

Defense Logistics Agency Instruction



DLAI 4214
April 8, 2005
Modified September 22, 2009
DES-IP

Support Equipment Management

References: Refer to [Enclosure 1](#).

1. PURPOSE.

a. This instruction establishes the policy and procedures associated with planning, acquisition, operations, maintenance, and disposal of Defense Logistics Agency (DLA) support equipment management. But, it does not apply to DLA Information Operations (J-6)-managed Information Technology (IT) software, hardware, telecommunications, rights and/or maintenance, and IT services.

b. This instruction applies to the management of the following categories of support equipment:

(1) Automated Material Handling Systems (AMHS) [e.g., material handling system components and entire systems].

(2) Automotive Equipment (AUTO) [e.g., passenger vehicles, trucks, trailers, etc.].

(3) Material Handling Equipment (MHE) [e.g., forklifts, stock selectors, etc.].

(4) Miscellaneous Warehouse Equipment (MISC) [e.g., sweepers, scrubbers, etc.].

(5) Other Major Equipment (MAJOR) [e.g., site support equipment (front-end loaders, tractors, road graders, electronic security systems, etc.), production equipment (scrap shredders, boring machine metalwork, brake power press, etc.), laboratory and test equipment (e.g., tester density, tester burst, etc.), office equipment (power file letter/legal, mail delivery system, collating machine, etc.).

(6) Automated Fuel Handling Equipment (AFHE) [e.g., automatic tank gages (ATG), automated fuel service stations (AFSS), etc.].

NOTE: A complete list of DLA support equipment codes, categories, and subcategories may be found in the DLA Equipment Management and Control System (EMACS) except AFHE and electronic security systems are not included. EMACS is the Agency's support equipment Management Information System (MIS).

2. APPLICABILITY. This DLA Instruction applies to Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFA).

3. POLICY.

a. Support Equipment Planning.

(1) All non-automated data processing (ADP) capital requirements should be submitted in a completely organized and coordinated Future Year Equipment Plan (FYEP), during the first week of January, on an annual basis. This plan will be the starting point for the development of DLA's non-ADP capital portion of the Program Business Review (PBR).

(2) It is DLA policy that the following equipment/system shall be classified as capital equipment and all PLFAs which require them should submit to the DLA Enterprise Support (DES), Installations Management Directorate (DES-I), the following:

(a) All individual pieces of equipment with a unit cost equal to or greater than \$250,000 (e.g., front-end loaders, fire truck, etc.).

(b) If individual pieces of equipment, with a unit cost less than \$250,000 are connected together and need to perform together to attain the stated/documented goal(s), then the total cost of the system will be considered to determine whether or not the system is above the capital threshold of \$250,000. The cost of the hardware and software required to operate the system will be included in the total cost (e.g., AMHS which includes conveyors, MHE, work station, and software necessary to receive and transmit data and operate the system).

(c) Some or all of the following equipment, such as intrusion-detection devices, multiple security components, including smart-card readers for parking lot access, smart-card readers for building access, motion-control detection for secured areas, and cameras to monitor entrances, are connected together to a central computer to provide security for the PLFAs. Even though each component costs less than the current expense-investment threshold of \$250,000, the total cost of the system should be considered to classify the procurement as capital or non-capital.

(d) AFHE utilized for the automatic operation of the fuel terminal with the total system cost equal to or greater than \$250,000 shall be classified as capital equipment. Also included in this category are the ATG and AFSS systems. Normally, two or more tank gauges are connected to a central relay station which transmits data, such as the level of fuel in the tanks, to an information management system. Even though individual pieces of equipment would cost less than the capital threshold of \$250,000, because they constitute a system, the total cost of the system should be considered in determining whether or not it is capital. Only a manually operable tank gauge on a single tank will be exempt from this policy. Similar criteria will be used for the AFSS system. The cost of the hardware and software required to operate the system will be included in the total cost.

(3) The FYEP of each activity must include investment equipment/projects for acquisition beginning with the upcoming budget submission year (current fiscal year [CFY] + 2) and for the remaining 4/5 years.

(4) The FYEP must be approved by the commander/administrator or his/her duly delegated authority of the concerned PLFAs.

(5) The PLFAs may also submit the requirements on an emergent basis to DES-I for approval. These requirements shall be submitted with supporting documents, as listed in [Enclosure 4](#), paragraph 1.b. In addition, the requirements must include a written justification, signed by the commander/administrator or his/her duly appointed representative, indicating why this acquisition cannot wait until the next cycle for submission. The PLFAs should also indicate how the project, if approved, will be executed within the fiscal year the emergent project is requested.

(6) Execution of investment equipment/projects approved by DES-I will be managed by the PLFAs. This includes assignment of offices, if necessary, that will develop and coordinate actions necessary to execute the approved requirements. DES-I will also evaluate and approve PLFAs' requested changes to authorized programs and/or individual requirements within approved project(s).

(a) If PLFAs desire to cancel project(s) in the approved program, they shall submit the request, in writing, indicating the reason for cancellation. All changes to the scope of the approved projects shall be submitted to DES-I for approval with all justifications and modified business case analysis (BCA)/economic analysis (EA).

(b) Contract modification(s) which does not involve changes to the approved scope and whose cost in excess of 5 percent of the approved amount, shall be submitted to DES-I for approval.

(c) All other modification(s) whose cost is less than 5 percent of the approved amount can be managed by the PLFAs only if the total cost of the entire program does not exceed the approved amount and subjected to the following limitation: if the cumulative cost of all the changes in a particular project exceeds the 5 percent limit, the change request will be submitted to DES-I for approval, with all justifications. Funds for the approved equipment/projects must be obligated in the fiscal year in which it has been approved, 55 percent of the funding, allocated for a PLFAs must be obligated by June 30 of that fiscal year.

(7) DES-I will continuously evaluate the obligation rate of PLFAs on a quarterly basis. At the quarterly review meeting, the PLFAs shall provide a briefing on the project status and any proposals with all justifications to changes in the approved program. If it is deemed by DES-I, prior to June 30 of the year in which the project was approved, that a PLFA may not meet its obligation goal, funds approved for the concerned project(s) will be withdrawn and reprogrammed for higher-priority projects within the Agency; if DES-I determines that a particular project will not be obligated as planned by September 30 of that fiscal year and it is still required, it must request that the DLA Office of the Comptroller (J-8) defer funds to the next fiscal year.

(8) All accepted projects/equipment shall be reported in respective property records in accordance with the DLA Instruction, Accountability of DLA Property, Plant and Equipment.

(9) FYEP must be developed for all sites where DLA conducts its mission. This includes sites where DLA or a contractor is the performing authority. The replacement/modification(s)/augmentation of existing equipment systems/equipment, classified as capital, at DLA sites, including contractor-operated sites, are the responsibility of DLA.

b. Support Equipment Acquisition: It is DLA policy that all equipment managers must continuously monitor inventories to ensure that the correct equipment is available to meet mission needs. Managers must take appropriate action to acquire equipment in the most effective and efficient manner possible when adequate equipment is unavailable. The intent of this DLA Instruction is to supplement, rather than replace, higher-level acquisition regulatory requirements and to provide additional policy and instructions for implementation on an as-needed basis only. This policy supplements the [41 Code of Federal Regulations \(CFR\) 101 - Federal Property Management Regulations](#), [41 CFR 102 - Federal Management Regulations](#), and Department of Defense ([DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#)).

c. Support Equipment Operations: It is DLA policy that all DLA PLFA equipment managers must establish and administer processes for support equipment operations, as outlined below in Enclosure 3. The intent of this DLA Instruction is to supplement, rather than replace, higher-level equipment operations regulatory requirements, and to provide additional policy and procedural instructions. This policy supplements the [Federal Management Regulations \(FMR\) 41 CFR 102-34, Motor Vehicle Management](#), [41 CFR 101-39, Interagency Fleet Management System](#), [41 CFR 102-5, Home to Work Transportation](#), and [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#). (See the memorandum at [Enclosure 6](#), subject: "Mandatory Use of the Equipment Management and Control System (EMACS)" for additional DLA policy guidance.)

d. Support Equipment Maintenance: It is DLA policy that all PLFA Site equipment managers must establish and administer processes necessary to provide maintenance for all assigned support equipment. Managers must take appropriate action to provide support equipment maintenance in the most effective and efficient manner possible, and at the same time, ensure an adequate amount of safe and serviceable equipment is always available to support the Agency mission. The intent of this document is to supplement, rather than replace, higher-level maintenance regulatory requirements, and to provide additional policy and implementing instructions only on an as-needed basis. This policy supplements the [41 Code of Federal Regulations \(CFR\) 101 - Federal Property Management Regulations](#), [41 CFR 102 - Federal Management Regulations](#), and [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#). Since very little higher-level guidance exists for support equipment maintenance management other than for motor vehicles, and since DoD 4500.36-R, Chapter 12, Maintenance Management, meets many of our Agency's needs to manage all of the Agency's support equipment, this regulation will apply for the management of all Agency support equipment, except IT equipment. This regulation includes guidance for one-time repair limits, warranty provisions, defects, modifications, privately-owned vehicle repair restrictions, management indicators, management review, and repeat maintenance.

e. Support Equipment Disposal: DLA PLFA equipment managers must determine support equipment that requires disposal and the method of disposition. They must complete all required documentation, update the affected EMACS records, and notify their Accountable Property Officer (APO) for all disposition actions including equipment transfers and lease terminations. The APO will prepare all documentation for disposition actions, take disposition action, and ensure that activity accountable and financial records are adjusted to reflect the actions taken. The Accountability of DLA Property, Plant & Equipment instruction prescribes required property accountability actions. This policy supplements the [41 Code of Federal Regulations \(CFR\) 101 - Federal Property Management Regulations](#), [41 CFR 102 - Federal Management Regulations](#), and [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#).

4. RESPONSIBILITIES. Refer to [Enclosure 2](#).

5. PROCEDURES. Refer to [Enclosure 3](#). Additional information is located at [Enclosure 4](#). Flowcharts that add clarity to procedures are located at [Enclosure 5](#).

6. EFFECTIVE DATE. April 8, 2005

COL Thomas M. Laffey, USAF
Director, DLA Enterprise Support

6 Enclosures

[Enclosure 1](#) - References

[Enclosure 2](#) – Responsibilities

[Enclosure 3](#) – Procedures

[Enclosure 4](#) – Additional Information

[Enclosure 5](#) – Procedure Flowcharts

[Enclosure 6](#) – Use of the Equipment Management and Control System (EMACS)

Enclosure 1
References

1. Planning References.

- a. [Public Law 104-106, Division E - Information Technology Management of the Clinger Cohen Act.](#)
- b. [Department of Defense, Financial Management Regulations \(FMR\).](#)
- c. [OMB Circular-A-94.](#)
- d. DLA Facility Sustainment, Restoration, and Modernization Instruction.

2. Acquisition References.

- a. [41 CFR 101-25.3, Use Standards.](#)
- b. [41 CFR 101-25.4, Replacement Standards.](#)
- c. [41 CFR 102-34, Motor Vehicle Management.](#)
- d. [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles.](#) The following excerpts relate to support equipment acquisition:

- (1) Chapter 1, General.
- (2) Chapter 2, Operation and Resource Management.
- (3) Chapter 3, Authorization and Acquisition.
- (4) Chapter 7, Inter-Service Support.
- (5) Chapter 14, Use of Alternative Fuels and Vehicles.
- (6) Appendix 2, Guidance for Conducting Cost-Comparison Study.
- (7) Appendix 4, Definitions.

- e. [DODI 4000.19R, Interservice and Intragovernmental Support.](#)
- f. [DODI 5305.6, DOD Office Furniture Standards for the National Capital Region.](#)
- g. DLA Instruction, Accountability of DLA Property, Plant & Equipment.

3. Operations References.

- a. [41 CFR 101-39, Interagency Fleet Management System,](#)
 - b. [41 CFR 102-5, Home to Work Transportation.](#)
 - c. [41 CFR 102-34, Motor Vehicle Management.](#)
 - d. [41 CFR-36 Subpart 240 Disposal Condition Codes.](#)
 - e. [DOD 4140.50-R Management and Standards of DOD Locomotives.](#)
 - f. [DOD 4160.21-M Material Disposition Manual.](#)
 - g. [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles.](#)
 - h. [102 CFR 39 - Replacement of Personal Property Pursuant to the Exchange/Sale Authority.](#)
 - i. Accountability of DLA Property, Plant & Equipment.
 - j. [Defense Reutilization and Marketing Service - Exchange or Sale Program.](#)
4. Maintenance References.
- a. [41 CFR 102-34, Motor Vehicle Management.](#)
 - b. [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles, C12, Maintenance Management.](#)
 - c. [DLA Safety Instruction.](#)
 - d. DLA Environmental Compliance Instruction.
5. Disposal References.
- a. [41 CFR 102.36, Disposition of Excess Personal Property.](#)
 - b. [41 CFR 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority.](#)
 - c. [DOD 4140.50-R, Management and Standards of DOD Locomotives.](#)
 - d. [DOD 4160.21-M, Material Disposition Manual.](#)
 - e. [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles.](#)
 - f. [DOD 700.14-R, Volume 11A, Chapter 5, Disposition of Proceeds from Department of Defense Sales of Surplus Personal Property.](#)

- g. DLA Accountability of DLA Property, Plant & Equipment Instruction.
- i. [Defense Reutilization and Marketing Service - Exchange or Sale Program](#)

Enclosure 2 Responsibilities

1. Planning Responsibilities.

a. Future-Year Equipment Plan Development.

