

STP 9-52X4-SM-TG

SOLDIER'S MANUAL/TRAINER'S GUIDE

SPECIAL PURPOSE EQUIPMENT REPAIRER

SKILL LEVEL 4

MOS 52X

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SOLDIER'S MANUAL and TRAINER'S GUIDE

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PREFACE

This soldier training publication (STP) is intended for soldiers holding MOS 52X, Skill Level 4, their supervisors, trainers, and commanders. It contains an MOS Training Plan providing information needed to plan, conduct, and evaluate unit training, one of the most important jobs of military leaders. It includes standardized training objectives in the form of task summaries that can be used to train and evaluate soldiers on critical tasks supporting unit missions during wartime.

Soldiers holding MOS 52X should have access to this publication. Trainers and firstline supervisors should actively plan for soldiers' access, making it available in work areas, unit learning centers, and unit libraries. However, it is not intended for an individual copy to be provided to each MOS holder. The STP is obtainable on line from the Reimer Digital Library (RDL) at:

<http://www.adtdl.army.mil/atdls.htm>

Tasks in this manual apply to both Active and Reserve Component soldiers.

The proponent of this publication is HQ TRADOC. Submit comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Department of the Army, Training Directorate, Ordnance Training Division, ATTN: ATCL-AO, 401 First Street, Suite 227, Fort Lee, VA 23801-1511.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

1-1. General. This soldier training publication (STP) identifies individual MOS training requirements for soldiers holding MOS 52X. Commanders, trainers, and soldiers should use it to plan, conduct, and evaluate individual training in units. The STP is the primary MOS reference for supporting self-development, evaluating MOS proficiency, and training of 52X soldiers. Commanders employ two primary methods to evaluate soldiers' proficiency:

- Commander's evaluation. Commander's evaluations are local tests or assessments of soldiers' performance of MOS-specific and common tasks critical to the unit mission. They may be conducted year-round.
- Common task test (CTT). CTTs are hands-on tests used to evaluate proficiency on common tasks. Alternate written tests are provided if equipment is not available for hands-on testing.

This publication is the soldier's primary reference to prepare for a commander's evaluation of MOS-specific tasks. It contains task summaries for all critical tasks specific to the MOS and skill level (SL). Commanders and trainers will use this soldier's manual/trainer's guide (SM/TG) to plan and conduct training and commander's evaluations.

Chapter 2, Trainer's Guide, contains information needed to plan training requirements for this MOS. The trainer's guide

- Identifies subject areas in which soldiers must be trained.
- Identifies critical tasks for each subject area.
- Specifies where soldiers are initially trained on each task.
- Recommends how often each task should be trained to sustain proficiency.
- Recommends a strategy for cross-training soldiers.
- Recommends a strategy for training soldiers to perform higher-level tasks.

Use this STP along with STP 21-1-SMCT (Soldier's Manual of Common Tasks, Skill Level 1), STP 21-24-SMCT (Soldier's Manual of Common Tasks, Skill Levels 2-4), Army training and evaluation programs (ARTEPs), FM 25-4 (How to Conduct Training Exercises), FM 25-5 (Training for Mobilization and War), FM 25-100 (Training the Force), and FM 25-101 (Battle-Focused Training) to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

1-2. Task Summaries. Task summaries outline wartime performance requirements for each critical task in the STP. They provide both soldier and trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information soldiers must know and skills they must perform to standard for each task. Following is the task summary format:

- Task number. The task number is a 10-digit number that identifies the task and skill level. Include the task number and title in any correspondence relating to the task.
- Task title. The task title identifies the action to be performed.
- Conditions. The task conditions statement describes the field or garrison conditions under which the task will be performed and identifies the equipment, tools, references, job aids, and supporting personnel that the soldier needs to perform the task in wartime.

- **Standards.** The task standards describe how well and to what level of proficiency the soldier must perform the task under wartime conditions. Standards are typically expressed in terms of accuracy, completeness, duration, sequence, speed, and tolerance.
- **Performance measures.** This section identifies specific actions that the soldier must accomplish to complete the task successfully. Performance measures appear in a GO/NO-GO rating format for easy evaluation. Some tasks may also include detailed training information in a Training Information Outline and an Evaluation Preparation Section. The Evaluation Preparation Section indicates necessary modifications to task performance in order to train and evaluate a task that can not be trained to the wartime standard under wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications and any instructions that should be given to the soldier before evaluation.
- **References.** This section identifies references that provide more detailed explanations of task performance requirements than are given in the task summary.
- **Warnings.** Warnings alert users to the possibility of immediate personal injury or equipment damage.
- **Notes.** Notes provide additional supportive explanations or tips relating to task performance.

1-3. **Soldier's Responsibilities.** Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission-essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining performance of all common tasks listed in the SMCTs at their current skill level and below.

Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

1-4. **NCO Self-Development and the STP.** Self-development is a key component of leader development. Leaders follow planned, progressive, sequential self-development programs developed by the individual NCO and his or her first-line supervisor to enhance and sustain military competencies. Self-development consists of individual study, research, professional reading, practice, and self-assessment. The self-development concept requires NCOs, as Army professionals, to take responsibility for remaining current in all phases of their MOS. The STP is the NCO's primary source for maintaining MOS proficiency.

Another important resource for self-development is the Army Correspondence Course Program (ACCP). Refer to DA Pamphlet 351-20 (Army Correspondence Course Program Catalog) for detailed eligibility requirements and enrollment information. The catalog is available at local education centers or on line through the Army Institute for Professional Development (AIPD) web site. The web site offers on-line enrollment.

