



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND PFALZ
UNIT 23152
APO AE 09067-3152

AMIM-RPG-ZA

MEMORANDUM FOR All Personnel Assigned or Attached to United States Army Garrison Rheinland-Pfalz (USAG RP) to include subordinate units

SUBJECT: Standard Operating Procedures for Maintenance (Cmd Memo 2022-021)

1. References:

- a. AR 750-1, Army Material Maintenance Policy
- b. DA PAM 750-1, Commander's Maintenance Handbook
- c. DA-PAM 750-8, The Army Maintenance Management System (TAMMS) User Manual
- d. AR 750 750-43, Army Test, Measurement, and Diagnostic Equipment
- e. AR 700-139, Army Warranty Program
- f. AR 700-4, Logistics Assistance
- g. AR 190-11, Physical Security of Arms, Ammunition, and Explosives
- h. AR 190-13, The Army Physical Security Program
- i. AR 710-2, Supply Policy below the National Level
- j. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive)
- k. DA PAM 750-3, Soldiers' Guide for field Maintenance Operations
- l. AR 385-10, The Army Safety Program
- m. AR 200-1, Environmental Protection and Enhancement
- n. AR 600-55, The Army Driver, and Operator Standardization Program
- o. DA PAM 25-33, User's Guide for Army Publications and Forms GCSS Army - End User Manual

2. Purpose. This SOP standardizes ground maintenance policies, procedures, responsibilities, and guidance for all units assigned, attached, or supported by the USAG Rheinland-Pfalz.

3. Applicability. This SOP applies to all personnel assigned or attached to USAG RP, UIC W6E1AA. This SOP is effective upon receipt and will remain in effect until superseded or rescinded. Any previous editions of USAG RP maintenance SOP or maintenance policy letters are hereby rescinded.

4. Scope. This SOP supplements the external operating SOPs of all supporting organizations within USAG RP and emphasizes those areas of concern relating to maintaining our equipment in a fully mission capable plus safety (FMC + Safety) condition.

5. Preparation. Production and revision of this document is the overall responsibility of the command team in conjunction with the Logistics Readiness Center (LRC), Rheinland-Pfalz. The LRC Director will review this SOP on a recurring basis and submit recommendations as required.

6. Conformity. Respective Directorate maintenance SOPs conform to this document. Any exceptions to the provisions contained herein require approval through the USAG RP command team and LRC.

7. Objectives:

a. Maintain one hundred percent of Army owned Maintenance Significant Items (MSI) equipment on hand serviceability with a minimum expenditure of time and repair parts.

b. Ensure maximum service life of all materiel and MSI equipment.

c. Reduce equipment down time and always ensure maximum equipment readiness.

d. Provide procedures for early detection and correction of actual or potential equipment faults at the lowest practical level of maintenance.

e. Achieve and maintain the highest materiel readiness posture necessary to accomplish assigned missions.

f. Standardize maintenance activities throughout the garrison.

g. Make operator maintenance a leading priority.

8. Fundamentals:

a. The primary purpose of maintenance is to generate and sustain combat power and when properly planned, resourced, and executed is the logistics function that delivers readiness and equipment serviceability to the commander. All logistics functions contribute to the overall success of an operation. Equipment serviceability is a major indicator of a unit's combat readiness and a fully mission capable fleet of equipment is essential to unified land operations. Maintenance operations also protect the vastly expensive equipment investment capital by ensuring that all weapons systems, platforms, and equipment meet their intended purpose for the duration of their programmed service life.

b. Maintenance operations perform two broad functions to support Army operations: it keeps equipment mission capable and ready to support commander's operational needs. These are accomplished through the Army's two-level maintenance system. Maintenance operations also support the force through management and distribution of supply class IX repair parts. Class IX management originates at the industrial base with strategic partners and is distributed into the AOR with management conducted by staffs and maintenance units at all echelons down to the tactical point of need.

