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DEPARTMENT OF THE ARMY
Little Rock District Corps of Engineers
P.O. Box 867
Little Rock, Arkansas 72203-0867

Regulation
No. 750-1-1

13 October 1995

Maintenance of Supplies and Equipment
DISTRICT OPERATIONAL MAINTENANCE PLAN

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Maintenance of Supplies and Equipment
DISTRICT OPERATIONAL MAINTENANCE PLAN

1. Purpose: This plan defines the policies, responsibilities, and procedures of the Little Rock District Corps of Engineers (CESWL), as they apply to materiel (personal property) maintenance, incorporating Department of the Army (DA) and United States Army Corps of Engineers (USACE) policies for general maintenance management systems, and contract maintenance support for personal property. This plan establishes requirements and provides guidance for the efficient and responsive management and performance of the materiel maintenance function in CESWL.

2. Scope: This maintenance plan:

a. Is applicable to all Divisions, Offices, and Branches of the Little Rock District (LRD).

b. Describes the District maintenance policies and procedures for the maintenance, maintenance management, and maintenance supervision of plant and equipment in CESWL. Provides Project/Office Managers in each area of the district the flexibility needed to tailor and implement an effective maintenance operations plan within their area of responsibility thus, ensuring maximum operational readiness of all assigned personal property.

c. Applies to the management of maintenance for all personal property owned or supported within CESWL throughout its life cycle, and personal property obtained from other government agencies or leased from commercial firms.

3. Objectives:

a. To standardize District maintenance procedures.

b. Ensure preventive maintenance services are performed correctly, completely, and in the allowed time frame.

c. Ensure that all equipment is repaired under warranty where applicable.

d. Establish internal control records with minimum written reports to document that required maintenance is accomplished.

e. Provide a positive means to schedule and plan maintenance requirements in order to balance the annual workload and ensure uniform distribution throughout the year.

f. Provide a cuing system to initiate actions necessary to ensure timely performance of services.

g. Identify maintenance costs for specific vehicles or equipment and overall maintenance costs for a specific office.

h. Provide information to Branch/Office Chiefs, Project Engineers/Managers in estimating future maintenance budgets.

i. Provide guidance for vehicle/equipment replacement and information/assistance for justifying the replacement.

j. Provide guidance in training new employees.

4. Reference: See Appendix L.

5. Duties and responsibilities:

a. District Engineer:

(1) Provides command emphasis to the Materiel Maintenance Management Program.

(2) Ensures sufficient resources are dedicated to the Materiel Maintenance Management Program.

(3) Ensures that maintenance operations at all levels within the District are properly supervised.

b. Chief, Logistics Management Office (LMO):

(1) Provides guidance to the District Engineer and Staff Elements on maintenance related actions.

(2) Ensures HQUSACE guidance and standards are understood and District policies are adequate for implementation and advises HQUSACE through channels of major changes necessary to improve the maintenance policies of the Corps.

(3) Supervises the District Maintenance Officer and reviews periodic and special maintenance reports submitted to higher headquarters.

(4) Evaluates compliance with the materiel maintenance standards and provides recommendations to staff elements for achieving compliance.

(5) Analyzes and resolves logistical problems affecting the District's maintenance posture.

(6) Coordinates with District staff personnel when maintenance related problems occur.

(7) Ensures the District Maintenance Operations Plan is reviewed annually and updated as necessary.

c. Division/Office Chiefs and Project Managers:

(1) Develops and implements individual office subplans for maintenance operations within their assigned areas.

(2) Establishes the necessary organization to accomplish maintenance management. Assigns duties and responsibilities for maintenance program management appropriate for the project resources available.

(3) Reviews on a regular basis their maintenance management Subplan to incorporate changes to policy guidance, equipment, or personnel.

(4) Evaluates and analyzes equipment and vehicle data and make changes or recommendations needed to achieve project missions.

d. District Maintenance Officer:

(1) Monitors the maintenance program and advises the Chief, LMO, of changes necessary to improve local policies and procedures.

(2) Assists District supervisors with program implementation and compliance with maintenance standards and procedures.

(3) Reviews annually the District maintenance plan to ensure it is current and updates the plan as necessary.

(4) Conducts evaluations of the materiel maintenance program and provides feedback to supervisors on the condition of their program. Prepare written reports concerning evaluations conducted at each site. Provides assistance to correct deficiencies and trains personnel as required.

(5) Maintains a reference library of current materiel maintenance regulations and directives.

(6) Provides maintenance assistance to District Staff Offices and Field Offices as requested or needed.

(7) Consolidates management information from Project/ Office managers and prepares reports for higher headquarters as required.

(8) Provides recommendations for improved maintenance procedures to the Chief, LMO.

(9) Makes site visits to review maintenance operations to ensure scheduled maintenance, repairs, and preventive maintenance services are scheduled and documented properly.

(10) Performs the duty of District Calibration Coordinator, monitors calibration requirements and coordinates calibration support for Test Measurement and Diagnostic Equipment (TMDE).

(11) Performs the duty of District Oil Analysis Program Coordinator and monitors the Oil Analysis Program within the District. Evaluates effectiveness of the program.

(12) Monitors equipment availability, vehicle age and mileage.

(13) Monitors changes in equipment authorizations.

6. Operational Records and Equipment Usage Forms: The following are the minimum required for operational equipment usage and should be maintained in the Equipment Record Folder accompanying any dispatched vehicle or item of equipment:

a. ENG Form 3662, Administrative Vehicle Operational Record.

b. ENG Form 5007-R, Equipment Inspection/Maintenance Worksheet.

c. Equipment Maintenance Checks and Services (EMCS) list.

d. SF Form 91, Operator's Report of Motor Vehicle Accident.

e. DD Form 518, Accident Identification Card.

f. Equipment Identification card (located on the front of the Equipment Record Folder)

g. Government Vehicle Operators Guide, Guide to Service Stations for Gasoline, Oil and Lubrication.

h. Vehicles with Corps Band Radios will also have an operational guide with call signs.

7. Maintenance Control Forms:

a. The following Maintenance Control Forms are the minimum required:

(1) DD Form 314, Preventive Maintenance Schedule and Record.

(2) ENG Form 5006-R, Equipment Repair and Cost Record.

(3) ENG Form 5007-R, Equipment Inspection/Maintenance Worksheet.

b. Computer generated forms or programs may be used as substitutes for all of the forms listed above, but must capture all information required by EP 750-1-1. Data on district vehicles will be captured on the Project/Vehicle Information Management System (PVIMS or VIMS).

c. Detailed instructions for completing the above listed forms are located in the publications listed in Appendix L.

d. ER 56-2-1, Provides definitions, methods, techniques, and procedures, for the management, operation, maintenance, and reporting on all civil-funded motor vehicles assigned to the Corps of Engineers. Use this regulation as a guide to complete reports required by higher Headquarters for the use and management of civil vehicles.

8. Quality Assurance:

a. The Maintenance Officer will conduct an annual review of the maintenance program in each organizational element and prepare a written evaluation of the maintenance operations. The

evaluation will be forwarded through the Chief, LMO to the appropriate organizational element Maintenance Manager.

b. Managers and supervisors of maintenance activities will conduct periodic spot inspections to ensure maintenance is being performed in a timely manner, records are maintained as required, and scheduled and unscheduled maintenance is properly documented and recorded.

