

DEPARTMENT OF THE ARMY  
HEADQUARTERS  
FIFTH U.S. ARMY AND FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234-5000

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Maintenance of Supplies and Equipment  
UNIT AND SUPPORT MAINTENANCE  
POLICIES AND PROCEDURES

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by Headquarters, U.S. Army Garrison Fort Sam Houston.

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\*This regulation supersedes FSH Reg 750-15, 14 Apr 83, including all changes, and FSH Reg 750-3, 7 Dec 83.

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CHAPTER 1

GENERAL

1-1. PURPOSE. To prescribe policies and procedures for the proper unit maintenance of Army supplies and equipment, requesting intermediate maintenance services, and the collection of maintenance data.

1-2. SCOPE. The contents of this regulation are applicable to all Active Army, ROTC, and US Army Reserve units located within Fort Sam Houston's Maintenance Support Area and units training or mobilizing at Camp Bullis or Fort Sam Houston.

1-3. DEFINITIONS. Terms used are defined in AR 310-25, AR 700-138 and DA Pam 738-750.

CHAPTER 2

MAINTENANCE RESPONSIBILITIES

2-1. ORGANIZATIONAL RESPONSIBILITIES. Units and activities are responsible for:

a. Developing a program of good maintenance management that will ensure unit maintenance is accomplished in a timely manner. This includes providing adequate prime military man-hours for the program.

b. Ensuring that maintenance performed during prime military man-hours of training is under the supervision of the Maintenance Officer. Maintenance to be performed at times other than during scheduled prime time may be under the supervision of qualified noncommissioned officers.

c. Establishing a preventive maintenance program of systematic inspection and servicing of equipment to preclude failures and breakdowns. This includes training of personnel in preventive maintenance procedures. Equipment will be maintained to 10/20 standards IAW applicable equipment technical manual.

d. Placing emphasis on unit maintenance during field problems, training, and maneuvers. The additional demands placed on equipment at these times require added emphasis and effort to maintain a mission ready condition.

e. Detecting failures of equipment which are not correctable by unit personnel and requesting that repairs be performed by supporting intermediate DS/GS activity.

f. Accomplishing needed unit maintenance prior to submitting equipment to the support maintenance shops.

g. Assigning appropriate repair priorities to nonoperational equipment in order to ensure timely maintenance and supply response to the requirement.

h. Taking immediate action to obtain administrative release of damaged equipment and the subsequent maintenance action to return the equipment to a fully mission capable condition.

i. Publishing a Standing Operating Procedure on maintenance procedures to supplement published directives.

j. Establishing a unit maintenance training program to maintain the skills and abilities of unit personnel. Methods and facilities available are indicated below:

(1) On-the-job or classroom training accomplished in the unit as required. Selected personnel may be trained in the Support Maintenance Shops upon request to the Headquarters, U.S. Army Garrison, Fort Sam Houston, ATTN: AFZG-DL-M, Fort Sam Houston, Texas 78234-5000.

(2) Unit training by assigned officers and noncommissioned officers.

k. Ensuring that organic equipment is protected with antifreeze to zero degrees Fahrenheit year round.

l. Ensuring daily inspection of tires for correct air pressure and timely removal for the purpose of recapping IAW TM 9-2610-201-14. Tires will be turned in through supply channels when they reach minimum tread allowances IAW FSH Reg 700-1.

#### WARRANTY PROGRAM

a. AR 700-139, Army Warranty Program, governs warranties. Appendix K, DA Pam 738-750 contains a list of major weapons systems with warranty coverage.

b. Maintenance Division, DOL, is responsible for all warranty actions for the FSH support area. The FSH Warranty Coordinator is the Chief, Quality Assurance Branch, Maintenance Division, DOL, Fort Sam Houston.

c. DA Form 2407 (Maintenance Request) will be used to submit warranty claims for end items with defective components, parts or assemblies that are covered by a manufacturer's warranty as prescribed in DA Pam 738-750. A technical inspection will be performed by the FSH Warranty Coordinator to determine if defective item justifies a claim against the manufacturer.

d. In warranty claim cases, users will tag all warranty claim exhibits with a DA Form 2402 (Exchange Tag). In each case the tag will be marked "Warranty Exhibit" and processed as prescribed in DA Pam 738-750.

e. Local purchase items and other non-standard items are often obtained by units and are not entered into the Army Warranty Program. Units receiving these items should immediately secure warranty documents received with the equipment. Equipment should be marked with warranty information, expiration dates, and any other data that will assist maintenance personnel or later users in identifying equipment still under warranty. Notify the Installation Warranty Coordinator of receipt of the equipment.

