LRC-Belvoir SOP

750-1

Maintenance of Supplies and Equipment

Materiel Maintenance Policy External Standard Operating Procedures

LRC-Belvoir
Fort Belvoir, VA 22060
1 July 2025

SUMMARY of CHANGE

LRC-Belvoir 750-1

Materiel Maintenance Policy Division External Standing Operating Procedures

Specifically, this revision dated 7 May 2024:

- This SOP replaces all existing SOPs.

Logistics Readiness Center- Belvoir
Maintenance Division
Materiel Maintenance Policy External Standard Operating Procedure (SOP)
SOP 750-1 (AR 750-1)

By Order of the Director

MORRISON.CARLOS.D.1038749940 Digitally signed by MORRISON.CARLOS.D.1038749940 Date: 2025.07.01 12:36:13 -04'00'

CARLOS D. MORRISON
Director
Logistics Readiness Center Fort Belvoir, VA

History
This is a revision of the LRC-Belvoir Maintenance Policy External SOP, dated 7 May 2024.

Summary
This SOP outlines the policies and procedures for implementing the external maintenance operations and reporting requirements within the Logistics Readiness Center-Belvoir (LRC-Belvoir), Fort Belvoir, VA

Applicability
This SOP applies to all units, activities and organizations receiving maintenance support from the LRC-Belvoir, Fort Belvoir, VA.

Suggested Improvements
The proponent of this SOP is the LRC-Belvoir Maintenance Division. Users are invited to send comments and suggested improvements to the chief, maintenance division.

Distribution
This publication is available in electronic media only. It may be obtained from the production control section. It is the user's responsibility to ensure they are working with the most current version.

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Chapter 1 Introduction

1–1. Purpose
This standard operating procedure (SOP) provides information concerning the maintenance services provided by the LRC-Belvoir and establishes customer procedures for obtaining equipment service/repair, and technical assistance support from the maintenance division, LRC-Belvoir.

1–2. References
See appendix A

1–3. Scope
This SOP applies to all AMC, TRADOC, FORSCOM, IMCOM and tenant activities provided logistical support by the LRC-Belvoir, in accordance with AR 5-9 and AR 750-1.

1–4. Mission
The LRC-Belvoir maintenance division mission is to provide a full range of field level maintenance support and services to include routine preventative maintenance, unscheduled maintenance and repair, authorized modifications to military and civilian equipment, classifications for turn-in of equipment, 'load testing etc. in support of USAG Fort Belvoir and Joint Base Myer Henderson Hall (JBM-HH) base operations (BASOPS), organic LRC-Belvoir equipment and organizations in and surrounding the national capital region (NCR) on tactical and commercial non-standard equipment (N-SE) less GSA. Provides field level maintenance and limited sustainment maintenance support to tactical units and tenants through pass back maintenance.

1–5. Operating Hours and Locations
Normal operating hours for the maintenance division are listed below. Deviations will be published on the LRC-Belvoir webpage at www.asc-406-lrc-belvoir.army.mil

Chief, Maintenance Division — Monday through Friday
(571) 515-3920 work — 0600 -1530 hours
(703) 963-6940 mobile
9901 Dalrymple Rd.
Bldg. 707
Email Box: usarmy.belvoir.406-afsb-LRC.mbx.Belvoir-Maintenance@army.mil

Production Control Office — Monday through Friday
MS TEAMS — 0600 -1500 hours
9901 Dalrymple Rd.
Bldg. 707

Repair Shops:

Heavy Mobile Equipment — Monday through Friday
Branch Supervisor — 0600 -1500 hours
(571) 515-3921 work
(703) 328-5711 mobile
9901 Dalrymple Rd.
Bldg. 707

Communications/Electronics and Small Arms
Branch Supervisor
(571) 515-3922 work
(703) 350-1622 mobile

1–6. Capabilities

a. Automotive Equipment
b. Tactical Vehicles
c. Trailers and Semi-trailers
d. Commercial Vehicles
e. Fire trucks and Apparatus
f. Construction Equipment
g. Material Handling Equipment
h. Ground Support Equipment
i. Generators
j. Communications and Electronics Equipment
k. Night Vision Devices
l. Armament and Small Arms Weapons Systems

Chapter 2 Responsibilities

2–1. Director, LRC-Belvoir

The Director, LRC-Belvoir, will:

a. Direct the planning and execution of materiel maintenance operations; enforce standards and procedures to ensure that maintenance supports readiness.
b. Implement command maintenance discipline program (CMDP) IAW DA PAM 750-1.
c. Ensure the maintenance operation is resourced with the proper facilities, tools, test equipment, publications, and personnel to support installation requirements.
d. Ensure that all assigned departments of the Army civilian personnel, and contractors, including those assigned supply and maintenance automated systems data entry responsibilities, are technically trained appropriate for their duty assignments.
e. Develop support agreements (SA) as required for all supported customers.
f. Appoint a calibration coordinator in writing.
g. Appoint a modification work order (MWO) coordinator in writing.

2–2. Installation Materiel Maintenance Officer (IMMO), LRC-Belvoir

The IMMO will:

a. The IMMO will review all installation maintenance activities annually to ensure the installation maintenance activities are effective and economical.
b. Ensure installation maintenance production, planning, prioritization, and control are executed.
c. Ensure personnel are fully utilized in their assigned positions.
d. Ensure that where critical skills are assigned to one position multiple individuals are cross trained to the maximum extent possible.
e. Develop and implement external and internal maintenance (SOP) with guidance from the director and higher headquarters. Establishes and disseminates policies, procedures, priorities, and objectives for shop operations. Advises LRC-Belvoir director on matters pertaining to field and sustainment maintenance, problems, and effectiveness of shop operations.
f. Request technical assistance and supply availability information from logistics assistance representative (LAR) as required.

g. Ensure customer maintenance actions are requested and performed IAW applicable regulations, policies, and technical references.

h. Provide a safe work environment and implement safety control measures.

i. Ensure quality assurance (QA), and quality control (QC) programs are integrated into all maintenance operations.

j. Manage the installation maintenance operations.

k. Ensure all publication required for operations are on hand and current.

l. Manage the CMDP.

m. Ensure customers are provided with an opportunity to provide feedback on the services provided.

n. Ensures DOD civilian personnel comply with maintenance procedures outlined in applicable regulations, pamphlets, and other directives.

o. CMDP. Ensure all maintenance operations are conducted IAW the environmental security provisions of AR 200-1 and underlying federal and state laws and guidelines. Ensure all repair parts are approved prior to requisitioning them. Ensure that reporting requirements and procedures are conducted IAW ASC Supplement to AR 750-1 Chapter 7. Ensure QA and QC programs are integrated into all maintenance operations. Ensure that excess, unserviceable reparable items, and automatic return items are returned through retrograde channels IAW AR 710-2, AR 725-50, and AR 750-1. Ensure maintenance records are maintained IAW AR 25-400-2.

p. IMMO is responsible to the LRC-Belvoir director/deputy director for management and operation of the division and coordinating workflow through the shops.

q. BASEOPS Support. Conduct monthly installation maintenance meetings with all garrisons and supported activities requiring maintenance support.

2–3. Heavy Mobile Equipment Branch Supervisor

a. Supervisory. Responsible for work operations. Exercising full supervisory responsibility ensures an adequate quantity and quality of work as well as efficient accomplishment of work within established priorities and controls. The occupation and nonsupervisory grade level that best reflects the nature of the overall work operation technically supervised is WG- 5803-10, heavy mobile equipment mechanic. Position also provides administrative supervision at the WG-5803-12 level. Employees are responsible to ensure QC for assigned areas maintain a professional work environment, promoting mutual respect free of harassment and use of profanity. Interacts directly with customers ensuring customer needs are being met. Ensues work processes are being performed to DA standards and services and repairs are being performed as outlined in applicable technical and equipment references.

b. Plans weekly and monthly work schedules and sequence of operations for subordinates. Directs mechanics through daily briefings and face-to-face contacts. Provides technical and administrative supervision to mechanics engaged in field level repair and service of tactical and non-tactical wheel vehicles, fire trucks and apparatus, heavy mobile construction equipment, materials handling equipment, and nonstandard ground support equipment. Establishes deadlines and priorities based on general work schedules, methods, and policies.

c. Ensure a preventative maintenance check is conducted on all assigned equipment before operations and on a weekly basis as outlined in this SOP.

d. Selects workers and assigns tasks performed. Explains work requirements, methods, and procedures; instructs subordinates in new procedures; and provides advice when problems arise. Reviews work in progress or upon completion. Investigates work-related problems to identify causes; implements those corrective actions that can be taken within the limits of employee's authority. Notifies management of problems identified. Adjust plans, assignments, and methods necessary to accomplish work as effectively and economically as feasible. Determines equipment, supplies, and maintenance required.

e. Provide a safe work environment and implement safety control measures.

