NONRESIDENT TRAINING COURSE

Date: October 2010

EQUIPMENT OPERATOR ADVANCED

NAVEDTRA 14080A

S/N 0504LP1100956

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Table of Contents

Chapter 1

Transportation Supervisor

Topics

To hear audio, click on the box. 

Overview

The Navy has millions of dollars invested in transportation and construction equipment. Representing 70 percent of the total Naval Construction Force (NCF) outfitting cost, equipment is the “backbone” of the Seabees.

The enforcement of instructions to ensure proper management and maintenance of equipment starts with the First and Second Class Petty Officers. This chapter presents the responsibilities of an Equipment Operator Petty Officer assigned as Transportation Supervisor to supervise of an Equipment Transportation Crew for a Naval Mobile Construction Battalion (NMCB). Additionally, this chapter presents information concerning the management of the Maintenance Program, License Program, and Battalion Equipment Evaluation Program (BEEP).

Objectives

When you have completed this chapter, you will be able to do the following:

1. Identify the responsibilities of the Transportation Supervisor concerning the use and control of dispatch forms and management of civil engineering support equipment, collateral equipment, and attachments.
2. Understand the management of the Maintenance Program.
3. Understand the management of the License Program.
4. Understand the management of the Battalion Equipment Evaluation Program (BEEP).

Prerequisites

None

This course map shows all of the chapters in Equipment Operator (EO) Advanced. The suggested training order begins at the bottom and proceeds up. Skill levels increase as you advance on the course map.

Well Drilling Supervisor and Operations		EO ADVANCED
Asphalt Plant Supervisor and Operations		
Concrete Batch Plant Supervisor and Operations		
Crusher Supervisor and Operations		
Quarry Supervisor and Operations		
Project Supervisor		
Crane Crew Supervisor		
Air Detachment Equipment Supervisor		
Transportation Supervisor		

Features of this Manual

This manual has several features which make it easy to use online.

- Figure and table numbers in the text are italicized. The figure or table is either next to or below the text that refers to it.
- The first time a glossary term appears in the text, it is bold and italicized. When your cursor crosses over that word or phrase, a popup box displays with the appropriate definition.
- Audio and video clips are included in the text, with italicized instructions telling you where to click to activate it.
- Review questions that apply to a section are listed under the Test Your Knowledge banner at the end of the section. Select the answer you choose. If the answer is correct, you will be taken to the next section heading. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.
- Review questions are included at the end of this chapter. Select the answer you choose. If the answer is correct, you will be taken to the next question. If the answer is incorrect, you will be taken to the area in the chapter where the information is for review. When you have completed your review, select anywhere in that area to return to the review question. Try to answer the question again.

1.0.0 TRANSPORTATION SUPERVISOR RESPONSIBILITIES

As part of an NMCB, Alfa Company Operations Branch, the Transportation Supervisor supervises and controls operations, operator maintenance, and the cycle of automotive, construction, and weight-handling equipment. The Transportation Supervisor also ensures the Equipment Transportation Crew supports the transport of personnel, equipment, and materials, and maintains and operates all fuel, petroleum oil, and lubricant storage and dispensing facilities.

The basic goal of the Transportation Supervisor is to ensure that safe and serviceable equipment is available for use and that the maximum service life of the equipment is achieved. *Figure 1-1* shows the organization of the Alfa Company.

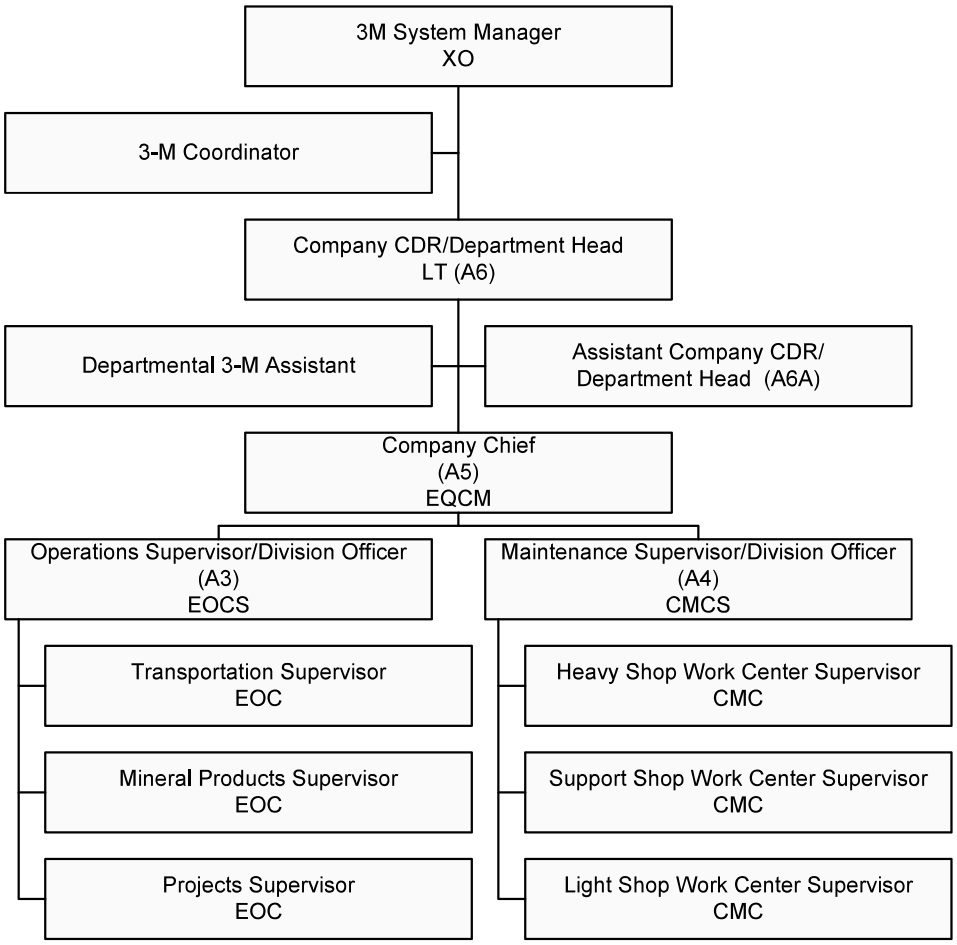


Figure 1-1 – Alfa Company organization.

1.1.0 Instructions and Publications

Instructions and publications have been established to regulate the management and control of equipment.

To supervise an Equipment Transportation Crew properly and effectively, a Transportation Supervisor must be knowledgeable about the following publications and instructions.

1.1.1 Management of Civil Engineering Support Equipment, NAVFAC P-300

The Management of Civil Engineering Support Equipment, NAVFAC P-300 was developed for the management of equipment in a stable environment. It is a compilation of directives issued by the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), and the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM). NAVFAC P-300 provides general and detailed procedures for the administration, operation, and maintenance of transportation equipment. The areas included are administration, procurement, rental, charter, assignment, loan, utilization, registration, and technical record control. Additionally, NAVFAC P-300 provides instructions for the disposition of and the operational procedures for automotive, construction, railroad, and special category transportation equipment. Procedures are included for maintenance planning, scheduling, maintenance control, material support, equipment modification, painting, identification markings, protective coatings, and selection and application of fuels and lubricants.

1.1.2 Naval Construction Force (NCF) Equipment Management Instruction, COMFIRSTNCDINST 11200.2

Naval Construction Force (NCF) Equipment Management Instruction, COMFIRSTNCDINST 11200.2 establishes policy, assigns action and provides guidance for the NFC Equipment Management Program. This instruction consists of four chapters. The first chapter presents an overview of the Alfa Company administration. The second and third chapters present the organization and responsibilities of the Alfa Company Operations Branch and Maintenance Branch. The fourth chapter describes the management of the Battalion Equipment Evaluation Program as well as the responsibilities of both the incoming and outgoing battalion.

1.1.3 Naval Construction Force Manual, NAVFAC P-315

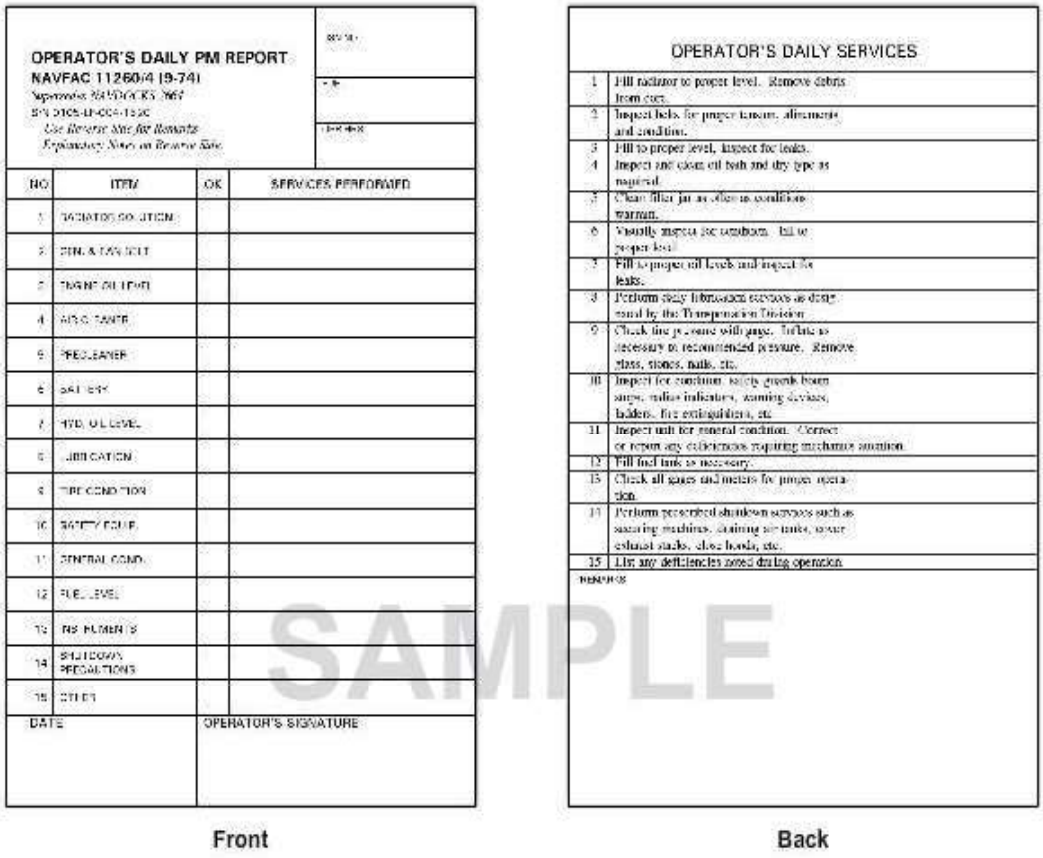
Naval Construction Force Manual, NAVFAC P-315 provides technical guidance from the Chief of Civil Engineers regarding the organization and operation of the NCF. This manual is divided into two distinct parts. The first part presents an overview of the NCF, including reserve NCF, and the organizational structure and functional roles of key members of an NMCB. The second part describes the mission, organizational structure, and concepts of operation for NCF units other than the NMCB, and describes the commands involved with NCF support.

