

**Joint Army Regulation 700-49  
DLAR 4140.27  
AFR 400-52  
MCO 4443.10**

# **LOAN OF DLA STOCK FUND MATERIEL**

**Headquarters  
Departments of the Army, Defense  
Logistics Agency, the Air Force, and  
Marine Corp Office  
Washington, DC  
9 July 81**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

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BY ORDER OF THE DIRECTOR



R. F. McCORMACK  
Colonel, USA  
Staff Director, Administration

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\*This regulation supersedes DLAR 4140.27/AR 700-49/AFR 400-52, 1 Jun 73.

**RESERVED**

## **Section I PURPOSE AND SCOPE.**

To establish the policy and procedures for the loan of DLA stock fund materiel to the Military Services (hereinafter referred to as the Services), Federal agencies, and other authorized activities as specified by Public Law/Executive Order. This regulation is applicable to HQ DLA, the Defense Supply Centers (DSCs), (less DFSC), and other agencies as specified above. It implements Public Law 92-249 (10 U.S.C. 2544) and DoD Directive 7420.1, Regulations Governing Stock Fund Operations, and is supplemented by DLAM 4140.2, AR 735-110, NAVSUPINST 4400.79, MCO P4400.84, Vol I, Supply Operations Manual, Distribution System Procedures. Nothing herein changes the procedures outlined in DLAR 4105.1, Defense Logistics Procurement Regulation (DLPR), paragraph 50-101, concerning the sale, loan or gift of certain property as authorized by 10 U.S.C. 4506. This regulation has been coordinated with and is concurred in by the Services.

## **Section II POLICY**

**A.**  
By Public Law, Executive Order or DoD Directive 7420.1 DLA has the authority to make loans of stock fund materiel to qualified borrowers.

**B.**  
The primary considerations for making such loans are:  
1. The defense posture will not be adversely affected.  
2. Asset positions are adequate.  
3. Proper inventory and accounting control procedures are used.  
4. Funds are available for reimbursements for loss, repair, or reconditioning.  
5. The loan period does not exceed 6 months.  
6. The borrower has exhausted all other support sources such as Defense Property Disposal Office, prior to initiating the loan request.

**C.**  
Loans not returned in the same condition as issued will incur reimbursement charges prior to acceptance of the return. DLA reserves the right to determine the final condition of the asset.

**D.**  
Loans will be restricted to the Services, Federal agencies and those activities authorized by Public Law or Executive Order. Authorized borrowers may deal directly with DSCs, except where executive agents are required.

**E.**  
Loans to activities authorized by Public Law or Executive Order, may be made provided the items are available in DLA and overall support will not be jeopardized. Such projects as large scale exercises, one-time maneuvers, domestic action programs, Boy Scout and Olympic programs may qualify for loans under this category. Loans of this type must be negotiated with DLA by a Military or Federal agency acting in the capacity of an executive agent. The executive agent assumes total responsibility for all liabilities and costs incurred by the loan, and for establishment of necessary controls to ensure return of the DLA materiel. Executive agent stocks will be exhausted before DLA can fulfill loan request. Procedures for loan to support Boy Scouts of America, World and National Jamborees are outlined by the DoD executive agent in enclosure 1.

**F.**  
Materiel will not be procured to fulfill loan requests.

**G.**  
Loans will not be approved by DSCs if peacetime stocks are at or below the reorder point or would reach the reorder point during the period of the loan. In the application of this criteria, DSCs will consider the estimated time between date items would be dropped from records and beginning of loan period, the estimated time between end of loan period and date items would be returned to stock ready for issue.

**H.**  
Loans in time of significant natural disaster will be subject to the decision of DSC Commanders. The primary consideration is immediate response to the problems such as human suffering, health and safety, and damage to property. Overall responsibility rests with the Department of the Army, which, through the Continental Army Commanders, will use existing Army assets or will provide a funded requisition. However, the severity of the problem may preclude this procedure. In such cases, the DSC Commanders may authorize loans. Service-owned, prepositioned war reserve stocks will not be loaned without prior concurrence of the owning service.

**I.**  
Requisitions for loans will be submitted to the proper DSC in Military Standard Requisitioning Procedures (MILSTRIP)/Federal Standard Requisitioning Procedures (FEDSTRIP) format by the requesting agency.

