ARMY FIELD SUPPORT BATTALION RILEY
(AFSBn Riley)

INSTALLATION MAINTENANCE DIVISION
(IMD)

EXTERNAL

STANDARD OPERATING PROCEDURES
(SOP)

Building 8100
1st Division Rd
Fort Riley Kansas 66442

2 JULY 2025

MATERIEL MAINTENANCE OPERATIONS

History. T his SOP supersedes IMD External SOP, dtd 23 July 2023

Summary: This SOP provides guidance, policy, and establishes procedures for several functions related to installation materiel maintenance operations

a. This SOP will be posted on Fort Riley's web site to provide information concerning maintenance responsibilities and assistance. If any procedures have been omitted or appear non-responsive, contact the IMD Chief at 240-3022.

b. Customer comments / complaints can be entered into the Interactive Customer Evaluation (ICE) system from any computer with LAN or internet access to http://www.riley.army.mil/. On the page select "ICE" then "Operational Support" then "DS/GS-Direct Support and General Support Maintenance (Ground) (Bldg. 8100)." If complaints are to be directed in writing, they may be sent to the IMO, Installation Materiel Maintenance Activity, Fort Riley, Kansas 66442-5956.

WILSON.MALCOLM.JAMES.III.1296984619 Digitally signed by WILSON.MALCOLM.JAMES.III.1296984619 Date: 2025.07.16 11:10:00 -05'00'

MALCOLM J. WILSON III
LTC, LG
Commanding

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SECTION I

GENERAL INFORMATION

1-1. PURPOSE:

This Standard Operating Procedure (SOP) provides information concerning maintenance services provided by the Installation Maintenance Division (IMD), and outlines procedures to be used by customers to request and obtain Field and Limited Sustainment Maintenance. It also provides a general description of the services available from the IMD Maintenance Division. This Division is also considered as the Installation Materiel Maintenance Activity (IMMA) located at Building 8100 1st Division Rd Fort Riley Kansas.

1-2. SCOPE:

This SOP encompasses the mission and capabilities of the maintenance facility, and procedures employed in accomplishing the support mission. Units and activities utilizing the services of the Installation Maintenance Division must comply with the procedures outlined in this SOP. Unique requests not covered by this SOP should be coordinated with the Maintenance Division Chief @ 785-240-3022.

1-3. APPLICABILITY: This SOP applies to all Active Army, Reserve Component, United States Air Force (USAF) units, Directorates, and Activities stationed at Fort Riley or supported by Fort Riley in accordance with the area support requirements identified in AR 5-9. All units and activities provided maintenance support by Fort Riley under the provisions of an Inter Service Support Agreement (ISSA), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or any other such method that may be directed by proper authority.

1-4. REFERENCES: The following are basic Department of the Army (DA) Regulations, and other headquarters directives governing the table of distribution and allowances (TDA) material maintenance activities and do not include all of the numerous directives that apply.

a. AR 750-1 Army Materiel Maintenance Policy

b. DA PAM 750-8, The Army Maintenance Management System (TAMMS) User's Manual

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

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

e. DA PAM 25-380-2, Security Procedures for Controlled Cryptographic Items (CCI)(FOUO)
f. AR 750-10, US Army Equipment Index Modification Work Orders

g. AR 700-139, Army Warranty Program Concepts and Policies

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

i. AR 190-13, The Army Physical Security Program

j. AR 700-4, Logistic Assistance Program

k. AR 700-138, Army Logistics Readiness and Sustainability

l. AR 710-2, Supply Policy Below the Wholesale Level

m. AR 725-50, Requisitioning, Receipt, and Issue System

n. AR 735-5, Policies and Procedures for Property Accountability

o. AR 750-59, Army Corrosion Prevention and Control Program

p. ATTP 4-33 (FM 4-30.3) Maintenance Operations

q. TB 750-25, Maintenance of Supplies and Equipment Army Test, Measurement, and Diagnostic Equipment (TMDE), Calibration and Repair and Support (C&R program).

r. TB 43-0142, Safety Inspection and Testing of Lifting Devices

s. FR 750-1 Maintenance Policies and Procedures

1-5. MISSION:

a. The IMD, at the direction of the Installation Maintenance Officer (IMO), is responsible for monitoring and coordinating the Installation Level Base Support contractor's maintenance efforts. The IMO in coordination with the Contracting Officer Representative (COR) ensures that the contractor meets all contractual obligations, coordinates the disposition of request for support not within the scope of the base support contract, and sets installation maintenance policy for support.

b. The IMMA maintains Base Operations commercial and tactical equipment assigned to US Army Garrison and AR 5-9 organization TDAs in a safe and serviceable condition. This includes but not limited to the following Commodity-oriented repair of components and end items: Inspect, test, repair and replace components; Scheduled

(on a reimbursable basis) and unscheduled maintenance; Paint/Body/Fabrication; Fire Control; Weapons repair and Annual gauging; Hydraulics; Also includes Funded Modification Work Orders (MWO), Winterization and Warranty Program. Reference AR 750-1 and Army policies.

c. The IMMA provides Field and limited Sustainment level maintenance support to tactical organizations that exceeds the organizational and sustainment units' capability and or capacity IAW AR 750-1 para 3-12 date Feb 23. The **1ID G4 Maintenance Division will Approve** all Field Level Maintenance (FLM) work request being submitted to the IMD for FLM support.

