



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
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I MEFO 4790.1
G-4/MMO
OCT 16 2015

I MARINE EXPEDITIONARY FORCE ORDER 4790.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: ADMINISTRATIVE STORAGE PROGRAM STANDING OPERATING PROCEDURES (ASPSOP)

Ref: (a) MCO P4790.2C
(b) MCO 4790.18C
(c) MCO 3000.13

Encl: (1) Equipment Induction and Withdrawal Procedures
(2) Equipment Surveillance Procedures
(3) Records and Reports
(4) Sample ASP Nomination Letter (Eligible Equipment)
(5) Sample Induction Receipt Letter (IRL)
(6) Sample ASP Equipment Extension Request
(7) Sample ASP Equipment Early Release Request

1. Situation. Personnel end strength reductions coupled with reduced Operations and Maintenance funds has placed a burden within some I Marine Expeditionary Force (I MEF) units that pose challenges with properly maintaining equipment. Over the past decade the ratio of Equipment to Operator/Maintainer has grown at an exponential rate. This Order will assist units with reducing unnecessary maintenance costs and having to request additional Intermediate and Organizational level funds to maintain equipment at an acceptable level of readiness. This Order does not preclude units from establishing their own Administrative Storage Program (ASP) in accordance with (IAW) all pertinent references.

2. Mission. To establish an effective ASP SOP that extends the service life of I MEF ground tactical and support equipment while reducing maintenance and manpower requirements and associated costs to I MEF units. The ASP will assist in keeping I MEF's equipment in a serviceable and combat ready status.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The administrative storage facility is an important component of Maintenance Management. The proper use and adherence to the regulations set forth in this Order are critical to the success of this program. The administrative storage facility is to be utilized only for the storage of tactical ground equipment.

(a) Program Concept

1. The goal of the ASP is to provide unit commanders with an equipment storage program that will maintain their equipment in a combat

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ready status, use minimal resources, and return fully functional equipment to the owning unit at the end of the storage period.

2. Equipment inducted in the ASP will be stored for a period of no less than 18 months and no more than 30 months. Units will nominate desired equipment for storage for a minimum of 18 months, and have the option to request extension of storage time for the full 30 months. A formal request will be submitted requesting to extend equipment to a maximum of 30 months. Scheduled Preventive Maintenance Checks and Services (PMCS) will be accomplished IAW the applicable technical publications and be current prior to induction. Equipment will not be held in the ASP for longer than 30 consecutive months as per reference (a).

3. Commanders with equipment in the ASP are responsible for accounting for all equipment in the program on a quarterly basis.

(b) It is the Commanding General's guidance for commanders to make maximum use of the I MEF ASP consistent with unit training and operational commitments.

(2) Concept of Operations. The administrative storage facility is managed as part of the I MEF ASP. The efficient and effective use of this facility is the joint responsibility of the Major Subordinate Commands (MSC) and the I MEF ASP Coordinator. Each MSC has responsibility for fully staffing and validating the requirement for a Major Subordinate Element (MSE) to participate in the ASP. The I MEF ASP Coordinator has overall authority over the identification and induction of equipment into the facility. Every effort will be made to ensure that validated MSE equipment is stored.

b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) G-4. I MEF G-4 is responsible for establishing procedures and providing oversight of the ASP. However, all MSCs have a vested interest in the program and ideas on how to improve the ASP are encouraged and will be expeditiously reviewed and implemented as appropriate.

(2) Staff Responsibilities. The ASP facility is staffed by civilian personnel provided by the Marine Corps Logistics Command (MCLC). I MEF G-4 will designate the ASP Manager and MCLC will appoint the ASP Site Manager.

(3) Security

(a) The MCLC appointed site manager is responsible for the security and safeguarding of all equipment stored at the ASP facility.

(b) The ASP site manager will submit a report to the I MEF G-4 and owning organization detailing any incident where the security of ASP equipment has been compromised.

c. Coordinating Instructions

(1) Program Management. The I MEF Maintenance Management Officer (MMO) will provide oversight management of the I MEF ASP. The Commanding General, MCLC is the Executive Agent for program execution and for the day-to-day operation of the ASP facility.

