

DEPARTMENT OF THE ARMY  
Corps of Engineers, Omaha District  
215 North 17th Street  
Omaha, Nebraska 68102-4978

DM 1125-2-3

CEMRO-OP-M

Memorandum  
No. 1125-2-3

1 August 1988

Plant  
ADMINISTRATIVE MOBILE LAND PLANT AND FLOATING  
PLANT MANAGEMENT: GENERAL

1. Purpose. This memorandum establishes policies, guidance, and procedures of general administrative management of mobile land plant and floating plant.

2. Applicability. This memorandum applies to all activities under the jurisdiction of the Omaha District operating project owned, revolving fund, or commercial leased equipment.

3. References.

- a. EM 385-1-1.
- b. ER 1125-2-300.
- c. ER 1125-2-310.
- d. DM 1125-2-1.

4. Responsibilities.

a. Operations Division.

(1) Responsible for managerial control of all mobile land plant and floating plant owned or leased by the Omaha District.

(2) Provides technical support of mobile land plant and floating plant to the field offices.

(3) Reviews records and develops procedures for operation, utilization, and maintenance of mobile land plant and floating plant.

(4) Approves acquisition, disposal, transfer, and replacement of mobile land plant and floating plant.

b. Area Engineer, Project Engineer, Lake Manager, and supervisors of Omaha District activities.

(1) Responsible for the safe, efficient, and economical management, operation, utilization, and maintenance of all mobile land plant and floating plant.

(2) Assures that mobile land plant and floating plant are used for official use only.

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This memorandum supersedes DM 1125-2-3, dated 1 June 1984.

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(3) Ascertains that mobile land plant and floating plant utilization and cost reporting is timely, accurate and complete.

(4) Maintains an inventory of equipment at the minimum level essential for accomplishment of the assigned mission.

(5) Justifies annually the retention of mobile land plant and floating plant that show usage of less than 45 days per year.

(6) Promptly advise Operations Division of the following:

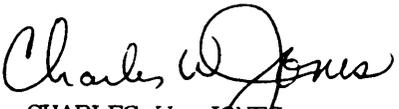
(a) Any accident involving mobile land plant and floating plant.

(b) Excess or surplus mobile land plant and floating plant.

(c) Repairs costing \$300 or more.

FOR THE COMMANDER:

3 Appendices  
APP A - Operation and Utilization  
APP B - Maintenance  
APP C - Training and permits

  
CHARLES W. JONES  
LTC, Corps of Engineers  
Deputy Commander

DISTRIBUTION:

A  
B

APPENDIX A  
OPERATION AND UTILIZATION

1. General.

a. Mobile land plant and floating plant (equipment) will be managed to the maximum extent feasible to ensure efficient and economical utilization and to eliminate duplication of services and facilities.

b. Each piece of equipment will be assigned only to the type of work it was designed to perform.

c. Equipment not in a safe and serviceable condition will be removed from service until it is restored to a safe and serviceable condition.

2. Equipment and Supplies. Equipment will be provided with the following:

a. First aid kit.

b. Fire extinguisher.

c. Slow moving emblem when required.

3. Utilization.

a. All field offices are required to manage their equipment utilizing the Dbase III equipment management system, in accordance with user instructions issued by Operations Division.

b. Equipment utilization and cost data listed below will be reported to Operations Division no later than 10 working days following the reporting period. Monthly reporting periods are the 21st of the previous month through the 20th of the current month.

(1) Days used.

(2) Hourmeter or odometer reading.

(3) Maintenance cost.

(4) Labor cost.

(5) Downtime (days).

The primary purpose of the Dbase III equipment data system is to have a historical record of equipment available to meet the requests from higher authority.

c. All field offices are required to submit a utilization report of all equipment for the previous FY on or before 30 October each year to CENRO-OP-M.

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Equipment that has an annual usage of 45 days or less for that year will be declared excess or a written justification for its retention will be forwarded to Operations Division. The justification for retention will include the following:

- (1) Identification number.
- (2) Days and hours used.
- (3) Days of downtime.
- (4) Estimated days of use for the coming year.
- (5) What the equipment will be used for.
- (6) The effect on your assigned mission if the equipment is not retained.

APPENDIX B  
MAINTENANCE

1. General.

a. Managers, maintenance personnel, and operators are to be familiar with the terms of the mobile land plant and floating plant (equipment) warranty so they can determine what service is to be performed by the manufacturer.

b. Equipment will be maintained in a safe and serviceable condition and kept clean.

c. Each day before equipment is put into service a routine safety and maintenance inspection will be performed.

d. Maintenance will be performed according to the manufacturers recommendations or anytime a malfunction is suspected or observed.

2. Maintenance Records.

a. A file or jacket folder will be maintained for each piece of equipment assigned to a field office or installation. This file will contain the historical record of all the maintenance repairs, cost of labor, and parts.

b. Maintenance request (DA Form 2407) will be used by all field offices operating a repair facility. A copy of the completed DA 2407 will be filed in the jacket folder whenever maintenance and/or repairs are required.

c. Offices that utilize a commercial maintenance facility may either complete a DA Form 2407 for the maintenance performed at the commercial facility, or a legible copy of the invoice that clearly identifies the parts, labor, and repairs may be filed in the jacket folder.

APPENDIX C  
ACQUISITION

1. Purchase.

a. Acquisition of new and replacement equipment will be projected in the 5 year budget program for funding.

b. Replacement will be determined according to age, condition, and requirements.

2. Justification. The Justification will include the following:

a. Nomenclature and identification number of the equipment that replacement is requested for.

b. Type, size, and additional attachments and/or options required.

c. Estimated total cost of the requested equipment.

d. Estimated annual days and hours/mileage the equipment is expected to be used.

e. The effect on assigned mission if the requested equipment is not received.

f. A cost effect study indicating the following:

(1) Cost of Government ownership.

(2) Cost of leasing.

(3) Contracting the work out.

3. Receipt of Equipment. Equipment received will be reported to Operations Division immediately and the following action taken:

a. Inspect to assure the equipment meets specifications.

b. Prepare a receiving report.

c. Complete a plant data card (MRD Form 0681) and forward to Operations Division.

d. Prepare the equipment for service.

e. Report equipment that has been replaced to Operations Division for disposal.

APPENDIX D  
TRAINING AND PERMITS

1. Mobile Land Plant.

a. The Area Engineer, Project Engineer, Lake Manager, and/or Supervisors of Omaha District activities will designate an authorized examiner for each type of engineering equipment, who is a competent operator and familiar with the safety features and operation of each type of engineering equipment.

b. The designated examiner will test employees to demonstrate their proficiency to properly and safely operate the specific type of equipment prior to being certified.

c. Operators of engineering equipment will be required to have a physical examination annually.

d. Operators of cranes, draglines, hoisting equipment, etc., will be required to pass a written test every 2 years.

e. Operators of engineer equipment, i.e., cranes, draglines and hoisting equipment that have less than 8 hours of operating time each month on the equipment they are qualified to operate, will be given 8 hours of familiarization training under actual operating conditions each month.

f. An Equipment Operators Qualification Record (DA Form 348) will be completed and authenticated for each type of equipment the employee is qualified to operate. These records will be kept on file at each respective field office.

g. A U.S. Government Motor Vehicle Operators Identification Card (OF 346) will be issued with an endorsement noting the type of equipment the employee is qualified to operate.

2. Floating Plant. Motorboat operators will be tested and licensed in accordance with DM 1125-2-1, Training, Testing, and Certification of Motorboat Operators.