

V. AVIATION MAINTENANCE

8. Technical Supply

a. Standing Operating Procedures (SOP)

Are Standing Operating Procedures (SOP) established and maintained for current operations? (*AR 750-1, para 3-6b*) **P / F / NA**

b. The Army Records Information Management System (ARIMS)

(1) Are the record managers and coordinators registered at the appropriate level on the ARIMS website (<https://www.arims.army.mil>)? (*AE 25-400-2, para 5g*) **P / F / NA**

(2) Are Office Record Lists (ORL) being created, approved, and maintained on the ARIMS website? (*AE 25-400-2, para 5h*) **P / F / NA**

(3) Are the ORLs being reviewed for approval by the supporting MSC or ASG records manager? (*AE 25-400-2, para 4b(5)b*) **P / F / NA**

(4) Are units deployed or involved in CONOPS managing their records according to Appendix A? (*AE 25-400-2, Appendix A*) **P / F / NA**

(5) Do the filing labels contain the correct information according to AE 25-400-2? (*AE 25-400-2, para 5a,b,c & d*) **P / F / NA**

(6) Are all record information being identified and properly marked and stored? (*AE 25-400-2, para 5a-d*) **P / F / NA**

(a) Paper, floppy disks, or similar media, labels may be handwritten or printed off of the ARIMS website.

(b) Digital record information on shared network drives, hard drives, or other similar storage devices will include the information in para 5d (1) a-e.

(c) All folders and containers used to store official record information, including personal e-mail folders and shared folders on servers, will be labeled.

(7) Is the checklist in Appendix C used to evaluate the records management program and? (*AE 25-400-2, para 5i*) **P / F / NA**

c. Publications Maintenance / Shop Library

(1) Does each shop maintain a complete, up-to-date set of technical publications for all supported aircraft? (*FM 3-04.500, para 8-16*) **P / F / NA**

(2) Are publications filed correctly? (*FM 3-04.500, para 8-113; DA Pam 25-40, appendix E para E12-E20*) **P / F / NA**

(3) Are changes to publications posted correctly? (*DA Pam 25-40, para E8-E11*) **P / F / NA**

(4) Does the shop have a technical data familiarization chart or computer printout to ensure maintenance personnel are familiar with publications relevant to their duties? *(FM 3-04.500, para 8-18)*
P / F / NA

(5) Are technical inspectors checking the charts or printouts during publication review to ensure the following: *(FM 3-04.500, para 8-18)*
P / F / NA

(a) All publications used by the shop are listed?

(b) All shop personnel are listed?

(c) All personnel initialed to indicate their understanding of the publications?

(d) All changes are posted according to DA Pam 25-40?

(6) Have technical inspectors checked the shop library quarterly to ensure the following: *(FM 3-04.500, para 8-111)*
P / F / NA

(a) Libraries are located conveniently to users?

(b) Required manuals are on hand or on order?

(c) No unnecessary publications are on hand?

(d) Changes are properly posted and indexes reflect the status of publications on hand?

(e) No superseded or rescinded manuals are used?

(f) Classified publications are stored according to AR 380-5?

d. Training Program

(1) Has the commander established a training program? *(AR 750-1, para 2-16a(5))*

P / F / NA

(2) Is a training program established for skill level 1 through 4 to ensure all soldiers are properly trained in their MOS? *(USAREUR Reg 350-1, para 4-4c)*

P / F / NA

e. Inventories

Does the unit conduct a PLL inventory every 90 days? *(DA Pam 710-2-1, para 8-19)*

P / F / NA

f. Document Register

(1) Does unit conduct Document Control Register by All Open Records as required and disposed of when no longer needed or IAW local SOP? *(ULLS-A End User Manual, para 4.2.4.6, pg 4-73)*

P / F / NA

(2) Does unit conduct Document Control Register by High Priority Request as required and dispose of when no longer needed or IAW local SOP? (*ULLS-A End User Manual, para 4.2.4.4, pg 4-71*) **P / F / NA**

(3) Does unit conduct Document Control Register by NMCS High Priority Request as required and dispose of when no longer needed or IAW local SOP? (*ULLS-A End User Manual, para 4.2.44.2, pg 4-71*) **P / F / NA**

g. Demand Analysis

(1) Does the unit maintain a nonstocked item demand file (DA Form 3318)? (*DA Pam 710-2-1, para 8-20*) **P / F / NA**

(2) Have the items that meet the 3rd demand in a 180 day period been added to the units PLL? (*DA Pam 710-2-1, para 8-20*) **P / F / NA**

(3) Has the commander approved the addition or deletion of PLL line items? (*DA Pam 710-2-1, para 8-20d*) **P / F / NA**

h. Reconciliation Procedures

Is the unit conducting monthly due-in/due-out reconciliation/validation with the Supply Support Activity (SSA)? (*DA Pam 710-2-1, para 2-31e*) **P / F / NA**

i. Excess Parts Management

(1) Does unit conduct Excess Management Report as required and dispose of when no longer needed or IAW local SOP? (*ULLS-A End User Manual, para 4.3.2.2*) **P / F / NA**

(2) Does unit conduct Parts Received Not Installed as required and dispose of when no longer needed or IAW local SOP? (*ULLS-A End User Manual, para 7.1.6.2, pg 7-77*) **P / F / NA**

j. Bench Stock

(1) Are bench stock lists reviewed semiannually and approved by the maintenance officer? (*AR 710-2, para 2-24*) **P / F / NA**

(2) Does the bench stock list and replenishment tags have all essential elements of data? (*AR 710-2, para 2-24e*) **P / F / NA**

(3) Do bench stock items meet stockage criteria? (*AR 710-2, para 2-24c*) **P / F / NA**

(4) Do bench stock replenishment requests have an (UND) C or the customer's work request priority when stocks are zero balances? (*AR 710-2, para 2-24d*) **P / F / NA**

k. Forms and Records

Does the unit have a current DA Form 1687 (Notice of Delegation Authority) filed at the SSA/DSSA? (*DA Pam 710-2-1, para 2-32b*) **P / F / NA**

I. Commander's Exception Report

(1) Is the Commander's Exception Report completed daily or prior to running Send Supply Transaction to SOS for approval of all transactions? (*ULLS-A End User Manual, para 4.1.4, pg 4-9*)
P / F / NA

(2) Is the Commander's Exception Report signed by the commander and maintained on file for two years? (*ULLS-A End User Manual, para 4.1.4, pg 4-9*)
P / F / NA

REFERENCES:

AE 25-400-2	31 Dec 03
AR 710-2	25 Feb 04
AR 750-1	18 Aug 03
DA Pam 25-40	29 Dec 03
DA Pam 710-2-1	31 Dec 97
FM 3-04.500	26 Sep 00
ULLS-A Commander's Guide	1 Oct 97
ULLS-A End User Manual	1 Aug 2001
USAREUR REG 350-1	15 May 03