BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)

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Maintenance

DEPOT MAINTENANCE PLANT MANAGEMENT

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This supplement implements AFMC 21-127, *Depot Maintenance Plant Management* guidance and further defines responsibility as applicable to Depot Maintenance Activity Group (DMAG) funded activities and organization's processing requests for technical installation support, predictive and Preventive Maintenance (PM) requirements, vehicle and documentation control, tool cribs, repair of Industrial Plant Equipment (IPE) and non-real properties. This supplement applies to all DMAG-funded activities at the Ogden Air Logistics Center (OO-ALC) initiating requests to Industrial Services Division (OO-ALC/MAD). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with WebRIMS Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This revision changes office symbols to reflect MAD Division and subordinates (paragraphs: 1.4.1.1; 2.2.4.8; 2.8.1.11; 2.8.2.13; 5.1.3.1; 5.1.3.16; 5.1.3.17; 6.5.2.14; 7.1.2.1; 7.2.3.1.1; 7.4.5; 8.2.3.1; 8.2.3.3; 8.2.3.14); Adds the requirement for notification of Program Management Element (OO-ALC/MADPPP) as part of PM program. Adds requirements for the OO-ALC/MAD vehicle control program (paragraph 8.2.3); deleted paragraphs: 8.4.1.2; 8.4.1.3; 8.4.1.4; 8.4.1.5; and 8.4.3.1

AFMCI 21-127, 24 May 2001, is supplemented as follows:

1.5.1.1 (Added) The 75th Civil Engineer Group is responsible for the management and operation of a centralized service call center in support of all base customers with the exception of military family housing and dormitory customers. This service call center will receive and distribute appropriate work related requests on industrial plant equipment and facilities to OO-ALC/MAD. All other requests will be distributed to the appropriate civil engineering agencies.

2.2.4.4. OO-ALC/MADPPP will develop, prepare, and review PM instructions and ensure they are clear, accurate and meet the requirements of the PM program. The requesting organizations will notify OO-ALC/MADPPP in writing, prior to modifying, relocating, or turning in equipment. An AFMC IMT 306, **Preventive Maintenance Instruction,** or AFMC approved equivalent will be attached to the equipment, as required, identifying *specific* or *general* operator maintenance. Preventive Maintenance Instructions will be maintained in the Facilities Equipment Maintenance System (FEMS) to ensure that all PM updates are accurate. PM instructions will be initiated through FEMS and provided to mechanics before starting work.

2.8.1.11. (Added) The engineering and planning organizations within the applicable directorates will ensure any modifications made to equipment, such as installations of safety guards, interlocks, etc., are brought to the attention of OO-ALC/MADPPP. Subject modifications are to be incorporated into FEMS and the appropriate PM requirements determined.

2.8.2.12. (Added) Ensure completed PM instructions are entered into FEMS and the next PM action is generated.

2.8.2.13. (Added) Input manufacturer's data or technical orders (TO) into computerized MICROSOFT® Access file, and file data into OO-ALC/MAD technical library.

2.8.2.14. (Added) Schedule and monitor the yearly inspection and certification of lifting devices. Ensure corrective action is taken on all PM discrepancies reported and accomplished and that FEMS database is up-to-date.

2.8.2.15. (Added) Inspect and certify all lifting devices annually to ensure that they are serviceable. Prior to use, inspections will be accomplished by the owning organization In Accordance With (IAW) AFOSH 91-46, *Material Handling and Storage Equipment*.

5.1.3. (Added) The Plant Management Engineering Function will:

5.1.3.1. (Added) Return requests not meeting OO-ALC/MAD work criteria outlined in AFMCI 21-127 and Hill AFB Supplement 1 to AFMCI 21-127 to the requester.

5.1.3.2. (Added) Coordinate on all requests involving Plant Management Support from the Product Directorate.

5.1.3.3. (Added) Review all DMAG funded organization's requests for technical installation projects and ensure the information on each request is complete, work description is accurate, specific work and material requisitioning priority codes are correct, and impact on production is provided. All drawings, sketches, and required data for design, planning and work performance must be attached. Project work requests must be forwarded to Environmental Management Directorate (OO-ALC/EM) for coordination. Any project that is reviewed by OO-ALC/EM and required by block 23 of the AF IMT 332, **Base Civil Engineer Work Request,** must have an AF IMT 813, **Request for Environmental Impact Analysis,** accompanying the project work order prior to starting work so environmental concerns are recognized.

5.1.3.4. (Added) Load project requirements into FEMS for assignment of the project work order control number and assign priority.

5.1.3.5. (Added) Coordinate and discuss concerns, as necessary, with the project engineer and shop

5.1.3.6. (Added) Accomplish preplanning actions upon receipt of new project work order.