1.2.0 Dispatch Forms

As supervisor of the Equipment Transportation Crew, the Transportation Supervisor must possess an in-depth knowledge of use or control of dispatch forms as well as the responsibilities of personnel considering these forms. The following information expands on what was covered in Equipment Operator Basic, Chapter 1 Transportation Operations.

1.2.1 Maintenance Requirement Card

The pre-start and post-op inspections consist of performing the services listed on the pertinent Maintenance Requirement Card (MRC) (*Figure 1-2*) issued by the Dispatcher. Performed by the operator, such services include inspection of the fuel, oil, water, hydraulic fluid, and battery levels; inspection of the tires, lug nuts, lights, safety devices, drive belts, cargo, mounted equipment; inspection for leaks and exterior or interior damage; and lubrication, as required.



OPERATOR'S DAILY PM REPORT
NAVFAC 11260/4 (9-74)

NO	ITEM	OK	SERVICES PERFORMED
1	[illegible]		
2	[illegible]		
3	[illegible]		
4	[illegible]		
5	[illegible]		
6	[illegible]		
7	[illegible]		
8	[illegible]		
9	[illegible]		
10	[illegible]		
11	[illegible]		
12	[illegible]		
13	[illegible]		
14	[illegible]		
15	[illegible]		
DATE		OPERATOR'S SIGNATURE	

Front

OPERATOR'S DAILY SERVICES

1	Fill radiator to proper level. Remove debris from core.
2	Inspect belts for proper tension, alignment and condition.
3	Fill to proper level, inspect for leaks.
4	Inspect and clean oil bath and dry type as required.
5	Clean filler jar as often as condition warrant.
6	Visually inspect for condition. Fill to proper level.
7	Fill to proper oil levels and inspect for leaks.
8	Perform daily lubrication services as determined by the Transportation Division.
9	Check tire pressure with gage. Inflate as necessary to recommended pressure. Remove glass, stones, nails, etc.
10	Inspect for condition: safety chains, hoses, straps, malfunction indicators, warning devices, ladders, fire extinguishers, etc.
11	Inspect unit for general condition. Correct or report any deficiencies requiring mechanics attention.
12	Fill fuel tank as necessary.
13	Check all gages and meters for proper operation.
14	Perform prescribed shutdown services such as securing machines, draining air tanks, cover exhaust stacks, close hoods, etc.
15	List any deficiencies noted during operation.

REMARKS

SAMPLE

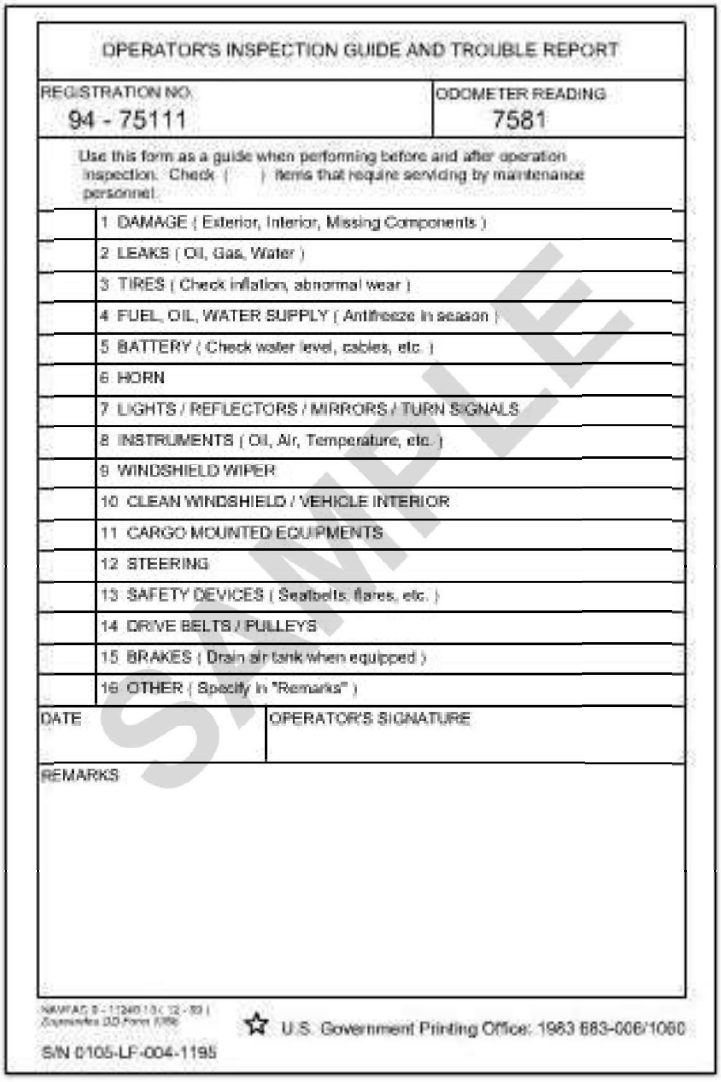
Back

Figure 1-2 – Maintenance Requirement Card.

Additionally, the operator must identify items needing attention using smell (burning rubber, grease, or clutches), hearing (unusual noises), sight (instruments), and feeling (drag, pull, and vibration). Beyond establishing and enforcing traffic control through the yard, the Equipment Yard Supervisor, the "Yard Boss," is responsible for ensuring that all operators perform such pre-start checks of CESE prior to dispatching.

1.2.2 Operator's Inspection Guide and Trouble Report "Hard Card" NAVFAC Form 9-11240/13

The Operator's Inspection Guide and Trouble Report "Hard Card" NAVFAC Form 9-11240/13 (*Figure 1-3*) is issued along with the MRC.



OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

REGISTRATION NO.	ODOMETER READING
94 - 75111	7581

Use this form as a guide when performing before and after operation inspection. 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 EQUIPMENTS
	12 STEERING
	13 SAFETY DEVICES (Seatbelts, 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 - 93)
Supersedes DD Form 1396

☆ U.S. Government Printing Office: 1993 683-006/1060

S/N 0105-LF-004-1195

SAMPLE

Figure 1-3 – Operator's Inspection Guide and Trouble Report "Hard Card" NAVFAC Form 9-11240/13.

Figure 1-4 shows the flow of a Hard Card once issued to an operator.

