State of Arizona
Department of Emergency & Military Affairs
12 March 1998

DEMA Directive 60.1

Loan, Lease and Use of Federal Property

DEMA Directive 60.1

1.0 Purpose. This pamphlet provides guidance for processing requests from DoD, other federal, state, or local government agencies, civilian organizations, or individuals for the loan/lease/use of federal military property issued to the Arizona Army National Guard (AZ ARNG) and Air National Guard (ANG).

2.0 Applicability. This directive applies to non-emergency situations. Emergency requests will be immediately referred to the Plans, Operations, & Military Support Officer (POMSO) at (602)267-2774. This directive applies to all elements of the Arizona Army and Air National Guard. This publication supersedes DEMA Policy Letter #60.03, dated 17 March 1995.

3.0 References, abbreviations and terms.

3.1 References are contained in Appendix A.

3.2 A complete list of abbreviations is contained in Appendix B.

3.3 To use this pamphlet, it is important to have a understanding of the three terms listed below as it relates to federal equipment:

(1) LOAN - The granting of temporary possession of property or materiel, without expectation of payment, except for loss or damages.

(2) LEASE - The granting of temporary possession of property or materiel for which payment of a rental fee is required.

(3) USE - The use of property or materiel in support of an activity when National Guard possession is not relinquished, and the National Guard provides the qualified operators.

4.0 Responsibilities.

4.1 The Adjutant General, or his designated representative, is responsible for approving loans, leases and use of National Guard equipment, in accordance with the procedures established herein.

4.2 The State Public Affairs Officer (PAO) has the responsibility for the administration of this program in accordance with Appendix G (Flowchart).

4.3 The United States Property and Fiscal Officer (USPFO) is the National Guard Bureau representative exercising oversight responsibility for requests for loan/lease/use of National Guard equipment. The USPFO utilizes the Management Control and Audit & Internal Review processes to ensure that the loan/lease/use program is properly executed.

4.4. The Deputy Chief of Staff, Logistics (DCSLOG) and the Chief of Supply [Assistant USPFO, Air (Logistics)] are the respective agencies responsible for reviewing request for loan/lease/use of Arizona National Guard equipment. The Assistants USPFO will ensure the proper completion of the loan/lease agreements and coordinate with their respective Comptrollers for any fund transfers or reimbursements applicable.

4.5 Authority to act on and approve requests is delegated to the Chief of Staff(COS), ARNG, and the Executive Staff Support Officer (ESSO), ANG. Each will evaluate and act on requests for use of their respective resources. The two will coordinate for consideration of all assets.

5.0 Policy.

5.1 Military property issued by the United States to the Arizona National Guard (AZNG) is intended for use in support of the National Guard's federal mission. As a Reserve Component, the Federal mission of the AZNG is to provide trained and qualified units and personnel available for Federal service to support U.S. National Security Objectives.

5.2 Within specified criteria, equipment may be loaned/leased to or used by active and reserve military units, federal/state/local agencies and civilian organizations. Appendix C contains a listing of civilian organizations that are eligible to benefit from military support. Other civilian organizations may also be eligible, on a case-by-case basis.

5.3 Selected items of organizational equipment, such as tentage and camouflage systems will not be loaned/leased/used without the specific approval of The Adjutant General because of the high risk of damage or accelerated wear-out.

5.4 There will be occasions when elements of the AZNG will not be able to support equipment loan/lease/use requests due to mission requirements, availability of personnel, equipment shortages or lack of support man-days.

5.5 Elements of the AZNG will not support any requests for the loan, lease or use of equipment or personnel **without** first complying with the terms set forth in this directive.

5.6 The ARNG will use the guidelines contained in AR 700-131 while supporting a mission. The ANG will use the guidelines contained in Air Force Instruction 23-111 and Air Force Manuals 67-1 and 23-110.

6.0. Procedures.

6.1. When a commander or unit representative is contacted by DoD, federal, state or local agencies, or individuals regarding the loan/lease/use of AZNG property, that person or agency must be advised to submit their request in writing, in accordance with paragraph 8.

