DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 10490.33B
SUP 43
21 MAR 1997

NAVSUP INSTRUCTION 10490.33B

Subj: MATERIAL HANDLING EQUIPMENT; ADMINISTRATION AND CONTROL OF

Ref: (a) SECNAVINST 4440.31C of 24 Mar 86
(b) OPNAVINST 11240.8G of 14 Sep 95

1. Purpose. This instruction assigns responsibilities for centralized management of Navy-wide Material Handling Equipment (MHE).

2. Cancellation. NAVSUPINST 10490.33A. As there are significant changes and additions throughout this instruction, it should be read in its entirety.

3. Background. This instruction addresses responsibilities assigned to the Naval Supply Systems Command (NAVSUP) by references (a) and (b).

a. The term “Material Handling Equipment”, describes all self-propelled equipment normally used in storage and handling operations in and around warehouses, shipyards, industrial plants, airfields, magazines, depots, docks, terminals, and aboard ships. It includes all self-propelled material handling equipment, such as, but not limited to, warehouse tractors, forklift trucks, platform trucks, pallet trucks, straddle carrying trucks, mobile (warehouse) cranes, 463L aircraft loading equipment, and Automated Material Handling System (AMHS) equipment. It also includes non-powered shipboard pallet trucks.

b. The provisions of this instruction apply to Navy-owned MHE assigned to shore activities, land-based operating forces, forces afloat, including fleet support ships assigned to the Military Sealift Command, and Fleet Issue Control Points. Exceptions are the MHE assigned to deployable Fleet Marine Forces and Marine Corps activities for which the Commandant of the Marine Corps has primary support responsibilities. Other exceptions may include single-user items, items designed as an integral part of a system, and items which are designed to serve a specified function.

c. Equipment may not be excepted if it utilizes a standard commercial or military chassis and motor, or if it has been modified to include special accessories and/or special design features to enhance its safety or performance factors. All exceptions will be approved by NAVSUP on an item-by-item basis.

4. Responsibilities.

a. NAVSUPSYSCOM Responsibilities. NAVSUP will:

(1) Establish Navy-wide Procurement, maintenance, and management policies to support programs and allowances authorized by the Chief Of Naval Operations (CNO).

(2) Review and incorporate strategic philosophy into program management, provide formal budget preparation guidance to the Naval Inventory Control Point, Mechanicsburg (NAVICP-M) and defend the budget.

(3) Review Program Objectives Memorandum (POM) inputs for new requirements when submitted by NAVICP-M, and refer them to the appropriate CNO program sponsor for funding support.

(4) Establish policy for the allocation, administration, and utilization of all assigned equipment, in accordance with the military requirements established by CNO and operational requirements of other commands and offices.

(5) Monitor the implementation of standards for operation and general utilization of Navy MHE.

(6) Administer public laws and regulations relating to the acquisition, use and disposal of MHE.

(7) Review and approve life expectancy and repair limit criteria for MHE.

(8) Oversee the review of MHE specifications in connection with the Department of Defense (DOD) Standardization Program. Approve all new MHE specifications and significant revisions to existing MHE specifications for the Navy.

(9) Approve standards for training of MHE operating and maintenance personnel.

(10) Through command channels and in coordination with other commands or offices, establish technical and operational standards to comply with appropriate safety regulations.

(11) Coordinate requirements for cost accounting and cost reporting procedures with the Comptroller of the Navy and other interested commands and offices.

(12) Develop and maintain the policy for MHE Integrated Logistic Support Plans (ILSP).

(13) Provide the NAVICP-M necessary information on approved installation/modification of Automated Materials Handling Systems or warehouse improvement projects which affect MHE requirements.

(14) Review and approve MHE initial allowances/allowance change requests submitted with recommendations by NAVICP-M, wherein agreement cannot be reached with the requesting activity, or when significant budgetary impacts may be realized.

(15) Provide MHE management capability to all Navy MHE users and managers via the Navy's Equipment And Management Control System (EMACS).

(16) Submit budget requirements and establish program management guidelines for the MHE Service Life Extension Program (SLEP).

(17) Oversee the Acquisition Engineering Agency (AEA) Program Management Office at NAVICP-M and fund, task and monitor the MHE In-Service Engineering Agency (ISEA) function.

(18) Oversee the management and control of MHE stored as War Reserve Material (WRM).