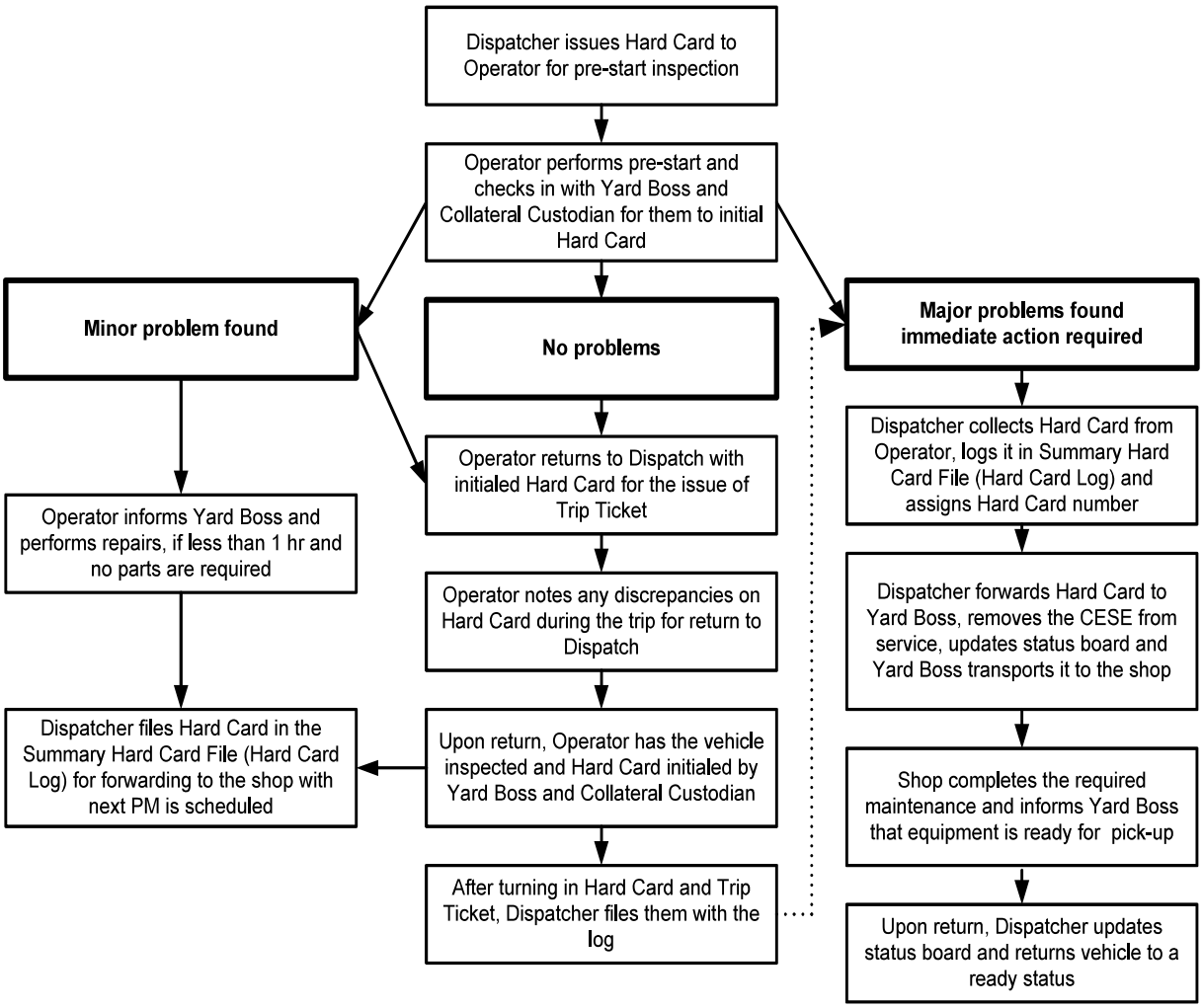


Figure 1-4 – Hard Card flow.

As shown, if deficiencies are identified during the pre-start inspection, the operator annotates such findings on the Hard Card. The form is returned to the Yard Boss for review and initials.

The Yard Boss reviews the Hard Card to determine deficiencies that require immediate attention.

If the Yard Boss determines that the deficiencies are not the operator's responsibility, the vehicle will be turned in to the shop for repair and will not be dispatched until deficiencies are corrected.

If deficiencies are the operator's responsibility, the Yard Boss will instruct the operator to make correction. When corrections have been completed and have been inspected by the Yard Boss, he or she will initial each deficiency corrected on the Hard Card and the vehicle may be dispatched.

After deficiencies have been corrected, or if no deficiencies were identified during inspection, a Motor Vehicle Utilization Record, DD Form 1970 is issued. The Dispatcher updates SKED, a computer system used to plan and schedule maintenance requirements. In SKED, the Dispatcher annotates that a Planned Maintenance (PMS) “R” check was completed that day. The Dispatcher also ensures that the operator signs the 13-week accountability log produced by SKED.

Using the MicroSnap Maintenance and Operations Support System (MOSS), the Dispatcher maintains a Summary Hard Card File, also known as a “Hard Card Log,” of all forms that have discrepancies. When the vehicle goes into the shop for scheduled maintenance, this log will accompany the vehicle to the work center to ensure that the inspector has a history of the vehicle since the last maintenance performed. MOSS is a state-of-the-art system designed to manage vehicle inventory, maintenance, and operations. The subsystem allows for scheduling of preventive maintenance (PM) as well as recording corrective maintenance.

1.2.3 Motor Vehicle Utilization Record “Trip Ticket” DD Form 1970

The Motor Vehicle Utilization Record “Trip Ticket” DD Form 1970 (*Figures 1-5* and *1-6*) is completed by both the Operator and Dispatcher for each item of CESE on a daily or trip basis. Under no circumstances will a vehicle or Trip Ticket be issued to personnel who do not have in their possession a valid U.S. Government Motor Vehicle Operator’s Identification Card, OF 346.

MOTOR EQUIPMENT UTILIZATION RECORD

1. DATE *(YYYYMMDD)*	2. TYPE OF EQUIPMENT	3. REGISTRATION NO./SERIAL NO.	4. ADMINISTRATION NO.

5. ORGANIZATION NAME	6a. FUEL	b. OIL

ACTION	9. TIME		10. MILES	11. HOURS	
7a. 1ST OPERATOR *(Last Name, First, M.I.)*	a. IN				12a. REPORT TO *(Last Name, First, M.I.)*
	b. OUT				
8a. OPERATOR'S SIGNATURE	c. TOTAL		0	0	13a. DISPATCHER'S SIGNATURE
7b. 2ND OPERATOR *(Last Name, First, M.I.)*	a. IN				12b. REPORT TO *(Last Name, First, M.I.)*
	b. OUT				
8b. OPERATOR'S SIGNATURE	c. TOTAL		0	0	13b. DISPATCHER'S SIGNATURE
7c. 3RD OPERATOR *(Last Name, First, M.I.)*	a. IN				12c. REPORT TO *(Last Name, First, M.I.)*
	b. OUT				
8c. OPERATOR'S SIGNATURE	c. TOTAL		0	0	13c. DISPATCHER'S SIGNATURE
7d. 4TH OPERATOR *(Last Name, First, M.I.)*	a. IN				12d. REPORT TO *(Last Name, First, M.I.)*
	b. OUT				
8d. OPERATOR'S SIGNATURE	c. TOTAL		0	0	13d. DISPATCHER'S SIGNATURE

14. DESTINATION	15. TIME		16. RELEASED BY *(Signature)*	17. REMARKS
	a. ARRIVE	b. DEPART		
(1) FROM				
(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) TO				

SAMPLE

DD FORM 1970, NOV 1999

Figure 1-5 – Motor Vehicle Utilization Record "Trip Ticket" DD Form 1970 (front).

14. DESTINATION	15. TIME		16. RELEASED BY *(Signature)*	17. REMARKS
	a. ARRIVE	b. DEPART		
(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) TO				

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 number or administrative number.

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

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

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

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

*9. 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.

*10. 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.

*11. 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 neter the hour meter reading prior to equipment release.
c. Total. Enter the total hours dispatched for operation.

*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.

SAMPLE

Figure 1-6 – Motor Vehicle Utilization Record "Trip Ticket" DD Form 1970 (back).

1.2.4 Daily Dispatching Record "Dispatcher's Log" NAVFAC Form 9-11240/2

All vehicles dispatched with a DD Form 1970 are listed on the Daily Dispatching Record "Dispatch's Log" NAVFAC Form 9-11240/2 (*Figure 1-7*).

The following information is included on the Dispatcher's Log:

- Date
- Operator's name
- Vehicle registration/USN number
- Time out/time in
- Total miles/hours
- Such other information as required by command or local regulations

DISPATCHER'S LOG

NAVFAC 9-11240/2

111 ACTIVITY				121 DISPATCH			131 WORK CENTER			141 DATE			151 SHEET			OF
USN NUMBER	ALPHA CODE	EQUIP CODE	OPERATOR	TIME REQUIRED	OPERATOR CODE	ACTIVITY/DESTINATION	JOB ORDER NUMBER	TRANS WORK CTR	EXPECTED RETURN TIME / DATE	CUSTODY/ACTUAL TIME OUT	CUSTODY/ACTUAL TIME IN	CUSTODY/ACTUAL TIME TOTAL HOURS	METER HEADING (MILES/HOURS) BEGINNING	METER HEADING (MILES/HOURS) ENDING	TOTAL MILES/ HOURS	MILES ON STATION
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

SAMPLE

Figure 1-7 – Dispatcher's Log.

1.2.5 Use and Control

On the first work day of each week, the Transportation Supervisor collects the preceding week's dispatch forms, which include all of the Trip Tickets, Dispatcher's Logs, and Hard Cards. Prior to initialing and forwarding these forms to the Operations Supervisor, the Transportation Supervisors ensures that the forms are completed according to current 1NCD and Regimental instructions and that the Dispatcher provided accurate usage (miles/hours). This may require balancing and tracking high-mileage and low-mileage vehicles for possible reassignment or vehicle misuse.

After receiving and reviewing the forms, the Operations Supervisor initials and dates the package and returns it to the Transportation Supervisor for action and filing. All three forms are retained on file for a period of 90 days.

1.2.6 Mishap/Crash Package

The Transportation Supervisor ensures that all vehicles dispatched for operations have a Mishap/Crash Package, which includes at the very minimum the following information:

- Operator's Report of Motor Vehicle Accident, Standard Form 91
- Accident-Identification Card, DD 518
- Detailed instructions on what to do in case of an accident, to include the following:

- Steps to take at an accident scene
- List of battalion and local emergency services phone numbers
- Local information (translation documents)
- Instructions on how to fill out the Standard Form 91 and DD 518
- Maps and or route instructions (as applicable)
- Procedures for HAZMAT spills

Test your Knowledge (Select the Correct Response)

1. What reference describes the organization and responsibilities of the Alfa Company Operations Branch?

   A. NAVFAC P-300
   B. COMFIRSTNCDINST 11200.2
   C. NAVFAC P-315
   D. Crewleader's Handbook

2. On the first work day of each week, what dispatch forms are collected by the Transportation Supervisor?

   A. DD Form 1970s, MRCs, and Hard Cards
   B. MRCs, Hard Cards, and Mishap Packages
   C. Dispatcher's Logs, MRCs, and Hard Cards
   D. DD Form 1970s, Hard Cards, and Dispatcher's Logs

1.3.0 Construction Automotive and Special Equipment/Management Information System

The Construction Automotive and Special Equipment/Management Information System (CASE/MIS) is a computer program used for management and procurement of all CESE. Naval Facilities Expeditionary Logistics Center (NFELC), Port Hueneme, maintains this program. The 20th and 31st SRG use the CASE/MIS program to perform on-hands management of CESE assignment, replacement, overhaul, and disposal. Information maintained by CASE/MIS is discussed in the following paragraphs.

1.3.1 TAB A

This equipment list is initiated by NFELC and is updated by the 20th and 31st SRG from the CASE/MIS computer program. The TAB A is printed in any format requested by on-site managers. The basic format, shown in *Figure 1-8*, is printed showing the equipment code, description, and location.