P. S. MORRIS
Colonel, Corps of Engineers
Commanding

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DISTRIBUTION
All Field Offices
All Division Chiefs
Library
RM

APPENDIX A Operational Maintenance Subplans

Section I
Commercial Design Vehicles

1. Purpose: To establish procedures for maintenance of the District's commercial design GSA leased and Corps owned fleet vehicles.

2. Scope: This subplan applies to all offices with commercial design vehicles assigned.

3. General:

a. The District Office (DO) GSA fleet is managed and maintained by the Fleet Manager in Transportation, Maintenance and Facilities Branch, LMO. The DO fleet is a shared resource and is dispatched based on mission requirements. Transportation personnel depend on timely reporting of problems with fleet vehicles to ensure required maintenance is performed and the equipment is available when needed.

b. Construction-Operations and Engineering Division GSA leased fleet is managed by the fleet manager in the Transportation, Maintenance and Facilities Branch, LMO. Project/Office Managers will establish a maintenance program for Corps owned commercial design vehicles assigned to their office. Managers are responsible for ensuring vehicles are maintained and utilization information is tracked on assigned vehicles. Managers will establish a system to ensure contract vendor maintenance/repair is performed as requested. Offices with commercial design vehicles assigned must be able to provide maintenance and utilization information when requested. Project/District Offices will provide maintenance and utilization information to the Fleet Manager, LMO, via the Project Vehicle Information Management System (PVIMS), on a monthly basis.

4. Procedures:

a. Scheduled Preventive Maintenance. The performance of scheduled preventive maintenance (a service) is essential to ensuring the district's fleet stays in top operating condition.

(1) The Transportation Branch receives preventive maintenance notices from GSA when a service is due on a leased fleet vehicle. The Fleet Manager will coordinate with the vehicles assigned office for performance of services and dispatch requirements to ensure the maximum number of DO fleet vehicles are available for dispatch.

(2) The preventive maintenance notice from GSA specifies

the type of service and lists items for the mechanic to check or tasks to perform.

(3) Project/District Offices will establish preventive maintenance programs using an automated system or a DD Form 314 to schedule services in accordance with manufactures recommended intervals. Managers may choose to use in-house (Corps employee) maintenance technicians or a contact vendor to perform services, with consideration given to workload, technical abilities, and tools required. Managers will ensure all services required by warranty are performed according to specifications listed in the warranty and only by authorized technicians.

(4) Ensure completed services are recorded either on a DD Form 314 or on an automated system and the next service date, mileage, or hours are scheduled.

b. Unscheduled Repairs. Equipment failures may occur rendering the vehicle inoperable.

(1) If a DO vehicle is inoperable in the district office area, notify the fleet manager who will ensure the vehicle is repaired as soon as possible.

(2) The National Credit Card (SF 149) may be used for repairs up to $50.00 without prior approval. If the maintenance vendor's estimate is over the $50.00 limit, prior approval from the GSA Regional Office is required before the repairs can be performed. Managers may set up Blanket Purchase Agreements or Maintenance Contracts with vendors for recurring auto parts and maintenance needs. If contract maintenance is required, ensure the technician provides an itemized invoice (parts, fluids, labor hours, etc.) for the necessary repairs. The Fleet/Project Manager must ensure this information is transferred to PVIMS.

c. Operator's Equipment Maintenance Checks and Services (EMCS). A simple, routine check of the fleet equipment you borrow is critical for early detection and repair of items which cause failures.

(1) Appendix I provides a "SAMPLE" checklist of items each operator should check prior to operating a fleet vehicle.

(2) If a problem is detected in a preoperation inspection, the Fleet Manager or Office maintenance personnel should be notified. If the problem cannot be remedied immediately, another vehicle may be provided.

(3) The Fleet/Project Manager will ensure necessary repairs are accomplished and the vehicle returned to a serviceable status as soon as possible.

d. Maintenance Costs. Decisions concerning vehicle repair, rebuild, or replacement depends upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair or replace a vehicle.

APPENDIX A Operational Maintenance Subplans

Section II
Engineer and Special Purpose Equipment

1. Purpose: To establish procedures for maintenance of Engineer and Special Purpose Equipment assigned to the LRD.

2. Scope: This subplan applies to all Engineer and Special Purpose Equipment assigned to Construction-Operations and Engineering Division(s).

3. General:

a. Equipment assigned to Con-Ops Division is managed by the Floating and Mobile Land Plant Equipment Manager. Engineer and Special Purpose Equipment is managed and maintained at Project Offices throughout the district. Project Managers will establish a maintenance program to manage the maintenance of and track utilization information on assigned equipment. Establish a system to ensure contract vendor maintenance/repair is performed as requested. Project Offices must be able to provide maintenance and utilization information as requested or needed. Project/District Offices with special purpose vehicles assigned will provide maintenance and utilization information to the Fleet Manager, LMO, via PVIMS, on a monthly basis.

b. Equipment assigned to Engineering Division is managed and maintained by the Geo-Technical Section. The Chief, Geo-Technical Section will establish a program for the maintenance of and track utilization information on assigned equipment. Establish a system to ensure contract vendor maintenance or repair is performed as requested. Geo-Technical Section must be able to provide maintenance and utilization information as requested.

4. Procedures:

a. Scheduled Preventive Maintenance. The performance of scheduled preventive maintenance (a service) is essential to ensure all assigned equipment remains in top operating condition.

(1) Project/District Offices will establish preventive maintenance programs to ensure preventive maintenance services are performed in accordance with the manufacture's recommended schedule for services. Ensure all services required during a warranty period are conducted on time and according to specifications listed in the warranty. Ensure only authorized technicians perform warranty services.

(2) Scheduled services may be performed by in-house

(Corps employee) maintenance technicians or a contract vendor, with consideration given to workload, technical abilities, and tools required.

(3) Managers will ensure applicable technical manuals are on hand if work is conducted in-house.

(4) Ensure completed services are recorded either on a DD Form 314 or in an automated system and the next service date, mileage, and/or hours are scheduled.

b. Unscheduled Repairs. Equipment failures may occur rendering equipment unserviceable/inoperable.

(1) Some Project Offices have trained in-house maintenance technicians, and repair parts on hand, allowing them to return the item to full mission capable status. Project Offices requiring contract maintenance support must ensure the contracted vendor has: qualified technicians to perform the repair, provides an itemized invoice (parts, fluids, labor hours, etc.), and charges a fair and reasonable price for the authorized repairs.

(2) The National Credit Card (SF 149) may be used for repair of Corps owned equipment and special purpose vehicles up to $100.00 without prior approval from Transportation, Maintenance, and Facilities Branch, LMO. If the repair cost is greater than the $100.00 limit, call Mr. Flournoy or Mrs. Grant at 501-324-5727 or 501-324 5651, for authorization to exceed the dollar limit. The SF 149 may be used for fuel, oil, and lubricants in excess of the $100.00 limit without prior approval, but they must only be used for the equipment the credit card was issued to.

c. Operator's Equipment Maintenance Checks and Services (EMCS). A routine check of assigned equipment prior to use is critical for early detection and repair of items which may cause failures.

