



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 McNair Road, Suite 100
FORT SILL, OKLAHOMA 73503

ATZR-CS

6 June 2011

MEMORANDUM FOR RECORD

SUBJECT: Roadside Inspection Standard Operating Procedures (SOP)

1. PURPOSE. To provide policies, procedures and outline responsibilities of the Fires Center of Excellence and Fort Sill's Roadside Inspection Program (RIP).

2. SCOPE. This guidance is applicable to all units assigned and attached to the FCoE and Fort Sill. All vehicles except those on alert dispatch, valid work orders traveling to/from Field to Sustainment level maintenance facilities or in emergency cases; i.e. transporting a Soldier to the hospital, are subject to the Roadside Inspection Program (RIP)

3. GENERAL. The Roadside inspection program is specifically designed to validate Operator Level (-10) Preventive Maintenance Checks and Services (PMCS), the unit's Quality Assurance/Quality Control (QA/QC) for -20 level PMCS, dispatch procedures, licensing, and highway safety. It is not intended to measure a unit's maintenance posture.

4. POLICY.

a. The FCoE G4 Maintenance Officer has the responsibility to implement and supervise the Roadside Inspection Program and will:

(1) Establish a RIP Checklist and team composition.

(2) Forward results of the RIP to BDE/BN Executive Officer within 24-48 hours, a copy to the FCoE Chief of Staff, and maintain a permanent copy for record.

(3) Coordinate with the Fort Sill Department of Emergency Services 72 hours prior to any planned setup to ensure positive interagency cooperation and minimal impact to ongoing operations.

b. Roadside Inspections will be unannounced and will evaluate seven areas: operator qualifications and licensing, dispatch forms and records, dispatch authorization, safety equipment, operator and unit level maintenance vehicle checks.

c. During the inspection equipment receiving six unidentified shortcomings, not having a properly annotated operator license, improper or missing dispatch records or forms, dispatch forms not properly authenticated, or unsatisfactory highway safety equipment will receive an overall

UNSAT rating. Any three Administrative deficiencies will also result in an UNSAT rating. By issuing a vehicle UNSAT rating, the FCoE RIP team is not dead-lining the vehicle, only stating that the vehicle is found to be UNSAT according to applicable regulations and technical manuals. Any shortcomings listed above will render the equipment inoperable until the unit sends a properly licensed operator and proper documentation.

d. Vehicles that have a single -10/-20 Non Mission Capable (NMC) deficiency will be assessed as NMC and be required by AR 750-1 and DA Pam 750-8 to correct fault(s) by IAW applicable technical manual prior to continuing the mission. Requirement for recovery is the responsibility of the parent unit.

5. INSPECTED AREAS.

a. Operator Qualifications. Operator qualifications will be evaluated IAW AR 600-55, DA Pam 750-8 and Unit SOP/Policy. The operator will have in their possession a properly authenticated U.S. Government Motor Vehicle Operator's Identification Card, OF 346 or Operators Permit 5984-E for tactical vehicles and valid State license IAW FCoE 600-55 supplement 1. Items missing from the 346/5984-E i.e. required training, model specific for vehicle being operated, and signature will result as a shortcoming. An OF 346/5984-E that is expired, missing, or lacking the signature of an approving official will be considered NMC as the equipment cannot be operated IAW AR 600-55.

b. Equipment Record Folder. Equipment Folders will be inspected IAW AR 750-1, DA Pam 750-8 and Unit SOP/policy.

(1) A properly completed and authenticated Motor Equipment Dispatch DA Form 5987-E or Motor Equipment Utilization Record DD 1970 if the unit's SAMSE system is NMC, an incomplete or missing form will result in an UNSAT and must wait for a valid dispatch prior to continuing mission. Manual dispatching procedures are outlined in 750-8 paragraph 2-3. The manual dispatch form DD 1970 requires other forms as well such as a DA Form 2401.

(2) Vehicle Operators will ensure the following items are in the equipment record folder or accompany the dispatched vehicle per DA Pam 750-8 par 2-1. Any missing documents may constitute an UNSAT rating:

- (a) The current -10 Technical Manual for the equipment being operated.
- (b) Dispatch printout DA Form 5987-E or DD Form 1970 if manual system is used.
- (b) Accident Identification Card, DD Form 518 (2ea).
- (c) Operators record of Motor Vehicle Accident, SF 91(1ea).
- (d) An updated Equipment Inspection and Maintenance Worksheet; DA Form 5988-E or DA Form 2404 if units SAMSE is non operational.

c. Dispatch. Dispatches will be evaluated IAW DA Pam 750-8. Off post and or extended dispatches must be authorized by the unit commander (tactical) or stated for Non Tactical Vehicles (NTV). In addition, operators must have in their possession a valid state license for all off post operation, tactical or NTV.

d. Highway Safety and Equipment. Highway safety and equipment will be evaluated IAW AR 750-1, and the operator's -10 manual. Evaluated vehicles will receive an UNSAT rating for unserviceable or missing safety equipment per the RIP checklist. In addition the following equipment applies.

