DEPARTMENT OF THE NAVY
COMMANDER
FIRST NAVAL CONSTRUCTION DIVISION
1310 8th STREET, SUITE 100
NORFOLK, VIRGINIA 23521-5070

COMFIRSTNCDINST 11200.2
N43
06 Jan 2006

COMFIRSTNCD INSTRUCTION 11200.2

From: Commander, FIRST Naval Construction Division

Subj: NAVAL CONSTRUCTION FORCE (NCF) EQUIPMENT MANAGEMENT INSTRUCTION

1. Purpose. To establish policy, assign action and provide guidance for the Naval Construction Force Equipment Management Program.

2. Cancellation. COMSECONDNCB/COMTHIRDNCBINST 11200.1A

3. Discussion. Transportation, construction and material-handling equipment represent over 70 percent of the total NCF outfitting cost, require approximately 30 percent of the operating budget, and require 20 percent of NCF personnel to operate and maintain it. Equipment is the "backbone" of the Seabees and requires a dynamic, effective management program. The goal of the equipment management program is to realize maximum available operating hours throughout the life expectancy of each piece of USN-numbered equipment. Individual initiative, experience and pride in good workmanship can not be supplanted by written procedures and must be strongly encouraged by every level of the chain of command to achieve optimum equipment effectiveness and meet the tasks at hand with resources available.

4. Action. All units under FIRST Naval Construction Division (1NCD) will comply with the requirements and provisions of this instruction.

M. H. CONAWAY
Chief of Staff

Distribution:
Electronic only via Seabee Operations Portal
https://app.ncf.navy.mil/ncf/docs/

TABLE OF CONTENTS

CHAPTER 1 ALFA COMPANY ADMINISTRATION

CHAPTER 4. BATTALION EQUIPMENT EVALUATION PROGRAM (BEEP)

CHAPTER 1

ALFA COMPANY ADMINISTRATION

Section 1. ALFA COMPANY ORGANIZATION

This chapter encompasses the ALFA Company personnel organization, administration, assignment procedures, replacement, loan, shipment preparation, acquisition reporting, equipment disposition, and standard form preparation.

1101. ALFA COMPANY, THE NMCB EQUIPMENT COMPANY. In the Naval Mobile Construction Battalion (NMCB), ALFA Company is responsible for the operation and maintenance of the automotive, construction, material handing equipment (MHE) and weight handling equipment (WHE) assigned to the battalion. ALFA Company serves as prime contractor for large earthmoving, grading, excavation, paving, hauling, pile driving, well drilling, heavy lifting, blasting, and demolition projects. ALFA Company is usually formed with three or more platoons, depending upon the number of personnel actually assigned to the company. Figure 1-1 shows an organization structure of ALFA Company configured in a typical organization.

1102. ALFA COMPANY ELEMENTS

a. ALFA Company Commander (A6). The ALFA Company Commander serves in five major capacities: Company Commander for the military organization; Staff Equipment Officer; Crane Certifying Officer; Officer in Charge of Construction (Horizontal); and Department Head in the 3-M organization. The Company Commander’s principal responsibility is to ensure accomplishment of the construction work assigned to ALFA Company, and to ensure the proper use and maintenance of the automotive, construction and material handling equipment (MHE) and weight handling equipment (WHE) assigned to the battalion. As Company Commander, the A6 directs ALFA Company military and disaster control training and operations. As the Staff Equipment Officer/Department Head, the A6 serves the Commanding Officer in an advisory capacity. He or she is also responsible for the day-to-day command of ALFA Company and designated as Crane Certifying Official. The A6 is also responsible for the effective operation of the 3-M program within the department and will have successfully completed PQS up to 306. The A6 must be familiar with the qualifications for advancement in rate (E-1 to E-9), service school criteria, and Navy training courses for Equipment Operator (EO), Construction Mechanic (CM), Machinery Repairman (MR), Hull Technician (HT), Steelworker (SW), and Construction Electrician (CE). The A6 indirectly supervises the Equipment Management program at all Battalion detail sites and deployment for trainings. The assignment of an individual to this position should be for a complete battalion tour.

b. Assistant ALFA Company Commander (A6A). The Assistant ALFA Company Commander is normally a junior Civil Engineer Corps (CEC) officer who may serve in a staff position as Project Officer for horizontal construction. He/she will have successfully completed PQS up to 306.

c. 3-M Departmental Assistant. He/she will work with the 3-MC and ALFA Company leadership providing coordination and supervision of the department 3-M program, and reports directly to the Company Commander. Successfully completed PQS up to 305.

d. ALFA Company Chief Petty Officer (A5). The Company Chief Petty Officer is normally an Equipmentman Master Chief (EQCM) or the senior enlisted person in the company. As primary assistant to the Company Commander, duties and responsibilities are:

(1) Execute and enforce the policies of the Company Commander.

(2) Supervise the administration of the company.

(3) Monitor the company operations and maintenance functions, and will have successfully completed the 3-M program PQS 306.

(4) Study and make recommendations to the Company Commander in regard to the optimum use of all equipment, training requirements, and safety practices required to operate and maintain the equipment.

e. ALFA Company Operations Supervisor (A3). The Operations Supervisor/Division Operations Chief is normally an Equipment Operator Senior Chief (EOCS), and will have successfully completed the 3-M program PQS 304. The A3 has the responsibility to coordinate equipment requirements for projects, review plans, specifications and estimates and is designated as the Crane Test Director. Enforce the policies of the ALFA Company Commander as they pertain to construction projects and utilization of assigned equipment. These duties are performed with the concurrence of the Assistant ALFA Company Commander and project officers. Specific duties and responsibilities include:

(1) Supervision of the equipment operation platoons.

(2) Assignment and control of all Equipment Operations personnel.

(3) Control of all automotive, construction, MHE and WHE assigned to pools and projects.

(4) Ensure equipment status boards are current.

(5) Provide input data on the operation of the equipment to the Maintenance Supervisor as it may affect maintenance scheduling.

(6) Supervise the vehicle operator's licensing program.

(7) Provide technical and safe driver training to the command.

(8) Ensure all Equipment Operators have successfully completed the 3-M program PQS 301. All operator maintenance is performed in accordance with the 3-M system and documented through the Transportation Chief.

(9) Supervise and enforce the Roadmaster Program.

(10) Indirectly supervises the Equipment Management program at all Battalion detail sites and DFTs.

f. Transportation Chief. Supervises the automotive, construction and WHE pools, transportation personnel, equipment, and materials to and from job sites, and operates and maintains Petroleum, Oil and Lubricants (POL) storage and fuel dispensing facilities. The Transportation Chief has all the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities, and will have successfully completed the 3-M program PQS 304.

(1) Equipment Transportation Crew. Operates the automotive, construction and WHE pools, collateral, transports personnel, equipment, and materials to and from job sites, and operates and maintains POL storage and fuel dispensing facilities. Personnel assigned should be trained Equipment Operators. Other assignments include earthmoving, grading, excavating, hauling. Equipment Operators assigned to mobile fueling stations maintain adequate stocks of all liquid fuel and POL to perform all preventive first echelon maintenance, operate all fuel storage and dispensing equipment, and deliver and dispense fuels to the automotive and construction equipment in the field.

g. Projects Chief. Supervises the Equipment Operations Platoon. Has all the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities, and will have successfully completed the 3-M program PQS 304.

(1) Equipment Projects Crew. Provides prime contractor and subcontractor horizontal construction support. The Crew Supervisor serves as Project Manager on almost every horizontal construction project, and is responsible to the Operations Supervisor for the timely execution of all construction tasks

assigned. Personnel assigned should be trained Equipment Operators (i.e. truck drivers, bulldozer operators, paving machine operators, transit mixer operators, etc).

h. Mineral Products Chief. Must possess NEC 5708, may be designated as Head Blaster responsible for the safety and supervision of the Blasting Crew per COMFIRSTNCDINST 8023.2. Supervises the Mineral Products Platoon in the day-to-day operations of mineral products facilities. Responsible for the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities, and will have successfully completed the 3-M program PQS 304.

(1) NEC 5708 Blasters. Each NMCB shall maintain four and each NCFSU shall maintain one fully qualified/certified NEC 5708 Blasters. This requirement is supported by COMSECONDNCB/COMTHIRDNCBINST 3501.1B.

(2) Blasting Crew. Be qualified and certified to conduct blasting a quarry operation under the direct supervision of the head blaster.

(3) Equipment Mineral Products Crew. Consists of the following rates EO, CM, CE, SW and EA to maintain and operate all mineral product facilities (which include quarry operations, crushers, and asphalt and Portland cement concrete batch plants) in support of the construction mission. Assigned EOs should be trained (i.e. truck drivers, bulldozer operators, paving machine operators, transit mixer operators, etc). Trained in job specialties connected with the operation of quarries, sand and gravel pits, and asphalt/concrete batch plants.

All BATTALION PERSONNEL are responsible for performing operator maintenance on the equipment they operate.

i. ALFA Company Maintenance Supervisor (A4). The ALFA Company Maintenance Supervisor/Division Maintenance Chief is normally a Construction Mechanic Senior Chief (CMCS) and will have successfully completed 3-M PQS up to 304. The A4 is tasked with ensuring proper 3-M maintenance and repair of all automotive, construction, and material and weight handling equipment assigned to the NMCB/Unit. Duties and responsibilities are:

(1) Control and supervise all maintenance personnel.

(2) Ensure adherence to the scheduled 3-M maintenance program.

(3) Ensure all records are accurate and up to date.

(4) Submit equipment reports to the Company Commander/Department Head, 3-MC, XO and the Commanding Officer for distribution to higher authority.

(5) Supervise the maintenance of the Technical Manual Library and conduct inventories per the Seabee Supply Manual, COMSECONDNCB/COMTHIRDNCBINST 4400.3.

(6) Supervise the maintenance of the construction mechanics tool allowance and conduct tool inventories per the Seabee Supply Manual COMSECONDNCB/COMTHIRDNCBINST 4400.3.

(7) Provide technical and safety training.

(8) Provide technical assistance to the Supply Officer concerning repair parts.

(9) Ensure quality control of completed work.

(10) Ensure that the 3-M Planned Maintenance System (PMS), Maintenance Data System (MDS) and Inactive Equipment Maintenance (IEM) are maintained IAW the NAVSEAINST 4790.8 and COMFIRSTNCDINST 4790.1.

(11) Responsible for approving all repair parts ordered through MICROSNAP.

(12) Indirectly supervises the Equipment Management Program at all Battalion Detail Sites and DFTs.

(13) Ensures that all collateral equipment losses or shorts are properly ordered.

j. Work Center Supervisor (WCS)

(1) The WCS functions under the supervision of the Maintenance Supervisor/Division Maintenance Chief (Figure 1-1). Each of the Supervisors is normally a Construction Mechanic Chief (CMC) and will have successfully completed 3-M PQS up to 303. The WCS has all the administrative and military duties of a Platoon Commander in addition to the assigned functional responsibilities.

(2) The CMs, SWs, HTs, MRs, CEs, and EOs assigned to the work centers are trained in the maintenance and repair of all the equipment in the unit allowance and will be 301 qualified.

(3) The maintenance personnel assigned to the Light, Heavy Equipment and Support Shops shall perform all work as specified on the assigned shops Weekly 13 Week Accountability Log. The WCS using SKED shall develop this schedule weekly. The A4/Division Maintenance Chief and WCS shall ensure project critical equipment has priority in the shop.

(4) Field repair crews are often formed to repair equipment at the job site to reduce down time and ensure Operator Maintenance is being performed.

k. Light Shop Work Center Supervisor. The Light Shop WCS is responsible to the Maintenance Supervisor/Division Maintenance Chief for the following maintenance functions:

(1) Scheduled Maintenance Requirements. Identify and coordinate all maintenance requirements through the shop that necessitates the CM skill for completion with dispatcher on "B" and "C" assigned CESE, utilizing the weekly boards to identify scheduled maintenance requirements.

(2) Preventive and Corrective Maintenance. Shop crews shall perform preventive and corrective maintenance on all CESE entering the shop. All scheduled preventive maintenance will be performed as per Maintenance Requirement Cards (MRC). Each crew should consist of one experienced CM2 or CM3 and a CMCN. Crews should be augmented by a lesser-experienced Equipment Operator (a minimum of 90 day appointment is required to receive adequate training in operator maintenance). They will check and/or change fluids, change filters and make minor repairs as required by the MRC or 2-Kilo. Light shop equipment is identified as, but not limited to, CESE with an Equipment Code (EC) starting with the number "0" (i.e. 036031, TRK Cargo 1 1/4 ton).

l. Heavy Shop Work Center Supervisor. The Heavy Shop WCS is responsible to the Maintenance Supervisor/Division Maintenance Chief for the following maintenance functions:

(1) Scheduled Inspection Service. Identify and coordinate all maintenance requirements through the shop that necessitate the CM skill for completion with Dispatcher on Project and "C" assigned CESE. All other maintenance requirements shall be completed by operator and supervised by Field Maintenance Crew. The Field Crew shall forward completed preventive maintenance to the WCS to record in SKED. All corrective maintenance completed will be forwarded to the WCS and a 2-Kilo will be generated.

(2) Lubrication and Maintenance. Shop crews shall perform preventive and corrective maintenance on all CESE entering the shop for maintenance. All scheduled preventive maintenance will be performed as per Maintenance Requirement Cards (MRC).

(a) Each crew should consist of one experienced CM2 or CM3 and a CMCN. Crews should be augmented by a lesser-experienced Equipment Operator (a minimum of 90-day appointment is required to receive adequate training in operator maintenance). They will check and/or change fluids, change

filters and make minor repairs as required by the MRC or 2-Kilo.

(3) Field Maintenance. The Field Crew shall perform maintenance requirements that necessitates those skills essential to complete the requirement when such work is beyond the scope of operator maintenance and minor corrective repairs on CESE in the field. They will also monitor operator maintenance on all project-assigned CESE by the following:

(a) The field crew should be assigned a maintenance truck (EC 0722XX) and the required tool kits to perform preventive maintenance and repairs in the field. Environmental caution must be employed when working with hazardous material (HAZMAT)/hazardous waste (HAZWASTE) in the field.

(b) Visit each job site twice daily. Log all maintenance, repairs, and assistance provided at the project sites.

(4) Crane Crew Work Center Supervisor. The Crane Crew WCS shall ensure preventive and corrective maintenance is performed on all cranes assigned. All scheduled preventive maintenance will be performed as per MRC.

m. Support Shop Work Center Supervisor. The Support Shop WCS is responsible to the Maintenance Supervisor for the following:

(1) The Support Shops are also responsible for the maintenance and repair of CESE starting with an EC of "5" and/or as directed by the Maintenance Supervisor. The WCS shall identify and coordinate all Maintenance Requirements through the shop that necessitate the CM/EO/CE/SW/HT/MR skill for completion with Dispatcher on Project and "C" assigned CESE.

(a) Machine Shop. Machinery Repairmen (MR) is assigned to operate the machine shop/trailer, which contains lathes, drill presses, grinders, and other machine tools. The MRs are a valuable asset because they have the capability to manufacture or repair equipment parts, tools, or machine parts needed to perform the work required. The MR is responsible for inventory and maintenance of all tools and collateral equipment assigned.

(b) Steel and Radiator Shop. Personnel assigned to this shop repair or reconstruct chassis; repair and test radiators; repair dozer blades, front end loader buckets and other steel components; and perform other welding and brazing tasks.

(c) Electrical Shop. Manned by Construction Mechanics (CM) and Construction Electricians (CE), the

electrical Shop personnel repair, rebuild, clean, adjust, and test all electrical parts and accessories. This includes generators, starters and voltage regulators.

(d) Battery Shop. Personnel assigned to the Battery Shop maintain and recharge wet cell batteries, mix electrolyte, and fill dry charged batteries.

(e) Paint Shop. Personnel assigned to the Paint Shop must be adequately trained to perform body repair and CESE painting. Personnel are to be respirator qualified and fully trained in the safe and proper procedures in working with airborne chemical hazards.

(f) Tire Shop. EOs and CMs assigned to the Tire Shop provide repair and replacement service for all pneumatic-tired equipment in the NMCB/Unit. (The operator of the vehicle will remove and replace the wheels).

n. Inactive Equipment Maintenance Program. Each WCS shall maintain this program for the CESE assigned in IEM. They will maintain the program through SKED and utilize the NAVSEAINST 4790.8B and COMFIRSTNCDINST 4790.1. An EOCN or above shall be assigned to each shop and shall have a license for all CESE assigned in IEM. Their duties include:

(1) Ensure timely quality maintenance of all CESE assigned in accordance with the 3-M program.

(2). When performing the MRC Periodic Maintenance (PM), ensure the cycling (test drive) of all CESE is performed in accordance with NAVFAC P-300, ANNEX N, Page N-5 paragraph e., item (4). On item (d), replace the Equipment Repair Order (ERO) instructions with a completed 2-Kilo for any discrepancies. For CESE without PM, follow the guidelines in accordance with NAVFAC P-300, ANNEX N, and Page N-5 paragraph e.

(3) Ensure 100% accountability is maintained on all collateral equipment.

o. Readiness Support Site (RSS) Equipment Specialist. The COMFIRSTNCD Equipment Specialist is normally an Equipment Operator First Class (EO1), or Construction Mechanic First Class (CM1). The Equipment Specialist performs management control during the periods that the ALFA Company organization is absent from the Readiness Support Site (RSS). The Equipment Specialist is accountable to and advises the ALFA Company Commander on Readiness Support Allowance (RSA) equipment matters. Management control is defined as, but not limited to:

(1) Custody and security of RSA equipment.

(2) Custody and security of tools and materials.

(3) Custody and security of company spaces.

(4) Order and expedite the delivery of repair parts.

(5) Cycling equipment in accordance with NAVFAC P-300, ANNEX N, page N-5 paragraph e.

(6) Dispatch.

(7) Perform essential repairs **between** drill periods.

(8) Cleanliness of equipment.

(9) Administrative functions/requirements of ALFA Company.

(10) Equipment preparation prior to planned drill periods, such as battery checks, top off fuel tanks and operational readiness inspections.

1103. Civil Engineer Support Equipment (CESE) Management Seminar. The Seabee Readiness Group (SRG) conducts the CESE management seminar for battalion and detachment personnel during homeport. **ALL key billet personnel are required to attend**. This course is available to all NCF units upon request through the SRG equipment departments.

ALFA Company Organization

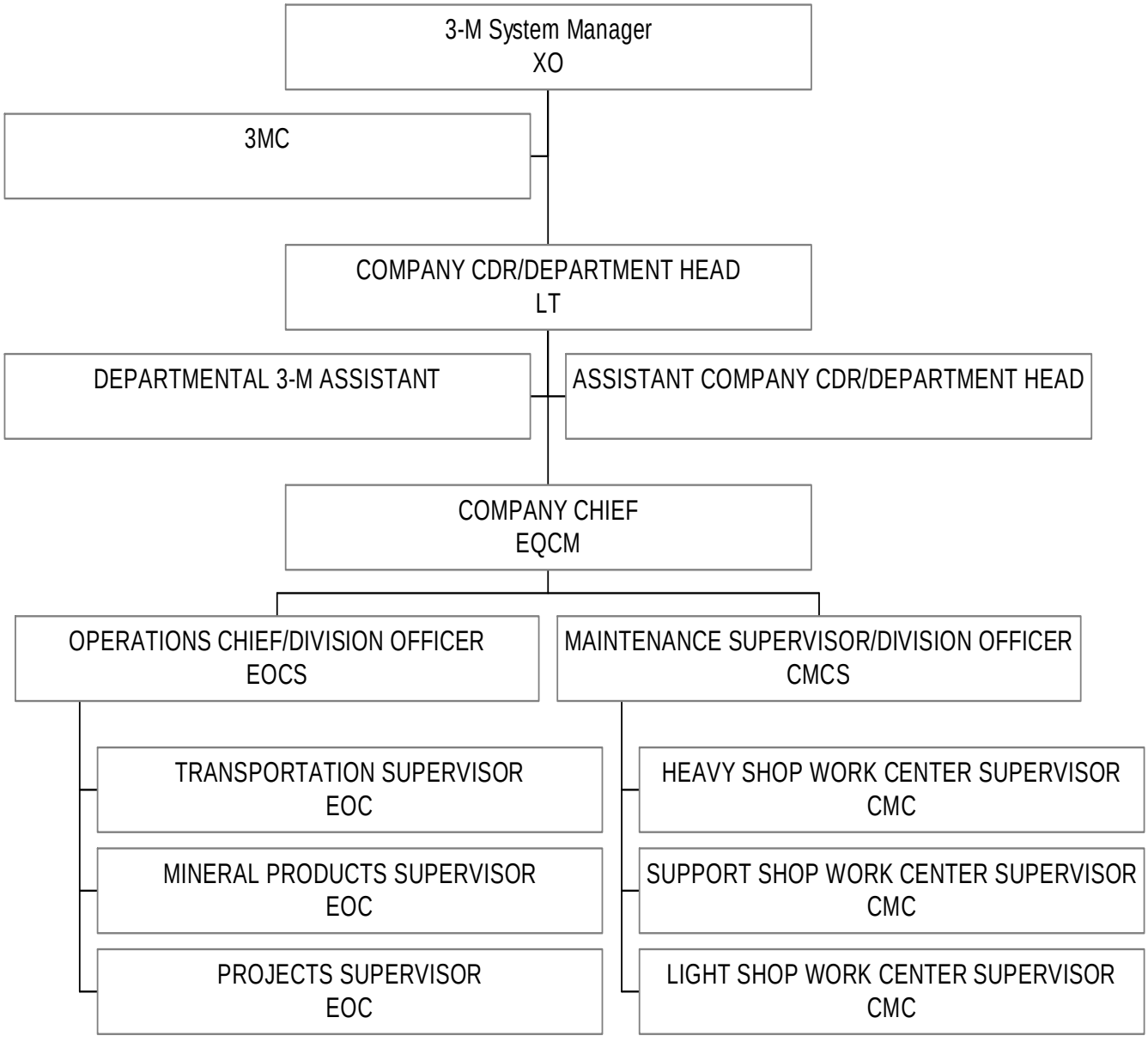

Figure 1-1

Section 2. NAVAL MOBILE CONSTRUCTION BATTALION SKILL AND TRAINING REQUIREMENTS PROGRAM

1201. General Requirements. The COMFIRSTNCDINST 1500.1 series outlines the basic requirements for a continuing training program for the NMCB to maintain a high state of operational readiness.

Section 3. TURNOVER OF SEABEE CAMPS AND RELATED EQUIPMENT

1301. General Requirements. The Seabee Supply Manual, (COMSECONDNCB/COMTHIRDNCBINST 4400.3 series, Appendix C), outlines the procedures for turnover of the NMCB Table of Allowance (TOA) at Seabee deployment sites.

Section 4. EQUIPMENT PREPARATION AND SHIPMENT PROCEDURES

1401. Preparation. The following shall be done prior to shipping equipment:

a. Inspect, operationally test, and repair equipment as required.

(1) Items shipped from Port Hueneme or Gulfport will normally be in A4 condition. Exceptions will be identified to the receiving unit.

(2) Items shipped or transferred between units will be transferred in A5 or better condition.

b. Machined surfaces, exposed gears, and wire ropes shall be coated with grade No. 3 preservative or a suitable substitute.

c. When shipping conditions permit, seal the intake and exhaust openings and all open vents, lines, and other openings, which could allow foreign matter to enter the unit and cause deterioration or damage.

d. Service and install antifreeze/coolant.

e. Provide mounted spare tire and wheel for equipment.

f. Send equipment history jackets by certified mail, or hand-carry if the consignee is in the same general location.

g. Remove mirrors, windshield wipers, lighters, tools, jacks and other items from the equipment, that are subject to pilferage. Box and band the items, then secure the box to the equipment.

h. Box all small accessories and attachments such as drum lagging, floating bridles, and pennants. All boxes and large items that are uncrated are to be identified by labeling with the equipment's USN number that the boxes/items are assigned to.

i. Provide all items of collateral equipment, unless otherwise directed.

j. Remove items or parts with low ground clearance, such as spray bars, long extensions, or other projecting accessories and secure to the upper portion of the vehicle.

k. Clean equipment so that it meets the port of entry inspection regulations.

l. Properly prepare (sand and prime) then touch up with paint any chips or scratches that expose metal.

1402. General Transfer and Shipment

a. Upon receipt of transfer instructions from respective Regimental (R43) Equipment Office, NMCB/units will initiate a DD 1348 or DD 1149 shipping document as required.

b. Mark the equipment for consignee or as otherwise directed by respective Regimental (R43) Equipment Office.

c. Ship the equipment by first available surface transportation, unless otherwise directed by respective Regimental (R43) Equipment Office.

d. Provide respective Regimental (R43) Equipment Office and consignee with shipping data, which shall include: USN number of equipment, Transportation Control Number (TCN), scheduled departure date, name of ship, and Estimated Time of Arrival (ETA) at destination. Identify equipment attachments by NAVFAC Identification (ID) number and indicate the USN number to which assigned. Complete separate shipping document(s) for all attachments not mounted to the host equipment and include shipping data similar to host equipment.

e. Units operating under the 3-M system shall use the OPNAV Form 4790/CK submittal process to report the addition of or removal of Organic/Augment CESE/CEEI to the activity. These reports must be accurate and complete to ensure the unit's data remains accurate and is properly outfitted.

f. The receiving unit will report in the 3-M system, via the 4790/CK submittal process, the receipt of replacement equipment.

g. The unit will report in the 3-M system, via the 4790/CK submittal process the completion of any disposition action that results in a change to the unit's equipment configuration.

1403. Inter-Island Moves, Deployments For Training (DFTs) and Forward Deployments. When battalion personnel assist in embarkation/debarkation and accompany equipment in shipment, most of the above preparation procedures are not required. The unit to which the equipment is assigned will ensure proper approval and preparation is preformed prior to shipment. Shipping unit will provide the receiving unit with shipping data as available. An information copy will also be sent to the respective Regimental (R43) Equipment Office having jurisdiction.

1404. Transfer And Shipment To Overhaul Activities

a. Preparation. Follow procedures described in paragraph Pay particular attention to the following:

(1) Thoroughly clean and service the equipment. Ensure the proper quantity of antifreeze/coolant is added for the climate and temperature extremes where the equipment is being transferred to prevent danger of freezing, or completely drain radiators and engine blocks. If drained, ensure that unit is tagged in a conspicuous place for the operator to see.

(2) Secure all windows and doors to protect interior from the elements. If windows are missing, cover openings.

(3) Equipment shall not be shipped in a disassembled state without respective Regimental (R43) Equipment Office concurrence. Components and subassemblies will be assembled and reinstalled on equipment whenever possible. In an isolated instance where this is not possible, all parts will be labeled, preserved, and boxed with a copy of the inventory placed in the box. Secure the box to the equipment. Ensure that openings are properly sealed to prevent deterioration by the elements or foreign matter from entering the unit.

NOTE: Cannibalization of parts is not authorized without prior written approval from respective Regimental (R43) Equipment Office.

(4) When directed by respective Regimental (R43) Equipment Office, all collateral equipment and attachments shall be shipped with the equipment during an overhaul period.

(5) The equipment history jackets will be sent by certified mail to the respective Regimental (R43) Equipment Office. Do not mail history jackets prior to departure of equipment from port of embarkation.

Section 5. INITIAL OUTFITTING AND MAINTENANCE OF TECHNICAL MANUALS

1501. General Requirements. The initial outfitting and re-supply of technical manuals is fielded by NFELC Port Hueneme, CA. The importance of maintaining an up to date library cannot be overemphasized.

Section 6. EQUIPMENT ACQUISITION AND DISPOSITION REPORT PROCEDURES

1601. Equipment Acquisition Report Procedures. Within 72 hours an e-mail will be sent to the respective Regimental (R43) Equipment Office. The e-mail shall contain the date CESE was received on site. An acceptance letter shall be sent within 30 days of receipt of CESE. The letter shall list any discrepancies and enclose an updated DOD Property Record Form 1342, which lists present location. The receiving unit will report in the 3-M system, via the 4790/CK submittal process, the receipt of replacement equipment.

1602. Equipment Disposal Procedures. Unit submits a letter to the operational Regiment requesting disposition instructions. The body of the letter must have current miles/hours, cumulative cost, cost to repair, and current condition code. All MHE requests must have a complete SF-120 accompany the letter. The cognizant Regimental (R43) Equipment Office will take action and provide written direction for appropriate disposition. Upon receipt of notification to dispose of this CESE use the following procedures:

a. Completely remove all Navy identification, unit decals, and stenciling from the equipment.

b. Deliver the equipment and the history jacket to the Defense Reutilization and Marketing Officer (DRMO) **ON OR BEFORE** the predetermined date using a DD Form 1348-1 as the turn-in document. Ensure that the USN number appears on the 1348-1 and attachment ID numbers of those being sent to DRMO with the host piece.

c. If attachments assigned to the CESE being disposed of are needed for a like unit that is on site, prepare a corrected Equipment Attachment Registration Record NAVFAC Form 6-11200/45 (Figure 2-9) according to Chapter 2, Section 4, Paragraph 2410 of this manual.

d. Within 30 days after disposal, forward the follow up disposal letter with a signed **ORIGINAL** copy of DD Form 1348-1 enclosed to respective Regimental (R43) Equipment Office. Complete OPNAV Form 4790/CK submittal process to up-date the 3-M system.

e. Units operating under the 3-M system shall use the OPNAV Form 4790/CK submittal process to report the addition of or removal of Organic/Augment CESE/CEEI to the activity. These reports must be accurate and complete to ensure the unit's data remains accurate and is properly outfitted.

f. The unit will report in the 3-M system the completion of any disposition action that results in a change to the unit's equipment configuration.

1603. Allowance Change Request (ACR) Submission and Completion Requirements (NAVSUP Form 1220-2)

a. Consolidated Seabee Allowance List (COSAL) Deficiencies. Most COSAL deficiency reports result from errors on individual Allowance Parts Lists (APL). Because these same APLs are frequently used in other COSALs, any identified error must be reported to Construction Battalion Center (CBC) immediately. The proper form to report COSAL errors is an Allowance Change Request (ACR), NAVSUP Form 1220-2. If a NAVSUP Form 1220-2 is not readily available, submit the same information by letter. Copies of completed 1220-2 will be maintained on site.

b. NAVSUP Form 1220-2 Completion. Prepare an original and two copies (more if required by local command) for each report submitted. Multiple errors may be listed on one form if they relate to the same APL and component identification group. Retain one file copy and submit the original to Construction Battalion Center (CBC) with one copy each to the respective Regimental (R43) Equipment Office. Most reported problems require extensive research. Therefore, the submitter should include all available information. For instructions on filling out the NAVSUP Form 1220-2 see NAVFAC P-300, pg. 5-8, Figure 5-1.

c. Upon completion forward to:

Commanding Officer
NCBC NAVFAC Detachment
ATTN: Code N43
23rd Street, Bldg. 1000
NBVC Port Hueneme, CA 93043

ALLOWANCE CHANGE REQUEST, NAVSUP FORM 1220-2

Allowance Change Request NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206	Instructions on Reverse	Please Type or Print

1. From:
Commander,
FIRST Naval Construction Division (N43)
1310 8th Street, Suite 100
Norfolk, Virginia 23521-2435

2. Date/Serial Number
14 October 2004/

3. TOA/APL/AEL/RIC Number
P25, P29, P31, P35, and P05

To: Commander,
Naval Facilities Engineering Command (SRL)
Washington Navy Yard
1322 Patterson Avenue SE, Suite 1000
Washington, D.C. 20374-5065

Via: Commanding Officer,
Naval Facilities Expeditionary Logistics Center
1000 23rd Avenue
Port Hueneme, CA 93043-4301

4. Status of Requested/Allowed Item

[X] Item Addition
or
[ ] Item Deletion

[ ] Item on Board
or
[X] Item Not on Board

5. National Stock Number (NSN) or FSCM & Part Number	6. Equipment/Component (E/C) or Item Nomenclature	7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	Quantity on Hand	10. New Total Qty	11. Extended Value of Change
FSCM 5855 - P/N 95040-4	BLSS Kit f/XS, S, M, & Lg Helmet (Green) - P25	Ea	$127.00	0	0	813	$103,251.00/P25
FSCM 5855 - P/N 95040-4	BLSS Kit f/XS, S, M, & Lg Helmet (Green) - P29	Ea	$127.00	0	0	106	$13,462.00/P29
FSCM 5855 - P/N 95040-4	BLSS Kit f/XS, S, M, & Lg Helmet (Green) - P31	Ea	$127.00	0	0	218	$27,686.00/P31
FSCM 5855 - P/N 95040-4	BLSS Kit f/XS, S, M, & Lg Helmet (Green) - P35	Ea	$127.00	0	0	80	$10,160.00/P35
FSCM 5855 - P/N 95040-4	BLSS Kit f/XS, S, M, & Lg Helmet (Green) - P05	Ea	$127.00	0	0	336	$42,672.00/P05

12. Justification (Mandatory): A lesson learned during OIF2 is the need for the Oregon AERO Ballistic Liner and Suspension System (BLSS) Kit for the PASGT Helmet, worn by our Seabees Navy, USMC, and Army troops have praised the BLSS kit as being a dramatic improvement over the standard liner that comes with the PASGT helmet. Test data, verified by actual use, show that helmet shock transmission is dramatically reduced when using the BLSS system (Top impact from 219.73Gs to 72.75Gs and side impact from 160.64 Gs to 74.22 Gs). Pain-free no matter how long worn, the visco-elastic, temperature- and pressure-sensitive padding system removes all pressure points. The pads also enable the helmet to remain stable whether the user is involved in construction or in a prone shooting position. Additionally, the BLSS kit is cooler because of the pads' air permeable, proprietary coating and self-wicking fabric that draws heat and perspiration away from the scalp. The kit is waterproof, positively buoyant, reduces sound reverberation, and is installed without any helmet shell modifications. The kit includes a four-point chin strap/harness with an integrated nape pad and seven highly engineered pads that replace the standard PASGT helmet liner.

