



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 4400.33E

G-4SUP

**24 JUN 1998**

## DIVISION ORDER 4400.33E

From: Commanding General  
To: Distribution List

Subj: TEMPORARY LOAN (TEMP LOAN) OF EQUIPMENT

Ref: (a) MCO P4400.150D  
(b) MCO P4790.2C  
(c) TM 4700-15/1  
(d) UM 4400-124  
(e) UM 4790-5  
(f) ForO 4400.3A

Encl: (1) Equipment Discrepancy Report  
(2) Sample Temp Loan Request  
(3) Sample Temp Loan Tasking Unit Letter  
(4) Sample Temp Loan Message

1. Purpose. To establish procedures and responsibilities for temporary loan of equipment owned by 3d Marine Division units in accordance with references (a) through (f).

2. Cancellation. DivO 4400.33D

3. Background. 3d Marine Division units are frequently required to loan equipment on a temporary basis to augment other Division units, special task forces and external commands. This Order establishes requirements and procedures for those loan transactions.

4. Summary of Revision. This Order has been reformatted and contains administrative changes. The widespread availability of Local Area Network (LAN) technology provides the Division an opportunity to simplify temporary loans procedures, hereafter referred to as "temp loans".

### 5. Policy

a. Internal Division Temporary Loans. Any and all temp loans within the Division will be completed with a minimum involvement from the Division G-4 staff. We must exercise teamwork within the Division on this issue. Direct liaison is authorized for S-4s from one battalion or regiment to contact S-4s from another battalion or regiment to secure a temp loan. If unit to unit coordination within the Division fails to satisfy the requirement, the Division G-4 will become actively involved and may direct the temp loan.

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Regiments/separate battalions may loan items to each other without G-4 approval under the following conditions:

(1) Lending and borrowing units are both 3d Marine Division units.

2) Temporary loan period is less than thirty days.

3) Temporary loan equipment is not removed from Okinawa.

(4) Proper supply accountability and transfer procedures are used per references (a) and (b).

b. External Division Loans. No items will be loaned to any unit or command external to 3d Marine Division without a tasking letter from the Commanding General, 3d Marine Division (AC/S, G-4). If Division units require equipment not available within the 3d Marine Division, the unit/organization must submit their formal request via their chain of command by LAN to AC/S, G-4 twenty-five days prior to the actual pick-up date. The AC/S, G-4 will endorse the request to the appropriate external command via III Marine Expeditionary Force (G-4). Late requests for temp loans will not be favorably received/endorsed. In the event you have a short fuse request, contact the G-4 Supply Chief as soon as the requirement is identified

c. Items Requiring Special Approval. Although the AC/S, G-4 will consider the following items on a case-by-case basis, routine approval will not usually be granted for:

Items not on the unit's Table of Equipment (T/E)

(2) Items for which requesting unit T/E shortages are not on requisition.

d. Conditions For Temporary Loan of Equipment. Prior to custody exchanges, the following conditions will exist:

(1) G-4 receives temp loan request via LAN (SMB CG THIRD MARDIV (G-4)@G4@3D MARDIV) submitted per enclosure (2) twenty-five days prior to the effective loan date (except for internal Division temp loans).

Equipment is serviceable and clean.

(3) Modifications have been applied or scheduled.

Scheduled maintenance is not due within sixty days.

Equipment records are updated per reference (c)

6) All required calibration has been performed per reference

e

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(7) Equipment is complete, to include, all SL-3 components, with all discrepancies listed on the Limited Technical Inspection (LTI) sheet.

(8) Owing unit constructs and issues duplicate records to the borrowing unit with baseline data, to include type and date of the next scheduled maintenance (Temp Record Jacket).

Owing unit markings identify the equipment owner

(10) Form NAVMC 10359, Equipment Custody Record (ECR), complete per reference (b).

(11) Temp loan assets will not be deleted from the owing unit's Loaded Unit Allowance File (LUAF).

(12) Marine Corps Integrated Maintenance Management System (MIMMS) reporting of combat essential equipment accomplished per reference (e).

(13) Complete and accurate Limited Technical Inspections (LTI's) are signed in duplicate by both units, a copy retained by the borrowing unit, and original retained by the owing unit per reference (c).

Owing unit supply officer holds all ECR cards

(15) Equipment will not be removed from reviewing officer's Consolidated Memorandum Receipt when providing equipment for temp loan. The unit supply officer will issue an interim receipt to the responsible officer (RO) to show accountability.

RM4 remarks are submitted per reference (f).

e. Return of Temp Loan Equipment

Borrowing Units. Borrowing units will:

(a) Repair/replace maintenance discrepancies/SL-3 shortages within their authorized maintenance capability.

(b) Prepare equipment for induction into higher echelons of maintenance, if higher echelon maintenance is required.

(c) Handle administrative matters such as investigations or release from investigations in accordance with reference (a).

(2) Equipment will be returned in the same condition as received. Only the AC/S, G-4 can waive this requirement. A Job Order Number (JON) from the borrowing command will be utilized primarily to replace items not repairable.