6.2. The PAO will assign a control number when the request is received. The PAO will coordinate with other staff sections to determine if the request is within legal parameters, has command interest and is within AZNG capabilities. If the request does not meet this criteria, a letter stating that the AZNG can not support the request will be provided to the requesting agency. If it is determined that it is inappropriate to support a request, the TAG is to be advised before contacting the requester. The PAO, in coordination with AZNG staff, will determine whether an Army or Air Command is the best suited to provide the support. The PAO will then forward requests to the appropriate command element.

7.0 Tasked Units/Activities

7.1 Upon receipt of an approved loan/lease/use request through channels, units/activities will:

(1) Coordinate directly with the borrower.

(2) Be authorized to substitute requested equipment as appropriate to best meet the needs of the AZNG and the requesting agency.

(3) Establish conditions with the requesting agency regarding time and place of issue and turn-in and number of personnel required for handling/inspection. Unless otherwise directed, the AZNG will not accompany equipment or set up items. The requester is responsible for picking up and returning the equipment to the same location upon completion of the loan/lease.

(4) Conduct a technical inspection and initiate the Reimbursement Worksheet (Appendix D) at the time of issue of loaned/leased equipment.

(5) Coordinate with the Army DCSLOG or the Asst. USP&FO-Air (see paragraph 4.4) for the completion of any required loan/lease agreements, surety bonds, power of attorney, or other required documentation.

(6) Inspect and prepare a detailed list of any damages, shortages, required repairs, and estimated cost (parts and labor) upon return of the equipment, and complete and forward the Reimbursement Worksheet to the Army DCSLOG or Assistant USP&FO-Air.

(7) Submit an after-action report, through the Army DCSLOG or Assistant USPFO-Air, to the PAO within 15 days after the completion of the mission, as set forth in Appendix E.

8.0. Requirements for Written Requests for Loan/Lease/Use.

8.1.. Requests for loan/lease/use will be submitted in writing to the Public Affairs Officer (PAO), 5636 East McDowell Road, Phoenix, AZ 85008-3495. Written requests should be submitted 45 days before date the support is required.

8.2. Requests must include the following information:

(1) Date the request is submitted.

(2) Title of requesting agency. The borrowing agency must have the request signed by an authorized representative of the requesting agency, on agency letterhead, whenever possible.

(3) Summary of the circumstances for the request.

(4) Statement that none of the requested equipment is internally available to the requesting agency.

(5) Statement outlining the steps they have taken to secure requested equipment from local government or commercial sources in their area. The AZNG is not permitted to compete with private enterprise.

(6) Geographic location where the equipment will be utilized.

(7) Proposed duration of the loan/lease/use.

(8) Statement that the agency will properly operate, maintain and secure the materiel.

(9) Statement that the requesting agency will assume all responsibility, liability, and cost related to the movement, use, care, security, loss, damage, and repair of the loaned or leased equipment.

(10) Statement that funds are available to cover reimbursable costs to the government and that a surety bond will be provided if required.

(11) Name, address, and telephone number of the person who will serve as the point of contact for the requesting agency.

8.3 Requests for aviation-related support, i.e. static displays, fly-overs, etc. require the submission on the part of the requesting agency of a DD Form 2535 at least 60 days prior to the scheduled event.

9.0 Mission Tracking and Costs

9.1 It is imperative that the commands utilize a "Tracking System" to manage the Loan, Lease and Use process. A sample spreadsheet is attached as Appendix F. This is necessary so that anti-deficiency violations, legal liability, and mission capability problems are minimized.

9.2 The cost calculation must include consideration of the elements included on the attached sample reimbursement worksheet (Appendix D). Only the completed worksheet needs to be submitted to the USPFO following the event. All supporting documentation will be kept at command level, subject to audit.

BY ORDER OF THE GOVERNOR:

GLEN W. VAN DYKE, Maj Gen AZ ANG
The Adjutant General

Appendixes
A - References
B - Abbreviations
C - Civilian Organizations Eligible for Military Support
D - Reimbursement Worksheet
E - After-Action Report format
F - Spreadsheet
G - Flowchart

Appendix A (References) to DEMA Directive 60.1

1. AR 700-131, dtd 1 Sep 96.
2. Air Force Instruction 23-111, dtd 1 Feb 96.
3. Air Force Manual 67-1, Vol I, Part One, Chapter 10, Section N.
4. Section 508 of title 32, United States Code.
5. DoD directive 1100.20. dtd 30 Jan 97.

