

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC Regulation
No. 755-9

18 September 1998

Disposal of Supplies and Equipment

REDISTRIBUTION AND ACQUISITION OF EXCESS
INSTALLATION EQUIPMENT

Supplementation. The U.S. Army Materiel Command prohibits local supplementation of this regulation unless approved by the Commander, USAMC Installations and Services Activity, ATTN: AMXEN, Rock Island, IL 61299-7190.

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*This regulation supersedes AMC-R 755-9, 13 December 1990.

1. **Purpose.** This regulation outlines the policies and procedures for the reporting, redistribution, and acquisition of excess Installation Equipment (IE).

2. **References.** We have provided a list of referenced publications in paragraph 11.

3. **Explanation of terms.** In this publication, we have adopted personal pronouns where appropriate. In using the pronouns we, us, or our, we are referring to our organization, USAMC Installations and Services Activity (AMC I&SA), AMXEN-E. In using the pronouns you, or your, we are referring to the U.S. Army Materiel Command (AMC) organization using this publication.

4. **Scope.** This regulation applies to--

a. Headquarters (HQ) AMC; AMC major subordinate commands (MSC); MSC subordinate installations, activities, and laboratories reporting directly to HQ AMC. This includes Government-owned contractor-operated (GOCO) installations or activities.

b. All nonexpendable and durable IE on hand at an installation, activity, or laboratory except real property, nonappropriated fund property, (refer to AR 215-7), and those categories of equipment listed in appendix A.

c. Laboratories may donate their scientific equipment directly to public schools or nonprofit organizations. The National Technology Transfer Act of 1995 eliminates reporting procedures for laboratories wanting to donate scientific/laboratory equipment. We placed the specific procedures for these donations in paragraph 8.

5. **Policies.** a. **AMC must use excess equipment prior to new procurement.** This reduces the expenditure of appropriated funds. Our first source of supply is excess equipment.

b. All AMC organizations report excess equipment through their MSC (if required) to AMXEN-E, within 10 days of excess determination.

c. Installations using the Defense Property Accountability System (DPAS) can report the excess equipment from the Property Book Office (PBO). In the DPAS release, 4 Nov 96, an excess screen allows the user to electronically transfer the applicable data to a data base maintained for all DPAS users. For detailed electronic excess procedures see paragraph 8a.

d. We access this data base and download the equipment list for AMC. We load the excess equipment reported by the installations on our Internet Web Page. Users can browse at their convenience. We update this listing every week. For organizations without

Internet access, we will e-mail a copy of this listing until Internet access becomes available. Organizations having neither Internet nor e-mail capabilities must contact us to make special arrangements for receiving the listing.

e. **Appendix A** has a listing of items excluded from our excess reporting. We also included the proponent, and applicable regulations, by categories of equipment.

f. **Appendixes B** through **F** contain specific procedures pertaining to the various types of mobile equipment.

g. AMC units still report aircraft directly to U.S. Army Aviation and Missile Command (see appendix A).

h. Report excess tactical wheeled vehicles directly to U.S. Army Tank-automotive and Armaments Command (TACOM) in the following manner:

(1) Prepare a DD Form 1348M, DOD Single Line Item Requisition System Document (Mechanical), in duplicate.

(2) Include two copies of SF Form 120, Report of Excess Personal Property, and DA 461-5, Vehicle Classification Inspection.

i. See AR 700-43 and AR 725-50 for uniform policy and procedures for reporting excess Industrial Plant Equipment (IPE).

j. Excess equipment reported to us requires a 45-day waiting period. Then you can release the item to non-AMC activities for final disposition as appropriate at the Defense Reutilization Marketing Service or National Inventory Control Point (NICP), IPE is the exception to this policy (see paragraph 4m).

k. Defense Industrial Plant Equipment Center (DIPEC), provides disposition instructions for IPE. If you receive disposition instructions prior to the end of the 45 days please notify us.

l. Report excess Government Furnished Equipment at GOCO plants per the Federal Acquisition Regulation (FAR) part 45, and Department of Defense (DOD) supplements.

m. The MSCs and installations submit transfers of excess equipment outside AMC, but within the Army, in the following manner:

(1) Send us the completed SF Form 120, DA Form 3161, and a cover memorandum outlining the specific transfer information.

