

28 October 2010

Maintenance of Supplies and Equipment
SUSTAINMENT MAINTENANCE PROGRAMS

*This pamphlet supersedes 19th Circular 750-09-01, dated 31 January 2009.

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Summary. This pamphlet provides guidance and establishes procedures for the operation and management of Eighth Army's sustainment maintenance programs. These sustainment programs involve both supply and maintenance programs and are designed to assist units to maintain readiness posture above Department of the Army (DA) goals.

Summary of Changes. This Army in Korea (AK) Pam replaces the 19th Circular (Cir) 750-09-01, dated 31 January 2009, and includes much of the information within the 19th Cir 750-09-01 in addition to adding information and guidance for the Repair Cycle Float (RCF) program, and the Maintenance Expenditure Limit (MEL) waiver procedures and the joint Technical Inspection (TI) for equipment turned-in with installation kits or other Communications and Electronics (C&E) items.

Applicability. This pamphlet applies to all Eighth Army units and all other U.S. forces, which draw support from Eighth Army under Intra-service Support Agreement (ISSA). It discusses policies, responsibilities, procedures, and guidelines.

Supplementation. Supplementation of this pamphlet and establishment of command and local forms are not authorized without prior approval from the Eighth Army G-4 (EAGD-SO), Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil/g1_ag/.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Eighth Army G-4 (EAGD-SO), Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

To provide guidance and define specific policies and procedures related to the operation and management of Eighth Army's sustainment maintenance programs.

1-2. References

Required publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. General

All sustainment maintenance programs are designed to maintain and support unit readiness of Class VII items. Programs include the Theater Sustainment Repair Program (TSRP), which is scheduled and funded by Eighth Army, and Theater Sustainment Repair and Return (TSRR), which is unscheduled and normally funded by the owning command. It also includes the Repair Cycle Float (RCF) program which is a supply program that is a Department of the Army (DA) approved and funded program that, managed by Eighth Army and executed by the 19th Expeditionary Sustainment Command (ESC), Materiel Support Center-Korea (MSC-K).

Chapter 2

Theater Sustainment Repair Program (TSRP) & Theater Sustainment Repair, and Return (TSRR)

2-1. TSRP Policies

a. Eighth Army and 19th ESC is required to provide customer units an annual list of TSRP candidates from which the customer units will submit their equipment in the TSRP, in order to forecast and develop the FY TSRP program document in accordance with appendix B. The Total Logistics Response Time-Maintenance (TLRT-M), MSC-K Turn Around Time (TAT), and the impact on Operational Readiness for each type of equipment must be considered when planning and scheduling TSRP inductions. Candidates for TSRP must meet the established induction guidelines specified in appendix C.

b. Customer units will turn-in equipment without Basic Issue Item (BII), bows, racks, canvas/vinyl tops, web straps, etc. However, installation kits mounted on the equipment may remain on the equipment if the supported unit will receive RCF equipment as a unit backfill. If the installation kit remains mounted to the equipment it "MUST BE ANNOTATED" on the work order (DA Form 2407 (Maintenance Request) or DA Form 5990E (Work Order Request)). Neither the 19th ESC nor MSC-K will be held responsible for equipment submitted with installation kits that are not ANNOTATED on the equipment work order.

c. Optics: Image Intensification (I2), Night Vision Devices (NVD), and Night Vision Scopes (NVS) will be repaired to 10/20 standards IAW applicable Technical Manual (TM) no matter what the cost or MEL. See appendix F for specific message from CECOM Life Cycle Management Command (LCMC).

d. TSRP will not be used as a substitute for “Field” maintenance performed by Eighth Army organizations.

e. Based on usage/readiness data provided by customer units, 19th ESC Support Operations (SPO) will establish an induction schedule, within MSC-K’s capability/capacity, for specific equipment by NSN and serial number.

f. 19th ESC SPO will identify units that are delinquent turning-in their assets by the scheduled due date. Those units will reply by endorsement (RBE) through their MSC to 19th ESC Support Operations, Unit #15015, APO AP 96218-5015.

g. Units will reimburse MSC-K for all missing parts/components not specifically exempted from turn in (e.g., BII, bows, racks, canvas/vinyl tops, web straps, etc.). MSC-K will process a Supply Deficiency Report (SDR) if the total cost of missing items exceeds \$500.00. Units will have 30 days from SDR notification to resolve the matter of missing parts. If the customer unit fails to resolve the matter within the allotted 30 days, MSC-K will forward a copy of the SDR and Technical Inspection (TI) under a letter of transmittal to 175th Finance with a duplicate copy to the MSC RM office. 175th Finance will process a cost transfer from the customer unit to MSC-K for the total amount of the SDR.

h. Installation Kits that are installed on TSRP inducted equipment will be removed by the owning unit with the exception as discussed in paragraph 2-2f(10) and 3-1g below.

i. Any equipment shipped for induction into TSRP is done so without BII and COEI.

2-2. TSRP Responsibilities

a. Eighth Army G-4 will:

(1) Have overall staff oversight responsibilities, provide command guidance, establish priorities for TSRP, and monitor the TSRP process adherence as outlined within this publication.

(2) Designate the 19th ESC SPO as the central POC for management of TSRP execution.

(3) Approve the FY TSRP requirements developed and submitted by 19th ESC SPO.

(4) Approve the RCF pre-release request from 19th ESC SPO.

(5) Approve one-time Maintenance Expenditure Limit (MEL) waiver request per piece of equipment from each Major Subordinate Command (MSC).

b. 19th ESC SPO will:

(1) Plan, program, schedule, monitor the execution, and serve as the central POC for TSRP. Enforce policy and procedures to ensure unit compliance.

(2) Request, review, and validate unit requirements. Coordinate all unit requirements with 19th ESC SPO Item Managers, MSC-K, and higher headquarters. Develop and submit the FY TSRP requirements to Eighth Army G-4 for approval NLT 30 April of each year.

(3) Request RCF pre-release approval from Eighth Army G-4 based on potential TSRP/RCF candidates IAW chapter 3 of this pamphlet.

(4) Distribute to each MSC and MSC-K the approved FY TSRP Master Induction Schedule NLT 31 May of each year.

(5) Provide analysis for equipment pending MEL and submit a memorandum with a recommendation for approval/disapproval to the Eighth Army G4. The analysis will:

(a) Determine feasibility to repair or not repair MEL'ed equipment.

(b) Determine if a RESET program is available for MEL'ed equipment.

(c) Determine the availability of replacements in OCONUS and CONUS.

(d) Determine the criticalness of MEL'ed equipment within the supported MSC.

(e) Balance the MEL'ed equipment against the unit's overall operational readiness rate for all pacing items.

(6) Advise MSC-K of customer shortfalls and furnish standby assets to replace shortfalls as available.

