

Army Regulation 420-18

Facilities Engineering

**Facilities
Engineering
Materials,
Equipment,
and
Relocatable
Building
Management**

Headquarters
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Unclassified

SUMMARY of CHANGE

AR 420-18

Facilities Engineering Materials, Equipment, and Relocatable Building Management

This regulation--

- o Consolidates AR 420-83; AR 420-17, chapters 5 and 6 and appendixes E through M; and implements applicable portions of DOD directives, DOD instructions, and DOD regulations.
- o Adds a requirement for major Army commands (MACOMS) to biennially inspect subordinate supply and equipment operations and relocatable building programs (para 1-9b).
- o Designates the installation Director of Engineering and Housing as the "assessable unit manager" (per AR 11-2) for completion of the Internal Management Control Review Checklist applicable to this regulation (para 1-11b).
- o Directs "open" warehouses during inventories (para 2-7a).
- o Requires a yearly inventory of four types of supplies, no inventory of other types, and no periodic inventories (para 2-7b).
- o Establishes management thresholds for inventory discrepancies (para 2-8b).
- o Addresses "excess" management (para 2-15).
- o Describes "self help" supply centers (para 2-21).
- o Delegates decision to lease equipment to DEH (para 3-5b).
- o Requires that MACOMs appoint an individual to be responsible for Directorate of Engineering and Housing equipment management (para 3-8b).
- o Allows a cash flow approach to equipment management (rental and depreciation rates) (para 3-8d).

Facilities Engineering

Facilities Engineering Materials, Equipment, and Relocatable Building Management

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a new Army regulation.

Summary. This regulation implements applicable portions of DOD Directives 4100.15, 5000.1; DOD Instructions 4100.33, 4140.51, 4165.56, 7041.3, 7230.7, and 7730.25; DOD Manuals 4100.38, 4100.39, and 5105.38; and DOD Regulations 4500.32 and 4500.36. It

prescribes current Army policy and procedures applicable to those supplies and equipment items used to accomplish the Army's real property maintenance activities mission and to relocatable buildings used as personal property items.

Applicability. This regulation applies to Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. Not used.

Internat management control systems. This regulation is not subject to the requirements of AR 11-2. It contains internal management control provisions. A checklist for monitoring these provisions and for conducting internal management control program reviews has been developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command or

local forms are prohibited without prior approval from HQDA (DAEN), WASH DC 20314-1000.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, U.S. Army Engineering and Housing Support Center, ATTN: CEHSC-FB, Fort Belvoir, VA 22060-5516.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5300, intended for command levels C and D for Active Army, the Army National Guard and the U.S. Army Reserve.

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*This regulation supersedes chapters 6 and 7, and appendixes E through M of AR 420-17, 13 December 1976; and AR 420-83, 12 January 1976.

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Chapter 1 Introduction

Section I Overview

1-1. Purpose

This regulation—

a. Sets forth basic principles, objectives, and policies and assigns responsibilities for those resources used to accomplish the Army's real property maintenance activities (RPMA) mission or its evolving terminology of public works (PW). These resources are comprised of supplies and equipment items (including their management), relocatable buildings used as personal property items, and for RPMA or PW (also known as facilities engineering) shops.

b. Establishes a framework for the logistic support of the RPMA (or PW) function through the most economic means without degrading mission accomplishment.

c. Provides guidance for the receipt, storage, issue, and disposition of those materials used to accomplish the RPMA mission; for the management, stock control, and the maintenance of accountable records relating to the supplies used to accomplish the RPMA or PW mission; for the life cycle management of needed equipment items; for facilities engineering shops; and for acquiring relocatable buildings for temporary use.

1-2. References

Required and related references and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Publications

a. Each Directorate of Engineering and Housing (DEH) supply activity will maintain current supply management data publications for the use of customers as well as its own workforce. (See DA Pam 710-2-2, table 2-1, for a listing of essential catalog and app A for other, supply peculiar references.)

b. Technical publications; such as, manuals and bulletins, modification work orders, and lubrication orders, must be readily available for reference.

c. Subscription to public and private sector technical publications is authorized and encouraged. In order to receive some technical publications, installations may join private or public sector organizations or associations when such membership is per AR 1-210.

d. Locally available funds may be used to cover expenses associated with acquiring needed technical publications.

Section II Responsibilities

1-5. Assistant Secretary of the Army (Installations, Logistics, and Environment) (ASA(I,L,&E))

The ASA(I,L,&E) has overall responsibility for those supplies and equipment items used to accomplish the Army's RPMA or PW mission, for relocatable buildings used as personal property items, and for facilities engineering shops.

1-6. Chief of Engineers (COE)

The COE has Army Staff responsibility for those supplies and equipment items used to accomplish the Army's RPMA or PW mission, for relocatable buildings used as personal property items, and for facilities engineering shops. To accomplish this function, the Director, U.S. Army Engineering and Housing Support Center (USAEHSC), under the direction of the COE, will—

a. Implement Department of Defense (DOD) policy and coordinate all Army actions covered by this regulation.

b. Provide COE representation to the Office of the Secretary of

Defense (OSD) as required by the Office of the Secretary of the Army.

c. Establish objectives, and provide basic policies and procedures, and uniform operational guidelines to include input to the Army program objective memorandum (POM), to the Army guidance (TAG), and to planning, programming, budgeting, execution, and review system (PPBERS) procedures.

d. Monitor implementation of these policies and procedures, attainment of objectives, and conformance to guidelines.

1-7. Deputy Chief of Staff for Logistics (DCSLOG)

The DCSLOG has overall Army Staff responsibility for end item and wholesale supply management (see AR 710-1), for supply (less RPMA supply) operations below the wholesale level (see AR 710-2), and for Army materiel maintenance and retail maintenance operations (see AR 750-1).

1-8. The Surgeon General (TSG)

TSG has overall Army Staff responsibility for the Army-wide health service system, to include policy guidance for medical logistics (AR 40-61) and life cycle management of medical materiel (AR 40-60).

1-9. Commanders of major Army commands (MACOMs) and major subordinate commands (MSCs)

Commanders of MACOMs and their MSCs will—

a. Implement the policy guidance and conform to the standards contained in this regulation within available resources.

b. Perform command and technical staff supervision of subordinate DEH supply and equipment operations and relocatable buildings program to include making inspection visits prescribed by this and other regulatory guidance.

c. Advise the COE of major changes necessary to improve the DEH supply and equipment support needed to accomplish the RPMA mission.

d. Accomplish those material management, life cycle, and budgetary staff actions required by this and other regulatory guidance.

e. Approve or recommend approval for relocatable building requirements (including the supporting economic analysis) as outlined in this regulation.

1-10. Installation, garrison, and community commanders

Installation, garrison, and community commanders will—

a. Review the Resource Management Plan (RMP) as prepared by the DEH per the procedures furnished in agency guidance (such as technical notes (TNs) and implementing memorandums) for overall prioritization and integration of mission goals and objectives.

b. Approve the Annual Work Plan (AWP) as prepared by the DEH per the procedures in agency technical guidance. Specific consideration will be given to Reserve Component requirements and to budget execution.

c. Review, per AR 11-2, the Internal Management Control Review Checklist to this regulation when completed by the DEH.

1-11. Director of Engineering and Housing

The Director of Engineering and Housing or installation equivalent such as Director of Public Works (DPW) or Director of Installation Services (DIS)) will—

a. Prepare an RMP and the AWP per the procedure furnished in agency guidance with explicit attention paid to quantifying both financed and unfunded supply, equipment rental and acquisition, and relocatable building requirements.

b. Supervise the completion of and approve, as the "assessable unit manager" (per AR 11-2), the Internal Management Control Review Checklist for this regulation.

c. Supervise and coordinate DEH supply functions and equipment maintenance operations.

d. Review and approve monthly Government credit card transactions and billing documents.

e. Ensure that the "Equipment Acquisition Program" part of the RMP is reviewed at least semiannually.

f. Manage the acquisition, use, and disposition of DEH equipment (as outlined on the AWP's "Equipment Acquisition and Rental Subpart").

g. Validate and recommend approval of the requirements for the acquisition of relocatable buildings to be used as personal property, and supervise and coordinate their installation and removal.

h. Manage the layout and organization of, and the safety considerations for facilities engineering shops.

i. Designate an accountable officer for RPMA supplies as required by AR 735-5.

j. Delegate, when appropriate, to the Deputy DEH (DPW or DIS) the review and monthly approval of credit card transactions and billing documents.

Chapter 2 Facilities Engineering Materials

Section I General Policies

2-1. Overview

This chapter prescribes policies, procedures, and guidance for obtaining and storing those materials used to accomplish the facilities engineering aspects of the RPMA or PW mission. It also prescribes stock control administration and management as applicable to DEH supply operations using either a manual or automated system, such as the Facilities Engineering Supply System (FESS).