5.1.3.7. (Added) File a copy of the completed project work order folder in the completed file.

5.1.3.8. (Added) Establish a file in FEMS for each new project work order.

5.1.3.9. (Added) Notify the project engineer if problems arise with materials specified for project work orders.

5.1.3.10. (Added) Review the residue material list on an annual basis to determine which items should be retained in support of future requirements.

5.1.3.11. (Added) Establish Bill of Material (BOM) for work orders and projects.

5.1.3.12. (Added) Update the FEMS and file project work order folders.

5.1.3.13. (Added) Ensure all technical data required for installation and maintenance is available. If data is not available, notify the requesting organization.

5.1.3.14. Work with the DMAG project engineer, planner, and appropriate shop supervisor to discuss requirements, design, and material.

5.1.3.15. (Added) Submit copies of the final design and project documents to the DMAG requesting project engineer for final review.

5.1.3.16. (Added) Provide technical manuals to OO-ALC/MADPPP for any equipment that is purchased and installed by OO-ALC/MAD.

5.1.3.17. (Added) Forward the BOM to OO-ALC/MADPPP for input into FEMS.

5.1.3.18. (Added) Identify the material by providing as much information as possible. The description must include size, type, color, and part number, if applicable.

6.5.2. (Added) The Material Function (OO-ALC/MAMCP) will:

6.5.2.1. (Added) Perform in-depth research to identify and locate the source for material required in support of a project work order. Material not available through base supply may be procured from a private vendor. Work with bench stock monitors to ensure that appropriate bench stock levels are established. More than one vendor should be contacted to ensure best price and lead time for delivery.

6.5.2.2. (Added) Process material requests through the Operational Division (OO-ALC/PKO) for material being procured from private vendors. All AF IMT 9, **Request for Purchase,** for services and commodities, will receive a receiving report from Defense Finance Accounting System (DFAS). The requesting activity on the AF IMT 9 will complete the request for receiving report and return to DFAS, within five working days.

6.5.2.3. (Added) Ensure hazardous material, with an up to date Material Safety Data Sheet (MSDS), has been approved and authorized by the Hazardous Material Cell.

6.5.2.4. (Added) Issue materials only to individuals with a valid work control document and/or project work order number.

6.5.2.5. (Added) Determine if items frequently used but not normally stock listed, can be purchased commercially; i.e., peculiar equipment or machine items which must be replaced often due to high percentage of failure rate. If local vendors can supply these items within an acceptable lead-time, a stock level is not maintained. If lead time is not acceptable, add to normal stock list.

6.5.2.6. (Added) Place material in proper warehouse-designated locations. Assist the bench stock monitor in performing inventories.

6.5.2.7. (Added) Provide the appropriate material issue document to the requester for material stored in the material storage yard. The requester will provide the material issue document to the material expediter in exchange for the material.

6.5.2.8. (Added) Verify the validity of work control documents and ensure requesters sign for material on the appropriate receipt document.

6.5.2.9. (Added) Inventory one-third of all stocked items quarterly and inventory pilferable items monthly. Make sure to update inventory in FEMS.

6.5.2.10. (Added) Receive material from central receiving and from off-base sources.

6.5.2.11. (Added) Ensure the quantity and type of material ordered is the same as material listed on the packing list. If discrepancies exist, will annotate on the packing list and contact vendor (i.e. phone, fax, or e-mail). Annotate the contract number on the material and/or container and place it in the receiving area.

6.5.2.12. (Added) Forward copies of the packing list to the material planner and bench stock monitor.

6.5.2.13. (Added) Ensure all returned residue material has been segregated and identified as “serviceable” or “unserviceable.” All hazardous material shall be coordinated with the Hazardous Disposition Support Center (HDSC) for proper disposal of used or unopened containers.

6.5.2.14. (Added) Determine disposition of residue materials through coordination with the project engineer, Infrastructure Planning and Engineering Branch (OO-ALC/MADE) supervisor, and equipment maintenance shop chief.

7.1.2.1.1. (Added) The Plant Management Tool Function will ensure all OO-ALC/MAD owned cribs and warehouses are enclosed and secured by access through lockable doors. Individuals must present a valid tool issue card prior to conducting any tool transactions with Tool Management Section (OO-ALC/MADPT).

7.1.3.3 (Added) Employ separation of duties wherever possible to ensure the necessary level of security and accountability is maintained. For example, the employee who orders an item will not receive that item into inventory.

7.2.3. Be the only source for tools used by DMAG organizations. Each product directorate will have procedures in place to ensure tools are not ordered or duplicated unless written approval is obtained from the center tool program manager. If special conditions exist that preclude Plant Management from providing the tools required to accomplish the mission, the product directorate tool manager to prepare a letter addressed to the center tool program manager requesting authorization to procure required tools. The letter must describe the procurement source to include the contract vehicle, fund site, and the procuring and contract management activities.