(7) Develop Eighth Army contract maintenance requirements based on workload or depot-level maintenance that are above MSC-K capability/capacity. Monitor and ensure that requirements identified for contract maintenance are accurate, promptly processed and completed IAW established schedule thru coordination with 19th ESC SPO Logistics Cost Sharing (LCS) Contract Section.

c. MSCs will:

(1) Appoint a primary and alternate POC for the TSRP and forward names, mailing/e-mail addresses and telephone numbers to 19th ESC phone 768-7371/7775/8492, or Fax: 768-8240. Update the POC list semiannually or as necessary.

(2) Submit the FY requirements and two-year forecasts for TSRP to Commander (CDR), 19th ESC (EANC-DGM-MAD), APO AP 96218-5015 NLT 15 Jan. The requirement will meet the induction guidelines specified in appendix C.

(3) Submit in writing all requirement changes for TSRP to SPO, 19th ESC (EANC-DGM-MAD), Unit # 15015, APO AP 96218-5015, Fax 768-8240. Some of the requirement changes may include the instruction of equipment lateral transfer, turn in, and equipment not meeting induction guidelines, etc.

(4) Monitor the TSRP fund availability, MEL Waiver expenditures, and request process.

(5) Reimburse MSC-K for missing parts within 30 days of Supply Deficiency Report (SDR) notification. If the customer unit fails to resolve the matter within the allotted 30 days, MSC-K will generate action to 175th Finance Battalion for automatic reimbursement of the SDR funds.

(6) Establish a Logistics Information Warehouse (LIW) LOGIN and PASSWORD via LIW website <https://liw.logsa.army.mil/index.cfm?fuseaction=login.main&usrlogOut=1> or utilize the regional LIW-Fwd EUSA, Korea website at <https://liw.korea.army.mil/index.cfm?fuseAction=watchdog.logon>. Both sites utilize AKO LOGIN and PASSWORD. Units will use ILAP to determine the current status of their equipment prior to requesting status directly from 19th ESC SPO or MSC-K. The UIC used by MSC-K for TSRP and TSRR is "W0C305". Units may use other fields in ILAP to filter for the specific equipment they are looking for. Figure 2-1 and 2-2 are ILAP screens that will appear when you navigate ILAP.

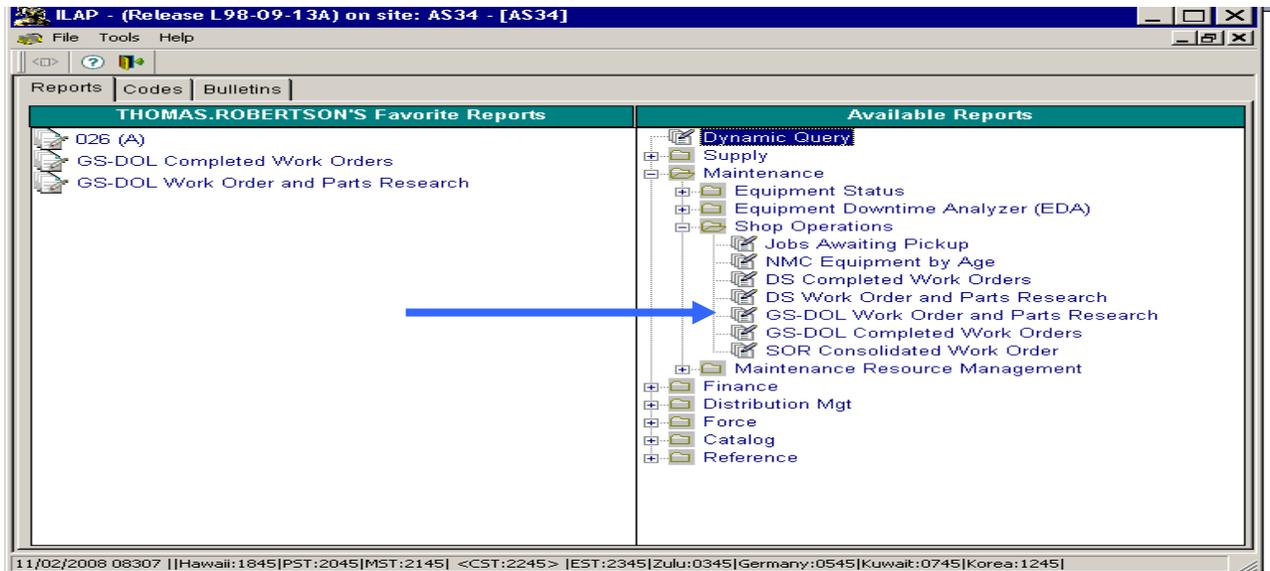


Figure 2-1. ILAP Dynamic Query

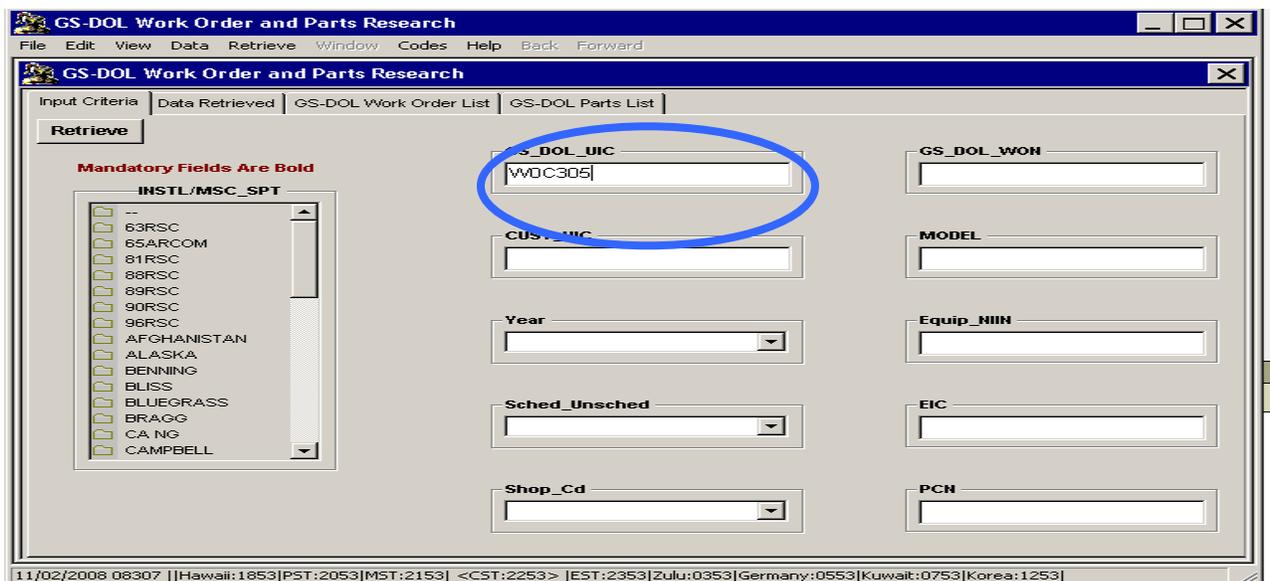


Figure 2-2. ILAP UIC Field

d. Supporting Field Maintenance activity will:

(1) Conduct 100% TI of the equipment scheduled for TSRP to ensure completeness.