2-3. EQUIPMENT IMPROVEMENT RECOMMENDATION (EIR). All Army materiel is subject to an EIR. Each EIR will be prepared IAW DA Pam 738-750. A copy of DD Form 173/3 (OCR) (Joint Message Form) Category I or a copy of the SF 368 (Quality Deficiency Report, Category II) will be submitted to the Chief, Quality Assurance Branch, Maintenance Division, DOL, bldg 2509, Fort Sam Houston, Texas 78234-5000.

2-4. ARMY OIL ANALYSIS PROGRAM (AOAP) NON-AERONAUTICAL. The procedures and requirements for equipment to be enrolled into the AOAP are defined in DA Pam 738-750, and AR 750-1. Related publications: TM 9-2300-422-23 & P; and TB 43-0211 give additional guidance and procedures. The following local instructions apply:

a. Maintenance Division, DOL is responsible for monitoring the AOAP and furnishing the Installation Army Oil Analysis Monitor. Units or activities possessing equipment required to be enrolled in the AOAP will appoint a unit AOAP monitor and forward a copy of that appointment to the Installation Army Oil Analysis Program Monitor, Maintenance Division, DOL, ATTN: AFZG-DL-MQ, bldg 2509, Fort Sam Houston, Texas 78234-5000. Telephone number for Installation Monitor is AUTOVON 471-5841/5822 or Commercial (512) 221-5841/5822.

b. Training. Unit commanders must be particularly alert to the degree of proficiency of operators/crews in their performance of taking oil samples; therefore, a training program will be established to provide this expertise. Unit monitors will ensure personnel receive initial and recurring AOAP training as needed.

c. Shipment and Packing. Oil samples will be sent by the most expeditious means on the same day sample is taken. DA Pam 738-750, TB 43-0211, and TM 9-2300-422-23&P list packaging material for oil samples. Only the 3-ounce bottle, NSN 8125-01-082-9697, package of 120 will be used. No substitute is authorized. Address of laboratory supporting Fort Sam Houston is: Commander, Corpus Christi Army Depot, ATTN: SDSCC-QLS, Corpus Christi, Texas 78419.

d. Safety. An effective safety program is essential and cannot be over emphasized when handling hot oil samples. Caution must be exercised to prevent fires and accidental burns. Safety goggles will be worn when taking oil samples by the sampling valve method. Oil spills will be cleaned up immediately. A safety plan regarding the taking of oil samples will be outlined in detail in unit's maintenance SOP.

e. A copy of TB 43-0211 will be retained by each individual that has been trained to take oil samples from unit equipment.

f. Units receiving "abnormal" AOAP laboratory results will take immediate action as recommended by the laboratory. Laboratory recommended repair actions that are unit level maintenance will be performed by the unit and feedback provided to the laboratory. If the laboratory recommended actions are beyond unit level maintenance capabilities, the unit will evacuate the equipment to their support maintenance activity. The owning unit will prepare a DA Form 2407 (Maintenance Request) immediately after receipt of telephonic instructions from the lab. This maintenance request will contain the following statement in Block 16a. (This is an AOAP Laboratory directed action. Telephonic notification received on date \_\_\_\_\_ . DA Form 3254-R/lab computer printout will follow.)

g. On-Condition Oil Change Program (OCOC). Oil and filters for components/selected hydraulic systems under the oil analysis program will only be changed when directed by the oil analysis laboratory; therefore, scheduled changes required by technical publications and lubrication orders are suspended. Exceptions are at the seasonal changes, manufacturer's warranty requirements, and at discretion of maintenance officer. When the lab or maintenance officer directs the oil and filters be changed, the DD Form 314 will be posted with the symbol "L" and hours for the component at the time of change.

h. AOAP related forms preparation and/or disposition will be IAW Chapter 3 and 5 and appendix O of DA Pam 738-750.

