

Report Date: 30 Apr 2012

**Summary Report for Individual Task
551-88M-3333
Supervise Motor Pool Operations
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As a squad leader within a truck platoon, given vehicles, motor pool area, maintenance area, dispatching office and Soldiers assigned to your squad, all necessary applicable forms and records, and an ongoing support mission you are required to supervise motor pool operations. Given vehicles, motor pool area, maintenance area, dispatching office, personnel, and all appropriate vehicle operator's manuals (-10 series TMs) to accomplish the mission of the motor pool operation. Some iterations of this task should be performed in MOPP.

Standard: You will perform supervisory duties over your squad assuring that all your Soldiers are fully qualified to maintain and operate assigned vehicles, briefed about upcoming missions, maintained your squad-assigned area within the motor pool, and ensure that your platoon sergeant is kept informed of your squad's complete operational status for mission support.

Special Condition: None

Special Standards: None

Special Equipment:

MOPP: Sometimes

Task Statements

Cue: As a squad leader within a truck platoon, given vehicles, motor pool area, maintenance area, dispatching office and soldiers assigned to your squad, all necessary applicable forms and records, and an ongoing support mission.

DANGER

Adhere to all Danger statements in reference to Technical Manuals to ensure you are aware of the possible dangers involving the different types of equipment.

WARNING

Adhere to all Warning statements referenced in the Technical Manuals. You must ensure injury or damage to the equipment or personnel do not occur.

CAUTION

Be aware of all Caution statements referenced in the equipment Technical Manuals to ensure damage to equipment or injury to personnel does not occur.

Remarks: None

Notes: None

Performance Steps

1. Supervise squad vehicle operators performing operator maintenance of assigned vehicles.
 - a. Ensure all squad personnel are trained in the use of applicable vehicle and/or equipment technical references.
 - b. Ensure that all applicable maintenance forms and records are available and used in accordance with DA Pamphlet 750-8.
 - c. Conduct spot checks of vehicles to ensure accuracy of operator maintenance being performed.
 - d. Ensure all required petroleum, oil, and lubricants are available and properly used in the performance of preventive maintenance checks.
 - e. Spot check maintenance forms to ensure proper information is provided by vehicle or equipment operator upon completion of maintenance checks.
 - f. Sign maintenance worksheets as supervisor upon completion of preventive maintenance checks (if so designated by unit SOP).
 - g. Coordinate with platoon sergeant and unit maintenance personnel on availability of replacement parts for assigned vehicles and equipment.
 - h. Ensure that all vehicle operators adhere to all safety guidelines as specified in the unit maintenance SOP.
 - i. Ensure that your squad members adhere to proper disposal of hazardous waste from vehicles as needed.
 - j. Enforce no smoking regulations within motor pool and fuel points.
 - k. Update platoon sergeant on vehicle and equipment operational status at completion of maintenance checks.
 - l. Report evidence of vehicle abuse or neglect to platoon sergeant.
2. Ensure all vehicle operators are fully qualified to operate assigned vehicles.
 - a. Coordinate with the commander's designated records reviewer on accuracy of DA Form 348 or DA Form 5983-E.
 - b. Ensure all newly assigned drivers are scheduled to attend drivers training course.
 - c. Ensure driving records are updated to reflect current operator performance and completed driver training.
 - d. Ensure that newly licensed operators are familiarized and if possible assigned a vehicle of responsibility within the squad.
 - e. Ensure that all operators receive recognition for outstanding performance and submit recommendations to platoon sergeant for all applicable driving awards.
3. Ensure availability of vehicles and operators for mission support.
 - a. Coordinate with platoon sergeant for requirements of vehicles and operators for mission support.
 - b. If vehicles are to be loaded, ensure loads are properly placed and secured to vehicle. Ensure placarding is properly placed if cargo is hazardous.

