



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY FIELD SUPPORT BATTALION-STEWART
1624 WEST 6TH STREET, BUILDING 2916
FORT STEWART, GEORGIA 31314-4929

ASCE-STW

MAINT-EXTERNAL-SOP
SOP #42

NOV 19
REV07

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Standard Operating Procedures (SOP) Maintenance Support

1. Proponent. Army Field Support Battalion (AFSBn), Maintenance Division.
2. Purpose. This external SOP establishes uniform policies, procedures, and guidance to be followed by units supported by the Installation Materiel Maintenance Division (IMMD) in obtaining Field Level and Sustainment Maintenance Support maintenance, and technical assistance.
3. Applicability. This SOP is applicable to all servicing customers of the AFSBn, Maintenance Division.
4. References.
 - a. AR 5-9, Installation Agreements, 17 Apr 18.
 - b. DA Pam 750-8, The Army Maintenance Management System (TAMMS) User Manual, 22 Aug 05.
 - c. AR 735-5, Property Accountability Policies, 9 Nov 16.
 - d. AR 750-1, Army Materiel Maintenance Policy, 8 Aug 17.
 - e. TM 9-1000-202-14, Evaluation of Cannon Tubes, 1 Feb 99.
 - f. Memorandum, MEDDAC, MCUB-CO, 10 Mar 95, subject: Industrial Hygiene Guidelines and Recommendations for Painting Operations (Vehicle, Aircraft, and Component Parts).
 - g. AR 710-2, Supply Policy Below the National Level, 28 Mar 08.
 - h. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 Aug 93.

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- i. DoDI 4000.19, Support Agreements, 25 Apr 13.
- j. AR 725-50, Requisition, Receipt and Issue System, 15 Nov 95.
- k. AR 380-40, Safeguarding and Controlling Communications Security Material (U), 9 Jul 12.
- l. AR 380-5, Department of the Army Information Security Program, 29 Sep 00.
- m. DA PAM 708-3, Cataloging of Supplies and Equipment, Army Adopted Items of Materiel, and List of Reportable Items (SB 700-20), 24 Jun 15.
- n. AR 750-59, Corrosion Prevention and Control Program for Army Materiel, 19 Mar 14.
- o. AR 750-10, Army Modification Program, 5 Aug 13.
- p. AR 220-1, Army Unit Status Reporting and Force Registration – Consolidated Policies, 15 Apr 10.
- p. AR 700-4, Logistics Assistance, 23 Mar 17.
- r. AR 750-32, Airdrop, Parachute Recovery, and Aircraft Personnel Escape Systems, Rapid Action Division 4 Apr 11.
- s. AR 702-7-1, Reporting of Product Quality Deficiencies within the U.S. Army, 15 Jul 09.
- t. AR 190-11, Physical Security of Arms, Ammunition and Explosives, 17 Jan 19.
- u. AR 190-13, The Army Physical Security Program, 27 Jun 19.
- v. AR 700-138, Army Logistics Readiness and Sustainability, 23 Apr 18.
- w. AR 700-139, Army Warranty Program, 2 Feb 15.

5. Mission. The IMMD will:

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a. Provide Field Level and Sustainment Maintenance Support to 3rd Infantry Division and non-divisional units assigned to Fort Stewart and Hunter Army Airfield (HAAF).

b. Provide AR 5-9 Installation Agreements to all units operating within southeastern Georgia and Florida, including 81st Regional Support Command units (less aircraft, medical, and missiles).

c. Special Missions and Additional Support Provided:

(1) Departure Arrival Airfield Control Group (DAACG) Maintenance Support.

(2) Chemical Agent Resistant Coating (CARC) paint for Installation.

(3) De-processing for New Tactical Systems (NTS).

(4) Mobilization Maintenance Coordinator, Fort Stewart.

(5) Modification Work Order (MWO) Coordinator for Installation.

(6) Technical Assistance to Area 5-9.

