

STP 9-35W4-SM-TG

SOLDIER'S MANUAL and TRAINER'S GUIDE

ELECTRONIC MAINTENANCE CHIEF

MOS 35W

SKILL LEVEL 4

OCTOBER 2003

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 35W

Electronic Maintenance Chief

Skill Level 4

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PREFACE

This soldier training publication (STP) is intended for soldiers holding MOS 35W, 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 35W should have access to this publication. Trainers and first-line supervisors should actively plan for soldier 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 225, 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 STP identifies individual military occupational specialty (MOS) training requirements for soldiers holding MOS 35W. 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 35W soldiers. Commanders employ two primary methods to evaluate soldier 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 7-0 (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 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. 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 350-59 (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, <http://www.atsc.army.mil/accp/aipd.htm>. 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 7-0 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

Trainer’s Guide

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 that 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 MOS 35W. This is necessary because each duty position has 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 military occupational specialty code (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
UNIT	Trained in the Unit

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 Senior Maintenance Management
- 2 Senior Maintenance Operations

2-3. Duty Position Training Requirements.

	DUTY POSITION	SUBJECT AREAS	CROSS TRAIN	TRAIN-UP MERGER
SL 4	Avionics Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	C-E Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	C-E Technical Inspector	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Combat Developer	1-2	NA	35W50 Senior Combat Developer
SL 4	Communications Maintenance Support Chief	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	COMSEC Maintenance Chief	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Electronic Maintenance Staff NCO	1-2	NA	35W50 Chief Maintenance Staff NCO
SL 4	Electronic Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Electronic Maintenance QA/QC Inspector	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Maintenance Control Supervisor	1-2	NA	35W50 Electronic Maintenance Staff NCO
SL 4	Maintenance Coordinator	1-2	NA	35W50 Electronic Maintenance Staff NCO
SL 4	Operations NCO	1-2	NA	35W50 Operations Staff NCO
SL 4	Platoon Sergeant	1-2	NA	35W50 First Sergeant
SL 4	Training Developer/Writer	1-2	NA	35W50 Chief Training Developer/Writer

2-4. Critical Task List.

**MOS TRAINING PLAN
35W4**

CRITICAL TASKS

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 4					
1. Senior Maintenance Management	093-SFC-4101	Manage a Shop Security Program	ANCOC	MO	4
	093-SFC-4106	Manage Maintenance Shop Operations	ANCOC	QT	4
	093-SFC-4107	Manage Logistics Support	ANCOC	QT	4
	093-SFC-4111	Coordinate Activities Between Production Control and Supply Support Activity	ANCOC	MO	4
	093-SFC-4112	Manage Shop Supply Operations	ANCOC	QT	4
	093-SFC-4114	Manage Operational Readiness Float (ORF) Transactions	ANCOC	QT	4
2. Senior Maintenance Operations	093-SFC-4103	Prepare Input to Materiel Condition Status Report	ANCOC	QT	4
	093-SFC-4104	Manage SAMS-1 System Administration	ANCOC	SA	4
	093-SFC-4105	Manage Hand Receipt Functions	ANCOC	SA	4
	093-SFC-4108	Manage Shop Personnel Actions	ANCOC	SA	4
	093-SFC-4109	Review SAMS-2 Reports	ANCOC	SA	4
	093-SFC-4110	Conduct Site Reconnaissance	UNIT	AN	4
	093-SFC-4113	Provide Liaison to Supported Units	ANCOC	SA	4

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: Senior Maintenance Management

Manage a Shop Security Program

093-SFC-4101

Conditions: Given local standing operating procedures (SOP), pencil or pen, AR 190-13, AR 190-51, AR 380-19, AR 530-1, and FM 3-19.30. This task can be performed in a field or garrison environment.

Standards: Reviewed shop security program and made required corrective action in accordance with required references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Enforced physical security.	_____	_____
a. Determined shop's mission essential or vulnerable areas (MEVA). (AR 190-13, SOP)		
b. Determined minimum security standard. (AR 190-51)		
c. Identified physical and procedural measures in shop security program. (FM 3-19.30)		
d. Evaluated physical and procedural measures needed to maintain minimum security standard. (FM 3-19.30)		
e. Implemented needed changes to shop security program. (AR 190-51)		
2. Enforced Information System Security (INFOSEC). (AR 380-19, SOP)	_____	_____
a. Identified need for INFOSEC.		
b. Identified threat to information systems.		
c. Identified malicious logic and how it enters into systems.		
d. Identified differences in handling classified and unclassified information.		
e. Identified roles and responsibilities.		
3. Implemented operations security (OPSEC) measures. (AR 530-1, SOP)	_____	_____
a. Ensured compliance with regulatory guidance.		
b. Demonstrated knowledge of OPSEC principles.		

