

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
Headquarters, United States Army Garrison, Fort Jackson  
Fort Jackson, South Carolina 29207-5000

FJ REG 750-15

18 May 2009

DIRECTORATE of LOGISTICS  
Maintenance Services and Equipment

EXTERNAL STANDARD OPERATING PROCEDURES

1. PURPOSE: To outline general policies requiring support from Maintenance Division, Directorate of Logistics (DOL).

2. PROCEDURES: This SOP is applicable to all units and activities, including US Army Reserve (USAR) and Reserve Officer Training Corps (ROTC), Department of Defense agencies, and any other organization approved for direct and general support maintenance at Fort Jackson, South Carolina.

a. Four categories of maintenance (unit, direct support, general support and depot) have been defined by the US Army to facilitate the assignment of maintenance missions and responsibilities (AR 750-1).

b. The mission of DOL, Maintenance Division is to:

- (1) Provide maintenance support that is beyond the supported units' capability.
- (2) Provide Direct Support (DS) and General Support (GS) maintenance.
- (3) Repair equipment to a serviceable, ready-for-use condition.
- (4) Provide emergency and on-site services to general areas of support.
- (5) Maintain Army equipment at the highest possible standard of serviceability.

c. Changes, additions, deletions, or comments to improve this SOP are welcomed and should be addressed directly to Maintenance Division, DOL.

d. Objective: To support units and activities in the accomplishment of unit, direct support and general support level maintenance.

-----  
\* This regulation supersedes FJ REG 750-15, dated 1 February 2006

(1) Maintenance Division will perform all tests, repairs and/or overhauls in accordance with the provisions of AR 750-1, and maintenance allocation charts of applicable technical manuals and bulletins. The concept of maintenance will be to Inspect and Repair Only as Necessary (IROAN).

(2) Maximum repair rather than replacement of equipment is stressed. Emphasis will be placed on utilizing the least expensive parts and the most minor repair kits.

(3) In compliance with the Department of the Army (DA) criteria, parts, assemblies and/or components will be used for full service life and will not be replaced in the process of isolating malfunctions.

(4) Directed modification of equipment will be accomplished, recorded and reported IAW AR 750-1 and PAM 738-750. Modification will not be made without authorization documents.

(5) Equipment upon which an urgent Modification Work Order (MWO) has been issued will be dead lined pending MWO completion unless otherwise provided in the MWO directive.

(6) Units without organic organizational maintenance capabilities for vehicles will provide the DOL a request for such support stating density, type and location of equipment.

(7) Units requesting organizational maintenance support will schedule periodic services to maximize shop efficiency.

e. Mandatory Load Testing. TDA units and activities with lifting devices (cranes, forklifts, hoists, jacks, etc.) will schedule these devices into Tactical Support Branch for the purpose of performing safety inspection and testing of lifting devices IAW paragraph 4 of TB 43-0142, Safety Inspections and Testing of Lifting Devices and FJ REG 750-4. The owning unit/activity will maintain a historical record (DD Form 314, Preventing Maintenance Schedule and Record) on each device requiring an inspection/load test. The historical record will be annotated to show the last inspection/load test completed and the date the next inspection/load test is due. The procedures outlined in Chapter 3 of DA Pam 738-750, FJ Maintenance Management Update will be followed when the DD Form 314 is utilized.

f. The administration offices are located in the DOL Maintenance Complex, building 2602 at the corner of Washington Street and Lee Road

<b>Office Name</b>	<b>Building</b>	<b>Telephone Extension</b>
HAZMAT Program Manager	2602	6644
Customer Service Center	2602	6709/6183
Material Maintenance	2602	4423
Production Control	2602	6183
GSA Repair	2604	7388

**NOTE:** Normal duty hours for this activity are 0700 -1530, Monday thru Friday. Units needing to deviate from the normal duty hours must submit a written request to the shop supervisor at least 30 days prior to the date requested.

g. Units receiving maintenance operations will follow the procedures and submit a Maintenance Request (DA Form 2407) providing the information below:

(1) Units and activities will transport all equipment for test, repair and/or technical inspection to the appropriate Equipment Services area.

(2) Requesting organization name and location in block 1b.

(3) The owning unit's telephone number will be entered in block 1c.

(4) Utilization Code in block 2b, IAW the Utilization Code Table in DA Pam 738-750.

(5) Maintenance Activity and Level in block 4b.

