



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
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II MEFO 4790.1  
G-4/MMO  
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II MARINE EXPEDITIONARY FORCE ORDER 4790.1

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE (II MEF) STANDARD OPERATING PROCEDURES  
(SOP) FOR ADMINISTRATIVE STORAGE PROGRAM (ASP)

Ref: (a) MCO P4790.2C, MIMMS Field Procedures Manual  
(b) TM 4700-15/1H, Ground Equipment Record Procedures  
(c) MCO 4400.150E, Consumer-Level Supply Policy Manual  
(d) MCO P11262.2B, Standard Policy for Inspection, Testing, and  
Certification of Tactical Ground Load Lifting Equipment

Encl: (1) SOP for ASP

1. Situation. In accordance with the references, this SOP promulgates policy, procedures, and responsibilities for the conduct of the ASP within II MEF.

2. Mission. To establish an effective ASP, thereby extending the service life of II MEF's ground tactical and support equipment. This will in turn reduce maintenance requirements and associated costs, and will assist in keeping this Command's equipment in a serviceable and combat ready status.

3. Execution

a. Commander's Intent. The ASP is an integral part of this Command's overall ground equipment maintenance program. Units possessing equipment not required for training or deployment should take advantage of the ASP in order to better manage their maintenance personnel and resources.

b. Concept of Operations. The ASP allows units to store equipment not needed for training or deployment for a minimum of twenty-four (24) months to a maximum of thirty-six (36) months. Units will nominate equipment to their respective Major Subordinate Commands (MSC) for inclusion in the ASP. MSCs will evaluate their respective resources for storage and, if required, will forward a request for storage support to the II MEF G-4 (Attn: Maintenance Management Officer (MMO)). The II MEF G-4 Maintenance Management Office will coordinate storage support through Marine Corps Logistics Command (MCLC) as appropriate.

c. Tasks

(1) AC/S G-4 Materiel Readiness Branch (MRB)

(a) Assume overall control of the ASP within II MEF.

(b) Assist the Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE) who plan to participate in the ASP.

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(c) The II MEF ASP Coordinator will assist in the management and facilitation of the ASP within II MEF.

(d) Coordinate with Marine Corps Logistics Command (MCLC) II MEF Support Team in support of the II MEF ASP.

(2) Major Subordinate Commands/Major Subordinate Elements

(a) Determine MSC/MSE requirements for participation in the II MEF ASP.

(b) Request overflow support for equipment for which your command requires additional personnel or resources to prepare equipment for induction into the ASP.

(c) Designate an ASP representative for your command (Recommend the unit MMO) that will act as the primary contact for ASP personnel. All requirements from the owning unit to inventory or tour the ASP will be coordinated via that representative.

(d) Actively supervise and facilitate the proper utilization of the ASP by your subordinate commands.

4. Administration and Logistics

a. Administration. Requests to induct/remove equipment into/from the ASP will be sent via naval message to the II MEF G-4 (MMO) through the respective MSC/MSE. The II MEF G-4 will approve/disapprove all requests for support prior to induction or removal of equipment.

b. Logistics

(1) Facilities. Equipment inducted into the II MEF ASP will be stored in facilities designated by the II MEF G-4. Equipment inducted into the II MEF ASP will not be stored in individual unit motor pools, equipment lots, or facilities unless approved by the II MEF G-4.

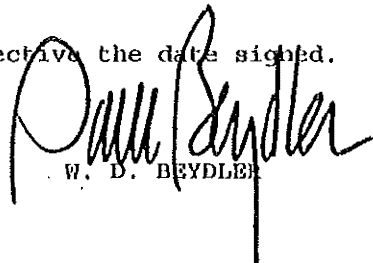
(2) Transportation of Equipment. Transportation of equipment to and from ASP storage facilities is the responsibility of the owning unit.

(3) Supply Accountability and Readiness Reporting. Equipment inducted into the ASP will be retained on the owning unit's supply records, and will be reported as on-hand for Readiness Reporting purposes.