(2) Providing no urgent priorities occur, we will approve the request.

n. We are the focal point for Base Realignment and Distribution Closure (BRAC) equipment issues. Report all serviceable and economically repairable equipment including those in appendixes B through F to us, before providing excess equipment to the Local Community Redevelopment Authority. Each has unique circumstances and requires individual BRAC guidance. We will provide that detailed/specific guidance to you in separate correspondence.

6. Responsibilities. a. The Deputy Chief of Staff for Engineering, Housing, Environment, and Installation Logistics, HQ AMC, exercises overall staff supervision over the program of redistribution and acquisition of excess IE.

b. The Commander, AMC I&SA, establishes programs to effectively implement this regulation, screens excess reports, and provides guidance to MSCs, installations, activities, and laboratories concerning redistribution and acquisition of excess IE.

c. Commanders of AMC organizations are responsible for effective program implementation at the installation level. This includes:

(1) Meeting regulatory requirements.

(2) Promptly reporting all IE, in an accurate and timely manner, and maintaining historical and transfer records.

(3) Ensuring Equipment Manager (EM) and other Government personnel have reviewed the available excess reports.

d. The AMC activities located on non-AMC installations report AMC-owned excess equipment directly to us before turn-in to the host installation.

7. Reporting criteria. a. Coordinate with us before transfer or disposal of excess IE. Excess IE within the scope of paragraph 4b, with a unit acquisition cost of more than \$2500, requires reporting to us. Use both the alpha (supply) codes, and numeric (disposal) codes. You can find these Federal condition codes in AR 725-50, **appendix C**. Non-DPAS users report condition codes include A1, A2, A4, A5, B1, B2, B4, B5, and F7. The DPAS users will use the alpha character only. The AMC units do not need to report other condition codes with the exceptions outlined in appendixes B through F.

b. The AMC units will report all office furniture in the above manner.

c. The AMC units will not report or ship excess IE if the cost of doing so is more than the cost of packing, handling, and

shipping is more than the item's original acquisition cost. See appendixes B through F, for exceptions. The AMC organizations will not report to us items that have reached their overage criteria unless:

(1) The item is in short supply.

(2) A technical inspection reveals the item has useful remaining life.

8. **Procedures.** a. The DPAS reporting policies are as follows:

(1) Procedures for the automated excess process are in your DPAS user's manual, and the AMC Automated Excess Policy memorandum, 24 Feb 98.

(2) Once reported as excess in DPAS, the equipment is available for screening by all federal agencies using DPAS. Our first priority is meeting equipment requirements within AMC. If we don't have a need for the equipment within AMC, we will laterally transfer equipment to other organizations within the Department of the Army.

(3) You must manually submit inspection forms (for mobile equipment) to us. The DPAS doesn't have automated form capability at this time for these specific forms. (See appropriate appendix for our mailing address.) We hope to eliminate all hard copy forms through systems enhancements. We will send all the DPAS user's updates detailing procedures.

b. Non-DPAS users report excess IE in the following manner:

(1) Qualified personnel complete the inspection and assign an accurate condition code.

(2) Complete the SF 120. See paragraph 8c, for specific instructions.

(3) Forward all paperwork through your MSC, if required, to us. See appendixes B through F for additional paperwork requirements on mobile equipment. Within 10 days, MSCs forward the paperwork to us. Include any recommendations for redistribution within their command.

c. Complete the SF 120 in the following manner:

(1) Submit a separate SF 120 for each Federal Supply Class listed in SB 708-21, Federal Supply Classification Handbook H2-1.

(2) Designate National Stock Number (NSN), nomenclature from SB 700-20 or Federal supply catalogs, and Line Item Number (LIN), if applicable.

(3) Other mandatory information includes:

(a) Manufacturer's name.

(b) Model number.

(c) Year of manufacture.

(d) Acquisition costs.

(e) Condition code.

(f) USA Registration Number (if applicable).

(g) Description of the item and specific features and included components.

(h) Include an accurate address, and a point of contact (POC) for further questions.

d. A completed DA Form 461-5, Vehicle Classification Inspection, accompanies each report for all NTV and forklift trucks. A completed DA Form 2404, Equipment Inspection and Maintenance Worksheet, and DA Form 3590, Request for Disposition or Waiver, accompanies each excess report for heavy construction equipment, fire trucks, and all other equipment not requiring a DA Form 461-5.

e. Disposal procedures.

