

Standing Operating Procedure (SOP) 23-01

Maintenance of Supplies and Equipment

United States Army Fort Sill Garrison Maintenance SOP

Department of the Army
Headquarters, U.S Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, OK 73503
28 August 2023

UNCLASSIFIED

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(SOP) 23-01

Effective 31 August 2023

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United States Army Garrison Fort Sill Maintenance Standing Operating Procedure

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

Summary. This SOP establishes procedures, guidelines and responsibilities as described for maintenance operations in compliance with all applicable Army Regulations and manuals.

This regulation is distributed and published solely through the Department of Human Resources, Administrative Services Division Homepage at:
<https://sill-www.army.mil/USAG/publications.html>

Supplementation. The proponent of this regulation is the Fort Sill

Maintenance Officer, Maintenance Operations Office, Building 2243, Fort Sill, OK 73503. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to LRC, Maintenance Officer, Maintenance Operations Office, Building 2243, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DFMWR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the DFMWR.

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



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Commanding



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Chapter 1

1-1. Commander's Guidance.

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

b. **References.**

(1) Army Regulation (AR) 750-1, Army Material Maintenance Policy, 2 February 2023

(2) Department of the Army (DA) Pamphlet (PAM) 750-3, Soldiers' Guide for Field Maintenance Operations, 18 September 13

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

(4) Army Regulation 600-55, Army Driver and Operator Standardization Program, 17 September 2019

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

d. **Application.** The provision for the SOP is applicable for Garrison operations.

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

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

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

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

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

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

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

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

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

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

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

(3) **Dispatch Procedures:** Dispatching is the method by which a Commander controls the use of equipment. However, allowing equipment to be used carries the responsibility for both the equipment and operators' safety. Therefore, established dispatching procedures are necessary to ensure only mission ready equipment is utilized by qualified operators. The Commander must ensure automated and manual dispatching procedures are understood and followed. Failure to complete a mission or pass a post safety roadside inspection is a failure on the owning unit supervisors. Supervisors will QC equipment to ensure all faults reported by operators are repaired and or on order and will inform the Directorate/Agency/Section when a vehicle is unsafe for operation due to maintenance or services required. **LRC maintainers are not the fallback for failure on section/activity leadership.**

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

(5) **Test Measurement and Diagnostics Equipment (TMDE).** This is the base of precise diagnosis of equipment malfunctions. It is a leader's responsibility to ensure this equipment is used properly and enrolled with the supporting TMDE laboratory. TMDE provides the user measuring tools and test equipment calibrated to accurately troubleshoot system malfunctions and assist in making correct diagnosis. Sections/Activities will ensure

all property book items that meet the criteria for TMDE enrollment are on the Sections/Activities master list with a projected calibration date IAW with this SOP.

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

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

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

c. **Non-Deadline Deficiencies.** Identify, repair, or order part(s) within 72-hours when possible. LRC maintenance sections are authorized to defer installing parts until the next schedule maintenance period or service at the discretion of the IMMO/Contracting Officer Representative (COR)/Maintenance Manager. This will ensure the maintenance teams are focused on higher priorities while not degrading agency/section equipment or maintenance availability.

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

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

(2) Being technically competent.

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

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

(5) Enforcing safety.

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

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

Chapter 2

2-1. Duties and Responsibilities.

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

b. Mission:

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

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

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

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

(1) Ensuring overall materiel readiness.

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

(3) Establishing maintenance priorities for all directorates.

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

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

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

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

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

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

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

(2) Appoints Operator License Examiners/Trainers.

b. Installation Material Maintenance Officer:

(1) Serves as materiel readiness officer.

(2) Supervises preparation of the maintenance programs.

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

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

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

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

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

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

d. **Command Maintenance Discipline Program (CMDP) Coordinator.**

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

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

Chapter 3

3-1. Dispatching Program.

a. **Purpose.** This chapter is applicable to all personnel assigned or attached to the USAG.

b. **General.** Dispatching is the method by which a commander controls the use of equipment. Commanders must make sure dispatching procedures are followed and understood. Therefore, all supervisors must ensure that all equipment operators read, understand, and comply with the contents of this SOP. Directorates will dispatch all Government Owned Vehicles (not GSA) and other motorized support equipment owned by the USAG.

