DEPARTMENTS OF THE ARMY AND THE AIR FORCE
LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

AGKS-LOZ 14 May 2013

MEMORANDUM FOR ALL KANSAS ARMY NATIONAL GUARD UNITS

SUBJECT: Kansas SOP 750-1 Maintenance of Supplies and Equipment Appendix J dated 1 January 2009

1. References:

a. Kansas SOP 750-1 Maintenance of Supplies and Equipment Appendix J dated 1 January 2009

2. Provided below is change 1, which supersedes Appendix J referencing the Command Maintenance Evaluation Team (COMET).

a. J-1. References; No Change

b. J-2. General; No Change

c. J-3. Responsibilities; The Surface Maintenance Manager has the general staff responsibility for COMET evaluations. The FTM facility supervisors will provide adequate and trained employees to conduct the Command Maintenance Evaluation Team evaluations.

d. J-4. Objective; The primary purpose of the COMET is to evaluate the combat readiness of the unit tactical equipment. The COMET is intended to provide commanders at all levels an objective appraisal of the adequacy and effectiveness of their unit maintenance management programs, operator/crew PMCS, and identification of systemic maintenance issues.

e. J-5. COMET Preparations; The unit will receive a notification letter from COMET Team Chief sixty (60) days prior to the scheduled evaluation date. The notification letter will state the evaluation date and what reports will be provided to the Team Chief no less than thirty (30) days prior to the scheduled evaluation date. Whenever practicable, operator/crew personnel should be present during the evaluation to observe, make on-the-spot corrections, etc. If the evaluation is not conducted on an IDT weekend a representative from the supporting Field Maintenance Shop (FMS) will be present during the evaluation.

f. J-6. Equipment Readiness Status; Fully Mission Capable (FMC) and Not Mission Capable (NMC) status of evaluated equipment will be determined by using the equipment -10/-20 Technical Manuals, current maintenance directives, safety regulations, and Safety of Use Messages (SOUMS).

g. J-7. Scheduling; An eligible unit will receive a COMET Evaluation at 24-30 month intervals (24 month interval is desired). Unit eligibility is defined in NGR 750-51 or determined by the unit's MTOE. A COMET evaluation will not be suspended within sixty (60) days prior to the evaluation date to avoid an unsatisfactory assessment. Any unit requesting a schedule change within the 60 days prior to the evaluation date will be given an "Unsatisfactory" rating for the evaluation and a re-evaluation date will be scheduled. The re-evaluation date will not take the unit outside the maximum 30 month window or NGB reporting period. All re-evaluations dates will be coordinated through the COMET program manager.

h. J-8. COMET Evaluation Ratings; Units that fail to receive a satisfactory rating will receive a memorandum from the Kansas Army National Guard Chief of Staff (CoS) outlining the requirements for a written response. The unit commander will provide a written response by the suspense date as stated on the memorandum thru the CoS, the Director of Logistics (DOL) to the Surface Maintenance Manager (SMM).

i. J-9. Equipment Evaluated; The primary purpose of the COMET is to evaluate the combat readiness capability of all tactical equipment. All tactical equipment authorized by MTOE will be evaluated utilizing the random sampling guidance provided in NGR 750-51, regardless of equipment storage location.

j. J-10. Equipment Access; COMET team members are authorized unaccompanied access to, but not limited to all storage areas, including vaults, supply room, and communication equipment storage.

k. J-11. COMET Evaluation Checklist; The current evaluation checklist available on the COMET website will be utilized for the evaluation and can be found at the following web link. http://ngksc2-intraweb/COMET/Prep/InspBlank.aspx

3. This policy memorandum will expire when the updated KS SOP 750-1 is published.

4. The point of contact for this action is CW4 Blaine Garrett, COMM 316-267-7763 or MSG Jeff Aumen, COMM 785-239-8399.

For MICHAEL ERWIN
COL, LG, KSARNG
Director of Logistics