

Maintenance of Supplies and Equipment  
**MATERIEL HANDLING EQUIPMENT**

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**SUGGESTED IMPROVEMENTS.** The proponent of this regulation is the Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DL-MNT-IMM.

**REQUIREMENTS IMPACTING ON UNIT COMMANDERS.** Requirements that impact on unit commanders can be found in blocks 3a, 4a, 4b, 4c, 6a, 8a, and 9a.

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\* This regulation supersedes Fort Hood Regulation 750-20, 8 February 1991.

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**Maintenance of Supplies and Equipment  
MATERIEL HANDLING EQUIPMENT**

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**OVERVIEW****1****Purpose**

This regulation establishes responsibilities for

- assignment
- use
- maintenance
- repair
- replacement
- record keeping, and
- The Army Maintenance Management System (TAMMS) reporting for
  - tables of distribution and allowances (TDA)
  - materials handling equipment (MHE), and
  - related equipment

MHE is authorized under TDA and based on usage factors and criteria contained in AR 71-13 (Equipment Authorization and Usage Program).

**1a****Applicability**

This regulation applies to units and activities under the command jurisdiction of III Corps and Fort Hood.

During full mobilization, requirements of this regulation remain in full effect.

**1b****Scope**

This regulation applies to methods of acquisition, operation, and maintenance of TDA MHE at Fort Hood and sub-installations of Fort Hood except Directorate of Engineering and Housing (DEH) unique MHE.

Provisions of this regulation do not apply to equipment specifically issued and authorized by tables of organization and equipment (TOE).

**1c****References**

AR 71-13 (The Department of the Army Equipment Authorization and Usage Program), 3 June 1988.

DA Pam 738-750 (The Army Maintenance Management System (TAMMS)), Maintenance Management Update 13, 27 Sep 91.

TB 43-0142 (Safety Inspection and Testing of Lifting Devices), 31 Mar 93.

TB 43-0002-24 (Maintenance Expenditure Limits for FSC Group 39; FSC Class 3910, 3930, 3950, 3990), 30 Mar 92

TB 43-0140 (Instructions for Preparation of Request for Disposition or Waiver (DA Form 3590) for USATROSCOM Equipment and USA TACOM, Non-Developmental Item (NDI)), 4 May 92.

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References  
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TB 600-1 (Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by US Army Troop Support and Aviation Materiel Readiness Command), 25 Jul 77.

TB 600-2 (Procedures for Selection, Training, Testing, Qualifying and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed/Supported by U.S. Army Tank-Automotive Materiel Readiness Command, 28 Jun 79.

TM 10-3930 Series (Operator and Organization Maintenance Manuals).

TM 743-200-2 (Storage and Modernization Handling), 24 No 67.

1d

RESPONSIBILITIES

2

Installation

The Installation Commander maintains the smallest commander practicable MHE fleet based on requirements and use of modern equipment.

2a

Chief,  
Installation  
Maintenance  
Management  
Office (IMMO)

The Chief, IMMO, Maintenance Division, Directorate of Logistics (DOL) Management

- is appointed as MHE Coordinator for the Installation Commander
- assigns and controls MHE
- prescribes maintenance policy
- maintains records necessary to
  - evaluate
  - adjust fleet assignments and
  - density
- initiates actions for replacements or waivers for repair.

2b

PROPERTY ACCOUNTABILITY AND SUPPORT POLICY

3

Continuous  
Daily Use

IMMO, Maintenance Division, DOL, exercises staff control of MHE.

Units and activities requiring continuous daily use are issued MHE through the Installation Property Book Officer (IPBO) to the using unit or activity.

Justification

- is submitted on DA Form 4610R (Equipment Change in Mobilization Table of Organization and Equipment (MTOE/TDA) through DOL to the Maintenance Division, IMMO.

(continued on next page)

Continuous Daily Use (continued)

- includes, but is not limited to
  - unit or activity location and mission to be supported
- identification of required equipment and
  - number of required pieces
  - estimated hours of daily use per vehicle
  - current method of moving equipment and supplies
  - previous use experience.

3a

Short Duration

Units requiring MHE for short duration jobs (not to exceed ten (10) working days) must submit a written request five (5) working days before requirement to the Installation MHE Coordinator, DOL, Maintenance Division, ATTN: IMMO.

The request will state

- what type of MHE is needed
- where it will be used, and
- what it will be used for.

The borrowing unit will provide a written report on the hours of use when the MHE is returned to the owning unit.

Activities may be tasked to loan MHE for short duration jobs (not to exceed ten (10) working days) when the situation warrants .

3b

Emergency Deployment Readiness Exercise

MHE requirement in support of an EDRE is coordinated through the Installation MHE Coordinator.

No advance notice is required.

3c

TRAINING, TESTING, AND LICENSING OF MHE OPERATORS

4

Operators

Using activities are responsible to ensure that only qualified and licensed operators operate MHE.

Personnel requesting MHE operator's license must possess a valid OF 346 (US Government Motor Vehicle Operator's Identification Card) before taking the MHE operator's test.