2-2. DEH materials management

DEH materials include industrial and construction supplies; repair parts for installed building equipment, DEH assigned equipment; and grounds-keeping supplies. Also included are those tools used in the maintenance, management, or repair of the real property or of the personal property items which are the responsibility of the installation or community DEH.

2-3. Supply management

a. Materials required to accomplish the RPMA or PW mission will be under the control of the DEH (or equivalent DPW or DIS) and will be appropriately managed and stocked in the DEH supply account per this regulation. Major Army or installation commanders may direct exception to this policy for those installations or activities where it is determined to be more economical to operate a consolidated property account (per AR 710-2) yet be fully responsive to the RPMA mission.

b. Normally, the DEH supply account will be established as a "mission-support" stock record account (SRA) as described in AR 710-2 and assigned a DOD activity address code (DODAAC) per AR 735-5 and AR 725-50. All property will be accounted for using the SRA. On an exception basis, DEH supplies need not be processed through the SRA.

c. Items for which the DEH is the predominant user on the installation or community (such as lumber) are authorized to be stocked in the DEH supply account, regardless of material category. Items normally stocked in the installation's SRA will be drawn from that account for immediate consumption or for stockage list replenishment.

d. The DEH supply account will be operated within the framework of the installation stock fund. At those installations or communities where the Army Stock Fund has not been extended, the DEH supply account will operate within the overall framework of the appropriation inventory ownership at that installation or community.

e. The facilities engineering supply account, while primarily intended for the RPMA (or PW) mission, may also furnish supply support for the following:

(1) Items required to accomplish work on a self-help and expanded self-help projects.

(2) Materials required for family housing maintenance management.

(3) The initial installation of fire extinguishers (and incandescent lamps and fluorescent tubes) in newly constructed facilities and their replacement in existing facilities.

f. The organic DEH supply and storage activity will normally employ the self-service method for all supply operations to include supplying parts for maintenance of DEH equipment and shop machinery. This preferred method employs managed admittance, monitored access to stocks, and accountable exiting.

g. At installations and communities where supply functions are consolidated, the DEH (or equivalent) will be provided an adequate supply warehouse for stockage and issue of those supplies used to accomplish the RPMA or PW mission. This warehouse or another facility at a more convenient location will be used to support the self-help or expanded self-help program.

Section II Accountability

2-4. Policies and procedures

Basic policies and procedures for accounting for U.S. Army property are contained in AR 710-2 and AR 735-5.

2-5. Accountable practices

a. The accountable officer for RPMA supplies controls the utilization of all priority designators (PDs) and has the specific authority to review those PDs resulting from urgency of need designators (UNDs) A and B. (See AR 710-2.)

b. The accountable officer may delegate to specific personnel, in writing, the authority to review UNDs A and B and to certify their use.

2-6. Inspections

a. Supply operations will be inspected by the command immediately superior to the installation or community (MSC or MACOM). The guidance pertaining to the Command Supply Discipline Program (CSDP) as contained in AR 710-2, appendix B, will be used as the basic outline for the inspections of DEH supply activities. MACOMs (and their MSCs) will ensure that inspectors have a general knowledge of that installation's or community's RPMA mission, are thoroughly familiar with DEH supply policies and procedures, and are familiar with FESS.

b. Installation and community DEH supply activities will be formally evaluated biennially by their MACOM or MSC. The evaluating organization will retain a copy of the latest evaluation on file for review by their next higher level or by other supply assisters and inspectors.

c. Deficiencies identified during these inspections will be considered as candidates for being reported as a weakness during the biennial completion of the Internal Management Control Checklist for this regulation or the application of other appropriate checklists. (See AR 11-2.)

2-7. Inventories

(See AR 710-2 and DA Pam 710-2-2, chap 9.)

a. Inventories of DEH supplies will normally be conducted using an "open for business" concept. On an exception basis, the DEH supply activity may be "closed for inventory" if specifically approved by the DEH.

b. Inventories of classified, principal, sensitive, and controlled items of supply will be accomplished once each year. No periodic inventory is required for items that can not be placed in any of these categories.

(1) Classified items require special protection because of their security designation.

(2) Principal items are of strategic importance, high monetary value, unusual complexity of issue, and often involve procurement difficulties.

(3) Sensitive items have a ready sale in illicit markets and are especially likely to be pilfered.

(4) Controlled items of supply are closely supervised because of their basic cost, operational essentiality, complexity, or stock position.

c. Location survey and location reconciliation audit procedures will be used to randomly verify quantities of supplies in stock. All locations, 100 percent, will be inventoried at least once every 3 years.

d. Location audits will be performed upon notice of a warehouse refusal or material denial (when no items or less than the quantity to be issued of an item can be found).

e. Planning for inventories should include use of proper storage practices, training for the individuals involved, and use of latest (for example, bar coding) technology.

2-8. Stock record adjustments

This paragraph outlines the procedures for adjustments to the RPMA stock record account. Dollar (financial) accounting records will be reconciled to mirror financial inventory accounting values at the time of the SRA adjustment.

a. Unit price changes will be based on the source of supply (as examples, the standard prices published by wholesale supply sources, Federal Supply Catalog and monthly AMDF update prices, and local purchase prices).

b. Line item accounting will be practiced by DEH supply activities, both those operating under manual procedures and those that use an automated supply accounting system such as FESS. Methods of obtaining relief from responsibility for personal property are prescribed in AR 735-5, chapter 12.

(1) An analysis will be made of discrepancies between on-hand quantities and stock records and an audit trail of all updates will be maintained.

(a) Causative research will be done when the discrepancy of an individual line (extended price) exceeds \$500, if the item is considered sensitive, or when directed by the approving authority.

(b) When the discrepancy of an individual line item does not exceed \$500, the accountable officer for RPMA supplies may accept the actual count and update the stock records.

(2) Inventory discrepancies will be adjusted per AR 735-5 and this regulation. The DEH is the approving authority for DA Form 444 (Inventory Adjustment Reports). Adjustments of less than \$100 are not reportable unless the loss involves a sensitive item or gross negligence.

(3) The person described below may authorize the adjustment of losses (up to \$100 per incident) not occurring from misconduct or gross negligence.

(a) The supervisor of the tables of distribution and allowances (TDA) paragraph authorizing the item or of the common table of allowances (CTA) activity authorized the item.

(b) This authority is limited to those tools used in the maintenance, management, or repair of the real property and to those personal property items which are the responsibility of the installation or community DEH.

2-9. Physical security

Physical security standards as prescribed by AR 190-13, AR 190-51, and other AR 190-series will be maintained.

2-10. Recordkeeping

Identification, maintenance, retirement, and destruction of DEH supply records will be per AR 25-400-2.

Section III

Procurement of Supplies

2-11. Sources

a. Requirements for supplies will normally be satisfied from or through the listing of sources of supplies and services found in the Federal Acquisition Regulation (FAR), subpart 8.001.

b. Materials required for the DEH supply account will be requisitioned directly (per the procedures in AR 725-50) from the applicable wholesale source or locally procured per the FAR. Maximum use will be made of the small purchase procedures outlined in part 13 of the FAR (to include the use of Government credit cards) and of indefinite-delivery contracts allowed by the FAR, subpart 16.5.

c. Overseas installations or community DEHs may requisition materials directly from continental United States (CONUS) sources for direct shipment to the installation or community. Local purchase (and small purchase) procedures will be used to ensure responsiveness to the RPMA or PW mission.

d. Regarding installation or community supply support activity (SSA) stocks, coordination between the SSA managed by the Director of Logistics (DOL) or equivalent (such as the DIS) personnel and the RPMA or PW supply activity regarding sources of supply must be ongoing.

e. Research will be conducted on requests for a nonstandard (noncataloged) or commercial type item to determine if the item has been assigned a standard national stock number (NSN). This research will include editing against the Federal Catalog System (FCS), General Services Administration (GSA) store, and other Federal supply catalogs.

2-12. Acquisition procedures

a. Items with a standard NSN will normally be procured per the procedures of AR 725-50.

b. The RPMA or PW supply accountable officer determines whether nonstandard (noncataloged) and commercial-type supplies (expendable and nonexpendable) are to be requisitioned through the wholesale supply system, from GSA-stores stock catalogs, or purchased locally.

c. In addition to items coded for local purchase in the Army Master Data File (AMDF), the RPMA or PW supply accountable officer may authorize the local purchase of commercial repair parts, supplies, and nonstandard tools and equipment required for maintenance, repair, and minor construction projects.

d. DEH supply requirements may be satisfied locally when parochially developed criteria indicate that the wholesale supply system will not be responsive. This specifically applies to nonstandard and nonstocked items and for DEH predominant use items (such as lumber), but could include a complete bill of materials (BOM).

e. Prior to taking supply actions, current lists of excess items will be screened for required items and for acceptable substitutes. The borrowing or lease and rental alternatives to purchase must also be explored.

