

Summary of Changes

USMEPCOM Regulation 750-1, 21 September 2004
Maintenance of Supplies and Equipment
Maintenance of Equipment

This revision has administrative changes. Specifically, this revision—

- Eliminates outdated processes. Brought procedures in-line with verified references, especially AR 750-1 (par. 4-3).
- Includes Medical Standby Equipment Program procedures (par. 4-3).
- Includes automated Medical Density Report listing procedures (par. 5-1).
- Includes Web sites for reference (app. A).
- Updates preventative maintenance guidelines (app. B).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 750-1

21 September 2004

Effective: 22 October 2004

Maintenance of Supplies and Equipment
MAINTENANCE OF EQUIPMENT

FOR THE COMMANDER:

OFFICIAL:

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Deputy Commander/Chief of Staff

/SIGNED/
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DISTRIBUTION:

A (Electronic distribution only)

Summary. This regulation prescribes policies and procedures for the maintenance of nonvehicular equipment. This regulation is used in conjunction with Army Regulation (AR) 750-1 (Army Materiel Maintenance Policy and Retail Maintenance Operations), Department of the Army (DA) Pam 738-750 (The Army Maintenance Management System (TAMMS)), DA technical bulletins (TB) MED 7 (Maintenance Expenditure Limits for Medical Materiel) and 38-750-2 (Maintenance Management Procedures for Medical Equipment) and end-item manufacturer's literature. Rescinds USMEPCOM Forms 750-1R (Operator Preventive Maintenance Checklist), and 750-1-1R (Operator Preventive Maintenance Checklist/Record and Maintenance Monitors Certificate). The requirement to prepare a DA Form 2407 (Maintenance Request) for failures of medical equipment is now optional if required by the supporting maintenance activity.

Applicability. This regulation applies to all elements of United States Military Entrance Processing Command (USMEPCOM).

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms are prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MRM-AD-LB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

*This regulation supersedes USMEPCOM Regulation 750-1, 20 April 1990. Rescinds USMEPCOM Form 750-1R, 1 April 1990, and 750-1-1R, 1 April 1990.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MRM-AD-LB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation is subject to management control requirements established in USMEPCOM Regulation 11-4 (Management Controls). It contains management control provisions and a management control evaluation checklist in appendix C.

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- A.** References
- B.** Maintenance Monitor Guidelines for Review of Operator Preventive Maintenance
- C.** Management Control Evaluation Checklist

Glossary

Chapter 1

General

1-1. Purpose

This regulation establishes policies, procedures, and provides guidance concerning the maintenance of nonvehicular and noninformation technology equipment within United States Military Entrance Processing Command (USMEPCOM). USMEPCOM Regulation 58-1 (Management, Acquisition, and Use of Motor Vehicles) contains vehicle maintenance policy and guidance. The Information Technology Directorate will publish maintenance policy and guidance for information technology equipment in the appropriate USMEPCOM 25-series regulation.

1-2. References

Required and related publications, required and prescribed forms, and prescribed publications and file numbers are located in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Resource Management Directorate (MRM), HQ USMEPCOM, is responsible for implementation and/or supplementation of Department of Defense (DOD) and DA policies, procedures, and directives concerning equipment maintenance. AR 750-1, AR 40-61, DA Pam 738-750, and DA TB 38-750-2 delineate general responsibilities regarding equipment maintenance.

b. Sector commanders are responsible for providing equipment maintenance guidance and assistance to their military entrance processing station (MEPS).

c. MEPS commanders are responsible for—

(1) Ensuring maintenance of Government equipment located at the MEPS is performed in accordance with (IAW) applicable DA publications listed in appendix A and section I of this regulation.

(2) Ensuring adequate operator training is provided to all MEPS personnel for proper operation and care of medical equipment for which they have responsibility. This may be in the form of manufacturer operator schools or classes conducted by MEPS supervisory personnel.

(3) Establishing an operator preventive maintenance (PM) program and ensuring the performance of operator preventive maintenance checks and services (PMCS) for all MEPS equipment, both medical and nonmedical.

(4) The appointment, in writing, of a qualified officer, noncommissioned officer, or civilian (General Schedule 5 or above) as a maintenance monitor and file under file number 1b, Office general management; disposition instructions are in appendix A, section VI. The grade of the appointee should be high enough to produce PM program results and maintain (within the MEPS) command visibility. Additionally, the appointee must be mechanically inclined and possess a general concept of Army materiel maintenance policies and procedures.

d. Maintenance monitors are responsible for—

(1) Performing monthly maintenance inspections to evaluate user/operator PMCS procedures and performance. During these inspections, they must ensure that operators correct deficiencies and instruct users/operators in proper operator PMCS procedures.

(2) Maintaining the library of operator's manuals for all technical items of equipment (excluding vehicles).