(1) If you don't get a verbal request to hold the item, or specific instructions within 45 calendar days, dispose of the item per DOD 4160.21M and AR 725-50 chapter 7, as appropriate.

(2) Excess IPE and mobile equipment in appendixes B through F are the exception. The DIPEC provides IPE disposition instructions. We provide disposition instructions, or direct you to report the item to the NICP for mobile equipment.

f. Laboratory donation process.

(1) We have established the following definitions and procedures for laboratories to donate laboratory/scientific equipment to a nonprofit organization.

(a) We define our laboratories as - any laboratory within AMC. This includes research laboratories, engineering laboratories, and laboratories supporting installation missions.

(b) We define excess laboratory/scientific equipment as the following:

1 Items which you no longer require, that have educational value, or you determine are otherwise useful. All items within the Federal Supply Class (FSC) 6600 series qualify. Transfer other equipment with the approval of your unit commander/director.

2 Automatic data processing equipment (ADPE) often connects with laboratory/scientific equipment to create a specific end item. You may donate the entire item if associated with a laboratory/scientific item. If you have free standing ADPE, you must donate it under Title 3, Executive Order 12999, 17 April 1996. Guidance for donating ADPE to schools has very specific procedures and you are not exempt from reporting or following federal disposal laws.

(c) Use DD Form 1149, Requisition and Invoice Shipping Document, to transfer the equipment. Complete the form in the same manner as other transfers. We have provided specific instructions in paragraph 9b(6). Remember to include a document number, POC, and his/her phone number. Send us a copy of the completed transfer. Keep a file copy for your audit trail.

g. Our processing steps.

(1) We screen all reported excess against known requirements for AMC. (See paragraph 9a for want list procedures.)

(2) Compile our non-DPAS and System for Paperless Reporting of Excess System (SPARES) data and upload a list of declared excess to our homepage for all users to screen at their convenience.

(3) We e-mail the compiled list to users without Internet access.

(4) We set redistribution priorities when more than one requirement exists for equipment. We establish our priorities primarily on the urgency of need. Other factors include the distance between installations, and availability of equivalent items from a closer source. We coordinate redistribution priorities with all involved personnel.

9. **Acquisition.** a. Units with new or changing requirements can submit a want list. We screen the list against our excess list,

and expedite screening time and paperwork. Units must update their want list every 6 months allowing us to keep our requirements data base current. Our long term goal is to automate this list using our Internet homepage. For the present submit your want list in an Excel, or a memorandum format. Include the following information:

- (1) NSN, or a minimum of a FSC.
- (2) Nomenclature of the requested item.
- (3) LIN if applicable.
- (4) Detailed description of the item, listing features.

b. AMC units receiving reports of available excess from us need to screen the list against their authorized requirements. When you find an item that meets your requirements, take the following actions:

(1) Call the POC listed in our cover letter. Ask for the POC at the excessing installation. The installation POC can provide you with the item specifics, and answer your questions.

(2) If an item ultimately meets your requirements, telephone our POC and place a "freeze" on the item. In placing the "freeze" we hold that item pending the receipt of your requisition for shipment.

(3) **The gaining installation is ultimately responsible for coordinating the acquisition of excess equipment.** The AMC I&SA will act as the clearing house and "honest broker" in these transactions.

(4) AMC has installations that use the DPAS to laterally transfer equipment. The losing installation will process the lateral transfer within 15 days of notification.

(5) The gaining installation is responsible for all shipping costs. Government-owned government-operated (GOGO) installations are responsible for shipment preparation costs. Government-owned contracted-operated installations may include the shipping preparation costs into the shipping costs.

(6) Please call us if you cancel your freeze request. Some of our items have more than one interested unit, this allows us to redistribute the item to the second requisition.

(7) On rare occasions we receive urgent equipment requests to fill requirements, consequently we may need to cancel your requisition. If this happens, we will attempt to fill your equipment requirement from other sources.

(8) Include the following in your DD Form 1149:

(a) The NSN, LIN, nomenclature, quantity, excess document number corresponding to the item, and your installation mailing address with an office symbol and POC.

(b) A document number for the shipment and the fund cite for the transportation costs.

