

OpenAI

Army — Mechanical Maintenance Prompt Pack

ChatGPT



Introduction

Use these 30 prompts in ChatGPT to prepare maintenance paperwork and study administrative requirements. Replace the brackets and paste permitted excerpts. ChatGPT does not access GCSS-Army, diagnose faults, update records, or release equipment.

For CMF 91 Soldiers and maintenance NCOs. Shared tasks cover work orders, service packets, tools, publications, training, and review preparation. MOS-specific prompts include 91B vehicles, 91C utilities, 91D power generation, 91E allied trades, 91J support equipment, and 91L construction equipment.

Goals

This guide is meant to help:

- Write clear observations and source-backed work-order drafts.
- Organize service packets, tool records, and training evidence.
- Give the shop NCO precise questions and usable paperwork.

Guidelines & guardrails

Use ChatGPT responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your workspace. Remove personal identifiers and sensitive equipment or mission details; use routine non-weapon garrison records or fictional classroom material.
- Verify current Army publications, form editions, and applicable unit SOP. Paste the actual requirements and cite paragraphs. Leave missing facts unresolved.
- Keep technical diagnosis, repair methods, status codes, inspections, signatures, and equipment-release decisions with authorized personnel. Exclude weapons maintenance, operational planning, and readiness assessments.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help with maintenance records."
- Add in task: "Review a maintenance-request draft."
- Add in context: "Review a maintenance-request draft. I am a 91B comparing a sanitized DA Form 5990-E draft with supplied completion instructions."
- Add in expectation: "Review a maintenance-request draft. I am a 91B comparing a sanitized DA Form 5990-E draft with supplied completion instructions. Return field, supporting evidence, mismatch, and question for the shop NCO. Leave unsupported fields blank."

Sample prompts

Give your MOS, administrative task, dated source excerpts, and desired output. Ask for citations and questions for your NCO. Sources checked 22 September 2026. This is an independent learning aid, not Army endorsement or a compliance certification.

The following prompt pack focuses on developing familiarity with prompting within the following topic areas:

- Provide examples of expected outputs
- Ask for multiple options
- Set constraints on tone, length, and formatting
- Specify audience details (e.g., which agency & team)

Fault descriptions and job records

Clear fault descriptions

Best used with: Chat.

I am a 91B preparing observed faults for my shop NCO. Rewrite [My notes about a routine non-weapon garrison vehicle] into clear draft remarks alongside [Current DA Form 5988-E field instructions]. Return original wording, clearer observation, source note, and missing detail to ask about. Preserve recorded measurements and distinguish firsthand observations from reports by others. Do not diagnose causes, assign fault codes or status symbols, suggest repairs, or decide whether the vehicle is safe to use.

Maintenance-request field check

Best used with: Chat.

I am a 91L reviewing a draft maintenance request for non-sensitive construction equipment paperwork. Compare [Sanitized DA Form 5990-E draft], [Supporting document excerpts], and [Current DA Pam 750-1 completion instructions]. Return field, supplied evidence, missing or inconsistent entry, and question for the shop NCO. Preserve item identifiers and units exactly; leave unsupported fields blank. Do not set priority, classify the fault, order parts, or submit an official transaction.

Utilities complaint clarification

Best used with: Chat.

I am a 91C organizing a customer complaint about routine garrison utilities equipment. Use [Customer description], [My recorded observations], and [Approved intake form]. Produce a factual intake draft and five questions limited to unclear or missing information. Label what the customer reported separately from what I observed. Do not infer a refrigerant fault, diagnose electrical problems, specify tests, or provide repair and safety instructions. The qualified maintainer will evaluate the equipment.

Fault descriptions and job records

Recorded job chronology

Best used with: Chat.

I am a 91J assembling the administrative history of a closed, non-sensitive garrison equipment job. Use [Dated work-order notes] and [Supporting paperwork references]. Create a chronology of documented entries with date, source, recorded action, and inconsistency needing review. Distinguish a requested action from one recorded as completed. Do not fill gaps, interpret technical readings, change completion dates, or assess repair quality.

Returned work-order questions

Best used with: Chat.