(1) Remarks block on face of DD Form 2026 will be used to record end item odometer readings and to add anything felt to be necessary such as:

(a) Component condition and symptoms that causes unit to suspect component is failing.

(b) Correction or changes to component hours, oil change hours, serial numbers, or model numbers will be entered and identified as such.

(c) Maintenance actions on oil wetted part of selected components initiated by other than recommendation of the laboratory are reported to the laboratory in detail, including reasons for the action. Special and OCOC requests will be bordered in red.

(2) End item unit (bumper) number will be entered in upper right corner of DD Form 2026.

(3) Corpus Christi Army Depot laboratory uses a computer printout, oil analysis recommendation and feedback in lieu of the DA Form 3254-R. However, processing of the printout is the same as that prescribed for the DA Form.

2-5. EQUIPMENT CODED NON-REPARABLE. Equipment submitted for repair which is assigned condition codes H or P (Salvage) or NRTS (Not Repairable This Station) by Maintenance Division technical inspectors will be returned to the unit or activity for turn-in through normal supply channels. This turn-in must be accomplished as soon as possible. The applicable documents assigning the materiel condition codes are valid for a short period of time. If they expire prior to turn-in, the equipment must be resubmitted and the entire process repeated.

## CHAPTER 3

PROCEDURES FOR REQUESTING DIRECT SUPPORT  
MAINTENANCE SERVICES

## 3-1. PROCEDURES FOR MAINTENANCE SUPPORT.

a. General. DA Form 2407 will be submitted as indicated:

(1) All commodities (except aircraft and medical items) will be submitted to Production Control Office, bldg 2509, Fort Sam Houston, Texas 78234-5000.

(2) Aircraft requests will be submitted to Aircraft Maintenance Facility, at current contractor's location.

(3) Medical equipment will be submitted to Maintenance Branch, Brooke Army Medical Center (BAMC).

(4) Each unit/activity requesting Maintenance service shall submit two separate DA Forms 1687 (Notice of Delegation of Authority-Receipt for Supplies); one to authorize personnel to submit and pick up equipment on work request and one authorizing personnel to validate high priority maintenance requests (Priority 1-10). Staff Division Chiefs are authorized to delegate personnel within their divisions to obtain maintenance services. Additionally, foremen of RC Shops are authorized to sign delegation forms for equipment submitted for RC units. A copy of assignment orders for commander or division chief must accompany the cards. Cards will be resubmitted when commanders/supervisors change or to effect new delegations.

b. Fabrication. Requests for fabrication will be in accordance with the following procedures:

(1) Units will research appropriate supply manuals to determine if items are authorized to be locally manufactured. The requester will place manual number, page, and supply category in Block 16 of DA Form 2407.

(2) If items have been requisitioned through supply channels and a cancellation has been received with status "to be locally manufactured", attach the cancelled requisition to the DA Form 2407.

(3) All items that have valid NSNs and can be requisitioned through normal supply channels or procured locally will not be considered for local manufacture unless an unusual circumstance dictates otherwise.

(4) The DA Form 2407 will be submitted to the Chief, Maintenance Division, DOL, bldg 371, with an explanation of work to be accomplished (including diagrams), desired completion date, and signature of the unit commander or activity chief entered in Block 23. Items for medical material must be countersigned by Chief, Medical Maintenance Branch, BAMC.

c. Damaged Equipment. When property is damaged through other than fair, wear and tear (FWT), the commander responsible for the property will investigate the circumstances. If investigation reveals damage was caused by other than FWT and negligence is not involved, the commander will attach a statement to the Maintenance Request (DA Form 2407). The statement will be signed by the commander and concurrence obtained when necessary from the Report of Survey Appointing Authority. If Appointing Authority nonconcur, a report of survey must be initiated IAW AR 735-5. Requests for Estimated Costs of Damage (ECOD) will be submitted on DA Form 2407, and Block 16 will be annotated "Request ECOD and Repair". Upon determination of estimated damages and economical repair, a report will be forwarded to owning unit or activity. If the item is economically repairable, the item will remain in the Maintenance Division area until release from the appropriate authority is furnished IAW AR 735-5. Repair cannot be accomplished prior to release. Uneconomically repairable equipment will be returned to the requesting unit upon completion of ECOD documentation.