(1) Equipment requirements communicated. The various departments in the PLFAs and sites provide their equipment requirements to the PLFA Es/ESs.

(2) PLFA Es/ESs develop project documentation. PLFA Es/ESs analyze the existing process or new requirements; they will consider various alternative designs to provide the support required. While designing the equipment/system, they will consider many aspects, such as cost, ergonomic and safe workplace, ease of maintenance, reducing impact to the environment, and minimum disruption to the current workplace,

(3) Supervisory review. The supervisor, as part of his/her review, ensures that the project is coordinated with all those concerned, such as mission operators, Military Construction (MILCON) Sustainment, Restoration and Modernization managers, maintenance personnel, environmental specialists, fire protection/fire department, security, and others, as required. The supervisor should ensure that the project is placed in the proper year in conjunction with the MILCON execution cycle and that the equipment/system will be available when needed and installed with minimal interruptions to the current mission. The supervisor also provides input to the Sustainment, Restoration, and Modernization program so that any necessary alterations to the facility can be completed at the appropriate sequence with the equipment installation. The supervisor will ensure that appropriate coordination with the host for projects has been completed. As part of the review, the supervisor will include program business review scoring (PBRs) on an individual scoring sheet for every project in CFY+2 program-year. The guidance for PBRs will be provided every year with the comptroller's data call, or separately by e-mail, in November of every year. The supervisor will also include a checklist in the FYEP for projects in the CFY+2 program-years, indicating that the steps identified above have been completed and the date when completed.

(4) PLFA Commander/Administrator. The FYEP must be approved by the commander/administrator or his/her duly appointed representative.

(5) The approved FYEP must be forwarded to DES-I during the first week of January of every year.

2. Acquisition Responsibilities:

a. PLFA equipment managers usually initiate support equipment acquisition process inputs by requesting equipment replacement or augmentation to meet mission needs. Equipment managers take such action after reviewing support equipment needs on an annual basis, as missions change, or when more efficient types of equipment become available.

b. PLFA equipment managers use several sources to determine and record equipment replacement or augmentation needs. They may query EMACS to produce lists of potential

equipment replacement candidates, talk to equipment users or their supervisors, obtain equipment condition reports, or evaluate the equipment personally.

c. Equipment managers then analyze all of the gathered data to determine equipment needs based on current and projected missions. Once a manager determines that additional equipment is needed, he/she develops a written justification based upon all available data before looking for an equipment source.

d. The equipment manager's next action in the acquisition process is to determine an equipment source. Choices range from reassignment from within a PLFA, transfer from another activity, an Interservice Support Agreement (ISSA), contract, lease, or purchase. Managers analyze available data to select the most effective and efficient source, and follow designated procedures for the selected source.

e. All support equipment requirements are input to DES, Installations Management, Installations Policy (DES-IP), for inclusion in the DLA Program Budget Review. Equipment managers annually program for expense funding along with their activity's operations budget submission, and they input capital investment requests annually along with their Future Year Development Plan. Passenger-carrying motor vehicle (PCMV) replacements must be procured with Procurement Defense-Wide (PDW) funding, as approved by Congress. The DLA PCMV Procurement Manager uses EMACS and PLFA equipment manager input for PCMV replacement planning. Managers must identify emergent requirements for all programs, as they occur.

f. Equipment managers report execution to the approval office and the PLFA property accountability office. Managers then update the EMACS records with new equipment data when the equipment arrives in order to process excess equipment, following the disposal procedures in this instruction.

3. Operations Responsibilities:

a. Registration.

(1) All equipment, including DLA-operated leased and owned vehicles, that meet the following criteria must be assigned DLA registration numbers and must be registered in EMACS:

(a) All motor vehicles, including semitrailers, regardless of cost.

(b) All support equipment with a unit cost of \$5,000 or greater.

(c) All support equipment with a unit cost of \$5,000 or less that requires scheduled, preventative maintenance action per the manufacturer.

b. Marking and Identification. DLA support equipment requires specific markings that identify it as property of the U.S. Government and operated by DLA.

NOTE: Instructions for marking Agency-owned or commercially leased motor vehicles, including semitrailers, are provided in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Chapter 11.

(1) The fire chief must assign a unique number to each ambulance, fire, and other emergency service vehicles. The PLFA or site fire chiefs must assign a unique number to each ambulance, fire, and other emergency service vehicles. The unique number must be selected after consultation with Mutual Aid partners. The number must be located in designated locations, on the exterior of the vehicle, including the roof, and must be the same color as the marking reproduced above. The roof marking must be sized to be read from low-flying aircraft. The unique number must be selected after consultation with Mutual Aid partners.

(2) See enclosure 3 for marking procedures.

c. DLA License Plates.

(1) The DLA agreement with UNICOR under the GSA Master Agreement provides for an agency representative, license plate design, payment method, and ordering officials. The primary Motor Vehicle Manager at each PLFA is the ordering official.

(2) See enclosure 3 for license plate procedures.

d. Federal Analytical Statistical Tool (FAST), a Department of Energy and GSA Web-based program for reporting alternative fueled vehicles information, and Office of Management and Budget forecasting, is mandatory for DLA, as directed by DES-I. DLA PLFAs and sites are required to keep EMACs updated. DES-IP will use the data for FAST input.

e. EMACS use. Use of EMACS is required by DLA PLFAs and sites to:

(1) Establish, identify, manage, and control the size and composition of their equipment inventory.

(2) Establish, maintain, and validate appropriate equipment maintenance and operational safety certification processes for individual equipment within their inventory.

(3) Record and manage equipment use.

(4) Develop and disseminate inventory, maintenance performance, and utilization effectiveness reports.

f. Assignment of Motor Vehicles.

(1) Class A “Continuous” Assignment. The Director and Vice Director, DLA, are the only individuals within the Agency who warrant Class A assignment of motor vehicles based upon position. All other Class A assignments of motor vehicles must be justified by the requesting PLFA, submitted to DES-IP, and approved through the Director, DLA. Justifications for Class A assignment of motor vehicles must conform with the requirements identified in [DOD](#)

[Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Paragraph 2-2, Part c(1), Class A Continuing Assignments.

(2) See enclosure 3 for motor vehicle assignment procedures.

g. Dispatch operations.

(1) Dispatch logs and records must be maintained by DLA PLFAs and sites that dispatch mobile or portable equipment.

(2) See enclosure 3 for dispatch operation procedures.

h. Training.

(1) Equipment and vehicle operators must be properly trained prior to use most DLA equipment and vehicles.

(2) See enclosure 3 for training procedures.

i. Certification and/or licensing of operators.

(1) Equipment and vehicle operators must be certified and/or licensed to operate most mobile equipment and vehicles.

(2) See enclosure 3 for certification and/or licensing procedures.

j. Physical qualifications.

(1) DLA equipment and vehicle operators must be physical qualified to operating equipment and vehicles.

(2) See enclosure 3 for equipment and vehicle operator physical qualifications.

k. Training, Certification, and Licensing Required by Equipment Types.

(1) DLA equipment and vehicle operators must be trained, certified, and/or licensed according to the type of equipment or vehicle to be operated.

(2) See enclosure 3 for a table that shows training, certification, and/or licensing procedures required to operate various types of equipment and vehicles.

l. Special Certification and Licensing Requirements.

(1) Special certification and licensing is required prior to operating certain DLA equipment and vehicles.

(2) See enclosure 3 for special certification and licensing requirement procedures.

m. Utilization Management. Guidance for management of motor vehicle use is provided in [41 CFR 101-39.301 Utilization Guidelines](#). PLFAs must monitor the use of all assigned mobile operating equipment and rotate units where practical to ensure even utilization. Equipment with reported utilization of less than 80 percent of its target, as identified on the EMACS report "Inquire Equipment Codes," must be addressed as follows. Under-utilized equipment must be:

- (1) Rotated internally with an organization that is recording higher use; or,
- (2) Identified in EMACS as excess; or,
 - (a) Transferred to another activity; or,
 - (b) Disposed of properly.
 - (c) General Services Administration vehicles must be returned to the GSA fleet.

(3) Mobile support equipment identified in EMACS as "limited service equipment," and whose maintenance requirements are reduced accordingly, is exempt from the utilization guidelines.

4. Maintenance Responsibilities.

NOTE: [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Chapter 12 must be followed for maintenance of all DLA support equipment operation, except IT equipment.

a. Perform operator maintenance. PLFA equipment operators are responsible to:

- (1) Perform operator maintenance.
- (2) Report equipment discrepancies to their maintenance facility.
- (3) Make equipment available for maintenance.

(4) See enclosure 3 for detailed maintenance requirement procedures and [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.2.1 for further guidance.

b. Perform PLFA-level maintenance. PLFA equipment managers must establish and administer processes necessary to provide operator and DLA PLFA maintenance for all assigned support equipment. PLFA equipment managers must:

- (1) Establish methods to maintain equipment.
- (2) Include maintenance services in equipment lease or rental agreements.
- (3) Maintain all support equipment in safe and serviceable condition.

(4) Ensure that guidance is followed as prescribed in DLA Instructions “[Safety](#)“ and “Environmental Compliance.”

(5) Establish preventative maintenance programs are established.

(6) Ensure maintenance is performed in accordance original equipment manufacturer recommendations.

(7) Schedule and conduct equipment maintenance at the greatest possible service availability and lowest possible cost.

(8) Ensure PLFA-level maintenance is performed.

(9) See Enclosure 3 for detailed maintenance procedures and [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), for further guidance.

c. Outsource maintenance.

(1) Per the [Defense Logistics Agency Commercial Activities Guidebook for OMB Circular A-76 dated May 29, 2003](#), all DLA activities must notify the [DLA Competitive Sourcing Division](#) prior to initiating any outsourcing activities.

(2) See enclosure 3 for outsourcing procedures.

d. Conduct Quality Control (QC) inspections. Equipment technicians are required to perform outgoing equipment QC inspections to help ensure that only safe and serviceable equipment is returned to service, and to reduce costly repetitive maintenance. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.2.2 for additional guidance.

e. Update equipment records. EMACS is the Agency’s designated Management Information System (MIS) and primary equipment maintenance management tool. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.12 for additional guidance about mandatory use of an MIS. EMACS must be used by all PLFAs to record maintenance and utilization-related data and to provide maintenance management reports to equipment managers. PLFA equipment managers must ensure EMACS records, including utilization, are updated each time a maintenance action is completed. This procedure is crucial to provide accurate data for equipment management decisions. If maintenance is not accomplished internally, EMACS still must be updated with available external maintenance and utilization data. EMACS maintenance service records must include the following data at a minimum:

(1) Cumulative lifetime and year-to-date maintenance costs, separated by labor and non-labor costs.

NOTE: Contract and cross-service maintenance labor costs must be reported as non-labor.

(2) Preventative service history, including dates and functions.

(3) Corrective service history, including dates and details of major actions, and parts or components repaired or replaced.

(4) Complete details of all modifications performed, including approvals, dates, and certification records.

5. Disposal Responsibilities. Managers must consider, at a minimum, the following factors prior to making disposal decisions on a semiannual basis:

- a. Identify disposal candidates.
- b. Consider disposal options.
- c. Make disposal decisions.
- d. Obtain disposal authority.
- e. Take disposal action.
- f. Adjust records and report disposal actions.

(1) EMACS equipment and property accountability records must be adjusted for all disposal actions, including equipment transfers. EMACS equipment records must be transferred from the losing to the gaining activity EMACS data set for transfers within the Agency. PLFA equipment managers must provide supporting documentation and coordinate reutilization, disposal, and transfer actions with the PLFA APO. The APO must process these actions per “DLA Instruction, Accountability of DLA Property, Plant & Equipment” process guidance. The gaining activity is responsible for transportation costs regardless of whether the gaining activity is a DLA activity or an activity in another DoD agency. Upon acceptance by the gaining activity, the APO must adjust property accountability records to reflect any reutilization, disposal, or transfer action.

(2) PLFA Contracting Officers (KOs), or CORs, must notify the PLFA APO when an item is identified for transfer or disposal. All supporting documentation must be provided to the APO, who must prepare required documents and process disposal per “DLA Instruction, Accountability of DLA Property, Plant & Equipment” process guidance. PLFA equipment managers must maintain a record of the transfer for one year from the date of the action. The record must include any authorization documents and the appropriate turn-in document.

h. One-Time Repair Limit Table. Use of the One-Time Repair Limit Table in section 3 as a guide for the maximum amount of money to spend on a vehicle any one time it is in the shop for major repair. This amount is also built into EMACS.

NOTE: One-time repair limits must not exceed 75 percent of current replacement cost for any equipment item. The one-time repair limit is 10 percent for all equipment in limited service, or equipment that is beyond its standard miles/hours or life expectancy.

Enclosure 3
Procedures

1. Planning Procedures:

a. PBR and budget formulation.