1-5. **Commander's Responsibilities.** Commanders must ensure that their unit training plans prepare the unit for war by enabling soldiers to develop and sustain proficiency in their MOS and skill level tasks. Commanders should design unit training programs to provide individual training for all soldiers assigned to the unit and to evaluate soldier proficiency routinely as part of the commander's evaluation program. The unit training program should also integrate individual training with crew drills and other collective training. The MOS training plan provides information on which to base integration, cross-train, train-up, and sustainment training programs. Commanders should use the MOS training plan when developing unit training plans.

1-6. Trainer's Responsibilities. Training is the business of all unit leaders. First-line leaders are the principal trainers in the unit because they directly supervise soldiers and lead crews, squads, sections, and teams.

Trainers can use the MOS training plan to determine the critical tasks each soldier is responsible for. They should tell each soldier which tasks he or she must be able to perform. Trainers should evaluate task performance to determine which tasks each soldier can or cannot perform to standard. Soldiers who cannot perform a task to standard need further training. This STP helps the trainer do what trainers get paid to do; train. Developing effective training is explained in detail in FM 25-100 and FM 25-101.

Every task summary in this STP includes performance measures, which trainers may use year-round to determine if soldiers can perform critical tasks to the specified standards. The performance measures identify what the trainer needs to observe to score a soldier's performance. A blank space is provided for the trainer to check either the GO or NO-GO column for each performance measure. Some tasks require the trainer to watch the soldier perform them (evaluate the process). Other tasks call for the trainer to focus on the results of the soldier's performance (evaluate the product). Comments should not be written on the task summary.

Trainers can monitor the progress of their soldiers by recording task go/no-go results. Trainers may use DA Form 5164-R (Hands-On Evaluation) to record the performance measures a soldier passed or failed. The form, which may be locally reproduced, applies to all tasks in this STP. Trainers may have DA Form 5164-R overprinted with information unique to their training requirements before reproducing it. See Appendix A of this STP for a sample DA Form 5164-R with instructions.

Trainers may use DA Form 5165-R (Field Expedient Squad Book) to record hands-on go/no-go results for a group of soldiers (for example, a crew, section, or squad) having the same MOS and skill level. This form supports conduct of commander's evaluations, and can be used to record training results gathered in the field during slack time for all MOSs and skill levels. Use of this form is optional. See Appendix B for a sample DA Form 5165-R with instructions. Trainers should work with each soldier until tasks can be performed to specific task summary standards.

1-7. Training Support. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

CHAPTER 2

Training Guide

52X CAREER FIELD DUTY POSITIONS			
Duty Position	Subject Area	Cross Train	Train-up/Merger
Skill Level 4			
Special Purpose Equipment Repairer	1	NA	63Z50/Mechanical Maintenance Supervisor

2-1. General. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position column.** This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area column.** This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train column.** This column lists the recommended duty position for which soldiers should be cross trained.
- **Train-up/Merger column.** This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area column.** This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- **Task Number column.** This column lists the task numbers for all tasks included in the subject area.
- **Title column.** This column lists the task title for each task in the subject area.
- **Training Location column.** This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word

“Unit” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

ANCOC	Advanced NCO Course
--------------	---------------------

Figure 2-1. Training Locations

- **Sustainment Training Frequency column.** This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Bi-weekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column.** This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier’s manual standards.

2-2. Subject Area Codes.

Skill Level 4

1 COMMON LOGISTICS MANAGEMENT TASKS

2-3. Duty Position Training Requirements.

See Chapter 2 Training Guide.

2-4. Critical Tasks List.**MOS TRAINING PLAN
52X4****CRITICAL TASKS**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 4					
1. COMMON LOGISTICS MANAGEMENT TASKS	091-CLT-4001	Perform Senior Rater Responsibilities for a Maintenance Section	ANCOC	AN	4
	091-CLT-4002	Supervise Platoon/Section Administrative Procedures	ANCOC	AN	4
	091-CLT-4003	Manage Combat Stress	ANCOC	AN	4
	091-CLT-4004	Ensure Maintenance Operations are in Compliance With the Army Environmental Program	ANCOC	AN	4
	091-CLT-4005	Enforce Compliance With the Shop Safety Program	ANCOC	AN	4
	091-CLT-4006	Coordinate Support for the Maintenance Platoon/Section	ANCOC	AN	4
	091-CLT-4007	Select a Field Maintenance Site	ANCOC	AN	4
	091-CLT-4008	Prepare an Operational Overlay for Maintenance Operations	ANCOC	AN	4
	091-CLT-4009	Control Flow of Work Through the Maintenance Shop	ANCOC	AN	4
	091-CLT-4010	Integrate Automated Logistics Support Systems	ANCOC	AN	4
	091-CLT-4011	Plan Logistics Support for Maintenance Operations	ANCOC	AN	4
	091-CLT-4012	Monitor the Preparation and Disposition of the Army Materiel Status System (AMSS) Reports	ANCOC	AN	4
	091-CLT-4013	Analyze the Prescribed Load List (PLL) Report	ANCOC	AN	4
	091-CLT-4014	Monitor Quality Control Program	ANCOC	AN	4
	091-CLT-4015	Analyze Bench Stock Listing	ANCOC	AN	4
	091-CLT-4016	Analyze Open Work Request Reconciliation Listing	ANCOC	AN	4
	091-CLT-4017	Analyze Completed Shop Workload Summary	ANCOC	AN	4
		091-CLT-4018	Analyze Shop Deadline and Deferred Workload	ANCOC	AN