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

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

- a. Equipment Identification Card, DA Form 5823.
- b. GCSS-Army generated equipment dispatch (5990) or DA Form 1970.
- c. GCSS-Army generated equipment inspection/maintenance work sheet (5988) or DA Form 2404.
- d. DD Form 518, 2 each.
- e. SF 91, 2 each.

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

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

- (1) Properly licensed on the equipment being assigned to operate.
- (2) Know and understand the operation, capabilities, and characteristics of the equipment. Check operator's military license to verify that you are properly licensed on the equipment.
- (3) Report to the supervisor and secure folder with appropriate paperwork needed.
- (4) Inspect the Equipment Record Folders to verify all required forms are present.
- (5) Check 5988-E or 2404 to ensure recorded admin / maintenance information is accurate, up to date and that no service or lubrication is due.
- (6) Perform the before operation PMCS, recording all faults found on the 5988-E or 2404.

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

(8) Ensure the mission and safety standards are understood.

b. The Dispatcher will:

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

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

c. Commander or Designated Representative:

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

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

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

Chapter 4

4-1. Preventative Maintenance Checks and Services (PMCS) Procedures.

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

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

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

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

4-2.1. Pre-Service Planning.

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

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

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

Chapter 5

5-1. Operator's License and Training.

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

b. **Goal.** Provide efficient and safe, qualified operators for all government owned equipment used during the daily missions and operations.

5-2. Responsibilities.

a. Directors/Branch Chiefs:

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

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

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

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

(5) Select operators IAW AR 600-55, Appendix B.

b. Master Driver/Instructors.

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

(2) Maintains all records associated with this program.

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

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

5-3. Equipment operator license procedures.

a. IAW AR 600-55, paragraph 2-6, government civilian employees are granted a waiver from the requirement to possess OF346/DA Form 5984-E for the operation of non-tactical, administrative vehicles with gross vehicle weights of less than 10,000 pounds if they possess the following:

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

(2) Valid DOD identification card.

(3) Valid dispatch.

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

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

(5) Heavy equipment training will consist of at a minimum:

- a. Familiarization of the assigned equipment.
- b. Instruction on the principles of operation, power trains, instruments and manipulation of controls, operator maintenance, starting, warmup and stopping procedures and safety.
- c. Followed by completion of a successful hands-on operator's test.

(6) Upon completion, results of the training will be annotated on a DA Form 348 and a DA Form 5984-E will be issued to the operator. Supervisors will maintain copies of the forms in the employee's file.

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

(8) Additional training for special requirements such as buses will be conducted through the Transportation Motor Pool and the results maintained in the employee's file.

Chapter 6

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

6-2. Weapon Gauging/Services. Scheduled services will be managed using the GCSS-Army. Services will be conducted within variances prescribed in DA Pamphlet 738-750 and the organizational maintenance-20 manuals for each weapon system. The unit armorer will ensure scheduled maintenance is performed in accordance with applicable technical manuals.

- a. The work requests showing gauging results will be maintained for one year from date of submission or until the next gauging is performed.
- b. Gauging will be in accordance with appropriate TM with schedule shown as "T".
- c. Directorate/Agency/Section has the responsibility to ensure all equipment has a proper GCSS-A Maintenance Plan scheduled for each system in the Arms Room and that it is posted.
- d. The Armorer will coordinate with the LRC to schedule a planned induction date for all scheduled services.
- e. All Directorate/Agency/Section will ensure weapon services are complete on or before the scheduled service date. **No variance will be utilized for weapon systems.**

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

Chapter 7

7-1. Corrosion Prevention Control

a. Purpose. Establishes policies and responsibilities to implement corrosion prevention and control (CPC) of Army material.

b. Goal. Prolong the life of all government owned equipment.

7-2. Responsibilities

a. Garrison/Directors/Branch Chiefs. See Appendix B for guidance on Corrosion Prevention Program.

United States Army Garrison Fort Sill
Standard Operating Procedure

Master Driver Training

EXPLANATION OF ABBREVIATIONS AND TERMS. See 'Glossary' for explanations of abbreviations and terms used throughout this document.

SUMMARY. This SOP is IAW AR 600-55. This SOP does not cover any tactical vehicles, as the USAG-I does not utilize, dispatch, or maintain them.

