



**EQUIPMENT CONCENTRATION SITE 171
63rd REGIONAL SUPPORT COMMAND
STORAGE BRANCH
EXTERNAL STANDARD OPERATING PROCEDURES**

ARRC-SCA-LGEI

20 January 2011

1. **Purpose:** To establish procedures and policies to supported units for submission of storage space requests and temporary loan of stored equipment.
2. **References:** This SOP supplements guidance provided in FORSCOM REG 350-6, USARC REG 740-1, USAR REG 750-1, FORSCOM REG 500-3-3 para 4-I-9 and 63rd RSC REG 750-1 which will be considered as the basic guidance in ECS storage operations.
3. **Scope:** Procedures established herein apply to all units supported by the ECS storage branch. This SOP supercedes all previous editions.
4. **Mission:** The mission of the ECS -171 Storage Branch is to:
 - a. Provide inside and outside storage of supported unit's equipment upon request and approval of the 63rd Regional Support Command, DOL.
 - b. Issue temporary loan of equipment to requesting USAR units.
 - c. Ensure equipment is properly positioned and maintained at the required degree of readiness to meet mobilization and training objectives.
5. **Compliance:** Units supported by 63rd RSC ECS-171 are required to comply with the provisions of this SOP to insure uniformity, efficiency and equity of services provided. Situations not covered in these procedures should be brought to the attention of the SMMS DOL 63rd Regional Support Command located at 153 Dailey Road, Bldg 152 Moffett Field, CA 94035-1000.
6. **Hours of Operation:**
 - a. Normal duty hours for ECS-171 are 0600 -1630 hrs, Monday through Friday. Contact your supporting ECS to coordinate pick up and delivery of equipment.
 - b. Short suspense issues of mission essential equipment will be accepted or issued on a case by case basis. All issues, turn-ins and administrative transactions must be completed NLT 1600 hours. Coordination and approval with ECS Manager must be made, in writing, for equipment to be issued or received after duty hours or weekends.
 - c. Points of contact are in Encl. 1

7. Permanent Storage and Withdrawal of Equipment:

- a. Units requesting storage and/or issue of equipment will submit the following documents to the ECS:
 - (1) A copy of the Assumption of Command for Responsible Officer appointment on a memorandum.
 - (2) Copy of Unit Mobilization Retrieval Plan.
 - (3) A copy of DA Form 1687 (Notice of Delegation of Authority) Receipt or Issue of Equipment completed in accordance with (IAW) DA Pam 710-2, Para 2-28, with the names of the individuals authorized to submit or receive equipment at the supporting ECS. The DA Form 1687 must be signed by the responsible/Accountable Officer specified in 7a above, and includes a valid expiration date. Individuals receiving equipment must have a valid military identification card to withdraw equipment. DA Form 1687 must be updated every year.
- b. Request for placement of equipment in storage must be submitted to DOL 63rd RSC through the requesting units Major Support Command (MSC). EXAMPLE; 103rd ESC, 95TH TNG DIV, 89TH RRC. Once approval has been granted a copy of the approval notice must be submitted to the Storage Supervisor of the supporting ECS. Equipment being brought in for storage must meet 10/20 standards unless higher headquarters directs the ECS otherwise. A hand receipt, DA Form 3161 and PBUSE automated hand receipt with appropriate ECS code must accompany equipment being stored in the ECS. Equipment will be inspected and inventoried jointly by ECS personnel and unit personnel. Shortages noted will be annotated on a Shortage Annex and initialed by the unit's representative. The owning unit will provide all pertinent Technical Manuals and Supply Catalogs, for equipment being stored. All pertinent records pertaining to SAMS-E must be submitted prior to equipment being accepted. Please note that all ECSs may not be equipped to store sensitive items, contact your support activity for more to determine applicability.
- c. **Units must update their hand receipts with the ECS annually to include component listings and shortage annexes.** Units must request an appointment 30 days in advance on a memorandum format to conduct annual inventory. The unit is responsible for preparing all hand receipts, component hand receipts, shortage annexes, and change documents.
- d. Units will ensure to drop authorizations on their SAMS-E box to reflect equipment being stored at ECS.