9. The Army Maintenance Standard. Army equipment meets the maintenance standard when the following conditions exist:

- a. The equipment is fully mission capable (FMC) plus safety.
- b. For Military equipment, all faults are identified following prescribed intervals using the "items to be checked" column of the applicable TM XX-10 and XX-20 series PMCS tables. For Commercial equipment, all operator faults as identified in the Original Equipment Manufacturers (OEM) Owner's Manual are safely functional to perform the primary mission of the equipment.
- c. All repairs, services, and other related work that will correct field-level equipment / materiel faults for which the required parts/supplies are available have been completed in accordance with DA Pam 750-8 or DA Pam 738-751.
- d. Parts and supplies required to complete the corrective actions, but which are not available in the unit, are on valid funded requisition in accordance with AR 710-2.
- e. Corrective actions that are not authorized at field level by the MAC must be on a valid support maintenance request (DA Form 5990-E and DA Form 2407/2407E).
- f. Scheduled services are performed at the service interval required by the applicable technical publication. Because of competing mission requirements, units are authorized a 10 percent variance when performing scheduled services. Procedures to apply this variance are found in DA Pam 750-8 for ground equipment.
- g. All routine, urgent, and emergency MWOs are applied to equipment in accordance with AR 750-10. In addition, actions required by one-time safety-of-use messages per AR 750-6 and AR 95-1.
- h. All authorized BII and COEI are present and serviceable or on a valid supply request.
- i. The Army maintenance standard applies only to Military or tactical equipment. Commercial equipment in support of USAG installation operations is maintained at FMC+Safety.
- j. Proper use, care, handling, and conservation of materiel per applicable technical publication are mandatory.

k. There cannot be enough emphasis placed on the importance of PMCS used as a tool for early identification and alleviation of systemic problems. The entire chain of command and directorate leadership must support the command maintenance program to ensure it is successful.

10. Maintenance Definitions.

a. Maintenance: All actions taken to retain materiel in a serviceable condition or to restore it to serviceability when it is unserviceable.

b. Command Maintenance: A period of preventive maintenance checks and services (PMCS) scheduled weekly and devoted to ensuring that all equipment functions and is operationally ready to perform its intended purpose (mission) without notice. Due to the nature of garrison operations, command maintenance is typically balanced over the course of a week but is distinguished by an emphasis (e.g., seasonal use, etc.) and end state (e.g., specified pieces of equipment PMCSd).

c. Field Maintenance: This is the first tier in the Army's two-tier maintenance system. In the garrison environment, this means maintenance on-location. This echelon of maintenance is classified as on-system maintenance and includes the following:

(1) Operator Maintenance: The performance of before, during, and after operations maintenance as prescribed in the appropriate technical manual.

(2) Organizational Maintenance: The performance of PMCS, inspections, minor adjustments, replacement of designated components and assemblies, and evacuation of unserviceable equipment beyond the unit's authorized level to repair as prescribed in the appropriate maintenance allocation chart (MAC).

(3) External Maintenance Activities: These activities offer mobile, responsive, and one-stop maintenance support. Performance of all authorized maintenance that exceeds a unit's maintenance capability and enhances the quick-repair and return-to-user concept. Includes inspection; troubleshooting; testing; diagnosis; repair; adjustment; calibration; alignment of components, equipment, and systems; replacement and repair of end items; light body repairs; technical assistance; establishment of a Shop Supply List (SSL), and a limited operational readiness float (ORF); collection, classification, and recovery services for serviceable and unserviceable materiel; and establishment and operation of battle damage assessment repair (BDAR) teams.

d. Sustainment Maintenance: The second tier of the Army's two-tier maintenance system. This type of maintenance is classified as off system maintenance and includes specialized repair facilities to include depots, labs, and other assorted maintenance activities. In the garrison environment, this means maintenance in-shop at the BASOPS Maintenance Directorate.

