**HEADQUARTERS
DEPARTMENT OF THE ARMY**

**Soldier's Manual
and Trainer's Guide**

MOS
63X

WHEELED VEHICLE MECHANIC

SKILL LEVEL 4

FEBRUARY 2005

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 63X

Wheeled Vehicle Mechanic

Skill Level 4

CONTENTS

PREFACE

This soldier training publication (STP) is intended for soldiers holding MOS 63X, 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 63X should have access to this publication. Trainers and first line 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 www.adtdl.army.mil.

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

The proponent of this publication is CASCOM. 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.

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CHAPTER 1

Introduction

1-1. General. This soldier training publication (STP) identifies individual military occupational specialty (MOS) training requirements for soldiers holding MOS 63X. 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 63X 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 7-0 (Training the Force), FM 25-4 (How to Conduct Training Exercises), FM 25-5 (Training for Mobilization and War), and FM 7-1 (Battle Focused Training) to establish effective training plans and programs that integrate soldier, leader, and collective tasks.

1-2. <u>Task Summaries</u>. 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, MOS 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 cannot 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. <u>Soldier's Responsibilities</u>. 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 solder to check their performance to ensure that they can perform the tasks.

1-4. <u>Noncommissioned Officer (NCO) Self-Development and the STP</u>. 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.

1-5. <u>Commander's Responsibilities</u>. 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. <u>Trainer's Responsibilities</u>. 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. Developing effective training is explained in detail in FM 7-0 and FM 7-1.

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 for instructions on how to obtain and fill out a copy of a DA Form 5164-R.

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 instructions on how to obtain and fill out a copy of a DA Form 5165-R. 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.

CAREER PROGRESSION CHART

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┌──────────┐
│   63Z    │
│          │
│   E-8    │
└──────────┘
     │
┌──────────┐
│  63X40   │
│          │
│   E-7    │
└──────────┘
     │
┌──────────┐
│  63B30   │
│          │
│   E-6    │
└──────────┘
     │
┌──────────┐
│  63B20   │
│          │
│   E-5    │
└──────────┘
     │
┌──────────┐
│  63B10   │
│          │
│ E-3/E-4  │
└──────────┘
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**Wheeled
Vehicle
Mechanic**

CHAPTER 2

Trainer's Guide

2-1. <u>General</u>. The MOS Training Plan 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 MOS Training Plan should be used as a guide for conducting unit training and not a rigid standard. The MOS Training Plan 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 MOS Training Plan 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 MOS Training Plan. 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 MOS Training Plan.

- **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, and so on), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

BNCOC	Basic NCO Course
BTC	Basic Technical Course
ANCOC	Advanced NCO Course
UNIT	Trained in the Unit
AIT	Advanced Individual Training

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	- Biweekly
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. <u>Subject Area Codes</u>.

Skill Level 4
    23   COMMON LOGISTIC TASKS
    25   COMMON LOGISTIC TASKS

2-3. <u>Duty Position Training Requirements</u>.

Skill Level	Duty Position	Subject Area	Cross Train	Train Up/Merger
SL 4	Maintenance/Recovery Supervisor/Motor Sergeant	23 25	N/A	Senior Maintenance Supervisor Motor Sergeant

2-4. Critical Tasks List.

MOS TRAINING PLAN
63X40

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 4				
Subject Area 23. COMMON LOGISTIC TASKS				
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
Subject Area 25. COMMON LOGISTIC 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 Listing	ANCOC	AN	4
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-4025	Manage Battlefield Maintenance Support	ANCOC	AN	4

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
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 23: COMMON LOGISTIC TASKS

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

Conditions: In a field environment given a maintenance situation/operation order (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 in accordance with the maintenance situation/OPORD and applicable references.

Performance Measures	GO	NO GO
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. Conducted a reconnaissance of the route by identifying the following key features.
    a. Potential problem areas (such as possible enemy contact, trafficability, and so on).
    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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
FM 4-30.3	
FM 5-170	

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

Conditions: In a field environment given a maintenance situation/operation order (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 in accordance with the maintenance situation/OPORD and applicable references.

