



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U. S. MARINE CORPS FORCES, PACIFIC  
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I MEFO 4400.3D CH 1  
G-4/SUP  
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I MARINE EXPEDITIONARY FORCE ORDER 4400.3D CH 1

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

Subj: POLICY AND PROCEDURES FOR TEMPORARY LOAN OF EQUIPMENT

Ref: (a) MCO 4400.201  
(b) UM 4000-125

1. Situation. I Marine Expeditionary Force (I MEF) promulgates policies, amplifies the policies set forth in the references, and assigns responsibilities concerning the temporary loan of equipment. Paragraph 0408 of Volume 3 in reference (a) provides the Marine Corps' policy for temporary loans of organic property to individuals or organizations. 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, a loan may be authorized if the consumer-level commander determines that a loan is necessary and is in the best interest of all concerned. 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 supply management unit. I MEF units are often directed to temporarily loan equipment to commands or organizations both internal and external to I MEF in support of tests, exercises, or operations.

2. Cancellation. I MEFO 4400.3D

3. Mission. Commanders at all levels are directed to implement the policies, procedures, and report requirements contained in this order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The policies, procedures, and report requirements contained in this order shall be implemented at all levels.

(b) Accountability for equipment is inherent in command. This accountability extends to loaned equipment.

(2) Concept of Operations. The instructions contained in this order are intended to assist major subordinate command (MSC) and major subordinate element (MSE) commanders in planning for the proper management of loaned equipment.

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b. Coordinating Instructions

(1) Loans to Individuals/Organizations Internal to I MEF

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

(b) Temporary loans between commands within a MSC may be authorized by the MSC commander.

(c) Requests for temporary loans between MSCs within I MEF will be submitted to the Commanding General (CG), I MEF Assistant Chief of Staff (AC/S), G-4 via Automated Message Handling Service (AMHS) message. An approving AMHS message from I MEF G-4 constitutes approval to execute a temporary loan. Direct liaison between I MEF MSCs is authorized for coordinating details of internal I MEF equipment temporary loans. Official authorization messages will be maintained on file by the unit supply officer with the NAVMC 10359.

(2) Loans of I MEF Equipment to External Organizations

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

(b) I MEF equipment will not be temporarily loaned to an external organization unless approved by the CG, I MEF. Units will not execute loans based on requests or informal coordination.

(c) Requests for Consolidated Storage Program equipment will be handled in accordance with I MEFO 4400.3D CH 1.

(d) Temporary loans of I MEF materiel or equipment to defense contractors or veterans' organizations are governed by the provisions of Volume 10 in reference (a).

(3) I MEF Loans of Equipment from External Organizations

(a) Temporary loans of equipment from organizations external to I MEF which could result in a requirement for supply, maintenance, transportation or other financial support from I MEF must be requested through the chain of command and approved by CG, I MEF AC/S, G-4.

(b) I MEF organizations borrowing equipment from commercial vendors must ensure such loans do not obligate the U.S. Government without proper authority or result in an unauthorized commitment of funds.

(4) Accounting for Experimental Equipment on 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 unit property records. Unit Supply Officers will capture all unit expenses associated with use of such equipment. Any financial requirements related to the use of experimental equipment such as support, maintenance, usage, and transportation should be borne by the organization providing the equipment, either directly or via reimbursement to the supporting command.

(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 normally has not been adopted for procurement and usually is provided without integrated logistics support (i.e., repair parts, special tools and calibration equipment, technical manuals, trained mechanics, etc.). Additionally, these items may require upgrades to existing facilities (i.e., 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. Funds for the logistical support of experimental equipment are not usually provided with the equipment; consequently, experimental equipment diverts scarce funds away from the maintenance and operation of table of equipment (T/E).

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 to the CG, I MEF AC/S, G-4 via the chain of command, as a special allowance in accordance with paragraph 020509 of Volume 3 in reference (a). The request will list the Table of Authorized Materiel Control Number (TAMCN), National Stock Number (NSN), nomenclature, quantity and a brief description of each of the items. Additionally, requests will indicate 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 per reference (a).

5. Administration and Logistics

a. Administration

(1) The following information will be included on all equipment temporary loan requests:

- (a) Name of exercise (i.e. ITX 1-19, DESFIREX, etc.)
- (b) Justification for equipment requested
- (c) Equipment TAMCN
- (d) Equipment NSN
- (e) Equipment nomenclature (i.e, M998, HMMWV)

(f) Quantity required for each item of equipment requested

(g) Pickup date

(h) Return date

(i) Point(s) of contact (Supply officer or Staff Noncommissioned Officer) and phone number(s).