(3) Complying with the United States Army Medical Command (MEDCOM) requirement to provide the supporting medical maintenance activity a listing of medical equipment on an annual basis. This listing should include nomenclature, manufacturer, model, serial number, date put in service, and unit price. A copy of this listing will be provided to the sector's MRM, who will in turn forward a copy to HQ USMEPCOM, ATTN: MRM-AD-LB, not later than 30 November each year.

(4) Ensuring equipment operators (EOs) perform before, during, and after operation maintenance tasks according to technical manuals and manufacturer's instructions. The EO tasks usually consist of the care and cleaning of exterior surfaces, components, and accessories. The EO tasks also include the replacement of bulbs, tubing, etc., which are easily accessible and do not require extensive or special tools or test equipment. A list of guidelines is located in appendix B of this regulation to assist maintenance monitors in reviewing and ensuring that EOs are performing their required maintenance tasks.

(5) Prompt reporting of malfunctioning equipment to the supporting medical maintenance activity.

(6) Expedient initiation of a maintenance request for any maintenance service beyond those authorized as part the EO's daily operations.

(7) Ensuring current user/operator instruction manuals are available on site to the user/operator of all equipment. If not, ensure equipment publications and maintenance logs are obtained and maintained, and accompany equipment upon turn-in or transfer. In the absence of manufacturer's PMCS instructions, maintenance monitors will write and furnish operators with PMCS guidance.

(8) Ensuring the supporting medical maintenance activity performs periodic semiannual direct support maintenance (DSM) PMCS. (Since the PMCS frequency and tasks vary between manufacturers and models of apparently similar equipment, codification of the exact frequency of PMCS is impossible to codify in this regulation. To receive a more qualified assessment of the MEPS medical equipment PM program by a medical equipment repairer (MER), monthly inspections of operator PMCS should be scheduled to coincide with the DSM visits whenever possible.)

(9) Observing equipment under the control of users and operators for signs of abuse. Monitors will investigate evidence of abuse and initiate corrective action IAW procedures outlined in AR 735-5.

(10) Make certain a knowledgeable person from the appropriate section is available at all times when a maintenance team from the supporting Medical Department Activity (MEDDAC), United States Army Medical Center (MEDCEN), depot, or equipment manufacturer is working in the MEPS.

(11) Initiating a request for support maintenance the same day for equipment failure or for services required that are beyond those accomplished as part of the operator's maintenance. Contact the supporting MEDDAC or MEDCEN telephonically for medical equipment repair, and obtain a work order number IAW the instructions outlined herein.

(12) Initiating a DA Form 2409 (Equipment Maintenance Log (Consolidated)), for each newly acquired and existing piece of medical equipment and ensuring appropriate entries are posted upon completion of maintenance services (by the DSM).

(13) Using the file copy of the completed work order (the number 4 (blue) copy of the DA Form 2407 or DSM major command (MACOM)-equivalent) for medical equipment to transcribe information onto the DA Form 2409. The work order copy is then retained IAW AR 25-400-2 (The Army Records Information Management System (ARIMS)) as a short-term file (file number 738-750i,

Diagnostic medical and dental x-ray systems and specific components) in the medical section for a minimum of 90 days; disposition instructions are in appendix A, section VI.

1-5. Management control evaluation checklist

This regulation contains management control provisions and provides a management control evaluation checklist in appendix C. Commanders are free to use the checklist any time they feel it would assist them in improving operations, satisfy themselves that management controls are working as intended, or in preparation for inspections.

Chapter 2
Policy

2-1. Other directives

USMEPCOM activities will adhere to the equipment maintenance policies prescribed by applicable DA regulations, directives, procedural pamphlets, as listed in appendix A, section I.

2-2. Conflicts

Where policies prescribed herein are in conflict with any DA regulation, procedural pamphlets, or other USMEPCOM policies and procedures, a request for clarification will be forwarded, through channels, to HQ USMEPCOM, ATTN: MRM-AD-LB.

Chapter 3

Preventive Maintenance Checks and Services (PMCS)

3-1. General

PMCS is the care and service that personnel give their equipment to maintain it in good operating condition. A good PMCS program provides for systematic inspection of the equipment and the detection and correction of faults before they develop into major defects. PMCS refers to the simple procedures performed by the operator at the lowest level to keep the equipment in the best possible condition throughout its serviceable life. The EO is the key to an effective PMCS program. However, as stated previously, each commander is responsible for the successful accomplishment of the maintenance mission of his or her MEPS. The operator's daily check detects minor problems before they become major ones. Good daily PMCS means the difference between success and failure in operations. Operators must report (user) uncorrectable deficiencies to the appropriate supporting medical maintenance activity for remedial action.