(1) Appendix I provides a "SAMPLE" checklist of items each operator should check prior to operating an assigned vehicle or item of equipment. Each type of equipment should have an EMCS Checklist made up if one is not provided by the manufacture in the maintenance manuals.

(2) If a problem is detected in a preoperation inspection, maintenance personnel should be notified.

(3) Managers will ensure necessary repairs are accomplished and the equipment/vehicle returned to a serviceable status as soon as possible.

d. Maintenance Costs. Decisions concerning equipment repair, rebuild, or replacement depends upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the best economic interest to repair equipment or replace it.

APPENDIX A Operational Maintenance Subplans

Section III
Watercraft

1. Purpose: To establish procedures for maintaining assigned watercraft.

2. Scope: This subplan applies to all assigned watercraft (Floating Plant) within the LRD.

3. General: Maintenance of watercraft assigned to Con-Ops and Engineering Division is the responsibility of the Project/Office Manager to which it is assigned. Project/Office Managers will establish a maintenance program to manage the maintenance of and track utilization information on assigned equipment. Establish a system to ensure contract vendor maintenance/repair is performed as requested. Offices with watercraft assigned must be able to provide maintenance and utilization information when requested.

4. Procedures:

a. Scheduled Preventive Maintenance. The performance of scheduled preventive maintenance (a service) is essential to ensure all assigned watercraft remains in top operating condition.

(1) Project/District Offices will establish preventive maintenance programs to ensure preventive maintenance services are performed in accordance with the manufactures recommended schedule for services. Ensure all services required during a warranty period are conducted on time and according to specifications listed in the warranty. Ensure only authorized technicians perform warranty services.

(2) Scheduled services may be performed by in-house (Corps employee) maintenance technicians or a contract vendor, with consideration given to workload, technical abilities, and tools required. Managers will ensure applicable technical manuals are on hand if work is conducted in-house.

(3) Ensure completed services are recorded either on a DD Form 314 or in an automated system and the next service date/hours is scheduled.

b. Unscheduled Repairs. Equipment failures may occur rendering watercraft unserviceable/inoperable.

(1) Project/Office Managers may have in-house mechanics

assigned, and repair parts available, capable of repairing the floating plant and restoring it to operable status. Managers must see if any existing warranties apply to the mechanical failure prior to initiating maintenance/repair support. Managers must ensure the contract vendor has: qualified technicians to perform the repair, provides an itemized invoice (parts, fluids, labor hours, etc.), and charges a fair and reasonable price for authorized repairs prior to contracting out the work. The repair information must be transferred to an ENG Form 5006-R, Equipment Repair & Cost Record, or to an automated program record.

(2) The National Credit Card (SF 149) may be used for repairs of Corps owned watercraft up to $100.00 without prior approval from Transportation, Maintenance, and Facilities Branch, LMO. If the repair cost is greater than $100.00, call Mr. Flournoy or Ms. Grant at 501-324-5727 or 501-324-5651 for authorization to exceed the dollar limit. The SF 149 may be used for fuel, oil, and lubricants in excess of the $100.00 limit without prior approval, but they must only be used for the watercraft the credit card was issued to.

c. Operator's Equipment Maintenance Checks and Services (EMCS). A routine check of assigned watercraft prior to use is critical for early detection and repair of items which may cause failures.

(1) Equipment problems detected in a preoperation inspection will reduce further deterioration of the watercraft.

(2) Managers will ensure necessary repairs are accomplished as soon as possible to return the watercraft to a serviceable status.

d. Maintenance Costs. Decisions concerning watercraft repair, rebuild, or replacement depends upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair watercraft or replace it.

APPENDIX A Operational Maintenance Subplans

Section IV
Survey Equipment

1. Purpose: To establish procedures for maintenance of assigned Survey Equipment.

2. Scope: This subplan applies to all offices with assigned survey equipment in the LRD.

3. General: Maintenance of Survey Equipment assigned to Engineering and Construction-Operations is the responsibility of the Project/Office Manager to which it is assigned. Project/ Office Managers will establish a maintenance program to manage the maintenance/repair of assigned equipment and track costs associated with maintenance. Survey Technicians should provide recommendations to the Office Manager on whether an item should be replaced verses repaired, based on the maintenance and repair history of the equipment. Offices with survey instruments assigned must be able to provide maintenance and repair information as requested.

4. Procedures:

a. Operator/User Preventive Maintenance. The performance of operator/user preventive maintenance is essential to ensure all assigned equipment remains in top operating condition. Survey instruments require only a small amount of preventive maintenance (e.g., minor cleaning and adjustment to levels on the instrument). Survey equipment not in use must be placed in its proper carrying/packing case to ensure the items are not damaged accidentally and covered with dust.

b. Unscheduled Maintenance. Improperly functioning survey instruments normally require repair by a contract vendor with a dust free environment, special tools and a great deal of technical expertise. Managers must check for existing warranties and see if it applies to the mechanical failure prior to initiating contract maintenance support. Offices requiring contract maintenance support must ensure the contracted vendor has: qualified technicians to perform the repair, provides an itemized invoice (parts, labor hours, etc.), and charges a fair and reasonable price for the authorized repairs. The repair information must be transferred to an ENG Form 5006-R, Equipment Repair & Cost Record, or to an automated program record.

APPENDIX A Operational Elements Subplans

Section V
Communications Security Equipment

1. Purpose: To establish procedures for the maintenance of Communication Security (COMSEC) or Cryptographic Equipment including STU III Telephones.

2. Scope: This maintenance subplan applies to those elements of the District with COMSEC equipment on their property hand receipt.

3. General: The Chief, Communication Section, Information, Integration & Implementation Branch, Information Management Office (IMO) will develop a maintenance program to ensure COMSEC equipment assigned to the District is maintained and costs are tracked in accordance with applicable regulations.

4. Procedures:

a. Scheduled Preventive Maintenance. The Communications Section will establish a preventive maintenance program for COMSEC items and provide guidance to offices with COMSEC equipment assigned. Project/Office Managers will follow published guidance to ensure operability of assigned equipment.

b. Unscheduled Repairs. If assigned COMSEC equipment fails, the Project/Office Manager will notify the Communications Section. A series of self-tests should detect maintenance/repair needs. If repairs are required, prepare the equipment IAW AR 380-40 and TB 380-41 for shipment to an authorized COMSEC facility for repairs. Unserviceable COMSEC items reparable only at depot level or special repair activity will be automatically returned to the supporting special repair activity or the depot IAW AR 710-2. The Project/Office Manager will coordinate with the Controlled Cryptographic Item Surety Officer (CCISO) in LMO and arrange shipment of the item for repair. The hand receipt holder (HRH) will receive turn-in credit for the item from the property book officer (PBO) by submitting a completed ENG Form 4900.

APPENDIX A Operational Elements Subplans

Section VI
Information Systems Communication Equipment
Data, Voice, Facsimile

1. Purpose: To establish procedures for the maintenance of Information Systems Communication Equipment (e.g., telephones, cellular phones, answering machines, facsimile equipment).

2. Scope: This maintenance subplan applies to all elements of the District with assigned Information Systems Communication Equipment on their property hand receipt.

