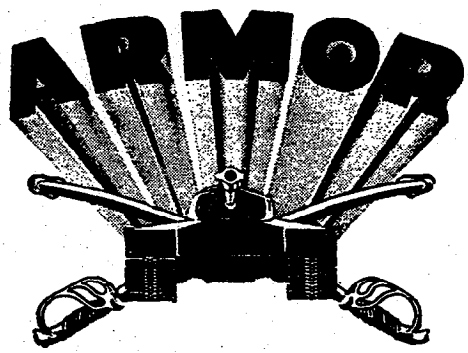
FKSM 17-161

U.S. ARMY
STUDENT GUIDE TO MAINTENANCE MANAGEMENT



The Combat Arm of Decision

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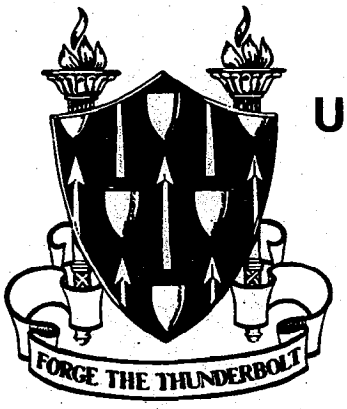
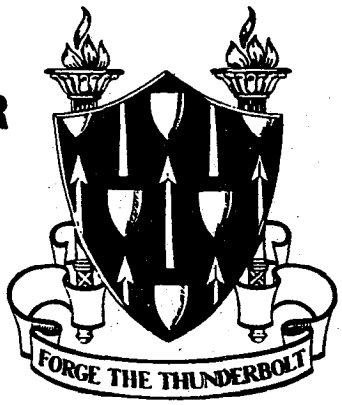


U.S. ARMY ARMOR CENTER
FORT KNOX, KENTUCKY
MAY 1992



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When used in this publication, "he," "him,", "his" and "man" represent both the masculine and feminine genders unless otherwise stated.

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PREFACE

This publication is designed to be used as a student aid for classes given in the Armor School. Information is based on Department of the Army Publications which are designed to be changed semiannually. This text is based on DA Publications available as of May 1992.

This publication reflects the current thought of this agency and conforms to current doctrine as closely as possible. It is not available through the USA Adjutant General Publication Center. This publication was prepared by the US Army Armor School, Fort Knox, Kentucky 40121. The proponent is TRADOC.

STUDENT GUIDE TO MAINTENANCE MANAGEMENT

TABLE OF CONTENTS

CHAPTER 1

OPERATIONAL AND CONTROL RECORDS

Section I. EQUIPMENT OPERATOR'S QUALIFICATION RECORD (DA FORM 348)

1. PURPOSE

DA Form 348 (fig 1-1 and 1-2) provides a means for recording the complete history of an individual's qualifications and previous driving and equipment operating experiences.

2. USE

a. This form is required for each equipment operator. It reflects the operator's qualifications, experience, performance, and test results.

b. This form is used to record qualifications of operators of self-powered equipment. It may also be used to record the operator's qualifications for other equipment.

3. HANDLING AND DISPOSITION

Form is retained at unit to which the operator is assigned; and upon his transfer or separation, the form becomes a part of the individual's personnel records. The DA Form 348 is a permanent record and will not be destroyed.

4. INSPECTION POINTS

a. Does section I, Official Qualifications, reflect all equipment the individual is qualified to operate?

b. Are credits and debits properly listed chronologically?

c. Does the form reflect successful demonstration of preparation of DA Form 2404, "Equipment Inspection and Maintenance Worksheet," in block 7, Road Test-Prerequisite?

d. Is the form available at unit level and reviewed at least annually?

e. Is the current card number shown on the DA Form 348 in permit number block or section III?

f. Has individual been qualified to operate all equipment listed on backside of OF 346? (Check section I of DA Form 348.)

g. Has applicant entered his signature in the signature block?

h. Have all entries in section III been authenticated?

5. MANAGEMENT USE

Can be used to determine operator:

a. Limitations.

b. Qualification for specific vehicles.

c. Background and experience.

d. Performance records.

e. Examination and driving performance test results.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Information in heading with data in personnel records and information on OF 346, "US Government Motor Vehicle Operator's Identification Card."

b. Section I, Official Qualifications, against data recorded on OF 346.

7. REFERENCES

See AR 385-55, AR 600-55, TB 600-1, and TB 600-2.

1 NAME (Last, first, initial) AND SERVICE NUMBER				PERMIT (Initial)	
DREW, FRED E. 151-03-1933				9 NUMBER D-1933	11 DATE ISSUED 8 OCT 91
				10 CLASS A, D, T	12 LIMITATIONS (Physical or operational) B1 R5
2 SEX M	3 DATE OF BIRTH 7 OCT 70	4 COLOR HAIR BROWN	5 COLOR EYES BROWN	6 HEIGHT 6 1	7 WEIGHT 180LBS	8 POSITION TITLE (If civilian) N/A

SECTION I - OFFICIAL QUALIFICATIONS

TYPE OF EQUIPMENT	SIZE	SPECIAL QUALIFICATION[1]	DATE QUALIFIED	QUALIFIED AT	NAME OF EXAMINER
13	14	15	16	17	18
SEDAN	5P	B7	08 OCT 91	Fort Knox	Fred Jones
TRUCK CARGO	5T	S2	14 OCT 91	Fort Knox	Fred Jones
TNK CBT M1A1	63T	B7	30 OCT 91	Fort Knox	Fred Jones

SECTION II - BACKGROUND AND EXPERIENCE

TYPE OF EQUIPMENT	SIZE	TYPE OF DRIVING OR OPERATION[2]	ADDITIONAL DRIVER'S LICENSES (State or agency)	NUMBER OF OTHER DRIVER'S LICENSES	SATISFACTORY EXPERIENCE VERIFIED BY
19	20	21	22	23	24
SEDAN	5P	CITY/RURAL	TX	00-11-333	JOHN WILLIAMS
				09 SEP 90	

[1] Special equipment, special operations or conditions [2] City, rural, long haul, etc.

SECTION III - PERFORMANCE RECORD

(List chronologically as "credits" - awards, training, retraining, testing, retesting, roadeos, permit renewal, relicensing, etc; and as "debits" - accidents, arrests, violations, warnings, revocations, suspensions, etc.)

DATE	CREDITS	DEBITS	TYPE OR NATURE	ACTION TAKEN
25	26	27	28	29
6 OCT 91	TRAINING		ORIENTATION	COMPLETED DRIVERS TRAINING
				IAW AR600-55, FRED JONES FJ
7 OCT 91	TRAINING		ORIENTATION	AOAP TRAINING, IAW TB43-
				0210, FRED JONES FJ
3 NOV 91		REMEDIAL TNG	SPEEDING	POST POLICY, ATTEND DDC &
				90 DAY SUSP. FRED JONES FJ

EQUIPMENT OPERATOR'S QUALIFICATION RECORD (EXCEPT AIRCRAFT)
(AR 58-1, AR 600-55 and AR 385-55)

DA FORM 1 OCT 84 348 — REPLACES DA FORM 348, 1 AUG 68, WHICH WILL BE USED. AND DD FORM 1380 WHICH IS OBSOLETE FOR ARMY USE.

(Extract from personnel file to maintain at operating level.)

FOR INSTRUCTIONAL USE ONLY

Figure 1-1. DA Form 348, "Equipment Operator's Qualification Record" (front).

SECTION IV - EXAMINATION FINDINGS

BATTERY I - (Administered as a part of reception processing, at reception stations)	BATTERY II - (To be administered to all applicants for Driver Permit SF 46) (To transfer raw score to standard score see DA Pamphlet 611-119)		
	DA FORM 6122	RAW SCORE 32	STANDARD SCORE 33
ENTER SCORE FROM ITEM 24 OF INDIVIDUAL'S DA FORM 20	DA FORM 6123	32	33
	DA FORM 6124	32	33
	TOTAL STANDARD SCORE		34
	STANDARD SCORE FOR BATTERY II (Divide Total Standard Score by 3)		35

STANDARD SCORE	SUCCESSFUL COMPLETION	EXAMINATION ADMINISTERED BY (Last name - first name - middle initial)
30	36 ☐YES ☐NO	37

I PHYSICAL EVALUATION MEASURES		✓ - IF QUALIF'D x - IF SUBSTAND	SIGNATURE OF EXAMINER	COMMENTS AND RECOMMENDATIONS ON SUBSTANDARD ITEMS
1. VISUAL ACUITY 38	LEFT EYE 20/20 RIGHT EYE 20/20	44 ✓	45 Bob Jones	46
2. FIELD OF VISION 39	LEFT EYE 85° RIGHT EYE 90°	44 ✓	45 Bob Jones	
3. HEARING 40	LEFT EAR 20/20 RIGHT EAR 20/20	44 ✓	45 Bob Jones	
4. REACTION TIME 41	50/100 SEC 50/100 SEC	44 ✓	45 Bob Jones	
5. DEPTH PERCEPTION		42 NORMAL	45 Bob Jones	SIGNATURE OF MEDICAL AUTHORITY 47
6. COLOR PERCEPTION		43 NORMAL	45 Bob Jones	

II DRIVING PERFORMANCE TEST (Check "√" if successful, "x" if failed and corrective training is needed)

A. ROAD TEST - PREREQUISITE 48

1. INSTRUMENTS (Location, correct reading, action for abnormal reading)	✓ OIL LEVEL STICK	✓ TEMPERATURE GAGE	✓ OIL PRESSURE GAGE	✓ VOLTOMETER		
	N/A AMMETER	N/A TACHOMETER	✓ FUEL GAGE	N/A AIR PRESSURE GAGE		
2. BEFORE OPERATION CHECK	✓ VEHICLE DAMAGE	✓ CONDITION OF TIRES	✓ CLEAN HEADLIGHTS	✓ OIL LEVEL	✓ BATTERY	✓ SEAT ADJUSTMENT
	✓ MIRROR ADJUSTMT.	✓ HORN	✓ HAND BRAKES	✓ FOOT BRAKES	✓ WATER LEVEL	✓ WIPER
3. EMERGENCY EQUIPMENT (Location and use)	FIRE EXTINGUISHER ✓	HIGHWAY WARNING KIT ✓	OTHER (Describe) NA			
4. CONTROLS - "DRY RUN"	GEARS ✓	BRAKE X	CLUTCH ✓	FRONT AXLE NA		
5. DEPTH PERCEPTION (Two feet from target)	FIRST TRY ✓	SECOND TRY N/A	THIRD TRY N/A			
6. PRACTICE RUN (½ mile)	START ✓	PULL OUT ✓	SHIFT ✓	3 STOPS ✓	TURNS ✓	BACKING ✓
7. ADDITIONAL REQUIREMENTS FOR LICENSE	✓ LOCAL LAWS	✓ OPERATING PROCEDURES	✓ ACCIDENT REPORTING			

OTHER (Describe) 49

SUCCESSFUL COMPLETION OF DA FORM 2404.

B. ROAD TEST - SCORED PHASE (DA PRT 2678) — 100

COMMENTS AND RECOMMENDATIONS OF ROAD TEST EXAMINER	NUMBER OF TALLY MARKS ON CHECK LIST PRT 2678 (Subtract)	50 3
52 BRAKING TO FAST	ROAD TEST SCORE	51 97
	SIGNATURE OF ROAD TEST EXAMINER 53 Fred Jones	

MY DRIVING WEAKNESSES HAVE BEEN MAKE KNOWN TO ME AND I HAVE BEEN SHOWN HOW TO OVERCOME OR ADJUST THEM.	DATE 54 8 OCT 91	SIGNATURE OF APPLICANT 55 Fred E. Drew

U.S. GOVERNMENT PRINTING OFFICE : 1987 O - 179-751

FOR INSTRUCTIONAL USE ONLY

Figure 1-2. DA Form 348, "Equipment Operator's Qualification Record" (back).

Section II. US GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD (OF 346)

1. PURPOSE

This card (fig 1-3) serves a dual purpose; as a permit to operate a government vehicle or equipment, and identification for the driver or operator.

2. USE

a. OF 346 is issued to qualified operators by commanders of installations or organizations. The type of vehicle or equipment the operator is qualified to operate is listed on the reverse side of OF 346. Specific qualifications for issue of the card will be in accordance with requirements set forth in AR 600-55.

b. The commander may revoke or suspend an operator's identification card at any time for incompetence, traffic violations, or accidents. Military personnel operating privately owned vehicles may have their operator's card suspended or revoked for civilian and military traffic violations or accidents.

c. All traffic violations and accidents for which the operator was held responsible are entered promptly on the DA Form 348, "Equipment Operator's Qualification Record."

3. HANDLING AND DISPOSITION

a. Identification cards are valid for four years from the date of issue unless revoked for cause. It will expire on the licencee's fourth birthday after issue or will coincide with the expiration of the state driver's license, whichever comes first. Commanders may prescribe a shorter period of validity.

b. An operator retains his valid permit upon transfer to a new assignment. However, his qualifications are reviewed by the commander of the gaining unit to determine advisability of continuing the permit without reexamination. Commanders are authorized to reexamine and retest any person transferred to their commands. Instructions in local traffic regulations and operating procedures are given to newly assigned operators before they are required to perform duties as equipment operators.

4. INSPECTION POINTS

a. Is the expiration date on the operator's fourth birthday after issue or does it coincide with the expiration of the state driver's license, whichever comes first?

b. Is the card number shown on the DA Form 348 in section III or permit section of form?

c. Is the signature of operator present on the OF 346?

d. Is signature of issuing official that of the commander, commissioned officer, warrant officer or authorized supervising civilian acting as or performing the duties of motor officer or motor sergeant (SFC and above)?

e. Are all restrictions listed on reverse side of form?

f. Is there a signature for each type of equipment applicant is qualified to operate? Is that person a SSG or above, or a qualified civilian personnel, or senior equipment operator?

g. Do the OF 346 and DA Form 348 for each type of equipment match?

h. Is the front of the OF 346 stamped on the front to denote the type of permit issued?

5. MANAGEMENT USE

Can be used to determine:

a. Qualifications of operator.

b. Physical description of operator.

c. Expiration date of permit.

d. Identity of issuing and qualifying official(s).

6. CROSS-CHECK PROCEDURE

Cross-check:

a. All data on the OF 346 with similar entries on the DA Form 348, "Equipment Operator's Qualification Record."

b. Card number on OF 346 matches with number on DA Form 348.

7. REFERENCES

See AR 385-40, AR 385-55, AR 600-55, TB 600-1, TB 600-2, and DA Pam 611-125 for complete details.

OF 346 11/85 USOPM FPM Chapter 930	U.S. Government Motor Vehicle Operator's Identification Card	Card No. 1 D-1933

ARMY STANDARD

Name of Operator (Not Transferable) 2	Sex 3	Signature of Operator (Not valid until signed) 4
DREW FRED E	M	Fred E. Drew

Date of Birth 5	Social Security No.	Name and Location of Issuing Unit 13
7 OCT 70	151-03-1933	CO A,2ND BN,11THAR FT.KNOX,KY 40121

Height 7	Weight 8	Hair Color 9	Eye Color 10
6 1	180LBS	BRN	BRN

Date Issued 11	Date Expires 12	Signature and Title of Issuing Official 14
8 OCT 91	8 OCT 95	James R. Readiness COMMANDER

The holder of this card is qualified to operate U.S. Government vehicle equipment specified, subject to the restrictions set forth on the other half of Card must be carried at all times when operating Government vehicles.

Restrictions 15 A,D,T R1, R5
2

16 QUALIFIED TO OPERATE

Type Vehicle and/or Equipment	Capacity	Qualifying Official
SEDAN	5P	Fred Jones
TNK CBT M1A1	63T	Fred Jones

17 OTHER RECORDS (Optional)

50346-101

FOR INSTRUCTIONAL USE ONLY

Figure 1-3. OF 346, "US Government Motor Vehicle Operator's Identification Card."

Section III. EQUIPMENT RECORD FOLDER

1. PURPOSE

The Equipment Record Folder holds the forms needed to keep up with equipment use, operation and condition while on dispatch. See figure 1-4.

2. USE

The Equipment Record Folder is used each time an item of equipment goes on dispatch.

3. HANDLING AND DISPOSITION

The Equipment Record Folder and all forms on an item of equipment go with the equipment when it is turned in or transferred.

4. INSPECTION POINTS

a. Is the Equipment Identification Card (figure 1-5) in the outside front pocket of the Equipment Record Folder?

b. Does the folder contain all forms necessary for dispatch: DA Form 2404; DA Form 2408-14 (Uncorrected Faults Record); DD Form 1970, Standard Form 91 and DD Form 518?

c. Is the DA Form 2408-4 in the folder when required?

d. Does the Equipment Identification Card have the next service, next lube, and next AOAP sample posted as required?

e. Are all the items in paragraph 4d above accurate and up to date?

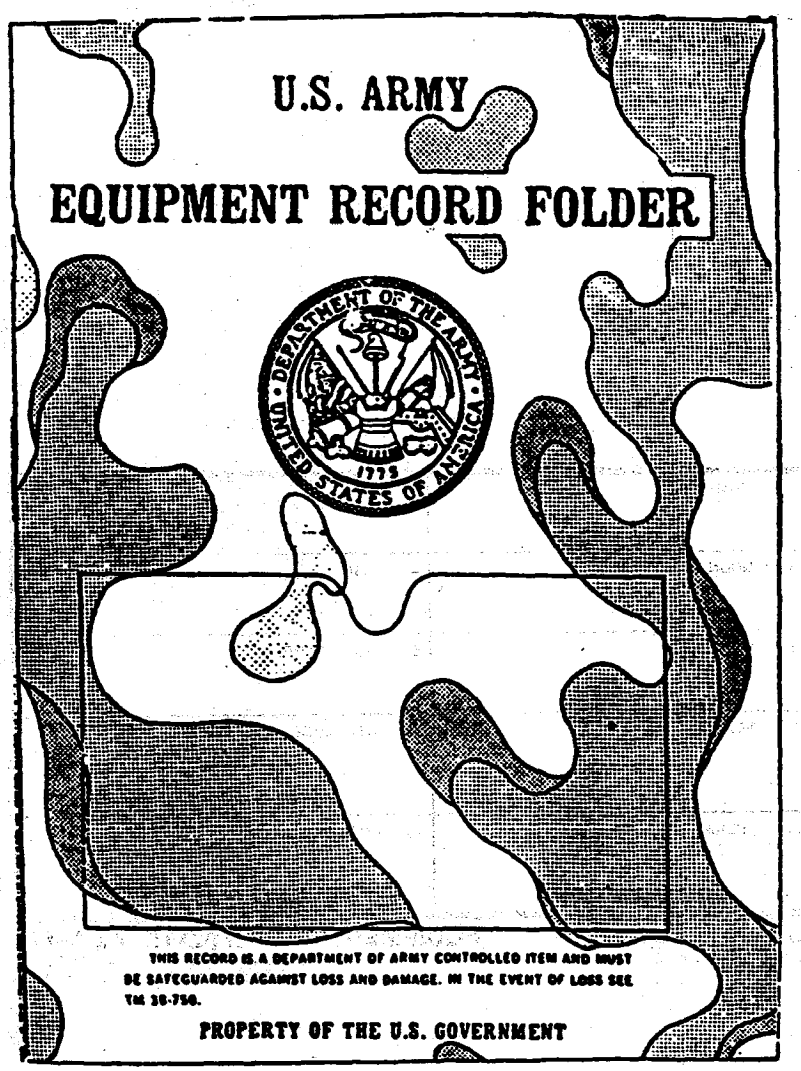
f. Have any of the items in paragraph 4d above been exceeded?

5. CROSSCHECK PROCEDURES

Check information Equipment Identification Card with DD Form 314, "Preventive Maintenance Schedule and Services".

6. REFERENCE

DA Pam 738-750.



FOR INSTRUCTIONAL USE ONLY
Figure 1-4. "Equipment Record Folder"

1. BUMPER NO.	2. MODEL
3. NOUN	4. NSN
5 SERIAL NO.	6. AOAP SAMPLE
7. NEXT SERVICE AT	8. NEXT LUBE AT
9. OPERATOR	10. SUPERVISOR

DA FORM 5823, SEP 89 **EQUIPMENT IDENTIFICATION CARD**

* U.S. GPO: 1990-261-871/02583

For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG

FOR INSTRUCTIONAL USE ONLY

Figure 1-5. "Equipment Identification Card"

Section IV. OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT (STANDARD FORM 91)

1. PURPOSE

This form (fig 1-6 thru 1-9) is used by the operator to record any accident involving military equipment. Entries are made at the scene of the accident.

2. USE

a. Whenever military equipment is involved in an accident, the operator prepares Standard Form 91 and delivers it to his immediate supervisor as soon as possible.

b. This form is used to report all accidents regardless how trivial they may appear.

c. A copy of this form must be in the vehicle at all times while the vehicle is on dispatch.

d. Where accident reports are required by state or local regulations, they are submitted first to the appropriate claims officer for review to insure that the rights of the United States Government are not prejudiced by admission of liability.

3. HANDLING AND DISPOSITION

Completed Standard Form 91 is submitted to the operator's supervisor for use in preparing DA Form 285, "Accident Report." Social security number not required to be filled in (Reference "Privacy Act").

4. INSPECTION POINTS

a. Is the form being carried on the vehicle while it is on dispatch?

b. Have all operators been trained properly in preparation of the form?

c. Are forms that were used to record accidents filled out in complete detail?

d. Were completed forms prepared at the scene of the accident when all facts were readily available?

e. Were completed forms delivered to the operator's immediate supervisor as soon as possible?

5. MANAGEMENT USE

Can be used to determine:

a. Facts surrounding an accident.

b. Responsibility for or cause of accident.

6. CROSS-CHECK PROCEDURE

Cross-check information recorded on Standard Form 91 with data entered on DA Form 285, "Accident Report."

7. REFERENCES

See AR 385-40, AR 385-55, FM 21-305, and FM 21-306 for complete details.

OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT

This form is to be completed by the Government operator at the time and the scene of the accident if possible. See the Privacy Act Statement on page 4.

DEPARTMENT OR AGENCY

NAME AND LOCATION OF ORGANIZATION TO WHICH YOU ARE ASSIGNED

1. OPERATOR DATA

LAST NAME — FIRST NAME — MIDDLE INITIAL — AGE (*Print clearly*)

RANK, RATING OR TITLE | SERVICE NUMBER OR SOCIAL SECURITY NO. | GOVT. MOTOR VEHICLE OPERATOR PERMIT NO.

HOME ADDRESS (*Number, street, city, State, ZIP code*) | HOME TELEPHONE NO.

2. ACCIDENT TIME AND LOCATION

ACCIDENT OCCURRED — DATE / / | DAY OF WEEK | TIME *a.m.* *p.m.* | NUMBER OF HOURS ON DUTY PRIOR TO ACCIDENT

PLACE OF ACCIDENT (*If in city, give number, street, city and State, if outside city limits, indicate mileage to nearest city, or other landmark.*)

ORIGIN OF TRIP | DESTINATION

PURPOSE OF TRIP

3. FEDERAL VEHICLE (*Including privately owned Federally operated*)

MAKE | TYPE | REGISTRATION NUMBER OR OTHER IDENTIFICATION

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

IF THIS WAS A BACKING ACCIDENT, WAS A GUIDE AVAILABLE? ☐ YES ☐ NO *If "Yes," was guide used?* ☐ YES ☐ NO

4. OTHER VEHICLE INVOLVED (*If more than one, show in item 12, page 3*)

MAKE | TYPE | YEAR

OPERATOR'S STATE PERMIT NUMBER | VEHICLE LICENSE NUMBER AND STATE

OPERATED BY — NAME

HOME ADDRESS (*Number, street, city, State, ZIP code*)

OWNED BY — NAME

ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*) | OPERATOR'S ESTIMATED AMOUNT OF DAMAGE $

5. OTHER PROPERTY DAMAGED (*Explain. If more space is needed, continue in item 12, page 3.*)

91-108

STANDARD FORM 91 PAGE 1 (REV. 11-76)
Prescribed by GSA, FPMR 101-39-8

FOR INSTRUCTIONAL USE ONLY

Figure 1-6. Standard Form 91, "Operator's Report of Motor Vehicle Accident" (page 1).

	NAMES	HOME ADDRESSES
6. PERSONS INJURED		
7. OCCUPANTS IN YOUR VEHICLE		
8. OCCUPANTS IN OTHER VEHICLE(S)		
9. WITNESSES AND POLICE		
POLICE OFFICER	BADGE NUMBER	PRECINCT OR HEADQUARTERS

10. ACCIDENT CONDITIONS			
INDICATE:	FEDERAL VEHICLE *(Includes privately owned Federally operated)*	OTHER VEHICLE (2)	
DIRECTION OF TRAVEL			
SIDE OF STREET OR HIGHWAY			
APPROXIMATE SPEED	MILES PER HOUR	MILES PER HOUR	
CONDITION OF ROADWAY (*Wet or dry, icy, etc.*)	WEATHER (*Clear, foggy, rain, snow, etc.*)	TYPE OF ROADWAY (*concrete, macadam, etc.*)	
OTHER INFORMATION (*Explain stop signs, traffic signals, obstructions, etc.*)			

STANDARD FORM 91 PAGE 2 (REV. 11–76)

FOR INSTRUCTIONAL USE ONLY

Figure 1-7. Standard Form 91, "Operator's Report of Motor Vehicle Accident" (page 2).

11. EVENTS AFTER ACCIDENT

STATE WHO GAVE MEDICAL AID, IF ANY WAS GIVEN	WHERE WAS INJURED TAKEN

CONDITION OF OTHER DRIVER

If other driver or persons injured made statements as to cause of accident and extent of personal or property damage, relate conversation, also, give names and addresses of others hearing such statements.

12. OTHER VEHICLE OR PROPERTY INVOLVED CONTINUATION—*If more than one vehicle involved*

MAKE	TYPE	YEAR

OPERATOR'S STATE PERMIT NUMBER	VEHICLE LICENSE NUMBER AND STATE

OPERATED BY	NAME
	HOME ADDRESS (*Number, street, city, State, ZIP code*)
OWNED BY	NAME
	ADDRESS (*Number, street, city, State, ZIP code*)

PARTS OF VEHICLE DAMAGED (*Describe*)	OPERATOR'S ESTIMATED AMOUNT OF DAMAGE
	$

OTHER PROPERTY DAMAGED (*Explain*)

13. DIAGRAM WHAT HAPPENED BY USING THESE SYMBOLS, BELOW

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example:* → 1 ← 2 ←)
2. Use solid line to show path before accident ——— 2
   Broken line after accident - - - - - - - 2
3. Show pedestrian by ——→ O
4. Show railroad by +++++++++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow on this circle ◯

STANDARD FORM 91 PAGE 3 (REV. 11-76)

FOR INSTRUCTIONAL USE ONLY

Figure 1-8. Standard Form 91, "Operator's Report of Motor Vehicle Accident" (page 3).

14. OPERATOR'S STATEMENT OF ACCIDENT AND USE OF SAFETY EQUIPMENT

Tell in your own way how the accident happened:

WAS VEHICLE EQUIPPED WITH SEAT BELTS? ☐ YES ☐ NO *If "Yes," were they in use at time of accident?* ☐ YES ☐ NO

● *Have you answered ALL the questions as completely as possible?*

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

OPERATOR SIGN HERE ▶ **DATE SIGNED**

GPO : 1983 O - 403-659 **STANDARD FORM 91 PAGE 4 (REV. 11-76)**

FOR INSTRUCTIONAL USE ONLY

Figure 1-9. Standard Form 91, "Operator's Report of Motor Vehicle Accident" (page 4).

Section V. ACCIDENT-IDENTIFICATION CARD (DD FORM 518)

1. PURPOSE

DD Form 518 (fig 1-10) gives persons involved in an accident all of the information that they initially require from an operator of a US Government vehicle.

2. USE

When a vehicle is involved in an accident, the operator concerned fills out DD Form 518 for reference and identification. DD Form 518 is used by an operator involved in an accident to protect the operator from having to make any statement that might be harmful to the operator or the government.

3. HANDLING AND DISPOSITION

The form is filled out at scene of accident as promptly as possible and given to the other person(s) directly involved. If the accident involves a parked car and the person concerned is not present, the DD Form 518 is placed in or on the vehicle. The operator notifies local authorities and then stands by at the scene of the accident to await their arrival. Social security number not required to be filled in (Reference "Privacy Act").

4. INSPECTION POINTS

a. Are 2 copies of DD Form 518 present on the vehicle at all times?

b. Are entries on the form, that must be made before an accident occurs, correctly entered and accurate?

c. Has the operator been trained properly in preparation and handling of the form?

d. Is the operator aware that, if he is involved in an accident, no statements or commitments should be made to anyone at the time of the accident?

5. MANAGEMENT USE

Can be used to determine:

a. Where correspondence should be addressed.

b. Date of accident.

c. Registration number and type vehicle involved.

d. Driver's name and grade.

e. Unit using the vehicle.

6. CROSS-CHECK PROCEDURE

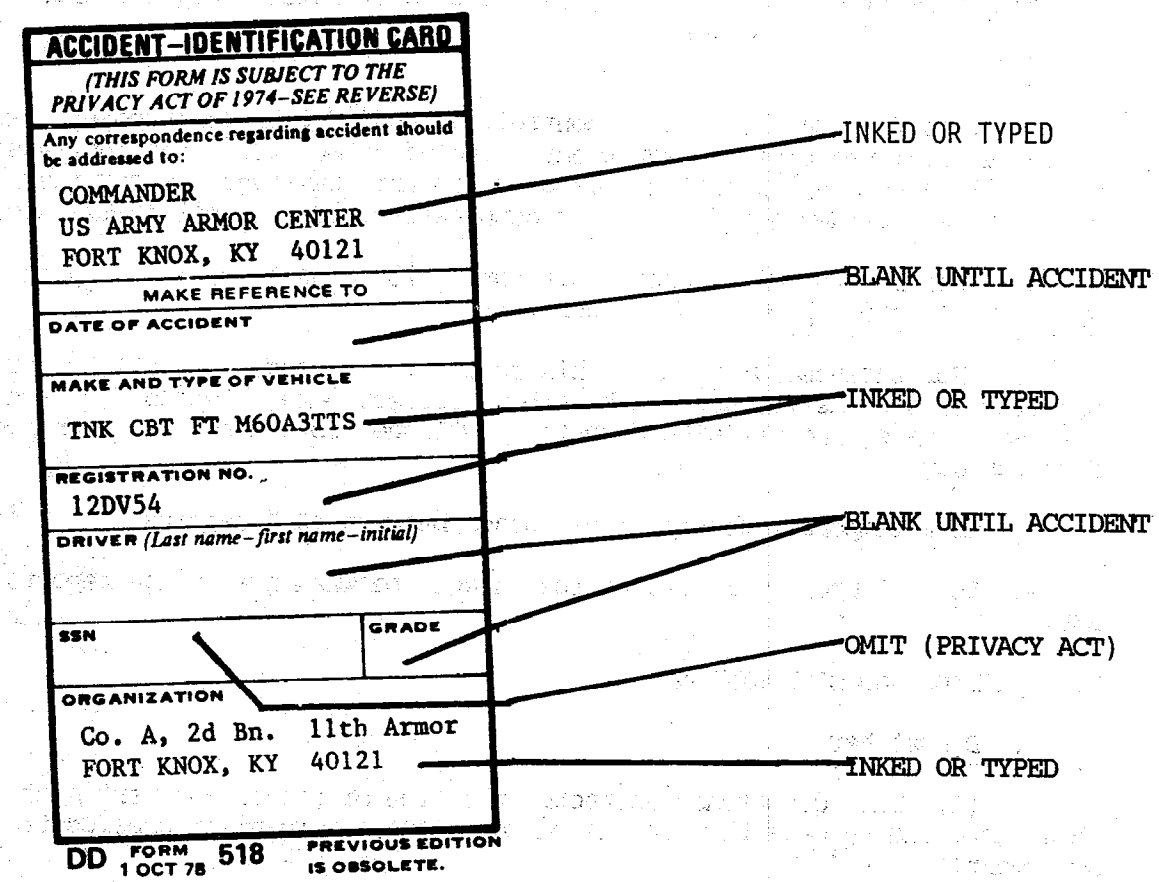
Cross-check:

a. Information on DD Form 518 with data plate on vehicle and equipment records for make and type of vehicle, including registration number.

b. Address at top of form with directive in local SOP.

7. REFERENCES

See FM 21-305, FM 21-306, and AR 385-40 for complete details.



FOR INSTRUCTIONAL USE ONLY

Figure 1-10. DD Form 518, "Accident-Identification Card."

Section VI. MOTOR VEHICLE UTILIZATION RECORD (DD FORM 1970)

1. PURPOSE

This form (fig 1-11 thru 1-13) is a record of motor equipment use.

2. USE

a. This form may be used to control the use of special purpose, combat, tactical, or nontactical vehicles and equipment, including materiel handling equipment. This form will also keep operating time on equipment that requires services based on hours only - this includes generators, air compressors, centrifugal pumps, etc.

b. For regular dispatches, this form will be used until all spaces in either the operator or action section have been filled.

c. For extended dispatch, this form will be used until all spaces in either the operator or destination section have been filled. An extended dispatch will be used whenever the equipment being dispatched will not return to the motor pool within the dispatch day.

d. As a temporary record of oil usage between AOAP samples.

e. As a temporary record of fuel usage between fuel usage reports (as per local SOP).

