



DEPARTMENT OF THE ARMY
Headquarters, 405th Army Field Support Brigade
UNIT 28132
APO AE 09114-8132

ASEU-LRC-LAE-M

1 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 405th Army Field Support Brigade, Base Support Operations Maintenance Division External Standard Operating Procedure (405th AFSB BASOPS MD ESOP)

References:

- a. AR 710-2, Supply Policy Below the National Level
- b. AR 750-1, Army Materiel Maintenance Policy
- c. AE REG 750-1, Army Materiel Maintenance Policy
- d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)
- e. DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual
- f. AE Reg 10-5, App A, Headquarters, United States Army Europe
- g. AE Reg 190-1, Driver and Vehicle Requirements and the Installation Traffic Code for the U.S. Forces in Germany
- h. AR 380-5, Department of the Army Information Security Program
- i. TM 38-600, Management of Administrative Use Motor Vehicles, (C1)
- j. AR 58-1, Management, Acquisition, and Use of Motor Vehicles
- k. AE Reg. 58-1, Management, Acquisition, and Use of Nontactical Vehicles
- l. AE Reg. 1-10, Staff Procedures
- m. AR 725-50, Requisition, Receipt, and Issue System

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1. **PURPOSE:** The purpose of this External Standard Operating Procedure (ESOP) is to provide guidance and outline procedures for customers to follow in order to obtain maintenance and repair services for supported equipment from 405th AFSB BASOPS MD. This document includes funding procedures.
2. **APPLICABILITY:** This ESOP applies to all units/organizations requesting support from the 405th AFSB BASOPS MD.
3. **RESPONSIBILITY:** Chief, 405th AFSB BASOPS MD, is the point of contact for this ESOP. Contact information is 405th AFSB BASOPS MD, Attn: ASEU-LRC-LAE-M, Unit 28132, APO AE 09114-8132.
4. **GENERAL:** The 405th AFSB BASOPS MD is a subdivision of the Army Sustainment Command (ASC).
5. **VISION:** The 405th AFSB BASOPS MD mission is to provide high quality services to its customers to improve the quality of life for Soldiers and their Families while enhancing unit readiness.
6. **MISSION:** Provide Materiel Support Maintenance according to the Common Level of Support (CLS) service component 27 and availability of funding in the 405th AFSB BASOPS MD area of responsibility (AOR) to include mechanical safety inspections of POV. The specific services are further outlined in paragraph 12 of this ESOP.
7. **ORGANIZATIONAL STRUCTURE:** The 405th AFSB BASOPS MD has a centralized administration located at Grafenwoehr, Germany and operates multiple on-site maintenance teams throughout its AOR. A detailed point of contact list for all 405th AFSB BASOPS MD facilities, Customer Service Teams (CST), and POV inspection stations is provided at enclosures 1, 2 and 3.
8. **METHOD OF SUPPORT:** Maintenance and repair support is primarily provided at 405th AFSB BASOPS MD locations, although occasionally some repairs may be accomplished at the customer's location. Vehicles and equipment must be delivered along with a completed DA Form 2407 and DA Form 2404. Once work has been completed, the customer is responsible for picking up vehicles and/or equipment.
9. **REQUESTING SUPPORT:**
 - a. Prior to requesting support customers are required to provide the following in order to open a support account:

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(1) Notice of delegation of Authority (DA Form 1687) signed by the Unit Commander/Appointed Responsible Officer. (Encl 5)

(2) A letter of Assumption of Command for Unit Commander/Appointed Responsible Officer. (Encl 6)

(3) A complete density list of all items requiring maintenance support from the 405th BASOPS MD. (Encl 4)

(4) The commander signs for all high priority work orders for Urgency of Need Designator (UND) A or B. This signature approves the work order priority designator. A delegation of authority memorandum (Encl 8) is required when authority is delegated.

(5) Customers are responsible for updating unit level maintenance related documentation such as TMPS 2012, DA Form 2406, DD Form 314, etc, while equipment is being serviced or repaired.

b. Before 405th AFSB BASOPS MD will accept the maintenance request the customers are required to annotate the following information in appropriate blocks of the maintenance requests:

Block 1a, Customer Unit Identification Code (UIC)

Block 1b, Customer unit name

Block 1c, Customer phone number

Block 7, Item National Stock Number or Item Management Control Number (MCN)

Block 8, Item model

Block 9, Item nomenclature

Block 11, Item serial number

Block 12, Item quantity

Block 13, Priority

Block 14, Malfunction description

Block 19, Warranty expiration information

Block 20, Admin number

Block 24, Describe deficiencies or symptoms on the basis of complete checkout and diagnostic procedures in equipment

Block 25, POC, Location (barracks/kaserne, bldg number), phone number and cell phone number, fax number, e-mail address, year of manufacture, current estimated replacement cost.