FACSO RPT SYM/NO. 4440/F822R01				BATTALION EQUIPMENT EVALUATION PROGRAM						
(LOCATION- OKP25 OKAA OKAAG OKAB OKAC1 OKAC2 OKAC3 OKAD1 OKAD2 OKAH OKAP										
USN/ ATTCH	ASSGN CODE	MFR NAME	MFR YR	MODEL	LOCATION	OBLIG LOC	OBLIG ASSGN	REC DATE	COND CODE	SUB EC
ATTACHMENTS WITHOUT USN NUMBER ASSIGNMENTS										
DE1DCPC1001	MKT GEO	68	DE10CPC	OKAH	PILE CAP					
DE10CW1001	MKT GEO	68		OKAH	CATWALK					
DE10GPC1001	MKT GEO	68	CP-342-D	OKAH	PILE CAP					
DE10GPC1002	MKT GEO	68	CP-342-D	OKAH	PILE CAP					
DE10PAS1001	MKT GEO	68	DE10PAS	OKAH	ADAPT PILE LEAD					
DE10SPC1001	MKT GEO	68	9200	OKAH	PILE CAP					
011589-9	ALL-BANN	95	0673	OKAB	SIXCON FUELTANK					
011594-4	ALL-BANN	95	0673	OKAB	SIXCON FUELTANK					
011599-1	ALL-BANN	95	0673	OKAB	SIXCON FUELTANK					
011602-5	ALL-BANN	95	0673	OKAH	SIXCON FUELTANK					
011685-3	ALL-BANN	95	0673	OKAH	SIXCON FUELTANK					
011686-9	ALL-BANN	95	0673	OKAC1	SIXCON FUELTANK					
011687-4	ALL-BANN	95	0673	OKAC1	SIXCON FUELTANK					

Figure 1-8 – Section of an Equipment Tab A.

1.3.2 Equipment Code

NFELC assigns an equipment code (EC) for each type of equipment (*Table 1-1*). The primary purpose of equipment codes is to establish permanent and positive identification of each unit of CESE. For example, you have six sedans on a TAB A with the 92-00000 series USN numbers, and one of the six sedans is equipped with air conditioning. The standard EC for sedans is 0105/01. Five of the sedans are listed under the 0105/01 EC. The sedan equipped with air conditioning is listed under a special EC of 0105/02 because the last two digits of an EC denote any special procurement for a piece of equipment.

Table 1-1 – Equipment codes.

EC Number	Type of Equipment
0001/00 through 0999/99	Cars, trucks, trailers, and other hauling equipment equipped with wheels
1000/00 through 1999/00	Includes all forklift equipment. The Naval Supply Systems Command controls the inventory in this standard allowance.
2000/00 through 9999/99	All construction equipment which includes the following: dozers, conveyors, cranes, excavating equipment, crushers, asphalt plants, concrete plants, and specialty hauling equipment such as water, asphalt, and cement trucks

1.3.3 Equipment Assignment

With the Dispatcher's assistance, the Company Commander functioning as Equipment Officer 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. The following criteria are applied when assigning equipment:

- The least number of vehicles necessary to accomplish commitments should be assigned.
- Equipment type, size, and capacity should match to the job.
- Equipment should be assigned only to jobs it can do safely.

Transportation Supervisor generates deployment CESE assignments during the homeport period with the assistance of the Operations Supervisor. The CESE assignment list (*Figure 1-9*) is created by using the current deployed battalion's CESE assignments and the Transportations Supervisor's last deployment CESE assignments.

The Transportation Supervisor must have an Equipment TAB A for the deployment site to use as a guide for the ECs and USN numbers. He or she assigns the vehicles by their ECs. Some vehicles may not be available for dispatch after the Battalion Equipment Evaluation Program. Assigning vehicles by EC provides plenty of flexibility for change. When the list is complete, be prepared to answer complaints from personnel not assigned a vehicle.

Class B Vehicle Assignments

	Assignment	Vehicle Type	EC #	USN
1.	C.O.	SEDAN	030731	
2.	S3	BLAZER	030731	
3.	S3C	BLAZER	030731	
4.	S4	1 ¼ T CARGO	036031	
5.	A6	BLAZER	030731	
6.	B6	BLAZER	030731	
7.	C6	BLAZER	030731	

Class C Vehicle Assignments

	Assignment	Vehicle Type	EC #	USN
1.	S3S	BLAZER	030731	
2.	SEQC/EA	1 ¼ T CARGO	036031	
		1 ¼ T CARGO	036031	
3.	S4C/MLO	1 ¼ T CARGO	036031	
4.	ADMIN/DUTY VEH	1 ¼ T CARGO	036031	
5.	CMAA/POST OFFICE	1 ¼ T CARGO	036031	
6.	GALLEY	15T STK TRK	064301	
7.	MEDICAL	AMBULANCE	036131	
8.	A4	1 ¼ T CARGO	036031	
9.	MAINT FIELD CREW	MAINT TRK	072212	
10.	A3	1 ¼ T CARGO	036031	
11.	A32	1 ¼ T CARGO	036031	
12.	A CO PROJECTS	15T STK TRK	064301	
13.	A CO PROJECTS	15T STK TRK	064301	
14.	ROAD MASTER	1 ¼ T CARGO	036031	
15.	TAXI	1 ¼ T CARGO	036031	
16.	INACTIVE MAINT PRO	1 ¼ T CARGO	036031	
17.	OROTE POINT	15T STK TRK	064301	
18.	DUTY BUS	BUS	006101	
19.	B3	1 ¼ T CARGO	036031	
20.	B4/CAMP MAINT	MAINT TRK	072212	
21.	B32	1 ¼ T CARGO	036031	
22.	B CO PROJECTS	15T STK TRK	064301	
23.	B CO PROJECTS	15T STK TRK	064301	
24.	C3	1 ¼ T CARGO	036031	
25.	C32	1 ¼ T CARGO	036031	
26.	C CO PROJECTS	15T STK TRK	064301	
27.	C CO PROJECTS	15T STK TRK	064301	
28.	C CO PROJECTS	15T STK TRK	064301	
29.	C CO PROJECTS	15T STK TRK	064301	

Figure 1-9 – Sample deployment CESE assignment.

1.3.4 Category of Assignments

The following are dispatch categories of automotive vehicle assignments:

- Class "A". This dispatch category is the full-time assignment of a vehicle to an individual. Class "A" continuing dispatch can be authorized only by the CNO.
- Class "B". This dispatch category is the recurring assignment of the same vehicle to a department, office, or project. Assignments on a Class "B" basis are not to be made if it is possible to use pool vehicles. Because Class "B" vehicles normally receive minimal operator maintenance, good management practices require that these assignments be minimized and that each vehicle be dispatched daily. The Equipment Officer approves all Class "B" vehicle assignments. Class "B" vehicles have trip tickets renewed on a weekly basis to ensure that they 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. Class "B" vehicles being misused will be changed to Class "C" assignments.
- Class "C". All CESE not dispatched under Class "A" or "B" are assigned as pool vehicles. Vehicle pools provide the Operations Branch maximum control over equipment and ensure efficient and economical vehicle use. They are dispatched on an as-needed basis for authorized daily or individual trips. Sub-pools or auxiliary parking areas are established when necessary.

1.3.5 Equipment Pool Services

Equipment management is a daily battle because everyone thinks he or she should be assigned a vehicle. However, the Transportation Supervisor must maintain an equipment pool that can provide replacements for unscheduled breakdowns and for scheduled maintenance. The following services are provided by the equipment pool to reduce the number of individual vehicle requests.

On-Call Service – The On-Call Service requires an operator requesting a vehicle or equipment to complete a request, similar to the one shown in *Figure 1-10*. Requesters indicate time and date required, complete a description of the job, and provide other data as prescribed by local commanders. The Operations Supervisor is responsible for establishing the quantity and type of vehicle or 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.

DATE: _____

VEHICLE/EQUIPMENT REQUEST

From: _____ COMPANY OPERATIONS CHIEF/DEPARTMENT CHIEF

To: ALFA COMPANY OPERATIONS

SUBJ: PROJECT #_____ LOCATION _____

PERSON TO CONTACT _____ PHONE # _____

TYPE OF EQUIPMENT	TIME AND DATE	OPERATOR REQUIRED YES	NO

REMARKS:

_____

_____

_____

_____

COMPANY OPS CHIEF/DEPT CHIEF

From: ALFA CO OPS CHIEF

TO: ALFA CO DISPATCHER

VIA: ALFA CO TRANSPORTATION SUPERVISOR _____

INITIALS

APPROVAL/DISAPPROVAL

_____

_____

_____

_____

ALFA CO OPS CHIEF

SAMPLE

Figure 1-10 – Sample of a vehicle/equipment request.

U-Drive it Dispatch – The U-Drive it Dispatch provides pool vehicles (Class "C") made available for operation by the user. Operators of U-Drive-it vehicles must be licensed and qualified. These vehicles are normally dispatched on a first-come, first-serve basis.

Taxi Service – Units 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.

Scheduled Service – The Scheduled Service 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 must be complied with, and approval obtained from the head of the Department of Department component concerned.

Jobsites having some type of communication should be considered for scheduled service. Remote jobsites require a safety vehicle. When scheduled service is used, construction materials can be delivered to the jobsite by the tractor-trailer crew. Crew vehicles must be monitored to ensure proper use. They are not to be just a convenience for the crew leader.

The Transportation Supervisor manages the Scheduled Service. He or she assigns mature, reliable equipment operators for this duty. During the pre-deployment visit, the Transportation Supervisor request the deployed unit’s liberty bus policy and schedule which will provide the information to generate a liberty bus policy for their unit. The Equipment Officer, Company Chief, and Maintenance Supervisor evaluate and pre-approve the policy. The Commanding Officer has the final approval and must sign the policy into effect. The bus service is for the troops; ensure you establish a bus route that accommodates their needs.