I am a CMF 91 Soldier whose paperwork was returned for correction. Use [Reviewer comments], [My sanitized draft], and [Applicable completion instructions]. Make a correction checklist with reviewer comment, affected field, source-supported change, and unresolved question. Draft a short reply explaining what I can correct from evidence. Leave technical conclusions and signatures unchanged; do not invent information to satisfy a missing field.

Completed service packets

Service-packet evidence index

Best used with: Chat.

I am a 91B organizing paperwork after a completed routine garrison service. Use [Approved packet checklist], [Current applicable DA Pam 750-1 excerpt], and [Sanitized document inventory]. Build an index with required document, source paragraph, evidence present, recorded date, and missing-document question. Distinguish paperwork present from work certified complete. Do not infer service completion, establish service intervals, create technical inspection steps, or release equipment.

Power-generation record check

Best used with: Chat.

I am a 91D checking the administrative consistency of a completed classroom generator-service packet. Compare [Fictional service record], [Instructor-issued completion notes], and [Current form instructions]. Flag mismatched document numbers, dates, units, and references in a table with supporting evidence. Leave missing readings unresolved. Do not interpret electrical measurements, recommend tests or repairs, connect loads, certify serviceability, or create an operating procedure.

Completed job handover

Best used with: Chat.

I am a 91L handing over follow-up paperwork from a completed non-sensitive construction-equipment job. Use [Sanitized shop notes] and [Approved handover format]. Draft a one-page handover listing document reference, last evidenced entry, outstanding administrative question, supplied owner, and requested clarification. Separate reported completion from an authorized sign-off. Exclude equipment locations, operational availability, mission schedules, technical instructions, and unsupported promises.

Completed service packets

Service-record correction memo

Best used with: Chat.

I am a 91C preparing a correction request for a routine garrison service record. Compare [Original entry], [Contemporaneous supporting notes], and [Unit correction procedure]. Draft a short memo showing the original wording, proposed evidence-backed correction, reason, and source reference. Flag missing authority or contradictory evidence. Do not overwrite the official record, backdate an entry, sign for anyone, or certify that maintenance occurred.

Missing service-document request

Best used with: Chat.

I am a 91J following up on missing documents in a closed non-sensitive garrison service packet. Use [Packet index], [Applicable document requirements], and [Previous correspondence]. Draft a concise email to the responsible office naming the document reference, precisely what is missing, and the source requiring it. Use only an approved deadline supplied by me. Do not confuse missing paperwork with a failed service, infer damage, or authorize more work.

Shop tools and calibration records

Tool-list reconciliation

Best used with: Chat.

I am a CMF 91 tool-room custodian checking routine hand tools. Compare [Sanitized DA Form 2062 tool list], [Physical count notes], and [Applicable AR 710-4 and local instructions]. Return item, recorded quantity, counted quantity, source row, and discrepancy question. Preserve descriptions and units exactly. Separate a count difference from missing documentation. Do not assign financial responsibility, declare loss, select substitutions, or change the accountable record.

Tool sign-out questions

Best used with: Chat.

I am a 91E reviewing our shop hand-tool sign-out paperwork. Use [De-identified sign-out and return entries] and [Approved tool-control SOP]. Identify entries that cannot be matched using the supplied identifiers; return issue reference, return evidence, missing field, and clarification for the custodian. Do not assume an unmatched entry means a tool is lost or a Soldier is at fault. Do not create technical tool-use instructions or alter custody records.

Calibration-record mismatch check

Best used with: Chat.

I am a CMF 91 Soldier assisting the TMDE coordinator with paperwork. Compare [Sanitized calibration-label transcription], [Official calibration record excerpt], and [Applicable AR 750-43 administrative requirements]. Return instrument reference, field compared, conflicting values, source, and question for the coordinator. Repeat recorded dates without calculating new intervals. Do not determine calibration validity, authorize instrument use, interpret test results, or invent calibration procedures.

Shop tools and calibration records

TMDE document handover

Best used with: Chat.

I am helping our shop TMDE coordinator assemble an administrative handover. Use [Approved support-office paperwork checklist] and [Sanitized list of documents already available]. Create a cover note and enclosure index showing requirement, supplied document, and missing-document question. Keep the support office instructions unchanged. Do not assign calibration intervals, authorize extensions, change labels, certify instruments, or plan operational equipment movements.

