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Maintenance of Supplies and Equipment

Left Behind Equipment (LBE) Maintenance Program

For the Commander:

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Summary. This regulation prescribes Army in Europe policy and procedures for maintaining left behind equipment (LBE).

Applicability. This regulation applies to—

- USAREUR major subordinate and specialized commands (AE Reg 10-5, app A).
- Rear detachment (RD) commands.
- 21st Theater Support Command maintenance and supply organizations.

Supplementation. Organizations will not supplement this regulation without USAREUR G4 (AEAGD-SD) approval.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G4 (AEAGD-SD, DSN 370-8598). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G4 (AEAGD-SD), Unit 29351, APO AE 09014-9351.

Distribution. A (AEPUBS).

CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations and Terms
4. Policy
5. Responsibilities
6. FMS Maintenance Priorities
7. Funding

Appendixes

- A. References
- B. Maintenance Tools and Equipment Policy
- C. Modification Work Order (MWO) and One-Time Safety-of-Use Message (SOUM) Policy
- D. Other Maintenance Guidance for RD Commanders and FMS Managers
- E. Standard Automated Management Information System (STAMIS)

Table

1. Reports Schedule

Glossary

1. PURPOSE

a. This regulation prescribes policy, responsibility, procedures, and authority for supporting left behind equipment (LBE) maintained by rear detachment (RD) commanders and forward maintenance site (FMS) managers.

b. The LBE maintenance program—

(1) Enhances USAREUR materiel readiness and provides a structured program for accepting and maintaining LBE while the owning unit is deployed.

(2) Includes all modification table of organization and equipment (MTOE) and tables of distribution and allowances (TDA) military equipment that deployed units leave at their home station with the RD commander during wartime deployments.

(3) Establishes FMSs and consolidates maintenance workload at strategic locations in USAREUR areas of responsibility (AORs) for LBE and area customers without field maintenance support.

(4) Optimizes maintenance workload across FMSs.

(5) Requires FMS managers and LBE supervisory personnel to maintain combat and tactical wheeled vehicles and power generator sets to technical manual (TM) -10/-20 maintenance standards. This program may be expanded to include other military equipment.

(6) Provides additional maintenance guidelines for RD commanders, FMS managers, and LBE supervisory personnel to help protect equipment from environment damage.

2. REFERENCES

Appendix A list references.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. POLICY

a. According to AR 750-1, paragraph 3-2a, “The Army has one maintenance standard, TM-XX-10/20.” Equipment meets the standard when all of the following conditions exist:

(1) The equipment is fully mission capable (FMC).

(2) All faults (deficiencies and shortcomings) are identified at prescribed intervals using the “Items To Check” column of the applicable TM -10/-20 preventive maintenance checks and services (PMCS) tables.

(3) All repairs, services, and other related work that will correct the field-level equipment or materiel faults for which the required parts or supplies are available have been completed according to DA Pamphlet 750-8.

(4) Parts and supplies required to complete corrective actions but which are not available in the unit are on a valid, funded requisition according to AR 710-2.

(5) Corrective actions that are not authorized at the field level by the maintenance allocation chart (MAC) are on a valid support maintenance request (DA Form 2407 or DA Form 5990-E).

(6) Scheduled services are at the service interval required by the applicable technical publication. Because of competing mission requirements, units are authorized a 10-percent variance when performing scheduled services. The procedures to apply this variance to ground equipment are in DA Pamphlet 750-8.

(7) All routine, urgent, and emergency modification work orders (MWOs) are applied to equipment according to AR 750-10, and actions required by a one-time safety-of-use message (SOUM) are completed according to AR 750-10.

(8) All authorized, basic issue items (BII) and components of the end item (COEI) are present and serviceable or are on a valid supply request.

b. The Army maintenance standard applies to all equipment except equipment used as training aids that require frequent disassembly and assembly.

c. LBE belonging to deployed units must be maintained to the TM -10/-20 maintenance standard in subparagraph a above. Deploying units must inspect equipment before it is sent to an FMS. Acceptance criteria for the FMS is in the applicable -10/-20 TM, less BII and COEI documented on DA Form 2404 or DA Form 5988-E. The 21st Theater Support Command (21st TSC) (AERLA-SPO) will conduct a joint acceptance inspection to validate the equipment’s status. LBE that does not meet TM -10/-20 standards will be handled as explained in paragraphs 5f(13) and (14).

d. Equipment must fully meet the TM -10/-20 maintenance standard (less BII and COEI) to be entered into the low usage program (LUP) (AR 750-1, para 4-2). The 21st TSC FMS managers are the approval authorities for enrolling unit equipment in the LUP.

e. The USAREUR G4 (AEAGD-SD) has approved the following 14 FMSs near major troop concentrations to support USAREUR RD commanders:

- (1) Bamberg.
- (2) Baumholder.
- (3) Darmstadt.
- (4) Grafenwöhr.
- (5) Hanau.
- (6) Illesheim.
- (7) Katterbach.
- (8) Mannheim.
- (9) Schweinfurt-1.
- (10) Schweinfurt-2.
- (11) Schweinfurt-3.
- (12) Shipton.
- (13) Vicenza.
- (14) Wiesbaden.

f. FMS managers will perform field maintenance on deployed units' LBE under their control. This includes performing semiannual and annual scheduled services and unscheduled repairs, and submitting the monthly Army Materiel Status System (AMSS) reports on LBE and equipment belonging to other units designated by the USAREUR G4 in the FMS's geographic area. Support will be provided to those units by FMSs on a case-by-case basis.

g. Each FMS will provide field-maintenance support, perform scheduled services, and operate Unit-Level Logistics System—Ground (ULLS-G), Standard Army Maintenance System (SAMS), or both. FMSs will also manage repair parts and prepare and submit LBE maintenance and AMSS readiness reports according to the reports schedule in table 1. On receipt of AMSS reports, the Theater Logistics Support Center-Europe (TLSC-Europe) SAMS-2 site will forward them to the United States Army Logistics Support Activity (LOGSA). The standard is 100 percent of AMSS reports to the LOGSA by close of business the 19th of every month.