d. Organizational Clothing. Units will submit DA Form 2407 for maintenance services on organizational clothing and equipment. Organizational insignia will be attached by Maintenance Division, bldg 2513, on an individual basis. A separate work request for each individual, or a monthly work request by unit is required to obtain this service. Individual clothing will not be accepted for repair by the Maintenance Division.

e. Radiological Protection. DA Forms 2407 for transfer, issue or turn-in of an item containing a radiation source will have the following statement entered in Block 16: "For serviceability and control data check for issue by/turn-in to Consolidated Property Officer or transfer to (gaining organization)." The DOL Radiological Protection Officer will approve the transfer of the radioactive material. The item will remain with the Maintenance Division until cleared for release by the Installation Supply and Services Division (ISSD). Detailed information is available from DOL, RPO telephone AUTOVON 471-5377 or Commercial (512) 221-5377.

f. Combination Locks. Requests to open combination or key locks on locked security containers must be submitted on DA Form 2407 to the Production, Planning, & Control Branch, bldg 2509, Fort Sam Houston, TX 78234-5000. Block 16, DA Form 2407, must contain one of the following statements and the signature and signature block of the commander or section/division supervisor. When key or combination has been lost: "Loss of the combination/key is being investigated IAW AR 735-5." When key or combination is available: "Lock has apparently malfunctioned, combination is known or key is available. Investigation IAW AR 735-5 is not required." If the combination/key has been lost, a copy of the DA Form 2407 with repair cost annotated will be returned to the requester so actions required by AR 735-5 can be completed. Changing combinations on safes/containers is a user responsibility. Assistance should be obtained from organization/activity security personnel.

g. Nontactical Vehicle (NTV) Repair. Tenant units/activities owning NTV will submit DA Form 2407 for repair or service directly to foreman, NTV shop, bldg 2430, located within the TMP complex. Units/activities utilizing vehicles belonging to the TMP will arrange for repair/service IAW instructions from the Transportation Motor Officer.

h. Communication Security (COMSEC) Equipment. DA Forms 2407 will be submitted to Production, Planning and Control Branch, bldg 2509, to obtain services. The equipment and DA Form 2407 will then be taken to the COMSEC facility, bldg 4004, Fort Sam Houston. Accountability procedures in AR 380-40 and TB 380-41-3 will be followed while the equipment is receiving maintenance.

i. Furniture Repair. Units and activities delivering or picking up furniture will provide adequate personnel to offload and load furniture. The current acquisition cost from the Army Master Data File or property book price for non-standard furniture will be annotated in block 16 of the Maintenance Request, DA Form 2407.

j. Equipment Preparation. Equipment powered by diesel or gasoline engines submitted for support maintenance must have a minimum of one half tank of fuel. Technical inspectors will conduct an acceptance inspection on all mechanical equipment submitted for IDS/IGS repair. Equipment with uncorrected unit level safety defects or unit level deficiencies that prevent road or operational testing of equipment will be rejected. USAR units located outside the San Antonio area can receive assistance in correcting these faults from ECS #2. Evacuation of equipment back to the unit or to ECS #2 will be the responsibility of the owning organization. Equipment will be accepted with unit level

deficiencies that do not hamper performance of intermediate level maintenance or constitute a safety hazard. However; these faults will not be corrected by support shops. Units should review DA Form 2404 accompanying completed maintenance requests, to determine unit level repairs still required.