2–4. Communications/Electronics and Small Arms Maintenance Supervisor

Supervisory. Supervises the communications-electronics branch and small arms repair section, exercising full supervisory responsibility over work operations. The occupation and grade best reflecting the level and complexity of work operations supervised is electronic equipment repairer, WG-2604-10, small arms repairer WG-2610-09 and small arms repairer Inspector, WG-2610-10. Responsible for work operations. Plans use of subordinate workers, equipment, facilities, and materials on a daily, weekly, or monthly basis. Maintain a professional work environment, promoting mutual respect free of harassment and use of profanity. Interacts directly with customers ensuring customer needs are being met. Ensues work processes are being performed to DA standards and services and repairs are being performed as outlined in applicable technical and equipment references.

a. Establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the division chief, determines the number and types of workers needed to accomplish specific projects, determines how many assignments can be done concurrently, which ones can be delayed, and the number and types of employees needed, considering skills, personnel, materials, and equipment available and required.

b. Ensure a preventative maintenance check is performed on all assigned equipment before operations and on a weekly basis as outlined in this SOP.

c. Reviews position descriptions and skills requirements of branch personnel that supports the mission to determine training needs. Initiates on-site training and submits formal training as required.

d. Ensures security of sensitive items.

e. Manages service and repairs of sensitive items ensure maintenance standards are adhered to.

f. Provide a safe work environment and implement safety control measures.

2–5. Production Planning and Control Section

a. Establishes plans and schedules for maintenance and repair of equipment using multiple process production methods and procedures for a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, construction equipment, fire trucks and apparatus, communications and electronic equipment, ground support equipment and small arms weapons.

b. Interacts directly with customers. Responsible for data input of work order information required to open and close work requests. Updates change in work order status by the end of each workday.

c. Creates PM01, PM02, PM06 and PM07 maintenance work orders using Global Combat Support System Army (GCSS-Army) T-Code /N/ISDFPS/DISP_EQU_SIT. Enter equipment usage data as required. Enter the required operations tasks and status codes as required.

d. Print and provide a copy of the equipment status report to the division chief, technical inspector, and branch supervisors.

e. Provides customers with status of work orders upon request. Contacts customers upon completion of work via email and phone. Review the customer status of funds report prior to opening work requests for reimbursable customers to ensure the customer account is funded. Ensures all customers have valid signature cards (DA 1687) and assumption of command orders/appointment orders prior to work orders being accepted or work being performed. Ensure customers have a separate signature card on file for service and repair of sensitive items (weapons, NVG, etc.).

f. Reviews signature cards quarterly. Ensure customers sign the submitted by block when opening work orders and the picked up by block on the DA Form 5990-E or DA Form 2407 upon completion of work at the time of pick-up. Ensure close work order packets consist of the

DA form 5590-E or DA form 2407, DA form 5988-E depicting all work performed and a copy of the initial inspection. A copy of the packet will be provided to all customers. File documents using the Army Records Information Management System (ARIMS).

g. Requisition repair parts through GCSS-Army upon receipt of work order parts request. Manages the ZPARK process. Monitor requisition through receipt of parts. Maintains proper accountability of shop and bench stock class IX repair parts. Perform an inventory of shop and bench stock on a semi-annual basis. Purchase repair parts using the government purchase card (GPC) as needed.

h. Coordinates receipt and turn- in recoverable repair parts and major assemblies with the supply division within ten days of receipt of new item. Initiates follow-up procedures on repair parts with estimate ship dates exceeding 30 days. Maintain accurate accountability of non-standard repair parts for fire trucks and other equipment.

2–6. Quality Assurance Inspectors

a. Interact directly with all customers. Performs initial, in-process, final inspections, estimated cost of damage (ECOD), and equipment classifications in accordance with the appropriate publications, on various types of military and commercial off the shelf equipment, tactical and non-tactical equipment, including but not limited to, heavy, medium, and light wheeled vehicles, fire trucks, construction equipment, trailers, engineer equipment, etc., small arms weapons, night vision devises, tactical and non- tactical radios, within the scope of their respective branches. Additional inspection responsibilities include:

(1) Determine the completeness and serviceability of equipment during initial acceptance inspection.

(2) Ensure serial number on equipment matches that on the work request.

(3) Ensure vehicles and engine drive equipment has no less than ½ tank of fuel.

(4) Perform a thorough technical inspection of the equipment and annotate all faults and shortcomings on an inspection worksheet DA Form 5988-E.

(5) Determine the economic reparability of the item. Troubleshoot to determine the extent of maintenance effort and repair parts required to restore the item to serviceable condition.

(6) Determine if unserviceable items were rendered unserviceable due to other than fair wear and tear.

(7) Determine if all applicable modification work orders (MWOs) and safety of use messages (SOUMs) have been applied.

(8) Performs final inspections ensuring compliance with technical manuals (TMs), regulations, and standards. Rejects defective workmanship and notifies the shop supervisor of rework.

(9) Procurement and Accountability. Research and requisitions PM service and non-mission capable repair parts.

2–7. Heavy Mobile Equipment Maintenance Technicians

a. Performs a combination of maintenance, repair, fabrication, modification, equipment operation, firefighting apparatus, and emergency technical equipment repairs. Inspects and repairs a variety of heavy mobile equipment, powered support systems such as bulldozers, road graders, front end loaders, backhoes, mobile cranes, armored personnel carriers, a variety of automotive vehicles, generators, electrical motors, electric and hydraulic forklifts/pallet movers, and air compressors at various locations.

b. Repairs and services a variety of firefighting and emergency equipment such as pumpers, aerial ladder trucks, crash/rescue trucks, hazardous material response vehicles, mobile water supplier rescue fire fighting vehicles (ARFF), support vehicles, apparatus, and equipment. The vehicles have a variety of interconnected systems to include integrated electric,

air and hydraulic systems, electronic systems and foam apparatus systems requiring a substantial amount of training and specialized diagnostic equipment to identify problems for and replacement of standard components. Inspects, diagnoses, repairs and/or replaces components in drive trains, suspensions, fuel systems, electrical systems, air systems, hydraulic systems, brake systems, and all other systems found on fire trucks and other emergency vehicle equipment. Performs inspections, testing, and repairs of fire truck pump systems. Performs preventive maintenance service of fire apparatus, vehicles, and equipment. Performs unscheduled maintenance on equipment at off-site locations. Diagnoses, maintains, and repairs electrical systems. Utilized proper reference material in conjunction with maintenance tasks.

2–8. Small Arms Repair Inspector

a. Performs the full range of work involved in the inspection, overhaul, maintenance, and repair of small arms in support of the small arms repair shop, maintenance division, LRC-Belvoir. Conducts deployment inspection of small arms issued to U.S. Army units located in the NCR to determine serviceability and condition, modification required, extent of repairs necessary, and observes all safety rules, regulations, and procedures. Performs on-site quarterly maintenance at USAG-Belvoir and JBM-HH garrison locations. conducts a complete initial inspection to determine if defects indicated on the job order are actual malfunctions; conducts acceptance inspection to determine if all organizational maintenance has been completed by units and if maintenance repair is warranted. Incumbent lists repairs required on appropriate forms indicating what assembly or subassembly is to be repaired, modified, adjusted, or replaced and the parts and materials required; determines if repairs are authorized at the local level or must be evacuated to depot level of maintenance support for repairs and identifies needed repairs on weapons evacuated to the next level. Conducts operational tests and inspects weapons to ensure specifications are met prior to issue to units or turn-in for storage. Technical inspections include but are not limited to locating mechanical deficiencies and malfunctions in automatic pistols, shotguns, carbines, automatic rifles, submachine and machineguns, cannons, grenade launchers, other small arms, and accessories.

b. Repairs: Performs the full range of work involved in the maintenance and repair of small arms. Disassembles weapons, assemblies, and other components; examines for defects, mechanical misalignments, and malfunctions; replaces barrels, firing pins, springs, trigger mechanisms, shell ejectors, sights, safety devices, bolts, stocks, and other parts and assemblies; modifies small weapons by replacing obsolete parts and assemblies; uses hand and machine tools, precision gauges, and test instruments; and makes operational checks of repaired weapons to assure safety, accuracy, and ease of operation. The incumbent inspects and repairs a variety of small arms for safety and serviceability; determines condition, completeness, serviceability, and the nature and extent of required repairs in accordance with proper TMs and ensures necessary modifications are completed. Responsible to keep abreast of new weapons and assemblies adopted in the field; inspect parts and subassemblies of disassembled weapons to determine necessity for replacement or repair; repairs and performs final inspection of weapons repaired in the maintenance shop; disassembles and reassembles weapons to the extent necessary for visual inspection. Makes functional tests to ensure repairs have been accomplished in accordance with prescribed repair specifications and that each weapon (including all safety features) is in proper working order.