Performance Measures	GO	NO GO
1. Ensured necessary equipment and publications were available.	——	——
2. Performed a map reconnaissance of the area.	——	——
3. Selected personnel to conduct the reconnaissance.	——	——
4. Conducted a reconnaissance of 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
FM 4-30.3	
FM 5-170	

Subject Area 25: COMMON LOGISTIC TASKS

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

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

Standards: Performed senior rater's responsibilities in accordance with applicable references.

Performance Measures	**GO**	**NO GO**
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
 Required   **Related**
  AR 623-205

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 in accordance with applicable references.

Performance Measures	GO	NO GO

1. Established files using the Army Records Information Management System (ARIMS).   —— ——
   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 noncommissioned officer (NCO) who had received notice   —— ——
   of selection to be released under the Qualitative Management Program (QMP).

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

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

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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 in accordance with applicable references.

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 22-51

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	**GO**	**NO GO**
1. Ensured all publications were available.	——	——

2. Reviewed maintenance standing operating procedure (SOP) for the following to ensure environmental policies and procedures were adequately addressed.
   a. Environmental strategies of compliance, restoration, prevention, and conservation.
   b. Federal, state, local, and host nation laws and regulations.
	——	——

3. Updated, changed, or 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 385-10
    AR 40-5
    FM 4-30.3

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 standing operating procedure (SOP), and applicable references.

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

Performance Measures	GO	NO GO
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 Material Safety Data Sheets (MSDS) to ensure that they 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

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

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

Conditions: In a field environment given an operation order (OPORD)/maintenance situation, a maintenance platoon or section with personnel and equipment, standing operating procedure (SOP), and applicable references.

Standards: Coordinated support for the maintenance platoon/section in accordance with SOP and applicable references.

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

Select a Field Maintenance Site
091-CLT-4007

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

Standards: Selected a field maintenance site in accordance with the OPORD and applicable references.

Performance Measures	GO	NO GO

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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

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

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

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

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
FM 1-02	
FM 4-30.3	
FM 5-170	

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	GO	NO GO
1. Screened maintenance requests.	——	——
2. Assigned work to the appropriate shop section.	——	——
3. Maintained workload 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
FM 4-30.3	
TC 43-4	

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 in accordance with applicable references.

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

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

Plan Logistics Support for Maintenance Operations
091-CLT-4011

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

Standards: Planned logistics support for maintenance operations in accordance with applicable references.

Performance Measures	GO	NO GO
1. Appraised the combat situation.	–––	–––

2. Determined support needed.
    a. People (skills and numbers).
    b. Equipment (transportation, tools, test, measurement, and diagnostic equipment [TMDE], and communications).
    c. Supplies (components, assemblies, and repair parts).
	–––	–––

3. Organized resources to provide needed support.	–––	–––

4. Followed the below 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

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 in accordance with applicable references and SOP.

Performance Measures	GO	NO GO
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 in accordance with standing operating procedure (SOP).	——	——

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	**Related**
AR 710-2	
DA PAM 710-2-1	
DA PAM 738-750	

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 Unit Level Logistics System-Ground (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 in accordance with applicable references.

Performance Measures	**GO**	**NO GO**
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. Non-mission capable (NMC) report.		
2. Performed random inventory checks and resolved discrepancies.	——	——
3. Determined expedient measures necessary to resolve non-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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	**Related**
AR 710-2	
DA PAM 710-2-1	
DA PAM 738-750	

Monitor Quality Control Program
091-CLT-4014

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

Standards: Monitored the quality control program to ensure quality of work in accordance with applicable references.

Performance Measures	GO	NO GO
1. Ensured quality assurance/quality control (QA/QC) inspectors were adequately trained and knowledgeable in their respective maintenance areas and were on orders, if required by SOP, from the commander.	——	——
2. Ensured QA/QC inspectors followed maintenance SOP guidelines and procedures and technical manual ™ 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AR 710-2
    DA PAM 710-2-1
    FM 4-30.3

Analyze Bench Stock Listing
091-CLT-4015

Conditions: In a field or garrison direct support (DS)-level maintenance shop, given a Standard Army Maintenance System-1 (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 in accordance with applicable references.