2-13. Small purchase procedures

a. The installation or community DEH or DPW will be added to the listing of "requiring activities" as described in Army FAR Supplement (92)(2) to FAR subpart 13.201.

b. Individuals employing small purchase procedures and their immediate supervisor will be trained in the overall scope of contracting authority and responsibility and specifically in the use of small purchases procedures.

c. To provide adequate responsiveness to and assure efficient accomplishment of the RPMA or PW mission, individuals with primary responsibility for processing requests for supplies should be appointed as ordering officers.

(1) Blanket purchase agreements (BPAs) will be established for as many of the wide variety of items within broad categories of the supplies needed to routinely accomplish the RPMA or PW mission as practicable. Ordering officers should be empowered with maximum BPA "call" authority.

(2) An SF 44 (Purchase Order Invoice Voucher) will be used when it is determined to be more efficient than other small purchase methods. Ordering officers should be empowered with maximum local purchase authority.

d. Individuals within the DEH (DPW or DIS) will be issued a Government credit card such as the International Merchant Purchase Authorization Card (IMPAC). Credit cards are used to simplify the

small purchasing process, to shorten procurement time, and to improve cash management practices and internal management controls.

(1) Written delegation from the authorizing contracting office (or a written agreement with the IMPAC contractor) will entitle individuals to use the credit card. The authority will contain specific spending (such as per transaction or per month) and other usage limitations unique to that cardholder. Consideration for issue of this card will be extended to those individuals with primary responsibility for processing requests for supplies.

(2) A reasonable monthly limitation will be established for the DEH supply activity (and individual cardholders). Consideration will be given to establishing transaction limit to that of small purchase authority (under \$25,000) for a few selected individuals.

e. Although at most installations and communities one imprest fund is viewed as sufficient, consideration will be given to establishing an imprest fund for the DEH's RPMA or PW mission.

Section IV Inventory Management

2-14. Stockage

a. DEH supply activities will keep stocks to a minimum consistent with responsiveness to the RPMA or PW mission. Only repair parts and supplies required for the RPMA or PW mission will be stocked. Basic stockage selection and stockage level guidance is contained in DA Pam 710-2-2, chapter 4.

b. To minimize the investment in inventory, items available through local purchase procedures should not be stocked unless responsiveness to the RPMA mission will be degraded.

c. Items are considered "stocked demand" if based on six demands within a 12-month period. Items may be considered "stocked demand" if based on three demands within a 6-month period.

d. Stockage levels should be calculated using a safety level of 15 days or less. Other than CONUS activities may use a safety level of up to 30 days. Economic order quantity calculations should be made using a total annual variable holding cost of 15 percent. The penalty (shortage) cost associated with supply failure (running out of inventory) should be considered in the formulation of inventory models.

e. Shop stocks will be demand supported. Stockage should be limited to 15 days of supply, but will be limited to 30 days of supply. Shop stock lists will be documented. Lists are re-examined periodically by the chief of the using branch for suitability and need. Shop stock lists are jointly reviewed by the branch chief and the chief of the supply activity, or the accountable officer, on a semiannual basis.

f. Bench stocks need not be demand supported. Stockage should be limited to 30 days of supply. Bench stock lists are established by the chief of the using branch and jointly reviewed by the branch chief and the chief of the supply activity, or the accountable officer, on a semiannual basis.

g. Standby items have few or no demands, but must be stocked or available for use during emergencies.

(1) To qualify for stockage, the lack of a standby item must constitute a hazard to life, health, or welfare of individuals or to the continued uninterrupted mission of the installation or community. A stockage list code (SLC) of "S" will be assigned to standby (stocked insurance) items.

(2) Complete logistical data (supplemented by probable acquisition source) should be included for each item on the list. The list of standby supply and equipment items are re-examined semiannually by the chief of the supply activity and reviewed and approved annually by the DEH or DPW (or the designated representative). No limit will be placed on the number of standby items on the list.

2-15. Excess

a. The objectives of identifying and reporting excess is to assure maximum reuse of the excess and to prevent the disposal and purchase of the same material. Excess management will be per this regulation and AR 710-2. Each line item will be reviewed once a

quarter to determine if it is in an excess status. The value of all excess stock on hand will be calculated at least monthly.

b. The retention level for stocks with six demands forecasted annually is 24 months. The retention level for other stock is the requisitioning objective plus 12 months of anticipated demand. The MACOM or MSC proponent for RPMA supply will be notified in writing by the 5th working day following a determination that the value of excess stock exceeds 15 percent of the value of the authorized stockage.

c. Line item quantities in excess of retention limits having a value of less than \$500 will normally be retained for use. If the value is \$500 or more, the full excess quantity will be reported for utilization screening.

d. Following the procedures established by the MACOM, reports of excesses will be sent to the MACOM with copies to other installations and communities within the MACOM. Circulation of excess reports between MACOMs is encouraged. An automatic release date not exceeding 90 days will be assigned to each excess item being reviewed. Disposition of excess materials will be accomplished through the accountable officer.

e. Unneeded or residual (not "waste") material remaining after the completion of a project will be promptly returned to the DEH RPMA supply activity. Accountability will be established as with any turn-in, full unit price funding credit will be given to the project, and stock fund transactions effected per AR 37-1 and AR 725-50.

f. Unneeded or residual material which was not purchased with RPMA operating funds may be added as excess to the RPMA supply account in an appropriate "stock numeric" SLC. Nonstocked items bought by the stock fund and returned from an RPMA project may be held as excess in the inventory account if there is a known or anticipated requirement for the item.

g. Normally, full unit price funding credit will be given to the project for returned material and formal inventory accountability will be established, to include capitalization in the stock fund.

h. Government property which remains at the conclusion of a contract or project will be reported, redistributed, or disposed of per subpart 45.6 of the FAR. Contract provisions generally require the contractor to identify and inventory accountable personal property. Disposal of remaining Government property, if not addressed by the contract, will be managed as unneeded or residual material (see f above).

Section V Receipt, Issue, and Disposal

2-16. Procedures

Receipt, issue, transfer, and disposal processing procedures will be per AR 710-2, AR 725-50, and this regulation.

2-17. Receipts

a. Receipt documentation and transaction records will be forwarded for posting or updating on a daily basis.

b. Receipt documentation for local purchase items will also be provided to the contracting officer as appropriate.

c. Receipt documentation will be prepared for items received from fabrication or cannibalization and forwarded as above.

d. Discrepancies between receipt documentation and items received will be reported per AR 55-38 or AR 735-11-2.

2-18. Issues

a. The post-post method (simultaneous issue and posting of receipt-obligation) transactions are encouraged when operationally advantageous. Post-post procedures should be exceptions to the general practice of pre-post and employed to promote responsiveness to the RPMA mission.

b. An approved individual job order (IJO), service order (SO), standing operating order (SOO), and FESS BOM may be used as authority for issue of DEH supplies. Items on a bench stock list may be issued directly to the user and charged to a SOO.

c. Issues to contractors will be per subpart 45.3 of the FAR.

d. Identification of authorized customers will be kept simple. Badges, charge cards, or a bar code system identifying the individual and his or her organization are suggested.

2-19. Disposal

a. The disposal of excess, obsolete, or condemned-nonrepairable items will be approved by the RPMA or PW supply accountable officer.

b. Disposal actions for excess materials will be thoroughly reviewed to ensure that the item is of no or marginal value to the DEH. These reviews will include checking expiration dates and expressed and written warranties.

c. As an exception to normal disposal actions, the manufacturer, wholesaler, or local vendor should be requested to provide a direct refund or credit on a present or future purchase for the return of serviceable items.

Section VI Storage of Supplies

2-20. Storage

a. DEH storage operations will be accomplished following written policies and procedures. These may be locally established or reference existing guidance such as DOD 4145.19-M-I (contains policies, procedures, and responsibilities that would aid in the development of local guidelines).

b. Compliance is also required with those laws, regulatory guidance, and implementing Army regulations addressing solid waste management and the environmental effects of storage of DEH supplies. Consideration must be given to host nation environmental quality laws and regulations.

c. To ensure responsiveness to the RPMA or PW mission, DEH supplies may be stored at multiple primary storage locations on the supporting installation or community, on the applicable DEH shop vehicles, or "off-post" as determined by the DEH. Management and storage of supplies at "off-post" locations will conform as closely as possible to this and other regulatory guidance. Inspections of alternative and "off-post" storage locations will follow the same procedures as those for the primary storage area.

2-21. Self-help supply operations

(See AR 420-22.)

a. Principles of operation.

(1) The primary objective for establishing a self-help (or expanded self-help) supply activity is to improve supply support and financial inventory accounting operations. The physical location of this activity could be in a DEH warehouse, at an issue point designated for self-help supplies, or made a part of a DEH's self-help service center (SHSC).