2–9. Electronics Mechanic

a. Performs repairs and PM services on tactical single ground and airborne radio system (SINCGARS) and commercial Harris and Motorola radios, night vision devices such as AN/PVS-4, AN/PVS-14, portable message boards, portable camera trailers, mobile radar trailers, mobile emergency equipment, sight reflex collimas, and emergency federal systems. Will utilize blueprints, schematics, and technical publications to diagnose, disassemble, repair, adjust, re-

assemble, and check electronic, electromechanical, and mechanical assemblies, sub-systems, and associated components. Make modifications, and tests equipment in accordance with specifications.

Performs tests on equipment, utilizing experience when instructions are not available. Typical checks are for audio output, motor sync, mechanical movement, timing adjustments and other related adjustments. Will utilize all types of tests, measurement, and diagnostic equipment (TMDE) and tools, both hand and power. Removes and installs equipment in semi-fixed and fixed positions. Research initiates and submits requisitions for standard and non-standard repair parts and components. Follows diagrams, drawings, and plans, assembles, arranges, connects, and puts equipment into operation. Checks, adjusts, aligns, and tests equipment for efficient and effective operation. Makes visits to sites to train and advise serviced activities in the proper operation and maintenance of equipment.

Chapter 3 Maintenance Policy and Structure

3–1. Operator/Crew/ Level Maintenance

Operator/crew maintenance is the first and most critical level of the Army maintenance system. Routine PMCS evaluates the operational status of equipment and identifies mechanical problems. All maintenance operations will be performed by the lowest category of maintenance activity with the capacity, capability, and authority to perform the work as authorized by a TM, equipment service manual, or Army regulation (AR).

3–2. Command Maintenance Standard

The command maintenance standard applies to all equipment the LRC-Belvoir manages and maintains in accordance with signed support agreements, memorandum of agreement and memorandum of understanding as defined in AR 750-1 (Army Materiel Maintenance Policy), the Army maintenance standard is the condition of equipment when:

a. The equipment is fully mission capable and safe (FMC + Safety) to operate.

b. All unit level faults are identified using the "items to be checked" column of applicable 10/20 TMs.

c. Unit level corrective actions are completed for which the required parts are available.

d. Additional parts needed to complete corrective actions not available but are on valid requisition.

e. Corrective actions above unit level are on a valid maintenance request.

f. Equipment services are current.

g. All routine, urgent and emergency modification work orders (MWOs), SOUMs are applied and the MMIS database is updated.

h. All authorized basic issue items (BII) (811) and components of end item (COEI) are present and serviceable or on valid requisition.

i. Equipment services are specified maintenance actions performed when required where equipment, components, and systems are routinely checked, adjusted, changed, analyzed, lubed, and so forth, in accordance with designer and engineer specifications.

j. Services on equipment include more than the application of a lubrication order or performance of service tasks. They include repair of faults and deficiencies as determined by performance observations, system and component checks, and analysis and updates. Maintenance personnel will use services to replace faulty items or avoid projected component failures based on analysis, engineering documentation, and so forth.

3–3. Maintenance Levels

a. The Army maintenance system is a two-level system that consists of field and sustainment levels.

b. The field-level maintenance:

(1) Is generally characterized by on-(near) system maintenance, often utilizing line replaceable units (LRUs) and component replacement, in the owning unit, using tools and test equipment found in the unit.

It is not limited to simply "remove and replace actions," but it also allows for repair of components or end items on-(near) systems. Field maintenance also includes adjustments, alignments, services, applying approved field-level modification work orders (MWOs), faults and failure diagnoses, battle damage assessment, repair, and recovery.

(2) Always repairs and returns equipment to the user and includes maintenance actions able to be performed by operators.

c. The sustainment-level maintenance:

(1) It is generally characterized by "off system" component repair or end item repair and return to the supply system, or by exception, back to the owning unit. It is performed by national-level maintenance providers' depot maintenance activities.

(2) Can be employed at any point in the integrated logistics chain. The intent of this level is to perform commodity-oriented repairs on all supported items to return them to a national standard, provide a consistent and measurable level of reliability, and to execute maintenance actions not able to be performed at the field-level of maintenance.

3–4. Maintenance Operations

The LRC-Belvoir core maintenance mission is to provide field level maintenance and limited sustainment maintenance support in accordance with AR 750-1 and signed SAs, MOAs and MOUs to:

a. Installation support equipment (BASOPS)

b. Organic ASC-owned equipment.

c. Tactical units and tenants through backup (pass back) maintenance.

3–5. Pass Back Maintenance

Pass back maintenance is defined in two ways.

a. Maintenance that is passed back to the LRC-Belvoir by the owning unit because the unit is not authorized the personnel, tools, or equipment on their MTOE or TDA to conduct the repairs needed. Units that meet these criteria listed above: LRC-Belvoir will use SAG 115 WSUS monies for labor and the owning unit will establish a work breakdown structure (WBS) to pay for parts prior to any work or repairs are conducted.

b. Maintenance that is passed back/evacuated to the LRC-Belvoir by the owning unit that is authorized the personnel, tools, and equipment on their MTOE or TDA to conduct the repairs. For units that have the above capabilities, both parts and labor will be paid through an established WBS by the owning unit because the unit is funded to conduct these repairs. The LRC-Belvoir will only resource labor for units with organic field level maintenance (FLM) when the repair requirements are beyond the FLM capability of units. Capability is categorized as the lack of specialized repair shops and tools to conduct FLM work only. The LRC-Belvoir does not resource labor due to absence of personnel. If you pass back equipment to the LRC and you are authorized personnel on your MTOE or TDA to perform the mission, please ensure your WBS/ military interdepartmental purchase request (MIPR) has funds to cover this service prior to bringing the equipment to us. The LRC-Belvoir does not provide maintenance support outside of normal business hours nor will we have an on-call maintenance team for 24-hour support.

Chapter 4 The Army Maintenance Management System (TAMMS)

a. Every Soldier or civilian who operates Army tactical and Army owned non- tactical equipment, functions in accordance with AR 750-1, DA pam 750-8, and AR58-1. The following paragraphs describe the process to manage the maintenance workflow, and the forms used to maintain equipment.

b. DA pam 750-8 serves as a reference for the performance of field maintenance. TAMMS functions are performed by one or more trained production controllers and supply technicians, who work under the direct supervision of the maintenance division chief. TAMMS is either operated manually or automated using the GCSS-Army. GCSS-Army is an automated system that improves timeliness, accuracy, and reporting of maintenance data.

c. Maintenance records and forms typically used are the DA form 5988-E, DA Form 2404, DA Form 2408-5, DA form 5990-E, DA form 2407.

Chapter 5 Maintenance Support Agreements (SAs)

a. SAs will be used to define reimbursable maintenance support requirements and to outline funding procedures that are installation-peculiar and not previously addressed or defined in the appropriate ACOM-level MOA. This includes inter- service SAs, MOAs and MOUs. All inter-service work will be conducted on a fully reimbursable basis.

b. The SA will specify responsibilities for funding labor, repair parts, and other support material required for the completion of maintenance operations.

c. Maintenance performance and management data will be made available to all parties to the agreement.

d. Unless directly specified for a shorter period, SAs will contain provisions for review annually for financial impacts and every three (3) years for determination of continuance, modification, or termination.

e. For support provided on a reimbursable basis the requesting agency is responsible for programming, budgeting, and funding the support requirements. Reimbursable funding will be provided prior to the execution of the requested service. Transfer of funds will be accomplished per installation procedures, i.e. GFEBS, MIPR, etc.