3-2. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE). The procedures and requirements for the accomplishment of calibration of TMDE will be conducted IAW AR 750-1, AR 750-25, Fifth US Army Suppl 1 to AR 140-15, TB 750-25 and TB 43-180, and the following instructions:

a. Supported activities will appoint a Unit Calibration Coordinator. A copy of the appointment documentation and any changes will be forwarded to the Headquarters, U.S. Army Garrison, Fort Sam Houston, ATTN: AFZG-DL-MQ (Installation Calibration Coordinator), Fort Sam Houston, Texas 78234-5000, AUTOVON 471-5822/5841, Commercial (512) 221-5822/5841.

b. Discrepancies pertinent to the TMDE program that are beyond units' capability to resolve will be presented to the Installation Calibration Coordinator. Correspondence will be directed to Headquarters, U.S. Army Garrison, Fort Sam Houston, ATTN: AFZG-DL-MQ, Fort Sam Houston, Texas 78234-5000, AUTOVON 471-5822/5841, Commercial (512) 221-5822/5841.

c. Monthly, each unit will receive a TMDE listing. The listing is a master list of all TMDE in that unit. The Unit Calibration Coordinator will review this listing in its entirety for errors. Errors will be annotated on a copy of the listing and returned to the Installation Calibration Coordinator.

d. Unit Calibration Coordinators will ensure that all TMDE listed on the unit property book is listed on the applicable TMDE master listing. Changes in unit property book affecting TMDE status will be annotated on the TMDE listing and forwarded to the Installation Calibration Coordinator for corrective action.

e. All TMDE will be processed into the TMDE Support Operation (TSO), bldg 4004, Door 1, Fort Sam Houston, Texas.

f. Due to the sensitive nature of TMDE items, rough handling will be avoided and items will be protected from exposure to inclement weather. Evidence of damage due to mishandling will be cause for action IAW AR 735-5.

### 3-3. OPERATIONAL READINESS FLOAT (ORF).

a. Limited ORF is available to all Active Army units supported by this headquarters. ORF serves to provide replacement equipment when unserviceable items cannot be repaired within a timely manner. Use of the float is to maintain acceptable materiel readiness posture.

b. The Maintenance Division will determine when equipment cannot be repaired within required time frames and notify the owning unit. Unit will complete the following actions.

(1) For items that are carried on a property book:

(a) Prepare a DA Form 2765-1 (Request for Issue or Turn-in), for the unserviceable equipment, and submit to the Accountable Property Officer, Supply Division, DOL, bldg 4015.

(b) Prepare a DA Form 2765-1 (Request for Issue or Turn-in), for the replacement equipment and submit it to the Accountable Property Officer, Supply Division, DOL, bldg 4015.

(c) Prepare DA Form 2408-9 (Equipment Control Record) IAW DA Pam 738-750 for the equipment being turned in and for the equipment received.

(d) Submit the receipt copy of DA Form 2407 to DOL, Maintenance Division, Production Control.

(2) For avionics and electronics items:

(a) Turn in the receipt copy of the DA Form 2407 and sign for the maintenance float item.

(b) The DA Form 2407 will indicate that a float item was issued and will be used to document equipment repair.

3-4. REPARABLE EXCHANGE ACTIVITY (RXA). Reparable Exchange Activity procedures are established by the Installation Supply and Services Division (ISSD), DOL in FSH Regulation 700-2. The regulation is published quarterly and contains the RXA List. Customers should consult the supply regulation for information on the program. However, Maintenance Division is responsible for the physical operation of the exchange activity and the following procedures apply:

a. Units will use the RXA, bldg 2511, Fort Sam Houston, Texas, for exchange of any non-aviation item on the RXA list. Aircraft RXA will be accomplished at the current aviation contractor's facility.

b. Normal hours of operation for other than aviation items, are 0800-1400 hours Monday through Friday. Aviation RXA is open normal duty hours. High priority requests (PD 01-08) will be accepted at any time. At times other than specified above, call 221-4947 for information and coordination concerning RXA.

c. All items to be exchanged will be:

(1) Cleaned and completely drained of all fluids, free of all dirt, grease, or grime. All openings will be taped or covered to keep out dirt and moisture

(2) Wrapped or packaged to prevent damage (use boxes, mattresses or other suitable containers/packages if available).

d. Items offered for exchange that are unserviceable due to reasons that are obviously not normal fair wear and tear, will be accompanied by a signed statement from the unit commander indicating that appropriate action has been taken IAW AR 735-5. Items without proper documentation will not be accepted.

e. Customers are encouraged to turn-in items as they are generated, and not allow large quantities to accumulate.