3. General: Maintenance of Information Systems Communication equipment is the responsibility of the Project/Office Manager to which it is assigned. The Project/Office Manager will maintain a record of repairs and repair costs on ENG Form 5006-R, Equipment Repair & Cost Record, or on an automated system for items having a purchase price of $500.00 or more. Ensure the warranty period preventive maintenance, if applicable, is performed on time and by authorized maintenance technicians. Records must contain the following information as a minimum:

a. Bar code

b. Item nomenclature

c. Serial number

d. Date repair requested

e. Description of problem or repair requested

f. Date the item was returned to service or operation

g. Parts replaced or repaired

h. Cost of repairs (Separate cost for parts and labor when possible)

4. Procedures:

a. Preventive Maintenance. Project/Office Managers may use the following for specific items of equipment unless the manufacturer recommends other preventive maintenance requirements.

(1) Telephones. Clean phones with general purpose detergent, ensure cords are out of the way of traffic to avoid pulling or yanking the phone and reduce safety hazards.

(2) Cellular Phones. Drain the battery completely once a week, place the phone on the charger for a complete recharge. Clean with damp cloth and mild soap--no detergent.

(3) Answering Machines. Clean with damp cloth and mild soap--no detergent. Clean micro cassette head with a head cleaner cassette once a year, if applicable.

(4) Facsimile Equipment. Follow the instructions for routine maintenance outlined in the equipment user manual. Plain paper models generally identify parts to be cleaned whenever the donor film cassette is replaced.

b. Unscheduled Repair. Equipment without maintenance agreements, call the **OUCH** desk at ext. 6824 to report information systems communication equipment problems/failures. OUCH desk personnel may ask you to perform some simple tests to further define the problem. OUCH desk personnel will record your work request and assign you an OUCH request number. IMO personnel will determine if in-house technicians or a contract vendor is required to repair the item. If repair is necessary, the Office Manager should submit a DA Form 3953, Purchase Request and Commitment, requesting repair of the communications equipment. The Office Manager is responsible for coordinating pickup and delivery of the equipment to an approved vendor, if off site repair is required. If the item needs replacement, the HRH will prepare an ENG Form 4900 and an SWL-421-R for turn-in of the unserviceable equipment.

c. Warranty. Many Information Systems Communication Equipment items have a warranty of one or two years, depending on the type of equipment. Determine if the equipment is still under warranty prior to initiating repairs.

d. Maintenance Contracts. Project/Office Managers should compare the cost of an annual maintenance contract for communications equipment, verses making individual repair calls throughout the fiscal year. An annual maintenance contract may be more economical.

e. Maintenance Costs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair information systems communication equipment or replace it.

APPENDIX A Operational Elements Subplans

Section VII
Copiers

1. Purpose: To establish procedures for maintenance and repair of copiers.

2. Scope: This maintenance subplan applies to all elements of the District with assigned copier equipment. Shared copiers located within the District office area are also included.

3. General: Maintenance of copiers is the responsibility of the Project/Office Manager to which it is assigned. The Visual Information Specialist (VIS) in IMO, will maintain a record of repair and usage for all District Office copiers. Project/Office Managers will establish a maintenance and utilization program for assigned copier equipment not supported by IMO. Record repairs on ENG Form 5006-R, Equipment Repair & Cost Record, or on an automated program. Records must contain the following information as a minimum:

a. Bar code

b. Item nomenclature

c. Serial number

d. Date repair requested

e. Description of problem or repair requested

f. Date the item was returned to service

g. Parts replaced or repaired

h. Cost of repairs (Separate cost for parts and cost for labor when possible)

4. Procedures:

a. Preventive Maintenance. Project Managers/VIS are responsible for ensuring routine maintenance outlined in the copier user's manual is performed. Each copier may have slightly different instructions. Most include instructions for replacing the toner when empty, not placing food or drink on the equipment, occasional cleaning with a damp cloth and a general purpose detergent. District Office Managers will contact the VIS prior to relocating a copier. It may be necessary to contact the vendor to ensure terms of a warranty, lease agreement or maintenance contract are not violated.

b. Unscheduled Repair. Project/Office Managers may elect to purchase a maintenance contract for assigned copier(s). District Office Managers call the VIS if your copier is malfunctioning. The VIS will determine if the copier is under warranty; if not, his office will coordinate maintenance support, as required, if it is not already under a maintenance agreement.

c. Warranty. Most copiers come with a warranty of some duration, depending on what the manufacturer and seller offer. Determine if the equipment is still under warranty prior to initiating repairs.

d. Maintenance Contracts. Project/Office Managers should compare the cost of an annual maintenance contract for copier equipment, verses making individual repair calls throughout the fiscal year. An annual maintenance contract may be more economical.

e. Maintenance Costs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair a copier or replace it.

APPENDIX A Operational Elements Subplans

Section VIII
Audio/Visual Equipment

1. Purpose: To establish procedures for maintenance of audio/visual (A/V) equipment. A/V equipment includes but is not limited to TV monitors, overhead projectors, LCD projectors, VCR players, video cameras, sound equipment, cameras, PC plate, poster maker, etc.

2. Scope: This maintenance subplan applies to all elements of the District with A/V equipment assigned to their office.

3. General: Project/Office Managers will establish a maintenance program for assigned A/V equipment. The VIS will prepare and maintain a record of repair for all District Office A/V equipment. The VIS will record repairs and labor/repair costs on ENG Form 5006-R, or on an automated system record. Records must contain the following information as a minimum:

a. Bar code

b. Item nomenclature

c. Serial number

d. Date repair requested

e. Description of problem or repair requested

f. Date the item was returned to service

g. Parts replaced or repaired

h. Cost of repairs (Separate cost for parts and cost for labor when possible)

4. Procedures:

a. Preventive Maintenance. Project Managers/VIS are responsible for ensuring routine maintenance outlined in the A/V equipment user's manual is performed. Each item of equipment may have slightly different instructions for preventive maintenance. Keep equipment in carrying cases when not in use, if applicable; maintain replacement bulbs on hand for overhead and slide projectors; clean TV screens with a damp cloth and general purpose detergent, as required.

b. Unscheduled Repair. Project/Office Managers may elect to purchase a maintenance contract for assigned A/V equipment.

District Office Managers call the VIS if your A/V equipment is malfunctioning. The Office Manager/VIS will determine if the A/V equipment is under warranty; if not, the VIS may coordinate maintenance support, as required, if it is not already under a maintenance agreement.

c. Warranty. Most A/V equipment comes with a warranty depending on what the manufacturer and seller offer. Determine if the equipment is still under warranty prior to initiating repairs.

d. Maintenance Contracts. Project/Office Managers should compare the cost of an annual maintenance contract for frequently used A/V equipment, verses making individual repair calls throughout the fiscal year. An annual maintenance contract may be more economical.

e. Maintenance Costs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair A/V equipment or replace it.

