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Fort Worth District, Corps of Engineers  
P.O. Box 17300  
Fort Worth, Texas 76102-0300

REPLY TO  
ATTENTION OF

CESWF-LO

28 January 1999

MEMORANDUM FOR CESWF-OD

SUBJECT: Equipment Management

1. References:

- a. DP 750-1-1, Maintenance of Supplies and Equipment, 1 Dec 97.
- b. EP 750-1-1, Chapter 9 Equipment Management, 30 Nov 97.
- c. USACE EIG Team's finding 6 January 1999.

2. In accordance with the above references, equipment in the following categories will be tracked:

- a. Construction equipment
- b. Special Purpose equipment
- c. Material Handling equipment
- d. Watercraft/Amphibious equipment
- e. Support equipment
  - (1) Generators
  - (2) Air Compressors
  - (3) Pumps
  - (4) Well Drillers

3. Equipment that may be exempt from usage reporting includes:

- a. Installed equipment. Equipment such as generators and compressors, which are a part of a Real Property Facility, are not reported.

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b. Emergency equipment. Equipment required to be on-hand for emergency use only will not be required to report usage. However you must report Availability/operational Rates and maintenance cost. Activities are responsible to document equipment that should be exempt from usage reporting. A memorandum for record will be sent to the District Maintenance Officer and kept on file. A note should be made to indicate equipment that is exempt from usage reporting.

4. The data to be reported will consist of cumulative hours, days or miles as applicable and cost to operate, including fuel and maintenance for the quarter, matched to the Bar code and noun. Reports will be forwarded to the District Maintenance Office by the 5<sup>th</sup> working day of each quarter after the end of the report period. Reports can be emailed, faxed or mailed. Usage Report should be recorded on ENG Form 3662, Administrative Vehicle Operational Record. The report can be a copy of the ENG Form 3662 or other means as long as it includes the data mentioned above.

5. POC for this office is Ross Black, 817-886-1010.

//signed//  
ROBERT WOODARDS  
Chief, Logistics Management Office