- e. **Withdrawal of Equipment:** Requests for permanent withdrawal of equipment stored in ECS must be submitted in writing at least 30 days in advance to SES Michael D. Harley, DOL 63rd RSC for approval through the units MSC. Once approval is granted, the ECS Storage Branch Supervisor will coordinate with the owning unit so equipment can be prepared for withdrawal prior to the movement date.
- f. The ECS Storage Branch Supervisor or the ECS Manager must be notified by the gaining or losing units when equipment is laterally transferred between supported units to ensure maintenance and accountability procedures are conducted prior to submitting any request for movement.
- g. Units are responsible for notifying the ECS Storage Branch prior to any SDT transactions, transfer directives, etc.

8. **Temporarily Equipment Request and Loan Procedures (Inactive Duty Training and Annual Training / Special Training Exercises).**

PLEASE NOTE: No USAR Equipment will be issued or loaned to any Active Duty or National Guard Components, unless higher headquarters directs the ECS otherwise.

- a. Normally there is only two types of equipment issues/ loans request , **Inactive Duty/ FTX Training request (5 days or less) and Annual Training/ Special Training Exercise request (6 days or more).**
- b. **Inactive Duty Equipment Training Request:** The ECS Manager or ECS Storage Branch Supervisor has the authority to approve all IDT equipment requests. The requesting unit must submit this in writing (Memorandum Format) at least 30 days in advance to the ECS. At a minimum the following information must be provided:

Line Item Number	Date & Time of pick-up
National Stock Number	Date & Time of turn-in
Nomenclature	Point of Contact
Quantity	Phone Number
- c. IDT equipment request submitted less than 30 days out will be handled by the ECS on a case by case basis.
- d. **Annual Training Equipment Requests:** Annual training equipment requests must be identified on FORSCOM Form 156-R IAW FORSCOM Reg 350-6 and USARC Reg 740-1. All USAR units 156-R equipment requests **MUST** be submitted through their respective MSC and then at least 90 days in advance for approval to Mr. Christopher McNealy DOL 63rd RSC, at christopher.lee.mcnealy@usar.army.mil, Ph: 650-526-9449. Once approved the 156-R request will be sent to the ECS.

- e. All Annual Training equipment request submitted less than 90 days out will be handled by the DOL, 63rd RSC on a case by case basis.
- f. Only valid, authorized equipment requirements will be submitted. **DO NOT REQUEST EQUIPMENT THAT IS NOT NEEDED.**

9. Loan Requirements and Unit Responsibilities:

- a. Units will perform all required operator maintenance on borrowed equipment. Any maintenance that may come due, i.e. "A" service, the unit will be required to ensure that the service is complete while they have possession of the loaned equipment. All maintenance records will be returned to ECS upon return of equipment.
- b. Units receiving equipment must have a properly completed Delegation of Authority (DA 1687), approved and signed by the Commanding Officer (Assumption of Command memorandum must be attached) prior to any issue. Only personnel on the signature card DA 1687 will be allowed to sign for equipment.
- c. Units are responsible for any shortages or damage incurred during the loan period. Procedures in AR 735-5 will be followed for obtaining relief from responsibility.
- d. Requesting unit should arrive at ECS with enough personnel to perform a joint technical inspection on DA Form 2404 with ECS personnel. The original TI sheet will be held with the hand receipt. A duplicate copy of the TI will be provided to the receiving unit. The DA Form 2062, and the loan agreement, must be completed prior to signing for equipment.
- e. **It is the unit's responsibility to ensure that those personnel in Possession of a valid OF 346, U.S. Government Motor Vehicle Operator's Identification Card or DA Form 5984-E Operator's Permit, will operate loaned equipment.**
- f. The use of shoe polish, magic markers, and grease pencils and like items is prohibited on all ECS equipment. The only exceptions are chalk or masking tape that may be used for temporary identification.
- g. Locking chains are installed on equipment as needed. It is the borrowing unit's responsibility to furnish locks to properly secure equipment.
- h. Equipment will be returned as per conditions in loan agreement, see Encl. 2.

- i. Unit initiated CBL's will require dual inspection and inventory by ECS personnel and unit personnel.
- j. Unit personnel will be required to transport their weapons. Civilian personnel are not authorized to transport weapons.