(7) Training (Army, National Guard, and Army Reserves).

(8) Warranty Program Coordinator for Installation.

6. Responsibilities.

a. Provide 3ID and Fort Stewart non-divisional units, activities, and unit's satellite on Fort Stewart Field Level and Sustainment Maintenance Support and technical assistance.

b. IMMD can provide Field Level Maintenance Support, In Accordance With (IAW) AR 750-1 with funding.

c. In the event of full mobilization and departure of all Field Level Support units, IMMD can assume their Maintenance Support responsibilities minus aviation or missile equipment with funding.

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d. Acceptance process for Soldier repairable equipment (I.E. Passback Maintenance).

(1) In compliance with Army Materiel Command (AMC) and Headquarters Department of the Army (HQDA) directive to support Military Table of Organization and Equipment (MTOE) Soldier Repairable Equipment (SRE) through a standard Pass Back maintenance program the following guidelines must be adhered to in order to receive support from AFSBn Maintenance. All work orders must be submitted IAW procedures of paragraph 8.a through 8.f Work Order Acceptance.

(2) Pass Back Maintenance to AFSBn using MDEP QMTO funding (per Defense Finance and Accounting Service (DFAS) Manual 37-100-10) is defined as any field maintenance that meets the following criteria: Units have exhausted all organic maintenance capability to perform field maintenance to the maximum extent possible; however, when requirements exceed field maintenance capacity for four (4) work days or longer or requires immediate repairs prior to deployment or training, and Echelons Above Brigade (EAB) support capacity is not available, unit Commanders will Pass Back equipment to AFSBn for support.

(3) QMTO Funding Management and Work Load Priorities: All customers should be aware that QMTO funding is limited and that execution or curtailment of Pass Back maintenance support will be driven by the mission priorities as set by the Fort Stewart Senior Mission commander (SMC). Any questions or concerns regarding these priorities should be addressed to the IMMO staff located at Bldg. 1065, Room 202; telephone number is (912) 767-8726.

7. Administrative.

a. General.

(1) Shop work areas are off-limits to all customers or visitors without official escort.

(a) Customers will report to appropriate Quality Assurance, Building 1170 Combat Vehicle maintenance Branch (CVMB)/Building 1065 (Communications & Electronics (C&E) Inspection), Building 1048 Small Arms and Building 1310 (HAAF).

(b) All visitors will report to the AFSBn main headquarters administration office at Building 2916.

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(2) No privately owned vehicles (POVs) are allowed in shop areas.

(3) Maximum speed limit within fenced area is five miles per hour. Ground guides are required at all times when vehicles are being backed-up or during operation of tracked vehicle equipment movement.

(4) Smoking is prohibited except within posted authorized smoking areas (Gazebos).

(5) Hearing protection will be worn at all times when in a posted noise hazard areas or when directed by shop personnel.

b. Hours of Operation.

(1) Normal hours of operation, unless specifically identified will be 0730-1130 and 1200-1600, Monday through Friday.

(2) Work orders are accepted between 0730-1130 and 1200-1530, Monday through Friday.

c. Telephone numbers and staff directory.

SECTION	BLDG	PHONE
Chief of Maintenance (Division Chief)	1065	767-8726
Chief, IMMO (Deputy Div. Chief)	1065	767-7169
Chief, Shop Operations	1065	767-2426
Production Planning Control (PPC) Supervisor / Lead	1175	767-4736 / 0406
Production Planning Control (PPC) Work Order Updates / Processing Office	1170	767-3589/ 3978/7679
Mission Passback / Tactical / Combat / Artillery Vehicle Repair Shop Supervisor / Lead	1170	767-2407 / 8386
Automotive / BASOPS / MHE Forklift / Emergency Vehicle Repair Shop Supervisor	1065	767-9018
Tactical Vehicle Paint Shop (CARC) Shop Supervisor	1065	767-9018
Commo / Electronics / NVG Repair Shop Supervisor	1065	767-9018
Weapons / Small Arms Repair Shop Supervisor	1065	767-9018
Commo / Electronics / NVG Quality Assurance Inspector- Work Order Acceptance / Classifications	1065	767-9093
Vehicle & Equipment Quality Assurance Inspectors Work Order Acceptance / Classifications	1065	767-1426 / 8387 / 8313 / 8302