3-2. Operator PMCS

a. PMCS varies for the different types of equipment on hand. Daily services apply to all failure-susceptible equipment. The user's manual or operator checklist for the equipment in use at a particular MEPS describes operator PMCS tasks. PMCS is required before, during, and after operation of the equipment.

b. Weekly, monthly, semiannual, or annual operator PMCS.

(1) These services are normally more comprehensive in nature than the daily services. The manufacturer's literature lists these services where applicable.

(2) Do not confuse operator PMCS with the service provided by the supporting medical maintenance activity. They are not the same.

c. The operator manual for the breath alcohol analyzers delineates the required operator PMCS and calibration requirements. Analyzers should not be stored or unused for long periods of time, which can cause fuel cell deterioration. Rotate analyzer use to ensure all are in optimum working order.

d. An audiogram is a critical element in the processing of applicants into the Armed Forces. MEPS, sector, and HQ USMEPCOM will take all necessary actions to maintain the maximum number of operational audiometers at all MEPS. Operator PMCS is limited to the removal of dirt, grime, etc. from the headphones, general cleaning of the equipment, and the weekly use of the authorized Bio-Acoustic Simulator. Immediately report to the respective sector MRM whenever 50 percent or more of the MEPS' audiometers are inoperative. The sector will, in turn, immediately report this information to HQ USMEPCOM, ATTN: MRM-AD-LB.

e. The Air Force uses incremental lifting devices (ILDs) in the MEPS to qualify certain applicants for specific jobs. The ability to lift a certain amount of dead weight is required to qualify applicants for specific training in a few Air Force fields. Therefore, the use, operation, and maintenance of ILDs is now the sole responsibility of the Air Force; ILDs are no longer a MEPS responsibility even if they are physically in MEPS (verses recruiter liaison) areas.

3-3. Support maintenance PMCS

a. DSM PMCS performed by personnel from the medical maintenance activity of the supporting MEDDAC or MEDCEN. AR 40-61 defines it as the in-depth systematic care, servicing, and inspection of equipment. The purpose of PMCS is to maintain equipment in a serviceable condition, detect minor

faults (not necessarily detectable by and during operator PMCS) before they become major defects, and to perform more in-depth equipment services (lubrication, testing, adjusting, etc.) than the EO is authorized to perform.

b. Only qualified MER (MOS 91A) personnel from the supporting medical maintenance activity will perform the DSM PMCS on medical equipment. DSM personnel perform PMCS on MEPS medical equipment at least annually.

c. The supporting MEDDAC or MEDCEN either calibrates/verifies non-digital/non-electronic applicant weighing scales or contracts the work. Either way, they are responsible for this annual calibration. The supporting medical maintenance activity arranges and funds any required contract.

d. The United States Army Medical Materiel Agency (USAMMA) Medical Maintenance Division, Tobyhanna Army Depot, performs annual audiometer calibration/verification service through an equipment exchange program. MEDDACs and MEDCENs cannot provide this service nor will they act as intermediaries in the process. The Supply Technician, in coordination with the noncommissioned officer in charge (NCOIC) of the medical section, effects direct exchange of audiometers with the depot maintenance facility.

Chapter 4 Remedial Maintenance

4-1. Operator maintenance tasks

a. EOs will use the authorized weights to perform calibration/verification of digital-electronic applicant weighing scales. Report scales that will not adjust (calibrate) to read the correct weight to the supporting DSM.

b. Replacement of single-use batteries is the operator's responsibility. The appropriate EO's manual contains the specific replacement procedure. Replacement of rechargeable batteries is a support maintenance task.

c. MEPS breath alcohol analyzers will be calibrated monthly by the EO using the procedure delineated by the manufacturer. The manufacturer will perform all maintenance services beyond EO level. Each MEPS will locally contract for these services; the MEPS will effect direct contact and coordination with the manufacturer.

d. Appendix D of the current medical materiel allowance list (MMAL) will contain a listing of replacement parts authorized for stockage and replacement by EOs. The parts must meet the following criteria to be included in this appendix:

(1) The part does not require extensive end-item disassembly to install; only basic mechanical skills are required to replace the part.

(2) Replacement of the part does not require special tools or techniques.

(3) The end item does not require critical alignment after installation.

(4) The price of the part is relatively low; the part the EO can either request the part from the supporting Medical Maintenance Depot or order it using the International Merchant Purchase Authorization Card.

e. Operator maintenance of Medical Standby Equipment Program (MEDSTEP) equipment is limited to those steps and actions delineated in the operator's literature for the troublesome item. If these troubleshooting techniques fail to resolve the problem, the EO must contact the Maintenance Hotline (at (DSN) 795-8509 or commercial (570) 895-8509) for telephonic troubleshooting assistance. If the result is a recommendation to exchange the MEDSTEP item, the EO must involve the medical section NCOIC and MEPS Supply Technician to coordinate and effect the exchange with their counterpart at the USAMMA Medical Maintenance Depot.