### 3-5. CANNIBALIZATION POINT (CAN POINT).

a. In accordance with AR 710-2, a list of end items available for cannibalization will be published quarterly in FSH Regulation 700-2, Reparable Exchange Activity/Cannibalization Point Management.

b. Unit personnel should check with the Cannibalization Point telephonically (221-2635/5853) to ensure the requested parts are available. If items are available, supply personnel should report to bldg 2509 with DA Form 2765-1 (blank), receive item(s), and complete request document(s) at that time. CAN POINT will provide the ISSD a copy of each issue slip to record the demand. CAN POINT issues are free (not costed to consumer). If item is not available, DA Form 2765-1, Request for Issue or Turn-in, will be forwarded to the ISSD. CAN POINT will be operational 1300-1500 hours daily for normal issues. Valid emergency requests can be processed during normal duty hours.

## 3-6. TECHNICAL ASSISTANCE.

a. Technical assistance support is available to all Active Army and USAR units located in Fort Sam Houston's Maintenance Support Area. Technical assistance includes advice and assistance to unit commanders and maintenance personnel in proper maintenance techniques, including capabilities and limitations of equipment. Assistance is available from both Maintenance Division and the Maintenance Assistance and Instruction Team (MAIT).

b. Assistance available includes both classroom and on-the-job training (OJT) in unit maintenance procedures.

c. Technical assistance personnel will, upon request, advise unit commanders in the correction of deficiencies in maintenance areas.

d. Request for technical assistance within the San Antonio area may be submitted by either oral or written request. Requests from units outside the San Antonio area must be submitted in writing.

e. Requests for technical assistance from Maintenance Division will be processed through Chief, Maintenance Division, DOL, Fort Sam Houston, Texas. Requests for Maintenance Assistance and Instruction Team (MAIT) assistance will be directed to MAIT Office, Headquarters Fifth US Army. Telephone (512) 221-6248 or AUTOVON 471-6248.

3-7. THE ARMY MAINTENANCE MANAGEMENT SYSTEMS (TAMMS) DATA. The Maintenance Division, DOL, Fort Sam Houston, is the established TAMMS Data Reduction Center for all supported units. Forms will be submitted within the following time frames:

a. Materiel Condition Status Report (DA Form 2406). Reports will be submitted to Data Reduction Section, Production, Planning and Control Branch, bldg 2509, FSH, TX, as listed below:

(1) Active Component Units - Close of Business (COB) four working days following 15th day of each month (FORSCOM Reg 750-9).

(2) Reserve Component Units - COB eight working days following end of report period (FORSCOM Reg 750-9). End of report periods are 15 March, 15 June, 15 September, and 15 December, each calendar year.

b. Materiel Condition Status Report (DA Form 2406) showing current condition of reportable equipment will be submitted to Maintenance Division, DOL, upon reporting to the installation for mobilization.

c. Equipment Control Record (DA Form 2408-9). This multiple use form is used as an Acceptance and Registration Report; Usage and Rebuild/Overhaul Report; and Transfer, Gain or Loss Report. Forms will be prepared and submitted IAW DA Pam 738-750. Forward the National Maintenance Point (NMP) Copy #1 and Control Copy #2 within three working days to Maintenance Division, DOL, ATTN: PP&C Branch (Data Reduction), bldg 2509, Fort Sam Houston, Texas 78234-5000.

3-8. SPECIAL HANDLING OF WEAPONS. Work Request (DA Form 2407) will be processed IAW para 3-1a(1) this regulation. Weapons will be delivered to DOL, Maintenance Division, Small Arms Section, bldg 371, where the serial number of each weapon will be checked against those serial numbers on the maintenance request. Maintenance requests will be retained in the Small Arms Section for normal processing and accountability of weapons on hand. On-site repairs will be accomplished when economically feasible.

3-9. MAINTENANCE OF MATERIALS HANDLING EQUIPMENT (MHE) AND OPERATOR TESTING.

a. The owning unit/activity is responsible for:

(1) Performing all operator maintenance on equipment in their possession.

(2) Maintaining Preventive Maintenance Schedule and Record (DD Form 314).

