

Summary Report for Individual Task
551-88M-3322
Manage Preventive Checks and Services
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Ft Lee, Va. foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: In an operational environment, you are assigned duties as a platoon sergeant. You are given platoon assets consisting of Soldiers and vehicles assigned to your platoon. You are also provided with all technical manuals (TMs) issued for each vehicle, basic issue items (BI), lubricants, access to company maintenance personnel, maintenance facilities, maintenance worksheets, and maintenance records. Some replacement parts are available. Some iterations of this task should be performed in MOPP 4.

Standard: Manage the performance of preventive maintenance checks and services of your platoon vehicles IAW applicable references. You will provide proper instructions to your squad leaders in the performance of their roles during the vehicle inspection process. During the conduct of platoon preventive maintenance checks and services, your platoon, under your guidance, will identify all deficiencies according to each TM and make corrections on the spot or record the deficiency properly on the maintenance inspection worksheet. All forms will be completed properly. Replacement parts (if available) will be replaced or if not available will be properly placed on order through the company maintenance section. Scheduled services will be identified and applicable vehicle(s) and operator(s) report to company maintenance section to complete the service under the guidance of company maintenance section personnel.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Your unit is expected to perform weekly vehicle maintenance inspections on all assigned equipment to ensure if given the notice you can quickly and efficiently deploy. Your current assignment requires you supervise and ensure that all maintenance checks and services are performed to standard as required by unit SOP.

DANGER
Soldiers must be aware of the inherent dangers of working in and around tactical wheeled vehicles. Hot vehicles, Hot surfaces, sharp, moving objects such as fan blades, slippery surfaces, and excessively loud noises are all dangers. These dangers are also applicable to hazardous cargo being transported (explosive hazard) (as applicable). Each Soldier should take every precaution not to become a victim of these dangers by following regulatory guidance and risk management rules. If armed the vehicle has additional ammunition explosive and

WARNING
Soldiers must adhere to all WARNINGS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

CAUTION
Soldiers must adhere to all CAUTIONS published in the applicable publication for the vehicle or equipment as well as instruction from local SOP and leadership.

Remarks: None

Notes: None

Performance Steps

1. Ensure squad leaders have made preparations to perform maintenance inspections.
 - a. Vehicles are positioned as to enable a 360-degree walk around, with wheel chocks in place.
 - b. Drip pans are positioned under vehicles (if available).
 - c. Technical manuals, tools, and inspection forms are present.
 - d. Squad leaders are present and actively involved and have current status of vehicles during preparation.
 - e. Squad leaders acquire any available replacement parts that can be installed by the operator.
2. Ensure squad leaders supervise the performance of before, during, after, weekly, or monthly operational preventive maintenance checks.
 - a. Squad leaders are present and actively involved in the maintenance inspection process.
 - b. Squad leaders report any needed urgent repairs.
 - c. Squad leaders check with maintenance section for any replacement parts.
 - d. Squad leaders mentor their subordinates in correct inspection procedure and criteria.
 - e. Squad leaders and their subordinates adhere to all safety and environmental restrictions, according to unit standing operating procedure (SOP), regarding no smoking areas, oil and lubricant disposal, and refueling.
 - f. Squad leaders and vehicle drivers adhere to all WARNING and CAUTION statements covered in the applicable vehicle TMs within the maintenance inspection tables.
 - g. Squad leaders check all vehicle operator inspection worksheets for proper completion.
3. Conduct random vehicle inspections to ensure operators are performing proper maintenance checks.
 - a. Check operator maintenance worksheet for entries and verify upon check of vehicle.
 - b. Check to ensure that all inspections are performed according to intervals in the TM.
 - c. Inform squad leader of any discrepancies found and direct corrections to be made.
4. Coordinate with maintenance section for necessary maintenance support beyond operator capability.
 - a. Provide maintenance section with status of vehicles needing repairs.
 - b. Schedule appropriate time for vehicle repairs according to maintenance section availability.
 - c. Ensure vehicle(s) and operator(s) are available to report, at allotted time, to maintenance section.
 - d. Ensure replacement parts are properly installed on vehicle.
5. Coordinate with other platoon sergeants for maintenance support (as necessary).