***NOTE:** A number of these services are performed on a **Reimbursable Basis**. Reimbursable Customers will ensure funding is transferred prior to submission of work request. Acceptance of GSA Administrative vehicles, Medical, and Missile Equipment **is not authorized**.

1-6. DUTIES AND RESPONSIBILITIES: Defines responsibilities for IMD DAC's assigned personnel necessary to implement a viable maintenance program leading to enhanced material readiness.

a. **Installation Maintenance Officer**
(1) Serves as materiel readiness officer.
(2) Supervises preparation of the maintenance programs.
(3) Serves as the principal 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.

b. **Maintenance Management Specialist**
(1) Maintains current knowledge of directives and regulations pertaining to installation maintenance services.
(2) Serves as IMD TMDE Coordinator, GCSS-A AA, and Corrosion Prevention Coordinator. Monitors production control, receipts inventories, purchases, and other administrative documents to verify propriety of contractor transactions, charges, and timeliness of services.
(3) Monitors contractor's quality control system. Documents instances of unacceptable contractor performance by on-site evaluation and the contractor's failure to comply with contractual provisions.

c. **Maintenance Specialist**
(1) Maintains current knowledge of directives and regulations pertaining to installation maintenance services.
(2) Serves as IMD Warranty Coordinator (WARCO), MWO Coordinator. Monitors production control, receipts inventories, purchases, and other

administrative documents to verify propriety of contractor transactions, charges, and timeliness of services.
(3) Monitors contractor's quality control system. Documents instances of unacceptable contractor performance by on-site evaluation and the contractor's failure to comply with contractual provisions.

d. **Equipment Specialist**
(1) Evaluates performance against contractual requirements and surveillance plan and notifies the COR of actual or potential contract violations and performance deficiencies which have impacted, or may impact, on contract compliance.
(2) Uses appropriate sampling surveillance techniques and procedures to inspect the equipment maintenance operations under contract to determine contractor's performance.
(3) Utilizes LIS data processing equipment in preparing various reports or documents regarding evaluation findings.

e. **Management/Program Assistant**
(1) Employee utilizes LIS to query for data to be used in a variety of specialized reports.
(2) Assists the supervisor in preparing inspection reports in connection with the contract and maintaining related documentation and files.
(3) Assists in conducting inspections in connection with the contract; stays abreast of new or revised regulations, procedures, and methods; and implements same, as required.

1-7. HOURS OF OPERATION:

a. Normal Operational Hours excluding Federal Holidays for all functional areas are as follows:

Monday – Friday
0800 – 1630 ******Make every attempt to submit your Work Request prior to 1530 Hrs******
Breaks
0945 – 1000
1430 -1445
Lunch
1200 – 1230

b. Maintenance and logistical support outside of normal working hours including weekends and federal holidays, incurring overtime cost, may be available by coordination with the COR. This is a case-by-case request. The COR's contact number is **785-240-6010** during duty hours, for weekends and holidays **785-477-9790**.

1-8. CAPABILITIES AVAILIBLE WITHIN BLDG 8100:

Automotive, Combat and Construction Vehicles (Tactical and Commercial)
Auto Body Repair
Brake Testing (Tactical and Commercial)
Container Repair
Communication & Electronics Equipment Repair
Direct Support Electrical Test System (DSESTS)
End Item Inspections & Classification
Environmental Control Unit Repair/Reclaim
Fabrication
Forklift Repair (Tactical and Commercial – Electric, Propane, Gas and Diesel)
Fuel & Electric Shop
Hydraulics Shop (Pallet Jacks, Hose and Cylinder Repair)
Modification Work Orders
Machine Shop
Paint Shop
Power Generation Shop (Generators, Light Sets)
Small Arms Weapons & Armament Repair
Small Engine Repair Shop
Tire Repair Shop

Weights for Load Testing (2,000-70,000 lbs)
Welding
Wheel Alignments (Tactical and Commercial)

SECTION II

PROCEDURES

2-0. CUSTOMER SUPPORT PROCEDURES (MAINTENANCE ACCOUNT ESTABLISHMENT):

2-1. Authorized Customers who have no established maintenance account with the maintenance division must accomplish the following:

a. Submit Assumption of Command orders or Appointment Letters for civilian organizations and a notice of delegation of authority DA Form 1687(Signature Cards) to identify unit/activity personnel authorized to verify the Commander's/Director's priority designation written on the 5990-E and authorized to deliver and pickup work ordered equipment. Electronic versions of DA1687s with ink and digital signatures will only be accepted. See example DA1687 below:

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 20181217

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES: LRC MARTON TECHNOLOGIES Your Unit

LOCATION: BLDG 8100 FORT RILEY, KS 66442 Your location

LAST, FIRST, MIDDLE INITIAL	AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
MAIOR, BRIANNE E.	YES	YES	MAIOR.BRIANNE.E.1288034393
NASH, RONALD JR.	YES	YES	NASH.RONALD.JR.1119611403
DIXON, GLENDA L.	YES	YES	DIXSON.GLENDA.LEE.1293471649
NOTHING FOLLOWS			

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY ☒ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE

