# CHAPTER 5

# SEABEE BATTALION TURNOVER AND TOOL MANAGEMENT

*LEARNING OBJECTIVES: Identify the tasks required to turn over and accept a Seabee camp from one battalion to another; describe the methods used in the tool management program.*

The crew leader must be concerned with a variety of items during a turnover. Good use of time available during a turnover will make for a smooth deployment startup. The most important part of a successful turnover is displaying a **professional attitude!**

Battalion personnel definitely make lasting impressions. These impressions, whether good or bad, are based on conduct during the turnover. Outgoing battalions must be concerned about getting the incoming battalion off to the best possible start. Incoming battalions must be concerned with protecting the reputation of the outgoing battalion after they are gone. This good start and good reputation are much more important than any competition between battalions. People outside the NCF often have a misconception of Seabees and their competitive nature. Just remember, our customers are not Seabees. Blaming problems of quality or timeliness of construction on a previous battalion accomplishes nothing. It is unprofessional and harmful. Do not give our customers the impression that the NCF, as a whole, is a less than professional organization. Derogatory statements or signs concerning other battalions cannot be tolerated. A professional attitude must begin at the uppermost level. The main purpose of a turnover is to turn over custody of project files, equipment, and tools from the outgoing battalion to the incoming battalion. Keep this purpose in mind, act professionaly, and Seabees and their customers will all benefit.

## PREDEPLOYMENT TRIPS AND ADVANCE PARTIES

Before the deployment of the battalion main body from home port, two significant groups of battalion personnel deploy to the future deployment sites. These two groups are primarily involved in preparing for the arrival of the main body. They make sure that plans are updated and the mission execution phase can begin upon arrival of the main body. This section of the chapter covers the predeployment trips, the advance parties, and some valuable checklists for items that must be considered during each of these evolutions. The 2ndNCB/3rdNCBINST 5400.9 series and 4650.1 series govern these evolutions.

### PREDEPLOYMENT TRIPS

Approximately 3 or 4 months before the deployment of the main body, a group of selected battalion personnel conduct a predeployment visit to all the sites involved in the upcoming deployment. The visit is intended primarily to provide the relieving battalion with an idea of the facilities, the available equipment, and the current and projected status of projects. This visit also allows the relieving battalion an opportunity to meet key members of each command at each site and review the initial planning efforts of the battalion. To get the desired predeployment trip results, follow these steps before departure:

- Review the existing OPORDER/OPLANs for the particular sites to determine likely situations to be encountered.
- Make preliminary organizational assignments and determine site-peculiar requirements.
- Develop a preliminary organizational and resource allocation plan using a listing of construction and military tasks to be accomplished.
- Review all plans, specifications, material listings, and project schedules for developing a total construction plan.
- Make an analysis of available and projected availability of resources (personnel, material, equipment, facilities, time) with specific questions formulated to evaluate uncertainties.

– Temporarily designate key personnel to assist in gathering information. These key personnel should establish informal liaison with their counterparts before the predeployment trip.

Possible members of the predeployment party and a list of primary concerns of each individual relating to the deployment site are listed in figure 5-1. Use this listing to help build your understanding of personnel needed for predeployment trips.

The actual composition and numbers of personnel on a predeployment visit are normally limited, but subject to negotiation with 2ndNCB/3rdNCB. Composition and number depend on known or anticipated conditions of the mission. Regardless of the final composition, the functions listed must be done by one of the members of the team. It is imperative that team members be totally prepared and in a position to evaluate tentative plans. Prepared team members can then finalize plans before the departure of the advance party.

In addition to and with the functions listed, there are numerous questions that must normally be resolved during the predeployment trip. A detailed list of questions can be found in the *Operations Officer's Handbook*, 2ndNCB/3rdNCBINST 5200.2 series. You as a crew leader or shop supervisor should review these questions before the predeployment visit. There may be questions of your own that need answers. Pass these questions onto your chain of command.

The on-site battalion should expect questions during the predeployment trip and should be prepared to provide the answers. This information will assist in planning for the upcoming deployment.

Upon return from the predeployment trip, the final deployment planning phase should commence full force. Definite assignment of functions and resources should be made. This final planning phase must be complete before the deployment of the advance party. The planning must include continual follow-up on all items that may affect the future deployment.

## ADVANCE PARTIES

Approximately 10 days before the departure of the main body, an advance party will deploy to the sites. The primary purpose of this group is to turn over all continuing functions, finalize construction plans, and prepare for the arrival of the main body. This preparation gives the main body adequate facilities and allows production to begin within 2 or 3 days of arrival. The advance party represents the first permanent group of people at the deployment sites. They will leave a lasting impression. Accordingly, it is strongly recommended that the advance party be staffed with the best personnel available. Choose professional people who can carry out the required functions in a minimum amount of time.

There is a trend towards reducing both the number of people on the advance party and the duration. This trend is dictated by limited funds and a desire to subject as few battalion personnel as possible to a longer deployment. Experience indicates that an entire battalion main body turnover can be done in 10 days if proper planning is done ahead of time.

The number of personnel required to turn over the main body and detail sites varies with the conditions of the site and the imposed restraints from higher authority. To minimize expenditure of funds, the advance party is frequently limited by the capacity of a standard aircraft. Optimum aircraft use often dictates that the advance party/main body personnel be split. The size of the advance party can be adjusted. The most important consideration is the requirements of the mission. Adjustments can be made to suit available travel arrangements. To assist in determining the minimum requirements, you can use the information in figure 5-2.

You can see that the advance party for a main body site should be approximately 150 people. Of course, this number varies and is dependent upon the actual pieces of equipment and the number of projects undertaken upon arrival of the main body. Detail site advance parties also vary.

The advance party does not normally start work on any assigned project. However, if a project is of such a nature that it demands an early start, the size of the advance party can be adjusted accordingly. The on-site battalion should have completed all work by the time the advance party arrives. The only work continuing should be reaching a good turnover point and cleaning up the projects. Full-scale production during the turnover period benefits neither battalion and should be the exception rather than a general practice.

The turnover period is an extremely rushed time. Rushing tends to fray the nerves of everyone involved. To help eliminate some of the normal stress, the following guidelines should be settled firmly during the predeployment trip and strictly enforced by the advance party.

1. All transportation to and from flights and cargo handling should be furnished by the on-site battalion. Of course the last plane leaving will be loaded by the relieving battalion.

| PERSON | TRIP FUNCTION |
|---|---|
| Commanding Officer | a. Interface with command and customer<br>b. Evaluate facilities<br>c. Evaluate mission problems |
| Master Chief Petty Officer of the Command | a. Evaluate berthing, messing, clubs, and recreational facilities<br>b. Interface with command and customer<br>c. Analyze site-peculiar problems<br>d. Assist other members of team<br>e. Evaluate medical/dental support<br>f. Evaluate MARS equipment<br>g. Evaluate postal service |
| Operations Officer/Operations Chief | a. Evaluate projects, QC plans, reporting procedures, and anticipated turnover status<br>b. Review existing resource distribution<br>c. Evaluate camp maintenance<br>d. Evaluate facilities<br>e. Evaluate shop equipment<br>f. Gather additional project-oriented documentation<br>g. Consider possible night operations<br>h. Interface with command, ROICC, and customer<br>i. Determine special training requirements<br>j. Review the existing disaster preparedness control plans and determine the battalion's involvement<br>k. Evaluate existing contingency plans and information |
| Supply Officer | a. Interface with command and customer<br>b. Evaluate warehouse, messing, and disbursing facilities<br>c. Determine existing support agreements and sources of support<br>d. Determine all allowance excesses and deficiencies<br>e. Determine normal requisition lead times and local requisitioning procedures<br>f. Determine budgeting and funding constraints<br>g. Determine camp-owned equipment/equipage<br>h. Determine what battalion-owned items could be left on site<br>i. Determine requirement for mess cooks and other support personnel<br>j. Review status and procedures for MLO |
| Equipment Officer | a. Evaluate equipment condition and particular maintenance problems<br>b. Evaluate facilities for maintenance, transportation, and support (paint shop, batch plant, quarry, and such)<br>c. Determine normal travel times and ground transportation routes<br>d. Determine local driving conditions and licensing procedures |
| Camp Maintenance Officer | a. Determine facility conditions<br>b. Determine PM system in use<br>c. Evaluate utility systems<br>d. Evaluate stationary equipment<br>e. Determine unusual maintenance problems<br>f. Determine staffing requirements |
| Detail OIC | a. Accomplish all of the above functions for the particular site, alone or with one or more other team members<br>b. Evaluate armory and military training facilities<br>c. Evaluate communications equipment |

Figure 5-1.—Sample predeployment party and functions listing.

