



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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I MEFO 4400.3D
G-4/SUP

SEP 15 2009

I MARINE EXPEDITIONARY FORCE ORDER 4400.3D

From: Commanding General
To: Distribution List

Subj: TEMPORARY LOAN (TEMP LOAN) OF EQUIPMENT

Ref: (a) MCO P4400.150E
(b) MCO P4400.162B
(c) UM 4400.124

1. Purpose. To publish policy and procedures for the temporary loan (temp loan) of equipment within I Marine Expeditionary Force (I MEF).

2. Cancellation. I MEFO 4400.3C

3. Background. Paragraph 5012 of reference (a) is the Marine Corps policy for temporary loans of organic property to individuals or organizations, providing policy regarding such issues as length of temporary loans (usually 30 days) and accountability. This MEF Order provides amplification and guidance for the administration of temporary loans within I MEF. As stated in reference (a), the temporary loan of organic property to an organization under another command or organization is neither desired nor encouraged. However, upon the determination by the consumer-level commander that such a loan is necessary and is in the best interest of all concerned, a loan may be authorized. A consumer-level commander is defined as the commander of a unit, normally a battalion or a squadron, which has the authority to submit supply requisitions directly to the intermediate level supply activity, or SASSY Management Unit. I MEF units are often directed to temporarily loan equipment to commands or organizations both internal and external to the MEF in support of tests, exercises, or operations.

4. Loans of Organic Property to Individuals/Organizations Internal to I MEF

a. Temp loan of equipment to individuals or units within a consumer level supply activity (e.g., a battalion or squadron) may be authorized by the commanding officer of the supply activity (e.g., the battalion commander or squadron commander). This authority is normally executed through the battalion/squadron supply officer.

b. Temporary loans between commands of a Major Subordinate Command (MSC) may be authorized by the MSC commander.

c. Temporary loans between different MSCs within I MEF may be approved by the granting MSC commander. In the event that a requirement for equipment cannot be worked out between MSCs, the request may be forwarded to the Commanding General, I MEF (AC/S, G-4). Direct liaison between I MEF MSCs is authorized for internal MEF equipment temp loans. Only after exhausting all means within the parent command, and after reaching an impasse with MSCs internal to I MEF, should MSCs request temp loan assistance from this Command Element. 1st Air Naval Gunfire Liaison Company, 9th Communications Battalion and 1st Intelligence Battalion I MEF will request temp loans via the Commanding Officer, I MEF Headquarters Group.

5. Temp Loans of I MEF Equipment to External Organizations

a. Requests from external organizations to temp loan I MEF equipment must be routed via the external unit's chain of command, through Commander, U.S. Marine Corp Forces Pacific, to CG, I MEF.

b. I MEF equipment will not be temp loaned to an external organization unless approved by the Commanding General, I MEF.

c. Temporary loans of I MEF materiel or equipment to defense contractors or veterans organizations are governed by the provisions of reference (b).

6. Temp Loans of Equipment from External Organizations by I MEF

a. I MEF units which desire to temp loan equipment from an external organization may do so without the specific approval of CG, I MEF, provided the temp loan does not result in the requirement for supply, maintenance, transportation or financial support from I MEF. Such temp loans of equipment may be arranged directly between the I MEF unit and the external organization.

b. Temp loans of equipment from external organizations to I MEF which could result in a requirement for supply, maintenance, transportation or financial support from I MEF must be requested through the chain of command and approved by CG, I MEF.

c. I MEF organizations who borrow equipment from commercial vendors must ensure that such loans do not obligate the U.S. Government without proper authority or result in an unauthorized commitment of funds.

7. Accounting For Experimental Equipment of Temporary Loan to I MEF

a. I MEF units are frequently tasked to participate in operational testing and evaluation of equipment. Normal procedures for maintaining custody apply to experimental equipment. Experimental equipment remaining in the custody of I MEF units for more than 30 days must be accounted for on official property records. Local Table of Authorized Material Control Numbers (TAMCN) and stock numbers will be assigned and used as required.

b. Transfer of Custody of Experimental Equipment

(1) Occasionally, upon the conclusion of operational testing, permanent custody of experimental equipment is offered to I MEF units. Experimental equipment has not normally been adopted for procurement and usually is provided without integrated logistics support (e.g., repair parts, special tools and calibration equipment, technical manuals, trained mechanics, etc.). Additionally, these items may require upgrades to existing facilities (e.g., increased electrical power, improved air conditioning, stronger walls for indoor shooting ranges, etc.) or additional facilities in order to provide for safe and proper use, care, and storage. Additionally, funds for the logistical support of experimental equipment are usually not provided with the equipment; consequently, experimental equipment diverts scarce funds away from the maintenance and operation of T/E equipment.