4-2. Direct support maintenance tasks

a. U.S. Army MEDCOM is responsible for maintenance and repair of all medical equipment at the MEPS. MEDCOM provides this support on a nonreimbursable basis under the terms of a memorandum of understanding between USMEPCOM and MEDCOM. In accordance with MEDCOM Regulation 40-21 (Medical Services Regional Medical Commands and Regional Dental Commands), the MEDDAC or MEDCEN servicing the area containing the MEPS provides medical equipment repair support.

b. EOs will immediately report non-MEDSTEP medical equipment that becomes inoperative due to system malfunction or breakdown telephonically to the supporting MEDDAC or MEDCEN biomedical maintenance support activity by the MEPS medical section. The maintenance monitor will request and record the work order number assigned to the requirement by the DSM activity. (Since, in most cases,

the maintenance facility will prepare the work order using their MACOM form; a DA Form 2407 will not normally be required. If, however, the DSM requires a DA Form 2407, figure 4-1 is an example of how to complete the form. Obtain specifics by reviewing DA Pam 738-750 and contacting the DSM.) When the responsible MEDDAC or MEDCEN cannot react within 3 working days to emergency requests, the MEPS commander will contact the Chief of Logistics of the supporting MEDDAC or MEDCEN for assistance. If response is still unsatisfactory the MEPS will contact the respective sector MRM. The sector will contact HQ USMEPCOM, ATTN: MRM-AD-LB if the situation cannot be remedied at their level.

c. MEPS commanders may not obtain contract maintenance services on medical equipment except as directed by HQ USMEPCOM. Only the supporting MEDDAC or MEDCEN Maintenance Officer may contract maintenance for medical equipment. When necessary, the biomedical maintenance support activity funds and acquires contract services. In DA Form 2409, section C, Repair and Cost Record, must contain the cost of service contracts.

4-3. Medical Standby Equipment Program (MEDSTEP)

MEPS may not maintain a stock or float of MEDSTEP equipment. However, under the provisions of AR 750-1, USAMMA Medical Maintenance Division, Tobyhanna Army Depot, provides direct exchange for selected medical equipment. However, the MEDSTEP program is limited, and direct exchange requirements will be met consistent with mission requirements, equipment density, and funding limitations. The MMAL contains a column headed "MEDSTEP" which designates whether or not a particular item is included in the program.

4-4. Equipment warranty services

a. Identify equipment items/systems covered by warranty to ensure the government utilizes full advantage of warranty service. Establish a warranty/guarantee file when warranty services are initially required, and maintain it for the remainder of the warranty period under file number 738-750f, Historical records or logbooks; disposition instructions are in appendix A, section VI. Include copies of warranty reports rendered as a result of services provided, written complaints from users about problems with the equipment, etc. At the completion of the warranty period, this file provides a management tool to identify maintenance problem areas, trends, etc.

b. The MEPS may contact equipment manufacturers regarding equipment warranty claim actions after notifying the supporting maintenance activity, ensuring that a warranty is in effect, and the warranty covers the action requested. Under no circumstances will MEPS personnel obligate (either verbally or in writing) MEPS, this headquarters, or the supporting MEDDAC to reimburse a vendor or contractor for work to be performed on MEPS (medical or nonmedical) equipment without prior approval. Assistance in this matter may be obtained from the sector's MRM.

c. Record the performance of warranty services in section C of the applicable DA Form 2409. However, do not record man-hours and parts cost provided at no cost to the government. Instead, indicate the specific nature of work performed, and write the word "Warranty" in the cost column.