Chapter 6 Maintenance Support Procedures

6–1. To Obtain Support from Maintenance Division, LRC-Belvoir, Customer Must:

a. Have updated signature card commander's delegation of authority (DA form 1687) on file to identify personnel authorized to submit work requests and equipment for service and repair. Personnel on the signature card must be assigned to that organization. A separate signature card must be submitted for sensitive items such as weapons, NVGs, etc. A copy of the commander's assumption of command orders or appointment orders for civilian managers must be submitted with the signature card. Signature cards are only valid for 364 days and must be updated when authorized personnel are no longer in the organization and when commanders or civilian managers depart.

b. Have unit's budget POC contact the LRC-Belvoir budget officer to establish a WBS or MIPR.

c. Coordinate with LRC-Belvoir maintenance POC to determine the cost (best estimate) for maintenance support being requested.

d. Submit a density list identifying equipment to be supported (updated by customer or owning unit at the beginning of each physical year).

e. Once a WBS or MIPR is in place, coordinate the turn-in of equipment to maintenance facility. Work requests will not be accepted until funding is in place. We do not operate on a pay as you go basis. You will be notified in the event the WBS falls short of funding.

f. Maintenance support will not be provided unless equipment requiring maintenance is on the organization's MTOE/TDA and approved by the LRC-Belvoir maintenance division chief.

g. Customers will be responsible for funding parts and labor for the repairs and services of equipment not on MTOE/TDA.

h. Units that create maintenance plans in GCSS-Army must submit their maintenance schedule to the LRC-Belvoir no less than 8 months prior to the equipment service date. Failure to do so will cause significant delays with your equipment being serviced on time. Units with GCSS-Army

capability must submit their work orders to the LRC-Belvoir via the GCSS- Army system (PM01, PM02).

(1) When submitting work orders, the unit must create the initial notification and work order in their main work center, save the document and then release.

(2) Once saved and released, the unit clerk will enter a system condition code of "O" and then forward the work order to the LRC-Belvoir by selecting the forward button and choosing the LRC-Belvoir's main work center which is "6WWAOSJ3". Once the work order is forwarded, the requester has two business days to bring the equipment along with the hard copy of DA form 5990-E to the facility, failure to do so will result in the cancellation of the units work request(s) and work order placed back in your work center.

(3) Once equipment is received, the LRC-Belvoir will build a PM07 work order to begin performing maintenance on the equipment.

(4) After work has been completed, the original work order will be returned to the owning unit's work center and placed in system status code of "R" to alert the unit that work has been completed. Units will also be notified telephonically and by email.

(5) Non-GCSS-Army units except Fort Belvoir and JBM-HH BASEOPS will submit a hard copy of DA Form 2407 maintenance request, prepared in accordance with IAW DA pam 750-8. The POC name, phone number and email address must be listed in the remarks block of the form for notification when equipment is ready for pickup. Fort Belvoir and JBM- HH BASOPS must submit a DA Form 5988-E maintenance request for maintenance and repair of equipment not on the GCSS-Army property. The request will be responsible for parts and labor of this equipment.

(6) No work request will be accepted after 1500. All customers will report directly to the production control office. For safety reasons customers are not permitted in the work bays or repair shops unless escorted by a supervisor. Vehicle and equipment movement in and out of the facility will be performed by maintenance personnel only. Repair center technical inspectors will perform a full initial acceptance inspection to ensure equipment is complete, verify fault, and that all required operator/crew/ maintenance have been performed. When equipment is rejected for uncorrected operator/crew faults including cleanliness and when returned to the maintenance division within three business days it will be inspected only for faults rejected. If not returned within three days, the work request will be cancelled, and a complete inspection of the equipment will be carried out upon return. If during the initial inspection it is determined the equipment has been improperly maintained or has been damaged by neglect, other than fair wear and tear, or vehicle accident is evident, an ECOD will be initiated by the LRC-Belvoir and forwarded to the owing organization for action. Damaged equipment suspected to have been caused by neglect or other than fair wear and tear will contain a statement by the commander with a concurrence or non-concurrence from the investigating appointing authority and a release for repair statement by an investigating/survey officer IAW AR 735-5. A new work order with the statement "Repair per ECOD" along with the release statement must be submitted to the production control office before any repair is made. If a piece of equipment is missing parts, a missing parts statement will be signed by the unit commander or agency director and submitted with the work request. The LRC-Belvoir will perform maintenance specified by the customer's request. If additional faults are found, the customer will be notified before those repairs are carried out. In the event equipment on a valid work request is to be retrieved by the customer before the work is complete, the customer must submit a written memorandum for record signed by the unit commander or civilian equivalent stating the circumstances why the equipment is being picked up. The work request will be closed. If the equipment is brought back, a new work request must be submitted, and a new technical inspection will be carried out. The customer assumes all risks associated with operating equipment removed from maintenance with incomplete repairs. The LRC will not be held liable for damage to equipment or injury to personnel.

6–2. On Site Support

The LRC-Belvoir maintenance division has the capability to provide limited on-site support. On- site support is normally restricted to installed equipment which cannot be moved, heavy mobile equipment which requires special transportation to move. As an exception to the above, units alerted for movement may request on-site support through the plans and operation division at (571) 515-3030 when a large quantity of equipment must be inspected/repaired quickly. To obtain on- site support, activities should hand carry a DA Form 5990-E to maintenance division, LRC-Belvoir Bldg. 707, with the phrase "On-site Repair Requested" entered in the remarks block. Activities may use DA form 5990-E for all equipment provided a total density list is attached along with a copy of the movement orders.

Chapter 7 Equipment Acceptance Criteria

7–1. Heavy Mobile and Ground Support Equipment

a. Organizations which have field (unit) level maintenance capabilities must perform this maintenance on the equipment before it is turned in. All missing nonoperational components and parts must be on order and recorded on DA Form 5988-E (automated equivalent). Non-mission capable deficiencies must be corrected at unit level. Vehicles must have drip pans, chock blocks, keys, and locks.

b. Customers will report directly to the production control office with the required paperwork. The production controller (PC) will inspect the work requests for accuracy and to ensure the unit has a maintenance account including a funded WBS/MIPR and valid delegation of authority DA form 1687 on file. Personnel submitting the work request must be listed on DA form 1687. All wheeled and ground support equipment will be brought through the fenced area located in the rear of the building for an initial acceptance inspection.

c. Equipment will not be accepted from MTOE activities with field maintenance capabilities with safety related deficiencies affecting components such as brake systems, including air compressors, air compressor belts, stop lights and switches. This does not apply to USAG Belvoir and JBM-HH for which the LRC-Belvoir maintenance division is responsible for providing field maintenance support.

d. Equipment must be thoroughly cleaned of all mud, grease, and dirt prior to turn-in to maintenance division. The cab of the vehicle must be free of debris and equipment.

e. Fuel tanks will be at least 1/2 to 3/4 full. Equipment not meeting this requirement will be rejected.

f. Tires will be properly inflated and have at least 1/16" Tread remaining.

g. Tool and storage compartments will be unlocked, cleaned and empty.

h. The following items will be removed:

(1) Spare tire and jacks.

(2) Overall vehicle maintenance and basic load list (BLL). Not required for testing or safe operations.

(3) All personal belongings.

(4) All ladders, hoses, fire extinguishers, and any other special purpose equipment on fire trucks. The water tank will be drained prior to bringing the truck in for repair and PM Service.

(5) All communications equipment except in emergency vehicles.

7–2. Armament and Small Arms

a. Customers will not be allowed to submit more than 25 work orders per day. Annual gauging and annual service must be scheduled in advance with the shop supervisor when bringing more than 10 weapons.

b. Modifications to Army materiel are outlined in AR 750-10, AR 220-1, AR 700- 138, DA pam 750-8, and DA pam 738-751. No modification work order (MWO) is authorized for application unless it has an approved MWO number. Unauthorized modifications to small arms weapons may cause damage to the weapon and/or death/injury to the operator. It may also cause stoppages, malfunctions, or nonoperational. During inspections, any weapons identified with unauthorized modifications will be configured back to the original configuration. Any requisitioned items needed to configure weapons back to their original configurations will be done at the organization's expense.

c. Weapons must be cleaned prior to submitting for repair, gauging, and service. Please refer to Appendix H for standards of cleanliness for acceptance. A separate DA Form 5990-E/2407 must be submitted for each individual weapon. **There are no exceptions**.

d. Weapons missing parts must have a missing parts statement signed by the unit commander or director at the time of submission.

e. Customers must report to the production control office with their work requests. The PC will ensure accuracy of paperwork and ensure the unit has a maintenance account to include valid assumption of command orders DA form1687. Once this has been validated you will be instructed to proceed to the small arms shop with your weapons located on the backside of the facility for initial acceptance inspections.

f. Weapons which are ready for pickup will not be released to anyone, not on a valid signature card, which will be verified at the production control office and small arms repair shop. Customers will sign for each weapon in the shop ledger to ensure accountability and receipt.

7–3. Communications and Electronics Equipment

a. All communications and electronics equipment must be clean and complete. Parts missing must have a missing parts statement signed by the commander. (Appendix C)

b. Electronic equipment must be tagged to indicate unit, nomenclature, model number, and serial number. Items will only be accepted with protective cover and carrying case if applicable.

c. Transport cases and cushioning material for sensitive items (NVG's, etc.), are required during transportation of the equipment to the LRC-Belvoir for service or repairs and is provided by the owning unit. Sensitive items not meeting this requirement are subject to rejection.