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

References

Required

AR 190-13
AR 190-51
AR 380-19
AR 530-1
FM 3-19.30
SOP

Related

AR 380-15
AR 380-40
DA PAM 190-51
FM 4-30.3
SF 700
SF 702
TB 380-41

Manage Maintenance Shop Operations
093-SFC-4106

Conditions: Given local SOP, AR 710-2, DA Pam 710-2-2, DA Pam 738-750, FM 4-30.3, commander's guidance, and unit mission. This task can be performed in a field or garrison environment.

Standards: Accomplished all required maintenance tasks in accordance with procedures in required references.

Performance Steps

1. Review maintenance control procedures. Assign work to shop sections to keep all sections working at optimum capacity. Screen maintenance requests to determine appropriate level of maintenance. Screening may show that unit level maintenance has not been done or that evacuation of an item is needed. Keep abreast of the status and quantity of work in each section to prevent overload. Aggressively pursue repair parts that are not readily available.
2. Review production control procedures. Production methods in a maintenance unit include the on-site, bay shop, bench shop, and production line methods. Select the most efficient method of repairing based on available equipment, facilities, and time. Ensure work order status files are maintained.
3. Review quality control procedures. Accurate initial, in-process, and final inspections are vital in maintaining efficient shop operations and ensuring quality repairs. Initial inspection is used to determine tools, personnel, parts, cost, etc, needed to accomplish repair. Shop supervisory personnel conduct in-process inspections to ensure work is being performed properly. Final inspections verify the adequacy of repairs and require a technical inspection of the item. Ensure production control procedures are current and valid.
4. Review work flow process. Work should be assigned to the appropriate section and repair person based on MOS, technical ability, certification and/or training. Observe work flow to ensure item is assigned to appropriate section and repair person.
5. Review job evacuation procedures. Evacuation of backlogged maintenance requests may allow equipment to be repaired and returned to the using unit in a timelier manner. Determine evacuation decision based on initial inspection, current or projected workload, availability of tools/personnel, and required level of repair.
6. Review maintenance management tools and techniques. SAMS is the primary tool used for maintenance management. Analysis of maintenance printouts will reveal trends/situations that require action. Examples of problems to watch out for are: significant increases in shop input, excessive number of jobs awaiting parts, and low production. Review submission of daily man-hour accounting and/or status changes as appropriate.
7. Review ORF procedures. ORF is a quantity of selected items authorized for stockage at maintenance facilities to extend their capabilities to respond to the material readiness requirements of supported units. This is done by providing supported activities with serviceable replacements from ORF when like items of equipment cannot be repaired or modified in time to meet operational requirements. Ensure procedures are current and valid.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Enforced maintenance control procedures. (FM 4-30.3, DA Pam 738-750, SOP)	—	—
2. Enforced production control procedures.	—	—
3. Enforced quality control procedures.	—	—
4. Controlled work-flow process.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
5. Enforced job evacuation procedures.	—	—
6. Reviewed maintenance management tools and techniques for trends/situations that require action.	—	—
7. Enforced ORF procedures. (AR 710-2, DA Pam 710-2-2, FM 4-30.3, SOP)	—	—

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

References

Required

AR 710-2
 DA PAM 710-2-2
 DA PAM 738-750
 FM 4-30.3
 SOP

Related

AISM 25-L21-AHN-ZZZ-EM
 AR 750-1
 DA PAM 710-2-1
 DA PAM 750-1
 TC 43-4

Manage Logistics Support
093-SFC-4107

Conditions: Given local SOP, AR 750-1, DA Pam 738-750, and FM 4-30.3. You also have access to the OPORD, Materiel Condition Status Report (MCSR), shop stock, bench stock, and SAMS reports. This task can be performed in a field or garrison environment.

Standards: Planned logistics support for maintenance operations that anticipates requirements for personnel, equipment, repair parts, and the effective use of these resources.

Performance Steps

1. Identify support requirements. Review appropriate documents to identify requirements. These may include local SOPs, OPORDs, and others. Determine information such as; type/number of supported units, and type/number of supported equipment. If available, also review battle damage assessment and review (BDAR) and MCSR.
2. Identify available resources. Identify the resources on hand and the resources already committed after the support requirements have been determined. Assets to consider include: personnel; parts; tools; test, measurement, and diagnostic equipment (TMDE); publications; and transport capabilities. Other assets to consider include: ORF, facilities, location of maintenance support teams (MSTs), unit maintenance collection points (UMCPs), maintenance collection points (MCPs), and recovery/evacuation capabilities.
3. Identify other considerations. Other intangibles must be considered when managing support. Other considerations include: command priorities, environmental impact, maintenance workload, exchange/cannibalization policy, weather/terrain conditions, security, safety, certifications/training, tactical situation, and operational tempo (OPTEMPO).
4. Allocate resources. Allocate and organize resources to provide needed support after considering all requirements, resources, and other considerations.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Identified support requirements. (AR 750-1, DA Pam 738-750, FM 4-30.3, SOP)	—	—
2. Identified available resources. (FM 4-30.3, SOP)	—	—
3. Identified other considerations.	—	—
4. Allocated resources.	—	—