(19) Oversee the implementation and management of Fleet Industrial Supply Center (FISC) taskings in the FISC Operating Guide (NAVSUP PUB 601) MHE Template.

b. NAVICP-M Responsibilities. NAVICP-M, with NAVSUP policy guidance will:

(1) Serve as Acquisition Engineering Agent for the Navy's MHE program.

(2) Perform all inventory control functions for MHE assigned to Navy activities, afloat and ashore, to include Fleet Issue Control Points (FICPs) and WRM.

(3) Through command channels, and in coordination with the appropriate Hardware Systems Command/Type Commander, or with the Military Sealift Command (MSC) with respect to MHE assigned to MSC ships, assist NAVSUP in determining Navy-wide MHE requirements in support of existing programs, previously established allowances, approved allowance changes, new allowances and new programs.

(4) Using Navy's EMACS program, maintain and monitor unit and activity allowance records, and review and approve MHE initial allowances/allowance change requests submitted by activities with their respective major claimant's endorsement. Refer MHE initial allowances/allowance change requests to NAVSUP for approval when significant budgetary impact exists or wherein agreement cannot be reached with the requesting activity. Within fiscal constraints, match activity inventories as closely as possible to authorized allowances.

(5) Determine, promulgate and monitor standards for activity use in determining requirements for selection, application, operations and utilization of MHE.

(6) Develop and defend MHE budgets using inventory, new requirements, replacement and procurement data for submittal to NAVSUP as required.

(7) Coordinate POM inputs for new requirements and, provide to NAVSUP as required.

(8) Coordinate and consolidate requirements, verify and approve user technical requirements, initiate procurement, and coordinate and monitor consignment and delivery of MHE for the following programs:

(a) Navy replacement program.

(b) Navy Working Capital Fund (NWCF) activities, to include NAVSUP NWCF, and Ships Construction Navy (SCN) programs.

(c) New programs, new allowances, military construction and facility upgrades.

(9) Prioritize the delivery of replacement and new MHE based on operational requirements and performance of the activity in meeting utilization goals.

(10) Oversee management of WRM MHE stock in accordance with NAVSUP WRM and CNO-approved requirements/guidelines.

(11) Monitor utilization of MHE assigned to shore activities and land-based operating forces.

(12) Assign Navy Registration Numbers to all Navy MHE.

(13) Establish criteria for the replacement, induction into the SLEP and/or retirement of MHE in compliance with NAVSUP SLEP guidance and DOD guidance.

(14) Develop and administer technical and operational standards in compliance with appropriate safety regulations.

(15) Manage the exchange, reassignment, and disposal of MHE for the Navy in accordance with current regulations.

(16) Provide recommended revisions to MHE cost accounting and cost reporting procedures to NAVSUP for coordination with the comptroller of the Navy.

(17) As required, review submissions by activities of other commands (including Navy ships) for procurement of powered material handling equipment, nonpowered shipboard pallet jacks,

and MHE industrial storage batteries for conformance with military standards and specifications.

(18) Provide acquisition engineering support data to the Defense Logistics Agency (DLA) for Federal Supply Classes 3920 (shipboard manual pallet jacks only), 3930 (powered), 3950 (mobile warehouse cranes only), and 6140 (MHE batteries only) applicable to Navy programs.

(19) Chair provisioning conferences and effect provisioning for Navy MHE by developing and maintaining Allowance Parts List and Lead Allowance Parts Lists.

(20) Develop, maintain, coordinate and manage military and federal specifications and standards for powered and nonpowered MHE and submit new specifications and significant revisions to existing specifications to NAVSUP for approval. Effect standardization of equipment as practicable in compliance with procedures established by the DOD Standardization Program. Coordinate specification reviews with the ISEA as required.

(21) At the direction of NAVSUP, function as the EMACS central database manager to provide maintenance, utilization, and repair reports, as required.

(22) Establish and chair a Configuration Control Board (CCB), and retain responsibility for MHE configuration management.

(23) Evaluate manufacturer and repair facilities based on past performance and capabilities to determine "best value" manufacturers.

(24) Develop, approve and maintain MHE technical manual (TM) specifications and standards. Review, evaluate and approve contractor maintenance manuals and technical publications.

(25) Function as the preparing activity and Navy Custodian for military and industry specifications and standards applicable to powered and nonpowered MHE and industrial storage batteries for electric powered MHE.

c. In-Service Engineering Agent Responsibilities. The ISEA will:

(1) Maintain the MHE Integrated Logistics Support Plan (ILSP) and other maintenance plans, procedures and standards to ensure MHE is managed and repaired at the most economical level.