5. Command and Signal

a. Command. This Order is applicable to all units and elements of the II MEF.

b. Signal. This Order is effective the date signed.

  
W. D. BEYDLER

DISTRIBUTION: A

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CHAPTER 1

GENERAL INFORMATION

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## CHAPTER 1

## GENERAL INFORMATION

1001. INFORMATION

1. The II MEF Admin Storage Program (ASP) is a cost effective means of storing tactical ground equipment when these items are not needed for near-term training or operations. Commanders are to utilize this program consistent with their unit's training and operational commitments.

2. II MEF Assistant Chief of Staff (AC/S) G-4/MMO is responsible for establishing procedures for, and providing oversight of, the ASP. However, all Major Subordinate Commands (MSCs) have a vested interest and shared responsibility for this program. Suggestions and ideas on how to improve the ASP are encouraged, and will be expeditiously reviewed and implemented as appropriate.

1002. PROGRAM CONCEPT

1. The goal of the ASP is to provide unit commanders with an equipment storage program which will maintain their equipment in a combat ready status, extend equipment service life, reduce O&MMC expenditures and will return fully functional equipment to the owning unit at the end of the storage period.

2. Equipment stored in the ASP will be inducted into the program for a minimum of twenty-four (24) months. If units wish to keep their equipment in the ASP beyond twenty-four (24) months, a formal request will be submitted requesting to extend to a maximum of thirty-six (36) months. This 12 month extension is intended to allow the commander one year to stagger the removal and induction of equipment. A joint LTI will be performed prior to withdrawal to validate equipment condition.

1003. PROGRAM MANAGEMENT. II MEF AC/S G-4 (Materiel Readiness Branch) will provide oversight of the ASP within II MEF. The II MEF G-4 Maintenance Management Officer is the Executive Agent for program execution and for the day-to-day operation of the II MEF program.

1004. ADMINISTRATIVE USE OF ASP EQUIPMENT. No item of equipment inducted into the ASP will be used for routine administrative transportation or conveyance.

## CHAPTER 2

## EQUIPMENT INDUCTION AND WITHDRAWAL PROCEDURES

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## CHAPTER 2

## EQUIPMENT INDUCTION AND WITHDRAWAL PROCEDURES

2001. GENERAL INDUCTION

1. Unit commanders may nominate equipment for induction into the ASP via their respective MSCs based on unit training and deployment resource requirements.
2. Induction criteria are imposed to ensure: (1) nominated equipment requires only minimal maintenance and; (2) proper care-in-storage inspection is available to detect equipment defects, and to assist in coordinating with the supporting maintenance organization for corrective actions.

2002. EQUIPMENT ELIGIBILITY/INELIGIBILITY

1. All II MEF tactical ground equipment will be considered for the program. However, the ASP facility is intended for major end items of motor transport, engineer, ordnance, and the vehicular component of communication-electronic equipment.
2. Equipment that is excess to a unit's table of equipment, nominated for the Enterprise Level Maintenance Program (ELMP) or Inspect Repair Only as Necessary (IROAN) program, or equipment scheduled for replacement within 18 months is not eligible for the ASP.
3. Equipment to be inducted into the ASP must not have been in the ASP within the previous 12 months. Equipment cannot be "rolled over" from one 36 month period to another 24/36 month period without an intervening 12 month break in storage.

2003. PROCEDURES TO REQUEST INDUCTION

1. Unit Commanders are responsible for nominating equipment. Equipment nominated should not require any intermediate or extensive organizational level maintenance. Additionally, all Preventative Maintenance Checks and Services (PMCS) and required modifications should be accomplished prior to induction. This is to ensure equipment is placed into the ASP in a serviceable, mission capable status.
2. Unit Commanders requesting induction of eligible items will submit nominations through their chain of command. MSCs will endorse nominations and submit via naval message to the CG, II MEF (Attn: AC/S G-4 (MMO)).
3. Upon approval by II MEF (AC/S G-4/MMO), the ASP Manager will contact the requesting unit to schedule a preliminary inspection at the owning unit's site.
4. Once the preliminary inspection is completed, the ASP inspector will present all findings to the unit representative. If both parties agree to the findings, physical custody of the equipment will be transferred at that time. The ASP supporting maintenance activity will conduct all needed corrective maintenance noted on the initial joint I/TI. Additionally, a copy of any Service Request with outstanding work or requisitions will be given to the ASP manager, and repair parts received after the induction date will be delivered to the ASP manager. All required repair parts will be ordered