Appendix B (Abbreviations) to DEMA Directive 60.1

ANG - Air National Guard

ARNG - Army National Guard

AZNG - Arizona National Guard. In this publication, refers to both Army and Air.

DA - Department of the Army

DEMA - Department of Emergency and Military Affairs

DoD - Department of Defense

ESSO - Executive Support Staff Officer

Man-days - A general term commonly referring to a monetary fund site intended to finance pay and allowances for individual soldiers and /or airmen for "short tours" (less than 179 days in duration).

MIPR - Military Inter-departmental Purchase Request

OCIE - Organizational Clothing and Individual Equipment

OMS - Organizational Maintenance Shop

PAO - Public Affairs Officer

POMSO - Plans, Operations and Military Support Officer

STARC - State Area Command

TAG - The Adjutant General

USPFO - United States Property and Fiscal Officer

Civilian Organizations Eligible for Military Support

As referenced in Sections 508 of title 32, United States Code the 13 organizations approved to benefit from military support are:

(1) The Boy Scouts of America

(2) The Girl Scouts of America

(3) The Boys Clubs of America

(4) The Girls Clubs of America

(5) The Young Men's Christian Association

(6) The Young Women's Christian Association

(7) The United States Olympic Committee

(8) The Civil Air Patrol

(9) The Special Olympics

(10) The Campfire Boys

(11) The Campfire Girls

(12) The 4-H Club

(13) The Police Athletic League

APPENDIX D

REIMBURSEMENT WORK SHEET

_____ _____

Office Symbol Date

MEMORANDUM FOR

SUBJECT: Reimbursement Register for Equipment Loan to: _____
(DEMA # _____)

1. In accordance with the provisions of DEMA Directive 60.1, the following information will be submitted to USPFO upon completion of equipment loans (excludes loans to other AZNG units).

a. Time expended by unit or support facility technician/AGR for:

(1) Equipment preparation time

_____ x _____ = _____
(Hours) (Cost per hour) (Total)

(2) Equipment issue and inspection time

_____ x _____ = _____
(Hours) (Cost per hour) (Total)

(3) Equipment Turn-in and inspection time

_____ x _____ = _____
(Hours) (Cost per hour) (Total)

(4) Other Personnel support time

_____ x _____ = _____
(Hours) (Cost per hour) (Total)

b. Repair parts and repair time required to return equiment to operational status, other than fair wear and tear:

(1) FSN, Nomenclature, and Quantity _____

_____

(Continue on reverse as necessary)

(2) Repair Time

_____ x _____ = _____

(Hours) (Cost per hour) (Total)

c. Expendables used which were not replaced - in - kind:

FSN, Nomenclature, and Quantity _____

_____

(Continue on reverse as necessary)

d. POL expended:

Gallons: DF-2 _____ JP-4 _____ MGU _____

2. Lender will sign and dtate Block a. Borrower will sign and date Block b and provide current billing address.

a. _____
(Name)

_____
(Date)

b. _____
(Name)

_____
(Date)

_____
(Billing Address)

_____

_____

APPENDIX E

AFTER ACTION REPORT

_____ _____

Office Symbol Date

MEMORANDUM FOR STATE PUBLIC AFFAIRS OFFICER

SUBJECT: After Action Report on Loan, Lease and/or Use for DEMA LOG #____

1. In accordance with the provisions of DEMA AZ Pamphlet 60.1, we are submitting the following information upon completion of this action:

a. Command Log # _____
b. DEMA Log # _____
c. Request Received Date_____
d. Period of Event _____
e. Requester's Name, Phone and Address:_____

f. Unit Supporting Request, POC and phone #_____

g. Completion Date _____
h. Equipment Used_____

i. Personnel Involved and In What Pay Status _____

j. Total Cost Incurred (Enter Totals from Appendix F, Reimbursement Worksheet)_____