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

References

Required	Related
AR 750-1	FM 100-10
DA PAM 738-750	TB 385-4
FM 4-30.3	TC 43-4
SOP	

**Coordinate Activities Between Production Control and Supply Support Activity
093-SFC-4111**

Conditions: Given AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, and FM 4-30.3. This task can be performed in a field or garrison environment.

Standards: Accounted for repair parts in accordance with AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, and FM 4-30.3.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reconciled the movement of parts between production control and supply support activity. (AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, and FM 4-30.3)	—	—
2. Reconciled the movement of repairable exchange (RX) items between production control and RX.	—	—
3. Reconciled reports from production control and shop supply.	—	—

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

References

Required

- AR 710-2
- DA PAM 710-2-1
- DA PAM 710-2-2
- FM 4-30.3

Related

Manage Shop Supply Operations
093-SFC-4112

Conditions: Given AR 710-2, DA Pam 710-2-1, DA Pam 710-2-2, FM 4-30.3, and DA Form 4569 or equivalent (DA Form 2064, DA Form 3318). This task can be performed in a field or garrison environment.

Standards: Maintained shop supply in accordance with AR 710-2 and DA Pam 710-2-2.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Monitored shop stock operations. (AR 710-2, DA Pam 710-2-1, FM 4-30.3)	—	—
2. Checked the shop stock for the following:	—	—
a. List of items stocked.		
b. Reorder point (ROP).		
c. Location.		
3. Checked the demand supported shop stock records for the number of records within the control period and other considerations.	—	—
4. Ensured that the demands on the DA Form 3318 and those listed on the DA Form 2064 match.	—	—
5. Compared the physical location with the location listed on the DA Form 3318.	—	—

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

References

Required

AR 710-2
DA FORM 2064
DA FORM 3318
DA FORM 4569
DA PAM 710-2-1
DA PAM 710-2-2
FM 4-30.3

Related

DA PAM 738-750

**Manage Operational Readiness Float (ORF) Transactions
093-SFC-4114**

Conditions: Given AR 710-2, AR 750-1, DA Pam 710-2-2, local SOP, maintenance records, operational readiness float (ORF) equipment, and applicable technical manuals. This task can be performed in a field or garrison environment.

Standards: Maintained and issued ORF equipment in accordance with required references.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Maintained ORF equipment. (AR 750-1, AR 710-2)	—	—
a. Ensured that ORF assets were maintained at 10/20 maintenance standard.		
b. Directed the repair of unserviceable ORF assets.		
c. Used highest appropriate priority designator for items being repaired for return to ORF stock.		
d. Ensured that appropriate service and maintenance forms were completed.		
2. Coordinated transactions of ORF equipment. (AR 710-2, DA Pam 710-2-2, SOP)	—	—
a. Accounted for ORF assets per AR 710-2 and DA Pam 710-2-2.		
b. Issued assets when priority designator and estimated repair time met established criteria.		
c. Ensured ORF items were exchanged on a one-for-one basis.		
d. Coordinated with supported unit, as required.		
e. Ensured that all supply and maintenance forms were completed.		

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

References

Required

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

Related

AR 710-1
DA FORM 2404
DA FORM 2407
DA PAM 710-2-1
DA PAM 738-750
DA PAM 750-1
FM 4-30.3

Subject Area 2: Senior Maintenance Operations

**Prepare Input to Materiel Condition Status Report
093-SFC-4103**

Conditions: Given AR 220-1, AR 700-138, DA Form 2406, DA Form 3266-1, DA Form 3266-2-R, DA Pam 738-750, paper, and pencil or pen. You also have access to data from DA Form 5986-E and DA Form 5990-E or equivalent (DD Form 314, DA Form 2407). This task can be performed in a field or garrison environment.