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MHE-Tire Repair	1170	767-2407/8386
MWO / Warranty / TMDE Coordinators	1065	767- 5766 / 8387
Maintenance Division Contract Coordinator	1065	767-6670
IT Systems / GCSS-Army / Maint Log Analysts	1065	767-8969 / 5589
Hunter AAF Automotive / BASOPS / MHE Forklift / Emergency Vehicle Repair Shop Supervisor	1310 HAAF	315-9004
Hunter AAF Production Planning & Control (PPC) Office / Work Order Updates / Processing Office	1310 HAAF	315-9157
Hunter AAF Quality Assurance Inspectors / Equipment Acceptance / Vehicle Classifications	1310 HAAF	315-9002

d. Reimbursable Unit Support. Procedures for reimbursable units/activities requesting support will be dependent upon projected volume of support required. Unit/activity may elect to establish Inter-service Support Agreements (ISSA), predetermined allotments per quarter, or DD Form 448 may accompany each job request on a case-by-case basis.

e. Required Readiness Reports. Sustainment Brigade (SPO) or 3ID G4 will submit copies of all outstanding work orders (more than 30 days old) that affect Division Readiness and have been evacuated to Maintenance Management Branch, AF5Bn not later than five days prior to Readiness Review Board.

f. Orientation Tour. All Commanders are encouraged to contact Division Chief for an orientation of available maintenance support provided by IMMD. This tour is for all levels of command. Tour requests should be directed to Division Chief or IMMO at 767-8726/7169.

8. Procedures for Obtaining Maintenance Support.

a. Signature Cards. Notice of Delegation of Authority, DA Form 1687, signature card is required from all supported units in order to turn-in and pick-up equipment. DA Form 1687 along with Assumption of Command Orders will be submitted to Production Planning & Control (PP&C) Section, Building 1170. All maintenance requests will be reviewed by PP&C and Quality Assurance personnel. DA Form 1687 file will be checked to ensure individual is authorized to submit maintenance requests. DA Form 1687, and Assumption of Command orders, will be updated yearly or as required by Commander.

b. Acceptance Standards.

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(1) Units/activity requirements for submission of equipment to IMMD are as follows:

(a) Cooling systems shall be properly serviced and will be protected with antifreeze solution to -20 degrees Fahrenheit. This temperature will protect engines at this location from freezing.

(b) Lubricants will be filled to proper level, batteries fully charged, and fuel tanks 1/2 to 3/4 full.

(c) Equipment and components will be complete (except for canvas and bows, Basic Issue Items (BII) and Components of End Item (COEI)).

(d) Organizational and field level faults must be corrected. DA Form 2404 prepared by unit and FSC's shall be attached to all maintenance request listing deficiencies/short comings corrected/not corrected.

(e) Equipment received with other than Fair, Wear, and Tear (FWT) will not be accepted unless a release from a survey officer is attached to work request.

(f) Equipment received with missing parts must have a missing parts statement signed by the Commander stating that he/she has investigated circumstances or a letter of release signed by the Survey Officer.

(2) Equipment not meeting above listed criteria will be rejected.

c. Maintenance Request (General).

(1) A maintenance request is required for all maintenance actions, inspections, and technical assistance performed by IMMD.

(2) Preparation of all maintenance requests shall be IAW DA Pam 750-8.

(3) Work orders will be submitted utilizing the Global Combat Support System-Army (GCSS-ARMY). Electronically submit work order to 6YKA0BI5. In the event that the GCSS-ARMY system is unserviceable or unavailable the unit is required to get an exception to policy approval from the Division ACoFS-G4 or the Mission Support Element (MSE) to submit a manual work order (DA Form 2407).

