

Morale, Welfare, and Recreation
SKILL DEVELOPMENT ACTIVITIES SELF-HELP AUTOMOTIVE REPAIR FACILITIES

SUPPLEMENTATION. Local supplementation of this regulation is prohibited, except upon approval of Directorate of Personnel and Community Activities, Community Recreation Division (PA-CRD).

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the CRD Division (MSAD). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-PA-CRD.

OVERVIEW

1

Purpose This regulation establishes local policy concerning the operation of the Skills Development Activities (SDA), Self-Help Automotive Repair Facilities (SHARFs) including the paint, body, and welding shops.

1a

General These facilities offer repair programs designed to provide constructive activity and develop skills of soldiers and their family members.

The SHARFs are not operated in competition with repair shops operated in

- the Army Exchange activities or
- adjacent or nearby communities.

Facilities cannot be used for commercial purposes per AR 215-2 (Fort Hood Installation Morale, Welfare and Recreation (MMR) Review Committee) paragraph 6-40.

Supervisory personnel are available for advice, consultation, or instruction only. Participants using the shops do the work on their own vehicles. Persons accompanying them to the shop may assist (AR 215-2, para 2-4).

1b

Responsibility The community recreation officer (CRO) is responsible for the overall operation of the SHARF.

The SHARF supervisor is responsible for these facilities.

1c

Fees Authorization to impose fees for the use of SDA-SHARF is in AR 215-2, paragraph 6-41. Fees are charged for

- bay
- bench work
- tire demounting/mounting machine
- brake drum rotors or fly wheel resurfacing machines
- grease racks/pits
- electrical and exhaust analyzer machine
- welding and paint/body equipment
- car wash bays, and
- car storage areas.

1d

LOCATION AND HOURS

2

Location The SHARFs are located in

- Building 1148, Sprocket Auto Repair Shop, Main Post
- Building 3202, Saber Auto Repair Shop, Main Post
- Wash Rack 3202, Saber Auto Repair Shop, Main Post
- Building 91043, West Fort Hood (WFH) Auto Repair Shop, WFH
- Building 1146, Paint and Body Shop, Main Post
- Building 1147, Welding Shop, Main Post

2a

Hours Operating hours are posted at each activity and published in the local news media. 2b

OPERATIONS

3

Facilities The SHARFs provide for general repairs and most specialized work, including

- engine overhauls
- brake overhauls
- auto air conditioning repairs
- transmission overhauls
- paint/body and welding repair
- tune-ups
- washing
- greasing/oil change

There are areas available for related items such as

- engine diagnosis
- build or repair utility trailers, etc.
- small engine repair such as lawn mowers.

3a

Safety Safety briefings are given at the beginning of each day or whenever required.

All shops are operated in accordance with (IAW) all established fire and safety rules as required in

- AR 385-10 (Army Safety Program)
- AR 385-40 (Accident Reporting and Records), and
- DA Pam 385-5 (Fundamentals of Safety In Army Morale Support Activities).

Work in the outside area, except washing and greasing of vehicles, is

- considered unsafe
- prohibited except when the shop manager authorizes, and
- the work is closely supervised.

Wheels are to remain on all automobiles left in the outside area of shops so they may be moved easily in case of fire.

All fuel tanks will be removed from vehicles when welding repair is done except for special situations when authorized by shop supervisor.

3b

Tool and Equipment Loans

Registered participants complete FH Form 1B (Temporary Tool/Equipment Issue and Turn-in) to borrow any tools needed for completing a project.

Tools cannot be taken from shop areas. Patron(s) are responsible for lost or damaged property. (See appendix C)

3c

Welding Shops

The two welding shops are located in

- Saber Auto Shop, Building 3202, offers small repair jobs such as
 - bracket welding
 - broken bolts removal
 - radiator repairs
 - use of Hyd press, and
 - other items.
- Sprocket Auto Shop, Building 1176, offers big welding repair such as
 - body repairs
 - engine mount removing and replacing
 - race car work, and
 - trailer building.