13. Copy To:

14. Signature:

15. First Endorsement:

[X] Approved [ ] Disapproved [ ] Other

Figure 1-2

1604. Quality Deficiency Report (QDR) Submission and Completion Requirements (Standard Form 368)

a. A report of deficiencies found in material is to be submitted on a Quality Deficiency Report (QDR), Standard Form 368, whenever defective design, material, or unsatisfactory workmanship are detected in an item of new, repaired, or overhauled equipment. Upon discovery, submit an SF-368 as soon as possible. For more information to the NAVSUP P-485, Chapter 5.

b. Submit an original (QDR) and three copies of the signed SF-368 under a properly serialized cover letter to respective Regimental (R43) Equipment Office for review and action as required. If the same deficiency is found on several units of the same model, submit only one report referencing each of the units involved. Similarly, if several deficiencies are found on one unit of equipment, only one report need be submitted. Submit an additional report, referencing the previous report(s), if a deficiency recurs in repaired or replaced parts.

c. For specific instructions on completing the SF-368 see the NAVFAC P-300, Figure H-10, pg. H-16.

1605. Excess Personal Property Report Submission and Completion Requirements. (Use Standard Form 120 and Standard Form 120A, Material Handling Equipment (MHE) only)

a. Equipment will be reported on SF-120 only, as directed or authorized by respective Commanders TWENTYSECONDNCR/ THIRTIETHNCR (R43) Equipment Office.

b. As SF-120s are forwarded to higher authority, forwarded letters will contain only that information directly related to the submission of SF-120s. Comments, recommendations, or other information that concerns equipment will be submitted by separate correspondence.

c. Standard Forms SF-120 and SF-120A are issued in six-part, carbon-interleaved continuous forms. All SF-120s submitted must be signed by the Commanding Officer, Officer in Charge, or an authorized representative appointed by the Commanding Officer. The preparing unit forwards the original and four copies under a properly serialized cover letter to the respective Regimental (R43) Equipment Office for review and screening.

d. For specific instructions on completing the SF-120A form refer to NAVFAC P-300, on pg. 2-42.

Section 7. EQUIPMENT MODIFICATIONS AND COMPONENT CHANGES

1701. Modification. Approval must be obtained by submitting a serialized letter to the respective Regimental (R43) Equipment Office before modifications or alterations are made to the original design, safety, stability, and performance or operating characteristics of Naval Construction Force equipment. Request for approval must also contain complete justification and the proposed changes. Written approval must be received from the appropriate Regimental (R43) Equipment Office prior to proceeding with the modification. Complete OPNAV Form 4790/CK submittal process to up-date the 3-M system.

1702. Component Changes. Authority to install an engine or component obtained from the Supply System or other sources may be considered granted upon receipt of the engine or component. Upon completion of a component exchange, units will submit an updated DD Form 1342, DOD Property Record, which records the new components serial number and other pertinent data. When a component is to be used in a unit from a source other than the Supply System approval of the respective Regimental (R43) Equipment Office prior to installation is required. Complete OPNAV Form 4790/CK submittal process to up-date the 3-M system.

Section 8. AUGMENT EQUIPMENT ASSIGNMENT AND REPLACEMENT REQUEST INSTRUCTIONS

1801. Assignment Request Submission Instructions

a. Requests from the Commanding Officer, or designated representative, for augment equipment, will be forwarded to the respective Regimental (R43) Equipment Office. Justification information such as project description, location, construction estimated earthwork volume, number of Equipment Operators (EO) and Construction Mechanics (CM) on board, or other pertinent information to substantiate the requirement, must be forwarded with the request.

b. The respective Regimental (R43) Equipment Office will assign equipment directly to the appropriate NMCB or detachment, as required.

1802. Replacement Request Submission Instructions

a. Requests for replacement of equipment are forwarded to the respective Regimental (R43) Equipment Office. Justification information for replacement, such as condition code, accident damage, high usage, wear and tear due to extended deployment, or other pertinent information that justifies the replacement, must be forwarded with the request.

b. The respective Regimental (R43) Equipment Office will review the replacement request, and if approved, make arrangements for the shipment of the equipment directly to the appropriate unit or detachment.

c. Upon approval and replacement of augment equipment, the respective Regimental (R43) Equipment Office will forward disposition instructions for the replaced equipment to the appropriate unit.

d. Units operating under the 3-M system shall use the OPNAV Form 4790/CK submittal process to report the addition of or removal of Augment CESE/CEEI to the activity. These reports must be accurate and complete to ensure the unit's data remains accurate and is properly outfitted.

e. The receiving unit within 30 days of receipt of CESE, shall submit a list any discrepancies and an updated DOD Property Record Form 1342, which lists present location to the respective Regimental (R43) Equipment Office. The 3-M system will be updated via the 4790/CK submittal process, upon receipt of replacement equipment.

f. The unit will report in the 3-M system the completion of any disposition action that results in a change to the unit's equipment configuration.

Section 9. PUBLICATIONS AND INSTRUCTIONS

1901. General Requirements. The most current versions of the following publications and instructions will be maintained by the administrative section of ALFA Company and retained on-site: Use the World Wide Web (WWW) to download most current version. A paper copy must be maintained.

a. NAVFAC P-300, Management of Transportation Equipment.

b. NAVFAC P-307, Management of Weight Handling Equipment.

c. NAVFAC MO-403, Navy Driver Handbook.

d. NAVFAC P-1051, Container Operation Manual.

e. COMFIRSTNCDINST 11200.2, Naval Construction Force Equipment Management.

f. COMFIRSTNCDINST 11200.1, Use of Government Vehicles by Deployed NCF Units.

g. COMSECONDNCB/COMTHIRDNCBINST 5100.1 (NCF Safety Manual).

h. OPNAVINST 11240.8G/DOD 4500.36R, Management, Acquisition and Use of Motor Vehicles.

i. COMFIRSTNCDINST 8023.1, NCF Blaster Certification Program.

j. DODINST 4145.19R-1, DOD Management of MHE.

k. International Road Signs.

l. NAVSEA SW020-AF-ABK-010 (Motor Vehicle Driver and Shipping Inspectors Manual for Ammunition, Explosives and Related Hazardous Materials)

m. Federal Motor Carrier Safety Regulations (Parts 390-397).

n. NFELC Maintenance Bulletins.

o. COMFIRSTNCD Equipment Officer's Technical Bulletins.

p. NFELC Equipment Officer's Modification Work Orders.

1902. Reference Instructions. The following instructions are required to be maintained in ALFA Company at the main body site only.

a. COMNAVCONFORCOMINST 1500.1, Naval Construction Force Training Requirements.

b. COMCBPAC/COMCBLANTINST 4400.3, Seabee Supply Manual.

Section 10. MONTHLY CESE/MHE AVAILABILITY REPORT

11001. Monthly CESE/MHE Availability Report

a. All COMFIRSTNCD units are directed to submit a monthly Civil Engineer Support Equipment/Material Handling Equipment (CESE/MHE) Report. The report shall be sent by the close of business on the **FIFTH DAY** of the following month, via e-mail to the respective Regimental (R43) Equipment Office. The Regiment will forward the report via email to COMFIRSTNCD N43. Operational regiments will submit a CESE report on assigned TOA via e-mail to COMFIRSTNCD N43.

b. CESE/MHE which cannot be used to meet operational or contingency commitments due to the following reasons, should be reported.

(1) Deadline. Applies to all equipment that cannot be returned to service to perform all intended functions; has been determined by the maintenance supervisor, or higher authority,

that repair parts are required, and that the parts are not obtainable within three working days.

(2) Non-availability. All equipment deadlined, awaiting shop entry, disposition, or any reason that does not allow equipment to be dispatched prior to close of business. Non-availability is figured on a 24-hour, 7-day week basis.

c. CESE/MHE that has been placed in Inactive Equipment Maintenance (IEM) will be reported separately in item 9.

11002. Monthly CESE/MHE Availability Report Instructions

a. Step 1. At the end of each day the Maintenance Supervisor/Division Maintenance Chief will collect, from the Work Center Supervisors the total number of units of active equipment remaining in shops or awaiting repairs. Summarize the number of units into the total active in for Planned or Corrective Maintenance.

b. Step 2. At the end of the month, the Maintenance Supervisor/Division Maintenance Chief will total all daily totals and divide by the number of days in that month to obtain an average for the month.

11003. Inactive Equipment Maintenance (IEM) Procedures. Due to varying tasking from one deployment to the next, deployed units often have CESE/MHE on hand, which are not used for extended periods during deployment. This extra equipment consumes maintenance man-hours and funds, and often suffers deterioration from exposure to the elements. Equipment should be placed in IEM when there is no foreseeable operational need for the equipment for a period of time covering thirty days (30) days or more. Refer to NAVSEAINST 4790.8 and COMFIRSTNCDINST 4790.1.

CESE AVAILABILITY WORKSHEET

DATE	DAY	IN SHOP	ON D/L	OPEN HARD CARD	TOTAL NOT AVAILABLE TO DISPATCH	TOTAL AVAILABLE FOR DISPATCH	TOTAL CESE ON SITE	DAILY AVG %
	MON							
	TUE							
	WED							
	THU							
	FRI							
	SAT							
	SUN							
	MON							
	TUE							
	WED							
	THU							
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	FRI							
	SAT							
	SUN							
	MON							
	TUE							
	WED							
	THU							
	FRI							
	SAT							
	SUN							
	MON							

FIGURE 1-3

MONTHLY CESE REPORT SAMPLE

From:

To:

Subj: MONTHLY CESE REPORT

1. The following report is for the Month of August 2004.

2. Average Availability for the Month:

	Augment %	Organic %	Overall %
Rota:	95%	89%	92%
Souda Bay:	97%	00%	97%
Sigonella:	98%	00%	98%

3. Sites using the 3-M system.

Location	Work Center Code	RAR	PMS Due	PMS Comp	2 Kilo Opened	2 Kilo Closed	2 Kilo Over 30 days
Rota	Heavy AH03	100%	142	142	24	20	10
	Heavy AH05	100%	13	13	0	0	0
	Light AL03	99%	556	550	41	35	19
	Light AL05	100%	54	54	0	0	0
	5000 AT03	100%	159	159	4	4	1
	5000 AT05	100%	17	17	0	0	0
	Crane AC13	100%	0	0	12	10	4
	Crane AC15	100%	0	0	0	0	0

4. Sites not using the 3-M system:

Average PM to Corrective Ratio:

Location:	PM: Corrective
Souda Bay	2:1
Sigonella	3:1

5. CESE on Deadline:

Location:	Augment	Organic	Overall
Rota	00	01	01
Souda Bay	00	00	00
Sigonella	00	00	00

Location/Work center and Number of CESE on Deadline:

Rota/ Heavy ORG/AH03: 01

Date	USN	Description	Part	REQ #	Status
4090	37-00484	Auger Earth	Bearing	4204-W450	EDD 4313

Figure 1-4

6. CESE Pending Disposition: 01

Rota: 01

USN	Description	Remarks
51-24039	10KW Generator	Block Cracked

Souda Bay: 00

USN	Description	Remarks

Sigonella: 00

USN	Description	Remarks

7. CESE Disposed: 00

Rota: 00

USN	Description	Date	Remarks

Souda Bay: 00

USN	Description	Date	Remarks

Sigonella: 00

USN	Description	Date	Remarks

8. Maintenance/Fuel Cost for the FY:

Grant FYTD:	$ 314,627.00
Augment Funds:	$ 0.00
Expenditures FYTD:	$ 233,314.31
Balance:	$ 81,312.69

Rota Maintenance Cost for the Month:

DTO:	$ 6,059.79
Issues from ARP	$ 18,111.02
Credit Card:	$ 0.00
Leases:	$ 0.00
Other: (Define)	$ 15,923.70
Total:	$ 40,094.51

Rota Fuel Cost for the Month:

	Gallons	Cost
Mogas:	308	$ 462.00
Diesel:	2278	$ 2,164.10
Total:		$ 2,626.10

Souda Bay Maintenance Cost for the Month:

DTO:	$ 579.88
Issues from ARP:	$ 3,208.59
Credit Card:	$ 0.00
Leases:	$ 0.00
Other: (Define)	$ 0.00
Total:	$ 3,788.47

Figure 1-4

Souda Bay Fuel Cost for the Month:

	Gallons	Cost
Mogas:	159	$ 238.50
Diesel:	70	$ 66.50
Total:		$ 305.00

Sigonella Maintenance Cost for the Month:

DTO:	$ 191.96
Issues from ARP:	$ 3,0340.48
Credit Card:	$ 602.98
Transfers:	$ 0.00
Leases:	$ 0.00
Other(Define)	$ 374.29
Total:	$ 4,203.71

Sigonella Fuel Cost for the Month:

	Gallons	Cost
Mogas:	102	$153.00
Diesel:	384	$364.80
Total:		$517.80

9. Total CESE: 358

	(Active)		(IEM)		(DFT)		
	AUG	ORG	AUG	ORG	AUG	ORG	Total
Rota:	14	53	6	231	00	00	304
Souda Bay:	27	00	00	00	00	00	27
Sigonella:	28	00	00	00	00	00	28

10. CESE to Mechanic Ratio:

Rota:	13:1
Souda Bay:	9: 1
Sigonella:	7: 1

11. Mishaps CESE or Leased Equipment:

Rota: 00

Date	USN/GSA/Leased	Damage	Estimate

Souda Bay: 00

Date	USN/GSA/Leased	Damage	Estimate

Sigonella 01

Date	USN/GSA/Leased	Damage	Estimate
26 July 04	44-02722	Lower window glass	$ 70.00

Figure 1-4

12. Equipment Utilization: (NMCB and CBMU Report):

Rota:

GSA/Leased	Description	Miles/Hours Operated
Total Units CESE		Miles/Hours Operated

Souda Bay:

GSA/Leased	Description	Miles/Hours Operated
Total Units CESE		Miles/Hours Operated

Sigonella:

GSA/Leased	Description	Miles/Hours Operated
Total Units CESE		Miles/Hours Operated

13. Equipment Utilization: (SRG and NCR Report):

Total Units CESE	Miles/Hours Operated
Total Units GSA	Miles/Hours Operated

14. MHE Usage Report:

USN	Current Meter Reading	Hour Meter Replaced	PM Hours	Maint Hours	Part Hours	Down For Repair Costs	Date Last In Shop

15. Comments:

Figure 1-4

11004. CESE Report Item Definitions.

a. Report is from the first to the last day of each month.

b. Availability: Separate equipment availability into Organic and Augment. For each, include equipment in IEM and units awaiting disposition approval (by Naval letter) in the total units assigned. Do not include units approved for disposition still on site (i.e. awaiting a trip to DRMO).

c. Units utilizing 3-M report RAR. It will come from SKED.

d. Total PMs completed, divided by total correctives completed, and equals PM to corrective ratio: (If no correctives were performed, write “NO CORRECTIVES”).

e. Deadlined: Separate deadline Organic and Augment. Break out Equipment deadlined by work center and list Julian dates in ascending order (oldest first). List each required part making the equipment non-operational include NORS Requisition Number(S) and status for each part.

f. Disposition: Units awaiting disposition will be carried as pending disposition until notified by the respective Regimental (R43) Equipment Office. Upon receipt of letter, disposition action will be taken.

g. CESE Dispositioned: List CESE disposed this month.

h. Maintenance Cost: Figure obtained from the Supply Department). NOTE: Dollar values from MICROSNAP should be checked closely to ensure reported figures are for the specific site (e.g., mainbody) and includes all expenditures out of CESE maintenance account and not system total.

i. Total CESE: List all Navy owned CESE.

j. Mechanic to CESE Ratio: In addition to mechanics assigned include all administrative and supervisory maintenance personnel and all SWs, MRs, CEs, EOs assigned to the maintenance program.

k. Accidents: List any accidents occurring during the reporting month by USN or GSA tag, cost to repair, and date of accident.

l. Utilization GSA/Leased and USN for NMCBs and CBMUs:

(1) Miles and Hours for GSA/Leased assets should be reported separately per Tag #, per location in this section.

(2) Miles and Hours for the total number of CESE should be reported in this section.

m. Utilization for assigned CESE/GSA assets: Total Miles and hours should be reported for all NCRs and SRGs in this section.

n. MHE usage: Self-explanatory.

o. Comments: This is an optional paragraph. Use it to provide any pertinent information. Examples are: Deadlined attachments, receipt of CESE, progress on MAV items, etc. NOTE: The SEAS data is outlined in the NAVSUP P-485 pgs. 6-200 through 6-201. Report only the current month’s information.

Section 11. ALFA COMPANY ADMINISTRATION CHECKLIST

Paragraph 11101 lists the applicable questions to be answered as guidelines to evaluate the effectiveness of ALFA Company's administration, prior to a CESE visit from the respective Regimental (R43) Equipment Office.

11101. Administration Checklist

a. Are all key billet personnel familiar with the contents of current Regimental, COMFIRSTNCD and NAVSEAINST 4790.8B instructions pertaining to their field of responsibility?

	YES	NO
(1) A4/Division Maintenance Chief	_____	_____
(2) A3/Division Operations Chief	_____	_____
(3) Repair Parts Petty Officer	_____	_____
(4) Inspectors	_____	_____
(5) Transportation Supervisor	_____	_____
(6) Dispatcher	_____	_____
(7) License Examiner/Mishap Investigator/Road Master	_____	_____
(8) Yard Boss	_____	_____
(9) Crane Crew Supervisor	_____	_____
(10) Collateral Equipment Custodian	_____	_____
(11) Technical Librarian	_____	_____
(12) Tool Room Attendant	_____	_____

b. Are the following pertinent publications/instructions available and kept current? Refer to appropriate 5215 Notice to find most current instruction:

	YES	NO
(1) NAVFAC P-300 (Most Current) (Management of Transportation Equipment)	_____	_____
(2) NAVFAC P-307 (Most Current) (Management of Weight Handling Equipment)	_____	_____
(3) NAVFAC MO-403 (Most Current) (Navy Driver Handbook)	_____	_____
(4) NAVFAC P-1051 (Container Operation Manual)	_____	_____
(5) COMFIRSTNCDINST 11200.2 Series (Naval Construction Force Equipment Management)	_____	_____
(6) COMFIRSTNCDINST 11200.1 Series (Use of Government Vehicles by Deployed NCF Units)	_____	_____
(7) COMFIRSTNCDINST 4454.2 Series (Management of ISO Containers)	_____	_____
(8) OPNAVINST 11240.8G (DOD 4500.36R DOD Management of Motor Vehicles)	_____	_____
(9) COMFIRSTNCDINST 8023.2 (NCF Blaster Certification Program)	_____	_____
(10) DOD 4145.19R-1 (DOD Management of MHE)	_____	_____
(11) International Road Signs	_____	_____
(12) Federal Motor Carrier Safety Regulations (Parts 390-397)	_____	_____

c. Are the following items on-hand, current, and routed through all key personnel?

(1) NFELC Logistics Maintenance Bulletins	_____	_____
(2) COMFIRSTNCD Equipment Officer’s Technical Bulletins	_____	_____
(3) Naval Crane Center Safety Advisories	_____	_____

	YES	NO
(4) Naval Crane Center Equipment Deficiency Memorandums	_____	_____
d. Is the company organization chart current and posted?	_____	_____
e. Is the correspondence pertaining to equipment, which requires action segregated to ensure that necessary action is complete? (Action Board)	_____	_____
f. Is a Standard Subject Identification? Coding System being utilized? (SSIC)	_____	_____
g. Is a Safety Program in place?		
(1) Are company safety Petty Officers designated?	_____	_____
(2) Are daily stand-up safety lectures being conducted and documented?	_____	_____
(3) Are all personnel using respirators on the respirator program? Have they been certified?	_____	_____

CHAPTER 2

ALFA COMPANY OPERATIONS

Section 1. ORGANIZATION TITLES AND DUTIES

This chapter encompasses the ALFA Company organization; Operator 3-M Maintenance Responsibility; Operational Control of Automotive, Construction, and Material Handling Equipment; Identification, Registration, Preservation, Inventory Control and Storage of Collateral Equipment; Equipment Attachments and Accessory Components; Operator Testing and Licensing; Naval Construction Force Crane Program; and the ALFA Company Operations CESE Visit Guide.

2101. General Requirements Transportation Management

a. Operations Supervisor (A3). The Operations Supervisor/Division Operations Chief supervises all personnel who operate equipment and enforces the policies of the unit Equipment Officer. The Operations Supervisor works with project officers and equipment users to coordinate equipment requirements and reviews project plans, specifications, and estimates. The Operations Supervisor, through the operations section of ALFA Company, maintains administrative and operational control over all assigned equipment.

b. Dispatcher. The Dispatcher, normally an EO1, holds a key equipment management position in the unit, and controls the day-to-day equipment assignments and CESE usage. The Dispatcher's primary duties are to receive and evaluate requests for vehicles and then dispatch suitable equipment from authorized resources. Dispatchers must ensure the most economical use of manpower and equipment while ensuring equipment safety, security, and proper use.

(1) Dispatcher Qualifications. Personnel designated, as dispatchers should have:

(a) The ability to convey information and instructions in a concise, tactful, and understandable manner.

(b) The ability to exercise good judgment.

(c) The ability to make decisions quickly and to work efficiently under pressure.

(d) Administrative, clerical, and record-keeping abilities.

(e) Knowledge of equipment sizes, types, uses, and limitations.

(2) Dispatcher Responsibilities. The Dispatcher's primary duty is to manage the unit's equipment resources efficiently within the general policies and directives of the U.S. Navy and according to local policies, as directed by the unit Equipment Officer. The Dispatcher also provides:

(a) Route Information. The Dispatcher must brief operators on the weather, road conditions, routes to be followed, and emergency procedures. In addition to knowing the general details of the most frequently traveled routes, the Dispatcher must know weight limits on roads and bridges, low-clearance via ducts, and traffic hazards, and must be able to direct inexperienced operators on the routes to be followed, and the location of checkpoints. The dispatcher should have a good knowledge of local transportation systems, schedules, and routes. Familiarity with local laws and regulations governing the use of equipment is needed.

(b) Equipment Status. By maintaining equipment status boards and assignment sheets that list all equipment assigned to the unit, the Dispatcher knows the current status and location of every assigned item of equipment in order to evaluate and schedule requests for equipment and services. The equipment status boards are color-coded to identify the current status, general assignment, and location of each vehicle. The Dispatcher must communicate with cost control to ensure status boards are correct.

(c) Keys. The Dispatcher controls the keys to all vehicle-locking devices, and secures all primary circuit ignition keys and padlocks. All self-propelled automotive equipment with non-locking ignition switches (i.e. Battle Switches) will have a method installed for padlocking the steering wheel or gearshift lever. Dispatch offices without a 24-hour duty watch must use locked key cases or cabinets. Spare keys will be maintained in the equipment history jackets.

(d) Records. The Dispatcher maintains all required forms and records. The paperwork flow is outlined and explained in Section 3 of this chapter. The Dispatcher ensures that CESE required to operate over the road contains mishap reporting procedures and forms. See section 2301-B-8 for further instructions. Section 5 of this chapter further explains mishap reporting. The dispatcher also collects feeder data such as inventory, allowance status, equipment availability/non-availability, and usage/cost information.

(e) Equipment Scheduling. The Dispatcher rotates vehicles between jobs, where practical, to equalize equipment usage. Unused equipment is fully exercised weekly per NAVFAC P-300, Appendix J, paragraph 3b, to minimize deterioration and must be documented that day in the CESE cycle log. All

equipment must be made available for preventive maintenance service as scheduled by the maintenance branch.

c. Equipment Yard Supervisor. The Equipment Yard Supervisor, the "Yard Boss", normally an EO1, has one of the operations section's most important jobs, and supervises a minimum crew of four personnel, for example, one EO2, one EO3 and two EO non-petty officers. The “Yard Boss” manages the equipment yard and the CESE parked in it; establishes and enforces traffic control through the yard, such as stop signs, speed limits, and one-way-traffic flow; maintains and establishes parking lines and areas, such as ready-line and waiting-entry-into-shop line; is in charge of the vehicle refueling station and equipment wash rack; and ensures that all operator maintenance procedures are performed correctly to reduce equipment breakdowns. The "Yard Boss" determines operator liability because he/she is familiar with the equipment and should know what dents and damages are new. Working with the Dispatcher, the "Yard Boss" cycles and exercises equipment not otherwise used during that week in accordance with P-300, Appendix J, paragraph 3b. He/she must ensure accurate entries are entered into the Cycle Log. (The log will contain these columns at a minimum: Date, USN Number, Beginning and Ending hours/miles, discrepancies and Total Time Cycled). The Equipment Yard Supervisor shall ensure that all operators are performing the 3-M pre-start “R” checks of CESE prior to dispatching, and shall ensure that all Operator's Inspection Guide and Trouble Reports (NAVFAC Form 9-11240/13) and the 3-M post operational “R” checks are properly completed prior to returning the trip ticket to dispatch. The Yard Boss will supervise operators performing PRE/POST operations checks, and operational maintenance requirements. He/she maintains an operator manuals, and lubrication charts and documents usage in record logbook. He/she will provide feedback to the Dispatch Work Center Supervisor of completed/not-completed requirements for proper documentation in SKED.

d. License Examiner/Mishap Investigator/Roadmaster. The Commanding Officer must designate the License Examiner/Roadmaster in writing. Normally an EO1, the License Examiner plans and administers the licensing program, maintains a comprehensive bank of license tests, investigates vehicular/equipment mishaps, and supervises the operator training program. To operate the program, an EO2 should be assigned as an assistant. Before the examiner issues or validates a license, each applicant's qualifications are determined. Knowledge tests, clinical tests, and performance qualification tests are locally conducted. The License Examiner must be experienced in all aspects of the operation, servicing and safety requirements of all equipment the examiner is designated to license in accordance with NAVFAC P-300. The examiner maintains license files and records for each assigned

person with a U.S. Government Operator's License. The appointed License Examiner shall become familiar with and maintain a library of publications, or pertinent sections thereof, listed in paragraph 2502a. The Battalion Mishap Investigator/ Roadmaster coordinates with local authorities to enforce all traffic laws and regulations. The Roadmaster issues traffic tickets to Battalion personnel for all traffic violations including cases of vehicle abuse. His/her duties include visiting all job sites daily to ensure proper use of equipment and that operator maintenance is being performed. (The Roadmaster will also manage a vigorous vehicle-tagging program to ensure first echelon maintenance is being performed on all command construction equipment and rolling stock that is not in the yard. He/she will maintain a tag log and issue traffic tickets to operators that do not return tags. It can be the same log that the “Yard Boss” is using for that purpose). He/she will assist the Equipment Officer with Traffic Court. The Roadmaster will survey all crane routes prior to moving a crane and accompany the crane during transportation. The Roadmaster will be provided the assets required to effectively accomplish this task.

2102. Equipment Assignment

a. Assignment Policies. The Equipment Officer, normally through use of his or her operations sections and dispatcher, assigns the Unit's equipment to each job or requirement. The Equipment Officer must evaluate the Unit's mission requirements and individual vehicle requests against the equipment available, and evaluate and approve all class "B" assignments. Assigning equipment is a compromise that the operations section does by applying the following basic criteria:

(1) The least number of vehicles necessary to accomplish commitments shall be assigned.

(2) Equipment type, size, and capacity shall be matched to the job.

(3) Equipment shall be assigned only to jobs it can do safely.

b. Automotive Assignments. The following are categories of automotive vehicle assignments:

(1) Class "A" Dispatch. This category is the full-time assignment of a vehicle to an individual. Class "A" continuing dispatch can only be authorized by the Chief of Naval Operations (CNO).

(2) Class "B" Dispatch. This category is the recurring assignment of the same vehicle to a department, office, or

project when required for the effective conduct of official business. Assignments on a Class "B" basis shall not be made if it is possible to use pool vehicles. Except for Class "A" dispatch, **vehicles shall not be assigned to individuals for their exclusive use**. Because Class "B" vehicles normally receive minimal operator maintenance, good management practices require that these assignments be minimized and that each vehicle be dispatched every day. The Equipment Officer must approve all Class "B" vehicle assignments. Class "B" vehicles will have trip tickets renewed on a weekly basis. Class "B" vehicle use shall be continuously reviewed to ensure that the vehicles are not being used just for convenience, but are required to conduct official business. Class "B" assigned vehicles will not exceed **five percent** of the active assigned CESE to include GSA Vehicles. Class "B" vehicles being misused will be changed to Class "C" assignments.

(3) Class "C" Dispatch. All CESE not dispatched under Class "A" or "B" shall be assigned as pool vehicles. Vehicle pools provide Operations maximum control over equipment and ensure efficient and economical vehicle use. Class "C" vehicles are dispatched on an as-needed basis for authorized daily or individual trips. Sub-pools or auxiliary parking areas should be established when necessary.

c. Equipment Pool Services. Motor pools provide the majority of a Unit's equipment requirements. The following are some services provided by a motor pool:

(1) On-Call Service. In this category, operators and equipment are assigned from the equipment pool to fill requests. Requesters shall indicate time and date required, complete description of the job, and other data as prescribed by local commanders. Requests shall be submitted according to unit procedures. The Operations Supervisor is responsible for establishing the quantity and type of equipment best suited to fill these requests. Requests are delegated to the Dispatcher through the Transportation Supervisor. The Dispatcher, working with personnel requesting the equipment, establishes priorities for service.

(2) U-Drive it Dispatch. Vehicles in this category are pool vehicles (Class "C") made available for operation by the user. Operator's of U-Drive-it vehicles must be licensed and qualified. These vehicles are normally dispatched on a first-come, first-serve basis.

(3) Taxi Service. Activities should consider establishing a taxi service. Taxis provide the Dispatcher with a means of moving people without having to assign more Class "B" vehicles. Radio dispatched taxis reduce the number of pool vehicles required by increasing the Dispatcher's control.

(4) Scheduled Service. This is normally a shuttle bus or loop-type service that provides inter-base personnel movement. Before establishing scheduled service between bases or installations (inter-base), which involves travel on public highways, OPNAVINST 11240.8G (DOD 4500.36R) must be complied with, and approval obtained from the head of the DOD component concerned.

d. Borrowed CESE. To maintain the desired degree of reliability and extend the life cycle of equipment, an effective maintenance program must be instituted. It has been noted in the past that first echelon maintenance and preventive maintenance is not always performed to an acceptable level on equipment borrowed from or loaned to another unit. Below is an outline of the steps to be taken when borrowing equipment from other activities or loaning it out.

(1) The A6 will make the decision on whether or not any piece will be loaned out or borrowed. He/she will ensure that all personnel in the chain of command understand their responsibilities in the loan agreement. The A4 and A3 will jointly ensure that the equipment is maintained in the highest state of readiness during the loan period.

(a) The Maintenance Supervisors from both units will establish an agreement that all PM checks are completed on the equipment being loaned/borrowed. The borrowing unit will provide feedback to the loaning unit when maintenance or repairs are conducted on the borrowed equipment. All required reports/forms will be completed and delivered to the loaning unit in a timely manner. The loaning unit will update SKED with the completed maintenance as applicable. All borrowed CESE/MHE will be reported to the respective Regiment Equipment Office as a separate line item on the borrowing unit's monthly CESE report.

(b) First Echelon Maintenance. The borrowing unit will perform all maintenance as prescribed by the 3-M System. Costs for POL and consumables required to perform this action will be borne by the borrowing unit.

(c) Scheduled Preventive Maintenance. The borrowing unit will provide the labor required to perform the PM as prescribed by the 3-M System. The loaning unit will provide parts required to complete the maintenance action.

(d) Unscheduled Repairs. The borrowing unit will provide the labor to complete normal repairs that resulted from their use of the equipment. The loaning unit will provide the repair parts. If the required repairs are a result of a mishap, misuse or abuse, the borrowing unit will provide the labor and repair parts funding.

(e) Complete the Equipment Evaluation Inspection Guide in Appendix B of this instruction for all equipment and the Attachment Evaluation Inspection Guide in Appendix C of this instruction for all attachments. The joint inspection form (Appendix B and C) will become a permanent part of the equipment history jacket once the term of the loan is completed.

2103. GSA Lease Vehicles.

a. Policy. With the advent of GSA vehicles to support "administrative" functions, the NCF fleet managers have an important additional role to closely monitor the overall GSA fleet in their custody. An efficient fleet management program can be achieved by reviewing your entire fleet operations. You should analyze your fleet operations to ensure you have the required types and numbers of vehicles needed to meet your agency's mission. You should evaluate your fleet periodically to ensure that proper use and full utilization are maintained. Evaluating your fleet operations will enable you to look for "targets of opportunity" to reduce your fleet costs and, if needed, downsize your fleet.

b. Optimum Utilization of GSA Vehicles: Vehicle utilization is of critical importance in the management of a vehicle fleet. It represents the most significant single opportunity for cost avoidance.

(1) The operations of late model vehicles that have accumulated excessive mileage while at the same time operating aged vehicles receiving very little usage is both inefficient and uneconomical in terms of fleet size. Which leads to high maintenance costs, and low vehicle value when disposing of the vehicle.

(2) The correct reporting of vehicle mileage is very critical. The command GSA point of contact must ensure data is correct before forwarding to GSA each month.

(3) The NCR/SRG equipment managers will be required to complete vehicle review semi-annually to ensure all lease vehicles are still required to support the command's mission. Submit equipment review report with recommendations to the 1NCD Code N43 for directions.

(4) The NCR/SRG equipment managers should compare their fleet utilization to other fleets with similar missions. This may give them a good indication of whether or not their fleet is achieving optimal utilization.

(5) Vehicles due for replacement should be replaced with like vehicles. If the replacement is an upgrade, prior approval will be required by 1NCD Code N43 for direction.

(6) Federal Utilization Guidance (FPMR 101-39.301) should be used to determine whether miles traveled necessitate a full time GSA vehicle assignment. Utilization guidelines for GSA Fleet passenger-carrying vehicles are a minimum of 3,000 miles per quarter or 12,000 miles per year; light trucks and general purpose vehicles of 12,500 lbs, Gross Vehicle Weight Rated (GVWR) rating and under, 10,000 miles per year.

(7) Federal Replacement Guidance (FPMR 102-34.280) Minimum standards for replacing (Sedans/Vans/SUVs) are three years or 60,000 miles. For light-duty trucks, the minimum replacement standards are six years or 50,000 miles.