(1) DES-I reviews the PLFA long-range plan, workload projections; verifies the alternative designs, cost estimate, PBRs, and the checklist. DES-I may review the FYEP at the PLFA/Site. DES-I also verifies the EA, and determines whether the project is required/executable in the year proposed and whether the project is needed within the framework of DLA long-range strategic goals. DES-I ensures that the equipment program is fully coordinated with other programs, such as MILCON, Sustainment, Restoration, and Modernization, Security, fire prevention, etc.

(2) If it is determined that the project is required and that the reasonable tangible and intangible benefits exist, the DES-I program manager will include it in the PBR and budget request. Projects disapproved are returned to the PLFA with recommendations, if needed.

(3) PBRG. Projects in the PBR/budget are briefed to the PBRG. Verified PBRs will be included in the briefing. Disapproved projects are returned to the PLFA. Projects approved by the PBRG are included in the DLA PBR and budget.

b. Project execution.

(1) PLFA Es/ESs prepares and over-see the development of drawings and specifications for the project. Timing the start of this action is varied, but it should be accomplished in a manner which ensures that the project will be awarded in the year it is programmed. Execution efforts can start after the project has been approved by the Agency.

(2) Utilizing various contracting modalities, such as, General Services Administration, Services' contracting organizations, and Agency contracting personnel, the contract for the installation of the designed project is awarded. If there are execution problems that cannot be overcome and that the project award may be delayed beyond the fiscal year in which it is programmed, then the PLFA should request, in writing to DES-I prior to June 30, that the project funds be deferred to the following year. The deferment request letter should indicate the reasons for the delay and also provide details of the revised execution plan. All projects deferred will be briefed to the Director, HQ DLA.

(3) The contractor starts the installation of the project after the pre-installation conference. During the installation process, the contractor may request modification to the contract. Mission changes may warrant requests for modifications to the contract. The subordinate activity or the PLFA stakeholders may request changes in the contract.

(4) The PLFA concurs with the request and forwards it to DES-I for approval, or it disapproves and notifies the contractor or the originating authority. If required, PLFA Es/ESs will revise the EA to determine whether there is still reasonable/acceptable payback with the change incorporated and forward the analysis to DES-I.

(5) Written modification requests are reviewed by DES-I. All changes to the scope of the approved projects shall be submitted to DES-I for approval. If the change is outside the scope of the approved project, due consideration is given to the impact if it is not funded immediately. If there is no impact, DES-I may recommend that the change be included as a separate project in the next FYEP. Availability of funds is another factor to be considered. All change requests shall be in accordance with the DLA Support Equipment Management Program Instruction, paragraph 3.(a)(6). If DES-I considers the request to be valid, it approves the request and forwards it to J-8 for funding. If DES-I disapproves the change request, the PLFA is so notified with recommendations, if any.

(6) J-8 determines whether the change request can be reprogrammed within the Agency or if approval is required from OSD. As soon as the funds are identified for the change request, it is provided to the PLFA.

(7) The PLFA issues the change order to the contractor for execution.

(8) The contractor completes the project. After the required testing, the completed installation is accepted by the PLFA.

2. Acquisition Procedures:

a. Identify and justify requirements. Activities acquire equipment to enable or enhance their ability to perform an assigned task or mission. The following analysis data must be identified to justify equipment acquisition:

(1) Mission. Consider nature and duration of the mission to be accomplished.

(2) Category. Requirement category (replacement, productivity, new mission, environmental compliance, material handling/storage space utilization, installation security, quality control, inventory accuracy, inventory accuracy and productivity).

(3) Urgency. Consider operational urgency of the requirement.

(4) Options. Consider cost and operational comparison of alternatives.

(5) Economic Analysis. Consider discounted payback and savings-to-investment-ratio of the acquisition.

b. Select most cost-effective method. There are several methods that can be applied to fill valid equipment requirements. Actions to acquire equipment must be accomplished by applying the method that achieves the operational requirement at the lowest possible cost. The following methods must be considered:

(1) Reassignment. The possibility of reassignment of an activity's existing equipment must be exhausted before considering acquisition. Reassignment of similar available equipment having low utilization (less than 80 percent) must be considered prior to taking acquisition action.

(2) Transfer. This is the practice of filling valid requirements with excess Government equipment that is in serviceable or repairable condition. Such items can be obtained by the following means:

(a) Acquisition of excess, serviceable items from Other DLA or DOD Activities. Excess DLA equipment lists are available in EMACS.

(b) Recovery of excess, serviceable, or repairable items from the Defense Reutilization and Marketing Service (DRMS) or other DOD components. Equipment that has been acquired under HQ DLA authority must be reviewed periodically. Items that fail to meet their utilization goals (less than 80 percent of their respective targets) are subject to transfer to fill other valid requirements within the Agency. Equipment managers are required to use the following procedures when transferring materiel from DRMS or other DOD components to DLA:

[1] Validate Requirements.

[2] Obtain appropriate acquisition authority for the type of equipment requested, as stated in paragraph 2.c. below. DLA Form 1311, Equipment Transfer or Return, and DLA Form 1730, Vehicle Technical Inspection, for motor vehicles, or a comprehensive inspection and technical evaluation of all equipment transfer candidates must accompany requests that require HQ DES-IP approval.

[3] Make the property transfer through the activity's Accountable Property Officer in accordance with the procedures defined in the DLA Instruction, Accountability of DLA Property, Plant & Equipment.

(3) Interservice Support Agreement. Equipment and equipment support services can be obtained from other DOD components. This type of acquisition, obtained through a negotiated ISSA, is accomplished and managed in the same manner as a commercial contract. Support services acquired through an ISSA are most advantageous for requirements that would:

(a) Not provide for full utilization of the end item, if acquired for dedicated use by a specified activity only.

(b) Require additional staff, specialized training, and licensing of staff to operate or maintain the equipment.

(c) Duplicate existing local capabilities. Acquisition of equipment support through ISSAs optimizes use of DOD assets. DLA PLFAs are encouraged to use and/or provide these services whenever practical and economical. The DLA PLFA resource managers negotiate and establish ISSAs. Equipment support ISSAs at DLA activities will be established and managed in accordance with [DODI 4000.19R, Interservice and Intragovernmental Support](#).

(4) Contract. The equipment acquisition evaluation process must contain consideration for obtaining support through the use of a commercial service. Contracting entails following special rules and regulations, as well as obtaining assistance from the PLFA's contracting office to secure contracts. Unlike leasing equipment (addressed in the next subparagraph), this option

considers operational and economic advantages of obtaining full support services from a commercial source that:

(a) Accomplish in total the function for which equipment would otherwise have been acquired.

(b) Provide contractor operated equipment support on a continuous or intermittent basis.

(c) Provide equipment for operation by Government employees on an intermittent basis.

(5) Lease. This subparagraph identifies procedures for evaluating and acquiring equipment through short- and long-term leases from either the General Services Administration (GSA) or commercial sources. As in any acquisition action, PLFAs must establish a valid requirement and obtain the appropriate level of authorization before leasing operating equipment. Special guidelines for commercial leasing of motor vehicles are provided in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C3.3.4.

Authorized limits for leasing equipment are delineated as follows:

(a) “Expense versus Capital Investment Lease. Field Activity commanders have the authority to lease equipment utilizing “expense leases”, except for commercial leases of motor vehicles. Commercial leases of motor vehicles that exceed 60 days and all Capital investment leases require approval from DES-IP. All the following conditions should be satisfied to be classified as an expense lease; otherwise it is a capital investment lease:”

[1] Ownership remains with the lease holder and is not transferred at or shortly after the end of the lease term.

[2] There is no bargain price purchase option.

[3] All risks of ownership of the asset remain with the lease holder, absent Government negligence.

[4] The lease term does not exceed 75 percent of the estimated economic life of the asset.

[5] The present value of the minimum lease payments over the lease life does not exceed 90 percent of the asset's fair market value at the inception of the lease.

[6] The asset has a general, rather than a specific, Government purpose and is not built to unique Government specifications.

[7] There is a private sector market for the asset.

[8] The asset is not constructed on Government land.

(b) Motor Vehicle Leases. DLA is a fully participating Agency in the GSA lease program. DLA activities must fill motor vehicle requirements for the continental U.S. with GSA-leased vehicles whenever possible. Motor vehicles may be leased from GSA for any period of time under the authority of the PLFA commander without approval from HQ DES-IP. Field Activity Commanders can also authorize commercial leases of any motor vehicle for a period of 60 days. Special guidelines for commercial leasing of motor vehicles are provided in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C3.3.4.4 for commercial leases that exceed 60 days.

(c) Purchase. Support equipment may be purchased only if reassignment from within PLFAs, transfer (including transfer from reutilization sources), ISSA, contract, and lease options are considered first and found to be less cost-effective than purchase. Acquisition authority must be obtained prior to purchasing support equipment. The process for obtaining acquisition authority is as follows:

c. Obtain acquisition authority. Field Activity commanders have the authority to acquire most types of expense equipment after following the procedures stipulated previously in this Process Chapter. However, furniture, tactical motor vehicles, PCMV's, and capital investment purchases, regardless of equipment type, require further justification and/or approval. The remainder of this subparagraph is devoted to defining acquisition authority requirements for these special cases.

(1) Systems Furniture. Systems furniture requirements must conform to space allocation standards prescribed in [DODI 5305.6, DOD Office Furniture Standards for the National Capital Region](#) or the DLA Instruction, Space Management and Reporting, for activities outside the NCR.

(2) Tactical Motor Vehicles. Commercial design motor vehicles shall be used to the maximum extent to meet general transportation requirements according to [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#). Tactical motor vehicle use within DLA requires HQ DES-IP approval.

(3) Acquisition of capital investment and PCMV's require approval from HQ DES-IP. Acquisition of motor vehicles also requires compliance with [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#).

d. Acquire equipment. Support equipment may be acquired by reassignment, transfer, ISSA, contract, lease, or purchase, as explained in paragraph 2.b. above. Equipment purchase may be approved only if the purchase option is proven to be the most efficient and effective method to support mission needs. The remainder of this subparagraph explains procedures for purchasing support equipment. The procurement process includes identification of equipment requirements, determining justification type, developing requirement justifications, submitting investment requirements, and procurement execution.

(1) Identify equipment requirements. Capital investment equipment projects and end items, as well as all motor vehicle purchase requirements, must be individually identified in each PLFA Future Year Development Plan. Requirements must be submitted within each plan on the

form and/or in the format identified the Planning section of this instruction. Expense equipment must be identified for PLFA expense budget funding.

(2) Determine justification type. All equipment requirements must be categorized as one of the following justification types:

- (a) Replacement. Replacement of existing units or systems.
- (b) Productivity. Productivity investment projects that replace manual or non-integrated processes with equipment and/or systems that yield improved efficiency and/or productivity.
- (c) New Mission. New mission investments in equipment or systems that support new or increased mission requirements.
- (d) Environmental Compliance. Environmental compliance investments for equipment or systems that support environmental or hazardous waste reduction, including regulatory agency, mandated requirements.
- (e) Space Utilization Efficiency. Equipment and systems that provide for optimum warehouse and office space utilization.
- (f) Installation Security. Equipment or systems that provide or enhance installation security.
- (g) Quality Control: Equipment that measures quality for materiel procured by the agency and ensures that the material is within acceptable specification limits.
- (h) Inventory accuracy: Equipment and systems that provide accurate record of existing inventory of products such as, fuel on a real time basis are included under this category.
- (i) Inventory accuracy and productivity: Equipment and systems that not only provide inventory accuracy of fuel in a fuel terminal but also provide automatic operation of the terminal increasing the efficiency of operations.

(3) Develop requirement justifications. Field Activities may develop their own expense equipment justifications. These justifications do not require full economic analysis. However, requirements for purchases of investment equipment or Passenger-carrying Motor Vehicles (PCMV) must identify the following basic information:

- (a) Item or project description.
- (b) Description of the mission the item will support.
- (c) Functional requirements.
- (d) Economic analysis, including discounted payback period and savings-to-investment ratio.

- (e) Urgency.
- (f) Planned obligation date.
- (g) Commander or official designee approval.

(h) The priority of the requirement with respect to all other active requirements for the requesting activity (applies to investment equipment requirements only).

(4) Submit investment requirements. Expense only investments require submission to PLFA commanders and/or administrators for approval. Capital investment equipment requirements must be submitted to DES-IP in Five-Year Plans by the first week of January, each year. Emergent non-programmed requirements may be submitted anytime to DES-IP whenever economic benefit or operational urgency makes it impractical to wait for normal planning cycles. The level and detail of information required, and the forms and format for individual equipment investment and motor vehicle purchase requests, including DLA Business Case Analysis (BCA) and Economic Analysis (EA) templates for capital investment justifications, are identified in the Planning section of this instruction.

e. Executing and Reporting Equipment Investment Obligations. This subparagraph explains how to manage projects through the execution phase, including explanations of how to accomplish changes and report obligations of approved procurement.