3. HANDLING AND DISPOSITION

a. Dispatcher.

(1) The dispatcher extracts the time of return and pertinent remarks from this form and records them on the DA Form 2401, "Organizational Control Record for Equipment."

(2) The dispatcher transcribes needed information to a new DD Form 1970, including the new total for oil and fuel.

b. Operator.

(1) Records oil usage (and fuel usage if required by local SOP) during the dispatch.

(2) Returns DD Form 1970 with Equipment record folder at the completion of each day's operation.

c. Completed DD Form 1970.

(1) After information on the form has been transcribed, the last completed DD Form 1970 may be maintained on file until replaced by another completed DD Form 1970. Once replaced, the old DD Form 1970 is destroyed.

(2) You may have no more than two DD Forms 1970 on the equipment: one completed copy on file and one open for dispatch.

4. INSPECTION POINTS

a. Is correct date entered in date block?

b. Was equipment released by individual whose name appears in report to block? If that person is not available, did the person in charge and responsible for the safety and operation of the equipment and operator at that time signed?

c. Has the dispatcher ensured that operational data has been recorded on DA Form 2401, "Organizational Control Record for Equipment."

d. Is heading filled out correctly?

e. Is the total time, hours, and miles correct?

f. Has the operator recorded fuel and oil usage in the remarks section as required?

5. MANAGEMENT USE

Can be used to determine:

a. Location of equipment and purpose for which used.

b. Identity of operator, dispatcher, and official user.

c. Total miles and hours operated while dispatched.

d. Whether equipment is being used properly.

6. CROSS-CHECK PROCEDURE

Cross-check: Similar entries on old or new DD Form 1970 and DA Form 2401, "Organizational Control Record for Equipment."

7. REFERENCE

See DA Pam 738-750 for complete details.

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.
920513	TNK CBT FT M1A1	C-5666	A-24

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL	OIL: E.	T.
CO A, 2D BN, 10TH ARMOR					500 GAL	10 QTS	3 QTS
1ST OPERATOR (Last Name, First, M.I.) DREW FRED E SPC	IN	1115	7348	432	REPORT TO (Last Name, First, M.I.) SMITH DON R CPT		
OPERATOR'S SIGNATURE Fred E Drew	OUT	0800	7248	430	DISPATCHER'S SIGNATURE Tom Clark		
	TOTAL	3:45	50	2			
2D OPERATOR (Last Name, First, M.I.) GARIC DAN J. PFC	IN	1400	7415	435	REPORT TO (Last Name, First, M.I.) SMITH DON R. CPT		
OPERATOR'S SIGNATURE Dan J. Garic	OUT	0800	7348	432	DISPATCHER'S SIGNATURE Tom Clark		
	TOTAL	6:00	67	3			
3D OPERATOR (Last Name, First, M.I.) WILLIAMS DON E. SPC	IN	1600	7420	436	REPORT TO (Last Name, First, M.I.) RENEKER RON S SFC		
OPERATOR'S SIGNATURE Don E Williams	OUT	1200	7445	435	DISPATCHER'S SIGNATURE Tom Clark		
	TOTAL	4:00	15	1			
4TH OPERATOR (Last Name, First, M.I.) PUBLIC JOHN PFC	IN	1430	7500	440	REPORT TO (Last Name, First, M.I.) ADAM TROY E MAJ.		
OPERATOR'S SIGNATURE John Public	OUT	0900	7430	436	DISPATCHER'S SIGNATURE Tom Clark		
	TOTAL	5:30	70	4			

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1. MOTOR POOL		0810		
TO 2. TRAINING AREA 7	0900	1030	Don R Smith, CPT	O.L. E 1QT
TO 3. MOTOR POOL	1115			Fuel 60 GALS
TO 4.			0514	
TO 5. MOTOR POOL		0830		
TO 6. RANGE 12	0945	1300		O.L T 1QT
TO 7. MOTOR POOL	1400		Don R Smith, CPT	Fuel 75 GALS
TO 8.			0515	
TO 9. MOTOR POOL		1215		
TO 10. CCO, 77TH SPT BN	1240	1530	Ron Ranker SFC	
TO 11. MOTOR POOL	1600			Fuel 20 GALS
TO 12.			0516	
TO 13. MOTOR POOL		0930		
TO 14. TRAINING AREA 2	1015	1130		O.L E 2QTS
TO 15. RANGE 3	1145	1345	Troy E Adams MAJ.	
TO 16. MOTOR POOL	1415			Fuel 90 GALS

DD FORM APR 81 1970 EDITION OF FEB 75 MAY BE USED.

FOR INSTRUCTIONAL USE ONLY

Figure 1-11. DD Form 1970, Motor Vehicle Utilization Record.

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.
920513	TRK, WKR, M816	11730	A-19

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL	OILE	"
A CO, 801ST MT BN					205GAL	80T	Ø
1ST OPERATOR (Last Name, First, M.I.) HILGER KEVIN M SPC	IN	1700	14340	393	REPORT TO (Last Name, First, M.I.) REYNA RAUL CSM		
OPERATOR'S SIGNATURE Kevin M Hilger	OUT	0900	14270	389	DISPATCHER'S SIGNATURE Tom Williams		
	TOTAL	8:00	70	4			
2D OPERATOR (Last Name, First, M.I.) SIMON CHAD E SPC	IN	1000	14620	405	REPORT TO (Last Name, First, M.I.) GLASCOCK Boyce W. MAJ.		
OPERATOR'S SIGNATURE Chad E. Simon	OUT	0300	14340	393	DISPATCHER'S SIGNATURE Tom Williams		
	TOTAL	49:00	280	12			
3D OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)		
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE		
	TOTAL						
4TH OPERATOR (Last Name, First, M.I.)	IN				REPORT TO (Last Name, First, M.I.)		
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE		
	TOTAL						

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1. MOTOR POOL		0900		
TO 2. HOPKINSVILLE, KY	1000	1145		
TO 3. CLARKSVILLE, TN	1300	1310	Lawrence CSM	
TO 4. MOTOR POOL	1700			Fuel 206AL
TO 5.			0514	
TO 6. MOTOR POOL		0300		EXTENDED DISPATCH
TO 7. FTX	0500			Fuel 186AL
TO 8.			0515	
TO 9. FTX				DID NOT OPERATE
TO 10.			0516	
TO 11. FTX		0600	Boyce W. Glascock MAJ.	
TO 12. MOTOR POOL	1000			Fuel 76AL
TO 13.				
TO 14.				
TO 15.				
TO 16.				

DD FORM APR 81 1970 EDITION OF FEB 75 MAY BE USED.

FOR INSTRUCTIONAL USE ONLY

Figure 1-12. DD Form 1970, Motor Vehicle Utilization Record (extended dispatch)

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.
920512	GENERATOR 1,5 KW MEP-015A	1742347	AE-7

ORGANIZATION NAME: A CO 801ST MT BN

	ACTION	TIME	MILES	HOURS
1ST OPERATOR (Last Name, First, M.I.): NELSON DANNY L. SPC	IN			
OPERATOR'S SIGNATURE: Danny L Nelson	OUT			
	TOTAL			
2D OPERATOR (Last Name, First, M.I.):	IN			
OPERATOR'S SIGNATURE:	OUT			
	TOTAL			
3D OPERATOR (Last Name, First, M.I.):	IN			
OPERATOR'S SIGNATURE:	OUT			
	TOTAL			
4TH OPERATOR (Last Name, First, M.I.):	IN			
OPERATOR'S SIGNATURE:	OUT			
	TOTAL			

FUEL: 2GAL OIL: 1QT

REPORT TO (Last Name, First, M.I.): RANKIN GARY W. SGT
DISPATCHER'S SIGNATURE: Will D. Boyd
REPORT TO (Last Name, First, M.I.):
DISPATCHER'S SIGNATURE:
REPORT TO (Last Name, First, M.I.):
DISPATCHER'S SIGNATURE:
REPORT TO (Last Name, First, M.I.):
DISPATCHER'S SIGNATURE:

	DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY (Signature)	REMARKS
FROM 1.					198 HOURS
TO 2.	12 MAY 92	0900	1100	Gary W. Rankin Sgt	2 HOURS
TO 3.	13 MAY 92	0700	1100	Gary W. Rankin Sgt	4 HOURS
TO 4.	14 MAY 92	0700	1100	Gary W. Rankin Sgt	4 HOURS
TO 5.	15 MAY 92	0700	1100	Gary W Rankin Sgt	4 HOURS
TO 6.					
TO 7.					
TO 8.					
TO 9.					
TO 10.					
TO 11.					
TO 12.					
TO 13.					
TO 14.					
TO 15.					
TO 16.					

DD FORM APR 81 1970

EDITION OF FEB 75 MAY BE USED.

FOR INSTRUCTIONAL USE ONLY

Figure 1-13. DD Form 1970, Motor Vehicle Utilization Record (operating time)

Section VII. ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT (DA FORM 2401)

1. PURPOSE

This form (fig 1-14) is a record of operators and locations of equipment while it is on dispatch or in use.

2. USE

This form is used by dispatchers to record the dispatch or use of equipment. It also tells commanders who is asking for and using equipment, and lets the commander know where the equipment is and when it should return.

3. HANDLING AND DISPOSITION

a. Form is destroyed one month after entries in column L have been completed.

b. If an accident or other unusual situation occurs, keep the form, until it is released by the investigator.

4. INSPECTION POINTS

a. Is correct information being entered on form at the time of dispatch?

b. Is nomenclature of towed equipment entered in remarks column?

c. If there was a change in dispatchers when form was used for more than 1 day, did new dispatcher sign his name in corresponding line under column m?

d. Are forms being kept one month after all entries in column i have been completed?

e. Is time in column L being completed after each day of operation?

f. Is second operator's name and grade being annotated in column m, if required?

g. Is towed equipment annotated as required.

5. MANAGEMENT USE

Can be used to determine:

a. Who is requesting and using various types and items of equipment.

b. Where equipment is located and its expected time of return.

c. Whether equipment is being used properly.

d. Vehicles that are being overused by a unit.

6. CROSS-CHECK PROCEDURE

Cross-check:

Entries on this form with similar entries on DD Form 1970, "Motor Vehicle Utilization Record."

7. REFERENCE

See DA Pam 738-750 for complete details.

ORGANIZATIONAL CONTROL RECORD FOR EQUIPMENT

For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

Columns a through f will be used for equipment requests.

DATE: 12MAY92 | PAGE NO.: | NO. OF PAGES:

DISPATCHER: Tom Clark

OFFICIAL USER a	REPORTING POINT b	PHONE EXT. NUMBER c	TIME TO REPORT d	EXPECT TIME OF RETURN e	DESTINATION	UNIT IDENTIFICATION NUMBER g	TYPE OF EQUIPMENT h	REGISTRATION NUMBER i	OPERATOR'S NAME AND GRADE j	TIME OUT k	TIME IN l	REMARKS m
ALEXANDER MAJ	HHC	4-1111	0800	1700	AR-A10	A-5	M998	34162	DREW FRED E SPC	0730	1630	
RAMAN PVT	A Supply Rm	4-1234	0730	1630	DR RNG	A-9	M35A2	RB1N2	RUCK Jim PFC	0700	1600	
					13MAY92							
DEADERICK PVT	A CO Supply Rm	4-1234	0600	1700	Supply Point	A-9	M35A2	A8116	SIMON Jim SPC	0545	1700	ROGER Bill L. SPC
HILGER MAJ	HHC	4-1111	0700	1700	DOL	A-5	M998	34162	RAX Dick PFC	0630	1615	
HARRISON PVT	GMD	4-5111	0700	1600	RNG 6	A-8	M35A2	8113	POPE Will SPC	0630	1430	
					14MAY92							Jim Jones
MURRAY CW2	Motor Pool	4-1001	0800	1400	Cedar Rng.	A-7	M998	M11321	RAZOR Dick SPC	0745	1300	
SCHWINGHAMMER COL.	Bde HQ	4-1333	15MAY 0600	COB	St Vito Rng	HQ-6	M998	4332	Williams J.D. SPC	0530		Extended Dispatch
ROSIER CW2	Motor Pool	4-1001	0800	1500	77th Spt Bn	A-7	M998	M11321	WALKER John SPC	0745	1400	

DA FORM 1 APR 80 2401

FOR INSTRUCTIONAL USE ONLY

Figure 1-14. DA Form 2401, "Organizational Control Record for Equipment."

CHAPTER 2

UNIT MAINTENANCE RECORDS

Section I. PREVENTIVE MAINTENANCE SCHEDULE AND RECORD (DD FORM 314)

1. PURPOSE

This form (fig 2-1 and 2-2) is a record of scheduled and performed unit maintenance , lubrication services, and oil samples. It also keeps up with not mission capable (NMCM/NMCS) time.

2. USE

a. This form is used for scheduling periodic services on equipment to include components in a system or subsystem when the technical manual requires a PMCS service to be performed by unit maintenance personnel or under their supervision. Forms should be placed in a visible-type file for convenient reference.

b. The commander having responsibility for the periodic service ensures that the form is prepared and maintained in accordance with DA Pam 738-750.

c. The maintenance supervisor schedules services at least 1 month or 1 service in advance, whichever is the greater period.

d. Show system NMC time. Post NMC time on a separate DD Form 314 for each subsystem specifically identified in AR 700-138, Tables B-1 and B-2. A form must be maintained for the overall system and a separate form is maintained for each of the subsystems. This method maintains NMCS/NMCM time for the combined system and also provides information required to complete the Effects On System (EOS) block of the Materiel Condition Status Report.

e. Show completed periodic services.

f. Schedule oil samples.

g. Show NMC days on equipment to be reported under AR 700-138. NMC time is kept only on equipment that is reported under AR 700-138, Tables B-1 and B-2, as a single item or as a subsystem.

3. The completed form is destroyed after transferring the information contained in blocks registration number, administration number, nomenclature, model, and assigned to. In the Remarks block of the new form is recorded any NMCS and NMCM for the current DA Form 2406 reporting period before the old form is destroyed. This information is needed to complete the Dec 16-Jan 15 Materiel Condition Status Report. The first service of the new year and any other remarks pertaining to scheduled services must be posted to the new form before the old one is destroyed.

4. INSPECTION POINTS

a. Is a DD Form 314 initiated for each item of equipment requiring periodic preventive maintenance service (except for those items that are common issue to the individual soldier)?

b. Is the heading of the form filled out correctly?

c. Is the proper symbol and mileage entered in pencil on the date a scheduled service is due?

d. Are , , , and symbols used properly to identify the period of time that the equipment is not mission capable?

e. Has the proper symbols and mileage at completion of the service been entered in ink when the service was completed?

f. Has the next scheduled preventive maintenance service been scheduled correctly with regards to the variance factor rule? Has the variance factor been violated?

g. Are services forecasted at least 1 month or 1 service in advance, whichever is the greater period?

h. Are maintenance personnel fulfilling unit maintenance requirements for performing scheduled services quarterly (3 months), or semiannually for track vehicles; semiannual (6 months) for wheel vehicles? Note. Some vehicles require periodic services at different intervals. Refer to appropriate TMs.

i. Has each trailer been scheduled on a separate form concurrently with its towing vehicle, and is monthly lubrication of trailers, if required, scheduled?

j. Has equipment placed in administrative storage received scheduled service during processing?

k. Has proper use been made of visual signal system (green-- lubrication; yellow scheduled service; red--NMC)?

l. Does the DD Form 314 schedule ensure that planned service work load is distributed evenly throughout the period, based on experience factor, type of equipment, and capabilities of the maintenance platoon?

m. Does the year appear in the shaded block in either upper or lower left corner?

n. Is the next AOAP sample scheduled?

o. In the nomenclature block is LIN number and the equipment category code listed for equipment reported under AR 700-138? Is the End Item Code (EIC) entered for equipment reportable under SAMS?

5. MANAGEMENT USE

Can be used to determine

a. That maintenance is scheduled properly and performed within prescribed allowance factors.

b. NMC time and maintenance category responsible for the NMC time.

c. Projected work load.

d. Materiel readiness status.

6. CROSS-CHECK PROCEDURES

Cross-check:

a. Scheduled (pencil entries) date, type service, and miles or hours with Equipment Identification Card.

b. Not mission capable time with DA Form 2407 or DA Form 2406.

c. NMCS and NMCM time for unit and support posted in remarks section, back side of DD Form 314.

d. You can use a matrix as shown in the remarks block in Fig 2-2 to record NMCS/NMCM days for the entire system. This method provides a quick reference for determining which subsystem to enter in the EOS block of the Materiel Condition Status Report. This is a "quick look block" for the monthly Materiel Condition Status Report.

7. REFERENCE

AR 700-138 and DA Pam 738-750.

DD FORM 1 DEC 68 314 PREVIOUS EDITIONS OF THIS FORM MAY BE USED

PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO

JAN	
FEB	Q3 1760
MAR	
APR	
MAY	Q4 2190
JUN	
JUL	
AUG	Q1 2415
SEP	26
OCT	
NOV	Q2 3165
DEC	

REMARKS
QUARTERLY LUB DUE Q1 Q3
SEMIANNUAL LUB DUE Q2
ANNUAL LUB DUE Q4
} 3 PENCIL ENTRIES

DATE RECEIVED	RECEIVED FROM	DISPOSITION

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO
C5666	A-24	TNK, TBT FT FB T13169	M60A3 TTS	CO A, 2nd BN, 11TH ARMOR

82 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

This portion is provided for convenience in typing the lower lines on BOTH SIDES.
To be detached prior to placing in KARDEX or other visible-type file.

GPO : 1983 O - 416-723

FOR INSTRUCTIONAL USE ONLY

Figure 2-1. DD Form 314, "Preventive Maintenance Schedule and Record." (frontside - schedule and record services)

DD FORM 1 DEC 53 314 PREVIOUS EDITIONS OF THIS FORM MAY BE USED PREVENTIVE MAINTENANCE SCHEDULE AND RECORD

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN																															
FEB		S	S	O																											
MAR			O	O	O																										
APR																															
MAY	O	O	S	S	X	X	X	X	X	X	X																				
JUN																				O	S	S									
JUL																															
AUG												O	S	O	X	X	X	X	X												
SEP																															
OCT																															
NOV																															
DEC																															

REMARKS

ODOMETER REPLACED AT 500 MILES. NEW READING @ 2240 MILES. HOURMETER REPLACED AT 100 HOURS. NEW READING @ 2240 HOURS.

Pencil ENTRY

NONAVAILABLE DAYS

ORG		SPT	
S	M	S	M

DATE RECEIVED	RECEIVED FROM	DISPOSITION

REGISTRATION NUMBER	ADMINISTRATION NO.	NOMENCLATURE	MODEL	ASSIGNED TO
C5666	A-24	TNK, CBT, FT FB T13169	M60A3 TTS	CO A, 2ND BN. 11TH ARMOR

12	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

This portion is provided for convenience in typing the lower lines on BOTH SIDES.
To be detached prior to placing in KARDEX or other visible-type file.

GPO : 1983 O - 416-723

FOR INSTRUCTIONAL USE ONLY

Figure 2-2. DD Form 314, "Preventive Maintenance Schedule and Record." (backside - record NMC time)

Section II. EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET (OPERATOR) (DA FORM 2404)

1. PURPOSE

This form (fig 2-3 thru fig 2-6) provides a standard procedure for temporarily recording equipment faults and deficiencies found during operator's daily inspection.

2. USE

When used by an equipment operator or crew for recording before-, during-, and after-operation inspections and services, only those faults that cannot be corrected by the operator, crew, or that are corrected by replacing parts, are recorded. Faults which have been previously recorded on DA Form 2408-14 (Uncorrected Faults Record) need not be listed on DA Form 2404.

3. HANDLING AND DISPOSITION

After faults have been recorded, the completed DA Form 2404 is given to the maintenance supervisor. Pertinent data is entered in column d, "Corrective Action", when faults are corrected by the mechanic and uncorrected faults are transcribed by the maintenance supervisor to the DA Form 2408-14 (Uncorrected Faults Record) or DA Form 2407, "Maintenance Request." After these actions are completed, DA Form 2404 may be destroyed, after being reviewed by the section leader unless an NMC deficiency is recorded on the form. DA Forms 2404 on which NMC deficiencies are recorded as a result of meeting the criteria of the Preventive Maintenance Checks and Services (PMCS) table of the operator's technical manual will be retained until the last deficiency has been corrected or the equipment returned to FMC status.

4. INSPECTION POINTS

a. Are blocks 4a, 4b, 5, and 8a completed before the operator turns in the DA Form 2404 to his tactical or maintenance supervisor after faults are found, or repair parts used by the operator have been recorded? (Blocks 4a, b, are completed when the operator turns in the DA Form 2404 and requests assistance. Does block 4a state miles or kilometers?

b. Is the most current operator's manual (-10) being used? Does the date in block 7 reflect the date of publication?

c. Does the date appear in column c and initials in column e when no new faults have been found?

d. Is the appropriate status symbol being entered in column b to reflect the fault described in column c?

e. Is corrective action or reference to other DA forms being entered in column d?

f. Are faults being listed in TM item number sequence?

g. Are TM item numbers circled which contain readiness reporting criteria and place the equipment in NMC status.

h. Are the initials of the individual who corrected the fault placed in column e? Are the initials of the quality control inspector placed over any "X" status symbol in column b to signify quality control of all repaired status symbol X faults?

i. Are only the initials of the commander or his designated representative (maintenance supervisor) found in column e reflecting entries on DA Form 2408-14 (Uncorrected Faults Record) or DA Form 2407, "Maintenance Request"?

j. Is the maintenance supervisor or designated representative signature in block 9a once the corrective action has been completed.

5. MANAGEMENT USE

Can be used to determine:

a. Adequacy of operator before-, during-, and after-operation maintenance.

b. Currency of publications being used to perform maintenance.

c. Operational status of equipment.

6. CROSS-CHECK PROCEDURE

Cross-checks:

a. Publication and date listed in block 7 with publication actually being used and current DA Pamphlet 25-30.

b. DA forms referenced in column d, corrective action of the DA Form 2404. Insure that appropriate entries and dates are in agreement on DA Form 2408-14 (Uncorrected Faults Record) or DA Form 2407, "Maintenance Request," as appropriate, for the fault recorded.

c. Entries in blocks 4a, b, and 5 with similar date, mileage, and hour entries recorded on DD Form 1970.

d. Corrective action based on Maintenance Allocation Chart (MAC) in -20 series manual for faults recorded in column c.

7. REFERENCE

DA Pam 738-750.

All

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
CO A 2ND BN 11TH ARMOR	TNK CBT FT M1A1

3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
C5666						PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-10/ W/C3	DEC 85		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person (s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		12 MAY 92		FD
		13 MAY 92		FD
		14 MAY 92	W	FD
		15 MAY 92		FD

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-3. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." (no faults noted)

A-11

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL					
CO A 2nd BN 11TH ARMOR	TNK CBT FT M1A1					
3. REGISTRATION/SERIAL/NSN	**4a. MILES**	**b. HOURS**	**c. ROUNDS FIRED**	**d. HOT STARTS**	**5. DATE**	**6. TYPE INSPECTION**
C5666	M1601	102			17 MAY 92	PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-10-1 W/C 3	Dec 85		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
Fred Drew SPC				

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		16 MAY 92		FD
7	/	SHOCK ABSORBER		
		BROKEN		
(28)	X	COMMANDER SEAT		
		UNSERVICEABLE		
33	/	INDICATOR CONTINUOS		
		TO POP OUT		

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-4. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." (faults identified)

A-11

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
CO A 2nd BN 11th ARMD CR	TWIC CBT FT M1A1

3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
C5666	M1601	102			17MAY92	PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-10-1 w/C3	Dec 85		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
Fred Drew SFC		Fred Jones SFC		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		16 MAY 92		FD
7	/	SHOCK ABSORBER	2138-0101	
		BROKEN	2540-01-168-2680	FJ
(28)	X	COMMANDER SEAT	REPLACED SEAT	
		UNSERVICEABLE		JM
33	/	INDICATOR CONTINUES	REPAIRED INDICATOR	
		TO POP OUT		JM

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-5. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." (corrective actions taken)

A-11

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
CO A 2NN BN, 11TH ARMOR	TNK CBT FT M1A1

3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
C5666	M1601	102			17 MAY 92	PMCS

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-10/1 W/C 3	DEC 85		

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
Fred Drew SPC		James R Readines CPT		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
		16MAY92		FD
		17MAY92		
(8)	X	#2 TORSION BAR	CLEARED FOR LIMITED	
		BROKEN	OPERATIONS. RETURN	
			TO THE MOTOR POOL	JAR
(8)	X	#2 TORSION BAR		
		BROKEN		

DA FORM 2404 1 APR 79 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-6. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." "Circle X" Status Symbol

Section III. EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET (PERIODIC PM SERVICES) (DA FORM 2404)

1. PURPOSE

This form (fig 2-7 and 2-8) provides a standard procedure for temporarily recording faults and deficiencies found during periodic preventive maintenance services.

2. USE

Used by unit maintenance personnel for recording periodic preventive maintenance services. All faults found to exist at the time of inspection are entered, regardless of the category of maintenance responsible for the repair, and regardless of whether faults are already recorded on DA Form 2408-14 (Uncorrected Faults Record).

3. HANDLING AND DISPOSITION

Destroy the DA Form 2404 used for a periodic service after all uncorrected faults have been moved to a DA Form 2408-14 or DA Form 2407. Forms carrying a status symbol X will be kept until the X is cleared.

4. INSPECTION POINTS

a. Is the entire heading of the form filled out including blocks 4a-b, 5, and 7?

b. Are all fault recorded regardless of the category responsible for repair or replacement?

c. Did the unit mechanic who conducted the inspection sign his name at completion of the inspection phase of the PM service?

d. Are TM item numbers listed in numerical sequence?

e. Is there an appropriate status symbol recorded in column b for each fault recorded in column c?

f. Is column d used for reference to other DA forms or corrective actions as required?

g. Are the initials of the individual who corrected the fault placed in column e? Is the last name initial of the quality control inspector placed over the status symbol in column b to signify quality control for all repaired status symbol X faults?

h. Are only the initials of the commander or his designated representative found in column e reflecting entries on DA Form 2408-14 (Uncorrected Faults Record) or DA Form 2407, "Maintenance Request"?

5. MANAGEMENT USE

Can be used to determine:

a. Problem trends.

b. Quality of operator crew maintenance being performed.

c. Repair parts and service required during the performance of the service.

6. CROSS-CHECK PROCEDURES

Cross-check:

a. Publication and date listed in block 7 with publication actually being used and current. (DA Pamphlet 25-30)

b. DA forms referenced in column d, corrective action of the DA Form 2404. Insure that appropriate entries and dates are in agreement on DA Form 2408-14 (Uncorrected Faults Record) or DA Form 2407, "Maintenance Request," as appropriate, for the fault recorded.

c. Corrective action based on Maintenance Allocation Chart (MAC) in -20 series manual for faults recorded in column c.

d. During the inspection phase, the mechanic listed those faults recorded on DA Form 2408-14 (Uncorrected Faults Record).

7. REFERENCE

See DA Pam 738-750 for complete details.

A-11

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
CO A 2ND BN 11TH ARMOR	TNK CBT FT M1A1

3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
C5666	M1601	102			18 MAY 92	SEMIANNUAL

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-20-1-1 w/c 1	JAN 88	9-2350-264-20-2-1 w/c 6	NOV 87

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
Joe Murphy SGT				

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
2	/	ENGINE AND TRANS. O.L COOLERS DIRTY		
(42)	X	SUPPORT ROLLER BEARING NEED Adj.		
(44)	X	TRACK Adj. PRESSURE VALVE BROKEN		
		TM 9-2350-264-20-2-1		
6	/	COLLIMATOR ASSEMBLY window wetness inside		

DA FORM 1 APR 79 2404 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-7. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." (faults identified)

A-11

EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

1. ORGANIZATION	2. NOMENCLATURE AND MODEL
CO A 2ND BN 11TH ARMOR	TNK CBT FT M1A1

3. REGISTRATION/SERIAL/NSN	4a. MILES	b. HOURS	c. ROUNDS FIRED	d. HOT STARTS	5. DATE	6. TYPE INSPECTION
C5666	M1601	102			18MAY92	SEMIANNUAL

7. APPLICABLE REFERENCE

TM NUMBER	TM DATE	TM NUMBER	TM DATE
9-2350-264-20-1-1 w/c/1	JAN 88	9-2350-264-20-2-1 w/c/1	NOV 87

COLUMN a — Enter TM item number.

COLUMN b — Enter the applicable condition status symbol.

COLUMN c — Enter deficiencies and shortcomings.

COLUMN d — Show corrective action for deficiency or shortcoming listed in Column c.

COLUMN e — Individual ascertaining completed corrective action initial in this column.

STATUS SYMBOLS

"X"—Indicates a deficiency in the equipment that places it in an inoperable status.

CIRCLED "X"—Indicates a deficiency, however, the equipment may be operated under specific limitations as directed by higher authority or as prescribed locally, until corrective action can be accomplished.

HORIZONTAL DASH "(-)"—Indicates that a required inspection, component replacement, maintenance operation check, or test flight is due but has not been accomplished, or an overdue MWO has not been accomplished.

DIAGONAL "(/)"—Indicates a materiel defect other than a deficiency which must be corrected to increase efficiency or to make the item completely serviceable.

LAST NAME INITIAL IN BLACK, BLUE-BLACK INK, OR PENCIL-Indicates that a completely satisfactory condition exists.

FOR AIRCRAFT-Status symbols will be recorded in red.

ALL INSPECTIONS AND EQUIPMENT CONDITIONS RECORDED ON THIS FORM HAVE BEEN DETERMINED IN ACCORDANCE WITH DIAGNOSTIC PROCEDURES AND STANDARDS IN THE TM CITED HEREON.

8a. SIGNATURE (Person(s) performing inspection)	8b. TIME	9a. SIGNATURE (Maintenance Supervisor)	9b. TIME	10. MANHOURS REQUIRED
Joe Murphy SGT		Fred Jones SFC		

TM ITEM NO. a	STATUS b	DEFICIENCIES AND SHORTCOMINGS c	CORRECTIVE ACTION d	INITIAL WHEN CORRECTED e
2	/	ENGINE AND TRANS.		
		O.L COOLANT DIRTY	Cleaned Coolers	FO
(42)	X	SUPPORT ROLLER		
		BEARINGS need Adj.	Adjusted Bearings	JM
(44)	X	TRACK Adj. PRESSURE		
		VALVE BROKEN	Replace VALVE	JM
		TM 9-2350-264-20-2-1		
6	/	COLLIMATOR ASSEMBLY	2138-0105	
		Window wetness inside	2350-01-381-4782	FJ

DA FORM 2404 1 APR 79 — Replaces edition of 1 Jan 64, which will be used

FOR INSTRUCTIONAL USE ONLY

Figure 2-8. DA Form 2404, "Equipment Inspection and Maintenance Worksheet." (faults corrected)

Section IV. UNCORRECTED FAULTS RECORD (DA FORM 2408-14)

1. PURPOSE

The DA Form 2408-14 (fig 2-9) is a record of uncorrected faults and deferred maintenance actions on equipment.

2. USE

a. The DA Form 2408-14 serves as a record of uncorrected faults and deferred maintenance actions.

b. The commander or the commander's designated representative will determine when a fault will be transcribed to DA Form 2408-14.

c. Deferred status symbol (-) and diagonal (/) faults can be entered on the DA Form 2408-14

d. A DA Form 2408-14 will be kept on any item, or group of items, that has an open deferred maintenance action.

e. When a deferred maintenance action exists on an item of equipment, the DA Form 2408-14 will be with the equipment when the equipment is undergoing maintenance, on dispatch, under operation, or undergoing a service or inspection.

f. Operators or crews will check the DA Form 2408-14 before each dispatch.

g. Maintenance supervisors or leaders will review the form periodically (not less than every two weeks).

3. HANDLING AND DISPOSITION

Destroy the DA Form 2408-14 after the form has been filled up and all the faults have been fixed or moved to a new DA Form 2408-14 or other maintenance forms.

4. INSPECTION POINTS

a. Are entries being transcribed from column c of DA Form 2404, "Equipment Inspection and Maintenance Worksheet"?

b. Is the date that the fault was transcribed being entered in column d?

c. Are all applicable uncorrected faults on equipment being transcribed from DA Form 2404 to DA Form 2408-14?

d. Do columns b and c adequately reflect the fault and action taken, to include NSN and document number?

e. Are proper status symbols being used in column a and are they in accordance with faults found in column b?

f. Is DA Form 2408-14 being used as a "catch all" without necessary corrective action being initiated?

g. Is the person who corrects the fault placing the date in column f and the first initial of his last name over the status symbol in column a when the fault is corrected?

h. Check for delay in posting and initiating corrective action on uncorrected faults.

i. Check to ensure that only status symbol dash (-) or diagonal (/) faults are entered on the form.

j. Is the signature in column e that of the commander or his designated representative?