(2) Assist the Acquisition Engineering Agency (AEA) in reviewing and approving TMs, Maintenance Manuals and Technical Publications for contractual compliance and equipment applicability.

(3) Incorporate Fleet feedback into reviews of military and industry MHE specifications and standards to ensure a balance between Fleet requirements and industry capabilities.

(4) Conduct Technical Evaluations, to include user tests, in conjunction with First Article Tests. Conduct product acceptance tests as required to ensure the protection of Navy interests and concerns. Make recommendations to the AEA as required.

(5) Provide Fleet/user engineering support. Make site visits to users, as required, to analyze and solve MHE problems and assist users in implementing equipment changes. Evaluate user feedback for incorporation into equipment modifications and procurement specifications.

(6) Address safety issues in accordance with NAVSEA Explosive Safety Charter. Incorporate safety-related changes into MIL-SPECS and equipment modifications.

(7) Monitor and approve MHE training programs for Navy MHE users.

(8) Validate allowance requirements for adequacy as they relate to user missions and make recommendations to NAVSUP for changes.

(9) Develop and maintain SLEP standards for use by MHE holders and depot-level repair sites to establish induction and level of effort requirements.

(10) Assist the AEA in the evaluation of Engineering Change Proposals (ECP), requests for waivers, and deviations from standards to ensure ECP requests, regardless of source, do not adversely affect Navy requirements.

(11) In conjunction with the AEA review, evaluate Quality Deficiency Reports, and make recommendations for corrective action to manufacturers and Fleet users.

d. MHE Regional Manager Responsibilities. FISC regional MHE managers are established at:

FISC Jacksonville
FISC Norfolk
FISC Pearl Harbor
FISC Puget Sound
FISC San Diego
FISC Yokosuka

Regional managers will perform the following functions:

(1) Provide new or overhauled units at no cost for the following OPN funded users:

Shipboard
War Reserve Stock
Other non-NWCF activities, to include:

NASs/NAFs	Reserve Centers
Sub Bases	Training Schools
NAVFACS	Training Battalions
Naval Bases	Amphib Bases
Naval Magazines	Test Facilities
Construction Battalions	Naval Hospitals
Combat Support Squadrons	

(2) Provide MHE, as available, on a lend/lease basis, to activities, to include:

Shipyards	Weapons Stations
NADEPS	Printing Services
Public Works Centers	NAWCs
Military Sealift Command	

(3) Secure contracts for maintenance and repair as required or requested by various regional MHF, holders.

(4) Secure leasing contracts for MHE users for commercially available equipment as required.

(5) Manage regional inventory databases via EMACS in order to provide required updates to the central database at NAVICP.

(6) Provide summaries of regional costs to requesting activities.

(7) Maintain Fleet Inventory Control Point inventories to service shipboard and shorebased regional MHE requirements.

(8) With NAVICP-M, manage the regional SLEP process, to include determination of induction candidates, funds management, new procurements and contract management of SLEP service providers.

(9) Maintain a self-help maintenance and repair program to support Fleet training and maintenance requirements.

(10)Provide initial and updated training on EMACS to all regional MHE users, as required.

(11) As applicable, maintain and monitor the condition of WRM MHE stock. Coordinate asset movement with NAVICP-M.

e. Navy MHE User Responsibilities. Navy MHE users will:

(1) Be held responsible for ensuring the completion of preventative maintenance and organizational and intermediate

level repairs on all assigned MHE. Failure to effect and document required Preventive Maintenance Schedule efforts and/or repairs will result in financial assessments for replacement MHE to those commands which would normally receive free issue. All users will be held financially responsible for cannibalized or missing components.

(2) Maintain an up-to-date MHE database utilizing online or hard copy EMACS procedures. Ensure utilization, maintenance, and other inventory activity for all assigned MHE is updated on a regular basis to facilitate regional quarterly report requirements. Failure to document utilization will result in a review of allowance requirements and possible loss of assets.

(3) Work with FISC regional managers to recommend new allowance or unit replacement requirements, and to determine SLEP candidate induction dates.

(4) Execute equipment transfer, leases, or disposals through regional direction.