THE AUTHORITY TO: TURN IN AND PICK UP EQUIPMENT BLDG. 8100

REMARKS

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER	
W6YUAA				
LAST, FIRST, MIDDLE INITIAL	**GRADE**	**TELEPHONE NUMBER**	**EXPIRATION DATE**	**SIGNATURE**
MOOS, MARK J.	CIV	785-240-2854	20191217	MOOS.MARK.JAMES.1139261

DA FORM 1687, NOV 2015 — PREVIOUS EDITIONS ARE OBSOLETE — APD LC v1.00ES

b. It is a unit/organization's responsibility to maintain up-to-date copies of Assumption of Command Orders/Letters and DA Form 1687s on file at the IMMA.

c. All Customers must ensure that appropriate funding is in place and established prior to requesting any support from the IMMA. Failure to do so may delay support request.

d. All Customers will report to the Receiving Desk to request assistance, open work requests, and sign for completed equipment.

e. All Customers/Visitors requiring access to shop locations will sign in and out at the Receiving Desk.

f. Recovery of equipment for maintenance is the **Responsibility of the Customer**. The Installation Materiel Maintenance Activity (IMMA) is not equipped, nor responsible for equipment recovery.

g. Privately owned vehicles will not be used when dropping off and picking up completed equipment.

h. Inquiries into Status of Work. Inquiries for the status of equipment on work request should include: the Installation Materiel Maintenance Activity work order number assigned to the work request, the sub work order number, and the nomenclature of the item; and the Julian date of the maintenance request. Inquiries should be made as follows:

(1) Customers should call Receiving @ 239-5235. An Email address may be provided upon request for maintenance request Inquiries. The Maintenance Division can also be contacted for detailed status of critical items.

(2) Written inquiries should be addressed to:

Installation Maintenance Division
ASCW-IMD-RIL-M
ATTN: Installation Maintenance Officer
Fort Riley, Kansas 66442-5956
Email: usarmy.riley.407-afsb.mbx.afsbfr-imd@army.mil

i. Notification on Completed Work. Upon completion of all repairs and final inspection, the appropriate Production Controller will notify the customer by telephone, or official correspondence. Upon receipt of the repaired equipment, customers will surrender the Stamped Received Copy. In the event the Receipt Copy is lost, a memorandum signed by unit Commander or the TDA activity Chief will be required in lieu of the lost Receipt Copy.

j. Pick-up of Repaired Equipment will be completed with-in the following time frames:

(1) 01–03 priority, within 24 hours of notification.
(2) 04–08 priority, within 48 hours of notification.

(3) 09–15 priority, within 72 hours of notification.

k. GCSS-A Generated Work orders priorities for pickup as follows:

(1) 01 (high) priority, within 24 hours of notification.
(2) 02 (medium) priority, within 48 hours of notification.
(3) 03 (low) priority, within 72 hours of notification.

l. Customers are encouraged to inspect quality of work completed prior to closure of work request.

2-2. ELECTRONIC WORK ORDER PROCEDURES:

a. The Installation Maintenance Division is equipped with the Global Combat Support System-Army (GCSS-A) Logistics Information System (LIS). GCSS-A is a full-service maintenance management tool that allows managers to plan all aspects of the daily maintenance operations.

b. In efforts to assist in our role to increase Data Integrity, the IMD must enforce that units follow the following procedures:

- All GCSS-A units needing support from the IMD will transfer electronic work requests from Unit or Support GCSS-A System.

- The Main Work Center for the IMD is **6YU10TDV.** Unit name is **IMD**.

- Work order status can be observed in real time within GCSS-A by including the support work order number.

- **Note**: Create Maintenance Notification in GCSS-A with the (M1) maintenance notification request.

2-3. MAINTENANCE ACCEPTANCE STANDARDS: All equipment turned-in for repair is subject to an Acceptance Inspection. This inspection is performed by the Quality Control Section. Customers should deliver equipment prior to **1530** hours to allow time for the Acceptance Inspection. Customers should plan for this inspection as it is conducted on a first come first serve basis and could take a considerable amount of time to complete depending on workload. The following standards must be met:

a. The requesting organization, should prepare an automated GCSS-A Maintenance Request, as prescribed in DA PAM 750-8, and present it and the item(s) requiring support maintenance to the appropriate Production Control Clerk (PP&C). The Maintenance Request will be clear on the specific repairs required. (examples: Transmission will not shift, Engine knocking, etc.). A DA Form 5988-E or a DA Form

2404 with the documented PMCS fault/s will also be provided. GCSS-A users will initiate an M1 maintenance notification as it applies.

b. The **required** information on the work request (**NSN, Model, Nomenclature, Serial Number, and Year of Manufacture**) must match that of the equipment being submitted for work. GCSS-A users, once you have created your M1 maintenance notification, it will have the required information as described above and automatically notify the IMD of your request for Maintenance support. Information needs to be verified to match the data plates.

c. Equipment must be clean with particular attention given to areas that the item is being evacuated for repair, i.e., differential, engine, transmission, etc.

d. Vehicle Locks, Basic Issue Items (BII), Components of End Item (COEI) not needed for a system check, Tools, COMSEC, and other pilferable items **will be removed** by owning unit prior to acceptance.

e. Equipment primary fuel tank level must be at least ½ full.

f. Equipment evacuated during the winter months, (15 September - 15 May), must be winterized. Cooling systems must contain sufficient antifreeze for a hydrometer reading of -30 degrees.

g. Equipment damaged by other than fair wear and tear or equipment missing parts per AR 735-5 will require one of the following:

(1) A request for an Estimated Cost of Damage (ECOD).