h. RD commanders will, as a minimum, maintain all military equipment used for day-to-day operations to the Army's TM-10/-20 maintenance standard. This includes ensuring before-, during-, and after-operation PMCS and scheduled services are performed on individual small-arms weapons; nuclear, biological, and chemical (NBC) equipment; military vehicles; and similar items according to the prescribed TM.

i. RD commanders will designate an individual in the RD to be the supervisory lead for LBE operations with the FMS manager and 21st TSC (AERLA-SPO) to ensure the requirements of the supported units are met. Units are strongly encouraged to designate a maintenance noncommissioned officer (NCO) or maintenance warrant officer to manage LBE and serve full time at the FMS.

j. RD commanders with LBE will not maintain a prescribed load list (PLL) for equipment at an FMS. RD commanders will transfer excess serviceable repair parts to the FMS manager with the equipment, or on receipt of the parts, with two copies of DA Form 3161. When DA Form 3161 is signed by the FMS manager (or a designated representative) acknowledging receipt of the parts, the LBE unit will keep the original DA Form 3161 and the FMS manager will keep the copy. The original and the copy will be kept for 24 months from the date the DA Form 3161 was signed for possible follow-on inspections and audits. Turn-in all unserviceable recoverable repair parts to the supporting class 9 supply support activity (SSA) will be made using DA Form 2765.

k. To the extent possible, deploying units that are leaving a Common Number 1 Shop Set; special tools and test equipment (STTE); or test, measurement, and diagnostic equipment (TMDE) at their home station must lend these items on a hand receipt to the 21st TSC FMS manager to support maintenance operations.

l. Additional maintenance tools, STTE, and TMDE required for efficient and effective maintenance operations are authorized as specified in appendix B.

5. RESPONSIBILITIES

a. USAREUR G4. The USAREUR G4 (AEAGD-SD) will—

(1) Develop USAREUR LBE policy and procedures.

(2) Coordinate with the 21st TSC (AERLA-SPO) and RDs to determine which FMSs should be opened or closed. This coordination will include announcing the dates an FMS will be operational to support deploying USAREUR units.

(3) Establish and adjust FMS maintenance priorities to meet operational requirements.

(4) Provide staff oversight of FMS operations. This includes establishing reporting formats, due dates for monthly and quarterly readiness reports, and monitoring FMS production.

(5) Provide resources to the 21st TSC to execute LBE maintenance missions that are beyond the 21st TSC's ability.

(6) Oversee the LBE inspection program with the USAREUR G4's Command Logistics Review Team (CLRT); USAREUR Inspector General (IG); the V Corps Maintenance, Assistance, and Instruction Team (MAIT); and the 21st TSC (AERLA-SPO).

(7) Notify the 21st TSC when an emergency MWO (app C) is published and must be applied to comply with AR 750-10 and meet TM -10/-20 FMC criteria.

(8) Arbitrate and provide the final decision on any disputes between a deploying unit and the 21st TSC over the condition of LBE when it is turned into an FMS and when it is returned to the redeploying unit. For help to resolve disputes, call the LBE help desk at DSN 370-8598.

(9) Notify the 21st TSC when a one-time SOUM (app C) is published stating a potentially dangerous and unsafe condition exists on equipment that makes the equipment not mission capable (NMC) until corrective action has been completed.

(10) Coordinate with the United States Army Materiel Command (AMC) on national-level repair programs that can be used to repair LBE, and provide these programs and automatic reset induction (ARI) lists with changes to the 21st TSC.

b. RD Commanders at Brigade and Higher Levels. RD commanders at brigade and higher levels will—

(1) Report anticipated LBE requirements that exceed their capability and capacity to the USAREUR G4 (AEAGD-SD) by 120 days before the unit deploys so that support can be coordinated in an orderly and timely manner. RD commanders may request contractor support or seek support from the 21st TSC to repair LBE to the standard required for induction into the LUP. Commanders will provide a list of LBE and the deployment timeline, each deploying unit's unit identification code (UIC), and equipment nomenclatures, model numbers, and densities.

(2) Submit requests for derivative unit identification codes (DUICs) for deploying units through the UIC manager to the USAREUR G3 (AEAGD-FMD). AE Regulation 600-8-108 requires that the DUIC be properly established and activated as a provisional unit according to AR 220-5 and AR 220-20. The supporting combat service support automation management office (CSSAMO) will load DUICs.

(3) Ensure funds are available to support operation and maintenance requirements for RD units.

(4) Consolidate LBE in deployed units' motor pools when practical.

(5) Provide a list of available unit motor pools and maintenance shops, including ULLS and Standard Army Maintenance System-Expanded (SAMS-E) workstations, parts rooms, and bay space that are available for use at the FMS during the deployment.

(6) Ensure RD units perform before-, during-, and after-operation TM -10 PMCS on LBE within 30 days after arrival of the 21st TSC's initial inspection team. Acceptance criteria will be according to applicable -10/-20 TMs (less BII and OCIE) documented on DA Form 2404 or DA Form 5988-E for each item of equipment unless waived by the USAREUR G4.

(7) Ensure owning units provide the FMS manager a current DA Form 2404 or DA Form 5988-E (DA Pam 750-8) for each piece of equipment going to an FMS. The DA Form 2404 or DA Form 5988-E will be used to document the equipment's condition (FMC or NMC), missing parts (less BII and OCIE), and the date of the last successful brake test. The DA Form 2404 or DA Form 5988-E may not be more than 30 calendar days old for the equipment to be accepted into the FMS for the LBE maintenance program.

(8) Use the checklist on the USAREUR G4 secure website to conduct deployment activities (<http://www.dcslog.hqUSAREUR.army.smil.mil/whatshot/deploymenthandbook.doc>).

(9) Ensure owning units reconcile overaged reparable items listings (ORILs) with the 21st TSC (AERLA-SPO) 30 days before a unit deploys and 45 days before a unit redeploys.

(10) Ensure units deploy with their regular UIC and provide the activated DUIC to the FMS manager.

(11) Ensure BII, COEI, communications-electronics (COMMEL), and communications security (COMSEC) equipment are removed from equipment before the equipment is put in the LBE program. These items must be properly secured.