(2) Prepare and process Product Quality Deficiency Reports (PQDRs), IAW appendix D, to MSC-K for the equipment returned from TSRP having maintenance deficiencies. Provide a copy of the PQDR to the 19th ESC SPO MRB, phone 768-7371/7757/8492, Fax: 768-8240.

e. Customer Unit will:

(1) Comply with all policies and procedures listed in this pamphlet.

(2) Consider TAT established by MSC-K to maintain the unit readiness when scheduling TSRP induction.

(3) Initiate a MEL waiver request, to the 19th ESC SPO MRB, if the technical inspection at MSC-K reveals that repair cost for the equipment exceeds established MEL.

(4) Remove all Basic Issue Items (BII), bows, racks, canvas/vinyl tops, web straps, and installation kits (unless the TSRP equipment is receiving an RCF asset as equipment backfill) for equipment being inducted into TSRP.

f. MSC-K will:

(1) Review TSRP Master Induction Schedule and prepare production schedule based upon available manpower, capability, and capacity. Submit the final production schedule within 30 days of the receipt of TSRP Master Induction Schedule to CDR, 19th ESC (EANC-DGM-MAD), APO AP 96218-5015.

(2) Perform Quality Assurance/Quality Control on all TSRP assets with PQDRs IAW appendix D.

(3) Submit the reports identified in appendix E within the specified periods to CDR, 19th ESC (EANC-DGM-MAD).

(4) Ensure joint technical inspections (TI) with liaisons from supporting Field maintenance activity are performed to determine the completeness and overall condition code within three working days of induction. Ensure Communication and Electronic (C&E) Division is involved in the joint TI for the equipment turned-in with installation kits or other C&E items. Condition codes (CC) are defined in AR 725-50.

(5) Notify the unit and the 19th ESC SPO POC if the joint TI reveals the cost of repair to exceed the current MEL.

(6) Close the work order and return the equipment back to the unit if the unit fails to obtain the MEL waiver from Eighth Army G4.

(7) Prepare a Supply Deficiency Report (SDR) if the total cost of missing items exceeds \$500.00.

(8) Process the SDRs not resolved within 30 days to 175th Finance Battalion for direct reimbursement of the missing parts.

(9) Notify 19th ESC SPO (EANC-DGM-MAD) when:

(a) A TSRP asset has not been received IAW the induction schedule.

(b) A received asset is classified as CC "H" or "P".

(c) A unit fails to obtain the MEL waiver.

(10) Remove installation kits from inducted equipment and install installation kits on RCF assets when units are scheduled to receive an RCF asset for the inducted TSRP equipment.

2-3. TSRP Support to The U.S. Air Force

TSRP is funded by Eighth Army and is primarily intended to maintain Eighth Army Equipment. However, IAW the MOA Between the United States Army and the United States Air Force for Army/Air Force Liaison Support, dated 23 January 2008 and AR 115-10, Weather Support to the U.S Army, the supported Army unit will provide logistical and maintenance support. Army units with Air Force units directly supporting them will include Air Force equipment into the TSRP induction schedule as required. These Air Force units will not be required to submit a separate forecast or induction schedule. The Air Force will not be charged for parts or labor for those units covered by the MOA or AR 115-10 when submitting equipment as TSRP.

2-4. Theater Sustainment Repair, and Return (TSRR)

TSRR is unscheduled sustainment level maintenance performed by MSC-K where only those deficiencies and shortcomings identified by the unit are corrected after which the equipment is returned to the unit. TSRR is normally funded by the owning unit. When Air Force equipment is submitted as TSRR, the supported Army unit is responsible for reimbursing MSC-K for the cost of repair parts. Labor will not be charged for TSRR.

Chapter 3

Repair Cycle Float (RCF) Program

3-1. RCF Policies

The RCF program is designed to maintain and sustain unit (CL VII) operational readiness. The following guidelines apply:

a. Eighth Army ICW the 19th ESC SPO has an annual requirement to revalidate current RCF authorizations with the Department of the Army (DA). The revalidation process is conducted during the 1st month (January) of each Calendar Year (CY) and authorized RCF assets are determined IAW the RCF formula depicted within AR 750-1 and AMC Pam 750-7. The results (any additions/deletions/increases/decreases) are inputted by Eighth Army into the Logistics Integrated Database (LIDB) and electronically submitted to DA for final approval/disapproval.

b. During the monthly Customer Theater Sustainment Repair Program (TSRP) future induction reminder process the 19th ESC Support Operations (SPO), Materiel Readiness Branch (MRB), TSRP Section will identify potential TSRP/RCF candidates by comparing the unit's induction request schedule against current on hand RCF assets. Once unit RCF equipment

candidates are identified, 19th ESC SPO generates and submits a consolidated memorandum of request and forwards to Eighth Army G4/SPO for pre-release approval (45 days prior to scheduled induction).

c. Notification from the 19th ESC SPO that an RCF asset is available to replace a TSRP candidate constitutes a directive from Eighth Army to utilize the RCF program. Identified units will conduct RCF transactions IAW the guidelines and processes depicted within this pamphlet.

d. Eighth Army has a standing priority of fill for replacement of equipment from RCF. Priority of RCF fill is: 2d Infantry Division (2ID), 35th Air Defense Artillery Brigade (ADA), and all other MSCs.

e. Once pre-approved unit equipment is flagged as an RCF candidate and the owning units are informed in writing, the unserviceable equipment becomes priority for a RCF float transaction unless the following conditions apply:

(1) The RCF equipment candidate is not physically located or does not arrive at MSC-K as scheduled for TSRP induction. If unit equipment does not arrive at MSC-K as scheduled, units are granted a 96 working hour grace period. This 96 hour grace period is for unforeseen occurrences and the losing unit must contact MSC-K to coordinate the delayed induction. If equipment does not arrive after the 96-hour grace period has elapsed, unit's equipment is removed from RCF contention. Any exceptions to the 96 hours grace period are worked on a case-by-case basis.

(2) There is not a serviceable RCF asset available to fill the unit's replacement requirement at the time of induction.

Note: If an RCF asset becomes available while the unserviceable equipment is still inducted, the RCF transaction still occurs, but at a later date.

(3) The units' supporting Brigade Support Battalion (BSB) or equivalent level support has a serviceable Operational Readiness Float (ORF) available to issue to the supported unit. Organizations will first utilize their ORF assets prior to conducting an RCF transaction. Units will not receive an RCF asset if an ORF is available within their supporting BSB. The 19th ESC SPO, MRB, TSRP section will validate if units have ORF assets on hand prior to a TSRP notification. Confirmation of available ORF assets is obtained during the actual customer notification process.

