

United States Army Alaska Regulation 700-6  
Change 2

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 700-6  
Change 2

30 November 1999

Logistics

Army Oil Analysis Program

**Summary.** This is a change to United States Army Alaska Regulation 700-6, dated 30 September 1999. This corrects paragraph 4e(8).

**Suggested improvements.** This regulation's proponent is the Directorate of Logistics, Maintenance Division. The Maintenance Division invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RDL-M.

1. USARAK Regulation 700-6, 30 September 1999, is changed as follows:

**Page 4.** Replace paragraph 4e(8) with the following.

(8) Forward completed DA Form 3254-R to the AOAP laboratory if not already submitted by a higher echelon of maintenance within 5 working days after maintenance is completed.

2. Post these changes per DA Pamphlet 310-13.

3. File this transmittal sheet in front of the publication.

FOR THE COMMANDER:

OFFICIAL:

KELVIN C. MARSHMENT  
COL, GS  
Chief of Staff

//Original Signed//  
DONNA L. WILLIAMS  
LTC, SC  
Director of Information Management

**USARAK Regulation 700-6  
Change 2**

**DISTRIBUTION:**

**B Plus**

**200 – APVR-RDL-M**

**25 – APVR-RIM-ASD-PB**

**5 – MOS Library (Building 658, Fort Richardson)**

**5 – MOS Library (Army Education Center, Building 21-10, Fort Wainwright)**

**3 – AKNG-SSM-E**

**3 – APVR-RIM-ASD-WB**

**2 – Commander, United States Army Pacific Command, Attention: APLG-SMM, Fort Shafter,  
Hawaii 96858**

**1 – APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch,  
Attention: Mr. Mauer)**

**1 – Commander, United States Army Pacific Command, Attention: APIM-OIR  
Fort Shafter, Hawaii 96858-5100**

**DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000**

**United States Army Alaska Regulation 700-6**

**30 September 1999**

**Logistics**

**Army Oil Analysis Program**

**Summary.** This regulation concerning the Army Oil Analysis Program (AOAP) has been revised. This regulation outlines the United States Army Alaska (USARAK) procedures for the AOAP for selected equipment. Changes to this regulation include the use of Department of the Army (DA) Form 5991-E (Oil Analysis Request), instructions for AOAP oil sample submitters, requirements for pertinent material safety data sheets, requirements for equipment used for temporary duty deployments, and the “not mission capable” categorizations of equipment.

**Applicability.** This regulation applies to all USARAK units and activities.

**Impact on the New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Logistics, Maintenance Division, Attention: APVR-RDL-M.

**Interim changes.** Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** This regulation’s proponent agency is Directorate of Logistics, Maintenance Division. The Maintenance Division invites users to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RDL-M.

**1. Purpose**

This regulation’s purpose is to provide instructions, describe responsibilities, and outline USARAK’s procedure for the AOAP for selected equipment. AOAP policies, objectives, and responsibilities are prescribed in the references cited in appendix A.

**2. References**

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

**3. Explanation of abbreviations**

- a. AOAP ..... Army Oil Analysis Program
- b. AR..... Army Regulation
- c. chap ..... chapter
- d. DA..... Department of the Army
- e. DD..... Defense Department

---

**\*This regulation supersedes United States Army Alaska Regulation 700-6, dated 1 May 1996.**

## **USARAK Regulation 700-6**

- f. Pam ..... pamphlet
- g. para..... paragraph
- h. TB ..... Technical Bulletin
- i. USARAK ..... United States Army Alaska

### **4. Responsibilities**

a. Director of Logistics. The Director of Logistics is responsible for the AOAP within USARAK. The Director of Logistics will designate a Command AOAP Monitor to control the program for USARAK.

b. Command Army Oil Analysis Program Monitor. The Command AOAP Monitor is authorized to communicate directly with the applicable Logistics Support Activity Command AOAP Monitor and ensure that—

(1) The United States Army Pacific Command is provided with the USARAK Command AOAP Monitor's name, address, and telephone number.

(2) An adequate program is established and documented by locally published guidance.

(3) All unit AOAP monitors are properly instructed in the necessary procedures.

(4) Routine and special sampling requirements are done as prescribed.

(5) Laboratory recommendations are acted on without undue delay.

