NYARNG Regulation Number 750-1

Maintenance of Supplies and Equipment

NEW YORK SURFACE EQUIPMENT MAINTENANCE SUPPORT PLAN

Headquarters New York Army National Guard
330 Old Niskayuna Road
Latham New York 12110-3514

16 August 2013
UNCLASSIFIED

Summary of Revision

NYARNG Regulation Number 750-1, 16 August 2013, Maintenance of Supplies and Equipment
New York Surface Equipment Maintenance Support Plan

- This regulation supersedes New York Army National Guard (NYARNG) Regulation No. 750-1, 29 September 2006.

- This regulation has been updated to reflect changes in Army regulations and Force Structure changes in the NYARNG.

- CHAPTER 1, no significant changes.

- CHAPTER 2, changes made to clarify respective responsibilities of unit and TDA Maintenance personnel.

- Moved Administrative Storage of Equipment from Chapter 3 to Chapter 2.

- CHAPTER 3, changed to: NYARNG MAINTENANCE FACILITY OPERATIONS

- Clarifies mission and responsibilities of each type of TDA Maintenance Facility in NYARNG.

- Defined the Unit Sponsorship Program

- CHAPTER 4, changed to: NYARNG SURFACE MAINTENANCE PROGRAM.
  Now covers; Low Usage, Maintenance Management Procedures, Materiel Transfers, Maintenance Expenditure Limits, Non-aeronautical Equipment Army Oil Analysis Program (AOAP), Color & Marking of Equipment, Modification Work Orders (MWO's).

- CHAPTER 5, changed to: Calibration Program (new addition).

- CHAPTER 6, changed to: Environmental.

- CHAPTER 7, changed to: Safety.

- CHAPTER 8, added information on Integrated Materiel Automation Program (IMAP), Government Purchase Cards (GPC), Recoverable and Exchange Pricing Parts, Small Arms Repair Part Management (SARP), Demilitarization Procedures and Supply Reports.

- CHAPTER 10, restructured to clarify/reflect responsibilities and policies on Maintenance Assistance and Instruction Teams (MAIT), Command Maintenance Evaluation Teams (COMET), Surface Maintenance Office Staff Visits and the Maintenance Sustainment Training Reports (MSTR).

- CHAPTER 11, new chapter added for Reset.

- CHAPTER 12, chapter for Controlled Humidity Preservation (CHP) updated.

- CHAPTER 13, new chapter added for Physical Security.

- APPENDIX A, supported unit to TDA Maintenance Listing updated.

- APPENDIX B, TDA Maintenance Listing updated.

- APPENDIX C, Long Term Preservation / Modified Long Term Preservation (LTP/MLTP) Equipment Phasing Schedule added.

- APPENDIX D, services updated.

- APPENDIX E, State Highway Recovery Plan updated.

- APPENDIX F, references updated.

- APPENDIX G, Driver's License Documentation Requirements and Dispatching added.

- APPENDIX H, Standard Army Maintenance System - Enhanced (SAMS-E) User Procedures added.

- APPENDIX I, index updated.

HEADQUARTERS NEW YORK ARMY NATIONAL GUARD
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NYARNG Regulation **16 August 2013**
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CHAPTER 1

INTRODUCTION

1-1. PURPOSE. The purpose of this regulation is to provide policies and procedures applicable to surface maintenance planning and management prior to state or federal mobilization and to maintain the Army Maintenance Standard. This publication is intended to provide guidance to New York Army National Guard (NYARNG) personnel relative to maintenance performance objectives. Except in the case of policies of environmental agencies or the Hazardous Material and Waste Management Plan (HMWMP), this plan will be followed when there are conflicts between these policies and those of other agencies.

1-2. REFERENCES. See Appendix F.

1-3. SCOPE. This plan incorporates the latest Department of the Army maintenance doctrine.

1-4. NYARNG SURFACE MAINTENANCE PROGRAM. The NYARNG Surface Maintenance Program is designed to:

a. Develop and implement maintenance programs within all NYARNG units and activities.

b. Provide technical, administrative and operational supervision of TDA Maintenance Activities.

c. Provide technical guidance, instruction and assistance to all NYARNG units.

d. Monitor unit maintenance programs.

e. Provide and coordinate calibration support for all applicable NYARNG equipment.

f. Provide timely maintenance services and repairs to enhance unit readiness.

g. Provide operational procedures for the efficient utilization of equipment located at the Maneuver Area Training Equipment Site (MATES).

h. Provide guidance and training for Maintenance Assistance and Instruction Team (MAIT).

i. Provide guidance for the support of Domestic Operations.

j. Provide guidance and coordinate support for the Reset Program for all NYARNG equipment.

1-5. NYARNG TECHNICIAN MAINTENANCE PROGRAM. This program is authorized by AR 750-1 and is manned according to the criteria outlined in NGB Pamphlet 570-1, within the funding levels established by Chief, National Guard Bureau.

1-6. FULL TIME SUPPORT SURFACE MAINTENANCE PROGRAM ORGANIZATION. The State Full Time Maintenance Program is organized as follows:

a. The Surface Maintenance Manager (SMM) and staff.

b. Combined Support Maintenance Shops (CSMS).

c. Maneuver Area Training Equipment Site (MATES).

d. Field Maintenance Shops (FMS).

1-7. SMM RESPONSIBILITIES. The SMM provides centralized control over the utilization, operation and maintenance of NYARNG surface maintenance equipment and TDA Maintenance Activities; Directs and manages the state surface maintenance program in its day-to-day operation. Responsible to the Commander, NYARNG regarding the effectiveness of the state surface maintenance program to include readiness for mobilization and state emergencies; Provides technical supervision and assistance to all surface maintenance activities. The SMM provides operational and administrative control over TDA Maintenance Activities to include the CSMS's, MATES and the FMS's; Coordinates with the Director of Logistics on all maintenance functions pertaining to NYARNG units.

1-8. THE ARMY MAINTENANCE STANDARD.

a. The Army has one maintenance standard: TM XX-10/20.

b. Army equipment meets the maintenance standard when the following conditions exist:

(1) The equipment is Fully Mission Capable (FMC).

(2) All faults are identified following prescribed intervals using the "items to be checked" column of the applicable TM XX–10 and XX–20 series PMCS tables.

(3) All repairs, services, and other related work that will correct Field Level equipment/materiel faults for which the required parts/supplies are available have been completed in accordance with DA Pam 750–8.

(4) Parts and supplies required completing the corrective actions, but which are not available in the unit, are on a valid funded requisition in accordance with AR 710–2.

(5) Corrective actions that are not able to be performed at the unit must be on a valid support maintenance request (DA Form 5990–E or DA Form 2407).

(6) Scheduled services are performed at the service interval required by the applicable technical publication. Because of competing mission requirements, units are authorized a 10 percent variance when performing scheduled services. Procedures to apply this variance are found in DA Pam 750–8 for ground equipment.

(7) All routine, urgent, and emergency MWOs are applied to equipment in accordance with AR 750–10. In addition, actions required by one-time safety-of-use messages are completed per AR 750–6.

(8) All authorized Basic Issue Items (BII) and Components of End Item (COEI) are present and serviceable or on a valid supply request.

c. The Army maintenance standard applies to all equipment except equipment used as training aids that require frequent disassembly and assembly.

d. Proper use, care, handling, and conservation of materiel per applicable technical publications are mandatory.

CHAPTER 2

UNIT MAINTENANCE PROCEDURES

2-1. PURPOSE.

a. This chapter outlines responsibilities and maintenance procedures for MTOE units to effectively maintain all surface equipment assigned.

b. Unit maintenance is the preventive systematic care, inspection and servicing of equipment to maintain it in a serviceable condition and to detect/correct possible failures before expensive and time consuming repairs or replacements are required.

c. Preventive Maintenance Checks and Services (PMCS) will be performed by equipment users each time equipment is utilized IAW appropriate TM to accomplish before, during, and after operation maintenance checks. The first PMCS performed in any month on all items of equipment will include daily (D), weekly (W) and monthly (M) PMCS. DA Forms 2404/5988-E which contains deficiencies will be turned in to unit maintenance sections for action. PMCS results will govern availability of equipment and Mission Capability (MC) for materiel readiness reporting. In this regard, commanders must ensure that equipment used infrequently has a PMCS performed at an interval that will provide for accurate readiness reporting.

d. All shortcomings or deficiencies noted will be recorded on DA Form 2404/ 5988-E. If the required corrective action cannot be accomplished by the unit's supporting MTOE maintenance section, a Maintenance Request will be submitted to the supporting TDA Maintenance Activity for corrective action. The service being performed will be considered completed when the item has been completely inspected and all preventive maintenance services, adjustments, checks and repairs have been performed or properly reported for corrective action.

e. Performance of unit maintenance is the responsibility of the unit actually using the equipment, regardless of ownership. Formal/informal maintenance inspections will be conducted, as a minimum, once a quarter by commanders, staff and unit officers. Spot checks will be conducted by NCOs each time the equipment is used.

f. Maintenance of equipment is performed at the lowest level consistent with available skills, tools and test equipment. When beyond the capability of the user, maintenance will be referred to the unit maintenance section.

g. Scheduled services as per TM and as amended will be performed by unit maintenance personnel, assisted by operator/user personnel, on no less than 25% of assigned equipment density by type, once each year. Coordination with supporting TDA Maintenance Activity must be established to determine when and what item of equipment will require the service. The remainder of the services will be reported to the supporting TDA Maintenance Activity utilizing DA Form 2407/5988-E.

h. Unit maintenance is effectively enhanced when training managers and subordinate supervisors allocate realistic training time for the accomplishment of maintenance training and preventive maintenance. (Operator/crew: 25% of available training time annually).

i. Repairs beyond the unit's capability will be referred to the supporting TDA Maintenance Activity. Equipment requiring repairs/service will be accompanied by the appropriate TAMMS forms. DA Form 2404/5988-E or DA Form 2407/5990-E indicating the maintenance requested, will accompany the equipment. In some cases, the unit will be required to assist their supporting FMS in transporting sensitive items to the applicable Maintenance Activity.

j. The term unit mechanics as used throughout this regulation refer to authorized military MTOE positions and not to TDA Maintenance Activity technicians.

k. Unit commanders may request an initial preparation/service on new equipment by submitting a maintenance request to their supporting TDA Maintenance Activity. Preparation for Command Inspections is the sole responsibility of the unit. Units may request assistance in preparations for Command Inspections through their supporting TDA Maintenance Activity.

l. The unit commander or his representative, will authenticate all Urgency of Need Designator (UND) A or B equipment when submitting requests for maintenance. The commander must appoint his representative in writing. A copy of this document will be provided to the supporting TDA Maintenance Activity.

m. Organizations, units and detachments without organic maintenance capability will coordinate with the supporting TDA Maintenance Activity to establish a SAMS-1E database.

n. Equipment Improvement Reports will be submitted on SF 368, Quality Deficiency Report (Category II), IAW DA Pamphlet 750-8.

2-2. COMMANDERS' RESPONSIBILITIE.

a. It is The Adjutant General's training mandate that Commanders at all levels establish a command climate that ensures assigned equipment is maintained to the Technical Manual (TM) 10/20 level. As such, the chain of command will ensure all operators are trained in and properly conducting Preventive Maintenance Checks and Services (PMCS). Unit training schedules will reflect PMCS as well as scheduled maintenance services. Particular attention must be given to allocating sufficient time for PMCS prior to, during, and after unit movements.

b. Commanders at all levels are responsible to assure that maintenance is performed on equipment assigned or on loan to their command, and that equipment is maintained in a fully mission capable condition.

c. Ensure coordination with the supporting TDA Maintenance Activity to support the Unit Sponsorship Program as outlined in Chapter 3.

d. Commanders are also responsible for:

(1) The maintenance training of operator/crews and MTOE mechanics.

(2) Establishing a unit maintenance SOP. Soldier's Guide for Field Level Maintenance Operations (DA PAM 750-3), contains a sample outline that may be used as a guide.

(3) The proper use, security and maintenance of all equipment issued, assigned or on loan and ensuring that all required operator/crew maintenance and services are performed, prior to operation.

(4) Advising superiors of maintenance support requirements, repair parts and end item replacement when beyond their capability to obtain.

(5) Enforcing established maintenance procedures.

(6) Providing trained equipment operators and maintenance personnel, and assuring that preventive maintenance training is assigned equal importance compared to other functional training.

(7) Assigning maintenance responsibilities for equipment to specific individuals, to include an individual to monitor the Army Oil Analysis Program if applicable.

(8) Establishing measures to prevent equipment abuse and initiating action when abuse is evident.

(9) Ensuring that appropriate historical records are maintained. This includes Service Schedules, Master Calibration Listing, COMET reports and MAIT visit reports.

(10) Assuring required maintenance is performed on equipment prior to evacuation to other activities.

(11) Requesting inspections, maintenance assistance or support when required.

(12) Giving prompt attention to findings and recommendations in maintenance inspection reports and directing appropriate remedial action to correct deficient conditions.

b. Commanders at all levels are responsible to assure that maintenance is performed on equipment assigned or on loan to their command, and that equipment is maintained in a fully mission capable condition.

(13) Conducting equipment readiness inspections for federal equipment under their jurisdiction to ensure:

(a) Economy of operation.

(b) Adequate security.

(c) Prevention of abuse.

(d) Compliance with DA Pamphlet 750-8 and this regulation.

(14) Prompt submission of a maintenance request to the supporting TDA Maintenance Activity to correct equipment faults beyond unit capability.

(15) Maintaining records applicable to supply and maintenance IAW DA Pamphlet 710-2-1, DA Pamphlet 750-8 and this regulation.

(16) Providing tools and test equipment to supporting TDA Maintenance Activity, upon request, when such items are available.

(17) Proper disposal and accounting for hazardous material will be IAW the Hazardous Material and Waste Management Plan (HMWMP); NYS manifest program and reaction to spills IAW local spill plans.

e. Commanders responsible for property which has been damaged will investigate the circumstances to determine the proper action authorized. Upon completion of the investigation proceed IAW AR 735-5 and GOCOM SOP.

2-3. LOGISTICS OFFICERS.

a. Assist the Commander in coordination with the supporting TDA Maintenance Activity to support the Unit Sponsorship Program as outlined in Chapter 3.

b. Collecting, editing and submitting data to support the Materiel Condition Status Reports, AMSS automated worksheet.

c. Monitoring maintenance readiness of subordinate units and making recommendations to the commander.

d. Monitoring actions taken to return inoperable equipment to a fully mission capable condition.

e. Directing and assisting in the supervision of PMCS evaluations.

f. Assuring that timely action is taken to fill equipment shortages.

2-4. OPERATOR - CREW AND MAINTENANCE PERSONNEL.

a. Operating equipment within the guidelines established by operating manuals consistent with mission requirements.

b. Performing all PMCS, inspections and repairs within their capability IAW applicable field and technical manuals and guidance established by higher headquarters.

c. Reporting equipment abuse to supervisors for corrective action.

2-5. MODIFIED TABLE OF ORGANIZATION AND EQUIPMENT (MTOE) MAINTENANCE UNITS.

a. Maintenance of unit equipment is paramount to enabling the force to meet its established readiness objectives and ensuring units are capable of operational deployments.

b. It is The Adjutant General's training mandate that in order to ensure the availability of equipment and to enhance MOS skills, maintenance and supply personnel shall spend no less than fifty (50) percent of their available training time conducting maintenance and supply operations within their assigned Duty MOS (reference NGR 350-1). Duties MOS specific tasks will help fulfill this requirement.

c. MTOE maintenance units in the NYARNG are designated to provide Field Level Maintenance support to their customer units. Most MTOE maintenance units in the NYARNG are company's assigned to support a battalion.

d. MTOE maintenance units will ensure that their IDT and AT maintenance plans support their customer unit's training and mission requirements.

e. All MTOE maintenance units are responsible to conduct 25 percent of scheduled services for all of equipment in their supported units that require TM 20 level services. In support of these requirements, all TDA Maintenance Activities will be available for use during IDT and AT periods.

f. Units with maintenance assets will ensure coordination with the supporting TDA Maintenance Activity and their customer units to support the Unit Sponsorship Program as outlined in Chapter 3.

2-6. UNIT ARMORERS, NBC AND MESS PERSONNEL.

a. All unit armorers, NBC and mess personnel are responsible to perform quarterly, semiannual and annual services on the equipment they support and report utilizing DA Form 2407/5988-E. All services completed must be reported to the supporting TDA Maintenance Activity for SAMS-1E service updates.

b. All unit armorers, NBC and mess personnel will provide the required information detailing their activities during IDT and annual training to their support TDA Maintenance Activity to document time spent performing services.

c. The supporting TDA Maintenance Activity will supply the unit armorers, NBC and mess personnel with a SAMS-1E Scheduled Services Due Report prior to IDT and annual training.

d. Supply sergeants will submit all weapons that require repair to their supporting TDA Maintenance Activity.

e. Unit armorers will not posses any weapon repair parts other than slings, BII and hand guards.

2-7. ADMINISTRATIVE STORAGE OF EQUIPMENT. Administrative storage of MTOE/TDA equipment may be considered when an activity/unit lacks the operating funds, personnel and other resources to adequately maintain organic equipment.

2-8. STORAGE SITES. Each unit is responsible for moving equipment beyond their resources to adequately maintain to an appropriate storage site that will be designated upon request.

2-9. PROCEDURES.

a. Unit commanders will review and designate equipment for administrative storage when the criteria outlined above is met. If approved, equipment will be entered into administrative storage IAW AR 750-1 and this regulation. As a guideline, storage quantities will be based on the unit's position in the ARFORGEN cycle. The following table depicts the ARFORGEN cycle:

(1) Reset	0-12 Months
(2) Train/Ready 1	12-24 Months
(3) Train/Ready 2	24-36 Months
(4) Train/Ready 3	36-48 Months
(5) Available	48-60 Months

b. Equipment Selection:

(1) GOCOM commanders can designate any piece of equipment for administrative storage based on training requirements and criteria outlined in AR 750-1. This regulation deals primarily with Tactical and Combat Vehicles, Construction Equipment, Materiel Handling Equipment and Troop Support Equipment.

(2) All other equipment selected will be stored in strict accordance with AR 750-1.

c. Maintenance Activity Notification. Once administrative storage quantities are determined, GOCOMs will provide the equipment list to this headquarters ATTN: MNL-SM for coordination. A list will be provided to the supporting TDA Maintenance Activity to facilitate storage preparation. Each TDA Maintenance Activity will assist units in designating a storage location that provides maximum protection from the elements, provides access for inspections, and provides physical separation from active equipment.

d. Equipment Maintenance. Once equipment is placed in administrative storage, all scheduled services will be suspended. Repairs required prior to placement in storage but deferred due to lack of parts, will be completed by the owning unit when parts are received.

e. Storage Rotation Plan. Each unit will develop a rotation plan. The rotation plan will address adequate timelines to exercise the equipment. Equipment must be rotated to preclude excessive miles/hours on equipment in use. Equipment will be rotated a minimum of biennially.

CHAPTER 3

NYARNG MAINTENANCE FACILITY OPERATIONS

3-1. TABLES OF DISTRIBUTION AND ALLOWANCE (TDA) MAINTENANCE ACTIVITIES. TDA Maintenance Activities in the NYARNG include Field Maintenance Shops (FMS), Combined Support Maintenance Shops (CSMS) and the Maneuver Area Training Equipment Site (MATES).

3-2. MISSION.

a. The mission of the TDA Maintenance Activities is to provide Field Level maintenance support to MTOE units and TDA Activities for services and repairs on all federal surface equipment issued to the NYARNG.

b. TDA Maintenance Activities are authorized to perform all maintenance tasks coded "C" (PMCS or Operator Maintenance), "O" and "F" as outlined in the equipment Technical Manual (TM) Maintenance Allocation Chart (MAC) when skilled maintainers, required Sets, Kits, Outfits and Tools (SKOT), Test Measurement and Diagnostic Equipment (TMDE) and other necessary resources are available to perform the maintenance task.

c. All CSMS's and the MATES are authorized to repair Small Arms. Selected FMS's may repair Small Arms only if authorized by the SMM.

3-3. RESPONSIBILITIES. The TDA Maintenance Activity Supervisor is responsible to the SMM for supervision of their activity and for efficient shop operations to include:

a. Provide equipment inspection and repair contact teams, as required, when requested by supported elements or as directed by the SMM.

b. Provide a properly supervised, manned and equipped facility for the performance of field maintenance on equipment assigned to supported units.

c. Maintain an administrative storage compound for vehicles and equipment not returned to the owning unit for training.

d. Maintain authorized Shop Stock and Bench Stock IAW AR 710-2, DA Pam 710-2-1 and this regulation. Weapons parts may only be ordered and stocked by TDA Maintenance activities as directed by the SMM.

e. Furnish a base for the operation of support maintenance contact repair and inspection teams.

f. Selection, development and proper utilization of personnel.

g. Implementation and utilization of production control procedures to reflect, at all times, the actual status of equipment at the shop for service or repair.

h. Development and enforcement of safety regulations for all areas and operations under his/her direct control.

i. Proper disposal and accounting for hazardous waste per the Hazardous Material Waste Management Plan (HMWMP) and the NYS Manifest Program. This service is to be provided to all units supported by the TDA Maintenance Activity.

j. Provide a Spill Response Team for all spills in their area to include supported units and NYARNG facilities.

k. Observing established inspection standards to ensure the highest level of maintenance.

l. Establishment of appropriate security measures IAW applicable Army and Army National Guard 190 series regulations and supplementary NYARNG directives.

m. Evacuation of equipment requiring repairs beyond shop capabilities to a supporting TDA Maintenance Activity or Depot installations IAW established procedures.

n. Maintenance of current and accurate information for the submission of required administrative, maintenance and readiness reports.

o. Maintaining adequate and current publications and files.

p. Maintain an Equipment Maintenance History File for each piece of wheeled or engine driven equipment. These folders will be segregated by unit.

q. Application of Modification Work Orders (MWO) as directed by MNL-SM.

r. Requisitioning, securing, and accounting for tools, supplies, repair parts and equipment required to accomplish the necessary maintenance functions.

s. Establishing work production metrics to assure minimum turnaround time and quality craftsmanship.

t. Timely submission of required reports as detailed in Chapters 8 and 9.

u. Establishing turn-in/pick-up schedules with other TDA Maintenance Activities which provide for maximum maintenance productivity.

v. Formulating, preparing and implementing maintenance SOP and energy conservation and environmental protection plans.

w. Providing supported unit's data on the status of all equipment on work order in a NMC status, utilizing applicable SAMS-1E reports.

x. Authenticating PD 01 through 10 generated by the shop and designating, in writing, an individual to assume this duty.

y. Provide Maintenance Sustainment Training Report (MSTR) to MNL-SM per Chapter 9.

z. Shops that have qualified personnel will perform semi-annual head spacing for weapons and 180 day verifications for night vision devices IAW (TM 9-1005-249-23&P) and (TM 11-5855-262-10-2). Shops that do not have qualified personnel will submit a work request to the assigned TDA Maintenance Activity that performs the service.

aa. Ensure requests for TDA additions/deletions are submitted on DA Form 4610-R through MNL-SM to MNL-SS IAW AR 71-32.

ab. Maintain NYARNG Form 55-R for technician time and attendance.

ac. Provide (upon request) supported unit IDT maintenance training including class room (if possible) and maintenance work area.

ad. Provide operational support for GSA vehicle fleet.

3-4. UNIT SPONSORSHIP PROGRAM - ALL UNITS.

a. The TDA Maintenance Activity supervisor will be responsible to assign a technician to be the sponsor for each supported unit:

(1) When possible the sponsor should be a member of the unit.

(2) The TDA Maintenance Activity supervisor may select a technician from another shop who is in the supported unit. When this occurs, both TDA Maintenance Activity supervisors will be in agreement.

b. The purpose of the program is to work with the units to increase readiness.

c. Sponsors are to work with the unit commander to ensure that the unit maintenance program is following established guidelines and standards. The sponsor becomes the commanders' advisor on all matters concerning the unit maintenance program.

d. Prior to unit Inactive Duty Training (IDT):

(1) Request and review unit service schedule in order to identify services due and past due. When printing the report, use a date range going back ten years to one year out.

(2) Print the Customer Reconciliation Report from the SAMS-1E.

(3) Review the TMDE Master List and identify any equipment that needs to be evacuated for calibration.

(4) Print the current AOAP report.

(5) Review these reports with the unit Commander to get guidance on priority of work.

(6) Coordinate with the TDA Maintenance Activity supervisor on drafting a production schedule for the equipment needing to be serviced or repaired by the shop.

(7) Coordinate any repairs or services going to a MTOE maintenance unit.

(8) Coordinate with the unit for any assistance they need to provide to the TDA Maintenance Activity.

e. During unit IDT:

(1) In some cases, the unit sponsor may not be a member of the unit. If this is the case, the sponsor will make periodic visits to the unit during IDT weekends.

(2) Ensure equipment is properly dispatched.

(3) Advise the unit on licensing procedures.

(4) Work with the unit leadership to ensure operators are properly conducting PMCS and recording any deficiencies on the DA Form 5988-E.

(5) Ensure that the unit SAMS-1E operator updates services, fuel use, open and closed dispatches, licensing and other maintenance performed. If the unit does not have a SAMS-1E operator, the sponsor will ensure the information is collected and given to the TDA Maintenance Activity Production Controller.

f. After unit IDT:

(1) Save and file all documents related to the maintenance mission i.e., DA Form 2404/ 5988-E's, AMSS, dispatches, training schedules, service schedule, etc. Start preparing and planning for the units next IDT weekend.

(2) Follow up with the supporting TDA Maintenance Activity to ensure all faults noted on the DA Form 5988-E's are entered into the SAMS-1E.

(3) Provide feedback to the supporting TDA Maintenance Activity supervisor.

g. Other duties:

(1) Work with and advise the unit on updating the maintenance SOP.

(2) Work with and advise the unit in preparing for a COMET evaluation.

3-5. UNIT SPONSORSHIP PROGRAM - UNITS WITH MTOE MECHANICS.

a. TDA Maintenance Activities will work with their supported units to raise the productive hours of the unit mechanics. For units that have MTOE mechanics, the sponsor will be responsible to follow the guidelines below in addition to those noted above.

b. The purpose of the program is to work with the units to increase readiness and Soldier MOS skills.

c. Sponsors are to work with the unit Commander and a representative of the unit to increase the time the unit mechanics spend working on maintenance in the TDA Maintenance Activities to achieve the requirement of unit mechanics spending 50% of their available time in MOS tasks.

d. Prior to unit Inactive Duty Training (IDT):

(1) Request and review unit service schedule in order to identify services due, past due, parts required and work load. When printing the report, use a date range going back ten years to one year out.

(2) Identify equipment designated for the unit to service/repair and equipment designated for the TDA Maintenance Activity to service/repair.

(3) Coordinate with TDA Maintenance Activity Supervisor to have the shop open and facilities available; i.e., maintenance bays, restrooms and tool room.

(4) Coordinate the availability of Class IX and POL available from the TDA Maintenance Activity in order to perform services.

(5) Request GSA vehicles through supporting shop to shuttle drivers and mechanics to and from TDA Maintenance Activity; if unit cannot transport Soldiers using organic equipment.

(6) Request and sign for fuel cards from supply sergeant.

(7) Request and sign for EZ pass/Tag 9's needed for tolls.

(8) Coordinate with mess/supply section to get food for Soldiers performing services/repairs off-site.

(9) Coordinate with the unit's fulltime staff to help update the training schedule to reflect (by admin/serial number) equipment getting serviced during that IDT weekend. This includes weapons, masks, NVG's, mess equipment, vehicles and generators.

(10) Request SAMS-1E remote access or live database from the TDA Maintenance Activity.

(11) Dispatch equipment going or returning from service, prior to movement.

(12) Coordinate the use of special equipment that may be needed to perform maintenance tasks; e.g., forklift, crane, hoist, etc.

(13) Ensure Soldiers using specialized equipment have proof of license, certification, endorsements and/or any training required to operate the equipment.

(14) Coordinate who will provide recovery assets in the event of a break-down.

(15) Review the TMDE Master List and identify any equipment that needs to be evacuated for calibration.

e. During unit IDT:

(1) Dispatch and PMCS equipment that is going to or returning from service prior to movement.

(2) Brief mechanics on the TDA Maintenance Activity SOP, safety and other pertinent information prior to use of the facilities.

(3) Record maintenance repairs, services and other maintenance related actions performed during the IDT weekend on DA Form 2404/5988E and turn-in to maintenance supervisor for review.

(4) Ensure that the unit SAMS-1E operator updates services, fuel use, open and closed dispatches, licensing and other maintenance performed.

(5) Return unused repair/service parts, tools and or special equipment back to the TDA Maintenance Activity.

(6) Clean and return facility to TDA Maintenance Activity NCOIC after briefing him/her on the status of services/repairs that was completed or unfinished.

f. After unit IDT:

(1) The designated representative will send the MSTR including DA Form 2404/5988E within five days (following the drill) to the supporting TDA Maintenance Activity. Include all maintenance that was performed.

(2) Save and file documents related to the maintenance mission i.e., DA Form 2404/ 5988-E's, AMSS, dispatches, training schedules, service schedule, etc. Start preparing and planning for the units next IDT weekend.

(3) Follow up with the supporting TDA Maintenance Activity to ensure faults noted on DA Form 5988-E's are entered into the SAMS-1E.

3-6. PROCEDURES FOR EVACUATION OF EQUIPMENT TO ANOTHER TDA MAINTENANCE ACTIVITY.

a. Equipment determined, through inspection and/or diagnostic checks by the TDA Maintenance Activity that require evacuation to another TDA Maintenance Activity for maintenance will be accompanied by a properly completed DA Form 2407/5990-E Maintenance Request, prepared IAW DA Pamphlet 750-8.

b. When a maintenance action, such as inspections, tests and verifications, are to be performed on several items of the same model (NSN/LIN):

(1) A work order must be opened in the ORG SAMS-1E for each item.

(2) A single work order can be sent to the SUP SAMS-1E for up to (10) items.

(3) If the SUP later requires a repair for one of the items, a work order must be sent from the ORG SAMS-1E for that single item.

c. Requests submitted for the manufacture of specific items (mud flaps, wheel chocks, and canvas items, etc.) will have indicated in the remarks block the quantity required. Drawings with specific dimensions and materiel requirements will be attached to the maintenance request prior to submission to the TDA Maintenance Activity. All such items are subject to approval by the TDA Maintenance Activity Supervisor prior to acceptance. Acceptance will be based on current availability of materials and complexity of the item in question. Fabrication work orders will be created against a valid end item.

d. Equipment evacuated for repairs will be accompanied by DA Form 2408-5, and 2408-20, as appropriate. A completed Equipment Inspection and Maintenance Worksheet, DA Form 2404/ 5988-E listing all uncorrected faults will be attached to the DA Form 2407/5990-E requesting the maintenance to be accomplished.

e. Calibration of TMDE and radiac equipment will be coordinated IAW Chapter 5.

f. When an FMS does not have the capability to secure weapons and sensitive items, the unit may be required to assist in evacuating these items to the supporting TDA Maintenance Facility.

3-7. CONTROL PROCEDURES. The following maintenance scheduling procedures will be employed by each TDA Maintenance Activity:

a. All supported unit equipment requiring TM 20 level services will be scheduled for services utilizing service intervals outlined in the applicable TM, DA Pam 750-8 and this regulation. Reporting equipment NMC rates to supported units will be IAW local SOP.

b. Review the Shop Section Summary (AHN-006) daily to ensure the equipment status reflects accurate maintenance data to include: item, serial number, reason and date NMC, requisition number and date submitted, required parts by NSN, current status, and priority designator used. Each entry will include unit owning the item and will be updated daily to reflect the most current data.

c. Equipment Maintenance History File. An equipment history file will be established in the manner prescribed below:

(1) Prepare an individual file folder for each piece of wheeled or engine driven equipment and shop equipment involved in load bearing.

(2) Segregate equipment file into a section for each unit or element supported by the TDA Maintenance Activity.

(3) The following records will be maintained within each equipment history file folder, as appropriate:

(a) All DA Forms 2404/5988-E or 2407/5990-E for services and repairs performed.

(b) Warranty repairs (if applicable).

(c) Modification Work Orders applied.

d. Each TDA Maintenance Activity Supervisor will select suitable routes to be used when road testing equipment. Such routes will be known by the Maintenance Activity's technicians and posted within the shop in the form of a map.

e. Each TDA Maintenance Activity Supervisor will maintain a copy of all reports submitted to MNL-SM for 24 months.

3-8. FORMS AND RECORDS. All forms and records will be prepared IAW applicable regulations (DA Pam 750-8, AR 710-2, and DA Pam 710-2-1).

3-9. FACILITY SUPPORT.

a. Repair of facilities is governed by the Operation and Maintenance Program to include improvement, enlargement and remodelling of existing facilities.

b. Requests for improvements or repairs will be requested by the Maintenance Activity through the state armory superintendent of the facility who will then generate a DMNA Form 47. The shop will maintain a copy on file until the work is completed.

c. TDA Maintenance Activities will follow-up on all requests to ensure timely completion.

3-10. SUPPLY PROCEDURES. Basic supply policies and procedures as outlined in AR 710-2, DA Pam 710-2-1, and USP&FO-NY SOP will be followed. When requesting items required to support the shop, the PD will be based on the FAD III.

3-11. REPAIR PARTS SUPPLY PROCEDURES. Policies and procedures are governed by AR 710-2, DA Pam 710-2 and Chapter 8 of this regulation.

3-12. UNRELATED DUTIES.

a. Usually all work performed by a TDA Maintenance Activity will be IAW the technicians job description and will be accounted for on SAMS-1E and DA Form 2404/5988-E or the DA Form 2407/5990-E.

b. Unrelated duties may be assigned provided a valid DA Form 2407/5990-E signed by the supported unit commander or his representative, is presented to the TDA Maintenance Activity supervisor. The remarks block of DA Form 2407/5990-E will reflect a complete description of the unrelated work request. Only direct labor will be accounted for on the work order.

3-13. MISCELLANEOUS PROCEDURES.

a. Fuel tanks will be filled to maximum allowable level, provided local fire and environmental regulations allow. Ventilate fuel systems by releasing the filler cap to the first lock position. Fuel tanks will be completely drained prior to storage of equipment at sites where fire regulations prohibit fuel storage. Fuel tanks will be drained prior to maintenance. Fuel tankers and fuel pods will be grounded at all times.

b. Storage of equipment batteries will be as follows:

(1) Dry cell batteries will be removed from equipment and stored in a cool dry place. Contacts must be cleaned before reinstalling in equipment.

(2) Nickel cadmium and silver zinc (sealed) batteries will be removed from equipment and stored in a cool, dry, well ventilated area. Recharge frequency of these batteries will be in accordance with appropriate TM. Batteries will be cleaned prior to reinstallation in equipment. These batteries will not be stored/serviced with lead acid batteries.

c. Tires will be visually inspected during each walk around inspection. A reasonable percentage of all tires (at least 5%) in storage, including spare tires, must be checked with a tire gage. Inflate, repair or replace, as appropriate, those found low, damaged or excessively worn. Such tires will be identified by marking with a crayon for rechecking during the next inspection.

d. Air lines and receivers will be drained of condensation and drain cocks open. Caution tags, annotated to provide for closing cocks prior to exercise periods, and should be conspicuously located.

e. Hydraulic systems linkage will be retracted and exposed portion of shafts coated with grease. These systems will also be exercised during the same period as that of the major item.

f. Seals may develop leaks during storage, during exercise or shortly thereafter; however, should leaking continue, corrective action must be taken IAW applicable TM.

3-14. COMBINED SUPPORT MAINTENANCE SHOP (CSMS) – ASSIGNMENTS.

a. CSMS A:

ADDRESS:	Superintendent Camp Smith, Cortlandt Manor, NY 10567-5000
UIC:	W8W3AA
DODAAC:	W806MT
TELEPHONE:	(914) 788-7400/7401
FMS's:	7, 15, 16 and 17.
NOTE:	CSMS-B, FMS's 9 and 14, AASF # 1 and 3 for TMDE, Calibration support.

b. CSMS B:

ADDRESS:	Superintendent 60 Slosson Ave Staten Island NY 10314-2518
UIC:	W8VZAA
DODAAC:	W806NL
TELEPHONE:	(718) 442-1600/1601
FMS's:	9 and 14

ADDRESS:	Superintendent 1500 East Henrietta Rd Rochester NY 14623-3181
UIC:	W8W1AA
DODAAC:	W809NL
TELEPHONE:	(585) 273-7740
FMS's:	1, 2, 4, 5, 6, 10, and 13.
NOTE:	NY-MATES AND AASF #2 for TMDE, Calibration support

c. CSMS C:

d. Perform Field Level Maintenance for supported FMS's as indicated above.

e. Perform unit COMET visits IAW Chapter 10.

f. Perform DEMIL operations.

g. Perform Technical Inspections on all supported equipment.

h. All biomedical equipment will be evacuated to the supporting CSMS for servicing or repair.

3-15. FIELD MAINTENANCE SHOP (FMS) - RESPONSIBILITIES. The FMS supervisor is responsible for the management, operation and supervision of the FMS. The supervisor ensures that all functions outlined in assigned technician job descriptions are accomplished to include the following:

a. Evacuates equipment for repairs/services to and from supporting CSMS. NOTE: Owning unit will evacuate equipment for repairs/services to and from supporting FMS.

b. Conducts monthly reconciliations with the supporting CSMS for status of open work requests using applicable SAMS-1E reports.

c. Provide assistance to COMET evaluations if required.

3-16. MANEUVER AREA TRAINING EQUIPMENT SITE (MATES) - MISSION. The MATES has a primary mission of pre-positioning selected items of equipment for immediate availability in the event of mobilization and for providing assets to units conducting Inactive Duty Training or Annual Training prior to mobilization. Other missions may be assigned by NYARNG Surface Maintenance Manager.

a. Chief of the National Guard Bureau selects contributing units, prescribes a standard equipment package formula for contributor units and directs positioning of this equipment in the MATES. Equipment is selected from applicable Modification Table of Organization and Equipment.

b. The MATES receipts for, stores, secures, and maintains, issues equipment on proper request or directive and reports readiness of equipment.

3-17. RESPONSIBILITIES. The MATES superintendent is responsible to the SMM for supervision of the MATES and for efficient site operation to include the following:

a. Perform unit COMET visits IAW Chapter 10, Section III.

b. Maintain Small Arms Repair Parts (SARP) stocks IAW Chapter 8, Section X.

c. Repair small arms.

3-18. CONTRIBUTING UNITS.

a. Contributing unit is an ARNG unit directed by NGB to position specified equipment at a MATES.

b. Units within NYS may be directed by the Directorate of Logistics to station equipment at MATES.

3-19. CONTRIBUTING UNIT COMMANDER RESPONSIBILITIES.

a. Provide a copy of the unit MTOE equipment authorization section to MATES superintendent on initial positioning of equipment, at the beginning of each fiscal year (1 October) thereafter or when a change occurs to the MTOE.

b. A staff visit by the commander or an authorized representative to the MATES will be conducted at least annually:

(1) To determine that the unit equipment positioned there is being adequately secured, properly accounted for and properly maintained.

(2) To review the AMSS Reports and ensure discrepancies are recognized and reported to the MATES superintendent or representative.

(3) Results of commander's visits will be summarized and retained on file at both the unit and MATES for one year. Problem areas or deficiencies beyond resolution by the commander and MATES superintendent will be referred to MNL-SM.

3-20. MARKING OF EQUIPMENT. The commander will provide required marking data to MATES superintendent for each item of equipment positioned in the MATES.

a. MATES personnel will apply unit markings on initial receipt of equipment.

b. MATES personnel will apply the administrative numbers to all equipment positioned in the MATES.

c. when equipment is issued/loaned by the mates, the owing unit's marking and the mate's administrative number will not be removed. the using unit may cover these markings by temporary means only. temporary cover must be removed prior to turn-in of equipment**. (Note: Do not use Camouflage Sticks to Cover Markings on Vehicles. This Material will damage markings).**

3-21. EQUIPMENT AVAILABILITY. Equipment positioned in the MATES is available for use by the ARNG, AC, USAR, other DoD activities and others when directed by proper authority. Priority use of equipment is as follows:

a. Contributing units have first priority for their own equipment.

b. Contributing units with shortages/NMC equipment.

c. ARNG units in force activity designator sequence.

d. AC, USAR, and other DoD activities.

e. All others.

3-22. SIGNATURE CARD, DA FORM 1687.

a. Each unit requiring equipment from the MATES must have appropriate personnel authorized to receive equipment. Personnel must be identified to the specific equipment which they are authorized to receive (Vehicle/Weapons/Class IX Repair Parts, etc.) This requirement applies to contributing and non-contributing units.

b. Prepare DA Form 1687 IAW DA Pam 710-2-1. Forward the original and one copy to MATES superintendent. Update as required.

3-23. CONTRIBUTING UNIT EQUIPMENT REQUEST PROCEDURES.

a. Units will plan and present anticipated equipment requirements during the annual unit planning conference at Fort Drum each December. The results of this plan should be forwarded through GOCOM and MNL-SM to the MATES superintendent. Changes to this plan should be forwarded to MATES as required.

b. NYARNG Form 33 for each planned period of use will be submitted through command channels to MNL-SM.

(1) A standard equipment request document for contributing units has been prepared by MATES and will be furnished (with instruction) to each unit. A sample of the Contributing Unit Equipment Request is in the MATES External Operations SOP.

(2) The request must be received by MNL-SM a minimum of thirty (30) days prior to date equipment is to be utilized.

(3) Request may be sent through command channels to MNL-SM. Only one copy of the request is required.

(4) Request will be processed and response forwarded to unit.

3-24. BORROWING UNIT EQUIPMENT REQUEST PROCEDURES.

a. Requests for loan of equipment from the MATES to a borrowing (non-contributing) unit must be submit on a NYARNG Form 33 through command channels and approved by MNL-SM.

b. Borrower must initiate actions at least six (6) months prior to time equipment is needed. A Memorandum of Agreement (MOA) or other agreement must be completed prior to use of equipment. Funding will be through a MIPR. Equipment will not be loaned without proper agreements and funding, this requirement is only for non New York units.

c. Borrowing units should be familiar with AR 700-131. The following address and telephone number is provided:

HQ NYARNG
ATTN: MNL-SM (TO)
330 Old Niskayuna Road
Latham, New York 12110-2224
(518) 786-4842

3-25. EQUIPMENT ISSUE AND TURN-IN. The equipment issue and turn-in at MATES will be in accordance with the current MATES External SOP. Units conducting business at the MATES must be familiar with this prior to arrival.

3-26. MAINTENANCE RESPONSIBILITIES - CONTRIBUTING UNIT.

a. References:

(1) Current Maintenance Strategy Action Plan (MSAP) published by NGB.

(2) AR 750-1.

(3) DA Pam 750-8.

b. Operators will perform a minimum of all before (B) through weekly (W) PMCS items each time equipment is issued.

c. Operators will perform inspection/exercise at least semi-annually on all unit vehicles and related equipment (DA Pam 750-8):

(1) A record of this service is required. Operator will record service data on DA Form 2404/5988-E.

(2) Provide MATES Equipment Records Section a copy of this DA Form 2404/5988-E.

d. Operators will maintain equipment record folders and post maintenance forms while equipment is in their possession.

e. Operators will clean interior and exterior of vehicles.

f. Operators will report accidents/damage to vehicles and equipment, other than "Fair Wear and Tear" as described in NYARNG Reg 385-1.

g. Unit maintenance personnel are responsible for maintenance while equipment is in the possession of the unit for IDT, AT, Home Station use, and other directed use:

(1) Evacuates to supporting TDA Maintenance Activity when supporting maintenance is required. Prepares work requests as required.

(2) Completes required repairs. Obtains repair parts IAW DA Pam 710-2-1.

(3) Assures Operational, Maintenance, and Historical Forms and Records are completed prior to turn-in of equipment to MATES for storage or maintenance.

h. Unit maintenance personnel will perform required services:

(1) Perform required services on a minimum of 25% of unit equipment stored in the MATES. Service schedules will be provided by MATES Production Control section.

(2) Services may be performed during IDT, AT or other time as coordinated with MATES superintendent. Use of the MATES facility and technical assistance will be provided on request if available.

(3) Record service on DA Form 2404/5988-E and provide a copy to the MATES Production Control section. This copy will remain on file until the next service is performed.

i. Unit maintenance personnel may assist MATES personnel with AOAP sampling for vehicles:

(1) May be performed during the Semi-Annual Inspection/Exercise required for operators.

(2) Report requirements for follow-up maintenance action (Other than normal on DD Form 2026 Oil Analysis Report or DA Form 3254-R Oil Analysis Recommendation and Feedback) to MATES superintendent.

3-27. MAINTENANCE RESPONSIBILITIES - MATES.

a. Maintenance personnel have the capability to perform maintenance on equipment positioned in the MATES.

(1) Automotive support section performs required automotive repairs and services.

(2) Armament support section performs required weapon system repairs and services.

(3) Communications and electronics support section performs required signal systems and TOW and Javelin verifications, services, and repairs.

(4) Service section provides allied trades services to the other support sections.

(5) Inspection section provides quality assurance for repairs made by support sections and technical assistance to unit maintenance sections. The inspection section supervisor is the MATES MWO coordinator.

(6) Production control section processes work requests, monitors production of support sections, monitors NMC equipment status and prepares required reports for distribution.

b. All support maintenance sections offer technical assistance and training to using units on request.

3-28. MAINTENANCE RESPONSIBILITIES - BORROWING UNIT.

a. Borrowing unit must perform a PMCS on all equipment prior to issue.

b. Borrowing unit is responsible for all maintenance unless loan agreement states otherwise.

c. Borrowing unit is responsible for repair parts unless loan agreements states otherwise.

d. Borrowing unit must return equipment in a condition equal to or better than when received on a loan.

3-29. REPAIR PARTS SUPPLY. The procedures below will apply to units requiring repair parts while using equipment positioned at the MATES.

a. Contributing Unit.

(1) Use parts from Combat Repair Team Stocks (CRT).

(2) When not in unit CRT stock, parts will be requisitioned from supporting units on SAMS-1E Walkthrough Request DA Form 2765-1E:

(a) When supporting unit part stockage is not available (IDT) see #3 below.

(b) When Supporting Unit parts stockage is available, MATES will not accept the requisition without the following action: When not in parts stock, parts Clerk will enter "NOT IN STOCK" and initials on Blocks Q & T. Supporting Unit parts personnel will go to #3 below.

(3) Take DA Form 2765-1 to MATES Supply Section. MATES supply personnel will issue part when in stock. When not in stock, MATES Clerk will enter "NOT IN STOCK-MATES" and initials in Blocks R and U.

(4) Parts personnel will return DA Form 2765-1 to Unit Parts Clerk. Unit Parts Clerk will requisition non-deadline parts through Unit Parts System. For deadline (NMC) parts, attach DA Form 2765-1 to DA Form 2404 or the automated equivalent DA Form 5988-E for equipment requiring parts turn-in to MATES with equipment. MATE's personnel will requisition the repair parts and install.

b. Borrowing Unit.

(1) Unit with supply capabilities as stated above will follow the above procedures. Charges for parts issued by MATES will be IAW the loan agreement for equipment. Charges for parts which have to be requisitioned will be IAW the loan agreement for equipment.

(2) Unit without supply capabilities must have written agreement coordinated between NYARNG Surface Maintenance Office, GOCOM and MATES superintendent.

3-30. USE OF FACILITY FOR MAINTENANCE TRAINING.

a. Contributing units may use the MATES facility during IDT weekends, AT or other times as required to enhance training of unit maintenance personnel. The facility is also available for units to perform scheduled maintenance services on equipment.

b. The MATES superintendent will provide classroom areas, work bays and technical assistance upon request if available.

c. Tools, supplies, repair parts, and safety equipment required to perform maintenance or training are the responsibility of the unit.

d. Unit NCOIC/OIC is responsible for assuring that personnel remain in assigned training area. Will assure all areas of the facility used for training are cleaned and secured prior to leaving the facility.

3-31. AWARDS FOR EFFICIENCY IN MAINTENANCE. The Army National Guard Award for Efficiency in Maintenance is awarded to the ARNG Field Maintenance Shop in each state that achieves the highest degree of efficiency during the training year, in maintenance of materiel and maintenance management.

a. Eligibility: All FMS's are eligible for the award.

b. Selection: One FMS within the state will be nominated by the SMM to The Adjutant General by 30 September.

c. The FMS's must have:

(1) Demonstrated efficiency in maintenance operation maintenance management.

(2) Assisted their supported units in obtaining a high state of readiness.

(3) Consideration for determining eligibility is:

(a) Staff visits conducted by the Surface Maintenance Office.

(b) General appearance and cleanliness of equipment.

(c) Effectiveness of the FMS maintenance SOP and its preventive maintenance program.

(d) Favourable comments on written reports to be considered are:

(1) Announced formal inspections.

(2) Unannounced maintenance spot check inspections.

d. The winning shop will be presented a state plaque from the Director of Logistics. Also, an award will be presented to the Shop Supervisor by the Army National Guard's Logistics Division.

3-32. SUPPORT SHOP ANNUAL TROPHY. Each Fiscal Year, a NYARNG TDA Maintenance Support Shop will be selected to receive the Support Shop Trophy.

a. On 30 September each year, MNL-SM (TO) will nominate a CSMS or MATES for the trophy. The nomination will be forwarded to the SMM for approval.

b. The selection criteria will be based on the results from the annual Surface Maintenance Staff Visits and inspections from other Directorates such as Environmental, Safety and Physical Security.

c. The trophy will be presented by the Director of Logistics to the winning support shop.

3-33. ARMY AWARD FOR MAINTENANCE EXCELLENCE (AAME). The Chief of Staff, Army Award for Maintenance Excellence (AAME) Program is conducted each year to recognize Army units and activities that have demonstrated excellence in maintenance operations. All MTOE units and TDA Maintenance Activities within the NYARNG are eligible for submission for the AAME. This is an award from the Department of the Army for units achieving high standards and goals for their maintenance program.

a. The selection will be submitted based on category:

(1) There is a unit selection and a TDA Activity selection in each of the three categories (small, medium and large).