The Sprocket Auto Shop has a resale store to provide items needed for welding.

**Welding
Shops
(Continued)**

Both shops have

- grinders
- metal cutting band saws
- Hyd presses
- arc and spot welding,
- power hacksaws
- drill presses
- oxygen/acetylene welding, and
- other welding tools and equipment.

A DA Form 3031-1 (Qualification Card for Use of Automotive Crafts Shop Equipment) is issued to individuals needing to use the shop.

3d

**Paint/Body
Shop**

The Paint/Body Shop

- is located in Sprocket Auto Shop, Building 1164
- has many kinds of tools and equipment including spot, Tig-Mig, and oxygen/Acetylene welding equipment
- has a paint and primer booth (must register in advance to use)
- has a resale store to provide small items needed for paint/body repairs
- has safety classes given when the shop manager determines they are needed

A DA Form 3031-1 is issued to individuals who need to work in the shop.

3e

**Grease Pits
and Car Lifts**

The SDAs self-help auto grease rack is

- located in the areas outside the Sprocket Self-Help Shop
- used for grease jobs and oil changes only
- closed when weather conditions make the use unsafe.

Saber Auto Shop, Building 3202, grease pits and car lifts are operational during most weather conditions.

3f

SHOP RULES

4

Miscellaneous

Participation eligibility and priority is established by AR 215-2, paragraph 24.

Identification card is required to establish eligibility to use the facilities.

Bay space is available on a first-come-first serve basis.

No alcoholic beverages inside or in the outside area including the vehicle wash bays.

Shoes and shirts are worn at all times while using any SHARF.

No smoking except in authorized areas.

No playing vehicle radios in shop bays or outside areas.

Registered participants are responsible for actions of accompanying personnel.

No parking on outside apron or dirt areas of SHARF except to enter or leave.

Family members under age 16 must be supervised by sponsor.

Shop managers establish procedures for maximum use of the buildings and the area in the rear of the buildings. Participants using facilities comply with posted operating procedures.

4a

APPENDIX B

SKILL DEVELOPMENT ACTIVITIES
SELF-HELP AUTOMOTIVE REPAIR FACILITIES
USE OF PARKING LOT & SHOP BAYS

The parking lot or Autocraft Shop bays will not be used for storage of vehicles. Use of the parking lot or bays is for 15 days only. Fees for the parking lot will be paid one week in advance only. No refund will be given if vehicle is removed prior to termination of the one weeks paid parking. Fees for the Autocrafts bays will be paid at the close of business each day. If necessary, an extension for the parking lot only may be given by the shop supervisor. If patron does not return after 15 days, the vehicle will be considered abandoned. By signing this document, patron agrees that if the vehicle is still not repaired and not removed from the parking lot or Autocrafts bays, the Department of Army can dispose of and/or remove the vehicle.

I HAVE READ INSTRUCTIONS AND WILL COMPLY:

NAME _____ SIGNATURE _____
(Please print)
PHONE _____ SSN _____
RANK _____ UNIT _____

VEHICLE INFORMATION AND IDENTIFICATION:

MAKE _____ MODEL _____ LICENSE _____

Owner's Signature

Shop Supervisor

Date

APPENDIX C

TEMPORARY TOOL/EQUIPMENT ISSUE AND TURN-IN (AR 710-2, AR 28-1 & FH Reg 190-3)			DATE
NAME (Print)			GRADE
ORGANIZATION			DUTY PHONE
IN	OUT	SSN	
			SEE STATEMENT ON REVERSE
BORROWER'S SIGNATURE		ATTENDANT'S SIGNATURE	

FORM 1B (AG)
FH 1 AUG 83

PRIVACY ACT STATEMENT (5 USC, 10U5C 3012). Used for positive identification of persons issued equipment. May be used to complete statements of charges for lost, stolen, or damaged equipment. Disclosure is voluntary, but no equipment will be issued without necessary information.

I accept responsibility for equipment shown. I will use the equipment and facilities of this building as intended and return all items at least 15 minutes before closing on date shown or immediately upon request of the attendant.