



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 10550.2H  
3NA3  
12 MAY 1997

STATION ORDER 10550.2H

From: Commanding Officer  
To: Distribution List

Subj: RADIO ACCOUNTABILITY, SERVICING, AND PROCUREMENT OF  
ELECTRONICS EQUIPMENT

Encl: (1) Sample Inventory Format for Quarterly Radio and  
Electronic Equipment Report

1. Purpose. To establish procedures for radio accountability, servicing, and procurement of electronics equipment for tenant organizations and department/sections at Marine Corps Air Station, Yuma.
2. Cancellation. StaO 10550.2G.
3. Background. The Ground Electronics Maintenance Division (GEMD), Communications/Data/Electronics Department, Marine Corps Air Station Yuma, will issue available radios on a sub-custody basis to tenant organizations, departments or sections who justify their need for such equipment. This equipment is nonstandard and procured with Station funding, thereby requiring GEMD to plant account each item. Tenant organizations will sub-custody from GEMD to establish adequate control measures to safeguard the equipment from loss, theft and abuse. Uniformity in servicing, accountability and procurement will be enhanced by strict adherence to the procedures established.
4. Action. Applicable tenant organizations, departments, and sections aboard Marine Corps Air Station Yuma will adhere to the following guidance.
  - a. Tenant organizations, departments, and sections will appoint, in writing, a Responsible Officer (RO) to sign for all electronics equipment. Upon the appointment of a new RO, the new and old RO's will report to GEMD, building 500, to sign a new custody card and provide a copy of an appointment letter from that person's OIC.

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b. Inventory of all mobile, portable, and fixed radios, ancillary equipment (radio battery chargers), pagers, remote radio controls, etc., will be done quarterly. Report the results of these inventories by the first week of February, May, August, and November in the format contained in Enclosure (1) to the Ground Electronics Maintenance Officer (GEMO) with the RO's signature.

c. Missing, lost, stolen or damaged radios and/or ancillary equipment will be reported immediately by phone and in writing using Standard Letter Format to the GEMO. The letter will contain the equipment description, serial number, and a brief statement from section/unit RO, describing the nature and details of the incident.

d. There will be no transfer of communications equipment (handheld radios, pagers, mobile radios) between departments without authorization from the GEMO. Communications equipment no longer required by units must be returned to GEMD, Bldg 500.

e. Each organization utilizing Station-provided radio assets shall turn them in on a quarterly basis for servicing, battery charging, or replacement as required. Organizations should spread the equipment load over the quarter so 1/3 of their assets will be serviced each month. Failure to comply with this maintenance schedule may result in recall of the using unit's equipment.

f. When vehicles with radios are placed in a deadline status by Motor Transport Maintenance, it will become the responsibility of the unit which signed for the equipment, to notify GEMD (Bldg. 500) so the radio equipment may be removed during the period the vehicle is deadlined.

g. Users who perform Preventive Maintenance (PM) on the interior of a vehicle equipped with radio equipment must take extra precautions to avoid damage to that equipment. Prior to vehicle interior washing, radio equipment will be removed by GEMD personnel and reinstalled upon completion of user PM.

h. Departments and sections of this Station will identify and request all additional communications electronics assets, such as handheld radios, vehicular mounted radios, pagers, etc., in the following manner:

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(1) Submit a request in letter form with complete justification and impact statements to the Ground Electronics Maintenance Officer.

(2) Upon approval by the Ground Electronics Maintenance Officer, the required assets will be requisitioned per the current edition of the Marine Corps Air Bases Western Area Financial Management Accounting Manual. Low priority requests will be budgeted for purchase during the next fiscal year. Priority requests will require a transfer of funds from the requisitioning unit to the GEMD. Requisitions must receive a Financial Information Pointer stamp from GEMD before acceptance by the Station Supply Department.

i. Requests for radios/electronics equipment for temporary loan will be submitted at least three working days prior to the request date.

5. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

6. Concurrence. The Commanding Officer, MAG-13, 1st LAAM Bn, MACS-7, MWSS-371, CSSD-16, and VMFT-401 concur in and make this Directive applicable to their respective Commands.



C. J. TURNER

DISTRIBUTION: B

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SAMPLE INVENTORY  
FORMAT FOR RADIOS AND ELECTRONIC EQUIPMENT

From: (Department Head, Unit/Department)  
To: Ground Electronics Maintenance Officer  
Subj: QUARTERLY RADIO AND ELECTRONIC EQUIPMENT REPORT  
Ref: (a) StaO 10550.2H

1. As directed by the reference, the following report is submitted:

a. Responsible Officer authorized to sub-custody electronics equipment for this organization from the Ground Electronics Maintenance Division, Communications Data Electronics Department, MCAS Yuma:

Name: \_\_\_\_\_  
Rank/Rating: \_\_\_\_\_  
Position: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_

b. On-hand Equipment. (SEE ATTACHED)

<u>EQUIP MFG</u>	<u>DESCRIPTION</u>	<u>SERIAL NBR</u>	<u>LOCATION</u>
Motorola	System Saber 1 Radio	500ATA1234	Duty Officer
Motorola	Spectra Mobile Radio	581ATW4321	Veh#289548
Motorola	Keynote Pager	348BRU3456	Supply

c. Comments

\_\_\_\_\_  
Responsible Officer's Signature

ENCLOSURE (1)