using the owning unit's Cost JON. The ASP will reconcile with owning units quarterly or as requested. When all parts have been received, and repairs have been completed, the owning unit will be notified so that they can close out any existing Service Requests. The ASP supporting maintenance activity will coordinate with the owning unit and the ASP for the delivery of equipment.

5. Upon delivery of equipment to the ASP, a Joint Limited Technical Inspection (JLTI) will be conducted. This inspection will serve six purposes:

- a. Ensure that there are no discrepancies that deadline the equipment.
- b. Verify that discrepancies noted during the initial inspection were corrected.
- c. Ensure no other changes in the equipment's condition have occurred.
- d. Provide commanders information on the condition of their equipment and costs associated with any repair parts required.
- e. Physical verification of all configured child items resident in Global Combat Support System-Marine Corps (GCSS-MC) Install Base.
- f. Verification of Modification Instruction's resident in GCSS-MC Install Base.

6. The ASP Manager will forward an induction Limited Technical Inspection (LTI) report to the owning unit's commander that will provide an overview of the condition of equipment placed into the ASP. The LTI work sheet will be completed where applicable. This will serve as validation of required repairs and costs of parts associated with these repairs.

#### 2004. PREPARATION OF EQUIPMENT FOR INDUCTION

1. Semiannual PMCS is required to be completed before induction. PMCS on each piece of equipment nominated for induction will be per Technical Manuals and applicable Marine Corps directives.
2. All equipment must be in condition code "B" or better, which is defined as "serviceable, mission capable." Additionally, equipment must be in corrosion category II or better. Category III equipment may only be inducted after coordination with the II MEF Corrosion Repair Facility (CRF) for servicing. If previously inducted equipment becomes category III while in the ASP, the owning unit will assist in the removal and delivery of this equipment to the II MEF CRF for servicing. Once all corrosion services have been completed, the owning unit will bring the equipment to the ASP manager for re-entry into the program for the remaining storage cycle time.
3. Complete sets of Organizational Vehicle Equipment (OVE) will accompany the equipment. If components of system available items are missing, they will be requisitioned by the ASP and located with the equipment when received. During the induction process, OVE will be boxed, banded, and placed on the equipment with an inventory attached. Equipment requiring calibration or shelf life management (i.e. torque wrenches, fire extinguishers) will be maintained by the unit.



4. Motor Transport, Engineer and Ordnance equipment requiring a load test/annual certification must be completed and current prior to induction. Load test certification will be accomplished by the owning organization prior to nomination for ASP. Results will be properly documented in the history within GCSS-MC and the equipment marked as required. Hook throat spread will be validated during both induction and withdrawal JLTI/Annual Condition Inspection (ACI).

2005. FUEL. All equipment will be delivered with a full tank of fuel in order to allow the ASP personnel to run the equipment on a quarterly basis.

2006. INDUCTION INSPECTION PROCEDURE

1. Reference (a) provides the guidelines on the condition of equipment to be accepted into the II MEF ASP. These inspection guidelines and acceptance criteria will be strictly enforced. All items, except those that are level "A" packed components, to include water and utility equipment, will be readily available and operable upon request from the ASP inspection team. The following procedures are established:

a. Motor Transport Equipment

(1) All motor transport equipment, to include the vehicle portion of the "A" Table of Authorized Material Control Number (TAMCN) for Communication-Electrical equipment will receive a detailed LTI prior to induction.