(6) DA Form 3254-R (Oil Analysis Recommendation and Feedback) is completed at all levels and the laboratory is furnished with a copy within 5 working days after maintenance actions have been completed.

c. Unit commanders. Unit commanders—

(1) Will designate in writing the unit maintenance officer, or in the absence of a maintenance officer, the unit maintenance noncommissioned officer as the unit AOAP monitor. Copies of the appointment letter, indicating the individual's rank, name, telephone number, and organization, will be furnished to the Command AOAP Monitor (APVR-RDL-M (AOAP)).

(2) Have the primary responsibility to ensure personnel in the unit are complying with the AOAP policies and procedures.

(3) Are responsible for personnel training, timely oil sample submissions, prompt action on laboratory maintenance recommendations, and for ensuring that defective equipment is removed from service until appropriate corrective action has been completed.

(4) Will ensure that all assigned equipment is enrolled in the AOAP, as prescribed in DA Pamphlet 738-750.

d. Unit army oil analysis program monitors. Unit AOAP monitors will ensure that—

(1) The Command AOAP Monitor is provided with the alternate unit monitor's name(s), organization, and duty telephone number.

## USARAK Regulation 700-6

(2) Equipment users and maintenance personnel are properly instructed in the techniques used to obtain oil samples from equipment components and Defense Department (DD) Form 2026 (Oil Analysis Request)/DA Form 5991-E preparation.

(3) A completed DD Form 2026/DA Form 5991-E accompanies each oil sample submitted to the AOAP laboratory.

(4) Necessary sampling supplies are requisitioned on a timely basis and that adequate supplies are on hand (back-up supplies are available from the Command AOAP Monitor).

(5) All designated components have oil sample valves installed per the end-item's technical manual.

(6) That DD Form 2026/DA Form 5991-E contains complete, accurate information and that only *hours* are used in the overhaul and oil changed blocks.

(7) Laboratory recommendations and instructions received are acted upon within 3 working days.

(8) Oil samples are taken at prescribed intervals and forwarded/delivered to the AOAP laboratory the same day they are taken and not held at the unit or activity. (For units outside of the laboratory's working area see para 6g.)

(9) The monthly components enrolled in the AOAP report (return-to-laboratory copy) are screened for errors such as component serial numbers, bumper numbers, end-item serial numbers, etc. and returned to the AOAP laboratory by the end of each month.

(a) Appropriate changes are made as necessary on the report.

(b) Equipment that is delinquent/overdue or coming due for AOAP sampling and is in maintenance, temporary duty status, or in storage is indicated.

(c) New equipment identified from unit's modification table of equipment/table of distribution and allowances and arctic modification table of equipment are enrolled into the AOAP.

(d) Component or equipment density changes are made by an appropriate entry in the far right section of the report.

(e) For replaced components, indicate equipment type (i.e., engine/transmission) and record the replaced component's serial number (all replaced/added components must be accompanied with a current oil sample and DD Form 2026 or DA Form 5991-E).

(10) Oil samples are forwarded to the AOAP laboratory after any component oil change, either laboratory-directed or otherwise. Component(s) will be operated to operating temperature before taking the oil sample.

e. AOAP oil sample submitters will—

(1) Ensure that when an AOAP component is replaced, the following entries are made in the remarks section of the DD Form 2026 or the recent component maintenance section of the DA Form 5991-E.

(a) Initial sample.

(b) Reason for component change (if known). Additionally, if a DA Form 3254-R was initiated, label the unserviceable component by attaching two AOAP labels to different areas of the component. Attach two labels on opposite sides on the outside of the shipping container and enclose a copy of DA Form 3254-R and a copy of the component's history.

## **USARAK Regulation 700-6**

Note: The AOAP laboratory will provide DA Form 3254-R, AOAP labels, and component history.

(2) Sample equipment as near the prescribed interval as possible. A 10 percent variance before or after the scheduled date, hours, or miles for sampling is permissible.

(3) Return DA Form 3254-R to the AOAP laboratory 5 working days after maintenance is completed.

(4) Fill oil sampling bottles not more than three-fourths full, but not less than one-half full.

(5) Wipe off oil sampling valves and flush a small amount of oil from the line to clear any contamination before taking an oil sample.