Standards: Prepared the Materiel Condition Status Report correctly using AR 700-138.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Prepared input to DA Form 2406 (Materiel Condition Status Report) <ul style="list-style-type: none"> a. Completed blocks 1 through 8. (Refer to AR 700-138) b. Completed columns 9a through 9e(3)(b). (Refer to AR 700-138 and maintenance forms) c. Completed columns 9f(1) through 9f(5), as locally prescribed. d. Completed block 10, as locally required. e. Completed block 11 (REMARKS), as required. f. Submitted for commander's signature. g. Completed block 12(b). NOTE: Ensure the date the report is signed is entered.	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
2. Prepared input to DA Form 3266-1 (Army Missile Materiel Readiness Report) <ul style="list-style-type: none"> a. Entered applicable system operational data in Part 1. (Refer to AR 700-138) b. Entered data on missile equipment that was non-mission capable (NMC) during the reporting period in Part 2. c. Entered data on missile equipment that was NMC at the close of the reporting period in Part 3. d. Reviewed the form and corrected any errors. e. Submitted the completed DA Form 3266-1 to the correct agency. NOTE: This step is only performed in units performing missile maintenance.	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

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

References

Required

- AR 220-1
- AR 700-138
- DA FORM 2406
- DA FORM 3266-1
- DA FORM 3266-2-R
- DA PAM 738-750

Related

- DA FORM 2407
- DA FORM 5986-E
- DA FORM 5990-E
- DD FORM 314

**Manage SAMS-1 System Administration
093-SFC-4104**

Conditions: Given SAMS-1 end user manual, local SOP, and TC 43-4. This task can be performed in a field or garrison environment.

Standards: Reviewed SAMS-1 administrative procedures for compliance with SAMS-1 end user manual and took required corrective action.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Ensured the system access roster was current. (AISM 25-L21-AHN-ZZZ-EM, TC 43-4)	—	—
2. Identified the SAMS-1 system senior operator.	—	—
3. Identified SAMS-1 problem reporting procedures.	—	—
4. Identified SAMS-1 data backup procedures.	—	—
5. Ensured the shop/personnel database was current.	—	—

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

References

Required

AISM 25-L21-AHN-ZZZ-EM
SOP
TC 43-4

Related

AR 380-19
DA PAM 25-1-1
DA PAM 738-750

Manage Hand Receipt Functions
093-SFC-4105

Conditions: Given local SOP, pencil and paper, AR 25-400-2, AR 735-5, DA Form 2062, DA Form 25-30, DA Pam 25-380-2, DA Pam 710-2-1, TB 380-41, and commander's guidance. This task can be performed in a field or garrison environment.

Standards: Attained 100 percent accountability in accordance with DA Pam 710-2-1.

Performance Steps

1. Prepare for inventory. Review the hand receipt (HR) before beginning the inventory to see the type of items to be inventoried. If unfamiliar with the type of equipment, select personnel to assist in the inventory. Check with the commander/supervisor for any special instructions before starting the inventory. Review DA Pam 25-30 to ensure the most current supply catalogs, component lists, technical manuals, and other related publications are used during the inventory. In the event the most current publications are not on hand, they will be placed on order. The inventory will be conducted with the references on hand, and a memorandum will be prepared stating the procedures used for the inventory, if applicable. Verify facilities and space are available to conduct the inventory. Notify sub-hand receipt holders of when and how the inventory will be conducted.
2. Conduct inventory. Check all items to make sure their national stock number (NSN), model, and their description on the HR match. Make a list of any differences. Visually check the condition of the property. Make a list of any damaged equipment. Report damaged equipment to unit maintenance personnel for repair. Ensure the on-hand quantity and quantity on the HR match. Make a list of any overages and shortages. Use the proper technical manual (TM) or supply catalog (SC) to identify components of end items. Make a list of any overages and shortages. Serial numbers on the HR should match those on the item. All open maintenance requests must be checked with the supporting maintenance facility. Report any discrepancies to the accountable officer.
3. Conduct post-inventory procedures. Inform the commander of inventory results. Provide copy of all discrepancies discovered during the inventory to accountable officer. Make sure that component shortages are listed on HR shortage annexes. Request shortages not already on order. Turn in overages according to local procedures.
4. Sub-hand receipt property to user. Appoint sub-hand receipt users. Prepare separate HR for installation and organizational property. Prepare DA Form 2062 or equivalent in two copies to sub-hand-receipt property. The person transferring the property keeps the original; the copy is provided to the person receiving the property.
5. File HR according to AR 25-400-2. File HR and sub-hand receipt according to AR 25-400-2, as applicable.
6. Maintain HR and files. Regularly inventory property in accordance with applicable standard (for example, monthly, quarterly). Keep all copies of HR and sub-hand receipts current. Upon receipt of the current publication, conduct an inventory to determine any overages or shortages. Overages will be turned in. Shortages will be accounted for in accordance with DA Pam 710-2-1 or AR 735-5, as appropriate. Shortage of controlled cryptographic items (CCI) or communications security (COMSEC) items also requires the initiation of an insecurity report per DA Pam 25-380-2 or TB 380-41. Submit requests for issue to replace any shortages.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Prepared for inventory. (DA Pam 710-2-1)	—	—
2. Conducted inventory.	—	—
3. Performed post-inventory procedures.	—	—