(2) Category size is based on authorized personnel. Small (1-100 personnel), medium (101-300 personnel) and large (301+ personnel).

b. The unit and activity is responsible to prepare a Unit Maintenance Profile (UMP). This is the detailed submission packet required for the nomination.

c. Guidance and exact dates of the milestones will be published each year by NGB. The general milestones are as follows:

(1) January: Units or TDA Maintenance Activities should notify the State Maintenance Office of their intent to file a UMP for the current FY. This will ensure the unit/activity is on distribution for any updates sent regarding the program. It will also allow the State Maintenance Office to offer guidance in preparing the UMP. The unit/activity will be provided a sample UMP from previous submissions.

(2) April: State Maintenance Office notifies the Region 1 AAME representative of our intent to file a submission.

(3) September:

(a) NY will submit the winning UMP narratives to Region 1 with endorsements indicating the data being submitted is correct and accurate.

(b) All regions will conduct elimination boards and forward their winning AAME packets with regional endorsements to NGB.

(c) NGB board will convene and select the NGB winners. Each region should send an AAME representative to the NGB board and that individual should be prepared to be an active participant in the regional board process. At the conclusion of the NGB board, the final four (4) UMP packets in each category will be returned to the region coordinator who will return them to the applicable States to correct any noted deficiencies/corrections.

(4) December: All corrected nominations must be returned to NGB.

(5) January:

(a) After all UMP packets are received; the NGB AAME Program manager will forward the winning packets to United States Army Ordnance Center and School (USAOC&S), Aberdeen, MD for Phase I of the AAME competition.

(b) Announcement of DA Winners and those receiving on-site visits.

(6) February - March: DA conducts on-site visits.

(7) April: Announcement of DA Winners.

(8) May-June: DA Awards Ceremony in Washington, DC.

CHAPTER 4

NYARNG SURFACE MAINTENANCE PROGRAM

4-1. SCOPE. This chapter outlines the maintenance program for surface equipment and provides guidance which is intended to assure maximum equipment serviceability. While preventive maintenance techniques, properly applied, result in the most efficient and cost-effective utilization of equipment, there will come a time when corrective maintenance techniques will have to be used. The following areas must be considered by the appropriate users of this plan:

a. Maintenance of equipment will be governed by those repairs authorized by applicable Maintenance Allocation Charts (MAC) contained in the appropriate equipment Technical Manuals (TM).

b. Pertinent technical information to include Maintenance/Safety Advisory Messages will be published by the Surface Maintenance Office on a timely basis, in maintenance bulletin or special letter format, which must be applied by user and maintenance personnel once received.

c. Maintenance Assistance and Instruction Teams (MAIT) will be provided as needed IAW Chapter 10.

4-2. REFERENCES.

a. DA Pamphlet 750-8.

b. Army Regulation 750-1.

c. Army Regulation 750-10.

4-3. LOW USAGE. Equipment that meets the low usage requirements may have the scheduled services adjusted. The adjustments will be noted in the SAMS-1E:

a. Definition: Services for equipment that accumulates or is anticipated to accumulate less than the specific mileage or hours in a 12-month period may have all 20 level services extended. Refer to Section III for commodity and low usage requirements.

b. Prior to placing equipment into low usage, all scheduled services and lubrication listed in the equipments -20 TMs/LOs (W, M, Q, S, A, E, B) is performed. Equipment that requires E-18-month service and B-biennial (2 years) service is performed in accordance with the appropriate TM/LO at regularly scheduled service intervals, using the E or B symbol.

c. Equipment that exceeds the specified criteria at any time during the 12-month period immediately returns to scheduled servicing at normal TM/LO intervals.

d. Low-usage servicing is not utilized for equipment under warranty, armament equipment, artillery equilibrating systems and fire control components of combat vehicles and missile systems.

e. The 10 level maintenance intervals in TMs/LOs are not changed because of low usage.

f. Low-usage criteria provide guidance and do not relieve commanders of their responsibility for adequate maintenance of their equipment while in storage.

4-4. MAINTENANCE MANAGEMENT PROCEDURES - GENERAL. DA Pamphlet 750-8, as modified by NGB and Headquarters, NYARNG, will be implemented for all federal (surface) equipment. Preventive Maintenance Checks and Services (PMCS) will be performed IAW the appropriate Technical Manual (TM) and associated Lubrication Order (LO).

4-5. ARTILLERY WEAPONS AND MORTARS.

a. The crew and unit mechanic monthly preventive maintenance services prescribed in the appropriate 10/20 series TMs will be accomplished by unit personnel on a quarterly basis, unless deemed more frequent by the unit commander.

b. Recoil mechanism, equilibrator and replenishers will be exercised every six months IAW TB 9-1000-234-13.

c. Bore scope examination will be performed within 180 days prior to firing utilizing TM 9-1000-202-14. A before fire check will be performed immediately prior to firing by gun crew personnel utilizing appropriate organizational level TMs.

d. Instruments will be purged by unit organizational personnel at 90-day intervals or when moisture is evident or suspected IAW TM 750-116.

e. Artillery weapons will be inspected annually by maintenance personnel, when such inspections are required by applicable TM.

f. The Weapon Record Data Form, DA Form 2408-4 will be physically present and current at all times. Disposition of DA Form 2408-4 will be IAW Chapter 9 of this regulation. DA Form 2408-4 will normally be kept in a permanent log book (consolidated). When the weapon will be fired, it will then be placed in the equipment record folder.

g. The requirement for annual calibration of artillery weapons, prescribed in FM 6-40, is governed by the frequency and charge at which they were fired and at a frequency that will generate an annual calibration requirement. The following factors should be considered, but not used individually as sole determining factors for arriving at calibration requirements:

(1) Pullover gage measurements and muzzle velocity variations recorded on DA Form 2408-4 may provide indicators that a need exists for calibration support, or that commanders' r regrouping of artillery pieces is required.

(2) Artillery that is scheduled to fire over the heads of friendly troops in close support of a manoeuvring element will be calibrated prior to firing the exercise (AR 385-63).

(3) New tubes will be calibrated as soon as practical after receipt by the artillery unit. Commanders of artillery units must review DA Forms 2408-4 and evaluate the most recent pullover gage measurements and muzzle velocity readings. These readings can be used to group artillery pieces into firing battery configurations.

h. Requirements for artillery calibration support will be submitted to the supporting TDA Maintenance Activity.

i. Mortars will be inspected and serviced by qualified personnel at the TDA Maintenance Activity semi-annually. All components will accompany the mortar system.

4-6. BATTERY MAINTENANCE.

a. Maintenance activities will use the Government Purchase Card (GPC) for local purchase of batteries from commercial vendors or order through IMAP for use in supported unit equipment. Utilization of this “one for one” exchange eliminates lead acid activation and disposal of batteries and used acid.

b. TM 9-6140-200-14 provides instructions for maintenance of 6TN (12 volts), 2HN (12 volt) and 4HN (24 volt) lead acid batteries.

c. Maintenance will consist of new battery activation, to include electrolyte addition, charge/recharge and battery cleanliness, classification and disposition.

d. Matching is required when replacing batteries in equipment requiring more than one battery. Any battery showing an average variation of more than .025 specific gravity between cells or .2 volts between batteries (under load of 1/2 ampere rating of the battery; e.g., 22.5 amperes for 2HN or 50 amperes for 6TN) should not be paired.

e. Lead acid batteries will not be serviced or stored in the same room used to service or store nickel cadmium batteries. Units/activities required to service/store both batteries will include procedures in current maintenance SOP to allow for battery service area decontamination following battery servicing.

f. Disposition of batteries can be found in the Hazardous Waste Management Plan (HWMP).

g. When recharging batteries, caution must be used to ensure the correct charger is used based upon which brand/type of battery is being charged.

4-7. BLUE FORCE TRACKER. Required services will be performed on Blue Force Trackers as outlined in TM 11-7010-326-10. The BFT's will be stored in the bound position. BFT's that have not been utilized in a six-month period will have to be installed in the vehicle, turned on to test situational awareness and also send and receive messages. This will enable the BFT to have a proper semi-annual check. A local log will be created and used to ensure this has been done.

4-8. BIOMEDICAL EQUIPMENT.

a. Unit Level Responsibilities. Commanders will ensure that operators perform the authorized operator maintenance IAW the equipment TM and/or manufacturer's literature for the item of equipment, and ensure:

(1) For DA Form 2406/AMSS reportable items of equipment that does not have a TM with a PMCS table use TM 8-6500-001-10-PMCS to report equipment status.

(2) Establish an adequate maintenance SOP addressing the unit medical equipment. The SOP will control and document medical maintenance services on unit equipment listed in SB 8-75-10 IAW this chapter and TB 38-750-2.

(3) Maintenance beyond unit capability is requested through the units supporting Maintenance Activity to the appropriate entity that can provide the required support.

(4) Units that are authorized medical maintenance personnel will:

(a) Schedule and perform medical equipment maintenance services as required to include electrical safety inspections and test, calibration verifications and certifications.

(b) Perform unscheduled services per applicable Maintenance Allocation Chart (MAC).

(c) Maintain a technical library.

(d) Maintain a Combat Repair Team (CRT) stock listing.

(e) Conduct acceptance inspections on new or used items of medical equipment being transferred.

(5) All medical equipment received or turned in by the unit will be reported to the supporting TDA Maintenance Activity.

b. FMS's will evacuate medical equipment to their supporting CSMS. FMS's are not authorized to repair or service medical equipment unless authorized by MNL-SM (TO).

c. CSMS's will:

(1) Ensure equipment inspectors are trained to support medical equipment.

(2) Provide evacuation of equipment to the supporting USAMEDDAC. USAMEDDAC activities provide medical equipment maintenance support based on unit geographic location as follows:

(a) U.S.M.A., West Point, NY 10996. Point of contact is Medical Maintenance Chief, DSN 688-2335/2305, Commercial (914) 938-2335/2305.

(b) Commander, USAMEDDAC, Log Div, ATTN: Med Main Branch, Fort Drum, NY 13602-5004. Point of contact is Medical Maintenance Chief, DSN 341-5902/6242/6246, Commercial (315) 772-5902/6242.

d. Maintenance management procedures for medical equipment: DA Pam 750-2 and other chapters of this regulation will not be used for medical equipment. TB 38-750-2, Maintenance Management Procedures for Medical Equipment will be used. This TB will be used for preparation of forms and other medical equipment records.

e. Calibration of Medical Equipment:

(1) Medical equipment will need to be calibrated on a regular basis.

(2) The Medical Maintenance Branch at Tobyhanna will visit medical units on an annual basis. They will perform on site calibration and minor repairs if needed. Funding for this is provided by the Medical Maintenance Branch. MNL-SM (TO) will make coordination between the Medical Maintenance Branch and the units.

(3) Some medical equipment requires calibration if it is moved. If a unit is planning to move such equipment for training/use at another location, prior arraignments must be made with the nearest Medical Maintenance Branch to have the service performed. Units are to send a request for assistance through command channels to MNL-SM (TO) 180 days prior to movement.

f. The Medical Maintenance Branch at FT Drum will perform Technical Inspections for medical equipment being turned in. The unit will coordinate this through their supporting TDA Maintenance Activity.

4-9. COMMUNICATION AND ELECTRONIC EQUIPMENT.

a. Daily services prescribed by applicable technical manuals will be performed by the operator or crew each time electronic and communication equipment is used.

b. Weekly services prescribed by the applicable technical manuals will be semi-annual.

c. Monthly and quarterly services will be IAW appropriate TM.

d. When utilized on a daily basis (during annual training) equipment will be checked and serviced IAW applicable TM.

e. All communications equipment/subsystems mounted or not mounted and equipment/ subsystems mounted in shelters are serviced annually with the primary system.

f. Batteries will be removed from flashlights, lanterns, switchboards, portable radios and all other dry cell battery powered equipment prior to storage.

g. Communication equipment anticipated to accumulate fewer than 75 hours of operation in a 12-month period is considered in low usage status.

4-10. ENGINEER EQUIPMENT.

a. Quarterly ("Q") preventive maintenance services for powered equipment will be performed annually or after 250 hours of operation, whichever occurs first.

b. Lubrication ("L") services not accomplished during the "Q" service will be performed IAW the applicable lubrication order.

4-11. FIRE EXTINGUISHERS AND CYLINDERS.

a. Fire extinguishers.

(1) Placement, operation, maintenance and testing of portable fire extinguishers will be in accordance with Occupational Safety and Health Standards for General Industry Sec 1910.157.

(2) Fire extinguishers without gauges will be weighed semi-annually and if the weight loss does not exceed 10% of the charged weight the results will be recorded on the tag. If the fire extinguisher exceeds the 10% tolerance, remove it from service and have it recharged; i.e., fire extinguisher total weight 27 lbs (stamped on the extinguisher) has a weight charge of 15 lbs, take 10% of 15 = 1.5 lbs; subtract 1.5 from 27 lbs. If weight falls below 25.5 lbs, remove it from service to have it recharged. Replace the cartridge (factory-sealed disposable, non-refillable) on those type extinguishers which exceed the 10% tolerance.

b. Oxygen/Acetylene cylinders will be maintained in accordance with Occupational Safety and Health Standards for General Industry Sec 1910.253.

c. Below references provide detailed guidance for the inspection, repair, charging, filling, testing of fire extinguishers, and cylinders:

(1) AR 700-68, Storage and Handling of Compressed Gases and Gas Cylinders.

(2) TB 5-4200-200-10. Hand Portable Extinguishers Approved for Army Users.

(3) Repairs and Utilities: Fire Protection Equipment and Appliances Inspections, Operations and Preventive Maintenance.

(4) Code of Federal Regulations #49, Transportation.

4-12. IMPROVED TOW ACQUISITION SYSTEM (ITAS).

a. The first PMCS performed in any month will include all daily, weekly (W) and monthly (M) PMCS. As a minimum, daily, weekly and monthly PMCS will be performed every 90 days (quarterly). PMCS procedures IAW TM-9-1425-923-10.

b. When utilized on a daily basis (during annual training), PMCS will be performed on all ITAS equipment as outlined in the appropriate TM.

c. Semi-annual and annual services will be performed IAW the appropriate TM, by authorized maintenance support personnel.

d. Operational readiness of ITAS systems and ancillary equipment will be verified by authorized personnel. Semiannual verification of ITAS weapon systems will be tracked using SAMS-1E IAW appropriate TM.

e. PMCS/Service of the ITAS includes the HMMWV, ITAS Cabling, the Radio and the vehicle Radio Mount. A complete self-test will be performed at least once quarterly.

f. Lithium-Ion Battery Box (LBB):

(1) LBB Charge Time: Monthly charge

(2) Battery Capacity within 4 to 5 hours. A "balance charge" is also required to balance the battery cells (10 bars on the LBB battery capacity display). If the LBB is not allowed to "Balance Charge" every few charging cycles, an extended period of charge is required to balance the cells and attain 100% (10 bars) battery capacity.

g. Storage Requirements:

(1) Storing the LBB in an area that exceeds 160 degrees F will cause the long-term life and capacity of the LBB to be reduced significantly.

(2) Recharge LBB before storage.

(3) Check the LBB BAT CAP (battery capacity) display every three months while in storage. Recharge if BAT CAP is eight bars or less. Typically, an extended "slow charge" is necessary to balance the internal cells after storage.

4-13. JAVELIN MISSILE SYSTEM EQUIPMENT.

a. The first PMCS performed in any month will include all daily, weekly (W) and monthly (M) PMCS. As a minimum, daily, weekly and monthly PMCS will be performed every 90 days (quarterly). PMCS procedures IAW TM-9-1425-923-10.

b. When utilized on a daily basis (during annual training), PMCS will be performed on all Javelin equipment as outlined in the appropriate TM.

c. Semi-annual and annual services will be performed IAW the appropriate TM, by authorized maintenance support personnel.

d. Unit-Performs PMCS; Runs BIT; Replaces CLU Battery.

e. Operational readiness of JAVELIN systems and ancillary equipment will be verified by authorized personnel. Semiannually verification of weapon systems will be tracked using SAMS-1E IAW appropriate TM.

4-14. LOAD BEARING DEVICES.

a. Safety inspection and testing will be performed IAW TB 43-0142.

b. The maintenance supervisor responsible for performing the required test is also responsible for the selection and qualification of test personnel.

c. Load tests will be performed IAW the appropriate TB and recorded on historical records. Unless load bearing devices are used to handle missiles, rockets or explosive components, they need not be load tested after the initial test (unless they undergo rebuild, extensive repair or modification), but must receive the scheduled periodic inspection conducted by qualified maintenance personnel.

d. All wreckers will be load tested annually. All required load tests will be recorded on DA Form 2407/5990-E, certified by the individual performing the service, will become the owning organization's historical record that the test was performed.

e. Periodic inspections will be scheduled in the SAMS-1E, IAW TB 43-0142 and, when possible, will coincide with annual "Q," "S" or "A" services.

f. The Maintenance Activity and units must conduct Preventive Maintenance Checks and Services (PMCS) on vehicle support stands with 5/7 ton capacity that is in use per TB 43-0156. Trestles will be assigned an identifying number, prefixed by a letter or number which identifies the owning organization and equipment; i.e., 642nd Aviation Support Battalion: 642-1, 642-2, 642-3; FMS #09: 09-1, 09-2, 09-3; CSMS A: A-1, A-2, A-3; etc. All equipment records will make reference to this identifying number. Trestles will also reflect rated capacity and next inspection due date.

g. Inspection and checks on all load bearing devices must be tracked in the SAMS-1E.

4-15. MATERIAL HANDLING EQUIPMENT (MHE). Quarterly ("Q") maintenance services will be performed IAW with TM.

4-16. MESS EQUIPMENT. Quarterly ("Q") maintenance services will be performed IAW with TM by unit mess personnel.

4-17. MISCELLANEOUS ITEMS.

a. The following items will be repaired/serviced by local vendors. Requests for repair and service will be submitted on a maintenance request DA Form 2407 to the supporting TDA Maintenance Activity, stating in the remarks block the repair/service required and a recommended vender if known. The TDA Maintenance Activity will use their GPC credit card at any merchant which accepts VISA cards for payment of repairs and services:

(1) Office equipment.

(2) Security container combination locks.

(3) Oxygen, acetylene cylinder filling, hydrostatic and volumnmetric testing.

(4) Photographic equipment.

(5) Commercial refrigerators.

(6) Fire extinguishers filling/hydrostatic testing.

(7) Band Instruments.

(8) Exercise Equipment.

b. Combustibles must be eliminated from the interiors of metal or plastic gasoline or diesel fuel tanks prior to repair. Procedures outlined in TB 750-1047, Elimination of Combustibles from Interiors of Metal or Plastic Gasoline and Diesel Fuel Tanks, will be followed. Prior to and during all operations coordination with safety, medical and fire departments is necessary, as well as compliance with safeguards in other applicable directives.

4-18. NIGHT VISION EQUIPMENT.

a. Night Vision equipment verifications will be tracked using SAMS-1E. Failure to perform the mandatory verifications will result in the dead lining of the device from operations until the verification is preformed.

b. The Maintenance Activity is responsible for conducting Semi-Annual and Annual verifications.

c. Units will evacuate Night Vision equipment to their supporting TDA Maintenance Activity.

4-19. NUCLEAR, BIOLOGICAL AND CHEMICAL (NBC) EQUIPMENT.

a. Chemical protective equipment:

(1) NBC protective masks will be serviced semi-annually as a minimum, IAW the appropriate TM. This service will be tracked using SAMS-1E.

(2) NBC protective masks will be tagged with individuals name to whom assigned, date last fitted and certifying initials of individuals.

b. Chemical Agent Monitors and Alarms: Units will evacuate Chemical Agent Monitors and Alarms to the supporting TDA Maintenance Activity for repair.

4-20. POWER GENERATION EQUIPMENT. Weekly, monthly and quarterly ("Q") maintenance services will be performed as specified by appropriate TM or as recommended by the equipment manufacturer, whichever occurs first.

4-21. SMALL ARMS.

a. All weapons systems, including small arms, will be rendered inoperable when in transit to and from NYARNG maintenance facilities. The complete weapon (including components) will be transported to the maintenance facility. Incomplete weapons (IE components missing, etc) or have excessive wear or damage must be accompanied with a memorandum IAW AR 735-5.

b. Weapons which are about to be or have been fired, or are used during training, and classroom instruction and have not been fired, will be cleaned IAW procedures outlined in applicable manuals.

c. Small arms maintenance shown in TM-20 manual, prescribing that tear down, inspection and servicing of designated parts be accomplished on a quarterly basis. Local commanders may, however, schedule such maintenance more frequently, depending on weapon usage.

d. Bolts will not be interchanged, under normal conditions, between weapons to assure bolt assembly/barrel relationship. Should such a change occur or if it is uncertain that such is the case, immediate action will be taken to have those weapons in question head spaced, by submission of a maintenance request to the supporting TDA Maintenance Activity. NOTE: Items removed from small arms will be tagged with weapons serial number to ensure their return to the same weapon as per AR 190-11.

e. Barrel replacements do not require concurrent replacement of associated bolt assemblies, but do require head spacing. Questionable bolts noted during rebarrelling must be evaluated, repaired, and replaced and /or head spaced as necessary.

f. All M203 Grenade Launchers will be inspected and gauged IAW the TM (bi-annual) after the initial inspection/gauging procedures have been accomplished. This will incorporate into the small arms inspection schedule.

g. Only calibrated head space gauges will be used.

h. Head space and gauging requirement will be tracked using SAMS-1E computer.

i. Engraving of serial numbers on small arms components is prohibited IAW AR-190-11.

j. Small arms and crew-served weapons that are maintained in a humidity controlled room and not removed for any reason at any time during the year are considered low usage and serviced annually. All small arms and crew-served weapons in low usage must be inspected by the unit semi-annually. Inspection includes:

(1) Perform all Before (B) through Monthly (M) PMCS checks per equipment operators TM.

(2) Small arms and crew served weapons are inspected, without leaving humidity-controlled room, for rust and corrosion. High-humidity area inspections may be required more often.

(3) Visual inspections are performed to ensure lubricant is present on all lubrication points.

(4) Visual inspections are used to identify, report, or remove any new corrosion that may have formed.

4-22. SPECIAL PURPOSE EQUIPMENT.

a. Respirators:

(1) The cartridge will be replaced when the odor of paint is detected during use. The aerosol filter must be changed daily or when difficulty in breathing is encountered.

(2) Must be cleaned after each day of use with warm water and mild soap. Paint may be removed by using a mineral spirit thinner.

b. Dispensers, compressors, and compressed gas cylinders will be maintained IAW AR 700-68 and the appropriate equipment TM/TB. In addition, hydrostatic and volumetric testing will be performed. Tests which are required to be performed by support maintenance will be reported on DA Form 2407, Maintenance Request, to the supporting TDA Maintenance Activity. Equipment requiring periodic testing will be scheduled in the SAMS-1E, by the unit/facility owning the equipment to be tested, IAW DA Pamphlet 750-8. The following guidance applies:

(1) Air compressors will be tested IAW TB 43-0151.

(2) Compressed gas cylinders may be tested by local vendors. The TDA Maintenance Activity will pay for this service with their Government Purchase Card (GPC), Class IX account.

4-23. STANDARD ARMY MANAGEMENT INFORMATION SYSTEMS (STAMIS). All maintenance on STAMIS systems will be IAW the SASMO External SOP and this regulation.

a. STAMIS systems requiring repair will be turned into the TDA Maintenance Activity.

b. The TDA Maintenance Activities are authorized to repair the following:

(1) Power supplies.

(2) Interface cards.

(3) Input, output and video cards.

(4) Internal wiring and switches.

(5) Internal hard drives, CD-ROM's and modems.

(6) Internal hard drives.

(7) Mother boards.

(8) Automation Information Technology (AIT) hardware.

(9) External hard drives, modems and CD-ROM's.

c. Maintenance beyond the capability of the supporting TDA Maintenance Activity will be evacuated to the SASMO:

(1) The TDA Maintenance Activity representative must deliver and pick-up the STAMIS to the SASMO. Prior coordination is required.

(2) If the STAMIS is coded "H", the SASMO will give the owning unit the required documentation to turn the equipment into USP&FO.

d. Software:

(1) Users will not install or alter any software. Use of unauthorized software or the alteration of existing software can result in corruption, loss of data or system malfunctions.

(2) System back-up must be performed on a daily basis.

(3) All software installations and database maintenance will be done at the SASMO.

4-24. STANDARD ARMY TOOL SET (SATS). The SATS contains the Vetter Jaws of Life Air Bag. This will be inspected and tested by the TDA Maintenance Activity as follows:

a. Semi-annual inspection of the rubber bag for tears, cracks and dry rot, (unserviceable if cracks are found).

b. Annual pressure test for the air bag. Inflate bag to maximum capacity (see manual) and wait 15-20 minutes. If gauge maintains pressure, the bag passed the pressure/load test.

c. Every 3 years the air bag must have a water test. This can only be performed by an authorized dealer listed below.

d. If equipment fails, contact the local dealer for repair or turn-in if cost exceeds MEL.

e. Distributors in New York State authorized to test Vetter brand air bags:

Code 4 Fire and Rescue Inc.
300 International Drive, Suite 100
Williamsville, New York 14221
Phone: 888-823-8036
Website: www.code4.com

AAA Emergency Supply
635 North Broadway
White Plains, New York 10603
Phone: 914-949-0512

MES - New York
261 Upper North Road
Highland, New York 12528
Phone: 1-800-560-8030
Phone 2: 845-691-4313
Website: www.mesfire.com

4-25. TENTAGE. In addition to procedures outlined in applicable TM; perform the following after each use:

a. Must be swept to remove foreign matter and aired.

b. Slide fasteners must be wire brushed to remove mildew and lubricated.

c. Inspect for defects and mark inside surface with chalk to identify required repairs.

d. Submit all items requiring repairs to the supporting TDA Maintenance Activity.

e. Tents must be erected annually and visually checked for any damage or deterioration.

4-26. TIRES.

a. Tires will be maintained IAW TM 9-2610-200-14.

b. Retread tires:

(1) Retread tires will be placed on rear axles and new tires will be mounted on steering axles whenever possible.

(2) Retread tires will not be placed on the steering axles of any vehicle and other location as prohibited by AR 750-1.

(3) When new tires are received, first priority will be to placing them on steering axles.

c. Local vendor purchase and repair of tires is authorized when economically justified and the cost meets the GPC criteria.

4-27. TRAILERS. Preventive maintenance services will be performed per the applicable TM.

4-28. UNMANNED AIRCRAFT VEHICLE. (UAV)

a. The frequency and type of service to be performed at specified intervals will be accomplished IAW DA Pamphlet 750-8.

b. Repairs on the electronics of the UAV will be performed by a qualified electronics mechanic.

c. Repairs on the frame of the UAV are limited to parts replacements and can be performed by an automotive mechanic.

4-29. VEHICLES, COMBAT.

a. The frequency and type of service to be performed at specified intervals will be accomplished IAW DA Pamphlet 750-8.

b. Cooling systems will be cleaned and serviced IAW TB 750-651. Antifreeze will be tested and changed per paragraph 6-9 of this regulation.

c. Engine oil and gear lubrication will not be changed for the sole purpose of changing the grade of lubricant except when weather conditions are a factor. Used oil and lubricants will be disposed of IAW HMWMP

d. Combat vehicles (except armament, equilibrating system, and fire control components), anticipated to accumulate fewer than 500 miles or 125 hours in a 12-month period are considered in low usage status.

e. Combat vehicles are to be driven at least 5 miles to insure their performance is within parameters listed in the operators TM. Vehicles equipped with radios have Before (B) through Monthly (M) PMCS performed per the communication equipment operators TM.

f. Combat vehicles are operated sufficiently to ensure hydraulic systems reach normal operating temperature and equipment is mission capable.

4-30. VEHICLES, TACTICAL AND SUPPORT.

a. Preventive maintenance services will be performed IAW TM. Intervals for changing filters (fuel and oil) will be as specified in applicable lubrication order. Lubricants which have become or are suspected of becoming contaminated will be changed regardless of scheduled intervals.

b. Cooling systems will be cleaned and serviced IAW TB 750-651. Antifreeze will be tested and changed per paragraph 6-9 of this regulation.

c. Engine oil and gear lubricants will not be changed for the sole purpose of changing the grade of lubricant.

d. Annual inspections and services of fuel servicing vehicles and their components will be performed during the scheduled semi-annual service. All fuel servicing and fuel transport vehicles, in service or in storage, will be inspected annually to determine the coating condition of the tank interior IAW FM 10-67-1 (Ch 12, Sec IV). Fuel separator filters will be changed IAW applicable TM. Samples for filter effectiveness will be submitted IAW FM 10-67-1 (Ch 21).

e. All tactical vehicles and support vehicles will be lubricated IAW the LO (except that fittings, linkage, joints, hinges and the like will be greased/oiled at 1,000-mile intervals). Vehicles operated in water, mud and/or sand will be lubricated and the brakes inspected and cleaned of any foreign matter as soon as possible after use without waiting for the next scheduled service. For vehicles operated under dusty or other adverse conditions, the precautions in the applicable LO will apply. Items under warranty will be lubricated according to the manufactures' recommended interval (in cases where the interval exceeds those established by this chapter) until the warranty expires.

f. All used oil, lubricants, antifreeze and fuel will be disposed of IAW the HMWMP.

g. Brake hose inspection will be conducted on all tactical vehicles during scheduled services with extremely close attention directed to all flexible hydraulic brake hoses installed.

h. Operators will conduct the brake hose inspections during performance of PMCS. TB 9-2300-405-14 provides procedures for making this inspection and must be available for reference.

i. Light tactical vehicles that accumulate or are anticipated to accumulate fewer than 3,000 miles in a 12-month period are considered in low usage status. Heavy tactical vehicles that accumulates fewer than 1,200 miles in a 12-month period are considered in low usage status.

j. Tactical vehicles are to be driven at least 5 miles to insure their performance is within parameters listed in the operators TM. Vehicles equipped with radios have Before (B) through Monthly (M) PMCS performed per the communication equipment operators TM.

k. Wreckers should be operated sufficiently to ensure hydraulic systems reach normal operating temperature and equipment is mission capable.

4-31. VERY SMALL APERTURE TERMINAL. (VSAT)

a. The units are encouraged to set up the VSAT and leave it operational. This enables the system to be connected to the network for updates. Failure to maintain connectivity will result in the need to contact the Program Manager to regain access to the network. Units must ensure the base of the satellite is secured to keep it from being damaged by the wind.

b. At a minimum the VSAT must be set up once a month to get updates from the network and to maintain registration as an active user. The TDA Maintenance Activities will schedule a monthly service in the SAMS-1E to track compliance. This is in addition to any other services/ maintenance required.

4-32. WATER PURIFICATION SYSTEMS.

a. Reverse osmosis water purification units anticipated to accumulate fewer than 75 hours of operation in a 12-month period are considered low usage status.

b. Reverse Osmosis water purification units will be inspected annually and operate support equipment, pumps, to ensure mission capability (30 minutes under load or 1 hour with no load are suggested).

c. The filters are a high dollar item. To ensure they get replaced as needed, but not so often as to waste good filters, the following steps must be taken. The filter is only replaced if the system fails integrity testing, fails a silt density index test as indicated in work package 14 in TM-4610-232-10.

4-33. MATERIEL TRANSFERS – GENERAL. All materiel transfers in and out of the NYARNG will adhere to the following guidelines:

a. In State Transfers:

(1) The losing unit has the responsibility to ensure the items are transferred at Fully Mission Capable (FMC) plus Safety with Basic Issue Items (BII), Associated Support Items of Equipment (ASIOE), and Components of End Items (COEI). The supporting TDA Maintenance Activity will perform the equipment transfer inspection. All faults noted will be corrected except those which are cosmetic and do not affect the readiness of the equipment.

(2) The scheduled services will be performed and AOAP samples taken, if required.

(3) The gaining unit conducts a final inspection prior to shipping the equipment.

(4) If it is not possible for the gaining unit to inspect prior to shipment, due to distances, the equipment may be inspected after shipment. If the gaining unit finds uncorrected faults they will correct them. The funds will be transferred from the losing DODAAC to the gaining DODAAC

(5) If there are disputed discrepancies, MNL-SM (TO) will mediate.

b. Out of State Transfers:

(1) When equipment is ready for transfer out of state, a Maintenance Request, DA Form 2407/5990-E will be submitted to the supporting TDA Maintenance Activity and completed by a qualified inspector. The remarks block will indicate "Technical Inspection request for shipment "out-of-state."

(2) The inspector will check to ensure required TAMMS forms are present and completed IAW DA Pamphlet 750-8.

(3) The losing unit has the responsibility to ensure the items are transferred at Technical Manual (TM) 10/20 standards with Basic Issue Items (BII), Associated Support Items of Equipment (ASIOE), and Components of End Items (COEI). The supporting TDA Maintenance Activity will perform the equipment transfer inspection. All faults noted will be corrected except those which are cosmetic and do not affect the readiness of the equipment.

(4) The unit will be responsible for the turn in of the equipment to the USP&FO, after the inspection is complete and the equipment is brought to 10/20 standards.

4-34. REQUIRED TRANSFER ACTIONS. All materiel transfers will require the following actions:

a. The TDA Maintenance Activity will submit the gain/loss to the density and the SMReq Report through MNL-SM (TO).

b. The equipment record folder and all maintenance forms on an item of equipment will be transferred with the equipment to the gaining TDA Maintenance Activity.

c. Each unit will transfer/receive the equipment in the SAMS-1E database as appropriate.

d. Calibration. Losing units will submit AMXTM Form 34A for "Deletion" to their supporting CSMS. Gaining units will submit AMXTM Form 34A "Addition" to their CSMS upon receipt of the equipment.

e. Army Oil Analysis Program (AOAP). The TDA Maintenance Activities will notify the servicing laboratory concerning the transfer of equipment schedules in advance of the equipment transfer. The losing TDA Maintenance Activity will send the equipment AOAP records directly to the gaining TDA Maintenance Activity.

4-35. URGENT SHIPS.

a. Urgent ships are directed by National Guard Bureau (NGB) to support equipment transfers to units that are deploying or have an urgent mission requirement.

b. Upon receipt of an Urgent Ship message, the Unit Commander and TDA Maintenance Activity Supervisor will be responsible for ensuring the equipment is shipped at TM 10/20 standards NLT the suspense indicated on the message. Equipment will be shipped with all BII and COEI.

c. Unit commander and TDA Maintenance Activity supervisor tasked with an Urgent Ship are responsible for collecting equipment, conducting the proper technical inspection and assisting in shipping.

d. The Maintenance Activity supervisor is to notify their supervisory Surface Maintenance Specialist and the Surface Maintenance Manager if they are unable for any reason to ship the equipment or unable to meet the time requirement.

4-36. MAINTENANCE EXPENDITURE LIMITS (MEL) - GUIDANCE.

a. Expenditure limits are published by National Guard Bureau (NGB).

b. Request for exception of MEL are considered and endorsed to MNL-SM for approval.

c. Once the work order is logged in and over the MEL the SAMS-1E will suspend the work order until Production Control overrides it. The TDA Maintenance activity submits the MEL Waiver Form to MNL-SM. Once approved, the Production Controller will override the work order And write "MEL approved" in the remarks and unsuspend the work order.

d. If the MEL is not approved, the work order on the SAMS-1E will be annotated "not approved" in the remarks. Close the work order and have TDA Maintenance Activity resubmit for Technical Inspection for turn-in under condition code H.

NYARNG
MAINTENANCE EXPENDITURE LIMIT (MEL) WAIVER FORM

TDA MAINTENANCE ACTIVITY	
OWNING UNIT	
PREPARED BY	
DATE OF REQUEST	

NOMENCLATURE	
NSN	
SERIAL NUMBER	
ADMIN NUMBER	

ESTIMATED REPAIR COSTS				
ARMY UNIT PRICE IN FEDLOG				
MEL PERCENTAGE				
MEL (ARMY UNIT PRICE x MEL PERCENTAGE)				
DO ESTIMATED REPAIR COSTS EXCEED MEL?	YES		NO	
IF ANSWER IS "NO" PROCEED WITH REPAIRS. IF ANSWER IS YES PROCEED WITH WAIVER PROCESS BELOW				

IS REPLACEMENT ITEM AVAILABLE IN ARMY INVENTORY?	YES		NO	
IS A REPLACEMENT ITEM AVAILABLE THROUGH NEW PROCUREMENT?	YES		NO	
ARE RESOURCES AVAILABLE FOR REPAIR?	YES		NO	

WRITTEN JUSTIFICATION FOR THE MEL:

WAIVER STATUS	APPROVE Y / N	DATE & SIGNATURE
TDA MAINTENANCE ACTIVITY SUPERVISOR		
SUPERVISORY SURFACE MAINTENANCE SPECIALIST		
TECHNICAL OPERATIONS		
SURFACE MAINTENANCE MANAGER		

4-37. NON-AERONAUTICAL EQUIPMENT ARMY OIL ANALYSIS PROGRAM (AOAP). The purpose of the Army Oil Analysis Program (AOAP) is a maintenance diagnostic tool designed to determine the internal condition of engines, transmissions, and gearboxes, and their oil-wetted components through the analysis of used lubricating oils, grease, and fluids. Its goal is safety, enhanced equipment readiness, reduced maintenance costs, and the extension of component life. AOAP can determine the suitability of lubricants and fluids for continued use, resulting in savings and early detection of harmful conditions that, if not corrected, could promote premature component failure.

4-38. SCOPE.

a. The following vehicles will be enrolled in the AOAP:

(1) Heavy Equipment Transporter (HET).

(2) Palletized Loading System (PLS).

(3) Heavy Expanded Mobility Tactical Truck (HEMTT).

(4) High Mobility Multipurpose Wheeled Vehicle (HMMWV).

(5) Family of Medium Tactical Vehicle (FMTV).

(6) Medium and Large trailer mounted generators, to include Trailer Mounted Support System (TMSS) and Deployable Rapid Assembly Shelter (DRASH) units.

(7) Engineer Equipment.

b. Samples will be taken on engine, transmission and hydraulic systems.

c. The AOAP laboratory that supports the NYARNG:

AOAP LAB
PO BOX 70539
FORT BRAGG, NC 28310

4-39. REFERENCES.

a. DA Pamphlet 750-8, The Army Maintenance Management System (TAMMS) Users Manual.

b. AR 750-1, Army Materiel Maintenance & Retail Maintenance Operations.

c. TB 43-0211, AOAP Guide for Leaders and Users.

d. ARNG AOAP SOP.

e. ARNG Maintenance Strategy Action Plan.

f. ALARACT 330/2012.

4-40. UNIT RESPONSIBILITIES.

a. It is essential that Commanders at all levels ensure that the implementation and procedures of AOAP are followed IAW this regulation and the above references.

b. All unit commanders must have a Primary and Alternate AOAP monitor appointed in writing.

c. Notify the TDA Maintenance Activity of any changes or deletions to the equipment list.

d. The AOAP monitor will work closely with the Unit Sponsor to provide the unit commander with a monthly report on the status of the AOAP Program.

4-41. TDA MAINTENANCE ACTIVITY RESPONSIBILITIES.

a. The TDA Maintenance Activities will manage the AOAP program for the unit commanders.

b. All TDA Maintenance Activities must have a Primary and Alternate AOAP monitor appointed in writing. A copy of this must be submitted to the AOAP laboratory.

c. Ensure that all equipment that is required to have AOAP samples is enrolled in the AOAP program.

d. Maintain supplies required for the AOAP program.

e. Establish an AOAP program that monitors all phases of training, performance, and follow through of the AOAP, to include:

(1) Ensure equipment users and maintenance personnel are instructed on the proper techniques of drawing samples from the specific enrolled and proper equipment component. Personnel must be properly trained in locating data plates that list relevant equipment serial numbers that are AOAP required.

(2) Ensure that routine and special sampling requirements are accomplished as prescribed by the applicable AOAP, publication or instructions received from laboratory.

(3) Ensure that the SAMS-1E database is kept current and updated when changes occur.

(4) Ensure timely submission of samples to the laboratory using USPS, FedEx or UPS. Samples must be in a sturdy box, bottles sealed, in plastic bags and the box lined with an absorbent.

(5) Ensure the laboratory is kept up to date on any changes in the density of equipment and/or serial number changes of components, which are enrolled in the AOAP.

(6) Ensure that all laboratory recommendations are complied with.

(7) Ensure that up-to-date AOAP guidance and publications are on hand for quick reference.

4-42. DIRECTORATE OF LOGISTICS AOAP MONITOR RESPONSIBILITIES.

a. Provide guidance and oversight to the state AOAP Program.

b. Provide a quarterly AOAP delinquency report to the GOCOM's.

c. Establish an adequate program to ensure that all participating units are well informed of the total program requirements and all required equipment is entered into the AOAP Program.

4-43. HIGHER HEADQUARTERS AOAP MONITOR RESPONSIBILITIES.

a. Each level of command above the company shall appoint a Primary and Alternate AOAP monitor.

b. Provide guidance and oversight to the subordinate units AOAP Program.

c. Establish an adequate program to ensure that all participating units are well informed of the total program requirements and all required equipment is entered into the AOAP Program.

d. Send a copy of their AOAP appointment orders and a list of UIC's they need to monitor to the AOAP laboratory.

4-44. AOAP MONITOR TRAINING AND CERTIFICATION.

a. Personnel designated as AOAP monitors and alternates must meet the requirements listed in AR 750-1 and be trained/certified by completing the AOAP Monitor Training Module. The CD for the training module can be obtained from the supporting TDA Maintenance Activity.

b. AOAP Monitor Certification is valid for three years.

c. Once the certification expires and the Monitor remains in the unit and continues to serve as the AOAP monitor, recertification is required. Approximately 30 days prior to their expiration, they must retake the AOAP Monitor Training online.

4-45. AOAP OFFICIAL MONTHLY REPORTS AND PRINTOUTS.

a. Report: Components Enrolled in Oil Analysis Report (CER).

(1) Source: Download off LIW web site. The supporting TDA Maintenance Activity receives a copy by mail from the AOAP laboratory.

(2) Frequency: Updated after each sample is submitted.

(3) Retention: Maintain on file for 1 year.

(4) Function: It lists each end item and component enrolled, the date the last sample was taken, the last sample number assigned, the date next sample is due, end item and component usage, routine sample delinquencies, admin assigned and a brief laboratory recommendation for the las sample analyzed for each enrolled component. This report is the most important communication link between the unit and the lab. This report is available by UIC or in some cases by a larger grouping of units, for example some battalions and brigades.

b. Report: Resample and Type Recommendations Report (RTR).

(1) Source: Download off LIW web site. The supporting TDA Maintenance Activity receives a copy by mail from the AOAP laboratory.

(2) Frequency: Updated after each sample is submitted.

(3) Retention: Maintain on file for 1 year.

(4) Function: Sorted by UIC and items serial number, when produced. The purpose of this report is to provide the supported customers with a snapshot of only those enrolled end items/ components that have and outstanding abnormal sample analysis result and lab recommendation. This report will only be produced and distributed if the specific unit (by UIC) has any outstanding abnormal sample results for enrolled equipment. If, on the date the report was printed, there are outstanding abnormal sample results, then the report can be produced. If all components are “normal” then no report will be produced. This report lists each component, by end item and component serial number having an abnormal sample along with a brief lab recommendation. The same data fields are present as were noted for the CER (above). The report also provides a simple sum total of outstanding abnormal components; a unit roll-up of the total number resample recommendation received during the reporting period; a roll-up of total resample recommendation actions not complied with during prior reporting periods, with a breakout covering several calendar periods. This report is available by UIC and in some cases by larger grouping of units, for example some battalions or brigades.

4-46. COLOR AND MARKING OF EQUIPMENT. This section provides guidance for color and marking requirements for military vehicles, construction and Material Handling Equipment issued to NYARNG units. TB 43-0209, Color, Marking and Camouflage Painting of Military Vehicles, Construction Equipment and Material Handling Equipment.

4-47. MODIFICATION WORK ORDERS (MWOS). Detailed policy is outlined in AR 750–10, AR 220–1, AR 700–138, DA Pamphlet 750–8, and DA Pamphlet 738–751.

a. Mandatory modifications are authorized for application by a published MWO. The proponent for the MWO is responsible for applying the MWO.

b. Equipment awaiting application of an emergency MWO will be placed in an NMC status.

c. Urgent modifications will be applied within 2 years from the MWO effective date as specified in the MWO. If the modification is not applied within the specified time, the equipment will be placed in an NMC status, except in the case where an extension has been granted by the ODCS, G–4 (Maintenance Directorate) (Maintenance Policy Division) per AR 750–10.

d. Routine modifications will be applied within 4 years from the MWO effective date as specified in the MWO. If the modification is not applied within the specified time, the equipment will be placed in an NMC status.

e. It is the owning unit's responsibility to fund and purchase MWO kits if the MWO is not applied prior to the end date.

f. Commanders will not modify their equipment unless there is an official MWO.

g. The activity applying an MWO will report MWO application to MNL-SM (MR).

h. MWOs will be annotated in the applicable maintenance LIS STAMIS with an appropriate fault code based on the classification of the MWO.

4-48. MODIFICATION MANAGEMENT INFORMATION SYSTEM (MMIS) .

a. The maintenance activity applying the MWO will supply the required information (number of MWO is applied by date, serial numbers, unit UIC and MWO number) to the MNL-SM representative.

b. An appointed representative in MNL-SM (MR) will enter, monitor and track MWO is entered into MMIS to ensure compliance.

CHAPTER 5

NYARNG CALIBRATION PROGRAM

5-1. CALIBRATION ACTIVITIES. The NYARNG operates two maintenance calibration activities: CSMS A, Camp Smith, Cortlandt Manor, NY; and CSMS C, Rochester, NY. They are responsible for the following:

a. Maintaining coordination with the NYARNG state calibration coordinator, U.S. Army TMDE activities, and all supported organizations. Unresolved problems will be addressed to this headquarters, ATTN: MNL-SM (TO).

b. Providing calibration and repair services to all supported units.

c. Evacuating equipment requiring higher-level calibration and repair to the proper National Guard or US Army TMDE activity.

d. Maintaining current master listings of all items requiring calibration assigned to supported organizations.

e. Using the TMDE Integrated Materiel Management System (TIMMS) Computer Program, sends out TMDE master listing every sixty (60) days to customers. If a TMDE master listing is needed between printings, this need can be met by having the unit contact the calibration facility through their supporting TDA Maintenance Activity.

f. Sending TMDE projected listing and TMDE delinquent listing with notice of evacuation and appropriate DA Form 7372 to all organizations on a monthly basis. All reports, to include the DA 7372's, will be sent electronically. Copies of the DA Form 7372 will be made and used as receipts between the TDA Maintenance Activities and their supported units.

g. Notifying the Surface Maintenance Office when items are overdue for calibration services in excess of 90 days, to request GOCOM assistance. MNL-SM (TO) will publish a quarterly delinquency memo that will be forwarded to the GOCOM's.

h. All calibration items brought into the Calibration Activity will be scanned and a TIMMS Automated Receipt Log will be created and given to the TDA Maintenance Activity representative. As each item is completed, it will be lined out, signed or initialled by the TDA Maintenance Activity representative as "Picked Up". (ADD) The automated receipt will be retained by the supported TDA Maintenance Activity until all equipment is completed and returned to the customer.

i. The TDA Maintenance Activity representative will be provided a completed and signed DA Form 7372 upon the completion and return of the TMDE equipment, a signed DA form 7372 will be retained by the CSMS Calibration Activity and filed as a record of performance and accountability (see para 5-10).

j. Inspecting items requiring calibration for completeness IAW established SOP.

k. Completing and forwarding TMDE master listing reflecting current calibration date to the Surface Maintenance Office. TMDE master listing is forwarded every 30 days to arrive at MNL-SM NLT the 5th day of the following month.

l. Notify the supported organizations when equipment is ready for pick-up.

m. Return calibrated equipment and DA-7372 to supported units in a timely manner, with a DA-80 label, DA-163 or DA-2417 affixed to the equipment.

n. Developing and implementing SOP's for TDA Maintenance Activities to follow.

o. The Calibration Activity will perform cross checks on their standards IAW TB 9-4931-537-24.

p. The Calibration Activity will maintain a 95% or better rating for the customer availability rate.

q. Two percent (2%) or less delinquency rate will be maintained on the TIMMS.

r. The Calibration Activity will initiate Quality Deficiency Reports (SF 368) for new items that fail initial calibration and forward a copy of this report to the owner/user through the TDA Maintenance Activity and the unit TMDE calibration coordinator.

s. Ten percent (10%) extension of the calibration due dates request will be handled through the appropriate calibration facility for the supported unit.

t. The Calibration Activity will establish priorities that meet the needs of supported unit mission and readiness requirements.

u. The Calibration Activity will provide a documented Calibration Coordinator Course to all its supported facilities on an annual basis.

v. The Calibration Activity will supply an EXPORT disk of TMDE equipment to the TDA Maintenance Activity of all supported units that are scheduled for deployment.

w. The Calibration Activity will keep a copy of all EXPORT disks on file to be used, if necessary, to reintegrate supported units back into the TIMMS/TMDE system within 90 days of their return.

x. DA 1687s and Assumption of Command by Authority Memo for calibration will be up to date, signed and maintained in the Calibration Activity.

y. The Calibration Activity will conduct annual TMDE training for all supported TDA Maintenance Activities and supported units.