(6) Use a clean tube for each sample taken when using the pump method. Tubing should be cut about 10 inches longer than the dipstick, but no longer than 10 inches, as contaminants could be drawn from the bottom of the oil pan.

(7) Submit oil samples with completed DD Form 2026 or DA Form 5991-E. Ensure all pertinent information is filled in.

(8) Forward completed DD Form 2026 or DA Form 3254-R to the AOAP laboratory if not already submitted by a higher echelon of maintenance within 5 working days after maintenance is completed.

f. Direct support maintenance commanders. Direct support maintenance commanders will—

(1) Ensure a current oil sample has been submitted or submit a special sample before performing repair on any AOAP, oil-lubricated, internal component.

(2) Submit a special oil sample after a repair or replacement has been completed on an AOAP, oil-lubricated component. Depending on repair findings, equipment may then be released to the user or retained until the oil analysis results are received.

(3) Complete the feedback portion of DA Form 3254-R, in detail within 5 working days after maintenance actions are completed when maintenance performed is the result of a laboratory recommendation. Forward the completed DA Form 3254-R to the oil analysis laboratory (APVR-RDL-M (AOAP)).

(4) Sample maintenance float equipment at 25 hours of operation or quarterly, whichever occurs first.

(5) Ensure that sample valves are installed in all AOAP equipment per the appropriate end-item technical manual before releasing for issue.

g. General support maintenance commanders. General support maintenance commanders will ensure—

(1) That laboratory-recommended maintenance actions are performed, recording the findings on the feedback portion of DA Form 3254-R in detail, and forwarded to Fort Richardson AOAP laboratory (APVR-RDL-M (AOAP)) within 5 working days after maintenance actions are completed.

(2) Submission of a special oil sample after corrective maintenance/overhaul is completed. These instructions pertain to all diesel/multi-fuel engines whether laboratory directed or not. A sample should be taken after the dynamometer test is performed or after the equipment has been operated for at least 1 hour.

(3) That sample valves are installed in all AOAP equipment, per the appropriate end-item technical manual before releasing for issue.

## **5. Policy**

All policies and procedures contained in current, AOAP publications are directive in nature for all USARAK units and activities. Commanders at all levels will implement and pursue the administrative/disciplinary and monetary liability concepts contained in Army Regulation (AR) 735-5 when subordinate personnel do not comply with AOAP policies/procedures or fail to respond to laboratory maintenance recommendations in a timely manner.

## **6. Procedures**

### **a. Training.**

(1) Each equipment operator in the AOAP will be given an AOAP-training course lasting approximately 2 hours. Training will be noted in Section III of the individual's DA Form 5983-1-E (Equipment Operator's Qualification Record (Except Aircraft)) (except for aircraft personnel) and on the government motor vehicle operator's identification card. A certified unit monitor or other qualified personnel will do unit training and certification.

(2) Unit AOAP monitors will be trained by an approved program established by the Command AOAP Monitor. Unit AOAP monitors must be familiar with general AOAP policy and procedures. He/she must know how to obtain sampling supplies, properly taking samples from all equipment assigned to her/his unit (per DA Pam 738-750, chap 4) and possess the ability to train equipment operators within the unit. Upon course completion, the individual will be issued a DD Form 1902 (Certificate of Qualification).

b. Safety. All personnel taking oil samples from equipment must be adequately trained and made aware of the dangers involved. Oil extraction from a hot component can result in hot-oil spray or spillage on the skin, causing serious burns. Also, taking samples from an operating component exposes the sampler to cold/hot metal surfaces and moving parts, such as belts and fan blades. Special care must be exercised to prevent clothing entanglement or direct body contact with these moving components. Personnel will always wear eye and hearing protection devices when taking oil samples per USARAK Regulation 385-1, on the personnel protective equipment table (table C-1). Also pertinent material safety data sheets should be on hand for all lubricants in use.

c. Sampling during field exercises. Units with equipment that requires a scheduled oil sample during a field exercise will take the sample at least 2 weeks before moving to the field. This does not relieve any responsibility for sampling equipment that exceeds its operating hours while in the field. Two weeks before deployment, units leaving Alaska for field exercises, temporary duty deployments in and out of Alaska, etc., will provide the AOAP laboratory an oil sample on equipment enrolled in the AOAP and a list of the equipment to be deployed. The AOAP laboratory will provide the unit with a component, data-based history, to be hand carried to the servicing AOAP laboratory at the deployed area of operation.