(2) Requests to I MEF for equipment temporary loans will be submitted to arrive no later than 30 days from the date the temporary loan is required. Requests submitted less than 30 days from the delivery date will not normally be approved.

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

(4) The NAVMC 10359 Equipment Custody Receipt (ECR) form will be used for all temporary loans by I MEF units per Volumes 3 and 17 of reference (a).

(5) Investigations. Missing, lost, stolen, recovered, or damaged items will be investigated per Volume 17 of reference (a). The borrowing unit will complete a Financial Liability Investigation for Property Loss (FLIPL) to determine any liability against individuals in the supported unit. The completed FLIPL will be provided to the owning unit for supply actions and file retention.

b. Logistics

(1) Custody Records. For each item of equipment being temporary loaned, appropriate documentation (i.e. NAVMC 10359) will be used per Volumes 3 and 17 of reference (a).

(a) The command providing the equipment will retain ownership of the equipment within the Global Combat Support System-Marine Corps (GCSS-MC) Installed Base (IB).

(b) Within the GCSS-MC IB, add the party relationship "sub-custody" with the name and rank of individual taking possession of equipment. It is important the unit and person receiving the temporary loan equipment be registered in GCSS-MC.

(c) Add the start date party relationship of the sub-custody. Re-assign equipment status to "loaned". Attach the property receipt documents (signature document), authorization, etc. to the "notes" section of the item instance.

(d) When equipment is returned, the lending unit will execute an end date to the sub-custody party relationship in the GCSS-MC install base and update the item status from "loaned" to "latest".

(2) Preventive Maintenance (PM). Equipment earmarked for temporary loan will have required preventive maintenance (PM) completed prior to

temporary loan, and should not be due for quarterly, semi-annual or annual PM during the period of temporary loan.

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

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

(5) Limited Technical Inspection (LTI). All equipment will have joint LTIs completed prior to being temporary loaned. Complete 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 staff noncommissioned officer. 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.

(a) A GCSS-MC service request will be opened on the equipment being temporarily loaned to capture the Joint Limited Technical Inspection (JLTI). The service request problem summary should state 'JLTI for temporary loan' to Department of Defense Activity Address Code (DODAAC) MXXXXX. For example, where MXXXXX appears, input the DODAAC of the borrowing unit. The service request notes should identify the name, rank, and telephone number of the individual who will be accepting the equipment.

(b) Once the JLTI is complete, the JLTI task and service request will be closed. The purpose of the JLTI service request is to capture the condition of the equipment when loaned. Units receiving temporary loan equipment are responsible for returning loaned equipment and materiel in serviceable condition. This includes the repair or replacement of damaged SL-3 components.

(c) Returning units will open a service request on the equipment loaned, with a JLTI being performed prior to return. The service request problem summary should state 'JLTI return from temp loan' to MXXXXX. Where MXXXXX appears, input the DoDAAC of the original owning unit. The service request notes should identify the name, rank, and telephone number of the individual who will be accepting the returning equipment. Once the JLTI is complete, the JLTI task and service request is closed. The purpose of the JLTI service request is to record the return and the equipment condition upon return. When equipment is returned, the lending unit will execute an end date sub custody party relationship in the GCSS-MC install base and update the item status from loaned to latest.

(6) Requesting Units. Requesting units shall provide all personnel and transportation required to accomplish the transfer of temporary loan equipment.

(7) Return of Temporary Loan Equipment. Prior to returning equipment, the borrowing unit will perform all required maintenance within its capabilities and time constraints.

(a) Detailed JLTIs, 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 to fund the 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 temporary loan, to be used in the event that corrective maintenance is required.

6. Command and Signal

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. I MEF Sustainment Officer. The AC/S, G-4, will exercise this responsibility through the I MEF Sustainment Officer who will serve as the point of contact for the I MEF staff on all temporary loans. The I MEF Sustainment Officer will receive all requests to I MEF for temporary 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. 1st Marine Division, 3d Marine Aircraft Wing, 1st Marine Logistics Group, and I MEF Information Group are responsible to ensure temporary loan equipment is clean and serviceable, SL-3 complete, operationally checked, and coordinated with requesting units when directed by I MEF.

  
G. C. SCHREIER III  
Chief of Staff