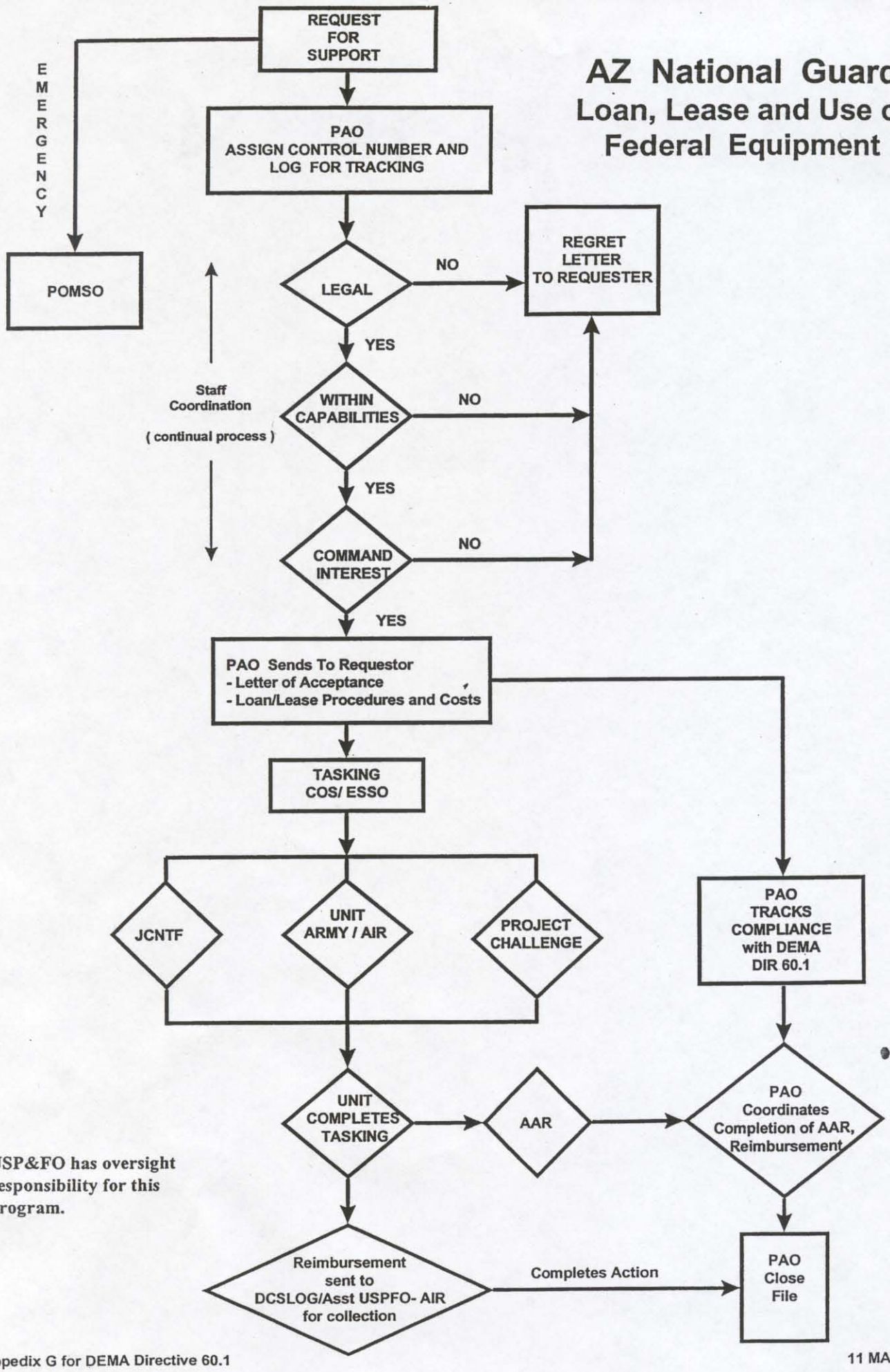
k. Date AAR Returned to State PAO and POC's Name and Phone_____

Appendix F (Spreadsheet)

THE COMMAND (MSC, WING, etc.) COORDINATOR'S
LOG and SPREADSHEET SUMMARY
of LOAN, LEASE, AND USE ACTIVITY

COMMAND LOG #	DEMA LOG#	REQUEST REC'D DATE	PERIOD OF EVENT	REQUESTOR	(SUBORDINATE UNIT) REQUEST SENT TO:	ESTIMATED COMPLETION DATE	REQUESTED ITEM(S)	ESTIMATED COST	ACTUAL COST	FORMS REQ. & NOTES & Date sent to DEMA

AZ National Guard
Loan, Lease and Use of Federal Equipment



USP&FO has oversight responsibility for this program.