MAINTENANCE REQUEST		PAGE NO.	NO. OF PAGES	REQUIREMENTS CONTROL SYMBOL
For use of this form, see DA PAM 738-750, the proponent agency is DCSLOG				CSGLD - 1047(R1)
SECTION I - EQUIPMENT DATA				
CONTROL NUMBER	WORK ORDER NO.	WESDC	ORG PD	PD AUTHENTICATION
	2002126-0003			
<input checked="" type="checkbox"/> Work Request <input type="checkbox"/> MWO <input type="checkbox"/> Warranty Claim	1A. ORGANIZATION Hometown MEPS	B. LOCATION 3318 Warmlands Blvd. Hometown, NY 09024		C. UNIT IDENT CODE
2. SERIAL NO. 20715A1	3. NOUN NOMENCLATURE Booth, And. 6-Pos	4. LINE NO. ~	5. MODEL RM-253	6. NATIONAL STOCK NUMBER 6515-01-002-0003
7A. MAINTENANCE ACTIVITY MEOPAC ET. Drum, NY	B. LEVEL O	8. UTILIZATION CODE ON	9A. MCSR ITEM	9B. ERC 068
				9C. PACING ITEM 008
			10. HOURS 258	11. MILES 790
			12. ROUNDS	13. STARTS
14. FAILURE DETECTED DURING (Select one - use <input checked="" type="checkbox"/> or X)		15. FIRST INDICATION OF TROUBLE (Select one - use <input checked="" type="checkbox"/> or X)		
<input type="checkbox"/> A Sch Main	<input type="checkbox"/> C Test	<input type="checkbox"/> E Storage	<input type="checkbox"/> G Flight	<input type="checkbox"/> 068 Inoperative
<input type="checkbox"/> B Handling	<input checked="" type="checkbox"/> D Normal Op	<input type="checkbox"/> F Inspection	<input type="checkbox"/> H Other	<input type="checkbox"/> 258 Overheating
				<input type="checkbox"/> 790 Out of Adjustment
				<input type="checkbox"/> 008 Noisy
				<input type="checkbox"/> 387 Low Performance
16A. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURE IN EQUIPMENT TM (Do not prescribe repairs)				
Failed Annual Background Noise Level Check - Fan Noisy				
B. REMARKS HM2 Baptist (516) 630-4430 Date in Service Aug 1994 Unit Cost \$8,500-				
PREPARATION INSTRUCTIONS (Prior to using this form, read DA PAM 738-750 for detailed preparation instructions)				
<ol style="list-style-type: none"> Place a "✓" or an "X" in the box for the type of action required. Enter the WESDC if the item is Materiel Condition Status Reportable. Enter the priority designator as determined from the urgency of need and force activity designator. The Unit Commander, Chief of TDA activity or their designated representative will authenticate, by signature, a priority of 01 through 08. Block 1A. Enter the name of the organization submitting the request. Block 1B. Enter the unit submitting the request; units overseas enter APO only. Block 1C. Enter the unit identification code of the unit in block 1A. Block 2. Enter the equipment serial number. For ammunition, enter the lot number. For administrative-use vehicles, enter the USA registration number. Block 3. Enter the noun abbreviation of the item. Block 4. Enter the item line number, if applicable. Block 5. Enter the model number. Block 6. Enter the National Stock Number of the item listed in Block 3. Block 7. Enter the name of the support activity. Block 7A. Enter the symbol of the maintenance category (O, F, H, D, or L). Block 8. Enter the utilization code. Block 9A. Enter the word "yes" if the item is Materiel Condition Status Reportable. Block 9B. Enter the equipment readiness code, if applicable. Block 9C. Enter the word "yes" if the item is a pacing item. Block 10. Enter the hour reading, if applicable. Block 11. Enter the mileage from the odometer, if applicable. Block 12. Enter the total rounds fired, if applicable. Block 13. For turbine engines, enter the number of hot starts. Block 14. Enter a "✓" or "X" in the proper block. Block 15. Enter a "✓" or "X" in the proper block. Block 16. Describe briefly the fault or symptoms needing correction. 				
23. SUBMITTED BY HM2 Baptist	24. RECEIVED BY F-2			
JULIAN DATE 2002126	JULIAN DATE 2002126			

DA FORM 2407, AUG 88

EDITION OF MAY 81 MAY BE USED

RECEIPT COPY 1

Figure 4-1. Sample of a completed DA Form 2407

Chapter 5

Reporting and Recordkeeping Requirements

5-1. Required reports

Provide the supporting DSM (MEDDAC or MEDCEN) a listing of medical equipment they support. Furnish this listing annually, not later than 30 November of each year. To comply with this requirement, print the Medical Density Report and annotate the MEDSTEP items. Then transcribe the date-in-service and unit price for the non-MEDSTEP items (from the applicable DA Form 2409) to the report, and mail or fax it to the DSM. Furnish an informational copy to HQ USMEPCOM, ATTN: MRM-AD-LB. When the MEPS generates the Medical Density Report, an informational copy of the report is e-mailed to MRM-AD-LB at HQ USMEPCOM.

5-2. Maintenance records

Posting and preparation of equipment maintenance records.

- a. The manufacturer's literature contains the definitive guidance for operator PMCS.
- b. DA Pam 738-750 and DA TB 38-750-2 provide instructions for the preparation, maintenance, and disposition of maintenance records in this regulation. Figures 5-1 and 5-2 provide a sample of a completed DA Form 2409.
- c. Either the DSM MACOM work order form or a DA Form 2407 will be used to request maintenance/repair services from the supporting maintenance activity, and will serve to collect maintenance data for transcription to DA Form 2409.
- d. DA Form 2409 will be maintained in the MEPS medical section for each non-MEDSTEP item of medical equipment with a unit price of \$200 or more and which requires routine periodic maintenance (one DA Form 2409 for each piece of maintenance significant equipment) under file number 738-750a, Maintenance request; disposition instructions are in appendix A, section VI. The maintenance monitor must initiate the DA Form 2409 on each new piece of medical equipment that meets these guidelines. Examples of medical equipment requiring an individual DA Form 2409 are at table 5-1. PM tasks and guidance are in the manufacturer's literature for the equipment.
 - (1) Section A contains end item identification data. Obtain the life expectancy from DA TB MED 7. Gather the remainder of the data from the issue documents, the property book, and the item itself.
 - (2) Section B is for posting direct support (DS) PMCS, DS calibration/verification services, technical inspections, and electrical safety checks.
 - (3) Section C is for remedial maintenance actions (which includes repairs and rebuilds) only. Do not post scheduled services listed in 5-2d(1), above and posted to section B to this section.
 - (4) When either section B, C, or D becomes full, transcribe the following information to a new DA Form 2409:
 - (a) Section A: All entries.
 - (b) Section C: Put the date in column A, and the word "Consolidated" in column C. Carry the totals from columns D, E, F, and G of the old form to the new form.
 - (c) Section D: All entries.

