

Summary Report for Individual Task  
552-918-3203  
MONITOR COMPLIANCE WITH CONTROLLED EXCHANGE PROCEDURES (AVN)  
Status: Approved

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

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the FORT RUCKER, AL/ USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** While in an Operational Environment (OE), given a pending or in-progress controlled exchange action, applicable references, forms and records, the unit SOP, and ULLS-AE. This task should not be trained in MOPP 4.

**Standard:** Monitor compliance with controlled exchange procedures in accordance with applicable references. Verified entries on aircraft and component forms and records. Comply with all shop and flight line safety procedures

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

**Task Statements**

**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### Performance Steps

1. Ensure that no controlled exchange is started without prior approval from the Commander or designated representative IAW AR 750-1.
2. Ensure that controlled exchange is not accomplished on items involved in any type of accident or mishap until formally released by appropriate authority.
3. Ensure that controlled exchange is the only available way to correct an adverse effect on the operational readiness of the unit.
4. Ensure that the action will immediately return the unserviceable/repairable item to Full Mission Capable (FMC) condition.
5. Ensure that the unserviceable/repairable item is owned or controlled by the unit.
6. Ensure that the maintenance effort needed to restore all of the unserviceable repairable components to a FMC condition is within the maintenance authority and capability of the unit.
7. Ensure that the controlled exchange will not degrade any of the items involved to an uneconomically repairable condition.
8. Ensure that items from which a serviceable component is removed are classified Not Mission Capable Supply (NMCS), Not Mission Capable Maintenance (NMCM), or Partially Mission Capable (PMC).
9. Ensure that open parts requisitions are transferred to the donor aircraft or associated component.
10. Ensure that all repairs completed as a result of controlled exchange are documented IAW DA Pam 738-751.
11. Ensure that components in TB 1-1500-341-01 or the ULLS-A Component Legitimate Code files are regarded as managed or controlled items.
12. Ensure that DA Forms 2410, 2408-16, and/or 2408-16-1 are completed and submitted IAW DA Pam 738-751, as required.
13. Ensure that components removed or installed during controlled exchange are documented on DA Form 2408-13-1 IAW DA Pam 738-751.
14. Ensure that components removed or installed during controlled exchange are properly tagged.
15. Ensure that all work on the donor and recipient end-item, assembly, or subassembly is completed IAW applicable references.
16. Ensure that all technical inspections are completed on both the donor and recipient end-item, assembly, or subassembly.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier a GO if all performance measures are passed. Score the Soldier a NO-GO if any performance measure is failed.

1. If an individual commits more than one safety violation, they are an automatic failure.
2. Any negligent damage to the aircraft is an automatic failure.
3. Safety:
  - a. Evaluator will ensure proper adherence to all Warnings, Cautions and Notes listed in the IETM for the task.
  - b. Evaluator will ensure all required PPE for the task is on hand. Non-use will constitute a safety violation.

- c. Watches, rings and other loose jewelry (such as ID tags) will constitute a safety violation if not removed prior to task start.
- d. Evaluator will pause evaluation to identify safety violations and require corrections before allowing task to continue.
- 4. Proper Tool Usage: Evaluator will monitor for proper tool usage. When a Soldier is observed using an improper tool, as specified in the IETM, the evaluator will point out the error and require correction.
- 5. Tool Inventory:
  - a. Evaluator will monitor compliance for tool inventory prior to task start. If inventory is not conducted, evaluator will pause task and require completion of inventory.
  - b. Evaluator will monitor compliance for tool inventory at task completion. If inventory is not conducted, evaluator will pause task and require completion of inventory.
- 6. IETM Usage: Simply having the IETM open to the appropriate task/page does not constitute proper IETM usage. The Soldiers must be observed making reference to the IETM for proper task steps, procedures and specifications.

**Evaluation Preparation:**

Setup: An aircraft, maintenance publications and references, logbook forms and records, and required personnel.

Brief Soldier: Tell the Soldier that they must repair the aircraft, make all appropriate entries in the equipment logbook, and comply with all shop, flight line and unit SOP safety procedures IAW applicable references.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Ensured that no controlled exchange was started without prior approval from the commander or designated representative in accordance with AR 750-1.			
2. Ensured that controlled exchange was not accomplished on items involved in any type of accident or mishap until formally released by appropriate authority.			
3. Ensured that controlled exchange was the only available way to correct an adverse effect on the operational readiness of the unit.			
4. Ensured that the action immediately restored the unserviceable/repairable item to full mission capable (FMC) condition.			
5. Ensured that the unserviceable/repairable item was owned or controlled by the unit.			
6. Ensured that the maintenance effort needed to restore all of the unserviceable/repairable items to FMC condition was within the maintenance authority and capability of the unit.			
7. Ensured that the controlled exchange did not degrade any of the items involved to an uneconomically repairable condition.			
8. Ensured that an item from which a serviceable component was removed was classified not mission capable supply (NMCS), not mission capable maintenance (NMCM), or partially mission capable (PMC).			
9. Ensured that open parts requisitions were transferred to the donor aircraft or associated component.			
10. Ensured that all repairs completed as a result of controlled exchange were documented in accordance with DA Pam 738-751.			
11. Ensured that components in TB 1-1500-341-01 or ULLS-A Component Legitimate Code files were regarded as managed or controlled items.			
12. Ensured that DA Forms 2410 (Component Removal and Repair/Overhaul Record), 2408-16 (Aircraft Component Historical Record), and/or DA Form 2408-16-1(History Record, Component Module Record) were completed and submitted in accordance with DA Pam 738-751, as			
13. Ensured that components removed or installed during controlled exchange were documented on DA Form 2408-13-1(Aircraft Maintenance and Inspection Record) in accordance with DA Pam 738-751.			
14. Ensured that components removed or installed during controlled exchange were properly tagged.			
15. Ensured that all work on the donor and recipient end-item, assembly, or subassembly was completed in accordance with applicable references.			
16. Ensured that all technical inspections were completed on the donor and recipient end-item, assembly, or subassembly.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 700-138	Army Logistics Readiness and Sustainability	Yes	No
	AR 750-1	Army Materiel Maintenance Policy.	Yes	No
	EM 0151	General Equipment, Aircraft (Current as of 01 February 2015)	Yes	No
	PAM 738-751	FUNCTIONAL USER'S MANUAL FOR THE ARMY MAINTENANCE MANAGEMENT SYSTEM-AVIATION (TAMMS-A) <a href="http://www.apd.army.mil/pdf/p738_751.pdf">http://www.apd.army.mil/pdf/p738_751.pdf</a>	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.

Comply with DOD 6050.5-L, DOD Hazardous Materials Information System Hazardous Item Listing.

It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage. Soldiers must adhere to the management plan for hazardous material. The plan includes handling, use storage, and waste disposal. Soldiers must be familiar with the safety data sheets (SDS) for the products they are using.

**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.

Comply with all TM's, TB's, WARNINGS, CAUTIONS, NOTES, Applicable AR's, Unit/Command safety policies and procedures, shop safety practices, and identified Risk Management (RM) control measures. Personnel must comply with all publication warnings, cautions, and notes. Safety regulations, unit policies, and risk assessment outcomes/control measures must be followed.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None