(8) Where the utilization guidelines are not met, vehicle retention must be justified.

a. Setting the Motor Pool GSA Requirements. The NCR/SRG equipment managers will be the source for determining the required assets to support temporary and long-term missions. The determination process should include both current and anticipated future demands if known.

(1) Initial factors to consider in making vehicle needs determinations are the missions and size of the organizations to be served, and the duration of the vehicle requirements. In order to determine the number of assets required, the tasking must be defined as a short or long term requirement.

(2) Before making the final decision on the transportation requirements consider:

(a) Can the same vehicle satisfy more than one requirement for requesting unit?

(b) Are there alternative assets from Public Works?

(c) Are contractor vehicles available?

(3) When the requirement for additional GSA vehicles has been determined a request will be forwarded via the NCR/SRG equipment managers to 1NCD Code N43 for final approval.

(4) The NCR/SRG equipment managers will work with the Federal Fleet Manager, to ensure that the right vehicle will be available or procured in support of the organization’s mission.

a. Motor Vehicle Mishaps. All GSA motor vehicle mishaps shall be reported to 1NCD N43 department via the chain of command as well as GSA’s Accident Management Center. **The repair costs for any vehicle involved in a mishap where driver error or abuse has been discovered will be funded through the command’s OPTAR and not through obligated lease dollars**. Expenses associated with motor vehicle crashes not only include the

vehicle repairs, but also the vehicle downtime and personnel time spent on managing the repairs and reporting requirements. Your fleet management system should be tailored to maintain data on your agency's motor vehicle crashes. The data should be analyzed for trends and the proper actions against drivers who have multiple crashes. An aggressive driver safety program will help reduce the number of crashes your agency has each year and reduce your fleet expenses.

b. Performance Measures for Motor Pool Services:

	Requirements	Measure
1	Motor pool has available vehicles for daily use.	Are the motor pool vehicles being used regularly?
2	Fully burdened daily rate for motor pool vehicle by class.	Are the correct numbers and types of vehicle on hand in the motor pool?
3	Number of customers who could not be supplied with a motor pool vehicle.	Review the number of vehicles in the motor pool.
4	Ratio of motor pool vehicles to the daily operational requirements.	Compare the size of the motor pool to the assets required to complete the mission.

c. Steps in Formulating GSA Fleet Budget Requests. In order to approach the process of preparing a defensible budget the following points should be considered.

(1) Analyze current year actual costs versus budget, to determine if line items exceeded or were less than the budgeted amount.

(2) Analyze current year vehicle utilization to determine under-utilized assets.

(3) Review commercial rental costs against fleet utilization.

(4) Review accident historical data for impact on the mission and actual cost for budget requirements.

(5) Analyze your customers' historical fleet service consumption and cost data.

(6) Identify the percentage of vehicle acquisitions required to meet alternative fuel goals.

(7) Develop the budget request showing the impact on requirements, and the requested unfunded requirements to meet the mission objectives.

(8) Track results monitoring performance and spending against current JON (Job Order Number).

Section 2. OPERATOR'S MAINTENANCE RESPONSIBILITY

2201. General Requirements

a. Operator Responsibility. Every operator must keep the vehicle and equipment assigned to him/her clean, safe, in serviceable condition, and perform daily operator's maintenance. Equipment must be inspected daily and any defects noted so they may be corrected before a serious breakdown or mishap occurs. NCF equipment is scheduled for maintenance utilizing the 3-M Maintenance Program. No piece of equipment can be expected to operate for any length of time without daily and post-op operator maintenance. Many units of equipment have hourly and daily lubrication points. This lubrication is the responsibility of the operator. All Supervisors must ensure that equipment is maintained as outlined on the Maintenance Requirement Cards (MRC) and properly documented.

b. Pre-start Inspection. A pre-start and post-op inspection consists of performing the services listed on the pertinent MRC and annotating discrepancies on the Operator's Inspection Guide and Trouble Report, NAVFAC Form 9-11240/13 (Figure 2-1) also called a "hard card", or computer-generated form. This inspection basically covers inspection of fuel, oil, water, hydraulic fluid, and battery levels; inspection of tires, lug nuts, lights, safety devices, drive belts, cargo, mounted equipment; inspection for leaks and exterior or interior damage; and lubrication as required. Do not operate defective or unsafe equipment. Note any discrepancies on the hard card/daily PM report and forward immediately to the Yard Boss.

c. Operating Checks. The operator must identify items needing attention: smell (burning rubber, grease or clutches), hearing (unusual noises), sight (instruments), and feeling (drag, pull, and vibration). Tires should be periodically inspected for flats, and rocks between duals, for example. During operation, lubrication is the responsibility of the operator. If a defect is suspected, stop the equipment and investigate. Ensure that defects that could damage the equipment or impair safe operations are repaired before returning the equipment to use.

d. Wheel Chocks. Wheel chocks are required for forklifts, wheeled construction equipment, trailers and vehicles not equipped with air actuated parking brakes or pawl engaged parking brakes (i.e. a positive tooth locking system). Vehicles equipped with a Park (a pawl locking system on the transmission) also do not need wheel chocks. The chocks will be placed at the operator's front left wheel assembly. **All** rolling stock will be chocked as per MRC when being worked on in any area.

SAFETY NOTE: Parking any wheeled equipment on an incline should be avoided. However, if parking on an incline is unavoidable, the equipment **MUST** be parked at a right angle to the slope and chocked.

e. Post Operation Services. After operation, the operator performs established shutdown procedures as prescribed on the appropriate MRC and any other services as directed. This service consists of checking equipment cleanliness (wash and steam clean as appropriate); draining air tanks and covering exhaust stacks; closing doors, windows, and hoods; setting brakes; blocking dump beds for draining; and topping off fuel tanks and performing all necessary lubrication maintenance due as directed by manufacturer's recommendations/specifications. All supervisors will ensure that the equipment is protected against the weather, and that the hard card/daily PM report is completed, initialed by the yard boss and returned to the Dispatcher.

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

REGISTRATION NO.	ODOMETER READING

Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.

	1. DAMAGE *(Exterior/Interior/Missing Components)*
	2. LEAKS *(Oil, Gas, Water)*
	3. TIRES *(Check inflation, abnormal wear)*
	4. FUEL, OIL, WATER SUPPLY *(Antifreeze in season)*
	5. BATTERY *(Check water level, cables, etc.)*
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS *(Oil, Air, Temperature, etc.)*
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11: CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES *(Seat belts, flares, etc.)*
	14. DRIVE BELTS/PULLEYS
	15. BRAKES *(Drain air tank when equipped)*
	16. OTHER *(Specify in "Remarks")*

DATE	OPERATOR'S SIGNATURE

REMARKS

NAVFAC 9-11240/13 (12-69)
Supersedes DD Form 1358
S/N 0105-LF-004-1195

☆U.S. GPO: 1983—605-010/8469 2-1

Operator's Inspection Guide and Trouble Report
NAVFAC Form 9-11240/13

Figure 2-1

Section 3. AUTOMOTIVE, CONSTRUCTION, AND MATERIAL HANDLING EQUIPMENT OPERATIONAL CONTROL

2301. General Requirements

a. For purposes of this instruction, the words "Operations Branch" and "Maintenance Branch" refer to the Operations Platoons and Maintenance Platoons.

b. The Operations Branch will ensure that:

(1) Equipment is operated according to established procedures and all safety precautions are rigidly observed.

(a) All automotive equipment operators are instructed that transportation of passengers is on the basis of authorized trips and for official business. Picking up civilians, including children is strictly forbidden. For amplifying information see the DOD Instruction 4500.36R.

(b) All construction and material handling equipment operators are instructed that this type of equipment is assigned to units in order to accomplish assigned construction tasks. It will not be used for transporting personnel. Qualified operators, trainees, and supervisory instructors are the only personnel authorized on construction and material handling equipment. The number of persons on any piece of operating construction equipment will not exceed the number of seats.

(2) Operation of equipment is performed according to local regulations and conditions as disseminated by the tasked unit.

(3) Personnel assigned to operate automotive, construction, or material-handling equipment shall be qualified and licensed.

(4) Equipment is made available for preventive maintenance service as scheduled by the Maintenance Branch.

(5) Equipment not being used is cycled and exercised weekly in accordance with P-300, Appendix J, paragraph 3b. This will ensure deterioration does not occur while in a standby status.

(6) A system is in effect that will provide the current status of all equipment.

(7) Personnel operating automotive, construction, or material handling equipment will perform operator maintenance.

(8) A “Mishap/Crash Package” will accompany all vehicles dispatched for operations. In it will be the following information, at a minimum. Local laws may require more.

(a) Standard Form 91.

(b) DD 518.

(c) Detailed instructions on what to do in case of an accident, to include:

1 Steps to take at an accident scene.

2 List of battalion and local emergency services phone numbers.

3 Local information (Translation documents).

4 Instructions on how to fill out the SF91 and DD518.

5 Maps and or route instructions (as applicable).

6 Procedures for HAZMAT spills.

(9) In the event a piece of CESE should become lost or stolen, it shall be reported according to COMCBPAC/COMCBLANTINST 4400.3A, Chapter 5, paragraph 5008.

c. Instructions for the use and control of the equipment company forms follow:

(1) On the first work day of each week, the pool supervisor forwards the preceding week's dispatch forms: DD Form 1970 (Figures 2-2 and 2-3), NAVFAC Form 9-11240/2 (Figure 2-4), “Dispatch Log”, and NAVFAC Form 9-11240/13 (Figure 2-1) or computer generated form to the ALFA Company Operations Supervisor for review, during which he/she determines whether:

(a) All forms are being completed according to current 1NCD and Regimental instructions.

(b) The Dispatcher is providing accurate usage (miles/hours) to Cost Control.

(c) The Project Supervisors of remote projects are required to submit NAVFAC Form 11240/13s Trouble Reports and DD Form 1970s, Motor Vehicle Utilization Records, and 11240/2 Dispatch Log to the Dispatcher daily for inclusion in the weekly package.

(d) The Dispatcher is being informed of the operational status of equipment assigned to remote projects.

(e) The use and operation of vehicles and equipment is in accordance with local regulations and conditions as set forth by the tasked unit.

d. After reviewing the forms, the Operations Supervisor initials and dates the package of forms and returns the package to the Pool Supervisor for action and filing.

e. DD Form 1970, NAVFAC Forms 9-11240/2 and 9-11240/13 are retained on file for a period of 90 days, after which they may be discarded. Forms may be retained longer, if required, by the tasked unit.

2302. Motor Vehicle Utilization Record (DD Form 1970)

a. The DD Form 1970, Motor Vehicle Utilization Record (figure 2-2) or the computer-generated trip ticket will be used for each item of CESE on a daily or trip basis.

b. Under no circumstances will a vehicle or DD Form 1970 be issued to a person who does not have in their possession a valid U.S. Government Motor Vehicle Operator's Identification Card, OF 346 (Figure 2-9), that covers the size vehicle requested or is not 3-M 301 qualified.

c. The following information will be completed by the dispatcher/operator on the DD Form 1970:

(1) Date

(2) Type of vehicle

(3) Registration number/USN number

(4) Organization

(5) Fuel and oil, when obtained from facilities other than parent command (record in the “remarks” column)

(6) Operator's name and signature

(7) Dispatcher's name and signature

(8) Odometer or hour meter reading "out" and "in"

(9) Such other information as required by command or local regulations

d. The reverse side of the DD Form 1970 (Figure 2-3) contains instructions for completion of all required blocks.

e. NCF users are not required to complete blocks labeled "destination" or "time", unless otherwise directed by the unit's Equipment Officer.

f. Trailer mileage. If trailers are not equipped with an instrument to accurately gage mileage a log book for un-metered miles must be maintained. This log must contain at a minimum the following information: USN, date, beginning mileage, ending mileage and cumulative mileage.

Motor Vehicle Utilization Record
DD Form 1970 (Front)

MOTOR EQUIPMENT UTILIZATION RECORD

DATE *(YYMMDD)*	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.	ADMINISTRATION NO.

ORGANIZATION NAME	ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR *(Last Name, First, M.I.)*	IN				REPORT TO *(Last Name, First, M.I.)*	
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE	
	TOTAL					
2D OPERATOR *(Last Name, First, M.I.)*	IN				REPORT TO *(Last Name, First, M.I.)*	
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE	
	TOTAL					
3D OPERATOR *(Last Name, First, M.I.)*	IN				REPORT TO *(Last Name, First, M.I.)*	
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE	
	TOTAL					
4TH OPERATOR *(Last Name, First, M.I.)*	IN				REPORT TO *(Last Name, First, M.I.)*	
OPERATOR'S SIGNATURE	OUT				DISPATCHER'S SIGNATURE	
	TOTAL					

DESTINATION	TIME ARRIVE	TIME DEPART	RELEASED BY *(Signature)*	REMARKS
FROM 1.				
TO 2.				
TO 3.				
TO 4.				
TO 5.				
TO 6.				
TO 7.				
TO 8.				
TO 9.				
TO 10.				
TO 11.				
TO 12.				
TO 13.				
TO 14.				
TO 15.				
TO 16.				

DD FORM 81 APR 1970 SN 0102-LF-001-9701 *(Continue on Reverse)* *PREVIOUS EDITIONS MAY BE USED*

Figure 2-2

Motor Vehicle Utilization Record
DD Form 1970 (Back)

TO 17.				
TO 18.				
TO 19.				
TO 20.				
TO 21.				
TO 22.				
TO 23.				
TO 24.				
TO 25.				
TO 26.				
TO 27.				
TO 28.				
TO 29.				

INSTRUCTIONS

1. *Date.* Enter the calendar date the equipment is to be used.

2. Type of Equipment. Enter the type of equipment as designated in the equipment log.

3. Registration Number or Serial Number. Enter the equipment registration number or serial number.

4. Administration Number. Enter the unit bumper or administrative number.

5. Organization Name. Enter the organization to which the equipment is assigned.

6. *Operator.* Enter the name of the equipment operator.

7. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

8. *Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.

a. In. Enter time equipment was returned from dispatch or use.

b. Out. Enter the time the equipment was released for operation by the dispatcher.

c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.

9. *Miles.* Will be recorded to the nearest whole mile.

a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage

b. Out. The dispatcher will enter the mileage reading at the time of dispatch.

c. Total. Enter the difference between the "Out" and "In" mileage.

10. *Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.

a. In. The operator will enter the hour meter reading upon completion of the equipment usage.

b. Out. The dispatcher will enter the hour meter reading prior to equipment release.

c. Total. Enter the total hours dispatched for operation.

11. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.

12. *Report To.* Enter the name of the individual to whom the operator is to report.

13. Dispatcher's Signature. Self-explanatory

14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.

15. *Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.

a. Arrive. Enter the arrival time at each destination.

b. Depart. Enter the departure time from the motor pool and each succeeding location.

16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

***Items marked with an asterisk (*) have been registered in the DOD Data Element Program.**

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Figure 2-2

2303. Daily Dispatching Record of Motor Vehicles; Dispatcher's Log (NAVFAC Form 9-11240/2)

a. All vehicles dispatched with a DD Form 1970 (Figure 2-2) are listed on NAVFAC Form 9-11240/2 (Figure 2-3).

b. Each form contains the following information:

(1) Date

(2) Operator's name

(3) Vehicle registration/USN number

(4) Time out/time in

(5) Total miles/hours

(6) Such other information as required by command or local regulations

c. The Equipment Status Board (Figure 2-4) may be used to eliminate the necessity for daily entries on the NAVFAC Form 9-11240/2 of equipment assigned to projects remote from the dispatch office for extended periods. However, the completion of the DD Form 1970 and NAVFAC Form 11240/2 are still required on a daily or trip basis for this equipment, and will not exceed a 7-day period. The Project Supervisor maintains operational control of said equipment and keeps the Dispatcher informed as to operational status (PMs, repairs, etc.).

2304. Equipment Status Board. An Equipment Status Board (Figure 2-4) is used for all automotive, construction, and material handling equipment, and reflects the following information (use "BEEP" TAB to keep information current):

a. NAVFAC Equipment Code (EC), (taken from the equipment master record) listed in ascending order.

b. USN number listed in ascending numerical order within equipment code group and below if applicable includes all attachments and attachment numbers.

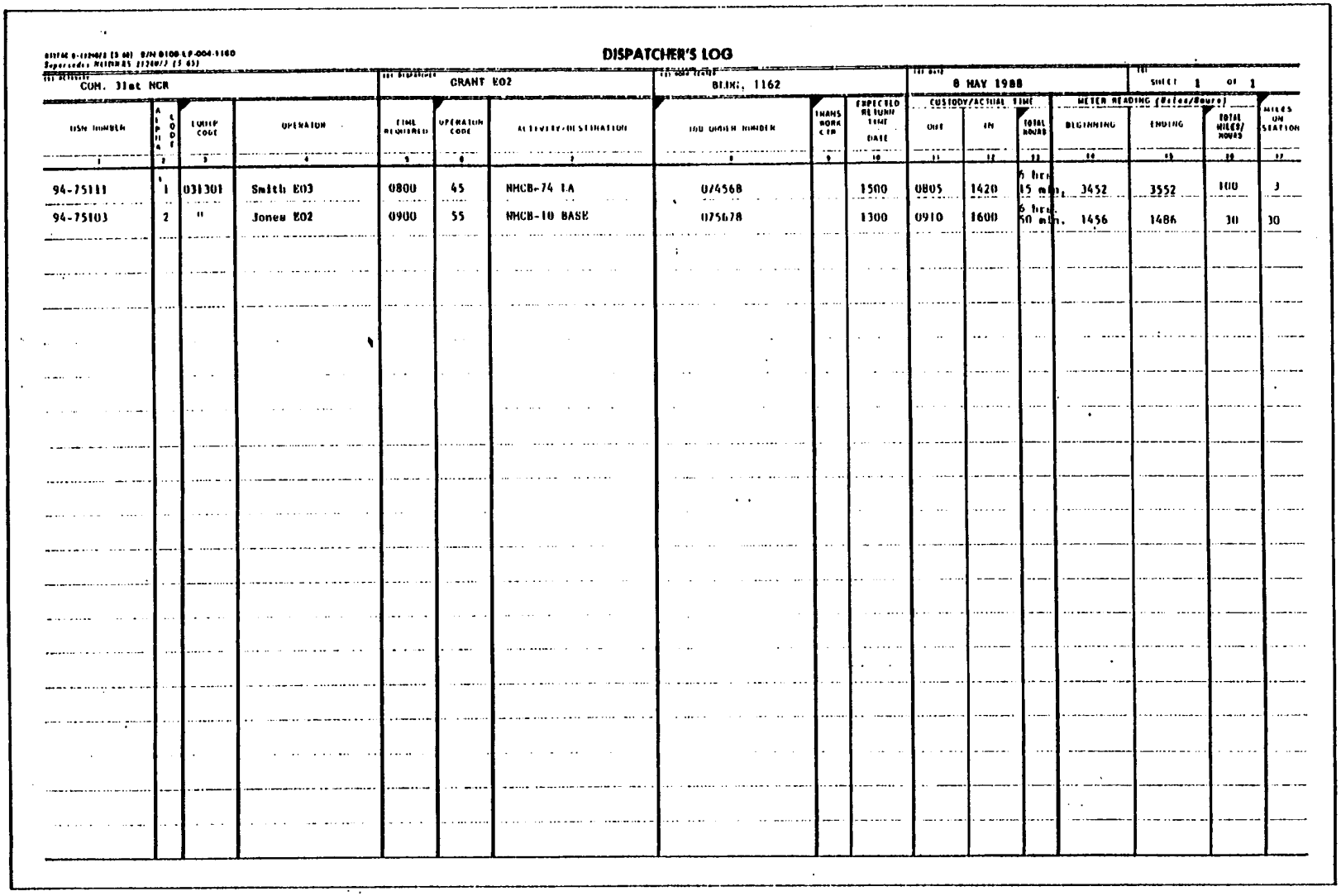
c. Short description taken from the Equipment Tab A

d. Location (project, shop or pool)

e. Work Center Code

f. Remarks (as required)

Dispatcher's Log
NAVFAC Form 11240/2



DISPATCHER'S LOG

FOR DETACH: CUM. 31st NCR				FOR DISPATCH: GRANT E02			FOR WORK CENTER: BLDG. 1162			FOR DATE: 8 MAY 1988						FOR SHEET 1 OF 1		
USN NUMBER	ALPHA CODE	EQUIP CODE	OPERATION	TIME REMITTED	OPERATION CODE	ACTIVITY/DESTINATION	JOB ORDER NUMBER	TRANS WORK CTR	EXPECTED RETURN TIME / DATE	CUSTODY/ACTUAL TIME OUT	IN	TOTAL HOURS	METER READING (Miles/Hours) BEGINNING	ENDING	TOTAL MILES/ HOURS	MILES ON STATION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
94-75111	1	031301	Smith E03	0800	45	NMCB-74 LA	074568		1500	0805	1420	6 hrs 15 min.	3452	3552	100	3
94-75103	2	"	Jones E02	0900	55	NMCB-10 BASE	075678		1300	0910	1600	6 hrs 50 min.	1456	1486	30	30

Figure 2-3

Equipment Status Board

*	EC CODE	USN	DISCRIPTION	LOCATION	MODULE	PM GROUP	REMARKS
(1)	006300	91-06699	BUS BOC 36 PASS	POOL	AUG	37	
(1)	036031	94-48197	TRK CARGO 4X4	A CO CDR	OKB	1	
(2)		94-48198		S3C	OKH	21	SHOP (DATE) DEADLINED (DATE)
(1)	036051	94-50609	TRK ARMAMENT CARRIER 4X4	LIVE STORAGE	OKAD1	15	
(5)		94-50620		DFT (WHERE)	OKC3	22	DATE LEFT / EST. DATE RETURN
(3)	058812	96-27071	TRK CARGO 5T	POOL	OKAD3	40	EXCESS LTR 4570 SER XXX
(3)		96-27072		B CO PROJECT	OKAD2	29	EXCESS LTR 4570 SER XXX
(4)		96-39847			OKAD1		DUE (DATE) LTR 4610 SER XXX
(4)		96-39848			OKB		DUE (DATE) LTR 4610 SER XXX
(1)	064402	96-44844	TRK 15T DUMP	C CO PROJECT	OKC2	10	
(1)	064512	96-42663	TRK 15T TRACTOR	POOL	OKC3	35	
(1)	073011	96-38589	TRK WRECKER	HEAVY SHOP	OKB	8	

* OPTIONAL COLUMN FOR COLOR DISC USAGE

Legend

(1) Black - Inservice, Operational
(2) Red - Deadline
(3) Green - Pending Replacement
(4) Orange - Ordered in
(5) Blue - Optional Detachment, Etc

Figure 2-4

2305. Operator’s Inspection Guide and Trouble Report NAVFAC Form 9-11240/13)

a. The NAVFAC Form 9-11240/13 (Figure 2-1) is issued with the Pre-start MRC by the Dispatcher **prior** to issuing trip tickets. The form is to be completed according to the instructions contained thereon, and returned to the Yard Boss for review and initials. The NAVFAC Form 9-11240/2 (Figure 2-4, Dispatcher’s Log) is completed prior to issuing the DD Form 1970 (Figure 2-2).

b. The Yard Boss reviews all Trouble Reports (Hard Cards) to determine deficiencies that require immediate attention. All safety deficiency warrants immediate repairs.

(1) If deficiencies or maintenance requirements are determined by the Yard Boss not the operator's responsibility, the vehicle will be turned in to the shop for repairs/ maintenance and will not be dispatched until deficiencies are corrected.

(2) If deficiencies/maintenance are the operator's responsibility the Yard Boss will instruct the operator to make the required repairs and or complete Maintenance Requirements. When repairs/maintenance has been completed and have been inspected by the Yard Boss, the Yard Boss will initial each deficiency repaired or maintenance completed on the NAVFAC Form 9-11240/13 (Hard Card) and the vehicle may be dispatched.

(3) After repairs/maintenance has been completed, or if no repairs/maintenance requirements are required, a trip ticket, DD Form 1970, may be issued. The Dispatcher updates SKED, annotating a PMS “R” check was completed that day. **The Dispatcher will also ensure the 13-week accountability log is signed by the operator.**

(4) The Dispatcher maintains a Summary Hard Card File in MICROSNAP MOSS of Trouble Reports (Hard Cards) that have discrepancies. When the vehicle goes into the shop for scheduled Maintenance, these cards will accompany the vehicle to the Work Center to insure that the inspector has a history of the vehicle since the last Maintenance Performed.

c. Each NAVFAC Form 9-11240/13 contains the following:

(1) USN number

(2) Date

(3) Total miles/hours

(4) Appropriate items checked

(5) Adequate description of trouble

(6) Operator's signature

(7) Any other items required locally

HARD CARD FLOW

NAVFAC 11240/13 Operator's/Inspection Guide and Trouble Report

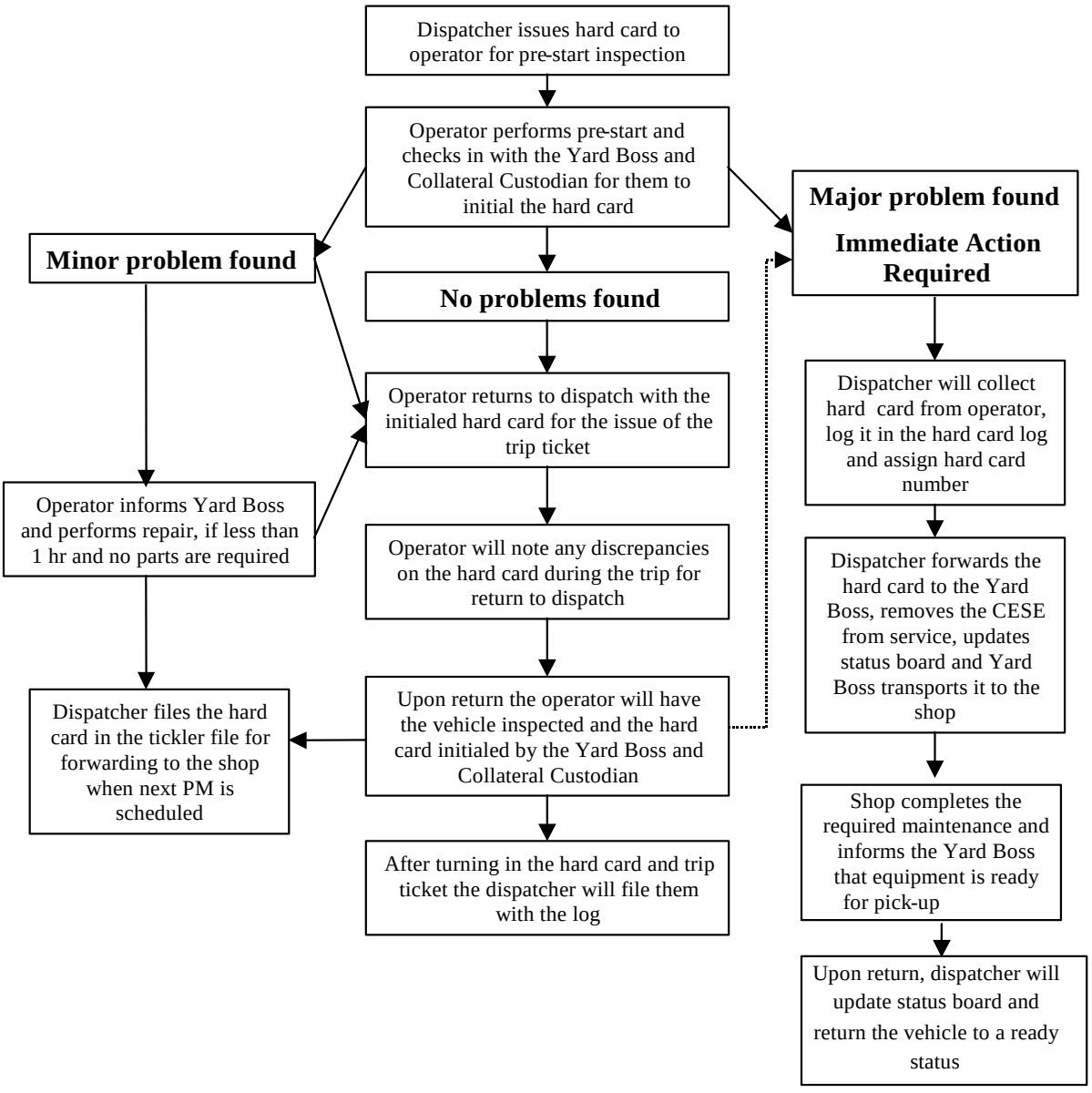


Figure 2-5

Section 4. COLLATERAL EQUIPMENT, ATTACHMENTS AND ACCESSORY COMPONENTS INSTRUCTIONS, CONTROL, AND STORAGE

2401. General Requirements. The ALFA Company Collateral Equipment and Accessory Component Custodian responsibilities are to be performed as outlined in paragraph 2404 and 2405.

2402. Collateral Equipment Types. To make a basic item of equipment complete and self-sustaining often requires additional items, or "collateral equipment." Two basic types of collateral equipment are component and tactical.

a. Component collateral equipment consists of items such as hoses for pumps and bits for earth augers. These items are normally procured on the same contract as the basic machine. The equipment history jacket should contain a list of the amount and types of component collateral equipment. The Navy rarely procures all collateral equipment available for any particular machine. Activities unable to determine the correct collateral equipment for an item of CESE should request assistance from the respective Regimental Equipment Office.

b. Tactical collateral equipment consists of items common to the equipment, such as top canvas and tarpaulin, bows and side racks, spare tire and rim, jack and lug wrench, chains with hooks, and chain binders.

2403. Collateral Equipment Control. The Commanding Officer, or Officers-in-Charge, shall ensure that all collateral equipment is either properly mounted on the equipment or properly stored. Periodic equipment inspections by the Commanding Officer, or his/her authorized delegate, should include inspections of collateral equipment to ensure that proper preservation, control, and accountability are maintained. The Equipment Officer shall designate a Collateral Equipment Custodian.

2404. Collateral Equipment Custodian. To control collateral equipment, the custodian shall do the following:

a. Inventory. Maintain an accurate up-to-date location list of the unit's Collateral equipment using the 1NCD CB 60 Form (Figure 2-6).

(1) The 1NCD CB 60 Form is the main inventory card and shall be kept up-to-date at each scheduled maintenance, issue, return to stock, and upon receipt of new equipment.

(2) Complete a 1NCD CB 60 Form for each line item of equipment, annotating NSN and description. The card file is by EC-USN sequence.

(3) Inventory all collateral equipment for each unit of CESE during its scheduled Preventive Maintenance and update the 1NCD CB 60 card with the date performed. Initiate a requisition in MICROSNAP for all losses or damage that require reordering, and enter requisition number on a 1NCD CB 60 Form. Retain a paper copy of the requisition in the collateral folder for that piece until part is received and mounted or stored.

(4) All outstanding requisitions shall be entered in the document number block of the transaction record area of the 1NCD CB 60 Form to prevent excessive reordering. **Status checks must be done every 14 days**.

(5) All receipts, issues, and losses shall be entered in the transaction portion of the 1NCD CB 60 Form.

(6) Allowance quantity block shall contain the total allowance of a particular line item of equipment. High limit/ low limit blocks are not applicable.

(7) Inventory date, quantity and signatures are entered in the blocks (marked inventory custody) on the far right of the form. These are the only blocks that need be completed during the inventory unless items change custody, location or are ordered/received.

(8) Sub-custody/custody signatures go in the column headed by the words “I acknowledge custody of this item in the quantity indicated in the inventory record block.”

(9) The actual location of collateral equipment will be entered to help locate and check collateral equipment for inventory and issue. This information shall be found by an inventory of the collateral equipment assigned to a unit of equipment prior to that USN numbered equipment being put in the shop for Preventive Maintenance. For collateral equipment that requires ordering, the Work Center Supervisor will initiate a requisition in MICROSNAP.

(10) Ensure the Fire Extinguishers assigned to CESE are inspected IAW NFPA 10.

b. Order. Shortages and replacements shall be ordered during PM inventory, when an item is damaged or lost. Ensure that appropriate records are maintained for each requisition submitted. This is done through proper use of the 1NCD CB 60 Form.

c. Manage. Sub-custody of component collateral equipment is assigned to the **operator or crew leader** by signature on a 1NCD CB 60 Form (Figure 2-6) on an as needed basis.

1NCD CB 60 Form

(ECC)	(USN)	(FSN/Part No.)	(Noun Name)	(Allowance)	(UI)	(Augment)	(Organic)

First NCD CB 60 Form						LOCATION BIN #		
Transaction Record						I acknowledge custody of this item in the quantity indicated.	INVENTORY RECORD	
Date	Requisition NO.	REC'D FROM/EXPEND TO	Stored	Mounted	Balance			
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	
						Print Name	DATE	QTY
						Signature	BY	

Figure 2-6

(1) A 1NCD CB 60 Form shall be filled out for each piece of collateral equipment for controlled issue, signature, and inventory purposes (Figure 2-6).

(2) Accountability:

(a) Class "B" assigned CESE: The operator will sign the 1NCD CB 60 Form assuming custody for mounted collateral equipment.

(b) Class "C" assigned CESE: The ALFA Company Yard Boss shall sign for all mounted collateral equipment. Personnel checking out equipment will be held accountable for all mounted collateral equipment. In case of loss or damage to collateral equipment, the operator shall notify the Yard Boss, Dispatcher and the equipment office so damage or loss can be assessed, and proper supply action can be taken.

(3) All damaged or lost collateral equipment shall be entered on the 1NCD CB 60 Form, and a requisition initiated in MICROSNAP to ensure replacement.

(4) Only collateral equipment assigned to a given piece of USN numbered equipment shall normally be issued for that equipment. Any additional equipment required shall be issued from on hand stocks on a completed 1NCD CB 60 Form (Figure 2-6).

(5) All personnel shall be notified at time of checkout that they will be held accountable for any negligence, loss or damage of collateral gear.