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Maintenance and repair services can either be requested in person, by e-mail, or by fax; however, all requests must include a completed DA Form 2407 and DA Form 2404. If 405th AFSB BASOPS MD requires the item to be delivered to a 405th AFSB BASOPS MD location and the customer does not comply within two working days the maintenance request will be rejected.

Maintenance Requests for repair requirements for damaged equipment (other than fair wear and tear) must be accompanied by a statement of release signed by the appointed survey officer or unit commander. This release statement must clearly state that the damaged equipment is no longer required for investigation purposes and can be released for repair to the 405th AFSB BASOPS MD. The customer will be billed for damages other than fair wear and tear, e. g.; accident damage, damage related to neglect or abuse, use of the wrong designated fuel type, etc.

It is critical that all customers coordinate with 405th AFSB BASOPS MD when new equipment and/or vehicles are purchased or fielded to ensure that 405th AFSB BASOPS MD is aware of future maintenance requirements and warranty provisions for new equipment. This prior coordination will ensure continuous support and full utilization of warranty services.

An approved waiver must accompany all repair requests for items that have been classified as not economical to repair or exceeding the Maintenance Expenditure Limit (MEL) according to documented information on DA Form 461-5 or DA Form 3590 or DA Form 2404. For repairs exceeding MEL customers must provide funds upfront with an adequate dollar amount of the estimated repair cost. The test/certification and inspection log must accompany the vehicle/equipment when being dropped off for service or repair. All requests for services on a reimbursable basis must be accompanied by a funded DD Form 448, Military Interdepartmental Purchase Request (Encl 10) or if the unit has transitioned to General Fund Enterprise Business System (GFEBS) the funding must be provided on a WBS (Work Breakdown Structure). Please see paragraph 10 for details.

c. It is the customer's responsibility to:

(1) Schedule required services and inspections and perform routine operator maintenance such as adding motor oil, lubricating grease fittings, refilling windshield washer fluid and topping off vehicle.

(2) Turn in the fuel key with vehicle/equipment.

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(3) Delivery and pickup of vehicle(s)/equipment to and from 405th AFSB BASOPS MD. If the equipment or vehicle is required to be turned over to a local contractor or to another Garrison, 405th AFSB BASOPS MD may require the customer to move the vehicle/equipment based on arrangements made by 405th AFSB BASOPS MD for delivery and pickup.

(4) Cleaning vehicle/equipment prior to submitting for maintenance or repair.

(5) Provide a release statement for vehicles with accident damage (Encl 9).

(6) Operator inspections consist of visual and operational inspections to determine that the vehicle/equipment is serviceable and safe to operate. Operator services include minor or simple parts replacement, cleaning, and servicing (coolant, fuel, tires, and battery). Requests for service and repair at the 405th AFSB BASOPS MD will be rejected for service and/or repair if they do not comply at the above stated policy. To avoid inconveniency, operators or units are requested to do their individual check before dropping vehicle/equipment for maintenance.

(7) Noncompliance of above requirement will cause deny acceptance of maintenance request by the maintenance division and there teams.

10. FUNDING/REIMBURSABLE PROGRAM: 405th AFSB BASOPS MD will provide maintenance and repair services on baseline level within the standard CLS Service 27 to all USAREUR commands/units on a non-reimbursable basis. Special projects and services exceeding the standard CLS such as modifications, equipment used at training area, accident repairs, and waived MEL customer are required to reimburse for parts, operational cost and labor on customarily basis. NON-USAREUR commands/units within Germany are supported based on the 405th AFSB BASOPS MD capacity but on a reimbursable basis; however, these units must provide funded DD Form 448 (MIPR) (Encl 10) or if the unit has transitioned to GFEBS the funding must be provided on a WBS when the repair is being requested. The customer may limit MIPR/WBS to a single repair requirement (fixed dollar amount) or provide a blanket MIPR/WBS to cover multiple anticipated repair requirements. If the blanket MIPR/WBS option is used, 405th AFSB BASOPS MD personnel will request an increase in writing when the MIPR/WBS funds are almost expended. At that time, an increase must be provided by the unit in order to continue to receive repair support services. Customers will receive a monthly billing statement for all MIPRs/WBSs accepted by 405th AFSB BASOPS MD with a detailed breakout of associated expenses.