5. MANAGEMENT USE

Can be used to determine:

a. Uncorrected faults on equipment.

b. What repair parts are on order.

c. Document numbers and NSN's of requested repair parts.

d. Reason for delay.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Information recorded from DA Form 2404 to DA Form 2408-14.

b. Document numbers in column c with document register (DA Form 2064) for validity and status of repair part request.

7. REFERENCE

DA Pam 738-750.

For use of this form, see DA PAM 738-751; the proponent agency is DCSLOG.

1. NOMENCLATURE	2. MODEL	3. SERIAL NUMBER
TANK COMBAT FT	M1A1	C5666

STATUS SYMBOL a	FAULT b	REASON FOR DELAY c	DATE (From DA Form 2404 or 2408-13) d	ENTRY APPROVED (Signature) e	DATE (To DA Form 2407 or 2408-13) f
/	TOW HOOK MISSING 1EA	2132-0101 2540-01- 2134-0106	12MAY92	Fred Jones	
M	LEFT REAR FENDER CRACKED	2350-01-326-7112 2140-0110	14MAY92	Fred Jones	20MAY92
/	INSTRUMENT PANEL LIGHT LENS TRACKED	6240-01-337-7345 2143-0112	20MAY92	Fred Jones	
M	SHOCK ABSORBER	2350-01-300-1411 2150-0102	23MAY92	Fred Jones	30MAY92
/	INDICATOR BROKEN	2350-01-116-3411	30MAY92	Fred Jones	

DA FORM 2408-14, JAN 64 — UNCORRECTED FAULT RECORD

FOR INSTRUCTIONAL USE ONLY

Figure 2-9. DA Form 2408-14 "Uncorrected Faults Record"

Section V. MAINTENANCE REQUEST (DA FORM 2407)

1. PURPOSE

The maintenance request form (fig 2-10 thru 2-12) is used at unit level to:

a. Request maintenance services and repairs.

b. Request accomplishment of modification work orders.

c. Submission of warranty claim action.

2. USE.

At the unit level the DA Form 2407 is used to:

a. Provide maintenance information to all management levels.

b. Ask supporting units to do maintenance, to include repairs beyond the supported unit's authorized capability, application of MWO's and required lubrication or assembly of items.

c. Send in warranty claim actions.

d. Request an estimated cost of damage or technical inspection to classify the serviceability/repairability of an item before turn-in for replacement.

3. HANDLING AND DISPOSITION

a. Requesting repairs. The requesting unit prepares the maintenance request and sends it with the equipment and the equipment records to the support activity. The support activity assigns a work order number, completes block 24 and returns the receipt copy (no. 1) to the requesting unit.

b. When equipment has been repaired, the support activity will return copy no. 4, the unit copy, to the requesting unit, who retains it for 90 days, then destroys it. When used for MWO, copy no. 4 is destroyed once the MWO has been applied. Copy number 5 reporting DAMWO accomplishment will be retained by the SSA until the next DAMWO validation.

4. INSPECTION POINTS

a. Is the signature of individual authorized (maintenance supervisor) to submit DA Form 2407 used in block 23? Is Julian date entered in Julian date block?

b. Are proper codes from DA Pam 738-750 being used?

c. Is proper issue priority designator code being used?

d. Does description in block 16 reflect deficiencies or symptoms only?

e. Has the commander or his designated representative signed the authentication block for PDs 01-10?

f. Is appropriate code used when entries in blocks 14 and 15 reflect other?

g. Is the unit copy 4 returned with the repaired item?

h. Is the End Item Code(EIC) entered in section I, (WESDC block) of DA Form 2407?

5. MANAGEMENT USE

Can be used to determine:

a. Maintainability.

b. Product improvement requirements.

c. Quality of maintenance being performed.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Entries in blocks 23, 24, and 26 with similar entries on DA Form 2405, "Maintenance Request Register."

b. Control number and blocks 16 on DA Form 2407 with entries on DA Form 2404, "Equipment Inspection and Maintenance Worksheet."

c. Entries in block 16a (NMCS, NMCM) recorded on DD Form 314.

d. Entries in DA Form 2407 with block 10 of DA Form 2406.

7. REFERENCE

See DA Pam 738-750 for complete details.

MAINTENANCE REQUEST
For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG.

PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLB-1047(R1)

SECTION I – EQUIPMENT DATA

CONTROL NUMBER	WORK ORDER NUMBER	[redacted] FIC	ORG PD	PD AUTHENTICATION
		AAB	02	James R Readiness CAT

WORK REQUEST	1a. ORGANIZATION	b. LOCATION	c. UNIT IDENT CODE
☐ MWO ☐ WARRANTY CLAIM	COA 2ND BN 11TH ARMOR	FT KNOX, KY 40121	WAUXAO

SERIAL NO.	3. NOUN NOMENCLATURE	4. LINE NO.	5. MODEL	6. NATIONAL STOCK NUMBER
55666	TNK CBT FT	T13168	M1A1	2350-01-087-1095

MAINTENANCE ACTIVITY	a. LEVEL	8. UTILIZATION CODE	9. MCSR ITEM	a. ERC	b. PACING ITEM	10. HOURS	11. MILES	12. ROUNDS	13. STARTS
2B 2ND FSB	F	Ø	YES	A	YES	106	M1601		

FAILURE DETECTED DURING *(Select one - use √ or X)*
A Scheduled Maintenance ☐ C Test ☐ E Storage ☐ G Flight
B Handling ☒ D Normal Op ☐ F Inspection ☐ H Other

15. FIRST INDICATION OF TROUBLE *(Select one - use √ or X)*
☐ 068 Inoperative ☒ 258 Overheating ☐ 790 Out of Adjustment
☐ 008 Noisy ☐ 387 Low Performance ☐ Other

DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM *(Do not describe repairs)*

TRANSMISSION OVERHEATING

REMARKS
POC FRED JONES SFC
PHONE # 624-4141 NMC

PREPARATION INSTRUCTIONS
(Prior to using this form, read DA PAM 738-750 for detailed preparation instructions)

(1) Place a "√" or an "X" in the box for the type action required.

(2) Enter the WESDC if the item is Materiel Condition Status Reportable.

(3) Enter the priority designator as determined from the urgency of need and force activity designator.

(4) The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08.

(5) Block 1a. Enter the name of the organization submitting the request.

(6) Block 1b. Enter the unit submitting the request; units overseas enter APO only.

(7) Block 1c. Enter the unit identification code of the unit in block 1a.

(8) Block 2. Enter the equipment serial no. For ammunition, enter the lot number. For administrative use vehicles enter the USA registration number.

(9) Block 3. Enter the noun abbreviation of the item.

(10) Block 4. Enter the item line number, if applicable.

(11) Block 5. Enter the model number.

(12) Block 6. Enter the national stock number of the item listed in block 3.

(13) Block 7. Enter the name of the support activity.

(14) Block 7a. Enter the symbol of the maintenance category (O, F, H, D or L).

(15) Block 8. Enter the utilization code.

(16) Block 9. Enter the word "yes" if the item is Materiel Condition Status Reportable.

(17) Block 9a. Enter the equipment readiness code, if applicable.

(18) Block 9b. Enter the word "yes" if the item is a pacing item.

(19) Block 10. Enter the hour reading, if applicable.

(20) Block 11. Enter the mileage from the odometer, if applicable.

(21) Block 12. Enter the total rounds fired, if applicable.

(22) Block 13. For turbine engines, enter the number of hot starts.

(23) Block 14. Enter a "√" or an "X" in the proper block.

(24) Block 15. Enter a "√" or an "X" in the proper block.

(25) Block 16. Describe briefly the fault or symptoms needing correction.

23. SUBMITTED BY	24. RECEIVED BY
JJ.	
JULIAN DATE	JULIAN DATE
2134	

A FORM MAY 81 2407 EDITION OF JUL 79 IS OBSOLETE. RECEIPT COPY 1

FOR INSTRUCTIONAL USE ONLY

Figure 2-10. DA Form 2407, "Maintenance Request." (As used to request repairs.)

MAINTENANCE REQUEST
For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG.

PAGE NO. | NO. OF PAGES | REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)

SECTION I – EQUIPMENT DATA

CONTROL NUMBER	WORK ORDER NUMBER	EIC	ORG PD	PD AUTHENTICATION
	A77162	AAB	02	James R. Readines CPT

☒ WORK REQUEST ☐ MWO ☐ WARRANTY CLAIM

1a. ORGANIZATION	b. LOCATION	c. UNIT IDENT CODE
CoA 2nd BN 11TH ARMOR	FT KNOX KY 40121	WAUXAO

2. SERIAL NO.	3. NOUN NOMENCLATURE	4. LINE NO.	5. MODEL	6. NATIONAL STOCK NUMBER
C5666	TNK CBT FT	T13168	M1A1	2350-01-087-1095

7. MAINTENANCE ACTIVITY	a. LEVEL	8. UTILIZATION CODE	9. MCSR ITEM	a. ERC	b. PACING ITEM	10. HOURS	11. MILES	12. ROUNDS	13. STARTS
CoB 2nd FSB	F	Ø	YES	A	YES	106	M1601		

14. FAILURE DETECTED DURING (Select one - use √ or X)
☐ A Scheduled Maintenance ☐ C Test ☐ E Storage ☐ G Flight
☐ B Handling ☒ D Normal Op ☐ F Inspection ☐ H Other

15. FIRST INDICATION OF TROUBLE (Select one - use √ or X)
☐ 068 Inoperative ☒ 258 Overheating ☐ 790 Out of Adjustment
☐ 008 Noisy ☐ 397 Low Performance ☐ Other

16. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)

TRANSMISSION OVERHEATING

16a. REMARKS
POC Fred Jones SFC Phone # 624-4441
NMCS FROM 2134 TO 2137 NMCM FROM 2138 TO 2141
NMC

SECTION II – WORK ACCOMPLISHED

17a. REPAIR ORGANIZATION/ACTIVITY	c. UNIT IDENT CODE	18. TYPE ORGANIZATION/ACTIVITY ACCOMPLISHING WORK (Select one - use √ or X)	19. AMS ACCOUNT CODE
CoB 2nd FSB	WA2CAA	☒ 1 TOE ☐ 2 TD ☐ 3 CONTRACTOR	

b. LOCATION: FT KNOX KY 40121

20a. ACT CODE	b. FAILURE CODE	c. COMPONENT/PART NOUN, SVC, OR MWO NO.	d. CB CODE	e. REF DESIGNATOR	f. MFR CODE	MANHOURS (Hrs & tenths) g	NATIONAL STOCK NUMBER h	i. PART SOURCE CODE	j. QTY	k. PARTS COST
F		TRANSMISSION				1.0				
A	258	TRANSMISSION				7.0	5430-01-221-9305		1	
G		TRANSMISSION				1.0				

l. TOTAL MANHOURS	m. TOTAL MANHOURS COST	n. TOTAL PARTS COST
9.0	$	$

21. DELAY (Select one) ☐ 1 Parts ☐ 2 Manpower ☐ 3 Facilities ☐ 4 Funds ☐ 5 Tools
22. ☐ DATA TRANSCRIBED

23. SUBMITTED BY	24. RECEIVED BY	25. WORK STARTED BY	26. INSPECTED BY	27. ACCEPTED BY
J.J.	F.R.	R.J.	E.R.	Y.J.
JULIAN DATE 2134	JULIAN DATE 2134	JULIAN DATE 2138	JULIAN DATE 2141	JULIAN DATE 2141

28. DISPOSITION (Select one)
☒ A To User ☐ C Salvaged
☐ B To Stock ☐ D Evacuated
☐ E Cannibalization

DA FORM MAY 81 2407 EDITION OF JUL 79 IS OBSOLETE. ORGANIZATION COPY 4

FOR INSTRUCTIONAL USE ONLY
Figure 2-11. DA Form 2407, "Maintenance Request."
(As used to report repairs accomplished.)

MAINTENANCE REQUEST
For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG.

PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLB-1047(R1)

SECTION I – EQUIPMENT DATA

CONTROL NUMBER	WORK ORDER NUMBER	EIC	ORG PD	PD AUTHENTICATION
		AAB	02	James L. Readiner CPT.

☐ WORK REQUEST ☒ MWO ☐ WARRANTY CLAIM

1a. ORGANIZATION	b. LOCATION	c. UNIT IDENT CODE
CO A 2ND BN 11TH ARMOR	FT KNOX KY 40121	WAUXAO

2. SERIAL NO.	3. NOUN NOMENCLATURE	4. LINE NO.	5. MODEL	6. NATIONAL STOCK NUMBER
C5666	TNK CBT FT	T13168	M1A1	2350-01-087-1095

7. MAINTENANCE ACTIVITY	a. LEVEL	8. UTILIZATION CODE	9. MCSR ITEM	a. ERC	b. PACING ITEM	10. HOURS	11. MILES	12. ROUNDS	13. STARTS
CO B 2ND BSB	F	G	YES	A	YES	106	M1601		

14. FAILURE DETECTED DURING *(Select one - use ✓ or X)*
☐ A Scheduled Maintenance ☐ B Handling ☐ C Test ☐ D Normal Op ☐ E Storage ☐ F Inspection ☐ G Flight ☐ H Other

15. FIRST INDICATION OF TROUBLE *(Select one - use ✓ or X)*
☐ 068 Inoperative ☐ 008 Noisy ☐ 258 Overheating ☐ 397 Low Performance ☐ 790 Out of Adjustment ☐ Other

16. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM *(Do not prescribe repairs)*

REQUEST MWO 9-2350-264-2-3 BE APPLIED

16a. REMARKS
POC SFC FAAS JOHNS
PHONE # 624-4441

PREPARATION INSTRUCTIONS
(Prior to using this form, read DA PAM 738-750 for detailed preparation instructions)

(1) Place a "✓" or an "X" in the box for the type action required.

(2) Enter the WESDC if the item is Materiel Condition Status Reportable.

(3) Enter the priority designator as determined from the urgency of need and force activity designator.

(4) The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08.

(5) Block 1a. Enter the name of the organization submitting the request.

(6) Block 1b. Enter the unit submitting the request; units overseas enter APO only.

(7) Block 1c. Enter the unit identification code of the unit in block 1a.

(8) Block 2. Enter the equipment serial no. For ammunition, enter the lot number. For administrative use vehicles enter the USA registration number.

(9) Block 3. Enter the noun abbreviation of the item.

(10) Block 4. Enter the item line number, if applicable.

(11) Block 5. Enter the model number.

(12) Block 6. Enter the national stock number of the item listed in block 3.

(13) Block 7. Enter the name of the support activity.

(14) Block 7a. Enter the symbol of the maintenance category (O, F, H, D or L).

(15) Block 8. Enter the utilization code.

(16) Block 9. Enter the word "yes" if the item is Materiel Condition Status Reportable.

(17) Block 9a. Enter the equipment readiness code, if applicable.

(18) Block 9b. Enter the word "yes" if the item is a pacing item.

(19) Block 10. Enter the hour reading, if applicable.

(20) Block 11. Enter the mileage from the odometer, if applicable.

(21) Block 12. Enter the total rounds fired, if applicable.

(22) Block 13. For turbine engines, enter the number of hot starts.

(23) Block 14. Enter a "✓" or an "X" in the proper block.

(24) Block 15. Enter a "✓" or an "X" in the proper block.

(25) Block 16. Describe briefly the fault or symptoms needing correction.

23. SUBMITTED BY	24. RECEIVED BY
J.J.	
JULIAN DATE	JULIAN DATE
2138	

DA FORM MAY 81 2407 EDITION OF JUL 79 IS OBSOLETE. RECEIPT COPY 1

FOR INSTRUCTIONAL USE ONLY

Figure 2-12. DA Form 2407, "Maintenance Request." (Request for MWO to be applied by direct support.)

Section VI. MAINTENANCE REQUEST (DA FORM 5504)

1. PURPOSE

The DA Form 5504 serves as a request for maintenance support. The DA Form 5504 gives information to all levels of maintenance management and is the source of information for the Army's work order data base at U.S. Army Materiel Readiness Support Activity (MRSA).

2. USE.

The maintenance request form (fig 2-13 thru 2-15) is used at unit level to:

a. Ask supporting units to do maintenance, to include repairs beyond the supported unit's authorized capability, application of MWO's and required lubrication or assembly of items.

b. Report work on DA-directed items under an approved sampling plan.

c. Initiate work requests that may become warranty claim actions.

d. Show all maintenance done on nontactical wheeled vehicles, including tactical vehicles used as general-purpose and passenger carrying vehicles.

e. Request an estimated cost of damage or technical inspection to classify the serviceability/repairability of an item before turn-in for replacement.

3. HANDLING AND DISPOSITION

a. Requesting repairs. The organization asking for maintenance fills out Section Iof the DA Form 5504 and sends all copies of the form with the equipment. The support unit fills in Block 35a, b, c, and Block 35d if needed. The support unit then puts a work order number on the form. Copy #1 then goes back to the organization as a receipt for the equipment.

b. Disposition of the forms is as follows:

(1) Receipt Copy (#1) Destroy when the equipment is returned to the unit.

(2) Control Copy (#2) Handle as directed by the local commander.

(3) Organization Copy (#3) The unit that asked for the maintenance keeps this copy for 90 days after the equipment is fixed.

(4) File Copy (#4) The maintenance activity keeps this copy for 90 days after the equipment is fixed.

4. INSPECTION POINTS

a. Is the signature of individual authorized (maintenance supervisor) to submit DA Form 5504 used in block 34a? Is the Ordinal date entered in Ordinal date block (34b)?

b. Are proper codes from DA Pam 738-750 being used?

c. Is proper issue priority designator code being used?

d. Does description in block 24 reflect deficiencies or symptoms only?

e. Has the commander or his designated representative signed the authentication block for PDs 01-10 (block 23)?

f. Is a box checked in block 15 to indicate when the failure was detected?

g. Is the organization copy 3 returned with the repaired item?

5. MANAGEMENT USE

Can be used to determine:

a. Maintainability.

b. Product improvement requirements.

c. Quality of maintenance being performed.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Control number and blocks 24a and 24b on DA Form 5504 with entries on DA Form 2404, "Equipment Inspection and Maintenance Worksheet."

c. Entries in block 24b (NMCS, NMCM) recorded on DD Form 314.

d. Entries in DA Form 2407 with block 10 of DA Form 2406.

7. REFERENCE

See DA Pam 738-750 for complete details.

MAINTENANCE REQUEST
For use of this form, see PAM 738-750; the proponent agency is DCSLOG

PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL	CONTROL NUMBER

SECTION I - CUSTOMER DATA

1a. UIC CUSTOMER	1b. CUSTOMER UNIT NAME	1c. PHONE NO.
WAUXA0	Co A 2nd Bn 11th Armor	5237

2a. IF INTRANSIT CUSTOMER, ENTER DATA IN BLOCKS 2b. AND 2c.	2b. SAMS-2 UIC	2c. UTILIZATION CODE
		Ø

SECTION II - MAINTENANCE ACTIVITY DATA

3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO.

4a. UIC SUPPORT	4b. SUPPORT UNIT NAME

SECTION III - EQUIPMENT DATA

5. TYPE MNT RSQ CODE: /
6. ID: A
7. NSN: 2350/01/087/0951
8. MODEL: M1A1
9. NOUN: TANK COMBAT
10a. ORG WON: ZFCEA0600030
10b. EIC: AAB
11. SERIAL NUMBER: C56666
12. QTY: 0001
13. PD: 02
14. MALFUNCTION DESCRIPTION (for DSU/GSU use)
15. FAILURE DETECTED DURING (Select one use √ or X): A Scheduled Maintenance; B Handling; C Test; D Normal Op; E Storage; F Inspection; G Flight; H Other; J Calibration
16a. MILES/KILOMETERS (enter √ or x): [X] KM 1601
16b. HOURS: 735
16c. ROUNDS: 540
16d. LANDINGS
16e. AUTO-ROTATIONS
17. PROJECT CODE (If assigned)
18. ACCOUNT PROCESSING CODE
19. IN WARRANTY? (enter Y or N): N
20. LEVEL OF WORK (Select one - use √ or X): O Unit Level; [X] F Intermediate Direct Spt; H Intermediate General Spt; D Depot; J Special Repair Activity
21. BUMPER NO./TAIL NO.: A24
22. REIMBURSABLE CUSTOMER? (If Intransit Customer, enter Y or N)
23. PD AUTHENTICATING SIGNATURE (Payroll Signature): James R. Reading
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs): TRANSMISSION OVERHEATING
24a. REMARKS

PREPARATION INSTRUCTIONS FOR THIS PAGE

SECTION I

(1) Block 1a. Enter UIC of submitting organization.

(2) Block 1b. Enter name of submitting organization.

(3) Block 1c. Enter number to be called when maintenance is completed.

(4) Block 2b. Enter UIC of supporting SAMS-2 if work is requested while in-transit and away from your support maintenance unit.

(5) Block 2c. Enter equipment utilization code under which Materiel Condition Status is reported. See SAMS Codes and Tables.

SECTION II

Leave blank. To be completed by the support maintenance DSU/GSU.

SECTION III

(1) Block 5. Enter the Type Maintenance Request Code. See SAMS Codes and Tables.

(2) Block 6. Enter ID associated with block 7. See SAMS Codes and Tables.

(3) Block 7. Enter the NSN or stock number of the item being submitted.

(4) Block 8. Enter model of item being submitted.

(5) Block 9. Enter noun/nomenclature of item being submitted.

(6) Block 10a. Enter Work Order Number (WON) assigned when item submitted is reportable for MCSR. Otherwise, leave blank.

(7) Block 10b. Enter EIC (left justify).

(8) Block 11. Enter serial number of item being submitted.

(9) Block 12. Enter the quantity of items being submitted.

(10) Block 13. Enter the maintenance priority designator determined from SAMS Codes and Tables.

SECTION III (cont'd)

(11) Block 14. Leave blank.

(12) Block 15. Select one. Use a √ or X to indicate when failure was detected.

(13) Block 16. Enter the accumulated usage data in block 16a through 16e, when equipment is subject to usage reporting.

(14) Block 17. Enter the project code if one has been assigned. If not, leave blank.

(15) Block 18. Leave blank (for DSU/GSU use).

(16) Block 19. Enter a "Y" or "N" to indicate whether equipment is still under manufacturer's warranty.

(17) Block 20. Select one. Use a √ or X to indicate the level of work to be performed on equipment submitted. See SAMS Codes and Tables.

(18) Block 21. Enter the bumper number or admin number assigned for property control purposes to the equipment being submitted.

(19) Block 22. Leave blank (for DSU/GSU use).

(20) Block 23. Enter the payroll signature of the CO or the CO's designated representative when the priority designator is 01 - 10. For priority designators 11 - 15, leave blank.

(21) Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maintenance.

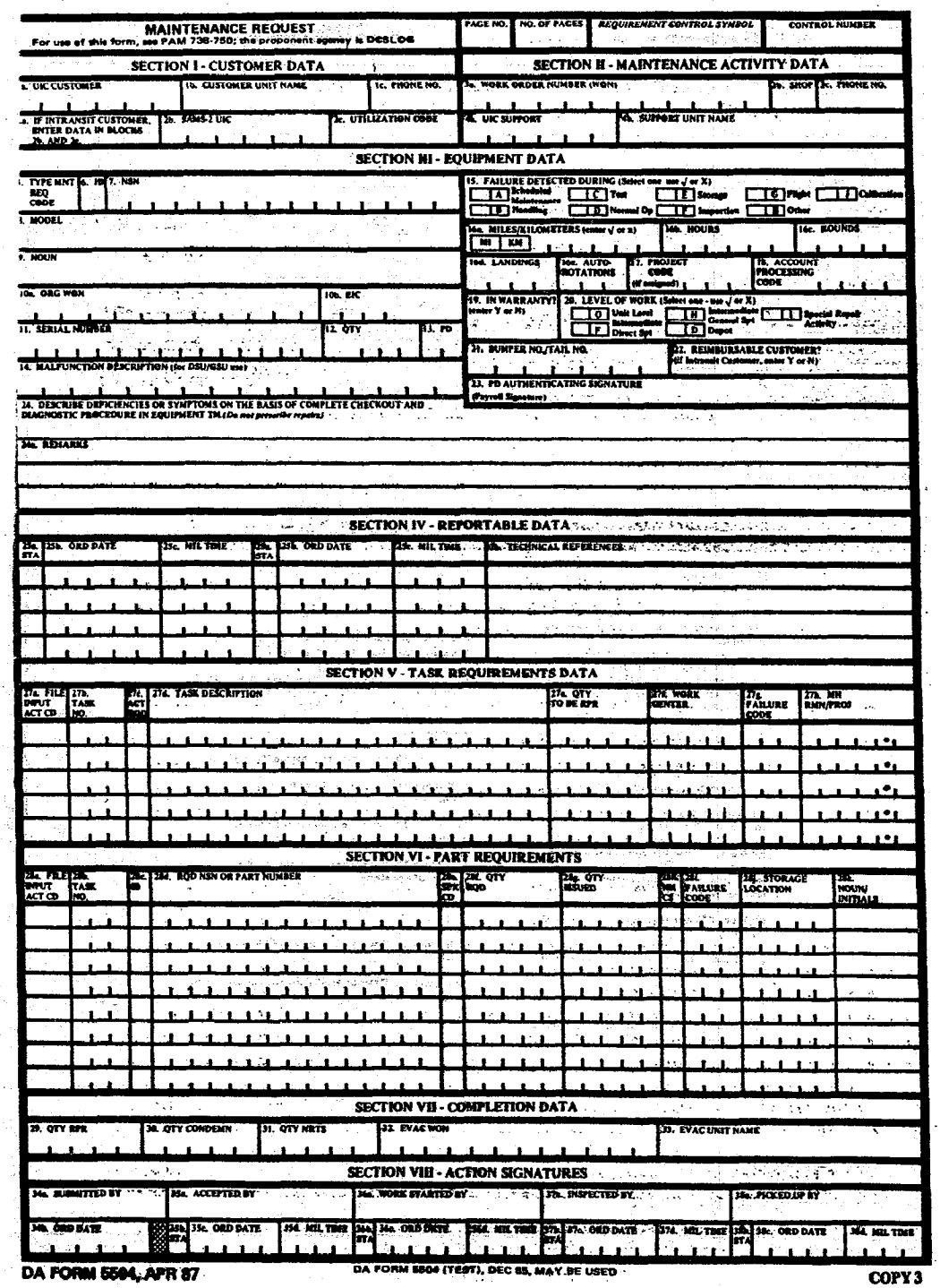
(22) Block 24a. Self-explanatory.

Block 34a. Enter signature of submitter.
Block 34b. Enter Ordinal Date submitted (YYDDD).
Block 35a. Enter signature of person accepting the maintenance request.
Block 35b. Enter the status.
Block 35c. Enter Ordinal Date accepted (YYDDD).
Block 35d. Enter Military Time.

34a. SUBMITTED BY	35a. ACCEPTED BY		
Fred Jones			
34b. ORD DATE	35b. STA	35c. ORD DATE	35d. MIL TIME
92150			

DA FORM 5504, APR 87 — DA FORM 5504 (TEST), DEC 85, MAY BE USED — RECEIPT COPY 1

FOR INSTRUCTIONAL USE ONLY
Figure 2-13. DA Form 5504, "Maintenance Request."
(As used to request repairs.)



MAINTENANCE REQUEST
For use of this form, see PAM 738-750; the proponent agency is DCSLOG

PAGE NO. | NO. OF PAGES | REQUIREMENT CONTROL SYMBOL | CONTROL NUMBER

SECTION I - CUSTOMER DATA

1a. UIC CUSTOMER | 1b. CUSTOMER UNIT NAME | 1c. PHONE NO.

2a. IF INTRANSIT CUSTOMER, ENTER DATA IN BLOCKS 2b AND 2c | 2b. 2045-2 UIC | 2c. UTILIZATION CODE

SECTION II - MAINTENANCE ACTIVITY DATA

3a. WORK ORDER NUMBER (WON) | 3b. SHOP | 3c. PHONE NO.

4a. UIC SUPPORT | 4b. SUPPORT UNIT NAME

SECTION III - EQUIPMENT DATA

5. TYPE MNT REQ CODE | 6. PD | 7. NSN

8. MODEL

9. NOUN

10a. ORG WON | 10b. EIC

11. SERIAL NUMBER | 12. QTY | 13. PD

14. MALFUNCTION DESCRIPTION (for DSU/GSU use)

15. FAILURE DETECTED DURING (Select one - use √ or X)
A Scheduled Maintenance | C Test | E Storage | G Flight | I Calibration
B Handling | D Normal Op | F Inspection | H Other

16a. MILES/KILOMETERS (enter √ or x) MI | KM | 16b. HOURS | 16c. ROUNDS

16d. LANDINGS | 16e. AUTO-ROTATIONS | 17. PROJECT CODE (if assigned) | 18. ACCOUNT PROCESSING CODE

19. IN WARRANTY? (enter Y or N) | 20. LEVEL OF WORK (Select one - use √ or X)
O Unit Level | H Intermediate Ground Spt | L Special Repair Activity
F Direct Spt | D Depot

21. BUMPER NO./TAIL NO. | 22. REIMBURSABLE CUSTOMER? (If Intransit Customer, enter Y or N)

23. PD AUTHENTICATING SIGNATURE (Payroll Signature)

24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)

24a. REMARKS

SECTION IV - REPORTABLE DATA

25a. STA | 25b. ORD DATE | 25c. MIL TIME | 25d. STA | 25e. ORD DATE | 25f. MIL TIME | 25g. TECHNICAL REFERENCES

SECTION V - TASK REQUIREMENTS DATA

27a. FILE INPUT ACT CD | 27b. TASK NO. | 27c. ACT RQD | 27d. TASK DESCRIPTION | 27e. QTY TO BE RPR | 27f. WORK CENTER | 27g. FAILURE CODE | 27h. MH RMN/PROJ

SECTION VI - PART REQUIREMENTS

28a. FILE INPUT ACT CD | 28b. TASK NO. | 28c. RD | 28d. RQD NSN OR PART NUMBER | 28e. SPPC CD | 28f. QTY RQD | 28g. QTY ISSUED | 28h. RMN CT | 28i. FAILURE CODE | 28j. STORAGE LOCATION | 28k. NOUN/ INITIALS

SECTION VII - COMPLETION DATA

29. QTY RPR | 30. QTY CONDEMN | 31. QTY NRTS | 32. EVAC WON | 33. EVAC UNIT NAME

SECTION VIII - ACTION SIGNATURES

34a. SUBMITTED BY | 35a. ACCEPTED BY | 36a. WORK STARTED BY | 37a. INSPECTED BY | 38a. PICKED UP BY

34b. ORD DATE | 34c. STA | 35c. ORD DATE | 35d. MIL TIME | 36b. STA | 36c. ORD DATE | 36d. MIL TIME | 37b. STA | 37c. ORD DATE | 37d. MIL TIME | 38b. STA | 38c. ORD DATE | 38d. MIL TIME

DA FORM 5504, APR 87 | DA FORM 5504 (TEST), DEC 85, MAY BE USED | COPY 3

FOR INSTRUCTIONAL USE ONLY

Figure 2-14. DA Form 5504, "Maintenance Request." (As used to report repairs accomplished.)

MAINTENANCE REQUEST
For use of this form, see DA PAM 738-750; the proponent agency is DCSLOG.

PAGE NO.	NO. OF PAGES	REQUIREMENT CONTROL SYMBOL CSGLB-1047(R1)

SECTION I – EQUIPMENT DATA

CONTROL NUMBER	WORK ORDER NUMBER	EIC	ORG PD	PD AUTHENTICATION
		AAB	02	James R. Readiner CPT.

☐ WORK REQUEST ☒ MWO ☐ WARRANTY CLAIM	1a. ORGANIZATION	b. LOCATION	c. UNIT IDENT CODE
	CO A 2ND BN 11TH ARMOR	FT KNOX KY 40121	WAUXAO

2. SERIAL NO.	3. NOUN NOMENCLATURE	4. LINE NO.	5. MODEL	6. NATIONAL STOCK NUMBER
C5666	TNK CBT FT	T13168	M1A1	2350-01-087-1095

7. MAINTENANCE ACTIVITY	a. LEVEL	8. UTILIZATION CODE	9. MCSR ITEM	a. ERC	b. PACING ITEM	10. HOURS	11. MILES	12. ROUNDS	13. STARTS
CO B 2ND FSB	F	D	YES	A	YES	106	M1601		

14. FAILURE DETECTED DURING *(Select one - use √ or X)*
☐ A Scheduled Maintenance ☐ B Handling ☐ C Test ☐ D Normal Op ☐ E Storage ☐ F Inspection ☐ G Flight ☐ H Other

15. FIRST INDICATION OF TROUBLE *(Select one - use √ or X)*
☐ 068 Inoperative ☐ 008 Noisy ☐ 258 Overheating ☐ 387 Low Performance ☐ 790 Out of Adjustment ☐ Other

16. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM *(Do not prescribe repairs)*

REQUEST MWO 9-2350-264-2-3 BE APPLIED.