(4) The required DA Form 2765-1s, IAW paragraph 3-2a(1) & (2) of this pamphlet, are not submitted to the 19th ESC SPO, MRB, TSRP section within 5 working days after initial notification and hard copies do not accompany the equipment when the equipment arrives for TSRP induction. In order to be considered as an RCF candidate the DA Form 2765-1s must be submitted within 5 working days after notification, and a hard copy DA Form 2765-1s must accompany the equipment during TSRP induction.

(5) RCF is to replace a unit's damaged or lost equipment (unless directed by the Department of the Army).

(6) The unserviceable equipment is already inducted in the Theater Sustainment Repair and Return (TSRR) program.

(7) Eighth Army directs the RCF issue against another unit's currently inducted equipment.

f. RCF assets will be maintained and annotated on the Stock Record Account of MSC-K's RIC: WEU (CL VII SSA) as condition code "A" with BII/COEI. RCF BII/COEI storage conditions are the same as Operational Readiness Float BII/COEI conditions that are articulated in DA Pam 710-2-2.

Note: If the DA mandates that Eighth Army is no longer authorized a part or all of the RCF equipment, disposition instructions will state to turn in the equipment in 10/20 standards with BII and COEI complete.

g. Installation Kits that are installed on TSRP inducted equipment will be removed and installed on RCF equipment prior to shipping the RCF asset to the unit.

h. Unit's that were not considered to receive an RCF asset for scheduled TSRP equipment can, by exception, request to complete a float transaction at any time throughout the duration of the inducted equipment's rebuild process (see paragraph 3-3).

3-2. Routine RCF Issue Procedures

The following procedures and responsibilities are established to ensure a streamlined and timely exchange of TSRP with RCF assets (see figure 3-1 for the Routine RCF process flow diagram).

Routine Repair Cycle Float Process

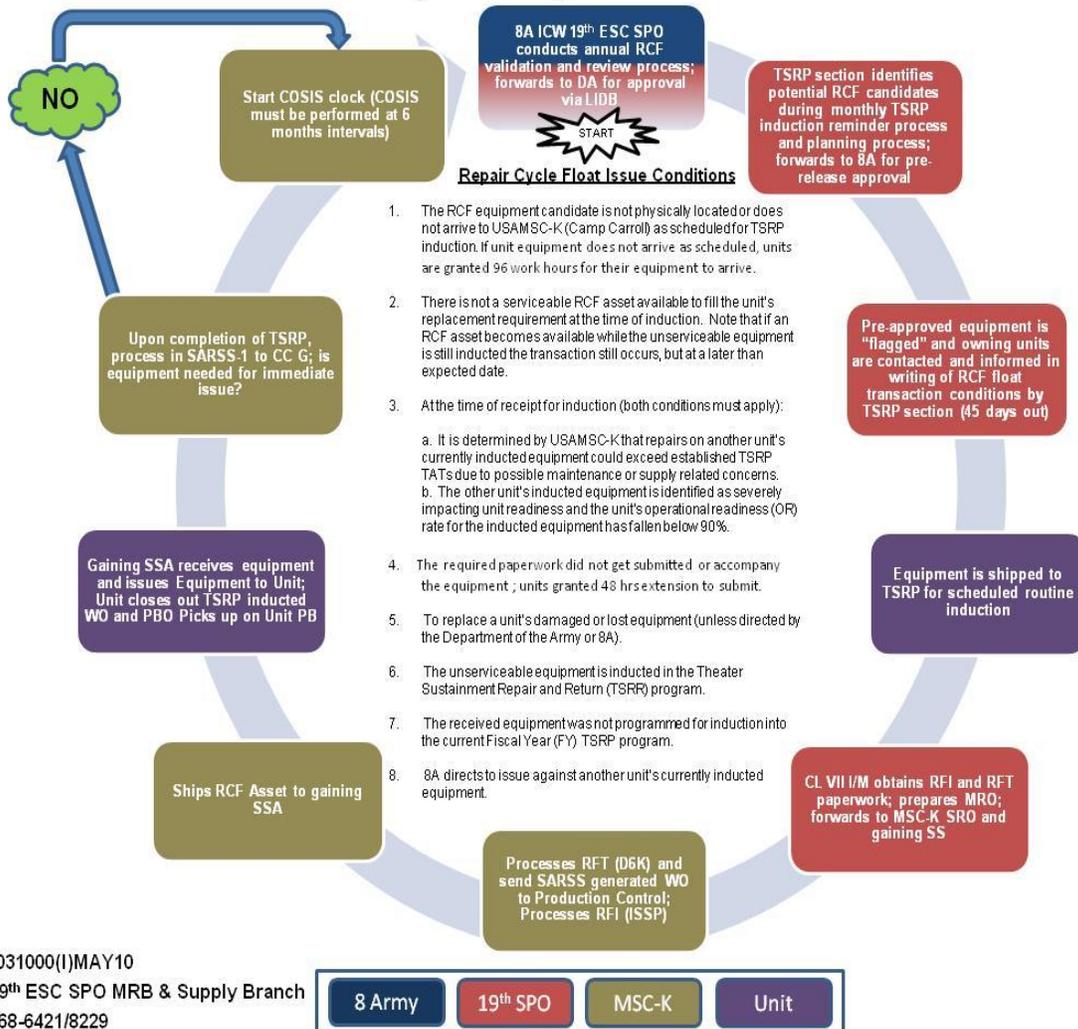


Figure 3-1. Routine RCF Process Flow Diagram

a. When unit's ship identified RCF flagged equipment for scheduled induction into TSRP, the paperwork annotated below are required to be distributed via email/faxed to the 19th ESC SPO, MRB, TSRP section. In addition, the original paperwork must physically accompany the equipment.

(1) A hard copy DA Form 2765-1 request for issue endorsed by the unit Commander and Property Book Officer (PBO) (see appendix G for example request for issue DA Form 2765-1).

(2) A hard copy DA Form 2765-1 request for Turn-in (see appendix G for example request for turn-in DA Form 2765-1).

b. Upon receipt of identified RCF flagged equipment at MSC-K and after conducting a validation process, the 19th ESC SPO, MRB, TSRP Section provides the unit's DA Form 2765-1s to the 19th ESC SPO, Supply Branch, CL VII Section.

c. The 19th ESC SPO, Supply Branch, CL VII Item Manager, prepares a manual Material Release Order (MRO) on a DD Form 1348-1 for issue of RCF asset and then distributes the DD Form 1348-1, along with a transmittal letter, to the MSC-K, Supply Support Activity's (SSA) Accountable Officer (RIC: WEU); additionally distributes the same information to the unit's supporting tactical SSA to provide situational awareness that an RCF asset is inbound for one of their supported customers.

d. Upon receipt of identified RCF flagged equipment, MSC-K, SSA Accountable Officer (RIC: WEU) takes necessary actions to receipt process (D6K) the unserviceable equipment in Standard Army Retail Supply System (SARSS)-1, then forwards the SARSS generated work order to MSC-K's production control section for inclusion into TSRP.

e. MSC-K, SSA's Accountable Officer (RIC: WEU) takes necessary actions to issue the RCF asset via "post-to-post" request for issue process (ISSP) in SARSS-1 (RIC: WEU) and if necessary, adjusts the condition code (CLOC) on the stock record account from "A" to "G" prior to accomplishing the issue transaction.