4a

Driver Testing Station

The Driver Testing Station, DOL Transportation Division, is the only on-post activity authorized to conduct physical evaluations and Battery II testing for drivers.

DA Form 348 (Equipment Operator's Qualification Record) is

- initiated and retained by Driver Testing Station for United State Army Garrison (USAG) personnel and
- updated upon successful completion of MHE testing.

4b

Performance Evaluation Operational performance evaluations of TDA MHE operators will be performed by DOL, Maintenance Division, Quality Control Branch.

Performance evaluation is the responsibility of DOL, Maintenance Division, Quality Control Branch.

Using activities will coordinate with DOL, Maintenance Division, Quality Control Branch, for an appointment for performance evaluation of operators.

4c

MAINTENANCE

5

Using Unit The using unit

- maintains a DD Form 314 (Preventive Maintenance Schedule and Records) for pieces of MHE and
- transports MHE to DOL, Maintenance Division, for scheduled service as requested by Production, Planning and Control Branch.

Commanders of units or activities using MHE are responsible for operator maintenance. (See references, this regulation.)

5a

UTILIZATION AND RECORD KEEPING

6

Commanders Commanders of units or activities using MHE

- fully use equipment according to criteria established in AR 71-13.
- report equipment not required to the Installation MHE Coordinator located in the IMMO, Maintenance Division, DOL, who determines if
  - there is a requirement for this type of equipment by another unit or activity or
  - the equipment should be turned in.

6a

Unit or Activity The unit or activity requesting the turn in

- prepares and sends a DA Form 2407/5504 (Maintenance Request) to DOL, Maintenance Division, for inspection and repair on MHE reported as excess
- delivers the equipment and work order to DOL, Maintenance Division, Customer Service
- coordinates with the Installation MHE Coordinator and Property Book Office for the documentation to transfer the equipment to the receiving unit or activity
- when the transfer is completed, prepares a request for change of the Fort Hood TDA on DA Form 4610-R (Equipment Change in MTOE/TDA) through AFZF-DL-MNT-IMM, AFZF-DL-S-IPBO to AFZF-RM-MED.

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Unit or  
Activity  
(continued)

- picks up equipment and delivers it to the receiving activity.
- maintains current records and submits operational data as required below.

6b

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## INSPECTION

7

Spot Check  
Inspections

The Installation MHE Coordinator performs spot check inspections relative to

- scheduled maintenance service.
- general condition of equipment
- use of equipment
- operator proficiency
- validity of OF 346 (US Government Motor Vehicle Operator's Identification Card)

Report of abuse is provided to the user's chain of command.

Using units and activities may obtain assistance from the MHE Coordinator relative to an operational maintenance problems.

7a

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## REPORTS

8

MHE Monthly  
List

The MHE coordinator provides users a listing reflecting assigned MHE on the first working day of the month.

Using units or activities

- annotate the listing with the hours on the meter for each piece of equipment listed
- if equipment is in maintenance, the job order number and date submitted will be recorded in place of the hour reading
- return the listing to the MHE Coordinator
- in red ink, add MHE items not listed at the bottom of the list with a notation of where the equipment came from
- delete a listed item
  - by lining through the entry in red ink and
  - indicating where the equipment was transferred.
- make correction in national stock number (NSN), nomenclature, etc., in red ink.

This information is used to

- assign and control MHE
- maintain records to evaluate usage
- make adjustment in fleet assignments and density, and
- initiate action for replacement.

8a

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DA Forms and Logbook      Units and activities with MHE on hand maintain a DA Form 2401 (Organizational Control Record for Equipment) in addition to equipment logbooks which contain

- DA Form 2408-9 (Equipment Control Record) and
- DA Form 2404 (Equipment Inspection and Maintenance Worksheet).

Preparation and disposition of records is done in accordance with DA Pam 738-750 (The Army Maintenance Management System (TAMMS)).

8b

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**SAFETY**

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9

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Safety      Using agency supervisory personnel are responsible for the safe operation of MHE within their areas according to TB 43-0142 (Safety Inspection and Testing of Lifting Devices).

9a

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Accident Reports      In the event of an accident, the using unit or activity initiates and processes applicable reports (RCS CSPGA-147(R4)(MIN)).

9b

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**SCHEDULE NORMAL SERVICE FOR (MHE)**

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10

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DOL MAINTENANCE Reports      Production, Planning and Control Branch

- schedules MHE for normal service
- notifies using units and activities of schedule service in writing
- coordinates limited minor repair on site when requested by using units and activities

10a

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**PROCUREMENT OR LEASE OF MATERIALS HANDLING EQUIPMENT (MHE)**

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11

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Installation Maintenance Management Office (IMMO)      Materials Handling Equipment Coordinator

- All requests for Authorization, Procurement or Lease of Materials Handling Equipment will be coordinated with the Installation MHE Coordinator.
- All MHE that arrives at the Central Receiving Point will be issued or coordinated with the Installation MHE Coordinator for redistribution in accordance with the latest approved Tables of Distribution and Allowances (TDA).

11a

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FOR THE COMMANDER



JAMES P. O'NEAL  
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