**Advance Party Personnel for Main Body Site**

- S-1
  - 3 Yeomen (generally an E-7 and 2 YNs)
  - 2 Personnelmen (generally E-4/E-5)
  - 1 Postal clerk
  - 1 Security manager or assistant (could be the YN)
- S-3
  - 1 Operations officer (generally the OIC)
  - 1 Operations chief
  - 3 EAs (1 EAC and 2 EAs)
  - 6 P&E/Quality control staff
  - 1 Photographer
  - 1 Yeoman
- S-4
  - 1 Supply officer
  - 1 Disbursing officer
  - 1 Disbursing clerk
  - 6 Mess specialists (1 MSC and 5 MSs)
  - 4 CTR/CSR personnel
  - 5 MLO personnel
  - 6 Storekeepers
  - 3 Repair parts personnel
  - 5 Other personnel for inventory
- S-7
  - 1 Training chief
  - 1 Communications person
  - 2 Armory personnel
- Other staff
  - 1 HMC or HM1
  - 1 Special services person
  - 1 MAA
- "A" Company
  - 1 Company commander
  - 1 Maintenance supervisor
  - 2 Operations personnel (1 supervisor and 1 asst)
  - 1 Transportation supervisor
  - 1 Dispatcher
  - 40 Mechanics (approximately)
  - 13 Operators (approximately 1/3 of mechanics)
  - 3 Shop personnel (MR, CE, SW)
- "B" Company
  - 1 Company commander
  - 1 Maintenance control director
  - 6 Maintenance personnel
  - 4 Shop personnel (BU, CE, SW, UT)
  - 2 Specialized personnel (A/C, boilers, diesel, or such)
  - 2 Project supervisors
- "C" Company
  - 1 Company commander
  - 8 Project supervisors (approximately)
  - 1 Expeditor
  - 1 Clerk

**Figure 5-2.—Composition of advance party personnel.**

**Advance Party Personnel for a Detail Site**

- 1 OIC
- Varying number of project supervisors
- 1 MLO/CTR
- 1 Expeditor
- 1 Maintenance supervisor
- Varying number of mechanics and repair parts personnel
- Varying number of operators (1/3 of mechanics)
- Others (dependent on actual site requirements)

**Figure 5-2.—Composition of advance party personnel—Continued.**

2. All watches are stood by the on-site battalion until 2 days before their departure. The advance party assumes all watches at that time.

3. All equipment remains in the custody of the on-site battalion until the Battalion Equipment Evaluation Program (BEEP) is complete.

4. Upon completion of particular inventories, custody should be transferred to the relieving battalion.

5. Minimize all issues during the turnover period to essential items only.

6. All cooking and mess cooking is done under the control of the on-site battalion until the last full day. At which time the function should transfer. The battalion to be relieved must continue to work in the galley until they leave.

7. Projects should be turned over by specific checklists as soon as possible.

8. Turnover of classified materials should be delayed until the very end of turnover.

9. Administrative services should be provided by the on-site battalion.

10. Camp maintenance should be done by the on-site battalion until within 48 hours of departure of the last flight.

11. Sick bay and dental functions are to be operated by the on-site battalion.

12. The relieving battalion is responsible for acceptance of facilities, functions, and projects. The battalion being relieved must provide maximum assistance to ensure a smooth transition.

13. Upon arrival, key command members should meet to establish a mutually acceptable turnover.

14. The battalion being relieved should freely expose problems experienced and lessons learned.

15. Every arriving flight should have access to a meal, other refreshments and, time permitting, rest upon arrival.

16. The OIC of the advance party should arrange for an appropriate, but simple, relieving formation and ceremony.

17. The battalion being relieved should arrange for advance party office spaces and equipment.

Remember . . . the advance party is your last opportunity to deal with the on-site resident expert battalion. It is to your benefit to get as much information as possible from them. This information can help you to efficiently and effectively employ your people upon their arrival with the main body.

## PROJECTS

During the life of a battalion project, there are four different types of turnovers that may occur. Battalion relief is when the project is turned over from one battalion to another. Embarkation is when the project is closed because of an actual or exercise embarkation. Beneficial occupancy date (BOD) is when the facility is available for occupancy and ready to fulfill its intended purpose. Final turnover is when all project work, including change orders and punch lists, is complete. This section of the chapter will cover the major. points pertaining to the battalion relief type of project turnover.

**JOINT TURNOVER MEMORANDUM:** **DATE:**

**CONSTRUCTION PROJECT TURNOVER STATUS WORK SHEET**

**PROJECT NUMBER:** _____

**PROJECT TITLE:** _____

**CUSTOMER CONTACT:** _____ **PHONE** _____

**ROICC CONTACT:** _____ **PHONE** _____

1. **Project Scope of Work: (Crew leaders list from project scope sheet)**

2. **Work Completed to Date: (Crew leaders list work-in-place by master activity based on physical observation)**

3. **Rework Required: (Crew leaders list work-in-place that does not conform to plans and specifications)**

4. **Work Remaining: (Crew leaders list work remaining by master activity)**
   A. **NMCB (Summary of work remaining by master activity)**

**Figure 5-3.—Joint turnover memorandum.**

## PROJECT TURNOVER

During turnover, the relieving battalion must be sure that all project files are up to date before accepting the project. For each uncompleted project, you must determine how much of the project remains, inspect all materials, and determine what is the actual work-in-place (WIP).

For each of these projects, a turnover memorandum is completed jointly by the incoming and departing battalions. Figure 5-3 is the format used for this memorandum.

B. Subcontract (Summary of work remaining by master activity)

(1) Title

(2) Cost

(3) Date RFCP Submitted

(4) Date Contract Awarded

(5) Start

(6) Completion

(7) Status

5. Labor Statistics:

A. Man-day estimate established at 45-day review by NMCB _____

B. Man-days expended by previous battalion _____

C. Man-days expended by NMCB _____

D. NMCB estimate of remaining man-days by rate: (negotiated between crew leaders)

| | BU | SW | UT | CE | EO | EA | Total |
|---|---|---|---|---|---|---|---|
| Rework | | | | | | | |
| Remaining Work | | | | | | | |
| Total | | | | | | | |

E. NMCB estimate of man-days remaining master activity: (negotiated between crew leaders)

| (1) Master Activity | (2) Estimate of Man-days Remaining | (3) Estimate of Total Man-days | (4) Percent Complete * |
|---|---|---|---|

*d= (1-(b/c)) x 100

F. New man-day completion estimates (B+ C+ D) _____

G. Man-days expended total (B+C) _____

H. Percent complete ((1-D/F) x 100) _____

I. Projected BOD _____

Figure 5-3.—Joint turnover memorandum—Continued.