Tool-room publication check

Best used with: Chat.

I am a 91E organizing the references used for tool-room administration. Use [Current local SOP], [Publication inventory], and [Official status entries supplied by me]. Create a register of publication number, edition held, current edition shown, verification date, and question for the shop NCO. Distinguish an unverified edition from a confirmed superseded one. Do not claim online checks you did not perform or turn the register into fabrication, welding, or machining instructions.

Maintenance references and records

Current publication crosscheck

Best used with: Chat.

I am a CMF 91 Soldier checking our administrative maintenance reference list. Compare [Shop publication inventory] with [Current APD status records and publication change pages]. Return number, title, edition held, effective date, change included, and mismatch requiring NCO review. Treat publication date and effective date separately. Do not assume an older publication is obsolete from its age alone, invent supersession, or claim a web lookup without supplied evidence.

Form-edition review

Best used with: Chat.

I am a 91B helping the shop NCO check blank paperwork templates. Compare [Our DA Form 5988-E and 5990-E template details] with [Current APD form listings and prescribing instructions]. Identify edition or title mismatches, cite each source, and draft questions about system-generated forms for the responsible office. Do not replace an authorized automated form on your own, invent field layouts, or assume matching dates prove correct completion.

Administrative SOP comparison

Best used with: Chat.

I am a 91X preparing questions before an update to the paperwork portion of our maintenance SOP. Compare [Applicable current AR 750-1 and DA Pam 750-1 excerpts] with [Local administrative SOP]. Return topic, regulation paragraph, local wording, apparent difference, and question for the approving authority. Distinguish a definite conflict from unclear applicability. Do not present proposed wording as approved policy or change technical maintenance procedures.

Maintenance references and records

Closed record-file index

Best used with: Chat.

I am a CMF 91 Soldier organizing closed routine garrison maintenance files. Use [Approved office file plan], [Current records-management instructions supplied by the records manager], and [Sanitized file inventory]. Draft an index with file title, record category supplied in the plan, period covered, location reference, and missing classification question. Do not invent record numbers or retention periods, decide disposition, delete files, or reproduce sensitive equipment histories.

Administrative glossary

Best used with: Chat.

I am a new 91D learning our maintenance paperwork vocabulary. Use [Approved administrative glossary], [Blank current forms], and [Unit paperwork SOP]. Build a plain-language glossary of ten unfamiliar terms, their source definitions, where they appear in the paperwork, and a question to ask when the definition is absent. Preserve official labels. Do not invent fault, supply, or condition codes, infer equipment status, or include generator operating instructions.

Training packets and study aids

Maintenance-record study cards

Best used with: Chat.

I am a new CMF 91 Soldier studying maintenance administration. Use [Current AR 750-1 and DA Pam 750-1 excerpts on records and responsible roles] and [Instructor learning objectives]. Create ten question-and-answer cards, each with a paragraph citation. Ask about who records, reviews, or approves paperwork only where the source answers it. Flag unclear applicability. Exclude repair methods, weapons procedures, technical test answers, and claims that this study aid certifies proficiency.

91E training-document index

Best used with: Chat.

I am a 91E assembling my completed classroom training paperwork for NCO review. Compare [Approved training-file checklist] with [Sanitized certificates and instructor-issued records]. Return requirement, evidence, recorded date, and missing-document question. Separate attendance from assessed proficiency. Do not invent credentials, hours, scores, or qualifications, and do not add welding settings, fabrication specifications, machining steps, or tool-operating instructions.

91C paperwork lesson outline

Best used with: Chat.

I am a 91C NCO preparing a short classroom lesson on accurate equipment-service paperwork. Use [Approved administrative learning objectives], [Blank form instructions], and [Fictional clerical errors]. Draft a 15-minute lesson outline, discussion questions, and an answer guide citing the supplied instructions. Focus on clarity, units, and source references. Leave refrigeration, electrical, pressure-system, inspection, and repair instruction to the qualified instructor and approved technical material.

Training packets and study aids

Course-packet cover note

Best used with: Chat.

