

Standing Operating Procedure (SOP) 21-01

Maintenance of Supplies and Equipment

**United States Army
Garrison Fort Sill
Maintenance SOP**

**Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
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Maintenance of Supplies and Equipment
United States Army Garrison Fort Sill Maintenance Standing Operating Procedure

History. This SOP is new and is required by the Installation Management Command.

Summary. This SOP establishes procedures, guidelines and responsibilities as described for maintenance operations in compliance with all applicable Army Regulations and manuals. This regulation is distributed and published through the Directorate of Human Resources, Administrative Services Division Homepage at:

<http://sill-www.army.mil/USAG/publications.html>

It may also be obtained from the Fort Sill Maintenance Officer/Maintenance Operations Office at building 2243, Fort Sill, OK 73503. It is the responsibility of the users to ensure they are working with the most current procedures and defining internal procedures IAW regulations through unit level SOPs.

Supplementation.

Supplementation of this SOP is prohibited without prior approval from the proponent of this publication which is the Fort Sill Logistics Readiness Center (LRC), Maintenance Operations Office, Building 2243, Fort Sill, OK 73503. The proponent retains the authority to approve exceptions or waivers to this publication.

Suggested Improvements.

The proponent of this regulation is the Fort Sill Maintenance Officer, Maintenance Operations Office, building 2243, Fort Sill, OK 73503. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to LRC, Maintenance Officer, Maintenance Operations Office, building 2243, Fort Sill, OK 73503

Applicability. This Standard Operating Procedure is applicable to all personnel assigned to USAG-Sill.


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Table of Contents

Chapter/Paragraph	Page #
<u>Chapter 1</u>	
<u>1-1 Commander's Guidance</u>	4
<u>1-2 Commander's Maintenance Priorities</u>	6
<u>Chapter 2</u>	
<u>2-1 Duties and Responsibilities</u>	7
<u>2-1.1 Overview</u>	7
<u>2-2 Agency/Section Responsibilities</u>	8
<u>Chapter 3</u>	
<u>3-1 Dispatching Program</u>	9
<u>3-1.2 Equipment Record Folders</u>	10
<u>3-2 Dispatching</u>	10
<u>Chapter 4</u>	
<u>4-1 Preventive Maintenance Checks and Services (PMCS) Procedures</u>	12
<u>4-2 Scheduled Services</u>	12
<u>4-2.1 Pre-Service Planning</u>	12
<u>Chapter 5</u>	
<u>5-1 Operator's License and Training</u>	12
<u>5-1.1 Purpose</u>	13
<u>5-2 Goal</u>	13
<u>5-3 Responsibilities</u>	13
<u>5-4 Equipment Operator License Procedures</u>	13
<u>Chapter 6</u>	
<u>6-1 Weapons Maintenance</u>	14
<u>6-2 Weapon Gauging/Services</u>	14

Chapter 1

1-1. Commander's Guidance:

a. Purpose: To establish standards and assign responsibilities for maintenance procedures and policies.

b. References:

(1) Army Regulation (AR) 750-1, Army Materiel Maintenance Policy, 28 October 2019.

(2) Department of the Army (DA) Pamphlet (PAM) 750-3, Soldiers' Guide for Field Maintenance Operations, 18 September 2013.

(3) DA PAM 750-8, The Army Maintenance Management System (TAMMS), 22 August 2005.

c. Scope: This SOP is applicable to all personnel assigned or attached to the USAG Fort Sill.

d. Application: The provision for this SOP is applicable for garrison operations.

e. Objective: To standardize maintenance standards, policies, training procedures, and operations. Provide the necessary guidance for maintenance operations to all assigned sections/activities with the goal of achieving and maintaining maximum material readiness and mission capability of all assigned equipment. Key benchmarks that we will focus on achieving as an activity are:

(1) Maintain equipment at -10/-20 standards or commercial equivalence where funding is available. The Installation Materiel Maintenance Officer will act as the Commander's representative when determining what commercial items will be excluded based on mission funding.

(2) Enhance the unit's material readiness program by identifying areas requiring special attention.

(3) Maintain Operational Readiness (OR) of all equipment above 90%.

(4) Army Oil Analysis Program (AOAP) and Test, Measurement, and Diagnostic Equipment (TMDE) Calibration: 100% enrolled and 0% delinquent.