6. **Project Files:** (Joint inventory by both crew leaders) **Circle One**

| | | | |
|---|---|---|---|
| A. Correspondence | Y | N | N/A |
| B. Messages | Y | N | N/A |
| C. Job specifications | Y | N | N/A |
| D. QC reports | Y | N | N/A |
| E. Test results | Y | N | N/A |
| F. FARs | Y | N | N/A |
| G. Manufacture's specifications | Y | N | N/A |
| H. Operations and maintenance manuals | Y | N | N/A |
| I. BMs/MTOs worksheets | Y | N | N/A |
| J. QC plans | Y | N | N/A |
| K. Safety plans | Y | N | N/A |
| L. Activity sheets | Y | N | N/A |

M. File dicrepancies explanations

7. **Engineering:** (Joint inventory by Eng/QC Staffs) **Circle One**

| | | | |
|---|---|---|---|
| A. As-built drawings | Y | N | N/A |
| B. Digging permits | Y | N | N/A |
| C. Other permits | Y | N | N/A |
| D. Pending FARs | Y | N | N/A |
| E. Discrepancies/explanations | Y | N | N/A |

8. **Construction Company:** (Joint inspection by crew leaders)

| | | | |
|---|---|---|---|
| A. Project network | Y | N | N/A |
| B. Electrical systems tagged | Y | N | N/A |
| C. Piping labeled capped clear | Y | N | N/A |
| D. Material on jobsite tagged | Y | N | N/A |

E. Discrepancies/explanations

9. **Project Material Status:** (Done jointly by crew leaders)

| | | | |
|---|---|---|---|
| A. Project status report | Y | N | N/A |
| B. List of shelf life material expiration | Y | N | N/A |
| C. List of hazardous material/location | Y | N | N/A |
| D. Complete PMs/work sheets | Y | N | N/A |
| E. Payback items identified | Y | N | N/A |
| F. Review outstanding requisitions | Y | N | N/A |
| G. Inventory conducted | Y | N | N/A |

H. BM status
(1) Total line items _____
(2) Line items received _____

Figure 5-3.—Joint turnover memorandum—Continued.

(3) Line items not received _____

I. Discrepancies/explanations

10. Funding Status: (Incoming crew leader identifies material not purchased as future requirements, other info comes from MLO)

A. Funds provided _____

B. Actual expenditure cost _____

C. Pipeline cost _____

D. Future funding requirements _____

E. Total costs _____

F. Funding contingency _____

G. EAC _____

H. Additional funds requested _____
DTG of message

11. Project Tools (Specific): (Joint inventory by both crew leaders of tools purchased with project funds)

| Tools | Condition | Location | Custodian |
|---|---|---|---|

12. Lessons Learned: (Completed by outgoing crew leader/company staff)

13. ROICC Punchlist of Completed Work: (Taken directly from ROICC acceptance letter)

Copy to:
ROICC
COM 2NDNCB or COM 3RDNCB

Figure 5-3.—Joint turnover memorandum—Continued.

| | | BATTALION Relief | Embark | BOD | Final |
|---|---|---|---|---|---|
| 1. | Is an annotated project schedule available indicating current status? | X | X | | |
| 2. | Are activity scope sheets available for remaining activities? | X | X | | |
| 3. | Has ROICC approved all work-in-place? | X | X | X | |
| 4. | Is the complete project file and project planning package available containing: | | | | |
| a. | As-built drawings? | X | X | | X |
| b. | Q/C plan? | X | X | | |
| c. | Safety plan? | X | X | | |
| d. | Q/C reports? | X | X | | X |
| e. | Vendors submittals for approval? | X | X | | X |
| f. | Operations and maintenance manuals? | X | X | | X |
| g. | Change-order records? | X | X | | X |
| h. | Record of manpower expended? | X | X | | X |
| i. | All project correspondence? | X | X | | X |
| j. | Fabrication drawings? | X | X | | X |
| k. | Project specifications? | X | X | | X |
| l. | Job photographs/slides? | X | X | | |
| 5. | Is the following information on project materials available: | | | | |
| a. | Complete MTO and addendums? | X | X | | X |
| b. | BM work sheets and sketches? | X | X | | X |
| c. | Annotated MTO indicating in-place, on-site, in-warehouse, excess, or on-order status | X | X | | |
| d. | Material status reports? | X | X | | |
| e. | Requisition follow-up status? | X | X | | |

Figure 5-4.—Questions for project turnover.

Figure 5-4 is the checklist that should be used to prepare for a project turnover. Depending on the type of turnover, the checklist is annotated with the particular information that must be provided. It is the on-site battalion's responsibility to provide the information to the ROICC or the relieving battalion.

**Project Status at Turnover**

One of the difficulties in planning for turnover projects is not knowing exactly what portion of the project is going to be remaining when you get to the deployment site. Sixty days before returning to home port, the on-site battalion is required to furnish the

| | | BATTALION | | | |
|---|---|---|---|---|---|
| | | Relief | Embark | BOD | Final |
| | f. Listing of shelf life materials and expiration dates? | X | X | | |
| | g. Listing of hazardous materials? | X | X | | |
| 6. | What is thse current status of funds held by the Naval Construction Force in terms of assigned, expended, obligated, and committed? | X | | | |
| 7. | What tools for construction have been provided with project funds and what are their condition? | X | X | | X |
| 8. | Are progress monitoring tools available? | X | X | | X |
| 9. | Has a lessons learned summary been prepared? | X | X | | |
| 10. | What recommended methods improvements have been submitted? | X | X | | X |
| 11. | Have all noncompleted electrical systems been tagged and completely identified? | X | X | | |
| 12. | Are all circuits and piping labeled? | X | X | | X |
| 13. | What percent complete is the project? | X | X | | |
| 14. | Is a punch list prepared and approved by the ROICC? | | | X | |

Figure 5-4.—Questions for project turnover—Continued.

relieving battalion, 2ndNCB/3rdNCB, and the cognizant NCR with a Construction Project Status at Turnover situation report (SITREP). Figure 5-5 is the format used for this report. The purpose of this message is to project the status of each of the on-site battalion's tasked projects at the end of their deployment. The message includes specific comments on each project. This will probably be the latest information available to you, unless someone from your battalion makes a late predeployment trip.

### Material Status at Turnover

Material status is a major concern for the crew leader at turnover. Make arrangements with your MLO

## PROJECT STATUS AT TURNOVER MESSAGE FORMAT

**FROM: NMCB (ON-SITE BATTALION)**

**TO: NMCB (RELIEVING BATTALION)**

**INFO: COMSECONDNCB LITTLE CREEK VA or COM THIRD NCB PEARL HARBOR HI**
**COM TWO ZERO NCR GULFPORT MS or COM THREE ONE NCR PORT HUENEME CA**

**UNCLAS // N11000//**

**SUBJ: PROJECT STATUS AT TURNOVER**

**1. The purpose of this message is to project the status of NMCB (on-site battalion) tasked projects to the deployment completion turnover date of _____.**

**2. main body (or detail site)**

**A. Project Status.**

**(a) through ( ): List all projects and their status. Comment on anticipated project status at turnover, provide projected WIP at turnover for each master activity, list material problems that will exist at turnover.**

**B. Porject Summary. (Read in four columns)**

| (1) | (2) | (3) | (4) |
|---|---|---|---|
| PROJECT NO. | TITLE | PROJECTED WIP AT TURNOVER | TOTAL PROJECT MD REMAINING (HORIZ/VERT) |
| RR2-889 | Alterations to Bldg 2001 | 100% | 0/0 |
| RR3-800 | Pave Perimeter Road | 40% | 550/50 |
| RR4-899 | Repair Bldg 1000 | 75% | 0/500 |
| RR5-888 | Const Addn to Bldg 5000 | 95% | 25/75 |

Figure 5-5.—Project status at turnover message format.

staff to inspect your materials as soon as the joint inventory has been conducted. Material turned over on the project site must be tagged with the bill of material (BM) line item number. The MLO staff will count the material, but the crew leader should double check the size, type, and condition of the materials. It is the responsibility of the on-site battalion to procure and have on site at turnover adequate materials to avoid material delays for the relieving battalion.