(3) Maintenance and proper completion of log books and TAMMS forms

(4) Submitting a Maintenance Request prior to the scheduled periodic maintenance date.

(5) Releasing equipment for repair within three working days when equipment is requested by support maintenance.

(6) Notifying support maintenance by telephone immediately upon discovery of any defect which requires emergency repair. Telephone: 221-3532/3940

(7) Assuring that each piece of equipment is operated only by a licensed operator.

Training personnel prior to examination.

Scheduling personnel for testing.

(10) Ensuring that personnel to be tested have a DA Form 348 (Equipment Operator's Qualification Record), which indicates the successful completion of Battery I or II Test and contains a statement the individual has received training IAW TB 600-2. The DA Form 348 and OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) must be presented to the examiner prior to examination.

(11) Submission of Management and Utilization of Materials Handling Equipment (MHE) quarterly report IAW FSH Reg 750-2.

b. DOL, Maintenance Division, is responsible for:

(1) Unit and intermediate maintenance repairs on commercial MHE equipment for units or activities located at Fort Sam Houston.

(2) Performing all quarterly preventive maintenance after receipt of a Maintenance Request.

(3) Repairing, when possible, all emergency breakdowns of equipment on site upon notification by the unit or activity.

Testing and licensing operators.

### 3-10. LOAD TESTING AND INSPECTIONS.

a. Annual inspections for the serviceability of lifting devices is accomplished by unit level maintenance personnel IAW TB 43-0142. Staff elements or units without an organic maintenance capability may submit maintenance requests to obtain the required inspections.

b. Periodic load testing is not required. However, if the item meets one of the following criteria, load testing will be performed:

The issue is an initial use of a new item.

The lifting device has been repaired or altered.

(3) The type of materials handled, equipment utilization, local requirements, or DA Technical Publications dictate a periodic load test.

c. It is the responsibility of the owning unit to inspect equipment prior to use, determine the need for load testing and initiate a Maintenance Request. When it is not feasible to evacuate such equipment to bldg 371, testing will be accomplished on site using contact maintenance procedures.

3-11. OFFICE MACHINES/EQUIPMENT: Support for office machines and equipment is divided between DOL and Directorate of Information Management (DOIM). All information systems equipment (TIER III) which includes office copiers, word processing, mail equipment, automated filing equipment, microfiche readers with printing capability, and other ADPE is the responsibility of DOIM and support is obtained IAW FSH 25 Series Regulations and Circulars. All other office equipment is supported by DOL. Method of support depends on location of equipment and detailed guidance is provided below.

a. On post and San Antonio area units and activities. Units and activities located in San Antonio area will report their government owned office machine problems including items under warranty to Production Control Section, Maintenance Division, located in bldg 2509, Funston Road, Fort Sam Houston, Texas 78234-5000, telephone (512) 221-5328/5310. When problems regarding office equipment under warranty are reported the following information must be provided: Make, model, serial number, date received/installed, and vendor or contractor supplying equipment.

(1) Production Control will notify the contractor or place a requirement with the Directorate of Contracting, for contractor repair, pick-up, and return of office machines under contract. Most office machine repair at Fort Sam Houston is by service and repair contracts with local vendors. In cases where the contractor is unable to repair typewriters on site the user may request a loaner from contractor until the machine is repaired and returned. Loaners are not furnished for typewriters submitted for chemical cleaning.

(2) When a service is performed or a repair is completed, the contractor's technician will present an invoice or service report for signature to the activity owning the machine. The individual signing the invoice/service report must ensure that the work was in fact done, with the machine listed by serial number on the invoice/service report. This signature indicates the services listed were received. Forward copies of service tickets left by contractor's technician to Maintenance Division, DOL, bldg 2509, Ft Sam Houston, TX 78234-5000.

b. Activities located outside San Antonio area. Support of office machines for units located outside the immediate support area is primarily provided by local contractors. Copies of approved contracts will be furnished to unit representatives by Maintenance Division personnel. Unit representatives will place calls direct to contractors for needed services IAW specifications of each contract. Units are warned that all contracts expire 30 September each fiscal year; therefore, no calls after that date will be made to the previous contractor.