(5) Develop a dynamic Command Maintenance Discipline Program (CMDP) that will train and enforce standards as well as provide the sections/activities with clear vision of areas that need attention.

(6) Ensure the maximum service life of all equipment.

f. Policy: Maintenance is a continuous process that is to be supervised and evaluated in our garrison environment. Scheduled maintenance will be conducted in a manner that will provide the most benefit to the customer while staying within standard timelines of maintenance policy. Activities will be provided a schedule of all upcoming services for their equipment in order to plan ahead.

g. Mission: The mission of the garrison's maintenance operation is to ensure the garrison's Table of Distribution and Allowances (TDA) equipment and programs are ready for operations at all times.

(1) Training: This is the building block for consistency and is integrated with other training objectives developed within the installation. This training will cover equipment operator licensing, operator level maintenance tasks, and integrate supervisor responsibilities. Maintenance and operator training will cover all TDA and commercial equipment.

(2) PMCS / Equipment Inspection / Maintenance Worksheet: Leaders will be involved and ensure the most current manuals are used. They also have the responsibility of performing a "HANDS ON" verification of the PMCS and following up with the maintenance manager and Global Combat Support System-Army (GCSS-A) clerk. The first line supervisor along with the activity chief/director will establish the PMCS process as a priority. The operator has the ultimate responsibility to keep the supervisor informed on the condition of the equipment. The Installation Material Maintenance Officer (IMMO) will report detailed equipment statuses to the commander or is staff representative as required.

(3) Dispatch Procedures: Dispatching is the method by which a commander controls the use of equipment. However, allowing equipment to be used carries the responsibility for both the equipment and operator's safety. Therefore, established dispatching procedures are necessary to insure only mission ready equipment is utilized by qualified operators. The commander must ensure automated and manual dispatching procedures are understood and followed. Failure to complete a mission or pass a post safety roadside inspection is a failure on the owning unit supervisors. Supervisors will QC equipment to ensure all faults reported by operators are repaired and or on order and will inform the Directorate/Agency/Section when a vehicle is unsafe

for operation due to maintenance or services. LRC maintainers are not the fallback for failure on section/activity leadership.

(4) **Scheduled Services:** This is the foundation for sustainment due to the critical role it plays in the life cycle of equipment. Services will be scheduled in GCSS-A. A proper service can only be performed through the use of the applicable technical manuals for that piece of equipment. The activity/section leader and first line supervisor have a critical role in ensuring that equipment is brought to the LRC for service on time.

(5) **Test Measurement and Diagnostics Equipment (TMDE):** This is the base for precise diagnosis of equipment malfunctions. It is a leader responsibility to ensure this equipment is used properly and enrolled with the supporting TMDE laboratory. TMDE provides the user measuring tools and test equipment calibrated to accurately troubleshoot system malfunctions and assist in making correct diagnosis. Sections/Activities will ensure all property book items that meet the criteria for TMDE enrollment are on the Sections/Activities master list with a projected calibration date IAW this SOP.

1-2 Commander's Maintenance Priorities: Maintenance efforts will be directed according to the following order of priorities:

a. Safety: All Maintenance Operations will be conducted with safety in mind to mitigate risk for injury to personnel or damage to equipment with deliberate risk management at the appropriate level of command. All government employees will follow Army Safety regulations with guidance from their division/section safety officer.

b. Deadline Deficiencies: Identify, repair, or order part(s) within 72-hours of notification. Equipment requiring additional troubleshooting will be brought to the attention of the Maintenance Manager and Installation Maintenance Management Office (IMMO) at the LRC in order to communicate those issues with the owning agency/section leadership and Garrison Commander. All Non-Mission Capable (NMC) repair parts will be ordered with a "03" high priority; all 03 priority parts will be installed the same day as received when possible. NMC equipment designated as (CIMI) Equipment Readiness Code-Pacing (ERC P) will be worked first, before other less critical equipment.

c. Non-Deadline Deficiencies: Identify, repair, or order part(s) within 72-hours when possible. LRC maintenance sections are authorized to defer installing parts until the next schedule maintenance period or service at the discretion of the IMMO/COR/Maintenance Manager. This will ensure the maintenance teams are

focused on higher priorities while not degrading agency/section equipment or maintenance availability.

d. Operators and crews: To have a successful field maintenance program that supports mission accomplishment, leaders must start with their own operators/crews. Operators and crews must know how to detect and report malfunctions as well as operate equipment properly and safely. An atmosphere of pride and ownership on the part of operators/crews for equipment, enables that to happen within the installation. A disciplined routine and a self-motivated pursuit of excellence help to ensure operators/crews performing PMCS achieve the Army maintenance standard.

e. Supervisors: Agency/Section supervisors provide leadership to the operator/crew and support the achievement of the Army Maintenance Standard by: Preparing for and ensuring that their subordinates fully participate in preventive maintenance periods.