(1) Execution. Actions necessary to develop, obligate or award, and administer contracts for procurement of approved equipment investments are the responsibilities of the gaining PLFA, or of the activity tasked with the execution of centrally procured requirements. These process responsibilities include:

- (a) Development of technical specifications for the requirement.
- (b) Addressing Federal Mandatory Source issues.
- (c) Contract solicitation.
- (d) Contract management actions.
- (e) Funds certification.
- (f) Obligating funding authority within the approved fiscal year.
- (g) Reporting the obligation of issued funding authority.
- (h) Contract acceptance and certification for disbursement of funds.
- (i) Changes. Most projects require some form of modification during their execution. These changes are effected as follows:

| Change | Action |
|--|---|
| If costs increase or decrease original budget amount by 5 percent or less and change does not represent a change in the original scope of the requirement, then... | PLFA resource manager coordinates change with responsible office within HQ Financial Operations (J-8) and adjusts current Annual Operating Budget (AOB). |
| If costs increase or decrease by more than 5 percent, and/or the original scope of the requirement has changed, then ... | PLFA resource manager provides a written request, identifying the scope, rationale, and cost of the change through the PLFA resource office to HQ DES-IP. |
| If requirement is canceled, then ... | PLFA resource manager provides written notice and justification for the cancellation through the PLFA resource office to HQ DES-IP. |
| If changes are approved, then ... | HQ DES-IP must coordinate changes with J-8, the Comptroller. |

(j) Emergent Requirements. If an emergent requirement exists, equipment managers must request approval, identify urgency, and provide an obligation plan.

(2) Report Execution. Equipment managers must report support equipment acquisition executions in a timely manner. Approval offices and property accountability officers must be notified as required. The EMACS records must be updated to include acquired equipment.

(a) Equipment Obligation Requirements. Expense and capital investment equipment must be obligated within the fiscal year for which they were authorized. Field Activities must provide status reports of approved capital investments within their programs. Updated copies of this report will be provided to HQ DES-IP by the 15th day of each month, current through the last day of the previous month. The format and content of these reports will contain the following information:

[1] Project Number. Eleven-character number assigned by HQ DES-IP to each approved investment equipment project

[2] Project Title. Item nomenclature or the generally descriptive name given to each approved project.

[3] Fiscal Year. The year that funding authority is approved and must be obligated.

[4] Estimated Cost. The original estimated cost of the requirement.

[5] Design Office. The DLA PLFA that is responsible for accomplishing the project design, or for obtaining inter-service or commercial design services.

[6] Contract Office. The DLA PLFA or other Federal agency that will solicit, negotiate, and award the contract(s) for the project.

[7] Type Procurement. The type of procurement action that will be used to execute the project (e.g., Request for Proposal (RFP), Invitation for Bids, etc.).

[8] RFP Date. The date that the RFP on the project or end-item contract were issued.

[9] RFP Close. The date on which the RFP closes.

[10] Final Proposal Revisions Date. The date on which final proposal revisions are due on the proposals received.

[11] Award Date. The date on which the procuring contract was signed, or the date of Military Interdepartmental Purchase Request (MIPR) or Federal Standard Requisitioning and Issued Procedures (FEDSTRIP) acceptance.

[12] Award Cost. The contract award amount, or the amount identified on the MIPR (Defense Depot Form 448) and FEDSTRIP acceptance document.

[13] Latest Modification Date. The date of the most recent project modification to include modifications of scope and/or cost.

NOTE: Reports of modified projects must include as a separate enclosure to the report an explanation of the reason for the change, the scope of the change, and a statement of the impact on the original economic analysis.

[14] Modification Number. The number of times the project has been modified since being approved.

[15] Net Change. The difference, plus or minus, between the original budget cost estimate and the award cost, or the current modified estimate. Negative changes (when costs are less than the original budget estimate) will be reported in parentheses.

[16] Installation Date. The date of final acceptance of all lines of the project or item contract.

3. Operations Procedures:

a. Registration.

(1) Registration number naming convention is a nine-place alphanumeric character that follows the following format:

- (a) The first four positions will be the unit's four digit DLA/EMACS equipment code
- (b) The fifth and sixth positions are the unit's year of manufacture.

(c) For GSA Fleet vehicles, the fifth position will be the letter “g.” The sixth, seventh, and eighth positions for GSA Fleet vehicles will be the last four numbers of the GSA license plate.

NOTE: GSA Fleet is issuing license plates with a letter in the final position. The EMACS has been changed to accept this new format.

(d) For commercially leased equipment, including motor vehicles and semi-trailers, the fifth position will be the letter “r.” The sixth position will be a numeric “0.” The seventh, eighth, and ninth positions will be sequentially assigned from the band of numbers identified below.

(e) The seventh, eighth, and ninth positions for DLA-owned equipment will be sequentially assigned by the receiving PLFA. Field Activities will assign numbers within a block of numbers identified below:

| Equipment Management and Control System (EMACS) PLFA Registration Serial Number Blocks | |
|---|----------------------------|
| Primary Level Field Activity | Registration Number Blocks |
| DES-FC (was DES-IF) | 000-024 |
| Reserved | 025-049 |
| Reserved | 050-074 |
| DAPS | 075-099 |
| Reserved | 100-124 |
| DSCC | 125-224 |
| DDC | 225-624 |
| DES-E | 625-649 |
| DESC | 650-699 |
| DSCR | 700-774 |
| Reserved | 775-799 |
| Reserved | 800-824 |
| DNSC | 825-849 |
| DES-P | 850-874 |
| DSCP | 875-899 |
| DRMS | 900-999 |

NOTE: This table identifies the blocks of serial numbers that are reserved for each PLFA within DLA. Each PLFA is responsible to assign the blocks of serial numbers sequentially to newly acquired support equipment that is included in their EMACS data. The same blocks of numbers can be repeated for each separate equipment code and each year of manufacturer. See EMACS help screens for directions on how to build equipment registration keys.

(f) Each year, the PLFAs should start the registration numbering at the next number in the sequence.

NOTE:

EXAMPLE:

NNNN-YYNN (DLA-owned vehicles and equipment)
NNNN-gNNNN (GSA Fleet vehicles, including semi-trailers)
NNNN-r0NNN (Commercially leased equipment, vehicles, and semi-trailers)

(2) Assigned Registration Numbers Registry of all operating equipment is by the PLFA that controls the equipment. Field Activities need to ensure that duplicate numbers are not issued. Sequentially assigned numbers can be repeated provided they are in different years.

b. Marking and Identification.

(1) The following instructions address specific guidance for DLA-owned and -leased equipment.

(a) When ordering (i.e., purchasing) DLA-owned motor vehicles and semi-trailers, the manufacturer standard color (MSC) white is selected for the motor vehicle body, semi-trailer body, straight truck body, and truck and semi-trailer wheels. Also, MSC black is selected for truck and semi-trailer frames (if painted).

(b) Any vehicle located overseas where the Status of Forces Agreement (SOFA) or host nation law specifies vehicle color, or at overseas locations because of force protection reasons, a color other than the DLA-wide standard white may be selected.

(2) When ordering ambulances, fire, and other emergency service vehicles, local community color and marking scheme should be adopted.

(a) Uniform color and marking scheme helps the public to identify emergency equipment in emergency situations.

(b) If there is no local community color and marking scheme, then color and marking scheme will be selected by the Fire Chief following criteria set by the National Fire Protection Association (NFPA) and the vehicle manufacturer.

(c) All ambulances, fire, and other emergency service vehicles must have the following markings (i.e., the Agency legend).

DEPARTMENT OF DEFENSE
DEFENSE LOGISTICS AGENCY
[CITY, STATE]

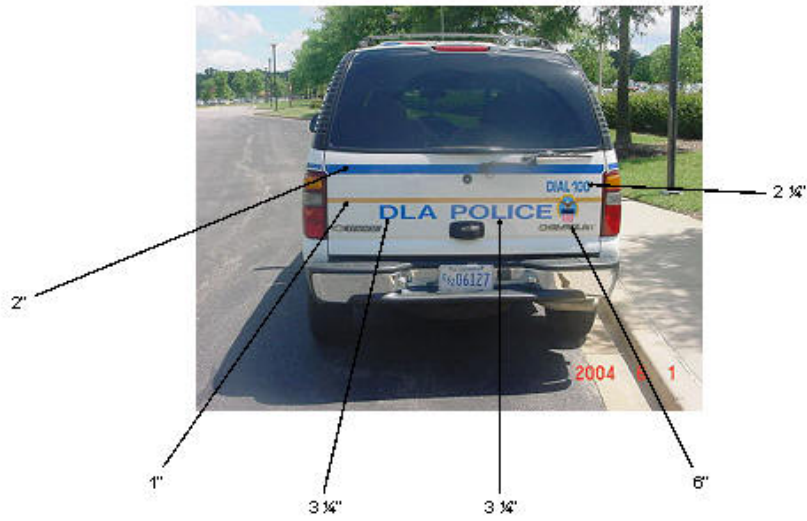
NOTE: The city and state (designated by the U.S. Postal Service abbreviation) where the vehicle is located must be marked. Marking must be on contrasting color, on both front doors. Vehicles can be ordered with markings from the manufacturer. All ambulance marking must follow the NFPA marking standard.

(3) When ordering vehicles that support law enforcement function, excluding undercover vehicles, they must have the following markings.

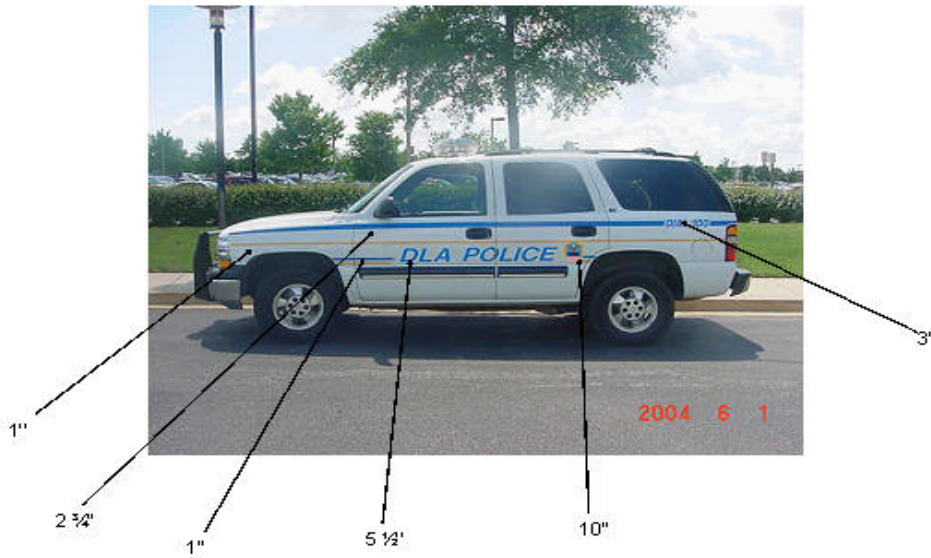
DLA POLICE

NOTE: See figures for pictures of DLA standard markings for police vehicles.

DLA STANDARDIZATION OF VEHICLE POLICE MARKINGS



DLA STANDARDIZATION OF VEHICLE POLICE MARKINGS



(4) The preferred method of marking is through an after-market vendor using decals or other semi-permanent application.

NOTE: Professional vendors may be found in the local Yellow Pages under “Signs” or “Vehicle Graphics” to have the marking properly affixed.

(a) The use of paint for markings must not be allowed.

(b) All markings must be professionally removed before the vehicle is returned to the GSA Fleet or DRMS.

(c) As prescribed in 49 CFR 172.504, vehicles that transport hazardous material will use placards, placed where prescribed, to identify the cargo [49 CFR 172.504 General Placarding Requirements](#)

(d) Exemptions from the marking requirements must be submitted to DLA HQ DLA Enterprise Support (DES), Installation Management (DES-I), with a statement explaining the circumstances of the request.

(e) Marking requirements for commercially leased vehicles must be approved by the vendor. Requests must be submitted to the government contracting officer for transmittal to the vendor for approval.

(f) A request to mark a GSA Fleet vehicle must be submitted in writing to the local GSA Fleet Manager.

(5) All DLA-owned support equipment, except motor vehicles and semi-trailers, must be painted in the manufacturer’s standard yellow color. Newly ordered DLA-owned support equipment, except motor vehicles and semi-trailers, must be in the manufacturer’s standard yellow color.

(a) Support equipment markings (i.e., the Agency legend) must be located on the operator access doors or in the most conspicuous position closest to the operator’s door. The marking shall appear on both sides of the equipment in the following format.

**DEFENSE LOGISTICS AGENCY
YYNNN
FOR OFFICIAL USE ONLY**

NOTE: YYNNN is the DLA registration number for this equipment.

[1] The size of the lettering and the space must be 1.5 inches.

[2] These dimensions may be reduced or expanded proportionately, as the equipment size warrants.

[3] The preference is for the manufacturer to install the Agency markings. During the ordering process, the registration numbers need to be provided to the manufacturer.

Current techniques, including decals, must be used to attach these markings. The lettering must be in a contrasting color, preferably black.

[4] If the manufacturer cannot produce markings in this manner or the expense is unreasonable, then upon delivery the PLFAs must affix the markings. The preferred method of marking is through an after-market vendor using current commercial techniques including decals.