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(2) Administrative Use of ASP Equipment. No equipment inducted into the ASP will be removed or used for routine administrative transportation or convenience.

(3) Command Relationships. Direct liaison is authorized and encouraged between the MSCs, the ASP Manager, and I MEF MMO.

4. Administration and Logistics. Recommendations concerning this SOP are invited and should be submitted to the I MEF AC/S G-4 via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to the I MEF Total Force.

b. Signal. This Order is effective the date signed.


M. L. JONES
Chief of Staff

DISTRIBUTION: I/II

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Equipment Induction and Withdrawal Procedures

1. General Induction. Organizational commanders may nominate equipment for induction to the ASP via their respective MSCs based on unit requirements, the requirements of this SOP, and guidelines contained in reference (a).

2. Equipment Eligibility/Ineligibility

a. All I MEF tactical equipment (excluding any equipment that requires special security requirements) will be considered for the program. However, the ASP facility usually stores principal end items of motor transport and engineer components.

b. Equipment excess to a unit's table of equipment, nominated for the Enterprise Lifecycle Management Program (ELMP) or Inspect and Repair Only as Necessary (IROAN) program, or equipment scheduled for replacement within 18 months is not eligible for the ASP. MSCs are responsible for fully staffing and validating all requests to use the MEF ASP.

c. Units may request Remain Behind Equipment (RBE) be inducted into the ASP for the deployment period. The storage period may be reduced to support the deployment time frame of the using unit.

d. Equipment nominated for induction into the ASP must be in condition code "A", fully operational and mission capable. Equipment should be in a Corrosion Category Code (CCC) 1 or 2; however, it may be inducted as CCC 3 or 4. ASP personnel will cycle those CCC 3 or 4 items through the Corrosion Repair Facility for the owning unit as part of the storage cycle. No equipment that is CCC 5 will be inducted. CCC 5 equipment is subject to Recoverable Items Report (WIR) for Depot Level rebuild.

e. Equipment submitted for ASP must be on the unit's property records in Global Combat Support System (GCSS-MC). MSCs are responsible for validating that equipment is accounted for properly prior to induction into the ASP. This includes validating and properly accounting for gear that may have parent/child relationships.

f. Equipment requiring "URGENT" modifications will not be accepted into the ASP. MSCs are responsible for screening all assets prior to submission for the ASP.

3. Procedures to Request Induction

a. Unit Commanders are responsible for nominating equipment. Equipment nominated shall be Condition Code "A." All required organizational maintenance and PMCS will be accomplished by owning units prior to induction to the ASP.

b. Unit Commanders requesting induction of eligible items will submit nominations through their chain of command using the format in Enclosure (4). MSCs will endorse nominations and submit via naval correspondence to the Commanding General, I MEF (Attn: G-4/MMO).

c. Upon approval by the I MEF G-4/MMO, the ASP site manager will contact the requesting unit to schedule a preliminary inspection at the owning unit's location.

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d. Once the preliminary inspection is completed, the ASP site manager will present all findings to the unit representative. The unit is responsible for correcting deficiencies prior to induction into the ASP. Only Condition Code "A" equipment will be accepted.

e. Upon delivery of equipment to the ASP facility, a Joint Limited Technical Inspection (JLTI) between the owning unit and ASP personnel will be conducted. This inspection will serve three purposes:

(1) Ensure that there are no discrepancies that deadline the equipment.

(2) Verify that discrepancies noted during the initial inspection were corrected, and to ensure no other changes in equipment condition have occurred.

(3) Provide commanders information on the condition of their equipment.

f. The ASP site manager will forward an induction Limited Technical Inspection (LTI) report to the owning organizational commander that will provide an overview of the equipment condition he/she has placed into the ASP.

4. Preparation of Equipment For Induction

a. Equipment inducted in the ASP is required to have a current scheduled PMCS. Scheduled PMCS on each piece of equipment nominated for induction will be per reference (a). All PMCS will be recorded and verified within GCSS-MC to reflect the appropriate dates.

b. During the induction process, Organizational Vehicle Equipment (OVE) [SL-3], is to be retained by the unit. The absence of these items will be annotated on the LTI form prior to the induction of the equipment. Fire extinguishers for the equipment will be maintained as part of the SL-3 at the using unit.

c. The using unit is responsible for ensuring all discrepancies noted during the LTI process are handled in the most expeditious manner possible.

