

Summary Report for Individual Task
551-88L-3044
Enforce Tool Control Procedures
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the [installation/activity name] foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: Aboard a vessel, at sea, at anchor or moored alongside a pier, day or night, under all sea and weather conditions.

Standard: The Soldier correctly enforces tool control procedures aboard an Army vessel, IAW the local SOP.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Know basic definitions pertaining to tool control procedures.

a. Loose and hand tools.

(1) These terms include all common tools normally held and propelled by hand, such as screwdrivers, files, wrenches, hammers, and pliers; measuring instruments, such as tapes, protractors, rules, levels, and gage blocks.

(2) Plus loose tools propelled by power, such as gear cutters, hobs, milling cutters, boring tools and the like.

b. Portable power tools.

(1) These tools can be hand held or supported by jigs, fixtures, or mechanical holding devices. The prime requirement is that they are both portable and propelled by power.

(2) Portability usually denotes hand carry, but in some cases cranes, rigging service and vehicular transportation are required.

(3) Source of power is normally compressed air or electrical current; however, any extraneous source of power, such as gasoline, carbon dioxide, explosive cartridges, propane, hydraulic pressure, etc., may be employed.

(4) The major portion of this tooling category consists of electric or air-driven drills, grinders, nut runners, chipping hammers, planes, saws, routers, sanders, etc.

c. Test, measurement and diagnostic equipment (TDME).

(1) Any device that is used to measure, calibrate, gauge, test, inspect, diagnose, or otherwise examine materials, supplies and equipment to determine compliance with requirements established in technical documents.

(2) Examples may include, digital hand tachometers, hot and cold calibration boxes, fuel injector test equipment, engine test equipment, hand held electrical test meters, etc.

d. Special purpose tools and special support equipment.

(1) These tools are either made special from drawings, sketches or prints or are converted from standard "off the shelf" tools that are intended for a specialized operation only.

(2) They cannot be employed as standard tools nor used for other applications.

e. Tool control.

(1) A system employed by activities through which effective control can be exercised.

(2) To include the advance planning, procurement, stocking, dispensing, surveillance, retrieval, maintenance and disposal of tools.

f. Missing.

(1) A missing item is one that is not in its proper location or cannot readily be accounted for.

(2) An item is determined to be missing when;

(a) Searches by the responsible personnel have been completed without success.

(b) The incident has been reported to the supervisor for action.

g. Lost.

(1) A lost item is one that absolutely cannot be accounted for and;

(2) Has been surveyed or otherwise properly removed from accountability, after thorough investigation of the circumstances.

h. Stolen.

(1) A stolen item is one that is unaccounted for and evidence indicates suspected or actual theft.

(2) Or other criminal activity is suspected, alleged, indicated, or known.

i. Recovered.

(1) A recovered item is an item that is found.

(2) Gained by inventory.

(3) Or is recovered after previously being reported as missing, lost or stolen.

j. Value.

(1) The measurement of government property value for tool control purposes.

(2) Should be based on the latest acquisition cost of the tool.

2. Know the basics of tool control procedures.

a. Establishes policy and responsibilities for implementing, maintaining, controlling, storing, replacing, and inventorying common hand tools.

b. Army activities provide certain government-owned tools to their employees for the accomplishment of official day-to-day work. Since these tools represent a very large investment, strict accountability for each tool from acquisition through final disposal is mandatory to ensure that these productive assets are available, maintained in ready-for-use conditions and properly utilized at all times.

c. Employees are required to exercise reasonable care of government-owned tools in their possession. Disciplinary action is appropriate when employees are negligent or disregard established procedures. Appropriate disciplinary action can reduce tool losses. To be effective, there must be no doubt that management is serious about controlling tool losses and will take action against employees who are negligent.

d. An important aspect of loss prevention is physical security. Tool boxes that are not physically secure present an opportunity for tool pilferage. Tool boxes that are kept locked and limit access to only authorized employees can significantly reduce tool losses. Another aspect of physical security is the proper identification of government-owned tools. The marking of tools serves both as a deterrent to theft and aids in the recovery of missing tools.

e. Accurate information is the cornerstone of all sound business decisions. In tool control an accurate inventory of government-owned tools is probably the most important piece of information available to management. Accurate inventory information, with complete and current pricing, allows management to make better decisions involving inventory size, procurement, budgeting and loss control. With accurate inventory information trends can be identified and acted upon. It is therefore, necessary to conduct periodic inventories of government-owned tools to reconcile the tool control records.

f. Implement and utilize a tool control system that will continuously account for each tool from initial acquisition to final disposal.

(1) A formal record keeping system should be established and maintained to document inventory additions and deletions of tools costing \$25.00 or more.

(2) Inventory additions should reference procurement documents, acquisition date, and where applicable, tool control and category numbers.

(3) Inventory deletions should be documented to show the nature of disposal, disposal date, and where applicable, tool control and category numbers.

(4) Inventory additions and deletions of tools costing less than \$25.00 must be properly authorized but do not have to be included in the formal record-keeping system.

g. Evaluations of tool control programs have shown that those activities that have tool coordinators have better control over their tools.

3. Know the objectives of proper tool control procedures.

a. To assure the proper tools are available, at the time they are needed, to allow government employees to perform their assigned tasks without delay.

b. That government-owned tools will be controlled and accounted for at all times.

c. To recover the cost of lost tools and to discipline employees who are responsible for tool losses due to negligence or non-compliance with established procedures.

d. That all government-owned tools and tool control record systems are kept physically secure and that access to these tools and records be limited to authorized personnel.

e. That all government-owned tools will be permanently marked as Army property.

f. That individual activities should conduct periodic inventories of all government-owned tools and that the results be reconciled with the tool control records.

(1) A complete inventory should be completed no less than once every three years.

(2) More frequent inventories of high value tools are recommended.

(3) Tool inventory records should include complete and current pricing data for each tool.

g. Discontinue all local purchase of tools, available from the central supply system, except in cases of emergency that cannot be satisfied in a timely manner.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Knew basic definitions pertaining to tool control procedures.			
a. Loose and hand tools.			
b. Portable power tools.			
c. Test, measurement and diagnostic equipment (TDME).			
d. Special purpose tools and special support equipment.			
e. Tool control.			
f. Missing.			
g. Lost.			
h. Stolen.			
i. Recovered.			
j. Value.			
2. Knew the basics of tool control procedures.			
a. Establishes policy and responsibilities.			
b. Accountability.			
c. Disciplinary action.			
d. Physical security.			
e. Accurate inventory.			
f. Implementation and utilization.			
3. Knew the objectives of proper tool control procedures.			
a. To assure the proper tools are available.			
b. Control and accountability of government-owned tools.			
c. Negligence or non-compliance with established procedures.			
d. Physical security of government-owned tools.			
e. Permanent marking of government-owned tools.			
f. Periodic inventories of government-owned tools.			
g. Discontinue local purchase of tools.			

Supporting Reference(s): None

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
551-88L-1041	Demonstrate Basic Knowledge of Hand Tools	551 - Transportation (Individual)	Analysis

Supported Individual Tasks :

Task Number	Title	Proponent	Status
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551-88L-1041	Demonstrate Basic Knowledge of Hand Tools	551 - Transportation (Individual)	Analysis
551-88L-1041	Demonstrate Basic Knowledge of Hand Tools	551 - Transportation (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
55-2-0080	Provide Operational Control for Vessels	55 - Transportation (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
88L30 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL3, Duty Pos: TFR, LIC: EN
88L40 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL4, Duty Pos: TGB, LIC: EN, SQI: O