(2) A “Letter of Release” signed by the appointed Investigating Officer (IO) releasing the damaged equipment from Financial Liability Investigation of Property Loss (FLIPL) Investigation.

(3) Damaged equipment being evacuated to IMMA must be accompanied by a damage statement signed by unit Commander or the Director.

(4) A Missing Parts Statement signed by unit Commander or the Director.

(5) Equipment accepted under a routine repair request and are found to have damage other than fair wear and tear will be reported to the Maintenance Manager. Repair work will cease, and equipment POC/Commander/Director will be notified of Property Damage. A Damage Statement or Letter of Release will be requested and obtained prior to completion of work.

(6) Customer lost work order copy memorandum. A customer requesting to close a work order without the customer copy will require a Customer Lost Copy memorandum signed by the unit Commander/Director. The **required**

information on the memorandum must include: (**NSN, Model, Nomenclature, Serial Number, and Year of Manufacture**). The information must match the equipment being closed for completed repairs.

EXAMPLE /DAMAGE /MISSING PARTS STATEMENT MEMORANDUM

Office Symbol Date

MEMORANDUM FOR PRODUCTION CONTROL SECTION

SUBJECT: Damage Statement

This is to certify that damage done to (or missing parts from) was caused by…

_____

_____

NSN: _____, Serial Number: _____ has been investigated IAW current regulations. I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct. This equipment/item is no longer required for investigation or exhibit. Request repair/disposition.

(Signed by)

Commander / Director
UNIT/ Activity

Approving Authority: (Concur / Non-concur) _____
SIGNATURE

h. Equipment cannot contain hazardous or spilled materials.

i. Equipment containing any munitions, pyrotechnics, or explosives **will not** be accepted.

j. Fuel Tankers, fuel dispensing equipment and fuel containers being turned in for repair or other maintenance actions must meet the requirements and provisions of the Fort Riley's Environmental Management Plan (EMP). If required, it is the Customer's responsibility to purge fuel tanks prior to turn-in for maintenance.

2-4. MAINTENANCE REQUESTS:

a. Maintenance requests include normal requests for services and Classification of Class VII equipment. Maintenance support services and classification of equipment, are requested by Units under GCSS-A Army, will initiate an M1 notification for maintenance request through the system and the IMD will process accordingly.

b. All request submitted to this facility must be by one of those personnel authorized on the DA 1687.

***NOTE**: Priority of work for the IMD will be determine by directives from the Senior Commander or his staff, by internal priorities set by Directors, by reviewing the oldest jobs, and by the maintenance priority designator (MPD). All are subject to override by mission events. Any issues pertaining to priorities of work will be referred to the IMO at building 8100, phone 785-240-3022.

c. On-Site Service. Normally, on-site maintenance service for equipment **will not be provided except as approved by the IMO.** Exceptions to this rule are stated below:

(1) A contact team from Installation Materiel Maintenance Activity performs field and limited sustainment maintenance for commercial Materials Handling Equipment (MHE). Services are performed from the customer provided Service Schedule. Customers are required to open work request for Schedule Services and Unscheduled Repairs.

(2) Determination inspections for lawn care and other equipment to verify if on site repair is possible. On site repair is based on difficulty, Safety and Tool requirements. In general, if repair can be completed on site within a reasonable time (15 to 20 Mins) repair will be attempted. If not, Customers will be responsible to recover equipment to Building 8100 for repair.

d. Emergency Service. Emergency service requests will be coordinated as described below:

(1) Emergencies occurring during normal duty hours will require the attention of the Installation Maintenance Officer, or immediate staff: Call 240-3022 or 239-4125.

(2) Emergencies occurring during non-duty hours will be referred to the Field Officer of the Day (FOD) 239-3037 (DSN 856-3037) or the Ft Riley Emergency Operations Center (785) 239-2222 (DSN 856-2222). The FOD will determine if an emergency exists and will refer to the appropriate call roster to summon personnel to work.

(3) Requests should include the following information:

(a) Name, location, and telephone number of reporting individual.
(b) Nature of the emergency in as much detail as possible.
(c) Major item nomenclature.
(d) Major deficiency or malfunction, and if known, the nomenclature and National Stock Number (NSN) of repair parts is required.
(e) Exact location of the item.

e. Maintenance Expenditure Limit (MEL) or Repair Limit Criteria. Repair limit criteria for items are based on AR 750-1; Maximum one-time repair allowances in fixed dollar amounts are published by FSC group in the appropriate technical bulletins. The

Maintenance Expenditure Limit (MEL) will be determined on all items before repairs are conducted.

f. Authorized activities are responsible for providing and updating as needed a Service Schedule for all of the activity's equipment requiring maintenance. Notification of any changes in Gains or Losses in equipment density should be updated on the provided Service Schedule. (This is in efforts not to purchase service parts if equipment is not to be serviced.) The Service Schedule should include Noun, Make, Model, Serial Number, Year of Manufacture and Location Building Number, Month and Type of Service.

g. Non-Tactical and Non-Standard Equipment (NS-E) or Commercial off the shelf (COTS) Items will require a copy of the hand receipt page showing the item as unit property. The replacement dollar value for the item will be screened in determining the MEL IAW Army Sustainment Command (ASC) Maintenance Expenditure Limit (MEL) Policy Guidance for TDA/CTA Non tactical and Non-Standard Equipment.

h. Weapons Repair: A joint inventory by serial number will be conducted for all weapons with the unit POC and personnel from the Weapons Repair Shop. **One individual work order is required for each individual weapon by serial number.**

2-5. BACKUP SUPPORT:

Tactical Pass Back work must be coordinated with the Division G-4 prior to delivery to Building 8100. Tactical Units utilizing the services of the IMD Maintenance Facility must comply with the procedures outlined in this SOP and AR 750-1 Logistic Readiness Center/Army Field Support Battalion maintenance operations guidance.