1.3.6 Equipment Cycling

The Dispatcher rotates vehicles between jobs, where practical, to equalize equipment usage; however, when equipment is not used regularly, the Yard Boss is responsible for cycling and exercising it. Doing so protects it from deterioration. Cycling is "an operation or series of operations that recur regularly and, when completed, constitute one complete performance," which means that all parts of an item of equipment have been operated at their rated capacity for their intended use. Vehicles should be road tested under a load through their full gear range; generators should be operated under rated load. Remember, starting and running an engine cycles the engine, but not the vehicle.

1.3.7 Equipment Availability and Reporting

Equipment availability is the percentage of time the equipment is available for dispatch compared to downtime. Equipment downtime is figured on a 24-hour, 7-day-week basis. Ninety percent equipment availability is considered excellent, 85 percent is good, and 75 percent and below is poor.

The Maintenance Supervisor monitors equipment availability. Overworked or abused equipment and inadequate parts support or shortage of mechanics result in poor equipment availability.

A strong Yard Boss Program is the key to increased equipment availability and decreased equipment downtime.

Every month, all COMFIRSTNCD units submit a Civil Engineer Support Equipment/Material Handling Equipment (CESE/MHE) Availability Report. CESE and

MHE that cannot be used to meet operational commitments due to the following reasons are reported. Instructions and a sample for doing so are provided in COMFIRSTNCDINST 11200.2.

- Deadline. Applies to all equipment that cannot be returned to service to perform all intended functions. The Maintenance Supervisor or a higher authority has determined that repair parts are needed, and that the parts are not obtainable within three working days.
- Non-Availability. Applies to all equipment deadlined, awaiting shop entry, disposition, or any other reason preventing it from being dispatched before the close of business. Non-availability is figured on a 24-hour, 7-day-week basis.

1.4.0 Collateral Equipment Management

The proper management of collateral equipment can enhance a unit's Equipment Management Program. However, when this area is neglected, a high cost collateral equipment turnover can hinder any effective Equipment Management Program. Maintenance Supervisors are very concerned with collateral equipment operations. Collateral equipment accountability is part of contingency readiness, and the ordering of collateral equipment is the same as ordering repair parts that are approved by the Maintenance Supervisor.

Periodic inspections by the Commanding Officer or his or her authorized delegate are conducted to ensure that all collateral equipment is either properly mounted on the equipment or properly stored according to COMFIRSTNCDINST 11200.2.

The Equipment Officer designates a Collateral Equipment Custodian who will, using a Collateral Custody Record Card, 1NCD CB 60 Form, maintain an accurate up-to-date location list of all collateral equipment, order collateral equipment when items are lost or damaged, and manage the assignment of collateral equipment to operators and crew leaders.

To ensure accountability, personnel must sign the 1NCD CB 60 Form before assuming sub-custody of collateral equipment. Class "B" assigned CESE can be issued to operators with signature; however, Class "C" assigned CESE can be issued only to the Yard Boss with signature. In case of loss or damage of collateral equipment, the Yard Boss, Dispatcher, and Equipment Office are notified to assess loss or damage, and to ensure that proper supply actions are taken.

1.4.1 Preventive Maintenance Sequence of Collateral Equipment

The sequence of steps to be taken for the PM of collateral equipment is as follows:

Step 1. Maintenance Supervisor provides the Operations Supervisor with a 2-week preventive maintenance projection.

Step 2. The Dispatcher provides the Yard Boss and the Collateral Equipment Custodian a weekly preventive maintenance schedule per Work Center.

Step 3. The Yard Boss ensures the cleanliness of vehicles due for preventive or corrective maintenance by washing and steam cleaning.

Step 4. The Yard Boss takes vehicle to Collateral and assists the Collateral Equipment Custodian with the inspection of all collateral equipment for completeness, deterioration, preservation, shelf life, and proper stowage. The Yard Boss documents all required replacement collateral equipment as separate line items on the Hard Card.

Step 5. After completion of collateral equipment inventory and inspection, the Collateral Equipment Custodian completes the following:

- Initiates a requisition in MICROSNAP for all lost, damaged, or deteriorated collateral equipment.
- When a valid requisition number is received, enters it on the 1NCD CB 60 Form.
- Adjusts inventory amount on 1NCD CB 60 Form.

Step 6. The Yard Boss has the vehicle/equipment driven to the pertinent Work Center scheduled to perform the preventive or corrective maintenance.

Step 7. The Yard Boss accepts the equipment upon completion of the work and returns the CESE to service via the Dispatcher.

1.5.0 Attachment Management

As discussed in Equipment Operator Basic, the Attachments Custodian maintains a card file and log that shows when attachments were last lubricated or cycled, and if any damage was incurred from one operation to another. In addition, the Attachments Custodian is responsible for the segregated stowage of all attachments and their associated accessories according to COMFIRSTNCDINST 11200.2.

When attachments are transferred to overhaul or to another unit, they are prepared and shipped according to COMFIRSTNCDINST 11200.2, which includes an inspection, operational test, and repairs if required. Additionally, attachments are cleaned so that they will meet the port of entry inspection regulations.

When attachments are transferred without equipment from one unit to another, the following actions are taken:

- The transferring unit forwards one copy of the registration record to the receiving unit.
- The receiving unit prepares a corrected Equipment Attachment Registration Record, NAVFAC Form 6-11200/45 (*Figure 1-11*) with the new USN registration number and other applicable data of the equipment to which the attachment is assigned. Instructions for completing this form are outlined in COMFIRSTNCDINST 11200.2.The hard copy is retained in the applicable equipment history jacket. Duplicate copies are forwarded within 10 days to both the respective Regimental Equipment Offices.

EQUIPMENT ATTACHMENT REGISTRATION RECORD NAVFAC 6-11200/45 (1-70)				
			22. NAVFAC ID NO.	
1. ATTACHMENT CODE	2. TYPE ATTACHMENT		3. MODEL NO.	4. SERIAL NUMBER
5. LENGTH (*Inches*)	6. WIDTH (*Inches*)	7. HEIGHT (*Inches*)	8. CUBES (*Cubic Feet*)	9. SIZE/CAPACITY
10. MANUFACTURER (*Name and Address*)			11. WEIGHT (*lb*)	12. FSN
13. SHORT DESCRIPTION PECULIAR TO:	14. MAKE	15. MODEL		16. YEAR
17. ACCESSORIES				
18. ASSIGNED TO	19. DATE RECIEVED	20. ACQUISITION COST	21. JULIAN DATE REGISTERED	22. NAVFAC ID NO.

SAMPLE

Figure 1-11 – Equipment attachment registration record, NAVFAC Form 6-11200/45.

- Both receiving and transferring units submit appropriate documentation, OPNAV Form 4790/CK, via the 3-M system to ensure the units' configuration files are maintained and accurate.
- When attachments are transferred to other than Regimental units, the letter of transmittal shows attachment I.D. numbers.

1.6.0 Fuel Operations

The Equipment Transportation Crew manages all fuel operations. The Equipment Operator in charge of fuel operations must be mature, independent, and reliable. The abilities to communicate and to maintain logs are also required. A poor fuel program results in needless downtime of equipment and delays in production.

The fuel truck operator reviews the Equipment Status Board maintained by the Dispatcher to determine the location of all CESE. The operator learns the fuel requirements and function of all equipment used on construction projects by communicating with the project crew leaders, the assigned Equipment Operator, and the Transportation Supervisor.

The fuel truck operator must be knowledgeable of all CESE. The operator must avoid fueling with the wrong fuel or filling hydraulic or cooling systems with fuel. Maintenance and Transportation Supervisors have fuel tanks stenciled with the words *MOGAS* or *DIESEL* to avoid this problem.

The fuel truck operator must maintain accurate records of fuel issues, by equipment USN number, in a log. The operator also maintains records of bulk issues of fuel for the tank truck and yard fuel pumps. The operator must ensure fuel availability for contingency readiness, daily transportation, and construction operations.

As outlined in COMFIRSTNCDINST 11200.2, fuel trucks are marked on both sides and on the rear of the tank 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 should 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.

Additionally, a removable plate painted black with yellow letters to designate the liquid being transported is inserted in an 8-inch by 36-inch bracket that is bolted on each side of the tanker. The plate should have MOGAS for “mobile gasoline” painted on one side and DIESEL painted on the opposite side in 6-inch letters.

At least one portable fire extinguisher not less than 20 B:C must be provided on all tank trucks or other vehicles used for transporting or dispensing flammable or combustible liquids. The fire extinguisher must be securely mounted on the vehicle, properly filled, and located to ensure it is readily accessible for use. It is the responsibility of the Collateral Equipment Custodian to ensure that fire extinguishers assigned to CESE are inspected in accordance with National Fire Protection Association (NFPA) 10: Standard for Portable Fire Extinguisher. In addition, fire extinguishers must be in place at all refueling stations.

1.7.0 Tractor-Trailer Operations

Tractor-trailer operations are managed by the Transportation Supervisor. The hauling of equipment for the Preventive Maintenance Program and the hauling of construction supplies generate thousands of miles of tractor-trailer operations during a deployment.

The tractor-trailer operator must be mature, reliable, and experienced. The hauling of oversized, heavy equipment is no job for inexperienced operators. For valuable training and future replacements, the Transportation Supervisor should assign his or her inexperienced operators with the experienced operators.

During the homeport period the operational pace slows and your crews lose an edge of professionalism. If you are serving as Transportation Supervisor, you must stay on top of all operations to ensure that oversized, heavy loads are handled by your best operators to avoid any mishaps. You must emphasize to your crew that when the tractor-trailers are on the open road they represent the U.S. Navy and the Seabees to the public.

