SUPPORT PROCEDURES

- **In order to receive support from the Maintenance Division the customer must provide the following documentation:**
  - **Density listing (Hand Receipt) of equipment/vehicles to be provided semi-annually.**
  - **Notice of Delegation of Authority (DA Form 1687) signed by the Unit Commander or Responsible Officer authorizing specific personnel to submit DA Form 2407 and turn-in or pick up vehicles/equipment at CMC.**
  - **A copy of the Assumption of Command Orders or the appointing memorandum for Unit Commander or Responsible Office.**
  - **Appointment letter authorizing specific personnel to sign high-priority work orders (PD 02-05) in lieu of the Unit Commander or Responsible Officer**

UNITS WILL NOT GET SUPPORT IF ABOVE DOCUMENTS ARE NOT ON FILE AT CMC.

- **Customers must turn in equipment/vehicles for repair or maintenance with a DA Form 2404 and a DA Form 2407/5504 . Complete the DA Form 2404 and 2407/5504 in accordance with DA PAM 738-750. It is the unit's responsibility to ensure that vehicles or equipment will meet the following applicable criteria before turn in:**
  - **All fuel operated vehicles/equipment will have a minimum of ¼ (quarter) tank of fuel**
  - **Clean all equipment/vehicles before turn-in**
  - **Complete all operator level maintenance requirements**
  - **Equipment/vehicles must be on the unit density list**
  - **Customers will remove all hazardous material carried on or in the equipment or vehicles**
- **The Production Control section will assign a Work Order number to the DA Form 2407. The customer will handle the completed DA Form 2407 with the**

equipment/vehicle to the Inspection Section for an acceptance inspection. Upon completion of the acceptance inspection, copy # 1 (green) of the DA Form 2407 will be given to the customer.

- **of the work order or when vehicle or equipment is ready for pick-up.**

- **SHAPE/Chievres area units have two duty days to pick up equipment/vehicle.**

  Units outside this area have seven duty days.