(2) An accountable officer for DEH self-help supplies should be designated by the DEH per AR 735-5. This accountable stock record officer (SRO) may be the same individual that is the accountable officer for RPMA or PW supplies. This provision is not mandatory for those DEH supply activities whose self-help supplies are no longer part of the installation stock fund.

b. A self-help supply operation for DEH supplies may be established if the DEH determines it to be advantageous. Although one self-help warehouse or supply point is normally considered sufficient for an installation or community, additional locations or SHSCs may be established.

c. The self-help supply operation may stock any DEH supply item with a unit price not exceeding \$100. Supply items with a unit price exceeding \$100 may be stocked with the annual approval of the DEH.

2-22. Self-help supply procedures

a. DA Pam 710-2-2 contains the manual procedures relative to a quick supply store (QSS) and self-service supply center (SSSC). Consideration will be given to QSS and SSSC guidelines when establishing the actual logistics management and the inventory and

dollar or financial accounting framework for a DEH self-help supply operation (such as a SHSC).

b. An annual inventory of self-help supply items is not required if less than 1 year has passed since the most recent stock reorder. A perpetual location survey type of procedure is preferred. Location survey and location reconciliation audit procedures will be used to randomly verify quantities of supplies in stock. Location audits will be performed upon notice of a warehouse refusal or material denial.

c. Tools used in the maintenance, management, or repair of an installation's or community's real property or the personal property owned by the DEH or operated by DEH personnel may be stocked by the self-help supply operation (or SHSC).

d. Methods of obtaining relief from responsibility for property are prescribed in AR 735-5. An analysis will be made of discrepancies between on-hand quantities and self-help supply manual or automated records. Inventory discrepancies will be adjusted per paragraph 2-8 and AR 735-5.

e. The supervisor of the self-help supply operation (or SHSC) is authorized to adjust losses of DEH durable hand and power tools (to include exchanging items that become unserviceable) when the per incident cost is less than \$100 and there is no evidence of gross negligence or misconduct.

Section VII Material Coordination

2-23. Bill of materials

a. The DEH's engineering resource management (ERM) activity develops the BOM required to accomplish a DEH project. Adequate cataloging data will be provided to the ERM activity estimators to aid in the development of the BOM.

b. Automated and electronically exchanged cataloging data is the preferred means of BOM preparation. BOMs should be as complete as possible to facilitate supply actions.

c. ERM activity estimators will have access to a listing of excess supplies. Project design should consider priority use of these excess items.

2-24. Material coordination

a. The ERM activity normally coordinates the material requirements for DEH projects. This material coordination function may be assigned to the DEH's Supply and Storage Division (SSD). One DEH activity will be designated as having primary responsibility for DEH material coordination.

b. Material coordination functions center about the BOM. Adequate funding for the BOM must be considered prior to submission to SSD. The SSD will accept the BOM after editing and coordinating changes to include suggested substitutions for requested items.

c. Material coordination includes monitoring the ordering and receipt of materials, prompt notification of the SSD that a project will be delayed or has been canceled, and ensuring that project material cost data is made available as required.

d. Normally, a separate material holding area will be designated for staging project materials. Consideration must be given to storing, controlling, and transporting these materials.

2-25. Material accountability

a. Specific attention will be given to and formal procedures will be established for the accountability of materials returned to the supply account.

b. The material coordinator verifies the use of material costed to a DEH project by reviewing work performed. These reviews will be done on a random basis and will include checks while the work is in progress as well as when the project is completed.

Chapter 3 Management of DEH Equipment

Section I General Policies

3-1. Life cycle management

This chapter prescribes policies, procedures, and principles for the life cycle management of the equipment used by the DEH (or equivalent DPW or DIS) to accomplish the installation's or community's RPMA or PW mission.

3-2. Requirements determination

a. Equipment requirements will be a part of the DEH's RMP. The Equipment Acquisition Program part of the RMP should be updated at least semiannually. The RMP will be the basis of long-range programming for the timely replacement of DEH equipment items.

b. Equipment requiring replacement during a given fiscal year (FY) will be scheduled on the Equipment Acquisition and Rental subpart of the DEH AWP for that FY. Rebuilding and remanufacturing must be considered if the cost is less than one-third of a replacement item. Life cycle costs should strongly influence equipment replacement versus retention decisions.

c. Unprogrammed requirements for equipment items can be generated by changes to mission or in technology, increased workload, accidents, and short notice or emergency projects.

d. Equipment utilization surveys will be conducted per AR 570-7 to provide independent, on-site reviews of DEH equipment requirements.

e. DEH equipment requirements are either continuing or noncontinuing. Noncontinuing requirements should be satisfied by a temporary loan or by rental of the equipment item. Requirements for seasonal usage items are considered continuing.

3-3. Selection

a. When selecting the most appropriate item to satisfy an equipment requirement; consideration must be given to the duration of any need for the item, the responsiveness desired (hours or days), the capability to operate and maintain the item, and the on-hand quantity of like or similar items.

b. The selection process will not be limited to items presently cataloged for Government use and must consider equipment items that have multiple capabilities. Professional journals and other installation, sister service, or public sector equipment users should be consulted before a final selection is made.

3-4. Authorization

a. Requests for changes to DEH equipment authorizations listed on an installation, community, or activity TDA and on CTAs will be submitted per AR 71-13, chapter 2.

b. Installation commanders may authorize equipment items with an acquisition cost under \$15,000 to be added to the Supplement to section III of the TDA (also, see AR 310-49-1). This authorization procedure should be used for low density commercial equipment items instead of requesting a change or addition to a CTA.

c. The following also authorize DEH equipment items to be on hand:

(1) Maintenance, repair, or minor construction project documents authorize those equipment items required to accomplish a project. These requirements are considered temporary and authorization is limited to during project execution and for reasonable periods prior to the start of and after completion of the project.

(2) This regulation authorizes the retention of "reserve" fire trucks (for quantities see AR 420-90) and items designated as "standby" equipment.

d. DEH equipment not justified for retention will be promptly reported for redistribution. Resulting adjustments to TDA authorizations will be submitted at the earliest practicable time.

3-5. Acquisition

a. *Interservice, interdepartmental, and interagency support agreements.* Installation, community and separate activity commanders will consider entering into these agreements for the interchange of DEH equipment on a loan or borrow basis. These arrangements, per AR 700-131, will minimize the inventories of high-value, low-usage equipment.

b. *Rental, lease, and loan of DEH equipment.* Maximum practicable use will be made of these types of ownership when operationally acceptable and economically feasible. Leasing (or rental) of DEH equipment is authorized when it is in the Government's interest.

(1) The decision to lease or rent rather than purchase must be made on a case-by-case basis. If purchase is a viable option, a present value cost comparison (economic) analysis, based on the procedures in AR 11-18, will be performed to determine the option with the lowest life cycle cost.

(2) If purchase is not a near-term option, continuing DEH equipment requirements will normally be satisfied by leasing nonexpendable commercial equipment for up to 1 year. Lease agreements may be extended for additional periods with the approval of the installation or community commander. The DEH will be the lessee and approve the decision to lease.

(3) Emergency or temporary DEH (DPW or DIS) equipment requirements may be satisfied by renting. It is appropriate to use a Government credit card to rent DEH equipment items.

(4) Care must be exercised when entering into a lease (or rental) contract to determine if the agreement is an operating lease (paid with expense funds such as Operation and Maintenance, Army (OMA)) or is a capital (or financial) lease (paid with investment funds such as Other Procurement, Army (OPA)). Any of the following criteria generally indicate that the agreement is a capital lease:

(a) Ownership is transferred to the lessee before or by the end of the lease term or the lessee has an option to purchase the item below the current fair market value.

(b) The cumulative cost of leasing an item will equal or exceed 90 percent of the fair market value of that item.

(c) The projected term of a lease(s) of the item will exceed 90 percent of the estimated economic life of the item.

(5) Additional guidance pertaining to acquisition (lease, lease with an option to purchase, and purchase) is contained in the FAR, subpart 7.4. The leasing of motor vehicles is also covered by the FAR, subpart 8.11.

c. *Pooling of DEH (or DPW) equipment.*

(1) DEHs should establish equipment pools where concentrations of installations, communities, or activities make such an arrangement economically feasible and RPMA or PW mission responsiveness is maintained.

(2) Interservice, interdepartmental, and interagency support agreements to pool equipment are encouraged. Pooled DEH equipment may be loaned to other operating agencies. (See AR 700-131.)

d. *Requisitioning replacements.*

(1) Requisitions for replacement of DEH equipment will be prepared and processed per AR 725-50. Due to low priorities and funding levels, most requisitions will remain "backordered" for years. Alternative methods of replacement (leasing or local purchase) must be considered if the long lead times are unacceptable.

(2) The equipment replacement program formulated in the Resource Management Plan and detailed in the DEH's AWP is the basis for the timely submission of requisitions.

e. *Non-tactical vehicle (NTV) allocations.*

(1) Distribution of newly procured DEH NTVs (including fire trucks) will be based on each installation's requirements list (ranked according to priority) submitted annually through the MACOM as prescribed by AR 58-1. MACOMs will ensure that the receiving installation is informed of the type, quantity, and estimated delivery date (EDD) of their vehicles.

