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Supply

DEPLOYED EQUIPMENT



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This instruction prescribes the procedures for management, accountability and deployment of mobility equipment. This instruction implements AFPD 23-1, *Requirements and Stockage of Material*, and is applicable to all 434 Air Refueling Wing and group/squadron deployed equipment custodians.

SUMMARY OF REVISIONS

Changes have been made to paragraphs 2.1.1. and 2.1.2. A (I) indicates revisions from the previous edition.

1. References. AFMAN 23-110, Volume II, Part Two, Chapter 22, *Equipment Management*.

2. Procedures and Responsibilities. Adhere to deployed equipment procedures and responsibilities as outlined below:

2.1. The Unit Commander of the Deploying Organization has the following responsibilities:

2.1.1. Appoint a deployed property custodian for the equipment involved. This is done by completing a checklist entitled, (Appointment of Deployed Equipment Custodians) that is obtained from the Equipment Management Unit (EMU). Complete the checklist in two copies and forward to the EMU, room 11, bldg. 209, at extension 4102.

2.1.2. Identify newly appointed custodians for custodial training to the customer service and training unit, 434 LSS/LGSP, at extension 2309.

2.1.3. Ensure that former deployed custodians have been relieved of property responsibility.

2.2. Deployed Equipment Custodians have the following responsibilities:

2.2.1. Ensure that selected assets for deployment are coded with unit type codes and use codes A or D, through coordination with the EMU in base supply. No equipment will be deployed unless it is coded as mobility deployable equipment.

2.2.2. Annotate the working copy of listing IRB581, *Deployed Equipment Listing* and return it to EMU for processing. Custodian ensure the Unit Type Code (UTC), increment number and actual quantity to be deployed are identified on the list.

2.2.2.1. A working copy of a IRB581 is provided to the deploying custodian. This is the preferred method to identify assets to be deployed. Alternate methods of identifying equipment to deploy are to annotate a Custodian Authorization Custody Receipt Listing (CACRL) (R14), or by letter indicating the stock number, detail number and quantity. Only equipment identified by one of these means is deployed. Additions, deletions, substitutions and/or changes must be coordinated with the EMU prior to the movement of property.

2.2.2.2. Property not reflected on the deployed listing remain the responsibility of the equipment custodian and cannot be lost, misplaced or destroyed due to a deployment. The EMU runs a final IRB581 and contacts custodians when the listings are ready for signature. Custodians verify and sign the listing. One copy remains in the EMU. Four copies are retained by the custodian.

2.2.3. Retain responsibility for equipment deployed until the equipment is returned to the home base or is assumed by a gaining base.

2.2.4. Act as a single point of contact in the deploying organization about equipment matters for the losing or gaining supply.

2.2.5. Ensure that all deployment listings are in their possession before actual departure.

2.2.6. Record and document all equipment gains and losses that occur enroute to deployed locations.

2.2.7. Obtain all documentation to support the gain or loss.

2.2.8. Control the issues of assets by means of an AF Form 1297, **Temporary Issue Receipt**.

2.2.9. Report to the EMU not later than 72 hours after re-deployment to home station and verify equipment was returned to the home station.

2.3. Base Supply EMU is responsible for and:

2.3.1. Ensures that all use codes/unit type codes and increment numbers are accurately loaded as identified by the deploying custodian.

2.3.2. Ensures that the IRB581 is processed on a quarterly basis or more often as required.

2.3.3. Schedules a pre-deployment planning meeting with designated deployment custodians.

2.3.4. Reviews with custodians the IRB581 to ensure all items subject to deployment are identified.

2.3.5. Ensures deployed indicator is assigned to deployed details and process final IRB581 listings.

2.3.6. Contacts deployed custodian when listing is ready for signature. Obtain signature and retain one copy of listing. Give four copies to the custodian.

2.3.7. Processes a IRB581 listing of all equipment with use codes A or D not deployed and forwards to the Crisis Action Team (CAT). This is used to determine follow on capability.

2.3.8. Removes the deployed equipment indicator once the custodian has verified the equipment has returned to home station, (EMU unit).

2.3.9. Returns accountability to an active status and furnishes unit property custodians with a receipt listing for their signature. The Chief of Supply (COS) accomplishes this for short-term (less than 120 days) deployments.

2.4. The COS at the Deployed location:

2.4.1. Produces the necessary computer products to effect a timely and accurate transfer back to the home base. This procedure is used for long-term (more than 120 days) deployments.

2.4.2. The home base COS, after processing these computer products, furnishes unit property custodians a custody receipt listing for their signature.

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