



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
403<sup>RD</sup> ARMY FIELD SUPPORT BRIGADE  
UNIT # 15016  
APO AP 96218-5016

ASKO-LRC-YON-LGM

1 October 2012

MEMORANDUM FOR Customers of Maintenance Division

SUBJECT: Maintenance Division External SOP, LRC, USAG Yongsan

**1. References.**

- a. USFK 58-1 Management and Used of Tactical Vehicles March 2010
- b. AR 750-1, Army Maintenance Program, September 2007
- c. AR 700-138, Army Logistics, Readiness and Sustainability, February 2004
- d. AR 700-139, Army Warranty Program, October 2005
- e. DA Pam 750-8, The Army Maintenance Management System, August 2005

**2. Purpose.**

To provide user units/activities with definitive guidance and standardized procedures to obtain services provided by Maintenance Division, LRC, Yongsan, 403<sup>rd</sup> AFSB.

**3. Summary.**

The Maintenance Division will provide maintenance to Non-Tactical Vehicles authorized by ISSA/MOA within Area II. Customers will be provided with effective and efficient maintenance operation using Field Tier Level Maintenance.

**4. Scope.**

The procedures outlined in this SOP apply to and will be followed by all customer units supported by the Installation Maintenance Division.

**5. General Information.**

a. Maintenance Division is collocated with Installation Transportation Division within TMP compound. The Production Control Office is the main office, in building # 5207, Phone number: 738-6657 For safety precaution, customers are not permitted inside the maintenance bay area, except when escorted by maintenance personnel.

b. Operating hours for customers.

Monday – Friday: 07:30-1630.

Note: Closed on all Korean National holidays.

c. Maintenance service is accomplished IAW AR 750-8, AR 58-1, vehicle manual. For new vehicles, service requirements will be scheduled IAW the manufacturer’s recommendation. The following maintenance interval schedules applies to all assigned and satellite vehicles in scheduling preventive maintenance. Vehicles under manufacturer's warranty will be scheduled for maintenance in accordance with intervals recommended by the manufacturer.

"I" Safety Inspection	12 months SOFA plated vehicles
"H" Tire rotation	IAW Manufacturer recommendation
"S" Maintenance	Six months inspection per AR 58-1
"A" Maintenance	12 months or per vehicle manufacturer’s recommendation for mileage
"Q" Maintenance	3 months combined service on M.H.E.

d. The above maintenance services and inspections including lubrication services will be performed within guidance recommended from individual manufacturer's service manuals.

e. Intervals for changing filters (Fuel, oil, etc.) during warranty period will be monitored closely and strictly adhered to.

f. All fork-lifts will have quarterly services scheduled and performed at 3 month intervals.

## 6. Points of contact.

**Maintenance Division**

<u>a. Key Personnel</u>	<u>Phone Number</u>
Maintenance Division Chief	738-7265
General Shop Foreman	738-3348
<u>b. Production Control Office</u>	
Production Control Leader	738-6657
Production Control Clerk	736-3252/3254/3840
Auto Supply clerk	738-3251/736-4773/4333
<u>c. Bus Shop</u>	
Auto Mechanic Leader Foreman	738-4141
<u>d. Sedan Shop</u>	
Auto Mechanic Leader Foreman	738-6724
<u>e. Inspection Section</u>	736-4752
<u>f. Heavy Shop</u>	
Auto Mechanic Leader Foreman	736-6725
<u>g. Light Shop</u>	
Auto Mechanic Leader Foreman	736-6726
<u>h. Allied Shop</u>	
Mobile Equipment Leader Foreman	738-6728

**7. Procedures.**

a. Vehicle turn-in procedures for Scheduled and unscheduled maintenance for all assigned USAG Yongsan vehicles.

- (1) Clean inside and outside of vehicle and remove all debris.
- (2) Remove all personal items.
- (3) Vehicle must have 1/2 tank of fuel for maintenance troubleshooting procedures.
- (4) Prepare DA Form 5988E (Equipment Inspection and Maintenance Worksheet listing all deficiencies.)
- (5) Turn completed DA Form 5988E in to vehicle inspector in the TMP Dispatch Operations Section (Bldg 5725).
- (6) The vehicle inspector will review the completed DA Form 5988E, verify faults, inspect the vehicle for cleanliness, fuel level, and any damage that may require an Estimated Cost of Damage (ECOD). Upon completion, vehicle inspector will sign block 9a of DA Form 5988E, and send operator with completed DA Form 5988E, vehicle, keys and logbook to the Maintenance Operations Section (Bldg# 5702).
- (7) The Maintenance Operations Clerk will initiate a DA Form 2407E with all required repairs/services and have the operator park the vehicle in a designated parking area.
- (8) The Maintenance Operations Clerk will forward maintenance request to Inspection Section. The Inspection Section will perform an initial inspection and forward the maintenance request to the appropriate shop for repairs.
- (9) Operators will not enter any work in shops without approval from the Maintenance Officer due to safety reasons.
- (10) IAW AR 58-1, Non-Tactical Vehicles are considered Non-Essential and a replacement vehicle is NOT AUTHORIZED while vehicle is in for maintenance unless it is mission impact.

b. Vehicle Turn in procedures for partial and 100% Reimbursable units' vehicles based on ISSA and MOAs.

- (1) The performance standard contained in TMO 38-600 will be used to assess the performance of maintenance elements regardless of type (in-house, commercial, or combination).

- (2) The performance standards include both direct and indirect maintenance man-hours in fleet standards or IMCOM cost and factors Book.

c. Unit responsibilities.

(1) A month prior of scheduled service is due; the operator/unit coordinator will coordinate with maintenance for the vehicle date of turn in and parts availability/cost.

(2) If reimbursable unit agrees with Maintenance Division maintenance procedures, on repair parts to include labor and charges, and the due date/turn in date, the clerk will process equipment IAW Maintenance Divisions SOP.

(3) If reimbursable unit decline above scheduled service procedures, the unit has option to take vehicles downtown auto dealers or local auto shop for the scheduled and non-scheduled maintenance.

(4) Upon Completion of the work, the unit will be notified and will bring the hand receipt copy (Green Copy) to the Maintenance Operations Section for vehicle pick-up. Individuals picking up equipment must be authorized to do so on a valid DA Form 1687 Signature Card.

d. Service procedures.

(a) Inspector will do a 100% technical inspection of the vehicle.

(b) The vehicle will go through the scheduled service procedures as outlined in TM 38-600 or the vehicles manufacture recommendation.

(c) Maintenance Division clerk will notify reimbursable unit of any NMC repair parts found during inspection and while in service.

(d) Units opted to have Maintenance Division procured part from local vendors must understand the high cost of American import parts to South Korea.

(e) Supply parts cost and availability; Part for American made cars procured outside vendors is very expensive. There are options that unit can do to acquire for a cheaper part. One, use Car Care Center located at Camp Kim to buy parts. If parts are not currently on hand, AAFES can order parts for American made vehicle with added small fee and will receive it from US in two weeks. Two, units can utilize the online ordering using GPC.

e. Reimbursement Processes under GFEBS.

(1) Customer requires maintenance service will contact Maintenance Division Production Control section for reimbursable procedures.

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SUBJECT: Maintenance Division –External Standing Operating Procedures

(2) Maintenance Division will provide blank WBS request memo along with estimated cost to customer.

(3) Customer will consult their supply personnel/S4/RM on how to initiate WBS for GFEBs.

f. Repaired vehicle

Dispatch Office from ITO office will notify the NTV users.

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GS-14  
Director of Logistics