



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE, SUITE 100  
FORT SILL, OKLAHOMA 73503

ATZR-CS

4 May 2016

MEMORANDUM FOR RECORD

SUBJECT: Roadside Inspection Program Standing Operating Procedures (SOP)

**1. REFERENCES.**

- a. AR 385-10, The Army Safety Program, 27 November 2013.
- b. AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), 18 June 2007.
- c. AR 750-1, The Army Materiel Maintenance Policy, 12 September 2013.
- d. DA PAM 750-1, Commanders' Maintenance Handbook, 4 December 2013.
- e. DA PAM 750-8, The Army Maintenance Management System (TAMMS) User Manual, 22 August 2005.
- f. USAFCoEFS Roadside Inspection Checklist.
- g. FS Supplement 1 to AR 600-55, The Army Driver and Operator Standardization Program, 23 August 2011.
- h. FS Regulation 385-10 Safety Regulation, 22 January 2016

**2. PURPOSE.** To provide policies, procedures and outline responsibilities of the Fires Center of Excellence and Fort Sill's Roadside Inspection Program (RIP).

**3. SCOPE.** This guidance is applicable to all units assigned and attached to the FCoE and Fort Sill. All vehicles except those on alert dispatch, valid work orders traveling to Maintenance Support facilities or in emergency cases; i.e., transporting a Soldier to the hospital, are subject to the RIP.

**4. GENERAL.** The Roadside Inspection Program is specifically designed to validate Operator Level (-10) Preventive Maintenance Checks and Services (PMCS), the units Quality Assurance/Quality Control (QA/QC) for pre-dispatch, dispatch procedures, licensing, and highway safety. It is not intended to measure a unit's maintenance posture.

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## 5. POLICY.

a. The FCoE G4 Chief of Maintenance has the responsibility to implement and supervise the RIP and will:

- (1) Establish a Roadside Inspection Checklist and team composition.
- (2) Forward results of the RIP to BDE/BN Executive Officers within 24-48 hours, a copy to the FCoE Chief of Staff (CoS), and maintain a permanent copy for record.
- (3) Coordinate with the Fort Sill Department of Emergency Services (DES) 72 hours prior to any planned setup to ensure positive interagency cooperation and minimal impact to ongoing operations.

b. Roadside inspections will be unannounced and will evaluate these areas: Operator Qualifications and Licensing, Dispatch Forms and Records, Dispatch Authorization, Safety Equipment, Operator and Unit Level Maintenance, Secure Loads, Personal Safety.

c. During the inspection, equipment receiving a six unidentified shortcomings on their DA Form 5988-E/DA Form 2404 will result in an unsatisfactory (UNSAT) rating. Missing any one of the following: a properly annotated operator license, improper or missing dispatch forms, dispatch form not properly authenticated, unsatisfactory highway safety equipment or senior occupant of the vehicle not in the grade of E5 or higher will receive an overall UNSAT rating. By issuing a vehicle an UNSAT rating, the FCoE RIP team is not dead-lining the vehicle, only stating that the vehicle was found to be UNSAT according to applicable regulations and technical manuals. If found UNSAT according to the items listed above, the FCoE RIP team will render the equipment inoperable until the unit sends a properly licensed operator with proper documentation, or the proper equipment needed to be deemed satisfactory.

d. Vehicles that have a single -10 Non Mission Capable (NMC) deficiency will be assessed as NMC and be required by AR 750-1 and DA PAM 750-8 to correct fault(s) IAW applicable technical manual prior to continuing the mission. Requirement for recovery is the responsibility of the parent unit.

## 6. INSPECTED AREAS.

a. **Operator Qualifications.** Operator qualifications will be evaluated IAW AR 600-55 and FCoE 600-55 supplement 1, DA PAM 750-8 and unit SOP/Policy. The operator will have in their possession a properly authenticated U.S. Government Motor Vehicle Operator's Identification Card, OF 346 or Operator's Permit DA FORM 5984-E and valid

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state license. Items missing from the OF 346/DA FORM 5984-E, i.e., required training, model specific for vehicle being operated, or signature of operator will result as a shortcoming. An OF 346/DA FORM 5984E that is expired, missing, or lacking the signature of the approving official will be considered NMC as the equipment cannot be operated IAW AR 600-55.

b. **Equipment Record Folder.** Equipment record folders will be inspected IAW AR 750-1, DA PAM 750-8.

(1) Operators must have a Motor Equipment Dispatch DA FORM 5987-E or Motor Equipment Utilization Record DD FORM 1970. All forms must be complete and authenticated by approving official. An incomplete or missing form will result in an UNSAT and must wait for a valid dispatch prior to continuing mission. Manual dispatching procedures are outlined in DA PAM 750-8 paragraph 2-3.

(2) Vehicle operators will ensure the following items are in the equipment record folder or accompany the dispatched vehicle per DA PAM 750-8 par 2-1. Any missing documents may constitute an UNSAT rating.

(a) The current -10 Technical Manual for the equipment being operated.

(b) Dispatch printout DA FORM 5987-E or DD FORM 1970 if manual system is used.

(c) Accident Identification Card, DD Form 518.

(d) Operator's Record of Motor Vehicle Accident, SF 91.