(5) Since the DA Form 2409 serves the same function as a vehicle log book, the DA Form 2409 will accompany the equipment upon turn-in or lateral transfer.

e. Determination of repair eligibility for medical equipment (DA TB MED 7) and posting of maintenance services to the historical record (DA Form 2409) is the responsibility of the repairman performing the service. However, if the historical record is not available to the repairman, it will be the responsibility of Maintenance Monitor to post this record from the information provided on the completed work request (#4 (blue copy) of the DA Form 2407).

Table 5-1 Equipment Requiring an Individual DA Form 2409	
Booth, Audiometric	Chair, Ophthalmic
Lantern, Color Perception Testing	Stereoscope, Vision Testing
Light, Color Perception	Light, Slit Ophthalmic
Refractor, Eye, Automatic	Refrigerator, Mechanical, Blood (5.4 cu ft)
Projector, Visual Acuity	

Chapter 6
Medical Materiel Complaints

6-1. Filing a complaint

Complaints involving medical materiel which has been determined to be harmful or defective to the extent that use has, or may, cause death or injury, or is unsatisfactory because of malfunction, design, or defects (attributable to faulty materials, workmanship, and/or quality control) will be reported as medical materiel complaints IAW AR 40-61 by memorandum. The reporting activity will provide as much information as possible. The address of the reporting activity, name of the individual most familiar with the complaint(s), and his or her telephone number will be included in the event additional information is required. Before forwarding the complaint, professional, supply, and maintenance personnel will thoroughly evaluate the items.

6-2. Submission of complaint

Forward a copy of the materiel complaint through sector to HQ USMEPCOM, ATTN: MRM-AD-LB.

Appendix A

References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://www.e-publishing.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 25-400-2

The Army Records Information Management System (ARIMS). Cited in paragraph 1-4d(13).

AR 40-61

Medical Logistics Policies and Procedures. Cited in paragraphs 1-4a, 3-3a, and 6-1.

AR 340-26

Office Management Duplicate Emergency Files Program. Cited in appendix C.

AR 735-5

Policies and Procedures for Property Accountability. Cited in paragraph 1-4d(9) and appendix C.

AR 750-1

Army Materiel Maintenance Policy. Cited in the “Summary” paragraph and paragraphs 1-4a and 4-3.

DA Pam 738-750

Functional Users Manual for the Army Maintenance Management System (TAMMS). Cited in the “Summary” and paragraphs 1-4a, 4-2b, and 5-2b.

DA TB 38-750-2

Maintenance Management Procedures for Medical Equipment. Cited in the “Summary” and paragraphs 1-4a and 5-2b.

DA TB MED 7

Maintenance Expenditure Limits for Medical Materiel. Cited in the “Summary” and paragraphs 5-2d(1) and 5-2e

MEDCOM Reg 40-21

Medical Services Regional Medical Commands and Regional Dental Commands. Cited in paragraph 4-2a.

USMEPCOM Reg 11-4

Management Controls. Cited in the “Management control process” paragraph.

USMEPCOM Reg 58-1

Management, Acquisition, and Use of Motor Vehicles. Cited in paragraph 1-1.

Section II (These publications are a source of additional information. Users may read them to better
Related Publications understand the subject, but do not have to read them to comply with this regulation.)

AR 5-9
 Area Support Responsibilities.

AR 710-2
 Supply Policy Below the National Level.

Section III (Publications prescribed by this regulation.)
Prescribed Publications

None

Section IV (The forms needed to comply with this regulation.)
Required Forms

DD Form 2163
 Medical Equipment Verification Certification. Cited in appendix C.

DA Form 2407
 Maintenance Request. Cited in the “Summary” and paragraphs 1-4d(13), 4-2b, 5-2c, and 5-2e.

DA Form 2409
 Equipment Maintenance Log (Consolidated). Cited in paragraphs 1-4d(12), 1-4d(13), 4-2c, 4-4c, 5-1, 5-2b, 5-2c, 5-2d, 5-2d(4), 5-2d(5), 5-2e, and table 5-1, figure 5-1, figure 5-2, appendix B, and appendix C.