Note: No billing action is generated to the customer and adjusting the condition code is a work around in the SARSS-O environment.

f. MSC-K ships the RCF asset to the customer unit's supporting tactical SSA (e.g. SP51, SP52, 2ID) for issue to the customer unit.

g. The customer unit's supporting tactical SSA's Accountable Officer will notify their customer of the asset's arrival and issues the item using the DD Form 1348-1 (MRO that accompanies the shipment). The gaining tactical SSA WILL NOT process the receipt into SARSS-1. (This is only if there is not an active due-in activity record in the gaining SARSS-1). The gaining tactical SSA will ensure manual records of the transactions are maintained IAW applicable guidelines, policies and regulations.

h. Upon receipt of the RCF asset from the SSA, the requesting unit closes out the open work order in SAMS-1E for the TSRP inducted asset; removes the old equipment from SAMS and adds the newly received equipment.

i. The gaining PBO adjusts the property book accordingly in Property Book Unit Supply Enhanced (PBUSE) and notifies the supporting SPO that the float transaction is complete.

j. MSC-K, SSA's Accountable Officer (RIC: WEU) processes a receipt from maintenance (D6M) and returns a serviceable item back to RIC: WEU's ABF to replace the RCF asset that was issued.

k. MSC-K starts the Care of Supplies in Storage (COSIS) clock if equipment is not needed for immediate issue.

3-3. Exception RCF Issue Procedures

Any unit not considered to receive an RCF asset for inducted TSRP equipment can, by exception, request to conduct a float transaction at any time throughout the duration of the inducted equipment's rebuild process. The following procedures and responsibilities are established to ensure a streamlined and timely exchange of TSRP and RCF assets (see figure 3-2 for the Exception RCF process flow diagram).

