

Maintenance – General

**Maintenance of Supplies and Equipment**

By Order of The Adjutant General:

JOHN DAVOREN  
 Brigadier General, KSARNG  
 Commanding

Official:  
 JOHN ANDREW  
 COL, GS, KSARNG  
 Chief of Staff

**History.** This issue publishes a revision of this publication.

**Summary.** This publication establishes policy of The Adjutant General pertaining to The Army Maintenance Management System (TAMMS) as they pertain to maintenance procedures for units in the KSARNG.

**Suggested Improvements.** The proponent of this publication is the Surface Maintenance Manager (SMM). Users are invited to send comments and suggested improvement to The Adjutant General's Department, ATTN: AGKS-SMM, 131 SW 27th St, Topeka, KS 66611-1159

**Distribution.** A

**Contents**

	Paragraph	Page
<b>Chapter 1 – General</b>		
Purpose and Scope-----	1-1	3
References-----	1-2	3
Policy-----	1-3	3
Authority-----	1-4	3
<b>Chapter 2 – Two Level Maintenance (Field and Sustainment)</b>		
FieldMaintenanceResponsibilities-----	2-1	3
PreventiveMaintenanceChecksandServices(-10Level)-----	2-2	3
PreventiveMaintenanceChecksandServices(-20Level)-----	2-3	4
FieldMaintenanceShopResponsibilities-----	2-4	4
UnitMaintenanceLibrary-----	2-5	5
<b>Chapter 3 – Field Level Maintenance (CSMS/MATES)</b>		
MATES-----	3-1	5
CSMS-----	3-2	5
CombatServiceSupportMaintenanceUnits-----	3-3	5
<b>Chapter 4 – Sustainment Level Maintenance</b> -----	5	6

Contents – Continued

<u>Page</u>	
<b>Appendixes</b>	
A. References-----	6
B. Scheduled Services-----	7
C. Maintenance Support Plan-----	10
D. Maintenance of Artillery and Small Arms-----	11
E. Maintenance of Communications and Electronics (C-E) Equipment---	12
F. Maintenance Request (DA Form 5990E/2407)-----	13
G. Equipment Improvement Recommendations (EIR) (SFF Form 368)----	14
H. Materiel Condition Status Reporting – Army Materiel Status----- System (AMSS)	15
I. Calibration-----	16
J. Command Maintenance Evaluation Team (COMET)-----	22
K. Lead Acid Battery Maintenance-----	33
L. Maintenance Assistance and Instruction Team (MAIT) Program-----	33
M. Cannibalization of Surface Equipment-----	35
N. Load Testing and Lifting Devices-----	36
O. Training of Maintenance Support Units-----	38
P. Army Oil Analysis Program-----	41
Q. COMSEC Installations and Maintenance-----	42
R. Biomedical Equipment-----	43
S. Exchange Pricing-----	53
<b>Table List</b>	
Table B-1: Schedule FM Services-----	7
Table B-2: Forms Usage and Related Information-----	9
Table R-1: Medical Equipment Requiring an Equipment Maintenance Log-	46
Table R-2: Medical Equipment Maintenance Codes-----	48
Table R-3: Operator Level Maintenance Items-----	48
Table R-4: Items Requiring Only Electrical Safety Inspection-----	49
Table R-5: TMDE Requiring Calibration-----	49
Table R-6: Medical Technical Manuals and Bulletins-----	50
Table R-7: Line Item Numbers (LINs) of Reportable Medical Equipment----	50
<b>Figure List</b>	
Figure I-1: Sample Cal Form 1-----	19
Figure I-2: Sample DA Form 2402-----	20
Figure I-3: Sample DA Form 7372-----	21
Figure J-1: COMET Summary-----	33

## Chapter 1

### General

#### 1-1. Purpose and scope

The purpose of this SOP is to ensure uniform procedures throughout the KSARNG when implementing and complying with all referenced publications. The guidance and procedures contained in the referenced publications apply unless modified by this SOP. Referenced Army Regulations (AR) will take precedence over this SOP unless specific guidance from the Surface Maintenance Manager (SMM) office has been addressed in this SOP or published in the form of Maintenance Information Letters.

#### 1-2. References

Related publications and prescribed and referenced forms are listed in appendix A.

#### 1-3. Policy

Under the provisions of this publication, and the references listed in appendix A, The Adjutant General delegates the authority to establish a uniform policy for the care and maintenance of all types of Army surface equipment issued to and in the custody of the KSARNG to the SMM.

#### 1-4. Authority

This SOP supplements, but does not supersede, various pertinent technical manuals and other technical publications applicable to the particular items of Army equipment (surface) in the KSARNG.

## Chapter 2

### Two Level Maintenance (Field and Sustainment)

#### 2-1. Field Maintenance responsibilities

- a. The Two-Level Maintenance (TLM) transformation consolidates 17 MOS's into 6 MOS's and eliminates one MOS by establishing Field and Sustainment Level Maintenance. Field Maintenance is the first and foremost critical level of the Army Maintenance System. It is the foundation for maintenance readiness and must have continuous emphasis by commanders at all levels.
- b. Commanders must maintain a command climate to ensure unit equipment is maintained to the maintenance standard. Commanders are responsible for providing resources, assigning property, and training their Soldiers to achieve this standard. Commanders must implement a Unit Maintenance SOP to enforce the unit maintenance program. Commanders must refer to DA PAM 750-35 to implement the maintenance program and DA PAM 750-3 to develop a Unit Maintenance SOP. Full implementation is based on modularity conversion and fielding of Army Maintenance Transformation (AMT) enablers.
- c. Unit maintenance personnel will use the TM -10, -20, and -30 series to identify, verify and correct all faults noted by the operator/crew. Unit maintenance personnel will perform the necessary actions to correct these faults. The necessary actions will be one of the following:
  - (1) Instruct the operator/crew how to fix the fault if it is a -10 level fault.
  - (2) Fix the fault.
  - (3) Order repair parts necessary to fix the fault and post status of equipment to SAMS-1E. If equipment cannot be repaired at unit level, equipment will be forwarded on work order to Support Maintenance.

#### 2-2. Preventive maintenance checks and services (-10 level)

- a. The cornerstone of the unit maintenance program is the crew/operator level PMCS that is taken from the appropriate -10 level TM. It is the responsibility of the unit to perform 100% PMCS on all equipment assigned to the unit. PMCS does not start and end with vehicles. PMCS encompasses ALL equipment to include communications equipment, weapons and weapon systems, all NBC equipment, bio-medical equipment, mess equipment, ground support equipment, and all property that has a technical manual that requires PMCS to be performed. PMCS must be supervised by the first line leader.
- b. PMCS actions are required in the assigned equipment TM's. It is the unit's responsibility to develop and maintain a publications library to properly sustain a unit maintenance program. The publications in the unit library will be maintained with current revisions and changes in a manner to support the equipment assigned. It may be in an electronic format or hardcopy following guidance from the publications account manager and will be kept current at all times. See paragraph 2-5 for the "Unit Maintenance Library".

- c. All faults noted by the operator/crew must be annotated to the DA Form 5988-E (SAMS-E). The disposition of this form will be as follows:
  - (1) Vehicles and Ground Support Equipment DA Form 5988-E - to the Unit Maintenance Section.
  - (2) Communications Equipment DA Form 5988-E - to the Unit Communication Section.
  - (3) Small Arms Weapons DA Form 5988-E - to the Unit Armorer.
  - (4) NBC Equipment DA Form 5988-E - to the Unit NBC NCO.

**2-3. Preventive maintenance checks and services (-20 level)**

- a. Unit maintenance personnel will perform the TM -20 level PMCS as prescribed by the TM -20 series. Scheduled services will be managed utilizing the SAMS-1E computer. It is required for the unit to perform a minimum of 25% of the services required on wheeled and track vehicles and 100% of all other scheduled services (-20 level PMCS). Units are required to schedule at least 50% of available training time for maintenance personnel to perform sustaining maintenance operations.
- b. It is the unit's responsibility to provide documentation to the Field Maintenance Shop of all maintenance that is performed. In addition, unit maintenance personnel will perform other additional duties as prescribed in AR 750-1.

**2-4. Field Maintenance Shop (FMS) responsibilities**

- a. General. The Field Maintenance Shops have replaced the Organizational Maintenance Shops and are the support maintenance facilities to all units in the KSARNG. They are comprised of a shop foreman and authorized technicians (mechanics) to perform both organizational (ORG) and primarily automotive Field Support (FMS) maintenance tasks now merged into Field Maintenance, that is beyond the capability or capacity of owning units.
- b. FMS technicians may belong to any unit in the state as long as the technicians are MOS compatible with their full-time technician position. All technicians graded WG-09 and higher may be Warrant Officer or Enlisted, however, grade inversion will be prohibited. All technicians graded WG-08 and lower will be Enlisted.
- c. Not all FMS facilities will need to become as capable as the CSMS or MATES. The FMS will be primarily resourced to perform the automotive field-level tasks. Consideration of geography, facilities, equipment density, and special tools will guide the SMM office determining the depth of repair at each facility. Heavy maintenance and major repairs will continue to be accomplished at the CSMS/MATES facilities.
- d. Owning units will perform unit maintenance, to include scheduled services, within the time constraints imposed by IDT and AT periods. It is the commander's responsibility to advise the FMS Foreman of unit maintenance requirements that are beyond the capability or capacity of the unit to accomplish. The Shop Foreman will coordinate with the unit commanders to ensure the identified maintenance is accomplished. The Shop Foreman is responsible to ensure the following functions are performed for surface equipment:
  - (1) Maintain liaison with unit commanders.
  - (2) Schedule maintenance services, when feasible, to coincide with quarterly and semi-annual services.
  - (3) Service all equipment issued as specified in the manufacturers service manual or material fielding plan.
  - (4) Maintain authorized repair parts and supplies, IAW AR 710-2.
  - (5) Handle equipment evacuation as follows:
    - a. Process the evacuation of equipment to CSMS/MATES, as required. Movement of equipment will be supported by unit personnel.
    - b. Movement of equipment to FMS requiring unit maintenance/repairs will be supported by unit personnel, both M-Day and full-time support personnel.
  - (6) Utilize employees effectively and efficiently. Capture their time utilizing the man-hour accounting process in SAMS-1E.
  - (7) Assign work orders and backlog of FMS to mechanics evenly to ensure that all personnel are equally tasked.
  - (8) Maintain a tracking system for all scheduled and unscheduled services performed.
  - (9) Maintain compliance with safety, fire and housekeeping regulations.
  - (10) Ensure there is a quality control plan in effect for all shop maintenance.

- (11) Serve as the Responsible Officer for equipment assigned and/or hand receipted to the shop.
- (12) Enforce all regulations and policies.
- (13) Maintain records, reports and data as prescribed by pertinent directives.
- (14) Ensure all SAMS-1E computers and their programs are managed properly, IAW KS SAMS-1E SOP.
- (15) Ensure FMS is in compliance with hazardous materials and waste programs.
- (16) Implement and maintain a Maintenance Support Plan, IAW AR 750-1 and appendix C, below.
- (17) Perform Information Security Management, IAW KS SOP 380-19.
- (18) Maintain adequate and current maintenance library.
- (19) Ensure FMS is in compliance with Occupational Health standards and requirements.

**2-5. Unit maintenance library**

Publications required for the unit maintenance library are listed under "Required References" in appendix A and in other chapters of this SOP.

**Chapter 3**

**Field Level Maintenance (MATES/CSMS)**

**3-1. MATES**

- a. MATES is established within the KSARNG, at Camp Funston, Fort Riley, Kansas, for pre-positioning of selected items of tracked and/or other types of equipment for immediate availability in the event of mobilization. It is further established for the purpose of providing assets to units for conducting Annual Training and/or Inactive Duty Training during pre-mobilization status. MATES is established in accordance with (Draft) NGR 750-2 and operates IAW MATES Internal and External SOPs. The MATES will provide field and sustainment level maintenance support and technical advice and assistance to units and Field Maintenance Shops, as required.
- b. The MATES is the only support for the following repairs:
  - (1) Optical/Instrument/Fire Control
  - (2) TOW/DRAGON
  - (3) Armament larger than 90mm and Artillery
  - (4) Firefinder Radar Systems
  - (5) Laser Range Finders/GVLLD
  - (6) MLRS
  - (7) Mortars M120
  - (8) Canvas

**3-2. CSMS**

- a. The mission of the Combined Support Maintenance Shop (CSMS) is to furnish field and sustainment level maintenance support, technical advice and assistance to units and Field Maintenance Shops, as required. CSMS is located at 131 SW 27th St, Topeka, KS 66611-1159.
- b. The CSMS is the only support for the following repairs:
  - (1) COMSEC
  - (2) Computers
  - (3) Calibration
  - (4) Engineer Equipment

**3-3. Combat service support maintenance units**

TAG KS policy requires that a goal be established for man-hours worked by non-technicians performing maintenance in a military status. A goal of 25% of all field support productive man-hours worked on maintenance of equipment is recommended by NGB. Combat service support maintenance units of the KSARNG must, therefore, perform as much field maintenance as possible during IDT and AT. The Surface Maintenance Manager will affect coordination between appropriate commanders and facility supervisors to make such training both realistic and effective.

## Chapter 4

### Sustainment Level Maintenance

Sustainment level maintenance will focus on repair and return, to the wholesale supply system, equipment that exceed the capabilities of the maintenance facilities established to support the KSARNG. Procedures for repair of surface equipment beyond the capabilities of the CSMS or MATES will be provided from the Surface Maintenance Manager. No equipment will be forwarded for repairs outside of Kansas without prior coordination and funding approval.

## Appendix A

### References

#### A-1. Required publications

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 190-13, The Army Physical Security Program

AR 190-51, Security of Unclassified Army Property

AR 385-10, Safety, Accident Reporting, Accident Avoidance

AR 600-55, Motor Vehicle Selection, Testing and Licensing

AR 700-138, Army Logistics Readiness

AR 710-2, Supply Policy Below the Wholesale Level

AR 735-5, Policies and Procedures for Property Accountability

AR 750-1, Army Material Maintenance Policies

AR 750-43, TMDE Calibration and repair support program

DA PAM 25-30, Consolidated Index for forms and publications

DA PAM 190-51, Risk Analysis for Army Property

DA PAM 710-2-1, Using Unit Supply System Manual Procedures

DA PAM 710-2-2, Supply Support Activity System Manual Procedures

DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual

DA PAM 750-35, Functional Users Guide for Motor Pool Operations

FORSCOM/ARNG Reg 55-1, Transportation and Travel/Unit Movement Planning

FM 9-43-2, Vehicle Recovery

FM 55-30, Army Motor Transport Units and Operations

TB 38-750-2, Medical Equipment

TB 43-0211, AOAP Monitor

KSARNG SOP 55-29, Convoy Operations

KSARNG SOP 600-55, Equipment Operator Program

KSARNG SOP 750-1, Maintenance of Equipment

State Maintenance Letter Information File

KS SOP SAMS-1E, SAMS-1E End User Manual

FMS Operating SOP, Produced by the Supporting FMS

Unit Maintenance SOP, Produced by the Commander

Applicable -10 and -20 TMs, TB's, LO's, MWO's, and SOUM's for all equipment assigned to your Unit/FMS

#### A-2. Related publications

A related publication is merely a source of additional information. The user does not have to read it in its entirety to understand this publication.

AR 220-1, Unit Status Reporting

AR 570-4, Manpower Management

AR 570-5, Manpower Staffing Standard FMS System

AR 570-7, Manpower and Equipment Control for Equipment Survey Program

AR 570-9, Host Nation Support

AR 700-4, Logistics Assistance

TB 43-180, Calibration and Repair Requirements for the Maintenance of Army Materiel – Included on EM0022

TB 750-25, Test, Measurement and Diagnostic (TMDE) Calibration and Repair Program – Included on EM0022

**Appendix B  
Scheduled Services**

**B-1. - 20 PMCS**

- a. General: Periodic services (Scheduled Services), are required on equipment, to include components in a system or sub-system, when the technical manual requires a PMCS service to be performed by unit maintenance personnel. Services are scheduled 1 year or 1 service in advance and are posted to the SAMS-1E computer when the service is completed. Specific guidelines for posting services are in DA PAM 750-8 and tables below.
- b. The frequency of scheduled services will be in accordance with the specified technical manual, unless enrolled into the low usage program. The low usage program is for specified equipment that meets the criteria in DA PAM 750-8 and AR 750-1, chapter 3. If equipment is entered into the low usage program, all inspections and guidance in DA PAM 750-8, chapter 3 must be followed. The date, miles, and hours when the equipment was placed into the low usage servicing will be documented in the SAMS-1E and recorded on DA Form 5988-E as a slash fault.
- c. Items that cannot be placed into the low usage program are: Small Arms and Crew Served Weapons; items under warranty; armament, equilibrating, fire control, and sighting components of combat vehicles and missile systems, IAW DA PAM 750-8 and AR 750-1.
- d. Equipment entered into the low usage program will require a semi-annual inspection/exercise to be performed by the operator, IAW DA PAM 750-8, chapter 3. (This means equipment in the low usage program will have services schedules and performed IAW table B-1)

**B-2. FMS Services**

Units will request support from their supporting FMS facility or Company for all required Field Support services. FMS services will be scheduled utilizing the unit SAMS-1E.

