

# DISPATCH ASSISTANCE



**WOW! MOTOR SERGEANT, YOU GOT THOSE VEHICLES DISPATCHED IN RECORD TIME!**



**THAT'S BECAUSE WE FOLLOWED A 3-STEP PLAN I FOUND IN PS!**

Dear Editor,

I'm a Reserve Soldier with the 14th Psychological Operations Battalion in California. I've come up with a really good system for dispatching that can shave at least 30 to 40 minutes from the time it takes to dispatch vehicles—and get Soldiers to training on time. When doing the dispatches either the day before or the day of your mission, make sure that either the motor sergeant or the TAMMS clerk follows these steps:

1. Enter the key number and fuel card number on the dispatch under the REMARKS column.
2. Hand the driver a DA Form 5988-E, *Equipment Maintenance and Inspection Worksheet*, and have him do PMCS.
3. When the driver finishes PMCS and returns the keys and PMCS sheet, have him sign the dispatch before handing him the keys again.

When done for the weekend, run a dispatch control log. With that, you can hold the Soldier responsible for the keys and the vehicle. Plus, you'll have double proof of who had the keys if they get lost. It keeps your inventory straight.

SSG W.C.

304th Psychological Operations Company  
Sacramento, CA

**Editor's note:** Thanks, Sergeant. Readers, DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual, gives guidance for dispatching equipment. Also, your unit's SOP should outline dispatch procedures. Talk to your CO about adding this suggestion to the unit SOP.