APPENDIX A Operational Elements Subplans

Section IX
Automatic Data Processing Equipment

1. Purpose: To establish procedures for maintenance and repair of Automatic Data Processing Equipment (ADPE).

2. Scope: This maintenance subplan applies to District and Field Offices with ADPE on their property hand receipt.

3. General: The Chief, IMO will develop a maintenance program for ADPE assigned to the Little Rock District. He or she will provide guidance for all managers concerning the maintenance and repair of ADPE, and review it annually to provide changes when required. Based on guidance provided by the Chief, IMO Project/Office managers will establish their own ADPE maintenance program. Project Managers will record repairs and labor/repair costs on ENG Form 5006-R, or on an automated system record. The IMO will record repairs and labor/repair costs on ENG Form 5006-R, or on an automated system record for District Office ADPE. Records must contain the following information as a minimum:

a. Bar code

b. Item nomenclature

c. Serial number

d. Date repair requested

e. Description of problem or repair requested

f. Date the item was returned to service or operation

g. Parts replaced or repaired

h. Cost of repairs (Separate cost for parts and labor when possible)

4. Procedures:

a. Preventive Maintenance. ADPE typically does not require a great deal of preventive maintenance. However, several easy operating practices, if performed on a routine basis, will sustain the life and appearance of ADPE.

(1) Protect equipment from the effects of sunlight, heat, dust, food products, and liquids. The elements can cause damage.

(2) If an item is accidentally damaged, take immediate action to prevent further deterioration.

(3) Ensure equipment ventilation systems are not obstructed, which will lead to overheating and subsequent failure.

(4) Periodically wipe dirt, dust, and fingerprints from equipment.

(5) Visually inspect connectors for a good, tight bond/connection and for signs of wear. Ensure cords are routed out of the way of office traffic to avoid pulling or yanking and to reduce safety hazards.

(6) Prior to relocating or transporting ADPE, contact IMO for assistance.

(7) Care for ADPE is the responsibility of the individual to whom it is assigned. However, the Project/Office Manager must take a proactive role to ensure property under their control is well maintained and usable. Care and upkeep for shared use of ADPE is the responsibility of all individuals using the equipment.

b. Repair. Call the **OUCH** desk at ext. 6824 to report ADPE equipment problems/failures. OUCH desk personnel or IM technicians may ask you to perform some simple tests to determine the problem. The OUCH desk personnel will record your work request and assign you an OUCH request number. IM Technicians will determine if the failure is hardware or software related and assigns in-house or contractor personnel to perform the required repair. Project Managers must ensure IMO is contacted prior to initiating repairs to verify if the item is under warranty or not. If it is, some special restrictions may apply to its repair. Also, IMO may know the authorized repair facilities in your local area.

c. Maintenance Costs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair, upgrade or replace ADPE. Bar tag number or serial number must be recorded on repair invoices.

d. Replacement. When ADPE requires replacement, the Project/Office Manager must coordinate with the Information Management Resource Steering Committee. When an item is approved for replacement, the manager will prepare an ENG Form 4900 and an SWL-421-R for turn-in of the unserviceable/outdated equipment.

APPENDIX A Operational Elements Subplans

Section X
Office/Business Machines

1. Purpose: To establish procedures for maintenance of office equipment (typewriter, adding machine, etc.).

2. Scope: This subplan applies to all Divisions, Offices, Branches, and Project Offices in the LRD.

3. General:

a. Office equipment normally should not require a great deal of preventive maintenance. However, there are several routine housekeeping tasks which, if practiced, will sustain the appearance and life of the equipment. Take steps to protect office equipment from the effects of sunlight, dust, and liquids, all of which may be harmful. Take action immediately to prevent further deterioration due to neglect if an item is dropped or damaged accidentally.

b. Care of office equipment is normally the responsibility of the individual to whom it is assigned. The Project/Office Manager must take an active role to ensure property under his or her control is serviceable and well maintained. In cases where equipment is jointly used (shared), all parties will be equally responsible for its care and upkeep.

c. Office machines normally have a useful life of 12 to 15 years according to federal property management standards. Repair may or may not be the most effective alternative. Refer to 41 CFR 101-25.4, Replacement Standards, for replacement criteria.

4. Procedures:

a. Simple, minor repairs and adjustments may be performed in-house using available resources. However, when repairs exceed the technical capacity of in-house staff, a qualified repair vendor will be contacted. Project Offices requiring contract maintenance support must ensure the contracted vendor has: qualified technicians to perform the repair, provides an itemized invoice (parts, labor hours, etc.), and charges a fair and reasonable price for the authorized repairs. Remember, repairs exceeding 30 percent of the replacement acquisition cost for an item must first be coordinated through LMO IAW ER 750-1-1, para 3-1.

b. Project/Office Managers will ensure an ENG Form 5006-R, Record of Repair for a repaired office equipment item is prepared. The repair record will be maintained as long as the property item remains in the LRD. This record provides

information regarding the frequency, cost, and type of maintenance/repair being performed. It serves as a reference in determining if an item should be replaced or simply repaired.

c. Warranty. Some office machines come with a warranty depending on what the manufacturer and seller offer. Determine if the equipment is still under warranty prior to initiating repairs.

d. Maintenance Contracts. Project/Office Managers should compare the cost of an annual maintenance contract for office machines, verses making individual repair calls throughout the fiscal year. An annual maintenance contract may be more economical.

e. Maintenance Costs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair an office machine or replace it.

APPENDIX A Operational Elements Subplans

Section XI
Office Furniture

1. Purpose: To establish procedures for maintenance of office furniture and office equipment.

2. Scope: This subplan applies to all Divisions, Offices, Branches, and Project Offices in the LRD.

3. General:

a. Furniture normally should not require a great deal of preventive maintenance. It simply is not a cost-effective way of doing business. However, there are several routine housekeeping tasks which, if practiced, will sustain the appearance and life of the furniture. Take steps to protect furniture from the effects of sunlight, dust, water, and food items--all of which can be harmful. If an item of furniture is damaged accidentally, take action immediately to prevent further deterioration due to neglect.

b. Care of furniture is normally the responsibility of the individual to whom it is assigned. The Project/Office Manager must take an active role to ensure property under his or her control is serviceable and well maintained. In cases where furniture is jointly used or shared, all parties will be equally responsible for its care and upkeep.

c. Furniture has an unlimited life and will be used until it is no longer functional IAW 41 CFR 101-25.404. Repair is normally required in most cases. However, when the cost to restore furniture exceeds 75 percent of the cost of a new item of the same type, replacement should be considered.

4. Procedures:

a. When office furniture needs repair, an individual from LMO will perform an initial inspection on items located in the District Office. Project Managers will conduct their own inspection of assigned furniture. If a more detailed inspection is required, a furniture repair contractor/vendor will be contacted for an itemized estimate. Managers should contact the Chief, Transportation, Maintenance and Facilities Branch prior to initiating repairs. Remember, any repairs exceeding 30 percent of the replacement acquisition cost for an item must first be coordinated through LMO IAW ER 750-1-1, para 3-1.

b. Simple, minor repairs and adjustments may be performed in-house using available resources. However, when repairs exceed the technical capacity of in-house staff, the item will be sent

to a qualified repair vendor.

c. The Project/Office Manager must establish an ENG Form 5006-R, Record of Repair, for furniture requiring repairs. Decisions concerning repair, or replacement depend upon accurate and timely capture of maintenance costs. Accurate records are necessary to ensure a valid cost-effective decision is made as to whether it is in the economic best interest to repair office furniture or replace it.