(2) Results of a comparison of the cost of DEH NTV fleet operations with those of the GSA should be used to determine the most economical source of replacements for DEH NTVs. Most CONUS

DEH NTV fleet requirements can be satisfied by consolidating with GSA.

f. Local procurement.

(1) DEH equipment which is identified in the AMDF as being base-level commercial equipment (BCE) must be locally procured using installation investment (generally OPA) funds.

(2) DEH equipment with a unit cost under \$15,000 may be procured using installation expense (generally OMA funds). If these items are not available in the supply distribution system, they may be procured (or leased) locally.

(3) Procurement of DEH equipment items directly related to the production and disposal of timber products (regardless of their cost), may be procured with installation costs reimbursed from the proceeds for sales of timber (AR 420-74).

(4) Replacement items must capitalize on technological advances in equipment design and increases in equipment capabilities and must be guided by life cycle cost factors.

(5) Because of their generally long life expectancies in the continuing evolution of DEH peculiar and other equipment items, the description of the item requested to be procured need only approximate that of the item authorized to be on hand. Rationale for the acquisition of the "substitute item" should be retained with other organizational property records.

3-6. Operation and maintenance

a. Operation of DEH (or DPW) equipment.

(1) DEH equipment operators will be selected, trained, and licensed per AR 600-55. A State or local operator's license will normally be satisfactory evidence of ability to operate light vehicles.

(2) The use of DEH equipment is restricted to official purposes only. Items may be used for nonappropriated fund activities (AR 215-1), disaster relief activities (AR 500-60), and civil defense support provided by the military (AR 500-70).

(3) DEHs may be tasked to manage a transportation fleet as a service to their installation and to the region assigned to a DPW.

b. Maintenance of DEH (or DPW) equipment.

(1) DEH equipment will be maintained in a safe and serviceable condition and in an acceptable appearance throughout its service life.

(2) Maintenance of DEH equipment will be performed by using activity operators and by maintenance personnel per AR 750-1 and this regulation.

(3) A unit level maintenance activity will be operated by the installation DEH. The addition of intermediate level maintenance capability must be based on expected economies and efficiencies. The overriding consideration for resourcing both levels of maintenance will be responsiveness to the installation's RPMA or PW mission.

(4) Planning for maintenance support of DEH equipment must consider those private sector capabilities which could accommodate transitory peak workloads, reduce excessive backlog, accomplish labor intensive or technically complex tasks, and respond to emergency or contingency requirements.

(5) A DEH (or DPW) maintenance activity—

(a) Performs that maintenance which is necessary to keep DEH equipment items in a safe and serviceable condition during its life.

(b) Coordinates the performance of maintenance beyond its capabilities.

(c) Maintains DEH equipment historical, maintenance, and operational records per this regulation and the general procedures found in DA Pam 738-750; detailed maintenance repair cost records per AR 37-100; and usage data per this regulation, AR 58-1, and AR 71-13.

(d) Ensures compliance with the provisions of manufacturer warranties and completes warranty actions per AR 700-139.

(e) Provides and accounts for repair parts, POL products, and equipment operating materiel's per AR 710-2 and this regulation.

c. Repair of DEH equipment.

(1) Performance of repairs by the DEH (or DPW) maintenance activity will normally be limited to those considered unit level per

AR 750-1. These normally consist of inspecting, servicing, lubricating, diagnosing, adjusting, and replacing parts and modules.

(2) Repairs above unit level capability are normally accomplished by the Installation Materiel Maintenance Activity (IMMA) per AR 750-7. Exceptions should be considered with the installation materiel maintenance officer. (See AR 750-1.)

(3) Repair services may be accomplished by private sector shops if determined to be more cost-effective; or, if required to reduce backlog, to repair equipment needed to respond to emergency or to time sensitive or contingency missions, or to accomplish complex or labor intensive repairs. These services may be purchased using a Government credit card.

(4) Repairs should be limited to the repair cost criteria as set forth in AR 58-1, to the repair expenditure limits contained in the applicable TB 43-0002-series, or in commercially available cost guides. (Also, see AR 750-1 regarding maintenance expenditures limits (MELs).

(a) Repair eligibility determinations must consider the availability of a replacement item, cost of renting or leasing a replacement item, and the mission value of the fully operational item.

(b) The DEH (or DPW) may authorize repairs (within organic maintenance capabilities) that exceed established repair cost criteria or MELs.

(5) Priority designators are generally established per AR 725-50 while maintenance priority designators (MPDs) are established per AR 750-1. When a mission essential item of DEH (or DPW) equipment is inoperable and an "A" UND results in an MPD which will not be responsive to RPMA (or DPW) mission requirements, an expedited alternative means of repair may be authorized.

(a) Alternative means of repair include nonpersonal service contracts and indefinite-delivery contracts with local private sector contractors and an agreement with the IMMA to administratively place the repair of selected mission essential items ahead of other items with equal or higher priorities.

(b) The DEH or his designated representative will establish and annually review a "mission essential equipment" list for the purposes of managing and limiting exceptions to UND "A" priority repairs. This list of items should include emergency equipment (such as, firetrucks and snow removal equipment), but could include specialized low density and high utilization items (platform trucks, trash compactors, and refuse trucks) and a sampling of needed rapid response items (such as, one or two backhoes, a crane, one or two loaders, and a tractor).

3-7. Disposal

a. Transfer of accountability. (See AR 710-2.)

b. Turn-in. (See AR 710-2.)

c. Exchange (trade-in). If a nonexcess item of DEH or DPW equipment is being replaced by a similar or like item and is being purchased with installation funds, consideration will be given to including a request for trade-in value in the solicitation for bids as means of lowering the purchase price. (See AR 755-16.)

Section II

Management of DEH (or DPW) Equipment

3-8. General principles

a. DEH equipment will be managed primarily to ensure responsiveness to accomplishment of the RPMA or PW mission and other operational commitments. Coupled with this is the need to optimize efficiency and minimize expenses. To attain these goals—

(1) Minimum quantities of equipment will be acquired or retained to perform the assigned mission in the most cost-effective manner. Borrowing, short-term rental, and pooling of equipment are the more desirable alternatives to ownership.

(2) Maximum practicable utilization of DEH equipment assets will be achieved. Usage rate objectives are contained in AR 58-1 and AR 71-13. Usage of DEH equipment will be calculated based on the number of days (partial days will be recorded as a full day) used (or committed to use) divided by days available for use. All (or part) of a day waiting to be used on a project site is considered a

day of use. Mileage will not be used as a yardstick for authorization or for retention.

(3) Responsibility for all DEH equipment end items will be documented per AR 710-2 using the procedures contained in DA Pam 710-2-1. Hand receipts will be signed by the supervisor of the TDA paragraph (or the CTA BOI entry) which authorizes the item. User subhand receipts or a DA Form 3749 (Equipment Receipt) are considered evidence of personal responsibility and may substitute for daily (or long-term) dispatch of DEH equipment end items.

b. MACOMs—

(1) Implement HQDA policy, guidance, and standards, within available resources, and advise this headquarters of major changes necessary to improve the DEH equipment program.

(2) MACOMs with RPMA or PW responsibilities will appoint an individual to be primarily responsible for management of the DEH (or DPW) equipment program. This individual should be on the staff of the Deputy Chief of Staff for Engineering (DCSENG) or equivalent.

(3) MACOMs or their MCSs conduct command wide surveillance of their DEH equipment program. This is accomplished by monitoring reports and other equipment actions and by making staff visits.

(4) Each installation and community will be visited at least every 2 years by individuals having a general knowledge of the installation's or community's RPMA or PW mission and a thorough knowledge of the management of the DEH equipment program.

(a) The purposes of these visits are to assess conformance with guidance and directives, to ensure the use of internal management control review checklists, to evaluate systemic problems, and to provide assistance.

(b) A written report will document this visit with a copy provided to the visited activity and maintained for review during higher level staff visits or management reviews.

c. Managers of DEH (or DPW) equipment—

- (1) Provide guidance for assignment and use.
- (2) Assess the capability to meet operational commitments.
- (3) Optimize use and mission responsiveness.
- (4) Collect and report data.
- (5) Maintain equipment in a safe and serviceable condition.
- (6) Review equipment survey results.
- (7) Screen DEH equipment disposal actions.
- (8) Monitor warranty compliance and claim actions.

d. A business cash flow approach is appropriate to managing DEH equipment. When appropriate, payment in the form of rental rates (for all operating, maintaining, and expenses of managing) and depreciation costs will be obtained for those equipment items used to accomplish RPMA or PW maintenance, repair, and minor construction projects and other reimbursable services.

(1) Rental rates and depreciation costs should be locally determined or obtained from commercial sources. Payment should be to an established local account or an identifiable functional group code (see AR 37-100-FY).

(2) Documentation of procedures used to establish rental rates and changes to rental rates, and a record of rents received will be maintained for at least 2 years.