APPLICABILITY. All directorates/units will assign trained operators for each item of equipment that requires a license to operate. The selection, training, and licensing of vehicle equipment operators is the first important step in a good maintenance program. Operator training is recognized as an ongoing responsibility of all leaders at all levels and requires a significant number of resources. The intent of this SOP is to outline the minimum requirements that must be met in training vehicle and equipment operators.

REFERENCES.

ADP 5-0, The Operations Process, 31 July 2019

AR 600-55, The Army Driver and Operator Standardization Program, 17 September 2019

TC 21-305-20, Manual for the Wheeled Vehicle Operation, 12 January 2016

AR 385-10, The Army Safety Program, 24 February 2017

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Chapter 1: Responsibilities.

1.a. USAG Fort Sill Command:

1.a.1 Appoint, in writing, a noncommissioned officer (NCO) (SFC/E-7 or comparable civilian equivalent/GS-7 and above) to the position of USAG Fort Sill Primary Master Driver Manager to manage licensing programs.

1.a.2. Appoint, in writing, an NCO (SSG/E-6 or comparable civilian equivalent/GS-7 and above) to the position of USAG Fort Sill Alternate Master Driver Manager to manage licensing programs.

1.b. USAG Fort Sill Master Driver:

1.b.1. Maintain a staff overview of the USAG Fort Sill Driver's Training Program.

1.b.2. Publish class schedules.

1.b.3. Task unit for personnel and vehicles to support training.

1.b.4. Provide overall supervision and management of the USAG Fort Sill Drivers Training and Certification Program.

1.b.5. Have GCSS-Army Master Driver role to manage and license.

Go to https://gcss.army.mil/help_desk/help_desk to obtain an account.

1.b.6. Be a graduate of the Master Driver Trainer course (8C-F45/553-ASIM9 (MC). See USAG Fort Sill Training Manager to enroll in course.

1.c. License Instructor:

1.c.1. The license instructor is a vehicle or equipment subject matter expert who has been selected and appointed by the Master Driver to train prospective operators.

1.c.2. Must complete the License Instructor and Examiner distance learning course on Army Learning Management System.

1.c.3. Must be licensed and have technical knowledge and experience on the vehicle or equipment that they are instructing on.

1.c.4. License instructors are responsible for conducting Phase I classroom training and Phase II equipment training.

1.c.5. Ensure all records and forms are maintained IAW AR 600-55.

1.d. License Examiner:

1.d.1. The license examiner is a vehicle or equipment subject matter expert who has been selected and appointed by the Master Driver to conduct examinations on

prospective operators.

1.d.2. Successfully complete the License Instructor and Examiner distance learning course on Black Board Learning Management System through ATRRS registration. See USAG Fort Sill Training Manager to enroll in course.

1.d.3. Required to administer the Phase I: Initial Operator Training exam, Phase II: Equipment Training exam, and the Phase III: Training Validation/Performance Road Test exam.

1.d.4. Secure test materials, including booklets, answer sheets, scoring keys, and student handouts required for administering operator selection tests.

1.d.5. Map out Driver testing course IAW TC 21-305-20 and provide copy of map route to USAG Fort Sill Master Driver.

1.d.6. Forward results of training and testing to the USAG Fort Sill Master Driver and ensure all records and forms are updated and maintained IAW AR 600-55.

1.e. Licensed Equipment Operators:

1.e.1. Comply with all local, Fort Sill, and military motor vehicle or equipment regulations.

1.e.2. Perform preventive maintenance checks and services prior to operating vehicle.

1.e.3. Report all accidents to Military Police Desk, first line supervisor, and TMP Office.

1.e.4. Ensure cargo (including personnel) are properly loaded, secured, and protected from the elements prior to transport.

1.e.5. Wear installed restraint systems when operating vehicle.

1.e.6. Inform supervisor if using medication that may adversely affect vision or coordination, or cause drowsiness.

1.e.7. Back vehicle and use ground guides according to the provisions of AR 385-10.

1.f. Trainee:

1.f.1. Must be selected by the unit Commander/Director prior to attending Driver Training.

1.f.2. Will be exempted from all duties and should not make appointments while attending drivers training.

1.f.3. Department of the Army Civilians (DACs).

1.f.3.a. Must have a valid OF 346 or DA Form 5984-E IOT operate U.S. owned non tactical vehicles (NTV) per AER 600-55. Road Tests for administrative NTVs under 10,000lbs GVWR will not be required as they are waived IAW AR600-55.