**Table B-1  
Scheduled Services**

<b>TYPE OF EQUIPMENT</b>	<b>SERVICE CRITERIA FOR LOW USAGE CONDITIONS</b>	<b>REMARKS</b>
Artillery/Mortar /RR	Not Applicable	No Low Usage
Mortar, M120mm w/81 mm sub-caliber	Not Applicable	No Low Usage
Grenade Machine Gun MK-19	Not Applicable	No Low Usage
Small Arms & Crew Served Weapons	Not Applicable	All small arms & CS weapons will perform services under normal conditions in addition – See App D.3,c.
Tactical Vehicles – HEAVY (HEMTT, PLS, HET)	Usage is less than 1,200 miles Within 12 months (A) & (S)	Annual service “A” includes all service. “S” is a Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and AR 750-1
Tactical Vehicles – LIGHT And Trailers	Usage is less than 3,000 miles within 12 months (A), & (S)	Annual service “A” includes all service. “S” is a Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and AR 750-1
Construction Equipment	Usage is less than 500 mile or Less than 125 hours within 12 months. (“A”) (“S”)	Annual Service “A” will include all services IAW TM. “S” is a Semi-annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and AR 750-1
Generators, Pumps, Air Compressors, Support Equipment, Power Driven NBC Equipment, Engine Driven Heaters, Air Conditioners	Less than 75 hours of Operation In a 12 month period. (“A”) (“S”)	Annual Service “A” will include all services IAW TM. “S” is a Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and AR 750-1

**KSARNG SOP 750-1 01 January 2009**

Tentage, Canvas Items, Immersion Heaters, Field Ranges, Space Heaters, Stoves	No use in a 1 year period ("A") ("S")	Annual Service "A" will include all services IAW TM. "S" is a Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and 750-1
Electronics and Communications Equipment	Less than 75 hours of Operation within 12 months. ("A") ("S")	"S" is a Semi-Annual Inspection/Exercise, See Chap 3, and DA PAM 750-8. If communication equipment is part of a system that is entered into low usage it will be serviced at time of Prime System.
Combat Vehicles (except armament, equilibrating systems, fire control and sighting components) Missile Systems (except fire control and sighting components) Material Handling Equipment	Usage is less than 500 miles or less than 125 hours within 12 months. ("A") ("S")	Annual Service "A" includes all services IAW with TM. See Chap 3, DA PAM 750-8. "S" is a Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 NOTE: Services for TOW/DRAGON, GM Systems will be performed IAW Maintenance Information Letter #99-6.
NBC Equipment (Non-Power Driven) Protective Masks	Less than 75 hours of use within 12 months. ("A") ("S")	Annual Service "A" will include all services IAW TM. "S" will be Semi-Annual Inspection/Exercise, See Chap 3, DA PAM 750-8 and AR 750-1.
Bio-Medical Equipment	See Appendix "R" for Service Criteria	Bio-Medical Equipment is Listed in Appendix "R"
Stamis Equipment	See -10 Manuals for Service	
All Equipment in Warranty Period	Not Authorized	

**Table B-2  
Forms Usage and Related Information**

Old Form	New Form	USE	Reference	Maintained by	Filed in or Distribution	Retained for	Remark
OF 346	DA 5984-E	Vehicle Operator Permit	AR 600-55	Unit	Possession of Individual	Duration of Issuance	5 Years Before Expiration
DA 348	DA 348-E	Operator Qualification Record	AR 600-55 FM 55-30 AR 385-40	Unit	Unit Separate File	Permanent Historical Record	
DD 2404	DA 5988-E	Maintenance Inspection Worksheet	DA PAM 750-8	FMS	Separate Files FMS & Unit	Until no longer needed	
DA 2408-14	DA 5988-E	Uncorrected Faults	DA PAM 750-8	Unit & FMS	N/A	Combined with the Maintenance Inspection Worksheet	
DD 1970	DA 5987-E	Equipment Dispatch	DA PAM 750-8	Unit & FMS	Separate Files	Until New Form Generated	
DA 2401	DA 5982-E	Equipment Control Log	DA PAM 750-8	Unit & FMS		30 Days After Last Entry	
DA 2407	DA 5990-E	Maintenance Request (Support Maint.)	DA PAM 750-8	Unit & FMS	Separate Files	1 year after request is closed	Unit/FMS Retains Blue Copy For 1 Year
DD 314	SAMS-E Reports 1. Major End Items 2. Weapons System/ Subsystem 3. Scheduled Services NMC Report	Performs all functions previously Done on DD 314	DA PAM 750-8	Unit & FMS	Separate Files	When new reports are generated	
DA 2408-20	N/A	Oil Analysis Log	DA PAM 750-8 Appendix "R"	N/A	N/A	Until Results are Returned from Oil Lab	Save Results
DA 2026	DA 5991-E	Oil Analysis Request	DA PAM 750-8 Appendix "R" KS-SOP 750-1	Unit & FMS	Log Book Historical Files	Until Results are Returned from Oil Lab	
DA 2406	AMSS Reports	Reporting Status of Equipment	AR 220-1 AR 700-138 SAMS-E SOP KSSOP 750-1	Unit & FMS	Separate Unit Files	Retained One Year	

## Appendix C

### Maintenance Support Plan (MSP)

The MSP is the Table that associates Units and their Primary Support Shop for maintenance. The full MSP can be accessed on the Public Folder because this document is fluid changes frequently. The following link will take you to the current KSARNG MSP for Land Component.

[\\Ngksa7nocstrg\Public\G-4\\_KSARNG\SMM\SAMS](\\Ngksa7nocstrg\Public\G-4_KSARNG\SMM\SAMS) . The name of the file is MSP Order DD\_MMM\_YY.xls. DD-MMM-YY= date of revision look for the latest date. Further details can be addressed to the SMM readiness Section POC at 785.274.1346.

## Appendix D

### Maintenance of Artillery and Small Arms

#### D-1. References

- a. TM 9-1000-202-14, Evaluation of Cannon Tubes
- b. TB 9-1000-234-13, Exercising of Recoil Mechanisms and Equilibrators
- c. TM 750-116, General Procedures for Purging and Charging Fire Control Instruments
- d. DA PAM 750-8
- e. AR 750-1
- f. Applicable Equipment TMs pertaining to individual items.

#### D-2. Small arms/crew served weapons

- a. Services on Small Arms/Crew Served weapons will not be extended UNLESS they are placed in administrative storage and not removed for any reason.
- b. MATES and CSMS are the only maintenance activities authorized to perform TM -30 level maintenance on weapons. Units are only authorized to perform 10/20 level maintenance. 30 level maintenance requires calibrated small arms gages that are only on hand at MATES and CSMS.
- c. Annual Gauging and Technical Inspections required by individual weapons technical manuals will be performed by MATES or CSMS biennially (every two years) for all KSARNG weapons for the safety of personnel and equipment. Units are responsible to submit a Work Request\* through the FMS to the small arms repair shop at MATES or CSMS for this work. The DA Form 5990E or PCN-AHN-018, Work Order Detail along with the DA Form 2404s from CSMS or MATES will be maintained on file at the unit until the next biennial inspection is completed.

**\*NOTE: If for any reason bolts are separated from the receiver then the bolts will be tagged with the weapon serial number. In the event the tags become lost, the weapon becomes NMC and the unit will contact the CSMS or MATES to inspect the headspace of the weapon prior to issuing or firing of that weapon.**

- d. The MK-19 Grenade Machine Gun is required a semiannual service IAW TM 9-1010-230- 23&P. This is a field (TM -30) level service and is to be accomplished ONLY by small arms mechanics at the CSMS or MATES. Units are responsible to submit a Work Request\* through the FMS to the small arms repair shop at the MATES or CSMS for this work.

#### D-3. Armament and artillery weapons scheduled services

- a. Low usage servicing will not be used for equipment under warranty, armament subsystems, equilibrating systems, fire control components, or sighting components of combat vehicles and missile systems. (Ref: [AR 750-1, Chapter 4, Paragraph 4-2](#)).
- b. Services will be scheduled and performed in accordance with the specified technical manual. TM -20 level Services are to be scheduled one service in advance and are posted to the SAMS-1E computer. Specific guidelines for posting services are in [DA PAM 750-8](#).
- c. Services indicated in applicable TM's and TB's to be accomplished by support personnel will be performed by personnel of the MATES Armament Section.
- d. Firing of Armament and Artillery Cannons constitutes "exercising of the recoil mechanism". TB 9-1000-234-13, states "Exercising of the recoil mechanisms is required at least every 180 days."
- e. Units are responsible to conduct a recoil exercise after firing. Recoil exercise for M1A1 and M109A6 is a field level service that units are responsible to perform. Work exceeding the capabilities or capacities of Unit Maintenance Sections may prompt the unit to initiate work to the Armament/Artillery Section at the MATES for assistance, as appropriate. Units are responsible to clean the tube prior to the borescope inspection and pullover gauging.

- f. Borescope and Pullover Gauge requirements:
  - (1) TM 9-1000-202-14, dated 22 Feb 05, states – “Notify Direct Support to borescope and pullover gauge the cannon tube within 180 days prior to firing.” Units are responsible to initiate the work requests to the MATES Armament/Artillery Section. Additionally, units will ensure that cannon tubes are cleaned prior to the borescoping & pullover gauging by coordinating with the MATES Armament Section for a courtesy borescope.
  - (2) Service data, including recoil exercises, borescope and pullover gauging, will be entered on the automated weapon record data cards through the AEPS website. MATES SAMS-1E operators will enter field service information for M1A1 tanks and M109A6 howitzers in the MATES package. **The Units are responsible for entering field level service information for home station guns.**
- g. Fire Control Instruments (Reference TM 750-116)
  - (1) Field Maintenance personnel will purge and charge tank fire control items every 180 days or when condensation is evident in the instrument.
  - (2) Field Maintenance personnel will purge and charge artillery fire control items every 90 days or when condensation is evident in the instrument.
  - (3) Field Maintenance personnel will purge and charge fire control materiel being repaired whenever the repair function affects internal sealing.
  - (4) NSNs 4820-01-384-9005 and 4730-00-277-9615 are mandatory for purging artillery fire control.
- h. Missile – M270 Launcher, Rocket, Armored Vehicle Mounted
  - (1) Operator, crew, and field level services will be performed IAW TM 9-1425-648-13&P. (low usage services are not authorized, IAW AR 750-1, chapter 4, paragraph 4-2).  
**NOTE: Maintenance and maintenance training on these launchers is critical to the FMC rate. Commanders are strongly encouraged to emphasize this training.**
  - (2) Personnel are cautioned to NOT use high-pressure water or steam to clean interior and rear of the launcher missile, or carrier vehicle bed, or cab. Water may damage electronic components. Personnel are cautioned to not flood the vehicle bed. When washing the equipment, refer to the “after fording” paragraph in the carrier’s operator manual and remove drain plugs.
  - (3) Battery maintenance and charging are critical to this system. Battery voltage not at peak charge will result in erroneous fault indicators on the fire control panel.
  - (4) Field level services will be performed by qualified field maintenance (94P MOS) personnel only, IAW TM 9-1425-648-13&P.
  - (5) Annual safety load test must be directed by a qualified “test supervisor”. This procedure is to be performed one year after date stenciled on the launcher loader missile. The test consists of a 125% load, IAW TM 9-1425-648-13&P. The date of the test will be stenciled on the upper left forward side of cage using ½ inch letters the same color of the vehicle markings.

## Appendix E

### Maintenance of Communications and Electronics (C-E) equipment

#### E-1. References

- a. DA PAM 750-8
- b. Appropriate Technical Manuals
- c. Current Maintenance Information Letter (MIL) on C-E and associated equipment.
- d. Current MIL on SINCGARS FMS verifications

#### E-2. Preventive maintenance services (organizational)

Low usage interval is authorized for C-E Equipment that meets the applicable requirements. Reference Appendix B tables for proper guidance and intervals.

#### E-3. Special maintenance requirements

- a. All night vision goggles (NVGs) and night vision viewers (NVVs), AN/VVS-2s require a field support test and purge every 180 days and will be performed by the CSMS or MATES using DA Form 5990E, work request. Equipment **that is not tested and purged every 180 days will become non mission capable (NMC)**. On-site testing is encouraged and should be coordinated with FMS maintenance.

- b. Operator PMCS for mobile subscriber equipment (MSE) that is considered 'stand alone', (unable to operate into the signal battalion MSE equipment) will be performed in accordance the MSE MIL 92-5.
- c. SINCGARS radios biennial FMS verification Test. Every 2 years SINCGARS radios and associated amplifiers and VAA's must be submitted to CSMS and MATES for a bench verification test. Normal work order procedures are to be used and service will be scheduled in SAMS-1E as a "B" service.

## Appendix F

### Maintenance Requests (DA FORM 5990E/2407)

#### F-1. Request for support maintenance for non-damaged equipment

- a. All support maintenance work requests will be requested using approved standard maintenance request forms. SAMS-1E generated DA Form 5990E Maintenance Requests are the preferred means of requesting support maintenance.
- b. All major end items of equipment deemed uneconomically repairable will be forwarded to the CSMS. The CSMS will report those items to the USPFO for Kansas, requesting disposition. Exceptions will be coordinated on a case-by-case basis with the USPFO.
- c. If the equipment is forwarded by the Area Truck, a copy of the Bill Of Lading will be the receipt for the property until the signed Green Copy DA Form 2407 or 5990E is received by the unit or FMS. When the Area Truck returns the equipment to the unit or FMS, the signed green copy will be returned to the CSMS/MATES by return mail and the CSMS/MATES will return the blue copy to the customer.
- d. All safety (e.g. brakes and lighting) and operator level faults will be repaired prior to sending an item to the support maintenance facility.

#### F-2. Request for support maintenance for damaged equipment

- a. When property is damaged through other than fair wear and tear, the commander responsible for the property will investigate the circumstances to determine the proper action authorized. Upon completion of the investigation, the following actions will be taken, IAW AR 735-5.
- b. **For any vehicle damage or accident and for equipment damage when NEGLIGENCE IS INVOLVED**, use the following procedures:
  - (1) Submit DA Form 5990E for an Estimated Cost of Damages (ECOD) to CSMS/MATES. No work will be accomplished on this request until a release memorandum is received from the Survey Officer. ECOD action is completed when CSMS/MATES returns a DA Form 461-5 with the DA Form 5990E, or 2404, as appropriate, to the unit.
  - (2) The commander will send equipment and maintenance request to CSMS/MATES with the following statements on DA Form 5990E.
    - "Request Estimated Cost of Repairs to support Report of Survey".
    - "Damages to this equipment were not the result of FWT and the item is submitted IAW AR 735-5. Further action is being taken."

\_\_\_\_\_  
Commander

#### **No repairs will be accomplished without a release from the survey officer.**

- (3) Once appointed, the Survey Officer must physically examine (if appropriate) and release the item before repairs or turn-in will be started. The release format is a memorandum for record from the Survey Officer to the supported FMS with a copy for the report of survey. The memorandum should state that the equipment has been examined and released for repair. Unit commanders should assist in getting clearance statements as soon as possible to facilitate timely repair. The FMS Chief will forward a copy of the memorandum to the support maintenance facility for inclusion with the DA Form 5990E. At this time, work may begin to repair the inoperative item.
- c. **For any vehicle damage or accident and for equipment damage when NEGLIGENCE IS NOT INVOLVED**, use the following procedures:
  - (1) Attach a statement to the Maintenance Request stating the circumstance that caused the damage. Forward DA Form 5990E and the statement attached, to the Brigade Command for that unit: Example (Commander of: 287th Sust BDE; 635<sup>th</sup> RSG; 69 TC; 235<sup>th</sup> Regiment, Chief of Staff, JFHQ; Chief of Staff, 35 ID.)

- (2) The Brigade Commander has the authority to release the equipment for repair and will be forwarded with the maintenance request to the repairing facility.

## Appendix G

### Equipment Improvement Recommendations (EIR) (SF 368)

#### G-1. Reference DA PAM 750-8

#### G-2. Reporting

Responsible individual will notify JFHQ-SMM by telephone, when a deficiency may affect life or limb, immediately after discovery of the deficiency. Copy No.3 of SF 368 will be forwarded to JFHQ-SMM.

#### G-3. Submission

Commanders will not require submission of NMP Copy (SF 368) through channels.

