DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-DL

26 DEC 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #51-01, Procurement of Commercial Equipment Items

1. PURPOSE. To establish policy for the purchase of commercial equipment items supported/repaired by the Directorate of Logistics Maintenance Division.

2. GENERAL.

a. Maintenance and repair of government-owned commercial equipment is critically important to Fort Leonard Wood's continued success as a premiere Army Community of Excellence installation.

b. Commanders and directors are responsible for ensuring their representatives coordinate with and seek advice from the appropriate Directorate of Logistics (DOL) support maintenance personnel prior to purchasing any new commercial equipment item for which maintenance and repair will be expected from the Maintenance Division, DOL. Types of commercial equipment items include lawn mowers, line trimmers, leaf blowers, video projection systems, public address systems, hand-held, mobile and base station radio communication, televisions, video cassette player/recorders (VCR), office appliances, gym/fitness equipment, etc.

c. To avoid unnecessary delays in the maintenance of repair of unserviceable commercial equipment items, maintenance personnel will review customer requisitions for commercial equipment items, and will either concur with the items selected or discuss and recommend alternatives. Consideration of alternatives will include warranty procedures, repair manuals, repair parts sources and availability, special tools, diagnostic equipment, and technician training requirements.

3. POLICY/PROCEDURES.

a. Maintenance Division personnel from the Lawn Mower and the Electronics and Communication Repair Shops will provide recommendations to customers, on commercial equipment manufacturers, makes, models, and sizes that they have existing capabilities to support.

b. The Lawn Mower Repair Shop will provide initial assembly of any new commercial lawn care equipment item. They will unpack, assemble and perform initial preventive maintenance checks and services for the customer, to ensure each equipment item conforms to manufacturer's specifications and is safe to operate. They will affix bumper numbers and record data plate information, acquisition cost and date of purchase for each new commercial lawn care equipment item. This recorded information will aid maintenance personnel in planning winter maintenance, and to determine repair expenditure limits (based on age and replacement costs).

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c. Maintenance Division personnel are available for customer inquiries by telephone, FAX, E-mail, or visit to the appropriate maintenance repair shop. Maintenance Division is located at 2901 Nebraska Avenue, Building 5265. Division personnel will make recommendations to customers on specific brands and models of equipment which they are equipped and prepared to support, and inform customers of repair parts, publications and training which are already available.

4. SUPERSESSION. This policy is in effect until superseded or rescinded and supersedes all previous policies, subject stated above.

5. PROPONENT. The proponent for this command policy is the Directorate of Logistics, 596-0151.

ANDERS B. AADLAND
Major General, USA
Commanding

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