If service for office equipment is required after 30 September and copies of contracts for the current fiscal year have not been received, unit must obtain service by telephoning Production, Planning and Control Branch, AV 471-5310/5328 or Commercial (512) 221-5310/5328. All disputes between contractors and units or instances of inadequate service or response time must be reported in writing to Chief, Maintenance Division, DOL, ATTN: AFZG-DL-MP, Fort Sam Houston, TX 78234-5000. Time is of essence if corrective action is to be accomplished.

c. All office equipment procured by a unit/activity and under manufacturer/seller warranty will remain the seller's responsibility as long as the warranty is in effect. Upon receipt of new equipment at the point of installation (setting up), some contractors will uncrate and make the equipment ready for operation. Units/activities setting up or installing the equipment themselves may void the warranty, resulting in unnecessary expenditures for repairs if the machine malfunctions during the warranty period. Units should check with supply/contracting source to determine if setup is part of procurement packet.

d. The Property Book Officer of each organization/activity provided office machine maintenance support (AR 750-1 & AR 5-9) must notify Maintenance Division, in writing, upon receipt of new office machines. Funds for maintenance support from the owning activity may be required for the remainder of the fiscal year. Activities will be notified on an individual basis when funds are required. Maintenance Division will accept responsibility for future maintenance support as soon as the item is included in the installation budget. Further, Property Book Officers will notify the Maintenance Division whenever an office machine is transferred to another PBO or turned in to ISSD.

e. Only a duly appointed contracting officer is authorized to obligate the government. Personnel are cautioned that any obligation incurred as a result of a call placed to a vendor by an unauthorized individual may result in such individual being held pecuniarily liable.

f. Prior to annual budget submission, Maintenance Division, Production Planning and Control Branch, will furnish each property book officer a list of their office equipment currently under contract for maintenance. Property book officers will annotate changes in property on the listings and return to the Maintenance Division, DOL, bldg 2509, by the established suspense date. Failure to return listings may result in cancellation of next fiscal year maintenance services.

CHAPTER 4

REFERENCES

4-1. PUBLICATIONS.

- a. AR 310-25, Dictionary of United States Army Terms
- b. AR 380-40 (C), Policy for Safeguarding and Controlling COMSEC Information.
- c. AR 700-84, Issue and Sale of Personal Clothing.
- d. AR 700-138, Army Logistics Readiness and Sustainability.
- e. AR 710-2, Supply Policy Below Wholesale Level.
- f. AR 735-5, Basic Policies and Procedures for Property Accounting.
- g. AR 750-1, Army Materiel Maintenance Concepts and Policies.
- h. AR 750-25, Metrology and Calibration System
- i. DA Pam 738-750, The Maintenance Management System (TAMMS)
- j. DA Pam 738-751, Functional Users Manual for TAMMS-Aviation.
- k. TB 43-0106, Aeronautical Equipment Army Oil Analysis (Program AOAP).
- l. TB 43-0142, Safety Inspection and Testing of Lifting Devices.
- m. TB 43-180, Calibration Requirements for Maintenance of Army Materiel.
- n. TB 43-0211, AOAP, Army Oil Analysis Guide for Leaders and Users.
- o. TB 380-41-3, (C), Procedures for Safeguarding Accounting and Supply Control of COMSEC Material.



- f. DA Form 1687, Notice of Delegation of Authority-  
Receipt for Supplies.
- g. DA Form 2402, Exchange Tag.
- h. DA Form 2406, Materiel Condition Status Report.
- i. DA Form 2407, Maintenance Request.
- j. DA Form 2408-9, Equipment Control Record.
- k. DA Form 2410, Component Removal and Repair/Overhaul  
Record
- l. DA Form 2765-1, Request for Issue or Turn-in
- m. OF 346, US Government Motor Vehicle Operator's  
Identification Card.
- n. SF 368, Quality Deficiency Report (Category II).

The proponent of this regulation is the Directorate of Logistics, Maintenance Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Headquarters, U.S. Army Garrison, Fort Sam Houston, ATTN: AFZG-DL-M, Fort Sam Houston, Texas 78234-5000

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