11. Command Maintenance Periods and PMCS.

a. Time must be allocated for Command Maintenance or PMCS weekly. It is up to each Director/organization to enforce the completion of this crucial task. Command Maintenance times will be included in each directorate's weekly training/work schedules as this ensures personnel

b. Directors will ensure that specific maintenance objectives are planned and assigned for each scheduled period of preventive maintenance. Maintenance objectives should be rotated to include specific items of special interest (maintenance indicators) on the equipment and maintenance of low-density equipment, e.g., generators, communications equipment, tools, motorized equipment, vehicles, etc. Leaders and supervisors must be aware of the maintenance objectives for the period and take an active role in ensuring their accomplishment.

c. Results will be checked quarterly by the commander and or designated representative, assisted by maintenance personnel; appropriate feedback is given to all concerned.

d. All Army Owned MSI equipment will be checked and exercised in accordance with appropriate operator's manual, including low-density equipment (generators, pumps, heaters, etc.). Directors can coordinate with the BASOPS Maintenance Division (MD) Production Control for a list of MSI equipment assigned to your organization.

e. Directorate leaders and supervisors must also have a plan for each PMCS period, to include a proper rotation of personnel to accomplish the maintenance objectives. They will ensure that operator's manuals are available and used and that organic tools and materials are provided to assist operators in performing the preventive maintenance checks and services.

f. Supervisors ensure that operators are knowledgeable in the use of DA Form 5988- E, as provided by GCSS-A, and understand the importance of PMCS.

g. Operators use DA Form 2404 to record equipment discrepancies that cannot be corrected on the spot or those that require repair parts.

12. Scheduled Services.

a. All scheduled services will be listed on each directorate's calendar. Scheduling of all services is coordinated with BASOPS MD in order to have equipment and personnel available to perform the services. Directorates will publish a training schedule for maintenance services (by bumper number/equipment ID and type of service) at least monthly and distribute it to all personnel responsible for performing services and operator/crew. This allows for proper rotation of equipment and personnel.

b. Leaders and supervisors will ensure an operator is present to assist the mechanics during the service; as much as possible, if required.

c. While the service is being performed, maintenance personnel should take advantage of the equipment and the operator's "captive time" and conduct a hundred percent technical inspection (TI) of the item. At the same time, any parts on hand for the serviced item must be installed and any uncorrected fault record must be updated to reflect that repairs or servicing.

d. Directorate designated personnel can coordinate with BASOPS MD for the scheduled dates of services for each piece of Army Owned MSI equipment assigned.

13. Internal Quality Assurance and Control.

a. A sound internal quality control/assurance program in each directorate is the key to an effective maintenance program. It should be directed at Preventing defects, detecting deficiencies, and Verifying compliance with established standards.

b. When inspectors are not assigned, QA/QC is performed by a designated, technically qualified person and the operators of the equipment being serviced or repaired.

14. Non-Mission Capable Equipment Policy.

a. Directors and leaders/supervisors at all levels are expected to always know the status of assigned equipment, particularly pacing items and low-density equipment, mission critical/mission essential.

b. In case of emergencies schedule repair with BASOPS MD immediately once the equipment is identified as NMC.

c. Once equipment is accepted for maintenance, respective directorate leaders and supervisors must remain informed of the status of maintenance. LRC/BASOPS MD will contact directorate leaders when difficulties are experienced in this area. LRC/BASOPS MD will report maintenance status during the monthly Logistics Readiness Review (LRR) meeting.

d. When notified by the maintenance unit that an equipment is ready for pickup, directorates will proceed immediately to pick it up.

15. Hazardous Waste Disposal and Environmental Protection.

a. Hazardous materials are not relegated to the Motor Pool/Maintenance area. Many common substances contained in work areas, cleaning closets, arms rooms, barracks etc. could potentially be deemed hazardous. Special attention must be given to separation of chemicals that may react with others.

b. Each substance must also have a Material Safety Data Sheet (MSDS) posted in front of its storage location. Additionally, all the MSDS's will be collected in a binder and posted on a right to know information board.

c. Hazardous waste and waste oil will be collected and stored in separate containers. Ensure that only proper containers are used for storage of HAZMAT. The usage of bottles, cans, or other items not intended to contain hazardous materials will be limited to only emergency situations.

d. Containers will be marked with the following: IAW with the most current information available; and IAW garrison handling of Hazardous Materials SOP.