Chapter 8 Equipment Pick Up Procedures

The following apply in general to all cases. Conflicting guidance will always be resolved in favor of the SOP statement pertaining to the specific maintenance action rather than the general statements in this paragraph. The maintenance division PC will notify units by email and or telephonically when maintenance is complete, and items are ready to be picked up. A valid working phone number and email address must be given to the PC at the time the work request is submitted. A log is maintained at the job order desk and annotated with the date, time and name of the individual notified.

a. **All sensitive items, weapons, night vision devices, and radios must be picked up within 1 business day after notification regardless of priority**. Activities not retrieving their equipment within the following timeframes will be considered delinquent pick-up.

(1) PM01, PM02, Priority 02, 03, (all sensitive items) 1 business day

(2) PM06, PM07, Priority 12, 13 5 business days

b. Delinquent units/activities not in compliance with the above will be reported to their

commander/activity directors in writing or telephonically. Organizations that have equipment waiting for pick-up for more than 5 days will not be allowed to submit any additional work request until those jobs are closed and picked up. Due to storage space constraints, activities not picking up sensitive items within the above timeframe will be reported to their commander/activity directors in writing or telephonically.

c. To pick up equipment, the #1 receipt copy, of the appropriate DA Form 2407 or DA form 5990-E must be surrendered to the maintenance division at the production, planning and control section, Bldg. 707. Equipment will only be released to personnel identified on a current DA form 1687.

d. Unit personnel have authorized access to equipment holding areas to perform a joint inspection of their equipment before signing for it in the production, planning and control section. To inspect equipment, personnel must have the receipt copy of the appropriate DA Form 2407 or DA form 5990-E in his/her possession, be authorized on the unit's DA form 1687 to pick up the equipment and report to the production control office for an escort. Privately owned vehicles will not be used when picking up completed equipment.

e. Unit personnel will sign the "Picked Up By" block on the work request. A copy of the completed work request and DA form 5988-E will be given to the unit personnel by the PC and direct the personnel to the appropriate repair center to receive the equipment. **It is the organization's responsibility to maintain the receipt copy for their records.**

f. Equipment will not be released until the receipt copy is surrendered to the production control section. If the customer does not have a receipt copy, then the individual authorized to pick up equipment must provide a signed memorandum to the production control office stating the receipt copy has been lost. The memorandum serves as the receipt copy. The memorandum must include UIC, the equipment nomenclature and serial number. The unit commander/activity directors must sign the memorandum. A copy of the assumption of command orders or appointment orders must be on file at the production control office. In the event the lost copy is found it must be surrendered or destroyed.

Note: Some specific equipment for USAG Belvoir will be required to be dispatched prior to being released.

g. Equipment shortages, incomplete repairs or unsatisfactory repairs will be reported immediately to the chief, maintenance division. The LRC-Belvoir director will be advised of all problems which cannot be resolved to ensure customer satisfaction at the division level.

Chapter 9 The Maintenance Expenditure Limits (MEL)

MEL is defined as the total acceptable one-time cost to repair an end item or reparable component to a fully serviceable condition as prescribed in the appropriate TM, technical bulletin, and AR 58-1, and/or DA messages. Generally, if repair costs exceed the MEL, it is considered more economical in terms of operational as well as maintenance efficiencies to replace the item.

a. Following initial inspection where it is determined that repair will exceed the MEL, commanders/activity directors with an operational need to have the equipment repaired may request such in writing to the chief, maintenance division. This authorization is for a one-time repair only.

b. Equipment with a standard stock number that is listed in technical bulletins that establish limits will follow the guidance provided.

c. Equipment with a standard stock number that is not listed in technical bulletins will be MEL 65 percent.

d. MEL standards for non-tactical vehicles (NTV) and N-SE in support of BASOPS are subject to the Army Sustainment Command MEL policy. The determination for retention, repair, or retirement of NTV, and N-SE will be based on age, mileage, and cost of repair. This criterion will be used as a basis for determining whether commercial vehicles will be

retained and repaired or retired.

e. LRC-Belvoir will review the master divestiture list (MDL) to determine if a piece of equipment is in a “divest all” status before performing maintenance. If equipment has a divest all status but is determined to be mission critical by the USAG commander, a local level exception to policy (ETP) for mission critical item is authorized. The ETP approval/disapproval authority is the LRC-Belvoir director.

Chapter 10 Field Maintenance Provided

a. Scheduled services of tactical and NTV
b. Unscheduled maintenance
c. Breakdowns and stoppages
d. Load testing and periodic inspection of lifting devices
e. Hydrostatic testing
f. Fire truck service, repair, and pump testing
g. Weapons repair, gauging, and service
h. NVG service and purging
i. Tactical and non-tactical radio repair and service
j. Portable Power Generator service and repair
k. Construction and engineering equipment service and repair
l. Government-owned commercial equipment service and repair less GSA
m. Ground support equipment service and repair

10–1. Operator/Crew Maintenance

LRC-Belvoir maintenance division does not perform operator/crew functions on equipment belonging to other agencies. These functions generally encompass before, during and after operation checks, equipment cleaning, topping off fluid levels, body and frame inspection and tightening minor nuts and bolts using the tools provided with the equipment. More definitive guidance is contained in the appropriate operator TMs and AR 750-1.

10–2. Load Testing and Inspection of Lifting Devices

Inspection and load testing of lifting devices (non-facilities) will be performed in accordance with technical bulletin 43-0142 and/or TM. All lifting devices shall be load tested prior to use of new, repaired, altered lifting devices or when safe serviceability is in doubt. After load testing is complete the equipment will be appropriately stenciled with next date load testing is due or tagged as applicable. All tested equipment will be correctly annotated on the work order and DA form 2404.

10–3. Classification Inspections

All equipment turned into maintenance division for classification will be requested on DA form 2407 or DA form 5990-E, one end item per job order. Equipment will be classified according to the condition at the time of turn-in. All equipment will be classified in accordance with current governing criteria, Army regulations, technical bulletins, etc. Equipment requested to be inspected on site will be classified according to condition at time of inspection. Once the classification is completed, removing any components or parts from the end item is prohibited and will void the inspection.

10–4. Estimated Cost of Damage (ECOD)

a. Customers may request an ECOD on a work request when damage to equipment is suspected to be other than fair, wear and tear. A technical inspector will perform an ECOD at any time during the maintenance process when damage other than fair, wear, and tear is

suspected or discovered. When the ECOD is completed, it will be returned to the customer with the work request.

b. After an investigation, prescribed by AR 735-5, has been conducted by the commander or activity director responsible for the equipment, a new work request must be submitted for appropriate action (i.e., repair per ECOD). One of the following documents must accompany the job request:

(1) Release statement from the surveying officer if negligence is suspected.

(2) Statement signed by unit commander or activity director and concurred by the appointing authority (see AR 735-5).

10–5. Modification Work Order (MWO)

a. Department of the Army MWO (DAMWO) are currently handled by memorandums of understanding (MOU) from the various commodity commands. Regulations used include AR 750-10, AR 220-1, AR 700-138, DA pam 750-8, and DA pam 738-751. MWOs are developed to achieve one or more of the following objectives:

(1) Provide new or improved capabilities.

(2) Improve reliability, maintainability, arid supportability.

(3) Improve or correct faulty performance or product quality.

(4) Reduce logistical support requirements.

(5) Simplify or standardize equipment.

(6) Permit use with new equipment.

(7) Prevent injury to personnel and damage to equipment.

(8) Meet environmental protection standards.

(9) Implement a safety message.

b. Modifications are classified as "emergency," "urgent," or "routine" based on the modification or deficiency being applied/corrected. Emergency MWOs have the highest priority in the modification program, and will immediately deadline all equipment affected, until the stated deficiencies are corrected. The unit commander will ensure that equipment under their command is immediately placed in an NMC status.

c. Urgent MWOs have the second highest priority and must be applied within two years of the effective MWO date.

d. A modification will be classified as "routine" when emergency or urgent priorities are not applicable. Application of all routine MWOs will be completed within the stated time frame on the MWO, which cannot exceed a maximum period of 5 years from the effective date of the MWO.