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6. Action

a. Assistant Chief of Staff, G-4. The AC/S, G-4 will:

- (1) Coordinate external Division temp loans.
- (2) Upon receiving a valid temp loan request, provide the appropriate commodity manager a copy of the request to identify a loan source.
- (3) Resolve any differences about who will provide equipment, how much equipment will be provided, and the treatment of discrepancies during custody exchanges.
- (4) Publish appropriate correspondence directing the temp loan (Enclosure (3) is an example).
- 5) Monitor discrepancy reports.

b. Commodity Managers

1 Commodity managers are as follows:

- "A" and "H" TAMCN - Division G-6
- (b) "B" and "J" TAMCN - Division Engineer
- (c) "C" and "K" TAMCN - Division Supply Officer
- (d) "D" and "M" TAMCN - Division Motor Transport
- "E" and "N" TAMCN - Division Ordnance Officer

(2) Commodity Managers will:

- (a) Identify recommended loan source(s), after considering unit schedules, inspections, deployments and training exercises.
- (b) Contact supporting unit's commodity manager to determine equipment availability. Division commodity managers will not arrange loans with subordinate unit commodity managers.

c. Commanders. Commanders will ensure the following prior to requesting a temp loan:

- 1) That a valid need exists.
- (2) That all organic resources have been considered.
- 3) That efforts to restore deadlined equipment have been exhausted

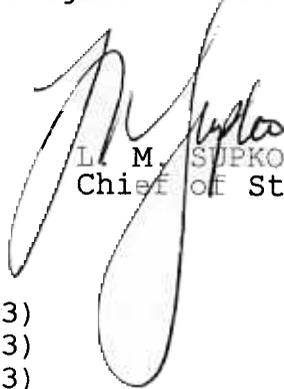
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(4) That applicable Modification of Allowance requests have been submitted per reference (a), if justified.

5 That all overdue loans have been reconciled.

(6) That a single responsible officer, staff sergeant or above, has been appointed in writing. The RO may assign in writing other personnel authorized to receipt for equipment.

(7) That the requested temp loan period allows adequate time to restore equipment to its original condition.



L. M. SUPKO  
Chief of Staff

DISTRIBUTION: A/D

Copy to: CG, III MEF 3)  
CG, 3d FSSG 3)  
CG, 1st MAW 3)

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## EQUIPMENT DISCREPANCY REPORT

From (Loan Unit)  
 To: Commanding General, 3d Marine Division (AC/S, G-4)

Subj: EQUIPMENT DISCREPANCY REPORT

Ref: (a) DivO 4400.33E

Encl: (1) Itemized Estimate of Damage  
 (2) Initial Turnover LTI  
 (3) Return LTI  
 (4) ECR Card  
 (5) Statement of Borrowing Unit  
 (6) Photos of Damage (if applicable)

1. (Defect, damage, or loss) occurred during the period that equipment below was temporarily loaned to (borrowing unit). In accordance with the reference, discrepancies on enclosure (1) have been compiled from a comparison of enclosures (2) and (3). The enclosures and following information are submitted per the reference.

Nomenclature_____	TAMCN_____
USMC Serial#_____	Owning Unit_____
Borrowing Unit_____	Exercise_____
Date Loaned_____	Date Returned_____
Estimated Dollar Value of Damage \$_____	

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USMC Serial#_____	Owning Unit_____
Borrowing Unit_____	Exercise_____
Date Loaned_____	Date Returned_____
Estimated Dollar Value of Damage \$_____	

2. Request \$\_\_\_\_\_ (and, if applicable, the following personnel to restore the listed equipment to issue condition:

<u>Rank</u>	<u>MOS</u>	<u>Description of Work to be Performed</u>
LCpl	3521	Rpr/Rpl batteries, alternator
Cpl	3521	Supervise above personnel

3 Point(s) of contact: Name, Rank, Phone Number, and Unit.

I. B. SURE  
 By direction

ENCLOSURE (1)

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## SAMPLE TEMP LOAN REQUEST

From: (Requesting Unit)  
 To: Commanding General, 3d Marine Division (AC/S, G-4)  
 Subj: TEMPORARY LOAN REQUEST  
 Ref: (a) DivO 4400.33E  
 (b) Phoncon btwn SSgt Smith (Section/Unit)/GySgt Smith  
 (Div G-4) of 12 Oct 96

1. The temp loan of equipment is requested for (unit) in conjunction with (exercise) during the period of (conclusive dates).

TAMCN	Nomenclature	Quantity
D1158	HMMWV, 4x4 TRK	4

2. Justification: On hand equipment cannot satisfy requirements (why).

3. Responsible Officer is (Name, Rank, SSN, RTD, Duty Phone)

4. Prior to the temp loan period ending, loaned equipment will be returned in the same condition as issued. All incidental costs, to include processing, movement, replacement, repair and preservation, may be applied against this unit's funds (JON). If return must be made prior to completion of repairs, personnel required to complete the maintenance action on the equipment will be provided, when requested by the owning unit.

5. All necessary resources are available for proper use and maintenance of loaned equipment. Equipment will be maintained in accordance with applicable equipment publications.

6 Point(s) of contact - Name, Rank, and phone number (DSN).

D. J. MIKE  
 By direction

ENCLOSURE (2)

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## SAMPLE TEMP LOAN TASKING UNIT LETTER

From: Commanding General, 3d Marine Division (AC/S, G-4)  
 To: Tasked Unit

Subj: TEMPORARY LOAN OF EQUIPMENT

Ref: (a) DivO 4400.33E  
 (b) Phoncon btwn GySgt Brown (Div G-4) and MSgt Smith  
 (4th Mar S-4) of 12 Oct 96

1. In accordance with references (a) and (b), request that (unit) temporarily loan the following equipment to (unit) for the period of (inclusive dates):

<u>TAMCN</u>	<u>Nomenclature</u>	<u>Quantity</u>
D1158	HMMWV, 4x4 TRK	4

2. Direct liaison is authorized for planning and coordination of joint Limited Technical Inspections and turnover. Any cost resulting from damage during the temporary loan period must be identified to the borrowing unit by close of business the last day of the temporary loan.

3. Responsible Officer

NAME:  
 RANK:  
 SSN:  
 RTD:  
 UNIT:  
 PHONE:

4. Point of contact is GySgt Smith at DSN 622-9530

L. G. BROWN  
 By direction

ENCLOSURE (3)