

DEPARTMENT OF THE ARMY HR 750-1
U.S. Army Corps of Engineers
Humphreys Engineer Center Support Activity
CEHEC-LM Alexandria, Virginia 22315-3860

HECSA Regulation
750-1

21 Aug 00

Maintenance of Supplies and Equipment
MATERIAL MAINTENANCE POLICIES FOR
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY

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Maintenance of Supplies and Equipment
MATERIAL MAINTENANCE POLICIES

1. Purpose. To establish a maintenance program which will provide guidance and procedures for routine maintenance and service of all equipment and personal property within the Humphreys Engineer Center Support Activity (HECSA).

2. Applicability. This regulation applies to all personnel involved in the operation and maintenance of personal property and equipment within HECSA and activities using HECSA equipment.

3. Distribution Statement. Approval for public release.
Distribution is unlimited.

4. References.

a. AR 750-1, Army Material Maintenance Policy and Retail Maintenance Operations.

b. DA PAM 25-1-1, Installation Information Services.

c. ER 750-1, Material Maintenance Policies.

5. General.

a. Appendices A through E of this regulation are a compilation of equipment and property maintenance plans for HECSA in accordance with applicable regulations, procedures and policies.

b. This regulation serves to ensure that all property is maintained to operate at peak performance levels at all times. It was developed to establish a procedure to obtain acceptable standards for scheduled and unscheduled maintenance, preventive maintenance, data recording, and records maintenance.

This HECSA supplement supersedes HECSA Reg 750-1, 1 October 1994

c. The HECSA Maintenance Plan will provide effective guidance as responsible personnel continue its development by keeping current and by making timely changes or revisions as needed. Hand Receipt Holders (HRH), Maintenance Coordinators, supervisors, managers, operators and users must become familiar with the procedures for maintenance of personal property as defined by this publication.

d. Each HECSA and support agency employee is responsible to care for the property with which he/she is entrusted and to preserve these valuable resources. Through cooperative effort, this Maintenance Plan will ensure maximum efficiency in the operation of each and every item of equipment throughout and perhaps beyond its expected life cycle.

6. Responsibilities.

a. The Chief of Information Management will establish and maintain:

(1) APPENDIX A: procedures for the maintenance of office copiers.

(2) APPENDIX B: procedures for maintenance of ADPE and telephone communication equipment.

b. The Chief of Supply Management will establish and maintain APPENDIX C: procedures for maintenance of furniture and office equipment.

c. The HECSA Motor Pool Shop Equipment Specialist will establish and maintain Appendix D: HECSA Motor Pool. The vehicles in the HECSA Motor Pool are the property of the General Services Administration (GSA) Fleet Management Center. All vehicle maintenance, accidents, repairs, fuel, etc., are controlled through and handled by GSA.

d. HECSA Maintenance Officer will:

(1) Maintain this maintenance plan ensuring that it is complete with all appendices.

(2) Develop or review annually the Maintenance appendices defined above.

(3) Appoint a maintenance coordinator for each functional area within HECSA with equipment required to be maintained accordance with the regulation.

(4) Oversee the Maintenance Coordinators, ensuring scheduled and unscheduled maintenance is performed expeditiously and by the most economical and practical means available.

(5) Determine the priority of repair when workload is excessive and/or where repair costs exceeds more than 30 percent of acquisition cost of the property item.

e. Each Maintenance Coordinator will:

(1) Develop or review annually their Maintenance appendix which is to be kept current. Each Maintenance Coordinator will also ensure that the Maintenance Officer is informed of any changes required on the consolidated equipment list maintained for personal property within his/her functional area of responsibility.

(2) Oversee maintenance operations, ensuring scheduled and unscheduled maintenance is performed expeditiously and by the most economical and practical means available.

(3) Determine the priority of repair. When workload is excessive and repair costs exceed 30 percent of acquisition cost, coordinate decision to repair or replace.

(4) Be responsible for the maintenance of specific items of equipment identified on equipment list prepared in coordination with functional Maintenance Coordinator(s).