NOTE: Professional vendors may be found in the local Yellow pages under “Signs” or “Vehicle Graphics.”

[5] If PLFAs are unable to satisfy this requirement using the above methods, the reason and a proposed alternative must be submitted to DES, Installation Policy Division (DES-IP).

[6] Additional markings may be applied as deemed necessary by the PLFA Safety Official.

[7] This procedure does not mandate that support equipment be repainted.

[8] All manufacturers’ permanent identifications, including safety instructions, that provide information on the equipment, including the safe operation or maintenance of motor vehicles, must not be covered and must be replaced if destroyed or unreadable.

[9] The GSA Fleet normally does not allow the repainting of vehicles. Requests to repaint must be submitted to the local GSA Fleet Representative, along with a statement explaining the circumstances of the request.

c. DLA License Plates. This Paragraph prescribes guidance on how to purchase DLA license plates for use on DLA-owned or commercially leased motor vehicles (more than 60 days), and semi-trailers. The Department of Justice, Federal Prison Industries (UNICOR) is the only source for DLA license plates. Because of the continuing security threat, vehicles outside of the continental United States are exempt and can be registered locally if the SOFA does not prohibit local registration. If the vehicle is not registered locally, then DLA license plates are used.

NOTE: First-time buyers must contact AMERIMAC at 630-444-1111 for instructions about the ordering process.

(1) Registration. An account must be set up with the UNICOR vendor, AMERIMAC. "License Plate Registration" must appear in the subject line, and the following information provided.

Name: *[Your Name]*
Agency: Defense Logistics Agency
[Agency Name]
[Street Address]
Address: *[City, State, Zip + 4]*

Phone: *[Commercial]*
PLFAx: *[Commercial]*
E-mail: *[Your E-mail Address]*

The account request must be e-mailed to: infor@amerimac.net. A reply from AMERIMAC, with the login and password, will be generated. The UNICOR/AMERIMAC Web site is found at <http://www.amerimac.net/>.

NOTE: AMERIMAC has a minimum order quantity of \$55.00 which equals 10 sets of plates at \$5.50 per set. The quantity for a minimum order must be verified with AMERIMAC when placing the order. Consolidating orders for license plates may be possible; inquiry must be made before placing the order.

(2) Ordering Procedures. Online instructions are available to place an order for DLA license plates.

(a) The first screen is the UNICOR/Amerimac, Ltd. home page. The link is titled "Federal Vehicle Tags," <http://www.amerimac.net/>.

(b) The second screen is the login screen. The customer's e-mail address is entered in the space provided, followed by the password. If the customer is not registered or does not have a password, the registration instructions above must be followed (<https://www.amerimac.net/Login.asp>), <http://www.amerimac.net/>. The command "Submit" is entered (<https://www.amerimac.net/Login.asp>).

(c) The third screen is the DLA license plate information screen and pricing. It also contains an image of the plate design layout numbering scheme. The command "Add to cart" is entered.

(d) The fourth screen entitled "Ordering Instructions" is where the plate numbers are entered. (See Paragraph 2.b.(5) below for an example of DLA license plate numbering.) The command "Place Order" is entered to move to the next screen.

(e) The system indicates at the top of the fifth screen if the license plate number is a duplicate. Duplicate plates can be ordered to replace damaged plates. The Amerimac system can only identify duplicate plates that AMERIMAC originally issued. It will not identify as duplicates plates made at Lorton or locally. This screen is where ordering, billing, and freight addresses are entered. The Government credit card information is to be entered on this screen. The command "Next" is entered to proceed.

(f) Screen six is to verify data and confirm the order. A copy of this page must be retained for the customer's records. The command "Done" is entered to proceed. The license plate order is now complete.

(3) Since license plates can only be ordered in pairs, for semi-trailers, the second license plate must be destroyed.

(4) License Plate Design. Changes include the statement "For Official Use Only" on the bottom of the plate; the DLA initials tiered on the left side; the background graphic (a waving American Flag); a half-tone "US Government" watermark; bar coding; and government hologram (an American Eagle). The new DLA license plate is very similar to the new GSA Fleet license plate.

(5) License Plate Numbering. The last two digits of the model year are the first two digits of the DLA license plate number, i.e., if the sedan model year is 2003, the first two digits of the tag number will be "03" without the quotation marks. (Refer to the table at paragraph 3.a.(1)(e) above.

(6) With the new license plate design, the inclusion of the "For Official Use Only" statement, and duplication controls provided by UNICOR, all existing DLA license plates must be replaced. This excludes vehicles registered locally (state license plates) or at overseas locations where SOFA requires different licensing procedures.

(7) All DLA license plates that were locally made or purchased from Lorton must be replaced within 12 months after publication of this DLA Instruction.

(8) The existing numbers may be used, but the model year must be verified before placing the order. If a new number is assigned, then the information in EMACS must be updated.

(9) All old license plates must be destroyed. The use of a secure recycling metal program is encouraged. However, GSA Fleet license plates must not be disposed using these procedures. The local GSA Fleet Manager can advise about the replacement of damaged or lost GSA Fleet license plates.

d. Federal Analytical Statistical Tool (FAST): PLFA and site input to keep EMACS data updated is required. DES-IP will enter FAST data.

e. EMACS use:

(1) Record keeping and reporting through EMACS is the Agency's support equipment management system. EMACS features equipment maintenance programming, utilization tracking, and historical record keeping functions. It prints "work orders" to identify preventative and corrective maintenance actions.

(2) See the EMACS website or EMACS training manuals for detailed EMACS use procedures.

f. Assignment of Motor Vehicles. All DLA operating equipment is assigned to PLFAs that, in turn, assign it to individuals or organizations on a continuing, recurring, or as-required basis. This Paragraph explains what types of assignments apply to typical DLA motor vehicles, and how to manage various types of equipment assignments. The definitions for the following three classes of motor vehicle assignments are provided in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), paragraph 2-2, Elements of Motor Vehicle Management, and generally apply to all DLA mobile operating equipment.

(1) Class A "Continuous" Assignments. The Director and Vice Director, DLA, are the only individuals within the Agency who warrant Class A assignment of motor vehicles based upon position. All other Class A assignments of motor vehicles must be justified by the requesting PLFA, submitted to DES-IP, and approved through the Director, DLA. Justifications for Class A assignment of motor vehicles must conform with the requirements identified in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), paragraph 2-2, part c(1), Class A Continuing Assignments

(2) Class B "Recurring" Assignments. This is the most common type of assignment of motor vehicles. Class B assigned motor vehicles are normally dispatched within the organization to which they are assigned. All installed equipment is regarded as Class B and will usually be assigned to the PLFA's equipment manager. Motor vehicles assigned to the PLFA's equipment management offices for use as pooled equipment are considered Class B assignments to those pools. Motor vehicles that provide recurring or unique functional support to specific organizations within a PLFA should be assigned to those organizations as Class B. Such assignments of motor vehicles will be made to organizations that would realize tangible, productive advantages from such assignments or that would fail to achieve mission objectives without full-time availability of the assigned equipment. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#).

(3) Class C "Pooled" Assignments. Class C assigned motor vehicles are normally dispatched to organizations outside of the organization to which they are assigned. DLA mobile or portable operating equipment should be pooled for common use within PLFAs where economically practical. This type of assignment will be used to support organizations with intermittent or incidental equipment requirements. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#).

g. Dispatch operations. Dispatch operations of operating equipment procedures identify requirements for dispatching equipment within the various types of assignments. The purpose of dispatch procedures is to maintain accountability of assigned equipment while in operation, and of the personnel who are operating it.

(1) Dispatch Logs and Records. Equipment is dispatched for actual use. The most important information that must be collected is who is responsible or accountable. These logs will identify the current operational status and operator of each item who assumes responsibility for the item while in actual operation. Examples of the most common operational status categories include:

(a) Idle. Assigned individual/head of the organization/activity is responsible for equipment in this operational status.

(b) In Use. Operator identified in the dispatch log is responsible for equipment in the operational status.

(c) In Maintenance. The PLFA maintenance organization chief is responsible for equipment in this operational status.

(2) Dispatch logs must be maintained by the organization to which mobile or portable equipment is assigned.

(a) Dispatch logs are the official document used to identify the operator of equipment when incidents are investigated. When logs are not maintained, the individual or head of the organization/activity to which the equipment is assigned is responsible for undocumented equipment operation.

(b) Records must be maintained for a period of one year as prescribed in the DLA Instruction, "Records Management" Records Schedule 523.20. Old records, except those being used in an investigation, must be destroyed. After the investigation has concluded and the files are no longer needed, they may be destroyed.

(3) Dispatching Responsibilities. Field Activity Equipment Managers are responsible for verifying that operators of DLA-owned or -operated equipment are properly qualified and licensed for the specific equipment they are operating.

(4) Dispatching Equipment within Assignment Categories. Field Activity equipment managers must establish local, conforming dispatch procedures. These procedures must be administered by the individual or the head of the organization/PLFA to which the equipment is assigned. The following requirements apply to each assignment class:

(a) Dispatching Class A Assigned Equipment. Assignments of equipment in this category are almost exclusively for motor vehicles. The guidance provided in DOD 4500.36R, Chapter 2, Paragraph 2-2, Section c, Part 1, Class A Continuing Assignments, significantly limits the occasions for dispatch of equipment in this category to an operator other than the individual identified under the assignment. On the valid occasions when Class A assigned equipment is dispatched to an alternate operator, the action must be recorded on Department of Defense (DD) Form 1970, Motor Equipment Utilization Record, and the form must be retained in the vehicle by the alternate operator throughout the duration of the dispatch.

(b) Dispatching Class B Assigned Equipment. Equipment is assigned under this category because multiple operators from the same organization are expected to use the item. The head of the organization to which Class B equipment assignments are made must establish and maintain dispatch logs in accordance with the PLFA's guidelines. Dispatch actions must be recorded in a central log and documented on DD Form 1970, or on the EMACS generated "trip ticket," documentation which must be kept in/on the equipment for the duration of the dispatch. The maximum duration of a single dispatch is one month, at which time it may be renewed. However, extended dispatches of Class B assigned equipment must be reviewed periodically to ensure that the dispatch does not create the conditions of a Class A assignment.

(c) Dispatching Class C Assigned Equipment. This is the assignment designator for equipment that is assigned to a PLFA "pool" for use by incidental and non-recurring operators. These items will be dispatched from a central management office representing the PLFA. DD Form 1970 will be provided at the time of each dispatch, and retained by the operator for the duration of the dispatch. Under a Class C assignment, the maximum duration of a dispatch should not normally exceed one week, must not exceed one month, and is not renewable after 30 days. If the equipment is required for more than 30 days, the requirement for a Class B

assignment must be re-evaluated. The equipment management office must consolidate data from multiple dispatch actions for pooled equipment and record utilization in EMACS. Retention of dispatch records for assigned equipment is the responsibility of the individual or organization to which it is assigned. Records kept for Class A and B assigned equipment must be reviewed periodically by the head of the office tasked with overall equipment management for the PLFA.

h. Training. Chapter 9 of [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Driver Selection, Training, and Licensing, provides detailed guidance on the requirements for training, certifying, and licensing DOD motor vehicle operators. DLA uses an internally developed program to conform to DOD guidance and to provide augmentation for training and certifying operators of mobile operating equipment. The DLA Operator Training (DOT) program was developed by the DLA Training Center (DTC) at the direction of DES-I. The DOT program includes training material in the form of videos and written instruction. The written materials, consisting of training modules and certification exercises, were developed for use by PLFA training and licensing officials. Materials provided in the DOT program address most types of equipment common to DLA operations. Field Activities are expected to add or develop training materials as may be required for equipment types or operating conditions unique to their activity. DLA equipment operators who operate equipment at non-DLA installations must be trained, certified, and licensed to conform to the requirements identified in this instruction as well as with those requirements of the host activity.

(1) Training Operators of DLA-controlled equipment will be trained, certified, and/or licensed for equipment that they operate when they are initially granted operating privileges, after a reportable mishap (retrained and recertified only), after a suspended state license is reinstated, or at least once every four years.

(2) DLA equipment operators require varying levels and types of training. The two general descriptions of training methods are:

(a) On-the-Job. This type of training is normally used to provide a new operator with basic information and familiarization prior to attending formal training. It also is used to disseminate information on minor procedural changes to equipment operators with current certifications. The operator has some general knowledge of specific equipment operation. Providing training of this type is the responsibility of the operator's supervisor.

(b) DOT Program. This is the formal element of equipment operator training in DLA. It is usually administered by the DTC. Program training aids provide information on the following subjects: safe and proper operation; operator-performed inspections and maintenance; official use of government-owned equipment; penalties for misuse and abuse of government-owned equipment; accident reporting procedures. The DOT program is recorded on VHS tapes, supporting self-directed training.