Funding documents will be accepted through GFEBS and/or manually.

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11. STANDARDS: The 405th AFSB BASOPS MD has established internal procedures to plan, administer, oversee, and resource its assigned mission in support of customer requirements. The Army standards for Common Level of Support (CLS) Service 27 Materiel Maintenance are as follows:

a. Perform inspections, maintenance and repairs to ensure vehicle is in safe and serviceable condition as defined by TM 38-600, paragraph 6-1. This document states that vehicle is considered to be safe and serviceable when the operation will not cause damage to the vehicle or create a safety hazard.

b. Requests for cosmetic work, rebuilding or overhauls that are not required for the equipment to be safe and serviceable will be performed on a reimbursable basis only.

c. Repairs and maintenance will be performed within established turn-around-time standards outlined in AR 750-1 to support unit readiness.

d. Materiel Maintenance will be performed IAW all applicable regulations and the MEL will not be exceeded.

12. SERVICE SUPPORT PROGRAMS:

a. POV INSPECTION: The 405th AFSB BASOPS MD operates a POV inspection station in each USAG in Germany except USAG Kaiserslautern Encl 3). The applicable regulation for POV inspection services is AE REG 190-1.

b. EQUIPMENT CLASSIFICATION: 405th AFSB BASOPS MD classifies equipment that falls under the standard CLS 27 mission with the following exceptions: Office automation equipment, domestic appliances and furniture. Equipment will be classified using the supply condition codes IAW AR 725-50, Table C-38. Customers are responsible for the turn-in or disposal (to include demilitarization) of equipment that has been identified as unserviceable and no longer repairable. The customer is responsible for performing the following steps prior to the submission of the maintenance request:

(1) Initiate a maintenance request for item classification in according para 9 of this document and submit to the Production Control Office in Grafenwoehr or drop at the closest CST in your area.

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(2) Provide the item to the closest CST or move the equipment to staging areas at customers location to ensure the technical inspectors have complete access to the equipment.

c. **AUTOMOTIVE MAINTENANCE:** 405th AFSB BASOPS MD is responsible for maintenance and repair of all USAREUR owned special purpose vehicles (SPVs) and non-tactical vehicles (NTVs) such as commercial heavy armored vehicles (CHAVs). SPVs include dump trucks, refuse trucks, trailers, multi-purpose vehicles, maintenance trucks, fuel tankers, and fire fighting trucks. It does not include Interagency Fleet Management System (IFMS) vehicles. Please refer to instructions in paragraph 9a and 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST location/facility.

d. **CONSTRUCTION EQUIPMENT MAINTENANCE:** 405th AFSB BASOPS MD is responsible for the repair of construction equipment used on installations and training areas. Examples of construction equipment include scrapers, crushers, tractors/loaders tracked, loaders wheeled excavators and all other earth moving equipment. Please refer to instructions in paragraph 9a and 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST location/facility.

e. **GENERAL EQUIPMENT MAINTENANCE:** Under this service support program, the 405th AFSB BASOPS MD repairs the following items:

- Material handling equipment (MHE)
- Safes and Security Containers
- Support equipment (generators, steam cleaners, brake testers)
- Lawn mowing and land scoping equipment
- Physical fitness and other recreation equipment
- Communication and electronic equipment

(1) **MATERIAL HANDLING EQUIPMENT:** The 405th AFSB BASOPS MD repairs all commercial forklifts, mobile cranes, lifters and other MHE used in support of the Garrison. 405th AFSB BASOPS MD does not provide training for forklift operators. Please refer to instructions in paragraph 9a and paragraph 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST location/facility.

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(2) SAFE AND SECURITY CONTAINER: 405th AFSB BASOPS MD opens, repairs, and recertifies General Supply Administration (GSA) approved safes. Changing safe combinations is not a maintenance function and will not be performed by 405th AFSB BASOPS MD. This task will only be performed by individuals with assigned responsibility in writing (e.g. the command security manager) and the appropriate security clearance (see AR 380-5, paragraph 7-8 b). Emergency opening due to loss of combination, requests for a lock change or upgrade which is not part of a repair will only be performed on a reimbursable basis.