5. Fuel

a. All equipment requiring fuel will be delivered with a full tank of fuel.

b. Upon completion of the induction inspection and prior to the actual induction, ASP maintenance personnel will verify that all equipment requiring fuel has a full tank of fuel upon induction.

6. Induction Inspection Procedure. Reference (a) provides the guidelines concerning the condition of equipment accepted into the I MEF ASP. Therefore, those inspection guidelines and acceptance criteria will be strictly enforced. All equipment will be readily available and operable upon request from the ASP inspection team. The following procedures are established:

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a. Motor Transport Equipment

(1) All motor transport equipment, will receive a detailed LTI prior to induction. The LTI will be present during the JLTI.

(2) Items requiring an "URGENT" modification to be applied will not be entered or approved for the ASP.

(3) Modifications will be verified prior to induction. All Normal modifications not done will be annotated on the JLTI sheet. In an instance where an "URGENT" or "NORMAL" modification is published while the equipment is in ASP, the unit will coordinate with the I MEF ASP manager and the owning organization can apply the modification. The onus is on the owning unit to identify, order, and apply the modification.

(4) Motor transportation equipment requiring a load test/Annual Certification Inspection (ACI) must have required actions completed and updated in GCSS-MC prior to induction. The goal is to have no certifications lapse while the gear is in the ASP. Units are responsible for monitoring certification statuses and are required to coordinate with the ASP and conduct scheduled ACIs on equipment in the program.

(5) The vehicle record within GCSS-MC must be complete.

b. Engineer Equipment

(1) Engineer equipment inducted into the ASP will have the same storage cycle as its assigned prime mover.

(2) A detailed joint LTI of all engineer equipment will be conducted at the owning unit, prior to induction.

(3) All engineer equipment will be operated and tested for operational capability during the LTI. A condition Code of "A" must be verified prior to ASP induction.

(4) Engineer equipment requiring a load test/ACI must have required actions completed and updated in GCSS-MC prior to induction. The goal is to not have any certifications lapse while the gear is in the ASP. Units are responsible for monitoring certification statuses and are required to coordinate with the ASP and conduct scheduled ACIs on equipment in the program.

(5) The engineer records within GCSS-MC must be complete.

(6) Items requiring an "URGENT" modification to be applied will not be entered or approved for the ASP.

(7) Modifications will be verified prior to induction. All modifications not done will be annotated on the JLTI sheet. In an instance where an "URGENT" or "NORMAL" modification is published while the equipment is in ASP, the unit will coordinate with the I MEF ASP manager and the owning organization can apply the modification. The onus is on the owning unit to identify, order, and apply the modification.

7. Battery Program. In order to ensure all equipment in storage will have fully operational and serviceable batteries when withdrawn from ASP, the

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following procedures will be followed. Owing unit will prepare an item of equipment for ASP induction ensuring serviceable batteries will be installed in equipment. ASP personnel will monitor battery condition during the storage cycle.

8. Delivery of Equipment and Transfer of Custody

a. The owning units must make an appointment with the ASP manager prior to equipment delivery. After the ASP acceptance JLTIs are completed and the equipment is approved for induction, owning units will turnover equipment to the authorized ASP representative.

b. When all prerequisites are satisfied, the authorized ASP representative will sign the Induction Receipt Letter (IRL), annotating the equipment storage cycle end date (see enclosure 5). This does not constitute transfer of ownership or supply responsibilities from the owning unit commander.

c. ASP representatives will enter remarks indicating removal of SL-3 items inventoried on the induction acceptance LTI sheet.

d. ASP will retain the original IRL and provide a copy to the owning unit.

e. Owing units are responsible for updating GCSS-MC to reflect that the equipment is in the ASP.