(5) Equipment Management And Control System. Navy EMACS is the automated system developed by the DLA Systems Design Center (DSDC), for utilization by Navy to manage the MHE inventory. Some of the system's functionalities include:

Equipment Identification
Maintenance Tracking
Utilization and Availability
Multi-Tier Reports Capability
Requirements Determination.

a. All holders of Navy MHE have the capability to manage their inventory via EMACS' automated database with a 486 series PC or better and access to INTERNET. Those commands without that capability may use hard copy format to report MHE activity to FISC MHE Regional Managers on at least a quarterly basis. EMACS training/requirements may be obtained through contact with the region. Use of this system will relieve MHE holders from the responsibility of submitting lengthy and time consuming annual reports, provide a means of real-time asset tracking and assist commands in establishing budgetary requirements.

b. Navy-wide EMACS responsibilities are assigned as follows:

(1) NAVSUP. As Program Manager, NAVSUP Code 433 will provide overall direction and administration for Navy EMACS to include: review and approval/disapproval of System Change Requests (SCR), liaison with DSDC, system oversight and funding, and determination of report requirements.

(2) NAVICP-M Code 1041. As NAVSUP's Central EMACS Database manager, NAVICP-M will monitor the accomplishment of user and regional inputs, review requests for SCRs and make recommendations to NAVSUP, identify and resolve systemic problems at the user and region level, authorize level of access changes and provide overall customer service/support to Navy EMACS users. NAVICP-M will remain as the final authority for disposals through EMACS actions. NAVICP-M will also ensure activation of new records as equipment is procured and received by the NAVY.

(3) FISC Regional Managers. FISCs will provide regional oversight to UIC database maintenance, effect equipment record transfer between activities, act as POCs for EMACS trouble calls, schedule and implement EMACS training for regional users, and manage the regional SLEP with NAVSUP funding and direction. For those regional MHE users not on automated EMACS status, FISC Regional Managers will ensure those commands submit required quarterly reports in hard copy, and enter that data into the regional electronic database. FISCs will maintain a list of users and levels of access for their regions, and will assist users in obtaining log-on capability.

(4) Type Commanders. Type Commanders will have access to all UIC databases within their respective fleets, and will be responsible for the collection and submission of user data to the regional level on a quarterly basis. The report, entitled "User Worksheet" is available through the EMACS electronic database, and may be extracted by TYCOMS for distribution to and completion by all sea platforms. Reports will be required by TYCOMS to enable collation and further submittal to the region by the 15th of the month following the end of a quarter.

(5) Shore Based Command. MHE users ashore will have the capability to maintain their UIC's MHE database electronically following EMACS training, acquisition of a password, and log-on via INTERNET. Daily entries, if appropriate, will be the most effective means to maintain current data on utilization, maintenance actions, cost information, equipment availability, and overall MHE fleet readiness. Those commands which choose not to or are unable to implement EMACS electronically will be required to maintain EMACS data in hard copy: all users will submit "User Worksheet" reports to the regional level, to arrive not later than the 15th of the month following the end of a quarter.

c. EMACS user training may be accomplished and user accounts established through the FISC Regional Managers. Various CONUS and OCONUS training sites will be announced in conjunction with DLA training efforts on an annual basis, and exportable training packages will be made available for initial and recurrent training.

6. Service Life Extension Program (SLEP). SLEP is an MHE major overhaul program designed to return equipment to service in like-

new (A-4) condition at approximately half the cost of procurement. Special purpose, more expensive units are the primary targets of the program, although almost any MHE may be considered a SLEP candidate. General guidelines for SLEP selection are:

a. Initial consideration should be given to the overall condition, utilization, and maintenance history of the unit or class of unit. MHE with chronic or recurring maintenance problems within the class should generally not be considered for SLEP.

b. MHE which is not supportable because of lack of Original Equipment Manufacturer (OEM) or equivalent technical or parts support should generally not be considered for SLEP. MHE fleets with safety-related problems will also not be considered for SLEP.

c. MHE which is more than ten years old will generally not be considered for SLEP: exceptions may be determined based on new/replacement unit availability, cost of SLEP, or input from the MHE regional manager and user.

d. Consideration will be given to inducting units into SLEP by class or fleets to coincide with ship overhaul periods and equipment requirements. Strong consideration will also be given to cost codes listed as due-ins by NAVICP. SLEP will either not be performed or will be delayed on those cost codes for which replacements are due in.

e. Equipment holders will be responsible for ensuring all available records, including a DD-1149, history jacket and tech manual accompany the unit through SLEP. If new tech manuals are available at the completion of SLEP, they will be returned to the Navy with the equipment. Equipment holders will also be held responsible and accountable for any cannibalization or unusual damage to components or parts in the equipment. Commands will be billed for these items, and failure to pay will receive the highest level of attention available to the NAVSUP MHE Program Manager. Replacement equipment will not be made available to commands which do not assume responsibility for payment.

f. Upon completion of SLEP, the unit's hours meter will be replaced and the unit's life-cycle restarted: historical usage data will remain archived in EMACS.

g. SLEP Responsibilities.