16a. REMARKS
DUC SPC IAN JONES
PHONE # 624-4441

PREPARATION INSTRUCTIONS
(Prior to using this form, read DA PAM 738-750 for detailed preparation instructions)

(1) Place a "√" or an "X" in the box for the type action required.

(2) Enter the WESDC if the item is Materiel Condition Status Reportable.

(3) Enter the priority designator as determined from the urgency of need and force activity designator.

(4) The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08.

(5) Block 1a. Enter the name of the organization submitting the request.

(6) Block 1b. Enter the unit submitting the request; units overseas enter APO only.

(7) Block 1c. Enter the unit identification code of the unit in block 1a.

(8) Block 2. Enter the equipment serial no. For ammunition, enter the lot number. For administrative use vehicles enter the USA registration number.

(9) Block 3. Enter the noun abbreviation of the item.

(10) Block 4. Enter the item line number, if applicable.

(11) Block 5. Enter the model number.

(12) Block 6. Enter the national stock number of the item listed in block 3.

(13) Block 7. Enter the name of the support activity.

(14) Block 7a. Enter the symbol of the maintenance category (O, F, H, D or L).

(15) Block 8. Enter the utilization code.

(16) Block 9. Enter the word "yes" if the item is Materiel Condition Status Reportable.

(17) Block 9a. Enter the equipment readiness code, if applicable.

(18) Block 9b. Enter the word "yes" if the item is a pacing item.

(19) Block 10. Enter the hour reading, if applicable.

(20) Block 11. Enter the mileage from the odometer, if applicable.

(21) Block 12. Enter the total rounds fired, if applicable.

(22) Block 13. For turbine engines, enter the number of hot starts.

(23) Block 14. Enter a "√" or an "X" in the proper block.

(24) Block 15. Enter a "√" or an "X" in the proper block.

(25) Block 16. Describe briefly the fault or symptoms needing correction.

23. SUBMITTED BY	24. RECEIVED BY
J. J.	
JULIAN DATE	JULIAN DATE
2138	

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FOR INSTRUCTIONAL USE ONLY

Figure 2-15. DA Form 5504, "Maintenance Request." (Request for MWO to be applied by direct support.)

Section VII. MATERIEL CONDITION STATUS REPORT (DA FORM 2406)

1. PURPOSE

This form (figures 2-16 and 2-17) provides:

a. Installation and organizational commanders with information of maintenance backlog and serviceability, density, and availability of equipment.

b. Major commanders and intermediate commanders with the materiel condition status of equipment in the hands of using units/activities.

c. Department of the Army level the materiel condition status of designated items of equipment.

d. Feeder information for DA Form 2715-1, "Unit Status Report Worksheet."(Ref AR 220-1.)

2. PREPARING AGENCIES

a. The DA Form 2406 will be submitted by all units and activities under at least one of the utilization codes: O, 4, 7, 8, A, H, K, or Q.

b. This report will be prepared at the "parent unit" level (no higher than battalion). TOE separate companies and detachments that are not a part of larger units and are their own parent units. TDA units or activities will prepare the report at the property book level.

3. FREQUENCY

a. All Active Army units will make a monthly DA Form 2406 covering a 1-month period ending the 15th day of each month.

b. USAR and ARNG units will make a quarterly DA Form 2406 covering a 3-month period ending 15 March, 15 June, 15 September, and 15 December.

c. DA Form 2406's are maintained by Active Army units for six months then destroyed. Army Reserve and National Guard units maintain the DA Form 2406 reports on file for one year and then destroyed.

4. EQUIPMENT TO BE REPORTED

a. All equipment designated in AR 700-138 Appendix B, Section I, that is authorized or on hand in using organizations is reported.

b. Items of equipment selected for reporting by local commands, (below the line enteries) are not included in reports forwarded to Lexington-Bluegrass Army Depot (MRSA).

5. INSPECTION POINTS

a. Does entry in block 1 following word "From" indicate Julian date of first day of reporting period and Julian date following word "To" reflect cutoff day of reporting period? Is date in block 2 the actual date of preparation of the report?

b. Is correct unit identification code for reporting unit reflected in block 7, and correct utilization code used in block 3?

c. Are authorized and issued lines being used correctly for multiple line entries? In the event two or more models or series are on hand, a separate issued line is used for each model. Have all issued line entries been totaled to the authorized line?

d. Are line item numbers (LINS) listed in column 9c being listed in ascending alphanumeric sequence.

e. Do the authorized quantity entries in column 9d(1) agree with the authorized equipment reflected in the TOE/MTOE?

f. Does the on-hand density actually reflect what is on hand in the unit as of the "To" date in block 1?

g. Does the entry for possible days, column 9e(1), reflect the number of items that were on hand during the reporting period, multiplied by the number of days in report period shown in block 1? Equipment on hand may change through issue or transfer during the reporting period and verification of property book entries is the only valid check.

h. Is entry in column 9e(2), available days, correct? Available days entry plus Nonavailable Days must equal Possible Days.

i. Are columns 9e(3) properly annotated as to the down time in S (supply) and M (maintenance) in unit and support columns under nonavailable days?

j. Are effect on systems (EOS) codes being used on those items reported as systems, per Section II, Appendix B, AR 700-138, whose availability falls below 100% during the reporting period?

k. Are the proper codes being used to designate reason nonavailable in column 10d?

l. Is the entry in block 10d for Code D, support maintenance, being used properly? Nonavailability because an item is in support maintenance starts on the date entered on DA Form 2407 or 5504, "Maintenance Request," and ends on the date entered on the maintenance request.

m. Is there an excessive delay between the date a piece of equipment becomes nonavailable at the owning unit (column 10e) and when it is admitted into the unit shop (column 10f) and direct support, if applicable?

n. Is the direct support job order number (if code D in column 10d) or document number (if code B in column 10 d) entered in column 10g.

o. Is the reason for nonavailable listed in column 10h (or part name and NSN)?

p. Has block 11, remarks, been used appropriately to amplify or explain any entries on the form?

q. Has the date and the signature of the commander responsible for preparation of the report been affixed to the report properly?

6. HANDLING AND DISPOSITION

Disposition of Materiel Condition Status Reports prepared for Department of the Army follows:

a. The original completed copy of MCSR for items in Section I, Appendix B of AR 700-138 goes through local channels to the data reduction center. The information is then sent to: Commander, US Army Materiel Readiness Support Activity, (USAMRSA), ATTN: AMXMD-ER, Lexington, KY 40511-5101.

b. DA Form 2406's are maintained by Active Army units for six months then destroyed.

c. Army Reserve and National Guard units maintain the DA Form 2406 reports on file for one year and then destroyed.

d. Send one copy to the next higher command headquarters, as directed. Send another copy to the support activity.

7. MANAGEMENT USE

Can be used to determine:

a. Density and availability of equipment.

b. Authorized types of equipment by TOE/MTOE.

c. Density of models on hand in the unit.

d. Availability of equipment for operation.

e. The reason equipment was reported nonavailable and the category of maintenance where it is located.

f. Shortages of equipment and equipment issued in lieu of authorized items.

8. CROSS-CHECK PROCEDURES

Cross-check:

a. Amounts in column 9f (on hand) with property book entries.

b. Possible days, availability, and nonavailability with DD Form 314, "Preventive Maintenance Schedule and Record."

c. Data in block 9 with (daily) status report if one is being prepared as a feeder data report.

d. Entries evacuated to direct support in block 10 with like entries on DA Form 2405, "Maintenance Request Register," and DA Form 2407 or 5504, "Maintenance Work Request."

e. Nonmission capable time. NMC time should agree with NMC entries for both organizational and support NMC entries on DD Form 314, "Preventive Maintenance Schedule and Record."

9. EQUIPMENT READINESS(ER) / EQUIPMENT MISSION CAPABLE (EMC)

a. Only ERC A (including pacing items) equipment can be considered when determining ER/EMC.

(1) ER = Total Available Days divided by Total Required Days X 100.

(2) EMC = Total Available Days divided by Total Possible Days X 100.

b. Determine a Pacing Item Equipment Readiness (PI-ER) and a Pacing Item Equipment Mission Capable (PI-EMC) percentage for each item designated as a pacing item by the MTOE/TDA.

(1) PI-ER = PI Available Days divided by PI Required Days X 100.

(2) PI-EMC = PI Available Days divided by PI Possible Days X 100.

10. REFERENCES

1. AR 220-1

2. AR 700-138

MATERIEL CONDITION STATUS REPORT

For use of this form, see AR 700-138; the proponent agency is ODCSLOG

Requirement Control Symbol - CSGLD-1042 (R4)

1. PERIOD OF REPORT	2. DATE PREPARED	3. UTILIZATION CODE	4a. PAGE NO.	4b. NO. PAGES
FROM 2197 TO 2227	2228	Ø	1	1

5. TO (Address including ZIP Code)	6. FROM (Address including ZIP Code)	7. UNIT IDENTIFICATION CODE
COMMANDER 25TH ARMORED DIVISION FORT KNOX, KY 40121	COMMANDER 2ND BN, 11TH ARMOR FORT KNOX, KY 40121	WAUXAA 8. TOE NO.

9. AVAILABILITY STATUS (Itemized)

a. SEQ NO.	b. NOMENCLATURE (1) NOUN	(2) EOS	(3) MODEL	c. ECC LIN	d. DENSITY (1) AUTH. QTY.	(2) ON-HAND QTY.	e. EQUIPMENT AVAILABILITY (1) POSSIBLE DAYS	(2) AVAILABLE DAYS	(3) NONAVAILABILITY DAYS (a) ORG. S	(a) ORG. M	(b) SPT. S	(b) SPT. M	f. FOR FIELD USE ONLY (1) REQ. QTY.	(2) REQ. DAYS	(3) EMC	(4) ER	(5) ERC
1	ANAL ENG PTL		STEICEPM	KC A56243	5	5	155	155									
2	CFV	M	M3	GL C76335	6	6	186	160	10	6	5	5					
3	CARR METR		M106A2	GB D10241	6	6	186	180	1	2	1	2					
4	CARR CP	MC	M577A2	GQ D11538	8	8	248	199	19	10	15	5					
5	CARR PER			GL D12087	13	13	403	342	13	8	22	18					
5a	CARR PER	M	M113A1	GL D12087		5	155	142	4	3	3	3					
5L	CARR PER	M	M113A2	GL D12087		8	248	200	9	5	19	15					
6	GEN SET		MEP002A	QB J35813	1	1	31	30		1							
7	RDO TT SET		VSC3	JR 991202	1	1	31	31									
8	REC VEH MD	C	M88A1	GF A50681	7	7	217	185	9	7	11	5					
9	TNK CBT FT	M	M60A3TTS	FB T13169	58	58	1798	1701	23	31	23	20					
10	TRK CGO		M977	HL T59278	7	7	217	208	1	3	2	3					
11	TRK UT		M998	HF T61494	24	24	744	732	3	3	3	3	(SEE NOTE)				

DA FORM 2406, OCT 89 — EDITION OF MAY 85 MAY BE USED

FOR INSTRUCTIONAL USE ONLY

Figure 2-16. DA Form 2406 (front).

10. NONAVAILABILITY STATUS (Itemized)

a. SEQ. NO.	b. NOMENCLATURE (1) NOUN	b. NOMENCLATURE (3) MODEL	c. REGISTRATION OR SERIAL NO.	d. NON-AVAILABILITY REASON*	e. DATE NON-AVAILABLE	f. DATE ADMITTED TO SHOP (1) ORG.	f. DATE ADMITTED TO SHOP (2) MAINTENANCE SUPPORT	g. SUPPORT SHOP JOB OR RON. NO.	h. REMARKS OR PART NO.
5b	CARRIER	M113A2	PC3624	B	2206	2206		2206-0110	2530-01-452-6253 FUEL LINE
9	TNK CBT FT	M60A3TTS	C5666	D	2224	2224	2227	775385	TRANSMISSION
9	TNK CBT FT	M60A3TTS	C3128	C	2227	2227			TORSION BAR

11. REMARKS

1. FOR CALCULATION OF EMC/ER ONLY 23 M998 AAP EIC A.

12a. VERIFIED BY (Signature)

Don B. Cruel

DON B. CRUEL, LTC, COMMANDING

12b. DATE

16 AUGUST 1992

* NOTE: Indicate reason for nonavailability as follows: A - Modification; B - Parts; C - Malfunction; D - Support maintenance.

REVERSE, DA FORM 2406, OCT 89

*U.S. Government Printing Office: 1990-261-871/02648

FOR INSTRUCTIONAL USE ONLY
Figure 2-17. DA Form 2406 (back).

Section VIII. OIL ANALYSIS REQUEST (DD FORM 2026)

1. PURPOSE

This form (figure 2-18) provides a means of requesting diagnostic tests for used oil samples to detect oil property changes due to equipment conditions or maintenance practices. (For example: viscosity, water content or concentration of wear metals.) The Army Oil Analysis Program (AOAP) is the primary medium used to determine oil change intervals.

2. USE

The DD Form 2026 is used to submit used oil samples to Army Oil Analysis Laboratories for analytical and spectrometric testing.

3. HANDLING AND DISPOSITION

Prepare and submit a DD Form 2026 with each used oil sample to your assigned laboratory by the most expeditious means on the same day the sample is obtained.

4. INSPECTION POINTS

a. Does the DD Form 2026 accurately identify the vehicle and oil lubricated component being sampled?

b. Are routine oil samples being taken as required?

c. Are oil samples being obtained for all components listed in DA Pam 738-750, Chapter 4?

d. Are reliable oil samples forwarded to the Oil Analysis Laboratory on the same day they are obtained?

e. Is individual who took oil sample printing and signing their name, and is M for miles or K for kilometers being annotated in remarks block?

f. Are laboratory recommendations (DA Form 3254-R) being complied with and is feedback provided to the laboratory within five working days after maintenance is accomplished?

5. MANAGEMENT USE

Can be used to determine:

a. Problem trends.

b. Maintenance procedures.

c. Maintainability.

6. CROSS-CHECK PROCEDURES

Cross-check: Last oil sample results, DA Form 2408-20, "Oil Analysis Log."

7. REFERENCES. See TB 43-0210 and DA Pam 738-750.

OIL ANALYSIS REQUEST		KEYPUNCH CODE
TO	OIL ANALYSIS LAB: FT KNOX	1-3
FROM	MAJOR COMMAND: TRADOC	4
FROM	OPERATING ACTIVITY (Include ZIP Code/APO) DODAAD: CO A, 2ND BN, 11TH ARMOR FT KNOX, KY 40121 WAUXAO 4-4441	5-10
EQUIPMENT MODEL/APL: TRANSMISSION TD-850-6A		11-14
EQUIPMENT SER. NO.: 843C21		15-20
END ITEM MODEL/HULL NO.: TNK CBT FT M60A3TTS		
END ITEM SER. NO./EIC: C5666		
DATE SAMPLE TAKEN (Day, Mo., Yr): 9 AUG 92	LOCAL TIME SAMPLE TAKEN	21-24
HOURS/MILES SINCE OVERHAUL: 226		25-29
HOURS/MILES SINCE OIL CHANGE: 33		30-33
REASON FOR SAMPLE: ☐ ROUTINE ☐ LAB REQUEST ☐ TEST CELL ☒ OTHER (Specify) Q		34
OIL ADDED SINCE LAST SAMPLE (Pts, Qts, Gals): 12 QTS		35-36
ACTION TAKEN		
DISCREFANT ITEM		
HOW MALFUNCTIONED		
HOW FOUND: ☐ LAB REQUEST ☐ AIR OR GROUND CREW		
HOW TAKEN: ☐ DRAIN ☒ TUBE	SAMPLE TEMPERATURE: ☒ HOT ☐ COLD	TYPE OIL: OE-10 — 37-38
REMARKS: QUARTERLY SVC DUE 12 AUG 92 POC Fred Jones Fred Jones MI 4761		

FOR LAB USE ONLY

SAMPLE RESPONSE TIME						39-40
FE 41-43	AG 44-46	AL 47-49	CR 50-52	CU 53-55	MG 56-58	NI 59-61
PB 62-64	SI 65-67	SN 68-70	TI 71-73	MO 74-76		
LAB RECOMMENDATION						77-78
SAMPLE NO.	SIGNATURE			FILE MAINT 79		DATA SEQ 80

DD FORM 1 NOV 77 2026 PREVIOUS EDITION WILL BE USED

FOR INSTRUCTIONAL USE ONLY

Figure 2-18. DD Form 2026, "Oil Analysis Request."

SECTION IX. EQUIPMENT IMPROVEMENT RECOMMENDATIONS (EIR) (SF 368) (QUALITY DEFICIENCY REPORT)

1. PURPOSE AND USE.

a. The person who discovers a defect or has an equipment improvement recommendation is responsible for reporting it on an SF 368. Send the SF 368 original to the address in Chapter 11, tables 11-1 thru 11-7, of DA Pam 738-750 as soon as you can.

b. Category I. Is a defect or improvement recommendation that may cause or prevent death, injury or severe job illness. Defects or recommendations that would cause or prevent loss or major damage to a weapon system or would affect the combat readiness of a unit are also category I.

c. Category II. A defect or recommendation that does not meet the criteria of a category I.

d. Commanders will not require the original copy of the SF 368 to be sent through channels. The original copy goes directly from the using unit to the address in referenced in paragraph a above. The SF 368 is not to be returned to the sender or delayed simply because it is not clean or contains spelling, grammar, or punctuation errors.

2. HANDLING AND DISPOSITION

a. For Category I deficiency report (message format), the proper command from Chapter 11 of DA Pam 738-750 should be sent a message within 48 hours of discovery. See figures 2-19 and 2-20.

b. Category II EIRs will be submitted by Standard Form 368 to the appropriate command from chapter 11 of DA Pam 738-750 no later than 5 working days after discovery. See figure 2-21.

c. Disposition:

(1) One Copy (original) - will be forwarded direct to the proper command from chapter 11, DA Pam 738-750 without delay.

(2) One Copy - will be retained by the writer.

(3) One Copy - will be forwarded to the supporting maintenance activity.

(4) One Copy - will be kept until the case is closed by the Army screening point.

d. Exhibits may be maintained by the originator, or the proper command may direct that they be maintained. These exhibits will be tagged with a DA Form 2402 marked "SF Form 368 EXHIBIT" in red, with a copy of the message or SF 368 attached. See DA Pam 738-750 for details.

e. Each exhibit must be kept by the person who wrote the SF 368 for at least 45 days or until disposition orders come from the accountable property officer per instructions from the responsible commander in Appendix G.

3. INSPECTION POINTS

a. Has the correct command been identified? (Chapter 11 of DA Pam 738-750).

b. Has a contact individual's telephone number been placed in block 1b?

c. Was the Category I EIR submitted within 48 hours and the Category II EIR within 5 working days of discovery?

d. Is the correct National Stock Number listed in block 16b (1)?

e. Has block 21 identified if exhibits are being retained?

f. Has block 22 completely identified all the circumstances and difficulties supporting the recommendations made of the form?

4. MANAGEMENT USE

Can be used to determine:

a. Repeated failures of an item of equipment or component.

b. Product Improvement Recommendations.

c. Safety proposals or procedures.

5. CROSS-CHECK PROCEDURES

a. Correct identification of equipment or component with historical records or appropriate -20P manual.

b. Date difficulty discovered with DA Form 2404 "Equipment Inspection and Maintenance Worksheet."

c. Identification of proper command with DA Pam 738-750, appendix G.

d. Reported EIRs with TB 43-0001 series of Equipment Improvement Recommendations and Maintenance Digest.

6. REFERENCE

DA Pam 738-750.

UNCLASSIFIED

01 03 JAN 92 PP PP UUUU 03011500Z
CO A 2ND BN 11TH ARMOR FT KNOX KY 40121
COMMANDER US ARMY TROSCOM ATIN: AMSTR-Q
4300 GOODFELLOW BLVD ST LOUIS MO 63120-1798

SUBJECT: CATEGORY I EIR-HYDRAULIC CONTROL PUMP

1. POINT OF CONTACT FOR ADDITIONAL INFORMATION IS FRED JONES, SFC AV 464-4441, WAUXAO.

2. NA

3. EJ7030/1

4. 30 JAN 92

5. 1650-00-295-4672

6. IMPELLER-PUMP-HYDRAULIC

7. GENERAL MECHANICS INCORPORATED

8. IMP 693

9. SERIAL NUMBER 13598

10. UNKNOWN

11. OVERHAULED

12. 1 DECEMBER 89

13. 75 HOURS

14. NO

2ND BN 11TH ARMOR FT KNOX KY 40121

FRED JONES, SFC, MAINT SUP
ATZK-MAL
AV 464-4441

624-1011
RONALD P. REYNA, CPT,AR,S4 ATZK-MAL

UNCLASSIFIED

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Figure 2-19. Category I EIR (Sample Message Format).

02 03 JAN 92 PP PP UUUU 0301500Z

15.A. TWO

15.B. TWO

15.C. TWO

15.D. TWO

16.A. TNK CBT FT M60A3TTS SN:C45211, NSN: 2350-01-061-2306

16.B. 3110-00-647-5303, PUMP, HYDRAULIC CONTROL

17. UNKNOWN

18. UNKNOWN

19. UNKNOWN

20. F

21. HOLDING EXIBIT FOR 45 DAYS

22.A. O

22.B. INSPECTION

22.C. NOISY

22.D. TM 9-2320-228-24P, 26 JAN 71, PG136, FIG62, IT1.

22.E. NA

22.F. IMPELLER SEPERATED FROM SHAFT DURING ENGINE RUNUP.

22.G. UNKNOWN

22.H. REPLACED PUMP, EXIBITS WILL BE HELD. SF368 WILL BE SUBMITTED WITH PHOTOS.

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Figure 2-20. Category I EIR (continued).

QUALITY DEFICIENCY REPORT
(Category II)

SECTION I

1a. From (Originating point) CO A, 2ND BN, 11TH ARMOR FORT KNOX, KY 40121 DODAAC: WT7HEC	2a. To (Screening point) COMMANDER, TACOM ATTN: AMSTA-QRT WARREN MI 48397-5000 DODAAC: W56HZV
1b. Typed Name, Duty Phone and Signature FRED JONES AV 464-5325	2b. Typed Name, Duty Phone and Signature

3. Report Control No.	4. Date Deficiency Discovered	5. National Stock No. (NSN)	6. Nomenclature
WT7HEC 87001	24 MAY 92	2920-00-800-7218	REGULATOR, ENGINE GENERATOR

7. Manufacturer/Mfg. Code/Shipper	8. Mfg. Part No.	9. Serial/Lot/Batch No.	10. Contract/PO/Document No.
R.D. WUNDER CORPORATION		639-4768	CONTRACT # DAAD 05-C-69 REQ WT7HEC 6350-0001

11. Item	12. Date Manufactured/ Repaired/Overhauled	13. Operating Time at Failure	14. Government Furnished Material
☐ New ☒ Repaired/ Overhauled	UNK	175	☐ Yes ☒ No

15. Quantity	a. Received	b. Inspected	c. Deficient	d. In Stock
	4	4	4	Ø

16. Deficient Item Works On/With		(1) Type/Model/Series / (1) National Stock No. (NSN)	(2) Nomenclature / (2) Serial No.	(3) Part No.	(4) Serial No./Lot No.
	a. End Item (Aircraft, tank, ship, howitzer, etc.)	TRK, UTILITY 1¼ TON M998 2320-01-107-7155	2000-9939		
	b. Next Higher Assembly	SAME AS 16 a (1) 2320-01-107-7155			

17. Dollar Value	18. Est. Correction Cost	19. Item Under Warranty	20. Work Unit Code/EIC (Navy and Air Force only)
$209.52	UNK	☐ Yes ☐ No ☒ Unknown	F

21. Action/Disposition

☒ Holding Exhibit for 45 days ☐ Released for Investigation ☐ Returned to Stock/ Disposed of ☐ Repaired ☐ Other (Explain in Item 22)

22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)

UTILIZATION CODE Ø
DURING NORMAL OPERATIONS, NEWLY INSTALLED REGULATORS ON 4 OUT OF 12 VEHICLES FAILED. THE FIRST INDICATION OF TROUBLE WAS LACK OF A CHARGE INDICATION ON BATTERY CHARGING RATE INDICATOR. TROUBLESHOOTING PROCEDURES USING TM 9-2320-280-20-1 JAN 90, MALFUNCTION NUMBER 36 WERE USED TO DETERMINE REGULATORS WERE FAULTY, OPERATING TIME AT FAILURE AVERAGE 170 HOURS PER REGULATOR. CAUSE- UNKNOWN. ACTION TAKEN- PHOTOGRAPHS OF THE DEFECTIVE REGULATORS HAVE BEEN TAKEN AND ARE ATTACHED. RECOMMENDATION: NONE

SECTION II

23a. To (Action Point)	24a. To (Support Point) (Use Items 25 and 26 if more than one)
23b. Typed Name, Duty Phone and Signature	24b. Typed Name, Duty Phone and Signature
25a. To (Support Point)	26a. To (Support Point)
25b. Typed Name, Duty Phone and Signature	26b. Typed Name, Duty Phone and Signature

368-101

STANDARD FORM 368, April 1974
General Services Administration (FPMR 101-26-7)

FOR INSTRUCTIONAL USE ONLY

Figure 2-21. Standard Form 368, "Quality Deficiency Report" (Category II).

CHAPTER 3

HISTORICAL RECORDS

Section I. CONSOLIDATED EQUIPMENT BINDER

1. PURPOSE

a. Historical records must be maintained on the specific items of equipment listed in Appendix E, Table E-1, of DA Pam 738-750.

b. These records give commanders information on equipment transfer, gains, losses, usage, firing data, modifications, and AOAP.

c. Never start a form until there is an entry needed on that form.

d. Historical records will always be filled out in ink or typewritten, unless the specific instructions for the form tell you to use pencil. Use blue or black ink.

2. PREPARATION

The equipment historical records are prepared in accordance with instructions contained in chapter 5 of DA Pam 738-750.

3. HANDLING AND DISPOSITION

a. Units authorized to dispatch equipment will consolidate and maintain all DA Form 2408 series historical records in one binder. When the consolidated forms are excessive to a single binder they will be separated and placed in individual binders, i.e., all the DA Forms 2408-4 in one binder.

b. Each time dispatched, an item of equipment will be accompanied by an Equipment Record Folder containing only the forms that are necessary to be posted while on dispatch. Equipment Record Folders will be assigned to a specific item of equipment and all forms will be retained in the assigned folder when returned to the dispatch office.

4. RESPONSIBILITY

The commander is responsible for his equipment, and he is equally responsible for the preservation and maintenance of the historical records. A record will be reconstructed only in the event of loss or when damaged to the extent that data is illegible.

Section II. EQUIPMENT CONTROL RECORD (DA FORM 2408-9) (ACCEPTANCE REPORT)

1. PURPOSE

This form (fig 3-1) provides for the introduction of equipment data into density files for application in maintenance management and provides the equipment owner with a basic source of information.

2. USE

This form is initiated by the responsible Army or other departmental procurement agencies at the time of US Government acceptance for Army inventory.

3. HANDLING AND DISPOSITION

a. NMP Copy 1 - send this copy through local data reduction centers to: Commander, USAMRSA, ATTN: AMXMD-MS, Lexington, KY 40511-5101.

b. Control Copy 2 - used as prescribed by local or higher commander.

c. Record Copy 3 - remains as a permanent record in the unit. Write "Permanent Log Book Copy" in block 21.

4. INSPECTION POINTS

a. Is a DA Form 2408-9 required by DA Pam 738-750, appendix E, present upon receipt of any new or old piece of equipment?

b. Are any unauthorized entries being made by unit maintenance personnel?

c. Is the serial number in block 4 in agreement with actual serial number on the data plate of the vehicle?

d. Are entries properly annotated in cases of change in national stock number (NSN) and for rebuild or depot overhaul?

e. Are the proper codes used in block 17?

5. MANAGEMENT USE

Can be used to determine:

a. Equipment configuration upon introduction into the system.

b. Contract through which equipment was procured.

c. Manufacturer.

d. Date of manufacture.

e. National stock number (NSN).

f. Registration number.

g. Who accepted equipment.

h. Date of depot overhaul or rebuild.

6. CROSS-CHECK PROCEDURE

Cross-check the date of manufacture in block 11 with equipment data plate.

7. REFERENCE

DA Pam 738-750.

CONTROL NO.	1. ORGANIZATION	2. LOCATION	3. UNIT IDENT CODE	4. UTILIZATION CODE	5. VEHICLE USE CODE
0948905	US ARMY DETROIT PROC DIST	DETROIT MI, 48211	WD3XAA		

6. NOMENCLATURE	7. MODEL	8. NATIONAL STOCK NO.	9. SERIAL NO.	10. REGISTRATION NO.
TNK CBT FT	M1A1	2350-01-087-1095	C5666	12DV54

11. YEAR OF MFG	12. MANUFACTURER (MFG Code)	13. CONTRACT NO.	14. PURCHASE ORDER NO.	15. WARRANTY PERIOD
M85	CHRYSLER CORP 80212	DAAE30-118-ORD-1322		

16. TYPE REPORT	17. REPORT CODE	18. USAGE	19. SHIPPED TO a. ORGANIZATION	b. SHIPPED TO UIC
a. ACCEPTANCE AND REGISTRATION	A	a. HOURS		
b. USAGE				
c. TRANSFER		b. MILES	20. RECEIVED FROM a. ORGANIZATION	b. RECEIVED FROM UIC
d. LOSS				
e. GAIN		c. ROUNDS		
f. OTHER				

21. REMARKS

PERMANENT LOG BOOK COPY

22. INSPECTOR'S SIGNATURE	23. JULIAN DATE
Paul Reyna ATV: 745-3960	2150

EQUIPMENT CONTROL RECORD

For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

REPORTS CONTROL SYMBOL CSGLD-1608

DA FORM 1 OCT 72 2408-9 REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.

LOG BOOK COPY 3

FOR INSTRUCTIONAL USE ONLY

Figure 3-1. DA Form 2408-9 used as "Equipment Acceptance and Registration Record."

Section III. EQUIPMENT CONTROL RECORD (TRANSFER REPORT) (DA FORM 2408-9)

1. PURPOSE

The Equipment Transfer Report (fig 3-2) is needed each time equipment needing DA Forms 2408-9 is transferred between parent units.

2. USE

An equipment transfer record must be prepared each time the equipment in transferred between parent units. This form is prepared by the shipping and receiving organizations each time an item is transferred. This form is not prepared for equipment on loan or evacuated for repair and subsequent return to the user. Transfer reports are not needed as long as equipment stays on the unit property book or supply account. So you do not need a report when equipment is transferred within the same parent unit.

3. HANDLING AND DISPOSITION

a. NMP copy 1--forward through local data reduction centers to US Army Materiel Readiness Support Activity.

b. Control copy 2--forwarded as prescribed by the local or higher command. For equipment under warranty, forward this copy to the Warranty Control Office.

c. Record copy 3--Keep the latest Transfer report until the next Transfer action.

4. INSPECTION POINTS

a. Is copy 3, the record copy, being retained until the next transfer action ?

b. Is the information in the heading accurate based on data extracted from the DA Form 2408-9, "Equipment Acceptance and Registration Record," and data plates?

c. Does the report date, block 23, reflect the same date as property book entry when used for feeder data for possible days on DA Form 2406, "Materiel Readiness Report"?

d. Is the appropriate disposition of the form being made upon transfer or receipt of a piece of equipment?

e. Does block 17 contain a reason for transfer, or a gain, or loss code? Proper code will be used from DA Pam 738-750.

5. MANAGEMENT USE

Can be used to determine:

a. Equipment accountability and location.

b. Equipment density by area.

c. Equipment losses due to disposal, salvage, or combat.

d. Previous owner.

e. Date of transfer or receipt.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Entries on DA Form 2408-9 with property book entries.

b. Possible equipment days with DA Form 2406, "Materiel Condition Status Report," entries.

7. REFERENCE

DA Pam 738-750.

CONTROL NO.	1. ORGANIZATION	2. LOCATION	3. UNIT IDENT CODE	4. UTILIZATION CODE	5. VEHICLE USE CODE
0948902	2d BN, 11th ARMOR	FORT KNOX, KY 40121	WAUXAA	D	

6. NOMENCLATURE	7. MODEL	8. NATIONAL STOCK NO.	9. SERIAL NO.	10. REGISTRATION NO.
TNK CBT FT	M1A1	2350-01-087-1095	C5666	12 DY54

11. YEAR OF MFG	12. MANUFACTURER (MFG Code)	13. CONTRACT NO.	14. PURCHASE ORDER NO.	15. WARRANTY PERIOD

16. TYPE REPORT	17. REPORT CODE	18. USAGE	19. SHIPPED TO a. ORGANIZATION	b. SHIPPED TO UIC
a. ACCEPTANCE AND REGISTRATION		a. HOURS		
b. USAGE				
c. TRANSFER	2	b. MILES	20. RECEIVED FROM a. ORGANIZATION	b. RECEIVED FROM UIC
d. LOSS			CONSOLIDATED SUPPLY OFFICER FORT KNOX, KY 40121	A14305
e. GAIN		c. ROUNDS		
f. OTHER				

21. REMARKS

22. INSPECTOR'S SIGNATURE	23. JULIAN DATE
	2150

EQUIPMENT CONTROL RECORD

For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

REPORTS CONTROL SYMBOL CSGLD - 1608

DA FORM 1 OCT 72 2408-9 REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.