(c) Local Instruction. This is also a formal element in the DLA equipment operator training process. This type of training is developed locally by an activity for operation of equipment not covered in the DOT program. Activities with unique equipment or unusual operating conditions must develop training processes to adequately address and document an awareness of these situations among their operators. Training will be approved by the PLFA equipment manager or by the DTC.

i. Certification or licensing of operators. Operators of DLA-controlled equipment must possess certification of the ability to operate such equipment before operating the equipment. The various levels of certification required for different types of equipment, including licenses, are identified in the table in paragraph 3.k. below. Operator certification provides verification of an equipment operator's skill and knowledge of the following key elements: safe and proper operation; operator-performed inspections and maintenance responsibilities; official use of government equipment definition; misuse and abuse of equipment; and accident reporting procedures.

(1) Certification Exercise. Certification exercises identify essential equipment operation performance requirements. Equipment operators must demonstrate their knowledge of, and ability to perform, the tasks associated with these requirements in order to be certified to operate DLA-controlled equipment. This is accomplished by administering written, verbal, and/or operational tests. The DOT Program provides certification exercises for some of the equipment types operated by DLA. Field Activities should augment these exercises to reflect equipment or operating conditions unique to their respective activities. Certification exercises are usually administered by the PLFA's equipment training and licensing official.

(2) State Driver's License. A valid license issued by a state, the District of Columbia, or possessions, including Indian territories, to operate a motor vehicle (less than 26,001 Gross Vehicle Weight [GVW], or that carries fewer than 16 passengers) on a public highway.

(3) Commercial Driver's License (CDL). A license issued by a state, or other jurisdiction in accordance with the standards contained in 49 CFR Part 383. When a state-issued CDL is used to certify an individual for a license to operate DLA-controlled equipment, it must contain endorsements for the types of operations for which the Government license is issued.

(4) Government Identification (ID). An official form of identification issued by a Federal agency or department that properly identifies an individual as an employee or contracted representative of that agency.

(5) Licensing. Operators of DLA-controlled equipment must possess an appropriate license for the equipment dispatched to them. The following formats must be used by PLFAs to license operators of equipment under their control:

(a) Activity Listing of Incidental Operators. This list will be established to identify motor vehicle operators who are not issued a government license (Optional Form [OF] 346) because they possess a valid state driver's license. This applies to employees who are not officially classified as motor vehicle operators, and only for operation of vehicles rated below 10,000 GVW, or that carry fewer than 16 passengers.

(b) Optional Form 346, U.S. Government Motor Vehicle Operator's Identification Card, will be issued to operators of DLA-controlled equipment for the following applications.

[1] Operators of motor vehicles less than 10,000 GVW, that carry fewer than 16 passengers, when vehicle operations is the full-time duty of the operator.

[2] Operators of all mobile equipment that is not classified as a motor vehicle.

[3] Operators of motor vehicles who do not possess valid state driver's licenses, limited to the operation of motor vehicles rated at 10,000 GVW or less, for operation only on U.S. Military installations.

[4] Operators of motor vehicles who are active members of the armed services, or members of reserve components who are on active duty, and do not possess a valid state driver's license.

NOTE: Operators who qualify for issuance of OF 346, as stipulated in the above paragraphs, must pass the DOT program certification exercise for the equipment they will operate prior to being issued license to operate DLA-controlled equipment.

j. Physical qualifications. Operators licensed by DLA PLFAs or who operate equipment controlled by a DLA PLFA must meet the physical requirements for operation of the equipment dispatched to them. Guidelines for determining the physical qualifications of equipment operators are defined in Federal Personnel Manual (FPM) 930, Annex A.

NOTE: FPM 930 was cancelled in 1994; however, Annex A remains in effect. General guidelines for physical qualifications of equipment operators are contained in 5 CFR 930.

k. Training, Certification, and/or Licensing Required by Equipment Types:

| Type of Equipment and Vehicles | TRAINING | | | CERTIFICATION | | | | LICENSING | | PHYS. |
|--|------------|-------------|--------------|---------------|------------|-----------|----------|---------------|--------|-------------------------|
| | On-the Job | DOT Program | Local Instr. | Cert. Exer. | State Lic. | State CDL | Govt. ID | Activity List | OF 346 | Physical Qualifications |
| Motor Vehicles less than 26,001 GVW or 16 passengers | | X | | | X | | X | X | (1) | X |
| Motor Vehicles 26,001 GVW or greater | | X | X | | X | X | X | | X | X |
| Motor Vehicles transporting hazardous materials | | X | X | | X | X | X | | X | X |

| | | | | | | | | | | |
|--------------------------------------|---|---|---|-----|---|-----|---|---|---|---|
| Buses carrying 16 or more passengers | | X | X | | X | X | X | | X | X |
| Emergency Vehicles | X | X | X | | X | X | X | | X | X |
| Scooters | X | X | X | X | | | X | | X | X |
| Motorcycles | | | | | X | | X | X | | X |
| Forklifts | X | X | X | X | | | X | | X | X |
| Warehouse Tractors | X | X | X | X | | | X | | X | X |
| Stock Selectors | X | X | X | X | | | X | | X | X |
| Mobile Cranes | X | X | X | X | | (2) | X | | X | X |
| Installed Cranes | X | | X | | | | X | | X | X |
| Railroad Equipment | X | | X | (3) | X | | X | | X | X |
| Construction Equipment | X | X | X | X | | (2) | X | | X | X |
| Industrial Tractors | X | X | X | X | | (2) | X | | X | X |
| Installed Equipment | X | | X | | | | X | | X | X |

I. Special Certification and Licensing Requirements:

(1) OF 346 is required for operators of vehicles rated at or above 10,000 GVW or for any operator who is classified as a 5703 Motor Vehicle Operator.

(2) CDL is required if the equipment is operated on a public highway.

(3) Federal Railroad Administration Certification is required.

m. Official Use of Government Support Equipment. Field Activities must establish a process for ensuring and verifying that operators of all assigned operating equipment understand their responsibility to use DLA-furnished equipment for official purposes only. The process should be integral to the PLFA's initial and refresher operator training and licensing procedures, and must comply with the guidelines provided in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Chapter 2, 2-5, Official Use of Vehicles.

n. Operator Safety Awareness. DLA-controlled equipment must be operated in accordance with guidelines identified in applicable Federal American National Standards Institute and American Society of Mechanical Engineers (ANSI/ASME) standards. Field Activities must use this guidance to develop processes for all their assigned operating equipment. These processes

must conform to the reporting requirements identified in DLA One Book Process “[Safety](#)” and [DODI 6055.4, DOD Traffic Safety Program](#).

o. Accident Reporting. Field Activities will follow guidance in [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), Chapter 10, Safety, Accident Prevention and Reporting, and [DODI 6055.7 Accident Investigation, Reporting and Record Keeping](#). In reporting accidents involving support equipment the same procedures are followed as for motor vehicles. For GSA Fleet vehicles involved in an accident, an additional reporting requirement is to contact the National Accident Management Center at 800-325-2958 between 7:00 a.m.-7:00 p.m. Central Standard Time. See: [A Guide to Your GSA Fleet Vehicle](#). Accident report forms are designated Motor Vehicle Accident Report (SF 91), Statement of Witness (SF 94), and Claim for Damage (SF 95).

p. Operator Inspection and Maintenance Responsibilities. Operators of DLA-controlled equipment are required to perform routine pre-operation inspections and light preventative maintenance prior to each operation. The scope of these inspections/maintenance responsibilities varies depending upon the type of equipment operated. Field Activities will establish procedures for performing pre-operation inspections and maintenance in accordance with guidelines, manufacturer’s recommendations (per the owner’s manual), or guidelines identified in the DOT program modules and ASME/ANSI standards.

4. Maintenance Procedures:

a. Perform operator maintenance. PLFA equipment operators are required each day to inspect equipment for discrepancies before, during, and after operation, to ensure that the equipment that they operate is in safe and serviceable condition. They are also required to document discrepancies, perform operator maintenance (e.g., replace fuses, maintain tire pressure, top-off fluid levels, etc.), and report discrepancies that exceed repair authorization or capabilities to the respective PLFA maintenance activity as authorized and required by PLFA maintenance procedures. Also, operators must deliver equipment to the respective PLFA maintenance facility or make equipment available for maintenance (e.g., scheduled maintenance or deferred maintenance) in a timely manner as required by PLFA maintenance procedures. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.2.1 for further guidance.

b. Perform PLFA-level maintenance. PLFA equipment managers must establish and administer processes necessary to provide operator and DLA PLFA maintenance for all assigned support equipment. PLFA equipment managers must:

(1) Establish methods to maintain equipment. Regardless of how equipment is acquired, PLFA managers must ensure that equipment is properly maintained. This may be accomplished by using one or any combination of the following methods:

(a) Establish on-site maintenance capabilities using direct staff or contractor-supplied labor.

(b) Establish an Inter-Service Support Agreement (ISSA) for maintenance with another DOD Component or Federal Agency.

(c) Establish a maintenance contract for recurring support with a commercial maintenance provider.

(2) Include maintenance services in equipment lease or rental agreements. Whichever method is applied, the PLFA activity is responsible for determining and/or ensuring that the frequency and level of maintenance performed on all Agency-controlled equipment meets or exceeds Agency objectives. PLFA will establish procedures to inspect or otherwise certify the accomplishment of maintenance actions, to ensure appropriate maintenance is provided for operating equipment under their control.

(3) Maintain all support equipment in safe and serviceable condition.

(4) Ensure that guidance is followed as prescribed in The DLA Instructions, "[Safety](#)" and "Environmental Compliance."

(5) Ensure that guidance is followed as prescribed in The DLA Instruction, "[Safety](#)" and "Environmental Compliance."

(6) Establish preventative maintenance programs to optimize equipment service life.

(7) Perform maintenance in accordance with the published recommendations of the original equipment manufacturer.

(8) Schedule and conduct equipment maintenance in a manner that provides for the greatest possible service availability at the lowest possible cost.

(9) Ensure PLFA-level maintenance is performed. The following processes require performance of PLFA-level maintenance:

(a) Conduct incoming inspections. Equipment technicians must inspect equipment presented for maintenance to determine equipment condition, debrief equipment operators if possible, and determine specific maintenance required.

(b) Generate work orders. Work orders must be generated by EMACS prior to equipment repair, as required by PLFA maintenance procedures. Work orders are essential to provide repair direction and document repair action, parts costs, labor costs, and utilization updates.

(c) Determine warranty maintenance requirements. PLFA equipment managers must familiarize themselves with the general provisions of equipment and equipment component warranties, and the significance of such provisions in reducing maintenance costs. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.6.

(d) Determine scheduled or deferred maintenance required. Normally, engines of Agency equipment must be tuned at intervals specified by the manufacturer; however, PLFA maintenance managers may set local standards in writing if local operating conditions warrant

exceeding manufacturers' recommendations. For additional guidance, see [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.2.2.

(e) Perform emission inspections and maintenance. All Agency activities must conform to state and local standards to monitor and analyze emissions from non-tactical motor vehicles, and must use state and local guidelines in conducting such analyses. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.2.3 for additional guidance.

(f) Ensure One-Time Repair Limits are not exceeded. See [Enclosure 4](#), paragraph 5.b.

(g) Perform preventative maintenance. To optimize service life, preventative maintenance must be scheduled and performed as required in accordance with equipment manufacturer's recommendations and specifications.

(h) Perform corrective maintenance. Corrective maintenance must be performed in accordance with equipment manufacturer specifications, within the constraints of each item's repair cost limits as defined in the One-Time Repair Limit Table found in [Enclosure 4](#), paragraph 5.b.

(i) Perform load-bearing parts repairs. Repairs to load-bearing parts of DLA-owned and operated equipment must be accomplished in accordance with manufacturer specifications and certified by a trained technician before resuming operations.

(j) Perform modifications. Modifications to functional parts and/or components of DLA-owned or operated equipment must be approved in writing by the original equipment manufacturer. Then, trained technicians must certify the operation and safety of this equipment before the equipment is returned to service.

(k) Perform warranty maintenance. PLFA equipment managers must ensure that all managers of support equipment familiarize themselves with the general provisions of the equipment warranty and with the significance of such provisions in reducing maintenance costs. See [DOD Regulation 4500.36-R Management, Acquisition and Use of Motor Vehicles](#), C12.6 for additional warranty guidance.

c. Outsource maintenance. Per the [Defense Logistics Agency Commercial Activities Guidebook for OMB Circular A-76 dated May 29, 2003](#), all DLA activities must notify the [DLA Competitive Sourcing Division](#) prior to initiating any outsourcing activities. Outsourcing sources are as follows:

(1) Contract maintenance.

(2) ISSA.

(3) Lease (includes General Services Administration lease) or rental with maintenance included.

5. Disposal Procedures:

a. Identify disposal candidates. The first step in the disposal process is for equipment managers to review potential disposal candidates. Managers must consider, at a minimum, the following factors prior to making disposal decisions on a semiannual basis:

(1) Is equipment in excess of mission needs, suitable for intended use, and/or economically returnable to safe and serviceable condition?

(2) Does equipment exceed its one-time repair limit, maximum utilization, and/or equipment life standards, reasonable cumulative maintenance costs, and/or reasonable parts availability?

b. Consider disposal options. The next step in the disposal process is for managers to consider disposal options. Some of these options include:

(1) Rotate equipment to extend economic life. Can mobile equipment with high or low utilization be rotated to another organization within a PLFA to extend equipment economic life? For example, if a unit with high utilization is transferred to an organization that requires only low usage, this action could prevent the equipment from reaching maximum cumulative utilization before it reaches its maximum equipment life. Also, transfer of a unit with low utilization to an organization that expects high equipment use will allow more use of the equipment before it reaches its maximum equipment life.