Performance Measures	GO	NO GO
1. Ensured report and references were available.	——	——
2. Performed random bench stock inventory checks.	——	——
3. Determined expedient measures necessary to resolve non-mission capable-supply (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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AISM 18-L21-AHN-BUR-UM
    AR 710-2
    DA PAM 710-2-1
    DA PAM 738-750

Analyze Open Work Request Reconciliation Listing
091-CLT-4016

Conditions: In a field or garrison direct support (DS)-level maintenance shop given a Standard Army Maintenance System-1 (SAMS-1) generated open work request reconciliation listing and applicable references.

Standards: Analyzed the open work request reconciliation listing in accordance with applicable references.

Performance Measures	GO	NO GO
1. Ensured references and equipment were available.	——	——
2. Conducted face-to-face reconciliation with team chief.	——	——
3. Supervised Standard Army Maintenance System (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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
AISM 18-L21-AHN-BUR-UM	
AISM 18-L26-AHO-BUR-EM	

Analyze Completed Shop Workload Summary
091-CLT-4017

Conditions: In a field or garrison direct support (DS)-level maintenance shop given a Standard Army Maintenance System-1 (SAMS-1) generated completed shop workload summary report and applicable references.

Standards: Analyzed the completed shop workload summary report in accordance with applicable references.

Performance Measures	GO	NO GO
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 in accordance with local standing operating procedure (SOP).	——	——
5. Improved operational procedures, where necessary.	——	——

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

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

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

Conditions: In a field or garrison direct support (DS)-level maintenance shop given a Standard Army Maintenance System (SAMS-1) generated shop deadline and deferred workload listing report and applicable references.

Standards: Analyzed the shop deadline and deferred workload listing report in accordance with 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    AISM 18-L21-AHN-BUR-UM
    AISM 18-L26-AHO-BUR-EM

Analyze Shop Workload Summary Listing
091-CLT-4019

Conditions: In a field or garrison direct support (DS)-level maintenance shop given a Standard Army Maintenance System-1 (SAMS-1) generated shop workload summary listing, and applicable references.

Standards: Analyzed the shop workload summary listing in accordance with applicable references.

Performance Measures	GO	NO GO
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 in accordance with local standing operating procedure (SOP).	——	——
5. Improved operational procedures, where necessary.	——	——

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
AISM 18-L21-AHN-BUR-UM	
AISM 18-L26-AHO-BUR-EM	

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 in accordance with applicable references.

Performance Measures	GO	NO GO
1. Ensured all references, technical bulletins (TBs), supply catalogs (SCs), and forms were available.	——	——
2. Performed initial inventory of all property, tools, and equipment.	——	——
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. Ensured subordinates inventoried all property, tools, and equipment on each respective subhand receipt and shortage annex and signed 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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References

Required	Related
AR 710-2	
DA PAM 710-2-1	

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

Conditions: In a field or garrison environment given FM 4-30.3, higher headquarters standing operating procedure (SOP), and commander's guidance.

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

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

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) in accordance with the maintenance situation/request for maintenance support and applicable references.

Performance Measures	GO	NO GO
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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 1-02
    FM 4-30.3
    FM 5-170

Manage Battlefield Maintenance Support
091-CLT-4025

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

Standards: Managed battlefield maintenance support in accordance with 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) Test, measurement, and diagnostic equipment (TMDE) and tools.
       (6) Parts.
    c. Managed resources, with priority on the following, for maximum return.
       (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. Reparable, but not in time to continue the immediate mission.
    d. Damaged beyond repair candidate for cannibalization.
	——	——

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
Required	Related
FM 4-30.3	

Perform Support Operations NCO Duties
091-CLT-4026

Conditions: In a field or garrison environment given a position as a support operations maintenance noncommissioned officer (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	GO	NO GO
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 the below.	——	——

    a. DS maintenance.
    b. Evacuation.
    c. Repair parts supply.
    d. Reparable exchange (RX).
    e. Technical assistance.