For turnover projects and new-start repair/alteration projects, the on-site battalion must procure and have on site 100 percent of the local purchase materials. For new-start construction projects, they must have on hand 50 percent of local purchase materials.

Following the 45-day review, the on-site battalion begins monthly submission of a Local Material Procurement Status SITREP. This SITREP lists all of the projects (turnover and new-start) tasked to the relieving battalion. Crew leaders for the relieving battalion should be monitoring these in home port to be sure local material procurement is progressing satisfactorily.

### Project Percent Complete at Turnover

The procedure for determining percent complete at turnover is included in part 5 of figure 5-3. The focus is on man-days of work remaining. The two battalions go through the project estimates activity by activity until they agree on the estimate of total man-days remaining. If there is a dispute as to whether or not part of the WIP conforms to the plans and specifications, the battalions should consult the ROICC for a determination. Remember that any rework estimated to require over 50 man-days or $500 in materials requires 2ndNCB/3rdNCB approval.

### Continuity of WIP Curve

The project WIP curve must be continuous through the history of the project unless there is a 2ndNCB/3rdNCB-approved scope change. If the battalion wishes to revise a previously reported WIP on a project, a request for the change with the justification must be submitted by message to the 2ndNCB/3rdNCB. This message requirement also applies to any downward adjustment in WIP during turnover negotiations. Any downward adjustments in WIP in the turnover SITREP must be explained. After turnover, the relieving battalion cannot reduce the previously reported WIP without justifying it to the 2ndNCB/3rdNCB.

### Turnover Conference

A turnover conference should be held for each turnover project. Both battalions and the ROICC must be in attendance. The outgoing battalion should schedule these conferences and provide a schedule to the 2ndNCB/3rdNCB Detachment OIC. Minutes of these conferences must be kept and made part of the project file.

## PROJECT CLOSEOUT

This section of the chapter is specially designed to help the crew leader complete the operational and administrative steps when the project comes to a close. This section will also help you prepare for your final inspection.

### Tool, Equipment and Material Turn-ins

The crew leader must make sure the jobsite is clean. All tools, excess materials, and civil engineering support equipment (CESE) must be properly cleaned, inventoried, and returned to the proper outlet. Tools and tool kits returned to the central tool room (CTR) must be inventoried with 1250-1s filled out for any missing or broken items. Turn all material into MLO using 1250-1s filled out in red ink with the appropriate BM line item numbers. Project material as well as tools purchased with project funds must be offered to the customer before being considered “excess.”

### As-built Drawings

The crew leader must keep all drawings updated during construction. He or she must constantly check with the engineering department to make sure they are making the same updates. At the close of the project, the battalion is required to turn in two sets of red-line drawings to the ROICC. These prints show how the project was actually constructed.

### Preliminary Acceptance

At the completion of your project, use the pre-BOD checklist of figure 5-6 to make sure your project is ready. Then, through your QC staff, arrange for a preliminary acceptance inspection with the ROICC. Following this

# PRE-BOD INSPECTION REQUEST

Project No: Crew leader: Date:

This inspection is conducted prior to the final acceptance (BOD) inspection. This 'pre-BOD' inspection is conducted jointly with battalion and ROICC representatives and is intended to identify any corrective steps necessary prior to customer occupancy.

| Requested date: | Time: | Requested by: (name/rate) |
|---|---|---|
| | | |

The following checklist shall be completed by the crew leader and forwarded to QC two working days prior to the requested date of the inspection. The crew leader should use the following checklist as guide but the pre-BOD inspection will not be limited to these items.

| SITEWORK | crew leader init. |
|---|---|
| Final Grading (Grassing) | |
| Disposal of all Trash | |
| Sidewalks | |
| Curbs & Paving | |
| Lights | |
| MECHANICAL | |
| Installation of Piping, Fixtures, and Equipment | |
| Application of Insulation and Hangers | |
| Sterilization (Water System) | |
| Shop Drawings | |
| Water Supply Test | |
| Gas & Oil Piping | |
| Heating and Cooling Units | |
| Duct Work | |
| Thermostat Controls | |
| Registers | |
| Exhaust Fans and Hoods | |
| Manufacturers' Catalogs | |
| Working Test (Boilers) | |
| ELECTRICAL | |
| Manufacturers' Catalog | |
| Test All Lights | |
| Test Fire Alarms | |
| Telephone Hook-up | |
| Main Panel Box (All Breakers Labelled) | |
| CONCRETE & MASONRY | |
| Joints | |
| Cracks | |
| STRUCTURAL STEEL | |
| Touch-up Paint | |

Figure 5-6.—Pre-BOD inspection request.

| HARDWARE | crew leader init. |
|---|---|
| Closet Hardware | |
| Bathroom Accessories | |
| Door Hardware | |
| Gate Hardware | |
| Miscellaneous Hardware | |
| DOORS & WINDOWS | |
| Clean | |
| Fit | |
| FINISHES | |
| Acoustic Tile | |
| Ceramic & Quarry Tile | |
| Floor Covering | |
| Painting | |
| Plastering | |
| FURNISHINGS | |
| Fabrication | |
| Installation | |
| GENERAL | |
| Project Package Up to Date | |
| As-Builts Completed | |
| Site Clean | |
| Excess Material Turned-in | |

| REMARKS | |
|---|---|
| | |
| Crew leader | QC Inspector |

Figure 5-6.—Pre-BOD inspection request—Continued.

inspection the ROICC will provide the battalion, in writing, a memorandum listing all the punch list items. Figure 5-7 is an example of this memorandum. The battalion will take the necessary action to complete any punch list items as soon as possible.

**Final Acceptance**

In most cases, the project will not be turned over to the customer until all of the punch list items have been completed. When all of the punch list items have been

**COMMAND LETTERHEAD**

**Date:**

**MEMORANDUM**

**From: ROICC**
**To: NMCB**

**Subj: Project XXX-XXX**

**1. A preliminary inspection was conducted at 1500H on 30 January 1994 for the subject project. The following personnel were present:**

**2. As a result of the inspection, the following discrepancies were noted:**

**Signed**

**Copy to:**
**2nd NCB/3rd NCB**

Figure 5-7.—Punch list memorandum.

completed, the crew leader arranges through the QC for a final inspection with the ROICC and a customer representative. There should be no punch list at this inspection. If there are no discrepancies, beneficial occupancy is established upon completion of the final inspection and the 1-year warranty takes effect. The battalion prepares a letter to the ROICC advising that the project has been completed. This transfer letter has two sets of as-built drawings; all installation, operation, maintenance, and other technical service manuals; and parts catalogs. The transfer letter also contains a statement of actual material cost and statistical labor cost. Figure 5-8 is a sample transfer letter. If the ROICC did not include 2ndNCB/3rdNCB in the distribution of

**COMMAND LETTERHEAD**

**Date:_____**

**MEMORANDUM**

**From: NMCB**
**To: ROICC**

**Subj: Project XXX-XXX**

**1. A final inspection was held for subject project on (date) with the following personnel in attendance:**

| NAME | ORGANIZATION |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**2. As no discrepancies were noted during the final inspection, NMCB__'s tasking is hereby considered complete. The one-year warranty commenced (same date as inspection).**

**3. As-built drawings and maintenance manuals for installed equipment are provided as enclosures ( ) through ( ).**

**4. The total material cost was $____ and thse total labor cost was $____.**

_____
**BATTALION REPRESENTATIVE**

Figure 5-8.—Project transfer letter.

their acceptance letter, the battalion will forward them a copy. The ROICC acceptance letter is placed in the project files. The project files are then closed and retained by the ROICC for 2 years.