(12) Request the status of unit LBE through the USAREUR G4 at least 45 days before the owning unit returns to its home station and begins reconstitution activities.

c. Battalion- and Squadron-Level RD Commanders. Battalion- and squadron-level RD commanders will—

(1) Send a request for a DUIC for all deploying units through their RD brigade and higher level UIC manager to the USAREUR G3 (AEAGC-FMD). AE Regulation 600-8-108 requires that the DUIC be properly created and activated for the RD as a provisional unit according to AR 220-5 and AR 220-20. The supporting CSSAMO will load DUICs.

(2) Ensure funds are available to support operations and LBE maintenance requirements for RD units.

(3) Spot-check company-, troop-, and battery-level maintenance operations each quarter.

d. Company-, Troop-, and Battery-Level RD Commanders. Company-, troop-, and battery-level commanders will—

(1) Conduct a joint serviceability inspection and inventory and sign for the deploying unit's LBE before the unit deploys. This LBE typically will include radios and radio mounts, tents and tent poles, NBC equipment, stoves and heaters, COEI, BII, fire extinguishers, and similar items.

(a) The purpose of the joint serviceability inspection is to document the completeness and serviceability of the equipment and help ensure the equipment is serviceable before it is placed in storage.

NOTE: Deploying units must remove batteries from TMDE and other equipment powered by dry-cell batteries (for example, communications and chemical-detection equipment, flashlights). This will prevent damage to that equipment while the owning unit is deployed.

(b) The results of the joint inventory will be kept until the unit returns to its home station and performs another joint inventory. The joint inventory is not required when the hand-receipt holder is from the deployed unit and that individual is assigned to the RD commander until the unit returns to home station. When an individual from the deployed unit is not available to sign for the deployed unit's LBE, the RD commander will sign for that LBE.

(c) LBE stored outdoors must be kept secure and protected from environmental damage (app D) and pilferage.

(2) Maintain accountability of LBE on the parent's organization property records. Accountability will not be transferred to another unit's property book.

(3) When directed by the USAREUR G4, prepare supply documents to transfer a deployed unit's LBE (with BII and COEI) to another deploying unit. A copy of the transfer document must be provided to the FMS manager and kept at the original organization for the losing unit's property book officer (PBO).

(4) Ensure funds are available to support operation and maintenance requirements.

(5) Ensure a current signature card (DA Form 1687) between the RD and the FMS manager is prepared according to DA Pamphlet 710-2-1 and is on file at the FMS. The signature card will authorize the FMS manager to act on behalf of the deploying unit's commander on all maintenance-management tasks for equipment under the control of the FMS manager, including SSA support, AMSS reporting, and opening and closing work orders.

NOTE: A memorandum signed by the RD commander may be used in place of DA Form 1687.

(6) Stock equipment scheduled-service kits. Other repair parts must be ordered as needed according to DA Pamphlet 710-2-1 to bring equipment to TM -10/-20 maintenance standards.

(7) Ensure scheduled service is current or the deploying unit performs the next scheduled semiannual or annual services on LBE when those services are due within 30 calendar days as prescribed by DA Pamphlet 750-8 before LBE is submitted to the FMS or added to the LUP.

(8) Be prepared to provide or perform defuel and refuel support for fuel tankers left in the FMS. This is required because FMSs do not have the ability or equipment for fuel operations.

(9) Ensure LBE equipment is in an FMC status and meets the safety requirements of DA and AE safety regulations.

(10) Provide vehicles to support contractor licensing programs conducted by the 21st TSC and Seventh United States Army Joint Multinational Training Command (JMTC). Contractor licensing for U.S. Army vehicles will be conducted as prescribed in AE Regulation 600-55.

(11) Provide the following items for each item of equipment at the time of turn-in to an FMS for LBE maintenance:

(a) SF 91.

(b) DD Form 518.

(c) Operator's -10 TM.

(d) Equipment record folder.

(e) Vehicle lock with key.

(f) DA Form 2404 or DA Form 5988-E showing the date of the last successful brake test.

(g) Last completed service packet (DA Form 2404 or DA Form 5988-E).

(12) Notify the 21st TSC (AERLA-SPO) of available ULLS and SAMS-E workstations, parts rooms, tool rooms, and bay space available for use as an FMS.

(13) Ensure deploying units clear all ORILs with the 21st TSC (AERLA-SPO) before they deploy.

e. Area Customers Without Field Maintenance Support. Area customers without field maintenance support will—

(1) As needed, contact the USAREUR G4 and 21st TSC (AERLA-SPO) to coordinate organic maintenance support from the nearest FMS.

(2) Request FMSs perform semiannual and annual services and provide AMSS reporting on equipment that cannot be supported as prescribed in AE Supplement 1 to AR 750-1, appendix I.

(3) Provide the items in d(11)(a) through (g) above for each item of equipment when it is turned in.

f. 21st TSC. The 21st TSC will—

(1) Operate and manage FMSs approved by the USAREUR G4.

(2) Provide staff oversight of FMS operations.

(3) Implement LBE maintenance policy in this regulation and publish 21st TSC internal and external LBE standing operating procedures (SOPs).

(4) Comply with USAREUR G4 maintenance priorities.

(5) For currently approved FMSs (para 4e), provide the USAREUR G4 internal and external FMS SOPs within 60 days after the publication date of this regulation. This will ensure staff personnel, FMS managers, LBE supervisory leads, quality-assurance representatives (QARs), quality-assurance (QA) personnel, RD commanders, and customer-unit personnel clearly understand LBE policy and responsibilities.

(6) For new FMSs, provide the USAREUR G4 the associated internal and external SOPs within 30 calendar days after the site is activated.

(7) Establish, fund, and operate FMSs as directed by the USAREUR G4. The 21st TSC will command, control, and manage all FMS operations.

(8) Ensure FMS managers send all requirements for additional equipment needed for performance of site operations (for example: special tools, forklifts) to the 21st TSC (AERLA-SPO).

(9) Promptly notify the USAREUR G4 of resource shortfalls that prevent an FMS from fully performing its assigned mission and that are beyond 21st TSC's capability.

