



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
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AELG-SD

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MEMORANDUM FOR

Commanders of USAREUR Major Subordinate and Specialized Commands
Commander, HHBN, USAREUR, and HQ USAREUR Staff Principals

SUBJECT: USAREUR Maintenance Terrain Walk Program

This memorandum expires in 1 year.

1. Reference. [AE Regulation 350-1](#), Training and Leader Development in Europe.

2. Purpose. This memorandum prescribes policy for the USAREUR Maintenance Terrain Walk (MTW) Program. The MTW Program provides leader development for commanders and their staffs. This program is designed to achieve a high level of awareness and command interest in unit maintenance by ensuring commanders understand how their own maintenance programs operate.

3. General. Unit commanders are directly responsible for how maintenance in their units is performed. This responsibility supports each commander's ability to sustain combat readiness—specifically, equipment readiness. Even the best trained, most tactically proficient unit cannot expect to fight and win on today's highly mobile and lethal battlefield without properly maintained equipment.

4. Basic MTW Policy. USAREUR units will conduct each MTW as a training event. Commanders and staffs will plan, provide resources for, and rehearse the event according to the Army Eight-Step Training Model and the 6-week training cycle. MTWs will not serve as inspections. In USAREUR, they are training and instruction visits that also serve as informal surveys to help the USAREUR CG to identify trends across the command.

- a. Each USAREUR battalion-level commander will conduct an MTW within 6 months after assuming command and on an annual basis thereafter.
- b. The first general officer (GO) in the unit chain of command will receive the MTW.

5. Conduct of MTWs. Battalion commanders will—

- a. Send a proposed itinerary to the first GO in the chain of command and the USAREUR G3/5/7, with a copy furnished to the USAREUR Command Group and the USAREUR G4 (AELG-SD) no later than 5 workdays before the MTW.

AELG-AE

SUBJECT: USAREUR Maintenance Terrain Walk Program

b. Conduct the MTW as a series of on-site briefings about the maintenance management and operations that take place in each area (for example, arms room; communications shop; field mess; motor pool; nuclear, biological, chemical room) as the MTW party visits each area. Training and evaluation objectives (T&EOs) ([para 6](#)) will guide the conduct of the MTW.

c. Ensure key maintenance personnel are present in each area to assist the commander with that area's on-site briefing.

d. Conclude the MTW with an informal after-action review that provides the GO an opportunity to provide feedback to the commander, subordinate commanders, and key maintenance personnel.

6. Instructions and Sample Documents. The USAREUR G4 is responsible for developing, maintaining, and distributing (optimally, to new commanders during their commander orientation) a handbook for executing MTWs. The current USAREUR MTW FY 16 Handbook ([encl 1](#)) provides information about the program, Terminal Training Objectives, the T&EOs (1 thru 24), and other topics. [Enclosure 2](#) provides a sample briefing format that commanders may use to develop their individual inbriefing, as required.

7. Incorporation. The USAREUR G4 will coordinate with the USAREUR G3/5/7 to incorporate this policy in [AE Regulation 350-1](#) before this memorandum expires.

8. POC. The POC is the Office of the Deputy Chief of Staff, G4, HQ USAREUR, at military 314-537-4614, civilian 0049-(0)611-143-537-4614.

2 Encls

1. [USAREUR MTW Handbook](#)
2. [Sample Briefing Slides](#)

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MAINTENANCE TERRAIN WALK PROGRAM

FY 16 HANDBOOK

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INTRODUCTION

1. Purpose. The Maintenance Terrain Walk Program is a leader development program for Battalion Commanders. Its purpose is to assure a high level of awareness and top down command interest in organizational maintenance by ensuring senior commanders understand how their maintenance program operates.
2. General. The functionality of maintenance and a unit's ability to sustain operations over an extended period of time are the direct responsibility of the Commander. No unit, no matter how well trained in the execution of its tactical mission, can expect to fight and win against the enemies of freedom if it cannot maintain its equipment. Maintenance and training exist together, both critical to mission success and survival of the Soldier.
3. Conduct.
 - a. The Maintenance terrain Walk is a training event to be conducted within approximately 90-120 days of assumption of command. This event is not an inspection.
 - b. The Maintenance Terrain Walk is conducted as an on-site briefing of battalion maintenance management and operations, which takes place in each unit area (motor pool, arms room, CBRN rooms, and communication shops). (If shop locations are not co-located, ensure the itinerary reflects travel time between locations).
 - c. It starts with a maintenance overview briefing of not more than 30 minutes. Conducted in a location of the Battalion Commander's choosing IAW T&EO #1. This is followed by a tour of the battalion's maintenance areas IAW T&EO #2.
 - d. Key maintenance personnel may be present to facilitate conduct of the tour, but should refrain from briefing or answering questions unless specifically addressed by the CG.

TERMINAL TRAINING OBJECTIVES

TASK: Conduct a Maintenance Terrain Walk.

CONDITION: Given the USAREUR Command Maintenance Terrain Walk Training and Evaluation Objectives, designated battalion areas, and approximately four hours of time allocated to conduct the terrain walk.

TASK STANDARD: The Battalion Commander demonstrates knowledge and an understanding of their organizational maintenance program during the course of the Maintenance Terrain Walk with the CG.

SUBTASKS AND STANDARDS: Using a series of on-site briefings the Battalion Commander successfully demonstrates an understanding of the following maintenance programs.

- a. Preventive Maintenance Checks and Services (Operator Level PMCS)
- b. Periodic/Scheduled Services
- c. Generator Maintenance
- d. Communication Equipment Maintenance
- e. CBRN Equipment Maintenance
- f. Weapons Maintenance
- g. Quartermaster Equipment Maintenance
- h. Container Maintenance
- i. Field Food Service Maintenance
- j. Class IX and ZPARK/Release Strategy Procedures
- k. Command Maintenance Management Controls
- l. Dispatching Procedures
- m. Operator and Maintenance Training
- n. Safety Program
- o. Hazardous Waste/Environmental Program
- p. Property Accountability and Tool Control Management
- q. The Army Maintenance Management System (TAMMS/GCSS-Army)
- r. Army Oil Analysis Program (AOAP)
- s. TMDE/Calibration Program
- t. Publications

- u. User Level Maintenance Program (ULM)
- v. Unit Supply Room/S4

TRAINING AND EVALUATION OBJECTIVE #1

TASK: Conduct a Maintenance In-Brief.

CONDITION: Given a location of the Battalion Commander's choosing and not more than 30 minutes.

TASK STANDARD: Present an overview of the battalion's maintenance program.

SUBTASKS AND STANDARDS:

1. Commander briefs the battalion's current maintenance situation.
 - a. Current maintenance organization
 - b. Status of maintenance personnel.
 - c. Status of maintenance equipment (authorized/on hand/critical shortages).
 - d. Impact of upcoming training on maintenance operations
2. Commander addresses maintenance issues and readiness.
 - a. Commander's critical item list.
 - b. 90 day average for:
 - Readiness
 - ADR Certification
 - Services
 - SOUM/MWO
 - Repairable
 - TMDE (readiness rate and delinquency rate)
 - c. Ongoing maintenance/safety initiatives.
 - d. Maintenance concerns and challenges.
 - e. Budget; zpark/release strategy management
 - f. Tool/special tool status.
 - g. Equipment Status Report (ESR) review.
3. Commander discusses maintenance layout.
 - a. Locations of maintenance areas, motor pool and facilities.
 - b. Current facility status
 - c. Future upgrade projects and initiatives.

TRAINING AND EVALUATION OBJECTIVE #2

TASK: Conduct a walk-thru orientation of battalion maintenance facilities

CONDITION: Given the battalion area and four hours of time allotted for the walk-thru

TASK STANDARD: Battalion Commander conducts a tour of his/her maintenance facilities during which he/she explains, in detail, the activities which take place in each area of interest and the duties of key personnel.

SUBTASKS AND STANDARDS:

1. Areas to be visited during the tour.
 - a. Battalion Motor Pool
 - (1) Automotive maintenance bay
 - (2) GCSS-Army Equipment Repair Parts Specialists (ERPS) office
 - (3) Tool room
 - (4) Maintenance OIC/NCOIC office
 - (5) Shop Supply/Bench Stock area
 - (6) Dispatch office
 - (7) Hazardous waste/management area
 - (8) Motor park
 - (9) Generator shop
 - (10) Container storage area
 - b. Battalion Communication Shop
 - c. Company Areas
 - (1) Arms Room
 - (2) CBRN Room
 - (3) Communications shop
 - (4) Field food service area
2. T&EO's pertaining to an operational area are briefed at that site.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #3

TASK: Brief Battalion's Maintenance Management Program.

CONDITION: Given the Battalion Maintenance Program, battalion maintenance SOP, Tactical training mission, and battalion commander's policies.

TASK STANDARD: Commander satisfactorily explains his/her battalion's maintenance management program.

SUBTASKS AND STANDARDS:

1. Verify a current (signed by the current commander) battalion maintenance SOP exists. At a minimum it includes the following areas.
 - a. Duties and responsibilities
 - b. Structure of maintenance personnel (how organized)
 - c. TAMMS
 - d. Dispatch Procedures
 - e. GCCS-Army operations
 - f. Command maintenance/PMCS Procedures
 - (1) Procedures for field PMCS Schedule
 - (2) Procedures for scheduled services
 - (3) Fault recording/correction procedures
 - g. AOAP Program (OCOC program, oil change procedures)
 - h. TMDE Program
 - i. Tool accountability and control procedures
 - j. Safety
 - (1) Safety guidance associated with equipment maintenance
 - (2) GPA/SOUM
 - (3) Lifting and holding devices (servicing and maintaining)
 - (4) Welding/cutting
 - (5) CARC (Chemical Agent Resistant Coating)
 - k. Hazardous material management
 - l. Unit maintenance training
 - (1) Unit program for sustainment training

TRAINING AND EVALUATION OBJECTIVE #3 (CONT)

- (2) Procedures required to obtain a government operators permit
 - (3) Driver/mechanic awards program
 - (4) Single/multi-piece wheel training
 - m. Motor pool security
 - n. Readiness analysis under GCSS-Army
 - o. Publications
 - p. Work order management
 - (1) Maintenance priorities/task management
 - (2) Controlled exchange procedures/requirements
 - (3) Man hour accounting
 - (4) Maintenance evacuation requirements and procedures
 - q. Equipment classification
 - (1) End item/component classifications
 - (2) ECOD/BDAR procedures
 - (3) MEL procedures (EM 0198: TB 43-0002-1 thru 94)
 - r. Repair parts management (CLIX)
 - (1) QDR preparation/reporting
 - (2) Involvement in equipment dispatch, scheduled services, command inspections
 - (3) SSL/BSL development/management
 - (4) Battery management program
 - (5) Reparable management
 - (6) Scrap material management (non-HAZMAT)
 - (7) Tire/Wheel assembly management
 - s. Warranty Management Program
 - t. ARIMS filing system/management
2. Commanders at all levels, first line supervisors, and platoon chains of command are actively involved in conduct, supervision, and inspection of unit maintenance activities.

TRAINING AND EVALUATION OBJECTIVE #3 (CONT)

- a. Maintenance is integrated with other training as appropriate.
 - b. Maintenance is a scheduled training activity and reflects accordingly in DTMS. (services, command maintenance, training, certifications)
 - c. OPD/NCOPD classes are conducted on appropriate maintenance topics. Emphasis is on hands-on training. Leaders lead by example.
 - d. Spot checks are conducted by Commanders to gain a snapshot status of unit equipment and emphasize maintenance proficiency.
3. Command inspections (CIP, CMDP, are conducted on regular intervals. These may be time or event driven and are intended to sustain a high level of proficiency at all times rather than encourage sporadic excellence.
 4. Commander has an established Quality Assurance program to prevent the use of NMC or unsafe equipment. Program should include:
 - a. Procedures to inspect and properly validate for use, equipment with PMCS and safety NMC (X) deficiencies or "Circle X" NMC deficiencies IAW AR 750-1 and DA PAM 750-8.
 - b. Technical inspectors appointed (on appointment orders) to perform Quality Control duties IAW AR 750-1.
 5. Commanders are kept informed of their current maintenance posture, trends, potential problems, and other areas of command interest through regularly conducted briefings or "scrubs". Emphasis should be on frequent, short sessions rather than sporadic marathon meetings. Maintenance leaders should have "face time" with the commander multiple times a week.
 6. Local inspection / training assets are utilized to validate maintenance status and train personnel
 - a. Logistics Assistance Rep (LCMC LAR)
 - b. Staff Assistance Visits (SAV, OIP, ICI, SCI, CIP)
 - c. Maintenance Assistance and Instruction Team (MAIT)
 - d. Local training provided through the Combined Arms Training Center (VILSECK)

TRAINING AND EVALUATION OBJECTIVE #3 (CONT)

7. Organizational maintenance personnel supervise and control the maintenance plan of all scheduled services. Spot-checks of operator PMCS and maintenance action are conducted on a regular basis.