Performance Measures

	<u>GO</u>	<u>NO GO</u>
4. Sub-hand receipted property to user.	_____	_____
5. Filed HR in accordance with AR 25-400-2.	_____	_____
6. Maintained HR and files.	_____	_____

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

References

Required

- AR 25-400-2
- AR 735-5
- DA FORM 2062
- DA PAM 25-30
- DA PAM 25-380-2
- DA PAM 710-2-1
- SOP
- TB 380-41

Related

- AR 710-2
- DA FORM 2765-1
- DA FORM 3161

**Manage Shop Personnel Actions
093-SFC-4108**

Conditions: Given pencil or pen, paper, local SOP, AR 600-8-10, AR 600-8-19, AR 600-8-22, AR 623-205, AR 635-200, and FM 22-100. This task can be performed in a field or garrison environment.

Standards: Managed administrative and personnel actions impacting on shop personnel in accordance with applicable references.

Performance Steps

1. Review recommendation for advancement/promotion to determine eligibility.
2. Review request for leave/pass to maintain proper manning level.
3. Review an award recommendation for errors.
4. Review entries on personnel evaluations for errors.
5. Review entries on counseling forms for errors.
6. Identify requirements for administrative separations.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed recommendation for advancement/promotion to determine eligibility. (AR 600-8-19)	—	—
2. Reviewed request for leave/pass to maintain proper manning level. (AR 600-8-10)	—	—
3. Reviewed an award recommendation for errors. (AR 600-8-22)	—	—
4. Reviewed entries on personnel evaluations for errors. (AR 623-205)	—	—
5. Reviewed entries on counseling forms for errors. (FM 22-100)	—	—
6. Identified requirements for administrative separations. (AR 635-200)	—	—

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

References

Required

AR 600-8-10
AR 600-8-19
AR 600-8-22
AR 623-205
AR 635-200
FM 22-100
SOP

Related

AR 220-45
AR 25-50
DA FORM 638

**Review SAMS-2 Reports
093-SFC-4109**

Conditions: Given commander's intent, local SOP, SAMS-2 end user manual, SAMS-2 reports, and TC 43-4. This task can be performed in a field or garrison environment.

Standards: Determined if maintenance performance was within unit's acceptable range of performance.
NOTE: Unit's acceptable range of performance can be found in the unit SOP and/or commander's intent.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Identified reportable and maintenance significant items. (AISM 25-L26-AHO-ZZZ-EM, TC 43-4, SOP)	—	—
2. Identified work orders that were more than 30 days old.	—	—
3. Identified maintenance turnaround time in days by unit/activity.	—	—
4. Identified operational readiness float (ORF) monthly usage and accumulation.	—	—

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

References

Required

AISM 25-L26-AHO-ZZZ-EM
SOP
TC 43-4

Related

AISM 25-L21-AHN-ZZZ-EM

Conduct Site Reconnaissance
093-SFC-4110

Conditions: Given pencil or pen, paper, lensatic compass, protractor, local SOP, FM 4-30.3, OPORD/OPLAN, map(s) of the surrounding area, stakes or other marking material, and vehicle. This task can be performed in a field environment.

Standards: Selected a satisfactory site and marked it in accordance with FM 4-3-.3, local SOP, and applicable references.

Performance Steps

1. Review site reconnaissance requirements. (FM 4-30.3, SOP)
 - a. Specific requirements for the site are contained in the mission OPORD/OPLAN. Ensure you take note of personnel, equipment, and logistic requirements when preparing for site selection.
 - b. Review local SOP for unit-specific requirements for the site.
2. Select potential sites by map reconnaissance. Consider the following areas as a minimum:
 - a. Observation and fields of fire.
 - b. Concealment and cover.
 - c. Obstacles.
 - d. Key terrain.
 - e. Avenues of approach.
3. Evaluate potential sites by physical reconnaissance. Evaluation of potential sites must include at a minimum:
 - a. Accessibility. Can the site be reached regardless of the weather or time of year? What must travel the roads/paths? What is the condition of these roads/paths?
 - b. Terrain. Is the site relatively flat and well-drained?
 - c. Camouflage/concealment. Does the potential site provide adequate camouflage and concealment?
 - d. Survivability. Can the potential site be adequately defended in case of attack?
 - e. Technical suitability. Is the site location within the range, capabilities, and limitations of the equipment to be deployed?
4. Review marking requirements. Once the best site is selected, the site will be marked for location of equipment and control points. Mark the site in accordance with local SOP and availability of materials.