NMP COPY 1

FOR INSTRUCTIONAL USE ONLY

Figure 3-2. DA Form 2408-9 used as "Transfer Report."

Section IV. EQUIPMENT CONTROL RECORD (USAGE REPORT) (DA FORM 2408-9)

1. PURPOSE

The Equipment Control Record (fig 3-3) provides a method for reporting equipment usage to Department of the Army agencies for selected items of equipment as specified in DA Pam 738-750, appendix E.

Note Usage Reporting for all combat and selected tactical vehicles has been deleted. Usage for these items is now being collected through the AOAP reporting system.

2. USE

Usage reports are filled out on different dates; as of 1 October for non-tactical vehicles and 1 November for tactical vehicles.

3. HANDLING AND DISPOSITION

a. NMP Copy 1--Forwarded through local data reduction centers to US Army Materiel Readiness Support Activity.

b. Control Copy 2--Forwarded as prescribed by the local or higher command.

c. Record Copy 3--Filed in the unit and retained until the next usage report is sent in.

4. INSPECTION POINTS

a. Do the unit records contain the latest usage report (if required)?

b. Is the information in the heading accurate as reflected on the DA Form 2408-9.

c. Is proper and timely distribution being made? (See 3 above.)

d. Does block 18 reflect total accumulated data during equipment lifespan (or since rebuild)?

e. Is proper code from DA Pam 738-750 being used in block 17?

5. MANAGEMENT USE

Can be used to determine:

a. Usage of equipment as of report date.

b. Criteria for replacement or rebuild of equipment.

6. CROSS-CHECK PROCEDURE

Cross-check:

a. Mileage against DD Form 1970 entries for report date block 18.

b. Report date (Julian).

7. REFERENCE

DA Pam 738-750

CONTROL NO.	1. ORGANIZATION	2. LOCATION	3. UNIT IDENT CODE	4. UTILIZATION CODE	5. VEHICLE USE CODE
0948903	2ND BN, 11TH ARMOR	FORT KNOX, KY 40121	WAUXAA	Ø	

6. NOMENCLATURE	7. MODEL	8. NATIONAL STOCK NO.	9. SERIAL NO.	10. REGISTRATION NO
TRUCK UTILITY	M998	2320-01-107-7155	L74255	120V57

11. YEAR OF MFG	12. MANUFACTURER (MFG Code)	13. CONTRACT NO.	14. PURCHASE ORDER NO.	15. WARRANTY PERIOD
M88				

16. TYPE REPORT	17. REPORT CODE	18. USAGE	19. SHIPPED TO a. ORGANIZATION	b. SHIPPED TO UIC
a. ACCEPTANCE AND REGISTRATION		a. HOURS		
b. USAGE	C			
c. TRANSFER		b. MILES	20. RECEIVED FROM a. ORGANIZATION	b. RECEIVED FROM UIC
d. LOSS		M1612		
e. GAIN		c. ROUNDS		
f. OTHER				

21. REMARKS

22. INSPECTOR'S SIGNATURE	23. JULIAN DATE
	2162

EQUIPMENT CONTROL RECORD

For use of this form, see TM 38-750; the proponent agency is the Office of the Deputy Chief of Staff for Logistics.

REPORTS CONTROL SYMBOL CSGLD-1608

DA FORM 1 OCT 72 2408-9 REPLACES DA FORMS 2408-7, 1 JAN 64, AND 2408-8, 1 JAN 64, WHICH ARE OBSOLETE.

NMP COPY 1

FOR INSTRUCTIONAL USE ONLY

Figure 3-3. DA Form 2408-9 used as "Equipment Usage Report".

Section V. AOAP "OIL ANALYSIS LOG" (DA FORM 2408-20)

1. PURPOSE

This form (figs 3-4 and 3-5) provides a means of recording:

a. Oil samples taken.

b. Results of laboratory analysis.

2. USE

a. This form will be maintained on all equipment as specified in DA Pam 738-750 and TB 43-0210.

b. This form will be used to record oil samples taken as per Chapter 4 of DA Pam 738-750.

3. HANDLING AND DISPOSITION

a. Transcribe hourmeter changes and other information as required to a new DA Form 2408-20. Keep the completed DA Form 2408-20 for 6 months after the last entry in column 4 is completed, then destroy the old form.

b. If the component is removed, the form will accompany the component.

4. INSPECTION POINTS

a. Is a DA Form 2408-20 initiated for each item of equipment as shown in Chapter 4 of DA Pam 738-750, and TB 43-0210?

b. Is the heading of the form filled out correctly?

c. Does column 4 show the date, month, and year the oil sample was taken?

d. In block 5, are:

(1) The hours on the end item listed in column a?

(2) The hours on the component listed in column b?

(3) The hours since the last oil change listed in column c?

e. Is the correct reason for the oil sample being entered in column 6?

f. Do the entries in column 7 reflect the actual results of the laboratory analysis?

g. Is the person making the entries placing their signature in column 8?

h. Is hourmeter information entered in block 9 when you change hourmeter?

5. MANAGEMENT USE

Can be used to determine:

a. When the last oil sample was taken.

b. The results of the last oil sample.

6. CROSS-CHECK PROCEDURES

Check correct identification of equipment or components with historical records DA Form 2408-9, "Equipment Control Record,"

7. REFERENCE

DA Pam 738-750 and TB 43-0210.

For use of this form, see DA PAMs 738-750 and 738-751; the proponent agency is DCSLOG

1. END ITEM		2. SAMPLE FREQUENCY	3. COMPONENT
a. NOMENCLATURE: TANK COMBAT FT		25 HOURS / 60 DAYS	a. NOMENCLATURE AND TYPE: ENGINE
b. MAKE OR TYPE: M1A1			b. SERIAL NUMBER: 9162
c. SERIAL NUMBER: C5666			c. TIME SINCE NEW OR OVERHAUL: 0

4. DATE	5. HOURS			6. REASON FOR SAMPLE	7. RESULTS	8. SIGNATURE
	END ITEM a	COMPONENT b	LAST OIL CHANGE c			
13MAY92	1500	149	43	ROUTINE	NORMAL	Jack Jones
10JUN92	1520	169	63	ROUTINE	NORMAL	Jack Jones
23 JUN92	1544	143	87	ROUTINE	FUEL DILUTION CHANGE OIL AND RESAMPLE	Jack Jones
25 JUN92	1547	196	3	SPECIAL	OK RETURN TO OPERATION	Jack Jones
22 JUL 92	1566	215	22	ROUTINE	NORMAL	Jack Jones
9 AUG 92	1576	225	32	ROUTINE	ABNORMAL FRONT COVER REPLACE ENGINE	Jack Jones

DA FORM MAY 81 2408-20 OIL ANALYSIS LOG

FOR INSTRUCTIONAL USE ONLY

Figure 3-4. DA Form 2408-20, "Oil Analysis Log" (front).

4. DATE	5. HOURS			6. REASON FOR SAMPLE	7. RESULTS	8. SIGNATURE
	END ITEM a	COMPONENT b	LAST OIL CHANGE c			

9. REMARKS

HOURMETER REPLACED AT 110 HRS, NEW READING @ 2200 HOURS.
OIL CHANGED 25 JUN 92, 197 HRS.

Reverse of DA Form 2408-20

*U.S. Government Printing Office: 1991

FOR INSTRUCTIONAL USE ONLY

Figure 3-5. DA Form 2408-20, "Oil Analysis Log" (back).

Section VI. WEAPON RECORD DATA (DA FORM 2408-4)

1. PURPOSE

The DA Form 2408-4 (fig 3-6) is used to record firing and other information on the service life of weapons with cannon or mortar tubes.

Note. Many weapons systems utilize DA Form 2408-4. Because of peculiarities of various weapons, the form will be prepared many different ways. The DA Form 2408-4 shown in figure 3-6 has been prepared for the M68 cannon mounted on the M60 series tank.

2. USE

a. The DA Form 2408-4, in conjunction with TB 750-231 and TM 9-1000-202-14, is used to determine:

(1) The estimated remaining life of the tube, cannon serial number (the rounds fired through the breech ring), and the weapon on which they are mounted.

(2) Whether the weapon may be fired safely.

b. The DA Form 2408-4 is used to compute the total equivalent full change (EFC) "rounds fired" block on the DA Form 2407.

c. Appendix E, DA Pam 738-750, tells you which items of equipment require this form.

3. HANDLING AND DISPOSITION

a. Form will be retained in the unit consolidated equipment binder containing all the unit's DA Forms 2408-4.

b. It will only be dispatched with the equipment when the weapon is to be fired, repaired, or evacuated to support maintenance.

c. This form will be forwarded by the using unit TO: Commander, Watervliet Arsenal, ATTN: SMCWV-QAI, Watervliet, NY 12189, when any of the following conditions occur.

(1) All lines on the form are filled.

(2) Active components will submit the form on 10 April and 10 October of each calendar year, and whenever all lines on the form are filled.

(3) Reserve components will submit the form on 10 October of each calendar year, and whenever all lines on the form are filled.

(4) The weapon is put in storage, transferred or turned in. A copy of the DA Form 2408-4 containing all the data from the previous report will remain with the weapon at all times.

d. Prior to mailing the DA Form 2408-4 under any of the conditions stated above, the following actions will be taken:

(1) Annotate column (i), "Remarks," as to the reason for submission (e.g., 10 April report). Put the date in column (a) and unit commander's signature in column (j).

(2) Initiate a new DA Form 2408-4 (except when the tube is condemned) bringing forward data as prescribed above.

e. Information or requests concerning data on previous DA Form 2408-4 can be obtained from Commander, Watervliet Arsenal, ATTN: SMCWV-QAI, Watervliet, NY 12189, or by dialing AUTOVON 974-5127 when information is desired on a specific cannon. Requests should include:

(1) Tube serial number.

(2) Cannon size, model, or series.

(3) Cannon serial number.

(4) If none of the above are available, send all known data on the weapon.

4. INSPECTION POINTS

a. Is the entire heading for the DA Form 2408-4 being prepared correctly?

b. Is block 3 being entered in pencil?

c. In block 8, are the cumulative EFC rounds being entered for the breech mechanism for M105mm M68 gun?

d. Is the DA Form 2408-4 sent to Watervliet Arsenal when the form is filled or when the 10 April or 10 October report is due? For reserve components, only the 10 October due date applies.

e. Is the first line entry being recorded from the previous DA Form 2408-4 and validated by the unit commander? Is the last entry signed by the Commander?

f. Are the mathematical computations of cumulative EFC rounds and the remaining EFC rounds correct?

Note. Care should be taken when calculating the remaining life of the cannon tube. Errors can create a safety hazard.

5. MANAGEMENT USE

Can be used to determine:

a. If the weapon is safe to fire (EFC life factor, gun tube and breechring).

b. When weapon maintenance is required, eg., borescope and pullover , recoil exercise, annual service, etc.

c. Provides historical data for weapons systems to Watervliet Arsenal which can be recalled by the unit if necessary.

6. REFERENCES

a. DA Pam 738-750.

b. TM 9-1000-202-14.

c. TB 750-231.

WEAPON RECORD DATA

For use of this form, see DA PAMs 738-750 and 738-751; the proponent agency is DSCLOG

REQUIREMENT CONTROL SYMBOL CSGLD—1051

1. TUBE SERIAL NO.	2. CANNON TYPE, MODEL OR SERIES	3. ORGANIZATION (UIC)	4. SPECIAL LIFE DATA
6168	120mm M256	WAA120 CO A, 1ST BN, 10TH ARMOR	Criteria 1500 EFC RDS or 5mm, Bore scope 150 EFC RDS, BREECH RING Life 4500 EFC RDS.

5. END ITEM IDENTIFICATION	6. RDS/EFC COMPUTATION	
TANK COMBAT M1A1 SN: 3114	HEAT-MP-T EFC = 1.0 APFSDS-T EFC = 1.0	

7. CANNON SERIAL NO.	8. RETUBINGS	9. REBUSHINGS
2124 (BREECHRING)	1 / 2000	

10. Date (a)	Projectile Type (b)	Zone or Charge (c)	Rounds Fired (d)	EFC RDS Fired (e)	Cumulative RDS Fired (f)	Cumulative EFC RDS (g)	Remaining Life (EFC RDS) (h)	Remarks: Recoil Exercise (RE), Gage or Velocity Reading, Safety Inspection (SI) (i)	Signature (j)
15MAR9X	(Previous DA Form 2408-4 final entries)				500	500	1000		SIGNATURE + RANK OF COMMANDER
17MAR9X	APFSDS-T M256		22	22	522	522	978		SIGNATURE + RANK OF INDIVIDUAL MAKING ENTRY
	HEAT-MP-T M526		16	16	538	538	962		

CONTINUE ON REVERSE

DA FORM 1 JAN 79 2408-4 EDITION OF 1 DEC 77 WILL BE USED

FOR INSTRUCTIONAL USE ONLY

Figure 3-6. DA Form 2408-4, "Weapon Record Data."

APPENDIX A

ARMY MAINTENANCE SYSTEM

Section I. AUTOMOTIVE COMMON TERMS AND DEFINITIONS

1. GENERAL

This appendix is designed to help you understand common terms and definitions that will be used by instructors during instruction presented in the Maintenance Department. Paragraph 2 lists these terms and definitions in alphabetical order.

2. COMMON TERMS AND DEFINITIONS

* * * * *

AGI - Annual General Inspection; once-a-year inspection for every unit.

AIT - Advanced Individual Training; training received by enlisted personnel in their Military Occupational Specialty.

AMC - Army Materiel Command: organization which develops, supplies, and maintains US Army equipment systems (e.g., Tank-Automotive, Communications-Electronics) formerly DARCOM.

AMDF - Army Master Data File; pieces of blue microfilm listing class IX repair parts.

ANMCS - Anticipated Not Mission Capable Supply

AOAP - Army Oil Analysis Program; tells condition of equipment (which uses oil) without direct examination.

AOS - Add-On Stabilization; maintains gun tube on target while vehicle is on the move (a modification to the M60A1 tank).

APC - Armored Personnel Carrier (M113A1 series); also called 113, Carrier.

APDS - Armor Piercing Discarding Sabot

APFSDS - Armor Piercing Fin Stabilized Discarding Sabot.

AR - Army Regulation

ASL - Authorized Stockage List; a list of all items authorized to be stocked at a specific level of supply.

AVLB - Armored Vehicle Launched Bridge; tank-like vehicle that can launch and retrieve a bridge to assist in crossing obstacles.

BCT - Basic Combat Training; initial training for enlisted personnel.

BDA/BDR - Battle Damage Assessment/Battle Damage Repair

BII - Basic Issue Items; authorized accessories and equipment assigned to a major end item (tools on a tank).

BILI - Basic Issue List Item; same as BII.

BMO - Battalion Motor Officer

Can Point - Short for Cannibalization Point; a place where old equipment is stored as the usable parts are taken off to be put on other equipment. (See cannibalize.)

Cannibalize - A slang term for taking good parts off equipment which you do not intend to repair.

CFV - Cavalry Fighting Vehicle (M3)

Cheater Bar - A pipe or bar which attaches to the end of a wrench allowing more force (torque) to be applied to the wrench.

CONUS - Continental United States

DA - Department of the Army

DAMWO - Department of the Army Modification Work Order; an improvement made to a piece of equipment. Sometimes just called MWO.

DOD - Department Of Defense; Department of US Government consisting of the Army, Navy, Air Force, and Marine Corps.

Deadline - A term meaning that the piece of equipment cannot be operated because of a deficiency which the Army says makes it unsafe to operate in a peacetime environment but does not affect the ability of the equipment to go to war.

DISCOM - Division Support Command; an organic divisional unit responsible for providing division level supply, transportation, maintenance, medical, and other services for all elements of the division.

DLOGS - Division Logistics System; a computer program which automates supply within a division.

DMMC - Division Materiel Management Center; division agency that operates the automated system that manages the division's assets and supplies.

DODAAC - Department Of Defense Activity Address Code; a 6-digit computer address.

DS4/DS3 - Names of advanced computer programs (and equipment) which improve computer supported supply.

DS/DSU - Direct Support/Direct Support Unit; element that provides third level of maintenance and repair parts, usually a battalion in a division.

ECC - Equipment Category Code; a two-digit code used to identify the grouping for any particular type of equipment except commercial vehicles.

EFC - Equivalent Full Charge; used to measure gun tube wear in relation to type of ammunition fired.

EIC - End Item Code.

EIR - Equipment Improvement Recommendation; an improvement made to equipment to make it work better.

EOS - Effects on System: a code, which identifies the effects of a subsystem on the availability of the total system.

ESC - Equipment Serviceability Criteria; tests and measurements of equipment to evaluate the item's capability to perform its primary mission for a period of 90 days with normal maintenance.

Etc - Abbreviation for "et cetera." It means "and so on" or "and so forth."

FAD - Force/Activity Designator; a Roman numeral designated by the Joint Chiefs of Staff which relates to the mission of the activity.

FORSCOM - (Unites States Army) FORCES COMMAND; command responsible for combat forces.

FSCM - Federal Supply Code for Manufacturer

GS - General Support; supports the direct support elements of divisions with specially trained personnel who are authorized to overhaul and rebuild selected items.

HEAT - High Explosive Anti-Tank

HEP - High Explosive Plastic

HET - Heavy Equipment Transport; a large truck with trailer for hauling heavy equipment like bulldozers and tanks.

IAW - In Accordance With

IFV - Infantry Fighting Vehicle (M2)

IPD - Issue Priority Designator; a two-position code which tells the supply agency how important a request is.

IROAN - Inspect and Repair Only As Necessary; a common sense maintenance technique whereby equipment is restored to operation by performing the minimum maintenance.

ITV - Improved TOW Vehicle; M113A1 is the basic vehicle.

Job Order - Slang term for maintenance request. In this department, it relates to DA Form 2407, "Maintenance Request"; but, it is a common term throughout the US Army.

LIN - Line Item Number; used in supply management to identify operational characteristics which are the same for different models of similar equipment.

LO - Lubrication Order; shows points of lubrication on equipment and types of lubricant to be used.

LRF - Laser Range Finder

MAC - Maintenance Allocation Chart; prescribes the maintenance level authorized to accomplish specific maintenance operations on military equipment; located in technical manual.

MCSR - Materiel Condition Status Report (DA Form 2406).

MEMO - Mission Essential Maintenance Operations.

MTOE - Modified Table of Organization and Equipment; see TOE.

MWO - Modification Work Order; see DAMWO.

NCOIC - NonCommissioned Officer In Charge; the sergeant who is Responsible.

NICP - National Inventory Control Point; a computer at a commodity command which is responsible for inventory management of a group of items.

NIIN - National Item Identification Number; the last nine digits of the National Stock Number.

NMC - Not Mission Capable; a condition of equipment which means that it is not capable of doing the job for which it was designed.

NMCM - Not Mission Capable Maintenance; a condition or status of an item of equipment meaning that it is not operationally ready because it requires maintenance work which must be accomplished at the organizational level of maintenance.

NMCS - Not Mission Capable Supply; the condition or status of an item of equipment indicating it is not operationally ready because required maintenance cannot be performed due to a supply shortage at the repair site.

NSN - National Stock Number; a 13-digit number assigned to identify most items within the Federal Government.

OIC - Officer In Charge; the officer who is responsible.

OJT - On-the-Job Training; training whereby students or trainees acquire skills through actual performance of duties under supervision.

ORF - Operational Readiness Float; equipment to replace on a direct exchange basis, items of equipment that are nonrepairable or that are going to be nonoperational for a considerable length of time.

PBO - Property Book Officer; an individual who maintains accountability for property on property books.

PDO - Property Disposal Officer; in charge of all salvage and disposal activities at an installation.

Personnel Carrier - Sometimes called PC or APC; it is the M113A1/A2 vehicle.

PLL - Prescribed Load List; parts that are authorized to be stocked, based on demand, at the organization for replacing parts that become unserviceable.

PM - Preventive Maintenance; the systematic servicing, inspection, detection, and correction of faults or failures before they develop into major defects or problem areas.

PMCS - Preventive Maintenance Checks and Services; inspection of an item of equipment by the operator to determine its ability to perform its primary mission.

POL - Petroleum, Oil, and Lubricants; US term for gasoline (benzine) oil, grease.

QA/QC - Quality Assurance/Quality Control

QSS - Quick Supply Store; supply point maintained at direct support consisting of low cost common hardware that is available to supported units with minimum paperwork.

RDD - Required Delivery Date; the date when materiel is required by the requisitioner.

RISE - Reliability Improved Selected Equipment; designation that was provided to a model of the M60A1 tank that had numerous improvements and modifications over the previous model.

RPM - Revolutions Per Minute

R/T unit - Receiver/Transmitter unit

RX - Reparable Exchange. Supply method of issuing serviceable materiel for unserviceable reparable items.

SAILS - Standard Army Intermediate Level Supply subsystem; the supply system used at installations (Army posts) where there is no division. Instead of DLOGS.

SAMS - Standard Army Maintenance System.

SB - Supply Bulletin

SF - Standard Form

SMO - Squadron Maintenance Officer; see BMO.

SMR Code - Source Maintenance Recoverability Code found in repair parts manuals.

SOP - Standing Operating Procedure; instructions on how a unit will accomplish a given function or mission.

SPAS - Skills Performance Aids; book which has pictures and detailed instructions to aid mechanic in working on equipment.

SSSC - Self-Service Supply Center; a consolidated point of distribution for specified expendable supplies to units.

STAB - Stabilization; moving of main gun and turret separate from movement of chassis.

STE-ICE - (STA'-ICE) Simplified Test Equipment-Internal Combustion Engine; a programmed green box which does electrical and mechanical tests on vehicles. It replaces several old pieces of test equipment.

STS - Stabilization Test Set

TAMMS - The Army Maintenance Management System; procedures prescribed in DA PAM 738-750 for Army Maintenance Management.

TB - Technical Bulletin; a publication that contains technical information pertaining to weapons, equipment, and professional techniques.

TC - Tank Commander

TDA - Table of Distribution and Allowances; a table which prescribes the organizational structure, personnel and equipment authorizations, and requirements of a military unit to perform a specific mission for which there is no appropriate Table of Organization and Equipment.

TESTS - Turret Electrical System Test Set

TM - Technical Manual

TMDE - Test, Measurement, and Diagnostic Equipment

TOE - Table(s) of Organization and Equipment; a mission, organizational structure, and personnel and equipment requirements for a military unit.

TOW - Tube launched, Optically tracked, Wire command-link guided; antitank missile.

TRADOC - (United States Army) Training And Doctrine Command; command responsible for training.

Troubleshoot-	A term which means to find out exactly what the problem with a piece of equipment is. By reading in a "GO/NO GO" table, a mechanic can determine exactly where the fault lies.
TTM -	Tank Turret Mechanic
TTS -	Tank Thermal Sight
TVM -	Tracked Vehicle Mechanic; company or battalion mechanic.
UIC -	Unit Identification Code; computer name for a unit.
UMCP -	Unit Maintenance Collection Point
UND -	Urgency of Need Designator; letters A, B, and C relating to how quickly a transaction is needed.
USR -	Unit Status Report
W/ESDC -	Weapon/Equipment System Designator Code
WP -	White Phosphorus
WSDC -	Weapon System Designator Code; a two-digit code used to route supply transactions.
XO -	Executive Officer; in US units, the second in command.

* * * * *

Section II. CATEGORIES OF MAINTENANCE

1. SUMMARY CHART

This section provides summary charts showing how the 4 category Army system is divided into categories and subcategories and gives the unit maintenance requirements.

LEVELS OF MAINTENANCE

	Unit	DIRECT SUPPORT	GENERAL SUPPORT	Depot
→	• User	• Intermediate maintenance direct support units • Installation support maintenance shop	• Intermediate maintenance general support units • Installation support maintenance shops	• TDA activities • Industrial-type activities • Commercial contractors
→	• Equipment location • Unit maintenance shops • Unit maintenance collecting point (UMCP)	• Mobile maintenance shops • Fixed shops in installations • Equipment location • Unit maintenance collecting point (UMCP) • Maintenance collecting point	• Semi-fixed maintenance shops • Installation maintenance shops • Equipment location on an exception basis	• Fixed plant-type facilities • On site on exception basis
→	• Preventive maintenance checks and services (PMCS) • Inspections • Lubrication and cleaning • Preserving • Tightening • Minor adjustment • Replacement of piece parts • Recovery of unserviceables	• Diagnose and isolate faults on equipment/components & assemblies • Adjust, calibrate, and align components and assemblies • Operate a direct exchange activity • Light body repairs • Technical assistance • Evacuate unserviceables	• Diagnose and isolate faults on equipment, components & assemblies to the internal piece part level • Adjust, calibrate, align & repair components, assemblies and modules • Repair/modification of end items/components & assemblies to the internal piece part level • Heavy body, hull, turret, frame repair • Collection & classification of unserviceable class VII • Evacuate disposable material • Technical assistance	• Overhaul of end items/components, assemblies and modules to manufacturers tolerances • Repairs requiring special environmental facilities • Nondestructive testing of used parts • Inspections/modifications requiring extensive disassembly or elaborate test equipment • Cyclic overhaul and special maint programs • Manufacture of parts not otherwise obtainable
→	• Diagnosis & isolation of failures • Use of built-in test equipment, simple go-no go indicators installed • Instrumentation and external diagnostic/fault isolation devices	• Replacement of components & assemblies, modules and piece parts • Provide highly mobile maintenance support teams (MSTs) • Use of direct exchange (DX) and operational readiness float (ORF)	• Replace components, assemblies & modules and performance of repairs not requiring restoration to original manufacturers tolerances or specifications • Operate cannibalization point(s)	• Wholesale level direct exchange • Restoration of unserviceables to prescribed levels of serviceability • Modernization of serviceable assets
→	• Sustain materiel readiness	• Support using unit by repair and return of equipment to user	• Support of the theater supply system	• Support of the supply system

Figure A-1

UNIT MAINTENANCE REQUIREMENTS

TYPE OF SERVICE	INTERVAL		WORK PERFORMED BY
	WHEEL VEHICLE	TRACK VEHICLE	
DAILY PM SERVICE	EACH DAY OPERATED	EACH DAY OPERATED	DRIVER OR CREW
QUARTERLY PM SERVICE		3 MONTHS OR 750 MILES	UNIT MAINTENANCE PERSONNEL (CREW ASSISTS)
SEMIANNUAL PM SERVICE	6 MONTHS OR 6,000 MILES		UNIT MAINTENANCE PERSONNEL (DRIVER ASSISTS)
LUBRICATION	AS REQUIRED BY APPLICABLE LUBRICATION ORDER		DRIVER/CREW OR UNIT MAINTENANCE PERSONNEL

SOME VEHICLES REQUIRE PERIODIC SERVICES AT DIFFERENT INTERVALS. REFER TO THE APPROPRIATE TM.

Figure A-2.

NOTE. The requirements for conducting services on many tracked vehicles have changed. An example is the M60A3 TTS Tank. A quarterly service is still required for the turret. However, the hull only requires a semiannual service.

2. UNIT MAINTENANCE

a. This is required maintenance performed on equipment assigned to a unit. Unit Maintenance is the first level of maintenance and is by the operators and mechanics who belong to the same unit as the equipment they service.

b. Operators perform basic maintenance as outlined in the appropriate -10 level TM for their equipment. An operator's most important function is in performing readiness evaluations on their equipment and reporting these evaluations to their supervisors.

c. Unit level mechanics perform checks, services and adjustments in accordance with the appropriate TM's, LO's and MAC's. Unit level mechanics replace repair parts designated as unit level by Source Maintenance and Recoverability (SMR) code in the repair parts manuals.

d. Maintenance operations at the unit level normally include:

(1) Inspection of external and easily accessible components.

(2) Lubrication, cleaning, preserving, tightening and minor adjustments to easily accessible mechanical, electrical, hydraulic and pneumatic systems.

(3) Diagnosis and isolation of material malfunctions that can be readily traced to a defective module.

(4) Replacement of modules authorized by the MAC on a time change basis or those modules which are worn, damaged or defective module.

(5) Maintenance evacuation of malfunctioning material and modules.

3. DIRECT SUPPORT

a. This is maintenance authorized and performed by designated maintenance activities in direct support of using units (battalion/squadron). Direct Support maintenance is limited to the replacement of major items, and assemblies and the repair and return to the using unit.

b. Direct Support maintenance is accomplished through the use of Forward Support Battalions which are specifically configured to support the brigade which they are assigned to.

c. The missions and capabilities of a Direct Support Activity are:

(1) Diagnose and isolation of material or module malfunction, adjustments and alignment of modules.

(2) Maintenance of organic TMDE as outlined in TB 43-180.

(3) Repair of economically reparable material beyond the capability of using units. This is done as a return to user basis.

(4) Operation of an RX facility to include the repair of designated modules and components.

(5) Performance of light body repairs.

(6) Inspection of maintenance operations at supported units.

(7) Advise and instruct personnel at supported units and provide mobile maintenance support teams.

(8) Stockage and issue of Operational Readiness Float (ORF).

(9) Operation of Quick Supply Store (QSS).

(10) Stockage and issue of Class IX.

(11) Evacuation of unservicable end items and modules to higher levels of maintenance.

4. GENERAL SUPPORT

a. This is the maintenance activity authorized to support a MACOM, subcommand or other form as a whole rather than as specific elements. General Support Maintenance responds to the needs of the theater supply system according to the availability of repair parts and other maintenance resources.

b. Operations at a General Support Maintenance activity include:

(1) Repair of end items and modules for return to theater supply systems.

(2) Diagnoses and isolation of material and module malfunctions at the internal part level. Adjustment, alignment and repair as authorized by the MAC.

(3) Performance of heavy body, hull, turret and frame repair.

(4) Provide technical assistance.

(5) Collection and classification of unservicable Class VII.

(6) Operation of cannibalization point when authorized by MACOM commander.

(7) Evacuation of unserviceable, unrepairable material through appropriate disposal channels.

(8) Evacuation of repairable, unserviceable material to appropriate depot maintenance facilities.

(9) Repair and calibration of organic and supported units TMDE.

(10) Fabrication of repair parts, assemblies, components, jigs and fixtures.

5. DEPOT MAINTENANCE

Depot maintenance activities through overhaul and rebuild of economically reparable materiel, augments the procurement program in satisfying overall Army requirements and when required, provides for repair of materiel beyond the capability of general support maintenance units. Depot activities are normally commodity oriented and have the following mission and capabilities:

a. Responsible for the recondition of end items, major items, assemblies, parts, accessories, tools and test equipment.

b. Capabilities of complete rebuild and major overhaul.

c. Organized to employ production and assembly line methods where feasible.

d. Operate form fixed facilities.

e. Results of production to augment stocks of serviceable equipment.

f. Restoration of unserviceables to prescribed levels of serviceability.

APPENDIX B

MAINTENANCE PUBLICATIONS

1. GENERAL

a. To be an effective supervisor in the United States Army, regardless of your grade or position, you are required to use an immeasurable amount of information. A part of this required information may consist of technical knowledge, perhaps simple listings of data or statistics, or it may involve the requirement to explain how a complicated piece of equipment works. More often, this required information will consist of knowledge of techniques, procedures, and command policies that apply to all aspects of the Army--personnel management, training, maintenance, tactics, supply, and any number of other activities.

b. Attempting to memorize all the available information, data, and statistics that are essential to you in accomplishing your job would be impossible. More important to you is to know where you can go to get necessary information when you need it. If you know what sources of information are available to you, if you know how to extract information from these sources, you will have a distinct advantage in performing your duties. Similarly, your subordinates must have the same ability to use sources of information for reference in performing their specific duties.

c. The primary sources of information used in the Army today are the official printed publications of Department of the Army. This appendix will be devoted primarily to the use of Department of the Army (DA) publications.

d. Although the materials and examples used are oriented toward publications used in automotive maintenance, the types of publications discussed and the techniques used apply to maintenance of all types of equipment. Furthermore, many of the type publications discussed, such as Army Regulations, Field Manuals, and DA Pamphlets, are used in areas other than maintenance.

2. POLICY

Department of the Army Publications policies are outlined in Army Regulation 25-30, and DA Pams 25-30, 25-33, and 310-10.