(3) Documentation of the procedures used to establish depreciation rates and changes to these rates, and a record of payments received, will be maintained for 2 years after the item is no longer considered in service.

e. Staffing for DEH equipment maintenance and shop operations will take advantage of the nontactical nature of the work requirements and the experience of the work force. Alternative procedures (more aligned with those used by commercial repair shops than those in DA Pam 738-750) should be adopted. Peak manpower, highly specialized skill, and labor intensive requirements should be accomplished by the private sector.

3-9. Recordkeeping and reporting

a. Standard procedures for the preparation and management of forms and records required to manage the maintenance of, control

the use of, and report warranty actions and deficiencies on Army equipment is contained in DA Pam 738-750. Recordkeeping for nontype classified or nonstandard items of DEH equipment may deviate from these procedures. Requirements for management data will be made on an item by item basis.

b. Installations, communities, or activities using a computerized DEH equipment management system may suspend the use of manual forms as long as requirements to record and report data are met.

c. Selected items of DEH equipment are subject to materiel condition status reporting per AR 700-138. Vehicle mileage and fuel consumption data will be reported per AR 58-1.

3-10. Safety considerations

a. DEH equipment acquired, loaned, or leased will be operated and maintained in compliance with AR 385-10.

b. The operation of an item of DEH equipment which is in an unsafe mechanical condition or in an unsafe manner is prohibited. (See AR 385-55.)

c. Accidents involving DEH equipment will be reported per AR 385-40.

d. The provisions of the Occupational Safety and Health Act (OSHA) are applicable as are shop safety precautions such as those found in the TM 5-600-series.

e. Supervisors will ensure that personnel are provided with and required to use safety equipment, personal protection equipment, and those devices necessary to protect themselves and other individuals.

f. All personnel will be given an initial indoctrination that will include instructions in—

- (1) Safe practices and working in a safe manner.
- (2) Accident prevention and recognizing hazardous conditions.
- (3) Accident and hazardous condition reporting.
- (4) The proper use and maintenance of equipment and tools.

g. The above safety considerations apply to users of DEH equipment issued or loaned as part of a self-help or expanded self-help project.

Chapter 4 Shop Facilities for RPMA

4-1. Overview

This chapter prescribes policies for the shops used to provide support to or for the installation's and community's RPMA or PW mission.

4-2. Space allowance and layout

Space allowance for those DEH TDA maintenance facilities providing RPMA or PW mission support will be computed per TM 5-841-2. The Architectural and Engineering Instructions (A&EI), updated periodically by USACE, addresses the basis for these computations. The A&EI—

a. Contains detailed planning and design criteria and standards for buildings at Army installations.

b. Furnishes needed and up-to-date space criteria.

c. Directs users to applicable reference materials.

4-3. Shop equipment and tools

a. Shop equipment will be arranged so that repair work will flow in a logical order and so that under normal conditions work at one machine or work station will not interfere with work at any other machine or work station.

b. DEH shop equipment and special tools will be acquired as prescribed by this regulation, AR 700-43, and other procurement guidance.

4-4. Safety

a. Supervisors will ensure that workers observe installation and shop safety precautions. Accidents will be reported per AR 385-40.

b. Supervisors will ensure that personnel are provided with and

required to use safety equipment, personal protection equipment, and those devices necessary to protect themselves and other individuals.

4-5. Occupational Safety and Health Act (OSHA)

The provisions of the OSHA are applicable as are shop safety precautions such as those found in the TM 5-600-series.

Chapter 5 Relocatable Buildings

Section I Policies

5-1. Overview

This chapter sets policies and procedures for relocatable buildings acquired through governmental or commercial sources for temporary use as personal property. It contains guidance on relocatable building use, authorization, acquisition, temporary loan, transfer, stock levels, accountability, and disposition. This guidance does not pertain to relocatable buildings authorized as real property or authorized per AR 71-13.

5-2. General policies

a. Relocatable buildings may be obtained, stored, leased, and used within the Department of the Army when these facilities constitute the most practical or economical means of satisfying interim facility requirements.

b. Accountability—

(1) Relocatable buildings will be accounted for as personal property (capital equipment) recorded on the using activity's property book, with the approval document as the proper temporary authorization document, unless these facilities are authorized for procurement using construction appropriations.

(2) Relocatable buildings acquired through this regulation will not be documented in modification tables of organization and equipment (MTOEs), CTAs, TDAs, or joint tables of allowances (JTAs).

c. When the total of estimated funded and unfunded project costs exceed 30 percent of the estimated building purchase price, the facility can not be considered a relocatable building and cannot be authorized or obtained using the provisions of this regulation.

d. Commanders may include the lease of relocatable buildings in RPMA or DPW funded maintenance, repair, or construction projects provided the use of such buildings is solely for the purpose of furnishing temporary accommodations for personnel or functions during project execution.

e. Relocatable buildings obtained to satisfy an interim facility requirement will not be used beyond 3 years. They will be removed from the site before the end of the 3-year period except when—

(1) Such facilities are used to support continuing military contingency operations and their continued use is approved by OASA(I,L,&E).

(2) A military construction project, which includes a replacement facility, has been authorized and funds have been appropriated by the Congress. In this case, the MACOM commander may approve the continued use of the relocatable buildings until construction of the replacement facility is complete. The Director, USAEHSC, ATTN: CEHSC-FB-I, Fort Belvoir, VA 22060-5516 will be notified when this provision is implemented.

(3) The relocatable facility has been later converted to real property upon the approval of OASA(I,L,&E).

f. Relocatable buildings may be used instead of conventional permanent construction, particularly overseas, when the requirement duration is unknown. In such cases, the project will be programmed by using proper military construction procedures and totally funded from military construction appropriations per AR 415-15 or AR 415-35.

g. Since some kinds of relocatable buildings are items managed

by a subordinate command of the Army Materiel Command (AMC), the need for the building and determination of an excess relocatable building may need to be coordinated with the designated item manager. Therefore, alternate acquisition actions will not be initiated until the AMC item manager determines that the authorized relocatable building is unavailable, that disposition instructions will or will not be provided, or that this kind of relocatable building is not one that is managed by AMC.

Section II Procedures

5-3. Relocatable building approval limitations (table 5-1)

a. MACOMs are authorized to approve—

(1) Relocatable building leases when the total mission requirement and lease period does not exceed 1 year and the total lease fees do not exceed \$50,000 per year.

(2) Lease extensions for a period up to 1 year when the total lease fees do not exceed \$50,000 per year and when the total lease duration is less than 2 years.

(3) Transfers of relocatable buildings when total project costs do not exceed \$50,000 and the period of use does not exceed 1 year.

(4) Option-to-renew clauses for leases less than \$50,000 per year.

b. USAEHSC is authorized to approve—

(1) Relocatable building leases when the total mission requirement and lease period does not exceed 1 year and the total annual lease costs do not exceed \$100,000.

(2) Lease extensions for a period up to 1 additional year when the total lease fees do not exceed \$100,000 per year and when the total lease duration is less than 3 years.

(3) Transfers of relocatable buildings when the total costs do not exceed \$100,000 and the period of use does not exceed 1 year.

(4) Option-to-renew clauses for leases over \$50,000 and less than \$100,000 per year.

c. OASA(I,L,&E) is authorized to approve—

(1) Annual leases over \$100,000.

(2) Lease extensions beyond 1 year and/or over \$100,000 per year.

(3) Option-to-renew clauses for leases over \$100,000 per year.

(4) All relocatable building purchases.

(5) Use beyond the normal 3-year time frame when justified.

5-4. Approval procedures

a. Requests for authority to obtain relocatable buildings will be forwarded by the installation through the appropriate MACOM to the Director, USAEHSC, ATTN: CEHSC-FB-I, Fort Belvoir, VA 22060-5616. Supporting data (such as economic analysis, project estimate, and description and detailed justification paragraphs) may be compiled on DD Form 1391 (FYXX Military Construction Project Data). Requests will include, at a minimum, information outlined in appendix B.

b. MACOMs will—

(1) Review all requests to ensure compliance with this regulation and ensure that an economic analysis has been completed which supports the proposed method of acquisition.

(2) Validate the mission requirement necessitating the temporary use of relocatable buildings.

(3) Approve requests, when authorized, according to this regulation.

(4) Report all MACOM-approved lease requests or provide an information copy of approval documents to the Director, USAEHSC, (ATTN: CEHSD-FB-I).

c. USAEHSC will review the justification provided and validate the requirement for relocatable buildings, staff the action with the appropriate Headquarters, Department of the Army (HQDA) proponents, and obtain approval from the designated approval authority.

d. Approvals will be provided by USAEHSC to the requesting MACOM with information copies to the requesting installation.