**J.**  
Defense stock fund materiel will not be loaned for research, development, test, or evaluation purposes. Such requirements should be processed under normal procedures citing Research, Development and Evaluation funds.

### **K. Condition for Property Loan**

Loans will only be made if borrower agrees to and complies with the following conditions:

1. Loans will normally be limited to 120 calendar days from date of receipt by the borrower to the date of the return shipment. DSCs can approve a 60 day extension; however, loans extending past 6 months, unless totally justified, will incur reimbursement charges.

2. Transportation costs are paid by the borrower.

3. Materiel Return Policy:

(a) Nonreturns and unserviceable/uneconomically reparable returns will be billed at 100 percent.

(b) Serviceable and unserviceable/economically reparable returns will be billed at the cost to return to serviceable condition.

(c) Return of assets with limited life expectancy such as tubes and bulbs, which were loaned in new condition, will require reimbursement on a pro rata basis.

(d) Costs will be computed at current standard stock fund prices.

(e) Clothing and Textile items only:

(1) Issues of Condition A assets will be billed at 50 percent of the current standard price when materiel is returned.

(2) Materiel returned in unserviceable/economically reparable condition will incur an additional charge of the cost to return to a serviceable condition.

(3) Materiel issued as Condition B and not returned, or returned in unserviceable not economically reparable condition will be billed at 50 percent of the current standard price.

(4) Condition B Issues returned in serviceable condition will incur no costs.

(f) The condition of returned loan items will be subject to final classification by DLA. DSCs will ensure completion of the classification of the returned property; determine applicable charges; and submit billing to the borrower or executive agents within 60 days of return of the property.

4. Federal agencies are responsible for charges covered by subparagraphs 2 and 3 above, plus accessorial charges to include packing, handling, and crating.

### **Section III SIGNIFICANT CHANGES.**

This DLAR has been revised to expand the policies applicable to the loan program and to incorporate organizational changes.

### **Section IV RESPONSIBILITIES**

#### **A. The Executive Director, Supply Operations, HQ DLA (DLA-0), will:**

1. Review and determine final action on loan requests not within the DSC purview.
2. Assist the DSCs in resolving loan problems.

#### **B. DSC Commanders**

will:

1. Appoint a responsible individual as focal point for loan transactions.
2. Review system stocks to determine if stockage is adequate to fulfill loan requests without jeopardizing supply support.
3. Ensure that the loan requests are complete and that they comply with the intent of the loan policy in paragraph II.
4. Forward requests that are not within his purview to HQ DLA (ATTN: DLA-OS).
5. Establish proper financial and item management controls.
6. Assure loaned materiel is returned on a timely basis, in the condition issued, and/or proper reimbursement actions are taken.
7. Inform HQ DLA of any major loan problems.
8. Provide instructions to distribution depots for issuance of materiel, screening and classification of returned materiel, and submission of data to DSCs reflecting materiel returned and dollar value of repairs.
9. Prepare and submit to the borrower billings for authorized charges in accordance with paragraph II K. Separate billings by each DSC will identify the amounts applicable to each loan request.

#### **C. The Services**

will:

1. Establish procedures for preparing and processing loan requests.
2. Assign a 3-digit MILSTRIP project code to identify requisitions and associated documentation.
3. Submit loan requests directly to the appropriate DSC, providing the following information:
  - (a) Purpose of loan.
  - (b) Date required and projected return date.
  - (c) List of all National Stock Numbers (NSNs) and quantities required.
  - (d) A statement that items are not available from other Service source to meet loan requirements.
  - (e) A statement that the borrowing Service will assume liabilities, responsibilities, and costs incurred in the loss, movement, and operation of the loaned items, whether the borrower is the Service or the Service is acting as executive agent for another agency. As executive agent, the Service must specify the Public Law or Executive Order authorizing the loan and a statement that bond has been arranged when required.
  - (f) Current catalog price.
  - (g) Fund citation, where applicable, for transportation and other materiel
  - (h) Project code.
  - (i) Ship to address.
  - (j) Contact point and telephone number.
4. Submit exception type requisitions (E or 5 card column 3) applicable to respective loan request. Enter Code D or M In card column 51, fund code in card columns 52-53 (or leave blank) and project code in card columns 57-59. Enter special instructions under

'Remarks'. Submit loan requisitions to DSCs by other than transceiver.