10. Turn-in of Equipment:

- a. When equipment is no longer required by the user it will be immediately turned in to the ECS. During the last week of AT, equipment that is not required for training should be turned in.
- b. When turning in equipment the same procedures will be performed that are required for receiving equipment (Para 9. d.).
- c. All operator/organizational maintenance must be performed; water, oil, and fuel levels topped off; and equipment washed and cleaned prior to turn-in. Equipment will not be accepted for turn-in unless these conditions are met.
- d. Hand receipts will not be cleared until equipment meets issue condition, less normal fair wear and tear. All shortages or damages noted at time of turn-in will be properly documented on DA 2404. Procedures for obtaining relief from responsibility will be followed IAW AR 735-5.

11. Summary:

- a. Adequate planning and strict adherence to policies and procedures contained herein, are the keys to ensuring that your equipment requirements are met.
- b. Proper use and maintenance of equipment will enhance the ease of turn-in and will assist us in providing quality equipment and support.

12. Point of contact is the undersigned at 760-577-7172 or Vincent.Lymon@usar.army.mil

Vincent D. Lymon
Site Manager, ECS-171

ECS # 2 (G)
1898 JADWIN ROAD BLDG 4214
FORT SAM HOUSTON, TX 78234

ECS MANAGER: MR. CARLOS GONZALES
STORAGE BRANCH SUPERVISOR: MR. EDWIN MONTALVO

TELEPHONE:
(210) 270-8439 EXT. 200
(210) 270-8439 STORAGE EXT. 219
FAX: (210) 270-9209

EMAIL: carlos.gonzales3@usar.army.mil and edwin.montalvo@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0600-1630

ECS # 15 (G)
11408 ROBERTS BLVD, BLDG 470
BARLING, AR 72923

ECS MANAGER: MR. BOBBY NOLEN
STORAGE BRANCH SUPERVISOR: MR. RICKEY SEARS

TELEPHONE:
(479) 484-2404, 2414
FAX: (479) 484-2371

EMAIL: bobby.j.nolen@usar.army.mil and rickey.joe.sears@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0700-1530

ECS # 16 (G)
3925 SARATOGA AVE. BLDG 272
LOS ALAMITOS, CA 90720

ECS MANAGER: MR. ERIC LISSNER
STORAGE BRANCH SUPERVISOR: MR. BRIAN MCQUARRIE

TELEPHONE:
(562)795-2085/2080
FAX: (562)795-2070

EMAIL: eric.lissner@usar.army.mil and brian.mcquarrie@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY, 0600-1630

ECS # 30 (G)
PARKS RFTA, BLDG 792 CAMP PARKS
DUBLIN, CA. 94568

ECS MANAGER: MR. IGNACIO LAVALLE
STORAGE BRANCH SUPERVISOR: MR. STEVEN MORGAN

TELEPHONE:
(925)875-4699/4652
FAX: (925)875-4646

EMAIL: Ignacio.lavalle@usar.army.mil and steven.morgan@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0600-1630

ECS # 64 (G)
BLDG. 56567 NORTH FORT HOOD
2401 PARK AVE.
GATESVILLE, TX 76528-4604

ECS MANAGER: MR. LARRY MEIER
STORAGE BRANCH SUPERVISOR: MR. MICHAEL SPENCER
ACTING STORAGE SUPERVISOR: MS. CYNTHIA ANDERSON

TELEPHONE:
(254) 287-1409
FAX: (254) 287-0991

EMAIL: larry.meier@usar.army.mil and michael.spencer5@usar.army.mil and
cynthia.j.anderson@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0630-1700

ECS # 87 (G)
MCGREGOR RANGE BASE CAMP
BLDG. 9438E
CHAPARRAL, NM 88081

ECS MANAGER: MR. JEFFREY HARTY
STORAGE BRANCH SUPERVISOR: MS. SANDRA NOVAK

TELEPHONE:
(915) 569-9275/9564
FAX: (915) 569-9523

EMAIL: jeffrey.harty@usar.army.mil and sandra.e.novak@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0600-1630