(2) Transfer excess serviceable equipment to another DLA PLFA. Excess serviceable equipment may be transferred to another DLA PLFA. First, excess serviceable equipment must be coded in EMACS to reflect excess status. This allows EMACS to generate an excess equipment report. The excess equipment report must be available in EMACS for a minimum of 30 days before further disposal action may be taken. This excess equipment advertising process allows other DLA PLFAs a chance to obtain excess equipment to support their valid mission needs.

(3) Use the Exchange/Sale Program. DLA PLFAs must use the Exchange or Sale Authority for non-excess serviceable equipment via the [Exchange or Sale Program](#) when economically feasible if no other DLA activity has a valid need for the equipment. If an activity has equipment that needs to be replaced, that equipment can be exchanged or sold, with the exchange allowance or sales proceeds applied to the acquisition of similar replacement equipment. By contrast, if the holding activity does not use the exchange/sale authority, but instead reports as excess the equipment to be replaced, any proceeds are distributed in accordance with guidance in [DOD 700.14-R, Volume 11A, Chapter 5, Disposition of Proceeds from Department of Defense Sales of Surplus Personal Property](#) and may not be available to the activity disposing of the equipment. Contact the [Exchange or Sale Program Point of Contact for DRMS](#) for details about this program. PLFA managers must follow the guidance posted on the DRMS Exchange/Sale program Web site if they use this program. The following Federal Supply Groups that may apply to DLA support equipment do not qualify for the Exchange/Sale Program: 12 – Fire Control Equipment; 42 – Firefighting, Rescue, and Safety Equipment; and 51 – Hand Tools.

(4) Repair equipment and return it to service. Unsafe or unserviceable equipment may be repaired and returned to service when the cost to repair the equipment does not exceed the one-time repair limit as listed in the One-Time Repair Limit Table in Paragraph 5.3 of this Chapter. Equipment may be repaired and returned to service even when it has exceeded its maximum utilization and/or equipment life standards, reasonable cumulative maintenance costs, and/or reasonable parts availability. However, equipment managers must monitor such equipment closely to ensure excessive funds are expended and to ensure the equipment is available to safely meet mission needs. Equipment in this state should normally be replaced as soon as feasible.

(5) Turn-in equipment to owning Agency. Excess or unserviceable leased or borrowed equipment that is owned by another agency must be processed or transferred per lease agreement terms or owning Agency guidance.

(6) Turn-in equipment to DRMS. Agency-owned equipment should be considered for turn-in to DRMS if any of the following occur:

(a) Equipment is in excess of Agency needs. Equipment that is in excess of Agency needs may be processed through the servicing DRMS activity if no other DLA activity expresses a valid need for the equipment. DRMS will determine further disposition such as possible transfer to another Agency.

(b) Estimated repair costs exceed one-time repair limit. If Limited Technical Inspection (LTI) reveals repair costs that exceed equipment one-time repair limits, the equipment must be turned-in to the local DRMS. (See [Enclosure 4](#), paragraph 5.b.). However, PLFA equipment managers may solicit written waivers from their PLFA Commander or equivalent official to waive this requirement on a case-by-case basis. Waiver requests must include supporting EMACS data, justification, mission impact, and a written technical inspection.

(c) Equipment exceeds its maximum economic life and/or maximum utilization. (See EMACS for economic life and utilization data.)

d. Make disposal decisions. (The disposal flowcharts in [Enclosure 5](#) provide additional guidance for this support equipment disposal process.) LTIs should be performed by a trained maintenance technician to assess equipment condition and estimated costs to return the equipment to service when economically feasible. LTI estimates must validate the condition codes from EMACS data and include estimated parts and labor costs to return the equipment to serviceable condition. PLFA equipment managers must use this data to make informed equipment maintenance or disposal decisions. LTIs must be performed for all equipment with an original acquisition value of \$5,000 or more. (See paragraph 5.b.(6)(b) above for waiver options.)

e. Obtain disposal authority. PLFA equipment managers have the authority to rotate safe and serviceable equipment to other organizations within their activity. PLFAs must request prior approval from DLA Enterprise Support Installations Policy (DES-IP), prior to transferring support equipment to other DLA PLFAs, if equipment replacement cost is greater than the current capitalization threshold. PLFAs do not need DES-IP authority to use the Exchange/Sale

Program. However, PLFA equipment managers must report exchange/sale revenue to DES-IP on at least a quarterly basis.

f. Take disposal action.

(1) Borrowed or leased equipment disposal. Disposal action includes transfer of equipment back to owning Activities per owning Activity instructions in the case of borrowed or leased equipment (e.g., equipment on loan from another DOD agency, or General Services Administration or commercially leased equipment). Transfer must be coordinated through the APO with appropriate supporting documentation.

(2) Agency-owned equipment disposal. Agency-owned equipment must be considered as candidates for the Exchange/Sale Program, per paragraph 5.b.(3) and the process flowcharts in [Enclosure 5](#). Equipment selected for disposal that does not qualify for the Exchange/Sale Program must be processed per instructions from the PLFA's APO.

(3) All GFE that is not accepted by an A-76 competitive sourcing selected service provider (i.e., designated Most Effective Organization or contractor) will be returned to the Agency for reutilization or disposal as appropriate. The GFE that is accepted by an A-76 competitive sourcing selected service provider will remain on the Agency's property book and coded in DPAS appropriately. Any changes, additions, deletions, or transfers of assets during the A-76 contract will be reported to the Agency KO or the Contracting Officer's Representative (COR) so that property records and contracts can be updated. The KO/COR must follow the disposal instructions in this DLA Instruction, Accountability of DLA Property, Plant & Equipment. They must contact the APO and DES-IP for instructions prior to taking any property transfer action, including returning any GFE to the Agency inventory.

(4) Locomotive disposal. Follow the instructions in [DOD 4140.50-R, Management and Standards of DOD Locomotives](#), Chapter 9 for Agency locomotive repair and replacement standards. Follow guidance in this Chapter for disposal of other rail equipment.

g. Adjust records and report disposal actions.

(1) EMACS equipment and property accountability records must be adjusted for all disposal actions, including equipment transfers. EMACS equipment records must be transferred from the losing to the gaining activity EMACS data set for transfers within the Agency. PLFA equipment managers must provide supporting documentation and coordinate reutilization, disposal, and transfer actions with the PLFA APO. The APO must process these actions per DLA Instruction, Accountability of DLA Property, Plant & Equipment. The gaining activity is responsible for transportation costs regardless of whether the gaining activity is a DLA activity or an activity in another DOD Agency. Upon acceptance by the gaining activity, the APO must adjust property accountability records to reflect any reutilization, disposal, or transfer action.

(2) PLFA KOs, or CORs, must notify the PLFA APO when an item is identified for transfer or disposal. All supporting documentation must be provided to the APO, who must prepare required documents and process disposal per DLA Instruction, Accountability of DLA Property, Plant & Equipment. PLFA equipment managers must maintain a record of the transfer

for 1 year from the date of the action. The record must include any authorization documents and the appropriate turn-in document.

Enclosure 4
Additional Information

1. Support Equipment Planning:

a. Preamble to the FYEP.

(1) Background. A short narrative on the concept of planned expense equipment acquisition, investment equipment, and projects that discuss the general goals of the plan should be provided.

(2) Objective. A general narrative that relates the concept of the plan to the PLFA's PBR.

(3) Progress-to-Date. A brief status of the PLFA's expense equipment and approved investment equipment acquisition programs, relating ongoing projects to planned projects, and the PLFA's overall modernization goals, should be detailed here.

(4) Description of Integrated Plan. An explanation of the relationship of planned major and minor equipment acquisitions to the PLFA's Facility Master Plan, identifying which projects will replace existing equipment.

b. FYEP. The plan will consist of five / six sections. Each section will identify individual equipment end-item and project requirements that are planned for obligation/execution within that fiscal year. The amount and type of specific data required for each project varies significantly depending upon the type, cost, and planning increment of the project. Increment definitions and individual project data requirements are provided below.

(1) Section I - CFY+2:

| Type of documentation required | Equipment requirements = or > \$250,000 | Equipment requirements than \$1 M | All requirements = or > \$1M |
|---|---|-----------------------------------|------------------------------|
| Identified on a prioritized list of all equipment (expense and investment requirements for this FY increment) | X | X | X |
| Project Synopsis | X | X | X |
| DLA Form 301, "Materials Handling System Cost Analysis" (sample form enclosed) * | | X | X |
| DLA Form 302, "Materials Handling System Analysis" (sample form enclosed) * | | X | X |

| | | | |
|---|---|---|---|
| Functional requirements description | | X | X |
| Preliminary design drawings, sketches, photos, etc. | | X | X |
| Business case analysis | X | X | |
| Complete economic analysis | | | X |
| Name and phone number of the project officer | X | X | X |

(2) Section II - CFY+3:

| Type of documentation required | Equipment requirements = or > \$250,000 | Equipment requirements than \$1 M | All requirements = or > \$1M |
|---|---|-----------------------------------|------------------------------|
| Identified on a prioritized list of all equipment (expense and investment requirements for this FY increment) | X | X | X |
| Project synopsis | X | X | X |
| DLA Form 301, "Materials Handling System Cost Analysis" * | | X | X |
| DLA Form 302, "Materials Handling System Analysis" * | | X | X |
| Functional requirements description | | X | X |
| Preliminary design drawings, sketches, photos, etc. | | | *X |
| Business case analysis | X | X | |
| Complete economic analysis | | | X |
| Name and phone number of the project officer | X | X | X |

* If available

(3) Section III - CFY+4:

| Type of documentation required | Equipment requirements = or > \$250,000 | Equipment requirements than \$1 M | All requirements = or > \$1M |
|--|---|-----------------------------------|------------------------------|
| Identified on a prioritized list of all equipment (expense and investment requirements for this FY | | X | X |

| | | | |
|---|--|---|---|
| increment) | | | |
| Project synopsis | | X | X |
| DLA Form 301, "Materials Handling System Cost Analysis" * | | X | X |
| DLA Form 302, "Materials Handling System Analysis" * | | | |
| Functional requirements description | | X | X |
| Preliminary design drawings, sketches, photos, etc. | | | |
| Business case analysis | | | |
| Complete economic analysis | | | |
| Name and phone number of the project officer | | X | X |

(4) Section IV - CFY+5:

| Type of documentation required | Equipment requirements = or > \$250,000 | Equipment requirements than \$1 M | All requirements = or > \$1M |
|---|---|-----------------------------------|------------------------------|
| Identified on a prioritized list of all equipment (expense and investment requirements for this FY increment) | | X | X |
| Project synopsis | | X | X |
| DLA Form 301, "Materials Handling System Cost Analysis" * | | X | X |
| DLA Form 302, "Materials Handling System Analysis" * | | | |
| Functional requirements description | | X | X |
| Preliminary design drawings, sketches, photos, etc. | | | |
| Business case analysis | | | |
| Complete economic analysis | | | |
| Name and phone number of the project officer | | X | X |

(5) Section V - CFY+6:

| Type of documentation required | Equipment requirements = or > \$250,000 | Equipment requirements than \$1 M | All requirements = or > \$1M |
|---|---|-----------------------------------|------------------------------|
| Identified on a prioritized list of all equipment (expense and investment requirements for this FY increment) | | X | X |
| Project synopsis | | X | X |
| DLA Form 301, "Materials Handling System Cost Analysis" * | | X | X |
| DLA Form 302, "Materials Handling System Analysis" * | | | |
| Functional requirements description | | X | X |
| Preliminary design drawings, sketches, photos, etc. | | | |
| Business case analysis | | | |
| Complete economic analysis | | | |
| Name and phone number of the project officer | | X | X |

* **NOTE:** DLA Form 301 and DLA Form 302 are required only for projects involving material handling equipment/systems.

b. Project Details:

- (1) Project title: A simple title that identifies the project.
- (2) Budget activity/fiscal year.
- (3) Point of Contact. The name of the person responsible for the design and execution of this project. Phone number(s) and e-mail address to be provided.
- (4) Background. Short description of the condition leading to the need for this project. The long-range goal this project satisfies should be identified here.
- (5) Description. This section should include the justification for the project. It should also state the assumptions. A list of planning assumptions (e.g., workload, resources, applications of new technologies, environment, etc.) applied to the conception of each end item and project within the plan.

(6) Anticipated economic life. A brief narrative comparing the age, efficiency, and reliability of existing equipment/facilities with the planned modernization.

(7) Alternatives considered and discussion of alternatives. A narrative explaining the alternative planning concepts considered. A discussion of the status quo alternative is mandatory.

(8) Costs. A synopsis of the total cost of the plan, delineating total MILCON, Defense Working Capital Fund (DWCF), and DWCF operations costs. Numerical projections of the impact of depreciation and productivity cost avoidances on future operations budgets. A similar specific narrative must be included within each individual project description provided in the annexes of the plan.