9. Equipment Storage Cycle Times

a. The standard storage cycle time for equipment will be 18 months. Prior to equipment withdrawal, the ASP program manager and ASP maintenance representative will coordinate with the MSC MMO in order to ensure the equipment is inspected by the owning organization within 60 days of reaching the 18 month storage time.

b. Release of equipment prior to the end of the approved storage cycle is discouraged and will be scrutinized and disapproved without proper justification.

10. Extension Procedures. 60 days prior to the expiration of an 18 month cycle, the owning unit will contact the MSC MMO and state the future intent for the stored items. Extensions will be considered on a case by case basis. MSCs will endorse extensions and submit via naval correspondence to the CG, I MEF (Attn: G-4/MMO) using the format contained in enclosure (6)

11. General Withdrawal Information

a. The ASP manager will notify the owning unit MSC 60 days prior to the equipment reaching its cycle completion date to allow for joint LTIs to be scheduled and completed.

b. Owing units will retrieve ASP equipment after coordinating with ASP personnel. Written request for withdrawal will not be required.

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12. ASP Withdrawal Procedures

a. Involuntary withdrawal of equipment from the ASP will be submitted via naval correspondence from the CG, I MEF (Attn: G-4/MMO) to the MSC, in order to prevent equipment from exceeding the maximum storage time. In this case, the owning unit MSC will be notified 60 days prior in order to afford the opportunity to address any concerns or issues, or arrange for the removal.

b. Early Release of Equipment (prior to 18 months).

(1) Request for early release of equipment will be requested and submitted via naval correspondence (enclosure 7) to the CG, I MEF (Attn: G-4/MMO).

(2) Equipment will be disapproved for early release unless adequate justification is provided.

(3) Only MSC approved requests will be entertained.

c. Withdrawal Preparation. The ASP manager will coordinate with the ASP site supervisor in order to ensure all equipment is staged 24-48 hours prior to the scheduled date.

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Equipment Surveillance Procedures

1. Equipment Inspection Intervals

a. It is not necessary to perform scheduled PMCS during the storage period. Any scheduled PMCS that becomes due during storage time will be deferred until removal from storage. All equipment withdrawn from the ASP will have the next scheduled PMCS performed immediately after removal by the unit.

b. The ASP manager along with the ASP site supervisor will conduct a visual inspection on a weekly basis and immediately following severe weather conditions. Additionally, equipment will be checked when other situations arise that may adversely affect equipment preservation during storage.

c. The ASP personnel will visually inspect quarterly and perform an operations check on the stored equipment semi-annually.

2. Equipment Accountability. Units are responsible for verifying all assets placed in the ASP on a quarterly basis as part of regular Consolidated Memorandum Receipt (CMR) reconciliations.

3. Equipment Requiring Field Level Maintenance

a. Equipment that exhibits maintenance defects during any part of a storage cycle will be repaired as necessary by the owning unit.

b. The owning unit maintains responsibility for refueling prime movers and replacing/charging/activating batteries when required.

c. Units completing any required maintenance will bring the proper tools and safety equipment and comply with all safety regulations.

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Records and Reports

1. Records. The safekeeping of ASP equipment records will be the responsibility of the ASP manager and ASP site supervisor.
2. Reports. The ASP manager will receive a quarterly inventory list from the ASP site supervisor no later than the 10th day of each new quarter.
3. Defense Readiness Reporting System (DRRS) Reporting. Owning units will report Marine Corps Ground Equipment readiness in the DRRS IAW reference (c). DRRS reportable equipment inducted into ASP will be reported in an administrative stored status. Equipment inducted in ASP will have appropriate DRRS administrative storage remarks submitted containing the acronym "ASP."

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Sample ASP Nomination Letter (Eligible Equipment)

4790

CODE

DATE

From: Commanding Officer, Owing Unit
 To: Commanding General, I Marine Expeditionary Force (Attn: G-4/MMO)
 Via: Parent Command (Owing Unit's MSC/G-4/MMO)

Subj: I MARINE EXPEDITIONARY FORCE ADMINISTRATIVE STORAGE PROGRAM (ASP)
 NOMINATION(S) OF ELIGIBLE EQUIPMENT

Ref: (a) MCO P4790.2_

1. In accordance with the reference, it is requested that the following item(s) of eligible equipment be inducted into the ASP.