## Appendix H

### Material Condition Status Reporting – AMSS (Army Materiel Status System)

#### H-1. References

- a. AR 220-1
- b. AR 700-138
- c. AMSS Rollup Procedures, Processes, Matrix Letters dtd: Aug 26, 2008

#### H-2. General

- a.. The KSARNG has implemented the Army Materiel Status System (AMSS), within the Unit Standard Army Maintenance System Enhanced (SAMS-E). The AMSS is designed to accumulate the necessary transactions at the unit levels during the reporting period (16th day of the month to the 15th day of the following month). At the end of the report period, SAMS-E Production Controllers will process these transactions and produce an automated output that is similar to the “front side” of the current hard copy forms. The equivalent “backside” information from the current hardcopy forms will go through the SAMS-1E SPT and be received by the Standard Army Maintenance System Enhanced (SAMS-2E), which is located at the Surface Maintenance Management Office (SMM). The SAMS-2E system will FTP this information weekly for all maintenance transactions and monthly for all AMSS data to include usage to LOGSA, The AMSS data from the SAMS-1E Unit systems will be rolled up by reporting UIC and submitted to the SAMS-2E **no later than mid-night 19<sup>th</sup> of each month**. Refer to AMSS matrix to see the flow of rolling up AMSS data within the state. Each FMS that supports the reporting unit “AA” level will be responsible for collection, processing and distribution of the end of report period data. In short the DA-2406 is no longer required, however the AMSS data is feeder for the Units USR. A copy of all AMSS End of Period Reports will be sent hardcopy to the “AA” unit’s readiness NCO for preparation of USR. In addition one hardcopy of the Rollup by UIC will be forwarded to the SMM for file. For further detailed information regarding AMSS procedures refer to the AMSS Rollup Procedures and Processes Memo sent to all Facilities as well as the End Users Manual in SAMS-E.
- b. Each company and/or “AA” level unit will appoint, in writing, a Unit Logistics Readiness Officer. This officer will be responsible to the commander that the Materiel Condition Status Report feeder data is properly prepared and submitted from the Units supporting FMS. Battalion and higher commanders will also appoint, in writing, a Staff Officer as the battalion or higher Command Logistics Readiness Officer to help facilitate coordination with supported FMS for feeder data submission. A copy of the appointment order will be provided to all subordinate elements and SMM. The Staff Officer will be responsible to the commander for all phases of Logistics/Materiel Readiness within the command.

#### H-3. AMSS reporting Matrix

The link below will take you to the public folder for AMSS matrix, AMSS procedures and the AMSS process for all reporting elements within the KSARNG. The AMSS matrix is designed to help the unit understand the flow of data for the purpose of rolling up the AMSS data at any given time. The unit must understand that this data flow takes time and must be run exactly as described in the AMSS rollup procedures and processes memo sent to all facilities. Units may run the rollup procedures at any time to get a snapshot of the “AA” report. However, the end of period process is reserved for the FMS Production Controllers to run monthly. This process will reset dates and create roll over records for the next reporting period. In addition, it will purge all corrected faults at next login. If these

processes are not run IAW the AMSS rollup procedures, the data will not be accurate and distort the unit readiness posture.

Link to Public Folder for current AMSS documents:

[\\Ngksa7nocstrg\Public\G-4\\_KSARNG\SMM\SAMS\AMSS\\_Stuff](\\Ngksa7nocstrg\Public\G-4_KSARNG\SMM\SAMS\AMSS_Stuff)

Files to look for are named:

KS AMSS Matrix DD\_MMM\_YY.xls,

AMSS Rollup Procedures DD\_MMM\_YY.doc and

AMSS ROLLUP Process DD\_MMM\_YY.doc

DD\_MMM\_YY = date of revision. All three of these documents are required to perform and understand AMSS rollups. Further details can be addressed to the SMM readiness section POC at 785.274.1346.

## **Appendix I**

### **TMDE Calibration**

#### **I-1. References**

- a. AR 750-43, Army TMDE Program.
- b. TB 750-25, Maintenance of Supplies & Equipment: Army TMDE Calibration and Repair Support Program.
- c. TB 43-180, Calibration and Repair for the Maintenance of Army Material.
- d. DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual.

#### **I-2. Responsibilities**

- a. Surface Maintenance Manager.
  - (1) General. This appendix prescribes the procedures to be used for the control of calibration of KSARNG test, measuring and diagnostic equipment (TMDE). The National Guard Bureau has given each state the responsibility of performing calibration and repair services on all items of TMDE as prescribed in appropriate TB's and at the proper interval, as listed in TB 43-180. The limiting factor will be calibration TMDE standards on hand. Items beyond CSMS capability will be referred to the appropriate TMDE Support Center (TSC), Depot or civilian contractor.
  - (2) Calibration Intervals. All items of TMDE will be calibrated in accordance with intervals specified in TB 43-180.
- b. Commanders and Facility Supervisors – All units will appoint a unit TMDE support coordinator in accordance with AR 750-43. In addition, all FMSs, MATES, CSMS, ATEAM and AASF facilities will appoint TMDE support coordinators to coordinate TMDE support for their organizations and /or supported units. Responsibilities and duties for all TMDE support coordinators will follow the guidelines set forth in TB 750-25.

#### **I-3. Procedures**

- a. KSARNG TMDE Support Center.
  - (1) Calibration by the KSARNG TMDE Support Center. TMDE calibration is performed at the CSMS and will be scheduled over the full year. A percentage of equipment will be called for monthly utilizing the TMDE Integrated Material Management System (TIMMS). Items will be split within each unit so all like items will not be due for calibration during the same month. Due to backlogs, all like items from one unit or facility may become grouped after a period of time. It is the unit or facility TMDE Coordinator's responsibility to notify calibration so the scheduling can be adjusted to correct such a situation. TMDE master, projected, and delinquent listings will be E-mailed to each FMS and Facility TMDE Coordinator on or near the first of each month of all items due through the following month. The FMS in turn will forward TMDE listings to their supported units.
  - (2) Calibration by other support sources. TMDE that requires support by external sources will be included in the TIMMS Recall System. The TMDE Coordinator will be notified of items (currently in Instrument Master Record File) that are due calibration. This notification will be a printout, listing items by owner UIC.
  - (3) Delinquency Procedures. The TMDE Support Center will continue to notify (monthly) those units having delinquent items of TMDE (overdue scheduled calibration service). However, if

- problems are not resolved within a 60-day time period, a delinquency list will be sent to the Surface Maintenance Manager for appropriate action through command channels.
- (4) Maintain an Instrument Master Record File (IMRF) for all TMDE assigned to the KSARNG.
- b. Facility, FMS and Unit Procedures for Calibration.
- (1) All units will provide a copy of the appointment orders to their supporting TMDE support coordinator, normally the supporting FMS. All facility TMDE support coordinator appointments will be forwarded to the CSMS, ATTN: TMDE Support Center.
  - (2) Prompt delivery of TMDE to the TMDE Support Center will be made by the TMDE Coordinator, designated representative, and area truck or mail service. TMDE submitted for calibration and repair must be packaged and transported in a manner that protects from weather, vibration, and shock. It must be complete with all unique or special purpose adapters, cables, and accessory items required by the TMDE Support Center to accomplish the calibration and repair. When requested, the TMDE owner/user will provide the necessary maintenance manuals.
  - (3) The TMDE Coordinators will notify the TMDE Support Center of equipment lost, turned-in, or laterally transferred to another unit, within ten (10) working days, by annotating a copy of the printout or other documentation of equal information and returning it. A Cal Form 1 has been developed for this purpose (see figure I-1). Copies are available upon request from the TMDE Support Center. Supply documentation must accompany any request for TMDE to be removed from the TMDE Master Listing.
  - (4) Any individual who will be required to sign for equipment must use a DA Form 1687 (Notice of Delegation of Authority) at the TMDE Support Center.
  - (5) Scheduling of Services. Calibration services for all TMDE including radiac and small arms gages are scheduled and controlled by the calibration section at the CSMS. Calibration services WILL NOT be scheduled on the DD Form 314 at organizational level. Each TMDE facility coordinator will receive the following monthly printouts/ lists for each unit they support; if applicable:
    - a. TMDE Master Listing.
    - b. TMDE Projected Listings.
    - c. TMDE Ten or More Days Delinquent Listing.
  - (6) Repair of TMDE. All TMDE requiring repair will be submitted on a DA Form 2407 to the TMDE Support Center. The TMDE Support Center is the only facility authorized to repair TMDE.
  - (7) Tagging of Equipment. A DA Form 2402 (Exchange Tag) must be attached to each item being submitted for calibration and/or repair at the TMDE Support Center prior to delivery (see figure I-2). This tag will be prepared in accordance with DA PAM 750-8. The unit UIC code WILL BE used for local hand receipts as 3. Copies may be desired. Copy 4 will be attached to the item. The TMDE Support Center will generate and give an automated receipt to customer for items received. When items are sent on area truck, a Bill of Lading will be the receipt; each item of TMDE must be listed on the Bill of Lading by serial number. In ALL cases, a properly completed and legible DA Form 2402 tag will be attached to each item. When a new item is submitted that does not have a serial number, the TMDE Support Center will assign one.
  - (8) Delivery and return. TMDE and small arms gages will arrive within the month they are due. Any item not received by the calibration due date will be delinquent. When items have not been picked up in a reasonable length of time, the TMDE Coordinator, FMS Foreman, and/or SMM will be notified that equipment is ready for return. Upon return of TMDE, a copy of DA Form 7372 will be given to the customer that will be retained for a period of not less than one (1) year (see figure I-3).
  - (9) Inspection and Certification of small arms gages. Small arms gages will be certified IAW TB 43-180. Each gage must have its DA Form 3023 (Gage Record) when delivered to the TMDE Support Center.
  - (10) Nuclear Weapons TMDE. All TMDE in support of nuclear weapons will be stenciled with bold letters "NUCLEAR WEAPONS". This will make them easily identifiable to provide priority service.

(11) Calibration Program Continuity. To assure that all items requiring calibration are calibrated and at the proper interval, it is of utmost importance that the State TMDE Master Listing be accurate and up to date with the equipment actually on hand in the units. This can only be accomplished through prompt notification by the unit and TMDE Coordinator when an item requiring calibration is gained, lost, or transferred. Any changes in the accountability of TMDE will be reported to the TMDE office immediately. Prompt delivery of equipment is important in order to maintain monthly schedules. Assistance will be available to units and TMDE Coordinators with any problem areas, by contacting the TMDE Support Center.

Figure I-1

**CSMS MASTER CALIBRATION FILE UPDATE REQUEST**

(use this automated form and email to TMDE@ks.ngb.army.mil)

- ADD:** Complete Section 1 & 2 to add an item to the Calibration Master Listing.
- DELETE:** Complete Section 1. Complete Section 2 to include Turn-In Document Number. (Required to remove item from Calibration Master Listing).
- CHANGE:** Complete Sections 1 & 2 & 3. Use Section 2 to show current information. Use Section 3 to only show changes to be made.
- LATERAL TRANSFER:** Complete Sections 1 & 2 & 3. Use Section 2 for current information. Use Section 3 to and fill in only the Gaining OUIIC.

SECTION 1 (Required for ALL Requests)

Submitted by OUIIC / OMS: WTQH99

Rank / Signature: MSG Dale Rogers

Date: 22 June 2006

POC: Same

Ph. 785 000-0000

REMARKS: Item Turned in to USPFO

SECTION 2

ID Code: WL000 Serial Number: 123456 Model: TS3951/PRM34 Nomenclature: TS RADIO

NSN: 6625011560443 OUIIC: WTQH99 Work Ctr: A123 Due Date: 6/28/2006 T/I Doc # 0

SECTION 3

ID Code: Serial Number: Model: Nomenclature:

NSN: OUIIC: Work Ctr: Due Date:

**NOTE:** Requests will NOT be processed if any required information is missing. SECTION 1 must be completely filled in before we can process any requests.

CAL FORM 1 (13 January 2004)

Figure I-2

Edition of NEC MS is usable until exhausted.	DA Forms 750-4 and 738-751	1. SUPPORT AGENCY UIC <b>WSUMAA</b>		2. DATE <b>03 MAR 09</b>		
		3. ORGANIZATION UIC <b>WSUNAA</b>		4. <input type="checkbox"/> WARRANTY <input type="checkbox"/> TMDE <input type="checkbox"/> EIR EXHIBIT <input type="checkbox"/> OTHER		
		5. NSN <b>5120014935432</b>		6. NOUN NOMENCLATURE <b>CALPR DIGTL</b>		
		7. PD		8. PD AUTHENTICATION		
		END ITEM IDENTIFICATION		9. END ITEM NOUN NOMENCLATURE		
		10. MODEL <b>0-6 IN</b>		11. SERIAL NO. <b>97180161</b>		
		12. DEFICIENCY OR SYMPTOM <b>CALIBRATION DUE</b>				
		13. DATE ACCEPTED		14. SIGNATURE		15. NMCS
		16. WON		17. INITIALS <b>JW</b>		
		18. DATE REPAIRED		19. INITIALS		

COPY 1

DA FORM 2462, AUG 2004



## Appendix J

### Command Maintenance Evaluation Teams (COMET)

#### J-1. References

- a. NGR 750-51
- b. AR 750-1

#### J-2. General

This appendix supplements the references cited above and all pertinent technical publications.

#### J-3. Responsibilities

The Surface Maintenance Manager has the general staff responsibility for COMET inspections. The FTM facility supervisors will provide adequate and trained employees to conduct the Command Maintenance Evaluation Team inspections.

#### 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, class IX operations, operator/crew PMCS, and identification of systemic maintenance issues.

#### J-5. COMET Preparations

- a. The COMET Team Chief will provide the unit/activity to be evaluated any special instructions for the preparation of equipment at the time the unit is notified of the COMET evaluation. Extensive display of equipment will be avoided. Whenever practicable, operator/crew personnel should be present during the evaluation to observe, make on-the-spot corrections, etc. The unit FTM support members and an FMS representative will be present. It is desirable for the unit commander to be present, too.
- b. . It is mandatory for the evaluated unit to provide a copy of the unit/detachment PBO/SPBS handreceipt and MTOE to the Team Chief **PRIOR TO THE INSPECTION**. Failure to comply will delay the evaluation and possibly lead to a failed COMET inspection or a cancelled assistance visit.

#### J-6. Equipment readiness status

Mission capable (MC) status of inspected equipment will be determined by using the TM 10-20 PMCS standards, current maintenance directives, and SOUM's.

#### J-7. Scheduling

Each unit will receive a COMET inspection at 12-24 month intervals (18 month interval is desired), with the exception of units deploying or returning from a deployment. Those units will receive a COMET Assistance Visit within 12 months of their return from mobilization. The COMET is incorporated into the Command Readiness Inspection (CRI) program and is designed not to interfere with other inspections and internal reviews. Both the COMET and CRI are Command Inspections and utilize the same inspection criteria and checklist. The SMM will publish the inspection schedule listing date(s) when each unit will receive their COMET inspection. Utilization of the COMET evaluation ILO a separate evaluation of any other type is authorized if the inspection dates are within 180 days of each other. The MAIT and the COMET-AV will be conducted within twelve months of redeployment.

#### J-8. COMET inspection ratings

Failure to receive a satisfactory rating will result in the following actions.

- a. Unit Commanders will submit a written response, within 90 days of COMET, of corrective actions through command channels to the SMM, with a copy furnished to the DOL and the supporting FMS. This response must include corrective actions taken for deficiencies to not reoccur.
- b. Unsatisfactory areas will be re-evaluated within 180 days.

#### J-9. Equipment inspected

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 inspected** utilizing the random sampling guidance provided in NGR 750-51, regardless of equipment storage location.

#### J-10. Equipment access

COMET members are authorized unaccompanied access to all storage areas, including vaults, supply room, and communication equipment storage.

#### J-11. COMET and CRI inspection checklist

The below checklist will be utilized by all personnel inspecting the equipment readiness posture of KSARNG Units.