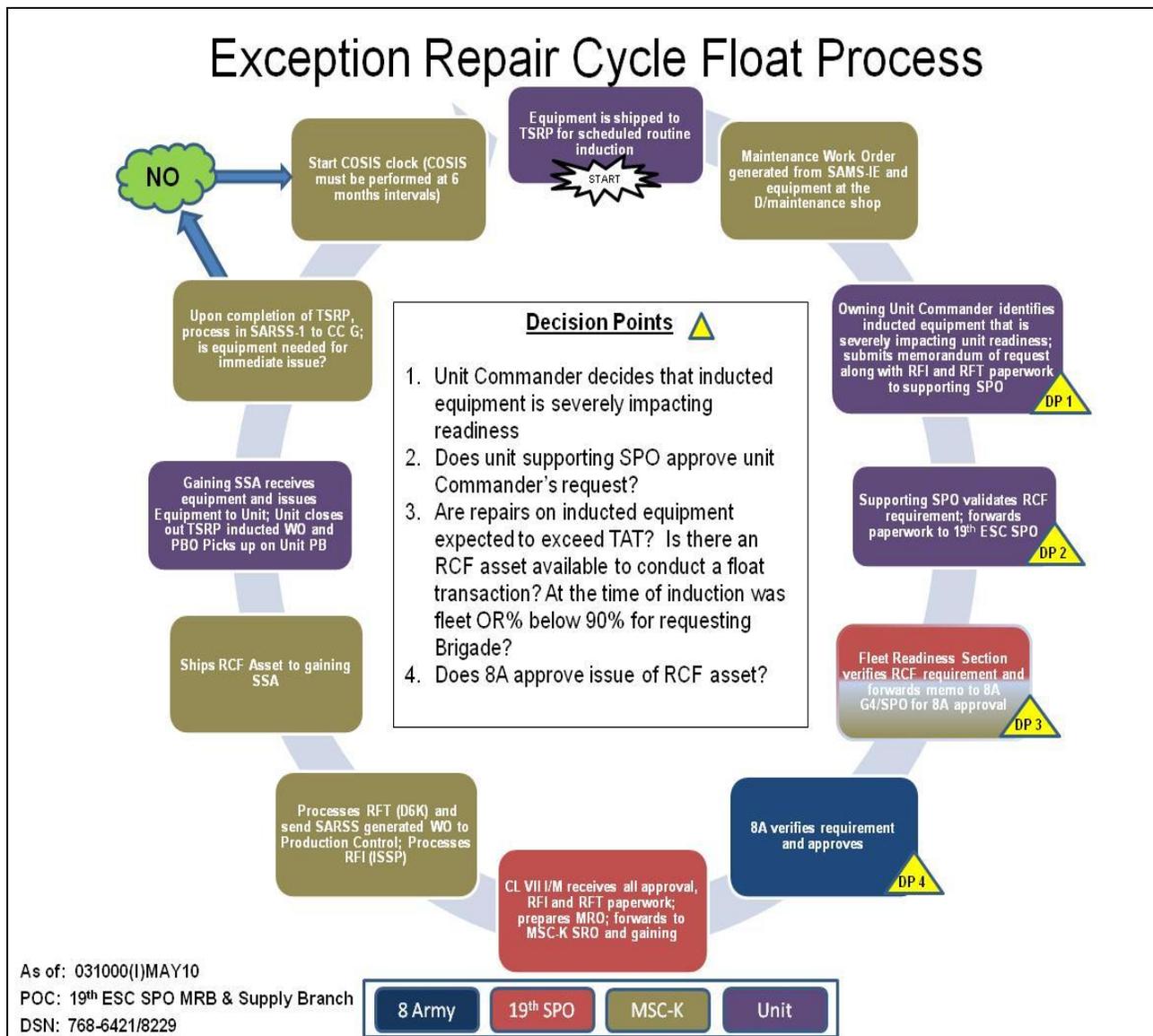


Figure 3-2. Exception RCF Process Flow Diagram

- a. Unit ships the equipment that is scheduled for TSRP induction to MSC-K.
 - b. MSC-K Production Control Division generates a maintenance work order from SAMS-IE and sends the equipment to the maintenance shop for TSRP.
 - c. If the unit Commander determines that the inducted equipment is severely impacting unit readiness, the unit commander can submit a memorandum of request, including proper justification, through the units' supporting Support Operations Officer expressing the desire to conduct an exception RCF issue transaction. Additionally, the following paperwork is required to accompany the memorandum of request:
 - (1) A hard copy DA Form 2765-1 request for issue endorsed by the unit Commander and Property Book Officer (PBO) (see appendix G for example request for issue DA Form 2765-1).
 - (2) A hard copy DA Form 2765-1 request for Turn-in (see appendix G for example request for turn-in DA Form 2765-1).
 - d. The supporting Support Operations Officer analyzes the request, determines if there is a valid RCF requirement and forwards the memorandum of request and paperwork to the 19th ESC SPO, MRB, TSRP and Fleet Management Sections; courtesy copying applicable S4/G4 cells for situational awareness.
 - e. 19th ESC SPO, MRB Fleet Management Section analyzes the request, determines if there is a valid RCF requirement and forwards the memorandum of request to Eighth Army G4/SPO for approval/disapproval by Eighth Army.
- Note:** The request for issue and request for turn-in paperwork remain with the 19th ESC SPO, MRB, TSRP section until approval is obtained from Eighth Army.
- f. Eighth Army approves/disapproves the release of the RCF asset.
 - g. If approved by Eighth Army, the 19th ESC SPO, MRB, TSRP Section provides the endorsed memorandum of request, the unit's request for issue and the request for turn-in documentation to the 19th ESC SPO, Supply Branch, CL VII Section. From these point actions as listed in paragraph 3-2c through 3-2k will be followed.

Appendix A References

Section I. Required Publications

AR 11-2 (Managers' Internal Control Program)

AR 115-10 (Weather Support to the US Army)

AR 702-11 (Army Quality Program)

AR 710-1 (Centralized Inventory Management of the Army Supply System)

AR 710-2 (Supply Policy below the National Level)

AR 725-50 (Requisitioning, Receipt, and Issue System)

AR 735-5 (Policies and Procedures for Property Accountability)

AR 735-11-2 (Reporting of Supply Discrepancies)

AR 750-1 (Army Materiel Maintenance Policy)

DA Pam 750-8 (The Army Maintenance Management System (TAMMS) Users Manual)

DA Pam 710-2-1 (Using Unit Supply System (Manual Procedures))

DA Pam 710-2-2 (Supply Support Activity Supply System: Manual Procedures)

Supply Bulletin 700-20 (Army Adopted/Other Items Selected for Authorization/List of Reportable Items)

Technical Bulletin 43-0002 Series (Maintenance Expenditure Limits)

Technical Bulletin 750 Series (Maintenance of Supplies and Equipment)

MOA between the United States Army and the United States Air Force for Army/Air Force Liaison Support, Dated 23 January 2008

Section II. Required Forms

DA Form 2765-1 (Request for Issue or Turn-in)

DD Form 1348-1 (DOD Single Line Item Release/Receipt Document)

DD Form 1575 (Suspended Tag-Materiel)

DD Form 2332 (Product Quality Deficiency Report Exhibit)

SF Form 368 (Product Quality Deficiency Report)

DA Form 2407 (Maintenance Request)

DA Form 5990-E (Maintenance Request (EGA))

Appendix B

TSRP Fiscal Year (FY) Requirement/Two year (YR) Forecast

Procedures for submission of FY requirements and two YR forecast are as follows:

- a. A thorough analysis of repair requirements for upcoming year must be accomplished based on historical data and should consider mission, unit readiness, exercises schedule, etc.
- b. Requirements must meet criteria as stated in appendix C.
- c. Major Subordinate Commands (MSCs) must furnish their subordinate units' requirements on a separate listings rather than consolidating in a single listing. This is necessary to identify owning unit and their supporting Field maintenance activity.
- d. All requirements must be submitted with serial number and USA number of the equipment, owning unit, owning unit name/UIC, and supporting Field maintenance activity. The equipment not in compliance with this will not be included in the TSRP schedule.
- e. Telephonic submissions will not be accepted. Requirements must be submitted with a cover letter bearing the signature of the MSC commander or designated representative.
- f. Requirements submitted later than the suspense date will be considered for inclusion in the FY TSRP only after all other units' requirements have been scheduled into the TSRP.
- g. FY requirements begin in September of prior FY and end in August of that FY.
- h. The two-year forecast requirements are required for a proper maintenance planning and funding requirements for future scheduled maintenance within Eighth Army. Units are requested to submit the two-year forecast using the following guidelines:
 - (1) SN and USA number of equipment are not required for two year forecast planning.
 - (2) Enter number of quantities forecasted for TSRP in applicable FY column.

Appendix C TSRP Induction Guidelines

a. Guidelines for TSRP submissions are based on the mileage/age since last programmed maintenance.

(1) COMBAT VEHICLES.

(a) 5,000 miles/5 years for M1, M113 FOV, M2/M3 BFV series vehicles.

(b) 4,000 miles/5 years for M88, AVLB, MLRS, self-propelled artillery series vehicles.

(2) WHEELED VEHICLES.

(a) 40,000 miles/5 years for 1-1/4 ton and below.

(b) 30,000 miles/5 years for 2-1/2 ton and above.

Note: Combat and wheeled vehicle that do not meet established guidelines will be identified for TSRP on a case-by-case basis. Justification for exceptions to policy must be submitted to CDR, 19th ESC (EANC-DGM-MRB), Unit #15015, APO AP 96218-5015, for approval.

b. All armament candidates are based on 70% metal shine, which are required for parkerization.

c. Construction, General and Marine Equipment candidates will be every 30 months.

d. Communications Electronic Equipment (COMMEL) candidates are submitted based on extensive maintenance problems as determined by owning unit and supporting Field maintenance activity.

e. When scheduling equipment, units should use TLRT-M to determine how long the equipment will not be available for use at the unit and will draw NMC time. TLRT-M will begin the time an item of equipment or component becomes unserviceable and the time that the item or component is returned to a serviceable status after receiving requested maintenance repair or service. Use table C-1 to determine the TLRT-M.

f. Units should consider the Turn Around Time (TAT) standard established by MSC-K to estimate the time a piece of equipment will not be available when developing their TSRP induction schedule. TAT is the period of time that elapses between the time that a maintenance organization accepts a unit work order followed by accomplishment of the work and the time at closeout of the work order. (See table C-2)

**Table C-1
Total Logistic Response Time-Maintenance (TLRT-M)**

TASK	DAYS
Evac' to supporting maintenance unit	2
Transportation to MSC-K	1 (Line Haul) 9 (Rail)
MSC-K Turn Around Time Standard	See Table
Liaison to schedule return transportation	2
Return transportation to evac'ing maintenance unit	1 (Line Haul) 9 (Rail)
Unit closes work order and removes from NMC Report	1

**Table C-2
MSC-K Turn Around Time (TAT) Standards**

CATEGORY	TSRP TAT Standard
Tactical Wheeled Vehicle	-
HMMWV	70
HMMWV (M996,M997,M1113 & M1114)	90
FMTV	100
M934 EXP VAN	100
HEMTT	110
PLS	110
FUEL TRK TRAILER	70
TRAILERS (MISC)	70
Construction Equip	100
Const Eq (Container Handler RT-240 & M9ACE)	120
Combat	
M1A1	120
M2A2/3	100
M109A6	100
M113 FOV	90
General Equip (Gen, MKT)	80
ROWPU, TWSP, Power Plant (15KW, 30KW & 60KW)	120
COMMEL Equip	-
With Shelter	80
Without Shelter	40
Small Arms	40
Optics: Image Intensification (I2), Night Vision Devices (NVD), and Night Vision Scopes (NVS)	20

Appendix D

Processing Product Quality Deficiency Reports (PQDRs)

The following procedures apply for processing PQDRs for all assets repaired or maintained at MSC-K.