#### **D. Federal agencies**

will submit loan requests to appropriate DSC, and provide the information required by subparagraph C 3 above. Project code 2G6 will be used for all federal agency loans.

### **Section V PROCEDURES**

#### **A.**

The processing of loan requests, approval of loans, maintenance of records, and reporting of loans will be assigned to a centralized focal point within each DSC.

#### **B.**

The focal point will supervise the staffing of the loan request within the DSC, and for those loans approved, will establish and maintain jacket files consisting of the loan request, related correspondence, documents reflecting repair costs, and any computer printouts of the loan records. Copies of MILSTRIP documentation will be included only when submission to DSC is required by discrepancy reporting procedures. Otherwise, data will be drawn from computer records as required.

#### **C.**

Complete data covering those loan requests which cannot be approved will be forwarded to HQ DLA, ATTN: DLA-OSC. Data covering Priority 1 through 8 requests will be submitted by message or telephone. Telephone contact is DLA-OS, area code 202, 274-6193 or 274-6194/AUTOVON: 284-6193/6194. As a minimum, the following will be furnished:

1. Requisitioner.
2. Project code.
3. Period of loan.
4. Stock number.
5. Quantity requested.

6. Supply position to include average quarterly demand, other war reserve materiel requirement, protectable, reorder point quantity, procurement cycle quantity of issuable stock on hand, and quantity already on loan. The same information should be furnished for any suitable substitute Items.

7. The recommendations/comments of the DSC on the loan request approval or disapproval.

8. The inventory manager and telephone number.

#### **D.**

Processing of issues and returns and item accounting for loaned materiel will be in accordance with DLAM 4140.2, Volume I, Chapter 6.

**Appendix  
Encl 1**

**Section  
Procedure – Loan of Equipment and Providing of  
Transportation and other Services to the Boy Scouts of  
America for World and National Jamborees.**

**I. Preliminary Actions**

a. In accordance with the provisions of Public Law 92–249, H.R. 11738, 10 March 1972, and Secretary of Defense Memo of 17 May 1972, Loan of Equipment and Providing of Transportation and Other Services to the Boy Scouts of America (BSA) for Boy Scout Jamborees; Memo of 23 January 1973, Military Transportation Support for Boy Scout Jamborees; and Memo of 19 August 1974, Military Transportation Support for Boy Scout Jamborees, the DoD is authorized to lend certain items and provide transportation and certain other services to such jamborees. Prior to the loan of property and providing transportation and other services, an appropriate agreement will be executed between the United States of America and the activity to be supported. A bond, in an amount specified by the Commander, US Army Materiel Development and Readiness Command (DARCOM), based on statute will be taken by the Army Installation Commander and held until termination of the encampment and final settlement is made for each jamboree.

b. The Army Installation Commander designated on behalf of the Commander, DARCOM, representing the Secretary of Defense, will enter into legal arrangements with the BSA for the loan of equipment and the providing of transportation and certain other services for Boy Scouts World and National Jamborees.

c. The Army Installation Commander will appoint a Property Book Officer who will maintain separate stock records in order to provide for a single final billing to the supported activity (BSA) for items consumed, lost, damaged or destroyed. The Department of Army will not be billed for items obtained from other than Army sources, except medical supply losses. Bills should be made to BSA and forwarded to the Army Installation Commander, except for medical supply losses. Bills for medical supply losses will be submitted to the U.S. Army Surgeon for payment. He will establish liaison with the activity to be supported. The property book account will be established in accordance with section II, chapter 2, AR 710–2.

d. The Army Installation Commander will task his surgeon for

medical supply support to the jamborees. Each surgeon designated should appoint an accountable officer and furnish the name, location, and routing identifier of a project officer wherein medical supply problems can be resolved.

e. The Property Book Officer is authorized direct communication with the source of supply, other Military Department liaison personnel and DARCOM Materiel Readiness Commands (MRCs) to resolve routine supply problems.