5-5. Disposition of purchased relocatable buildings

a. Ninety days prior to termination of the approval, the using activity will determine whether the relocatable building will become excess to its needs. If the building will be excess, procedures for reporting the building as excess equipment (with information copy to USAEHSC (ATTN: CEHSC-FB-I) will be initiated. This may require notifying the managing AMC subordinate command and requesting disposition instructions in accordance with AR 725-50.

b. If the using activity or any other installation has an alternate use or requirement for the building, a new request for the use of the building will be processed in accordance with this document even if no costs are involved.

c. The AMC item manager will normally direct that the using

activity “turn-in” the building, in accordance with AR 725-50, chapter 8, to the local Defense Reutilization and Marketing Office (DRMO), citing an “M” disposal authority code.

d. If the disposition instructions are not received within 30 days of the termination date, or if a nonlogistics response is received (such as retain until further notice), the using activity will initiate action to “turn-in” the relocatable building to the local DRMO with an “R” disposal authority code (See AR 725-50).

5-6. Other contractual arrangements

This regulation does not authorize leasing or other temporary use of relocatable buildings through real property leases, service contracts, or other contractual arrangements for long-term requirements (in excess of 3 years).

**Table 5-1
Relocatable building—project approval authority**

Project	MACOM	USAEHSC	OASA(I,L,&E)
Lease	Less than or equal to 1 year and costs up to \$50K/year	Less than or equal to 1 year and costs up to \$100K/year	Greater than 1 year and/or costs \$100K per year
Lease extension	Not to exceed 1 year and costs up to \$50K/years (maximum of 2 years)	Not to exceed 1 year and costs up to \$100K per year (maximum of 3 years)	Greater than 1 year and/or \$100K/year
Transfers (other locations)	Provided total project cost is less than or equal to \$50K (1 year)	Provided total project cost is less than or equal to \$100K (1 year)	When project cost exceeds \$100K or when duration is over 1 year
Option to renew clause	Less than or equal to \$50K/year	Less than/equal to \$100K/year	Greater than \$100K/year
Purchase	No authority	No authority	Unlimited
Continued use beyond 3 years	When a military construction replacement facility has been authorized and funded by Congress and until construction of the replacement facility is completed.	Not applicable	Unlimited

Appendix A References

Section I Required Publications

AFARS

Army Federal Acquisition Regulation Supplement. (Cited in para 2-13a.)

AR 1-210

Participation in Activities of Private Associations. (Cited in para 1-4c.)

AR 11-2

Internal Management Control. (Cited in paras 1-10c and 1-11b.)

AR 11-18

Cost and Economic Analysis Program. (Cited in para 3-5b(1).)

AR 25-400-2

The Modern Army Recordkeeping System (MARKS). (Cited in para 2-10.)

AR 37-1

Army Accounting and Fund Control. (Cited in para 2-15e.)

AR 37-100-FY

Account/Code Structure (AMS). (Cited in paras 3-6b(5) and 3-8d.)

AR 55-38

Reporting of Transportation Discrepancies in Shipments. (Cited in paras 2-17d.)

AR 58-1

Management, Acquisition and Use of Administrative Use Motor Vehicles. (Cited in paras 3-5e(1), 3-6c(4), 3-8a(2), and 3-9c.)

AR 71-13

The Department of the Army Equipment Authorization and Usage Program. (Cited in paras 3-4a, 3-8a(2), and 5-1.)

AR 190-13

The Army Physical Security Program. (Cited in para 2-9.)

AR 190-51

Security of Army Property at Unit and Installation Level. (Cited in para 2-9.)

AR 310-49-1

The Army Authorization Documents System (TAADS) Document Procedures and Processing. (Cited in para 3-4b.)

AR 385-10

Army Safety Program. (Cited in para 3-10a.)

AR 385-40

Accident Reporting and Records. (Cited in paras 3-10c and 4-4a.)

AR 385-55

Prevention of Motor Vehicle Accidents (Cited in para 3-10b.)

AR 415-15

Military Construction, Army (MCA) Program Development. (Cited in paras 5-1, 5-2b, and 5-2f.)

AR 415-35

Minor Construction. (Cited in paras 5-1, 5-2b, 5-2f, and B-1.)

AR 420-90

Fire Protection. (Cited in para 3-4c(2).)

AR 570-7

Equipment Management: Equipment Survey Program. (Cited in para 3-2d.)

AR 600-55

Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and Licensing. (Cited in para 3-6a(1).)

AR 700-43

Defense Industrial Plant Equipment Center Operations. (Cited in para 4-3b.)

AR 700-131

Loan of Army Materiel. (Cited in paras 3-5a and 3-5c(2).)

AR 700-138

Army Logistics Readiness and Sustainability. (Cited in para 3-9c.)

AR 700-139

Army Warranty Program Concepts and Policies. (Cited in para 3-6b(5).)

AR 710-1

Centralized Inventory Management of the Army Supply System. (Cited in para 1-7.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 1-7, 2-3a, 2-3b, 2-4, 2-6a, 2-7, 2-15a, 2-16, 3-6b(5), 3-7a, 3-7b, and 3-8a(3).)

AR 725-50

Requisitioning, Receipt, and Issue System. (Cited in paras 2-3b, 2-11b, and 5-5.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in paras 1-11, 2-3b, 2-4, 2-5, 2-7b(2), 2-21a(2), and 2-22d.)

AR 735-11-2

Reporting of Item and Packaging Discrepancies. (Cited in para 2-17d.)

AR 750-1

Army Materiel Maintenance Policy and Retail Maintenance Operations. (Cited in paras 1-7, 3-6b(2), and 3-6c.)

AR 755-16

Exchange of Nonexcess Personal Property. (Cited in para 3-7c.)

DA Pam 710-2-2

Supply Support Activity Supply System Manual Procedures. (Cited in paras 1-4a, 2-7, 2-14a, and 2-22a.)

DA Pam 738-750

The Army Maintenance Management System (TAMMS). (Cited in paras 3-6b(5), 3-8e, and 3-9a.)

Section II Related Publications

AR 1-1

Planning, Programming, and Budgeting within the Department of the Army.

AR 5-3

Installation Management and Organization.

AR 5-4

Department of the Army Productivity Improvement Program (DAMRIP).

AR 5-9

Intraservice Support Installation Area Coordination.

AR 40-60

Policies and Procedures for the Acquisition of Medical Materiel.

AR 40-61

Medical Logistics Policies and Procedures.

AR 215-1

Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

AR 420-17

Real Property and Resource Management.

AR 420-74

Natural Resources, Land, Forest, and Wildlife Management.

AR 420-83

Maintenance and Services (M&S) Equipment and Facilities Engineering Shops.

AR 500-60

Disaster Relief.

AR 500-70

Military Support of Civil Defense.

AR 700-127

Integrated Logistic Support.

AR 708-1

Cataloging and Supply Management Data.

AR 710-3

Asset Transaction Reporting System.

AR 735-60

Financial Inventory Accounting General Policies and Principles.

AR 735-72

Accounting for Industrial Property and Equipment in Place.

AR 740-1

Storage and Supply Activity Operations.

AR 740-3

Care of Supplies in Storage (COSIS).

AR 750-2

Army Materiel Maintenance Wholesale Operations.

AR 750-43

Army Test Measurement and Diagnostic Equipment.

Architectural and Engineering Instructions

U.S. Army Corps of Engineers Architectural and Engineering Instructions, Design Criteria.

CTA 50-900

Clothing and Individual Equipment.

CTA 50-909

Field and Garrison Furnishings and Equipment.

CTA 50-970

Expendable/Durable Items.

DA Pam 420-8

Facilities Engineering Management Handbook.

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures).

DA Pam 750-13

Maintenance of Supplies and Equipment: Operating Guide for TDA Support Maintenance Activities.

DA Pam 750-35

Functional Users Guide for Motor Pool Operations.

DOD 4145.19-M-1

Storage and Materials Handling.

FAR

Federal Acquisition Regulation.

MIL STD 1473

Requirements for Color and Marking of Army Materiel.

SB 700-20

Army Adopted/Other Items Selected for Authorization/List of Reportable Items.

SB 708-21

Federal Supply Classification; Part 1, Groups and Classes.

SB 708-22

Federal Supply Classification; Part 2, Numeric Index of Classes.

TB 43-0002-series

Maintenance.

TB 43-0211

Army Oil Analysis Program (Guide for Leaders and Users).

TM 5-600-series

Safety.

TM 5-841-2

Space Planning Guide for TDA Consolidated Maintenance Facilities.

TM 38-600

Management of Administrative Use Motor Vehicles.

TM 743-200-1

Storage and Materials Handling.

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 444

Inventory Adjustment Report.

DA Form 3749

Equipment Receipt.

DD Form 1391

FY, Military Construction Project Data.

SF 44

Purchase Order Invoice Voucher.

Appendix B

Request for Use of Relocatable Buildings

B-1.

Written requests for use of relocatable buildings will include, as a minimum, the following:

a. Identification of project costs grouped and subtotaled by funded and unfunded costs as shown below.

- (1) Costs for relocatable buildings are unfunded.
- (2) Costs for packaging and transporting relocatable buildings are unfunded.
- (3) Costs for erection and assembly of relocatable buildings are unfunded.

