

## FOREWORD

This pamphlet describes the records that are required to implement USACE's Materiel Maintenance Policies for personal property. It has been written and based on substantial collaboration between many operations and logistics team members representing activities throughout our command, implementing a consensus process. We gratefully acknowledge the efforts of all participants.

Our dedication to the proper use and care of our personal property is instrumental in the successful completion of our missions. This pamphlet offers a variety of maintenance procedures for the individuals entrusted with the care of our equipment. It was intentionally developed to allow the flexibility for each activity to tailor their procedures and still conform to our maintenance policy standards. All of our management team members must become familiar with the policies and procedures we use to acquire, employ, and maintain our property. Equally important, our management team must also direct and oversee the efforts that make proper use and care of our valuable and limited resources, a routine part of our daily responsibilities.

Any inquiries regarding this publication should be addressed to HQUSACE, CELD-MS, Washington, D.C. 20314-1000

FOR THE COMMANDER:



OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff

**Note: New procedures must be implemented within six (6) months from the publication date.**

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