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
		Listing			
	091-CLT-4019	Analyze Shop Workload Summary Listing	ANCOC	AN	4
	091-CLT-4020	Maintain Property Accountability	ANCOC	AN	4
	091-CLT-4021	Prepare Standing Operating Procedures for Maintenance Operations	ANCOC	AN	4
	091-CLT-4022	Supervise the Deployment of Company Maintenance Team/Recovery Support Team/Maintenance Support Team	ANCOC	AN	4
	091-CLT-4023	Conduct a Route Reconnaissance for a Maintenance Mission	ANCOC	AN	4
	091-CLT-4024	Conduct an Area Reconnaissance for a Maintenance Mission	ANCOC	AN	4
	091-CLT-4025	Manage Battlefield Maintenance Support	ANCOC	AN	4
	091-CLT-4026	Perform Support Operations NCO Duties	ANCOC	AN	4
	091-CLT-4027	Manage Maintenance Operations at a Maintenance Collection Point	ANCOC	AN	4
	091-CLT-4028	Provide Maintenance Support During Tactical Operations	ANCOC	AN	4

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: COMMON LOGISTICS MANAGEMENT TASKS

Supervise Platoon/Section Administrative Procedures

091-CLT-4002

Conditions: In a field or garrison environment, given situation(s) requiring platoon/section administrative procedures supervision and applicable forms, records, and publications.

Standards: Supervised platoon/section administrative procedures IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Established files using the Modern Army Record Keeping System (MARKS). a. Prepared file folders and guides. b. Arranged file folders and guides. c. Prepared file drawer labels. d. Prepared a list of file numbers.	—	—
2. Processed a recommendation for award.	—	—
3. Processed and updated a flag on records.	—	—
4. Verified the accuracy of Suspension of Favorable Action Report.	—	—
5. Processed and updated a bar to reenlistment.	—	—
6. Processed a chapter action. a. Selected appropriate type of chapter action and identified separation guidelines. b. Initiated and follow-up the chapter action.	—	—
7. Processed a recommendation for advancement/promotion.	—	—
8. Verified accuracy of Enlisted Promotion Report (AAC-C01).	—	—
9. Assisted a subordinate NCO who had received notice of selection to be released under the Qualitative Management Program (QMP).	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 AR 25-400-2
 AR 600-8-2
 AR 614-200
 AR 635-200

Related

**Manage Combat Stress
091-CLT-4003**

Conditions: In a field or garrison environment, given a situation requiring stress management and FM 22-51.

Standards: Managed combat stress IAW applicable references.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified sources of combat stress.	—	—
2. Identified the signs and classifications of battle fatigue.	—	—
3. Identified signs of stress in self, others, and the unit.	—	—
4. Took appropriate steps to reduce and/or prevent stress.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 22-51

Related

**Ensure Maintenance Operations are in Compliance With the Army Environmental Program
091-CLT-4004**

Conditions: In a field or garrison environment, given a maintenance facility/site, maintenance personnel and equipment, and applicable references.

Standards: Ensured maintenance operations were in compliance with the Army Environmental Program and other regulatory publications.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured all publications were available.	—	—
2. Reviewed maintenance SOP to ensure environmental policies and procedures were adequately addressed concerning the following: a. Environmental strategies of compliance, restoration, prevention, and conservation. b. Federal, state, local, and host nation laws and regulations.	—	—
3. Updated/changed/amended SOP as necessary.	—	—
4. Ensured all soldiers had received training on environmental laws, regulations, policies, and procedures.	—	—
5. Ensured inspections for hazardous waste and HAZMAT were conducted as required.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required	Related
AR 385-10	
AR 40-5	
FM 4-30.3 (FM 9-43-1)	

**Enforce Compliance With the Shop Safety Program
091-CLT-4005**

Conditions: In a field or garrison environment, given a maintenance site/facility, maintenance personnel, unit safety SOP, and applicable references.

Standards: Enforced compliance with the shop safety program IAW applicable references and unit safety SOP.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured all safety references were on hand.	—	—
2. Ensured all safety equipment was on hand, accessible, and properly maintained.	—	—
3. Ensured all soldiers were regularly updated on the shop safety program.	—	—
4. Ensured periodic safety inspections were being conducted, and safety concerns and violations were being corrected.	—	—
5. Ensured safety violations were being documented and reported as required, and follow-ups were being conducted.	—	—
6. Inspected records of safety inspections and accident reports for accuracy and completeness.	—	—
7. Inspected to ensure Material Safety Data Sheets (MSDS) were posted and maintained in applicable work areas.	—	—
8. Performed periodic safety spot checks and inspections for safety awareness and systemic safety problems.	—	—
a. Performed on-the-spot corrections.		
b. Performed follow-ups.		

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

- Required**
 AR 385-10
 AR 385-40
 AR 385-55
 AR 614-200
 DA PAM 385-1
 TB 43-0142
 TB MED 524

Related

**Coordinate Support for the Maintenance Platoon/Section
091-CLT-4006**

Conditions: In a field environment, given a OPORD/maintenance situation, a maintenance platoon or section with personnel and equipment, SOP, and applicable references.

Standards: Coordinated support for the maintenance platoon/section IAW SOP and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Evaluated the tactical situation and OPORD requirements.	—	—
2. Determined support needed at each location.	—	—
3. Notified parent/supported units of support requirements.	—	—
4. Followed up to ensure support had been coordinated/was being provided.	—	—
a. Notified appropriate parent/supported units to resolve any problems.		
b. Addressed problems in after action review (AAR).		

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
FM 4-30.3 (FM 9-43-1)

Related

Select a Field Maintenance Site
091-CLT-4007

Conditions: In a field environment, given an OPORD to establish a field maintenance site, maintenance personnel, equipment, and references.