5-2. SUPPORTED TDA MAINTENANCE ACTIVITIES. All TDA Maintenance Activities are responsible for the following:

a. Maintaining a current listing and copies of appointment orders for individual unit calibration coordinators.

b. Providing the Calibration Activity a DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) with the names of the individuals who are authorized to submit and receive TMDE.

c. Coordinating with supported units for timely turn in and pick-up of TMDE.

d. Inspecting equipment for completeness when received for calibration from supported units and assuring a properly completed DA Form 7372 is provided to match the equipment to be calibrated.

e. Copies of the DA Form 7372 from the Calibration Activity will be made and used as receipts between the TDA Maintenance Activities and their supported units.

f. Assuring that all maintenance is performed prior to evacuation of equipment to the calibration activity.

g. Evacuating equipment and DA Form 7372 to and from the calibration activity in a timely manner.

h. Assuring that a continuous receipting system is maintained for each TMDE item until returned to the owning unit.

i. Follow-up 15 days after recall to units failing to turn in equipment.

j. Provide documentation to the Calibration Activity; the name and contact information of the TDA Maintenance Activity Calibration Coordinator

5-3. UNIT COMMANDERS. Unit commanders are responsible for implementing the procedures outlined in TB 750-25 and TB 43-180 and AR 750-43. They will appoint (in writing) a TMDE support coordinator IAW AR 750-43, who will establish a calibration monitoring system to assure that equipment receives calibration and repair services as required by TB 43-180. Unit commanders will:

a. Assure that TMDE equipment requiring calibration is received complete at supporting TDA Maintenance Activity.

b. Notify the support Calibration Activity of all gains and losses of TMDE equipment requiring calibration. TB 43-180 provides a listing of TMDE requiring calibration and must be on hand in each unit.

c. Assure that TMDE equipment-requiring calibrating is turned in to the supporting TDA maintenance activity with a properly prepared DA Form 7372.

d. Coordinate with supporting TDA Maintenance Activity to ensure TMDE is picked up from the TDA maintenance activity in a timely manner.

e. Assure TMDE items requiring calibration, but placed in administrative storage; comply with the procedures established in this plan. Calibration activities must be notified so that proper procedures for review are followed.

f. Assure that items returned by the Calibration Activity "Red Tagged" are turned into the MNPF-SS as unserviceable and replacement items requisitioned. The Calibration Activity will provide a TI for turn in prior to sending the item back to the owning unit.

5-4. UNIT AND TDA MAINTENANCE ACTIVITY TMDE COORDINATOR. This will be the key person for all matters pertaining to TMDE support for his/her unit and the supported facility. The TMDE support coordinator is the principal interface between the TMDE user and TMDE calibration activity. The following are duties of the TMDE support coordinator:

a. Follow procedures in TB 750-25.

b. Assure compliance with this regulation, command policies, training requirements, and local SOPs.

c. Review TMDE master listing for any TMDE that may require calibration during annual training. This TMDE will be sent in for calibration early so maximum effectiveness is achieved during annual training exercises.

d. The TMDE calibration coordinator for the supporting TDA Maintenance Activity will notify the Calibration Activity of all gains or deletions of TMDE equipment by their supported units or TDA Maintenance Activity.

e. The TMDE calibration coordinator will supply the supporting Calibration Activity an updated EXPORT disks of TMDE equipment to reintegrate them back into the TIMMS/TMDE system within 90 days of the supporting units return from deployment.

5-5. TMDE OWNER AND USERS. TMDE owners/users will accomplish the following:

a. Follow procedures in TB 750-25.

b. Identify, to the Calibration Activity (through unit TMDE coordinator), all TMDE changes, additions and deletions as they occur.

c. Perform unit maintenance on all TMDE as prescribed by equipment maintenance manuals.

d. Use DA 5988-E to schedule periodic PMCS for selected TMDE. Electronic TMDE with a calibration interval of 120 days does not require a DA 5988-E if the calibration service includes all checks and services required by W, M, Q, or A services.

5-6. INITIAL CALIBRATION PROCEDURES.

a. Each organization using TMDE must immediately advise it's supporting Calibration Activity when any of the following conditions exist:

(1) Upon activation.

(2) Upon relocation.

(3) Upon receipt of new types of TMDE.

(4) Upon turn in of TMDE.

(5) Errors are detected on listing provided by the Calibration Activity.

b. DA Form 7372 will be completed for new TMDE.

5-7. CALIBRATION HAND RECEIPT PROCEDURES.

a. DA Form 7372 TMDE will be used as a hand receipt as follows:

(1) Block 35a and 35b will be signed and dated by unit supply sergeant when turning equipment into the TDA Maintenance Activity for calibration. Block 36a and 36b will be signed and dated by supporting TDA Maintenance Activity representative when TMDE is turned into the TDA Maintenance Activity for calibration. Unit supply sergeant will retain copy DA Form 7372 as a hand receipt for the piece of equipment.

(2) Block 35a and 35b will be signed and dated by a TDA Maintenance Activity representative when turning equipment into the Calibration Activity. Block 36a and 36b will be signed and dated by supporting Calibration Activity and a signed copy will be retained by the supporting TDA Maintenance Activity as a hand receipt (NOTE: The signed copy will be required to pick up TMDE from the Calibration Activity upon completion of calibration).

(3) Block 37a and 37b will be signed and dated by supporting TDA Maintenance Activity personnel when TMDE is picked up. The TDA Maintenance Activity will exchange their receipt copy for the equipment.

(4) Block 37a and 37b will be signed and dated by the unit supply sergeant. The unit will exchange the unit receipt copy for the equipment.

(5) The TIMMS Automated Receipt Log will not be utilized as a hand receipt.

b. Disposition:

(1) A copy will be retained by the Calibration Activity CRC until the next calibration is performed.

(2) A copy will be retained by the TDA Maintenance Activity until the TMDE is brought in for its next calibration.

5-8. CALIBRATION INTERVAL.

a. TMDE used by NYARNG personnel will be calibrated IAW intervals specified in TB43-180. Equipment requiring calibration at intervals less than one year may be extended to 360-day intervals if the TMDE is used solely during weekends and/or annual training periods, and are identified in writing to the scheduling Calibration Activity. This interval authority does not apply to aircraft, watercraft, and TMDE involved in Safety of operations.

b. Unit commanders must notify (in writing) their supporting Calibration Activity when items are placed in or removed from administrative storage.

5-9. UNSCHEDULED CALIBRATION.

a. Units/activities may request unscheduled calibration/certification services at any time throughout the year for reasons such as (1) receipt of new types or additional quantifies of equipment.

b. Equipment appears to be out of tolerance or not working properly.

c. To prevent all like items from being evacuated for service at the same time.

CHAPTER 6

ENVIRONMENTAL

6-1. PURPOSE. This section prescribes procedures for disposal of waste materials, storage of hazardous materials, and abatement of pollutants emanating from mobile and stationary equipment.

6-2. RESPONSIBILITIES. Commander/supervisors at all levels are responsible for safety and environmental protection. The TDA Maintenance Activity will establish detailed procedures based on the guidance established in this regulation and guidance established by MNAV and MNFE-EC.

6-3. INCIDENT REPORTING. All activities under the supervision of MNL-SM will notify their supervisor immediately by email of all reportable incidents.

6-4. SHOP OPERATIONS. Exhaust controls and ventilation systems must conform to AR 385-10 to prevent asphyxiation; especially during painting or battery room operations. Carbon Monoxide alarms and testers are authorized by CTA 50-909 and will be installed.

6-5. FUEL HANDLING.

a. All fuel handling operations will be conducted IAW AR 385-10, FM 10-67-1.

b. Any mechanic servicing a fuel tanker must complete an online certification.

6-6. SOLID WASTE STORAGE AND DISPOSAL. All solid waste management will be IAW Hazardous Material and Waste Management Plan (HMWMP).

6-7. COLOR CODING. Safety color coding will be IAW 29 CFR Part 1910.144 to 145.

6-8. HAZARDOUS MATERIALS. Hazardous materials, hazardous substances and hazardous wastes will be accounted for, stored, transported, and disposed of IAW the policies of environmental, Hazardous Material and Waste Management Plan (HMWMP), Installation Spill Contingency (ISCP), Spill Prevention Control and Countermeasures (SPCC) and local SOP's.

6-9. CARE AND MAINTENANCE OF ANTIFREEZE. Vigorous antifreeze conservation measures must be implemented to ensure conservation to the maximum extent possible while providing the necessary degree of protection. The following actions will be taken:

a. Alkalinity Tests will be performed by TDA Maintenance Activity on each engine cooling system as a part of the "L," "Q," "A" or "S" service or, as a minimum, once each year, preferably just prior to the cold season.

b. Antifreeze will only be changed when test procedures outlined in TB 750-651, indicate a change is required.

6-10. ARMY OIL ANALYSIS PROGRAM (AOAP). All oil samples and equipment will be stored, transported, and disposed of IAW AR 700-132 and TM 38-301.

CHAPTER 7

SAFETY

7-1. PURPOSE. This section prescribes procedures for maintaining the safety of all personnel.

7-2. RESPONSIBILITIES. Commander/supervisors at all levels are responsible for safety. The Maintenance Activity will establish detailed procedures based on the guidance established in this regulation and guidance established by MNAV and MNFE-EC.

7-3. INCIDENT REPORTING. All activities under the supervision of MNL-SM will notify their supervisor immediately by telephone or email of all reportable incidents.

7-4. SAFE OPERATING REQUIREMENTS AND PRACTICES.

a. Occupational and Health Standards for General Industry (29 CFR Part 1910) provides the necessary information to establish a safety and occupational health program. Each maintenance activity will assure that they have access to the OSHA website and the current CFR's online. Procedures outlined in the CFR will be adhered to in the absence of guidance from DOD, NGB, DMNA or NYARNG publications.

b. NGR 385-10 prescribes the policies, procedures, and guidelines for organizing, planning, coordinating and controlling the implementation of the safety and health program in the ARNG. The program manager for the NYARNG is MNAV.

c. Each TDA Maintenance Activity Supervisor is responsible for the implementation of directives outlined in AR 385-10 as applicable. The terms commander and supervisor at the unit level refer to the supervisor at the TDA Maintenance Activity:

(1) The TDA Maintenance Activity Supervisor must appoint in writing a safety officer IAW AR 385-10.

(2) The TDA Maintenance Activity Supervisor must assure that a member of the activity is assigned as a member of the facility safety council for activities on an installation. Supervisors of standalone activities will establish a safety council IAW AR 385-10.

d. AR 385-10 prescribes procedures for the effective operation of the NYARNG Occupational Health Program and the Medical Surveillance program.

e. AR 385-10 and NYARNG Regulation 385-9 provide procedures for the NYARNG Hazard Communication Program.

7-5. PERSONAL PROTECTIVE EQUIPMENT (PPE). All applicable PPE authorized by CTA 50-900 (Clothing & Individual Equipment), CTA 50-970 (Expendable/Durable Items) and CTA 8-100 (Army Medical Department Expendable/Durable Items) must be on hand and maintained IAW AR 385-10.

7-6. TOOLS AND TEST EQUIPMENT.

a. All tools and test equipment will be inspected on a periodic basis for safety compliance.

b. Machine tools will be operated and maintained IAW TM 9-243.

c. Power tools (air and electric) will be operated and maintained IAW TM 9-243 and equipment TM or commercial manual.

d. Lifting devices and trestles will be operated and maintained IAW TB 43-0142, TB 43-0156 and this regulation.

7-7. SHOP OPERATIONS.

a. Tire and wheel safety operations will be conducted IAW TM 9-2610-200-14 and AR 750-1. The required training IAW AR 750-1 will be provided and annotated on the employee training roster.

b. Welding operations will be conducted IAW TC 9-237 and AR 700-68.

c. Painting operations will be conducted IAW TM 43-0139 and TB 43-0242.

d. Exhaust controls and ventilation systems must conform to AR 385-10 to prevent asphyxiation. Carbon Monoxide alarms and testers are authorized by CTA 50-909 and will be installed.

e. Battery room operations will be conducted IAW TM 9-6140-200-14 and TB 43-0134. Disposition and disposal procedures will vary depending on location.

7-8. MATERIAL HANDLING. Safety warnings listed in the applicable equipment TM will be used as a guide to handle bulky equipment safely.

7-9. ELECTRICAL EQUIPMENT. All electronic equipment to include communications and electronics will be handled IAW applicable TM and 29 CFR 1910.301 to 398.

7-10. VEHICLES. Movement of vehicles will be conducted IAW the applicable equipment TM and AR 385-10. Operators will be licensed IAW AR 600-55 and NYARNG Regulation 600-55.

7-11. FIRE PREVENTION. Fire prevention warnings will be posted IAW 29 CFR Part 1910-144-.145. Fire Extinguishers are authorized by CTA 50-970 and 50-909. Fire Prevention Programs will be developed and implemented IAW AR 385-55, AR 420-90, and 29 CFR Part 1910.155 to 165.

7-12. COLOR CODING. Safety color coding will be IAW AR 385-30 and 29 CFR Part 1910.144 to 145.

CHAPTER 8

CLASS IX PROCEDURES

8-1. PURPOSE. The procedures outlined in this chapter are guidelines for Class IX operations in units and maintenance activities. These guidelines will be used in conjunction with AR 710-2, DA Pamphlet 710-2-1, DA Pamphlet 710-2-2 and USP&FO-NY SOPs.

8-2. DA FORM 1687 (DELEGATION OF AUTHORITY).

a. Maintenance Activity Supervisors will submit a DA Form 1687, Delegation of Authority, to the USP&FO IAW USP&FO-NY SOP L-1, and DA Pamphlet 710-2-1.

b. Property Book Officers (PBO) will submit a DA Form 1687, Delegation of Authority to the USP&FO to sign as initiating officer for procurement of maintenance agreements.

8-3. TDA MAINTENANCE ACTIVITIES.

a. Maintain consumable supplies, Bench Stock, and Shop Stock repair parts for the conduct of efficient maintenance operations. Determine those high dollar recoverable items which are essential to shop operations. Establish stockage levels based on supply economy.

b. Inventory Adjustment Reports will be completed IAW AR 710-2 or AR 735-5.

c. Sensitive Item Inventories will be conducted IAW AR 710-2.

d. Conduct periodic follow-ups on open requisitions IAW AR 710-2.

e. Conduct reconciliations IAW USP&FO external SOPs.

f. Local purchase of Class IX IAW GPC policies and procedures as outlined in USP&FO-NY SOP P-7.

g. Manage a Combat Repair Team Stocks IAW Chapter 8, Section III.

h. Maintain on file all required supply reports IAW current regulations.

8-4. COMBAT REPAIR TEAM (CRT) STOCKS.

a. AR 710-2, dated 28 March 2008, incorrectly continues the use of Prescribed Load Lists (PLL) and Shop Stocks for Army National Guard MTOE units. The Army National Guard no longer maintains PLL's. Shop Stocks are only maintained at TDA Maintenance Activities.

b. MTOE units with a maintenance capability may establish a Combat Repair Team (CRT) stock listing. The CRT stock listing will be a tailored amount of Class IX authorized for use by unit maintenance sections that have a mission to provide onsite maintenance support remote from their assigned TDA Maintenance Activity.

c. The CRT stock will be issued to the unit from the TDA Maintenance Activities Shop Stock when required and returned upon completion of the training. A joint inventory will be conducted by the TDA Maintenance Activity and unit representatives on both the issue and upon its return.

d. The CRT listing will consist of Class IX items the unit expects to consume during Inactive Duty Training (IDT) or Annual Training (AT). The CRT stock listing will consist of Shop Stock and Bench Stock items. The criteria for placing an item on the CRT stock listing will meet the guidelines per AR 710-2, paragraphs 2-23 and 2-24.

e. This program enables the TDA Maintenance Activity to maintain a single Shop Stock and Bench Stock. The unit will draw their CRT from their supported TDA facility for a mission from this Shop Stock and Bench Stock and return it upon completion. This will save the National Guard from funding multiple Shop Stocks at the same location and reduces space requirements.

f. Actions required from the unit:

(1) Items authorized for stockage and the stockage level will be listed in a memorandum from the unit to the TDA Maintenance Activity. The memorandum will include the National Stock Number (NSN), item description and the quantity. The CRT stock will be 100% deployable by the unit using organic vehicles in the unit in one lift.

(2) The CRT stock listing will be reviewed at least semi-annually during the months of April and October. The approved listing will be signed by the company commander. A signed copy will be kept on file at the TDA Maintenance Activity.

(3) Units requiring the use of their CRT stock for IDT or AT will notify their supporting TDA Maintenance Activity at least 30 days in advance. This will enable the TDA Maintenance Activity to order and receive any Class IX they do not have on the shelf.

(4) The unit will draw the CRT stock from the TDA Maintenance Activity prior to their training. The unit will inventory the stock and sign for it using the AHN-032 printout from the SAMS-1E.

(5) The CRT stock will be returned to the TDA Maintenance Activity by the conclusion of the first IDT period following the unit's return to home station from IDT or AT in which they had drawn their CRT parts. They will use the AHN-032 printout from the SAMS-1E that was used for the issue.

(6) The unit will provide DA Form 5988-E's to document the consumption of parts used.

(7) The unit will return any unserviceable parts that must be turned in.

g. Actions required from the TDA Maintenance Activities:

(1) Units authorized a CRT stock will assigned a unique work center code and shop section code under the personnel tab in the TDA Maintenance SAMS-1E.

(2) The TDA Maintenance Activities will maintain a single Shop Stock and Bench Stock to support their shop operations. Upon request from the unit, they will pull the units CRT from their Shop Stock or Bench Stock and transfer the parts to the units CRT work center/shop section. If a required item is not on hand, they will order the part.

(3) Items authorized for stockage and the stockage level will be listed in the TDA Maintenance shop supply management file under the unique work center and shop section code per. The RO will reflect the requested amount from the units CRT memorandum, with a zero balance for both the ROP and on hand balance until the unit submits their request the draw their CRT.

(4) The locations for the CRT need to be similar as the Shop Stock and Bench Stock. Example: If the TDA Shop Stock location is "C-12", the CRT stock location should be "C12" or "C-12a."

(5) Maintain a file copy of the unit's CRT stock memorandum.

(6) Be prepared to issue the CRT stock to the unit with a 30-day notice.

(7) Notify the unit as soon as possible of any shortages that cannot be filled.

(8) Issue the parts to the unit using the AHN-032 printout from the SAMS-1E.

(9) Upon return from the unit, complete a post-post / DHA in the unit SAMS-1E to capture demands for any parts consumed. Return any unused Class IX to the Shop Stock or Bench Stock by transferring them back to the TDA Shop Stock/Bench Stock locations.

8-5. SHOP STOCK.

a. The Shop Stocks are demand supported repair parts and consumables stocked within a maintenance activity. They are used to accomplish maintenance requests or programmed repairs.

b. Shop Stocks will be managed IAW AR 710-2.

c. TDA Maintenance Activities will maintain a Shop Stock and will provide MNL-SM (TO) with (2) copies of the listing for review semi-annually in OCT and APR. The following statement will be added to the last page of the shop stock listing and signed by the TDA Maintenance Activity supervisor:

"This report has been reviewed IAW AR 710-2 and DA Pam 710-2-2. Non-demand supported items appearing on this lists are seasonal items and demands are anticipated."

8-6. BENCH STOCK.

a. The Bench Stocks are low cost, high use, consumable Class II, III (P), IV and IX (fewer components) items used by maintenance personnel at an unpredictable rate. Bench stocks consist of common hardware, resistors, transistors, capacitors, wire, tubing, hose, ropes, webbing, thread, welding rods, sandpaper, gasket material, sheet metal, seals, oils, grease, and repair kits. Only small arms repair parts coded CIIC “U” is authorized for Bench Stock.

b. Bench Stocks are authorized for all maintenance activities.

c. Bench Stocks will be managed IAW AR 710-2.

d. TDA Maintenance Activities will maintain a Bench Stock and will provide MNL-SM (TO) with (2) copies of the listing for review semi-annually in OCT and APR. The following statement will be added to the last page of the shop stock listing and signed by the TDA Maintenance Activity supervisor:

"This report has been reviewed IAW AR 710-2 and DA Pamphlet 710-2-2. Non-demand supported items appearing on this list is seasonal items and demands are anticipated."

8-7. INTEGRATED MATERIEL AUTOMATION PROGRAM (IMAP).

a. IMAP is a check book program that units will use to submit funded requisitions to the SARSS-1. IMAP provides a means to decentralize funding down to the maintenance activity and unit level to allow the operator to make the funding decisions.

b. IMAP operators must be trained prior to using the system.

c. Use of the IMAP system will be IAW the current IMAP User's Manual.

8-8. RESPONSIBILITIES.

a. The day-to-day operations of the Class IX IMAP program are supervised by the TDA Maintenance Activity.

b. The unit commander is responsible for the readiness of the unit. The commander must coordinate with their supporting TDA Maintenance Activity to establish priorities for the funding.

8-9. FUNDING.

a. Funds are maintained by DODAAC. Class IX for a unit will be ordered under the supporting TDA Maintenance Activity Class IX DODAAC. Exceptions under special circumstances are only authorized by MNL-SM.

b. Requests for Class IX funds are sent from the TDA Maintenance Activity to MNL-SM (TO).

c. Funds are only for current needs or needs anticipated in a short term. Funds will not be stored in the IMAP account for extended periods.

8-10. GOVERNMENT PURCHASE CARD (GPC).

a. A GPC is issued to each TDA Maintenance Activity.

b. The purpose is to allow the activity to local purchase Class II and IX items.

c. Purchases are for those items not available through normal supply channels or items that are needed urgently.

d. Funds are issued to the card on a quarterly basis.

e. Purchases must be IAW USP&FO regulations regarding the GPC usage.

f. Cardholders must ensure all reports are accurate and submitted on time.

g. All Class IX parts must have a DHA posted to the SAMS-1E and the GPC register capture demand history.

8-11. CLASS IX SUPPORT (ANNUAL TRAINING) - RESPONSIBILITIES.

a. Unit commanders are responsible to ensure that:

(1) The CRT has been reviewed and authenticated semi-annually.

(2) The unit's CRT is inventoried prior to annual training.

b. Commanders at all levels are responsible to ensure that slice elements conducting annual training without trained organic Class IX personnel will coordinate with higher headquarters to provide attachments with expertise in this area to ensure continuity of operations.

8-12. PROCEDURES.

a. Units unable to obtain repair parts at the unit level due to the item not being available (e.g., on requisition or at a zero balance) will then request the item through their supporting maintenance unit.

b. Units performing annual training at sites where no supporting maintenance unit is provided will request assistance from the annual training site repair parts activity. It is particularly important, as individuals conduct pre-AT conferences and finalize planning, that maintenance support to include Class IX is determined.

c. Requests for utilization of repair parts activities will be forwarded through command channels to MNL-SM (BA). Such requests will contain:

(1) Dates/location of training.

(2) NYARNG units participating in training.

(3) UIC and Class IX DODAAC of unit responsible to maintain the Class IX document register during training.

(4) Complete address of repair parts activity, and estimated dollar amount.

(5) Equipment to be supported by type and quantity, and estimated dollar amount.

d. Upon approval, the SMM will forward a Military Interdepartmental Purchase Request (MIPR), DD Form 448, to the installation/activity concerned. A copy will be provided to the requesting unit.

e. Letter of Agreement (LOA)/Memorandum of Agreement (MOA). In cases when repair parts activities request a Letter of Agreement (LOA), the funding request will follow the procedures in paragraph 4d, above.

f. Requests to establish a blanket purchase agreement for local purchase of commercial items (DA Form 3953) will be forwarded through command channels to MNL-SM (BA). The DA Form 3953 will be completed in accordance with USP&FO-NY SOP P-1 and will include:

(1) Unit UIC, Class IX DODAAC and requisition number.

(2) Recommended commercial source if available.

(3) Estimated dollar value, and equipment to be supported by type and quantity.

(4) Dates/location of training.

(5) Name of individuals authorized to contact vendor for parts.

8-13. DD FORM 448/DD FORM 448-2. Installations will normally require verification that a Military Interdepartmental Purchase Request (DD Form 448 / DD Form 448-2) is on file prior to utilization of the repair parts activity. The Surface Maintenance Manager will provide the preceding service only on a case by case basis and when a determination that established procedures were not followed because of extenuating circumstances.

8-14. RECORD KEEPING (FOR UNITS WITH AN ESTABLISHED MIPR).

a. Units will forward a copy of their Class IX Document Register (DA Form 2064) and supporting documents (DA Form 2765-1, Receipt Copy) through command channels, to MNL-SM (BA), NLT 15 days following the end of annual training. DA Form 2064's must be kept separate for each Class IX agreement established. Negative reports are required.

b. For local purchase items, unit will submit DD Form 1155 (original and two copies) and invoices to MNL-SM (BA), NLT 5 days following the end of annual training.

8-15. RECOVERABLES AND EXCHANGE PRICING PARTS. An Exchange Pricing (EP) item is an Army managed National Stock Number with a Maintenance Repair Code (MRC) of F, H, D, K, and L that is on an existing or planned National Repair Program that will have an Exchange Price as well as a Standard Price on FEDLOG.

8-16. PURPOSE. Exchange Pricing is a discounted price charged to Army EP customers for issues of EP items in anticipation of a return of an item from the same family of NIINs within the 60 day period based on a Loaded Repair Cost (LRC) plus Cost Recovery Rate (CRR). The Exchange Pricing Program is mandated by Office of the Secretary of Defence (OSD), Comptroller to mitigate the financial problems the Army has experienced with granting excess credit through its current supply practices:

a. Exchange Pricing is designed to provide a more disciplined system for returning reparable items to the supply system, provide greater national-level visibility of reparable items (which will enable the National Maintenance Program to more accurately compute requirements), and reduce the number of financial transactions currently involved in the issue and turn-in process (by not granting credit for the return of unserviceable items). Ultimately, Exchange Pricing will allow supervisors to manage funds more effectively by eliminating the waiting period for expected credit for unserviceable items.

b. Exchange Pricing consists of four basic objectives:

(1) Establish a one for one exchange for repair parts.

(2) Capitalize on the EP price for Class IX recoverable repair price.

(3) Eliminate unserviceable credit.

(4) Establish a dual-pricing system.

c. Exchange pricing applies to NIINS with Maintenance Repair Code (MRC) of A, D, F, H, K and L for all Army SARSS customers with a current or planned National level maintenance repair program.

8-17. PARTS ISSUED UNDER EXCHANGE PRICING. Under EP, Army EP customer issues for EP items are processed using normal supply procedures, and the customer is billed the EP price. When an EP item is issued to a customer, the transaction is processed as follows:

a. When an issue is made, tracking will search for an unmatched reparable turn-in within the DDP time frame.

b. If the issue transaction is not linked to an unmatched turn-in, the issue will post as a new record in tracking and start the DDP sixty (60) day clock.

c. If there is a match and if the turn-in is for an unserviceable reparable or an unserviceable condemned item, the issue transaction will link to the turn-in transaction, not start the DDP clock, close both transactions and post them to history.

8-18. PARTS TURNED-IN UNDER EXCHANGE PRICING.

a. Under EP, no credit is granted for the turn-in of an unserviceable EP item.

b. For a serviceable turn-in of an EP item, an EP customer will receive Serviceable Exchange Price Return (SEPR) credit only when there is a matching issue within the Delay Days Period (DDP).

c. If the turn-in is an EP item, then the process checks for a match to an issue in Tracking, if they match the EP price will be given.

d. If EP and the D6Z match an issue transaction in Tracking, the transactions are linked and the DDP clock is stopped for both transactions.

e. If the turn-in is serviceable, EP Tracking will trigger Serviceable Exchange Price Return (SEPR) for the customer.

f. If the turn-in is unserviceable but reparable or condemned, and without a one for one exchange, credit will not be granted.

g. If the EP item and the D6Z do not match to an issue transaction in Tracking, then:

(1) No credit is given for an unserviceable reparable or condemned turn-in and the D6Z is posted in Tracking.

(2) Any turn-in transaction not matched to an issue within the DDP will be moved to history.

8-19. DELAY DAYS PERIOD (DDP). EP Class IX recoverable items will be tracked from the date the item is received at USP&FO or the maintenance facility. The tracking will continue until the completion of either an unserviceable or serviceable turn-in for the EP part that was ordered is received at USP&FO and inputted into SARSS within the Delay Day Period (DDP) period which is sixty (60) days.

8-20. DELTA BILL. The critical part of the Exchange Pricing Program is that the TDA Maintenance Activity must turn in an EP repair part to the USP&FO Warehouse within a 60-day time frame. If the 60-day time frame is not meet a Delta Bill will be generated. A Delta bill means that you will be paying the full price instead of the exchange price for the repair part. Supervisors need to ensure that the turn in repair part matches DODACC, UIC and NSN for the part in order to eliminate a Delta bill.

8-21. LONG LEAD TIME.

a. The following are valid requirements that maintenance facilities may use for submitting Long Lead Time requests, in order to stop the sixty (60) DDP clock on an EP item:

(1) Parts on a work order are still on backorder after the customer received an EP item that was on the same work order.

(2) Lack of backordered parts will prevent the customer from starting the work order and returning the matching unserviceable EP item within the DDP.

(3) Additional items are required.

b. All requests need to go through MNL-SM (TO).

8-22. ARBITRATION. Arbitration or disputes of Delta bills for an EP item will be processed from the TDA Maintenance Activity to MNL-SM (TO). Once the disputes are determined to be correct MNL-SM (TO) will forward them to the USP&FO Arbitration representative for processing. All arbitration or disputes of Delta bill need to be imitated before the 60-day time limit.

8-23. LOGISTIC INFORMATION WAREHOUSE (LIW) AND FUNDS CONTROL MODULE (FCM).

a. These websites contain reports visible to the users that show a matched turn in, impending Delta Bills, and unmatched serviceable turn-ins for your facility.

b. LIW and FCM will also include separate reports for unmatched issues of non-EP recoverable items by DODACC and parent UIC.

c. To gain access to the Funds Control Portal you need to request access through MNL-SM (TO).

d. To gain access to LIW you need to apply through LOGSA LIW Website:

(1) https://liw.logsa.army.mil/index.cfm?fuseaction=login.main.

(2) FCM Website - https://fc.ssf.army.mil/fundscontrolportal.

8-24. EXCHANGE PRICING (EP) TERMS.

a. Exchange Price (EP): A discounted price charged to Army EP customers for issues of EP items in anticipation of a return of an item from the same family of NIINs within the DDP 60-day window; based on Loaded Repair Cost (LRC) plus Cost Recovery Rate (CRR).

b. Delta Bill: An additional obligation to an EP customer as a result of an issue of an EP item in Tracking exceeding the sixty (60) DDP date without a matching turn-in, resulting in paying full price for the item.

c. Serviceable Exchange Price Return (SEPR): The credit granted to an Army EP customer for the return of a serviceable EP item. SEPR is based on Exchange Price minus Cost Recovery Rate.

d. Delay Days Period (DDP): Specified parameter period of time that an issue is available to be matched to a turn-in for a particular unit. Initial parameter will be set at 60 days for all units.

e. Tracking: EP relevant transactions resident in EP tracking that have not exceeded the DDP. Transactions in tracking have the potential to be matched.

f. History: Repository for all transactions, including issues and returns that have been closed in Tracking. Transactions are closed and posted to history after they either: 1) match with a return or issue of the same family of NINs and DODAAC or 2) the DDP elapses without a match occurring. Transactions in history can no longer be matched.

g. EP Item: An Army managed National Stock Number secondary item that is on an existing or planned National Repair Program and will have an exchange price as well as a Standard Price.

h. EP Customer: Customers designated by HQDA to pay the exchange price for EP items for recurring demands.

8-25. SMALL ARMS REPAIR PART MANAGEMENT (SARP) AND DEMILITARIZATION PROCEDURES.

a. References:

(1) AR 700-144, Demilitarization and Trade Security Controls. DoD Manuals, 4160. ad-M-V1, 4160.22-M-V2, 4160.ad-M-V3 and 4160.21-M.

(2) Information Paper, Subject Small Arms Repair Parts (SARP) Management.

b. Only those facilities granted DEMIL authority by the Director of Logistics are authorized to DEMIL repair parts, less small arms receivers, IAW the assigned item recoverability code.

c. Each facility that has been granted DEMIL authority will maintain a record of completed DEMIL certificates for 10 years IAW DoD Manual 4160.ad-M-V3, Enclosure 3.

8-26. PURPOSE.

a. This section covers procedures for the correct implementation of the demilitarization (DEMIL) of weapon parts and how it pertains to TDA Maintenance Activities throughout New York State.

b. This portion of the NYARNG Regulation 750-1 will provide comprehensive guidance for the proper and economical use of equipment and personnel and to prevent or minimize loss or damage as a result of theft and other criminal or disruptive activities directed towards NYARNG facilities.

c. As of this printing of the NYARNG Regulation 750-1 the DRAFT DoD Manual 4160.22 is in effect.

8-27. DEFINITIONS.

a. DEMIL. The act of eliminating the functional capabilities and/or inherent military design features from DoD Property. Methods and degree range from removal and destruction of critical features to total destruction by cutting, crushing, shredding, melting, burning, etc. DEMIL is required to prevent property from being used for its originally intended purpose and to prevent the release of inherent design information that could be used against the United States. DEMIL applies to materiel in both serviceable and unserviceable condition.

b. DEMIL Certificate. A certificate signed by a technically qualified U.S. Government representative and countersigned by a technically qualified U.S. Government representative (U.S. citizen) at the next higher level of supervision who actually witnessed the DEMIL of the materiel and/or inspected the residue.

c. DEMIL Code. A code assigned to DoD personal property. It indicates the degree of required physical destruction, identifies items requiring specialized capabilities or procedures, and identifies items which do not require DEMIL but may require Trade Security Controls (TSC). It is used throughout the life-cycle to identify control requirements required before release of DoD Personal property from DoD control.

8-28. SARP BINDER. Each facility that has been granted DEMIL authority will maintain a SARP Binder with the following tabs:

(1) TAB A - NGB Memorandum: Delegation of Authority to Demilitarize (Demil) Repair Parts.

(2) TAB B - MNL Memorandum: Delegation Of Authority To Demilitarize (Demil) Repair Parts .

(3) TAB C - CSMS/MATES Appointment Orders.

(4) TAB D - MNL Memorandum: Policy on The Procurement of Organizational Small Arms Repair Parts (SARP).

(5) TAB E - MNL Information Paper: Small Arms Repair Parts (SARP) Management.

(6) TAB F - Command Logistics Review Team – Expanded (Clrt-X) – Area 13 Small Arms Repair Parts (SARP) Management.

(7) TAB G - Memorandum: Demilitarization (DEMIL) Program Management Bulletin No. 99-007, Demil Certification Requirements.

(8) TAB H - CSMS/MATES SOP. (Extract).

(9) TAB I - CSMS/MATES SOP. (Extract).

(10) TAB J - DEMIL Codes.

(11) TAB K - AR 700-144, Demilitarization and Trade Security Controls.

(12) TAB L - AR 190-13, The Army Physical Security Program.

(13) TAB M - DOD 4160-22 (Draft), Defense Demilitarization Manual.

(14) TAB N - DOD 4160-21-M, Defense Material Disposition Manual.

8-29. RESPONSIBILITIES.

a. The TDA Maintenance Activity Supervisor will establish detailed operational procedures based on the guidance established in this regulation and the Surface Maintenance Office. The SOP will be published reflecting all aspects of the DEMIL process.

b. The TDA Maintenance Activity Supervisor will implement policy, assign responsibilities and provide procedures for performing physical demilitarization (DEMIL) of Department of Defense (DOD) personal property.

c. The TDA Maintenance Activity Supervisor will also ensure that their organization shall perform physical DEMIL of DOD property within the shop as soon as practical after is determined not to be required within the (DOD).

d. Selected employees of maintenance facilities authorized to conduct DEMIL procedures will become familiar with the contents of the above stated references and this regulation.

e. The DEMIL Program will be administered in accordance with the DOD Manual 4160.22.

8-30. SOP DEVELOPMENT. The DEMIL SOP can be either a stand-alone SOP or it can be a section of the TDA Maintenance Activity Internal SOP. This SOP will be reviewed periodically and will be updated as necessary. Refer to the DEMIL Website at https://demil.osd.mil for updates to the DOD Manual 4160.22 and other DEMIL references applicable to your operation. The following information should be incorporated into your DEMIL SOP:

a. The TDA Maintenance Activity is authorized to demilitarize Category I, less small arms receivers and Category VII in accordance with the assigned item Recoverability Code for the NYARNG Surface Maintenance Office.

b. DEMIL Certificate, reference DOD Manual 4160.22 (DRAFT), Volume 3, Demilitarization Procedural Guidance.

c. The DEMIL Certificate Verifier should generally be at least in the next higher management or technical level to the initial certifying individual and must be a U.S. Citizen.

d. The DEMIL Work Order will be signed by a supervisor (other than the Armament Inspector) and the person accomplishing the demilitarization.

e. The DEMIL Work Order and all contributing work orders will be stapled together and filed. The DEMIL Certificate will be kept on file for 10 years.

f. The DEMIL SOP must cover the following items:

(1) DEMIL process.

(2) Parts storage.

(3) Security of parts.

(4) Inventory of parts.

(5) Personnel authorized to issue parts.

(6) Ordering of parts (When/who/how/security measures).

(7) Accountability of parts ordered.

(8) Matching of ordered parts to the DEMIL Certificate.

(9) Separation of duties.

(10) Internal auditing processes.

8-31. MANDATORY SUPPLY REPORTS. The following mandatory reports will be maintained by each TDA Maintenance Activity:

a. Report: Document Control Register – Purged Records, AHN-010.
Reference: SAMS-1E EUM.
Frequency: Monthly.
Retention: Maintain on file for 2 years.
Function: The purged document control register shows completed document transactions that is being purged from the SAMS-1E system. This report can be used during the USP&FO Customer Reconciliation Process.

b. Report: Shop Supply Listing, Semi Annual Shop Stock Review, AHN-002/023.
Reference: AR 710, paragraph 2-23.
Frequency: Semi-annual.
Retention: Maintain on file for 2 years.
Function: This report is used to review current stock levels, replenishment history, appropriate stockage code utilization, excess stock, and view the total dollar value of shop stock.

c. Report: Shop Supply Listing, Semi Annual Bench Stock Review, AHN-002/023.
Reference: AR 710-2, paragraph 2-24and Table B-5
Frequency: Semi-annual.
Retention: Maintain on file for 2 years.
Function: This report is used to review current stock levels, replenishment history, appropriate stockage code utilization, excess stock, and view the total dollar value of bench stock.

d. Report: Manual Inventory, Quarterly Sensitive Items Inventory, AHN-032.
Reference: AR 710-2, Table B-5.
Frequency: Quarterly (Oct, Jan, Apr, and Jul).
Retention: Retain at least until after the next scheduled inventory is completed.
Function: This inventory is used to verify and balance your physical on-hand quantity to the on-hand quantity shown on your stock shop listing within SAMS-1E and is used to rectify any discrepancies. Sensitive items include any parts with a CIIC Code of 1- 6, 8, 9, N, P, Q, R, $, or Y.
Notes: Utilize a "two man" rule when conducting the sensitive item inventory. Results of the inventory will be documented, signed by both individuals who conducted the inventory and the commander on the last page of the report.

e. Report: Manual Inventory, Semi Annual Shop Stock Inventory, AHN-032.
Reference: AR 710-2, Table B-5.
Frequency: Semi-annual. Conduct Inventories during scheduled reviews. Conduct during the months of Oct and Apr.
Retention: Retained at least until after the next scheduled inventory is completed.
Function: This inventory is used to verify and balance your physical on-hand quantity to the on-hand quantity shown on your stock shop listing within SAMS-1E and is used to rectify any discrepancies.

f. Report: Demand Analysis, (No report Number), Signed by the TDA Maintenance Activity Supervisor.
Reference: AR 710-2, paragraph 2-21.
Frequency: Semi-annual, during the months of Oct and Apr.
Retention: Maintain 2 years of Demand Analysis on file.
Function: Review for possible changes to the shop stock listing. Such as increases/decreases to RO/ROP, possible deletions to stock and stockage code changes.

g. Report: Customer Reconciliation Listing, AJT-028.
Reference: AR 710-2, paragraph 4-23.
Frequency: Quarterly.
Retention: Maintain the most recent 2 reconciliations on file.
Function: Sent from the supporting SSA to validate and reconcile all open supply requisitions currently showing on the supporting SARSS-1.

h. Report: Commanders Exception Report, Part I, Exception Transactions (No Report Number). This is an automated report that prints during the Send Requisitions to Higher Interface.
Reference: DA Pamphlet 750-8.
Frequency: Daily.
Retention: Retain on file for 2 years.
Function: This report is to verify urgency of need (UND) A or B parts or items with an extended value of $500.00 or more.
Note: Verify each document number by initialling each line and sign at bottom of the report.

i. Report: Commanders Exception Report, Part III Commander's Financial Transaction Listing (No Report Number).
Frequency: This is an automated report that prints during the Send Requisitions to Higher Interface.
Reference: DA Pamphlet 750-8.
Retention: Retain on file for 2 years with Part I of the Commanders Exception Report.
Function: Use this report to review all transactions being sent to higher for requisitioning. Any request not approved can then be cancelled during the validation process in IMAP.

j. Report: Inventory Adjustment Reports, AHR-243.
Reference: AR 735-5.
Frequency: Automatically initiated within SAMS-1E upon posting a change to the on-hand balance of a stocked part based on the reportable criteria as listed in AR 735-5, para 14-34.
Retention: If an Inventory Adjustment Report is created maintain on file for 2 years.
Function: This report shows any adjustment to the on-hand balance of a stocked line. Use this report to document the causative research (when required) and final findings.

k. Report: Shop Supply Audit Listing – Purged Records, AHN-017.
Reference: SAMS-1E EUM.
Frequency: Quarterly. This report is printed manually through the Systems Utilities or automatically when an Inventory Report is printed.
Retention: Maintain on file for 1 year.
Function: This report shows any changes to shop / bench stock record lines. Use this report to monitor turn-ins, adjustments to stock levels location changes, and RO/ROP changes.

l. Report: Status Supply Report, (No Report Number), (AJTS7A). This is an automated report that prints during the Transactions - Receive Supply Status Interface.
Reference: SAMS-1E EUM.
Frequency: Daily.
Retention: Maintain on file for 1 year.
Function: Part I of this report lists cancelled or rejected documents rejected. Correct the errors and re-submit requests as required.

m. Report: Supply Activities Requirement, (No Report Number) (AWACE255).
Reference: SAMS-1E EUM.
Frequency: This is an automated report that prints during the Transaction–Requisition Send to SOS Interface.
Retention: Maintain on file for 1 year.
Function: This report provides a listing of all transactions being sent to the SOS since the last transmission. It is a good tracking tool for submission of a D6S, DHA, AMA, and AOA.

8-32. OPTIONAL REPORTS. Other supply reports available from the SAMS-1E will be utilized in the day to day processing to meet local specific management goals. See Appendix H and the SAMS-1E EUM for available reports and their functions.

8-33. ADHOC REPORTS. ADHOC reports give the SAMS-1E user the ability to query the database without executing other processes. It provides a means to create, update, delete, read, print, and filter custom reports with data from joined tables. See the SAMS-1E EUM for the processing of ADHOC Reports.

CHAPTER 9

MAINTENANCE REPORTS

9-1. PURPOSE.

a. To establish responsibility for the preparation and submission of required reports.

b. To provide guidance for collecting and reporting materiel readiness data.

c. To establish procedures to ensure accurate and timely submission of all reports.

9-2. RESPONSIBILITIES.

a. Commanders at all levels are responsible for the accurate and timely submission of required reports.

b. TDA Maintenance Activity Supervisors are responsible for the preparation and submission of appropriate reports.

c. The following reports are covered in this chapter:

(1) Army Materiel Status System (AMSS) reports to include feeder reports for items issued on hand receipt.

(2) Maintenance Sustainment Training Reports (MSTR).

(3) Weapons Record Data Cards, DA Form 2408-4.

(4) Equipment Usage, Transfer, Loss, Gain and Acceptance Reports, DA Form 2408-9.

9-3. THE ARMY MATERIEL STATUS SYSTEM (AMSS).

a. The AMSS accumulates NMC data and parts information for reportable end items, systems and subsystems.

b. AMSS collects, compiles and reports materiel readiness data at the unit level using the SAMS-1E. This information is consolidated at the battalion level on the 16th of each month and transmitted to MNL-SM (MR). The NYARNG consolidated report is transmitted from MNL-SM (MR) to LOGSA NLT midnight on the 19th of each month.

c. Procedures for the compilation of the AMSS data are detailed in Appendix H of this regulation.

d. Unit's are required to reconcile the SAMS-1E with the PBUS-E hand receipt at the TDA Maintenance Activity at least quarterly and when there has been a major change in the hand receipt or MTOE.

9-4. MAINTENANCE SUSTAINMENT TRAINING REPORTS (MSTR).

a. The purpose of the MSTR is to determine the effectiveness of unit level maintenance. The MSTR gives monthly data on maintenance being performed at the unit level.

b. The unit is responsible to give the data to the TDA Maintenance Activity Supervisor. The TDA Maintenance Activity supervisor is responsible to consolidate the data for the supported units and forward it to MNL-SM (TO).

c. The report will be completed each time a supported unit completes IDT. The report is due to MNL-SM (TO) NLT the 5th of each month following the scheduled assembly.

9-5. WEAPONS RECORD DATA CARD (DA FORM 2408-4).

a. Reference: DA Pamphlet 750-8.

b. The Weapon Record data Card is used to record firings and other information on the service life of weapons with cannon or mortar tubes.

c. The owning unit will be responsible to transfer this information to the electronic 2408-4. The electronic gun card can be accessed from the Army Electronic Product Support home page at https://aeps.ria.army.mil/aepspublic.cfm.

d. The permanent record is entered into the electronic site each occasion the tube is fired or a non-firing action is performed.

e. Use of the electronic form negates the requirement for MNL-SM to mail the completed 2408-4 to TACOM.

f. A hard copy of DA Form 2408-4 is maintained with the gun, cannon or mortar tube for operational purposes.

g. The unit commander will maintain a hard copy of the DA Form 2408-4 in a logbook binder.

h. A hard copy of DA Form 2408-4 goes with the weapon when it is evacuated for repair or maintenance.

9-6. EQUIPMENT CONTROL RECORD (DA FORM 2408-9).

a. Reference: DA Pamphlet 750-8.

b. The Equipment Control Record, DA Form 2408-9, is used to track equipment: acceptance, gains, losses, transfers, usage, overhaul, rebuilds, recapitalization, NSN changes and registration number.

c. The Equipment Control Record, DA Form 2408-9, will be filled out and processed IAW DA Pamphlet 750-8.

d. Automated systems are now available and operational at LOGSA and replace manual reporting of DA Form 2408–9. DA Form 2408–9 is located on the LOGSA: https://weblog.logsa.army.mil/24089/index.cfm. A password can be attained on the website by submitting a System Access Request, which is required to access the DA Form 2408–9 reporting.

9-7. NGB MAN-HOUR REPORTING.

a. References:

(1) Army Regulation (AR) 750-1.

(2) All States Log Number P02-0045, Man-hour Accounting Procedures are Directed.

b. The Man-hour Report is an efficiency rate tool for the measurement of skill proficiency within the maintenance organization.

c. This report is used for man-hour accounting procedures for support level maintenance technicians in ground maintenance facilities utilizing the SAMS-1E. The AR 750-1 mandates the establishment of a man-hour accounting program where automated capability exists. The SAMS-1E is the automated capability.

d. SAMS-1E man-hour data transfer is due to SAMS-2E NLT the 5th of each month for the prior month close out. SAMS-2E then compiles the data. A NYARNG consolidated report is transmitted from MNL-SM (MR) to NGB NLT the 10th of each month.

CHAPTER 10

TECHNICAL ASSISTANCE PROGRAMS

10-1. PURPOSE.

a. To provide policy, assign responsibility, and prescribe procedures for the Maintenance Assistance and Instruction Team (MAIT), Command Maintenance Evaluation Team (COMET), and the TDA Maintenance Activity assisted unit maintenance workload within the NYARNG.

b. To emphasize the MAIT and COMET as programs to assess and improve readiness, maintenance of NYARNG materiel, maintenance operations, and maintenance management procedures at all levels.

10-2. SCOPE.

a. This chapter applies to all elements of the NYARNG.

b. This chapter will be used in conjunction with AR 750-1 for the MAIT program and NGR 750-51 for COMET.

10-3. OBJECTIVES.

a. To ensure that commanders and supervisors at all levels are provided an organic means to identify and resolve maintenance, maintenance management, and associated repair parts problems in their units.

b. To identify the level of equipment readiness, and effectiveness of supply operations which directly relate to the accomplishment of the maintenance mission.

c. To develop organic self-sufficiency as early as possible under the provisions of this plan.

d. To familiarize commanders with the services available through the MAIT visit program.

10-4. MAINTENANCE ASSISTANCE AND INSTRUCTION TEAM (MAIT) - CONCEPT.

a. The NYARNG MAIT program will be accomplished by major commands organic MAIT and by the Surface Maintenance Office MAIT.

b. Every attempt will be made to conduct MAIT during IDT/AT periods. Visits may, however, be conducted on unit administrative nights if the situation permits.

10-5. POLICY.

a. AR 750-1.

b. The MAIT should be employed by commanders to assist in the achievement of the readiness posture required to perform their missions. NYARNG MAIT assistance should be requested after exhausting command assets.

c. The Surface Maintenance Office will:

(1) Plan, develop and manage the overall NYARNG MAIT program.

(2) Provide guidance, training, and development of unit personnel for GOCOM MAIT programs through the NYARNG MAIT Standardization Course. The MAIT Standardization Course is designed to train M-Day personnel in the proper procedures for conducting MAITvisits to units within the NYARNG. The most important aspect of the training will be the standardization of all MAIT practices and procedures.

d. Each GOCOM will:

(1) Establish a MAIT program. Personnel selected for MAIT will be chosen from qualified maintenance personnel available within organic organizations. All MAIT team members should attend the NYARNG MAIT Standardization Course to be certified by MNL-SM.

(2) Each GOCOM will appoint a MAIT coordinator to control and manage the MAIT program within the GOCOM. A copy of appointment order must be submitted to the Surface Maintenance Office, ATTN: MNL-SM (MR).

10-6. TEAM COMPOSITION. Teams will consist of team chief and sufficient personnel to provide effective assistance and instruction to supported units. Size of teams will be dependent upon:

a. Availability of qualified personnel.

b. Density and type of equipment.

c. Type of unit.

d. Time available.

10-7. CONDUCT OF MAIT.

a. All MAIT visits will be conducted IAW AR 750-1.

b. Units requiring MAIT assistance should request such visits through the chain of command to the Surface Maintenance Office, ATTN: MNL-SM (MR), NLT 90 days prior to MAIT visit.

c. All MAIT requests must indicate the following:

(1) Name of unit requesting MAIT visit.

(2) Unit point of contact (POC) with daytime telephone number.

(3) What area(s), assistance is/are required.

(4) Date and location where MAIT visit is to be conducted.

d. MAIT visits will be prioritized based on the following:

(1) Directed MAIT visit.