The Transportation Supervisor ensures that the tractor-trailer operators adhere to the standards and procedures set forth in the Commercial Operator License (CDL) Handbook for the state or states you operate in. Height and width limitations are set by each state, and you must obtain state permits to haul oversized loads. On deployment, the Transportation Supervisor must obtain all rules and regulations for tractor-trailer operations from the local department of motor vehicles and base security. With the materials obtained, you should develop a turnover folder is developed for the incoming battalion.

COMFIRSTNCDINST 11200.2 authorizes the use of operator nameplates. Nameplates are constructed of wood 3 1/2 inches high by 18 inches long; the wood is painted green with 2-inch high lettering painted glossy yellow. To increase pride of ownership and personal care, the Transportation Supervisor should assign each tractor-trailer operator a tractor-truck with their nameplates centered on the front grille of the vehicle.

Chains and binders are collateral equipment for low-boy trailers. The chains and binders are maintained and issued by the Collateral Equipment Custodian. Depending on the amount of tractor-trailer operations, the Transportation Supervisor may require all chains and binders to be checked out and returned on a daily basis. Operators are accountable and responsible for issued collateral equipment. Leaving chains and

binders unused in the storage compartment or on top of the trailer may result in rust, excessive deterioration, or theft.

Cargo and equipment securing procedures are set forth by *Tiedown Handbook for Truck Movement MTMCTEA Pamphlet 55-20*. The aggregate static breaking strength of tie-down assemblies used to secure an article must be at least 1 1/2 times the weight of that article. Chains used as tie-down assemblies must conform to the requirements of the National Association of Chain Manufacturer's Welded and Weldless Chain Specifications applicable to all types of chain. Binders used in conjunction with a tie-down assembly must be equal to or greater than the minimum breaking strength of the tie-down assembly.

It takes much less time to tie down a load than it takes to report the reason a load fell off a trailer. After delivery of cargo, the operator should broom off all debris from the trailer to prevent possible damage to other vehicles or injury to pedestrians during the return trip. The operator is responsible for the safe operation of the tractor-trailer and the securing of cargo.

Test your Knowledge (Select the Correct Response)

3. What computer system is used for management and procurement of all CESE?

   A. TAB A
   B. CASE/MIS
   C. SKED
   D. MicroSnap

4. Class A assignment of a vehicle can be authorized only by what person?

   A. Commanding Officer
   B. Alfa Company Commander
   C. Chief of Naval Operations
   D. Command Master Chief

2.0.0 MAINTENANCE PROGRAM

Beyond knowing the responsibilities of those you supervise, as Transportation Supervisor, you should be familiar with the Maintenance Program as well as the organization and responsibilities of the Maintenance Branch.

2.1.0 Maintenance Supervisor

The Maintenance Supervisor is normally a senior construction mechanic responsible for the maintenance program for all assigned CESE. The Maintenance Supervisor supervises the Work Center Supervisors, Inspectors, Technical Librarian, and the Det Repair Part Petty Officer. Additionally, this position is responsible for enforcing all established maintenance policies, approving all repair actions and requisitions, controlling all CESE transfers and disposal, supervising the Preventive Maintenance Program, and controlling all mechanics, shop tools, and kits.

The Maintenance Supervisor coordinates closely with the Operations Supervisor on all equipment requirements, equipment abuse, and reoccurring equipment breakdowns. Additionally, the Maintenance Supervisor coordinates with the Dispatcher to make the equipment available.

2.1.1 Work Center Supervisors

The Work Center Supervisors (WCS) for the Light Shop, Heavy Shop, Crane Crew, and Support Shop are normally Construction Mechanic Chiefs who have all the administrative and military duties of a Platoon Commander in addition to assigned functional responsibilities.

The Light Shop WCS is responsible for planned maintenance and breakdown repair of Class “B”- and “C”-assigned CESE, whereas the Heavy Shop WCS is only responsible for planned maintenance and breakdown repair of Class “C”-assigned CESE. The Crane Shop WCS is responsible for the planned maintenance and breakdown repairs of all cranes and ensuring that all maintenance guidelines are adhered to according to *Crane Management of Weight Handling Equipment, NAVFAC P-307.*

The Support Shop WCS oversees many individual shops including the machine shop, steel and radiator shop, electrical shop, battery shop, paint shop, and tire shop, all which support the both the Light and Heavy Shop with their particular type of maintenance.

2.1.2 Work Center Inspectors

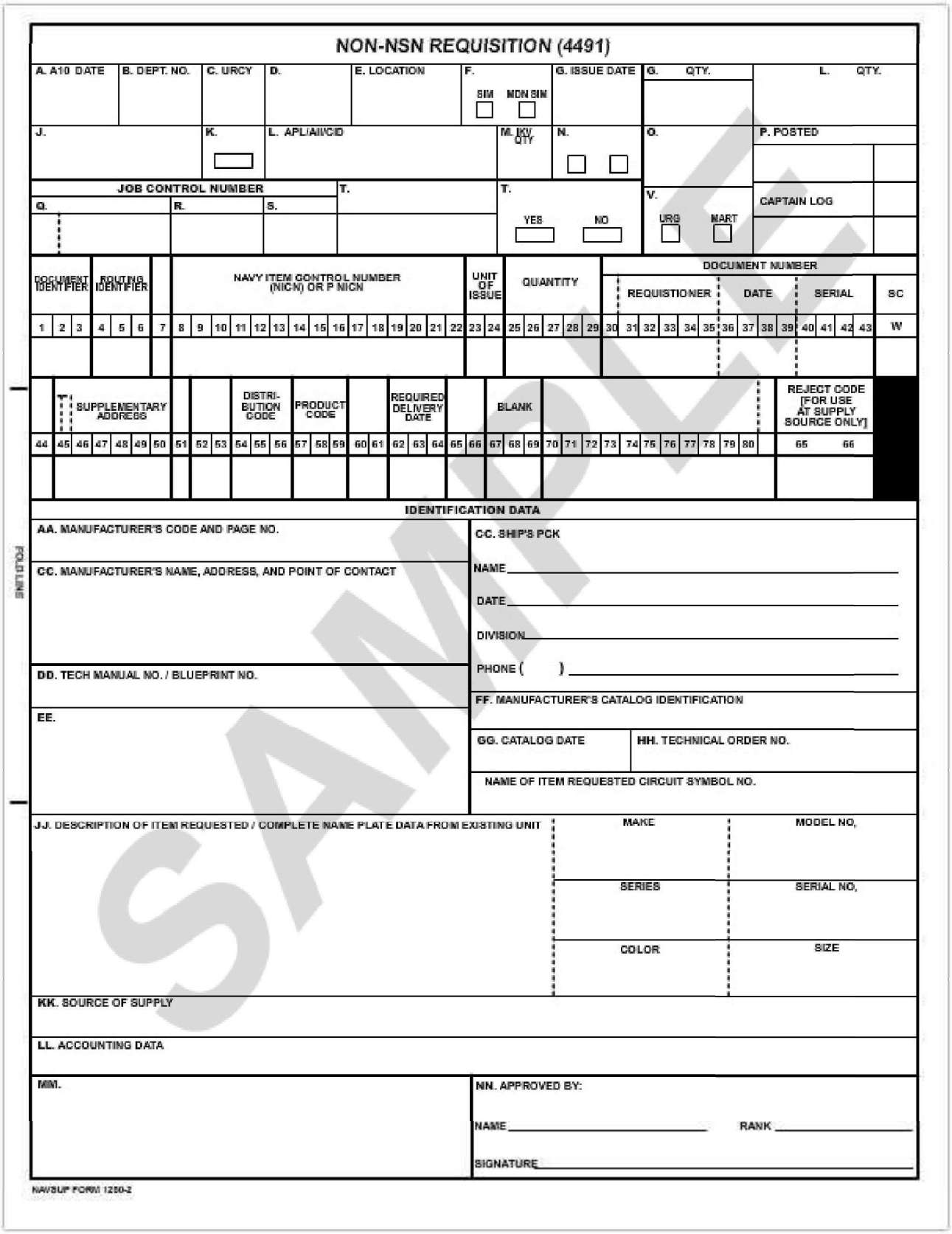
The Work Center Inspectors are senior construction mechanics who are knowledgeable and proficient in their rating. They are responsible for examining the equipment for additional required repairs when the CESE is scheduled for planned or corrective maintenance.

Additionally, after repairs listed on the Maintenance Action Form, OPNAV 4790/2K Form are completed, each piece of equipment is inspected. Each Work Center Inspector conducts a thorough final inspection to ensure work is correctly completed. They also ensure that all collateral equipment is inspected for completeness, deterioration, preservation, shelf life, and proper stowage.

2.1.3 Technical Librarian

The importance of maintaining an up-to-date library cannot be overemphasized. The Technical Librarian is responsible for the pre-packed library, which contains operational, maintenance, and parts manuals. The Technical 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. Initial outfitting and re-supply of technical manuals is fielded by NFELC. In accordance with Seabee Supply Manual, COMSECONDNCB/COMTHIRDNCBINST 4400.3, the Maintenance Supervisor supervises the maintenance and conducts inventories of the technical library.

The Technical Librarian also researches and prepares the Non-NSN Requisition, NAVSUP Forms 1250-2 (*Figure 1-12*) to free floor mechanics to perform maintenance functions. When signed by the Maintenance Supervisor, the NAVSUP Form 1250-2 is an authorization form used to draw material from the storeroom or to request not in stock (NIS) or not carried (NC) items from the unit supply. Instructions for completing this form are outlined in NAVFAC P-300.



NON-NSN REQUISITION (4491)

A. A10 DATE	B. DEPT. NO.	C. URCV	D.	E. LOCATION	F. SIM ☐ NON SIM ☐	G. ISSUE DATE	G. QTY.	L. QTY.

J.	K. ☐	L. APL/AIIC/D	M. IKV QTY	N. ☐ ☐	O.	P. POSTED

JOB CONTROL NUMBER			T.	T. YES ☐ NO ☐	V. URG ☐ MART ☐	CAPTAIN LOG
Q.	R.	S.				