8. Maintenance/operator incentive programs are in place to enhance pride and ownership in vehicles and equipment. NCO/leadership involvement is the key element.
 - a. Drivers / Mechanic Badges
 - b. Driver / Unit Safety Awards
 - c. Freedom Shock; three or 4 days passes based on performance
 - d. Obstacle course / Truck rodeo (ATP 4-11)
 - e. Junior Leadership Maintenance Certification Program.
 - f. Participating in the Army Award for Maintenance Excellence Program (AAME)

NOTES:

TRAINING AND EVALUATION OBJECTIVE #4

TASK: Brief the Battalion's Maintenance Safety Program.

CONDITION: Given the battalion maintenance operations, maintenance facilities, unit equipment, unit maintenance SOP, current TM's, and a requirement to safely conduct unit maintenance operations.

TASK STANDARD: Commander satisfactorily explains the unit maintenance safety program.

SUBTASKS AND STANDARDS:

1. Unit maintenance SOP specifically addresses safety.
 - a. Garrison operations.
 - b. Field operations.
 - c. Recovery operations.
 - d. Operator/driver safety.
2. All maintenance bays and separate shops have serviceable fire extinguishers (checked weekly) and first aid kits (inspected monthly) present and prominently displayed.
 - a. First Aid Kit inventoried monthly and product shelf life verified quarterly. Restock as necessary.
 - b. Primary and alternate operators are designated for each fire extinguisher. Extinguishers are inspected weekly and certified for serviceability annually.
 - c. All motor pool areas are marked IAW host nation and OSHA standards.
3. A fire evacuation plan is posted for all work areas. Location of fire extinguishers and first aid kits will be marked on each plan accordingly.
4. Drivers are licensed, trained in the operation of their vehicle, have a valid OF 346 (operator license) and a DA FORM 348 (operators qualification record), and are supervised by the senior occupant during movement.
 - a. Goggles are available in dusty environments.
 - b. 5 stage night driving certifications have been conducted.
 - c. Tie downs and protective tips are present for all vehicle antennas.

TRAINING AND EVALUATION OBJECTIVE #4 (CONT)

- d. Fuel cans are secured with the cap to the inside (if used)
 - e. Vehicles have serviceable fire extinguishers and First Aid Kits present during operation.
 - f. Hearing protection is available for all equipment operation.
 - g. Ground rods for generators and fuel tankers/systems are available, used, and certified by DPW (TB 385-4; grounding points are identified with an 18-inch circle (painted yellow) with a 2-inch border (painted black), with the words "Static Ground" stenciled in the yellow area of the circle, and tested every five years).
5. Tire cages on hand, meet OSHA standards, serviceable, and used when inflating tires. Cages have a 10 foot extension hose to prevent operator from close proximity to the cage.
 6. Jacks and load bearing equipment are inspected prior to each use and annotated on the DA Form 5988-e. Jacks will require servicing on a yearly basis and load test performed).
 7. Jack stands are used when a vehicle is jacked up off of the ground. A "vehicle on jack-stand" sign is posted on the vehicle until it is removed from the stand.
 8. Fuel transport equipment is not stored in the building overnight if there is fuel present in the tank.
 9. Oxygen and acetylene tanks are stored more than 50 meters apart.
 10. Generators are properly grounded to a certified ground whenever they are being operated.
 11. Ground guides are used at all times.
 12. All leaders take immediate action to correct identified safety concerns.
 13. A safety board is available with all required equipment.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #5

TASK: Brief Battalion's Hazardous Waste/Environmental Management Program.

CONDITION: Given AR 385-10, AR 700-141, AER 385-10, AER 200-1&2, AER 55-4, ASAG Kaiserslautern EMS Handbook/SOP, Area RED PLAN, USAG Safety and Occupational Health (S&OH) Handbook.

TASK STANDARDS: Commander satisfactorily explains the unit hazardous waste and environmental management program.

SUBTASKS AND STANDARDS:

1. Hazardous Waste Program.
 - a. Primary and alternate monitor is appointed in writing.
 - b. Storage locations clearly marked.
 - (1) Hazardous materials are labeled properly IAW AER 200-1 and the GHS white paper.
 - (2) Safety Data Sheets (SDS) are present for ALL hazardous materials.
 - c. USAG Kaiserslautern EMS Flyer posted where hazardous materials are stored/disposed of.
 - d. Hazardous materials training is incorporated with scheduled OPD/NCOPD and reflected in DTMS/training calendar.
 - (1) Handling.
 - (2) Transporting.
 - (3) Disposal of waste
2. Hazardous Waste collection point established.
 - a. Location clearly marked and secure.
 - b. Hazardous material containment devices are in place and clearly marked. (If stored in an external container, the container must be grounded and have built in ventilation).
 - c. Hazardous waste containers used only for specified fluids and not being mixed.
 - d. Special protective equipment is on hand.
 - e. All personnel are familiar with procedures for disposing of all hazardous material.
 - f. Absorbent kits are on hand to handle all potential spills.
 - g. RED PLAN, SOP and SDS sheets present for all petroleum products.

TRAINING AND EVALUATION OBJECTIVE #6

TASK: Brief Unit Operator Training and Licensing Program.

CONDITION: Given AR 600-55, AR 385-55, AER 190-1, unit SOP, and all appropriate forms and records.

TASK STANDARDS: Battalion Command Sergeant Major satisfactorily explains Unit's Operator Training and Licensing Program.

SUBTASKS AND STANDARDS:

1. Battalion Command Sergeant Major explains the operator selection process.
 - a. Operator candidates meet standards outlined in the GCSS-Army EUM+ user's manual, AR 385-55, AR 600-55, and AER 190-1.
 - b. Commander's interview is conducted and recorded.
 - c. Soldier attends the 40 hour Driver's Training Course
 - d. Preparation of DA FORM 348 and subsequent issue of OF346.
 - e. Soldiers have current eye exam and reaction test on file.
 - f. Master Driver Program.
2. Training Requirements
 - a. Operator training is scheduled on the Battalion Training Schedule.
 - b. Minimum standards for training, testing and licensing Army motor vehicles, engineer and miscellaneous equipment operators are IAW, AR 600-55, AR 611-5, TB 600-1&2, AER 190-1.
 - c. Sustainment / seasonal training is scheduled and conducted on a recurring basis.
 - d. Master Driver, Operator trainers, ULM Cadre, qualifying official and issuing official are appointed in writing and meet the requirements of AR 600-55.
3. Maintenance Forms and Records
 - a. All entries of the DA Form 348 and OF 346 are complete and correct.
 - b. A control ledger and individual Soldier records binder is maintained IAW AR600-55 and local policies and directives.
 - c. Unit has a system established for:
 - (1) Review and update of the DA Form 348 and OF 346.

(2) Annual Reconciliation of DA Form 348 and OF 346. USAREUR driver's license review with stateside drivers licenses to ensure validity. Mileage review for drivers badges.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #7

TASK: Brief battalion's Maintenance Publications System at the organizational and user level.

CONDITION: Given the unit's current DA Form 12R series publications account printout, Unit Publications SOP annex, Unit Maintenance SOP, Required maintenance publications, and the requirement to maintain a desired level of issue for current maintenance publications. (Digital Publications are authorized)

TASK STANDARD: Commander satisfactorily explains his/her publication program.

SUBTASKS AND STANDARDS:

1. Unit maintains a list (UIC tailored list available on WebLIDB) of current maintenance publications required based upon unit equipment (to include weapons, missile, communications, CBRN, food service, and local directives).
 - a. Master copy maintained at battalion, company and section levels.
 - b. New equipment references are added and requisitioned for immediate stock.
 - c. All publications are added as a subscription at www.aepubs.army.mil, to ensure that the current changes are automatically updated and current publications are sent out automatically.
2. Current operator (hardcopy -10 and Lube Order [LO]) publications are available for all pieces of equipment and being utilized for all operator and maintenance activity. (maintainers can utilize digital ETMs for -20 &-30 activity)
3. Unit has a Publication Control officer (PCO) that conduct quarterly validation of current publications. Initiates requests through AEPUBS if publications are found out of date or require change update. Unit selects a subaccount manager in the maintenance section to assist in maintaining publications. (Sub-account managers must be on the DA Form 12R to order publications).

TRAINING AND EVALUATION OBJECTIVE #7 (CONT)

4. Unit's subaccount managers will notify the primary publication account manager when publications are requested online.
5. Unit maintenance managers ensure that all required Technical Manuals are available via ETM, EMS or PDF on the MSD or compatible system for use by all maintainers in the section.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #8

TASK: Brief flow of unit TAMM's situation based cycle.

CONDITION: Given unit TAMM's documentation and cycle, DA PAM 750-8, AR 750-1, GCSS-Army EUM+; plant 2000 & 2001 cycle, and a requirement to follow the document/work flow generated by a maintenance deficiency.

TASK STANDARD: Commander satisfactorily explains TAMM's cycle/work flow.

SUBTASKS AND STANDARDS:

1. Commander follows flow of maintenance action from identification of a fault by an operator through successful repair of the broken item and follow-on reparable part turn-in (if required).
 - a. Cycle when parts are on hand.
 - b. Cycle when parts are not on hand
 - c. Cycle when equipment required direct support maintenance.
 - d. Turn-in cycle when a reparable part is required.
2. Equipment Repair Parts Specialists (ERPS), actions throughout the maintenance process. Records updates and request, receive, and turn-in procedures.
3. Direct support work order requests are tracked through GCSS-Army and reported on the Equipment Situation Report (ESR) and DA Form 2407 (work order request) and status reviewed daily.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #9

TASK: Brief CLIX Repair Parts Requisitioning, Zpark/Release Strategy, and Budget Program (GFEBs).

CONDITION: Given a CLIX requirement, GCSS-Army system, DA FORM 5988-e, applicable vehicle / equipment parts manuals, Da Form 2715 Feeder Readiness Report, Unit SSL and BSL listing, GCSS-Army EUM+, AR 710-2-1&2, AR 725-50.

TASK STANDARD: Commander satisfactorily demonstrates his/her understanding of CLIX requisitioning process and Shop Supply/Bench Stock Listing Management and procedures.

SUBTASKS AND STANDARDS:

1. ZPARK register requests are prioritized and released for funding to the release strategy manager. 02 parts are funded within 24 hours of the request. 05-12 priority requests are funded within 72 hours of the request. Units utilized the priority designator to establish priorities for release and request funding accordingly through the G8.
2. Battalion and company commodity shops, i.e. communications, CBRN, and arms room requisition CLIX parts on DA Form 5988-e and sent through the ERPS Clerk. The commodity shop manager is responsible to monitor and track the requisitions through its lifecycle.
3. Automotive parts ordered against a noted fault are annotated on the DA-Form 5988-e. All faults on the 5988-e requiring a repair part have a part on order with a valid supporting Purchase Request/Order number.
4. Prior to ordering 02(999) deadline parts, the senior maintainer will review local Theater SSA ASL's. GCSS-Army does not have a referral process, therefore, if it is not stocked at the unit's SSA, it will go national. To avoid long shipping times, units look locally and submit high-priority requests through the SPO CLIX shop.
5. An internal system exists to monitor high priority requests and to keep the commander informed on all 02 priority sustainment power inhibitors.
6. Repair parts issued to maintainers for installation are signed / initialed for through a control log or on the DA Form 5988-e.

TRAINING AND EVALUATION OBJECTIVE #9 (CONT)

7. Shop Stock Listing / Bench Stock Listing Management
 - a. Latest Shop Stock Listing, inventoried Qrtly and signed by the current commander.
 - b. Bench Stock Listing is inventoried monthly and signed by the maintenance officer.
 - c. Replenishment for SSL is automatic and ordered 12 priority by default. Unit closely monitors this action, especially with limited budget, to ensure re-stock of Shop Stock supplies for up to 15 days of sustainment activities.
 - d. GCSS-Army is a consumption based system and stock levels are determined by usage or consumption. Commanders will not exceed 10% of non-demand/consumption based stock.
 - e. SSL must be developed and structured to support all organizational equipment including trailers, communications, small arms, CBRN, and food service equipment.
 - f. All SSL lines have an essentiality code of "C", a maintenance code of "O", and demand supported. Non-demand supported lines must be submitted for approval through the chain of command IAW AR 710-2-1.
8. Unit has a reparable turn-in management program in place that ensures a turn-in to the SSA for unserviceable items within three working days.