**II. Preparing Bills of Material**

a. The activity (BSA) will submit a list of equipment and supplies desired to the Army Installation Commander. This list will be edited during and subsequent to preliminary conferences with representatives of the activity and furnished to Commander, DARCOM, ATTN: DRCMM–SP. The Bill of Material will be forwarded through the Commander, MACOM for screening to determine in-house availability prior to placing requisitions on CONUS supply points.

b. HQ, DARCOM will convert the informal list to a tentative Bill of Material and will furnish the respective commodity command that part of the Bill of Material for their items of logistical responsibility. A suggested format for the Bill of Material is included as attachment 1. Local reproduction is authorized. Copies of the entire tentative Bill of Material will also be furnished to each of the Military Departments authorized to participate in the support of the encampments.

c. At such time as item availability information is on hand and the sources to be used are determined (para IV below), a Bill of Material (attachment 1) will be prepared by HQ, DARCOM and forwarded through the Commander, MACOM to the Army Installation Commander concerned.

d. The Bill of Material will list, by commodity command (Military Department), all items desired, identified by National Stock Number (NSN), description, quantity desired and required delivery date. The NSN will provide identification of the items required. Items will be identified by the Property Book Officer to the responsible commodity command or Military Department as indicated below:

**Table ERR**

(1) CERCOM	1. U.S. Army Communications and Electronics Materiel Readiness Command
(2) TSARCOM	2. U.S. Army Troop Support and Aviation Materiel Readiness Command
(3) ARRCOM	3. U.S. Army Armament Materiel Readiness Command
(4) TACOM	4. U.S. Army Tank – Automotive Command
(5) DLA	D. Defense Logistics Agency
(6) Navy	N. Department of the Navy
(7) Air Force	F. Department of the Air Force
(8) Other Army Installations	A.

e. The Bill of Material will be screened to ensure that radioactive items restricted for military use are not included.

**III. Establish Property Transaction Records**

a. A Property Transaction Record reflecting complete information about each item loaned to the activity will be established and maintained by the Property Book Officer (attachment 2) and the respective commodity command (Military Department – attachment 3). Suggested formats for the Property Transaction Records are found in attachments 2, 3, and 4. Local reproduction is authorized.

b. The Property Book Officer will also establish and maintain

separate Property Transaction Records for items obtained from supply sources other than Army commodity commands, i.e., other Army installations, Department of the Navy, Department of the Air Force (attachment 4).

c. Each entry on the Property Transaction Record will be supported by appropriate documentation (commodity command: copies of shipping documents, copies of surveillance inspection report–Property Book Officer: Requisition voucher files and hand

receipt cards). This is particularly important for reconciliation purposes in order that all property received from each source will be returned to that source upon termination of each encampment.

#### **IV. Locating and Obtaining Equipment and Supplies**

a. The respective commodity command (Military Departments) will screen the tentative Bill of Material (para II B) and determine availability and source of supply identified by Routing Identifier Code. They will advise HQ, DARCOM, ATTN: **DRCMM-SP**, of availability, appropriate substitute items when the requested items are not available in sufficient quantity, and the source of supply for requisitioning purposes.

b. Concurrently, the Bill of Material will be screened within the MACOM to determine those items that can be obtained from assets available in the command.

c. The Property Book Officer will requisition equipment and supplies from the source of supply as indicated by Commander, DARCOM, in accordance with AR 725-50 or other separately furnished instructions. The requisition number, quantity requisitioned, stock number, and source of supply will be entered in the Property Transaction record. Requisitions will cite the appropriate project code assigned and appropriate activity address code on all requisitions submitted. Project codes will be assigned by Commander, Logistic Systems Support Activity, ATTN: DRXLS-LILC, Chambersburg, PA 17201 and distributed by message to all interested addressees.

d. Loan of General Services Administration (GSA) General Supply Fund Material. The Federal Property and Administrative Services Act of 1949, as amended, authorizes the Administrator, GSA to loan GSA General Supply Fund Material to the Department of Defense and other Federal agencies. Loan shall be made to the extent that items are readily available and that such loans will not jeopardize the GSA stock inventory. The loan of GSA General Supply Fund Material shall normally be limited to 90 calendar days. Requisitions for GSA material should be submitted to the nearest GSA Regional Office by the Army Installation Commander concerned.

e. Formal accountability for all items shipped to the site of the activity will be retained by the appropriate accountable activity. Property and financial accounting will be in accordance with respective Military Department regulations governing loans.

f. The shipping depot or other source will furnish a copy of the shipping document to the respective commodity command (Military Department) where the quantity charged, date shipped, condition of the property and total value will be posted to the Property Transaction Record.