Standards: Selected a field maintenance site IAW the OPORD and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Considered the following elements of a good field maintenance site during the selection process:	—	—
a. Area should be reasonably flat and have good drainage.		
b. Area should have firm soil to permit parking and movement of heavy vehicles and equipment.		
c. Area should be accessible to support units.		
d. Terrain should facilitate defense.		
e. Area should be near built-up areas that can be used for mission support.		
2. Performed a map reconnaissance to determine possible sites.	—	—
3. Performed an area reconnaissance and site recons to determine the best site.	—	—
4. Informed higher headquarters of the field maintenance site location.	—	—
5. Relocated to the new field maintenance site.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

**Prepare an Operational Overlay for Maintenance Operations
091-CLT-4008**

Conditions: In a field or garrison environment, given a map, overlay material, maintenance situation/OPORD, and applicable references.

Standards: Prepared an operational overlay for maintenance operations by depicting key activities and elements within the area of operation IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured necessary references and materials were available.	—	—
2. Placed units/activities on the maintenance operations overlay using the appropriate symbols.	—	—
3. Placed key features of the area of operation on the overlay.	—	—
4. Updated the operational overlay, as necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- FM 101-5-1
- FM 4-30.3 (FM 9-43-1)
- FM 5-170

Related

**Control Flow of Work Through the Maintenance Shop
091-CLT-4009**

Conditions: In a field or garrison environment, given a maintenance shop including personnel, work orders, and applicable references.

Standards: Controlled the flow of work within the maintenance shop to ensure maximum production, effective use of personnel and facilities, and orderly progression of work so that overloads were prevented or corrected, and the shop was working near capacity with a manageable backlog.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Screened maintenance requests.	—	—
2. Assigned work to the appropriate shop section.	—	—
3. Maintained work load status for the various sections.	—	—
4. Directed repair priorities and additional actions(evacuation, operational readiness float (ORF), intra-shop, deferred) as applicable.	—	—
5. Ensured shop supply section orders/maintained repair parts, as required.	—	—
6. Improved operational procedures where necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
 FM 4-30.3 (FM 9-43-1)
 TC 43-4

Related

**Integrate Automated Logistics Support Systems
091-CLT-4010**

Conditions: In a field or garrison environment, given a Unit Level Logistics System-Ground (ULLS-G) computer system with software and equipment data base in a unit-level maintenance shop, a Standard Army Maintenance System-1 (SAMS-1) computer system with software and database in a direct support (DS)-level maintenance shop, a Standard Army Maintenance System -2 (SAMS-2) computer system with software and data base in a support operations section, and applicable publications.

Standards: Integrated automated logistics support systems in a maintenance shop IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified the architecture/interface of Army automated logistics systems.	—	—
2. Supervised ULLS-G functions in a unit-level maintenance shop.	—	—
3. Supervised SAMS-1 functions in a DS-level maintenance shop.	—	—
4. Supervised SAMS-2 functions in a support operations section.	—	—
5. Interfaced with Standard Army Retail Supply System-Objective (SARSS-O) for supply functions.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AIMS 18-L21-AHN-BUR-UM
 AIMS 18-L26-AHO-BUR-EM
 AR 710-2
 DA PAM 710-2-1
 DA PAM 738-750

Related

**Plan Logistics Support for Maintenance Operations
091-CLT-4011**

Conditions: In a field or garrison environment, given an OPORD/maintenance situation, maintenance personnel and equipment, and applicable references.

Standards: Planned logistics support for maintenance operations IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Appraised the combat situation.	_____	_____
2. Determined support needed.	_____	_____
a. People (skills and numbers).		
b. Equipment (transportation, tools, TMDE, and communications).		
c. Supplies (components, assemblies, and repair parts).		
3. Organized resources to provide needed support.	_____	_____
4. Followed these planning considerations:	_____	_____
a. Number and type of units supported.		
b. Stock levels for repair parts.		
c. Forward displacement of maintenance support teams/maintenance collection points.		
d. Channels and procedures for recovery, collection, evacuation, and disposition of captured or abandoned materiel.		

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

**Monitor the Preparation and Disposition of the Army Materiel Status System (AMSS) Reports
091-CLT-4012**

Conditions: In a field or garrison unit-level maintenance shop, given a unit level logistics system-ground (ULLS-G) computer system with AMSS software, AMSS reports produced from a ULLS-G system, and applicable references.

Standards: Verified accuracy of AMSS report data, identified maintenance trends and problems, and ensured timely completion and forwarding of reports IAW applicable references and SOP.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured necessary ULLS equipment and references were available.	—	—
2. Checked AMSS report data for accuracy and completeness.	—	—
3. Analyzed AMSS reports and data to identify maintenance trends and problems.	—	—
4. Notified supported units, logistics assistance office/logistics assistance representative, and chain of command, (as necessary), to resolve problems and prevent future occurrences.	—	—
5. Ensured AMSS reports were completed and forwarded through appropriate channels IAW SOP.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 710-2
- DA PAM 710-2-1
- DA PAM 738-750

Related

**Analyze the Prescribed Load List (PLL) Report
091-CLT-4013**

Conditions: In a field or garrison unit-level maintenance shop, given PLL reports produced by ULLS-G system and applicable references.

Standards: Analyzed the PLL reports to ensure inventory accuracy and identified potential supply shortages/problems impacting on maintenance readiness IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured reports and references were available.	—	—
a. PLL inventory report.		
b. Zero balance report.		
c. PLL excess management report.		
d. PLL inquiries (as needed).		
e. NMC report.		
2. Performed random inventory checks and resolved discrepancies.	—	—
3. Determined expedient measures necessary to resolve not mission capable supply (NMC-S) equipment awaiting PLL items on the zero balance report.	—	—
4. Resolved discrepancies in report data within the ULLS-G system.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 710-2
- DA PAM 710-2-1
- DA PAM 738-750

Related

**Monitor Quality Control Program
091-CLT-4014**

Conditions: In a field or garrison maintenance shop, given a maintenance facility/site, maintenance personnel, maintenance SOP, and applicable references.