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER		NAVY ITEM CONTROL NUMBER (NICN) OR P NICN	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER: REQUISITIONER	DATE	SERIAL	SC
1 2 3	4 5 6	7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	23 24	25 26 27 28 29	30 31 32 33 34 35	36 37 38 39	40 41 42 43	W

	T	SUPPLEMENTARY ADDRESS		DISTRI-BUTION CODE	PRODUCT CODE		REQUIRED DELIVERY DATE		BLANK		REJECT CODE [FOR USE AT SUPPLY SOURCE ONLY]
44	45	46 47 48 49 50	51	52 53 54 55 56	57 58 59	60 61	62 63 64	65 66	67 68 69	70 71 72 73 74 75 76 77 78 79 80	65 66

FOLD LINE

IDENTIFICATION DATA

AA. MANUFACTURER'S CODE AND PAGE NO.

CC. MANUFACTURER'S NAME, ADDRESS, AND POINT OF CONTACT

DD. TECH MANUAL NO. / BLUEPRINT NO.

EE.

CC. SHIP'S PCK

NAME _____

DATE _____

DIVISION _____

PHONE ( ) _____

FF. MANUFACTURER'S CATALOG IDENTIFICATION

GG. CATALOG DATE

HH. TECHNICAL ORDER NO.

NAME OF ITEM REQUESTED CIRCUIT SYMBOL NO.

JJ. DESCRIPTION OF ITEM REQUESTED / COMPLETE NAME PLATE DATA FROM EXISTING UNIT

MAKE

MODEL NO.

SERIES

SERIAL NO.

COLOR

SIZE

KK. SOURCE OF SUPPLY

LL. ACCOUNTING DATA

MM.

NN. APPROVED BY:

NAME _____ RANK _____

SIGNATURE _____

NAVSUP FORM 1250-2

SAMPLE

Figure 1-12 – Non-NSN requisition, NAVSUP Form 1250-2.

2.1.4 Det Repair Parts Petty Officer

Each shop has a Det Repair Parts Petty Officer (DET RPPO) who maintains the repair parts status and accountability records and serves as a liaison between the main supply office and the shop. All NAVSUP Forms 1250-2 for NIS or NC material must pass through the DET RPPO, who maintains the Repair Parts Summary Sheets (*Figure 1-13*).

Date	Dept No.	Req. No.	UND	Nomenclature	Follow-Up	Rec'd
96018	0009	2021-2211	C	Gasket Set	1/31	2/28
96189	0161	223-27130	B	Injector	8/28 9/15	9/17

Figure 1-13 – Repair parts summary sheet.

The DET RPPO also receives DTO parts which are ordered for a specific USN number CESE. The DTO bins require a secure area large enough to contain forty cubes measuring 12 inches by 12 inches by 12 inches to store DTO parts. Each cube is labeled with a PM group. When DTO parts are received, they are placed in the cube that corresponded to the PM group of the equipment that requires the part.

2.2.0 Maintenance System

The goal of maintenance is to keep equipment in a safe and serviceable condition at all times at reasonable cost, and to detect minor deficiencies before they develop into costly repairs. The maintenance system is divided into three categories: Organizational, Corrective, and Depot.

2.2.1 Organizational Maintenance

Organizational Maintenance is the responsibility of and is performed by the operator. Organizational Maintenance is divided into operator and preventive maintenance as specified below:

- Operator Maintenance – Each operator is responsible for performing Operator Maintenance 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.

  Each battalion table of allowance (TOA) in the NCF contains a Tool Kit, Kit 80111, for the Yard Boss Program. This kit provides the minimum tools and equipment resources necessary to support operator maintenance. Operators requiring tools to perform maintenance should log out the tools through the Yard Boss.

- Planned Maintenance – Planned maintenance (PMS) is maintenance which is scheduled for maximizing equipment availability and to minimize repair costs. It 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 Maintenance.

2.2.2 Corrective Maintenance

Corrective Maintenance is the responsibility of and is performed in any designated maintenance shop. 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 are included, only essential repairs are corrected to ensure safe and serviceable equipment. Equipment that requires extensive repairs or numerous assembly rebuilds are not to be repaired without prior approval by higher authority. Corrective maintenance requires a higher degree of skill than organizational maintenance, as well as a larger assortment of repair parts and more precision tools and test equipment.

2.2.3 Depot Maintenance

Depot Maintenance is 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.

2.3.0 Preventive Maintenance and Service Inspection Procedures

Preventive maintenance and inspection intervals are based on PMS requirements using SKED. Intervals are placed on appropriate cycle, quarterly, or weekly schedules. A standard 5-day workweek is used for such scheduling. The respective Regimental Equipment Office approves any change in this work schedule within 30 days of turnover.

It is the responsibility of the Maintenance Supervisor to determine if the PMS interval for an item of equipment should be increased. Adding specific maintenance requirements to the boards can increase the periodicity between maintenance actions.

Due dates for planned maintenance and inspections are established on a quarterly schedule in SKED (*Figure 1-14*), using a deployment calendar with recorded non-workdays and tentative Battalion Equipment Evaluation Program days. Continuity of the PMS schedule is maintained by transferring the schedule from a relieved unit to the relieving unit.

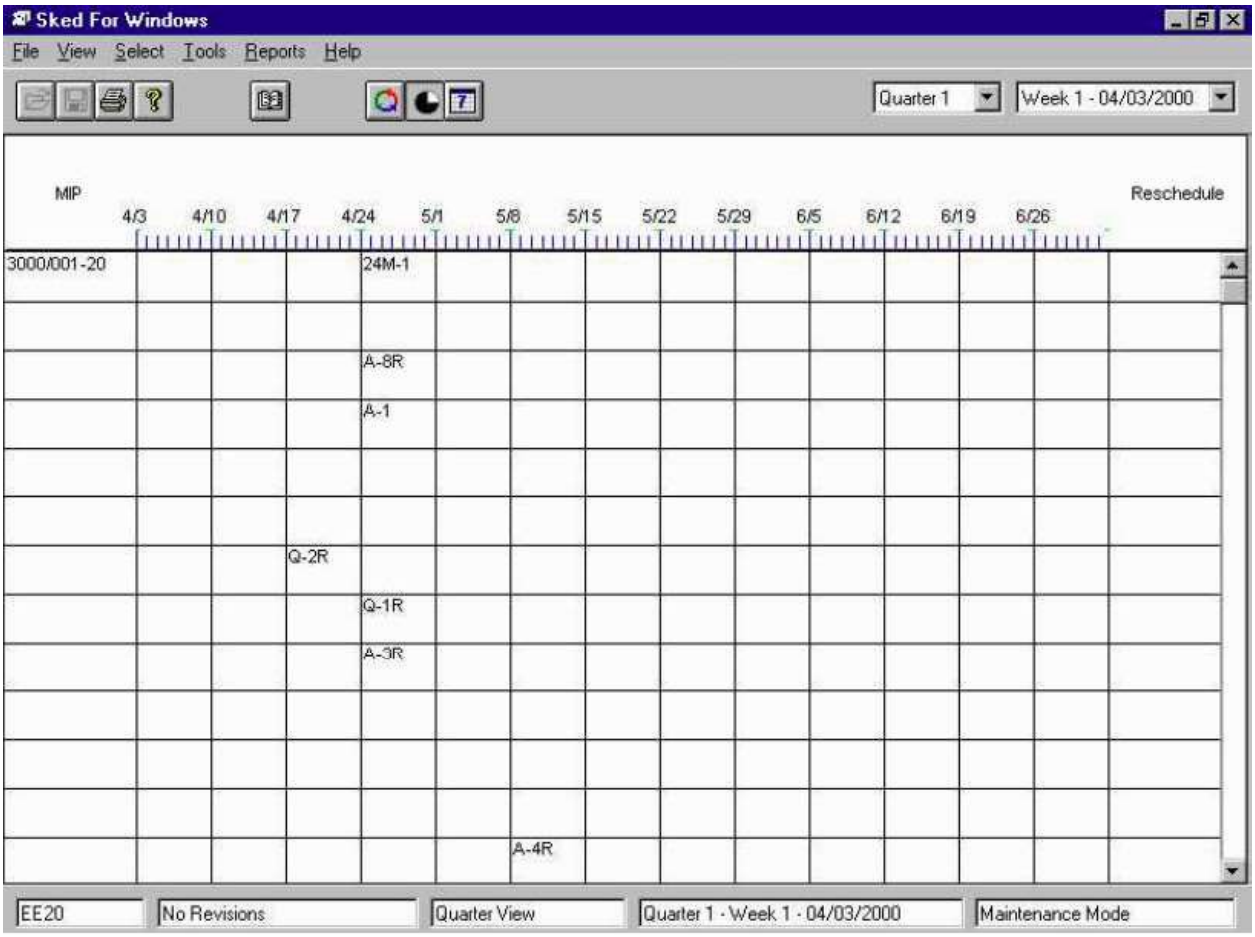


Figure 1-14 – Quarterly schedule in SKED.

Proper documentation of crane maintenance is critical. Criteria for conducting crane maintenance inspections are provided in NAVFAC P-307, Appendix C. This checklist must be completed and accompany the Maintenance Action Form, OP 4790/2K as required and be filed in both the history jacket and the crane equipment history file (24 part).

Each work center maintains a Vehicle/Construction Equipment Preventive Maintenance Record Card, NAVFAC Form 11240/6 (*Figures 1-15* and *1-16*), for each piece of CESE. It is accurately maintained to assist the WCS in determining when to service or change a component's oil/and or filter after reviewing the pertinent MCR and last recorded hours or mileage.