2-6. CONTRACT MAINTENANCE SERVICES:

All maintenance requirements within the scope of Installation Materiel Maintenance Activity's mission and area of responsibility will be submitted in accordance with preceding paragraphs of this SOP. Any decisions involving the use of services from outside vendors or commercial sources will be made by the Installation Maintenance Officer, or authorized representative.

2-7. RADIOACTIVE MATERIAL MAINTENANCE CRITIERA: This section describes the safety precautions personnel must follow when conducting maintenance or Wipe Tests on the Chemical Agent Detectors.

a. Current Wipe Test Results will be required for items submitted for Inspection or Repair to this facility. For more detailed information on the Wipe Test provided by the Installation Radiation Safety Officer call 239-0517.

b. The following steps must be taken when working on the interior of the detector or when personnel are performing Wipe Tests:

(1) Position emergency materials within easy reach, such as clear plastic bags, labels, and markers. Labels should be pre-marked with as much information as possible. NSN for interlocking plastic bag is, 8105-00-837-7757.

(2) Wear disposable gloves (NSN 8415-00-682-6786).

(3) Cover all work surfaces with Kraft paper (NSN 8135-00-966-2534).

(4) Use a NuCon wipe (NSN 6665-01-198-7573).

(5) Treat disposable gloves as radioactive waste. Remove gloves by turning them inside out, place the paper and gloves in a plastic bag (NSN 8105-00-989-2376). Seal and label the bag with the date of collection and the radioisotope involved. Place the sealed bag in the radioactive waste container.

2-8. USE OF WEIGHTS FOR LOAD TESTING: The IMMA has weights available for use by the customer. These will be made available for use for the unit / activity to perform the load test required in accordance with the appropriate Technical Manual. The Certifier of the Load Test will be an authorized Unit / Activity Representative. Contract personnel will only assist in location and proper connection of weights.

a. The following weights are on hand at building 8100 and are available for onsite use:

2,000 lbs.	**7,400 lbs.**
2,500 lbs.	**12,000 lbs.**
4,000 lbs.	**16,000 lbs.**
4,500 lbs.	**22,000 lbs.**
6,000 lbs.	**45,000 lbs.**
7,000 lbs.	**70,000 lbs.**

b. The preferred days for this process are Tuesday's and Thursday's. Hours to begin load testing are from 0800 to 1400. Ensure Load Tests are completed by **1600**.

c. Electronic Technical Manuals (ETM's) are available upon request for use as reference material.

2-9. FABRICATION OF ITEMS: Estimates should be requested for fabrication work. A detailed sketch or diagram is needed and will be furnished with the Fabrication Work Request. All fabrication work requests will be referred to the IMO or the COR for approval. GCSS-A users will submit a PM06 Work Order document in place of the 2407. Materials for the fabrication work may need to be purchased and provided by the unit /activity.

2-10. TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE):

(1) Calibration Requirements for Customers/Units. Calibration requirements for TMDE are to be submitted in accordance with AR 750-43 and TB 43-180, and TMDE SUPPORT CENTER ESOP to the TMDE laboratory, Building 8100. Call 239-4145 for more detailed information.

a. Priority Requests are to be established in accordance with the unit's IPD as stipulated in AR 710-2.

b. Condition Upon Acceptance. All TMDE submitted for calibration must be complete.

c. Receipt of TMDE. The submitting unit upon turn-in, will receive a DA Form 7372, receipt copy. Receipt copy to be presented when calibration/repair is complete.

d. Outstanding Work Requirements. Organizational maintenance must be accomplished in accordance with applicable technical manuals prior to submission.

e. Damaged, non-repairable, T.I. for turn-in, items received will be condition coded accordingly and returned to the unit.

f. Upon completion of calibration/repair of the equipment. It is the Customers responsibility to pick-up their TMDE in a timely manner.

(2). Transportation of TMDE. To prevent damage to equipment during transit to/from TMDE support center the following procedures are recommended:

(1) When possible, containers should be utilized and secured from shifting.

(2) All items not containerized should be placed on shock absorbent pads and secured.

(3). Liaison Visits may be requested by the customer in order to resolve any problems. Call 239-4145 for more detailed information.

(4). The IMD POC with the responsibility for monitoring, training, and reporting delinquent TMDE items can be reached at 239-4125 for more detailed information.