Standards: Monitored the quality control program to ensure quality of work IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured quality assurance/quality control (QA/QC) inspectors were adequately trained and knowledgeable in their respective maintenance areas and were on orders from the commander, if required by SOP.	—	—
2. Ensured QA/QC inspectors followed maintenance SOP guidelines and procedures and TM procedures for initial and final inspections.	—	—
3. Performed periodic checks of inspectors' work for accuracy of initial diagnosis and quality of final inspections.	—	—
4. Ensured supervisors were conducting in-process inspections of work done by mechanics/technicians.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AR 710-2
- DA PAM 710-2-1
- FM 4-30.3 (FM 9-43-1)

Related

**Analyze Bench Stock Listing
091-CLT-4015**

Conditions: In a field or garrison DS-level maintenance shop, given a SAMS-1 generated bench stock listing (AHN-023) and applicable references.

Standards: Analyzed bench stock listing to identify supply problems that may impact maintenance readiness IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured report and references were available.	—	—
2. Performed random bench stock inventory checks.	—	—
3. Determined expedient measures necessary to resolve NMC-S equipment awaiting bench stock items.	—	—
4. Resolved any discrepancies in report data in the SAMS-1.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AISM 18-L21-AHN-BUR-UM
- AR 710-2
- DA PAM 710-2-1
- DA PAM 738-750

Related

**Analyze Open Work Request Reconciliation Listing
091-CLT-4016**

Conditions: In a field or garrison DS-level maintenance shop, given a SAMS-1 generated open work request reconciliation listing and applicable references.

Standards: Analyzed the open work request reconciliation listing IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured references and equipment were available.	—	—
2. Conducted face-to-face reconciliation with team chief.	—	—
3. Supervised SAMS operator on purging operations.	—	—
4. Supervised SAMS operator on mail status returned on organizational disk.	—	—
5. Improved operational procedures where necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AIMS 18-L21-AHN-BUR-UM
- AIMS 18-L26-AHO-BUR-EM

Related

**Analyze Completed Shop Workload Summary
091-CLT-4017**

Conditions: In a field or garrison DS-level maintenance shop, given a SAMS-1 generated completed shop workload summary report and applicable references.

Standards: Analyzed the completed shop workload summary report IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured references and equipment were available.	—	—
2. Assigned workload to personnel, as required.	—	—
3. Tracked status of all jobs requiring parts.	—	—
4. Ensured once job was completed, parts were turned in and paperwork completed IAW local SOP.	—	—
5. Improved operational procedures, where necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AISM 18-L21-AHN-BUR-UM
- AISM 18-L26-AHO-BUR-EM

Related

**Analyze Shop Deadline and Deferred Workload Listing
091-CLT-4018**

Conditions: In a field or garrison DS-level maintenance shop, given a SAMS-1 generated shop deadline and deferred workload listing report and applicable references.

Standards: Analyzed the shop deadline and deferred workload listing report IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured references and equipment were available.	—	—
2. Prioritized jobs by the status and priority code.	—	—
3. Tracked workload listing for proper status of operation and maintenance (O/M).	—	—
4. Supervised AHN-006, AHN-022, and AHN-026 reports.	—	—
5. Improved operational procedures where necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AIMS 18-L21-AHN-BUR-UM
- AIMS 18-L26-AHO-BUR-EM

Related

**Analyze Shop Workload Summary Listing
091-CLT-4019**

Conditions: In a field or garrison DS-level maintenance shop, given a SAMS-1 generated shop workload summary listing and applicable references.

Standards: Analyzed the shop workload summary listing IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured references and equipment were available.	—	—
2. Assigned workload to personnel, as required.	—	—
3. Tracked status of all jobs requiring parts.	—	—
4. Ensured once job was completed, parts were turned in and paperwork completed IAW local SOP.	—	—
5. Improved operational procedures where necessary.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

- AISM 18-L21-AHN-BUR-UM
- AISM 18-L26-AHO-BUR-EM

Related

**Maintain Property Accountability
091-CLT-4020**

Conditions: In a field or garrison environment, given property and tools, property book listing and/or hand receipts, blank forms, and applicable references.

Standards: Maintained property accountability IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured all references, technical bulletins (TBs), supply catalogs (SCs), and forms were available.	—	—
2. Performed initial inventory of all property, tools, and equipment. <ul style="list-style-type: none"> a. Completed shortage annexes, as necessary. b. Reported all shortages, as necessary. c. Initiated report of survey or other property loss actions, as necessary. d. Ordered replacement items. 	—	—
3. Prepared sub-hand receipts for subordinate sections.	—	—
4. Had subordinates inventory all property, tools, and equipment on each respective subhand receipt and shortage annex and sign for property on hand.	—	—
5. Signed for property on property book or hand receipts, as applicable.	—	—
6. Performed periodic inventories of tools and sensitive items, as required.	—	—
7. Performed periodic partial or full inventories, as required.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

AR 710-2

DA PAM 710-2-1

Related

**Prepare Standing Operating Procedures for Maintenance Operations
091-CLT-4021**

Conditions: In a field or garrison environment, given FM 9-43-1, higher headquarters SOP(s), and commander's guidance.