(1) Attending, leading, and supervising preventive maintenance operations.

(2) Being technically competent.

(3) Enforcing the Army Maintenance Standard for the equipment for which they are responsible and ensuring that the desired sense of ownership applies to subordinate supervisors, leaders, crews, and operators.

(4) Training operators and crews to operate equipment and perform PMCS properly.

(5) Enforcing safety.

(6) Recording and reporting maintenance faults in accordance with DA Pam 750-8.

(7) Informing their chain of command when sufficient time, personnel, funding, tools, Technical Manual (TMs), or other maintenance means are not available to accomplish required equipment maintenance.

Chapter 2

2-1 Duties and Responsibilities

2-1.1 Overview

a. Purpose: Define responsibilities for maintenance procedures and policies necessary to implement a viable maintenance program leading to enhanced material readiness.

b. Mission:

(1) Achieve and sustain the Army maintenance standard for assigned equipment.

(2) Preserve the inherent reliability of equipment through preventive maintenance actions, predictive-maintenance techniques, diagnostics, and condition-based maintenance corrections to maintenance faults and status.

2-2. Agency/Section Responsibilities: Supervisors are directly responsible for the overall maintenance condition of all materiel assigned; the supervision of maintenance operation and training; and knowing the current maintenance status of all equipment and actions being taken to repair it when it is not mission-capable. Supervisors are directly responsible for performance of proper operator maintenance on all items of equipment, including records, within their activity or section.

a. Garrison Commander: The installation's maintenance program is a direct reflection of how much emphasis the commander places on maintenance. The Garrison Commander is responsible for:

(1) Ensuring overall materiel readiness.

(2) Developing and implementing guidelines in accordance with (IAW) regulations governing maintenance activities.

(3) Establishing maintenance priorities for all directorates.

(4) Conducting maintenance meetings with Directors and maintenance managers at prescribed intervals in order to provide guidance.

(5) Assumes responsibility for all brigade level commander functions as determined by maintenance regulations.

b. Directors (DES, DPW, DPTMS, DHR, etc.) (LTC/GS-14&15):

(1) Assumes responsibility for all battalion level commander functions as determined by maintenance regulations.

(2) Appoints battalion level Master Drives as outlined in AR 600-55.

c. Branch/Activity Chiefs (GS-12/13):

(1) Assumes responsibility for all company level commander functions as determined by maintenance regulations.

(2) Appoints Operator License Examiners/Trainers.

d. Installation Material Maintenance Officer:

(1) Serves as materiel readiness officer.

(2) Supervises preparation of the maintenance programs.

(3) Serves as the principal assistant and advisor to the Garrison Commander in maintenance matters.

(4) Directs staff analysis of maintenance-related issues.

(5) Recommends changes to the maintenance program as required.

(6) Conducts monthly readiness meetings with directorates or their representatives.

e. GCSS-Army Commander's Representative (Gov't Position Only)

Directorate's act as the Commander's Representative for actions related to dispatching (off-post and Circle X equipment).

f. Command Maintenance Discipline Program (CMDP) Coordinator:

(1) Is appointed by the DCO (Garrison's S4).

(2) Performs inspections IAW applicable regulations and higher headquarters guidelines/checklists.

Chapter 3

3-1. Dispatching Program

a. Purpose: This chapter is applicable to all personnel assigned or attached to the USAG Fort Sill.

b. General: Dispatching is the method by which a commander controls the use of equipment. Commanders must make sure dispatching procedures are followed and understood. Therefore, all supervisors must ensure that all equipment operators read, understand and comply with the contents of this SOP. Directorates will dispatch all

Government Owned Vehicles (not GSA) and other motorized support equipment owned by the USAG.

c. Application: Each Directorate/Agency/Section will receive dispatches from the LRC Dispatcher by email. Each Directorate/Agency/Section will have designated representative that will pass out dispatches and verify that the operator is licensed for the piece of equipment. Each Directorate/Agency/Section will return equipment hours, mileage, and 5988E's by the last day of the month to the Dispatcher, so that they can be forwarded to maintenance for verification and parts ordered. The Directorate for each Agency/Section will be the Approving Authority for all dispatching actions including Off Post Authorization and Circle X for deadline equipment needed for limited use.