7.2.3.1.1 (Added) Request the center tool program manager forward the letter to OO-ALC/MAD for concurrence/non-concurrence. Once OO-ALC/MAD has concurred/non-concurred, the request will be returned to the center tool program manager, who will in turn forward it to the requesting product directorate tool manager for processing. Product directorate tool managers will ensure that all purchased tools are processed through OO-ALC/MADPT prior to use. OO-ALC/MADPT will enter product directorate purchased tools into the tool inventory management system to ensure accountability.

7.2.5.6.3. Employees who do multi-skill workload, work in geographically separated areas, or for other legitimate reasons may be required to be issued multiple Individual Tool Kits (ITK). Multiple ITK issues will be considered on an individual basis. Supervisors must submit a request in writing through their directorate tool manager to the OO-ALC tool manager for approval.

7.3.2.3.4 If personnel have removed tools for kit assembly, these tools will be deleted from the storage location and transferred to the kit being assembled in the computer prior to starting the inventory.

7.4.5 OO-ALC/MADPT will appoint Test Measurement and Diagnostic Equipment (TMDE) monitors to control all OO-ALC/MAD owned TMDE.

8.2.3 (Added) The OO-ALC/MAD Vehicle Control Officer (DVCO) will:

8.2.3.1 (Added) Be established by a letter of appointment from the OO-ALC/MAD division chief. The letter of appointment must include the organization, name, organizational office symbol, duty location, and duty phone. This letter will be forwarded to Vehicle Management Flight (75 LRS/LGRV). The DVCO will ensure all vehicles are managed according to the Base, Command, and Air Force established regulations, instructions, and supplements. DVCO will ensure all government-owned vehicle operators meet requirements outlined in these documents.

8.2.3.2 (Added) Serve as focal point for all OO-ALC/MAD vehicle matters.

8.2.3.3 (Added) Control unit vehicles and obtain transportation services to meet mission requirements.

8.2.3.4 (Added) Defend unit vehicle requirements, review requests for additional vehicle requirements, and comply with vehicle rotation policies to meet AF usage requirements.

8.2.3.5. (Added) Ensure proper operator care, inspection and maintenance is performed. Report vehicle malfunctions to vehicle maintenance and ensure vehicles are made available for repairs and servicing.

8.2.3.6. (Added) Prevent misuse, abuse, and damage to unit vehicles, investigate vehicle incidents, accidents, misuse, and abuse cases; recommend corrective action to the unit commander.

8.2.3.7. (Added) Identify unit instructors for approval by the Vehicle Operations Officer (VOO) and Vehicle Operations Supervisor (VOS) to train and monitor unit special purpose vehicle operators.

8.2.3.8. (Added) Train unit personnel on use and control of the DOD and General Service Account (GSA) fleet credit cards.

8.2.3.9. (Added) Promptly turn in vehicles identified on the priority recall list to support a higher priority mission.

8.2.3.10. (Added) Assist supervisors in developing unit special purpose vehicle lesson plans and keep the 75 LRS/LGRV advised of changes or updates.

8.2.3.11. (Added) Conduct quarterly vehicle inspections of one quarter of the OO-ALC/MAD vehicle fleet and give supervisors reports of discrepancies found.

8.2.3.12. (Added) Ensure vehicle operators call in discrepancies to the DVCO as soon as they are discovered and are annotated on the proper AF IMT 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**/AF IMT 1810, **Operator's Inspection Guide and Trouble Report (463L & Material Handling Equipment (MHE))**, before vehicles are turned in to Vehicle Maintenance for repair. Receive the AF IMT 1800/AF IMT 1810 from branch supervisors by the third workday of every month.

8.2.3.13. (Added) Ensure forms are properly filled out and that the tire pressure data is annotated. Record the odometer reading from vehicles on AF IMT 1800 and AF IMT 1810 as required.

8.2.3.13. (Added) Ensure forms are properly filled out and that the tire pressure data is annotated. Record the odometer reading from vehicles on AF IMT 1800 and AF IMT 1810 as required.

Forward this data to the DVCO monthly. Prepare and issue a new AF IMT 1800 and AF IMT 1810 for each assigned vehicle on the first working day of each month. All open maintenance items will be transferred by the using organization to the new forms until cleared by the 75 LRS/LGRV.

8.2.3.14. (Added) Periodically review vehicle usage and rotate, where possible, to ensure efficient utilization of all vehicles.

8.2.3.15. (Added) Review AFMC IMT 71, **Vehicle Justifications**, submitted by supervisors needing additional vehicles. Divisions have the option to track special purpose and material handling equipment training in the Production Acceptance Certification Standard System (PACSS).