g. Upon receipt of the advance copy of the shipping document, the commodity command (Military Department) will post information to his Transaction Record, by source, as in paragraph III A, above.

h. When the shipment is received, the Property Book Officer will inspect the property. A narrative statement of condition will be prepared if condition of the property is other than that indicated on the shipping document and referenced to the condition entry on the Property Transaction Record. The source of supply, as appropriate, will be immediately notified of overages or shortages and verified in condition, as provided in chapter 8, AR 735-11. The Property Book Officer will enter on the shipping document the quantity actually received when it differs from quantity shown as shipped and will post the quantities received to the property book record.

i. Discrepancies between the quantity shipped by the depot and that received by the Property Book Officer and variance in condition will be reconciled as rapidly as possible and appropriate records will be brought into agreement. When shortage or damage is not attributable to the carrier, the Property Book Officer will immediately contact the responsible source of supply, furnishing the stock number and document number involved, together with an explanation of the discrepancy. Reconciliation is particularly important in order to ensure a common point of departure in determining charges to be

assessed upon termination of the activity. Replacement shipments, when required, will be covered by appropriate shipping documents.

#### **V. Property Book Account**

a. The purpose of the property book account is to account informally for property shipped to the site of the activity and to reflect loan of the property to the using activity.

b. The account will be maintained in accordance with paragraph 3-7, AR 710-2, except for the following modifications:

(1) References to financial inventory accounting are not applicable. A jacket file will be established by the installation accountable officer for all items shipped to the property book account, and maintained until settlement is made in accordance with paragraph VIII below.

(2) The authorized stockage list is the Bill of Material. Requisitioning objectives will not be established.

c. Property loaned to the supporting activity will be accounted for on DA Form 2062, Hand Receipt/Annex No., in accordance with procedures prescribed in AR 710-2. A separate line item entry on DA Form 2062 will support the 'Balance on Hand' column on each Stock Accounting Record.

d. The Property Book Account discussed herein will be maintained separately and property included in it will not be commingled with other accounts notwithstanding the fact that the Property Book Officer may have responsibility for another account.

#### **VI. Transportation**

a. Transportation of equipment and supplies:

(1) The responsibility of coordinating movement of equipment and supplies placed on loan to the BSA during National and World Jamborees is delegated to the Commander, U.S. Army Materiel Development and Readiness Command, ATTN: DRCMM-ST.

(2) All requisitions for items in question, will cite the appropriate project code and will be shipped by commercial bill of lading on a collect basis to all National and World Jamborees held in the United States.

(3) Shipments to Boy Scout contingents at World Jamborees in foreign countries will be by Government bills of lading, unless otherwise specified by the BSA.

(4) All shipments directed to Boy Scout Jamborees will be routed by the most feasible means as determined by the shipper. Shipments will be consolidated to the maximum extent possible to assure the lowest charges available to the BSA.

(5) Separate shipping instructions will be provided for each jamboree to assure that correct consignee and railhead addresses are furnished.

b. Transportation by vessels of the Military Sealift Command (MSC):

(1) The MSC does not operate any ships suitable for carriage of passengers on transoceanic routes. Although pertinent directives and Public Law 92-249 authorizes the movement of Boy Scouts on Military Vessels, the MSC has no capability to provide such transport.

(2) The MSC is an Industrial-funded organization and charges the Military Service for sealift services provided in accordance with established rates. The host command will be responsible to compensate the MSC for any equipment or materiel moved on MSC ships. The limitations inherent in Public Law 92-249 stipulate that transportation support provided will be at no cost to the Government. Under these directions Boy Scout equipment or materiel is not authorized movement on a space-available basis without prior approval of the Secretary of Defense.

(3) All billings for transportation provided by MSC will be forwarded to the appropriate Army Installation Commander of the supporting MACOM who will in turn request reimbursement from the BSA.

c. Transportation of overseas based Boy Scouts, Scouters, and officials by Military Airlift to National or World Jamborees.

(1) Space required reimbursable transportation by Military Airlift Command (MAC) aircraft over established MAC channels is authorized from the United States or overseas military commands to

United States aerial ports, or other overseas locations and return. Such transportation will be provided only to the extent that it does not interfere with the requirements of military operations, and only to those Boy Scouts, Scouters, and officials certified by the BSA as representing the BSA at any National or World Jamboree. Certification by the BSA will be in the form of a letter identifying each such individual as his authorized representative at the Jamboree. This letter of authorization must be presented to the sponsoring command or installation.