Standards: Prepared a maintenance shop internal or external SOP for the commander's review, comment, and approval IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured applicable publications were available.	—	—
2. Prepared a maintenance shop internal or external SOP.	—	—
3. Ensured unit policies and commander's guidance were followed.	—	—
4. Ensured shop operation policies were adequately addressed.	—	—
5. Updated the shop SOP as required.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

Supervise the Deployment of Company Maintenance Team/Recovery Support Team/Maintenance Support Team
091-CLT-4022

Conditions: In a field or garrison environment, given a request for maintenance support/maintenance situation, map, operational overlay, grid coordinates of destination, vehicle(s), equipment, maintenance personnel, and applicable references.

Standards: Supervised the deployment of company maintenance team/recovery support team(s) IAW the maintenance situation/request for maintenance support and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed the request for maintenance support/maintenance situation.	—	—
2. Ensured personnel and equipment to perform the mission were available.	—	—
3. Ensured resources for the company maintenance team/recovery support team/maintenance support team, including personnel with applicable MOSs, vehicle(s), tools, test equipment, publications, repair parts, time, and facilities were appropriately identified.	—	—
4. Ensured requirements for defending the team had been properly determined and arranged.	—	—
5. Ensured team leader(s) were briefed on the mission.	—	—
a. Reviewed the operational overlay.		
b. Conducted a map recon of the route and destination.		
6. Ensured the company maintenance team/recovery support team/maintenance support team was deployed.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required	Related
FM 101-5-1	
FM 4-30.3 (FM 9-43-1)	
FM 5-170	

**Conduct a Route Reconnaissance for a Maintenance Mission
091-CLT-4023**

Conditions: In a field environment, given a maintenance situation/OPORD, operational overlay, grid coordinates for a proposed route, map, vehicle with personnel, and applicable references.

Standards: Conducted a route reconnaissance for a given route identifying distances/times, problem areas along the route, possible bypasses or alternate routes, and prepared strip maps IAW the maintenance situation/OPORD and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured necessary equipment and publications were available.	—	—
2. Determined the route to be used for the maintenance mission.	—	—
3. Performed a map recon of the route.	—	—
4. Contacted units along the route and coordinated passage.	—	—
5. Selected personnel to conduct the reconnaissance.	—	—
6. Reconned the route identifying key features to include: <ul style="list-style-type: none"> a. Potential problem areas (i.e., possible enemy contact, trafficability, etc.). b. Possible bypasses/alternate routes. 	—	—
7. Recorded information on a strip map for use by the maintenance team.	—	—
8. Advised the commander/staff officer on use of the route for maintenance missions.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)
FM 5-170

Related

**Conduct an Area Reconnaissance for a Maintenance Mission
091-CLT-4024**

Conditions: In a field environment, given a maintenance situation/OPORD, operational overlay, grid coordinates for a proposed occupation area, map, vehicle with personnel, and applicable references.

Standards: Performed an area reconnaissance, selecting the most appropriate location to establish a maintenance site IAW the maintenance situation/OPORD and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured necessary equipment and publications were available.	—	—
2. Performed a map recon of the area.	—	—
3. Selected personnel to conduct the reconnaissance.	—	—
4. Reconned the area to determine suitability for maintenance operations, accessibility in and out of the site, defendability, and actions required for the safety of personnel and equipment.	—	—
5. Advised the commander/staff officer on occupying the area of operations based upon the reconnaissance.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)
FM 5-170

Related

**Manage Battlefield Maintenance Support
091-CLT-4025**

Conditions: In a field maintenance shop, given an OPORD/maintenance situation, maintenance personnel, equipment, and applicable references.

Standards: Managed battlefield maintenance support IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Appraised the combat situation and organized and prioritized support based on type of operation: a. Offensive operation. b. Defensive operation.	—	—
2. Planned for and executed appropriate maintenance support: a. Identified requirements. b. Identified available resources. (1) Personnel and skills. (2) Publications. (3) Time. (4) Facilities. (5) TMDE and tools. (6) Parts. c. Managed resources for maximum return, with priority on the following: (1) Maintenance support forward. (2) Commander's guidance. (3) Battle damage repair. (4) Controlled exchange. (5) Cannibalization. (6) Evacuation. (7) Recovery.	—	—
3. Followed priorities for repair of battle damaged systems: a. Most essential for completion of the immediate mission. b. Least amount of time to repair. c. Repairable, but not in time to continue the immediate mission. d. Damaged beyond repair candidate for cannibalization.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

**Perform Support Operations NCO Duties
091-CLT-4026**

Conditions: In a field or garrison environment, given a position as a support operations maintenance NCO, and applicable references.

Standards: Performed the duties of a support operations maintenance NCO, ensuring that the direct support (DS) maintenance mission is effectively coordinated and integrated within the battalion or support group.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Provided guidance on maintenance priorities within the unit.	—	—
2. Set objectives for maintenance shop production.	—	—
3. Monitored maintenance shop workflow and status of repair part requisitions.	—	—
4. Supervised, controlled, and directed the operation of battalion units for:	—	—
a. DS maintenance.		
b. Evacuation.		
c. Repair parts supply.		
d. Repairable exchange (RX).		
e. Technical assistance.		

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 100-16

FM 4-30.3 (FM 9-43-1)

Related

**Manage Maintenance Operations at a Maintenance Collection Point
091-CLT-4027**

Conditions: In a field maintenance environment, given an OPORD/maintenance situation, a maintenance collection point (MCP) site, maintenance personnel and equipment, and applicable references.