APPENDIX B Consolidated Equipment List

1. Purpose: To provide a single source listing of all equipment which requires maintenance, as defined by ER 750-1-1.

2. Scope: This policy applies to all Divisions, Offices, Branches, and Project Offices in the LRD.

3. General:

a. The Corps of Engineers' Automated Personal Property Management System (APPMS) serves as the single source for a continuous up-to-date consolidated equipment list. Property is acquired by the District on a frequent basis; therefore, any printed consolidated equipment list would be obsolete in a matter of days.

b. Maintenance Managers must review the hand receipt property listing for their project(s), office, or branch. The hand receipt may be used as a consolidated equipment listing.

c. Each Maintenance Coordinator may also use the hand receipt to identify equipment for which he or she has functional responsibility.

APPENDIX C Operator Maintenance Responsibilities

1. Purpose: To establish standard policies and procedures for individual operators to follow when utilizing District vehicles and equipment.

2. General: All operators dispatching District vehicles/ equipment must ensure that the equipment is prepared for operation. This is accomplished by performing Equipment Maintenance Checks and Services (EMCS) prior to, during, and after operating a vehicle or piece of equipment. Individuals must be licensed or certified prior to operating the vehicle or equipment.

3. Operator Maintenance Responsibilities:

a. Project/Office Managers will establish a system to ensure individuals are licensed to operate the type of vehicle or equipment they are dispatching.

b. Project/Office Managers will ensure personnel know how to perform daily inspections properly and how to fill out the EMCS list to ensure vehicles are ready for safe operation.

c. Operators dispatching District vehicles/equipment are responsible for performing daily EMCS ensuring it is prepared for operation. Operators will complete an EMCS checklist. Operators must perform a vehicle inspection and ensure deficiencies are corrected prior to dispatch. Vehicle operators may be held liable for damage to vehicles or vehicle components, if they are damaged during normal operations and the operator failed to perform "Before Operations Checks and Services."

(1) Operators are responsible for correcting deficiencies not requiring technical knowledge (e.g., tire pressure, oil level, windshield washer fluid).

(2) Vehicle deficiencies/faults found during the EMCS inspection, requiring technical assistance (oil mixed in the antifreeze, clutch/brake adjustment, etc.) should be directed to office maintenance personnel or dispatcher, if applicable.

d. All government vehicles or equipment operators are required to carry in the vehicle a current authenticated ENG Form 3662, Administrative Vehicle Operational Record, (i.e., Trip Ticket). This form, properly filled in and signed, is the operator's official authorization for operating the vehicle or equipment. Operators will finish filling out information on the trip ticket upon completion of travel. The Trip Ticket produced by the VIMS or PVIMS software may be used in place of ENG Form 3662; all required entries are the same on both forms.

e. Upon completion of a daily dispatch period, vehicles should be clean, refueled, and ready for the next day's operation.

APPENDIX D Repair Parts

1. Purpose: This appendix outlines the procedures for managing repair parts and related records.

2. General: Vehicle and equipment technical manuals identify repair parts by stock number or part number and state the intervals (time, hours, mileage) when some parts require replacement. Offices/branches authorized maintenance personnel, tools, and equipment to perform maintenance will normally keep repair parts on hand.

3. Procedures:

a. Accountability: Repair parts records will be maintained IAW DA PAM 710-2-1, Unit Supply Update, and will consist of the following: DA Form 2063-R, Prescribed Load List, (i.e., Repair Parts List), DA Form 2064, Document Register for Supply Actions, and DA Form 3318, Record of Demands-Title Insert.

b. Requisition: Project Offices will be advised by Contracting Division for the best method to use in procuring repair parts in support of their respective maintenance operations.

c. Authorized Stockage:

(1) A repair parts stockage is maintained to support an office's daily maintenance operation. All repair parts stocked and on hand should be demand supported (3 demands for the same part within 180 days), based on local experience, or recommended by the manufacturer.

(2) Maintenance supplies (e.g., nuts, bolts, washers) are not required to be demand supported, but stocked based on need from local experience.

d. Excess:

(1) If equipment is turned-in and has parts unique to that particular type/piece of equipment and you no longer require them, the following actions should be taken:

(a) Submit an SWL 421-R, Property Disposal Report, to the District Maintenance Officer (DMO). The report should list the excess repair parts and identify the major end item, with Bar Tag Number, and CE/LRD number. The DMO will check the Consolidated Equipment List to find out if other like items are currently in use within the District.

(b) If the DMO identifies another like item in the

District, the DMO in coordination with the Supply Branch, will direct the losing Office Maintenance Coordinator (OMC) to complete an ENG Form 4900 listing the repair parts. The gaining OMC will coordinate with the losing OMC for receipt of the repair parts and sign the ENG Form 4900, maintaining the audit trail for the repair parts.

(c) If the DMO determines that other like items are not currently used within the District, the DMO will forward the SWL 421-R to Supply Branch for further disposition instructions.

(2) If unique (i.e., one of a kind within the resident office) pieces of equipment are transferred to another resident office, transfer the equipment peculiar repair parts with the equipment. Ensure the repair parts are documented in the transfer.

APPENDIX E Safety

1. Purpose: To establish safety policies governing fire prevention, vehicle operations, personnel (safety, security), and environmental protection.

2. General: An effective safety program is essential during all maintenance operations. The entire supervisory chain must be safety conscious.

a. Fire Prevention:

(1) Ensure fire exits and fire extinguishers are clearly marked and fire extinguishers are the proper type and located for easy access.

(2) "No Smoking" signs will be posted in shop areas, and smoking will be permitted only in designated areas. Smoking will not be permitted within 50 feet of vehicles or stored flammables.

(3) Store paint, petroleum oil lubricants (POL) products, and cleaning solutions only in designated areas. Never use gasoline as a cleaning solution. Flammables temporarily stored inside a building must be in a fire proof locker.

(4) Segregate dirty, oily rags and store them in covered metal containers.

(5) Do not store power generation or other small engineer equipment with fuel in the tanks.

(6) Do not park vehicles within 20 feet of a building or block exits.

(7) Ensure equipment is not refueled while the engine is running, inside a building, or hot from operations (e.g., power generation, small engineer equipment, or space heaters).

(8) Maintain good housekeeping to reduce fire and other safety hazards. Require personnel to clean the areas they work in daily.

(9) Train personnel in the proper use of fire extinguishers.

(10) Oxygen and acetylene will be stored according to AR 700-68.

b. Vehicle Operations:

(1) 5 MPH is the maximum speed authorized for vehicle

operation in any maintenance/equipment storage compound.

(2) Ground guides will be used when a vehicle larger than a pickup, sedan, or van is backed-up or positioned in a vehicle/equipment storage area. Ground guides will be used when loading and unloading equipment on trailers (e.g., bull dozers, bucket loaders). Ground guides will also be used when the operator's view is impaired due to loads on smaller vehicles. Ground guides must remain visible to the operator at all times and never stand between a moving vehicle and a stationary object (parked vehicles, building, wall, etc.).

(3) Vehicles will not be left unattended with engines running.

(4) Personnel riding in the cargo bed of a vehicle must be seated and away from the tailgate.

(5) Personnel operating vehicles or equipment and passengers will wear safety/seat belts provided with the vehicle.

(6) Internal combustion engines will never be operated in a closed room/bay unless the exhaust is vented to the outside.