(10) Ensure a qualified Government representative is at each FMS to serve as the site manager. The site manager is responsible for directing day-to-day operations and managing assigned motor pools and repair activities. This includes mechanics; parts clerks; tool-room keepers; ULLS and SAMS operators; personnel responsible for scheduling and assigning work in shops, production, recordkeeping, or repair parts; and contractors who provide support according to the statement of work (SOW).

(11) Ensure enough QARs are assigned to perform U.S. Government acceptance of completed contractor repaired work at each FMS. QARs will certify contractor performance according to the SOW.

(12) Coordinate contractor requirements with the USAREUR G4 and ensure—

(a) Contractor personnel do not perform quality control (QC) on work performed on LBE by Government personnel.

(b) Contractor personnel are qualified and licensed to perform FMS duties.

(c) TLSC-Europe personnel are licensed as required.

(13) Provide qualified inspectors to perform a joint assessment inspection of LBE destined for an FMS 30 days before the unit deploys. The purpose of this inspection is to validate the operational status of the deploying unit's equipment with the current DA Form 2404 or DA Form 5988-E to—

(a) Determine and record completeness of equipment (less BII and COEI) and compliance with TM -10/-20 maintenance standards.

(b) Determine if equipment fully conforms to the TM -10/-20 maintenance standards and qualifies for the LUP. Only 21st TSC FMS managers have the authority to enroll equipment in the LUP.

(c) Identify NMC equipment. RD commanders will repair equipment to TM -10/-20 maintenance standards within their capability and capacity and job-order equipment that exceeds their capability and capacity to the FMS.

(d) Determine if the equipment is a candidate for repair in national-level maintenance programs under the current ARI list. National-level maintenance programs must be used to the maximum extent to repair LBE to TM -10/-20 standards.

(14) After completing the acceptance inspection, place LBE in one of the following categories:

(a) Fully meets TM -10/-20 maintenance standards: Immediately enroll equipment in the LUP according to DA Pamphlet 750-8, paragraph 3-9.

NOTE: Do not confuse the LUP with the administrative storage of material prescribed in AR 750-1, chapter 7. LBE will not be placed in administrative storage.

(b) FMC: No deficiencies in the "Not Mission Capable If" column of the equipment's TM-10/-20 PMCS tables. RDs will coordinate and repair LBE to the LUP-induction standards. Once the equipment meets these standards, the 21st TSC will enroll it in the LUP.

(c) NMC: One or more deficiencies in the "Not Mission Capable If" column of the equipment's TM -10/-20 PMCS tables. This equipment requires repair to meet the TM -10/-20 maintenance standards. RDs will coordinate and repair LBE to the LUP-induction standards. Once the equipment meets these standards, the 21st TSC will enroll it in the LUP.

(d) FMC/NMC LBE on the ARI list or eligible for other available national repair program: Nominate the equipment for induction into LBE with deficiencies and shortcomings that, in the best judgment of the FMS inspector, cannot be brought to complete TM-10/-20 standards by 30 days before the unit is expected to return to its home station.

(15) Ensure one annual scheduled service is performed on equipment in the LUP between 60 and 45 days before the deployed unit returns to its home station. The goal is to have all LBE at complete TM-10/-20 maintenance standards (less BII and COEI) before the owning unit redeploys to its home station.

(16) Ensure FMSs submit supply requests according to DA Pamphlet 710-2-1.

(17) Ensure FMSs follow all Army and Army in Europe guidance on safety, fire prevention, hazardous material storage, and waste disposal.

(18) Ensure FMSs clear all ORILs created by the FMS at least 45 days before the unit returns to its home station.

(19) Provide scheduled and unscheduled maintenance support to customer units. This includes submitting units' monthly AMSS Reports.

(20) Prepare logistics reports and submit them to the USAREUR G4 according to table 1.

(21) Return LBE to the redeploying unit on or about 45 days after the unit redeploys unless directed otherwise by the USAREUR G4. Returned LBE must meet TM -10/-20 maintenance standards.

Table 1 Reports Schedule			
Report Title	Report Schedule	Cutoff Date	Due Date
LBE Service and NMC (note 1)	Weekly	close of business Thursday	close of business Friday
Contract Manning (note 1)	Weekly	close of business Thursday	close of business Friday
AMSS (note 2)	Monthly	the 16th	close of business on the 19th
ORIL	Monthly	end of month	close of business on the 1st
Special one-time reports (for example, a list of all equipment in FMSs and the LUP by unit designation, quantity, and model equipment)	As directed by the USAREUR G4 (note 3)		
<p>NOTES: 1. Templates for these recurring maintenance reports can be downloaded from https://extranet.g4.hqusareur.army.mil/cfm using an Army Knowledge Online login user name and password. To download the templates, log on to the USAREUR G4 homepage, scroll down the left side of the screen to <i>Useful Documents</i>, and click on <i>AER 750-1, LBE Maintenance Report</i>.</p> <p>2. Per AR 700-138, the cut-off date for the monthly AMSS Report is 2400 on the 15th of each month. The AMSS Report must be run on the 16th of each month and submitted to the supporting SAMS-2 site the same day. The supporting SAMS-2 site must then submit the AMSS Report to the TLSC-Europe SAMS-2 site the same day or not later than close of business the 17th of the each month. The TLSC-Europe SAMS-2 site must submit AMSS Reports to LOGSA the same day or not later than close of business on the 18th of each month. These timelines give units time to correct any errors reported by LOGSA and get the corrected AMSS file back to the supporting SAMS-2 site, TLSC-Europe SAMS-2 site, and LOGSA by close of business on the 19th of each month. The close of business on the 19th of each month is the last time LOGSA will credit a unit for AMSS reporting for the report period. Even if the 16th, 17th, 18th, or 19th of a month falls on a U.S. Federal holiday or USAREUR training holiday, the reports and corrected files must still be run on those days unless HQDA has granted an extension.</p> <p>3. For USAREUR G4-required reports (excluding the AMSS Report), when the report due date is on a Federal holiday or USAREUR training holiday, the report cut-off date will be the last normal workday and the due-date will be the close of business on the first workday after the holiday.</p>			

6. FMS MAINTENANCE PRIORITIES

a. The following are the FMS maintenance priorities:

(1) Priority 1: Equipment needed for current operations or deployment that belongs to customer units without organic maintenance capability.