(1) NAVSUP

(a) As overall SLEP manager, NAVSUP will develop and submit budget requirements, support the budget, and forward funding to NAVICP-M for further regional allocation. NAVSUP will develop, implement and update the rules for SLEP, and

ensure the program is run to maintain the best mix of equipment in A-4 condition to meet Fleet readiness requirements.

(b) NAVSUP will provide funds for SLEP in support of OPNAV N41 sponsored Naval activities, to include WRM, and for NAVSUP NWCF funded activities. NWCF activities (former NIF) may participate in the NAVSUP sponsored SLEP, but are required to pay for costs incurred.

(c) NAVSUP will assign an ISEA to ensure SLEP standards have been followed by the SLEP activity and to inspect units at completion for safety certifications, if practicable. FISC MHE personnel may also perform this function.

(d) NAVSUP will ensure depot repair activities have met OEM or equivalent parts requirements.

(2) NAVICP-M

(a) Will allocate funding and provide SLEP oversight in behalf of NAVSUP and establish and chair a Configuration Control Board (CCB) to ensure logistics support is in place or planned for new and overhauled equipment.

(b) With the ISEA, NAVICP-M will ensure technical research and parts research efforts are conducted prior to updates or changes being made in units undergoing SLEP.

(c) NAVICP-M will establish an annual potential SLEP candidates list for review at the regional level.

(d) NAVICP-M will ensure equipment updates are made to the central EMACS database.

(e) As required by NAVSUP, NAVICP-M will prepare and provide activity and cost summary reports for program review.

(f) NAVICP-M will project SLEP requirements based on analyses of EMACS regional databases.

(3) ISEA

(a) The MHE ISEA will develop and maintain SLEP procedures guides, with repair plans and standards for each major category of MHE. They will serve as point of contact for Navy and depot sites to respond to SLEP questions and solve problems associated with the SLEP process. They will further establish post-SLEP testing and performance criteria, and review acceptance data for standardization.

(b) With NAVICP-M, the ISEA will ensure technical research and parts research efforts are conducted prior to updates or changes being made to SLEP units.

(c) The ISEA will monitor recertification procedures and testing performed on new components or parts installed in SLEP units, and on overall equipment performance.

(4) Regional Managers (FISCs)

(a) Regional managers will manage SLEP at the regional level by reviewing and finalizing NAVICP-M SLEP candidate lists. They will work closely with MHE holders to ensure inductions best serve the needs of the user and Fleet readiness requirements. They will manage regional SLEP budgets and prioritize SLEP to ensure the most immediate readiness requirements are met first.

(b) Regional managers will serve as on-site representatives for NAVSUP to perform pre-acceptance inspections and/or tests in accordance with standards developed by the ISEA or higher authority, and will ensure overall compliance with SLEP guides, conduct quality assurance procedures and participate in establishment of SLEP warranty terms.

(c) Regional managers will enter into contract agreements with and/or issue funding to SLEP facilities. They will act as NAVSUP's on-site contract representative in negotiations which involve standards or price disputes.

(d) Regional managers will assist MHE holders in arranging for shipment of equipment to and from SLEP sites, arrange for SLEP cost estimates, and act as NAVICP-M's on-site representative to recommend units for SLEP or disposal.

(e) Regional managers will be ultimately responsible to ensure MHE holders have entered SLEP data into EMACS, or accept that data in hard copy and enter for them.

(5) TYCOMs/Shore Activities

(a) Participate with regional managers in establishing SLEP induction schedules.

(b) Ensure Fleet MHE holders do not cannibalize or otherwise modify components or functions on any MHE, and assume responsibility for payment of missing parts.

(c) Provide ship's SLEP or other repair cycle data to regional managers to support efforts to schedule MHE SLEP in conjunction with availabilities.

(d) Ensure all required documentation accompanies units turned in for SLEP, to include tech manuals and utilization/maintenance records.

7. Recommendations. Recommendations for changes should be addressed to the Commander, Naval Supply Systems Command, NAVSUP 433, 5450 Carlisle Pike, P.O. Box 2050, Mechanicsburg, Pennsylvania 17055-0791

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