NOTES:

TRAINING AND EVALUATION OUTLINE OBJECTIVE #10

TASK: Brief battalion's system for Scheduled Service Management

CONDITION: Given battalion automotive equipment, GCSS-Army Maintenance plan (Service Schedule), AR 750-1, DA PAM 750-8, Appropriate TMs and Los, and requirement to perform recurring -20 level PMCS, and GCSS-Army EUM+.

TASK STANDARD: Commander satisfactorily addresses their unit level Scheduled Service program.

SUBTASKS AND STANDARDS:

1. Each piece of equipment requiring TM-20 unit level scheduled service has a maintenance plan developed and scheduled in GCSS-Army.
2. Scheduled services are scheduled and listing on the unit's training calendar.
3. Equipment services, including all components of the equipment, are performed to standard IAW the appropriate Technical Manual and within proper variance as prescribed by DA PAM 750-8.
4. Equipment in the low usage program has all required documentation completed and on file as required by DA PAM 750-1.
5. The commander explains the Quality Assurance process for equipment undergoing unit level services. This covers initial, in-progress and final technical inspections necessary to properly clear NMC and Safety NMC deficiencies found during the service process.
6. The commander explains how the program established, ensures all parts are installed, all safety faults repaired, and how follow-on replenishment of service stock is accomplished.
7. GCSS-Army Maintenance Plans are entered IAW GCSS-Army EUM+ and DA PAM 750-8.
 - a. Service plans are input into DTMS 30 days prior to the schedule date.
 - b. Repair parts, safety parts, and service kit replenishment are ordered 30 days from the due date.

TRAINING AND EVALUATION OUTLINE OBJECTIVE #10 (CONT)

- c. When the service is completed, the date, miles, hours, brake test, load test, and ADR Certification are all verified and closed out accordingly. The next service will automatically be scheduled once the service has been updated properly.
- 8. Unit maintains a completed service packet for each piece of equipment until the next similar service has been performed. At a minimum, the service packet will have -10, -20 level PMCS, Road test dispatch, and brake test. Supporting documentation for the service performed is required.
- 9. All periodic services are conducted under supervision of unit organizational maintenance personnel.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #11

TASK: Brief Army Oil Analysis Program (AOAP).

CONDITION: Given AR 750-1, AR 700-132, TB 43-0211, Unit Maintenance SOP, applicable forms, and a requirement to take samples from designated equipment on a recurring basis, laboratory findings, and the On Condition Oil Change (OCOC) program.

TASK STANDARDS: Commander satisfactorily explains his/her Army oil Analysis Program.

SUBTASKS AND STANDARDS:

1. AOAP monitors and alternates are appointed trained and certified.
 - a. Primary and alternate monitors are appointed in writing and maintain the following records and files.
 - (1) DA Form 5991-e (oil analysis request form)
 - (2) Automated print-out for forecasting AOAP requirements
 - (3) DA Form 3254-R (Oil Analysis Recommendation and Feedback).
 - b. A current list of the primary and alternate AOAP monitors (name, unit, phone number, and email) is provided to installation AOAP lab. A copy is maintained by the unit.
 - c. DA Form 348 is annotated from primary and alternate monitors reflecting training occurrence.
2. Ensure that equipment oil samples are taken as prescribed by DA PAM 750-8.
3. Instructions/feedback received from the Kaiserslautern Laboratory are acted upon without delay. Unit AOAP monitors will contact the AOAP lab if there are unforeseen reasons why the recommendations cannot be complied with in a timely manner.
4. Operators and maintainers are trained in drawing oil samples from equipment components.
 - a. DA Form 348 is properly annotated reflecting training.
 - b. Sampling valves, pumps and tubing are cleaned before and after each sample taken.

TRAINING AND EVALUATION OBJECTIVE #11 (CONT)

- c. Adequate stocks of sample bottles, pumps and tubing are maintained and on hand at all times.
5. Unit maintains the most recent two automated laboratory printouts for all equipment.
6. The following actions take place when an oil sample is required:
 - a. AOAP monitor prepares DA Form 5991 within the GCSS-Army System and verifies that the form contains the correct information.
 - b. Assigned operator / supervisor is contacted and issued required oil sampling supplies necessary to draw equipment oil samples.
 - c. Operator / supervisor draws the sample, DA Form 5991-e is attached to oil sample bottle with a rubber band and returned to the AOAP monitor.
 - d. AOAP delivers or coordinates movement (Graf/Vilseck units) to the lab within 24 hours.
 - e. DA Form 3254-R or telephonic instructions are immediately complied with.
 - (1) Instructions in block 9, DA Form 3254-R, are complied with.
 - (2) Until corrective / diagnostic action is taken by unit, equipment is removed from service. Equipment **will not be reported as NMC** on the ESR, unless required by the applicable equipment TM-10 / -20.
7. Equipment evacuated to Direct Support are still required to be drawn. Unit must forecast and coordinate with DS to draw the sample.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #12

TASK: Brief maintenance and control of organizational maintenance tools and property accountability.

CONDITION: Given organizational / special tools, unit tool room (SATS, SECM, FRS, SEW, etc.), tool custodian, DA PAM 710-2-1, TM 9-243, appropriate TM -20P for assigned equipment, corresponding component listings, unit maintenance SOP, and requirement to account for and maintain assigned tools and property.

TASK STANDARD: Commander satisfactorily explains the procedures and control of organizational maintenance tool program.

SUBTASKS AND STANDARDS:

1. Tool control and maintenance is addressed in unit maintenance SOP.
 - a. Storage.
 - b. Issue.
 - c. Quarterly and cyclic inventories.
 - d. Maintenance / unserviceable turn-in procedures.
2. Unit tool room is secure, dry, convenient to unit maintenance bays, locked when unoccupied, and is rapidly deployable.
3. All tools not on hand in tool room may be traced to using individual through use of a DA Form 5519-R (Tool Control Issue Log) or similar tracking mechanism. All tools on hand receipt are 100 percent accounted for.
4. All organizational special tools are on-hand or on valid requisition for all commodity areas performing organizational maintenance. Special and locally purchased tools are accounted for and inventoried on DA Form 2062 Hand Receipt or GCSS-Army equivalent document. Special tools sets and local purchased tools are not stored or mixed with end item tool kits.
5. Hand receipt is updated semi-annually. All missing items are on order with a document number, signed by the current commander. Actions taken if the custodian is found to be at fault for the loss.
6. Procedures are established for turn-in and requisitioning of lost, damaged, and broken tools.

TRAINING AND EVALUATION OBJECTIVE #12 (CONT)

7. Tools and maintenance support equipment are well maintained with no rust, excessive oil or grease, or damage effecting serviceability present. All tools will be properly marked IAW AR 190-51.
8. Tools have sharp edge covers to protect personnel and other tools from damage.
9. Tools requiring services (calibration, load testing) are within variance.
10. Tool room custodian has a current roster of authorized personnel for tool sign out.
11. Tool room custodian has a current Accompanied and Unaccompanied Access roster and is posted outside of the tool room.
12. Tool room has a "LIMITED ACCESS" sign posted at the entrance.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #13

TASK: Brief the battalion's TMDE Program.

CONDITION: Given a current automated TMDE printout, Unit Maintenance SOP, AR 750-43, DA PAM 750-43, TB 43-180, TB 750-25 and local TMDE external support SOP.

TASK STANDARD: Commander satisfactorily briefs his/her TMDE Program.

SUBTASKS AND STANDARDS:

1. TMDE Coordinator, primary and secondary, are appointed and properly trained and have a current certificate on file.
 - a. Monitors appointed in writing
 - b. Monitors trained to interpret and maintain all TMDE records and files.
 - c. DA Form 1687 (signature card) is on file at both the calibration turn-in point and the unit.
 - d. A copy of the unit's current TMDE printout is on hand.
2. Equipment requiring calibration.
 - a. All equipment requiring calibration is listed on automated calibration printout IAW TB 43-180 and the USAREUR TMX property book listing.
 - b. Calibration tags are present on all equipment. Including CNR (Calibration Not Required).
 - c. Equipment is turned in on or before its due date.
 - d. Equipment is picked up from calibration in a timely manner.
 - e. Military or civilian technical manuals are on hand or requested for equipment.
3. USAREUR goal of <2% delinquency rate is being met consistently.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #14

TASK: Brief Command Maintenance Program

CONDITION: Given a battalion command maintenance activity, assigned equipment, unit operators and maintenance personnel, appropriate TM -10 manuals.

TASK STANDARD: Battalion Command Sergeant Major (CSM) satisfactorily explains the battalion command maintenance program.

SUBTASKS AND STANDARDS:

1. The CSM explains operator PMCS and completion of DA Form 5988-e on a designated vehicle (hood-side brief).
 - a. Appropriate TM-10 operator manual is used.
 - b. DA Form 5988-e is correctly filled out.
 - c. All previous faults / shortcomings identified by the operator are already annotated in the faults area of the current DA Form 5988-e.
 - d. Items carried on current DA Form 5988-e requiring repair part(s) requisition(s) for organizational deadline / direct support maintenance have purchase order numbers or work request annotated on the DA Form 5988-e.
 - e. Purchase Order (PO) numbers are annotated on DA Form 5988-e by COB one workday after deadline fault is noted.
 - f. Purchase Request (PR) numbers in the fault / corrective action column area of DA Form 5988-e are checked against the parts ordered section of the same form. They are valid and were requisitioned in a timely manner.
 - g. Parts received not installed list is checked for operator level parts that require installation. Purchase Order Register is checked through ZPROSTAT to identify the date the part was received by the unit. No operator level parts should be on hand which were received prior to last unit maintenance day. A plan exists to install organizational level parts on unit equipment.

TRAINING AND EVALUATION OBJECTIVE #14 (CONT)

- h. Parts issued to a mechanic / operator for installation on a piece of equipment is controlled. The DA Form 5988-e is initialed by the operator / mechanic when the parts are installed or a fault is worked off. No parts remain in the parts bin.
- 2. The CG randomly selects a vehicle from the line for verification of its maintenance status. Current DA Form 5988-e is on hand.
 - a. Appropriate TM-10 operator's manual is used.
 - b. DA Form 5988-e is correctly filled out.
 - c. The CSM verifies random shortcomings identified on the DA Form 5988-e. No operator faults are found.
 - d. Items carried on current DA Form 5988-e requiring repair part(s) for organizational deadline / direct support maintenance have the Purchase Order number or job order annotated on the DA Form 5988-e.
 - e. NMC part requisitions are annotated on the DA Form 5988-e within one working day of discrepancy being noted.
 - f. Purchase Orders are checked against the current PO Register, they are valid and were requisitioned within one day.
 - g. No SSL items were annotated on the DA Form 5988-e unless they were out of stock.
 - h. PRNI bin is checked for operator level installed parts. PO Register is checked to identify the date the part was received by the unit. No operator level installed parts should be on hand which were received prior to last unit maintenance day (unless waiting on more parts to complete the task). A plan exists to install organizational maintenance level parts on unit equipment.
 - i. Parts issued to an operator / mechanic for installation on a piece of equipment is signed for in a log book or one the DA Form 5988-e. Item is initialed by the operator / mechanic when repairs are completed. No parts remain in the parts bin.

TRAINING AND EVALUATION OBJECTIVE #14 (CONT)

3. The following actions occur for NMC equipment.
 - a. Equipment NMC for parts have required items requisitioned within one working day of discovery of NMC fault.
 - b. Date equipment is discovered to be non-available, and the date to organizational shop is within one working day.
 - c. Date to direct support shop is no greater than three working days from the non-available date. This includes any necessary unit preparation or TMR action.
 - d. Requisition and job status are tracked at battalion level to prevent unnecessary NMC time.
 - e. Reviews the 2715 feeder within GCSS-Army to maintain visibility of the readiness of each piece of equipment throughout the reporting period.
4. Dispatched vehicles meet the following standards.
 - a. The operator has a valid OF 346 and is certified on the equipment they intend to operate. OF346 is on present during the entire operation of the equipment.
 - b. Battalion has the operators DA Form 348 on hand for the operator.
 - c. The dispatch packet is complete when:
 - (1) TM -10 operators manual for all equipment
 - (2) DA Form 5987-e (Motor Equipment Dispatch)
 - (3) SF Form 91 (Accident Report Form, 1 copy)
 - (4) DD Form 518 (Accident Identification Card, x2 copies).
 - (5) Current operator PMCS completed
 - (6) QA/QC inspection by assigned inspector
 - (7) Current Brake test sheet.
 - (8) "HELP ME" translator card
 - (9) Risk assessment worksheet
 - (10) Unit contact sheet
 - d. Vehicle has a warning triangle, first aid kit, fire extinguisher and all assigned BII. All occupants have a reflective vest in the cab.