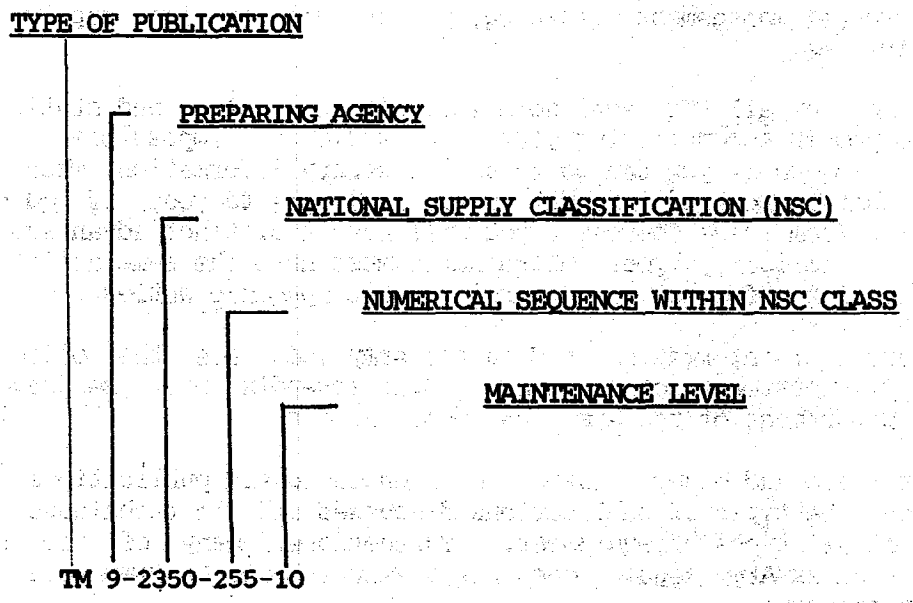
3. MAINTENANCE PUBLICATIONS

Official DA publications which directly effect organizational maintenance are Regulations, Circulars, Field Manuals, Pamphlets, Technical Manuals, Supply Manuals, Technical Bulletins, Lubrication Orders, and Modification Work Orders.

a. Technical Manuals (general).

(1) Technical manuals provide detailed technical information on items of equipment. Technical manuals published on a specific type of equipment include initial preparation for use, operational instructions, maintenance instructions, repair parts and special tool lists, and other related information. Technical manuals are also prepared on a variety of subjects other than equipment, such as welding and driver training.

(2) Technical manuals (along with modification work orders, lubrication orders, and technical bulletins) applying to a specific vehicle or type equipment will be numbered by associating a common block of numbers with a specific vehicle or equipment.



(3) Format of technical manuals:

(a) The Army system for preparation and distribution of technical manuals is to arrange the manuals in multiple parts so that each part applies to a separate category of maintenance (operator/crew maintenance, unit maintenance, etc.). In some technical manuals these parts may be published separately, or they may be combined when published. Multiple parts of a technical manual for a vehicle or other item of equipment can be identified as to category of maintenance by the 2-digit suffix to the manual number (-10, -20, etc.).

(b) Technical manuals, regardless of type equipment covered, are published in standard formats.

BLOCK OF NUMBER ASSIGNED A TYPE EQUIPMENT	APPLICABLE MAINTENANCE CATEGORY
9-2350-255	-10 Operator/crew
9-2350-255	-12 Operator and Organizational
9-2350-255	-20 Organizational
9-2350-255	-23 Organizational and Direct Support
9-2350-255	-20P Repair Parts Manual (Organizational)
9-2350-255	-30 Direct Support (DS)
9-2350-255	-40 General Support (GS)
9-2350-255	-50 Depot

Note. Suffix will indicate if parts are combined. For example, if operator's manual (-10) and unit maintenance manual (-20) are combined, the suffix will be -12. If all parts from operator's manual (-10) through general support manual (-40) are combined, suffix will be -14.

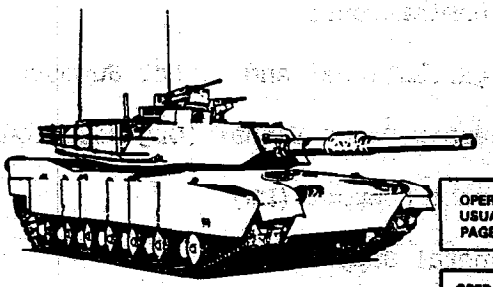
b. Technical Manual--Operator/Crew Manual. The operator's manual -10 is designed for use by the operator of a piece of equipment and for crew members, if applicable. This manual contains an introduction stating basic information and tabulated data about the equipment. This is followed by operting instructions on the correct procedure to follow with regard to operation of the equipment, under usual and unusual conditions. Maintenance instructions include the basic issue items (BII) listing and troubleshooting guide. The daily preventive maintenance checks and services are contained in the -10 manual and used as a guide by operator/crew personnel in the performance of before-, during-, and after-operation services.

TM 9-2350-264-10-2

Volume 2 of 3

CHECK FOR CURRENT CHANGES

TECHNICAL MANUAL
OPERATOR'S MANUAL
OPERATION UNDER USUAL
AND UNUSUAL CONDITIONS



OPERATION UNDER USUAL CONDITIONS PAGE 2-93

OPERATION UNDER UNUSUAL CONDITIONS PAGE 2-384

TANK, COMBAT, FULL-TRACKED
120-MM GUN, M1A1
(2350-01-087-1095)
GENERAL ABRAMS

This publication is required for official use or for administrative or operational purposes only. Distribution is limited to U.S. Government Agencies. Other requests for this document must be referred to Commander, AG Publication Center, 2800 Eastern Boulevard, Baltimore, Maryland 21220.

HEADQUARTERS, DEPARTMENT OF THE ARMY
DECEMBER 1985

TA359161

This copy is a reprint which includes current pages from Changes 1 thru 3.

Figure 1. Example of a Operator/Crew Technical Manual

c. Technical Manual--Unit Maintenance Manual. The organizational maintenance manual (-20) contains maintenance instructions for items of equipment for the unit repairman at company and battalion level. The maintenance allocation chart (MAC) is also included and, in general, prescribes the maintenance responsibilities allocated to each category of maintenance. Preventive maintenance checks and services are also contained in the -20 and used as a guide for unit maintenance mechanics in the performance of semiannual and quarterly services. The special tools and equipment required to perform unit maintenance at company and battalion level are included in the -20 manual.

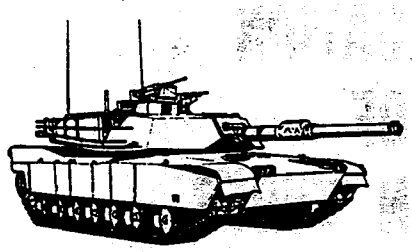
TM 9-2350-264-20-1-1

Supersedes copies dated 19 September 1985, 2 December 1985, 27 December 1985, 30 December 1985, and 28 February 1986, including all changes; see page i for details.

TECHNICAL MANUAL

UNIT MAINTENANCE MANUAL

VOLUME 1 OF 5



TANK, COMBAT, FULL-TRACKED: 120-MM GUN, M1A1 (2350-01-087-1095) GENERAL ABRAMS

HULL

HEADQUARTERS, DEPARTMENT OF THE ARMY JANUARY 1988

Figure 2. Example of a Technical Manual--Unit Maintenance.

d. Technical Manual--Other Than for Equipment. Technical manuals are published on a variety of subjects other than equipment maintenance. Examples of technical manuals covering general subjects are included in the suggested minimum motor pool library.

TM 9-1000-202-14

TECHNICAL MANUAL

OPERATOR'S, ORGANIZATIONAL, DIRECT SUPPORT
AND GENERAL SUPPORT MAINTENANCE MANUAL

EVALUATION
OF
CANNON TUBES

This copy is a reprint which includes current pages from Changes 1 and 2.

HEADQUARTERS, DEPARTMENT OF THE ARMY
NOVEMBER 1976

Figure 3. Example of a Technical Manual--Other than for Equipment.

e. Technical Manual--Repair Parts and Special Tools List. List of repair parts and special tools authorized for use by maintenance personnel. This technical manual is is identified by ending with the Suffix "P."

TM9-2350-215-20P-1

SUPERSEDES SO MUCH OF TM 9-2300-378-20P/1 DATED AUGUST 1969.

TECHNICAL MANUAL

ORGANIZATIONAL MAINTENANCE
REPAIR PARTS AND SPECIAL TOOLS LIST

FOR

TANK, COMBAT, FULL-TRACKED:
105-MM GUN, M60A1
(2350-00-756-8497)
AND
105-MM GUN, M60A1 (AOS)
(2350-01-058-9487)
HULL

Approved for public release; distribution is unlimited.

HEADQUARTERS, DEPARTMENT OF THE ARMY

DECEMBER 1986

Figure 4. Example of a Technical Manual Repair Parts and Special Tool List.

f. Lubrication Orders. Lubrication orders prescribe authorized lubricants, lubrication intervals, and lubrication points on all equipment issued that requires lubrication by operator/crew and unit maintenance personnel. Lubrication orders are mandatory to all users. The numbering system for lubrication orders is identical to that for technical manuals.

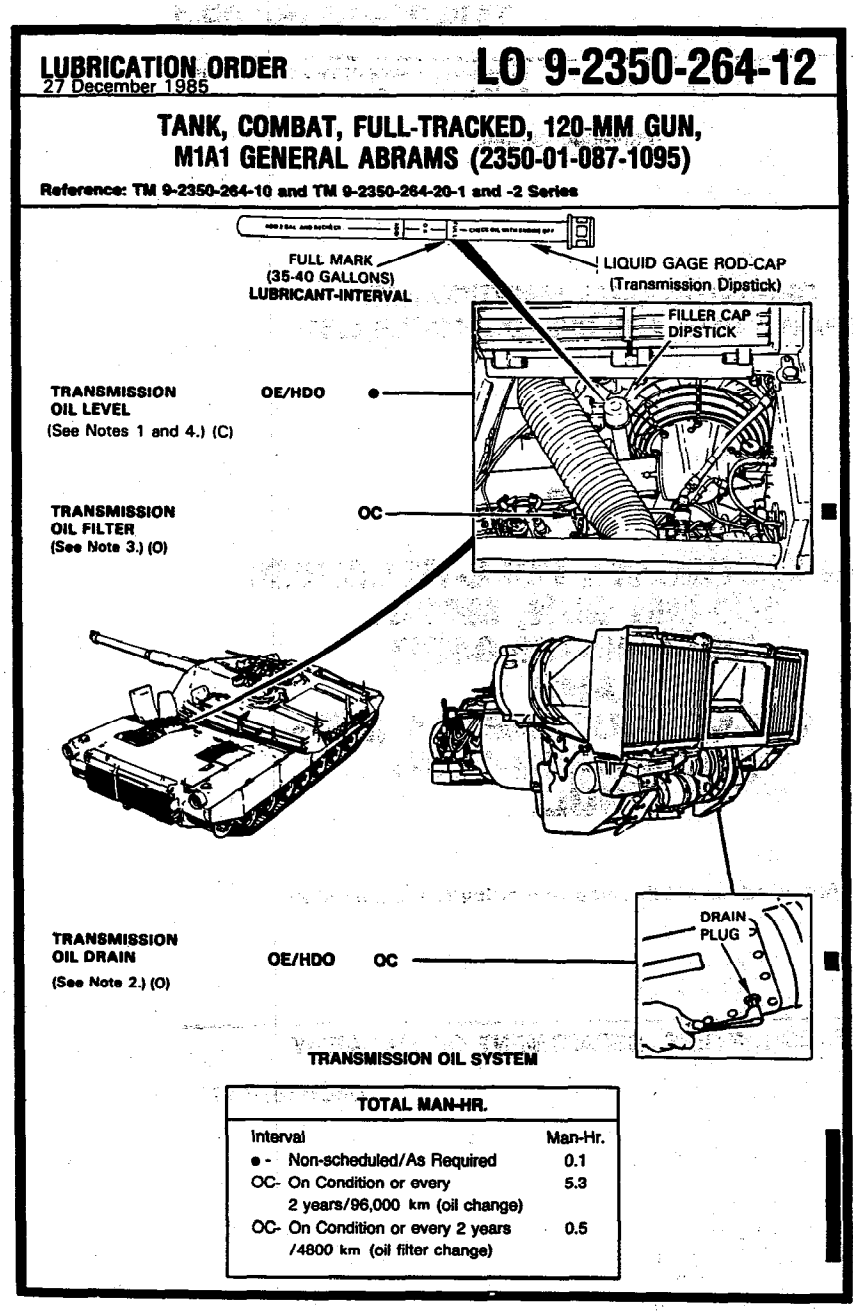


Figure 5. Example of a lubrication order.

g. Technical Bulletin. Technical bulletins contain technical information pertaining to equipment or to professional techniques over which the preparing agency has responsibility. They do not contain administrative material or material pertaining to tactical training or tactical operations. Technical bulletins may supplement equipment technical manuals, but they will not make direct changes in the content of the manuals nor will they be published in lieu of technical manuals.

TB 43-0001-39-1

DEPARTMENT OF THE ARMY TECHNICAL BULLETIN

EQUIPMENT IMPROVEMENT REPORT
AND
MAINTENANCE DIGEST
(US ARMY TANK-AUTOMOTIVE COMMAND)

TANK AND AUTOMOTIVE EQUIPMENT

(JAN THRU MAR - 1ST QTR CY 92)

This bulletin and all changes thereto automatically expire two years from date of issue of this bulletin. A one time distribution is made and no additional copies are available. This publication will not be reprinted.

DISTRIBUTION RESTRICTION

Distribution authorized to U.S. Government agencies only, to protect technical or operational information from automatic dissemination. This determination was made on 26 February 1987. Other requests for this document will be referred to: Commander, U.S. Army Tank-Automotive Command, ATTN: AMSTA-MB, Warren, MI 48397-5000.

DESTRUCTION NOTICE

Destroy by any method that will prevent disclosure of contents or reconstruction of the document.

HEADQUARTERS, DEPARTMENT OF THE ARMY

3 June 1992

Figure 6. Example of a Technical Bulletin.

h. Modification Work Orders. Modification work orders provide authentic and uniform instructions for alteration and modification of materiel. These changes range from the simplest kind of alteration to a very complex change, which can be made only at a Direct Support shop. Modification work orders contain the following information; The type of materiel to be modified, the category of maintenance personnel permitted to perform the modification, the new parts required to perform it, the man-hours required to perform it, and the date by which the work must be completed. Modification work orders pertain directly to all vehicles and equipment. A file of the current modification work orders should be maintained by the using units. When new vehicles are received, a close inspection must be made to ascertain the status of the modifications.

NORMAL

MWO effective date 1 August 1987 and completion date 30 September 1991

MWO 9-2320-218-34

DEPARTMENT OF THE ARMY MODIFICATION WORK ORDER

INSTALLATION OF

ROLLOVER PROTECTION SYSTEM
(1/4-TON VEHICLE M151A2)

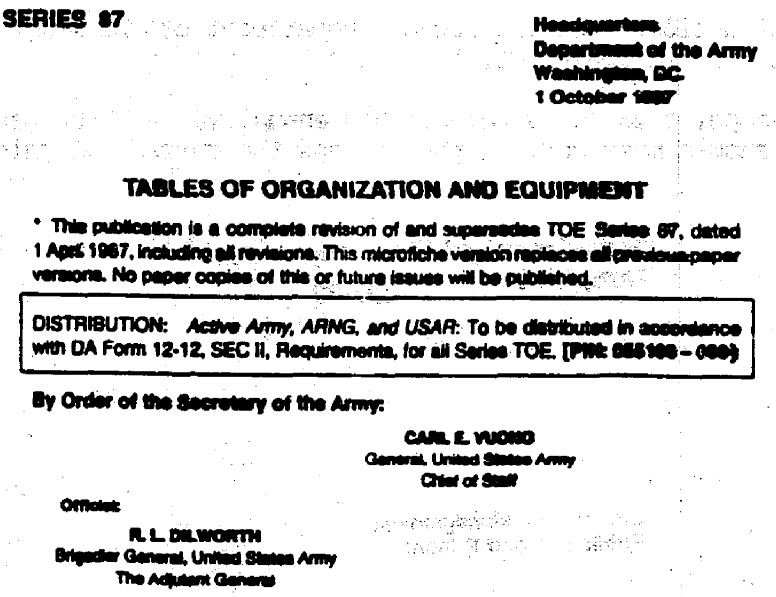
HEADQUARTERS, DEPARTMENT OF THE ARMY, WASHINGTON, D.C.
1 AUGUST 1987

REPORTING OF ERRORS AND RECOMMENDING IMPROVEMENTS

You can help improve this manual. If you find any mistakes or if you know of a way to improve the procedures, please let us know. Mail your letter, DA Form 2028 (Recommended Changes to Publications and Blank Forms), or DA Form 2028-2 located in the back of this manual direct to: Commander, U.S. Army Tank-Automotive Command, Attn: AMSTA-MB, Warren, MI 48397-5000. A reply will be furnished to you.

Figure 7. Example of a Modification Work Order.

i. Tables of Organization and Equipment. Tables of organization and equipment prescribe the normal mission, unit structure, personnel and equipment authorization for a military unit. The publication is divided into three sections. Section I contains the descriptive title, designation of the unit and its function, normal mission, and capabilities; section II contains the organization (personnel); section III contains the list of equipment authorized the unit. (Reference AR 310-31)



* TOE SERIES 87

Headquarters
Department of the Army
Washington, DC
1 October 1987

TABLES OF ORGANIZATION AND EQUIPMENT

* This publication is a complete revision of and supersedes TOE Series 87, dated 1 April 1987, including all revisions. This microfiche version replaces all previous paper versions. No paper copies of this or future issues will be published.

DISTRIBUTION: *Active Army, ARNG, and USAR*: To be distributed in accordance with DA Form 12-12, SEC II, Requirements, for all Series TOE. [PIN: 055100 – 000]

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

Example of a table of organization and equipment.

Figure 8. Example of a Table of Organization and Equipment.

j. Department of the Army Pamphlets.

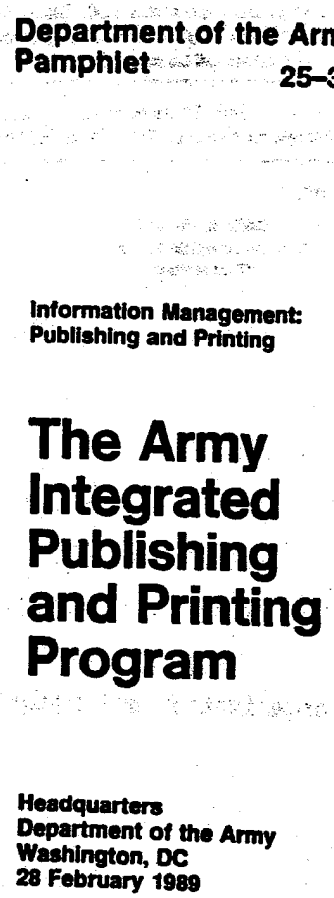
(1) Department of the Army pamphlets contain informational or guidance material of a continuing nature. Their contents are of a miscellaneous nature covering a wide variety of subject material.

(2) Included among DA pamphlets is the index to military publications [DA Pamphlet 25-30 (microfiche)]. This index is to be used in identifying military publications. The index will furnish the user with the name, date, and description of each military publication.

(3) The 750 series DA Pamphlets contain maintenance guidance for the unit commander.

(a) Instructions for the use of Department of the Army pamphlets are contained in the front of each pamphlet.

(b) DA Pamphlet 25-30 is republished annually, and changes semiannually. The user, therefore, should make certain that he has the current pamphlet.



Department of the Army Pamphlet 25-30

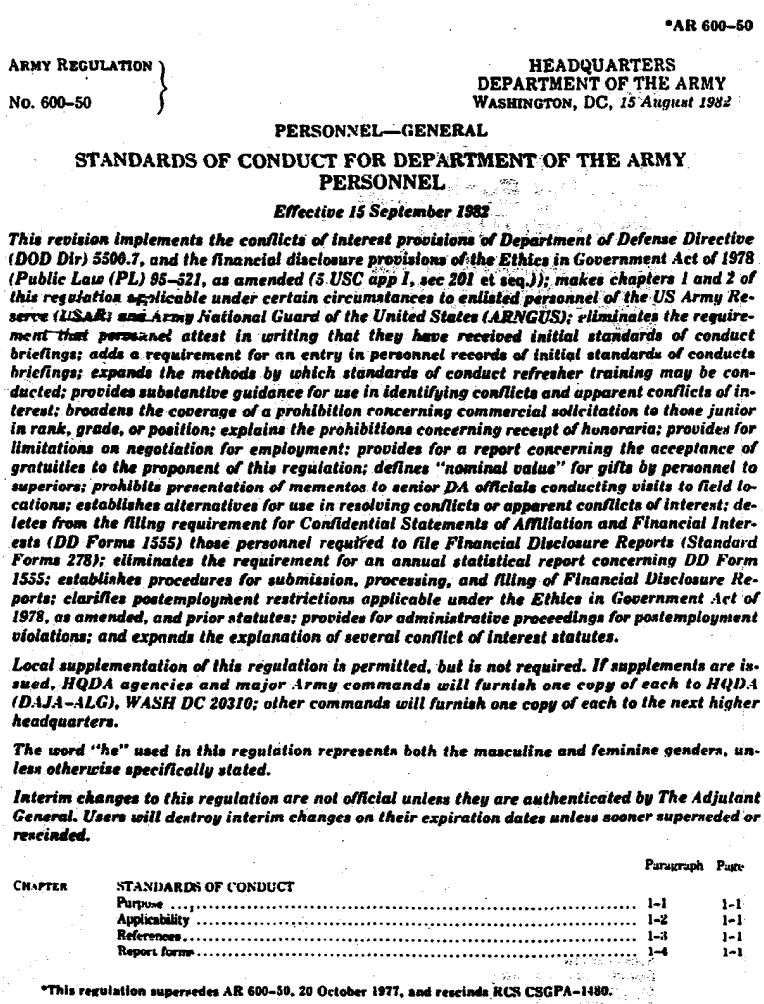
Information Management: Publishing and Printing

The Army Integrated Publishing and Printing Program

Headquarters Department of the Army Washington, DC 28 February 1989

Figure 9. Example of DA Pamphlet 25-30 (Microfiche).

k. Army Regulations. Army Regulations prescribe functions, responsibilities, policies, basic regulations, and administrative procedures and cite appropriate statutory authority for Department of the Army., if any. Briefly, Army Regulations establish basic doctrine. DA Pamphlet 25-30 lists Army Regulations.



*AR 600-50

ARMY REGULATION
No. 600-50

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *15 August 1982*

PERSONNEL—GENERAL

STANDARDS OF CONDUCT FOR DEPARTMENT OF THE ARMY PERSONNEL

Effective 15 September 1982

This revision implements the conflicts of interest provisions of Department of Defense Directive (DOD Dir) 5500.7, and the financial disclosure provisions of the Ethics in Government Act of 1978 (Public Law (PL) 95-521, as amended (5 USC app I, sec 201 et seq.)); makes chapters 1 and 2 of this regulation applicable under certain circumstances to enlisted personnel of the US Army Reserve (USAR) and Army National Guard of the United States (ARNGUS); eliminates the requirement that personnel attest in writing that they have received initial standards of conduct briefings; adds a requirement for an entry in personnel records of initial standards of conducts briefings; expands the methods by which standards of conduct refresher training may be conducted; provides substantive guidance for use in identifying conflicts and apparent conflicts of interest; broadens the coverage of a prohibition concerning commercial solicitation to those junior in rank, grade, or position; explains the prohibitions concerning receipt of honoraria; provides for limitations on negotiation for employment; provides for a report concerning the acceptance of gratuities to the proponent of this regulation; defines "nominal value" for gifts by personnel to superiors; prohibits presentation of mementos to senior DA officials conducting visits to field locations; establishes alternatives for use in resolving conflicts or apparent conflicts of interest; deletes from the filing requirement for Confidential Statements of Affiliation and Financial Interests (DD Forms 1555) those personnel required to file Financial Disclosure Reports (Standard Forms 278); eliminates the requirement for an annual statistical report concerning DD Form 1555; establishes procedures for submission, processing, and filing of Financial Disclosure Reports; clarifies postemployment restrictions applicable under the Ethics in Government Act of 1978, as amended, and prior statutes; provides for administrative proceedings for postemployment violations; and expands the explanation of several conflict of interest statutes.

Local supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to HQDA (DAJA-ALG), WASH DC 20310; other commands will furnish one copy of each to the next higher headquarters.

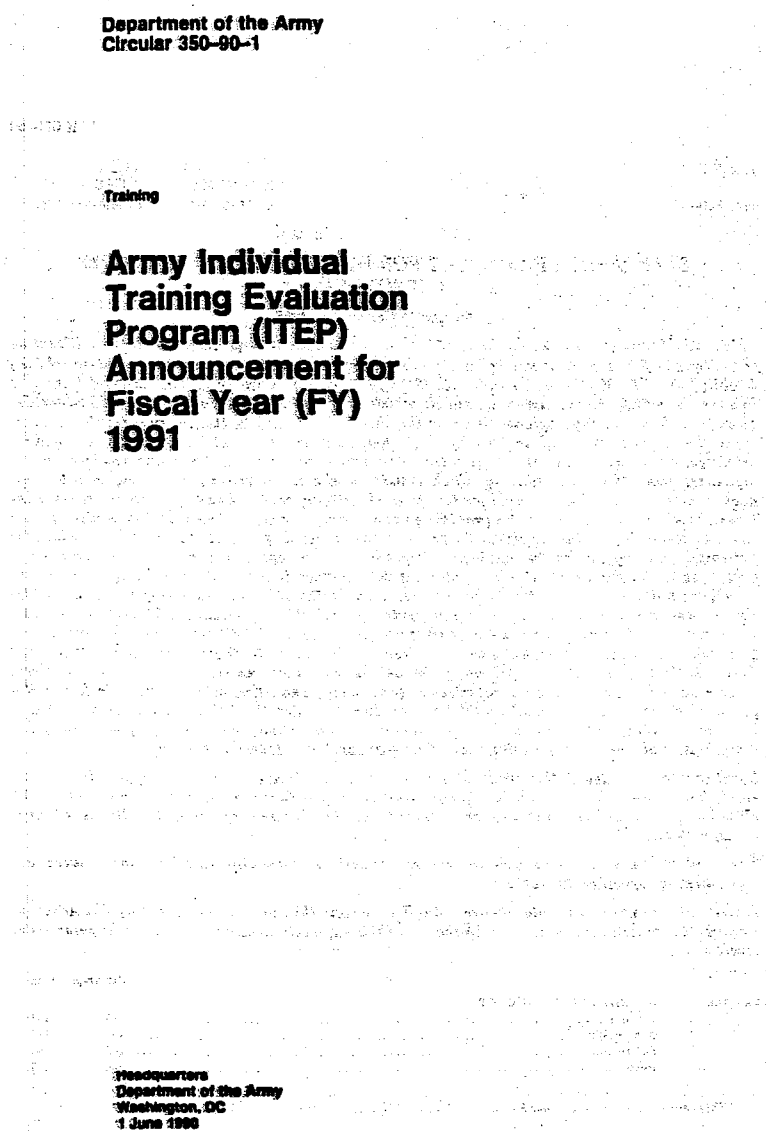
The word "he" used in this regulation represents both the masculine and feminine genders, unless otherwise specifically stated.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

*This regulation supersedes AR 600-50, 20 October 1977, and rescinds RCS CSGPA-1480.

Figure 10. Example of an Army Regulation.

1. DA Circulars. DA Circulars contain instructions relating to one-time actions or informational material of a temporary nature. Each circular contains a statement indicating the date it becomes void unless sooner rescinded or superseded.



Department of the Army
Circular 350-90-1

Training

Army Individual Training Evaluation Program (ITEP) Announcement for Fiscal Year (FY) 1991

Headquarters
Department of the Army
Washington, DC
1 June 1990

Figure 11. Example of DA circular.

m. Field Manuals. Field manuals are the primary means of publishing military doctrine, tactics, and technique. They contain instructional, informational, and reference material relative to military training and operations.

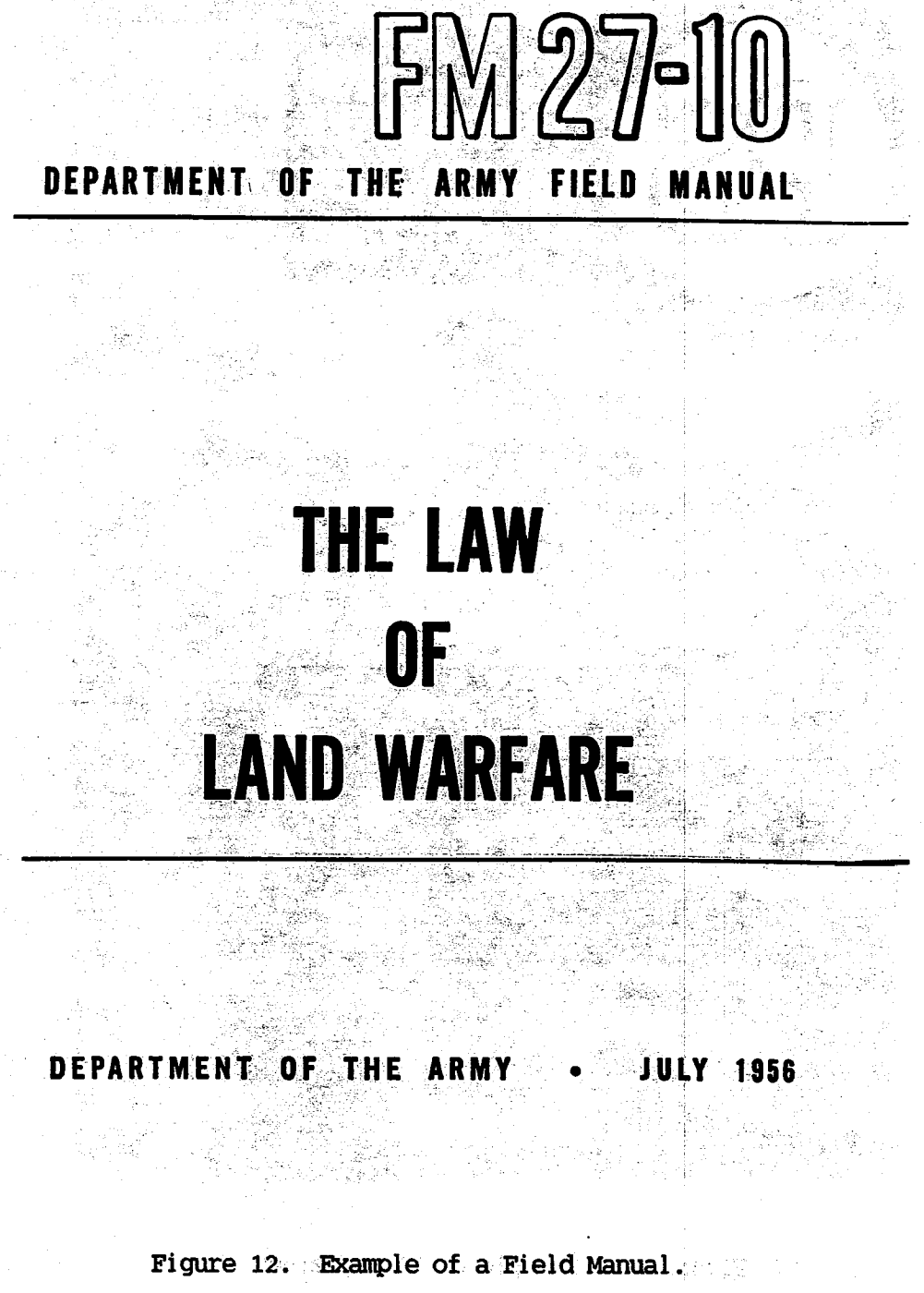
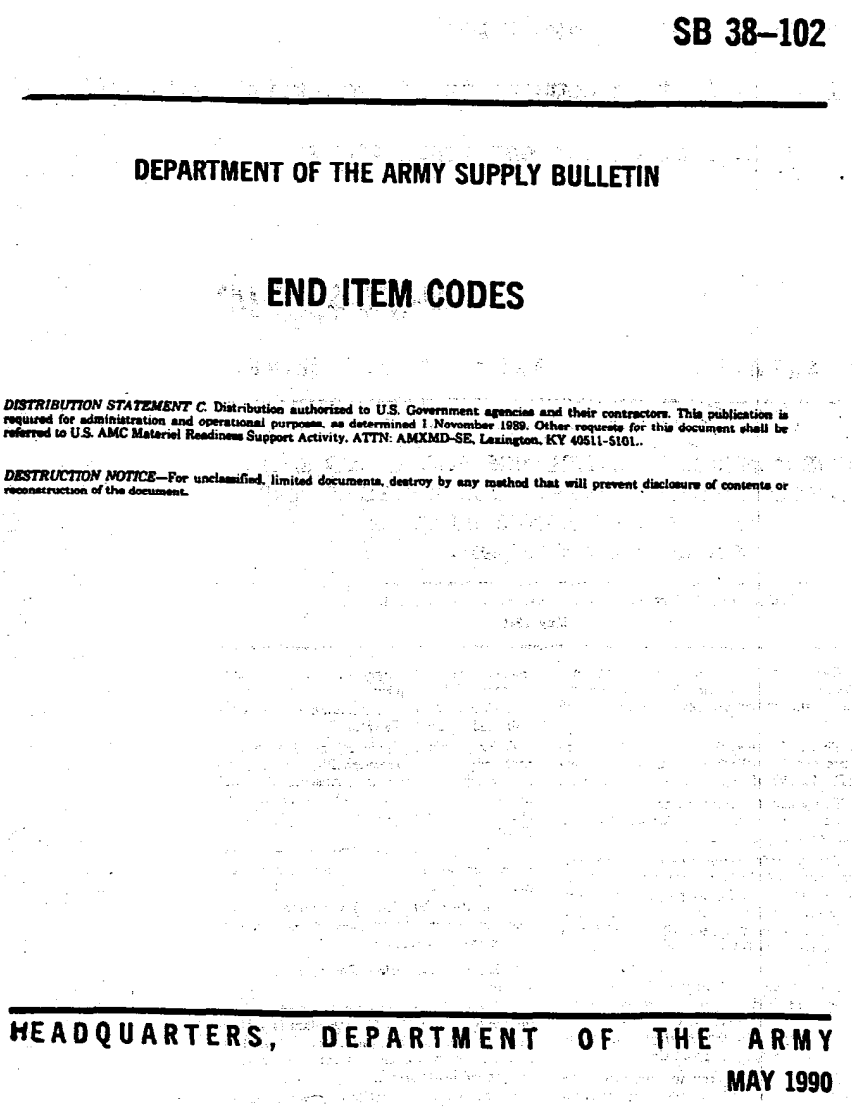


Figure 12. Example of a Field Manual.

n. PS Magazine. PS Magazine is a small, pocket-sized booklet published monthly by DA for the information of unit maintenance and supply personnel. It is clearly written in a pictorial manner containing valuable information and providing up-to-date information on equipment.