(6) National Stock Number, if applicable, in block 11.

(a) Noun-nomenclature in block 9.

(b) Serial Number, if applicable in block 11.

(c) Exact number of items to be repaired

(7) Appropriate Priority Designator (PD). The unit commander, chief of TDA activity or designed representative will sign the PD authentication block 13 for PD 01 thru 10.

(8) A description of all deficiencies or symptoms of items to be repaired in block 24.

(9) The individual authorized to submit a DA Form 2407 will record their first initial and last name in block 34a.

h. The supported unit will provide DA form 1687, Delegation Authority for Receipts in Issue of Supplies, to each applicable support maintenance shop indicating designated representative(s) authorized to authenticate PD 01 thru 10. The DA Form 1687 must be updated by the units as required by personnel changes and regulatory requirements. Preparation of DA Form 2407 by requesting organization for MWO accomplishment will be scheduled as per DA Pam 738-750.

i. Units requesting on-site repair for installed equipment will prepare DA Form 2407, IAW DA Pam 738-750 (plus showing location of equipment in block 24) and submit to Customer Service Center for assistance and scheduling of repair and/or load testing.

j. When equipment is presented to the repair shop, maintenance personnel will conduct an acceptance inspection to ensure the completeness of the items; a Maintenance Request (MR) has been properly filled out; that all organizational maintenance has been completed; and that the equipment log book and DD Form 314 (if applicable) are accurate and complete.

k. Units requiring maintenance support (other than emergencies) must submit their DA Form 2407 to the appropriate repair area NLT 1430 hours daily.

l. When an item is accepted, maintenance personnel will sign and date block 35a and direct the unit representative to deliver the DA Form 2407 with equipment log book (if applicable) to Customer Service Center, Bldg, 2602.

m. On- and off-post units will be notified by telephone when repairs are completed and ready for pickup. Units will pickup equipment NLT five days after notification. (Compliance is essential in order to release limited storage space for receipt of incoming equipment.)

n. When reclaiming equipment, the owning unit representative must present Copy 1 of the MR directly to the section where the item was repaired.

o. When Copy 1 of the MR has been lost or misplaced, the unit commander or property book officer must furnish a written statement identifying the equipment by serial or USA number.

p. Damaged equipment other than fair wear and tear will not be accepted unless accompanied by a request for Estimated Cost of Damage (ECOD) or a memorandum stating that the equipment is no longer needed for an authorized adjusted action. Equipment may be rejected if organizational maintenance has been completed. Commanders are reminded of the regulatory requirements for accomplishing organizational maintenance.

q. DA Form 2407 submitted for any type of fabrication (metal, wood, or fabric) will not be accepted without supervisor's or commander's signature, and prior approval of the DLE as acknowledged by his initials and/or signature on the form.

r. Equipment presented for turn-in, as excess to authorization will be given an acceptance and limited technical inspection. Equipment will be rejected for on-post units if organizational maintenance is not current; off-post units will be notified through command channels.

s. Units with high priority equipment (ambulances, fire trucks, etc) undergoing organizational repair can prevent unnecessary equipment downtime by submitting a DA Form 2407 to support maintenance indicating known DS/GS repair/replacement requirements.

t. Units requiring the status of equipment in for repair should contract Customer Service Center to obtain the desired information. The work request number assigned to the MR should be used as the reference number when making inquiries.

u. Units that desire to change the organizational priority designator code to a higher priority must provide rationale to Customer Service Center to change the code and sign the MR.

v. Maintenance provides personnel and equipment on a daily basis for on-site range support of small arms and train-fire target mechanisms.

w. Other technicians are available to provide advice, assistance and instruction relative to the utilization, preventive and organizational maintenance techniques of tactical support vehicles, small arms, train-fire target devices, and public address systems.

3. Attached appendices A through F provide guidance and instruction in locating maintenance areas and specific instructions of obtaining direct/general support maintenance for Army equipment.