(1) "HAZARDOUS WASTE" or "WASTE/USED OIL."

(2) Date waste was first collected in the container, e.g., "Start: 29 Nov 04."

(3) The NSN and nomenclature of the product being collected.

(4) "FLAMMABLE," "CORROSIVE," or "COMBUSTIBLE" as appropriate.

(5) Date when container was filled.

e. Leave at least two inches of air space in filled containers.

f. Contaminants will not be released into any water service.

g. Ensure that Personal Protective Equipment (PPE) is available for all personnel who handle HAZMAT, to include gloves, goggles, masks, ventilators, aprons etc.

h. Waste petroleum products are stored only in approved containers.

i. Contaminants are not to be discharged directly onto the ground.

j. Radiators are not to be drained onto the ground or into storm drains. Waste antifreeze is disposed of in approved containers.

k. Any small spills on hard surfaces are immediately cleaned using appropriate absorbents and the contaminated absorbent disposed of at the sanitary landfill authorized for hazardous wastes. Spill kits are readily available for this purpose. If additional spill kits are required, coordinate with the garrison environmental office or order through the supply system.

l. For spills on soil areas, the contaminated soil will be removed and disposed of at the sanitary landfill designed for hazardous wastes. Fresh topsoil/gravel is spread over the area.

m. Under no circumstances will small spills be washed into floor drains.

n. Immediate action must be taken to contain large spills. Large spills are defined as being more than five gallons in volume or 100 square feet in area.

- o. Directors/Supervisors are notified immediately when a large spill occurs.
- p. Used or contaminated POL products are turned in to the installation collection point.
- q. All spills onto the soil or any hard surface will be reported to the respective Garrison HAZMAT/Environmental office.

16. Maintenance of Low Use Equipment.

a. Low-usage equipment such as generators, pumps, and trailers must be properly maintained and exercised at least once a week. Other types of equipment not normally found under the control of the organizational maintenance section will be maintained in accordance with applicable technical manuals. Records will be kept of such action and are subject to special interest during walk troughs and inspections.

b. Weapons should be addressed separately in the Arms Room SOP.

c. Generators must be exercised under load at least once a month.

17. Submission of Maintenance Request to BASOPS MD.

a. The following only applies for Equipment managed in GCSS-Army under the Garrison UIC by serial number (MSI).

b. Contact the Production Control Office (PCO) in order to receive the latest BASOPS MD External SOP on Maintenance Request submission. PCO could be reached via e-mail (usarmy.grafenwoehr.405-afsb.mbx.maintenance-div-prd-ctrl@army.mil) or phone, commercial 09641-70-526-3833 or DSN 526-3833.

c. It is the owner's responsibility to:

(1) Deliver and pickup vehicles/equipment to and from BASOPS MD. If the equipment or vehicle is required to be turned over to a local contractor or to another CST, BASOPS MD may require the customer to move the vehicle/ equipment based on arrangements made by BASOPS MD for delivery and pickup. Once work has been completed, the customer is responsible for picking up vehicles and/or equipment within five working days.

(2) Provide repair manuals for Non-standard Equipment with the vehicle/equipment when item is submitted for maintenance service. The test/certification and inspection log must accompany the vehicle/equipment when being dropped off for service or repair.

(3) Provide fuel key with the vehicle/equipment and ensure vehicle is topped off with fuel when item is submitted for maintenance support. Equipment needs to be fueled.


(4) Ensure equipment interior and exterior is clean. BASOPS MD is not responsible for any items left in vehicles.

(5) Make sure the current odometer reading is annotated on the DA Form 2407.

(6) Requests for service and repair at the BASOPS MD will be rejected if customers do not comply with the above stated requirements.

(7) Report instances of equipment failure, damage, or safety issues in a timely manner. Do not operate damaged equipment until inspected by BASOPS MD.

18. The point of contact for this memorandum is Ms. Stephanie Kramer, Director BASOPS Maintenance Division, DSN 314-526-3801 or stephanie.kramer.ln@army.mil.


29 OCT 2022
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