## BATTALION EQUIPMENT EVALUATION PROGRAM

The BEEP has a three-fold purpose: (1) to pass on all special knowledge of CESE maintenance and operations techniques; (2) to provide the relieving battalion with a realistic and in-depth condition evaluation of CESE allowance, facilities, tools, and materials; and (3) to use the full expertise and efforts of the two equipment forces to provide the relieving battalion and detachments with the best possible "A" company operation to conduct a successful deployment.

### BEEP REPRESENTATIVES

Representatives from 2ndNCB or 3rdNCB must be present at each BEEP and must remain on board until all phases of the BEEP have been completed. There are four primary duties of the BEEP representatives.

1. Present indoctrination to personnel from both battalions to cover and adhere to as a minimum during BEEP. The indoctrination guidelines include the following:

   – Collateral equipage is not to be placed on vehicles going through the shop.

   – No collateral equipage or repair parts are to be purchased or ordered for equipment scheduled for replacement or disposal.

   – Wheels on equipment are not to be pulled for brake inspection unless there is reason to suspect brake problems.

   – Engine oil and oil filters are to be changed only on equipment that meets the miles/hours or time criteria as outlined in the COM2NDNCB/COM3RDNCBINST 11200.1 series, *Red Book*.

   – No collateral equipage or repair parts are to be ordered or purchased for equipment in A6 condition unless approved by the BEEP representative.

   – Time allotted for the BEEP is to be the full turnover period, which includes weekends and holidays.

   – Preventive maintenance (PM) continues until 10 working days before the start of the BEEP.

   – The 2ndNCB/3rdNCB equipment representatives assign all final CESE codes with input from both units' maintenance supervisors.

   – All CESE, with the exception of warehoused CESE units, is to be returned to the ALFA company facility for evaluation or repairs as necessary. Exceptions are requested from, and approved by, the 2ndNCB/3rdNCB equipment representatives.

   – No CESE is to be warehoused within 30 days before the BEEP.

   – ALL hydraulic attachments are to be tested during the BEEP.

   – All generators are to be load tested.

   – All welders, pumps, and light plants are to be operationally and functionally tested during the BEEP.

   – All cranes must be certified during the BEEP for valid/current certification. All slings must be checked for certification. Each sling must be tagged with its certification. Pile drivers are to be operationally tested. Bucket trucks, where applicable, are to be weight and dielectrical tested during the BEEP. Buckets may not have any damage or holes!

   – The machine shop is to be jointly evaluated and inventoried with each unit's MR.

   – Tires are to be checked for proper inflation, and valve stems properly positioned with air valve caps in place. Equipment with tracks is to be properly adjusted to the manufacturer's specifications before entering the shop.

   – All CESE is to be greased according to the manufacturer's specifications. All grease points not accepting grease must be repaired so that the point of friction can be lubricated.

   – Tires or other items that have appreciable wear expectancy remaining are not to be replaced, purchased, or ordered unless they are not in stock (NIS) in supply and no replacements have been ordered.

– All NAVSUP form 1250-1/-2s for procurement of NIS or not carried (NC) repair parts are to be authenticated by the 2ndNCB/3rdNCB equipment representatives.

– Safety will be paramount throughout the entire BEEP!

2. Provide technical assistance during the BEEP.

3. Conduct a critique of the BEEP for appropriate personnel from both battalions.

4. Prepare and submit a BEEP Completion Report to COM2NDNCB or COM3RDNCB with copies to appropriate information addresses.

**NOTE:**

It is understood that it is not possible to have a BEEP representative on board at each detail site throughout the BEEP. In the absence of a BEEP representative on detail sites, detail OICs shall comply with the instructions in the *Red Book*. Where serious doubt exists on what action to take, contact the BEEP representative at the main body site for determination.

## RESPONSIBILITIES OF THE RELIEVING BATTALION

While in home port, the incoming battalion is responsible for scheduling, reporting, personnel requirements, decals, and PM.

Scheduling is the responsibility of the incoming battalion. The COM2NDNCB Det Gulfport, MS; COM3RDNCB Equipment Office, Port Hueneme, CA; and the battalion being relieved must be notified of the commencement date of the BEEP at least 30 days before the commencement date. You should schedule the BEEP at the earliest date possible after the arrival of the advance party. This early date helps make sure of a completion before the arrival of the main body. It is recommended, therefore, that the BEEP be scheduled to commence at least 6 days before the arrival of the main body.

The incoming battalion also is responsible for the reporting. All required information is provided to the COM2NDNCB/COM3RDNCB equipment representatives for completion of the BEEP report.

The incoming battalion must make sure that all personnel required for the BEEP are assigned to the advance party The COM2NDNCB/COM3RDNCB-INST 11200.1 series recommends the following personnel:

- ALFA company commander
- ALFA company operations supervisor
- ALFA company maintenance supervisor
- Automotive (Light) shop supervisor
- Heavy equipment shop supervisor
- Support shops supervisor
- Cost control clerk, direct turnover clerk, and PM clerk
- Technical librarian
- Field mechanic supervisor
- Equipment pool supervisor
- Crane crew supervisor
- Crane test director
- Dispatcher
- License examiner
- Senior machinery repairman
- Construction Mechanic (CM) - 28 personnel
- Equipment Operator (EO) - 15 personnel
- Construction Electrician (CE) - 1 (To inspect and evaluate power generators, floodlight trailers, and welders and to perform auto-electrical and battery work.)
- Utilitiesman (UT) - 1 (Must be qualified to inventory and evaluate water purification units, decon sprayers, pumps, and water tanks.)
- Hull Technician (HT)/Steelworker (SW) - 1 (Must have welding capability; also desirable to be able to perform body and fender repairs to vehicles and equipment.)
- Storage/Warehouse supervisor

Total personnel required - 64

The incoming battalion is responsible for ordering sufficient supplies of NMCB decals for organic and augment allowance equipment according to section 5,

paragraph 3501 of the COM2NDNCB/COM3RDNCB - INST 11200.1 series. The decals must accompany the advance party and be available during the BEEP. PM commences within 5 working days after the arrival of the main body.

## RESPONSIBILITIES OF THE BATTALION BEING RELIEVED

Before and during the BEEP, the battalion being relieved is responsible for scheduling, personnel requirements, tool requirements, USN-numbered equipment, and the internal BEEP flowchart.

The scheduling of the BEEP date is the responsibility of the battalion being relieved. This date must be coordinated with the incoming battalion.

Both the incoming and the battalion being relieved have personnel requirements. The battalion being relieved must make sure that all personnel counterparts are assigned according to section 7, paragraph 3702 of the COM2NDNCB/COM3RDNCBINST 11200.1 series. Personnel must not be assigned to other duties that conflict with their participation in the BEEP. ALL PERSONNEL ASSIGNED TO THE BEEP MUST REMAIN ON SITE UNTIL THE COMPLETION OF THIS PROGRAM. AIRCRAFT LOADING SCHEDULES SHOULD BE PLANNED ACCORDINGLY.