(1) Operators will wear protective goggles when operating a vehicle without a model specific windshield or if the windshield is in the lowered or stowed position.

(2) All cargo vehicles transporting personnel whether tactical or NTV, will ensure vehicles are equipped with a tarp and safety strap and must be affixed for transportation prior to movement of the vehicle, vehicle operators are responsible for the safe transport of personnel.

e. PMCS. Will be conducted IAW applicable -10/-20 Technical Manual and lubrication orders. Vehicles will be inspected IAW before, during, weekly, monthly PMCS table of the appropriate -10/-20 manuals. If the operators have already identified shortcomings on the vehicles 5988-E, it will not count against them. The following safety items are IAW the applicable -10:

(1) Leaks from the exhaust system, or missing exhaust pipes shields.

(2) Improper functioning or adjustment of brakes, steering, lights, windshield wipers, horns, warning signals, and /or side or rear view mirrors.

(3) Broken, cracked, missing, discolored or frost/ice/snow covered windshield, windows, mirrors, lights, reflectors, or other condition that adversely affects the vision of the driver. Dirt and debris affixed to the viewing windows, windshields or mirrors.

(4) Cracked Wheel hubs.

**Note: All deficiencies and shortcomings are expected to be annotated. The only exception is the "During PMCS" checks under the "During" column of the applicable PMCS Chart. The operator and crew will be given the opportunity to make the annotations at the time of the inspection.

6. ROADSIDE PROCEDURES.

a. Vehicles may be stopped at any suitable safe location on Fort Sill. Areas include garrison, cantonment or field, road exiting or entering the installation with coordination of the Department of Emergency Services to ensure positive traffic flow and safety of all personnel.

b. Vehicle operators and occupants are expected to be courteous and cooperative.

c. Vehicle operators will be given the opportunity to perform “during operations checks” when stopped by the evaluator. If on-the-spot safety or NMC maintenance corrections cannot be made, the owning unit is responsible for the safe recovery of the equipment.

d. Ammunition carriers

(1) Vehicles with ammunition placards may be stopped and spot checked by roadside inspectors, Vehicles with a valid DD 626 performed that day by the Ammunition Supply Point ASP will be checked for the following items:

(a) Valid and Current military license; DA Form 5984-E/OF 346 with Hazard Cargo endorsement.

(b) Valid dispatch; DA Form 5987-E/DD Form 1970 (SAMSE system INOP)

(c) Current PMCS; DA Form 5988-E/ DA Form 2404 (SAMSE system INOP)

(d) Valid and current Motor Vehicle Inspection (transporting HAZMAT); DD Form 626.

(2) Vehicles with ammunition placards may be stopped and spot checked by roadside inspectors. Vehicles with a valid DD Form 626 performed by the unit will undergo the complete roadside evaluation.

e. In the event a vehicle is found to be UNSAT for shortcomings or deficiencies that could cause further damage or injury to occupants or equipment i.e. no dispatch, no drivers license, or mechanically unsafe; the driver/senior occupant will inform their chain of command by telephonic means. Other situations will be on a case-by-case basis. The vehicle will not be released until the commander of the unit or designated representative assumes responsibility for the vehicle and the occupants.

7. REPORTING PROCEDURES.

a. Results of the roadside evaluation will be entered on the Roadside Inspection Checklist.

b. The inspector and/or recorder will enter the information in all blocks of the checklist. The FCoE inspector will identify and brief the operator/senior occupant on shortcomings, deficiencies noted. The operator will then initial all shortcomings and deficiencies and sign the checklist. The inspector will retain the top copy for record and provide the second copy to the operator. The operator is required to provide their copy of the Roadside Evaluation Checklist to their Chain of Command and back brief them of the event results.

c. Units receiving an “UNSAT” or vehicle deemed NMC will be required to reply by endorsement through their respective Chain of Command to the FCoE Chief of Staff (CoS).

d. Roadside statistics and analysis will be briefed during the bi monthly Command and Staff (chaired by CoS) and monthly Logistics Management Review (LMR).

8. AWARDS. Commanders are urged to recognize unit maintenance personnel and operators when vehicles receive a "Commendable" rating.

9. INSPECTION ASSISTANCE.

a. Brigades are required to provide names for one E5 or above mechanic (91 series) per Brigade during the LMR to assist in the roadside inspections during the following month. This accomplishes two efforts, Soldiers can see first-hand the standard and the fair and unbiased nature of the inspection.

b. Soldiers assisting the Roadside Checks will receive a USAFCoE G4 certificate of appreciation for their assistance.

10. REFERENCES.

a. AR 750-1, Army Material Maintenance Policy, dtd 9/20/07

b. AR 385-10, The Army Safety Program, dtd 06/14/2010 (CHG 03)

c. AR 600-55, The Army Driver and Operator Standardization Program, dtd 6/18/07

d. DA Pam 750-1, Leaders Unit Maintenance Handbook, dtd 2/2/2007

e. DA PAM 750-8, The Army Maintenance Management System, dtd 8/22/2005



DANIEL L. KARBLER

COL, GS

Chief of Staff