(9) BCA/EA. All equipment/projects will require BCA/EA. All equipment/projects with the total cost \$1M or greater will definitely require an EA. ECONPACK software provided by Corps of Engineers may be used to prepare the EA. A sample BCA and EA may be obtained from the Process Owner identified in paragraph 8.1.

(10) Comparison of alternatives/recommendation. A short analysis of the various alternatives and their economic and non-economic advantages (benefits) leading to the final recommendation. A comparison to the status quo alternative must be discussed for each non-ADP capital project or requirement.

(11) A timeline showing the progress of a project from its inception through approval, execution, and acceptance is enclosed with the recommendations.

c. See flowcharts at [Enclosure 5](#) for additional information.

2. Support Equipment Acquisition:

a. Issuance of funds or authority for procurement of approved investments. Each PLFA receives an AOB from the Comptroller, and approved by the PLFA business office, at the beginning of each fiscal year or when approved. Funding authority for approved requirements are identified by separate lines in that budget and adjusted in subsequent AOB amendments throughout the execution year for requirements that will be executed by an activity for internal requirements and/or for another activity or activities, under a central procurement initiative.

b. Agency equipment standards. Agency equipment standards may be established for specific types of expense equipment commonly used throughout the Agency, such as motor vehicles and forklifts. Field Activities must procure equipment end items within these standards when they have been established unless otherwise authorized by HQ DES-IP.

c. Central procurement. This process may be used for procurement of investment equipment end items or projects, at the discretion of business offices, to minimize costs through volume purchases and to optimize fleet standardization initiatives. HQ DES-IP will coordinate the execution of central procurement for DLA business offices. Normally, HQ DES-IP will assign central procurement responsibilities to PLFAs. Selected activities must develop technical specifications and administer the contract solicitation, award, and acceptance process.

d. Key dates and thresholds for equipment investment planning and execution . The capital investment procurement process normally takes 26 months from request submission to obligation. This means that several annual programs will be in various stages of development or execution at the same time.

(1) The Capital Investment Support Equipment Procurement Planning and Execution Schedule.

| Capital Investment Support Equipment Procurement Planning and Execution Schedule | | | | |
|--|--|--|--|---|
| | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
| Current Fiscal Year (CFY) | | PLFA submits Future Year Development Plan to HQ DES-IP for CFY + 2 through CFY + 7 by January 2. HQ DES-IP validation due by early to mid March | Tentative CFY + 2 program approval by HQ DES-IP due by June 30 | PLFA submits budget to J-8 by July 30. |
| CFY + 1 | Office of the Secretary of Defense (OSD) verification of CFY + 2 program | President's budget submitted to OSD | Final approved list of CFY + 2 program is published. | |
| CFY + 2 | Funds provided CFY + 2 project execution | | 55% of the program should be awarded by June 30. | Obligation due by September 30. Not more than 15% in September. |

(2) Defense Working Capital Funds (DWCF) thresholds are categorized as follows:

| Equipment Funding Thresholds | | | |
|---|--------------|-------------|-----------------------|
| Category | Lower Limit | Upper Limit | Funding Type Required |
| Not Accountable | \$0 | < \$5,000 | DWCF Ops |
| Accountable | >= \$5,000 | < \$100,000 | DWCF Ops |
| Accountable & Depreciated | >= \$100,000 | < \$250,000 | DWCF Ops |
| Accountable, Depreciated & Capital Funded | >= \$250,000 | NA | DWCF Capital |

e. Acronyms.

AOB – Annual Operating Budget

BCA – Business Case Analysis

DES-IP – Defense Logistics Agency, Enterprise Support, Installations Management, Installations Policy

DLA – Defense Logistics Agency

DLA HQ – Defense Logistics Agency Headquarters, Fort Belvoir, Virginia

DRMS – Defense Reutilization and Marketing Service

EA – Economic Analysis

EMACS – Equipment Management and Control System

PLFA – Primary Field Level Activity

FEDSTRIP – Federal Standard Issue Procedures

MIPR – Military Interdepartmental Purchase Request

PCMV – Passenger-Carrying Motor Vehicle, the term used for programming funding for the purchase of over-the-road type vehicles including sedans, station wagons, vans (except cargo vans), sports utility vehicles (SUVs), buses, and ambulances.

RFP – Request for Proposal

f. See flowcharts at [Enclosure 5](#) for additional information.

3. Support Equipment Operations:

a. Physical Standards for Equipment Operators:

(1) 5 CFR, Part 930, Programs for Specific Positions and Examinations (Miscellaneous) [5 CFR Part 930](#).

(2) Coverage. The physical standards are for use in screening applicants and determining the fitness of employees who operate motor vehicles (and equipment) in the competitive service.

(3) Criteria. In general, no medical condition may be considered disqualifying unless there is evidence that it is likely to adversely affect job performance or safety to an unacceptable degree. However, the following criteria are provided to assist Agencies (or PLFAs) in evaluating applicants and employees for motor vehicle (or equipment) operator positions.

(a) Vision. Vision must be at least 20/40 (Snellen) in one eye and 20/70 (Snellen) in the other, with or without corrective lenses, for unlimited operation of a motor vehicle (or

equipment). Blindness in one eye but vision at least 20/30 (Snellen) in the other eye, with or without corrective lenses, is acceptable. Ability to distinguish basic shades of color is not required. Any significant restricted field of vision must be considered individually to determine if it interferes with safe driving (or operation).

(b) Hearing. Average hearing loss in the better ear must be no greater than 40 decibels at 500 Hertz (Hz), 1000 Hz, and 2000 Hz, as determined by two audiometric readings separated by a noise-free period of at least 15 hours. This requirement must be waived if the individual has established a substantial safe driving (or operating) record under circumstances similar to those which would be encountered in the position.

(c) Metabolic Disorders. There is no restriction on the placement of individuals with diabetes mellitus or other metabolic disorders when current medical evidence and driving (or operating) records indicate the person has been able to operate a vehicle (or equipment) safely and efficiently under circumstances substantially similar to those of the position under consideration.

(d) Cardiovascular Disorders. A cardiovascular condition known to be associated with syncope, dyspnea, collapse, sudden incapacitation, or congestive failure may be disqualifying. The primary factor to be considered is whether the person would be able to operate a motor vehicle (or equipment) safely and efficiently.

(e) Seizure Disorders. An Agency (or PLFA) must consider the frequency, duration, and severity of seizures, whether the condition is successfully controlled by medication, whether the medication has any serious side effects, and the individual's experience with maintaining the treatment regimen. Since loss of awareness or a seizure episode while operating a vehicle (or equipment) could be dangerous to the individual and others, risk of future seizures should be considered when making a determination regarding qualifications to operate a motor vehicle (or equipment).

(4) Evaluating Physical Fitness.

(a) Procedure. Optional Form 345, Physical Fitness Inquiry for Motor Vehicle Operator, may be used for renewal authorization and the period evaluation of operators (or incidental operators) required by law. (See 5 CFR 930.) An Agency (or PLFA) official must review the completed form and any other pertinent information to determine whether the individual should be referred for medical examination. When the official decides that a medical examination is necessary, all relevant information, including a brief description of the duties of the position, should be referred to the Federal medical officer or other licensed physician for examination and an advisory recommendation.

(b) Waiver of Examination. An Agency (or PLFA) may waive the physical examination when there is a basis for knowing a condition that might otherwise have called for the examination, has not been, and is not likely to be, detrimental to the driving (or operating) safety of the applicant.

b. See flowcharts at [Enclosure 5](#) for additional information.

| | | | | | | | | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 6 | 75 | 64 | 53 | 42 | 31 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 7 | 75 | 65 | 56 | 47 | 38 | 29 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 8 | 75 | 67 | 59 | 51 | 43 | 35 | 27 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 9 | 75 | 68 | 61 | 54 | 47 | 40 | 33 | 26 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 10 | 75 | 69 | 63 | 57 | 51 | 45 | 39 | 33 | 24 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 11 | 75 | 70 | 65 | 60 | 55 | 50 | 44 | 36 | 32 | 26 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 12 | 75 | 70 | 65 | 60 | 55 | 50 | 45 | 40 | 35 | 30 | 25 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 13 | 75 | 70 | 65 | 60 | 55 | 50 | 45 | 40 | 36 | 32 | 25 | 24 | 20 | 10 | 10 | 10 | 10 | 10 | 10 | 10 |
| 14 | 75 | 71 | 67 | 63 | 59 | 55 | 51 | 47 | 43 | 38 | 28 | 28 | 24 | 20 | 10 | 10 | 10 | 10 | 10 | 10 |
| 15 | 75 | 71 | 67 | 63 | 59 | 55 | 51 | 47 | 43 | 39 | 32 | 31 | 26 | 23 | 20 | 10 | 10 | 10 | 10 | 10 |
| 16 | 75 | 71 | 67 | 63 | 59 | 55 | 51 | 47 | 43 | 39 | 35 | 32 | 29 | 26 | 23 | 20 | 10 | 10 | 10 | 10 |
| 17 | 75 | 71 | 67 | 63 | 59 | 55 | 51 | 47 | 44 | 41 | 35 | 35 | 32 | 29 | 26 | 23 | 20 | 10 | 10 | 10 |
| 18 | 75 | 71 | 67 | 63 | 59 | 56 | 53 | 50 | 47 | 44 | 38 | 38 | 35 | 32 | 29 | 26 | 23 | 20 | 10 | 10 |
| 19 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 41 | 42 | 39 | 36 | 33 | 30 | 27 | 24 | 20 | 10 |
| 20 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 45 | 42 | 39 | 36 | 33 | 30 | 27 | 24 | 22 | 20 |
| 21 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 45 | 42 | 39 | 36 | 33 | 30 | 28 | 26 | 24 | 22 |
| 22 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 45 | 42 | 39 | 36 | 34 | 32 | 30 | 28 | 26 | 24 |
| 23 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 45 | 42 | 40 | 38 | 36 | 34 | 32 | 30 | 28 | 26 |
| 24 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 51 | 48 | 46 | 44 | 42 | 40 | 38 | 36 | 34 | 32 | 30 | 28 |
| 25 | 75 | 72 | 69 | 66 | 63 | 60 | 57 | 54 | 52 | 50 | 48 | 46 | 44 | 42 | 40 | 38 | 36 | 34 | 32 | 30 |

c. See flowcharts at [Enclosure 5](#) for additional information.

Enclosure 5 – Flowcharts

Support Equipment Management Flowcharts

<https://headquarters.dla.mil/DES/policy/i4214e5.htm>

Enclosure 6
Use of the Equipment Management and Control System (EMACS)



IN REPLY
REFER TO DES-IP

DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

NOV - 7 2006

MEMORANDUM FOR DEFENSE LOGISTICS AGENCY CORPORATE BOARD

SUBJECT: Mandatory Use of the Equipment Management and Control System
(EMACS)

As you know, the Equipment Management and Control System (EMACS) has been the Defense Logistics Agency (DLA) equipment management information system for years. With announcement of a recent change to the Code of Federal Regulations (41 CFR 102-34.347), each agency that owns or lease vehicles from either the General Services Administration (GSA) or commercial sources, is required to have a fleet management information system. EMACS, which is mandatory for all Agency Field Activities (FAs), will satisfy this new requirement.

EMACS is managed by Installation Policy Division (DES-IP) and maintained by J-6 is also mandatory for all FAs that have support equipment that meets either of the following qualifications: 1) Acquisition cost of \$5,000 or greater; 2) Equipment that requires maintenance per equipment manufacturer requirements. Equipment managed by EMACS includes Automotive Equipment (AUTO), Material Handling Equipment (MHE), other Major Equipment (MAJOR), Miscellaneous Warehouse Equipment (MISC), and Automated Material Handling Systems (AMHS). EMACS use excludes Information Technology (IT) equipment such as computers, printers, and telecommunications equipment since management of this category of equipment is separately managed by J-6.

EMACS provides FAs and DLA Headquarters with the information necessary to manage their equipment fleet. EMACS use enables FAs to:


- Establish, identify, manage, and control the size and composition of their equipment inventory.
- Establish, maintain, and validate appropriate equipment maintenance and operational safety certification for individual equipment within their inventory.
- Develop and disseminate inventory, maintenance performance, and utilization effectiveness reports.

FA managers must ensure EMACS data is used to manage their FA's support equipment. They must also maintain an adequate workforce of trained EMACS users. Managers are responsible to ensure system data integrity, security compliance, and that system utilization updates are made at least once per month for all metered equipment. FA managers are required to appoint primary and secondary EMACS Points of Contact (POC).



EMACS POCs are responsible to set user access rights, reset passwords, to ensure user security documentation is maintained through coordination with local security offices, to host and attend system-training sessions, and to participate in periodic system Configuration Control Board (CCB) meetings as required.

This EMACS policy is effective immediately. The policy will be refined further and subsequently incorporated into the Support Equipment Operations Process One Book chapter. Please direct any questions to DLA EMACS Manager, Roger Hanneman, (703) 767-3522, DSN 427-3522 or e-mail at roger.hanneman@dla.mil or the Support Operations Process Owner, James Twining, (703) 767-3516, DSN 427-3516 or e-mail at james.twining@dla.mil.



PATRICK J. DULIN
Director
DLA Enterprise Support