The battalion being relieved must make available all necessary tools and equipment needed to accomplish the evaluation and repair of the equipment. The battalion being relieved is responsible for the preparation of all USN-numbered equipment for the BEEP. These preparations must include the following:

1. Scheduling of the equipment for evaluation and repairs is coordinated with the relieving battalion. It is recommended that scheduling be done by PM groups, with the appropriate number of groups scheduled each day to permit completion of the BEEP in 6 working days.
2. All equipment repair orders (EROs) with a copy of the equipment evaluation inspection guide, figure 5-9, are prepared for each item of equipment. A copy of the attachment evaluation inspection guide, figure 5-10, for each attachment, when appropriate, is attached to each ERO.
3. All nonpreserved automotive, construction, and material handling equipment are cleaned and made available for evaluation and repair.
4. Have 2 full workdays of equipment precleaned and staged before start of the BEEP. This will assist in the full use of all the mechanics of both battalions.

The relieved battalion is responsible for the internal BEEP flowchart. There must be a plan for the flow of equipment and paper work through the equipment yard and shops. A diagram of the process of the BEEP, with the attachment evaluation inspection guide, equipment evaluation inspection guide, equipment repair order and equipment, is shown in figure 5-11.

## JOINT TASKS DURING THE BEEP

To successfully accomplish the BEEP and to provide a continued uniform procedure for the evaluation and accountability of all equipment, attachments, collateral equipage, records and correspondence, the following procedures are joint tasks of both battalions:

1. Nonpreserved Equipment Condition Code - Hold a joint inspection on each nonpreserved item of assigned USN-numbered equipment. Perform a prestart inspection and vehicle performance test using the equipment evaluation inspection guide, figure 5-9. Both operations supervisors establish a recommended condition code.

2. Collateral Equipage - Perform a joint inventory and inspection of all Collateral equipage, noting condition and deficiencies. All shortages and not-fit-for-issue items are ordered by the outgoing unit. For those items already on order, check the requisition numbers to the 1250s. All outstanding requisition numbers over 90 days old should be suspected as having been shipped but not received. Have supply review and determine those requisitions with questionable status before reordering.

3. Equipment Attachments Condition Code - Perform a joint inventory and inspection of all equipment attachments, using the attachment evaluation inspection guide, figure 5-10. Both operations supervisors establish a recommended condition code.

4. Maintenance Records - Perform a joint inspection of all maintenance records, noting accuracy and deficiencies. Perform all required record updates.

5. Correspondence - Perform a joint review and accountability of all correspondence that is pending final action.

| | | | | | |
|---|---|---|---|---|---|
| | | | DATE | | |
| CODE | | USN NO. | MILEAGE | HOURS | ENGINE SERIAL NO. |
| PRESTART INSPECTION | INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| | COOLING SYSTEM | LEVEL | LEAKS | CONDITION | |
| | LUBRICATION SYSTEM | LEVEL | LEAKS | CONDITION | |
| | CHARGING SYSTEM | BATTERY LEVEL | BELTS | CABLES | CONNECTIONS |
| | LIGHTING SYSTEM | HEADLIGHTS | TAIL LIGHTS | BLACK OUT | INSTRUMENTS |
| | | CLEARANCE | REFLECTORS | REMARKS | |
| | FUEL SYSTEM | LEVEL | LEAKS | CONDITION | |
| | TIRES | SIZE | TYPE TREAD | CONDITION | INFLATION |
| | | MOUNTED SPARE SIZE | | CONDITION | INFLATION |
| | TRACKS | RAILS | PINS | SHOES | SPROCKETS |
| | | IDLERS | REMARKS | | |
| | MISCELLANEOUS | AUTO TRANS FLUID | | MIRRORS | LUG NUTS |
| | | CONTROLS | CABLES | DOORS | GLASS |
| | | UPHOLSTERY | BODY CONDITION | | |
| | REMARKS | | | | |
| ENGINE RUNNING | INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| | ACCESSORIES | INSTRUMENTS | WARNING DEVICES HORN | | |
| | | W/S WIPERS | BRAKES | CLUTCH | HAND BRAKE |
| | LEAKS | ENGINE | TRANSMISSION | | TRANSFER CASE |
| | | DIFFERENTIALS | BRAKES | STEERING | WINCH |
| | ENGINE PERFORMANCE | STARTING | IDLING | FULL LOAD | |
| | | PARTIAL LOAD | REMARKS | | |
| | VEHICLE PERFORMANCE | STEERING | BRAKES | CLUTCH | TRANSMISSION |
| | | DIFFERENTIALS | TRANSFER CASE | PTO | WINCH |
| | | HYD SYSTEM | DRIVE SHAFTS | UNUSUAL NOISE/MOTION | |
| | REMARKS | | | | |

Figure 5-9.—Equipment evaluation inspection guide.

| INVENTORY | | | | |
|---|---|---|---|---|
| INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| COLLATERAL EQUIPAGE INVENTORY | DISCREPANCIES/SHORTAGES | | | |
| | | | | |
| | | | | |
| OPERATIONS SUPERVISORS | INITIALS | NMCB | RECOMMENDED CONDITION CODE | |
| | INITIALS | NMCB | RECOMMENDED CONDITION CODE | |
| REMARKS | | | | |

| SHOP INSPECTION AND REPAIR | | | | |
|---|---|---|---|---|
| INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| MOUNTING BOLTS | ENGINE | TRANSMISSION | AXLES | TRANSFER CASE |
| | SPRINGS | BODY | CAB | FENDERS |
| | FUEL TANKS | REMARKS | | |
| MISCELLANEOUS | EXHAUST SYSTEM | SPRINGS | SHOCKS | TIE RODS |
| | DRAG LINK | IDLER ARM | CONTROL LINKAGE | |
| AIR INTAKE SYSTEM | CLEANER COND. | PIPING CONNECT | TURBOCHARGER,BLOWER | |
| FRONT WHEELS | BRAKE LINING | BEARING ASSEMBLIES | | SEALS |
| | BOOTS | DRUMS | CYLINDERS | BACKING PLATE |
| | SHOE MOUNT | ADJUST MECH | REMARKS | |
| REAR WHEELS | BRAKE LINING | BEARING ASSEMBLIES | | SEALS |
| | BOOTS | DRUMS | CYLINDERS | BACKING PLATE |
| | SHOE MOUNT | ADJUST MECH | REMARKS | |
| SHOP SUPERVISOR | MAKE MINOR REPAIRS/ORDER PARTS (Initials) | | | |
| | FINAL INSPECTION (Initial) | | | |

OVERALL CONDITION Circle Applicable Code (below)

The following is a complete listing of the possible codes with a brief description.

| Code | Description |
|---|---|
| A1 | Servicable/ Unused-Good |
| A2 | Servicable/ Unused-Fair |
| A3 | Servicable/ Unused-Poor |
| A4 | Servicable/ Used-Good |
| A5 | Servicable/ Used-Fair |
| A6 | Servicable/ Used-Poor |
| F7 | Unserviceable Repairable-repairs Required-Good |
| F8 | Unserviceable Repairable-Repairs Required-Fair |
| F9 | Unserviceable Repairable-Repairs Required-Poor |
| G7 | Unserviceable Incomplete-Repairs Required-Good |
| G8 | Unserviceable Incomplete-Repairs Required-Fair |
| G9 | Unserviceable Incomplete-Repairs Required-Poor |
| SX | Unserviceable Scrap/Salvage |
| SS | Unserviceable Scrap/Scrap |

ABOVE CONDITION AGREED TO BY MAINTENANCE SUPERVISORS FROM BOTH BATTALIONS

| NMCB (SIGNATURE) | NMCB (SIGNATURE) | |
|---|---|---|
| COM2ND/3RD NCB equip. Rep. (Signature) | Date | Code |

Figure 5-9.—Equipment evaluation inspection guide—Continued.

