

Inventory Management
TURN-IN PROCEDURES FOR LOANED EQUIPMENT (OFF-POST)

SUPPLEMENTATION. Supplementation of this regulation is prohibited without prior approval from AFZF-GL.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is G4. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-GL.

OVERVIEW

Purpose	This regulation establishes policies, responsibilities, and procedures pertaining to the loan of equipment to organizations not located on Fort Hood.	1a
Applicability	This regulation applies to all III Corps and Fort Hood major subordinate commands (MSC's).	1b
Reference	DA Pam 738-750 (The Army Maintenance Management System)	1c

RESPONSIBILITIES

Assistant Chief of Staff (ACofS), Operations	ACofS, G3 Operations <ul style="list-style-type: none">● receives all taskings for loan of equipment to organizations not located on Fort Hood● identifies the requested equipment by type and capacity to the ACofS, G4, Supply and Services Division for formulation of a recommendation for tasking the MSC's● tasks the MSC for required equipment based on ACofS, G4 recommendation● notifies the units not located on Fort Hood that equipment will be returned in preventive maintenance checks and service (PMCS) standards● notifies the units not located on Fort Hood that equipment when returned will be addressed to the unit providing the equipment. Tasking will include <ul style="list-style-type: none">● all information currently available, (who, what, where, and why)● sufficient information concerning the actual use of the equipment (e.g., radios will be specified for use by type of vehicle/static location, powered by batteries/rectifiers, and whether radio mounts need to be reconfigured, etc.)● if known, the date the equipment will be returned to the MSC. An information copy of the tasking will be provided to ACofS, G4 and Directorate of Logistics (DOL). With a complete listing of <ul style="list-style-type: none">● equipment by MSC and quantity● fund cite for shipment cost, and● the required delivery date (RDD).	2a
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ACofS, G3 PTM	<p>PTM</p> <ul style="list-style-type: none"> ● receives by message or telephonic, the fund cite from unit receiving equipment ● places the fund cite on the unit DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) initial, date, and send back to unit. 	2b
ACofS, G4 Supply Division	<p>G4, Supply Division provides</p> <ul style="list-style-type: none"> ● policy and procedures for loan of equipment to organizations not located on Fort Hood ● recommendations to the ACofS, G3 Operations on which III Corps units are to be tasked to provide equipment. 	2c
DOL Maintenance Division, Quality Assurance (MDQA) Branch	<p>MDQA Branch</p> <ul style="list-style-type: none"> ● inspects all equipment prior to turn-in to DOL Installation Shipping Section for <ul style="list-style-type: none"> ● completeness of component of end item (COEI) list ● operational condition ● coordinates with the ACofS, G4 to ensure all units meet equipment requirements for off-post taskings. 	2d
Installation Shipping Section	<p>Installation Shipping Section</p> <ul style="list-style-type: none"> ● notifies the ACofS, G4 as turn-in of equipment is completed ● accepts equipment that has passed the MDQA inspection ● prepares and packs all equipment for movement ● ensures all equipment is consolidated for shipment to organizations not located on Fort Hood ● notifies the G4/S4's of the units when the equipment has returned to the installation. 	2e
Transportation Materiel Movements	<p>Transportation Materiel Movements ships all equipment to units not located on Fort Hood.</p>	2f
MSC's	<ul style="list-style-type: none"> ● The MSC G3/S3 notifies the MSC G4/S4 of the tasking for off-post support giving <ul style="list-style-type: none"> ● the company/detachment size ● the type and quantity of equipment, and ● the date the equipment is to be taken to the DOL. ● The MSC G4 notifies the Division Materiel Management Center, Property Book Office (DMMC PBO) of the tasking. 	2g
DMMC PBO	<p>The DMMC PBO</p> <ul style="list-style-type: none"> ● coordinates with the MSC G4/S4 to ensure an audit trail for the transfer of equipment is established at PBO level ● verifies DD Form 1348-1 submitted by the unit (appendix A) ● ensures that serial numbers of serial numbered equipment are on the DD Form 1348-1 	

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DMMC PBO
(Continued)

- ensures "Loaned equipment for (unit equipment is going to)" is placed on the DD Form 1348-1
- ensures the DD Form 1348-1 is taken to G3/PTM for fund cite.

2h

Owning Unit

Owning unit (company/detachment)

- ensures that all turn-in documents are correct (appendix A)
- provides a document number for the DD Form 1348-1
- ensures the equipment to be turned-in is in an operational ready status
- ensures that equipment is turned into the DOL on schedule.

2i

PROCEDURES

3

Turn-in
of Equip-
ment

The equipment will be turned into the DOL Installation Shipping Section with DD Form 1348-1.

The DD Form 1348-1 may be required for identification of the units equipment in the event more than one unit sends the same type of equipment.

The unit

- prepares DA Form 2407 (Maintenance Request) in accordance with DA Pam 738-750
- turns in equipment to supporting direct support unit (DSU) for inspection/repair Assurance (MDQA) Branch.
- ensures that all equipment is marked with unit ID. (Example: 411Co/72 Bn/89 MP Bde).
- places the number six copy of the DD Form 1348-1 in the unit supply suspense file until the equipment is returned.

3a

Property
Book

The DMMC property book ensures that the DD Form 1348-1 is turned into PTM for fund cite.

3b

Inspection
and Repair
of Equip-
ment

After equipment is inspected/repaired by supporting DSU to PMCS standards, the unit prepares DA Form 2407 on equipment to be inspected by MDQA Branch to ensure operational condition and completeness prior to turn-in to DOL Installation Shipping Section.

Any equipment not in an operationally ready condition will be turned back to the unit for repair by the appropriate DSU.

NOTE: This does not relieve the tasked unit of the responsibility to provide operational equipment.

After repairs are completed by the DSU, the unit resubmits the equipment to MDQA Branch for inspection using DA Form 2407.

After equipment has passed the MDQA inspection, the MDQA Branch signs and stamps the number four (blue) copy of DA Form 2407 to accompany the equipment to DOL Installation Shipping Section.

3c

FOR THE COMMANDER:



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DOIM

1 Appendix
A - Document Flow, G3 Tasking Shipments

DISTRIBUTION:
IAW FH Form 1853, B
Plus: GL (1)
IM-Pubs (100)
IM-AO (2)
IM-ARL (1)

**APPENDIX A
DOCUMENT FLOW G3 TASKING SHIPMENTS**

Completed Forms required for shipments

1. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).
2. DA Form 2404 (Equipment Inspection and Maintenance Worksheet).
3. DA Form 2407 (Maintenance Request).
4. Log Book DA Pam 738-750 (as required).

	DD	DA	DA			
	F O R M	F O R M	F O R M			
	1 3 4 8 - 1	2 4 0 4	2 4 0 7			
Unit Supply	4		1			
BN Supply/S4	5					
Support DSU		3	2			
DMMC/PBO	6					
Class TI PT (OISS)	8					
DIO Maint (QAE)	7					