Section V (The forms prescribed by this regulation.)
Prescribed Forms

None

Section VI (The file numbers this regulation prescribes for the user to file specific documents.)
Prescribed File Numbers

1b
 Office general management. Cited in paragraph 1-4c(4). K6. Keep in current files area until no longer needed for conducting business, but not longer than 6 years, then destroy.

738-750a
 Maintenance request. Cited in paragraphs 1-4d(13) and 5-2d. Per DA Pam 738-750 the DA Form 2409 is thrown out 6 months after the date of the last entry in sections B or C. For local use, this form may be kept 1 year after the date of the last entry in section B or C.

738-750f
 Historical Records or Logbooks. Cited in paragraph 4-4a. Dispose of as provided by DA Pam 738-750.

738-750i
 Diagnostic medical and dental x-ray systems and specific components. Cited in paragraph 1-4d(13). KE6. Event is after transfer of the x-ray system to Defense Property Disposal Office for scrap. Keep in current files area until event occurs destroy when no longer needed for conducting business (business process requires a minimum 5-year retention after the event).

Appendix B
Maintenance Monitor Guidelines for Review of Operator Preventive Maintenance

B-1. The maintenance monitor must become operationally familiar with all equipment within the MEPS.

B-2. The following factors will be applied to determine the condition of all items of equipment on a monthly basis:

a. Is equipment operator's manual on hand? If not, it must be procured from the equipment manufacturer. If manufacturer's PMCS is unavailable, write and furnish one to the operator.

b. Inspect the overall appearance of the equipment.

c. Is the interior and exterior of the item free of rust, corrosion, solutions, dirt, lint, dust, and other deposits?

d. Are doors, drawers, panels, shelves, catches, latches, hinges, stops, door pulls, handles, knobs, and casters properly tightened or adjusted to operate smoothly?

e. Are component holders, clips, and receptacles intact and properly adjusted?

f. Are control knobs, mechanical locks, and levers securely attached to the driven element and properly adjusted?

g. Are visible nuts, bolts, screws, and other hardware tight and in good condition?

h. Inspect all visible chains, gears, and bearings for excessive noise and wear.

i. Inspect all visible axles, shafts, and drives for excessive wear, play, and proper lubrication.

j. Inspect rubber parts, components, and fittings for cracks, splices, punctures, and faulty fittings. These parts should exhibit original elasticity and shape.

k. Inspect electrical connectors, jacks, receptacles, plugs, and wiring for cracks or breaks and frayed electrical wires.

l. Review the operator PM performance (via checklist) for the preceding month.

m. Review DA Forms 2409 on file. Ensure there is one for each item of equipment shown in table 5-1, and as required in paragraph 5-3d of this regulation. Also ensure completeness and correctness of section A (see figure 5-1) and that DSM PMCS is being performed and annotated on a regularly scheduled basis.

Appendix C Management Control Evaluation Checklist

C-1. Function

The function covered by this checklist is maintenance of equipment.

C-2. Purpose

The purpose of this checklist is to assist commanders and MEPS personnel (as appropriately designated) to evaluate the key management controls listed below. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. This checklist must be use within 120 days of initial publication and every 2 years thereafter. HQ USMEPCOM (MRM-AD-LB) will certify completion of this evaluation using DA Form 11-2-R (Management Control Evaluation Certification Statement). (Note: Explain rationale for YES responses or provide cross-references where rationale can be found. For NO responses, cross-reference to where corrective action plans can be found. If response is NA, explain rationale.)

C-4. Test questions

a. Event Cycle I: Maintenance Training

(1) Step 1: Assess state of individual training.

(a) Risk: Inefficient use of resources degrades materiel readiness.

(b) Control Objective: Ensure only necessary operator and operator Preventive Maintenance Checks and Services (PMCS) training is accomplished.

(c) Control Technique: Review training schedules, forms, and records to determine actual requirements and scheduling required blocks of time to perform operator PMCS training.

(d) Test Questions:

1. Is a maintenance monitor designated in writing and is he or she trained?

RESPONSE: YES NO NA

REMARKS:

2. Does individual operator/operator PMCS training fit the organization's training needs?

RESPONSE: YES NO NA

REMARKS:

3. Is maximum use made of all training resources (on-the-job training, Maintenance Assistance and Instruction Team, Logistics Assistance Office, service schools, new equipment training, etc.)?

RESPONSE: YESNO NA
REMARKS:

4. Are individuals who have formal training providing-on-the-job training for other personnel?

RESPONSE: YESNO NA
REMARKS:

5. Is an allocated block of time for operator preventive maintenance included on the unit training schedule?

RESPONSE: YESNO NA
REMARKS:

6. Is the amount of scheduled PMCS training time sufficient to provide effective training?

RESPONSE: YESNO NA
REMARKS:

(2) Step 2: Determine if technical assistance is requested as necessary.

