

DIRECTORATE OF FAMILY AND MORALE WELFARE AND RECREATION  
COMMUNITY RECREATION DIVISION  
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002

STANDARD OPERATING PROCEDURE 0001-11  
2016

24 May 2017,

IMWE-WSM-MW-RA

Community Recreation Division  
Automotive Skills Center

1. **PURPOSE:** To establish operating procedures and policies governing the White Sands Missile Range ( WSMR ) Auto Skills Center
2. **SCOPE:** The WSMR Automotive Skills Center (ASC) is a Category B F&MWR activity, which provides the facility, equipment, technical advice and problem solving services. The primary focus of the program is to develop individual skills and to provide a self-help alternative to commercial repair garages. Incidental repair services for a fee may be done as a resale operation on a space available basis when it does not interfere with the skills program. The facility also offers periodic structured classes in addition to the self-help shop program.
3. **AUTORIZED USERS:**
  - a. The Automotive Skills program will operate in accordance with AR 215-1, current policies and region and local command directives. The Auto Skills Center manager will be responsible to the Chief, Community Recreation Division for technical and operational supervision of the program.
  - b. Shop facilities will be available to military personnel, active duty, retired military and their family members. Department of the Army civilians, reserve components personnel and contractors to the installation.
  - c. Family members between the ages of 14 to 18 must be accompanied by their sponsor in the shop area of the facility. Family members must be under the direct and constant supervision of their sponsor

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#### 4. IN / OUT PROCESSING:

- a. Personnel who elect to perform self-maintenance must be in possession of a Shop Qualification card (DA Form 3031) before being allowed to use the facility. Answer the 10 questions sheet then select the send button. The sheet will be sent to the Auto Skills. Once this is complete you may come in at any time to get your tour and receive your Shop Card.
- b. Patron who possess a Shop Card from a different base will be honored but will get briefed on the facility safety, environmental and housekeeping requirements.
- c. If the facility is full, a waiting list will be generated and the patron must be in the facility when their names are called. If the patron is not in the facility the next person on the list will be called.
- d. If the service-for-fee option is desired the customer will wait for their vehicle in the waiting room.
- e. Only employees are permitted in the out processing / tool room area.
- f. The ASC will not be utilized as a private enterprise.

#### 5. SAFETY/ ENVIRONMENTAL/HOUSEKEEPING:

- a. Jack Stands will be used at all times.
- b. Vehicles will be ground guided into and out of the facility
- c. Brakes will not be air cleaned or brushed cleaned.
- d. Ventilation will be observed at all times. The building exhaust system will be used when engines are running

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- e. Contaminated articles will NOT be disposed of in a standard waste receptical. Contaminated articles will be disposed of in appropriate containers.
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  - g. Areas will be cleaned, tools turned in, oil change containers emptied and bays will be next user ready prior to out processing.
  - h. Cleanup will begin 30 minutes prior to facility closing. No exceptions!
  - i. Please allow for sufficient time to work on your vehicle.
  - j. Patrons will be charged for any vehicle left in the shop at the posted hourly rate.
  - k. No work will be started 1 hour prior to closing. No exception.
  - l. No smoking within 50 ft. of building.
6. STORAGE:  
Vehicles can be stored at the ASC on a temporary basis. Vehicles that are deemed project cars, or waiting on parts can be temporarily stored at a cost of \$2.00 a day.

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### PRICE LIST

1. The following is a general price list on the most common services provided. For a more in-depth price list please contact a member of our service team. All repair quoted by our service team are estimates only! Labor times are calculated using the All Data maintenance program.
2. Oil Change:
  - a. 5 its regular 5W-20 or 5W-30 and spin on filter of \$4.00 or less...\$30.00
  - b. 5 its Synthetic 5W-20 or 5W30 and spin on filter of \$4.00 or less...\$
  - c. Customer Provided products...\$13.00 6qts or less, over 6 its add \$2.00
3. Labor Rate: \$70.00 per hour
4. Shop Fees:
  - a. Flat Bay: \$3.00 per hour
  - b. Lift bay: \$6.00 per hour
  - c. Tire Balancer, Tire Changer...\$1.00 per tire
  - d. Bench fee...\$2.00 per hour
  - e. Shock/Strut Compressor...\$5.00
  - f. Drill Press.....\$5.00
  - g. Specialized tools...\$2.00 ea.

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- h. Hand Held Diagnostic Customer Use:\$2.00
- i. Modus Diagnostic Scan...30.00..Shop personnel only

j. Code Research...\$5.00

k. Service Call...\$15.00\*

Service call is limited to jump starting and flat / low tire portable air refill. This service only provided when shop work load and availability of personnel will allow;

5. Disposal Fees:

Oil and Filter... 5 quarts or less + filter

Tires: \$2. 50 per tire

Batteries: \$3.00 each

6. Air Conditioner:

a. Full service..\$60.00 plus cost of R-134 and PAG Oil

b. Check: \$20.00

7. Wheel Alignments: ( TOE Adjustment Only )

8. SEDANS

a. Front...\$ 40.00

b. Front and Rear...\$ 50.00

c. SUV / 4x4 / Light Pick Up

a. Front...\$ 45.00

b. Front and Rear...55.00

- No vehicles that have altered suspensions, Tires not meeting factory installed size.

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9. Tune Up: Prices vary by vehicle

10. POC is Phillip Greene, Business Manager Auto Skills Center at 575-678-5800.

I have read and understand the policies and procedures in the SOP.

Last Name \_\_\_\_\_