(2) Requested MAIT based on FAD of unit.

(3) COMET (Second NO-GO).

(4) COMET (First NO-GO).

(5) Programmed MAIT.

e. MAIT teams will service their own GOCOM. However, if for some reason a GOCOM cannot provide MAIT to their own units, a MAIT team from another GOCOM can be utilized to provide assistance if available. Coordination for such MAIT visits must be conducted through the Surface Maintenance office, ATTN: MNL-SM (MR).

10-8. COMMAND MAINTENANCE EVALUATION TEAM (COMET) - CONCEPT.

a. The COMET evaluation is a command inspection prescribed by The Adjutant General, and staffed through MNL-SM. As such, this formal evaluation will generate a report which will be passed through command channels.

b. The COMET will place emphasis on identification of those areas requiring attention by the commander and staff. It will strive to evaluate unit maintenance programs as they are conducted on a day-to-day basis, rather than measuring a unit's capability to prepare for an evaluation.

10-9. RESPONSIBILITIES.

a. The Surface Maintenance Office, through the Technical Operations Section, MNL-SM (TO), will:

(1) Exercise operational control over the COMET program.

(2) Periodically evaluate COMET performance.

(3) Establish specific maintenance goals and performance measurements.

b. Commanders of units visited will:

(1) Ensure availability of personnel, equipment, and records for conduct of COMET evaluations.

(2) Take action to correct problems within unit capability.

(3) Coordinate with appropriate support activities and/or higher headquarters to correct other problems.

10-10. TEAM COMPOSITION.

a. The COMET will be comprised of qualified personnel from TDA Maintenance Activities with assistance from HHD JFHQ-NY TDA personnel as required.

b. The Team Chief, and alternate, will be appointed by the CSMS/MATES Supervisor. The Team Chief will normally not be in the immediate unit or higher headquarters that is to be inspected.

c. Members of MAIT will not be members of COMET. If this is not possible, members of the COMET should not be evaluators for units they visit as a MAIT member.

d. The supporting TDA Maintenance Activity will provide support to both the unit and the COMET team during the visit and preparation.

10-11. PROCEDURES.

a. All company and detachment level MTOE and TDA units with military equipment will receive a COMET evaluation every 24 Months.

b. The CSMS's and MATES will be responsible to conduct the evaluation on units they support.

c. Due to the fluctuation of needs, it may be required that a shop inspect units outside of their area. At times, teams may also consist of personnel from two or more shops. Upon request, FMS personnel may be a part of the teams. In any case, the supporting CSMS or MATES will still ultimately be responsible to ensure the COMET evaluation is complete to standard.

d. While the COMET is there to inspect the unit, they should be prepared to assist the unit in raising the standards of the maintenance program. This may include instruction and on the spot corrections.

10-12. SEQUENCE OF EVENTS.

a. All TDA Maintenance Activities will periodically receive the NYARNG COMET Tracking Spreadsheet. This will show when the unit last received an evaluation and the results of that evaluation.

b. Sixty-days prior to the start of each quarter, each team chief will review the spreadsheet and determine which units will require an evaluation.

c. The team chief will contact the unit to agree on a tentative date for the evaluation. It is preferred that the evaluation be conducted during the week. Experience has shown that there are too many distractions to have the evaluation on an IDT weekend.

d. The team chief will send the proposed dates to MNL-SM forty-five days prior to the start of the quarter.

e. MNL-SM will publish a notification memorandum prior to the start of the quarter reflecting the COMET evaluation. This will confirm the dates for the evaluation.

f. Upon receipt of the notification memorandum, the effected TDA Maintenance Activities will contact their supported units that are scheduled for a COMET evaluation and begin coordination for the evaluation. The coordination will include AMSS preparations. The TDA Maintenance Activity will provide technical advice to the units preparing for the evaluation.

g. The COMET Team Chief will contact the unit within a week of the evaluation to confirm the date and arrival time.

h. The supporting TDA Maintenance Activity will print all required reports prior to the evaluation.

i. Upon arrival of the team at the unit, the tam chief will conduct an in brief. This will provide for introductions and to establish expectations for the evaluation. The COMET will evaluate five major areas:

(1) Maintenance Management.

(2) Army Materiel Status System (AMSS).

(3) Maintenance Sustainability.

(4) Primary Weapon Systems and Equipment.

(5) Materiel General.

j. The commander of the unit being evaluated or his representatives will make available to the team chief the items required in the current COMET checklist to include:

(1) Current copy of the MTOE/TDA.

(2) Current copy of the PBUS-E.

(3) Current AMSS/3266-1 with any change in mission capable status annotated.

(4) Maintenance, safety and energy conservation SOP's or plans.

(5) List of maintenance personnel shortages.

(6) Access to any locked storage areas.

(7) Copy of documents and regulations listed on the COMET checklist.

(8) Current DA Form 5982-E, Dispatch Control Log.

(9) Training Schedule, 12 month period.

(10) Current Unit Manning Report.

(11) Manual DA Form 348 and the automated equivalent DA Form 5984-E for each assigned equipment operator.

(12) Printed unit service schedule in order to identify services due and past due. When printing the report, use a date range going back ten years to one year out.

(13) Equipment Control Records (DA Form 2408-9).

(14) Weapons Record Data Card (DA Form 2408-4).

(15) DA Form 12 Series Publications pertaining to Maintenance/Supply.

(16) NYARNG Reg 750-1.

k. The unit commander should provide knowledgeable guides during the evaluation, as a minimum the unit full-time personnel should be present. At the unit commanders discretion he can also provide the TAMMS clerk, unit armorer, and motor officer/NCO. Someone must be familiar with the location of, and have access to stored equipment

l. The battalion level logistical officer or NCO should be present and involved with the preparation of the company level COMET evaluations. The company should be present and involved with the preparation of the detachment level COMET evaluation.

m. The unit should make as many "On-the-Spot" corrections as possible. The unit will be given credit for any corrections, but it will be noted on the report.

n. GOCOM's will be immediately notified by the Surface Maintenance Office when units are determined by the COMET team chief to be unprepared for the evaluation. The unit will receive an automatic NO-GO. Reports will specify which areas were unprepared.

o. Evaluation of equipment condition will generally be done by random sampling. The number of items to be evaluated is based on the number of items on hand which the unit has maintenance responsibility for. Although the team chief may vary the number of items for evaluation, the following should serve as a guide:

No. of Items on hand	No. to be Evaluated	
	Mission Essential	Other Equipment
1-8	All	not less than 2
9-15	not less than 9	not less than 3
16-25	not less than 10	not less than 5
26-50	not less than 10	not less than 8
51 and above	not less than 10	not less than 10

p. There will be a 100% evaluation on pricing items.

q. Efforts will be made to conduct a 100% evaluation on weapons, NBC equipment, weapon optics and NVG's.

r. When the random selection includes items in administrative storage, the evaluation should pay particular attention to preventive maintenance performed to minimize deterioration and assure serviceability.

10-13. OUT-BRIEFS. At the conclusion of the evaluation, the team chief will conduct an out-brief to include the following:

a. The team chief will inform the unit of the deficiencies.

b. The COMET should answer any questions and make any clarifications with the unit prior to departing.

c. A satisfactory or unsatisfactory rating does not need to be determined prior to departing. The rating will be given if there are no questions remaining.

d. The team chief must explain the need to reply to the deficiencies once the final report is received.

e. The team will leave the DA Form 5988's with the unit but will not provide a draft copy of the report.

f. The supporting TDA Maintenance Activity will use the DA Form 5988's to enter the faults into SAMS-1E within 48 hours.

10-14. RATINGS.

a. A rating of "GO" or "NO-GO" will be assigned to each of the following equipment groups based on condition of equipment relative to the status reported on DA Form 2406/AMSS (or other operational record if not DA Form 2406/AMSS reportable).

(1) Combat Vehicles.

(2) Tactical Vehicles.

(3) Commercial Vehicles.

(4) Communications/Electronic Equipment.

(5) Artillery.

(6) Small Arms.

(7) Engineer, QM, and Chemical Equipment.

(8) Fire Control Equipment.

b. Additionally, a rating of "GO" or "NO GO" will be assigned to each of the five major areas.

c. In accordance with (IAW) NGR 750-51, an overall rating of "GO" or "NO GO" will be given to the unit.

d. Mandatory remarks in the final comments will include:

(1) Note if the unit commander was present. If not, state the reason.

(2) Note if the unit's higher headquarters had a presence at the evaluation and their involvement with the evaluation.

(3) Note if the unit was prepared for the evaluation.

10-15. COMET EVALUATION REPORT.

a. The COMET team chief will submit the draft report to MNL-SM upon completion of the COMET evaluation.

b. MNL-SM (TO) will send the final COMET report to the unit through command channels.

c. A complete copy of the COMET report will be sent to the supporting TDA Maintenance Activity. They will contact the unit to assist them in correcting the deficiencies. The shop will "assist," and not just make the corrections themselves.

d. A copy of the COMET results will be sent to MNL-SM (MR). They will use the results to assist in establishing resources for the MAIT program.

e. A copy of the COMET results will be sent to MNAG-OIP.

f. The unit must respond through command channels to MNL-SM (TO) on actions taken to correct deficiencies. Deficiencies that cannot be corrected at the unit level will be directed to the level of command.

10-16. COMET REVISITS.

a. A COMET revisit will be conducted on all units that do not receive an overall GO.

b. Once the unit's response to the COMET report is received at MNL-SM (TO), a COMET revisit will be scheduled.

c. The original COMET team or the supporting TDA Maintenance Activity will revisit the unit in order to:

(1) Validate that all deficiencies have been corrected.

(2) The unit is making sufficient progress on deficiencies not corrected and a get well date is established.

(3) Identify any deficiencies that the unit is unable to correct and notify the chain of command to assist in the correction.

d. The COMET revisit team will submit a report to MNL-SM (TO) per the External SOP.

10-17. MAINTENANCE SUSTAINMENT TRAINING. To assist units in achieving maintenance training goals and maximizing M-day maintenance resources to achieve optimum equipment serviceability rates. Details on the execution of this are outlined in Unit Sponsorship Program in Chapter 3.

10-18. RESPONSIBILITIES.

a. Surface Maintenance Manager:

(1) To provide GOCOM commanders with the appropriate feedback regarding unit maintenance performance within the command.

(2) To advise The Adjutant General on specific unit maintenance shortfalls within the NYARNG.

b. Unit Commanders:

(1) Schedule maintenance training to meet unit maintenance training goals (50% for maintenance MOS's, 25% operator/crew maintenance).

(2) Ensure coordination is made with supporting TDA Maintenance Activity prior to use of the facility.

c. TDA Maintenance Activity Supervisor:

(1) Conducting the necessary coordination with all supported units to ensure maximum use of maintenance facilities.

(2) Providing technical assistance for supported units with available assets.

(3) Developing a maintenance workload for units scheduled training assemblies based on prior unit coordination.

(4) Collecting the Maintenance Sustainment Training Report and sending to data to MNL-SM (TO).

(5) Reporting any scheduling conflicts to MNL-SM (TO).

10-19. PROCEDURES.

a. Evacuation of unit equipment to the supporting TDA Maintenance Activity for repairs or services will be performed by the owning unit. This can be accomplished during the workday or coordinated with the TDA Maintenance Activity for IDT assemblies.

b. TDA Maintenance Activities will only perform deadlining corrective TM 10 level tasks in addition to all TM 20 level tasks during scheduled services.

c. The TDA Maintenance Activity will defer all repairs that cannot be completed due to lack of parts to the owning unit. The TDA Maintenance Activity will order all parts needed and coordinate the repairs to be completed during the unit's IDT assembly. This applies to all units with MTOE authorization of tools and test equipment and maintenance personnel.

d. The TDA Maintenance Activity supervisor will coordinate with each supporting unit one month prior to the IDT assembly. The supervisor will ensure that the unit is provided with enough maintenance repairs or services to fulfill the units training requirements. This equates to 50% of available training time for assigned maintenance personnel.

e. The TDA Maintenance Activity supervisor will contact units that do not have maintenance personnel authorized by MTOE to coordinate assistance for TM 10 level PMCS. In the event difficulty arises in the coordination of support from any supported unit the TDA Maintenance Activity supervisor will contact MNL-SM (TO) office.

f. The TDA Maintenance Activity supervisor will obtain copies of each DA Form 2404 (PMCS, Services and Repairs) completed by the unit for consolidation. The supervisor will then complete the MSTR and forward to MNL-SM (TO) NLT the 10th working day of each month. DA Forms 2404/5988-E will be kept on file at the TDA Maintenance Activity for one year.

g. Upon conclusion of the training assembly, the TDA Maintenance Activity supervisor will provide the unit commander with the units' contribution to the maintenance effort. The same data will be forwarded to MNL-SM (TO) for publication to the field.

h. The TDA Maintenance Activity supervisor will contact their assigned supervisory surface maintenance specialist after each supported unit IDT assembly to provide an informal After Action Report (AAR).

10-20. SURFACE MAINTENANCE OFFICE STAFF INSPECTION VISITS.

a. The Surface Maintenance Office will provide an annual assessment of TDA Maintenance Activities for compliance with policy, responsibilities and procedures of the NYARNG Maintenance Program.

b. To assess and improve readiness, maintenance of NYARNG materiel, maintenance operations, and maintenance management procedures within the TDA Maintenance Activities.

10-21. SCOPE.

a. This section applies to all TDA Maintenance Activities of the NYARNG.

b. This chapter will be used in conjunction with AR 750-1.

10-22. OBJECTIVES.

a. To ensure that supervisors at all levels of the TDA Maintenance Program are efficiently conducting maintenance, maintenance management, and resolving associated repair problems for their supported units.

b. To identify/assess the impact and effectiveness of the maintenance activity on the level of equipment readiness, and effectiveness of supply operations which directly relate to the accomplishment of the maintenance mission.

10-23. TEAM COMPOSITION.

a. Teams will consist of a supervisory surface maintenance specialist and sufficient personnel to provide effective analysis and assessment to maintenance activities.

b. Size of teams will be dependent upon:

(1) Availability of qualified personnel.

(2) Density and type of equipment and size of shop operations.

(3) Time available.

10-24. CONDUCT OF STAFF INSPECTIONS.

a. All staff visits will be conducted annually using the TDA Maintenance Activity Checklist. A schedule will be published at the beginning of the fiscal year.

b. A formal report of the deficiencies will be sent to the TDA Maintenance Activity.

c. The TDA Maintenance Activity Supervisor will respond in writing to the deficiencies.

d. The Surface Maintenance Office will conduct a revisit to validate the response. A memorandum for record of the revisit will be generated.

e. The TDA Maintenance Activities will maintain records of the two previous staff visits and revisit reports.

f. The Surface Maintenance Office will conduct random unannounced visits to the TDA maintenance activities.

CHAPTER 11

EQUIPMENT RESET

11-1. GENERAL GUIDANCE.

a. The NYARNG conducts activities to restore the NYARNG's equipment to a desired level of combat capability commensurate with future missions. During this process the NYARNG maintains visibility over equipment repair, replacement, recapitalization and expenditures in order to sustain equipment availability and meet its operational requirements.

b. This guidance is to establish procedures for conducting Reset of unit equipment returning from deployment. Equipment Reset is a subset process for Field and Sustainment maintenance within the Army RESET force pool of the Army's Force Generation (ARFORGEN) readiness model. This guidance applies to all NYARNG TDA Maintenance Activities and mobilized units that are currently deployed, and future deploying units within the NYARNG.

11-2. DEFINITIONS.

a. RESET is to establish a balanced process following deployment, which systematically restores a unit to a level of personnel and equipment readiness that permits the resumption of training for future missions. RESET, when fully implemented, will accelerate reconstitution of the force, increase unit readiness, and improve preparation for deployment. When RESET is viewed in upper case letters, it refers to the Army imperative that will restore deployed units to an appropriate level of Soldier, Equipment, and Family Readiness.

b. When Reset is viewed in lower case letters, it is defined as a set of actions to restore Equipment to a desired level of combat capability.

11-3. DEMOBILIZATION RESET DEFINED.

There are two levels of Reset: Field Reset and Sustainment Reset.

a. Field Reset is the completion of all scheduled services and repairs to bring equipment to Technical Manual (TM) 10/20 standards which includes safety, performance of annual services, and the application of Safety Modification Work Orders (MWOs). Field Reset will be completed by shipping equipment returning from OIF/OEF theatres from the unit's assigned Equipment Demobilization Site (EDS) to the State's designated TDA Maintenance Activity. The designated TDA maintenance activities within the NYARNG are MATES, FT Drum, NY and CSMS-B, Staten Island, NY. Funding for Field Reset will be out of the 2020 and 2060 appropriations from Sub Activity Group (SAG) 137.

b. Sustainment Reset is conducted as a supply transaction, not a maintenance transaction. Items identified and designated for Sustainment Reset, listed in Automatic Reset Induction (ARI) list, will be shipped directly from theater to a designated Depot or other maintenance facilities as directed by Army Materiel Command (AMC). ARI is a depot work loading program. It is used to more rapidly repair critical LINs in order to enhance accelerated re-issue to units IAW ARFORGEN.

c. The ARI item will be either, repaired at the depot facility (maintenance to maintenance transaction) and returned to the unit, or the unit will receive a replacement item (supply transaction). A DA Form 1348-1 must be generated and accompany the equipment.

11-4. AUTOMATIC RESET INDUCTION (ARI).

a. The ARI list contains items that are automatically inducted into the Sustainment Level Reset Program. Forces Command (FORSCOM) and the Army Materiel Command (AMC) have placed items on the ARI list because of expected extensive wear and tear experienced in theatre that requires refurbishment or rebuilding. The ARI list identifies equipment that will receive sustainment level maintenance. Units are required to put 100 percent of their ARI equipment into Automated Reset Management Tool (ARMT) so that their ARI equipment can be inducted into the Sustainment Level Reset Program before they depart from theatre.

b. Sustainment Level Reset is initiated through a supply transaction. The unit turns ARI equipment into AMC for repair while they are still in theatre. The equipment is taken off of the unit's property book, and the unit receive a similar piece of equipment in return at home station. Units will turn-in AMC Intensively Managed Items (IMI) and Medical Sustainment Items (MSI) to the TDA Maintenance Facility responsible for their Reset at home station, and upon completion of Reset the items are returned to the owning unit.

c. The owning unit must provide visibility of any equipment sent to Sustainment Reset from theater to the NYARNG Reset Manager, providing him or her with copies of DA Form 1348-1's, with document numbers. Additionally, the unit must ensure replacement items are received for ARI items that were turned in and not returned to them. The owning unit will inform the NYARNG Reset Manager of any replacements received.

11-5. AUTOMATED RESET MANAGEMENT TOOL (ARMT).

a. ARMT is a DA mandated system. It is a group of web-based logistic components that will enable the US Army to manage the Reset Program. It provides near real time situational awareness of the end to end Reset process, empowering leadership at all levels to make strategic business decisions that have a direct and positive impact on the war fighter. ARMT enables units to plan Reset disposition on equipment residing on the unit's deployed property book. ARMT has an Auto-Build feature that automatically builds Field and Sustainment Reset plans.

b. The unit is responsible for "claiming and executing" their developed plans:

(1) Units must claim and execute their Auto-Build plans, (claim) NLT D-120 and (execute) D-90 days prior to their return date.

(2) Deployed units must stabilize their Property Book in preparation of ARMT execution.

(3) Commanders must identify those personnel who will be designated to enter data into ARMT as early as possible; ARMT is a supply transaction and not a maintenance transaction. ARMT assistance and ARMT Training is currently available in theater by contacting the local LAR.

11-6. EQUIPMENT FLOW.

a. Equipment to be Field Reset will either be shipped to the EDS separate from the unit's personnel return or, in some cases, hand carried back to the EDS. In either case, the equipment must be shipped to the designated TDA Maintenance Activity for Reset and shipped to one of the following addresses designated by the SMM:

MATES:	CSMS-B:
MATES BLDG P4900 Tank Trail Road Ft Drum, N.Y. 13602	CSMS-B 60 Slosson Ave Staten Island, N.Y. 10314-2518
UIC: W8W4AA DODAAC: W806K8 Cml: 315-772-2600/0541	UIC: W8VZAA DODAAC: W806NL Cml: 718-442-1600/1601

b. Equipment designated for Reset must be separated from organizational equipment, personal items, OCIE and any other non-Reset items before shipping from theater or the EDS. Reset items will be shipped to one of the above addresses with all other property going back to the unit's Home Station. Prior to shipping equipment to the TDA maintenance activity, unit personnel will travel to the EDS, inventory the containers contents and arrange for designated field level Reset to be shipped to the designated TDA maintenance activity.

c. Travel will be coordinated by the unit leadership. Travel will be approved upon validation of Reset participation and availability of appropriate requested funds. Transportation of unit equipment will be arranged through the EDS' Transportation Division.

d. For accountability purposes, the unit must maintain documentation of items shipped to Sustainment Reset, Field Reset and items no longer on-hand due to lateral transfers or destruction. The unit will be notified by the EDS Transportation Division whenever their equipment returns. The designated TDA maintenance activity will be notified by the unit and a joint inventory date will be established. The TDA maintenance activity will send, if at all possible, a representative to the EDS to observe the inventory. This will eliminate the need to do a joint inventory of the equipment when it arrives at the TDA maintenance activity. The TDA maintenance activity representative will confirm the inventory, sign a prepared DA Form 2062 hand receipt taking possession of the equipment from the unit. As Reset is completed and equipment is returned to the unit, hand receipts for the returned equipment will be generated and signed by the designated representative of owning unit. The TDA maintenance activity will ensure this process is continued until all equipment is completed and returned back to the unit.

e. The Reset TDA Maintenance Activity will complete all of the unit's work ordered Field Level Reset items NLT 180 days from the unit's return date. It should be noted that the 180 day Reset completion date requirement is NYARNG directed. The RC requirement for completion of Field Level Reset is 365 days. The return date begins when 51% of the unit's personnel are back in CONUS. Although the return date begins at that point, it is likely that the equipment will return sometime after unit personnel are back in CONUS. The 180 day suspense begins with the return date and not when the equipment returns. The SMM will declare the unit's return date. It is therefore imperative that delays in shipment of equipment to the TDA Maintenance Activities be kept at a minimum.

11-7. WORK ORDER PROCEDURES.

a. To avoid any possible delays as it relates to the return-date and the date that the equipment actually arrives at the TDA Maintenance Activity, it is imperative that the work orders be generated ASAP and prior to the equipment arrival.

b. The unit's SAMS-1E box/database will be carried back to CONUS with the unit rather than stored inside the unit's container, which is likely to arrive at a much later date. The SAMS-1E box/database will be hand receipted to the TDA Maintenance Activity representative and brought back to the respective shop. SASMO/SAMS-2E personnel must upgrade and validate the database prior to any work orders being created. Work orders will be generated within 48 hours and the SAMS-1E box will be returned to the unit's supporting TDA Maintenance Activity as soon as all work orders have been generated. Along with the SAMS-1E box/database, the supporting TDA Maintenance Activity will receive a copy of the unit's hand receipt (to be used for information only) and a copy of all unit work requests that were generated. Supporting TDA Maintenance Activities' will be required to generate work orders in the event that the re-deploying unit does not have a SAMS-1E box. Work orders can only be generated using these procedures. Work orders generated from centralized or generic SAMS-1E boxes are prohibited. The unit database must be built and all equipment loaded.

c. Unit SAMS-1E boxes/databases must be utilized when work orders are generated which will provide an ORGWON and unit UIC. This is the only avenue that will allow tracking through LIW, ILAP and ARMT.

d. "Reset" will be annotated in the Malfunction Description/Remarks of the Work Orders.

e. All Reset work orders will annotate "9GQ" as the Project Code unless the equipment is Left Behind Equipment (LBE), previously known as, Did Not Deploy (DND). There are two categories of LBE. The first is home station LBE, which is equipment that belongs to a deployed unit, but is physically located at home station and transferred to the rear detachment's UIC. Home station LBE will be Reset at one of the two TDA Maintenance Facilities, as determined by the SMM, after the required training has been completed. Equipment will be returned to the owning unit rear detachment at the completion of home station LBE Reset. All home station LBE work orders will have a Project Code of "0BY" (Note: the first integer in this Project code is a zero not an O). This must be entered for ILAP tracking. Funding for home station LBE will be out of the 2020 appropriations from Sub Activity Group (SAG) 135. Completion of Reset for home station LBE must be accomplished prior to the unit's demobilization back in CONUS. The second category of LBE is training LBE. Training LBE is brought back to the standard identified by a Joint T/I conducted by a unit representative and a representative from 1st Army at the owning unit's mobilization station.

f. 1st Army accepts responsibility for any major repairs of equipment identified at the end of training and anticipates the return of any equipment back to home state NLT 60 days from hand receipt of equipment. All other repairs of training LBE should be identified IAW standard PMCS procedures throughout the duration of training.

g. Priority designator for all Reset work orders will be 03.

h. A Project Code of "RFF" will be used when ordering Class II, IV and VII Stock Funded items.

i. MWOs will be annotated in the applicable maintenance LIS STAMIS with an appropriate fact code based on the classification of the MWO.

j. All TDA Maintenance Activities will report all completed MWO's and negative reports to MNL-SM(MR) on a weekly basis.

11-8. THE RESET WORKFORCE.

a. There are several options in which the state can hire manpower in support of their Reset operations. The Director of Logistics (DOL) and or the SMM will decide on which of the following options will be used in the hiring of the manpower; Active Duty for Operational Support (ADOS), Temporary Technicians, Temporary Indefinite Technicians, Non-Dual Status (NDS) and finally Contract Logistics Support (CLS). The use of CLS will be approved by NGB-ARL-M Branch Chief and will require coordination with Army Sustainment Command (ASC).

b. Individuals hired for Reset operations will be hired based on equipment type and skills to perform the Reset. Reset personnel will perform a technical inspection, order repair parts, apply all MWOs, perform all 4D services and complete all maintenance actions to achieve TM10/20 maintenance standards. The following is a list of Job Descriptions and Agency PDCN numbers to be considered. Each person will be assigned to one of the job descriptions. Additional Job Descriptions will be added as the need arises:

(1)	Logistics Management Specialist	D1638000	GS 0346-11
(2)	Small Arms Repairer	D1226000	WG 6610-08
(3)	Electronics Mechanic	D1205000	WG 2604-11
(4)	Electronics Mechanic	D1204000	WG 2604-10
(5)	Surface Maintenance Mechanic	D1194000	WG 5801-10
(6)	Surface Maintenance Repairer	D1193000	WG 5801-08
(7)	Tool and Parts Attendant	D1228000	WG 6904-06
(8)	Supply Technician	D1601000	GS 2005 07
(9)	Production Controller	D1255000	GS 1152-09

11-9. FUNDING.

a. NYARNG will cut ADOS, temporary technician orders and maintenance work orders based upon funds issued from NGB. NYARNG will ensure that the amount of money committed/obligated will not exceed the Funding Allowance Target (AFP).

b. ADOS funds will be from APPN 2060 and will utilize the parameters shown below:

(1) AMSCO=1Z1 &1Z3

(2) TDC=365 RESET FUNDS FAD.

(3) FCA=F4606.

(4) MDEP=VIRQ.

c. Temporary technicians, repair parts and authorized supplies will be from APPN 2020 and SAG 137 and will utilize the parameters shown below:

(1) AMSCO=137010.AA.

(2) TDC=364.

(3) FCA=F4606.

(4) MDEP=VIRQ.

d. The Home Station Field Reset program is specifically for the repair of equipment deployed in support of overseas, combat operations. Priority of support for Field Reset operations and funds execution is:

(1) Units redeploying in current fiscal year, to include CL II/IV/VII stock funded item replenishment).

(2) Previous FY carryover.

(3) LBE.

e. Priority for expenditure of funds is:

(1) Class IX parts requisition.

(2) Labor used directly in support of Reset maintenance activities.

11-10. NGB MAN-HOUR REPORTING.

a. References:

(1) Army Regulation (AR) 750-1.

(2) All States Log Number P02-0045, Man-hour Accounting Procedures are Directed.

b. The Man-hour Report is an efficiency rate tool for the measurement of skill proficiency within the maintenance organization.

c. This report is used for man-hour accounting procedures for support level maintenance technicians in ground maintenance facilities utilizing the SAMS-1E. The AR 750-1 mandates the establishment of a man-hour accounting program where automated capability exists. The SAMS-1E meets the requirement as specified in AR 750-1.

d. SAMS-1E man-hour data transfer is due to SAMS-2E NLT the 5th of each month for the prior month close out. SAMS-2E then compiles the data. The NYARNG consolidated report is transmitted from MNL-SM (MR) to NGB NLT the 10th of each month.

CHAPTER 12

CONTROLLED HUMIDITY PRESERVATION (CHP) STANDARD OPERATING PROCEDURES

12-1. PURPOSE. To establish procedures for the selection, storage and maintenance of NYARNG equipment utilizing the CHP program.

12-2. SCOPE. The CHP program has the potential to lengthen the service life of vehicle components, conserve resources by reduced use of repairable, consumables, POL and man-hour requirements.

12-3. RESPONSIBILITIES. The success of the CHP program is dependent upon close coordination and cooperation between the GOCOM's, Maintenance Activities (Shops) and MNL.

a. The Adjutant General develops requirements for, implements and manages the CHP program within the state. These responsibilities are discharged through MNL.

b. The Surface Maintenance Manager, MNL-SM:

(1) Provides the day to day control and monitoring of all NYARNG CHP facilities.

(2) Coordinate with MNFE to identify locations for future CHP facilities.

(3) Appoint CHP Site Managers.

(4) Review and approve CHP Site Manager's CHP Site Management Plan.

(5) Coordinate with HQ NYARNG Staff for support on necessary issues such as Physical Security, Facilities and Safety.

(6) Ensure TDA Maintenance Activities provide timely assistance to GOCOM's in performing the technical inspections and required repairs as outlined in paragraph c (4) below.

c. GOCOM Commanders.

(1) Review and approve the recommended equipment list to facilitate unit training programs and readiness requirements.

(2) Ensure all inspections and DA Form 2407 FMC repairs are completed.

(3) Prepare two copies of DA Form 2404/5988-E inspection reports for each AMSS reportable item. Store one copy with the vehicle and pass one to the CHP Site Manager.

(4) Ensure that all basic issue items (BII) or component of end item (COEI), less sensitive items or weapons components, are installed or over packed on all equipment prior to delivering equipment for CHP.

(5) Appoint GOCOM CHP Coordinator and provide a copy of the appointment to MNL-SM.

(6) Prepare hand receipts and component listings for all equipment to be placed in CHP.

d. CHP Site Managers.

(1) Coordinate with the GOCOMs for the initial preservation of equipment into the CHP facility.

(2) Record the position of each piece of equipment within the CHP facility.

(3) Record and place final DA Form 2404/5988-E inspection report with each piece of equipment.

(4) Ensure vehicles are stored approximately half-fuelled (not to exceed three-quarters).

(5) Consider personnel access when storing larger pieces of equipment,

(6) Space equipment so that there is sufficient space around the vehicle to allow access for monitoring and performing maintenance.

(7) Consider any special security requirements for particular pieces of equipment.

(8) Ensure day to day monitoring of the CHP facility and that routine and unexpected maintenance requirements are completed.

(9) Inspect, inventory and sign hand receipts for all equipment received in CHP.

(10) Develop a Site Management Plan that, as a minimum, encompasses the requirements of this regulation.

12-4. GENERAL GUIDANCE.

a. The CHP program was developed to reduce the effects of Relative Humidity (RH). The main problems caused by humidity are corrosion, mold, moisture regain and condensation. RH is expressed as a percentage (e.g. 95 percent RH). The higher the RH factor, the greater the adverse effect on our equipment. The optimal range of RH is between 30 and 40 percent. CHP also reduces the effects of industrial chemical pollution and the presence of high ozone. There are three CHP methodologies.

(1) Long-term Preservation (LTP). Maintains selected equipment in an enclosure at a 30-40 percent relative humidity level. This process defers all maintenance for up to (5) years.

(2) Modified Long-term Preservation (MLTP). Similar to LTP except that equipment may be taken out of the CHP environment and used in emergency situations when approved or directed by commander, NYARNG. Maintenance is deferred while the equipment is within the CHP environment but will accrue for that period of time the equipment is removed.

(3) Operational Preservation (OP) – Employs either attached ducting from external dehumidifiers or a combination of an enclosure and attached ducting to dehumidify selected equipment. Services are not deferred but the failure rate of electronic, fire control and computer components is reduced.

b. The NGB guidance is that each state shall preserve 25% of its selected equipment in LTP or MLTP and 75% shall be placed in OP. Items with an asterisk in Appendix B denote equipment that can be placed in OP.

c. Selected equipment must be brought to 10/20 standards prior to being accepted into CHP. Modification Work Orders (MWOs) must be applied to equipment in CHP.

d. Excess equipment will not be selected for the CHP.

12-5. OPERATION AND INSPECTIONS.

a. The NYARNG currently operates one (1) CHP facility. FMS 6 at Utica, NY.

b. Equipment not operated for 180 days, or more will be considered in a temporary “Inactive Status” and will not be sampled under the Army Oil Analysis Program, IAW AR 750-1, until removed for use.

c. Servicing, evaluation, and exercising of recoil mechanisms and tubes will be accomplished per applicable TBs and TMs.

d. The CHP Site Manager will accomplish a monthly CHP shelter surveillance inspection. Surveillance includes inspection of CHP facilities to detect evidence of malfunction of machinery, controls, or recording devices and damage to or failure of structures or covers. All deficiencies will be noted and a report will be forwarded to the Surface Maintenance Office.

e. CHP equipment surveillance requires knowledge of visual characteristics associated with the materiel failure or deterioration. The following characteristics must be noted during periodic inspections:

(1) Leakage or seepage of lubricants. This may be caused by overfill or excess lubrication or internal pressures resulting from clogged vents or defective seals or gaskets. Thorough analysis is required before conclusions are reached and repair is attempted.

(2) Appearance of red, brown, black, or white precipitates around or on the surface of metallic items. The precipitate may or may not be accompanied by a visual evidence of moisture. This is usually evidence of corrosion in process.

(3) The visual or scent evidence of fungus, mildew, or microbiological attack on materiel. A strong musty odor may be evidence of such attacks.

(4) Evidence of insect or rodent infestation in organic materials such as food, fabric, cellulose paper and fiberboard, etc.

(5) Effect of natural environment elements such as ozone and ultraviolet light. Deterioration induced by ozone is disclosed by cracking of surfaces of rubber items such as tires, road wheels, track thread, and hoses.

(6) Preservatives give evidence of failure by whitish coloration indicating moisture contamination (emulsification), drying, and or evaporation with an appearance of dulling, reduction or complete loss of coating.

f. The sampling technique used for sampling CHP equipment will be that of "indicated concern." Equipment will only be sampled when there is a reason to look at it such as tube recoil exercising or an obvious leak or failure mentioned in the previous paragraphs. Once equipment is removed from the CHP facility it must be re-preserved for storage after all exercising or repairs are completed. The condition of the samples taken may indicate further sampling is needed, based on the repairs made to the equipment. This sampling technique will be utilized to reduce the manpower needs and movement of the equipment.

g. The three-to-five year preservation schedule presents challenges to the equipment management process. In addition to tracking the movement of equipment, applying modification work orders and tracking other maintenance related actions that apply to individual pieces of equipment, there must be a plan for the orderly rotation of the equipment without interfering with normal site operations. Programmed force structure actions within the next two years should be considered in the decision to place equipment in CHP.

h. The national five-year preservation schedule for LTP/MLTP is complex. An Equipment-Phasing Schedule is provided at Appendix C. The NYARNG CHP Program shall attempt to follow this schedule to the extent possible.

i. GOCOM's with equipment awaiting CHP construction may take advantage of equipment low usage procedures outlined in AR 750-1. Equipment placed in low usage does not relieve commanders of the responsibility to ensure that required maintenance is performed. However, it does provide the commander with a viable alternative to safely reduce the frequency of maintenance on selected equipment.

CHAPTER 13

PHYSICAL SECURITY

13-1. PURPOSE.

a. This section covers procedures for the correct implementation of the Physical Security Program and how it pertains to TDA Maintenance Activities throughout New York State.

b. This section of the NYARNG Regulation 750-1 will provide comprehensive guidance for the proper and economical use of equipment and personnel and to prevent or minimize loss or damage as a result of theft and other criminal or disruptive activities directed towards NYARNG facilities.

13-2. REFERENCES. At a minimum the below listed references are required to be on hand in hard copy:

a. Army Regulation 190-11, Physical Security of Arms, Ammunition, and Explosives (AA&E).

b. Army Regulation 190-13, The Army Physical Security Program.

c. Army Regulation 190-51, Security of Unclassified Army Property at Unit Level (Sensitive and Non-Sensitive).

d. Department of Army Pamphlet 190-51, Risk Analysis for Army Property.

e. Army Regulation 380-5, Department of the Army Information Security Program.

f. Army Regulation 710-2, Supply Policy below the National Level.

g. Department of the Army Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures).

13-3. RESPONSIBILITIES.

a. All employees share in the safeguards of the Physical Security Program. The Physical Security Program will be administered in accordance with Army Regulation 190-13.

b. The TDA Maintenance Activity Supervisors will establish detailed operational procedures based on the guidance established in this regulation and the Surface Maintenance Office.

13-4. APPOINTMENTS.

a. The Supervisor of each TDA Maintenance Activity will be appointed as the Physical Security Officer for his shop by the Director of Logistics. The supervisor, in turn will appoint an Alternate(s) to assist with this overall responsibility.

b. Other appointment orders will be published by the Supervisor as they apply as listed below:

(1) Key and Lock Custodian.

(2) Security Manager.

(3) OPSEC Officer.

(4) Installation Systems Security Officer (ISSO).

(5) Terminal Area Security Officer (TASO).

(6) Antiterrorism/Force Protection Officer (AT / FPO).

13-5. PHYSICAL SECURITY BINDER. Each TDA Maintenance Activity has the responsibility to maintain Physical Security Binder(s) for their facility containing the following Tabs:

(1) TAB A - Appointment of Physical Security Officer/Alternate (Change and upon reassignment or change of personnel) AR 190-13.

(2) TAB B - Appointment of Key and Lock Custodians (Change and upon reassignment or change of personnel) AR 190-11.

(3) TAB C - Monthly Weapons Count (Monthly counts will be conducted at the end of each month) AR 190-11.

(4) TAB D - Quarterly Serial Number Inventory Reports (Quarterly Serial Number Inventories will be conducted during the following months: October, January, April, And July) AR 190-11.

(5) TAB E - Physical Count/Transfer of Arms (DA Form 2062) (100% Count of all arms; when arms room is opened and closed on days of business). The same person cannot do the count consecutively. AR 190-11.

(6) TAB F - DA Form 2062-Hand Receipt (When two person rule is utilized) (Maintenance activity supervisors' option) AR 190-11.

(7) TAB G - Unaccompanied Access Roster (Change and upon reassignment or change of personnel) AR 190-11.

(8) TAB H -

(a) Command Oriented AA&E Security Screening and Evaluation Record (DA Form 7281-R) (For unaccompanied access roster; repeat every three years) AR 190-11.

(b) Qualification to possess firearms or ammunition (DD Form 2760) (JFHQ-NY JAG Memorandum Subject: Records Check of Local Civilian Law Enforcement Agencies; 10 February 1999) for individual certification in the determination of a conviction of a crime or domestic violence which would disqualify an individual from shipping, transporting, possessing or receiving either government issued or private firearms and/or ammunition).

(9) TAB I - DA Form 7278-Risk Analysis for Army Property (Repeat every three years; asset categories should match MEVA no less than B, C, D, E, F, I, L, M, but not limited to) AR 190-13.

(10) TAB J - Unit Physical Security Plans/SOP (Reviewed annually by the TDA Maintenance Activity Supervisor and dated with signature; bomb threat plan/anti terrorist plan must be briefed to the facilities staff annually and annotated) AR 190-11. The following plans are included in Tab J - AR 190-11:

a. Installation Threat Statement.

b. Terrorism Counteraction Plan.

c. Bomb Threat Plan.

d. Disaster Plan.

e. Civil Disturbance Plan.

f. Resource Plan.

g. Communications Plan.

h. Designated Restricted Areas List.

i. MEVA List.

(11) TAB K - Alarm/Intrusion Detection Record (Monthly operational checks; tested every six months; Logs will be maintained for 1 year) AR 190-11.

(12) TAB L - Physical Security Inspection by Higher Headquarters (Copy of last physical security inspection, to be done every 18 months, Physical Security Survey every 3 years) AR 190-13.

(13) TAB M - Annual Coordination Letter with Local Law Enforcement Agencies (Annual coordination; Must include 15 minute response to IDS, and Include surveillance of motor pools) AR 190-51.

(14) Tab N - Waivers from Physical Security Construction Standards or exceptions to regulatory guidance (Arms room or facility) (Waivers not to exceed one year) AR 190-11.

(15) TAB O - Physical Security Update and AR 380-5 (Available for review).

(16) TAB P - Physical Security Correspondence (Letters, memo's, etc) (Previous 12 months).

(17) Tab Q - Arms Room/Facility Structural Requirements (Physical Security Protective Measures) (Revalidated every 5 years) AR 190-11.

(18) Tab R - Key Control Registers (DA Form 5513-R) (Completed registers will be kept on file for minimum of 90 days) AR 190-51.

(19) Tab S - Semi-annual Inventory Reports (Key and locks) (Every six months, retained on file for 1 year) AR 190-11.

(20) Tab T - List of Arms Room Doors and Security Containers (Combinations will be changed annually and dated) AR 190-11.

(21) TAB U - Roster of Personnel Authorized to Receive Keys and Combinations (Current and up to date) AR 190-11.

(22) TAB V - Memorandum of Authorization to Store Items in Unit Arms Room (High-value sensitive items) (Posted in arms room and current) AR 190-11.

(23) TAB W - Activity Security Checklist (SF 701) (End of day security checks) AR 380-5, AR 190-51.

(24) TAB XYZ - Physical Security Appointment Orders (Change Upon Re-Assignment or Change of Personnel; Physical Security Officer, Security Manager, OPSEC Officer, Installation Systems Security Officer (ISSO), Terminal Area Security Officer (TASO), AT/FP Antiterrorism/ Force Protection Officer, if applicable but not limited to all AR 190 series).

13-6. KEY CONTROL.

a. The appointed Key Control Officer will assume the responsibility to issue serial numbered keys and locks and to conduct semi-annual key inventories utilizing DA Form 5513-R.

b. Based on the size of the maintenance facility several Alternate Key Custodians are authorized to maintain key control in all sections. All personnel appointed to this additional duty will become familiar with AR 190-11 and the NYARNG Maintenance Activity Checklist, Security of Keys.

13-7. FACILITY AND MOTOR POOL AREAS.

a. Clear Zones: A clear zone of 20 feet will be maintained on both side of the fence line and will be kept free of rubbish, weed or other material capable of offering concealment or assistance to an intruder attempting to gain access to this secure area.

b. Signs: Signs will be legible and plainly displayed from any approach to the exterior of this facility from a reasonable distance. The TDA Maintenance Activity Supervisor or unit commander will designate POV parking areas. Explanations of signs are as follows:

(1) Warning Signs: All restricted areas will be posted with warning signs as prescribed in AR 190-13. These signs will be posted at eye level on the front entrance of the facility, on the exterior of the maintenance facility and on the outside of the AA&E storage areas. Facility physical security officers have the responsibility of posting the required warning signs.

(2) Control Signs: All motor pool areas and stand alone maintenance facilities will be posted with signs indicating the presence of a military facility and the fact that trespassing is prohibited. The shop superintendent/supervisor has the responsibility of posting the required control signs. "US Government Property/No Trespassing" signs will be posted around the facility at intervals of approximately 100 feet.

(3) Off Limits to Unauthorized Personnel Signs: These signs will be posted at all entrances as noted in applicable paragraphs of AR 190-51. Facility physical security officers have the responsibility of posting the "Off Limits to Unauthorized Personnel" signs.

(4) Intrusion Detection System Signs: All AA&E storage areas will be posted with warning signs prescribed in AR 190-11. These signs will be posted at eye level on the front entrance of the facility, on the exterior of the maintenance facility and on the outside of the AA&E storage areas. Facility physical security officers have the responsibility of posting the required alarm signs.

c. Fences and Gates: Gates for access to motor pools will be locked at all times unless directed by the shop supervisor or his designated representative. Periodic inspections of fences and gates will be conducted by the facility physical security officer. When possible he should be accompanied by a superintendent for New York State facilities. During these inspections determination should be made to the condition of the fence, barb wire and top-guards. The fence and gate should be within 2 inches of the pavement or ground and washout areas should be noted. DMNA Form 47 should be submitted as necessary.

13-8. PROTECTIVE LIGHTING SYSTEM.

a. Protective lighting during the hours of darkness provides a degree of protection maintained during daylight hours. The periodic inspection of proper illumination is necessary and failure should be addressed to the state maintenance supervisor by means of a DMNA Form 47.

b. All restricted and sensitive/mission essential areas will be lit during hours of darkness, where practical, as a deterrent to unauthorized entry and as an aid to surveillance for local and military police patrols. Lighting will be such that all entrances and unguarded windows are illuminated, and lights will be position so as not to interfere with civilian police or military police observation.

13-9. INTRUSION DETECTION SYSTEM ALARMS.

a. The intrusion detection system is afforded the same classification as to the system it protects.

b. Since the detection system is protecting AA&E storage areas the numbers to the touch pad will be controlled. Maintenance facilities with Intrusion Detection Systems will conduct tests on a monthly basis.

c. All components will be tested with the monitoring station, meaning that the alarm will be deliberately activated to determine if the sensors work properly and the monitoring station actually receives the signal the results will be annotated on the prescribed forms.

13-10. RISK ANALYSIS FOR ARMY PROPERTY.

a. Risk analysis is a method of examining various risk factors to determine the risk value or likelihood of a resource loss. This analysis will be used to decide the level of security warranted for protection of army property.

b. In accordance with DA Pamphlet 190-51, the DA Form 7278-R will be used to make this determination. As per AR 190-51, the DA Form 7278-R will be updated every 3 years. The form should be updated sooner if there are changes to the local threat statement.

13-11. AA&E SECURITY SCREENING.

a. DA Form 7281:

(1) Security screening for all individuals will be completed for unaccompanied access to arms rooms and/or are assigned duties involving the responsibility for the control, accountability and shipment of AA&E. As part of this process, personnel assigned duties involving AA&E will be screened and evaluated using the procedures outlined in AR 190-11. After a favorable interview has been conducted in accordance with AR 190-11 by the maintenance facility supervisor a DA Form 7281-R (Command Oriented Arms, Ammunition and Explosives (AA&E) Security Screening and Evaluation Record) will be initiated for each individual selected. This form will be maintained in the Physical Security Binder and updated every three years.

(2) Section III (Medical Records Screening). Each maintenance facility should send MEDCOM a memorandum listing the names and the last 4 digits of their SSN from their shop along with an electronic copy of the DA Form 7281. MEDCOM will review the memorandum and DA Form 7281's (then insert his digital signature) on the DA Form 7281 and return to the maintenance facility. Block VI of the DA Form 7281 should be the most current date, all other dates should pre-date this entry.

b. DD Form 2760:

(1) New York State law does not permit local law enforcement records checks. Although NYARNG does not have the authority to conduct criminal records checks, it is recommended that all personnel assigned to duties involving control of firearms and ammunition is required to complete a DD Form 2760 (Qualification to Possess Firearms or Ammunition).

(2) This form requires the Soldier to certify that he does not have a misdemeanour conviction of domestic violence that would prohibit possession of firearms under the Lautenberg Amendment (18 U.S.C. 922). The completion of this form will insulate the command from allegations of Lautenberg violations. Upon completion this form should be filed along with the DA Form 7281-R in the Physical Security Binder.