Performance Measures

	<u>GO</u>	<u>NO GO</u>
1. Determined specific site requirements. (FM 4-30.3, SOP, OPORD/OPLAN)	—	—
a. Personnel.		
b. Equipment.		
c. Logistics.		
2. Selected potential sites by using map reconnaissance.	—	—
a. Identified potential sites.		
b. Identified routes to potential sites.		
c. Listed best possible candidate sites/routes.		
3. Evaluated site and route suitability by using physical reconnaissance.	—	—
a. Accessibility.		
b. Terrain.		
c. Camouflage/concealment.		
d. Technical suitability.		

NOTE: Drive or ride to selected site.

Performance Measures**GO** **NO GO**

4. Staked or marked locations for equipment that pertained to the unit.
- a. Tents.
 - b. Vehicles.
 - c. Generators.
 - d. Fuel point.
 - e. Fire points.
 - f. Other points.

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

References

Required
 FM 4-30.3
 SOP

Related
 STP 21-1-SMCT
 STP 21-24-SMCT

Provide Liaison to Supported Units
093-SFC-4113

Conditions: Given AR 750-1, DA Pam 738-750, FM 4-30.3, and direct support (DS) maintenance SOP. This task can be performed in a field or garrison environment.

Standards: Provided liaison support in accordance with FM 4-30.3 and SOP.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Issued external SOP to supported unit. (FM 4-30.3, SOP, AR 750-1, DA Pam 738-750, SOP)	—	—
2. Coordinated on-site maintenance training.	—	—
3. Identified and coordinated required support maintenance.	—	—
a. Scheduled		
b. Unscheduled		
c. Special (Command Inspection Program (CIP), gunnery, training centers, etc.)		
4. Provided supported unit updated status of open work requests.	—	—

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

References

Required
AR 750-1
DA PAM 738-750
FM 4-30.3
SOP

Related

CHAPTER 4**Duty Position Tasks**

	DUTY POSITION	SUBJECT AREAS	CROSS TRAIN	TRAIN-UP MERGER
SL 4	Avionics Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	C-E Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	C-E Technical Inspector	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Combat Developer	1-2	NA	35W50 Senior Combat Developer
SL 4	Communications Maintenance Support Chief	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	COMSEC Maintenance Chief	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Electronic Maintenance Staff NCO	1-2	NA	35W50 Chief Maintenance Staff NCO
SL 4	Electronic Maintenance Supervisor	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Electronic Maintenance QA/QC Inspector	1-2	NA	35W50 Electronic Maintenance Chief
SL 4	Maintenance Control Supervisor	1-2	NA	35W50 Electronic Maintenance Staff NCO
SL 4	Maintenance Coordinator	1-2	NA	35W50 Electronic Maintenance Staff NCO
SL 4	Operations NCO	1-2	NA	35W50 Operations Staff NCO
SL 4	Platoon Sergeant	1-2	NA	35W50 First Sergeant
SL 4	Training Developer/Writer	1-2	NA	35W50 Chief Training Developer/Writer

APPENDIX A - DA FORM 5164-R (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 DA Form 5164-R, which you may reproduce locally 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.

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

HANDS-ON EVALUATION For use of this form see AR 350-37. The proponent agency is DCSOPS.		DATE 20 FEB 1993	
TASK TITLE CAMOUFLAGE YOUR DEFENSIVE POSITION		TASK NUMBER 051-202-1363	
ITEM a	PERFORMANCE STEP b	SCORE (Check One)	
		PASS c	FAIL d
1	APPROACH POSITION FROM REAR.	P	F
2	POSITION CANNOT BE DETECTED FROM 35 METERS IN FRONT OF POSITION.	P	F
3	DOES NOT DISTURB TREES, BUSHES AND GRASS AROUND POSITION.	P	F
4	COVERS PARAPET WITH VEGETATION.	P	F
5	HIDES EXCESSIVE SOIL AT REAR OF POSITION.	P	F

SAMPLE

		P	F
EVALUATOR'S NAME	SFC WHITMAN	UNIT A CO 2/6TH	
SOLDIER'S NAME	SP4 ANDERSON	STATUS GO NO-GO	

DA FORM 5164-R, SEP 85 (EDITION OF 82 TO BE USED)

Sample DA Form 5164-R (Hands-On Evaluation)

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

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

Before evaluation:

1. Obtain a blank copy of DA Form 5165-R, which you may reproduce locally on 8 ½" x 11" paper.
2. Enter the SM task number and abbreviated task title for the evaluated tasks in the appropriate column. Use additional sheets as necessary.
3. 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. You may add names of newly assigned soldiers if there are blank columns.
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. Soldier's who failed to perform the task should be retrained and reevaluated until they meet the standards. When that occurs, 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 that individual. This will give you a quick indication on which tasks a soldier needs training.
2. Read across the rows for each task to determine the training status of all soldiers. You can readily see on which tasks to focus training.
3. Line through the training status column of any soldier who departs from the unit.

