



DEPARTMENT OF THE ARMY
HEADQUARTERS 2ND INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF:

EAID-CG

MAR 21 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2nd Infantry Division (2ID) Commander's Policy Letter #4-3, Readiness Management

1. References.
 - a. AR 750-1, Army Materiel Maintenance Policy, 20 September 2007
 - b. DA PAM 750-8, The Army Maintenance Management System (TAMMS), 22 August 2005
 - c. 2ID Regulation 750-1, Maintenance of Supplies and Equipment, 27 May 2010
 - d. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005
 - e. 2ID Operational Readiness Float (ORF) Management Standing Operating Procedures, 13 August 2010
 - f. Policy Letter #4-1, Change of Command/Primary Hand Receipt Holder (PHR) Inventory Procedures.
 - g. 2ID OPORD 10 334, TAMMS Equipment Data Base Verification (TEDB), 26 July 2010
2. This policy supersedes 2ID Policy Letter #46, Readiness Management, dated 10 September 2010. It remains in effect until rescinded or superseded.
3. Applicability. This policy applies to all personnel assigned and/or attached to 2ID.
4. Purpose: To establish policy and standards in ensuring our Pacing and Operational Readiness Float (ORF) Equipment are maintained to 10/20 standards, processing of identified excess equipment for turn in and dispatching procedures are followed.
5. Policy: Maintenance is a command responsibility. Commanders at all levels will emphasize the importance of maintenance and ensure that subordinates are held accountable for the conduct of maintenance operations. Commanders, Command Sergeants Major, First Sergeants, and first line supervisors will implement these guidelines in order to maintain "fight tonight" capability and increase readiness posture.

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6. MSCs will conduct quarterly Preventive Maintenance Checks & Services (PMCS) certification with oversight by Division G4 DMO Maintenance Assistance & Instruction Team (MAIT). Subsequent SAVs/CIPs will serve as a check to ensure effective training.
7. Pacing and ORF Items Management: Brigade Commanders are required to notify the DCG-S if the following suspense cannot be met.
 - a. Upon notification of Pacing and/or ORF equipment dead-lining fault to the SAMS-E clerk (organizational level maintenance) by the equipment operator, the unit maintenance section will have 24 hours to complete a Technical Inspection (T/I) of the Pacing and/or ORF equipment and place the critical parts on order.
 - b. Upon receipt of repair parts, unit maintenance sections will have 24 hours to install the parts and restore the Pacing and/or ORF equipment to Fully Mission Capable (FMC) status.
8. Preparing excess equipment for turn in and/or transfer.
 - a. Company Commanders will ensure that all equipment is inventoried IAW Policy Letter #4-1 and properly loaded in PBUSE/LIW (Logistics Information Warehouse) and the SAMS-E systems with accurate and current administrative data. Commanders, Primary Hand Receipt Holders (PHRH), and the Property Book Officers will ensure that equipment is added or deleted from that hand receipt and that all property book actions are completed when conducting a lateral transfer (L/T) or an ORF transaction.
 - b. Units will conduct a T/I of all equipment designated for lateral transfer or turn-in upon receipt of disposition instructions. All faults will be annotated on DA Form 5988-E and inputted into the SAMS-E box. Units will repair equipment to the standard as required in the disposition instructions.
 - c. Transferred equipment will be at 10/20 standards, equipment will be FMC, and all sub-components will be on-hand or on order. First line supervisors will ensure that equipment is maintained to the disposition directed standard.
9. Dispatch Procedures. Platoon Leaders are responsible for ensuring that all vehicles are properly dispatched and closed out IAW 2ID Regulation 750-1 and DA PAM 750-8 to include ensuring operators accurately enter usage kilometers/miles/hours in the SAMS-E box. Unit Executive Officers are responsible for providing supervision/oversight.
 - a. Tactical vehicles will be properly dispatched IAW the procedures in 2ID Regulation 750-1 (Section II, Chapter 3) and in DA PAM 750-8 (Chapter 2). Operators will perform PMCS each day the equipment is dispatched.

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b. Upon mission completion, the operator will annotate the distance/time operated and quantity of fuel or oil consumed. Operators will record the vehicle's kilometers/miles/hours and ensure that when recording kilometers/miles/hours, do not record tenths of kilometers/miles/hours. Operators will round kilometers/miles/hours to the nearest whole kilometer/mile/hour. The Unit Dispatcher will compare kilometers/miles/hours provided by the operator to previous kilometer/miles and enter the proper kilometers/miles into the SAMS-E database. Dispatchers must be alert to ensure the operator has recorded a whole number for distance and not a fraction (tenths of kilometers/miles).

10. Point of Contact (POC) for this memorandum is the 2ID ACoS, G4 Division Maintenance Office (DMO) at DSN 732-8671.



EDWARD C. CARDON
Major General, USA
Commanding

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