(2) Priority 2: LBE NMC equipment (equipment with one or more X-status symbols) as determined by the “Not Mission Capable If” column of the equipment’s TM -10/-20 PMCS table, an unapplied emergency MWO, or a one-time inspection SOUM.

(3) Priority 3: LBE Equipment with overdue annual service. The annual service must be current according to the TM -10/-20 maintenance standard to qualify the equipment for induction into the LUP.

(4) Priority 4: Unit training set equipment. This equipment must be repaired to TM -10/-20 standards when requested by the unit commander before the unit deploys or when requested by the RD commander.

b. The 21st TSC will provide maintenance support for deploying and nondeploying units in the communities where the 21st TSC has an FMS repair site. The maintenance support provided will be services, unscheduled maintenance, field maintenance, and monthly AMSS reporting. Customer units that are not located in a community where the 21st TSC is providing organizational and field-maintenance support will be supported by the field maintenance unit in that community.

7. FUNDING

a. The USAREUR G8 controls funding resources in USAREUR, and the G3 and G4 validate requirements to support the LBE Maintenance Program.

b. The LBE Maintenance Program is funded as follows:

(1) Global War on Terrorism (GWOT) funds are used for LBE labor (for example, contractor maintenance and supply personnel, field maintenance technicians (FMTs), temporary overhires) needed to bring LBE to TM -10/-20 maintenance standards and to maintain it at those standards while the equipment is managed as LBE.

(2) Base Program funds will be used for repair parts and related maintenance supplies needed to repair and maintain LBE to TM -10/-20 maintenance standards.

NOTE: In case of a difference between the above funding guidance and the G8 Resource Guidance and Funding Letter, the latter always takes precedence.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 220-5, Designation, Classification, and Change in Status of Units

AR 220-20, Army Status of Resources and Training System (ASORTS)—Basic Identity Data Elements (BIDE)

AR 700-138, Army Logistics Readiness and Sustainability

AR 710-2, Supply Policy Below the National Level

AR 750-1, Army Materiel Maintenance Policy, and AE Supplement 1

AR 750-10, Army Modification Program

DA Pamphlet 710-2-1, Using Unit Supply System (Manual Procedures)

DA Pamphlet 750-8, The Army Maintenance Management System (TAMMS) Users Guide

FM 43-5, Unit Maintenance Operations

Common Table of Allowances (CTA) 50-909, Field and Garrison Furnishings and Equipment

CTA 50-970, Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)

TB 43-180, Interactive Electronic Technical Manual (IETM) for Calibration and Repair Requirements for the Maintenance of Army Materiel

TB 43-0242, CARC Spot Painting

TB 750-651, Use of Antifreeze Multi-Engine Type Cleaning Compounds and Test Kits in Engine Cooling Systems

SB 700-20, Army Adopted/Other Items Selected for Authorization/List of Reportable Items

AE Regulation 10-5, Headquarters, United States Army Europe

AE Regulation 600-8-108, Rear Detachment Command

AE Regulation 600-55, Driver- and Operator-Standardization Program

SECTION II FORMS

SF 91, Motor Vehicle Accident Report

DD Form 518, Accident Identification Card

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2404, Equipment Inspection and Maintenance Worksheet

DA Form 2407, Maintenance Request

DA Form 4610-R, Equipment Changes in MTOE/TDA

DA Form 2765, Request for Issue or Turn-In

DA Form 3161, Request for Issue or Turn-In

DA Form 5988-E, Equipment Maintenance and Inspection Worksheet

DA Form 5990-E, Maintenance Request

APPENDIX B MAINTENANCE TOOLS AND EQUIPMENT POLICY

B-1. COMMON NUMBER 1 SHOP SET (LIN W32593) OR CIVILIAN EQUIVALENT

This shop set supports from one to nine automotive repairers and is used to perform scheduled and unscheduled maintenance on fuel-consuming equipment. One shop set is authorized at each rear detachment (RD) motor pool and forward maintenance site (FMS) supporting 8 to 75 vehicles. Requirements exceeding this amount must be validated by the RD commander for deployed unit motor pools and the 21st Theater Support Command (21st TSC) for FMSs to receive USAREUR G4 funding.

B-2. SHOP SET, AUTOMOTIVE MAINTENANCE AND REPAIR, FIELD MAINTENANCE BASIC (LIN T24660), OR CIVILIAN EQUIVALENT

This shop set supports 20 to 35 direct-support (or civilian equivalent) maintenance repairers and provides tools for replacing and repairing major assemblies and performing technical inspections and checks. One shop set is authorized per FMS supporting 400 to 1,400 tactical wheeled vehicles and other ground support equipment.

B-3. SPECIAL TOOLS AND TEST EQUIPMENT (STTE)

RD motor pools and FMSs are authorized STTE for supported equipment according to the associated repair parts and special tools list (RPSTL) technical manual (TM). The Common Table of Allowances (CTA) 50-909 and CTA 50-970 authorize additional maintenance tools on an as-needed basis with approval and funding by 21st TSC.

B-4. APPROVAL AUTHORITY

a. The 21st TSC is the approving authority for Common Number 1 and Field Maintenance Basic Shop Sets, STTE, and other maintenance tools and equipment for FMSs. Prompt action must be taken to add shop sets and other tools and equipment with a Supply Bulletin (SB) 700-20 line item number (LIN) to the Theater Logistics Support Center-Europe (TLSC-Europe) tables of distribution and allowances (TDA) by—

(1) Logging onto the United States Army Force Management Support Agency (USAFMSA) website at <https://webtaads.belvoir.army.mil> using an Army Knowledge Online user name and password.

(2) Scrolling down to *Special Function Tools* section.

(3) Clicking on *4610-R TDA Equipment Request Tool*.

(4) Following the step-by-step instructions to request approval to add items to the unit's TDA. When the item is on hand, establish property accountability for the item according to procedures in paragraph B-6. The submitted DA Form 4610-R serves as the authority for retaining excess items until either USAFMSA updates the TDA to authorize the added items or disapproves the requested TDA change.

b. The RD commander is the approving authority for Common Number 1 Shop Set, STTE, and other maintenance tools and equipment for RD motor pools. Prompt action must be taken to add items with an SB 700-20 LIN to the RD's TDA according to the instructions in subparagraph a above.