(e) An updated Equipment Inspection and Maintenance Worksheet, DA FORM 5988-E or DA FORM 2404.

c. **Dispatch.** Dispatches will be evaluated IAW DA PAM 750-8. Off post and/or extended dispatches must be authorized by the unit Commander (tactical) or stated for Non Tactical Vehicles (NTV). In addition, operators must have in their possession a valid civilian driver's license for off post dispatches.

d. **Highway Safety and Equipment.** Highway safety and equipment will be evaluated IAW AR 750-1, and the operator's -10 manual. Evaluated vehicles will receive an UNSAT rating for unserviceable or missing safety equipment per the RIP checklist. In addition the following equipment applies:

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(1) Operators will wear protective goggles when operating a vehicle without a model specific windshield or if the windshield is in the lowered or stowed position.

(2) All cargo vehicles transporting personnel, whether tactical or NTV, will ensure vehicles are equipped with a tarp and a safety strap and must be affixed for transportation prior to movement of the vehicle. Vehicle operators are responsible for the safe transport of personnel.

e. **PMCS.** PMCS will be conducted IAW applicable -10 Technical Manuals and Lubrication Orders. Vehicles will be inspected IAW the before, during, weekly, and Monthly PMCS table of the appropriate -10 manuals. If the operators have already identified shortcomings on their DA FORM 5988-E or DA FORM 2404, it will not count against them. The following safety items are IAW the applicable -10:

(1) Leaks from exhaust system or missing exhaust pipe shields.

(2) Improper functioning or adjustment of brakes, steering, lights, windshield wipers, horns, warning signals, and/or side or rearview mirrors.

(3) Broken, cracked, missing, discolored, or frost/ice/snow covered windshields, windows, mirrors, lights, reflectors, or other conditions that adversely affects the vision of the driver. Dirt and debris affixed to the viewing windows, windshields, or mirrors.

(4) Cracked wheel hubs.

**\*\*Note: All deficiencies and shortcomings are expected to be annotated. The only exception is the "During PMCS" checks under the "During" column of the applicable PMCS Chart. The Operator and crew will be given the opportunity to make the annotations at the time of the inspection.**

f. **Senior Occupant in the Grade of E5 or Higher.** IAW with FS Regulation 385-10 Safety Regulation paragraph 7-14, tactical vehicles in single vehicle movement will have an Assistant Driver (AD). The AD or vehicle operator will be in the grade of E-5 or above. For convoy operations involving more than one tactical vehicle, an AD in each vehicle within the convoy will be in the grade of E-5 or above; however, the Battery Commander may request in writing, and the Battalion Commander may approve, exception to the policy specifically regarding convoy operations if insufficient E-5s and above are available within the unit due to manning shortages and/or TDA/TOE authorizations.

## 7. ROADSIDE PROCEDURES.

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a. Vehicles may be stopped at any suitable safe location on Fort Sill. Areas include garrison, cantonment, or field roads exiting or entering the installation with coordination of the DES to ensure positive traffic flow and safety of all personnel.

b. Vehicle operators and occupants are expected to be courteous and cooperative.

c. Vehicle operators will be given the opportunity to perform "during operations checks" when stopped by the inspectors. In the event that a vehicle is found to be UNSAT for shortcomings or deficiencies that could cause further damage or injury to the vehicle or occupants, i.e., no dispatch, no driver's license, and on-the-spot safety or NMC maintenance corrections cannot be made, the owning unit will be responsible for the recovery of the equipment. The driver/senior occupant will inform their Chain of Command by telephonic means. Other situations will be on a case-by-case basis. The vehicle will not be released until the unit Commander or designated representative assumes responsibility for the vehicle and occupants.

d. Ammunition Carriers.

(1) Vehicles with ammunition placards may be stopped and spot checked by roadside inspectors. Vehicles with a valid DD FORM 626 performed that day by the Ammunition Supply Point (ASP) will be checked for the following items:

(a) Valid and current military license; DA FORM 5984-E/OF346 with HAZ Cargo endorsement.

(b) Valid dispatch: DA FORM 5987-E/DD FORM 1970(SAMS-E system INOP).

(c) Current PMCS; DA FORM 5988-E/DA FORM 2404(SAMS-E system INOP).

(d) Valid and current Motor Vehicle Inspection (Transporting HAZMAT); DD FORM 626.

(2) Vehicles with ammunition placards may be stopped and spot checked by roadside inspectors. Vehicles with a valid DD FORM 626 performed by the UNIT will undergo the complete roadside inspection.

## 8. REPORTING PROCEDURES.

a. Results of the roadside inspection will be entered on the Roadside Inspection Checklist.

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b. The inspector and/or recorder will enter the information in all blocks of the checklist. The FCoE inspectors will identify and brief the operator/senior occupant on the shortcomings and/or deficiencies noted. The operator is required to inform their Chain of Command and back brief them of the event results.

c. Units receiving an "UNSAT" or vehicle deemed NMC will be required to reply by endorsement through their respective Chain of Command to the FCoE Chief of Staff within 14 days.

**9. AWARDS.** Commanders are encouraged to recognize unit maintenance personnel and operators when vehicles receive a "Commendable" rating.



PAUL S. HOSSENLOPP  
COL, GS  
Chief of Staff