- a. Identify need for additional personnel support to perform maintenance on your platoon vehicles.
 - b. Identify need for additional personnel requested by other platoons for maintenance assistance.
6. Ensure squad leaders have accounted for all maintenance worksheets, upon completion of maintenance checks, for each vehicle inspected.
- a. Squad leaders check validity of entries on maintenance worksheets.
 - b. Ensure a signature is entered as appropriate, if so stated in unit SOP, in the "Maintenance Supervisor" (block 9a, DA Form 2404 [Equipment Inspection and Maintenance Worksheet]) or Operator's Supervisor" signature block on DA Form 5988-E (Equipment Inspection Maintenance Worksheet).
 - c. Ensure all parts on order have been properly logged into Unit Level Logistics System (ULLS) on the applicable vehicle's DA Form 5988-E or annotated on DA Form 2408-14 (Uncorrected Fault Record) by unit maintenance section for each vehicle.
 - d. Inspection worksheet is turned in to unit maintenance section if faults are found and recorded for future correction.
7. Ensure all vehicles and equipment are secured upon completion of maintenance checks.
- a. Squad leaders account for all vehicles BII and other tools and ensure all tools are stowed properly.
 - b. Squad leaders ensure their vehicles with drivers report to maintenance section for repairs as necessary.
 - c. Squad leaders ensure security of all vehicles.
 - d. Squad leaders report their squad operational status.
8. Ensure that scheduled vehicle services are conducted.
- a. Coordinate with maintenance section for scheduled times for services.
 - b. Ensure squad leaders prepare the vehicle and operator for reporting for services.
- (1) Daily preventive maintenance checks and services (PMCS) must be completed and all faults corrected or parts ordered.
 - (2) Vehicle must be clean to include undercarriage.
 - (3) Inspection worksheets must be completed and available to maintenance section.
 - (4) Any additional requirements identified in maintenance SOP.
- c. Conduct follow-up checks with maintenance section to ensure service completion with minimal delay.
 - d. Ensure squad leader and/or vehicle operator remains present during service according to SOP guidelines.
 - e. Have squad leader report vehicle status at completion of service.
9. Report platoon vehicle status to platoon leader and/or maintenance section sergeant/company truckmaster.
- a. Number of vehicles fully mission capable by bumper number.

b. Number of vehicles in service or due service.

c. Number of vehicles that are non-mission capable.

(Asterisks indicates a leader performance step.)

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

Evaluation Preparation: SETUP: Brief the Soldier on task specifications. Provide platoon assets consisting of Soldiers and vehicles assigned to your platoon. You are also provided with all technical manuals (TMs) issued for each vehicle, basic issue items (BII), lubricants, access to company maintenance personnel, maintenance facilities, maintenance worksheets, and maintenance records. Some replacement parts are available.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured squad leaders had made preparations to perform maintenance inspections.			
2. Ensured squad leaders supervised the performance of before, during and after, weekly, or monthly operational preventive maintenance checks.			
3. Conducted random vehicle inspections to ensure operators are performing thorough maintenance checks.			
4. Coordinated with maintenance section for necessary maintenance support beyond operator capability.			
5. Coordinated with other platoon sergeants for maintenance support (as necessary).			
6. Ensured squad leaders have accounted for all maintenance worksheets, upon completion of maintenance checks, for each vehicle inspected.			
7. Ensured all vehicles and equipment are secured upon completion of maintenance checks.			
8. Ensured that scheduled vehicle services are conducted.			
9. Reported platoon vehicle status to platoon leader and/or maintenance section sergeant/company truckmaster.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATP 4-11	ARMY MOTOR TRANSPORT OPERATIONS	Yes	No
	DA FORM 2404	EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET	Yes	No
	DA FORM 2408-14	UNCORRECTED FAULT RECORD	Yes	No
	DA FORM 5988-E	Equipment Inspection Maintenance Worksheet	Yes	No
	PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual.	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment from damage.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training,

leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety is every Soldier and DA Civilians responsibility. Anyone can correct a safety deficiency.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
551-88M-2334	Supervise Preventive Maintenance Checks and Services	551 - Transportation (Individual)	Analysis Completed

Supported Individual Tasks :

Task Number	Title	Proponent	Status
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Approved
551-88M-4320	Manage Operator Training Program	551 - Transportation (Individual)	Analysis

Supported Collective Tasks : None