(6) The person who has sub-custody of collateral equipment knows that they will be held accountable and subject to investigation for negligence, loss, or damage.

a. Storage. Store all non-mounted or non-issued collateral equipment in a secure location. To expedite inventory, items shall be tagged with the assigned USN number and grouped by either type or USN number. All losses or receipts shall be entered on the 1NCD CB 60 Form (Figure 2-6). **Stored items must be maintained in serviceable condition at all times**, represerved on the regularly scheduled preventive maintenance due date and protected from the elements.

b. Transfer and Disposal. When a battalion, detachment, or detail is relieved on site, both the relieved and relieving units hold a joint inventory. The relieved unit ensures that all collateral equipment or copies of requisitions (with requisition numbers) for shortages are turned over to the relieving unit.

(1) Unless otherwise instructed in the shipping directive, all collateral equipment for a particular piece of CESE shall be properly prepared for shipment and transferred along with the CESE. All small items shall be placed in a box stenciled with the USN number and securely attached to the vehicle. A full allowance of collateral equipment shall be maintained. Extra and obsolete collateral equipment shall be disposed of with the CESE.

2405. Preventive Maintenance Sequence. The sequence of steps to be taken for the preventive maintenance (PM) of collateral equipment is as follows:

a. Maintenance Supervisor (A4) provides the Operations Supervisor (A3) with a 2-week Preventive Maintenance projection (active units only).

b. The Dispatcher will provide the Yard Boss and the Collateral Equipment Custodian a Weekly published preventive maintenance schedule per Work Center.

c. The Yard Boss ensures the cleanliness of vehicles due for preventive or corrective maintenance by washing and steam cleaning as needed.

d. The Yard Boss takes vehicle to Collateral and assists the collateral custodian with the inspection of all collateral equipment for completeness, deterioration, preservation, shelf life, and proper stowage. Yard Boss will document all required replacement collateral equipment as separate line items on the Hard Card.

e. After completion of collateral equipment inventory and inspection, the Collateral Equipment Custodian shall complete the following:

(1) Initiate a requisition in MICROSNAP for all lost, damaged, or deteriorated collateral equipment.

(2) When a valid requisition number is received enter the requisition number on the 1NCD CB 60 Form.

(3) Adjust inventory amount on 1NCD CB 60 Form.

f. The Yard Boss will have the vehicle/equipment driven to the pertinent Work Center scheduled to perform the preventive or corrective maintenance.

g. The Yard Boss accepts the equipment upon completion of the work and returns the CESE to service via the Dispatcher.

2406. Stowage, Preservation, and Inventory Control of Attachments

a. Attachments are properly stowed on a hard surface (for example, concrete pad, matting) to keep items out of sand, mud and water, and to allow drainage of rainwater. These attachments and accessories are inspected for accountability, proper stowage and preservation on a regular basis. Stowage is accomplished in the following manner:

(1) Cables, sheaves, bolt threads, and so forth, are lubricated and preserved as required to ensure they remain in serviceable operating condition.

(2) Nuts are screwed onto the corresponding bolts and located in their respective holes when possible.

(3) Boom pendants are attached to the boom extensions cables are coiled and attached to clamshell buckets to minimize loss and to expedite changeover from one operation to another.

(4) Attachment accessories, for example lagging, bucket teeth, chain, sprockets, and wedges, are placed in a box or on pallets and marked for the appropriate attachments.

(5) Exposed machined surfaces and open parts are preserved to prevent oxidation and damage while in stowage.

(6) Hydraulic lines and fittings are sealed to prevent dirt and moisture from accumulating in the hydraulic system.

(7) All attachments belonging to one USN number shall be stowed together.

b. The ALFA Company Attachments Custodian maintains a card file and log that shows when the attachments were last lubricated, cycled, and any damage incurred from one operation to another. In addition, the Attachments Custodian is responsible for the segregated stowage of all attachments and their associated accessories. All attachments not utilized during the week must be cycled per NAVFAC P-300, Appendix J, paragraph 3b.

c. Unless otherwise instructed in the shipping directive, all attachments (with accessories) assigned for a particular piece of CESE will be prepared and transferred along with the CESE.

2407. COMFIRSTNCD Equipment Attachments Management Control

a. Attachments to be transferred to overhaul or to another unit are prepared and shipped according to Chapter 1, section 4.

b. When attachments are transferred without equipment from one Regimental unit to another:

(1) The transferring unit forwards one copy of the registration record to the receiving unit.

(2) The receiving unit prepares a corrected Equipment Attachment Registration Record, NAVFAC Form 6-11200/45 (Figure 2-7), with the new USN registration number and other applicable data of the equipment to which the attachment is assigned. The hard copy is retained in the applicable equipment history jacket. Duplicate copies are forwarded within 10 days to both the Respective Regimental (R43) Equipment Offices.

(3) Receiving and transferring units need to submit appropriate documentation OPNAV Form 4790/CK via the 3-M system to ensure the units configuration files are maintained and accurate.

(4) When attachments are transferred to other than Regimental units, the letter of transmittal shows attachment I.D. numbers.

2408. Equipment Attachments Survey and Excess

a. Attachments are surveyed as directed by respective Regimental (R43) Equipment Office.

b. Attachment I.D. numbers are listed on turn-in document DD Form 1348-1 with a brief description of the attachment (e.g., backhoe or boom tip). Attachments turned in with CESE are listed on the same turn-in document as the CESE to which it is assigned.

2409. NAVFAC Equipment Attachment Registration Record Submission and Completion Requirements (NAVFAC Form 6-11200/45).

a. Completion Requirements. The following detailed instructions are provided to assist in the completion of the Equipment Attachment Registration Record, NAVFAC Form 6-11200/45.

Block No.	Enter
1	Attachment Code (see Appendix A)
2	Appropriate attachment nomenclature using short description (e.g., backhoe, boom extension, rock rake or ripper)
3	Attachment model number
4	Attachment serial number
5	Actual length of attachment (in inches)
6	Actual width of attachment (in inches)
7	Actual height of attachment (in inches)
8	Actual cube of attachment (cu. ft.)
9	Actual size or capacity of attachment (e.g., 3/4 yd, or 20 ton)
10	Name and address of attachment manufacturer
11	Actual weight of attachment (if actual or shipping weight is not available, estimate)
12	Federal Stock Number
13	Short description of equipment
14	Make of equipment
15	Model of equipment
16	Year of equipment manufacture
17	List all items such as shearing, crowd and re-haul assembly, lagging, high and low gantry, etc.
18	USN number to which assigned
19	Date received
20	Leave blank
21	Leave blank. Regimental Equipment Office will enter the Julian Date.
22	Leave blank. Regimental Equipment Office will enter the NAVFAC I.D. number top and bottom.

Equipment Attachment Registration Record
NAVFAC Form 6-11200/45

EQUIPMENT ATTACHMENT REGISTRATION RECORD
NAVFAC 6-11200/45 (1-70) S/N 0105-LF-002-5405

22. NAVFAC ID NO.
T20-CL-1002

1. ATTACHMENT CODE	2. TYPE ATTACHMENT	3. MODEL NO.	4. SERIAL NUMBER
A09000	CABLE LAYER	4067	8720

5. LENGTH (Inches)	6. WIDTH (Inches)	7. HEIGHT (Inches)	8. CUBES (Cubic Feet)	9. SIZE/CAPACITY
6"	10"	52"		36" 1" cable

10. MANUFACTURER (Name and Address)	11. WEIGHT (Lb)	12. FSN
American Tractor Equipment Corp.	450	---

13. SHORT DESCRIPTION	14. MAKE	15. MODEL	16. YEAR
PECULIAR TO: ECC 4850 TRACTOR CRAWLER	INT	TD20	90-91

17. ACCESSORIES

Three fairlead assemblies

18. ASSIGNED TO	19. DATE RECEIVED	20. ACQUISITION COST	21. JULIAN DATE REGISTERED	22. NAVFAC ID NO.
48-00000	4/26/92	$ 600.00	2 1 1 7	T20-CL-1002

Figure 2-7

b. Submission Requirements

(1) Attachments Received Without NAVFAC Identification Registration Record, NAVFAC Form 6-11200/45, in duplicate, to respective Regimental (R43) Equipment Office and request the assignment of a NAVFAC I.D. number. Retain one copy in history jacket until annotated copy is returned.

(2) Attachments Reassigned From One USN Number to Another. When directed by respective Regimental (R43) Equipment Office to reassign attachments from one USN number to another, submit completed NAVFAC Form 6-11200/45 to respective Regimental Equipment Office within 10 days after affecting the transfer. Retain one copy of completed form in the appropriate history jacket.

2410. Affixing NAVFAC Identification Numbers

a. Each attachment will be assigned an identification number (space 22 on NAVFAC Equipment Attachment Registration Record) by respective Regimental (R43) Equipment Office. When the I.D. number is assigned, it is inscribed on a metal plate approximately 2 inches high and is permanently affixed to the attachment. The numbers are to be approximately 1-1/2 inches high and should be of steel weld applied to that portion of the attachment least subject to normal wear, and painted on completion of application.

b. First segment of the I.D. number shall be identical to the model number of the unit of CESE it is assigned to. Examples are booms, backhoe, fairleads or other attachments peculiar to a particular make and model machine.

c. **Do not weld or drill and bolt directly to structural items. Affix to these items only as a last resort and then use mounting hardware that does not alter the structural integrity of the attached area.** For guidance contact the respective Regimental (R43) Equipment Office.

Section 5. OPERATOR TESTING AND LICENSING PROGRAM IMPLEMENTATION

2501. General Requirements

NOTE: All requirements of the NAVFAC P300 and NAVFAC P307 will be strictly adhered to in addition to this instruction.

a. Personnel Selection. A program to select, train, qualify and supervise operators is essential for the effective accomplishment of assigned missions and for the safe and efficient operation of motor vehicles, construction and material handling equipment. A program carefully planned and properly

administered ensures that only personnel with physical and mental qualities that enable them to become competent operators are selected. **Personnel must be 3-M 301 Qualified to properly conduct maintenance in accordance with 3-M Maintenance Requirement Cards (MRCs)** Personnel must be trained in all phases of operations and that only personnel of proven qualifications are licensed.

b. Training and Training Licenses. The cumulative effects of poor operating habits are a cause of excessive downtime for repairs and mishaps that may result in loss of life, injury, financial liability, property damage and adverse public opinion. An active program of training and effective supervision substantially reduces the burden on maintenance personnel and the problem of re-supply for repair parts and replacement equipment. Training before issuance of a license is extremely important and must be conducted by qualified personnel. Training shall include, but not limited to; operator responsibilities, rules, regulations, and traffic laws, traffic control signs, signals, and markings; mishap prevention through safe driving practices; mishap report procedures, forms, and reports; functions of major assemblies and attachments; operator maintenance, and fundamentals of vehicle operation; safety precautions; road and skill tests. Training licenses will be issued under the following guidelines.

(1) The trainee shall be under the supervision of a qualified operator for a minimum of 16 operating hours before being tested for an operator’s license. The 16 hours is a baseline figure. The A3 (ALFA Company Operations Chief) has the authority to determine if more than or less than 16 hours of training will be required based on the individual being tested and the complexity of the equipment.

(2) The following personnel require 16 minimum operating hours of training: All personnel reporting to their first PCS to a NCF UNIT. Graduation from EO “A” school does not constitute proficiency in equipment operation. All applicants should be thoroughly reviewed prior to any waivers being considered.

(3) The following personnel do not require 16 minimum training hours: personnel who completed SCBT Courses receiving a minimum of 16 hours of hands-on training, personnel who return to the NCF from a general billet assignment and were previously licensed, personnel who have had their license revoked (follow P-300 guidance). These candidates must still pass a written knowledge and performance test to obtain an operator’s license.

Note: Additional guidance for implementing an approved training license program is available in the P-300,

c. Written Examination. Applicants are given, and must successfully pass, a written examination for each specific piece of CESE based on traffic laws and regulations, safe driving habits, and safe operating practices on applicable equipment. The purpose of this examination is to determine the degree of preparedness of the applicant prior to the administration of performance qualification tests. The written examination also provides a means to determine the applicant's knowledge of data not generally evident in performance tests. **Applicants are required to read the Operator's Manual prior to testing.**

d. Performance Test. The License Examiner must give all performance tests, excluding cranes. Applicants must successfully pass an operational performance or road test. In addition to operating or driving qualifications, the applicants must perform pre- and post-operation operator's maintenance as outlined in the operator's manual and MRC for the specific piece of equipment for which the applicant is being tested. The designated Crane performance examiner per the NAVFAC P307 must administer the performance testing for cranes.

e. Authorized Operation. Possession of an OF 346, or NAVFAC Form 11260/2 (see Figures 2-8 and 2-13), constitutes authorization to operate motor vehicles or equipment.

(1) Possession of a valid state operator's license is required for the issuance of an OF 346 or NAVFAC Form 11260/2 for off base operations. The below chart is a guide for operator’s licensing.

Basic Summary of Licensing Requirements

Up to 10,000 GVW and less than 15 passengers		
ON BASE	OFF BASE	
Civilian incidental	OF-346 or valid state license	Valid state license
Civilian MVO	Valid state license	Valid state license
Military	OF-346	Meet state requirements
NCF/SOU	OF-346	OF-346 and meet state requirements
Over 10,000 GVW or more than 15 passengers**		
ON BASE	OFF BASE	
Civilian incidental	OF-346	Valid state license and OF-346
Civilian MVO	Valid state license and OF-346	Valid state license and OF-346
Military/SOU	OF-346	OF-346 and meet state requirements

NAVFAC P-300, Page 3-21

(2) Road test licenses are no longer valid. The NCF equipment (cranes excluded) may be moved from yard to shop and shop to yard as required to accomplish repairs without the operator possessing a valid license. Shop inspectors who are required to road test or evaluate equipment must be qualified operators and must possess a valid operator's license.

f. Revoked or Suspended Licenses. The OF 346 can be suspended or revoked for cause by the activity Commanding Officer or by the designated individual with the authority. Requests for re-examination of operators whose licenses have been suspended or revoked should specifically outline the incidents leading to the suspension or revocation. This special training emphasis should be placed on that portion of the re-examination.

g. National Driver Register (NDR) The Department Of Transportation (DOT) provides a central drivers record identification facility that contains information on drivers whose licenses have been denied, suspended, or revoked. As a minimum examiners shall utilize the NDR to verify driving records on initial applicants for the OF-346 when the applicant does not possess a valid state driver's license or the issuing unit suspect a poor driving record of an applicant with a valid state license. More information on the NDR can be found in the NAVFAC P-300, Section 3.

Special Note: In the interest of personnel safety, when an individual's state license is revoked, the OF-346, as well as the Construction license, 11260/2 shall be revoked.

U.S. Government Motor Vehicle Operator's Identification Card (OF 346)

OF 346 11/85 USOPM FPM Chapter 930	**U.S. Government Motor Vehicle Operator's Identification Card**	Card No.	Restrictions		
Name of Operator *(Not Transferable)*	Sex	Signature of Operator *(Not valid until signed)*	QUALIFIED TO OPERATE		
			Type Vehicle and/or Equipment	Capacity	Qualifying Official
Date of Birth	Social Security No.	Name and Location of Issuing Unit			
Height	Weight	Hair Color / Eye Color			
		Signature and Title of Issuing Official	OTHER RECORDS *(Optional)*		
Date Issued	Date Expires				
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					
			NSN 7540-00-634-3999		50346-101

OF 346 Front and Back
Figure 2-8

h. License Renewal. Provided the renewal date is prior to the expiration date of the applicant's present license, an operator is required to satisfactorily complete a physical examination, and a written examination when deemed necessary. Re-examination of applicants whose licenses have expired is in accordance with paragraph 2501 subparagraphs c and d.

i. Lost or Mutilated Cards. Lost, destroyed or mutilated cards may be replaced upon verification of the individual record. Verification can be accomplished by referring to the NAVFAC Form 11240/10, or NAVFAC Form 11260/3 (Figures 2-9 and 2-10), filed in the License Examiner's records.

j. Examiner Qualifications. The Commanding Officer appoints the License Examiner by letter. The best-qualified licensed equipment operator available for this purpose is appointed and has supervisory status. Examiners shall be competent to instruct, examine, and test license applicants. This includes the capability to develop and conduct formal courses of classroom instruction on the various aspects of equipment operation and safety. The license examiner will make every effort to become qualified on **ALL** CESE assigned to the unit.

Note: Instructors or practical examiners must hold a license for the specific CESE for which they conduct operator training or testing and be completely familiar with all aspects of safe and effective operation.

k. Administrative/Personnel Office. The administrative office shall inform the License Examiner of all traffic violations and notices of license suspensions or revocations referred to them through official channels. They shall ensure that the check-in/check-out process includes the license examiner for the purpose of forwarding the NAVFAC Form 11240/10 (Figure 2-9), and NAVFAC Form 11260/3 (Figure 2-10), in the individual's service record, and for registering their license when reporting aboard. The License Examiner shall be kept informed of all departing personnel to ensure that NAVFAC Forms 11240/10 and 11260/3 are forwarded for filing in the applicable person's service record prior to transfer. They shall file all NAVFAC Forms 11240/10 and 11260/3 IAW MILPERSMAN 1070-100.

l. Medical Department. The medical department conducts all physical examinations referred to them by the License Examiner. Certificates of medical examination, Standard Form 47 (Figure 2-12), shall be used to establish the physical capabilities required by applicable sections of this manual.

APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD
NAVFAC Form 11240/10

APPLICATION FOR VEHICLE OPERATOR'S IDENTIFICATION CARD
NAVFAC 11240/10 (REV. 10-75) S/N 0105-LF-012-4055

(See Privacy Act statement and instructions on reverse) ☐ NEW ☐ RENEWAL

PART I – APPLICATION

1. NAME *(Last, First, Middle Initial)*		2. RANK/RATE/GRADE AND TITLE		3. ACTIVITY
4. AGE	5. DATE OF BIRTH	6. PLACE OF BIRTH		7. SOCIAL SECURITY NUMBER
8. SEX	9. WEIGHT	10. HEIGHT	11. COLOR OF HAIR	12. COLOR OF EYES

13. SHOP NAME/NUMBER AND APPLICANT'S BADGE NUMBER	14. SUPERVISOR *(Name)*	15. PHONE NUMBER

16a. ✓	TYPE OF IDENTIFICATION CARD *(Check)*	16b. ✓	TYPES OF VEHICLES TO BE OPERATED *(Check)*				
	REGULAR		PASSENGER CAR		BUS (GAS AND DIESEL)		TRUCK 4 x 4
	RESTRICTED		PICKUP TRUCK		TRUCK TRACTOR & SEMITRAILER		TRUCK 6 x 6
	EXPLOSIVE		TRUCKS TO 2 TONS		FIRE TRUCK		TRUCK FIRE/CRASH
	EMERGENCY VEHICLE		TRUCKS TO 5 TONS		AMBULANCE		TRUCK TANK
	AVGAS REFUELER		TRUCKS TO 10 TONS		MOTORCYCLE & SCOOTERS		OTHER *(Explain below)*

17. EXPLANATION

18. VALID STATE VEHICLE OPERATOR'S LICENSE(S)

19. SIGNATURE OF REQUESTING OFFICIAL	*Date*

PART II – OPERATOR'S PAST PERFORMANCE RECORD

DATE	VEHICLE TYPE/SIZE	LICENSES ISSUED		NO. YRS. DRIVING EXP.	LIST ACCIDENTS, VIOLATIONS, ARRESTS *(If any)* AND ACTION TAKEN
		STATE	OTHER		
1	2	3	4	5	6

7. I CERTIFY THE ABOVE TO BE CORRECT.	SIGNATURE OF APPLICANT	DATE

PART III – EXAMINATION RESULTS

1. SCORES IN DRIVING TESTS	✓ SAT	✓ UNSAT	2. SCORES ACHIEVED IN TESTS	✓ SAT	✓ UNSAT	3. GOVERNMENT VEHICLES AUTHORIZED TO OPERATE *(List)*
a. ROAD TEST			a. WRITTEN			
b. EQUIPMENT INSPECTION			b. PHYSICAL			
			c. PSYCHOPHYSICAL			

4. REMARKS

PART IV – ACTION BY ADMINISTERING OFFICIAL

1. IDENTIFICATION CARD ISSUED ☐ YES ☐ NO*	2. IDENTIFICATION CARD NUMBER	DATE ISSUED *(Mo., Day, Yr.)*	EXPIRATION DATE *(Mo., Day, Yr.)*

3. IDENTIFICATION CARD MARKED "VOID UNLESS ACCOMPANIED BY VALID STATE LICENSE" ☐ YES ☐ NO*

4. OPERATOR INSTRUCTED TO TURN IN IDENTIFICATION CARD UPON LOSS OR SUSPENSION OF STATE DRIVER'S LICENSE ☐ YES ☐ NO*

*IF "NO" EXPLAIN UNDER REMARKS

5. SIGNATURE OF ADMINISTERING OFFICIAL	*Date*

Figure 2-9

CONSTRUCTION EQUIPMENT OPERATOR LICENSE RECORD
NAVFAC Form 11260/3

CONSTRUCTION EQUIPMENT OPERATOR LICENSE RECORD
NAVFAC 11260/3 (Rev. 3-76)
S/N 0106-LF-012-6015

LICENSE NO.	NAME	DATE OF BIRTH	SPECIAL REQUIREMENTS FOR: VISION	HEARING	OTHER
N62688-0000-6-30	E. J. McGEE	6-19-67	NONE	HEARING AID REQUIRED	N/A

EQUIPMENT LICENSED TO OPERATE

EQUIPMENT TYPE DATA			LICENSING DATA						
BASIC UNIT	ATTACHMENT	TYPE OF CONTROL	ISSUING ACTIVITY	EXAMINER	DATE ISSUED	DATE REVOKED	EXPIRATION DATE	RENEWAL DATE	DATE OF PHYSICAL EXAM.
FRONT LOADER	BUCKET	HYD	PWD NAVSTA NORFOLK	E. H. BARNES	7-20-91	6-19-92	7-20-93	6-19-93	5-12-93
DOZER	BLADE	HYD	PWD NAVSTA NORFOLK	E. H. BARNES	9-20-91		9-20-93	8-19-93	7-12-93
GRADER	ALL	HYD	PWD NAVSTA NORFOLK	E. H. BARNES	10-20-91		10-20-93	9-19-93	8-12-93
MOBILE CRANE 20 TON	HOOK BLOCK CLAM SHELL	HYD	PWD NAVSTA NORFOLK	E. H. BARNES	12-22-91		12-19-93		10-22-93

NOTE: INFORMATION ON THIS FORM IS SUBJECT TO SAFEGUARD AND DISCLOSURE CONDITIONS OF THE PRIVACY ACT OF 1974.

*U.S. Government Printing Office: 1989-000-000/0000 0-0

Figure 2-10

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

Standard Form 47
(Rev. 1–77)
U.S. Civil Service Commission
FPM Chapter 930

PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATORS

47–105

1. Last Name—First Name—Middle Name	2. Date of Birth	3. Title of Position
4. Home Address (*Number, street or RFD, city or town, State and ZIP code*)		5. Employing Agency

6. Have you ever had or have you now (*Place check at left of each item*):

YES	NO		YES	NO	
		Poor vision in one or both eyes			Arthritis, rheumatism, swollen or painful joints
		Eye disease			Loss of hand, arm, foot, or leg
		Poor hearing in one or both ears			Deformity of hand, arm, foot, or leg
		Diabetes			Nervous or mental trouble of any kind
		Palpitation, chest pain, or shortness of breath			Blackouts or epilepsy
		Dizziness or fainting spells			Sugar or albumin in urine
		Frequent or severe headaches			Excessive drinking habit (Alcohol)
		High or low blood pressure			Other serious defects or diseases
		Drug or narcotic habit			

7. If your answer is "Yes" to one or more of the above questions, explain fully in this space, indicating date of original condition and current status:

8. (A) Do you wear glasses (or contact lenses) while driving? ☐ YES ☐ NO

(B) Do you wear a hearing aid? ☐ YES ☐ NO

PRIVACY ACT NOTICE

Authority: This information is provided pursuant to Public Law 93–579 (Privacy Act of 1974), December 31, 1974, for individuals completing Standard Form 47, Physical Fitness Inquiry for Motor Vehicle Operators, U.S. Code, Title 5, section 301.

Purposes and Uses: SF 47 is used to ascertain the physical fitness of Federal employees, whose jobs are not regular motor vehicle operating jobs, to drive Government-owned motor vehicles. It is also used in the renewal of authorizations for all employees. Based on the information provided, employees may be referred for a medical examination before being given a renewal.

Effects of Nondisclosure: Nondisclosure of this information will result in the employee not being authorized to drive a Federal motor vehicle. The disclosure of this information is mandatory when an employee's job requires driving a Federal motor vehicle and is voluntary otherwise.

I certify that my answers above are full and true, and I understand that a willfully false statement or dishonest answer to any question may be grounds for cancellation of my eligibility or my dismissal from the service and is punishable by law.

Signature	Date

REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

I certify that I have reviewed this physical fitness inquiry form and other available information regarding the physical condition of the applicant, and that I have made the following determination:

☐ There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.

☐ On the basis of items checked on this form or other information this applicant must be referred for physical examination before he is authorized to operate a Government-owned motor vehicle or his current authorization is renewed.

☐ Items checked on this form or otherwise available do not warrant referral for medical examination because of the following facts:

Signature of Designated Official	Date

* U.S.GPO:1978-0-281-647/3417

Standard Form 47
Figure 2-11

2502. License Examiner Procedures

a. The appointed License Examiner shall become familiar with and maintain, the following publications or pertinent sections thereof:

(1) DODINST 4145.19-R-1, Storage and Materials Handling.

(2) OPNAVINST 11240.8G, DOD 4500.36R, Management, Acquisition, and Use of Motor Vehicles.

(3) NAVSEA SW020-AF-ABK-010 (Motor Vehicle Driver and Shipping Inspectors Manual for Ammunition, Explosives and Related Hazardous Materials).

(4) NAVFAC P-300, Management of Transportation Equipment.

(5) NAVFAC P-307, Management of Weight-Handling Equipment. Maintenance and Certification.

(6) NAVFAC MO-403, Navy Drivers Handbook.

(7) COMSECONDNCB/COMTHIRDNCBINST 5100.1A series, Naval Construction Force Occupational Safety and Health Program.

(8) Federal Motor Carrier Safety Regulations, Parts 390-397.

b. License File Requirements. The License Examiner maintains a file for each person in the battalion or unit who possesses an OF 346 or an NAVFAC 11260/2; the file consists of and organized as follows (6 part file):

(1) Locally generated record of Government and Equipment Licenses. (Figure 2-12) and miscellaneous documentation, (e.g., Privacy ACT statement, Mishap procedures, Copy of certificates/schools).

(2) Standard Form 47 (Figure 2-11).

(3) NAVFAC Form 11240/10, Application (Figure 2-9), All Light Equipment tests (written and performance).

(4) Old licenses (outdated) and Copy of current license.

(5) NAVFAC 11260/1, Application for Construction License (Figure 2-16), All Heavy Equipment tests (written and performance).

(6) NAVFAC Form 11260/3 (Figure 2-10)

c. The written examinations shall be maintained at each site. The unit License Examiner shall ensure a minimum of two exams for each specific piece of CESE are maintained in a secured location and update as required, all tests will be approved by the Equipment Officer. **Note: It is recommended that the unit license examiner maintain an electronic copy of all test banks for the unit.**

d. Each license is numbered in ascending sequence. The issuing unit number precedes series numbers. Example: NMCB-3 License Number 88 becomes 3-88; 31ST SRG License Number 88 becomes 31-88. This number is indicated on the operator's record NAVFAC Form 11240/10 or NAVFAC Form 11260/2 (Figures 2-9 and 2-13) whichever is applicable. The License examiner maintains a chronological record of all licenses issued.

e. Blank licenses, written examinations, and answer sheets shall be stored in a secure place under lock and key.

f. License folder organization is as follows: Left side of folder will contain all tests (written and performance), old licenses (outdated), copy of certificates/schools and 11260/1. Right side will contain: 11240/10, 11260/3, SF-47 and Record of Government and Equipment Licenses.

Record of Government Vehicle and Equipment License (Front) Sample

RECORD OF GOVERNMENT VEHICLE AND EQUIPMENT LICENSE

NAME	RATE	SSN	COMMAND/DIV./CO.

SF46 NUMBER DATE ISSUED EXPIRATION

EQUIPMENT ON LICENSE	SIZE/MODEL/MAKE	DATE & INITIAL
BELOW 1½ TON		
PICK-UP		
TRK CARGOS		
TRK DUMPS		
TRACTOR & TRLR		
TRK WRECKER		
TRK FUEL		
BUSSES		
EMERGENCY VEH		
OTHER EQUIPMENT NOT LISTED		

MATERIAL HANDLING EQUIPMENT (MHE)

DATE ISSUED EXPIRATION

EQUIPMENT ON LICENSE	SIZE/MODEL/MAKE	DATE & INITIAL

RESTRICTIONS

CBPAC (3) 1542/1 (REV. 10-86)

Figure 2-12

Record of Government Vehicle and Equipment License (Back) Sample

DATE

DATE

NAVFAC 11280/2 NUMBER

	ISSUED	EXPIRATION
EQUIPMENT ON LICENSE	SIZE/MODEL/MAKE/ATTACHMENT	DATE & INITIAL
FRONT END LOADERS		
GRADERS		
DOZERS		
ROLLERS		
SCRAPERS		
DITCHERS		
EXCAVATORS		
CRANES		

RESTRICTIONS

ACCIDENT AND TRAFFIC VIOLATION RECORD

DATE	OFFENSE	DAMAGE INVOLVED	DATE-SUSPENSION

REMARKS

CBC (31) 1543/1 (REV 10-86) BACK

Figure 2-12

2503. Motor Vehicle Operator's Identification Card and Construction Equipment Issuing Procedures (OF 346, Figure 2-8 and NAVFAC 11260/2 Figure 2-13)

a. An application for a vehicle operator's permit, NAVFAC Form 11240/10 (Figure 2-9), will be completed by the applicant and signed by the member's supervisor.

b. Examination, Training and Licensing. See OPNAVINST 11240.8G. Upon successful completion of **all requirements**, the applicant will be issued an OF 346 or 11260/2 as applicable.

c. License Expiration and Renewal. Renewal is dependent on the License Examiner, provided the renewal date is prior to the present license expiration date. The examiner must determine that the operator still meets all requirements for the license being renewed. When there is doubt, an operator shall be re-examined in the appropriate area or areas. Operators whose licenses have expired shall be re-examined as a new applicant. Licenses that expire while personnel are assigned to a combat zone shall automatically be extended until return to a non-combat area.

(1) Expiration of automotive licenses. The OF-346 is valid for four years and may be renewed for additional periods of four years each. Expiration dates shall not exceed four years from date of issuance.

(2) Expiration of construction licenses. The NAVFAC 11260/2 is valid for four years and may be renewed for additional periods of four years each. Expiration dates shall not exceed four years from date of issuance.

(3) Date File. The License Examiner shall maintain a tickler file or electronic file of each operator's license expiration date. Renewal action should start approximately 90 days before the expiration date.

d. Qualified Operator for Construction Equipment

(1) The construction equipment inventory consists of a wide variety of equipment types, makes, and models. The object of the licensing program is to ensure operators are qualified to safely operate specific equipment having the same essential functions. The NCF requires licensing for each specific type, make, and model. Example; Grader, Cat, 135G.

Construction Equipment Operator's License
NAVFAC 11260/2

CONSTRUCTION EQUIPMENT OPERATOR LICENSE
NAVFAC 11260/2 (9-74)
Supersedes NAVDOCKS 2754
S/N 0105-LF-004-1510

CARD NO.

DATE ISSUED

DATE EXPIRES

NAME OF OPERATOR

DATE OF BIRTH	COLOR OF HAIR	COLOR OF EYES	HEIGHT	WEIGHT

THE HOLDER OF THIS CARD IS QUALIFIED TO OPERATE U.S. GOVERNMENT HEAVY EQUIPMENT AS SPECIFIED ON REVERSE OF THIS CARD

SIGNATURE OF ISSUING OFFICIAL	TITLE *CERTIFIED EXAMINER*
SIGNATURE OF OPERATOR	TITLE OF POSITION

NOT TRANSFERABLE *Card must be carried at all times when operating Government equipment.*

(Front)

QUALIFIED TO OPERATE

EQUIPMENT TYPE	SIZE AND CAPACITY	ATTACHMENT	TYPE CON-TROLS	EXAM.

★ U.S. GPO: 1990-704-010/04385/2-1

(Back)

Figure 2-13

Application for Construction Equipment Operator's License (NAVFAC 11260/1) (Sample)

Read the PRIVACY ACT STATEMENT on reverse before completing this application

APPLICATION FOR CONSTRUCTION EQUIPMENT OPERATOR LICENSE

NAVFAC 11260/1 (REV. 6/76)

PART I – APPLICATION

1. NAVAL ACTIVITY	2. APPLICANT'S NAME	3. RANK, RATE OR CIVILIAN STATUS
Naval Station Norfolk	E. J. McGee	Equipment Operator WG10

4. DEPARTMENT, DIVISION AND/OR SHOP ASSIGNED TO	5. APPLICANT'S JOB TITLE
P.W.D. Transportation Division	Heavy Equipment Operator

6. DESCRIPTION OF EQUIPMENT LICENSE REQUESTED

(a) TYPE OF EQUIPMENT	(b) TYPE OF CONTROL	(c) TYPE OF ATTACHMENT
Excavator	Hydraulic	Bucket

7. STATEMENT OF QUALIFYING EXPERIENCE

Applicant has had 4 years experience in private contractor employment. He has had two years with the Navy as a heavy equipment Operator.

8. DESCRIPTION OF EQUIPMENT APPLICANT IS CURRENTLY LICENSED TO OPERATE

Employee is presently licensed to operate Front End Loaders, Tractor Dozers, and Motor Graders

9. SPONSOR'S STATEMENT OF APPLICANT'S READINESS AND/OR PREPARATORY TRAINING FOR TEST ***(NOTE: The sponsor can be either a qualified instructor or licensed operator)***

The applicant, Mr. McGee has demonstrated proficiency in operating the equipment' he has made application for during a 6 week training period.

Signature _____
Sponsor

PART II – REQUEST FOR ADMINISTERING TESTS AND EXAMINATIONS AND ISSUING LICENSE

FROM: Transportation Division Director Date 15 Aug 199_
TO: P.W.D. License Examiner

It is requested that the license for equipment described in item 6 above be issued to this applicant upon his successful completion of the required examinations and tests.