| | | | | |
|---|---|---|---|---|
| | | | | DATE |
| I.D. NUMBER | DESCRIPTION | | LOCATION | |
| ASSIGNED TO CODE | USN NO. | | MOUNTED/UNMOUNTED | |
| INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| PRESTART INSPECTION | FRAME | MOUNTINGS | MOUNTING HARDWARE | |
| | CONTROLS | CABLES/SHEAVES | | BUSHINGS/BEARINGS |
| | HOSES | HYD SYSTEM | CUTTING EDGE/TEETH | |
| REMARKS | | | | |
| INSPECTORS | INITIALS | NMCB | INITIALS | NMCB |
| OPERATIONAL INSPECTION | PARTIAL LOAD | | FULL LOAD | |
| | REMARKS | | | |
| OPERATIONS SUPERVISOR | INITIALS | NMCB | RECOMMENDED CONDITION CODE | |
| | INITIALS | NMCB | RECOMMENDED CONDITION CODE | |
| REMARKS | | | | |
| SHOP SUPERVISOR | MAKE MINOR REPAIRS/ORDER PARTS (Initials) | | | |
| | FINAL INSPECTION (Initial) | | | |

OVERALL CONDITION Circle Applicable Code (below)

The following is a complete listing of the possible codes with a brief description.

| Code | Description |
|---|---|
| A1 | Servicable/ Unused-Good |
| A2 | Servicable/ Unused-Fair |
| A3 | Servicable/ Unused-Poor |
| A4 | Servicable/ Used-Good |
| A5 | Servicable/ Used-Fair |
| A6 | Servicable/ Used-Poor |
| F7 | Unserviceable Repairable-repairs Required-Good |
| F8 | Unserviceable Repairable-Repairs Required-Fair |
| F9 | Unserviceable Repairable-Repairs Required-Poor |
| G7 | Unserviceable Incomplete-Repairs Required-Good |
| G8 | Unserviceable Incomplete-Repairs Required-Fair |
| G9 | Unserviceable Incomplete-Repairs Required-Poor |
| SX | Unserviceable Scrap/Salvage |
| SS | Unserviceable Scrap/Scrap |

| | | |
|---|---|---|
| ABOVE CONDITION AGREED TO BY MAINTENANCE SUPERVISORS FROM BOTH BATTALIONS | | |
| NMCB (SIGNATURE) | NMCB (SIGNATURE) | |
| COM2ND/3RD NCB equip. Rep. (Signature) | Date | Code |

Figure 5-10.—Attachment evaluation inspection guide.

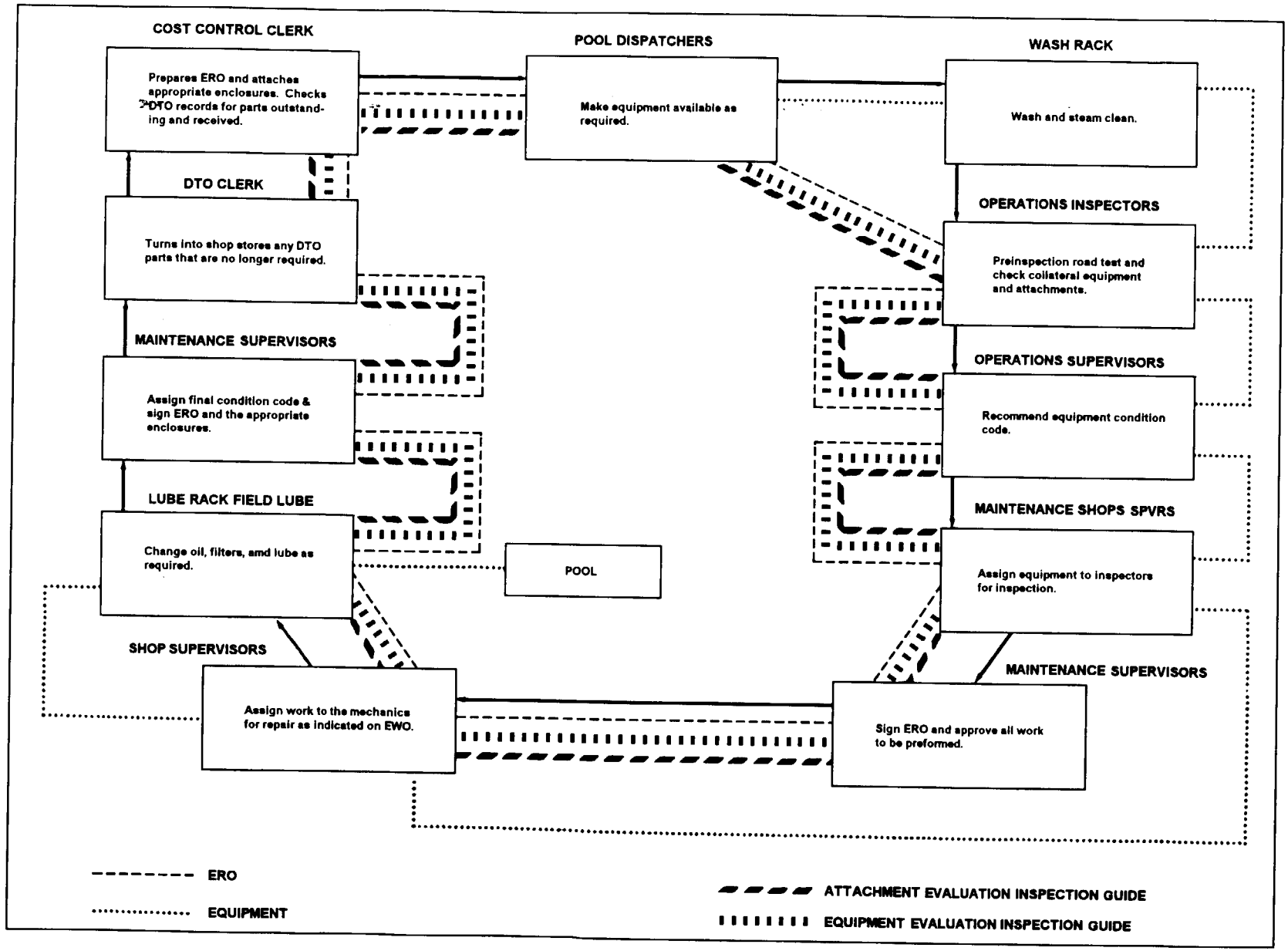


Figure 5-11.—BEEP flowchart.

6. Shop Equipment - Perform a joint inventory and inspection of all ALFA company shop equipment, noting conditions and deficiencies.

7. Preventive Maintenance - Perform a joint PM inspection to a "B" PM level on each nonpreserved item of USN-numbered equipment using the evaluation inspection guide, figure 5-9. Do all repairs with zero/minimum deferred work depending upon repair parts availability. Identify major body and paint work on EROs. Defer this work during the BEEP. The maintenance supervisors submit a signed, condition-coded equipment BEEP sheet to the COM2NDNCB or COM3RDNCB equipment representative for each piece of equipment.

8. Stored Equipment - Perform a joint visual inspection of each preserved item of assigned USN-numbered equipment, using the equipment evaluation inspection guide, figure 5-9. Do not depreserve equipment for testing unless visual inspection shows major discrepancies. The maintenance supervisors submit a signed, condition-coded equipment BEEP sheet to the COM2NDNCB or COM-3RDNCB equipment representative for each piece of equipment.

9. Equipment Attachment Repairs - Perform a joint PM inspection of all equipment attachments, using the attachment evacuation inspection guide, figure 5-10. Both maintenance supervisors determine jointly that all possible repairs dependent upon work force, space, and repair parts available have been done. The maintenance supervisors submit a signed condition-coded equipment BEEP sheet to the COM2NDNCB or COM3RDNCB equipment representative.

