

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. Acquire from Defense Reutilization and Marketing Offices (DRMO)
 - b. Borrow
 - c. Rent
 - d. Lease
 - e. Purchase
3. Acquisition of Equipment
 - a. Initiate a lateral transfer from another USACE activity
 - b. Use government entities as first source of supply (utilize Defense Supply Center, Columbus OH, as a prime source for construction equipment, material handling equipment and related spares and repair parts (when it is advantageous).
 - c. Use commercial vendor
 - d. Prepare requisition document
4. Put Maintenance Management Program in Place
 - a. Appoint Maintenance Officer to lead maintenance effort, giving focus and direction to the Materiel Maintenance program.
 - b. Put policy and procedures in place
 - c. Appoint maintenance managers
 - d. Appoint maintenance coordinators
 - e. Develop comprehensive maintenance plan

- f. Put equipment management procedures in place
 - (1) Maintain equipment usage data
 - (2) Document maintenance costs for parts and labor
 - (3) Maintain equipment availability data (operational rates)
- g. Promote safe usage of cranes, crane shovels, drag lines and similar equipment near electric power lines.
- h. Conduct safety inspection and testing of lifting devices, (TB 43-0142)
- I. Inspect and test air and other gas compressors (TB 43-0151)
- j. Enroll equipment in Army Test Measurement and Diagnostic Equipment (TMDE) (AR 750-43, TB 750-25, TB 43-180). (FREE).
- k. Enroll equipment and components in Army Oil Analysis Program (AOAP), (DA PAM 738-750, ER 750-1-1, EP 750-1-1). (FREE)
- l. Ensure that Government Owned, Contractor Operated (GOCO) equipment, when required, is maintained IAW ER 750-1-1 and 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 Check and Services (PMCS) Daily
- b. Preventive Maintenance (PM) schedule services
- c. Predictive maintenance schedule services.
- d. Test required

7. Schedule Preventive Maintenance Services

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

- a. Maintain organizational control record for equipment (DA FORM 2401)
- b. Submit monthly usage report on ENG FORM 3662, to record usage history.
- c. Document fuel and oil consumption
- d. Provide equipment usage report (for management use)

10. Perform Schedule Maintenance Services

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

11. Repair Management

- a. Determine from previous usage 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 (DA Form 2409)
- e. Document equipment non-operational days on DD 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.