

Chapter 1 Introduction

1-1. Purpose

a. This pamphlet provides a central location for information most often needed for motor pool daily garrison operations. It is not intended to replace other publications, but will tie maintenance policy as it applies to unit maintenance operations together in a usable form. It is understood that there are different types of units and equipment found throughout the Active Army and Reserve Components, but the procedures for unit maintenance operations in the garrison environment are similar. Unit level maintenance tasks are defined in AR 750-1 as tasks performed by the operator, crew, and/or unit maintenance personnel. Unit maintenance is the foundation of the Army's maintenance system.

b. This pamphlet applies to all Army equipment except—

- (1) Installed equipment (see AR 420-17).
- (2) Industrial production equipment.
- (3) Nonstandard equipment that is locally purchased and has not been type classified or assigned an NSN. However, nontactical (commercial) wheeled vehicles are covered by this pamphlet.
- (4) Equipment bought with nonappropriated funds.
- (5) Medical equipment covered by TB 38-750-2.

c. This pamphlet is arranged in chapters designed to show how those sub-functional areas of unit level maintenance operations not covered in detail within AR 750-1, chapter 2, section III should function. The guidance found in this pamphlet can be applied to any unit maintenance operation, regardless of the density of equipment.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the consolidated glossary.

Chapter 2 Essential Functional Areas Within Unit Maintenance

2-1. The Army Maintenance Management System (TAMMS)

a. *Operation of the TAMMS.* The Army Maintenance Management System (DA Pam 738-750) describes the forms and records required in the performance of unit level maintenance. A unit's TAMMS functions are performed by one or more school trained Equipment Records and Parts Specialists, Military Occupational Specialty (MOS) 76C. The 76C must be under the direct supervision of the NCOIC of the maintenance administration section or the unit motor sergeant. The TAMMS is either operated manually or using the automated Unit Level Logistics System (ULLS). The ULLS is an automated system that improves the timeliness, accuracy and reporting of maintenance data. This is the most important automated system to the unit maintenance managers. Regardless of the system being used, the purpose of a unit's TAMMS operation is to create, maintain, and properly dispose of operational, maintenance and equipment historical records.

b. *Operational records.* Those forms and records that provide the commander and maintenance manager a means to control the use of unit equipment. Operational forms and records are maintained in a motor pool per DA Pam 738-750, chapter 2. The procedures used by a unit to dispatch equipment should be tightly controlled and clearly explained in the maintenance portion of the unit standing operating procedures (SOP). The detailed steps within the dispatch loop (fig 2-1) can vary from unit to unit, but the essential TAMMS clerk tasks are to—

(1) Check the operators OF 346 (U.S. Government Operators Identification Card) to ensure validity for equipment requested.

(2) Check DD Form 314 (Preventive Maintenance Schedule and Record) to ensure requested equipment is fully mission capable, and no maintenance actions are overdue, and DD Form 314 (Preventive Maintenance Schedule and Record) for scheduled services due.

(3) Check and verify that all operator entries are properly logged on DD Form 1970 (Motor Equipment Utilization Record).

(4) Make all required entries on DA Form 2401 (Organization Control Record for Equipment).

(5) Check to see if the operator listed any new faults or deficiencies DA Form 2404 (Daily Equipment Inspection and Maintenance Worksheet) that require any action.

(6) Submit any DA Form 2404 that was submitted by an operator to the appropriate maintenance supervisor upon return to the motor pool; report any faults not previously entered on the DA Form 2408-14 (Equipment Uncorrected Fault Record) or ULLS equivalent.

(7) Ensure that any DA Form 2404 submitted containing a deficiency is immediately forwarded to the appropriate maintenance supervisor for action. When a non-mission capable (NMC) fault requires repairs above the unit's capabilities, a DA Form 2407 (Maintenance Request) is used to request assistance from DSU. Refer to figure 2-2 for an example of organizational level repair workflow to DS/GS maintenance.

c. *Maintenance records.* Maintenance records, with the exception of DA Form 2404, differ from operational records in that they have little effect on the daily operation of equipment. They are primarily used for scheduling, performing and managing maintenance on equipment. When faults are identified, or servicing is required, maintenance forms and records are used by unit maintenance personnel to record and initiate required maintenance actions and reasons for delay. The entire unit maintenance section provides input to, and uses maintenance records. It is therefore, essential that unit maintenance managers/supervisors evaluate and monitor the flow of information contained on maintenance forms and records regularly. Some maintenance records are produced automatically in units equipped with ULLS, but the purposes of the various forms are the same. The most critical tasks the TAMMS clerk must accomplish are to—

(1) Maintain the DD Form 314 Per DA Pam 738-750, chapter 2. The manual version of this form is the most difficult form in the motor pool to keep current. Maintenance managers must be experts on the numerous entries that the TAMMS clerk must make on this form. The constant updating of scheduled -20 level preventive maintenance checks and services (PMCS), lubrication, Army Oil Analysis Program (AOAP), and NMC information is extremely important. If the TAMMS clerk allows the DD Form 314 to become outdated, it becomes difficult for the maintenance supervisor to plan upcoming services, and adversely impacts on the accuracy of equipment readiness rates reported on the DA Form 2406 (Materiel Condition Status Report).

(2) Update and reconcile the DA Form 2408-14. The DA Form 2408-14 is a dynamic form listing all uncorrected faults (not deficiencies) and the reason they have not been corrected. The TAMMS clerk must constantly update the DA Form 2408-14 as new faults are reported by operators and old faults are corrected by maintenance personnel. Equipment operators and unit mechanics use the DA Form 2408-14 as a reference when performing -10 and -20 level PMCS to avoid reporting faults that have already been identified and actions that have been deferred. This form is a valuable tool that can be used to identify systemic problems in a unit's maintenance operation. For example, comparing this form against its equipment can reveal operators who are unable to properly perform PMCS, problems in the prompt requesting of repair parts and inadequate -20 level PMCS. Whether a unit uses the actual DA Form 2408-14 or a facsimile produced by ULLS, this form requires frequent attention from unit level commanders and maintenance managers.

(3) The TAMMS/PLL clerk is the critical link in the flow and disposition of the DA Form 2404. The DA Form 2404 is the source document for entries on the DA Form 2408-14 and DA Form 2406. Per DA Pam 738-750, chapter 3, the DA Form 2404 annotated with