Figure 13. Example of PS Magazine.

o. Supply Bulletins. Supply bulletins disseminate instructions and information on the more technical aspects of supply matters, such as compilation of logistical data, purchase notice agreements, and lists of regulated items. Example. SB 700-20, Army Adopted Items of Materiel. Supply bulletins bear a basic number (e.g., 700) to indicate the subject matter and a subnumber (e.g., 20), which normally will be a serial number.



SB 38–102

DEPARTMENT OF THE ARMY SUPPLY BULLETIN

END ITEM CODES

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors. This publication is required for administration and operational purposes, as determined 1 November 1989. Other requests for this document shall be referred to U.S. AMC Materiel Readiness Support Activity, ATTN: AMXMD-SE, Lexington, KY 40511-5101..

DESTRUCTION NOTICE—For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

HEADQUARTERS, DEPARTMENT OF THE ARMY

MAY 1990

Figure 14. Example of a Supply Bulletin

p. Supply Manuals. Supply manuals contain identification and operational information required by supply and related activities. Supply manuals include the following as appropriate to the type manual: federal stock numbers, federal items names, and the parts of the federal item description necessary to identify each item adequately, former technical service stock numbers, units of issue, dependability, illustrations (when essential for identification), prices, parts allowances and stockage guide data, cross references, and other essential supply information.

(1) Type 1. A stock list of all items, except repair parts.

(2) Type 2. A price list of all items.

(3) Type 3. A stock list of repair parts.

(4) Type 4. A stock list of components of set, kits, and outfits.

(5) Type 5. A stock list of current issue items.

*SM-9-4-4931-J41

DEPARTMENT OF THE ARMY SUPPLY MANUAL

Stock List of Components of Sets, Kits, and Outfits

FIRE CONTROL MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT TOOL SET, FIELD AND DEPOT MAINTENANCE, BINOCULARS, 6 X 30 AND 7 X 50 (4931-574-6436)

Headquarters, Department of the Army, Washington 25, D. C.
23 May 1960

1. **General.** *a.* This manual is an alphabetical listing of all items comprising field and depot maintenance tool set for 6 x 30 and 7 x 50 binoculars.

b. This set is issued for field and depot maintenance and is authorized by tables of allowances and tables of organization and equipment.

c. This manual is intended as a requisitioning and reference document for use by field, depot, and supply organizations.

d. For full information relative to the Ordnance section of the Department of the Army supply manual, including its purposes and uses, the procedure followed, and the principles employed in its compilation, see ORD 1. and for an index thereof, see DA Pam 310-29.

2. **Explanation of Columns.** *a. Federal Stock Number.* The Federal stock number column lists the 11-digit Federal stock number which has been assigned by the Cataloging Division, Armed Forces Supply Support Center.

b. Description. This column indicates the Federal item name and any additional description used in supply operating. The weight and volume shown following the alphabetical listing indicate the total weight and volume of each set that will be supplied.

c. Unit of Issue. This column indicates the unit used in supply operations.

d. Expendability. This column lists a code that indicates the recoverability and expendability aspects of the item. Absence of a code indicates the item is expendable within the definition of expendable supplies as given in AR 735-4.

e. Illustration Number. This column lists the figure number of the illustration in which the item is depicted.

f. Quantity Per Set. This column lists the quantity that will be supplied for each component of the set listed.

3. **Special Information.** The basis of issue is as follows:

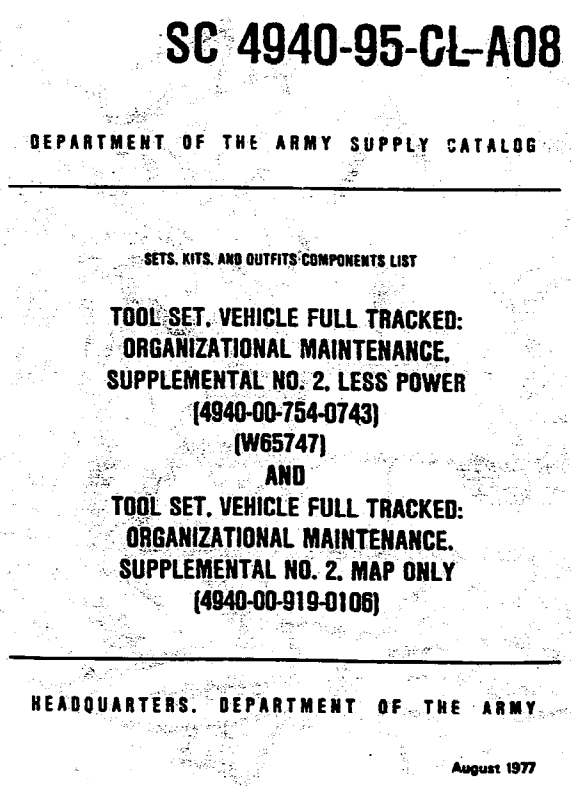
a. The field and depot maintenance tool set for the 6 x 30 and 7 x 50 binoculars is authorized for issue to posts, camps, and stations with a field maintenance mission for the repair of fire control instruments.

b. The field and depot maintenance tool set for the 6 x 30 and 7 x 50 binoculars is authorized for issue to arsenals and depots with a fire

*This manual supersedes so much of ORD 6 SNL J-32, 31 December 1953, including C1, 2 December 1954, as pertains to binoculars, 6 x 30 and 7 x 50.

Figure 15. Example of a Supply Manual.

q. Supply Catalogs. Supply catalogs contain basically the same information found in supply manuals. Supply catalogs are superseding supply manuals through attrition as soon as they can be compiled by the agency having logistical responsibility. Supply castalogs are identified by a five-part numbered symbol. Example. SC 6675-93-CL -E16, Sets, Kits, and Outfit Component List, Plotting Set, Artillery Fire Control. The first segment, "SC," denotes that it is a supply catalog. The second segment "6675" identifies the federal supply classification (FSC). The third segment "93" identifies the compiler. The fourth segment "CL" denotes sets, kits, and outfits component list-type catalog. The fifth segment "E16" indicates that there is more than one catalog prepared in FSC 6675 for these type sets, kits, and outfits component lists. DA Pam 25-30 is used to determine currentness of supply catalogs.



SC 4940-95-CL-A08

DEPARTMENT OF THE ARMY SUPPLY CATALOG

SETS, KITS, AND OUTFITS COMPONENTS LIST

TOOL SET, VEHICLE FULL TRACKED:
ORGANIZATIONAL MAINTENANCE,
SUPPLEMENTAL NO. 2, LESS POWER
(4940-00-754-0743)
(W65747)
AND
TOOL SET, VEHICLE FULL TRACKED:
ORGANIZATIONAL MAINTENANCE,
SUPPLEMENTAL NO. 2, MAP ONLY
(4940-00-919-0106)

HEADQUARTERS, DEPARTMENT OF THE ARMY

August 1977

Figure 16. Example of a Supply Catalog.

r. Agency and Command Publications. In addition to Department Of the Army Publications described above, most Major Commands and other intermediate headquarters often provide detailed implementing instructions for Department of the Army Policies. Also such publications may include standard operating procedures (SOP's), other directives, or informal material applicable only within the issuing agency or command. Such publications should always be consulted and be on hand along with all required Publications. The types of agency and command publications are; Bulletins, Circulars, Memorandums, Pamphlets, Posters, Regulations, and supplements.

USAARMC Pam 27-1

LEGAL ASSISTANCE HANDBOOK

HEADQUARTERS
U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY

Figure 17, Agency and Command Publications (USAARMC Pam)

4. DISTRIBUTION

a. Commanders and staff officers at all levels must ensure that subordinates receive the appropriate publications in the correct quantities. They must also ensure that these publications get into the hands of those who need them--the users--at the time they are required.

b. Distribution of publications and blank forms include two phases--initial distribution and resupply.

(1) Initial distribution is the automatic issue to using units in required quantities, of new and revised publications and changes to existing publications.

(2) Resupply Is the distribution of publications and blank forms after initial distribution. Resupply is often required to replace worn out or lost publications, or to obtain publications not received in initial distribution.

c. Initial distribution and resupply of publications are accomplished by two methods--command distribution and pinpoint distribution.

(1) Command distribution This is a method for initial distribution of publications and initial distribution and resupply of Department of the Army blank forms. Distribution is made through installation publications stockrooms and through overseas publications centers.

(2) Pinpoint distribution:

(a) Pinpoint distribution is a method for initial distribution and resupply of publications (not blank forms) direct to organizations and units world-wide from a CONUS publications center. All elements of the active Army down to and including company/battery/detachment are authorized to establish a publications account. Units then order and receive publications directly from the publications centers. Under this system, units are not dependent upon higher headquarters or installation stock-rooms for their publications needs.

(b) The effectiveness of pinpoint distribution to a given unit depends upon the accuracy and currentness of requirements and forms submitted to the publications centers.

(c) Proper functioning of pinpoint distribution is an individual command responsibility.

5. THE PINPOINT DISTRIBUTION SYSTEM

a. Requesting a publications Account. To request a publications account for your unit prepare, and submit a DA Form 12-R (Request for Establishment of a Publications Account), The information you put on this form describes your unit and the level of publications service it needs to the U S Army Publications Distribution Centers (USAPDC's).

b. DA 12-series Forms are used to tell the USADC's) what publications and the quanity your unit needs. The publications you list on these forms are the ones your unit receives through initial distribution.

c. Who may establish an account?

(1) Active Army units that are detachment size and larger, staff sections from division to DA levels.

(2) USAR units that are company size and larger, and staff sections from division to DA Level.

(3) ARNG units that are company size and larger, and staff sections from division to state AG level.

d. Criteria to Open an Account.

(1) Complete DA Form 12-R.

(2) Complete and attach DA Form 12-99-R.

(3) Publications officer reviews and signs DA Form 12-R.

(4) Unit commander, signs DA Form 12-R and 12-99R. (The DA Form 4569 should be reviewed by the commander but is not required to be signed).

(5) Send all completed forms to the publications Control Officer (PCO) for review and approval. He or she will forward the forms to USAPDC.

6. DA Form 12-R PREPARATION INSTRUCTIONS

a. Classified service; All units with publications accounts receive FOR OFFICIAL USE ONLY and unclassified publications. Only units that have classified services may receive CONFIDENTIAL or SECRET publications. To get classified service your unit must have:

(1) A publications account.

(2) Facilities for safeguarding classified materials.

(3) Personnel cleared to handle classified material.

b. The procedure for requesting classified service are as follows:

(1) Prepare a letter stating the level of classified material your unit may receive. This letter must also verify that your unit has the facilities and personnel needed to handle and store classified material.

(2) Have your unit commander sign the letter.

(3) Send the original letter through your PCO to Commander USAPDC, 2800 Eastern Boulvard, Baltimore, MD 21220-2896.

c. Handling Classified Publications: Procedures for the control, storage, and transfer of classified documents are in AR 380-5 and 380-15. Additional procedures for handling classified publications are outlined in DA Pam 310-10.

REQUEST FOR ESTABLISHMENT OF A PUBLICATIONS ACCOUNT

For use of this form, see DA Cir 310-84-4; the proponent agency is TAGO

1. ACCOUNT NUMBER	2. DATE	3. a. [ ] INITIAL b. [ ] CHANGE
4. FROM: *(Include 9-Digit ZIP Code)*	5. THRU: *(Include 9-Digit ZIP Code)*	6. TO: Commander, USAAG Publications Center, 2800 Eastern Blvd, Baltimore, MD 21220-2896

SECTION I—GENERAL

7. Request an account be established IAW AR 310-2 for the following type service:

[ ] PUBLICATIONS [ ] BLANK FORMS [ ] TEST CONTROL MATERIAL

8. UNIT DESCRIPTION DATA

a. UNIT IDENTIFICATION CODE	b. TOE NUMBER	c. TDA NUMBER

d. LOCATION

[ ] CONUS [ ] EUROPE [ ] MDW [ ] HAWAII
[ ] ALASKA [ ] PACIFIC [ ] PANAMA

e. COMPONENT

[ ] ACTIVE ARMY [ ] ARMY RESERVE [ ] NATIONAL GUARD [ ] AIR FORCE [ ] NAVY
[ ] MARINE CORPS [ ] DOD ACTIVITY [ ] OTHER:

9. The Publications Officer for this organization will be:

a. TYPED NAME, GRADE AND TITLE OF PUBLICATIONS OFFICER	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____

SECTION II—ACCOUNT CLASSIFICATION LEVEL

10. Request the following classification level for this account:

[ ] UNCLASSIFIED [ ] CONFIDENTIAL [ ] SECRET

11. This organization has adequate equipment and properly cleared personnel to receive and safeguard material according to the classification requested for this account.

12. If classified service is approved, the Security Officer will be:

a. TYPED NAME, GRADE AND TITLE OF SECURITY OFFICER	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____

SECTION III—CHANGE OF ADDRESS

13a OLD ADDRESS *(Include 9-Digit ZIP Code)*	b. NEW ADDRESS *(Include 9-Digit ZIP Code)* Effective Date:

SECTION IV—AUTHENTICATING OFFICIALS

14a TYPED NAME, GRADE AND TITLE OF COMMANDER	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____
15a TYPED NAME, GRADE AND TITLE OF INSTALLATION PCO	b. SIGNATURE	c. TELEPHONE NUMBER AUTOVON _____ COMMERCIAL _____

DA Form 12-R, NOV 84 Edition of JUN 84 is obsolete.

Figure 18. DA Form 12-R.

7. ORDERING PARTS

a. DA 12-Series requirements. To fill out the DA Form 12-series forms, you must determine what your unit needs and the number of copies needed. This is the information you must show on the forms; it is known as DA 12-series requirements. Guidelines for determining your unit's requirements are given below:

(1) Consult your publications officer.

(2) Consult your unit's key personnel.

(3) Use appendix F, DA Pam 310-10.

(4) Consult Your needs.

Table F-1
Suggested copies of administrative and training publications

Type of publication	Size of unit			
	CO	BN [1]	BDE	DIV
Army regulation	1	3	3	3
Civilian personnel publication [2]	-	-	-	3
Army circular	1	3	3	1
Army pamphlet	1	3	3	1
Poster	5	5	5	10
General order	-	-	-	3
Field manual and training circular	2	2	2	2
TOE, MTOE, TDA, CTA, JTA	3	3	3	10

Notes:
1. Clerks handling accounts consolidated at battalion level should order the number of copies in the BN column plus the number in the CO column for each subordinate company. For example, a battalion with four companies should order three copies of regulations for the battalion and one copy for each company. This is a total of seven copies.
2. Civilian personnel publications should be ordered only by units that have civilian personnel and functions.

Figure 19. (Table F1, DA Pam 310-10) show the number of copies for Administrative and Training publications a unit is suggested to order on its 12-series Forms.

Table F–2
Recommended copies of technical and supply publications

Type of publication	Size of unit			
	CO	BN [1]	BDE/SCM/DAY [2]	CTR [3]
Technical manual (TM)				
General subject manual	3	5	2	2
–10 manual	1 per +3 [4]	5	2	2
–20 manual	3	5	2	2
–P and –L manuals	3	5	2	2
–CL, –ESC, –LD, –MTF, –OP, –&P, –PM, –PMD, –PMS, and –S manuals	1 per +3 [5]	5	2	2
Technical bulletin (TB)				
General subject bulletin	3	5	2	2
All others	3	5	2	2
Lubrication order (LO)	1 per +3	5	2	2
Modification work order (MWO)	3	5	2	2
Supply bulletin (SB)				
General subject bulletins	2	2	2	2
All others	3	5	2	2
Supply catalog (SC)				
Identification list (IL)	3	5	2	2
Federal supply catalog (FSC)	3	5	2	2
Component list (CL)	1 per +3	5	2	2
Hand receipt (SC-HR)	1 per +3	5	2	2
Firing table (FT)	1 per +3	5	2	2

Notes:
1. Clerks handling accounts consolidated at battalion level should order the number of copies in the BN column plus the number in the CO column for each subordinate company. For example, a battalion with four companies should order five copies of general subject TMs for the battalion and three copies for each company. This is a total of 17 copies.
2. "SCM" means support command; "DAY" means division artillery.
3. "CTR" refers to a material management center at division level.
4. "1 per +3" means that one copy should be ordered for each piece of equipment and three copies should be ordered for the unit maintenance library.
5. When ordering aviation technical manuals, order *four copies per aircraft* plus three copies for the unit library.

Figure 20, (Table F2, DA Pam 310-10) shows the number of recommended copies of Technical and Supply publications.

b. Initial Distribution Forms.

(1) As of 1 May 1991 all account holders were authorized the use of DA Form 12-99-R for submitting new requirements or making changes to their present DA Form 12-series requirements. Use the DA Form 12-99-R to:

(a) Identify your units publication requirements to the USA publications Distribution Center.

(b) Change the number of copies of a publication your unit requires.

(c) Cancel a new publication you now receive but no longer require.

(d) Add a new publication to your units account.

(2) The publications you list on the DA Form 12-99-R are the ones your unit receives through initial distribution.

DA FORM 12-SERIES SUBSCRIPTION CHANGE SHEET

For use of this form see DA Pam 25-33, the proponent agency is ODISC4

1 ACCOUNT NUMBER	2. DATE

3. FROM: *(Include 9-Digit ZIP Code)*	4 THRU: *(Include 9-Digit ZIP Code)*	5. TO:
		Commander USA Publications Distribution Center 2800 Eastern Blvd Baltimore, MD 21220-2896

FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED	FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED	FORM NUMBER	BLOCK NUMBER	QUANTITY REQUIRED
12-			12-			12-		
12-			12-			12-		
12-			12-			12-		
12-			12-			12-		
12-			12-			12-		
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12-			12-			12-		
12-			12-			12-		
12-			12-			12-		
12-			12-			BALTIMORE PUBLICATIONS BULLETIN		

DA FORM 12-99-R, NOV 84 EDITION OF JUN 84 IS OBSOLETE

Figure 21, Preparing DA Form 12-99-R.

c. The resupply system is a stock program that is drawn upon by specific requisitions from account holders. You may submit requisitions as often as you need (monthly). But do not use resupply to correct ommissions in your units DA Form 12-series requirements. Use resupply to :

(1) Replace lost or worn publications.

(2) Requisition publications your unit does not normally need to get through initial distribution.

(3) Requisition current editions of publications for the unit library.

(4) Requisition the blank forms your unit needs.

d. DA Form 4569 is the only authorized form for requisiting resupply of publications and blank forms directly from the Baltimore Publications Center. Use DA Form 4569 to requisition all publications and forms, including classified and sensitive-controlled publications and sensitive and accountable forms.

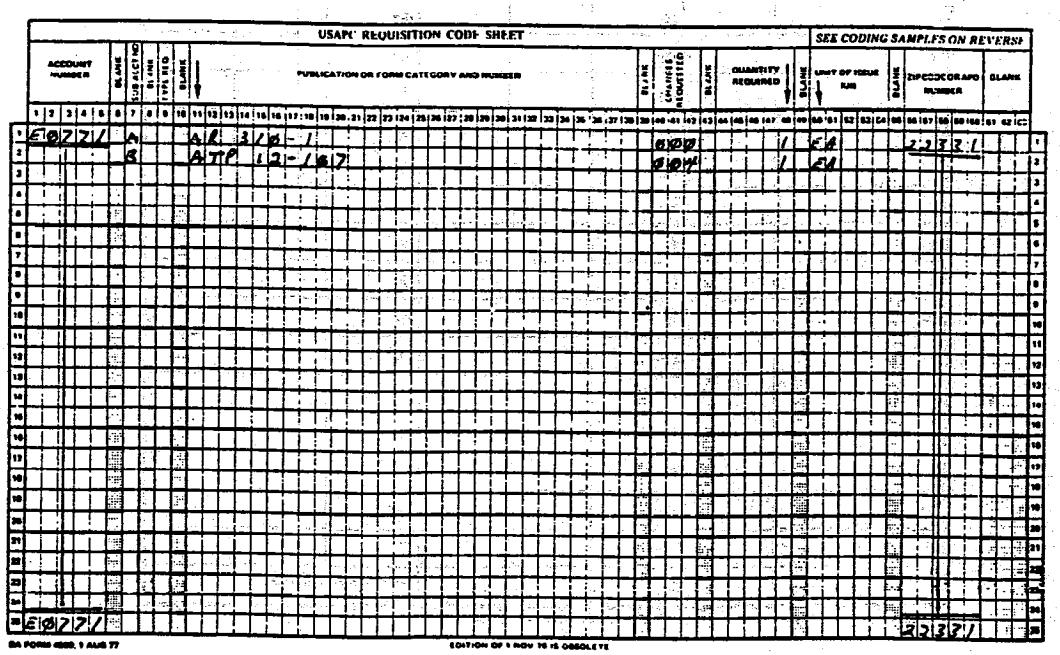

Figure 22, Sample of a completed DA Form 4569.

8. PUBLICATIONS ASSISTANCE

a. DA Pam 25-30: Consolidated Index of Army Publications and Blank Forms. This pamphlet is a consolidated index of all current US Army publications and blank forms. These publications are use by members of the Active Army, Army Reserve, Army National Guard, and the Foreign Military Sales/International Logistics programs. Also included are publications and blank forms used by the Department of Defense (DOD) activities or other government agencies/activities.

b. Publications Officer. The publications officer is appointed by the unit commander, the publications officer manages the units publications and blank forms. He or she helps the commander determine the unit's publications needs, order publications and forms to fill that need and manage the unit's publication account.

c. Publications Control Officer: The Publications control officer (PCO) performs in a staff role at installation or activity level. The PCO is appointed by the installation or activity commander to advise units on STARPUBS and help them fill their publications needs. (In the ARNG, the Adjutant general appoints one PCO for his or her state). The PCO reviews and approves requests for publications accounts and the forms used to established the initial distribution of publications. When you have a question or problem ordering publications or managing your account, seek your PCO's advice.

d. Publication Distribution: There are two Publications Distribution Centers: The Baltimore and St Louis Publication Centers. The centers are supply depots. They stock DA Publications and blank forms and distributes them to units Army-wide.

e. Publications Directorate: STARPUBS is managed by the Publications Directorate of the Adjutant General's Office (TAGO) in Alexanderia, Virginia. The directorate:

(1) Sets Army-wide printer and publishing policies.

(2) Edits manuscripts of publications and reviews forms to insure that they meet DA standards. The directorate also copymarks and submits manuscripts for printing.

(3) Determines the distribution level for publications.

9. INSPECTION OF YOUR MAINTENANCE LIBRARY

a. Is it all there?

b. Is it current?

10. IDENTIFY PUBLICATIONS REQUIREMENTS

a. TOE/MTOE, equipment recapulation.

b. Property Book Listing.

c. DA Pamphlet 25-30.

(1) Alphabetic Cross Reference List (Section 10).

(2) NSN Cross Reference.

(3) Line to Publication number cross reference list.

11. CONTENTS OF DA PAMPHLET 25-30

DA Pamphlet 25-30 is organized into thirteen different Sections, the Sections are:

(1) Section I. Contents and General Instructions; Narrative Instructions, Publication Center information, downgrading instructions, list of new items that are superseded or rescinded, and a list of proponent Publications Control Officers (Appendix A), Forms Management Officers (Appendix B), National Guard State Publication Control Officers (Appendix C), and Installation Publication Control Officers (Appendix D).

(2) Section II. New/Revised/Changed/Rescinded Publications and Forms; A numerical list of new publications, revised publications, or publications containing one or more new changes. It is published as four seperate lists, listing only those items that are new, or have been revised, changed, superseded or rescinded.

(3) Section III. List of Blank Forms; A numerical list of blank forms.

(4) Section IV. List of Administrative Publications; A numerical list of administrative publications (AR's, CIR's, DA Pam's etc).

(5) Section V. List of Doctrinal Publications; A numerical list of Doctrinal, Training and Organizational Publications.

(6) Section VI. List of Technical Publications; A numerical list of Technical Publications, (including Catalogs), DOD Ammunition Catalogs, Identification Lists, Lubrication Orders, Modification Work Orders, Supply Bulletins, Supply Catalogs, and Supply Manuals.

(7) Section VII. List of Technical Bulletins; A numerical List of Technical Bulletins.

(8) Section VIII. List of Technical Manuals; A numerical list of Technical Manuals (TM's). Due to the large number of technical manuals in the Army, this section is divided into several fiche sheets.

(9) Section IX. List of P88 Publications; A numerical list of all publications rescinded for Active Army use, but still required or valid for Army Reserve and Army National Guard, or Foreign Military Sales Program.

(10) Section X. Alphabetic Cross Reference; An alphabetic cross-reference sectioin for all publications and blank forms listed in this index. It consists of multiable fiche sheets.

(11) Section XI. NSN Cross Reference; A National Stock Number (NSN) to publications cross-reference list by SB 700-20. Data provided for this section is provided by the US Army AMC/Material Readiness Command Support Activity. It consists of multiable fiche sheets.

(12) Section XII. LIN to Publication Cross Reference. A Line Item Number (LIN) to Publications cross-reference list by SB 700-20. Data provided for this section is provided by the US Army AMC/Material Readiness Command Support Activity. It consists of multiable fiche sheets.

(13) Section XIII. List of Obsolete Forms/Publications; Historical list of obsolete forms and publications. It consists of multiable fiche sheets.

12. DA PAMPHLET 25-30 FORMAT

a. Heading. The identifying information at the top of each microfiche can be read without a microfiche reader. It contains:

(1) The superintendent of document numbers (used by the depository Libraries for filing and retrieval purposes).

(2) The number and title of the index.

(3) The date of issue of the index.

(4) The number of the microfiche being read.

b. Fiche indix. On each microfiche are pages called "frames"; each frame has two numbers at the bottom, they are:

(1) Grid Coordinate, This number will be located at the bottom center of each frame. It is used to locate items on the microfiche in accordance with the index.

(2) Page Number. This number will be located at the bottom right corner of each frame.

c. Orientation. The last frame at the bottom right corner of each microfiche is an index frame. This frame give the grid coordinate for quick reference to help locate items by frame within that microfiche.

13. CHANGES, RESCISSIONS, SUPERSESSIONS AND CONFLICTS

a. Changes. A publication will be amended or added to by the publication of changes. Such changes will be published as numbered changes to the basic publication. Serious errors are corrected immediately by publishing changes. Minor changes not affecting policy or doctrine are allowed to accumulate and are published in the next major change to or revision of the publication. When changes to one publication affect other publications to the extent that modification is required, changes to all publications affected will be prepared and submitted for publication at the same time. A publication is not considered complete or current unless all changes are present.

b. Rescissions. A publication will be rescinded when it has served the purpose for which issued or the material it contains becomes obsolete. The responsible agency or command will take immediate steps to have it rescinded.

c. Supersessions. A publication is superseded when it is replaced in whole or in part with a new publication.

d. Conflict Among Publications. In cases of conflict among provisions of publications, those publication of later date govern.

14. CHECK LIST OF PREVENTIVE MAINTENANCE INDICATORS (PUBLICATIONS)

Here are some of the areas to look for in evaluating the effectiveness of your unit's publications procedures.

(1) Do automotive maintenance personnel have on file current copies of all technical publications (with changes) that are needed for equipment in the unit? (See DA Pamphlet 310-1)

(2) Are operator's manuals and lubrication orders located with the equipment? Are they being used by operator/crew personnel?

(3) Is your DA Pam 25-30 the current edition, with changes? Is it complete ?

(4) Do maintenance personnel know how to identify maintenance publications they need by means of the indexing system?

(5) Have superseded and rescinded publications been withdrawn and replaced by new and revised editions?

(6) Are changes filed properly, with loose leaf pages inserted where they should be?

(7) Does your unit have the technical publications it needs to perform its maintenance mission (if applicable) for the equipment of other units which it services?

(8) Do maintenance personnel use technical publications as a guide and reference for performing maintenance or maintenance management procedures?

(9) Do maintenance personnel understand the procedures to be used in obtaining needed publications?

(10) Does your unit have necessary blank forms it needs for day-to-day maintenance administration?

(11) Is prompt internal distribution of forms and publications being made to appropriate personnel?

(12) Are pinpoint accounts established by the company level units and are requirements reported to the publications centers current and accurate?

7. SUGGESTED MOTOR POOL LIBRARY

The following list of military publications is suggested as the minimum number and type that should be maintained in each motor park (company/troop or battalion squadron, as indicated) for the conduct of an efficient practical maintenance program. For optimum usefulness, these publications must be current and contain all published changes. This list is designed only as a good basic reference set and would require additional publications to suit individual needs and situations of a particular organization.

a. Company or Troop Publications.

(1) Army regulations.

(a) AR 25-30, The Army Intergrated Publishing and Printing Program.
(b) AR 220-1, Unit Status Reporting.
(c) AR 385-40, Accident Reporting and Records.
(d) AR 385-55, Prevention of Motor Vehicle Accidents.
(e) AR 600-55, Motor Vehicle Driver--Selection, Testing and Licensing.
(f) AR 710-2, Material Management for Using Units, Support Units, and Installations.
(g) AR 746-1, Color, Marking, and Preparation of Equipment for Shipping.
(h) AR 750-1, Army Materiel Maintenance Concepts and Policies.

(2) Technical manuals.

(a) TM 9-243, Use and Care of Hand Tools and Measuring Tools.
(b) TM 9-237, Operator's Manual: Welding Theory and Application.
(c) TM 9-8000, Principles of Automotive Vehicles.
(d) TM 9-6140-200-14, Operation and Organizational Maintenance: Storage Batteries, Lead-Acid Type.
(e) Technical manual (-10, -20 manuals); repair parts list for each type equipment supported. In addition, one copy of the operator's (-10) manual should be present with each piece of equipment on hand for which such manuals are published.
(f) TM 5-618, Paints and Protective Coating.
(g) TM 5-725, Rigging.
(h) TM 9-2350-200-24, Solid Rubber Tires and Track Components.
(i) TM 9-2610-200-20, Pneumatic Tires, Tubes and Radial Tires.
(j) TM 9-2610-201-14, Tires: Inspection, Classifications.
(k) TM 10-7200-200-13, Gasoline, water cans.
(l) TM 43-0139, Painting Instructions.
(m) TM 43-0143, EIR and Maint Summary for Tank-Auto Equipment.
(n) TM 740-90-1, Admin Storage.
(o) TM 750-116, Purging, Charging, Fire Control Instruments
(p) TM 750-254, Cooling Systems, Tactical Vehicles

(3) Department of the Army pamphlets.

(a) DA Pam 310-1, Consolidated Index of Army Publications
(b) DA Pam 750-1, Commander's Guide of Preventive Maintenance Indicators.

(4) Supply catalogs.

(a) Components list (C) supply catalog for each type tool kit authorized.
(b) Repair parts list supply catalog of each type of equipment supported.

(5) Field manuals.

(a) FM 20-22, Vehicle Recovery Operations.
(b) FM 21-305, Manual for the Wheeled Vehicle Driver.
(c) FM 21-306, Manual for the Tracked Combat Vehicle Driver.
(d) FM 29-2, Organizational Maintenance Management.
(e) FM 55-30, Motor Transport Units and Operations.
(f) FM 5-20, Camouflage.
(g) FM 9-207, Cold Weather Operations and Maintenance.
(h) FM 20-31, Electric Power Generation.
(i) FM 43-1, Organizational Maint Mgrs Guide and Indicator List.
(j) FM 21-60, Visual Signals.

(6) Other publications.

(a) Technical bulletins and lubrication orders for each type equipment supported.
(b) Unit table of organization and equipment (TOE).
(c) Intermediate direct support maintenance activity direct exchange list.
(d) Unit maintenance standing operating procedure (SOP).
(e) Self-service supply center list of supplies.
(f) Maintenance Management Update.
(g) Unit Supply Update.

b. Battalion or Squadron Publications.

Note. Also include all items listed in subparagraph a above.

(1) Army regulations.