Signature _____

Title _____
Department, Division or Shop Supervisor

(OVER)

Figure 2-14

2504. Weight-Handling Equipment License Issue Procedures

a. All applicants shall meet the requirements of NAVFAC P-307, Sections 6,7,8, and 9 prior to the issuance of a weight handling equipment license.

b. An applicant will have the appropriate sections of the Crane Operator application, completed and signed by the Company Commander or Company Chief.

c. Minimum Personal and Physical Qualification Requirements. See NAVFAC P-307.

d. Renewal. Follow procedures established in the NAVFAC P-307.

e. Suspension and Revocation. Per the NAVFAC P-307.

f. Qualified Operator. NCF Crane licenses will indicate the specific make, model, capacity, type control and attachments qualified to operate. Example; Link-belt HTC-8640, 40 ton, HYD, Hook block.

g. Upon successful completion of **all requirements**, the applicant will be issued a Crane License per the NAVFAC P-307.

2505. Material Handling Equipment (MHE) License Issue Procedures

a. An application for a vehicle operator's permit, NAVFAC Form 11240/10 (Figure 2-9), will be completed by the applicant and signed by the applicant’s Company Commander or Company Chief.

b. Upon satisfactory completion of the written examination and the performance test, the License Examiner enters on the applicant's OF 346 the type and size of material handling equipment the applicant is qualified to operate.

c. Personal and Physical Requirements. See DODINST 4145.19-R-1, Chapter 4, Section 5.

d. Training. See DODINST 4145.19-R-1, Chapter 4, Section 5.

e. Written Examination and Performance Tests

(1) See DODINST 4145.19-R-1, Chapter 4, Section 5.

(2) The color-coded badges are not required.

f. Renewal. See Section 5, paragraph 2501, subparagraph g.

2506. Mishap Reporting Procedures

a. Any suspected mishap is to be immediately investigated by the Mishap Investigator/Roadmaster.

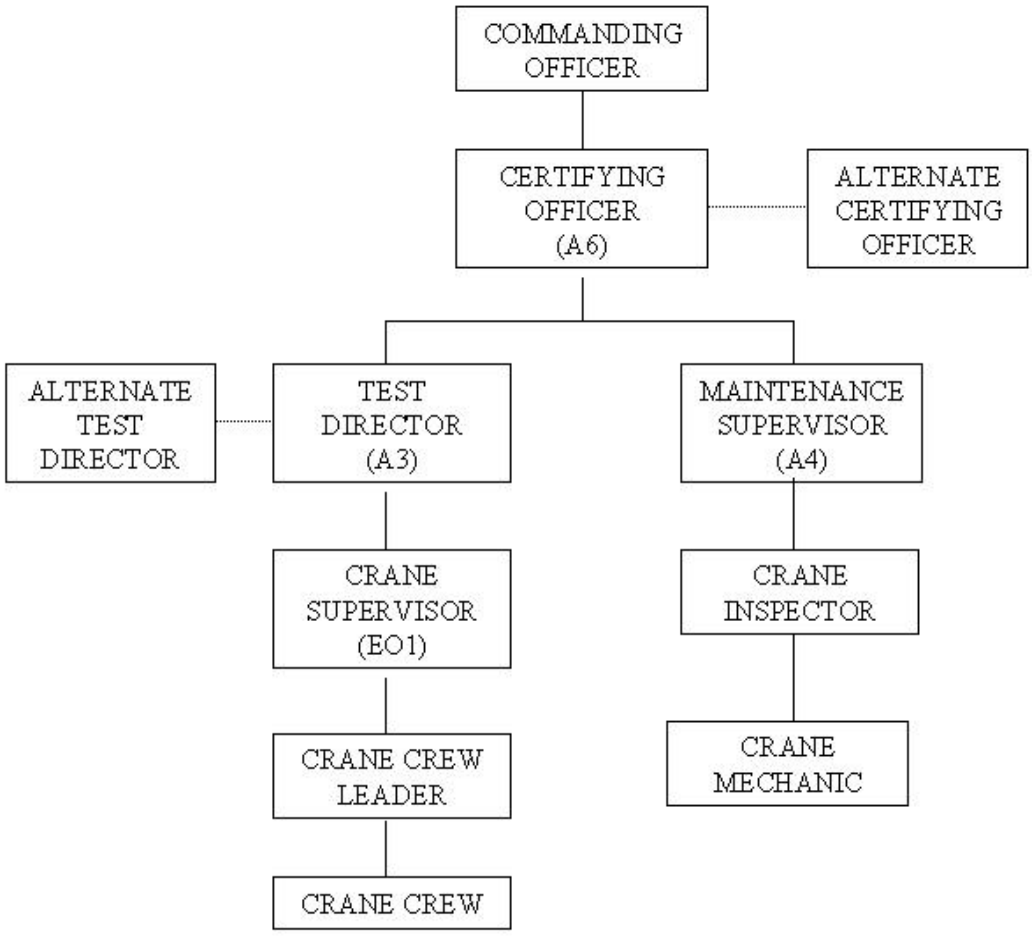
b. Mishaps that involve COMTWENTYSECONDNCR/COMTHIRTIETHNCR vehicles and equipment are to be reported according to COMSECONDNCB/COMTHIRDNCBINST 5100.1. ALL ACCIDENTS WILL BE REPORTED TO THE respective **Regimental (R43) Equipment Office utilizing the download features from the licensing database that is provided.** This will be done monthly prior to the 5th of the month after. For mishaps that occur requiring a JAG investigation or deadline CESE this must be completed and sent to the respective Equipment Office within 72 hours.

c. In addition to reporting procedures outlined in COMSECONDNCB/COMTHIRDNCBINST 5100.1, mishaps that involve cranes must be reported by utilizing the download features for accidents in the licensing software provided to the respective Regimental (R43) Equipment Office. Additionally, report incident to the Navy Crane Center, per NAVFAC P-307.

d. A copy of Standard Form 91 (SF91) will be maintained in the equipment history jacket.

Section 6. WEIGHT HANDLING EQUIPMENT (WHE) PROGRAM

2601. General Requirements. The continual hands on training of crane operators, both in homeport and on deployment, cannot be over emphasized. This action, enforced by the Commanding Officer, Operations Officer (S3), and Equipment Officer (A6), will enhance crane operator and maintenance personnel’s experience, skill, and readiness, extending the life of our crane assets worldwide. This section implements the Crane Management Program and encompasses safety, operator testing, operating procedures, operational cycling, and certifying requirements for cranes assigned to Regimental operating units. All requirements of the NAVFAC P-307 are hereby enforced and must be adhered to.



CRANE PROGRAM
ORGANIZATION

Figure 2-15

a. The Commanding Officer:

(1) Designates in writing the Certifying Officer, and Alternates, normally the ALFA Company Commander and ALFA Company Chief (respectively).

(2) Designates in writing the official and organization responsible for the management and administration of the program for instructing, testing and licensing of operators. Normally Alfa company and the A6.

(3) Approval in writing required from Commanding Officer during an emergency or contingency condition, with the concurrence of the Certifying Official for a temporary certification extension.

(4) Responsible for implementing requirements of NAVFAC P-307 when dealing with the use of contractor cranes and other DOD cranes.

b. The Certifying Officer:

(1) Appoint in writing the Test Director, normally the ALFA Company Operations Chief (A3).

(2) Appoint in writing the Crane Crew Supervisor, to control and manage the unit’s WHE Program.

(3) Appoint in writing the Crane Inspector/Mechanic(s), Crane Performance Test Examiner, instructors and all alternates for the WHE Program.

(4) Ensure all WHE is maintained, serviced, tested and certified by cognizant authority per applicable directives.

(5) Ensure that all safety and operating procedures outlined in this and other applicable directives are strictly enforced.

(6) Serve as the chairperson for all WHE Mishap Investigation Boards and shall appoint, in writing, other members or advisors as required.

(7) Sign WHE certification documents after successful completion of condition inspections, stability tests, load tests, other appropriate proof tests, and a review of the certification signatures of the test director, inspector and test personnel.

(8) Withhold certification; pending correction of all deficiencies existing after inspections, load tests, or other appropriate proof tests which, in his/her judgment, could cause unsafe conditions.

(9) In an emergency or contingency condition, request concurrence from the Commanding Officer to extend the certification period of a crane. (As per NAVFAC P-307).

(10) Authorize the extension or adjustment of a prescribed maintenance inspection, lubrication, or service. All authorizations for extension or adjustment must be in writing and placed in the equipment history file.

(11) Approve all crane operations and maintenance SOP's for the Battalion's WHE program.

(12) Sign Crane Operator Licenses as the Issuing Official.

(13) Exhaust all efforts to retain the primary crane crew personnel as their primary assignment throughout the Battalion’s homeport/deployment cycle and preferably 24 consecutive months during a **full** tour of duty.

(14) Ensure “hands on training” is properly documented into each crane crewmembers license record. Selection to the crane crew should be accomplished a minimum of seven months prior to the upcoming deployment.

a. The Equipment Maintenance Supervisor/A4:

(1) Be responsible for overseeing all WHE condition inspections, and documenting the results on inspection reports, equipment repair orders, and other pertinent documents.

(2) Ensure all discrepancies and repair actions are fully documented, obtaining all signatures required to complete a given action.

(3) Request from the WHE organization any and all approvals required for alterations/modifications to weight handling equipment. Provide information as required to the appropriate member(s) for preparation of alteration/ modification. Provide information package to WHE organization for all alteration/modification packages.

(4) Maintain specification data sheets and brake specification data sheets.

(5) Maintain Cranes by calendar month as outlined in the NAVFAC P-307 for type A, B, and C, inspections.

d. The Crane Test Director:

(1) Ensure only fully qualified and properly licensed personnel operate WHE.

(2) Ensure only fully qualified personnel rig all loads to be lifted or moved by the crane and rigging crews.

(3) Identify training requirements for Crane crew personnel to ensure a high degree of proficiency and competency is maintained by all involved in the WHE Program.

(4) Serve as primary member of the WHE Mishap Investigation Board.

(5) Perform inspections, test procedures, and establish test criteria for all WHE.

(6) Be responsible for Navy Crane Center liaison, long-shoring certificates, and planned or scheduled modifications.

e. The Crane Crew Supervisor:

(1) Normally an EO1, responsible for the overall safe operation of cranes and shall schedule all work, taking into consideration the availability of equipment, operators, riggers, workload, and safe operating practices.

(2) Stop crane operations immediately if unsafe acts or conditions are observed. Suspend all operations at the request of the crane operators until conditions can be checked, improved or corrected.

(3) Conduct a pre-job briefing for all special or critical lifts with specific attention to safety, equipment required, and procedures.

(4) Ensure all required daily services and inspections are conducted and documented.

(5) Conduct and/or arrange for all proficiency and competency training for the crane crews.

(6) Immediately notify the Safety Office and the WHE Chain of Command of all mishaps.

(7) Periodically inspect cranes for good housekeeping and sanitation practices.

(8) Review SOP(s) prior to authorizing any complex lifts. If such a lift is authorized, he/she shall be present throughout the duration of the lift.

(9) Be thoroughly familiar with and ensure compliance with, all requirements of this instruction, and other applicable regulations.

(10) Ensure that immediate action is taken to correct safety deficiencies noted during daily inspections. When deficiencies cannot be corrected immediately, the crane shall be removed from service until corrections have been accomplished before the equipment is returned to service. (re-certified if required).

(11) Ensure that cranes, which have not been properly certified as required by NAVFAC P-307, are not assigned to crane operations and tagged out of service.

(12) Maintain a crane equipment history file (24-part) in accordance with NAVFAC P-307.

f. The battalion License Examiner shall:

(1) Prepare WHE licenses for crane operators for issuing official's (Certifying Officer) signature upon receipt of written proficiency and competency documentation from the Crane Performance Examiner. The License Examiner shall administer all written tests.

(2) Serve as a member of the Crane Mishap Investigation Board.

(3) Maintain crane license records in accordance with NAVFAC P-307.

g. The Safety Officer shall:

(1) Provide safety awareness training to all personnel involved in WHE operations.

(2) Serve as primary member of the WHE Mishap Investigation Board.

h. The Crane Crew leader/Operator shall:

(1) Ensure he/she is fully knowledgeable of all technical manuals affiliated with subject equipment and verify crane is currently certified and certification data is posted per NAVFAC P-307.

(2) Perform daily inspections and complete the Operator's Daily Checklist (ODCL) each time a crane is operated or cycled. Advise appropriate authority of the crane's condition so that corrective action may be taken if necessary.

If an asterisk item is found unsat cease crane operations immediately.

(3) Immediately cease crane operations when adverse operating conditions are noted, **follow SOP** and notify the Crane Crew Supervisor for resolution.

(4) Know the rated capacity and equipment variables of the crane to which assigned.

(5) Respond to voice or American standard hand signals from only one authorized signal person. The pre-lift meeting should involve decisions concerning the type of signals to be used, i.e., hand or voice.

(6) Avoid lifting loads over buildings, vehicles, and personnel etc.

(7) Maintain good housekeeping and sanitation practices aboard cranes.

(8) Maintain constant supervision during WHE operator training. Accompany the crane and have a valid operator's license in their possession during training.

(9) Remain in the operator's cab or crane controller's position at all times when a load is suspended.

(10) Will not begin a lift or energize the equipment if the method of rigging is not adequate or overhead boom travel area is not clear.

(11) Always engage safety pawls (boom or hoist pawl) when not using that mode of operation.

(12) Secure the crane's safety equipment upon completion of lifting operations and before leaving the operator's station for any reason per posted operating instructions and NAVFAC P-307.

(13) USE OUTRIGGERS FOR ALL LIFTS, unless crane is previously certified for "on rubber". Outrigger pads must be on firm footing, fully extended with tires off the ground, and crane leveled in all directions. Safety cams will be set, if equipped.

i. Crane Crew/Riggers and Oilers:

(1) Be aware and competent of technical manuals and participate in the pre-lift meeting with the crane operator and ensure that they are thoroughly aware of the procedures to be used for the lift.

(2) Never take chances in estimating the weight of the material to be lifted. If actual weight is not available, consult your WHE Chain of Command.

(3) Identify, organize and utilize all slings and rigging hardware in strict accordance with NAVFAC P-307 and this instruction.

(4) Wear proper Personal Protective Equipment (PPE) when working in lifting operations.

(5) Ensure the load or object to be lifted is properly secured during pallet operations and spreader bars and/or slings are properly attached and rigged in a manner to prevent damage to equipment.

(6) Maintain eye contact on the entire load as it is being lifted to see that nothing fouls.

(7) Use chafing gear when there is danger of the rigging gear being damaged during the lift. Ensure wire rope is not cut or deformed by the load. Also, watch the sides of the load for any excess rubbing while hoisting or lowering.

(8) Do not use any rigging gear that has been exposed to batteries or acids.

(9) Always use tag lines whenever there is a possibility of the load moving out of control.

2602. Crane Safety

Refer to NAVFAC P-307.

a. Deployed Units. Conduct biweekly crane operation and safety meetings to include: crane operations, general safety, minimum rigging procedures, crane and rigging responsibilities, upcoming lifts, and NAVFAC P-307 familiarization. Attendance should include the Certifying Official, Crane Test Director, Crane Supervisor/Crane Crew Leader, Operators and Riggers.

b. Units in Homeport. **Only personnel who have demonstrated maturity, sound judgment, above average mechanical ability and coordination, should be identified for the Crane Crew.** Crane Crew members, including riggers, should be identified early and receive adequate training.

c. Mishap Reporting. In addition to requirements of 1NCD 5100.1, any mishap involving cranes must be reported by message to the respective Regimentals (R43) department, 1NCD (N43), and Navy Crane Center per instructions outlined in NAVFAC P-307.

2603. Crane License Program

a. Crane Licensing Program. Refer to NAVFAC P-307.

b. Testing of crane operators is the responsibility of the Crane Certifying Official. He/she may be assisted in administering performance tests by the "Crane Test Performance Examiner" as per NAVFAC P-307.

c. All crane operators licensing must be in accordance with NAVFAC P-307 and indicate the Type, capacity, attachments, and type controls, the operator is qualified to operate.

d. The Certifying Officer shall ensure that all crane crew personnel's license files are up to date and documentation is in strict accordance with NAVFAC P-307.

2604. Crane Operations

a. Work authorization. Prior to authorizing the Crane Crew to proceed to a project or make a lift, the Crane Crew Supervisor or the A3 must:

(1) Review NAVFAC P-307 to ensure all applicable paragraphs are followed and complete the crane lift checklist, Figure 2-18, of this instruction.

(2) Inspect project sites for overhead power lines. A minimum distance of at least ten feet from any power line with any part of the crane, boom, load line, or load shall be maintained. The distance should increase five feet for each 150 KV. See NAVFAC P-307.

(3) Inspect Crane setup for stability and safe operating area (the importance of crane levelness cannot be over-emphasized because the lifting capacity is greatly reduced each degree the crane is out of level).

(4) Complete Crane Operator's Daily Checklist (ODCL) per NAVFAC P-307.

b. Weight handling instruction 11260 with Standard Operating Procedures (SOP): The Crane Test Director and the Crane Crew Supervisor must maintain and ensure the crew is familiar with the following standard instructions and SOPs. Site specific SOPs and instructions may be required for other areas not covered. SOP's 1-3 must be maintained in the cab of each crane. Per NAVFAC P-307. Copies of SOP's are available on the First Naval Construction Division's Portal.

Standard Operating Procedures in NAVFAC P-307 include:

(1) Adverse Weather Conditions

(2) Anti Two-Blocking

(3) Bypassing Safety Devices

(4) Complex Lifts Procedures

(5) Crane Incident/Mishap Invest & Reporting

(6) Crane Licensing

(7) Crane Safety Advisories

(8) Crane Operator Making a Lift

(9) Crane Tag-out Procedures

(10) Determining Load Weights

(11) Lube and Data Specifications

(12) Movement, Positioning of the Crane

(13) Operating in the vicinity of Overhead Transmission lines

(14) Operator Inspection Of Cat I Cranes

(15) Lifting Personnel Aloft

(16) Pre-lift Meeting and Plan of Action

(17) Rigging Gear Inspection

(18) Rigging, Movement, and Setting Loads

(19) Securing Cranes

(20) Use of Outriggers

(21) Wire Rope Use

CRANE LIFT CHECKLIST

DATE _____

1. Location of lift: _____

2. Supervisor responsible for lift: _____

3. Crane Operator: _____

4. Rigger(s)/Helper(s): _____

5. Lift: _____

    a. Description of lift: _____

    b. Weight of load to be lifted (in lbs.): _____

    c. Is weight estimated? Yes ___ No ___ By Whom: _____

    d. Can weight be verified? Yes ___ No ___ If no, contact Crane Certifying Officer for further instructions.

    e. Is the load non-symmetrical? Yes ____ No _____
If yes, follow the procedures in the NCC crane rigging course manual (show calculations on the reverse side of the checklist).

6. Crane(s) assigned to lift:

    a. USN#: _____

    b. Certified capacity (in lbs.): _____

    c. Rated capacity (in lbs.)_____ at _____ FT. boom

7. Is travel route safe and free from obstacles? Yes ___ No ___

8. Has travel permits been obtained (if required)? Yes ___ No ___

9. Have operators and riggers been briefed on the operation/lift sequence? Yes ___ No ___

10. Has the crane been inspected for stability? Yes ___ No ___
If no, explain. _____

11. Has the crane operating area been inspected? Yes ___ No ___
If no, explain. _____

12. Have slings and other hardware being used been inspected? Yes ___ No ___. If no, explain. _____

    a. List the type, size and capacity with ID number of the rigging gear and hardware. _____

13. Is the capacity of slings based upon the sling angle at which the sling will be used? Yes ___ No ___

Figure 2-16

2605. Crane Cycling

a. All cranes are operationally cycled every five workdays to insure all moving parts are mechanically sound and fully operational. Cycling shall be documented in the crane logbook and the completed ODCL filed to be retained for a minimum of two months.

2606. Crane Test Procedures

a. Frequency of Tests. As per NAVFAC P-307, **ANY CRANE THAT HAS HAD MAJOR REPAIRS/ALTERATIONS OR REPLACEMENT OF LOAD BEARING OR CONTROLLING PARTS WILL HAVE AN INTERIM CERTIFICATION PRIOR TO BEING PUT BACK IN SERVICE**. The definition of load bearing and controlling are defined in NAVFAC P-307.

b. Certification Extension. In an emergency or contingency condition, approve in writing, with the concurrence of the Certifying Official. A temporary certification extension (not to exceed 45 calendar days) of the prior annual certification is authorized. This authority shall not be delegated. A complete condition inspection shall be accomplished before extending the certification.

c. Load Test Certification. Conduct tests per NAVFAC P-307. The original copy of the certification shall be filed in the unit safety office. A copy shall be kept in an accessible protected container on the equipment and a third copy placed in the crane history jacket. The certification expiration date will be stenciled with three-inch letters on the operator’s side of the revolving house.

d. Sample Certification documents. Samples are available on 1NCD web site.

e. Certification Void Factors. (Refer to NAVFAC P-307)

Section 7. RIGGING GEAR

This section provides instruction for the proper use, load (proof) testing, maintenance and storage of rigging gear. Safety Operating Procedures: All personnel involved with the use of rigging gear for Weight Handling Equipment (WHE) will be thoroughly instructed and trained to comply with the practices set forth in the NACFAC P-307.

2701. Load (Proof) Testing

a. A Master History Record Card General Purpose Rigging Equipment (Figure 2-17) for the initial Load (proof) testing and inspection of all slings and other general purpose rigging gear

will be established and will be maintained by the Crane Crew supervisor.

b. Load (proof) testing and inspections of rigging gear shall be load (proof) tested in accordance with the NAVFAC P-307.

2702. Records

a. The Crane Supervisor shall establish and maintain a Master History Record Card file system and Rigging Equipment Status Board (Figure 2-18) containing a record of each sling in the unit's inventory. A Master History Record Card will be used to document tests made on all items of weight-lifting hardware, slings, spreader bars, hooks, shackles, etc. These records will be retained on site and will contain the following entries at a minimum:

(1) Item name and size (type, class, etc.)

(2) Rated capacity/load test

(3) Manufacturer’s recommended maximum test weight.

(4) Sling identification number (unit location and two-digit number with Alfa designation for each wire rope component).

(5) Signature and date of load (proof) test director

b. Identification/Information: All slings, spreader bars, shackles, hooks and associated rigging gear shall be marked in accordance with NAVFAC P-307.

CRANE MASTER HISTORY RECORD CARD
(FRONT)

MASTER HISTORY RECORD CARD GENERAL PURPOSE RIGGING EQUIPMENT

RECORD/OF INSPECTION/TESTING

DATE	PURPOSE	S	U	**SIGNATURE	REMARKS

**THE DESIGNATED CRANE TEST DIRECTOR OR THE CRANE CREW SUPERVISOR VERIFIES, BASED ON PERSONAL OBSERVATION OR CERTIFIED RECORDS, AND CERTIFIES BY HIS/HER SIGNATURE BY HIS/HER SIGNATURE THAT THE ACTION HAS BEEN PERFORMED IN ACCORDANCE WITH THE SPECIFIED REQUIREMENTS OF THE NAVFAC P-307 AND THE COMSECOND/COMTHIRDINST 11200.1.

2ND/3RD NCS 11200.1/77(2-99)(BACK)

Figure 2-17

CRANE MASTER HISTORY RECORD CARD (BACK)

MASTER HISTORY RECORD CARD GENERAL PURPOSE RIGGING EQUIPMENT

ITEM NAME AND SIZE (Type, Class, etc.)	RATED CAPACITY/LOAD TEST	MFR.'S RECOMMENDED MAXIMUM TEST WEIGHT

THIS CARD IS USED TO RECORD BASE(ORIGINAL) DIMENSIONS OF GENERAL PURPOSE RIGGING EQUIPMENT.
ONLY ITEMS APPLICABLE TO THE PARTICULAR PIECE OF EQUIPMENT NEED TO BE COMPLETED.
THE RESULTS OF ALL INSPECTIONS/TESTS ARE TO BE RECORDED ON THE REVERSE SIDE.

ITEM	DESCRIPTION	ORIGINAL			1ST REPLACEMENT			2ND REPLACEMENT		
		MEAS.	SIGNATURE	DATE	MEAS.	SIGNATURE	DATE	MEAS.	SIGNATURE	DATE
1. HOOKS	THROAT DIMENSION									
	A. UPPER HOOK									
	B. LOWER HOOK									
2. CHAIN	A. LENGTH (5-LINK SECTION)									
	B. ULT. BREAKING STRENGTH									
	C. CHAIN LINK DIAMETER									
	D. ROCKWELL"C" HARDNESS									
	E. OVERALL LENGTH									
3. WIRE ROPE FIBER, NYLON OR WEBBING	A. TYPE									
	B. NO. STRANDS/LAYERS									
	C. ORIGINAL DIAMETER/WIDTH									
	D. LENGTH									
	E. BREAKING STRENGTH									
4. FORGED FITTINGS	A. SIZE									
	B. TYPE									
	C. CERT. OF EYEBOLTS									

REMARKS/SPECIAL REQUIREMENTS

EQUIPMENT CUSTODIAN (SIGNATURE)

2ND/3RD NCB 1120077 (2-99) (FRONT)

Figure 2-17

CRANE RIGGING EQUIPMENT STATUS BOARD

Rigging Equipment Status Board

Item Name/ Size	ID Number	Capacity SWL	Test Load Date	Status

Figure 2-18

Section 8. ALFA COMPANY OPERATIONS CHECKLIST

Paragraph 2801 lists the applicable questions to be answered as guidelines to evaluate the effectiveness of ALFA Company operations, prior to a CESE visit from the respective Regimental (R43) Equipment Office.

2801. Operations Checklist	YES	NO
a. Is the operations branch organization chart up-to-date and posted?	___	___
b. Is an Automotive and Construction Equipment Status Board used to reflect current status of assigned equipment?	___	___
c. Is there a current reference readily available to the Dispatcher to determine the qualifications of personnel requesting equipment?	___	___
d. Is the key security adequate?	___	___
e. Are the following operator forms being properly utilized?	___	___
(1) Motor Vehicle Utilization Record (DD Form 1970, Trip Ticket or authorized computer trip ticket used to Dispatch all CESE).	___	___
(2) Inspection Guide and Trouble Reports (NAVFAC Form 9-11240/13 or authorized Computer Program form) used as a Guide for operator maintenance prior to issuing a Trip Ticket and report corrective repairs?	___	____
(3) Dispatchers Log - Used to record equipment usage and maintain dispatch control?	___	____
(4) Is immediate action taken for safety discrepancies?	___	____
f. Is operator maintenance/lubrication being performed according to current instructions?	___	____
(1) Are lubrication charts available for? Operators?		
(a) If so, are they being utilized?	___	___
(b) Is there a log to show use?	___	___

	YES	NO
(2) Are operator manuals available for operators?	___	___
(a) If so, are they being utilized?	___	___
(b) Is there a log to show use?	___	___
g. Is a mishap/crash package, as outlined in Chapter 2301 B8, in all vehicles being dispatched?	___	___
h. Are safety devices (fire extinguisher, mirrors, brake warning devices, lights, etc.) installed and in good condition?	___	___
i. Are fire extinguishers and **"NO SMOKING"** signs in place at the refueling station and on fuel trucks?	___	___
j. Is equipment in a standby status cycled weekly, and maintained in a condition of operational readiness?	___	___
k. Is a cycle log being maintained and does it contain at a minimum: Date of cycle, USN, beginning and ending miles/hours, discrepancies, and total time cycled?	___	___
l. Are vehicle winches lubricated and cables properly identified and maintained?	___	___
m. Are attachments stored in the best possible location to prevent deterioration?	___	___
n. Are all equipment attachments complete, properly identified and maintained?	___	___
o. Has a License Examiner been designated in writing by the Commanding Officer?	___	___
p. Is the License Examiner included in the battalion's check in/out procedures?	___	___
q. Is there a license file for all personnel currently licensed for government vehicles/ equipment?	___	___
r. Are license tests current? Do they test the operator’s knowledge of that specific piece of equipment?	___	___

	YES	NO
(1) Does the file contain the following forms and are they properly filled out?	___	___
(a) NAVFAC 11240/10 (Application for Vehicle Operator's Identification Card)	___	___
(b) NAVFAC 11260/1 (Application for Construction Equipment Operator's License)	___	___
(c) NAVFAC 11260/3 (Construction Equipment Operator License Record)	___	___
(d) Standard Form 47 (Physical Fitness Inquiry)	___	___
(e) Performance Test Results	___	___
(f) Locally generated record of government and equipment licenses (figure 2-14) and miscellaneous documentation, (e.g., Privacy Act Statement, mishap procedures, copy of certifications/schools)	___	___
(g) Old Licenses (outdated) and copy of current license	___	___
s. Are tests and license blanks maintained in locked storage to prevent compromise?	___	___
(1) Is a copy of Regimental approved license test disk(s) maintained on site.	___	___
t. Does the Roadmaster visit job sites daily?	___	__
u. Does the Roadmaster have a vehicle tagging program in place?	___	___
v. Is there a logbook to document a tagging program?	___	___
w. Does the Roadmaster assist the Equipment Officer with traffic court?	___	___
x. Does the Roadmaster accompany crane oversize equipment movement?	___	___
y. Is equipment made available for PM services when scheduled?	___	___

	YES	NO
z. Is equipment inspected for collateral equipment discrepancies as part of the PM induction routine?	___	___
(1) Is a 2-Kilo initiated in MICROSNAP for collateral equipment shortages or surveys?	___	___
(2) Is collateral equipment stored in a secure location?	___	___
(3) Is all stored collateral equipment tagged with the assigned USN number and grouped by either typed equipment or USN number?	___	___
(4) Is collateral equipment being maintained in good repair?	___	___
(a) Are all safety precautions rigidly observed during operation of equipment?	___	___
(b) Is equipment being used for that which it was designed?	___	___
(c) Yard Boss		
1. Has the Yard Boss signed custody for all the mounted collateral on pool equipment?	___	___
2. Does the Yard Boss inspect equipment for damage and deficiencies as it leaves and enters the yard?	___	___
3. Is the equipment clean and in good repair?	___	___
4. Is the Yard Boss part of the induction process for preventive maintenance?	___	___
5. Does the Yard Boss ensure that proper pre-starts and operator maintenance are being conducted?	___	___
6. Is the Yard Boss inspecting equipment exiting the shop and accepting the equipment prior to being placed back into the motor pool?	___	___
7. Is the motor pool in good repair and operating efficiently (e.g., wash rack, fueling station, traffic flow and basic safety)?	___	___

	YES	NO
8. Is Yard Boss signing/initialing Pre-start cards and trip tickets?	___	___
(d) Mineral Product Operations		
1. Crusher, asphalt plant and concrete plant:		
a. Is a daily preventive maintenance program enforced?	___	___
b. Are all automatic controls operational and in use?	___	___
c. Are dust collectors/ suppressant systems in conformance with EPA standards?	___	___
2. Quarry Site:		
a. Proper development of benches?	___	___
b. Is the Driller log maintained?	___	___
c. Are blaster certifications current?	___	___
d. Are blasting materials stored in a secure location?	___	___
(e) Has the Crane Certifying Officer and the Crane Crew Supervisor been designated in writing by the Commanding Officer?	___	___
(f) Has the Crane Certifying Officer designated in writing the following:		
1. Test Director	___	___
2. Test Operator	___	___
3. Test Mechanic	___	___
(g) Are all crane certifications current?	___	___
(h) Is the crane operator's performance test for licensing being administered by the Crane Certifying Officer?	___	___

	YES	NO
(i) Is the Crane Crew Supervisor on site for the performance of all crane tests?	___	___
1. Are these procedures documented by the crane lift checklist?	___	___
2. Are all slings and related hardware certified and properly tagged?	___	___
(j) Are bi-weekly crane safety meetings being conducted?	___	___
(k) Is the Non-Destructive Test (NDT) report completed in accordance with NAVFAC P-307, Appendix E, paragraph 1.4.2, and does it have the appropriate signatures?	___	___
(l) Are copies of the NAVFAC P-307, Appendix C inspection form, and copies required 2-Kilo for maintenance in the crane equipment history file (24 part)?	___	___
(m) Are the crane certification forms filled out in accordance with the NAVFAC P-307, Appendix E?	___	___
(n) Are hook tram measurements recorded on certification paper work correctly?	___	___
(o) Is the certification information for the wire rope in use, in the crane history file?	___	___

CHAPTER 3
ALFA COMPANY MAINTENANCE

Section 1. MAINTENANCE ORGANIZATION.

This chapter encompasses ALFA Company maintenance; use of the Planned Maintenance System (PMS); Maintenance Data System (MDS); painting and identification of NCF equipment; planning, scheduling, shop control and supply coordination; and the Battalion Equipment Evaluation Program (BEEP).