(2) Boy Scouts, Scouters, officials and their equipment will be moved after all space-required traffic, but before any space-available traffic.

(3) Each passenger is authorized the normal accompanying free baggage allowance of two pieces not to exceed 70 pounds each. It is not contemplated that any excess baggage allowance will be authorized.

(4) Transportation of Boy Scouts, Scouters, officials and their equipment provided by MAC controlled aircraft will be reimbursed at the non-DoD U.S. Government rate tariffs as contained in the MAC rate tables.

(5) On the basis of letters of authorization issued by the BSA, the BSA will monitor services provided by the DoD. One copy of each BSA letter of authorization will be forwarded to the Commander, DARCOM, ATTN: DRCMM-SP, for planning purposes. This letter of authorization should specify whether one way or round trip transportation is requested.

(6) Movement of Boy Scouts, Scouters, and officials living in the United States of America to a Jamboree within the United States of America or to a Jamboree in an overseas area shall be the responsibility of the Boy Scouts of America or the individuals concerned.

(7) No authority exists under Public Law 92-249 for the movement of Boy Scouts, Scouters, and officials via military capabilities other than those of the Military Airlift Command or the Military Sealift Command.

(8) DARCOM responsibilities include the following:

(a) Compiling a passenger forecast to be submitted to MAC in accordance with AR 59-8/AFR 76-38/OPNAVINST 4630.18D/MCO 4630.6C.

(b) Providing Military Traffic Management Command (MMTC) an information copy of the passenger forecast.

(c) Submitting all passenger requirements for one way and round trip transportation originating overseas to the appropriate overseas command.

(9) The responsibilities of the sponsoring overseas command include:

(a) Verifying that Scout passengers are officially authorized representatives of BSA in accordance with subparagraph 1 above.

(b) Making all necessary passenger reservations with MAC, for transportation originating overseas, in accordance with AR 55-6/AFR 76-5/OPNAVINST 4630.23/MCO P4630.11. The overseas command will submit CONUS outbound return passenger requirements to Commander, Military Traffic Management Command, ATTN: MTMC-PTO-P, Washington, D.C. 20315.

(c) Issuing each passenger a MAC Transportation Authorization (DD Form 1482) for transportation from the overseas location and return, when round trip transaction has been requested. The customer identification code, item (7) of the DD Form 1482, should be designating-JBWJ-which was approved by MAC as the permanent CIC for direct billing purposes to National Office, Boy Scouts of America, P.O. Box 61030, Dallas/Fort Worth Airport, TX 75261.

(d) Ensuring that each Scout passenger has a completed DD Form 1381, signed by a parent, guardian, or other legally responsible individual.

(e) Evaluating the use and necessity of military airlift within or between overseas locations. This evaluation will include such factors as reasonable travel time, number of connections required, and assurance of Scout group integrity. Surface transportation will normally be used for travel within an overseas area.

(10) The responsibilities of the MTMC include:

(a) Evaluating the return outbound passenger requirements and

making the necessary transportation arrangements so as to maintain Scout group integrity at all times.

(b) Assisting the BSA in completing required documentation and ensuring that passengers are travel ready prior to the return flight.

(11) Public Law 92-249 does not provide authorization for the use of the DoD transportation by Scouts, Scouters, and officials of foreign nations. All requests to transport such persons should be forwarded through the unified command channels to the Office of the Assistant Secretary of Defense (Public Affairs). However, DoD does not contemplate authorization for the use of MAC aircraft for other than U.S. Scouts, Scouters, and officials.

d. Use of military helicopters in support of medical evacuation, VIP, press and photo services; The Director of Army Aviation, the Department of the Army Staff Judge Advocate, and the Comptroller of the Army have furnished the general opinion that Public law 92-249 authorizes the use of military helicopters in support of the above described services to the extent they are reasonably available and permit the use of appropriated funds.