(9) We will process the DD Form 1149, and send you a copy of our paperwork.

c. Laterally transfer equipment in the following manner:

(1) The losing installation submits a DA Form 3161, Request for Issue or Turn-In, through their MSC (if necessary) to us.

(2) Provide the following information:

(a) Name of gaining installation's PBO.

(b) NSN.

(c) LIN.

(d) Quantity of the item.

(e) Justification of the transfer.

d. If you have a requirement for excess IPE, take the following action:

(1) Call us with your requirement.

(2) After our approval you must call the DIPEC office listed in DIPEC Handbook 5025-5. Complete the DD 1149 and send to the responsible DIPEC office. Furnish information copies of the DD Form 1149 to us, and your MSC.

e. Justify all urgent requirements, or request for special handling in writing.

f. As commanders of AMC organizations, you have authorization to obtain excess IE without further approval, if the equipment is within your authorized allowances. When you transfer items between different Unit Identification Codes (UIC), report the transfer (including Authorization media, Tables of Distribution Allowances, Common Tables of Allowances, or other) to us. **THIS DOES NOT APPLY TO ALL EQUIPMENT IN APPENDIXES B THROUGH F.** See the appendixes for specific instructions.

g. The receiving installation will bear the transportation costs of IE shipment. The shipping installation will bear costs associated with packing and handling. The AR 700-43 prescribes funding of transportation, packing, handling costs.

h. You will ship excess IE per existing directives. When preparing an item for shipping, if you notice deficiencies or discrepancies, contact us before shipment.

i. If the equipment you receive is not in the condition listed, let us know. Please give us specific defects that disqualify the item from the reported condition. This allows us to address and correct any discrepancies.

10. **Reporting requirements.** a. If you have directives from higher HQs for immediate notification, note on the report that you sent us a copy. Also include that we request a 45-day screening prior to release to non-AMC activities.

b. AR 335-15 exempts the AMC Management Information Control Officer from the requirements of this regulation.

c. For equipment with registration numbers, submit your DA Form 2408-9, Equipment Control Record, to us per DA PAM 738-750, and AR 710-3, Supplement 1.

11. **References.**

- | | |
|--------------------------|--|
| a. AR 700-43 | Defense Industrial Plant Equipment Center Operations |
| b. AR 708-1 | Cataloging and Supply Management Data |
| c. AR 710-2 | Inventory Management Supply Policy Below the Wholesale Level |
| d. AR 725-50 | Requisitioning, Receipt, and Issue System |
| e. DOD 4160.21M | Defense Reutilization Marketing and Disposal Manual |
| f. DFAS 7900.5-M | DPAS Users Manual |
| g. Executive Order 12999 | Ensuring Opportunity for all Children in the Next Century |
| h. SB 700-20 | Army Adopted/Other Items Selected For Authorization/List of Reportable Items |

- i. SB 708-21 Federal Supply Classification:
Part I, Groups and Classes
(Cataloging Handbook H2-1)
- j. DIPEC-H 5025.5 Defense Industrial Plant Equipment
Center Organization Directory
- k. DA Pam 738-750 The Army Maintenance Management
System
- l. AR 56-3 Management of Army Rail Equipment
- m. AR 56-9 Watercraft

The proponent of this regulation is the United States Army Materiel Command Installations and Services Activity (AMC I&SA). Users are invited to send comments and suggested improvements on DA Form 2028(Recommended Changes to Publications and Blank Forms) to the Commander, AMC I&SA, ATTN: AMXEN-E, Rock Island, IL 61299-7190.

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APPENDIX A

LIST OF EQUIPMENT EXCLUDED FROM REPORTING TO AMXEN-E

Report the following items as indicated below.