3101. Organization. The organization of equipment maintenance work centers varies in such areas as number and types of assigned equipment, number and experience of personnel, work hours, number of shifts, environmental conditions, and the activity's mission. The following personnel organization is based on a typical Naval Mobile Construction Battalion operation, but the functions are applicable to small shops where one person may perform several functions.

a. Maintenance Supervisor/Division Maintenance Chief. The Maintenance Supervisor/Division Maintenance Chief is normally the senior mechanic assigned to the activity and 304 Qualified. The Maintenance Supervisor/Division Maintenance Chief is responsible for ensuring the Planned Maintenance System and Maintenance Data System is accomplished utilizing NEASEAINST 4790.8B for all assigned CESE and personally supervises the inspectors, work center supervisors, Det RPPO, technical librarian, tool room custodian and parts expediters. The Maintenance Supervisor's 3-M responsibilities are defined in the NEASEAINST 4790.8B. He/She approves all requisitions for procurement of Not In Stock (NIS), Not Carried (NC) and ARP materials, maintain the shop workload files, make all decisions concerning deadline CESE, control all CESE transfers and disposals and control all construction mechanics and shop tools and kits. The Maintenance Supervisor initiates appropriate action when, during maintenance procedures, equipment abuse or misuse is suspected. The Maintenance Supervisor must review the CSMP at a minimum weekly and ensure all parts received are installed immediately. The Work Center Supervisors need to coordinate with the Dispatcher to make the equipment available.

b. Inspectors. Work Center Inspectors examines the equipment for additional required repairs when the CESE is scheduled for Planned or Corrective maintenance. Inspectors work directly for, and are responsible to, the Maintenance Supervisor/Division Maintenance Chief. They should be senior mechanics, knowledgeable and proficient in their rating, and should be able to clearly describe each repair action on the Maintenance Requirement Cards (MRC). Each piece of equipment is

inspected after repairs are completed on the 2-Kilo by each work center Inspector to ensure that work is correctly completed. Thorough final inspection increases reliability and, in turn, reduces the mechanic's workload. Inspectors may perform minor repair work that pertains to inspection procedures only. Inspectors will immediately notify the Maintenance Supervisor when suspected equipment abuse or recurring failures are discovered. The inspector will review Technical Manuals, Technical Bulletins, Maintenance Bulletins, Advanced Change Notices (ACN), and Feedback Report replies. Inspectors ensure required annual safety inspections and hourly/mileage repairs/adjustments are completed in accordance with MRCs. **The Inspector ensures all collateral equipment is inspected for completeness, deterioration, preservation, shelf life, and proper stowage**.

c. Light Shop. The Light Shop is responsible for the planned maintenance and breakdown repair of all equipment assigned by the Maintenance Supervisor (generally all equipment codes beginning with “0”). The number of crews will be dictated by manpower and equipment quantity assigned. The shop will also be responsible for conducting Inactive Equipment Maintenance (IEM) per NAVSEAINST 4790.8B on all Light Shop CESE assigned to IEM. The shop will also be responsible for maintaining Direct Turnover (DTO) parts for assigned CESE.

d. Heavy Shop. The Heavy Shop is responsible for the planned maintenance and breakdown repair of all equipment assigned by the Maintenance Supervisor (generally all non-light shop equipment minus the 5000 shop equipment). The priority of this shop is generally in support of the battalion’s construction effort. The Shop will also be responsible for conducting IEM per NAVSEAINST 4790.8B on all Heavy Shop CESE assigned to IEM. The Shop will also be responsible for maintaining DTO parts for assigned CESE.

e. Support Shops. The Support Shops normally are comprised of the 5000 Shop (EC 5000-5999), Steel Shop, MR Shop, Tire Shop and the Paint Shop. These shops are specialty shops that are tasked with supporting the other shops with their particular expertise. The shop will also be responsible for maintaining DTO parts for assigned CESE.

f. Crane Shop. The Crane Shop is responsible for the planned maintenance and breakdown repair of all cranes and ensuring all maintenance guidelines is adhered to per NAVFAC P-307. **At no time will cranes be put in IEM status I.** All cranes will be kept alive and cycled per this instruction Section 2605, Crane Cycling, para a. Cranes on deadline would be maintained in IEM Status II until removed from deadline.

g. Det Repair Parts Petty Officer (DET RPPO). Maintain the Details, DFT or Detachment repair parts status and accountability records, and is the liaison between the main body supply office and the Details, DFT or Detachment. All requisitions for not in stock (NIS) and not carried (NC) materials must pass though the DET RPPO who maintains the repair parts summary sheets.

h. Technical Librarian. The Technical Librarian is responsible for the pre-packed library, which contains operational, maintenance and parts manuals. The Librarian, in accordance with COMSECONDNCB/COMTHIRDNCBINST 5600.1A series, establishes and enforces checkout procedures for all manuals, and maintains all required reference materials needed to research and initiate part requisitions on NAVSUP Form 1250-2s. The Technical Librarian normally researches and prepares the NAVSUP Form 1250-2s to free floor mechanics to perform maintenance functions.

i. Mechanic’s Tool Room. The mechanic’s tool room serves as the central point for issue, storage, inspection, maintenance and repair of all mechanics tools. Under an approved custody control system, the Maintenance Supervisor holds shop equipment on sub-custody. Kits and tools needed continuously are issued to individuals on custody receipts. Other tools are issued on tool chits or in a sign-out log for particular jobs. Tool room personnel perform tool repair within their capability, and request assistance from other battalion shops when necessary. All other tool-related information is found in the Seabee Supply Manual COMSECOND/COMTHIRDNCBINST 4400.3 and COMFIRSTNCDINST 5100.1, NCF Safety Manual.

Section 2. PREVENTIVE MAINTENANCE PROGRAM

a. Maintenance Accomplishment. NCF fleet maintenance accomplishment procedures are intended to provide a first-time quality product completed in accordance with the 3-M system and technical directives, (e.g., manufacturer’s technical manuals, technical/service bulletins). Maintenance accomplishment is a direct function of four basic elements:

(1) Training and qualification of the craftsmen who will perform the maintenance.

(2) Supervision, including the direct oversight of the maintenance being performed, of the individual craftsmen assigned to accomplish the maintenance.

(3) Formal Work Procedures (FWP), which are outlined in our standard MRCs which provide the necessary sequence of actions to the individual to complete maintenance tasks.

(4) Work Process. A series of actions planned and executed to accomplish a unit task. The work process can range from planning and executing planned maintenance to major component replacement and/or restoration/repair. Understanding work processes and their quality control elements is the fundamental core of a successful Quality Control Program. These elements form the cornerstone of the NCF CESE Maintenance Program and are essential to ensure that all maintenance is completed per applicable technical and administrative requirements.

b. Quality Control

(1) Quality Control (QC) consists of all actions taken prior to the start of and during the work process, to:

(a) Obtain the highest confidence level that the work will be completed safely and correctly within technical specifications the first-time.

(b) Minimize expenditure of manpower and material resources.

(2) The QC Program includes, but is not limited to, the following major elements:

(a) Training and qualification are an integral part of the maintenance process. In many work processes training is the prerequisite to meeting qualification requirements for conducting the process itself. Other processes must be learned through a combination of experience and specialized industrial process training. The ultimate goal of training programs is to develop the requisite levels of knowledge to enable the craftsman to perform those skills necessary for their rate. Rigorous training and qualification programs shall accomplish the following: Ensure that equipment operators and construction mechanics have the requisite knowledge to properly operate their cognizant equipment safely, and in accordance with design parameters and established procedures to avoid personnel hazards and to prolong equipment service life.

(b) Develop and maintain the requisite maintenance and industrial process skills and proficiency as craftsmen in order to have a viable pool of personnel qualified to conduct Corrective and Organizational Maintenance.

(c) Provide maintenance management training to supervisory personnel to enable them to properly balance maintenance work, training, personnel administration and other mission requirements while providing quality leadership to their personnel.

(d) Work center facilities, equipment maintenance and upgrade programs provide a clean, safe, properly equipped workplace that enables the work center craftsmen and supervisory personnel meet their work center mission requirements, and build first-time quality into their products.

(e) Craftsman-oriented, standardized FWP that define each work process in a concise manner and as outlined in CESE specific technical manuals.

(f) Effective supervisory participation and oversight throughout all management, training and production work processes.

a. Quality Assurance. Quality Assurance (QA) consists of administrative and technical procedures and 3-M spot checks to ensure compliance with technical specifications, through a systematic review of QC records and maintenance actions. These procedures provide proof and confidence that work performed or material manufactured will perform as designed, and that there is documentary evidence to that effect. The QA Program includes, but is not limited to, the following:

(1) Rigorous audit and surveillance program that provides maintenance managers feedback on developing trends within an organization. Additionally, this program is used as input during the development of company and departmental training programs to improve work processes.

3201. Maintenance Categories. The goal of maintenance is to keep equipment in a safe and serviceable condition at all times at reasonable costs, and to detect minor deficiencies before they develop into costly repairs. The Maintenance System of the NCF is predicated on three categories or levels of maintenance and 3-M. These three levels are, Organizational, Corrective, and Depot. The nature of the repair; the level of repair parts support, tools, equipment and time available; personnel capabilities; and the tactical situation determine the category of repairs performed. An activity's range of repair parts support is keyed to the authorized level of maintenance.

a. Equipment-to-Mechanic Ratio. The ratio indicates the number of vehicles compared to the number of mechanic is assigned to a location. In addition to all the mechanics assigned to the shop, the title “mechanic” in this ratio includes all administrative and supervisory maintenance personnel and any personnel assigned to work with the mechanics, such as steelworkers, machinery repairmen, and electricians. The ratio can be used as a general yardstick to determine if additional mechanics may be required to maintain the unit’s equipment adequately. Obviously many factors such as training,

experience, environment, and equipment condition shall cause the optimum ratio to vary. However, experience shows that the ratio should average approximately **five pieces of equipment to one mechanic (5 to 1)** at each location. One way to improve the on-site equipment to mechanic ratio is through the use of the IEM option in 3-M.

b. Organizational Maintenance. Organizational maintenance is that maintenance which is the responsibility of, and performed by, the operator, and scheduled preventive maintenance services performed by trained personnel. Organizational maintenance consists of proper equipment operation, safety and serviceability inspections, lubrication, minor adjustments and services in accordance with the MRC. Organizational maintenance is divided into operator and preventive maintenance as specified below:

(1) Operator Maintenance. Each operator is required to perform work needed to maintain his or her vehicle in a clean, safe, and serviceable condition. Operator maintenance includes the daily inspections before, during, and after operation. It also includes periodic lubrication and adjustments. These requirements are completed utilizing the pertinent MRC. Operator maintenance is performed to ensure early detection of deficiencies.

(2) Planned Maintenance. Planned maintenance (PMS) is that maintenance which is scheduled for the purpose of maximizing equipment availability and to minimize repair costs. PMS consists of safety and mechanical inspections, lubrication, and services and adjustments beyond an operator's responsibility. Operators should assist with this work unless directed otherwise. Maintenance support requiring more extensive services is categorized as Corrective level maintenance.

c. Corrective Maintenance. Corrective maintenance is that maintenance which is the responsibility of, and performed in, any designated maintenance shop. The extent of corrective maintenance encompasses the removal, replacement, repair, alteration, calibration, modification, and the rebuild and overhaul of individual assemblies, subassemblies and components. Although the rebuild and overhaul of major assemblies is included, only essential repairs shall be accomplished to ensure safe and serviceable equipment. Equipment that requires extensive repairs or numerous assembly rebuilds will not be repaired without prior approval by higher authority. Corrective maintenance requires a higher degree of skill than organizational maintenance, and a larger assortment of repair parts and more precision tools and test equipment.

(1) To preclude the possibility of the installation of expensive components on equipment which may be scheduled for excess, survey, or overhaul, field units will request authority from the respective Regimental (R43) Equipment Office representative, prior to the purchase of component parts costing in excess of $1,000 or a total repair cost in excess of $2,500.

d. Depot Maintenance. Depot maintenance is that maintenance performed on equipment that requires major overhaul or comprehensive restoration to a degree necessary to restore the entire unit to a like-new condition.

3202. Preventive Maintenance & Service Inspection Procedures

a. Preventive Maintenance and Inspection Intervals. Intervals are based on PMS requirements utilizing SKED and are placed on appropriate Cycle, Quarterly and Weekly schedule. The standard 5-day workweek will be utilized for scheduling. The Respective Regimental (R43) Equipment Office **must approve** any change in this work schedule within **30 days of turnover**.

(1) It is the responsibility of the Maintenance Supervisor to determine if the PM interval for an item of equipment should be increased. By adding specific Maintenance Requirements to the boards can increase the periodicity.

b. Planned Maintenance and Inspection Due Dates. Utilizing an established deployment calendar record the non-workdays and tentative BEEP days on the Quarterly board in SKED. Continuity of the PM schedule is maintained by transferring the schedule from a relieved unit to the relieving unit.

c. Crane Inspection Requirements. Proper documentation of maintenance is critical. In accordance with the NAVFAC P-307, all inspection criteria for the crane are listed in Appendix C. This checklist must be completed and accompany the 2-Kilo(s) as required and be filed in both the history jacket and the crane equipment history file (24 part).

d. Preventive Maintenance Record Card. A Vehicle/ Construction Equipment Preventive Maintenance Record Card, NAVFAC 11240/6 (Figure 3-1), will be maintained by each work center for each piece of CESE assigned. Will also be accurately maintained to assist the work center supervisor in determining when to service or change a components oil/and or filter after reviewing the pertinent MCR and last recorded Hours or Mileage.

(1) CESE with assigned attachments is identified on the PM Record Card by a colored tab to ensure attachments are given PM inspections with the assigned equipment. Additionally, each attachment and attachment code are listed on the back of the PM Record Card.

(2) The following information will be recorded from a completed preventative or corrective maintenance action that affects the PMS interval (i.e., engine swap, transmission swap, etc.):

(a) Periodicity code

(b) Date performed

(c) Cumulative mileage/hours

(d) Recorded services:

(EO/C) Engine Oil Change
(EOF/C) Engine Oil Filter Change
(FF/C) Fuel Filter Change
(HO/C) Hydraulic Oil Change
(HF/C) Hydraulic Filter Change
(AF/C) Air Filter Change
(TF/C) Transmission Filter Change
(TO/C) Transmission Oil Change
(ASI) Annual Safety Inspection
(DO/C) Differential Oil Change
(TFCO/C) Transfer Case Oil Change
(CF/C) Coolant Filter Change
(CLT/C) Coolant Change
(ACO/C) Air Compressor Oil Change
(ACOF/C) Air Compressor Oil Filter Change
(BF/C) Brake Fluid Change

NOTE: Pri or Sec can be included in codes to indicate primary or secondary component, e.g., primary engine on auger truck is on the auger, secondary is on the truck.

(3) PM Record Cards are returned to the equipment history jacket whenever CESE is transferred or the card is full.

Vehicle/Construction Equipment PM Record Sample
NAVFAC Form 11240/6

ASSIGNED TO	PHONE	TYPE OF ASSIGNMENT	EQUIP. CODE	JOB ORDER NO.	PM GROUP
NMCB ____		423001		13	

MAKE	MODEL	TYPE	YEAR	EST. ANNUAL MI/HRS	USN REG. NO.
BUCYRUS ERIE	30B	D	1982		42-01234

TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD	TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD
LAST A			ENTRIES TRANSFERRED FROM PRIOR RECORD						
LAST B									
LAST C									
Q-1R	2-01-05	2000hrs	EOF/C						
S-2	6-10-05	2498hrs	HO/C & HF/C						

VEHICLE/CONSTRUCTION EQUIPMENT PM RECORD NAVFAC 11240/6 (2-75) *Supersedes NAVDOCKS 1949*
S/N 0105-LF-003-6530

TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD	TYPE PM	DATE	CUMULATIVE MILEAGE OR HRS. OPN.	MILES (OR HRS) SINCE LAST PM	MILES (OR HRS) REPORTED FOR 6 MO. PERIOD
							A14000	FAIRLEAD	1
							A04000	BOOM TIP	1
							A03500	BOOM JIB	1
							A02500	BOOM BUTT	1
							A03000	BOOM EXT	3

NAVFAC 11240/6 (2-75) BACK

☆ U.S. Government Printing Office: 1991—506-879

Figure 3-1

a. Deadlined Vehicle Inspection. An inspection and operational test as applicable will be performed of deadlined CESE **every 30 days**. The shop with maintenance responsibility for the deadlined CESE will generate a 2-Kilo using the Parent APL and document the maintenance performed.

(1) Inspect to ensure that:

(a) All openings are covered and weather-tight.

(b) All machine surfaces are preserved.

(c) All disassembled components are tagged, covered and stored.

(d) No cannibalization has taken place since the last inspection (controlled parts interchange is not approved as a normal procedure). The Maintenance Supervisor may authorize cannibalization to meet operational commitments with Regimental concurrence.

(e) Parts removed from deadlined equipment are replaced with the non-serviceable item, and the Maintenance Supervisor ensures that replacement parts are ordered (Not Operationally Ready for Supply (NORS)) using a priority applicable to mission accomplishment.

(f) All replacement parts, cost, and labor hours related to the interchange are charged against the piece of equipment on which the part failed. When the replacement parts are received and installed, only the labor involved is to be charged to the piece of equipment from which the interchange part was taken.

(g) During the inspection if parts or components are found to be missing the ALFA 4 will be notified. The WCS will generate a 2-Kilo using the proper APL and order the missing items.

(2) Cycle to the fullest extent possible to prevent deterioration. Re-preserve as required.

f. CESE Mishap Safety Inspection and Repair. Ensure a 2-Kilo is initiated on all CESE involved in a mishap, regardless of damage to properly document required repair estimates. Opening statement in remarks should state, “This work order opened to document safety inspection and repair due to a mishap.”

g. History Jacket. History jackets will be organized as outlined below to keep them consistent and maximize the information they provide.

HISTORY JACKET ORGANIZATION

Each item will have its own TAB as listed below.

LEFT SIDE	RIGHT SIDE
1. All corrective Actions 2-Kilo's (latest on top)	1. DD 1342 (most current on top) 2. DD250 (if applicable) 3. CED/CEMB shipping ERO(s) 4. CED/CEMB preservation ERO(s) 5. Contract repair/overhaul Documents
2. Accident package	

Section 3. USE OF DOD PROPERTY RECORDS

3301. DOD Property Record Preparation. (DD Form 1342, Figure 3-2). See NAVFAC P-300; Figure H-26, for instructions on completing the DD Form 1342.

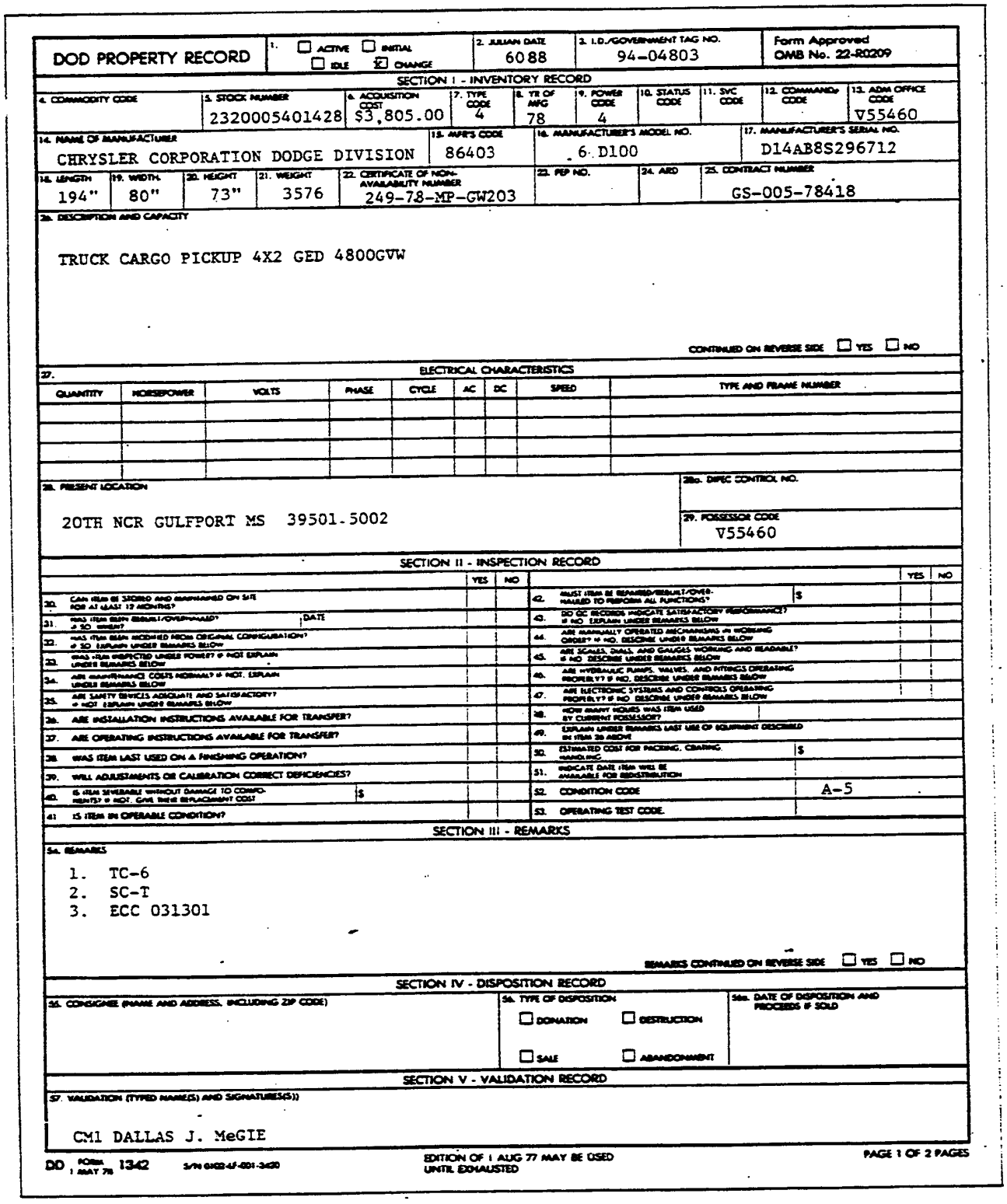
a. The preparation of a DD Form 1342 is essential for an efficient maintenance program. It furnishes the Technical Librarian, Shop Supervisors, and mechanics with vital information required for research, repair parts orders, and maintenance procedures. Utilize MOSS within MICROSNAP to generate the DD Form 1342.

b. The Maintenance Supervisor has the responsibility to update and maintain the DD Form 1342. Compliance with the instructions for completing the DD Form 1342 is essential.

c. After the DD Form 1342 is accurately updated, the reporting Units will submit one copy to: respective COMTWENTYSECONDNCR or COMTHIRTIETHNCR (R43) Equipment Office. File the original copy in the appropriate history jacket.

d. A 4790CK must be completed in MICROSNAP when submitting a new or updated DD Form 1342.

DOD Property Record
DD Form 1342



DOD PROPERTY RECORD | 1. ☐ ACTIVE ☐ INITIAL ☐ IDLE ☑ CHANGE | 2. JULIAN DATE 6088 | 3. I.D./GOVERNMENT TAG NO. 94-04803 | Form Approved OMB No. 22-R0209

SECTION I - INVENTORY RECORD

4. COMMODITY CODE	5. STOCK NUMBER	6. ACQUISITION COST	7. TYPE CODE	8. YR OF MFG	9. POWER CODE	10. STATUS CODE	11. SVC CODE	12. COMMAND CODE	13. ADM OFFICE CODE
	2320005401428	$3,805.00	4	78	4				V55460

14. NAME OF MANUFACTURER	15. MFR'S CODE	16. MANUFACTURER'S MODEL NO.	17. MANUFACTURER'S SERIAL NO.
CHRYSLER CORPORATION DODGE DIVISION	86403	6 D100	D14AB8S296712

18. LENGTH	19. WIDTH	20. HEIGHT	21. WEIGHT	22. CERTIFICATE OF NON-AVAILABILITY NUMBER	23. REP NO.	24. ARD	25. CONTRACT NUMBER
194"	80"	73"	3576	249-78-MP-GW203			GS-005-78418

26. DESCRIPTION AND CAPACITY

TRUCK CARGO PICKUP 4X2 GED 4800GVW

CONTINUED ON REVERSE SIDE ☐ YES ☐ NO

27. ELECTRICAL CHARACTERISTICS

QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED	TYPE AND FRAME NUMBER

28. PRESENT LOCATION

20TH NCR GULFPORT MS 39501-5002

28a. DISPC CONTROL NO.

29. POSSESSOR CODE V55460

SECTION II - INSPECTION RECORD

	YES	NO		YES	NO
30. CAN ITEM BE STORED AND MAINTAINED ON S/E FOR AT LEAST 12 MONTHS?			42. MUST ITEM BE REARMED/REBUILT/OVER-HAULED TO PERFORM ALL FUNCTIONS? $		
31. HAS ITEM BEEN REBUILT/OVERHAULED? DATE			43. DID QC RECORDS INDICATE SATISFACTORY PERFORMANCE? IF NO EXPLAIN UNDER REMARKS BELOW		
32. HAS ITEM BEEN MODIFIED FROM ORIGINAL CONFIGURATION? IF SO EXPLAIN UNDER REMARKS BELOW			44. ARE MANUALLY OPERATED MECHANISMS IN WORKING ORDER? IF NO, DESCRIBE UNDER REMARKS BELOW		
33. HAS ITEM INSPECTED UNDER POWER? IF NOT EXPLAIN UNDER REMARKS BELOW			45. ARE SCALES, DIALS, AND GAUGES WORKING AND READABLE? IF NO DESCRIBE UNDER REMARKS BELOW		
34. ARE MAINTENANCE COSTS NORMAL? IF NOT, EXPLAIN UNDER REMARKS BELOW			46. ARE HYDRAULIC PUMPS, VALVES, AND FITTINGS OPERATING PROPERLY? IF NO, DESCRIBE UNDER REMARKS BELOW		
35. ARE SAFETY DEVICES ADEQUATE AND SATISFACTORY? IF NOT EXPLAIN UNDER REMARKS BELOW			47. ARE ELECTRONIC SYSTEMS AND CONTROLS OPERATING PROPERLY? IF NO DESCRIBE UNDER REMARKS BELOW		
36. ARE INSTALLATION INSTRUCTIONS AVAILABLE FOR TRANSFER?			48. HOW MANY HOURS WAS ITEM USED BY CURRENT POSSESSOR?		
37. ARE OPERATING INSTRUCTIONS AVAILABLE FOR TRANSFER?			49. EXPLAIN UNDER REMARKS LAST USE OF EQUIPMENT DESCRIBED IN ITEM 26 ABOVE		
38. WAS ITEM LAST USED ON A FINISHING OPERATION?			50. ESTIMATED COST FOR PACKING, CRATING, HANDLING $		
39. WILL ADJUSTMENTS OR CALIBRATION CORRECT DEFICIENCIES?			51. INDICATE DATE ITEM WAS BE AVAILABLE FOR REDISTRIBUTION		
40. IS ITEM SEVERABLE WITHOUT DAMAGE TO COMPONENTS? IF NOT, GIVE THEIR REPLACEMENT COST $			52. CONDITION CODE A-5		
41. IS ITEM IN OPERABLE CONDITION?			53. OPERATING TEST CODE.		

SECTION III - REMARKS

54. REMARKS

1. TC-6
2. SC-T
3. ECC 031301

REMARKS CONTINUED ON REVERSE SIDE ☐ YES ☐ NO

SECTION IV - DISPOSITION RECORD

55. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)	56. TYPE OF DISPOSITION	56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD
	☐ DONATION ☐ DESTRUCTION ☐ SALE ☐ ABANDONMENT	

SECTION V - VALIDATION RECORD

57. VALIDATION (TYPED NAME(S) AND SIGNATURE(S))

CM1 DALLAS J. MeGIE

DD FORM 1 MAY 78 1342 S/N 0102-LF-001-3420 | EDITION OF 1 AUG 77 MAY BE USED UNTIL EXHAUSTED | PAGE 1 OF 2 PAGES

Figure 3-2

Section 4. PAINTING AND IDENTIFICATION OF NCF EQUIPMENT. (From Technical Bulletin 98-1). In recent years, vehicular paint and preservation programs within the Department of Defense have been closely scrutinized to ensure these operations meet federal environmental laws and regulations. This includes overseas where resident Safety/Environmental staffs are required to meet standards set forth by host nations. To keep the Naval Construction Force (NCF) current, clarification in definition and operation of our NCF Civil Engineer Support Equipment (CESE) preservation program is set forth as follows:

a. Chemical Agent Resistant Coating (CARC) Paint. As approved by manufacturer, disregard one quart per day limit. CARC airborne painting is authorized provided the **MATERIAL SAFETY DATA SHEET (MSDS) SAFETY REQUIREMENTS ARE STRICTLY OBSERVED;** to include following all Host Nation and Local Command Regulations. CARC is polyester urethane paint. Regulation requires the TC23C NIOSH/MSHA respirator, rubber gloves and splash proof eyewear be utilized whenever handling this paint product. A respirator must be worn when sanding CARC, and never burn CARC paint.

3401. General Requirements

a. When using the WATER-BASED Chemical Agent Resistant Coating (CARC) paint follow all directions on the MATERIAL SAFETY DATA SHEET (MSDS), and all Host Nation and Local Command Regulations.

b. Paints/Primers. This standard Gloss Green Paint #14064 (NSN 8010-00-298-2295) is authorized for preservation of all CESE. Enamel reducer (NSN 8010-00-558-7029) shall be used with this paint. Ensure primers are mixed with proper thinners. Primer (NSN 8010-00-9359890) is prescribed. Ensure all paint products are lead and chromate free. The above NSNs are not the only acceptable paints. Other lead and chromate free products are available.

c. Equipment. Only a High Volume Low-Pressure (HVLP) gun is authorized for use in any NCF Paint Facility. Paint orifice (NSN 4940-01-315-9729) and inductor (NSN 4940-01-3919274) are recommended.

d. Painting/Repair Facilities. Management needs to ensure these operations are being performed per OPNAV 5100.23 series instructions. Air emission standards, respirator protection and monitoring standards, as well as resident command policies will be followed. Resident NCF units will ensure, as part of their turnover with incoming units, that the local EPA permits are reviewed with Regimental oversight. For example, in Puerto Rico the current Environmental Protection Agency (EPA) permit

outlines facility inspection duration for operation and air emission standards. It also includes quantity/duration of spray booth daily operations. Changes to site-specific requirements will be done through local authority with Regimental Safety and Equipment Staff approval.

e. Lead Abatement. Abatement Program is no longer required.

3401. General Requirements. Equipment due for a complete refinishing is painted in conformance with specified colors. Vehicles that require "touch up" will be painted the same color currently on the equipment. However, should it be impossible to obtain matching colors, off shades, primer or any other metal preservative is preferable to rust and deterioration. Paint used should conform to Federal Standard No. 595 and identification of equipment should remain consistent with this manual. Equipment shall be repainted when the paint no longer protects against rust or corrosion. Repainting of CESE shall not be done merely to change the color or gloss characteristics. Spot painting shall be used in lieu of complete refinishing, whenever possible. Exposed bare metal surfaces shall be spot painted immediately to prevent rust. Additional information may be obtained from the NAVFAC P-300.

a. Color. COMTWENTYSECONDNCR/COMTHIRTIETHNCR equipment will be painted as follows:

(1) Vehicles and Equipment: The paint will be olive drab green. Local mixing of paint is not authorized. The standard color is #14064 (NSN 8010-00-298-2295). An enamel reducer (NSN 8010-00-935-9890) shall be used with this paint. Ensure that the paint products are lead and chromate free. The above listed paints are not the only authorized.

(2) Chemical Resistant Coating paint is referenced in the NAVFAC P-300 Appendix J. As approved by manufacturer, disregard the one-quart per day limit. CARC airborne painting is authorized provided the Material Safety Data Sheet safety requirements are strictly observed, to include following all Host nation, local command and/or federal regulations, whichever are the most stringent.

b. Equipment. Only a High Volume Low Pressure (HVLP) gun is approved for use in any NCF paint facility. Paint orifice (NSN 4940-01-315-9729) and inductor (NSN 4940-01-391-9274) are recommended.

c. Identification. Location of USN numbers and special markings are in accordance with NAVFAC P-300, except:

(1) Administrative vehicles: numbers will be 1 1/2-inches in height.

(2) Drawn and motorized scrapers: place on both sides of the gooseneck.

(3) Lettering and numbers are applied with flat black paint using a stencil as applicable. See notes for application:

NOTE 1: Numbers, USN or U.S. NAVY will be three inches in height and have a 1/2-inch stroke.

NOTE 2: For Official Use Only will be one inch in height and has a 5/32-inch stroke.

NOTE 3: The dash will be 1/2 inch in height and one inch long.

(4) To readily identify all COMTWENTYSECONDNCR /COMTHIRTIETHNCR automotive, construction, and material handling equipment, a Seabee insignia with a diameter of eight inches will be painted on all equipment with glossy yellow paint (SPEC TT-E-489). If space does not permit, a four-inch Seabee stencil may be used.

(5) The stencils are requisitioned from CBC PHUE/CBC GULFPORT. Use the following NSNs and nomenclature:
NSN 9Q 7520-00-067-8434 Stencil, Insignia, Seabee eight inches
NSN 9Q 7520-00-269-9012 Stencil, Insignia, Seabee four inches

d. Additional Identification. Further identification to be applied to COMTWENTYSECONDNCR/COMTHIRTIETHNCR equipment. See Figure 3-3.

(1) To readily identify Naval Construction Division (NCD), Naval Construction Regiment (NCR) Seabee Readiness Group (SRG) equipment, the following applies:

(a) Organic Equipment: A red pentagon decal for NCD and a red triangle for NCR/SRG, with a vertical measurement and horizontal measurement of four inches, which contains the appropriate command designator in two-inch white numerals.

(b) Augment Equipment: A white pentagon decal for NCD and a white triangle for NCR/SRG, with a vertical measurement and horizontal measurement of four inches, which contains the appropriate command designator in two-inch red numerals.

(2) To readily identify Naval Mobile Construction Battalion (NMCB) equipment, the following applies:

(a) Organic (P-25) Equipment: A red diamond-shaped decal with a horizontal measurement of six inches and a vertical measurement of four inches, which contains the battalion designator in two-inch white numerals.

(b) Augment Equipment: A white diamond-shaped decal with a horizontal measurement of six inches and a vertical measurement of four inches, which contains the battalion designator in two-inch red numerals.

(3) To readily identify Construction Battalion Maintenance Unit (CBMU) equipment, the following applies:

(a) Organic Equipment: A red circular decal with a diameter of four inches, which contains the appropriate CBMU designator in two-inch white numerals.

(b) Augment Equipment: A white circular decal with a diameter of four inches, which contains the appropriate CBMU designator in two-inch red numerals.

(4) To readily identify Naval Construction Force Support Unit (NCFSU) allowance equipment, the following applies:

(a) Organic (P-31) Equipment: A red oval with vertical measurement of four inches, and horizontal base measurement of six inches, which contain the appropriate command designator in two-inch white numerals.

(b) Augment Equipment: A white oval with vertical measurement of four inches, and horizontal base measurement of six inches, which contain the appropriate command designator in two-inch red numerals.