3-1.2. Equipment Record Folders: The Equipment Record Folder is used each time equipment is dispatched. The folder will carry only the forms and records needed during a dispatch. The required forms are:

- a. Equipment Identification Card, DA Form 5823, Equipment Identification Card.
- b. GCSS-A generated equipment dispatch (5990, Maintenance Request) or DA Form 1970, House Staff Evaluation Report.
- c. GCSS-A generated equipment inspection/maintenance work sheet (5988-E) or DA Form 2404, Equipment Inspection and Maintenance Worksheet.
- d. DD Form 518, Incident Identification Card, 2 each.
- e. SF 91, Motor Vehicle Accident (Crash) Report, 2 each.

3-2. Dispatching: The first line supervisor (FLS) will verify each operator is properly trained and licensed on the operated equipment. The FLS will assist the operator in the performance of the "Before" operation PMCS.

a. Operators will perform a BEFORE operations PMCS using the appropriate manual for the equipment prior to dispatching. The operator will correct all faults within their scope of responsibility. Any faults the operator cannot repair will be annotated on the 5988-E or 2404. The operator will turn in the 5988-E or 2404 to their maintenance support shop for repair. Equipment Operator must be:

- (1) Properly licensed on the equipment being assigned to operate.

(2) Know and understand the operation, capabilities and characteristics of the equipment. Check operator's military license to verify that you are properly licensed on the equipment.

(3) Report to the supervisor and secure folder with appropriate paperwork needed.

(4) Inspect the Equipment Record Folders to verify all required forms are present.

(5) Check 5988-E or 2404 to ensure recorded admin / maintenance information is accurate, up to date and that no service or lubrication is due.

(6) Perform the before operation PMCS, recording all faults found on the 5988-E or 2404.

(7) Any fault that the operator has fixed will be annotated on the 5988-E or 2404 in the corrective action column with proper corrective action annotated.

(8) Ensure you know and understand the mission and safety standards.

b. The Dispatcher will:

(1) Ensure all open entries on the GCSS-Army generated work sheet (5988-E) or manual 2404 are checked against the vehicle and the uncorrected fault record within IW37N materials requisitioned against work orders.

(2) Ensure all faults on the 5988-E or 2404 have been corrected or recorded in GCSS-Army.

c. Commander or Designated Representative:

(1) Will access GCSS-Army via the portal to approve any off-post or other required dispatches.

(2) If there are deadline or safety deadlines that cannot be repaired during the pre-dispatch inspection, the commander or commander's representative will determine if the equipment must be dispatched and will circle (X) the fault.

(3) All "X" (Hard Deadline Faults) and "E" (Safety Deadline Faults) must be circled and initialed prior to requesting a dispatch. Equipment will not be dispatched without this step completed.

Chapter 4

4-1 Preventive Maintenance Checks and Services (PMCS) Procedures

a. PMCS is the foundation of Operator/Crew and Field Level Maintenance. With the use of the hands and eyes of the Operator assigned to the equipment and through the actions of finding, reporting, testing, adjusting, replacing, filling, correcting, and as well as repairing the equipment, the Commander can maintain the unit's equipment high readiness status.

b. The Directorate and operators must remember that PMCS is a continuous process. Operators will check and monitor the equipment with before, during, and after operation inspections.

c. Supervisors will ensure that operators are knowledgeable in the use of DA Form 5988-E or 2404, and that they understand the process of the 5988-E/2404 within the maintenance program when discrepancies are noted during PMCS.

4-2. Scheduled Services: The scheduled service program is designed to maintain equipment to –the highest level standards and enhance the operational readiness of the garrison's fleet of vehicles, weapons system, special purpose, and communication equipment. This section provides guidelines, completion standards, and quality control and quality assurance requirements. Performing equipment services and equipment lubrications to these standards will enhances the quality of the garrison's readiness. Leadership involvement, from the first line supervisors to the commander, is the key to a successful service program. Services will be scheduled as systems of associated equipment and will be accomplished simultaneously. All maintenance significant items assigned to the section will be serviced.