10–6. Base Operations (BASOPS) Scheduled and Unscheduled Maintenance

a. Scheduled preventative maintenance (PM) services are mandatory IAW applicable TMs or owner’s manuals to ensure the proper use, care, handling, and conservation of material. Service schedules will be maintained IAW AR 750-1 and DA pam 750-8 for all equipment the LRC-Belvoir has sole responsibility to manage and maintain and IAW signed SAs, MOAs and MOUs.

b. All equipment the LRC-Belvoir manages and maintains that requires a scheduled service will have the service due dates tracked in GCSS-Army. A weekly PM service status will be emailed to respective parties. Column “E” depicts the earliest date the equipment can be submitted for service while column “F” is the actual date the service is due. Plan to bring the equipment in between those two dates.

c. All equipment faults (both shortcomings and deficiencies) will be documented and corrected during service. Any faults that cannot be corrected will have parts ordered to correct the deficiencies if funds are available. The work order will be closed once all faults are corrected. Customers are required to maintain PM service records on file until the next scheduled service

is performed.

d. For unscheduled maintenance, USAG Belvoir and JBMHH will submit a DA Form 5988-E listing faults found on equipment during routine PMCS or during normal operations to the Production Control Office in person or by email. When submitting by email please cc the branch supervisors and division chief. Only annotate what is wrong with the equipment i.e. will not start, leaking antifreeze, nail in front left tire. Do not list things such as front tires need replacing, batteries need replacing. Troubleshooting will be performed by the LRC staff. A work request must be submitted along with the DA Form 5988-E.

e. For after-hours emergencies involving fire and rescue please contact the maintenance branch supervisor via government mobile number, if unable to reach the supervisor contact the maintenance division chief via government mobile number or established notification procedures.

10-7. BASOPS Dispatch Procedures

10-7-1. Overview
a. Dispatching is the method by which the use of equipment is controlled. All equipment operators will be registered as a licensed, qualified operator within the GCSS-A. All Department of Defense (DoD) civilian personnel including contractors whose position requires them to operate a government-owned or government-leased vehicle will be selected, trained, tested, licensed and recorded in accordance with AR 600-65, Army driver and Operator Standardization Program and AR 385-10 the Army Safety Program. Equipment will not be dispatched for no more than 30 days in length.

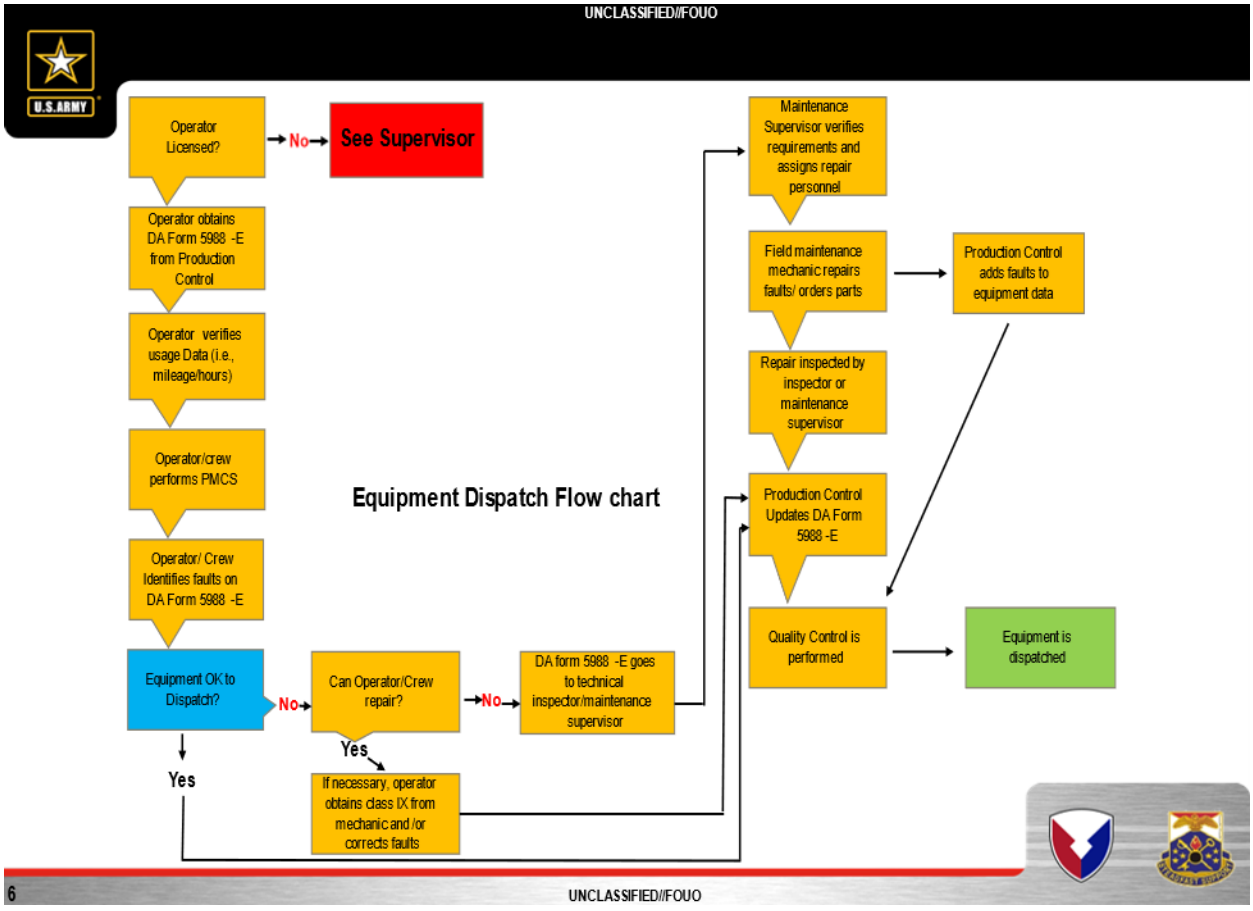
10-7-2. Procedures
a. Before a dispatch is issued, the operator must have a valid license for the equipment. The equipment to be dispatched will be taken to the LRC maintenance facility in the fenced-in area located at the back of the facility. A joint walk around inspection will be carried out by the maintenance staff ensuring no safety faults and damage to the equipment is found. If a trailer is being pulled behind a prime mover, the operator must be licensed, and it must be dispatched. Any faults the operator find that can be repaired at their level will be repaired before the equipment is released. Other faults will be recorded on DA Form 5988-E. Equipment which is due or past due for its required PM Service will not be dispatched until the service has been completed.
b. When the Before Operations checks have been completed and the equipment is ready to dispatch, the dispatcher will make the necessary entries in GCSS-A. The operator leaves the Production Control Office with the equipment record folder containing the current DA form 5988-E, Dispatch DA Form 5987-E, accident forms SF 91 Motor Vehicle Accident Report, and DD Form 518 Accident Identification Card.

10-7-3. Off Post-Dispatch
a. When the equipment is for off installation use, a memorandum stating the purpose and duration must be submitted to the dispatcher.

10-7-4. Dispatch Return and Re-Dispatch Procedures
When the dispatch expires or the mission is complete, the operator will record the vehicle mileage and hours if applicable on the dispatch form. The operator will perform an After Operations PMCS on the equipment. Upon completion of the PMCS the operator will return the equipment record folder containing the current DA form 5988-E, Dispatch DA Form 5987-E, accident forms SF 91, and DD for 518 to the LRC dispatcher. The equipment usage will be entered into GCSS-A. If the

equipment is to be re-dispatched, the operator will follow procedures outlined in paragraph 3-2(a.).
(1) Before, during, and after vehicle operation, supervisors will ensure that drivers perform the appropriate safety checks, in addition to required preventive maintenance checks and services to correct or prevent the following conditions:
(a) Improper functioning of steering, tire inflation, lights, windshield wipers, horn, warning signals, side or rearview mirrors, occupant restraint devices, and other safety devices.
(b) Improper condition of windshield, windows, mirrors, lights, reflectors, or other safety devices that are broken, cracked, discolored, or covered with frost, ice, snow, dirt, mud, or grime. Glass will not have posters, placards, stickers, or nontransparent materials that impair operator vision or create a visual safety hazard.
c) Defective, inoperable, or out-of-adjustment service or parking brakes. (When moving vehicles with inoperative service brakes, tow the vehicle using the appropriate recovery vehicle or tow bar.)
(d) Fluid leaks. Classify leaks in accordance with equipment Technical/Service Manuals.
(e) Tires that are excessively worn, deeply cut, under/over inflation or have exposed cords (see TM 9–2610–200–14).
(f) Any condition likely to cause injury to personnel or failure of a component. Examples are cracked wheel hubs, worn or frayed tie down straps, and torn sheet metal with exposed sharp edges, damaged or missing exhaust pipe shields, and leaks from exhaust systems.