Evaluation Guidance: Score the soldier GO if all performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
   Required   **Related**
   FM 100-16
   FM 4-30.3

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

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

Standards: Managed maintenance operations at an MCP in accordance with the OPORD and applicable references.

Performance Measures	GO	NO GO
1. Set up the MCP.	——	——

2. Managed flow of equipment for repair.
    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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

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 in accordance with the OPORD and applicable references.

Performance Measures	GO	NO GO
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 nuclear, biological, chemical (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 performance measures were passed. Score the soldier NO GO if any performance measure was failed. If the soldier fails any performance measure, show what was done wrong and how to do it correctly.

References
    Required   **Related**
    FM 4-30.3

APPENDIX A

HANDS-ON EVALUATION

HANDS-ON EVALUATION (DA FORM 5164-R)
INSTRUCTIONS

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 <u>DA Form 5164-R</u>, 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.

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APPENDIX B

FIELD EXPEDIENT SQUAD BOOK

FIELD EXPEDIENT SQUAD BOOK (DA FORM 5165-R)
INSTRUCTIONS

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.

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GLOSSARY

Section I
Acronyms & Abbreviations

AAR	after action report
AISM	automated information systems manual
AIT	Advanced Individual Training
AMSS	Army Materiel Status System
AN	annually
ANCOC	Advanced NCO Course
AR	Army regulation
ARIMS	Army Records Information Management System
ARTEP	Army Training and Evaluation Program
ATTN	attention
BA	biannually
BDAR	battle damage assessment and repair
BNCOC	Basic NCO Course
BTC	Basic Technical Course
BW	biweekly
CASCOM	Combined Arms Support Command
CLT	common logistic task
CTT	common task test
DA	Department of the Army
D.C.	District of Columbia
DS	direct support
FM	field manual
Freq	Frequency
MCP	maintenance collection point
MED	medical

METL	mission-essential task list
MO	monthly
MOS	military occupational specialty
MOSC	military occupational specialty code
MSDS	material safety data sheets
N/A	not applicable
NBC	nuclear, biological, chemical
NMC	non-mission capable
NMC-S	non-mission capable-supply
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
No.	number
O/M	operation and maintenance
OPORD	operation order
ORF	operational readiness float
PAM	pamphlet
PLL	prescribed load list
QA/QC	quality assurance/quality control
QMP	Qualitative Management Program
QT	quarterly
RDL	Reimer Digital Library
RX	reparable exchange
SA	semiannually
SAMS	Standard Army Maintenance System
SAMS-1	Standard Army Maintenance System-1
SAMS-2	Standard Army Maintenance System-2
SARSS-O	Standard Army Retail Supply System-Objective
SASO	stability and support operations

SC	supply catalog
SL	skill level
SM	soldier's manual
SMCT	soldier's manual of common tasks
SOP	standing operating procedure
STP	soldier training publication
Sust	Sustainment
TB	technical bulletin
TC	training circular
TG	trainer's guide
Tng	Training
TM	technical manual
TMDE	test, measurement, and diagnostic equipment
ULLS-G	Unit Level Logistics System-Ground
UNIT	Trained in the Unit
UMCP	unit maintenance collection point
VA	Virginia
WK	weekly

Section II
Terms

ANCOC (Advanced Noncommissioned Officers' Course)
Training designed for soldiers in grade E6 to teach them the duties of grade E7 and to prepare them for assuming the greater responsibility.

Annual training
The minimal period of annual active duty training a member performs to satisfy the annual training requirements associated with a Reserve Component assignment. It may be performed during one consecutive period or in increments of one or more days, depending upon mission requirements.

basic noncommissioned officer course
Training designed for soldiers in grade E5 to learn the duties of grade E6. Soldiers receive specialized training in their MOS and in related subjects that prepare them to perform duties in a supervisory capacity.

