the applicable technical equipment for MEL rates and AR 58-1, MMD will also use the COTs rates located at Enclosure 1.

Added Appendix A  
Maintenance Expenditure Listing (MEL) chart

### **June 2019**

Added: AR 58-1, Management, Acquisition, and Use of Motor Vehicles

Memorandum, Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL) Policy for TDA/CTA Non tactical Vehicle (NTV), Nonstandard Equipment (N-SE) and Tactical Equipment.

Before any work orders can be accepted (documentation must be submitted to MMD Shop Office at Mizener Complex.

Deleted:

It is a unit/activity's responsibility to maintain up to date copies of Command Orders and DA Form 1687's on file at the MMD Mizener and Mata Complex.

All customers must ensure that appropriate funding is put in place by their Resource Management Office prior to requesting any support from MMD. Work orders cannot and will not be accepted at MMD without appropriate funding being in place and maintained on established WBSs or MIPRs (no exceptions).

### **October 16, 2020**

Added to 3b: fabrication of specialized items/components not available in the Army inventory,

Added to 3b: (located on Wood Road, Harmony Church)

Added to 7c,  
Assistant Maintenance Manager

The work order estimate  
Staff who will review  
Appropriate work center

Added to Appendix A: **(not all inclusive used in conjunction with TBs and LCMC MEL Messages**

Added to 7: on Main Post

Added to 2: LRC Director

(and)  
SharePoint page on the Fort Moore Installation.

Added to 3a: complies with all regulatory, higher Command directives, and technical guidelines.

Added to 3b: As well as normal pass back maintenance support covered under AR750-1

Added to 10k (1): IAW Army Sustainment (ASC) Maintenance Expenditure Limit (MEL) Policy for TDA/CTA Nontactical Vehicle (NTV), Nonstandard Equipment (N-SE) and Tactical Equipment.

Added to 10a: and will validate that the equipment is maintenance visible in GCSS-A. If not visible the customer must provide a copy of the actions being taken by property Book to resolve the issue (i.e., serial number challenge, etc.) prior to a manual work order (PM06) being authorized by a member of the IMMO staff located in Bldg 5305.

Added to 10a: Form 5990E prior to equipment acceptance.

Added to 10e: /COTS Civilian equipment owners' manual

Added to 10e: (dirty equipment will not be accepted)

Added to 10e: Also, all corrosion prevention requirements must be met at this time.

Added to 10h: and for compliance to Army and Fort Moore security and safety guidelines.

Added to 14c: The Contract maintenance Manager will then submit all MEL wavier approvals to the IMMO/Staff for approval.

Deleted: (Note: this is a onetime repair waiver, and no other repairs can be performed after this waiver repair(s) have been completed) \*\*

Deleted: (except for normal Pass Back support to FORSCOM, SOCOM and designated ROTC units in which labor is covered under SAG 115)

Added to 3j (3): all commercial radios (i.e., P5100/P7100, XG75/25/100 models)

Added to 3h: and Military Standards Handbook (MIL-STD-3037), Inspection Criteria for

International Organization for Standardization (ISO) Containers and Department of Defense Standard Family of ISO Shelters

Added to 3j: located at entrance to Kelley Hill.

March 27<sup>th</sup>, 2024

Added Appendix A thru C

Updated AOAP address

Updated formatting and sentence structure

Removed personal cell phone numbers.

Updated job titles

Added Army References