APPENDIX A

SUPPORTED UNIT TO TDA MAINTENANCE ACTIVITY LISTING

JFHQ-NYARNG

UIC	UNIT	LOCATION	FMS/CSMS
MNAR-COS			
W8BNAA	HHD, JFHQ, NYARNG	Latham	FMS 16
W8GNAA	HQS, 106 Regiment (RTI)	Camp Smith	CSMS A
W8ZQAA	Medical Detachment	Watervliet	FMS 16
R&R Bn			
W909A0	Recruiting & Retention Cmd	Watervliet	FMS 16
W909A1	A Co, R&R Bn	NYC Lexington	CSMS B
W909A2	B Co, R&R Bn	Watervliet	FMS 16
W909A3	C Co, R&R Bn	Syracuse	FMS 5
J3-DO			
W7LCAA	2 Civil Support Team (WMD)	Scotia	FMS 16
W8E4AA	24 Civil Support Team	Fort Hamilton	CSMS B
MNFE			
W92EAA	Cp Smith Tng Site	Camp Smith	CSMS A
W92EA1	Guilderland	Guilderland	FMS 16
SAAO			
W7Y420	Det 20, OSA Cmd (C-12 Sec)	Latham	FMS 16

UIC	UNIT	LOCATION	FMS/CSMS
USP&FO			
WP31AA	963 SR CCT	Latham	FMS 16
WY66AA	1973 CCT	Latham	FMS 16
W7NRAA	USP&FO Warehouse	Watervliet	FMS 16
Army Avn Spt Facility			
W8QQAA	AASF # 1	Ronkonkoma	FMS 14
W8QNAA	AASF # 2	Rochester	CSMS C
W8QPAA	AASF # 3	Latham	FMS 16
53rd Trp Cmd			
W78WAA	HHD 53 Troop Command	Camp Smith	CSMS A
WP6MAA	138 Chaplain Spt Team	Camp Smith	CSMS A
WPYJAA53	HQS Det (ARFOR)	NYC Park	CSMS B
153 Trp Cmd			
W77HAA	153 TC (Bn)	Buffalo Connecticut	FMS 10
102 MP Bn			
WP4PAA	102 MP Bn HHC	Auburn	FMS 4
WP3NAA	222 (-) MP Co	Rochester	CSMS C
WP3NA1	DET 1, 222 MP Co	Hornell	CSMS C
WQK5AA	105 MP Co	Buffalo Masten	FMS 1
WQA7AA	107 MP Co	Fort Hamilton	CSMS B
WP3MAA	206 MP Co	Latham	FMS 16
WP3MA1	Det 1, 206 MP Co	Utica	FMS 6
204 Engr Bn			
WQQRT0	HHD, 204 En Bn	Binghamton	FMS 13
WQQRA0	204 Fwd Sup Co	Binghamton	FMS 13
WXOJAA	1156 (-) En Co	Kingston	FMS 7
WXOJA1	Det 1, 1156 (-) En Co	Camp Smith	CSMS A

UIC	UNIT	LOCATION	FMS/CSMS
204 Engr Bn (Cont'd)			
WXOKAA	152 En Co	Buffalo Connecticut	FMS 10
WXOHAA	827 (-) En Co	Horseheads	FMS 13
WXOHA1	Det 1, 827 (-) En Co	Walton	FMS 13
WPY2AA	204 En Det (Quarry)	Binghamton	FMS 13
501 EOD Bn			
WP3DAA	HHD, 501 EOD Bn	Glenville	FMS 16
WP3FAA	1108 EOD Co	Glenville	FMS 16
WP27AA	1427 (-) Med Truck Co	Queensbury	FMS 15
WP27A1	Det 1, 1427 Med Truck Co	Fort Drum	MATES
WQE7AA	138 PA Det	Latham	FMS 16
WP3CAA	466 Area Medical Co	Queensbury	FMS 15
369 Sus Bde			
WQQ7T0	HHC, 369 SB	NYC Harlem	CSMS B
WPJRAA	187 Sig Co	Farmingdale	FMS 14
WQBZAA	145 Maint Co	Staten Island	CSMS B
WX6EAA	133 QM Co	Fort Hamilton	CSMS B
WQJYAA	719 Trans Co	NYC Harlem	CSMS A
WQQ8AA	1569 Trans Co	New Windsor	FMS 7
WTHDAA	27 Finance Co	Whitestone	FMS 9
WTG8AA	4 Finance Det	Whitestone	FMS 9
WTM3AA	7 Finance Det	Whitestone	FMS 9
WTNAAA	14 Finance Det	Whitestone	FMS 9
WXE9AA	37 Finance Det	NYC Lexington	FMS 9

UIC	UNIT	LOCATION	FMS/CSMS
101 Sig Bn			
WP07T0	HHC, 101 Sig Bn	Yonkers	CSMS A
WP07A0	A Co, 101 Sig Bn	Peekskill	CSMS A
WP07B0	B Co, 101 Sig Bn	Orangeburg	CSMS A
WP07C0	C Co, 101 Sig Bn	Yonkers	CSMS A
104 MP Bn			
WP2CAA	HHD, 104 MP Bn	Kingston	FMS 7
WPR8AA	442 MP Co	Jamaica	FMS 9
WP3LAA	727 MP Law & Order Det	Camp Smith	CSMS A
WPCJAA	222 Chem Co	Fort Hamilton	CSMS B
42nd Inf Div			
WPR7T0	HHC (-), 42 ID (-)	Troy Glenmore	FMS 17
WPR7C1	Det 1, Sig Co	Troy Glenmore	FMS 17
WPR7B0	Intel & Sus Co (-)	Troy Glenmore	FMS 17
WPR7A1	Det 1, Ops Co	Troy Glenmore	FMS 17
WPR7B1	Det 1, 1&S Co	Troy South Lake	FMS 17
WPR7A0	OPS Co (-)	Buffalo Masten	FMS 1
WPR7T2	Det 2, HSC	Buffalo Masten	FMS 1
WPR7B2	Det 2, 1&S	Buffalo Masten	FMS 1
WPR7C2	Det 2, Sig Co	Buffalo Masten	FMS 1
WPR7C0	Div Sig Co	Staten Island	CSMS B
WPR7T1	Det 1, HSC	Staten Island	CSMS B
WPR7A2	Det 2, OPS Co	Staten Island	CSMS B
WPR7B3	Det 3, 1&S	Staten Island	CSMS B
WPUCA3	Det 3, 1208 Ml Plt	Staten Island	CSMS B
WYUJAA	42nd ID Band	Camp Smith	CSMS A

UIC	UNIT	LOCATION	FMS/CSMS
42 Cmbt Avn Bde (Cab)			
WTS2AA	HHC, 42 CAB	Latham	FMS 16
3 Bn, 142 Avn			
WUATT0	HHC (-), 3-142 Avn	Ronkonkoma	FMS 14
WUATA0	A Co, 3-142 Avn	Latham	FMS 16
WUATB0	B Co, 3-142 Avn	Ronkonkoma	FMS 14
WUATD0	D Co, 3-142 Avn	Latham	FMS 16
WUATE0	E Co (-), 3-142 Avn	Farmingdale	FMS 14
WUATE3	Det 3, E Co 3-142 Avn	Latham	FMS 16
WP7QA1	Det 1, A Co 1-224 Avn	Latham	FMS 16
642 Avn Spt Bn (ASB)			
WPH1T0	HHC (-), 642 ASB	Rochester	CSMS C
WPNVT2	Det 2, HHC 3/126 Avn	Rochester	CSMS C
WPNVB1	Det 1, B Co, 3-126 Avn	Rochester	CSMS C
WPNVD2	Det 2, D Co 3-126 Avn	Rochester	CSMS C
WPNVE2	Det 2, E Co 3-126 Avn	Rochester	CSMS C
WPH1A0	A Co (-), 642 ASB	Dunkirk	FMS 2
WPH1A1	Det 1, A Co, 642 ASB	Olean	FMS 2
WPH1B0	B Co (-), 642 ASB	Ronkonkoma	FMS 14
WPH1C0	C Co, 642 ASB	Fort Hamilton	CSMS B
WNG7G7	F Co 1-169 GSAB	Rochester	CSMS C
WNG7GB	Det 4, HHC 1-169 GSAB	Rochester	CSMS C
WNG7GH	Det 5, D Co 1-169 GSAB	Rochester	CSMS C
WNG7GQ	Det 5, E Co 1-169 GSAB	Rochester	CSMS C
27 IBCT			
WPABAA	HHC, 27 IBCT	Syracuse	FMS 5

UIC	UNIT	LOCATION	FMS/CSMS
1 Bn, 69 Inf			
WPAQT0	HHC, 1-69 IN	NYC Lexington	CSMS B
WPAQA0	A Co, 1-69 IN	NYC Lexington	CSMS B
WPAQB0	B Co, 1-69 IN	Farmingdale	FMS 14
WPAQC0	C Co (-), 1-69 IN	Camp Smith	CSMS A
WPAQC1	Det 1, C Co, 1-69th IN	NYC Lexington	CSMS B
WPAQD0	D Co, 1-69 IN	Farmingdale	FMS 14
WRVWF0	F Co, 427 BSB	Farmingdale	FMS 14
2 Bn, 108 Inf			
WYE1T0	HHC, 2-108 IN	Utica	FMS 6
WYE1A0	A Co, 2-108 IN	Geneseo	CSMS C
WYE1B0	B Co (-), 2-108 IN	Morrisonville	FMS 15
WYE1B1	Det 1, B Co, 2-108 IN	Ogdensburg	MATES
WYE1B2	Det 2, B Co, 2-108 IN	Saranac Lake	FMS 15
WYE1C0	C Co (-), 2-108 IN	Gloversville	FMS 6
WYE1C1	Det 1, C Co, 2-108 IN	Leeds	FMS 7
WYE1D0	D Co, 2-108 IN	Ithaca	FMS 4
WRVWE0	E Co, 427 BSB	Glenville	FMS 6
2 Sqdn, 101 RSTA			
WPATT0	HHT, 2/101 RSTA	Niagara Falls	FMS 1
WPATA0	A TRP, 2/101 RSTA	Geneva	FMS 4
WPATB0	B TRP, 2/101 RSTA	Jamestown	FMS 2
WPATC0	C TRP, 2/101 RSTA	Buffalo Masten	FMS 1
WRVWD0	D Co, 427 BSB	Buffalo Masten	FMS 1
1 Bn, 258 FA			
WPSRT0	HHB, 1-258 FA	Jamaica	FMS 9
WPSRA0	A BTRY, 1-258 FA	New Windsor	FMS 7
WPSRB0	B BTRY, 1-258 FA	Bronx	FMS 9
WRVWG0	G Co, 427 BSB	Jamaica	FMS 9

UIC	UNIT	LOCATION	FMS/CSMS
427 Bde Spt Bn			
WRVWT0	HHC, 427 BSB	Syracuse	FMS 5
WRVWA0	A Co, 427 BSB	Rochester	CSMS C
WRVWB0	B Co, 427 BSB	FT Drum	MATES
WRVWC0	C Co, 427 BSB	Buffalo Connecticut	FMS 10
27 Bde Special Trps Bn			
WPBFT0	HHC (-), 27th BSTB	Buffalo Connecticut	FMS 10
WPBFT1	Det 1, HHC, 27th BSTB	Syracuse	FMS 5
WPBFA0	A Co, 27 BSTB (EN)	Lockport	FMS 10
WPBFB0	B Co (-), 27 BSTB (MI)	Syracuse	FMS 5
WPBFB1	Det 1, B Co 27 BSTB (MI)	Rochester	CSMS C
WPBFC0	C Co, 27 BSTB (SIG)	Buffalo Connecticut	FMS 10

APPENDIX B

TDA MAINTENANCE ACTIVITY LISTING

FMS 1

TOTAL WORK BAYS: 9

ADDRESS: 27 Masten Avenue, Buffalo, NY 14204-1097
TELEPHONE: (716) 888-5652 / 5653

FMS UIC: W8SS01 DODAAC: W90REL

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILE
OPS Co (-), 42 HHB Bn	WPR7A0	27 Masten Avenue Buffalo, NY 14204-1097	87000RNG02	0
Det 2, HSC, 42 HHB Bn	WPR7T2	27 Masten Avenue Buffalo, NY 14204-1097	87000RNG02	0
Det 2, I&S, 42 HHB Bn	WPR7B2	27 Masten Avenue Buffalo, NY 14204-1097	87000RNG02	0
Det 2, Sig, 42 HHB Bn	WPR7C2	27 Masten Avenue Buffalo, NY 14204-1097	87000RNG02	0
105 MP Co	WQK5AA	27 Masten Avenue Buffalo, NY 14204-1097	19477RNG09	0
HHT, 2/101 RSTA	WPATT0	Niagara Falls Air Force Base 2202 Rubin Way Niagara Falls NY 14304	17215GNG51	24
C TRP, 2/101 RSTA	WPATC0	27 Masten Avenue Buffalo, NY 14204-1097	17215GNG51	0
D Co, 427 BSB	WRVWD0	27 Masten Avenue Buffalo, NY 14204-1097	63335GNG03	0

FMS 2

TOTAL WORK BAYS: 3

ADDRESS: 34 Porter Avenue & Front Street, Jamestown, NY 14701
TELEPHONE: (716) 664-6254 x14

FMS UIC: W8SS02 DODAAC: W90KE0

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
A Co (-), 642 ASB	WPH1A0	Main & Newton Streets Dunkirk, NY 14048-3388	63315RNG42	38
Det 1, A Co, 642 ASB	WPH1A1	119 Time Square Olean, NY 14760-2737	63315RNG42	55
B Trp, 2/101 RSTA	WPATB0	4 Porter Avenue & Front Street Jamestown, NY 14701-6222	17215GNG51	0

FMS 4

TOTAL WORK BAYS: 4

ADDRESS: 174 South Street, Auburn, NY 13021-5398
TELEPHONE: (315) 255-8990

FMS UIC: W8SS04 DODAAC: W90REN

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
102 MP Bn	WP4PAA	174 South Street, Auburn, NY 13021-5398	19646RNG46	0
D Co, 2-108 Bn	WYE1D0	1765 Hanshaw Road, Ithaca, NY 14850-9105	07215GNG51	35
A TRP, 2/101 RSTA	WPATA0	300 Main Street, Geneva, NY 14456-2698	17215GNG51	29

FMS 5

TOTAL WORK BAYS 5

ADDRESS: 6901 Thompson Road, Syracuse, NY 13211-1300
TELEPHONE: (315) 438-3315

FMS UIC: W8SS05 DODAAC: W90RER

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HHC, 27 IBCT	WPABAA	6900 Thompson Road, Syracuse, NY 13211-1300	77302GNG31	0
Det 1, HHC, 27 BSTB	WPBFT1	6900 Thompson Road, Syracuse, NY 13211-1300	77405GNG32	0
HHC, 427 BSB	WRVWT0	6900 Thompson Road, Syracuse, NY 13211-1300	63335GNG03	0
B Co, 27 BSTB (MI)	WPBFB0	6900 Thompson Road, Syracuse, NY 13211-1300	77405GNG32	0
C Co, R&R Bn	W909A3	6900 Thompson Road, Syracuse, NY 13211-1300	TDA # NGW909AA	0

FMS 6
TOTAL WORK BAYS: 5

ADDRESS: 1705 Parkway East, Utica NY 13501-5424
TELEPHONE: (315) 793-5290

FMS UIC: W8SS06 DODAAC: W90REU

SUPPORTED FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HHC, 2-108 IN	WYE1T0	1700 Parkway East, Utica, NY 13501-4297	07215GNG51	0
C Co (-), 2-108 IN	WYE1C0	87 Washington Street, Gloversville, NY 12078-3952	07215GNG51	63
E Co, 427 BSB	WRVWE0	252 Ruby Chase Drive, Glenville, NY 12392-9752	63335GNG03	80
Det 1, 206 MP Co	WP3MA1	1705 Parkway East, Utica, NY 12392-9752	19477RNG08	0
JFHQ-NY CHP	W8SS06	1705 Parkway East, Utica, NY 13501-4297		0

FMS 7

TOTAL WORK BAYS: 6

ADDRESS: 7 Armory Drive, Kingston, NY 12401-2099
TELEPHONE: (845) 340-7180 / 7181

FMS UIC: W8SS07 DODAAC: W90REX

SUPPORT FACILITY: CSMS-A CALIBRATION FACILITY: CSMS-A

UNIT SUPPORTED	UIC	ADDRESS	MTOE	MILES
1569 Trans Co	WQQ8AA	Stewart Armed Forces Reserve Center 910 RAZ Avenue, New Windsor, NY 12553	05418RNG02	30
HHD, 104 MP Bn	WP2CAA	25 Kiersted Avenue, Kingston, NY 12401-2099	19476RNG12	0
1156 Engr Co (-)	WX0JAA	25 Kiersted Avenue, Kingston, NY 12401-2099	05418RNG02	0
Det 1, C Co, 2-108 IN	WYE1C1	State Route 23, Leeds, NY 12451-9603	07215GNG51	35
A Btry, 1-258 FA	WPSRA0	Stewart Armed Forces Reserve Center 910 RAZ Avenue, New Windsor, NY 12553	06125GNG10	30

FMS 9

TOTAL WORK BAYS: 7

ADDRESS: 93-05 168th Street, Jamaica, NY 11433-1286
TELEPHONE: (718) 739-0422

FMS UIC: W8SS09 DODAAC: W900HU

SUPPORT FACILITY: CSMS-B CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
27 Finance Bn	WTHDAA	150-74 6th Avenue, Queens, NY 11357-1299	14423RNG13	15
4 Finance Det	WTG8AA	150-746th Avenue, Queens, NY 11357-1235	14527RNG18	15
7 Finance Det	WTM3AA	150-74 6th Avenue, Queens, NY 11357-1299	14527RNG18	15
14 Finance Det	WTNAAA	50-74 6th Avenue, Queens, NY 11357-1299	14527RNG18	15
37 Finance Det	WXE9AA	68 Lexington Avenue, New York, NY 10010-1830	14527RNG18	14
442 Mp Co	WPR8AA	93-05 168th Street, Jamaica, NY 1133-1286	19477RNG11	0
HHB, 1-258 FA	WPSRT0	93-05 168th Street, Jamaica, NY 11433-1286	06125GNG10	0
B BTRY, 1-258 FA	WPSRB0	10 West 195th Street, Bronx, NY 13602-5040	06125GNG10	20
G CO, 427 BSB	WRVWG0	93-05 168th Street, Jamaica, NY 11433-1286	63335GNG03	0

FMS 10

TOTAL WORK BAYS: 7

ADDRESS: 184 Connecticut Street, Buffalo, NY 14213-2485
TELEPHONE: (716) 888-5747

FMS UIC: W8SS10 DODAAC: W90RE4

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
C Co, 427 BSB	WRVWC0	184 Connecticut Street, Buffalo, NY 14213-2485	63335GNG03	0
HHC (-), 27 BSTB	WPBFT0	184 Connecticut Street, Buffalo, NY 14213-2485	77405GNG32	0
A Co, 27 BSTB (EN)	WPBFA0	158 Willow Street, Lockport, NY 14094-4838	77405GNG32	35
C Co, 27 BSTB (SIG)	WPBFC0	184 Connecticut Street, Buffalo, NY 14213-2485	77405GNG32	0
153 Troop Command	W77HAA	184 Connecticut Street, Buffalo, NY 14213-2485	TDA# NGW77HAA	0
152 Engr Co	WX0KAA	184 Connecticut Street, Buffalo, NY 14213-2485	05419RNG03	0

FMS 13

TOTAL WORKBAYS: 11

ADDRESS: 85 West End Avenue, Binghamton, NY 13905-3899
TELEPHONE: (607) 729-8660 x 3140 / 3141

FMS UIC: W8SS13 DODAAC: W90RFA

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HHD, 204 Engr Bn	WQQRT0	85 West End Avenue, Binghamton, NY 13905-3899	05435RNG01	0
204 FWD Spt Co	WQQRA0	85 West End Avenue, Binghamton, NY 13905-3899	05435RNG01	0
827 Engr Co (-)	WX0HAA	128 Colonial Drive, Horseheads, NY 14845-8531	05417RNG01	62
Det 1, 827 Engr Co	WX0HA1	55 South Street, Walton, NY 13856-1438	05417RNG01	65
204 Engr Det (Quarry)	WPY2AA	85 West End Avenue, Binghamton, NY 13905-3899	05520GNG15	0

FMS 14

TOTAL WORK BAYS: 8

ADDRESS: 25 Bating Place, Farmingdale, NY 11725

FMS UIC: W8SS14 DODAAC: W90KFC

SUPPORT FACILITY: CSMS-B CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
187th Sig Co	WPJRAA	25 Baiting Place, Farmingdale, NY 11725	11307RNG24	0
HHC, 3-142 Avn	WUATT0	201 Schaefer Drive, Ronkonkoma, NY 11779-7392	01205RNG08	23
B Co, 3-142 Avn	WUATB0	201 Schaefer Drive, Ronkonkoma, NY 11779-7392	01205RNG08	23
E Co (-), 3-142 Avn	WUATE0	25 Baiting Place, Farmingdale, NY 11725	01205RNG08	0
B Co, 642 ASB	WPH1B0	201 Schaefer Drive, Ronkonkoma, NY 11779-7392	63315RNG42	23
B Co, 1-69 IN	WPAQB0	25 Baiting Place, Farmingdale, NY 11725	07215GNG51	0
D Co, 1-69 IN	WPAQD0	25 Baiting Place, Farmingdale, NY 11725	07215GNG51	0
F Co, 427 BSB	WRVWF0	25 Baiting Place, Farmingdale, NY 11725	63335GNG03	0
AASF # 1	W8QQAA	201 Schaefer Drive, Ronkonkoma, NY 11779-7392	TDA# NGWTQE99	23

FMS 15

TOTAL WORKBAYS: 3

ADDRESS: 65 Stone Quarry Road, Queensbury, NY 12804
TELEPHONE: (518) 761-7940

FMS UIC: W8SS15 DODAAC: W90KE4

SUPPORT FACILITY: CSMS-A **CALIBRATION FACILITY: CSMS-A**

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
466 Area Medical Co	WP3CAA	65 Stone Quarry Road, Queensbury, NY 12804	08457RNG01	0
1427 (-) Trans Co	WP27AA	65 Stone Quarry Road, Queensbury, NY 12804	55728RNG07	0
B Co (-), 2-108 IN	WYE1B0	16 Fairgrounds Road, Morrisonville, NY 12962-9711	07215GNG51	95
Det 2, B Co, 2-108 IN	WYE1B2	2 State Road, Saranac Lake, NY 12983-2112	07215GNG51	100

FMS 16

TOTAL WORK BAYS: 4

ADDRESS: 330A Old Niskayuna Road, Latham, NY 12110-2225
TELEPHONE: (518) 786-4946

FMS UIC: W8SS16 DODAAC: W90KE8

SUPPORT FACILITY: CSMS-A CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
JFHQ, HHD (-)	W8BNAA	330 Old Niskayuna Road, Latham, NY 12110-2225	TDA# NGW8BNAA	0
2 Civ Sup Tm (WMD)	W7LCAA	252 Ruby Chase Drive, Glenville, NY 12392-9752	TDA# NGW7LCAA	22
Det 20, OSA Cmd	W7Y420	330 Old Niskayuna Road, Latham, NY 12110-2225	TDA# NGW7Y4AA	0
1963 SR CCT	WP31AA	330 Old Niskayuna Road, Latham, NY 12110-2225	90587GNG03	0
1973 CCT	WY66AA	330 Old Niskayuna Road, Latham, NY 12110-2225	90588GNG25	0
HHC, 42 Cab	WTS2AA	330 Old Niskayuna Road, Latham, NY 12110-2225	01302RNG02	0
A Co, 3-142 Avn	WUATA0	330 Old Niskayuna Road, Latham, NY 12110-2225	01205RNG08	0
D Co, 3-142 Avn	WUATD0	330 Old Niskayuna Road Latham, NY 12110-2225	01205RNG08	0
Det 3, E Co, 3-142 Avn	WUATE4	330 Old Niskayuna Road Latham, NY 12110-2225	01205RNG08	0
Det 1, A Co, 1-224 S&S	WP7QA1	330 Old Niskayuna Road, Latham, NY 12110-2225	01365GNG06	0
1108 EOD Co	WP3FAA	252 Ruby Chase Drive, Glenville, NY 12392-9752	09440RNG05	22

FMS 16 (Cont'd)

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
501 EOD Bn	WP3DAA	252 Ruby Chase Drive, Glenville, NY 12392-9752	09446RNG01	22
206 Mp Co	WP3MAA	330 Old Niskayuna Road Latham, NY 12110-2225	19477RNG08	0
138 PA Det	WQE7AA	330 Old Niskayuna Road, Latham, NY 12110-2225	45500GNG02	0
AASF # 3	W8QPAA	330 Old Niskayuna Road Latham, NY 12110-2225	TDA# NGWUAT99	0
JFHQ Medical Det	W8ZQAA	Bldg 40-4, Watervliet Arsenal, Watervliet, NY 12189-4050	TDA# NGW8ZQAA	5
HHC, R&R Bn	W909A0	Bldg 40-1, Watervliet Arsenal, Watervliet, NY 12189-4050	TDA# NGW909AA	5
B CO, R&R Bn	W909A2	Bldg 40-1, Watervliet Arsenal, Watervliet, NY 12189-4050	TDA# NGW909AA	5
USP&FO Warehouse	W7NRAA	Bldg 145, Watervliet Arsenal, Watervliet, NY 12189-4050		5

FMS 17
TOTAL WORK BAYS: 4

ADDRESS: 137 Glenmore Road, Troy, NY 12180-8398
TELEPHONE: (518) 285-6940

FMS UIC: W8SS17 DODAAC: W90KE6

SUPPORT FACILITY: CSMS-A CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HHC (-), 42 HHBN	WPR7T0	137 Glenmore Road, Troy, NY 12180-8398	87000RNG02	0
Det 1, I&S, 42 HHBN	WPR7B1	99 South Lake Avenue, Troy, NY 12180-3124	87000RNG02	6
Det 1, Sig, HHBN	WPR7C1	137 Glenmore Road, Troy, NY 12180-8398	87000RNG02	0
I&S Co (-), 42 HHBN	WPR7B0	137 Glenmore Road, Troy, NY 12180-8398	87000RNG02	0
Det 1, OPS, 42 HHBN	WPR7A1	137 Glenmore Road, Troy, NY 12180-8398	87000RNG02	0

CSMS A

TOTAL WORK BAYS: 14

ADDRESS: Building 124, Camp Smith, Cortlandt Manor, NY 10567-5000
TELEPHONE: (914) 788-7400

CSMS UIC: W8W3AA DODAAC: W806MT

SUPPORT FACILITY: CSMS-A CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
Cp Smith Tng Site	W92EAA	Cp Smith, Cortlandt Manor, NY 10566-5000	TDA # NGW92EAA	0
HQ, 106 RTI	W8GNAA	Cp Smith, Cortlandt Manor, NY 10566-5000	TDA # NGW8GNAA	0
42 ID Band	WYUJAA	Cp Smith, Cortlandt Manor, NY 10566-5000	02110GNG49	0
719 Trans Co	WQJYAA	2366 5th Avenue, New York, NY 10037-1028	55727RNG04	47
HHC, 101 Sig Bn	WP07T0	2 Quincy Place, Yonkers, NY 10701-2707	11975GNG20	14
A Co, 101 Sig Bn	WP07A0	955 Washington Street, Peekskill, NY 10566-5800	11975GNG20	5
B Co, 101 Sig Bn	WP07B0	84 Old Orangeburg Road, Orangeburg, NY 10962-1128	11975GNG20	28
C Co, 101 Sig Bn	WP07C0	2 Quincy Place, Yonkers, NY 10701-2707	11975GNG20	14
HHD, 53 Trp Cmd	W78WAA	Cp Smith, Cortlandt Manor, NY 10566-5000	TDA# NGW78WAA	0
138 Chap Det	WP6MAA	Cp Smith, Cortlandt Manor, NY 10566-5000	16500FNG03	0

CSMS A (Cont'd)

TOTAL WORK BAYS: 14

ADDRESS: Building 124, Camp Smith, Cortlandt Manor, NY 10567-5000
TELEPHONE: (914) 788-7400

CSMS UIC: W8W3AA DODAAC: W806MT

SUPPORT FACILITY: CSMS-A CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
C Co, 1-69 IN	WPAQC0	Cp Smith, Cortlandt Manor, NY 10566-5000	07215GNG51	0
727 L&O Mp Det	WP3LAA	Cp Smith, Cortlandt Manor, NY 10566-5000	19710ANG03	0
Det 1, 1156 Engr Co	WWQJA1	Cp Smith, Cortlandt Manor, NY 10566-5000	05418RNG02	0

CSMS B
TOTAL WORK BAYS: 10

ADDRESS: 60 Slosson Avenue, Staten Island 10314-2518
TELEPHONE: (718) 442-1600 / 1601

CSMS: W8VZAA DODAAC: W806NL

SUPPORT FACILITY: CSMS-B CALIBRATION FACILITY: CSMS-A

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
A Co, R&R Bn	W909A1	68 Lexington Avenue, New York, NY 10010-1830	TDA # NGW909AA	17
Sig (-), 42 HHBN	WPR7C0	321 Manor Road, Staten Island, NY 10314-2407	87000RNG02	0
Det 1, HSC, 42 HHBN	WPR7T1	321 Manor Road, Staten Island, NY 10314-2407	87000RNG02	0
Det 2, OPS, 42 HHBN	WPR7A2	321 Manor Road, Staten Island, NY 10314-2407	87000RNG02	0
Det 3, I&S, 42 HHBN	WPR7B3	321 Manor Road, Staten Island, NY 10314-2407	87000RNG02	0
Det 3, 1208 MI PLT	WPUCA3	321 Manor Road, Staten Island, NY 10314-2407	35500GNG02	0
HQ, 369 Sust Bde	WQQ7T0	2366 5th Avenue, New York, NY 10037-1028	63302RNG07	22
53 HQS Det (ARFOR)	WPYJAA	643 Park Avenue, New York, NY 10021-1306	51659GNG01	27
133 QM Co	WX6EAA	114 White Avenue, Fort Hamilton, NY 11252	42420GNG06	15
145 MT Co	WQBZAA	321 Manor Road, Staten Island, NY 10314-2407	43470RNG23	0

CSMS B (Cont'd)

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HHC, 1-69 IN	WPAQT0	68 Lexington Avenue, New York, NY 10010-1830	07215GNG51	17
A Co 1-69 IN	WPAQA0	68 Lexington Avenue, New York, NY 10010-1830	07215GNG51	17
Det 1, C Co, 1-69 IN	WPAQC1	68 Lexington Avenue, New York, NY 10010-1830	07215GNG51	17
222 Chem Co	WPCUAA	114 White Avenue, Fort Hamilton, NY 11252	03410RNG08	6
C CO, 642 ASB	WPH1C0	114 White Avenue, Fort Hamilton, NY 11252	63315RNG42	6
24 Civil Support Team	W8E4AA	114 White Avenue, Fort Hamilton, NY 11252	TDA# NGW8E4AA	6
107 MP Co	WQA7AA	114 White Avenue, Fort Hamilton, NY 11252	19477RNG09	6

CSMS C

TOTAL WORK BAYS: 11

ADDRESS: 1500 East Henrietta Road, Rochester, NY 14623
TELEPHONE: (585) 424-2165

CSMS UIC: W8W1AA DODAAC: W809LL

SUPPORT FACILITY: CSMS-C CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
HSC, 642 ASB	WPH1T0	42 Patriot Way, Rochester, NY 14624-5316	63315RNG42	5
Det 2, HHC, 3-126 Avn	WPNVT2	42 Patriot Way, Rochester, NY 14624-5316	01225RNG08	5
Det 1, B Co, 3-126 Avn	WPNVB1	42 Patriot Way, Rochester, NY 14624-5316	01225RNG08	5
Det 2, D Co, 3-126 Avn	WPNVD2	42 Patriot Way, Rochester, NY 14624-5316	01225RNG08	5
Det 2, E Co, 3-126 Avn	WPNVE2	42 Patriot Way, Rochester, NY 14624-5316	01225RNG08	5
F Co, 1/169 GSAB	WNG7G7	42 Patriot Way, Rochester, NY 14624-5316	01435RNGM1	5
Det 4, HHC 1-169 GSAB	WNG7GB	42 Patriot Way, Rochester, NY 14624-5316	01435RNGM1	5
Det 5, D Co, 1-169 GSAB	WNG7GH	42 Patriot Way, Rochester, NY 14624-5316	01435RNGM1	5
Det 5, E Co, 1-169 GSAB	WNG7GQ	42 Patriot Way, Rochester, NY 14624-5316	01435RNGM1	5
A Co, 427 BSB	WRVWA0	42 Patriot Way, Rochester, NY 14624-5316	63335GNG03	5

CSMS C (Cont'd)

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
Det 1, B Co, 27 BSTB	WPBFB1	42 Patriot Way, Rochester, NY 14624-5316	77405GNG32	5
222 MP Co (-)	WP3NAA	42 Patriot Way, Rochester, NY 14624-5316	19477RNG08	5
Det 1, 222 MP Co	WP3NA1	Seneca Street, Hornell, NY 14624-5316	19477RNG08	63
A Co, 2-108 IN	WYE1A0	34 Avon Road, Geneseo, NY 14454-1002	07215GNG51	26
AASF # 2	W8QNAA	76 Patriot Way, Rochester, NY 14624-5316	TDA# NGWUAT99	5

MATES

TOTAL WORKBAYS: 38

ADDRESS: Building P4900, Main Tank Road, Fort Drum, NY 13602-5035
TELEPHONE: (315) 772-2600

MATES UIC: W8W4AA DODAAC: W16W1W

SUPPORT FACILITY: MATES CALIBRATION FACILITY: CSMS-C

UNITS SUPPORTED	UIC	ADDRESS	MTOE	MILES
Det 1, B Co, 2-108 IN	WYE1B0	225 Elizabeth Street, Ogdensburg, NY 12953-1712	07215GNG51	60
B Co, 427 BSB	WRVWB0	789 8th Street, Fort Drum, NY 13602	63335GNG03	2
Det 1, 1427 Trans	WP27A1	789 8th Street, Fort Drum, NY 13602	55728RNG07	2
HMMWV Training Site	W39L18	Building P4900, Main Tank Road, Fort Drum, NY 13602-5035	TDA# GBW39L	0

APPENDIX C

LONG TERM PRESERVATION/MODIFIED LONG TERM PRESERVATION (LTP/MLTP) EQUIPMENT PHASING SCHEDULE

YEAR	1	2	3	4	5	6	7	8	9	10
1	5.8%			-5.8%						
2		5.0%			-5.0%					
3			5.0%			-5.0%				
4				10.8%			-10.8%			
5					9.2%			-9.2%		
6						5.0%			-5.0%	
7							10.8%			-10.8%
8								9.2%		
9									5.0%	
10										10.8%
TOTAL	5.8%	10.8%	15.8%	20.8%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%

APPENDIX D

SERVICING EQUIPMENT

General

PURPOSE: The following chart shows the estimated man-hours required for servicing equipment. This should be used in estimating maintenance requirements and planning maintenance production.

LIN	NOMENCLATURE	B-SER	A-SER
63037N	GUARD,SAFETY,TIRE I	1.20	1.20
70209N	DAMMS R WORKSTA COMP	0.30	0.30
70210N	COMPUTER SYS DIGITAL	0.40	0.40
70223N	MULTIFUNCTION PORTABL	0.40	0.40
70331N	ASIT	2.80	2.80
99205N	TRK LIFT HD 4000LB CP	0.20	0.20
99860N	WRENCH KIT PNEU AT130	0.30	0.30
A03173	TARP-BOWS F/TRK 5 TON	0.70	0.70
A05004	ARMT SUBSYS	0.30	0.30
A06352	IMAGE INTEN NI VI	0.20	0.20
A10769	ADPTR HDWRE FVS PEC	0.20	0.20
A10837	ADPTR HDWRE M1PEC	0.20	0.20
A10905	ADAPTER HDWE POW SUPP	0.40	0.40
A21959	AGITATOR PAINT SHAKER	0.40	0.40
A22496	AIMING CIRCLE	3.50	3.50
A23291	ALIGNMENT TST SET	5.06	5.06
A23828	AIR COND	5.06	5.06
A23955	AIR COND	5.33	5.33
A24017	AIR CONDITIONER	5.33	5.33
A24463	AIR COND	5.33	5.33
A24763	AIR COND 36000 BTU	5.40	5.40
A26852	AIR COND 54000 BTU	0.84	0.84
A27104	ANALYZER BLOOD NI	0.75	0.75
A30062	AIRPLANE UTIL	1.20	1.20
A32037	ALARM AUDIBLE J-SIID	1.20	1.20
A32355	ALARM CHEMICAL AGENT	1.20	1.20
A33020	ALARM, CHEMICAL AGENT	0.80	0.80
A33120	ALARM UNIT ALARM M42	1.30	1.30
A35329	ANALYSIS SYS ALL SRC	1.30	1.30

LIN	NOMENCLATURE	B-SER	A-SER
A35397	ANALYSIS SYS ALL SRC	0.75	0.75
A40443	ACSRY K ELECTRO EQUIP	0.50	0.50
A52995	ANALYSIS SYS ALL SRC	0.75	0.75
A55428	ANALYZER LOCAL-WIDE A	0.75	0.75
A56243	ANALYZER SET ENG	3.20	3.20
A69246	ANTENNA AT-197A/GR	0.40	0.40
A70285	ANALYZR SPECTRUM	0.20	0.20
A70522	ADAPTER TEST ELEC SYS	3.40	3.40
A79381	ANTENNA GROUP	3.40	3.40
A81826	ANTENNA HCLOS	0.40	0.40
A83359	ANALYZER BLOOD	0.40	0.40
A83433	TESTER DEFIBRILLATOR	0.40	0.40
A84881	EADS UP DSP AN/AVS-7	0.75	0.75
A90344	ARMAMENT SUBSYSTEM	48.00	48.00
A93374	ARMORED SECURITY VEH	0.75	0.75
A99659	ATTENUTR 9 LEVER ADJ	3.20	3.20
B10760	BORESIGHT COL BSC TS	0.25	0.25
B14181	BAG CRGO AIR W/O SKID	0.87	0.87
B19253	ALIGN BRKOUT BX TOW 2	1.70	1.70
B20369	BALANCER VEHICLE WHEL	0.26	0.26
B20500	BALANCING KIT PROP	8.80	8.80
B39044	BASIC SGT ASSY TOW 2	0.40	0.40
B49004	BAYONET MULTI SYS M9	0.40	0.40
B49272	BAYONET M7 W/SCABBARD	4.80	4.80
B60351	BORESIGHT EQUIP M30	6.90	6.90
B67234	SWITCH GROUP DIGITAL	0.45	0.45
B67766	BINOCULA MOD CN M22	0.45	0.45
B67907	BINOCULAR M25	2.90	2.90
B83002	BED CGO DEMOUNT PLS	3.00	3.00
B84293	BOAT INFLATABLE F470	0.40	0.40
B84404	BOAT REC PNEU 3 MAN	0.80	0.80
C01155	COMPUTER SYSEM DIG	1.20	1.20
C04819	COPTR SY DIG: AN/PSG-	0.85	0.85

LIN	NOMENCLATURE	B-SER	A-SER
C04959	CABL TST ST	0.40	0.40
C05002	TRNSF UNIT CRYPT	0.45	0.45
C05018	COMPUTER SYS DIGITAL	0.85	0.85
C05546	CON T S CV-3478()/TTC	0.48	0.48
C05701	MONITOR CHEM AGENT	0.45	0.45
C16681	BRAKE MACH SHEET M	0.48	0.48
C18004	COMPUTER SET DIGITAL	0.48	0.48
C18033	COMMUNICATION OPS CTR	0.48	0.48
C18176	COMPUTER SYS, DIG	0.48	0.48
C18209	COMPUTER SYS DIGITAL	0.48	0.48
C18277	COMPUTER SYS DIGITAL	0.48	0.48
C18278	COMP SY AN/UYQ-90(V)2	1.00	1.00
C18291	TELEPHONE CENTRAL OFC	0.85	0.85
C18297	COMPUTER ST	0.85	0.85
C18312	COMPUTER SYS DIGITAL	0.85	0.85
C18344	SAAS MOD MMC COMPUTER	0.85	0.85
C18378	COMPUTER SET DIGITAL	0.85	0.85
C18380	COM SYS DIG AN/PSQ-17	0.85	0.85
C18391	COMPUTER SYS DIGITAL	0.78	0.78
C18448	COMPUTER SYS DIGITAL	0.85	0.85
C18641	COMPUTER SYS DIGITAL	0.85	0.85
C18684	SARSS DSU COMPUTER	1.78	1.78
C18891	COP SY DIG: AN/PYQ-16	1.38	1.38
C19266	CNTR ELC R	3.58	3.58
C20550	CENT OFF TEL AUTO	0.80	0.80
C22759	EXT RANGE FUEL SYS	0.45	0.45
C23901	COUNTER PULSE	0.45	0.45
C26031	BRIDGE RES	0.45	0.45
C27294	CONTAINER HANDLING	9.28	9.28
C27367	COMPUTER SYS DIGITAL	0.48	0.48
C27435	COMPUTER SYS DIGITAL	1.00	1.00

LIN	NOMENCLATURE	B-SER	A-SER
C27503	COMPUTER SYS DIGITAL	0.48	0.48
C27633	CONTAINERIZED KITCHEN	0.85	0.85
C27639	COMPUTER SYS DIGITAL	1.20	1.20
C27707	PBUSE COMPUTER	1.20	1.20
C27775	COMPUTER SYS DIGITAL	1.20	1.20
C27823	SAAS MOD DAO COMPUTER	42.25	42.25
C27838	COMP SET SAMS-1E V1	0.75	0.75
C27906	COMP SET SAMS-2E V1	1.50	1.50
C27963	WORKSTATION CPOF	0.85	0.85
C36151	CRANE WHL MTD 7.5T	48.56	48.56
C36586	CRANE TRK MTD 22T	51.20	51.20
C40495	CPT S DIG: AN/PYG-2(V	2.85	2.85
C40745	COMPUTER SET DIGITA	3.48	3.48
C40813	CPTR SET DIG: AN/TYQ	2.70	2.70
C40995	CMPT SYSTEM DIG	0.98	0.98
C40996	TACTICAL COMMAND SYS	0.98	0.98
C43399	CENTRAL COMMUNICATIONS	1.24	1.24
C52700	AIRTERM	7.80	7.80
C53293	CPTR SYSTEM DIG	7.80	7.80
C54995	CAB ASSE CX-13295()/G	2.85	2.85
C56327	COMMAND\CONTROL SYS	2.85	2.85
C60294	COMP SET MORTAR M23	4.28	4.28
C60750	CMD LNCH UNIT JAVELIN	2.36	2.36
C61123	CPT ST DG; AN/TYQ-150	1.28	1.28
C61191	CMT ST DI: AN/TYQ-151	1.28	1.28
C61597	TACTICAL COMMAND SYS	0.48	0.48
C61665	COMMAND CENTER SYS	1.28	1.28
C63645	CABLE ASSY	1.28	1.28
C66253	TELEPHONE CABLE ASSY	1.28	1.28
C67686	COMP SET SAMS-IE V2	1.75	1.75
C68719	CA TEL WD-1A/TT DR-8	1.75	1.75

LIN	NOMENCLATURE	B-SER	A-SER
C68856	CABLE TELEPHONE; WD1/	0.48	0.48
C69541	CABLE TELEPHN WF-16/U	0.48	0.48
C72601	CALIB ST	0.48	0.48
C72669	CALIB ST	0.38	0.38
C75606	CALIBRATOR ST RAD: AN/UDM-2	0.61	0.61
C77755	COMPUTER TACTICAL	0.75	0.75
C78554	CTASC COMPUTER	1.34	1.34
C78804	COMPUTER SET DIGITA	0.75	0.75
C78827	SARSS SERVER COMPUTER	1.20	1.20
C78851	COMPUTER SYS DIGITAL	1.26	1.26
C79000	COL PROT EQ NBC	2.30	2.30
C82494	CAB ASSE CX-13295	1.30	1.30
C84930	CONTAINER HDLING UNIT	0.98	0.98
C85494	CAMERA STILL PICTURE	0.98	0.98
C88821	COMMUNICATION SUBSYST	1.25	1.25
C89070	CAM SCRN SPT SYS W/D	0.48	0.48
C89145	CAMOUFLAGE SCREENING	3.78	3.78
C89213	CAM SCREEN SUP SYSTEM	3.78	3.78
C89480	CAM SYS AN/USQ-150(V)	2.85	2.85
D03159	RADAR DETECTION SET	1.56	1.56
D03932	DETECTING SET MINE	1.86	1.86
D10281	TOPOGRPH SPT SYS DIG	22.80	22.80
D12196	DIAGNO TEST SET (CAM)	2.38	2.38
D17191	DI TOPO SP SY: UPDATE	1.98	1.98
D26583	DISTORT ANA	3.28	3.28
D28804	DIST WATER SE 613BWDS/WDNS	32.60	32.60
D30897	DISPENSER MINE M139 (HTLD)	32.67	32.67
D34883	DOLLY SET	32.01	32.01
D37041	DIG D GEN	3.20	3.20

LIN	NOMENCLATURE	B-SER	A-SER
D39478	DES X-RAY FIELD-2005 UA 270A	3.50	3.50
D41659	DRIV ENHERS: AN/VAS-5	0.20	0.20
D43802	DES COMP DEN FL2001	3.20	3.20
D44050	DEPLOYKT AN/PSX-2	0.75	0.75
D44052	OPERATING TREAT UNT	12.00	12.00
D44302	DENTAL FILMLESS IMG	11.20	11.20
D78555	COMPUTER DATA TRANSFER	1.38	1.38
D82404	DECON APPR PWR DRVN	2.38	2.38
D86072	DEFIB ECG MONT RECD	2.38	2.38
D95343	DES DENTAL SUP-2005	2.85	2.85
D98888	CHARGER BTY	2.85	2.85
D99025	CHARGER BTY	4.20	4.20
D99367	CHGR BTRY PP-2926D/U	16.30	16.30
D99860	CHARGER BATTER TOW	1.80	1.80
E00533	CHGR RADET	2.20	2.20
E01943	EL SHOP TR AN/TSM-210	1.20	1.20
E02807	CHAS TRLR GEN	48.70	48.70
E03826	TEST SET TS-4348/UV	48.00	48.00
E08690	ENCR DECR EQUIPMENT	0.80	0.80
E08940	SECURITY EQUIPMENT	7.80	7.80
E27792	EXCAVATOR MP CRWL AOA	48.00	48.00
E08690	ENCR DECR EQUIPMENT	0.80	0.80
E32124	CLEANER SPK PLUG 12V	0.60	0.60
E32535	STEAM CLEANER, PRES	0.60	0.60
E41791	EXCAVATOR HYDRAULIC	4.20	4.20
E61618	COMPACTOR HI SPEED SP	5.56	5.56
E63317	COMPAS MAGNETIC UNMTD	0.10	0.10
E63728	COMPASS MGNT UNMTD M2	0.10	0.10
E68968	COMPRESSOR RECIP	0.10	0.10
E70064	COMPR RCP	5.60	5.60
E92641	PRESS ASSY CONT 5 PSI	4.50	4.50

LIN	NOMENCLATURE	B-SER	A-SER
F07657	CONVR RLR GRAVITY	64.00	64.00
F07794	CONVR RLR 600 LB	58.00	58.00
F36706	CRANE FLOOR PTBL 2TON	1.86	1.86
F39311	FIBERSCOPE	1.50	1.50
F42611	AVN FWD AREA REFUEL	26.83	26.83
F42612	FWD AREA WATER PT SYS	26.85	26.85
F49673	CRUS SCR W DE 225 TPH	52.30	52.30
F55485	PWR DIST ILLUM SYS	4.30	4.30
F55553	DIST SYS ELEC 60 AMP	5.60	5.60
F55621	FEEDER SYS ELEC	4.80	4.80
F55682	FIRE CONTROL SYS M150	16.00	16.00
F55689	FEEDER SYS ELEC	4.20	4.20
F60336	FIRING DEV DEMO	1.20	1.20
F60598	DEVICE FIFTH WHL TOW	4.23	4.23
F64544	FORWARD REPAIR SYST	26.30	26.30
F75053	DETECTOR METAL FLW	2.78	2.78
F75121	BOND TEST KIT	0.30	0.30
F86209	DEGREASER PTBL SOL TY	4.62	4.62
F91490	DEMO SET EXPLO ELEC	1.20	1.20
F95504	DENTAL INSTR EMERG FL	3.20	3.20
F95778	DSS EMERGDEN REPR1999	1.30	1.30
F99520	MULTIPLEXER	0.80	0.80
FA1098	TEST SET COMM SEC	0.83	0.83
FA2008	RADIO SET	1.41	1.41
FA2570	GPS GO720 TOMTOM	0.80	0.80
FG5000	BINOCULARS 8450-107 M	1.80	1.80

LIN	NOMENCLATURE	B-SER	A-SER
G02341	DETECTING SET MINE	12.10	12.10
G04106	DETECTOR KIT GTP323MM	4.00	4.00
G09044	DIE TAP SE 20D 60TAPS	7.30	7.30
G11966	GEN SET DSL SM 5KW	5.54	5.54
G12034	GEN SET DSL SM 60KW	5.63	5.63
G12170	GEN SET DSL SM 15KW	5.63	5.63
G18358	GEN SET DSL SM	3.26	3.26
G21609	DISP PUMP 1QT PER STK	0.10	0.10
G26890	DISTR BX	1.23	1.23
G26958	DISTR BOX J-2317A/U	14.30	14.30
G34805	DOLLY SET	14.30	14.30
G35851	GEN SET DSL TM	14.30	14.30
G36237	GEN ST DSL	14.30	14.30
G40175	GENER SIGNL SG1206U	14.30	14.30
G42170	GEN SET DSL TM	0.80	0.80
G42238	GEN SET DSL TM	0.80	0.80
G53403	GEN SET DSL TM 10KW	0.80	0.80
G53778	GEN SET DSL TM	0.80	0.80
G55995	DRILL 115V 60HZ 1PH	0.80	0.80
G56097	DRILL EL PORT 115V 1P	0.80	0.80
G57056	DRILL 115V 25-60HZ	0.80	0.80
G57878	DRILL 115V 25-60HZ	1.50	1.50
G59111	DRILL PNEU PTBL 1/4IN	0.80	0.80
G59248	DRILL PNEU PTB 3/8 IN	1.25	1.25
G61714	DRILL SE TWIST 29COMP	1.30	1.30
G62899	DRILLING MACH UPRIGHT	1.30	1.30
G68998	DRUM FAB 250GL 60X24	44.00	44.00
G74575	GEN SET DSL SM 30KW	3.20	3.20
G74711	GEN SET DSL SM 10KW	14.80	14.80
G74779	GEN SET DSL SM 10KW	14.80	14.80
G74783	GRADER RD MTRIZED AOA	12.80	12.80

LIN	NOMENCLATURE	B-SER	A-SER
G76852	ELECTRIC PWR TEST SET	3.20	3.20
G77765	GENERATOR SIGNAL	1.20	1.20
G78306	GEN SET DSL TM 60KW	8.60	8.60
G78374	GEN SET DSL 15KW	7.25	7.25
G88818	DYNAMOMETER	0.30	0.30
G97730	GUN LAY POSITION SYS	1.20	1.20
H00586	HEATER DUCT PORTABLE	4.30	4.30
H00654	HEATER DUCT PORT	4.30	4.30
H01855	ELEC SHOP STRLR MTD	18.30	18.30
H01857	ELEC SHOP	18.30	18.30
H01907	ELEC SHOP	18.30	18.30
H01912	ELECTRONIC SHOP	18.30	18.30
H10793	ENTOMOLOGICAL KIT FLD	1.20	1.20
H24907	HEATER	4.60	4.60
H39331	HOIST HIGH PERF SUB C	12.00	12.00
H39473	HOIST UNIT HYDRAULI	15.30	15.30
H53576	TRACTOR WHLD EXCAV (HMEE)	38.96	38.96
H57505	HOWITZER LIGHT TWD	28.30	28.30
H62680	FXTR AZ TSTG F CNT MA	0.36	0.36
H62984	FXTR CROSS LVL NO 89	0.36	0.36
H79358	FLOODLIGHT SET MTD 4	2.30	2.30
H94619	FORM MACH S/M SL/ROLL	32.63	32.63
H94824	FWD AREA REFUEL EQUIP	28.36	28.36
H95393	TRESTLE HOIST PTBL	1.30	1.30
J00697	DETECTOR CHEMICAL A	0.96	0.96
J01197	DECON SYSTEM M26 JSTDS-SS)	2.30	2.30
J03261	ILLUMIN INFRARED	0.96	0.96
J04717	FUEL SYS SUPPLY PT	14.30	14.30
J05001	JOINT NETWORK AN/TTC-59(V)3	12.30	12.30
J24245	INFUSION PUMP ANALYZ	1.30	1.30
J35825	GEN SET DSL SM 10KW	7.36	7.36
J36383	GEN SET DSL TM 30KW	7.53	7.53