2-11. ARMY OIL ANALYSIS PROGRAM:

a. The G-4 Maintenance POC has the responsibility for monitoring and coordinating activities associated with the Army Oil Analysis Program (AOAP). The AOAP Laboratory is located at Ft. Hood, TX and is under commercial contract and is part of the Army Program. Call 240-0551/1641 for more detailed information.

b. Label samples and attach DA Form 5991-E to each sample bottle. Package samples using the shipping sack, plastic bag, and mailing carton. Turn in packaged samples at the following location:

Building 7920, Shipping Section

The ship to address is:
Fort Hood AOAP Laboratory
Building 88039, Rm 32
88039 Logistics Blvd
Fort Cavazos, TX 76544

Fort Hood Phone Number:
Comm: 254-287-2909
DSN: 737-2909

2-12. WEAPONS REPAIR SHOP. The IMD is responsible for repairing weapons and also installing MWO's. Weapons will be cleared before entering the building. There is a clearing station (barrel) located by the loading dock door and is painted red in color.

a. Requesting work to be done on weapons. **Refer to Paragraph 2-4 above**.

b. All weapons will be stored in the Contractor controlled Arms Room per their internal SOP, also AR190-11 and AR190-13.

2-13. CLASSIFICATION OF EXCESS END ITEMS. The Installation Materiel Maintenance Activity is responsible for classification of major end items excess to Fort Riley's Garrison organizations/units. Classification of Class VII Items and limited Class IX is available. Field Level Maintenance (FLM) Inspections that are required for turn-in of Major End Items to the Installation Supply Division (ISD) can be conducted by FLM units.

a. Requesting Classification. GCSS-A customers must submit PM01 work order requesting classification for turn-in. Check Fed-Log for the Recoverability Code (RC) and Maintenance Repair Codes (MRC) prior to requesting Classification.

b. Paperwork Upon Completion. Upon completion of the technical inspection, the unit will be provided the TI sheets, DA Form 461–5 (Vehicle Classification Inspection) DA Form 3590 (Request for Disposition or Waiver), whichever is applicable indicating condition code of item.

2-14. TECHNICAL ASSISTANCE. Installation Materiel Maintenance Activity will provide technical assistance to expedite fault diagnosis and equipment repair within the work-order process. Requests for on-site technical assistance will be evaluated on a case-by-case basis. The following list contains the Logistics Assistant Representatives (LAR) support available on Fort Riley:

POSITION	NAME	DESK (DSN: 856/520)	LOCATION
PM MBTS/AFV STAFF - FORT RILEY			
PEO Ground Combat Systems	JAMES RIMMEL	785-240-5988	BLDG 8410A
TACOM STAFF - FORT RILEY			
L-STR Supervisor	JEFFERY W. ROBERTSON	785-240-0722	BLDG 8380A
GCS STR	RANDY L. BARTON	785-240-0440	BLDG 8380A
CECOM STAFF - FORT RILEY			
L-STR C5ISR Supervisor	CECIL TODD	785-240-6263	BLDG 8330A
AVIONICS LAR	JAMES J. REINSTEIN	785-240-6014	BLDG 748C
AMCOM STAFF - FORT RILEY			
LSTR AVIATION Supervisor	JOHN E. MCCLELLAND	785-240-6009	BLDG 748C
DEFENSE LOGISTICS AGENCY - FORT RILEY			
DLA CSR	BRAD L. BANDY	785-239-4446	BLDG 8100, RM 115

2-15. COMMEL AND COMSEC EQUIPMENT Installation Materiel Maintenance Activity is responsible for repairing COMMEL and COMSEC equipment that needs or can be repaired. The Contractor will secure all equipment in its vault according to their FR IMD Plan 008 Security and Antiterrorism plan. **All COMSEC will be cleared and have no Fill when turned into the activity for repair.** Turn in procedures are the same as described above, **Refer to para 2-4 for procedures.**

2-16. FOOD SERVICE EQUIPMENT. The Installation Maintenance Division provides maintenance and repairs of Food Service Equipment (FSE) with-in the Warrior Restaurants that is covered under the Eagle Contract. The support is performed by contracted maintenance personnel.

a. FSE customers should use the IMD Mailbox to open maintenance request for repairs of food service equipment at Dining Facilities/Food Truck at the following address: usarmy.riley.407-afsb.mbx.afsbfr-imd@army.mil or by calling the IMD Receiving Desk @ 239-5235. When submitting a maintenance request for FSE please provide the following information to assist maintenance personnel with the maintenance request process:

Date:
Time:
Building#:
Current Location of Food Truck:
POC Name:
POC Phone#:
Description of fault:
Model#:
Serial #:
NIIN:
Equipment Admin#:

b. The IMD will provide maintenance support and repairs on all FSE marked and labeled with the AMC DFAC Repair Sticker shown below:

c. The Installation Materiel Maintenance Activity is responsible for repair, inspection, scheduled servicing, and classification of FSE/Food Truck items covered by the Eagle Contract. Excess/unserviceable equipment requiring classification inspection due to serviceability or equipment at the end of the Life Cycle Management Cycle (LCMC) for all Fort Riley Warrior Restaurants will be conducted by the IMD.

