

## APPENDIX C

### MATERIEL MAINTENANCE MANAGEMENT BUSINESS PROCESS

1. Determine Equipment Requirement.
  - a. New
    - (1) Require justification
    - (2) Obtain authorization
    - (3) Obtain funding
  - b. Replacement
    - (1) Verify replacement criteria
    - (2) Obtain funding
2. Determine Acquisition Alternatives
  - a. Defense Reutilization and Marketing Offices (DRMO)
  - b. Borrow
  - c. Rent
  - d. Lease
  - e. Purchase
3. Acquisition of Equipment
  - a. Lateral transfer from another USACE activity
  - b. Government first source of supply (utilize Defense Supply Center Columbus as a prime source of construction, material handling equipment and repair parts support when it is advantageous)
  - c. Commercial vendor
  - d. Prepare requisition document
4. Maintenance Management Program in Place
  - a. Maintenance Officer appointed to lead maintenance effort giving focus and direction to the Materiel Maintenance program.
  - b. Policy and procedures in place
  - c. Appoint maintenance managers
  - d. Appoint maintenance coordinators

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- e. Develop comprehensive maintenance plan
- f. Equipment management procedures in place
  - (1) Maintain equipment utilization data
  - (2) Document maintenance cost (parts & labor)
  - (3) Maintain equipment availability data (operational rates)
- g. Safe use of cranes, crane shovels, draglines and similar equipment near electric power lines.
  - h. Safety inspection and testing of lifting devices, (TB 43-0142)
  - i. Inspection and test of air and other gas compressors (TB 43-0 151)
  - j. Equipment enrolled in Army Test Measurement and Diagnostic Equipment (TMDE) (AR 750-43, TB 750-25, TB 43-180) (FREE)
  - k. Equipment components enrolled in Army Oil Analysis Program (AOAP), DA PAM 738-750, ER 750-1-1, EP 750-1-1) (FREE)
  - l. Government Owned Contractor Operated (GOCO) equipment requiring maintenance actions will be maintained in accordance with ER 750-1-1 & EP 750-1-1.

#### 5. Receive Equipment

- a. In process equipment (service)
- b. Assign equipment to maintenance coordinator
- c. Add publications to library

#### 6. Determine Maintenance Requirements

- a. Preventive Maintenance Checks and Services (PMCS) Daily
- b. Preventive Maintenance (PM) schedule services
- c. Predictive maintenance schedule service
- d. Test required

#### 7. Schedule Preventive Maintenance Services

- a. Schedule services on DD Form 314
- b. Army Oil Analysis Program DD Form 314
- c. Schedule other test as required on DD Form 314

#### 8. Place Equipment in Service

- a. Prepare equipment record folder
- b. Prepare operational records
- c. Prepare maintenance records

- d. Prepare equipment record jacket, for historical records

#### 9. Dispatch and Record Equipment Utilization

- a. Maintain organizational control record for equipment (DA Form 2401)
- b. Monthly submission of ENG Form 3662 to record utilization
- c. Document fuel and oil consumption
- d. Provide equipment utilization report (for management use)

#### 10. Perform Schedule Maintenance Services

- a. Document scheduled maintenance service (PM) on DD Form 314
- b. Schedule next service on DD Form 314
- c. Document test results on DD Form 314
- d. Schedule next test

#### 11. Repair Management

- a. Determine from previous utilization if repair, overhaul, or replacement is justified
- b. One time repair in excess of 30% of acquisition cost requires approval from the chief of logistics
- c. Consider overhaul or rebuild if in the best interest of USACE
- d. Document equipment repair cost, parts and labor (ENG Form 2409)
- e. Document equipment non-operational days on DD Form 314
- f. Place all historical records in record jacket

#### 12. Disposal

- a. Identify equipment eligible for disposal
- b. Determine if equipment is to be replaced or is excess to district needs
- c. Circulate serviceable equipment excess to district needs
- d. Prepare documentation for disposal
- e. Remove equipment from property book