Standards: Managed maintenance operations at an MCP IAW the OPORD and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Set up the MCP.	—	—
2. Managed flow of equipment for repair. <ul style="list-style-type: none"> a. Focused efforts toward repairing systems for current battle or start of next battle. b. Fixed 4 to 6 hour jobs at unit maintenance collection point (UMCP). c. Evacuated other equipment to brigade MCP or farther rear location. d. Maximized battle damage assessment repair (BDAR), cannibalization, and controlled exchange at central MCP. 	—	—
3. Managed company maintenance teams/recovery support teams/maintenance support teams held at MCP.	—	—
4. Managed prescribed load list (PLL) assets for forward combat units.	—	—
5. Relocated forward (as necessary) to continue fix-forward support.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

**Provide Maintenance Support During Tactical Operations
091-CLT-4028**

Conditions: In a field environment, given an operation order (OPORD)/maintenance situation, maintenance personnel and equipment, and applicable references.

Standards: Provided maintenance support during tactical operations IAW the OPORD and applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Provided maintenance support during offensive operations.	—	—
2. Provided maintenance support during defensive operations.	—	—
3. Provided maintenance support during retrograde operations.	—	—
4. Provided maintenance support during reconstitution operations.	—	—
5. Provided maintenance support during night operations.	—	—
6. Provided maintenance support in NBC environment.	—	—
7. Provided maintenance support during stability and support operations (SASO).	—	—
a. Peace operations.		
b. Humanitarian operations.		
c. Disaster relief operations.		
8. Provided maintenance support in the following adverse conditions.	—	—
a. Desert operations.		
b. Cold weather operations.		
c. Jungle operations.		
d. Mountain operations.		
e. Urban terrain operations.		

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required

FM 4-30.3 (FM 9-43-1)

Related

**Perform Senior Rater Responsibilities for a Maintenance Section
091-CLT-4001**

Conditions: In a field or garrison environment, given an NCOER with the rater's portion completed, accompanying counseling statements, and AR 623-205.

Standards: Performed senior rater's responsibilities IAW applicable references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured all materials and references were available.	—	—
2. Reviewed quarterly counseling that supported the NCOER.	—	—
3. Reviewed the administrative data and rater's portions of the NCOER for accuracy and content.	—	—
4. Prepared the senior rater's portion of the NCOER.	—	—
5. Ensured the NCOER was submitted for review and further processing.	—	—

Evaluation Guidance: Score the soldier GO if all steps are passed. Score the soldier NO GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

References

Required
AR 623-205

Related

APPENDIX A -**HANDS-ON EVALUATION (DA FORM 5164-R)
INSTRUCTIONS
(Excerpted from STP 21-24-SMCT, Appendix C)**

DA Form 5164-R (Hands-On Evaluation) allows the trainer to keep a record of the performance measures a soldier passes or fails on each task.

Before evaluation:

1. Obtain a blank copy of DA Form 5164-R, which you may locally reproduce on 8 ½" x 11" paper.
2. Enter the task title and 10-digit number from the STP task summary.
3. In Column a, enter the performance measure numbers from the task summary.
4. In Column b, enter the performance measure corresponding to the number in Column a (you may abbreviate this information if necessary).
5. Locally reproduce the partially completed form when evaluating more than one soldier on the task or when evaluating the same soldier more than once.

During evaluation:

1. Enter the date just before evaluating the soldier's task performance.
2. Enter the evaluator's name, the soldier's name, and the unit.
3. For each performance measure in Column b, enter a check in Column c (PASS) or Column d (FAIL), as appropriate.
4. Compare the number of performance measures the soldier passes (and, if applicable, which ones) against the task standards specified in the task summary. If the standards are met or exceeded, check the GO block under STATUS; otherwise, check the NO-GO block.

HANDS-ON EVALUATION For use of this form, see AR 350-57; the proponent agency is ODCSOPS		DATE	
TASK TITLE		TASK NUMBER	
ITEM a	PERFORMANCE STEP TITLE b	SCORE (Check One)	
		PASS c	FAIL d
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
EVALUATOR'S NAME		UNIT	
SOLDIER'S NAME		STATUS <input type="checkbox"/> GO <input type="checkbox"/> NO GO	

DA FORM 5164-R, SEP 85

EDITION OF DEC 82 IS OBSOLETE

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APPENDIX B -**FIELD EXPEDIENT SQUAD BOOK (DA FORM 5165-R)
INSTRUCTIONS
(Excerpted from STP 21-24-SMCT, Appendix C)**

DA Form 5165-R (Field Expedient Squad Book) allows the trainer to keep a record of task proficiency for a group of soldiers.

Before evaluation:

1. Obtain a blank copy of DA Form 5165-R, which you may locally reproduce on 8 ½" x 11" paper.
2. Locally reproduce the partially completed form if you are evaluating more than nine soldiers.

During evaluation:

1. Enter the names of the soldiers you are evaluating, one name per column, at the top of the form.
2. Under STATUS, record (in pencil) the date in the GO block if the soldier demonstrated task proficiency to soldier's manual standards. Keep this information current by always recording the most recent date on which the soldier demonstrated task proficiency. Record the date in the NO-GO block if the soldier failed to demonstrate task proficiency to soldier's manual standards. Soldiers who failed to perform the task should be retrained and reevaluated until they can meet the standards. When the standards are met, enter the date in the appropriate GO block and erase the previous entry from the NO-GO block.

After evaluation:

1. Read down each column (GO/NO-GO) to determine the training status of an individual. This will give you a quick indication of which tasks a soldier needs training on.
2. Read across the rows for each task to determine the training status of all soldiers. You can readily see which tasks to focus training on.
3. Line through the STATUS column of any soldier who leaves the unit.