TRAINING AND EVALUATION OBJECTIVE #14 (CONT)

5. Services are not past due and are scheduled IAW the GCSS-Army Maintenance plan and are on the unit training calendar.
6. Equipment is clean. Vehicle has legible bumper markings both front and rear IAW local policies and regulations. All tarps are tied down, same color as the vehicle, and serviceable.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #15

TASK: Demonstrate battalion's Dispatch Procedures.

CONDITION: Given battalion dispatch SOP Annex, a requirement to dispatch a piece of equipment, appropriate TM-10 Operators Manual and Lubrication Order, AR 385-55, DA Form 5988-e, GCSS-Army system, all required dispatch book items, and battalion maintenance facilities.

TASK STANDARD: Commander satisfactorily demonstrates an understanding of dispatch procedures.

SUBTASKS AND STANDARDS: NOTE: Individual SOP's will dictate specific unit dispatch requirements.

1. Need for a vehicle is identified far enough in advance to permit driver to complete all dispatch procedures.
 - a. Operator reports to the ERPS / Dispatch office and requests the DA Form 5988-e. ERPS clerk verifies the OF 346 to ensure the operator is licensed to PMCS the equipment.
 - b. Operator performs PMCS IAW current TM-10 Operators Manual and AR 385-55 for safety related items.
 - c. Operator level shortcomings / deficiencies are repaired or placed on the DA Form 5988-e pending action from the maintainer. All deficiencies will be verified and/or repaired during the QA/QC process.
 - d. TM-20 level shortcomings / deficiencies found during QA/QC will be repaired or parts requisitioned prior to signing the Quality Control worksheet. "Circle X" will be used at the discretion of the commander, but only if mission dictates the requirement.
 - e. Basic issue items will accompany the equipment through the duration of the dispatch.
 - f. Operator reports back to the Dispatcher who reviews the paperwork and dispatches the vehicle. With GCSS-Army, a dispatch notification is sent to the authorizing official (commander or designated representative) for digital signature.

TRAINING AND EVALUATION OBJECTIVE #15 (CONT)

- g. Once the dispatch is signed, the dispatcher verifies all paperwork, validates Dispatch Log Book has all required documents, and prints the dispatch, signs it and has the operator sign it.
2. Dispatcher responsibilities.
- a. Fills request for equipment to be used.
 - b. Assigned, on appointment orders, as unit dispatcher.
 - c. Check OF 346 and DA Form 348, to make sure operator is licensed for equipment requested and is with the operator at the time of the dispatch.
 - d. Issues and maintains Equipment Record Folder (dispatch book) and ensures it contains all required forms. Updates as necessary.
 - e. Ensures operator makes all required entries on forms in packet and correctly completes the DA Form 5988-e.
 - f. Ensures newly discovered organizational maintenance faults have corrective action. If no corrective action is present, the dispatcher will not proceed forward until action is taken by the unit maintainers.
 - g. Ensures no equipment is dispatched with PMCS or AR 385-55 Safety NMC deficiencies or repairable faults without corrective action or commander approval.
 - h. Correctly logs equipment in and out of GCSS-Army.
3. Dispatch packets will contain the following forms.
- a. TM -10 operator's manual for all equipment.
 - b. DA Form 5987-e (Motor Equipment Dispatch).
 - c. SF Form 91 (Accident Report Form, 1 copy).
 - d. DD Form 518 (Accident Identification Card, x2 copies).
 - e. Current operator PMCS completed.
 - f. QA/QC inspection by assigned inspector.
 - g. Current Brake test sheet.
 - h. "HELP ME" translator card.
 - i. Risk assessment worksheet.
 - j. Unit contact sheet.
 - k. Recovery plan / contact.

TRAINING AND EVALUATION OBJECTIVE #15 (CONT)

4. Equipment is dispatched no longer than prescribed in the unit SOP. Commander may extend dispatch timelines to meet specific mission requirements such as FTX or guard duty.
5. All secondary low-density equipment is on valid dispatch when used (i.e. generators, pumps, air compressors, DRASH).
6. First line supervisors are required to ensure that the operator maintains all required documents throughout the duration of the dispatch. Supervisors will release the equipment from the mission for return to the dispatcher by the assigned operator.
7. Changes of mission, destination, or operator, are communicated to dispatcher as soon as possible and annotated on the dispatch form.
8. Upon return from dispatch, operator completes after operations PMCS checks. Deficiencies found are fixed or reported to maintenance. Vehicle is refueled, secured, emptied of trash and unsecured items, mileage, fuel, and CLIII(P) usage noted on dispatch form, entire dispatch book returned to dispatcher. Dispatcher inspects forms for completeness, closes out the dispatch in GCSS-Army, and replaces any used forms. Equipment records folder is then stored for future use.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #16

TASK: Brief battalion's Power Generation Maintenance Program (GSE)

CONDITION: Given unit generators, applicable TM's, designated operators, unit maintenance SOP, and requirement to maintain generator equipment.

TASK STANDARD: Commander satisfactorily explains the unit's Power Generation Maintenance Program.

SUBTASKS AND STANDARDS:

1. All power generation equipment has an established maintenance plan (Services) built in GCSS-Army.
 - a. Maintenance plans are properly scheduled within GCSS-Army.
 - b. Services are performed within the allowable variance IAW DA PAM 750-8 and applicable TM's.
 - c. Equipment enrolled into the low-usage program has all required documentation completed and on file as required by DA PAM 750-8 and AR 750-1. Low-usage is reflected on the DA Form 5988-e.
2. Operator PMCS is performed using a current TM-10 Operators Manual on a recurring basis during normal unit maintenance operations. Generators will be dispatched when in operation to properly track the most current usage.
3. A logbook will be maintained for each generator by the dispatcher and forms validated on a recurring basis.
4. Generators are dispatched with grounding rods, hearing protection, full basic issue items, cables and appropriate fire extinguisher.
5. Generator operators will be properly licensed and trained to operate and maintain the equipment. Non-licensed operators are not authorized to operate the equipment at any time.
6. Generators will not be operated unless properly grounded to a certified grounding point. During field operations, the generator will be grounded IAW the associated technical manual or FM 5-424, Chapter 8.

TRAINING AND EVALUATION OBJECTIVE #16 (CONT)

7. Equipment identified as defective by operator is turned-in to organizational maintenance same day the deflection was found. Defective equipment above organizational level repair is turned-in to Direct Support Maintenance within 3 working days of the NMC date using GCSS-Army work request. TMR times may be longer than 3 days, if required.
8. All CLIX purchase requests will be requested within one working day of fault identification. Leaders will ensure status update within three working days of submission. ERPS clerks will print off new DA Form 5988-e's whenever there is change to the equipment DA Form 5988-e.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #17

TASK: Brief the battalions Deployable Container Maintenance Program.

CONDITION: Given the battalion area, unit movement personnel, unit deployment containers and battalion deployable container SOP.

TASK STANDARD: Commander satisfactorily explains the unit's deployable container maintenance program.

SUBTASKS AND STANDARDS:

1. All containers are maintained to a serviceable and deployable standard.
 - a. Serviceability inspections are conducted using the current criteria found at the Army Container Asset Management System (ACAMS) website and local policy.
 - b. Container serviceability inspection frequency is as follows:
 - (1) Annually as part of the commanders Annual / Cyclic property accountability inventory IAW DA PAM 710-2-1, PARA 9-6.
 - (2) During recovery phase for each deployment or container movement.
 - c. Containers are correctly marked and stenciled (serial number clearly marked on container)
 - d. Outside of container is clean and all previous LOGMAR / shipping labels removed.
2. Procedures are established for repair of containers at all levels. DA Form 5988-e's are on hand for all repairable containers. Work orders are opened for all repairs that exceed unit repair capabilities.
3. Procedures are established to properly inventory and account for deployable containers.
4. Current load plans are on-hand for each container. Posted on the exterior and interior door per container.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #18

TASK: Brief battalion's Quartermaster Equipment Maintenance Program

CONDITION: Given quartermaster equipment, unit maintenance SOP, appropriate TM-10 Operators Manuals, DA Form 5988-e, GCSS-Army Maintenance Plan (service schedule).

TASK STANDARD: Battalion Command Sergeant Major satisfactorily demonstrates an understanding of the unit's quartermaster equipment maintenance program.

SUBTASKS AND STANDARDS:

1. All special quartermaster equipment is properly stored to prevent damage due to mold, mildew, dry-rotting, or ripping.
 - a. Tents and blivets are on pallets so air can pass through.
 - b. Metal moving parts are generously oiled to prevent rust.
 - c. Each end item component has a current DA Form 5988-e filled out IAW DA PAM 750-8 and the GCSS-Army EUM+.
 - d. Each item has an assigned operator / hand receipt holder.
2. Unit SOP clearly states how equipment will be recovered properly following usage.
 - a. Unit SOP clearly defines quartermaster equipment recovery plan after FTX or deployment.
 - b. Equipment not in use is set up, inventoried and PMCS'd quarterly at a minimum.
 - c. Broken, missing, damaged components are annotated, repaired or sent higher for disposition and repair.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #19

TASK: Brief battalion's Communication Maintenance Program

CONDITION: Given unit communication shop(s), unit communication personnel, GCCS-Army documentation, and unit maintenance SOP.

TASK STANDARD: Commander satisfactorily explains his/her communications maintenance program.

SUBTASKS AND STANDARDS:

1. Unit communications shops are well organized, neat, and secure. Unit has established the proper tracking mechanism, through GCCS-Army, to track and manage communication equipment assigned to vehicles in the unit. Excess equipment is identified and reported to unit supply for turn-in / lateral transfer requests.
2. All property book communications equipment is accounted for on hand receipts. All shortages are accounted for and initialed by the current commander. Purchase Requests for the shortages are submitted in a timely manner and tracked accordingly by the hand receipt holder.
3. Communication specific personnel.
 - a. Conducts training quarterly to all operators in unit.
 - (1) Proper maintenance techniques
 - (2) Field expedient communications techniques
 - (3) Use of the AN/CYZ-10 Data Transfer Device, "crazy 10", to fill radios, call signs, etc.
 - (4) Communication troubleshooting.
 - b. Communication training is accurately depicted on the unit training calendar through DTMS.
 - c. Manages the maintenance plan for each piece of equipment. If the equipment is a sub-component (i.e. RT-1523, DAGR) the maintenance plan will be aligned with the main components maintenance plan.
 - d. Maintains ARIMS file system.

TRAINING AND EVALUATION OBJECTIVE #19 (CONT)

- e. Equipment identified as defective is forwarded to the next higher level for repair. Defective unit will be forwarded to direct support within 3 working days of NMC fault identification.
 - f. Submits recommendations for Bench Stock Listing to the shop officer. (SSL will be based solely off demand/consumption)
4. External training and staff assistance visits are utilized to provide training and validate unit's communications maintenance posture.
 5. Quarterly MOS training is scheduled with the sustainment brigade to ensure the communications personnel are being trained properly and frequently.
 6. Radio checks for each system occur every 90 days. (Both vehicular mounted and OE-254).

NOTES:

TRAINING AND EVALUATION OBJECTIVE #20

TASK: Brief the battalion's Chemical, Biological, Radiological, and Nuclear (defense) CBRN Maintenance Program.

CONDITION: Given the battalion area, unit CBRN personnel, Unit CBRN room, unit CBRN equipment, GCSS-Army documentation, battalion / company CBRN SOPs.

TASK STANDARD: Commander satisfactorily addresses unit CBRN maintenance program.