(2) A detailed joint JLTI of all motor transport equipment will be conducted at the owning unit prior to induction.

(3) All motor transport equipment will be operated and tested for operational capability during the LTI. A condition Code of "B" or better must be verified prior to ASP induction.

b. Engineer Equipment

(1) Engineer equipment inducted into the ASP will have the same storage cycle as its assigned prime mover.

(2) A detailed joint JLTI of all engineer equipment will be conducted at the owning unit prior to induction.

(3) All engineer equipment will be operated and tested for operational capability during the LTI. A condition Code of "B" or better must be verified prior to ASP induction.

(4) Heavy Equipment must have belly plates removed prior to the inspection team's arrival to ensure the team can properly inspect the undercarriage.

c. Ordnance Equipment

(1) All ordnance equipment will receive a detailed JLTI prior to induction.

(2) All ordnance equipment approved for induction will be operated and tested for operational capability during the LTI. A condition Code of "B" or better must be verified prior to ASP induction.

d. Communication-Electronics Equipment

(1) All communication-electronics equipment will receive a detailed JLTJ prior to induction.

(2) Vehicles that are part of "A" TAMCN's will have the vehicle portion in compliance with paragraph 2006.1.a of this Order.

2007. PRESERVATION PROCEDURES

1. Non-mobility assets, to include utility items, will be properly packed, boxed and banded. It is the responsibility of the ASP personnel to coordinate with PP&P to accomplish the proper level of preservation. The owning unit will provide the Cost Job Order Number (JON) for Preservation Packaging and Packing (PP&P).

2. The inspections performed during, and upon completion of preservation processing, are necessary to provide the storage activity and the commander a clear understanding of the maintenance readiness of the equipment. It is during this process that deficiencies will be identified and corrected.

2008. BATTERY PROGRAM. In order to ensure that each item of equipment in storage will have fully operational and serviceable batteries when withdrawn from ASP, the following procedures will be followed.

1. When an owning unit prepares an item of equipment for ASP induction, serviceable batteries will be installed in the equipment. ASP personnel will monitor battery condition and replace any batteries that become unserviceable during the storage cycle.

2. ASP supervisory personnel will ensure that when handling lead-acid batteries, personnel are completely aware of the dangers involved, and that proper safety measures and personal protective equipment (PPE) are employed.

2009. DELIVERY OF EQUIPMENT AND TRANSFER OF CUSTODY

1. The owning unit must make an appointment with the ASP manager prior to equipment delivery. After the ASP acceptance JLTJ is completed, and the equipment is approved for induction, owning units will turnover equipment and the equipment record jacket to the authorized ASP representative.

2. When all prerequisites are satisfied, the authorized ASP representative will sign for the equipment, and will assign an ASP control number per item. The equipment storage cycle ending date will be annotated. This does not constitute transfer of ownership or supply responsibilities from the owning unit commander.

3. ASP will retain for its files the original transfer sheet, and ensure the owning unit receives a copy.

4. ASP representatives will enter remarks indicating Stock Listing-3 (SL-3) inventory on the induction acceptance LTI sheet.

2010. EXTENSION PROCEDURES

1. 60 days prior to the expiration of a 24 month cycle, the ASP will contact the owning unit MMO requesting instructions relative to the future intent for the stored items. If assets are being considered for extension, a formal request for extension must be submitted via naval message.
2. At the discretion of the unit commander, and upon written approval from the appropriate MSC to II MEF (AC/S G-4/MMO), all items in storage for 24 months can be extended for up to an additional 12 months.

2011. EQUIPMENT STORAGE CYCLE TIMES

1. If the storage cycle for equipment is over 24 months, the ASP Manager and ASP maintenance representative will re-inspect the equipment to determine any degradation that may have occurred during storage. Any necessary additional preservation/reprocessing will be accomplished, certified, and recorded in the GCSS-MC history/Record Jackets/Logbook per reference (b). Equipment that exhibits maintenance defects during any part of a storage cycle will be de-preserved, inspected, and repaired as necessary by the ASP supporting maintenance organization and then re-preserved.
2. Release of preserved equipment prior to the end of the approved storage cycle is discouraged. Early release of equipment from the ASP will be requested via naval message, and approved by the MSC chain of command and II MEF (AC/S G-4/MMO) (see par. 2013).