(7) Only properly licensed or certified drivers/ operators will start or operate vehicles and equipment.

(8) Vehicles will be parked in a manner to allow easy access and provide fire lanes.

c. Personnel:

(1) Horseplay will not be permitted in maintenance facility areas.

(2) Hearing protectors will be used in areas with high noise levels and especially when operating construction equipment. All operators and maintenance personnel must have hearing protection available at all times.

(3) Personnel will not lean on, stand, or sit under equipment suspended by recovery vehicles, A-frames, jacks, or other forms of overhead lifts.

(4) Jack stands or trestles will be used to support equipment when personnel are required to work underneath it.

(5) Face and eye protection must be worn when performing welding, cutting, grinding, sanding, or chipping operations.

(6) Protective clothing will be used when performing welding operations or when handling batteries.

(7) Maintenance facilities will have an eye wash fountain set up and fully operational at all times in case of emergencies (if fluids are splashed into the face or eyes of workers or other personnel).

(8) All tools will be used only for their intended purpose. Do not use power tools with frayed electrical cords or without proper grounding.

(9) Ensure all lifting and support devices are well maintained and inspected at regular intervals.

(10) Proper use of compressed air and hydraulic tools and equipment must be stressed.

(11) Ensure power generation equipment is properly grounded prior to use.

(12) Remove all jewelry (e.g., rings, chains, watches) when working on equipment.

d. Security:

(1) After normal working hours vehicle and equipment storage areas will be locked.

(2) Privately owned vehicles (POV) will not be allowed in maintenance areas, unless prior approval is granted to secure the vehicle in the equipment compound for extended periods of TDY.

(3) All district vehicles and equipment not parked in a secure Corps parking area will be locked.

(4) Tool boxes will be locked and secured in the maintenance shop tool room, bay area, or maintenance vehicle.

e. Environmental Protection:

(1) POL contamination will be prevented by using drip pans.

(2) All spills will be cleaned up immediately.

(3) Used or contaminated POL products will be disposed of in the proper method and not placed in trash containers.

(4) POL products will not be released into the drainage system.

(5) Ensure that the entire maintenance and parking area stay in a high state of police.

(6) Waste oil storage will be protected from contamination and entry of water.

APPENDIX F Scheduled Maintenance Services

1. Purpose: This appendix provides guidance and instruction for the performance of all types of scheduled maintenance services.

2. General: This appendix is published to ensure uniformity in the performance of scheduled maintenance services and to provide a basis from which to start and sustain a maintenance program.

3. Procedures: Scheduled services will be performed either in-house or through a contract, based upon the availability of qualified personnel, tools, equipment, repair parts, and cost effectiveness.

a. All required scheduled maintenance services will be listed on DD Form 314, Preventive Maintenance Schedule and Record, or on automated system (VIMS/PVIMS) per EP 750-1-1.

b. The intervals of scheduled maintenance services will be obtained from the appropriate technical manuals and lubrication orders provided by the manufacturer or other written directives.

c. The Project/Office Manager will ensure services are scheduled on a DD Form 314 or generated by an Automated System.

d. Prior to the start of each scheduled service maintenance personnel will perform a technical inspection (TI) on the vehicle or equipment to identify other deficiencies not covered in the required service. If deficiencies are noted, they will be listed on an ENG Form 5007-R.

e. The type of service and maintenance checks or repairs performed during the service will be listed on an ENG Form 5007-R, with actions taken (i.e., checked, replaced, repaired, adjusted, or other appropriate comments) IAW EP 750-1-1.

f. Technical manuals will be on hand and utilized during each service to ensure the services are performed correctly and thoroughly. All other deficiencies noted during the technical inspection will be corrected during the scheduled service or deferred until parts or materials are received if applicable (e.g., the deficiency does not dead line the vehicle).

g. After services are completed, they will be annotated on the corresponding DD Form 314 or entered into the Automated System. All items deferred due to parts/materials requisitions will be listed on an ENG Form 5007-R and filed in accordance with EP 750-1-1.

h. The ENG Form 5007-R, used to record actions taken during the last service, will be filed until the next service is

completed.

4. Quality Control: Prior to the release of any vehicle or piece of equipment from a scheduled maintenance service, the following checks will be made:

a. All open entries on both ENG Forms 5007-R, (schedule service and technical inspection) will be checked against the vehicle to ensure that parts required are installed or on order and all deficiencies were corrected.

b. Road tested if required (e.g., after servicing brakes).

c. Ensure all basic issue items are on hand (e.g., spare tire, jack, a lug wrench, first aid kit, a fire extinguisher).

APPENDIX G Army Oil Analysis Program (AOAP)

1. Purpose: The AOAP is designed to reduce maintenance/repair costs and reduce resource usage (oil) through periodic sampling of the lubricants in diesel engines, transmissions and hydraulic systems. Chapter 4, DA PAM 738-750, and ER 750-1-1 discuss the Army and Corps of Engineers oil analysis programs respectively.

2. General: The AOAP is a conditioning monitoring program which is designed to:

a. Improve equipment reliability and readiness by early detection of potential failures.

b. Lower support costs by reducing the number of catastrophic failures and curtailing excessive component wear.

c. Reduce resource usage by conserving petroleum products through adhering to the On Condition Oil Change (OCOC) policy. Eliminating the wasteful requirement of changing component oil based on hours/miles/days as currently specified in many manuals and lubrication orders.

d. The OCOC policy does not change or modify procedures and guidance for new equipment under manufacturers' warranty or seasonal oil change requirements in current manuals and lubrication orders.

3. Procedures:

a. What to Sample: Only vehicles/equipment meeting enrollment requirements identified in ER 750-1-1 will be sampled.

b. When to Sample:

(1) Routine samples are submitted at prescribed intervals as established in DA PAM 738-750. Note the intervals for component sampling may differ.

(2) Special samples are those samples other than routinely scheduled. Special samples will be submitted to the laboratory under the following circumstances:

(a) At the request of the laboratory.

(b) After maintenance, overhaul, or replacement of a component.

(c) After indication of a problem (e.g., overheating, excessive oil loss, or loss of oil pressure).

(d) After indication of contamination (e.g., cloudy, sludge, water, excessively dirty, visible metal particles).

(3) When a vehicle is in storage, no sampling is required until the vehicle is scheduled for use.

c. Sampling Procedures and Storage of AOAP Sampling Equipment: Samples will be taken in accordance with paragraphs 4-7 and 4-8 of DA PAM 738-750. Oil sampling equipment will be stored in accordance with paragraph 4-10 of DA PAM 738-750.

APPENDIX H Tool Control Procedures

1. Purpose: To establish policies governing accountability, security, and maintenance of hand tools, sets, kits, outfits, and test measurement and diagnostic equipment (TMDE).

2. Security: All hand tools, sets, kits, outfits, and TMDE will be secured and/or stored in a secure location, such as a tool room, tool truck, tool cabinet, or tool box.

3. Accountability:

a. All hand tools, sets, kits, outfits, and TMDE will be accounted for by a durable register or hand receipt as applicable, down to the user level and inventoried IAW DA PAM 710-2-1 and ER 700-1-1.

b. When tools are removed from a secured area by personnel other than the accountable individual, the person removing the tool will sign a tool sign-out record sheet. For an extended period of time, a temporary hand receipt will be prepared instead of using the tool sign-out record sheet.