## VII. Disposition of Equipment and Supplies

a. The commodity commands (Military Departments) will provide the Property Book Officer with automatic disposition instructions for all property under their cognizance shipped to the activity site. These instructions will be furnished at the earliest practicable date but in no event later than 15 days prior to the termination of the activity. Disposition instructions for items obtained from the area as from each other source will be furnished by the source of supply from which received.

b. The Property Book Officer will ship the property to destinations specified in the disposition instructions. Posts, camps, and station to which property is shipped will be requested to inspect the property immediately and advise on overages and shortages, discrepancies in condition, and repair cost. The quantity returned, returning document number, date returned, condition, and returning document value of overages or shortages will be posted to the Property Transaction Record by the Property Book Officer.

c. The receiving depot or other Installation will immediately inspect the property received for quantity and condition. An annotated copy of the shipping document will be forwarded immediately by the depot or other receiving installation to the commodity command (Military Department). The Property Book Officer will be immediately advised of overages or shortages and the discrepancies will be reconciled between the Property Book Officer and the consignee. Any change by the Property Book Officer to the quantity shipped will be fully documented on his/her Property Transaction Record.

d. To facilitate the expeditious return of supplies and equipment it is recommended that onsite inspection be conducted by qualified depot/installation inspectors, the objective being to make final determination of charges to be assessed against the BSA prior to the return of equipment and supplies. Losses and/or damage incurred while intransit should be reconciled by the Property Book Officer/depots prior to final assessment of charges.

e. The receiving depot or installation will prepare an inspection and Surveillance Report for each item returned that requires rehabilitation and/or replacement of shortages which includes the cost of rehabilitating the equipment and the value of shortages and will forward a minimum of two copies of each report to the appropriate commodity command (Military Department).

f. The accountable activity, MRCs, etc. (Military Department) will post the quantity received, depot receiving the property, condition, quantity over or short, dollar value over or short, repair cost and stock status to the Property Transaction Record and advise the Property Book Officer by letter of final postings. Shortages/damages discovered at the receiving depot which do not reflect on the Property Book Officer's records at time of shipment must be reconciled to determine actual costs for rehabilitation chargeable to the BSA. Damages or losses intransit should not be charged to the BSA. Efforts to determine cause and responsibilities should be reconciled with the carrier.

## VIII. Determination of Charges and Settlement

*a.* All property on which repair cost is claimed will be held at the depot or post, camp or station until final charges are determined and a release is given by the Commander, DARCOM. Reimbursement for issue of clothing and textile items will be as prescribed in paragraph II K 3 e of this regulation.

*b.* The commodity command (Military Department) will prepare the following information and statement and forward to Commander, DARCOM, for final review:

(1) Complete Property Transaction Record and supporting documents.

(2) Proper accounts for which reimbursement received for shortages and repairs are to be deposited.

(3) The following statement: 'The losses/and/or damages indicated on the Property Transaction Report in the amount of \$\_\_\_ represent the total claim by (appropriate commodity command or Military Department) relative to commodity command or Military Department property loaned to Boy Scouts of America. Upon settlement and deposit to the property account, the Commander of the commodity command or Military Department releases the Boy Scouts of America from further obligations.'

(4) Statements as to the general type of repair (e.g., tentage, repair tears, insert new panels, replace grommets) will be reported on separate addendum to the Property Transaction Record for items requiring repair.

*c.* The Army Installation Commander will prepare the following information and statement for property furnished for assets in the command and will forward this to Commander, DARCOM:

(1) Same as subparagraph B 1 above.

(2) Same as subparagraph B 2 above.

(3) The following statement: 'The losses and/or damages indicated on the Property Transaction Record in the amount of \$\_\_\_ represent the total claim by (appropriate Army) relative to (appropriate Army) property loaned to the Boy Scouts of America. Upon settlement and deposit to the proper accounts, the Army Installation

Commander releases the Boy Scouts of America from further obligations.

(4) Same as subparagraph B 4 above.

*d.* Commander, DARCOM will review the charges, inspect property to be repaired, if necessary, reconcile any discrepancies and determine final charges to be levied against the supported activity (BSA). Approved list of charges will be forwarded to the Commander, appropriate U.S. Army Installation, for collection, and property being held for repair will be released.

*e.* The Army Installation Commander will prepare and dispatch a letter to the supported activity (BSA) and request payment made payable to the Treasurer of the United States. Upon receipt of payment, collection documents will be prepared and appropriate fiscal accounts, as furnished by the commodity command (Military Departments) (see subparagraphs B and C above) credited. The Installation Surgeon will take action to reimburse the DLA stock fund for expendable medical supply losses reported. The Army Installation Commander will close the Property Transaction Record Account.