(5) Perform dispatching procedures for material equipment.

(6) Develop and/or furnish Equipment Maintenance Checks and Services (EMCS) lists to operators of equipment when necessary.

(7) Review completed EMCS from operators and determine if equipment is operational and safe to operate.

(8) Ensure scheduled and unscheduled maintenance is performed. The equipment operator and service manuals will provide recommended maintenance information.

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(9) Ensure maintenance data is maintained and transferred to permanent records as necessary.

(10) Be responsible for upward reporting requirements through maintenance channels.

(11) Be responsible for tracking and complying with warranty.

(12) Maintain operator records as required.

f. Operators/users will:

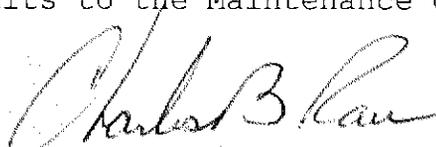
(1) Perform EMCS on equipment before, during and after use. (Only on vehicles and forklifts.)

(2) Inform the Maintenance Coordinator of any critical deficiencies noted that might interfere with the safe operation of the equipment before operation.

(3) Ensure that the equipment or vehicle is refueled and cleaned after use.

(4) Turn in EMCS results to the Maintenance Coordinator.

5 Appendices
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CHARLES B. RAU
Director

APPENDIX A

Copier Maintenance

1. PURPOSE. To establish guidance and procedures for copier maintenance, inspections, and service of equipment assigned to the HECSA.

2. SCOPE. This appendix applies to all personnel responsible for the use, operation and maintenance of both leased and government-owned copiers.

3. DUTIES AND RESPONSIBILITIES.

a. The Maintenance Coordinator for Copiers will:

(1) Review all requests related to the acquisition, use and maintenance of office copiers. Based on the information provided, evaluates the request against criteria in AR 25-1 and AR 25-30 and issues approval or disapproval.

(2) Reviews information on repairs and use of all copiers. Conducts inventories and completes studies and reports. Records will be used as management tools to determine the proper use and most cost effective and economical replacement. It is the responsibility of the Maintenance Coordinator to ensure that required support is acquired and provided.

(3) Records will include:

(a) Equipment brand, model number or name, and serial number.

(b) Type of acquisition (lease/purchase) and installation date.

(c) Purchase price (if owned).

(d) Equipment characteristics, such as production speed, accessories, or special features.

(e) Record of repair and maintenance.

(f) Machine location.

(g) Number of copies produced monthly.

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- (h) Total annual depreciation.
- (i) Total annual rental cost. (If applicable)
- (j) Total annual maintenance cost.
- (k) Annual cost of supplies.
- (l) Total annual cost.
- (m) Cost per copy.

(4) Ensure that all purchase actions to initiate a lease, renew a lease, establish a maintenance contract, or to purchase a copier are forwarded to the Copier Maintenance Coordinator for review and approval.

(5) Ensure the establishment and maintenance of local office cost accounting procedures to track all additional copier costs incurred that are not sent through the Maintenance Coordinator. These are:

- (a) Copier Paper.
- (b) Toner and developer.

(c) Expendable items obtained on BPA, use of SF 44 (Purchase Order Invoice/Voucher), or Government Credit Card.

(6) Ensure that no lease or purchase action is permitted without the approval of the Maintenance Coordinator.

b. Users and operators will:

(1) Operate equipment in accordance with manufacturer's handbook. Call for maintenance support as established in local office procedures. Under no circumstances approve any additional repair cost or delivery of supplies not identified or included in the copier contract. Questions should be referred to the Maintenance Coordinator.

(2) Perform routine cleanliness and operator maintenance as specified in the Manufacturer's Handbook issued with the copier.

(3) Maintain a log on all additional costs incurred for the use of the copier, such as toner, developer and paper. Provide this information upon request to the Maintenance Coordinator.