4. Maintenance:

a. All tools, sets, kits, outfits, and TMDE will have preventive maintenance performed per the applicable technical manuals.

b. All tools and equipment will be kept clean, free of rust, and maintained in a serviceable condition.

c. Tools which have cutting edges will have protective covers on the cutting surfaces.

5. Calibration:

a. Items which require calibration will be maintained according to equipment technical manuals and TB 43-180.

b. Records outlined in TB 750-25-1 and a copy of the latest master calibration listing will be maintained.

c. TMDE items will be sent to the calibration support facility/contractor for calibration/repair services in a timely manner.

d. The District Maintenance Officer will act as the District Calibration Coordinator.

SAMPLE CHECKLIST

Operator _____ **Vehicle Admin. No.** _____

Fault Noted	YES	NO	Fault Noted	YES	NO
Outside Inspection			First aid kit		
F Bumper & Grill			**Under Hood**		
R/F fender			Oil		
R/F door & window			Battery		
R/R door & window			Battery cables		
R/R fender			Battery tie downs		
Rear bumper			Brake fluid		
L/R fender			Antifreeze		
L/R door & window			Fan belts		
L/F door & window			Windshield washer fld		
L/F fender			Power Steering fluid		
L rear view mirror			**Inside Vehicle**		
R rear view mirror			Gages		
Windshield			Park Brake		
Rear window			Brakes		
R/F tire			Clutch		
R/R tire			Windshield wipers		
L/F tire			Heater/Defroster		
L/R tire			General appearance		
Head lights			**Under Vehicle**		
Brake lights			Fuel leaks		
Turn signals			Radiator leaks		
Safety Items			Oil leaks		
Spare tire			Exhaust leaks		
Jack/lug wrench					
Fire extinguisher					

REMARKS: _____

APPENDIX J Training, Certification and Awards

1. Purpose: This appendix establishes the procedures for training and certifying vehicle/equipment operators. Operators with good driving records (no accidents or traffic violations) are eligible for driver/operator awards.

2. General: Project/Office Managers must have licensed or certified operators for each vehicle or piece of equipment assigned to their activity. Assigned operators must also be capable of maintaining the equipment to keep it in an operational status.

3. Training and Certification Procedures:

a. Personnel assigned or required to operate District equipment must be trained and familiarized in the following areas.

(1) Operator forms and records.

(2) Equipment Maintenance Checks and Services.

(3) Lubrication instructions, troubleshooting, and maintenance procedures.

(4) Operation and maintenance of auxiliary equipment and special kits used on the vehicle, if applicable.

(5) Operation under normal and hazardous conditions.

(6) Accident reporting procedures and records.

(7) Special training as required (peculiar to certain equipment).

(8) Required safety training (i.e., defensive driving and winter safe driving).

b. Personnel who only operate equipment on an occasional basis should receive periodic refresher training. A driver remedial training should also be set up for those drivers whose performance does not meet acceptable standards, such as the following:

(1) Drivers involved in a traffic accident in which they are partially or entirely at fault.

(2) Drivers cited for traffic violations.

c. The following personnel should not be authorized to

operate District vehicles or equipment.

(1) Individuals with poor driving records.

(2) Individuals with health problems which might impair their driving/operating abilities.

4. Awards:

a. Eligibility Requirements for Drivers.

(1) Drivers must possess a current valid drivers license, authorizing them to operate their assigned vehicle/equipment.

(2) An equipment operator must have been assigned to the equipment for at least 12 consecutive months without an accident or traffic violation recorded. Safe vehicle operation for at least 8,000 miles will also qualify an operator.

b. United States Army Motor Vehicle Drivers Safety Award, reference AR 600-55, paragraph 3-5.

(1) Recipients: U.S. Army military personnel, DA civilian employees, who, as part of their routine duties (e.g., Park Rangers, Inspectors), are required on a regular basis to drive Army motor vehicles.

(2) Eligibility requirements: A nominee must complete the following without any "at fault" military or civilian on duty vehicle accidents or moving violations:

(a) Twelve months or 10,000 miles of Army administrative vehicle operation.

(b) Twelve months or 1,500 hours of material handling equipment operation.

c. Initiator: Project Engineer/Manager or District Safety Officer.

d. Nominations: Nominations will be made in accordance with the District SOP for awards.

e. Documentation: A memorandum from the Project/Office Manager stating the miles/time requirements have been met, the individual nominated was not at fault in any accident, and the individual did not receive any moving violations during the time period recommended for the award.

f. Approving Authority: District Engineer.

g. **Award: DA Forms 1119 and 1119-1.**

APPENDIX K National Credit Card Use

1. PURPOSE: To establish procedures for using the National Credit Card (SF 149) for maintenance purposes.

2. SCOPE: This appendix applies only to SF 149's issued in support of Corps owned personal property. SF 149's issued in support of GSA leased vehicles have different restrictions.

3. GENERAL: All Corps owned vehicles and nearly all equipment and watercraft with an LRD number are issued a National Credit Card (SF 149). Each SF 149 is issued to support a specific vehicle, item of equipment, or watercraft. The SF 149 is only used to acquire fuel, oil, lubricants, parts, etc., and pay for minor maintenance and repair of the Corps owned personal property item (e.g., car, truck, backhoe, boat) it was issued to support.

4. PROCEDURES: The SF 149 may be used for authorized expenditures up to $100.00 without prior approval from Transportation, Maintenance, and Facilities (TMF) Branch, LMO. If the cost is greater than $100.00, call Mr. Flournoy or Mrs. Grant at 501-324-5727 or 501-324-5651 for authorization to exceed the dollar limit.

a. Ensure the organization code and charge number are written on the credit card slips (e.g., LW, VW21 for revolving fund items at Greers Ferry or LW, CC163 for project owned items at Greers Ferry). If the item is a revolving fund piece of equipment and the charge number is not annotated on the credit card slip, Tulsa will charge it to the owning offices project fund account instead of the revolving fund account.

b. Ensure all SF 149 credit card slips are turned into the TMF Branch, LMO, each month in addition to PVIMS submission requirements.

c. Notify the TMF Branch, LMO, as soon as possible if a SF 149 is lost or stolen.

APPENDIX L Required and Related Publications

REQUIRED PUBLICATIONS

AR 25-400-2	Modern Army Record Keeping Systems (MARKS)
AR 58-1	Management, Acquisition and Use of Administrative Use Motor Vehicles
DA PAM 738-750	The Functional Users Manual for The Army Maintenance Management System (TAMMS)
ER 56-2-1	Administrative Vehicle Management
ER 750-1-1	Materiel Maintenance Policies
EP 750-1-1	Procedural Pamphlet for Materiel Maintenance Policies

RELATED PUBLICATIONS

AR 385-10	The Army Safety Program
AR 750-43	Test, Measurement and Diagnostic Equipment
DA PAM 710-2-1	Using Unit Supply System Manual Procedures
EM 385-1-1	US Army Corps of Engineers Safety and Health Manual
FM 21-305	Manual for Wheel Vehicle Driver
TM 9-243	Care and Use of Hand Tools