10-7-5. Dispatch Flow Chart



10–7. Safety of Use Messages (SOUM)

SOUM messages are high-priority notifications pertaining to any defect or hazardous condition or combination of actions, actual or potential, that can cause personal injury,

death, or damage to equipment, related system, components, or repair parts where a medium- to high-initial risk determination (safety condition) has been made per AR 385-10 or an Army-approved risk matrix. These high priority messages require immediate action prior to the next operation.

10–8. Calibrations

Calibration and repair of TMDE is accomplished by the TMDE support operation (TMDESO) currently located at Fort Eustis, Va. Agencies having calibration requirements need to coordinate with TMDESO at Fort Eustis, VA. Phone (301) 677-9534.

10–9. Warranty Program

A warranty is defined as an agreement between the purchaser (U.S**.** Government) and commercial supplier whereby materials and workmanship are guaranteed for a period and/or mileage/hours. It is the responsibility of the warranty program coordinator in LRC-Belvoir maintenance division to maintain, control and ensure all warranties are executed in accordance with implementation instructions, i.e., applicable technical bulletins instructions from manufacturers, etc. POC for warranty repairs and questions can be reached at (571) 515-3921. Direct contact between installation units or activities and local dealerships, manufacturers, or other government agencies regarding repair of items under warranty is prohibited.

Appendix A: References

AR 750-1
Army Materiel Maintenance Policy

DA Pam 750-8
The Army Maintenance Management System (TAMMS) User Manual AR 190-11, Physical Security of Arms, Ammunition and Explosives

AR 190-13
The Army Physical Security Program

AR 700-4
Logistic Assistance Program

AR 700-138
Army Logistics Readiness and Sustainability

AR 700-139,
Army Warranty Program Concepts and Policies

AR 710-2
Supply Policy Below the Wholesale Level

AR 725-50
Requisitioning, Receipt, and Issue System

AR 735-5
Policies and Procedures for Property Accountability

AR 750-43
Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support Program

DA Pam 710-2-1
Using Unit Supply System Manual Procedures Update

DA Pam 710-2-2
Supply Support Activity Supply System: Manual Procedures

AR 700-139
The Army Warranty Program

TB 43-0142
Safety Inspection and Testing of Lifting Devices

ASC Supplement to AR 750-1
Logistics Readiness Center-Belvoir (LRC-Belvoir) Command Maintenance Discipline Program (CSDP) Standard Operating Procedures (SOP)

Appendix B: Instructions for filling out DA FORM 1687

1. Date. Enter the calendar date the form is prepared. Customer must use the most current version of this form.

** (AUTHORIZED REPRESENTATIVE(S)) SECTION**

2. Organization receiving supplies. Enter the name of the unit and, if prepared by hand or sub-hand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.

3. Location. Enter the name of the Installation on which the unit is located.

4. Last name - first name - middle initial. Enter the name of authorized representative. When more than four persons are to be delegated and a follow-on card is deemed necessary, enter the statement “Continuation to DA Form 1687 dated” in the remarks block of the follow-on card.

5. Enter “not used” on next available line when all lines are not used.

6. (REQ)/ (REC). Enter “YES” in this block for each person authorized to request supplies. Otherwise, enter “NO”.

a. Signature and initials. Enter both the digital signature and handwritten initials of authorized representatives.

** (AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER) SECTION**

8. Enter an “X” in this box to show that the authorized representative is delegated to request/receipt for supplies.

9. Remarks. Enter the LRC-Belvoir, MAINTENANCE FACILITIES or other activity to which the form is being sent.

10. Unit identification code. Enter the assigned unit identification code.
** (I ASSUME FULL RESPONSIBILITY) SECTION**

11. DODAAC/Account Number. Enter the unit DODAAC and any locally assigned account number.

12. Last name - first name - middle initial. Enter the name of the person responsible. This name must match the Assumption of Command Memorandum.

13. Grade. Enter the grade or rank of the person responsible.

14. Telephone number. Enter the office telephone number of the person responsible.

15. Expiration date. Enter the expiration date of the card. Enter expiration date of the card, not to exceed one year. Note: Review cards quarterly for accuracy.

Signature. Enter the digital signature of the person responsible. Note: All entries, except the signature and initials will be either printed in ink or typewritten. The signatures will be digitally signed, and initials will be entered in ink.

** A copy of Assumption of Command Memorandum, Additional Duty Appointment Memorandum, or IPBO Appointment Memorandum must be attached to the DA Form 1687.

Appendix C: Assumption of Command Example

DEPARTMENT OF THE ARMY
Organizational
Name/Title
City, State, ZIP+4

Office Symbol (MARKS NUMBER) DATE

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command by Authority of (appropriate subparagraph).

The undersigned assumes command of (complete unit designation and unit identification code
(UIC), effective (time/date).

(Signature Block) NAME
GRADE, BRANCH
Commanding
(Or the words “Acting Commander” as appropriate {see para 2-8a (3)})

Appendix D: Duty Appointment Example

DEPARTMENT OF THE ARMY
Organizational
Name/Title
City, State, ZIP+4

Office Symbol

DATE

MEMORANDUM FOR
RECORD

SUBJECT: Duty Appointment

1. John Doe is appointed as the director, chief of etc. (complete unit designation and unit identification code (UIC)), effective (time/date).

2. Authority: AR 710-2, Inventory Management Supply Below the Wholesale Level.

3. Purpose: To perform duties in accordance with the above regulation.

4. Period: Until officially relieved or released from duty.

5. Special Instructions: Not Applicable

(Signature Block)

NAME GRADE, BRANCH Commanding
(Or the words “Acting Commander” as appropriate {see para 2-8a (3)})

Appendix E: Equipment Density Listing Example for Equipment Not on Property Book

UIC	UNIT	NIIN	SERIAL #	NOMENCLATURE	MODEL
WXXXXX	YOUR UNIT	0228016801	XX11122233344	UNIVERSAL POWER	CITRIX ORANGE

Appendix F: Missing Parts Statement

YOUR UNIT LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM FOR CHIEF, MAINTENANCE DIVISION, LRC-BELVOIR

SUBJECT: Missing Parts Statement

1. I certify that the appropriate investigation and/or adjustment action has been initiated in accordance with AR 710-2 and/or AR 735-5 regarding the missing part(s) to the item listed below:

NSN	NOUN	MODEL	SERIAL#

2. Missing part(s) is as follows:

NSN	NOUN	UNIT	PRICE	TOTAL

xxxxxxxx
CPT, XX
Commanding

Appendix G: Damage Statement Example

-YOUR UNIT LETTERHEAD-

OFFICE SYMBOL DATE

MEMORANDUM FOR CHIEF, MAINTENANCE DIVISION, LRC-BELVOIR

SUBJECT: Damaged Property

1. I have reviewed the circumstance surrounding the damage to the item(s)listed below and find no evidence of neglect or misconduct.

NSN	NOUN	PRICE	TOTAL

xxxxxxxx
CPT, XX
Commanding

(Action by appointing authority, required when cost of damage exceeds $200)
Concur/Non-concur - Initiate Report of Survey.

xxxxxxxx
LTC, XX
Commanding

**Needs to state the cause of damage IAW AR 735-5, page 14-26, sub-para. 1.

Appendix H: Memorandum for Customer Weapons Turn-in

LRC-Belvoir's Small Arms Shop Standard of Cleanliness for In-Coming Weapons

A. Purpose:

To establish understanding and a fairness process with our clients during the turn-in procedures at LRC-Belvoir Small Arms Shop a "Shop's Standard of Cleanliness Criteria" has been created. This standard is to provide guidance into what condition a weapon should be at the time is to be presented for service at LRC-Belvoir Small Arms Shop and into what specific areas the small arms inspectors will be paying more attention in the matter of the initial inspection for cleanliness. This criterion is a compliment that breaks down some of the criteria that can be found in the army's TMs. Every unit and armor should have at minimum an operator's manual or a -10 manual, which has all the information about what to clean, or at best, what to clean of each weapon system. Furthermore, the Maintenance Division External SOP of 1 March 2021, section 7 "Equipment Acceptance Criteria" item 7.2 states that:

Weapons **must be cleaned** prior to submitting for repair, gauging, and service.

B. Definition:

The meaning of clean usually refers to removing something unwanted, for instance making something free of dirt, marks, or mess, especially by washing, wiping, or brushing. Furthermore, the Maintenance Division External SOP of 1 March 2021, section 7 "Equipment Acceptance Criteria" item 7.1 states that:

Equipment will be thoroughly cleaned of all mud, grease, and dirt prior to turning in for maintenance.

There are different methods in to how to clean a surface or a weapon in this context, however, the weapon must be free of any foreign substances or debris. This includes but is not limited to.