1.f.3.b. DACs with a Commercial Driver's License (CDL) must maintain their physical standards in accordance with 49 CFR 391.41 through 49. Physicals for DACs with

CDLs are maintained by the license holder.

1.f.3.c. DACs arriving with their own DA form 348 document of driver training will have validation training consisting of a PMCS validation and performance/check ride IAW units U and W of the POI in Appendix E, AR 600-55.

Chapter 2: Program Requirements.

2.a. Initial Training:

2.a.1. Phase I: Initial operator training consists of classroom training to instruct prospective operators on the administrative, technical, and regulatory aspects of operating Army equipment. Classroom instruction to be taught by an appointed license instructors or the master driver. Training completion will be validated by written exam to be administered by a license examiner that has been appointed in writing. See Appendix 2.

2.a.2. Phase II: The primary focus for all equipment training during the classroom and hands-on portions is based on the content of the equipment operator -10 technical manual (TM). Equipment training consists of classroom and hands-on instruction for each piece of equipment on which an operator is to be licensed. This includes instruction on equipment capability, PMCS inspection, and operation in a variety of environments (to include the usual and unusual conditions as defined in the operator TM). See Appendix 3.

2.a.2.a. The classroom and hands-on portion of Phase II training will be offered by an appointed license instructor.

2.a.2.b. The trainee is issued an OF 346 learner's permit upon completion of the introduction to the vehicle or equipment, and successful completion of the written examination administered by a license examiner. Once a valid learner's permit has been issued, the trainee may begin the hands-on portion of instruction.

2.a.2.c. The hands-on portion consists of vehicle equipment operation and driving.

2.a.2.d. In order to gain proficiency, the operator may continue to operate the vehicle with a learner's permit provided a licensed driver, license instructor, or license examiner accompanies the trainee in the vehicle or on the equipment.

2.a.3. Phase III: Training Validation/Road Test is the culminating event to certify a trainee is proficient at operating the vehicle or equipment. See appendix 4.

2.a.3.a. The Training Validation/Performance Road Test for wheeled vehicles consists of a PMCS hands-on test, vehicle control test, and road driving test. Mechanical and ground support equipment operators must conduct PMCS hands-on test and satisfactorily demonstrate knowledge on employing equipment in accordance with the applicable operator technical manuals.

2.a.3.b. Phase III certification must be administered by a license examiner that is

appointed in writing and licensed on the equipment for which the trainee is being tested.

2.a.4. Qualification. Upon passing all three phases of training, the student may be issued an OF 346 or DA Form 5984–E standard permit or limited permit. Commands may issue a training certificate or memorandum for record to individuals that successfully complete the training. These documents may be used to validate the DA Form 348 in the event it is lost, damaged, or has incomplete entries. Successful completion of Phase III certifies a driver to operate vehicles during the daytime and nighttime operations using vehicle headlights for illumination. Any operation using night vision devices require specific licensing.

2.b. Sustainment Training:

2.b.1. Annual check rides will be performed for each driver to assess driving proficiency and identify weaknesses. Check rides will be conducted for each variant of equipment that an operator is licensed. For instance, if an operator is licensed on a Tractor/Trailer and a 44 PAX Bus, the operator is only required to conduct one check ride on the most complex piece of equipment, which is the Tractor/Trailer. This check ride is valid for all other vehicles within that specific variant or fleet of vehicles. Unique equipment that does not fall within a specific variant family such as engineer vehicles, forklifts, and other material handling equipment require an annual check ride for each individual piece of equipment.

2.b.2. Annual check rides will be performed by supervisors, license instructors, or license examiners. These individuals must be licensed on the piece of equipment the annual check ride is being performed on. Annual check rides will incorporate on and off-road driving to determine driver/operator proficiency in extreme or unusual conditions as defined in the operator technical manual.

2.b.3. Documentation: All training for vehicles and equipment which require licensing will be documented on a DA Form 348, and updated on the GCSS-Army Operator Qualification Record prior to issuing an OF 346 or DA Form 5984–E. The unit will maintain a copy of the manual DA Form 348 and return the original form to the Employee. Upon permanent change of station (PCS) or expiration of term of service, Employees will receive the updated DA Form 348 as part of the individual's out processing (see DA Pam 750–8 for more information on DA Form 348 use).