Emergency opening and repair of vault doors, which are considered real property installed items, is a Directorate of Public Works (DPW) mission and is not considered a CLS Service 27 mission. 405th AFSB BASOPS MD may assist DPW on this requirement on a reimbursable basis, however only within existing capacity.

(3) SUPPORT EQUIPMENT: Support equipment includes brake testers, car lifters, steam cleaners, generators, etc. Training for support equipment is not a 405th AFSB BASOPS MD responsibility. All repairs will be made at the CST location and it is the responsibility of the customer to deliver and pick up support equipment requiring services/repair. For fixed installed or non portable support equipment i.e. brake tester, car lifts, immovable generators, etc; exceptions will be made to repair the equipment at customer site after prior coordination. Please refer to instructions in paragraph 9a and paragraph 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST location/facility. Brake testers operator training is not a maintenance responsibility.

(4) LAWN MOWING EQUIPMENT: 405th AFSB BASOPS MD repairs push, riding, and self-propelled lawn mowers, cutters and leaf blowers etc. Please refer to instructions in paragraph 9a and paragraph 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST location/facility.

(5) PHYSICAL FITNESS AND RECREATION EQUIPMENT: 405th AFSB BASOPS MD repairs all physical fitness/recreation equipment located in IMCOM-E fitness centers. If equipment, such as weight benches or pool tables, require re-upholstering the customer must be willing to accept the appropriate fix applied by 405th AFSB BASOPS MD in lieu of serviceable replacement equipment. 405th AFSB BASOPS MD is not responsible for assembly and disassembly of equipment and therefore recommends that new equipment comes completely assembled when purchased. This includes installation and set up of basketball goals and boxing rings. Please refer to instructions in paragraph 9a and paragraph 9b for guidance on requesting services and paragraph 9c for required equipment/vehicle condition at drop-off to 405th AFSB BASOPS MD CST

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location/facility. Maintenance and repair services on a non-reimbursable basis for GYM/MWR equipment will cease on 31 December 2013 but can be obtained on a reimbursable basis. An Interservice Support Agreement needs to be in place.

13. FOOD SERVICE EQUIPMENT (FSE) MAINTENANCE AND REPAIR CONTRACT: Services within these contracts include preventive maintenance, on-call repairs, inventory and labeling of food service equipment, All maintenance requirements must be submitted to the local DPW work order section help desk due to the requirement for Garrison DPW to reimburse 405th AFSB BASOPS MD for services provided. The classification authority for all equipment serviced under the FSE contracts is the local DPW Onsite Technical Assistants (OSTA). The OSTA is responsible for all actions regarding the accounting and disposal of this equipment.



PETER J. OTT
Chief, BASOPS Maintenance Division

ENCLOSURE 1: 405TH AFSB BASOPS MD POINT OF CONTACT LIST.

Mangement	DSN Tel.	Fax	Commer. Tel.	Address / APO Address
Chief Maintenance Division	475-6120	475-6189	09641-83-6120	Lager, Bldg 301 92655 Grafenwoehr
Chief, Support Operation	475-7688	475-6189	09641-83-7688	
Maintenance Manager	475-7277	475-6189	09641-83-7277	Unit: 28132 APO AE: 09114-8132
Production Control	DSN Tel.	Fax	Commer. Tel.	Address / APO Address
Grafenwoehr	475-7194	475-6189	09641-83-7194	Lager, Bldg 301 92655 Grafenwoehr Unit: 28132 APO AE: 09114-8132 usarmy.grafenwoehr.405-afsb.list.maintenance-div-prd-ct@mail.mil
Customer Service Team	DSN Tel.	Fax	Commer. Tel.	Address / APO Address
Ansbach	468-7601	468-7535	0981-183-7601	Barton Bks, Bldg 5262 Meinhardswindnerstr. 91522 Ansbach Unit: 28614 APO AE: 09177
Bamberg	469-8892	469-8823	0951-300-8892	Warner Bks, Bldg 7102 Weißenburgstr. 96052 Bamberg Unit: 27535 APO AE: 09139
Baumholder	485-7325	485-6643	06783-6-7325	Smith Bks, Bldg 8420 Am Kreisverkehr 55774 Baumholder Unit: 23746 APO AE: 09034
Garmisch	440-3608	440-3538	08821-750-3608	Artillery Kas, Bldg 202 Breitenau-Str. 82467 Garmisch-Partenkirchen Unit: 24515 APO AE: 09053