CESE with assigned attachments is identified on the NAVFAC Form 11240/6 by a colored tab to ensure attachments are given PMS inspections with the assigned equipment. Additionally, each attachment and attachment code are listed on the back of the form.

ASSIGNED TO	PHONE	TYPE OF ASSIGNMENT	EQUIP. CODE	JOB ORDER NO.	PM GROUP
NAME	MODEL	TYPE	YEAR	EST. ANNUAL MI/HRS	USN REG. NO.

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									

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

SAMPLE

Figure 1-15 – Vehicle/construction equipment preventive maintenance record card, NAVFAC Form 11240/6 (front).

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

NAVFAC 11240/6 (2-25) BACK

SAMPLE

Figure 1-16 – Vehicle/construction equipment preventive maintenance record card, NAVFAC Form 11240/6 (back).

2.3.1 Maintenance Action Form, OPNAV Form 4790/2K

The Maintenance Action Form, OPNAV Form 4790/2K, also referred to as “2K” or “2-Kilo,” is used for reporting deferred maintenance actions (*Figure 1-17*). Deferred maintenance is maintenance requiring parts, or the correction of conditions which has caused, or has the potential to cause injury to personnel and/or damage to equipment. The 2K is also used to report the completion of those maintenance actions. It is initiated by the pertinent maintenance shop.

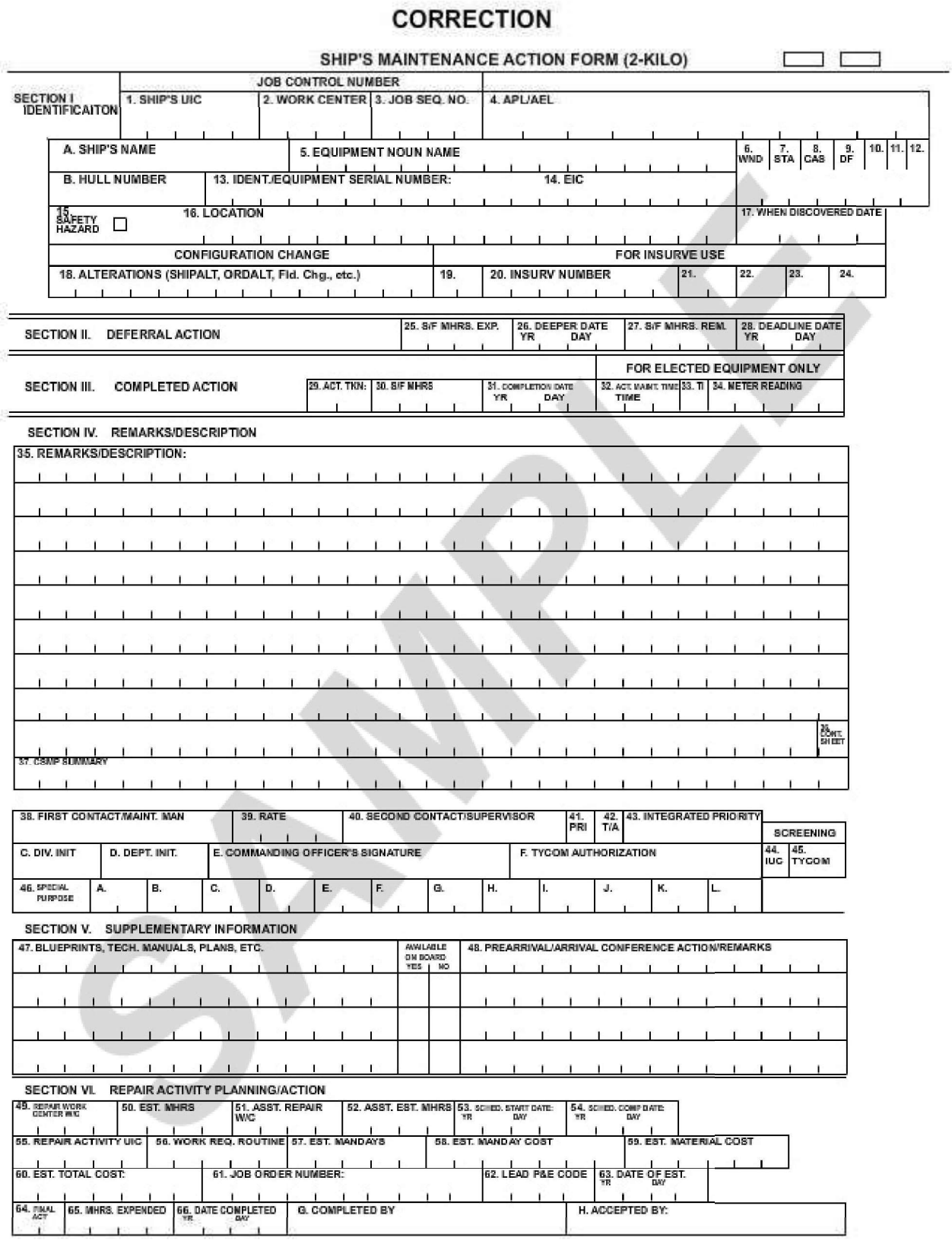


Figure 1-17 – Maintenance action form, OPNAV Form 4790/2K.

As shown, the 2K has six sections which are described below.

Section I – Identification. This section is used to identify the equipment on which maintenance actions are being reported.

Section II – Deferral Action. This section, filled in when reporting a deferral of a maintenance action, indicates man-hours expended up to the time of deferral, the date of deferral, man-hours remaining, and required completion date (if necessary).

Section III – Completed Action. This section is filled in when reporting the completion of a maintenance action, and special reporting blocks are used when reporting maintenance actions on selected equipment.

Section IV – Remarks/Description. This section is filled in when reporting the deferral of a maintenance action. The type of information recorded includes remarks that describe the problem, the cause of the failure or malfunction, the maintenance to be performed, the names of personnel involved in the maintenance action, a priority and availability assignment, and the signatures of management personnel who screened the maintenance action.

Section V – Supplementary Information. This section is issued by the reporting activity to provide necessary information pertaining to maintenance actions that are required or onboard (e.g., technical manuals, blueprints, etc.). This section is also used by the repair shop in planning, scheduling, and controlling the repair work.

Section VI – Repair Activity Planning/Action. This section is used by the repair shop for planning, estimating and scheduling purposes.

2.3.2 Supplemental Form, OPNAV Form 4790/2L

The Supplemental Form, OPNAV Form 4790/2L, also referred to as “2L” or “2 Lama,” is used to provide amplifying information, such as drawings and listings, related to a maintenance action, reported on a 2K (*Figure 1-18*). The 2L may be used to list multiple item serial numbers and locations for which identical maintenance requirements exist from an outside activity, or to provide a list of drawings and sketches that would be helpful in the accomplishment of the maintenance.

OPNAV 4790/2L (Rev. 6-73) S/N 0107-LF-770-3060 **SUPPLEMENTAL FROM (2-LIMA)**

SECTION I. IDENTIFICATION

A. SHIP'S NAME	B. HALL NUMBER	JOB CONTROL NUMBER		
		C. SHIP'S UIC	D. WORK CENTER	E. JOB REQ. NO.
		CONTINIUATION FOR ☐ 2K ☐ 2L ☐ 2P		

SECTION II. REMARKS/SKETCHES

G.

SAMPLE

SECTION III. AUTHENTIFICATION

H. FIRST CONTACT/MAINTENANCE MAN (*Print*)	I. DATE YR DAY	J. SECOND CONTACT/SUPERVISOR (*Print*)	K. DATE YR DAY

* U.S. Government Printing Office: 1975

Figure 1-18 – Supplemental form, OPNAV Form 4790/2L.

2.4.0 Field Repair Crew Operations

Supervised by the Heavy Shop WCS, the Field Repair Crew repairs equipment at the job site to reduce down time and ensure Operator Maintenance is being performed. Assigned a maintenance truck and required tool kits, the Field Repair Crew visits each job site twice daily to perform maintenance requirements that are beyond the scope of operator maintenance, as well as perform minor corrective repair. The crew logs all maintenance, repairs, and assistance provided at the site. The log is shared with the Dispatcher. The extent of damage on the CESE might require shop repairs. The Dispatcher schedules the hauling of the CESE to the shop and schedules possible CESE replacement. The Dispatcher must inform the Transportation Supervisor of all actions and update the field crew repair log.

2.5.0 Table of Allowance

The table of allowance (TOA) is a complete list of CNO-approved equipment and material authorized as allowance for a specific established unit. It is a standardized listing used to establish and maintain all required equipment and material to support the unit's mission. It is designed to sustain operations for 60 days without resupply, except that ammunition is limited to 15 days, subsistence rations are limited to five days, and fuel limit is three days.

2.5.1 Table of Allowance Organization

Individual line items of material and equipment are identified by stock number: either national stock number (NSN) or Navy item control number (NICN). Stock numbers for CESE are listed within the equipment codes. Other stock numbers are assembled within functional assemblies. Assemblies are grouped functionally into either groups or facilities. Groups and facilities are segregated by major category or material into Sections, and by purpose into echelons, within the NCF tables of allowance and the Advanced Base Functional System components.

2.5.2 Advanced Base Functional Component and NCF Tables of Allowance

The Advanced Base Functional Component (ABFC) and NCF Tables of Allowance are designed for personnel, material, and equipment required to perform specific tasking. Components and TOAs are given names to indicate their functions, and unclassified codes that consist of letter (alpha) and number (numeric) combinations. For example: An NMCB in the NCF Tables of Allowance system is designated "P-25," and has an ABFC counterpart designated "P-25."

Navigate to the ABFC View on NAVFAC using the following instructions:

1. Link to the Review Assembly page: https://abfcview.navfac.navy.mil/login.cfm.

   You will be asked to verify your CAC code.

   You will see the ABFC TOA Web Manager screen shown in *Figure 1-19*.