

CHAPTER 5 - EQUIPMENT USAGE MANAGEMENT PROGRAM

5-1. Purpose. This chapter prescribes the establishment of an equipment usage management program and directs the recording of equipment usage data. Usage standards serve as a yardstick valuable in measuring the effectiveness of investing resources in equipment. Recording usage data and comparing results with established standards gives insights to improvements in productivity and efficiency. Historical usage data allow informed management decisions.

5-2. Equipment Usage Management Program. The CSDP will be combined with the Equipment Usage Management Program outlined in AR 71-32. A key aspect of this process is the walk-through review prescribed by AR 71-32, Appendix G. These reviews focus on assuring efficient and cost effective life cycle management and utilization of equipment and associated repair parts.

a. Commanders will implement and conduct documented walk-through reviews with their PBOs at least semiannually. When visiting field projects, commanders will conduct walk-through reviews with project management personnel and designated equipment coordinators to identify excess or underutilized equipment.

b. PBOs, as part of their CSDP responsibilities, will conduct and document walk-throughs, at least monthly, to identify under-used equipment and plan the semi-annual (or more frequent) commander walk-through reviews. The amount of equipment reviewed each month may vary, but should add up to one hundred percent of equipment reviewed each six months.

c. Each walk-through usage review will result in a report (retained for two years) identifying the scope of the review and including pertinent observations and recommendations. The report will include, as a minimum, those observations identified in AR 71-32, Appendix G. Written justification is required for retention of any under-used equipment identified as a result of the review.

d. Organizations with dispersed sites may designate equipment coordinators to perform the equipment management function at the site and report results to the designated equipment manager. However, periodic spot check reviews of these locations are still required to ensure quality assurance oversight.

5-3. Recording and Reporting. Activities will record daily usage and availability data for all administrative-use and special purpose vehicles (including trailers) in the Vehicle Information Management System (VIMS). Data for all equipment, other than vehicles, meeting the criteria for collection of usage data will be recorded on ENG Form 3662, Administrative Vehicle Operational Record (ER 56-2-1). General-use equipment listed, and similar to that listed, in AR 71-32, Appendix F (Tables F-1 through F-9), will be subject to usage standards. In addition, job-peculiar equipment, as identified by USACE, and listed in Table 5-1, and similar equipment, will also be subject to the usage standards listed. Commanders may identify local reporting requirements and usage standards for additional equipment.

a. Consolidated monthly usage and availability data will be recorded on a locally produced report. As a minimum, this report will include the following categories: date; nomenclature; registration or serial number; life expectancy; usage basis (to include minimum standard and objective standard); mileage; hours operated; days operated; computed percentage of use; and rating; along with the name, title and signature of the report preparer. The usage basis can be miles, hours, operational days, or some other basis.

(1) Each month, actual usage will be recorded and the percentage of use computed using appropriate formulas from AR 71-32, or locally devised formulas when days, hours, and miles are not the basis for usage.

(2) The percentage of use will be compared to the usage standard percentages listed in Table 5-1 to determine if equipment falls short, meets, or exceeds the applicable standard. One of the following ratings will be assigned: U - used less than the minimum; M - used the minimum, but less than the objective; or O - objective criteria achieved or exceeded.

(3) Floating plant property will be tracked to determine if it meets the standard of a minimum 45 days quarterly use. This includes general-use floating plant (and similar equipment) listed in AR 71-32, Appendix F (Table F-4, Watercraft), as well as job-peculiar floating plant (and similar equipment) listed in Table 5-1 (Equipment Category Code LH). This rule will also apply to all capitalized (in financial records) property that does not directly, indirectly or logically fall into any of the other property categories listed in Table 5-1. The miscellaneous category was created to ensure all applicable property will have an established standard as a usage goal to attain.

b. At the end of each calendar quarter, a consolidated quarterly usage and availability report will be prepared in the same manner as in paragraph 5-3a. After the three monthly reports have been consolidated into a quarterly report, the monthly reports may be destroyed. The current quarterly report and the preceding three quarterly reports will be maintained so that an analysis can be made of four consecutive quarterly reports during inspections and reviews. For quarterly reporting, use the following possible days per quarter:

(1) 1st Quarter (1 October through 31 December) = 92 possible days.