Grafenwoehr	475-7250	475-6373	09641-83-7250	Lager, Bldg 319 92655 Grafenwoehr Unit: 28132 APO AE: 09114-8132
Hohenfels	466-4916/4796	466-2521	09472-83-4916	Lager Hohenfels, Bldg 36 92366 Hohenfels Unit: 28216 APO AE: 09173
Kaiserslautern	484-6548	484-6549	0631-413-6548	Panzer Kaserne, Bldg 3050 Mannheimerstr. 360 67657 Kaiserslautern
Schweinfurt	353-8739	353-8740	09721-96-8739	Conn Bks, Bldg 63 An der B-303 97424 Schweinfurt Unit: CMR 457 APO AE: 09033
Stuttgart	421-2297	421-2298	0711-729-2297	Kelley Bks, Bldg 3320 Plieningenstr. 289 70567 Stuttgart Unit: CMR 423 APO AE: 09107
Vilseck	476-2930	476-2980	09662-83-2930	Rose Bks, Bldg 144 92249 Vilseck Unit: 28038 APO AE: 09112
Wiesbaden	337-7836	337-7831	0611-705-7836	Mainz-Kastel Housing, Bldg 7539 Wiesbadenerstr. 55252 Mainz-Kastel Unit: 29623 APO AE: 09096

ENCLOSURE 2: left intentionally blank

ENCLOSURE 3: PRIVATELY OWNED VEHICLE (POV) INSPECTION STATION LOCATIONS

POV Location	DSN Tel.	Commer. Tel.	Address
Ansbach	468-7759	0981-183-7759	Meinhardswindner Strasse Barton Barracks Bldg 5262 91522 Ansbach
Bamberg	469-8892	0951-300-8892	Weissenburger Strasse Warner Barracks Bldg 7102 96052 Bamberg
Baumholder	485-6528	06783-6-6528	Am Kreisverkehr Smith Barracks Bldg 8420 55774 Baumholder
Garmisch	440-3608	08821-750-3608	Breitenaustrasse Artillery Kaserne Bldg 202 82467 Garmisch-Partenkirchen
Grafenwoehr	475-6610	09641-83-6610	Lager, Bldg 301 92655 Grafenwoehr
Hohenfels	466-2119	09472-83-2119	Lager Hohenfels, Bldg 90b 92366 Hohenfels
Schweinfurt	353-8298	09721-96-8298	An der B-303 Conn Barracks, Bldg 63 97424 Schweinfurt
Stuttgart / Boeblingen	431-2400	07031-152-400	Panzerkaserne Bldg 2930 Stuttgart/Boeblingen
Wiesbaden	337-7845	0611-705-7845	Mainz-Kastel Housing Wiesbadener Str. Bldg 7514 55252 Wiesbaden

ENCLOSURE 5: NOTICE OF DELEGATION OF AUTHORITY (DA Form 1687).

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
<small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4</small>				28 JUL 2010	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES YOUR ORGANIZATION			LOCATION YOUR LOCATION (city/kasern# bldg #)		
LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
SIMPLE GEORGE	X	X	/ <small>Unit w/ Approval</small>		
SNUFFY WHITE			/ <small>Unit w/ Approval</small>		
.....NOTHING FOLLOWS.....			/ <small>Unit w/ Approval</small>		
			/ <small>Unit w/ Approval</small>		
AUTHORITY ON BEHALF OF THE COMMANDER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATE TO THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: Submit and receive (DA Form 2407)					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE UIC that pertain to your organization			DODAAC/ACCOUNT NUMBER DODAAC that pertain to your organization		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
CHARLES RAY M.	O-6	555-1112	28 Jul 2011	/ <small>Unit w/ Approval</small>	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

AFD PE v1 00ES

ENCLOSURE 6: ASSUMPTION OF COMMAND ORDERS



DEPARTMENT OF THE ARMY
Your Unit
UNIT 28999
APO AE 09999

XXXX-YYYY

01 OCTOBER 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Assumption of command by authority by AR600-20, see para 2-5.a.

The undersigned assumes command of the United States Army Garrison Wiesbaden Unit Identification Code W49XXX effective 1100 23 June 2009.