(2) I MEF will not normally take permanent or long term custody of experimental equipment upon the conclusion of operational testing.

(3) Exceptions to this policy must be requested in writing from the CG, I MEF (AC/S, G-4) via the chain of command. The request will list the TAMCN (or local TAMCN), NSN (or local NSN), nomenclature, quantity and a brief description of each of the items. Additionally, requests will indicate that the requesting command is assuming the responsibility to provide all logistical and funding support from organic resources. These items of equipment will be retained by I MEF units only as long as they remain operational. When an experimental item becomes unserviceable or is no longer required, it will be offered back to the organization from which it came. If that organization no longer wants the item, the item will be disposed of in accordance with reference (a).

8. Administration

a. The following information will be included on all equipment temp loan requests:

- (1) Name of exercise (i.e. CAX 1-97, DESFIREX, etc.).
- (2) Justification for equipment requested.
- (3) Equipment TAMCN.
- (4) Equipment nomenclature (i.e., M998, HMMWV).
- (5) Quantity required for each item of equipment requested.
- (6) Pickup date.
- (7) Return date.
- (8) Point(s) of contact (Officer or Staff Noncommissioned Officer) and phone number(s).

b. Requests to I MEF for equipment temp loans will be submitted to arrive not later than 30 days from the date the temp loan is required. Requests submitted less than 30 days from the delivery date will not normally be approved.

c. All temp loan requests from commands or organizations external to I MEF will be forwarded to Commander, U.S. Marine Corp Forces Pacific, G-4 for approval via appropriate chain-of-command.

9. Equipment Transfer

a. Custody Records. For each item of equipment being temp loaned, appropriate forms (NAVMCs 10359 or 10577, TurboSirs, or CMRs) will be used per references (a) and (c).

b. Preventive Maintenance (PM). Equipment earmarked for temp loan will have required preventive maintenance (PM) completed prior to temp loan, and should not be due for quarterly, semi-annual or annual PM during the period of temp loan.

c. Corrective Maintenance (CM). Equipment requiring CM will not be temp loaned until all required repairs have been completed.

d. On Vehicle Equipment/On Vehicle Material (OVE/OVM) and Collateral Equipment. Equipment temp loaned will be accompanied by OVE/OVM and collateral equipment that is necessary to operate and perform first echelon maintenance.

e. Limited Technical Inspection (LTI). All equipment will have joint LTIs completed prior to being temp loaned. Completed and accurate joint LTIs are essential and are used as a basis for any reimbursements for loss or damage of equipment. Qualified personnel will conduct LTIs, and when possible, will be supervised by an officer or SNCO. Turnover and return LTIs should be accomplished by the same person, whenever possible. Inspections will be conducted at a site agreeable to the owning and borrowing unit or as directed by this Command Element.

f. Requesting Units. Requesting units shall provide all personnel and transportation required to accomplish the transfer of temp loan equipment.

10. Return of Temp Loan Equipment. Prior to returning equipment, the borrowing unit will perform all required 1st echelon maintenance and higher level maintenance within its capabilities and time constraints.

a. Detailed joint LTIs, as described in paragraph 7e, will be performed before equipment is returned to an owning unit.

b. A comparison of LTIs will be conducted and discrepancies noted and corrected. Appropriate signatures will be affixed. The borrowing organization will replace missing items in kind or through transfer of

funds. Borrowing organizations will provide appropriate job order numbers for repair of any damaged or missing equipment that cannot be repaired or replaced prior to the turnover.

c. Units external to I MEF must provide appropriation data, in advance of temp loan, to be used in the event that corrective maintenance is required.

11. Investigations. Missing, lost, stolen or recovered equipment, as well as damaged items, will be investigated per reference (b). The borrowing unit is responsible to request and conduct the investigation and to submit appropriate copies to the unit providing the equipment.

12. Responsibilities

a. Assistant Chief of Staff (AC/S), G-4, I MEF. The AC/S, G-4 has staff cognizance for the temporary loan of equipment requested by I MEF commands/units and external organizations.

b. MEF supply Officer. The AC/S, G-4, will exercise his responsibility through the I MEF Supply Officer who will serve as the point of contact for the MEF staff on all temporary loans. The I MEF Supply Officer will receive all requests to I MEF for temp loans, staff the requests with appropriate commodity managers/staff sections, assess requirements, and prepare recommendations for approval by the AC/S, G-4, based on priorities established by the CG I MEF.

c. Major Subordinate Commands. First Marine Division, Third Marine Aircraft Wing, First Marine Logistics Group, and First MEF Headquarters Group are responsible to ensure that temp loan equipment is clean and serviceable, SL-3 complete, operationally checked, and coordinated with requesting units when directed by I MEF.


G. M. RYAN
Chief of Staff

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