(2) 2nd Quarter (1 January through 31 March) = 90 possible days. (Add one day for a leap year.)

(3) 3rd Quarter (1 April through 30 June) = 91 possible days.

(4) 4th Quarter (1 July through 30 September) = 92 possible days.

c. Copies of usage data collected will be submitted as part of justification when requesting additions of similar items to the CPAD/TDA.

5-4. Exemptions. Activities are responsible for documenting equipment that is exempt from usage reporting. A memorandum for record approved and signed by the commander will be kept on file containing a list of exempt equipment. The following categories are generally exempt from meeting utilization tracking standards:

a. Information Technology Equipment (ITE). This is covered by the AR 25-series.

b. Government-furnished property (GFP). Contracts will include the requirement for the collection and recording of utilization data.

c. Defense Logistics Agency (DLA)-controlled equipment. Although DLA-controlled equipment is exempt from usage collection and reporting, walk-through procedures will be used to evaluate the need for it.

d. Equipment used in direct support of a research, development, test, and evaluation mission (RDTE). This equipment is exempt from usage collection and reporting. Walk-through

procedures will be used to evaluate the need for it.

e. One-of-a-kind-equipment. Utilization data collection for one-of-a-kind equipment is not required. One-of-a-kind is defined as being that one and only specific piece of equipment located in a district or MSC; not one per project site.

f. Common Tables of Allowance (CTA) equipment. Equipment authorized by CTA, and costing less than \$10,000, does not require collecting of utilization data. This means that low-dollar-valued items (e.g., typewriters, calculators, desks, fans, etc.) are exempt from collection of utilization data.

g. Installed equipment. Utilization data collection for installed equipment (such as generators and compressors that are part of a real property facility) is not required.

h. Emergency and medical equipment. Equipment required to be on hand for emergencies, such as generators, compressors, wreckers, ambulances, fire trucks, etc., does not require utilization data collection. Retention for such equipment will be based on documented justification.

i. Rail equipment. This equipment will be managed per AR 56-3.

5-5. Common Use Equipment. Offices may establish equipment pools, repair exchange activity (RXA), or hand receipt accounts for commonly used equipment to facilitate the exchange of repairable items to prevent unnecessary procurement. These methods may also be used to prevent procurement of equipment required for short time periods.

TABLE 5-1

USACE Job-Peculiar Equipment Usage Tracking List with Standards

Equip. Category Code	Federal Supply Class	Nomenclature	Usage Standard in days/Qtr or % (Minimum)	Usage Standard in % (Objective)
LH	1935	Crane or Derrick, Barge Mounted	45 Days/Qtr	N / A
Miscellaneous		Capitalized equipment not listed in this table (see ER 37-2-10, Chapter 1)	45 Days/Qtr	N / A
NB	3825	Distributor, Water, 1000 Gal and Above	10	25
NF	3805	Excavator	15	30
NJ	3820	Drill & Well Drill Support	20	30
NN	3895	Truck, Concrete Mixer	10	25
NN	3805	Truck, Dump, 20T	20	40
NV	3805	Compactor	10	25
NV	3895	Hammer, Pile Driven	15	25
PA	3950	Crane, Warehouse	20	35

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PB	3930	Truck, Forklift, Electric, 4000 Lbs. And Above	15	25
PB	3930	Truck, Forklift, Gas, 4000 Lbs. and Above	25	50
PE	3930	Tractor, Warehouse	25	50
PG	3930	Truck, Forklift, Rough Terrain	25	50
PI	3930	Truck, Forklift, Diesel	25	50
QU	4210	Truck or Pump, Fire Fighting	10	20
SY	3825	Snow-blowers and Snowplows	10	20