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(a) If equipment is not presented to maintenance within three business days upon receipt of the forwarded GCSS-ARMY work order, the work order will be closed (Z coded out) and forwarded back to the owning unit.

(4) All maintenance requests submitted to IMMD will be provided to appropriate Quality Assurance (QA) Inspector as indicated below:

TYPE OF EQUIPMENT	LOCATION
Tracked Vehicles	Bldg. 1170 / 1310 (HAAF)
Engineer Items	Bldg. 1170 / 1310 (HAAF)
Fire Control/Arty	Bldg. 1170
Communications/Electronics	Bldg. 1065
Small Arms	Bldg. 1048
Wheeled Vehicles	Bldg. 1170 / 1310 (HAAF)
Painting	Bldg. 1170 / 1073

(5) Units must submit works order using the automated process. Upon acceptance, the inspector will perform receipt inspection and direct submitter to Production Planning & Control (PP&C). PP&C will assign a control number, print a copy for customer and retain a copy of the work request.

(a) Brigade Support Battalion (BSB) will attach three copies of the maintenance request and BSB acceptance TI 2404 from the unit requesting repairs to the maintenance request being submitted.

(b) After acceptance, the inspector will sign for the item and give a receipt copy to customer.

(c) Equipment not meeting standards outlined above shall be rejected. Rejection Memorandum will be issued and indicating corrective actions required.

(d) Procedures for items damaged other than Fair Wear and Tear (FWT) are outlined in AR 735-5. IMMD may repair items in this category if a signed released document is provided by appointing authority or report of survey officer. Unit Commanders may release equipment to be repaired if he/she determines FWT is valid.

(e) All organizational units will go through their supporting BSB's/Division G4. IMMD will not receive work requests directly from organizational units. Exceptions are Non-TOE equipment moral support, equipment as-is, steam cleaners, etc.

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d. Maintenance Request (Emergency).

(1) During non-duty hours, emergency requests will be referred to the Fort Stewart Division EOC, Headquarters, Building 01 at (912) 767-8666.

(2) Requests will include:

(a) Name, location, and telephone number of reporting individual.

(b) Nature of emergency in as much detail as possible.

(c) Major item nomenclature.

(d) Major deficiency/malfunction and nomenclature and NSN of parts required (if known).

(e) Exact location of item.

(3) During normal duty hours, owning unit will follow-up with proper maintenance request.

e. Maintenance Request (Field Level Overflow).

(1) The single point of contact to approve BSB overflow will be the Support Operations Officer (SPO). All work requests for BSB overflow must be approved by the ACoFS G-4. Effective 14 Feb 10, all work must be first evacuated to appropriate BSB Unit and approved by the SPO.

(2) Rationale for BSB overflow evacuation will be provided on maintenance requests by BSB Shop Officer. Examples include: lack of expertise, tools, equipment, lack of available man-hours, facility or TMDE, backlog exceeding FORSCOM's goals, or supported units not meeting acceptable readiness rates.

(3) Repair parts on hand will accompany materiel submitted for repair under BSB overflow concept. Parts ordered by IMMA will be charged to the customer.

f. Maintenance Request (On-site).

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(1) Maintenance request will state in remarks section, on-site maintenance required, and short justification indicating requirements for on-site repairs, typically emergencies only.

(2) Organizational personnel will assist Field and Sustainment Maintenance Support Contact Teams as determined by IMMO. Field and Sustainment Maintenance Support Contact Teams will not perform on-site repairs unless prior coordination through BSB is made. Exceptions are as follows:

(a) Combat Vehicles and Construction Equipment belonging to USAR units.

(b) Commercial Equipment Repair.