<u>Equipment Category</u>	<u>Report to</u>	<u>Reference</u>
ADPE	Commander, U.S. Army Materiel Command, ATTN: AMCIO-F, Alexandria, VA 22333-0001	AR 25-1 DOD 7950.1-M
Aircraft	Commander, U.S. Army Aviation and Missile Command, ATTN: AMSAM-RA-L Redstone Arsenal, AL 35898-5100	TB-43-0002-3
Ammunition Peculiar	Commander, Industrial Operations Command, ATTN: AMSIO-SMA-C, Rock Island, IL 61299-6000	AR 725-50
Chemical Demilitarization Equipment	Commander, U.S. Army Chemical and Biological Defense Command ATTN: AMSCB-LO-E Aberdeen Proving Ground, MD 21010-5423	USATHAMA Reg 5-1
COMSEC Equipment	Commander, U.S. Army Communication Security Logistics Agency, ATTN: SELCL-EPC (Lynn West) Fort Huachuca, AZ 85613	AR 380-40
Conventional Weapons and Fire Control Equipment	Commander, Industrial Operations Command, ATTN: AMSIO-SMA-I Rock Island, IL 61299-6000	AR 725-50
Dispensary and Hospital	As indicated in Reference	AR 40-61

Flags, Banners, etc.	U.S. Army Support Activity, ATTN: STRAP-SEF 2800 S 20th St., Philadelphia, PA 19101-3460	AR 840-10
Gas Mask and Chemical Equipment	Director, Armament and Chemical Acquisition & Logistical Activity ATTN: AMSTA-AC-MMNC Rock Island, IL 61299-7360	AR 725-50
Historical Properties	Chief of Military History, ATTN: HQDA (DAMH-HSM) WASH DC 20314-0200	AR 870-5
Installation Equipment and Spare Parts	Commander, U.S. Army Environmental Center ATTN: SFIM-AEC-IR Aberdeen Proving Ground, MD 21010-5401	USATHAMA-R 5-1
IE excluded by cost and/or Condition limitations	As indicated in Reference	DOD 4160.21-M AR 725-50
IPE at GOCO's and COCO's	Defense Industrial Plant Equipment Center, ATTN: DIPEC-O Memphis, TN 38114-5213	FAR, Part 45, DOD suppl thereto, and AR 700-43
Micrographics Equipment	Commander, U.S. Army Materiel Command, ATTN: AMCIO-S, Alexandria, VA 22333-0001	AR 710-2 AR 25-1

Military Affiliated Radio System (MARS)	As indicated in reference	AR 25-6
Missiles and Systems	Commander, U.S. Army Aviation and Missile Command, ATTN: AMSAM-MMC-MM Redstone Arsenal, AL 35898-5329	AR 710-9 AR 725-50
Printing Plant Equipment	Commander, U.S. Army Materiel Command, ATTN: AMCIO-S Alexandria, VA 22333-0001	AR 25-30 DOD 4160.21-M NASO-P35 NAV.PUB.INST 5608.2B
Tactical Wheeled Vehicle	Director, Tactical Wheeled Vehicle Management Office, ATTN: ATZF-TWV, Fort Eustis, VA 23604-5456	AR 725-50

APPENDIX B

REPORTING CRITERIA AND RELATED INSTRUCTIONS
PERTAINING TO NONTACTICAL VEHICLES (NTV)

B-1. The MSC will forward all excess reports to AMXEN-E within 10 workdays of receipt, along with any recommendation for redistribution within that command. We do not authorize the MSC to transfer NTV without prior written approval of AMXEN-E. The following vehicles are reportable through MSC to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190 for disposition instructions:

- a. NTV listed in SB 700-20.
- b. Related accessories such as body, refuse collection, and refuse containers.
- c. NTV FSCs include 2310-2350.

B-2. The AMXEN-E approves all NTV dispositions, even if they are overage and/or over mileage and you have received replacement. After approval from AMXEN-E, report the NTV to the nearest Defense Reutilization Marketing Office or Plant Clearance Officers. Retain mileage on NTV that are not overage, until the receipt of disposition instructions from AMXEN-E.

B-3. Verify vehicle repair requirements before submitting excess reports to ensure vehicles are in the condition stated on DA Form 461-5. In computing the repair cost for NTV, exclude such items as paint, torn upholstery, dents, scratches, etc., if they do not interfere with safe and serviceable operation. Also, exclude the cost of batteries, tires, chains, seat covers, and antifreeze.

B-4. The installation, activity, or laboratory will--

- a. Report excess NTV, despite condition code, on SF 120, Report of Excess Personal Property, by LIN, NSN, nomenclature, USA registration number and serial number. Attach two copies of DA Form 461-5 for each vehicle. Complete all blocks since it provides vital data used in making management decisions. Identify each excess report number and complete inspection forms accurately. Date form no more than 30 days before submission.
- b. Retain NTV on the property records of the installation accountable property officer. The AMXEN-E completes excess reporting and screening and provides disposition instructions.