FIELD EXPEDIENT SQUAD BOOK For use of this form, see AR 350-57, the proponent agency is ODCSOPS													SHEET					
USER APPLICATION	SOLDIER'S NAME																	
TASK NUMBER AND SHORT TITLE	STATUS																	
	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-GO	GO	NO-	GO	NO-GO	GO	NO-GO	GO	NO-GO

GLOSSARY

(C)
CONFIDENTIAL

(O)
FOR OFFICIAL USE ONLY

(U)
UNCLASSIFIED

ACCP
Army Correspondence Course Program

AIPD
Army Institute for Professional Development

AISM
automated information systems manual

AN
annually

ANCOC
advanced noncommissioned officer course

AR
Army regulation

ARIMS
The Army Records Information Management System

ARTEP
Army Training and Evaluation Program

BA
biannually

BDAR
battle damage assessment and repair

BNCOC
basic noncommissioned officers course

BW
biweekly

CCI
controlled cryptographic item

CIP
command inspection program

COMSEC
communications security

CTT

common task test

DA

Department of the Army

DA Form

Department of the Army form

DA Pam

Department of the Army pamphlet

DCSOPS

Deputy Chief of Staff for Operations and Plans

DD

Defense Department/Department of Defense

DD Form

Department of Defense form

DS

direct support

EM

electronic manual

etc.

et cetera

FM

field manual

HQ

headquarters

HR

hand receipt

IAW

in accordance with

INFOSEC

Information System Security

MCP

maintenance collection point

MCSR

materiel condition status report

METL

mission essential task list

MEVA

mission essential or vulnerable area

MO

monthly

MOS

military occupational specialty

MOSC

military occupational specialty code

MST

maintenance support team

MTP

mission training plan; MOS training plan

NCO

noncommissioned officer

NMC

nonmission capable

NSN

national stock number

OPLAN

operations plan

OPORD

operations order

OPSEC

operations security

OPTEMPO

operational tempo

ORF

operational readiness float

pam

pamphlet

QT

quarterly

RDL

Reimer Digital Library

RO/ROP

reorder/reorder point

ROP

reorder point

STP 9-35W4-SM-TG

RX
reparable exchange

SA
semiannually

SAMS
Standard Army Maintenance System

SAMS-1
Standard Army Maintenance System-Level 1

SAMS-2
Standard Army Maintenance System-Level 2

SC
supply catalog

SL
skill level

SM/TG
soldier's manual/trainer's guide

SMCT
soldier's manual of common tasks

SOP
standing operating procedure(s)

STP
soldier training publication

TB
technical bulletin

TC
training circular

TM
technical manual

TMDE
test, measurement, and diagnostic equipment

TRADOC
(US) Training and Doctrine Command

UMCP
unit maintenance collection point

UNIT
trained in the unit

WK
weekly

REFERENCES

Required Publications

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

Army Regulations

AR 190-13	The Army Physical Security Program 30 September 1993
AR 190-51	Security of Unclassified Army Property (Sensitive and Nonsensitive) 30 September 1993
AR 220-1	Unit Status Reporting 30 November 2001
AR 25-400-2	The Army Records Information Management System (ARIMS) 18 March 2003
AR 380-15	(C) Safeguarding Classified NATO Information(U) 1 March 1984
AR 380-19	Information Systems Security 27 February 1998
AR 380-40	(O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U) 30 June 2000
AR 380-5	Department of the Army Information Security Program 29 September 2000
AR 385-10	The Army Safety Program 23 May 1988
AR 530-1	Operations Security (OPSEC) 3 March 1995
AR 600-8-10	Leaves and Passes 1 July 1994
AR 600-8-19	Enlisted Promotions and Reductions 15 April 2003
AR 600-8-22	Military Awards 25 February 1995
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 635-200	Enlisted Personnel 1 November 2000
AR 700-138	Army Logistics Readiness and Sustainability 16 September 1997
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level 31 October 1997
AR 735-5	Policies and Procedures for Property Accountability 10 June 2002
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations 1 August 1994

Department of Army Forms

DA FORM 2062	Hand Receipt/Annex Number 1 January 1982
DA FORM 2064	Document Register for Supply Actions 1 January 1982
DA FORM 2406	Materiel Condition Status Report 1 April 1993
DA FORM 3266-1	Army Missile Materiel Readiness Report 1 April 1993
DA FORM 3266-2-R	Army Missile Materiel Readiness Report 1 April 1993
DA FORM 3318	Records of Demands-Title Insert 1 January 1982
DA FORM 4569	Requisition Code Sheet 1 July 1996