2.b.4. Commercial Off the Shelf (COTS) Training:

2.b.4.a. COTS training will be conducted according to contracted trainers and military licensed trainers.

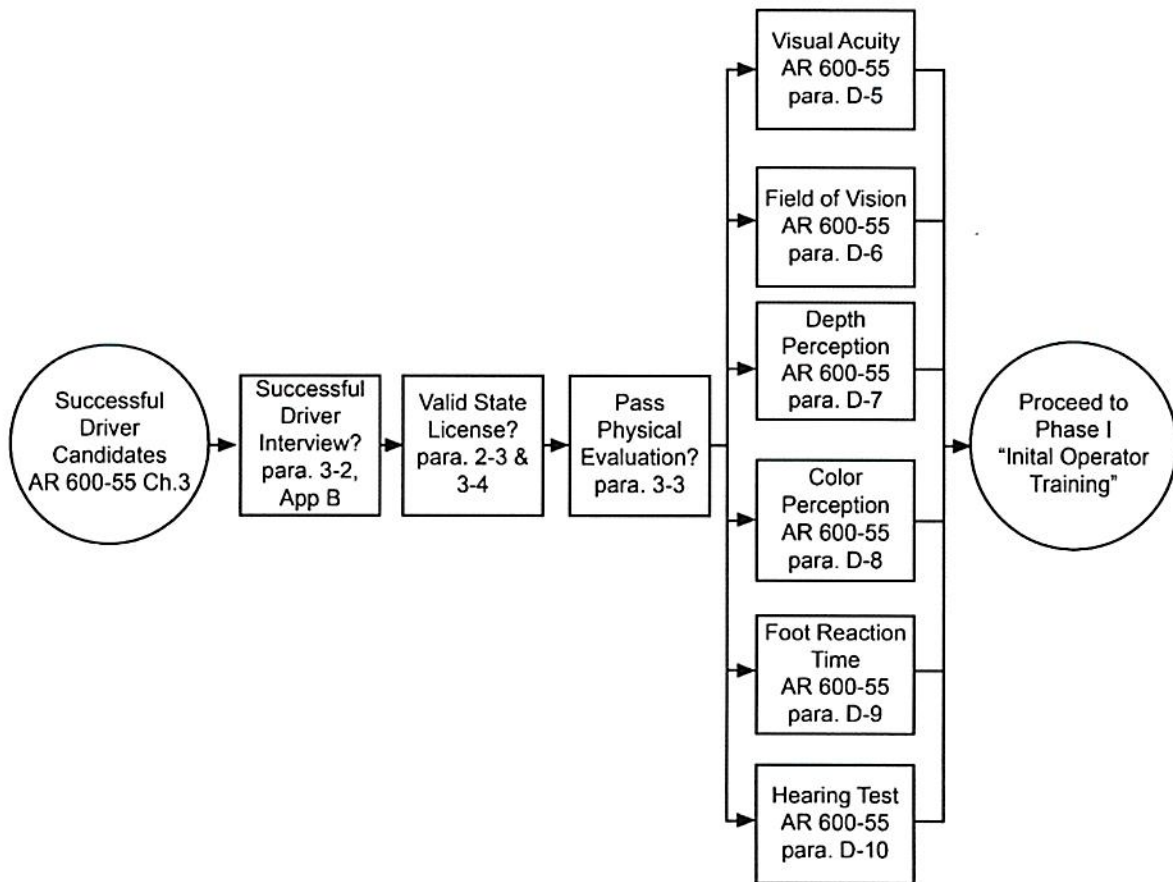
2.b.4.b. COTS training will include:

2.b.4.b.1. Introduction to equipment characteristics, limitations, operation, safety, and operator manual instructions.