SECTION III

PROGRAM COORDINATION

3-1. MWO, SOUMs, GPAs and MAMs PROGRAM COORDINATOR

a. The IMD MWO Coordinator serves as Fort Riley, KS Garrison Directorate and AFSBn-Riley single point of contact for coordination of MWO application between users and the wholesale system/AMC.

b. The MWO Coordinator will be appointed in writing on orders by the AFSBn-Riley Commander/Deputy Commander to perform functions on ACS owned and managed equipment. A copy of the appointment orders is to be maintained on file with the respective AFSB IAW ASC Supplement 750-1 para 2-8.

c. The MWO Coordinator will establish and maintain a Modification Management Information System (MMIS) account and ensure upon completion of the MWO it is updated in MMIS, completing the MWO process. The MMIS account will be maintained IAW AR 750-10, Para 2-9. The coordinator will have access to MMIS to track all emergency, urgent, routine, or minor alteration and special purpose/special mission modification to equipment IAW AR 750–1 para 3-2 and DA PAM 750-1 para 6-11, AR 750-10 para 2-16; and ASC Supplement 750-1 para 4-6b.

d. Modification Work Orders are to be applied in a timely manner. It is the coordinators responsibility to actively manage the program and ensure mandatory MWO's are applied based on published instructions as an emergency, urgent, or routine guidelines. The MWO Coordinator will monitor suspense dates and times to ensure urgent MWO's within 2 years from effective date, and routine MWO's within 5 years of effective dates are completed and in compliance with ASC Command Maintenance Standard.

e. The MWO Coordinator is responsible for establishing a Ground Safety Notification System (GSNS) in AESIP to notify the field of materiel defects or hazardous conditions that can cause death/injury to personnel or damage to equipment. The GSNS will be managed IAW AR 750–1 para 8-19, ASC Supplement 750-1 para 3-2 a(6), and available for registration on the AESIP website at (https://idmng.armyerp.army.mil/oamcustomlogin)

f. The AFSBn Riley Commander will ensure personnel responsible for tracking and reporting compliance of SOUM and GPA messages maintain an active MMIS account IAW AR 750-10 para 2-16 and AR 750-6 (Army Equipment Safety and Maintenance Notification System, ALARACT 175-2012).

g. The IMD Coordinator is responsible for updating the IMD SOP covering MWO, SOUM, GPA, and MAM's IAW AR 750-1, para 3-7, DA PAM 750-3 para 2-3, ASC Supplement 750-1 para 2-8.

h. IMD MWO Coordinator. Upon notification and scheduling of an MWO, IMD should designate a single point of contact for coordination. The IMD Contact @ 239-5076 should be able to:

(1) Receives, reviews and responds to MWO Fielding Plans. Coordinates level of application and potential schedules with Garrison Directorates and/or users.

(2) Coordinates for required space and equipment.

(3) Develops and publishes the application schedule and implementing instructions.

(4) Ensure availability of all equipment as scheduled.

(5) Help resolve problems which may arise between user personnel and the application team.

(6) Resolve discrepancies between items modified and the number reported for modification.

(7) Update MIMMS.

i. Unit Coordinator. Upon notification and scheduling of an MWO, using units should designate a single point of contact for coordination. The unit POC should be able to:

(1) Ensure availability of all equipment as scheduled.

(2) Help resolve problems which may arise between user personnel and the application team.

(3) Resolve discrepancies between items modified and the number reported for modification.

3-2. TEST MEASUREMENT DIAGNOSTIC EQUIPMENT (TMDE) COORDINATOR

a. The TMDE program is designed to ensure all Calibration and Repair Support Requirements (C&RS) for all Fort Riley, KS Garrison Directorates and Army Field Support Battalion-Riley (AFSBn-Riley) tools listed in TB 43-180 are met. The

program will be maintained IAW AR 750-1, Para 3-7, DA PAM 750-3 Para 2-3, and ASC Supplement 750-1 para 2-8.

b. The TMDE Coordinator will be appointed in writing on orders by the AFSBn-Riley Commander/Deputy Commander as the responsible individual with the delegated authority to manage the TMDE program IAW AR 750-43 para 2-10 & 6-4, and ASC Supplement 750-1 para 4-3.
c. The TMDE Coordinator will be responsible for the reconciliation of the Instruments Master Reference File (IMRF) against the Property Book to ensure all authorized TMDE is enrolled, scheduled, and properly labelled to ensure the Fort Riley, KS USAG and AFSBn-Riley meets the on hand, and delinquency standard monthly IAW AR 750–43 para 6-1, and TB 750-25 para 3-7.

d. The TMDE Coordinator will use the TMDE Checklist in TB 750-25 to manage the Delinquent Items List, provided by the TSA monthly, identifying TMDE items not presented for calibration within the scheduled time frame as outlined in TB 750-25 para 3-7, and AR 750-43 para 3-7.

d. The TMDE owner and user delinquency rate (failure to submit for required support) is (2) percent or below IAW AR 750–43 para 6-1. The TMDE Coordinator will ensure all enrolled equipment is maintained to the Army standard, serviceable and complete IAW AR 750-1 para 6-44.

e. The TMDE Coordinator will ensure all tools requiring calibration are currently calibrated and have a DA label 80, DA label 163 or a 2417 affixed to the item IAW TB 750-25 Para 2-4, and TB 43-180 para 5-f.