(3) On-site repairs requiring overtime must have prior approval of Chief of Maintenance.

g. Equipment Status. Status of equipment on job orders to this activity will be provided to unit/activity who holds hand receipt by telephone to the appropriate PPC office. See POC Table 7c./ Page 7 of this SOP.

h. Equipment that exceeds Maximum Expenditure Limits (MEL). All end items (except combat vehicles) require waivers by FORSCOM to exceed MEL's. BSB's and/or activities requesting end items to be repaired must comply with requirements of AR 750-1.

i. Notification of Equipment Awaiting Pick-Up.

(1) Units/activities will be notified telephonically when job ordered equipment has been repaired and is awaiting pick-up. Customers will pick-up equipment and closeout job order immediately. If customers fail to pick-up equipment within time frames outlined below, notices will be sent by email to company commanders through battalion commanders.

(2) Failure to pick-up equipment within three working days for O2 priority and 20 days for USAR will result in the following. Signature card will be removed from the active file and no maintenance request will be accepted until delinquent equipment is picked up. Exceptions will be authorized by IMMO.

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j. Lost Receipt Procedures. Units that have lost their receipt (copy number one of maintenance request) will submit a memorandum, subject: Missing or Lost DA Form 2407/Automated Work orders, when they go to closeout work order. When receipt is found at a later date it will be destroyed. Memorandum will be maintained in PC files.

k. Authority to Perform Higher Level Maintenance.

(1) Maintenance Allocation Chart (MAC) in 20 series TM's establishes specific maintenance operations performed by Operator/Crew Organization, Field Level Support and Sustainment Maintenance. MAC designates overall responsibility for maintenance function of an end item or assembly. Only Commander of both supported and supporting units authorizes deviations from maintenance levels allocated in MAC.

(2) Authority to perform higher-level maintenance will be contingent upon availability/adequacy of skills, tools, equipment, repair parts/facilities, and will not disrupt Field Level and Sustainment Maintenance mission.

8. Additional Support Provided.

a. Cannon Tube Evaluation Bldg 1170, Ph: (912) 767-2407.

(1) Function. Units are responsible for ensuring that cannon tubes are bore scoped and pull over gauged IAW TM 9-1000-202-14. This is accomplished at direct support level and is a mandatory requirement to detect defective tubes, which may endanger lives of personnel by exploding or by inadequate firing.

(2) Procedure. Those units or activities for which IMMD provides Field Level and Sustainment Support shall submit equipment for evaluation. POC will be IMMD QA at (912) 767-3114.

b. Chemical Agent Resistant Coating (CARC) Bldg 1073, (912) 767-9018.

(1) Responsibility.

(a) Field Level and Sustainment Maintenance Support will be the approving authority for any complete CARC paint request other than newly arrived Force Modernization and Combat Evaluation Equipment. 3ID and G4 will periodically publish memorandums addressing CARC painting of ground equipment.

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(b) Maintenance Division will provide necessary instruction and assistance to ensure personnel assigned to do CARC painting are knowledgeable in paint safety, preparation, and application procedures at (912) 767-9018.

(c) Period of instruction will be geared to type of CARC painting to be performed by individual.

(d) A Certificate of Qualification, DD 1902, will be issued to personnel as proof of having achieved satisfactory performance in assigned levels of CARC painting.

(e) New parts may be job ordered through the FSC or BSB for CARC painting prior to their installation.

(f) Organizational maintenance sections have a responsibility to spot paint with CARC. There are two exceptions. The BSB is responsible for spot painting with CARC only where the FSC has made repairs, which requires spot painting. The IMMD owns the responsibility to paint vehicles, which require more than one-third repainting. IMMD also has responsibility for spot painting with Maintenance Request (DA Form 2407) which is required when requesting complete repaint.

(g) FSC's and BSB's are required to comply with requirements established by the Fort Stewart Industrial Hygiene Office.

(2) Vehicle Preparation Prior to Painting.

(a) Job order vehicle(s) to supporting BSB for body work, prior to submitting for painting.

(b) Prepare vehicle(s) and equipment for painting (clean, no paint flaking off, no body damage).