I am a CMF 91 Soldier submitting an approved training-course paperwork packet through my chain of command. Use [Course document checklist], [Sanitized document inventory], and [Unit cover-note format]. Draft a concise cover note and enclosure list naming only documents actually present. List missing items as questions for the training NCO. Do not invent course acceptance, funding, travel orders, approvals, or qualification determinations.

Paperwork learning review

Best used with: Chat.

I am a 91L reviewing feedback after a classroom paperwork exercise. Use [My fictional completed form], [Instructor feedback], and [Approved answer guide]. Explain each clerical mistake in plain language, cite the relevant instruction, and suggest a short administrative practice exercise for instructor review. Keep original scores unchanged. Do not generate technical repair exercises, diagnose equipment, evaluate my fitness for duty, or claim that the practice establishes competence.

NCO reviews and assistance visits

CMDP evidence crosswalk

Best used with: Chat.

I am a 91X preparing documents for a Command Maintenance Discipline Program review. Use [Applicable command-issued CMDP checklist], [Current AR 750-1 paragraphs supplied by me], and [Sanitized administrative evidence index]. Return checklist item, requirement citation, evidence available, evidence gap, and question for the evaluator. Use the actual command checklist, not a generic substitute. Do not score the unit, assess readiness, create inspection findings, or equate a missing file with noncompliance.

Assistance-visit question brief

Best used with: Chat.

I am a maintenance NCO preparing administrative questions for a MAIT or COMET assistance visit. Use [Visit instructions], [Unresolved paperwork questions], and [Relevant source excerpts]. Draft a one-page agenda with question, document reference, reason clarification is needed, and responsible office if supplied. Group duplicate questions and preserve conflicting instructions for discussion. Exclude equipment capabilities, mission availability, tactical requirements, and recommendations for repair work.

Issued finding follow-up

Best used with: Chat.

I am a 91X tracking administrative actions after an authorized maintenance review. Use [Issued paperwork findings], [Assigned actions], and [Evidence of reported corrections]. Create a tracker with finding number, exact required action, reported progress, evidence reference, and unresolved question. Keep evaluator language intact. Label completion as reported until the designated reviewer confirms it. Do not invent findings, change deadlines, close findings, or make readiness judgments.

NCO reviews and assistance visits

Paperwork process AAR **Best used with:** Chat.

I am a maintenance NCO leading an AAR on our completed classroom work-order exercise. Use [Approved exercise objectives], [De-identified feedback], and [Observed clerical problems]. Draft intended process, what occurred, what helped, what caused confusion, and proposed administrative improvements for review. Cite the supporting notes and separate inference from observation. Do not rank Soldiers, change official requirements, redesign maintenance operations, or recommend technical repairs.

Shop administrative turnover

Best used with: Chat.

I am a 91X handing over responsibility for routine shop paperwork coordination. Use [Approved administrative turnover checklist], [Sanitized document register], and [Open paperwork follow-ups]. Draft a turnover brief with file group, last verified update, missing document, responsible office, and question for the incoming NCO. Distinguish acknowledged receipt from formal assumption of responsibility. Leave signatures, accountable-property transfers, technical decisions, and official-system changes to authorized personnel.

References and currency

AR 750-1 — 29 April 2026

Current maintenance policy. Effective 29 May 2026. Replaces the 2 February 2023 edition.

DA Pam 750-1 — 29 April 2026, revised 8 July 2026

Current maintenance paperwork procedures. Use applicable completion instructions and current forms.

AR 750-43 — 15 July 2024

TMDE policy: active APD listing checked. Supply applicable instructions for each administrative task.

AR 710-4 — 15 April 2026

Property-accountability context for routine shop tools.

MOS duties and forms

U.S. Army Ordnance School — MOS chart

Mechanical Maintenance is CMF 91. This guide covers shared administration and selected MOS-specific paperwork.

APD — active DA forms

DA Forms 5988-E and 5990-E: 1 August 2026. Check the current form and prescribing instructions before use.

Before you use a prompt

Official source status checked 22 September 2026.

Check the linked APD record for newer publications, changes, and form editions. Supply current requirements and the unit-approved instructions.

These sources inform the tasks. They do not approve these prompts or authorize a particular use of AI.

Keep diagnosis, repairs, technical inspections, signatures, and equipment release with authorized personnel. Use only material permitted in your ChatGPT workspace.