SUBTASKS AND STANDARDS:

1. Unit CBRN room is well organized. All unit CBRN equipment is stored properly according to its classification and radioactive principles.
2. A shelf-life program is established to maintain only current products on-hand. Unit has an established program to properly dispose of outdated CBRN products.
3. CBRN personnel are school trained, either by MOS or by the CATC training facility in Vilseck (CATC-CBRND).
4. All CBRN equipment listed on unit property book is accounted for on hand receipt. Shortages identified and initialed by the current commander. Shortage Purchase Request/Purchase Order number will be annotated on the shortage annex.
5. A current copy of the Chemical Defense Equipment Report (CDE) is on hand.
6. CBRN personnel.
 - a. All masks on hand have been issued and had a FIT test performed on a calibrated M41 PATS machine within the last 6 months.
 - b. Excess masks are stored properly.
 - c. CBRN personnel do not schedule calibrations of more than 50% of the total on hand at any given time.
 - d. Maintain an approved Bench Stock (BSL)
 - e. Maintenance Plan (service schedule) is on hand and all services are up to date. (semi-annually)

TRAINING AND EVALUATION OBJECTIVE #20 (CONT)

- f. Items are stored properly and separately based off their composition.
- g. All warning signs are posted outside the CBRN room. (Radioactive Material, No Food or Drink, Pregnancy warning)
- h. M41 PATS machine has a current calibration date.
- i. The ICAM, ACADA and M43A1 secured in a container properly marked sign stating, "CAUTION RADIOACTIVE MATERIAL" NRC Licenses 12-00722-13&14.
- j. Conduct training for all unit personnel on all aspects of CBRN, set-up and conduct triple rinse wash station on all mask transfers from one Soldier to the next.
- k. CBRN personnel repair all TM-10 faults and order CLIX parts as needed to maintain 100% readiness. If an equipment fault exceeds the level of repair, they coordinate with the maintenance team for evacuation to the next higher level for repair within three working days of fault identification.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #21

TASK: Brief battalion's Arms Room Management Program.

CONDITION: Given Unit Arms Room, GCSS-Army documentation and maintenance plan, Unit armors, Unit MTOE and Arms Room SOP.

TASK STANDARD: Commander satisfactorily explains his/her arms room management program.

SUBTASKS AND STANDARDS:

1. Unit Arms room is well organized. All unit arms are stored and secured in a manner, which facilitates issue and maintenance. ARIMS system is established and service packets, current DA Form 5988-e, service schedule, and hand receipts are on file.
2. Unit Armors are school trained (SAMS31) by the local CATC at Rose Barracks, Vilseck. Armor and assistant armor maintain a copy of their certificate in the arms room.
3. All weapons and system components listed on the unit property book are accounted for on the arms room hand receipt by serial number. Shortages are noted on a DA Form 2062 and initialed by the current commander. Current MAL is on hand and updated frequently to validate personnel being issued weapons.
4. Units with the SMARTRACK system, utilize this system to track issue/receipt, maintenance, and the MAL.
5. Arms racks have been certified to store the appropriate weapon per rack style. (M16 racks must be modified to store the M4)
6. Unit Arms Room SOP is well developed, thorough, and signed by the current commander.
7. Inventories are conducted daily by butt number, to include POW (Privately Owned Weapons). Monthly serial number count conducted to include POWs by a SFC or above and checked against the property book.
8. All non-weapon sensitive items present in the arms room are acknowledged by type and total count in a Memorandum for Record signed by the current commander.

TRAINING AND EVALUATION OBJECTIVE #21 (CONT)

9. Unit has an established non-attribution AA&E Program.
10. Unit has a current DA Form 7281-R (Security Screening and Evaluation Record) to establish unaccompanied access in the arms room.
11. Arms room has a current 4604-R (Security Construction Statement).
12. Unit Armors
 - a. Schedule and conduct quarterly services.
 - b. Schedule annual gaging requirements with DS maintenance.
 - c. Maintain a weapons cleaning kit per weapon.
 - d. Monitor cleaning products and lubricants and are readily available to users.
 - e. Weapons identified with a shortcoming or deficiency will be immediately repaired or a work order submitted through GCSS-Army to the next higher maintenance activity for repair. The armor puts the weapon in maintenance status in SMARTRACK, tags the weapon with a fault tag, and places the weapon in a separate rack until the weapon can be evacuated for maintenance repair.
 - f. Does not issue weapons that are over-due services of any kind.
 - g. Trains the unit on immediate action, misfire drills (SPORTS), disassembly/assembly, PMCS, and care of weapons and their subcomponents.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #22

TASK: Brief battalion's Field Food Service Maintenance Program

CONDITION: Given battalion area, unit food service personnel, unit field food service equipment, GCSS-Army documentation, company and battalion maintenance SOPs, and applicable TMs.

TASK STANDARD: Battalion Command Sergeant Major satisfactorily addresses the unit Field Food Service equipment maintenance program.

SUBTASKS AND STANDARDS:

1. Unit food service equipment room is well organized and sanitary. All unit Field Food Service equipment is stored in a manner, which facilitates issue and maintenance, while ensuring accountability and cleanliness.
2. Unit food service personnel are trained on all Field Food Service equipment used by them (i.e. Modern Burner Unit MBUV3, M59 range, Immersion heaters, Containerized Kitchen (CK) trailers, Mobile Kitchen Trailers (MKT), and all associated power generation associated with the equipment.
3. All Field Food Service equipment listed on the unit property book is accounted for on a hand receipt. A current DA Form 2062 will accompany each end item with all shortages annotated and initialed by the current commander. Purchase Requests/Orders will reflect that the current shortage is on a valid requisition.
4. Unit Food Service personnel display one MKT or CK (if applicable) with all associated components. Any components not on hand are accounted for on appropriate property accountability documents.
5. Operators.
 - a. Assigned user performs operator maintenance. Field Food Service equipment maintenance is regularly scheduled and all training associated is associated on the unit training calendar.
 - b. Operators are regularly trained on Field Food Service equipment maintenance techniques.
 - (1) Maintenance IAW current TM-10 operators manual
 - (2) Employment / maintenance of equipment in a field environment.

TRAINING AND EVALUATION OBJECTIVE #22 (CONT)

- (3) Food Service personnel are licensed IAW AR 600-55 on all associated Food Service equipment. (i.e. MBUs, Generators, and trailer towing capable.
- 6. Food Service personnel will play a large role in services. They are the authorized level of repair for all Food Service specific items such as MBUs, and immersion heaters. Food Service will be fully engaged with the Annual Service requirement scheduled through the GCSS-Army maintenance plan.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #23

TASK: Brief battalion's ULM and Maintenance Training Program.

CONDITION: Given unit maintenance personnel, equipment operators, ULM trained cadre, unit maintenance SOP, and a requirement to train operators / mechanics on job proficiency.

TASK STANDARD: Battalion Command Sergeant Major satisfactorily briefs the unit operator/maintenance-training program.

SUBTASKS AND STANDARDS:

1. Battalion maintenance SOP clearly addresses maintenance training for mechanics, operators, and supervisors. Recurring low-density MOS training is scheduled and reflect on unit training calendars through DTMS. All mechanics are trained on diagnostic equipment to include, MSD-ICE, CatET Software, AllisonDOC software, and LOGTools (LIW).
 - a. Operators are trained internally through the drivers training program and subsequently trained by unit ULM cadre. Proper techniques for operator level maintenance on all associated systems and equipment. All ULM trained operators have a certification reflected on their DA Form 348 and OF 346.
 - b. Supervisors / leaders are trained on maintenance tasks critical for performance of assigned duties.
2. Commander identifies those positions requiring special schooling or certification, establishes a method to monitor status of these personnel, and seeks additional school quotas and training assets for operator / maintenance personnel.
 - a. GCSS-Army training: ERPS course (40hr), Maintenance Supervisor course (16hr), Master Driver Course (16hr), CDR Course (16hr)
 - b. Unit Armor: SAMS31 (Vilseck)
 - c. CBRN personnel: CATC-CBRND (Vilseck)
 - d. Maintenance Assistance & Instruction Team (MAIT); User Level Maintenance (ULM). Conducted locally at the discretion of the commander.

TRAINING AND EVALUATION OBJECTIVE #23 (CONT)

- e. MOS specific training is conducted monthly and reflected on the training calendar.
 - f. Maintenance Assistance and Instruction Team (MAIT). Available to commanders to instruct personnel in all areas of maintenance. Also conduct in-house inspections / deficiency training. Specific courses of instruction may be created to support unit needs in all areas of maintenance management and operator level maintenance.
 - g. LCMC Support teams (i.e. TACOM/CECOM LARs,). Available to maintainers to teach new equipment theories and principles. Source of all TACOM/CECOM supported software updates and training.
3. Regularly scheduled PMCS and maintenance periods are conducted for all unit equipment. Immediate supervisors train subordinates and inspect/evaluate performance. Retraining is conducted as needed.

NOTES:

TRAINING AND EVALUATION OBJECTIVE #24

TASK: Brief battalion hand receipt and component management procedures.

CONDITION: Given unit supply personnel, sub-hand receipt holders, incoming company commanders, Equipment operators, and Battalion Property Book Officer.

TASK STANDARD: Battalion Commander satisfactorily briefs the hand receipt and component management procedures.

SUBTASKS AND STANDARDS:

1. Battalion supply SOP must address hand receipt procedures, outlining the frequency of cyclic, sensitive, and monthly hand receipt inventories. Inventories must include the inventory of Sets, Kits and Outfits (SKO), including expendable, durable and non-expendable components. All incoming commanders are advised to access the Logistics Information Warehouse (LIW) and download the latest supply catalogs, technical manuals, and updated component listings before starting their inventory.
 - a. Commanders, sub-hand receipt holders are trained on supply room procedures contained in DA PAM 710-2-1 Chapter 9. Commanders, supply personnel and sub-hand receipt holders are also required to account for all equipment found in their unit that is not on a current hand receipt. A Found on Installation (FOI) document DD Form 2765 must be forwarded to the PBO to establish accountability.
 - b. Commanders, sub-hand receipt holders and supply personnel are trained to ensure they understand procedures to inventory components belonging to SKOs according to DA PAM 710-2-1 par 6-2.
 - c. All supply personnel are GCSS-A trained.
2. Commanders will identify component shortages and develop shortage annexes using DA Form 2062 according to DA PAM 710-2-1, and account for lost, damage or destroyed components according to AR 735-5. IAW AR 710-2, para 2-6a, all authorized equipment will be on hand or on request

TRAINING AND EVALUATION OBJECTIVE #24 (CONT)

through GCCS-A supply channels warranty items will go through the Army warranty Program.

- a. Figure 6-2 gives instructions for preparing DA Form 2062 as a component hand receipt for SKOs.
 - b. Figure 6-3 gives instructions for preparing DA Form 2062 as a component hand receipt for end items with components.
 - c. Hand receipt annexes are prepared where the document registers are kept.
3. The battalion S4 and PBO will develop document registers to account for component shortages. Non-expendable document registers are validated at the PBO level and durable/expendable registers are validated at the S4 level. The battalion has established procedures for relief of responsibility for lost, damaged or destroyed property as outlined in AR 735-5.
 4. Battalion has an established Command Supply Discipline Program (CSDP) to periodically validate regulatory guidance is followed by subordinate units AR 710-2 Appendix B.

NOTES:

APPENDIX A

REFERENCES

A-1. SCOPE. This appendix lists all references listed in this document.