LIN	NOMENCLATURE	B-SER	A-SER
J68403	ILLUM INTEG SMALL ARM	1.30	1.30
J68653	ILLUMINATOR INTEGRATE	1.30	1.30
J87582	TEST SET ULTRASONIC	1.10	1.10
J89168	GRINDING MACH UTIL BN	0.96	0.96
J97569	INTERFACE ASSEMBLY	2.00	2.00
J97819	HGX-84/TSEC	0.86	0.86
J97857	INTERFACE UNIT VSAT	1.20	1.20
J99233	INTERROGATOR SET	1.30	1.30
K28601	KITCHEN COMPANY LEVEL	15.30	15.30
K29708	KNIGHT ARMORED M1200	63.69	63.69
K41392	KIT GND HOP IFV/CFV	0.96	0.96
K47623	SECURITY EQUIPMENT	2.30	2.30
K58214	HOWITZER SALUTING 75	28.30	28.30
K94880	INTERCOM S LS-147F/FI	1.30	1.30
K98250	INTERROGATOR COMPUTER	0.76	0.76
L05005	BORELIGHT SYSTEM,LA	3.00	3.00
L08587	JACK DOLLY HYD TY 4TN	1.30	1.30
L08724	JACK DOLLY TYPE HYDRA	1.30	1.30
L09135	JACK ACFT LNDG GEAR 5	2.30	2.30
L09340	JACK HYD HAND 10 T	1.30	1.30
L09546	JACK HYD HD 20 T	1.30	1.30
L10532	JACK HYD TRIPOD 3 TON	1.75	1.75
L10559	JACK HYD TRIPOD 5 TON	1.75	1.75
L10589	JACK HYD TRIPOD 12 T	1.75	1.75
L10779	JACK KIT HYD HD 4T/5T	1.30	1.30
L15041	LOADER SCOOP TYPE	38.32	38.32
L16663	JOINTER WOODWORKING	2.30	2.30
L28351	KITCHEN FIELD TM	44.30	44.30
L40335	LATHE ENG BENCH M	2.36	2.36
L44031	LCHR GREN SMK	2.30	2.30
L44595	LNCH GREN 40MM	2.30	2.30

LIN	NOMENCLATURE	B-SER	A-SER
L44612	LCHR GREN SMK SCRN	2.30	2.30
L44748	LCHR GREN SMK	33.80	33.80
L46007	LCHR GREN 40MM	2.30	2.30
L59718	LIFT TRANS DIFF MECH	1.30	1.30
L69012	LCHR GREN 40MM	2.30	2.30
L76556	LOADER SCOOP	63.30	63.30
L77147	LOADER SKID STEER	22.36	22.36
L77215	LOADER SKID STEER	22.36	22.36
L77568	LOADER SCOOP TYP	32.60	32.60
L91701	MACH GUN 50 CAL	3.59	3.59
L91975	MACH GUN 50 CAL	3.59	3.59
M02114	MORTAR 81MM	3.56	3.56
M02470	MAINT PLATFORM	4.63	4.63
M02504	MAINT PLT HYD ADJ B4A	6.30	6.30
M02651	MAI KI MK-2512/PDR-75	0.75	0.75
M05001	GRADER, ROAD, MOTOR	48.36	48.36
M09009	MACH GUN 5.56MM	2.90	2.90
M11071	MT MACH GUN	3.69	3.69
M12418	MASK CHEMICAL-BIOLO	0.90	0.90
M12647	MOUNT,GUN	1.96	1.96
M12736	MASK CHEMICAL-BIOLO	0.90	0.90
M13833	ANTENNA HCLOS	1.36	1.36
M18029	MBITR URBAN VERSION	0.48	0.48
M18526	MASK CHEMICAL-BIOLO	0.90	0.90
M20190	MEASURING MACHT T/S 6	1.96	1.96
M23673	MES CHEM AG TRMT-2006	4.60	4.60
M23954	MULTIMETER DIGITAL	0.56	0.56
M25865	MES CHEM AG PAT DECON	4.69	4.69
M26413	MES GROUND AMBULAN	34.60	34.60
M27183	MULIPLEXER	1.45	1.45

LIN	NOMENCLATURE	B-SER	A-SER
M28909	MES IND HYG FLD 2004	2.60	2.60
M29159	MES LAB FLD LTWT-2007	4.30	4.30
M29633	MES PAT HOLD SQUAD LT	1.56	1.56
M29701	MES PRIM GYN CARE AUG	1.30	1.30
M30156	MES SICK CALL FLD 2-	2.60	2.60
M30499	MES TRAUMA FL(2)2003	3.60	3.60
M30817	IMAGING SYS FILMLESS	1.23	1.23
M32043	COMP DP M32 LHMBC	1.00	1.00
M36361	METEOROLOGIC MEAS SET	14.42	14.42
M39263	LIGHT MACH GUN 5.56MM	2.92	2.92
M39331	MACHINE GUN 50 CAL	2.63	2.63
M43691	MULTIPLEXER-COMBINER	1.36	1.36
M51419	MSL SIM ROUND	0.78	0.78
M53619	FIRE CONTROL SYSTEM	1.48	1.48
M55690	METEORLG STATION AN/TMQ 40D	22.36	22.36
M60256	MT MACH GUN M192	2.96	2.96
M60449	MULT DIGIT AN/PSM-45A	0.76	0.76
M65673	MCW FR	1.23	1.23
M66626	MONITOR VITAL SIGNS	0.86	0.86
M67939	MORTAR 60MM ON MOUNT	2.96	2.96
M68326	MORTAR 120 MIL M120A1	8.63	8.63
M74226	MINE RESISTANT VEH	18.36	18.36
M74364	MOUNT GUN RING M66	1.86	1.86
M74823	MT MACH GUN MK64 MOD7	3.08	3.08
M74849	LASER INFRARED OBSVAN/PVS-6	1.45	1.45
M75577	MOUNT TRIPOD MG 50CAL	0.76	0.76
M75964	MOUNT TRIPOD MG	2.60	2.60
M76101	MOUNTER DEMOUNTER TIR	3.60	3.60
M79678	MONOCULAR NIGHT VISIO	2.60	2.60

LIN	NOMENCLATURE	B-SER	A-SER
M86561	MK3 MOD0	2.60	2.60
M92362	MACH GUN GREN 40MM	1.27	1.27
M92591	MACH GUN AVN 7.62MM	1.56	1.56
M92841	MACHINE GUN 7.62MM	0.90	0.90
N02708	NET CARGO AERIAL DEL	2.89	2.89
N04596	NGT VISION SIGHT	2.40	2.40
N04732	NIGHT VISION SIGHT IN	1.27	1.27
N05482	NIGHT VISION GOGGLE	1.27	1.27
N17155	OHMMETER	0.46	0.46
N17818	NH SU RADI AN/PRC-127	0.96	0.96
N96248	NAVIGATION SET SATELL	2.69	2.69
NA1507	DEFIBRILLATOR EXT PTB	0.50	0.50
P04582	PLR SE KY-913/PRC-112	18.80	18.80
P16161	PUMP INTRAVENOUS	2.69	2.69
P19377	DENTAL OPERATING UNIT	0.30	0.30
P28015	POWER PLANT ELEC 10KW	0.30	0.30
P28083	POWER PLANT ELEC 5KW	10.80	10.80
P28723	POWER SUPPLY CAAA M28	2.13	2.13
P30693	OSCILLOSCP	2.51	2.51
P32409	OSCILLOSCPE	4.11	4.11
P37218	POWER SUP PP-1104C/G	2.42	2.42
P38588	PWR SUPPLY	16.59	16.59
P40374	POWER SUPPLY	16.59	16.59
P40745	POWER SUPPLY	16.59	16.59
P40750	POWER SUPPLY	16.59	16.59
P41832	POWER PLANT ELEC TM	18.59	18.59
P42126	POWER PLANT ELEC 30KW	18.59	18.59
P42194	POWER PLANT ELEC 60KW	18.40	18.40
P42262	POWER PLANT ELEC 10KW	18.40	18.40
P44627	PWR UNIT AUX	18.40	18.40

LIN	NOMENCLATURE	B-SER	A-SER
P49587	EPLRS VEH RADIO SET	1.44	1.44
P63394	POWER PLANT UTILITY	3.48	3.48
P63462	POWER PLANT UTILITY	0.40	0.40
P63530	POWER PLANT ELEC TM	1.10	1.10
P70517	PURG KIT FC OM	3.00	3.00
P84187	PUB ADDRESS	1.20	1.20
P87174	PULLER MECH NO PE 12	0.47	0.47
P98152	PSTL 9MM	0.47	0.47
P99881	PROCESSOR GROUP SIG	2.93	2.93
Q03468	QUADRANT FC GUN M1A1	34.00	34.00
Q20798	RADIOMETER	5.97	5.97
Q20935	RADIACMETER	1.00	1.00
Q38335	RADIO SET	0.98	0.98
R11127	ROLLER MOTORIZED AOA	1.71	1.71
R11154	RAMP LOADING VEHICLE	5.36	5.36
R12379	RACK STOR SMALL ARMS	0.48	0.48
R13098	RACK STOR SM ARM M15	0.45	0.45
R14284	RADAR SET	0.69	0.69
R16611	CONTAINER HANDLER RT	63.65	63.65
R20684	RADIAC SET	1.75.	1.75.
R20758	RADAR CHRONOGRAPH MVS	13.96	13.96
R22436	RADIO SET	1.36	1.36
R22666	PWR TST SE AN/URM-213	1.36	1.36
R30343	RECEIVER TRANSMITTER	1.56	1.56
R30658	RECEIVER SUITE	1.56	1.56
R30925	RADIAC SET	1.74	1.74
R30993	RADIAC SET	1.74	1.74
R31061	RADIAC ST	1.74	1.74
R31430	RADIO SET AN/PRQ-7	1.75	1.75
R31609	RECEIVER TRANSMITTER	1.70	1.70

LIN	NOMENCLATURE	B-SER	A-SER
R32192	RESTORER PULSE FORM	1.39	1.39
R36178	RDO TS ST	1.96	1.96
R42399	RAS AN/USQ-140(V)2(C)	1.69	1.69
R44385	RECORDER WIND DIRECTI	0.96	0.96
R44863	RADIO SET	3.68	3.68
R44999	RADIO SET	3.69	3.69
R45351	RIFLE SNIPER LR	1.36	1.36
R45463	RE TR R RT-1523F(C)/U	0.98	0.98
R45543	RADIO SET	2.60	2.60
R45601	RIFLE SNIPER	0.75	0.75
R45766	RECEIVER-TRANSMIT,RAD	0.75	0.75
R50681	REC VEH FT MED AR M88A1	98.63	98.63
R55336	RADIO ST	3.96	3.96
R55920	REEL CABLE DR-8	1.40	1.40
R56742	REEL EQPT CE-11	1.40	1.40
R57606	RADIO SET	3.96	3.96
R60282	RAN FI TA DL AN/PED-1	68.00	68.00
R62247	RADIO SET: AN/PRC-150	1.75	1.75
R63474	RE TOOL SET HK AN LIN	1.75	1.75
R64126	REFRIGERATOR SOLID ST	1.75	1.75
R66273	REFUEL SYS AVIA HEMTT	1.75	1.75
R67296	RADIO SET	1.75	1.75
R67330	RADIO SET	1.75	1.75
R67908	RADIO SET	0.85	0.85
R68010	RADIO SET	1.75	1.75
R68044	RADIO SET	1.75	1.75
R68146	RADIO SET	1.75	1.75
R70839	RECEIVER-TRANSMITTER,	1.75	1.75
R71604	CONTROL LT SRC REM	1.75	1.75

LIN	NOMENCLATURE	B-SER	A-SER
R81691	RD HF AN/VRC-100 (V)1	2.20	2.20
R82903	RADIO SET	2.40	2.40
R83141	RADIO SET	0.98	0.98
R87139	RADIO SET	1.70	1.70
R87207	RADIO SET: AN/PRC-117	8.20	8.20
R90451	RADIO TER AN/TRC-190C(V)1	6.58	6.58
R90587	RADIO TERMINAL LOS MC	6.58	6.58
R93035	RADIO TERM STAN/TRC-170 (V)3	6.58	6.58
R93169	RAD TS AN/PRM-34()	8.20	8.20
R93247	SM RD SG: SM-674A/UPM	1.60	1.60
R95035	RIFLE 5.56MM M16A2	1.50	1.50
R95114	RIFLE 7.62 MILLIMETER	2.00	2.00
R95387	RIFLE 7.62MM SNIP	2.00	2.00
R95388	RIFLE 7.62 MILLIMETER	2.00	2.00
R95422	RIFLE 7.62MM M21WE	2.00	2.00
R97175	RIFLE 5.56 MM M4	1.50	1.50
R97234	RIFLE 5.56 MILLIMETER M16A4	1.50	1.50
S01373	SECURITY EQUIPMENT	0.86	0.86
S01441	SECURITY EQUIPMENT	0.86	0.86
S01563	SHELTER NONEXPAND	18.36	18.36
S02976	SURVEILLANCE, SCOUT AN/TAS-8	2.35	2.35
S05001	STE TACT DESK/FILE	1.00	1.00
S05002	SATELLITE COMMUNICAT	2.36	2.36
S10034	BAT SER SH AN/TSM-133 L/P	12.35	12.35
S10361	SET CONTACT SUPPORT	36.58	36.58
S12916	ROLLER MOTORIZED	38.60	38.60
S21580	TRACTOR WHLD ACFT TOW	21.36	21.36
S23268	PHOENIX WEAPON SYSTEM AN/TSC-156	16.45	16.45
S24749	SWITCH GROUP DIGITALOA-9511/TYQ	4.32	4.32
S25681	SHOP EQ CONT MAINT	55.36	55.36
S25885	SHOP EQ AUTO VEH	52.30	52.30
S29568	SHOP SET AVIM ENG RPR	18.98	18.98

LIN	NOMENCLATURE	B-SER	A-SER
S29971	SCRAPER TRACTOR	36.40	36.40
S30039	SCRAPER TRACTOR	32.40	32.40
S32323	SANDER DISK ELEC 7 IN	0.36	0.36
S32719	SHOP SET MACH/WLD	12.20	12.20
S33399	FOOD SANITATION CENTE	22.20	22.20
S33441	SHOP SET PNEUDRAULIC	3.20	3.20
S34774	SHOP SET POWERTRAIN	3.20	3.20
S34870	SAW BAND METAL CUTTIN	2.40	2.40
S35056	SAW BAND WOODWORK FL	2.20	2.20
S35185	SHOP SET PROD/QUAL CO	8.40	8.40
S35435	SHOP SET PROP ROTOR	2.20	2.20
S35596	SHOP SET SHEET METAL	2.20	2.20
S35741	CHAIN SAW	1.20	1.20
S37240	SHOP SET TOOL CRIB	3.20	3.20
S37885	SAW POWER HACK HORIZ	3.20	3.20
S38618	SAW RADIAL OVERARM WO	3.20	3.20
S40541	SHOTGUN 12 GAGE	1.40	1.40
S41465	SIG GEN SG1205()U	4.20	4.20
S41715	SIGNAL GENERA	3.80	3.80
S41732	SCALE ACFT WEIGHING	4.20	4.20
S43080	MATERIAL,HANDLING S	52.40	52.40
S45661	SIGHT BORE OPT M115	2.20	2.20
S45729	SIGHT BORE OPT M150	2.25	2.25
S48323	SIG GEN	1.00	1.00
S56246	SCRAPER TRACTOR AOA	0.87	0.87
S56720	SIMULATOR MEDICAL	0.80	0.80
S57953	SIMULATOR PULSE OXIME	16.00	16.00
S60268	SIM TEMP AND SPEED	0.60	0.60
S60288	SIGHT REFLEX COLLIM	27.10	27.10
S60356	SIGHT THERMAL LGT WPN	24.40	24.40

LIN	NOMENCLATURE	B-SER	A-SER
S65581	SIG GEN F SG1171()U	24.80	24.80
S68271	SEAT RSQ FOREST PENT	31.40	31.40
S70027	STRLR LOW BED	44.40	44.40
S70159	STRLR FLAT BED 34T	34.80	34.80
S70517	STRLR LOW BED	1.40	1.40
S70594	SEMITRAILER LOW BED	1.20	1.20
S73372	STRLR TANK FUEL	80.00	80.00
S75175	STRLR VAN SUP	4.60	4.60
S76723	SEPARATOR OIL-WATER	4.20	4.20
S78839	SERVICE KIT M254	2.80	2.80
S83835	UAV DRONE AIRCRAFT	2.80	2.80
S86066	SEW MACH 220/380V 50H	1.20	1.20
S90433	SIGHT NV SNIPERSCOPE	1.20	1.20
S90535	SIGHT THERMAL MED WPN	0.45	0.45
S90603	SIGHT THERMAL HVY WPN	1.85	1.85
S92669	SHEARS 18USS GAGE CAP	2.10	2.10
S94354	SHEET METAL WORKING O	28.00	28.00
T00161	TEST STAND ENGINE	0.98	0.98
T00280	TOOL KT EXPL ORDN DIS	0.75	0.75
T03597	TST PT&ST SY TS4463/P	0.90	0.90
T05096	TRK UTIL M966A1	31.40	31.40
T05633	TESTER VENTILATOR PTB	32.00	32.00
T05741	TEST KIT PETROLEUM AV	12.12	12.12
T05773	MINE DISPENSER TESTER	44.42	44.42
T06859	TEST SET COMMON CORE	15.02	15.02
T07679	TRK UTIL HV M1097A2	33.66	33.66
T09093	TA ME AN/TYC-24(V)3	36.90	36.90
T11588	TRUCK UTILITY M1152	34.30	34.30
T14017	TAC WATER PUR UNIT	36.90	36.90
T15641	S/E MACH SH FM HVY 1	24.00	24.00
T15644	S/E MACH SP FM BASIC	24.50	24.50

LIN	NOMENCLATURE	B-SER	A-SER
T15647	SHOP EQ MACH SHOP	21.80	21.80
T16714	S/E WLD FLD MAINT	21.40	21.40
T16867	SHOP EQ WELDING	30.60	30.60
T16988	SHOP EQ WW BM TRLR MT	32.60	32.60
T20861	TST SET INSTRUMENT	1.75	1.75
T24523	S/E ART FM SET N LP	2.00	2.00
T24660	S/E AUTO REP FM BASIC	19.30	19.30
T24690	TOW ITAS TARGET ACQ	21.80	21.80
T27221	TARG LOC OBS AN/PLQ-8	0.98	0.98
T28688	TOOL KIT: GEN MECHAN	0.50	0.50
T30377	TOOL/OF HY SY TST REP	0.98	0.98
T30414	S/E FUEL/ELEC SYS ENG	33.40	33.40
T31784	S/E INSTR FC FM BASIC	34.48	34.48
T31872	TELE WIRE MX-10891/G	42.00	42.00
T32629	TANK LIQUID STORAGE	41.80	41.80
T34437	TRACTOR WHEELED DSL EXCAV 4X4	33.40	33.40
T34505	TRACTOR WHLD INDSTR HMEE III	24.80	24.80
T34704	TR UT INT ARM M1151A1	42.40	42.40
T34840	TRUCK UTILITY M1167: TOW CARRIER ARMD	48.50	48.50
T35483	S/E RADTR TEST RPR B	23.00	23.00
T36305	S/S SP STG FM SE NO 1	22.80	22.80
T37036	COMMON GROUND STATION	42.40	42.40
T37588	TRUCK UTILITY M1152A1	54.36	54.36
T38707	TRK AMB 2 LITTER M996	52.00	52.00
T38844	TRK AMBULANCE 4L	32.65	32.65
T38873	TRUCK UTILITY M1165 EXE	54.36	54.36
T39223	SHOTGUN 12 GAUGE RIOT	48.00	48.00
T39518	TRK CGO TAC WW 8X8 HEAVY	54.00	54.00
T40405	TAPE READER GEN PURP	48.00	48.00
T40999	TRK CARGO PLS 16T	42.00	42.00
T41036	TRK CGO MTV 5T	48.00	48.00

LIN	NOMENCLATURE	B-SER	A-SER
T41063	TST SET SYS ANALYZER	65.10	65.10
T41104	TK CG 5T 6X6 W/E W/W	62.30	62.30
T41135	TRK CGO M1083A1 W/W MTV	51.20	51.20
T41203	TRUCK CARGO M1084A1 W/MHE	56.01	56.01
T41271	TRK VAN EXP 5TT M1087A1	54.30	54.30
T41515	TRUCK,CARGO M1083A1P2	60.65	60.65
T43146	TELECON SYSTEM	2.20	2.20
T45419	TEST STAND	21.00	21.00
T45465	TRAILER AMMO HVY EXP M989A1	39.60	39.60
T45593	SIGHT BORE OPT M45A1	24.50	24.50
T48686	TEST SE TOW 2 SUBSYS	1.85	1.85
T49096	TRK FL DSL 6K H60XL-MIL	21.90	21.90
T49119	TRK LF DD IHC M-10A 10000 LB	31.90	31.90
T49255	TRK LF FK 4K W/O CAB 4000 LB	22.80	22.80
T49348	TST ST TE	2.80	2.80
T49392	TEST SET TRANSPONDER: AN/APM-421	1.90	1.90
T52849	TEST SET ELECT SYS	2.10	2.10
T53471	TEST SET AV NVIS	2.10	2.10
T53635	TEST SET: AVN VIB ANA	0.80	0.80
T55054	TTRK PALLETIZE M1120A4	51.40	51.40
T56383	TRUCK UTILITY ECE MOD M1165A1	41.30	41.30
T57126	TL KT SUP EOD FLD MAT	1.45	1.45
T57382	TOOL KIT TK-17	52.00	52.00
T57691	TOOL SET MK36 MOD O	2.75	2.75
T57982	TOOL KIT TUBE SWAGING	4.80	4.80
T58051	TOOL KIT TURRET MEC	11.50	11.50
T58161	TRUCK TANK M978A2R1	53.20	53.20
T59278	TRUCK CGO M977A2R1	44.50	44.50
T59415	TRK TRACT M983A2 LET	48.00	48.00
T59448	TRUCK,CARGO 2 1/2 TON MODEL M1078A1P2	61.20	61.20

LIN	NOMENCLATURE	B-SER	A-SER
T60073	TOOL KIT GM SYS RPRMN	4.80	4.80
T60081	TRK CGO M1078A1 LMTV W/OW	42.50	42.50
T60149	TRK CARGO M1078A1 W/W	48.00	48.00
T60185	TELESCOPE M145	54,00	54,00
T60333	TL SET MRK2 MOD 1	1.40	1.40
T60464	SINK UNIT SURG FIELD	54.00	54.00
T61035	RK TCTR HET M911	54.00	54.00
T61103	TRK TRACTOR LINE HAULC/S 500	44.00	44.00
T61212	TOOL ST EOD MK1-3	32.50	32.50
T61239	TRK TRACTOR MTV 5T 6X6; MTV-W/E; M1088	51.00	51.00
T61307	TTRK TRCTR W/W M1088A1	51.00	51.00
T61494	TRK UTIL 1-1/4T WE M998	32.50	32.50
T61562	TRK UTIL M1038A1	32.50	32.50
T61630	TRUCK UTILITY M1113	51.20	51.20
T61704	TRK CGO LWB M1085A1	54.00	54.00
T61791	TESTER CURRENT LEAK	54,80	54,80
T61908	TRK CGO MTV 5T W/E M1083A1	62.00	62.00
T62350	TEST KIT MASK PROTECT	0.80	0.80
T62359	TR VAN M1079A1P2 WO/W	72.50	72.50
T63093	TRK WRECKER M984A2R1	64.00	64.00
T63161	TRK WRECK M984A4 WO/W	54.50	54.50
T64244	VOLTMETER ME-545()/G	0.40	0.40
T64911	TRK DUMP W/E M1090A1	64.00	64.00
T64979	TRK DMP W/W M1090A1	68.20	68.20
T65047	TRK DUMP FMTV WOW	58.00	58.00
T65115	TRK DMP FMTV M1157	58.40	58.40
T65274	TRK DUMP 10T M1157A1P2,10TON	62.50	62.50
T65997	TOOL SET AVIA FT LOCK	31.80	31.80
T67136	M1087A1P2,EXPANDABLE VAN,WO/WINCH	68.20	68.20
T69889	TST SET BENCH ADV FLT	3.50	3.50
T70627	TEST SET CHEMICAL AGT	12.30	12.30
T73347	TRUCK LIFT FORK ATALAS II	64.00	64.00

LIN	NOMENCLATURE	B-SER	A-SER
T76541	TRACTOR FULL TRKD DEPLOY W/AOA	65.36	65.36
T81153	TEST SET INSTRUMENT	3.75	3.75
T81733	SMART TERMINAL	4.20	4.20
T81874	TRUCK PALLETIZED	64.00	64.00
T82150	TEST SET NGT VISION	1.40	1.40
T83071	TST ST PILOT AST NULL	1.20	1.20
T85940	TOOL KIT BFV	64.00	64.00
T87243	TRK TANK FUEL SERVTRK TANK M978A2R1	61.80	61.80
T87468	TEST SET RADIO	1.00	1.00
T87602	SNOW REMOVAL UNIT SEL NH250	54.00	54.00
T88983	TRK TRACTORM1088A1P2,WO/WINCH	64.40	64.40
T89944	TE SE RA F	24.00	24.00
T90321	TST ST RCV	24.00	24.00
T91656	TRUCK TRACTOR LGHT EQ TRNSP M916A3	51.40	51.40
T92242	TRK UTL ARMT CARRTRK UTIL M1025A2	32.20	32.20
T92310	TRK UTL ARMT CARRT UTIL M1026A1	32.20	32.20
T92446	TRK UTIL ARMT HV M1114	51.00	51.00
T92821	TST ST EL CB AN/GTM12	2.70	2.70
T92889	TEST SET ELECTRIC	52.00	52.00
T93271	TRK CARGO LWB M1085A1P2,LWB WO/WINCH	68.80	68.80
T93484	TRK VAN LMTV M1079A1	68.36	68.36
T93517	TEST SET TS3920ASM	16.00	16.00
T93761	TRLR PALLETIZED LOAD	16.00	16.00
T94709	TTRUCK WKR W/W M1089A1	54.60	54.60
T95555	TRAILER FLAT BED	26.00	26.00
T95924	TLR CGO HI MOB 11/4T	17.20	17.20
T95992	TLR CGO HI MOB 3/4T M1101	8.60	8.60
T96496	TRUCK CARGO WO WINCHT LO M1120A2R1	52.50	52.50
T96564	TRLER FLAT BED M1082	21.20	21.20
T96642	TEST SET TELEPHONE	0.80	0.80
T96883	TLR FB 5 TON M1061A1	12.20	12.20

LIN	NOMENCLATURE	B-SER	A-SER
T99847	TEST ST RADAR	2.20	2.20
U07919	SPOTLGHT EL LMP DC 9V	8.80	8.80
U09830	SPR GN PNT 50-60LB PS	1.40	1.40
U65480	SUR INSTR&SUP SE INDI	4.40	4.40
U70179	SURVEY SE GP PC/TS	19.80	19.80
U76744	SWEEPER ROTARY SELF P	0.40	0.40
U81707	SWITCHBRD TEL MANU	1.80	1.80
U82529	SWBD TP MNL SB-993/GT	6.80	6.80
U89185	UTIL RECEPT	0.90	0.90
V04301	TBL WORK 72LX29WX33H	2.00	2.00
V11001	TAMPER VIBRATING TYPE	0.90	0.90
V12141	TANK AND PUMP UNIT	2.40	2.40
V15566	TANK LIQD STOR 600GAL	0.80	0.80
V19950	TANK LIQ DISP TRLR MT	3.07	3.07
V30252	TELEPHONE SET TA-1/PT	1.20	1.20
V31211	TEL SET	0.90	0.90
V31292	TEL SET	1.20	1.20
V36146	COMM TERMINAL	3.40	3.40
V61444	TST FAC KT MK-994/AR	1.20	1.20
V63915	TST ST ARMAT	0.88	0.88
V77715	TEST SET ACFT FUEL	0.88	0.88
V87599	TST ST RDO	0.80	0.80
V91863	TST ST	1.00	1.00
V98788	SECURITY EQUIPMENT	1.00	1.00
V99788	VENTILATOR VOLUME PTB	0.50	0.50
V99843	TEST ST AUTO GEN FLR	0.40	0.40
W02115	SMPL/GAGING KIT PETRO	1.00	1.00
W02526	TESTER AIR FLOW	0.90	0.90
W27519	TOOL CLUTCH ALIGN SET	0.98	0.98
W30051	WATER PURIF SET	0.98	0.98
W31565	TOOL KIT ACFT CRASH I	0.98	0.98
W32182	T/K ARTY MECH ORD	1.20	1.20

LIN	NOMENCLATURE	B-SER	A-SER
W32593	S/E AUTO M-R OM CM 1	1.20	1.20
W32730	SHOP EQ AUTO MAINT	0.98	0.98
W33004	TOOL KIT GEN MECH	0.98	0.98
W33278	TOOL KT BTY TK-90/G	0.98	0.98
W33552	TOOL KIT BODY/FENDER	0.96	0.96
W34237	TOOL KT CANVAS WORKER	1.00	1.00
W34511	TOOL KIT CARP ENG PLT	1.00	1.00
W34648	TOOL KIT CARP ENG SQD	0.97	0.97
W36977	TOOL KT ELE SET NO 1	0.98	0.98
W37251	TOOL KT E EQ TK-100/G	0.97	0.97
W37388	TOOL KT E EQ TK-105/G	0.98	0.98
W37483	TOOL KT EL TK-101/GSQ	0.98	0.98
W39339	WATTMETER:	2.20	2.20
W44923	TOOL KT MASON-CONCRET	0.98	0.98
W45060	TOOL KIT MMTK	0.94	0.94
W45334	TOOL KT MED EQ REPRMN	0.98	0.98
W48391	WELD SHOP TRLR MTD	0.98	0.98
W50266	TOOL KT RIG WIRE ROPE	1.40	1.40
W51362	TOOL KT SERV REFRIGER	0.97	0.97
W51499	SHOP SET SMALL ARMS	0.97	0.97
W51910	T/K SA ARMS REP: ORD	0.97	0.97
W58075	TOOL KIT WELDERS	0.75	0.75
W58486	TOOL OUTFIT PIONEER	23.80	23.80
W59582	T/S AMMO FM ORD CO	0.97	0.97
W60206	T/S AVN MAIN SE 2 A/M	0.97	0.97
W63636	WORKSTATION AIRSP OPS	0.97	0.97
W65747	TOOL SET V FT OM SUP2	0.97	0.97
W67295	TRCH OUTFT WLD 500AMP	0.20	0.20
W67725	TORCH OUTFIT C-W NO 5	39.28	39.28
W67843	TORCH OUTFIT SET NO 2	41.06	41.06
W68117	TORCH SET C-W MD	42.90	42.90

LIN	NOMENCLATURE	B-SER	A-SER
W69528	TOWBAR MOTOR VEHICLE	24.91	24.91
W76816	TRACTOR FT LOW SPD	5.43	5.43
W83529	TRACTOR FT LOW SPD	1.40	1.40
W89557	TRACTOR WHLD WHSE	0.77	0.77
W93995	TRLR ACFT MAIN ARMBL	29.90	29.90
W98825	TRLR TANK WATER	3.40	3.40
X09635	XFMR VARI PWR CN-16/U	42.00	42.00
X22266	TRANSPONDER/IFF	31.59	31.59
X27623	TRSLE HST 5TON 12FT H	28.90	28.90
X38819	X-RAY APPARATUS DENT	33.00	33.00
X39893	TRK CGO 1/2 TO 1 TON	1.20	1.20
X40931	TRK CGO 5T DS 6X6 WW	1.20	1.20
X42201	TRK CARRYALL 1/4	1.20	1.20
X44403	TRK DUMP 20T (CCE)	18.00	18.00
X47270	TRUCK HAND PLFM 1000L	28.00	28.00
X47681	TRUCK,HAND	28.50	28.50
X47818	TRUCK HAND PLFM 2500L	26.00	26.00
X48863	TRK FL DED	28.50	28.50
X49051	TRK FL DSL 10K LB	28.60	28.60
X51585	TRK FL GAS 4000LB	37.40	37.40
X52852	TRK FL ROU	3.40	3.40
X53298	TRK LIFT WHL 2400 LB	0.40	0.40
X53896	TRK MAINT W	0.40	0.40
X61792	TRK VAN CGO 4 T	0.40	0.40
X90968	XRAY APPARATUS MED	0.40	0.40
Y06820	VISE BENCH PIPE SB 5	4.40	4.40
Y07779	VISE MACH TBL SCR 6IN	44.34	44.34
Y08464	VISE MACH SW-B 4IN J	0.20	0.20
Y14526	VOLTMETER DIGITAL	0.80	0.80
Y14663	VLTMTR EL AN/URM-145D	1.40	1.40
Y36849	WTR QUAL CTL SET MEDI	9.58	9.58
Y37130	TEST KIT WATER BACT	1.00	1.00

LIN	NOMENCLATURE	B-SER	A-SER
Y47707	WELDING MACHINE ARC	0.48	0.48
Y48118	TORCH OUTFIT WLDIN	0.48	0.48
Y48323	WLD SHOP TRLR MT	0.48	0.48
Y54401	WIND MEASURING SET A	0.48	0.48
Y66245	WRENCH IMPACT 3/8 IN	0.48	0.48
Y66656	WRENCH 115V 25-60HZ	0.48	0.48
Y67067	WRENCH IMP PNEU 3/4	0.80	0.80
Y75239	WRENCH SET SKT 3/4 IN	0.75	0.75
Y76061	WRENCH SET SKT 1 IN	0.40	0.40
Y85377	WRENCH TRQ 600 FT-LB	0.80	0.80
Z01320	RECEIVER-TRANSMITTE	0.80	0.80
ZA054X	RIFLE WINCHESTER 52D	0.85	0.85

APPENDIX E

STATE HIGHWAY RECOVERY PLAN

E-1. PURPOSE. To provide a recovery plan for units and personnel traveling throughout New York State.

E-2. PROCEDURES.

a. Units conducting convoys should provide their movement order to the TDA maintenance activities along their route. This will facilitate the recovery in the event of a breakdown.

b. If a breakdown occurs:

(1) Move the vehicle off the road to a safe place on the shoulder or to a parking area.

(2) Emplace highway safety marking devices.

(3) Attempt to repair or recover the vehicle using organic maintenance assets.

(4) Contact the designate maintenance facility to assist if repairs or recovery are beyond the unit's capability.

c. After normal duty hours (0700-1630) all needs for assistance and messages will be forwarded to New York Army National Guard Domestic Operations Center J3-DO (JOC) Latham, New York COM (518) 786-6104.

E-3. AREAS OF RESPONSIBILITY. NYARNG Emergency Roadside Maintenance Listing:

NY Thruway Exit 10 to 17
Interstate Hwy's & NY State
Parkways
Westchester, Putnam &
Duchess Counties
I 95 CT Border to GW Bridge
I-287 From I-95 to NJ Border
I-87 GW Bridge to Exit 17

CSMS A
Camp Smith Cortlandt Manor
New York 10567-5000
914-788-7338

NY Thruway Exits 17 to 21 I 84 Exit 11 Beacon Exit 1 Port Jervis NY 17 Exit 121 Middletown-Exit 99 Liberty, N Y	FMS 7 25 Kiersted Avenue Kingston, New York 12401-2009 845-331-1990 Ext 27
Capital Area Roads I-787 to Thruway I-90 Exits 1 to 12	FMS 17 Glenmore Road Troy, New York 12180-8398 518-285-6940
I-87 Exit 15-43 (Northway)	FMS 15 62 Poultney Street, Whitehall, New York 12887-1518 518-499-2913
NY Thruway Exits 21 to 28 I-88 Exit 25A-16 I-87 Exit 1-15 (Northway) I-890	FMS 16 330 Old Niskayuna Road Latham, New York 12110-2225 518-786-4946
I-88 Exit 1-16 I-81 Exit 1-10 I-81 South to I-81 & I-84 Split NY 17 East to Exit 100 NY 17 West to 390 Split	FMS 13 85 West End Avenue Binghamton, New York 13905-3855 607-729-8660 EXT36/37
NY Thruway Exits 28 to 33	FMS 6 1745 Armory Drive, Utica, New York 13501-5424 315-793-5290
NY Thruway Exits 33 to 40 Route 81 Exits 12 to 34	FMS 5 6901 Thompson Road Syracuse, New York 13211-1300 315-438-3315
NY Thruway Exits 40 to 43	FMS 4 174 South Street, Auburn, New York 13021-5398 315-255-8990

NY Thruway Exits 43 to 48 Rochester area roadways	CSMS C 1500 E Henrietta Road Rochester, New York 14623-3181 585-292-2165
I -290 NY Thruway Exits 48 to 58	FMS 1 27 Masten Avenue Buffalo, New York 14204-1097 716-888-5652
NY Thruway Exits 58 to 61	FMS 2 34 Porter Avenue Jamestown, New York 14701-6222 716-664-6254 X 14
I -190 Niagara Section	FMS 10 184 Connecticut Street Buffalo, New York 14213-2433 716-888-5747
New Jersey Turnpike & I-278 & Richmond Parkway in Staten Island	CSMS B 321 Manor Road Staten Island New York 10314-2407 718-442-1600 EXT33
I-495 (Long Island Expressway) Nassau & Suffolk Counties	FMS 14 70 Brentwood Avenue Bay Shore, New York 11706-6924 631-665-3268
Interstate Hgy's & NY City Parkways Bronx & Queens Counties, NY City Parkways New York & Kings County	FMS 9 93-05 168th Street Jamaica Queens New York 11433-1234 718-739-0422
I-81 Exit 34 to Canadian Boarder	MATES P4900 Main Tank Road, Fort Drum, New York 13602-5036 315-772-2600

APPENDIX F

REFERENCES

Section I. Required Publications

AR 58-1	Management, Acquisition and Use of Motor Vehicles
AR 735-5	Policies and Procedures for Property Accountability
AR 385-10	Army Safety Program
AR 385-40	Accident Reporting and Records
AR 700-138	Army Logistics Readiness and Sustainability
AR 750-1	Army Materiel Maintenance Policy
AR 750-6	Army Equipment Safety and Maintenance Notification System
AR 750-10	Army Modification Program
DA Pam 710-2-1	Using Unit Supply System (Manual Procedures)
DA Pam 710-2-2	Supply Support Activity Supply System: Manual Procedures
DA Pam 750-8	The Army Maintenance Management System (TAMMS) Users Manual
NGR 750-51	Command Maintenance Evaluation Team
NYARNG Reg 385-10	NYARNG Safety Program
TM 43-0211	AOAP Army Oil Analysis Program for Leaders and Users
USP&FO-NY SOP L-1	Unit Supply Procedures
USP&FO-NY SOP P-2	Local Purchase Procedures

Section II. Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 40-61	Medical Logistics Policies and Procedures
AR 71-32	Force Development and Documentation-Consolidated Policies
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive)
AR 200-1	Environmental Protection and Enhancement
AR 220-1	Unit Status Reporting
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing)
AR 700-68	Liquefied and Gaseous Compressed Gasses and Their Full and Empty Containers
AR 710-2	Supply Policy below the National Level
DA Pam 25-30	Consolidated Listing of Army Publications and Blank Forms
DA Pam 750-1	Leader's Unit Maintenance Handbook
DA Pam 750-3	Soldier's Guide for Field Maintenance Operations
FM 10-67-1	Concepts and Equipment of Petroleum Operations
NGR 350-1	Army National Guard Training
NGR 385-10	Army National Guard Safety and Occupational Health Program
NGB Pam 570-1	Fulltime Support Manning For The Army National Guard - Incl Changes 1-10
NYARNG Reg 200-1	Environmental Protection & Enhancement
NYARNG Pam 56-1	Surface Transportation Military Vehicle Operation

NYARNG Reg 385-4	Safety Awards
SB 8-75-Series	Army Medical Department Supply Information
TB 5-4200-200-10	Hand Portable Fire Extinguishers Approved for Army Users
TB 9-2300-405-14	Mandatory Brake Hose Inspection & Replacement: Tactical Vehicles
TB 9-5120-202-35	Calibration Procedures for Torque Wenches & Torque Screwdrivers
TB 38-301	Joint Oil Analysis Program Manual
TB 43-0142	Safety Inspection & Testing of Lifting Devices
TB 43 0209	Color, Marking & Camouflage Painting of Military vehicles, Construction Equipment & Materials Handling Equipment
TB Med 521	Occupational and Environmental Health Management and Control of Diagnostic, Therapeutic and Medical Research X-Ray Systems and Facilities
TB 750-25	Maintenance of Supplies & Equipment, Army Test Measurement & Diagnostic Equipment, Calibration & Repair Support Program
TB 750-651	Use of Antifreeze Solutions & Cleaning Compound in Engine Cooling Systems
TM 750-116	General Procedures for Purging and Charging of Fire Control Instruments
TM 9-1000-202-14	Evaluation of Cannon Tubes
TM 9-2610-200-14	Operator, Unit, Direct Support and General Support Maintenance for Care, Maintenance, Repair, and Inspection of Pneumatic Tires Inner Tube
TM 9-6140-200-14	Operator's Organizational, DS & GS Maintenance Manual for Lead-Acid Storage Batteries
USP&FO-NY SOP P-3	Blanket Purchase Agreement

ANNEX G

DRIVER'S LICENSING DOCUMENTATION REQUIREMENTS AND DISPATCHING

G-1. PURPOSE. To provide and maintain proper and current licensing documentation for all operators working at the maintenance facility that is licensed to operate the equipment at the maintenance facility.

G-2. SCOPE. Unit commanders and TDA maintenance activity supervisors will be responsible for ensuring that all pertinent licenses for operators are current, properly documented and available for inspection at any time.

G-3. REFERENCES. AR 600-55, para 2-1d, para 4–4.

G-4. UNIT RESPONSIBILITIES. The unit will maintain records of all Soldiers' current licenses in a binder as an inspectable item.

G-5. TDA MAINTENANCE FACILITY RESPONSIBILITIES.

a. The TDA maintenance activity supervisor will maintain a copy of the technician's driver license information from the unit.

b. Copies of all military licenses will be kept on all personnel employed at the maintenance facility in an organized binder. Licenses will be tracked on a spreadsheet to ensure compliance with the requirement that they remain current.

c. The TDA maintenance supervisors will ensure that there are adequate licensed operators for all of the equipment serviced by that particular maintenance facility.

d. Periodically maintenance supervisors will ensure that licenses are current. Any license found to be within 6 months of expiration will need to be scheduled for renewal. Any expired/out of date licenses will need to be renewed before allowing personnel to operate equipment without a current license.

G-6. PERIODIC ASSESSMENTS.

a. Sustainment training is periodic driver training conducted to maintain a high level of driver skill proficiency and to prevent drivers from acquiring poor driving habits. Commanders will develop and implement a sustainment training program to be conducted at least annually (every 2 years for USAR and ARNG) for any driver with a valid OF 346.

b. First line supervisors will conduct an annual check ride (every 2 years for USAR and ARNG) for each driver to assess driving proficiency and identify weaknesses. Sustainment training will focus on individual weaknesses as well as other topics identified by the commander (that is, may be based on local seasonal conditions, mission, equipment, and so forth). If the first line supervisor is not licensed or is unable to perform the check ride, the commander or supervisor will ensure a qualified individual performs the check ride and assessment.

c. Completion of sustainment training will be annotated on DA Form 348, section III.

APPENDIX H

STANDARD ARMY MAINTENANCE SYSTEM-ENHANCED (SAMS-E) USER PROCEDURES

H-1. PURPOSE. The policies and procedures in this publication are in addition to those contained in the SAMS-E End User Manual, current supplement and maintenance publication. This publication is intended to provide guidance to New York Army National Guard personnel relative to maintenance performance objectives utilizing an automated maintenance system (SAMS-E).

H-2. REFERENCES.

a. DA Pamphlet 750-8.

b. AR 750-1.

c. SAMS-1E AISM-25-L21-AHO-ZZZ-EM End User Manual.

H-3. INTRODUCTION. SAMS-E is the Standard Army Maintenance System-Enhanced. SAMS-E collects maintenance, supply and readiness data and provides management information at the unit level. SAMS-E automates/replaces portions of the Army Maintenance Management System (TAMMS). When issued the hardware and software to operate SAMS-E, no other maintenance system is authorized.

H-4. COMMANDER.

a. Commander appoints an individual to perform additional duties as the SAMS-1E System administrator.

b. Ensures passwords and user ID's for the unit SAMS-1E systems are assigned. These are the System Access Control Codes. One copy will be maintained in the unit safe and the other in a secure location at the next level of command.

c. Prior to sending the supply transactions to the SSA the commander or his representative (TDA Maintenance Activity Supervisor) must review and sign the commanders Exception Report.

d. Coordinates SAMS-1E operator training for personnel assigned to organizational maintenance elements under his/her command.

e. Ensures that the unit provides accurate and timely input of maintenance and equipment data for unit records in SAMS-1E.

H-5. SYSTEM ADMINISTRATOR (TDA MAINTENANCE ACTIVITY SUPERVISOR).

a. Monitors the daily operation of the SAMS-1E system. Provides technical assistance and guidance to supported units, SAMS-1E system administrators and operators.

b. Ensures that the unit's data is correct in the Unit Parameters. Assigns passwords and monitors system security. Determines operator access.

c. Provides unit transfer of information to the unit SAMS-1E home station computer monthly. Ensures database integrity during all transfer processes.

d. Ensures that the TDA maintenance activity maintains proper control of removable media.

e. Monitors the daily preventive maintenance of the SAMS-1E hardware as prescribed in the End Users Manual.

f. Ensures that the SAMS-1E system is operating properly, and submits problem reports to the Sustainment Automation Support Management Office (SASMO):

HQ NYARNG
ATTN: MNL-LM (AM)
330 Old Niskayuna Road
Latham, NY 12110-2224

g. Ensures that the SAMS-1E software is the correct version for the current operation. Loads software changes only under the direction of SASMO.

h. Reports actual or suspected system security violations to the Information System Security Officer (ISSO).

H-6. SYSTEM ADMINISTRATOR (UNIT).

a. Keeps the commander informed as to the status of the maintenance and Class IX information systems within his command. Is responsible for planning and controlling the use of hardware and software to improve equipment readiness.

b. Monitors the daily operation of the SAMS-1E system. Provides technical assistance to SAMS-1E operators within the unit.

c. Provides changes to the unit's parameter file. Assigns passwords and monitors system security.

d. Ensures that unit databases are not damaged or destroyed during unit information transfers with the supporting TDA maintenance activity.

e. Monitors the daily preventive maintenance of the SAMS-1E hardware as prescribed in the End Users Manual.

f. Ensures that the SAMS-1E system is operating properly and submits problem reports to the Sustainment Automation Support Management Office (SASMO):

HQ NYARNG
ATTN: MNL-LM (AM)
330 Old Niskayuna Road
Latham, NY 12110-2224

g. Ensures that the SAMS-1E software is the correct version for the current operation.

h. Reports actual or suspected system security violations to the Information System Security Officer (ISSO).

H-7. SAMS-1E OPERATOR.

a. Operates the SAMS-1E system IAW the End User Manual and this publication.

b. Performs daily backup of database files directly to hard drive and copies to removable media. Five days of backups will be maintained at all times.

c. Submits current transaction/data transfers to the supporting SARSS-I (IMAP) and SAMS-E site daily.

d. Performs daily preventive maintenance.

e. Reports problems IAW this publication.

f. Loads all status and Master Maintenance Data File (MMDF) updates upon receipt.

g. All additions must be made to the MMDF at the SAMS-2E level. Operators will forward any NSNs to MNL-SM(MR) for addition to the current MMDF.

H-8. SAMS-1E DATA TRANSFERS/PROCEDURES.

a. SAMS-1E supports equipment readiness by automating unit maintenance and Class IX procedures.

b. The unit commander must have access to maintenance information from both the organizational and direct support maintenance activities if he/she is to have an accurate picture of equipment readiness.

This is accomplished through a series of data transfers from one information system to the next (i.e. SAMS-1E to SAMS-1E, SAMS-1E to SAMS-2E, SAMS-1E to SARSS/IMAP).

c. SAMS-1E to SAMS-1E:

(1) Only one database per UIC can exist. Unit and TDA maintenance activity input must be conducted in the same database to ensure maximum benefit from SAMS-1E.

(2) The integrity of the unit database must be maintained at all times. Only qualified SAMS-1E operators may access SAMS-1E data files.

(3) TDA maintenance activities will maintain the unit databases on a day to day basis. Units will be provided the unit database on a monthly basis. The method of transfer may vary based on operator qualifications, hardware limitations and ease of data transfer. The transfer may occur in one of two ways:

(a) Unit Transfer (UTRANS): The unit's live database is provided to the unit for direct input to the data files for IDT and AT training periods. Units must have qualified operators and must return databases immediately following a training period. A UTRANS cannot be transferred in over the previous month's database. At the end of each IDT period the database must be UTRANS'ed out and completely removed.

(b) Monthly Database Overlay: The unit will be provided a copy of the database backup for IDT and AT training periods. The database will be overwritten during the next months overlay so as to provide the most up to date readiness information. This will be accomplished using the "Backup/Restore" process in System Utilities. Permanent changes to unit databases will be coordinated between the TDA Maintenance Activity systems administrator and unit systems administrator.