2012. GENERAL WITHDRAWAL INFORMATION

1. The ASP manager will notify the owning unit 60 days prior to equipment reaching its cycle completion date in order to determine the owning unit's intent.
2. A JLTI will be conducted prior to a unit receiving equipment from storage.
3. Upon approval of withdrawal, actions required to remove the equipment from the storage site and return it to the owning unit are shared responsibilities.
4. Per reference (a), all equipment withdrawn from the ASP will have a JLTI and ACI, if required, to validate equipment condition. PMCS is not required until the next scheduled service on the PM schedule.

2013. ASP WITHDRAWAL PROCEDURES

1. Involuntary Withdrawal. Involuntary withdrawal of equipment from the ASP will be directed by Commanding General (CG), II MEF (AC/S G-4 (MMO)) in order to prevent equipment from exceeding the maximum storage time. In this case, the owning unit will be notified 60 calendar days prior to afford them an opportunity to address the issue, or arrange for the removal of the equipment.
2. Early Release of Equipment (Prior to 24 Months)
  - a. Requests for early release of equipment will be submitted to the CG, II MEF (Attn: AC/S G-4 (MMO)) via naval message.

b. Equipment will not be approved for early release without adequate justification.

3. Withdrawal Preparation

a. It is the ASP Manager's responsibility to coordinate refueling of prime movers, and to replace batteries when required. Both refueling and battery servicing will be done at predetermined locations within the ASP compound.

b. The owning unit representative will receipt for the equipment. Once the equipment has been received, the ASP Manager will retain the signed transfer sheet for a minimum of one year from date of receipt.

CHAPTER 3

EQUIPMENT MAINTENANCE/INSPECTION PROCEDURES

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## CHAPTER 3

## EQUIPMENT MAINTENANCE/INSPECTION PROCEDURES

3001. EQUIPMENT MAINTENANCE/INSPECTION INTERVALS

1. Regular PMCS will not be performed during the storage period. Equipment extended in the ASP will continue to get ACIs and will not require a PMCS to extend.
2. The ASP Manager will conduct a visual inspection on a weekly basis and immediately following severe weather conditions. Additionally, equipment will be checked when other situations arise that may adversely affect equipment preservation to ensure against deterioration during storage. The inspector will perform such actions as the lubrication of securing devices, latches, and exposed operating mechanisms. Unless deemed necessary, preservation seals and packing will not be removed during the course of this check.
3. When corrective maintenance is required, the ASP supporting maintenance activity will be notified by the ASP manager. The owning unit will be notified of any maintenance actions being taken on their equipment.
4. The ASP personnel will perform an operations check on the stored equipment every month, annotating the results on a run sheet or worksheet. Concurrent with this operations check, monthly storage preventive maintenance will be performed and recorded on a PMCS check sheet. All necessary corrective maintenance will be performed during this operations check. All equipment stored under covers will have operation checks accomplished every three (3) months vice monthly.
5. An ACI will be conducted every 12 months and recorded in the equipment record jacket on all equipment requiring a load test per reference d. The ACI will be conducted only by personnel certified to conduct a load test.

3002. CORRECTIVE MAINTENANCE (FIELD MAINTENANCE)

1. When corrective maintenance is required, the ASP Manager will notify the ASP supporting maintenance activity and arrange for repair of the equipment. ASP maintenance will arrange for a maintenance support team through a courtesy task to the appropriate supporting maintenance activity.
2. If the maintenance support team deems it necessary to evacuate the equipment to its maintenance facility, the following procedures apply.
  - a. The ASP supporting maintenance activity will be notified by the ASP manager.
  - b. The ASP supporting maintenance activity will coordinate the movement of the item from the ASP lot to the appropriate maintenance facility within 10 working days of notification by ASP personnel.
  - c. When repairs are completed, equipment will be re-inducted into ASP to complete its storage cycle.