A-2. Army Regulations

AR 750-1 Army Material Maintenance Policy

AR 750-43 TMDE

AR 735-5 Policies and Procedures for Property Accountability

AR 600-55 The Army Driver and Operator Standardization Program

AR 385-55 Prevention of Motor Vehicle Accidents

AR 385-10 The Army Safety Program

AR 700-141 Hazardous Material Information System

AR 200-1 Environmental Protection and Enhancement

AR 611-5 Personnel and Classification Testing

AR 700-132 Joint Oil Analysis Program

AR 700-139 Army Warranty Program

AR 710-1&2 Centralized Inventory Management

AR 750-10 MWO Program

A-3 Department of the Army Pamphlets

DA PAM 750-1 Commander's Maintenance Handbook

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

DA PAM 750-8 The Army Maintenance Management System

DA PAM 750-43 Army Test Program Set Implementation Guide

DA PAM 710-2-1&2 Using Unit Supply System

A-4 Technical Bulletins

TB 43-0002 Maintenance Expenditure Limit (MEL)

TB 43-180 TMDE

TB 385-4 Safety Requirements for Maintenance of Electrical Equipment

TB 600-1&2 Procedures for Selection, Training, Testing and Qualifying Operators of Equipment

TB 43-0211 Oil Analysis Program

TB 750-25 Maintenance of Supplies; TMDE

A-5 Technical Manuals

TM 9-243 Use and Care for Hand Tools and Measuring Tools

TM 3-34.46 Theater of Operations Electrical Systems (replaces FM 5-424)

A-6 Field Manuals

FM 5-424 Theater of Operations Electrical Systems

A-8 Europe Regulations

AER 190-1 Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany

AER 200-1 Army in Europe Environmental Quality Program

AER 385-10 Army in Europe Safety Program Management

AER 750-1 Army Materiel Maintenance Policy

AER 55-4 Safe Movement of Hazardous Goods by Surface Modes

AER 750-20 USAREUR/7A Theater Maintenance Program

APPENDIX B

UNIT SPECIFIC INFORMATION AS OF: DATE DATA WAS PULLED

MAINTENANCE:

OVERALL OPERATIONAL READINESS RATE 96%

PACING ITEM OPERATIONAL READINESS RATE 92%

NUMBER OF WORK ORDERS OVER 30 DAYS 2

TOTAL ITEMS ENROLLED IN TMDE PROGRAM 52

DELINQUENCY RATE % 0%

TOTAL COMPONENTS NOT ENROLLED 4

TOTAL COMPONENTS ENROLLED IN AOAP 7

DELINQUENCY RATE % 0%

SHOP STOCK LISTING:

NUMBER OF AUTHORIZED SSL LINES 150

CONSUMPTION SUPPORTED 137

NON-CONSUMPTION SUPPORTED 13

ZERO BALANCE % 9%

DATE OF LAST INVENTORY 15 December 2015

CLASS II ITEMS / DURABLE TOOLS & SKOs

NUMBER OF STATEMENT OF CHARGES/CASH COLLECTION VOUCHER
LAST 6 MONTHS 0

NUMBER OF FLIPLs LAST 6 MONTHS 0

APPENDIX C
SAMPLE TERRAIN WALK ITINERARY

Your Unit

<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
0830-0900	CG In-brief	Company Conference Room BLDG 3102, RM 8
0900-0925	Arms / Commo / CBRN Rm	Bldg 3102, Rm 21 & 19
0925-0930	Enroute to BN motor pool	
0930-1130	On-Site Maintenance Briefings	Motor Pool Bldg 3114
1130-1200	Battalion CDR Assessment	Bldg 3114 (Motor Pool)

NOTES:

1. Provide building number and room number for each site to be visited.
2. Strip maps must be created and show timelines and routes throughout the duration of the MTW.
3. Provide an itinerary to G4 MB, NLT 10 working days prior to the scheduled walk.

APPENDIX D

Battalion Commander Assessment

1. GENERAL.

- a. A Battalion Command Team Assessment is a review of training that allows Soldiers, leaders, and units to discover for themselves what happened during training and why. It is also used to solicit ideas on how training can be improved.
- b. The assessment is not a critique and does not determine success or failure. This assessment:
 - (1) Reinforces and increases the learning that took place.
 - (2) Increases interest and motivation.
 - (3) Identifies and analyzes strengths and weaknesses.
 - (4) Involves all participants.
 - (5) Guides toward achieving learning objectives.
 - (6) Links lessons learned to subsequent training.

2. PURPOSE. The Maintenance Terrain Walk Assessment focuses on training/evaluation objectives and address what happened, why it happened, and what could have been done differently to improve the Commander's familiarity with organizational maintenance.

3. CONCEPT.

- a. An informal Battalion Commander assessment is conducted during the last 30 minutes of the Terrain Walk.
 - (1) It is conducted by the CG at a location predetermined by the Battalion Commander.
 - (2) Only the Battalion Commander and Command Sergeant Major will attend.
- b. No other special requirements exist.



Your Battalion Your Brigade Maintenance Terrain Walk

Commander: LTC ???
Command Sergeant Major: CSM ???

Date of the Walk-Thru



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"Battalion Motto, if desired"

Purpose & Agenda



The Maintenance Terrain Walk (MTW) is a leader development and training event designed to create maintenance expertise in Battalion Commanders, the CSM, and Company level leadership. Battalion Commanders are responsible to assess unit maintenance processes and procedures and present their assessment to the CG.

Maintenance Terrain Walk Phases:

- **Initial Visit Overview**
- **On-Site Maintenance Operations Briefings**
 - **Battalion Maintenance**
 - **Selected Unit Maintenance Operations**
- **Battalion Commander Assessment and CG's Guidance**

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Maintenance Terrain Walk Overview

Overview

Primary Training Audience

Secondary Training Audience

Situation: _____ conducts maintenance terrain walk at the battalion level, IOT assess and improve processes and procedures of the battalion and selected company maintenance programs.

Mission: The _____ Battalion provides an overview of maintenance and supply concept of operations on _____ in the vicinity of our areas of operations in order to enable, maintain, and enhance equipment and operational readiness in accordance with the battalion's maintenance plan, regulatory guidance, local policies and procedures, while adhering to safety.

Planning Considerations:

- Availability of experience personnel
- Availability of resources
- Enforcement and predictability
- Regulatory maintenance guidance
- Composite Risk Assessments

- _____ CG
- Battalion Command Team
- Company Command Team
- BMO/BMT
- BMS/MCS
- BN S4
- BN PBO
- Senior GCSS-Army Clerk
- Key Maintenance Personnel
- Key Supply Personnel

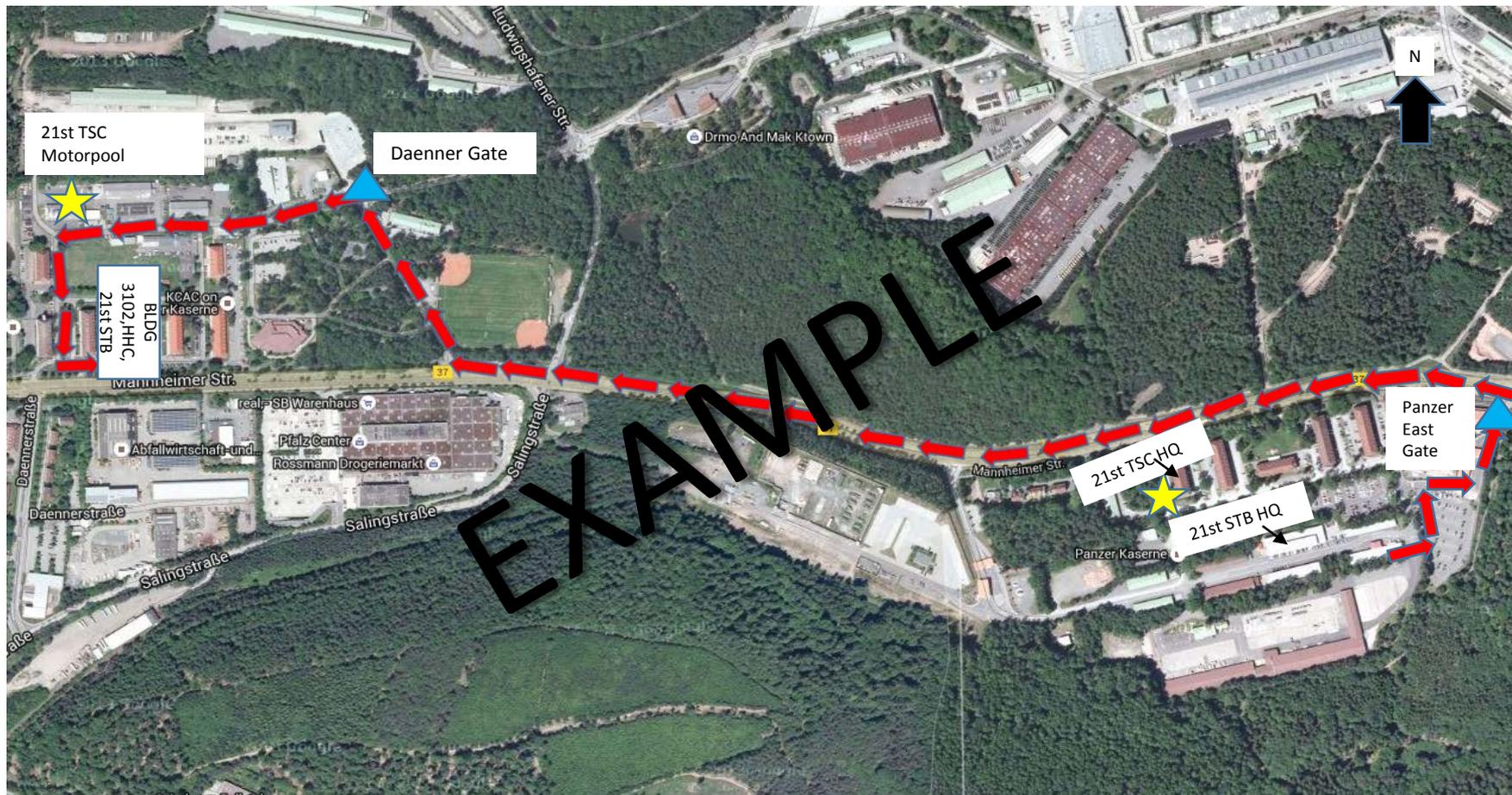
- _____ G4-MB
- _____ G4-MAIT
- _____ SPO-MRB
- _____ G8

Maintenance Terrain Walk Time Line Date of MTW



Route Overview

Panzer Kaserne to Daenner Kaserne



EXAMPLE

Legend

- = CG Locations to visit
- = Kaserne Entry Points
- = Direction of Travel

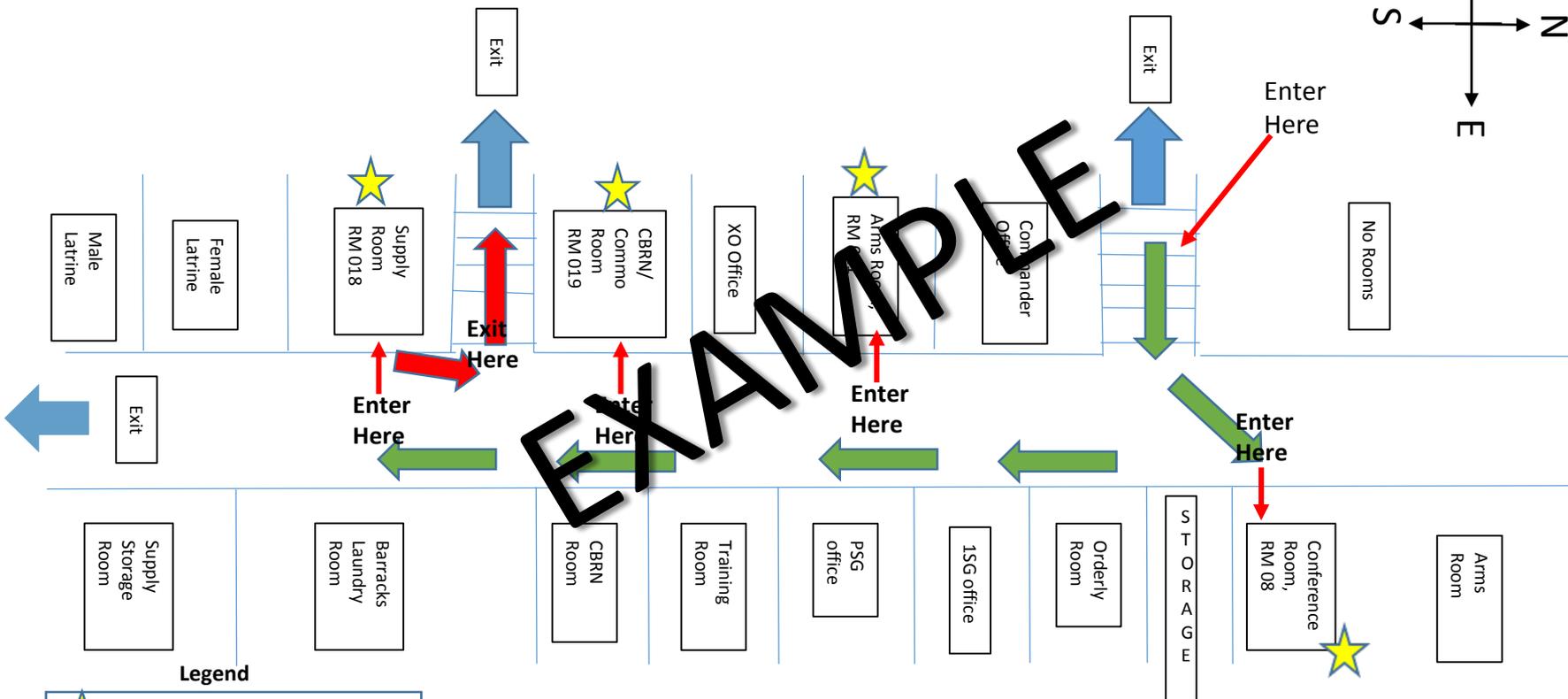
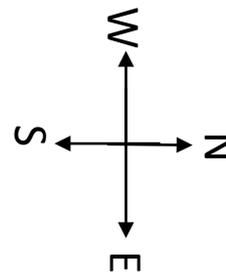


