



## Capital Expense Equipment Program (CEEP)

### What is CEEP?

The Capital Expense Equipment Program (CEEP) is an approval program for the purchase of equipment valued between \$1,000 and \$24,999. Current protocol requires all CEEP actions be coordinated with the Equipment Program Management (EPM) Team of USAEHA's Logistics Division for approval.

### What are the responsibilities of the EPM Team?

- ◆ Obtains equipment forecasting/planning lists from all customers.
- ◆ Extracts current fiscal year equipment requirements to develop the USAEHA Army Medical Department Property Accounting System (AMEDDPAS).
- ◆ Obtains preliminary Division priorities and interviews the customer (user) to discuss equipment needs/uses (planned requirement/appointments).
- ◆ Constructs justification/documentation and obtains approval for each Division's top three priorities.
- ◆ Conducts annual equipment Program Budget Advisory Committee.

- ◆ Locates alternate/GSA sources (vendor).
- ◆ Provides Divisions with monthly equipment status lists.
- ◆ Coordinates CEEP actions with reviewers at all levels.

### Who are CEEP's customers and what are their responsibilities?

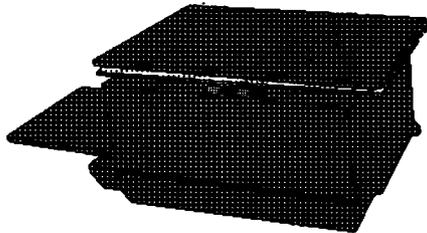
CEEP's customers can be any USAEHA employee.

- ◆ Contact the EPM Team as an equipment need is identified or equipment priorities change.

### What are the approval levels?

Some of the approval levels include Division Chiefs and Directors; USAEHA Test, Measurement, and Diagnostic Equipment Coordinator; and Equipment Program Coordinator. For a detailed list of approval levels, see the Equipment Program Instruction, Part 2, November 1993. (Available from the EPM Team, Logistics Division, DSN 584-4702 or commercial (410) 671-4702).

**REFERENCE:** *Equipment Program Instruction, Part 2, November 1993.*



- ◆ EPM
- ◆ Customer
- ◆ Responsibility

Logistics Division

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