BNCOC (Basic Noncommissioned Officers' Course)
Training designed for sergeants to learn the duties of a staff sergeant and to prepare them for assuming duties and positions of greater responsibility.

condition
The task condition describes the field conditions under which the task will be performed. The condition expands on the information in the task title by identifying when, where, and why the soldier performs the task and what materials, personnel, and equipment the soldier must have to perform the task. The learning objective condition describes the training situation or environment under which the student must perform the learning action statement. It includes any pertinent influence on learning objective performance, including identification of materials, facilities, and equipment the student must have to perform the objective.

critical task
A collective or individual task determined to be essential to wartime mission, duty accomplishment, or survivability. Critical individual tasks are trained in the training base and/or unit, and they are reinforced in the unit.

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.

Duty Position Task
A task identified with and related to a particular position at a given SL within a specified MOS or area of concentration (AOC).

Enabling learning objective (ELO)
Learning objective that supports the terminal learning objective (TLO). The ELO must be learned or accomplished to learn or accomplish the TLO. It consists of an action, condition, and standard. Enabling objectives are identified when designing the lesson. A TLO does not have to have enabling objectives, but it may have more than one.

Field Manual (FM)
A DA publication that contains doctrine that prescribes how the Army and its organizations function on the battlefield in terms of missions, organizations, personnel, and equipment. The level of detail should facilitate an understanding of "shat" and "how" for commanders and staffs to execute their missions and tasks. The FM may also be used to publish selected alliance doctrinal publications that are not readily integrated into other doctrinal literature.

GO/NO-GO
This is a pass/fail evaluation whereby the soldier (student) cannot be partially correct. Either he meets the standard or he does not meet the standard.

hazardous material
Any compound, mixture, element, or assemblage of material, which, because of inherent characteristics, is dangerous to manufacture, process, store, or handle.

Learning objective (LO)
A statement of what the student is to be capable of accomplish in terms of the expected student performance under specific conditions to accepted standards. Learning objectives clearly and concisely describe student performance required to demonstrate competency in the material being taught. They focus the training development on what needs to be trained and focuses student learning on what needs to be learned. Both terminal and enabling objectives are learning objectives.

Military occupation specialty
A term used to identify a group of duty positions possessing such close occupational or functional relationship that an optimal degree of interchangeability among persons so classified exists at any given level of skill. Advanced--One which reflects specialized occupational qualifications above the entry military occupational specialty level required for performance in those duty positions which represent the journeyman, supervisory, or leadership levels of skill. Duty--One in which the soldier is actually performing duty. Entry--One that reflects the occupational qualifications required for performance in those duty positions, which represent the lowest level of skill within an entry group. Primary--One (entry or advanced) representing the highest or most significant job skill, which the individual can best perform. Secondary-- Any awarded, other than that designated primary.

Operation order
A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation. Also called OPORD.

Performance measures
Those behaviors, products, and characteristics that the trainer observes to determine if the soldier has performed a task correctly. Successful accomplishment of these measures result in meeting the task standard. In SMs, the steps to follow in performing a job task.

Performance step
A single discrete operation, movement, or action that comprises part of a task.

Performance test
An evaluation of the actual performance of the task or learning objective using the conditions under which it will be performed and the absolute standards for acceptable performance.

Practical exercise (PE)
The practical exercise is the hands-on application of the performance required in enabling or terminal learning objectives. Gives the student the opportunity to acquire and practice skills, knowledges, and the behaviors necessary to perform the training objective successfully.

Reclassification training
A soldier may be reclassified into a new job due to organizational restructure, mission or new/revised systems, and so forth. Reclassification training is training provided to those individuals which qualifies them to perform in a newly assigned job (MOS, AOC, and so on).

Refresher training
Training that reinforces previous training and/or helps to sustain or regain previously acquired skills and knowledge. Refresher training is related to course-specific training objectives, performed under prescribed conditions, and meets prescribed performance standards. Training may take place in a course during or outside of POI time. It usually takes place in the unit to sustain or retrain a previously required proficiency level or it may be used to prepare an individual for institutional training (such as, to meet prerequisite training requirements).