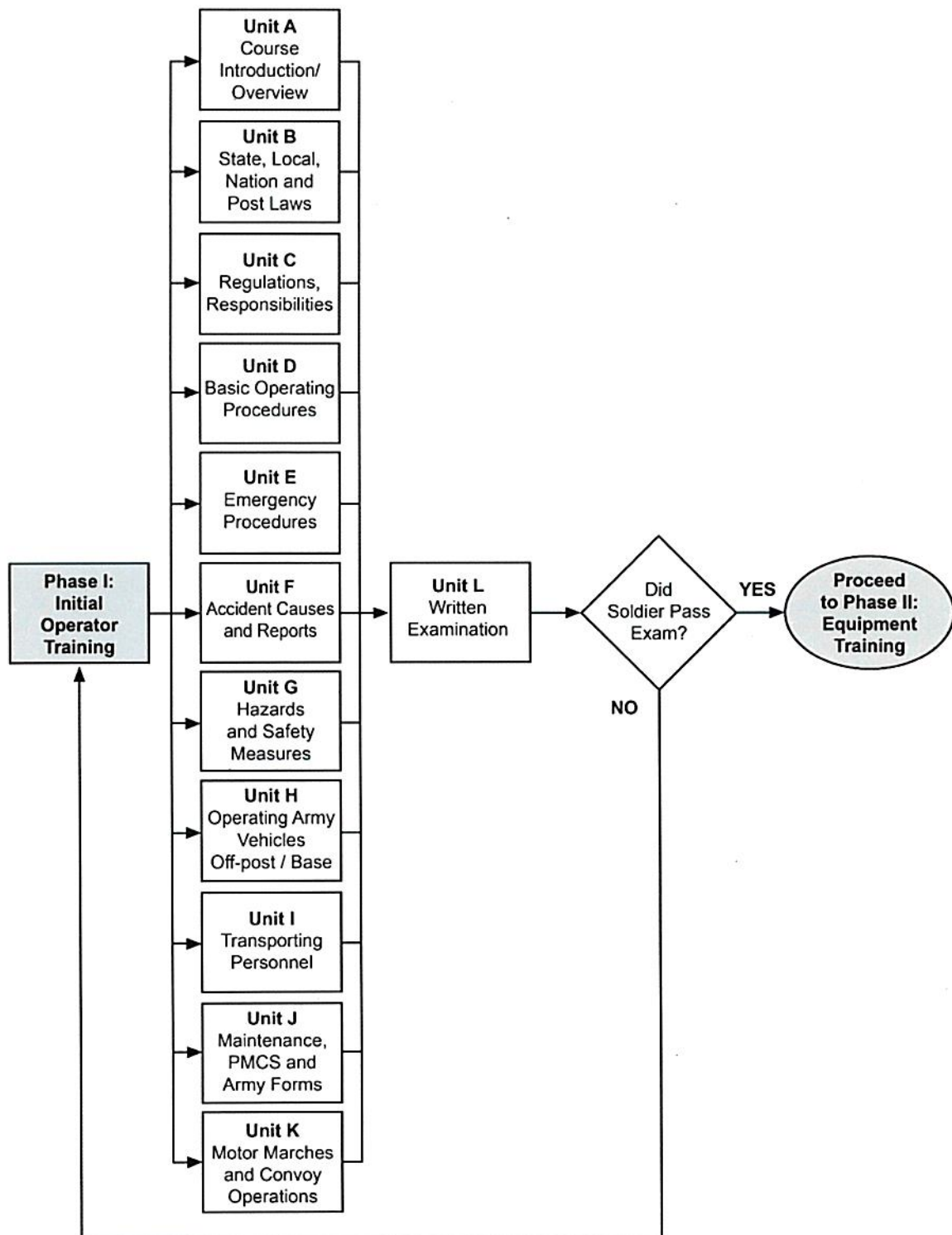
2.b.4.b.2. Successful completion of a practical test.

2.b.4.b.3. Hands on training to include maintenance and operation in a range of conditions.