B-5. TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE)

Tools and test equipment requiring calibration according to Technical Bulletin (TB) 43-180 must be enrolled with the nearest calibration area team within 30 days after the date of this regulation. TMDE must be calibrated on schedule and whenever the accuracy of the item is suspected.

B-6. PROPERTY ACCOUNTABILITY

RD motor pools and FMSs must follow appropriate regulatory supply policy on tool-room procedures. This includes assignment of a qualified tool-room keeper in each tool room, proper storage, a sign-out and sign-in system, and hand-receipting of tools according to DA Pamphlet 710-2-1, paragraph 6-3. RD commanders and 21st TSC property book officers will ensure handtools are properly hand-receipted, signed out, and signed in.

APPENDIX C

MODIFICATION WORK ORDER (MWO) AND ONE-TIME SAFETY-OF-USE MESSAGES (SOUM) POLICY

C-1. MWO POLICY

a. Mandatory modification work orders (MWOs) are classified by AR 750-10, paragraph 3-5c, as *emergency*, *urgent*, and *routine*. An unapplied emergency MWO immediately puts the left behind equipment (LBE) in a not mission capable (NMC) status until the MWO is applied. Unapplied urgent and routine MWOs do not place LBE in an NMC status.

b. On USAREUR G4 notification of a valid emergency MWO, the forward maintenance site (FMS) manager will contact the USAREUR Theater MWO Coordinator (AERLA-SPO, DSN 484-7852) to arrange for a United States Army Materiel Command (AMC) MWO contract field team (CFT) to apply the emergency MWO. AMC is responsible for supplying MWO kits at no cost, installing the MWO at no cost to the command, and ensuring the CFT installing the MWO reports application of the MWO to the MWO Management Information System (MMIS).

c. FMSs will not be concerned with applying urgent and routine MWOs themselves, except for ensuring the integrity of applied MWOs is maintained using piece parts listed in the equipment's repair-parts technical manual. Urgent and routine MWOs will be applied by an AMC MWO CFT only after a modification work order fielding plan (MWOFP) has been coordinated in USAREUR and the Commander, 21st Theater Support Command (21st TSC), approves and signs the MWO field agreement (AR 750-10 and AE Suppl 1 to AR 750-1, app Q).

d. Urgent and routine MWOs will be applied in a deploying unit's motor pool, FMS, or other centralized location identified by the USAREUR G4 or by an AMC MWO CFT. Application will begin only after an MWOFP has been coordinated in the command and the Commander, 21st TSC (AERLA-SPO), approves and signs the MWO field agreement (AR 750-10 and AE Suppl 1 to AR 750-1, app Q).

C-2. SUPPLY POLICY

On notification of a one-time safety-of-use message (SOUM) declaring equipment NMC, that equipment will remain in an NMC status until the FMS completes and reports corrective actions prescribed in the SOUM. Corrective actions required by a one-time SOUM must be completed for equipment to be placed in a fully mission capable (FMC) status and meet TM -10/-20 maintenance standards.

APPENDIX D

OTHER MAINTENANCE GUIDANCE FOR RD COMMANDERS AND FMS MANAGERS

D-1. TECHNICAL MANUALS

A list of available technical manuals is on the Logistics Support Activity (LOGSA) website at <https://www.logsa.army.mil/etms/welcom1.cfm>.

D-2. TIRE AND WHEEL ASSEMBLIES

Unserviceable pneumatic tires will be replaced as a tire-and-wheel assembly under the Army's Tire and Wheel Replacement Program. A list of tire-and-wheel assemblies offered in this program is in AE Supplement 1 to AR 750-1, figure T-1, and on the LOGSA website at <https://www.logsa.army.mil/etms/welcom1.cfm>. The requesting unit will pay the current price for the new tire-and-wheel assembly and receive turn-in credit for the unserviceable (carcass) assemblies depending on their value to the Army at the time of turn-in. The Tire and Wheel Replacement Program eliminates the need for tire mounting and demounting tools and equipment and safety training (AE Suppl 1 to AR 750-1, app T).

D-3. EQUIPMENT BATTERIES

Disconnect the negative (-) battery terminal when equipment is parked for extended periods before and after acceptance in the low usage program (LUP). This will reduce discharge of the battery. Parasitic load (glossary) over an extended period results in discharged batteries. Disconnecting the negative battery terminal will also improve physical security, because it will help deter an unauthorized person from simply starting the engine of an unlocked vehicle and driving it.

D-4. ANTIFREEZE PROTECTION

Using a 50/50 ethylene glycol antifreeze and water solution will protect the cooling systems for temperatures down to -34 degrees Fahrenheit (TB 750-651).

D-5. CHEMICAL AGENT RESISTANT COATING (CARC)

Spot painting of LBE will be limited to touch-up painting indoors and outdoors (with an approved respirator) with a brush and roller (TB 43-0242). Equipment will not be completely painted solely for cosmetic reasons (AR 750-1). When it is estimated that more than approximately 25 percent of the equipment surface is unserviceable, refer the item to the USAREUR G4 for possible induction into the USAREUR CARC Painting Program. "Unserviceable" is defined as showing stage-3 and -4 rust, cracking, blistering, flaking, or peeling. Guidelines for determining when 25 percent or more of an equipment's surface is unserviceable are in AE Supplement 1 to AR 750-1, paragraph S-15.

D-6. WHEEL ALIGNMENT

High-mobility multipurpose wheeled vehicle (HMMWV) TMs require front- and rear-axle toe-in and toe-out alignment to be checked and adjusted in conjunction with a semiannual service (every 3,000 miles or 6 months, whichever occurs first) and camber and caster alignment to be checked and adjusted when a HMMWV is still unstable or wanders after toe-in and toe-out has been properly adjusted. For HMMWVs in the LUP, check and adjust wheel alignment when performing the annual service that is performed 60 to 45 days before the deployed unit returns to its home station.