4-2.1. Pre Service Planning

a. GCSS-Army Maintenance Plans (Services) are entered tracked by LRC and schedules are provided to section/agency supervisors to ensure future planning for services is available.

b. Supervisors will be responsible for ensuring equipment is turned in to the LRC for service within the prescribed window (10%) to meet service variance.

c. Supervisors should plan for services to last one to ten working days depending on equipment/service type. This planning factor should take into account a 10% variance between the service due date from the GCSS-A to the date scheduled. Note that the condition of the equipment will determine the length of time required for service.

Chapter 5

5-1 Operator's License and Training

5-1.1 Purpose. This SOP prescribes policies and procedures for Operator's Licensing and Training Program of USAG – Sill. This SOP is designed for Government personnel only. Contractor's workforce will use their own corporate designed qualification procedures and cannot by Army Regulation use Army forms or regulations for their program.

5-2. GOAL. Provide efficient safe, qualified operators for all government owned equipment used during the daily missions and operations.

5-3. Responsibilities.

a. Directors/Branch Chiefs:

(1) Appoint in writing a Master Driver to train all garrison personnel on government owned equipment.

(2) Select and appoint special instructors/examiners as required to train operators on special equipment.

(3) Provide time, materials, and a safe area to conduct qualification, sustainment, and remedial training as required.

(4) Ensure program follows guidance outlined in AR 600-55 and other associated regulations.

(5) Select operators IAW AR 600-55, Army Driver and Operator Standardization Program, Appendix B.

b. Master Driver/Instructors:

(1) Serves as the Commander's representative on all matters concerning training and licensing operators.

(2) Maintains all records associated with this program.

(3) Ensures all training, licensing, and examinations are IAW regulatory guidance.

(4) Manages renewals, suspensions, and revocations of permits as required.

5-4. Equipment operator license procedures

a. IAW AR 600-55, paragraph 2-6, government civilian employees are granted a waiver from the requirement to possess OF 346, U.S. Government Motor Vehicle Operator's Identification Card/DA Form 5984-E for the operation of non-tactical

administrative vehicles with gross vehicle weights of less than 10,000 pounds if they possess the following:

b. Valid state motor vehicle operator's license for the size and class vehicle they will operate.

c. Valid DOD identification card.

d. Valid dispatch.

NOTE: Government Civilian employees do not need Driver's Training or any documentation if they fall into the above category.

e. Heavy Equipment operators will be required to attend training conducted by the Master Driver/Instructors IAW with AR 600-55. Operators must demonstrate their proficiency for each piece of equipment for which they are licensed. Employees will have their qualifications listed and turned over to Master Driver for input into GCSS-Army databases.

f. Heavy equipment training will consist of at a minimum:

(1) Familiarization of the assigned equipment.

(2) Instruction on the principles of operation, power trains, instruments and manipulation of controls, operator maintenance, starting, warmup and stopping procedures and safety.

(3) Followed by completion of a successful hands on operators test.

g. Upon completion, results of the training will be annotated on a DA Form 348 and a DA Form 5984-E will be issued to the operator. Supervisors will maintain copies of the forms in the employees file.

h. Sustainment training and remedial training will be conducted IAW AR 600-55 at least every two years.

i. Additional training for special requirements such as buses will be conducted through the Transportation Motor Pool and the results maintained in the employees file.

Chapter 6 Weapons Maintenance

6-1. Operators will perform PMCS before, during and after issue/use of weapons.

6-2. Weapon Gauging/Services: Scheduled services will be managed using the GCSS-Army. Services will be conducted within variances prescribed in DA Pam

738-750 and the organizational maintenance -20 manuals for each weapon system. The unit armorer will ensure scheduled maintenance is performed in accordance with applicable technical manuals.

a. The work requests showing gauging results will be maintained for one year from date of submission or until the next gauging is performed.

b. Gauging will be in accordance with appropriate TM with schedule shown as "T".

c. Directorate/Agency/Section has the responsibility to ensure all equipment have a proper GCSS-A Maintenance Plan scheduled for each system in the Arms Room and that it is posted.

d. The Armorer will coordinate with LRC to schedule a planned induction date for all scheduled services.

e. All Directorate/Agency/Section will ensure weapon services are complete on or before the scheduled service date. No variance will be utilized for weapon systems.

f. Assigned weapon(s) holder will report to the armorer for cleaning of weapon in conjunction with armorer's performance of scheduled service, i.e. quarterly.