(c) Submit DA Form 2407 requesting CARC painting.

(3) Procedures.

(a) FSC's, BSB's, and IMMD can acquire required paint and personnel protective equipment for CARC painting through the supply system.

(b) Level and type of CARC painting to be performed.

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Maintenance Level and Method of CARC Painting			
Painting Required	Spray	Roller	Brush
New TAC Equip	IMD	Total IMD, Spot BSB, FSC	IMD, BSB, FSC
Repair	IMD	Total IMD, Spot BSB, FSC	IMD, BSB, FSC
Repaint	IMD	Total IMD, Spot BSB, FSC	IMD, BSB, FSC
Spot	IMD	IMD, BSB, FSC	IMD, BSB, FSC

(c) If equipment repaired at BSB/FSC requires more than 30% repainting, evacuate to GS for CARC painting.

(d) CARC painting will only be done on an attrition basis (i.e. fielded equipment will be repainted only when it is determined necessary due to corrosion or repair, unless directed by higher headquarters). Painting for cosmetic appearance is prohibited.

(e) All vehicles requiring touch-up painting due to corrosion or repair will be painted with CARC.

(f) Force Modernization and Combat Evaluation Equipment, which is not CARC painted, will be CARC painted prior to issue to Material Control Branch, Maintenance Division.

(g) Units assigned to 3ID because of their RDF-A mission, are exempt from standard camouflage pattern colors and will use only 686 Tan Color.

(h) CARC Paint.

CARC Single Component Topcoat, MIL-C-5309, NSN 8010-01		
Color	1 Gal Can	5 Gal Can
Tan		MLN 8067A (493-3179)
Brown	MLN 8068A (229-7544)	
Green	MLN 8066A (229-7547)	
Black	MLN 8055A (229-7541)	

(i) Spray painting of CARC paint is not authorized below IMMD level.

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(j) For additional assistance on personnel safety and health matters related to CARC painting, contact Industrial Hygiene, Preventive Medicine Section, MEDDAC, Fort Stewart at (912) 370-5067 or DSN 870-5067.

(k) Questions concerning handling and disposal should be directed to the Installation Environmental Coordinator, DPW at (912) 767-2010 or DSN 870-2010.

c. De-Processing.

(1) De-processing Equipment for Issue. IMMD will de-process new equipment shipped to AFSBn Supply and Services Division in the absence of a fielding/de-processing team.

(2) Installation Accountable Property Officer, Supply and Services, will notify AFSBn Maintenance of equipment needing to be job ordered for all equipment received for issue to IMMD for de-processing/repairs as required.

d. Estimated Cost of Damage/Actual Cost of Damage. An Estimated Cost of Damage (ECOD) may be requested by the owning unit or may be initiated by IMMD in accordance with AR 735-5.

(1) Unit Request for ECOD. Owing unit will submit a work request when an ECOD is required. Work request will be submitted to Maintenance Division to perform ECOD. Once ECOD has been completed, it will be closed out by the unit. Actual repair of item will not commence until owning unit provides a release by the surveying officer or a statement (approved by unit's appointing authority) that:

(a) Negligence is not involved.

(b) Report of Survey of AR 15-6 has been initiated/completed.

(2) ECOD required by IMMD. Damaged property may be determined unserviceable through causes other than FWT during the technical inspection process. In this case, work request will be converted to an ECOD by the IMMD, and owning unit will be required to submit a second work order for repair. Repair of item will commence when conditions stated in paragraph d(1) above have been met.

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(3) Actual Cost of Damage (ACOD). In all cases where Government Property has been rendered unserviceable, due to other than FWT, IMMD will compute ACOD and provide this to the owning unit when requested on a work order.

e. Fabrication Requests.

(1) A fabricated item is defined as an item which would normally be obtained through the Federal Supply System or commercial local purchase such as arm racks, bicycle racks, training simulators, morale items, and repair parts.