D-7. OUTDOOR WEATHER PROTECTION

- a. Park all HMMWVs for extended periods with side doors installed and closed to protect the cab from unnecessary weather damage.
- b. Park all cargo trucks (without a shelter mounted in the vehicle bed) with side-door windows rolled up and the cab canvas, cargo-bed cover, and end curtains fully secured to protect the cab and cargo bed from unnecessary weather damage.
- c. Park all cargo trucks (with a shelter mounted in the vehicle bed) with side-door windows rolled up and the cab canvas installed to protect the cab from unnecessary weather damage.
- d. Park all trailers and semitrailers with tarpaulins fully secured to protect cargo beds from unnecessary weather damage.

APPENDIX E

STANDARD AUTOMATED MANAGEMENT INFORMATION SYSTEM (STAMIS)

E-1. STAMIS

STAMISs (for example, the Unit-Level Logistics System—Ground (ULLS-G), Standard Army Maintenance System (SAMS-1/(E), SAMS-2/(E)), and Standard Army Retail Supply System (SARSS)) must be connected to the local network and have a static Internet protocol (IP) address to use file transfer protocol (FTP) to transfer required daily data files. STAMIS operators must be qualified to use the assigned STAMIS.

a. The ULLS-G or SAMS-1/(E) (ORG) users must send the AWAME125 (SAMS transaction file) to SAMS-1/(E) (DS) daily. This file contains total cost of ownership (TCO) data, including manhours and parts costs from each piece of equipment in each ULLS-G or SAMS-1/(E) (ORG) system that was worked on during the day. This file also contains details on all not mission capable (NMC) left behind equipment (LBE) at (or from) forward maintenance sites (FMSs) that will be shown on the SAMS-2/(E) AHO-026 Report.

b. The SAMS-1/(E) (DS) users will open work orders using the automated process to capture all pertinent data for the AHO-026 Report. SAMS-1/(E) (DS) users must use FTP to transfer the Daily Inop (AHN4AD) file to the supporting SAMS-2/(E) system each day, so that the AHO-026 Report information may be up to date for management purposes.

(1) SAMS-1/(E) (DS) sites must process the National Maintenance Office (NMO) file (AHN4CD) just before running the Weekly Work Order Transfer process (AHN4BD) file, followed by the TCO process (AHN4FD) each day.

(2) The three files in (1) above must be processed in the order described in (1) above or the data will be out of sequence when processed by the Logistics Support Activity (LOGSA). These three files must be processed by SAMS-1/(E) (DS) users and transferred using FTP to their supporting SAMS-2/(E) site each day. The (AHN4BD) data will be used to run the AHO-032 Report in SAMS-2/(E) that shows all open work orders with associated parts ordered in SAMS-1/(E).

E-2. UNIT IDENTIFICATION CODE (UIC)

Operators must enter the correct UIC for each LBE unit in each of the STAMISs to ensure data is captured correctly on the AHO-026 Report. The ULLS-G or SAMS-1/(E) (ORG) must list in its parameter file SAMS-1/(E) (DS) support information to capture the TCO data.

a. The SAMS-1/(E) (DS) operator must enter a “Y” (yes) in the “Read Inop Data” field in the UIC customer master file to capture all the Inop Data from the ULLS-G or SAMS-1/(E) (ORG) system for the AHO-026 Report.

b. The SAMS-2/(E) operator must enter each LBE UIC with the correct battalion UIC in their UIC master file for the AHO-026 Report to list the NMC data correctly.

c. Each SAMS-2/(E) system in the data-flow chain must have the LBE UIC built with the same battalion UIC, otherwise AHO-026 Report data will not match at different SAMS-2/(E) management levels.

d. The ULLS-G, SAMS-1, and SAMS-2 end-user manuals are available on the USAREUR G4 homepage (<https://extranet.g4.hqusareur.army.mil>). To download the *ULLS-G*, *SAMS-1*, *SAMS-2*, or *SAMS-E* manuals—

(1) Log onto the USAREUR G4 homepage and click on the *Log Automation* tab at the top of the screen.

(2) Click on *Homepage* on the top of the screen.

(3) Scroll down to *LAD Files*.

(4) Click on *STAMIS*.

(5) Click on *SAMS* or *ULLS-G*.

(6) Click on *Downloads*.

(7) Click on *ULLS-G, SAMS-1 EUM6Jun05.doc*, *SAMS-2 EUM6Jun05.doc*, or *SAMS-E EUM.doc*.

e. The SAMS-1/(E) and SAMS-2/(E) CBTs, tutorial, and end-user manual may be downloaded from the Combined Arms Support Command (CASCOM) homepage (<https://www.cascom.army.mil/private/tsd/sid/cbt/webtraining.htm>).

(1) Log onto the CASCOM webpage using the AKO user name and password.

(2) Click on *SAMS-1E*, *SAMS-2E*, *SAMS-1E Tutorial*, or *SAMS-2E Tutorial*.

f. The SAMS-1/(E) and SAMS-2/(E) CBTs, tutorial, and end-user manual are also available on the Program Manager Logistics Information Systems (PMLIS) webpage (<https://www.us.army.mil/suite/page/143642>).

(1) Log onto the PMLIS homepage and scroll down to *SAMS-E Links CBT*.

(2) Click on *SAMS-E Computer Based Training, Tutorial, and End User Manuals* (<https://www.cascom.army.mil/private/tsd/sid/cbt/webtraining.htm>).

g. If additional assistance is needed, call DSN (314) 375-5853/5356.

GLOSSARY

SECTION I ABBREVIATIONS

21st TSC	21st Theater Support Command
AE	Army in Europe
AEPUBS	Army in Europe Publishing System
AMC	United States Army Materiel Command
AMSS	Army Materiel Status System
AOR	area of responsibility
ARI	automatic reset induction
BIDE	basic identity data elements
BII	basic issue items
CARC	chemical agent resistant coating
CBT	computer-based training
CASCOM	Combined Arms Support Command
CFT	contract field team
CLRT	command logistics review team
COEI	components of the end item
COMMEL	communications-electronics
COMSEC	communications security
CSSAMO	combat service support automation management office
CTA	common table of allowances
DUIC	derivative unit identification code
FM	field manual
FMC	fully mission capable
FMS	forward maintenance site
FMT	field maintenance technician
FTP	file transfer protocol
GWOT	Global War on Terrorism
HMMWV	high-mobility multipurpose wheeled vehicle
HQDA	Headquarters, Department of the Army
HQ USAREUR/7A	Headquarters, United States Army Europe and Seventh Army
IETM	interactive equipment technical manual
IG	Inspector General, United States Army Europe
IP	Internet protocol
JMTC	Seventh United States Army Joint Multinational Training Center
LBE	left behind equipment
LIN	line item number
LOGSA	Logistics Support Activity
LUP	low usage program
MAC	maintenance allocation chart
MAIT	maintenance, assistance, and instruction team
MMIS	MWO Management Information System
MTOE	modification table of organization and equipment
MWO	modification work order
MWOFP	modification work order fielding plan
NBC	nuclear, biological, and chemical