(4) Site preparations, foundations, exterior utilities, and other supporting construction requirements are funded project costs. Funded project costs will be approved according to AR 415-35 and will be listed in the approval request for relocatable buildings as a reference and for the economic analyses justifying the relocatable buildings.

b. A statement by the officer responsible for space utilization surveys at the installation certifying that no space is available on the installation to accommodate the use for which the building is being acquired. This statement must be backed up by supporting information regarding the space requirement, such as the following:

- (1) A brief summary of the mission requiring the space.
- (2) The amount and type of space requested.
- (3) Rationale for the requested space.
- (4) A description of how and where the need is current being met, if applicable.
- (5) An identification of any special requirements that may affect the decision on space assignment.
- (6) The date the space is needed, and the anticipated duration of the requirement.

(7) A statement that the need has been reviewed by the Installation Planning Board and accepted as the best solution for a validated requirement and does not conflict with the installation's master plan or capital improvement plan.

c. A statement indicating coordination with the AMC item manager for relocatable buildings including a determination of availability of the needed item within Army stocks or that the needed item is not a kind that is centrally managed.

d. A statement that the National Fire Protection Association code applicable for the proposed use of the relocatable building is being met.

e. Identification of the construction standards to be specified and their relationship to maintainability of the proposed building.

f. Identification of alternatives investigated.

B-2.

An economic analysis will be required if approval exceeds MACOM approval. As a minimum, the economic analysis will be a comparison of the sum of all funded and unfunded costs for each alternative considered. The following applies:

a. Alternatives to be considered should include—

- (1) Use of existing real property facilities.
- (2) Transfer or loan of excess relocatable buildings.
- (3) Lease of off-post facilities.
- (4) Lease of relocatable facilities.
- (5) Purchase of relocatable facilities.
- (6) Minor construction.

b. If the economic analysis does not support the use of relocatable buildings even though their use is the only feasible means of satisfying the requirement, then the following additional information is required:

- (1) Detailed mission impact statement with supporting cost data.
- (2) Proposed plan to satisfy the requirement and estimated date an economically feasible alternative will be implemented.

B-3.

Type and availability of funds must be indicated, such as OMA, OPA, Army Industrial Fund (AIF) or research, development, testing, and evaluation (RDTE).

a. For the purpose of this regulation, the following funding sources for relocatable buildings may be considered:

(1) *Purchase.* Relocatable buildings are normally purchased using OPA funds. RDTE, AIF, or nonappropriated funds (NAF) may be used when appropriate.

(2) *Lease.* Lease of relocatable buildings may be from OMA, Operation and Maintenance, Army Reserve (OMAR), Operation and Maintenance, Army National Guard (OMARNG), AIF, NAF, or RDTE funds.

(3) *Operation and maintenance.* Assembly, maintenance, and operation, to include utilities, disassembly, and refurbishment costs will be charged to the operating funds of the using activity for the relocatable building.

(4) *Real property support.* The real property portions of a relocatable building request (such as site preparations, foundations, exterior utilities, and other supporting construction requirements) must be executed as a minor construction project (see AR 415-35.)

b. Interim facility requirements for relocatable buildings may be satisfied by use of temporary loan procedures when approval by the proper authority is obtained as shown in paragraph 5-3. The borrowing activity will agree to do the following:

- (1) Execute a loan agreement. (See AR 71-13 or AR 700-131.)
- (2) Deliver the property at the end of the loan period to a location designated by the loaning activity.
- (3) Return the building in the same condition as received (fair wear and tear excepted).
- (4) Fund all transportation costs.
- (5) Fund all other costs incidental to the loan.

B-4.

MCA project information must be provided, if applicable (such as project number, project title, and fiscal year).

Glossary

Section I Abbreviations

A&EI

Architectural and Engineering Instructions

AMC

Army Materiel Command

AMDF

Army Master Data File

ASA(IL,&E)

Assistant Secretary of the Army for Installations, Logistics, and Environment

AWP

Annual Work Plan

BCE

base-level commercial equipment

BOI

basis of issue

BOM

bill of materials

BPA

blanket purchase agreement

CSDP

Command Supply Discipline Program

COE

Chief of Engineers

CONUS

continental United States

CTA

common table of allowances

DA

Department of the Army

DCSENG

Deputy Chief of Staff for Engineering

DCSLOG

Deputy Chief of Staff for Logistics

DEH

Director(ate) of Engineering and Housing

DIS

Director(ate) of Installation Services

DOD

Department of Defense

DODACC

DOD activity address code

DOL

Director(ate) of Logistics

DPW

Director(ate) of Public Works

DRMO

Defense Reutilization and Marketing Office

EDD

estimated delivery date

EOQ

economic order quantity

ERM

engineering resource management

FAD

force activity designator

FAO

finance and accounting office(r)

FAR

Federal Acquisition Regulation

FCS

Federal Catalog System

FESS

Facilities Engineering Supply System

GSA

General Services Administration

HQDA

Headquarters, Department of the Army

IAR

Inventory Adjustment Report

IJO

individual job order

IMMA

Installation Materiel Maintenance Activity

IMMO

installation materiel maintenance officer

IMPAC

International Merchant Purchase Authorization Card

ISSA

Installation Supply Support Activity

LEA

Logistics Evaluation Agency

LIN

line item number

MACOM

major Army command

MCA

Military Construction, Army

MCAR

Military Construction, Army Reserve

MCARNG

Military Construction, Army National Guard

MEL

maintenance expenditure limit

MPD

maintenance priority designator

MTOE

modified table of organization and equipment

MSC

major subordinate command

NAF

nonappropriated fund

NSN

national stock number

NTV

nontactical vehicle

OCONUS

outside continental United States

OMA

Operation and Maintenance, Army

OPA

Other Procurement, Army

OSD

Office of the Secretary of Defense

OSHA

Occupational Safety and Health Act

PBO

property book officer

PD

priority designator

PPBERS

planning, programming, budgeting, execution, and review system

POL

petroleum, oils, and lubricants

POM

program operating memorandum

PW

public works

QSS

quick supply store

RMP

Resource Management Plan

RO

requisitioning objective

RPMA

real property maintenance activities

SHSC

self-help service center

SL

safety level

SO
service order

SOO
standing operating order

SRA
stock record account

SSA
supply support activity

SSD
Supply and Storage Division

SSSC
self-service supply center

TAG
the Army guidance

TDA
tables of distribution and allowances

TM
technical manual

TN
technical note

TSG
The Surgeon General

UND
urgency of need designator

USAEHSC
U.S. Army Engineering and Housing Support Center

Section II **Terms**

Audit trail
Documentation supporting debit and credit entries on accounting records from the time property is brought into the Army inventory with a source document, until the property is dropped from accountability.

Bench stocks
Consumable supplies with low unit cost used at an unpredictable rate to accomplish maintenance, repair, and minor construction projects, reimbursable services, and for maintenance and repair of DEH equipment.

Causative research
An investigation of variances in transactions. The investigation consists of a complete review of all transactions within the timeframe under consideration. The purpose of causative research is to assign a cause to a variance so that corrective action may be taken.

DEH equipment
End items used to accomplish or support the accomplishment of the RPMA mission. These items are usually assigned a line item number and type classified as “nonstandard,” although suitable “standard” items are not excepted. Investment-type (costing over \$5,

000) items are subject to heightened visibility and management.

Dollar accounting
An accounting method that expresses credit and debit entries in terms of extended dollar worth, rather than in terms of quantities of items. It may be performed in either detailed or summary manner.

Financial accounting
Maintaining accounting records in terms of dollars, without regard for quantity of items.

Financial inventory accounting
Act of establishing and maintaining accounts in both monetary and quantitative terms for material, supplies, and equipment held as stock on records of property accountability.

Interim facility requirement
A short-term facility requirement (not to exceed 3 years), caused by transitory peak military missions, deployments, military contingency operations, disaster relief requirements, or an unforeseen need for temporary facilities pending congressional authorization and funding and later construction of facilities through the MCA, MCAR, or MCARNG programs.

Local purchase
Authorized purchase of supplies requested by a supply activity for its own use or for issue to a supported activity in place of ordering through the supply system.

Relocatable building
A building designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused without structural damage and a minimum of refurbishment. The term includes fully assembled, mobile (with axles) structures; fully assembled, stationary (with skids) structures; factory preassembled buildings; and modular offices, classrooms, and similar units to be used outdoors. Specifically excluded from this definition are building types and forms, provided as an integral part of a mobile equipment item, that are incidental portions of such equipment components, such as communication vans or trailers.

Shop stocks
Repair parts and consumable supplies stocked for use during the accomplishment of RPMA maintenance, repair, and minor construction projects, reimbursable services, and for maintenance and repair of DEH equipment.

Similar item
An item authorized for issue or acquisition instead of or in place of an item designed and constructed for the same purpose.

Section III **Special Abbreviations and Terms** This section contains no entries.

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