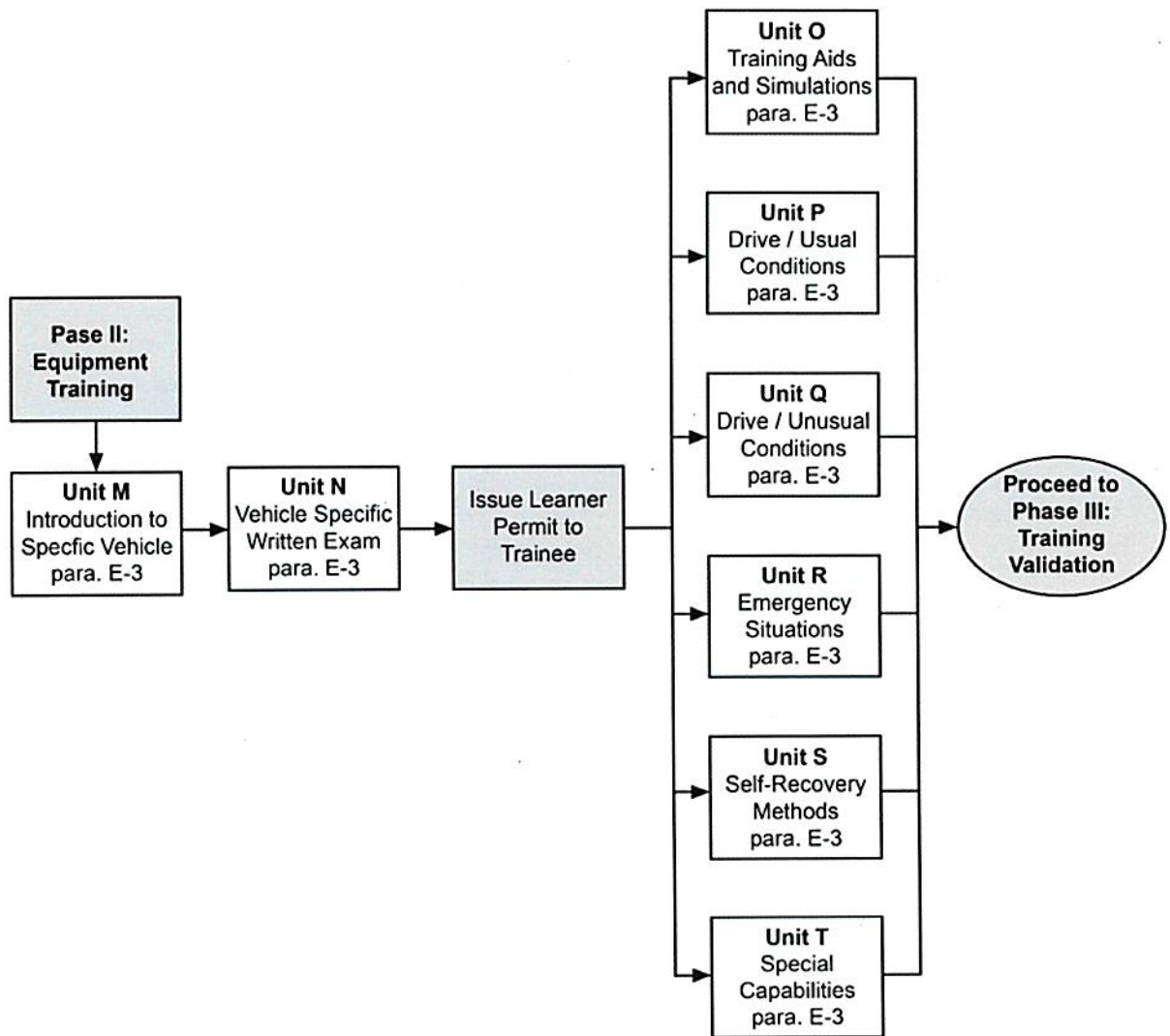
APPENDIX 1



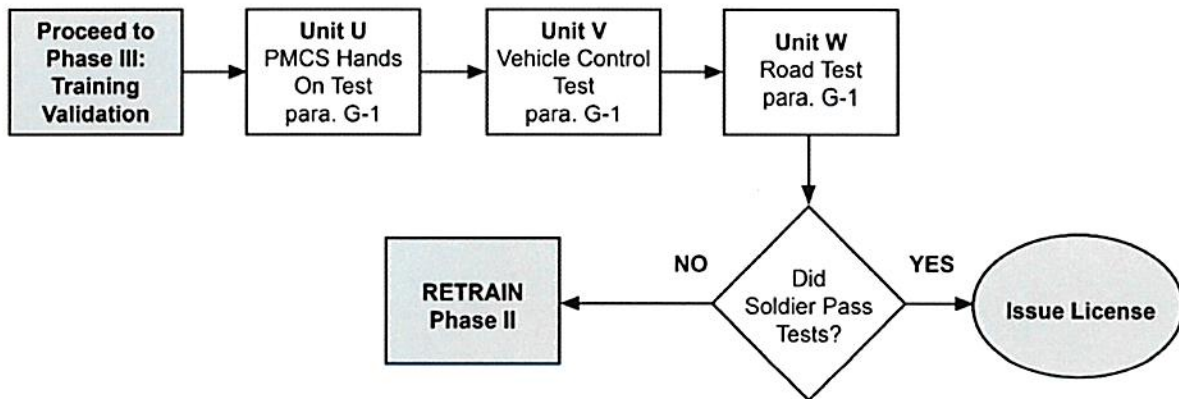
APPENDIX 2



APPENDIX 3



APPENDIX 4



Glossary

ADP	Army Doctrine Publication
AR	Army Regulation
ATRRS	Army Training Requirements and Resources System
CDL	Commercial Driver's License
CUI	Controlled Unclassified Information
DAC	Department of the Army Civilian
DoD	Department of Defense; also, DD as in 'DD Form...'
GCSS	Global Combat Support System
IAW	In Accordance With
NCO	Noncommissioned Officer
NTV	Nontactical Vehicle
PMCS	Preventive Maintenance Checks and Services
SOP	Standard Operating Procedures
TC	Training Circulars
TM	Technical Manual
TMP	Transportation Motor Pool
USAG	United States Army Garrison
COA	Course of Action

APENDDIX B

CORROSION PREVENTION AND CONTROL (CPC) SOP

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1. **Purpose.** Establishes policies and responsibilities to implement Corrosion Prevention and Control (CPC) of Army materiel.

2. **Scope.** This procedure applies to all Quality Control Inspectors, Corrosion Monitors and mechanics and technicians that support this process.

3. **References.**

- a. AR 750-1 Army Materiel Maintenance Policy
- b. AR 750-59 Corrosion Prevention and Control for Army Materiel
- c. Army Directive 2018-07-12, Prioritizing Efforts-Readiness and Lethality (Update 12)
- d. ACS Supplement to Army Regulation 750-1 Army Material Maintenance Policy for Logistical Readiness Centers (LRCs)
- e. TB 43-0213 Corrosion Prevention and Control (CPC) for Army Ground Equipment

4. **Responsibilities.**

- a. Maintenance Manager:
 - (1) Overall supervision of the Corrosion Prevention and Control program.
 - (2) Ensure personnel engaged in CPC procedures receive initial in DAU corrosion training and refresher training once every year.
 - (3) Ensure Corrosion Monitors are identified in initial and annual evaluations.
 - (4) Support CPC survey teams, including participation in CPC survey entrance and

exit briefs.