*f.* The Army Installation Commander will advise, through the MACOM (Military Departments, Commander, DARCOM, and DA) that settlement has been accomplished. Commodity command (Military Department) Property Transaction Records will be closed upon receipt of the foregoing advice.

*g.* The Commander, DARCOM, will advise the Army Installation Commander, through the appropriate MACOM, to return the bond to the Boy Scouts of America.

*h.* In the event of unsatisfactory settlement, the proceeds of the bond will be used to satisfy the claim. The Power of Attorney executed in connection with the agreement will be invoked and proceeds collected from the bond.

## Section

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DATE \_\_\_\_\_

BILL OF MATERIAL

\_\_\_\_\_  
(ACTIVITY)

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Item No.	NSN	Description	Quantity	Date Required	Quantity Available	Unit Price	Located at
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- Notes:
1. Separate sheets will be kept for the property of each Commodity Command (Military Department).
  2. Item numbers will be listed vertically. If an item has components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
  3. The availability and location columns will be completed by each Commodity Command (Military Department).



PROPERTY TRANSACTION RECORD  
(Accountable Property Officer - Commodity Command Property)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Item No	NSN	Description	Unit Price	Requisition No	Quantity Requisitioned	Depot Shipped	Quantity Charged (Received)	Date Received	Condition

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(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Return Doc #	Total Value	Quantity Credited (shipped)	Depot Receiving	Condition	Quantity Over	Quantity Short	Dollar Value Over Short	Repair Cost	Stock Status	Total Charge

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- Notes:
1. Separate sheets will be maintained for each Commodity Command.
  2. Item Numbers will be listed vertically.
  3. If items have components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
  4. Column 21 is determined by adding columns 18 and 19. Column 19 will not be included in the computation if the items are Commodity Command excess.



PROPERTY TRANSACTION RECORD  
(Commodity Command - Military Department)

(1) Item No	(2) NSN	(3) Descrip- tion	(4) Unit Price	(5) Depot Shipping	(6) Quantity Charged (Shipped)	(7) Date Shipped	(8) Condition	(9) Shipping Doc #	(10) Total Value
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(11) Quan- tity Credited (Returned)	(12) Depot Receiving	(13) Return Doc #	(14) Condi- tion	(15) Quan- tity Over	(16) Quan- tity Short	(17) Dollar Value Over (-) Short (+)	(18) Repair Cost	(19) Stock Status (Excess Req)	(20) Total Charge
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- Notes:
1. Separate sheets will be maintained for each Commodity Command.
  2. Item numbers will be listed vertically.
  3. If items have components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
  4. Column 20 is determined by adding columns 17 and 18. Column 18 will not be included in the computation if the items are Commodity Command (Military Department) excess.



PROPERTY TRANSACTION RECORD  
 (Accountable Property Officer - Property from  
 Source other than Army Commodity Command MRCs)

(1) Item No	(2) NSN	(3) Description	(4) Unit Price	(5) Req. No.	(6) Quantity Req'd	(7) Shipping Source	(8) Quantity Charged (Rec'd)	(9) Date Rec'd	(10) Condition	(11) Other Source Credit Voucher No.
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(12) Account Debit Voucher No.	(13) Total Value	(14) Quantity Credited (shipped)	(15) Account Credit Voucher No.	(16) Quantity Over	(17) Condition	(18) Quantity Over	(19) Quantity Short	(20) Dollar Value Over (-) Short (+)	(21) Repair Cost	(22) Stock Status	(23) Total Charges
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- Notes:
1. A separate sheet will be maintained for each of the following sources of equipment; post, camp and station; Department of Navy, Department of Air Force.
  2. Item numbers will be listed vertically.
  3. If items have components that are susceptible to loss or damage and are normally accounted for separately, for example, tent pins and poles, they will be listed separately.
  4. Column 22 will not be completed by the Accountable Property Officer on sheets for property from posts; camps and stations. The U.S. Army Materiel Development and Readiness Command will determine stock status at the time of final review.
  5. Column 23 is calculated by adding columns 20 and 21. Column 21 will not be included in the computation if the items are excess to a Military Department.



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