GLOSSARY**Section I**
Abbreviations

SNC	Senior NCO Course (SNCOC)
AA	antiaircraft
AC	Active Component
AIT	advanced individual training
app	appendix
AR	Army regulation
ASAT	Automated Systems Approach to Training
AT	antitank
BA	biannually
BC	branch code
BCT	basic combat training
BDAR	battle damage assessment and repair
BW	biweekly
C	centigrade
CA	civil affairs; combat arms
CAS	Close Air Support
chap	chapter
ci	counterintelligence
CO	commissioned officer
cont	continued
CP	command post
DA	Department of the Army
DE	directed energy
DS	direct support
ER	evaluation report

etc	et cetera
etc.	et cetera
F	Fahrenheit
FM	frequency modulated
G	nerve agent
H	blister agent
HAZMAT	hazardous materials
i.e.	that is
IAW	in accordance with
Inf	infantry
L	left
LSA	logistics support analysis
LSAR	Logistics Support Analysis Report
M	meter
MARKS	Modern Army Record Keeping System
MC	Medical Corps
MCP	maintenance collection point
MD	military deception
min	minute
mm	millimeter
MO	monthly
MOS	military occupational specialty
MP	Military Police
MS	methyl salicylate
MSDS	Material Safety Data Sheet
MSS	Manpower Staffing Standards
NA	not applicable

NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NCOER	Noncommissioned Officer Evaluation Report
NCO-ER	noncommissioned officer evaluation report
NMC	Nonmission Capable
No	number
OER	officer evaluation report
OP	observation post
OPORD	Operations Order
ORD	Operational Requirements Document
ORF	operation readiness float
P	pass
para	paragraph
PL	preservative lubricant
PLL	prescribed load list
QA/QC	quality assurance/quality control
QC	quality control
QM	Quartermaster
R	right
rad	roentgens
RF	radio frequency
RX	reparable exchange
S	safe
SA	staging area
SAM	surface-to-air missile; soft-structural, aluminum, malleable
SAMS	Standard Army Maintenance System
SAMS-1	Standard Army Maintenance System-1
SARSS	Standard Army Retail Supply System

SARSS O	Standard Army Retail Supply System Objective
SC	supply catalog
sec	second
SOP	standing operating procedure
Suppl	supplement
TB	technical bulletin
TBD	to be developed
TM	technical manual
TMDE	test measurement and diagnostic equipment
TMDE test	measurement and diagnostic equipment
U	up
ULLS	Unit Level Logistics System
UMCP	unit maintenance collection point
V	nerve agent
WK	weekly
Z	zulu time (Greenwich Mean Time)

Section II

Terms

Duty Position.

Duty positions are determined by military occupational specialties (MOSs), which are subdivided into five major skill levels (SLs). These SLs are further subdivided into related individual tasks which identify a soldier's SL or job.

Field Manual

One of two manuals that together form the Association of American Railroads Code of Interchange Rules governing the condition and repair of railway equipment used in interchange service. The Field Manual contains technical information concerning mechanical condition, wear limits, and repair criteria for interchange cars.

Procedure

A standard and detailed course of action that describes how to perform a task.

train-up

The opportunity for an individual to train to a higher skill level in his or her MOS or CMF; certification may be involved.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 25-400-2	The Modern Army Record Keeping System (MARKS) (This Item is Included on EM 0001) 26 February 1993
AR 385-10	The Army Safety Program (This item is included on EM 0001) 23 May 1988
AR 385-40	Accident Reporting and Records (This Item is Included on EM 0001) 1 November 1994
AR 385-55	Prevention of Motor Vehicle Accidents (This item is Included on EM 0001) 12 March 1987
AR 40-5	Preventive Medicine (This Item is Included on EM 0001) 15 October 1990
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS) (This Item is Included on EM 0001) 30 October 1987
AR 614-200	Enlisted Assignments and Utilization Management (This Item is Included on EM 0001) 31 October 1997
AR 623-205	Enlisted Evaluation Reporting System (This Item is Included on EM 0001) 31 March 1992
AR 635-200	Enlisted Personnel (This Item is Included on EM 0001) 5 July 1984
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level (This Item is on EM 0001) 31 October 1997

Department of Army Pamphlets

DA PAM 385-1	Small Unit Safety Officer/NCO Guide 22 September 1993
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures) (Standalone Pub) (This Item is on EM 0001) 31 December 1997
DA PAM 738-750	Functional Users Manual for The Army Maintenance Management System (TAMMS) (This Item is Included on EM 0001) 1 August 1994

Field Manuals

FM 100-16	Army Operational Support 31 May 1995
FM 101-5-1	Operational Terms and Graphics (MCRP 5-2A) 30 September 1997
FM 22-51	Leader's Manual for Combat Stress Control 29 September 1994
FM 4-30.3 (FM 9-43-1)	Maintenance Operations and Procedures 1 September 2000
FM 5-170	ENGINEER RECONNAISSANCE 5 May 1998

Other Product Types

AISM 18-L21-AHN-BUR-UM	Standard Army Maintenance System Level 1 (SAMS-1) End User Manual
AISM 18-L26-AHO-BUR-EM	Standard Army Maintenance System Level 2 (SAMS-2) End User Manual

Technical Bulletins

TB 43-0142	Safety Inspection and Testing of Lifting Devices (This Item is Included on EM 0055 and EM 0178) 28 February 1997
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TB MED 524

Occupational and Environmental Health: Control of Hazards to Health
From Laser Radiation 20 June 1985

Training Circulars

TC 43-4


Commander's and Shop Officer's Guide for Support Maintenance
Management 8 May 1996

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By Order of the Secretary of the Army:

ERIC K. SHINSEKI
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