Figure J-1. COMET Summary

AGKS-SMM

Date Inspected:

COMMAND MAINTENANCE EVALUATION TEAM  
KANSAS ARMY NATIONAL GUARD

InspID:

PERFORMED BY:  
COMET TEAM UNIT:  
UNIT UIC:

# COMET SUMMARY

	Evaluated	Number of Questions	Forms 1-4 Number of Go or NoGo Responses	Score	Go	NoGo
1*Maintenance Management (80% for Satisfactory Rating)						
2SAMS1E/AMSS Data Management (85% for Satisfactory Rating)						
3Maintenance Sustainability (80% for Satisfactory Rating)						
4*Class IX Repair Parts Management (80% for Satisfactory Rating)						
5*Primary Weapons and Equipment - (PWE = ERC A & ERC P items) (90% for Satisfactory Rating) (include all MATES equipment in selection of equipment when the parent unit is inspected)						
6Material General (90% for Satisfactory Rating) All Inspected Equipment Excluding PWE Items (include all MATES equipment in selection of equipment when the parent unit is inspected)						

**OVERALL COMET RATING:**

To have an Overall Rating of Go:

Forms 1,2,4, and 5 must be Go or Not Evaluated  
and  
3 or 6 must be Go or Not Evaluated

**Inspection Comment:**

1. **\*Maintenance Management (80% for Satisfactory Rating)**
1. **Army Equipment Records Procedures (DA PAM 750-8). Are the following records properly maintained?** **Go No Go NA**
- a. Equipment Record Folder
  - b. SAMS-E DA Form 5982-1-E current. (Or manual DA Form 2401 properly completed and maintained for 30 days, as appropriate).(100% for GO)
  - c. SAMS-E AWCMF450/452/454. Are services scheduled for equipment with published services required? (100% for GO)
  - d. SAMS-E AWCMF450/452/454. Are services being performed within 10% variance, IAW DA PAM 750-8,Para 3-9, h, 4? If not, is the equipment NMC?
  - e. DA Form 2408 (Weapon Record Data) (1) Required semiannual recoil exercise, IAW TN 9-1000-234-13, Chap 1, Para 1-2; TM 9-2350-264-20-2-1, page 2-28; and TM 9-2350-314-20-1, page 2-43. Note - firing constitutes a recoil exercise (2) Required borescope inspection must be accomplished within 180 days prior to firing and at other required intervals IAW TM 9-1000-202-14, Chap 2, Para 2-3, and Tm -2350-264-20-2-1. (Both required for GO)
  - f. SAMS-E DA Form 5990-E. Is copy number ONE kept on file? (DA PAM 750-8, Para 3-13,b)
  - g. SAMS-E DA Form 5988-E, is the form maintained for equipment that has faults? (DA PAM 750-8, Para 3-
  - h. SAMS-E DA Form 5988-E, Is the scheduled service DA Form 5988E properly completed, signed, and kept on file until the next service is performed? (DA PAM 750-8, Para 3-10,f)
2. **Publications** **Go No Go NA**
- a. Specific admin regs on had: AR25-400-2, DA PAM 750-35, AR 750-1, KS Sop 750-1, DA PAM 750-8, AR 710-2, DA PAM 25-30, TB 43-180, AR 750-43, AR 700-138, AR 600-55, KS SOP 600-55, SAMS-E User Manual (TB 43-180 is only available on EM 0022, which also contains AR 750-43)
  - b. Is the technical library maintained and are references properly cataloged for easy access.
  - c. Has the maintenance section publication requirements been identified on the supporting DA Form 12-series?
  - d. Are manuals current and posted with the latest changes?
  - e. Is the publications account being reviewed annually?
3. **Army Oil Analysis Program (AOAP) - (AR 750-1), DA PAM 750-8, TB 43-0211** **Go No Go NA**
- a. Is required equipment enrolled in the AOAP program? (100% for GO)
  - b. Are samples being taken within the variance?
  - c. Is there an adequate stock of sampling supplies
  - d. Are sampling valves installed on equipment requiring AOAP samples? (AR 750-1, Para 2-15, h, 4, b) (Not a unit requirement, current guidance requires AMC to design it with new equipment - score NA or GO at unit)
4. **Safety (AR 385-10, NGR 385-10, AR 385-55, Maintenance Information Letter on Fire Extinguishers)** **Go No Go NA**
- a. Are flammable liquids stored properly?
  - b. Are fire extinguishers mounted and maintained IAW Maintenance Information Letters (applicable only to fire extinguishers required by equipment TM)
  - c. Are first aid kits readily available, complete, and not expired?

<p><b>4. Safety (AR 385-10, NGR 385-10, AR 385-55, Maintenance Information Letter on Fire Extinguishers)</b></p> <p>d. Are safety boots and other PPE issued to and used by mechanics?</p> <p>e. Are air and other gas compressors inspected and tested IAW TB 43-0151?</p> <p>f. Are lifting devices tested and inspected IAW TB's 43-0142, 9-2320-279-34, and 9-352? (Cranes, recovery vehicles, HEMT cranes, forklifts, etc)</p> <p>g. Are vehicles chocked when parked or whenever maintenance is being performed, IAW AR 385-55?</p> <p>h. If the unit owns radioactive material requiring a designated storage area, is the material stored in a locked, metal cabinet located outside of the arms vault? (AR 11-9, NGR 385-11, published Safety Of Use message Wipe Test NMC criteria)</p> <p>i. Is the radioactive storage container posted with a "Caution-Radioactive Material" sign?</p> <p>j. Are hazardous materials and wastes identified and stored properly?</p> <p>k. Are current MSDS's available for HAZMAT?</p> <p>l. Does unit have adequate SF91 and DD Form 518 on hand?</p>	<p><b>Go No Go NA</b></p>
<p><b>5. Tools and Shop Equipment</b></p> <p>a. Are tools and shop equipment serviceable and maintained properly?</p> <p>b. Are required tools on-hand or on valid requisition?</p> <p>c. Is there a Tool Sign Out Log maintained using DA Form 5519-R or a ledger?</p>	<p><b>Go No Go NA</b></p>
<p><b>6. Test, Measurement, and Diagnostic Equipment (TMDE) (AR 750-43, TB 750-25)</b></p> <p>a. Is the TMDE on hand affixed with a current DA Label 80?</p> <p>b. Is TMDE entered in TMDE Integrated Material Management System (TIMMS)?</p> <p>c. Is TMDE being submitted for calibration before it is past due? (98%)</p> <p>d. Is there a current TMDE Master listing on-hand?</p>	<p><b>Go No Go NA</b></p>
<p><b>7. Appointment Orders. Are the following duties assigned and are personnel on current orders assigned to the unit MTOE?</b></p> <p>a. Maintenance Officer (AR 750-1)</p> <p>b. AOAP Monitor (AR 750-1)</p> <p>c. Calibration Coordinator (AR 750-43)</p> <p>d. Primary Dispatcher (DA PAM 750-8)</p> <p>e. Logistic Readiness Officer (AR 700-138)</p> <p>f. Issuing Authority (AR 600-55) (is unit authorized by Bn to test and qualify operators)?</p>	<p><b>Go No Go NA</b></p>

7. **Appointment Orders. Are the following duties assigned and are personnel on current orders assigned to the unit MTOE?** **Go No Go NA**
- g. Issuing Official (AR 600-55) (individual authorized by Commander to select assigned operators and issue operator permit)
  - h. Instructor/Examiner/Qualifying Official (AR 600-55) (individual authorized by Commander to conduct driver testing, training, and verify performance qualifications)
  - i. High Priority Certifying Official (AR 710-2)

Comment:

Rated Area's Grand

Score:

**Rating:**

**2. SAMS1E/AMSS Data Management (85% for Satisfactory Rating)**

**1. SAMSE and AMSS. Do the following items meet standards?**

**Go No Go NA**

1. Is Non Reportable equipment requiring PMCS IAW applicable Tm's, accurately entered and managed with SAMS1E? (Use Adhoc Equipment report per SMM Letter) (90% for GO)
2. Are Reportable on hand LIN's (IAW Table Extracts B1, B2, B4 AR 700-138) loaded accurately in SAMS1E UnPC and must match PBO Hand receipts? Count the number of lines on the ADHOC for a total of reportable items. If Any of the following four items this question is incorrect then that particular LINE entry gets a No-Go. Items inspected on each line entry are Sub/ILO, NSN, ERC and Serial Number. If multiple items are incorrect I.E., SN and NSN, still only that LINE entry is No-Go. (Use Adhoc AMSS Reportable per SMM Letter) (90% for GO)
3. Does SAMS1E data match odometer or hour meter reading (within 10 miles or 1 hour)? (Compare actual mileage with 5988E or ADHOC per SMM letter) (90% for GO)
4. Are reportable systems properly configured for AMSS reporting IAW Table B-2 AR 700-138 Extract? (Are on hand subsystems tied to Prime System, as applicable. (Use Subsystem Management in SAMS1E) (90% for GO)
5. Is NMCM/NMCS time recorded properly in SAMS1E? (Check 5988-E to see if NMC parts reflect DL. Check

Comment:

Rated Area's Grand

Score:

Rating:

<b>3. Maintenance Sustainability (80% for Satisfactory Rating)</b>			
<b>1. Training of Operators</b>		<b>Go</b>	<b>No Go NA</b>
a. Does the unit have a documented equipment/vehicle operator training and licensing program , IAW AR 600-			
b. Have operators completed required training prior to being licensed IAW 600-55 and AR 385-55? (100%)			
c. Are SAMS-E DA Forms 5984-E or DA Forms 348 maintained IAW appropriate regulations?			
d. Have required periodic performance tests based on equipment critical tasks been conducted and recorded on operator qualification records IAW AR 600-55?			
e. Has required sustainment training been conducted and documented on operator qualification records IAW AR 600-55? (100%)			
f. Does operator OJT or other training have proper supporting documentation? (Lesson plans, tests, work plans, etc)			
g. Are driver training instructors properly trained and licensed? (AR 600-55, Ch 5) (100%)			
<b>2. Maintenance Personnel Training</b>		<b>Go</b>	<b>No Go NA</b>
a. Does the unit devote 25% training time annually to training and performing operator/crew maintenance on unit equipment?			
b. Are unit mechanics performing scheduled services and spending 50% of available time in MOS training?			
<b>3. Maintenance Personnel Qualifications</b>		<b>Go</b>	<b>No Go NA</b>
a. Are 80% of unit maintenance section personnel MOSQ? (UMR)			
b. Are unqualified personnel scheduled for school or in another MOS qualifying program?			
<b>4. Maintenance Standing Operating Procedures</b>		<b>Go</b>	<b>No Go NA</b>
a. Does the unit have a current and adequate maintenance SOP? (DA PAM 750-35)			
b. Does the SOP cover maintenance in a tactical environment?			
c. Does the unit follow their SOP?			
<b>5. Basic Issue Items (BII) Tool and Equipment</b>		<b>Go</b>	<b>No Go NA</b>
a. Is BII on hand or on order?			
b. Is BII being maintained?			
c. Is BII inventoried annually?			
<b>6. Supervision of Unit Maintenance Program</b>		<b>Go</b>	<b>No Go NA</b>
a. Is the unit's maintenance program properly supervised by first level leaders?			
b. Are maintenance supervisors trained?			
c. Is there evidence of unauthorized cannibalization or uncontrolled exchange being performed?			

**6. Supervision of Unit Maintenance Program**

**Go No Go NA**

- d. Does the Unit personnel accomplish 25% of the required organizational services? (25% of all wheeled and track equipment plus 100% of other MTOE equipment)

Comment:

Rated Area's Grand

Score:

**Rating:**

4. \*Class IX Repair Parts Management (80% for Satisfactory Rating)

1. Authorizations (AR 710-2)

Go No Go NA

- a. Does the unit have Class IX repair parts stockage maintained at the company level?  
and used for its' intended purpose or Class IX documented on work orders is authorized).
- b. Is there a current FEDLOG On SAMSE and has the Catalog been updated?

Comment:

Rated Area's Grand

Score:

Rating:

5. \*Primary Weapons and Equipment - (PWE = ERC A & ERC P items) (90% for Satisfactory Rating) (include all MATES equipment in selection of equipment when the parent unit is inspected)

Commodity	QtyOnHand	Qty	Qty FMC	Qty NMC	Unit Detect NMC	Raw Score	Adjusted Score
a. Combat Vehicles							
b. Tactical Vehicles							
c. Trailers Semi-Trailers							
d. Non-Tactical Vehicles							
e. Communications Electronics							
f. NBC							
g. Weapons/Small Arms							
h. Generators/Compressors							
i. Materials Handling Equipment (MHE)							
j. Medical							
k. Instruments/Fire Control							
l. Dining Facility Equipment							
m. Construction Equipment							
n. Watercraft							
o. Missile							
p. TMDE							
q. All others							

**Totals:**

Raw

**Rating:**

**Adjusted**

Comment:

**6. Material General (90% for Satisfactory Rating) All Inspected Equipment Excluding PWE Items (include all MATES equipment in selection of equipment when the parent unit is inspected)**

Commodity	QtyOnHand	Qty	Qty FMC	Qty NMC	Unit Detect NMC	Raw Score	Adjusted Score
a. Combat Vehicles							
b. Tactical vehicles							
c. Trailers Semi-Trailers							
d. Non-Tactical Vehicles							
e. Communications Electronics							
f. NBC							
g. Weapons/Small Arms							
h. Generators/Compressors							
l. Materials Handling Equipment (MHE)							
j. Medical							
k. Instruments/Fire Control							
l. Dining Facility Equipment							
m. Construction Equipment							
n. Watercraft							
o. Missile							
p. TMDE							
q. All others							

**Totals:**

Raw

**Rating:**

**Adjusted**

Comment:

## Appendix K

### Lead Acid Battery Maintenance

#### K-1. References

- a. TM 9-6140-200-14, paragraph 3-1(4).
- b. TB 43-0134, paragraph 4-4
- c. NGB-ARL-M Message, 0714102 Aug 78, subject: Vehicle Battery Activation, Maintenance, Classification and Disposition
- d. Reference 1a provides instruction for operator, organizational, Field Support and general support maintenance of 6TN (12 Volt) 2HN (12 Volt) and 4HN (24 volt) lead acid batteries. Field Maintenance is limited to adding water, cleaning, and replacing batteries only. Reference 1b authorized ARNG Field Maintenance activities to activate new batteries, add electrolyte, charge and recharge batteries, and perform normal battery maintenance, only when battery service facilities meeting OSHA standards are used.

#### K-2. Batteries are locally purchased/exchanged by authorized Field Maintenance activities

- a. Maintenance personnel will maintain a minimum stockage of batteries on hand to meet any emergency between the deliveries of the vendor.
- b. For every battery placed in service, a like item must be available for exchange
- c. Records will be maintained as an audit trail to account for installation of each battery.
- d. Upon installation of a battery, a "DHA" (Demand History Add) Card must be prepared and submitted to the Class IX Support Activity, to update the units demand history file in case of mobilization.

## Appendix L

### Maintenance Assistance and Instruction Team (MAIT) Program

L-1. Reference AR 750-1. Chapter 8. Paragraph15, Pg 105, dtd 20 Sep 07.

#### L-2. General Mission Statement

The provisions of AR 750-1, and this SOP establish the responsibilities and procedures for the conduct of the Maintenance Assistance and Instruction Team (MAIT) visits in the KSARNG. The MAIT provides technical guidance and resourcing to Field and Sustainment level surface maintenance shops and units with the objective of assisting all units/activities to achieve and sustain the highest possible level of equipment readiness, meeting or exceeding the ninety percent mission capable rate established by the Department of the Army; enabling units to accomplish state and federal missions.

#### L-3. Purpose

- a. The MAIT program is designed to—
  - (1) Upgrade materiel and units to a state of readiness consistent with assigned goals needed to carry out the Army National Guard mission.
  - (2) Develop unit capabilities to meet mobilization and contingency operations.
  - (3) Ensure that commanders at all levels are provided assistance in identifying and resolving maintenance, supply, and maintenance management problems within their units.
  - (4) Provide effective and responsive assistance and instruction to units and activities.
  - (5) Augment the commander's capability for providing maintenance and associated logistic assistance, instruction assistance, and instruction to organic, attached, and supported units.
  - (6) Identify systemic problems in maintenance management and provide assistance to improve management of maintenance workload at Field and Sustainment levels.
  - (7) Generate an atmosphere of mutual trust between the MAIT and the supported unit. This allows unit personnel to participate actively in problem identification and resolution without fear that any derogatory information will be used as a basis for adverse command action.

#### L-4 Method

- a. The Surface Maintenance Manager (SMM)
  - (1) Is the primary point of contact for the accomplishment of the MAIT.
  - (2) The SMM will react to unit commanders' requests for assistance and resource Subject Matter Experts (SMEs) to accomplish improvement in the units' maintenance programs.
  - (3) The SMM is free to advertise and solicit the MAIT.

- (4) MAIT visits are conducted on normal unit Inactive Duty Training (IDT) periods, Readiness Management Assemblies (RMA), Active Duty for Special Work (ADSW), Active Duty for Training (ADT), Annual Training (AT), or during Rescheduled Unit Training Assemblies.
- (5) MAIT team members will not inspect the requesting unit; instead, they will provide detailed assistance towards improving or correcting the commodity area found deficient or with the focus of improving readiness through operational expertise with regulatory requirements and/or proven methods.
- (6) MAIT team members will provide detailed feedback to commodity area managers in the unit.

**L-5. Desired end state**

This program will assist unit commanders at improving their maintenance posture so that equipment readiness will improve in KSARNG units. The measure of success from the Team Chiefs' perspective is having the unit ask the team back because of the value of assistance provided.

**L-6. Core values**

- a. Provide quality assistance to the unit to attain excellence with their maintenance program.
- b. Keep feedback at the lowest possible level.
- c. Advocate for the units.
- d. Promote efficient stewardship of resources.

