



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000



APVR-RDL-CJE

29 October 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Standard Operating Procedures (SOP) for Inventory Temporarily In Use (ITIU) for Supply Class VII (DOL/DCSLOG Policy Number 4-26)

1. References:

- a. AR 710-1, Integrated Material Management of the Army Supply System.
- b. AR 700-131, Loan and Lease of Army Material.
- c. AR 37-1, Financial Administration.
- d. AR 725-1, Special Authorization and Procedures for Issue, Sales, and Loans.
- e. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

2. Purpose: To provide information on the temporary loan of Supply Class VII Installation Supply Support Activity (ISSA) equipment using Inventory Temporarily in Use (ITIU) procedures.

3. General:

a. ITIU request for supply class VII will be approved by USARPAC and Army Materiel Command (AMC). All requests will have a copy of the DD Form 2028 to Force Management requesting Table of Organization and Equipment (TOE/MTOE) changes or the memorandum to Manpower for Section III nonstandard additions.

b. Supply Classes II, IIIPKG, IV and IX expendable items are not placed on loan. Should an urgent peacetime requirement develop for these items to correct a readiness problem or to support immediate operational requirements, the submission of an issue priority designator 01 - 03 requisition will release the stock for issue.

4. Procedure:

APVR-RDL-CJE

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a. Loan requests:

(1) Requests will be submitted through the unit's S4 and supporting Property Book Officer to the Directorate of Logistics (DOL). Requests for equipment must contain the following:

- (a) Line Item Number (LIN)
- (b) National Stock Number (NSN)
- (c) Nomenclature
- (d) Authorized and on-hand quantities for unit requiring loan
- (e) Date required
- (f) Length of time required
- (g) Date of return

(h) Justification: The requester will prepare a statement to the fact that the resources of the activity cannot fill the loan requirement. This statement will be verified by DOL and the Property Book Officer.

(i) Cost of packaging, packing, transportation, and handling from source of supply to destination and return will be borne by the requesting organization.

(2) Request will arrive at the DOL 45 days before the desired issue date. Attach DA form 2765 or DD Form 1348-1 for each requested item and include quantity, stock number, noun, unit requesting item, point of contact, office symbol, current DSN number, and a Property Book Office document number (if vehicles are being issued, one document per vehicle/BII package). The using unit will be held accountable for all costs included due to lost or damaged property. Item must be returned in the same condition as loaned; fair wear and tear excepted. Unit will be charged for the repairs accomplished after turn-in or the cost of the item (if stock funded) if it is not repairable.

(3) Units will receive confirmation from Supply Operations Branch, DOL on items that have been approved for loan.

(4) Equipment loaned will be accounted for in the Property Book Office, IAW DA PAM 710-2-1.

APVR-RDL-CJE

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b. Issue:

(1) Units will report to one of the following issue facilities when they are to pick up ITIU equipment:

Fort Richardson
Building 804, Door 16
DSN (317) 384-2801

Fort Wainwright
Building 3030
DSN (317) 353-6577

(2) A valid signature card, DA Form 1687, along with a copy of assumption of commander orders for commanders or appointing memorandum for accountable officers, must be on file at the issue point before equipment will be released.

c. Turn-In:

(1) Technical inspections are required. Units are required to make their own appointment for inspection of equipment/vehicles with one of the following:

Fort Richardson
Special Purpose Equipment Repair Shop, 384-2938/2928

Fort Wainwright
V & W Shop, 353-1649

(2) Turn-in document, DA Form 2765 or DD Form 1348-1, must be prepared by the unit with the following information: stock number, noun, serial number, and ITIU loan number, with the original/same document number equipment was issued on. Enclose one copy of issue document, DD Form 1348-1, and if applicable, a copy of the technical inspection. Unit must provide turn-in document along with equipment to the same facility from which the item was issued.

APVR-RDL-CJE

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5. Additional information and assistance can be obtained from Rowena Adams, Supply Operations Branch, APVR-RDL-CJE, 384-7107, Email rowena.adams@richardson.army.mil.



THOMAS M. SHEA
COL, TC
Director of Logistics

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