APPENDIX B

Procedures for ADP and Telephone Communication Equipment

1. PURPOSE. To establish policy and procedures for the maintenance of Automated Data Processing Equipment (ADPE) and telephone communication equipment.
2. SCOPE. This section applies to all elements and personnel who utilize ADP and telephone communication equipment.
3. GENERAL.
 - a. ADP and telephone equipment is normally under the control of each Office Chief, and may be sub-hand receipted to the user.
 - b. Maintenance of ADP and telephone communication equipment will be coordinated with the HRH and Maintenance Coordinator within IM.
 - c. The following user operating practices will extend the life of ADP and telephone communication equipment:
 - (1) Become familiar with the manufacturer's instructions and operating manual before operating equipment.
 - (2) Never make adjustments to equipment other than those listed in the manufacturer's operating manual.
 - (3) Never move a PC or telephone yourself. Notify the IM Help Desk about impending moves whether you are re-arranging your own area or moving to another area. IM Help Desk personnel are trained in equipment moves and are the only ones authorized to relocate ADPE.
 - (4) Protect ADP and telephone communications equipment from direct sunlight, heat, dust and moisture. Keep hot and cool drinks away from equipment particularly keyboards, monitors and printers.
 - (5) If ADP is not being used for several hours during the work day, turn the equipment off until needed. This will extend the life of the equipment.

4. REQUEST FOR AUTOMATION MAINTENANCE SUPPORT. The IM Help Desk will accept requests for maintenance support services via telephone call. These services include: hardware installations, relocations and repairs, software installations and modifications, telephone installation, relocation, and number changes; and file restores and selected file backups.

5. MAINTENANCE OF TELECOMMUNICATIONS EQUIPMENT.

a. Do not attempt to repair or relocate telephones or call-recording devices.

b. If telephone equipment malfunctions, contact Information Management either in person or by e-mail.

c. In person calls for assistance should be followed up by an e-mail message. Include a description of the problem the telephone number and your location.

6. PROCEDURES FOR MAINTENANCE OF ADP EQUIPMENT.

a. If the ADP malfunctions, users should call CEHEC-IM to notify them of the problem. Before calling, make sure that the power is switched on.

b. If all power up procedures have been followed and the equipment still malfunctions, contact the ADP Maintenance Coordinator or the IM secretary for assistance.

c. If the problem cannot be resolved over the phone, IM will schedule an assistance visit.

d. If the problem is software related, the IM Help Desk and/or the vendor will resolve the problem.

e. If the problem is hardware related, the IM technician will:

(1) If under warranty, will work with the user to arrange for the equipment to be repaired on-site or shipped back to the manufacturer or vendor in accordance with the warranty. Coordination in shipping is required with the Contracting Office and the PBO in Logistics Management Office. The IM representative will coordinate with the appropriate HRH whenever a property item is to be removed from its location.

(2) If not under warranty, take action to repair the equipment in-house. Repair cost, including labor, exceeding 30% of the acquisition cost of the item will be decided based on the expected life expectancy of the equipment and may require approval from the Information Management Office. If the repair is beyond the in-house capability, obtain vendor provided repair. Advise the appropriate HRH that the repair of the equipment is being contracted out, and that longer than normal repair time may be required.

f. Repair of ADP equipment can sometimes be lengthy. Computers are normally repaired in house; but, in the event a part is needed, there can be a long wait for parts not usually kept on hand. IM keeps a few monitors, keyboards, and some internal components on hand to solve most common problems quickly.

APPENDIX C

Personal Property Maintenance

1. Purpose. To establish procedures for the maintenance of all personal property other than ADP and vehicles.

2. General.

a. The maintenance of property and equipment is a supervisory, Hand Receipt Holder (HRH), and user responsibility ensuring that property is maintained at its maximum operating capability.

b. Information Management Office will establish and keep current procedures for the maintenance of all copiers, ADP, radios, telephonic equipment, and communication equipment except line communication.

c. Logistics Management Office will establish and keep current procedures for the maintenance of all personal property other than described in APPENDIX E.