- a. Verify that defective items were repaired and/or maintained by MSC-K.
- b. Tag the DD Form 2332 (PQDR Exhibit) to the defective item with the DD Form 1575 (Suspended Material Tag).
- c. Mark all exhibits with chalk or grease pen, "PQDR Exhibit" (recommend markings be in English & Korean). The letters must be large enough that exhibits are visible from far away. PQDR exhibits must be segregated from all other materials. DO NOT tamper with an exhibit. Doing so may result in negative findings by the investigation team against the supporting Field maintenance activity/PQDR initiator.
- d. Maintain a file of all documents shipped with components and enclose a copy with PQDR exhibits.
- e. Category I and Category II PQDRs shall be reported electronically: By message or electronic mail (e-mail), using the Standard Form 368 (Product Quality Deficiency Report) message or e-mail format or an electronic facsimile of the Standard Form 368. Reports should include copies of supporting documentation as evidence and contain relative information to the investigation.
 - (1) Category I PQDRs must be forwarded electronically within 24 hours. When the urgency exists, transmit by oral communication first (MSC-K: 765-7225/4022) and confirm by facsimile (MSC-K: 765-8899).
 - (2) Category II PQDRs must be forwarded electronically within three days utilizing the same procedures as for Category I PQDRs.
 - (3) Send the original Standard Form 368 (hard copy) as soon as possible to CDR, MSC-K (EANC-MSK-QA), APO AP 96260-5384.
- f. Ensure that the name, title, phone number, and e-mail address of the point of contact, as well as the location of the exhibit are on the form.
- g. Submit an information copy of each PQDR to the CDR, 19th ESC (EANC-DGM-MRB), Unit #15015, APO AP 96218-5015 or by Fax 768-8240.
- h. Enclose an additional copy of the PQDR with the exhibit and forward to MSC-K as directed by the Liaison and/or investigation team. The exhibit should be received by MSC-K within 15 days after receipt of the PQDR.
- i. Upon receipt of the PQDR, the investigation team will have 15 days to respond to the initiator with its findings.
- j. The investigation team will consider the PQDR as "Informational" and will maintain a history file until the exhibit is received at MSC-K.

Appendix E
TSRP Reports

Specific Instructions: The following reports will be submitted to CDR, 19th ESC (EANC-DGM-MAD), APO AP 96218-5015 by the Director of Maintenance, MSC-K at periods specified.

- a. TSRP Completed Work Order Data on a monthly basis, NLT the 10th of the following month.
- b. TSRP Standard/Actual labor hours and Parts Cost Data on a quarterly basis NLT two weeks prior to the beginning of each quarter.
- c. TSRP Delinquent Induction Data on a monthly basis NLT the 25th of each month.
- e. The Quarterly TSRP Funding Data on a quarterly basis NLT the 10th of the following quarter.

Appendix F

**OPTICS: Technical Assistance Gram (TAG) Maintenance Expenditure Limits (MEL),
Technical Bulletin (TB) 43-0002-11.**

MESSAGE FOR ALL CECOM LCMC LARS

From

HQ, CECOM Life Cycle Management Command (LCMC)

Logistics and Readiness Center (LRC)

Intelligence Electronic Warfare and Sensors (IEWS)

Night Vision

Fort Monmouth, NJ 07703

SUBJECT: Technical Assistance Gram (TAG) Maintenance Expenditure Limits (MEL), Technical Bulletin (TB) 43-0002-11.

DATE: 19 Dec 08

1. The Federal Supply Class (FSC) 5855 for the CECOM LCMC managed Image Intensification (I2) Night Vision Devices (NVD)/Night Vision Scopes (NVS) is excluded from TB 43-0002-11, Maintenance Expenditure Limits (MEL).
2. What this means is that all FSC 5855 I2 NVD/NVS will be repaired to 10/20 standards IAW with applicable Technical Manuals (TM), Maintenance Allocation Charts (MAC) **no matter what the cost**. The only time repair would not be accomplished is when one of the I2 NVD/NVS had a catastrophic failure, i.e. item destroyed (fire, run over and crushed by a vehicle, or complete battle damage). ***This is the only case where the destroyed NVD/NVS would be sent to DRMO.***
3. In addition, if the customer no longer has a mission requirement for the I2 NVD/NVS, the customer is responsible for bringing the NVD/NVS up to 10/20 standards before being transferred from his/her property book. Once repairs have been done, the customer contacts their MACOM, who in turn, will cascade the systems down to an authorized unit that may have a NVD/NVS MTOE shortage. Once the customer/MACOM have taken these measures, and determined that there is truly no requirement for the I2 NVD/NVS, they are to contact the respective CECOM LCMC Inventory Manager for disposition instructions. ***Under no circumstances are NVDs to be sent to DRMO, unless it has catastrophic damage as described in paragraph 2 above.***
4. Request widest dissemination.
5. The Points-of-Contact for this action are Adam Butryn, Engineer (DSN 987-1008, adam.butryn@us.army.mil) and Angel Acevedo, Engineer (DSN 992-8371, angel.acevedo3@us.army.mil), CECOM LCMC, LRC, IEWS, Night Vision, Image Intensification Branch, AMSEL-LC-IEW-N-II, Fort Monmouth, NJ 07703.