- a. Appendix A: LIST OF ASSIGNED BUILDINGS AND USE
- b. Appendix B: EQUIPMENT REPAIR
- c. Appendix C: GSA VEHICLE REPAIR
- d. Appendix D: COMMUNICATIONS AND ELECTRONIC REPAIR
- e. Appendix E: AUTOMOTIVE PRODUCTS RECYCLING PROGRAM
- f. Appendix F: HAZMAT PROGRAM

IMSE-JAC-LGM/6183

OFFICIAL:

/signed/  
LILLIAN A. DIXON  
Colonel, AG  
Garrison Commander

/signed/  
PATRICIA KELLY-JOHNSON  
Records Management Division

DISTRIBUTION: C

APPENDIX A  
LIST OF ASSIGNED BUILDINGS AND USE

DOL, Maintenance Complex is located on the corner of Washington Street and Lee Road. The assigned buildings are as follow:

BLDG #	PURPOSE
2601	Communications and Electronic, General Equipment Repair
2602	Administrative Support Offices, Organizational Maintenance Repair, Customer Service Center
2603	Paint and Body, Machine and Welding, Fuel and Electric, Lawnmower Repair, Shop Supply.
2604	GSA Vehicle Repair

APPENDIX B  
Maintenance Supplies and Equipment

EQUIPMENT REPAIR

1. Purpose. To outline policies, procedures and unit/activity responsibilities to ensure acceptance of equipment when presented to the shop for repair.
2. Procedures. Provide organizational, direct and general support maintenance for tactical support and other vehicles, trailers and semi-trailers, heavy equipment, material handling equipment, combat vehicles, and special purpose equipment. Perform modifications, machining and welding services, repairs of fuel and electric components, power generator repair, assembly, sub-assembly and other components repair. Recharge batteries for all vehicles, power generators and material handling equipment. Perform all types of body repairs to include metal, glass, radiator and fuel tank work, and refurbish helmets. Provide painting and bodywork services to include sandblasting, CARC painting and application of decals to all types of vehicles and equipment supported. Perform safety inspections and testing of lifting devices.

a. All units will comply with the procedures specified in this regulation prior to turning-in equipment to the repair shop.

(1) Vehicle Equipment:

(a) A DA Form 2408-14 (Uncorrected Fault Record) must accompany the DA Form 2407 (Maintenance Request) indicating any organizational deficiencies and corrective action taken, i.e., parts on order, document number, etc. Vehicle/Equipment will be given a TI to ensure organizational maintenance has been accomplished prior to acceptance of item into the facility.

(b) Organizational deficiencies noted on DA Form 2408 that will not prevent the accomplishment of direct support will be accepted. The maintenance personnel will record on the DA Form 2407 any other defects, which prevent the equipment from being accepted because of safety or organizational maintenance e placed on file at the maintenance facility. Copy 1 of the DA Form 2407 will be placed on file at the maintenance facility. Copy 2 will be returned to the unit for any vehicle not accepted.

(c) Vehicles/Equipment will be clear of all oil/grease deposits, mud, trash, dirt, etc., and have a minimum of three-fourths full tank of fuel.

(2) Repairable components will be received for repair by maintenance personnel who will tag the component with a MR number. Components submitted for repair will be clean. Additionally, the unit shall wrap, tape, install caps/plugs, dust covers to protect machined surfaces, openings, etc.

b. Units/Activities will call Chief, with any questions concerning capabilities of facility to execute special projects. Organizational direct and general support maintenance provided on end

items or components other than tactical/non-tactical vehicles; i.e. refurbishing of metal bed frames, partitions, design and fabrication of training aids or devices, relocation of storage units/building, or other heavy/oversized items must be authorized by unit commander and approved by Chief, Maintenance.



APPENDIX C  
Maintenance Supplies and Equipment

GSA VEHICLE REPAIR

1. Purpose: To outline policies, procedures and unit/activities responsibilities to ensure acceptance of equipment when presented to the shop for repair/service
2. Procedures: Perform inspection and maintenance repair/services on GSA vehicles.
  - a. All GSA vehicles requiring maintenance/services will be turned into the GSA maintenance repair shop and reported on GSA Form 1458.
  - b. Equipment fuel tanks must be a minimum of three-fourths full, excluding leaking tanks.
  - c. When equipment is damaged other than fair wear and tear, the equipment should be accompanied by a request for Estimated Cost of Damage (ECOD).
  - d. A signed statement by the responsible authority releasing the damaged equipment for repair must accompany the DA Form 2407 when equipment is presented to the shop for repairs.
  - e. GSA vehicles requiring towing services must call the GSA maintenance repair shop to request a service call, 751-7388/6709. Towing is limited to Fort Jackson, South Carolina, unless approved through the GSA Fleet Manager.
  - f. When scheduled maintenance is needed, unit should coordinate with the GSA maintenance repair shop to ensure timely and efficient service.