### **d. Special follow-up action.**

(1) Upon notification of a possible, serious, equipment problem, the subject component will be immediately removed from service until repairs are completed or the unit/support maintenance officer certifies the equipment can be operated without incurring additional damage. This certification will be entered in the remarks block of DA Form 3254-R and signed by the responsible maintenance officer or unit commander. A copy of the DA Form 3254-R will be forwarded to the AOAP laboratory.

(2) Equipment placement in a nonoperational status, based solely on a laboratory recommendation, categorizes the item(s) as "not mission capable" for readiness reporting purposes (see AR 750-1).

(3) Actions based on laboratory recommendations for "on-condition-oil-change," minor repair, and requests for a sample resubmission will be acted on within 3 working days.

## USARAK Regulation 700-6

(4) Equipment currently under the AOAP will have oil and filter changes when directed by the laboratory. (Exception: oil changes required as part of repair actions.) Oil will be changed at the appropriate hard-time interval to keep warranties valid.

(5) When a unit is deployed and oil analysis service is not readily available, the unit maintenance officer may authorize an oil and filter change when oil contamination is evident. On these occasions, a contaminated oil sample will be saved and shipped to the AOAP laboratory as soon as possible, with appropriate comments included in the remarks block of DA Form 5991-E/DD Form 2026.

e. Seasonally operated equipment. Seasonally operated equipment need not be sampled during storage/inactive periods, as long as—

(1) An oil sample is taken before placing the equipment in storage/inactive status.

(2) An oil sample is taken when the equipment is removed from storage/inactive status (after the equipment has reached operating temperature).

(3) Equipment has been identified as being in a storage/inactive status to the AOAP laboratory.

f. Standard Data System printouts. The Standard Data System (components enrolled report and usage status report) printouts eliminate the requirement for scheduling nonaeronautical equipment AOAP services on DD Form 314 (Preventive Maintenance Schedule and Record) and maintaining the DA Form 2408-20 (Oil Analysis Log).

g. Sample submission. Please note that oil sample bottles should not be more than three-quarters full to prevent spillage enroute to the AOAP laboratory but not less than half full for adequate sample testing. Units will submit samples as follows:

(1) Fort Richardson submission. Fort Richardson units and units within commuting distance will deliver samples to the AOAP laboratory in Building 976 during duty hours (0700 to 1630). Deliveries after duty hours should be deposited in the AOAP-sample drop box. Samples delivered to the AOAP laboratory should be tightly sealed and bottles free of oil spillage.

(2) Fort Wainwright submission. Fort Wainwright units will deliver samples to Airfield Operations in Building 1558 and deposit them in a large brief case marked "AOAP Depository," for shipment by C-12 to Fort Richardson. These samples *must* be placed in a plastic, zip-lock bag with a completed DD Form 2026/DA Form 5991-E securely attached on the *outside* of the bag and bottles free of oil spillage.

(3) Fort Greely submission. Fort Greely units will deliver samples to Airfield Operations, in Building T-100, and deposit them in a brief case marked "AOAP Depository," for shipment by C-12 to Fort Richardson. These samples *must* be in a plastic, zip-lock bag with a completed DD Form 2026/DA Form 5991-E securely attached on the *outside* of the bag and bottles free of oil spillage.

(4) Other. All other units will mail samples to the AOAP laboratory (Directorate of Logistics, Attention: APVR-RDL-M (AOAP), 600 Richardson Drive #7000, Fort Richardson, Alaska 99505-7000). Samples *must* be in a plastic, zip-lock bag with a completed DD Form 2026/DA Form 5991-E attached on the *outside* of the bag and free of oil spillage.