Exempt all NTV from time limitation screening, and retain until your unit receives disposition instructions.

B-5. We do not authorize commanders of MSCs, installations, activities, and laboratories to obtain excess transport equipment prior to coordination with AMXEN-E. Processing requests for equipment not currently authorized requires the submission of TDA memorandum request with justification as prescribed in AR 71-32, Section VIII.

Do not request excess or uneconomically repairable NTV for disposal by other services and Federal agencies unless there are extenuating circumstances. Submit requests for exception to AMXEN-E for review, comment and forwarding to HQ AMC. Fully justify the need for the vehicle furnished for each exception requested.

B-6. Process motor vehicle records and/or equipment transfer records as prescribed in the appropriate directives and references listed in this appendix. Cost for transportation of excess vehicles within AMC will be borne by the receiving activity, installation, or laboratory except when MSC fund transfers to GOCO activities.

B-7. References:

- | | | |
|----|----------------|---|
| a. | AR 725-50 | Requisitioning, Receipt, and Issue Systems |
| b. | AR 58-1 | Management, Acquisition, and Use of Administrative Use Motor Vehicles |
| c. | AR 700-88 | Commercial Design Vehicles FSC Class 2300 (Being incorporated into AR 58-1) |
| d. | TM 38-600 | Management of Administrative Use Motor Vehicles |
| e. | DA Pam 738-750 | The Army Maintenance Management System (TAMMS) |
| f. | FAR Part 45 | Federal Acquisition Regulation |
| g. | AR 71-32 | Force Development and Documentation-Consolidated Policies |

APPENDIX C

REPORTING CRITERIA AND RELATED INSTRUCTIONS
PERTAINING TO WATERCRAFT

C-1. Report onhand assets of watercraft when they become excess to requirements due to changes in mission or reduction of TDA authorizations.

Report excess watercraft equipment to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190, within 10 workdays. MSCs, installations, activities, or laboratories will not accomplish transfer or redistribution of such assets by without prior approval of AMXEN-E. Watercraft FSCs include 1905, 1930-1950, 2090, and 5420.

C-2. Document the required forms when reporting watercraft as indicated below. Complete the applicable forms and date the form more than 30 days prior to submission:

- a. DA Form 3590, Request for Disposition or Waiver.
- b. DD Form 1348, DOD Single Line Item Requisition System Document (Manual). RIC is A12.
- c. DA Form 2404, Equipment Inspection and Maintenance Worksheet. The following data must be annotated:
 - (1) Manufacturer and year of manufacture.
 - (2) Current acquisition cost as reflected in SB 700-20.
 - (3) Total estimated man-hours and material cost to place the item in a safe and serviceable condition.
 - (4) Modification Work Orders (MWO), if any, that you have applied.

C-3. In addition to reporting to AMXEN-E, report excess watercraft to the appropriate NICP for action when no requirement exists within AMC. When a requirement does exist, AMXEN-E will take action to effect transfer of the asset filling the existing shortage.

C-4. Upon receipt of disposition instructions from AMXEN-E, the reporting installation will assure that historical and transfer records are complete, and actions are complete as prescribed in DA Pam 738-750. The receiving installation will acknowledge receipt of the asset through submission of appropriate records prescribed in DA Pam 738-750.

C-5. References:

- a. AR 725-50 Requisitioning, Receipt, and Issue System
- b. AR 56-9 Watercraft
- c. SB 700-20 Army Adopted/Other Items Selected for Authorization/List of Reportable Items
- d. DA Pam 738-750 The Army Maintenance Management System (TAMMS)
- e. TB 43-0002-26 Maintenance Expenditure Limits for FSC Groups 19, 20, and 23; FSC Classes 1905, 1915, 1925, 1930, 1935, 1940, 1945, 2010, and 2305

APPENDIX D

REPORTING CRITERIA AND RELATED INSTRUCTIONS PERTAINING TO
MATERIAL HANDLING EQUIPMENT (MHE), COMMERCIAL CONSTRUCTION
EQUIPMENT (CCE), AND WHEEL-MOUNTED SUPPORT EQUIPMENT

D-1. The MSC will forward all excess reports to AMXEN-E within 10 workdays of receipt along with any recommendation for redistribution within that command. We do not authorize our MSCs to transfer MHE or CCE without prior written approval from AMXEN-E. The following equipment types are reportable through the MSC to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190, for disposition instructions regardless of funding; and retain until you receive disposition instructions from AMXEN-E.

