

Date

MEMORANDUM FOR 57 CTS/CC

FROM:

SUBJECT: Memorandum of Agreement for Maintenance and Repair of Liquid Oxygen Converters (LOCs)

1. PURPOSE: The purpose of this memorandum of agreement (MOA) between the 57th Component Repair Squadron (CRS) and the XXX is to define the support requirements and responsibilities for the LOCs under the control of the XX.

2. DEFINITIONS:

a. Downtime: The period of time a piece of equipment is not available to perform an operational requirement.

b. Liquid Oxygen Converters: Equipment used to convert liquid oxygen into breathable oxygen for patients during a deployment. Federal Stock Number: 3655012229494, Manufacturer Essex Cryogenics, Model CRU/U.

c. Scheduled Maintenance Program (SMP): Maintenance performed by 57th CRS/CRCE personnel that are programmed over an annual basis.

d. Support Equipment: Test equipment not built into the end item, which is provided by the host base 57 CRS/CRCE.

e. Support Facilities. Any location deemed by CRS to be used for repair or scheduled maintenance of LOCs.

3. REFERENCES: Technical Order 15X-2-8-1, 1 Oct 87, Operation and Maintenance Instruction with illustrated parts breakdown.

4. RESPONSIBILITIES:

a. The user will:

(1) Establish and maintain a user-maintenance capability in accordance with guidance provided by manufacturer and 57 CRS/CRCE personnel are not expected to perform functions that are within the operating capability of the user.

(2) Adhere to the SMP schedule to ensure minimum manpower requirements and costs are met.

(3) Ensure the equipment will not be scheduled for any non-contingency or routine mission requirements during the time allocated for maintenance actions.

(4) Notify 57 CRS/CRCE if additional repair requirements are discovered between scheduled maintenance. A written work request will be required for unscheduled maintenance with prior budget approval from the Director of Base Medical Services or his/her authorized representative.

(5) Provide transportation of equipment to and from 57 CRS/CRCE support facilities.

(6) Ensure adequate funds are available to cover the cost of requested maintenance actions.

(7) Provide CRCE with copies of operation, service, and parts manuals for equipment and structures included in the MOA.

(8) Notify CRCE as soon as possible of impending exercises and deployments.

(9) Notify CRCE in writing of any additions/deletions or excess actions affecting the MOA.

b. CRCE will:

(1) Program semi-annual scheduled maintenance of LOCS items reported by the user. Scheduled maintenance actions will be in accordance with the local CRS/CRCE directives and operating procedures, and the technical orders for the equipment.

(2) Coordinate LOCS workload with the user to minimize downtime and mission requirement conflicts.

(3) Provide guidance and training to the user to help them establish a user maintenance program.

(4) Provide budget estimates for the SMP to the user, CRS/CRCE will also provide cost estimates for all unscheduled maintenance actions to the user prior to performing the work. The user must approve the work down in addition to the SMP.

(5) Notify user one week in advance of scheduled maintenance actions.

(6) Provide user technical advice concerning the serviceability of LOCs which have been declared excess, obsolete, or require a large expenditure of funds to return to service. The user to determine appropriate disposition of the items will use this information.

5. USER POINTS OF CONTACT:

a. Primary: Points of contact for technical matters:

XX
XX

b. Alternate: Point of contact for coordination:

XX
XX

6. ADMINISTRATION:

- a. The effective date of this MOA is the date of the latest signature.
- b. Changes to this MOA will be accomplished by addendum of letters of mutual agreement.
- c. A joint CRCE and user review of this MOA will be conducted annually to identify any required changes.
- d. Termination of this MOA will be by mutual agreement.

Date _____

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