3003. SUPPLY PROCEDURES

1. The ASP supporting maintenance activity will be required to requisition all needed repair parts/components during the storage cycle using the owning unit cost JON in the Global Combat Support System-Marine Corps (GCSS-MC).
2. The Commanding General, II MEF (G-4), will budget funds necessary for personnel and administrative supplies required in support of the ASP.

CHAPTER 4  
EQUIPMENT MODIFICATION

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## CHAPTER 4

## EQUIPMENT MODIFICATION

4001. GENERAL. The Marine Corps Modification Control Program tasks unit commanders with the responsibility of having items of equipment modified in a timely manner. Therefore, all required modifications will be identified during the induction phase, and will be completed prior to induction.

4002. MODIFICATIONS. Modification parts or kits required to adhere to modification instructions issued during the storage cycle will be ordered using the owning unit's cost JON. These modifications will be performed by the ASP supporting maintenance activity. All force fed modification kits will be delivered to the ASP by the owning unit for application to their equipment.

4003. URGENT MODIFICATIONS. Urgent Modifications will be coordinated and completed within the time constraints on the applicable modification instruction. No item of equipment shall be on administrative deadline if an urgent modification is required to be applied. Therefore, if an urgent modification is published pertaining to an item of equipment in the ASP, the ASP Manager will coordinate the modification with the ASP supporting maintenance activity and report the completion to the owning unit's MMO.

4004. MODIFICATION REPORTING. All modification reporting requirements will be the responsibility of the owning unit and annotated per reference (b). The ASP Manager will notify owning units when modifications have been applied so that units can properly report the application.

CHAPTER 5  
PERSONNEL AND EQUIPMENT SUPPORT

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## CHAPTER 5

## PERSONNEL AND EQUIPMENT SUPPORT

5001. GENERAL

1. The ASP is not authorized a formal Table of Organization or Table of Equipment.
2. All personnel and equipment necessary to operate and maintain the program will be provided by the Marine Corps Logistics Command (MCLC) in coordination with the AC/S II MEF G-4.
3. It is the responsibility of the MCLC to support the ASP as the MEF increases the total equipment inducted into the program.

5002. PERSONNEL

1. The ASP Manager will conduct a semiannual review of personnel and submit requirements no later than 15 Jan/15 Jul of each calendar year. A current inventory will also be submitted with all personnel requests. The ASP Manager will forward all personnel requests to II MEF (AC/S G-4 (MMO)).
2. The ASP manager is authorized to submit personnel requests, with justification, when there is a critical need for augmentation that cannot be delayed until the semi-annual review.

5003. EQUIPMENT: The Commanding General, II MEF (G-4) will budget and provide all necessary equipment needed to establish, operate and maintain the ASP.

CHAPTER 6  
RECORDS AND REPORTS

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## CHAPTER 6

## RECORDS AND REPORTS

6001. RECORDS

1. The safe keeping of ASP equipment records will be the responsibility of the ASP manager.

2. The current edition of TM-4700-15/1, Tactical Equipment Record Procedures, prescribes the mandatory records and forms required for the proper operation and maintenance of Marine Corps ground equipment. The procedures therein will be strictly adhered to and recorded in GCSS-MC.

6002. REPORTS. The ASP Manager will submit a quarterly inventory list in RUC sequence to II MEF (AC/S G-4/MMO) and all participating MSC G-4s by the 10th day of each new quarter.

6003. READINESS REPORTING

1. Owning units will report all Marine Corps Ground Equipment in accordance with applicable orders and directives.

2. Equipment inducted into the ASP will remain on the owning units supply account, and its serviceability condition will be reported utilizing GCSS-MC and the Defense Readiness Reporting System as applicable.