ECS# 162 (G)
BLDG 3354, BURRILL ROAD
FORT SILL, OK 73503

ECS MANAGER: MR. RODNEY D. YOUNGBLOOD
STORAGE BRANCH SUPERVISOR: MR. NICHOLAS P. CALVILLO

TELEPHONE:
(580) 442-6907, 5949, 1727
FAX: (580) 442-7651
EMAIL: rodney.d.youngblood@usar.army.mil and
nicholas.p.calvillo@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0730-1600

ECS #170 (G)
BLDG 314 MISSION ROAD
FORT HUNTER LIGGETT
JOLON, CA 93928

ECS MANAGER: MR. CHARLES LESTER
STORAGE BRANCH SUPERVISOR: MRS. ANN KING

TELEPHONE:
(831)386-2092/2801
FAX: (831)386-2840/2449
EMAIL: charles.e.lester@usar.army.mil and ann.king1@usar.army.mil

HOURS OF OPERATION MONDAY THRU FRIDAY 0700-1730

ECS # 171 (G)
MCLB YERMO ANNEX, BLDG 593 20TH STREET
BARSTOW, CA 92311

ECS MANAGER: MR. VINCENT LYMON
STORAGE BRANCH SUPERVISOR: VACANT

TELEPHONE:
(760) 577-7172
FAX (760) 577-7175
EMAIL: vincent.lymon@usar.army.mil

HOURS OF OPERATION: MONDAY THRU FRIDAY 0700-1530

**DEPARTMENT OF THE ARMY
63rd Regional Support Command
EQUIPMENT CONCENTRATION SITE 171**

Borrower: _____
Pick-up Date: _____
Return NLT: _____

Date: _____

TERMS OF THE LOAN AGREEMENT

1. Property will not be permanently modified.
2. The maximum period of the loan is stated above.
3. The borrower will be responsible for:
 - a. Pick-up and return of borrowed property will be during normal hours of operation.
 - b. Pick up of borrowed property-must be completed no later than the first scheduled training date (block 9 of FORSCOM Form 156-R) or property will be reassigned, unless the Storage Branch Supervisor is notified of any mission changes.
 - c. Performance of maintenance services prescribed in official publications applicable to borrowed items, to include operator, and organizational maintenance. The borrowing unit must maintain required, records, logbooks, and forms, as per paragraph 9a, of the External SOP.
 - d. Cost of repairs or replacement will be charged against the units fund code. Appropriate action will be taken in accordance with AR 735-5 for lost or damaged property.
 - e. Promptly returning equipment upon termination date of loan period with DA Form 2404 on equipment.
 - f. Providing own locks for equipment security until hand receipt is cleared.
 - g. Ensuring that all vehicle fuel tanks are topped off before turning them in to the ECS. All fluids must be at proper levels. Equipment must be maintained at 10/20 standards.
 - h. Returned equipment must be cleaned, and free of trash. Ammunition and Hazardous materials will not be left in vehicles. Units are responsible for disposing of their generated waste.

- i. Establish a prior agreement with the supporting installation or ECS to perform maintenance on borrowed equipment, when the unit has no maintenance capabilities.
 - j. Notifying the ECS Storage Branch immediately if reserved equipment is no longer required.
 - k. Performing a joint serviceability check on the equipment at the time of release and again at the time of return. Shortages and /or exceptions to serviceable ready for issue condition will be indicated on DA Form, 2404 or 5988E which will be attached to each copy of this loan agreement.
4. The ECS will be responsible for:
- a. Performing a joint serviceability check on the equipment at the time of release and again at the time of return. Shortages and/or exceptions to serviceable ready for issue condition will be indicated on DA Form, 2404 or 5988E which will be attached to each copy of this loan agreement.
 - b. Notifying the borrower if equipment must be returned before the scheduled date.
5. This agreement is valid only when signed by a designated representative of the ECS and the borrower.

I agree to and understand the terms listed above for the loan of equipment indicated. Qualified operator and maintenance capabilities are available. I am a designated Representative authorized to enter into this agreement.

Borrower: _____
(Signature, title & date)

ECS Rep: _____
(Signature, title & date)

This unit/activity has no organic maintenance capability and will be supported by: _____
(Enter appropriate activity)

ISSUED BY

DATE

CLEARED BY

DATE