- a. MHE.
- b. CCE.
- c. Wheeled-Mounted Support Equipment.

d. The MHE, CCE, and wheel mounted support equipment include FSCs 2410, 2420, 2590, 3805-3830, 3910, 3930, 3950, 3990, 4310, 5430, and 6635.

D-2. Verify mobile equipment repair requirements prior to submission of excess reports, assure you have reported equipment in the correct condition as shown on DA Form 461-5, Vehicle Classification Inspection, or DA Form 2404, Equipment Inspection and Maintenance Worksheet. In computing the repair cost, exclude such items as paint, torn upholstery, dents, scratches, etc., if they do not interfere with the safe and serviceable operations of the equipment; also, exclude the cost of batteries, tires, chains, and antifreeze.

D-3. The installation, activity, or laboratory will--

a. Accomplish inspection of equipment by the personnel who are responsible for maintaining the equipment. After carefully determining the appropriate condition code, the reporting installation, activity, or laboratory forwards the applicable forms to AMXEN-E. For all equipment receiving a condition code of F7 or better, submit a SF 120, Report of Excess Personal Property, and DA Form 3590, Request for Disposition or Waiver. Report equipment in condition codes worse than F7, listed in SB 700-20 Chapter 6, directly to the NICP or Defense Reutilization and Marketing Office (DRMO) as appropriate, with the exceptions of all NTV or fire equipment.

Instructions for excess NTV and Rail equipment are found in the applicable appendix of this regulation.

b. Retain equipment on the stock record account in the same condition as reported until disposition approval by AMXEN-E.

D-4. Upon receipt of reports of excess equipment, AMXEN-E screens requirements and issues disposition instructions (based on equipment condition, remaining life expectancy, and the transportation costs involved).

D-5. We do not authorize commanders of MSCs, installations, activities, or laboratories to obtain excess mobile equipment prior to coordination with AMXEN-E. We will process request for equipment not currently authorized by TDA memorandum request with justification as prescribed in AR 71-32. Do not transfer excess or uneconomically repairable equipment reported for disposal by other services and Federal agencies into the AMC fleet. You may request exceptions to this policy if there are extenuating circumstances. Submit requests for exception to AMXEN-E for review, comments, and approval. You must include a full justification for each equipment requirement requested.

D-6. Process equipment transfer records as prescribed in the appropriate directives and references listed in this appendix. Cost for transportation of excess equipment within AMC will be borne by the receiving activity, installation, or laboratory except when we grant approval. This applies to all GOGO or GOCO activities.

D-7. References:

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| a. | AR 725-50 | Requisitioning, Receipt, and Issue Systems |
| b. | DA Pam 738-750 | The Army Maintenance Management System (TAMMS) |
| c. | FAR Part 45 | Federal Acquisition Regulation |
| d. | AR 750-1 | Army Materiel Maintenance Policy and Retail Maintenance Operations |
| e. | SB 700-20 | Army Adopted/Other Items Selected for Authorization/List of Reportable Items |
| f. | AR 71-32 | Force Development and Documentation-Consolidated Policies |

APPENDIX E

REPORTING CRITERIA AND RELATED INSTRUCTIONS
PERTAINING TO UTILITY RAILROAD EQUIPMENT

E-1. When onhand assets of utility railroad equipment become excess to requirements due to changes in mission, reduction of TDA authorization, receipt of new equipment, or serviceability, equipment in condition/supply code F9 and better, report these assets to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190, as specified in paragraph 7a, basic regulation.

E-2. Do not process requests for transfer or redistribution of any asset, regardless of condition/supply code, by the MSC or between installation, activities, or laboratories without prior approval of AMXEN-E. Timeframes in paragraph 6a, basic regulation, also apply to this type of request. Utility rail equipment includes track maintenance equipment. Rail equipment FSCs include: 2210-2250.