8.2.3.16. (Added) Advise the DVCO of any changes in status of licensed drivers; i.e., retirement, physical inability to drive, suspension, revocation, resignation, or transfer.

8.2.3.17. (Added) Advise the DVCO when vehicles are out of commission, ensure that vehicles are cleaned and waxed, as a minimum, quarterly. Control and protect ignition keys and credit cards in a manner that will prevent operators from obtaining a vehicle without the supervisor's knowledge.

8.2.3.18. (Addded) Notify the DVCO of vehicle loss or damage.

8.2.3.19. (Added) Ensure an international orange-colored triangle sign is affixed to the rear of any Slow Moving Vehicle (SLV).

8.2.3.20. (Added) Ensure that vehicles are used as justified and for official government business only. Brief all vehicle operators on their responsibilities. Ensure general-purpose vehicles and material handling equipment used in explosive and fuel areas are equipped with backfire deflectors and spark arresters. Vehicles used in explosives and/or fuel areas should also be equipped with a fire extinguisher. Ensure vehicles used in explosive and/or fuel areas are equipped with a properly coded fire extinguisher.

8.2.3.21. (Added) Ensure vehicle operators properly secure and protect their loads so items will not be damaged and the vehicle is protected from being damaged by items shifting.

8.2.3.22. (Added) Ensure fuel is conserved to the maximum extent possible by trip consolidation and proper care of assigned vehicles.

8.2.3.23. (Added) Notify 75 LRS/LGRV in writing when modifications and special mounted equipment on vehicles are needed. Written approval from 75 LRS/LGRV or the GSA must be obtained before modifications are made.

8.2.3.24. (Added) Ensure correct Vehicle Identification Links (VIL) are in assigned vehicles or with keys at all times. Ensure that vehicle operators obtain fuel with the proper VIL or fuel key.

Chapter 11 (Added) IMTs Adopted.

11.1. (Added) IMTs Adopted. AF IMT 9, **Request for Purchase**; AF IMT 332, **Base Civil Engineer Work Request** ; AF IMT 813, **Request for Environmental Impact Analysis**; AF IMT 1800, **Operator's Inspection Guide and Trouble Report (General Purpose)**; AF IMT 1810, **Operator's Inspection Guide and Trouble Report** (463L & Material Handling Equipment (MHE)); AFMC IMT 71, **Vehicle Justifications.**

Attachment 1

References (Added)

AFOSH 91-12, *Machinery*
AFOSH 91-46, *Material Handling and Storage Equipment*
TO 00-20-1, *Aerospace Equipment Maintenance General Policies and procedures*
TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*
AFMCI 21-127, *Depot Maintenance Plant Management*

Abbreviations and Acronyms (Added)

BOM—Bill of Material
DFAS—Defense Finance Account System
DMAG—Depot Maintenance Activity Group
DVCO—Division Vehicle Control Officer
DOD—Department of Defense
GSA—General Services Administration
HDSC—Hazardous Disposition Support Center
IAW—In Accordance With
IPE—Industrial Plant Equipment
ITK—Individual Tool Kit
MHG—Material Handling Equipment
OO-ALC—Ogden Air Logistics Center
OO-ALC/EM—Environmental Management Directorate
OO-ALC/MAD—Industrial Services Division
OO-ALC/MADP—Plant Management Branch
OO-ALC/MADPT—Tools Support Section
OO-ALC/MADPPP–-Analysis Element
PACSS–-Production Acceptance Certification Standard System
PM—Preventive Maintenance
TMDE—Test Measurement and Diagnostic Equipment
TO—Technical Order
VIL—Vehicle Identification Links
VOO—Vehicle Operations Officers
VOS—Vehicle Operations Supervisors
75 LRS/LGRV—Vehicle Maintenance

Terms (Added)

Frequency—The minimum interval of any PM.
Job Plan—A set of steps to perform a PM. Varying job plans may occur in any preventive maintenance inspection. These varying job plans may be sequenced to a recurring PM action.
Preventive Maintenance—The preventive maintenance inspection of IPE, performed at regular intervals.

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Attachment
Plant Management Work and Material Requisition (Added)

Attachment 2 (Added)

PLANT MANAGEMENT WORK AND MATERIAL REQUISITION

Table A2.1.

WORK PRIORITY	USED FOR	RESPONSE TIME	COMPLETION TIME
5	Emergencies *(including environmental issues)*	Immediate	4 hrs
4	Critical Equipment *(Equipment Status: Down)*	4 hrs	48 hrs
3	Non-Critical *(Equipment Status: Down)*		72 hrs
2	Critical Equipment *(Equipment Status: Up)*		120 hrs
1	Non-Critical *(Equipment Status: Up)*		168 hrs