H-9. TRANSACTION PROCEDURES.

a. The following guidelines are provided for data transfers. Day-to-day interfacing with SARSS/IMAP (Class IX) and SAMS-1E/2E (maintenance) will be accomplished by the TDA maintenance activity's SAMS-1E computer.

b. Data transfers will be sent by File Transfer Protocol (FTP).

c. SAMS-1E requires a daily supply and maintenance data transfer to the supporting DSU SARSS-I/IMAP site and the SAMS-1E/2E site. Data transfers will be by FTP. In order to keep records at all levels up to date, every attempt will be made to do data transfers daily. Failure to provide daily data transfers negatively affect unit readiness.

H-10. TRANSACTION/OPERATIONS. Using instructions in the SAMS-1E End Users Manual (EUM) the TDA maintenance activity SAMS-1E operator must do the following:

a. Daily Process Cycle:

(1) Process Class IX requisition transactions daily (requests and status).

(2) Print the commander's exception report for approval, prior to sending transactions. Priority designators 01 through 10 will be initialled by the authorized priority designator authenticator and maintained on file for two years.

(3) Perform the "Transactions-Requisition Send to SOS (AWACE255)" interface.

(4) Load supply transactions into IMAP and receive status.

(5) Perform the "Transactions-Receive Supply Status (AJTS7A)" interface.

(6) Enter all NMC faults into the SAMS-1E system whenever encountered. All NMC faults as well as NMC supply transactions must be current in order to maintain a complete Inoperative Equipment File.

(7) Post changes to work order history status for all open work orders.

(8) Post daily man hours expended.

(9) Perform "Daily Inop Send to Support SAMS-1E (AWAME125)" interface from unit database to support database.

(10) Perform "Daily Inop – Send to SAMS-2E (AHN4AD)" interface from support database to SAMS-2E database.

(11) Perform "WO History – Send to Lower (AHN4LD)" interface from CSMS/MATES database to FMS support database to unit database.

(12) Perform "Backup database" at the end of every workday. Keep a minimum of 5 successive days of backups.

b. Weekly Process Cycle:

(1) Perform "NMO Extract – Send to Higher (AHN4CD) from TDA Maintenance Activity support database to SAMS-2E.

(2) Perform "TCO Extract – Send to Higher (AHN4FD) from TDA Maintenance Activity support database to SAMS-2E database.

(3) Perform "Weekly WO – Send to Higher (AHN4BD) from TDA Maintenance Activity support database to SAMS-2E database.

(4) Purge previous interfaces (PREVINT) in Purge Process of System Utilities. Retention days will be set between five and seven.

c. Monthly Process Cycle:

(1) Produce a NMC report for each UIC prior to the 15th of each month and update entries accordingly (the NMC report should be run periodically to verify the NMC data).

(2) Army Materiel Status System (AMSS) will be processed on the first working day after the 15th of each month.

(a) Prior to running the "AMSS-Transactions to Higher for BN Rollup (ASSET CONTROLRPT)" for detachments and line companies or the "AMSS-Send End of Report Period to Higher (AWAME130&AWAME131)" for double "AA" entities run the "NMC Rollup by UIC," "Rollup by System Admin No." reports. Print or save these reports as a PDF and send one copy to the supported unit. Keep one copy on file until the next AMSS period.

(b) The AMSS Reporting UIC will always end in "AA" with the exception of rear detachments of deployed units. Example is B 427 BSB (WRVWB0) AMSS Reporting UIC will be WRVWAA. The appropriate rear detachment UIC will be supplied by MNL-SM (MR).

(c) All detachments and line companies will roll up to their next higher entity. Example is Det 1 B 427 BSB will roll up to B 427 BSB. B 427 BSB will roll up to HHC 427 BSB. The contact to use for the data transfer will always be the UIC of the next higher entity not the support shop that it is going to. Example is Det 1 B 427 BSB data transfer will use Contact WRVWB0 (B 427 BSB), B 427 BSB will use Contact WRVWT0 (HHC 427 BSB). All "AA" AWAME130.DAT data transfers will be sent to the SAMS-2E (W8SSAA).

d. Semi-annual Process Cycle:

(1) Process Demand Analysis Report for each support database.

CAUTION: DO NOT RUN THIS REPORT UNTIL SAMS-1E HAS BEEN IN USE FOR A COMPLETE YEAR TO ENSURE COMPLETE DEMAND ANALYSIS CRITERIA AND AN INVENTORY HAS BEEN CONDUCTED AND ON HAND BALANCES VERIFIED**.**

(2) Run Manual Inventory Report. Inventory shop stock and make adjustments accordingly.

(3) Run Excess Management Report. Turn in excess to SSA.

(4) Print Shop Stock listing with demand data and forward to MNL-SM (TO) for review and approval.

(5) Unit databases must be reconciled against the unit hand receipt with what is in the SAMS-1E database. Unit Supply representatives must be on hand for this reconciliation.

e. Annual Process Cycle:

(1) Print/purge Document Control Register and maintain on file for two years. This process may be run more frequently at the discretion of the TDA maintenance activity supervisor.

(2) Purge Catalog files. This process may be run more frequently at the discretion of the FMS supervisor.

H-11. MAINTENANCE TRANSACTIONS. For items of equipment requiring maintenance evacuation to another TDA Maintenance Activity, create a transaction data transfer and FTP. The supporting TDA Maintenance Activity will immediately process in the work orders and put them in a "9" status (in transit) until equipment is received. On site work will be carried in a "C" (waiting shop) status. Two copies of the automated printout DA Form 5990-E (one is your hand receipt) will accompany the equipment to the supporting TDA maintenance activity IAW established procedures.

NOTE: Data transfers are conducted daily with the supporting CSMS during the normal workweek.

H-12. DATA UPDATES. Updating current data is an ongoing process which should be accomplished when ever changes occur. Maintenance faults, parts installed and scheduled service changes are just some of the updates which can occur on a daily basis.

H-13. BACKUP OF SAMS-1E DATABASE. Proper SAMS-1E operational procedures for performing backups are contained in the EUM, under the sections covering system utilities.

H-14. PROBLEM REPORTING CHANNEL. If, upon attempting to access SAMS-1E, the system fails to function as expected, or if the software "aborts" during normal processing of data, follow instructions outlined below:

a. Follow operator procedures as outlined in classroom instruction and manuals issued with the system.

b. If after trying step "a" the problem is still not resolved, contact your supporting TDA Maintenance Activity system administrator. The TDA Maintenance Activity system administrator will put you in contact with the SASMO if unable to solve the problem.

c. As a minimum, provide unit name, phone number, POC and a complete description of the problem.

H-15. PREVENTATIVE MAINTENANCE. Proper procedures for preventative maintenance are provided in the End Users Manual.

H-16. UNAUTHORIZED SOFTWARE PROGRAMS.

a. No software/programs other than those issued with the system or approved by MNL-SM will be introduced into the SAMS-E computer either on a permanent or temporary basis.

b. The SAMS-E programs and your database are extremely large and require space that may not be available if other programs are in the computer.

c. Removable media introduced to the computer that have been outside the normal data transfer system may contain viruses. A virus is a program designed to destroy the files in your computer. These viruses can only be destroyed by a virus removal program. If you suspect this situation exists call your system support personnel.

H-17. TRACKING WEAPONS AND NBC CLASS IX / MAINT REQUIREMENTS.

a. Weapons and NBC equipment will be loaded in SAMS-1E individually by serial number.

b. Order Parts: Order any parts required against individual weapons/masks work orders.

H-18. REPLENISHMENT ANALYSIS REPORT AHR-874.

Source:		Shop Supply Report Process.
Frequency:		Review not less than bi-weekly.
Purpose:		Provides a report of the shop supply item requiring replenishment.
Disposition:		Dispose of when no longer needed or IAW local SOP.
Management Applications:	-	Determine if DA percentage goal of 5% or less at zero balance is being met.
	-	Identify stock numbers that may be experiencing high usage or abnormal supply conditions.

H-19. EXCESS MANAGEMENT REPORT AHR-244.

Source: Shop supply reports process.
Frequency: Review monthly.
Purpose: Provides a listing of stocked and non-stock items that have an excess quantity on-hand and/or due in.
Disposition: Dispose of when no longer needed or IAW local SOP.
Management Applications:
- Identifies items that are excess to unit authorizations and require cancellation or turn-in.
- Excess may be caused by one of the following factors:
  - Authorized quantity was decreased and no action was taken on the excess created.
  - Current on-hand quantities may be in error, verify by inventory.
  - Receipt of parts on-hand was not posted through SAMS-1E.

H-20. PARTS RECEIVED/NOT INSTALLED REPORT AWCMF436.

Source: Document control register reports process.
Frequency: Review weekly.
Purpose: A management query that provides a listing of all parts that have been received, but not installed.
Disposition: Dispose of when no longer needed or IAW local SOP.

Management Applications:
- Determine when parts are not being installed on equipment in a timely manner.
- Compare report against 5988-E. If all parts have been received, the due in quantity should be "0" on the 5988-E.
- Compare the latest date complete with the current date. If it has been more than 7 to 10 days, there may be a maintenance problem, or perhaps the parts have been installed but the clerk did not post the action.

H-21. WORKABLE JOBS REPORT AHN-001.

Source: WO summary/status reports process.
Frequency: Review as needed.
Purpose: Provides a two part listing. Part I is a list of all work order parts that have been received but not issued to the work order. Part II is a list of all work orders that are in an awaiting parts status with either no parts ordered or all parts received.
Note: Partial issues do not populate into the report.
Disposition: Dispose of when no longer needed.

H-22. SSL/WO CANDIDATE LISTING AHN-003.

Source:	Shop supply reports process.
Frequency:	Review bi-weekly.
Purpose:	Provides a list of all NSNs for parts on hand or due in for shop supply and matches these parts with open work orders requiring the same parts.
Disposition:	Dispose of when no longer needed.

H-23. PARTS STATUS DETAIL LISTING AHN-011.

Source:	Document control register reports process.
Frequency:	Review bi-weekly.
Purpose:	Used to determine if and when parts on hand may be transferred to other work orders to expedite the maintenance process. Lists by Won sequence all work order parts requirements by priority and age. Shows the supply status and document numbers.
Disposition:	Dispose of when no longer needed.

H-24. SHOP SECTION SUMMARY AHN-006.

Source:	Wo/summary status reports process.
Frequency:	Review weekly.
Purpose:	Provides a list of all open work orders by shop section. Print with parts. Use as a maintenance management tool.

APPENDIX I

INDEX

This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by page number.

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TOPIC/SUBTOPIC **PAGE**

The proponent of this regulation is the Logistics and Maintenance Directorate. Users are invited to send comments, suggested improvements and changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, Headquarters, New York Army National Guard, ATTN: MNL, 330 Old Niskayuna Road, Latham, New York 12110-3514.

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NEW YORK ARMY NATIONAL GUARD SURFACE MAINTENANCE OFFICE

NYARNG Regulation 750-1 Global Combat Support System-Army (GCSS-Army) Supplemental

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1.1 Purpose

Current Army and National Guard publications reference and provide maintenance regulatory requirements to legacy systems to include Unit Level Logistics System – Ground and Standard Army Maintenance System – Enhanced. The Army and the National Guard have not published guidance for the new Global Combat Support System – Army. The New York Army National Guard will not adjust the NYARNG Regulation 750-1 until the Higher Headquarters publish revisions to applicable regulations. In order to establish policies and procedures to continue maintenance operations, the Surface Maintenance Manager published this supplemental. The guidance listed in this publication will be the Standard Operation Procedures (SOP) for all surface maintenance in the NYARNG until the NYARNG 750-1 is revised. This supplemental does not supersede regulations but serves to bridge the gap in new terminology and provide the procedures to complete regulatory requirements utilizing GCSS-Army processes.

1.2 Scope

a. This SOP is a quick reference guide to bridge regulations and the End User Manual Plus (EUM+), additionally it provides guidance for all GCSS-Army Maintenance functions not stated in the End User Manual and/or policies as per the Surface Maintenance Manager. The EUM+ is the SOP for GCSS-Army, it provides information papers (with decision trees), cue cards, transaction guides, demonstration videos and interactive training to specific functions in GCSS-Army. Throughout this publication the EUM+ will be referenced with the title of the function (example: XBRPM100 Maintain System_Sub-System Configuration); it is recommended if a user wishes to complete transactions appropriately they review these interactive training functions. Functions specifically addressed in this SOP are NYARNG best business practices and will be followed by all users in the NYARNG.

Figure 1-1. GCSS-Army Easy Access Menu Bar

b. In the event the EUM+ is not functioning properly users can still search how to guides using the STT search engine: https://www.gcss-army.army.mil/GCSS-ARMY/Search.aspx.

Figure 1-2. EUM+ Pop-Up Home Page

1.3 References

a. AR 600-55, THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM

b. AR 700-138, ARMY LOGISTICS READINESS AND SUSTAINABILITY

c. AR 750-1, ARMY MATERIAL MAINTENACE POLICY

d. AR 710-2, SUPPLY POLICY BELOW THE NATIONAL LEVEL

e. DA PAM 750-1, MAINTENANCE HANDBOOK

f. DA PAM 750-3, SOLDIERS GUIDE FOR FIELD MAINTENANCE OPERATIONS

g. DA PAM 750-8, THE ARMY MAINTENACNE MANAGEMENT SYSTEMS (TAMMS) AND USERS MANUAL

h. ATTP 4-33 (FM4 -30.3), MAINTENANCE OPERATIONS

i. GLOBAL COMBAT SUPPORT SYSTEM-ARMY (GCSS-Army) END USERS MANUAL

j. MSAP FY17, MAINTENANCE STRATEGY ACTION PLAN

k. NGR 750-51 COMMAND MAINTENANCE EVALUATION TEAM

l. NEW YORK ARNG REGULATION NUMBER 750-1

m. NGR 750-5 ARNG MATES and UTES OPERATIONS

1.4 Recommendations

Submit all recommendations for changes of this SOP to the New York Surface Maintenance Manager and the Technical Operations Officer.

2.1. GCSS-Army System Overview

a. GCSS-Army is new technology that has re-engineered the existing independent Standard Army Management Information Systems (STAMIS) (supply, maintenance, ammunition, property book, and finance) into one fully integrated system. GCSS-Army provides Warfighters with a seamless flow of timely, accurate, accessible, and secure information that gives combat forces a decisive edge. Today's web-based technology enables full integration, timeliness of data, and robust communications on a single platform. Replacing multiple STAMIS applications with GCSS-Army allows logistics managers to overcome the challenges of current applications through the integration of Ammunition, Property Management, Supply, Plant Maintenance, and Finance.

b. GCSS-Army Web-based capabilities provides the following improvements over PBUSE, SARSS, SAMS-E, and various tactical finance systems:

(1) Improved ability to see and manage unit equipment using comprehensive reports.

(2) Increased accuracy of information through integrated supply, maintenance, and related financial actions.

(3) Enterprise level visibility into details of equipment readiness.

(4) Improved warehouse management and in-transit material tracking.

(5) Enhanced supply procurement and planning.

(6) Improved accountability with visibility to sections or individuals.

(7) Common and shared information between maintenance, supply, and finance including serial numbers.

c. GCSS-Army Plant Maintenance is an integrated and optimized Army logistics business environment that is used to accurately track equipment readiness. Plant Maintenance is one of the GCSS-Army modules used to notify, order, track, and report Army maintenance activities.

d. Plant Maintenance is closely integrated with the other Army business areas: Warehouse (WM), Unit Supply (US), Property Book (PB), Execution and Material Management (EM&MM), and Finance (FI).

e. Below are the main benefits relative to the Plant Maintenance:

(1) Near real-time view of equipment status

(2) Enhanced asset visibility, including near real-time availability of parts

(3) Elimination of redundant entry and reworking of data

(4) Automated notification of upcoming service/inspection requirements

(5) Standardized maintenance plans that can be used across the Army

(6) Permanent personnel qualification records available from Unit to Unit

(7) Improved reporting for planning, execution, and readiness

2.2 GCSS-Army Problem Reporting

a. If upon attempting to access GCSS-Army, the system fails to function as expected, or if the portal stops during normal processing of data, notify the respective personnel:

(1) Hardware and Software Issues: Computer or connectivity problems will be resolved by the SASMO.

(2) GCSS-Army Issues: It is extremely important that all messages from the computer be recorded correctly. Users must report issues to their respective Access Administrator. The Access Administrator will contact the S4IF helpdesk at

Phone: 804-734-1051 or https://s4if.lee.army.mil to report the issue if they cannot fix it at their level.

(3) Common Error - SAP NetWeaver screen:

(a) If an account is locked contact your Access Administrator for your business area. Supply personnel will contact their Property Book Officer (PBO) and maintenance personnel will contact the SMM Property Book Officer or the Material Readiness Officer. After an account has been unlocked, the user will have 24 hours to execute a T-Code for it to remain unlocked. Otherwise, the system will lock it again.

(b) If an account has not been fully established, contact the Property Book Officer or the Material Readiness Officer to make sure they on-board, rehire, etc. It can take up to 20 minutes after the process has been completed for you to log on.

(c) SAP NetWeaver screen may appear if the certificates on your CAC have not been published. This can be due to a new CAC or are attempting to use a different certificate.

3.1 GCSS-Army Network Access

Users that need access to GCSS-Army are now required to have an RCAS Account to login. The local Automation Point of Contact (APOC) will gather the required certificates and assist users to gain access. The requirements for access to RCAS are outlined below:

a. User must complete the Cyber Awareness Challenge (https://ia.signal.army.mil), take the test and save the certificate. This training is also called the DOD Information Assurance Awareness Training.

b. Complete the U.S. Army Information Assurance Virtual Training (https://iatraining.us.army.mil). Complete the following courses: Portable Electronic Devices and Removable Storage Media, Phishing Awareness, Safe Home Computing, Personally Identifiable Information, Thumb Drive Awareness, and Army G3 Computer Security Training.

c. Once all certificates are submitted, APOCs will assist with System Access Request Forms and complete the process.

d. Once access is granted the user will complete required GCSS-Army Training.

3.2 GCSS-Army Training

Depending on the position or role you will be working in GCSS-Army effects the mandatory training that is required for the user. All GCSS-Army Training is located at the following link: http://www.gcss.army.mil/GTRAC/Account/Login.aspx.

a. Web Based Training will be emailed to Access Administrator to gain system access. See figure 3-1 and match role/position in sub-paragraph with required training.

TRAINING AND CERTIFICATION SYSTEM - Student Module	
Training	**Assessment**
1. GCSS-Army Overview	Take Assessment
2. GCSS-Army Basic Navigation	Take Assessment
3. GCSS-Army Intermediate Navigation	Take Assessment
4. Use GCSS-Army Reports	Take Assessment
5. Retail Supply Overview	Take Assessment
6. Materiel and Execution Management Overview	Take Assessment
7. Process a Material Through GCSS-Army Overview	Take Assessment
8. Organizational Supply Overview	Take Assessment
9. GCSS-Army Maintenance Overview	Take Assessment
10. GCSS-Army Plant Maintenance Overview	Get Certificate
11. Introduction to Finance in GCSS-Army	Take Assessment
12. Spending Chain Overview for Finance	Take Assessment
13. Using the End User Manual - Plus (EUM+) Portal	Get Certificate
Administrative Functions Training	
14. Access Administrator Training (Part 1)	Take Assessment
15. Access Administrator Training (Part 2)	Take Assessment

Figure 3-1. Web Based Training Courses

(1) Commander: 1, 2, 3, 4

(2) Master Driver: 1, 2, 3, 4

(3) Property Book Officer / CSDP Monitor: 1, 2, 3, 4, 6, 8

(4) Unit Supply (92Y): 1, 2, 3, 4, 8

(5) Maintenance Manager, Maintenance Supervisor General Foreman, Commodity Supervisor, Production Controller: 1, 2, 3, 4, 7, 9, 10

(6) Maintenance Clerk (92A): 1, 2, 3, 4, 9, 10

(7) Access Administrator / SEMF Supervisor / CSMS Superintendent / MATES Superintendent: 1, 2, 3, 4, 14, 15

b. Wave 2 New Equipment Training can be completed immediately following the completion of the Web Based Training. New Equipment Training Certificates will be filed and maintained on site and will be inspected during CMDP Inspections, COMET Inspections and Staff Visit Inspections. This training is based off MTOE/AGR positions and the Role the individual will fill in GCSS-Army.

(1) Commander Course – AGR Readiness NCOs, M-Day Company/BN Commanders, AGR BN AO, SEMF Chiefs.

(2) Master Driver Course – Appointed Master Driver, AGR Admin/Training NCO

(3) Maintenance Supervisor Course - SEMF Chiefs, AGR Readiness NCO, AGR BN/BDE S4, Maintenance Warrant Officers, Maintenance Managers, M-Day Motor Sergeants

(4) Equipment Records Part Specialist – M-Day 92As, Production Controllers, Supply Technicians, Logistic Management Specialist

(5) BN S4 – AGR BN/BDE S4, Supply Technicians

(6) Unit Supply Course - Appointed CSDP Monitor, AGR Supply SGTs

(7) Decentralized User Administration Course – Access Administrators, CSMS/MATES Superintendent

(8) MaST Course – AGR BN S4, AGR Supply SGTs

(9) TDA PHR Manager – TDA (AA) CSDP Monitor

3.3 GCSS-Army Registration

a. All new Soldiers and/or soldiers who are not registered in GCSS-Army will need to self-register. New Users will follow the GCSS-Army Self-Registration Job Aid in Appendix A.

b. It is important that Soldiers fill their personnel type correctly. All drilling M-Day Soldiers need to register as MDAY-ARNG. All AGR's will register as AGR-ARNG and full time technicians as Mil-Tech-ARNG.

c. Dual Persona: A Technician is a DoD Federal employee with a military requirement. Military technicians will not perform duties or responsibilities outside the scope of their position descriptions (PD). Exceptions will be made on case-by-case basis by the SMM.

d. Technicians will not perform maintenance activities for their M-Day Positions unless on orders, approved leave status, etc. (i.e. unit full-time staff will not contact M-Day personal while in technician status and direct them to dispatch equipment).

e. All full time technicians are required to register under the UIC of the maintenance facility they work in. They will have a Dual Persona created for their MDAY unit but need to inform their Access Administrator in their chain of command. The other technicians and AGR's who belong to different units, not maintenance or supply related, will register under their unit. If not sure please ask your Access Administrator to make sure you have registered correctly.

f. On-boarding is a required process that creates a Human Resources (HR) Master Data file for every person who is a GCSS-Army user. On-boarding is performed manually by the Access Administrator that is responsible for each individual's access to GCSS-Army.

4.1 Responsibilities

a. Roles and Responsibilities are critical in daily GCSS-Army operations. The correct personnel must be in the correct roles in order to have the full functionality and process management. Refer to Appendix B for Roles and Scope of Responsibilities.

b. Due to Army Publications still referencing SAMS-E and ULLS-G reports refer to Appendix E, for frequency and disposition of GCSS-Army reports in comparison to legacy reports.

c. A quick reference guide to assist users has been developed in Appendix P. This tool splits up T-Codes by GCSS-Army Role and can be a quick reference guide for a local battle rhythm.

4.2 Surface Maintenance Manager (SMM)

The Surface Maintenance Manager (SMM) is ultimately responsible for surface equipment readiness in the NYARNG. The SMM is the Subject Matter Expert in all surface maintenance operations and will establish policies and procedures for Units and Surface Equipment Maintenance Facilities (SEMF). The SMM is responsible for but not limited to the following:

a. Monitor, Measure and Manage Total Logistics Repair Time – Maintenance for Unplanned maintenance

b. Provide GOCOMs Planned Maintenance guidance to limit excess overdue services and backlog

c. Establish training requirements for the use of GCSS-Army throughout the NYARNG

d. Push MAIT assistance out to Units if requested

4.3 Surface Equipment Maintenance Facilities (SEMF)

The supporting maintenance facility will perform those functions necessary to support the repair and servicing of supported equipment items. The facility is responsible for updating the equipment status in a timely manner on work orders forwarded to them by the unit.

a. Ensure the GCSS-Army operators maintain proper control of electronic media as prescribed in this SOP.

b. Ensure that only trained operators have access to the system. Operators will be appointed by memorandum.

c. Coordinate with the unit supply sergeants to ensure quarterly synchronizations are conducted and properly documented with the production controller. See Appendix D for the Quarterly Synchronization Memorandum.

d. Maintain signed “picked up by” DA 5990-E for all closed work orders for 3 years. Additionally Un-Planned Armament closed work orders will be maintained for 10 years.

e. Monitor and measure applicable GCSS-Army Reports

4.4 SEMF Commodity Supervisor

The shop supervisor directly supervises the daily operations of the GCSS-Army for his/her commodity and those individuals authorized to access the data processes. He/she will ensure that the data is maintained IAW all applicable regulations. The commodity supervisor is responsible for but not limited to the following:

a. Assist supported unit Readiness NCOs with Planned Maintenance Requirements per applicable TM and regulation

b. Monitor daily maintenance operations via GCSS-Army

c. Monitor and measure applicable GCSS-Army Reports, specifically Z_EQUST & IW37N

4.5 SEMF Production Controllers

The production controller is an operator of the GCSS-Army systems and has the following responsibilities:

a. Operate the GCSS-Army IAW this SOP, GCSS-Army End User Manual and DA PAM 750-8.

b. Report all GCSS-Army issues, or errors, to his/her supervisor as soon as possible.

c. Promptly load all transactions and status updates

d. Assist M-day Soldiers and supported units on updating equipment records, maintenance plans and drivers licenses with proper coordination.

e. Prepare the reports for the SEMF Chief and/or Commodity Supervisor, to ensure the most accurate information is available to complete the quarterly GCSS-Army Synchronization with the supply sergeant or unit representative

4.6 AGR BDE / BN AO & S1/S4

AGR BDE/BN AO & S4 will be trained to retrieve and understand GCSS-Army reports that display Unit Equipment Readiness. See Appendix E for Frequency and Disposition of Reports. On behalf of BDE/BN Commanders they are also responsible to ensure:

a. Unit AGR staff have required Access and training to conduct daily operations.

b. Unit AGR staff maintain required reports

c. Unit AGR staff provide reports to M-Day Force

d. Unit AGR staff follow all policies and procedures in this publication

e. Army Material Status System (AMSS) accurately reports weapon systems and equipment IAW AR 700-138

f. Unit AGR staff conduct Quarterly Synchronization Scrubs with supporting maintenance facility.

g. Manage Access Administration and user profiles.

4.7 M-Day Unit Commander

The unit commander has ultimate responsibility over his/her unit's data. The commander is responsible for the following:

a. Ensuring that GCSS-Army operations are performed during inactive duty training (IDT) and Annual Training (AT) periods.

b. Appoint a qualified individual(s) to perform GCSS-Army operations. Ensure they are trained and appointed by memorandum with GCSS-Army training certificates.

c. Ensure that proper authority is assigned in writing to personnel that will interact with supporting maintenance activity to conduct routine unit maintenance functions .This is done by filling out the DA Form 1687 for personnel that manage work orders for the unit.

d. Maintain the Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing) IAW AR 600-55.

e. Maintain an administrative number scheme for all the equipment in GCSS-Army.

f. Ensure that unit maintenance operations are IAW DA PAM 750-3 and that maintenance records are completed and maintained IAW DA PAM 750-8.

g. Ensure that the training requirements are requested for knowledge shortfalls. GOCOMs may request technician or MAIT assistance to teach, train, and mentor supported units in maintenance functions, must be submitted for approval by the SMM.

h. Manage the equipment readiness level of the unit equipment by viewing reports.

4.8 AGR Readiness NCO

Readiness NCO's are the commanders' representative in GCSS-Army and may be appointed in writing to be the Commanders' representative in GCSS-Army to conduct Commander approval functions between IDT periods. Additionally, he/she is responsible to:

a. Manage the primary functions of the GCSS-Army; such as approve dispatch, equipment management, and personnel management ensuring the accuracy and retention of documentation for the unit's equipment and personnel.

b. Manage the readiness level of the unit equipment by viewing reports

c. Ensure Maintenance Plans are established and managed in GCSS-Army per TM, AR and this publication

d. If appointed as the Commander Representative, he/she is responsible to execute Commander responsibilities between IDT periods

e. Ensure Unit AGR staff conducts GCSS-Army functions as per this publication

4.9 AGR Administrative / Training NCO

Responsible to manage personnel and training records for and in GCSS-Army, specifically he/she will:

a. Ensure accuracy of all required training documentation for the military licensing portion within GCSS-Army is IAW AR 600-55 and MSAP FY 17.

b. Updating operators' records, and issuing licenses from within GCSS-Army.

c. Maintain the Army Driver and Operator Standardization Program (Selection, Training, Testing and Licensing) IAW AR 600-55.

d. Dispatch and return organizational vehicles procedures during non-training and training periods in the absence of the unit's production controllers.

4.10 AGR Supply Sergeant

The supply sergeant can serve as the primary liaison between the unit and the supporting maintenance shop in the absence of an M-Day Motor Sergeant. The supply sergeant is responsible for the following:

a. Will be assigned the primary duty of the Maintenance and Supply Technician (MaST) within GCSS-Army.

b. Manage the Functional Location Structure of equipment, install and dismantle systems and sub-systems.

c. Maintain Equipment historical records it is the unit's responsibility to maintain their own 5988E's and/or 2404's, service records and completed work orders for all their equipment.

d. Will be the primary point of contact with the supporting maintenance shop ensuring work orders are submitted between IDT or AT periods. Appendix C for GCSS-Army Notification Procedures.

e. Ensure that all signature cards (DA Form 1687) are updated per Maintenance Facility SOP.

f. Coordinate the repair and servicing of unit equipment with the supporting maintenance shop.

4.11 M-Day Maintainers (Warrant Officers, 91Z, 91X, 92A, 92Y)

Will be assigned the appropriate roles to conduct responsibilities for grade. M-Day personnel are required to sign in their account every 45 days to avoid being locked out.

a. Warrant Officers, 91Zs and 91Xs will be assigned as Maintenance Managers / Maintenance Access Administrators and will review required reports and assist the Readiness NCO to build planned maintenance.

b. 92As and 92Ys will be Equipment Parts Specialists and will complete related duties during IDT & AT.

5.1 GCSS-Army Reporting Process

All reporting in GCSS-Army is automatic. When work orders are processed and a unit forwards the work orders to the supporting maintenance facility, it will be automatic. The production controller from that maintenance facility has to check for new work orders being sent to them daily. The unit is responsible to notify the maintenance facility when a work order has been forwarded to them. It is also the unit's responsibility to bring or coordinate assistance to move equipment to the SEMF.

5.2 Equipment Readiness Code (ERC)

All equipment in GCSS-Army will have an ERC code. The ERC code will be dictated by the MTOE and AR 220-1. The Unit is responsible to ensure the appropriate ERC is assigned to equipment. Failure to verify will effect Equipment Readiness Reporting.

5.3 GCSS-Army Administration Numbers

a. All units must keep the administration numbers for their equipment as follows in GCSS-Army: UIC-Admin number (XXXXXX-A-10). For no reason should a unit, update the administration number and delete the UIC. If the equipment gets transferred to another unit, the UIC will get updated to the new unit's UIC and admin number will be updated by the new unit. Having the administration number in this format, will allow for the Readiness Reporting to show individual units.

b. The actual vehicle stenciling and marking can follow the local SOP's and regulation.

5.4 Systems and Sub-Systems (XBRPM100 Maintain System_Sub-System Configuration)

a. The B1 and B2 tables of the Maintenance Material Data File (MMDF) will be used to identify the reportable items and subsystem management. The B1 and B2 tables can be found in LIW and are already loaded into GCSS-Army. If changes to a system are required, request will be made to the PBO.

b. Functional Structure: Sub-System & Weapon System Management are managed through the EQU_SIT Board using the  system view icon. Once opened for selected vehicle a Maintenance Manager can verify functional structure for a piece of equipment. Use the Functional Location Structure to:

(1) Determine what is currently installed in a Functional Location Structure.

(2) Identify the possible configuration options for a Functional Location Structure.

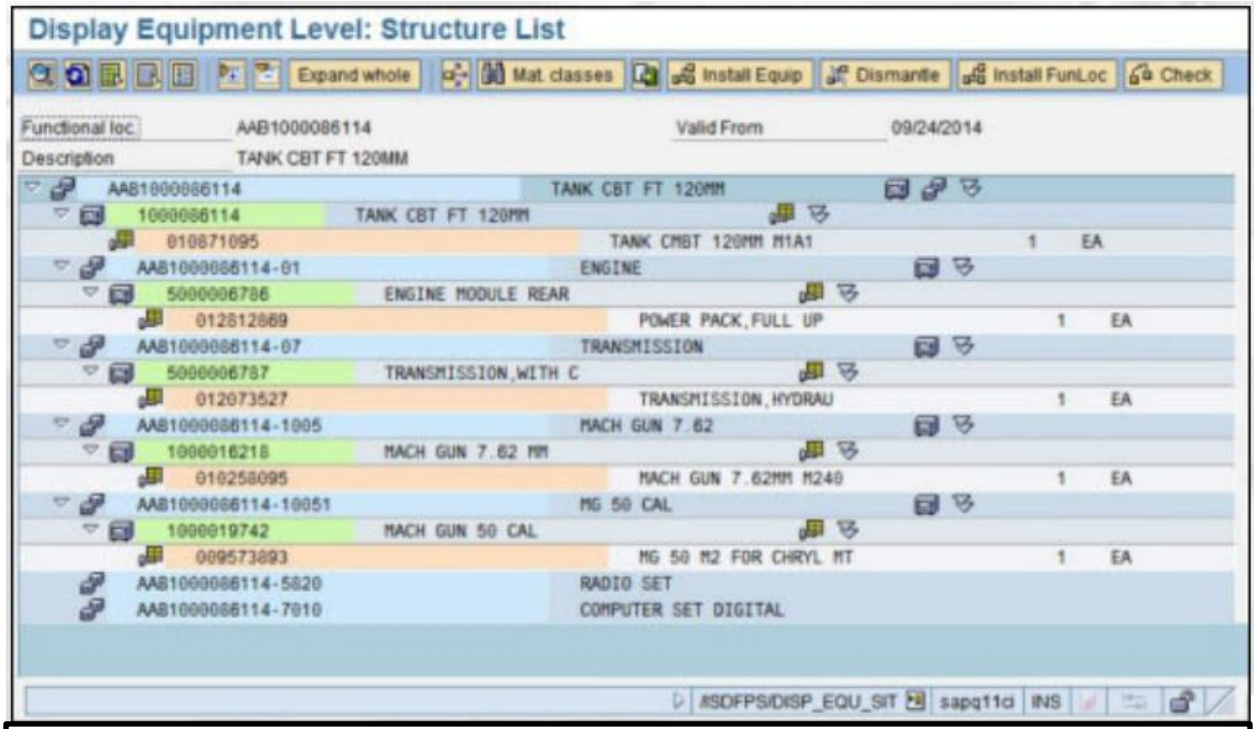


Figure 5-1. Functional Location Structure List

c. Units must go through all equipment on EQU_SIT Board to verify functional location structure for engines, transmissions, and Sub/Weapon Systems. This will include serial number verification for engines and transmissions.

d. Units are required to verify the systems are configured correctly, this will effect Equipment Readiness Reporting.

5.5 Readiness Posture Reporting

a. Army Material Status System (AMSS) is now an automated process so there is no need to conduct your roll up on the 16th of the month and send it higher. GCSS-Army does this daily and once a month sends it to LOGSA. GCSS-Army provides LOGSA with all reports required for the proper reporting of AMSS.

b. Maintenance managers/BN AGR AO & S4 will review the report monthly through the BI Launch Pad in GCSS-Army. Commanders need to be aware of the functionality of the Readiness Posture Report. This along with the Projection Report will give you up to a 24 hour period of the unit's posture. See Appendix K.

5.6 Equipment Situation - /ISDFPS/DISP_EQU_SIT

This is the Maintenance Workbench for getting started with the data management process. This allows Maintenance Managers, motor sergeants and shop foreman/supervisors to ensure the operational status is set correctly.

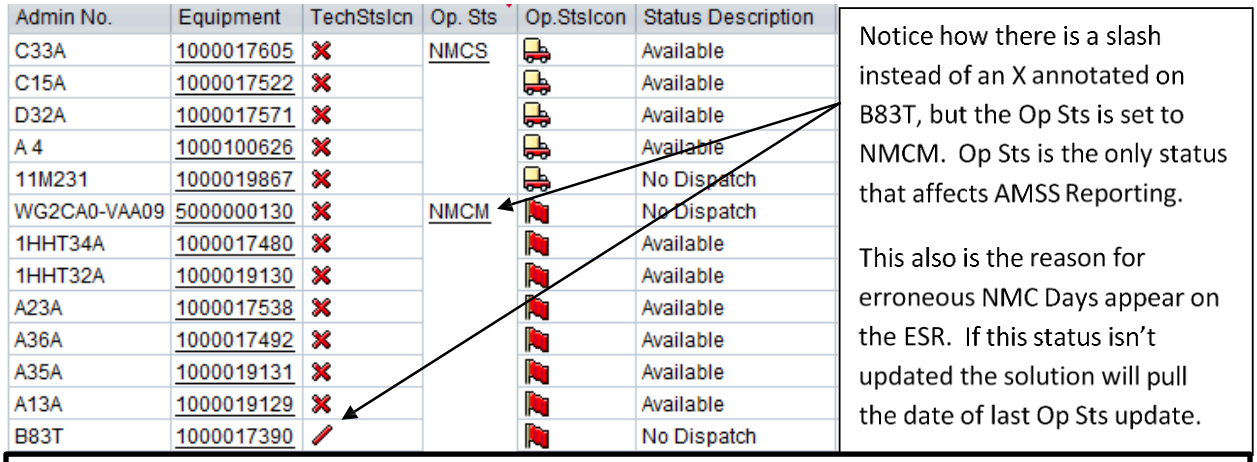


Figure 5-2. Display Equipment Situation Board

6.1 Plant Maintenance Activities

In GCSS-Army there are three categories of maintenance activities:

a. Preventive Maintenance – Inspections and regularly scheduled services to reduce or prevent equipment failure. (Example: check the operation of headlights, check the fluid levels). These Preventative Maintenance Checks and Services are operator level checks and are a unit responsibility.

b. Planned Maintenance (PM02) – Services scheduled by the Unit for future maintenance activities. (Example: Quarterly, Semi-Annual, Annual Services). These are the services SEMFs will conduct on behalf of the unit.

c. Un-Planned Maintenance (PM01) – Unscheduled maintenance to correct equipment faults found during Preventive/Planned Maintenance or during operation of the equipment. (Example: Transmission Failure).

(1) Project Maintenance (PM06) – Is an unscheduled maintenance notification to fabricate an item not on your property book or in your Display Equipment Situation. (Example: Create wooden replica of Radar)

(2) Modification Work Order (MW) – is an unscheduled maintenance notification to modify existing equipment, this will be pushed from GCSS-Army. (Example: MWO XXXXX – Replace safety switch on M4 Rifle)

6.2 Notification and Work Order Process

In GCSS-Army, all work orders will start with the unit. The unit will be responsible to open the work order. **Notification & Work Order Management**: You can use the EQU_SIT Board to process a report for a CE – Controlled Exchange, CC – Commanders Comments, D1 – Dispatch, D2 – Alert Dispatch, M1 – Maintenance/PM01, PM – Preventative Maintenance/PM02, MW - Modification Work Orders (MMIS), O1 – Oil Sample Request. See Appendix C for Notification & Work Order Procedures.

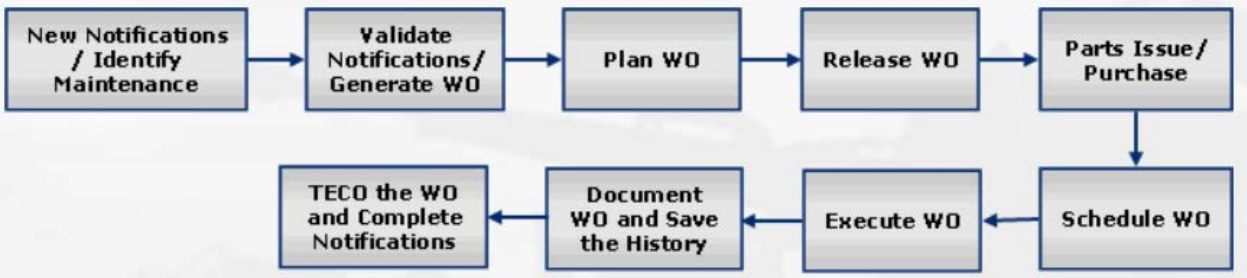


Figure 6-1. Notification & Work Order Flow

6.3 Shop Sections and Work Centers

a. All the maintenance facilities will follow the Shop Sections and Work Centers created in GCSS-Army. If there is a reason a work center needs to be created or deleted, please notify the SMM. Maintenance Facilities Work Centers are located in Appendix G.

b. Unit's that have a maintenance work center, i.e. Forward Support Companies, will use the work centers under their UIC to account time for their direct labor from their mechanics, armors, and Chemical, Biological, Radiological and Nuclear (CBRN) during IDT and AT. The unit work center break down is also located in Appendix G.

6.4 Customer Fund Code (CFC)

When units create a work order it is important for them to verify their CFC code. Maintenance Facilities need to verify the CFC codes when work orders are evacuated to them and changed to the correct one if need be. See Appendix H for assigned Customer Fund Codes.

6.5 Planned Maintenance – (PM02)

REQUIREMENTS TO MANAGE SERVICES	
1. MANAGE MEASURING POINTS (Miles/Hours)	2. ENTER INTIAL READINGS (Odometer)
3. CREATE MAINTENANCE PLAN	4. INITATE MAINTENANCE PLAN

Figure 6-2. Requirements to Manage Services

a. Prior to building Service Schedules it is important for Units to ensure all equipment have measuring points. A measuring point is used to record usage on a piece of equipment. Occasionally, a piece of equipment may have missing measuring points. The measuring points must be created manually. Measuring points must exist on the Functional Location for the End-Item Equipment as well as on the Equipment Record. Refer to XBRPM040 Manage Measuring Points and the Job Aid Create Measuring Points if measuring points are missing. After Measuring Points are verified Units are required to enter Initial Usage Reading found in XBRPM210A Enter Initial Equipment Usage Reading.

b. All services will be entered according to their appropriate TM into GCSS-Army. See APPENDIX F, units can look up the appropriate service plan by Model or EIC. If a piece of equipment is wrong, lacking information or is missing please contact the SMM-TO.

c. The maintenance plan is based on either a date or usage (such as miles, kilometers, operating hours, etc.), or a combination of both. There are three basic types of maintenance plans Single-cycle, Multi-counter and Consolidated. Figure 6-3 to Figure 6-6 provide a visual of how to build services and the equipment being used over time; red vertical lines represent a notification being generated by GCSS-Army. See XBRPM210A Create Service (Maintenance Plan) for the procedures for the options listed below:

(1) Single-cycle maintenance plans are used to create maintenance plans that are based on either a date or counter. A single-cycle date maintenance plan that happens once and will repeat itself once the service is complete. (An example of a single-cycle counter maintenance plan is a Night Vision Device N05482 that has only a Semi-Annual Service). XBRPM210A Create Single-Cycle Counter Maintenance Plan or Create Single-Cycle Date Maintenance Plan.

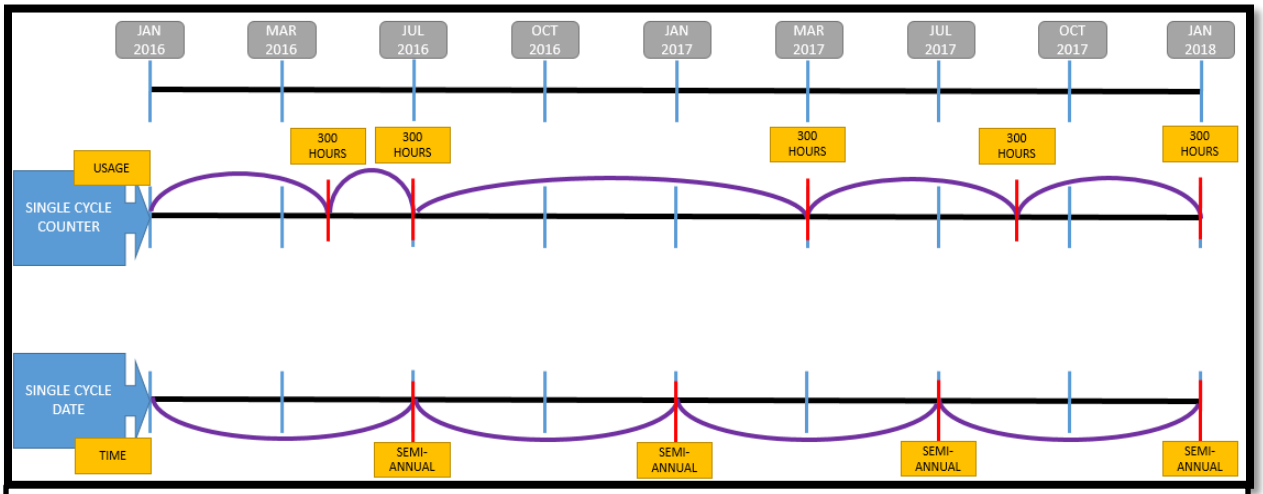


Figure 6-3. Single Cycle Maintenance Plan

Note: Top half of Figure 6-3 is for a piece of equipment that receives services based only on usage. Bottom half is for a piece of equipment that receives services based only on calendar days.

(2) Multi-counter maintenance plans are used to create maintenance plans that are based on a combination of a date and a counter. A notification will automatically generate whichever comes first. (Example of a multi-counter maintenance plan is a TANK LIQ DISP TRLR MT V19950 which receives a service every three months or 250 hours of operation whichever comes first.) XBRPM210A Create Multi-Counter Maintenance Plan.

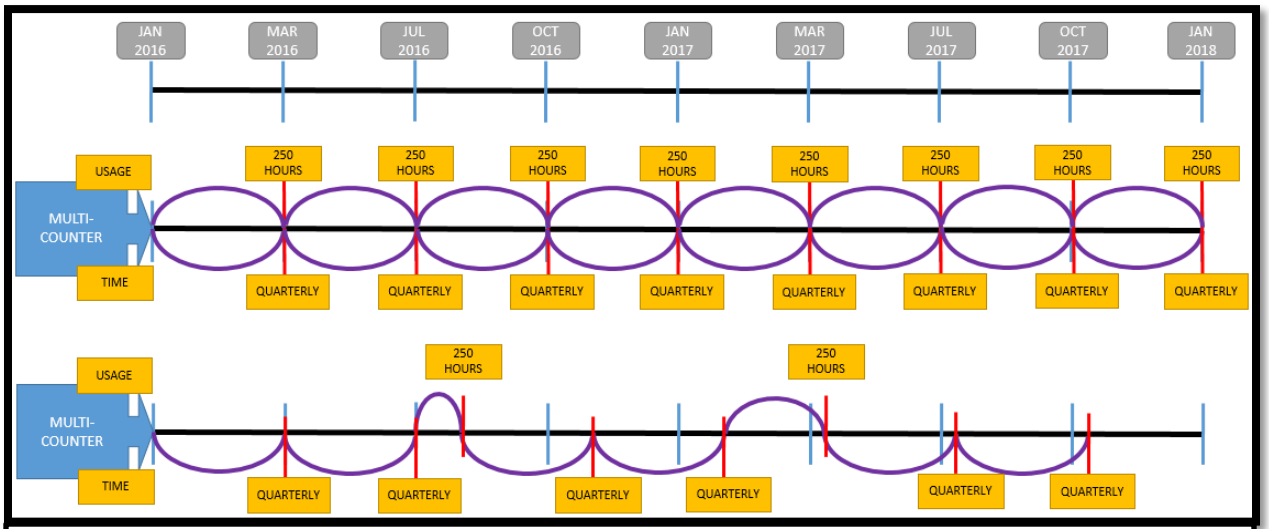


Figure 6-4. Multi-Counter Maintenance Plan

Note: Top half of Figure 6-4 shows how to marry usage with time for a piece of equipment that receives the same type of service over and over again based one on usage or time which ever comes first. Bottom half shows this piece of equipment over time. Note the red vertical line between JUL and OCT 2016, this equipment hit 250 hours of use and GCSS-Army opened a notification automatically.

(3) Consolidated maintenance plans are used to combine more than one maintenance plan into a single maintenance plan. Consolidated maintenance plans can be created to combine multiple single-cycle date maintenance plans and/or multiple multi-counter maintenance plans. (An example of a multi-counter cycle plan is a Tactical Wheeled Vehicle that receives a 180 days/3,000 miles whichever comes first, 360 days/6,000 miles whichever comes first, 730 days/12,000 miles whichever comes first.) XBRPM210A Create Consolidated Multi-Counter Maintenance Plan. (An example of a single cycle consolidated plan is a Rifle that receives quarterly and a biannual service.) XBRPM210A Create Consolidated Multi-Counter Date Maintenance Plan.