Department of Army Pamphlets

DA PAM 190-51	Risk Analysis for Army Property 30 September 1993
DA PAM 25-30	Consolidated Index of Army Publications and Blank Forms 1 January 2003
DA PAM 25-380-2	(O) Security Procedures for Controlled Cryptographic Items 10 January 1991

DA PAM 710-2-1	Using Unit Supply System (Manual Procedures) (Standalone Pub) 31 December 1997
DA PAM 710-2-2	Supply Support Activity Supply System: Manual Procedures 30 September 1998
DA PAM 738-750	Functional Users Manual for The Army Maintenance Management System (TAMMS) 1 August 1994

Field Manuals

FM 22-100	Army Leadership 31 August 1999
FM 24-16	Communications-Electronics Operations, Orders, Records, and Reports 7 April 1978
FM 3-19.30	Physical Security 8 January 2001
FM 4-30.3	Maintenance Operations and Procedures 1 September 2000

Other Product Types

AISM 25-L21-AHN-ZZZ-EM	Standard Army Maintenance System Level 1(SAMS-1) End User Manual 1 June 1997
AISM 25-L26-AHO-ZZZ-EM SOP	Standard Army Maintenance System Level 2 (SAMS-2) 1 June 1997 SOP

Technical Bulletins

TB 380-41	(O) Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material 1 October 1994
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Training Circulars

TC 43-4	Commander's and Shop Officer's Guide for Support Maintenance Management 8 May 1996
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Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

AR 220-45	Duty Rosters 15 November 1975
AR 25-50	Preparing and Managing Correspondence 3 June 2002
AR 380-15	(C) Safeguarding Classified NATO Information(U) 1 March 1984
AR 380-19	Information Systems Security 27 February 1998
AR 380-40	(O) Policy for Safeguarding and Controlling Communications Security (COMSEC) Material (U) 30 June 2000
AR 710-1	Centralized Inventory Management of the Army Supply System 15 November 2002
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level 31 October 1997
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations 1 August 1994

Department of Army Forms

DA FORM 2404	Equipment Inspection and Maintenance Worksheet	1 April 1979
DA FORM 2407	Maintenance Request	1 July 1994
DA FORM 2765-1	Request for Issue or Turn-in	1 April 1976
DA FORM 3161	Request for Issue or Turn-In	1 December 2000
DA FORM 5164-R	Hands-On Evaluation (LRA)	1 September 1985
DA FORM 5165-R	Field Expedient Squad Book (LRA)	1 September 1985
DA FORM 5986-E	Preventive Maintenance Schedule and Record (EGA)	1 March 1991
DA FORM 5990-E	Maintenance Request (EGA)	1 March 1991
DA FORM 638	Recommendation for Award	1 November 1994

Department of Army Pamphlets

DA PAM 190-51	Risk Analysis for Army Property	30 September 1993
DA PAM 25-1-1	Installation Information Services	27 August 1991
DA PAM 350-59	Army Correspondence Course Program Catalog	26 October 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
DA PAM 750-1	Leader's Unit Level Maintenance Handbook	15 February 1994

Field Manuals

FM 100-10	Combat Service Support	3 October 1995
FM 25-101	Battle Focused Training	30 September 1990
FM 25-4	How to Conduct Training Exercises	10 September 1984
FM 25-5	Training for Mobilization and War	25 January 1985
FM 4-30.3	Maintenance Operations and Procedures	1 September 2000
FM 7-0	Training The Force	22 October 2002

Other Product Types

AISM 25-L21-AHN-ZZZ-EM	Standard Army Maintenance System Level 1(SAMS-1) End User Manual	1 June 1997
DD FORM 314	Preventive Maintenance Schedule and Record	1 December 1953
SF 700	Security Container Information	1 April 2001
SF 702	Security Container Check Sheet	1 August 1985

Soldier Training Publications

STP 21-1-SMCT	Soldier's Manual of Common Tasks, Skill Level 1	1 October 1994
STP 21-24-SMCT	Soldier's Manual of Common Tasks (SMCT), Skill Level 2-4	1 October 1992

Technical Bulletins

TB 380-41	(O) Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Material	1 October 1994
TB 385-4	Safety Requirements for Maintenance of Electrical and Electronic Equipment	1 August 1992

Training Circulars

TC 43-4	Commander's and Shop Officer's Guide for Support Maintenance Management	8 May 1996
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STP 9-35W4-SM-TG
1 OCTOBER 2003

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON

Administrative Assistant to the
Secretary of the Army

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