(2) Requests for fabricated items which would be accountable on Installation Organizational Property Books will be submitted to the Installation Accountable Property Book Officer, Class VII Section, AFSSBn Bldg. 2916, Fort Stewart, who will submit the maintenance request IAW paragraph 8c. When completed, fabricated item will be turned over to the Accountable Property Book Officer who will initiate stock record accountability and issue item. Fund cite for fabrication of items will be provided to IMMD before fabrication begins for estimated cost of materials and labor.

(3) Request for fabrication of repair parts (i.e. hoses, bushings, etc). All requests will be submitted on a DA Form 2407 through the SPO by divisional units or through the appropriate support companies. All work requests for fabrication will be routed through Bldg. 1170, (912) 767-3114 for approval. Parts cost will be paid by the support customer.

(4) Requests for fabricated items not subject to property accountability will be accompanied by a certificate signed by the Installation Accountable Property Book Officer that the item cannot be obtained through the Federal Supply System or commercial local purchase

(5) Requests for morale items, (i.e. large scale unit insignia, wooden letters, signs, curtains, flag stands, models, etc) will be accompanied by a certificate signed by G3, stating that fabrication is approved, funds for reimbursement are available and IMMD will be reimbursed on a cost transfer. However, units are highly encouraged to use local/credit card for all such requirements.

(6) Request for fabrication of repair parts (i.e. hoses, bushings, gears, etc) will be submitted IAW procedures of paragraph 8c. Reinstallation/replacement of fabricated part must be within level of maintenance authorized by requesting activity.

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f. Furniture Repair and Classification. Use local purchase credit card procedures. IMMD has discontinued furniture repair.

g. Modification Work Orders (MWO).

(1) Application of MWOs is the responsibility of the AMC Commander. Various Materiel Readiness Commands (i.e. TACOM, CECOM) are responsible for the preparation of Memorandum of Understanding (MOU) and negotiation will separate installations (i.e. Fort Stewart) for application of MWOs. MWOs may be applied by depot contact teams, contract, or when economical by installation asset (i.e. TOE/TDA personnel).

(2) Installation MWO Coordinator is responsible for negotiating all MWOs. This individual is notified by each Materiel Readiness Command regarding individual MWOs and coordinates with the appropriate unit/activity (i.e. G4, SPO, External OPS Support BN) to ensure equipment, facilities, kits, and man-hours are available for application of each MWO. All questions regarding MWO application should be directed to the Installation MWO Coordinator, Bldg. 1065 at (912) 767-5766.

i. Technical Assistance. IMMD will provide technical assistance as required to supported units and activities. This includes:

(1) Advise, assistance, and training pertaining to installation operation, modification, maintenance, and evacuation of equipment.

(2) Assistance in evaluation of condition of equipment, effectiveness of organizational maintenance, and accomplishment of necessary remedial action.

(3) Upon request, skilled personnel will be provided for Field Commanders by elements of IMMD to assist in resolution of specific problems.

(4) Coordination for technical assistance will be through Quality Assurance at (912) 767-1426/8387/8313.

j. Training.

(1) Function. IMMD will provide training to units/activities for all commodity items supported in-house upon request. Types of training provided are:

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- (a) Conducting instruction on operation of equipment.
 - (b) Inspect and repair of automotive and combat vehicle components as necessary.
 - (c) Welding, machine shop.
 - (d) Construction equipment, air conditioning, refrigeration equipment, and power generation equipment 1.5 through 60 KW.
 - (e) Electronics and communication equipment.
 - (f) Artillery, fire control, and optics.
- (2) Procedure. Units/activities requiring training shall coordinate all requirements through PP&C Branch Chief, AFSBn at (912) 767-8726.
- k. Turn-In of Equipment. IMMD verifies all equipment being turned-in meets serviceability criteria IAW AR 750-1.
- (1) All Army equipment, except aircraft, will be maintained at user/organizational level using -10 and -20 (Operational/Organizational) Technical Manuals (TMs) or appropriate publication issued with equipment. Material Control Branch will publish a list of critical items to be used by customers. List will consist of items listed in AR 710-2, Appendix E and items with pre-distribution instructions for transfer and not to be coded out and disposed of. Items listed on critical items list will be brought up to 10/20 Standards by owning activity. Other items will be turned in to the Material Control Branch as is.
 - (2) When validating specific PMCS inspection points, make sure items are correctly assembled, secure, serviceable, not leaking, and adequately lubricated as follows:
 - (a) An item is correctly assembled in proper position and all parts identified in appropriate repair parts manuals are present and properly installed.
 - (b) An item is secure when it cannot be moved by hand or is within specifications where applicable.