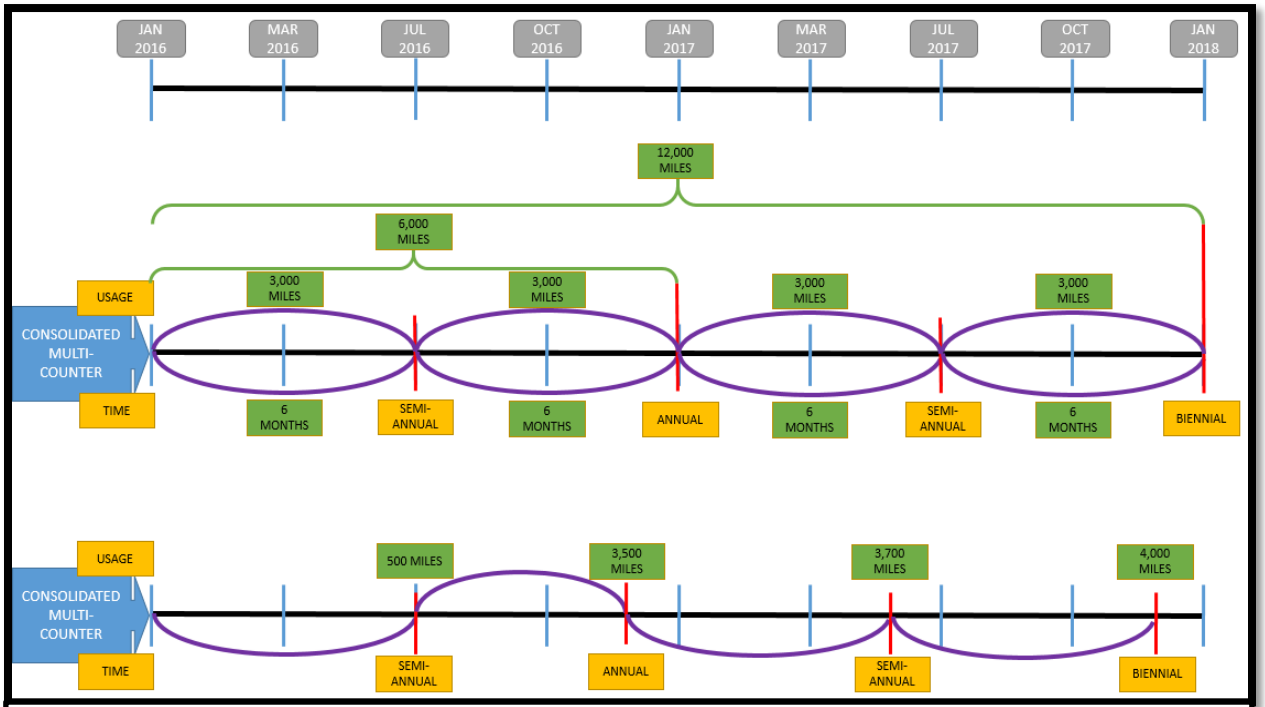


Figure 6-5. Consolidated Multi-Counter Maintenance Plan

Note: Top half of Figure 6-5 shows how to marry usage with time for a piece of equipment that receives more than one type of service over the life-cycle of the service plan based one on usage or time whichever comes first. Note the days and miles between the GCSS-Army generated notifications in the green boxes, it is critical to have the correct interval of calendar days and miles between the services when building your plan. Bottom half shows this piece of equipment over time. Note the red vertical line between OCT 2016 and JAN 2017, this equipment hit 3,000 miles of use and GCSS-Army opened a notification automatically.

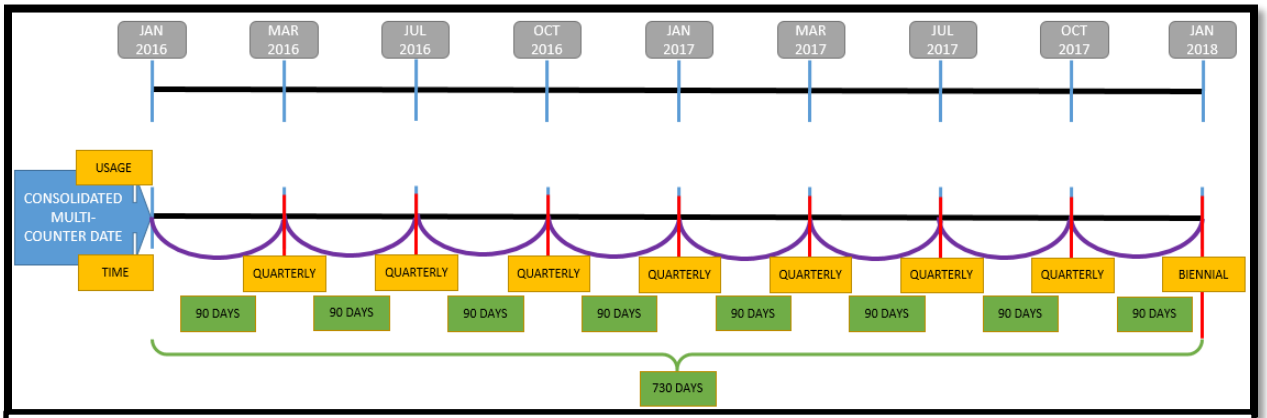
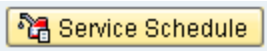


Figure 6-6. Consolidated Multi-Counter Date Maintenance Plan

Note: Figure 6-6 shows how to build a plan for a piece of equipment that receives more than one type of service over the life-cycle of the service plan and is based only on calendar days. Note the days between the GCSS-Army generated notifications in the green boxes, it is critical to have the correct interval of calendar days between the services when building your plan.

d. After Service Plans are built the Unit must start the "clock" for the service plan. Refer to XBRPM210A Initiate Start.

e. Service Management: Use the EQU_SIT Board (Service Schedule icon) 

to process a report for service notifications for selected equipment.

6.6 Low Usage Guidance for Planned Maintenance (PM02)

a. Services for equipment that accumulates or is anticipated to accumulate less than the specific mileage/kilometers or hours in a 12-month period may have all unit (-20) and direct support services (-34) extended to twice the length of time. Below are the requirements to put equipment into Low Usage:

(1) Light tactical vehicles, trailers assigned to prime movers, and trailers without assigned prime movers that accumulate or are anticipated to accumulate fewer than 3,000 miles/4,800 kilometers in a 12-month period.

(2) Heavy tactical vehicles that accumulate fewer than 1,200 miles/1,935 kilometers in a 12-month period.

(3) Combat vehicles (except armament, equilibrating system, and fire control components), missile systems (except fire control components), material handling equipment (MHE), and construction equipment anticipated to accumulate fewer than 500 miles/800 kilometers or 125 hours in a 12-month period.

(4) Communication/Electronic equipment anticipated to accumulate fewer than 75 hours of operation in a 12-month period. Will be serviced annually if they are anticipated to accumulate fewer than 75 hours of operation in the current year. Hours of operation are estimates only and are not intended to be formally tracked.

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

b. If equipment is going into Low Usage all service and lubrication tasks in the equipment's TM 20 series, TM 34 series, TM 40 series LOs must be performed before the equipment is placed in low-usage status.

c. Below are examples of service interval changes Figure 6-7 to Figure 6-9 show the difference in building the service plans:

(1) Night Vision Device (Single Counter Plan)

(a) Semi-Annual 180 day Resolution → Annual Resolution (List as Priority A-Annual)

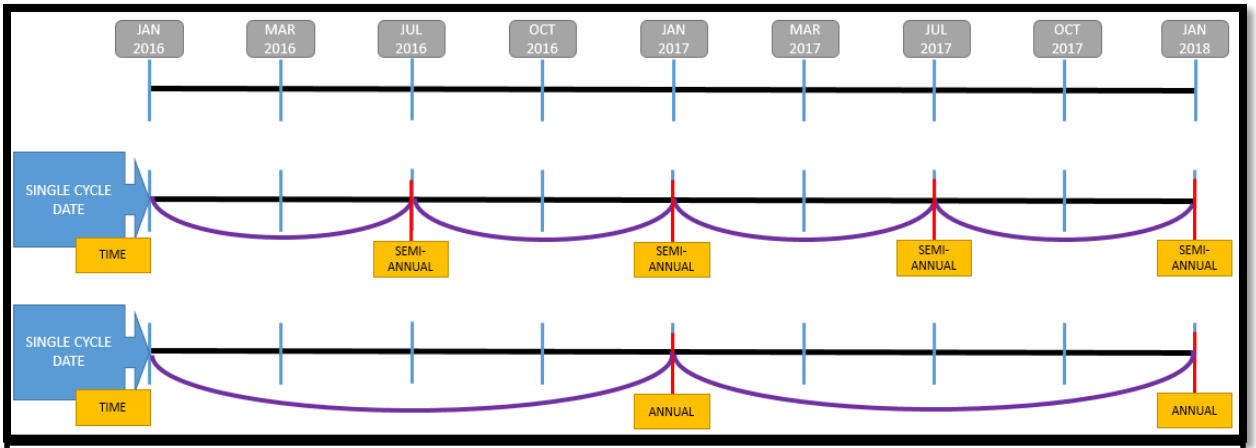


Figure 6-7. Night Vision Low Usage

Note: Top half of Figure 6-7 shows an NVG on a single cycle plan receiving a service every six months as per the TM. Bottom half shows an NVG on a single cycle plan receiving a service every twelve months with a low usage maintenance plan.

(2) Rolling Stock will received two maintenance plans. One maintenance plan will list a Operator Level PMCS, 5 mile drive that will show as a Priority J-Low Usage notification (units will manage “J” notifications). The second maintenance plan will be:

(a) Annual with lower services/3,000 miles (List as Priority A-Annual)

(b) Biennial with lower services/6,000 miles (List as Priority B-Biennial)

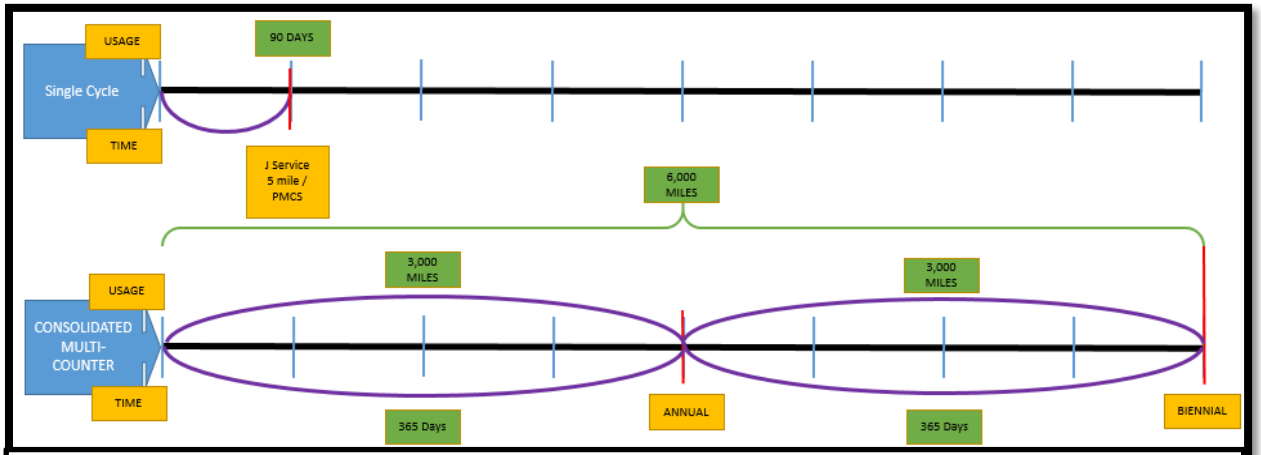


Figure 6-8. Tactical Wheeled Vehicle Low Usage

Note: Figure 6-8 shows how rolling stock will have two maintenance plans for one piece of equipment. Units will manage the Priority "J" notifications and the SEMF will manage the Priority "A" & "B" notifications.

(3) Gas Mask (Consolidated Single Counter Plan) this will turn into a Single Counter Plan. This is no longer consolidated due to only one service if in Low Usage.

(a) Semi-Annual → Nothing

(b) Annual/Fit Test (with Lower Services) → Annual/Fit Test (with Lower Services) (List as Priority A-Annual)

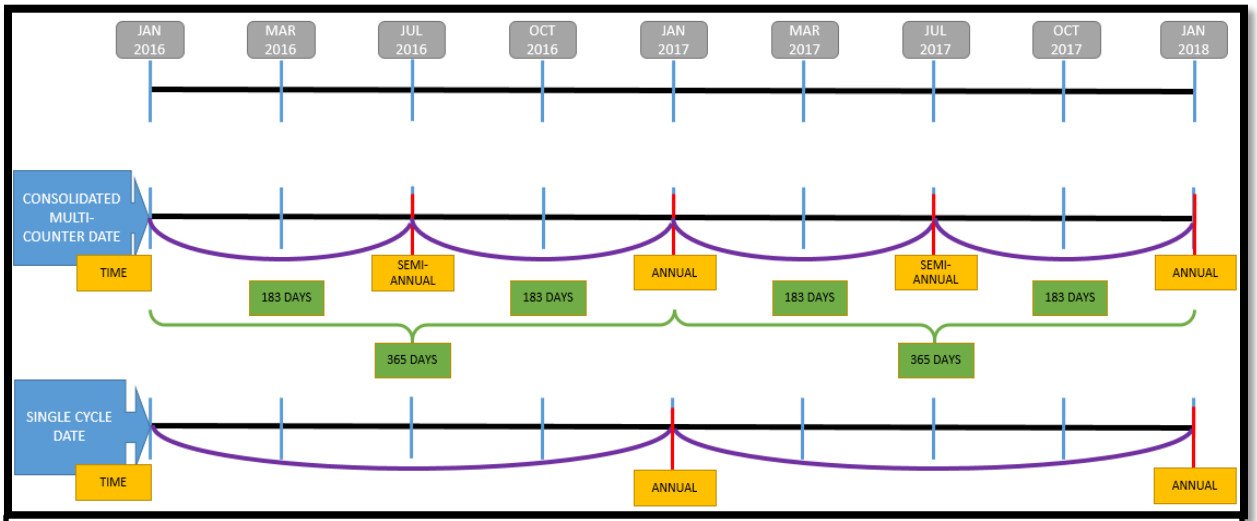


Figure 6-9. Gas Mask Low Usage

Note: Top half of Figure 6-9 shows a Gas Mask on a mutli-consolidated date maintenance plan receiving a service every six months and a fitting every year as per the TM. Bottom half shows a Gas Mask on a single cycle plan receiving a service every twelve months combining the six month service with the annual fitting with a low usage maintenance plan.

d. Additional guidance for NYARNG units for panned maintenance:

(1) Weapons that require Quarterly “Q” services will have two maintenance plans. One maintenance plan will be for the unit to manage the “Q” notifications. All higher level services (Semi-Annual and higher) will be on a Consolidated Multi-Counter Date Maintenance Plan that will be managed by an SEMF.

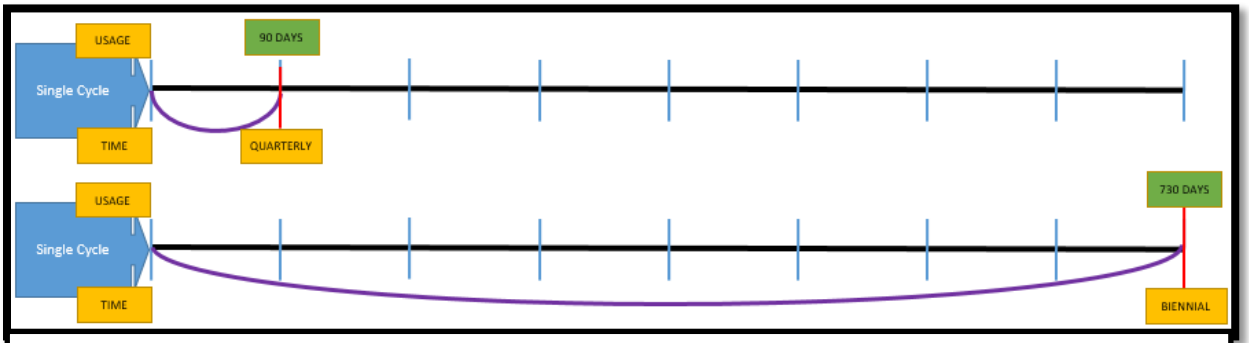


Figure 6-10. NYANRG M4 Maintenance Plan Guidance

Figure 6-10 shows how an M4 that receives a “Q” & “B” service will have two maintenance plans for one piece of equipment. Units will manage the Priority “Q” notifications and the SEMF will manage the Priority “B” notifications.

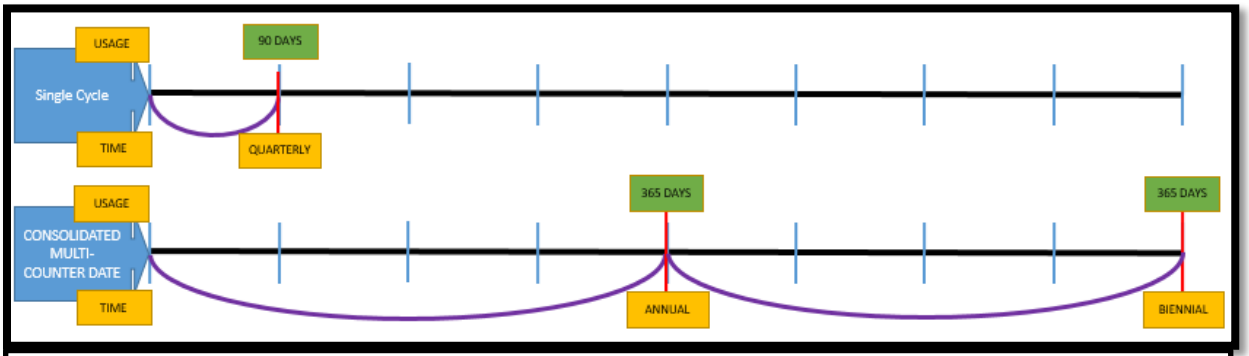


Figure 6-11. NYANRG M2 Maintenance Plan Guidance

Note: Figure 6-11 shows how an M2 that receives a “Q”, “A” & “B” service will have two maintenance plans for one piece of equipment. Units will manage the Priority “Q” notifications and the SEMF will manage the Priority “A” & “B” notifications.

(2) Rolling Stock that also has a crane will receive three maintenance plans. The first two will be the same as Figure 6-8. The third maintenance plan will be dedicated to the lifting device as “T” notification.

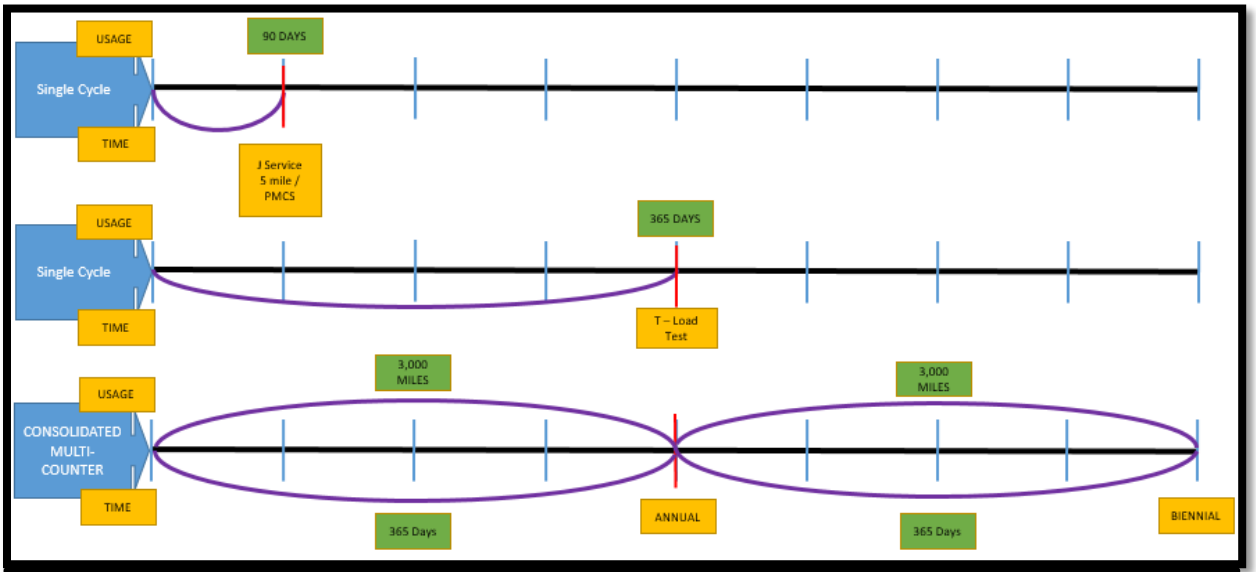


Figure 6-12. NYANRG Rolling Stock with Lifting Device Maintenance Plan Guidance

Note: Figure 6-12 shows how rolling stock with lifting device will have three maintenance plans for one piece of equipment. Maintenance Plan #1 units will manage the Priority "J" notifications. Maintenance Plan #2 the SEMF will manage the "T" notifications. Maintenance Plan #3 the SEMF will manage the Priority "A" & "B" notifications.

6.7 Un-Planned Maintenance – (PM01)

a. Before, during and after use of equipment Units will list maintenance faults on a 5988E. If faults are found they are annotated on the DA Form 5988E in pen by the operator of the equipment. The unit will use the 5988E to enter notifications into GCSS-A for unplanned maintenance. See Appendix N for DA Form 5988E Equipment Maintenance & Inspection Worksheet instructions.

b. Maintenance notifications that are needed to repair equipment breakdown or complete unscheduled maintenance actions. See Appendix C to manage Un-Planned Maintenance Notifications.

c. DST (Lateral Transfers and Turn In)

(1) Lateral Transfers within a GOCOM will NOT go to SEMF.

(2) Lateral Transfers outside a GOCOM or directed turn in will go to supported SEMF. Units will enter the notification as the type of transfer, DST Control Number and Gainer UIC that is provided in the memorandum directing the property exchange (example: T/I D.15.351.124135 W1BG or L/T D.15.295.126667 WTJ9AA). This will allow visibility at all levels to track the status of time sensitive property actions. All notifications will be entered at UND C.

(3) Units will turn in DST memorandum with equipment, the SEMF will file the DST memorandum with the 3999-4.

6.8 Modification Work Orders (MWO)

a. GCSS-Army has been integrated with MMIS and through the use of IW28/IW29 (MMIS) maintenance managers can export a monthly report of all equipment within their unit requiring the application of MWO's.

b. Modification to Army material will be classified as either mandatory (urgent, limited urgent, or normal) or non-mandatory (minor alterations, special purpose, or special mission modification).

c. Equipment awaiting application of an urgent MWO will be administratively deadline and not operated unless cleared by the company commander or commander representative.

d. Apply limited urgent modifications to equipment within the time frame specified in the MWO. Deadline equipment if the modification is not applied within the specified time.

e. Apply normal modifications before the completion date stated in the MWO.

f. Maintenance facilities and units will maintain a file of MWOs that have been applied for historical record. This can be generated via IW29. File will list serial numbers of equipment and MWO's applied.

g. Complete a Quality Deficiency Report (QDR) any time equipment failure occurs due to poor workmanship or repeated failures then submit report IAW AR 750-1.

h. The maintenance facility will be kept up to date on any MWO notification the supporting unit identifies. This will be part of the quarterly synchronization.

7.1 Supply Procedures

a. GCSS-Army has completely changed the manner in which a maintenance section is stocked. Maintenance facilities are inventory managed and materials are evaluated against demands created through the Material Requirements Planning (MRP) Area. Maintenance Facilities will receive materials for equipment and shop stock through the use of a Storage Location (SLOC) much like an SSA (without warehouse management capabilities), and issue materials through the MIGO process within GCSS-Army.

b. Class IX will only be ordered through the units supporting maintenance facility.

(1) Unit equipment requiring a part must have a notification created by ADMIN number, a Work Order opened, and evacuated to the SEMF. The SEMF will order the part via IW37n. The Work Order will be evacuated back to the Unit and the parts will be Hand Receipted to the Unit prior to drill. Upon completion of the work order the Unit will evacuate the work order back to the SEMF to process goods movement and close out the work order. All unused parts will be turned back in to the SEMF.

(2) Units that require Class IX that is not for a specific work order (example: Field Training Exercise Shop Stock or CRT) they will fill in Appendix S and send to SEMF. The SEMF will order the parts using MB21 XBRPM420a – Create Manual Reservation. Parts will be Hand Receipted to the Unit upon completion of the Field Training Exercise the Unit will return all unused parts and provide work orders to prove parts not returned were consumed.

c. Shop Stock will be inventoried semiannually see Appendix O for procedures. The Semi-Annual Bench & Shop Stock Review will be completed following the steps in XBRPM810 – Shop Stock Report Job Aid. A review control period is 365 days. It takes two (2) demands in a control period to add a new item to the shop stock, and one (1) demand to retain an item on shop stock. Items will be deleted from Shop Stock when they fail to have at least one demand within the last control period IAW the ALARACT 202_2007 found in Appendix J.

7.2 Ordering Materials

a. To set a safety stock for bench and shop stock use TCODE: MAT_SIT see Appendix I.

b. All parts ordering for work orders will be entered through TCODE IW37N under the components tab. See Appendix I.

c. Customer Fund Codes (CFC) is the account the government will be billed by SEMF. It is vital to ensure they are correct see Appendix H. If a CFC is wrong Supply Technicians can change the CFC to the correct code by going through ME5A, enter the Purchase Requisition Number click the  button and change the CFC under the Customer Data Tab. Once the CFC is changed the user must click the PARK button.

d. The requisition of repair parts and components not received through the normal supply Process channels (i.e. Military Requisitioning and Issue Procedures), such as Local Purchase with DA Form 3953 or Government Purchase Card (GPC) use the steps listed in Appendix I to post a goods receipt. Posting the goods receipt adds the material to the Unit's storage location (SLoc) inventory.

e. To order initial issue use TCODE ZINIT follow the steps listed in XBRPM330 – Request Material For Initial Issue. This will create a material initial issue (ZII) purchase

requisition (PR). A material initial issue eliminates the requirement for the turn-in of the recoverable material and a return (ZRL or ZRX) PR will not be created.

f. Supply Technicians can use TCODE ME80FN to create a list of purchasing documents by priority for the Commander's Financial Transaction Listing Report. See Appendix I.

7.3 Receiving Materials

a. To receive parts from delivery SEMFs will use TCODE VL06i see Appendix I. Supply technicians will sign 1348-1 block 22 and date block 23. A copy of the 1348-1 will be filed and kept for one year.

b. To post a goods receipt for material found on installation (FOI) use the steps listed in XBRPM310B for Non-Standard items follow the steps listed in XBRCF010-02 . Posting the goods receipt adds the material to the Unit's storage location (SLoc) inventory.

c. Use **ZPODRPT** transaction to collect data on shipments that have a supply or transportation discrepancy. Supply Discrepancy Report (SDR) discrepancies are captured during the goods receipt process. Discrepancies also result when management processes a proof of delivery (POD) using the ZPODCHK transaction. Discrepancies are categorized in ZPODRPT in one of three ways: shortage, overage, or damage. You take information from ZPODRPT and manually enter it into the *WEBSDR* database if necessary. Once you have entered the data into *WEBSDR*, the line is checked off in ZPODRPT as complete. You filter the displayed output by selecting Shortages, Overages, or Damages. The report displays only the shipments in that category. The option "SDR Complete" displays all shipments with discrepancies that were entered in *WEBSDR*.

d. To maintain Storage Bin assignments see XBRPM450A and XBRPM450B for Shop and Bench Stock respectively.

7.4 Issuing Materials

a. Supply Technicians will issue parts to a work order SEMFs will use TCODE IWBK see Appendix I.

b. Technicians finding product quality deficiencies in Government-owned materiel are required by DA Pamphlet 750-8, DA Pamphlet 738–751, and AR 702–7 (DLAD/DLAI 4455.24) to report the defects to the appropriate Military Service Screening Point for investigation and resolution. Refer to XBRPM320f to process material turn-in for Quality Deficiency Reports (QDR). For situations where equipment becomes dangerous to people, Ground Precautionary Messages and Safety of Use Messages should be issued in accordance with AR 750–6. Submit an SF 368 via Electronic Deficiency Reporting System (https://aeps.ria.army.mil), mail, e-mail or fax to the military service/agency screening point for that item.

7.5 Turn In Process

a. When a class IX recoverable item that is ordered a return purchase request will be generated. Supervisors can check to see if there is an item for exchange pricing using **ZOAREP** (to view overage repairable), which also shows the aging indicator to make sure the item is turned in within the appropriate amount of time. See Appendix I.

(1) Time begins when the Advance Shipping Notice (ASN) hits the inbound delivery list (**VL06i**); not the receipt date.

(2) When the repair part is received, supply will notify the appropriate work section. The specific work section will return the unserviceable part ASAP to supply allowing the supply section the ability to complete the turn-in transaction to the USP&FO within the 180 day return period.

(3) After the mechanic has pulled the core from the end item, the mechanic in coordination with an inspector will complete a DD 1577-2 tag containing condition code, along with a “Certificate of Drainage” statement for any part that contained fluids or greases. The mechanic will bring the tagged item, FEDLOG Sheet and drainage statement to supply for processing.

(4) When the core is received back into supply, supply section will start the turn in process using **YOBUX** and print turn in (D6Z) document in TCODE **VL02N**, then coordinate the return of the core item to the USP&FO per USP&FO SOP guidelines.

b. YOBUX/ZOAREP**:** This is the Overage Repairable report in two separate formats. The YOBUX format is interactive and allows the Parts Records Clerk (PRC) to initiate the turn in process for Overage Reparable converting the purchase request (PR) to a purchase order (PO). ZOAREP provides the Maintenance Manager and Material Management Section of Support Operations (SPO) an ORIL listing in its entirety with all pertinent information.

7.6 Small Arms Repair Parts (SARP) / Armament PM01 Work Orders

a. This paragraph will focus on section management, job acceptance, work order flow, inspections, security, bench stock repair part management, unserviceable repair part turn-ins, and armament materials.

(1) ARMAMENT SECTION MANAGEMENT: The Armament Work Supervisor is responsible for overall section management, to include; Administrative and technical support, task assignments, security, work order flow/prioritization, bench stock replenishment, and training.

(2) JOB ACCEPTANCE/RELEASE PROCEDURES:

(a) Small arms, artillery, and optical pieces will be work ordered to a SEMF using GCSS-Army generated Maintenance Request, or DA Form 2407 (emergency use only).

(b) All equipment brought in will be visually inspected by an Armament Inspector prior to acceptance. All weapons that arrive at a SEMF must be complete meeting TM 10/20 standards; if there are missing components a memorandum must accompany the work order or it will not be accepted by the SEMF. See Appendix L for sample memorandum, this signed memorandum will be attached to the original Work Order and accompany the work packet throughout the work flow and remain stapled to the work order for the required 10 years of filing. Weapons must come complete with assigned bolt, spare barrels and BII.

(c) All equipment will be reviewed by the Armament Inspector or Armament Supervisor.

(d) The Armament Inspector will initially inspect all armament equipment for repair, assign tasks and man-hour required to repair equipment. Individual conducting initial inspection will not repair same.

(e) After the initial inspection is complete, the maintenance request will be reviewed by the Armament Supervisor and taken to Production Control. Production Control will add all tasks to the GCSS-Army and forward the work order either to supply, if parts are required, or to the Armament Supervisor for completion of repairs. See paragraph 7.1.b. for Supply Procedures.

(f) Production Control will notify the Armament Work Supervisor, when all parts are received. A designated employee identified on Appointment Memorandum 750-9 will physically accept each part from Supply by placing his/her signature under the last line of parts received, indicating no further parts were ordered or received.

(g) Once parts are installed the Armament worker will put installed or replaced on the work order detail on far right and complete the DA Form 5990E. The Armament worker will put parts DEMIL or SERV next to the respective NSN.

(h) Once work is completed the Armament Supervisor or Inspector will review work for completeness and secure SARP with job in vault until SARP is ready to be turned into Supply. Individual repairing Armament equipment will not final inspect same. A Designated Employee will return parts to Supply with the stamped work order detail and match all returned parts, then initial far right of part that is retuned. Upon turn in to supply the Armament Work Supervisor and the Supply Supervisor or designated representative will perform an inventory of unserviceable / RTS parts. Upon acceptance by supply, the Armament section is relieved of unserviceable parts responsibility and accountability.

(i) The maintenance request will be forwarded back to Production Control to update the status in GCSS-Army. The Armament Inspector will inspect all equipment that has been repaired as per DA Form 5990E and Technical Manuals, also to validate all parts have been installed and equipment is complete; the Armament Inspector or Armament Supervisor will sign the “Inspected By” section of the maintenance request. If there is a DEMIL required, the Armament Inspector or Armament Supervisor will add a task of DEMIL on the PM01 work order.

(f) The DEMIL task will be forwarded to an approved DEMIL site via GCSS-Army (example: 8VZAAALL - Allied Trades). See Paragraph 7.1.c. for DEMIL Procedures.

b. This paragraph establishes standardized policy and guidance on the ordering, storage, accountability, and disposition of small arms weapons parts.

(1) Storage and Segregation of SARP will be kept to a minimum. SARP will be kept in a locked cabinet with two locking mechanisms, these cabinets are specifically designated for SARP, in a secure locked room. Access will be limited to only individuals designated by the CSMS Supervisor.

(2) Sensitive items are identified by CIIC codes of “1-6, 8, 9, $, Q and R” and pilfer able items are identified by CIIC codes “I, J, M, N, P, V, W, X, Y and Z.”

(3) Keys for containers storing SARP will be located in the Supply Room in a separate key box designated for SARP.

(4) Ordering of SARP will only be conducted by designated personnel, after the Armament Inspector identifies the parts required on a 5990E, through GCSS-Army under the Components tab. Once parts are processed as required in GCSS-Army the Supply technician will change the work-order status to a 1 or K.

(a) If the parts are on hand the supply technician will segregate the items to a different location.

(b) The following sensitive small arms repair parts may be used for repair, but will not be stocked. This list is an extract from NGB Policy on non-stock sensitive weapons parts.

NSN	ITEM
1005-00-017-9551	Hammer, Firing
1005-00-738-6213	Carrier, Bolt
1005-00-992-6649	Sear, Steel
1005-00-992-7307	Trigger, Steel
1005-00-999-0406	Disconnect, Lower
1005-01-134-3630	Hammer
1005-01-148-0172	Cam, Burst
1005-01-219-2402	Trigger, Sub Assy.
5340-00-992-6666	Lever, Manual
5340-01-144-1944	Lever, Lock Rel.
5340-01-145-7910	Lever, Lock Rel.
5340-01-225-8339	Selector, Fire
1005-00-592-9974	Sear, Steel
1005-00-608-5002	Barrel Assy
1005-00-722-3849	Barrel, Pistol
1005-00-872-4441	Bolt, Breech
1005-00-876-4033	Slide Assembly
1005-00-992-7285	Bolt Assembly
1005-01-248-5858	Receiver
1010-00-438-7414	Barrel Assembly
5340-00-600-8595	Lever, Manual

Table 7-1. Non-Stock Sensitive Weapons Parts

(5) If the part requires to be approved by the Shop Supervisor (Commander), the Supervisor or a Commander Representative that is delegated authority to approve SARP will receive a Workflow notification via the GCSS-Army e-mail system identifying the requirement. Supervisors or Commander Representatives need to manage their GCSS-Army email account. To approve SARP the Supervisor or Representative will follow XBRPM440 Approve SARP Reservation Request via the GCSS-ARMY EUM+, while verifying the part requirement.

(6) Receiving of SARP from delivery. When repair parts are received by supply for a small arms work order, the individual receiving the part will annotate the DA 1348-1 with the quantity, date, and their signature. The parts will be located within a double locked door locker, within the supply section, until the Armament Supervisor or his representative is ready to sign for the parts. When all parts are received the work-order will be placed into a “C” status.

(7) Receiving of SARP from Supply. Once the armament section is ready to sign for the repair parts they will come to supply with the work order packet. They will conduct a joint inventory with a supply representative of parts on hand. They will initial the parts request sheet under the “INITIALS – REC” block. Upon confirmation that all parts are on hand and correct an authorized representative on an Appointment Order, will sign below the last filled in line on the parts request sheet to indicate he/she is

taking responsibility for the parts. This is the record of issue. A copy of the Parts Request Sheet will be kept in supply as a suspense copy pending the return of the unserviceable and serviceable Return to Stock (RTS) parts.

(8) Returning SARP to Supply.

(a) When the repair has been completed, the removed unserviceable parts and any unused serviceable parts will be grouped together (placed in a paper bag or other means), identified by Work Order Number (WON), and NSN (each item will be marked for identification) and carried back to the supply section.

(b) Supply will conduct a joint inventory with the armament personnel for all parts returned. The supply technician will place their initials or a check mark next to the NSN for each unserviceable part being returned. If there is a serviceable item being returned they will place the letters “RTS” next to the NSN. If there is a missing parts statement being returned with the work order package the letters “LTR” will be placed next to the NSN.

(c) If there were any serviceable repair parts that were issued to a work order and subsequently returned to supply because of non-use during the repair process, the supply section will process a return to stock or initiate a turn-in for non-stocked parts.

(d) A separate locked cabinet located within the supply area will be utilized for storage of unserviceable small arms parts awaiting demilitarized action.

(9) Separation of Duties are required to ensure there is a checks and balance system.

(a) Request Parts – Armament Inspector or Armament Supervisor

(b) Order Parts – Supply Technician or Armament Inspector

(c) Approve Parts – SEMF Superintendent or designated appointee by the SEMF Superintendent (cannot be the person requesting or ordering parts)

(d) Receive Parts from Delivery – Supply Technician

(e) Receive Parts from Supply – Appointment Memorandum

(f) Return Parts to Supply –Appointment Memorandum

(c) DEMIL PROCEDURES:

(1) Supply will secure DEMIL parts in a secured cabinet and serviceable parts will be returned to the supply system with a goods movement.

(2) The work order received an additional task and is in a C Status for the designated section.

(3) The Certifier that is approved to DEMIL on Appointment Memorandum will sign for work and the Verifier will record the NSN and Nomenclature on a DA Form 7578 of all SARP that will be demilitarized.

(4) Once DEMIL is complete the Verifier (Listed on an Appointment Order) will verify all parts have been demilitarized properly, the Verifier will sign the DA Form 7578.

(5) The Verifier will bring the DA Form 3999-4 containing the work order and the DEMIL certificate to Production Control to place the equipment into an R Status.

(6) All DEMIL certificates will be kept for 10 years. These files will be located in a designated filing cabinet specifically for SARP.

8.1 Man Hour Accounting

a. Maintenance supervisors are directly responsible for using available maintenance personnel. Managers will ensure all hours are properly accounted for and ensure utilization rate standards are met.

b. Target Plan (PP61) – Every first of the month, Maintenance Facilities are required to update and review their work plan. This will be updated with the Standard Day Off (SDO) and work hours per day. This will be the same for each personnel working under the Maintenance Facility.

c. All Man Hour accounting for indirect labor and non-productive time will be entered in CAT2. This will be where the sick day, AT, Drill, etc. will be updated. The only field that can't be changed or updated will be the direct labor. Direct labor will be accounted for, changed, and updated in the work order. Production controllers will use T-Code IW41 to account for direct labor with work orders taking longer than one day. T-Code IW42 will be used for direct labor with work orders closing the same day.

d. Time will be tracked on the work order per the Maintenance Facility's SOP.

e. Make sure Indirect, Non-productive, and direct labor hours equals the total target hours for the month. The report in CAT3 will be printed out on the last day of the month and filed. The report will be used to account for all the time being accounted for and posted correctly.

f. All Man Hour Accounting Forms are kept on file for a year.

g. Production Controllers and Supervisors need to be under a Work Center. Time should be accounted as either 04 for the Production Controller or 03 for the Supervisor.

h. Attendance/Absence Types & Accounting Indicators guidance can be found in Appendix M.

9.1 Unit Sponsorship Program

a. The Unit Sponsorship Program is designed to increase unit readiness by providing M-Day Leadership with full time technician support.

b. The SEMF Supervisor will be responsible to assign a technician to be the sponsor for each supported unit:

(1) When possible the sponsor should be a member of the unit.

(2) The TDA Maintenance Activity supervisor may select a technician from another shop who is in the supported unit. When this occurs, both TDA Maintenance Activity supervisors will be in agreement.

c. Sponsors will assist in researching regulations, guidelines and standards to better Unit Readiness and prepare for COMET evaluations.

d. Sponsors will ensure unit receive the Maintenance Activity's SOP and pertinent information prior to use of the facilities.

e. Sponsors are to provide M-Day Leadership and AGR personnel an assessment of the unit maintenance program by sending reports monthly to the Commander, Executive Officer, First Sergeant and fulltime staff prior to the Unit's Inactive Duty Training (IDT). The following reports will be sent monthly:

(1) Z_EQUST (Equipment Status Report) (PDF Version)

(2) ZMPRPT (Service Schedule) (Excel Version)

(3) IW28 (List of Notifications) (Excel Version)

(4) TMDE Overdue (PDF Version)

(5) AOAP (if applicable)

f. Sponsors will maintain and update unit sponsorship binder that will include (all documents will maintained in binder for one year):

(1) TAB A: Correspondence with Unit

(2) TAB B: Unit Request Forms to Utilize Facility

(3) TAB C: Z_EQUST

(4) TAB D: ZMPRPT (Only Overdue Services)

(5) TAB E: IW28

(6) TAB F: TMDE Overdue

(7) TAB G: AOAP (Only Overdue)

9.2 GCSS-Army Quarterly Synchronization

a. All units and their supporting maintenance facilities will conduct quarterly synchronization to ensure regular communication and coordination of maintenance operations. Quarterly synchronization will consist of the following:

Task	Assistant
Review ERC (DISP_EQU_SIT)	SEMF Supervisor
Review Systems and Subsystems (Function Location)	SEMF Supervisor
Review Maintenance Plans (ZMPRPT)	Production Controller
Review Notifications (IW28)	Production Controller
Review NMC Report (Z_EQUST)	Production Controller
Review CL IX Requisitions from Unit (ME5A)	Supply Technician
Review TMDE	TMDE Coordinator
Review AOAP	Automotive Supervisor
Review Readiness Posture Report (BI Launch Pad)	SEMF Supervisor
Review Unit Training Schedule and Priorities	SEMF Supervisor

Table 9-1. Quarterly Synchronization Requirements

b. A copy of the sample memorandum is located in Appendix D.

c. The unit is responsible to coordinate the meeting with their SEMF and send the results through their GOCOM to the DOL to ensure their Higher Headquarters acknowledges actions required.

10.1 Master Driver

a. Master Drivers will create and maintain the Personnel Master Data and Qualifications profile of operators in the Unit in order to create accurate Operator Permits IDs. Master Drivers will maintain Personal Features transaction to create or maintain a person's personal features for equipment operators when data is incorrect or omitted. The

data includes height, weight, eye color, and hair color. This information is needed for issuing accurate Operators Permit IDs. Follow XBRPM510 to Maintain Personnel Master Data.

b. Master Drivers are responsible for maintaining all categories of the Qualifications Profiles of operators within their area of responsibility. Follow XBRPM520 to Manage Qualification Profiles.

(1) Equipment Qualifications - Used when an operator's Company Commander and Master Driver have certified, via Training Memorandum, that he/she has completed Operator Qualification Training for a specific piece of equipment.

(2) Utilization Qualifications - Used when an operator's Company Commander and Master Driver/Trainer have certified, via Training Memorandum, that the operator has completed equipment-related, mission-related, or mandatory training.

(3) Restrictions - Used to restrict an Operator Permit ID due to visual impairment or lack of training. Examples include *Eyeglasses Required* and *Automatic Transmission Only*.

(4) Violations - Used to record traffic or other violations that affect the status of an Operator Permit ID.

(5) Licenses - Used to suspend, revoke, or reinstate an existing Operator Permit ID.

c. The operator permit ledger, once maintained in a paper ledger, is now maintained within GCSS-Army electronically. To issue and print Permits follow XBRPM530.

10.2 Driver License Guidance

a. Operators will be transferred from one UIC to another by the Master Driver Access Administrator.

b. Equipment Identification Codes (EIC) will be used to license a user.

c. Technicians are Dual Persona and are required to have two separate operator permits; one for the Unit and one for their SEMF.

(1) The Unit (M-Day) Persona DA Form 348 should have all the equipment trained on, while the operator’s license only needs the equipment assigned to that unit MTOE/TDA authorizations.

(2) SEMF Technicians – The Full Time Persona DA Form 348 should have all equipment trained on that is supported by that facility. The OF Form 346 should have all equipment listed that the FT persona will come into contact with during their operations and duties.

(a) SEMF Supervisors are required to manage technician liscensing requirements.

(b) A technican that is appointment as the Master Driver will maintain records and the driver training program.

(c) Designated Supervisors will sign technician operator permits.

d. These training requirements need to be in the qualifications area in GCSS-Army and the Manual DA Form 348. Default validity periods are derived primarily from AR 600-55, TC 21-306, FM 21-305, TM 9-1300-206 (Ammo) and local policy. The following default validity periods occur for the qualifications:

(1) Every 5 years

(a) Trained IAW AR600-55

(b) Trained IAW TC21-306

(c) Tracked Vehicle Training

(d) Vehicle Rollover Training

(2) Every 4 year

(a) Accident Avoidance

(3) Every 3 Years

(a) Commander's Interview

(4) Every 2 Years

(a) Ammo Handling

(b) Sustainment Training (Biennial check ride)

(5) Every 1 Year

(a) Accident Avoidance/Defensive Driving (88M's **ONLY**)

(b) Wet Weather Driving

(c) PMCS Training

(d) Winter Weather Driving

(e) Records Review

10.3 Dispatching

a. Equipment dispatches are initiated in GCSS- Army using a notification. See Appendix C to create and close dispatch notifications. There are two types of dispatch notifications:

(1) D1 (Dispatch) - Used to dispatch an individual piece of equipment.

(2) D2 (Alert Dispatch) - Used to create an alert dispatch for multiple pieces of equipment.

b. At a minimum, at least one Primary Operator must be established in each equipment dispatch. GCSS-Army automatically checks the equipment qualifications for the Primary Operator assigned to a Dispatch (D1) notification when it is saved (unless it is an external partner dispatch).

c. Alternate Operators can also be established in an equipment dispatch.

d. An approval is required for Dispatch (D1) Dispatches that are Off Post, Extended, Administrative Deadline, Unqualified Operators or External User.

e. Units that have equipment requiring travel to a SEMF an Off-Post dispatch will be opened; the dispatch will be closed once the equipment is signed for by the SEMF. To transport the equipment back to the Unit location an Off-Post dispatch will be opened; the dispatch will be closed once the equipment is back at the Unit location.

f. When a Dispatch (D1) notification requires approval, an Express Document and workflow are sent to the Approving Authority once the Dispatcher saves the Dispatch (D1) notification. The approving authority has three options, Approve, Reject or Cancel and keep work item in inbox. If the Approving Authority does not act on a dispatch approval request within 24 hours, a workflow is sent to the Dispatcher indicating that no action has been taken on the request and the Dispatch (D1) notification will automatically close.

g. The external operator partner qualifications must be manually checked by the Dispatcher. All external user dispatches require Commander approval. If Units request SEMF assistance to move equipment from one location to a SEMF, the Unit will dispatch using External User.

11.1 MATES Equipment Draw

a. Units Store Long-Term Assignment of Stock – National Guard units are required to store material and equipment at Maneuver Area Training Equipment Sites (MATES) and Unit Training Equipment Sites (UTES). There are also activities that perform similar functions, such as at the National Training Center (NTC). Equipment stored, managed and maintained at these locations is considered to be on long-term assignment, not on short-term loan. The long-term assignment process must be carried out by any unit that contributes/stores equipment at a remote location. This ensures that

the remotely stored materiel remains on the contributors' Property Book and is visible to both the contributor and the location where the material is physically located. This enables MATES to maintain, dispatch and issue short-term loan of the equipment to other units. See APPENDIX Q.

b. Units Borrow Equipment Package - If equipment is to be borrowed from a MATES or similar activity, the borrowing unit must complete a FORSCOM Form 156R, obtain approval and then send it to the Supply Technician at the consolidation site. The lending unit (MATES) creates equipment packages (EPA) from the available pool of equipment and assigns the package to the property book force element of the borrowing unit. The lending unit (MATES) is designated as the owner of the package, as opposed to ownership of the equipment. Actual ownership of the equipment is retained by the unit that contributed it to MATES. See APPENDIX R.

12.1 GCSS-Army Reports - These reports facilitate an essential level of management knowledge for processes performed within GCSS-Army for Maintenance Managers and Supervisors. Use of these reports can facilitate a learning curve for junior maintenance leaders giving them a foundation and understanding of GCSS-Army Plant Maintenance.

12.2 Equipment Status Report (Z_EQUST) - Equivalent to the legacy 026 Report, provides more information than ever before. The additional data unique to the Equipment Status Report (ESR) includes soft pegging of wholesale Purchase Orders (PO) equivalent to RON/DON Document numbers of the past, the material status associated with those orders to include the Source of Supply (SOS) information.

12.3 Service Schedule Report

a. Scheduling Overview List (IP24) - Each month you should pull service schedules for your unit, using the transaction code (T-Code) IP24. This transaction code will show you everything that has your work center (UIC) on it weather you physically have the equipment or not. For example, if a piece of equipment was transferred out of your unit and sent to another and the services were not transferred over you will see this here. T-Code IP24 will allow you to properly manage services as you can pull this by a date range if needed to project what is upcoming in the future months.

b. Maintenance Plan (ZMPRPT) - Each month you should pull service schedules for your unit and/or Battalion by using T-Code ZMPRPT. This transaction code will show you the service schedule list of active, due, and overdue services for your unit and/or battalion. This T-Code (ZMPRPT) will allow you to properly manage services as you can pull this by a date range if needed to project what is upcoming in the future months.

12.4 Readiness Posture Report (BI BEX) - Displays the readiness reporting data from the GCSS-Army Enterprise Central Component (ECC) transaction system for units currently in GCSS-Army. Maintains data for the previous four years plus the current

year for a total of five years of data. Excludes equipment that have the EX-R (Readiness Reporting Exemption) set on the equipment master in ECC.

12.5 Equipment Usage (ZUSAGE) - Monthly or when requested, you can look at your usage for the equipment which falls under you. You can check this one of two ways. You can use the equipment situation board and highlight the equipment you want to check the usage on or you can simply highlight the entire equipment situation board. Then hit the usage bar on top which will then take you to the transaction code ZUSAGE. Once there you can change the unit of measures to show what you want to see or leave it as the default settings. GCSS-Army will automatically default a date range which can be changed to the date you would like to see. Then hit the execute button to have the system retrieve the requested information and. You can use this to see all of the equipment in the battalion/squadron if desired.

12.6 Material Master (MM03) - There are times when we need to look at the FEDLOG, currently this is done through LIW online. However, GCSS-Army is updated monthly and does have the FEDLOG built into the system by way of FLIS. The transaction code for this is MM03. This provides all the same information that LIW does, however, now you do not have to go outside the system to see this information. In addition, if you are looking for an alternate NSN GCSS-Army also provides this by using the transaction code PIC03. This is the supersession chain for materials which is the same information that LIW provides.

12.7 Material Situation Report (MAT_SIT) - is used to display materials in your storage location. Use this transaction to display material availability in the warehouse. From the detail of the Material Situation Report you can create a Management Directed PO/STO for an item.

12.8 Equipment Situation Report (EQU_SIT) - is used to display equipment owned by the Unit. This is the Maintenance Workbench for viewing and conducting maintenance management.