**L-7. Scheduling**

Commanders may request MAIT visits for Annual Training, IDT, or normal duty days; whichever is preferred. Unit Commanders should communicate specific maintenance commodities (specialized area) when they request MAIT assistance. A "request for MAIT form" is available through the Surface Maintenance Management Office or Figure L-1. The following represent specific maintenance commodity areas that are a guide but not inclusive to all areas listed for assistance.

a. Motor Pool Operations:

- (1) SOP
- (2) AOAP
- (3) AOAP Table
- (4) Publications Management

b. TAMMS:

- (1) Logbooks
- (2) DA Form 5988-E (Equipment Maintenance and Inspection Worksheet)
- (3) DD Form 1970 (Motor Equipment Utilization Record)
- (4) DA Form 5987-E (Motor Equipment Dispatch)
- (5) DA Form 2401 (Organization Control Record for Equipment)
- (6) DA Form 5982-E (Dispatch Control Log)
- (7) Scheduled services
- (8) Reportable items reporting procedures
- (9) DA Form 5990-E (Maintenance Request)
- (10) SAMS-1E equivalent forms

c. Tools/TMDE:

- (1) Calibration printout
- (2) DA Label 80 (US Army Calibrated Instrument)
- (3) Tools sign out log and inventories

d. Drivers' Training

- (1) DA Form 348E
- (2) AR 600-55
- (3) KS SOP 600-55

e. Equipment Status

- (1) Weapons
- (2) Medical
- (3) Food Service
- (4) Automotive
- (5) Fire Control
- (6) Communications
- (7) NBC
- (8) Power Generation
- (9) Engineering

f. Miscellaneous

- (1) NGR 750-51
- (2) DA PAM 750-3
- (3) DA PAM 750-8
- (4) AR 700-138
- (5) Prep for inspection (COMET, CLRT, CI)
- (4) Maintenance information letters
- (5) SAMS-1E training for clerks, motor sergeants, and commanders
- (6) Maintenance reports
- (7) AMSS
- (8) Equipment database in SAMS-1E vs. Unit hand receipt.
- (9) Mobilization pre-embarkation assistance

**L-8. Conclusion**

Upon conclusion of the visit, the MAIT chief will—

- (a) Conduct an informal review of the visit. Persons present for the review will include the commander of the unit visited and others selected by the commander. The critique/AAR should cover the total scope of the visit and include problem areas, remedial action initiated or recommended, and areas requiring follow up.
- (b) Prepare a visit summary.
- (c) Discuss areas requiring external assistance with the unit commander. After this discussion, a separate letter will be prepared to describe problems that require outside assistance. The MAIT chief will submit this letter to the organization, headquarters, activity, or agency capable of taking action. The chief will also furnish a copy of the letter to the commander of the unit visited.
- (d) Give a MAIT evaluation questionnaire to the unit commander.
- (e) The unit commander will assess the performance of individual team members and the quality of assistance and instruction provided. This will be accomplished by completing the questionnaire provided by the MAIT chief. The Team Chief will encourage the visited unit commander to complete and return the questionnaire to the SMM. The MAIT evaluation questionnaire is used by the SMM to improve the quality of the MAIT program for the KSARNG.

**FIGURE I-1**  
**Request for MAIT form.**

UNIT HEADING  
DEPARTMENT OF THE ARMY

**OFFICE SYMBOL**

**DATE**

**MEMORANDUM THRU**

**Higher Headquarters**  
**Next Higher Headquarters**

FOR JFHQ-KS-DOL-SMM, LAND COMPONENT, JOINT FORCES HEADQUARTERS KANSAS 2800 SW  
TOPEKA BOULEVARD TOPEKA, KS 66611-1287

SUBJECT: Request for MAIT Assistance and Instruction

1. Request MAIT assistance and instruction of the following type:

a. Inactive Duty Training (during drill weekend).

YES: \_\_\_\_\_ NO: \_\_\_\_\_

b. FULLTIME (during workweek).

YES: \_\_\_\_\_ NO: \_\_\_\_\_

2. Assistance/Instruction is requested for the following dates: \_\_\_\_\_

3. Assistance/Training will be for the following areas:

a. Operator requirements. \_\_\_\_\_

b. Preventive maintenance and equipment repair. \_\_\_\_\_

c. Equipment condition and serviceability. \_\_\_\_\_

d. Material condition status reporting. \_\_\_\_\_

e. Administrative storage. \_\_\_\_\_

f. Maintenance records and reports management. \_\_\_\_\_

g. Calibration management. \_\_\_\_\_

h. Proper use of tools and test equipment, troubleshooting and fault diagnosis. \_\_\_\_\_

i. Maintenance personnel management and training. \_\_\_\_\_

j. Publications account management, distribution of publications, and proper use of publications. \_\_\_\_\_

k. Shop Layout \_\_\_\_\_

l. Planning, production, and quality control procedures. \_\_\_\_\_

m. Safety. \_\_\_\_\_

n. Shop operations, including standard operating procedures. \_\_\_\_\_

**KSARNG SOP 750-1 01 January 2009**

- o. Facilities. \_\_\_\_\_
- p. PLL procedures and PLL accountability. \_\_\_\_\_
- q. Equipment recovery and evacuation. \_\_\_\_\_
- r. Proper implementation of the Army Warranty Program. \_\_\_\_\_
- s. Army modernization training. \_\_\_\_\_
- t. AOAP. \_\_\_\_\_
- u. DOD Phoenix Award. \_\_\_\_\_
- v. U.S. Army Award for Maintenance Excellence. \_\_\_\_\_
- w. Quality deficiency reports. \_\_\_\_\_
- x. Scheduled services. \_\_\_\_\_
- y. CARC/CCP. \_\_\_\_\_
- z. Hazardous material (HAZMAT) handling. \_\_\_\_\_

4. POC for additional information or further coordination is:

NAME:

POSITION:

CONTACT #

Unit Cdr Name  
Rank, Branch, Kansas ARNG  
Commander

#1. Please type or write your specific requests to the checked answers above or further comments here.

**Appendix M**

**Cannibalization of Surface Equipment**

**M-1. References**

- a. AR 750-1
- b. AR 710-2
- c. AR 708-1
- d. DA PAM 710-2-1

**M-2. General**

- a. This appendix prescribes the responsibilities, operational and accountability procedures for cannibalization of surface equipment and is applicable to all Kansas Army National Guard organizations. The Cannibalization Point (Cann Point) sites are located at the CSMS and RSMS for the KSARNG.
- b. The cannibalization points will provide an additional source of supply for repair parts. They will be used as a "no cost" source of supply and for high priority requisitions for stocked items when

delivery cannot be made by the required date (e.g. supply status indicated delayed delivery, due outs with an estimated delivery date beyond the RDD).

- c. Accountable officers will first attempt to satisfy non-stock demands from the cannibalization point prior to taking other acquisition action. This applies to demands for items source coded salvage, manufacture and local purchase as well as other non-stocked demands.

**M-3. Responsibilities**

The CSMS and RSMS Foremen are the Accountable Officers for the Cannibalization Points. The facility inspectors will have management responsibility of and maintain the log(s) of items in the Cann Point. They will act as the point of contact for all needed items. Equipment authorized for disposal by cannibalization will be transferred to the property account of the Facility Supervisor.

**M-4. CANN Point procedures**

- a. Cannibalization of unit vehicles or support equipment is not authorized.
- b. Controlled exchange of components is authorized under the following circumstances:
  - (1) When replacement parts components cannot be obtained from commercial sources in sufficient time to preclude degrading unit operational readiness.
  - (2) Wrecked vehicles subject to technical inspection and found to be uneconomically repairable.
  - (3) Cannibalization will not be utilized for shelf stock purposes.
  - (4) Cannibalization of items will be requested by customers to the facility personnel. Parts requisitioning and demand history procedures will adhere to the specific CAN Point SOP and AR 710-2.
- c. The USPFO will first attempt to satisfy non-stock demands for repair parts, components, and assemblies from cannibalization points prior to taking over acquisition action. Items not available from cannibalization that are source coded "A", "G", "M", and "X1" will not be requisitioned until alternate actions (such as local procurement, local fabrication, use of the next higher assembly, or requisitioning the separate parts and making the assembly ("A" source-coded items) have been fully explored. See source codes in AR 708-1.
- d. Items or assemblies which are known to be short in supply, and for which there is a known or anticipated requirement, will be removed from the major item and turned in to USPFO stocks prior to transferring the end item to a Property Disposal Officer.

## Appendix N

### Load Testing and Lifting Devices

#### N-1. References

- a. TB 9-2320-279-34, Direct Support and General Support Maintenance Levels, Load Testing, Heavy Expanded Mobility Tactical Truck (HEMTT) Vehicle Cranes
- b. TB 9-352, Load-Testing Vehicles Used to Handle Missiles and Rockets
- c. TB 43-0142, Safety Inspection and testing of Lifting Devices
- d. TB 600-1, Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems

#### N-2. Purpose

Establish procedures for safety inspections and load testing of lifting devices in the KSARNG.

#### N-3. Application

- a. TB 2320-279-34 establishes specific load test and function test procedures for the HEMTT cranes.
- b. TB 9-352 requires a load test annually to be performed on the following specific equipment: M62, M543, M816, M246, and M819 that are assigned equipment for missiles and rockets. HEMTT series cranes (not referenced in TB 9-352) that are assigned equipment for missiles and rockets, require an annual inspection IAW TB 43-0142 and a function test IAW TB 2320-279-34.
- c. TB 43-0142 requires "before use" and "periodic" inspections and initial load testing of other lifting devices. Examples of lifting devices include forklift trucks, cranes, manual or motorized pallet jacks, hoists wreckers, A-frames, slings, ropes, wire ropes, hooks, O-rings, pear rings, spreader bars or lifting clamps, beams, jacks, safety stands, and jack stands.

#### N-4. Requirements

- a. Testing: Load testing will be required:
  - (1) Prior to initial use of new equipment (manufacturer certification documentation is adequate).
  - (2) Prior to use of equipment following modifications or repairs to any load bearing component.
  - (3) When required by specific equipment technical manuals
- b. Inspections:
  - (1) Daily Inspection: A daily inspection or prior to use inspection of any lifting or load bearing device will be conducted by the operator IAW TB 43-0142.
  - (2) Monthly Inspection: A monthly inspection of hooks and wire ropes on crane and hoist assemblies will be performed and documented IAW TB 43-0142.
  - (3) Semiannual inspection: A semiannual inspection of all jacks and jack stands will be scheduled and performed IAW TB 43-0142.
  - (4) Annual inspection: An annual inspection or periodic inspection will be conducted and documented IAW TB 43-0142.
  - (5) Periodic inspections of lifting devices for handling hazardous materials such as ammunition and explosives, molten metals, acids, strong caustics, and flammable and toxic materials will include a function test, IAW TB 43-0142. Functional testing shall consist of lifting a characteristic load (determined locally), holding it in a manner which will simulate the operation of the lifting device in the working environment, for one minute, and lowering it to its original position.

#### N-5. Procedures

- a. Personnel who are assigned to perform the inspection, testing, and maintenance of lifting devices will be trained IAW TB 43-0142.
- b. Maintenance records for each lifting device will be initiated and maintained, IAW DA PAM 750-8. Periodic inspections and required tests will be scheduled on DD Form 314, or using automated systems. The records must include:
  - (1) Nomenclature of the lifting device, including the manufacturers rated load.
  - (2) Identifying marks, serial number, date of manufacture, etc.
  - (3) Test certification (SAMS-1E or SAMS1 work order supporting documentation).
  - (4) Location of stationary lifting devices or location of responsible organization for mobile or portable lifting devices.
  - (5) Schedule and record of periodic inspections.

- (6) Schedule of tests and records of results, including current load rating of the lifting device, and data describing the characteristic load (for lifting devices handling hazardous materials) etc.
- (7) Schedule of maintenance services.
- (8) Records of parts replaced.
- (9) The critical dimensions of all features of lifting devices whose functional serviceability is determined by wear (chains, hooks, etc).
- (10) Any additional data pertinent to identification or safe operations.

- c. Establish a marking system and mark all lifting devices with (1) Identification number, (2) Load rating, and (3) Next inspection due date.

#### **N-6. Responsibility**

All military and civilian supervisors responsible to accomplish maintenance on military equipment will insure this load lift program is implemented, maintained in compliance with all applicable guidance, and that personnel who are selected as test operators are properly trained and licensed, IAW with TB 600-1. Calibrated test weights: Test weights have been fabricated and are available for loan from the CSMS and MATES. Additional test weights have been prepositioned as indicated below for more convenient access:

- a. CSMS – Topeka
  - (1) 2480 lbs. - 1 each
  - (2) 3760 lbs. - 1 each
  - (3) 3960 lbs. - 1 each
  - (4) 4440 lbs. - 1 each
  - (5) 6280 lbs. - 1 each
  - (6) 7680 lbs. - 1 each
  - (7) 9550 lbs. - 1 each
  - (8) 10820 lbs. - 1 each
  - (9) 11540 lbs. - 1 each
  - (10) 13960 lbs. - 1 each
  - (11) 15000 lbs. - 1 each
- b. MATES – Fort Riley
  - (1) 2000 lbs. - 1 each
  - (2) 4000 lbs. - 1 each
  - (3) 6000 lbs. - 1 each
  - (4) 10000 lbs. - 1 each
  - (5) 50000 lbs. - 1 each
  - (6) 0-40000 lbs water barrel - 1 each
- c. FMS 2 - lola
  - (1) 4000 lbs. - 1 each
  - (2) 10000 lbs. - 1 each
- d. FMS 3 - Wichita
  - (1) 4000 lbs. - 1 each
  - (2) 10000 lbs. - 1 each
- e. FMS 7 – Kansas City
  - (1) 2000 lbs. - 1 each
  - (2) 2040 lbs. - 1 each
  - (3) 2500 lbs. - 1 each
  - (4) 4000 lbs. - 1 each
  - (5) 10000 lbs. - 1 each
- f. FMS 8 - Ottawa
  - (1) 3900 lbs. - 1 each
  - (2) 4290 lbs. - 1 each

#### **N-7. Transportation**

It is the responsibility of the supporting FMS to arrange for the loan and transportation of the test weights to the test location.

#### **N-8. Additional weights**

Requests for fabrication of test weights other than those identified will be submitted to the supporting TDA facility.

### **N-9. Dynamometers**

A "0-20" ton and a "0-50" ton dynamometer are available at the CSMS and MATES for loan to complete those tests for which a special test weight is required.

## **Appendix O**

### **Training of Maintenance Units and Maintenance Personnel**

#### **O-1. Purpose**

This section provides unit commanders with the necessary guidance, as well as an understanding of the resources that are available to train Support Maintenance Companies (SMC), Forward Support Companies (FSC), maintenance sections and individual maintenance personnel. This provides a means to obtain relief from resource constraints from the Section Chief to the Commander. This will be accomplished by making KSARNG equipment, facilities and personnel available to units during Inactive Duty Training (IDT), Year Round Training (YRT) or Annual Training (AT) periods.

#### **O-2. Scope**

The program is designed to assist Unit Commanders in satisfying Mission Training Plan/ Army Training and Evaluation Program (MTP/ARTEP) training requirements. In addition this program will help commanders satisfy additional training needs and requirements such as; MOS sustainment training, training on new equipment, critical MOS specific skills, to include completion of vehicle/equipment services.

#### **O-3. Applicability**

This appendix is applicable to the following organizations:

- a. Advance Turbine Engine Army Maintenance (ATEAM)
- b. Combined Support Maintenance Shop (CSMS)
- c. Field Maintenance Shops (FMSs)
- d. Maneuver Area Training Equipment Site (MATES)
- e. 1161<sup>st</sup> FSC
- f. 250<sup>th</sup> FSC
- g. 891<sup>st</sup> FSC
- h. 2137<sup>th</sup> FSC
- i. 170<sup>th</sup> SMC
- j. 995th SMC
- k. Separate maintenance sections and maintenance personnel not listed above.

#### **O-4. SMM Responsibilities**

- a. Plan, execute, and direct the Surface Maintenance Human Resources Program.
- b. Plan, develop, and manage in-State maintenance training and determine and coordinate out-of-State maintenance training.
- c. Implement and administer the safety, hazardous waste, and industrial hygiene programs for all surface maintenance facilities.
- d. Serve as the principal State adviser to the facilities management office on surface maintenance facilities construction.
- e. Analyze, coordinate, and manage on-hand equipment readiness for the State.
- f. Provide technical supervision to all surface maintenance activities and exercise operational and administrative control over combined support maintenance shops (CSMS), maneuver area training equipment sites (MATES), UTES, and Field maintenance shops (FMS).
- g. Serve as the program manager for surface maintenance funds.
- h. Designate, in writing, an individual to assume temporary duty as acting CSMS, MATES, FMS, or UTES supervisor during temporary absence of the appointed shop supervisor.
- i. Manage the surface maintenance manager office, providing control and direction for all matters relating to office administration.
- j. Ensure compliance with the National Maintenance Program (NMP) business procedures when scheduling and executing sustainment maintenance operations.

#### **O-5. FMS, CSMS, MATES and ATEAM Responsibilities**

The Shop Supervisor will be responsible for providing or doing the following items;

- a. Serve as the point of contact for the requesting unit.
- b. Provide personnel as needed for technical assistance and support of the requesting unit.
- c. Provide one or more personnel to function as an instructor(s) (if requested by the unit).

- d. Ensure that facilities are available for the date requested or coordinate alternate dates if request cannot be supported.
- e. To provide and make special tools available which are specific to the vehicles and equipment that the shop supports.