(5) To readily identify Seabee Team allowance equipment, the following applies:

(a) Seabee Team Organic Equipment: A red rectangular decal with a vertical measurement of four inches and a horizontal measurement of six inches, which contains the appropriate parent battalion designator (NOT Seabee Team designator) in two-inch white numerals.

(b) Seabee Team Augment Equipment: A white rectangular decal with a vertical measurement of four inches and a horizontal measurement of six inches, which contains the appropriate parent battalion designator (NOT Seabee Team designator) in two-inch red numerals.

(6) To readily identify Amphibious Construction Battalion (ACB) equipment, the following applies:

(a) Organic Equipment: A red octagon-shaped decal with a horizontal measurement of four inches, a vertical measurement of three inches, a top measurement of two inches, and a corner measurement of one inch, which contains the battalion designator in two-inch white numerals.

(b) Augment Equipment: A white octagon-shaped decal with a horizontal measurement of four inches, a vertical measurement of three inches, a top measurement of two inches, and a corner measurement of one inch, which contains the battalion designator in two-inch red numerals.

(7) Unit identifier markings are applied on equipment in the following general location, to be clearly visible for 50 feet.

(a) Automotive self-propelled equipment - front and rear.

(b) Automotive towed equipment - one on rear and one on left side of the equipment near the front.

(c) Other equipment - on each side near the USN numbers.

(8) Unit identifier markings (BEEP stickers) are requisitioned in accordance with CESO Maintenance Bulletin, No. 140, May 1991.

(9) Vehicles used for the bulk transportation of gasoline, fuel, oil, or other flammable liquids are marked as follows:

(a) On both sides and the rear of the body with the word "FLAMMABLE" in six-inch black letters and the words "NO SMOKING WITHIN 50 FEET" in three-inch black letters and numerals. If this size lettering is too large for the tank, the letters and numerals will be the largest appropriate size. This marking will be on two lines and placed so that the latter wording appears directly below the word "FLAMMABLE".

(b) The appropriate designation of the liquid being transported is displayed as follows:

1. A bracket (with backing) 8 inches by 36 inches is bolted to each side of the tank (or tank carrier).

2. A removable plate painted black with yellow letters to designate the liquid being transported is inserted in the bracket. One side of the plate is marked "MOGAS", the other side "DIESEL". The letters are six inches high.

e. Lifting Device

a. Lifting devices and markings described below are painted glossy yellow in color (SPEC TT-E-489).

b. The markings "LIFT HERE" are one inch in height. Stenciling located on an area readily visible to observation, adjacent to the lifting device.

f. Tire Pressure. Tire pressures are stenciled on all vehicles with pneumatic rubber tires, for example, "TP35". The letters are one inch in height. The location is above the tire on the lower portion of the fender.

g. Operator Nameplates

(1) Operator nameplates which conform to the below listed specifications may be displayed on automotive vehicles if approved by chain of command. Nameplates, when displayed, are centered on the grille.

(a) Specifications. Nameplates are to be constructed of wood with dimensions of 3 1/2 inches high by 18 inches long. Background color shall be green. Lettering shall be two inches high, painted with glossy yellow paint (SPEC TT-E-489), and centered on the nameplate.

h. Vehicle Classification Marking

(1) Vehicle classification marking may be displayed on vehicles and equipment as outlined in Department of the Army Field Manual, Route Reconnaissance and Classification, (FM5-36), when required by local theater commander. Classification sign, when displayed, conforms to the specifications that follow.

(a) Front Signs. The front sign is used on all vehicles except trailers. This sign will be nine inches in diameter with black lettering (color No. 17038) on yellow background (SPEC TT-E-489), and whenever possible, is placed or painted on the right side of the front of the vehicle facing forward, above or on the bumper, but below the driver's line of vision.

(b) Side Signs. The side sign is used only on trailers. This sign is six inches in diameter with black lettering (color No. 17038) on yellow background (SPEC TT-E-489). It is placed or painted on the right side of the vehicle, facing forward.

i. Special Marking and Stenciling. Do not place marking or stenciling, other than that listed in this manual, upon any portion of COMTWENTYSECONDNCR/COMTHIRTIETHNCR equipment without prior approval from the respective Regimental (R43) Equipment Office.

Unit Identification Markings

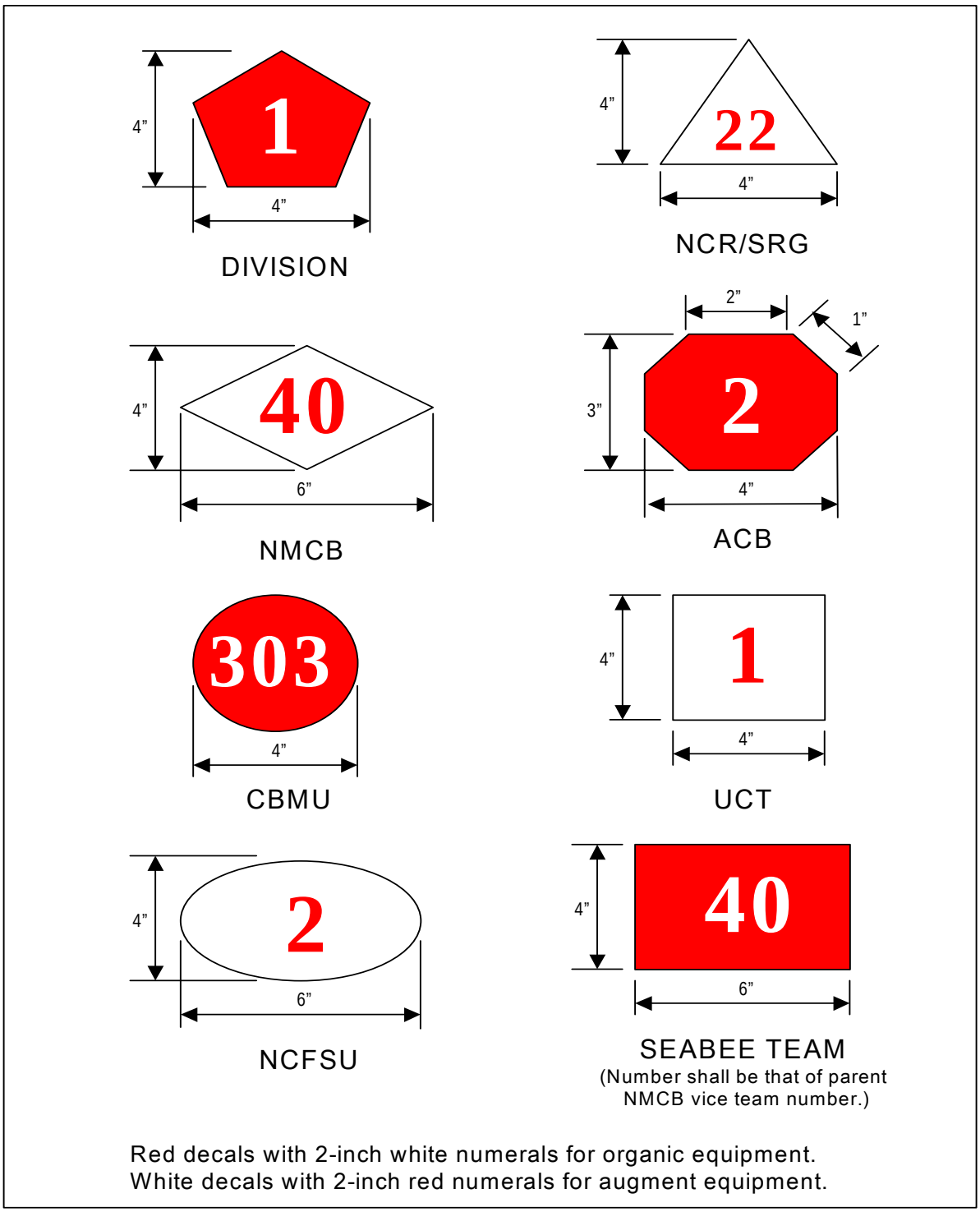


Figure 3-3

3402. Painting Seabee Sign On COMTWENTYSECONDNCR/ COMTHIRTIETHNCR Equipment

a. Seabee Insignia. The Seabee insignia provides a positive identification of Seabee equipment when proximity of camps or projects might cause confusion between that equipment and the equipment of other units. Paragraph 3401 of this chapter provides authority for the painting of such insignia upon COMTWENTYSECONDNCR/COMTHIRTIETHNCR equipment. Such stencils shall be painted with glossy yellow paint (SPEC TT-E-489) on vehicles painted OD green. Seabee stencils when applied to camouflage painted vehicles shall be flat black.

b. Special Marking Recommendations. In special instances, the recommendation is to "display conspicuously, both sides". This is true of equipment such as rock crushers, and bucket elevators, several of which are contained within the COMTWENTYSECONDNCR/COMTHIRTIETHNCR inventory made by several different manufacturers. In this case, stencils are to be painted on a permanent, non-removable part of the equipment and plainly open to view. Such stencils are not to be painted upon safety guards or removable engine hoods. Common sense must apply on CESE where the non-removable location is not available. In this case this marking should be affixed to the most permanent panel. Located as close to the USN as possible.

c. Proper Marking Advice. If any particular instance arises in which doubt as to the proper location for stenciling exists, advice may be sought from the respective Regimental (R43) Equipment Office.

d. Marking Responsibility. It shall be the responsibility of each equipment office staff to ensure that stencils are painted on all new equipment and no item of equipment is shipped prior to being stenciled.

e. Stencil Locations for Seabee Insignia on Equipment for COMTWENTYSECONDNCR/COMTHIRTIETHNCR:

Codes	Location on Equipment
006300, 007000, 009000	Directly below USN number, both sides
010400	Directly below USN number, both front doors
030700	Front fender side panels
031300, 032900, 033000, 036000, 036100, 045600, 053300, 053600, 053900, 058000, 058211, 058700,	Directly below the USN number, both doors

Codes	Location on Equipment
058800, 059000, 060700, 064300, 064400, 064500, 064900, 071300, 071500, 071900, 072200, 072300, 072500, 073000, 074600	Directly below the USN number, both doors
080100, 080400	Directly forward of fender, both sides
081200	Main side rail, forward both sides
081300	Directly below USN number, both sides
081600	Main side rail, forward both sides
082600, 082700	Directly aft USN number, both sides of gooseneck
082900	Both sides of tongue
084200	Directly aft USN number, both sides of tongue
084300	Both sides of tongue
084800, 085100, 085600, 085700	Directly below USN number, both sides
086200	Directly aft USN number, both sides of gooseneck
088000	Directly below USN number, both sides
110400	Display conspicuously, both sides
130400, 130600, 132400, 134800	Directly below USN number, both sides of mast
182600	Directly below USN number, both sides
211000, 211100, 212000, 213000	Directly above USN number, both sides
220000	Display conspicuously, two places each side, both sides
222000, 222500	Display conspicuously, both sides
230000	Directly below USN number, both sides
241000	Display conspicuously, both sides
241700	On radiator shell, both sides
242000, 243200, 243400, 246200	Directly below USN number, both sides
247000	Display conspicuously, both sides
252000	(Truck-type) directly below USN number, both doors. (Trailer-type) directly below USN number, both sides
252100	(Truck-type) directly below USN number, both doors
253500, 254000, 254200	Directly below USN number, both sides
261000, 261600, 262000	Display conspicuously, both sides
272000	Centered on main frame, both sides
272100	Directly below USN number, both sides
272400	Directly aft USN number, both sides

Codes	Location on Equipment
275000, 275200	Display conspicuously, both sides
276000	Directly aft USN number, both sides
284000	Centered on engine panels, both sides
311000	(Truck-type) directly below USN number, both doors (Trailer-type) directly below USN number, both sides
313500, 315500, 316500	Directly below USN number, both sides
353200	Centered on mast, both sides
363000	Display conspicuously, both sides
371000	Centered on engine panels, both sides
372000	Centered on main frame, both sides
423000, 424000	Centered under USN number, both sides
431000	Directly above USN number, on engine panels, both sides
433000	Directly below USN number, both sides of carrier cab
442000	Centered on seat box, both sides
453000, 453100	Centered near seat box, both sides
461500	Directly below USN number, both sides
462100	On main frame, aft USN number, both sides
462200	Directly below USN number, both sides
462500	Display conspicuously, both sides
463000, 463500	Directly below USN number, both sides
464000	Directly below hood latches on main frame, both sides
471000, 473100, 475000	Center on gooseneck, both sides
476000, 477000	Directly below USN number, both sides
482000, 483000, 484000, 485000, 485100	Both sides of fuel tank
487400, 487500	Directly aft USN number, both sides
489300	Aft of accommodation ladder, both sides
511000, 512000, 512100, 512200, 512400, 512500, 512800	Directly below USN number, both sides
516000	Centered on lube tanks, both sides
517000	Directly below USN number, both sides
521000	Directly below USN number, on reduction gear case
522000	Display conspicuously, both sides
541000	Directly below USN number, both sides
542000, 549800	Display conspicuously, both sides
563500	Centered on both sides of tank
571000	Directly aft USN number, both sides
572000	Centered on seat box, both sides
574000	Centered under USN number, both sides
590000	Directly above fender, both sides

Codes	Location on Equipment
591000	Directly above USN number, both sides NOTE: On Southwest Trailers, both sides of gooseneck
734100	Directly below USN number, both doors
821000, 821800, 824600, 824900	Directly below USN number, both sides carrier cab
825400	Centered on boom, both sides

Section 5. ALFA COMPANY MAINTENANCE CHECKLIST

Paragraph 3501 lists the applicable questions to be answered as guidelines to evaluate the effectiveness of ALFA Company's maintenance program, prior to a CESE visit from the COMTWENTYSECONDNCR or COMTHIRTIETHNCR (R43) Equipment Office.

3501. Maintenance Checklist

	YES	NO
a. Is deadlined equipment inspected, cycled, and preserved?	___	___
b. Is there any evidence of unauthorized parts cannibalization of equipment in a deadline status?	___	___
c. Are the current directives being followed to provide an effective Preventive Maintenance Program?	___	___
d. Are scheduled maintenance guides available and do the shop managers use them?	___	___
e. Are DD Form 1342s (figure 3-15) updated and submitted as required?	___	___
f. Do the PM Record Cards (NAVFAC 11240/6, Figure 3-2) contain complete up-to-date information? Are attachments listed and CESE identified as active or IEM? Are proper codes being utilized?	___	___
g. Are all the forms required for the equipment maintenance program on hand?	___	___
h. Is a system in effect for the maintenance and inventory of the mechanics' tool kits?	___	___
i. Are all safety procedures followed in accordance with current instructions?	___	___
(1) Are hand tools properly maintained?	___	___

	YES	NO
(2) Are power tools incorporated into Central Tool Room's PM cycle?	___	___
(3) Are tire inflation guards in use?	___	___
(4) Are jack stands or blocks used?	___	___
(5) Is there an emergency shower and proper ventilation in the battery shop?	___	___
(6) Are flammables properly stored?	___	___
(7) Are safety standards in the paint shop/ welding shop in accordance with current instructions?	___	___
j. Is equipment prepared for shipment to overhaul facilities in accordance with Chapter 1, paragraph 1404, of this manual?	___	___
k. Is adequate fire fighting equipment on hand, properly mounted, inspected regularly and systematically maintained in repair shops?	___	___
l. Is equipment cleaned prior to entering the shop to facilitate quality inspection?	___	___
m. Are new and used parts or equipment components stored in the repair parts storeroom?	___	___
n. Is NAVFAC Form 9-11240/13 (Figure 2-1) being used to report equipment deficiencies requiring corrective repairs?	___	___
o. Are key maintenance personnel familiar with the contents of this manual and all other related Regimental instructions?	___	___
p. Is the Maintenance Branch Organization Chart up-to-date and posted?	___	___
q. Have Quality Deficiency Reports, Standard Form 368 been submitted for unusual or repeated equipment failures?	___	___
r. Is equipment downtime excessive? If so, does the problem lie in maintenance or supply?	___	___

	YES	NO
s. Shop Equipment Tools		
(1) Is shop equipment adequate and available for use?	___	___
(a) Tire shop tools and equipment	___	___
(b) Air compressor	___	___
(c) Body shop tools/portable power?	___	___
(d) Welding equipment	___	___
(e) Radiator repair equipment	___	___
(f) Machine shop equipment (components, if trailer not present)	___	___
(g) Drill press	___	___
(h) Hydraulic press	___	___
(i) Hydraulic hose repair kit	___	___
(j) Battery shop equipment	___	___
(k) Engine analysis equipment	___	___
(l) Electrical shop equipment/tools	___	___
(m) Lubrication equipment and facilities	___	___
(2) Is shop equipment maintained, properly stored and cleaned?	___	___
t. Repair Parts Support.		
(1) Are parts common readily available and properly stored?	___	___
(a) Nuts, bolts and washers	___	___
(b) Brass fittings and tubing	___	___
(c) Hydraulic hose fittings and hose	___	___
(d) Electrical connections, ignition wire, battery cable ends	___	___

	YES	NO
(e) Radiator hoses	___	___
(f) Common light bulbs	___	___
(2) Is technical assistance available for proper identification of parts?	___	___
(3) Is counter service available?	___	___
(4) Are technical manuals available, used and properly issued?	___	___
(5) Are NIS and NC requisitions handled properly and placed on order in a timely manner?	___	___
(6) Are parts for relocated equipment still on site?	___	___
(7) Are DTO parts received installed at first available PM or corrective service and stored properly?	___	___
u. Equipment Inspection Maintenance		
(1) Do the shop inspectors thoroughly inspect and initiate good write-ups for required repairs? Are the history jackets with manufacturer's maintenance schedules reviewed and required procedures initiated in write-up?	___	___
(2) Are mechanics properly supervised, and is the quality of work acceptable?	___	___
(3) Is equipment inspected upon completion of repairs to ensure authorized work has been satisfactorily performed and the equipment is RFI (Ready For Issue)?	___	___
v. ALFA Company Shops		
(1) Are shops, heads, offices, and tool room clean?	___	___
(2) Are shop spaces clear (i.e. uncluttered with repair parts and tools)?	___	___
(3) Is there an absence of oil and grease spills.	___	___

	YES	NO
(4) Are all safety precautions in place and adhered to?	___	___
w. Is a Standard Subject Identification Coding (SSIC) System being utilized?	___	___
x. Is a copy of the Crane inspection guide (NAVFAC P-307 Appendix C) used to inspect cranes? Is it filed in the History Jacket and equipment history file with the ERO? Are blocks filled in correctly?	___	___
y. Is a copy of the wire rope certification in the History Jacket and the crane equipment history file (24 part) for the wire rope in use on the crane?	___	___

CHAPTER 4
BATTALION EQUIPMENT EVALUATION PROGRAM

Section 1. Battalion Equipment Evaluation Program (BEEP)

This chapter encompasses the purpose of the Battalion Equipment Evaluation Program (BEEP):

1. To pass on all special knowledge of CESE maintenance and operation techniques.

2. To provide the relieving battalion with a realistic and in-depth condition evaluation of the CESE allowance, facilities, tools and materials.

3. To use the full expertise and efforts of the two equipment forces to provide the relieving battalion and detachments with the best Alfa Company operation possible.

4. To provide the respective Regimental (R43) Equipment Office with up to date condition codes for scheduling timely CESE replacements. Appendix E contains a list of approved condition codes.

4101. Joint Tasks During Beep. To successfully accomplish the BEEP, and to provide a continued uniform procedure for the evaluation and accountability of all equipment, attachments, collateral equipment, records and correspondence, the following procedures apply: Joint Operations: Perform joint quarry blast, if applicable to the site. Conduct joint operations in major ALFA Company projects like paving, etc. Conduct joint Crane Cert as applicable.

a. Active CESE. Operational checks will be performed and equipment condition assessed, using the applicable 3-M “R” situational maintenance check or equivalent Maintenance Requirement Card (MRC) on no more than 20 percent of the active CESE (unscheduled PMS as selected by the respective Regimental CESE Managers) and its associated attachments in addition to the already scheduled CESE. Maintenance Division Chiefs (A4’s) will recommend equipment condition codes for all active CESE to the respective Regimental CESE Managers for final assessment. All CESE will be identified into three to five workdays. The Battalion’s goal is to have the equipment turned over within three to five days. The remaining turnover days will be unitized for key billet and administrate turnovers. All equipment will be returned from projects during for the turnover unless prior approval from the Regimental CESE Managers (refer to operations flowchart).

b. Active Equipment Condition Code. ALFA Company Operations Chiefs (A3's) will ensure an inventory, visual confirmation and recommendation of equipment condition codes on all CESE (except for the CESE in for scheduled PMS, Inactive CESE, and the 20 percent in for operational checks, in which the incoming and outgoing two mechanics will assign condition codes) and associated attachments for review by the Maintenance Chiefs (A4's) with final approval by the respective Regimental CESE Managers.

c. Scheduled and Corrective Maintenance. Preventive Maintenance will continue as scheduled. Joint spot-checks of the 3-M maintenance process will be performed by Work Center Supervisors, Maintenance Division Chiefs, Departmental 3-MAs, and Department Heads while the maintenance is performed on 20 percent of active and 100 percent of inactive CESE and the scheduled PMS. Corrective maintenance should be documented as required using MICROSNAP/OMMS. Repairs should only be completed for safety repairs that are critical to the equipment's operation. This work will be accomplished with minimum deferred work depending on repair parts availability and time allotted. Major body and paintwork will be identified in the Current Seabee Maintenance Project (CSMP) using the 4790/2K and deferred during the BEEP.

d. Inactive Equipment Maintenance (IEM). Respective Regimental CESE Managers may select up to 100 percent of Organic inactive equipment (unscheduled PMS), and associated attachments, for full operational testing, in accordance with the applicable 3-M (IEM) Periodic Maintenance (PM) check(s). Two days prior to the turnover the outgoing battalion will remove the CESE from IEM status I and perform the IEM Start-Up maintenance at this point the CESE will be active. During the turnover both battalion personnel will perform the (PM) and (R) situational maintenance check(s) as applicable. The Maintenance Division Chiefs (A4's) will recommend equipment condition codes for all CESE removed from the IEM program to the respective Regimental CESE Managers for final assessment. Within ten working days after the turnover the incoming battalion will review all CESE and place non mission critical pieces of CESE in IEM status I. The battalion's goal is to have the equipment turned over with three to five days.

e. Deadline Equipment. Respective Regimental CESE Managers and A4's will insure dead lined equipment is maintained in accordance with this instruction. CSMP reports will be reviewed for valid requisition numbers and supply shipping status. Equipment will be reviewed to ensure no further cannibalization has taken place.

f. Work Center Administration. Work Center Supervisors will verify and update Work Center PMS manuals: to include incoming battalion work center personnel qualifications and current instructions. The MRC deck(s) will be identified and validated to the Maintenance Index Page (MIP), the (MIP) to the List Of Effective Pages (LOEP), and the (LOEP) to the Change Page. Current Ship's (Seabee) Maintenance Project (CSMP) reports will be reviewed for equipment condition, parts, and material requests supply status. Work Center Supervisors and Maintenance Division Officers will review the quarterly schedule(s) throughout the quarter. They will also review the next quarterly schedule(s) for correctness 30 days prior to the start a new quarter.

g. 3-M systems. SKED and MICROSNAP user information will be exchanged and updated to reflect incoming personnel, ensuring all key personnel have a firm understanding of 3-M system programs. All outgoing personnel will be deactivated or removed from systems as required.

h. Selected Equipment List (SEL). If applicable, respective Regimental CESE Managers and outgoing Maintenance Division Chiefs will review SEL for new additions or collected data.

i. Collateral Equipage. All collateral equipment will be inventoried. Supply status of outstanding line items will be verified against the CSMP report. The A3 will coordinate with the A4 and obtain a current copy of the Company CSMP report two weeks prior to the turnover. The A3 will ensure the collateral custodian verifies all collateral shortages are on order and updates all CB60 Cards as applicable. Incoming and outgoing battalions will insure adequate number of personnel is assigned during the turnover to inventory to 100 percent accuracy CESE assigned as active and inactive

j. Shop tools and Tech Library. All shop tools and Tech manuals will be inventoried and results reported to supply. Shortages will be ordered or supply status verified.

k. MR Trailer/Machine Shop. All tools and materials associated with the MR shop will be inventoried. Supply status of outstanding line items will be verified against the CSMP report.

l. Cranes. Re-certification of any Crane within 45 days of certification will be scheduled or scheduled during turnover. All slings are to be checked to ensure certification is up to date. Pile Drivers and Extractors are to be operationally tested.

m. Generators. All generators will be load tested in accordance with the applicable 3-M "R" situational maintenance check.

n. ARP. Joint review/inventory of all (ARP) ISO containers will be performed during the BEEP by the battalion's container program personnel. Although not an ALFA Company function this directly affects CESE availability. Findings will be reported to the respective Regimental (R43) representative.

Note: It is understood that it is not possible to have an Equipment Office representative on board at each detail site throughout the BEEP. In the absence of this representative on detail sites, Detail OICs shall comply with these instructions. Where serious doubt exists on what action to take, contact the respective Regimental (R43) representative at the main body site for a determination.

o. The outgoing and incoming Commanding Officers will provide a Turnover Completion Report to the respective Commander, Naval Construction Regiment.

p. **Incoming and outgoing A4's will track completion of BEEP.**

q. **A BEEP sheet will be prepared on all equipment and initialed by the incoming and outgoing ALFA 4's and ALFA 3's or pre-designated personnel. The ALFA 4's and the respective Regimental (R43) representative will assign a final equipment condition code during the turnover. After the turnover the BEEP sheets will be filed in the history jacket of all CESE.**

4102. Respective Regimental (R43) CESE Managers Responsibilities

1. Provide direction and set expectations and minimum requirements based upon 3-M System requirements and guidelines for personnel from both battalions.

2. Conduct a critique of the turnover for appropriate personnel from both battalions.

3. Provide turnover action items to the incoming battalion's Commanding Officer.

4. Regimental CESE Managers will approve Quarterly PMS schedules prior to the next quarter's finalized schedule being turned over to the incoming battalion. Regimental CESE Managers will have input on all Quarterly PMS schedules.

4103. General Requirements

1. BEEP Representatives. Representatives from the respective Regimental (R43) Equipment Office shall be present at each mainbody site BEEP. The primary duties of the representatives are:

a. Perform indoctrination, using the guidelines listed below, to personnel from both battalions, which they are to cover and adhere to, as a minimum during the BEEP.

(1) SAFETY WILL BE PARAMOUNT THROUGHOUT THE ENTIRE BEEP.

(2) Collateral equipment is not to be placed on vehicles going through the shop.

(3) No collateral equipment or repair parts are to be purchased or ordered for equipment scheduled for replacement or disposal.

(4) Wheels on equipment are not to be pulled for brake inspection unless there is reason to suspect brake problems, or an Annual Safety Inspection (ASI) is past due.

(5) Engine oil and oil filters are to be changed only when directed by the respective Regimental (R43) representative.

(6) No collateral equipment or repair parts are to be ordered or purchased for equipment in A6 condition unless approved by the respective Regimental (R43) representative.

(7) Time allotted for the BEEP is to be the full turnover period, which includes **weekends** and **holidays.**

(8) The Preventive Maintenance cycle will **not** be suspended during the entire BEEP period. Exceptions will be specifically identified by the respective Regimental (R43) representative.

(9) The respective Regimental (R43) Representative assigns all final CESE condition codes with input from both Maintenance Supervisors.

(10) All active CESE is to be returned to the ALFA Company facility for evaluation or repairs as necessary. Exceptions are to be requested from, and approved by, the respective Regimental (R43) representative.

(11) No CESE is to be put into IEM (preserved/stored) within 30 days prior to BEEP.

(12) All hydraulic attachments are to be tested during the BEEP.

(13) All generators are to be load tested.

(14) All welders and pumps are to be both operationally and functionally tested during the BEEP.

(15) All cranes that are within 45 days of re-certification are to be certified during the BEEP turnover period. All slings are to be checked for certification. Pile Drivers and extractors are to be operationally tested.

(16) The Machine Shop is to be jointly evaluated and inventoried with each unit's MR.

(17) Tires and Tracks Tires are to be checked for proper inflation, valve stems properly positioned with air valve caps in place, and tracks are to checked for proper adjustment IAW manufacturer's specifications prior to entering the shop.

(18) All CESE is to be greased in accordance with manufacturer's specifications. All grease points not accepting grease are to be repaired so that the point of friction can be lubricated.

(19) Tires or other items which have appreciable wear expectancy remaining are not to be replaced, purchased or ordered unless they are Not in Stock (NIS) from Supply and none are on order.

(20) All NAVSUP Form 1250-1/-2s for procurement of Not in Stock/Not Carried (NIS/NC) repair parts are to be authenticated by the respective Regimental (R43) Equipment Representative.

b. Provide technical assistance during the BEEP. Conduct any specific key billet training on the site as requested and/or deemed necessary by the chain of command.

c. Conduct a critique of the BEEP for appropriate personnel from both battalions.

d. Prepare and submit a BEEP Completion Report to both NMCBs and respective Regimental (R43) Equipment Office with copies to appropriate information addresses.

e. Upon completion of the BEEP, a joint inventory of all Alfa Company TOA tool kits will be conducted and replacements for shortages and non-serviceable tools will be ordered.

f. A joint review/inventory of all ISO containers will be performed during the BEEP by the battalion's container program personnel. Findings will be reported to the respective Regimental (R43) representative.

NOTE: It is understood that it is not possible to have a respective Regimental (R43) Equipment Office Representative on board at each detail site throughout the BEEP. In the absence of this representative on detail sites, Detail OICs shall comply with these instructions. Where serious doubt exists on what action to take, contact the respective Regimental (R43) Representative at the main body site for a determination.

4104. Incoming Battalion Responsibilities

a. Scheduling. The Respective Regimental (R43) Equipment Office and the battalion being relieved will be notified of the commencement date of the BEEP at least 30 days prior to the commencement date. The BEEP should be scheduled at the earliest date possible after the arrival of the advance party to ensure completion prior to the arrival of the main body. It is recommended, therefore, that the BEEP be scheduled to commence at least 7 days prior to the arrival of the main body.

b. Reporting. Information is provided, as required, to the respective Regimental (R43) Equipment Office Representative for completion of the narrative report.

c. Personnel Requirements. The following personnel shall be assigned for the evaluation and repair of equipment:

(1) ALFA Company Commander/Department Head

(2) ALFA Company Operations Supervisor/Division Operations Chief

(3) ALFA Company Maintenance Supervisor/Division Maintenance Chief

(4) Light Shop Work Center Supervisor

(5) Heavy Shop Work Center Supervisor

(6) Support Shop Work Center Supervisor

(7) Work Center Group Supervisor

(8) Technical Librarian

(9) Lead Field Crew Mechanic

(10) Equipment Pool Supervisor

(11) Crane Crew Supervisor and all crane certification personnel

(12) Crane Test Director

(13) Crane Mechanic

(14) Collateral Equipment Custodian

(15) Yard Boss

(16) Dispatcher

(17) License Examiner

(18) Equipment Inspectors

(19) Senior Machinery Repairman

(20) Construction Mechanic (CM) - 28 personnel

(21) Equipment Operator (EO) - 15 personnel

(22) Construction Electrician (CE) - one (to inspect and evaluate power generators, floodlight trailers and welders and to perform auto-electrical and battery work)

(23) Utilitiesman (UT) - one (must be qualified to inventory and evaluate water purification units, DECON sprayers, shower bath trailers, pumps and water tanks).

(24) Hull Technician (HT)/Steelworker (SW) - one (must have welding capability; also desirable to be able to perform body and fender repairs to vehicles and equipment)

(25) RPPO per shop.

d. Decals. Sufficient supplies of NMCB decals for organic and augment equipment, in accordance with Section 4, paragraph 3401 of this chapter, will accompany the advance party and is available for use during the BEEP.

4105. Outgoing Battalion Responsibilities

a. Scheduling. The scheduling of the BEEP is coordinated with the incoming battalion and the Regimental Representative.

b. Personnel Requirements

(1) Personnel counterparts are assigned one-on-one to the relieving battalion, in accordance with paragraph 4101, of

this chapter. All personnel from an outgoing unit must turn over information to incoming unit personnel on subjects like local points of contact, specific information/instructions particular to the site, regulations, procedures, etc. All key billet specific information is especially important to be passed on at this time. Make a site visit to all projects requiring CESE support.

(2) Personnel shall not be assigned to other duties, which would conflict with their participation in the BEEP. ALL PERSONNEL ASSIGNED TO THE BEEP MUST REMAIN ON SITE UNTIL THE COMPLETION OF THIS PROGRAM. AIRCRAFT LOADING SCHEDULES SHOULD BE PLANNED ACCORDINGLY.

c. Tool Requirements. All necessary tools and equipment are to be made available to accomplish the evaluation and repair of the equipment.

d. USN Numbered Equipment

(1) All CESE, MHE and WHE, including attachments, shall be cleaned and made available for evaluation and repair.

(2) Have enough equipment cleaned and staged prior to commencement of the BEEP to ensure full use of all mechanics for two full workdays.