E-3. Documentation required when reporting utility railroad equipment as indicated below (legible copies are sufficient). Date and complete the inspection forms no more than 30 days prior to submission:

- a. DA Form 3590, Request for Disposition or Waiver.
- b. DD Form 1335, Field Inspection Data USA, USAX, USNX, DODX rail cars, for rail cars.
- c. DA Form 2407, Maintenance Request.
- d. TB 55-2200-297-15/1, Inspection and Maintenance Checklist for Diesel-Electric Locomotives.
- e. TB 55-2200-209-15/1, Revision, Inspection and Maintenance Checklist for Locomotive Cranes.
- f. DD Form 1348, DOD Single Line Item Requisition System Document.

E-4. If you have not received disposition instructions from AMXEN-E within 60 days, follow up telephonically to DSN 793-8323/8321 for status. We follow up with verbal disposition instructions. Provide the DD Form 1348 turn-in document number during the follow up. Upon completion of the follow up, equipment not required for transfer or redistribution

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report equipment to the NICP utilizing the originals of the documents sent to AMXEN-E at paragraph E-1, with the DD Form 1348, DOD Single Line Item Requisition System Document (Manual).

E-5. Items not required for transfer or redistribution in less than F9 condition are not reportable to AMXEN-E. Submit them directly to the NICP per AR 725-50. If you do not receive disposition instructions within 30 days of submission, submit a report every 30 days thereafter until you receive disposition.

E-6. Upon receipt of final disposition instructions from AMXEN-E/NICP, the reporting installation will ensure historical/transfer records are complete and that you have taken action as prescribed in DA Pam 738-750. The reporting installation will submit DA Form 2408-9, Equipment Control Record, reflecting final disposition to AMXEN-E within 10 days after completion of action. The receiving installation for transfers will acknowledge receipt within 10 days of receipt.

E-7. References:

- a. AR 56-3 Management of Army Rail Equipment
- b. AR 750-1 Army Materiel Maintenance Policy and Retail Maintenance Operations
- c. AR 725-50 Requisitioning, Receipt, and Issue System
- d. SB 700-20 Army Adopted/Other Items Selected for Authorization/List of Reportable Items
- e. FAR Part 45 Federal Requisition Regulation
- f. DA Pam 738-750 The Army Maintenance Management System (TAMMS)
- g. TB 43-0002-35 Maintenance Expenditures Limits For FSC Group 22; FSC Classes 2210, 2220, and 2230

APPENDIX F

REPORTING CRITERIA AND RELATED INSTRUCTIONS
PERTAINING TO FIRE TRUCKS

F-1. When onhand assets of fire trucks become excess to requirements due to changes in mission, reduction of TDA authorization, receipt of new equipment or serviceability excess equipment report these assets to Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190, within 10 workdays. The MSCs, installations, activities, or laboratories will not accomplish transfer or redistribution of such assets without prior approval of AMXEN-E. The FSC for fire trucks is 4210.

F-2. Documentation required when reporting fire trucks is as indicated below; complete and date applicable forms no more than 30 days prior to submission:

- a. DA Form 3590, Request for Disposition or Waiver.
- b. DD Form 1348, DOD Single Line Item Requisition System Document (Manual). RIC is A12.
- c. DA Form 461-5, Vehicle Classification Inspection.
- d. DA Form 2404, Equipment Inspection and Maintenance Worksheet. The following data must be annotated:
 - (1) Manufacturer and year of manufacture.
 - (2) Current acquisition cost as reflected in SB 700-20.
 - (3) Total estimated man-hours and material cost to place the item in a safe and serviceable condition.

F-3. After reporting excess equipment to AMXEN-E, also report it to the NICP for action when no requirement exists within AMC. When a requirement does exist, we will take action to effect transfer of the asset to fill an existing shortage. Notify NICP of all actions taken.

F-4. Upon receipt of disposition instructions from AMXEN-E, the reporting installation will ensure historical and transfer records are complete and that you have taken all actions as prescribed in DA Pam 738-750. The receiving installation will acknowledge receipt of the asset through submission of appropriate records prescribed in DA Pam 738-750.

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F-5. References:

- a. AR 725-50 Requisitioning, Receipt, and Issue Systems
- b. SB 700-20 Army Adopted/Other Items Selected for Authorization/List of Reportable Items
- c. DA Pam 738-750 The Army Maintenance Management System (TAMMS)
- d. TB 43-0002-38 Maintenance Expenditure Limits for FSC Group 42; FSC classes 4210 and 4230