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(c) Bare metal (will be primed and painted).

(d) An item is leaking when there is visible indication of a drip. PMCS tables refer to this as a Class III leak. Indications of Class I or Class II leaks require surveillance but do not require repair/replacement. Exceptions to this are fuel systems and hydraulic or pneumatic brake systems. Any indication of wetness or air leakage in these systems will be repaired before use or transfer.

(e) An item is adequately lubricated when it meets all requirements of applicable lube order and Army Oil Analysis Program (AOAP).

(f) Equipment is complete when all basic issue items (BII) and components of end items (COEI) are on hand. Accessory kit, vehicle body and tarpaulins authorized by CTA 50-909 are no longer issued with new equipment therefore, not required to accompany end items when transferred.

(g) Equipment identified for turn-in will have a preventive maintenance service performed if half or more of scheduled interval has elapsed. Equipment enrolled in AOAP will have a sample tested, if not accomplished within the previous 30-day period. TM-LO Series and DA Form 2404 are prepared by losing activities to record results of -10 and -20 PMCS inspections and will accompany equipment upon transfer.

(3) All inspections will use TMs and standards stated above as a base for developing any checklists, which are utilized. Teams/Inspectors must be able to show applicable portion of the TM used.

(4) PP&C Branch of the IMMD will be the point of contact and ensure above stated policy is followed.

I. Verification Inspection. Maintenance Management Branch (912) 767-2407/315-9004 (H) of IMMD is responsible for all verification inspections for condition code P and H items. A FORSCOM certification stamp is required prior to turn-in of unserviceable condition code P and H to AFSBn Supply and Services facilities.

(1) BSBs are responsible for initial inspection and classification of all end items.

(2) BSBs shall ensure that prior to closing out Field Level Maintenance jobs for condition codes P and H, verification by Maintenance Management Branch, IMMD is obtained.

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(3) All verification inspections will require maintenance requests IAW paragraph 7 of this SOP.

m. Warranty.

(1) Actions required for obtaining warranty repairs on end items of equipment.

(a) Owner identifies equipment under warranty. Reference DA Form 2408-9 or Manufacturer Warranty Material and/or DA Technical Bulletins.

(b) Evacuate equipment under procedures for obtaining maintenance repairs, paragraph 7.

(2) Installation Warranty Coordinator, IMMD, is the primary coordinator of warranty claim actions between using units/activities and dealer repairing equipment.

(3) Secondary Items. Maintenance request for repairs of new secondary items failing before expiration date of warranty will be indicated in remarks section of maintenance request. Maintenance request and a copy of the DA Form 2765-1 turn-in will be attached to the warranty claim. All questions referencing this procedure should be addressed by calling the Warranty Coordinator at (912) 767-5766.

n. Key duplication. IMMD provides key duplication service for padlocks only. Work request for key duplication will be submitted on a DA Form 2407 through the SPO or appropriate Support Company. All work requests will be routed through Bldg 1048, (912) 767-7319 for approval. At no time will door keys be made at IMMD. This service is provided by DPW.

9. The point of contact for this SOP is the Maintenance Division Chief at (912) 767-8726.

CHAD L. MONIZ
LTC, LG
Commanding

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External Standard Operating Procedures (SOP) Maintenance Support

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