(a) Risk: If technical assistance is not requested, failures may not be identified correctly.

(b) Control Objective: Ensure technical assistance is requested as required.

(c) Control Technique: Request training assistance from technical assistance teams when required.

(d) Test Questions:

1. If technical assistance is required, has it been requested?

RESPONSE: YESNO NA
REMARKS:

2. Are Direct Support Maintenance team personnel used to support the training program?

RESPONSE: YESNO NA

REMARKS:

3. Is the supporting medical maintenance activity provided an up-to-date medical equipment density listing on a semiannual basis?

RESPONSE: YESNO NA

REMARKS:

b. Event Cycle 2: Publications and Blank Forms

(1) Step: Determine that necessary publications/forms are on hand and current.

(a) Risk: Inefficient use of resources will degrade mission accomplishment.

(b) Control Objective: Ensure that a minimum number of references/forms are on hand, current, and available to maintenance personnel.

(c) Control Technique: Review publications requirements to ensure correct references are being ordered and conduct periodic inspections to ensure personnel are using up-to-date references.

(d) Test Questions:

1. Are required maintenance publications (operator's technical manuals/manufacture's literature) on hand?

RESPONSE: YESNO NA

REMARKS:

2. Do personnel use the necessary publications to perform their job?

RESPONSE: YESNO NA

REMARKS:

3. Do equipment operators have ready access to publications and blank forms required to perform the operation and preventive maintenance of their equipment?

RESPONSE: YESNO NA

REMARKS:

4. Is the maintenance monitor documenting instances of operators not performing adequate operator's maintenance?

RESPONSE: YESNO NA

REMARKS:

5. Are DA Forms 2409 (Equipment Maintenance Log (Consolidated)) initiated and maintained IAW this regulation?

RESPONSE: YESNO NA

REMARKS:

c. Events Cycle 3: Files

(1) Step: Determine if unnecessary files are being maintained.

(a) Risk: Inefficient use of resources may impact on other areas of mission accomplishment.

(b) Control Objective: Eliminate unnecessary files.

(c) Control Technique: Review files IAW AR 340-26 and local policy and eliminate or revise as required.

(d) Test Questions:

1. Are duplicate files maintained at different levels or locations?

RESPONSE: YESNO NA

REMARKS:

2. Are files reviewed periodically for subject retention?

RESPONSE: YESNO NA

REMARKS:

3. Are files retired at the appropriate time IAW local regulations?

RESPONSE: YESNO NA

REMARKS:

d. Event Cycle 4: Equipment Support

(1) Step: Determine if medical and nonmedical equipment is used as intended.

(a) Risk: Mission will not be performed in an efficient manner and all problem areas will not be identified and corrected.

(b) Control Objective: Ensure correct equipment is being used as intended.

(c) Control Technique: Inspect work areas and evaluate if equipment is used properly.

(d) Test Questions:

1. Is equipment being used for its intended purpose?

RESPONSE: YESNO NA

REMARKS:

2. Do users understand how to operate and maintain their equipment?

RESPONSE: YESNO NA

REMARKS:

3. Are all cases of equipment abuse investigated per AR 735-5?

RESPONSE: YESNO NA

REMARKS:

4. Are medical equipment being calibrated on a regularly scheduled basis, and being documented on both the DA Form 2409 (Equipment Maintenance Log (Consolidated)), and the DD Form 2163 (Medical Equipment Verification Certification) label affixed to each piece of maintenance significant medical equipment which requires calibration?

RESPONSE: YESNO NA

REMARKS:

5. Is preventive maintenance scheduled and performed according to the manufacturer's specifications?

RESPONSE: YESNO NA

REMARKS:

C-5. Comments

Users may submit comments to HQ USMEPCOM, ATTN: MRM-AD-LB, 2834 Green Bay Road, North Chicago, IL 60064-3409.

C-6. Use of DA Form 11-2-R (Management Control Evaluation Certification Statement)

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form.

Glossary

AR

Army regulation

DA

Department of the Army

DOD

Department of Defense

DS

direct support

DSM

direct support maintenance

EO

equipment operator

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

in accordance with

ILD

incremental lifting device

MACOM

major command

MEDCEN

United States Army Medical Center

MEDCOM

United States Army Medical Command

MEDDAC

Medical Department Activity

MEDSTEP

Medical Standby Equipment Program

MEPS

military entrance processing station

MER

medical equipment repairer

MMAL

medical materiel allowance list

NCOIC

noncommissioned officer in charge

PM

preventive maintenance

PMCS

Preventive Maintenance Checks and Services

TB

technical bulletin

USAMMA

United States Army Medical Materiel Agency

USMEPCOM

United States Military Entrance Processing Command