Appendix G
Example DA Form 2765-1

G-1. Example Request for Issue DA Form 2765-1 (Figure G-1)

Prepare and submit a DA Form 2765-1 for each RCF request for issue with specific entries as follows:

1. SEND TO: MSC-K's SSA Information
2. REQUEST IS FROM: Unit making the request
3. DOC IDENT: A0A
4. ROUTING IDENTIFIER: WEU
5. FSC and NIIN: Enter NSN of asset being requested
6. UNIT OF ISSUE: Enter Unit of Issue
7. QUANTITY: Enter Quantity being requested
8. DOCUMENT NUMBER: Provided by PBO
9. DEMAND: N
10. SUPPLEMENTARY ADDRESS: Enter DODAAC of Supporting Tactical SSA (where RCF asset is shipping to)
11. COST DETAIL ACCOUNT NUMBER: Enter LIN of the item being requested.
12. PROJECT CODE: RCF (represents request for an RCF asset)
13. PRIORITY: 02
14. ITEM DESCRIPTION: Enter Nomenclature and Model of asset being requested
15. PUBLICATION DATA: Enter the Request for Turn-in Document Number of the Asset being turned in

DA FORM 2765-1, APR 76	DOC IDENT	ROUT IDENT	FSC	FIH	ADD	UNIT ISSUE	QUANTITY	SVC	REQUESTIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REDEL DATE	ADV STAT
SEND TO:	ACCOUNTABLE OFFICER, W90DGT; MSC-K SARSS1, BLDG# 611; CL VII	STOR ACTV; UNIT# 15384; APO AP 96260-0286; DSN: 765-8221	REQUEST IS FROM:	HHT 4-2 AVN, CP HUMPHREYS, WJETTO														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
EDITING DATA	DOC IDENT	RI-TO	SUF	DOC IDENT	ROUTING IDENTIFIER	STOCK NUMBER	FSC	FIH	ADD	UNIT OF ISSUE	QUANTITY							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
				A	O	A	W	E	M	1	0	0	3	2	2	9	7	1
										E	A	0	0	0	0	1		
DOCUMENT NUMBER	SVC	REQUISITIONER	DATE	SERIAL	DEM AND	SVC	15. SUPPLEMENTARY ADDRESS	SIG-NAL	COST DETAIL ACCOUNT NUMBER	UNIT PRICE	TOTAL PRICE							
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
W	8	1	C	U	F	0	1	1	0	7	8	0	8	N	WT4KD8	LIN # T61494	34,775.00	34,775.00
FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ DEL DATE	FUNDED	NON-FUNDED	ITEM DESCRIPTION	PUBLICATION DATA										
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
		R	C	F	0	2	MACHINE GUN, CALIBER .50 / M2 / 123456 / USA789	Request for Turn-in Document Number W81CUF01197809										
ADVISE	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83
DOC IDENT	ROUT IDENT	FSC	FIH	ADD	UNIT ISSUE	QUANTITY	SVC	REQUESTIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REDEL DATE	ADV STAT	ROUTING IDENT
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

(Must have signature)
 JANE A. DOE
 CW2, QM
 Property Book Officer

(Must have signature)
 JOHN B. DOE
 CPT, AV
 Commanding

POC: Joe B. Bob 753-4182, joe.b.bob@korea.army.mil

Figure G-1. Example request for issue DA Form 2765-1

G-2. Example Request for Turn-In DA Form 2765-1 (Figure G-2)

Prepare and submit a DA Form 2765-1 for each RCF request for turn-in with specific entries as follows:

1. SEND TO: MSC-K's SSA Information
2. REQUEST IS FROM: Unit making the request
3. DOC IDENT: D6Z
4. FSC and NIIN: Enter NSN of asset being turned-in
5. UNIT OF ISSUE: Enter Unit of Issue
6. QUANTITY: Enter Quantity being turned-in
7. DOCUMENT NUMBER: Provided by PBO
8. COST DETAIL ACCOUNT NUMBER: Enter LIN of the item being turned-in
9. PROJECT CODE: RCF (represents turn-in against request for an RCF asset)
10. PRIORITY: 12
11. ITEM DESCRIPTION: Nomenclature, Model, Serial # and USA # (if Applicable)
12. PUBLICATION DATA: Enter the RCF Request for Issue Document Number

Glossary

Section I. Abbreviations

BII	Basic Issue Item
CC	Condition Code
COMMEL	Communications Electronic Equipment
SSA	Supply Support Activity
TSRR	Theater Sustainment Repair and Return
TSRP	Theater Sustainment Repair Program
IROAN	Inspect and Repair Only as Necessary
ISSA	Inter-service Support Agreement
MEL	Maintenance Expenditure Limit
MRO	Material Release Order
MSC	Major Subordinate Command
MSC-K	Materiel Support Center-Korea
MTOE	Modification Table of Organization and Equipment
PQDR	Product Quality Deficiency Report
R&R	Repair and Return
SARSS	Standard Army Retail Supply System
SDR	Supply Deficiency Report
TAT	Turn Around Time
TDA	Table of Distribution and Allowance
TI	Technical Inspection
TLRT-M	Total Logistics Response Time-Maintenance

Section II. Terms

Condition Code (CC). Classification of an asset determined by Technical Inspection performed. CC "H" is unserviceable (condemned) material, which does not meet repair criteria and contains no components or assemblies of value. CC "P" is unserviceable (reclamation) material determined unserviceable or uneconomically repairable as a result of physical inspection, tear down, or engineering decision.

Delivery Schedule. The average time a contractor will take to repair/overhaul an asset, as specified in the contract.

Inspect and Repair Only as Necessary (IROAN). The concept under which equipment in the TSRP is repaired by MSC-K.

Inter-service Support Agreement (ISSA). A joint understanding between U.S. Forces serving in Korea on their utilization of the TSRP for repair of their equipment.

Maintenance Expenditure Limit (MEL). Total allowable one-time cost to restore an item to a fully serviceable condition.

Product Quality Deficiency Report (PQDR). An official report (SF 368) submitted by unit or supporting Field maintenance activity upon receipt of repaired equipment or assemblies that have maintenance discrepancies.

Repair and Return (R&R). A maintenance process in which an item of equipment is turned in for either scheduled or unscheduled maintenance and, upon completion, returned to the owning unit.

Shortfall. Indicates a delinquent FL or R&R action or late cancellations.

Standby assets. Repairable assets exceeding production capability/capacity of MSC-K or Depot Contractor, that are identified and may be repaired when a deletion/shortfall of programmed asset(s) occurs.

Supply Deficiency Report. Report identifying shortages (major assemblies, components, etc.) with the associated CL VII assets received at SSA/SP, Contractor, or MSC-K.

Supply Point (SP). A Supply Support Activity (SSA) which processes requisitions and provides an evacuation/return point for TSRP equipment.

Technical Inspection (TI). The inspection of an asset to determine its maintenance condition or classification.

Theater Sustainment Repair Program (TSRP). An Eighth Army funded scheduled cyclic maintenance program, tracked by end item serial number, for IROAN level repair of equipment. The principle of TSRP is to reduce unscheduled "Field" and "Sustainment" maintenance, increase equipment service life and improve unit readiness.

Theater Sustainment Repair and Return (TSRR). Unscheduled maintenance performed by MSC-K where only those deficiencies and shortcomings identified by the unit are conducted. TSRR is normally funded by the owning unit.

Turn Around Time (TAT). The period of time that elapses between the time that a maintenance organization accepts work order, followed by accomplishment of the work and the time at closeout of the work order.

Total Logistics Response Time. Maintenance (TLRT-M) - The period of time that elapses between the time an item of equipment or component becomes unserviceable and the time that the item or component is returned to a serviceable status after receiving requested maintenance repair or services.