APPENDIX D  
Maintenance Supplies and Equipment

COMMUNICATION and ELECTRONIC REPAIR

1. Purpose. To outline policies and procedures and unit/activity responsibilities to ensure the acceptance of equipment when presented to the shop for repair.
  
2. Procedures. Performs direct and general support maintenance on all communication and electronic equipment, except for calibration and repair of test, measurement and diagnostic equipment (TMDE), for all units assigned to Fort Jackson as a support center. The work center maintains and repairs weaponeer, intercom, , train fire target control computers, target mechanisms and simulator devices, and provides on-site services except those designated as post sound-team responsibility.
  - a. Electronic equipment will be turned-in for repair immediately upon becoming inoperative. Unit commanders will ensure that the personnel do not remove covers or knobs, or tamper with the equipment.
  
  - b. Batteries will be removed from battery-powered equipment prior to turn-in unless approved by the repair facility.
  
  - c. Detachable antennae and carrying case should not be turned in with radio equipment.
  
  - d. Components of sets should not be turned in unless they require repairs or are required to perform operational tests.
  
  - e. Units will take measures to protect all equipment when transporting by using rubber mats, padding, covers, etc; noncompliance could be a basis for initiating an Estimated Cost of Damage (ECOD) should equipment be damaged unnecessarily.

APPENDIX E  
Maintenance Supplies and Equipment

AUTOMOTIVE PRODUCTS RECYCLING PROGRAM

1. Purpose. To outline policies, procedures, and responsibilities for units/activities requiring assistance in the recycling of anti-freeze, oil, used oil, oil filters, aerosol cans, propane canisters, thinners, and automotive paint-related items.

2. Procedures. Paint thinner and paint-related items will be accepted at the west wing of the Building 2603. Items not recycled for units/activities by this division include scrap metal, glass, cardboard, plastic, white ledger paper, green bar computer paper, mixed colored paper, newspaper, telephone books, magazines, computer punch cards, tires, and aluminum cans. These items should be delivered to the Recycling Center located in Building 6585.

a. All units and activities will deliver the following items to Building 2603 and the division will assist the unit/activity in recycling the item. All items will be labeled and properly contained in a suitable container before acceptance.

b. Paint thinner and paint-related items will be accepted at the paint and body shop (east wing) where a DOL employee will inspect the item and accept if recyclable.

c. Anti-freeze will be delivered in acceptable containers to the recycling wing (south end) of Building 2603. A DOL employee will assist customer in loading and unloading of product. The customer will sign anti-freeze log for amount received or issued.

d. Used oil will be received in the recycling area of Building 2603. A DOL employee will assist with the unloading and will inspect. Oil can not be contaminated with any gas or thinner. Oil cannot contain over 5% water. Diesel fuel and kerosene will also be accepted.

e. Oil filters will be delivered to the recycling section where a DOL employee will assist the unit/activity in crushing filters utilizing the oil crusher equipment. The DOL will dispose of filters. The recycling will not accept any paper type filters.

f. Aerosol cans will be delivered to the recycling area where a DOL employee will assist the units/activities with the unloading of aerosol cans. The aerosol cans must be segregated by flammability and compatibility. The recycling section will puncture and dispose of cans and residue. The Equipment Services Division encourages all units/activities to utilize all contents to the fullest extent.

g. Certain types of propane canisters will be accepted in the recycling area where a DOL employee will assist units/activities with the unloading. Canisters which are used for soldering purposes or fuel stoves will be accepted. These canisters will be safely punctured, tagged, and disposed of. Canisters that will not be accepted include acetylene, oxygen, map, and ether. The division encourages all units/activities to fully utilize products until emptied.

APPENDIX F  
Maintenance Supplies and Equipment

HAZMAT PROGRAM

1. Purpose. To outline policies, procedures, and responsibilities for units/activities requiring assistance in any matters pertaining to hazardous material: storage, transporting or disposition.
2. Procedures. The HAZMAT Manager will provide assistance in areas of HAZMAT to units/activities in the area of HAZMAT control, storage, and disposal. The HAZMAT Manager follows the guidelines set forth by 29 CFR 1910.1200. The HAZMAT Manager will assist units/activities in procuring MSDS, labels, and other forms of warning; information for employee training and other assistance as needed. The division HAZMAT Manger can be reached as stated in Appendix A.
3. HAZMAT/Environmental Compliance training can be provided for environmental compliance as requested by units and activities.