b. **Quality Control Inspectors:** Perform initial, in-progress and final inspections on job ordered equipment IAW the applicable Technical Manual (TM) and other associated publications. Perform Corrosion inspections during annual service of LRC and Garrison maintained equipment in accordance with TB-43-0213 Corrosion Prevention and Control (CPC) for Army Ground Equipment check list and placed in the service work order packet.

c. **Corrosion Monitors:**

(1) Participate in CPC surveys.

(2) Monitor the techniques and proficiency of personnel accomplishing CPC functions. This will include, but is not limited to, spot checks of chemicals used, proper dilution of cleaning compounds, and proper application of corrosion inhibiting compounds and water displacing compounds.

(3) Ensure corrosion-related problems are properly reported in Global Combat Support System-Army (GCSS-Army) using cause code 170 for Corroded/Rusted.

d. **Mechanics and Technicians** in support of this process: Maintain quality workmanship and perform all tasks safely and IAW all standards and requirements.

5. **General.** All employees will support and be active participants in the Corrosion Prevention and Control program and are directly accountable for quality workmanship in their respective areas of responsibility.

a. CPC Procedures will be performed during daily Preventive Maintenance Checks and Services (PMCS), scheduled maintenance and/or in instances when equipment has been used in unusual or adverse conditions requiring corrosion prevention more frequently.

b. Corrosion deficiencies, corrective actions and man-hours spent to correct the deficiencies will be recorded on the DA 2404 / 5988E then recorded in GCSS-A under Cause Code "170 Corroded/Rusted". The type and severity of the corrosion will be categorized using TB 43-0213's rating system.

c. Perform cleaning, inspection, surface preparation and the application of corrosion preventive coatings and other types of preservatives IAW TB 43-0213.

6. **Records.** Records are legible, identifiable, and retrievable. This table provides a list of records associated with this procedure. Records are controlled and maintained IAW (Control of Records).