3. Policy.

a. Property and equipment will be maintained in serviceable condition by the HRH and/or the user/operator who will care for the item while in their possession.

b. If an item requires repair, it will be inspected by a technically qualified individual to determine the type of repair required and the source, in-house, warranty, or qualified repair facility.

c. If the item is under warranty, the manufacturer will be notified or the instructions on the warranty will be followed. Under no circumstances will any repair be considered before the warranty action has been attempted.

d. The Commodity Maintenance Coordinator will determine when and how a piece of equipment/personal property is to be maintained.

e. If in-house repair is not feasible, repair will be accomplished by a qualified repair facility either locally, or by the manufacturer's recommended facility.

APPENDIX D

HECSA MOTOR POOL

1. Purpose. To establish guidance and procedures for routine maintenance and inspection of equipment assigned to the HECSA Motor Pool.

2. General.

a. Assigned administrative use vehicles will be maintained in a safe and serviceable condition. It will be the responsibility of the supervisor of employees requiring vehicles or equipment for dispatch to ensure that their employees are trained and licensed for vehicles and equipment operated. The HECSA Safety Office is the proponent for motor vehicle operator training and licensing.

b. Appendix D applies to all personnel responsible for the use, operation and maintenance of self propelled, towed and stationary powered equipment assigned to the HECSA Motor Pool with an acquisition value of over \$500.

3. Duties and Responsibilities.

a. The HECSA Equipment Specialist will:

(1) Biannually review and update this appendix and inform the Maintenance Officer of any changes required on the consolidated equipment list.

(2) Supervise the Maintenance Coordinator ensuring scheduled and unscheduled maintenance is performed expeditiously and by the most economical and practical means.

(3) Determine the priority of repair when workload is excessive and where repairs will be performed.

(4) All log books for equipment assigned to the fleet will be kept in the Motor Pool. The Motor Pool will notify the coordinators when vehicles/equipment are due for service.

(5) Ensure that all personnel assigned vehicles for dispatch are familiar with this appendix and maintenance responsibilities.

b. The Maintenance Coordinators.

(1) Jerome Morris, Levi Young, Alvin Eason, Mike Ferezan and Hector Hunt are responsible for maintenance of those items as indicated on the consolidated equipment list.

(2) Each vehicle/equipment issued will have in its glove box, equipment Inspection/Maintenance Worksheet and checklist, SF 91 Accident Form.

(3) The coordinator controlling the vehicle at the time of dispatch will issue to the customer, Engineer Form 3662, Administrative Vehicle Control Operational Record for the purpose of recording all movements of the equipment/vehicles while dispatched. The 3662 will be retrieved from the customer at the time the vehicle is turned in. In the event that deficiencies or shortcoming are reported, Engineer Form 5007R will be retrieved from the customer and reported to the Automotive Shop Foreman or the Maintenance Coordinators for the assigned vehicle or equipment.

(4) Be responsible for upward reporting requirements through maintenance channels.

(5) Track and comply with warranty requirements.

(6) Maintain Operator records and provide operators with maintenance check list.

(7) Ensure maintenance and/or maintenance checks are performed on all vehicles and equipment.

(8) Ensure maintenance and/or maintenance checks are performed on all equipment with hour meters.

(a) Inspect: Tires and general condition of equipment;
check: radiator, oil and power steering levels.

(b) Complete daily EMCS when used but not less than weekly.

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APPENDIX E

LOAD TESTING & CALIBRATION

1. Purpose. The HECSA Motor Pool will have hydraulic jacks, jack stands, air compressors, overhead chain hoist, forklift trucks and hydraulic lift gates mounted or box truckload tested annually every January.
2. Load Testing. Load testing of the equipment will be carried out by Allied Trades Shop located in Building 707, Fort Belvoir, VA.
3. Calibration. U.S. Army Test, Measurement and Diagnostic Center located at Fort Belvoir will perform operation and calibration of instruments requiring these functions. Testing will be performed during the month of January.