(5) Oil sample bottles *will not* have their caps taped in any way or have plastic or any other article placed between the bottle and its cap. Ensure caps are not defective and are screwed on tightly.

h. Hour-meter and odometer readings. If there is no hour-meter, miles can be converted to hours by dividing by 10. For kilometer conversion, divide by 16. Additionally, the odometer reading at the time a sample is taken will be marked as "MI" (for miles) or "Km" (for kilometers), as appropriate. If the end-item equipment has an hour-meter installed instead of an odometer, record and mark the entry as "HRS" (for

## USARAK Regulation 700-6

hours). For odometer or hour-meter changes, a one-line entry will be made on DA Form 5988-E (Equipment Inspection Maintenance Worksheet) showing the total hours on the item when the meter was changed. Also, show any hours on the new meter at that time.

i. Returned, laboratory-processed DD Forms 2026/DA Forms 5991-E will be filed and retained until the next sample is submitted and a new processed DD Form 2026/DA Form 5991-E is received. Only the most recent DD Form 2026/DA Form 5991-E need be retained.

j. Maintenance job ordering. When job ordering AOAP equipment to support maintenance for internal engine or transmission failures, a current oil sample is submitted to the laboratory and a Standard Data Systems "component history" printout accompanies the equipment. This printout is available from the AOAP laboratory. Deadlined equipment need not be sampled until repairs are done. Ensure equipment is identified to the AOAP laboratory as being in an "in-maintenance" status.

k. Maintenance status. Equipment indicated by units as "in-maintenance" will be coded by the laboratory as "in-maintenance." This equipment will still be flagged on the monthly usage/sample report as overdue or delinquent as a reminder that it is due for sampling. However, it will not be counted in the "total components delinquent" portion of the report. This is also the case for components "in-storage" and or on temporary duty.

l. All AOAP reports received must be disposed of by either shredding or torn up and not placed in garbage containers whole (per AR 25-55, para 4.501).

FOR THE COMMANDER:

KELVIN C. MARSHMENT  
COL, GS  
Chief of Staff

//Original Signed//  
DONNA L. WILLIAMS  
LTC, SC  
Director of Information Management

### DISTRIBUTION:

B Plus

200 – APVR-RDL-M

25 – APVR-RIM-ASD-PB

5 – MOS Library (Building 658, Fort Richardson)

5 – MOS Library (Army Education Center, Building 21-10, Fort Wainwright)

3 – AKNG-SSM-E

3 – APVR-RIM-ASD-WB

2 – Commander, United States Army Pacific Command, Attention: APLG-SMM, Fort Shafter, Hawaii 96858

1 – APVR-GPA-AE (MOS Library, Assistant Directorate of Community Activities, Education Branch, Attention: Mr. Mauer)

1 – Commander, United States Army Pacific Command, Attention: APIM-OIR  
Fort Shafter, Hawaii 96858-5100



**Appendix A  
References**

**Section I  
Required Publication**

AR 735-5 ..... (Policies and Procedures for Property Accountability). Cited in paragraph 5.

**Section II  
Related Publications**

A referenced publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 25-55 ..... (The Department of the Army Freedom of Information Act Program).

AR 750-1 ..... (Army Material Maintenance Policy and Retail Maintenance Operations).

DA Pamphlet 738-750 ..... (Functional Users Manual for the Army Maintenance Management System (TAMMS)).

Technical Bulletin (TB) 43-0211 ..... (Army Oil Analysis Program Guide for Leaders and Users).

TB 43-0106 ..... (Aeronautical Equipment Army Oil Analysis Program (AOAP)).

TB 43-0210 ..... (Nonaeronautical Equipment Army Oil Analysis Program (AOAP)).

**Section III  
Referenced Forms**

DA Form 2028 ..... (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.

DA Form 2408-20 ..... (Oil Analysis Log). Cited in paragraph 6f.

DA Form 3254-R ..... (Oil Analysis Recommendation and Feedback). Cited in paragraphs 4 and 6.

DA Form 5983-1-E ..... (Equipment Operator's Qualification Record (Except Aircraft)). Cited in paragraph 6a(1).

DA Form 5988-E ..... (Equipment Maintenance and Inspection Worksheet). Cited in paragraph 6h.

DA Form 5991-E ..... (Oil Analysis Request). Cited in paragraphs 4 and 6.

DD Form 314 ..... (Preventive Maintenance Schedule and Record). Cited in paragraph 6f.

DD Form 1902 ..... (Certificate of Qualification). Cited in paragraph 6a(2).

DD Form 2026 ..... (Oil Analysis Request). Cited in paragraphs 4 and 6.