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>SERIAL #</u>	<u>YR MFG</u>	<u>MILES/HOURS</u>
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2. Equipment will be prepared for induction in accordance with this Order. No item nominated is excess to nominating unit T/E, scheduled for a depot maintenance level program (i.e., R&E, R&R, IROAN, etc.), or pending intermediate corrective maintenance during the storage cycle. All requested modifications, load testing, and certifications will be completed by the owning organization prior to induction into the ASP.

a. Placing this equipment in the ASP will not preclude this command from meeting operational or training requirements

b. Owing unit is _____, POC is _____.

I. M. OWNING UNIT

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 Files

Enclosure (4)

Sample Induction Receipt Letter (IRL)

4790
CODE
DATE

From: Administrative Storage Program Manager
To: Commanding Officer, (Owning Unit)

Subj: I MARINE EXPEDITIONARY FORCE ADMINISTRATIVE STORAGE PROGRAM (ASP)
INDUCTION RECEIPT LETTER (IRL)

Ref: (a) (Originator's ASP NOMINATION letter of date)

1. The below equipment has been inducted into the ASP Facility. This letter documents the **TRANSFER OF PHYSICAL CUSTODY** from the owning unit to the ASP Facility. This does not constitute transfer of property accounting responsibilities, ownership, or supply responsibilities from the owning unit commander.

	ASSIGNED	
<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>SERIAL #</u>

(equipment list)

2. The ASP facility supervisor will retain the induction Limited Technical Inspection from the owning organizational unit.

3. All items were allowed a total of two inspections each. If the item was unacceptable it was rejected. If an item fails the second inspection, it must be resubmitted for approval. See Enclosure (1) of this Order.

The ASP Manager will maintain the owning unit's equipment in accordance with this Order. 60 days prior to the expiration of the storage cycle, the ASP Manager will contact the owning unit MMO requesting instructions relative to the future intent for stored items.

Induction Date: _____ Equipment Storage Cycle Ending Date: _____
Extension Date: _____

Owning unit rep signature: _____ Print: _____ (Rank, LNAME)

Owning unit phone#: _____

ASP Fac Manager signature: _____ Print: _____ (Rank, LNAME)

RETURNED TO THE OWNING UNIT ON THIS DATE: _____

Owning unit representative signature: _____

Print: _____ (Rank, LNAME)

(This enclosure will be kept for a period of one year upon return of equipment to the owning unit)

4. Point of contact is the Admin Storage Program Manager at 725-2027.

ASP MANAGER

Sample ASP Equipment Extension Request

4790
CODE
DATE

From: Commanding Officer, Owing Unit
To: Commanding General, I Marine Expeditionary Force (Attn: G-4/MMO)
Via: Owing Unit's MSC (Attn: G-4)

Subj: I MARINE EXPEDITIONARY FORCE ADMINISTRATIVE STORAGE PROGRAM (ASP)
EQUIPMENT EXTENSION REQUEST

Ref: (a) MCO P4790.2

1. Per the reference, it is requested that the following equipment be extended for xx months: [up to 18 additional months, not to exceed 30 months storage]

<u>ASP CONTROL#</u>	<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>SERIAL #</u>	<u>RELEASE DATE</u>
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2. Preventive maintenance services will be performed IAW the reference.

3. The owning unit is _____.

4. POC at the owning unit is _____.

I. M. OWNING UNIT

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Sample ASP Equipment Early Release Request

4790
CODE
DATE

From: Commanding Officer, Owing Unit
To: Commanding General, I Marine Expeditionary Force (Attn: G-4/MMO)
Via: Parent Command (Owing Unit's MSC) (G-4)

Subj: I MARINE EXPEDITIONARY FORCE ADMINISTRATIVE STORAGE PROGRAM (ASP)
EQUIPMENT EARLY RELEASE REQUEST

Ref: (a) MCO P4790.2_

1. Per the reference, it is requested that the following equipment be released early from the ASP.

<u>ASP CONTROL #</u>	<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>SERIAL #</u>	<u>RELEASE DATE</u>
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2. Justification:

3. Owing unit is _____, POC is _____.

I. M. OWNING UNIT

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