- Oil
- CLP
- Grease
- Packing grease (inside and outside of the weapon for those with new weapons systems)
- Carbon buildup
- Mud
- Dirt
- Q-tips swabs or cloth leftovers

C. Criteria:

Although every weapons system is different from each other, the element of cleaning applies to every single weapon system to include weapons systems not mentioned in this document.
As mentioned in section B, every weapon system must be free of any foreign substances or debris. This means that if a weapon system is presented for service, for instance, and during the inspection, there is obvious evidence of mud in the buttstock and dirt inside the trigger

mech, the weapon will be deemed dirty, and it will not be accepted for service.
There are specific areas of the weapons that the small arms inspectors pay more attention to when inspecting for cleanliness, therefore the client must pay attention to how clean those areas are in addition to the overall cleanliness of the weapon.
The areas are broken down by the weapon system as follows:

1. **M16A2/M4 Series**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel Chamber
   - Bolt assembly
   - Barrel
   - Bolt Carrier (especially inside the carrier where the bolt goes in) Note: Do not use the firing pin to clean this area. The firing pin will be damaged, and the unit will be charged for it)

2. **M17/18**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel
   - Weapon Frame (all packing grease, oil, dirt must be cleaned)
   - Slide

3. **M320 Series**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel
   - In-side Frame (no packing grease should be present)

4. **M9/M9A1**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel
   - Lower Receiver (all packing grease, oil, dirt must be cleaned)
   - Upper Receiver (all packing grease, oil, dirt must be cleaned)

5. **M2/M2A1**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrels
   - Bolt assembly
   - Barrel Extension

6. **M203 Series**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel
   - Breech Face

7. **MK19**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Round Chamber
   - Bolt assembly
   - Barrel
   - Sear

8. **M240 Series**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel Chamber
   - Bolt assembly
   - Bolt Carrier (Front of piston)
   - Feed Cover

9. **M249**
   In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
   - Barrel Chamber
   - Bolt assembly
   - Bolt Carrier (Front of piston)
   - Feed Cover
   - Inside Rails and Under Rails

10. **M107**
    In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
    - Barrel Chamber
    - Bolt assembly
    - Barrel
    - Barrel Compensator
    - Trigger Mech

11. **MOSSBERG 500 - 12-Gauge Shotgun**
    In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
    - Barrel
    - Bolt assembly
    - Trigger Mech

12. **M252 / 81-MM**
    In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:
    - Mortar Tube and assembly (base and tripod if available)

13. M110 Semi-automatic Sniper Syse (SASS)

In addition to the overall cleanliness of the weapon as stated before, the client must pay additional attention when cleaning the following areas:

- Barrel
- Bolt assembly
- Trigger Mech

Any necessary cleaning tools for a particular weapon system can be found in the Supporting Information Chapter under the “EXPENDABLE AND DURABLE ITEMS LIST” in the back of the weapon’s TM.

Technical Manuals (for references)

M16A2/M4 Series	TM: 9-1005-319-10
M9/M9A1	TM: 9-1005-317-10
M2	TM: 9-1005-213-10
M2A1	TM: 9-1005-347-10
M203 Series	TM: 9-1010-221-10
MK19	TM: 9-1010-230-10
M240B	TM: 9-1005-313-10
M249	TM: 9-1005-201-10
M107	TM: 9-1005-239-10
MOSSBERG 500 - 12-Gauge Shotgun	TM: 9-1005-338-13
M252 / 81-MM	TM: 9-1015-249-10
M17/18	TM: 9-1005-470-10
M320 Series	TM: 9-1010-232-10
M14	TM: 9-1010-223-20
M110 SASS	TM: 9-1010-342-10

Cleaning Tools by Weapons System

Cleaning tools broken down by weapon system:

1. **M16A2/M4 Series**
   a. Cleaning Brush (bore): 1005-00-903-1296
   b. Cleaning Brush (chamber): 1005-00-999-1435
   c. Cleaning Brush (tooth): 1005-00-494-6602
   d. Cleaning Rods: 1005-00-050-6357
   e. Cleaning Rods Swab Holder: 1005-00-937-2250
   f. Swab: 1005-00-912-4248
   g. Wiping Rag: 7920-00-205-1711
   h. Scraper Tool 1: 5120-01-578-4888
   i. Scraper Tool 2: 5110-01-641-4777

2. **M17/18**
   a. Cleaning Brush (bore): 1005-00-716-2132
   b. Cleaning Brush (tooth): 1005-00-494-6602

c. Small Patch: 1005-01-449-9257
d. Wiping Rag: 7920-00-205-1711
e. Cleaning Rod: 1005-00-556-4102
f. Swab: 1005-00-288-3565

3. M320 Series
a. Cleaning Brush (tooth): 1005-00-494-6602
b. Small Patch: 1005-01-449-9257
c. Wiping Rag: 7920-00-205-1711
d. Cleaning Rod: 1005-00-556-4102
e. Swab: 1005-00-288-3565

4. M9/M9A1
a. Cleaning Brush (bore): 1005-00-716-2132
b. Cleaning Brush (tooth): 1005-00-494-6602
c. Small Patch: 1005-01-449-9257
d. Wiping Rag: 7920-00-205-1711
e. Cleaning Rod: 1005-00-556-4102
f. Swab: 1005-00-288-3565

5. M2/M2A1
a. Cleaning Brush (bore): 1005-00-550-4037
b. Cleaning Brush (chamber): 1005-00-766-0915
c. Wiping Rag: 7920-00-205-1711
d. Cleaning Rods: 1005-00-653-5441
e. Cleaning Rod: 1005-00-556-4102
f. Cleaning Rods Swab Holder: 1005-00-716-2704
g. Swab: 1005-00-288-3565

6. M203 Series
a. Cleaning Brush(tooth): 1005-00-494-6602
b. Small Patch: 1005-01-449-9257
c. Wiping Rag: 7920-00-205-1711
d. Cleaning Rod: 1005-00-556-4102
e. Swab: 1005-00-288-3565

7. MK19
a. Cleaning Brush (tooth): 1005-00-494-6602
b. Small Patch: 1005-01-449-9257
c. Wiping Rag: 7920-00-205-1711
d. Cleaning Rod: 1005-00-556-4102
e. Swab: 1005-00-288-3565

8. M240 Series
a. Wiping Rag: 7920-00-205-1711
b. New Scraper Multi-Tool: 5110-01-641-4777
c. Cleaning Brush(bore): 1005-00-903-1296 (item from M249 can be used)
d. Cleaning Brush(chamber): 1005-00-999-1435 (item from M249 can be used)

e. Cleaning Brush(tooth): 1005-00-494-6602 (item from M249 can be used)
f. Cleaning Rods: 1005-00-050-6357 (item from M249 can be used)
g. Cleaning Rods Swab Holder: 1005-00-937-2250 (item from M249 can be used)
h. Swab: 1005-00-912-4248 (item from M249 can be used)

9. M249
a. New Scraper Multi-Tool: 5110-01-641-4777
b. Cleaning Brush (bore): 1005-00-903-1296
c. Cleaning Brush (chamber): 1005-00-999-1435
d. Cleaning Brush (tooth): 1005-00-494-6602
e. Cleaning Rods: 1005-00-050-6357
f. Cleaning Rods Swab Holder: 1005-00-937-2250
g. Swab: 1005-00-912-4248
h. Wiping Rag: 7920-00-205-1711

10. M107
a. Cleaning Brush (general): 1005-01-502-5815
b. Cleaning Brush (chamber): 1005-776-0915
c. Cleaning Brush (bore): 1005-00-550-4037
d. Cleaning Brush (tooth): 1005-00-494-6602
e. Swab: 1005-00-288-3565
f. Wiping Rag: 7920-00-205-1711
g. Dusting Brush: 7920-00-205-0565

11. MOSSBERG 500 - 12-Gauge Shotgun
a. Swab: 1005-00-288-3565
b. Wiping Rag: 7920-00-205-1711

12. M252 / 81-MM
a. Cleaning Brush: 7920-00-205-2401
b. Wiping Rag: 7920-00-205-1711

13. M110 SASS
a. Cleaning Brush: 7920-00-205-2401
b. Wiping Rag: 7920-00-205-1711

14. M14
a. Cleaning Brush (bore): 1005-556-4174
b. Cleaning Brush (chamber): 1005-690-8441
c. Cleaning Brush (tooth): 1005-00-494-6602
d. Cleaning Rods: 1005-726-6109
e. Cleaning Rods Swab Holder: 1005-726-6110
f. Swab: 1005-00-912-4248
g. Wiping Rag: 7920-00-205-1711

Lubricants
1. CLP: 9150-01-054-6453 (Pint Bottle)
2. CLP: 9150-01-053-6688 (Gallon Bottle)