**O-6. Unit Responsibilities**

- a. Unit personnel who intend to conduct maintenance training, receive maintenance instruction and/or to perform vehicle/equipment services and repairs will make direct contact with the Shop Supervisor i.e. FMS, CSMS, MATES or ATEAM, 60 days in advance of the scheduled training. Shop POC's can be retrieved by calling the SMM Office at 785-274-1340.
- b. Regardless of your unit location requests to conduct maintenance training or receive maintenance instruction at the CSMS (Topeka) or the MATES (Fort Riley) will be supported. In some limited cases units may request to conduct specialized training at the ATEAM (Fort Riley). A determination will be made between the Shop Supervisor and the unit on a case by case basis.
- c. Units will coordinate meals, rations, lodging and transportation.
- d. The unit is responsible for ensuring that Soldiers bring MTOE tool boxes and are provided with personal protective equipment i.e. hard hats, hearing and eye protection. Small but limited quantities of PPE may be available at the maintenance facility. Units will need to discuss the specifics with the Shop Supervisor or their designated representative.
- e. The unit is responsible for providing the Shop Supervisor with;
  - (1) The number of personnel that will be training in their facility by MOS.
  - (2) Dates of training.
  - (3) Arrival and departure times.
  - (4) Request extended hours of operation is needed, wanted or desired.
  - (5) Identify to the shop supervisor any specific equipment training/instruction needs.

**O-8. Reporting Procedures**

A copy of the completed DA Form 2407, 5988E, 5990E (as appropriate) will be maintained at the maintenance facility providing the unit support/maintenance training for each completed job.

KANSAS ARMY NATIONAL GUARD MAINTENANCE ACTIVITIES AS OF 17 March 2009

HAYS FMS#1

200 S. Fort  
Hays, KS 67601  
(785) 625-2118 Fax: Same as Phone

IOLA FMS#2

1021 N. State  
Iola, KS 66749  
(620) 365-4042

WICHITA FMS#3

1201 S. McLean Blvd  
Wichita, KS 67213  
(316) 267-7763 Fax: 316-303-1095

HUTCHINSON FMS#4

1111 N. Severance  
Hutchinson, KS 67501  
(620) 728-4280 Fax: 620-728-4279

SABETHA FMS#5

16 1/2 Main Street  
Sabetha, KS 66534  
(785) 284-2901 Fax: Same as Phone #

KANSAS CITY FMS#7

100 S 20<sup>th</sup> Street  
Kansas City, KS 66102  
(913) 279-7851 Fax: 913-279-7870

OTTAWA FMS#8

208 West 17<sup>th</sup> St.  
Ottawa, KS 66067  
(785) 242-8754 Fax: Same as Phone

TOPEKA FMS#9

2810 SW Topeka Ave  
Topeka, KS 66611  
(785) 274-1370 Fax: 785-274-1369

SALINA FMS#11

1127 Armory Road  
Salina, KS 67401  
(785) 823-7864 (C) 785-280-1778

DODGE CITY FMS#13

2120 First St.  
Dodge City, KS 67801-2594  
(620) 225-6363 Fax: Same as Phone

CSMS

131 SW 27<sup>th</sup> St.  
Topeka, KS 66601  
(785) 274-1351 Fax: 785-274-1673

MATES

785-239-8065  
A & 5th St., Bldg 1460  
Fort Riley, KS 66442-0345  
(785) 239-6077 DSN 856-6077  
Fax: 785-239-8070

RSMS

Camp Funston, Bldg 1970  
Fort Riley, KS 66442-0345  
(785) 239-8891 DSN 856-8891  
**Property Book Officer**  
(785) 239-8998

ATEAM - AGT 1500

BLDG 741  
Fort Riley, KS 66442-0345  
(785) 239-8151 DSN 856-8151  
FAX 856-8130

SURFACE MAINT OFFICE

131 SW 27th St.  
Topeka, KS 66611-1159  
COMM (785) 274-1340  
DSN 720-8340  
FAX COMM (785) 274-1624  
FAX DSN 720-8624

USPFO FOR KANSAS

2737 SW Kansas Ave  
Topeka, KS 66611-1170  
COMM (785) 274-1200  
DSN 720-8200

AASF #1 TOPEKA

(785) 862-1729

AASF #2 SALINA

(785) 822-3450

CARLSON TRAVEL

Local: 785-784-2002 or  
800-234-3091  
FAX: 800-876-7672

ADJUTANT GENERAL DEPT

2800 SW Topeka Blvd  
Topeka, KS 66611-1287

## Appendix P

### Army Oil Analysis Program

#### P-1. References

- a. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations (section VI, paragraph 4-36)
- b. DA PAM 750-8, Functional Users Manual for The Army Maintenance Management System (TAMMS) (Chapter 4)
- c. TB 43-0211
- d. TM 9-2300-422-23&P
- e. Memorandum of Instruction (MOI) for the Army National Guard (ARNG) Army Oil analysis Program (AOAP) Pilot, 8 December 2008

#### P-2. Purpose

The purpose of this appendix is to provide all units within the KSARNG guidance on the implementation of the AOAP program for specified equipment. In addition, this appendix will provide the user with references and logistical information for successful compliance with the Army Oil Analysis Program.

#### P-3. Responsibilities

It is the responsibility of the commander to ensure all required equipment is enrolled in the AOAP Program. The commander will appoint in writing an AOAP Monitor to ensure that all administrative procedures are followed and policies are adhered to.

#### P-4. Policy

All equipment and components specified in DA PAM 750-8, table 4-1 will be enrolled in the Army Oil Analysis Program. Commanders and AOAP Monitors must ensure that unit hand receipts/SAMS-1E reports are reconciled with monthly AOAP printouts to ensure that 100% of required equipment is enrolled in the program. Units will forward any updated information to the Ft Carson Army Oil Analysis Lab, 2400 O'Connell Blvd, Building 8000 Door 44  
Fort Carson, CO 80913

#### P-5. Monthly printouts

The Oil Lab at Fort Carson produces printouts for each enrolled unit on a monthly basis. There are three reports used to manage the AOAP program. Listed below are the printouts, their use, and the disposition of these reports.

- a. Resample & Type Recommendation Report. This report identifies equipment/components that require an action (i.e. Resample, Oil & Filter Change, and Repair Fuel System). This report is used to manage what action is required by Field Maintenance. Normally, the Oil Lab will phone the supporting FMS of required actions and will be followed up by this report **DISPOSITION:** Maintain monthly, dispose when the action recommended is completed.
- b. Oil Analysis Monthly Activity Report. This report indicates the activity of a unit in a specific month. It is used to monitor samples sent to the lab and gives information regarding lab results. **DISPOSITION:** Maintain monthly, dispose when the samples taken are reconciled against the report and verified.
- c. Components Enrolled in AOAP Report. This report serves as a master printout for commanders and monitors. It is used to verify that all required equipment owned by units is officially enrolled in the AOAP Program. Monitors must reconcile this report against the property book on a monthly basis to ensure all equipment is enrolled and that equipment has not been dropped off the program by accident. This report also serves as a suspense roster to monitor when the next analysis is due. **DISPOSITION:** Maintain monthly, dispose after 3 months.

#### P-6. Sampling interval

Oil sampling will be done at various intervals for specific equipment based on time and hours of operation. In addition, any recommendations by the OIL Lab Automated Printouts will be followed. Listed below is the Base Criteria for oil sampling of all equipment:

- a. Combat vehicles: All KS track fleet engines will be sampled every 25 hours or 6 months (which ever comes first). An exception is for the M9 ACE engine which will be sampled every 50 hours or 6 months (whichever comes first). All KS track fleet transmissions will be sampled every 25 hours or 6 months (whichever comes first). An exception is for the M1 Battle Tank transmission

which will be sampled every 75 hours or 6 months (whichever comes first). Hydraulics for all combat vehicles will be sampled every 12 months.

- b. HET/PLS/HEMTT/HMMWV: Engines will be sampled every 1,500 miles or 6 months (whichever comes first). Transmissions will be sampled every 12,000 miles or 12 months (whichever comes first). Hydraulics will be sampled every 24,000 miles or 12 months (whichever comes first).

**P-7. Records/Forms**

DA Form 5991-E (Generated by SAMS-1E) will be used for all lab requests and will be maintained in the equipment historical records file when returned from the Oil Lab with the documented results. This form will be maintained until the next form is received from the Oil Lab. "Z" Services are not required to be posted in SAMS-1E as this is maintained by the automated printouts from the oil lab.

**P-8. Training**

It is the responsibility of the commander/AOAP monitor to ensure personnel conducting sampling is properly trained IAW applicable publications. This training should be documented and recorded on DA Form 348-E. The training program can be conducted using available video media. The media is identified in TB 43-0211.

**P-9. AOAP supplies**

It is critical for units to maintain specific supplies to conduct AOAP operations. Various items to conduct samplings and shipment of samples, as well as valves to install on equipment are essential. Supplies required for conducting the sampling are identified in TB 43-0211. Supplies for installing sampling valves on equipment are identified in TM 9-2300-422-23&P.

**Appendix Q**

**COMSEC Installations and Maintenance**

**Q-1. References**

- a. AR 25-12, Communications Security Equipment Maintenance
- b. TB 380-41, Procedures for Safeguarding, Accounting, and Supply Control of COMSEC
- c. DA PAM 25-380-2, Security Procedures for Controlled Cryptographic Items
- d. DA PAM 750-8, Functional Users Manual for The Army Maintenance Management System (TAMMS)
- e. NGR 750-3, Maintenance of Communications Security (COMSEC) Equipment
- f. Applicable Technical Manuals

**Q-2. Purpose**

Establish guidance on installations and maintenance procedures for COMSEC equipment issued to KSARNG units. Only certified COMSEC repair personnel are authorized to make repairs on COMSEC equipment and cables.

**Q-3. Installation of COMSEC equipment**

Initial installation requirements have relaxed for VINSON equipment (KY-57, 58). AR 25-12 allows installations to be performed by other than certified repair personnel providing the following conditions are met.

- a. Installations must be performed exactly as prescribed by installations instructions included with the Installations Kits, using only the equipment, hardware, and materials listed.
- b. Formal COMSEC training will not be required. However personnel designated to install the kits must receive an explanation of basic COMSEC principles (as described in the introduction of the K(C)ryptographic Aids to Maintenance (KAM).
- c. Pre-operational checkout of the first installations in each unit must be supervised by a certified COMSEC repairperson. Subsequent checkouts of installations will be performed by a certified COMSEC repairperson, or by an experienced COMSEC operator.
- d. Units requiring installation of COMSEC equipment will notify the CSMS.

**Q-4. Unit maintenance**

COMSEC operator personnel normally perform this level of preventative maintenance services, and those unit level repairs authorized in the Maintenance Allocation Chart (MAC) of the applicable technical publication. Units will maintain a DA form 5988-E (PMCS) and record of Scheduled Services (SAMS-1E) on each item of COMSEC equipment.

**Q-5. Field Support maintenance (FMS) (limited)**

COMSEC equipment requiring repair beyond unit level, will be evacuated to the Combined Support Maintenance Shop (CSMS), on a DA Form 5990E (Work Request). No other forms are required.

Equipment will be delivered directly to the C-E repair section. A CSMS COMSEC Custodian or certified repairperson will make receipt of the delivered equipment.

**Q-6. Sustainment Maintenance**

COMSEC equipment requiring repairs beyond the CSMS technician's certification will be evacuated to a higher level.

**Q-7. Special handling requirements**

- a. All COMSEC equipment must be cleared or ZEROIZED before evacuation to the CSMS.
- b. The person transporting the equipment will ensure that each item of COMSEC equipment is provided proper security when transported to the CSMS. (Reference DA PAM 25-380-2 on controlled cryptographic items (CCI).
- c. All personnel involved in transporting COMSEC material are responsible for insuring the integrity of the COMSEC material in their custody at all times. COMSEC material will NOT be left unattended.

**Appendix R**

**Medical Equipment**

**R-1. References**

- a. AR 5-9
- b. AR 40-61
- c. AR 750-1
- d. SB 8-75-S10 SERIES
- e. TB 38-750-2

**R-2. Purpose**

- a. Establish a biomedical equipment maintenance program that ensures the accomplishment of scheduled preventive maintenance services and repair.
- b. Define the entity responsible for the supervision of the medical equipment maintenance program in the KSARNG.

**R-3. Responsibilities**

- a. Commanders:
  - (1) Identify the medical equipment that requires scheduled periodic maintenance using table R-1, listed below.
  - (2) Establish a DA Form 2409 (Equipment Maintenance Log, Consolidated) on all equipment identified. Equipment requiring scheduled PMCS according to equipment technical manuals or manufactures literature, will maintain a DD Form 314 (Preventive Maintenance Schedule and Record), also a DA Form 5504 (Equipment Inspection and Maintenance Worksheet), and a DD Form 2163 (Medical Equipment Verification/Certification), IAW TB 38-750-2.
  - (3) Ensure that individuals assigned to MOS 68A are MOS qualified. Ensure that they are used to perform unit and intermediate level maintenance on all KSARNG medical equipment that they can. These individuals are authorized to order their own unit and intermediate level repair parts, either from USPFO.
  - (4) Ensure all unserviceable equipment above their repair capability is forwarded to the USAMMA Medical Maintenance Operations Divisions (MMOD) located in Hill AFB (UT). The Unit will ship the piece of equipment IAW the MMOD external SOP which are located in Appendix A of SB 8-75-S6.
- b. State Surface Maintenance Manager's Office:
  - (1) Will coordinate maintenance support with the USAMMA managed MMOD located at Hill AFB (UT) IAW paragraph 3-8 of SB 8-75-S10 and Chapter 6 of AR 40-61.

**R-4. The Army Medical Department (AMEDD) Maintenance Sustainment Program (AMSP)**

The AMSP is a centrally funded program for sustainment (DS/GS) and depot level maintenance of MTOE medical equipment.

- a. The AMSP includes labor, parts, and TDY costs for ARNG MTOE units.
- b. It provides On-site maintenance support for National Guard TO&E medical equipment on an annual basis

**R-5. Surface Maintenance Manager's Office**

- a. Will monitor the effectiveness of the system.
- b. Assign maintenance units and technicians as COMET Inspection Team members to perform evaluations of the equipment.

**R-6. ARNG medical equipment maintenance policy and procedures (AR 40-61, paragraph 6-2)**

- a. Policy:
  - (1) State Surface Maintenance Managers are responsible for the coordination of Medical Maintenance support (AR 40-61, paragraph 6-2)
  - (2) Medical equipment maintenance is a command responsibility.
  - (3) ARNG Medical Company Training (MCT) sites will publish their external maintenance support procedures for use by their customers.
  - (4) Scheduled periodic maintenance services take precedence over all but emergency repair requirements.
  - (5) Medical maintenance services will be performed by the lowest level of maintenance with the capability, capacity and authority to perform service. Reference will be made to the MAC (Maintenance Allocation Chart) in the appropriate TM (Technical Manual).
  - (6) Medical maintenance requirements beyond unit capabilities may be supported from the following resources, listed in priority sequence.
    - a. Other ARNG medical maintenance resources in the State.
    - b. USAMEDCOM organizations with area support responsibility (reimbursable basis) (See AR 5-9).
    - c. USAMMA maintenance divisions (reimbursable basis). Maintenance engineering will be employed throughout the life cycle of medical materiel, to ensure adequate logistics support.
  - (7) All items of medical equipment shall be tested and documented prior to initial use and at least annually thereafter.
- b. Considerations. In the implementation of an effective ARNG Medical Equipment Maintenance Program, several problems must be overcome.
  - (1) The separate medical equipment maintenance system existent in the active component does not exist in the ARNG.
  - (2) Units are handicapped by a lack of maintenance literature on medical equipment.
  - (3) Both State Surface Maintenance Manager and Units lack the staffing necessary to accomplish required medical equipment maintenance; this will become a larger problem due to the restructure process.
- c. Establishment of a functional medical equipment maintenance program will require the following steps:
  - (1) Provide adequate space and time to conduct medical maintenance functions.
  - (2) Identify the medical equipment that requires periodic maintenance.
  - (3) Provide users with the technical manuals or manufacturer literature necessary to define maintenance intervals and procedures
  - (4) Identify medical equipment maintenance resources.
  - (5) Establish required medical equipment maintenance records.
  - (6) Schedule periodic medical equipment maintenance.
  - (7) Specify procedures for obtaining support for medical maintenance requirements beyond the capability of the using unit.
  - (8) Monitor the effectiveness of the system.
  - (9) Insure trained, qualified personnel are available for medical maintenance.
  - (10) Identify special considerations.
  - (11) Provide procedures for USR feeder information.
  - (12) Establish repair parts procedures.
  - (13) Modification and alteration of medical equipment.

**R-7. Identification of medical equipment requiring periodic maintenance and an equipment maintenance log**

- a. Table R-1 is an approximate list of ARNG MTOE medical equipment requiring periodic maintenance. An additional source that should be reviewed to identify maintenance significant items in medical equipment sets is the materiel-fielding plan (MFP) for the set.
- b. The materiel fielding plan identifies the equipment items were issues during the fielding. The items and densities on hand at the unit may be different than current published unit assemblage (UA) listings. Additionally, unique mission requirements also determine

specific equipment items and densities. Medical equipment items on hand but not listed which are generally the same as a listed item also require a maintenance log.

c. Maintenance records specified in TB 38-750-2 (Maintenance Management *Procedures for Medical Equipment*, with Changes 1-3) must be maintained.

d. The requirement for a maintenance function at a specific periodic interval does not preclude the function from being performed more frequently. During prolonged exercises or missions involving patient treatment, scheduled testing of electrically operated medical equipment designated for use in critical care areas will be semi-annually. All items listed require periodic preventive maintenance checks and services (PMCS). Calibration/verification/certification (CVC) and electrical safety (ES) are required as identified in the listing.

e. The alphabetical code "A" designates a frequency of annual at which the service is required. Lack of qualified personnel and or TMDE in may require performance of CVC services by higher-level maintenance activities.

f. Items with a second alphabetical character in the CVC column designates the lowest applicable maintenance level which that service should be performed. If no second letter is present the lowest level at which these services can be performed is field (organizational).