10. Repair Parts - The repair parts portion of the BEEP is done according to COM2NDNCB/COM-3RDNCBINST 4400.3, *Seabee Supply Manual.*

11. Tools - After all the equipment has been through the shops and repairs are completed, do a joint tool inventory. All table of allowance (TOA) tool kits must be 100-percent complete or each of the missing kit items must be on order. Those tools that are not physically present in the kit boxes should have been ordered and a copy of the NAVSUP form 1250-1 placed in both the master folder and the appropriate field folder. The 1250-1 form has the requisition numbers and the date when a specific tool was placed on order. In addition to the master and field folder documentation the tool inventory sheets should have the requisition numbers entered next to the item ordered. All requisitions initiated by the battalion being relieved should be reviewed by both groups to verify the status of tools already ordered. Outstanding requisitions, over 90 days old, should be suspected as having been shipped but not received. These requisitions should be reviewed by supply to determine their actual status before initiating a reorder.

Power tools must be tested and have the proper safety color code for the period of use (the first period after turnover). All deadlined power tools should have repair parts on order. Again, when parts have been on order for over 90 days without good status information, you should consider the requisition questionable and initiate a reorder.

## TOOL MANAGEMENT

After the turnover is complete and the main body has arrived, it is time to start your project. You will not only need materials, you will also need tools. Tools in sufficient quantity and suitable condition are essential to the accomplishment of the battalion's mission. The crew leader must be aware of the responsibilities in the area of tool management.

### CENTRAL TOOL ROOM (CTR)

CTR manages that portion of the TOA that includes hand and power tools, tradesman's tool kits, and other special tools. These assets require strict inventory management, maintenance of separate records for individual items, scheduled physical inventories, and scheduled PM. Since tools are valuable and highly susceptible to theft, tight security measures and accountability procedures are required.

#### Battalion Tool Allowance

The Table of Allowance (TA-01) is the primary allowance list for authorized tools. Group numbers within the TOA with a fourth digit of 1 or 2 are CTR items. An alpha listing of TOA tools should be available to all CTR patrons. The TA-01 allowance must be maintained at 100 percent at all times.

The BM will provide you procurement authorization for specific non-TOA project tools if any are required. Letters and messages may further authorize augment and other non-TOA tools.

### Inventory Management

Maintain a stock record card (NAVSUP 1114) for all kits, each individual hand and power tool, and all augment tools.

Establish a file of signature authorization cards that identify those individuals authorized to draw CTR tools.

Keep two kit inventory lists for each organic and augment kit on board Augment tools/equipment lists are provided by the respective NCRs. The master inventories are kept by the CTR kit custodian. The duplicates are provided with the kits and are maintained by the crew leader.

CTR maintains a custody file for each loaned/issued tool. Fill out a 1250-1 for each tool. File the 1250-1 alphabetically by company/department and under the individual's name. CTR also maintains a PM card for each power tool.

### Tool Kit Inventories

Inventory the tool kits every 2 weeks. Inventory monthly, kit numbers 80002, 80005, 80008, 80011, 80012, 80014, 80015, 80016, 80017, 80021, and 80026.

Inventory the kits in CTR custody at the time of issue and return. If the seal is broken for reasons other than PM or to replace a due-in tool, do an inventory as soon as possible.

Be sure kits are inventoried by the crew leader and the inventory verified by the company commander/company chief. CTR conducts spot inventories in the field. The kit inventory list is used for the inventory. The company commanders submit a report of completion to the supply officer.

Document any shortages not previously reported on a 1250-1. The crew leader keeps the yellow copy and forwards the remaining copies to the CTR kit custodian. When the pink copy comes back from CTR, the crew leader enters the Julian date and serial number of the requisition (block B) under the DEPT NR column of the inventory list and discards the yellow copy. When the tool is received, he/she lines out the quantity short and requisition number and discards the pink copy.

### Tool Issue

A 1250-1 is used to draw tools/tool kits from CTR. The requester fills in blocks 1, 2, 8, 14, 21, 22, 24, 25, and 30b and has it signed by the approving authority. The 1250-1 is then turned in to CTR and the issuing process begins.

For individual tools, the CTR verifies the approving signature, makes the issue, falls in blocks 5 and 7 of the 1250-1, and obtains a **legible receipt signature.** If augment or project tools are involved, a comment is made in the Remarks block. The yellow copy of the 1250-1 goes to the requester and the remaining copies go to the stock battery storekeeper for posting on the back of the stock record card. The 1250-1, minus the yellow copy, is then placed in the custody files under the name of the requester.

Tool kit issue works much the same way. The requestor submits a properly prepared and approved 1250-1 to the CTR kit custodian. The CTR kit custodian makes the issue, files the green copy in the appropriate master kit inventory folder, gives the yellow copy to the requester, and forwards the remaining copies to the CTR counterperson for filing in the custody file under the name of the requester.

### Tool Return

Returning tools or tool kits to the CTR is easier than drawing them. The counterperson inspects the returned tool for cleanliness and serviceability. After removing the 1250-1 from the custody file, he/she annotates block 29 of the 1250-1 with the date of the return. Counter personnel forward the pink copy to the stock battery storekeeper, attach the green copy to the tool, and return the remainder to the requester. Power tools should be delivered to the PM shop for a safety check. The green copy of the 1250-1 is removed when tools are returned to their location after the safety checks.

The kit custodian inspects the returned kits and then forwards the green copy to the counterperson. The 1250-1 is then removed from the custody file. Before the kit will be accepted by the CTR, any shortages must be documented!

### Lost or Broken Tools

When there are lost or broken tools, the counterperson removes the 1250-1 from the custody file and writes “broken” or “lost” in block 29 and forwards the 1250-1 to the records keeper. The records keeper posts the issue to the front of the 1114 and lines out the corresponding entry on the reverse. The 1250-1 is then processed for stock replenishment. The survey paper work is forwarded to the supply office.

### Preventive Maintenance

The supply officer puts out a PM schedule for checked-out power tools. Colored tapes identify the month the PM was performed Maintenance should be done at night to minimize impact on the construction effort. CTR makes every effort to replace tools that are not fit for re-issue. All power tools and extension cords are safety checked and color coded before issue.

## CREW LEADER RESPONSIBILITIES

Crew leaders are held responsible for the tools used by their crews. The company commander authorizes each crew leader to draw tools required by the crew. At the discretion of the commanding officer, one alternate individual per crew also may be assigned authority to draw tools. However, the crew leader remains responsible for the tools issued and their use. The crew leader must maintain complete tool kits at all times. If shortages are discovered during an inventory, the crew leader must turn in the 1250-1s and initiate surveys when required.

Besides tool and tool kit use, crew leaders need to keep the following responsibilities in mind:

- Assignment of tools within the crew
- Proper use and care of assigned tools by the crew
- Reservation of tools held in custody, but not in use
- Security of assigned tools

## RENTAL TOOLS

You must make every effort to use TOA or augment tools to perform necessary work before renting tools for the job. Rental tools and equipment can be obtained, for use in place of deadline equipment, only if repair parts are not available. For tools and equipment in use on other projects, replacements can be rented only if the tools or equipment will not be available to meet a firm commitment.

## PROJECT TOOLS

The tasked battalion must be sure that any special tools required to complete a project are included on the BM along with attachments, consumables, and operating and maintenance manuals.

## DISPOSITION OF PROJECT TOOLS

Tools purchased with project funds must be offered to the customer upon completion of the project. Tools rejected by the customer are retained by the battalion as augment only if the tools are needed on upcoming projects. The battalion must report the tool transfer to the controlling regiment along with justification for the transfer.

Augment tools obtained solely for a specific project are disposed of according to the controlling regiment's instructions. A battalion must justify keeping any specific project tools. This justification must be based on future tasking needs.