3-3. IMD WARRANTY COORDINATION.

a. The IMD Warranty Coordinator Officer (WARCO) serves as Fort Riley, KS Garrison Directorate and AFSBn-Riley single point of contact for warranty actions. The WARCO primary focus is to establish procedures for identifying, reporting, and processing warranty claims for government and/or commercial equipment and material within the Fort Riley, KS Garrison, and AFSBn-Riley commands.

b. The WARCO will be appointed in writing on orders by the AFSBn-Riley Commander/Deputy Commander and will be responsible for the Fort Riley, KS Garrison and AFSBn-Riley warranty program IAW AR 700-139 para 1-11, AR 750-1 para 2-15, ASC Supplement 750-1, 2-8vv & para 4-5. The WARCO appointment orders will be on file with the respective AFSB.

c. The WARCO will establish and maintain a warranty tracking system for all material under warranty, to include all Non-Standard Equipment (N-SE) developed from the information provided by the Installation Consolidated Property Book Office (ICPBO) and the LIS IAW ASC Supplement 750-1.

d. The WARCO will ensure units within the Fort Riley Garrison and AFSBn-Riley are utilizing DA Form 2407/5990E to file warranty claims actions and ensure garrison directorates are aware of what specific equipment is covered under warranty and have the IMD WARCO POC information.

e. Customer units within the FRKS, Garrison will retain DA Form 2407/5990E on file until the warranty work is completed IAW DA PAM 750–8 para 3-16.

3-4 CORROSION PREVENTION AND CONTROL COORDINATION

a. The Corrosion Prevention Control Coordinator (CPCC) serves as Fort Riley, KS Garrison Directorate and AFSBn-Riley point of contact for policies and procedures for implementing corrosion prevention and control (CPC) of Army materiel, and commercial off the shelf (COTS) equipment. The coordinator will maintain and review the CPC SOP IAW AR 750-59, para 2-9

b. The Corrosion Prevention Coordinator will be appointed in writing on orders by the AFSBn-Riley Commander/Deputy Commander and will be responsible for the administration of the Fort Riley, KS Garrison, and AFSBn-Riley Corrosion Prevention Program IAW AR 750–1 para 8-20, AR 750–59 para 2-9, and ASC 750-1 Para 4-7.

c. The CCPC will periodically perform Corrosion Control Inspections to ensure technical manual procedures and/or CCI checklists are properly being followed IAW AR 750-59 para 2-10, and TB 43-0213.

d. The CCPC will ensure annual refresher training on corrosion control is conducted for all personnel as it relates to their duties. At a minimum the refresher training will include training appropriate to the skill level and duties of all maintenance, support, supply, and operations personnel involved with preventative maintenance checks and services (PMCS) functions IAW AR 750-59 para 2-9. Training resources can be located at: https://tacom.aep.army.mil/

e. The CCPC will conduct Quality Assurance Evaluations (QAE) to ensure the IMD personnel are utilizing the correct failure/cause codes (170 Corroded/Rusted) and job descriptions to account for all Corrosion Prevention and Control work in GCSS-A IAW DA PAM 750-8 Table B-1, and B-2 to capture CPC work orders performed within the work centers. Validation of the 5988-E can be obtained by using GCSS_A T-Code /N/ISDFPS/DISP_EQU_SIT.

3-5 SAFE AND LOCKSMITH COORDINATION

The Fort Riley DPW may be able to assist with locksmith jobs. For assistance call the Service Order Desk @ 785-239-0900

3-6. IMD PAINT & BODY SHOP

a. Prior to submitting work requests, Unit Inspectors will ensure the criteria for painting are met IAW AR 750-1 para 14-8.

b. Equipment will be clean, free of dirt, oils, grease, trash, glue, and Velcro.

c. No radio equipment, no fuel in tankers, no mounted spare tires, and no canvas in or on equipment.

d. All lights, data plates, mirrors, rubber, and plastic items will be taped during prep work at Building 8100.

e. Any body work, to include rust removal and paint chipping will be done by the unit personnel.

f. Un-mounted spare tires should be made available for paint.

g. Drip pans and Chock Blocks, **will be the only BII that stays with the equipment.**

h. IMD's Quality Control will ensure standards are met prior to painting.

i. IMD's Shop personnel will assist in final prep inside the paint booth.

APPENDIX A AFSBn RILEY TELEPHONE NUMBERS

Area Code 785 or DSN 856 for 239 /DSN 520 for 240 numbers

Deputy to the Commander 239-4544

Deputy SPO 239-4197

Chief, Resource Business Center 239-4333

Chief, Logistics Systems 239-4101

Chief, Supply & Services Division/Installation Supply Officer 239-1909

Chief, Supply Mgmt Branch/Installation Accountable Officer 239-1430

SSMO Branch 240-2863

HAZMAT 239-5938

Ammunition Supply Point 239-9543

Chief Storage Branch 239-1430

Chief Central Issue Facility 239-5938

Installation Consolidated Property Book/Laundry 239-3555

Chief, Installation Food Service Office 240-2863

Chief, Installation Maintenance Division 240-3022

Maintenance Inspection/Quality Assurance Branch 239-4125//5076

Chief, Transportation Division/Installation Transportation Officer 240-1999

Chief, Personal Property Branch 239-6733

Personnel Movements Branch 239-2329

Packing & Crating Quality Assurance 239-2978

Chief, Freight Movement Branch 239-2329

Movements Branch (LOC) 239-8868/6205/3049

Chief Unit Troop Movement Branch/LOC/Port Services/BCT Deployment Support 239-2329

Movements Branch (LNO) 239-8902/1669/6690/240-3047

Motor Transportation Branch/Installation Fleet Manager 239-6486