O = Organizational (Field) F or H = Intermediate D = Depot.

h. The United States Army Medical Materiel Agency (USAMMA) managed AMEDD Maintenance Sustainment Program (AMSP) is tasked to perform sustainment (DS/GS) and depot level maintenance of MTOE medical equipment.

i. PMCS, CVC, and ES services must be performed by qualified 68A MOS medical maintenance personnel. Operator verification of equipment operation is not to be considered as meeting the requirements for scheduled PMCS.

#### **R-8. Identification of reportable medical equipment**

a. Reportable medical equipment is all on-hand items, which are listed by LIN in the current MMDF loaded in SAMS-1E, a copy of the current MMDF table B-1 and B-2 can be obtained from the SMM office or from the LOGSA Homepage at in the Online Products area. The listings are updated quarterly.

**Table R-1**  
**Medical equipment requiring periodic maintenance and an equipment maintenance log**

NSN	PMCS	CVC	ES	NOMENCLATURE
4110001138334	A	---	A	FRIG SOLID STATE BIO
6130010701500	A	---	A	POWER SUP 115V60HZ AC
6515004770770	A	A	A	DEFIB MON/RCDR
6515005507199	A	---	---	OTOSCOPE&OPHTH SCOPE
6515010617811	A	---	---	RESUSCITATOR-INHALATI
6515012848704	A	---	A	SUCTION APPAR TRACH
6515013333165	A	---	---	OTOSCOPE & OPHTH SET
6515013386602	A	---	---	RESUSCITATOR HAND OPR
6515013469186	A	---	A	TRACTION APPARATUS
6515013814456	A	A	A	PUMP I.V. INFUSION
6515014660971	A	A	---	OXIMETER PULSE FINGER
6520000000158	A	---	A	OPERATING TRMT UNIT
6520001490123	A	---	A	AMALGAMATOR ELEC 115V
6520011256618	A	---	---	TESTER PULP DEN BAT
6520011365840	A	---	---	STOOL DEN OP CHR PORT
6520012048688	A	---	A	SONIC PROPHYLAXIS UN
6520012965760	A	---	A	CURING SYSTEM DENTAL
6520014263683	A	---	A	OPERATING & TREATMENT
6520014463783	A	---	---	CHAIR DENTAL OPERATING
6520014464170	A	---	A	LIGHT DEN OPER FIELD
6525004559947	A	---	A	VIEWER DEN RAD 115 V
6525010992320	A	A	A	X-RAY: APPARATUS DEN
6525011669033	A	---	A	SCREEN XRAY MBL PROT
6525013253740	A	A	A	X-RAY APP LOW CAP FLD
6525013456089	A	---	A	PROCESSING MACHINE
6530007098175	A	---	---	TABLE OPER RM FIELD
6530007826503	A		A	SINK UNIT SURG SCRUB
6530009372204	A	A/D	A	LIGHT SLIT OPHTH ADJ
6530011885294	A	---	A	STERILIZER SURG
6540001165780	A	---	A	EDGING MACH OPHTH
6540002998688	A	---	---	OPHTHALMOSCOPE RETINO
6540003247475	A	---	A	DEPTH PERCEPT APP OPH
6540003826100	A	---		TONOMETER OPHTH SCHIO
6540004435864	A	---	A	PROJEC VISUL115VAC-DC
6540008776464	A	---	---	PHOROPTER MINUS CYLIN

- a. This list should not be considered inclusive due to current unit assemblage (UA) listings and mission requirements. Medical equipment items on hand that are not listed but are generally the same as a listed item will also require a maintenance log.
- b. Maintenance records specified in TB 38-750-2 must be maintained.
- c. The codes used are defined below for the scheduling of periodic services.
  - (1) Q = Quarterly
  - (2) S = Semi-annual
  - (3) A = Annual
- d. The requirement for a maintenance function at a specific periodic interval does not preclude the function from being performed at a shorter interval. During prolonged exercises or missions involving patient-treatment, scheduled testing of electrically operated medical equipment designed for use in critical care areas will be performed semi-annually. A variance of plus or minus ten percent is authorized in the performance of a scheduled service (i.e., 9 days before/after the due date for a quarterly service). Although all equipment items listed require PMCS (preventative maintenance checks & services), CVC (calibration, verification & certification) or ES (electrical safety), testing is required only as identified on the listing. All codes given in table R-1 are defined on page 3-10 of TB 38-750-2..
- e. The first alphabetical code used in the CVC column designates the lowest application maintenance level;
  - (1) O = Organizational
  - (2) F or H = Intermediate, and
  - (3) D = Depot, N/A = not applicable
- f. The second code designates the frequency at which the service is required. Lack of qualified personnel and or test, measurement and diagnostic equipment (TMDE) in reserve component units may require performance of CVC services by higher level maintenance activities.
- g. Units who do not have Test, Measurement and Diagnostic Equipment (TMDE) or lack qualified personnel (MOS 91A) or (MOS 670A) to perform complete CVC services, will rely on intermediate level support for procedures beyond their capabilities.
- h. During peacetime, the United States Army Medical Materiel Agency (USAMMA) Medical Equipment Maintenance Divisions are tasked to perform intermediate level support as requested.
- i. PMCS, CVC, and ES services must be performed by qualified 670A or 91A MOS medical maintenance personnel. Operator verification of equipment operation is not to be considered as meeting the requirements for scheduled PMCS.

**Table R-1**

**IDENTIFICATION OF MEDICAL EQUIPMENT REQUIRING PERIODIC MAINTENANCE AND AN EQUIPMENT MAINTENANCE LOG**

- a. Table 3-2 is an approximate list of ARNG MTOE medical equipment requiring periodic maintenance. An additional source that should be reviewed to identify maintenance-significant items in medical equipment sets is the materiel-fielding plan (MFP) for the set.
- b. The materiel fielding plan identifies the equipment items were issues during the fielding. The items and densities on hand at the unit may be different than current published unit assemblage (UA) listings. Additionally, unique mission requirements also determine specific equipment items and densities. Medical equipment items on hand but not listed which are generally the same as a listed item also require a maintenance log.
- c. Maintenance records specified in TB 38-750-2 (*Maintenance Management Procedures for Medical Equipment, with Changes 1-3*) must be maintained.
- d. The requirement for a maintenance function at a specific periodic interval does not preclude the function from being performed more frequently. During prolonged exercises or missions involving patient treatment, scheduled testing of electrically operated medical equipment designated for use in critical care areas will be semi-annually. All items listed require periodic preventive maintenance checks and services (PMCS). Calibration/verification/ certification (CVC) and electrical safety (ES) are required as identified in the listing.
- e. The alphabetical code "A" designates a frequency of annual at which the service is required. Lack of qualified personnel and or TMDE in may require performance of CVC services by higher-level maintenance activities.

- f. Items with a second alphabetical character in the CVC column designates the lowest applicable maintenance level which that service should be performed. If no second letter is present the lowest level at which these services can be performed is field (organizational).  
 (1) O = Organizational (Field)  
 (2) F or H = Intermediate  
 (3) D = Depot

TABLE R-1. MEDICAL EQUIPMENT REQUIRING AN EQUIPMENT MAINTENANCE LOG (ARMY NATIONAL GUARD)

NSN	PMCS	CVC	ES	NOMENCLATURE
4110001138334	A	---	A	FRIG SOLID STATE BIO
6130010701500	A	---	A	POWER SUP 115V60HZ AC
6515004770770	A	A	A	DEFIB MON/RCDR
6515005507199	A	---	---	OTOSCOPE&OPHTH SCOPE
6515010617811	A	---	---	RESUSCITATOR-INHALATI
6515012848704	A	---	A	SUCTION APPAR TRACH
6515013333165	A	---	---	OTOSCOPE & OPHTH SET
6515013386602	A	---	---	RESUSCITATOR HAND OPR
6515013469186	A	---	A	TRACTION APPARATUS
6515013814456	A	A	A	PUMP I.V. INFUSION
6515014660971	A	A	---	OXIMETER PULSE FINGER
6520000000158	A	---	A	OPERATING TRMT UNIT
6520001490123	A	---	A	AMALGAMATOR ELEC 115V
6520011256618	A	---	---	TESTER PULP DEN BAT
6520011365840	A	---	---	STOOL DEN OP CHR PORT
6520012048688	A	---	A	SONIC PROPHYLAXIS UN
6520012965760	A	---	A	CURING SYSTEM DENTAL
6520014263683	A	---	A	OPERATING & TREATMENT
6520014463783	A	---	---	CHAIR DENTAL OPERATING
6520014464170	A	---	A	LIGHT DEN OPER FIELD
6525004559947	A	---	A	VIEWER DEN RAD 115 V
6525010992320	A	A	A	X-RAY: APPARATUS DEN
6525011669033	A	---	A	SCREEN XRAY MBLE PROT
6525013253740	A	A	A	X-RAY APP LOW CAP FLD
6525013456089	A	---	A	PROCESSING MACHINE
6530007098175	A	---	---	TABLE OPER RM FIELD
6530007826503	A	---	A	SINK UNIT SURG SCRUB
6530009372204	A	A/D	A	LIGHT SLIT OPHTH ADJ
6530011885294	A	---	A	STERILIZER SURG
6540001165780	A	---	A	EDGING MACH OPHTH
6540002998688	A	---	---	OPHTHALMOSCOPE RETINO
6540003247475	A	---	A	DEPTH PERCEPT APP OPH
6540003826100	A	---	A	TONOMETER OPHTH SCHIO
6540004435864	A	---	A	PROJEC VISUL115VAC-DC
6540008776464	A	---	---	PHOROPTER MINUS CYLIN
NSN	PMCS	CVC	ES	NOMENCLATURE
6540011458775	A	---	---	CHAIR OPTOM PORT METL
6540011628234	A	---	A	ARM PHOROPTER REFRACT
66300141112568	A	A	A	ANALYZER CLINICAL
6630014222098	A	---	A	PRINTER ANALYZER PORT
6630014729862	A	A	A	ANALYZER BLOOD GAS

**KSARNG SOP 750-1 01 January 2009**

6640002736965	A	A	A	CENTRIFUGE LABORATORY
6640004188010	A	---	---	COUNTER BLOOD CELLS
6640011721132	A	---	A	ROTATOR LAB VAR SPEED
6640011767613	A	---	A	SHAKING MACH LAB AC
6640012052422	A	---	---	CENTRIFUGE LAB BAT 9V
6650009333218	A	---	---	REFRACTOMETER HAND
6650009736945	A	A/D	A	MICROSCOPE OPTICAL
6650010223602	A	A/D	A	LIGHT MICROSCOPE
6650012070829	A	A/D	A	MICROSCOP OPT BINOC
6650012593008	A	A/D	A	MICROSCOPE OPTICAL
7105007100210	A	---	---	TABLE FLDG LEG LAB

Note: The following list indicates SRC ID and unit type where the medical equipment listed above may be located.

SRC ID	Unit Type/Designation
08446L000	HHD, Medical Evacuation Battalion
08447L100	Air Ambulance Company (UH-1A)
08447L200	Air Ambulance company (UH-1A) UH-60)
08456A000	HHD, Area Support Medical battalion
08457A000	Area Support Medical company
08753A000	Area Support Medical Detachment

**Table R-2  
Medical Equipment Maintenance Codes**

Any PMCS codes indicated which are not in accordance with the code indicated in the AMDF, the AMDF will take precedence.

- a. PMCS Preventative Maintenance Checks and Services\*
- b. CVC Calibration/Verification/Certification
- c. ES Electrical Safety Testing
- d. A Annual
- e. S Semi Annual
- f. Q Quarterly
- g. N/A Not Applicable
- h. Organizational
- i. F Intermediate Support (Direct)
- j. H Intermediate Support (General)
- k. D Depot

**TABLE R-3  
Identification of Medical Equipment Requiring Periodic Maintenance and an Equipment Maintenance Log**

- a. Table 3-2 is an approximate list of ARNG MTOE medical equipment requiring periodic maintenance. An additional source that should be reviewed to identify maintenance-significant items in medical equipment sets is the materiel-fielding plan (MFP) for the set.
- b. The materiel fielding plan identifies the equipment items were issues during the fielding. The items and densities on hand at the unit may be different than current published unit assemblage (UA) listings. Additionally, unique mission requirements also determine specific equipment items and densities. Medical equipment items on hand but not listed which are generally the same as a listed item also require a maintenance log.
- c. Maintenance records specified in TB 38-750-2 (*Maintenance Management Procedures for Medical Equipment, with Changes 1-3*) must be maintained.
- d. The requirement for a maintenance function at a specific periodic interval does not preclude the function from being performed more frequently. During prolonged exercises or missions involving patient treatment, scheduled testing of electrically operated medical equipment designated for use in critical care areas will be semi-annually. All items listed require periodic preventive maintenance checks and services (PMCS). Calibration/verification/ certification (CVC) and electrical safety (ES) are required as identified in the listing.
- e. The alphabetical code "A" designates a frequency of annual at which the service is required. Lack of qualified personnel and or TMDE in may require performance of CVC services by higher-level maintenance activities.
- f. Items with a second alphabetical character in the CVC column designates the lowest applicable maintenance level which that service should be performed. If no second letter is present the lowest level at which these services can be performed is field (organizational).

O = Organizational (Field) F or H = Intermediate D = Depot

MEDICAL EQUIPMENT REQUIRING AN EQUIPMENT MAINTENANCE LOG  
(ARMY NATIONAL GUARD)

NSN	PMCS	CVC	ES	NOMENCLATURE
4110-00-113-8334	A	---	A	FRIG SOLID STATE BIO
6130-01-070-1500	A	---	A	POWER SUP 115V60HZ AC
6515-00-477-0770	A	A	A	DEFIB MON/RCDR
6515-00-550-7199	A	---	---	OTOSCOPE&OPHTH SCOPE

KSARNG SOP 750-1 01 January 2009

6515-01-061-7811	A	---	---	RESUSCITATOR-INHALATI
6515-01-284-8704	A	---	A	SUCTION APPAR TRACH
6515-01-333-3165	A	---	---	OTOSCOPE & OPHTH SET
6515-01-338-6602	A	---	---	RESUSCITATOR HAND OPR
6515-01-346-9186	A	---	A	TRACTION APPARATUS
6515-01-381-4456	A	A	A	PUMP I.V. INFUSION
6515-01-466-0971	A	A	---	OXIMETER PULSE FINGER
6520-00-000-0158	A	---	A	OPERATION TRMT UNIT
6520-00-149-0123	A	---	A	AMALGAMATOR ELEC 115V
6520-01-125-6618	A	---	---	TESTER PULP DEN BAT
6520-01-136-5840	A	---	---	STOOL DEN OP CHR PORT
6520-01-204-8688	A	---	A	SONIC PROPHYLAXIS UN
6520-01-296-5760	A	---	A	CURING SYSTEM DENTAL
6520-01-426-3683	A	---	A	OPERATING & TREATMENT
6520-01-446-3783	A	---	---	CHAIR DENTAL OPERATING
6520-01-446-4170	A	---	A	LIGHT DEN OPER FIELD
6520-00-455-9947	A	---	A	VIEWER DEN RAD 115 V
6525-01-166-9033	A	---	A	SCREEN XRAY MBLE PROT
6525-01-099-2320	A	A	A	X-RAY: APPARATUS DEN
6525-01-325-3740	A	A	A	X-RAY APP LOW CAP FLD
6525-01-345-6089	A	---	A	PROCESSING MACHINE
6530-00-709-8175	A	---	---	TABLE OPER RM FIELD
6530-00-782-6503	A	---	A	SINK UNIT SURG SCRUB
6530-00-937-2204	A	A/D	A	LIGHT SLIT OPHTH ADJ
6530-01-188-5294	A	---	A	STERILIZER SURG
65400-01-165-7801	A	---	A	EDGING MACH OPHTH
6540-00-299-8688	A	---	---	OPHTHALMOSCOPE RETINO
6540-00-324-7475	A	---	A	DEPTH PERCEPT APP OPH
6540-00-382-6100	A	---	---	TONOMETER OPHTH SCHIO
6540-00-443-5864	A	---	A	PROJEC VISUL115VAC-DC
6540-00-877-6464	A	---	---	PHOROPTER MINUS CYLIN
6540-01-145-8775	A	---	---	CHAIR OPTOM PORT METL
6540-01-162-8234	A	---	A	ARM PHOROPTER REFRACT
6630-01-411-2568	A	A	A	ANALYZER CLINICAL
6630-01-422-2098	A	---	A	PRINTER ANALYZER PORT
6630-01-472-9862	A	A	A	ANALYZER BLOOD GAS
6640-00-273-6965	A	A	A	CENTRIFUGE LABORATORY
6640-00-418-8010	A	---	---	COUNTER BLOOD CELLS
6640-01-172-1132	A	---	A	ROTATOR LAB VAR SPEED
6640-01-176-7613	A	---	A	SHAKING MACH LAB AC
6640-01-205-2422	A	---	---	CENTRIFUGE LAB BAT 9V
6650-00-933-3218	A	---	---	REFRACTOMETER HAND
6650-00-973-6945	A	A/D	A	MICROSCOPE OPTICAL
6650-01-022-3602	A	A/D	A	LIGHT MICROSCOPE
6650-01-207-0829	A	A/D	A	MICROSCOPE OPT BINOC
6650-01-259-3008	A	A/D	A	MICROSCOPE OPTICAL
7105-00-710-0210	A	---	---	TABLE FLDG LEG LAB

Note: The following list indicates SRC ID and unit type where the medical equipment listed above may be located

ARNG Units are under COMPO 2

SRC ID	Unit Type/Designation
08446L000	HHD, Medical Evacuation Battalion
08447L100	Air Ambulance Company (UH-1A)
08447L200	Air Ambulance Company (UH-1A) UH-60)
08456A000	HHD, Area Support Medical Battalion
08457A000	Area Support Medical Company
08753A000	Area Support Medical Detachment

NSN	PMCS	CVC	ES	NOMENCLATURE
6540011458775	A	---	---	CHAIR OPTOM PORT METL
6540011628234	A	---	A	ARM PHOROPTER REFRACT
6630014112568	A	A	A	ANALYZER CLINICAL
6630014222098	A	---	A	PRINTER ANALYZER PORT
6630014729862	A	A	A	ANALYZER BLOOD GAS
6640002736965	A	A	A	CENTRIFUGE LABORATORY
6640004188010	A	---	---	COUNTER BLOOD CELLS
6640011721132	A	---	A	ROTATOR LAB VAR SPEED
6640011767613	A	---	A	SHAKING MACH LAB AC
6640012052422	A	---	---	CENTRIFUGE LAB BAT 9V
6650009333218	A	---	---	REFRACTOMETER HAND
6650009736945	A	A/D	A	MICROSCOPE OPTICAL
6650010223602	A	A/D	A	LIGHT MICROSCOPE
6650012070829	A	A/D	A	MICROSCOPE OPT BINOC
6650012593008	A	A/D	A	MICROSCOPE OPTICAL
7105007100210	A	---	---	TABLE FLDG LEG LAB

Note: The following list indicates SRC ID and unit type where the medical equipment listed above may be located.