Skill level (SL)
The level of proficiency in an MOS. It reflects the skills required to do the job at the grade the soldier holds.

Skills
The ability to perform a job related activity, which contributes to the effective performance of a task.

SL (skill level)
The level of performance in an MOS. It reflects the skills required to do your job at your skill level.

Standard
A statement, which establishes a criteria for how well a task or learning objective, must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. The task standard reflects task performance requirements on the job. The learning objective standard reflects the standard that must be achieved in the formal learning environment.

Task
A clearly defined and measurable activity accomplished by individuals and organizations. It is the lowest behavioral level in a job or unit that is performed for its own sake. It must be specific; usually has a definite beginning and ending; may support or be supported by other tasks; has only one action and, therefore, is described using only one verb; generally is performed in a relatively short time (however, there may be no time limit or there may be a specific time limit); and it must be observable and measurable.   The task title must contain an action verb and object and may contain a qualifier.

Task - Critical task
A collective or individual task a unit or individual must perform to accomplish their mission and duties and to survive in war or operations other than war (OOTW). Critical tasks must be trained.

Task summary
A listing in the soldiers' training publications of the conditions, standards, and performance measures, references, and proponent for each individual critical task. Information is extracted from the individual critical task analysis. See "Task performance specifications." Reference-dependent task summary--A summary written for those tasks which require the trained soldier to refer to one or more publications while performing all or part of a task in wartime conditions. Reference-independent task summary--A summary written for those tasks which require the trained soldier to perform the task in wartime conditions from memory, without reference to any publications.

Unit training
Training (individual, collective, and joint or combined) that takes place outside the Army's institutional base.

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 Army Records Information Management System (ARIMS) 30 September 2004
AR 40-5	Preventive Medicine 15 October 1990
AR 385-10	The Army Safety Program 29 February 2000
AR 385-40	Accident Reporting and Records 1 November 1994
AR 385-55	Prevention of Motor Vehicle Accidents 12 March 1987
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS) 30 October 1987
AR 614-200	Enlisted Assignments and Utilization Management 30 September 2004
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 635-200	Active Duty Enlisted Administrative Separations 15 July 2004
AR 710-2	Inventory Management Supply Policy Below the National Level 25 February 2004

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) and the APD web site, www.apd.army.mil. DD Forms are available from the OSD web site, www.dior.whs.mil.

Department of Army Forms

DA FORM 2028	Recommended Changes to Publications and Blank Forms
DA FORM 5164-R	Hands-On Evaluation
DA FORM 5165-R	Field Expedient Squad Book

Department of Army Pamphlets

DA PAM 385-1	Small Unit Safety Officer/NCO Guide 29 November 2001
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures) (Standalone Pub) 31 December 1997
DA PAM 738-750	Functional Users Manual for The Army Maintenance Management System (TAMMS) 1 August 1994

Field Manuals

FM 1-02	Operational Terms and Graphics 21 September 2004
FM 4-30.3	Maintenance Operations and Procedures 28 July 2004
FM 5-170	Engineer Reconnaissance 5 May 1998
FM 7-0	Training the Force 22 October 2002
FM 7-1	Battle Focused Training 15 September 2003
FM 22-51	Leaders' Manual for Combat Stress Control 29 September 1994
FM 25-4	How to Conduct Training Exercises 10 September 1984
FM 25-5	Training for Mobilization and War 25 January 1985
FM 100-16	Army Operational Support 31 May 1995

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

Soldier Training Publications

STP 21-1-SMCT   Soldier's Manual of Common Tasks Skill Level 1 31 August 2003
STP 21-24-SMCT   Soldier's Manual of Common Tasks (SMCT) Skill Levels 2-4
     31 August 2003

Technical Bulletins

TB 43-0142   Safety Inspection and Testing of Lifting Devices 28 February 1997
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

By order of the Secretary of the Army:

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