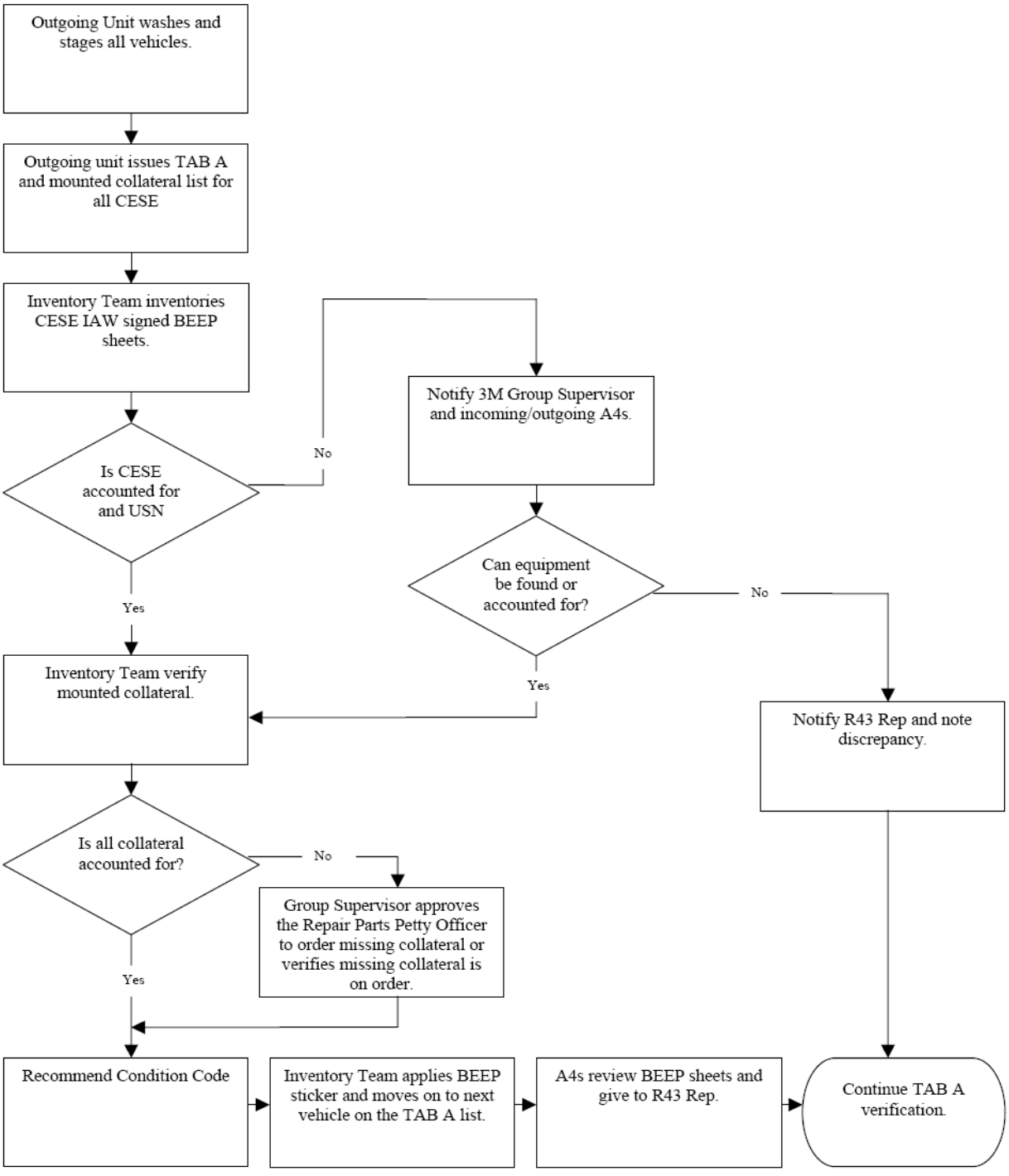
(3) The outgoing battalion must provide the incoming battalion its monthly CESE availability reports for three months prior to the turnover.

(4) The outgoing A3 will forward a list of the site available CESE currently under “B” assignments to the incoming A3 before the start of the preparatory BEEP. The list should include CESE identified to administratively support the outgoing and incoming battalion during the BEEP phase. Identified CESE should include but is not limited to: administrative vehicles, MHE, emergency and special purpose vehicles, and priority project support. All aspects of the BEEP phase, that apply, will be performed (except final inspection and acceptance) prior to the arrival of the incoming battalion.

(5) All parts in DTO will be installed. Additional DTO parts requirements for repair will be ordered after obtaining respective Regimental (R43) representative approval. Finish up any equipment repairs and preventive maintenance still in the shops.

4106. Internal Beep Flowchart. A diagram of the BEEP process, which shows the maintenance spot check flow chart and the operations flow chart are shown on the following pages.

Battalion Equipment Evaluation Program
Operations Flowchart



Battalion Equipment Evaluation Program (BEEP) Flowchart
Figure 4-1

APPENDIX A

NAVFAC ATTACHMENT CODES ABBREVIATED DESCRIPTIONS AND LONG DESCRIPTIONS

ATTACHMENT CODE	ABBREVIATED DESCRIPTION	LONG DESCRIPTION
A00500	SPREADER AGGR	Spreader, aggregate, truck or tractor mounted type.
A01000	BACKHOE	Backhoe, rear or front mounted, on either wheel tractor, front end loader or crane basic unit, hydraulically or capable operated, all sizes.
A01500	BLADE GRADING	Blade, grading, attachment for excavator, multipurpose.
A02000	BLADE SCRAPER	Blade, scraper, attachment for excavator, multipurpose.
A02500	BOOM BASE	Boom base (butt), all sizes and types.
A03000	BOOM EXIT	Boom extension, all sizes and types.
A03500	BOOM JIB	Boom jib, all sizes and types.
A04000	BOOM TIP	Boom tip, all sizes and types.
A04500	BUCKET CONCRETE	Bucket, concrete, horizontal gate or center discharge, all sizes.
A05000	BUCKET DIGGING	Bucket, digging, attachment for excavator, multipurpose.
A05500	BUCKET DITCHING	Bucket, ditching, clear span or formed, attachment for excavator, multipurpose.
A06000	BUCKET DREDGING	Bucket, dredging, all sizes attachment for excavator, multipurpose
A06500	BUCKET EXCAVATOR	Bucket, excavating, all sizes, attachment for excavator, multipurpose.
A07000	BUCKET FRONT E	Bucket, front end, concave steel receptacle with cutting edge and/or teeth, designed for use with loader unit, attached to tractor, truck or the like, all sizes,

A07500	BUCKET PAV	Bucket, pavement removal, attachment for excavator, multipurpose.
A08000	BUCKET TRENCH	Bucket, trenching, attachment for excavator, multipurpose.
A08500	BUCKET 4 in 1	Bucket, multi-segment, hydraulically controlled.
A09000	CABLE LAYER	Cable layer, tractor mounted with spool frame.
A09500	BUCKET CLAM	Bucket, clamshell, all sizes.
A10000	COMPACT CRUSH	Compact crusher, pulverizer tractor wheel/crawler mounted.
A11500	HOOK BLOCK	Hook, block(hoist/cargo), with or without swivels, links, or safety throat enclosure, all sizes.
A12000	HARROW DISC	Harrow, disc, groups or gangs of metal discs, within metal frame, for breaking up, pulverizing, leveling off and mixing soil.
A13000	BUCKET DRAG	Bucket, dragline, all sizes
A13500	BUCKET DRAG PERF	Bucket, dragline, perforated, all sizes.
A14000	FAIRLEAD CRANE	Fairlead, roller and sheave.
A15000	FORK ATTACH FEL	Fork attachment, front end loader, designed for easy attachment, replacing bucket.
A15500	MOWER SICKLE	Mower sickle, wheel tractor self-powered or powered from tractor take off.
A16000	BUCKET O/P	Bucket, orange peel, three or four pointed semi-round and curved blades.
A16500	EXTRACTOR PILE	Extractor, pile and types.
A17100	PILE CAP	Pile cap (anvil), all sizes and types.
A17500	HAMMER PILE DROP	Hammer, pile driver, drop.
A17600	HAMMER PILE PN	Hammer, pile driver, pneumatic, single or double acting.

A18000	HAMMER PILE ST	Hammer, pile driver, steam, Single or double acting.
A18500	LEADS PILE	Leads, pile, two upright structural members, supported by a lattice type frame work, one or more sections, used as a guide for driving piling.
A19000	LEAD PILE EXT	Lead, pile extension
A19500	LEAD PILE TIP	Lead, pile, tip, top section, connected to crane beam.
A20000	PONTOON	Pontoon, a floating cubical structure.
A20500	RIPPER	Ripper, tractor mounted, 1, 2, or 3 shank.
A21000	ROCK RAKE	Rock rake, blade with removable teeth, mounted parallel to front of tractor, hydraulic or cable operated.
A21500	ROCK TONG	Rock tong, two arms hinged, pivoted or otherwise fastened together, for seizing, holding, or lifting something; includes means for attachment to a hoist or sling hook.
A22000	ROTARY MOWER	Rotary mower, towed type.
A22500	SHOVEL FRONT	Shovel front, crane-shovel, with steel boom, dipper stick and bucket, mounted on crane basic unit; all sizes.
A23000	SPREADER MAT	Spreader material, tail gate drop off or spinner type, cab or rear controlled.
A23500	TAGLINE	Tagline, crane and crane-shovel, spring activated.
A24500	VACUUM LIFT	Vacuum lift, used with a vacuum machine, a device with suction cups to place pre-cast panels.
A25000	WAREHOUSE TRLR	Trailer, platform, warehouse, four wheel platform type, coupling on one or both ends, towed type.

A25500	WRECKING BALL	Wrecking ball (headache ball) a heavy piece of concrete or metal, with facilities for attaching to lifting cable. Used for demolition work.
A26000	SMOOTH DRUM	Smooth drum, attachment for ECC 4625 and 4635 vibratory compactor.
A27000	GRID DRUM	Grid drum, attachment for ECC 4625 vibratory compactor.
A27500	SHEEPSFOOT	Sheepsfoot, attachment for ECC 4625 and 4635 vibratory compactor.
A28000	BRUSH DRUM	Brush cutter drum, attachment for ECC 4625 vibratory compactor.
A28500	HOOK ATTACH FEL	Hook attachment, front end loader, front mounted.
A29000	BRUSH GRUBBER	Open mesh fork, dozer mounted, front, used for undercutting and clearing brush.
A29500	SNOW PLOW	
A30000	SPADE PLOW	
A30500	CANOPY SAFETY	
A31000	SNOW REMOVAL UNIT	
A31500	WINCH DRUM	
A32000	ANGLE DOZER	Dozer, angle, for mounting on full tracked tractor.
A32500	STRAIGHT DOZER BLADE	
A32600	BLADE SEMI-U	Blade, semi-u, hydraulic dozer.
A33000	BLADE BACK FILL	Blade, back-fill, for front end loader.
A33500	BOOM ADJUSTABLE	Boom adjustable for front end loaders.
A34000	AIR HAMMER	Pavement breaker, air-operated.
A34500	SWEEPER BRUSH	Sweeper brush for tractor mounting.

A34600	MIX CONCRETE	Mixer concrete, 1/8 CY hydraulic motor driven for mounting on John Deere model JD644A FEL u/American Coupler System.
A34700	AUGER POST HOLE	
A34800	GRADING BLADE	Grading blade, rear mounted.

APPENDIX B
EQUIPMENT EVALUATION INSPECTION GUIDE

BATTALION EQUIPMENT EVALUATION PROGRAM (BEEP) CESE SHEET

LOCATION:				DATE:		
Code:	USN:	Mileage:	Hours:	Engine Serial #:		
	INSPECTORS	Initials:	NMCB:	Initials:	NMCB:	
	COOLING SYSTEM	Report all discrepancies:				
	LUBRICATION SYSTEM	Report all discrepancies:				
	CHARGING SYSTEM	Report all discrepancies:				
	LIGHTING SYSTEM	Report all discrepancies:				
	FUEL SYSTEM	Report all discrepancies:				
	TIRES	Report all discrepancies:				
	TRACKS	Report all discrepancies:				
	STEERING AND SUSPENSSION	Report all discrepancies:				
	HYDRAULIC SYSTEM	Report all discrepancies:				
	SAFETY DEVICES	Report all discrepancies:				
	BRAKE SYSTEMS	Report all discrepancies:				
	OTHER REMARKS	Report discrepancies not covered:				
ENGINE RUNNING	INSPECTORS	Initials:	NMCB:	Initials:	NMCB:	
	ACCESSORIES	Report all discrepancies:				
	LEAKS	Report all discrepancies:				
	ENGINE PERFORMANCE	Report all discrepancies:				
	VEHICLE PERFORMANCE	Report all discrepancies:				
	OTHER REMARKS	Report discrepancies not covered:				

1

EQUIPMENT EVALUATION INSPECTION GUIDE

BATTALION EQUIPMENT EVALUATION PROGRAM (BEEP) CESE SHEET

INVENTORY	INSPECTORS	Initials:	NMCB:	Initials:	NMCB:
	COLLATERAL EQUIPMENT	Report equipment inventory status and condition:			
	OPERATIONS SUPERVISORS	Initials:	NMCB:	Initials:	NMCB:
	OTHER REMARKS	Report discrepancies not covered:			
SHOP INSPECTION AND REPAIR	INSPECTORS	Initials:	NMCB:	Initials:	NMCB:
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:			
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:			
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:			
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:			
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:			
	SHOP SUPERVISOR	MAKE MINOR REPAIRS/ORDER PARTS (Initials)			
		FINAL INSPECTION (Initials)			

CONDITION CODES

RECOMMENDED OVERALL CONDITION CODE

The following is a complete listing of the possible codes with a brief description.

Place an **"X"** in the Applicable Code (below)

Code:		Description:	Code:		Description:
A1		Serviceable/Unused-Good	F8		Unserviceable Repairable-Repairs Required-Fair
A2		Serviceable/Unused-Fair	F9		Unserviceable Repairable-Repairs Required-Poor
A3		Serviceable/Unused-Poor	G7		Unserviceable Incomplete-Repairs Required-Good
A4		Serviceable/Used-Good	G8		Unserviceable Incomplete-Repairs Required-Fair
A5		Serviceable/Used-Fair	G9		Unserviceable Incomplete-Repairs Required-Poor
A6		Serviceable/Used-Poor	SX		Unserviceable Scrap/Salvage
			SS		Unserviceable Scrap/Scrap
F7		Unserviceable Repairable - Repairs Acquired - Good			

NMCB/NCR REVIEW

THE BELOW CONDITIONS CODE AGREED TO BY THE MAINTENANCE SUPERVISORS FROM BOTH BATTALIONS

NMCB:	ALFA 4 SIGNATURE		
NMCB:	ALFA 4 SIGNATURE		
Regimental Equip. Rep. Signature:		DATE:	CONDITION CODE:

ATTACHMENT EVALUATION INSPECTION GUIDE

BATTALION EQUIPMENT EVALUATION PROGRAM (BEEP) CESE ATTACHMENT SHEET

LOCATION:					DATE:			
I.D. Number:		Description:			Location:			
Assigned to Code:		USN NO.			Mounted/Unmounted			
PRESTART	INSPECTORS	Initials:	NMCB:		Initials:		NMCB:	
	PRESTART INSPECTION:	Report all discrepancies:						
OPS TEST	INSPECTORS	Initials:	NMCB:		Initials:		NMCB:	
	OPERATIONAL INSPECTION:	Report all discrepancies:						
SHOP NSPECTION AND REPAIR	INSPECTORS	Initials:	NMCB:		Initials:		NMCB	
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:						
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:						
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:						
	SYSTEM REPAIRED	Work Description and solution to the discrepancy:						
	SHOP SUPERVISOR	MAKE MINOR REPAIRS/ORDER PARTS (Initials):						
		FINAL INSPECTION SIGNATURE:						

CONDITION CODES					
RECOMMENDED OVERALL CONDITION CODE					
The following is a complete listing of the possible codes with a brief description.					
Place an "X" in the Applicable Code (below)					
Code:		Description:	Code:		Description:
A1		Serviceable/Unused-Good	F8		Unserviceable Repairable-Repairs Required-Fair
A2		Serviceable/Unused-Fair	F9		Unserviceable Repairable-Repairs Required-Poor
A3		Serviceable/Unused-Poor	G7		Unserviceable Incomplete-Repairs Requied-Good
A4		Serviceable/Used-Good	G8		Unserviceable Incomplete-Repairs Requied-Fair
A5		Serviceable/Used-Fair	G9		Unserviceable Incomplete-Repairs Required-Poor
A6		Serviceable/Used-Poor	SX		Unserviceable Scrap/Salvage
			SS		Unserviceable Scrap/Scrap
F7		Unservicable Repairable - Repairs Acquired - Good			

OPS REVIEW				
	OPERATIONS	Initials:	NMCB:	Recommended Condition Code:
	SUPERVISOR	Initials:	NMCB:	Recommended Condition Code:
	REMARKS			

NMCB/NCR REVIEW				
THE BELOW CONDITION CODE AGREED TO BY THE SUPERVISORS FROM BOTH BATTALIONS MAINTENANCE				
	NMCB:	ALFA 4 SIGNATURE		
	NMCB:	ALFA 4 SIGNATURE		
	Regimental Site Equip. Rep. Signature:		DATE:	CONDITION CODE:

APPENDIX C
APPROVED CONDITION CODES

Code	Title	Definition
A	Serviceable (Issue without qualification)	New, used, repaired, or reconditioned material which is Serviceable and can be issued to all Customers without limitation or Restriction. Including material with more than six months shelf life remaining.
F	Unserviceable (Repairable)	Economically repairable material which requires repair, overhaul, or reconditioning includes repairable items which are radioactively contaminated.
G	Unserviceable (Incomplete)	Material requiring additional parts or components to complete the end item prior to issue.
S	Unserviceable (Scrap)	Material that has no value except for its basic material content.

Code	Title	Definition
1	UNUSED-GOOD	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply source.
2	UNUSED-FAIR	Unused property that is usable without repairs but is deteriorated or damaged to the extent that utility is somewhat impaired.
3	UNUSED-POOR	Unused property that is usable without repairs but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4	USED-GOOD	Used property that is usable without repairs and most of its useful life remains.
5	USED-FAIR	Used property that is usable without repairs but is somewhat worn or deteriorated any may soon require repairs.

Code	Title	Definition
6	USED-POOR	Used property that may be used without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	REPAIRS REQUIRED GOOD	Required repairs are minor and should not exceed 15 percent of original acquisition cost.
8	REPAIRS REQUIRED FAIR	Required repairs are considerable and are estimated to range from 16 percent to 40 percent of original acquisition cost.
9	REPAIRS REQUIRED POOR	Required repairs are major because the property is badly damaged, worn, or deteriorated, and estimated to range from 41 percent to 65 percent of original acquisition cost.
X	SALVAGE	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65 percent of the original acquisition cost.
S	SCRAP	Material that has no value except for its basic material content.

NOTE: For additional codes see NAVFAC P-300.

APPENDIX D

GSA VEHICLE REQUEST

COMMAND VEHICLE(S) WILL BE ASSIGNED TO: _____

LOCATION / DET SITE: _____

EQUIPMENT NOMENCLATURE	NUMBER OF VEHICLE(S)	MONTH(S) VEHICLE REQUIRED	MONTHLY COST	ESTIMATED MONTHLY MILES/HOURS	TOTAL MONTHLY COSTS

REASON FOR THE REQUEST:

_____

_____

_____

_____

_____

_____

_____

_____

_____

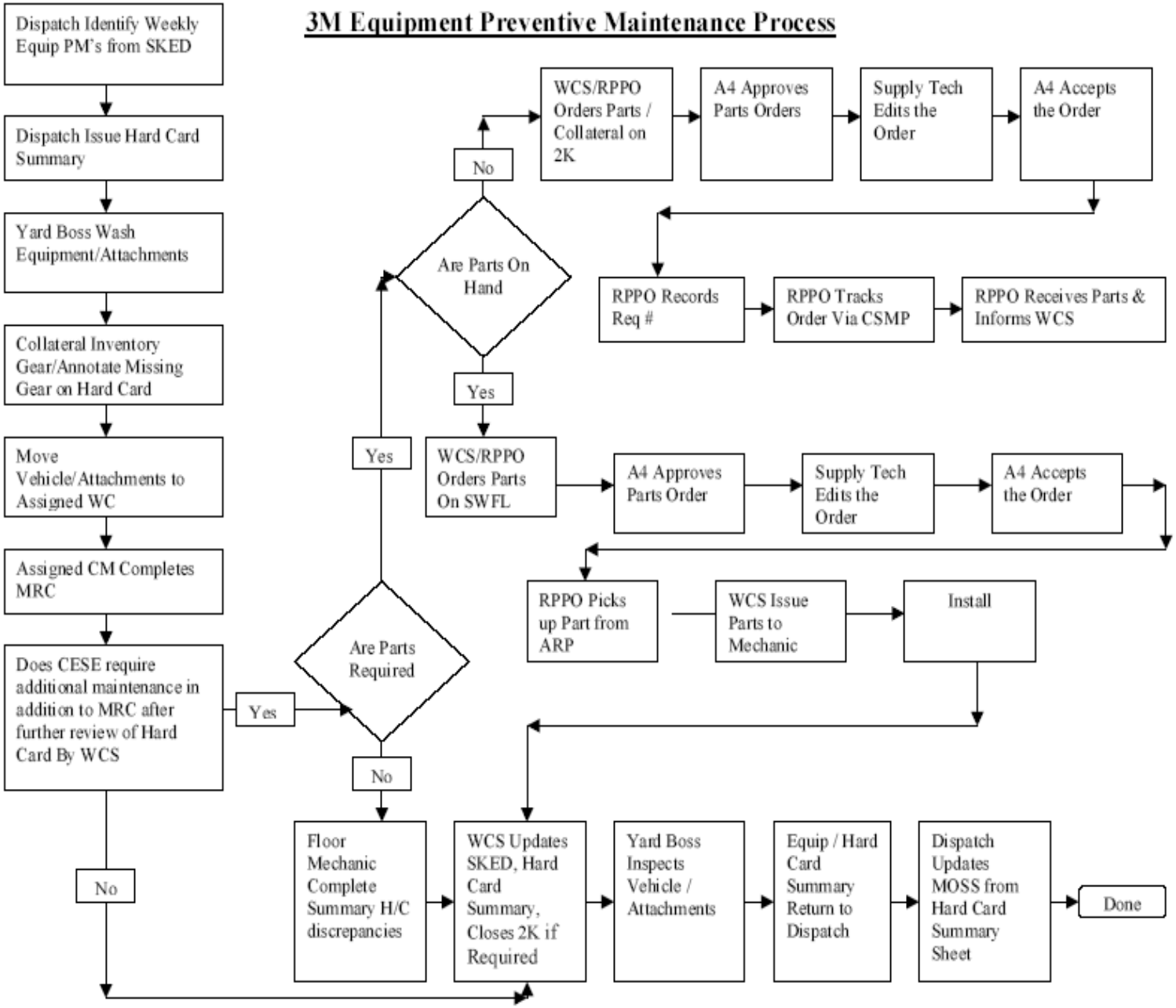
_____

_____

REQUESTER'S NAME _____ PHONE _____
NCR/SRG TRANSPORTATION DEPARTMENT

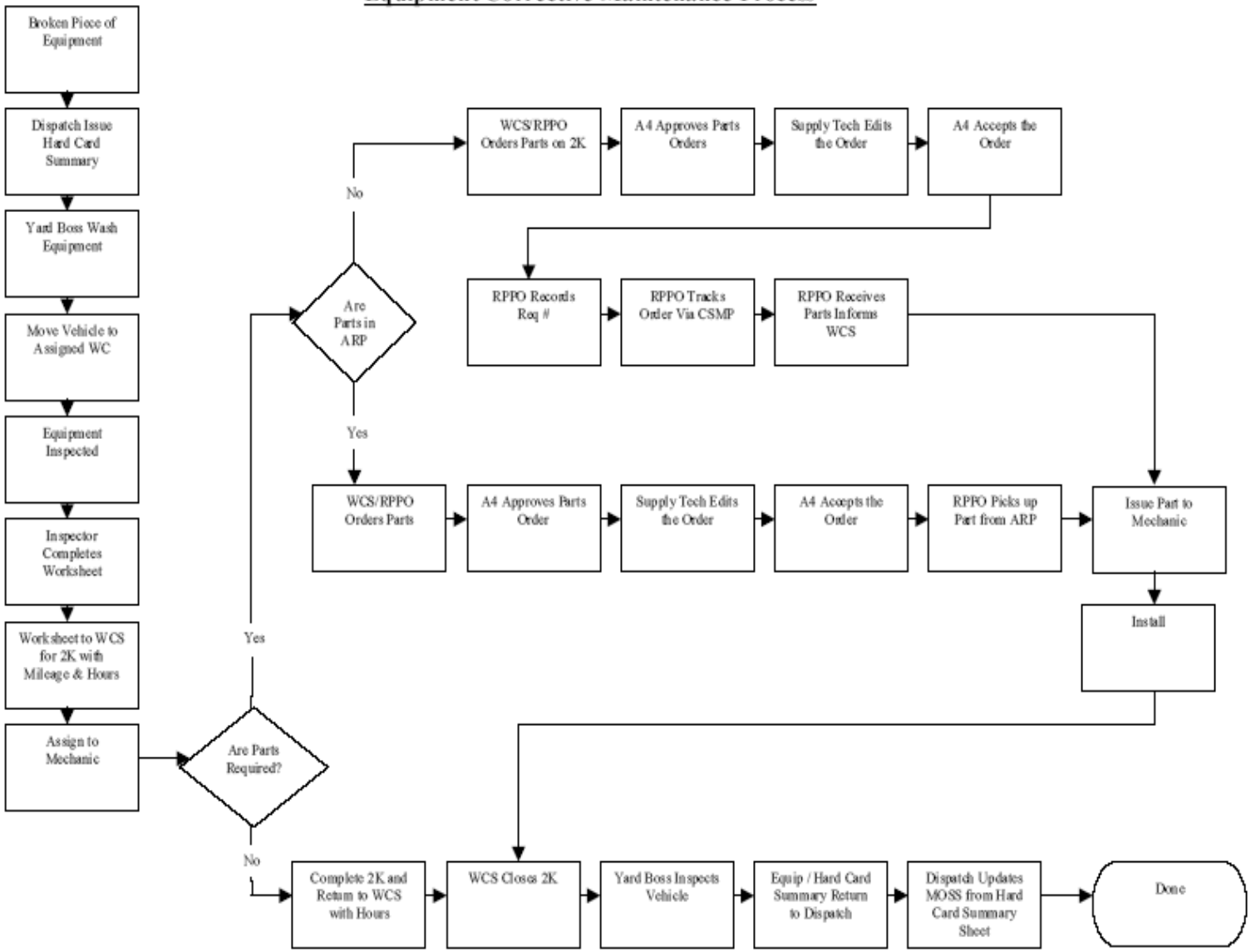
REQUESTER'S SIGNATURE _____ DATE _____
NCR/SRG TRANSPORTATION DEPARTMENT

APPROVAL SIGNATURE _____ DATE _____
1 NCD R43 READINESS DEPARTMENT



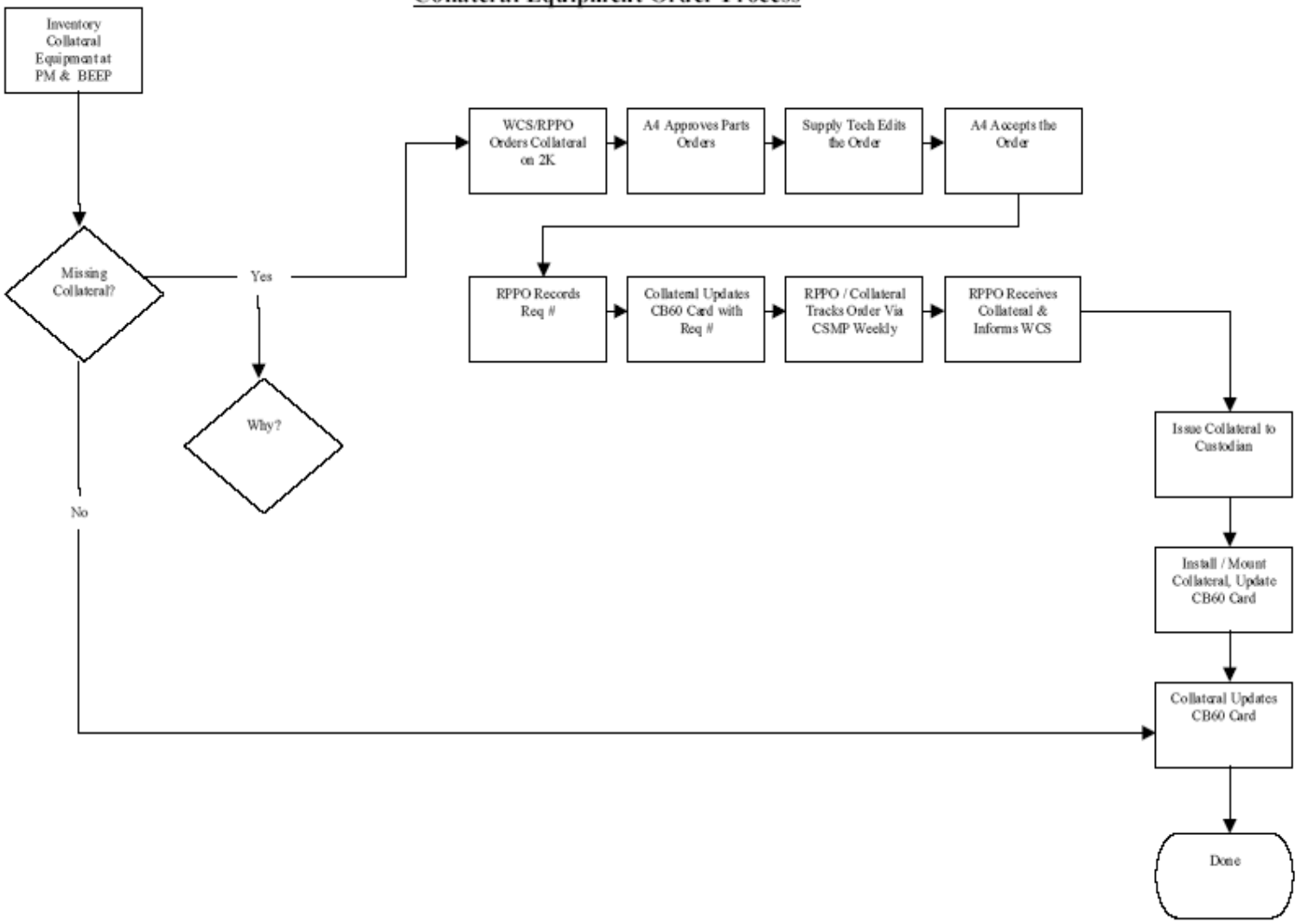
COMFIRSTNCDINST 11200.2
06 Jan 06

Equipment Corrective Maintenance Process



COMFIRSTNCDINST 11200.2
06 Jan 06

Collateral Equipment Order Process



APPENDIX H
NATIONAL DRIVER REGISTER (NDR)
INQUIRY'S INSTRUCTIONS AND FORM

National Driver Register (NDR)

1. The DOT provides a central U.S. driver record identification facility that contains information on drivers whose licenses have been denied, suspended, or revoked. The states provide DOT with data for the register (computer inquiry), which is used for evaluating initial and renewal applicants for licensing.

2. DOD components may make use of data in the NDR in evaluating applications for an OF-346. As a minimum, DOD components shall utilize the NDR to verify driving records on initial applications for an OF-346 when the applicant does not possess a valid state driver's license, or when the issuing activity has reason to suspect a poor driving record of an applicant with a valid state license. DOD components shall not provide the Department Of Transportation with data on OF-346 suspensions or revocation action. DOD components may also utilize the NDR when issuing a new or renewal OF-346. Data received from the NDR shall be utilized by the issuing agency to deny or approve OF-346 issue/renewal actions.

3. Activities may obtain instructions and material for participation in the NDR by contacting the National Highway Traffic Safety Administration (NHTSA), U.S. Department of Transportation, Washington D.C. 20590. You can also find this information via the internet at http://www.nhtsa.dot.gov/people/perform/driver/.

4. All NDR inquiries will be considered. Once the form is downloaded, it will need to be filled out and signed by a qualified Notary Public, and stamped. The form will then need to be mailed to:

National Driver Register
400 7th Street SW, Room 6124A (NPO-124)
Washington, DC 20590-0001

The NDR response will be mailed to the mailing address shown on the form. Incomplete or illegible inquiries will not be processed. All inquiries will be acknowledged if a return address is readable. Forms that are not notarized will not be processed. The NDR will respond to every valid inquiry including requests that produce no record(s) on the NDR file. When records are located, details of the probable identification results will be returned to you and will contain all information listed in the NDR records, on you. The reply will also indicate

any disclosures (reports to others) previously made by the NDR and will specify whom, if anyone has received reports on you.

Special Note: In the interest of personnel safety, when an individual's state license is revoked, the OF-346, as well as the Construction License, 11260/2, shall be revoked.

Individual's Request for National Driver Register (NDR) File Check in Accordance with the Federal Privacy Act of 1974 (Public Law 93-579)

The National Driver Register (NDR) contains only a listing of names and related identification, provided by State driver licensing officials, of those drivers whose driver licenses have been cancelled, denied, revoked, or suspended or who have been convicted of certain serious traffic violations. The NDR does not contain a list of any other drivers. If you have *not* had a driver license cancelled, denied, revoked, or suspended or have *not* been convicted of serious traffic violations, you would not be listed in the NDR. Every individual is entitled, however, to request a check of the NDR records to determine whether they appear on the NDR file. The NDR will respond to every valid NDR inquiry.

The record content for those persons who are listed in the NDR files is limited to identification of the state(s) which have taken action to cancel, deny, revoke, or suspend or have records of conviction of serious traffic violations. Any specific information about the driver history, or the entire driver history, may be obtained only from the state(s) where the detailed information is recorded. The state(s) maintaining records are the (only) contacts able to correct records in error, and the NDR will correct its pointer records when so advised by a state indicating that a report previously made to the NDR is in error.

If the NDR has a record on you, the full record will be copied and sent to you including any older records which may have contained a reason for license cancellation, denial, revocation, or suspension. In addition, if such information has been disclosed by the NDR, the recipient of the information will also be identified.

The name and address of the State driver licensing official will be provided for each State listed as having reported information on you to the NDR.

Type or Print Plainly (Avoid delays. Inquiries that cannot be read will not be processed.)

Full Legal Name (First, Middle, and Last)				
Other Names Used (Maiden, Prior Name, Nickname, Professional Name, Other)				
Mailing Address: Number and Street with Apartment or Rural Route/Carrier & Box #			*Home Telephone (Optional)* Area Code Number ( )	
City, State and Zip Code			*Work Telephone (Optional)* Area Code Number ( )	
Driver License Number and State			*Soc. Security Number (Optional)*	
Month, Day, and Year of Birth	Sex	Color of Eyes	Height	Weight
Driver's Signature			Date	

NOTARIZATION

Notary Public Stamp or Seal (Mandatory)

Sworn to and ascribed before me

this _____ day of _____

19_____ in the city/county of

_____

State of _____

Form NDR-PRV