HHC Building Layout

BLDG 3102: HHC, 21st STB, 21st TSC

Parking Lot (Park here)

Front of BLDG



Legend

- = CG Locations to visit
- = Entry Direction of Travel
- = Exit Direction of Travel
- = Building Main Exit Points

Rear of BLDG



KEY
 Red Arrow = HHC 21st STB, BLDG 3102
 Yellow Arrow = 21st STB Motorpool

N

21st STB Motorpool

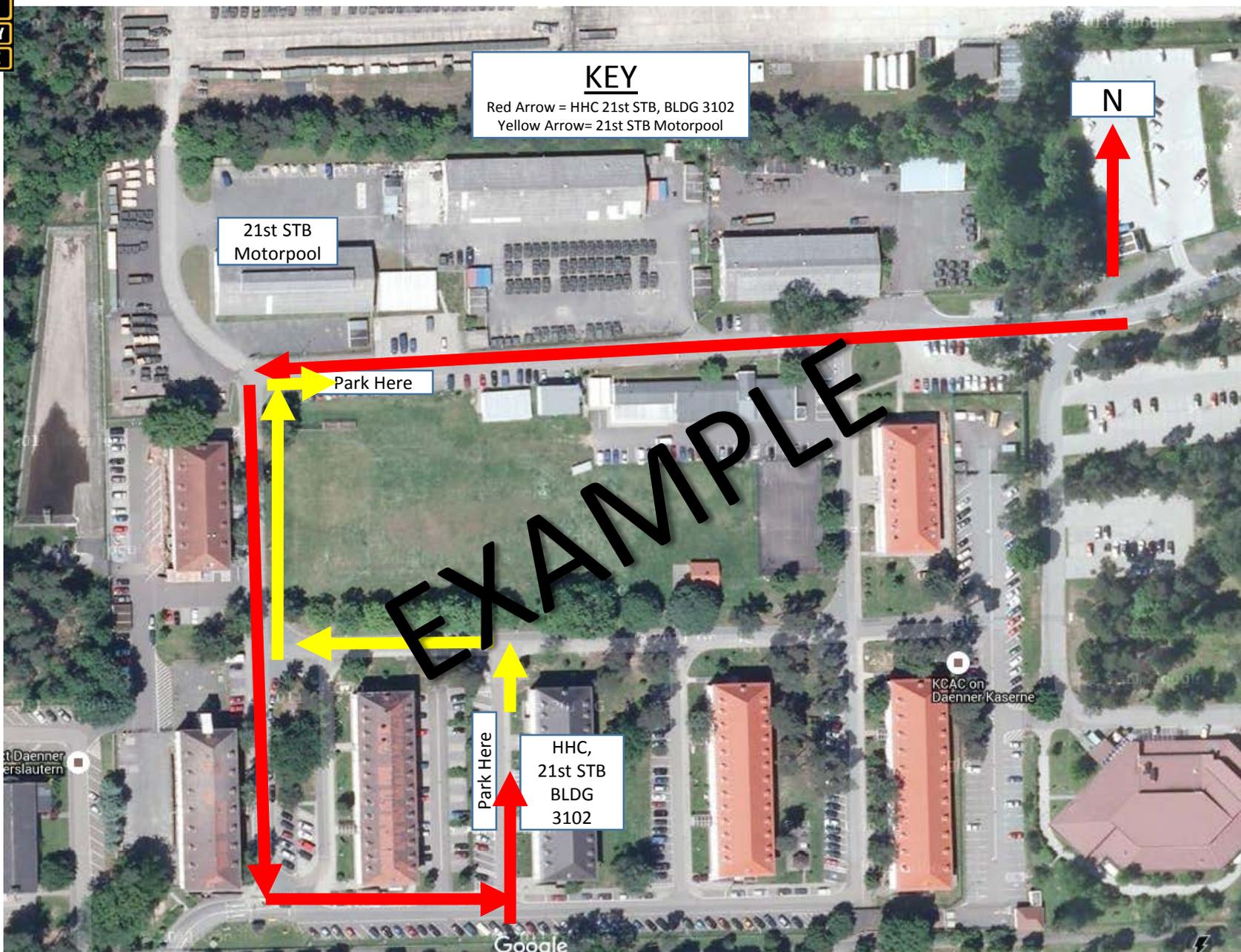
Park Here

HHC, 21st STB BLDG 3102

Park Here

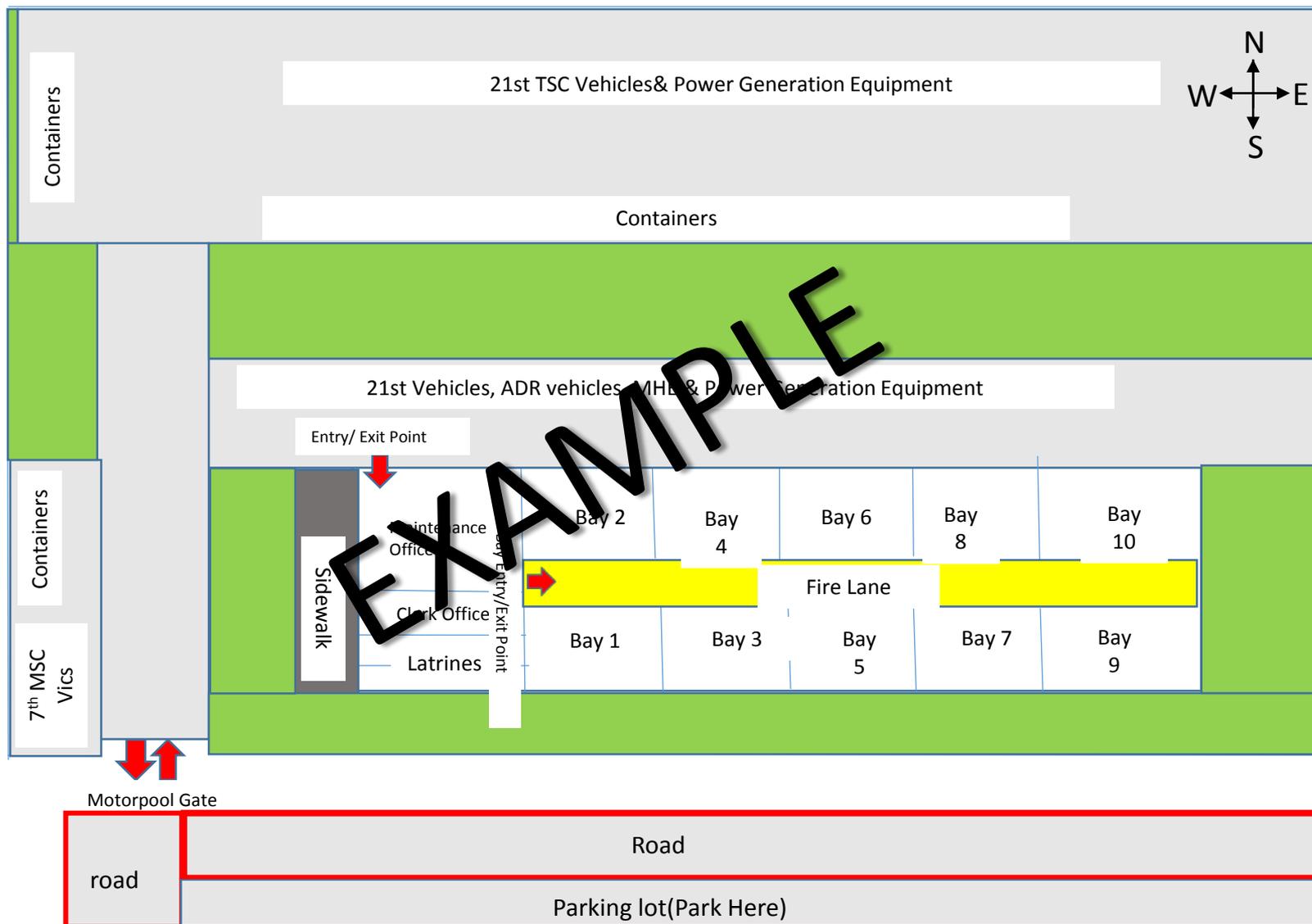
KCAC on Daenner Kaserne

EXAMPLE





21st STB and HHC Motor Pool Layout





Initial Overview Briefing

Current OPS

- Pre-Change of Command Inventories
- Review of BSA for Arms Room Usage
- Quarterly BN Roll-outs
- CMDP Inspection
- M50 Fielding
- Low Density Coordination
- Services (Annual)

Command Priority

- Equipment Readiness: Processes and procedures for maintenance and supply operations
- Soldier and leader professional development
- Building capacities to equip elements with adequate force packages

Challenges

- Maintenance Program Participation
- Drivers Training Program
- Hand Receipt Holder Education

Maintenance Personnel Breakout

	<u>Auth</u>	<u>Assign</u>	<u>Avail</u>	<u>NonAvail</u>	<u>30-90 Day Loss</u>	<u>Gains</u>	<u>Remarks</u>
O/W Grades							
40 & 50 level							
20 & 30 level							
10 level							



Unit Equipment Snapshot

Equipment Capability Report

	HHC				TDA				266th FMSC				HRSC				409TH			
	MTOE	O/H	FMC%	Total NMC		O/H	FMC%	Total NMC		O/H	FMC%	Total NMC		O/H	FMC%	Total NMC		O/H	FMC%	Total NMC
TRAILER FLATBED M1102		10	100%						M9-11	11	100%		M9	16	56%	7	M9	31	100%	
M9 (9mm)	67	123	88%	15	M9	2	100%		M16-33	33	97%	1	M249	8	25%	6	M16	28	100%	
M249 (5.56mm machine gun)	28	36	97%	1	M16	11	100%		5,000K-1	1	100%		M16	71	94%	4	MASK	2	100%	
6000K (forklift)		1	0%	1	6000FKL IFT	1	100%		NVG'S-6	6	100%		NVG	12	100%		RADIO	2	100%	
10,000K (forklift)		1	100%						GENERA TOR-2	2	100%		GENERT AORS	2	100%					
NVG'S		72	100%						M1097-2	2	100%		M1097	5	100%					
M1097(HMMWV)		32	97%	1					MASK-44	4	100%		MASK (MEDIU M)	44	100%					
MASK (SMALL) (M40A1)		123	100%						RADIO-4	4	100%		MASK(L ARGE)	23	100%					
MASK(MEDIUM)(M40A1)		258	100%						FMTBE-1	1	100%									
MASK(LARGE)(M40A1)		69	100%						M249-2	2	50%	1								
M1097A2(HMMWV)		4	100%																	
M4 (5.56mm rifle)	254	52	100%																	
SIGHT REFLEX		226	100%																	
M240B (7.62mm machine gun)	6	6	67%	2																
M1081 (LMTV)		1	100%																	
MK19 (40mm)	2	2	100%																	
M203 (40mm grenade launcher)		3	100%																	
M2 (.50 CAL Machine Gun)	5	5	100%																	
RADIO'S		47	100%																	
M1165A1 (HMMWV)		11	91%	1																
M1151A1 (HMMWV)		3	100%																	
M1083A1 (FMTV/MTV)		4	100%																	
M1089 (Wrecker)	1	1	100%																	
M320 (40mm grenade launcher)	4	4	100%																	
M16 (5.56mm rifle)		353	99%	4																
MEP 805B/30KW/TRAILER		1	100%																	
MEP 802A/5KW/TRAILER		3	100%																	
MEP 804A/15KW/SKID		4	100%																	
MEP 803A/10KW/SKID		5	100%																	
MEP831/3KW-3 (Generator)		3	100%																	
TMSS (DRASH)/MED-6		6	100%																	
TMSS (DRASH)/LG-3		2	100%																	
M149A2 (Water Buffalo)		1	100%																	