ARNG Units are under COMPO 2

SRC ID	Unit Type/Designation
08446L000	HHD, Medical Evacuation Battalion
08447L100	Air Ambulance Company (UH-1A)
08447L200	Air Ambulance Company (UH-1A) UH-60)
08456A000	HHD, Area Support Medical Battalion
08457A000	Area Support Medical Company
08753A000	Area Support Medical Detachment

**Table R-2  
Medical Equipment Maintenance Codes**

Any PMCS codes indicated which are not in accordance with the code indicated in the AMDF, the AMDF will take precedence.

- PMCS Preventative Maintenance Checks and Services\*
- CVC Calibration/Verification/Certification
- ES Electrical Safety Testing
- A Annual
- S Semi Annual
- Q Quarterly
- N/A Not Applicable
- O Organizational
- F Intermediate Support (Direct)
- H Intermediate Support (General)
- D Depot

**Table R-3  
TMDE Requiring Calibration**

The items listed below are classified as TMDE and all scheduled maintenance is completed under the calibration program. The Unit Calibration Monitor, as designated by the unit commander, should coordinate with the Calibration Section at the CSMS (Combined Support Maintenance Shop) to insure these items are listed and that required calibrations are accomplished as indicated. DA Form 2409 is not required. Calibration intervals for TMDE-GP (Test, Measurement and Diagnostic Equipment-General Purpose) and TMDE-SP (Test, Measurement and Diagnostic Equipment-Special Purpose) are identified in TB 43-180}. TMDE-SP used in support of MEET (Minimum Essential Equipment for Training) shall have a three-year interval as long as the use of the medical equipment is limited to training purposes (no patient care). (See AR 40-61, paragraph 6-17).

NSN	MATERIAL DESCRIPTION	LIN	QUANTITY	UI
6625012078270	TEST SET ELECTRICAL		1	EA
6685012927873	THERMOMETER SELF-INDI		1	EA
6625012983830	SIMULATOR MED FUNCTIO	S56720	1	EA
6515014382409	TEST SET ELECTROSUR	T90883	1	SE
6625014489577	OSCILLOSCOPE DIGITAL	Z47763	1	EA
6515014491420	ANALYZER DEFIB & TRAN	A83433	1	EA
6515014491421	TESTER VENTILATOR PTB	Z28075	1	EA
6515014491423	ANALYZER NONINVAS BLD	Z07763	1	EA
6695014916615	CALIBRATOR-ANALYZR	C61523	1	EA
6525015020504	METER X-RAY CALIBRA		1	EA
6515015048537	PULSE OXIMETER,SIMU		1	EA
6515015352790	SIMULATOR SENSOR		1	EA
8145015357927	SHIPPING AND STORAG		2	EA
8145015358067	SHIPPING AND STORAG		2	EA
8145015358237	SHIPPING AND STORAG		1	EA
	COMPUTER		1	EA

**Table R-4  
Medical Technical Manuals and Bulletins**

DOD or DA Technical Manuals (TM) defines maintenance intervals and procedures. When TMs are not available, manufacturers' manuals will be used to establish maintenance requirements.

PUBLICATION	TITLE	IDN/ BLOCK NO	DATE
TM 8-4110-001-24&P	Refrigerator, Mechanical Blood Bank	4000	Sep 90
TM 8-4110-002-14&P	Refrigerator, Solid State, Biological, Mdl DLA 50T	344636	Jan 98
TM 8-6500-001-10-PMCS	Operator's PMCS for Reportable Medical Equipment	1757	Dec 89
TM 8-6515-001-24&P	Anesthesia Apparatus	3938	Sep 90
TM 8-6515-003-24&P	Electrosurgical Apparatus, Mdl Force 2	4496	Sep 93
TM 8-6515-004-24&P	Suction Apparatus, Oropharyngeal, Mdl 308M	4501	Oct 93
TM 8-6515-005-24&P	Bronchoscope, Flexible, Fiber Optic, Mdl F3 and F3G	4513	Mar 94
TM 8-6515-006-24&P	Light, Endoscopic Instrument, Mdl 52-1201	4516	Jun 94
TM 8-6515-007-24&P	Light, Endoscopic Instrument, Mdl DLMP-300	4520	Jul 94
TM 8-6515-008-24&P	Suction Apparatus, Surgical, Mdl 6003	4552	Sep 94
TM 8-6515-009-24&P	Drainage Unit, Pleural Cavity, Mdl 6053	4564	Nov 94
TM 8-6515-010-14&P	Arthroscopic Surgical Unit	344695	Oct 99
TM 8-6515-012-14&P	Thermometer, Clinical, Human, Electrical, Mdl 600	344694	Jan 99
TM 8-6515-013-14&P	Suction Apparatus, Mdl 306M	344701	May 00
TM 8-6520-001-24&P	Light, Dental, Mdl LFII	4405	Jun 91
TM 8-6520-002-24&P	Dental Operating Unit, Mdl 3406 Porta-Cart	4407	Aug 91
TM 8-6520-003-24&P	Compressor Dehydrator, Dental, Mdl M5B	4389	Dec 91
TM 8-6520-004-14&P	Dental Operating Chair & Stool Unit, Mdl CM-185	344644	Apr 98
TM 8-6530-004-24&P	Sterilizer	4010	Oct 90
TM 8-6530-005-24&P	Cleaner, Ultrasonic Mobile	4260	Feb 91
TM 8-6530-007-24&P	Cabinet, Solution Warming, Mdl 550 (Change 1)	3554	Feb 92 Mar 92
TM 8-6530-008-24&P	Cabinet, Solution Warming, Mdl 5550	3484	Mar 92
TM 8-6530-009-24&P	Ventilator, Volume, Portable, Mdl 750 & 750M	4454	Aug 92
TM 8-6530-010-24&P	Light, Surgical Field	4486	Apr 93
TM 8-6530-011-14&P	Table, Operating, Field	344648	Feb 98
TM 8-6540-002-14&P	Light, Slit, Ophthalmic, Mdl SL-6E	344663	Aug 98
TM 8-6545-001-24&P	Sink, Surgical Scrub, Field	4425	Sep 91
TM 8-6640-001-24&P	Centrifuge, Laboratory, Mdl SEROFUGE II	4580	Jun 95
TB MED 7	Maintenance Expenditure Limits for Medical Equipment (Change 1)	3397	Jun 92 Oct 93
TB MED 750-1	Operating Guide for Medical Equipment Maintenance	344615	Apr 98

**Appendix S  
Exchange Pricing (EP)**

- a. Under current procedures credit is issued immediately upon turn-in for serviceable and unserviceable reparable assets. Credit reversal is a procedure where credit originally granted on a turn-in is reversed if a matching issue is not made within the delay days period (DDP). This regulation describes the credit reversal process applied to stock numbers shown in FEDLOG as an EP stock number.
- b. The intent of credit reversal is to enforce the one-for-one credit policy as outlined in DFAS Regulation 37-1, Paragraph 130316, "The total serviceable and unserviceable credit allowed to an Army customer during a fiscal year is limited to the credit value of the items issued during the year. This "one-for-one" policy ensures that only the sales revenue is returned to the customer that is excess to the cost of repairing the returned items needed to replace items sold. Maintaining a balance between customer credit and sales prevents a cash loss to Army Working Capital Fund, which would otherwise be recovered in higher, future rates to customers. HQ, AMC is responsible for developing and implementing procedures to ensure that this "one-for-one" policy is adhered to."
- c. The credit reversal Business Rule and implementing procedures were approved in the 1 Feb 08 version of the EP Business Rules. The credit reversal procedures were approved for implementation during EP Phase II by the Army Working Capital Fund Requirements Review Group (ARRG) Exchange Pricing Executive Working Group.
- d. During Phase II, from Oct 08 to Apr 09, both unserviceable and serviceable credit based on the Standard Price value will be reversed for unmatched turn-ins. Once Phase III is implemented on 1 May 09, only serviceable credit, based on the Exchange Price value (Serviceable Exchange Price Return) will be subject to credit reversal since no unserviceable turn-in credit will be granted after Phase III implementation.

**Extract of EP Business Rules, 1 Feb 08, for Credit Reversal Procedures.**

II EPBR 2	<b>The One-for-one Credit process will allow serviceable or unserviceable credit for Army SARSS customers only when a turn-in is matched against an issue within a parameter, DDP (initial parameter set at 60 days)</b>
II EPIP 2.1	One-for-one Credit policy will apply to Army SARSS customers as designated by HQDA.
II EPIP 2.2	One-for-one Credit policy applies only to EP NIINs.
II EPIP 2.3	Under One-for-one Credit, credit originally granted may be reversed for an unmatched turn-in of an EP item if not matched against an issue within the DDP.
II EPIP 2.4	<p>The process attempts to match a customer turn-in against the oldest Issue. If a match and:</p> <ol style="list-style-type: none"> <li>1. Turn-in is serviceable, close both issue and turn-in transaction and move to history.</li> <li>2. Turn-in is unserviceable reparable, close both issue and turn-in transaction and move to history.</li> <li>3. Turn-in is unserviceable condemned, close both issue and turn-in transaction and move to history.</li> </ol> <p>If no match:</p> <ol style="list-style-type: none"> <li>1. Turn-in is serviceable, post to tracking and start DDP clock.</li> <li>2. Turn in is unserviceable reparable, post to tracking and start DDP clock.</li> <li>3. Turn-in is unserviceable condemned, close transaction and move to history.</li> </ol>

II EPIP 2.5	If a turn-in cannot be matched to an issue within the DDP: <ol style="list-style-type: none"> <li>1. Move turn-in transaction to history.</li> <li>2. Provide AMC a list of candidate turn-in transactions for credit reversal.</li> <li>3. AMC will use the list to reverse credit as appropriate.</li> </ol>
-------------	--

Figure 1

- e. The credit reversal process starts with posting a turn-in to the EP Tracking database and ends with a collection of previously granted credit from the customer's account by DFAS. All turn-ins where credit is granted are potential candidates for credit reversal until a matching issue is made within the DDP. Serviceable and unserviceable reparable turn-in transactions not matching an issue will be considered credit reversal candidates. They will be posted to a file by source of supply and forwarded monthly to DFAS and AMC G8. The file can be used to reverse the FD2 credit transactions previously posted in the Funds Control Module (FCM). The reversals will be created, using the turn-in document numbers and sent to DFAS on the 5<sup>th</sup> day of the following month. EP tracking will create a management report for AMC G8.
- f. The table below shows the condition codes applicable to credit reversal. Credit is not granted for Condition Code "H" and "Q" turn-ins, thus Condition Code "H" and "Q" turn-ins will not be included in credit reversal.

**AR 725-50 Condition Codes Applicable to Credit Reversal**

Serviceable Turn-ins	Condition code A/B/C/D
Unserviceable Turn-ins	Condition Code F

Figure 2

# Credit Reversal Process

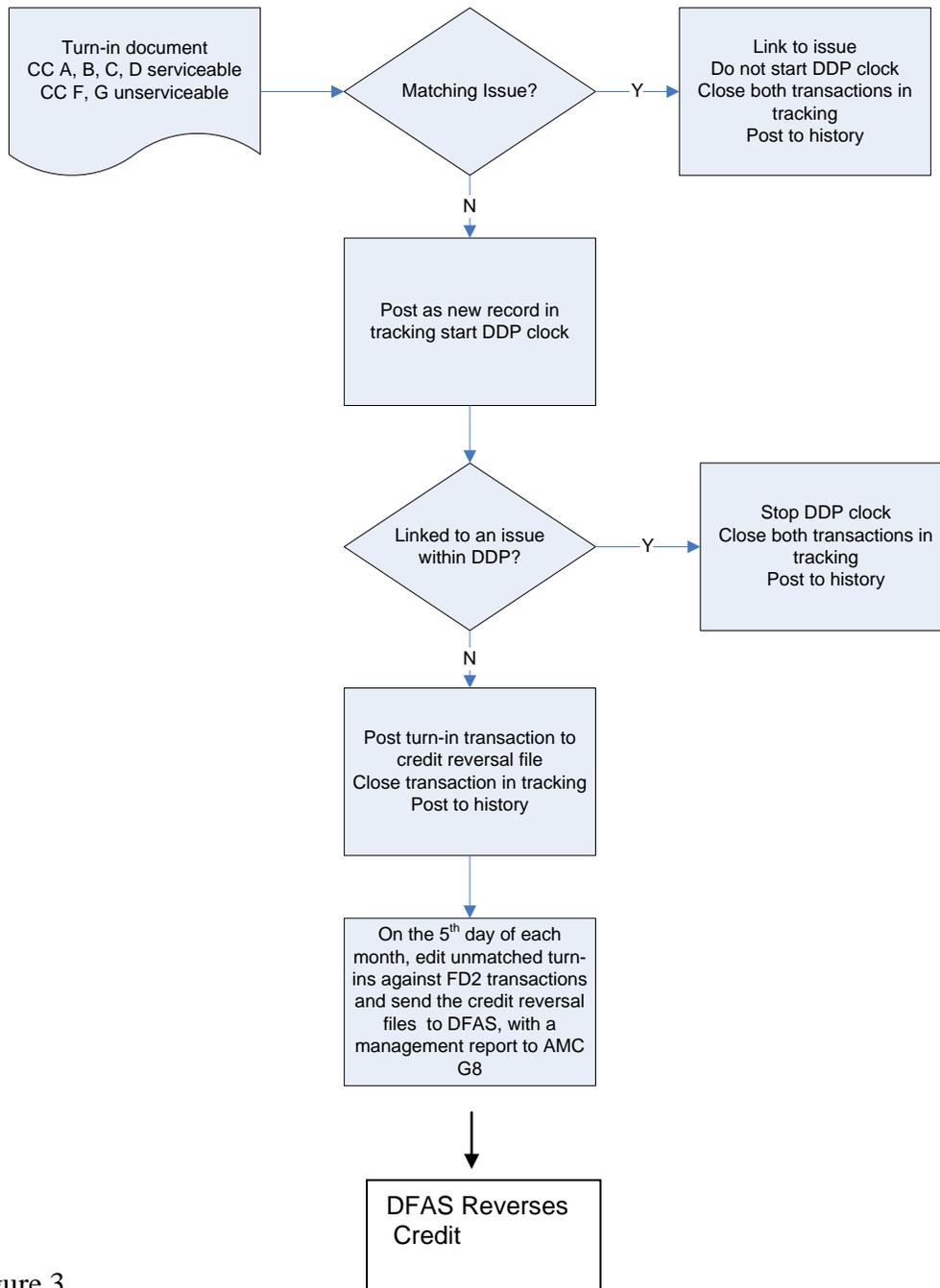


Figure 3