- c. Ensure proper number and type vehicles are available and dispatched.
 - d. Ensure that all squad vehicle operators are familiar with mission, route, and destination.
 - e. Inspects and if necessary, corrects the trip records maintained by operators.
4. Ensure squad-assigned area within motor pool is maintained.
- a. All vehicles are positioned according to motor pool layout
 - b. All vehicles have drip pans positioned properly
 - c. All vehicles are properly parked and chocked to prevent accidental movement
 - d. Vehicle canvas and bow assemblies are properly installed and secured
 - e. Ensure that all vehicles are properly grounded (as applicable)
 - f. Ensure that all assigned tools, vehicle BII, and equipment is accounted for, kept clean and serviceable, and secured in squad building or CONEX when not being used by squad personnel.
 - g. Ensure that all vehicles not on dispatch are properly secured as designated in unit SOP.
 - h. Ensure all vehicle equipment record folders and maintenance worksheets are turned in to unit maintenance personnel (guidance in accordance with unit SOP).
 - i. Keep platoon sergeant informed as to status of squad personnel, vehicles, and equipment.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Supervised squad vehicle operators performing organizational maintenance of assigned vehicles.			
a. Ensured all squad personnel are trained in the use of applicable vehicle or equipment technical references.			
b. Ensured that all applicable maintenance forms and records are available and used according to DA Pamphlet 750-8.			
c. Conducted spot checks of vehicles to ensure accuracy of operator maintenance being performed.			
d. Ensured all required petroleum, oil, and lubricants are available and properly used in the performance of preventive maintenance checks.			
e. Spot checked maintenance forms to ensure proper information is provided by vehicle or equipment operator upon completion of maintenance checks.			
f. Signed maintenance worksheets as supervisor upon completion of preventive maintenance checks (if so designated by unit SOP).			
g. Coordinated with platoon sergeant and unit maintenance personnel on availability of replacement parts for assigned vehicles and equipment.			
2. Ensured all vehicle operators are fully qualified to operate assigned vehicles.			
a. Coordinated with the commander's designated records reviewer on accuracy of DA Form 348 or DA Form 5983-E.			
b. Ensured all newly assigned drivers are scheduled to attend drivers training course.			
c. Ensured driving records are updated to reflect current operator performance and completed driver training.			
d. Ensured that newly licensed operators are familiarized and if possible assigned a vehicle of responsibility within the squad.			
e. Ensured that all operators receive recognition for outstanding performance and submit recommendations to platoon sergeant for all applicable driving awards.			
3. Ensured availability of vehicles and operators for mission support.			
a. Coordinated with platoon sergeant for requirements of vehicles and operators for mission support.			
b. If vehicles are to be loaded, ensured loads are properly placed and secured to vehicle. Ensured placarding is properly placed if cargo is hazardous.			
c. Ensured proper number and type vehicles are available and dispatched.			
d. Ensured that all squad vehicle operators are familiar with mission, route, and destination.			
e. Inspected and if necessary, corrected the trip records maintained by operators.			
4. Ensured squad-assigned area within motor pool is maintained.			
a. All vehicles were positioned according to motor pool layout			
b. All vehicles have drip pans positioned properly			
c. All vehicles were properly parked and chocked to prevent accidental movement			
d. Vehicle canvas and bow assemblies were properly installed and secured			
e. Ensured that all vehicles are properly grounded (as applicable)			
f. Ensured that all assigned tools, vehicle BII, and equipment is accounted for, kept clean and serviceable, and secured in squad building or CONEX when not being used by squad personnel.			
g. Ensured that all vehicles not on dispatch are properly secured as designated in unit SOP.			
h. Ensured all vehicle equipment record folders and maintenance worksheets are turned in to unit maintenance personnel (guidance in accordance with unit SOP).			
i. Kept platoon sergeant informed as to status of squad personnel, vehicles, and equipment.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 385-10	The Army Safety Program.	Yes	No
	AR 600-55	THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)	Yes	No
	FM 55-30	ARMY MOTOR TRANSPORT UNITS AND OPERATIONS	Yes	No
	PAM 750-3	SOLDIERS' GUIDE FOR FIELD MAINTENANCE OPERATIONS	Yes	No
	PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual.	Yes	No

Environment: Make every effort to reduce or eliminate contaminant spillage. Materials and reactionary measures should be in place (SOP) to immediately recover any spillage that occurs within the motor pool operational area. Preventive measures should be stipulated in the motor pool SOP. Enforce compliance with SOP guidelines regarding environmental issues.

Certain measure that may be taken are, but not limited to:

Designate POL storage area and recycling of used oils and lubricants.

Provide and use drip pans for each vehicle, if tactically feasible.

Identify spillage quickly and respond immediately.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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, NBC Protection, FM 3-11.5, CBRN Decontamination. Ground guides are required when moving vehicles Designate NO SMOKING areas.

Store flammables in approved containers and post signs reflecting contents

Enforce speed limit

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
551-88M-3335	Supervise Driver Training Program	551 - Transportation (Individual)	Superseded
551-88M-3334	Supervise Preventive Maintenance Checks and Services	551 - Transportation (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
551-88M-1364	Operate Vehicle with Standard, Automatic/Semiautomatic Transmission	551 - Transportation (Individual)	Superseded
551-88M-1388	Complete DD Form 518 and SF Form 91	551 - Transportation (Individual)	Superseded
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Approved
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Superseded
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Superseded
551-88M-1410	Read Strip Maps	551 - Transportation (Individual)	Superseded
551-88M-1410	Read Strip Maps	551 - Transportation (Individual)	Approved
551-88M-1388	Complete DD Form 518 and SF Form 91	551 - Transportation (Individual)	Approved
551-88M-1352	Perform Preventive Maintenance Checks	551 - Transportation (Individual)	Analysis
551-88M-1364	Operate Vehicle with Standard, Automatic/Semiautomatic Transmission	551 - Transportation (Individual)	Approved

551-88M-1382	Perform Payload Vehicle Loading/Unloading Operations With a Semitrailer	551 - Transportation (Individual)	Approved
551-88M-1384	Perform as Wheeled Vehicle Ground Guide Day or Night	551 - Transportation (Individual)	Approved
551-88M-1380	Transport General Cargo in Trailer/Semitrailer	551 - Transportation (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
55-2-0011	Transport Personnel and Cargo	55 - Transportation (Collective)	Approved