EXAMPLE

Key	
90-100%	Green
70-89%	Yellow



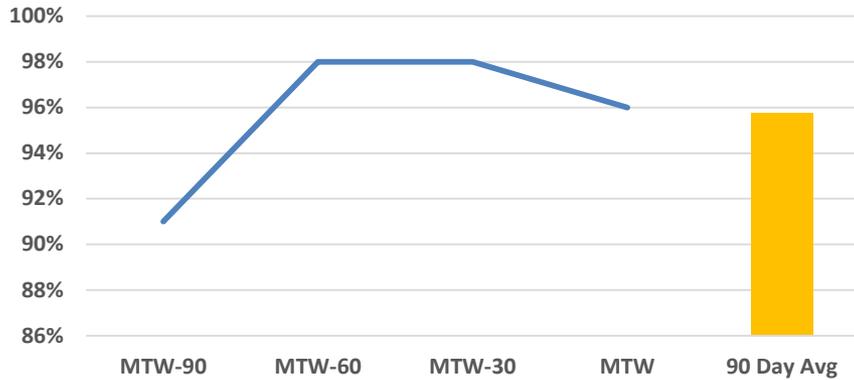
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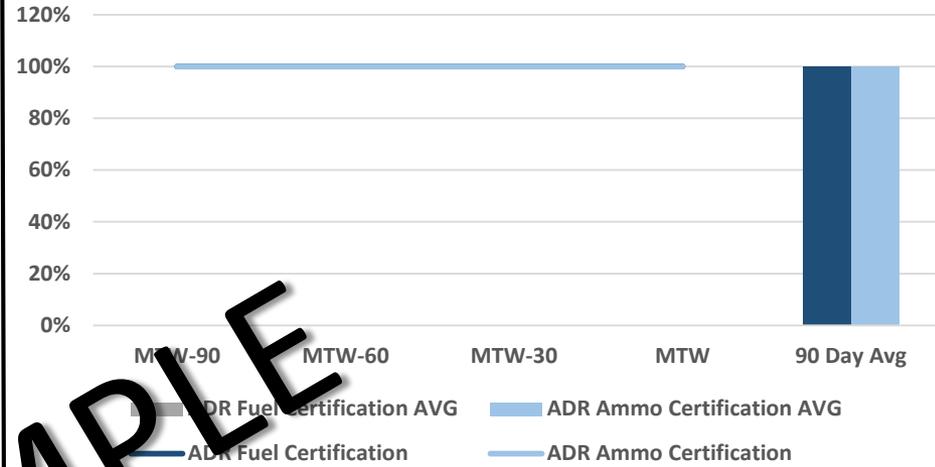
Initial Brief - Readiness Statistics



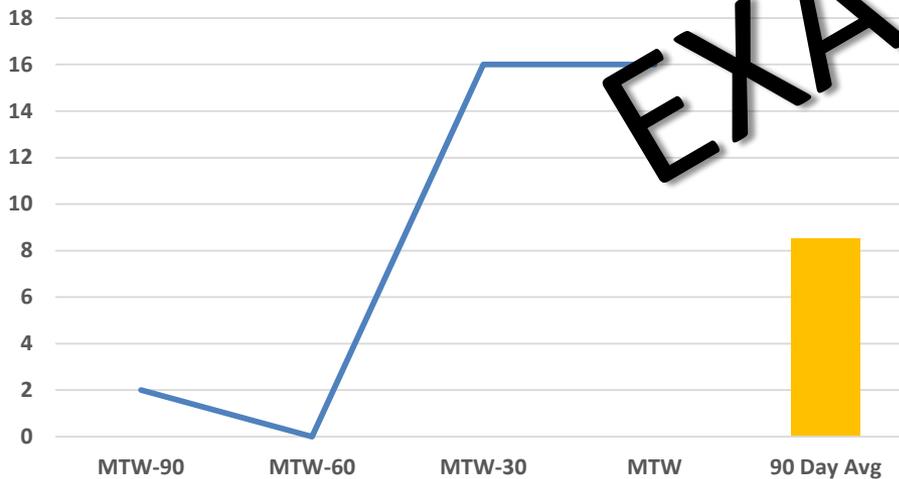
Readiness Rate



ADR Certification



Past Due Services



Recent Evaluations

Evaluation Type	BN Evals	
	Date	Result
CMDP	15-16-JUN-16	SAT
AAME	15-May-15	R/U Med Cat
MAIT SAV	3-7-Nov-14	Needs Imp.

EXAMPLE

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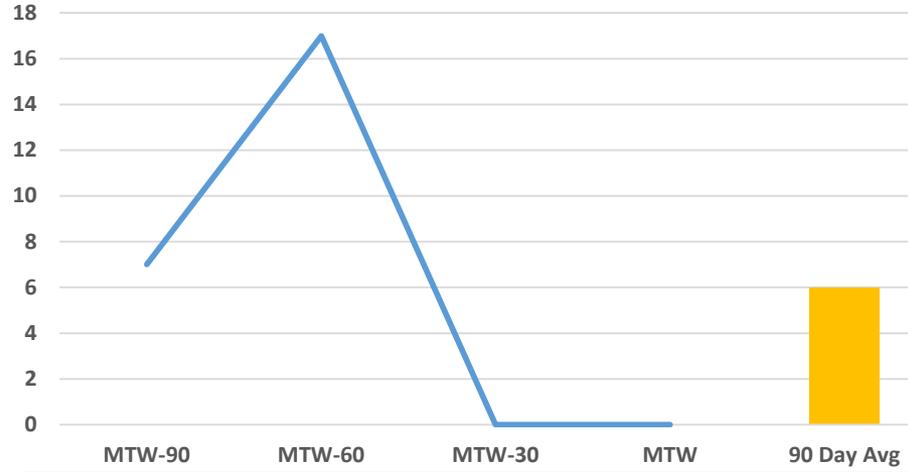
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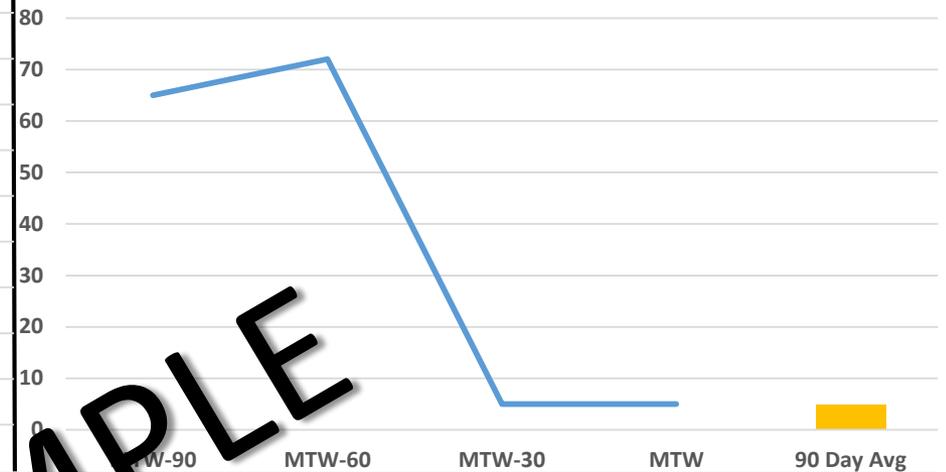
Initial Brief - Readiness Statistics



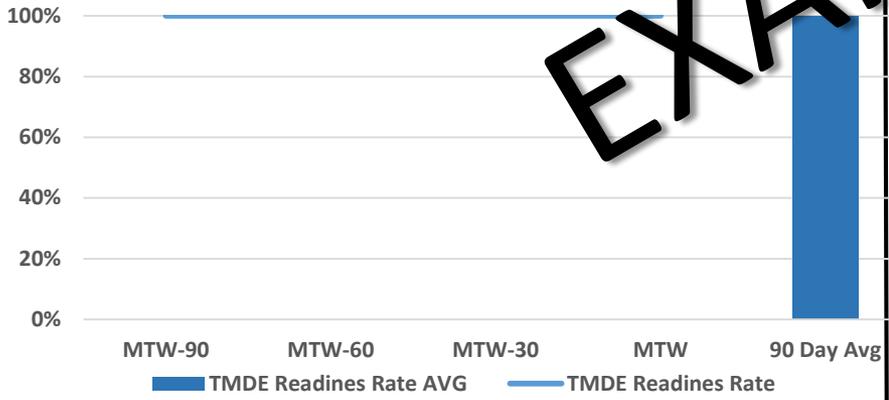
Open Safety Messages



Reparables Pending T/I



TMDE Readiness Rate



TMDE Delinquency Rate



EXAMPLE

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On-site Visit



Maintenance Support

- Command Maintenance
- Dispatch Procedures
- QA/QC
- Scheduled Services
- Driver's Training

Shop Operations

- Maintenance Management
- Shop/Bench Stock
- Tool Accountability & Control Procedures
- Maintenance Support Programs

Unit Operations

- ULM Program
- Arms Room
- CBRN Room
- Commo Shop
- Training
- Supply

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POCs



Unit POC's		
S4		
S4 NCOIC		
BMS		
PBO		
Company Supply		
Company Motor Sergeant		
CBRN		
Communication Shop		
Arms Room		

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Questions???



CG Comments



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Back-up Slides



Onsite Visit Back-up Slides

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Command Maintenance



- Concept of operation
- Leadership roles
- Support provided to operators
- Schedule
- 5988e processing
- PMCS verification
- Platoon/section leader follow-up
- Operational display of low density sustainment equipment
 - Field feeding platforms
 - Petroleum & water systems
 - LADS
 - Recovery equipment

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Dispatch Procedures



- Concept of operation
- Risk assessments
- Dispatch control log / Open dispatches (IW28 notification type D1)
- Control measures
- Equipment QA/QC procedures

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- Concept of operation
 - Dispatching
 - Maintenance Plan (Scheduled Services)
 - Acceptance of evacuated and lateral transfer equipment
 - NMC repairs
 - PMCS verification
- QA/QC inspector validation
 - Qualifications
 - Certification process
 - Training/testing records



Scheduled Services

"Battalion Motto, if desired"



- Maintenance Plan (Service Schedule) for calendar year
 - Workload consistent throughout the year
 - Service on unit training calendar/DTMS
 - Low usage program
- Overdue services
 - Current report and trends
- Operator/Section participation
- Support Maintenance Services
 - Weapons gauging
 - NVD purging
 - MHE Load Testing
 - Generator Load Test
- Specialty Services
 - ADR
 - Brake Test
 - Preventive medicine (water systems)
 - Lifting and holding devices



Maintenance Management



- GCSS-Army proficiency
 - Maintenance officers, NCOs, and clerks trained
- Readiness reporting
- Work order management
 - Maintenance priorities and task management
 - Controlled exchange procedures
 - Manpower utilization and man-hour accounting
 - Turn around time
- Use of web based management tools
 - LIW
 - Asset Visibility
 - ARIMS
- Publications
- Maintenance meeting
- Internal CMDP
- Field/deployment recovery



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Shop Stock / Bench Stock



- Location and organization
- Demand analysis
- Budget management
- Purchase request processing
- Reparable/recoverable parts management
- Battery management
- Small arms repair parts
- Security
- Transportability
- Purchase Order Register (DCR)

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"BDE Motto if desired"



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"Battalion Motto, if desired"

Tool Accountability and Control Procedures



- Location and organization
- Security and accountability
- TMDE
- Special Tools
- Tool replacement procedures
- Purchase order Register (DCR)
- Transportability

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"BDE Motto if desired"



Maintenance Support Programs



- MMIS
 - MWO
 - Safety Messages
- AOAP
- TMDE
- Environmental and hazardous materials waste management
- Safety
- Fire prevention
- Welding and cutting
- Awards
 - Safety
 - Driver/mechanic Badge
 - Internal incentive programs
 - Mechanic of the month
 - Operator of the month
 - Best vehicle
 - Mechanic/Operator rodeos



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User Level Maintenance Program (ULM)



- Concept of operation
- Schedule
- POI
- Testing standards
- Certification tracking
- Percentage of ULM instructors and certified personnel

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Arms Room



- Operator PMCS
- Maintenance Plan (Services)
- Operator training
- Accountability/Security
- Small Arms Repair Parts
- Publications
- Special Tools
- TMDE
- Purchase Order Register (DCR)

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"BDE Motto if desired"



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"Battalion Motto if desired"
CBRN Room



- Operator PMCS
- Maintenance Plan (Services)
- Operator training
- Accountability/Security
- HAZMAT program/procedures
- Publications
- Special Tools
- TMDE
- Purchase Order (DCR)

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"Battalion Motto, if desired"
Commo Shop



- Operator PMCS
- Services
- Operator training
- Accountability/Security
- COMSEC
- Publications
- Special Tools
- TMDE
- Purchase Order Register (DCR)

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"BDE Motto if desired"



Training Briefing

"Battalion Motto, if desired"



- Maintenance Training
 - Covered in unit/battalion training meeting
 - Frequency
 - Testing and tracking
 - Critical areas
 - Troubleshooting (Electrical, Hydraulic, & Pneumatic)
 - GCSS-Army
 - Use of references, TMDE, & Web Tools
- Use of SMEs and enablers
- Professional military education (PME)
- Maintenance cross training
- Operator PMCS training
- FTX
 - Use of support equipment (field feeding, ROWPU, etc)
 - Incorporate maintenance tasks
 - Disabled equipment recovery/BDAR