NCO	noncommissioned officer
NMC	not mission capable
NMO	National Maintenance Office
OMA	Operations and Maintenance, Army
ORIL	overaged repairable items listing
PBO	property book officer
PLL	prescribed load list
PMCS	preventive maintenance checks and services
PMLIS	program manager for logistics information systems
PM	program manager
QA	quality assurance
QAR	quality-assurance representative
QC	quality control
RD	rear detachment
RPSTL	repair parts and special tools list
SAMS	Standard Army Maintenance System
SAMS-1	Standard Army Maintenance System, Level 1
SAMS-2	Standard Army Maintenance System, Level 2
SAMS-E	Standard Army Maintenance System-Enhanced
SAMS-1/(E)	Standard Army Maintenance System, Level 1 and/or Enhanced
SAMS-2/(E)	Standard Army Maintenance System, Level 2 and/or Enhanced
SARSS	Standard Army Retail Supply System
SB	supply bulletin
SF	standard form
SOP	standing operating procedure
SOUM	safety-of-use message
SOW	statement of work
SSA	supply support activity
STAMIS	Standard Automated Management Information System
STTE	special tools and test equipment
TB	technical bulletin
TCO	total cost of ownership
TDA	tables of distribution and allowances
TLSC-Europe	Theater Logistics Support Center-Europe
TM	technical manual
TMDE	test, measurement, and diagnostics equipment
UIC	unit identification code
ULLS-G	Unit-Level Logistics System—Ground
USAFMSA	United States Army Forces Management Support Agency
USAREUR	United States Army Europe

SECTION II

TERMS

area customer without field maintenance support

An owning unit that does not have its own organic unit or field maintenance capability and must be “satellited” to another military unit or a forward maintenance site (FMS).

automatic reset induction (ARI) list

A HQDA list of class 7 major end-items eligible for repair under the National Level Reset Program at the United States Army Materiel Command (AMC).

forward maintenance site

Geographical field-maintenance site operated by the 21st Theater Support Command that performs field maintenance for left behind equipment (LBE) and other units designated by the USAREUR G4.

left behind equipment (LBE)

Modification table of organization and equipment (MTOE) and tables of distribution and allowances (TDA) equipment deployed units were directed to leave at home stations because the equipment was not needed for the deployment mission. LBE is limited to military vehicles and power generator sets but could be expanded to include other military equipment.

overage repairable items listing (ORIL)

A list of class 9 repairable items for which the owning unit has failed to turn in a like unserviceable item to the supply system.

owning unit

A rear detachment command, deploying unit, or area customer without field maintenance support.

parasitic load

The constant electrical load which is drawn from the vehicle battery or power pack by the battery cables or an electrical or electronic device while the ignition switch is off. The electrical or electronic device may be actively on or may even draw power when not active or switched off. Parasitic load over an extended period results in discharged batteries. Minimizing discharge levels of the battery or battery pack helps attain maximum battery life.

rear detachment commander

An officer or noncommissioned officer designated by brigade or higher levels to serve as a brigade, battalion, or separate-company rear detachment commander for a full tour (the length of a unit's deployment (AE Reg 600-8-108)).

Standard Army Maintenance System

A standard maintenance system for the U.S. Army. SAMS replaces the maintenance and reporting and Management (MRM) System, the Maintenance Activity Management System (MAMS), and all unique maintenance management systems now in use.

Standard Army Maintenance System-Level 1 (SAMS-1)

SAMS-1 is part of the Standard Army Maintenance System (SAMS), an automated maintenance management system. SAMS-1 is used at the direct support (DS) maintenance company found in the separate battalion, division, corps, and echelons above corps (EAC); and the general support (GS) maintenance company at EAC.

Standard Army Maintenance System-Level 2 (SAMS-2)

SAMS-2 is part of the Standard Army Maintenance System (SAMS), an automated maintenance management system. SAMS-2 is used at the main support battalion (MSB), the forward support battalion (FSB) in the division, and by the materiel officer of functional maintenance battalions and support groups in the corps and echelons above corps (EAC). It is also used by the materiel management center (MMC) and in the division support command (DISCOM), corps support command (COSCOM), and the theater Army area command (TAACOM).

Standard Army Maintenance System-Enhanced (SAMS-E)

SAMS-E consists of both SAMS-1E and SAMS-2 applications. SAMS-E will enhance ULLS-G, SAMS-1, and SAMS-2 by incorporating the Windows graphical user interface (GUI) operating system (Windows 2003/XP), which satisfies HQDA G3/NETCOM directive for all systems to be off MS DOS, Windows 2000, and WinNT. SAMS-E automates unit-level supply, maintenance, readiness, and unit status reporting day-to-day weapon system and subcomponent readiness status, maintenance, and related repair parts information, and management function from the tactical direct support (DS)/general support (GS) level maintenance activities and the support field and sustainment maintenance concept (Two Levels of Maintenance).

Standard Army Maintenance System Level 1 Enhanced (SAMS-1/(E))

Legacy SAMS-1 or Standard Army Maintenance System, Level 1 Enhanced.

Standard Army Maintenance System-Level 2 Enhanced (SAMS-2/(E))

Legacy SAMS-2 or Standard Army Maintenance System, Level 2 Enhanced.

Unit Level Logistics System-Ground

The unit level logistics system-ground (ULLS-G) improves supply and maintenance functions at the unit level by reducing errors that could occur in a manual operation. ULLS-G is divided into seven groups: Supply, System Utilities, System Security, Maintenance, Materiel Status, Tutorial, and Sage Database Inquiry.