JOHN SMITH
COL, QM
Commanding

ENCLOSURE 7: COST TRANSFER



DEPARTMENT OF THE ARMY
Your Unit
UNIT 28999
APO AE 09999

XXXX-YYYY

01 OCTOBER 2012

MEMORANDUM FOR 405th AFSB BASOPS Maintenance Division,
Grafenwoehr, ATTN: Production Control, Unit 28132, APO AE 09114-
8132

SUBJECT: FY11 Account Classification for...

1. Funds in the amount of ... will be provided for ...

Line of Accounting...

2. Request all supporting documents for this action to be provided to
.....

3. POC for this action is John Smith at 475-5555.

JOHN SMITH
COL, QM
Commanding

ENCLOSURE 8: DELEGATION OF AUTHORITY



DEPARTMENT OF THE ARMY
Your Unit
UNIT 28999
APO AE 09999

XXXX-YYYY

01 OCTOBER 2012

MEMORANDUM FOR 405th AFSB BASOPS Maintenance Division,
Grafenwoehr, ATTN: Production Control, Unit 28132, APO AE 09114-
8132

SUBJECT: Delegation of Authority.

1. Mr Bud Light, Chief Operations and Maintenance Division, DPW, Schweinfurt is authorized to approve/submit high priority maintenance requests in accordance with Army Regulation (AR) 750-1 paragraph 3-3.
2. Authority AR 600-20; Personnel-General Army Command Policy, 18 March 2008.
3. Period: Effective Immediately until further notice.
4. POC is Mr Smith at 475-6555.

JOHN SMITH
Director, DPW Schweinfurt

ENCLOSURE 9: RELEASE STATEMENT



DEPARTMENT OF THE ARMY
Your Unit
UNIT 28999
APO AE 09999

XXXX-YYYY

01 OCTOBER 2012

MEMORANDUM FOR 405th AFSB BASOPS Maintenance Division, Grafenwoehr,
ATTN: Production Control, Unit 28132, APO AE 09114-8132

SUBJECT: Authorization of Accident Damage Repair

I herewith certify that the vehicle/item further described in paragraph two of this document is no longer needed for investigation purposes. Furthermore, I authorize the repair of the accident damage IAW applicable maintenance regulations to be performed by the 405th AFSB BASOPS Maintenance Division.

Please provide equipment specifications in this paragraph and send the signed document to the 405th AFSB BASOPS Maintenance Division.

POC for this memorandum is the undersigned.

JOHN SMITH
COL, QM
Commanding

ENCLOSURE 10: SAMPLE OF MIPR

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF _____ PAGES	
2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER YOUR MIPR NUMBER		6. AMEND NO.	
7. TO: 405TH ARMY FIELD SUPPORT BRIGADE BASOPS Maintenance Division ATTN: ASEU-IRC-LAE-M Unit: 28132 ATTN: Production Control APO AF 09114-8132 DSN: 475-7483/FAX: 475-6189			8. FROM: (Agency, name, telephone number of originator) CUSTOMER ADDRESS			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	b	c	d	e	f	
1	FUNDING PROVIDED FOR REPAIR OF ORGANIZATIONAL PROPERTY TO BASOPS MAINTENANCE DIVISION.				EST. AMOUNT IN \$	
2	NOTE POC FOR FUNCTIONAL AND BUDGET AREA WITH TEL AND FAX. SAMPLE OF MIPR REMARKS: PLEASE, STATE CLEARLY ON DD _____ THE PURPOSE OF THE MIPR, WHICH UNITS OR OFFICES ARE COVERED UNDER THIS AMOUNT AND THAT FUNDS ARE PROVIDED TO BASOPS MAINTENANCE DIVISION. AN ADVANCED COPY OF DD FORM 448 (MIPR) SHOULD BE FAXED TO 475-6189.					
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT <small>(Used if FOB Contractor's plant)</small>			13. MAIL INVOICES TO <small>(Payment will be made by)</small> YOUR PAYMENT OFFICE PAY OFFICE DODAAD			
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACRN	APPROPRIATION	LIMIT SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTS STA	AMOUNT	
			ACCOUNTING CLASSIFICATION			
15. AUTHORIZING OFFICER <small>(Type name and title)</small>			16. SIGNATURE		17. DATE	

DD FORM 448, JUN 1972

PREVIOUS EDITION IS OBSOLETE.

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