(a) AR 11-14, Logistic Readiness.
(b) AR 55-29, Miliatry Convoy Operations in Conus.
(c) AR 385-10, Army Safety Program.
(d) AR 385-30, Safety Color Code Markings and Signs
(e) AR 385-55, Prevention of Motor Vehicle Accidents.
(f) AR 600-55, Motor Vehicle Driver--Selection, Testing, and Licensing.
(g) AR 710-2, Materiel Management for Using Units, Support Units, and Installations.
(h) AR 725-50, Requisitioning, Receipt, and Issue System.
(i) AR 750-1, Army Materiel Maintenance Concepts and Policies.
(j) AR 750-22, Oil Analysis Program.
(k) AR 750-40, Missile Materiel Readiness Reporting.
(l) AR 750-43, TMDE.
(m) AR 750-51, Maintenance Assistance and Instruction Team (MAIT) Program.

(2) Department of the Army pamphlets.

(a) DA Pam 310-1, Consolidated Index of Army Publications.
(b) DA Pam 310-10, Pubs System Users Guide.
(c) DA Pam 310-99, Obsolete Forms/Pubs.
(d) All DA Pamphlets 750- series.

(3) Technical manuals.

(a) TM 9-213, Painting Instructions for Field Use.
(b) TM 21-301, Driver Selection, Training, and Supervision (Tracked Vehicles).

(4) Technical bulletins.

(a) TB 5-4200-200-10, Fire Extinguisher.
(b) TB 9-2300-295-series, Warranty on Vehicles.
(c) TB 43-0142, Safety Inspection/Load Testing, Lifting Devices.
(d) TB 43-180, Calibration.
(e) TB 43-0210, Nonaeronautical Eqpt: Oil Analysis.
(f) TB 43-0213, Rustproofing Procedures.
(g) TB 43-0239, Maint in the Desert.
(h) TB 385-3, Military Gas Cans.
(i) TB 750-651, Engine Antifreeze and Cleaning Compounds.
(j) TB 750-25-1 TMDE Calibration and Repair Support Program
(k) TB 600-1 Procedures for selection tng, testing & qualifying operatiors (TROSCOM).
(l) TB 600-2 Procedures for selction, tng, testing & qualifying operators (TACOM equipment).

(5) Other publications.

(a) FM 5-36, Route Reconnaissance and Classification.
(b) FM 10-16, General Repair: Tents, Canvas, Webbing.
(c) TB 746-93-1, Color and Marking of Military Vehicles, Construction Equipment, and Materials Handling Equipment.
(d) TOEs of each type unit supported.
(e) FM 43-2, Metal Body Repair.
(f) FM 43-4, Wood and Metal Repair.
(g) FM 55-312, Military Convoy Operations in US.
(h) FC 17-16-2 Company Maintenance Team AMTP

APPENDIX C

Maintenance Indicators and Work Flow Charts

GENERAL

1. This appendix contains lists of maintenance indicators that will help you to form a quick assessment of your unit's maintenance posture. These lists are intended to serve as a guide for a leaders "snapshot" type assessment and are not all inclusive.

2. Also contained in this appendix are flow charts that show the progression of the DA Form 2404 "Equipment Inspection and Maintenance Worksheet" from the operator level to the ultimate disposition of the form.

DISPATCHING PROCEDURES

1. Verify that all required forms are in the Equipment Records Folder: DA Form 2404, DA Form 2408-14, DD Form 1970, SF 91, DD Form 518 and DA Form 2408-4 as required.

2. Verify entries on DD Form 1970 against entries on DA Form 2401.

3. Equipment with trailers will be listed on DA Form 2401 if operated together. Trailers dropped at another location, by the prime mover, will be separately listed on the DA Form 2401.

4. Verify that entries on the DA Form 2401 are closed out. Time-in should correspond to time in on DD Form 1970.

5. Verify that "Released By" block is signed by person listed in "Report To" block, or someone in the operator's supervisory chain.

Reference: DA Pam 738-750.

DA FORM 2404 (DAILY PMCS)

1. Required for every vehicle.

2. At a minimum, operator/crew level PMCS is performed weekly regardless whether or not the vehicle is operated.

3. Any Daily older than one week, the crew is not pulling weekly PMCS.

4. Crews can combine daily/weekly and monthly PMCS on the same form.

5. The DA Form 2404 can be utilized until the crew finds a new fault or faults beyond their capability or that requires a part. When the above occurs the DA Form 2404 must be closed out at the end of the current dispatch and a new form initiated.

6. For any open NMC deficiencies, the DA Form 2404 must be retained on file until the entry is closed out.

7. NMC deficiencies that are repaired must be quality controlled by the supervisor.

8. The DA Form 2404 can be utilized on the same day deficiencies are found if corrected prior to dispatch.

Reference: DA Pam 738-750

NMC FOR PARTS	NMC FOR RX	NMC FOR DS SPT
VERIFY ENTRY ON DA FORM 2404, DAILY	VERIFY PART REQUEST (DUE OUT)	VERIFY JOB ORDER ON #1 COPY DA FORM 2407
VERIFY PARTS REQUEST DA FORM 2064 (*1)	VERIFY DUE OUT WITH TECH SUPPLY (DSU)	VERIFY WITH SHOP OFFICER (*2)
VERIFY ENTRY ON DD Form 314 (Supply)	VERIFY ENTRY ON DD Form 314 (Supply)	VERIFY ENTRY ON DD Form 314 (X, Maint. or Supply)

Notes. *1. If the part has been due out for two weeks or more it should appear on the Customer due out reconciliation list.

*2. If in USAREUR/KOREA open job orders can be verified on MAMS print-outs. Print-out will include shop status and due-out parts.

Reference: DA Pam 738-750 and DA Pam 710-2-1

1. Verify that adequate sample supplies are available.

2. Check the accuracy of DA Form 2026. Specifically component serial number and hours/miles of operation.

3. Check action taken on lab directed action as required by DA Form 3254R.

4. Ensure that an AOAP monitor is appointed on orders.

5. For FORSCOM units ensure that AOAP training has been annotated on individual DA Form 348.

6. Verify entries made on DA Form 2408-20. DA Form 2026 will be returned for all samples with no action required. Lab directed actions will be forwarded to the unit on DA Form 3254R. Entry on the 2408-20 will list actions directed IAW DA Form 3254R or DA Form 2026.

7. Each vehicle that requires oil samples will have an oil sample scheduled on the DD Form 314.

8. DA Form 2408-20, DA Form 3254R and DA Form 2407 will be forwarded with all components replaced IAW lab directed actions.

9. On Condition Oil Change (OCOC) samples are required prior to the accomplishment of any scheduled service. This is to facilitate oil change or filter changes if directed by the oil lab.

10. A DA Form 2408-20 will be initiated for all equipment listed in TB 43-0210 or Appendix E, DA Pam 738-750.

11. Completed DA Form 2408-20's will be retained on file for six months, then destroyed.

Reference: DA Pam 738-750 and TB 43-0210

CALIBRATION

1. Verify that current print-out equipment listing is on file.

2. Ensure that a calibration coordinator is appointed on orders.

3. Check slings, jack stands and M88-578 and 5-ton wreckers have a current load test. Historically units fail to accomplish this station.

4. Check for DA Label 80's on equipment i.e., torque wrenches.

5. DA Label 80's are not required for TOW components.

Reference: TB 43-180 and TB 750-25-1

Flow Chart for DA Form 2404

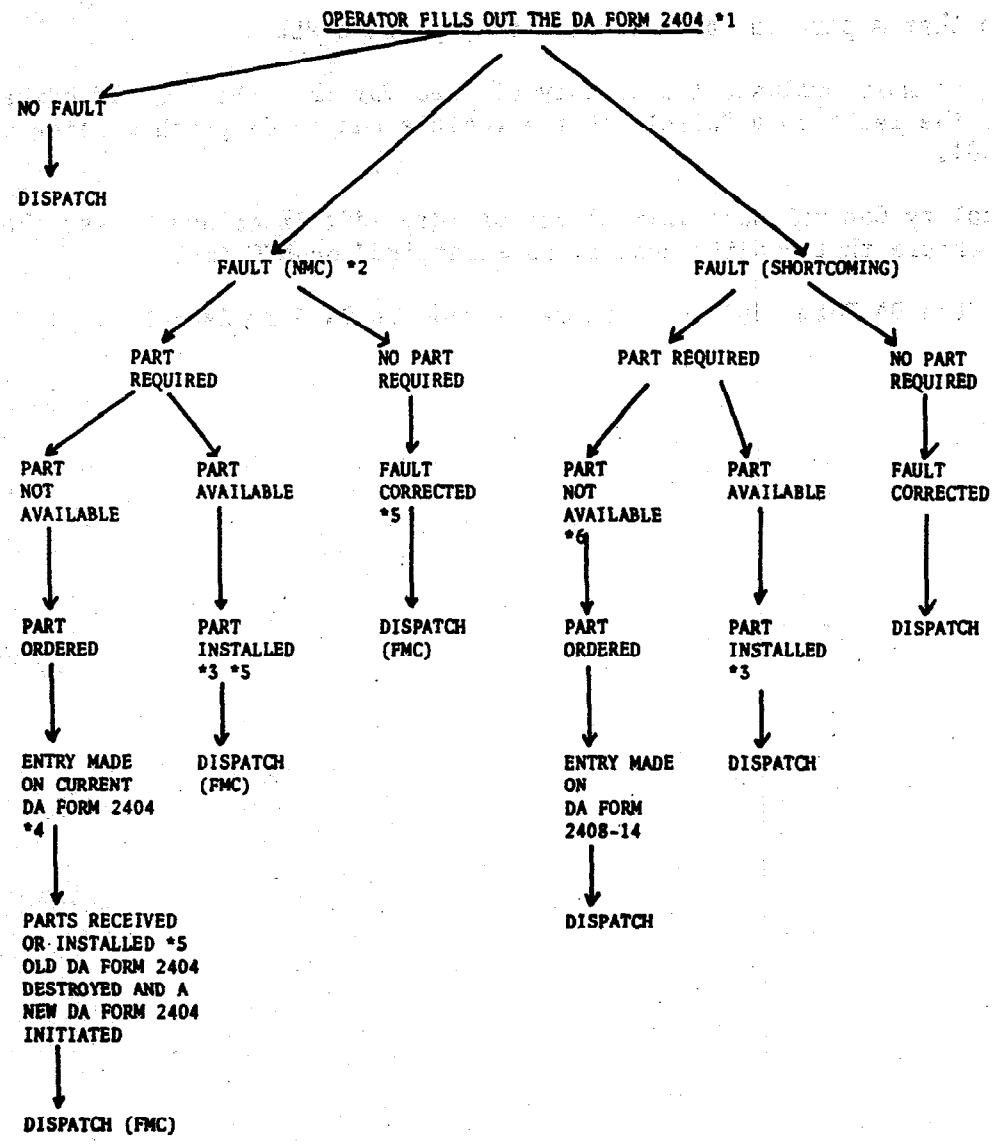

Figure C-1

NOTES TO FIGURE C-1

1. Operator checks current DA Form 2408-14 to prevent duplicate entries.

2. Maintenance Supervisor retains DA Form 2404 until NMC fault is corrected.

3. Ensure that a part has been ordered to replenish PLL.

4. Commander must evaluate the urgency of need for the vehicle. If commander downgrades the fault to a "circle X" the vehicle can be dispatched using the current DA Form 2404.

5. The Quality Control must initial the DA Form 2404 in column b over the status symbol to ensure that quality control is maintained on NMC faults.

6. Retain the DA Form 2404 until entry is made on DA Form 2408-14.

Flow Chart for DA Form 2404 (Periodic Service)

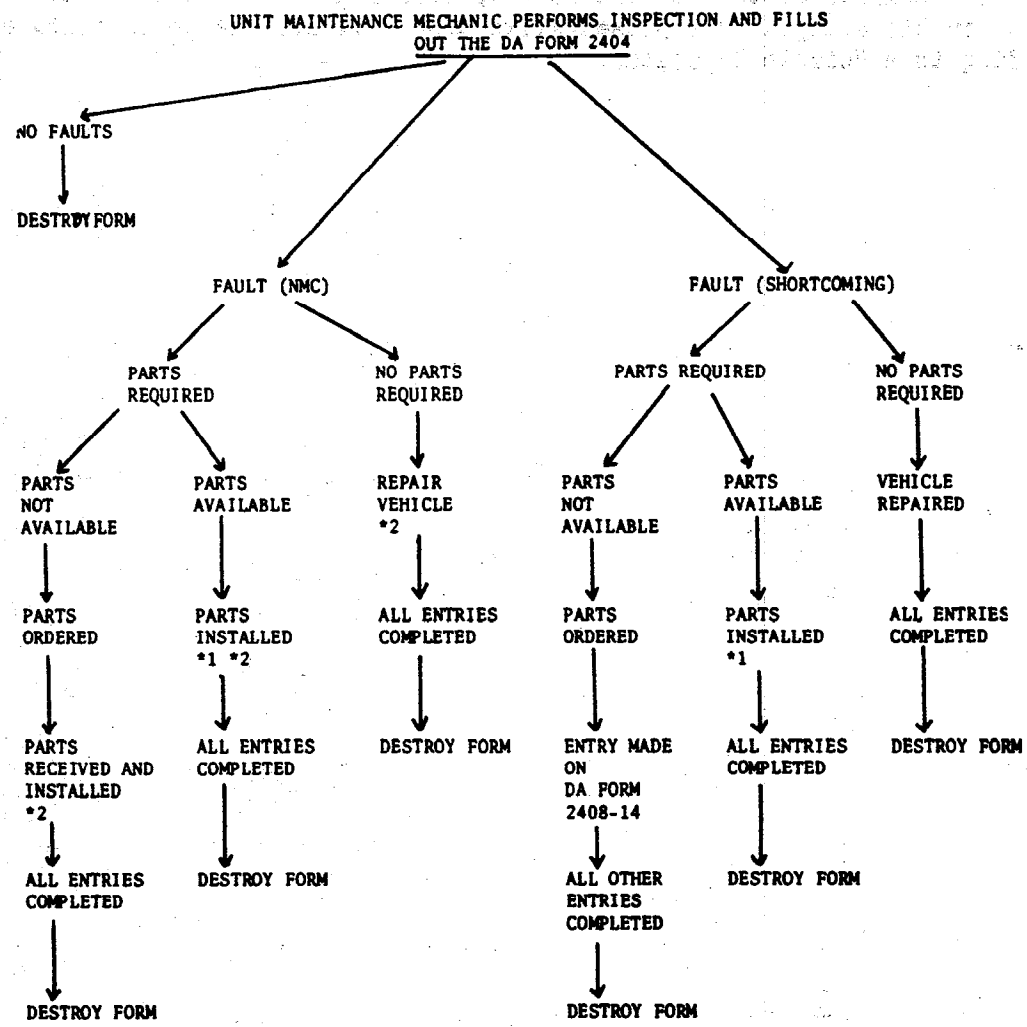

Figure C-2

NOTES TO FIGURE C-2

1. Ensure that parts are ordered to replenish PLL.

2. The Quality Control must initial the DA Form 2404 in column "b" over the status symbol to ensure that quality control is maintained on NMC faults.

3. If the remainder of the service is completed and the vehicle is still NMC the Commander or his designated representative must evaluate the possibility of downgrading to a "circle X" status.

APPENDIX D

TOTAL "Q" CONCEPT

1. PURPOSE

Combat readiness encompasses the state of readiness of both personnel and equipment. The Total "Q" Concept establishes a preventive maintenance program which provides continuous systematic inspections of all personnel and equipment assigned to the unit. It ensures that the chain of command exercises its responsibilities towards the unit maintenance programs, inventory control procedures, and personnel readiness for combat on a quarterly basis.

2. OBJECTIVES

a. 100% operational and combat readiness of all personnel and equipment.

b. Early detection and correction of potential or actual equipment failures at the lowest level of maintenance.

c. Maximize service life of all materiel.

d. 100% accountability of personal, unit and installation property.

e. Personnel records reviewed to ensure deployability, combat readiness as well as professional and personal affairs are in order.

3. GENERAL GUIDELINES

a. The Total "Q" is designed for a platoon sized element with all its personnel and equipment. The platoon chain of command is the driving force of the program, responsible for meeting the objectives of the program.

b. The platoon/element in Q must be exempted from other duties and training requirements. Only through total dedication to the Q will a unit achieve the program's objective and complete combat readiness.

c. Due to recent changes from TACOM, the automotive inspection for combat vehicles is no longer mandatory during quarterly services. However, commanders have the option to retain this portion of the quarterly service if they deem it necessary for materiel readiness. Semiannual and annual services still include both the automotive and fire control system inspections.

4. EQUIPMENT FOR SERVICING/INVENTORY

a. Tank (Vehicle) and its components.

(1) BII, binoculars, py-watson device.
(2) Radios.
(3) Crew weapons.
(4) Tank ammunition.

b. Platoon equipment.

(1) An/TRS-2 PEWS.
(2) AN/PVS-5 Night Sights.
(3) Decon apparatus.
(4) Chemical alarm.
(5) Radiacmeters.
(6) Commo equipment:
    (a) TA-312.
    (b) WD-1/DR-8.

c. Individual equipment.

(1) TA-50.
(2) Protective masks.
(3) NBC bags.
(4) Weapons.
(5) CVC.
(6) Alert bags.
(7) Initial issue clothing.

5. PERSONNEL

a. Review military records jacket.

(1) SGLI/next of kin.
(2) Personal Data Sheet.
(3) Military schooling and professional requirements.

b. Review medical records.

(1) Hearing exam.
(2) Laser eye exam.
(3) Shot records.

c. Review dental records.

(1) Panoramic x-ray.
(2) Date of last examination.

d. Review finance records and personal affairs.

(1) Finance allotments for family.
(2) Wills.
(3) Power of attorney.

e. Miscellaneous.

(1) Counseling.
(2) Dog tags.
(3) Ration cards.
(4) Applicable GTA cards.
(5) All hand-receipts updated.

6. SCHEDULE

a. Day 1 (Wednesday).

(1) Conduct AOAP sampling; must be accomplished at least 72 hours in advance of service so that results will be available when the service begins on the vehicle.

(2) Platoon leader and BMO coordinate for type of services to be accomplished and scheduled outlined.

b. Day 2 (Thursday).

(1) Platoon leader and platoon sergeant coordinate with S-1, medics and dental facilities to review personal records.

(2) Operator/crews remove individual/crew/platoon equipment from vehicles, i.e., alert bags, NBC bags, crew weapons, etc.

(3) For cold weather, coordination with Mess Hall for soup and coffee on tank line is made.

c. Day 3 (Friday).

(1) Ammunition is downloaded, cleaned and inventoried.

(2) Operator/crews perform complete -10 PMCS.

(3) BII is inspected, inventoried and hand receipts/shortage annexes updated.

(4) After 1800 hrs initial issue clothing and alert bags inspected and inventoried.

d. Day 4 (Monday).

(1) Mechanics, assisted by operator/crew begin -20 inspection of vehicles, to include trailers if applicable.

(2) Road tests are conducted as a part of the inspection.

(3) Operator/crew lubricates the vehicle under the supervision of a mechanic.

(4) 31Vs inspect radios, crews make long distance radio check.

(5) BMO, CMT supervisor, platoon leader and platoon sergeant make final coordination of work schedule based on AOAP samples, -10 PMCS and -20 inspection.

(6) 1800 hrs, armorer assisted by operator/crew perform Q-service on crew served weapons, i.e., M-2, M-85, M-240.

e. Day 5 (Tuesday).

(1) Q-service on vehicles continue.

(2) For semi and annual services packs are pulled and cleaned. For quarterly services packs are pulled only as necessary.

(3) 31V inspects CVCs, TA-312 and WD-1/DR-8.

(4) Welder begins work as necessary.

(5) Personnel can begin to rotate individually to NBC room to clean and service individual protective mask and NBC bags under the supervision of NBC NCO.

(6) 1800 hrs, platoon inspects and inventories NBC equipment, i.e., chemical alarm, decon apparatus, survey and monitoring equipment.

f. Day 6 (Wednesday).

(1) Q-service on vehicle continues.

(2) Personnel begin to rotate individually to Arms room to service personal weapons under the supervision of the Armorer.

(3) 1800 hrs, miscellaneous platoon equipment inspected and inventoried, i.e., PEWS, night sights, mine detectors, etc.

g. Day 7 (Thursday).

(1) Q-service on vehicles continues.

(2) Individual counseling begins.

(3) 1800-2100 hrs, supply sergeant in conjunction with platoon leader inspects and inventories installation property.

h. Day 8 (Friday).

(1) Q-service on vehicles completed.

(2) Final road test conducted.

(3) Ammunition uploaded.

(4) Spot painting completed.

(5) Platoon, crew and individual equipment loaded back onto the vehicles IAW load plans.

i. Day 9 (Monday).

(1) BMO, CMT Supervisor, PLL Clerk, Platoon Leader, and Platoon Sergeant reconcile all forms, DA Form 2404 Daily, DA Form 2404 Quarterly, DA Form 2408-14, Document Register and DD Form 314.

(2) Bn Cdr and Company Cdr outbriefed by Platoon Leader.

APPENDIX E

MAINTENANCE MANAGEMENT

MAINTENANCE MANAGEMENT INDICATORS

a. No organization or unit that does its own organizational maintenance is too small to perform some maintenance management functions. A commander's evaluation of maintenance management within his organization is co-equal in importance to determining the status of equipment. One or more of the management factors of maintenance, at one level or another, is generally the source to which equipment problems can be traced. Inspection reports and readiness reports can usually indicate the presence of problems; however, the commander must identify which of the following elements of management are weak in the particular maintenance situation:

(1) Command.

(2) Personnel.

(3) Time.

(4) Repair parts.

(5) Tools and test equipment.

(6) Publications.

(7) Records.

(8) Facilities.

b. Rarely will any one element be completely separable since they are interrelated. By examining maintenance management in these particulars, it should be possible to isolate the elements unfavorably affecting the unit. Such an analysis will aid in deciding appropriate actions to correct maintenance management problems. Maintenance management indicators, like equipment PM indicators, do not result in a complete, thorough inspection. However, the following indicators can aid in evaluating effectiveness of maintenance management.

(1) Personnel availability and assignment.

(a) Ask the NCOIC or supervisor for a status report of personnel. This should be available on a status summary sheet or board for all but small units. Unknown personnel status or an out-of-date summary indicates poor management.

(b) Compare MOS authorized to MOS of assigned personnel. Ready, accurate response to commanders' queries about skills indicate good management.

(c) Determine the approximate percentage of productive time a maintenance man spends on his primary job. Low productivity due to administrative procedures, details, and inspections, or unrelated training, implies poor command supervision.

(d) Commanders and supervisors must forecast needs for skills and know procedures for obtaining proper replacements. Ask about projected losses and actions taken to provide for skill replacement. Poor maintenance management is indicated by a lack of personnel replacement request for assigned maintenance personnel who have reassignment orders.

(e) Query maintenance personnel about their schooling, past experience, and proficiency. Answers reflecting a lack of training or proficiency should be followed up by further queries outlined in subparagraph (2), below.

(f) Determine whether operator maintenance or higher level maintenance requirements interfere with completing authorized organizational maintenance work. If so, poor command supervision and maintenance management is indicated.

(g) Make random checks of operator permits for indications of operator qualifications.

(h) Since the vastly increased power of our modern Army is derived chiefly from the readiness of our modern Army equipment, it is only reasonable to assign the best individuals available to materiel readiness functions.

(2) Training activities.

(a) Determine whether maintenance personnel are school trained in MOS of assignment. Negative responses indicate need for on-the-job training programs or initiation of request for school quotas.

(b) Examine current training schedules to determine whether maintenance training is scheduled. If so, determine if this is to fulfill a certain organizational need or is directed by higher headquarters. Determine who prepares and teaches classes. Positive, purposeful instruction period, although the amount of time devoted may be limited, indicate a good training program.

(c) Ascertain the manner of task assignments. Experienced, skilled personnel teamed with helpers or newly assigned men indicate preplanned efforts to raise skill levels.

(d) Observe work in progress for presence of operations or crews with equipment in organizational maintenance shops. Presence of operators and crews indicates emphasis on practical maintenance training and raising operator proficiency.

(3) Shop organization and procedures

(a) Examine procedures for scheduling and accepting equipment for services and repair. Determine whether there is a system of assigning work to mechanic. The supervisor of an efficient shop should always know the status of equipment in the shop and the amount of maintenance workload.

(b) A given mechanic takes orders from a single supervisor--the chain of command works!

(c) Observe processing of paperwork and flow of equipment records. Paper bottlenecks indicate over-centralized administration. Equipment logs or maintenance worksheets, which require entries by mechanics, must be with the equipment when it is being repaired or serviced. If this procedures is not followed, it indicates duplicating paperwork or loss of maintenance information.

(d) Examine bins, stalls, or areas where repair parts are kept before installation on equipment. The areas should provide adequate space for temporary storage. Parts should be easily identified and marked for a particular major item. Old dates of receipt (2 to 4 weeks) entered on shipping document of parts to be installed indicate poor management, lack of personnel, or insufficient time for maintenance.

(4) Tools and shop layout.

(a) Tool authorization documents for organizational, special, and individual sets and/or current lists of tools on hand, short, and on requisition indicate good shop management. (PS Magazine contains some very helpful illustrated lists.)

(b) A well organized shop must make special tools and test equipment available to each repairman, but the unit must also have a workable system for tool check-out, return, and safeguarding while tools are not in use. Shadow boards for tools indicate a tool-care-conscious shop.

(c) Indicators of poor tool maintenance are loose wooden handles, broken screwdriver tips, mushroomed heads on drifts and chisels, lubricants on files and broken or rounded-out wrenches.

(d) Shop layout depends largely on the geographic location or on buildings, rooms, and other physical facilities such as grease pits or overhead lifts. Work areas should be located to minimize interruption by outsiders unless they have cleared with the supervisor. The main entrance should lead to the shop office, or to the maintenance supervisor's desk if the shop is one room.

(e) Indicators of good shop layout are readily accessible technical publications work benches, lubricants, cleaning materials, electrical outlets, common hardware, tools, and trash cans. Temperature, lighting, and ventilation should be adequate.

(5) Repair parts supply.

(a) Spot check about five stock record title inserts, DA Form 3318, or PLL computer printouts to see if authorized stockage is on hand. Write down the NSN and on-hand quantities. Compare the on-hand balance to quantities present in repair parts bins. Look for proper identification and storage to prevent damaging parts. Failure of quantities entered on records to agree with the physical count, or repair parts stored in unserviceable or damaged condition, indicates poor repair parts management.

(b) Inspect "Document Register for Supply Actions" (DA Form 2064) for entries about 30 days old showing parts requested and not yet received. Determine whether parts are still due out to the organization or if parts have been received and the document register entry has not been completed. Incomplete entries indicate poor repair parts administration.

(c) Examine repair parts requests that have been prepared but not yet submitted to the supporting supply activity. A time lapse of more than 3 to 4 working days between initiation of the repair part requirement (e.g., a DA Form 2404 prepared by an operator or mechanic), and the date the parts request is made, indicates a mediocre repair parts supply operation.

(6) Maintenance and equipment records. There are infinite possibilities for equipment records to reflect the proficiency of organizational maintenance. Only four indicators will be listed here. If a more detailed inspection is considered necessary, use of the four indicators cited should lead to other equipment records that will confirm or alter the initial findings.

(a) Inspect copies of the "Preventive Maintenance Schedule and Record" (DD Form 314). A properly prorated, current maintenance schedule indicates a good PM program. Inked-in dates recording completed services should be current within a week to 10 days. Proration of scheduled services should distribute the maintenance workload equally over a given period. Note, for future reference, the serial or unit number of 5 or 6 items due, or in the progress of, a periodic service.

(b) Review several completed "Inspection and Maintenance Worksheets" (DA Form 2404) which were prepared for recent operational periods or scheduled maintenance services. Information required by blocks in the heading, e.g., mileage, hours of operation, technical publication, and date should be complete. Deficiencies or shortcomings entered should be clearly described by the operator or mechanic. Select DA Forms 2404 for items which have recently undergone PM service (see (a) above). The corrective action column should indicate where corrective action has been recorded for repairs and services which have been performed. Have the maintenance supervisor make equipment maintenance records or logs, if applicable, available for these particular items.

(c) If the recent periodic service reflected on the DA Form 2404 (see (b) above) is posted, the repairs and services recorded in the log should correspond to entries which were made and initialed as completed corrective actions on the DA Form 2404 for the completed PM service. The date of the previous completed scheduled service should correspond to the prescribed service interval for the item; for example, 1 month or a calendar quarter. Note, for future reference, whether there are entries on the organizational maintenance record, which indicate completed repairs or the replacement of parts which probably caused the equipment to be rendered nonoperational.

(7) Publications. Publications attain principal importance as a PM indicator because the use of outdated publications, or the lack of certain publications, results in improper procedures or trial-and-error maintenance.

(a) A commander should first insure that the shop office has a system for reviewing and requesting publications. A copy of DA Pamphlet 25-30 microfiche must be on hand. Briefly scan the latest change and look for marginal checks or notes by the most recently published or rescinded TM, TB, and MWO; this indicates a review has been made to determine whether latest publications are on hand or on requisition.

(b) Observe the location of equipment technical manuals and lube orders is the shop. Examine 2 or 3 for equipment on hand within the unit; they should show signs of wear and frequent use.

(c) Any repair shop should maintain a file of DA Modification Work orders and separate file of technical bulletins on it authorized equipment. Check for presence of the file.

(d) Ask for a copy of the organization's maintenance SOP. Standing Operating Procedures should refer to local command directive, which should also be on hand, in order for the organization to comply with all local directives.

(8) Reports. Reports assume importance as maintenance management indicators because they are among the few indicators available to a commander without conducting an on-site inspection. A commander should be primarily concerned with "Materiel Condition and Status Report" (DA Form 2406) and reports of Maintenance Assistance and Instruction Team.

(a) A commander, in reviewing reports originating at the unit level, must be alert for attempts to distort facts and figures in order to present a favorable statistical position. For example, an organization which frequently reports near 100 percent availability of equipment should be as suspect as an organization which frequently reports a higher-than-average nonavailability status.

(b) A commander will find it helpful to review reports submitted by the organization he is going to visit, prior to an on-site inspection. Such a review will frequently give him leads to other significant PM indicators. Early in the inspection, the commander should obtain a copy of the Materiel Readiness Report. The length of time unserviceable equipment has been in a nonavailable status indicates the productibity of the unit maintenance personnel, effectiveness of organizational maintenance procedures, and responsiveness of supporting shops.

(c) Near the end of the commander's inspection, he should ask to see a copy of the latest formal inspection report. A comparison of his personal evaluation with the formal inspection will give the commander an indication of the progress, if any, which the organization has made. Commander's inspections may confirm ratings of recent formal inspections. The commander may thus perform a personal evaluation of the standards used by inspection teams themselves, as well as of the unit being inspected.

Appendix F. INDEX TO INFORMATION CONTAINED IN FORMS AND RECORDS

This index lists items of maintenance information alphabetically and indicates the DA form that provides the information.

Item	Form No.
Acceptance of equipment	DA Form 2408-9
Age	DA Form 2408-9
AOAP	
Date Sample Taken	DA Form 2408-20
Results	DA Form 2408-20
Lab Recommendation	
Availability	DA Form 2404
Failures, when, how	DA Form 2404
	DA Form 2408-14
Faults	
Corrected	DA Form 2404, DA Form 2408-14
Uncorrected	DA Form 2404, DA Form 2408-14
Date discovered	DA Form 2404
Reason for correction delay	DA Form 2408-14
Job order number	DA Form 2404, DA Form 2408-14
Requisition number	DA Form 2404, DA Form 2408-14
Status of	DA Form 2404, DA Form 2408-14
Fuel	
Added daily	DD Form 1970
Maintenance	
Request Support Maintenance	DA Form 2407
Request MWO be applied by Support	DA Form 2407
Submit Warranty Claim	DA Form 2407
Manufacture, date of	DA Form 2408-9
Manufacturer	DA Form 2408-9
Mileage	
Daily operation	DD Form 1970
NMC Time	DD Form 314
Oil	
Added daily	DD Form 1970
Changed	DA Form 2408-20
Operation:	
Date of	DD Form 1970, DA Form 2401
Operator	DD Form 1970, DA Form 2401
Owner	
Previous	DA Form 2408-9
Present	DA Form 2408-9
Overhaul date	DA Form 2408-9
Rebuild date	DA Form 2408-9
Services	
Date next due	DA Form 5823, DD Form 314
Type due	DA Form 5823, DD Form 314
Record of completed	DD Form 314
Status (Current)	DA Form 2404
Transfer, date	DA Form 2408-9
Usage	DA Form 2408-9
Weapon Life Data	DA Form 2408-4

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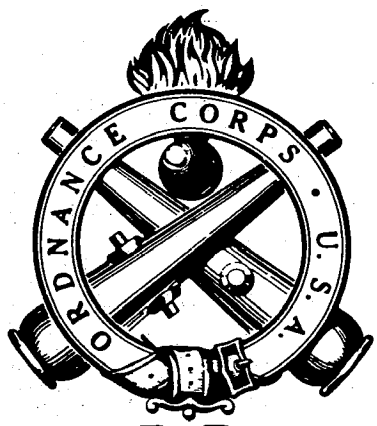
MAINTENANCE COUNTS!!



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